

IATS 8.1 User Guide

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New and Changed Help Topics - IATS Version 8.1

- **Create User Passwords and Privileges:** This Help topic was updated to address the change to the User ID field from 8 to 12 characters.
- **Travelers Eligible For RITA – Screen:** This Help topic was created to address this new IATS screen.
- **Travelers Eligible For RITA – Report:** This Help topic was created to address this new IATS report.
- **Traveler Account – Screen:** This Help topic was updated and the screen image was replaced to show the new “**Traveler is non-taxable (Foreign National)**” check box.
- **Entering Traveler's Personal Information:** This Help topic was updated and the screen image was replaced to show the new “**Traveler is non-taxable (Foreign National)**” check box.
- **Entering Traveler's Financial Information:** This Help topic was updated and the screen image was replaced to show the new “**Traveler is non-taxable (Foreign National)**” check box. In addition, the screen images were replaced to show the current appearance.
- **Freeze Traveler Account:** This Help topic was updated and the screen image was replaced to show the new “**Traveler is non-taxable (Foreign National)**” check box.
- **View or Modify the Traveler's Account from Input Screens:** This Help topic was updated and the screen image was replaced to show the new “**Traveler is non-taxable (Foreign National)**” check box.
 - **Tax Collection – Screen:** This Help topic was created to address this new IATS screen.
 - **Periodic Tax Report – Screen:** This Help topic was updated and the screen image was replaced to show the new Which Date options of Date Taxes Assessed and Date Payment options.
- **Periodic Tax Log – Report:** This Help topic was updated and the screen image was replaced to show the new Which Date options of Date Taxes Assessed and Date Payment options.
- **Import HHG Storage Requests:** This Help topic was **deleted** since this feature was removed from IATS.
- **Scan in a Document – Screen:** This Help topic was **deleted** since this feature is no longer included with IATS.**Merge Databases:** This Help topic was updated and the screen image was replaced to show the current appearance and to show that the Slave and Master Database titles were changed to Secondary and Primary.
- **Scan in a Document:** This Help topic was **deleted** since this feature is no longer included with IATS.

- **Using the Scan in a Document – Screen:** This Help topic was **deleted** since this feature is no longer included with IATS.
- **Save Scanned Documents to Database:** This Help topic was **deleted** since this feature is no longer included with IATS.
- **[Viewing TPP Tax Collection Summary Records:](#)** This Help topic was created to address the new CIVPCS Summary record for Tax Collections and to show the Date Taxes Assessed field.
- **[Merge Databases:](#)** This Help topic was updated and the screen image was replaced to show the current appearance and to show that the Slave and Master Database titles were changed to Secondary and Primary.

Introduction

Overview

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

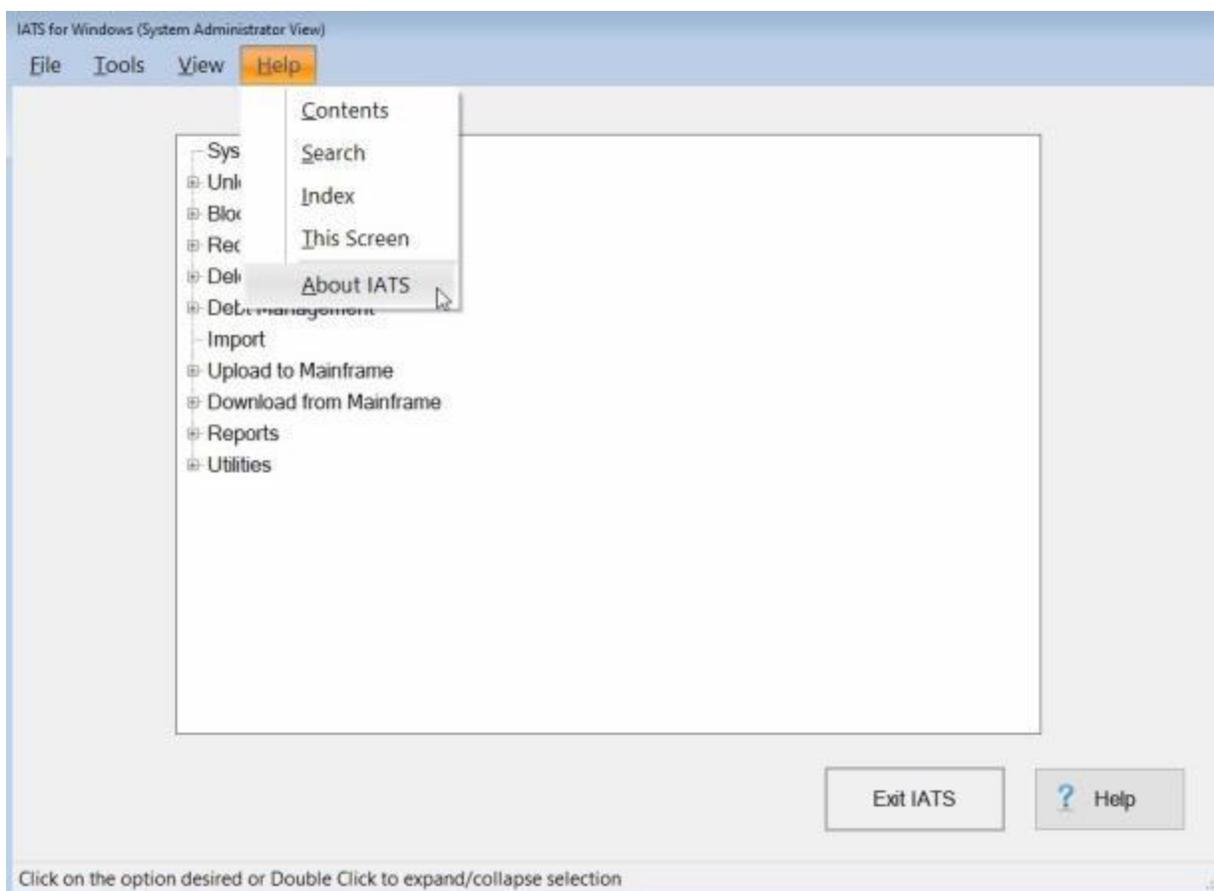
Following, is a list of the major processes automated by IATS:

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

About IATS

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

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



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

- [System Info](#)
- [IATS Debug Log File](#)
- [License Info](#)
- [Load License](#)
- [CAC Info](#)

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

About IATS.Net



IATS 7.0 - Copyright (C) 2019
Professional Software Consortium, Inc (PSC)

Sybase DB Version 7.2.0.180 Configuration: Army
Workstation Resolution: 1600 X 900 [System Info...](#) [Log File...](#)

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

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

[License Info...](#)
[Load License...](#)

[CAC Info...](#)

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

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

Login

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

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

User Login

IATS TRAVEL SUITE
Office Interface



Copyright (C) 2020 - Professional Software
Application Version Sybase: 7.3.1.142

Select the IATS database

IATS-Army-8.0
v

Next >

? Help

⊘ Cancel

IATS Travel Suite
Build Date: June 1, 2021

Complete the following steps to "login" to IATS:

1. **Database:** - If **ODBC connections** have been set-up for more than one IATS database, you will see the **Database** field on the **Log In** screen.
2. At the **Database** field, you can **click** on the *down arrow* button to see a list of other available **databases** and then **click** on the desired **database** if applicable.
3. Once you have **selected** the desired **database** to log into, if applicable, **click** on the **Next** button.
4. IATS will now **display** the **User ID** and **Password** fields.

5. **User Name:** - At this field, **type** the assigned **user name** and **press** the *Enter* or *Tab* key to continue.
6. **Password:** - At this field, **type** the assigned **password** and **press** the *Enter* or *Tab* key to continue.
7. **Click** on the **Log In** button.

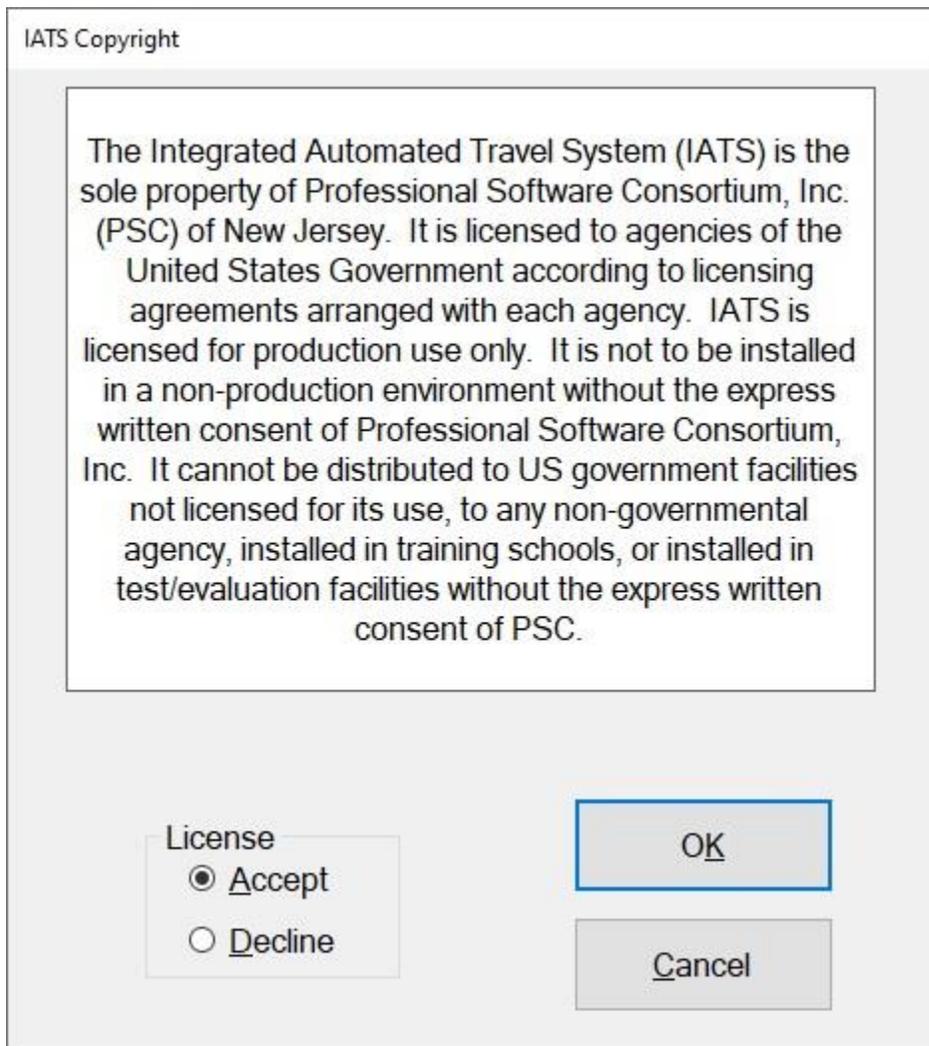
Note: Passwords should only be known by the individual user. After logging into IATS for the first time, you are required to **change** the System Administrator created **password** to a **new password** known **only** to the **user**. In addition, **users** should frequently **change their passwords**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

8. The next screen to appear is the **Privacy Act**.

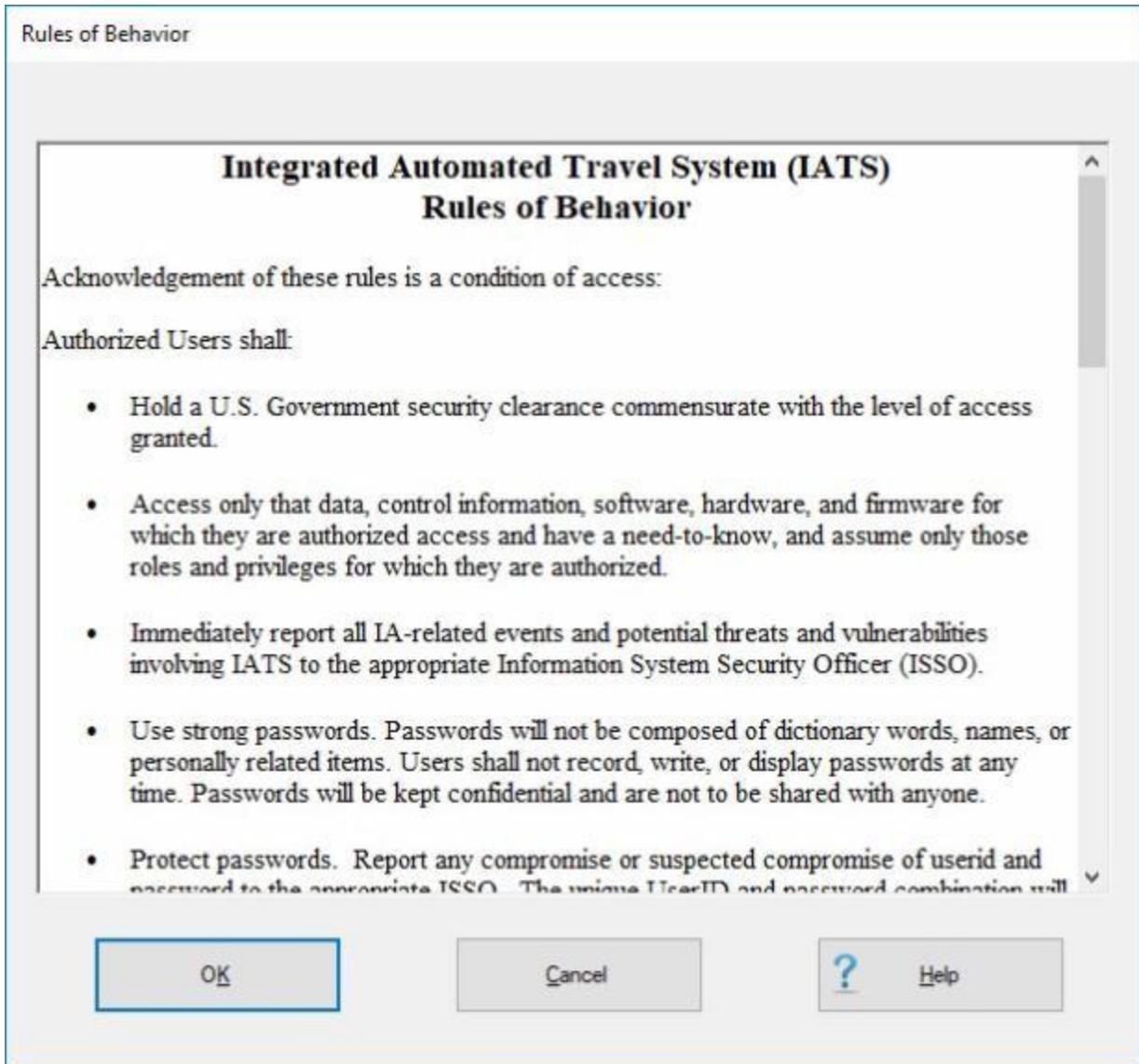
The screenshot shows a 'User Login' window with a grey background. At the top, it says 'PERSONAL DATA - PRIVACY ACT OF 1974 - HANDLE WITH CARE!'. Below that, a bolded statement reads: 'THIS SYSTEM CONTAINS INFORMATION WHICH IS REGULATED BY THE PRIVACY ACT OF 1974. (PUBLIC LAW 93.579). ADEQUATE SAFEGUARDS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

9. 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.

10. 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.

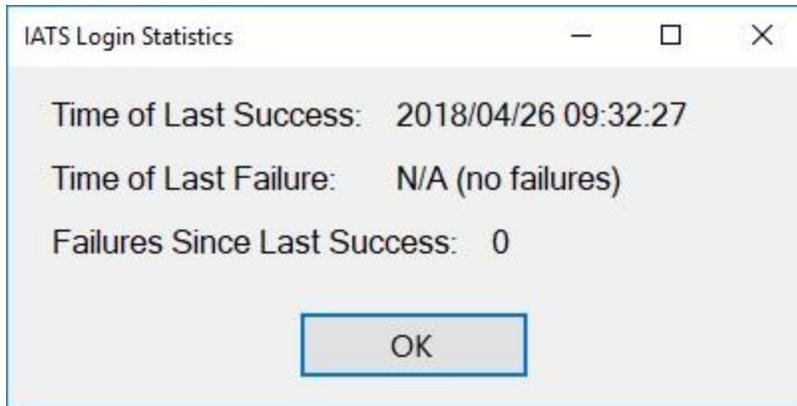


11. At the **IATS Copyright** screen, **click** in the **circle** next to the option **Accept** or **Decline** as applicable and then **click** on the **OK** button.
12. After clicking on the **OK** button, the **Rules of Behavior** screen appears



13. You must **read** through the rules and if you comply, **click** on the **OK** button to continue.

14. **After** clicking on the **OK** button at the **Rules of Behavior** screen, you will see a *pop-up message* displaying your **Login Statistics**.



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

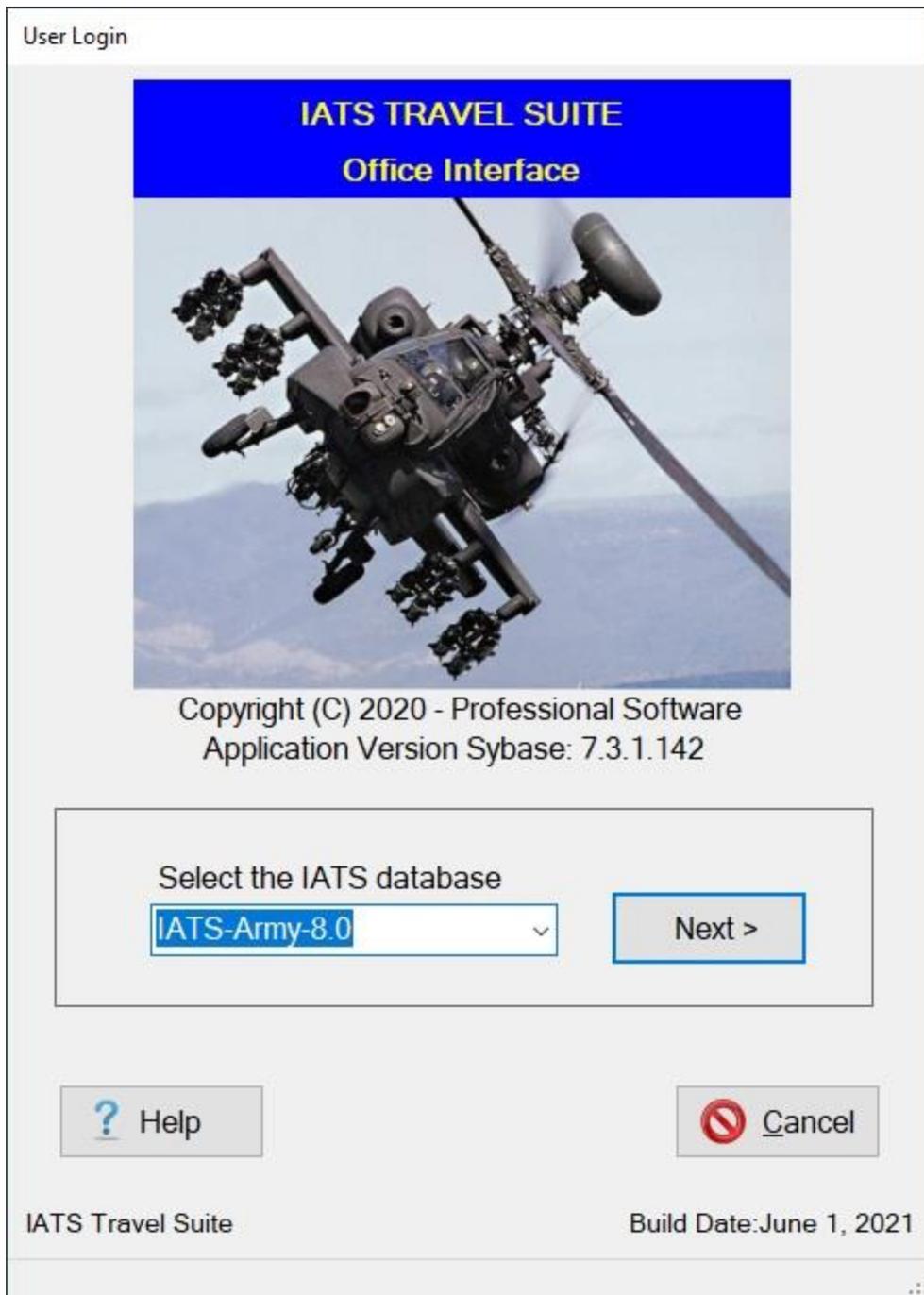
Login using Active Directory and CAC Authentication

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

Start IATS by **clicking** on the associated **icon** on the PC desktop.

Note: When IATS starts it now automatically checks the user's **Windows Identity** to determine if they are **part** of the **IATS Active Directory Windows Network group**. If the Windows User is determined to not be in the IATS group, IATS will immediately **display a message** to **inform** the user that they are not in that group and will then **exit**.

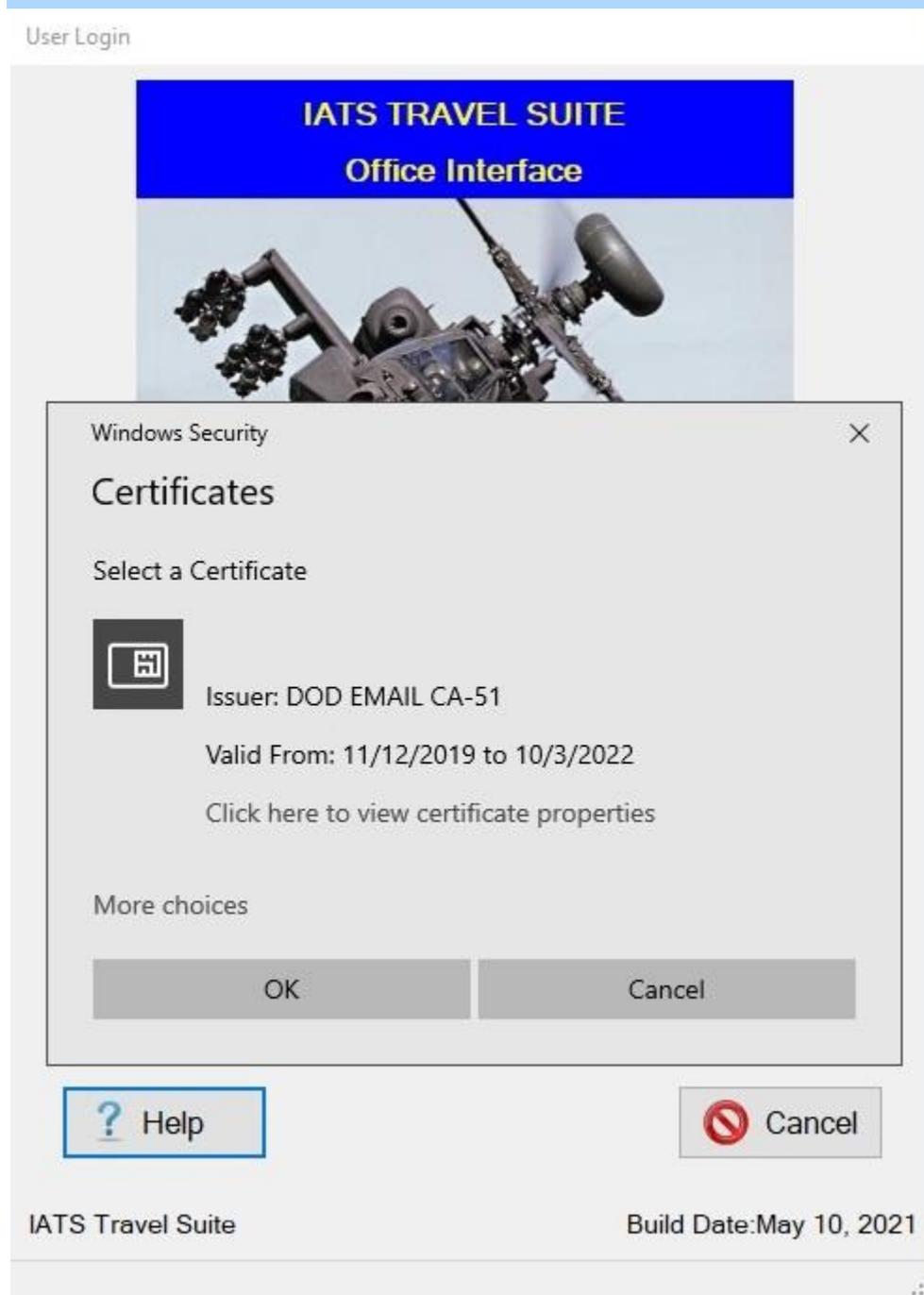
If the user **passes** the first test of "**group membership**" then IATS will display the following **User Login** screen.



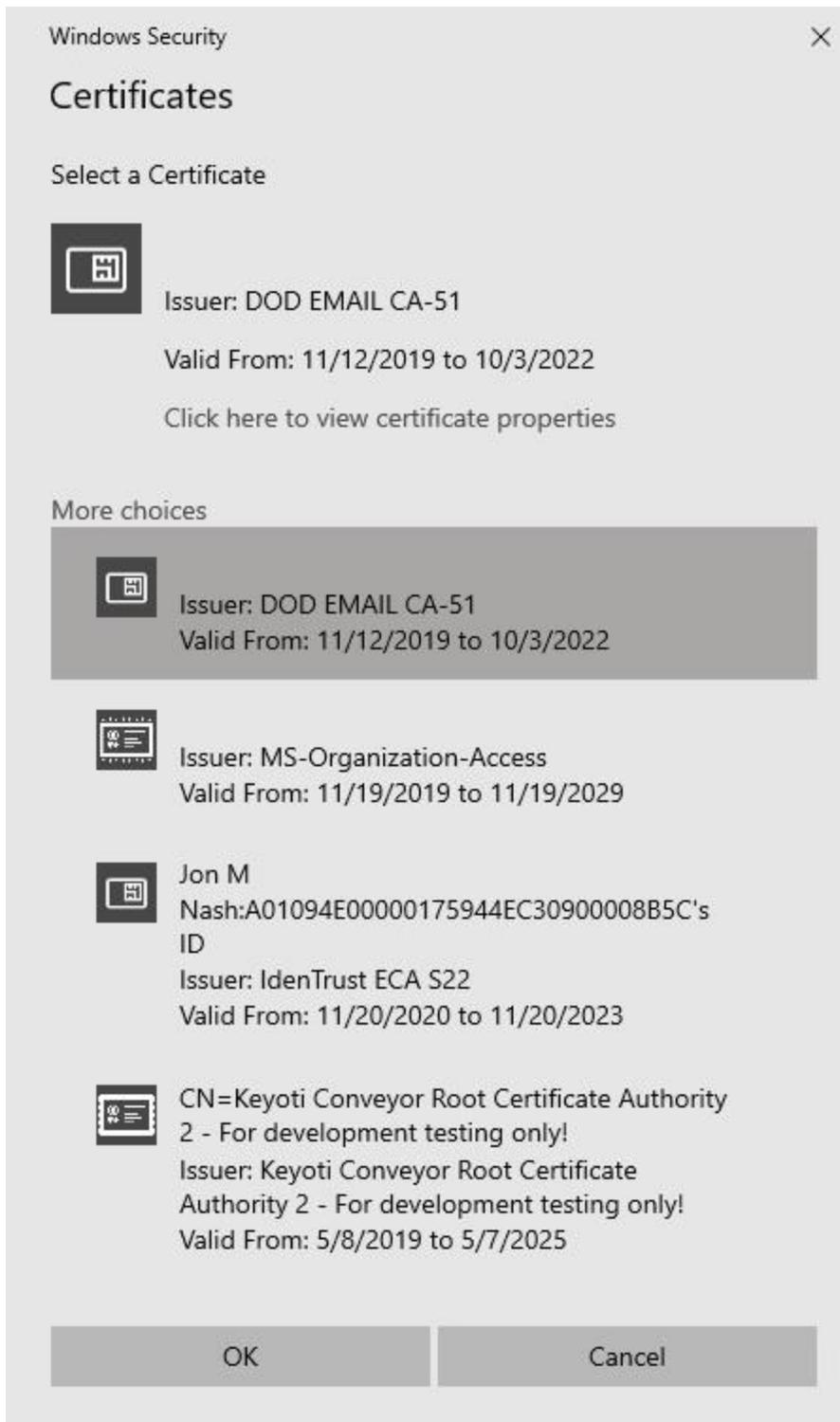
 Complete the following steps to "login" to IATS:

1. **Database:** - If **ODBC connections** have been set-up for more than one IATS database, you will see the **Select the IATS Database** field on the **User Login** screen.
2. At the **Database** field, you can **click** on the **down arrow** button to see a **list** of other available **databases** and then **click** on the desired **database** if applicable.
3. Once you have **selected** the desired **database** to log into, if applicable, **click** on the **Next** button.

Note: If IATS detects only one ODBC it will **pre-select** that ODBC and auto-click the **Next** button so that the first screen a user with such a configuration would see is **CAC Certificate** selection and authentication screen as shown below.



4. If the **Certificate** shown by default is not the **correct** one the user must **click** the **“More choices”** link in the lower-left to **display** a full list of certificates found on the CAC as shown below:



5. The user must **select** the **certificate** they've been **instructed by DFAS to use** and **click OK** to proceed.
6. After selecting the appropriate certificate, the **ActivClient Login** screen appears.

7. Here the user must **enter** and **validate** their **CAC PIN**. If the PIN is **correct** IATS will allow them to **proceed**.

Note: If this is the first time the user has logged into IATS, then IATS will display the Username selection screen where they will see the usual **Username** and **Password** fields. The **password** field will be **disabled** and they will need to **enter** an IATS **Username** as instructed by the **IATS administrator**. If the Username they enter is **invalid** or has been **claimed** and **associated** with another user/CAC IATS will **display a message** to let them know.

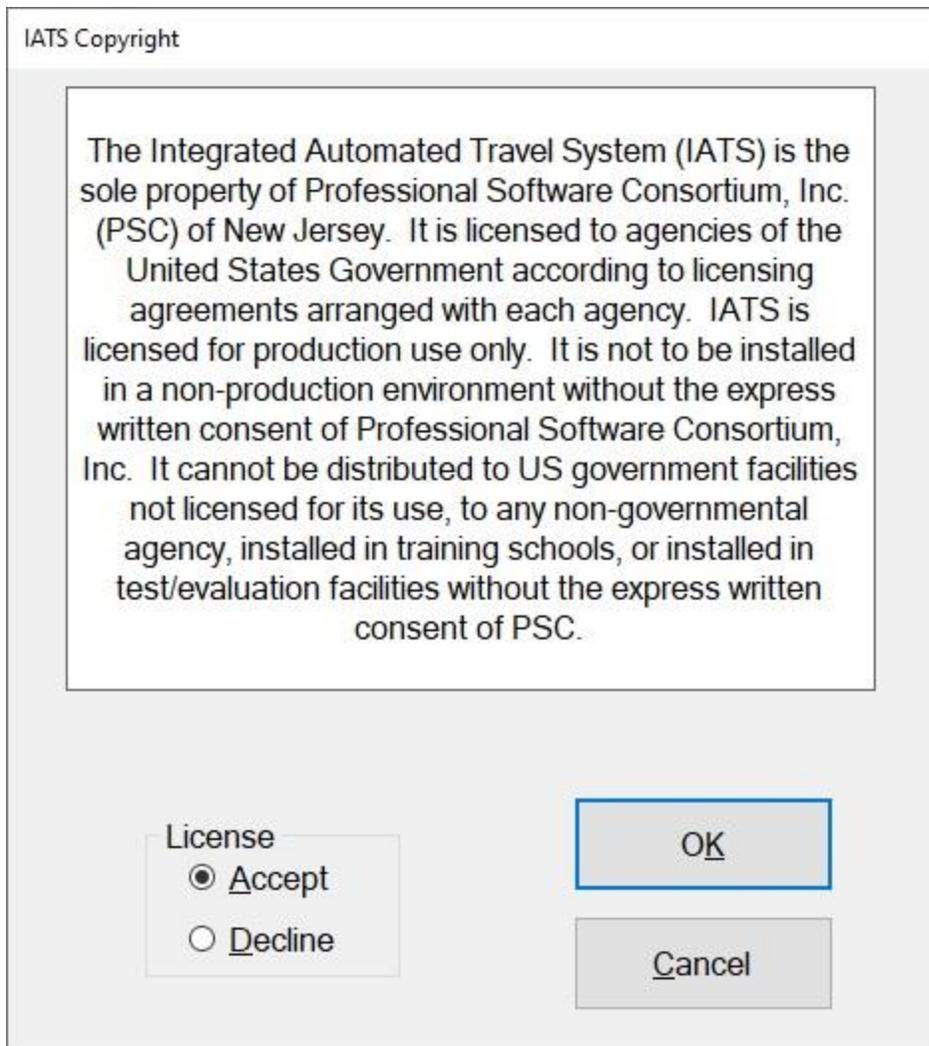
8. The user will not enter a **Password** but will simply **click** the **Log In** button to continue.

Note: Once the user has **logged in** once and **associated** their CAC with an IATS **Username** they will no longer be **prompted** for a Username unless the IATS **system administrator** associates their **CAC** with one or more additional **IATS user IDs**. In that case the user would see the Username and Password view of the login screen again. As before, the **Password** field would be **disabled**. In this case, however, the Username would be displayed as a *drop down list* of IATS Usernames found to be associated with their CAC. They can then **select** the **Username** they want to use and **click** the **Log In** button to **finish** the IATS login process.

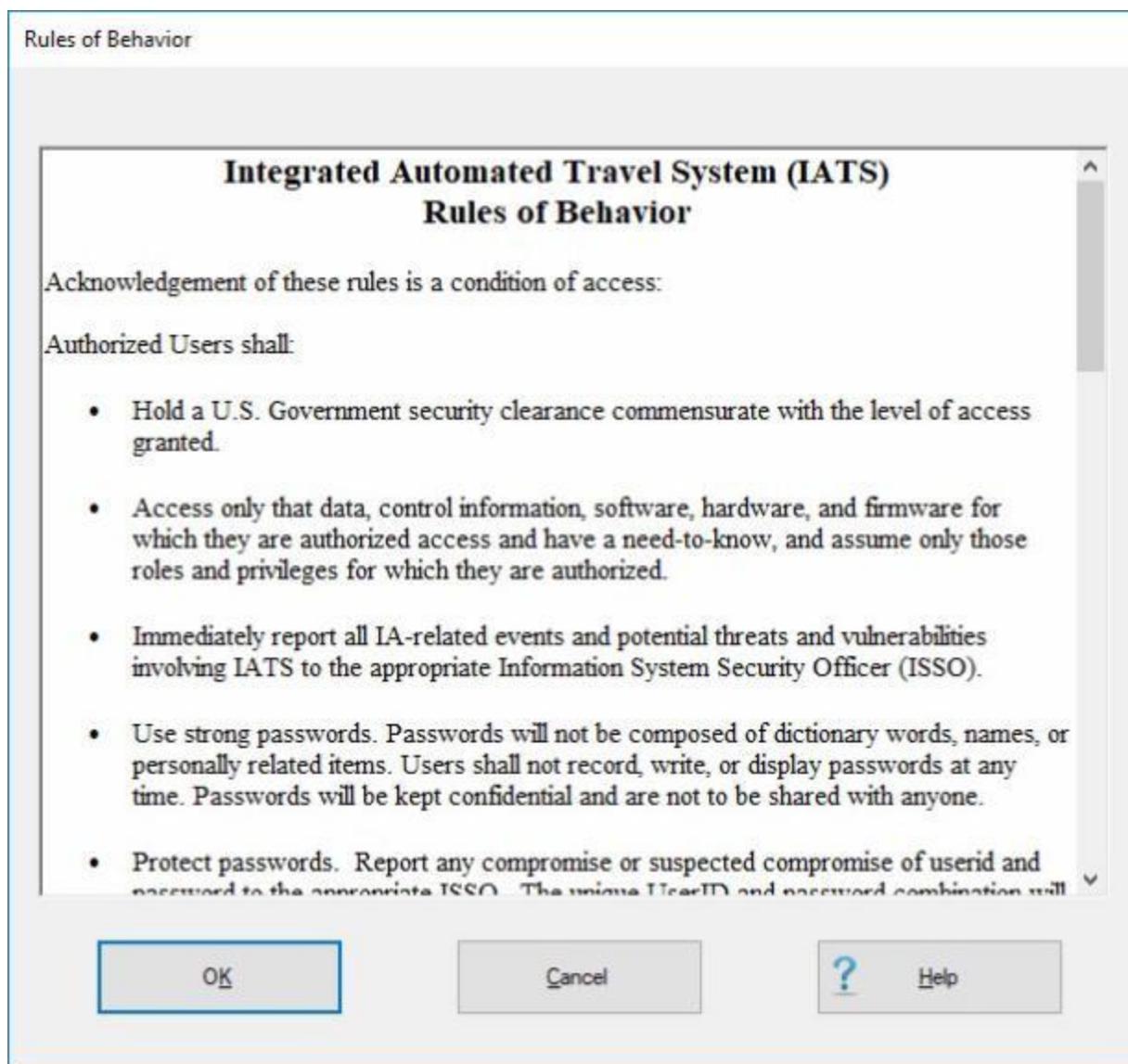
9. When the user **clicks** the **Log In** button, or when IATS finds that their CAC certificate is already associated with just one IATS **user account**, IATS automatically **displays** the **Privacy Act** screen

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

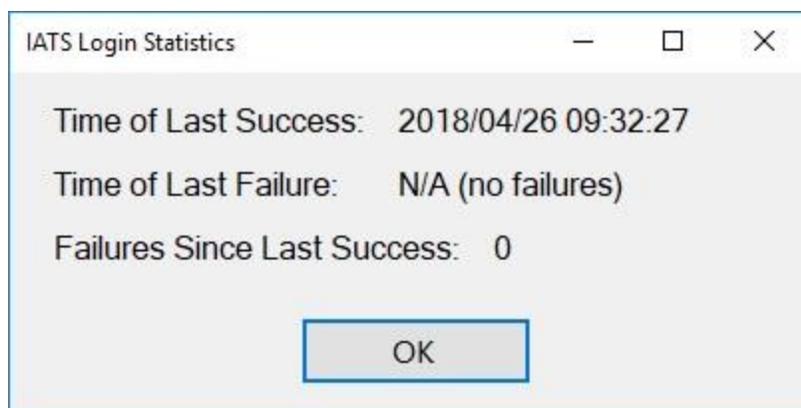
10. The **Privacy Act** statement appears to remind users that private information is **protected** by public law. **Click** on the **Yes - Proceed** button to indicate understanding of the need to keep this information **confidential** and continue logging into IATS.
11. The next screen to appear is 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.



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



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



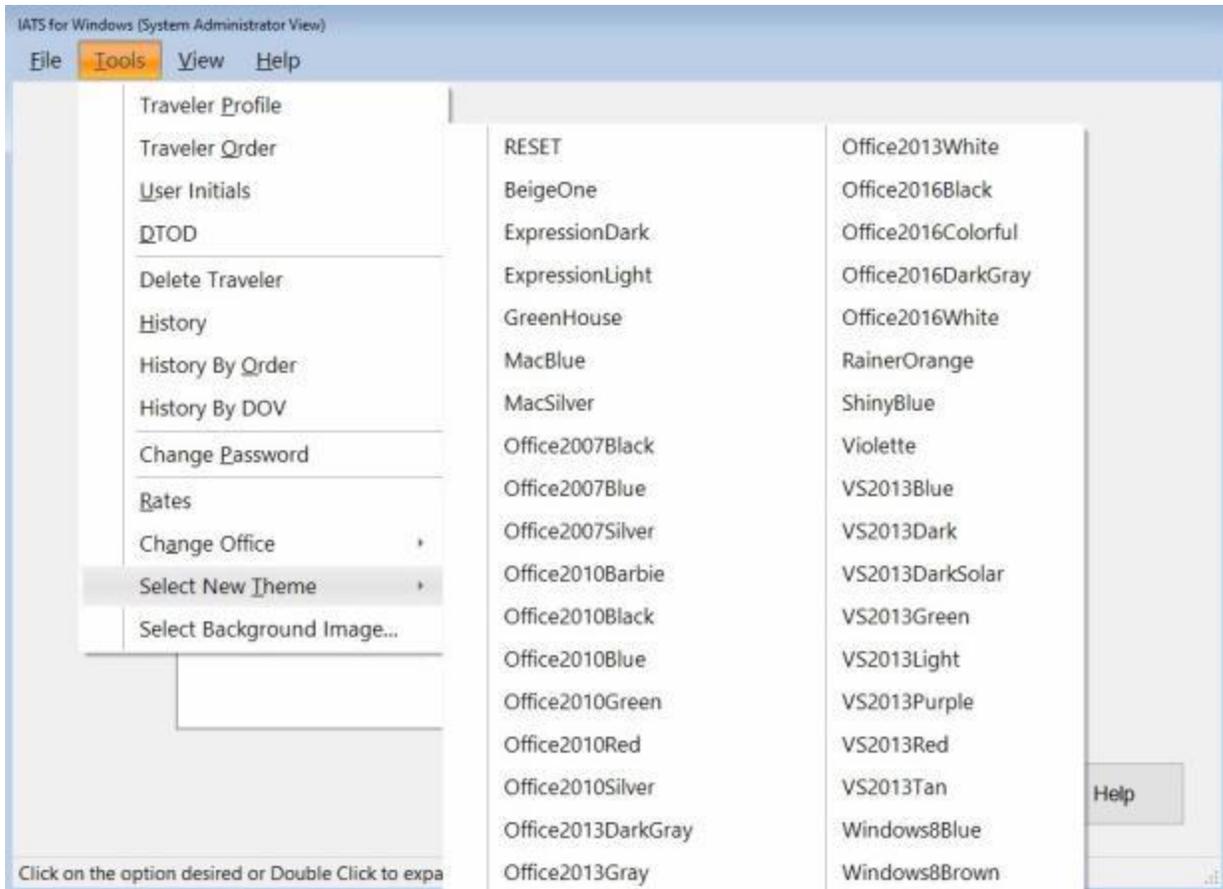
16. **Click** on **OK** to continue.
17. After clicking on the **OK** button, the **IATS for Windows** screen **appears** for the [View](#) associated with the users **account**.

Selecting a new Theme

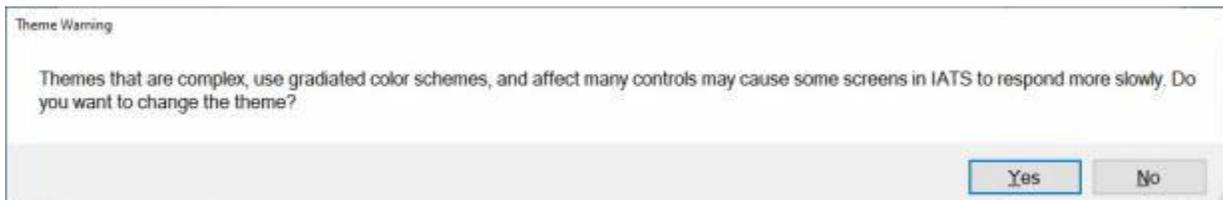
In computing, a **theme** is a preset package containing **graphical appearance** details. A **theme** usually comprises a set of **shapes** and **colors** for the graphical control elements, the window **decoration** and the window. **Themes** are used to **customize** the **look** and **feel** of a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

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

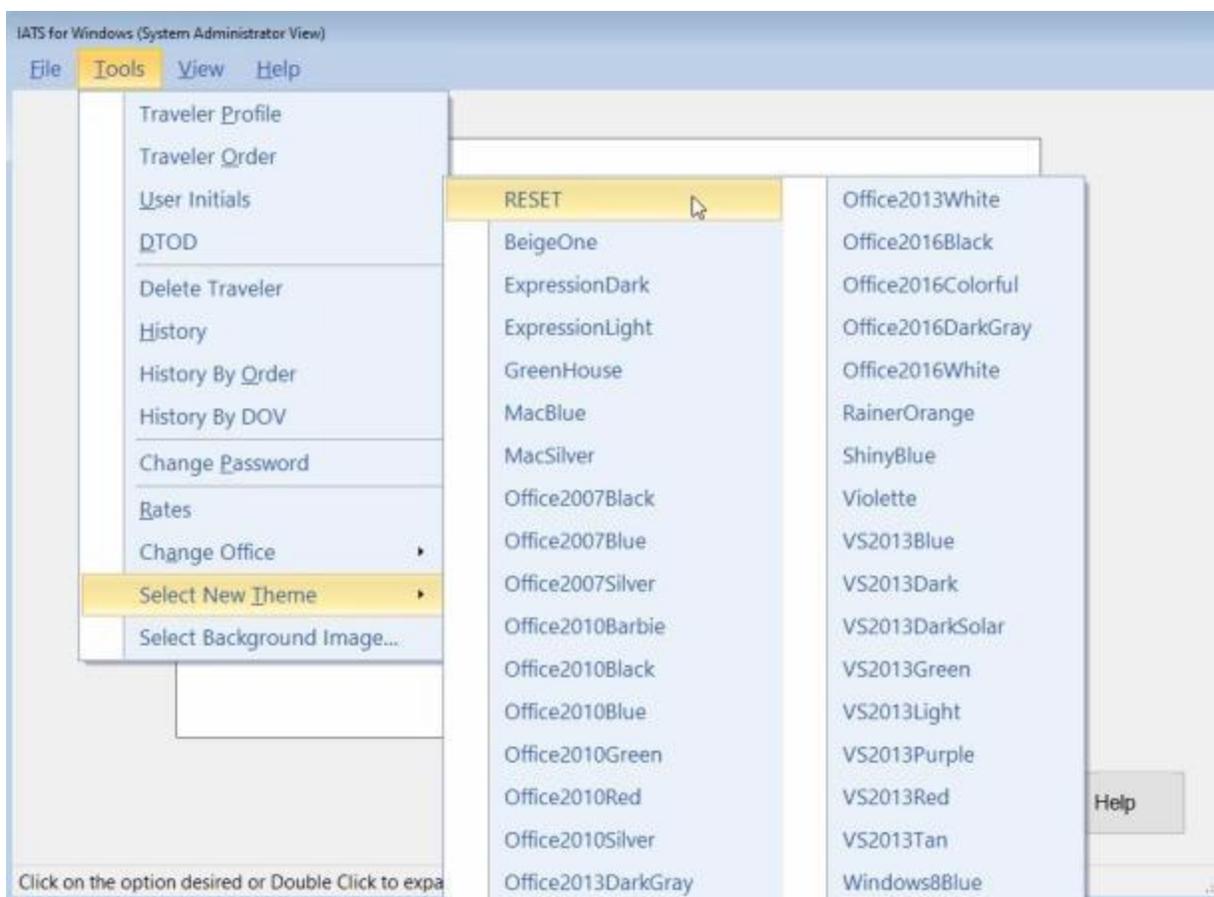
 **Complete the following steps to "change" the default IATS theme:**



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



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



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

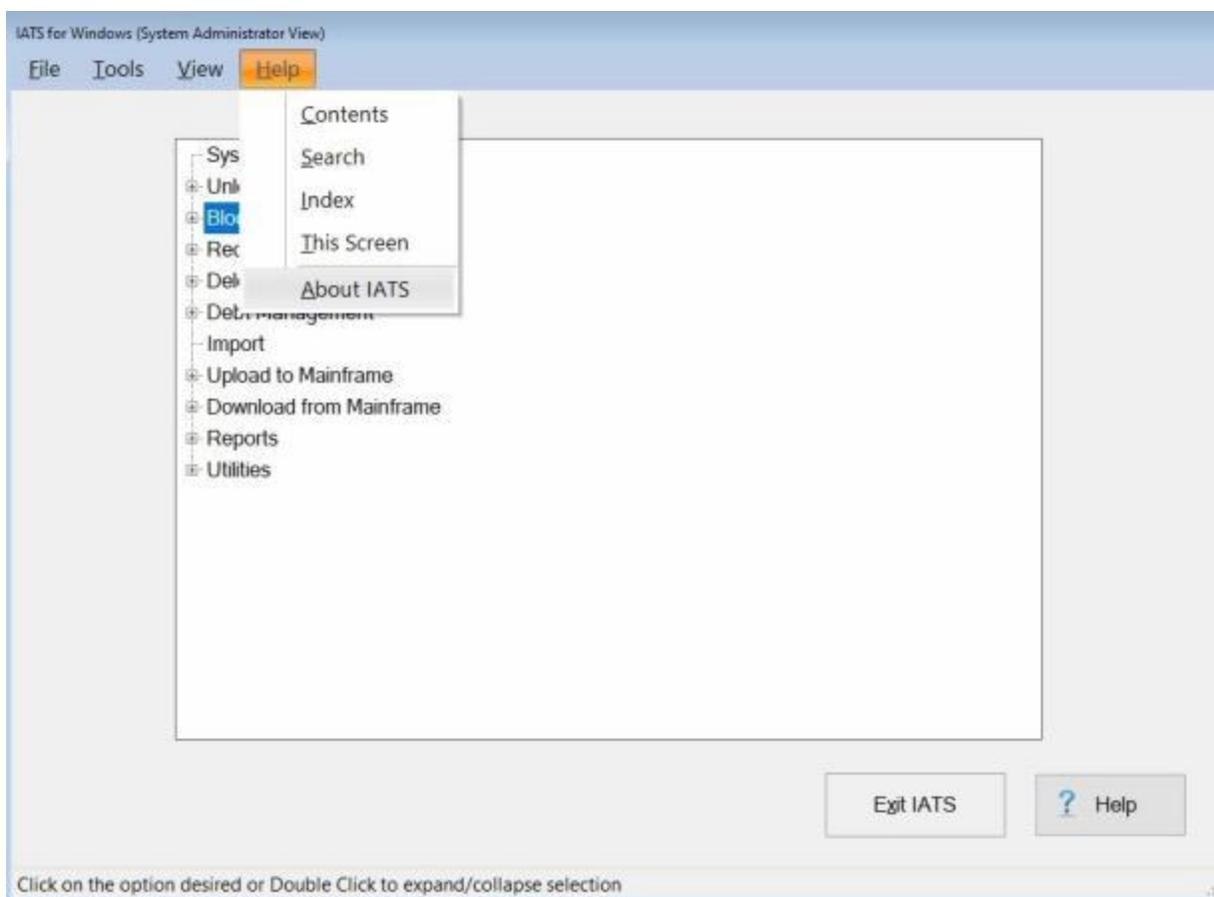
Note: It is **recommended** that you **log out** of IATS and **log back in** after **resetting** the theme since the **fonts** do not always **reset** as expected..

Displaying your System Info

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

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

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



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

About IATS.Net



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Professional Software Consortium, Inc (PSC)

Sybase DB Version 7.2.0.180
Workstation Resolution: 1600 X 900

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

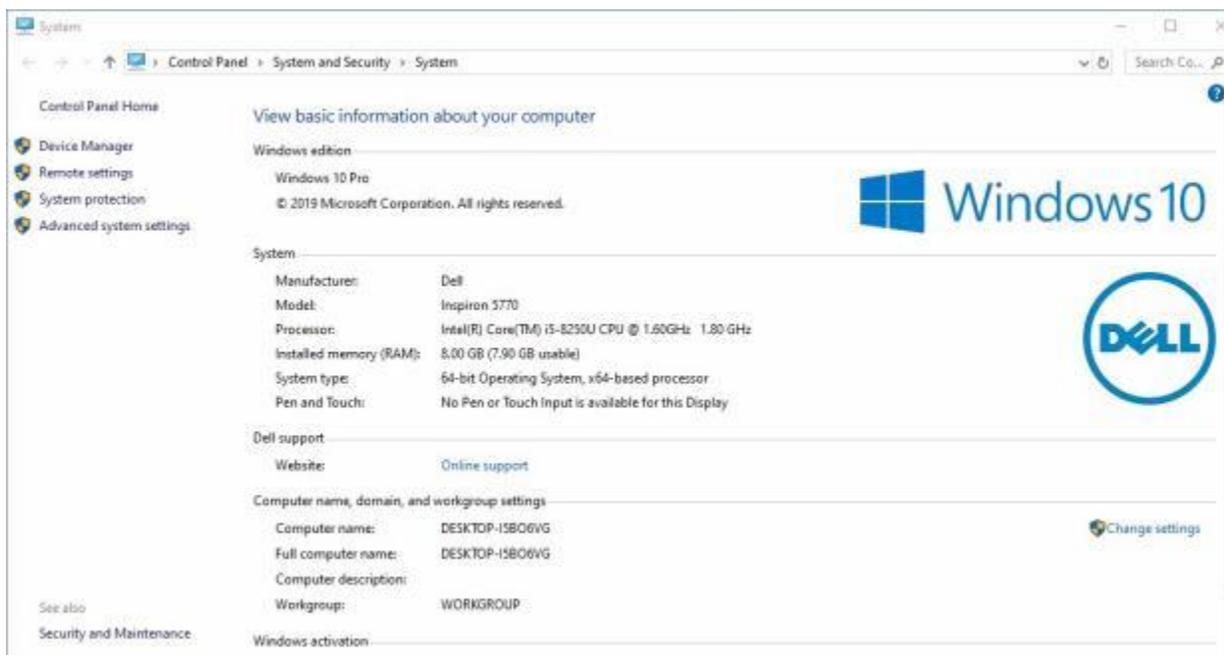
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[License Info...](#)
[Load License...](#)
[CAC Info...](#)

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

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



Systems

Control Panel > System and Security > System

Control Panel Home

View basic information about your computer

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

System

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

Dell support
Website: [Online support](#)

Computer name, domain, and workgroup settings

| | |
|-----------------------|-----------------|
| Computer name: | DESKTOP-ISB06VG |
| Full computer name: | DESKTOP-ISB06VG |
| Computer description: | |
| Workgroup: | WORKGROUP |

See also
Security and Maintenance

Windows activation

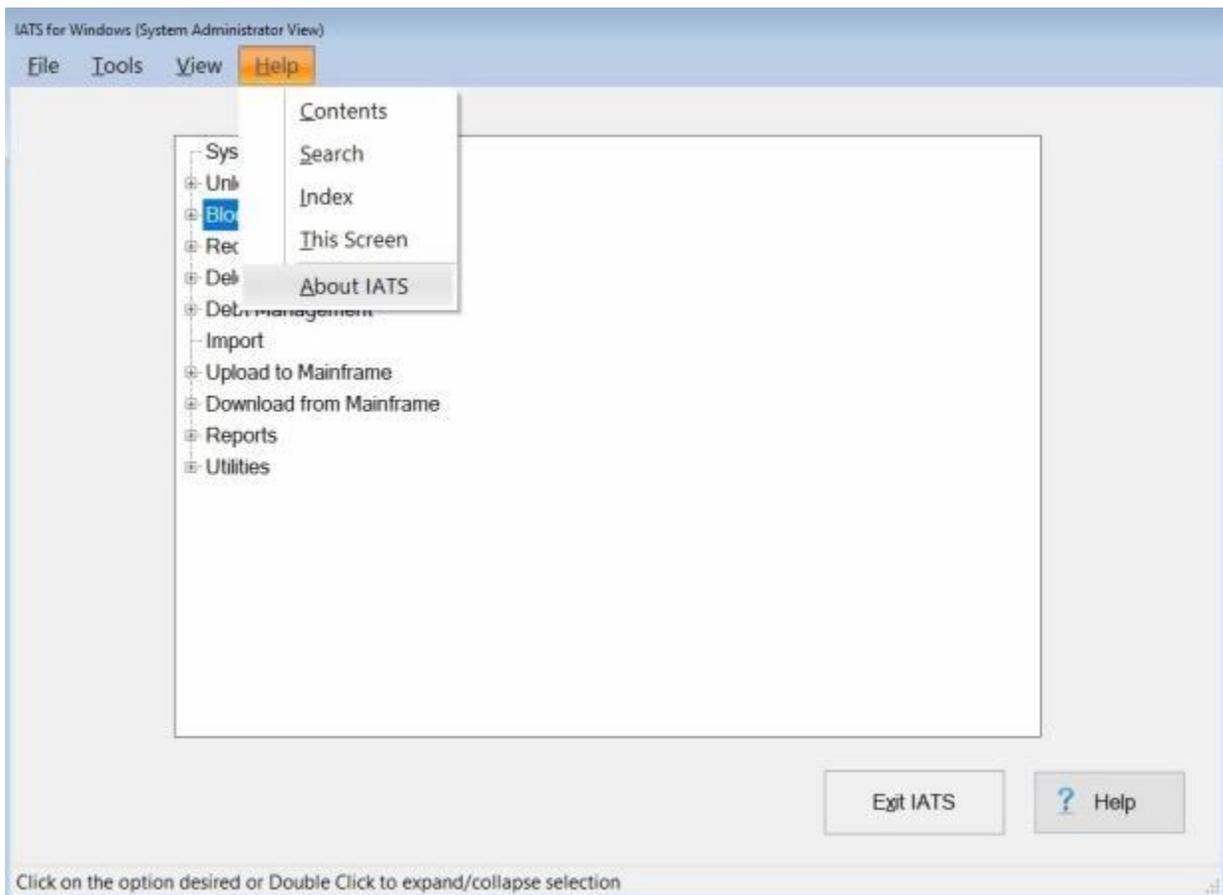
4. **Click** on the (X) in the top right corner when you are **finished** reviewing the **System** screen.

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.

About IATS.Net



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Sybase DB Version 7.2.0.180
Workstation Resolution: 1600 X 900

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

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

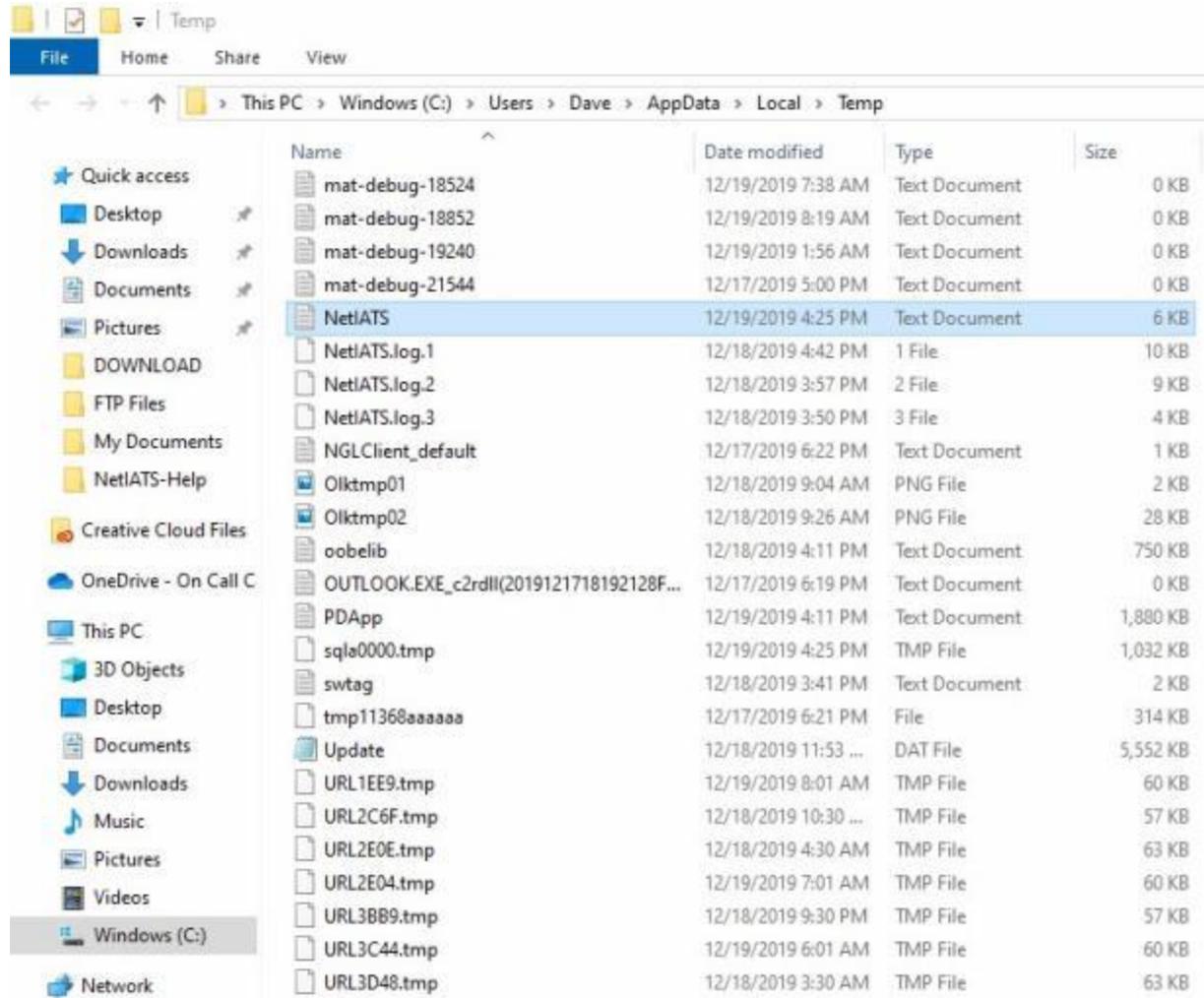
Warning: ... The Integrated Automated Travel System (IATS) is the sole property of Professional Software Consortium, Inc. (PSC) of New Jersey. It is licensed to agencies of the United States Government according to licensing agreements arranged with each agency. IATS is licensed for production use only.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

[License Info...](#)
[Load License...](#)

[CAC Info...](#)

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

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

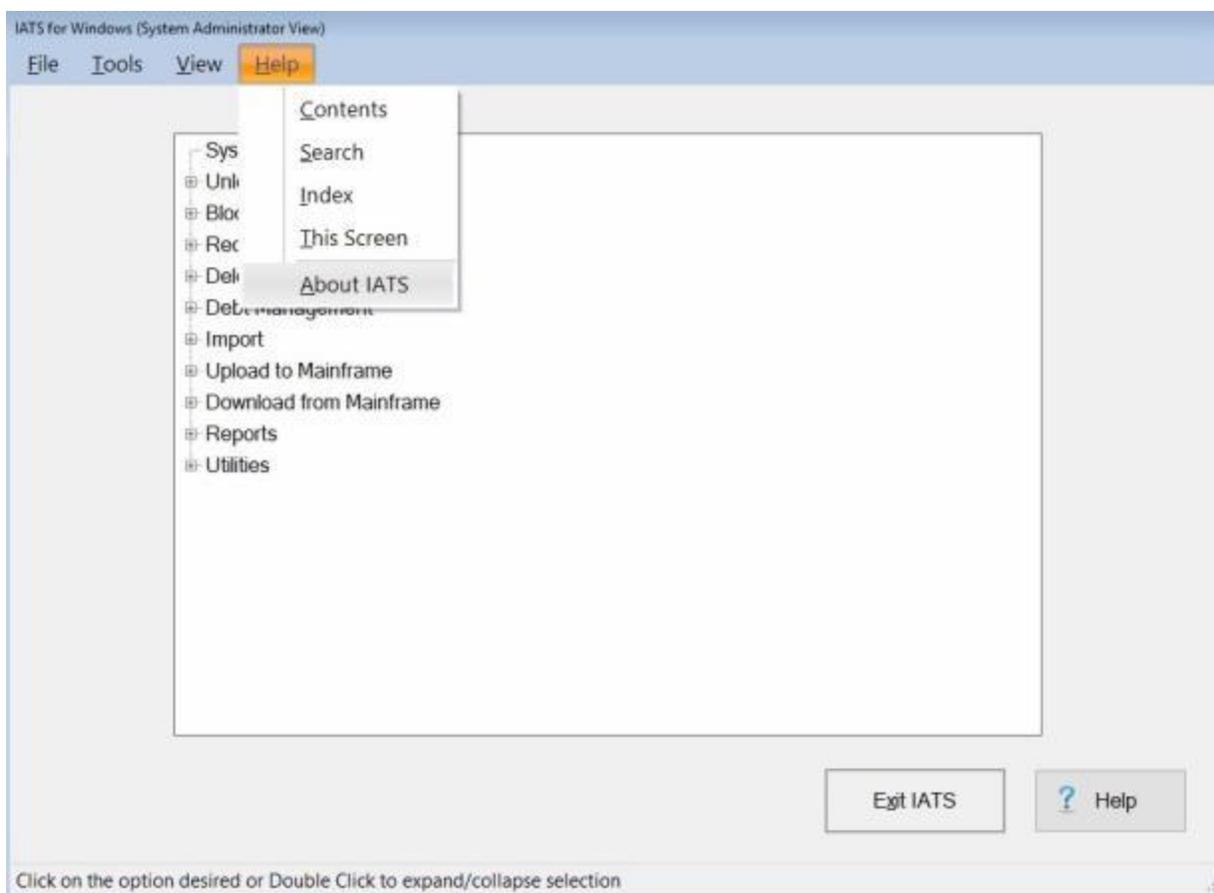


Checking the Status of your IATS License

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.

About IATS.Net



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Professional Software Consortium, Inc (PSC)

Sybase DB Version 7.2.0.180 Configuration: Army
Workstation Resolution: 1600 X 900 [System Info...](#) [Log File...](#)

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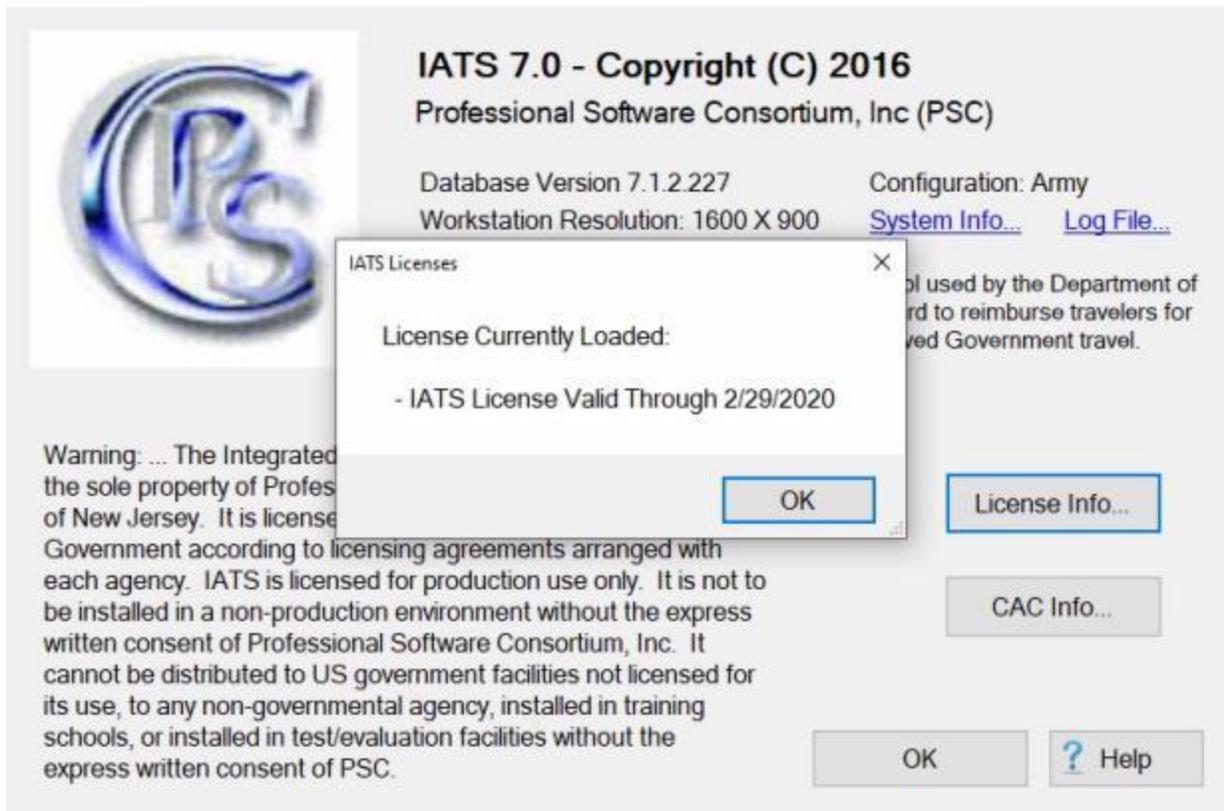
[License Info...](#)
[Load License...](#)

[CAC Info...](#)

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

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

About IATS.Net



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

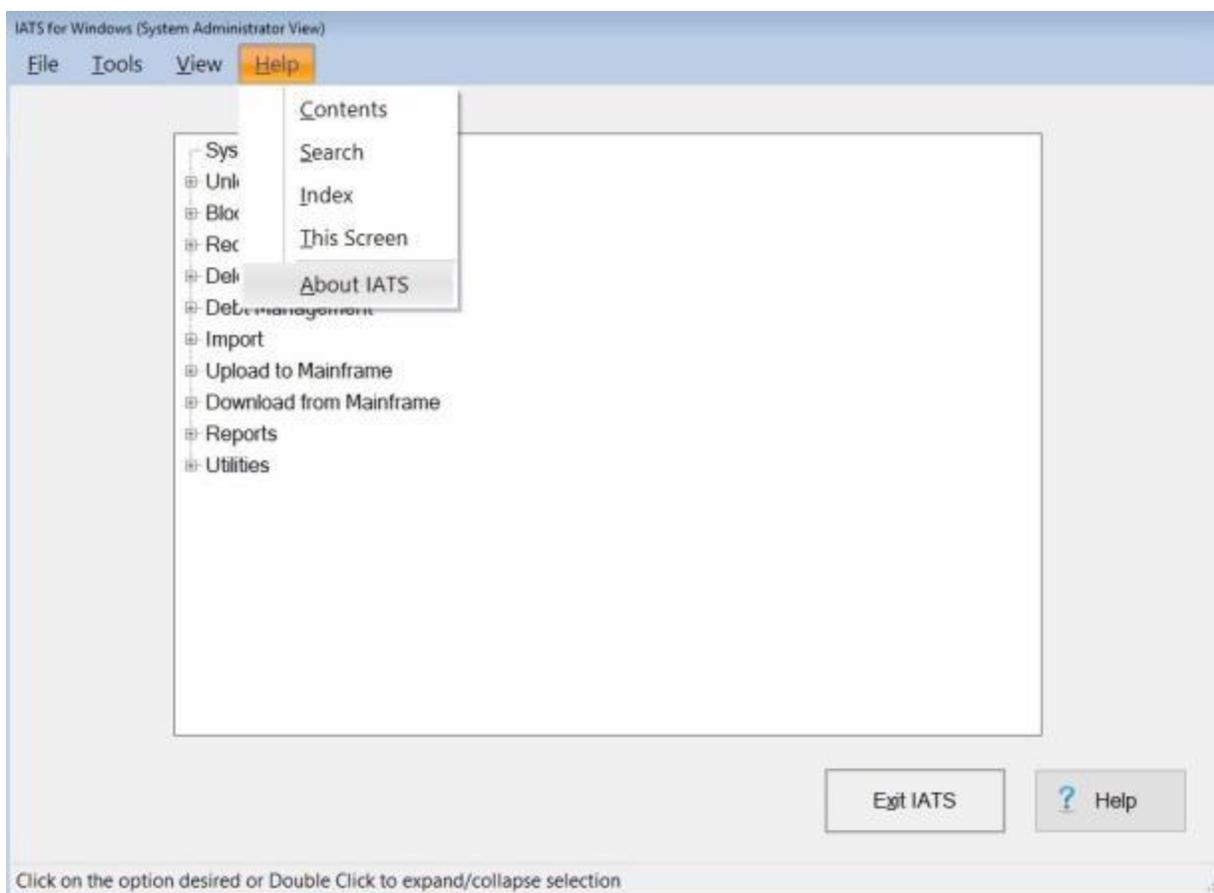
Load License

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.

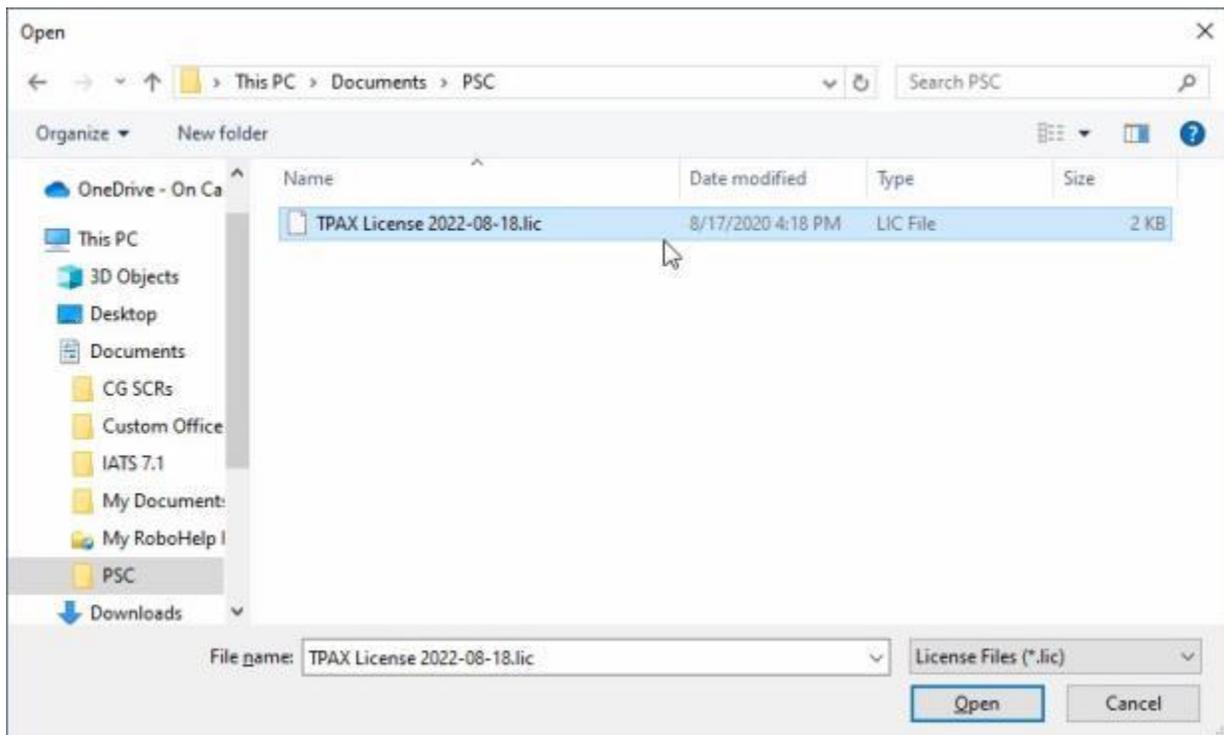
 **Complete the following steps to "load" an IATS license:**



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.



- 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** as shown above, **click** on the **Open** button.



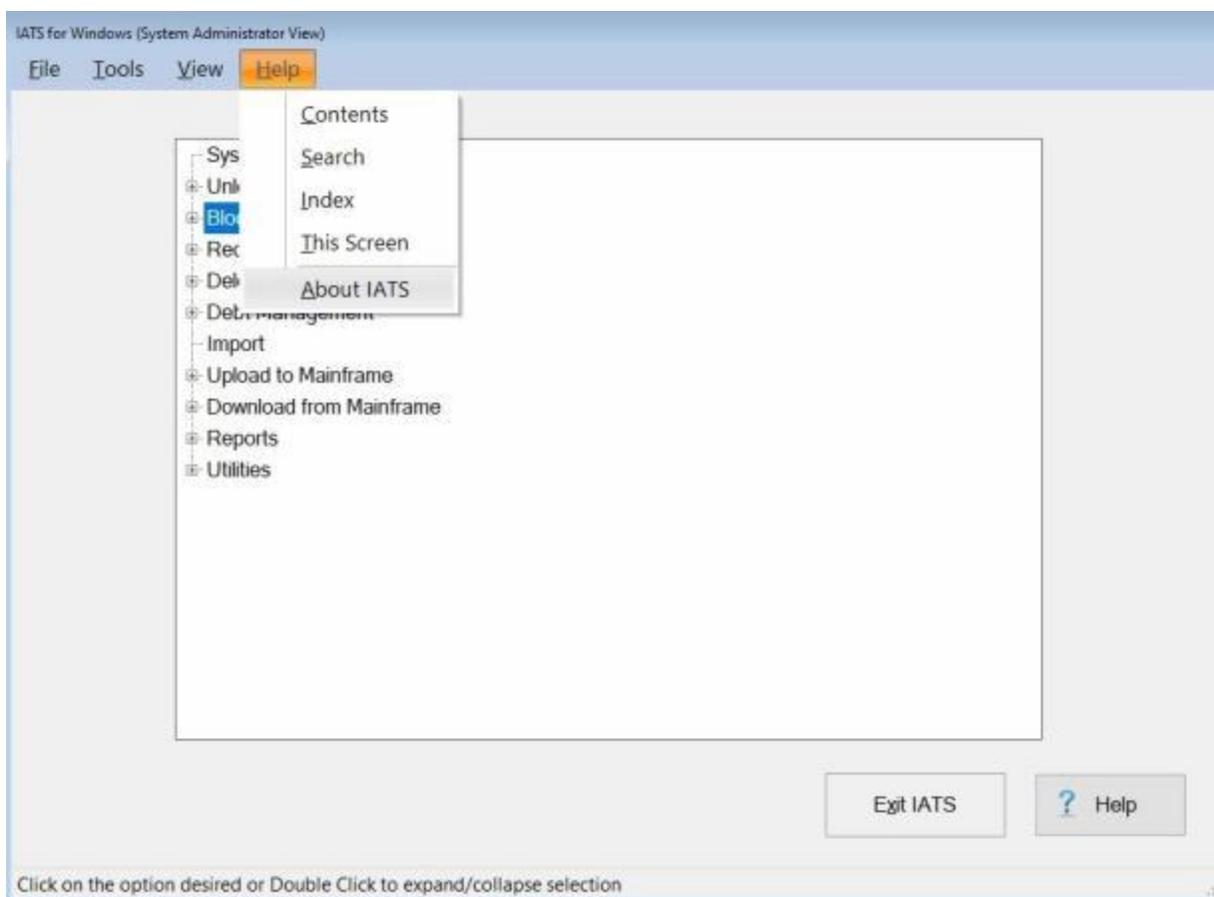
7. IATS **displays** a **message** pertaining to the **status** of the license as shown above.
8. **Click** on **OK** to continue. IATS **loads** the selected license.

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.

About IATS.Net



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Sybase DB Version 7.2.0.180 Configuration: Army
Workstation Resolution: 1600 X 900 [System Info...](#) [Log File...](#)

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[License Info...](#)
[Load License...](#)

[CAC Info...](#)

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

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

About IATS.Net



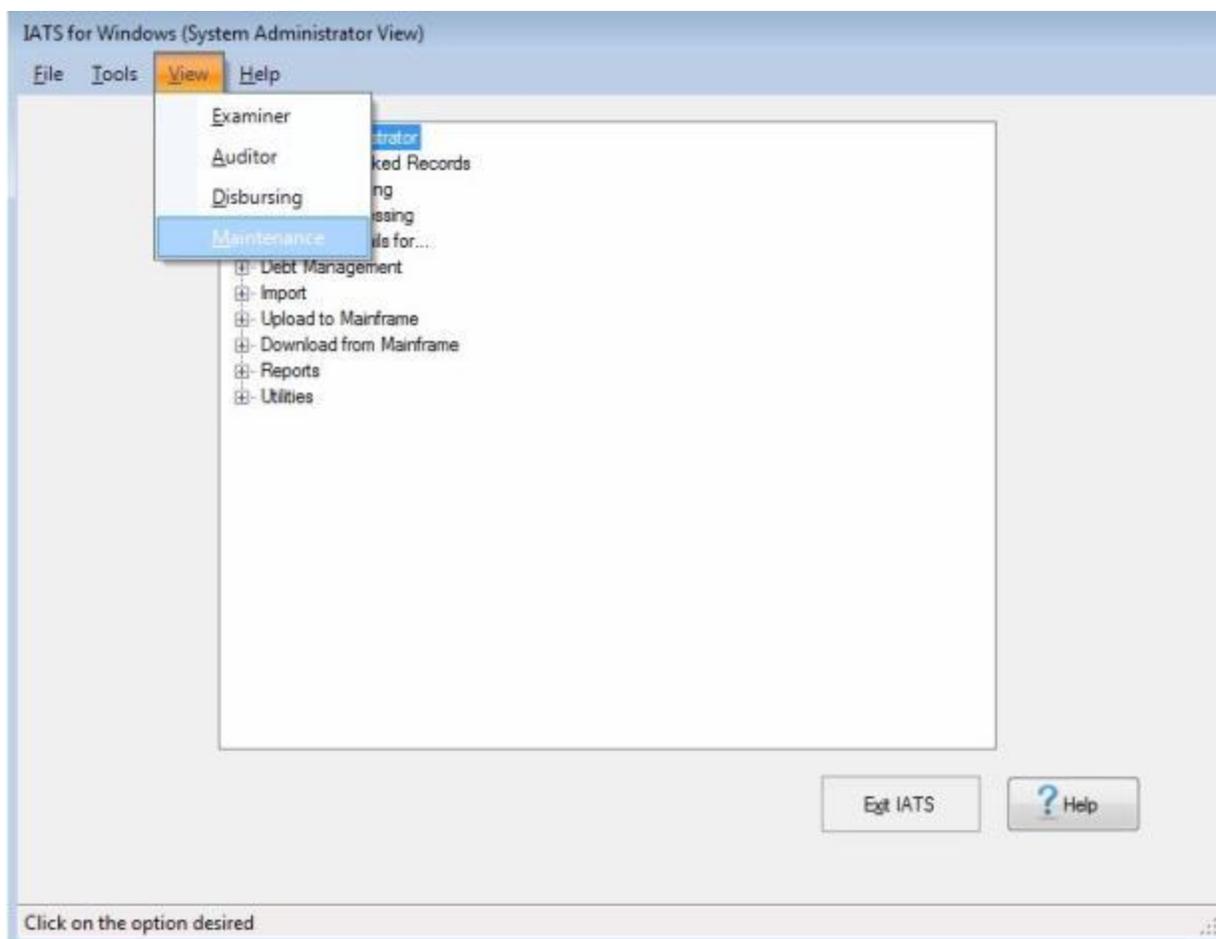
4. When you are **finished** reviewing the CAC info, **click** on the **OK** button to continue.

Checking Inactivity for an IATS User

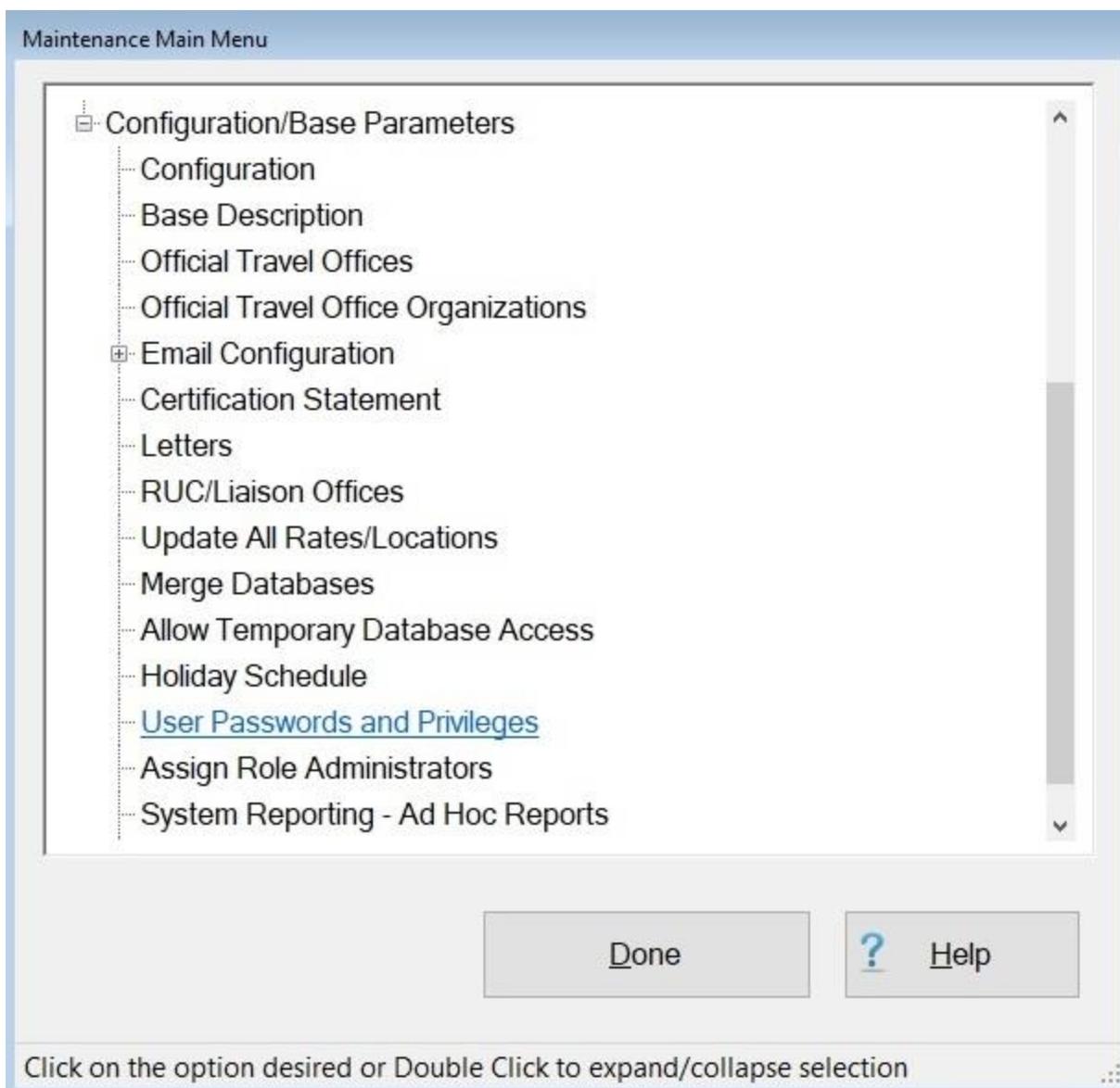
An IATS **user account** will automatically be **suspended** after a particular number of days of **inactivity**, which is determined by the organization.

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.

Maintain User Passwords and Privileges (ORIGINAL MASTER DATABASE)

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

Select All Clear All New Delete

Enter/Modify User Parameters

User ID: DAVE SSN: 111-99-1111

30 days inactive

Name: , Initials:

eMail:

Audit %

Offices

Office Location: Is Active

Organization: Is Default

Passwords

Login: Confirmation:

Re-enter: Re-enter:

Roles

Select one:

Save Cancel

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

Enter the user's last name

5. **Click** on the desired **user name** from the list of IATS user accounts in the **grid** on the left side of the screen.

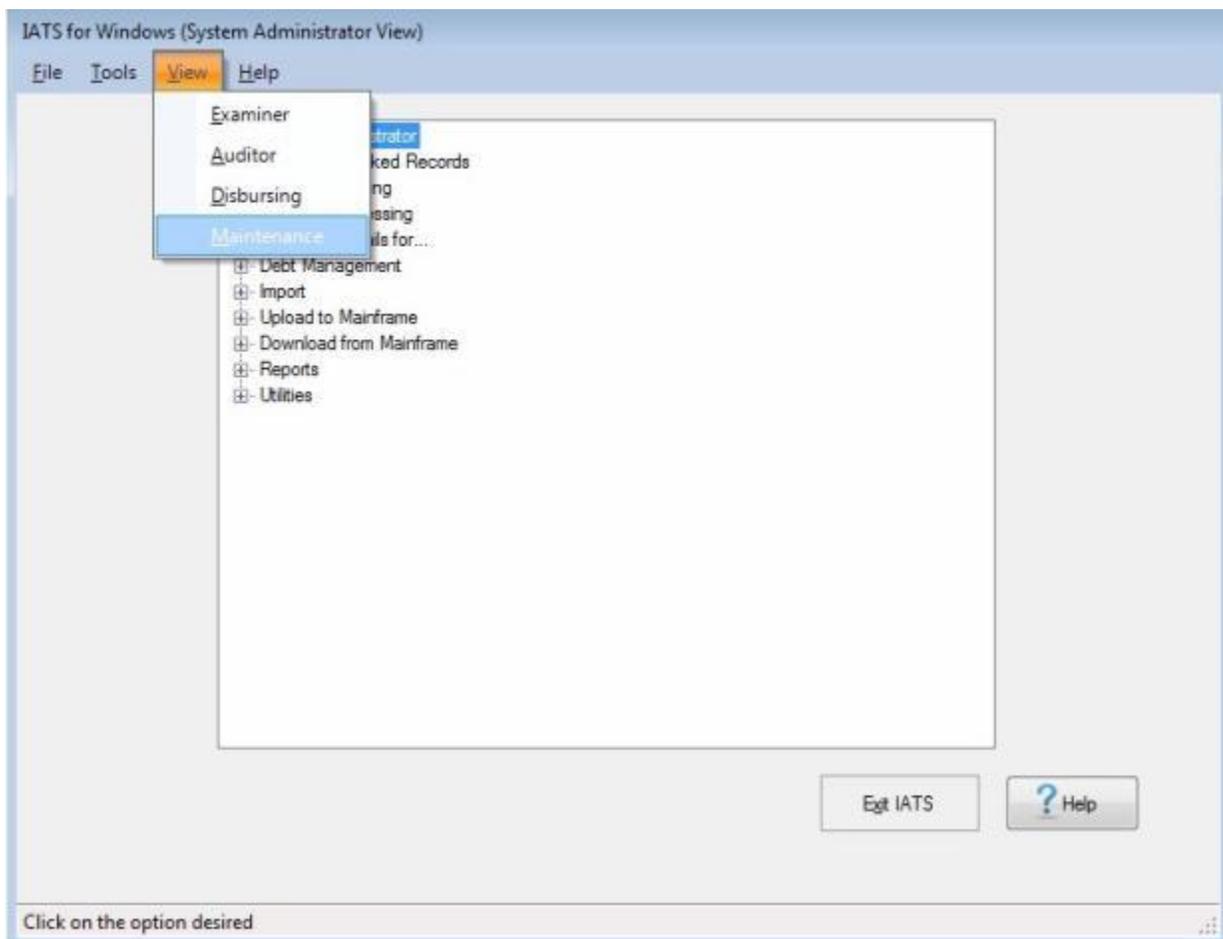
6. If you position your **mouse pointer** over the words **User ID** at the top of the screen, a *pop-up* message will appear showing **how many days** the selected user has been **inactive**.
7. **Notice** at the bottom of the screen there is a **statement** indicating the **number of days of inactivity** that will cause the user account to become **suspended**.

Accessing the Maintenance Screen

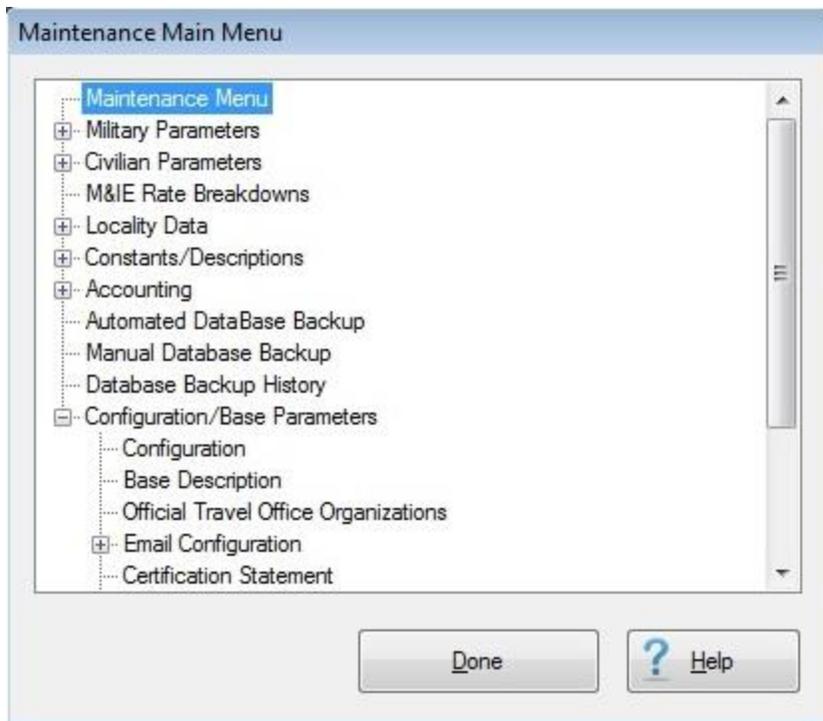
The IATS **Maintenance Module** is where IATS users must **establish** all of the **configuration parameters** for their particular customer type or branch of service.

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

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



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



Changing Passwords

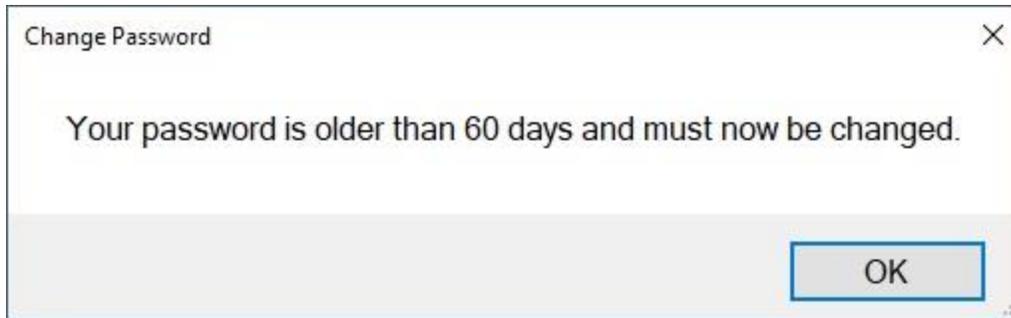
Passwords should only be known by the individual user. After logging into IATS for the first time, you are required to **change** the System Administrator created **password** to a new password known only to the user.

Password Requirements:

- Passwords must be **case sensitive**
- At least **8** characters must be **changed** to be valid
- You cannot change your password to a password that was previously used during the last **12** months or the last 10 passwords used
- Passwords must be a minimum of 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

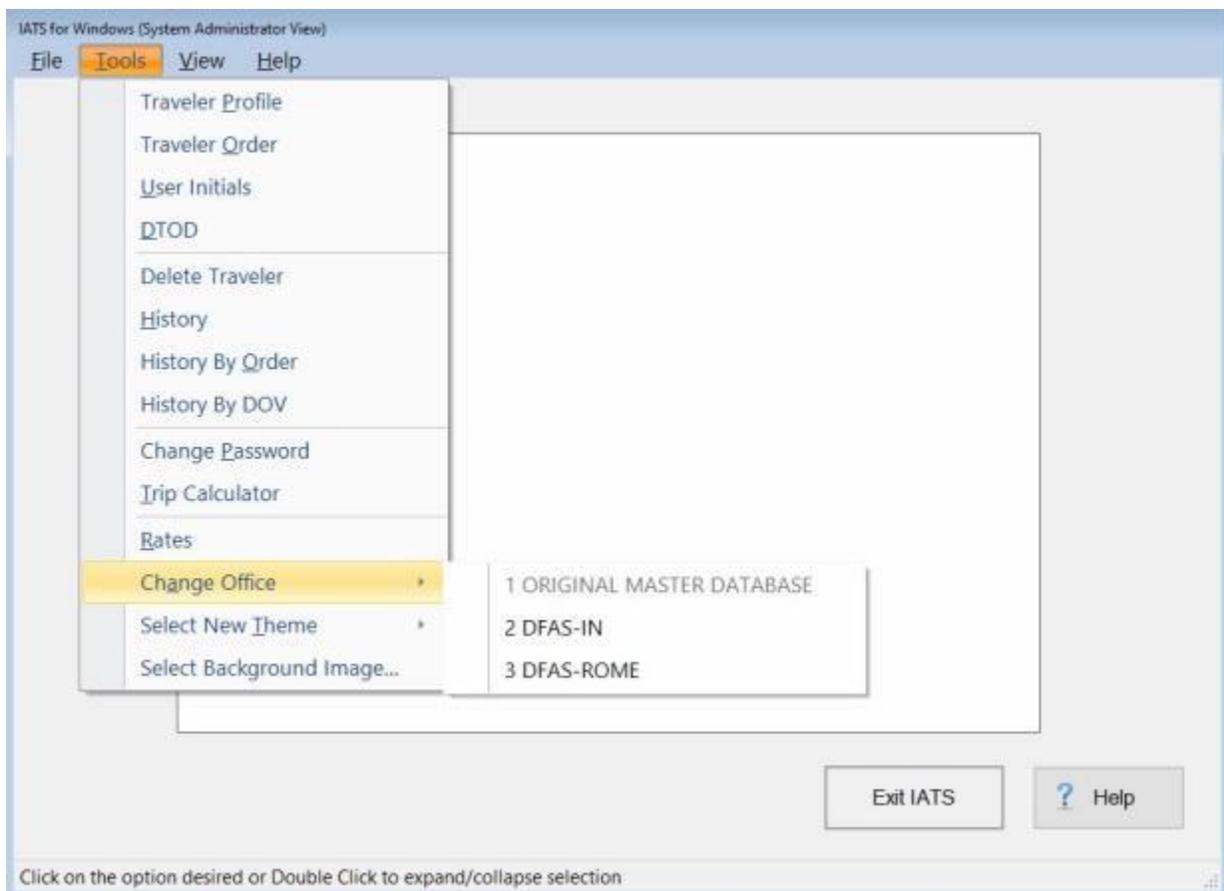
IATS allows travel offices to **combine multiple databases** into one centralized database. This applies even if the configuration/customer type is different. For example, the original master database was Army, but DLA, Marines, and Navy, databases were merged into the original master database.

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

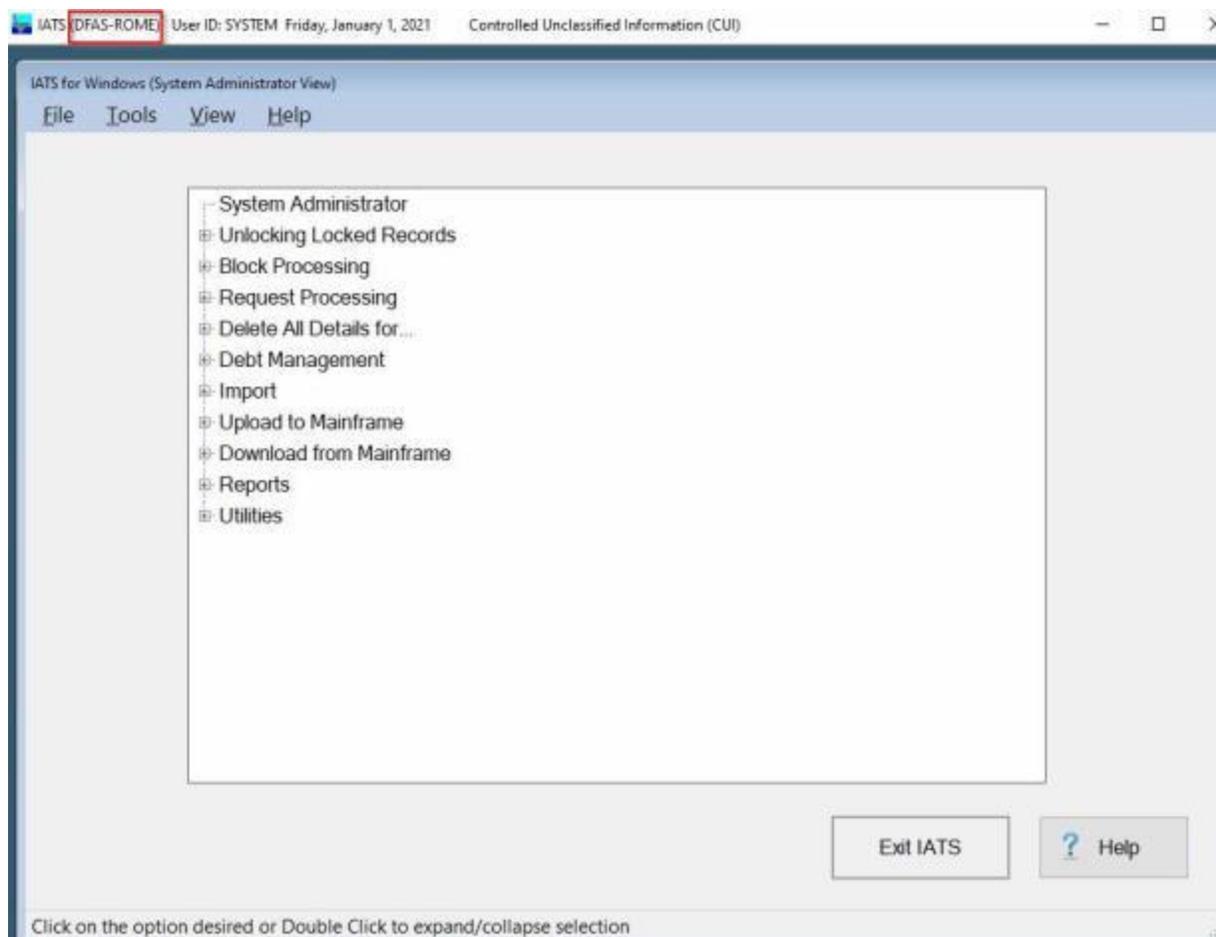
Note: In order to be able to perform this task, a user with the **privilege** to [create/modify user passwords and privileges](#) must **access** the **maintenance** module and **specify** which offices are **active** for a particular user.

 **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 below.



Navigation

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

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

- **Space Bar:** - When using the **keyboard**, certain input **screens** require the user to make selections to activate **features** or **entitlements** as depicted in the screen displayed below.

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

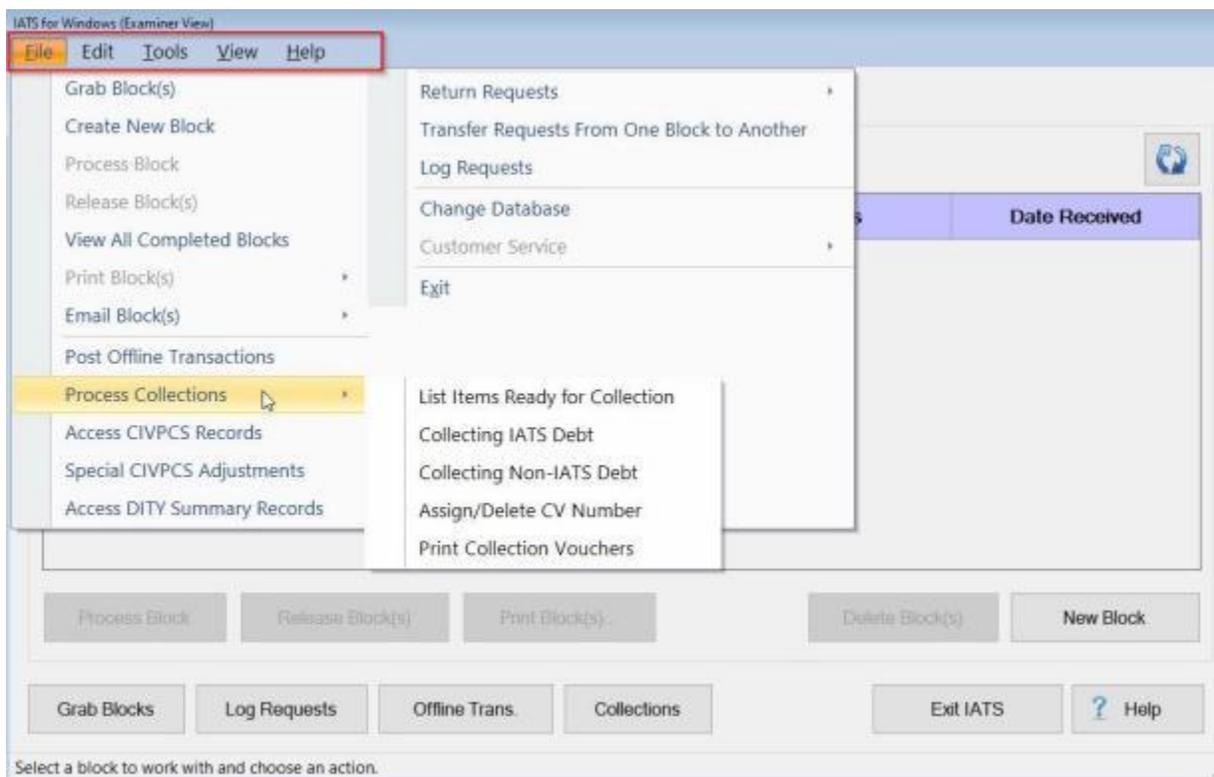
Rather than using the **mouse** to **click** in these **boxes** to activate the features, the user may simply **press** the **space bar** when the desired option is in **focus**. Being in focus means that a dotted **line** appears around the option as shown for the **Liaison Reports** option above.

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

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

Menu Bar

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



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

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

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

Button Options

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

Notice that on every **button**, there is a **letter** that is underlined.

This is a **hot key** that may be **activated** by using the **keyboard**.



Button Options are selected two ways:

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

DTOD Mileage Look-up

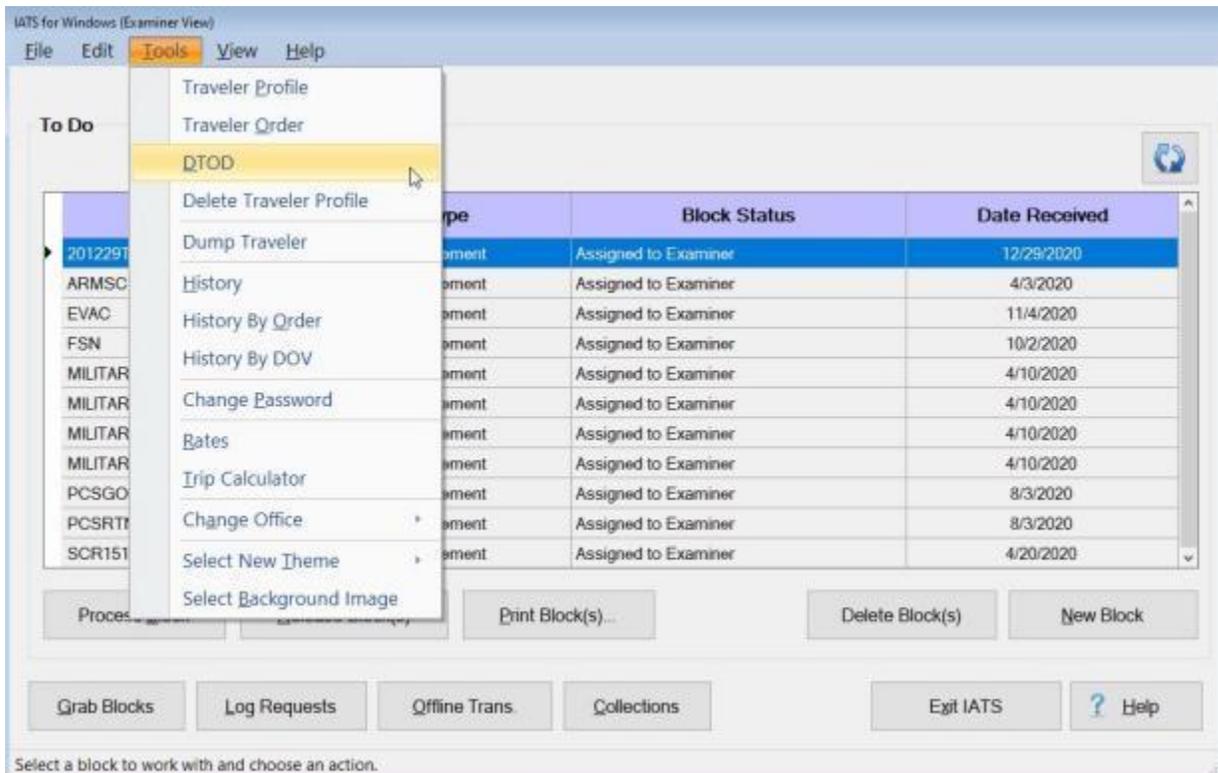
Note: When the **DTOD Lookup** screen is displayed, you will **notice** in the **title bar** the **version** of the DTOD table IATS is using to pull the distance if the **DTOD Web Service** is being used. Refer to **Help** topic "[Maintaining DTOD Web Service Versions](#)" if you wish to **change** the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

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

This can be accomplished two (2) ways.

Method 1:

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



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

DTOD Lookup 340

DTOD Query

Travel is in the DTOD's North American region

Effective Date: 12/29/2020

Select departure location:

Select arrival location:

Search Search

Travel Distance:

Lookup

OK ? Help

Method 2:

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

Settlement Request - Block No: F94 - Request No: 25

SMITH, MARKY M. E9 TONO: FSNS

Request Type - Settlement

Type of Settlement: Final - First Submission

Remit To Adv/Acct Entitlements Calculations Financial Remarks

Types of Entitlements Claimed

Travel Not Performed Not a Reservist

| Trips/Type | Dates Encompassed | Status |
|---------------------|-----------------------|----------------|
| Temporary Duty Trip | 9/15/2020 - 9/19/2020 | Validated Data |

Add Itinerary View/Modify Delete

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

Hot Save Rates History DTOD

Auditor Remarks SAVE Cancel ? Help

Select to DTOD this claim

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

DTOD Lookup 340

DTOD Query

Travel is in the DTOD's North American region

Effective Date: 12/29/2020

Select departure location

Select arrival location...

Search

Search

Travel Distance:

Lookup

OK

Help

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

Completing the Query DTOD Screen

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

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

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

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

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

DTOD Lookup 340

DTOD Query

Travel is in the DTOD's North American region

Effective Date: 12/29/2020

Select departure location:

Select arrival location...

Search Search

Travel Distance:

Lookup

OK ? Help

- 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.
- 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.
- Select Arrival Location:** - Enter the **Zip Code** or the **name** of the arrival **city** and then **click** on the **Search** button.

DTOD Lookup 340

DTOD Query

Travel is in the DTOD's North American region

Effective Date: 12/29/2020

92125 Wash, VZ, Tantoyuca

Select arrival location...

Search

Lookup

OK ? Help

92125 Wash, VZ, Tantoyuca
92123 Wash, VZ, Tantoyuca
20500 Washington, DC, District of Columbia
20001 Washington, DC, District of Columbia
20002 Washington, DC, District of Columbia
20003 Washington, DC, District of Columbia
20004 Washington, DC, District of Columbia
20005 Washington, DC, District of Columbia
20006 Washington, DC, District of Columbia
20007 Washington, DC, District of Columbia
20008 Washington, DC, District of Columbia
20009 Washington, DC, District of Columbia
20010 Washington, DC, District of Columbia
20011 Washington, DC, District of Columbia
20012 Washington, DC, District of Columbia
20015 Washington, DC, District of Columbia
20016 Washington, DC, District of Columbia

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.

DTOD Lookup 340

DTOD Query

Travel is in the DTOD's North American region

Effective Date: 12/29/2020

92125 Wash, VZ, Tantoyuca

Select arrival location.

Search

Search

Travel Distance:

Lookup

OK ? Help

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.

Travel Order History

SMITH, MARKY M. E9 In Suspense: \$0.00 Funds: Army

Travel Orders

Order Number: SCR1496

| Order Number | Travel Dates | Type | Issue Date | Issuer | Funds | Suspense |
|--------------|-----------------------|------------|------------|--------|-------|----------|
| EVAC | 2020/10/02-2020/10/31 | Evacuation | 2020/10/01 | DFAS | Army | \$0.00 |
| FSNS | 2020/09/15-2020/09/19 | Normal | 2020/09/10 | DFAS | Army | \$0.00 |
| SCR1496 | 2020/03/02-2020/03/05 | Normal | 2020/02/24 | DFAS | Army | \$0.00 |
| SCR1509 | 2020/01/13-2020/01/17 | Normal | 2020/01/05 | DFAS | Army | \$0.00 |
| TDY1 | 2020/03/09-2020/03/12 | Normal | 2020/03/02 | DFAS | Army | \$0.00 |
| TRANSIENT | 2020/07/20-2020/07/24 | PCS | 2020/07/17 | DFAS | Army | \$0.00 |

Display

Travel Order Details

| Claim No. | Travel Dates | Transaction Type | Create Date | Total Transaction | Claimed / Applied | Net Transaction | In Suspense | Pay Method | Check / Trace # |
|-----------|-----------------------|------------------|-------------|-------------------|-------------------|-----------------|-------------|------------|-----------------|
| 1 | 2020/03/02-2020/03/05 | Settlement | 2020/03/11 | \$3,559.75 | | \$3,559.75 | | EFT | |

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

Display

Other... Print... Exit ? Help

Enter the Order with which you wish to work

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

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

Travel Order User ID: SYSTEM Wednesday, December 30, 2020

Traveler's Name: SMITH, MARKY M. E9 Grade/Rank: E9 Order Number/TONO: SCR1496 Order Type: Normal **VIEW ONLY**

Description **Remarks**

Purpose of Trip: Site Visit

Issuing Organization: DFAS

Paying Organization: DFAS

DSSN/ITR: 6416

Funds: Army

Group Travel:

Dates

Issue Date: 2/24/2020

Begin Date: 3/2/2020

Number of Days: 4

End Date: 3/5/2020

Back Next Done ? Help

Click 'Done' button when finished reviewing travel order

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

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

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

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

Travel Order Detail (Settlement)

SMITH, MARKY M. E9 Audit Required TONO: SCR1496

| Description | Amounts | Dates / Remarks | Who Had It |
|-------------------|--------------------------|-----------------------|-----------------|
| Trace #/Check #: | | Claim Number: | 1 |
| Block Number: | SCR1496 | Examiner: | SYSTEM, THE |
| Status: | Completed | Auditor: | SYSTEM, THE |
| Transaction Type: | Settlement | Payment Certified By: | (Not Available) |
| Payment Method: | EFT | Num. POC Shipped: | 0 |
| Settlement Type: | Final - First Submission | Transport Req #: | |
| | | PCS Enroute Type: | |
| | | Trip Number: | 0 |
| Location Name: | OFFICEONE | DOV #: | 222333444 |

Back Next Prev Detail Next Detail

Other... Request Document Exit ? Help

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

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

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

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

Settlement Request - Block No: SCR1496 - Request No: 1

View Only

SMITH, MARKY M. E9 TONO: SCR1496

Request Type - Settlement

Type of Settlement: Final - First Submission

Remit To Adv/Acctl Entitlements Calculations Financial Remarks

Types of Entitlements Claimed Travel Not Performed Not a Reservist

| Trips/Type | Dates Encompassed | Status |
|---------------------|---------------------|----------------|
| Temporary Duty Trip | 3/2/2020 - 3/5/2020 | Validated Data |

Add Itinerary
View/Modify
Delete

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

Receipts...
Rates
History
DFOD

Print Request Auditor Remarks OK Cancel ? Help

Check the DFOD has not been performed (Trip not taken)

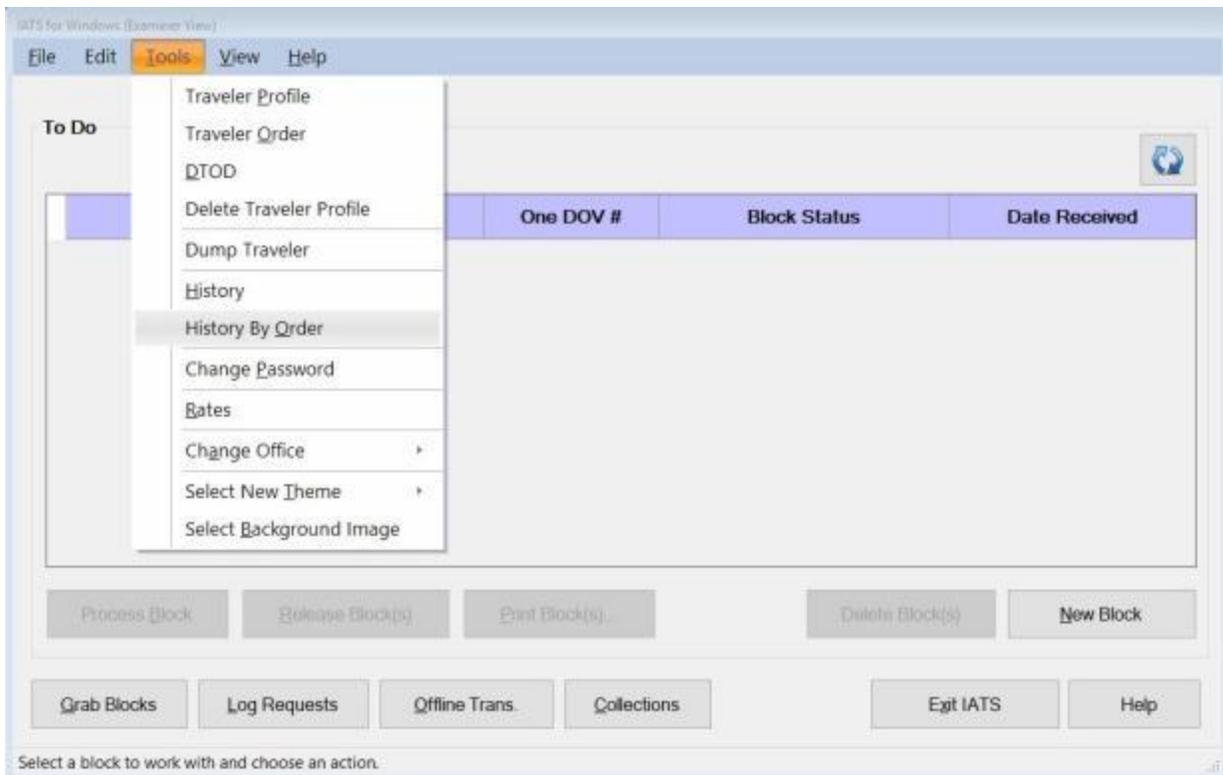
2. **Click** on the **History** option. The **Travel Order History** screen appears.
3. From this point, **follow** the **instructions** provided in the first section above to **continue** viewing the Travel Order History screen.
4. When **finished** viewing the Travel Order History screen, **click**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

View Travel History by Order

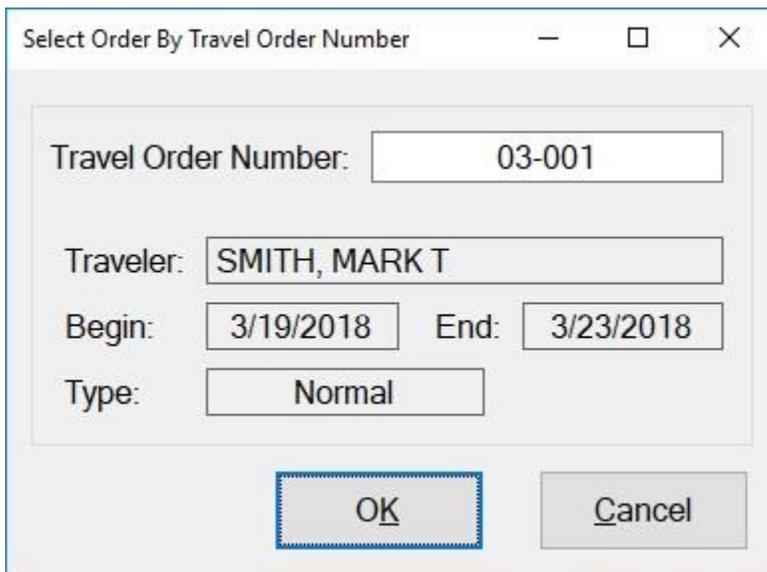
The **Travel Order History** screen is used to **provide** users with an easy to read **inquiry** screen, and includes all necessary travel **data** elements stored in the travel account database.

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

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



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



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

Travel Order History

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

Travel Orders

Order Number: 03-001

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

Display

Travel Order Details

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

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

Display

Other... Print... Exit ? Help

Enter the Order with which you wish to work

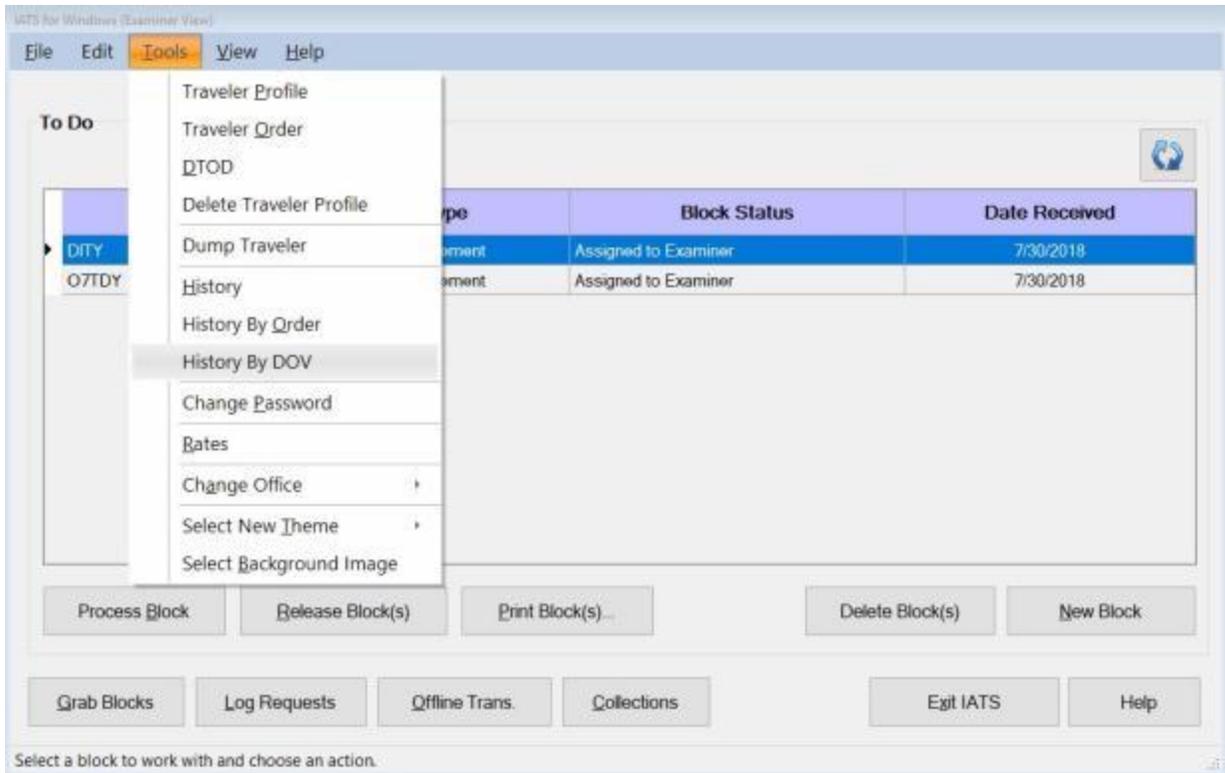
Refer to the **Help** topic, "[View Travel History](#)", for additional instructions on how to view a traveler's History.

View Travel History by DOV Number

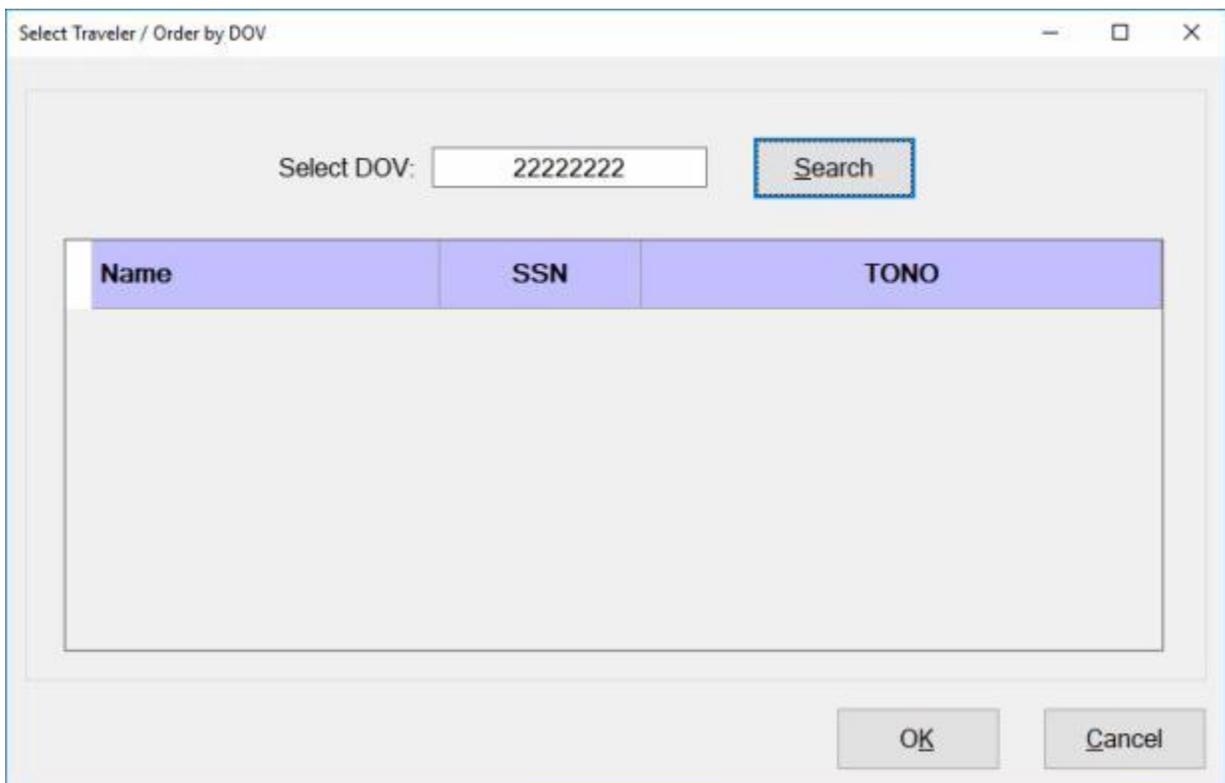
The **Travel Order History** screen is used to **provide** users with an easy to read **inquiry** screen, and includes all necessary travel **data** elements stored in the travel account database.

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

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



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



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.

| Name | SSN | TONO |
|---------------|-------------|---------|
| ARNOLD, TOMMY | XXX-XX-1111 | TQSE001 |
| ARNOLD, TOMMY | XXX-XX-1111 | TQSE001 |

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

Travel Order History

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

Travel Orders

Order Number:

| Order Number | Travel Dates | Type | Issue Date | Issuer | Funds | Suspense |
|--------------|-----------------------|------|------------|--------|-------|----------|
| TQSE001 | 2018/03/28-2018/03/31 | PCS | 2018/03/05 | DFAS | Army | \$0.00 |

Display

Travel Order Details

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

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

Display

Other... Print... Exit ? Help

Enter the Order with which you wish to work.

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

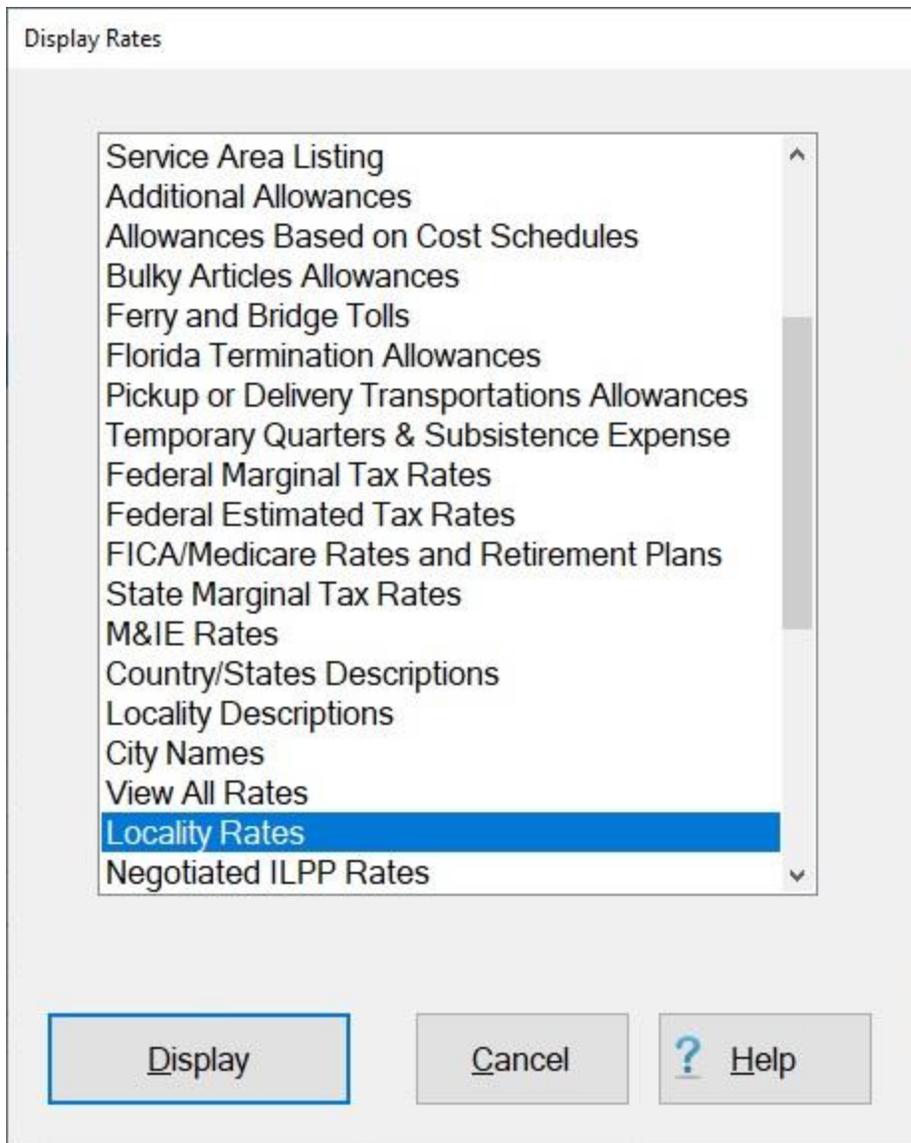
Display Rates

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

 **Complete the following steps to "display" rates:**

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

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



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

Using the View Locality Rates - Screen

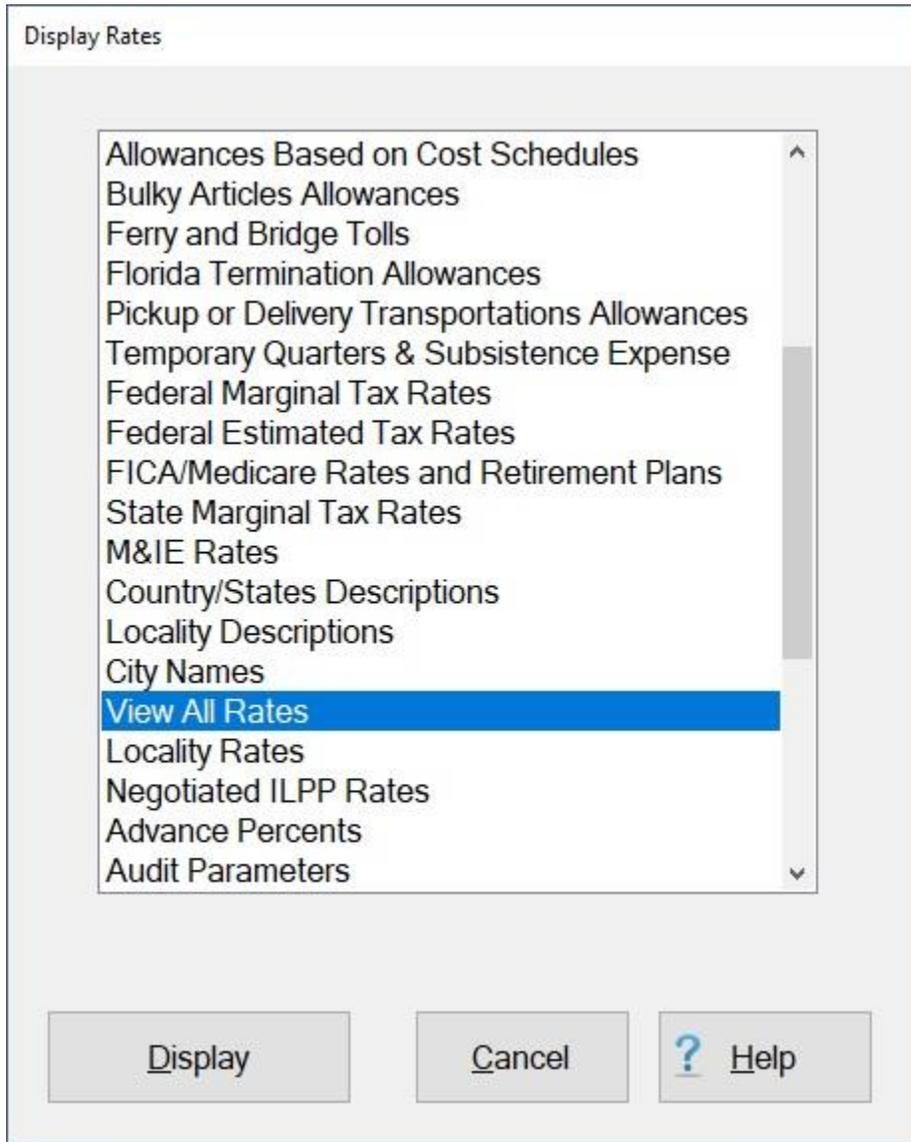
The **View Locality Rates** screen provides the user with an alternative way to **look up** various **rates** that **assists** in **processing** the various travel **transactions** or answering inquiries.

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

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

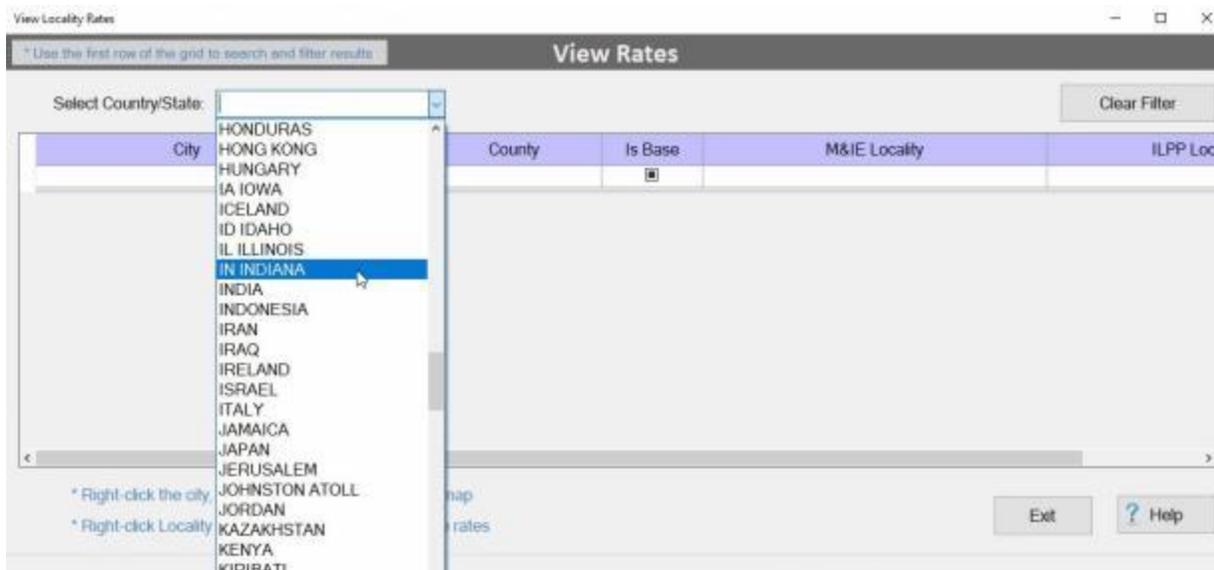
- **Method 3:** - Click on the **Lookup** button and **select** the **Rates** option.

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

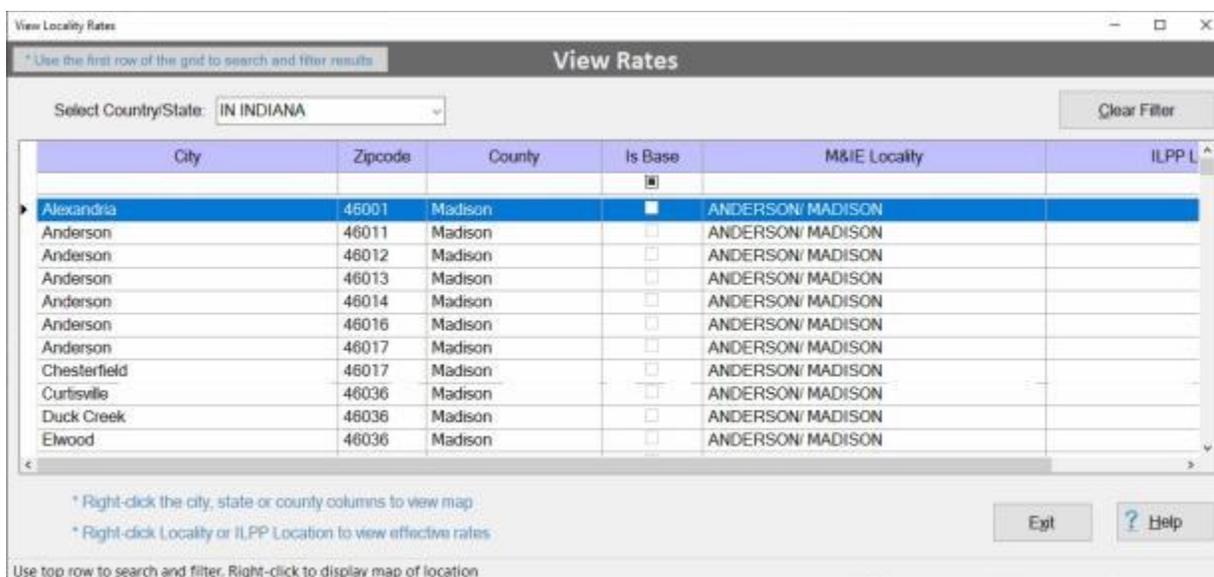


2. At this screen, the various rates **tables** in the IATS **Maintenance** module are **listed**.
3. Double click on **View All Rates** option or **click** on the **View All Rates** option and then **click** the **Display** button. IATS will **display** the **View Locality Rates** screen.

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



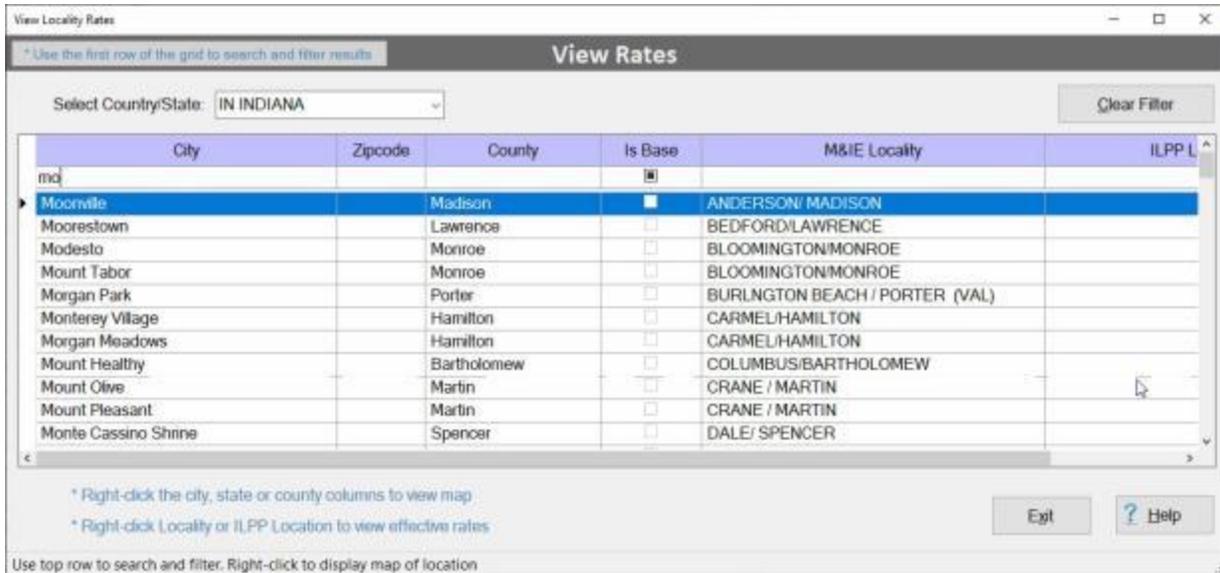
4. **Select Country/State:** - At the View Locality Rates screen you must first **select** a **country** or **state** you wish to display the rates for.
5. **Click** on the **down arrow** button at the **Select Country/State** field. IATS will display an alphabetical listing of countries and states.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



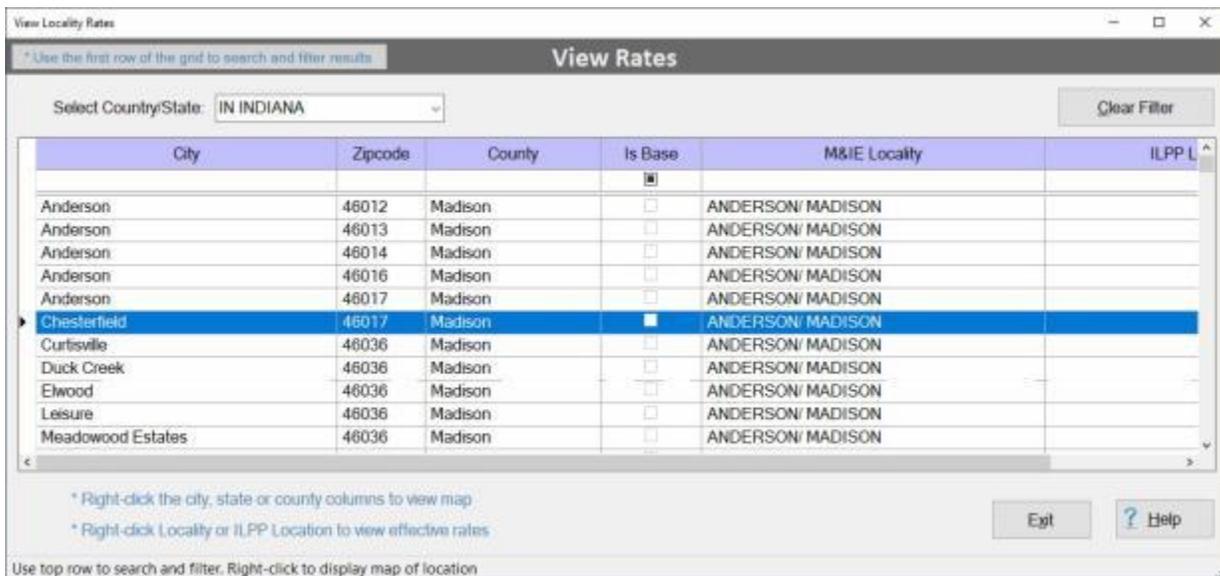
Using the Filter Row:

1. You will **notice** a **blank line** just under the **column headings** on the grid. This is a **Filter Row** as shown above.
2. In the example below, **(mo)** was entered into the Filter Row in the **City** column. **Notice** that every name displayed in the **City** column begins the letters **(mo)**.

3. You may filter every column using this same technic except for the **Zipcode** column where you must enter **numbers** instead of **alpha** characters.
4. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.



Display the location on a Google map:



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



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

Display the Locality Rates

View Locality Rates

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

View Rates

Select Country/State: **IN INDIANA** Clear Filter

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

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

Exit ? Help

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

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

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

Maintain Locality Rates

View Only

Select Country/State

Enter Country/State Selection: IN INDIANA

Select Country/State and Locality by Zip:

Select Locality

Enter Locality Selection: ANDERSON/ MADISON

Maintain Rates

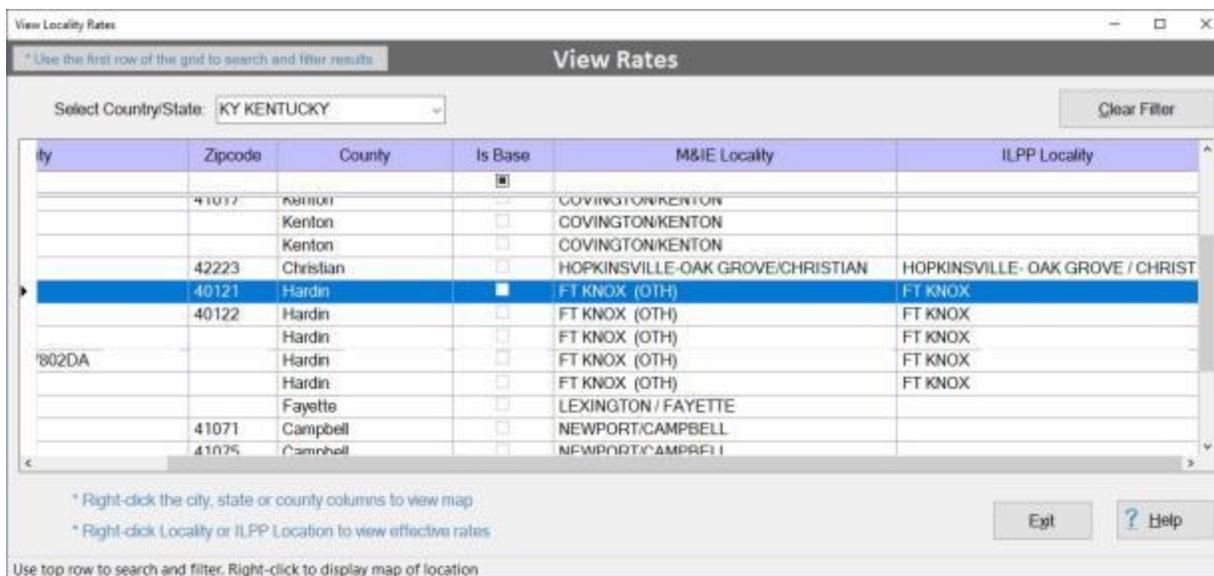
| Effective Date | Maximum Lodging | M & IE Rate | PPD |
|----------------|-----------------|-------------|---------|
| 10/1/2018 | \$94.00 | \$55.00 | \$37.00 |
| 10/1/2017 | \$93.00 | \$51.00 | \$35.00 |
| 10/1/2016 | \$91.00 | \$51.00 | \$35.00 |
| 10/1/2015 | \$89.00 | \$51.00 | \$35.00 |
| 10/1/2013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

Print OK ? Help

Modify rate start-date and value.

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

Display the ILPP Rates



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

Maintain ILPP Rates

View Only

Select Country/State

Enter Country/State Selection: KY KENTUCKY

Select Locality

Enter Locality Selection: FT KNOX

Maintain Rates

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

Print OK ? Help

Modify rate start-date and value.

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

Sorting Blocks or Claims

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

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

View All Blocks (ORIGINAL MASTER DATABASE)

| Block No. | Office | Type | Block Status | Status Date | Who Has It |
|------------|-----------|----------------|----------------------|-------------|------------|
| 201229CPCS | OFFICEONE | Settlement | Logged | 12/29/2020 | |
| 201229TDY | OFFICEONE | Settlement | Assigned to Examiner | 12/29/2020 | SYSTEM |
| 201229MPCS | OFFICEONE | Settlement | Logged | 12/29/2020 | |
| EVAC | OFFICEONE | Settlement | Assigned to Examiner | 11/4/2020 | SYSTEM |
| FSN | OFFICEONE | Settlement | Assigned to Examiner | 10/2/2020 | SYSTEM |
| 229481 | OFFICEONE | Tax Collection | Assigned to Examiner | 9/17/2020 | EFERRAR |
| PCSRTN | OFFICEONE | Settlement | Assigned to Examiner | 8/3/2020 | SYSTEM |
| PCSGO | OFFICEONE | Settlement | Assigned to Examiner | 8/3/2020 | SYSTEM |
| MILITARY01 | OFFICEONE | Settlement | Completed | 8/3/2020 | SYSTEM |
| ADV2 | OFFICEONE | Advance | Completed | 7/20/2020 | SYSTEM |
| ADV1 | OFFICEONE | Advance | Completed | 7/20/2020 | SYSTEM |
| SCR1509 | OFFICEONE | Settlement | Completed | 4/29/2020 | SYSTEM |
| 1099 | OFFICEONE | Settlement | Completed | 4/29/2020 | SYSTEM |
| ETTRA | OFFICEONE | Settlement | Completed | 4/23/2020 | SYSTEM |
| SCR1514 | OFFICEONE | Settlement | Assigned to Examiner | 4/20/2020 | SYSTEM |
| CIVPCS | OFFICEONE | Settlement | Completed | 4/17/2020 | SYSTEM |
| MILITARY02 | OFFICEONE | Settlement | Assigned to Examiner | 4/10/2020 | SYSTEM |
| MILITARY03 | OFFICEONE | Settlement | Assigned to Examiner | 4/10/2020 | SYSTEM |

Select All Unselect All

Print... Find Block: Display Done ? Help

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

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

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

View All Blocks (ORIGINAL MASTER DATABASE)

| Block No. | Office | Type | Block Status | Status Date | Who Has It |
|------------|-----------|----------------|----------------------|-------------|------------|
| ADV2 | OFFICEONE | Advance | Completed | 7/20/2020 | SYSTEM |
| ADV1 | OFFICEONE | Advance | Completed | 7/20/2020 | SYSTEM |
| 201229CPCS | OFFICEONE | Settlement | Logged | 12/29/2020 | |
| ARMSC1504B | OFFICEONE | Settlement | Assigned to Examiner | 4/3/2020 | SYSTEM |
| MILITARY05 | OFFICEONE | Settlement | Assigned to Examiner | 4/10/2020 | SYSTEM |
| MILITARY04 | OFFICEONE | Settlement | Assigned to Examiner | 4/10/2020 | SYSTEM |
| MILITARY03 | OFFICEONE | Settlement | Assigned to Examiner | 4/10/2020 | SYSTEM |
| MILITARY02 | OFFICEONE | Settlement | Assigned to Examiner | 4/10/2020 | SYSTEM |
| CIVPCS | OFFICEONE | Settlement | Completed | 4/17/2020 | SYSTEM |
| SCR1514 | OFFICEONE | Settlement | Assigned to Examiner | 4/20/2020 | SYSTEM |
| ETTRA | OFFICEONE | Settlement | Completed | 4/23/2020 | SYSTEM |
| 1099 | OFFICEONE | Settlement | Completed | 4/29/2020 | SYSTEM |
| SCR1509 | OFFICEONE | Settlement | Completed | 4/29/2020 | SYSTEM |
| MILITARY01 | OFFICEONE | Settlement | Completed | 8/3/2020 | SYSTEM |
| PCSGO | OFFICEONE | Settlement | Assigned to Examiner | 8/3/2020 | SYSTEM |
| PCSRTN | OFFICEONE | Settlement | Assigned to Examiner | 8/3/2020 | SYSTEM |
| 229481 | OFFICEONE | Tax Collection | Assigned to Examiner | 9/17/2020 | EFERRAR |
| FSN | OFFICEONE | Settlement | Assigned to Examiner | 10/2/2020 | SYSTEM |

Select All Unselect All

Print... Find Block: Display Done ? Help

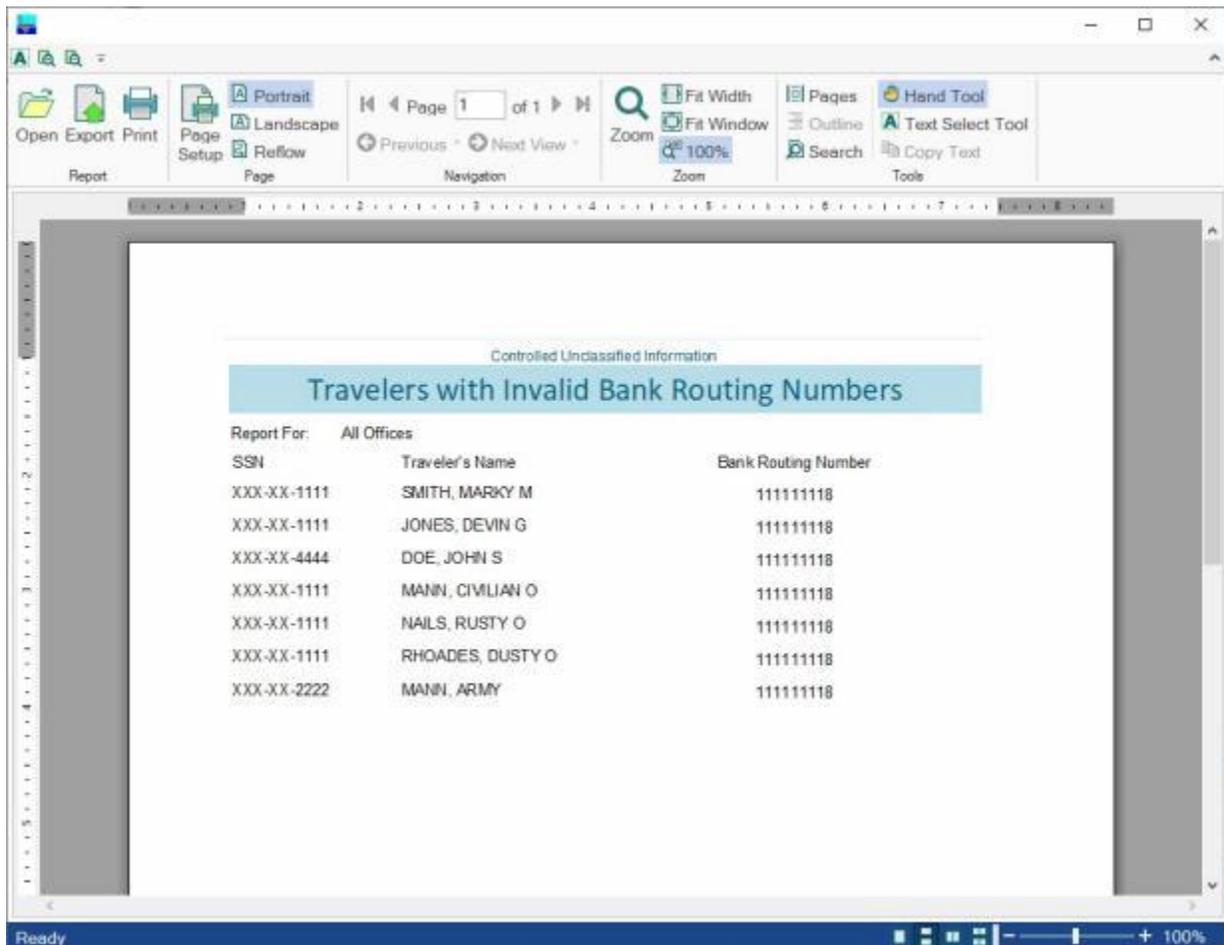
Click the header again and the column will be sorted in reverse order.

Using the IATS Report Viewer

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

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

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



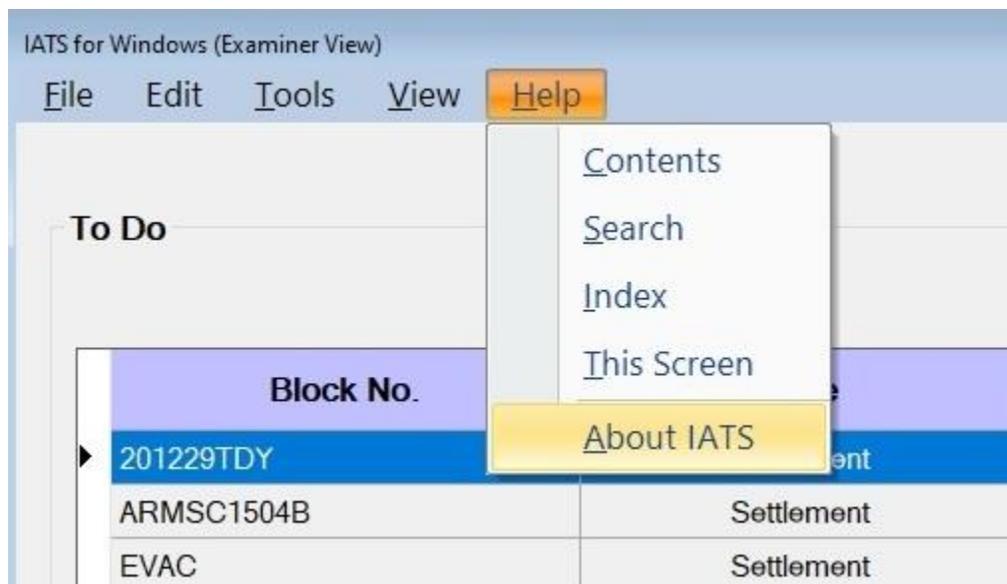
1. **Page Numbers:** - If the report you have generated contains **more than one page** you can **click** on the left and right **arrow** buttons to **scroll** to the different pages.
2. **Printer:** - **Click** on the **Print** button to print the report. a **Print** screen will appear allowing you to **select** the desired **printer** and the **number** of copies.
3. **Print Layout:** - **Click** on the **Print Layout** button to adjust the **layout** of the print job.
4. **Page Setup:** **Click** on the **Page Setup** button to **adjust** the **paper size**, the **paper source** and the **orientation** of the page
5. **Export:** - **Click** on the **Export** button if you wish to save the report to a file. Clicking on this button will display a *drop down menu* giving you the options to save the report in an **Excel**, **PDF** or **Word** format.

WiniATS Help

Using On-line Help

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

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



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

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

Tips for using the IATS on-line Help system:

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

- Users can **maximize** or **re-size** help **windows** as needed.
- **Click** on the **Print** button to receive a **print-out** of the topic.
- **Click** on the **Forward** button to **advance** to the next topic in the browse sequence, or the **Back** button to **return** to the previous topic.
- **Click** on any word or phrase that is underlined and highlighted in **blue** to automatically **jump** to a **topic** that **describes** the underlined item.
- **Click** on a **link** from the **menu** displayed by the **See Also** button to **jump** from one topic to another **related** topic.
- After clicking on a link from the menu displayed from the **See Also** button, **click** the **Back** button to return to the previous topic.

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

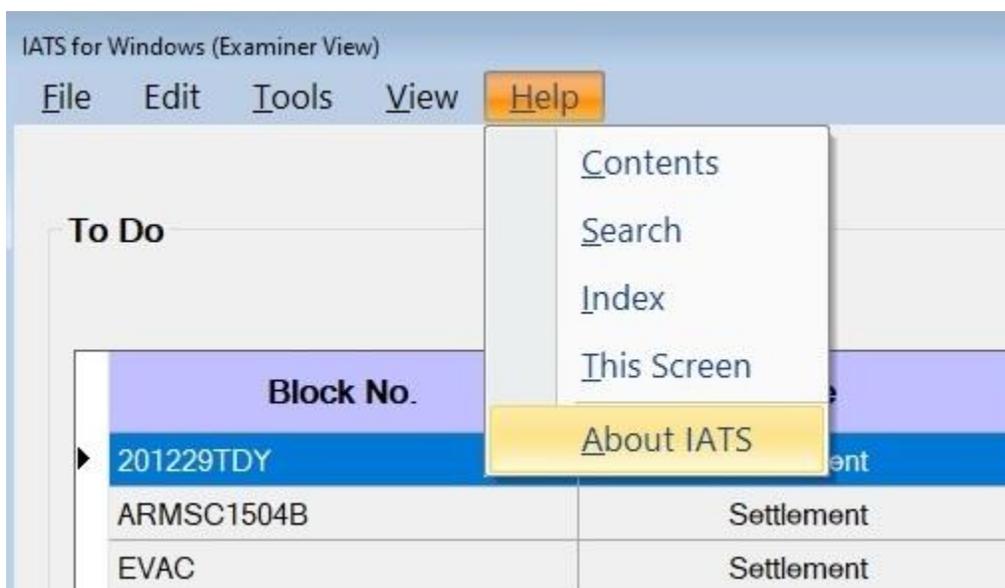
1. **Click** the **Help menu** at the top of any screen and then **click** on the **Contents** option.
2. **Click** on the **Contents** tab at the **IATS Help Topics** screen.

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

Using On-line Help

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

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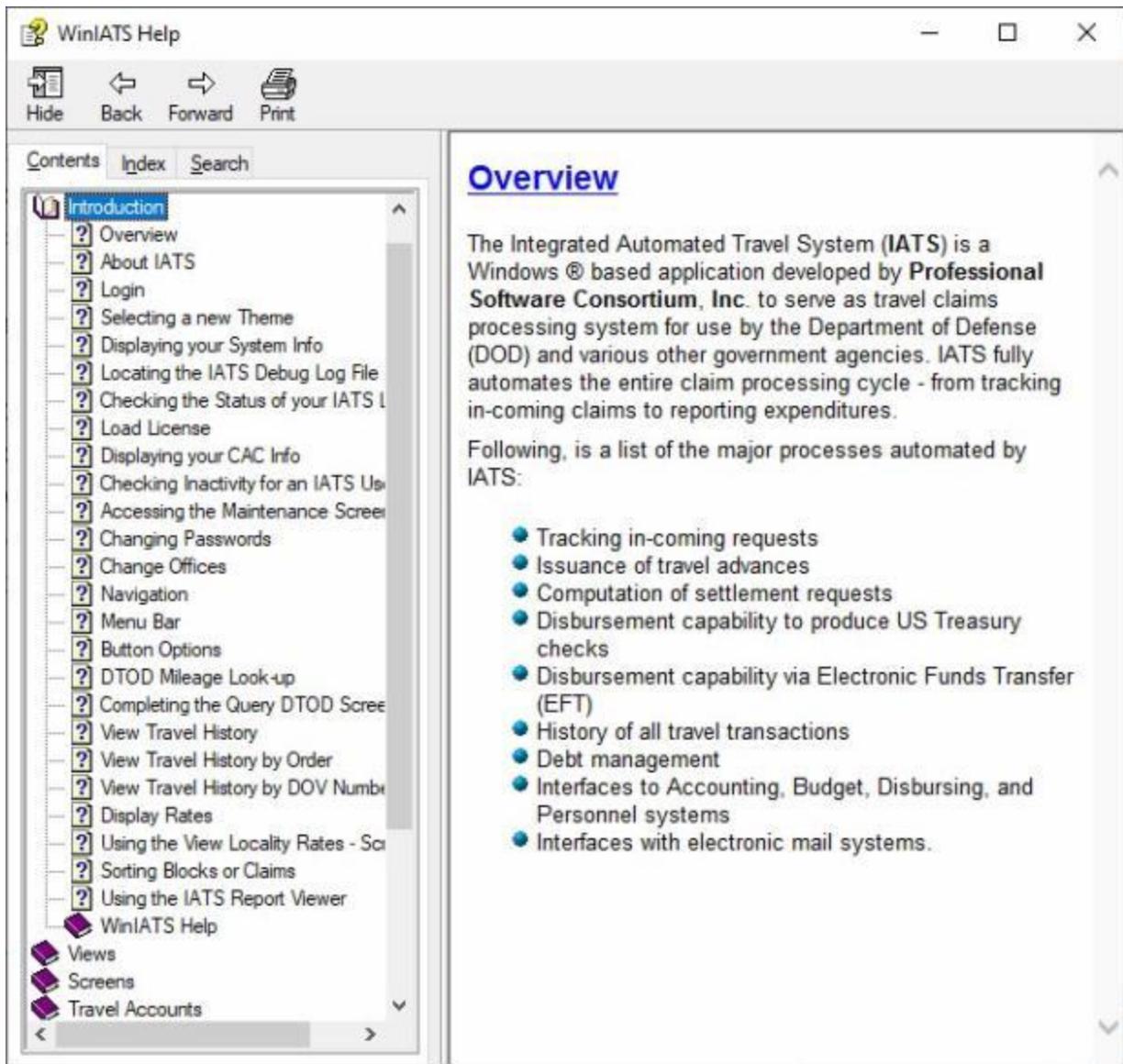
Topics in the IATS Help system are categorized into **Books**. Help Contents **Books** are displayed two ways:

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 as shown above.
2. **Click** on any of the listed Help **topics** displayed after opening the book. IATS **displays** the **contents** of the topic as shown above.

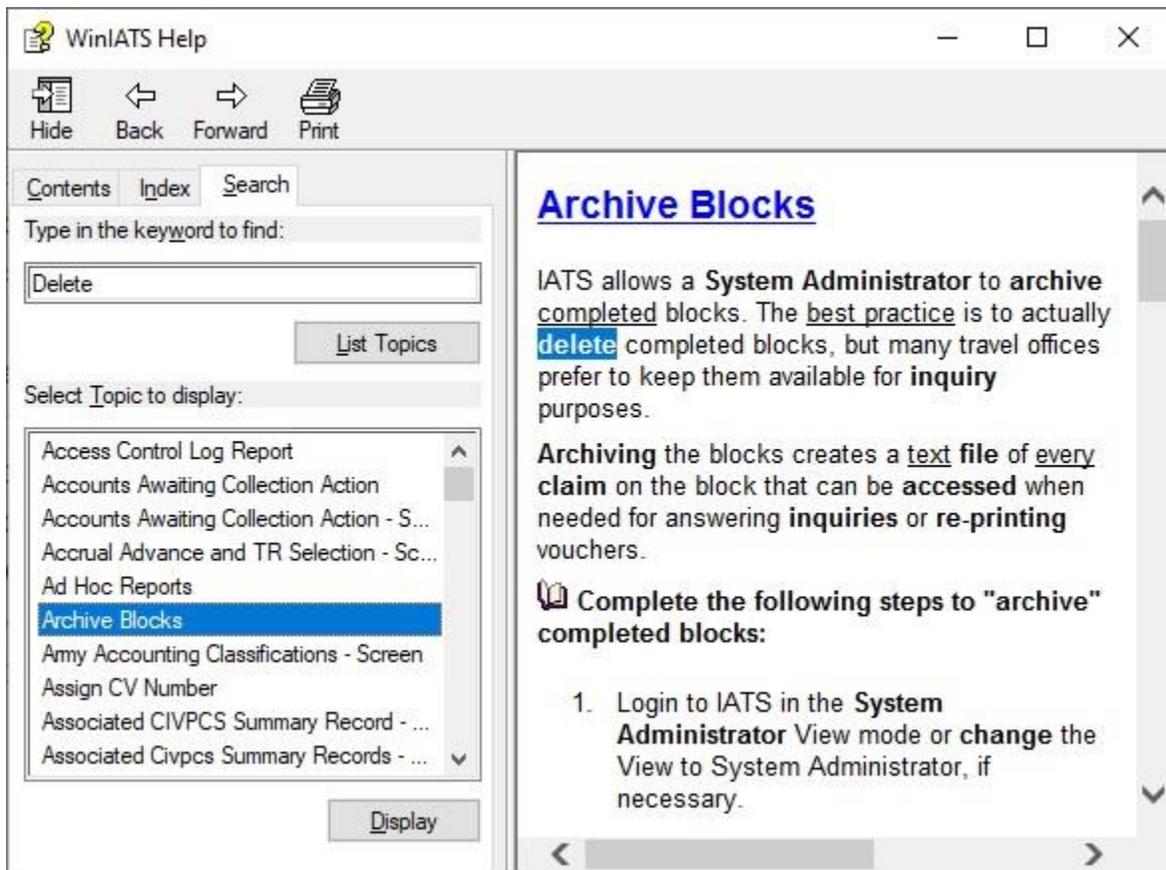
Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for using the IATS on-line **Help** program.

Searching for Help Topics

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

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

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



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

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

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

Views

About Views

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

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

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

[Examiner Functions](#)

[Auditor Functions](#)

[Disbursing Functions](#)

[System Administrator Functions](#)

[Super User Functions](#)

About Views

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

[Examiner Functions](#)

[Auditor Functions](#)

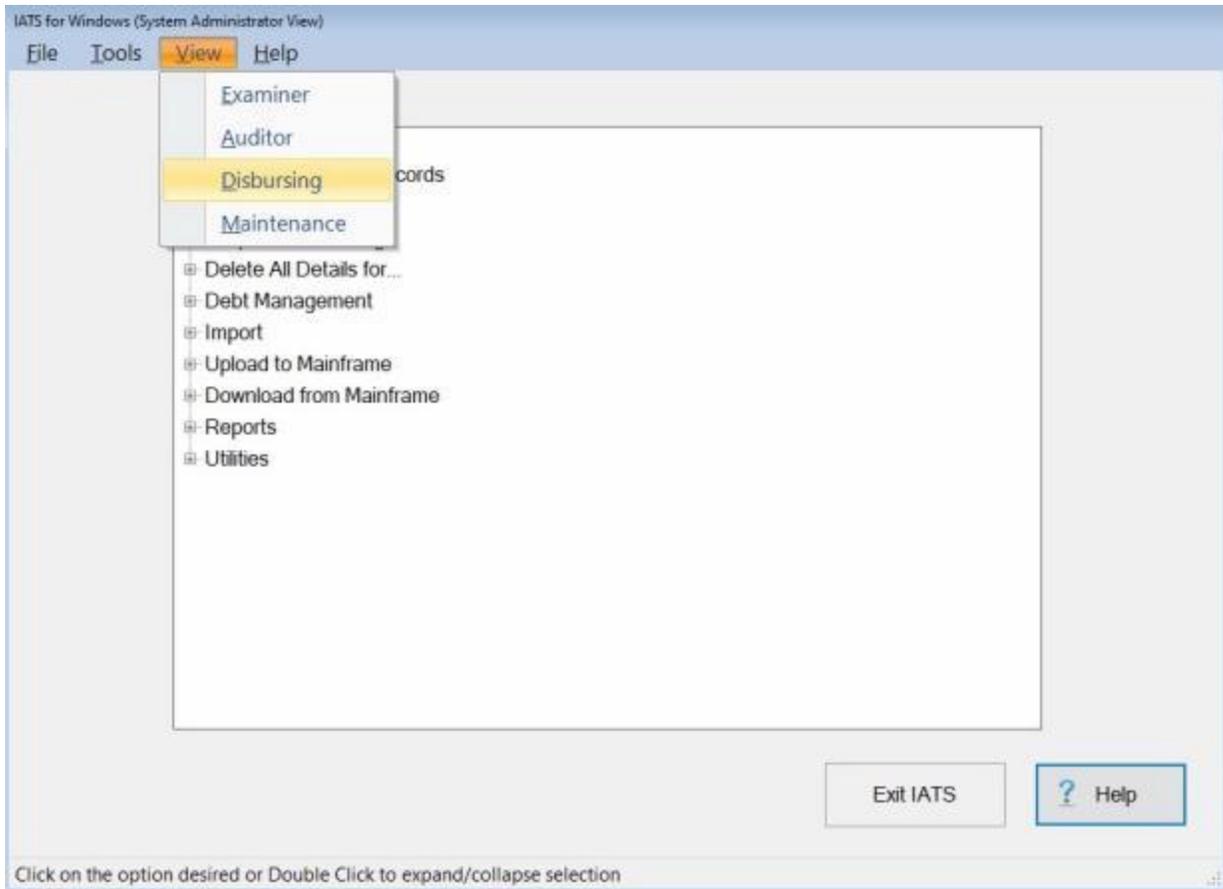
[Disbursing Functions](#)

[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.

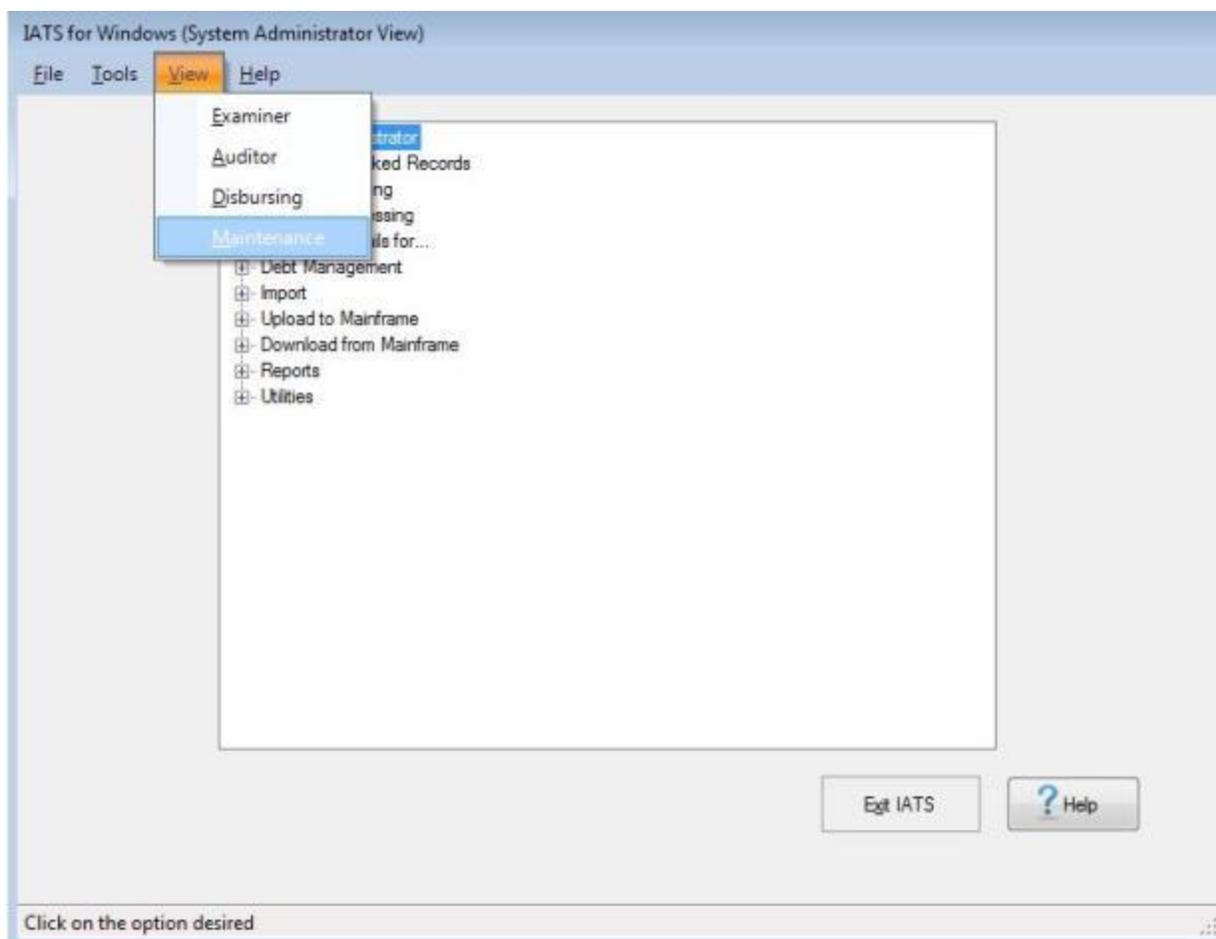
Note: Although, the **title** of this particular **View** is **Super User**, this does not mean that a user under this View has the ability to perform any desired **function**. All privileges for every View are **established** in the Maintenance module by the **System Administrator** and may be **restricted**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

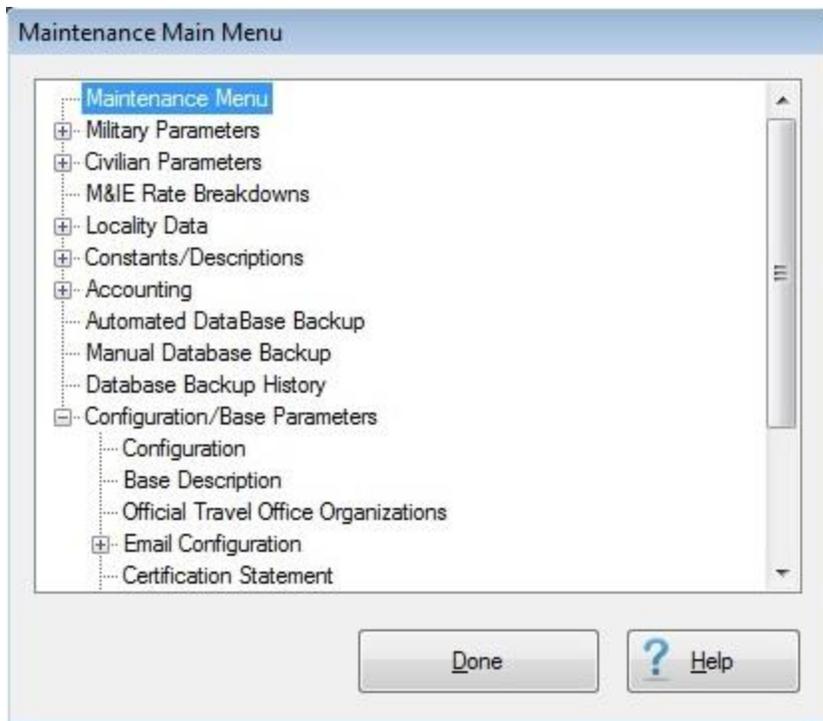
The IATS **Maintenance Module** is where IATS users must **establish** all of the **configuration parameters** for their particular customer type or branch of service.

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.



Travel Accounts

About Traveler Profile

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

Creating Traveler Profile

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

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

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



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

Select Traveler Controlled Unclassified Information (CUI)

SSN: Name:

Address-1: Grade/Rank:

Address-2: Organization:

City: DSSN:

State/Country:

Zip Code:

OK Cancel ? Help

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

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

Traveler Selection X

There is no record for an Employee ID = 777-99-7777. To create this traveler click OK, otherwise click Cancel.

OK Cancel

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

Verify New Traveler SSN

Confirm New Traveler SSN

Verify SSN:

OK Cancel ? Help

Re-enter the SSN of the employee/member that you wish to create

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:**

Traveler Profile User ID: SYSTEM Wednesday, October 13, 2021

DOE, JOHN S

• SSN: 444-99-4444

Name: Last: DOE First: JOHN Middle: S

Personal Financial Address

Employee Status: Member

Grade/Rank: E7

Salutation: SFC

Position/Title: CHIEF OF PAY

Security Clearance: Secret

DSSN: 5150

Credit Card Status: Holder of Govt. Credit Card

Govt. Credit Card Nbr: 1112223334445555

Service: Army

Organization: DFAS-IN

Automatically audit all claims for individual

This traveler has VIP status

Profile Flagged

Traveler is non-taxable (Foreign National)

Traveler is a Legal (Bona Fide) Resident of Puerto Rico

Turn Off Harboopy Tax Statements

Last changed on: by:

Remarks:
Enter your remarks here.

Back Next Print OK Cancel ? Help

Check this box if the traveler and all travel claims are non-taxable

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.

Traveler is non-taxable (Foreign National): - **Click** in the **check box** to **activate** this option if the traveler is a **foreign national** and **taxes should not be withheld** from payments.

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:**

Traveler Profile User ID: SYSTEM Wednesday, October 13, 2021

DOE, JOHN S

• SSN: 444-99-4444

Name: Last: DOE First: JOHN Middle: S

Personal Financial Address

Employee Status: Member
 Grade/Rank: E7
 Salutation: SFC
 Position/Title: CHIEF OF PAY
 Security Clearance: Secret
 DSSN: 5150
 Credit Card Status: Holder of Govt. Credit Card
 Govt. Credit Card Nbr: 1112223334445555
 Service: Army
 Organization: DFAS-IN

Automatically audit all claims for individual
 This traveler has VIP status
 Profile Flagged
 Traveler is non-taxable (Foreign National)
 Traveler is a Legal (Bona Fide) Resident of Puerto Rico
 Turn Off Harboopy Tax Statements
 Last changed on: by:

Remarks
 Enter your remarks here.

Back Next Print OK Cancel ? Help

Check this box if the traveler and all travel claims are non-taxable

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

Traveler Profile User ID: SYSTEM Monday, March 23, 2020

DOE, JOHN S

• SSN: 444994444

Name: Last: DOE First: JOHN Middle: S

Personal Financial Address

EFT Status: Active
 EFT to be updated by: IATS
 Account Type: Checking
 Routing Number: 111111118
 Account Number: 444994444
 Date Last Changed: 3/23/2020
 Date Last Checked: 3/23/2020
 Changed by: SYSTEM, THE
 Date Last Downloaded:

Foreign Customer

Back Next Print OK Cancel ? Help

Select EFT status in effect for this traveler

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

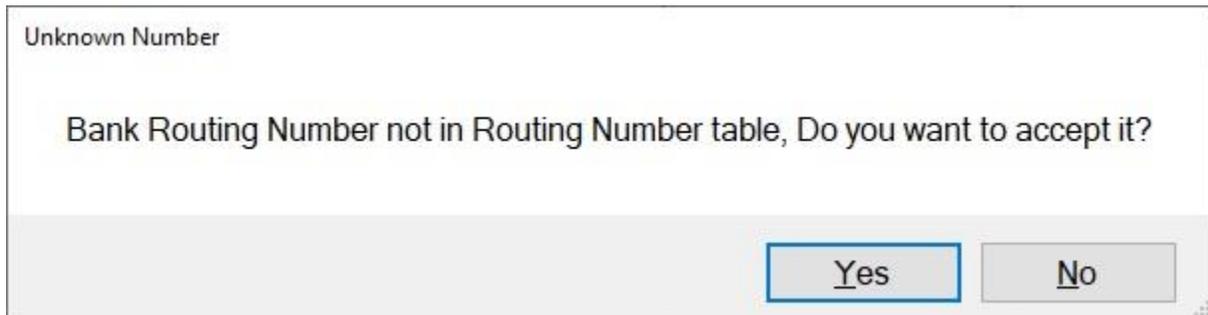
Note: After clicking on the *Down arrow*, if you are **unable to make a selection** from the drop-down listing at the EFT Status field, you do not have the privilege to create or modify the traveler's financial information. A supervisor or IATS user with access to the **Maintenance** Module would have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

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

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

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

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



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

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

11. **Re-enter** the previously entered **account number** at the **Verify** field and then **click** on **OK**.
12. **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.

Personal Financial **Address**

IBAN Routing Nbr (BIC)

IBAN Account Number:

Date Last Checked:

Foreign Customer

14. **IBAN Routing Nbr (BIC)**: - This is an **optional** field. If required 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. If required 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.

Personal Financial **Address**

EFT Status:

EFT to be updated by:

Account Type:

Routing Number:

Account Number:

Date Last Changed:

Date Last Checked:

Changed by:

Date Last Downloaded:

Foreign Customer

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:**

The screenshot shows a web application window titled "Traveler Profile" for User ID: DAVE on Thursday, July 28, 2016. The user is identified as DOE, JOHN. The form has tabs for Personal, Financial, and Address, with the Address tab selected. The Address tab contains three sections: Mailing Address, Office Address, and Email Address. The Mailing Address section has fields for Address-1 (101 W NORTH ST), Address-2, City (INDIANAPOLIS), State/Country (IN INDIANA), Zip Code (46226), and Phone (317-222-5555). The Office Address section has fields for Address-1 (8899 E 56TH ST), Address-2 (DEPT. 2245), City (INDIANAPOLIS), State/Country (IN INDIANA), Zip Code (46236), and Phone (202-456-7890). The Email Address section has fields for Primary and Secondary email addresses, each with an "Is Active" checkbox and a "Verify" field. The Primary email address is 327800@comcast.net. At the bottom of the form are buttons for Back, Next, OK, Cancel, and Help. A status bar at the bottom indicates "First line of the Traveler's mailing address".

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

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

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

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

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

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

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

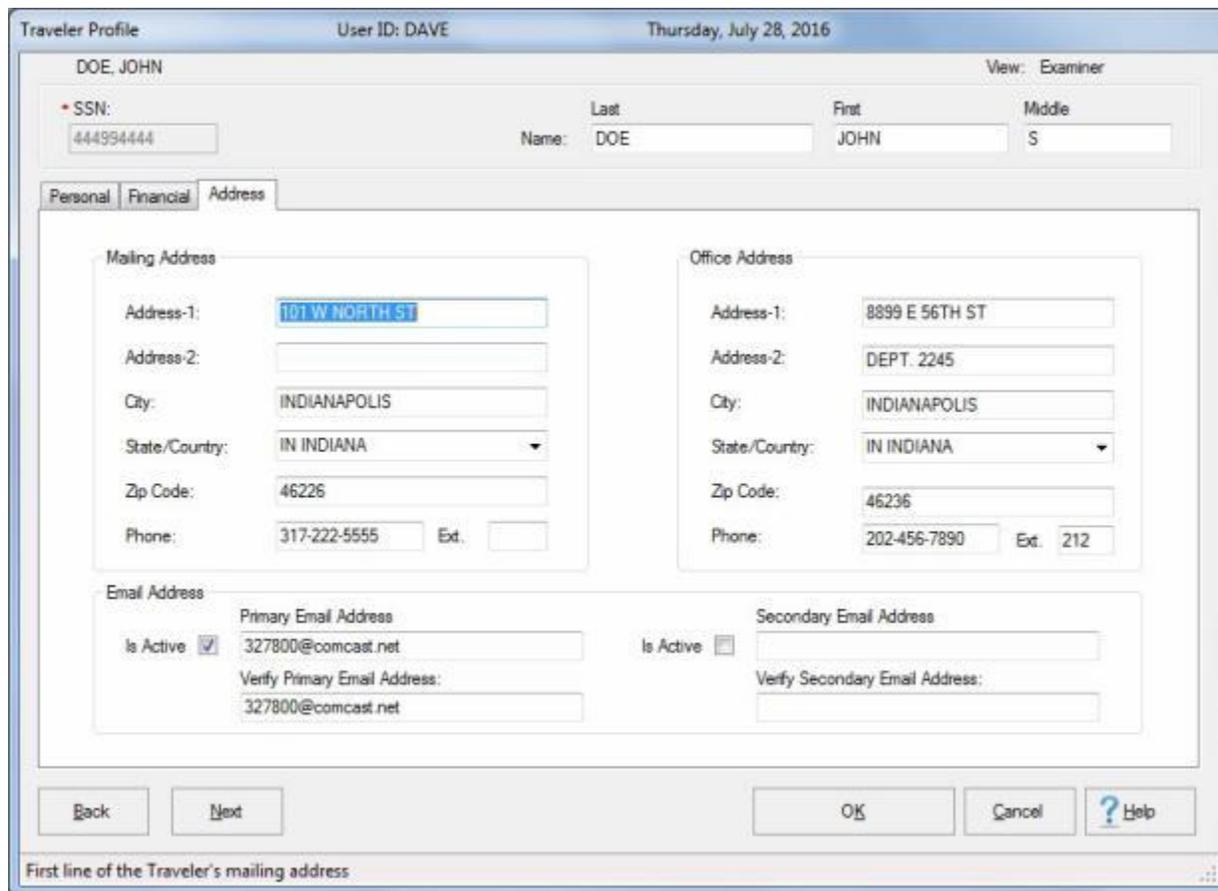
Phone: - This field is **optional**. If used however, the phone number may be entered in any desired **format**. Special characters such as **dashes**, **parenthesis**, and **commas** are **allowed**. This will accommodate **OCONUS** phone numbers. **Press Tab**, when finished, to continue.

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

Entering Office Address Information

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

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



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

DOE, JOHN View: Examiner

• SSN: 444954444

Last Name: DOE First Name: JOHN Middle: S

Personal Financial Address

Mailing Address

Address-1: 101 W NORTH ST

Address-2:

City: INDIANAPOLIS

State/Country: IN INDIANA

Zip Code: 46226

Phone: 317-222-5555 Ext.

Office Address

Address-1: 8899 E 56TH ST

Address-2: DEPT. 2245

City: INDIANAPOLIS

State/Country: IN INDIANA

Zip Code: 46236

Phone: 202-456-7890 Ext. 212

Email Address

Primary Email Address

Is Active 327800@comcast.net

Verify Primary Email Address: 327800@comcast.net

Secondary Email Address

Is Active

Verify Secondary Email Address:

Back Next OK Cancel ? Help

First line of the Traveler's mailing address

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

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

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

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

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

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

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

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

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

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

Entering E-mail Address Information

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

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

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

The screenshot shows a 'Traveler Profile' window for 'User ID: DAVE' on 'Thursday, July 28, 2016'. The traveler's name is 'DOE, JOHN' and the view is 'Examiner'. The SSN is '444994444'. The name is split into Last ('DOE'), First ('JOHN'), and Middle ('S'). The 'Address' tab is selected, showing 'Mailing Address' and 'Office Address' sections. The Mailing Address includes fields for Address-1 ('101 W NORTH ST'), Address-2, City ('INDIANAPOLIS'), State/Country ('IN INDIANA'), Zip Code ('46226'), and Phone ('317-222-5555'). The Office Address includes fields for Address-1 ('8899 E 56TH ST'), Address-2 ('DEPT. 2245'), City ('INDIANAPOLIS'), State/Country ('IN INDIANA'), Zip Code ('46236'), and Phone ('202-456-7890'). Below these are 'Email Address' sections for Primary and Secondary email addresses, each with an 'Is Active' checkbox and a 'Verify' field. The Primary email address is '327800@comcast.net'. At the bottom are 'Back', 'Next', 'OK', 'Cancel', and 'Help' buttons. A status bar at the bottom reads 'First line of the Traveler's mailing address'.

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

1. **Is Active:** - **Click** in this **check box** to **activate** the traveler's Email address.
2. **Primary Email Address:** - **Click** in this field and **type** the traveler's Email address and then **press Tab**.
3. **Verify Primary Email Address:** - **Re-enter** the traveler's Email address and then **press Tab**.
4. **Repeat** the previous steps to **add a Secondary** Email Address if needed.

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

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

Entering Miscellaneous Information

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

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

Traveler Profile User ID: DAVE Tuesday, February 17, 2015

ARNOLD, TOMMY View: System Administrator

SSN: 111441111

Name: Last: ARNOLD First: TOMMY Middle: J

Personal Financial Address Misc. Info

Work Week

Hours worked per day: 8

Select days of week worked by employee:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Back Next OK Cancel ? Help

Traveler's Last Name

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:**

- 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 (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:

- 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.



- Click** on the **Traveler Profile** option and the **Traveler Selection** screen appears.

- 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.

- When the **Traveler Account** screen appears, **click** in the desired **field** and **type** the required **change**.
- 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:

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

- Click** on the **Traveler Profile** option and the **Traveler Selection** screen appears.

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

Traveler Profile User ID: SYSTEM Wednesday, October 13, 2021

SMITH, MARKY M

SSN: 111-88-1111

Name: Last: SMITH First: MARKY Middle: M

Personal Financial Address

Employee Status: Member

Grade/Rank: E9

Salutation: SGM

Position/Title:

Security Clearance: Confidential

DSSN: 5150

Credit Card Status: Holder of Govt. Credit Card

Govt. Credit Card Nbr:

Service: Army

Organization: DFAS

Automatically audit all claims for individual

This traveler has VIP status

Profile Flagged

Traveler is non-taxable (Foreign National)

Traveler is a Legal (Bona Fide) Resident of Puerto Rico

Turn Off Hardcopy Tax Statements

Last changed on: 5/5/2020 by: myPay Import File

Back Next Print OK Cancel Help

Traveler's Last Name

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

View or Modify the Traveler's Account from Input Screens

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

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

Settlement Request - Block No: 072721 - Request No: NEW

DOE, JOHN S. E7 TONO: 02-001

Request Type - Settlement
 Type of Settlement: Final - First Submission

Remit To: Adv/Acct Entitlements Calculations Financial Remarks

Address

Line 1:
 Line 2:
 City:
 Country/State:
 Zip Code:

<Back Next>

Enter the first line of the traveler's address.

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

Traveler Profile User ID: SYSTEM Thursday, October 14, 2021

DOE, JOHN S

• SSN:

Name:

Personal Financial Address

Employee Status:
 Grade/Rank:
 Salutation:
 Position/Title:
 Security Clearance:
 DSSN:
 Credit Card Status:
 Govt Credit Card Nbr:
 Service:
 Organization:

Automatically audit all claims for individual
 This traveler has VIP status
 Profile Flagged
 Traveler is non-taxable (Foreign National)
 Traveler is a Legal (Bona Fide) Resident of Puerto Rico
 Turn Off Harboopy Tax Statements
 Last changed on: by:

Back Next Print

Traveler's Last Name

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

Deleting Traveler Profile

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

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

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

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

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

Definitions:

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

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

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

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

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

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

Select Traveler to Delete

| | | | |
|----------------|---|---------------|---|
| ID: | <input type="text" value="111-88-1111"/> | Name: | <input type="text" value="SMITH, MARKY M"/> |
| Address-1: | <input type="text" value="11122 E. WEST ST"/> | Grade/Rank: | <input type="text" value="E9"/> |
| Address-2: | <input type="text"/> | Organization: | <input type="text" value="DFAS"/> |
| City: | <input type="text" value="INDIANAPOLIS"/> | DSSN: | <input type="text"/> |
| State/Country: | <input type="text" value="INDIANA"/> | | |
| Zip Code: | <input type="text" value="46226"/> | | |

Enter a partial last name to search (list appears after 2 characters)

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

Reason For Deletion Of Claim and Traveler

Reason 1
 Duplicate Claim

Reason 2

Reason 3

Reason 4

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

OK Cancel ? Help

Enter a reason for deletion.

6. **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.
7. **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.
8. When you have **finished** selecting reasons and entering remarks, **click** on **OK**.
9. 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.
10. IATS **deletes** the account and displays a *pop-up message* appears stating that the account was successfully deleted.
11. **Click** on **OK** to **return** to the **Examiner View** screen.

Freeze Traveler Account

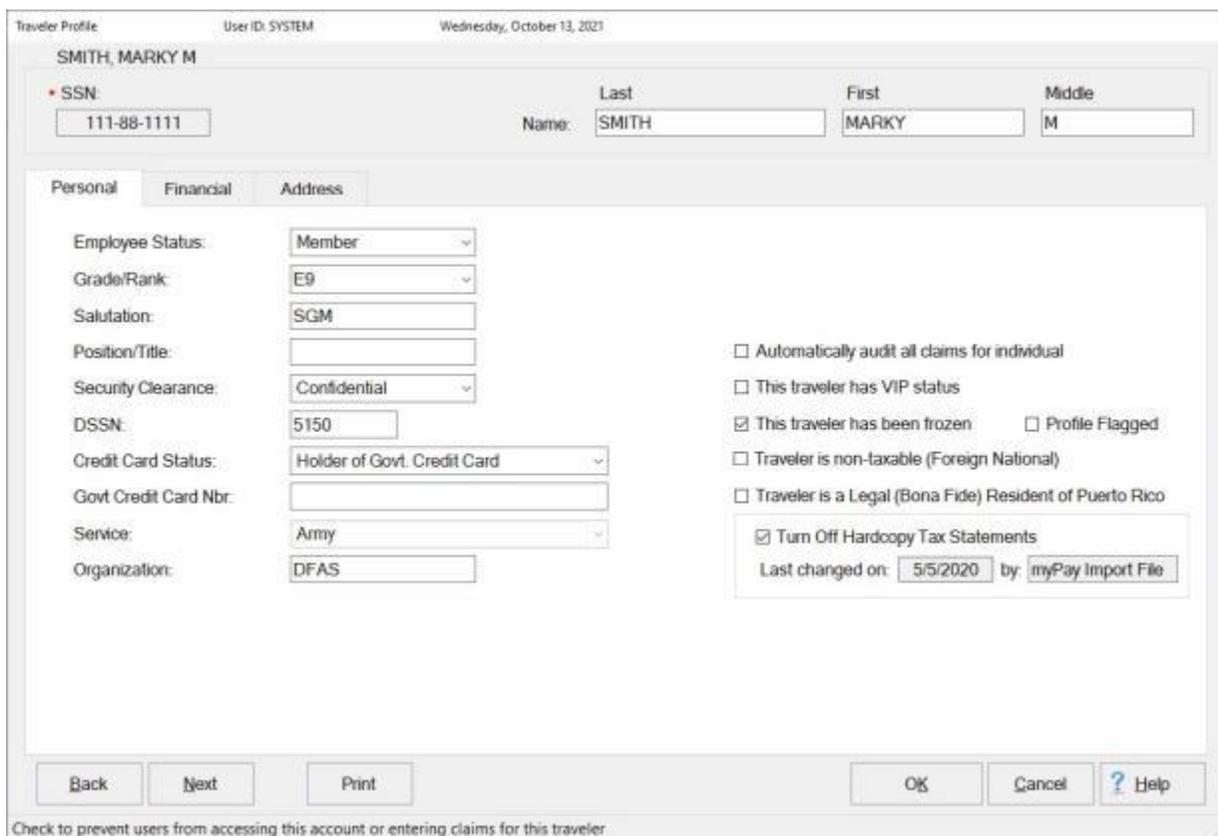
This feature was added for situations where the traveler account was created incorrectly and claims have been processed. By using this feature you may keep the historical data for the claim, (unless the account was deleted), but **prevent** users from **accessing** the incorrectly created account again.

 **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**.
4. When the traveler's account information appears, **click** on the **OK** button.
5. The **Traveler Profile** screen appears.



Traveler Profile User ID: SYSTEM Wednesday, October 13, 2021

SMITH, MARKY M

• SSN: 111-88-1111

Name: Last: SMITH First: MARKY Middle: M

Personal Financial Address

Employee Status: Member

Grade/Rank: E9

Salutation: SGM

Position/Title:

Security Clearance: Confidential

DSSN: 5150

Credit Card Status: Holder of Govt. Credit Card

Govt Credit Card Nbr:

Service: Army

Organization: DFAS

Automatically audit all claims for individual

This traveler has VIP status

This traveler has been frozen Profile Flagged

Traveler is non-taxable (Foreign National)

Traveler is a Legal (Bona Fide) Resident of Puerto Rico

Turn Off Hardcopy Tax Statements

Last changed on: 5/5/2020 by: myPay Import File

Back Next Print OK Cancel ? Help

Check to prevent users from accessing this account or entering claims for this traveler

6. **Click** in the **check box** at the **This traveler has been frozen** field.
7. **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.

Select Traveler Controlled Unclassified Information (CUI)

SSN: Name:

Traveler Selection

There is no record for an Employee ID = 888-99-8888. To create this traveler click OK, otherwise click Cancel.

State/Country:

Zip Code:

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

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

Verify New Traveler SSN

Confirm New Traveler SSN

Verify SSN:

OK Cancel ? Help

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.

Travel Order Selection

TRAVELER, NEW

Traveler ID: 888998888 Traveler Name: TRAVELER, NEW

Address-1: 111 E WEST ST Grade/Rank: E5

Address-2: Organization: ARMY

City: INDIANAPOLIS DSSN: 5150

State/Country: INDIANA

Zip Code: 46226 View Traveler Profile

TONO: OK Button for travel

Order Yes No End Date

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

Delete OK Cancel ? Help

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.

Travel Order User ID: DAVE Wednesday, June 27, 2018

Traveler's Name: SMITH, MARK T: E7
 Grade/Rank: E7
 Order Number/TONO: 03-001
 Order Type: Normal

Description **Remarks**

Purpose of Trip: Site Visit

Issuing Organization: DFAS

Paying Organization: DFAS

DSSN/ITR: 6416

Funds: Army

Group Travel:

State Tax Designation: IN INDIANA

Dates

Issue Date: 3/12/2018

Begin Date: 3/19/2018

Number of Days: 5

End Date: 3/23/2018

Back Next OK Cancel ? Help

Enter the expected end date of travel for this travel authorization

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

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

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel order attached to the request for **settlement** or **advance**.
- **Order Type:** - The default order **type** at this field is **normal**. If normal is the desired type, press **Tab** to continue. If another **type** of order is desired, **click** on the **down arrow** to **display** a **listing** of various types and then **click** on the desired **type** to make a selection. Refer to the topic "[Type of Orders](#)" for more specific details about the various **types** of travel **orders**.
- **Purpose of Trip:** - The data input to this field is **posted** to the **travel order detail record**. This information is useful when conducting research or answering inquires. At this field, **click** on the **down arrow** to display a **listing** of various choices and then **click** on the desired **choice** to make a selection.
- **Max Trips Allowed:** - Users can only access this field when the **type** of travel order is **Repetitive**.
- **Issuing Organization:** - The default **value** previously entered into the **Organization** field, when the travel account was created, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.

- **Paying Organization:** - The default organization **displayed** is the information **entered** into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. Press **Tab** to continue or **type** a different organization if desired.
- **DSSN ITR:** - The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher was computed.
- **UIC:** - This field pertains to **Navy** customers only. The **default** value at this field is **zeros**. You may leave the field as is or you may **enter** the **UIC** for the traveler. The **purpose** of this field is to be able to generate the **suspense reports** for a specific UIC.
- **Funds:** - The type of customer IATS is configured for defaults to this field. No input is **necessary**.
- **Group Travel:** - **Click** in the **check box** next to the **Group Travel** field if you must **activate** **Group Travel rules** for this travel order.
- **State Tax Designation:** - The **State Tax Designation** field appears on the Travel Order screen if the option to **withhold state taxes** is **activated** in **Maintenance**. This field is used to **specify** which state withholding taxes should be withheld for. **Enter** the two character abbreviation for the desired state or **click** on the down arrow button and then **click** on the correct **state name** from the drop down list.
- **Issue Date:** - Type the **date** the order was issued, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for **advance** or **settlement**. You can also **click** on the down arrow button and use the **Calendar** to select the date.
- **Begin Date:** - Type the **date** the **travel** is expected to **begin**, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for **advance** or **settlement**. You can also **click** on the down arrow button and use the **Calendar** to select the date.
- **Number of Days:** - If desired, **type** the **number** of days for the trip at this field. That will cause IATS to automatically **calculate** the **End Date** for the trip. Press **Tab** to bypass this field if you would prefer to enter the End Date rather than have it calculated by IATS.
- **End Date:** - If the number of days for the trip was previously entered at the **Number of Days** field, no action is necessary. If not, type the **date** the travel is expected to **end**, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for **advance** or **settlement**. You can also **click** on the down arrow button and use the **Calendar** to select the date.
- **Remarks:** - If you wish to add remarks for the travel order you are creating, **click** on the **Remarks** tab and enter your desired remarks.

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

Entering Remarks on the Travel Order Screen

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

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

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

| Field | Value |
|-------------------|-------------------|
| Traveler's Name | TRAVELER, NEW: E5 |
| Grade/Rank | E5 |
| Order Number/TONO | 10-001 |
| Order Type | Normal |

The 'Remarks' tab is selected, displaying a text box with the following text:

Order Remarks

THIS IS WHERE YOU CAN ENTER ANY DESIRED REMARKS.

At the bottom of the form, there are buttons for 'Back', 'Next', 'OK', 'Cancel', and '? Help'. A footer note reads: 'Enter remarks to be associated with this travel order'.

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

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

Creating MILPCS Travel Orders

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

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

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

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

Description: What's Authorized (Military PCS) Dependents Remarks

Purpose of Trip: Station to Station

Issuing Organization: DFAS

Paying Organization: DFAS

DSSN/ITR: 6416

Funds: Army

Group Travel:

Origin: FORT HOOD, TX, BELL

Destination: IND, IN, MARION

Default State: IN INDIANA

State Tax Designation: IN INDIANA

Dates:

Issue Date: 6/1/2018

Begin Date: 6/25/2018

End Date: 7/1/2018

Back Next OK Cancel ? Help

Enter the report date for this Permanent Change of Station Authorization

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

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

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel order attached to the request for **settlement** or **advance**.
- **Order Type:** - The default order **type** at this field is **normal**. Click on the *down* arrow button to display a **listing** of various types and then **click** on **PCS**. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard to **scroll** through the **listing** of various types. When **PCS** is highlighted, it is automatically selected by IATS.
- **Purpose of Trip:** - The **type** of PCS selected affects the traveler's **entitlements**. At this field, **click** on the *down* arrow to display a **listing** of various choices and then **click** on the desired choice to make a selection. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard to **scroll** through the **listing** of various types. When the desired type is highlighted, **press Tab** to make a selection.
- **Issuing Organization:** - The default value, previously entered into the **Organization** field when the travel **account** was **created**, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.

- **Paying Organization:** - The default organization **displayed** is the information **entered** into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. Press **Tab** to continue or **type** a different organization if desired.
- **DSSN ITR:** - The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the **payment** when the payment is disbursed at a DSSN located other than where the voucher was computed.
- **Funds:** - The type of customer IATS is **configured** for defaults to this field. No input is **necessary**.
- **Group Travel:** - **Click** in this **box** or **press** the **space bar** to **activate** this option **if group travel rules** apply to the MILPCS trip the order is being created for. IATS places a **check mark** in this box when group travel rules are **activated**.
- **Origin:** - This is the location of the traveler's old Permanent Duty Station (**PDS**). At this field, the **Location Selection** screen automatically appears. At the **State/Country** field, **type** the first two letters of the state or country name. If necessary, **click** the *Up/Dn* **arrows** until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection. At the **City** or **Locality** field, **type** the first two letters of the city/locality name. This displays a **listing** of city/locality names, for the previously selected state, beginning with those letters. **Use** the procedures previously described to **make** the **selection**. **Click** on **OK** to continue.
- **Destination:** - This is the location of the traveler's new Permanent Duty Station (**PDS**). Use the **same method** explained at the **Origin** field to complete the Destination field.
- **Default State:** - The **name** of the **state** for the member's new **PDS** destination will **default** to this field. This is a **view only** field and cannot be changed.
- **State Tax Designation:** - The **state name** entered into this field **specifies** which **state** the member has a tax **obligation** too. IATS will use the **tax rate** for the state entered for **calculating** the state tax **withholdings**. Enter the **two character state code** or click on the *down arrow* button and then **click** on the desired **state name** from the displayed list.
- **Issue Date:** - At this field, **type** the **date** the order was issued, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for **settlement** or **advance**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Begin Date:** - At this field, **type** the **date** the travel is expected to **begin**, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for **settlement** or **advance**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **End Date:** - At this field, **type** the **date** the travel is expected to **end**, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for **settlement** or **advance**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.

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

What's Authorized - Military PCS Tab

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

What's Authorized Expected Itinerary Reimbursables

Owner/Operator of POV No MALT Number of cars authorized

Who is being paid for this trip

- DEVIN (Member)
- SHAWN (Spouse)

Back Next Select All Unselect All

 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 **60 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.
- **CBA Authorized:** - Click in this **box** or **press the space bar** to **activate** this option. **Note** that this option **applies** to **only** **Coast Guard** and **TPAX** customers. This option **activates** the **requirement** to **flag** claims for **prepayment review** or **audit**.

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

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

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

Dependents - Tab

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

Travel Order User ID: SYSTEM Thursday, March 19, 2020

Traveler's Name: SMITH, MARKY M. E9 Grade/Rank: E9 Order Number/TONO: 1217B87PCS900000 Order Type: PCS

Description What's Authorized (Military PCS) Dependents Remarks

| Dependent Name | Relationship to Traveler | Date of Birth | Active Status |
|----------------|--------------------------|---------------|--|
| SUZIE | Dependent | 03/16/2012 | |
| * MARY | Spouse | | <ul style="list-style-type: none"> Active Military Not Active Military |

Delete

Back Next OK Cancel ? Help

Select the status for the spouse (Active Military or not)

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:** - 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.

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

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

Description What's Authorized (Civilian PCS) Dependents Remarks

Purpose of Trip: Between Official Stations

Issuing Organization: DFAS Paying Organization: DFAS

DSSN/ITR: 6416 Funds: Army

Origin: WASHINGTON, DC, DIST OF COLUMBIA Destination: IND, IN, MARION

Default State: IN INDIANA State Tax Designation: IN INDIANA

Dates: Issue Date: 5/1/2018 Begin Date: 5/28/2018 End Date: 6/1/2018 Date Job Offered: 4/9/2018

Financial: Retirement Code: FERS Pay WTA:

Back Next OK Cancel ? Help

Check this check box if WTA is to be paid

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

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

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel order attached to the request for settlement or advance.
- **Order Type:** - The default order **type** at this field is **normal**. Click on the *down* arrow button to display a **listing** of various types and then **click** on **PCS**. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard to **scroll** through the **listing** of various types. When **PCS** is highlighted, it is automatically selected by IATS.
- **Purpose of Trip:** - The **type** of PCS selected affects the traveler's **entitlements**. At this field, **click** on the *down* arrow to display a **listing** of various choices and then **click** on the desired choice to make a selection. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard to **scroll** through the **listing** of various types. When the desired type is highlighted, **press Tab** to make a selection.
- **Issuing Organization:** - The default value, previously entered into the **Organization** field when the travel **account** was **created**, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **Paying Organization:** - The default organization **displayed** is the information entered into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **DSSN ITR:** - The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the **payment** when the payment is disbursed at a DSSN located other than where the voucher was computed.
- **Funds:** - The type of customer IATS is **configured** for defaults to this field. No input is **necessary**.
- **Origin:** - This is the location of the traveler's old Permanent Duty Station (**PDS**). At this field, the **Location Selection** screen automatically appears. At the **State/Country** field, **type** the first two letters of the state or country name. If necessary, **click** the *Up/Dn* **arrows** until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection. At the **City** or **Locality** field, **type** the first two letters of the city/locality name. This displays a **listing** of city/locality names, for the previously selected state, beginning with those letters. **Use** the procedures previously described to **make** the **selection**.
- **Destination:** - This is the location of the traveler's new Permanent Duty Station (**PDS**). Use the **same method** explained at the **Origin** field to complete the Destination field.
- **Default State:** - The **name** of the **state** for the employees new **PDS** destination will **default** to this field. This is a **view only** field and cannot be changed.
- **State Tax Designation:** - The **state name** entered into this field **specifies** which **state** the employee has a tax **obligation** too. IATS will use the **tax rate** for the state entered for **calculating** the state tax **withholdings**. Enter the **two character state code** or click on the *down* **arrow** button and then **click** on the desired **state name** from the displayed list.
- **Payroll Office:** - If the Payroll Office field is displayed, **type** the traveler's **payroll office code**. This field will only be visible when this **option** has been **activated** at the **System Configuration** screen in the Maintenance module.
- **Issue Date:** - At this field, **type** the **date** the order was issued, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for settlement or advance. You can also **click** on the *down* **arrow** button and use the **Calendar** to select the date.
- **Begin Date:** - At this field, **type** the **date** the travel is expected to **begin**, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for settlement or advance. You can also **click** on the *down* **arrow** button and use the **Calendar** to select the date.

- **End Date:** - At this field, **type** the **date** the travel is expected to **end**, in **MMDDYY** format, as shown on the hard-copy travel **order** attached to the request for settlement or advance. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Job Offered:** - At this field, **type** the **date** the traveler was **offered** the new assignment or the **date** the **transportation agreement** was **signed**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Retirement Code:** - At this field, **select** the current retirement **program** in effect for the employee. The **code** selected will **affect** the amount of employment taxes withheld. **Click** on the *down arrow* button to display a **listing** of various programs and then **click** on the desired choice. A selection can also be made by **pressing** the *Up/Dn arrow keys* on the keyboard to **scroll** through the **listing** of various programs. When the desired choice is highlighted, **press Tab** to make a selection.
- **WTA to be paid:** - Determine if the traveler has **elected** to receive a **WTA** payment and **activate** this **option** if applicable. **Click** in the **box** or **press** the **space bar**. IATS places **check mark** in this box when the option is **activated**.

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

What's Authorized - CIVPCS Order

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

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

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

Description **What's Authorized (Civilian PCS)** Dependents Remarks

Mileages

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

What's Authorized

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

House Sale: Sell Home

House Hunting

Employee Spouse
 Lump Sum Max. Days: 10

Household Goods

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

TQSE

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

Back Next OK Cancel ? Help

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

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

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

Mileages

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

What's Authorized

- **Miscellaneous:** - **Click** in this **box** or **press the space bar** to **activate** this option if Miscellaneous Expense Allowance was **authorized** on the hard-copy travel order attached to the request for settlement. IATS places a **check mark** in this box when this option **activated**.
- **House Purchase:** - **Click** in this **box** or **press the space bar** to **activate** this option if Real Estate Expenses were **authorized** on the hard-copy travel order attached to the request for settlement. IATS places a **check mark** in this box when this option **activated**.

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

House Hunting

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

TQSE

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

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

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

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

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

Creating Blanket Travel Orders

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

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

The screenshot displays the IATS Travel Order form. At the top, it shows 'Travel Order', 'User ID: SYSTEM', and 'Friday, October 15, 2021'. The form includes several input fields and dropdown menus:

- Traveler's Name:** TRAVELER, NEW. E5
- Grade/Rank:** E5
- Order Number/TONO:** 10-001
- Order Type:** A dropdown menu is open, showing options: Blanket (selected), Normal, Blanket, Repetitive, Invitational, PCS, Local (SF1164), Local DITY, Evacuation, and TDY with DITY.
- Description:** A tabbed section with 'Description' and 'Remarks' tabs. Under 'Description', there are fields for:
 - Purpose of Trip:** Site Visit
 - Issuing Organization:** ARMY
 - Paying Organization:** ARMY
 - DSSN/ITR:** 5150
 - Funds:** Army
 - Default State:** (empty)
 - State Tax Designation:** (empty)
- Dates:** A section with fields for:
 - Issue Date:** (empty)
 - Begin Date:** 10/4/2021
 - Number of Days:** 5
 - End Date:** 10/8/2021

At the bottom of the form, there are buttons for 'Back', 'Next', 'OK', 'Cancel', and '? Help'. A footer note reads: 'Select the category that best describes type of travel authorized for this order'.

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

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

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel order attached to the request for settlement or advance.
- **Order Type:** - The default order **type** at this field is **normal**. Click on the *down* arrow to display a **listing** of various types and then **click** on **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.
- **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**.
- **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 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 inquiries**. 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 **advanced** 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**.
- **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 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.

Travel Order User ID: SYSTEM Friday, October 15, 2021

Traveler's Name: TRAVELER, NEW: E5 Grade/Rank: E5 Order Number/TONO: 10-001 Order Type: Invitational

Description Remarks

Purpose of Trip: Site Visit

Issuing Organization: ARMY

Paying Organization: ARMY

DSSN/ITR: 5150

Funds: Army

Dates:

Issue Date: [blank]

Begin Date: 10/4/2021

Number of Days: 10

End Date: 10/13/2021

Default State: [blank]

State Tax Designation: [blank]

Buttons: Back, Next, OK, Cancel, Help

Select the category that best describes type of travel authorized for this order

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

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

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel **order attached** to the request for **settlement** or **advance**.
- **Order Type:** - The **default** order **type** at this field is **normal**. Click on the *down* arrow to display a **listing** of various types and then **click** on **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.
- **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.

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

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.

Travel Order User ID: SYSTEM Friday, October 15, 2021

Traveler's Name: TRAVELER, NEW: E5 Grade/Rank: E5 Order Number/TONO: 10-001 Order Type: Local (SF1164)

Description **Remarks**

Purpose of Trip: Other

Issuing Organization: ARMY

Paying Organization: ARMY

DSSN/ITR: 5150

Funds: Army

Default State:

State Tax Designation:

Dates

Issue Date:

Begin Date: 10/4/2021

Number of Days: 2

End Date: 10/5/2021

Back Next OK Cancel ? Help

Select the category that best describes type of travel authorized for this order

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

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

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel order attached to the request for **settlement** or **advance**.
- **Order Type:** - The default order type at this field is **normal**. Click on the *down* arrow to display a **listing** of various types and then **click** on **Local (SF1164)** 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**.
- **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.

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**).

Travel Order User ID: SYSTEM Friday, October 15, 2021

Traveler's Name: TRAVELER, NEW: E5 Grade/Rank: E5 Order Number/TONO: 10-001 Order Type: Local DITY

Order Type dropdown menu:

- Local DITY
- Normal
- Blanket
- Repetitive
- Invitational
- PCS
- Local (SF1164)
- Local DITY
- Evacuation
- TDY with DITY

Description Remarks

Purpose of Trip: Other

Issuing Organization: ARMY

Paying Organization: ARMY

DSSN/ITR: 5150

Funds: Army

Dates:

Issue Date: [blank]

Begin Date: 10/4/2021

Number of Days: 2

End Date: 10/5/2021

Default State: [blank]

State Tax Designation: IN INDIANA

Buttons: Back, Next, OK, Cancel, ? Help

Select the category that best describes type of travel authorized for this order

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

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

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel order attached to the request for **settlement** or **advance**.
- **Order Type:** - The default order type at this field is **normal**. Click on the *down* arrow to display a **listing** of various types and then **click** on **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).

Travel Order User ID: SYSTEM Monday, October 18, 2021

Traveler's Name: TRAVELER, NEW: E5
 Grade/Rank: E5
 Order Number/TONO: 10-001
 Order Type: Evacuation

Description Dependents Remarks

Purpose of Trip: Site Visit

Issuing Organization: ARMY

Paying Organization: ARMY

DSSN/ITR: 5150

Funds: Army

Disaster: GEORGE (Military)

Evacuated From: IATON ROUGE, LA, EAST BATON ROUGE

Designated Location: IND, IN, MARION

Dates
 Issue Date: 9/15/2021
 Begin Date: 9/20/2021
 End Date: 10/15/2021

Disaster Override
 Override Disaster Table:
 # of Days at High Rate: 15
 Sponsoring Org: DFAS

Back Next OK Cancel ? Help

Enter the Sponsoring Organization for this Evacuation Order

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

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

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel order attached to the request for **settlement** or **advance**.
- **Order Type:** - The **default** order **type** at this field is **normal**. Click on the *down* arrow to display a **listing** of various types and then **click** on **Evacuation** to make a selection.
- **Purpose of Trip:** - The **data** input to this field is **posted** to the **travel order detail record**. This information is **useful** when **conducting research** or **answering inquires**. At this field, **click** on the *down* arrow to display a **listing** of various choices and then **click** on the **desired choice** to make a selection.
- **Issuing Organization:** - The **default value** previously entered into the **Organization** field, when the travel account was created, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be **useful** when **conducting research** or **answering inquires**. **Press Tab** to continue or **type** a different organization if desired.
- **Paying Organization:** - The **default** organization **displayed** is the information **entered** into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be **useful** when **conducting research** or **answering inquires**. **Press Tab** to continue or **type** a different organization if desired.

- **DSSN ITR:** - The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher was computed.
- **Funds:** - The type of customer IATS is configured for defaults to this field. No input is necessary.
- **Disaster:** - The **default** value at the **Disaster** field is **None**. **Clicking** on the *down arrow* will display a **list** of named disasters from the **Disaster Rates Table** in the IATS Maintenance module. If the evacuation order is being created for a named disaster, **click** on the *down arrow* and then **click** on the applicable disaster **name** from the drop down list.
- **Evacuated From:** - This is the **location** the **traveler/dependent(s)** are being evacuated from. At this field, the **Location Selection** screen automatically appears. At the **State/Country** field, **type** the first two letters of the **state** or **country** name. If necessary, **click** the *Up/Dn arrows* until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection. At the **City** or **Locality** field, **type** the first two letters of the city/locality name. This displays a **listing** of city/locality names, for the previously selected state, beginning with those letters. **Use** the procedures previously described to make the selection. **Click** on **OK** to continue
- **Designated Location:** - This is the **location** of the **traveler's/dependent(s)** designated location (**DL**) to be used as a safe haven (**SH**). **Use** the same method explained at the **Evacuated from** field to **complete** the Designated Location field.
- **Issue Date:** - Type the **date** the order was issued, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Begin Date:** - Type the **date** the **travel** is expected to **begin**, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **End Date:** - If the number of days for the trip was previously entered at the **Number of Days** field, no action is necessary. If not, type the **date** the travel is expected to **end**, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Override Disaster Table:** - If the evacuation travel order is being created for a **named** disaster that was **selected** from the listed disasters at the **Disaster** field, the **Disaster Rates** table in the Maintenance module **determines** how many days the per diem is payable for at the **higher rate**. In some cases, however, the **command** may have the discretion to **determine** how many days are payable at the higher rate. If the **command** has the authority to **extend** the number of days payable at the higher rate, **click** in the **check box** at the Override Disaster Table field.
- **# of Days at High Rate:** - If the **check box** was **checked** at the **Override Disaster Table** field, enter the **number** of days determined by the command for the payment of per diem at the higher rate.
- **Sponsoring Org:** - The default value at the Sponsoring Org field is the traveler's **paying organization**. If the evacuation travel, however, is being **sponsored** by an organization **other** than the traveler's paying organization, **enter** the **name** or **unit number** of the **sponsoring organization** at this field.

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

Creating Student Travel Orders

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

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

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

- Traveler's Name:** MANN, CIVILIAN O: C
- Grade/Rank:** C
- Order Number/TONO:** STUDENT
- Order Type:** Student Travel
- Purpose of Trip:** Other
- Issuing Organization:** DFAS
- Paying Organization:** DFAS
- DSSN/ITR:** 5150
- Funds:** Army
- School Destination:** BLOOMINGTON, IN, MONROE
- Default State:** (empty)
- State Tax Designation:** IN INDIANA
- Dates:**
 - Issue Date:** 8/1/2021
 - Begin Date:** 8/10/2021
 - End Date:** 8/10/2021

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

Complete 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.
- **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.
- **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.

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.

Travel Order User ID: SYSTEM Monday, October 18, 2021

Traveler's Name: TRAVELER, NEW: E5 Grade/Rank: E5 Order Number/TONO: TDY-DITY Order Type: TDY with DITY

Description Remarks

Purpose of Trip: Training TDY DITY Authorized

Issuing Organization: ARMY

Paying Organization: ARMY

DSSN/ITR: 5150

Funds: Army

Group Travel:

Dates:

Issue Date: TDY with DITY

Begin Date: 3/5/2021

Number of Days: 185

End Date: 9/5/2021

Default State: State Tax Designation: IN INDIANA

Back Next OK Cancel ? Help

Select the category that best describes type of travel authorized for this order

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

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

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel order attached to the request for **settlement** or **advance**.
- **Order Type:** - The **default** order **type** at this field is **normal**. Click on the *Down* arrow to display a **listing** of various types and then **click** on **TDY with 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.
- **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**.
- **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 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.

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

Traveler's Name: CIVILIAN, JOE E. C Grade/Rank: C Order Number/TONO: TDY Order Type: Normal

Description Remarks

Purpose of Trip: Site Visit

Issuing Organization: DFAS

Paying Organization: DFAS

DSSN/ITR: 6416

Funds: Army

Dates:

Issue Date: 6/1/2017

Begin Date: 6/5/2017

Number of Days: 391 Taxable TDY

End Date: 6/30/2018

Financial:

Retirement Code: FERS

Pay WTA:

Default State:

State Tax Designation: IN INDIANA

Back Next OK Cancel ? Help

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

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

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

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel **order attached** to the request for **settlement**.
- **Order Type:** - The default order **type** at this field is **normal**. If normal is the desired type, press **Tab** to continue. If another type of order is desired, **click** on the **down arrow** to **display** a **listing** of various types and then **click** on the desired type to make a selection. Refer to the topic "[Type of Orders](#)" for more specific details about the various **types** of travel **orders**.
- **Purpose of Trip:** - The **data** input to this field is **posted** to the **travel order detail record**. This information is useful when conducting research or answering inquires. At this field, **click** on the **down arrow** to display a **listing** of various choices and then **click** on the desired choice to make a selection.
- **Max Trips Allowed:** - Users can only access this field when the **type** of travel order is **Repetitive**.
- **Issuing Organization:** - The default value previously entered into the **Organization** field, when the travel account was created, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. Press **Tab** to continue or **type** a different organization if desired.

- **Paying Organization:** - The default organization **displayed** is the information **entered** into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **DSSN ITR:** - The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher was computed.
- **UIC:** - This field pertains to **Navy** customers only. The **default** value at this field is **zeros**. You may leave the field as is or you may **enter** the **UIC** for the traveler. The **purpose** of this field is to be able to generate the **suspense reports** for a specific UIC.
- **Funds:** - The type of customer IATS is configured for defaults to this field. No input is **necessary**.
- **Group Travel:** - **Click** in the **check box** next to the **Group Travel** field if you must **activate** **Group Travel rules** for this travel order.
- **Default State:** - The **Default State** field is not used for this type of travel.
- **State Tax Designation:** - The **State Tax Designation** field appears on the Travel Order screen if the option to **withhold state taxes** is **activated** in **Maintenance**. This field is used to **specify** which state withholding taxes should be withheld for. **Enter** the two character abbreviation for the desired state or **click** on the **down arrow** button and then **click** on the correct **state name** from the *drop down list*.

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

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

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

Selecting Travel Orders

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

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

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

Travel Order Selection

SMITH, MARKY M

Traveler ID:

Address-1:

Address-2:

City:

State/Country:

Zip Code:

Traveler Name:

Grade/Rank:

Organization:

DSSN:

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

| Order Number | Category | Start Date | End Date |
|--------------|------------|------------|------------|
| SCR1496 | Normal | 3/2/2020 | 3/5/2020 |
| TDY1 | Normal | 3/9/2020 | 3/12/2020 |
| SCR1509 | Normal | 1/13/2020 | 1/17/2020 |
| TRANSIENT | PCS | 7/20/2020 | 7/24/2020 |
| FSNS | Normal | 9/15/2020 | 9/19/2020 |
| EVAC | Evacuation | 10/2/2020 | 10/31/2020 |

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

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

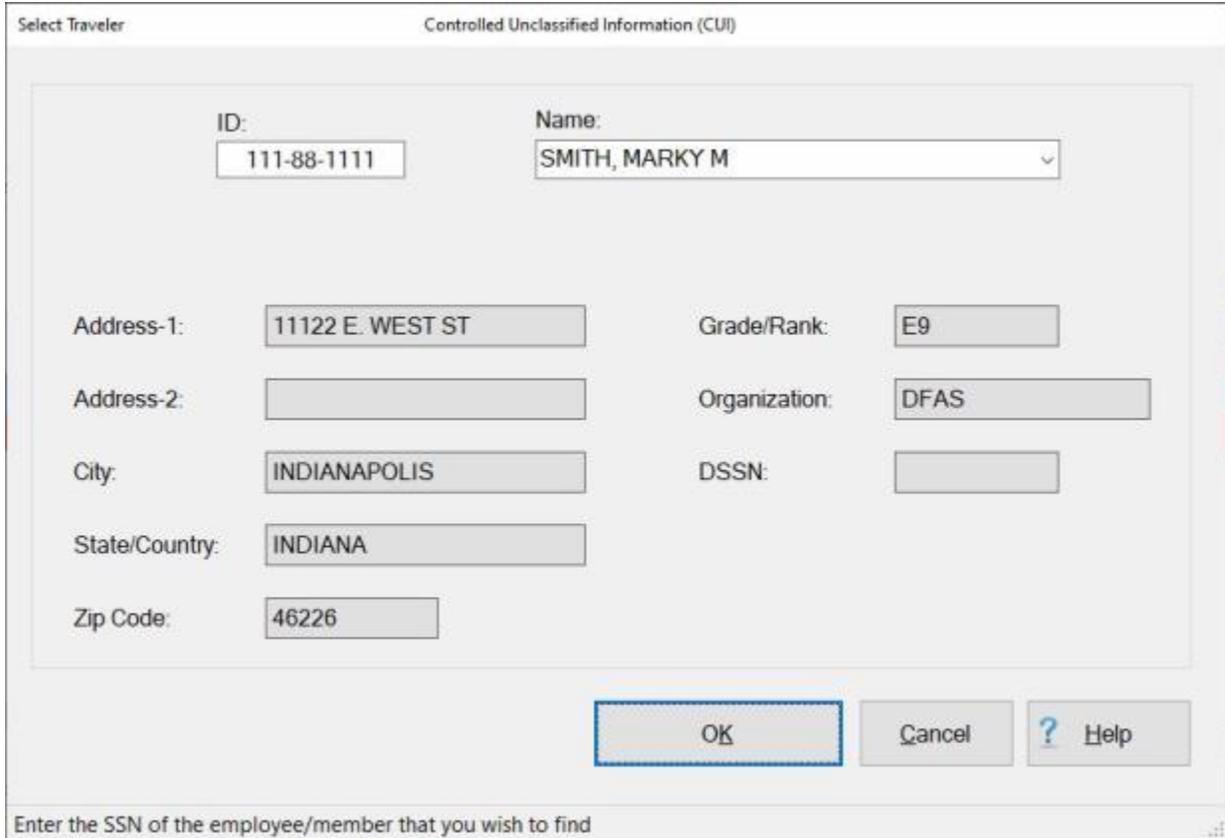
Modifying Travel Orders

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

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

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

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



Select Traveler
Controlled Unclassified Information (CUI)

ID: 111-88-1111 Name: SMITH, MARKY M

Address-1: 11122 E. WEST ST Grade/Rank: E9

Address-2: Organization: DFAS

City: INDIANAPOLIS DSSN:

State/Country: INDIANA

Zip Code: 46226

OK Cancel ? Help

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

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

Travel Order Selection

SMITH, MARKY M

Traveler ID: 111881111 Traveler Name: SMITH, MARKY M

Address-1: 11122 E. WEST ST Grade/Rank: E9

Address-2: Organization: DFAS

City: INDIANAPOLIS DSSN: View Traveler Profile

State/Country: INDIANA

Zip Code: 46226

TONO: 060121TDY Local Travel Click the Local Button for Local (1164) travel

| Order Number | Category | Start Date | End Date |
|--------------|------------|------------|------------|
| SCR1496 | Normal | 3/2/2020 | 3/5/2020 |
| TDY1 | Normal | 3/9/2020 | 3/12/2020 |
| SCR1509 | Normal | 1/13/2020 | 1/17/2020 |
| TRANSIENT | PCS | 7/15/2021 | 7/31/2021 |
| FSNS | Normal | 9/15/2020 | 9/19/2020 |
| EVAC | Evacuation | 10/2/2020 | 10/31/2020 |
| MULTI | Normal | 7/12/2021 | 7/16/2021 |
| ▶ 060121TDY | Normal | 6/15/2021 | 7/29/2021 |

Delete Select an existing order or enter a new order number with which you wish to work OK Cancel ? Help

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

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

Travel Order User ID: SYSTEM Monday, October 18, 2021

Traveler's Name: SMITH, MARKY M. E9 Grade/Rank: E9 Order Number/TONO: SCR1496 Order Type: Normal

Description Remarks

Purpose of Trip: Site Visit

Issuing Organization: DFAS

Paying Organization: DFAS

DSSN/ITR: 5150

Funds: Army

Group Travel:

Dates:

Issue Date: 2/24/2020

Begin Date: 3/2/2020

Number of Days: 4

End Date: 3/5/2020

Back Next OK Cancel ? Help

Enter the expected end date of travel for this travel authorization.

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.

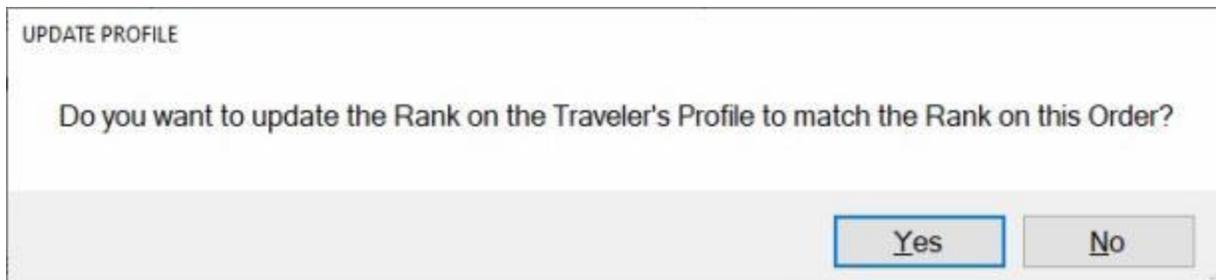
Note: A **feature** was added to IATS to allow the user to **change** the traveler's **Grade/Rank** at the Travel Order screen and have this change **update** the **traveler's profile** if desired.

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.

Travel Order User ID: SYSTEM Friday, March 27, 2020

Traveler's Name: SMITH, MARKY M. E9 Grade/Rank: E8 Order Number/TONO: SCR1496 Order Type: Normal

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.

Select Traveler Controlled Unclassified Information (CUI)

| | | | |
|----------------|---|---------------|---|
| ID: | <input type="text" value="111-88-1111"/> | Name: | <input type="text" value="SMITH, MARKY M"/> |
| Address-1: | <input type="text" value="11122 E. WEST ST"/> | Grade/Rank: | <input type="text" value="E9"/> |
| Address-2: | <input type="text"/> | Organization: | <input type="text" value="DFAS"/> |
| City: | <input type="text" value="INDIANAPOLIS"/> | DSSN: | <input type="text"/> |
| State/Country: | <input type="text" value="INDIANA"/> | | |
| Zip Code: | <input type="text" value="46226"/> | | |

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

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

Travel Order Selection

SMITH, MARKY M

Traveler ID: 111881111 Traveler Name: SMITH, MARKY M

Address-1: 11122 E. WEST ST Grade/Rank: E9

Address-2: Organization: DFAS

City: INDIANAPOLIS DSSN: View Traveler Profile

State/Country: INDIANA

Zip Code: 46226

TONO: 060121TDY Local Travel Click the Local Button for Local (1164) travel

| Order Number | Category | Start Date | End Date |
|--------------|------------|------------|------------|
| SCR1496 | Normal | 3/2/2020 | 3/5/2020 |
| TDY1 | Normal | 3/9/2020 | 3/12/2020 |
| SCR1509 | Normal | 1/13/2020 | 1/17/2020 |
| TRANSIENT | PCS | 7/15/2021 | 7/31/2021 |
| FSNS | Normal | 9/15/2020 | 9/19/2020 |
| EVAC | Evacuation | 10/2/2020 | 10/31/2020 |
| MULTI | Normal | 7/12/2021 | 7/16/2021 |
| ▶ 060121TDY | Normal | 6/15/2021 | 7/29/2021 |

Delete Select an existing order or enter a new order number with which you wish to work OK Cancel ? Help

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

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

Travel Order User ID: SYSTEM Monday, October 18, 2021

Traveler's Name: SMITH, MARKY M: E9
 Grade/Rank: E9
 Order Number/TONO: SCR1496
 Order Type: Normal

Description **Remarks**

Purpose of Trip: Site Visit

Issuing Organization: DFAS

Paying Organization: DFAS

DSSN/ITR: 5150

Funds: Army

Group Travel:

Dates

Issue Date: 2/24/2020

Begin Date: 3/2/2020

Number of Days: 4

End Date: 3/5/2020

Back Next OK Cancel ? Help

Enter the expected end date of travel for this travel authorization.

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

View or Modify the Travel Order from Input Screens

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

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

The screenshot displays the 'Settlement Request' interface. At the top, it shows 'Block No: SCR1496' and 'Request No: 1'. A 'View Only' button is in the top right. Below this, there are two buttons: 'SMITH, MARKY M. E9' on the left and 'TONO: SCR1496' on the right. The 'Request Type - Settlement' section includes a 'Type of Settlement' dropdown menu set to 'Final - First Submission'. A series of tabs are visible: 'Remit To', 'Adv/Acct', 'Entitlements', 'Calculations', 'Financial', and 'Remarks'. The 'Remit To' tab is active, showing an 'Address' section with input fields for 'Line 1' (11122 E. WEST ST), 'Line 2', 'City' (INDIANAPOLIS), 'Country/State' (IN INDIANA), and 'Zip Code' (46226). An 'Update Traveler' button is located to the right of these fields. At the bottom of the 'Remit To' section are '<Back' and 'Next>' buttons. The main interface footer contains several buttons: 'Receipts...', 'Other...', 'Print Request', 'Auditor Remarks', 'OK', 'Cancel', and '? Help'.

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

Travel Order User ID: SYSTEM Monday, October 18, 2021

Traveler's Name: SMITH, MARKY M. E9 Grade/Rank: E9 Order Number/TONO: SCR1496 Order Type: Normal

Description Remarks

Purpose of Trip: Site Visit

Issuing Organization: DFAS

Paying Organization: DFAS

DSSN/ITR: 5150

Funds: Army

Group Travel:

Dates:

Issue Date: 2/24/2020

Begin Date: 3/2/2020

Number of Days: 4

End Date: 3/5/2020

Back Next OK Cancel ? Help

Enter the expected end date of travel for this travel authorization.

- 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.

- 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.
- Click** on the desired **grade** or **rank** you wish to **change** the current grade or rank to.
- IATS will **display** the new grade or rank with a **red background** as shown below.

Travel Order User ID: SYSTEM Friday, March 27, 2020

Traveler's Name: SMITH, MARKY M. E9 Grade/Rank: E8 Order Number/TONO: SCR1496 Order Type: Normal

- Click** on the **OK** button, to **save** your changes.
- 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.

UPDATE PROFILE

Do you want to update the Rank on the Traveler's Profile to match the Rank on this Order?

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.

Select Traveler Controlled Unclassified Information (CUI)

| | | | |
|----------------|--|---------------|--|
| SSN: | <input type="text" value="444-99-4444"/> | Name: | <input type="text" value="DOE, JOHN S"/> |
| Address-1: | <input type="text" value="111 W EAST ST"/> | Grade/Rank: | <input type="text" value="E7"/> |
| Address-2: | <input type="text"/> | Organization: | <input type="text" value="DFAS-IN"/> |
| City: | <input type="text" value="INDIANAPOLIS"/> | DSSN: | <input type="text" value="5150"/> |
| State/Country: | <input type="text" value="INDIANA"/> | | |
| Zip Code: | <input type="text" value="46226"/> | | |

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

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

Travel Order Selection

DOE, JOHN S

Traveler ID: 444994444 Traveler Name: DOE, JOHN S

Address-1: 111 W EAST ST Grade/Rank: E7

Address-2: Organization: DFAS-IN

City: INDIANAPOLIS DSSN: 5150

State/Country: INDIANA

Zip Code: 46226 View Traveler Profile

TONO: 02-001 Local Travel Click the Local Button for Local (1164) travel

| Order Number | Category | Start Date | End Date |
|--------------|----------|------------|-----------|
| 02-001 | Normal | 9/13/2021 | 9/17/2021 |

Delete Select an existing order or enter a new order number with which you wish to work OK Cancel ? Help

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

Reason For Deletion Of Claim

Reason 1
Duplicate Claim

Reason 2

Reason 3

Reason 4

Remarks
This claim was already submitted for processing.

OK Cancel ? Help

Enter a reason for deletion.

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

Examiner Functions

Log Requests

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

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

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

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

Block Selection - Grabbing Blocks to be processed from the Logged Pool (ORIGINAL MASTER DATABASE)

| Block No. | Office | Type | Block Status | Status Date | Who Has It |
|------------|-----------|------------|--------------|-------------|------------|
| 201229CPCS | OFFICEONE | Settlement | Logged | 12/29/2020 | |
| 201229MPCS | OFFICEONE | Settlement | Logged | 12/29/2020 | |
| 201229TDY | OFFICEONE | Settlement | Logged | 12/29/2020 | |

Select All Unselect All

Print...

End Block:

OK Cancel ? Help

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

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

Create New Block (ORIGINAL MASTER DATABASE)

SYSTEM Monday, July 26, 2021

Block Number Tax Collections

Block Type ▼

Select the type of block to be processed

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

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

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

Logging Of Requests - (ORIGINAL MASTER DATABASE)

Block Number Type of Transaction Number of Items Max Items

Add or Modify Logged Claim

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

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

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

Enter the SSN number

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

Logging Of Requests - (ORIGINAL MASTER DATABASE)

Block Number Type of Transaction Number of Items Max Items

Add or Modify Logged Claim

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

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

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

Enter the Expected Pay Date

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

Logging Of Requests - (ORIGINAL MASTER DATABASE)

Block Number Type of Transaction Number of Items Max Items

Add or Modify Logged Claim

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

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

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

Enter the SSN number

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

IATS Notification

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

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

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

Tip: If you wish to **return** or **delete** a request that has been **logged** in, **click** in the **check box** at the **Flagged for Return** or **Flagged for Delete** column to the left of the **SSN/ID** field for the claim you wish to return or delete. When you click on **OK**, the **Return Voucher** or **Reason for Delete** screen will appear. If you wish to simply **clear/remove** a request from the logging screen you would **click** on the **Discard**

link. A request may be discarded/removed as long as the **block** has not been **saved** and a **claim** has not been **saved** to the block

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

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

Clearing Logged Requests

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

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

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

Logging Of Requests - (ORIGINAL MASTER DATABASE)

Block Number Type of Transaction Number of Items Max Items

Add or Modify Logged Claim

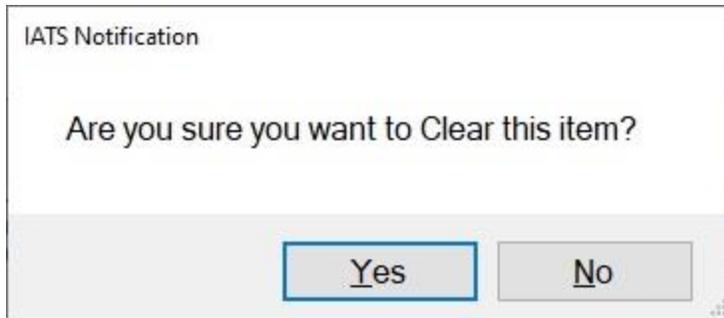
SSN: Name: TONO / SDN: Date Issued Date Start Date End

Date Signed Date Signed by AO Date Forwarded Date Received Expected Pay Date [Discard](#)

| Flagged for Delete | Flagged for Return | SSN/ID | Name | TONO/SDN | From | To | Date Signed | Date by |
|-------------------------------------|-------------------------------------|-----------|-----------------|----------|-----------|-----------|-------------|-----------|
| <input type="checkbox"/> | <input type="checkbox"/> | 111881111 | SMITH, MARKY M | TDY1 | 3/9/2020 | 3/12/2020 | 7/26/2021 | 7/26/2021 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 111771111 | ARNOLD, TOMMY G | SCR1506 | 2/24/2020 | 2/28/2020 | 7/26/2021 | 7/26/2021 |

Enter the SSN number

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



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.

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.

Logging Of Requests - (ORIGINAL MASTER DATABASE)

Block Number Type of Transaction Number of Items Max Items

Add or Modify Logged Claim

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

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

| Flagged for Delete | Flagged for Return | SSN/ID | Name | TONO/SDN | From | To | Date Signed | Date by |
|-------------------------------------|--------------------------|-----------|--------------|----------|----------|-----------|-------------|-----------|
| <input type="checkbox"/> | <input type="checkbox"/> | 111881111 | SMITH, MARKY | TDY1 | 3/9/2020 | 3/12/2020 | 7/26/2021 | 7/26/2021 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 111661111 | JONES, DEVIN | CRASH | 3/9/2020 | 3/13/2020 | 7/26/2021 | 7/26/2021 |

Enter the SSN number

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

Reason For Deletion Of Claim

The screenshot shows a dialog box titled "Reason For Deletion Of Claim". It contains three main sections:

- Reason 1:** A dropdown menu with a list of reasons: "Invalid Claim", "Traveler Deceased", "Trip Cancelled", and "Duplicate Claim". "Duplicate Claim" is currently selected and highlighted in blue.
- Reason 4:** An empty dropdown menu.
- Remarks:** A large, empty text area for entering additional information.

At the bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

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

Grab Blocks

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

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

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

Block Selection - Grabbing Blocks to be Audited from the Audit Pool (ORIGINAL MASTER DATABASE)

| Block No. | Office | Type | Block Status | Status Date | Who Has It |
|------------|-----------|------------|----------------|-------------|------------|
| MILITARY04 | OFFICEONE | Settlement | Awaiting Audit | 1/7/2021 | |

Select All Unselect All

Print... End Block: OK Cancel ? Help

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

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

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

Create Blocks

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

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

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

Create New Block (ORIGINAL MASTER DATABASE)

SYSTEM Monday, July 26, 2021

Block Number Tax Collections

Block Type ▼

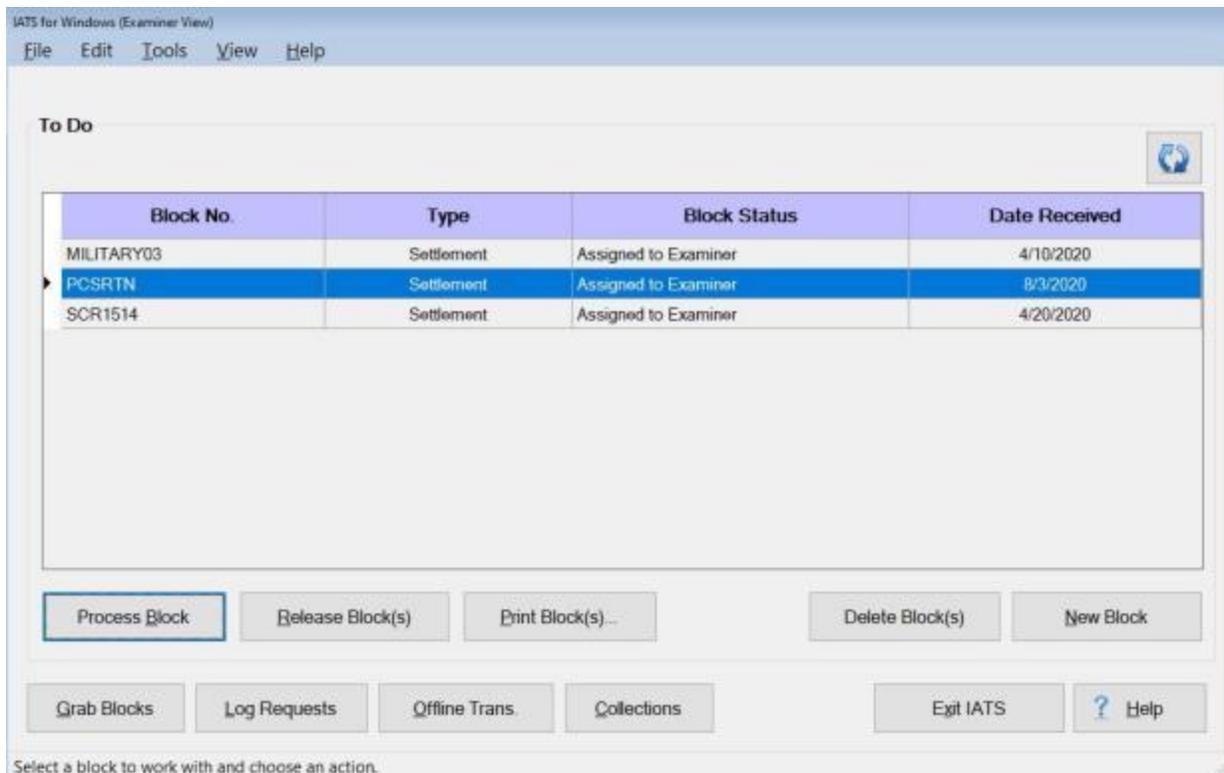
Select the type of block to be processed

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. At the **Tax Collections** field, **click** in the **check box** if the block you are creating is for tax collection transactions.
6. **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

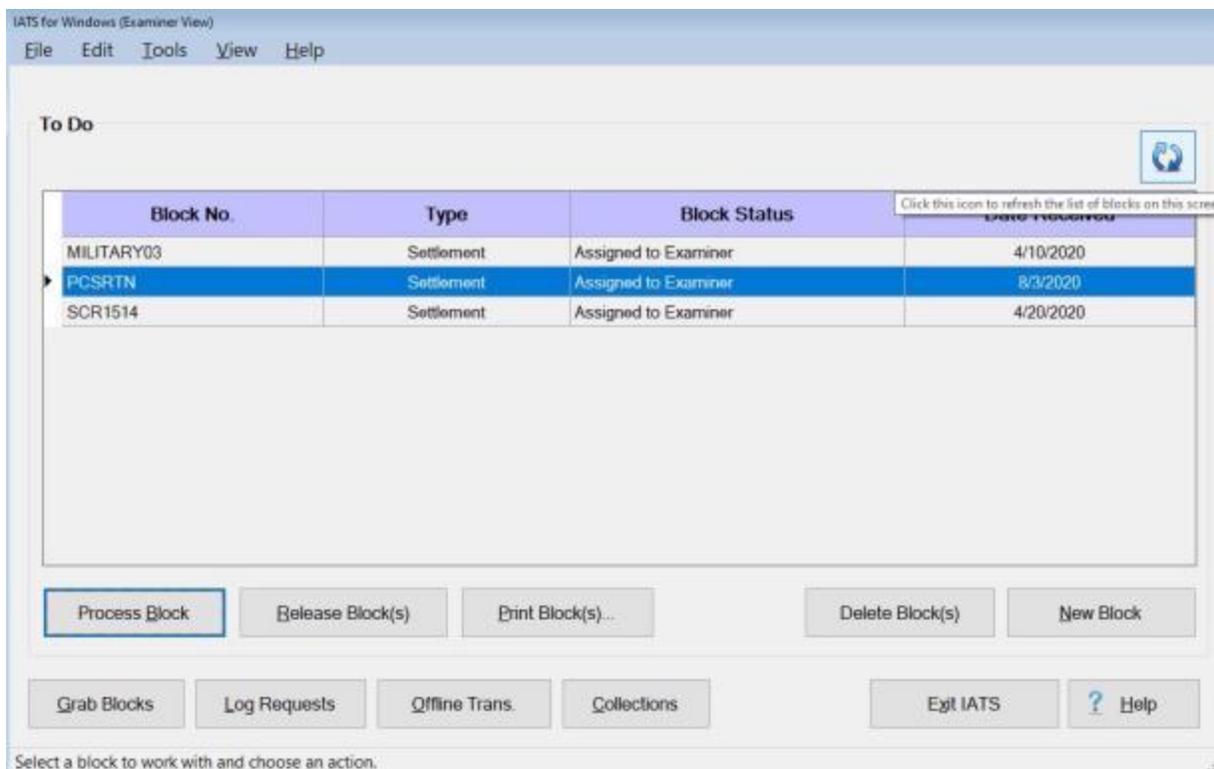
The Travel Pay System (TPS)/IATS **interface** is a one-way web interface with **TPS** being the primary system **pushing** and **pulling** information to/from IATS.

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.



Using the IATS Note Pad

An IATS customer requested a new feature referred to as the “**IATS Note Pad**”. The customer wants the ability to enter **notes** on a **Block** or **Settlement Request** which would be similar to a **Post-It Note** that one might **stick** on a printed document before pushing it aside or placing it into a **communal folder** for another day.

Note: Any Comments/Remarks that are **added** will not be written to the **History Record** or **printed** out on the voucher. These Comments/Remarks are for internal office use only.

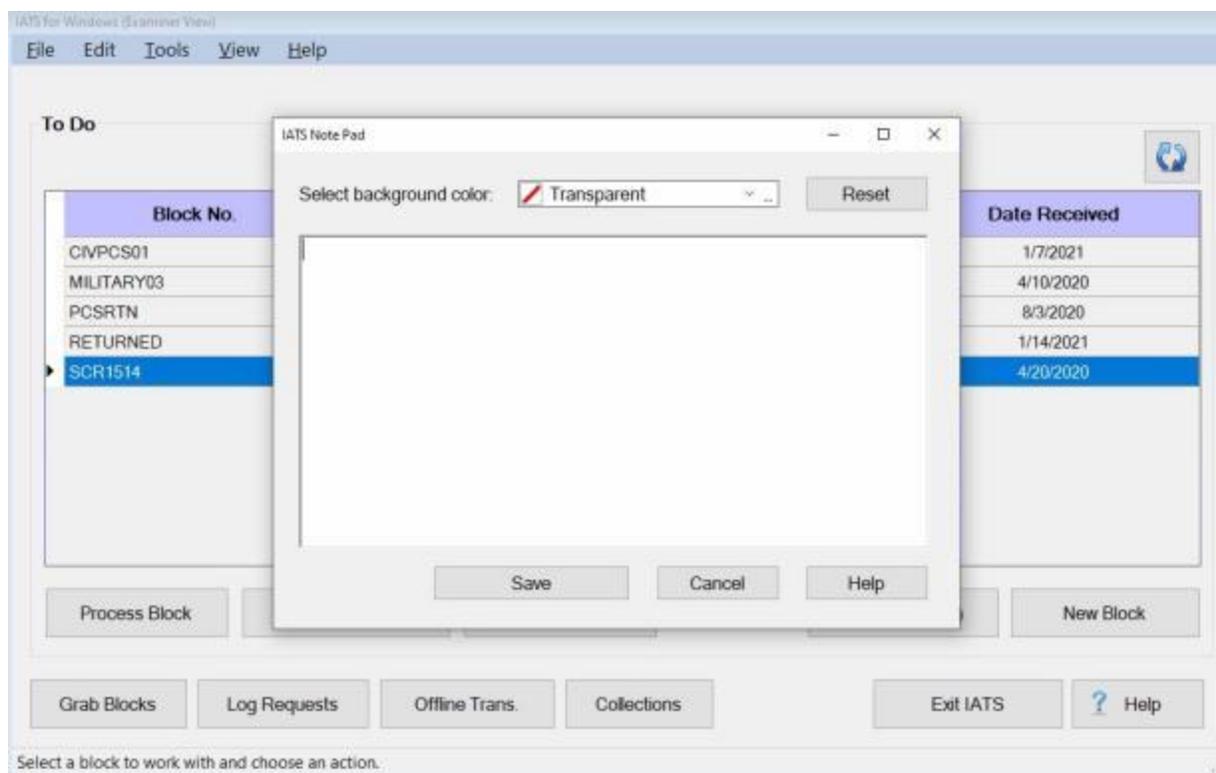
This feature will allow the user to create:

- Comments/Remarks
- Custom Background Colors

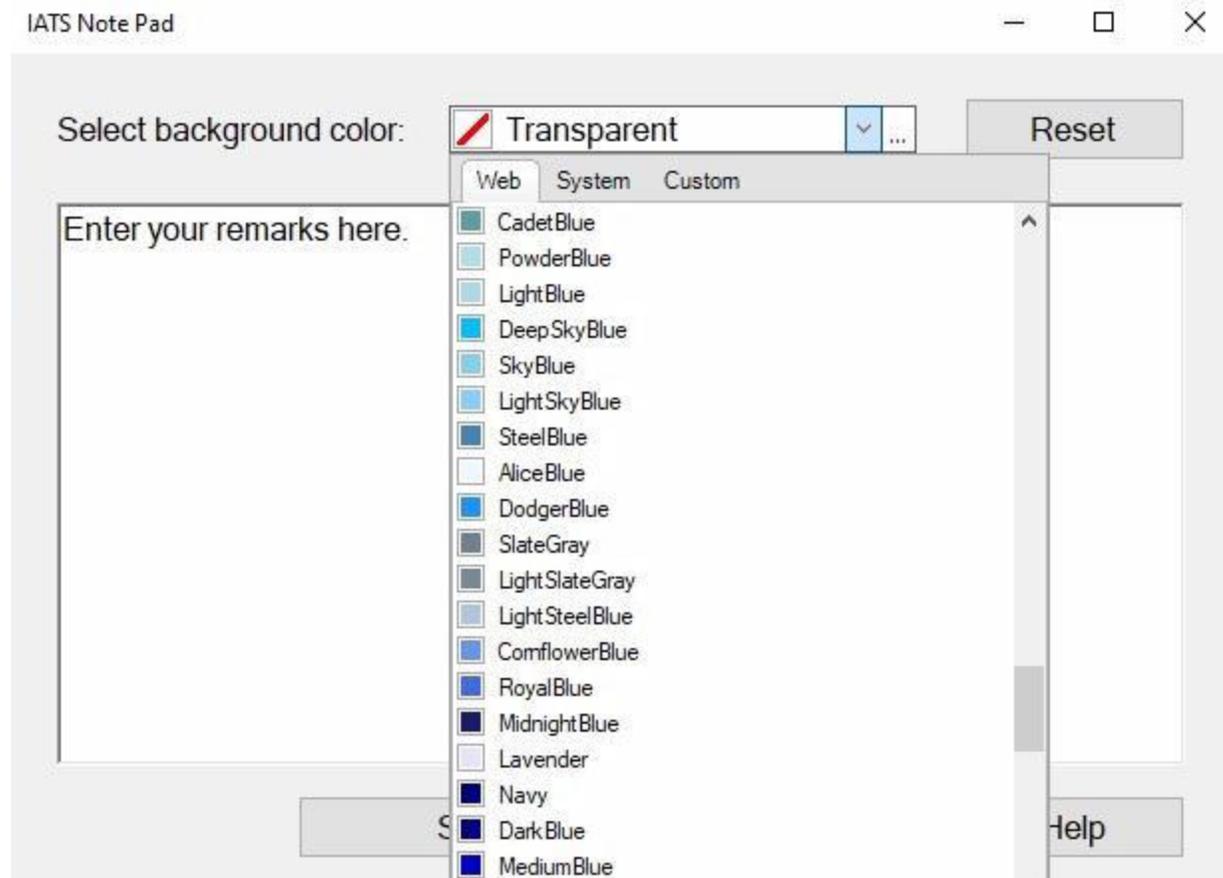
This feature allows the customer to use **custom colors** along with the **text**. If a Travel Office **agrees** on certain colors to **mean certain things** it gives them a way to **specify** what **action** or **in-action** needs to be taken.

Note: The **IATS Note Pad** screen is only available from the **Examiner View** screen, the **Auditor View** screen, and the **Request Selection** screen.

 **Complete the following steps to "use" the IATS Note Pad:**



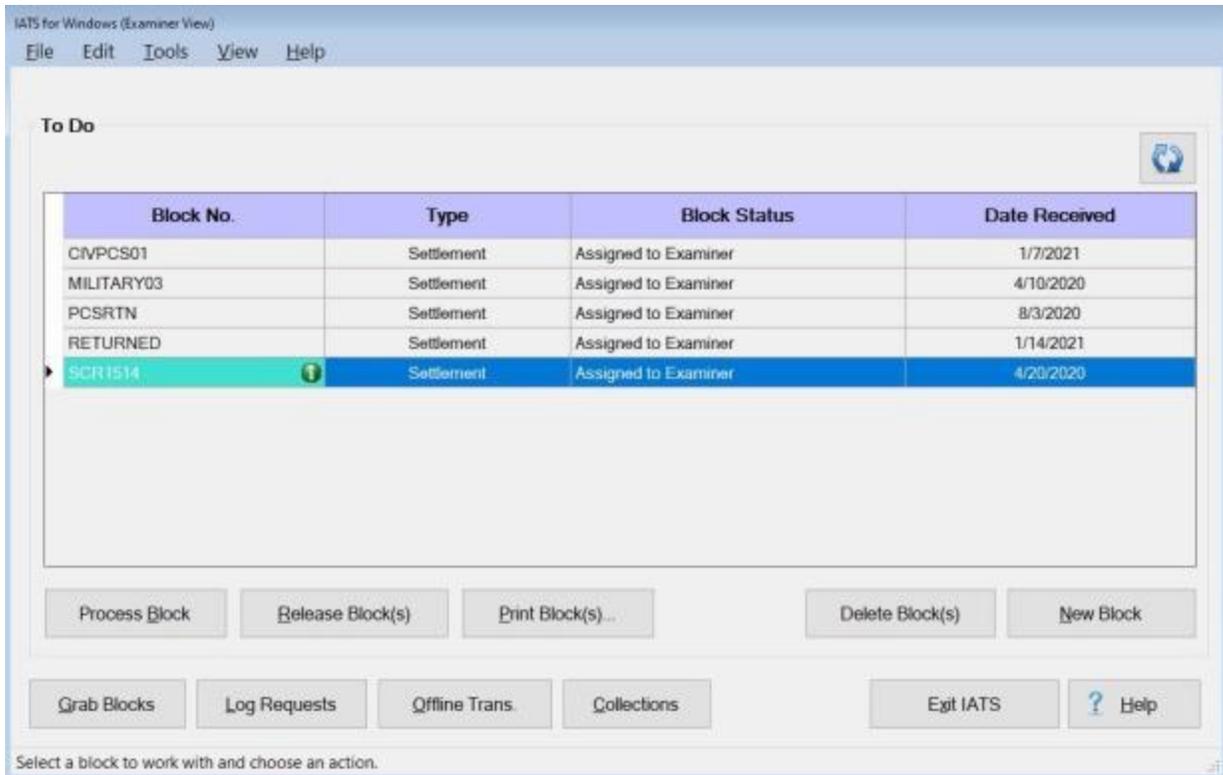
1. At either the **Examiner View** screen, the **Auditor View** screen or the **Request Selection** screen, **right click** on the **Block** or **Settlement Request** you wish to use.
2. The **IATS Note Pad** screen is displayed.



3. **Select background color:** - You will **notice** that **Transparent** is the default color when the **IATS Note Pad** screen is **displayed**.
4. If you wish to **add** a **background color** to a Block or Settlement Request, **click** on the **down arrow** button at the **Select background color** field where **Transparent** is shown above.
5. IATS will display a *drop down list* of colors at the **Web** tab. **Note** that you can **click** on the **System** tab for another list of colors or **click** on the **Custom** tab if you wish to create a custom color.
6. **Click** on the *Up/Dn arrow* buttons or **drag** the **slider bar** on the right side of the list to **scroll up** or down the list of colors.
7. **Click** on the desired **color** to make a **selection**.

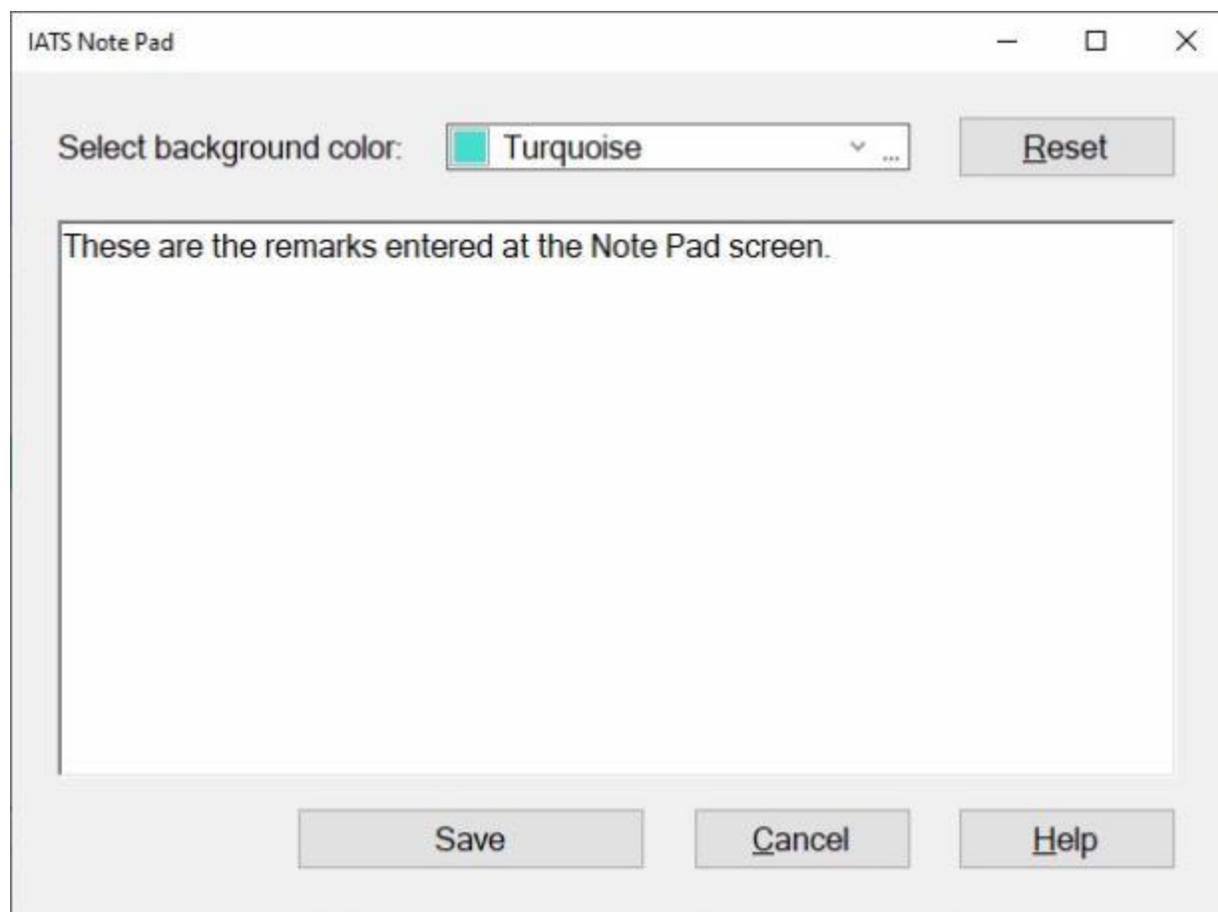
Note: It is highly recommended that you do not use the colors **Red** or **Yellow** since IATS already uses these colors to emphasize **Returned** items and **Auditor Remarks**.

8. **Click** in the **Text Box** and **enter** any desired **Comments/Remarks**.
9. When you have **finished** adding a color and/or text, **click** on the **Save** button.

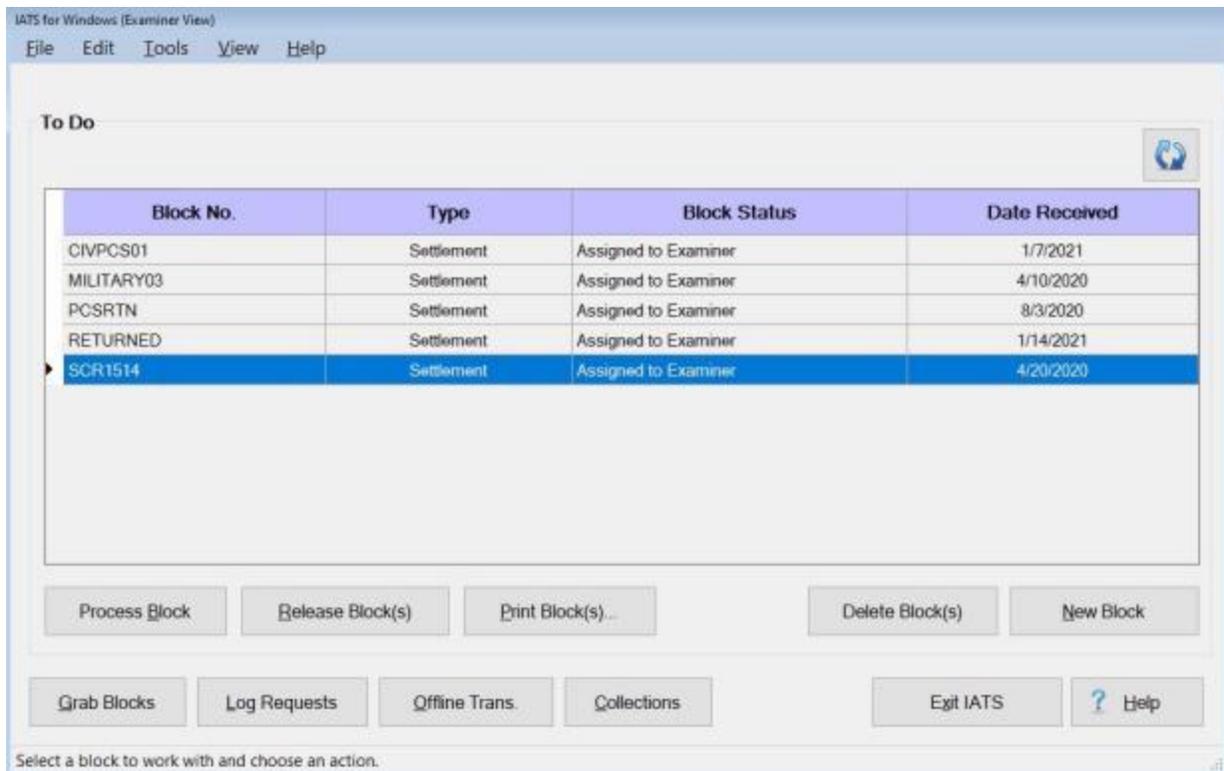


Note: After you have finished adding a color and/or text, IATS will return to the **Examiner View** screen, the **Auditor View** screen, or the **Request Selection** screen. You will now see the **color** that was selected as a background for the **Block number** or the **Traveler's Name**. In addition, you will see a green information icon in the **Block No.** or **Name** field if **Comments/Remarks** were added at the IATS Note Pad screen.

10. If you see a green information icon in the **Block No.** or **Name** field you can **right click** on the **Block Number** or **Settlement Request** to display the IATS Note Pad screen so you can **read** the **Comments/Remarks** as shown below.



11. If you wish to **remove** the **background color** and/or **text** from the Block or Settlement Request. **Click** on the **Reset** button at the IATS Note Pad screen.
12. If you **click** on the **Reset** button and then **click** on the **Save** button, IATS **removes** the **color** and **text** and **returns** to **Examiner View** screen, the **Auditor View** screen, or the **Request Selection** screen as shown below.



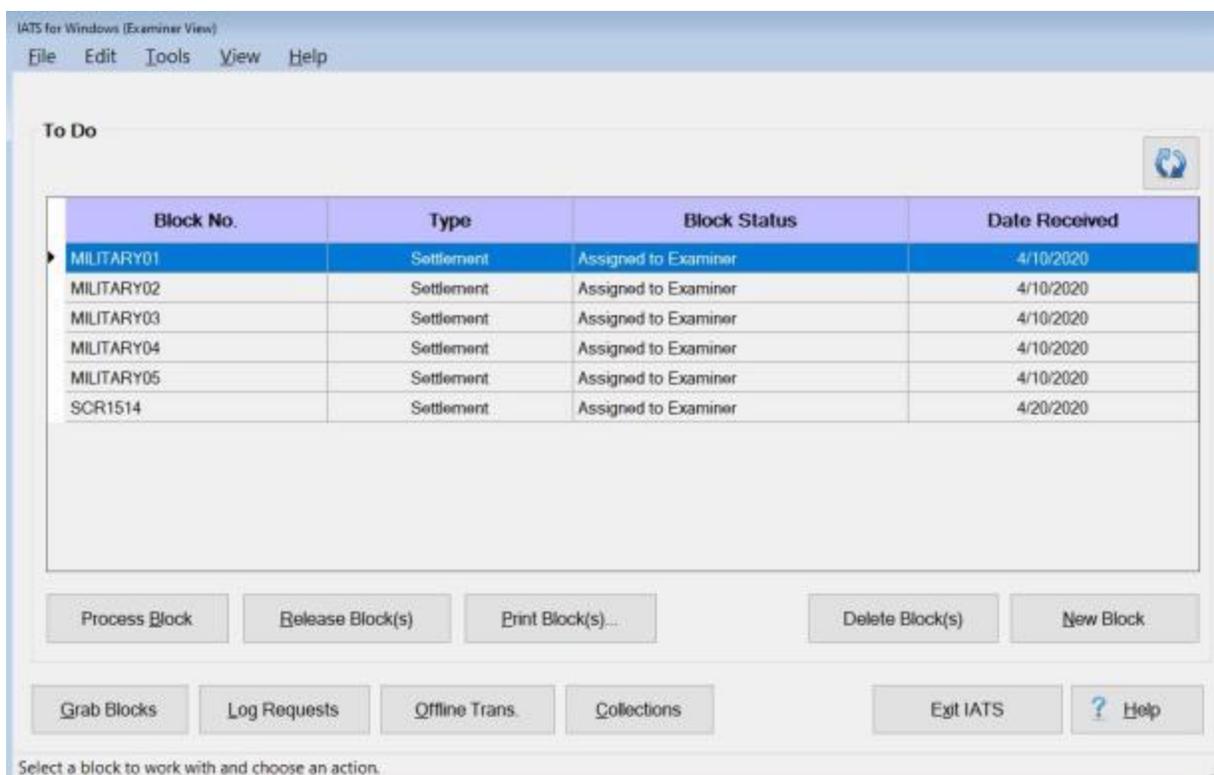
Process Blocks

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

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

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

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



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

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

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

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

Request Selection

Controlled Unclassified Information

Block No. Block Type Block Status

Selected Request(s) Number of requests:

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Status |
|-----------|---------------|------------------|-----------------|------------|-----------|--------------|----------|--------|
| 111771111 | ARNOLD, TOMMY | TEST | Settlement Log | 3/9/2020 | 3/13/2020 | 12/29/2020 | Normal | Logged |
| 111881111 | SMITH, MARKY | TRANSIENT | Settlement Log | 7/20/2020 | 7/24/2020 | 7/26/2021 | PCS | Logged |
| 111661111 | JONES, DEVIN | 1111111111111111 | Settlement Log | 2/8/2021 | 2/12/2021 | 7/26/2021 | Normal | Logged |

Select All Unselect All Delete View/Modify New

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

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

- 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.

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

Selecting Requests

Request Selection

Controlled Unclassified Information

Block No: Block Type: Block Status:

Selected Request(s) Number of requests:

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Status |
|-----------|---------------|------------------|-----------------|------------|-----------|--------------|----------|--------|
| 111771111 | ARNOLD, TOMMY | TEST | Settlement Log | 3/9/2020 | 3/13/2020 | 12/29/2020 | Normal | Logged |
| 111881111 | SMITH, MARKY | TRANSIENT | Settlement Log | 7/20/2020 | 7/24/2020 | 7/26/2021 | PCS | Logged |
| 111661111 | JONES, DEVIN | 1111111111111111 | Settlement Log | 2/8/2021 | 2/12/2021 | 7/26/2021 | Normal | Logged |

Select All Unselect All Delete View/Modify New

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

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

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

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

Process Requests

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

What do you want to do?

- [Process a TDY Advance Request](#)
- [Process a MILPCS Advance Request](#)
- [Process a CIVPCS Advance Request](#)
- [Process a TDY Request](#)
- [Process a Local Travel Request](#)
- [Process a MILPCS Request](#)
- [Process a CIVPCS Request](#)
- [Process a MILPCS DITY Request](#)
- [Process a Local DITY Request](#)
- [Process a Supplemental Request](#)

Hot Save

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

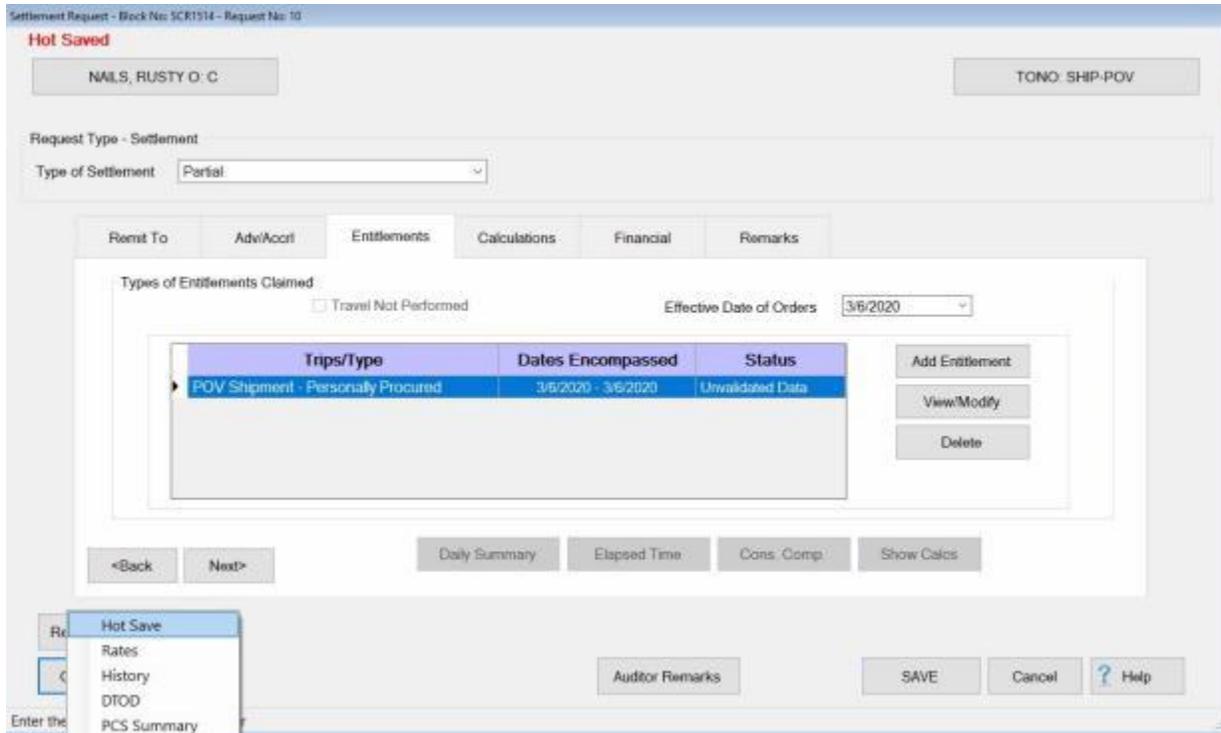
When processing a **Request for Settlement** or **Advance**, it may be necessary for a voucher examiner to stop before the claim is completed and **saved**. This required the voucher examiner to **cancel** out of the entire claim and then **restart** the entire claim at a later time.

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

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

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

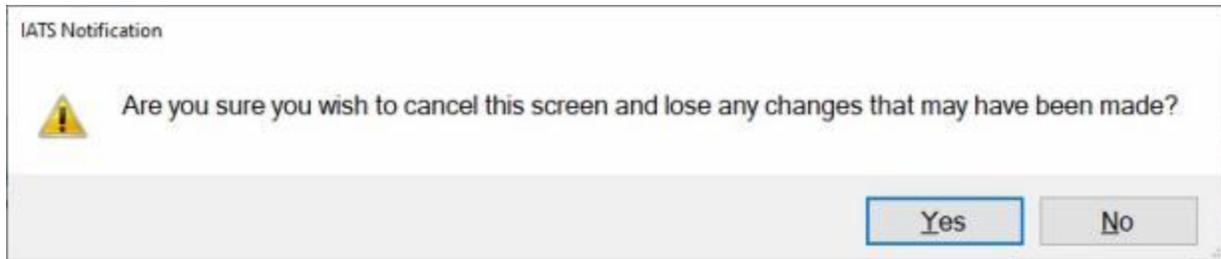
1. Completely finish the input screen for an entitlement. If you are processing claim that requires an itinerary, you must complete the itinerary and enter **MC** - Mission Complete.
2. Click on the Completed button.
3. Return to the **Settlement** or **Advance Request** screen.



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 successfully 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.

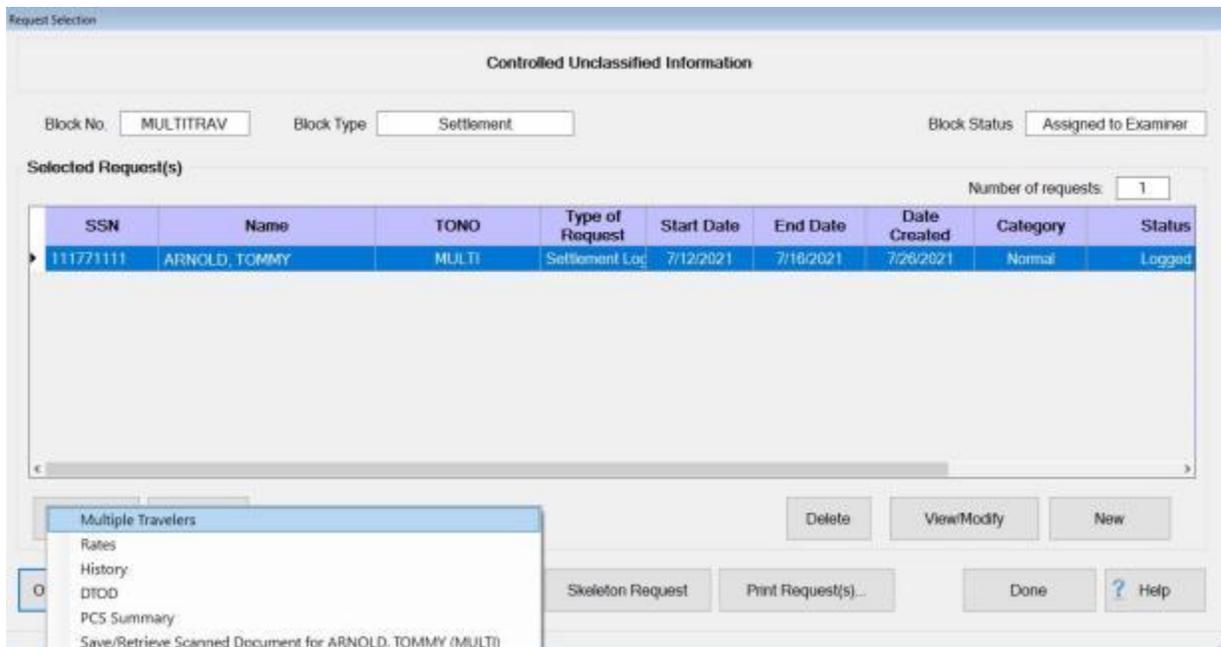
Note: If you **recall** a claim, make changes, and then perform another Hot Save, you will **overwrite** the original claim with new Hot Saved data.

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.

Request Selection

Controlled Unclassified Information Multiple Travelers

Block No. Block Type Block Status

Selected Request(s) Number of requests:

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Status |
|-----------|---------------|-------|-----------------|------------|-----------|--------------|----------|--------|
| 111771111 | ARNOLD, TOMMY | MULTI | Settlement Log | 7/12/2021 | 7/16/2021 | 7/26/2021 | Normal | Logged |

Select All Unselect All Delete View/Modify New

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

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

Settlement Request - Block No: MULTITRAV - Request No: NEW

SMITH, MARKY M. E9 TONO: MULTI

Request Type - Settlement
Type of Settlement:

Remit To Adv/Acrl **Entitlements** Calculations Financial Remarks

Types of Entitlements Claimed Travel Not Performed

| Trips/Type | Dates Encompassed | Status |
|---------------------|-----------------------|----------------|
| Temporary Duty Trip | 7/12/2021 - 7/16/2021 | Validated Data |

Add Itinerary View/Modify Delete

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

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

Select to add an entitlement to this claim

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

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

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

Displaying Daily Calculations

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

 **Complete the following steps to "display" the daily calculations:**

1. **Click** on the **Entitlements** tab at the **Advance** or **Settlement Request** screen.
2. At the **Entitlements** tab, **click** on the **entitlement** or **expense** you wish to display the daily calculations for. **Note** that if there is only one entitlement or expense listed, you do not have to **click** on it since it will already be **highlighted**.
3. When the **entitlement** or **expense** is highlighted, **click** on the **Show Calcs** button. The **Daily Calculations** screen appears.

Daily Calculations

THREE, THIRTY Q TONO: SCR1468

| # | Date | Day Type | Ldg Rate | MSIE Rate | Br | Ln | Dn | Lodg | Break | Lunch | Dinner | Incdtl | MSIE Amount | Total Amount | Lodging Tax |
|----|----------|----------|----------|-----------|----|----|----|-------|-------|-------|---------|--------|-------------|--------------|-------------|
| 1 | 01/01/19 | LDP | 125.00 | 66.00 | CM | CM | CM | 85.00 | | | Partial | Day | 49.50 | 114.50 | 6.00 |
| 2 | 01/02/19 | LDP | 125.00 | 66.00 | CM | CM | CM | 85.00 | 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 | 85.00 | 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 | 85.00 | 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 | 85.00 | 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 | 85.00 | 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 | 85.00 | 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 | 85.00 | 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 | 85.00 | 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 | 85.00 | 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 | 85.00 | 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 | 85.00 | 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 | 85.00 | 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 | 85.00 | 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 | 85.00 | 16.00 | 17.00 | 28.00 | 5.00 | 0.00 | 131.00 | 6.00 |
| 16 | 01/16/19 | LDP | 125.00 | 66.00 | CM | CM | CM | 85.00 | 16.00 | 17.00 | 28.00 | 5.00 | 0.00 | 131.00 | 6.00 |

Other Auditor Remarks OK ? Help

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

Display Daily Summary of Days

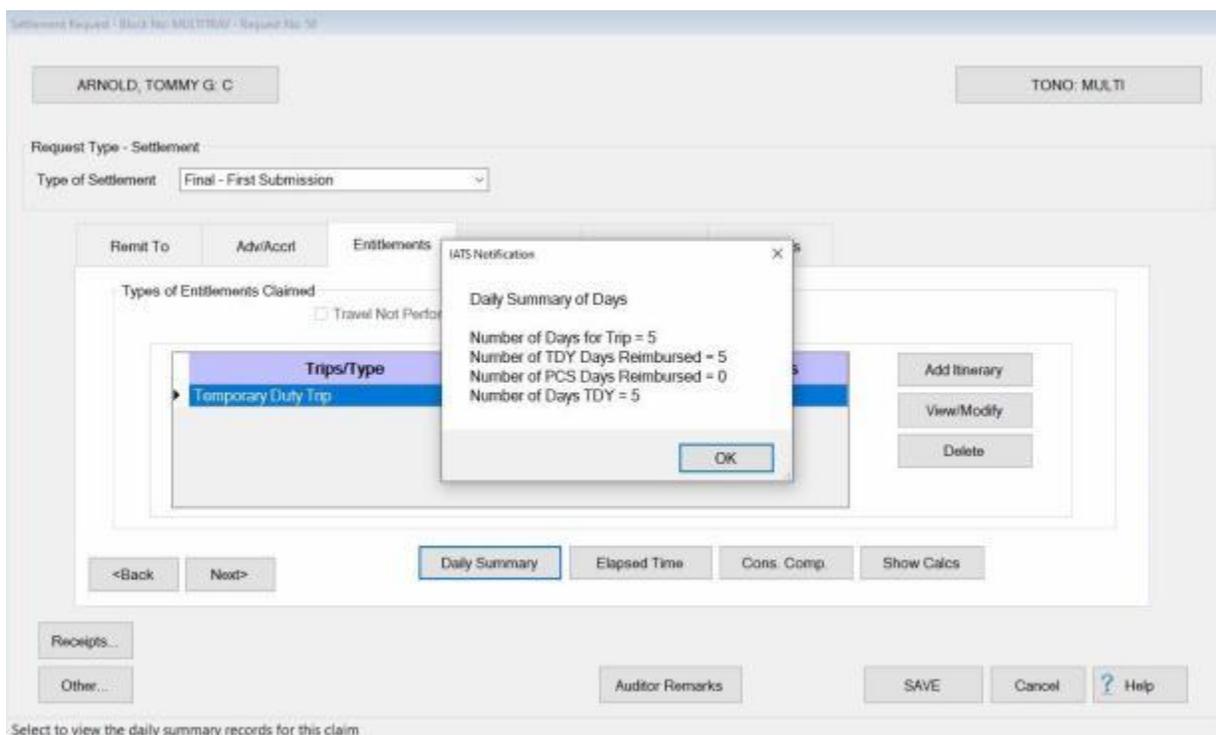
After you have finished entering an entitlement, you may **generate** a **daily summary** of the **days** of the trip. The information displayed will include the following information based on the type of trip:

- Number of Days for Trip
- Number of Days TDY
- Number of Days TDY Reimbursed

- Number of Days PCS Reimbursed
- Number of Days Enroute Travel
- Number of Days Leave

 Complete the following steps to "display" the Daily Summary of Days

1. Enter an Entitlement.
2. When IATS returns you to the Settlement Request screen, click on the Daily Summary button. The following display will appear.



3. After you have finished reviewing the Daily Summary of Days, click on the OK button.

Displaying Constructive Comparisons

The **Constructive Comparisons for Legs of Travel** screen is provided for **informational** purposes. The transportation **circumstances** for certain settlements **require** IATS to **perform** a constructive **comparison** by **legs** of travel. The IATS computation **compares** the traveler's **actual** travel leg to what could have been **allowed** depending on what was **authorized** in the travel **order**.

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

 Complete the following steps to "display" constructive comparisons:

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

Settlement Request - Block No: MULTITRAV - Request No: NEW

SMITH, MARKY M. E9 TONO: MULTI

Request Type - Settlement
 Type of Settlement: Final - First Submission

Remit To Adv/Acct Entitlements Calculations Financial Remarks

Types of Entitlements Claimed
 Precomputed Travel Not Performed

| Trips/Type | Dates Encompassed | Status |
|---------------------|-----------------------|----------------|
| Temporary Duty Trip | 7/12/2021 - 7/16/2021 | Validated Data |

Add Itinerary
View/Modify
Delete

<Back Next> Daily Summary Elapsed Time **Cons. Comp.** Show Calcs

Receipts... Other... SAVE Cancel ? Help

Select to view the comparison between the constructed and actual expenses

- At the **Entitlements** tab, **click** on the **trip** listed in the **Type of Entitlements Claimed** section.
- When the entitlement is **highlighted**, **click** on the **Cons. Comp.** button. The **Constructive Comparisons for Legs of Travel** screen appears.

Constructive Comparisons for Legs of Travel

| From Date | To Date | Actual | POV | GTR |
|-----------|-----------|----------|--------|----------|
| 7/12/2021 | 7/12/2021 | \$328.16 | \$0.00 | \$150.00 |
| 7/16/2021 | 7/16/2021 | \$333.20 | \$0.00 | \$150.00 |

Note: Amounts in red indicate the method of payment used to pay the leg.

Done ? Help

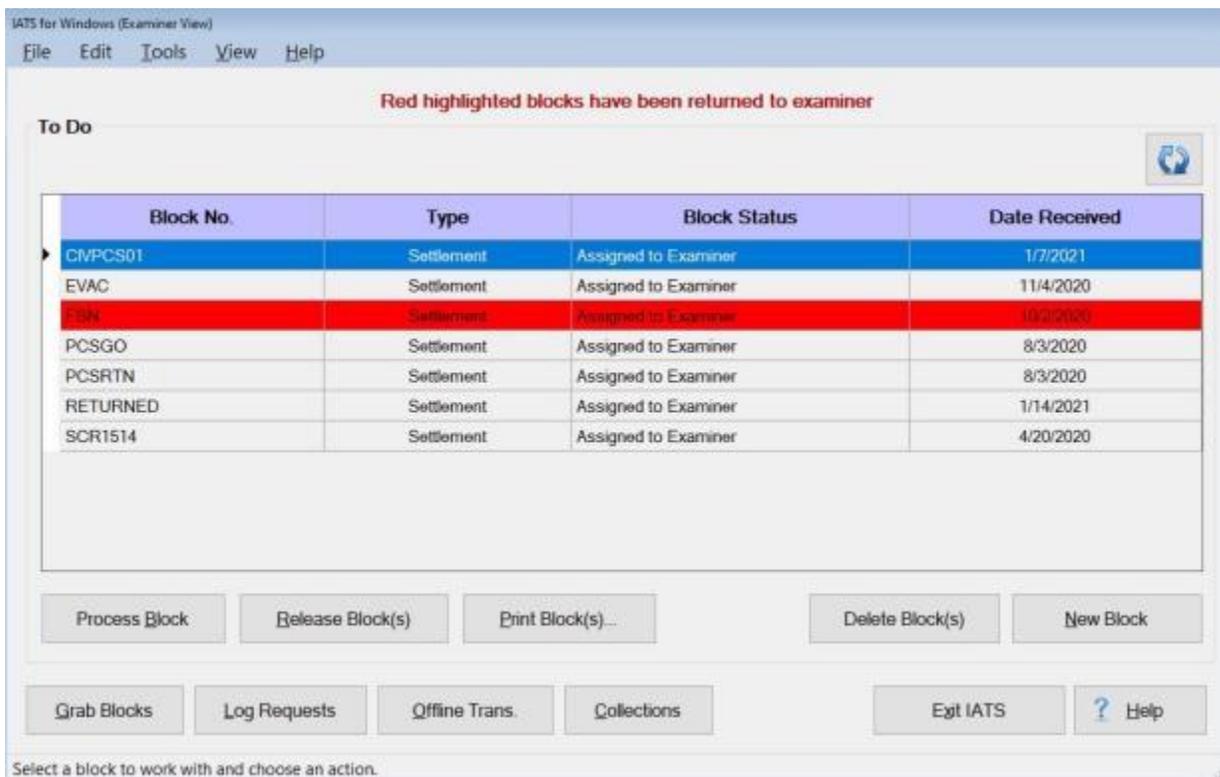
Note: At this screen, **notice** that the traveler's actual costs for the constructed comparison legs of travel exceeded what the **cost to the government** would have been **if the traveler had used the authorized mode of travel**. The amounts highlighted in red indicate the amounts used in the **computation**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

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

Displaying Auditor Remarks

If a claim requires audit, sometimes it is necessary to make detailed **comments** that the examiner will need to see so that all of the required changes are made.

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



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

IATS 8.1 User Guide

IATS for Windows (Examiner View)

File Edit Tools View Help

Red highlighted blocks have been returned to examiner

To Do 

| Block No. | Type | Block Status | Date Received |
|-----------|------------|----------------------|---------------|
| CIVPCS01 | Settlement | Assigned to Examiner | 1/7/2021 |
| EVAC | Settlement | Assigned to Examiner | 11/4/2020 |
| FSN | Settlement | Assigned to Examiner | 10/2/2020 |
| PCSGO | Settlement | Assigned to Examiner | 8/3/2020 |
| PCSRTN | Settlement | Assigned to Examiner | 8/3/2020 |
| RETURNED | Settlement | Assigned to Examiner | 1/14/2021 |
| SCR1514 | Settlement | Assigned to Examiner | 4/20/2020 |

Buttons: Process Block, Release Block(s), Print Block(s)..., Delete Block(s), New Block, Grab Blocks, Log Requests, Offline Trans., Collections, Exit IATS, Help

Select a block to work with and choose an action.

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

Settlement Request - Block No: MILITARY04 - Request No: 6

FOUR, MILITARY A: E7 TONO: 111111

Request Type - Settlement
Type of Settlement: Partial

Remit To: Adv/Acct: Entitlements: Calculations: Financial: Remarks:

Types of Entitlements Claimed
 Travel Not Performed Effective Date of Orders: 3/11/2020

| Trips/Type | Dates Encompassed | Status |
|--------------------|----------------------|----------------|
| Enroute PCS Travel | 3/1/2020 - 3/14/2020 | Validated Data |

Buttons: Add Entitlement, View/Modify, Delete, <Back, Next>, Daily Summary, Elapsed Time, Cons. Comp., Show Calcs, Receipts..., Other..., Auditor Remarks, SAVE, Cancel, Help

Enter the effective date for this order

If the Examiner **clicks** on the **Auditor Remarks** button at the bottom of the screen the **Reasons For Auditor Return** screen will appear **displaying** the **remarks** the Auditor entered at this screen when the audit was performed.

Reasons For Auditor Return

Reason for Return #1
Reimb. Expenses Not Entered

Reason for Return #2

Reason for Return #3

Auditor Comments:
Reimbursable Expenses seem excessive and not defined.

Copy Save Reasons Now Cancel ? Help

Enter a description for reason for return

Displaying Required Receipts

The **Required Receipts** screen is provided for **informational** purposes. The IATS user may **view** this screen to see a **list of items** associated with the settlement requests that **must be accompanied** by a **receipt before payment** may be made. It's a **good idea** for examiners to **review** this screen after completing the entries for a settlement request as a **reminder** to be sure a receipt is attached.

 **Complete the following steps to "display" required receipts:**

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

Settlement Request - Block No: MULTITRAV - Request No: NEW

SMITH, MARKY M. E9 TONO: MULTI

Request Type - Settlement
 Type of Settlement: Final - First Submission

Remit To: Adm/Accr'l Entitlements Calculations Financial Remarks

Types of Entitlements Claimed
 Precomputed Travel Not Performed Not a Reservist

| Trips/Type | Dates Encompassed | Status |
|---------------------|-----------------------|----------------|
| Temporary Duty Trip | 7/12/2021 - 7/16/2021 | Validated Data |

Add Itinerary
View/Modify
Delete

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

Required Receipts
Save/Retrieve Scanned Document

SAVE Cancel ? Help

Select to view the comparison between the constructed and actual expenses

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

Required Receipts

SMITH, MARKY M TONO: MULTI

| From Date | To Date | Description | Amount |
|-----------|-----------|---|--------------------|
| 7/12/2021 | 7/15/2021 | Lodging at Washington, Dist of Columbia, DC WASHINGTON D.C. | At least \$ 440.00 |
| 7/12/2021 | | CONSTRUCTED GTR AMOUNT: | 150.00 |
| 7/16/2021 | | CONSTRUCTED GTR AMOUNT: | 150.00 |

Other OK ? Help

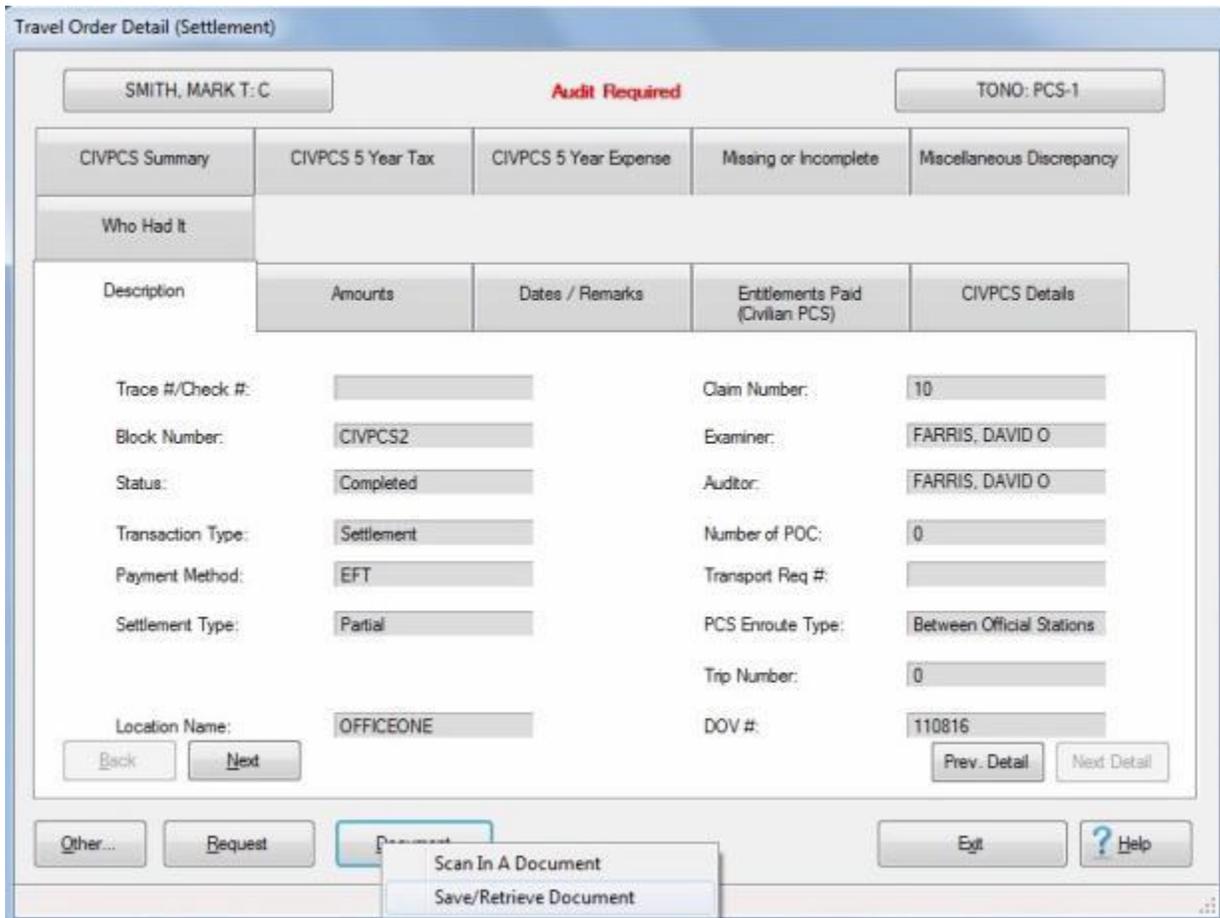
- When **finished** reviewing this screen, **click** the **OK** button to **return** to the **previous** screen.

Retrieve Scanned Documents from Database

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

There are two **entry points** in IATS that will allow you to **retrieve** a saved scanned image. **One** is on the **Travel Order Detail** screen. When this screen is displayed, you will see a **Document** button at the **bottom** of the screen.

If you **click** on the **Document** button you will see a **menu** offering the options to either **Scan In A Document** a document, or to **Save/Retrieve Document**.



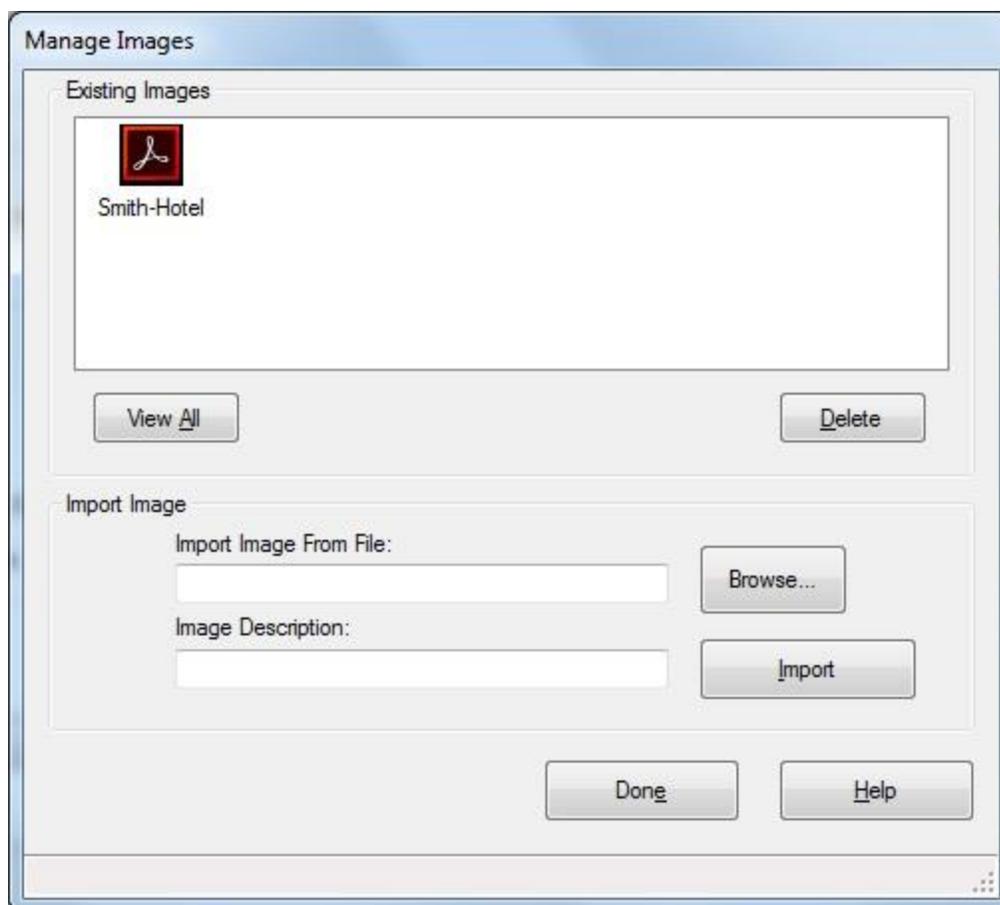
The other **entry point** will be found when you **click** on the **Receipts** button when you are **processing** a **claim** as shown below:

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.



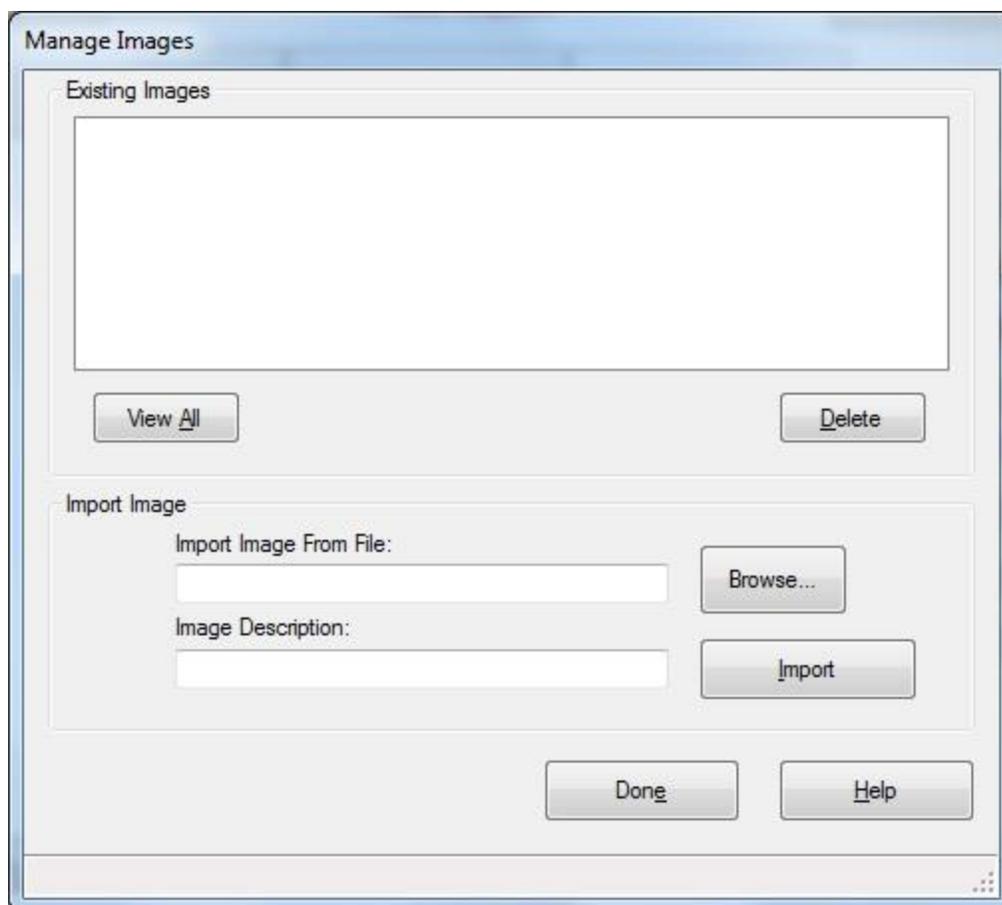
3. When the Manage Images screen appears, any saved scanned **image** associated to the specified travel order will be **displayed**.
4. **Select** an image by **double clicking** on the desired image. If there are multiple images you can select all of them by **clicking** on the **View All** button.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

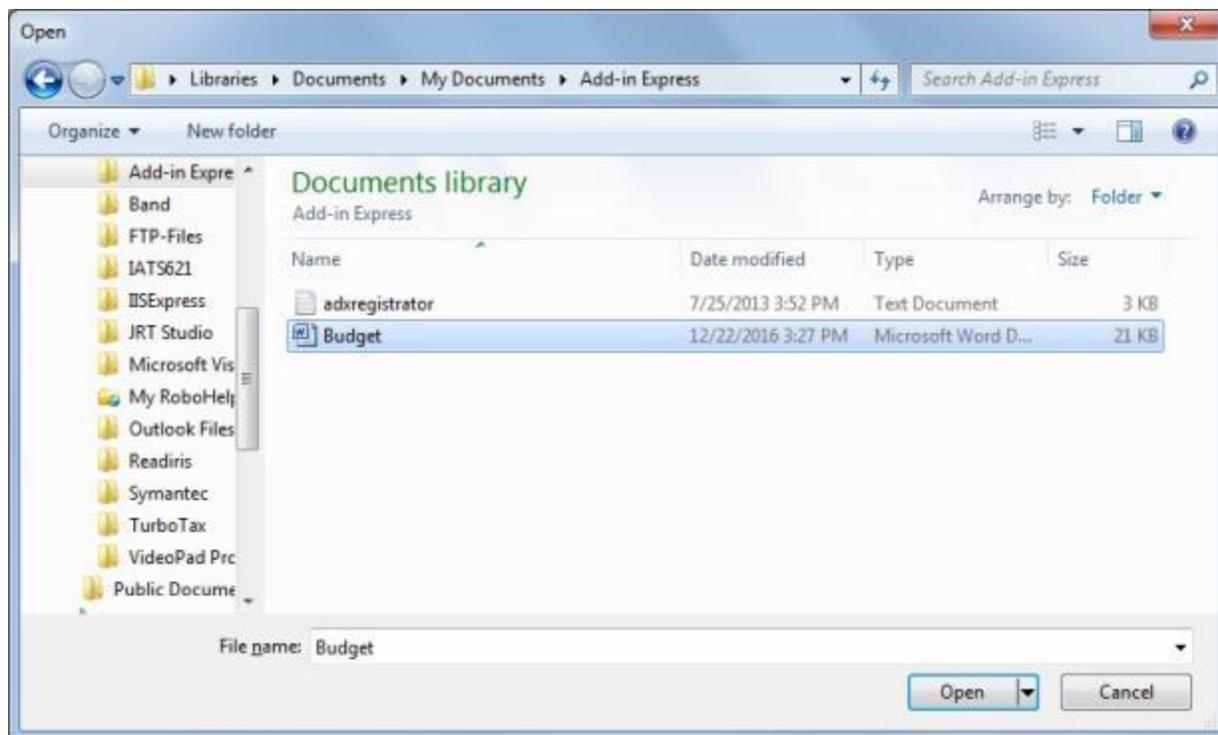
IATS contains a **feature** that allows you to **save** scanned **images** of documents such as **hotel** or **rental car** receipts into the IATS database.

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.

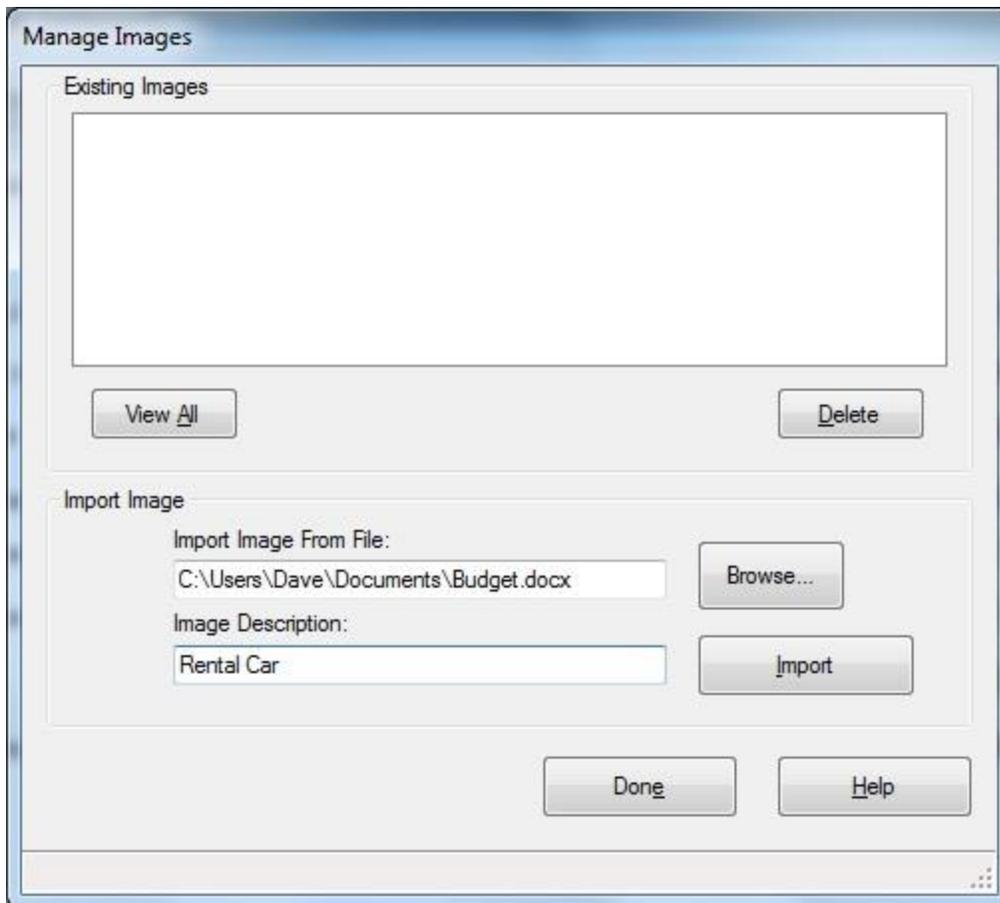
 Complete the following steps to "import" a scanned image into the IATS database:



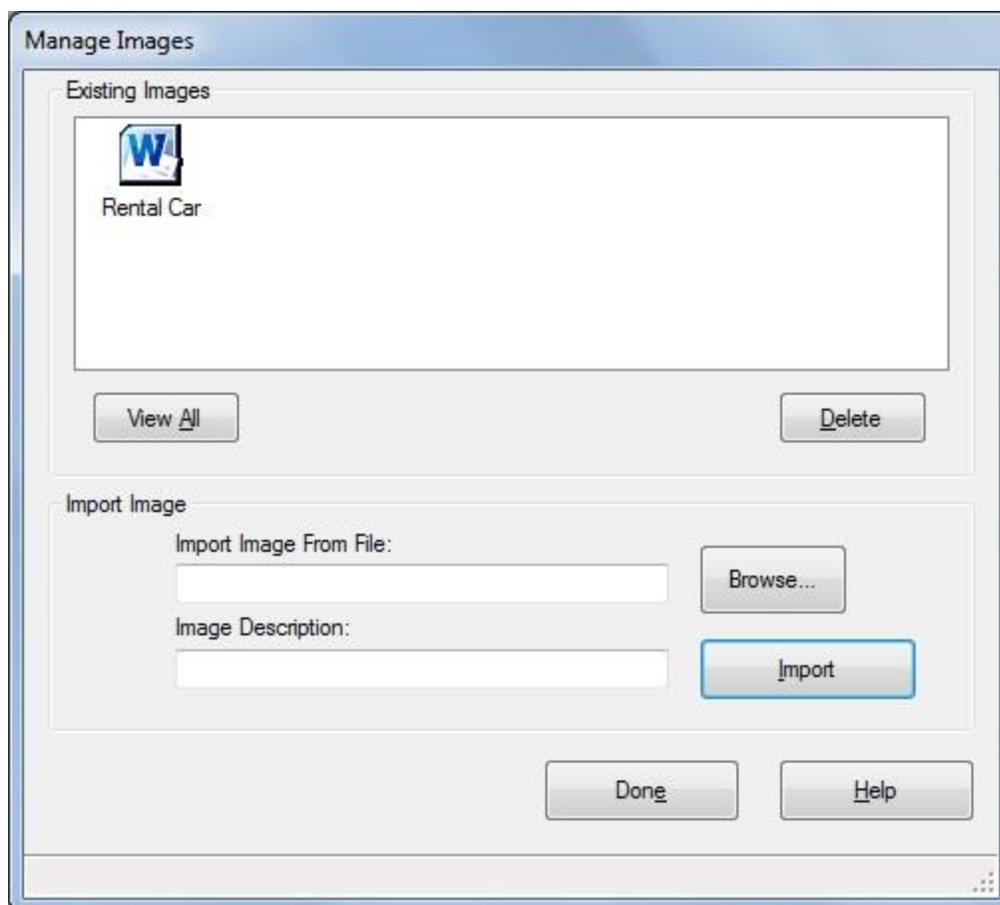
1. At the **Import Image From File** field, **click** on the **Browse** button. The **Open** screen appears.



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 Images** screen, **click** on the **Done** button.

Returning Requests

Travel Offices frequently **receive** settlement **requests** that cannot be processed, and must be **returned** to the traveler. These claims must be **logged** into the IATS system in order to **create** an audit trail, and to **generate** a return letter. If the initial system **maintenance** was performed, a **table** with reason for return **codes** was setup for managing this process.

Refer to the **Help** topic, "[Maintaining Reasons for Return](#)", for more information on **reason for return codes**.

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

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

Logging Of Requests - (ORIGINAL MASTER DATABASE)

Block Number Type of Transaction Number of Items Max Items

Add or Modify Logged Claim

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

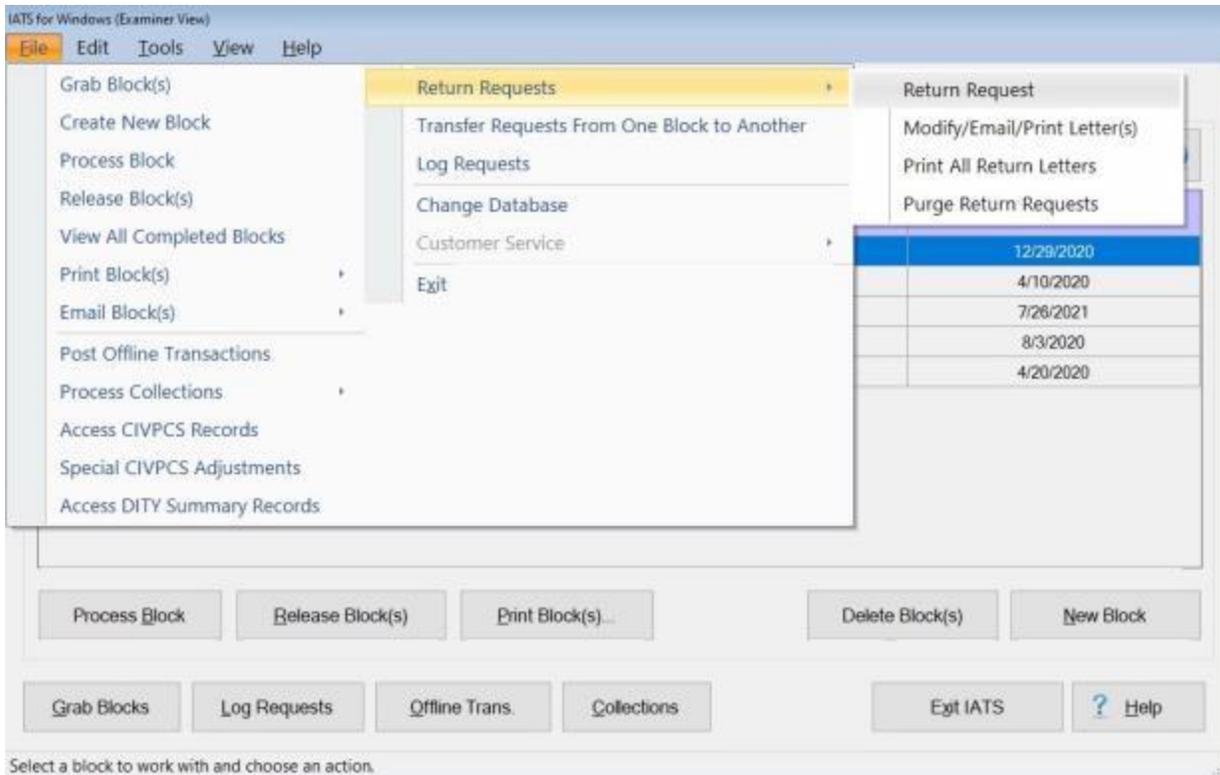
Date Signed: Date Signed by AO: Date Forwarded: Date Received: Expected Pay Date:

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

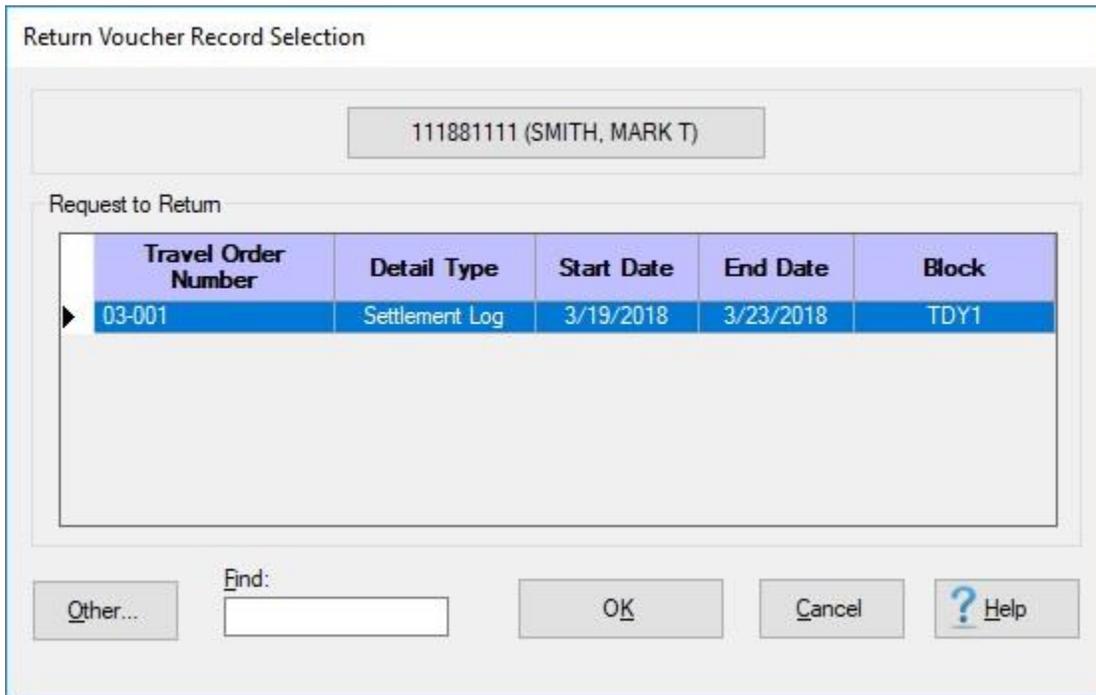
Enter the SSN number

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.

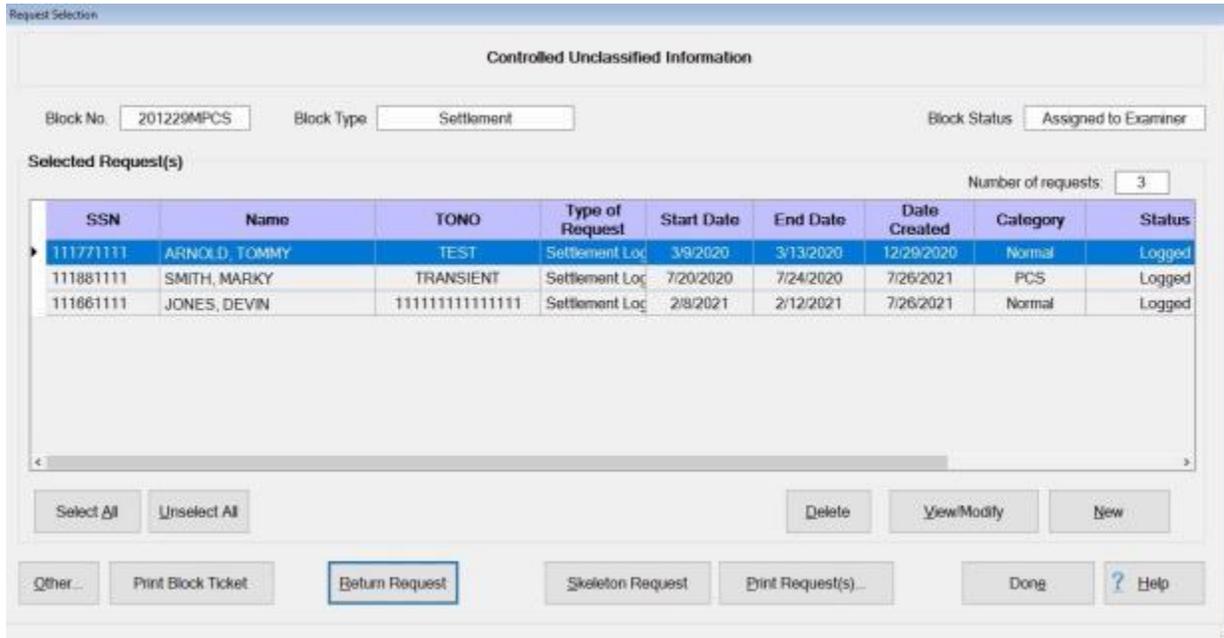


1. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Return Requests** option. The **Select Traveler** screen appears.
2. At the Select Traveler screen, **type** the traveler's **SSN** for the request being returned at the **ID** field and press **Tab**. When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



The screenshot shows the 'Request Selection' interface. At the top, it displays 'Controlled Unclassified Information'. Below this, there are input fields for 'Block No.' (201229MPCS), 'Block Type' (Settlement), and 'Block Status' (Assigned to Examiner). A section titled 'Selected Request(s)' shows a table with 3 requests. The 'Return Request' button is highlighted with a red box.

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Status |
|-----------|---------------|--------------------|-----------------|------------|-----------|--------------|----------|--------|
| 111771111 | ARNOLD, TOMMY | TEST | Settlement Log | 3/8/2020 | 3/13/2020 | 12/29/2020 | Normal | Logged |
| 111881111 | SMITH, MARKY | TRANSIENT | Settlement Log | 7/20/2020 | 7/24/2020 | 7/26/2021 | PCS | Logged |
| 111661111 | JONES, DEVIN | 111111111111111111 | Settlement Log | 2/8/2021 | 2/12/2021 | 7/26/2021 | Normal | Logged |

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

 **Complete the following steps to "return" a request:**

Return Voucher - (ORIGINAL MASTER DATABASE)

SSN: 111-77-1111 Order Type: Normal

Name: ARNOLD, TOMMY G Date Returned: 7/27/2021

T/O: TEST

Send To: Address 1: 111 S NORTH ST Reason(s) for Return: the 1351-2 is not signed

Address 2:

City: INDIANAPOLIS

State/Country: IN INDIANA

Zip: 46236

Email: 327800@COMCAST.NET

Parent Organization: DFAS

Address 1: City:

Address 2: State/Country: Zip:

Remarks: Add any desired remarks here.

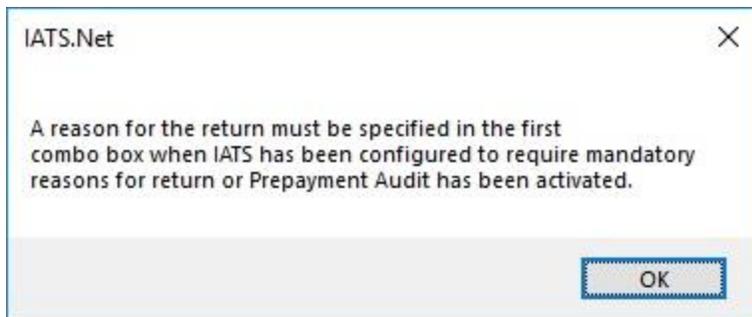
Send email to traveler

Print Letter OK Cancel ? Help

Enter remarks pertaining to the reason for return

1. **Send To:** - When this screen appears, the traveler's address is **displayed**. If this information is **correct**, no action is necessary. If not, **click** in the appropriate fields and **type** the desired changes.
2. **Parent Organization:** - If wishing to **route** the return **through** the traveler's parent organization, **click** in the appropriate fields and **type** the parent organization's **address**.

Note: A new switch in the IATS Maintenance Module was added to make it **Mandatory** to provide a **Reason for Return** when you are returning a request. When this switch is **turned on**, user must select a reason from the first Reason(s) for Return combo box. All of the other Reason(s) for Return combo boxes are **optional**. The following pop-up message will appear if a reason is not selected from the first **Reason(s) for Return** combo box.



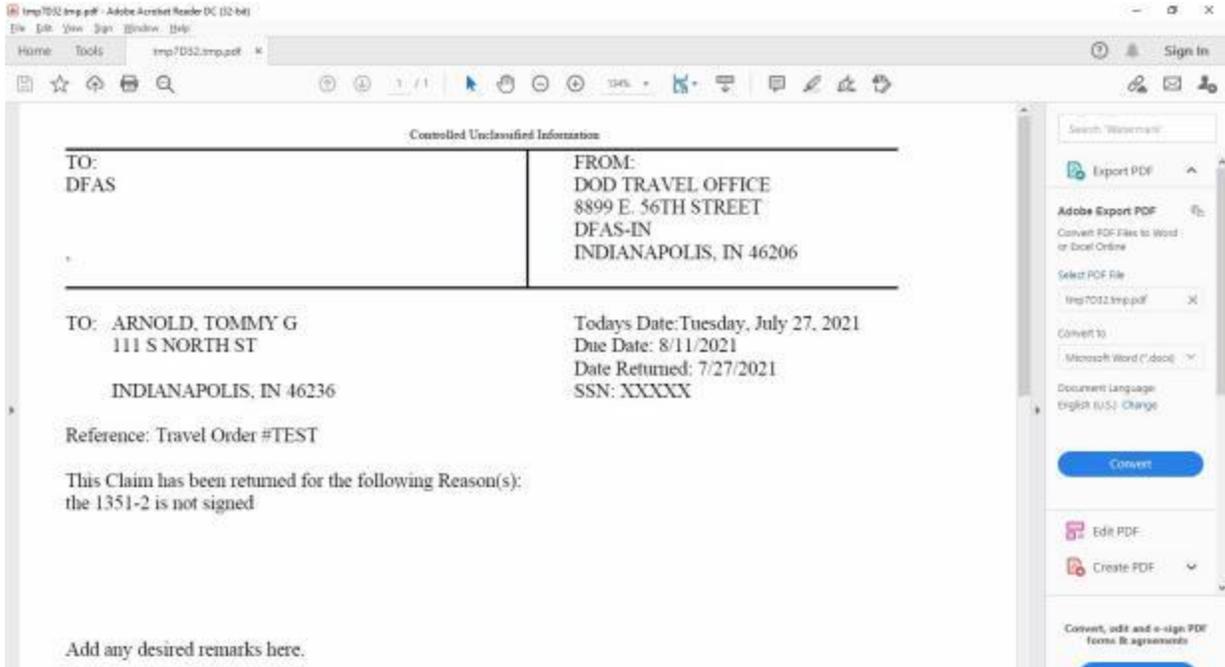
3. **Reason(s) for Return:** - At the first Reason(s) for Return combo box, **click** on the *down* arrow button to **display** a **list** of the **reasons** for return from the **Reasons for Return Codes** table in the **Maintenance** module. When the **list** is displayed, **click** on the desired **reason** to make a selection.
4. Users may **add up to (5)** reasons for returning a request. If additional reasons are needed **click** in the next available **Reason(s) for Return** combo box and **repeat** the **instructions** from step (7) above to **add additional reasons**.



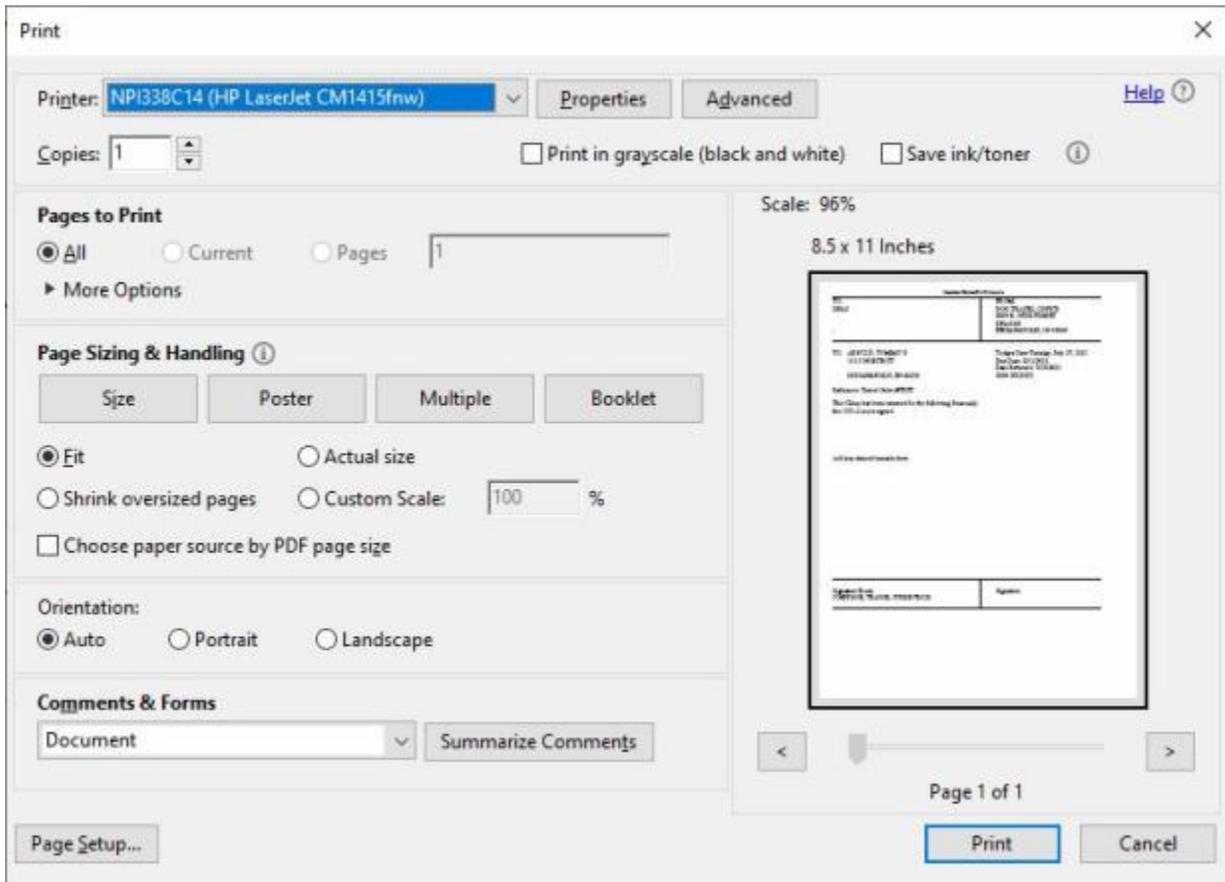
5. **Remarks:** - **Click** in this field and **type** a **remark** if desired.

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. **Click** on the **Print Letter** button. The **Adobe Acrobat Reader** screen will appear **displaying** the **return letter**.



8. Click on the **Printer Icon** button if you wish to **print** the return letter.
9. 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 **lick** on the **Print** button.
12. IATS prints the letter and returns to the **Adobe Acrobat Reader** screen.
13. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the **X** **button** in the top right corner to **close** the screen.
14. IATS returns to the **Return Voucher** screen.
15. **Click** on **OK**. If the **Send email to traveler** option was selected, the **Email Log** screen appears

Email Log

Emails Sent

| Block | Order Number | SSN | Name |
|-------|--------------|-----|------|
| | | | |

Emails Not Sent

| Block | Order Number | SSN | Name |
|----------|--------------|-------------|------------------|
| ▶ 072721 | TEST | 111-77-1111 | ARNOLD, TOMMY G. |
| | | | |

Print Email Log Results

OK

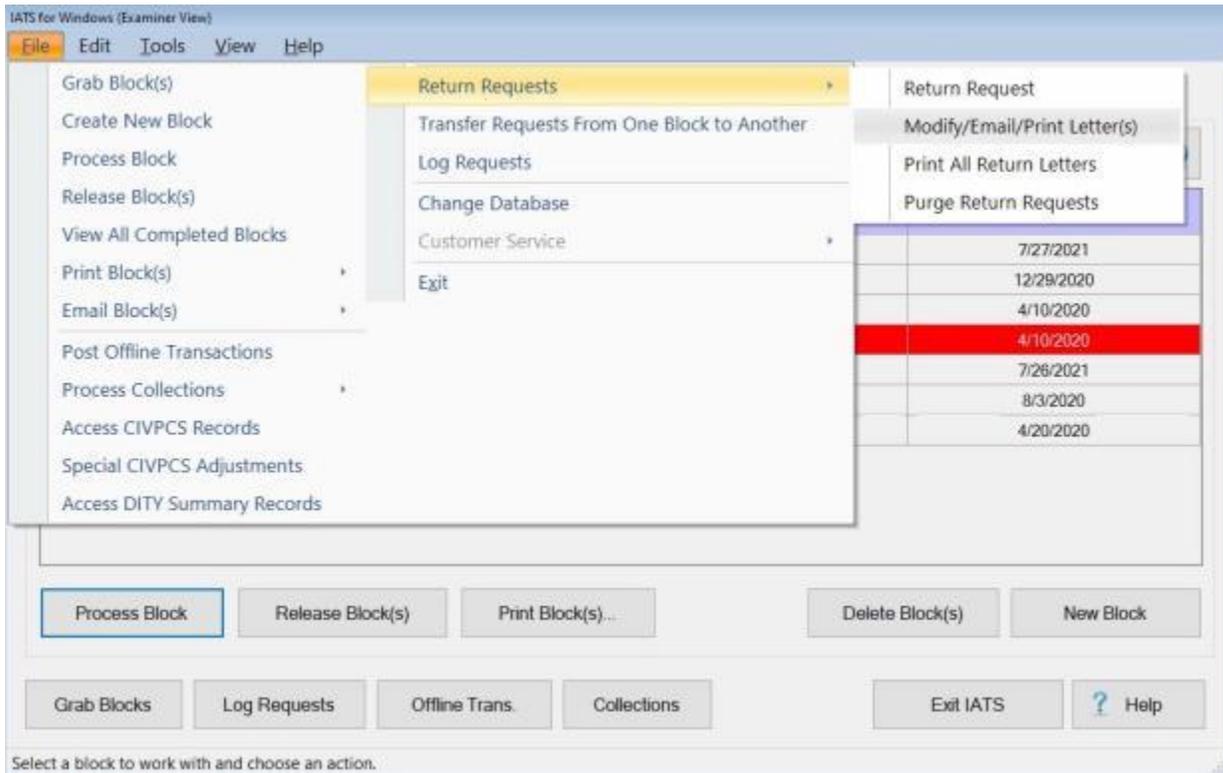
16. If you wish to **see** or **print** the Email Log Report, **click** on the **Print** button.
17. The **Adobe Acrobat Reader** screen will appear **displaying** the **Email Log Report**.
18. **Click** on the **Printer Icon** button if you wish to **print** the **Email Log Report**.
19. The **Print** screen will appear.
20. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
21. **Select** the number of **copies** you wish to print and **click** the **Print** button.
22. IATS prints the letter and returns to the **Adobe Acrobat Reader** screen.
23. 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.
24. IATS returns to the **Email Log** screen. If you are finished, **click** on the **OK** button.

Modify a Returned Request Letter

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

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

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



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

Return Voucher Record Selection

Return Voucher Search

SSN: Name:

Date Returned:

Vouchers Returned

| SSN | Travel Order Number | Order Type | Start Date | End Date | Date Returned | Returned By | DetailID |
|-----------|---------------------|------------|------------|-----------|---------------|-------------|----------|
| 111771111 | TEST | Normal | 3/9/2020 | 3/13/2020 | 7/27/2021 | SYSTEM | 45 |
| 111771111 | TEST | Normal | 3/9/2020 | 3/13/2020 | 7/27/2021 | SYSTEM | 60 |

4. **SSN:** - At the SSN field, **type** the traveler's **social security number** and **press Tab**. The traveler's name will appear in the **Name** field.
5. **Date Returned:** - At the Date Returned field, **enter** the **date** of the original return **letter** if you wish to access the letter by date returned.
6. **Search:** - **Click** on the **Search** button if you wish to access all of the return **letters** that were previously generated for this traveler.
7. When the return letter(s) appear for this traveler, **click** on the **letter** you wish to modify. You can also **click** on the **Select All** button if there is more than one return letter and wish to modify them all.
8. When you have selected the letter(s) you wish to modify, **click** on the **OK** button. The **Return Voucher** screen appears.

Return Voucher - (ORIGINAL MASTER DATABASE)

SSN: 111-77-1111 Order Type: Normal

Name: ARNOLD, TOMMY G Date Returned: 7/27/2021

T/O: TEST

Send To: Address 1: 111 S NORTH ST Reason(s) for Return: the 1351-2 is not signed

Address 2:

City: INDIANAPOLIS

State/Country: IN INDIANA

Zip: 46236

Email: 327800@COMCAST.NET

Parent Organization: DFAS

Address 1: City:

Address 2: State/Country: Zip:

Remarks: Add any desired remarks here.

Send email to traveler

Print Letter OK Cancel ? Help

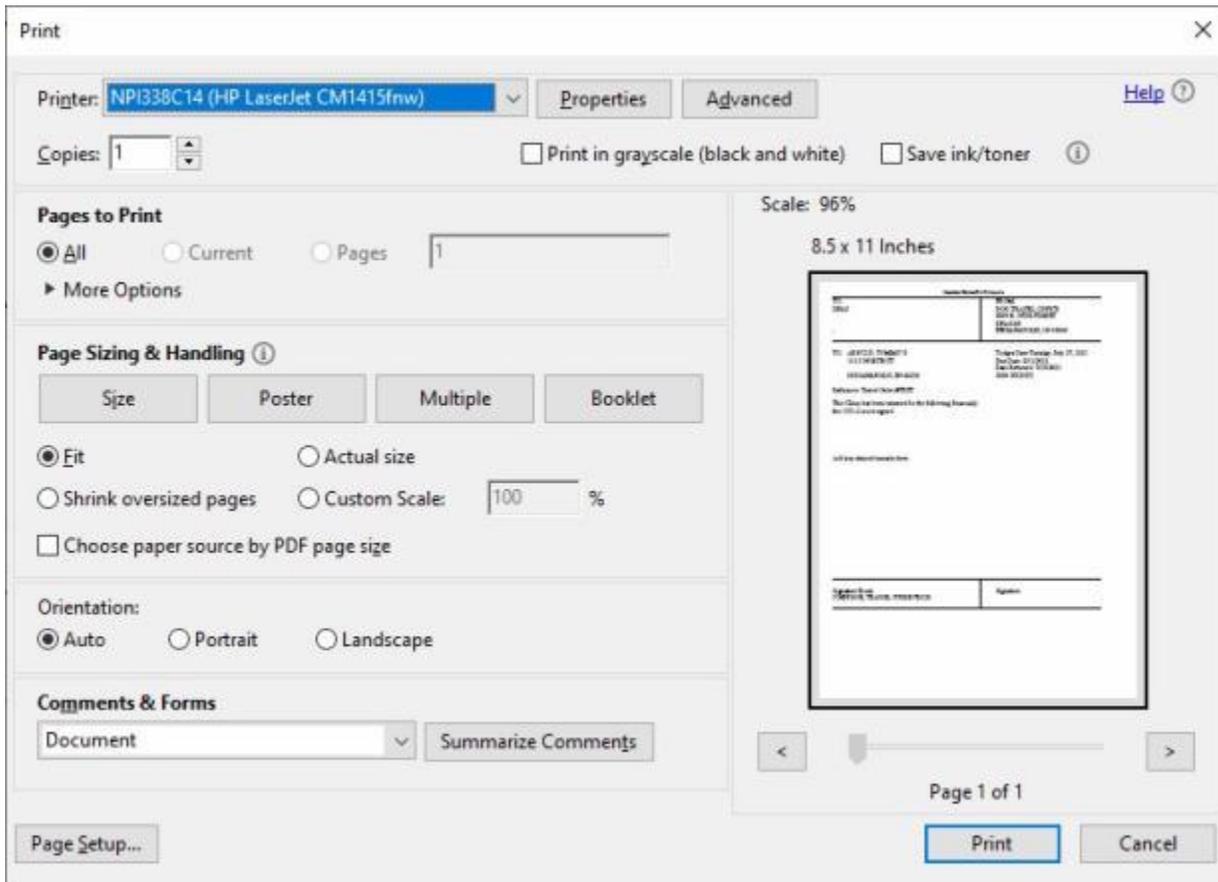
Enter the first address line

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



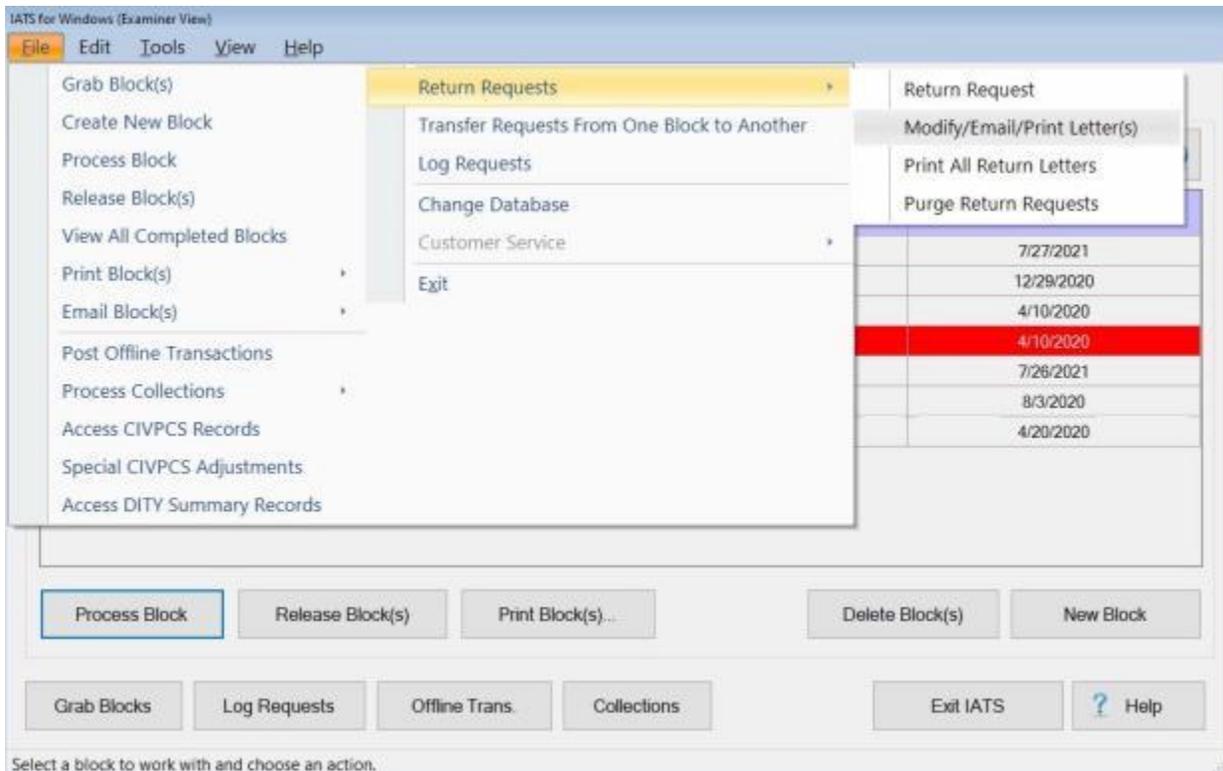
13. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
14. **Select** the number of **copies** you wish to print and **lick** on the **Print** button.
15. IATS prints the letter and returns to the **Adobe Acrobat Reader** screen.
16. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the red X button in the top right corner to **close** the screen.
17. IATS returns to the **Return Voucher** screen. If you are finished, **click** on the **Cancel** button.

Email a Returned Request Letter

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

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

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



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

Return Voucher Record Selection

Return Voucher Search

SSN: Name:

Date Returned:

Vouchers Returned

| SSN | Travel Order Number | Order Type | Start Date | End Date | Date Returned | Returned By | DetailID |
|-----------|---------------------|------------|------------|-----------|---------------|-------------|----------|
| 111771111 | TEST | Normal | 3/9/2020 | 3/13/2020 | 7/27/2021 | SYSTEM | 45 |
| 111771111 | TEST | Normal | 3/9/2020 | 3/13/2020 | 7/27/2021 | SYSTEM | 60 |

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.

Email Log

Emails Sent

| Block | Order Number | SSN | Name |
|-------|--------------|-----|------|
| | | | |

Emails Not Sent

| Block | Order Number | SSN | Name |
|----------|--------------|-------------|------------------|
| ▶ 072721 | TEST | 111-77-1111 | ARNOLD, TOMMY G. |

Print Email Log Results OK

- Click the **Print** button if you wish to **print** the Email Log report. The **Adobe Acrobat Reader** screen will appear **displaying** the **Email Log Report**.

tmpCEEB.tmp.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help

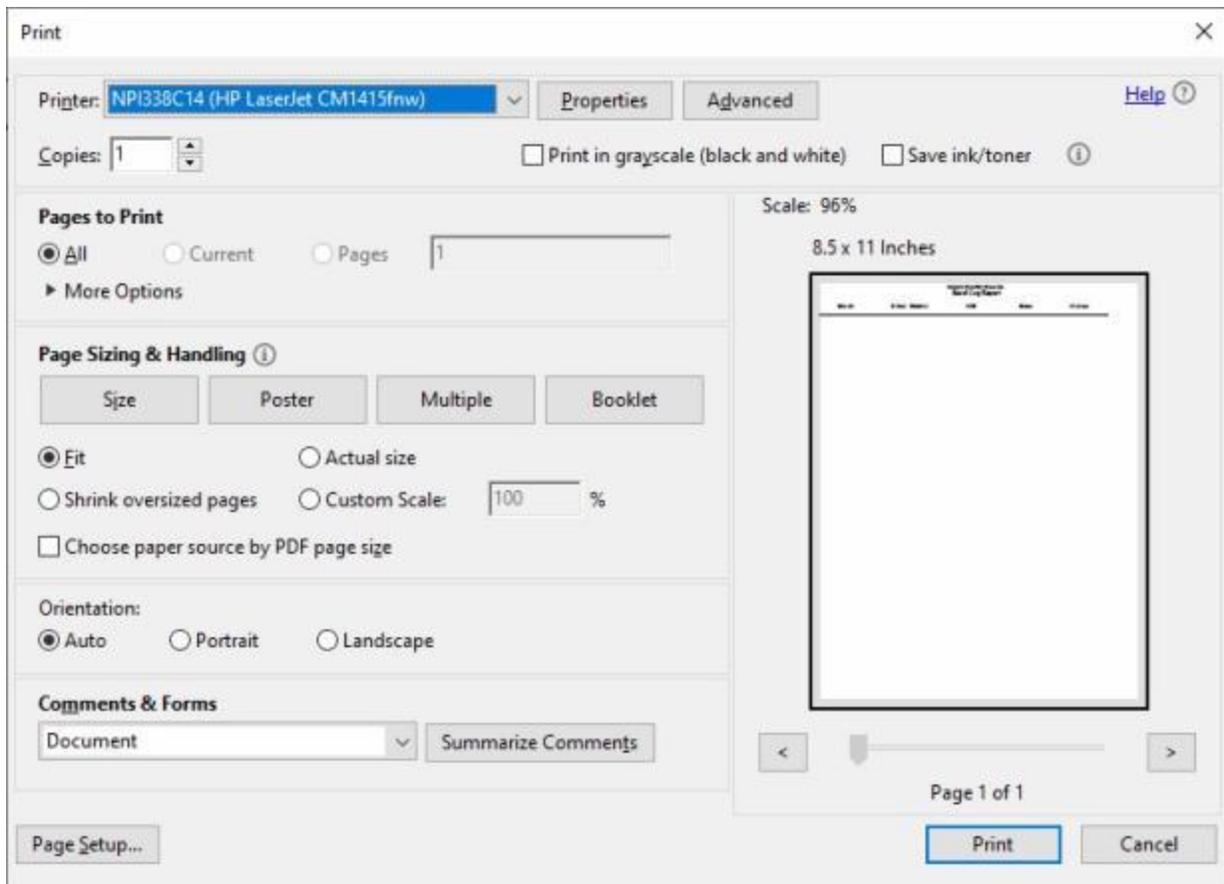
Home Tools tmpCEEB.tmp.pdf x

Controlled Unclassified Information

Email Log Report

| Block | Order Number | SSN | Name | Status |
|-------|--------------|-----|------|--------|
| | | | | |

- Click on the **Printer Icon** button if you wish to **print** the **Email Log Report**.
- The **Print** screen will appear.



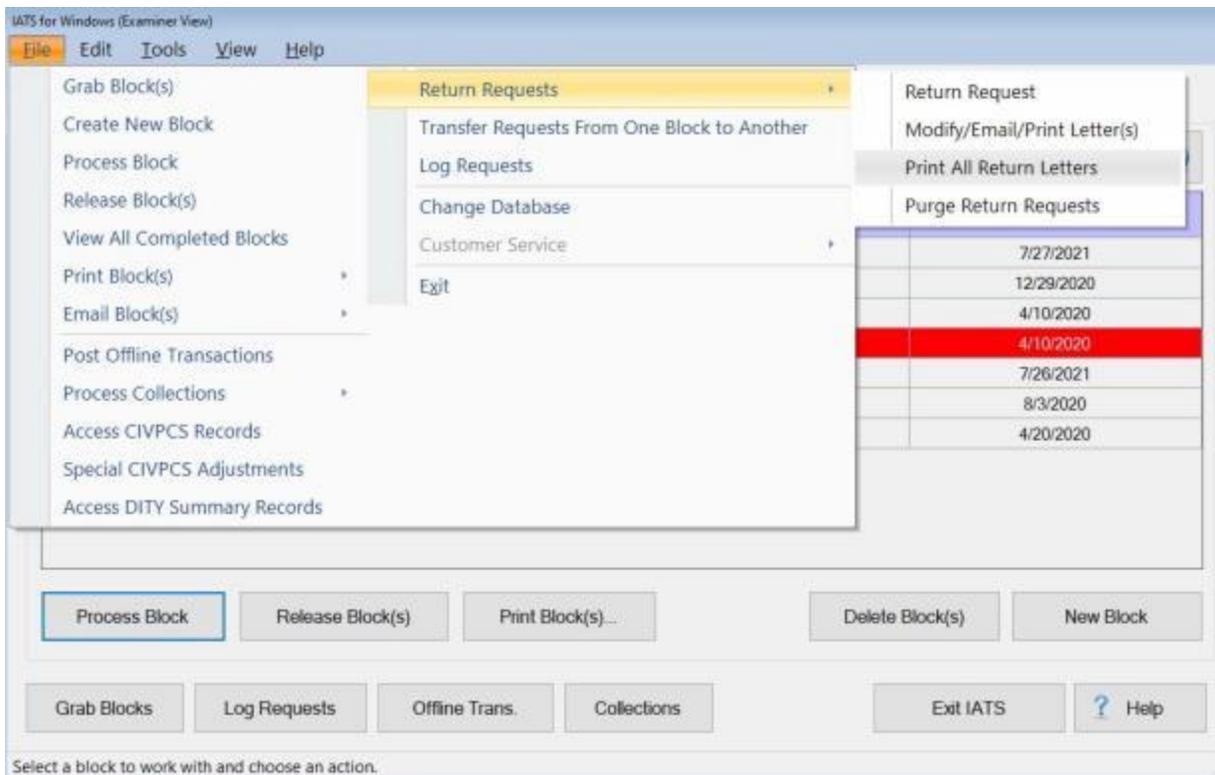
11. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
12. **Select** the number of **copies** you wish to print and **click** the **Print** button.
13. IATS prints the letter and returns to the **Adobe Acrobat Reader** screen.
14. If you are **finished**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

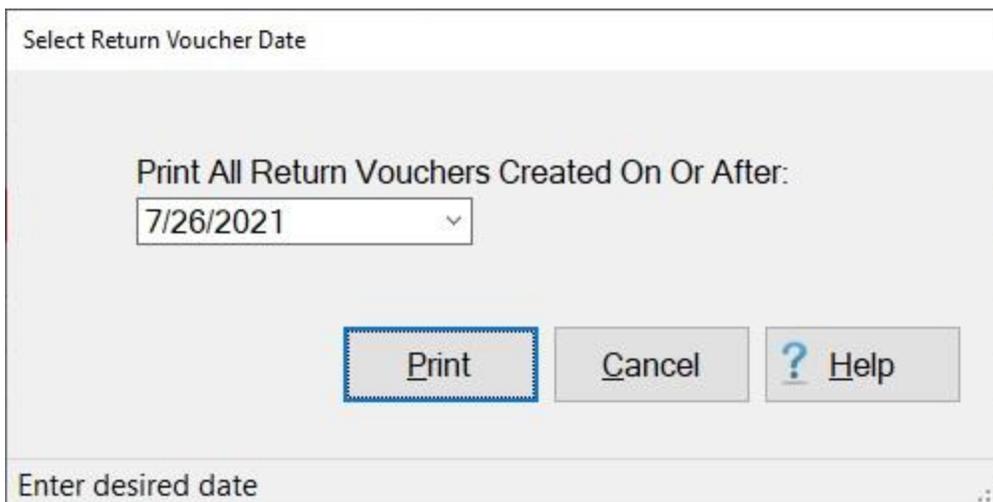
On occasion, user may need to **print** all of the **letters** for the settlement requests that have been **returned**.

 **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.

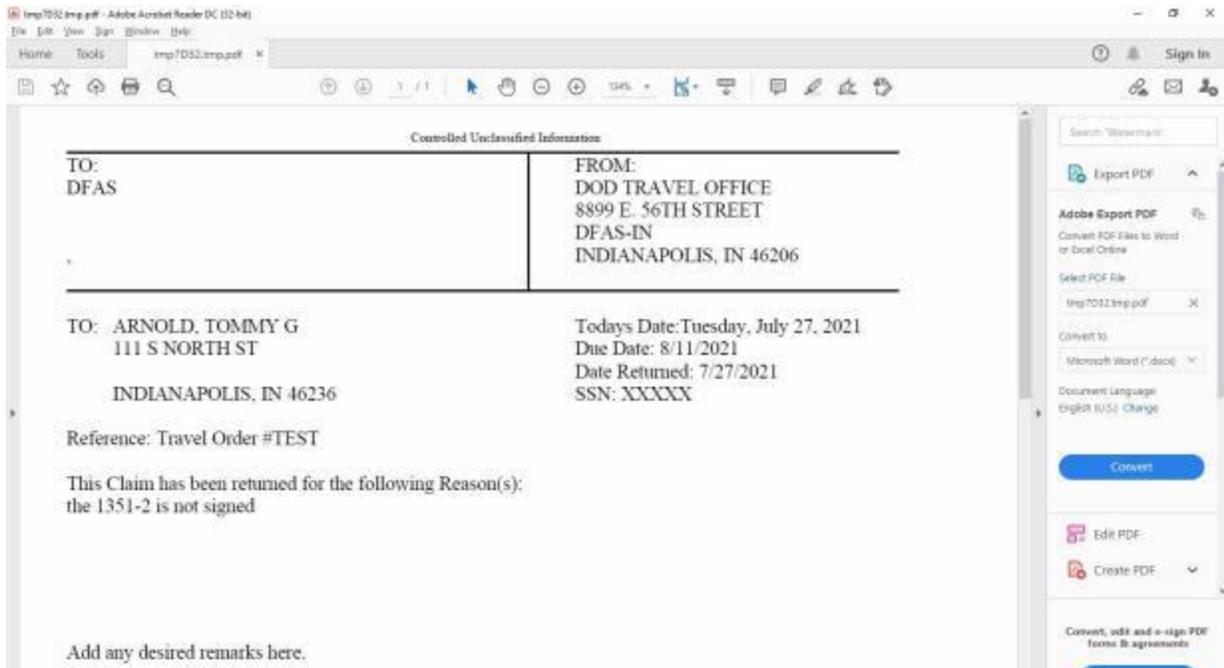


2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Return Requests** option. Another menu appears offering additional selections.
3. **Click** on the **Print All Return Letters** option. The **Select Return Letters Date** screen appears.

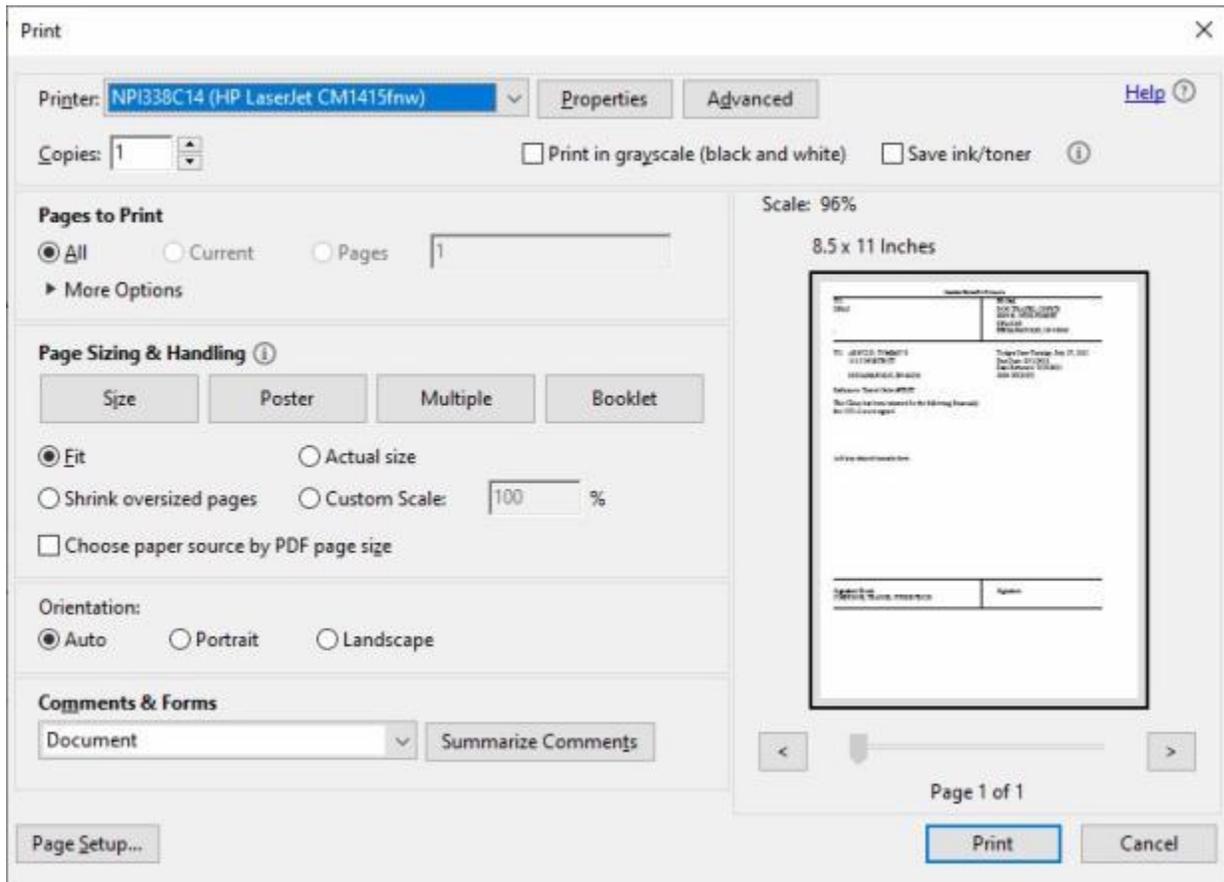


4. **Type** the desired date in **MMDDYY** format or **click** on the *down arrow* button to use the **Calendar** to select the date.
5. When the desired date is displayed, **click** on the **Print** button. The **Adobe Acrobat Reader** screen will appear **displaying** the **return letter(s)**.

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6. Click on the **Printer Icon** button if you wish to **print** the return letter.
7. The **Print** screen will appear.



8. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
9. **Select** the number of copies you wish to print and **click** the **Print** button.
10. IATS **prints all** of the return **letters** created on or after the specified date and returns to the **Adobe Acrobat Reader** screen.
11. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the red X button in the top right corner to **close** the screen.

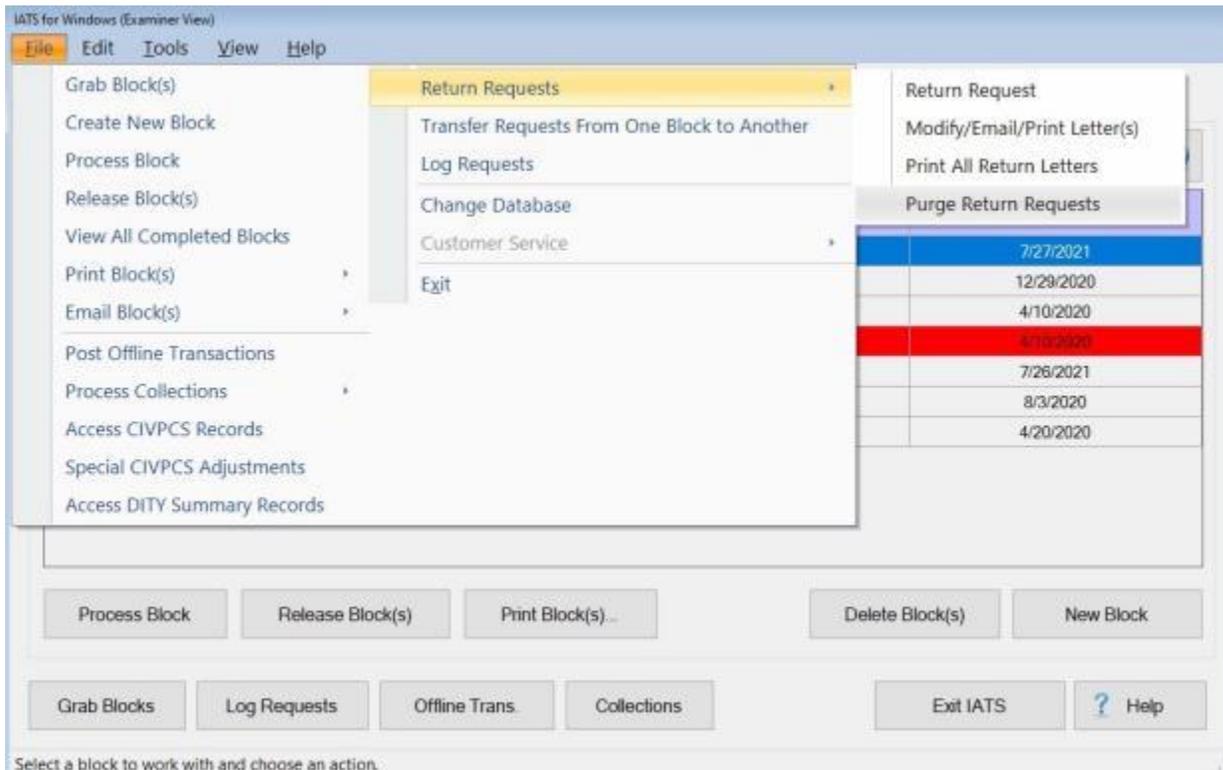
Purge All Returned Requests Records

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

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

 **Complete the following steps to "purge" all return letters:**

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



2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Return Requests** option. Another menu appears offering additional selections.
3. **Click** on the **Purge Return Requests** option. The **Select Purge Return Requests Date** screen appears.

4. **Type** the desired date in **MMDDYY** format or **click** on the *down arrow* button to use the **Calendar** to select the date.
5. When the desired date is displayed, **click** on the **OK** button. IATS **purges all** of the return **letters** created before the specified date.

Deleting a Request for Settlement

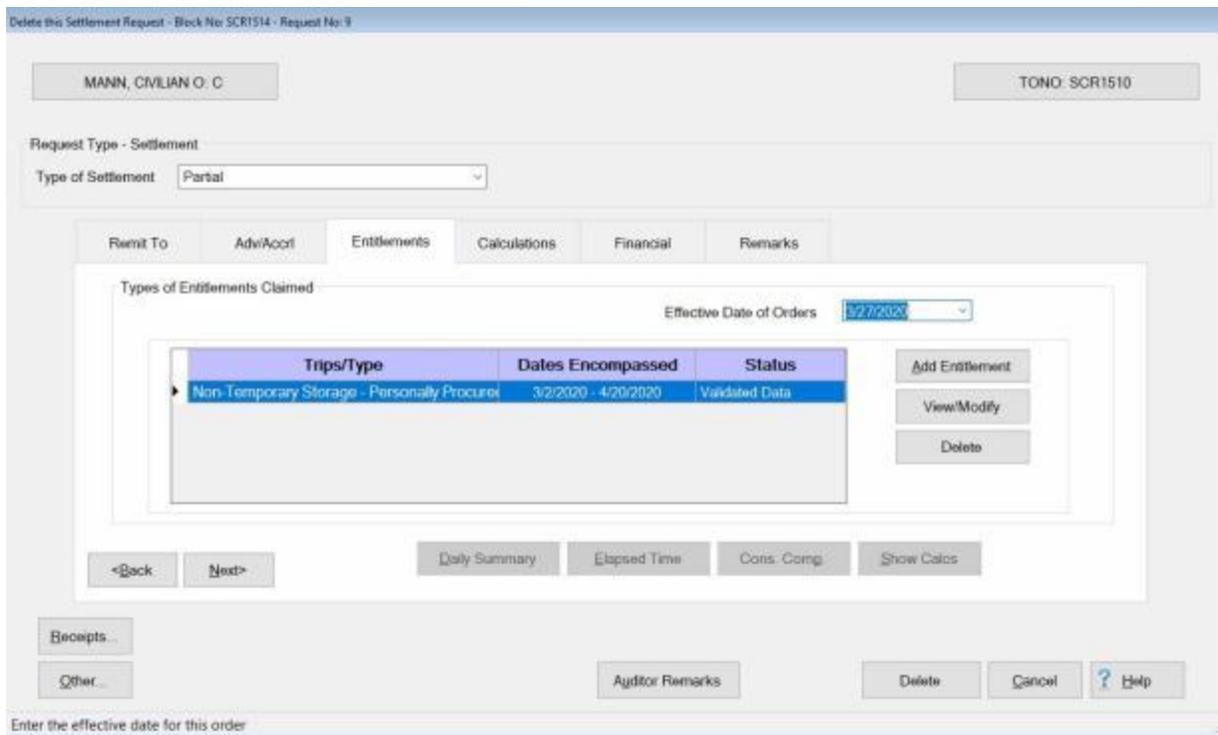
On occasion, a request for settlement must be **deleted** from a block. For example; a claim may have been logged to the wrong block, or was **computed**, but cannot be disbursed because of a missing receipt.

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

1. At the **Examiner View** screen, select a block through one of the following methods:
 - **Method 1:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - **Method 2:** - **Click** on the desired block listed under the **To Do** section and then **click** on the **File** menu at the top left corner of the screen. A drop down **menu** appears listing several options. **Click** on the **Process Block** option.

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

2. At the **Request Selection** screen, **click** on the **request** to be deleted.
3. When the correct request is highlighted, **click** the **Delete** button. The **Delete this Settlement Request** screen appears.



4. At this screen, **click** the **Delete** button at the bottom of the screen. A message will appear asking if you are sure you wish to delete the request. **Click** the **Yes** button.
5. If the **option** in the IATS Maintenance module has been activated to generate the "**Deleted Details Report**", the **Reason For Deletion of Claim** screen appears.

Reason For Deletion Of Claim

Reason 1
Duplicate Claim

Reason 2

Reason 3

Reason 4

Remarks
This claim was already submitted for processing.

OK Cancel ? Help

Enter a reason for deletion.

Note: The **Reason for Deletion of Claim** screen only appears when the option "**Reason for Delete**" has been **enabled** in the **Maintenance** module. If this screen does not appear, **proceed** to step 10.

- At the **Reason for Deletion of Claim** screen, you have the option of placing up to **four** reasons for deleting the request by **clicking** on the *down arrow* button at the **Reason** fields.

Tip: At the **Reason for Deletion of Claim** screen, you have the option of either selecting a **reason**, or simply entering a **remark** into the **Remarks** text box. One or the other is **required**. You may also do **both** - select a reason from the drop-down list and add a remark if desired.

- If you **click** on the *down arrow* button, a **list** of all of the **reasons** that were previously entered into the "**Reasons for Claim Deletion**" table in the **Maintenance** module, will be displayed.

8. **Click** on the desired **reason** from the *drop-down* list of reasons that will appear after you click on the *down* arrow button. Or, **click** in the **Remarks** text box and **type** the **reason** the request is being deleted.
9. After selecting a reason, entering a remark, or both, **click** on **OK**.
10. The **Confirmation Password** screen appears next. **Type** your confirmation **password** at the **Enter Password** field and **press Tab** or **click** the **OK** button. IATS **deletes** the request and **returns** to the **Request Selection** screen.

Deleting an Entitlement

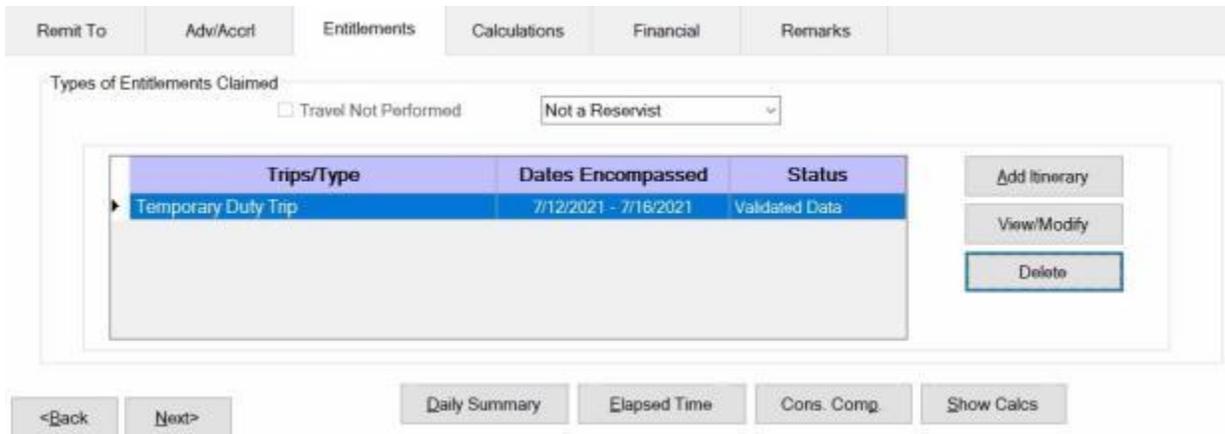
On occasion an **entitlement** must be **deleted** from a previously entered request for settlement.

 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.



| Trips/Type | Dates Encompassed | Status |
|---------------------|-----------------------|----------------|
| Temporary Duty Trip | 7/12/2021 - 7/16/2021 | Validated Data |

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

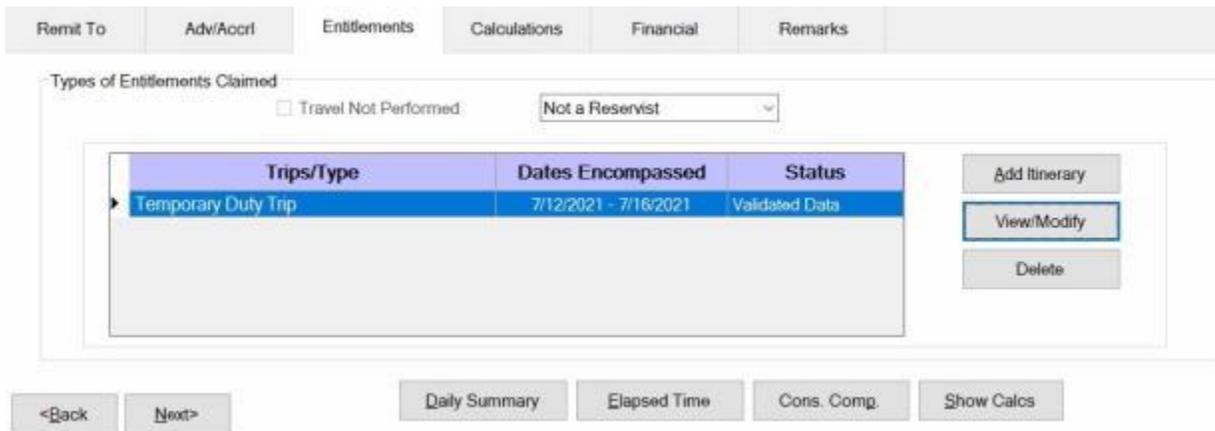
On occasion, it may be necessary to re-open a previously computed **settlement** request, to **review** or **modify** the entries. This function may be performed if the **Examiner** still has **control** of the **block** the request is assigned to.

 **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.



| Trips/Type | Dates Encompassed | Status |
|---------------------|-----------------------|----------------|
| Temporary Duty Trip | 7/12/2021 - 7/16/2021 | Validated Data |

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.

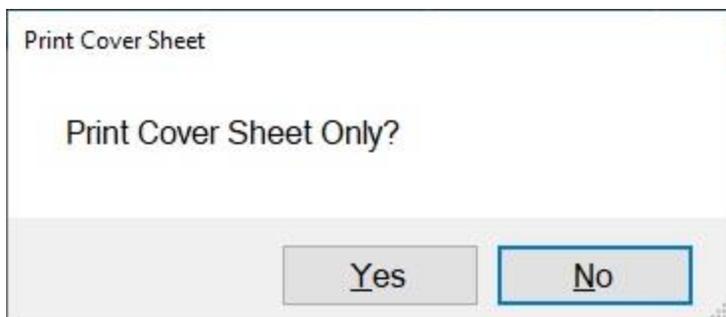
 **Complete the following steps to "print" a request:**

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**.

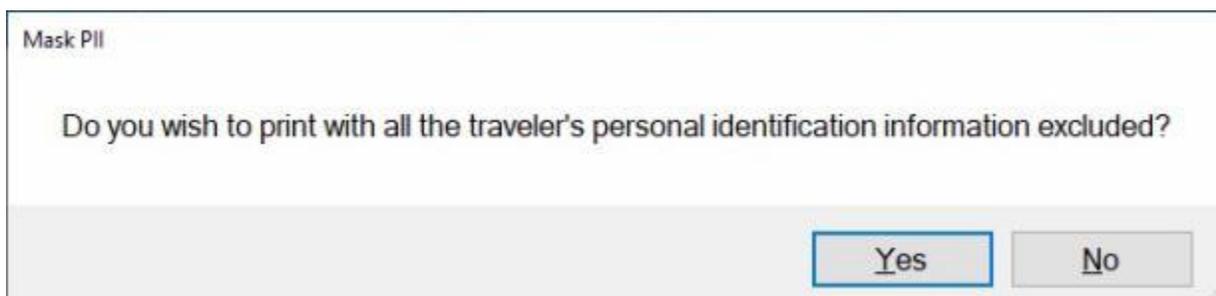
Print Vouchers with Collection Letters
 Print Audits with Collection Letters
 Print Vouchers without Collection Letters
 Print Audits without Collection Letters
 Print PDF Voucher to DB
 Print PDF Voucher to File
 Email Voucher
 Email Audit

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.

tmp9076.tmp.pdf - Adobe Acrobat Reader DC
 File Edit View Sign Window Help
 Home Tools tmp9076.tmp.pdf x
 1 / 2 104%
 Personal Data - Privacy Act of 1974 - Handle with care Page No: 1

RELEASE 7.3.0 Travel Voucher Summary Block: ARMSC1504B
 CLAIM NO: 24

Name: F Last
 XXXXXXXXXXXX
 XXXXXXXXXXXX
 XXXXXXXXXXXX

DO Voucher No.

 Paid By
 DFAS-IN
 8899 E. 56TH STREET
 Indianapolis

Start Date: 10/1/2019 End Date: 3/25/2020 Paid
 Detach Date: 10/1/2019 Report Date: 3/31/2020

SSN: XXX-XX-XXXX T/O : 111111
 Travel Type: PCS Grade/Rank: XXX

Advances/Prior Payments: 6719.00
 Supplemental Voucher

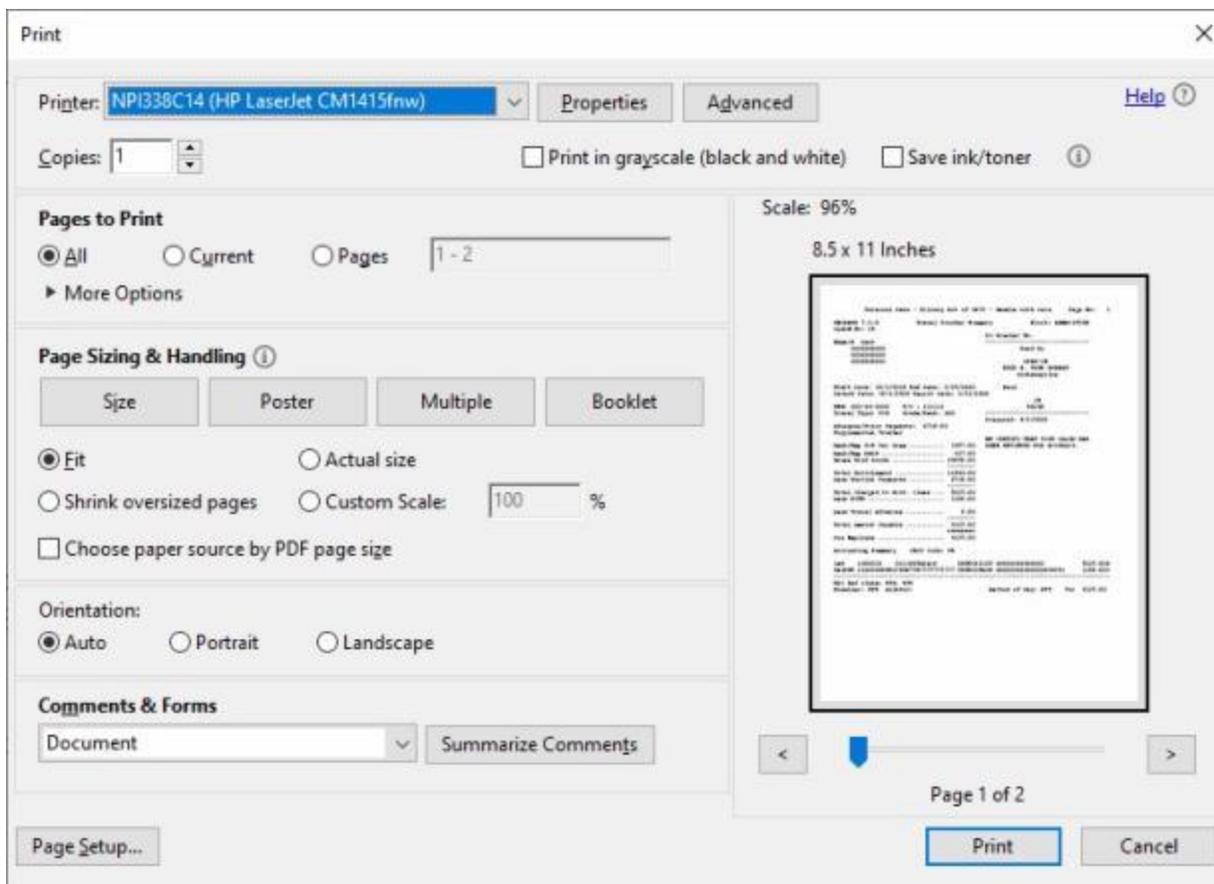
IN
 46249

 Prepared: 4/3/2020

WE CERTIFY THAT YOUR CLAIM HAS
 BEEN REVIEWED FOR ACCURACY.

| | |
|-----------------------------|----------|
| Memb/Emp PCS Per Diem | 1057.00 |
| Memb/Emp MALT | 437.00 |
| House Hold Goods | 10450.00 |
| ----- | |
| Total Entitlement | 11944.00 |
| Less Partial Payments | 6719.00 |

6. **Click** on the **Printer Icon** button if you wish to **print** the selected print option.
7. The **Print** screen will appear.



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

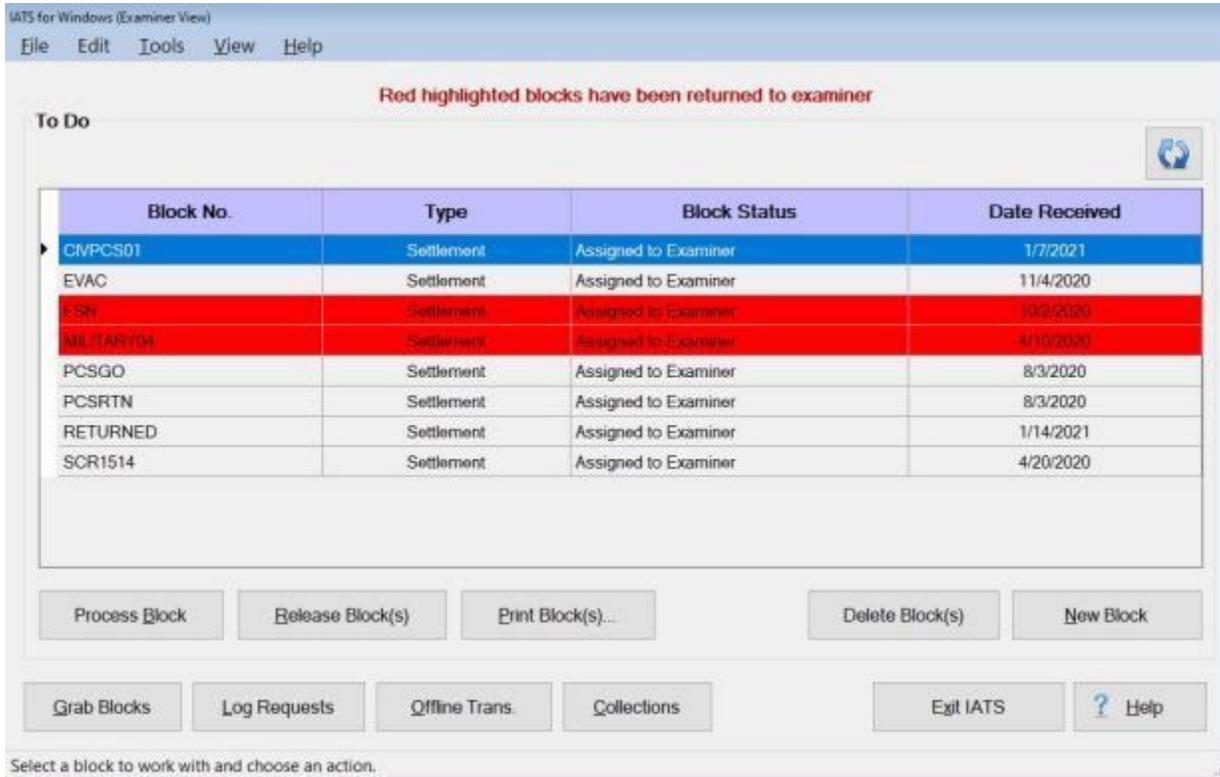
The IATS generated forms are referred to as the **Advance Voucher Summary** and the **Travel Voucher Summary**.

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.

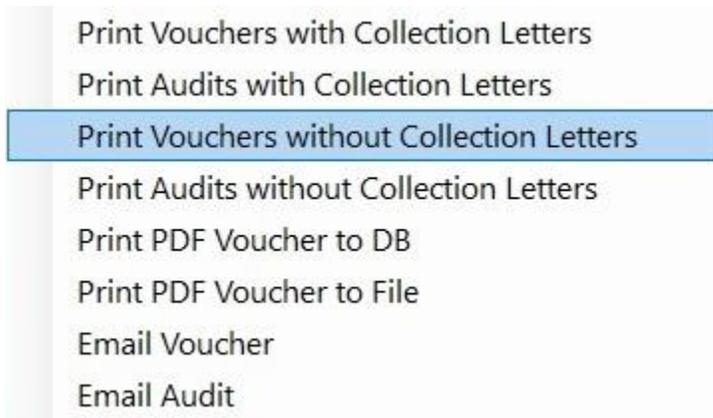
 Complete the following steps to "print" a block:

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.

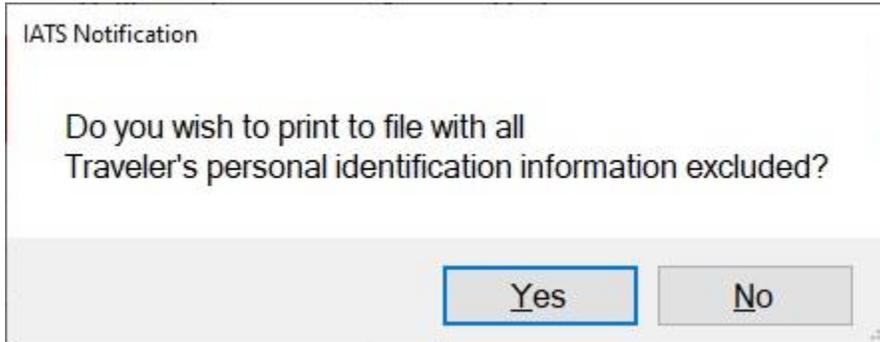


Tip: More than one block may be selected. To select consecutively listed blocks, **click** on the **first** block you wish to print. **Press** and **hold** down the **Shift** key and then **click** on the **last** block you wish to print. IATS will **highlight** all of the blocks between the first and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

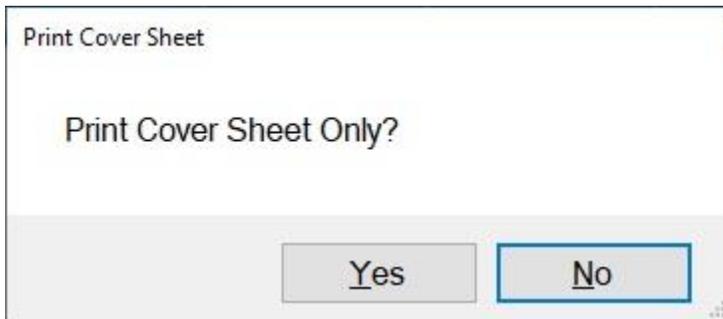
2. After selecting the block(s) to be printed, **click** the **Print Block(s)** button or **click** on the **File** menu and select the **Print Block(s)** option. The following *drop down Print* menu appears:



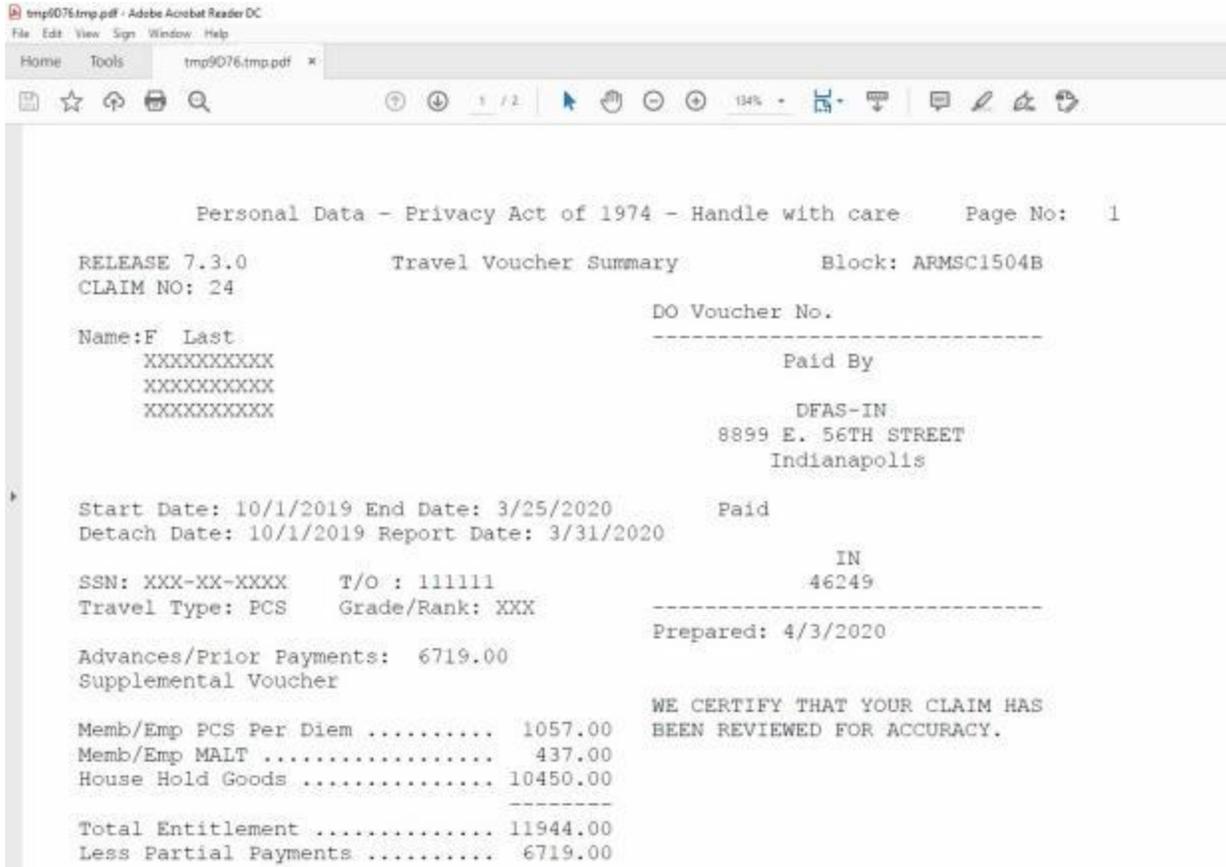
3. At the *drop down* Print menu, **click** on the desired option. The following *pop-up message* will appear asking if you would like to print with the traveler's personal identification **excluded**.



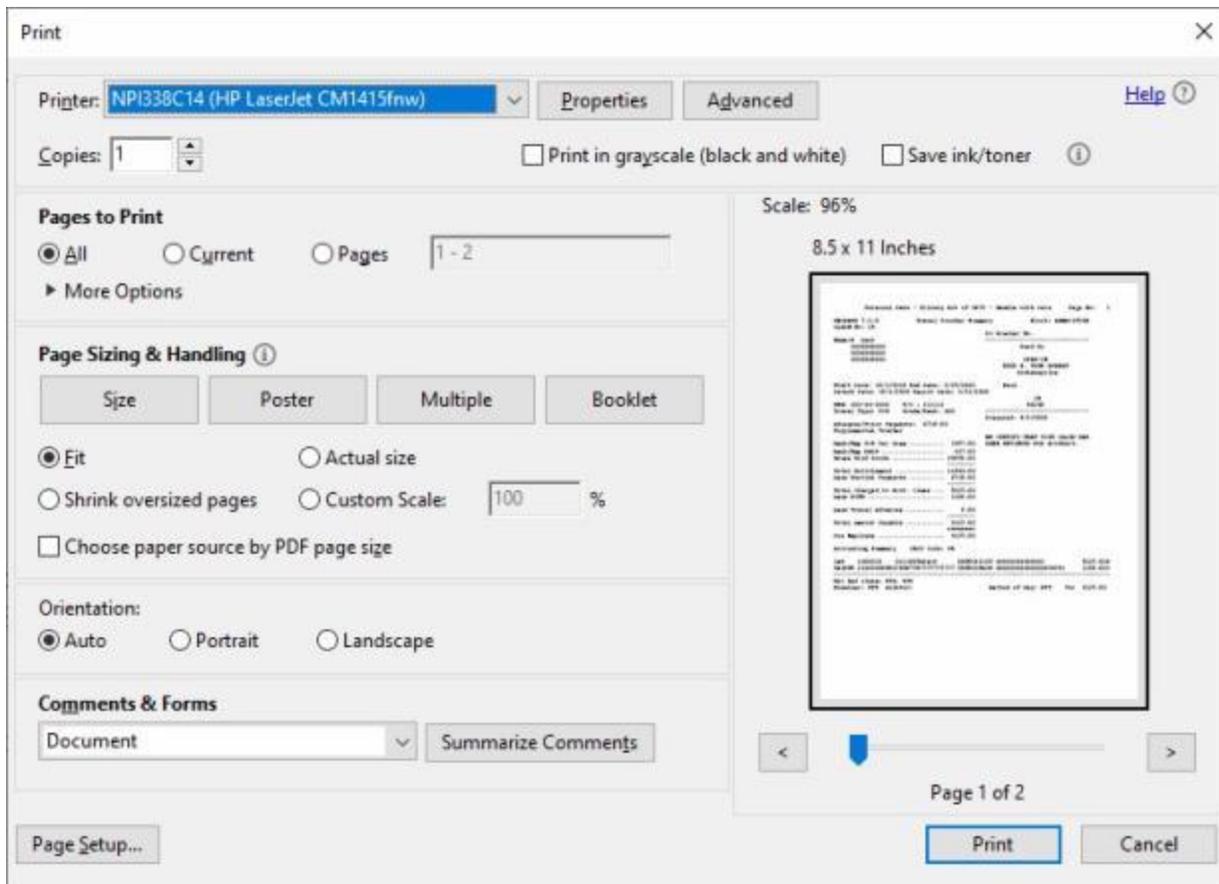
4. **Click** on Yes or No as desired. The following *pop-up message* will appear asking if you would like to print the **cover sheet** only.



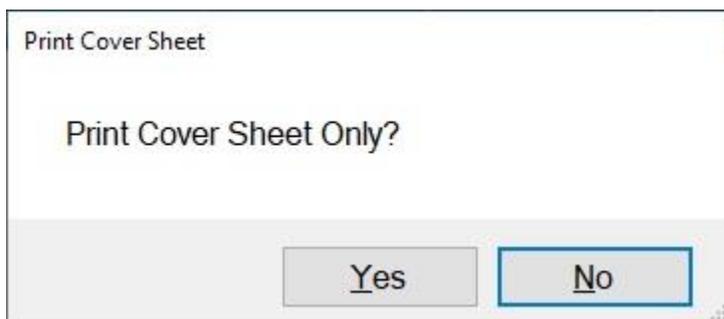
5. **Click** on Yes or No as desired.
6. If you answer Yes, will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.



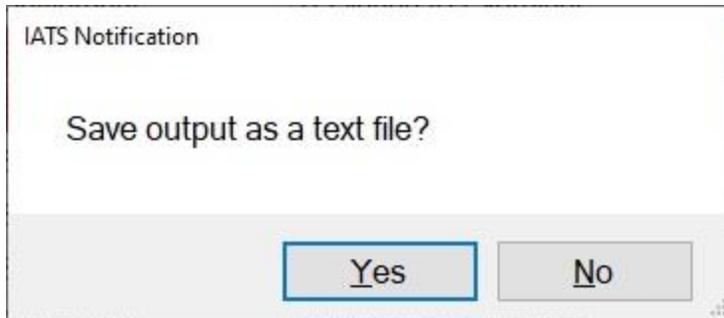
6. **Click** on the Printer icon. The **Print** screen appears.



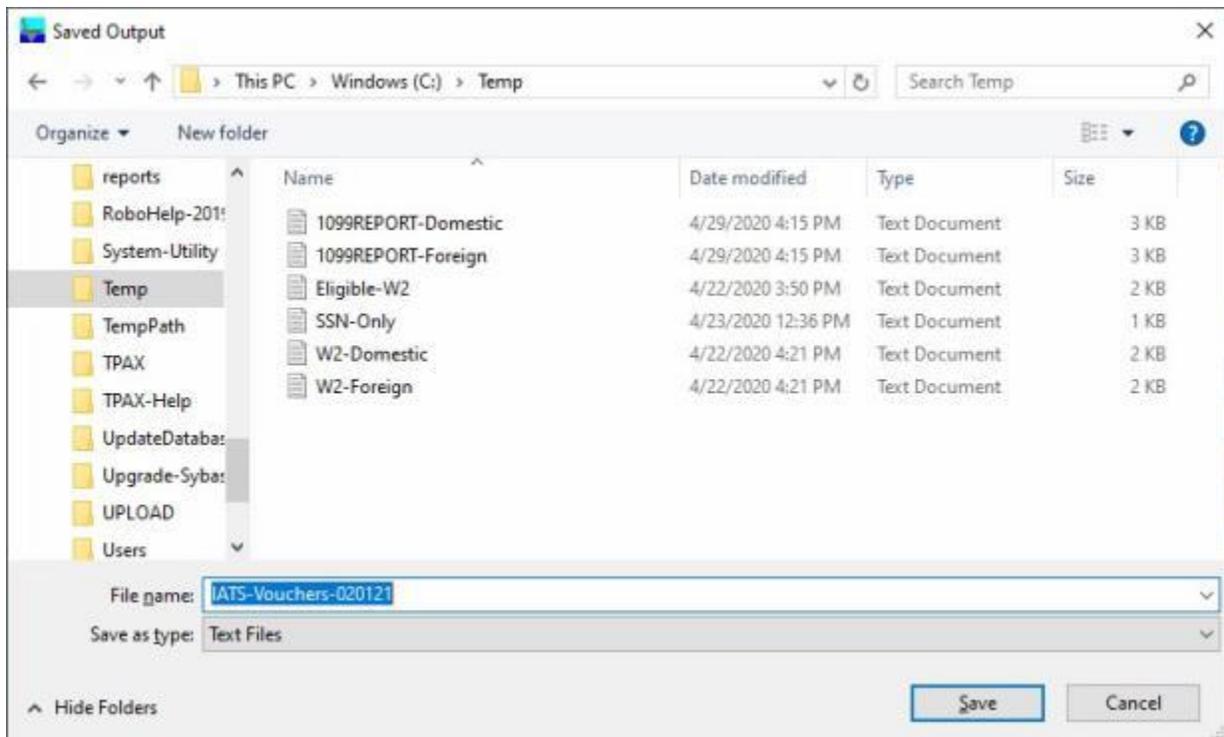
7. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
8. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
9. IATS prints the block(s) and returns to the **Adobe Reader** screen.
10. If you are finished 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.

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

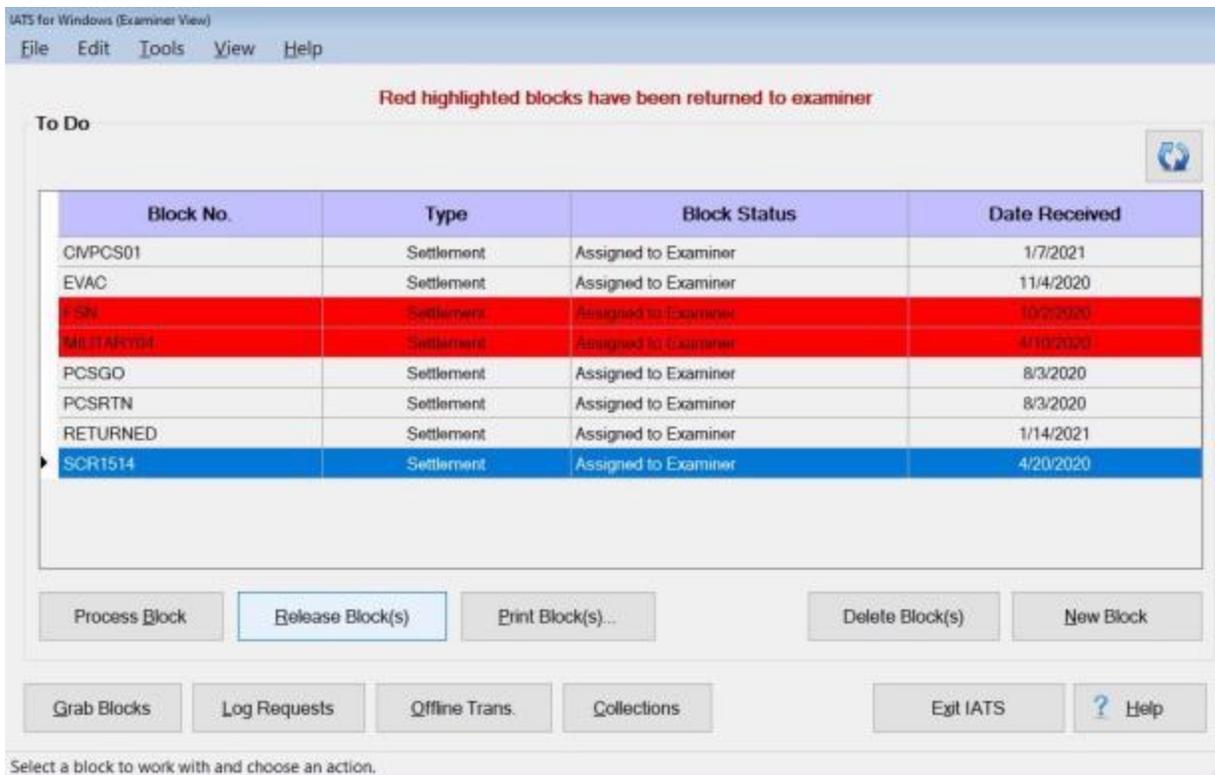
Voucher examiners have **completed** a block when all logged **requests** are in one of the following **conditions**:

- 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.

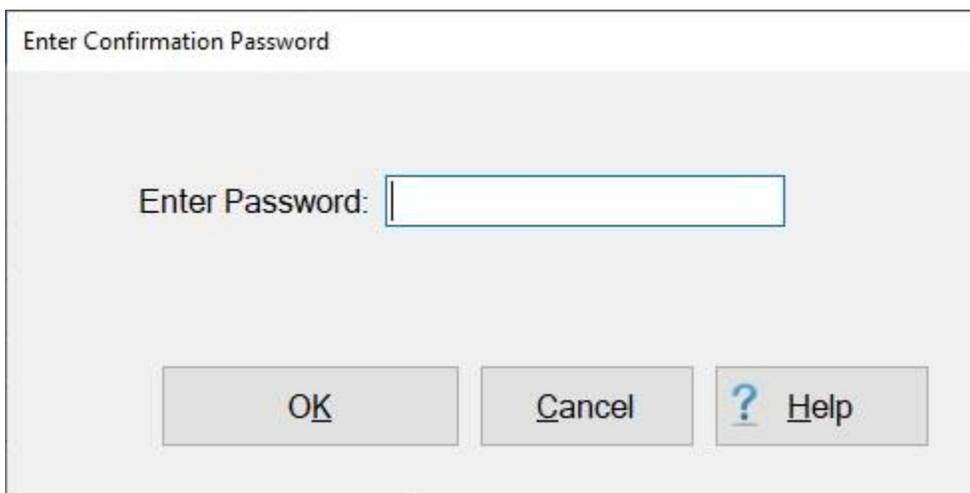
 **Complete the following steps to "release" a block:**

1. At the **Examiner**, **Auditor**, or **Disbursing View** screen, **click** on the listed block that you wish to release.
2. IATS will **highlight** the selected block in **blue** as shown below.



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.

- When the desired block(s) selection is complete, **click** on the **Release Block(s)** button. The **Confirmation Password** screen will appear.



- At the **Confirmation Password** screen, **type** your confirmation password at the **Enter Password** field and then **click** the **OK** button or **press Tab**.
- 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.

Accrual, Advance, & Transportation Request Selection

SMITH, MARKY M TONO: MULTI

Existing Details

| Detail Date | Date Completed | Type | Start Date | Date End | Amount | Claim # |
|-------------|----------------|------|------------|----------|--------|---------|
| | | | | | | |

Add Modify Delete

Other... OK Cancel ? Help

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

Accruals, Advances & Transportation Requests

SMITH, MARKY M TONO: MULTI

Detail Information

| | | | |
|----------------|-----------|-----------|----------|
| Type: | Advance | Amount: | \$500.00 |
| Detail Date: | 7/13/2021 | DOV #: | 456789 |
| Start Date: | 7/12/2021 | How Paid: | EFT |
| End Date: | 7/16/2021 | | |
| Date Paid: | 7/13/2021 | | |
| Check/Sched #: | | | |

Remarks: Emergency payment made at TDY site.

Other... OK Cancel ? Help

Click on this button to save information

Refer to the **Help** topic, "[Completing the Accruals, Advances & TR screen](#)", for additional instructions.

Completing the Accruals Advances and TR Screen

 Use the following steps to "complete" the Accruals, Advances, & TR screen:

Accruals, Advances & Transportation Requests

SMITH, MARKY M TONO: MULTI

Detail Information

Type: ▾

Detail Date: ▾ Amount:

Start Date: ▾ DOV #:

End Date: ▾ How Paid: ▾

Date Paid: ▾

Check/Sched #:

Remarks:

Click on this button to save information

- Type:** At this field, **click** on the down **arrow** button or **press** the *Up/Dn* arrow keys on the keyboard to scroll through the options. When the desired option is highlighted, **press Tab** to continue. The following **options** are available:
 - **Accrual** - Use this option to post an offline transaction for a payment of **accrued per diem**
 - **Advance** - Use this option to post an offline transaction for a payment of an **advance of travel and transportation allowances**
 - **Transportation Request** - Use this option to post the issuance of a **government procured transportation ticket** to the traveler's history record.
- 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.
- 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.
- 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.
- Amount:** At this field, **type** the **amount** paid to the traveler for the offline transaction.

6. **DOV#:** At this field, **type** the Disbursing Office Voucher (**DOV**) number assigned to the offline transaction.
7. **How Paid:** At this field, **click** on the *down arrow* button or **press** the *Up/Dn* arrow keys on the keyboard to scroll through the options. When the desired option is highlighted, **press Tab** to continue.
8. **Check/Sched #:** **Click** in this field and then **type** the **check** or **schedule number** the transaction was issued against, if applicable.
9. **Remarks:** At this field, **type** any desired **remarks** that are pertinent to the transaction. These remarks are posted to the traveler's history record.
10. When finished, **click** the **OK** button to **save** the entries and **return** to the **Examiner** screen.

View Travel History

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

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

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

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

Travel Order History

SMITH, MARKY M. E9 In Suspense: \$0.00 Funds: Army

Travel Orders

Order Number: SCR1496

| Order Number | Travel Dates | Type | Issue Date | Issuer | Funds | Suspense |
|--------------|-----------------------|------------|------------|--------|-------|----------|
| EVAC | 2020/10/02-2020/10/31 | Evacuation | 2020/10/01 | DFAS | Army | \$0.00 |
| FSNS | 2020/09/15-2020/09/19 | Normal | 2020/09/10 | DFAS | Army | \$0.00 |
| SCR1496 | 2020/03/02-2020/03/05 | Normal | 2020/02/24 | DFAS | Army | \$0.00 |
| SCR1509 | 2020/01/13-2020/01/17 | Normal | 2020/01/05 | DFAS | Army | \$0.00 |
| TDY1 | 2020/03/09-2020/03/12 | Normal | 2020/03/02 | DFAS | Army | \$0.00 |
| TRANSIENT | 2020/07/20-2020/07/24 | PCS | 2020/07/17 | DFAS | Army | \$0.00 |

Display

Travel Order Details

| Claim No. | Travel Dates | Transaction Type | Create Date | Total Transaction | Claimed / Applied | Net Transaction | In Suspense | Pay Method | Check / Trace # |
|-----------|-----------------------|------------------|-------------|-------------------|-------------------|-----------------|-------------|------------|-----------------|
| 1 | 2020/03/02-2020/03/05 | Settlement | 2020/03/11 | \$3,559.75 | | \$3,559.75 | | EFT | |

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

Display

Other... Print... Exit ? Help

Enter the Order with which you wish to work

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

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

Travel Order User ID: SYSTEM Wednesday, December 30, 2020

Traveler's Name: SMITH, MARKY M: E9 Grade/Rank: E9 Order Number/TONO: SCR1496 Order Type: Normal **VIEW ONLY**

Description **Remarks**

Purpose of Trip: Site Visit

Issuing Organization: DFAS

Paying Organization: DFAS

DSSN/ITR: 6416

Funds: Army

Group Travel:

Dates

Issue Date: 2/24/2020

Begin Date: 3/2/2020

Number of Days: 4

End Date: 3/5/2020

Back Next Done ? Help

Click 'Done' button when finished reviewing travel order

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

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

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

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

Travel Order Detail (Settlement)

SMITH, MARKY M. E9 Audit Required TONO: SCR1496

| Description | Amounts | Dates / Remarks | Who Had It |
|-------------------|--------------------------|-----------------------|-----------------|
| Trace #/Check #: | | Claim Number: | 1 |
| Block Number: | SCR1496 | Examiner: | SYSTEM, THE |
| Status: | Completed | Auditor: | SYSTEM, THE |
| Transaction Type: | Settlement | Payment Certified By: | (Not Available) |
| Payment Method: | EFT | Num. POC Shipped: | 0 |
| Settlement Type: | Final - First Submission | Transport Req #: | |
| | | PCS Enroute Type: | |
| | | Trip Number: | 0 |
| Location Name: | OFFICEONE | DOV #: | 222333444 |

Back Next Prev Detail Next Detail

Other... Request Document Exit ? Help

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

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

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

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

Settlement Request - Block No: SCR1496 - Request No: 1

View Only

SMITH, MARKY M. E9 TONO: SCR1496

Request Type - Settlement

Type of Settlement: Final - First Submission

Remit To Adv/Acct Entitlements Calculations Financial Remarks

Types of Entitlements Claimed Travel Not Performed Not a Reservist

| Trips/Type | Dates Encompassed | Status |
|---------------------|---------------------|----------------|
| Temporary Duty Trip | 3/2/2020 - 3/5/2020 | Validated Data |

Add Itinerary
View/Modify
Delete

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

Receipts...
Rates
History
DFOD

Print Request Auditor Remarks OK Cancel ? Help

Check the DFOD has not been performed (Trip not taken)

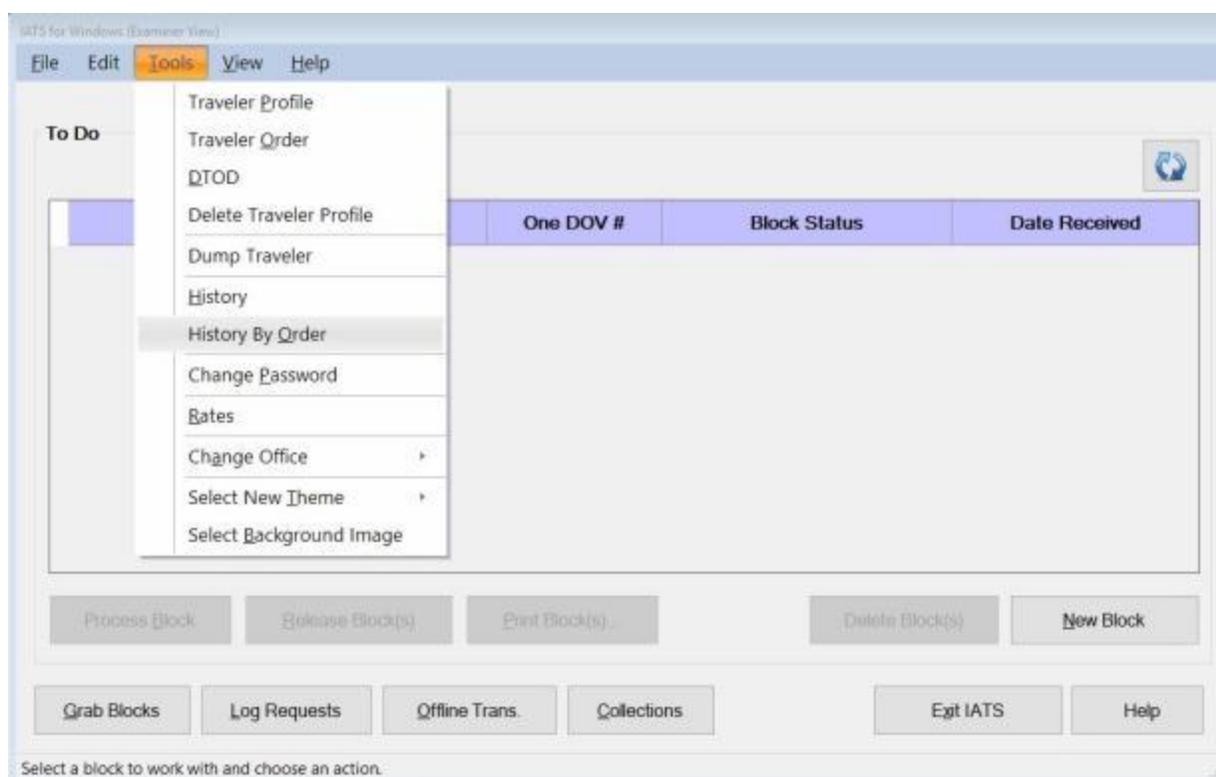
2. **Click** on the **History** option. The **Travel Order History** screen appears.
3. From this point, **follow** the **instructions** provided in the first section above to **continue** viewing the Travel Order History screen.
4. When **finished** viewing the Travel Order History screen, **click**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

View Travel History by Order

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

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

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



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

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

Travel Order History

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

Travel Orders

Order Number: 03-001

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

Display

Travel Order Details

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

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

Display

Other... Print... Exit ? Help

Enter the Order with which you wish to work

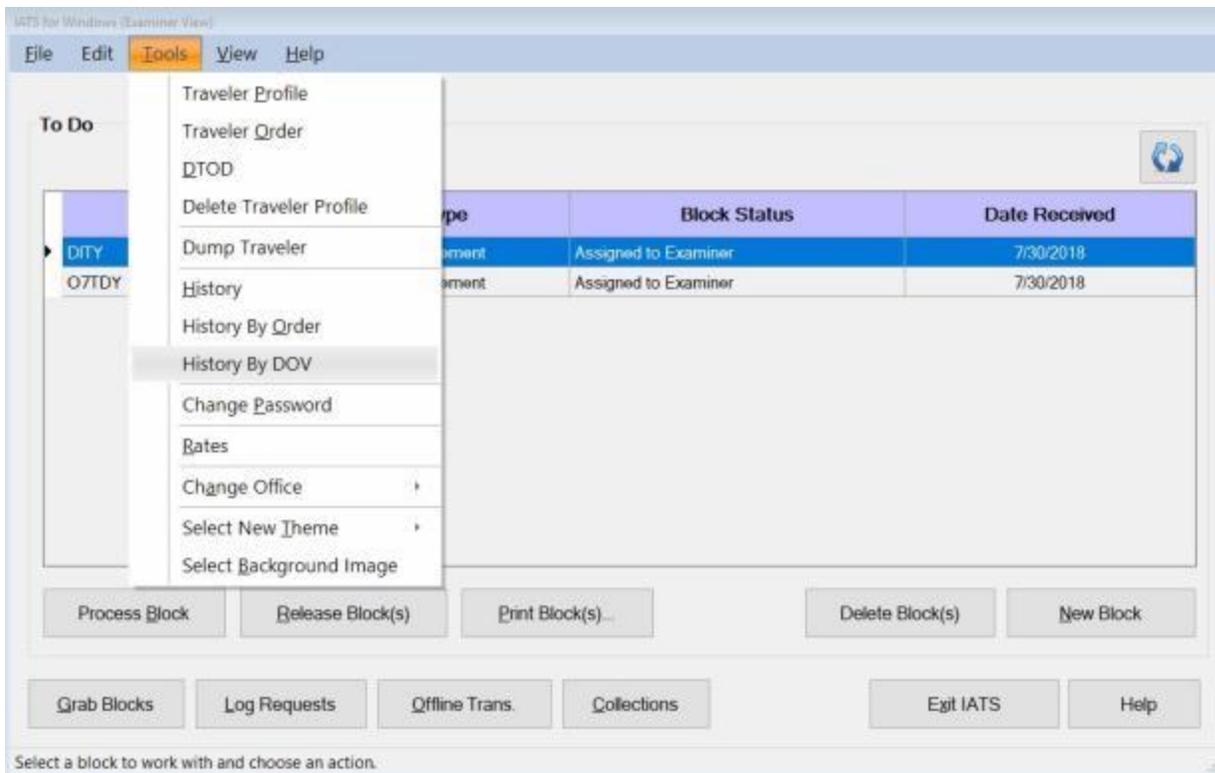
Refer to the **Help** topic, "[View Travel History](#)", for additional instructions on how to view a traveler's History.

View Travel History by DOV Number

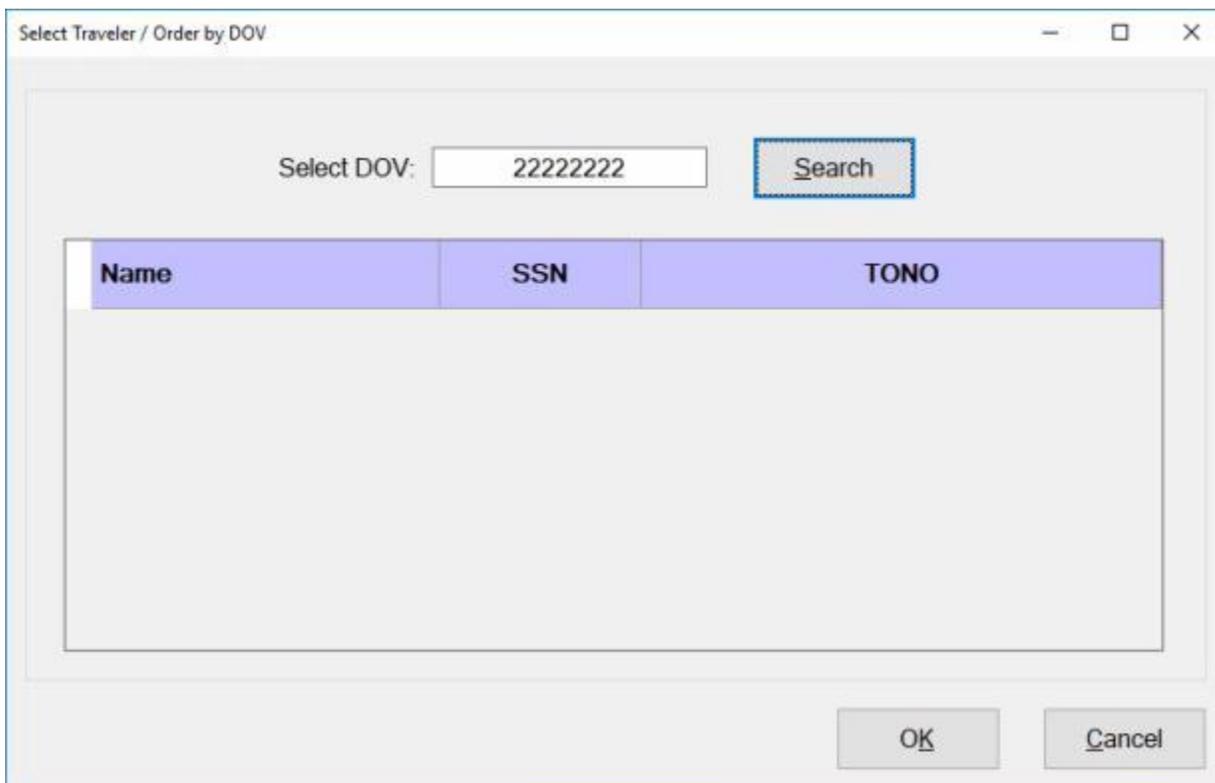
The **Travel Order History** screen is used to **provide** users with an easy to read **inquiry** screen, and includes all necessary travel **data** elements stored in the travel account database.

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

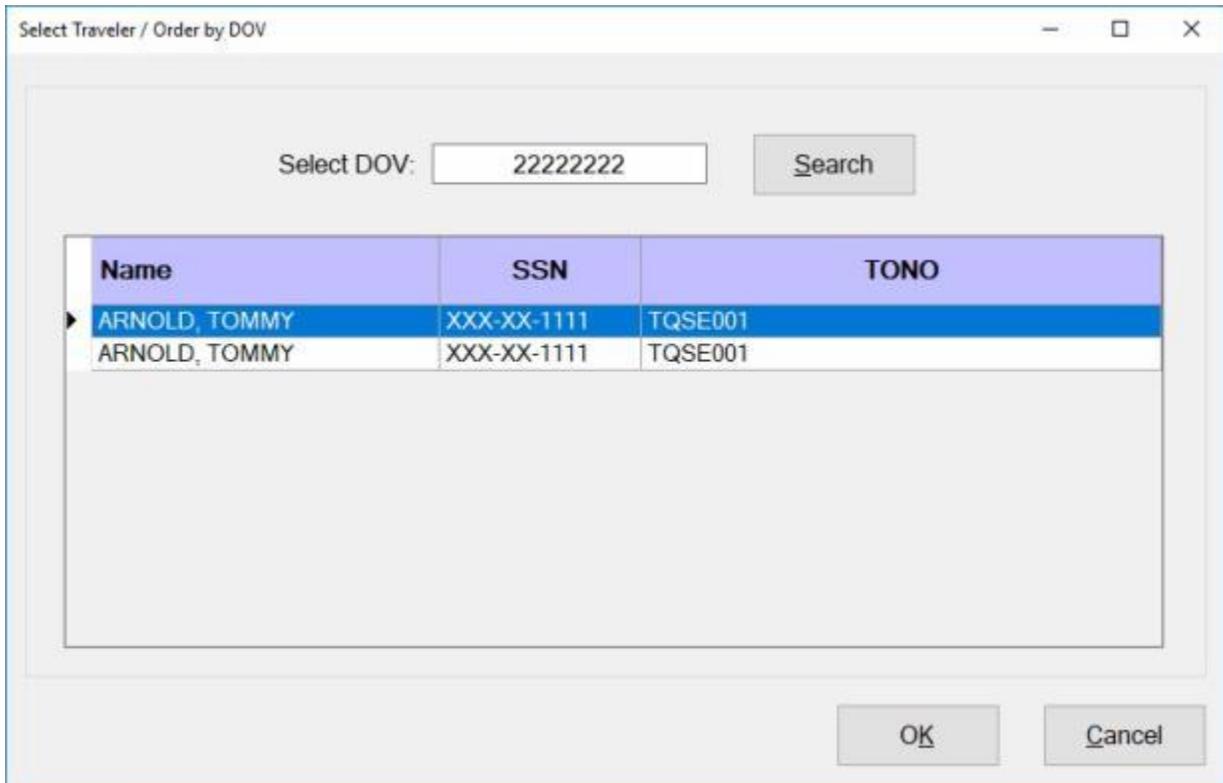
 Complete the following steps to "view" a traveler's historical record:



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



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



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

Travel Order History

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

Travel Orders

Order Number:

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

Display

Travel Order Details

| Claim No. | Travel Dates | Transaction Type | Create Date | Total Transaction | Claimed / Applied | Net Transaction | In Suspense | Pay Method | Check / Trace # |
|---|--------------|------------------|-------------|-------------------|-------------------|-----------------|-------------|------------|-----------------|
| * For advances, the Net Transaction Column is the amount of the advance not yet collected | | | | | | | | | |

Display

Other... Print... Exit ? Help

Enter the Order with which you wish to work

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

Printing Travel History

After viewing the Travel History Record, you may want to generate a **print-out**. A new feature was added to IATS that allows you **mask** the traveler's **SSN** when the print-out is generated.

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

Travel Order History

ARNOLD, TOMMY G. C In Suspense: \$1,000.00 Funds: Army

Travel Orders

Order Number: MULTI

| Order Number | Travel Dates | Type | Issue Date | Issuer | Funds | Suspense |
|----------------------|-----------------------|--------|------------|--------|-------|------------|
| 11111111111111111111 | 2021/02/08-2021/02/12 | Normal | 2021/02/01 | DFAS | Navy | \$0.00 |
| ADV-TEST | 2020/07/20-2020/07/31 | Normal | 2020/07/20 | DFAS | Army | \$1,000.00 |
| MULTI | 2021/07/12-2021/07/16 | Normal | 2021/07/01 | DFAS | Army | \$0.00 |
| SCR1506 | 2020/02/24-2020/02/28 | Normal | 2020/02/17 | DFAS | Army | \$0.00 |
| TEST | 2020/03/09-2020/03/13 | Normal | 2020/03/02 | DFAS | Army | \$0.00 |

Display

Travel Order Details

| Claim No. | Travel Dates | Transaction Type | Create Date | Total Transaction | Claimed / Applied | Net Transaction | In Suspense | Pay Method | Check / Trace # |
|-----------|-----------------------|------------------|-------------|-------------------|-------------------|-----------------|-------------|------------|-----------------|
| 58 | 2021/07/12-2021/07/16 | Settlement | 2021/07/26 | \$587.50 | | \$587.50 | | EFT | |

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

Display

Other... Print Selected Travel Order Only
 Print All Travel Orders
 Print Vouchers with Collection Letters
 Print Vouchers without Collection Letters

Enter the Order with which: Exit ? Help

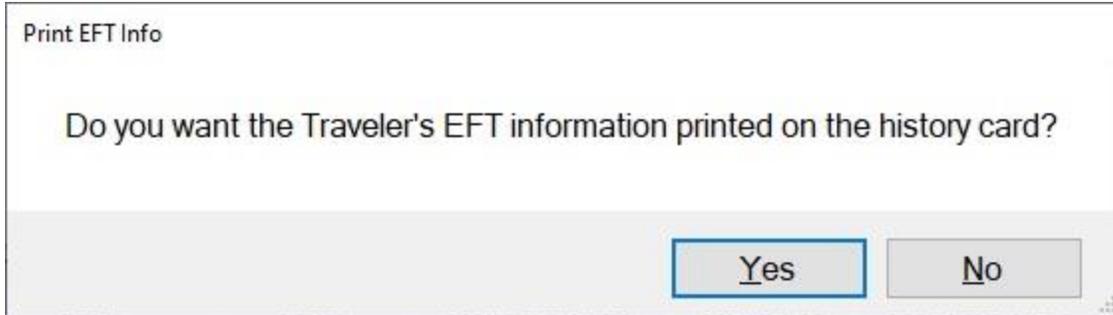
1. Click the **Print** button.
2. After clicking on either *Yes* or *No*, the following **pop-up message** appears with various print options.
3. Click on the desired print **option**. The following **pop-up message** appears asking if you wish to print with the traveler's personal information **excluded**:

Mask PII

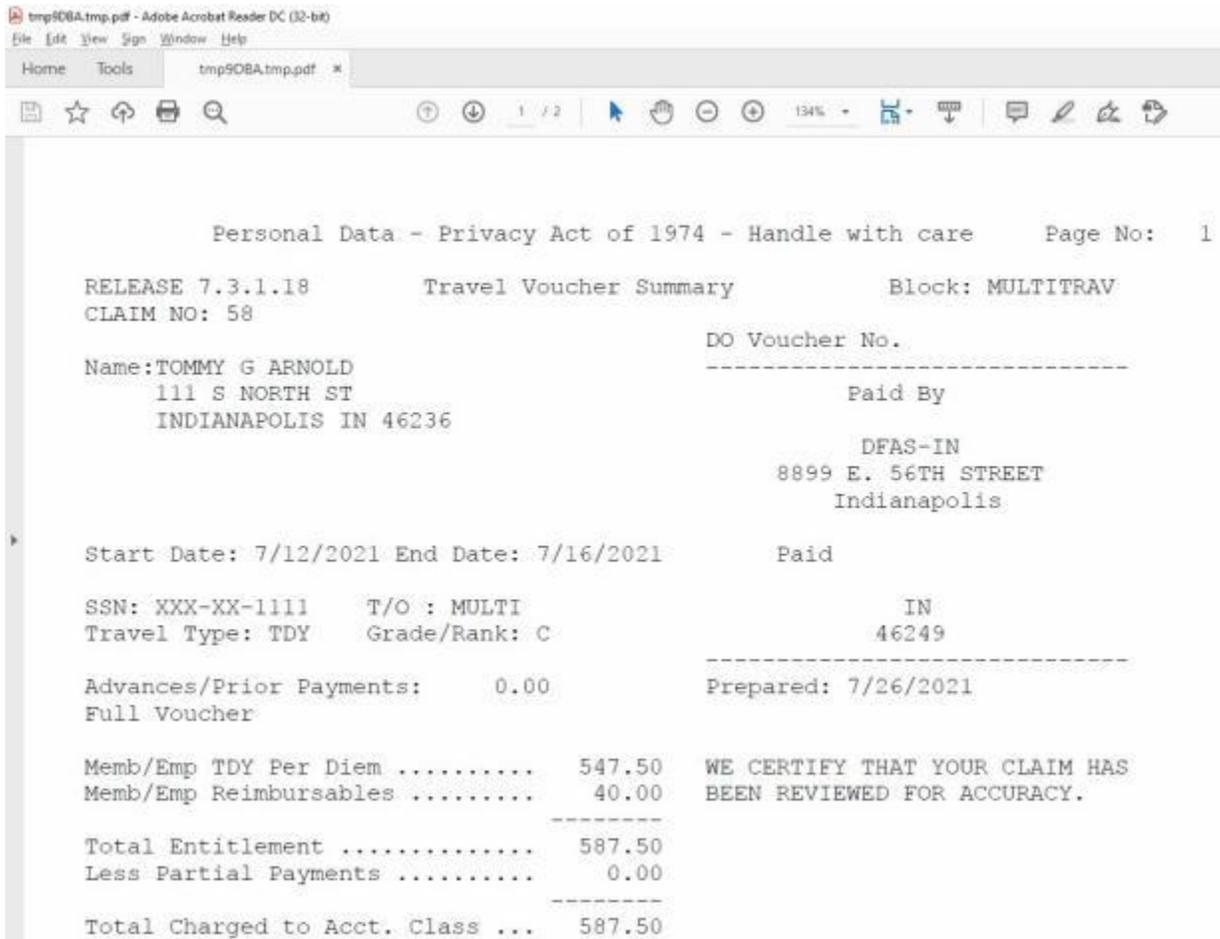
Do you wish to print with the Traveler's personal identification information excluded?

Yes No

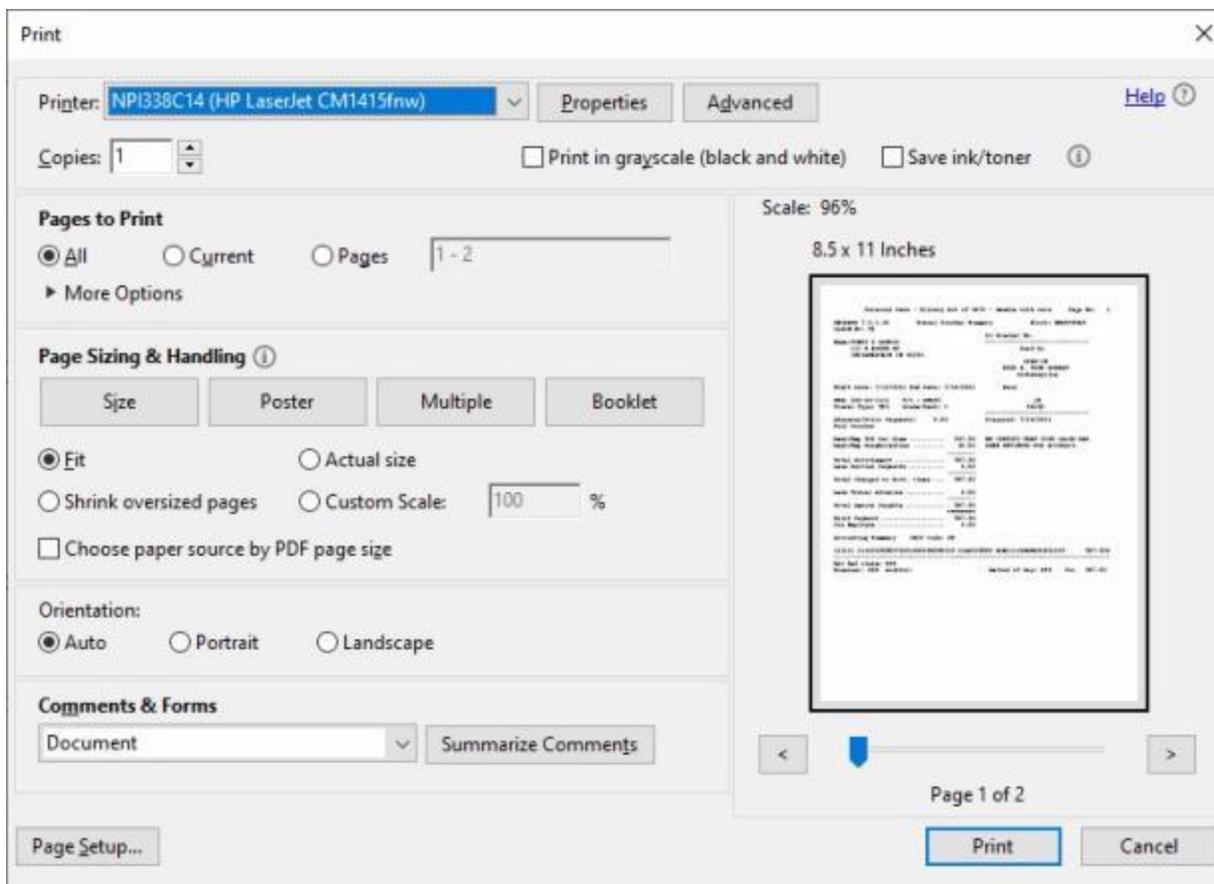
4. Click on *Yes* or *No* as desired. Another pop-up message appears asking if you want the Traveler's EFT information printed.



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



6. Click on the **Printer Icon** button if you wish to **print** the selected print option.
7. The **Print** screen will appear.



8. **Verify** that the **PC** is **configured** for the correct printer or make any necessary changes.
9. **Select** the **number of copies** you wish to print and **click** the **Print** button.
10. IATS prints the selected print option and returns to the **Adobe Acrobat Reader** screen.
11. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the X **button** in the top right corner to **close** the screen.

Tip: The **selected print option** may also be **printed to** a **PDF file** by clicking on the **File** menu option at the **Adobe Acrobat Reader** screen and then **clicking** on the **Save As** option. After activating this option, you will have to **specify** what **directory** to **save** the file in and the **file name**.

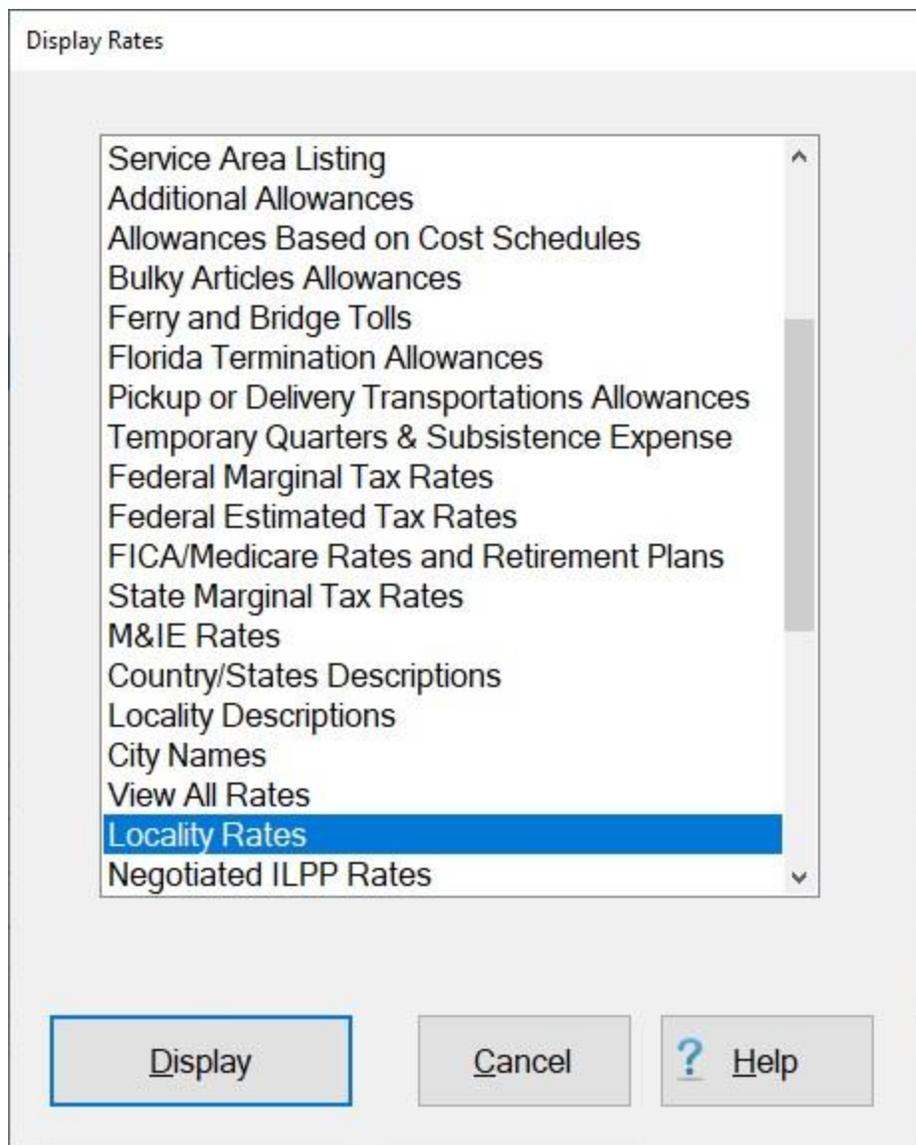
Display Rates

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

 **Complete the following steps to "display" rates:**

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

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



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

Display ILPP Negotiated Rates

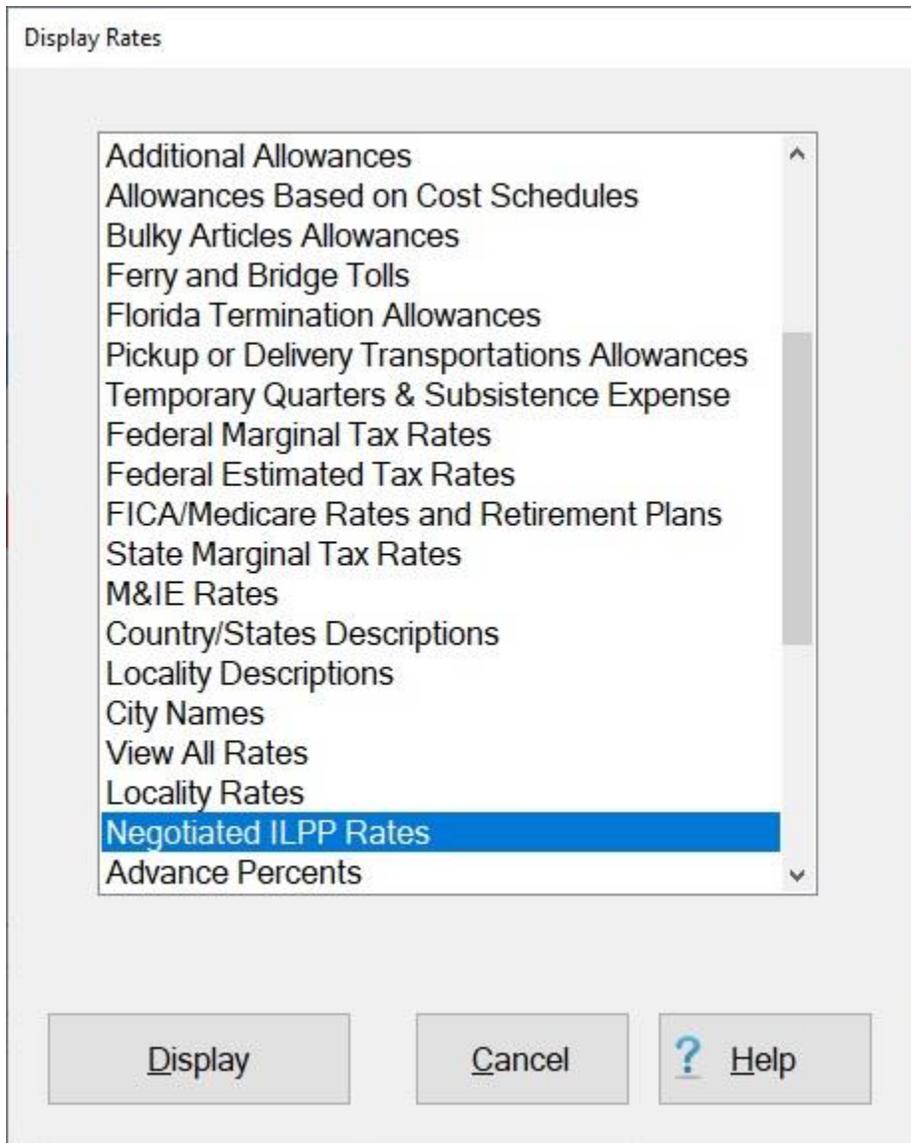
While using IATS, the user may find it necessary to look-up an ILPP Negotiated Rate on occasion. The **Display Rates** screen provides the user with an easy way to look up various **rates** that will **assist** in **processing** the various travel **transactions** or answering inquiries.

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

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

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

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



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

Maintain ILPP Rates

Select Country/State

Enter Country/State Selection

Select Locality

Enter Locality Selection

Maintain Rates

| Effective Date | Commercial Rate | Privatized Rate | Government Rate |
|----------------|-----------------|-----------------|-----------------|
| | | | |

Enter the Country State you wish to select. ...

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

Maintain ILPP Rates

Select Country/State

Enter Country/State Selection

Select Locality

Enter Locality Selection

Maintain Rates

| Effective Date | Commercial Ra |
|----------------|---------------|
| | |

AA APO/FPO SOUTH/CENTAL AMEF
 AE APO/FPO EUROPE
 AFGHANISTAN
 AK ALASKA
AL ALABAMA
 ALBANIA
 ALGERIA
 ALL-CONUS LOCS NOT LIST
 AMERICAN SAMOA
 ANDORRA
 ANGOLA
 ANGUILLA
 ANTARTICA
 ANTIGUA AND BARBUDA (FT NOTE
 AP APO/FPO PACIFIC
 AR ARKANSAS
 ARGENTINA
 ARMENIA
 ARUBA -(ALSO NETH ANTILLES)
 ASCENSION ISLAND
 AUSTRALIA
 AUSTRIA
 AZ ARIZONA
 AZERBAIJAN
 BAHAMAS
 BAHRAIN
 BANGLADESH
 BARBADOS
 BELARUS
 BELGIUM

Print

Apply

Help

Enter the Country State you wish to select.

5. **Scroll** through the list until the desired state/country **name** is **highlighted**. You can **scroll** by either pressing the **up/dn arrow keys** on your keyboard or **clicking** on the **up/dn arrow buttons** on the **slider bar** at the **right side** of the list.
6. When the desired state/country name is **highlighted**, **press Enter** or **click** on the highlighted **name** to make your selection. The **Name** for the selected state/country will now **appear** in the **Enter State/Country Selection** field.
7. **Press Tab** to proceed to the **Enter Locality Selection** field.

Maintain ILPP Rates

Select Country/State

Enter Country/State Selection

Select Locality

Enter Locality Selection

Maintain Rates

| Effective Date | Commercial Rate | Privatized Rate | Government Rate |
|----------------|-----------------|-----------------|-----------------|
| | | | |

Enter the County/Locality Code. ...

8. At the **Enter Locality Selection** field, **click** on the *down arrow* button. IATS will display a list of **Locality Descriptions** that have already been established for the selected state/country.
9. **Click** on the desired **Locality Description**.

Maintain ILPP Rates

Select Country/State

Enter Country/State Selection

Select Locality

Enter Locality Selection

Maintain Rates

| Effective Date | Commercial Rate | Privatized Rate | Government Rate |
|----------------|-----------------|-----------------|-----------------|
| 4/14/2018 | \$85.00 | \$110.00 | \$75.00 |

Buttons: Delete, Insert, Apply, Print, **OK**, Cancel, ? Help

10. After you have selected the desired Locality Description, IATS **displays** an **Effective Date** and 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.

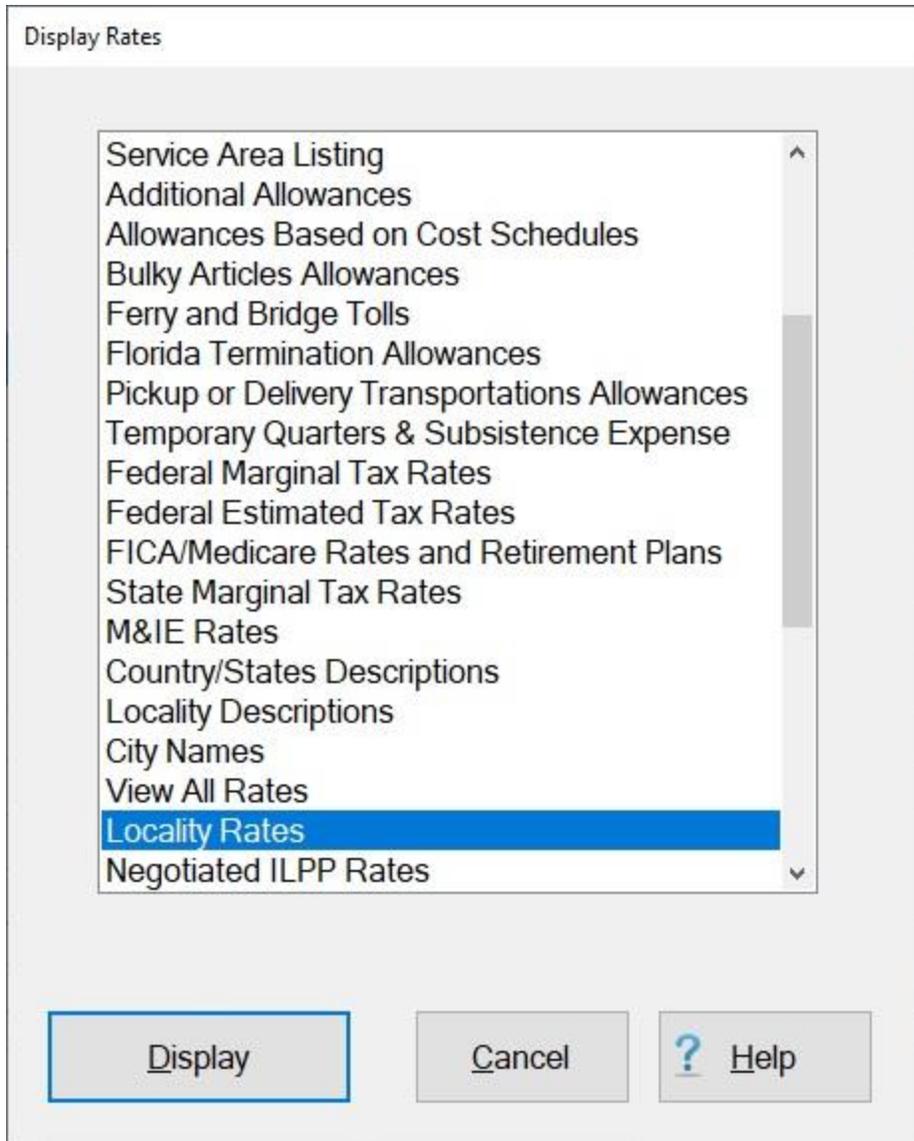
Display Locality and Proportional Meal Rates

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.

Maintain Locality Rates

Select Country/State

Enter Country/State Selection

Select Country/State and Locality by Zip

Select Locality

Enter Locality Selection

Maintain Rates

| Effective Date | Maximum Lodging | M & IE Rate |
|----------------|-----------------|-------------|
| 10/1/2019 | \$128.00 | \$56.00 |
| 1/1/2019 | \$125.00 | \$56.00 |
| 10/1/2018 | \$125.00 | \$56.00 |
| 1/1/2018 | \$119.00 | \$54.00 |
| 10/1/2017 | \$119.00 | \$54.00 |
| 5/1/2017 | \$107.00 | \$54.00 |

Delete Insert Apply

Print OK Cancel ? Help

Modify rate start-date and value.

- At the **Enter Country/State Selection** field, **type** the first two letters of the **country** or **state** name. IATS displays the first locality beginning with these two letters. If the desired state or country is not highlighted, **click press** the *Up/Dn* arrow **keys** on the keyboard until the desired location is highlighted. Once the desired locality is highlighted, **press Tab**.
- You can also **click** on the *down arrow* button to **display** the **listing** of countries and states. When the list is displayed **click** on the *up* or *down arrow* button to **scroll** through the list. When the desired location is displayed, **click** on the **location** to make your selection.
- 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**.
- 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**.
- 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.

- 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.

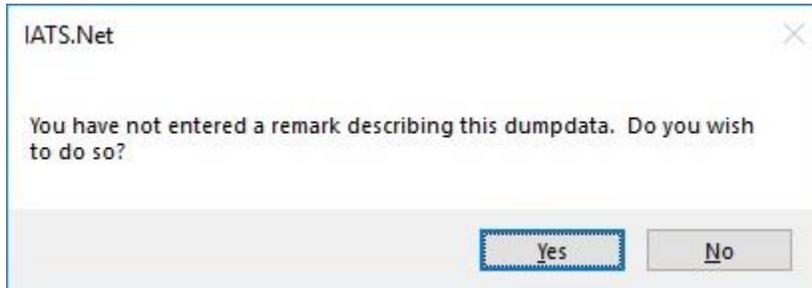
This program is useful when **attempting** to **research** problems. When the user **runs** this process, IATS **creates** a zipped output file that the user can then **transmit** to **DFAS-IN** or **Professional Software Consortium** for analysis. Using this data, the **programmers** can **determine**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

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

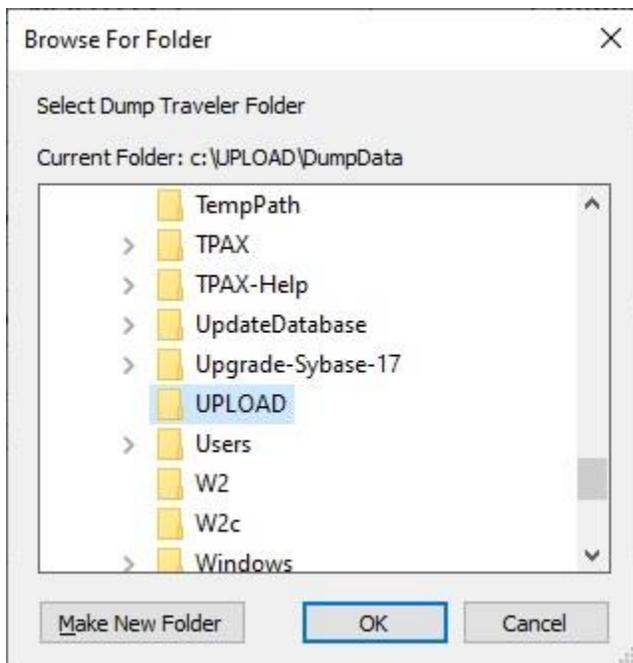
- At the **Examiner View** screen, **click** on the **Tools** menu and **select** the **Dump Traveler** option. The **Select Traveler** screen will appear.

- At the **Select Traveler** screen, **type** the **SSN** for the traveler, who's data you wish to dump, at the **ID** field and **press** **Tab**.

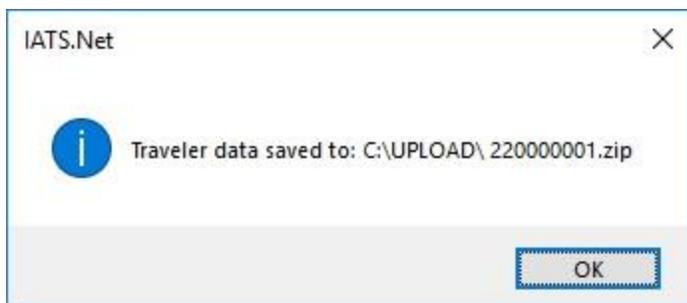
3. When the traveler's account information appears, ensure that a **check mark** appears in the **check box** next to the words **Obfuscate Sensitive Data**.
4. At the bottom of the **Select Traveler** screen you will see a **text box** where you can enter some **remarks** explaining why you are creating a dump of the traveler's data.
5. If you do not enter any **remarks**, you will see the following *pop-up message* appear when you **click** on the **OK** button to continue.



6. **Click** on the Yes button if you would like to enter some remarks. If not, **click** on the No button to continue.
7. **click** on the **OK** button. The **Browse For Folder** screen appears.



8. At the **Browse For Folder** screen, **navigate** to the **directory/folder** where you want the dump traveler file to **reside**.
9. When you have selected the desired directory/folder, **click** on the **OK** button. IATS **creates** the output file and displays the following message.



10. **Click** on **OK** to continue.
11. You will **find** the Dump Traveler output file in the directory/folder selected at the Browse For Folder screen.

Note: IATS will **obfuscate** the traveler's real SSN and **change** it to **22000000** 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**.

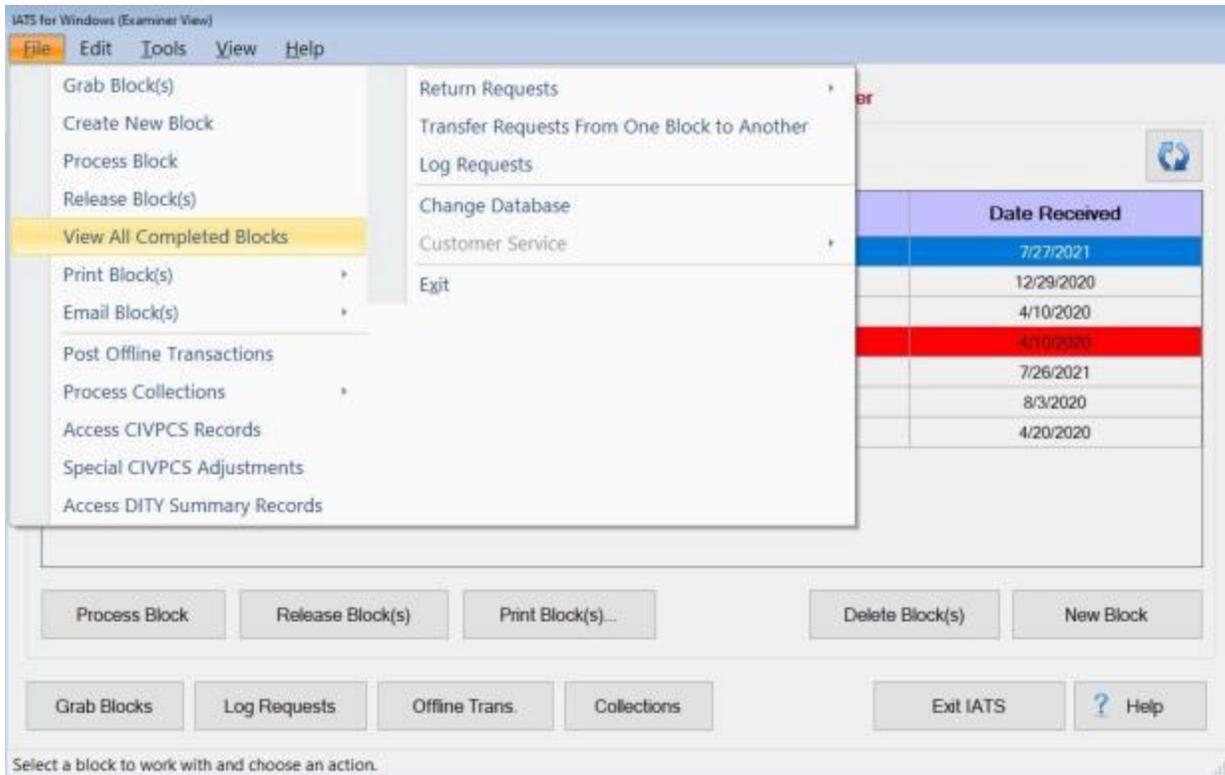
12. **Copy** the **file** to a **disk** or **attach** it to an **e-mail** message and **forward** the file to the desired organization for analysis.

View Completed Blocks

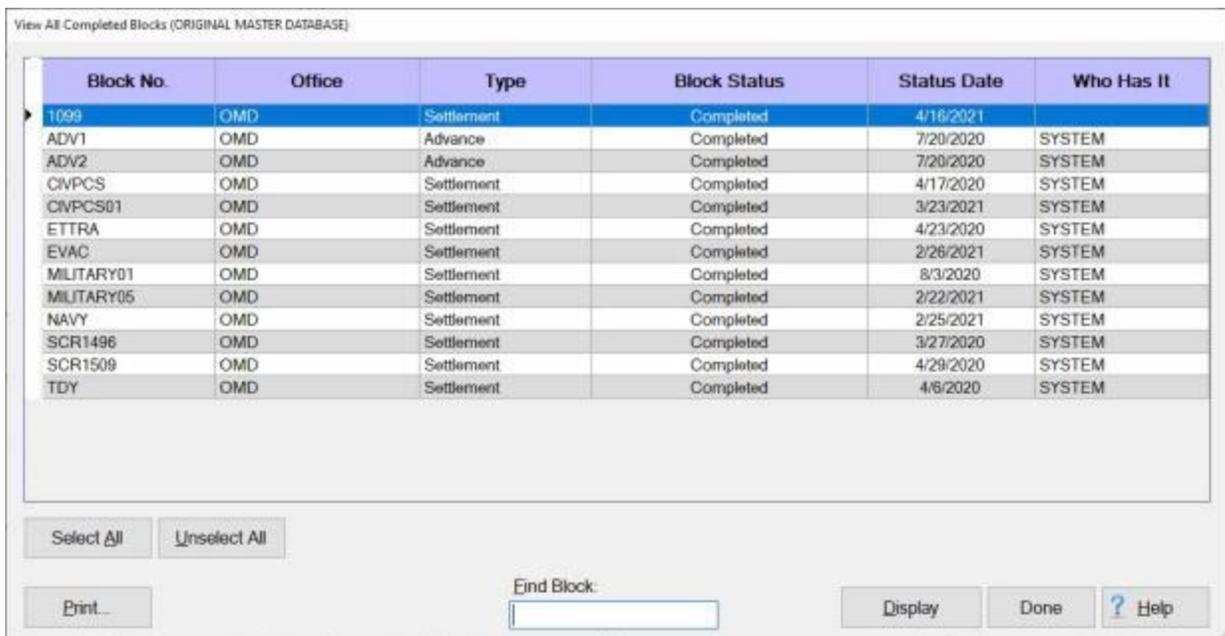
After a block is in the status "**Completed**" examiners may view the details of these blocks if desired.

 **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.



- 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.



- 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**.

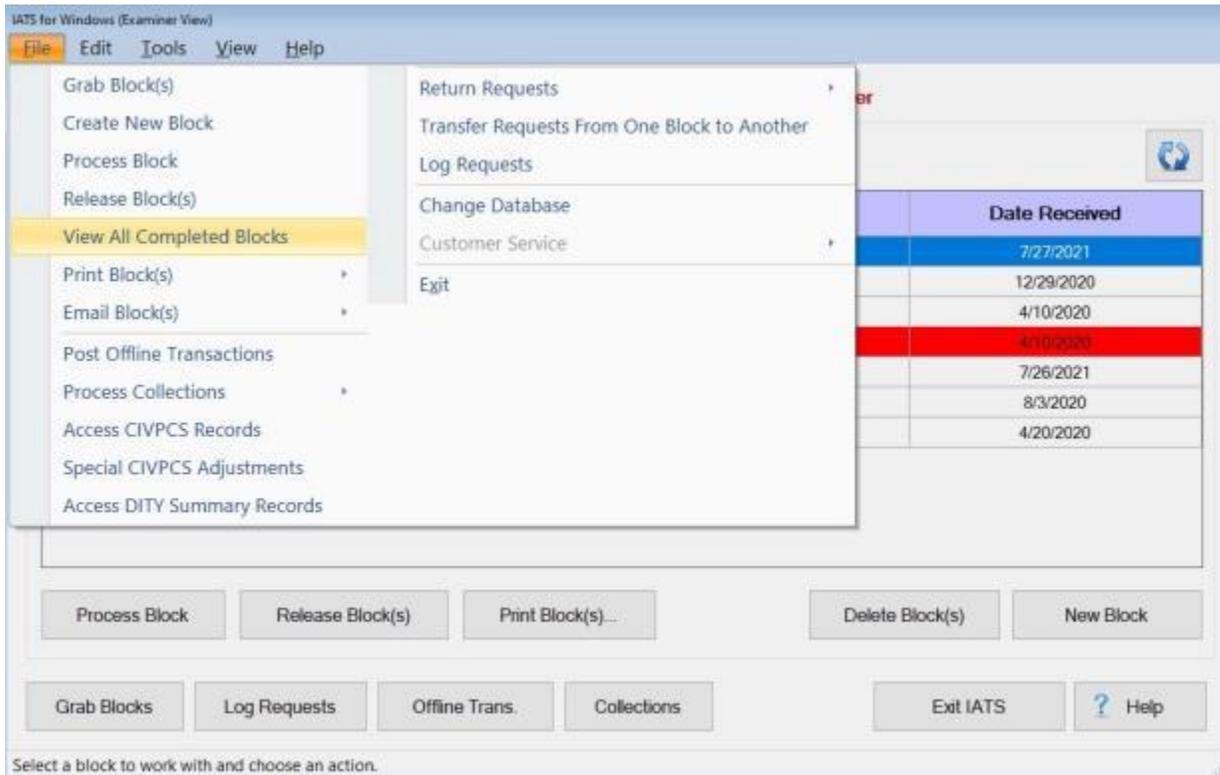
- When **finished** viewing the blocks, **click** the **Done** button to **return** to the previous screen.

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:**

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



- 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.

View All Completed Blocks (ORIGINAL MASTER DATABASE)

| Block No. | Office | Type | Block Status | Status Date | Who Has It |
|------------|--------|------------|--------------|-------------|------------|
| 1099 | OMD | Settlement | Completed | 4/18/2021 | |
| ADV1 | OMD | Advance | Completed | 7/20/2020 | SYSTEM |
| ADV2 | OMD | Advance | Completed | 7/20/2020 | SYSTEM |
| CIVPCS | OMD | Settlement | Completed | 4/17/2020 | SYSTEM |
| CIVPCS01 | OMD | Settlement | Completed | 3/23/2021 | SYSTEM |
| ETTRA | OMD | Settlement | Completed | 4/23/2020 | SYSTEM |
| EVAC | OMD | Settlement | Completed | 2/26/2021 | SYSTEM |
| MILITARY01 | OMD | Settlement | Completed | 8/3/2020 | SYSTEM |
| MILITARY05 | OMD | Settlement | Completed | 2/22/2021 | SYSTEM |
| NAVY | OMD | Settlement | Completed | 2/25/2021 | SYSTEM |
| SCR1496 | OMD | Settlement | Completed | 3/27/2020 | SYSTEM |
| SCR1509 | OMD | Settlement | Completed | 4/29/2020 | SYSTEM |
| TDY | OMD | Settlement | Completed | 4/6/2020 | SYSTEM |

Select All Unselect All

Print... Find Block: Display Done ? Help

- 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**.

- After selecting a block and clicking on the **Print** button, a **drop down menu** of printing options appears.

Print Block Selection Screen

Print Block Ticket

Print Audits With Collection Letter

Print Audits Without Collection Letter

Print Vouchers With Collection Letter

Print Vouchers Without Collection Letter

Print Vouchers As PDF to DB

Email Log Notice

Email Vouchers

Email Audit

Archive Block(s)

- 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**.



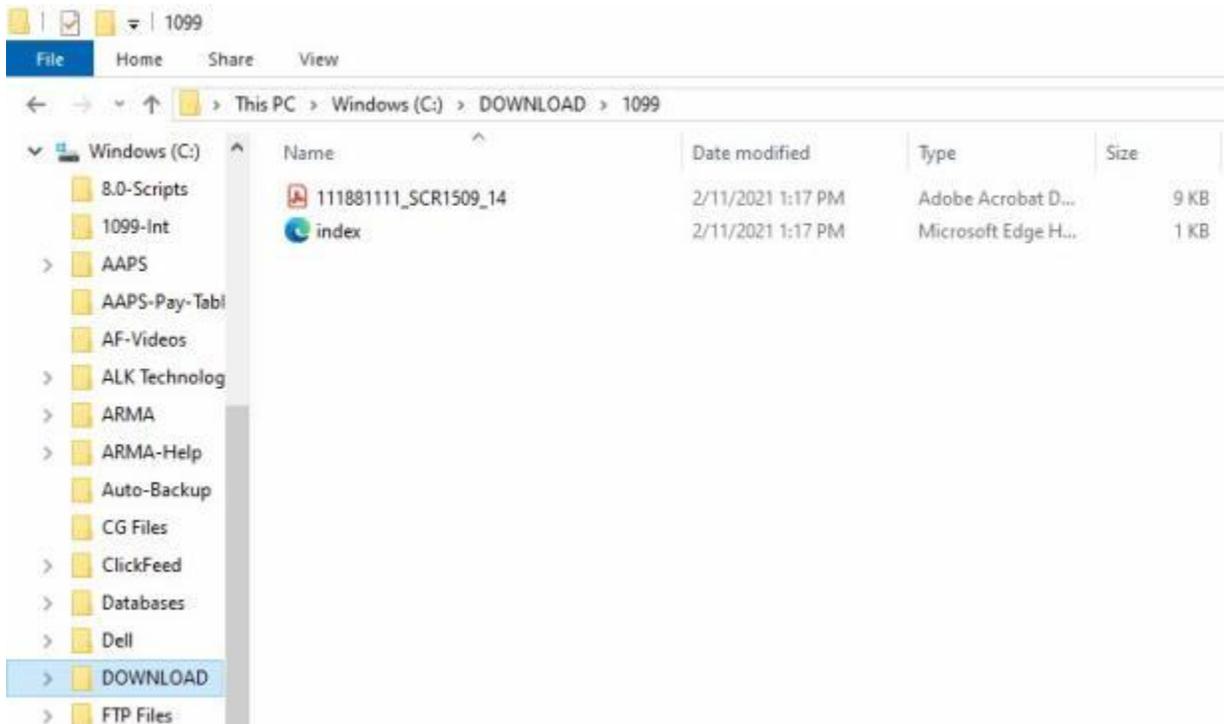
6. **Click** on *Yes* or *No* as desired.
7. After clicking on *Yes* or *No*, IATS **creates** a **folder** for the selected block and places it in the **folder** established in the **Maintenance** module for **Download** files.
8. When **finished** archiving blocks, **click** the **Done** button to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

| SSN / Name | TONO | Date | Detail ID | Documents | Images |
|--------------------------|---------|-------------------------|-----------|-------------------------|--------|
| 111881111 / SMITH, MARKY | SCR1509 | 01/13/2020 - 01/17/2020 | 14 | Voucher | |

Note: All claims contained in the archived block will be listed.

5. **Click** on the **Voucher link** in the **Documents** 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 7.3.0 Travel Voucher Summary Block: 1099
 CLAIM NO: 14 DO Voucher No. 222333444

Name: MARKY M SMITH
 11122 E. WEST ST
 INDIANAPOLIS IN 46226

Start Date: 1/13/2020 End Date: 1/17/2020

SSN: KXX-XX-1111 T/O : SCR1509
 Travel Type: TDY Grade/Rank: E9

Advances/Prior Payments: 0.00
 Full Voucher

DFAS-IN
 8899 E. 56TH STREET
 Indianapolis

Paid 4/28/2020
 IN
 46249

Prepared: 4/28/2020

| | | |
|----------------------------------|--------|---|
| Memb/Exp TDY Per Diem | 547.50 | WE CERTIFY THAT YOUR CLAIM HAS BEEN REVIEWED FOR ACCURACY. |
| Memb/Exp Transportation | 178.25 | |
| Memb/Exp Reimbursables | 40.00 | |
| Late Payment Interest | 3.26 | |
| Total Entitlement | 769.01 | |
| Less Partial Payments | 0.00 | |
| Total Charged to Acct. Class ... | 769.01 | |
| Less Travel Advances | 0.00 | |
| Total Amount Payable | 769.01 | |
| Due Employee | 769.01 | |

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

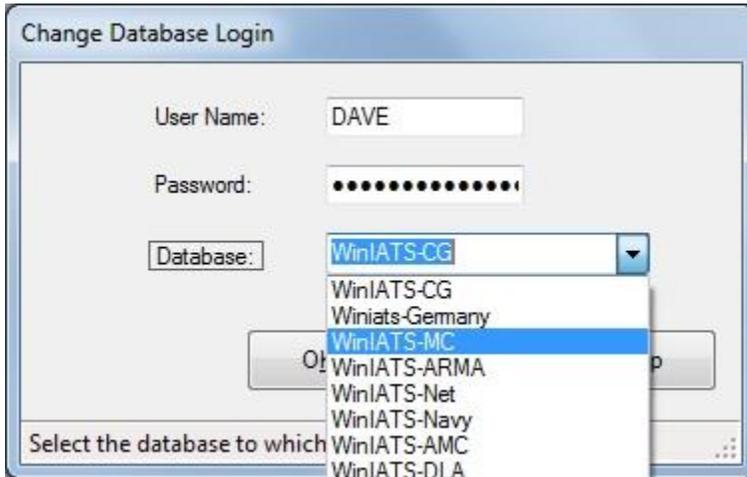
6. When finished viewing archived blocks, **click** on the **(X)** in the top right corner of the **Explorer** screens until all windows are closed.

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.



Change Database Login

User Name: DAVE

Password:

Database: WinIATS-CG

WinIATS-CG
Winiats-Germany
WinIATS-MC
WinIATS-ARMA
WinIATS-Net
WinIATS-Navy
WinIATS-AMC
WinIATS-DLA

Select the database to which

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.

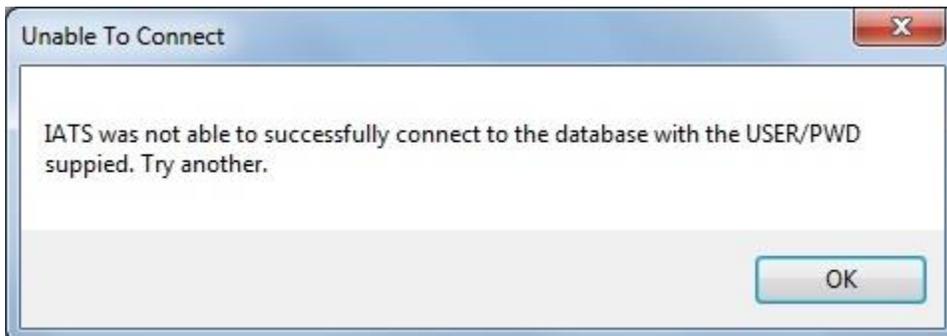


Connected To New Database

You are now connected to: WinIATS-MC

OK

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.

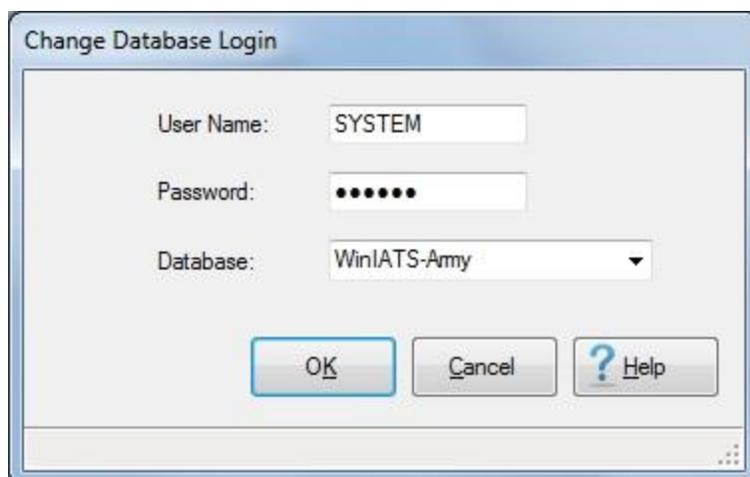


Unable To Connect

IATS was not able to successfully connect to the database with the USER/PWD supplied. Try another.

OK

7. **Click** on **OK**.
8. You will now see the **User Name** and **Password** field displayed at the Change Database Login screen.



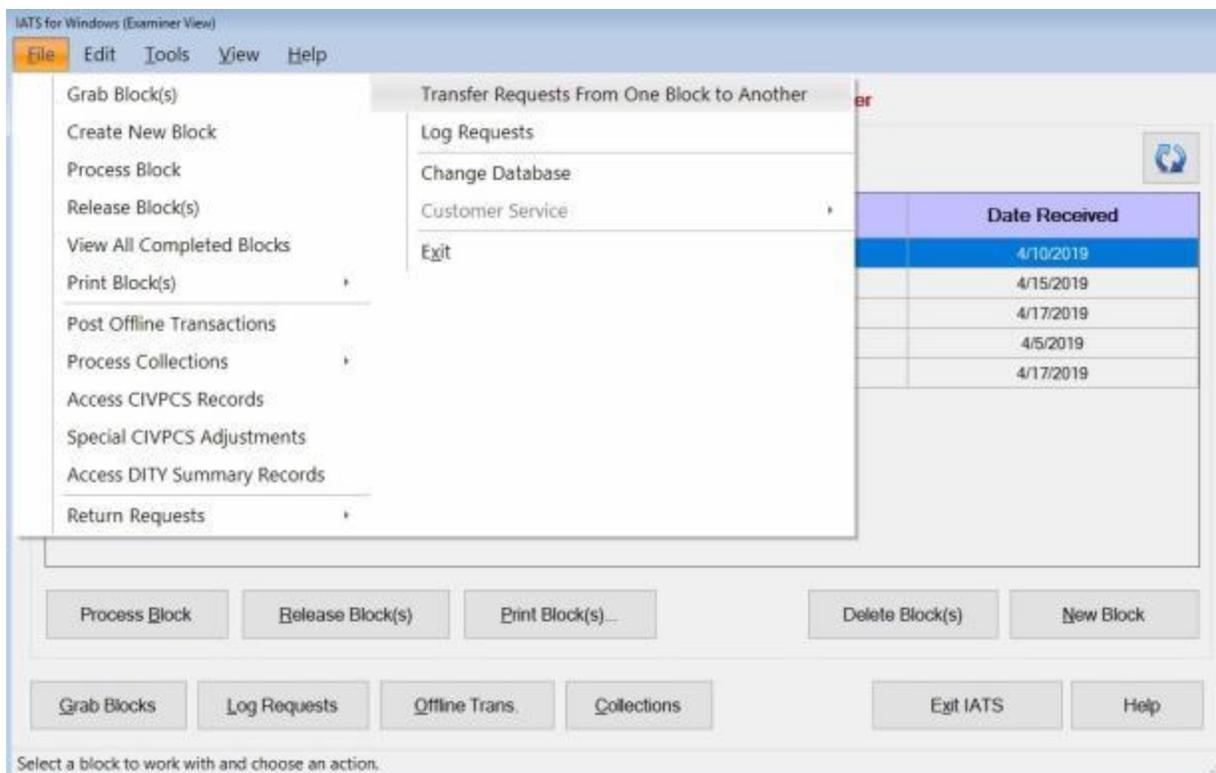
9. Enter the correct **User Name** and **Password** and then **click** on **OK**.

Transfer Requests from Examiner View

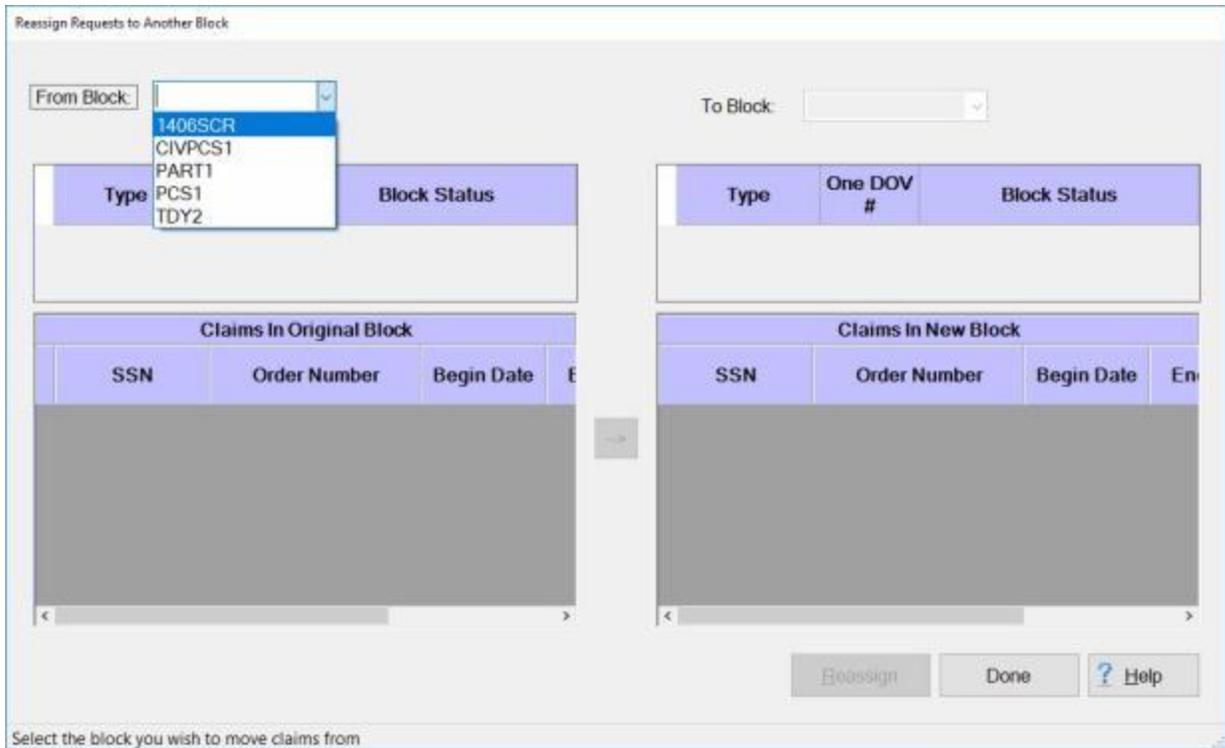
On occasion, it may be necessary for the Examiner to **transfer** the **requests** from one block to another block. This normally occurs when most of the requests on a block are **processed**, but there are some claims that cannot be completed for some reason. The **un-processed** requests must be **re-assigned**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

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

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



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



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.

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

Reassign Requests to Another Block

From Block: To Block:

| Type | One DOV # | Block Status |
|--------------|-----------|----------------------|
| ▶ Settlement | ■ | Assigned to Examiner |

| Claims In Original Block | | | |
|---|--------------|------------|----|
| SSN | Order Number | Begin Date | En |
| <input type="checkbox"/> 111771111 | SCR1406 | 3/18/2019 | |
| <input type="checkbox"/> 111861111 | 1406-2 | 4/1/2019 | |
| <input checked="" type="checkbox"/> 111881111 | 1406-1 | 4/1/2019 | |
| <input type="checkbox"/> 111551111 | 1427 | 9/10/2018 | |

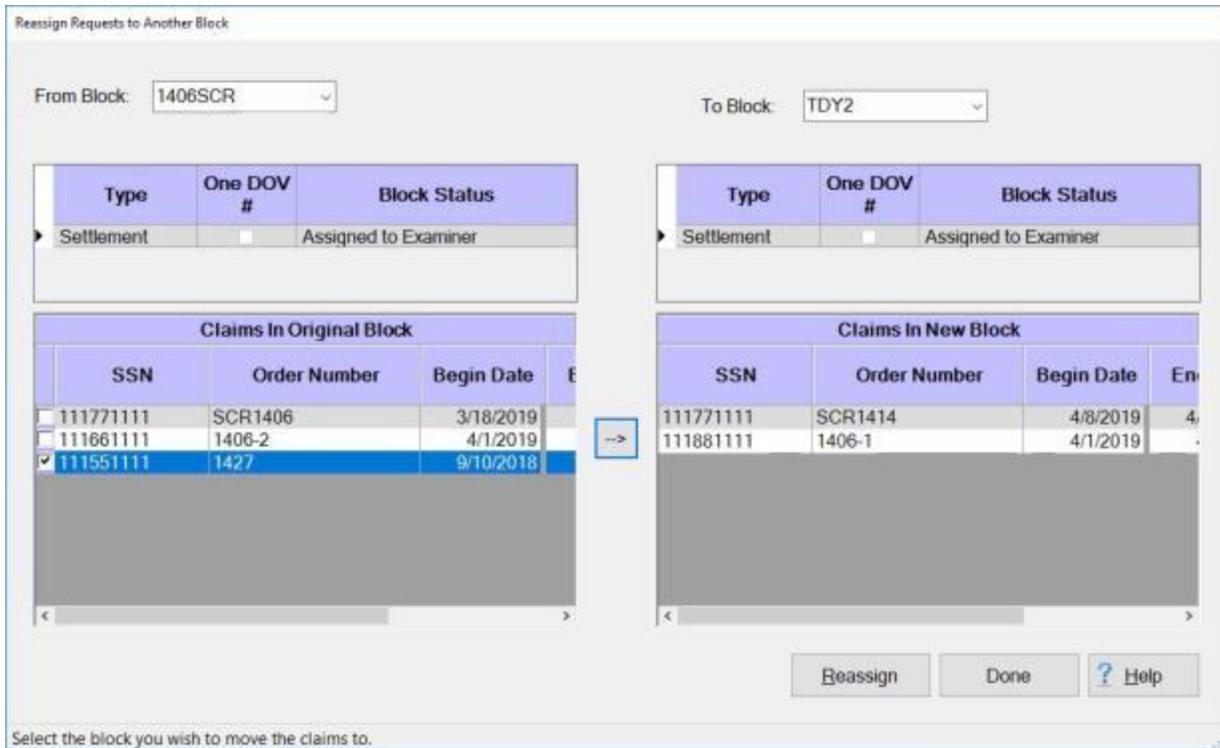
->

| Claims In New Block | | | |
|---------------------|--------------|------------|----|
| SSN | Order Number | Begin Date | En |
| 111771111 | SCR1414 | 4/8/2019 | 4, |

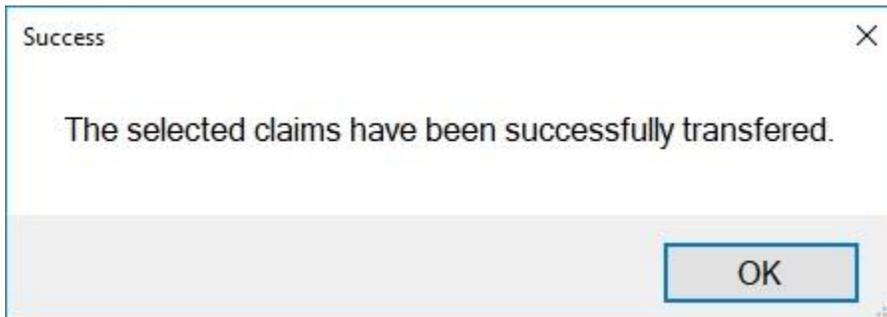
Reassign Done ? Help

Select the block you wish to move the claims to.

6. **Claims In Original Block:** In this section, **click** the **check box** in the **column** to the **left** of the **SSN** column to select the claim you wish to transfer.
7. After you have selected the desired claim, **click** on the **arrow** button in the **middle** of the screen to **move** the claim from the **From Block** side to the **To Block** side.



8. When you have **moved** the claim you wish to transfer to the To Block side of the screen, **click** on the **Reassign** button. The **Confirmation Password** screen will appear.
9. **Type** the confirmation **password** at the **Enter Password** field and then **click** on the **OK** button. IATS transfers the claim and displays the following message.



10. **Click** on **OK**.
11. If you are **finished** transferring claims, **click** on the **Done** button.

TDY Advance Requests

Processing TDY Advance Requests

Payments are sometimes made for a **portion** of the **travel** and **transportation entitlements** prior to the submission of a final **settlement request**. These payments are considered to be either **advances** or **accrued per diem payments**. The traveler uses these payments to **cover** the **expenses** incurred when performing **TDY** travel.

Note: Advance payments should not be processed for travelers **eligible** for the **Government Charge Card Program**. Since not all travelers are eligible for the program, however, travel offices continue to process a significant number of advance payments.

 **Complete the following steps to "process" a TDY Advance Request :**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. **Select a block** through one of the following methods:
 - **Method 1:** - Click the [Grab Blocks](#) button and **select** a block from the **Logged** Pool.
 - **Method 2:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - **Method 3:** - Click on the **New Block** button and [create a new block](#).

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

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

Note: If the **New** button is clicked, the **Travel Order Selection** screen appears. At this screen the Examiner must **select** or **create** the traveler's **account** and **select** or **create** a new **travel order**. After selecting or creating the travel order, the **Request for Settlement Against an Order** screen appears.

4. After selecting a request using one of the methods listed above, the **Advance 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 not maintained by **AN OFFICE IN YOUR DB** and a Transaction for Others (TFO) is being generated.
2. **Type of Advance:** - The default value is **Full Advance**. If you wish to **change** the type, **click** on the *down arrow* button to **display** the **list** of types and then **click** on the desired type.
3. **Address:** When the **Advance Request** screen appears, the **Remit To** tab is displayed. At this tab, the traveler's address defaults from the address entered at the **Traveler Profile** screen when the traveler's profile was created. Compare this address to the address appearing on the Request for Advance submitted by the traveler and make any necessary changes. If the IATS user **changes** the **Remit To** address at this tab, the **change** will appear with a **red** background.

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

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

Refer to the **Help** topic, [TDY Advance Entitlements tab](#), for additional instructions.

TDY Advance Entitlements - tab

The **Entitlements** tab is the beginning point for **capturing** the specific **details** pertaining to what is authorized on the travel order in regards to the **transportation** allowances, the **itinerary** for the trip, and any **reimbursable expenses**.

The screenshot displays the 'Entitlements' tab interface. At the top, there are navigation tabs: 'Remit To', 'Entitlements', 'Calculations', 'Financial', and 'Remarks'. Below these is a section titled 'Types of Entitlements Claimed' containing a checkbox for 'Precomputed' and a dropdown menu currently set to 'Not a Reservist'. A table with three columns—'Trips/Type', 'Dates Encompassed', and 'Status'—is shown, but it is currently empty. To the right of the table are three buttons: 'Add Itinerary', 'View/Modify', and 'Delete'. At the bottom of the interface are several navigation buttons: '<Back', 'Next>', 'Daily Summary', 'Elapsed Time', and 'Show Calcs'.

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

1. **Precomputed:** Under the heading "**Types of Entitlements Claimed**", **click** in this box if a **pre-determined amount** for the settlement is desired. IATS will **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. **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**.

| What's Authorized | Expected Itinerary | Reimbursables |
|---|--------------------|--------------------------------|
| <input checked="" type="checkbox"/> Owner/Operator of POV | Transp. Mode | Remarks Directed Travel by Air |

Back Next

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

1. **Owner/Operator of POV:** A **check mark** defaults to this field **indicating** that the **traveler** was the **owner** and **operator** of the **POV** used in the performance of the trip. If the traveler was not the owner/operator, **click** in this **box** or **press** the **space bar** to **remove** the **check mark**.
2. **Transportation Mode:** **Click** on the **down arrow** to the right of this field. A *drop down* listing of various transportation modes appears. Use the **Up/Dn arrows** or press the **Up/Dn arrows** on the **keyboard** to scroll through the list of available modes.
3. **Refer** to the **travel order** submitted by the traveler for the authorized mode of transportation and then **click** on the authorized mode.
4. After completing this tab, the user must then **click** on the **Expected Itinerary** tab or **click** on the **Next** button to continue.

Refer to the **Help** topic, "[Expected Itinerary tab](#)", for additional instructions.

Expected Itinerary - tab

The **Expected Itinerary** tab is used to **capture** the anticipated **details** for the trip itinerary. While completing this screen, refer to the **prompt line** at the bottom of the screen. The prompt line will **explain** what **information** is requested at each input field.

What's Authorized Expected Itinerary Reimbursables

Expected Duration Greater than or equal to 24 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Lodging | Taxes | Miles |
|------------|-----|--------------------------------------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|----------|---------|-------|
| 08/02/2021 | DEP | IND, Marion, INDIANA | CP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 08/02/2021 | ARR | Washington, Dist of Columbia, WASHIN | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LDP | CQ | CM | 0.00 | \$172.00 | \$12.00 | 0 |
| 08/06/2021 | DEP | Washington, Dist of Columbia, WASHIN | CP | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 08/06/2021 | ARR | IND, Marion, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 0 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

 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.

What's Authorized Expected Itinerary Reimbursables

| Nature of Expense | Amount |
|--|--------|
| AIRFARE | 250.00 |
| TAXI/LIMO TO AIRPORT | 45.00 |
| TAXI/LIMO FROM AIRPORT | 0.00 |
| TAXI/LIMO FROM LODGING TO DUTY | |
| TAXI/LIMO OTHER | |
| TAXI/LIMO TO AIRPORT | |
| TAXI/LIMO TO LODGING FROM DUTY | |
| TELEPHONE CALLS LOCAL | |
| TELEPHONE CALLS LONG DISTANCE | |
| TIP TO DRIVER OF COURTESY-FREE SHUTTLE | |

Back Next Insert Expense Delete Expense

 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.

Remit To Entitlements **Calculations** Financial Remarks

| Description | Computed | % Adv. | Total |
|-------------------------|----------|--------|----------|
| Memb/Emp M&IE Amount | \$342.00 | 80.00 | \$273.60 |
| Memb/Emp Lodging Amount | \$688.00 | 0.00 | \$0.00 |
| Memb/Emp Transportation | \$250.00 | 100.00 | \$250.00 |
| Memb/Emp Reimbursables | \$93.00 | 0.00 | \$0.00 |

Computed Advance \$523.60

Date Advance Due 7/29/2021

Authorized Advance \$0.00

<Back Next>

CLICK OR TAB TO THE ADVANCE BOX TO APPLY ADVANCES

Note: At this tab, a **summary** of the **calculations** is displayed by expense category. In the **%Adv** column, a **percentage** is shown that **corresponds** to the percentage **established** at the **TDY, MILPCS, or CIVPCS Parameters** tabs on the **Maintain Advance Percents** screen in the **IATS Maintenance** module. This **establishes** a **limit** that may be advanced to the traveler for a particular **expense category**. The **Total** column reflects the **amount** that may be advanced after the **limitation** is **applied**.

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

1. **Computed Advance:** This field shows the total amount computed based on the entries made in the Itinerary and at the Reimbursables tab.
2. **Authorized Advance:** - **Click** in this field, and **type** the **amount** to be paid to the traveler. The amount entered cannot exceed the amount shown at the **Computed Advance** field.
3. After completing the **Calculations** tab, **click** on **Next** button or the **Financial** tab to proceed with the accounting lines.

Refer to the **Help** topic, "[Financial - tab](#)", for additional instructions.

Financial - tab

The **Financial tab** is used to specify the **method of payment**, a **split payment** amount, and to add the **accounting** information.

| Db/Cr | Classification | Amount |
|-------|---|----------|
| Db | 111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI1111TJSPLIT S12345 | \$881.82 |

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

1. **Method of Payment:** - The default value is **EFT** if the traveler's account is active for EFT payments. If you wish to choose a different method of payment, **click** on the **down arrow** button to display a list of payment options and then **click** on the desired method.
2. **Computed Split:** - The amount displayed at the Computed Split field is a **combination** of the **Lodging** expense entered into the itinerary and the **reimbursable expense items** entered at the Reimbursables tab that were **selected** for a **split** payment. If you **double click** in the Computed Split field, the **Split Payment** field will be **populated** with the computed amount.
3. **Split Payment:** - If not already **populated** by double clicking in the **Computed Split** field, **click** in this field and **type** the dollar **amount** specified by the traveler to be **sent directly** to the **company** providing the **Government Credit Card**. This option is only available if the **method** of payment is **EFT**.

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**.

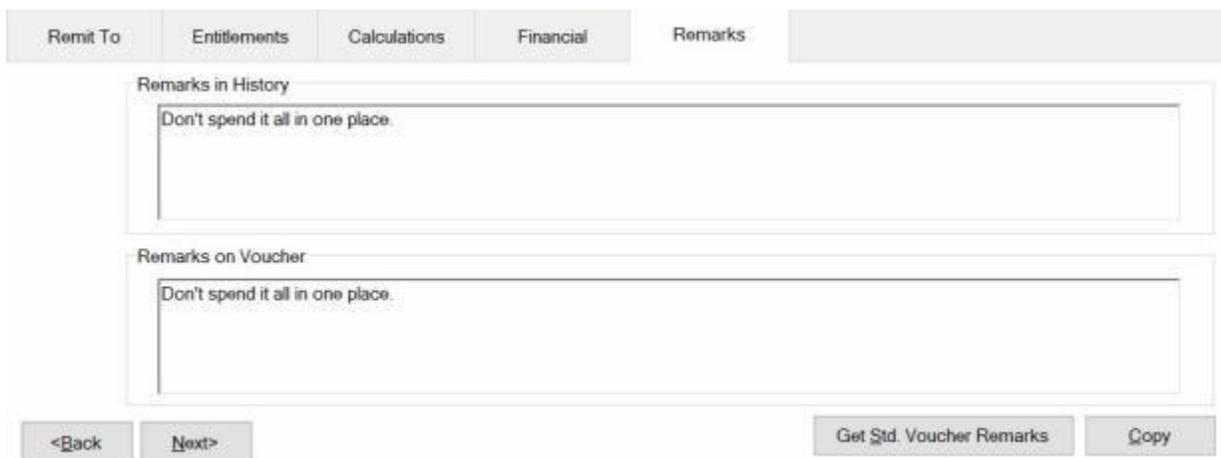
Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button.

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.

Standard Voucher Remarks

Standard Voucher Remarks

TVS Advance

Please sign claim and return to this office.

Please attach travel orders and return claim to this office.

OK Cancel ? Help

Select the Standard Voucher Remark to Modify or Delete

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 another office and in another database, you would **click** on Yes.

If the advance will be settled by your office, however, you would **click** on No.

Completing the MILPCS Advance Request for Settlement Screen

After selecting an advance request, the **Advance Request** screen appears. This screen is used to capture the details from the **advance request** submitted by the customer.

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

1. **Transient Traveler:** Click 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.

What's Authorized Expected Itinerary Reimbursables

Expected Duration Greater than or equal to 24 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|-----|--------------------------------------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|------------------|---------|-------|
| 08/02/2021 | DEP | IND, Marion, INDIANA | CP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 08/02/2021 | ARR | Washington, Dist of Columbia, WASHIN | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LDP | CQ | CM | 0.00 | \$172.00 | \$12.00 | 0 |
| 08/06/2021 | DEP | Washington, Dist of Columbia, WASHIN | CP | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 08/06/2021 | ARR | IND, Marion, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 0 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

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

- Expected Duration:** - At this field, **click** on the *down arrow*. A drop down **listing** of trip **durations** appears. **Refer** to the **DD Form 1351-2** submitted by the traveler to determine the duration and then **click** the correct choice.
- Depart Date:** - The departure date on the first line of the itinerary automatically **defaults** from the **Begin Date** entered when the travel order was created. **Press Tab** to continue or **type** a different date, in **MMDDYY** format, if necessary. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
- Depart Location:** - At this field, the **Location Selection** screen automatically appears. At the **State/Country** field, **type** the first two letters of the state or country name. If necessary, **click** the *Up/Dn arrows* until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection.
- At the **City / Zip Code** field, type the zip code or the first two letters of the city name. This displays a **listing** of city/locality names, for the previously selected state or country, beginning with those letters or zip code. **Use** the **procedures** described in step (3) above to make the selection.

Tip: If the traveler is departing from an **OCONUS** location, **click** in the **Locality** field and **use** the **procedures** described in step (3) above to make the **Locality** selection.

- When the correct **State/Country** and **City/Locality** is selected, **click** on the **DTOD** button if you wish to have IATS **look-up** and automatically **populate** the **Miles** field in the **itinerary** with the official **distance** from the Defense Official Table of Distances.
- If you wish to **by-pass** the **DTOD Location** screen **click** the **OK** button or **press Tab** to continue.
- 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.
- Local?:** - When the mode **PA** is selected for the transportation, a **prompt** asking if travel was to/from a **local** transportation terminal appears. If so, **click** in this box. If not, **press Tab** to continue.
- Arrival Date:** - The date at the previous **Departure Date** field **defaults** to the Arrival Date field. **Press Tab** to accept this date or **type** a new date, in **MMDDYY** format, if necessary. 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.

Block No: TDYADV - Request No: NEW

JONES, DEVIN G: E7 TONO: PCSADV1

What's Authorized Expected Itinerary **Reimbursables**

| Nature of Expense | Amount | Dependent? |
|--|--------|--------------------------|
| ATM ADVANCE EXPENSE | 10.00 | <input type="checkbox"/> |
| TOLLS | 0.00 | <input type="checkbox"/> |
| TAXI/LIMO OTHER | | <input type="checkbox"/> |
| TAXI/LIMO TO AIRPORT | | <input type="checkbox"/> |
| TAXI/LIMO TO LODGING FROM DUTY | | <input type="checkbox"/> |
| TELEPHONE CALLS LOCAL | | <input type="checkbox"/> |
| TELEPHONE CALLS LONG DISTANCE | | <input type="checkbox"/> |
| TIP TO DRIVER OF COURTESY-FREE SHUTTLE | | <input type="checkbox"/> |
| TOLLS | | <input type="checkbox"/> |
| TRAINFARE | | <input type="checkbox"/> |

Back Next Insert Expense Delete Expense

 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.

| Remit To | Entitlements | Calculations | Financial | Remarks | | | | | | | | | | | | | | | | | | | | |
|--|--------------|--------------|-----------|-------------|----------|--------|-------|-----------------|----------|--------|----------|------------------------|---------|--------|---------|---------------|----------|--------|----------|--------------|----------|--------|----------|--|
| <table border="1"> <thead> <tr> <th>Description</th> <th>Computed</th> <th>% Adv.</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>▶ Flat Per Diem</td> <td>\$453.00</td> <td>100.00</td> <td>\$453.00</td> </tr> <tr> <td>Memb/Emp Reimbursables</td> <td>\$30.00</td> <td>100.00</td> <td>\$30.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>\$167.36</td> <td>100.00</td> <td>\$167.36</td> </tr> <tr> <td>Dep Per Diem</td> <td>\$339.75</td> <td>100.00</td> <td>\$339.75</td> </tr> </tbody> </table> | | | | Description | Computed | % Adv. | Total | ▶ Flat Per Diem | \$453.00 | 100.00 | \$453.00 | Memb/Emp Reimbursables | \$30.00 | 100.00 | \$30.00 | Memb/Emp MALT | \$167.36 | 100.00 | \$167.36 | Dep Per Diem | \$339.75 | 100.00 | \$339.75 | <p>Computed Advance <input type="text" value="\$990.11"/></p> <p>Date Advance Due <input type="text" value="7/29/2021"/></p> <p>Authorized Advance <input type="text" value="\$0.00"/></p> |
| Description | Computed | % Adv. | Total | | | | | | | | | | | | | | | | | | | | | |
| ▶ Flat Per Diem | \$453.00 | 100.00 | \$453.00 | | | | | | | | | | | | | | | | | | | | | |
| Memb/Emp Reimbursables | \$30.00 | 100.00 | \$30.00 | | | | | | | | | | | | | | | | | | | | | |
| Memb/Emp MALT | \$167.36 | 100.00 | \$167.36 | | | | | | | | | | | | | | | | | | | | | |
| Dep Per Diem | \$339.75 | 100.00 | \$339.75 | | | | | | | | | | | | | | | | | | | | | |
| <p><Back Next></p> | | | | | | | | | | | | | | | | | | | | | | | | |

Note: At this tab, a **summary** of the **calculations** is displayed by expense category. In the **%Adv** column, a **percentage** is shown that **corresponds** to the percentage **established** at the **TDY, MILPCS, or CIVPCS Parameters** tabs on the **Maintain Advance Percents** screen in the **IATS Maintenance** module. This **establishes** a **limit** that may be advanced to the traveler for a particular expense **category**. The **Total** column reflects the **amount** that may be advanced after the **limitation** is **applied**.

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

1. **Computed Advance:** - The **amount** shown at this field represents the **total amount** calculated by IATS that is **allowed** to be paid.
2. **Date Advance Due:** - The current date defaults to this field. If this date is **correct**, no action is necessary. If not, **click** in this field and **type** the desired date in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
3. **Advance Authorized:** - **Click** in this field, and the **Allocate PCS Advance** screen appears.

Allocate PCS Advance

JONES, DEVIN G

TONO: PCSADV1

| Entitlement | Computed | Given |
|--------------------------------|----------|----------|
| Memb/Emp PCS Per Diem | \$453.00 | \$453.00 |
| Memb/Emp MALT | \$167.36 | \$167.36 |
| Memb/Emp Reimbursable Expenses | \$30.00 | \$30.00 |
| Dependent Per Diem | \$339.75 | \$339.75 |

Total 990.11

Other... Default OK Cancel ? Help

Enter amount to be applied

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

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

- After applying all of the desired amounts, **click** on the **OK** button.
- After completing the **Calculations** tab, **click** on **Next** button or the **Financial** tab to proceed with the accounting lines.

Refer to the **Help** topic, "[Financial - tab](#)", for additional instructions.

Financial - tab

The **Financial tab** is used to specify the **method of payment**, a **split payment** amount, and to add the **accounting** information.

| Remit To | Adv/Acctl | Entitlements | Calculations | Financial | Remarks | | | | | | |
|--|--|-----------------|--------------|--|---------|-------|----------------|--------|----|--|----------|
| Method of Payment | EFT | Computed Split: | \$396.00 | <input type="checkbox"/> Release Obligation | | | | | | | |
| Due Traveler: | \$381.82 | Split Payment: | \$500.00 | <input type="checkbox"/> Apply 100% to Split | | | | | | | |
| <table border="1"> <thead> <tr> <th>Db/Cr</th> <th>Classification</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI11111TJSPLIT S12345</td> <td>\$881.82</td> </tr> </tbody> </table> | | | | | | Db/Cr | Classification | Amount | Db | 111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI11111TJSPLIT S12345 | \$881.82 |
| Db/Cr | Classification | Amount | | | | | | | | | |
| Db | 111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI11111TJSPLIT S12345 | \$881.82 | | | | | | | | | |
| <Back | | | | Next> | | | | | | | |
| | | | | Modify Accounting | | | | | | | |

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

1. **Method of Payment:** - The default value is **EFT** if the traveler's account is active for EFT payments. If you wish to choose a different method of payment, **click** on the **down arrow** button to display a list of payment options and then **click** on the desired method.
2. **Computed Split:** - The amount displayed at the Computed Split field is a **combination** of the **Lodging** expense entered into the itinerary and the **reimbursable expense items** entered at the Reimbursables tab that were **selected** for a **split** payment. If you **double click** in the Computed Split field, the **Split Payment** field will be **populated** with the computed amount.
3. **Split Payment:** - If not already **populated** by double clicking in the **Computed Split** field, **click** in this field and **type** the dollar amount specified by the traveler to be **sent directly** to the **company** providing the **Government Credit Card**. This option is only available if the **method** of payment is **EFT**.

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**.

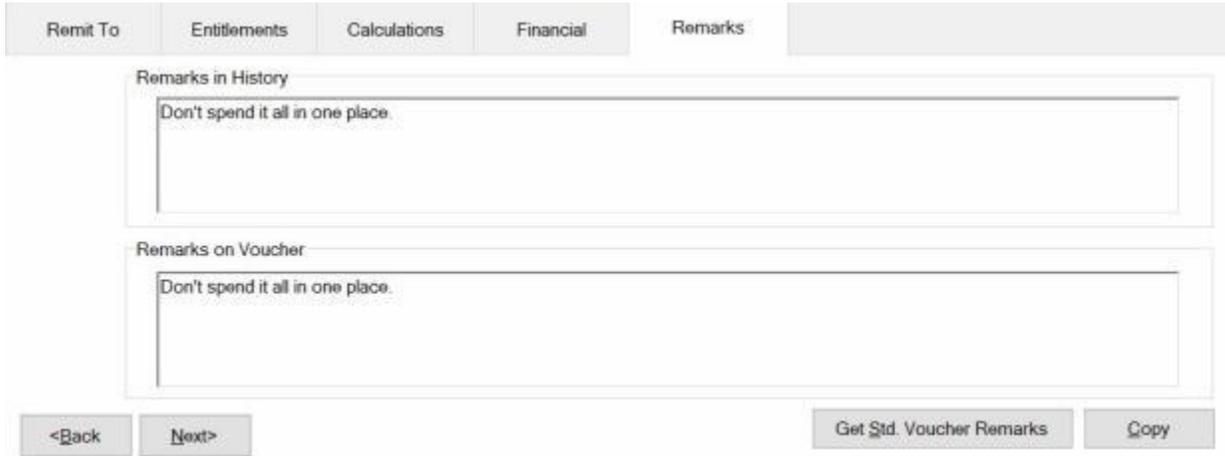
Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button.

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**.

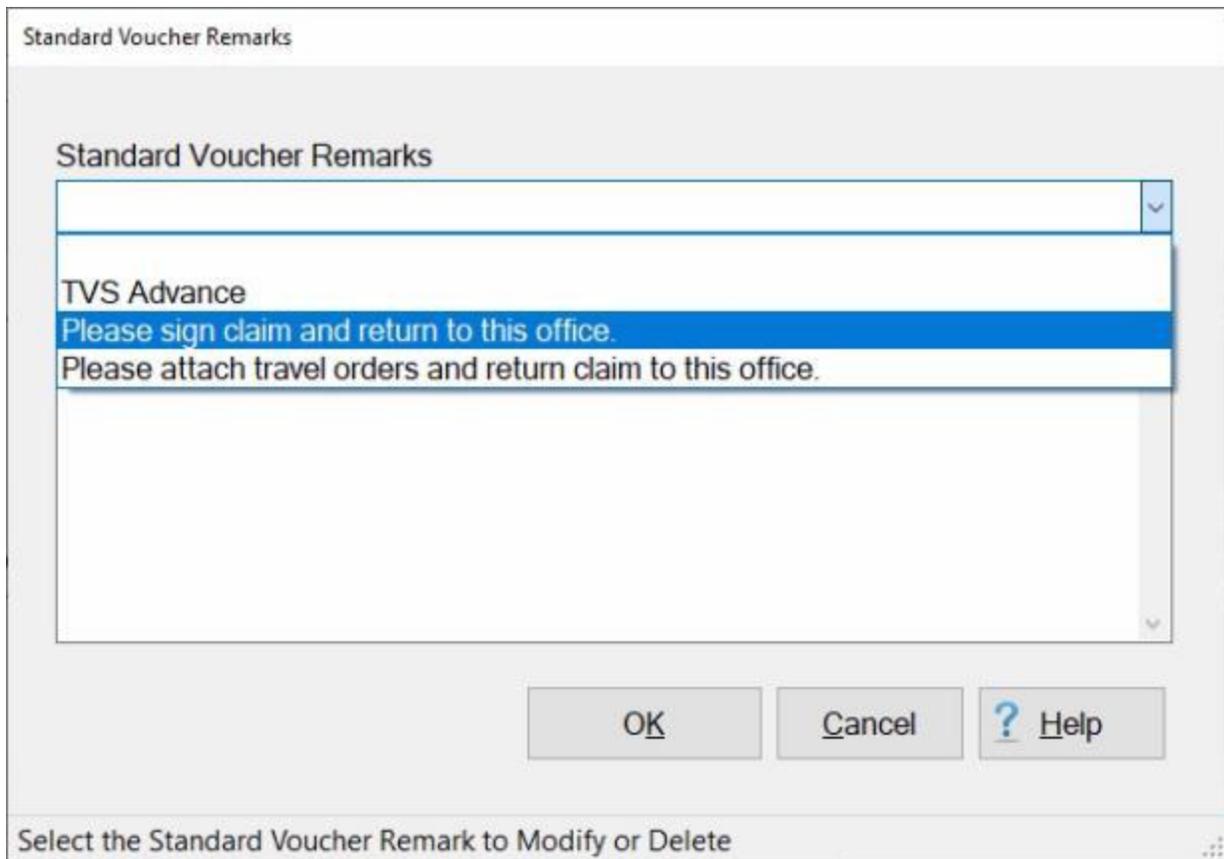
 Use the following steps to "complete" the Remarks tab:

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



The screenshot displays the 'Remarks' tab interface. At the top, there is a navigation bar with tabs for 'Remit To', 'Entitlements', 'Calculations', 'Financial', and 'Remarks'. Below the navigation bar, there are two text input areas. The first is labeled 'Remarks in History' and contains the text 'Don't spend it all in one place.'. The second is labeled 'Remarks on Voucher' and also contains the text 'Don't spend it all in one place.'. At the bottom of the interface, there are four buttons: '<Back', 'Next>', 'Get Std. Voucher Remarks', and 'Copy'.

2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **Copy:** Clicking on the **Copy** button will **copy** the remarks from the **Remarks in History** text box to the **Remarks on Voucher** text box.
5. If you wish to add a standard remark from the Standard Voucher Remarks table, **click** on the **Get Std. Voucher Remarks** button. The **Standard Voucher Remarks** screen appears.



6. At the Standard Voucher Remarks screen, **click** on the *down arrow* to display a **list** of remarks and then **click** on the desired **remark**. The selected remark will be displayed in the **Remarks in History** text box. If you are satisfied with the remark, **click** on OK.
7. **Repeat** steps 5 and 6 if you wish to add additional standard **remarks**.
8. When **finished** adding remarks, **click** on the **Save** button to **save** the entries.

Completing the TLE Screen

Temporary Lodging Expense (**TLE**) is payable to a **member** (and the member's **dependents**) when **temporary lodging** is obtained during **PCS** travel. The purpose of these allowances is to offset the **additional expenses** incurred when the member must obtain temporary lodging prior to **departing** the old PDS, as well as after **arriving** at the new PDS.

TLE is not payable on any day the member or dependents are receiving per diem. In addition, both allowances are subject to the limitations prescribed in the JFTR.

Many finance offices pay TLE allowances in the pay section rather than the travel section.

To allow services to pay this expense as a travel entitlement, IATS was programmed to calculate and pay this entitlement.

Temporary Lodging Entitlement

JONES, DEVIN G

TONO: PCSADV1

2 of 10 total allowed TLE Days entered

| Date | Location | Who's being Paid | Lodging |
|------------|---------------------|------------------|---------|
| 09/01/2021 | Fort Hood, TX, Bell | DEVIN, SHAWN | \$95.00 |
| 09/02/2021 | | | |

Other Insert TLE Delete TLE OK Cancel ? Help

 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**.

- When **finished** making the required entries at the TLE screen, **click** the **OK** button. IATS returns to the **Settlement** or **Advance Request** screen.

Completing the DITY Advance screen

Service **members** who are **authorized** to personally **move** their **household goods** are entitled to receive an **advance** payment of the entitlements to **assist** with the **rental** of a moving vehicle and the **purchase** of packing **supplies**. The **DITY Advance** screen is used for this purpose.

The screenshot shows a software window titled "DITY Advance". At the top left, there is a button labeled "JONES, DEVIN G". At the top right, there is a button labeled "TONO: PCSADV1". In the center, the text "Amount to be advanced for DITY move" is followed by a text input field containing "\$1,000.00". At the bottom left, there is a button labeled "Other". At the bottom center, there is a button labeled "OK". At the bottom right, there are two buttons labeled "Cancel" and "? Help". At the very bottom of the window, there is a small text note: "Click this button to save information".

At this screen, **type** the pre-computed dollar **amount** for the DITY advance at the **Amount to be advanced for DITY Move** field and **press** *Tab*.

After entering the advance amount, **click** on the **OK** button to **save** the entry.

Navy MILPCS Advance Requests

Navy MILPCS Advance Requests - Overview

A feature has been added to IATS for Navy customers computing **MILPCS Advance Requests**. This feature allows the customer to process a MILPCS Advance Request as either a **Full Advance** or as a **Partial Advance**.

This new feature was added to accommodate **long term TDY** situations **in conjunction with PCS** travel. Under this circumstance, travelers are paid an advance of their TDY entitlements on **30 day increments**.

Using this feature to pay partial advances, IATS allows the user to process an advance for the **beginning** period, **middle** periods, and an **ending** period.

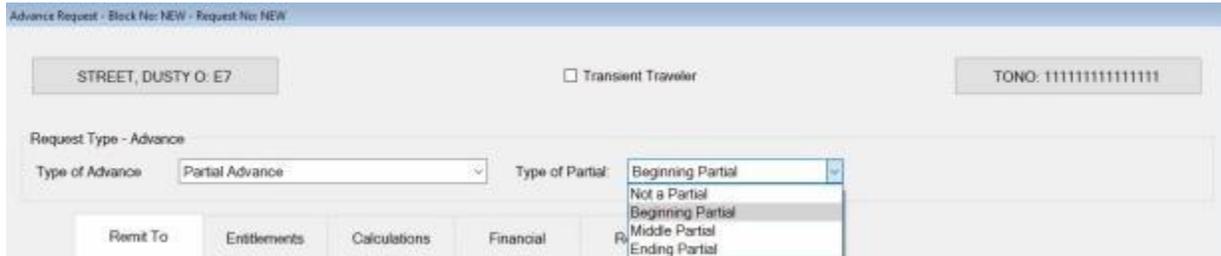
Click on the **See Also** button below for additional **information** on processing Partial Advances.

Beginning Partial Advance

Navy Travelers performing long term TDY in conjunction with PCS travel are paid an advance of their TDY entitlements on **30 day increments**.

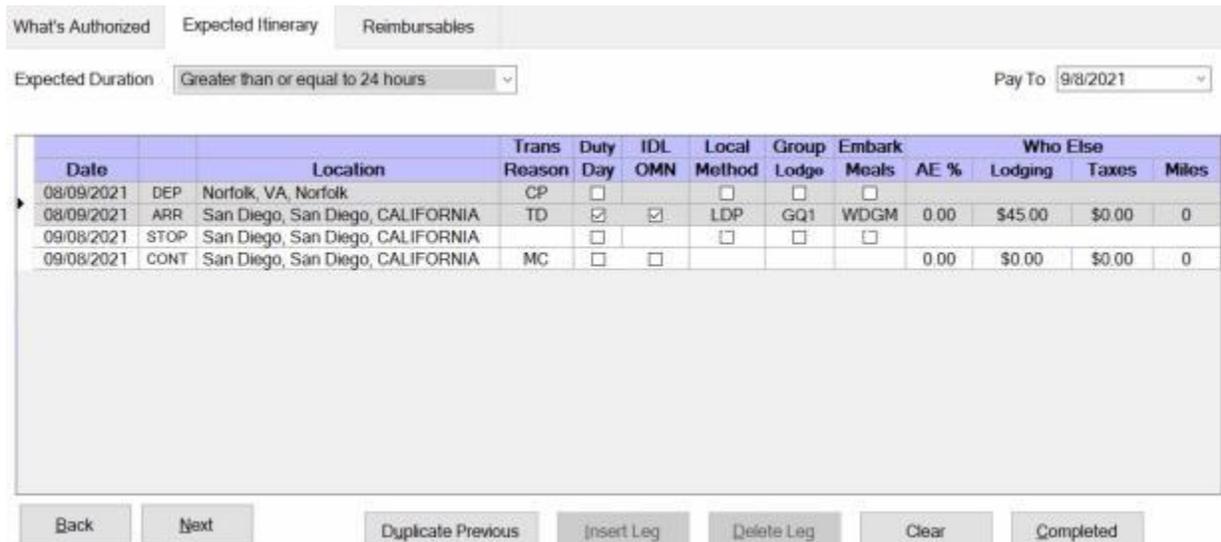
IATS allows the user to process an advance for the **beginning** period, **middle** periods, and an **ending** period.

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



1. **Type of Advance:** - At this field, **click** on the *down arrow* button to **display** the **list** of settlement **types** and then **click** on **Partial**.
2. **Type of Partial:** - At this field, **click** on the *down arrow* button to **display** the **list** of partial **types** and then **click** on **Beginning**.

The next key **requirement** for processing a **beginning partial advance** occurs at the **Expected Itinerary** tab. At this tab, the user must **specify** the **Pay To** period.



| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|------|----------------------------------|--------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|------|------------------|--------|-------|
| 08/09/2021 | DEP | Norfolk, VA, Norfolk | CP | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 08/09/2021 | ARR | San Diego, San Diego, CALIFORNIA | TD | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | LDP | GQ1 | WDGM | 0.00 | \$45.00 | \$0.00 | 0 |
| 09/08/2021 | STOP | San Diego, San Diego, CALIFORNIA | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 09/08/2021 | CONT | San Diego, San Diego, CALIFORNIA | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 0 |

3. **Pay To:** - At this field, **type** the end of the beginning partial period in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
4. Complete the **itinerary** as usual.

Note: The user will **notice** that IATS **automatically populates** the **Reason** field with **MC** to indicate the end of the payment **period**. In addition, on the last line of the itinerary the **column** that is normally populated with Arrive (**ARR**) now shows **CONT**. This **indicates** that this is the end of this **period** and an additional period is **pending**.

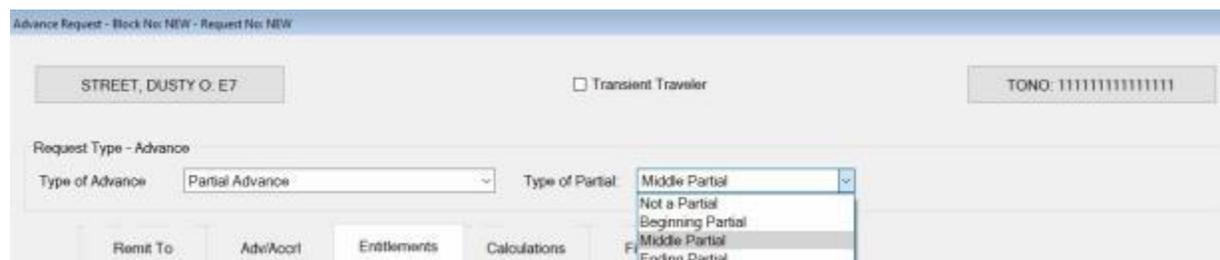
5. **Finish** processing the request for advance as usual.
Click on the **See Also** button below and **select** the particular **topic** for additional information on working with Partial Advances.

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**.

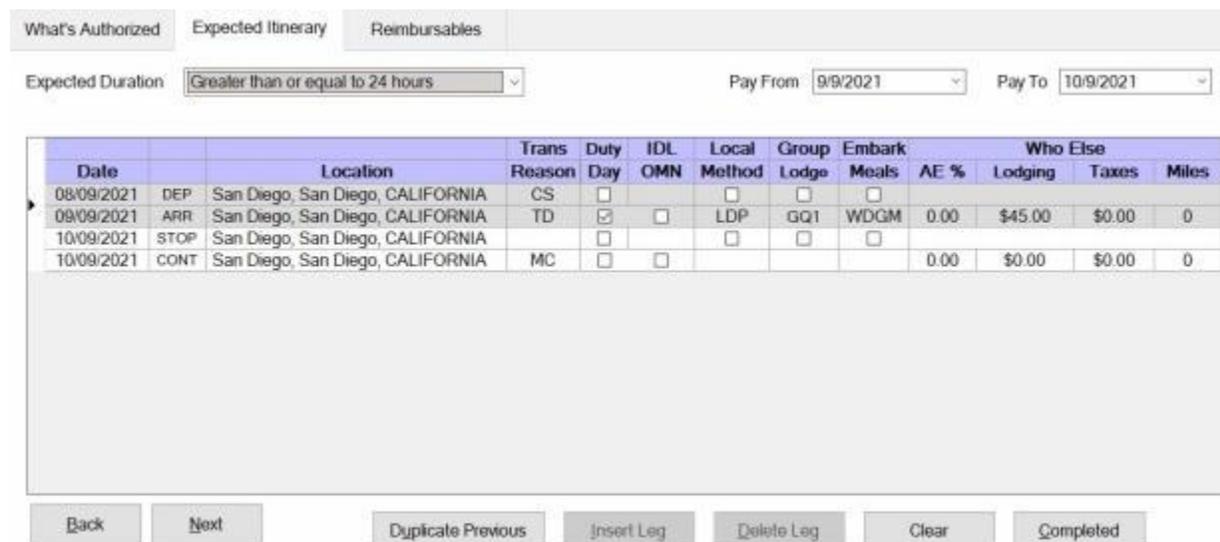
IATS allows the user to process an advance for the **beginning** period, **middle** periods, and an **ending** period.

 **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.



| Date | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|----------------------------------|--------------|-------------------------------------|--------------------------|--------------|--------------------------|--------------------------|------|------------------|--------|-------|
| 08/09/2021 | San Diego, San Diego, CALIFORNIA | CS | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 09/09/2021 | San Diego, San Diego, CALIFORNIA | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LDP | GQ1 | WDGM | 0.00 | \$45.00 | \$0.00 | 0 |
| 10/09/2021 | San Diego, San Diego, CALIFORNIA | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 0 |

3. **Pay From:** - At this field, **type** the beginning of the middle partial period in **MMDDYY** format. 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**.

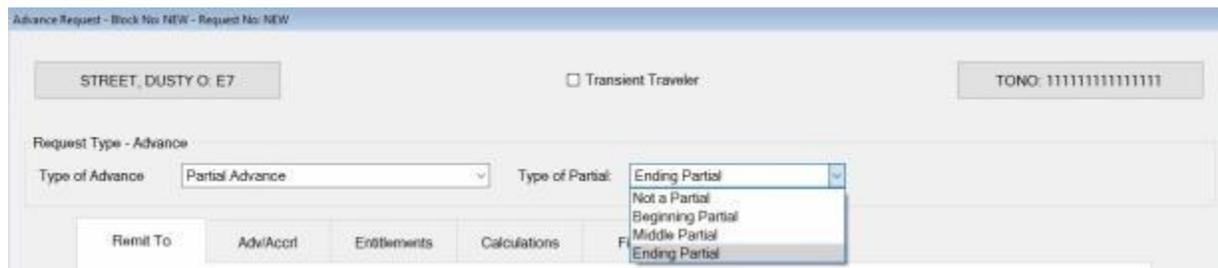
Click on the **See Also** button **below** and **select** the particular **topic** for **additional information** on **working with Partial Advances**.

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.

What's Authorized Expected Itinerary Reimbursables

Expected Duration: Pay From:

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else | | |
|------------|-----|----------------------------------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|----------|--------|-------|
| | | | | | | | | | | Lodging | Taxes | Miles |
| 08/09/2021 | DEP | San Diego, San Diego, CALIFORNIA | CS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 10/10/2021 | ARR | San Diego, San Diego, CALIFORNIA | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LDP | GQ1 | WDGM | 0.00 | \$45.00 | \$0.00 | 0 |
| 11/11/2021 | DEP | San Diego, San Diego, CALIFORNIA | CP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 11/11/2021 | ARR | Jacksonville, Duval, FLORIDA | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 0 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

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.

Advance Request - Block No: CIVPCSADV - Request No: NEW

ARNOLD, TOMMY G. C. Transient Traveler TONO, PCSADV

Request Type - Advance
 Type of Advance: Partial Advance Advance

Remit To Entitlements Calculations Financial Remarks

Types of Entitlements Claimed
 Precomputed

| Trips/Type | Dates Encompassed | Status |
|------------|-------------------|--------|
| | | |

Add Entitlement
View/Modify
Delete

<Back Next> Daily Summary Elapsed Time Show Calcs

Receipts... Other... SAVE Cancel ? Help

Select to add an entitlement to this claim

5. Refer to the **Help** topic, "[Completing the CIVPCS Advance Request for Settlement Screen](#)", for additional instructions.

Completing the CIVPCS Advance Request for Settlement Screen

After selecting an advance request, the **Advance Request** screen appears. This screen is used to capture the details from the **advance request** submitted by the customer.

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

1. **Transient Traveler:** Click in this **box** if the **travel account** the advance is being processed for is **not maintained** by **your travel office** and a Transaction for Others (**TFO**) is being generated.
2. **Address:** When the **Advance Request** screen appears, the **Remit To** tab is displayed. At this tab, the traveler's address **defaults** from the address entered at the **Traveler Profile** screen when the traveler's profile was created. Compare this address to the address appearing on the Request for Advance submitted by the traveler and make any necessary changes. **If** the IATS user **changes** the **Remit To** address at this tab, the **change** will appear with a **red** background.

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

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

Refer to the **Help** topic, "[CIVPCS Advance Entitlements - tab](#)", for additional instructions.

CIVPCS Advance Entitlements - tab

The **Entitlements** tab is the beginning point for **capturing** the specific **details** pertaining to what is authorized on the travel order in regards to the authorized PCS expenses, **transportation** allowances, **itinerary** for the trip, and any **reimbursable expenses**.

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

1. **Travel Not Performed:** Under the heading "**Types of Entitlements Claimed**", **click** in this box if the trip was not performed and you wish to generate a **zero dollar transaction**. This transaction is then **transmitted** to the **accounting system** to **de-obligate** the **funds** set aside for the travel order.
2. **Add Expense button:** **Click** on this button to **select** the **types of expenses** the advance is requested for. A **drop down listing** appears and displays the **expenses** that were **authorized** when the travel order was created.
3. **Following**, is a **list of possible CIVPCS Advance expense types** and a **link** to additional **instructions** for processing each particular expense type:
 - **Enroute:** If the user **clicks** on the **Enroute** option, the **What's Authorized** tab appears and the user must **specify who is traveling** and **how many cars** will be used. **Refer** to the **Help** topic, "[PCS Advance What's Authorized - tab](#)", for additional instructions.
 - **HouseHunting:** If the user **clicks** on the **HouseHunting** option, the **House Hunting Trip Advance** screen appears. **Refer** to the **Help** topic, "[Completing the House Hunting Trip Advance Screen](#)", for additional instructions.
 - **TQSE:** If the user **clicks** on the **TQSE** option, the **TQSE/FTA Advance** screen appears. **Refer** to the **Help** topic, "[Completing the TQSE FTA Advance Screen](#)", for additional instructions.
4. **Click** on the desired **expense** type and **complete** the associated input **screen** to **calculate** the advance **entitlement** for the selected expense.
5. When **finished** adding expenses, **proceed** to the [Calculations](#), [Financial](#), and [Remarks](#) **tabs** to **finish** processing the advance.

[PCS Advance What's Authorized - tab](#)

After **clicking** on the **Add Expense** and **selecting** the **Enroute** option at the **Entitlements** tab, the **What's Authorized** tab appears. At the **What's Authorized** tab, the user **must specify** that the traveler **is** the **owner/operator** of the **POV**, the **number of cars** used, and **which travelers** **are** to be **included** in the advance calculation.

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

1. **Owner/Operator of POV:** - At this field, **click** in the box if the traveler was the **owner** and **operator** of the **POV** used in the performance of the trip.
2. **No MALT:** **Click** in the **check box** to **activate** this option if no **MALT** should be paid.
3. **Number of Cars:** - At this field, **type** the **number** representing how many **POV's** are to be **used** in the **calculation** of the advance.
4. **Who is being paid:** - At this section, the user must specify which of the listed **travelers** are to be **included** in the **calculation** of the advance. If all of the listed **traveler's** should be included, **click** on the **Select All** button. If not, **click** on the desired name.

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

5. After completing this tab, the user must then **click** on the **Expected Itinerary** tab or **click** on the **Next** button to continue.

Refer to the **Help** topic, "[Expected Itinerary tab](#)", for additional instructions.

CIVPCS Expected Itinerary - tab

The **Expected Itinerary** tab is used to **capture** the anticipated details for the trip itinerary. While completing this screen, refer to the **prompt line** at the bottom of the screen. The prompt line will **explain** what **information** is requested at each input field.

What's Authorized Expected Itinerary Reimbursables

Expected Duration: Greater than 12 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else | | |
|------------|-----|---------------------------|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|----------|--------|-------|
| | DEP | | | | | | | | | Lodging | Taxes | Miles |
| 08/16/2021 | DEP | IND, IN, Marion | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 08/20/2021 | ARR | Cleveland, Cuyahoga, OHIO | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 331 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

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

- Expected Duration:** - At this field, **click** on the *down arrow*. A drop down **listing** of trip **durations** appears. **Refer** to the **documentation** submitted by the traveler to determine the duration and then **click** the correct choice.
- Depart Date:** - The departure date on the first line of the itinerary automatically **defaults** from the **Begin Date** entered when the travel order was created. **Press Tab** to continue or **type** a different date, in **MMDDYY** format, if necessary. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
- Depart Location:** - The depart location **defaults** from the **Origin** location entered when the **Travel Order** was created. If the default Depart Location is incorrect, **double click** in the **Location** field and then use the **Location Selection** screen to select the correct location.
- Transportation:** - If the default type at the Transportation field is incorrect, **click** on the *down arrow* button and **select** the correct mode from the list of types.
- Press** the **Tab** key until the **Arrival** date field is Highlighted. If the default date is incorrect, **type** a different date, in **MMDDYY** format and then **press Tab**. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
- Arrive Location:** - At this field, the **Location Selection** screen automatically appears.

Location at which traveler arrived

State / Country: OH OHIO

City / Zip Code: Cleveland, Cuyahoga

County: CLEVELAND / CUYAHOGA

DTOD

If the Reason for Stop at this location is VR or MC, you may click the Cancel Button to default to the PDS location

OK Cancel ? Help

Enter County for which to search

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.

| Nature of Expense | Amount | Dependent? |
|---------------------|--------|--------------------------|
| ATM ADVANCE EXPENSE | 10.00 | <input type="checkbox"/> |
| TOLLS | 0.00 | <input type="checkbox"/> |

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

1. **Nature of Expense:** At this field, click on the down arrow button to display a drop down **listing** of the common expenses that have been entered into the **Reimbursable Descriptions** table in the IATS **Maintenance** module. **Click** the **Up/Dn arrows** until the desired expense item is displayed. If the user **types** the **first letter** of the description, IATS **scrolls** the listing until locating the first item beginning with this letter. The user may then use the **Up/Dn arrows** to display the exact item. Once the correct item is displayed, **click** on this item to make a selection. If the expense claimed by the traveler is not listed, simply **type** the description in this field and **press Tab**.
2. **Amount :** At this field, **type** the **dollar amount** anticipated by the traveler.
3. **Dependent:** **Click** in the **box** in this field if the entered expense **is associated** with a **dependent**.
4. When **finished** entering the anticipated expenses, **click** the **OK** button. IATS **returns** to the **Advance Request** screen.
5. At this screen, **click** on the **Calculations** tab to **review** the calculated **amount** and to **specify** the **amount** to be **paid** to the traveler.

Refer to the **Help** topic, "[Advance Calculations - tab](#)", for additional instructions.

CIVPCS Advance Calculations - tab

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

| Remit To | Entitlements | Calculations | Financial | Remarks | | | | | | | | | | | | | | | | |
|---|--------------|--------------|-----------|----------|-------------|----------|--------|-------|-----------------------|----------|--------|----------|---------------|---------|--------|---------|--------------|----------|--------|----------|
| <table border="1"> <thead> <tr> <th>Description</th> <th>Computed</th> <th>% Adv.</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>\$151.00</td> <td>100.00</td> <td>\$151.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>\$52.96</td> <td>100.00</td> <td>\$52.96</td> </tr> <tr> <td>Dep Per Diem</td> <td>\$185.63</td> <td>100.00</td> <td>\$185.63</td> </tr> </tbody> </table> | | | | | Description | Computed | % Adv. | Total | Memb/Emp PCS Per Diem | \$151.00 | 100.00 | \$151.00 | Memb/Emp MALT | \$52.96 | 100.00 | \$52.96 | Dep Per Diem | \$185.63 | 100.00 | \$185.63 |
| Description | Computed | % Adv. | Total | | | | | | | | | | | | | | | | | |
| Memb/Emp PCS Per Diem | \$151.00 | 100.00 | \$151.00 | | | | | | | | | | | | | | | | | |
| Memb/Emp MALT | \$52.96 | 100.00 | \$52.96 | | | | | | | | | | | | | | | | | |
| Dep Per Diem | \$185.63 | 100.00 | \$185.63 | | | | | | | | | | | | | | | | | |
| Computed Advance | | | | \$389.59 | | | | | | | | | | | | | | | | |
| Date Advance Due | | | | 8/3/2021 | | | | | | | | | | | | | | | | |
| Authorized Advance | | | | \$0.00 | | | | | | | | | | | | | | | | |

<Back Next>

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. **Authorized Advance:** - **Click** in this field, and the **Allocate PCS Advance** screen appears.

Allocate PCS Advance

ARNOLD, TOMMY G TONO, PCSADV

| Entitlement | Computed | Given |
|-------------------------|----------|--------|
| ▶ Memb/Emp PCS Per Diem | \$151.00 | \$0.00 |
| Memb/Emp MALT | \$52.96 | \$0.00 |
| Dependent Per Diem | \$185.63 | \$0.00 |

Total

Other... Default OK Cancel ? Help

Enter amount to be applied

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

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

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

Remit To Entitlements **Calculations** Financial Remarks

| Description | Computed | % Adv. | Total |
|-------------------------|----------|--------|----------|
| ▶ Memb/Emp PCS Per Diem | \$151.00 | 100.00 | \$151.00 |
| Memb/Emp MALT | \$52.96 | 100.00 | \$52.96 |
| Dep Per Diem | \$185.63 | 100.00 | \$185.63 |

Computed Advance

Date Advance Due

Authorized Advance

<Back Next>

- After completing the **Calculations** tab, **click** on **Next** button or the **Financial** tab to proceed with the accounting lines.

Refer to the **Help** topic, "[Financial - tab](#)", for additional instructions.

Financial - tab

The **Financial tab** is used to specify the **method of payment**, a **split payment** amount, and to add the **accounting** information.

| Remit To | Adv/Acct | Entitlements | Calculations | Financial | Remarks |
|---|---|--------------------------|--------------|--|--|
| Method of Payment: EFT | | Computed Split: \$396.00 | | <input type="checkbox"/> Release Obligation | |
| Due Traveler: \$381.82 | | Split Payment: \$500.00 | | <input type="checkbox"/> Apply 100% to Split | |
| Db/Cr | Classification | | | | Amount |
| Db | 111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI1111TJSPLIT S12345 | | | | \$881.82 |
| | | | | | <input type="button" value="Modify Accounting"/> |
| <input type="button" value="Back"/> <input type="button" value="Next"/> | | | | | |

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

- Method of Payment:** - The default value is **EFT** if the traveler's account is active for EFT payments. If you wish to choose a different method of payment, **click** on the **down arrow** button to display a list of payment options and then **click** on the desired method.
- 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.
- 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.

- 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**.
- 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.
- Modify Accounting:** - **Click** this button to access the **Accounting** screen and enter the accounting information.
- After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

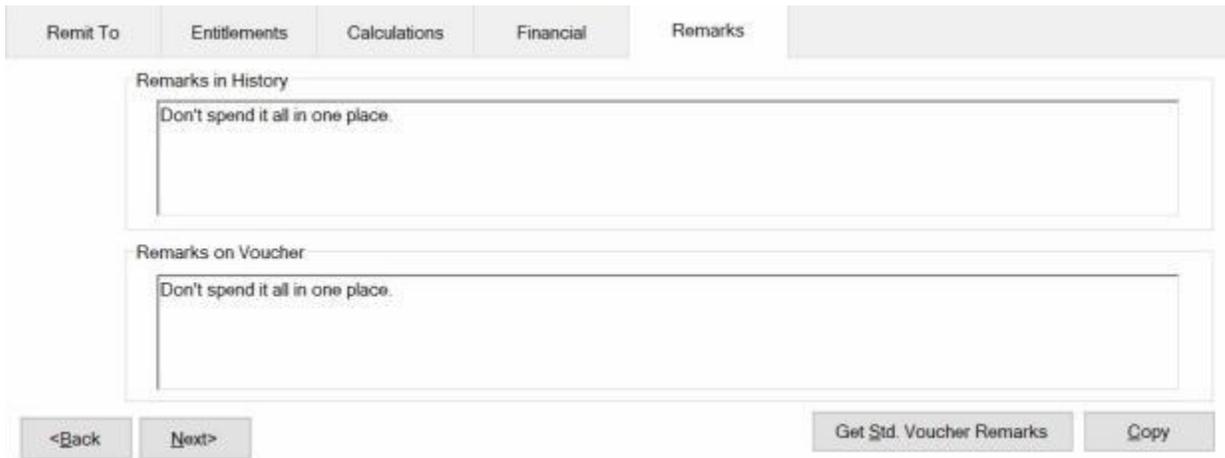
Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button.

Remarks - tab

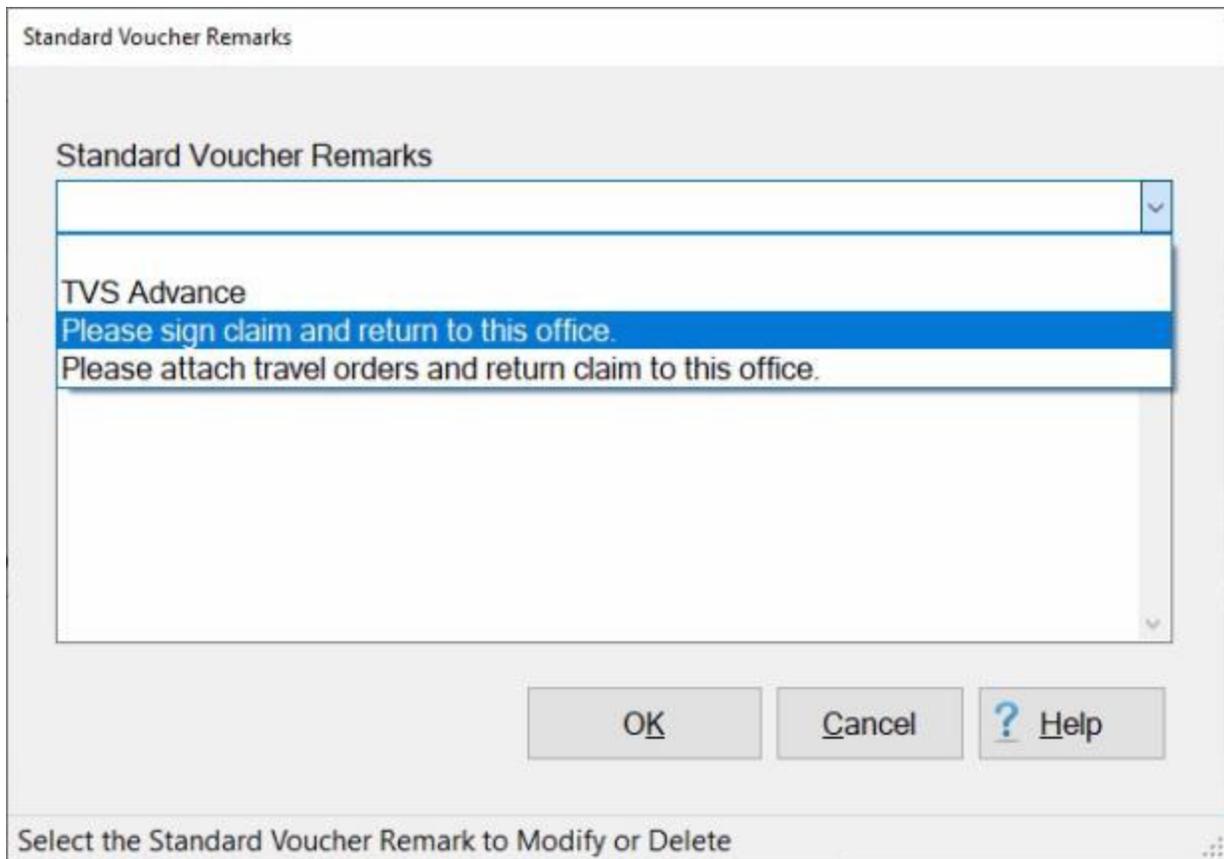
After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

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

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



2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **Copy:** Clicking on the **Copy** button will **copy** the remarks from the **Remarks in History** text box to the **Remarks on Voucher** text box.
5. If you wish to add a standard remark from the Standard Voucher Remarks table, **click** on the **Get Std. Voucher Remarks** button. The **Standard Voucher Remarks** screen appears.



6. At the Standard Voucher Remarks screen, **click** on the *down arrow* to display a **list** of remarks and then **click** on the desired **remark**. The selected remark will be displayed in the **Remarks in History** text box. If you are satisfied with the remark, **click** on OK.
7. **Repeat** steps 5 and 6 if you wish to add additional standard **remarks**.
8. When **finished** adding remarks, **click** on the **Save** button to **save** the entries.

Completing the House Hunting Trip Advance Screen

The **House Hunting Trip Advance** screen is used to **capture** the specific **details** regarding the advance calculation for a **House Hunting Trip**. After completing this screen, IATS will **compute** and **generate** a payment based upon the **information** entered and the **authorizations** selected when the **travel order** was created.

House Hunting Trip Advance

ARNOLD, TOMMY G TONO: PCSADV

House Hunting Trip Advance

Mode of transportation: CP - Commercial Plane Cost of commercial transportation: \$575.00

Who is traveling: Both Number of days Authorized: 10

Reimbursable Expenses

| Nature of Expense | Advance Approved |
|-------------------------------|------------------|
| Car Rental | \$200.00 |
| * Other Reimbursable Expenses | |
| In and Around Mileage | |
| Car Rental | |

Insert Expense Delete Expense

Other... OK Cancel ? Help

Select or enter the description of this expense

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

- Mode of Transportation:** At this field, **click** on the *down arrow* button to display a *drop down listing* of various transportation modes. **Click** on the correct mode to make a selection.
- Cost of Commercial Transportation:** If the selected mode of transportation is commercial, **type** the dollar **amount** for the traveler's **cost** for commercial transportation procured at personal expense and **press Tab** to continue.
- Number of miles to new PDS:** If the selected mode of transportation is private auto, **type** the number of **miles** from the old PDS to the new PDS at this field and then **press Tab**.
- 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.
- 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.
- 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.

Completing the TQSE FTA Advance Screen

The **TQSE/FTA Advance** screen is used to **calculate** the **amount** of the TQSE or FTA advance payment.

TQSE/FTA Advance - Block No: CIVPCSADV - Request No: 63

ARNOLD, TOMMY G TONO: PCSADV

Advance Period From: 8/1/2021 To: 8/16/2021

Number of Days at Higher Rate 30

Where TQSE to be Taken

INDIANAPOLIS / MARION, INDIANA

CLEVELAND / CUYAHOGA, OHIO

Persons on TQSE

TOMMY (Employee)

KANDY (Spouse)

Select All

Unselect All

Other OK Cancel ? Help

Select this if TQSE is being paid at old PDS

 Use the following steps to "complete" the TQSE/FTA Advance screen:

1. **From:** - At this field, **type** the beginning date for the TQSE advance in **MMDDYY** format and **press Tab**. You may also **click** on the **down arrow** button to select the date.
2. **To:** - At this field, **type** the ending date for the TQSE advance in **MMDDYY** format and **press Tab**. You may also **click** on the **down arrow** button to select the date.
3. **Number of Days at Higher Rate:** - **Click** in this field and **enter** the correct number of days if necessary and then **press Tab**.
4. **Where TQSE to be Taken:** - **Click** in the radio **button** next to the correct location.
5. **Persons on TQSE:** - **Click** on the listed **name(s)** to **select** the persons to be included in the calculation. If all of the listed **names** should be included **click** on the **Select All** button.
6. When **finished** making the required entry at this screen, **click** the **OK** button. IATS returns to the **Advance Request** screen.
7. **Click** on the **Calculations** tab and **make** the required entries. **Refer** to the **Help** topic "[CIVPCS Advance Calculations - tab](#)" for additional instructions.
8. After completing the required entries at the Calculations tab, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
9. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button to **return** to the **Request Selection** screen.

Completing the TQSE Lump Sum Advance Screen

The **TQSE Lump Sum** screen is used to **select** the **traveler's** to be **included** in the **computation** of the Lump Sum TQSE entitlement. This is the screen that **appears** when the entitlement for **TQSE** is **selected** on the **Entitlements tab** and Lump Sum TQSE was **authorized** when the **travel order** was created.

 Use the following steps to "complete" the TQSE Lump Sum screen:

1. **Starting Date:** - At the **Starting Date** field, **enter** the beginning date for the TQSE period.
2. **Ending Date:** - At the **Ending Date** field, **enter** the ending date for the TQSE period.
3. **Where TQSE was Taken:** - At the **Where TQSE Was Taken** section, **click** in the radio **button** to **select** the correct **location**.
4. **Persons on TQSE:** At this section, the user must specify which of the listed **travelers** are to be **included** in the **calculation** of the settlement. **If all** of the listed **traveler's** should be included, **click** on the **Select All** button. **If not**, **click** on the desired name.
5. When **finished** selecting the travelers at the **TQSE Lump Sum** screen, **click** the **OK** button. IATS returns to the **Advance Request** screen.
6. **Click** on the **Calculations** tab and **make** the required entries. **Refer** to the **Help** topic "[CIVPCS Advance Calculations - tab](#)" for additional instructions.

7. After completing the required entries at the Calculations tab, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
8. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button to **return** to the **Request Selection** screen.

TDY Settlement Requests

Processing TDY Requests

Processing a TDY Request for Settlement involves **taking** the **information** from the **DD Form 1351-2**, travel voucher, submitted by the customer, and **entering** the **information** into IATS. **Overlooking** a small detail can result in significant **overpayment**, or **underpayment**.

In other Help **topics**, the [creation of a travel account](#) and [travel order](#) was demonstrated. In addition, users were introduced to [creating block tickets](#), [logging incoming requests](#), and [assigning block tickets](#) to voucher examiners for processing. These topics covered the essential steps required before a TDY Request for Settlement claim can be processed. **Users** must be **familiar** with these **steps** before proceeding.

 **Complete the following steps to "process" a TDY Request for Settlement:**

1. **Login** to IATS in the **Examiner** View mode or change the View to Examiner, if necessary.
2. **Select** a **block** through one of the following methods:
 - **Method 1:** - **Click** the [Grab Blocks](#) button and **select** a block from the **Logged** Pool.
 - **Method 2:** - **Double click** on the desired **block** listed under the **To Do** section or by **clicking** on the **block** once and then **clicking** the **Process Block** button.
 - **Method 3:** - **Click** on the **New Block** button and [create a new block](#).

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

Request Selection

Controlled Unclassified Information

Block No. Block Type Block Status

Selected Request(s) Number of requests:

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Status |
|-----------|---------------|------------------|-----------------|------------|-----------|--------------|----------|--------|
| 111771111 | ARNOLD, TOMMY | TEST | Settlement Log | 3/9/2020 | 3/13/2020 | 12/29/2020 | Normal | Logged |
| 111881111 | SMITH, MARKY | TRANSIENT | Settlement Log | 7/20/2020 | 7/24/2020 | 7/26/2021 | PCS | Logged |
| 111661111 | JONES, DEVIN | 1111111111111111 | Settlement Log | 2/8/2021 | 2/12/2021 | 7/26/2021 | Normal | Logged |

Select All Unselect All Delete View/Modify New

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

- 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.

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

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

SMITH, MARK E: E7 TONO: 2015BLNKT

Request Type - Settlement
 Type of Settlement: Final

Remit To: Adv/Acct Entitlements Calculations Financial Remarks Workflow

Address

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

Update Traveler

<Back Next>

Other... SAVE Cancel ? Help

Enter the first line of the traveler's address

5. Refer to the **Help** topic, "[Completing the TDY Request for Settlement Screen](#)", for additional instructions.

Completing the TDY Request for Settlement Screen

After selecting a request, the **Settlement Request** screen appears. This screen is used to **capture the details** from the **DD Form 1351-2**, travel voucher, submitted by the customer.

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

Remit To Adv/Accr'l Entitlements Calculations Financial Remarks

Address

Line 1 101 W EAST ST

Line 2

City INDIANAPOLIS

Country/State IN INDIANA

Zip Code 46226

Update Traveler

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

Refer to the **Help** topic, "[Adv-Accr'l - tab](#)", for additional instructions.

Adv-Accr'l - tab

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

Note: If there is a **check mark** appearing in the **Locked** box next to the **details** for an advance payment, no changes to the details may be made by the IATS user.

| | | | | | |
|----------|-----------|--------------|--------------|-----------|---------|
| Remit To | Adv/Acctl | Entitlements | Calculations | Financial | Remarks |
|----------|-----------|--------------|--------------|-----------|---------|

| Locked | Date | Type | FY | Amount | DOV |
|-------------------------------------|------------|------------|------|------------|-----------|
| <input checked="" type="checkbox"/> | 04/17/2020 | Settlement | 2020 | \$2,074.55 | 111222333 |
| <input checked="" type="checkbox"/> | 03/23/2021 | Settlement | 2020 | \$8,087.18 | 222222222 |
| <input type="checkbox"/> | | | | | |

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

| | | | | | |
|----------|-----------|--------------|--------------|-----------|---------|
| Remit To | Adv/Acctl | Entitlements | Calculations | Financial | Remarks |
|----------|-----------|--------------|--------------|-----------|---------|

Types of Entitlements Claimed

Precomputed Travel Not Performed

| Trips/Type | Dates Encompassed | Status |
|------------|-------------------|--------|
| | | |

<Back Next>

 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**.

What's Authorized Actual Itinerary Reimbursables

Owner/Operator of POV Transp. Mode

Remarks Directed Travel by Air
 POC More Advantageous to the Government
 POC Limited to Cost of Constructed Travel
 POC in Lieu of Gov't Veh (Avail - Not Assigned)
 POC in Lieu of Gov't Veh (Avail - Assigned to Agency)
 Commercial (Rail/Air/Bus/Ship) Authorized
 Government (Air/Vehicle/Ship) Authorized
 Remarks Directed Government Air
 Remarks Directed Government Vehicle
 Remarks Directed Travel by Air

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

1. **Owner/Operator of POV:** At this field, **click** in the box to remove the check mark if the traveler **was not** the **owner** and **operator** of the **POV** used in the performance of the trip.
2. **Transportation Mode:** **Click** on the **down arrow** to the right of this field. A **drop down listing** of various transportation **modes** appears. Use the **Up/Dn arrows** or **press** the **Up/Dn arrows** on the **keyboard** to **scroll** through the **list** of available modes.

3. Refer to the **travel order** submitted by the traveler for the authorized mode of transportation and then **click** on the authorized mode.
4. After completing this tab, the user must then **click** on the **Actual Itinerary** tab or **click** on the **Next** button to continue.

Refer to the **Help** topic, "[Actual Itinerary - tab](#)", for additional instructions.

Actual Itinerary - tab

The **Actual Itinerary** tab is used to **capture** the specific **details** for the trip itinerary. While completing this screen, refer to the **prompt line** at the bottom. The prompt line will **explain** what **information** is requested at each input field.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration:

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|-----|----------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|------------------|--------|-------|
| 07/06/2021 | DEP | | PA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0.00 | \$0.00 | \$0.00 | 0 |
| | ARR | | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LDP | | | | | | |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

 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.

- **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**.
- **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.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | Who Else | ILPP | Lodging | Taxes | Miles |
|------------|-----|-----------------------------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------|----------|---------|---------|-------|-------|
| 03/02/2020 | DEP | IND, Marion, INDIANA | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| 03/02/2020 | ARR | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | CQ | WGWP | \$96.00 | \$55.00 | \$8.00 | 154 | |
| 03/05/2020 | DEP | Fort Knox, Hardin, KENTUCKY | PA | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| 03/05/2020 | ARR | IND, Marion, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |

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.

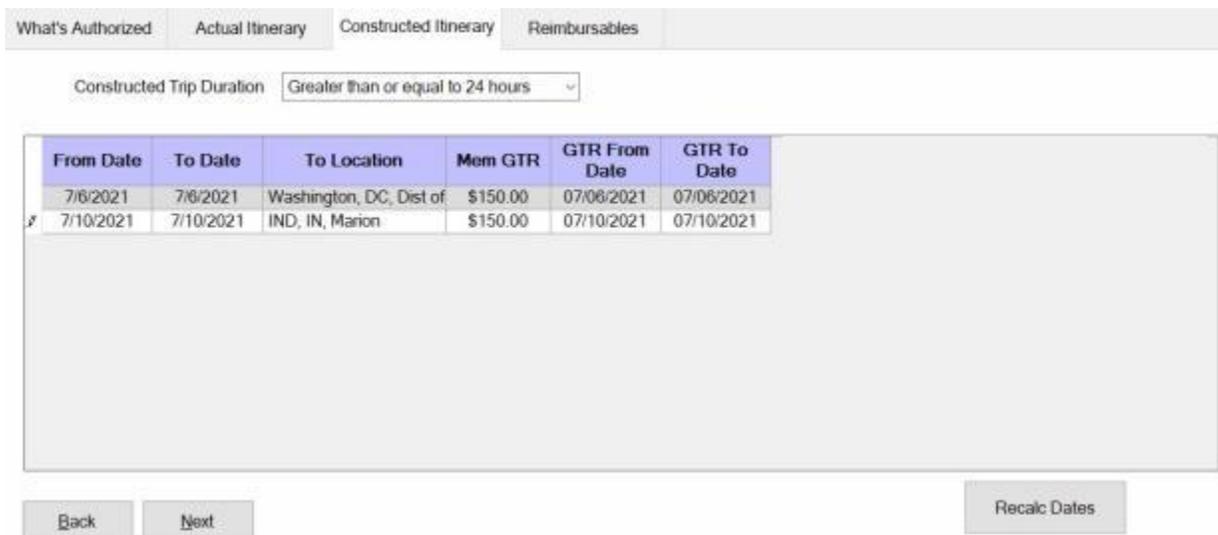
Constructed Itinerary - tab

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":



| From Date | To Date | To Location | Mem GTR | GTR From Date | GTR To Date |
|-----------|-----------|-------------------------|----------|---------------|-------------|
| 7/6/2021 | 7/6/2021 | Washington, DC, Dist of | \$150.00 | 07/06/2021 | 07/06/2021 |
| 7/10/2021 | 7/10/2021 | IND, IN, Marion | \$150.00 | 07/10/2021 | 07/10/2021 |

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.

Reimbursables - tab

This screen is where IATS users enter the traveler's **reimbursable expenses** associated with the trip.

| Date | Nature of Expense | Type | Amount Claimed | Amount Approved | Split | IBOP | Const Leg |
|------------|---------------------|------|----------------|-----------------|--------------------------|------|-----------|
| 07/06/2021 | ATM ADVANCE EXPENSE | F | 10.00 | 10.00 | <input type="checkbox"/> | US | 0 |

| Const Leg | From Date | To Date | Location |
|-----------|-----------------|-----------------|----------------------------------|
| 1.00 | 7/6/2021 12:00 | 7/6/2021 12:00 | IND, IN, Marion |
| 2.00 | 7/10/2021 12:00 | 7/10/2021 12:00 | Washington, DC, Dist of Columbia |

Back Next Insert Expense Delete Expense

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

- Date:** - The **default** value at this field is the **departure** date from the actual itinerary. If this is the **correct** date for the expense, **press Tab**. If **not**, **type** the **correct** date in **MMDDYY** format and **press Tab**.
- Nature of Expense:** - Clicking on the **down arrow** button at this field, displays a **drop down listing** of the common expenses that have been entered into the **Reimbursable Descriptions** table in the IATS **Maintenance** module. **Click** the **Up/Dn arrows** until the desired expense item is displayed. If the user **types** the **first letter** of the description, IATS **scrolls** the listing until locating the first item beginning with this letter. The user may then use the **Up/Dn arrows** to display the exact item. Once the correct item is displayed, **click** on this item to make a selection. If the expense claimed by the traveler is not listed, simply **type** the description in this field and **press Tab**.
- Type:** - Clicking on the **down arrow** button at this field, displays a **drop down listing** of various **expense categories**. Since a **code** for the expenses was previously entered into the **Reimbursable Descriptions** table in the IATS **Maintenance** module, IATS will **default** to the specified category. If the correct category is highlighted, **press Tab**. If **not**, **click** the **Up/Dn arrows** until the desired category is displayed and **press Tab**.
- Amount Claimed:** - At this field, **type** the **dollar amount** claimed by the traveler.
- Amount Approved:** - IATS automatically populates this field with the **amount** entered at the **Amount Claimed** field. If this amount is allowable, **press Tab**. If **not**, **type** the allowable amount and **press Tab**.
- 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.
- 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.
- 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.
- Repeat** the steps 1-7 above to enter any **additional** expenses.

- 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. **Refer** to the **Help** topic, "[Daily Exceptions](#)", for additional instructions.
- After displaying the Daily Exceptions screen, users **should** proceed to the **Calculations** tab to **review** the **calculated amounts before adding** the **accounting** lines. **Refer** to the **Help** topic, "[Calculations - tab](#)", for additional instructions.

Daily Exceptions

The **Exceptions to Daily Expenses** screen **displays each day** of the **trip** and the **default** values for the **meals** and daily **lodging** costs **based on** the **entries** made in the **itinerary**.

The purpose of this screen is to allow the user to make **changes** to the **meal type** or the **lodging cost** for a particular day if necessary. **In addition**, this screen **must** be **used** for settlement requests involving **actual expenses**. For an actual expense settlement, the user **must** **enter** the **daily expenses** for **meals** and **incidental expenses** itemized by the traveler.

Exceptions to Daily Expenses - Block No: - Request No: NEW

JONES, DEVIN G: E7 TONO: CRASH

| Date | Type | Lodging Rate | MIE Rate | Breakfast Type | Lunch Type | Dinner Type | Lodg Cost | Lodg Taxes | Break Cost | Lunch Cost | Dinner Cost | Inc. Cost | Don't Pay Inc |
|-----------|------|--------------|----------|----------------|------------|-------------|-----------|------------|------------|------------|-------------|-----------|--------------------------|
| 7/6/2021 | LDP | \$172.00 | \$76.00 | CM | CM | CM | \$110.00 | \$12.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/7/2021 | LDP | \$172.00 | \$76.00 | CM | CM | CM | \$110.00 | \$12.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/8/2021 | LDP | \$172.00 | \$76.00 | CM | CM | CM | \$110.00 | \$12.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/9/2021 | LDP | \$172.00 | \$76.00 | CM | CM | CM | \$110.00 | \$12.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/10/2021 | LDP | \$172.00 | \$76.00 | CM | CM | CM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |

Other OK Cancel ? Help

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

- Press *Enter*, *Tab*, or **click** in the desired field to **highlight** the **item** you wish to change.
- In the **Lodg. Cost** field, simply **type** the **new** dollar **amount** for the lodging on that particular day, if a change is necessary.
- In the **Lodg. Taxes** field, simply **type** the **new** dollar **amount** for the lodging taxes on that particular day, if a change is necessary.
- 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.
- 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.

1. **Method of Payment:** - The default value is **EFT** if the traveler's account is active for EFT payments. If you wish to choose a different method of payment, **click** on the *down arrow* button to display a list of payment options and then **click** on the desired method.
2. **Computed Split:** - The amount displayed at the Computed Split field is a **combination** of the **Lodging** expense entered into the itinerary and the **reimbursable expense items** entered at the Reimbursables tab that were **selected** for a **split** payment. If you **double click** in the Computed Split field, the **Split Payment** field will be **populated** with the computed amount.
3. **Split Payment:** - If not already **populated** by double clicking in the **Computed Split** field, **click** in this field and **type** the dollar **amount** specified by the traveler to be **sent directly** to the **company** providing the **Government Credit Card**. This option is only available if the **method** of payment is **EFT**.

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:

| | | | | | |
|----------|--------------|--------------|-----------|---------|--|
| Remit To | Entitlements | Calculations | Financial | Remarks | |
|----------|--------------|--------------|-----------|---------|--|

Remarks in History

Don't spend it all in one place.

Remarks on Voucher

Don't spend it all in one place.

<Back
Next>
Get Std. Voucher Remarks
Copy

2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **Copy:** Clicking on the **Copy** button will **copy** the remarks from the **Remarks in History** text box to the **Remarks on Voucher** text box.
5. If you wish to add a standard remark from the Standard Voucher Remarks table, **click** on the **Get Std. Voucher Remarks** button. The **Standard Voucher Remarks** screen appears.

Standard Voucher Remarks

Standard Voucher Remarks

| | |
|--|--|
| TVS Advance | Please sign claim and return to this office. |
| Please attach travel orders and return claim to this office. | |

OK
Cancel
? Help

Select the Standard Voucher Remark to Modify or Delete

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**.

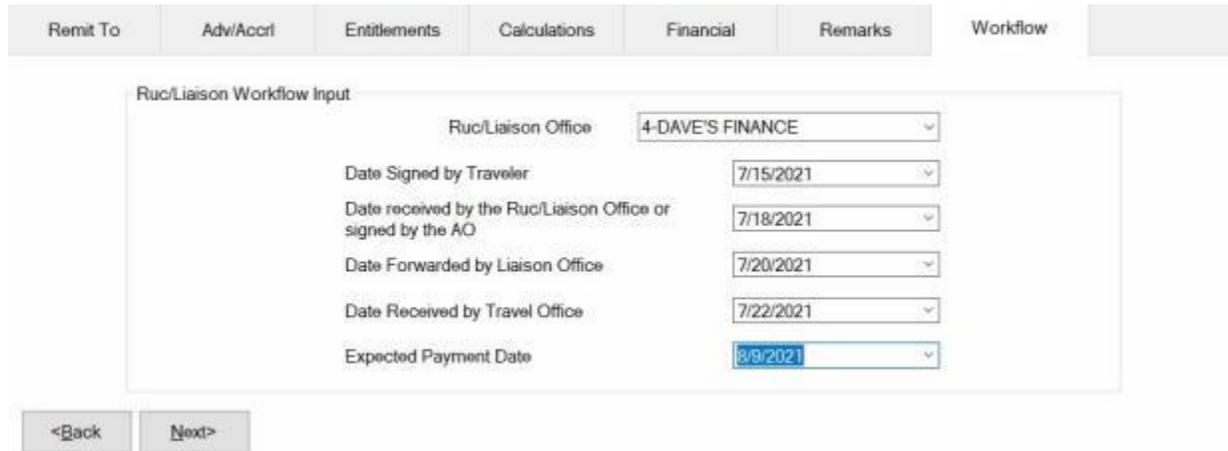
The purpose of this report is to **track** the number of days required to **move** a settlement request **through** the **processing cycle**. Because settlement requests processed by these organizations are often **routed through liaison offices**, IATS tracks their movement from the **date signed**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

1. **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.
2. **Date Signed by: - Traveler:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **signed** by the **traveler**.

3. **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**.
4. **Date Forwarded by: - Liaison Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **forwarded** by the **Ruc/Liaison Office**.
5. **Date Received by: - Travel Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **received** by the **Travel Office**.
6. **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**.
7. When **finished** entering the dates at the Workflow tab, **click** on the **OK** button to **save** the entries and **return** to the **Request for Settlement Against an Order** screen.

Deleting an Entitlement

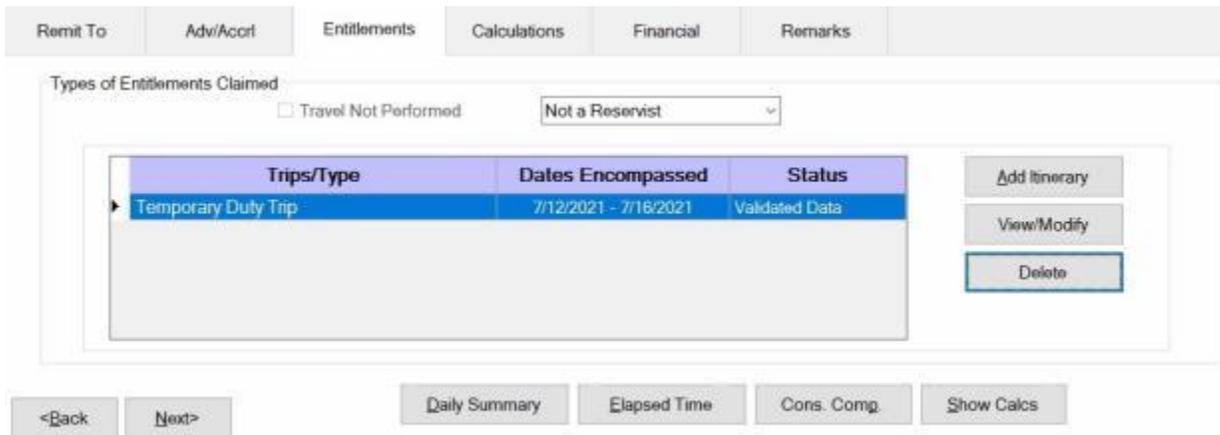
On occasion an **entitlement** must be **deleted** from a previously entered request for settlement.

 Complete the following steps to "delete" an entitlement from a TDY Request for Settlement:

1. At the **Examiner View** screen, select a block through one of the following methods:
 - **Method 1:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - **Method 2:** - **Click** on the desired block listed under the **To Do** section and then **click** on the **File** menu at the top left corner of the screen. A *drop down menu* appears listing several options. **Click** on the **Process Block** option.

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

2. At the **Request Selection** screen, **select** a request through one of the following methods:
 - **Method 1:** - **Double click** on the desired request.
 - **Method 2:** - **Click** on the request **once** and then **click** the **View/Modify** button.
3. At the **Request for Settlement Against an Order** screen, **click** on the **Entitlements** tab. When the Entitlements tab is displayed, any **entitlement** already processed against the selected request **appears** in the **Types of Entitlements Claimed** section.



Remit To Adv/Acct Entitlements Calculations Financial Remarks

Types of Entitlements Claimed

Travel Not Performed Not a Reservist

| Trips/Type | Dates Encompassed | Status |
|---------------------|-----------------------|----------------|
| Temporary Duty Trip | 7/12/2021 - 7/16/2021 | Validated Data |

Add Itinerary
View/Modify
Delete

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

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

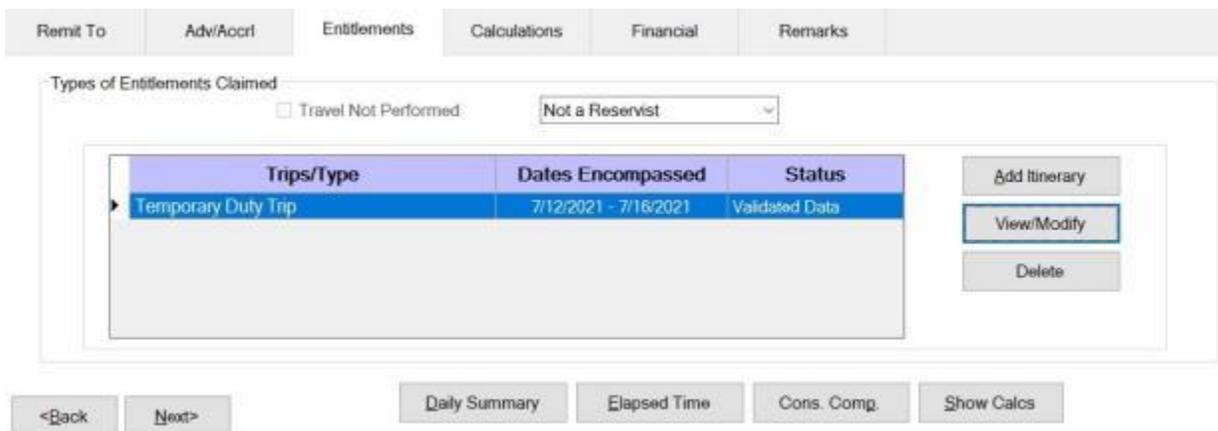
On occasion, it may be necessary to re-open a previously computed **settlement** request, to **review** or **modify** the entries. This function may be performed if the **Examiner** still has **control** of the **block** the request is assigned to.

 **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.



| Trips/Type | Dates Encompassed | Status |
|---------------------|-----------------------|----------------|
| Temporary Duty Trip | 7/12/2021 - 7/18/2021 | Validated Data |

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.

- 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.

- 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.
- Finish** processing the request as usual after **modifying** the **accounting**.
- 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:**

- 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.

- At the **Request Selection** screen, **click** on the **request** to be deleted.
- When the correct request is highlighted, **click** the **Delete** button. The **Delete this Settlement Request** screen appears.

Delete this Settlement Request - Block No: SCR1514 - Request No: 9

MANN, CIVILIAN O. C. TONO: SCR1510

Request Type - Settlement
 Type of Settlement: Partial

Remit To Adv/Acct Entitlements Calculations Financial Remarks

Types of Entitlements Claimed Effective Date of Orders: 3/27/2020

| Trips/Type | Dates Encompassed | Status |
|---|----------------------|----------------|
| ▶ Non-Temporary Storage - Personally Procured | 3/2/2020 - 4/20/2020 | Validated Data |

Enter the effective date for this order

4. At this screen, **click** the **Delete** button at the bottom of the screen. A message will appear asking if you are sure you wish to delete the request. **Click** the **Yes** button.
5. If the **option** in the IATS Maintenance module has been activated to generate the "**Deleted Details Report**", the **Reason For Deletion of Claim** screen appears.

Reason For Deletion Of Claim

Reason 1
Duplicate Claim

Reason 2

Reason 3

Reason 4

Remarks
This claim was already submitted for processing.

OK Cancel ? Help

Enter a reason for deletion.

Note: The **Reason for Deletion of Claim** screen only appears when the option "**Reason for Delete**" has been **enabled** in the **Maintenance** module. If this screen does not appear, **proceed** to step 10.

- At the **Reason for Deletion of Claim** screen, you have the option of placing up to **four** reasons for deleting the request by **clicking** on the *down arrow* button at the **Reason** fields.

Tip: At the **Reason for Deletion of Claim** screen, you have the option of either selecting a **reason**, or simply entering a **remark** into the **Remarks** text box. One or the other is **required**. You may also do **both** - select a reason from the drop-down list and add a remark if desired.

- If you **click** on the *down arrow* button, a **list** of all of the **reasons** that were previously entered into the "**Reasons for Claim Deletion**" table in the **Maintenance** module, will be displayed.

8. **Click** on the desired **reason** from the *drop-down* list of reasons that will appear after you click on the *down* arrow button. Or, **click** in the **Remarks** text box and **type** the **reason** the request is being deleted.
9. After selecting a reason, entering a remark, or both, **click** on **OK**.
10. The **Confirmation Password** screen appears next. **Type** your confirmation **password** at the **Enter Password** field and **press Tab** or **click** the **OK** button. IATS **deletes** the request and **returns** to the **Request Selection** screen.

ILPP Travel

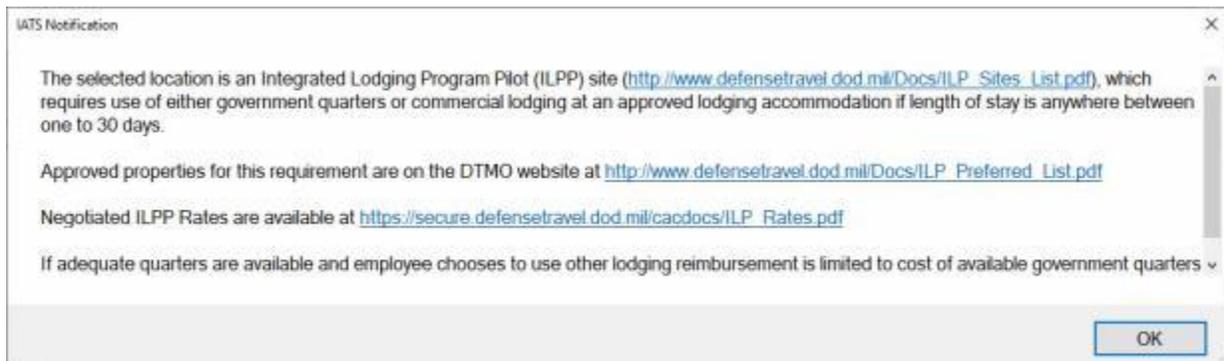
An Integrated Lodging Program Pilot (**ILPP**) was enacted for DoD until 31 December 2019. This program allows DoD to **require** use of either **government quarters** or selected commercial lodging for both civilian employees or Uniformed Service members at the pilot locations.

This determination is effective for all orders/authorizations issued on or after **15 June 2015** or the date the ILPP begins at that site, whichever is later.

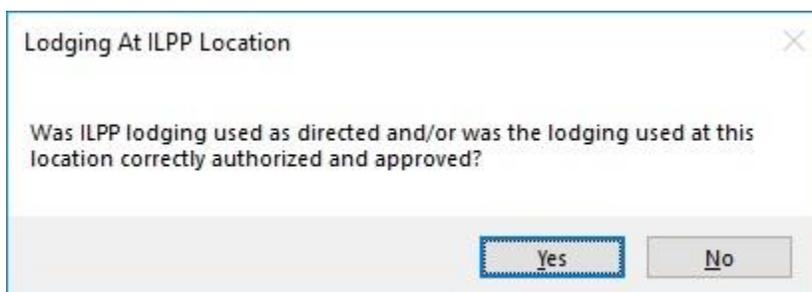
NOTE: This regulation also applies to PCS with TDY enroute entitlements as well!

Refer to the **Help** topic, "[Display ILPP Negotiated Rates](#)" to see a **table** listing the ILPP **sites** and associated **rates**.

When you are entering an **itinerary** using IATS, and the **location** entered for the duty location is an **ILPP** site, the following *pop-up message* appears **advising** you that the location is an **ILPP site**.



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



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

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

Trip - Block No: RESERVE - Request No: NEW

ARNOLD, TOMMY G: E9 TONO: 07-001

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | Trans | Location | Reason | Duty Day | IDL | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|-------|--------------------------|--------|-------------------------------------|--------------------------|--------------|-------------|--------------|-------|------------------|--------|-------|
| 07/10/2017 | DEP | IND. Marion, INDIANA | PA | | | | | | | | | |
| 07/10/2017 | ARR | Wright Patterson AFB, Gr | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | CQ | CM | 87.30 | \$0.00 | \$0.00 | 0 |

ILPP - LDP Lodging Plus ILPP

- ILPP - LDP Lodging Plus ILPP
- INP Inpatient in Hospital
- INPO Inpatient Outside of Hospital
- LDP Lodging Plus
- LT Long Term TDY
- NOPI No Per Diem
- RedP Reduced Fixed Diem
- REH Rehabilitation Center
- SAE Actual Exp (x300%+)
- CAED Actual Exp (x300%+)

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

Other Exceptions Occasionals OK Cancel Help

Select the computational method of reimbursement to be used for this location

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

Trip - Block No: RESERVE - Request No: NEW

ARNOLD, TOMMY G- E9 TONO: 07-001

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | Who Else ILPP | Lodging | Taxes | Miles |
|------------|-----------------------------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------|---------|--------|-------|
| 07/10/2017 | DEP IND, Marion, INDIANA | PA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/10/2017 | ARR Wright Patterson AFB, G | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | CQ | CM | \$87.30 | \$0.00 | \$0.00 | 0 |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |

Buttons: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed, Other, Exceptions, Occasionals, OK, Cancel, Help

Enter the negotiated ILPP rate

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

Lodging Authorized

You have entered a lodging amount different than the negotiated ILPP amount for this location. Please verify the type of lodging and the cost.

Was this lodging at an ILPP facility and/or what was directed, authorized and approved?

Yes No

Click on Yes or No as appropriate. If you **click** on No, IATS will **limit** the lodging cost to the ILPP negotiated rate.

You would then complete the claim as usual.

Field Duty

Travelers submitting TDY Requests for Settlement involving **field duty** are not entitled to **per diem** effective at **0001** on the day after arriving into the field conditions and **terminating** at **2400** on the day prior to departing the field. IATS is programmed to calculate the entitlement under field conditions when the correct input is made.

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

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

In this example, the traveler was in a **ILPP** (Integrated Lodging Pilot Program) per diem situation for the **first two days** at the TDY site. On 07/18/2021, however, the traveler went into **field conditions** at **0600**. Notice that a **departure** from **ILPP** - 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 Lodge | Embark Meals | AE % | Who Else | | |
|------------|-----|-----------------------------|--------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|-------|----------|--------|-------|
| | | | | | | | | | | Lodging | Taxes | Miles |
| 07/16/2021 | DEP | IND, Marion, INDIANA | GA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/16/2021 | ARR | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | GM | 96.00 | \$20.00 | \$0.00 | 0 |
| 07/18/2021 | DEP | Fort Knox, Hardin, KENTUCKY | CS | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/18/2021 | ARR | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | FD | GQ | DED | 0.00 | \$0.00 | \$0.00 | 0 |
| 07/23/2021 | DEP | Fort Knox, Hardin, KENTUCKY | CS | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/23/2021 | ARR | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | GM | 96.00 | \$20.00 | \$0.00 | 0 |
| 07/25/2021 | DEP | Fort Knox, Hardin, KENTUCKY | GA | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/25/2021 | ARR | IND, Marion, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 0 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

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 **ILPP** per diem situation at the end of the field training exercise.

Tip: After **completing** the **itinerary**, IATS users should **review** and perhaps **modify** the **meal types** at the **Exceptions to Daily Expenses** screen.

Exceptions to Daily Expenses - Block No. - Request No: NEW

JONES, DEVIN G: E7

TONO: CRASH

| Date | Type | Lodging Rate | MIE Rate | Breakfast Type | Lunch Type | Dinner Type | Lodg Cost | Lodg Taxes | Break Cost | Lunch Cost | Dinner Cost | Inc. Cost | Don't Pay Inc |
|-----------|------|--------------|----------|----------------|------------|-------------|-----------|------------|------------|------------|-------------|-----------|--------------------------|
| 7/16/2021 | GRP | \$0.00 | \$0.00 | PDS | PDS | PDS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/17/2021 | LDP | \$96.00 | \$55.00 | GM | GM | GM | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/18/2021 | GRP | \$0.00 | \$0.00 | PDS | PDS | PDS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/19/2021 | FD | \$0.00 | \$0.00 | DED | DED | DED | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/20/2021 | FD | \$0.00 | \$0.00 | DED | DED | DED | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/21/2021 | FD | \$0.00 | \$0.00 | DED | DED | DED | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/22/2021 | FD | \$0.00 | \$0.00 | DED | DED | DED | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/23/2021 | GRP | \$0.00 | \$0.00 | PDS | PDS | PDS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/24/2021 | LDP | \$96.00 | \$55.00 | GM | GM | GM | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/25/2021 | GRP | \$0.00 | \$0.00 | PDS | PDS | PDS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |

Other

OK Cancel ? Help

Notice that on **07/19/2021** all three **meals** are shown as deductible (**DED**). In addition, all three **meals** on **07/24/2021** are shown as government (**GM**).

Since **Field Duty** per diem **rules** are effective at **0001** on the day after arriving into the field conditions and **terminating** at **2400** on the day prior to departing the field, this may be incorrect. An **adjustment** may be necessary depending on the **time** the field situation **started** and **ended**.

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

Group Travel

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

While performing Group Travel, members are **not** entitled to an **allowance** for **transportation**, **lodging**, or **meals**. Also, Group Travel must be specified in the travel orders, and is in effect when the member **departs** the **PDS**, or at **0001** on the **day of departure** from the **TDY point**. Group Travel **ends** at **2400** on the **day** the member **arrives at the TDY point** or at the **time of arrival back at the PDS**.

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

 **Complete the following steps to "activate" Group Travel rules:**

1. When creating the travel order, **click** in the **box** next to the field **Group Travel** at the **Travel Order** screen as shown below.

Travel Order User ID: SYSTEM Thursday, August 5, 2021

Traveler's Name: JONES, DEVIN G. E7
 Grade/Rank: E7
 Order Number/TONO: CRASH
 Order Type: Normal

Description **Remarks**

Purpose of Trip: Site Visit

Issuing Organization: DFAS

Paying Organization: DFAS

DSSN/ITR: 5150

Funds: Army

Group Travel:

Dates

Issue Date: 7/1/2021

Begin Date: 7/16/2021

Number of Days: 10

End Date: 7/25/2021

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

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

Actual Trip Duration: Greater than or equal to 24 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else | | | |
|------------|-----|----------------------|--------------|-------------------------------------|---------|-------------------------------------|-------------------------------------|--------------------------|------|----------|--------|--------|---|
| | | | | | | | | | | Lodging | Taxes | Miles | |
| 07/16/2021 | DEP | IND, Marion, INDIANA | CA | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | 0.00 | \$0.00 | \$0.00 | 0 |
| | ARR | | TD | <input checked="" type="checkbox"/> | | LDP | | | | | | | |

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

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

Actual Expense

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

When properly **approved**, these travelers can be granted the exception to claim reimbursement for actual expenses. The approval of Actual Expenses **increases** the **standard per diem rate** for the locality involved by **150%**. When approved for the traveler, actual expense requires the traveler to **itemize** the **daily expenses** incurred, which are then entered into IATS.

 **Complete the following steps to "activate" the Actual Expense per diem method:**

1. At the **Method** field, when entering data into the **Itinerary** screen, a drop down listing appears displaying several computation **methods**. Either **type** the letters **AE**, or **click** on the *Up/Dn* **arrows** to **highlight AE - Actual Expense Allow (Itemize)** and then **click** on this method or simply **press Tab**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|-----|--------------------------------------|--------------|-------------------------------------|--------------------------|--------------|--------------------------|--------------------------|------|------------------|--------|-------|
| 07/16/2021 | DEP | IND, Marion, INDIANA | CP | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/16/2021 | ARR | Washington, Dist of Columbia, WASHIN | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | AE | | | 0.00 | \$0.00 | \$0.00 | 0 |

AB Awaiting Boat

AE Actual Expense Allow (Itemize)

AELP Actual Expense Allow Lodging Plus

AF Alaskan Ferry

BOOT Boot Camp

CEFP Corps of Eng. Floating Plant

FD Field Duty

GRP Group Travel

GS Government Ship

SRP Government Ship - SRP

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

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 **daily exceptions**.
3. **Click** on the Yes button.

Exceptions to Daily Expenses - Block No. - Request No: NEW

JONES, DEVIN G: E7

TONO: CRASH

| Date | Type | Lodging Rate | MIE Rate | Breakfast Type | Lunch Type | Dinner Type | Lodg Cost | Lodg Taxes | Break Cost | Lunch Cost | Dinner Cost | Inc. Cost | Don't Pay Inc |
|-----------|------|--------------|----------|----------------|------------|-------------|-----------|------------|------------|------------|-------------|-----------|--------------------------|
| 7/16/2021 | AE | \$172.00 | \$76.00 | CM | CM | CM | \$200.00 | \$20.00 | \$12.75 | \$18.20 | \$31.50 | \$10.00 | <input type="checkbox"/> |
| 7/17/2021 | AE | \$172.00 | \$76.00 | CM | CM | CM | \$200.00 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/18/2021 | AE | \$172.00 | \$76.00 | CM | CM | CM | \$200.00 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/19/2021 | AE | \$172.00 | \$76.00 | CM | CM | CM | \$200.00 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/20/2021 | AE | \$172.00 | \$76.00 | CM | CM | CM | \$200.00 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/21/2021 | AE | \$172.00 | \$76.00 | CM | CM | CM | \$200.00 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/22/2021 | AE | \$172.00 | \$76.00 | CM | CM | CM | \$200.00 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/23/2021 | AE | \$172.00 | \$76.00 | CM | CM | CM | \$200.00 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/24/2021 | AE | \$172.00 | \$76.00 | CM | CM | CM | \$200.00 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| 7/25/2021 | AE | \$172.00 | \$76.00 | CM | CM | CM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |

Other

OK Cancel ? Help

- 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.
- 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.
- Continue** entering the **daily expenses**, to include the **incidental expenses**, for **each** day of travel.
- Click** in the **Don't Pay Inc** check box if the claimed incidental expense is **not allowed** to be paid.
- 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:

- 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**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|-----|--------------------------------------|--------------|----------|---------|--------------|-------------|--------------|------|------------------|--------|-------|
| 07/16/2021 | DEP | IND, Marion, INDIANA | CP | | | | | | | | | |
| 07/16/2021 | ARR | Washington, Dist of Columbia, WASHIN | TD | | | LDP | | | 0.00 | \$0.00 | \$0.00 | 0 |

LDP

AB Awaiting Boat

AE Actual Expense Allow (Itemize)

AELP Actual Expense Allow Lodging Plus

AF Alaskan Ferry

BOOT Boot Camp

CEFP Corps of Eng. Floating Plant

FD Field Duty

GRP Group Travel

GS Government Ship

SSS Government Ship

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

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

Members - On Board Ship

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

The correct input requires arriving the traveler into a **TDY** situation using Sea Duty (**SD**) as the per diem reimbursement **method**.

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

 **Complete the following steps to "activate" the Sea Duty per diem method:**

1. At the **Method** field, when entering data into the **Itinerary** screen, a drop down listing appears displaying several computation **methods**. Either **type** the letters **SD** or **click** on the **Up/Dn arrows** to **highlight SD - Sea Duty** and then **click** on this method or simply **press Tab**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration:

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|-----|---|--------------|-------------------------------------|--------------------------|--------------|-------------|--------------|-------|------------------|--------|-------|
| 07/16/2021 | DEP | IND, Marion, INDIANA | CP | <input type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | GM | 96.00 | \$25.00 | \$0.00 | 0 |
| 07/16/2021 | ARR | Norfolk US Atlantic Fleet Trng, Norfolk, VA | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | SD | GQ | DED | 0.00 | \$0.00 | \$0.00 | 0 |
| 07/18/2021 | DEP | Norfolk US Atlantic Fleet Trng, Norfolk, VA | CS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | GM | 96.00 | \$25.00 | \$0.00 | 0 |
| 07/18/2021 | ARR | Norfolk US Atlantic Fleet Trng, Norfolk, VA | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | SD | GQ | DED | 0.00 | \$0.00 | \$0.00 | 0 |
| 07/23/2021 | DEP | Norfolk US Atlantic Fleet Trng, Norfolk, VA | CS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | GM | 96.00 | \$25.00 | \$0.00 | 0 |
| 07/23/2021 | ARR | Norfolk US Atlantic Fleet Trng, Norfolk, VA | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | SD | GQ | DED | 0.00 | \$0.00 | \$0.00 | 0 |
| 07/25/2021 | DEP | Norfolk US Atlantic Fleet Trng, Norfolk, VA | CP | <input type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | GM | 96.00 | \$25.00 | \$0.00 | 0 |
| 07/25/2021 | ARR | IND, Marion, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | GM | 0.00 | \$0.00 | \$0.00 | 0 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

In this example, the traveler was in a normal **lodgings plus** per diem situation for several days at the TDY site. On **07/18/21**, 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 **07/23/21** 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**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration:

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|-----|---|--------------|-------------------------------------|--------------------------|--------------|--------------------------|--------------------------|-------|------------------|---------|-------|
| 07/20/2020 | DEP | IND, Marion, INDIANA | CP | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/20/2020 | ARR | Norfolk US Atlantic Fleet Trng, Norfolk \ | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | CQ | CM | 96.00 | \$75.00 | \$10.00 | 0 |
| 07/23/2020 | DEP | Norfolk US Atlantic Fleet Trng, Norfolk \ | CS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/23/2020 | ARR | Norfolk US Atlantic Fleet Trng, Norfolk \ | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | GS | NLC | | 96.00 | \$0.00 | \$0.00 | 0 |

Note: A dropdown menu for the 'Lodge' field is open, showing options: NLC (No Lodging Cost), PFL (Pays For Lodging).

Buttons: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed

In this example, the traveler was in a normal **lodgings plus** per diem situation for several **days** at the TDY site. On **07/23/20**, however, the traveler went on-board a government ship. Notice that a **departure** from **LDP - Lodgings Plus** and an **arrival** into **GS- Government Ship** was entered.

Tip: **CS** was used as the mode of **transportation**, since no travel was actually performed. This entry was made only to **change** the per diem **status**.

2. At the **Lodging** field. Users must determine whether the traveler was required to **pay** for **lodging** while on board and **make** the proper selection.
3. At the **Meals** field, another *drop down list* appears and the user must select one of the following options:
 - **GM** - Government Mess
 - **DED** - Deductible Meals
4. After making the required selections for the **reimbursement method**, **lodging**, and **meals**, complete the **remainder** of the **itinerary** as usual and **finish** processing the settlement.

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

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**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|-----|---------------------------------|--------------|-------------------------------------|--------------------------|--------------|--------------------------|--------------------------|------|------------------|--------|-------|
| 06/15/2021 | DEP | IND, Marion, INDIANA | GP | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 06/15/2021 | ARR | KABUL (LODGING US GOV FACILITY, | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | UNP | | | 0.00 | \$0.00 | \$0.00 | 0 |

LDP Lodging Plus

LT Long Term TDY

NOPD No Per Diem

RedP Reduced Fixed Diem

REH Rehabilitation Center

SAE Actual Exp (x300%+)

SALP Actual Exp (x300%+)/Meals LDP

SD Sea Duty

SP Shore Patrol

UNP UN Peace Keeping

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

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

Note: Remember, IATS does not calculate any **per diem** for performing duty on a UN peacekeeping mission. Therefore, any difference due the member must be manually calculated and **entered** as a **reimbursable expense**.

Entering Occasional Expenses

For **certain** types of travel **situations**, per diem is not payable. If a traveler is required to use **personal funds** to purchase **meals** or **lodging**, however, these expenses are considered to be **Occasional Expenses**. Reimbursement for the **purchase** of **occasional expenses** typically occur under one of the following **circumstances**:

- Round Trip performed in 12 Hours or Less
- Duty on board a Government Ship
- Field Conditions
- Group Travel

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

 Complete the following steps to "enter" Occasional Expenses:

1. After **finishing** the **itinerary**, complete the **Constructed Itinerary** screen, if applicable, and the **Reimbursables** screen.
2. After clicking the **OK** button at the **Reimbursables** screen, a **message** appears asking if you want to **view/modify** the **occasional expenses**. **Click** on the **Yes** button. The **Occasional Expenses** screen appears.

Tip: The IATS user can go **directly** to the **Occasional Expenses** screen by **clicking** on the **Occasionals** button at the bottom of the **Actual Itinerary** tab.

Occasional Expenses - Block No: - Request No: NEW

SMITH, MARKY M TONO: 060121TDY

| Arrive Date | Location | Reason for Stop | Method | Lodging Type | Lodging Cost | Meal Types |
|-------------|------------------------------------|-----------------|--------|--------------|--------------|------------|
| 6/15/2021 | KABUL (LODGING US GOV FACILITY, AF | TD | UNP | GQ | \$0.00 | GM |
| 7/29/2021 | IND, IN, Marion | MC | LDP | | \$0.00 | |

| Date | Type | Location | Amount | Taxes |
|-----------|----------------------|----------|--------|--------|
| 6/16/2021 | Government Breakfast | | \$0.00 | \$0.00 |

Other... Insert Expense Delete Expense OK Cancel ? Help

Select the type of expense incurred by the traveler

- At this screen, **make the required entries** at each of the following fields:

Tip: Notice that the **travel legs** for the trip are **shown** in the **Itinerary** section for **information** purposes. This will **assist** the IATS user in **determining** which **dates** are applicable to occasional expenses.

- Date:** If the **correct date is displayed** at the date field, **press Tab** to continue. **If not, click** on the **down arrow** button to display a list of dates applicable for the trip. **Click** on the **desired date** for the occasional expense being entered.
- Type:** At this field, **click** on the **down arrow** button to display a **drop down list** of various **types** of occasional expenses. Use the **Up/Dn arrows** or press the **Up/Dn arrows** on the **keyboard** to scroll through the list. When the correct type is **highlighted**, **press Tab** or **click** on the highlighted **type** to make a **selection**.
- Location:** The location entered at this field should be the location where the **official duty** was **performed** or the traveler **remained overnight**. At this field, the **Location Selection** screen automatically appears. At the **State/Country** field, **type** the first **two** letters of the state or country name. If necessary, **click** the **Up/Dn arrows** until the desired name is displayed. **Click** on the **highlighted** name or **press Tab** to make the selection. At the **City / Zip Code** or **Country** fields, type the first **two** letters of the city name. This displays a listing of city names, for the previously selected state or country, beginning with those letters. Use the **same procedures** for selecting the **State** or **Country** to **select** the **City** name.
- Amount:** Type the **dollar amount** claimed for the occasional expense.
- Taxes:** **If** the TDY location is within CONUS, Alaska, Hawaii, or a US territory, the user is prompted to enter the **daily** lodging **taxes** amount. IATS will **automatically reduce** the taxes by

the appropriate percentage when the claimed amount for **lodging** exceeds the authorized amount. If these taxes are entered at the Occasional Expenses screen, do not enter them again at the **Reimbursables** tab. The amount calculated for the taxes will appear on the **Calculations** tab after the trip has been completely entered.

- When **finished** entering the occasional expenses, **click** on the **OK** button and complete the claim as usual.

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:**

- At the **Method** field, when entering data into the **Itinerary** screen, a drop down listing appears displaying several computation **methods** (if you click on the *down arrow* button). Either **type** the letters **INP** or **click** on the *Up/Dn arrows* to highlight **INP - Inpatient in Hospital** and then **click** on this method or simply **press Tab**.

What's Authorized
Actual Itinerary
Reimbursables

Actual Trip Duration Greater than or equal to 24 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else | | |
|------------|-----|----------------------------|--------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|-------|----------|---------|-------|
| | | | | | | | | | | Lodging | Taxes | Miles |
| 06/15/2021 | DEP | IND, Marion, INDIANA | CP | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 06/15/2021 | ARR | Fort Bliss, El Paso, TEXAS | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | CQ | CM | 98.00 | \$75.00 | \$10.00 | 0 |
| 06/20/2021 | DEP | Fort Bliss, El Paso, TEXAS | CS | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 06/20/2021 | ARR | Fort Bliss, El Paso, TEXAS | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | INP | GQ | DED | 0.00 | \$0.00 | \$0.00 | 0 |
| 06/27/2021 | DEP | Fort Bliss, El Paso, TEXAS | CS | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 06/27/2021 | ARR | Fort Bliss, El Paso, TEXAS | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | CQ | CM | 98.00 | \$75.00 | \$10.00 | 0 |
| 06/29/2021 | DEP | Fort Bliss, El Paso, TEXAS | CP | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 06/29/2021 | ARR | IND, Marion, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 0 |

Back
Next
Duplicate Previous
Insert Leg
Delete Log
Clear
Completed

In this example, the traveler was in an **ILPP** per diem situation for several days at the TDY site. On **06/20/21**, 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 **06/27/21** the traveler was discharged and **returned** to the **TDY** mission. Notice that a **departure** from **INP - Inpatient in Hospital** and an **arrival** into **ILPP** was entered.

Note: **CS** was used as the mode of **transportation**, since no travel was actually performed. This entry was made only to **change** the per diem **status**.

2. **Complete** the rest of the **itinerary** as usual and **finish** processing the **request**.
3. After **completing** the Reimbursables screen and **clicking** on the **OK** button, a *pop-up* appears asking if you want to **view/modify** occasional expenses. **Click** on the Yes button and **enter** any **occasional expenses** claimed by the traveler, if applicable.

Tip: After **completing** the **itinerary**, IATS users should **review** and perhaps **modify** the **meal types** for the days **arriving** and **departing** the **hospital** at the **Exceptions to Daily Expenses** screen.

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

Inpatient Outside of Hospital

When a service **member**, performing **TDY**, becomes ill or injured, and is considered to be an **inpatient**, but does not require **hospitalization**, the new duty status is changed to **Inpatient Outside of Hospital**. No entitlement to per diem exists under this condition. A member, however, is entitled to reimbursement for occasional expenses for **meals** and **lodging**, if these were procured at personal expense.

The **prohibition** to per diem for a traveler in the **Inpatient Outside of Hospital** situation is **effective** beginning at **0001** on the day after the day of in the hospital. In addition, this prohibition remains in **effect** until **2400** on the day prior to the day of discharge.

If the traveler was performing **TDY** and went into a **Inpatient Outside of Hospital** status, it is **necessary** to **depart** the traveler from the original per diem reimbursement **method** and **arrive** them into the **Inpatient Outside of Hospital** status. Upon **discharge** from this status, the IATS user must **depart** the traveler from the **Inpatient Outside of Hospital** status and **arrive** them **back** into the original per diem reimbursement **method** if **returning** to the **TDY** mission.

 **Complete the following steps to "activate" the Inpatient Outside of Hospital per diem method:**

1. At the **Method** field, when entering data into the **Itinerary** screen, a drop down listing appears displaying several computation **methods** (if you click on the *down arrow* button). Either **type** the letters **INPO** or **click** on the *Up/Dn arrows* to highlight **INPO - Inpatient Outside of Hospital** and then **click** on this method or simply **press Tab**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | ILPP | Lodging | Taxes | Miles |
|------------|-----|----------------------------|--------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|---------|---------|---------|-------|
| 06/15/2021 | DEP | IND, Marion, INDIANA | CP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 06/15/2021 | ARR | Fort Bliss, El Paso, TEXAS | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | CM | \$98.00 | \$75.00 | \$10.00 | 0 |
| 06/20/2021 | DEP | Fort Bliss, El Paso, TEXAS | CS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 06/20/2021 | ARR | Fort Bliss, El Paso, TEXAS | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | INPO | GQ | DED | \$0.00 | \$0.00 | \$0.00 | 0 |
| 06/27/2021 | DEP | Fort Bliss, El Paso, TEXAS | CS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 06/27/2021 | ARR | Fort Bliss, El Paso, TEXAS | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | CQ | CM | \$98.00 | \$75.00 | \$10.00 | 0 |
| 06/29/2021 | DEP | Fort Bliss, El Paso, TEXAS | CP | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 06/29/2021 | ARR | IND, Marion, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$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 **06/20/21**, 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 **06/27/21** 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:

IATS 8.1 User Guide

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | Location | Trans Reason | Duty Day | IDL | Local OMN | Group Method | Embark Lodge | Meals | AE % | Lodging | Taxes | Miles |
|------------|-----------------------------|--------------|-------------------------------------|-----|--------------------------|--------------|--------------------------|-------|---------|---------|--------|-------|
| 06/15/2021 | IND, Marion, INDIANA | PA | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | | | | |
| 06/15/2021 | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | | ILPP | CQ | CM | 96.00 | \$65.00 | \$10.00 | 154 | |
| 07/02/2021 | Fort Knox, Hardin, KENTUCKY | PA | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | | | | |
| 07/02/2021 | IND, Marion, INDIANA | VR | >=24 | | | | LDP | | 0.00 | \$0.00 | \$0.00 | 156 |

No trip itinerary to be entered

- >=24 Greater than or equal to 24 hours
- <24 Less than 24 hours with lodging
- <24N Less than 24 hours no lodging
- <12 Less than or equal to 12 hours
- > 12 Greater than 12 hours

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

In the **example above**, the traveler departs the **TDY point** on **07/02/21**, and arrived at the **VR point** the same day.

1. At the **Reason** field for the arrival leg at the **VR point**, select **VR - Voluntary Return** for the **reason for stop**.
2. At the **Duration** field, **click** on the *down arrow* button and then **click** on the **option** that applies for the **length of time** the traveler **remained** at the VR location.

What's Authorized Actual Itinerary Constructed Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | Location | Trans Reason | Duty Day | IDL | Local OMN | Group Method | Embark Lodge | Meals | AE % | Lodging | Taxes | Miles |
|------------|-----------------------------|--------------|-------------------------------------|--------------------------|--------------------------|--------------|--------------------------|-------|---------|---------|--------|-------|
| 06/15/2021 | IND, Marion, INDIANA | PA | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | | | | |
| 06/15/2021 | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | | ILPP | CQ | CM | 96.00 | \$65.00 | \$10.00 | 154 | |
| 07/02/2021 | Fort Knox, Hardin, KENTUCKY | PA | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | | | | |
| 07/02/2021 | IND, Marion, INDIANA | VR | >=24 | | | | CQ | CM | 0.00 | \$0.00 | \$0.00 | 156 |
| 07/04/2021 | IND, Marion, INDIANA | PA | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | | | | |
| 07/04/2021 | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | | ILPP | CQ | CM | 96.00 | \$65.00 | \$10.00 | 154 | |
| 07/31/2021 | Fort Knox, Hardin, KENTUCKY | PA | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | | | | |
| 07/31/2021 | IND, Marion, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | LDP | | | 0.00 | \$0.00 | \$0.00 | 156 | |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

The traveler departed the **VR point** on **07/04/21** and arrived back at the **TDY point** the same day.

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

What's Authorized Actual Itinerary **Constructed Itinerary** Reimbursables

Constructed Trip Duration:

| From Date | To Date | To Location | Duration | Miles |
|-----------|-----------|-----------------------|----------|-------|
| 6/15/2021 | 6/15/2021 | Fort Knox, KY, Hardin | | 154 |
| 7/2/2021 | 7/2/2021 | IND, IN, Marion | >=24 | 156 |
| 7/4/2021 | 7/4/2021 | Fort Knox, KY, Hardin | | 154 |
| 7/31/2021 | 7/31/2021 | IND, IN, Marion | >=24 | 156 |

Back Next Recalc Dates

- At the Constructed Itinerary tab make any necessary changes to the **Duration** fields if applicable.
- At the **Reimbursables** tab, **ensure** that any expenses associated to the **VR legs** of travel are so **indicated**, In addition, **indicate** whether the **VR expense** was associated with going home or staying at the **TDY point**.

What's Authorized Actual Itinerary Constructed Itinerary **Reimbursables**

| Date | Nature of Expense | Type | Amount Claimed | Amount Approved | Split | IBOP | VR Leg | Go Stay |
|------------|---------------------|------|----------------|-----------------|--------------------------|------|--------|---------|
| 07/02/2021 | ATM ADVANCE EXPENSE | F | 5.00 | 5.00 | <input type="checkbox"/> | US | 1 | GO |

Back Next Insert Expense Delete Expense

Note: When processing a TDY settlement that involves a VR, two new columns appear at the **Reimbursables** tab.

- 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**.
- 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.

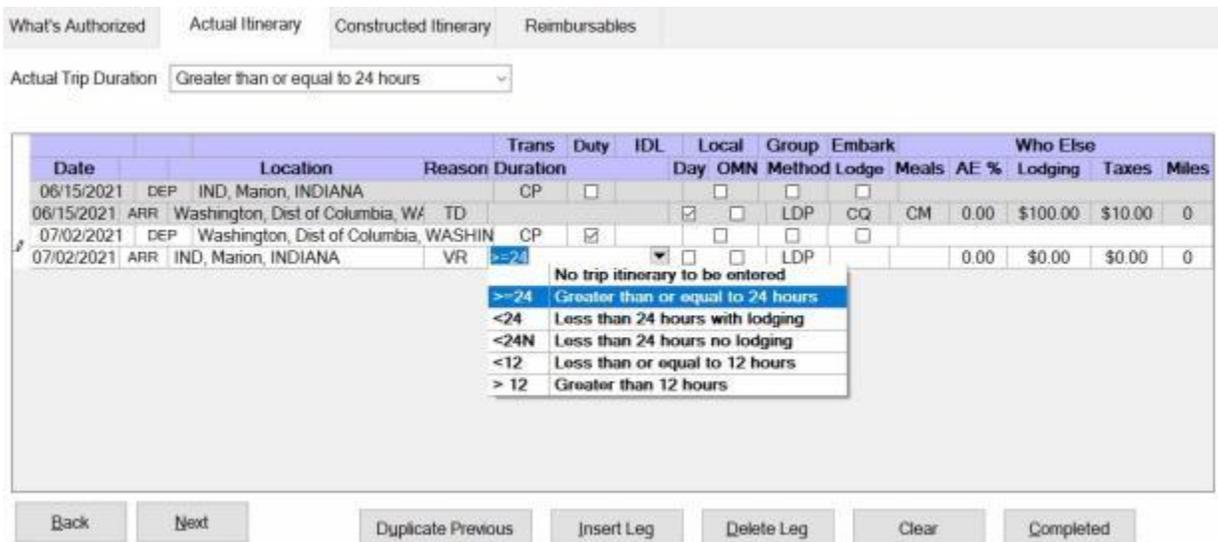
Refer to the Help topic, "Daily Exceptions", for additional instructions on making changes to the daily meal types and lodging costs.

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:



The screenshot shows the IATS system interface with the following elements:

- Navigation tabs: What's Authorized, Actual Itinerary, Constructed Itinerary, Reimbursables.
- Actual Trip Duration dropdown: Greater than or equal to 24 hours.
- Table of travel legs:

| Date | Location | Reason | Duration | Trans | Duty | IDL | Local | Group | Embark | Who Else | Lodging | Taxes | Miles | |
|------------|--|--------|----------|-------|-------------------------------------|-----|-------------------------------------|-------|--------------------------|----------|---------|----------|---------|---|
| 06/15/2021 | DEP IND, Marion, INDIANA | | | CP | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | | | | |
| 06/15/2021 | ARR Washington, Dist of Columbia, WA | TD | | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | LDP | CQ | CM | 0.00 | \$100.00 | \$10.00 | 0 |
| 07/02/2021 | DEP Washington, Dist of Columbia, WASHIN | | | CP | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | | | | |
| 07/02/2021 | ARR IND, Marion, INDIANA | VR | >=24 | | <input type="checkbox"/> | | <input type="checkbox"/> | LDP | | | 0.00 | \$0.00 | \$0.00 | 0 |

Dropdown menu options for Duration:

- >=24 Greater than or equal to 24 hours
- <24 Less than 24 hours with lodging
- <24N Less than 24 hours no lodging
- <12 Less than or equal to 12 hours
- > 12 Greater than 12 hours

Buttons at the bottom: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed.

In the example above, the traveler departs the TDY point on 07/02/21, and arrived at the VR point the same day.

1. At the Reason field for the arrival leg at the VR point, select VR - Voluntary Return for the reason for stop.
2. At the Duration field, click on the down arrow button and then click on the option that applies for the length of time the traveler remained at the VR location.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration:

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|------|--------------------------------------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|------------------|---------|-------|
| 06/15/2021 | DEP | IND, Marion, INDIANA | CP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 06/15/2021 | ARR | Washington, Dist of Columbia, WASHIN | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LDP | CQ | CM | 0.00 | \$100.00 | \$10.00 | 0 |
| 07/02/2021 | DEP | Washington, Dist of Columbia, WASHIN | CP | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/02/2021 | >=24 | IND, Marion, INDIANA | VR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CQ | CM | 0.00 | \$0.00 | \$0.00 | 0 |
| 07/04/2021 | DEP | IND, Marion, INDIANA | CP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/04/2021 | ARR | Washington, Dist of Columbia, WASHIN | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LDP | CQ | CM | 0.00 | \$100.00 | \$10.00 | 0 |
| 07/31/2021 | DEP | Washington, Dist of Columbia, WASHIN | CP | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/31/2021 | ARR | IND, Marion, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | LDP | | | 0.00 | \$0.00 | \$0.00 | 0 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

The traveler departed the **VR point** on **07/04/21** and arrived back at the **TDY point** the same day.

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

What's Authorized Actual Itinerary Constructed Itinerary Reimbursables

Constructed Trip Duration:

| From Date | To Date | To Location | Duration | Miles |
|-----------|-----------|-------------------------|----------|-------|
| 6/15/2021 | 6/15/2021 | Washington, DC, Dist of | | 586 |
| 7/31/2021 | 7/31/2021 | IND, IN, Marion | >=24 | 595 |

Back Next Recalc Dates

5. **Complete** the rest of the **itinerary** as usual and **finish** processing the **request**.
6. At the **Reimbursables** tab, **ensure** that any expenses associated to the **VR legs** of travel are so **indicated**, In addition, **indicate** whether the **VR expense** was associated with going home or staying at the **TDY point**.

What's Authorized Actual Itinerary **Constructed Itinerary** Reimbursables

| Date | Nature of Expense | Type | Amount Claimed | Amount Approved | Split | IBOP | VR Leg | Go Stay |
|------------|---------------------|------|----------------|-----------------|--------------------------|------|--------|---|
| 06/15/2021 | ATM ADVANCE EXPENSE | F | 10.00 | 10.00 | <input type="checkbox"/> | US | 0 | |
| 07/02/2021 | AIRFARE | A | 150.00 | 150.00 | <input type="checkbox"/> | US | 1 | <div style="border: 1px solid black; padding: 2px;"> <input type="button" value="GO"/> <input type="button" value="STAY"/> </div> |

Note: When processing a TDY settlement that involves a VR, two new columns appear at the Reimbursables tab.

7. At the **VR Leg** column, **click** on the *down arrow* button. A drop down list appears displaying the **legs** of travel identified in the **itinerary** as **VR legs**. If the **expense** being entered is **associated** with a **VR leg** of travel, **click** on the **number** that **represents** the correct VR leg. If the expenses is not associated with a VR leg, **click** on the number **zero**.
8. At the **Go/Stay** column, **click** on the *down arrow* button. A drop down list appears displaying the words **GO** and **STAY**. If the expenses is not associated with a **VR leg**, no action is necessary. If the **expense** is **associated** with a **VR leg**, however, one of the following actions is required:
 - **Click** on the word (**GO**) to **indicate** the **expense** was incurred to go home
 - **Click** on the word (**STAY**) to **indicate** the **expense** was incurred to stay at the **TDY point**

Tip: After **completing** the **itinerary**, IATS users should review and perhaps modify the **meal types** and **lodging costs** for the days traveling from/to the **TDY point** to perform the VR travel.

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

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.

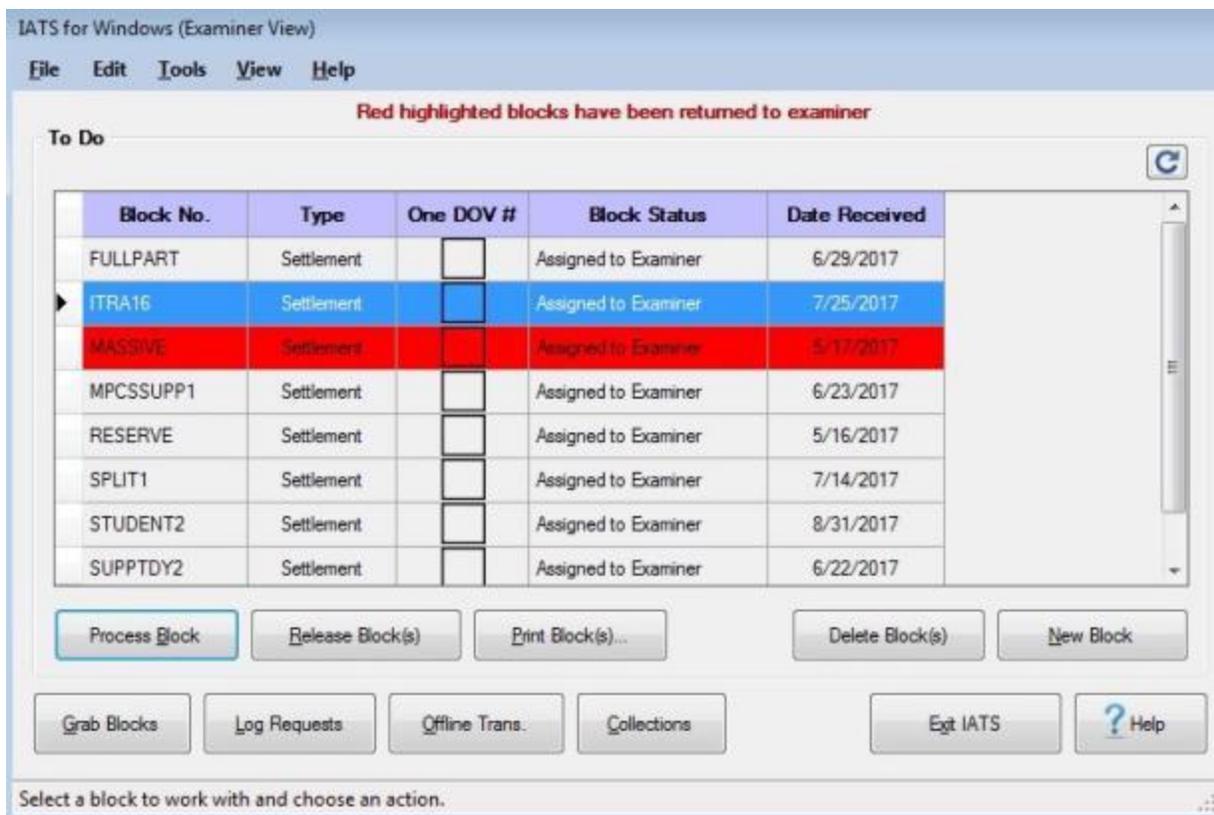
The agency will **reimburse** the employee for substantially all of the income **taxes** that were incurred as a result of the taxable extended TDY assignment..

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.

Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) Number of requests:

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Status |
|-----|------|------|-----------------|------------|----------|--------------|----------|--------|
| | | | | | | | | |

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

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

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

Travel Order Selection

FUDD, ELMER

Traveler ID: 333993333 Traveler Name: FUDD, ELMER

Address-1: 201 W EAST ST Grade/Rank: C

Address-2: Organization: DFAS

City: INDIANAPOLIS DSSN:

State/Country: INDIANA

Zip Code: 46226 [Traveler Profile](#)

TONO: ITRA2014 [Local Travel](#) Click the Local Button for Local (1164) travel

| Order Number | Category | Start Date | End Date |
|--------------|----------|------------|-----------|
| ITRA2014 | Normal | 6/1/2014 | 8/31/2015 |
| TDY05 | Normal | 8/24/2015 | 8/28/2015 |

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

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

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

Select Supplemental to:

Block No. ITRA20

FUDD, ELMER

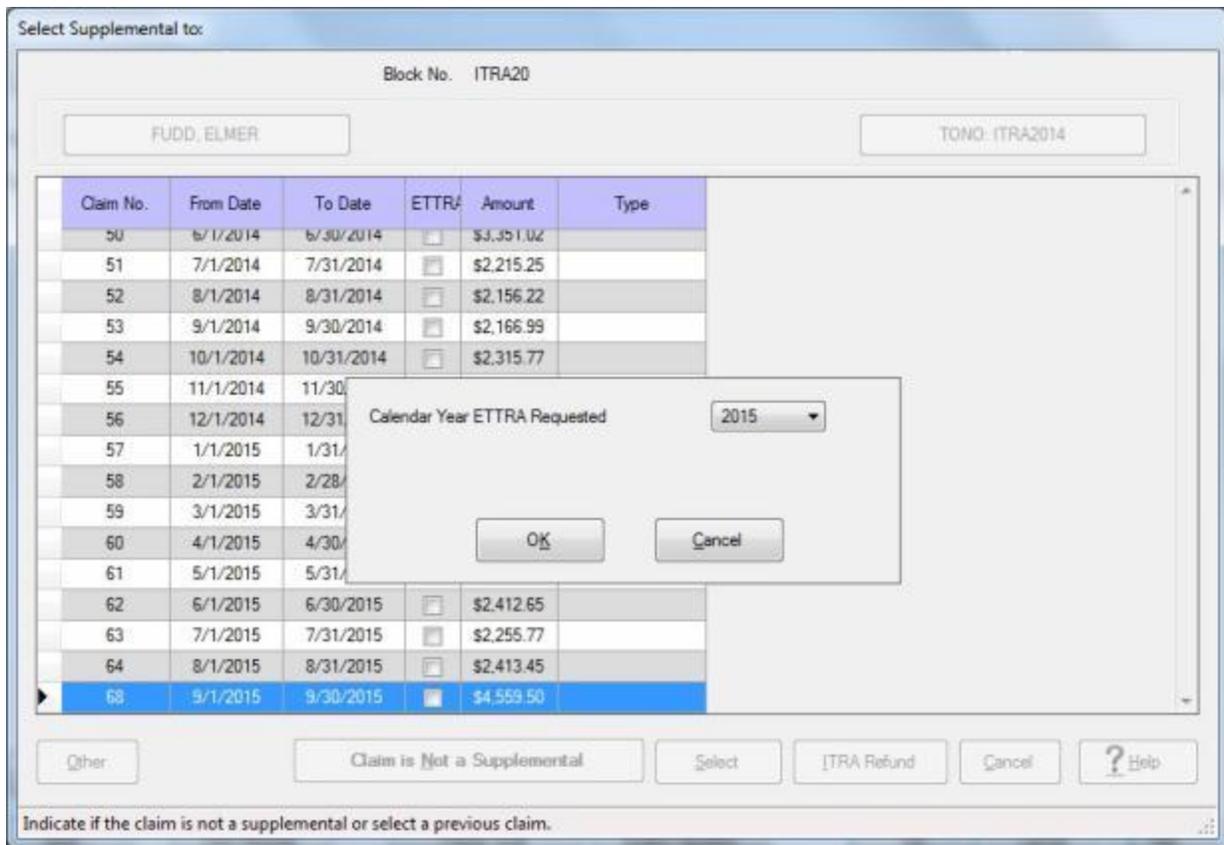
TONO: ITRA2014

| Claim No. | From Date | To Date | ETTRA | Amount | Type |
|-----------|-----------|------------|-------------------------------------|------------|------|
| 50 | 6/1/2014 | 6/30/2014 | <input type="checkbox"/> | \$3,351.02 | |
| 51 | 7/1/2014 | 7/31/2014 | <input type="checkbox"/> | \$2,215.25 | |
| 52 | 8/1/2014 | 8/31/2014 | <input type="checkbox"/> | \$2,156.22 | |
| 53 | 9/1/2014 | 9/30/2014 | <input type="checkbox"/> | \$2,166.99 | |
| 54 | 10/1/2014 | 10/31/2014 | <input type="checkbox"/> | \$2,315.77 | |
| 55 | 11/1/2014 | 11/30/2014 | <input type="checkbox"/> | \$2,412.66 | |
| 56 | 12/1/2014 | 12/31/2014 | <input type="checkbox"/> | \$2,255.22 | |
| 57 | 1/1/2015 | 1/31/2015 | <input type="checkbox"/> | \$2,134.77 | |
| 58 | 2/1/2015 | 2/28/2015 | <input type="checkbox"/> | \$2,233.44 | |
| 59 | 3/1/2015 | 3/31/2015 | <input type="checkbox"/> | \$2,312.55 | |
| 60 | 4/1/2015 | 4/30/2015 | <input type="checkbox"/> | \$2,351.76 | |
| 61 | 5/1/2015 | 5/31/2015 | <input type="checkbox"/> | \$2,244.55 | |
| 62 | 6/1/2015 | 6/30/2015 | <input type="checkbox"/> | \$2,412.65 | |
| 63 | 7/1/2015 | 7/31/2015 | <input type="checkbox"/> | \$2,255.77 | |
| 64 | 8/1/2015 | 8/31/2015 | <input type="checkbox"/> | \$2,413.45 | |
| 68 | 9/1/2015 | 9/30/2015 | <input checked="" type="checkbox"/> | \$4,559.50 | |

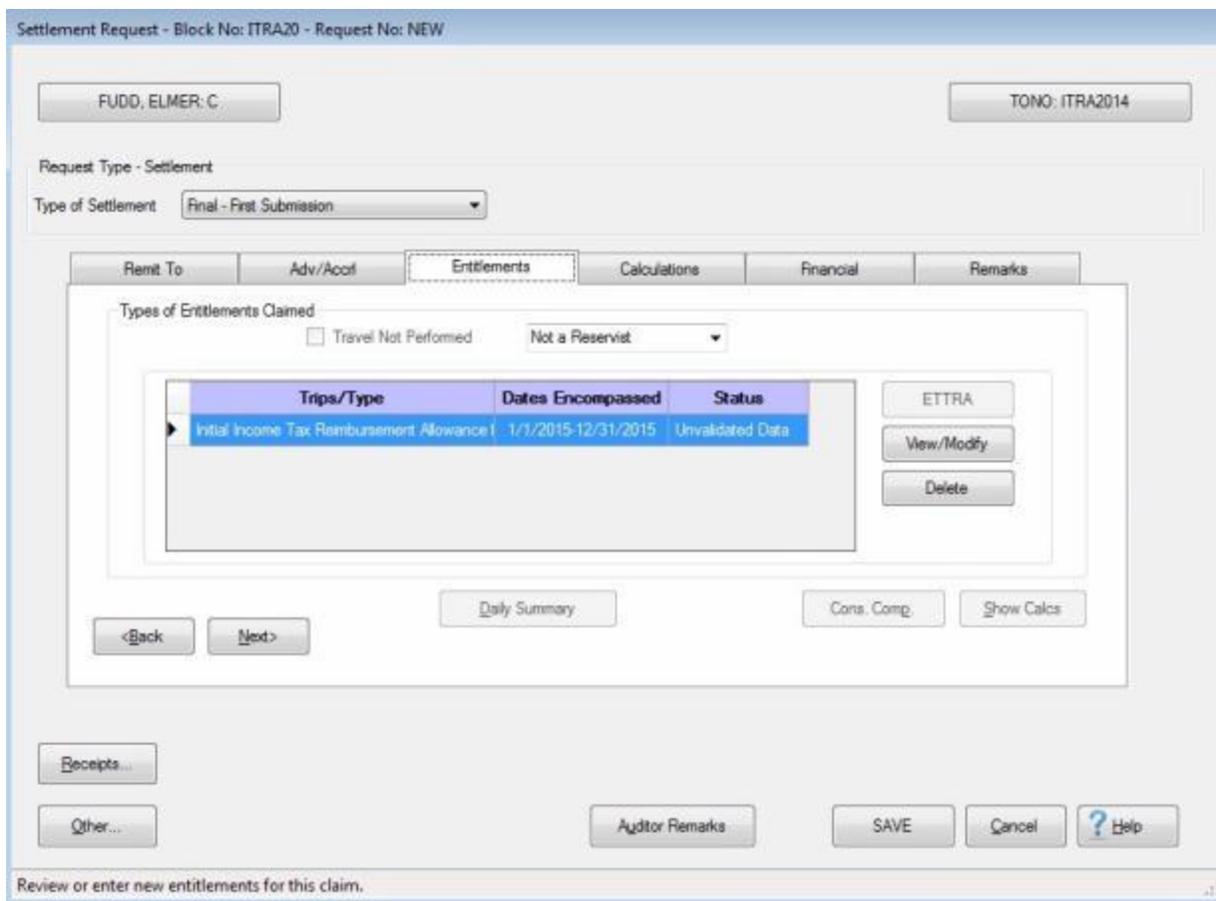
Other Claim is Not a Supplemental Select ITRA Refund Cancel ? Help

Indicate if the claim is not a supplemental or select a previous claim.

- At the Select Supplemental To screen **ensure** that the **extended TDY trip** you wish to process the ITRA settlement for is **highlighted**. Click on the claim if necessary to select the claim.
- When the extended TDY trip claim is highlighted, **click** on the **ITRA Refund** button. The **ITRA Year pop-up screen** appears.



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



11. Click on the **Entitlements** tab. The **Initial Income Tax Reimbursement Allowance** claim will be displayed.

Note: Since the listed claim **type** is "Initial Income Tax Reimbursement Allowance". This indicates that this will be the **1st ITRA payment** for the **year following** the **payment** of the Extended Taxable TDY Assignment entitlements.

12. Click on the **View/Modify** button. The **Income Tax Reimbursement Allowance** screen will appear.

Income Tax Reimbursement Allowance (ITRA)

ITRA for Tax Year 2015

Filing Status:

Adjusted Gross Income for Tax Year

Travel Reimbursement for Tax Year

Personal Exemptions and Itemized or Standard Deductions

| | Original | Recalculated |
|--|--|--|
| Adjusted Taxable Income | \$55,475.00 | \$50,915.50 |
| Federal Tax Rate (%) | 25% | 25% |
| (a) Federal Tax | \$13,868.75 | \$12,728.88 |
| State | <input type="text" value="INDIANA"/> | |
| Percent of Income <input type="radio"/> | Percent of Federal Tax <input type="radio"/> | |
| State Tax Rate (%) | 3.3% | 3.3% |
| (b) State Tax | \$1,830.68 | \$1,680.21 |
| Local Tax | <input type="text" value="MARION"/> | |
| Percent of Income <input checked="" type="radio"/> | Percent of Federal Tax <input type="radio"/> | Percent of State Tax <input type="radio"/> |
| Locality Tax Rate (%) | .07% | <input type="text" value="0.00%"/> |
| (C) Locality Tax | \$38.83 | \$0.00 |
| (d) Total | \$15,738.26 | \$14,409.09 |
| Additional Taxes Incurred due to Travel Reimbursement (ITRA) | <input type="text" value="\$1,329.17"/> | |

Enter the description for the locality for which local taxes are withheld (if any)

Refer to the **Help** topic, "[Completing the Income Tax Reimbursement Allowance Screen](#)" for additional instructions.

Completing the Income Tax Reimbursement Allowance Screen

The **Income Tax Reimbursement Allowance** screen is used to calculate the ITRA entitlement.

 Use the following steps to "complete" Income Tax Reimbursement Allowance screen:

Income Tax Reimbursement Allowance (ITRA)

FUDD, ELMER: C TONO: ITRA2014

ITRA for Tax Year 2015

Filing Status:

Adjusted Gross Income for Tax Year:

Travel Reimbursement for Tax Year:

Personal Exemptions and Itemized or Standard Deductions:

| | Original | Recalculated |
|--|---|---------------------------------|
| Adjusted Taxable Income | \$55,475.00 | \$50,915.50 |
| Federal Tax Rate (%) | 25% | 25% |
| (a) Federal Tax | \$13,868.75 | \$12,728.88 |
| State | <input type="text" value="INDIANA"/> | |
| Percent of Income <input type="radio"/> Percent of Federal Tax <input type="radio"/> | | |
| State Tax Rate (%) | 3.3% | 3.3% |
| (b) State Tax | \$1,830.68 | \$1,680.21 |
| Local Tax | <input type="text" value="MARION"/> | |
| Percent of Income <input checked="" type="radio"/> Percent of Federal Tax <input type="radio"/> Percent of State Tax <input type="radio"/> | | |
| Locality Tax Rate (%) | .07% | <input type="text" value="0%"/> |
| (C) Locality Tax | \$38.83 | \$0.00 |
| (d) Total | \$15,738.26 | \$14,409.09 |
| Additional Taxes Incurred due to Travel Reimbursement (ITRA) | <input type="text" value="\$1,329.17"/> | |

Enter the description for the locality for which local taxes are withheld (if any)

- 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
- 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.
- Personal Exemptions and Itemized or Standard Deductions:** - **Enter** the traveler's **exemptions** or **deductions** and **press Tab**.
- 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.
- Percent of Income or Federal Tax:** - **Click** in the **radio button** (if necessary) to **select** the correct option for how the **income tax** is **calculated** for the specified state. When the correct option is selected **press Tab** to continue.

6. **State Tax Rate (%):** - The **rates** displayed at these fields are **pulled** from the State Tax Rates **table** in the IATS **database**. If necessary, **enter** a **new** tax **rate** for the **Original** or **Adjusted** tax rate for the Tax Year. If no changes are needed, **press Tab** through these fields to continue.
7. **Local Tax:** - At the **Local Tax** field **enter** the **name** of the **locality** if local taxes are applicable and **press Tab** to continue.
8. **Percent of Income, Federal, or State Tax:** - **Click** in the **radio button** (if necessary) to **select** the correct **option** for how the **income tax** is **calculated** for the specified locality. When the correct option is selected **press Tab** to continue.
9. **Locality Tax Rate (%):** - Since locality tax rates are not stored in the IATS database, you must manually **enter** the **Original** or **Adjusted** tax rate for the specified locality.
10. When steps 1 - 9 above have been completed, **click** on the **OK** button to **save** you entries. IATS returns to the **Settlement Request** screen.
11. **Finish** processing the claim as usual by adding the **accounting** lines and entering any desired **remarks**.

Processing ITRA (RITA type) Settlements

If an employee is on a **taxable extended TDY** assignment, then all **allowances** and **reimbursements** for travel expenses, plus all **travel expenses** that the Government pays directly on the employee's behalf in connection with the TDY assignment, are **taxable** income.

This includes all **allowances**, **reimbursements**, and direct **payments** to **vendors** from the day that the employee or the employee's agency recognized that the extended TDY assignment was expected to exceed one year.

The agency will **reimburse** the employee for substantially all of the income **taxes** that were incurred as a result of the taxable extended TDY assignment..

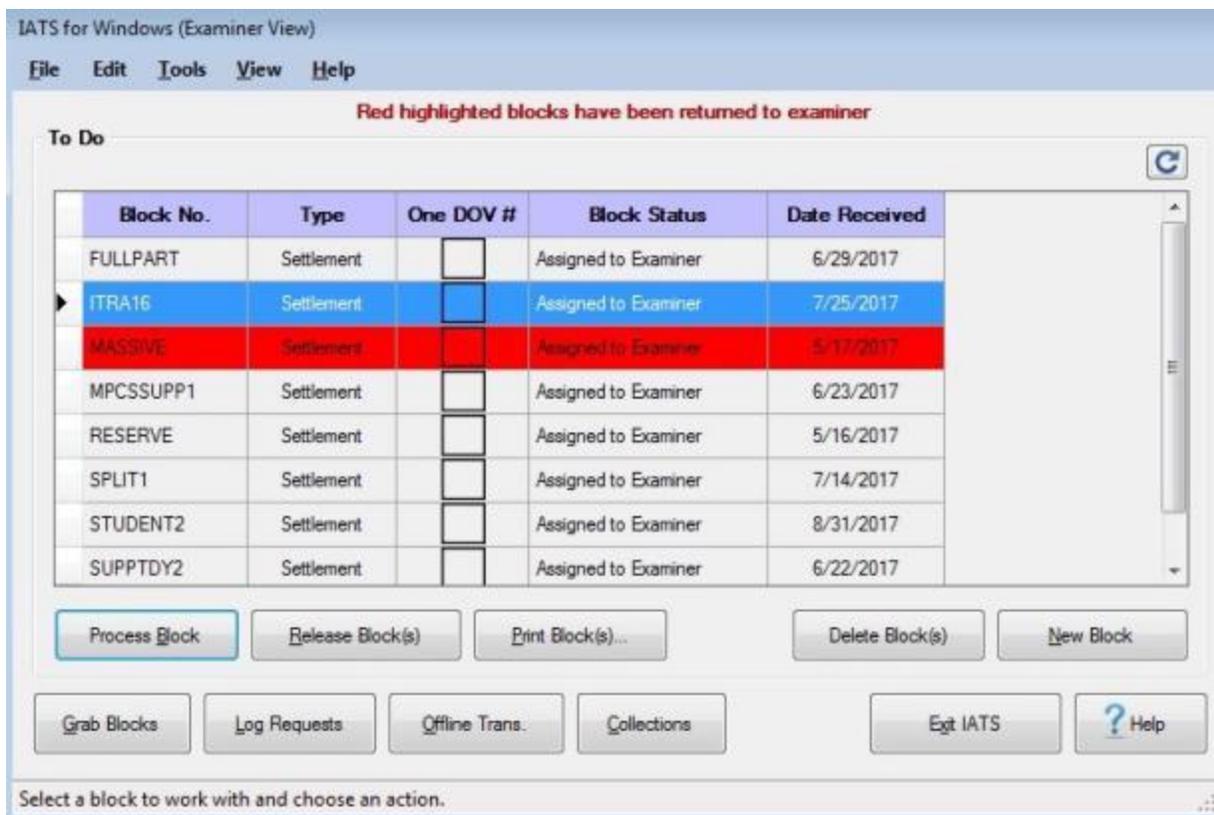
This reimbursement consists of two **parts**:

(1) The Withholding Tax Allowance (**WTA**).

(2) The "Extended TDY Tax Reimbursement Allowance" (ETTRA) also known as the (**ITRA**) "Income Tax Reimbursement Allowance".

 **Complete the following steps to "enter" a (RITA Type) ITRA Settlement Request:**

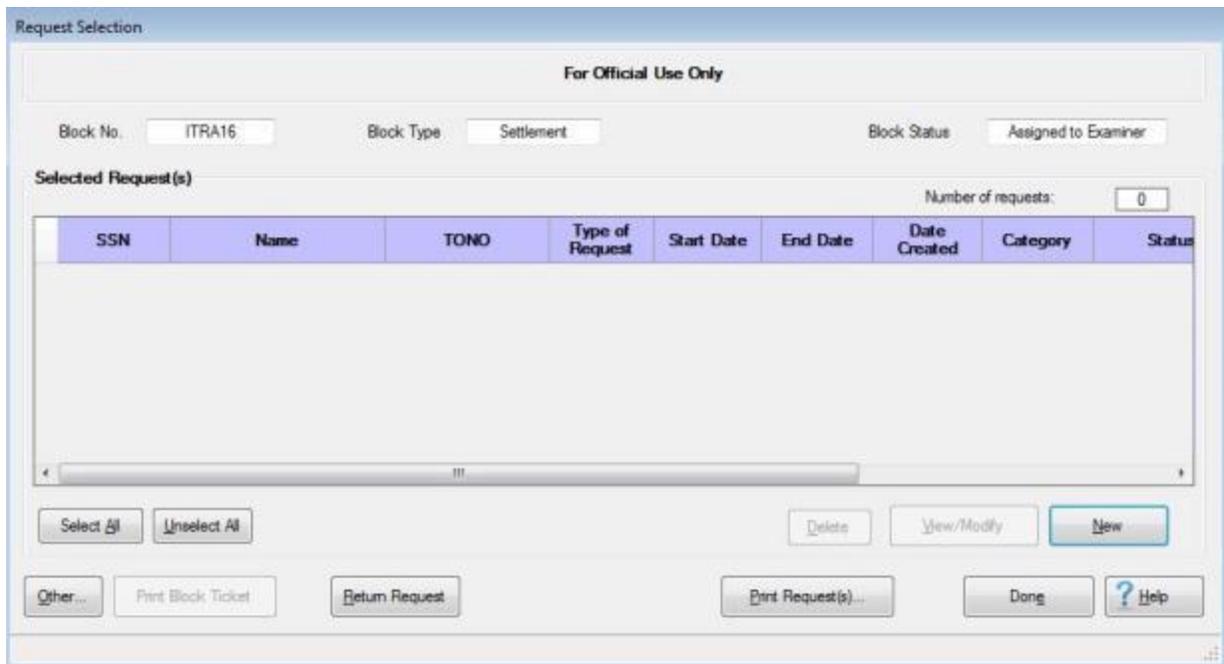
1. **Login** to IATS in the **Examiner** View mode or change the View to Examiner, if necessary.



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

- **Method 1:** - Click the [Grab Blocks](#) button and **select** a block from the **Logged Pool**.
- **Method 2:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the **block once** and then **clicking** the **Process Block** button.
- **Method 3:** - Click on the **New Block** button and [create a new block](#).

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



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

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

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

Travel Order Selection

FUDD, ELMER

Traveler ID: 333993333 Traveler Name: FUDD, ELMER

Address-1: 201 W EAST ST Grade/Rank: C

Address-2: Organization: DFAS

City: INDIANAPOLIS DSSN: [Traveler Profile](#)

State/Country: INDIANA

Zip Code: 46226

TONO: ITRA2014 [Local Travel](#) Click the Local Button for Local (1164) travel

| Order Number | Category | Start Date | End Date |
|--------------|----------|------------|-----------|
| ITRA2014 | Normal | 6/1/2014 | 8/31/2015 |
| TDY05 | Normal | 8/24/2015 | 8/28/2015 |

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

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

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

Select Supplemental to:

Block No. ITRA21

FUDD, ELMER

TONO: ITRA2014

| Claim No. | From Date | To Date | ETTRA | Amount | Type |
|-----------|-----------|------------|-------------------------------------|------------|------|
| 50 | 6/1/2014 | 6/30/2014 | <input type="checkbox"/> | \$3,351.02 | |
| 51 | 7/1/2014 | 7/31/2014 | <input type="checkbox"/> | \$2,215.25 | |
| 52 | 8/1/2014 | 8/31/2014 | <input type="checkbox"/> | \$2,156.22 | |
| 53 | 9/1/2014 | 9/30/2014 | <input type="checkbox"/> | \$2,166.99 | |
| 54 | 10/1/2014 | 10/31/2014 | <input type="checkbox"/> | \$2,315.77 | |
| 55 | 11/1/2014 | 11/30/2014 | <input type="checkbox"/> | \$2,412.66 | |
| 56 | 12/1/2014 | 12/31/2014 | <input type="checkbox"/> | \$2,255.22 | |
| 57 | 1/1/2015 | 1/31/2015 | <input type="checkbox"/> | \$2,134.77 | |
| 58 | 2/1/2015 | 2/28/2015 | <input type="checkbox"/> | \$2,233.44 | |
| 59 | 3/1/2015 | 3/31/2015 | <input type="checkbox"/> | \$2,312.55 | |
| 60 | 4/1/2015 | 4/30/2015 | <input type="checkbox"/> | \$2,351.76 | |
| 61 | 5/1/2015 | 5/31/2015 | <input type="checkbox"/> | \$2,244.55 | |
| 62 | 6/1/2015 | 6/30/2015 | <input type="checkbox"/> | \$2,412.65 | |
| 63 | 7/1/2015 | 7/31/2015 | <input type="checkbox"/> | \$2,255.77 | |
| 64 | 8/1/2015 | 8/31/2015 | <input type="checkbox"/> | \$2,413.45 | |
| 68 | 9/1/2015 | 9/30/2015 | <input checked="" type="checkbox"/> | \$4,559.50 | |

Other

Claim is Not a Supplemental

Select

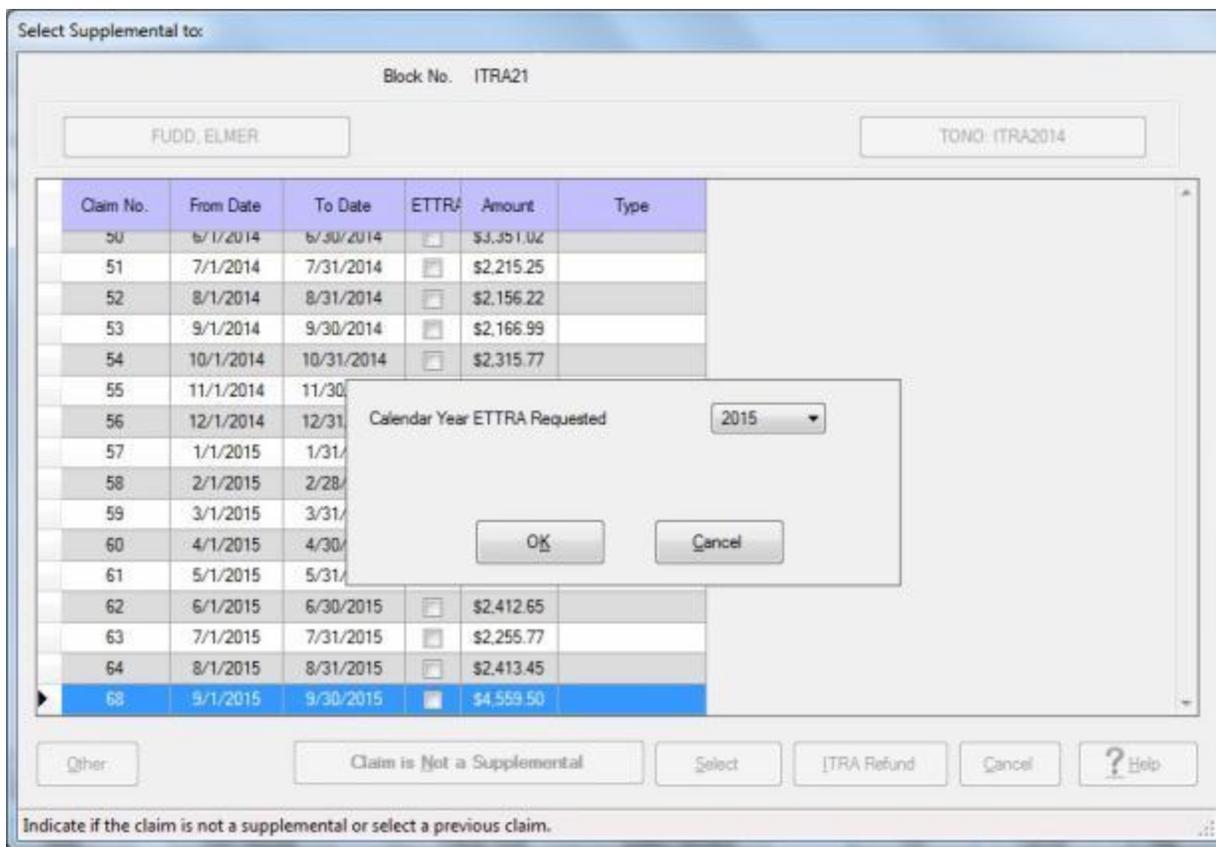
ITRA Refund

Cancel

? Help

Indicate if the claim is not a supplemental or select a previous claim.

- At the Select Supplemental To screen **ensure** that the **extended TDY trip** you wish to process the ITRA settlement for is **highlighted**. Click on the claim if necessary to.
- When the extended TDY trip claim is highlighted, **click** on the **ITRA Refund** button. The **ITRA Year pop-up screen** appears.



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

Settlement Request - Block No: ITRA21 - Request No: NEW

FUDD, ELMER, C TONO: ITRA2014

Request Type - Settlement
 Type of Settlement: Final - First Submission

Remit To | Adv/Acct | **Entitlements** | Calculations | Financial | Remarks

Types of Entitlements Claimed
 Travel Not Performed Not a Reservist

| Trips/Type | Dates Encompassed | Status |
|--|---------------------|------------------|
| RITA Type Income Tax Reimbursement Allow | 1/1/2015-12/31/2015 | Unvalidated Data |

ETTRA
View/Modify
Delete

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

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

Review or enter new entitlements for this claim.

11. **Click** on the **Entitlements** tab. The **RITA Type Income Tax Reimbursement Allowance** claim will be displayed.

Note: Since the listed claim **type** is "RITA Type Income Tax Reimbursement Allowance". This indicates that this is the **second** ITRA payment which is made in the **year following** the **payment** of the Initial ITRA payment.

12. **Click** on the **View/Modify** button. The **ITRA - (RITA Type)** screen will appear.

Extended TDY Tax Reimbursement Allowance (ETTRA) - Block No: ITRA21 - Request No: NEW

FUDD, ELMER TONO: ITRA2014

General State Tax Municipal Tax

Year 1: 2016

Filing Status: Single

| Gross Income | | W-2 | Schedule SE |
|--------------|-----------|------|-------------|
| Employee: | 58,750.00 | 0.00 | 0.00 |
| Spouse: | 0.00 | 0.00 | 0.00 |

Reimbursements not deductible for State income tax purposes: 0.00

Back Next Other OK Cancel ? Help

Enter the amount of Moving expense reimbursements not deductible for State income tax purposes ToolStripStatusLabel2

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

Completing the ITRA (RITA Type) Screen - General tab

At the ITRA screen **General** tab, the user must **specify** the **tax year**, the employee's **filing status**, and the employee/spouse **gross income**.

 Use the following steps to "complete" the ITRA (RITA Type) Screen - General tab:

Extended TDY Tax Reimbursement Allowance (ETTRA) - Block No: ITRA21 - Request No: NEW

FUDD, ELMER TONO: ITRA2014

General State Tax Municipal Tax

Year 1: 2016

Filing Status: Single

| Gross Income | | W-2 | Schedule SE |
|--------------|-----------|------|-------------|
| Employee: | 58,750.00 | 0.00 | 0.00 |
| Spouse: | 0.00 | 0.00 | 0.00 |

Reimbursements not deductible for State income tax purposes: 0.00

Back Next Other OK Cancel Help

Enter the amount of Moving expense reimbursements not deductible for State income tax purposes ToolStripStatusLabel2

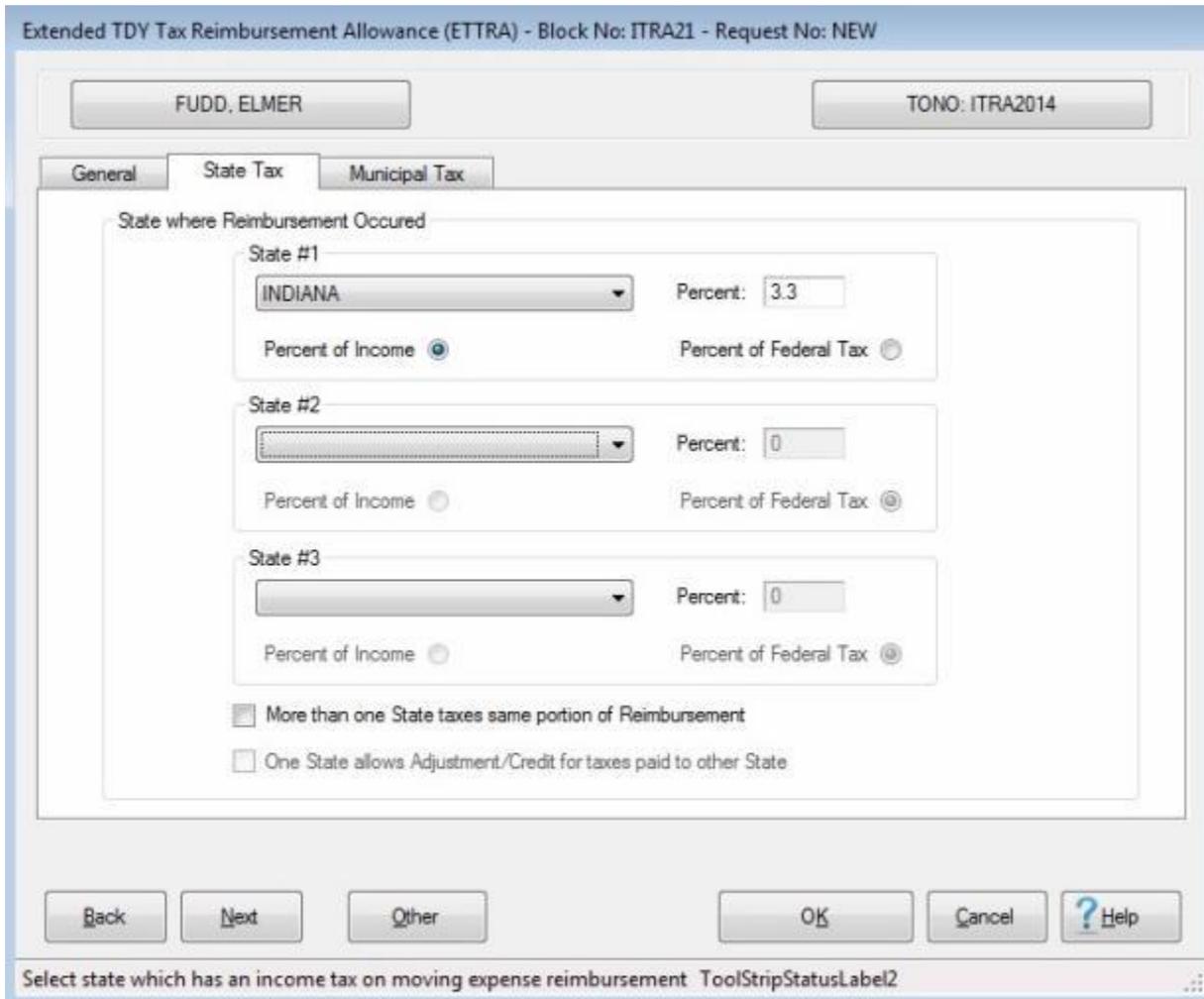
1. **Year 1:** At this field, the user must enter the **tax year** in which the reimbursement for the Income Tax Reimbursement was **received**. The **default** value at this field, is the **year prior** to the **current year**. If this is correct, **press Tab** to continue. If not, **type** the correct year in **YYYY** format.
2. **Filing Status:** At this field, a **drop down listing** appears, when you **click** in the field or **click** on the **down arrow**. This list **displays** the possible **choices** for the Federal Income Tax filing **status**. **Press** the **Up/Dn** arrow **keys** to **highlight** the desired **choice** and **press Tab** or **click** on the desired **choice** to make a selection. **Press Tab** to continue.
3. **Employee W-2:** At this field, **type** the dollar **amount** for the gross income for the employee. This amount should **reflect all income** from **wages** for the year entered at the **Year 1** field.
4. **Employee Schedule SE:** At this field, **type** the dollar **amount** for the gross income for the employee. This amount should **reflect all income** from **Self Employment** for the year entered at the **Year 1** field.
5. **Spouse W-2:** At this field, **type** the dollar **amount** for the gross income for the spouse. This amount should **reflect all income** from **wages** for the year entered at the **Year 1** field.
6. **Spouse Schedule SE:** At this field, **type** the dollar **amount** for the gross income for the spouse. This amount should **reflect all income** from **Self Employment** for the year entered at the **Year 1** field.
7. **Reimbursements not deductible for State income tax purposes:** At this field, **type** the dollar **amount**, if any, for the total of the reimbursed expenses that were **exempt** from **Federal Income Tax Withholding**, but are **subject** to **State Income Taxes**.
8. When **finished** entering the required information at the **ITRA (RITA Type) Screen - General** tab, **click** on the **Next** button or the **State Tax** tab to continue.

Refer to the **Help** topic, "[Completing the ITRA \(RITA Type\) Screen - StateTax tab](#)", for additional instructions.

Completing the ITRA (RITA Type) Screen - StateTax tab

At the **ITRA State Tax** tab, the user must specify the **State(s)** the employee has a **tax liability** to and **specify** whether the **tax** is based on a **percentage** of **Income** or **Federal Tax**.

 Use the following steps to "complete" the ITRA State Tax - tab:



Extended TDY Tax Reimbursement Allowance (ETTRA) - Block No: ITRA21 - Request No: NEW

FUDD, ELMER TONO: ITRA2014

General State Tax Municipal Tax

State where Reimbursement Occured

State #1
 INDIANA Percent: 3.3
 Percent of Income Percent of Federal Tax

State #2
 Percent: 0
 Percent of Income Percent of Federal Tax

State #3
 Percent: 0
 Percent of Income Percent of Federal Tax

More than one State taxes same portion of Reimbursement
 One State allows Adjustment/Credit for taxes paid to other State

Back Next Other OK Cancel Help

Select state which has an income tax on moving expense reimbursement ToolStripStatusLabel2

1. **State # 1:** - At this field, the user must specify the first state the employee has a **tax liability** to. **Click** in this field or **click** on the **down arrow**. A **drop down listing** appears displaying a list of state names. **Type** the first letter of the state **name**. IATS will highlight the first state name beginning with that letter. If necessary, **click** the **Up/Dn arrows** until the desired name is displayed. **Click** on the highlighted name or **press** Tab to make the selection and then **press** Tab to continue.

Tip: When **selecting** the **State**, you may **select** the option "**None**" if the desired state **does not** have a state income tax.

2. **Percent:** - **Click** in this field, IATS will automatically populate this field with the applicable percentage from the tax table in the **Maintenance** module.

3. **Percent of Income:** - A **black dot must appear** in this field **if** the tax **liability** is **based** on a **percentage** of the employee's **income**. **Click** in this **field** to **display** the **black dot**, if necessary.
4. **Percent of Federal Tax:** - A **black dot must appear** in this field **if** the tax **liability** is **based** on a **percentage** of the employee's **Federal Tax liability**. **Click** in this **field** to **display** the **black dot**, if necessary.
5. **Repeat steps 1 - 4** for the **State # 2** and **State # 3** sections, **if** the employee has a **tax liability** to a **second or third state**.
6. **More than one State taxes same portion of Reimbursement:** - **Click** in this **check box** to **activate** this **option** if **applicable**.
7. **One State allows Adjustment/Credit for taxes paid to other State:** - **Click** in this **check box** to **activate** this **option** if **applicable**.
8. When **finished** entering the required information at the **ITRA State Tax** tab, **click** on the **Next** button or the **Municipal Tax** tab to continue.

Refer to the **Help** topic, "[Completing the ITRA \(RITA Type\) Screen - Municipal Tax tab](#)", for additional instructions.

Completing the ITRA (RITA Type) Screen - Municipal Tax tab

At the **ITRA Municipal Tax** tab, the user **must specify** the city or county the employee has a **tax liability** to and **specify** whether the **tax** is **based** on a **percentage** of **Income** or **Federal Tax**.

 Use the following steps to "complete" the ITRA Municipal Tax - tab:

1. **Municipality # 1:** At this field, the user must specify the first city/county the employee has a tax liability to. **Type** the city/county **name** and **press Tab**.
2. **Percent:** At this field, **type** the applicable percentage **rate** and **press Tab**.
3. **Located in:** - If there is only one state involved, no action is necessary. If there are two states involved, however, **click** in the **circle** next to the correct state.
4. **Percent of Income:** A black dot must appear in this field if the tax **liability** is based on a **percentage** of the employee's **income**. **Click** in this **field** to **display** the black dot, if necessary.
5. **Percent of Federal Tax:** A black dot must appear in this field if the tax **liability** is based on a **percentage** of the employee's **Federal Tax liability**. **Click** in this **field** to **display** the black dot, if necessary.
6. **Percent of State Tax:** A black dot must appear in this field if the tax **liability** is based on a **percentage** of the employee's **Federal Tax liability**. **Click** in this **field** to **display** the black dot, if necessary.
7. **Repeat steps 1 - 6** for the **Municipality # 2** section, if the employee has a tax liability to a second city/county.
8. When **finished** entering the required information at the **ITRA Municipal Tax** tab, **click** on the **OK** button. IATS returns to the **Settlement Request** screen.
9. If no additional expenses are being added, **click** on the Financial tab and **add** the appropriate **accounting** lines.
10. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

Partial Settlements

Partial Settlements - Overview

Note: For **Navy** users only, you now have the capability of processing Partial Settlements for **PCS** travel as well. There are **three** important **issues** that you must be aware of, however:

1. For **Beginning** and **Middle** periods, the **effective date of orders** must be the **Pay To Date**. It cannot be a **future** date.
2. For the **Ending/Final** period, compute the **effective date of orders** in accordance with the travel **regulations**.
3. The payment of **DLA** should only be included in the **Ending/Final** period since the effective date of orders has an affect on the proper rate.

Travelers who perform **TDY/PCS** for an extended period, are expected to **file** a partial settlement every 30 days. The partial settlement **amount** paid to the traveler is for the **per diem** accrued during the **period** listed on the claim.

When processing partial settlements, the first claim submitted is considered to the beginning period.

The subsequent periods are either middle periods, or a final period.

It is **possible** to not have a middle period.

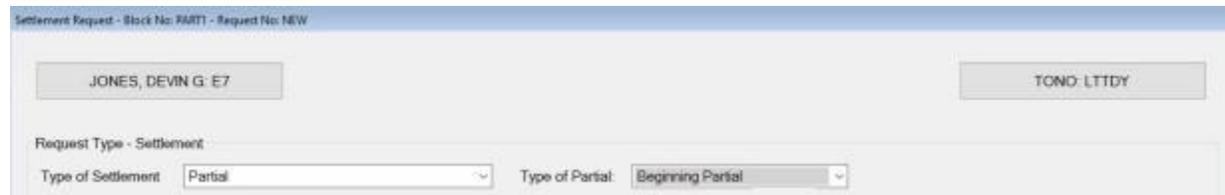
If the beginning partial was for **30 days** and there were only 20 days remaining on the trip, the next period is the **final**.

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 |
| 02/05/2021 | DEP | IND, Marion, INDIANA | PA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 02/05/2021 | ARR | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | WDGM | 96.00 | \$35.00 | \$0.00 | 154 |
| 02/28/2021 | STOP | Fort Knox, Hardin, KENTUCKY | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 02/28/2021 | CONT | Fort Knox, Hardin, KENTUCKY | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 0 |

3. **Pay To:** - At this field, **type** the end of the beginning partial period in **MMDDYY** format.
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:



Settlement Request - Block No: PART2 - Request No: NEW

JONES, DEVIN G. E7 TONO- LTTDY

Request Type - Settlement

Type of Settlement: Partial Type of Partial: Middle Partial

1. **Type of Settlement:** - At this field, **click** on the *down arrow* button to **display** the **list** of settlement **types** and then **click** on **Partial**.
2. **Type of Partial:** - At this field, **click** on the *down arrow* button to **display** the **list** of partial **types** and then **click** on **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.



What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours Pay From: 3/1/2021 Pay To: 3/31/2021

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else | | |
|------------|------|-----------------------------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------|----------|--------|-------|
| | | | | | | | | | | Lodging | Taxes | Miles |
| 02/05/2021 | ARR | Fort Knox, Hardin, KENTUCKY | CS | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 03/01/2021 | CONT | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | WDGM | 96.00 | \$35.00 | \$0.00 | 0 |
| 03/31/2021 | STOP | Fort Knox, Hardin, KENTUCKY | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 03/31/2021 | CONT | Fort Knox, Hardin, KENTUCKY | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 0 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

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**.

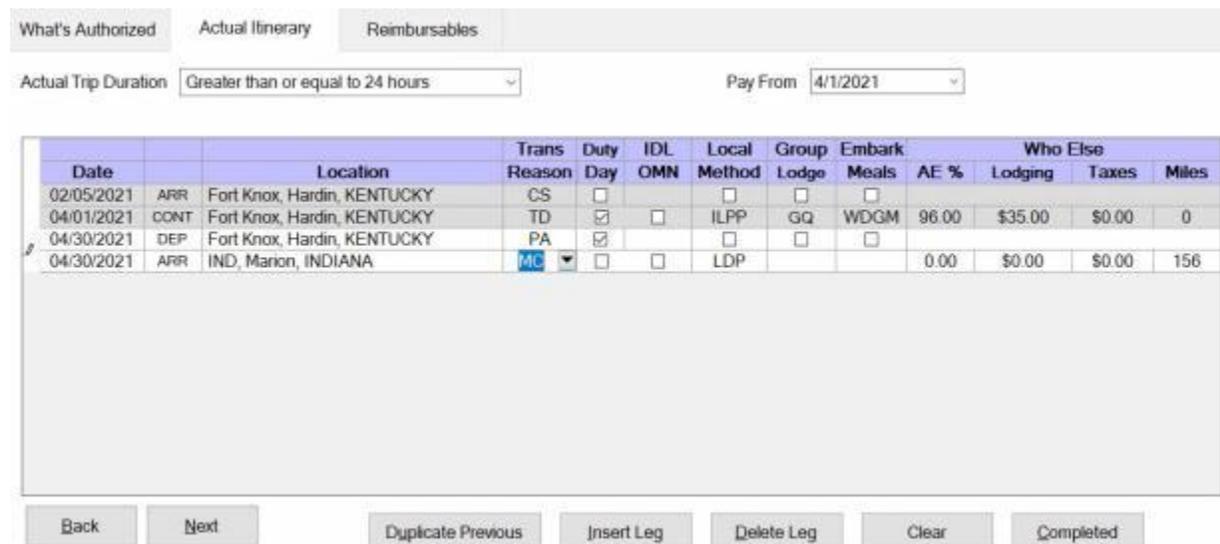
Entering the Final Partial Settlement

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**.



| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|------|-----------------------------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------|------------------|--------|-------|
| 02/05/2021 | ARR | Fort Knox, Hardin, KENTUCKY | CS | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 04/01/2021 | CONT | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | WDGM | 96.00 | \$35.00 | \$0.00 | 0 |
| 04/30/2021 | DEP | Fort Knox, Hardin, KENTUCKY | PA | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 04/30/2021 | ARR | IND, Marion, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | LDP | | | 0.00 | \$0.00 | \$0.00 | 156 |

3. **Pay From:** - At this field, **type** the beginning of the ending partial period in **MMDDYY** format.
4. **Date:** - The **date** on the 1st line of the itinerary defaults to the **date** the traveler initially arrived at the **TDY location**. Ensure that this **date** is not changed.
5. Complete the **itinerary** as usual.

Note: The user will **notice** that the **columns** that are normally populated with Depart (**DEP**) and Arrive (**ARR**) now shows Continue (**CONT**) on the second line of the itinerary. This **indicates** that this is the beginning of a new period.

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

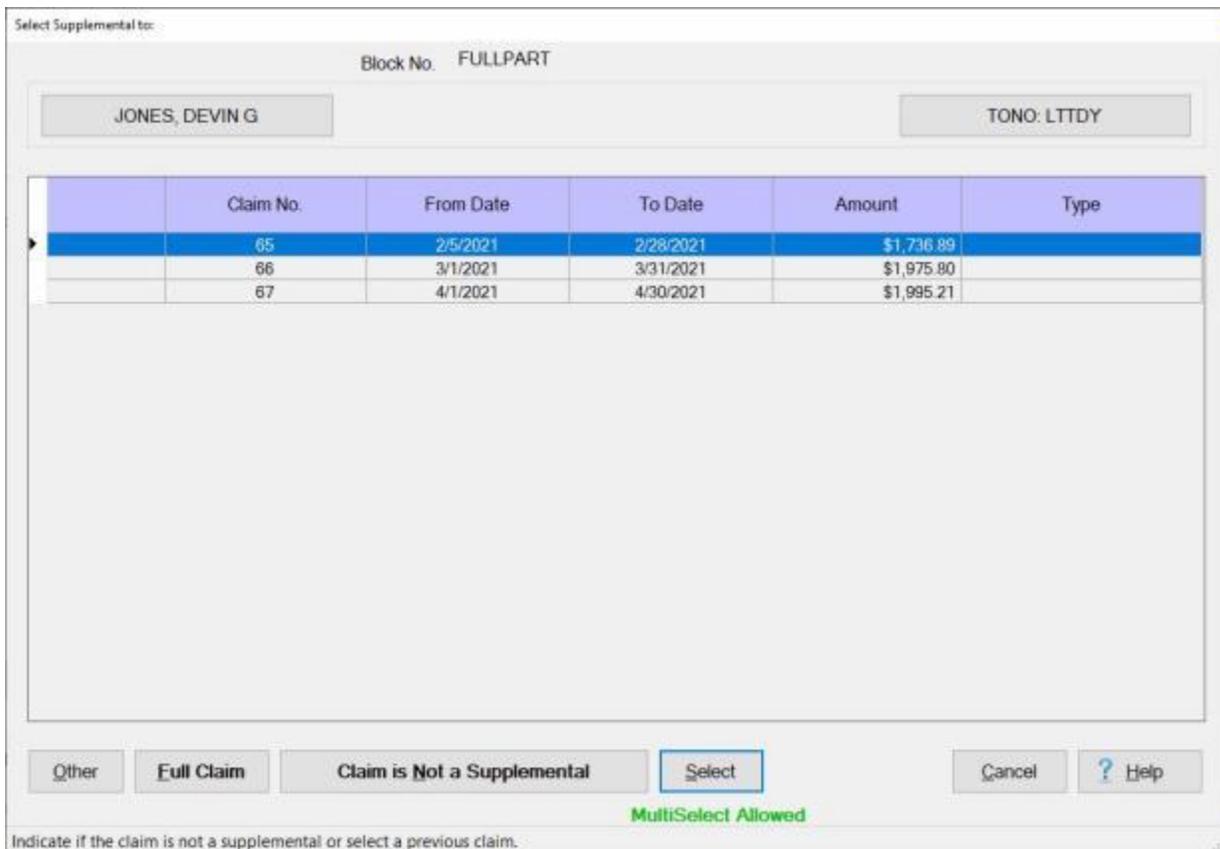
Click on the **See Also** button below and **select** the particular **topic** for additional information on working with Partial Settlements.

Processing a Full Claim

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

 **Complete the following steps to "process" a Full Claim settlement:**

1. **Select** or **create** the desired **block**.
2. **Select** the **traveler** and the correct **travel order**.
3. After selecting the traveler and the travel order, the **Select Supplemental To** screen is displayed.



Select Supplemental to:

Block No. FULLPART

JONES, DEVIN G TONO: LTTDY

| Claim No. | From Date | To Date | Amount | Type |
|-----------|-----------|-----------|------------|------|
| 65 | 2/5/2021 | 2/28/2021 | \$1,736.89 | |
| 66 | 3/1/2021 | 3/31/2021 | \$1,975.90 | |
| 67 | 4/1/2021 | 4/30/2021 | \$1,995.21 | |

Other Full Claim Claim is Not a Supplemental **Select** Cancel ? Help

MultiSelect Allowed

Indicate if the claim is not a supplemental or select a previous claim.

4. At the Select Supplemental To screen, **click** on the **Full Claim** button.
5. After clicking on the Full Claim button, the **Settlement Request** screen appears and displays **Supplemental - Subsequent Submission** at the **Type of Settlement** field.

Settlement Request - Block No: FULLPART - Request No: NEW

JONES, DEVIN G. E7 TOND, LTTDY

Request Type - Settlement
 Type of Settlement: Supplemental - Subsequent Submission
 Suppl Reason: []

Remit To: Adv/Accr! Entitlements Calculations Financial Remarks

| Locked | Date | Type | FY | Amount | DOV |
|-------------------------------------|------------|------------|------|------------|-----------|
| <input checked="" type="checkbox"/> | 08/12/2021 | Settlement | 2021 | \$1,736.89 | 111222333 |
| <input checked="" type="checkbox"/> | 08/12/2021 | Settlement | 2021 | \$1,975.80 | 444555666 |
| <input checked="" type="checkbox"/> | 08/12/2021 | Settlement | 2021 | \$1,995.21 | 777888999 |
| <input type="checkbox"/> | | | | | |

<Back Next> Delete

Receipts... Other... SAVE Cancel ? Help

Review or enter advances against this claim

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

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

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:**

- Select or [create a block](#) for processing.
- 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.
- 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.
- At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
- Ensure** that the order **number associated** with the **original** settlement is **selected**.
- After selecting the order, the **Select Supplemental To:** screen appears.

Select Supplemental to:

Block No. PART

THREE, THRITY Q. TONO: SCR1468

| | Claim No. | From Date | To Date | Amount | Type |
|---|-----------|-----------|-----------|------------|------|
| ▶ | 1 | 1/1/2019 | 1/31/2019 | \$4,230.50 | |
| | 2 | 2/1/2019 | 2/28/2019 | \$3,836.00 | |
| | 3 | 3/1/2019 | 3/31/2019 | \$4,247.00 | |

Other Full Claim Claim is Not a Supplemental Select Cancel ? Help

MultiSelect Allowed

Indicate if the claim is not a supplemental or select a previous claim.

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.

Select Supplemental to:

Block No. PART

THREE, THRITY Q TONO: SCR1468

| Claim No. | From Date | To Date | Amount | Type |
|-----------|-----------|-----------|------------|------|
| 1 | 1/1/2019 | 1/31/2019 | \$4,230.50 | |
| 2 | 2/1/2019 | 2/28/2019 | \$3,836.00 | |
| 3 | 3/1/2019 | 3/31/2019 | \$4,247.00 | |

Other Full Claim Claim is Not a Supplemental Select Cancel ? Help

MultiSelect Allowed

Indicate if the claim is not a supplemental or select a previous claim.

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.

Settlement Request - Block No: PA85 - Request No: NEW

THREE, THIRTY Q: E6 TONO: SCR1468

Request Type - Settlement
Type of Settlement: Partial - Multiple

Entitlements

Types of Entitlements Claimed
 Travel Not Performed

| Trips/Type | Dates Encompassed | Status |
|---------------------|----------------------|----------------|
| Temporary Duty Trip | 1/1/2019 - 1/31/2019 | Validated Data |
| Temporary Duty Trip | 3/1/2019 - 3/31/2019 | Validated Data |

View/Modify

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

Receipts... Other... SAVE Cancel ? Help

Review or enter new entitlements for this claim.

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.

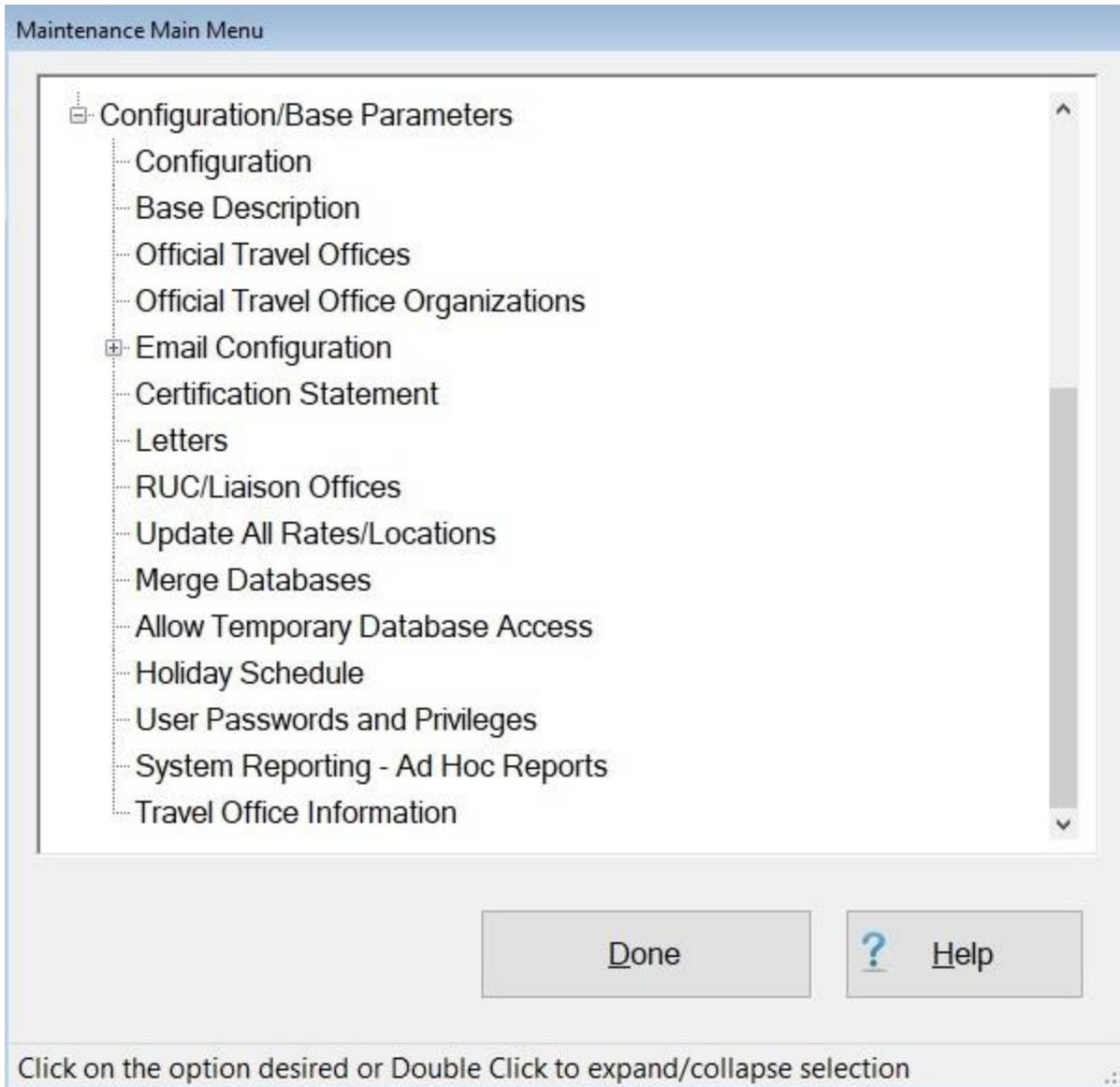
Click on the **See Also** button below and **select** the particular **topic** for additional information on processing Reservist Travel claims.

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

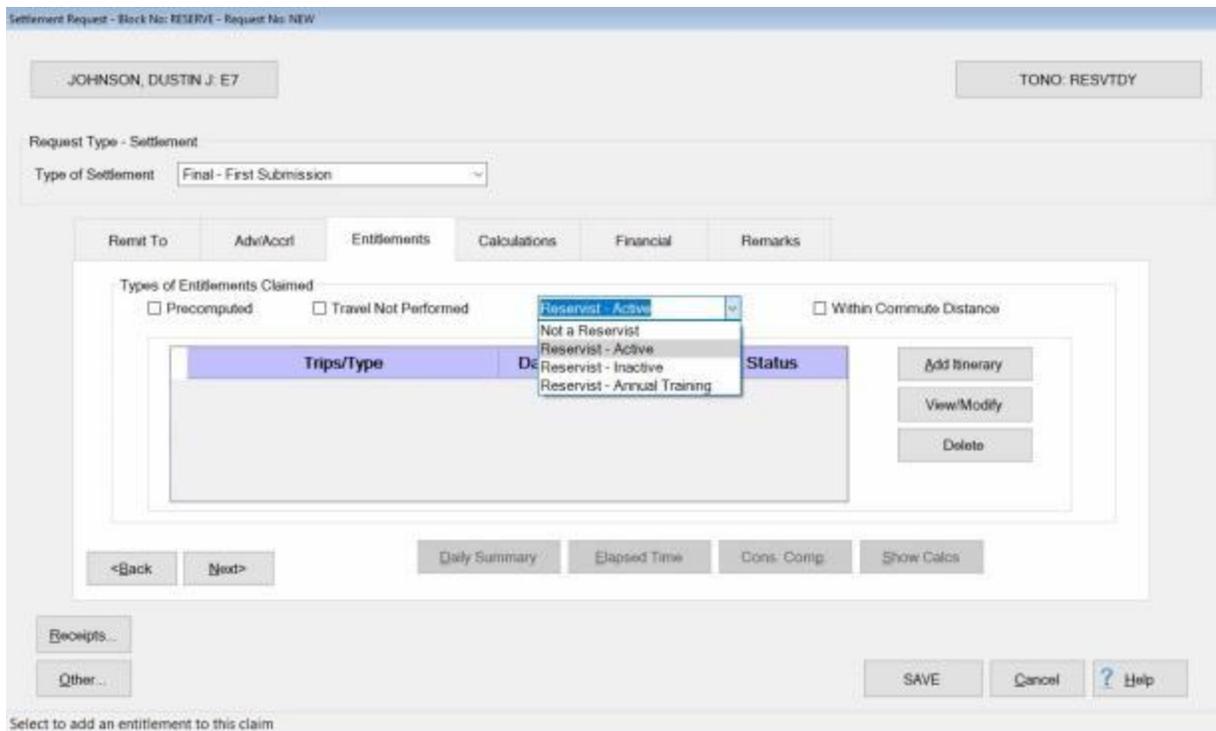
| System Description | | | |
|-------------------------------------|-------------------------------------|---------------------------|-------------------------------------|
| Standalone | <input type="checkbox"/> | Allow Claims by Self | <input type="checkbox"/> |
| Use Employee ID | <input type="checkbox"/>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

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

Selecting the Type of Reservist Travel

Once the **Reservist Travel** feature has been **activated** in the IATS Maintenance module, you will see a new field on the **Entitlements** Tab when the **Settlement Request** screen is displayed.



Next to the **Travel Not Performed** check box you will see field displaying the default value "**Not a reservist**". If the claim you are processing is not for **reserve** travel, no action is necessary and you would continue to process the claim as usual.

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

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

Reservist - Active

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

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

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

Settlement Request - Block No: RESERVE - Request No: NEW

JOHNSON, DUSTIN J: E7 TONO: RESVTDY

Request Type - Settlement
Type of Settlement: Final - First Submission

Remit To: Adv/Acct: Entitlements: Calculations: Financial: Remarks:

Types of Entitlements Claimed
 Precomputed Travel Not Performed Within Commute Distance

Reservist - Active (dropdown menu)
 Not a Reservist
 Reservist - Active
 Reservist - Inactive
 Reservist - Annual Training

| Trips/Type | Status |
|------------|--------|
| | |

Buttons: Add Itinerary, View/Modify, Delete

Navigation: <Back, Next>, Daily Summary, Elapsed Time, Cons. Comp., Show Calc.

Receipts... Other... SAVE Cancel ? Help

Select to add an entitlement to this claim

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

Settlement Request - Block No: RESERVE - Request No: NEW

JOHNSON, DUSTIN J: E7 TONO: RESVTDY

Request Type - Settlement
Type of Settlement: Final - First Submission

Remit To: Adv/Acct: Entitlements: Calculations: Financial: Remarks:

Types of Entitlements Claimed
 Precomputed Travel Not Performed Within Commute Distance

Reservist - Active (dropdown menu)

| Trips/Type | Dates Encompassed | Status |
|------------|-------------------|--------|
| | | |

Buttons: Add Itinerary, View/Modify, Delete

Navigation: <Back, Next>, Daily Summary, Elapsed Time, Cons. Comp., Show Calc.

Receipts... Other... SAVE Cancel ? Help

Select to add an entitlement to this claim

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

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration:

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | Who Else | | | |
|------------|-----|-----------------------------|--------------|-------------------------------------|--------------------------|--------------|-------------|--------------|----------|---------|--------|-------|
| | | | | | | | | | AE % | Lodging | Taxes | Miles |
| 07/12/2021 | DEP | IND, Marion, INDIANA | PA | <input type="checkbox"/> | | | | | | | | |
| 07/12/2021 | ARR | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | WDGM | 96.00 | \$35.00 | \$0.00 | 154 |
| 07/31/2021 | DEP | Fort Knox, Hardin, KENTUCKY | PA | <input checked="" type="checkbox"/> | | | | | | | | |
| 07/31/2021 | ARR | IND, Marion, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 156 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

- After you have specified the **duration** of the trip on the **Actual Itinerary** tab, **press** the *Tab* key to advance to the **Date** field.
- 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.
- When you *Tab* past the **Date** field to the **Location** field, IATS will display the **Location Selection** screen.
- When the **Location Selection** screen is displayed, **select** the traveler's **home duty station** location.
- After selecting the home duty station location, **finish** entering the **itinerary** and then **complete** the **claim** as you would for a normal TDY claim.

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

Settlement Request - Block No: RESERVE - Request No: NEW

JOHNSON, DUSTIN J. E7 TONO: RESVTDY

Request Type - Settlement
 Type of Settlement: Final - First Submission

Remit To Adv/Accr Entitlements Calculations Financial Remarks

Types of Entitlements Claimed
 Precomputed Travel Not Performed **Reservist - Active** Within Commute Distance

| Trips/Type | Dates Encompassed | Status |
|------------|-------------------|--------|
| | | |

Buttons: Add Itinerary, View/Modify, Delete

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

Receipts... Other... SAVE Cancel ? Help

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

Settlement Request - Block No: RESERVE - Request No: NEW

JOHNSON, DUSTIN J. E7 TONO: RESVTDY

Request Type - Settlement
 Type of Settlement: Final - First Submission

Remit To Adv/Accr Entitlements Calculations Financial Remarks

Types of Entitlements Claimed
 Precomputed Travel Not Performed **Reservist - Inactive** Within Commute Distance

| Trips/Type | Dates Encompassed | Status |
|------------|-------------------|--------|
| | | |

Buttons: Add Itinerary, View/Modify, Delete

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

Receipts... Other... SAVE Cancel ? Help

Select to add an entitlement to this claim

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

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.

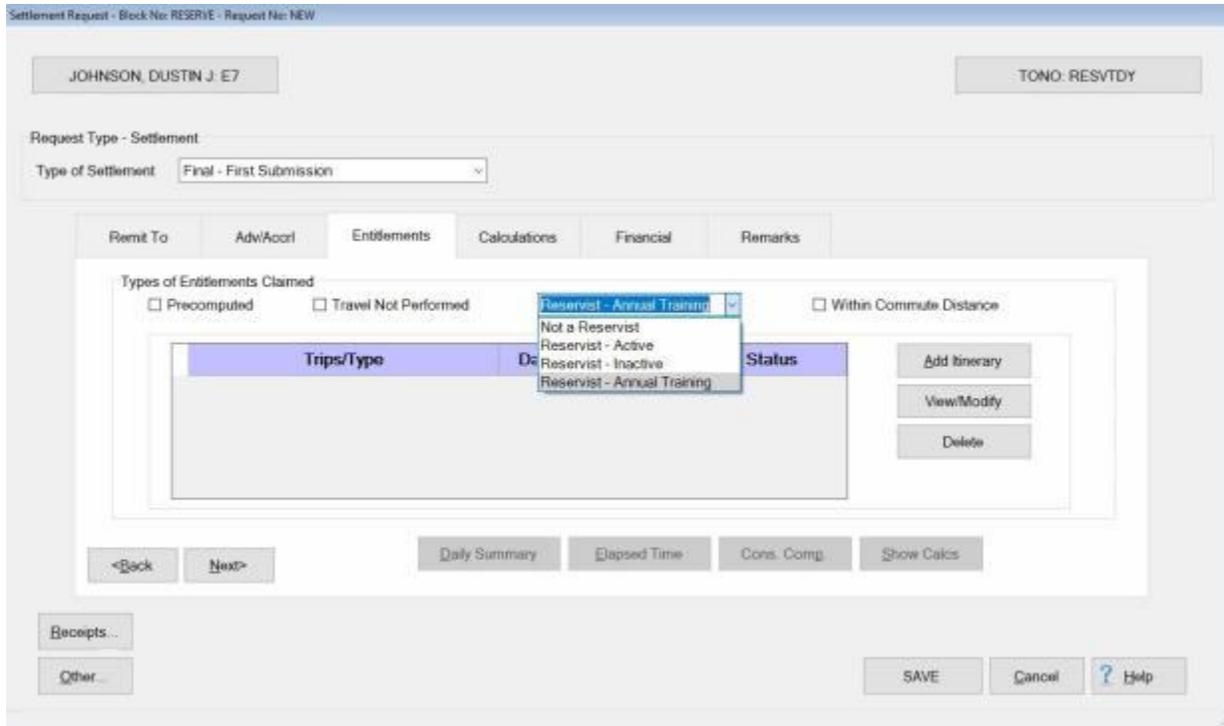
In accordance with the JFTR Chapter 7, paragraph U7150, a reserve member performing AT is subject to the following general rules pertaining to travel and transportation allowances:

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.



The screenshot shows the 'Settlement Request' application interface. At the top, it displays 'JOHNSON, DUSTIN J E7' and 'TONO: RESVTDY'. Below this, the 'Request Type - Settlement' section shows 'Type of Settlement' set to 'Final - First Submission'. The 'Entitlements' tab is active, showing a 'Types of Entitlements Claimed' section with checkboxes for 'Precomputed', 'Travel Not Performed', and 'Within Commute Distance'. A dropdown menu is open for 'Reserve Travel Type', listing options: 'Reservist - Annual Training', 'Not a Reservist', 'Reservist - Active', 'Reservist - Inactive', and 'Reservist - Annual Training'. The 'Reservist - Annual Training' option is selected. Below the dropdown is a table with columns 'Trips/Type' and 'Status'. At the bottom of the screen, there are buttons for '<Back', 'Next>', 'Daily Summary', 'Elapsed Time', 'Cons. Comp.', 'Show Calcs', 'Receipts...', 'Other...', 'SAVE', 'Cancel', and '? Help'.

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.

Settlement Request - Block No: RESERVE - Request No: NEW

JOHNSON, DUSTIN J. E7 TONO: RESVTDY

Request Type - Settlement
 Type of Settlement: Final - First Submission

Remit To | Adv/Acct | Entitlements | Calculations | Financial | Remarks

Types of Entitlements Claimed
 Precomputed Travel Not Performed Within Commute Distance
 Reservist - Annual Training

| Trips/Type | Dates Encompassed | Status |
|------------|-------------------|--------|
| | | |

Buttons: Add Itinerary, View/Modify, Delete

Navigation: <Back, Next>, Daily Summary, Elapsed Time, Cons. Comp., Show Calc

Other: Receipts..., Other..., SAVE, Cancel, ? Help

Select to add an entitlement to this claim

- At the **"Within Commute Distance"** field, you would **click** in the **check box** to check it, if the travel orders attached to the claim indicate that the travel is within commuting distance. If not, **no action** is necessary.
- Next you would **click** the **Add Itinerary** button. IATS will display the **Trip** screen next.

Trip - Block No: RESERVE - Request No: NEW

JOHNSON, DUSTIN J. E7 TONO: RESVTDY

What's Authorized | Actual Itinerary | Reimbursables

Owner/Operator of POV

Transp. Mode: POC More Advantageous to the Government

- POC More Advantageous to the Government
- POC Limited to Cost of Constructed Travel
- POC in Lieu of Gov't Veh (Avail - Not Assigned)
- POC in Lieu of Gov't Veh (Avail - Assigned to Agency)
- Commercial (Rail/Air/Bus/Ship) Authorized
- Government (Air/Vehicle/Ship) Authorized
- Remarks Directed Government Air
- Remarks Directed Government Vehicle
- Remarks Directed Travel by Air

Buttons: Back, Next, Other, Exceptions, OK, Cancel, ? Help

Which code describes the mode of transportation authorized

- At the trip screen, **select** the traveler's authorized **transportation mode** as you would for a normal TDY claim and then **click** on the **Actual Itinerary** tab to continue.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|-----|-----------------------------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------|------------------|--------|-------|
| 07/12/2021 | DEP | IND, Marion, INDIANA | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/12/2021 | ARR | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | WDGM | 96.00 | \$35.00 | \$0.00 | 154 |
| 07/31/2021 | DEP | Fort Knox, Hardin, KENTUCKY | PA | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/31/2021 | ARR | IND, Marion, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 156 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

- Complete** the **itinerary** as you would for a normal TDY claim.
- After completing the itinerary, IATS will display the **Constructed Itinerary** tab if **POC** was used for the travel.
- After taking the required action at the Constructed Itinerary tab, if any, **complete** the **claim** as you would for a normal TDY claim.

Reserve Split Status Travel

Reserve Split Status Travel - Overview

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

Quite often multiple sets of travel **orders** are **issued** to Reservists performing travel on behalf of the Government that **fund certain segments** of the trip. In addition, many Reservists have a dual **status**. For a portion of the trip, they may be performing the mission as a **military** member, and a portion of the trip as a DoD **civilian**.

When this situation occurs, a status change is **required** to accurately **calculate** the entitlements and properly **account** for the expenditures.

This type of settlement with IATS is treated much like a **partial** settlement. IATS gives you the capability to process one **Beginning**, multiple **Middles**, and one **Ending** Reserve Split Status settlement(s).

While processing these **beginning**, **middle**, and **ending** settlements, you will be able to **change** the Reservist's **status** to either **Enlisted**, **Officer**, or **Civilian** as needed.

In addition, when completing the **accounting** screen, IATS will **break** the entitlements down by the individual trips when **Manual Accounting** is used rather than Automatic.

Click on the **See Also** button below and **select** the **topic** for detailed **instructions** on how to process a **Beginning**, **Middle**, or **Ending** Reserve Split Status Travel settlement.

Reserve Split Status Travel - Beginning

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

While processing a **beginning** Reserve Split Travel Status settlement, you will find several **options** on the **Actual Itinerary** tab. These options allow you to specify whether the settlement is the **beginning**, **middle**, or **ending** portion of the trip.

In addition, you will be able to **change** the Reservist's **status** either to **Enlisted**, **Officer**, or **Civilian** as needed.

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

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

| What's Authorized | Actual Itinerary | Reimbursables |
|--|--|---------------|
| Actual Trip Duration | <div style="border: 1px solid black; padding: 5px;"> Reserve Split Status Beginning No trip itinerary to be entered Greater than or equal to 24 hours Less than 24 hours with lodging Less than 24 hours no lodging Less than or equal to 12 hours Reserve Split Status Beginning Reserve Split Status Middle Reserve Split Status Ending Greater than 12 hours Beginning Partial </div> | |
| <div style="display: flex; justify-content: space-around; margin-top: 20px;"> Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed </div> | | |

1. **Actual Trip Duration:** - At this field, **click** on the **down arrow** button.
2. When the **drop down listing** of duration options appears, **click** on **Reserve Split Status Beginning**.
3. **Status:** - After selecting the correct trip duration, the **Member's Status for this Trip** field is displayed. The default value at this field may need to be **changed** depending on the travel **orders** and the traveler's **status** for the beginning portion of this trip.
4. To **change** the traveler's status, **click** on the **down arrow** button. A **drop down listing** of status **options** will appear.
5. **Click** on the either **Enlisted**, **Officer**, or **Civilian** as needed.
6. **Pay To:** - At this field, **type** the **date**, in **MMYYDD** format, for the last day of the payment for the traveler's beginning status. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
7. When completing the **itinerary**, the following special entries are required:

Note: For this **example**, the traveler's **status** is **Civilian** for the travel **to** the TDY site (FT. Knox, KY). On the day after the arrival, however, the traveler's **status** will change to **Enlisted**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Reserve Split Status Beginning Status: Civilian Pay To: 6/30/2021

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | Who Else | | | |
|------------|------|-----------------------------|--------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|----------|---------|--------|-------|
| | | | | | | | | | AE % | Lodging | Taxes | Miles |
| 06/07/2021 | DEP | IND, Marion, INDIANA | PA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 06/07/2021 | ARR | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | WDGM | 96.00 | \$25.00 | \$0.00 | 154 |
| 06/07/2021 | RVRT | Fort Knox, Hardin, KENTUCKY | CS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 06/07/2021 | STAT | Fort Knox, Hardin, KENTUCKY | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 0 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

- A **departure** is required to **end** this **leg** of the trip. On the **departure** line to close out this status, **select, CS - Change Status**, at the **Transportation** field. This indicates that the trip is **continuing**.
- Since the traveler is not leaving the duty site, on the **last arrival** line of the itinerary, **select the duty location** where the traveler is **remaining**.

Note: Notice that the **columns next** to the **Date** field of the itinerary show **RVRT** and **STAT**. This indicates that the traveler's **status** is changing.

- After completing the itinerary, **finish** processing **this leg** of trip as usual and then **process** either the **middle** or **ending** leg as applicable.

Reserve Split Status Travel - Middle

IATS allows you to process travel settlements for **Reservists** who are traveling under **multiple statuses**. While processing a **beginning** Reserve Split Travel Status settlement, you will find several **options** on the **Actual Itinerary** tab. These options allow you to specify whether the settlement is the **beginning**, **middle**, or **ending** portion of the trip.

In addition, you will be able to **change** the Reservist's **status** either to **Enlisted**, **Officer**, or **Civilian** as needed.

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

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

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Status: Pay From: Pay To:

| Date | Trans | Duty | IDL | Local | Group | Embark | Who Else | | | |
|------|--------|------|--------------------------|--------------------------|--------------------------|--------------------------|----------|---------|-------|-------|
| | Season | Day | OMN | Method | Lodge | Meals | AE % | Lodging | Taxes | Miles |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |

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** is displayed. The default value at this field may need to be **changed** depending on the travel **orders** and the traveler's **status** for the beginning portion of this trip.
4. To **change** the traveler's status, **click** on the *down arrow* button. A *drop down listing* of status **options** will appear.
5. **Click** on the either **Enlisted**, **Officer**, or **Civilian** as needed.
6. **Pay From:** - At this field, **type** the **date**, in MMYDD format, for the first day of the payment for the traveler's middle status. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
7. **Pay To:** - At this field, **type** the **date**, in MMYDD format, for the last day of the payment for the traveler's middle status. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
8. When completing the **itinerary**, the following special entries are required:

Note: For this **example**, the traveler's **status** is **Enlisted** for the **middle** portion of the trip and will **change** to **Civilian** for the **return** leg of travel back to the PDS.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Reserve Split Status Middle Status: Enlisted Pay From: 6/8/2021 Pay To: 6/30/2021

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|------|-----------------------------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------|------------------|--------|-------|
| 06/07/2021 | DEP | Fort Knox, Hardin, KENTUCKY | CS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 06/08/2021 | ARR | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | WDGM | 96.00 | \$25.00 | \$0.00 | 0 |
| 06/30/2021 | RVRT | Fort Knox, Hardin, KENTUCKY | PA | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 06/30/2021 | STAT | Fort Knox, Hardin, KENTUCKY | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 0 |

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- 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.
- Enter the duty location** where the traveler **remained** at for the first arrival line of the itinerary.
- A **departure** is required to **end** this **leg** of the trip. On the **departure** line to close out this status, select, **CS - Change Status**, at the **Transportation** field. This indicates that the trip is **continuing**.
- Since the traveler is not leaving the duty site, on the last arrival line of the itinerary, **select the duty location** where the traveler is **remaining**.

Note: Notice that the **columns next** to the **Date** field on the last two lines of the itinerary show **RVRT** and **STAT**. This indicates that the traveler's **status** is changing.

- After completing the itinerary, **finish** processing this leg of trip as usual and then **process** 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:**

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Reserve Split Status Ending Status: Civilian Pay From: 7/1/2021

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else | | |
|------|--|----------|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|----------|-------|-------|
| | | | | | | | | | | Lodging | Taxes | Miles |
| | | | | <input type="checkbox"/> | | | | |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

- Actual Trip Duration:** - At this field, **click** on the *down arrow* button.
- When the *drop down listing* of duration options appears, **click** on **Reserve Split Status Ending**.
- 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.
- To **change** the traveler's status, **click** on the *down arrow* button. A *drop down listing* of status **options** will appear.
- Click** on the either **Enlisted**, **Officer**, or **Civilian** as needed.
- Pay From:** - At this field, **type** the **date**, in MMYYDD format, for the **first day** of the payment for the traveler's ending **status**. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
- When completing the **itinerary**, the following special entries are required:

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

What's Authorized Actual Itinerary Constructed Itinerary Reimbursables

Actual Trip Duration: Reserve Split Status Ending Status: Civilian Pay From: 7/1/2021

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else | | |
|------------|------|-----------------------------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------|----------|--------|-------|
| | | | | | | | | | | Lodging | Taxes | Miles |
| 06/07/2021 | ARR | Fort Knox, Hardin, KENTUCKY | CS | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/01/2021 | STAT | Fort Knox, Hardin, KENTUCKY | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | GQ | WDED | 96.00 | \$25.00 | \$0.00 | 0 |
| 07/01/2021 | DEP | Fort Knox, Hardin, KENTUCKY | PA | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/01/2021 | ARR | IND, Marion, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 156 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

8. The **date** on the first line of the itinerary will **default** to the **date** the traveler originally arrived at the duty location. **Do not change** this date.
9. **Enter** the duty location where the traveler **remained** at for the first arrival line of the itinerary.
10. **Depart** the traveler from the duty location and **arrive** the traveler **back** at the **PDS** as usual.
11. After completing the itinerary, **finish** processing the claim as usual.

Reserve Split Status Travel - Accounting

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

| Element of Expense | Total | mb | Limit | OA | Alt | ArmyMgmtStr | EOE | CstCtr | DocRefNumber | FisSta | Amount |
|-----------------------|----------|----|-------|----|------|-------------|------|--------|----------------|--------|------------|
| 8/7/2021 TO 8/7/2021 | \$238.73 | 20 | 0000 | 76 | 2016 | P8100000000 | 21M2 | 000000 | JCH2222TJSVTDY | S12345 | \$1,271.10 |
| 8/8/2021 TO 8/30/2021 | \$900.00 | | | | | | | | | | |
| 7/1/2021 TO 7/1/2021 | \$215.87 | | | | | | | | | | |

When completing the accounting screen, a **pop-up window** appears when the **Amount** field is in focus as shown above. The **pop-up window displays** the total entitlement for each leg of the trip.

The **total** for the entire claim **defaults** to the **Amount** field for the first accounting **line**, but you may **type** a different amount to reflect the entitlement for a specific leg if different accounting appropriations are needed for the various legs.

The accounting **amounts** will be adjusted as additional lines of accounting are **added** as shown below.

Army Accounting

Automatic Accounting Manual Accounting

| Element of Expense | Total | mb | Limit | OA | Allt | ArmyMgmtStr | EOE | CostCtr | DocRefNumber | FisSta | Amount |
|-----------------------|----------|-----|-------|----|------|-------------|------|---------|-----------------|--------|----------|
| 8/7/2021 TO 8/7/2021 | \$238.73 | 020 | 0000 | 76 | 2016 | P8100000000 | 21M2 | 000000 | JCH4222T.JSVTDY | S12345 | \$65.13 |
| 8/8/2021 TO 8/30/2021 | \$990.00 | 020 | 0000 | 76 | 2016 | P8100000000 | 21M2 | 000000 | JCH4222T.JSVTDY | S12345 | \$990.00 |
| 7/1/2021 TO 7/1/2021 | \$215.97 | 020 | 0000 | 76 | 2016 | P8100000000 | 21M2 | 000000 | JCH4222T.JSVTDY | S12345 | \$215.97 |

Back Print Copy Insert Delete

Other... OK Cancel ? Help

Enter the amount to be allocated to this accounting classification

Evacuation Travel

Evacuation Travel Overview

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

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

This situation is normally caused by **unusual** or **emergency circumstances** (such as war, riots, civil uprising or unrest, adverse political conditions, denial or revocation by host government of permission to remain, national or natural disasters, epidemics, or similar conditions of comparable magnitude).

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

An **employee** or **member** may also act as an **escort** for a dependent evacuated who is **incapable** of **traveling alone** between the member's PDS and the safe haven or designated place. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized.

Definitions

Designated Place: - A designated place is a location selected by the evacuated dependents as the place where they should **establish a permanent residence** when competent authority determines that their **return to the PDS should not take place** or is **not expected to take place in the near future**.

Safe Haven: - A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which dependents are directed to relocate on a **temporary** basis to **await** a decision by competent authority to either **return** to the **PDS** or **proceed** to a **designated place**.

Entitlements

Transportation: - Authorization for dependents' **transportation** in connection with Evacuation Travel is the same as that authorized for **PCS** Travel.

Travel for Escorts: - While an employee or member is performing escort duty to escort the dependent(s) between the PDS and the safe haven or designated place, **travel** and **transportation allowances** is authorized as prescribed for all other **TDY**.

Per Diem: - Dependents are authorized a per diem allowance under the Lodgings-plus per diem method for each day they are in an evacuation status. Actual Expense Allowances (**AEAs**) do not apply to an evacuation.

Per Diem While Traveling:

- A **spouse** or **dependent(s)** age **12 or older** is equal to that **payable** to **employees/members** traveling on **TDY** using the Lodgings-plus method
- The per diem for a dependent **under age 12** cannot exceed one half of the amount **payable** to **employees/members** traveling on **TDY** using the Lodgings-plus method

Per Diem at the Safe Haven - First 30 Days:

- A **spouse** or **dependent(s)** age **12 and older** are authorized the **full** per diem amount for the area concerned
- **Dependents under age 12** are authorized **50 percent** of the per diem rate prescribed for the area concerned

Per Diem at the Safe Haven - After the First 30 Days:

- A **spouse** or **dependent(s)** age **12 and older** are authorized **60 percent** of the per diem rate prescribed for the area concerned
- **Dependents under age 12** are authorized **30 percent** of the per diem rate prescribed for the area concerned

Per Diem at the Designated Location: - Per diem **begins** on the **day** the dependents **arrive** at the designated place or convert their safe haven to a designated place. Per diem **ends** at **2400** on the **day** the dependents first **occupy** the permanent residence or at **2400** on the **30th day**, whichever is earlier.

- A **spouse** or **dependent(s)** age **12 and older** are authorized the **full** per diem amount for the area concerned
- **Dependents under age 12** are authorized **50 percent** of the per diem rate prescribed for the area concerned

Local Travel Allowances In and Around the Safe Haven and the Designated Location: - Local travel allowances are **authorized** to be paid when dependents are receiving evacuation per diem allowances and have not taken delivery of a **POV** transported to the designated place. A transportation allowance to assist with unexpected local transportation costs may be paid at a rate of **\$25 per day**, regardless of the number of dependents. No receipts are required.

Processing Evacuation Travel Requests

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

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

This situation is normally caused by **unusual** or **emergency circumstances** (such as war, riots, civil uprising or unrest, adverse political conditions, denial or revocation by host government of permission to remain, national or natural disasters, epidemics, or similar conditions of comparable magnitude).

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

 **Complete the following steps to "process" an Evacuation Travel request for settlement:**

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.

| Date | Location | Trans Reason | Duty Day | IDL | Local Method | Group | Embark | Who Else | | | |
|------------|----------------------|--------------|-------------------------------------|--------------------------|--------------|--------------------------|--------------------------|----------|---------|--------|-------|
| | | | | OMN | | Lodge | Meals | AE % | Lodging | Taxes | Miles |
| 08/05/2021 | Dothan, AL, Dale | PA | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 08/06/2021 | IND, Marion, INDIANA | AT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LDP | | | 0.00 | \$0.00 | \$0.00 | 681 |

14. **Complete** the actual itinerary as you would for any other TDY or PCS claim with one exception. Reason field, you would **select** either **DL - Designated Location** or **SH - Safe Haven** from the *drop-down* list as the reason for stop.
15. After taking the required action at the **Actual Itinerary** tab, if any, **complete** the **claim** as you would for any other claim.

Student Travel

Student Travel Overview

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

When processing this type of settlement claim, there are a couple of **key points** that are important to know:

1. When you **create** the Student Travel Order, you are **prompted** to enter the **school destination** on the **Travel Order** screen. When you subsequently process the request for **settlement**, you must ensure that you enter the **same** school destination when completing the **arrival** line of the actual **itinerary**.
2. You must process the **arrival** leg and the **return** leg as **separate** trips. Process the first trip to **arrive** the student at the school destination and then process a second trip to **return** the student to the employee's OCONUS duty station using the same **travel order**.

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

Processing Student Travel Requests

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

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

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired Student Travel Request if it was already logged to the block. If the request was not previously **logged** to the block, **click** the **New** button and the **Select Traveler** screen appears.
3. **Type** the traveler's SSN at the **ID** field and press Tab to **access** the traveler's **profile** or [create a new traveler profile](#), if necessary.
4. When the traveler's information is displayed, **click** on **OK**. The **Travel Order Selection** screen appears.
5. At the **Travel Order Selection** screen, a **travel order** must be **selected** or **created** if necessary. Any orders **existing** in the IATS database for the selected traveler **appear** in the **Order** section. If the desired travel order number is listed, **click** on the **travel order number** and then **click** on **OK**. If the desired travel order number is not listed, enter the travel order number at the TONO field and **click** on **OK**. You will be required to [create the travel order](#) before you can process the request.

Note: When creating the travel order for a **Student Travel Request for Settlement**, ensure that **Student Travel** is selected for the **Type of Order**.

6. After **selecting** or **creating** the **Student Travel** order the **Settlement Request** screen appears.
7. At the **Remit To** tab, **verify** that the employee's **address** matches the **mailing address** shown on the **DD Form 1351-2** submitted by the employee and make any necessary changes. When finished, **click** on the **Entitlements tab** to continue.
8. At the **Entitlements** tab, **click** on the **Add Itinerary** button. The **Trip** screen appears with the **What's Authorized** tab in focus.

What's Authorized Actual Itinerary Reimbursables

Owner/Operator of POV Transp. Mode: Remarks Directed Travel by Air

Who is being paid for this trip

SALLY ANN (Dependent- DOB: 3/30/2003)

Back Next Select All Unselect All

- At the **What's Authorized** tab. **Click** on the *down arrow* to the right of the **Transp. Mode** field. A *drop down listing* of various transportation **modes** appears. Use the *Up/Dn arrows* or **press** the *Up/Dn arrows* on the **keyboard** to **scroll** through the **list** of available modes and **click** on the correct **mode** to make your selection.
- Who is being paid:** At this section, the user must specify which of the listed **travelers** are to be **included** in the itinerary being entered. If not already highlighted, **click** on the desired **name** to select.

What's Authorized Actual Itinerary Constructed Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|-----|------------------------------|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|------------------|--------|-------|
| 08/01/2021 | DEP | HEIDELBERG, GERMANY | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 08/01/2021 | ARR | FRANKFURT AM MAIN, GERMANY | AT | <input type="checkbox"/> | <input type="checkbox"/> | LDP | | | 0.00 | \$0.00 | \$0.00 | 282 |
| 08/01/2021 | DEP | FRANKFURT AM MAIN, GERMANY | CP | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 08/01/2021 | ARR | IND, Marion, INDIANA | AT | <input type="checkbox"/> | <input type="checkbox"/> | LDP | | | 0.00 | \$0.00 | \$0.00 | 0 |
| 08/02/2021 | DEP | IND, Marion, INDIANA | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 08/02/2021 | ARR | Bloomington, Monroe, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 50 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

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

Student Travel Return Trip

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

You must process the **arrival** leg and the **return** leg as **separate** trips. Process the first trip to **arrive** the student at the school destination and then process a second trip to **return** the student to the employee's OCONUS duty station using the same **travel order**.

After you have selected the travel order, the **Select Supplemental To** screen will appear.

Select Supplemental to:

Block No. RTNTRIP

WILSON, SAM E TONO: STUDENTTVL

| Claim No. | From Date | To Date | Amount | Type |
|-----------|-----------|----------|---------|------|
| 69 | 8/1/2021 | 8/2/2021 | \$91.50 | |

Other Claim is Not a Supplemental Select Cancel ? Help

Indicate if the claim is not a supplemental or select a previous claim.

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

Note: If you are wishing, however, to process a **supplemental** settlement for the first leg of the round-trip, you would **click** on the **Select** button at the **Select Supplemental To** screen and then **make** the necessary **changes**.

Local Travel Settlement Requests

Processing Local Travel Requests

Local vicinity travel occurs whenever a traveler performs duty **away** from the **permanent** or **temporary duty station**, but still **within** the boundaries of the **local travel vicinity**. The boundary for the local vicinity is defined in the **local travel policy** administered by the installation or activity commander.

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

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

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired Local Travel Request if it was already logged to the block.
3. If the request was not previously **logged** to the block, **click** the **New** button and the **Select Traveler** screen appears
4. **Type** the traveler's SSN at the **ID** field and **press Tab**.
5. If the correct traveler's information appears, **click** on **OK** to continue.
6. If the travel account for the ID entered does not exist a pop-up message will appear advising you to **click** on **OK** to [create a new traveler profile](#).
7. After **selecting** or **creating** the travel account, the **Travel Order Selection** screen will appear.

Travel Order Selection

MANN, CIVILIAN O

| | |
|---|--|
| Traveler ID: <input type="text" value="111551111"/> | Traveler Name: <input type="text" value="MANN, CIVILIAN O"/> |
| Address-1: <input type="text" value="101 W EAST ST"/> | Grade/Rank: <input type="text" value="C"/> |
| Address-2: <input type="text"/> | Organization: <input type="text" value="DFAS"/> |
| City: <input type="text" value="INDIANAPOLIS"/> | DSSN: <input type="text"/> |
| State/Country: <input type="text" value="INDIANA"/> | <input type="button" value="View Traveler Profile"/> |
| Zip Code: <input type="text" value="46226"/> | |

| | | |
|----------------------------|---|--|
| TONO: <input type="text"/> | <input type="button" value="Local Travel"/> | Click the Local Button for Local (1164) travel |
|----------------------------|---|--|

| Order Number | Category | Start Date | End Date |
|--------------|----------|------------|-----------|
| ▶ SCR1510 | PCS | 3/23/2020 | 3/27/2020 |

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

8. At the **Travel Order Selection** screen, a **travel order** must be **selected** or **created** if necessary. Any orders **existing** in the IATS database for the selected traveler **appear** in the **grid** at the bottom of the screen.
9. If the desired travel order number is listed, **click** on the **travel order number** and then **click** on **OK**.
10. You may also enter the travel order number at the TONO field if you wish to manually create the travel order.
11. If you would like to use IATS to automatically **create** the Local Travel order, **click** on the **Local Travel** button.
12. After **selecting**, an existing order, **creating** a new order, or **clicking** on the **Local Travel** button, the **Settlement Request** screen appears.

The screenshot shows the 'Settlement Request - Block No: 012721 - Request No: NEW' window. At the top, there are two buttons: 'MANN, CIVILIAN O: C' and 'TONO: LOCAL'. Below these, the 'Request Type - Settlement' section has a dropdown menu for 'Type of Settlement' set to 'Final - First Submission'. The main area is titled 'Remit To' and contains several tabs: 'Local Expenses', 'Calculations', 'Financial', and 'Remarks'. The 'Local Expenses' tab is active, showing an 'Address' section with the following fields: 'Line 1' (101 W EAST ST), 'Line 2' (empty), 'City' (INDIANAPOLIS), 'Country/State' (IN INDIANA), and 'Zip Code' (46226). There is an 'Update Traveler' button to the right of the address fields. At the bottom left of the address section are '<Back' and 'Next>' buttons. At the bottom of the window are buttons for 'Receipts...', 'Other...', 'SAVE', 'Cancel', and '? Help'.

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.

| Remit To | Local Expenses | Calculations | Financial | Remarks | |
|--|---|--------------|----------------|-----------------|-------------------------------------|
| <input type="checkbox"/> Claim is precomputed Precomputed Amount: <input type="text" value="\$0.00"/> From: <input type="text"/> To: <input type="text"/> | | | | | |
| Date | Type of Expense | Location | Claimed Amount | Approved Amount | Split |
| 08/19/2021 | FARE/TOLLS | | 10.00 | 10.00 | <input type="checkbox"/> |
| 08/19/2021 | LOCAL MILEAGE | | 15 | 15 | <input type="checkbox"/> |
| 08/19/2021 | <div style="border: 1px solid black; padding: 2px;"> LUNCH (COMMERCIAL) LUNCH (GOVERNMENT) OTHER TELEPHONE </div> | | 0.00 | 0.00 | <input type="checkbox"/> |
| | | | | | <input checked="" type="checkbox"/> |

 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.

| Remit To | Local Expenses | Calculations | Financial | Remarks | | | | | | |
|---|----------------|-----------------|-----------|---|-------|----------------|--------|--|--|--|
| Method of Payment | EFT | Computed Split: | \$0.00 | <input type="checkbox"/> Release Obligation | | | | | | |
| Due Traveler: | \$18.40 | Split Payment: | \$0.00 | | | | | | | |
| <table border="1"> <thead> <tr> <th>Db/Cr</th> <th>Classification</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | | | | | Db/Cr | Classification | Amount | | | |
| Db/Cr | Classification | Amount | | | | | | | | |
| | | | | | | | | | | |
| <Back | | Next> | | Modify Accounting | | | | | | |

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

1. **Method of Payment:** - The default value is **EFT** if the traveler's account is active for EFT payments. If you wish to choose a different method of payment, **click** on the down arrow button to display a list of payment options and then **click** on the desired **method**.
2. **Computed Split:** - The amount displayed at the Computed Split field is a **combination** of the **Lodging** expense entered into the itinerary and the **reimbursable expense items** entered at the Reimbursables tab that were **selected** for a **split** payment. If you **double click** in the Computed Split field, the **Split Payment** field will be **populated** with the computed amount.
3. **Due Traveler:** - At this field, IATS **displays** the net **amount** of the settlement.
4. **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.

5. **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**.
6. **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.
7. **Modify Accounting:** - **Click** this button to access the **Accounting** screen and enter the accounting information.
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**.

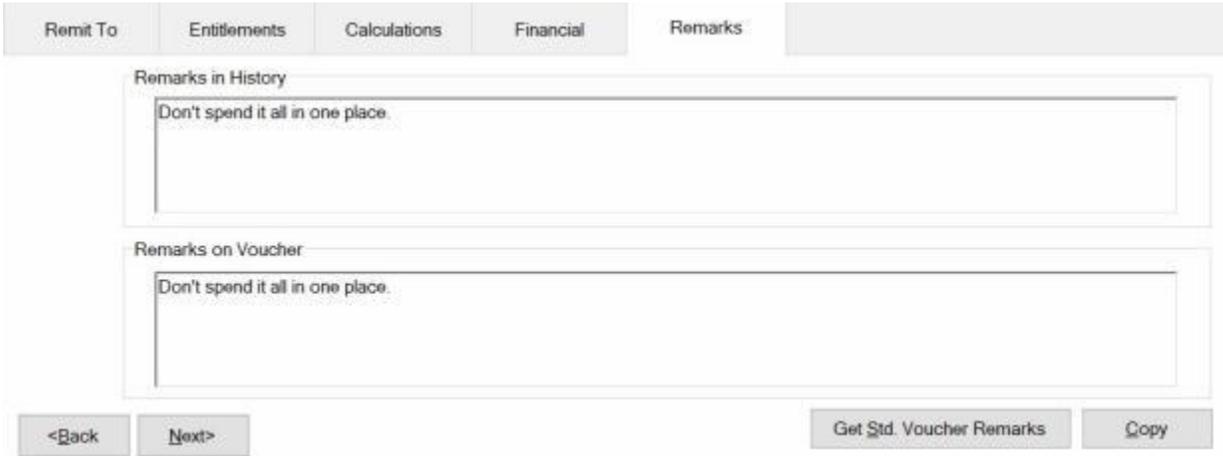
Note: **Click** on the **See Also** button below and **select** the appropriate **link** for additional **instructions** on entering the information.

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:



The screenshot displays the 'Remarks' tab interface. At the top, a navigation bar contains tabs for 'Remit To', 'Entitlements', 'Calculations', 'Financial', and 'Remarks'. Below this, there are two text input fields. The first is labeled 'Remarks in History' and contains the text 'Don't spend it all in one place.'. The second is labeled 'Remarks on Voucher' and also contains the text 'Don't spend it all in one place.'. At the bottom of the interface, there are four buttons: '<Back', 'Next>', 'Get Std. Voucher Remarks', and 'Copy'.

2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **Copy:** Clicking on the **Copy** button will **copy** the remarks from the **Remarks in History** text box to the **Remarks on Voucher** text box.
5. If you wish to add a standard remark from the Standard Voucher Remarks table, **click** on the **Get Std. Voucher Remarks** button. The **Standard Voucher Remarks** screen appears.

Standard Voucher Remarks

Standard Voucher Remarks

TVS Advance

Please sign claim and return to this office.

Please attach travel orders and return claim to this office.

OK Cancel ? Help

Select the Standard Voucher Remark to Modify or Delete

6. At the Standard Voucher Remarks screen, **click** on the *down arrow* to display a **list** of remarks and then **click** on the desired **remark**. The selected remark will be displayed in the **Remarks in History** text box. If you are satisfied with the remark, **click** on OK.
7. **Repeat** steps **5** and **6** if you wish to add additional standard **remarks**.
8. When **finished** adding remarks, **click** on the **Save** button to **save** the entries.

Workflow - tab

To assist managers in determining where **delays** in travel settlement requests processing occur, IATS generates the Reporting Unit Code (RUC) Report for **Marine Corps** travel offices. For **other** travel offices, this report is named the **Liaison Office Report**.

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

The **Workflow** tab is used to **capture** the **details** needed for IATS to generate the **RUC/Liaison Office Report**.

The **dates** at the Workflow Tab are also used to **determine** whether **interest** must be **paid** to the traveler for **late** payments.

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

1. If not already in focus, **click** on the **Workflow** tab. The following screen appears:

| Remit To | Adv/Accr'l | Entitlements | Calculations | Financial | Remarks | Workflow |
|---|------------|--------------|------------------|-----------|---------|----------|
| Ruc/Liaison Workflow Input | | | | | | |
| Ruc/Liaison Office | | | 4-DAVE'S FINANCE | | | |
| Date Signed by Traveler | | | 7/15/2021 | | | |
| Date received by the Ruc/Liaison Office or signed by the AO | | | 7/18/2021 | | | |
| Date Forwarded by Liaison Office | | | 7/20/2021 | | | |
| Date Received by Travel Office | | | 7/22/2021 | | | |
| Expected Payment Date | | | 8/9/2021 | | | |
| <Back | | Next> | | | | |

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.

1. **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.
2. **Date Signed by: - Traveler:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **signed** by the **traveler**.
3. **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**.
4. **Date Forwarded by: - Liaison Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **forwarded** by the **Ruc/Liaison Office**.
5. **Date Received by: - Travel Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **received** by the **Travel Office**.
6. **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**.
7. When **finished** entering the dates at the Workflow tab, **click** on the **OK** button to **save** the entries and **return** to the **Request for Settlement Against an Order** screen.

DITY Settlement Requests

Processing MILPCS DITY Requests

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

 **Complete the following steps to "process" a MILPCS DITY request for settlement:**

1. Select or [create a block](#) for processing.

2. At the **Request Selection** screen, **select** the desired MILPCS DITY Travel Request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button and the **Select Traveler** screen appears.
3. **Type** the traveler's **SSN** at the **ID** and **press Tab** to **access** the traveler's **profile**. When the traveler's account information appears, **click** on **OK**. You may need to [create a new traveler profile](#), if necessary.
4. After accessing the traveler's account or creating a new profile, the **Travel Order Selection** screen appears. A **travel order** must be **selected** or **created** if necessary. Any orders **existing** in the IATS database for the selected traveler **appear** in the **grid** at the **bottom** of the screen. If the desired travel order number is listed, **click** on the **travel order number** and then **click** on **OK**.
5. If the desired travel order number is not listed, enter the travel order number at the TONO field and [create a new travel order](#).

Note: When creating the travel order for a **MILPCS DITY Request for Settlement**, ensure that **PCS** is selected for the **Type of Order**.

6. After **selecting** or **creating** the **MILPCS DITY travel order** the **Settlement Request** screen appears.
7. At the **Remit To** tab, **verify** that the traveler's **address** matches the **mailing address** shown on the **DD Form 1351-2** submitted by the traveler and make any necessary changes. When finished, **click** the **Next** button or the **Adv/Accrl tab** to continue.
8. At the [Adv/Accrl tab](#), **look** at **Block # 10** of the **DD1351-2** (Travel Voucher). If this block indicates that an advance was received, **ensure** that this information **appears** at the **Adv/Accrl** tab. If the information does not appear at the **Adv/Accrl** tab, **type** the **details** for the advance payment in the appropriate fields. After completing the **Adv/Accrl** tab, **click** on the **Next** button or the **Entitlements** tab to continue.
9. At the **Entitlements** tab, enter the effective date of orders and then **click** on the **Add Expense** button. A *drop down list* of various MILPCS expenses appears. **Click** on **PCS DITY**. The **DITY Input** screen appears.

DITY Input

SMITH, MARKY M TONO: TRANSIENT

Intrastate Fiscal Year 2021

Date of DITY Move 7/20/2020 Combat Zone

Estimated GBL from DITY counseling sheet \$4,875.00

Actual GBL including drayage \$5,217.00

Less Operating Expense \$750.00

Other... OK Cancel ? Help

Click this button to save information

Refer to the **Help** topic, "[Completing the DITY Input Screen](#)", for additional instructions.

Round Trip MILPCS DITY Requests

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

This situation typically applies to **Reserve Components** and occurs when a member is brought on active duty and sent to a school that lasts longer than 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 back to home. This situation can cause two MILPCS DITY claims for the same order. The one from home to the duty then the one at the end when he/she **returns home**.

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

Travel Order User ID: SYSTEM Monday, August 3, 2020

Traveler's Name: MANN, ARMY: E7
 Grade/Rank: E7
 Order Number/TONO: SCR1504
 Order Type: PCS

Description **What's Authorized (Military PCS)** Dependents Remarks

| | | |
|-----------------------|--|--|
| PCS Type | PCS and Return Station to Station Honorable GT 90 % Separation Dishonorable or LT 90 Separation% Retirement/Fleet Reserve Change of Home Port Home to First Duty Station In Training Travel Boot Camp to 'A' School (Normal) A School over 20 weeks PCS and Return | Dates Issue Date: 8/3/2020 Begin Date: 8/3/2020 End Date: 8/3/2020 |
| Issuing Organization | | |
| Paying Organization | | |
| DSSN/ITR | | |
| Funds | | |
| Group Travel | | |
| Origin | | |
| Destination | | |
| Default State | | |
| State Tax Designation | | |

Choose option that best describes the type of PCS involved with this travel order

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.

Settlement Request - Block No: ARMSC1504B - Request No: NEW

MANN, ARMY: E7 TONO: SCR1504

Request Type - Settlement
Type of Settlement: Partial

Remit To Adv/Accr Entitlements Calculations Financial Remarks

Types of Entitlements Claimed
 Travel Not Performed Effective Date of Orders: 8/15/2019

| Trips/Type | Dates Encompassed | Status |
|------------|-------------------|--------|
| | | |

PCS to Training
PCS from Training
DLA
PCS DITY (Going to new PDS)
PCS DITY (Returning to old PDS)

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

Receipts... Other... SAVE Cancel ? Help

Select to add an entitlement to this claim

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.

The screenshot shows the 'DITY Input' window with the following fields and values:

- Name: SMITH, MARKY M
- Address: TONO: TRANSIENT
- Intrastate:
- Fiscal Year: 2021
- Date of DITY Move: 7/20/2020
- Combat Zone:
- Estimated GBL from DITY counseling sheet: \$4,875.00
- Actual GBL including drayage: \$5,217.00
- Less Operating Expense: \$750.00

Buttons at the bottom include 'Other...', 'OK', 'Cancel', and '? Help'. A footer note says 'Click this button to save information'.

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.

DITY Input

SMITH, MARKY M TONO: TRANSIENT

Intrastate Fiscal Year 2021

Date of DITY Move 7/20/2020 Combat Zone

Estimated GBL from DITY counseling sheet \$4,875.00

Actual GBL including drayage \$5,217.00

Less Operating Expense \$750.00

Other... OK Cancel ? Help

Click this button to save information

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.

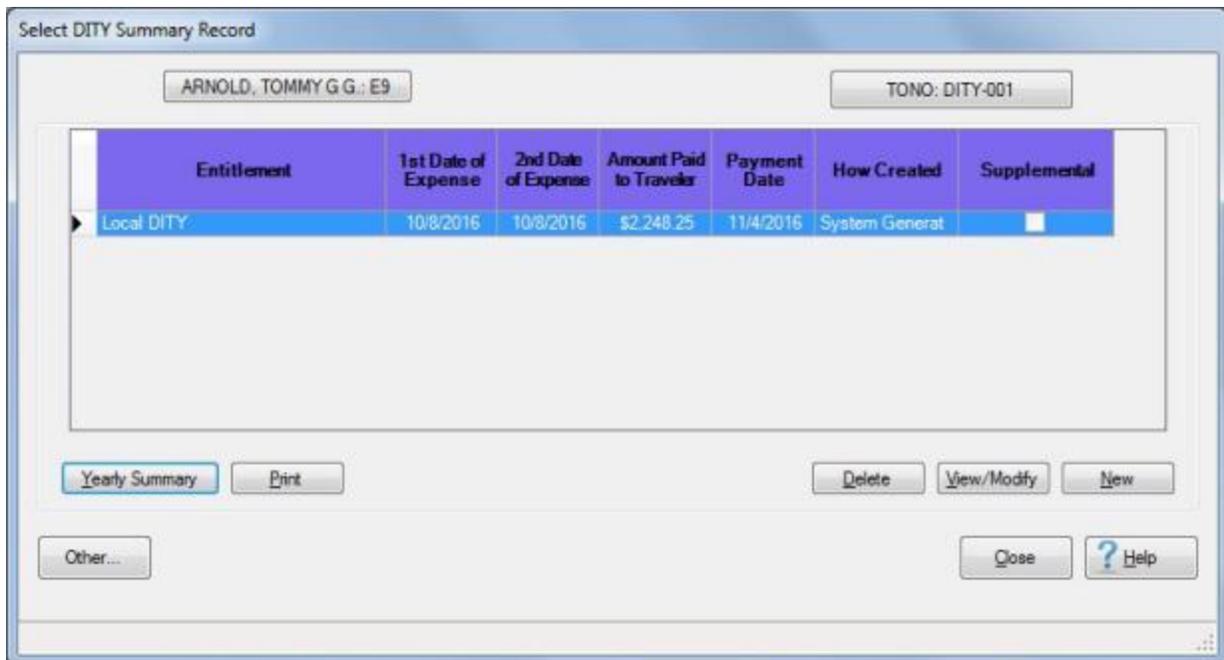
Accessing DITY Summary Records

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.

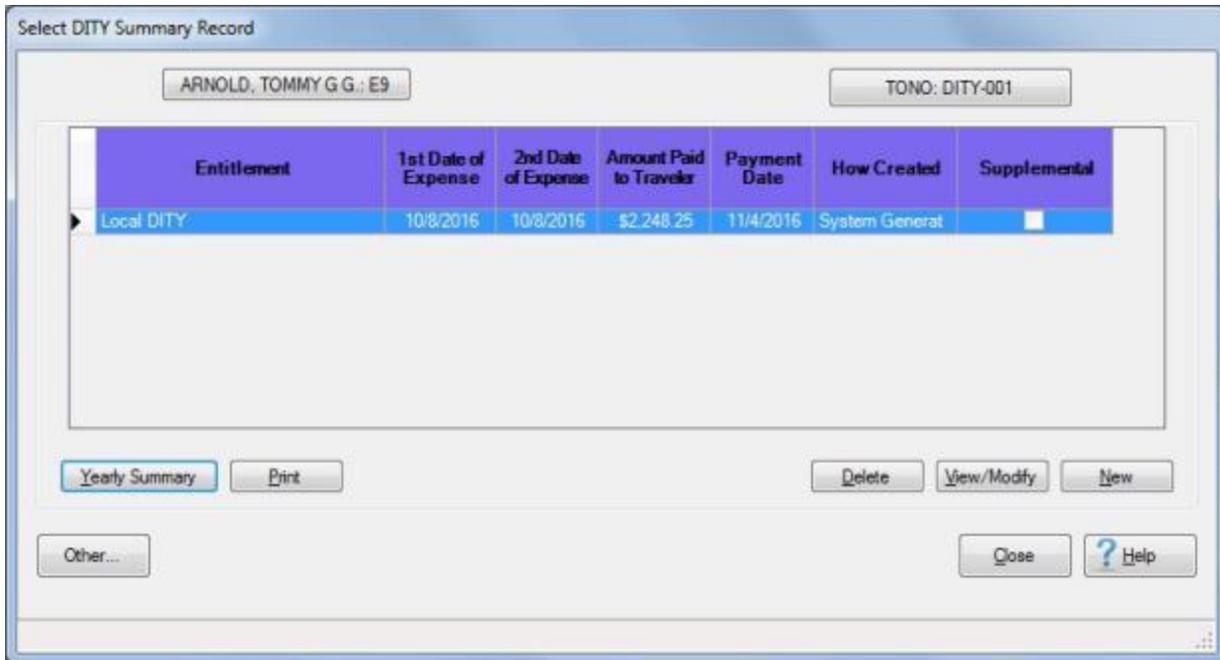
Modifying DITY Summary Records

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**.

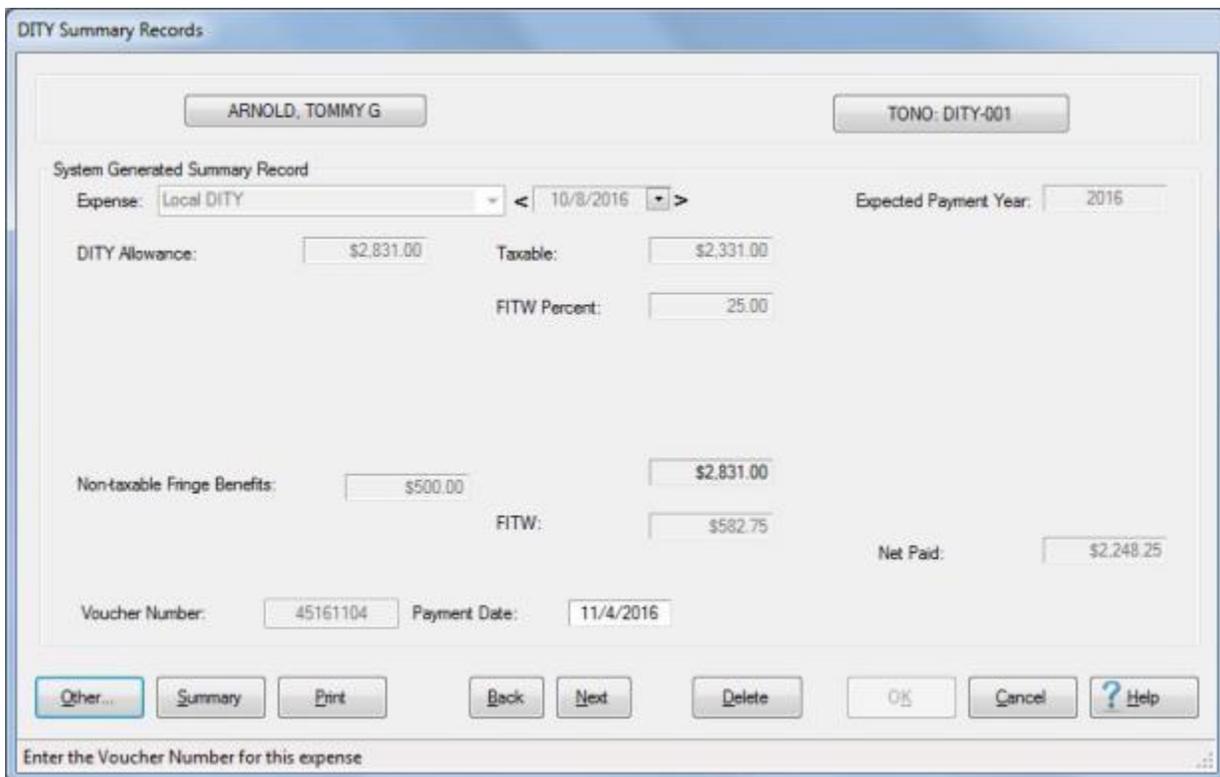
Complete the following steps to "modify" a DITY Summary Record:

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.

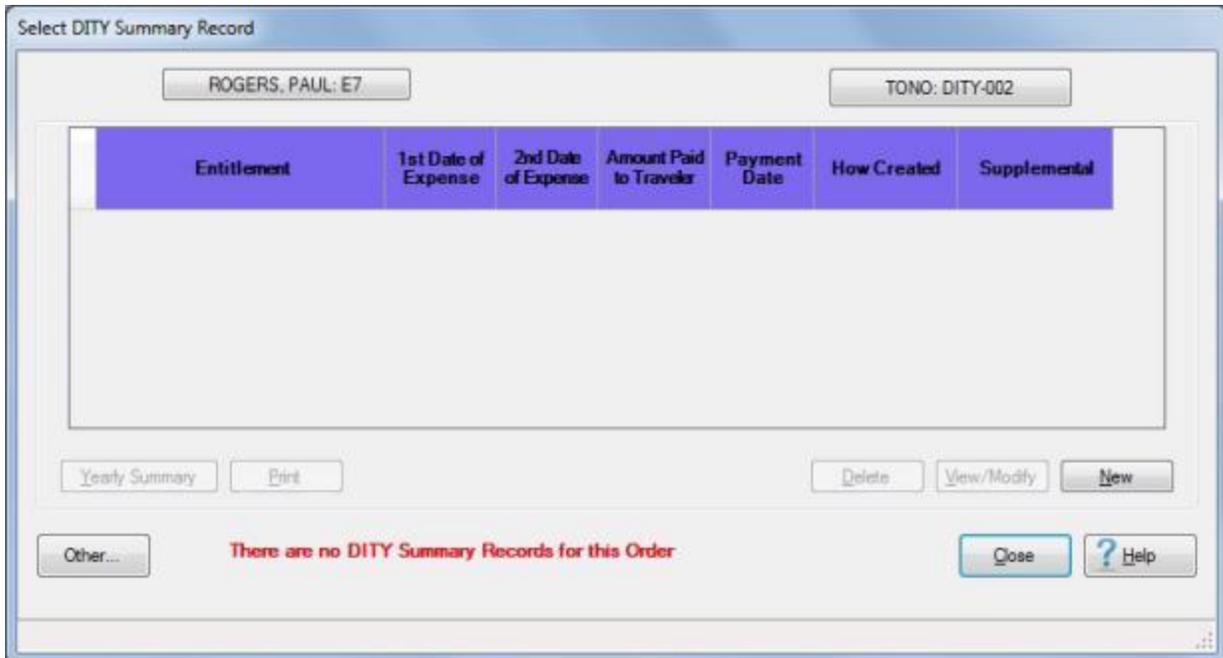
6. **Voucher Number:** - If you wish to **modify** the **voucher number**, **click** in this field and **type** the correct voucher **number**.
7. **Payment Date:** - If you wish to **modify** the **payment date**, **click** in this field and **type** the correct date in **MMDDYY** format.
8. When **finished**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

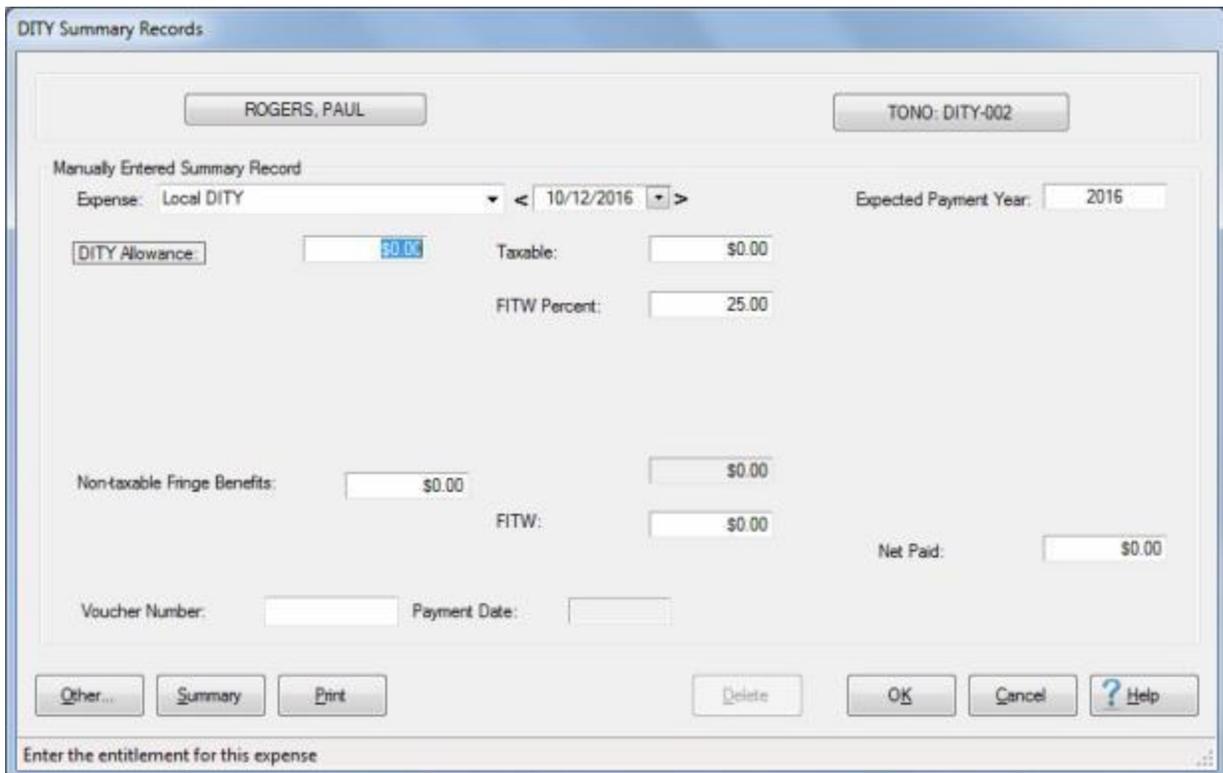
On occasion, it may be necessary for an IATS user to manually enter the **details** for a DITY settlement into the **DITY Summary Record** module. This is a **requirement** for **recording** the tax information for any DITY settlement not computed by **IATS** or that was computed at the old PDS and must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



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



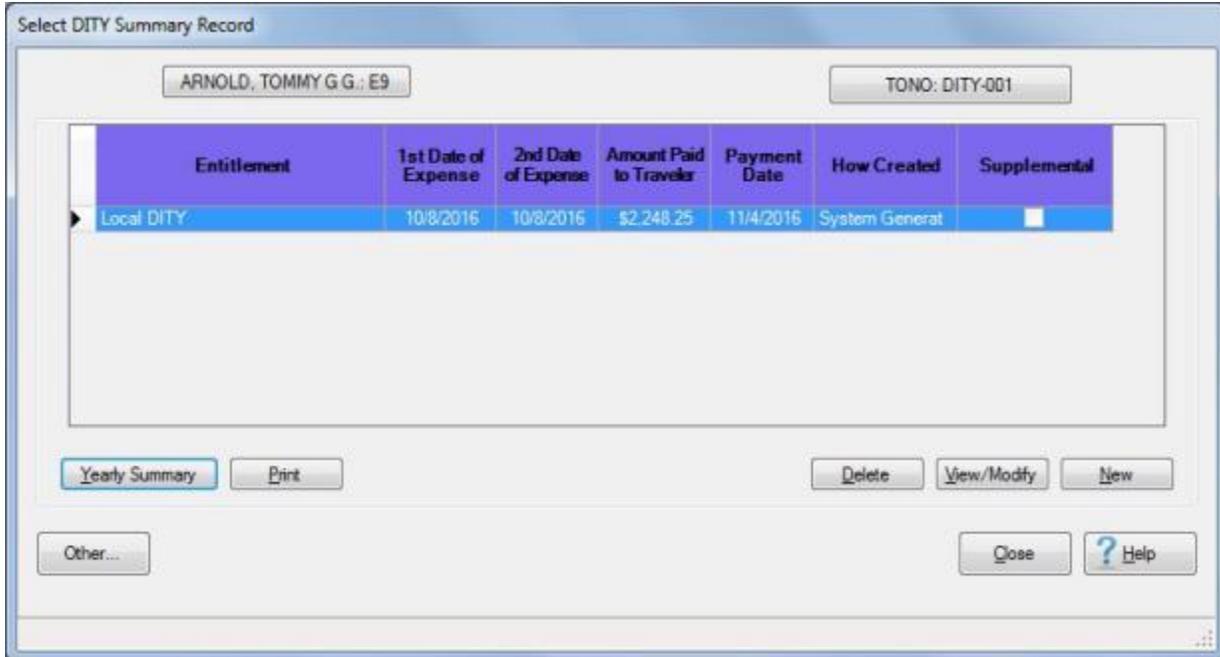
- Click on the [link](#) and refer to the **Help** topic, "[Completing the DITY Summary Records Screen](#)", for additional instructions.

Printing DITY Summary Records

On occasion, it may be necessary to **print** a DITY Summary Record.

 **Complete the following steps to "print" a DITY Summary Record:**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access DITY Summary Records** option. The **Travel Order Selection** screen appears.
3. At the **Travel Order Selection** screen, **type** the traveler's **SSN** at the **ID** field and **press Enter**. When the account information appears, any travel orders existing in the database for the selected traveler appear in the **Order** section.
4. **Click** on the **order number** associated with the DITY record you wish to access and then **click** on the **OK** button. The **Select DITY Summary Record** screen appears.



| Entitlement | 1st Date of Expense | 2nd Date of Expense | Amount Paid to Traveler | Payment Date | How Created | Supplemental |
|-------------|---------------------|---------------------|-------------------------|--------------|----------------|--------------------------|
| Local DITY | 10/8/2016 | 10/8/2016 | \$2,248.25 | 11/4/2016 | System Generat | <input type="checkbox"/> |

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



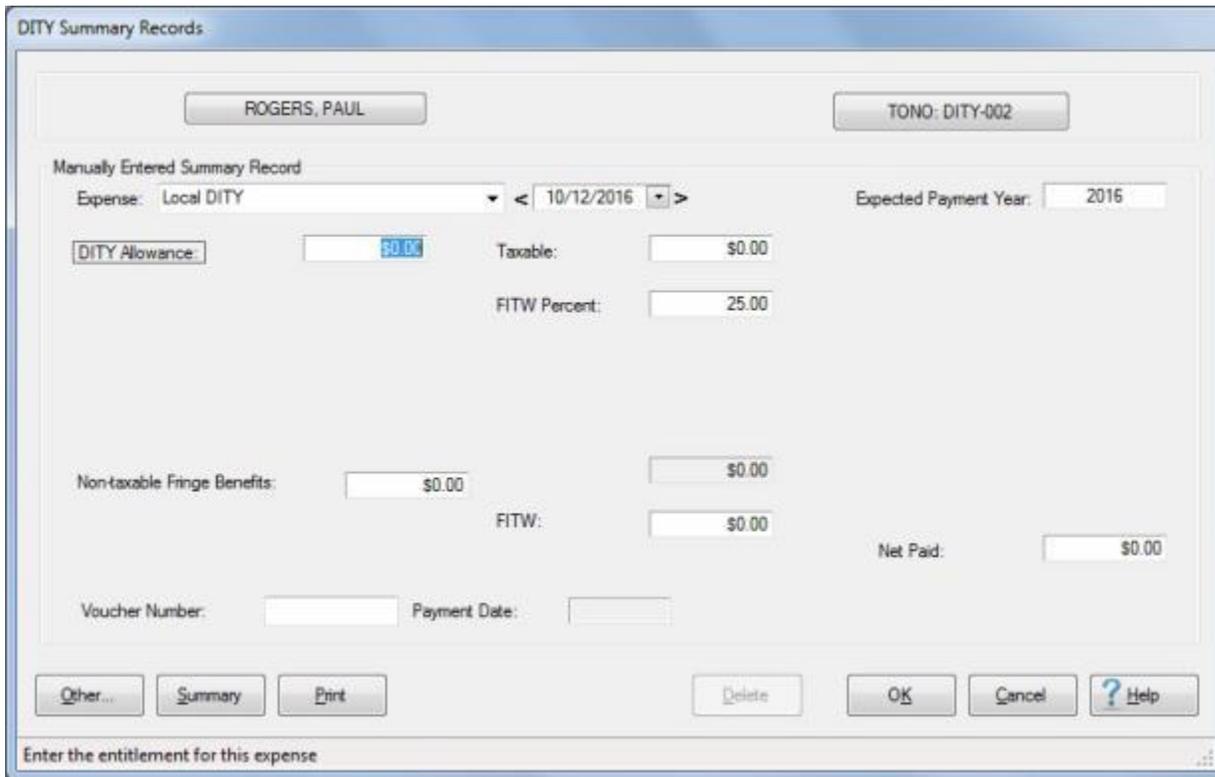
| |
|--|
| Print Select Summary Record |
| Print All Summary Records and Yearly Summary |

7. **Click** on the desired option. The **Adobe Reader** screen appears.
8. At the Adobe Reader screen, **click** on the **Printer icon**. The **Print** screen will appear.
9. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
10. **Select** the number of copies you wish to print and **click** the **Print** button. IATS **prints** the DITY Summary Record(s) based on the selected option.
11. If **finished** printing DITY Summary Records for this traveler, **click** on the **(X)** button in the top right corner of the Adobe Reader screen.
12. IATS returns you to the **Select DITY Summary Record** screen.
13. If **no additional** summary records need to be printed, **click** on the **Close** button to **return** to the **Examiner View** screen.

Completing the DITY Summary Records Screen

When manually creating DITY Summary Records, the user must select the DITY Expense **type**, and enter the required information to complete the **DITY Summary Records** screen.

 Complete the following steps to "populate" the DITY Summary Records screen:



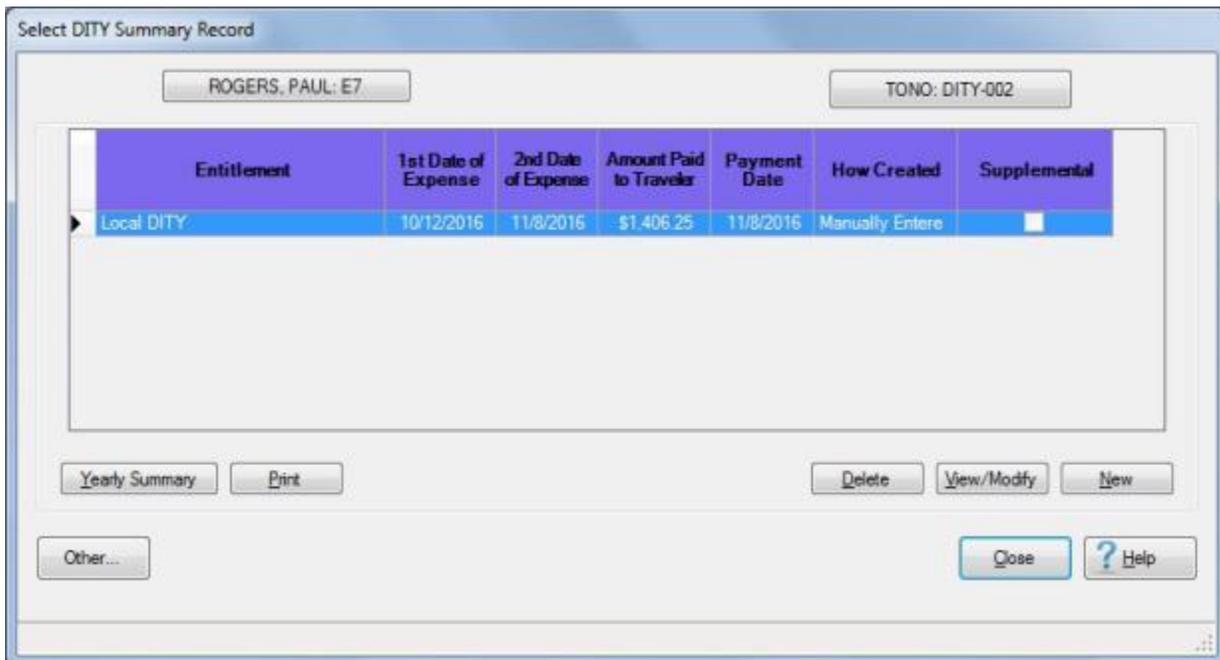
1. **Expense:** - If the expense type is incorrect, **click** on the **down arrow** button at the **Expense** field to display a list of the various DITY entitlements that were authorized when the travel order was created. When the list is displayed, **click** on the desired **expense type**.
2. **Date:** - If the date shown, (**next to the Expense field**), is **incorrect**, **click** in the date field and **type** the **correct** date for the expense, in **MMDDYY** format, and **press Tab**. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
3. **Expected Payment Year:** - If the incorrect year is shown at this field, **type** the **year**, in which the traveler **received**, or is **expected to receive**, the payment, in **YYYY** format and **press Tab**.
4. **DITY Allowance:** - At this field, **type** the computed **amount** of the selected entitlement and **press Tab**.
5. **Nontaxable Fringe Benefits:** - **Click** in this field and **enter** the **amount** for the traveler's **operating expenses** (if any) and then **press Tab**. IATS will then **calculate** the correct **amount** for the entitlement.
6. **Voucher Number:** - At this field, **type** the Disbursing Office Voucher Number (**DOV#**) **assigned** to the reimbursement for this expense.
7. **Payment Date:** - The **current date** **defaults** to this field. **If correct**, press **Tab** to continue. **If not**, **type** the **date**, in **MMDDYY** format, the **reimbursement** for this expenses **was disbursed**.
8. When **finished** entering all of the required information, **click** on the **OK** button. IATS **returns** to the **Select DITY Summary Record** screen.
9. **If no additional** summary records need to be created, **click** on the **Close** button to **return** to the **Examiner View** screen.

Deleting DITY Summary Records

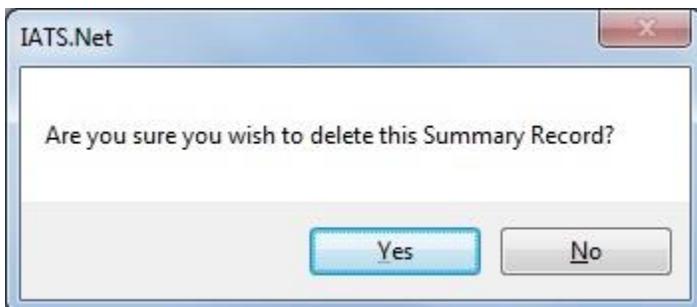
In order to delete a DITY Summary Record, your **user account** must be **granted** the privilege "**Access DITY Summary Records**".

 **Complete the following steps to "delete" a DITY Summary Record:**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access DITY Summary Records** option. The **Travel Order Selection** screen appears.
3. At the **Travel Order Selection** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, any travel orders existing in the database for the selected traveler appear in the **Order** section.
4. **Click** on the **order number** associated with the DITY record you wish to access and then **click** on the **OK** button. The **Select DITY Summary Record** screen appears.



5. **Click** on the listed **record** that you wish to **delete**. IATS highlights the selected **item**.
6. When the desired item is highlighted, **click** the **Delete** button. A **pop-up** **appears** asking if you are **sure** you wish to **delete** the specified entitlement.



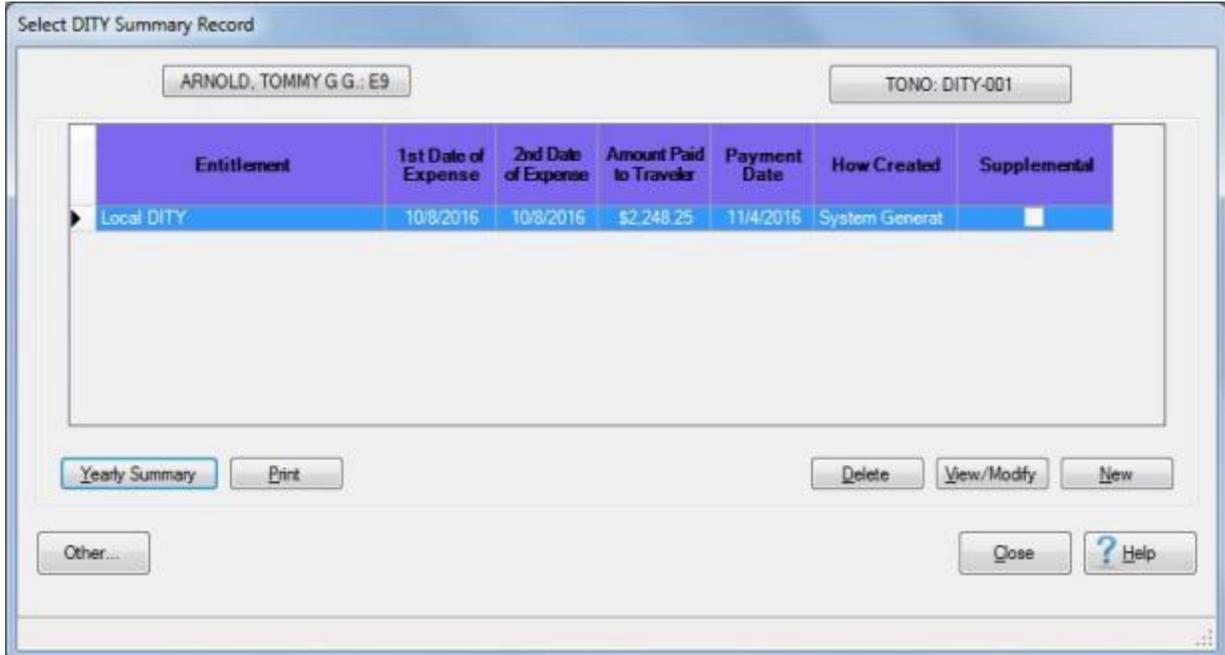
7. **Click** on the **Yes** button. IATS **deletes** the selected **record** and **returns** to the **Select DITY Summary Record** screen.
8. **If** no **additional** summary records need to be deleted, **click** on the **Close** button to **return** to the **Examiner View** screen.

DITY Records - Yearly Summary

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

 **Complete the following steps to "display" a DITY Yearly Summary Record:**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access DITY Summary Records** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The **Travel Order Selection** screen appears.
4. At the **Travel Order Selection** screen, any travel orders existing in the database for the selected traveler appear in the grid at the **Order** section.
5. **Click** on the **order number** associated with the DITY record you wish to access. When the order number is displayed in the **TONO** field, **click** on the **OK** button. The **Select DITY Summary Record** screen appears.



| Entitlement | 1st Date of Expense | 2nd Date of Expense | Amount Paid to Traveler | Payment Date | How Created | Supplemental |
|-------------|---------------------|---------------------|-------------------------|--------------|----------------|--------------------------|
| Local DITY | 10/8/2016 | 10/8/2016 | \$2,248.25 | 11/4/2016 | System Generat | <input type="checkbox"/> |

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

DITY Summary - Yearly Summary

ARNOLD, TOMMY G TONO: DITY-001

| Description | 2016 | 2017 | 2018 | 2019 | 2020 |
|------------------|------------|------|------|------|------|
| DITY Allowance: | \$2,831.00 | | | | |
| Taxable: | \$2,331.00 | | | | |
| FITW: | \$582.75 | | | | |
| Household Goods: | | | | | |
| Fringe: | \$500.00 | | | | |
| Total: | \$2,831.00 | | | | |

Other... Print OK ? Help

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

7. If desired, **generate** a print-out of this screen by **clicking** on the **Print** button.
8. When **finished** viewing the Yearly Summary screen for this traveler, **click** on the **OK** button. IATS **returns** to the **Select DITY Summary Record** screen.
9. At the **Select DITY Summary Record** screen, **click** on the **Close** button. IATS **returns** to the **Examiner View** screen.

Massive Multiple Travelers

Process Settlement Requests for Massive Multiple Travelers

IATS contains a feature named **Massive Multiple Travelers**. This feature is primarily used by travel offices processing massive numbers of payments in connection with troop **deployments**.

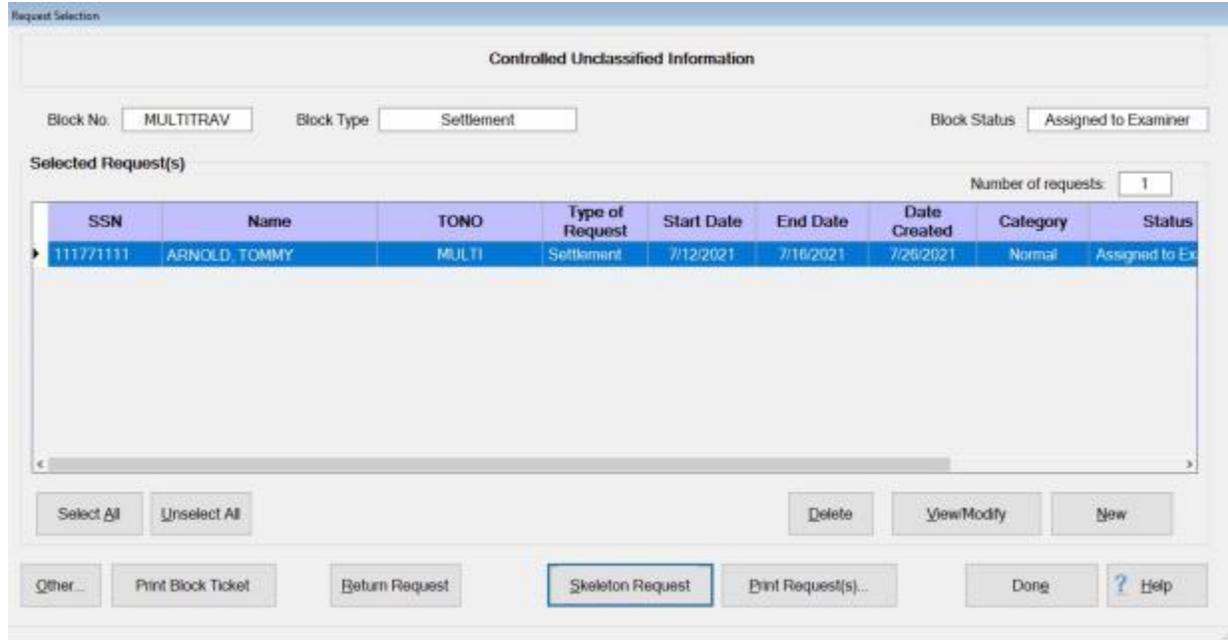
Prior to the addition of this feature, users had to use the **Multiple Travelers** option in order to **duplicate** claims that are nearly identical.

The new Massive Multiple Traveler feature will allow you to duplicate a claim for hundreds of travelers quickly and easily.

Note: This feature may be used for both TDY and PCS settlements.

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

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



Request Selection

Controlled Unclassified Information

Block No. Block Type Block Status

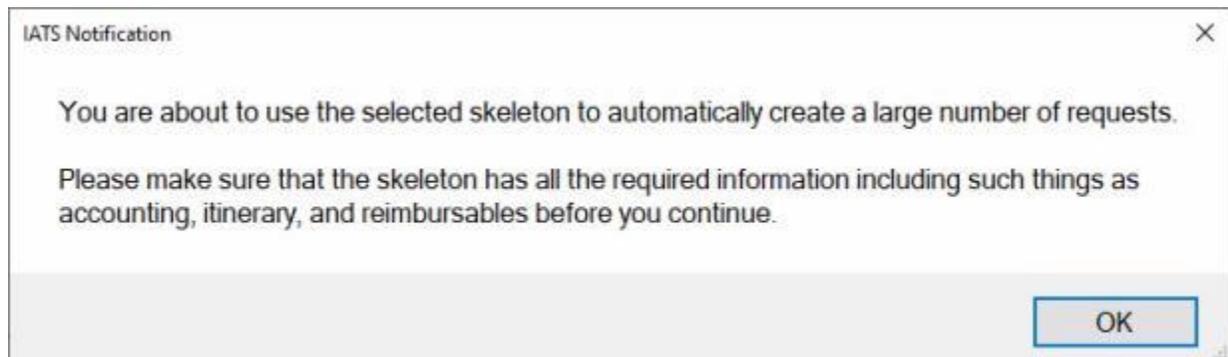
Selected Request(s) Number of requests:

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Status |
|-----------|---------------|-------|-----------------|------------|-----------|--------------|----------|----------------------|
| 111771111 | ARNOLD, TOMMY | MULTI | Settlement | 7/12/2021 | 7/16/2021 | 7/26/2021 | Normal | Assigned to Examiner |

Select All Unselect All Delete View/Modify New

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

4. At the Request Selection screen, **click** on the **Skeleton Request** button. The following *pop-up message* appears advising you to **ensure** that all of the required **details** were **included** in the **first claim** that was processed, which will be used as the **basis** for all of the other claims you will be adding.



IATS Notification X

You are about to use the selected skeleton to automatically create a large number of requests.

Please make sure that the skeleton has all the required information including such things as accounting, itinerary, and reimbursables before you continue.

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.

Massive Multiple Travelers Using SSN 111771111 and TONO MULTI for duplication

| SSN/ID | Name | TONO | Status |
|-----------|----------------|------|--------|
| 111881111 | SMITH, MARKY M | | |
| | | | |

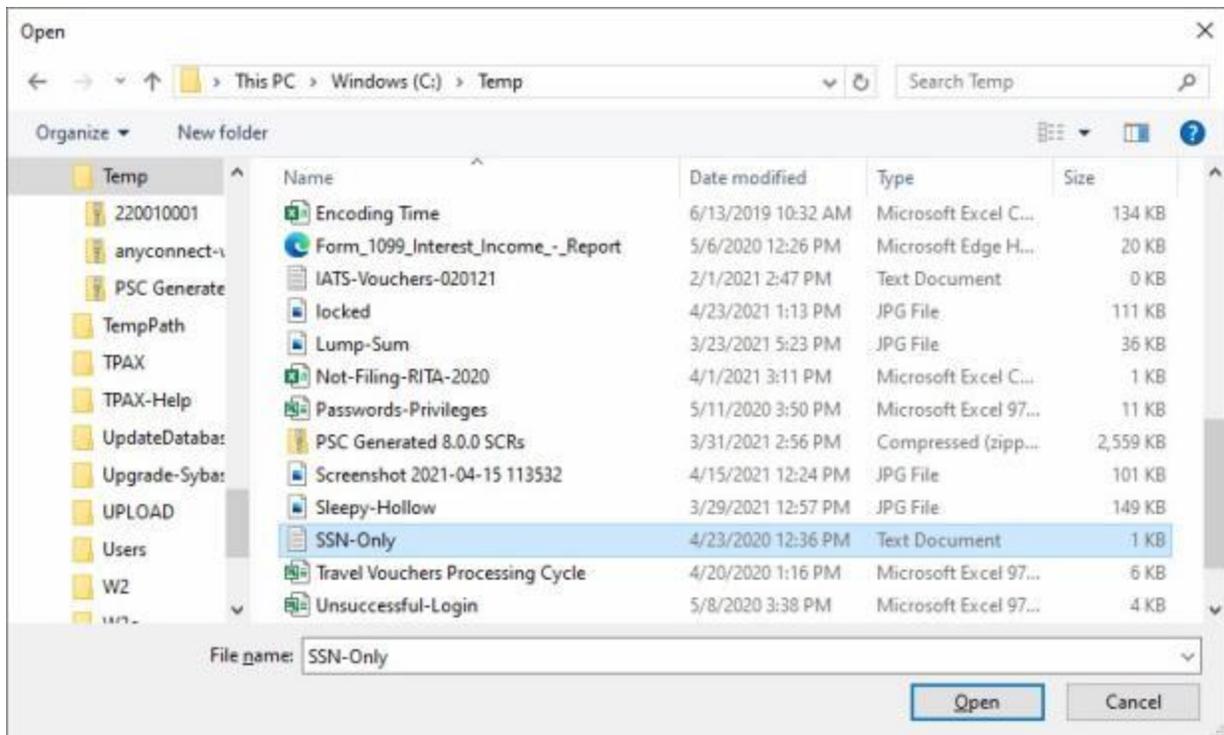
Enter the Travel Order Number (TONO) for this request for this traveler

Other... Same TONO Import SSNs Import Image Create Requests Cancel ? Help

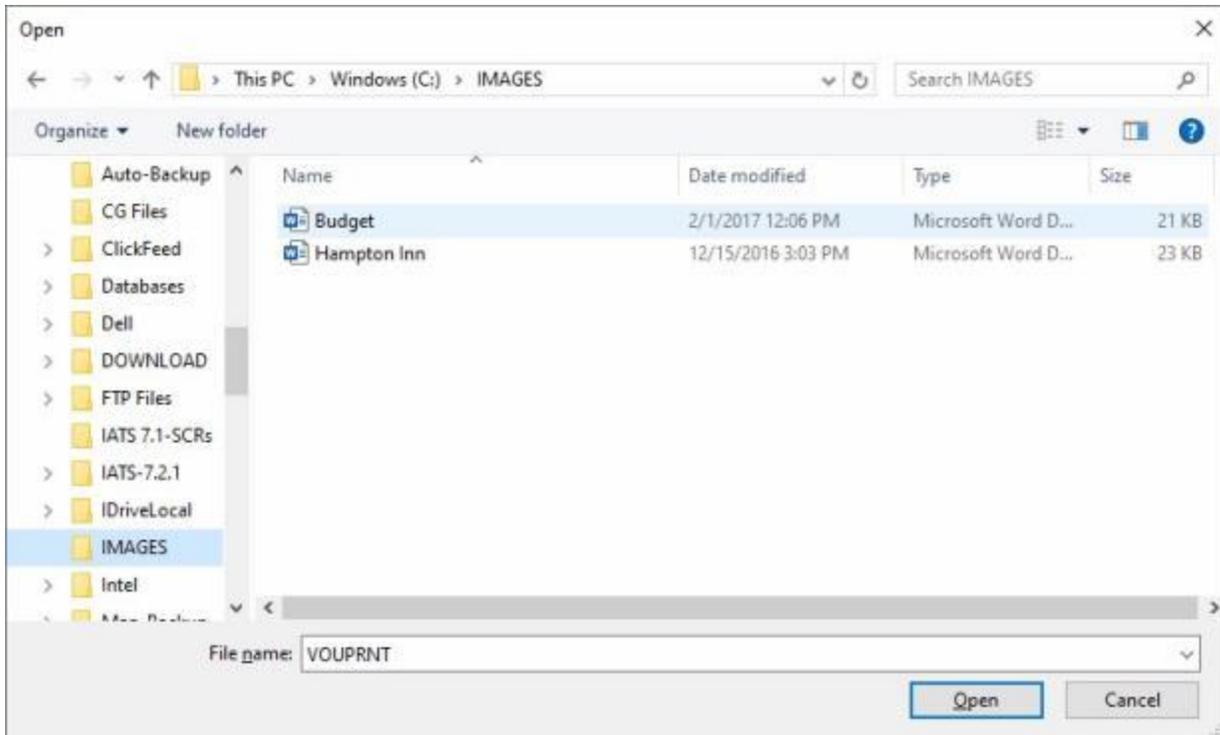
Delete

6. **SSN/ID:** - When the Massive Multiple Travelers screen is displayed, you will notice that the SSN/ID field is highlighted. There are two ways to **populate** this field and add new travelers to the claim:
7. **Type** the **SSN** for the next traveler you wish to add to the claim.
8. **TONO:** - **Enter** the desired travel order number or **click** on the **Same TONO** button to use the **same** travel order that was used fro the **original** claim.
9. **Click** on the **Import SSNs** button.

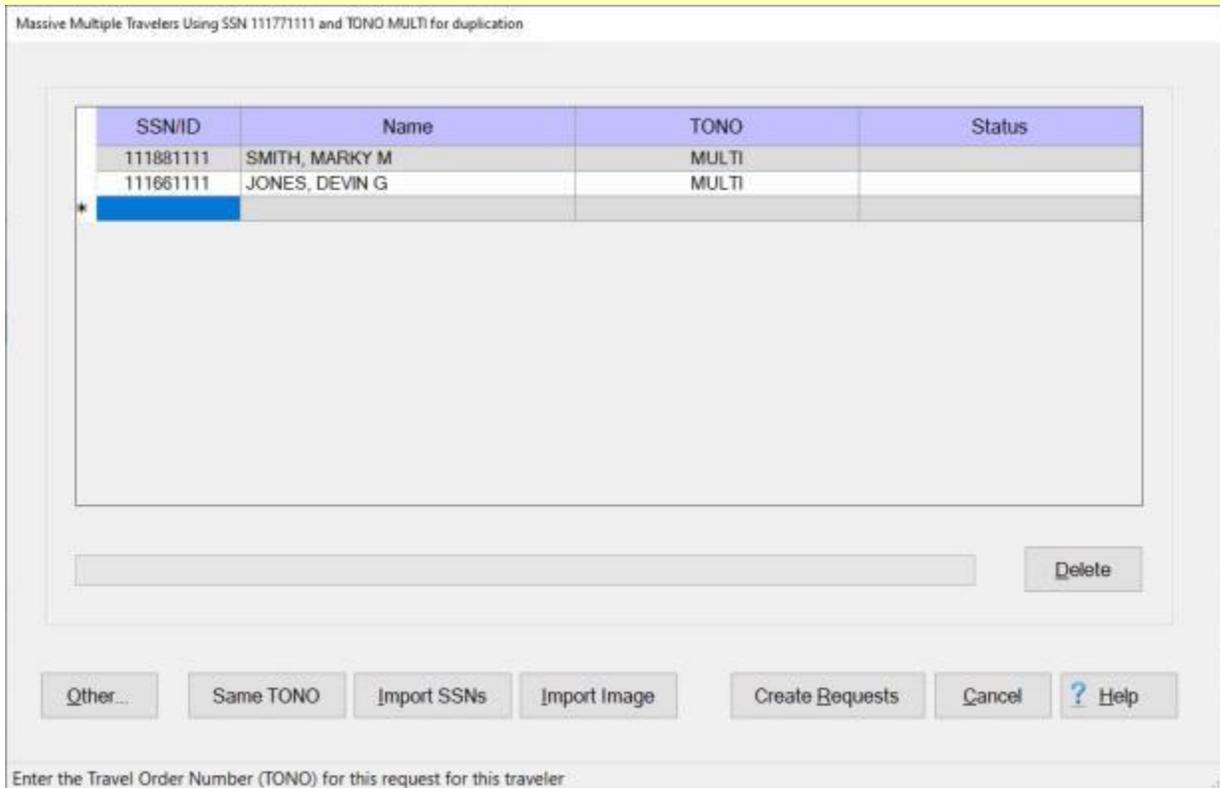
Tip: The **Import SSNs** button will allow you to **import** a **text** file containing the **SSNs** for all of the travelers you wish to add to the claim. You must first **create** a text **file** using an application such as **Note Pad**. Simply create a text file containing nothing more that the SSNs 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:



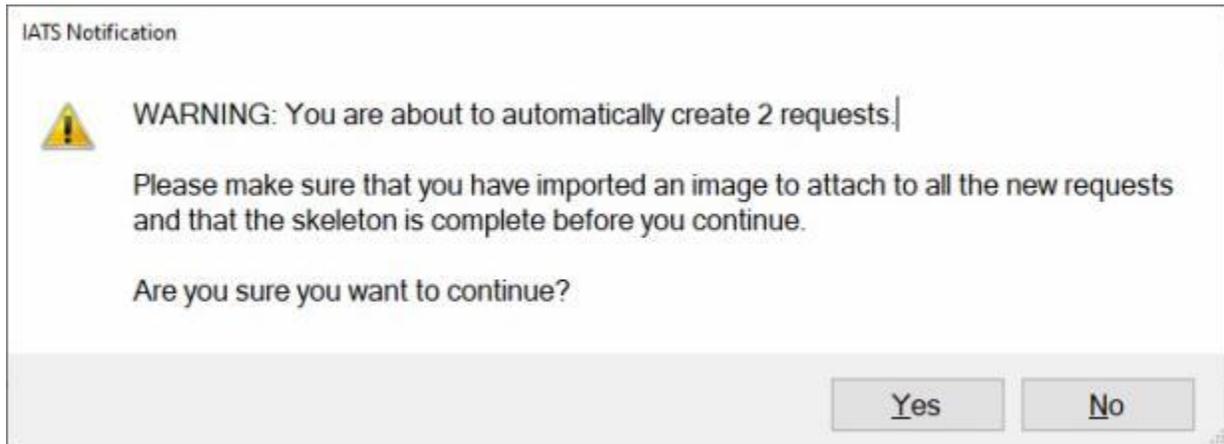
9. After you have either manually entered an SSN or imported SSNs, the next field to be populated in the **TONO** field.
10. **TONO:** - When the **TONO** field is highlighted, you can simply **click** on the **Same TONO** button if you wish to use the **same** TONO that was associated with the **first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



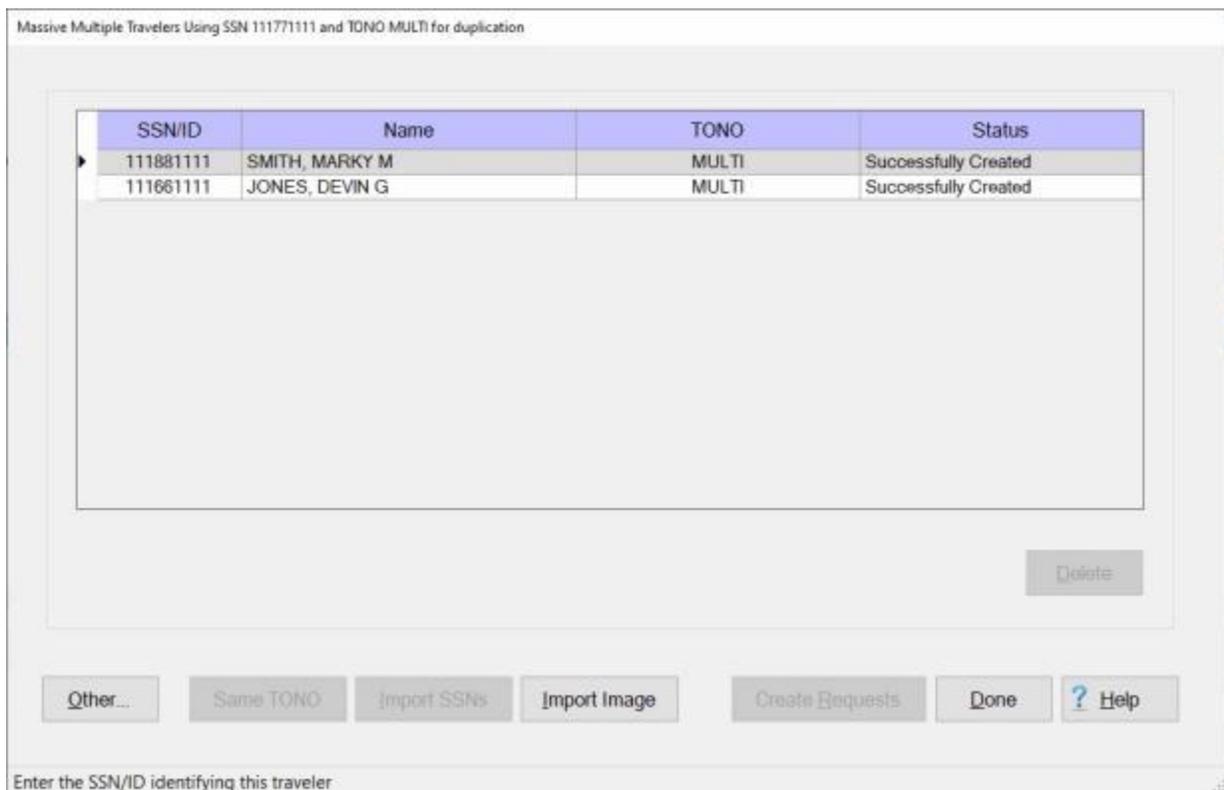
Tip: After you have imported an image, you will notice that the Import Image button is now titled **Discard Image**. If you wish to **remove** the image(s) **click** on the **Discard Image** button. If you want to remove the image for a selected traveler, first **click** on the desired **SSN** and then **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 automatically creates a completed request for the SSNs entered or imported that **match identically** to the first claim entered that was used as the **basis**.
14. When you click on the Create Requests button, you will see a *pop-up message* advising you to be sure that you have **imported image(s)** if applicable and that the **skeleton is complete** before you proceed.



15. If you are sure you are ready to create the requests, **click** on Yes.



16. After you have created the requests, you will notice that the **Status** field will display **Successfully Created**.

- 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

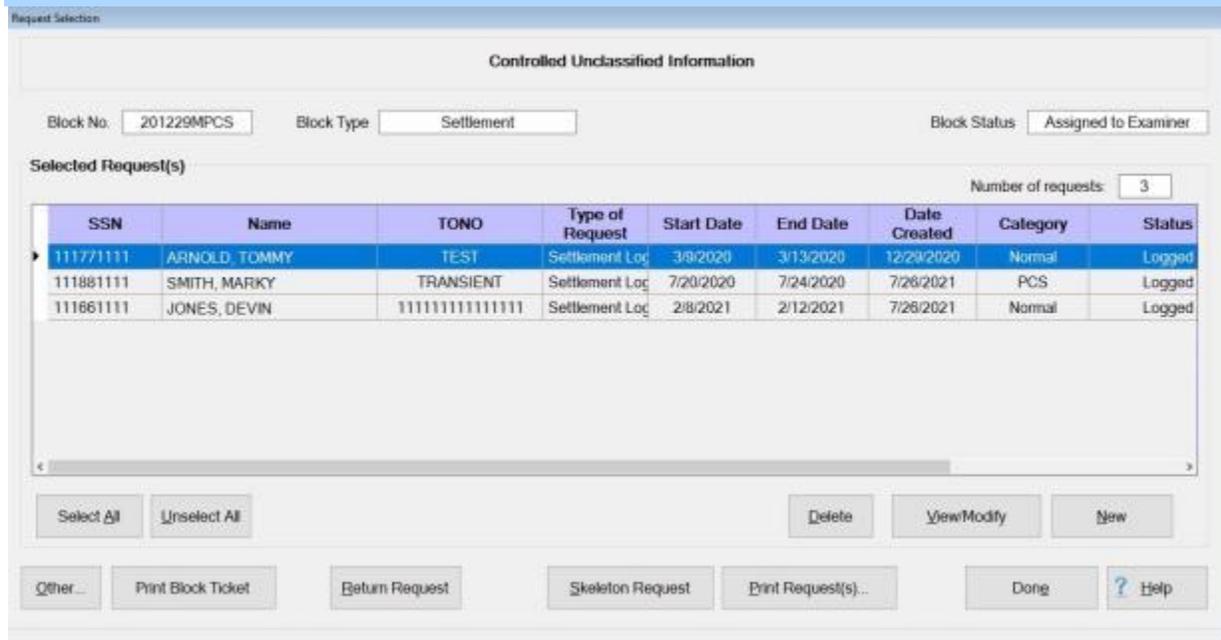
Processing a **MILPCS** Request for Settlement claim involves taking the information from the **DD Form 1351-2**, travel voucher, submitted by the customer and entering the information to IATS. Overlooking a small detail can result in significant overpayment or underpayment.

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:**

- Login to IATS in the **Examiner** View mode or change the View to Examiner, if necessary.
- Select a block through one of the following methods:
 - Method 1:** - Click the [Grab Blocks](#) button and select a block from the **Logged** Pool.
 - Method 2:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - Method 3:** - Click on the **New Block** button and [create a new block](#).

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



Request Selection

Controlled Unclassified Information

Block No. Block Type Block Status

Selected Request(s) Number of requests:

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Status |
|-----------|---------------|------------------|-----------------|------------|-----------|--------------|----------|--------|
| 111771111 | ARNOLD, TOMMY | TEST | Settlement Log | 3/9/2020 | 3/13/2020 | 12/29/2020 | Normal | Logged |
| 111881111 | SMITH, MARKY | TRANSIENT | Settlement Log | 7/20/2020 | 7/24/2020 | 7/26/2021 | PCS | Logged |
| 111661111 | JONES, DEVIN | 1111111111111111 | Settlement Log | 2/8/2021 | 2/12/2021 | 7/26/2021 | Normal | Logged |

Select All Unselect All Delete View/Modify New

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

- 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/Accr** tab or the **Next** button to proceed.

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

MILPCS Adv-Accr - tab

When processing a Request for Settlement, **look** at **Block # 10** of the **DD1351-2** (Travel Voucher).

Travelers are **responsible** for **indicating** advances received.

If **Block # 10** of the **DD1351-2** indicates that an advance was received, **ensure** that this information **appears** at the **Adv/Accr** tab. If the information does not appear at the **Adv/Accr** tab, **type** the **details** for the advance payment in the appropriate fields.

Advance Spread

Date: Type:

| Description | Amount |
|-----------------------------------|----------|
| Memb/Emp TDY Per Diem | \$0.00 |
| Memb/Emp Transportation | \$0.00 |
| Memb/Emp MALT | \$0.00 |
| Memb/Emp Reimbursable Expenses | \$0.00 |
| Registration Fees | \$0.00 |
| Dependent Per Diem | \$300.00 |
| Dependent Transportation | \$0.00 |
| Dependent MALT | \$0.00 |
| ▶ Dependent Reimbursable Expenses | \$0.00 |

Total Advance/Accrual:

Who being paid for Enroute Travel

| | |
|-------|--|
| MARKY | <input type="button" value="Select All"/> <input type="button" value="Unselect All"/> |
| JANET | |
| SONNY | |
| | |

Enter the amount for this element of expense

- At this screen, click in the **Amount** field for the appropriate entitlements and **type** the **dollar amount** for the advance payment received. When **finished** allocating the advance **click** the **OK** button.

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

- DOV #:** At this field, **type** the Disbursing Office Voucher (**DOV**) number assigned to the advance payment received.
- After completing the **Adv/Accr** tab, **click** on the **Entitlements** tab or **click** the **Next** button to continue.

Refer to the **Help** topic, "[Entitlements - tab](#)", for additional instructions.

MILPCS Settlement Entitlements - tab

The **Entitlements** tab is the beginning point for **capturing** the specific **details** pertaining to what is authorized on the travel order in regards to the authorized PCS expenses, **transportation** allowances, **itinerary** for the trip, and any **reimbursable expenses**.

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

1. **Travel Not Performed:** - Under the heading "**Types of Entitlements Claimed**", **click** in this box if the trip was not performed and you wish to generate a **zero dollar transaction**. This transaction is then **transmitted** to the **accounting system** to **de-obligate** the **funds** set aside for the travel order.
2. **Effective Date of Orders:** - The effective date of the orders is used to determine the correct **DLA** rate and the entitlement to **dependent** travel. At this field, **type** the correct effective date of orders in **MMDDYY** format and **press Tab**.
3. **Add Entitlement button:** - **Click** on this button to **select** the types of **expenses** the settlement is requested for. A drop down listing appears and displays the **expenses** that were **authorized** when the travel order was created.
4. **Following**, is a list of possible **MILPCS** settlement expense **types** and a **link** to additional **instructions** for processing each particular expense type:

- **Enroute PCS Travel:** If the user **clicks** on the **Enroute PCS Travel** option, the **What's Authorized** tab appears and the user must specify **who is traveling** and **how many cars** will be used. **Refer** to the **Help** topic "[PCS Advance What's Authorized - tab](#)" for additional instructions.

- **TLE:** If the user **clicks** on the **TLE** option, the **Temporary Lodging Entitlement** screen appears and the user must **complete** this screen to **enter** the daily **TLE** expenses. **Refer** to the **Help** topic "[Completing the TLE Screen](#)" for additional instructions.

- **DLA:** If the user **clicks** on the **DLA** option, IATS automatically calculates the Dislocation Allowance **payment**.
 - **DITY:** If the user **clicks** on the **DITY** option, the **DITY Input** screen appears and the user must complete this screen to enter the DITY expenses. Refer to the **Help** topic, "[Processing MILPCS DITY Requests](#)", for additional instructions.
5. **Click** on the desired **expense** type and **complete** the associated input **screen** to **enter** the **details** for the selected expense.
 6. When **finished** adding expenses, **proceed** to the [Calculations](#), [Financial](#), and [Remarks](#) **tabs** to **finish** processing the settlement.

PCS Settlement What's Authorized - tab

After **clicking** on the **Add Expense** button and **selecting** the **Enroute** option at the **Entitlements** tab, the **What's Authorized** tab appears. At the **What's Authorized** tab, the user must specify that the traveler is the **owner/operator** of the **POV**, the **number of cars** used, and which travelers are to be **included** in the settlement calculation.

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

1. **Owner/Operator of POV:** At this field, **click** in the box if the traveler was the **owner** and **operator** of the **POV** used in the performance of the trip.
2. **Number of Cars:** At this field, **type** the **number** representing the how many **POV's** are to be **used** in the **calculation** of the trip being processed.
3. **Who is being paid:** At this section, the user must specify which of the listed **travelers** are to be **included** in the **calculation** of the settlement. If all of the listed **traveler's** should be included, **click** on the **Select All** button. If not, **click** on the desired name.

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

4. After completing this tab, the user must then **click** on the **Actual Itinerary** tab or **click** on the **Next** button to continue.

Refer to the **Help** topic, "[Actual Itinerary - tab](#)", for additional instructions.

MILPCS Actual Itinerary - tab

The **MILPCS Actual Itinerary** tab is used to **capture** the specific **details** for the trip itinerary.

While completing this screen, refer to the **prompt line** at the bottom. The prompt line will **explain** what **information** is requested at each input field.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration:

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else | | |
|------------|-----|----------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|----------|--------|-------|
| | | | | | | | | | | Lodging | Taxes | Miles |
| 07/06/2021 | DEP | | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| | ARR | | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LDP | | | 0.00 | \$0.00 | \$0.00 | 0 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

 Use the following steps to "complete" the MILPCS Actual Itinerary tab:

- Actual Trip Duration:** - At this field, **click** on the *down arrow*. A drop down **listing** of trip **durations** appears. **Refer** to the **DD Form 1351-2** submitted by the traveler to determine the duration and then **click** the correct choice.
- Depart Date:** - The departure date on the first line of the itinerary automatically **defaults** from the **Begin Date** entered when the travel order was created. **Press Tab** to continue or **type** a different date, in **MMDDYY** format, if necessary.
- Depart Location:** - At this field, the **Origin** location entered (when the travel order record was created) will **automatically default**. If this location is **incorrect**, **double click** in the **Location** field. The **Location Selection** screen will appear and you can **select** a **different** depart location.
- Transportation:** - If the default method of transportation is **incorrect**, **click** on the *down arrow* button. A *drop down* listing of various transportation modes appears. **Click** the *Up/Dn arrows* until the desired mode is displayed and then **click** on the correct mode to make a selection.
- Local?:** - When the mode **PA** is selected for the transportation, a **prompt** asking if travel was to/from a **local** transportation terminal appears. **If so**, **click** in this box. **If not**, **press Tab** to continue.
- Arrival Date:** - The date at the previous **Departure Date** field **defaults** to the Arrival Date field. Press **Tab** to accept this date or **type** a new date, in **MMDDYY** format, if necessary.
- Arrive Location:** - This is the **location** where the traveler **stops** to **perform official duty**, **change modes** of transportation, or to **rest overnight**. The **Location Selection** screen will automatically appear at the Arrive Location field. Use this screen to select the location the traveler arrived at.
- 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":

What's Authorized Actual Itinerary **Constructed Itinerary** Reimbursables

Constructed Trip Duration:

| From Date | To Date | To Location | Mem GTR | GTR From Date | GTR To Date |
|-----------|-----------|-------------------------|----------|---------------|-------------|
| 7/6/2021 | 7/6/2021 | Washington, DC, Dist of | \$150.00 | 07/06/2021 | 07/06/2021 |
| 7/10/2021 | 7/10/2021 | IND, IN, Marion | \$150.00 | 07/10/2021 | 07/10/2021 |

Back Next Recalc Dates

- 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.
- 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.
- 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.
- 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.

PCS Settlement Reimbursables - tab

This screen is where IATS users enter the traveler's reimbursable expenses associated with the trip.

What's Authorized Actual Itinerary **Reimbursables**

| Date | Nature of Expense | Type | Amount Claimed | Amount Approved | Split | IBOP | Dependent? | Is Taxable |
|------------|--------------------------------------|------|----------------|-----------------|-------------------------------------|------|-------------------------------------|-------------------------------------|
| 03/26/2018 | ATM ADVANCE EXPENSE | F | 20.00 | 20.00 | <input type="checkbox"/> | US | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 03/26/2018 | REGISTRATION FEE | | 0.00 | 0.00 | <input type="checkbox"/> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | RENTAL CAR | | | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | SKYCAP OR REDCAP TIP - MILITARY ONLY | | | | | | | |
| | TAXES ON LODGING | | | | | | | |
| | TAXI/LIMO FROM AIRPORT | | | | | | | |

Back Next Insert Expense Delete Expense

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

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.

| Remit To | Adv/Accr | Entitlements | Calculations | Financial | Remarks | | | | | | | | | | | | | | | | | | |
|-----------------------|------------|--|-------------------------|-----------|-----------------------|----------|---------------|----------|---------------|----------|--|--|--|-------------------|------------|------------|--------|------------------|--------|----------------|------------|----------|--------|
| | | <table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>\$453.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>\$167.36</td> </tr> <tr> <td>Dep. Per Diem</td> <td>\$679.50</td> </tr> </tbody> </table> | Description | Total | Memb/Emp PCS Per Diem | \$453.00 | Memb/Emp MALT | \$167.36 | Dep. Per Diem | \$679.50 | <table> <tr> <td>Total Entitlement</td> <td>\$1,299.86</td> </tr> <tr> <td>Deductions</td> <td>\$0.00</td> </tr> <tr> <td>Partial Payments</td> <td>\$0.00</td> </tr> <tr> <td>Amount Payable</td> <td>\$1,299.86</td> </tr> <tr> <td>Advances</td> <td>\$0.00</td> </tr> </table> | | | Total Entitlement | \$1,299.86 | Deductions | \$0.00 | Partial Payments | \$0.00 | Amount Payable | \$1,299.86 | Advances | \$0.00 |
| Description | Total | | | | | | | | | | | | | | | | | | | | | | |
| Memb/Emp PCS Per Diem | \$453.00 | | | | | | | | | | | | | | | | | | | | | | |
| Memb/Emp MALT | \$167.36 | | | | | | | | | | | | | | | | | | | | | | |
| Dep. Per Diem | \$679.50 | | | | | | | | | | | | | | | | | | | | | | |
| Total Entitlement | \$1,299.86 | | | | | | | | | | | | | | | | | | | | | | |
| Deductions | \$0.00 | | | | | | | | | | | | | | | | | | | | | | |
| Partial Payments | \$0.00 | | | | | | | | | | | | | | | | | | | | | | |
| Amount Payable | \$1,299.86 | | | | | | | | | | | | | | | | | | | | | | |
| Advances | \$0.00 | | | | | | | | | | | | | | | | | | | | | | |
| | | | Due Employee \$1,299.86 | | | | | | | | | | | | | | | | | | | | |
| | | <div style="display: flex; justify-content: space-between;"> <Back Next> </div> | | | | | | | | | | | | | | | | | | | | | |

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 code and save the data along with the IATS computed 520 elapsed time.

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.

The screenshot displays the 'Settlement Request' window for 'Block No: 201229MPCS - Request No: 55'. The user 'SMITH, MARKY M. EG' is logged in, and the request type is 'Settlement' with a 'Type of Settlement' of 'Partial'. The 'Entitlements' tab is active, showing a table of claimed entitlements. The table has three columns: 'Trips/Type', 'Dates Encompassed', and 'Status'. One row is visible: 'Enroute PCS Travel' from '7/15/2021 - 7/31/2021' with a status of 'Validated Data'. Below the table, the 'Elapsed Time' button is highlighted with a blue border and a mouse cursor. Other buttons include '<Back', 'Next>', 'Daily Summary', 'Cons. Comp.', 'Show Calcs', 'Receipts...', 'Other...', 'Auditor Remarks', 'SAVE', 'Cancel', and 'Help'. The 'Effective Date of Orders' is set to '7/29/2021'.

| Trips/Type | Dates Encompassed | Status |
|--------------------|-----------------------|----------------|
| Enroute PCS Travel | 7/15/2021 - 7/31/2021 | Validated Data |

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

Elapsed Time - Block No: 201229MPCS - Request No: 55

SMITH, MARKY M TONO: TRANSIENT

Elapsed Time

| From Date | To Date | Category | Days |
|------------|------------|----------|-------|
| Detach | 07/15/2021 | | |
| 07/15/2021 | 07/27/2021 | LV | 13.00 |
| 07/28/2021 | 07/30/2021 | TR | 3.00 |
| Report | 07/31/2021 | MC | |

Insert Delete

Other... Report Elapsed Time OK Cancel ? Help

Click this button to save information

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

You may also **delete** any middle entry line by **clicking** on the **date** and then **clicking** on the **Delete** button.

Note: You can **change** the **Detach** or **Report** date, but you cannot **delete** the **line**.

You can **insert** a new **line** by **clicking** on the **date** in the **From Date** column and then **clicking** on the **Insert** button. This will generate a new blank **line**.

Elapsed Time - Block No: 201229MPCS - Request No: 55

SMITH, MARKY M

TONO: TRANSIENT

Elapsed Time

| From Date | To Date | Category | Days |
|------------|------------|----------|-------|
| Detach | 07/15/2021 | | |
| 07/15/2021 | 07/27/2021 | LV | 13.00 |
| 07/28/2021 | 07/30/2021 | PR | 3.00 |
| Report | 07/31/2021 | TR | |

Insert Delete

Other... Report Elapsed Time OK Cancel ? Help

Select the Category Type

When the blank line is displayed, **enter** the desired **dates** in the **From Date** and **To Date** columns.

When you are at the **Category** column, an **arrow** button is visible. **Click** on the **arrow** button to display a **list** of **Category Codes** and then **click** on the desired **code**.

If you 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**.

Split PCS Advance Payments

SMITH, MARKY M

TONO, TRANSIENT

| Entitlement | Outstanding | Applied |
|-----------------------|-------------|----------|
| Memb/Emp TDY Per Diem | \$200.00 | \$200.00 |
| Memb/Emp PCS Per Diem | \$300.00 | \$300.00 |

Total 500.00

Other... Default OK Cancel ? Help

 Use the following steps to "complete" the Split PCS Advance Payments screen:

Tip: Refer to the **Calculations** tab for a **summary** of the calculated entitlements.

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

Tip: Users can **apply all** of the outstanding **amounts** simply by **clicking** on the **Default** button. Using the **Default** button, however, will **only apply** the outstanding amount(s) against the **entitlement(s)** being processed. For example; if the settlement being processed is for **Enroute Travel only**, **clicking** on the **Default** button will **only apply** the outstanding amount associated to **Enroute Travel**.

3. **Continue** with steps 1 and 2 until the desired amounts are **applied**.
4. When **finished** applying the outstanding amounts, **click** the **OK** button. IATS returns to the **Settlement Request** screen.
5. At the **Settlement Request** screen, **click** on the [Financial tab](#) and add the appropriate **accounting** lines.

Financial - tab

The **Financial tab** is used to specify the **method of payment**, a **split payment** amount, and to add the **accounting** information.

| Remit To | Adv/Acctl | Entitlements | Calculations | Financial | Remarks | | | | | | |
|--|--|-----------------|--------------|--|---------|-------|----------------|--------|----|--|----------|
| Method of Payment | EFT | Computed Split: | \$396.00 | <input type="checkbox"/> Release Obligation | | | | | | | |
| Due Traveler: | \$381.82 | Split Payment: | \$500.00 | <input type="checkbox"/> Apply 100% to Split | | | | | | | |
| <table border="1"> <thead> <tr> <th>Db/Cr</th> <th>Classification</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI11111TJSPLIT S12345</td> <td>\$881.82</td> </tr> </tbody> </table> | | | | | | Db/Cr | Classification | Amount | Db | 111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI11111TJSPLIT S12345 | \$881.82 |
| Db/Cr | Classification | Amount | | | | | | | | | |
| Db | 111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI11111TJSPLIT S12345 | \$881.82 | | | | | | | | | |
| <Back | | | | Next> | | | | | | | |
| | | | | Modify Accounting | | | | | | | |

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

1. **Method of Payment:** - The default value is **EFT** if the traveler's account is active for EFT payments. If you wish to choose a different method of payment, **click** on the **down arrow** button to display a list of payment options and then **click** on the desired method.
2. **Computed Split:** - The amount displayed at the Computed Split field is a **combination** of the **Lodging** expense entered into the itinerary and the **reimbursable expense items** entered at the Reimbursables tab that were **selected** for a **split** payment. If you **double click** in the Computed Split field, the **Split Payment** field will be **populated** with the computed amount.
3. **Split Payment:** - If not already **populated** by double clicking in the **Computed Split** field, **click** in this field and **type** the dollar amount specified by the traveler to be sent directly to the **company** providing the **Government Credit Card**. This option is only available if the **method** of payment is **EFT**.

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**.

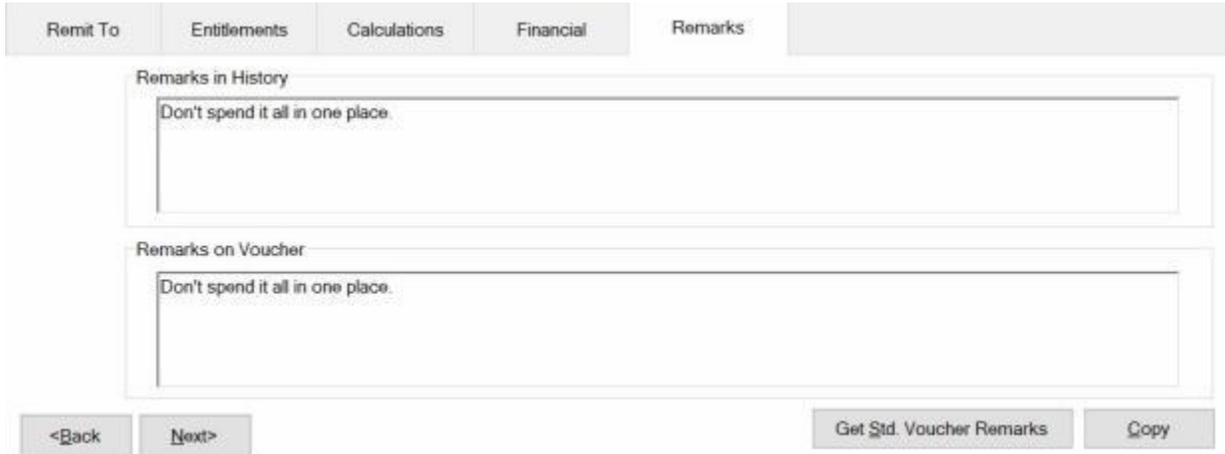
Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button.

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**.

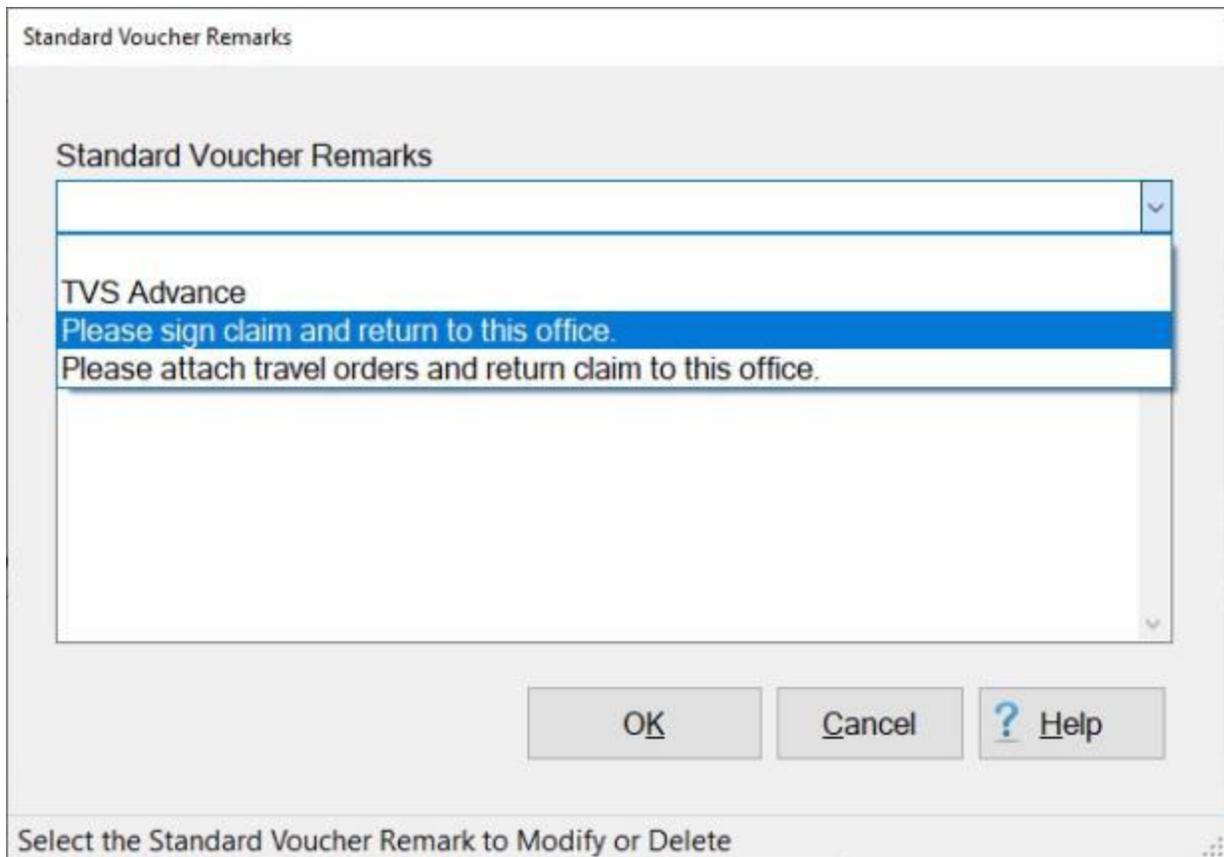
 Use the following steps to "complete" the Remarks tab:

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



The screenshot displays the 'Remarks' tab interface. At the top, there is a navigation bar with tabs for 'Remit To', 'Entitlements', 'Calculations', 'Financial', and 'Remarks'. Below the navigation bar, there are two text input boxes. The first box is titled 'Remarks in History' and contains the text 'Don't spend it all in one place.'. The second box is titled 'Remarks on Voucher' and also contains the text 'Don't spend it all in one place.'. At the bottom of the interface, there are four buttons: '<Back', 'Next>', 'Get Std. Voucher Remarks', and 'Copy'.

2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **Copy:** Clicking on the **Copy** button will **copy** the remarks from the **Remarks in History** text box to the **Remarks on Voucher** text box.
5. If you wish to add a standard remark from the Standard Voucher Remarks table, **click** on the **Get Std. Voucher Remarks** button. The **Standard Voucher Remarks** screen appears.



6. At the Standard Voucher Remarks screen, **click** on the *down arrow* to display a **list** of remarks and then **click** on the desired **remark**. The selected remark will be displayed in the **Remarks in History** text box. If you are satisfied with the remark, **click** on OK.
7. **Repeat** steps **5** and **6** if you wish to add additional standard **remarks**.
8. When **finished** adding remarks, **click** on the **Save** button to **save** the entries.

Workflow - tab

To assist managers in determining where **delays** in travel settlement requests processing occur, IATS generates the Reporting Unit Code (RUC) Report for **Marine Corps** travel offices. For **other** travel offices, this report is named the **Liaison Office Report**.

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

The **Workflow** tab is used to **capture** the **details** needed for IATS to generate the **RUC/Liaison Office Report**.

The **dates** at the Workflow Tab are also used to **determine** whether **interest** must be **paid** to the traveler for **late** payments.

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

1. If not already in focus, **click** on the **Workflow** tab. The following screen appears:

| Remit To | Adv/Acctl | Entitlements | Calculations | Financial | Remarks | Workflow |
|---|-----------|--------------|------------------|-----------|---------|----------|
| Ruc/Liaison Workflow Input | | | | | | |
| Ruc/Liaison Office | | | 4-DAVE'S FINANCE | | | |
| Date Signed by Traveler | | | 7/15/2021 | | | |
| Date received by the Ruc/Liaison Office or signed by the AO | | | 7/18/2021 | | | |
| Date Forwarded by Liaison Office | | | 7/20/2021 | | | |
| Date Received by Travel Office | | | 7/22/2021 | | | |
| Expected Payment Date | | | 8/9/2021 | | | |
| <Back | | Next> | | | | |

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.

- 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.
- Date Signed by: - Traveler:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **signed** by the **traveler**.
- 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**.
- Date Forwarded by: - Liaison Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **forwarded** by the **Ruc/Liaison Office**.
- Date Received by: - Travel Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **received** by the **Travel Office**.
- 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**.
- 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.

Temporary Lodging Entitlement

JONES, DEVIN G

TONO: PCSADV1

2 of 10 total allowed TLE Days entered

| Date | Location | Who's being Paid | Lodging |
|------------|---------------------|------------------|---------|
| 09/01/2021 | Fort Hood, TX, Bell | DEVIN, SHAWN | \$95.00 |
| 09/02/2021 | | | |

Other Insert TLE Delete TLE OK Cancel ? Help

 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**.

- When **finished** making the required entries at the TLE screen, **click** the **OK** button. IATS returns to the **Settlement** or **Advance Request** screen.

Mixed Mode Travel

It is quite **common** for **members/employees** to use one mode of **transportation** for part of a journey, and another mode for the rest of the journey.

Mixed Mode Travel occurs when two or more modes of **transportation** are used for one official **leg**.

For example, mixed mode travel commonly occurs when a member/employee **departs** the old PDS, and **drives** a **private auto** to the **leave point**. From the leave point, a **commercial plane** is used for the travel to the new PDS, or to an Aerial Port of Embarkation (**APOE**). The **official points** are between the old PDS and the **APOE** or new PDS.

The **input** into IATS for this type of travel **requires** strict attention to detail. All points where the mode of transportation **changes** must be shown in the itinerary. IATS will make the **determination** of whether a **mixed mode** travel situation applies, and will **generate** the required input **screens**.

Itinerary

The following screen demonstrates the correct input for a typical PCS involving **mixed mode travel**.

The screenshot shows the 'Actual Itinerary' screen with a dropdown for 'Actual Trip Duration' set to 'Greater than or equal to 24 hours'. Below is a table with the following data:

| Date | Location | Trans Reason | Duty Day | IDL | Local Method | Group | Embark | Who Else | AE % | Lodging | Taxes | Miles |
|------------|-------------------------------|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------|------|---------|--------|-------|
| 05/15/2017 | DEP FRANKFURT AM MAIN, I | TP | <input type="checkbox"/> | | | | | |
| 05/15/2017 | ARR Phila, PA, Philadelphia | AT | <input type="checkbox"/> | <input type="checkbox"/> | LDP | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | 0.00 | \$0.00 | \$0.00 | 0 |
| 05/15/2017 | DEP Phila, PA, Philadelphia | CP | <input type="checkbox"/> | | | | | |
| 05/15/2017 | ARR 33908 Fort Myers, FL, Lee | LV | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CQ | CM | | 0.00 | \$0.00 | \$0.00 | 0 |
| 05/28/2017 | DEP 33908 Fort Myers, FL, Lee | PA | <input type="checkbox"/> | | | | | |
| 05/31/2017 | ARR IND, IN, Marion | MC | <input type="checkbox"/> | | 0.00 | \$0.00 | \$0.00 | 1120 |
| | | | <input checked="" type="checkbox"/> | | | | | |
| | | | <input checked="" type="checkbox"/> | | | | | |

Buttons at the bottom: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed.

In the **itinerary** screen, above, the following **locations** were **entered** to ensure correct computation of **mixed mode travel**.

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

Second Official Leg: - The member **terminated** the transoceanic travel at **Philadelphia**, which is the Aerial Port of Debarkation (**APOD**). The next official **leg** of the journey, is between the **APOD** and the new PDS.

Third Official Leg: - This **leg** was performed by **CP** and **PA** resulting in a (**Mixed Mode**). The traveler used a **commercial plane** to the **leave point** and a **private auto** from the **leave point** to the new PDS.

Constructed Itinerary

After completing the Itinerary, the **Constructed Itinerary** screen appears.

What's Authorized | Actual Itinerary | **Constructed Itinerary** | Reimbursables

Constructed Trip Duration:

| From Date | To Date | To Location | Miles | Mem GTR | Dep GTR | GTR From Date | GTR To Date |
|-----------|-----------|-------------------------|-------|---------|---------|---------------|-------------|
| 5/15/2017 | 5/15/2017 | Phila. PA, Philadelphia | 0 | \$0.00 | \$0.00 | 05/15/2017 | 05/15/2017 |
| 5/16/2017 | 5/31/2017 | IND, IN, Marion | 655 | \$0.00 | \$0.00 | 05/30/2017 | 05/30/2017 |

Back | Next | Recalc Dates

Tip: At this screen, IATS **requests** the **Authorized Miles** for the **mixed mode leg**. The distance is used to **perform the first of two** required **computations**. **Do not** make an **entry** into the **GTR** columns when processing a settlement involving **mixed mode travel**. Only **two comparisons** are **required in accordance with** the **Federal Travel Regulations**.

Computation 1: - The **first computation** **determines** the **entitlement** **as if** a **private auto** was used for the **entire distance**.

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

Note: The **amount** from the **first computation** **establishes** the **limitation** for the **total entitlement** for the **mixed mode leg**.

Reimbursables

At the **Reimbursables** tab, **special input** is **required** for **expenses** that were **incurred** during the **mixed mode leg**.

Note: For **Navy** users, **enter** the **GTR cost** at the Reimbursables screen using the **Type Code "G"**. For the **Nature of Expense** field, use **"Mixed Mode MILPCS GTR Cost"**. It is **recommended** that a supervisor or the designated person having access to **Maintenance** module **add** this expense description to the **Reimbursables Description** table so that item can be selected from the list of expenses appearing the **Nature of Expense** field.

| Date | Nature of Expense | Type | Amount Claimed | Amount Approved | Split | IBOP | Dependent? | Const. Leg |
|------------|---------------------|------|----------------|-----------------|--------------------------|------|-------------------------------------|------------|
| 05/15/2017 | ATM ADVANCE EXPENSE | F | 0.00 | 0.00 | <input type="checkbox"/> | US | <input type="checkbox"/> | 0 |
| 05/15/2017 | AIRFARE | A | 175.00 | 175.00 | <input type="checkbox"/> | US | <input checked="" type="checkbox"/> | 2 |
| 05/15/2017 | AIRFARE | A | 175.00 | 175.00 | <input type="checkbox"/> | US | <input type="checkbox"/> | 0 |

| Const Leg | From Date | To Date | Location |
|-----------|--------------|--------------|---------------------------|
| 2.00 | 5/16/2017 12 | 5/31/2017 12 | 33908 Fort Myers, FL, Lee |

At the **Dependent?** column, **click** in the **box** to insert a **check mark** if the expense being claimed is for the **dependent's** portion of the travel.

At the **Const Leg** column, a **window** appears **listing** the **legs** of travel identified in the **itinerary** as mixed mode legs. If the **expense** being entered is **associated** with a mixed mode leg of travel, **type** the **number** that **represents** the correct mixed mode **leg**. If the expenses is not associated with a mixed mode leg, **type** the number **zero**.

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

Duplicating a Previous Itinerary

When processing **PCS** travel settlements, it is quite common for a **member/employee** and the **dependents** to perform the **enroute** travel with separate trips. Since the **points** of travel are typically the same, it may be helpful for IATS users to be able to **duplicate** the first itinerary entered.

Once the duplicate itinerary is **displayed**, the user can then **make** any **adjustments** to the **dates** or **mode** of travel, if applicable.

This feature will save time and **keystrokes** for the IATS user.

 Use the following steps to "duplicate" a previously entered itinerary:

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

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | Who Else | | | |
|------------|-------------------------------|--------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------|---------|--------|-------|
| | | | | | | | | AE % | Lodging | Taxes | Miles |
| 05/15/2017 | DEP Fort Jackson, SC, Richlar | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 05/16/2017 | ARR IND, IN, Marion | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 633 |
| * | | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

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

Note: At the **What's Authorized** tab, only the **member** was **selected** for **who** was being paid.

2. After entering the first itinerary, **complete** the **Constructed Itinerary** and **Reimbursables** tabs as usual, if applicable.
3. **Return** to the **Entitlements** tab at the **Settlement Request** screen.
4. At the **Entitlements** tab, **click** on the **Add Expense** button, and select **Enroute**.
5. At the **What's Authorized** tab, **select** the **traveler** who is being paid for the second **itinerary** and then **click** on the **Actual Itinerary** tab.
6. At the **Actual Itinerary** tab, **select** the **Actual Duration** of the trip. The **itinerary** comes into **focus**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | Who Else | | | |
|------|----------|--------------|-------------------------------------|---------|-------------------------------------|-------------------------------------|-------------------------------------|----------|---------|-------|-------|
| | | | | | | | | AE % | Lodging | Taxes | Miles |
| * | | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

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

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| | Date | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | Who Else | | | |
|---|------------|-------------------------------|--------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------|---------|--------|-------|
| | | | | | | | | | AE % | Lodging | Taxes | Miles |
| | 05/15/2017 | DEP Fort Jackson, SC, Richlar | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| | 05/16/2017 | ARR IND, IN, Marion | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 633 |
| * | | | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

8. When the duplicate itinerary is **displayed**, the user may now **make** any necessary changes.
9. **Complete** the second itinerary and **finish** processing the settlement as usual.

Enroute TDY Location Covered to PDS

Occasionally when a military member performs a MILPCS trip with TDY enroute, the TDY location is subsequently ordered to be the new PDS while they are still at the TDY site.

A new feature has been added to IATS to handle this situation so that the traveler will be paid the **proper** per diem **rate** for the day the location was **converted** to the PDS.

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

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

Trip - Block No: PCS1 - Request No: 27

ARNOLD, TOMMY G. E7 TONO: NEWPDS

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration Greater than or equal to 24 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Lodging | Taxes | Miles |
|------------|-----|-----------------------------|--------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------|---------|---------|-------|
| 03/11/2019 | DEP | Washington, WASHINGTON D.C. | PA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 03/11/2019 | ARR | IND, Marion, INDIANA | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | CQ | CM | 125.00 | \$75.00 | \$10.00 | 595 |
| 03/31/2019 | DEP | IND, Marion, INDIANA | PA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| | ARR | | | | | | | | 0.00 | \$0.00 | \$0.00 | 0 |

AF Alaskan Ferry System
 CA Commercial Auto
 CB Commercial Bus
 CP Commercial Plane
 CR Commercial Rail
 CS Change Status
 CV Commercial Vessel
 GA Government Auto
 GB Government Bus
 OM Government Motor Vehicle

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

Other Exceptions OK Cancel ? Help

What mode of transportation did the traveler use leaving this location

1. On the **day** the TDY status is being **changed** to a PDS status, you must make a **departure** entry in the Itinerary.
2. **Click** in the **Date** field and **enter** the date for the status change in **MMDDYY** format and then **press Tab**.
3. At the **Location** field simply **press Tab** to continue since the travel is not actually **departing** this location.
4. At the **Transportation** field, **click** on the **down arrow** button to **display** the **drop down list** of transportation modes and then **click** on **CS - Change Status**.
5. **Press** the **Tab** key through the remaining **fields** on the departure line.
6. The same **date** that was entered at the Date field on the departure line will **default** to the Date field on the new arrival line. **Press Tab** to **accept** this date.
7. At the **Location** field, the **Location Selection** screen will appear. **Select** the **location** where the status was previously **TDY** and is being converted to the **PDS** and then **press Tab**.

ARNOLD, TOMMY G. E7

TONO: NEWPDS

What's Authorized | Actual Itinerary | Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Lodging | Taxes | Miles |
|------------|-----|-----------------------------|--------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------|---------|---------|-------|
| 03/11/2019 | DEP | Washington, WASHINGTON D.C. | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 03/11/2019 | ARR | IND, Marion, INDIANA | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ILPP | CQ | CM | 125.00 | \$75.00 | \$10.00 | 595 |
| 03/31/2019 | DEP | IND, Marion, INDIANA | CS | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 03/31/2019 | ARR | IND, Marion, INDIANA | AT | <input type="checkbox"/> | <input type="checkbox"/> | LDP | | | 0.00 | \$0.00 | \$0.00 | 0 |

Reason dropdown list:

- AD Authorized Delay
- AS Alternate Safe Haven
- AT Awaiting Transportation
- CT COT Leave
- DL Designated Location
- ES Enroute Stop Over
- LV Leave
- MC Mission Complete
- ND TDY changed to New Duty Station
- SM Safe Haven

Buttons: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed, Other, Exceptions, OK, Cancel, Help

Select the reason the traveler stopped at this location

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 automatically display the **Reimbursables** Tab.
10. **Enter** any claimed **reimbursable expenses** and then **finish** processing the claim as you normally would.

Round Trip MILPCS Travel

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

This situation typically applies to **Reserve Components** and occurs when a member is brought on active duty and sent to a school that lasts longer than 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 back to home. This situation causes two **MILPCS en route travel claims** for the same order. The one from home to the duty then the one at the end when he/she **returns home**.

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

Travel Order User ID: SYSTEM Monday, August 3, 2020

Traveler's Name:
 Grade/Rank:
 Order Number/TONO:
 Order Type:

Description **What's Authorized (Military PCS)** Dependents Remarks

| | | |
|-----------------------|--|---|
| PCS Type | <input type="text" value="PCS and Return"/> <ul style="list-style-type: none"> Station to Station Honorable GT 90 % Separation Dishonorable or LT 90 Separation% Retirement/Fleet Reserve Change of Home Port Home to First Duty Station In Training Travel Boot Camp to 'A' School (Normal) A School over 20 weeks PCS and Return | Dates Issue Date: <input type="text" value="8/3/2020"/> Begin Date: <input type="text" value="8/3/2020"/> End Date: <input type="text" value="8/3/2020"/> |
| Issuing Organization | <input type="text"/> | |
| Paying Organization | <input type="text"/> | |
| DSSN/ITR | <input type="text"/> | |
| Funds | <input type="text"/> | |
| Group Travel | <input type="text"/> | |
| Origin | <input type="text"/> | |
| Destination | <input type="text"/> | |
| Default State | <input type="text"/> | |
| State Tax Designation | <input type="text"/> | |

Choose option that best describes the type of PCS involved with this travel order

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.

Settlement Request - Block No ARMSC1504B - Request No: NEW

MANN, ARMY: E7 TONO: SCR1504

Request Type - Settlement
Type of Settlement: Partial

Remit To Adv/Acct Entitlements Calculations Financial Remarks

Types of Entitlements Claimed
 Travel Not Performed Effective Date of Orders: 8/15/2019

| Trips/Type | Dates Encompassed | Status |
|------------|-------------------|--------|
| | | |

PCS to Training
PCS from Training
DLA
PCS DITY (Going to new PDS)
PCS DITY (Returning to old PDS)

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

Receipts... Other... SAVE Cancel ? Help

Select to add an entitlement to this claim

- 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.
- Click** on either **PCS to Training** or **PCS from Training** as appropriate.
- You would then **continue processing** the claim **like** any other **MILPCS en route travel claim**.

POV Shipment

POV Shipment - Overview

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

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

When the **shipment** of a **POV** is **authorized**, the following circumstances may apply:

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

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

POV Delivery or Pick-up Separately from MILPCS Travel

In order to **ship** a **vehicle**, the **member** must deliver the **vehicle** to the **port** and then pick the vehicle up from the vehicle **port** after arriving at the new **PDS**. When this entitlement is **authorized** the **member** is

entitled to reimbursement for round trip mileage to/from the old/new PDS and the designated vehicle port.

To process this type of payment, there are a number of input requirements that are unique and must be understood by the examiner in order to process the entitlement correctly.

Travel Order

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

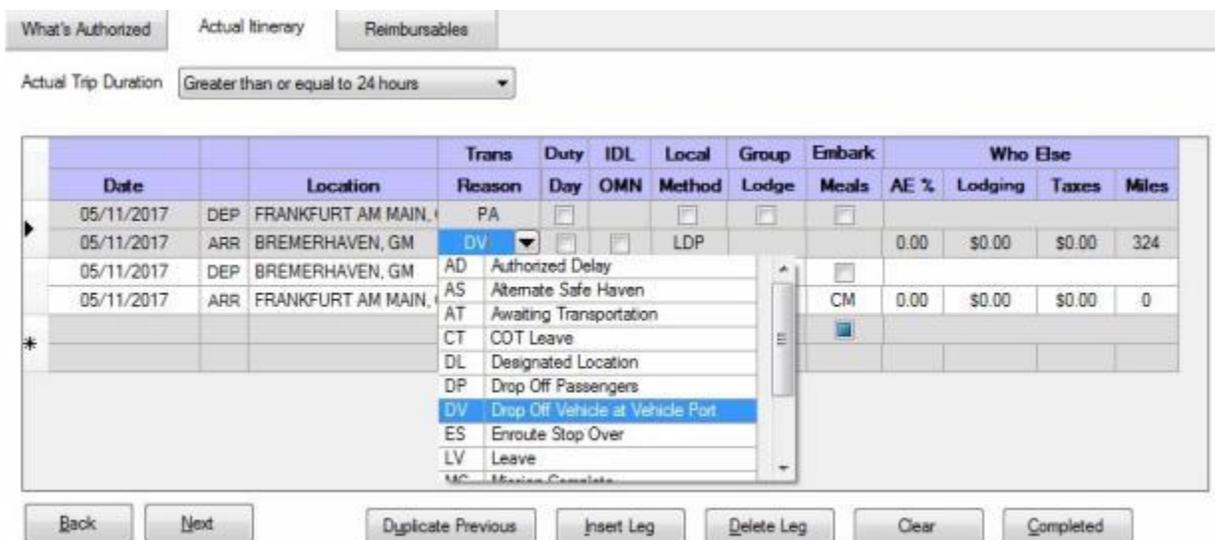
Select Expense Type

At the Request for Settlement Against an Order screen, click on the Add Expense button and then click on either the Drop Off Vehicle or Pick Up Vehicle option.

Itinerary

Note: IATS only allows three legs in the itinerary for this type of settlement. Therefore, when completing the itinerary, do not show legs where the traveler made additional stops. Construct the itinerary, if necessary, to show the direct route between the official points.

The following screen demonstrates the correct input for a typical MILPCS involving a separate trip to drop-off a POV at the vehicle port and return to the old PDS:



When completing the itinerary, ensure that DV - Drop Off Vehicle at Vehicle Port or PV - Pick Up Vehicle at Vehicle Port is selected as the reason for stop at the place the vehicle port is located.

Finish processing the request for settlement as usual.

Click on the See Also button below and select the particular topic for additional information on processing POV Shipments.

POV Delivery or Pick-up In-conjunction with MILPCS Travel

In order to ship a vehicle, the member must deliver the vehicle to the port and then pick the vehicle up from the vehicle port after arriving at the new PDS. Often times, the delivery and/or pick-up is performed in-conjunction with the traveler's enroute travel. Under this circumstance, the traveler is

reimbursed Monetary Allowance in Lieu of Transportation Plus Flat Per Diem (**MALT PLUS**) for direct travel between the **vehicle port** and the **PDS**.

The **input** for this **type** of payment is nearly identical to a normal enroute travel settlement. There are a **number** of input requirements, however, that are **unique** and must be **understood** by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

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

Select Expense Type

At the **Request for Settlement Against an Order** screen, **click** on the **Add Expense** button and then **click** on the **Enroute** option.

Itinerary

The following screen demonstrates the correct input for a typical MILPCS involving a **pick-up** of a **POV** at the vehicle port in-conjunction with the **enroute** travel:

The screenshot shows the 'Actual Itinerary' tab selected. Below the tabs is a dropdown for 'Actual Trip Duration' set to 'Greater than or equal to 24 hours'. The main table has columns: Date, Location, Trans Reason, Duty Day, IDL OMN, Local Method, Group Lodge, Embark Meals, and Who Else (AE %, Lodging, Taxes, Miles). A dropdown menu is open over the 'Reason' column of the row dated 05/15/2017 at Bayonne, NJ, Hudson, with 'PV - Pick Up Vehicle at Vehicle Port' selected. Other options include TP, AT, CA, DP, DV, ES, LV, MC, PP, SH, and TD.

| Date | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | Who Else | AE % | Lodging | Taxes | Miles |
|------------|--------------------------|--------------|----------------------------------|---------|--------------|-------------|-------------------------------------|----------|--------|---------|-------|-------|
| 05/15/2017 | DEP FRANKFURT AM MAIN | TP | | | | | <input checked="" type="checkbox"/> | | | | | |
| 05/15/2017 | ARR JFK, NY, Queens | AT | | | LDP | | | 0.00 | \$0.00 | \$0.00 | 0 | |
| 05/15/2017 | DEP JFK, NY, Queens | CA | | | | | | | | | | |
| 05/15/2017 | ARR Bayonne, NJ, Hudson | PV | | | LDP | | | 0.00 | \$0.00 | \$0.00 | 0 | |
| 05/15/2017 | DEP Bayonne, NJ, Hudson | DP | Drop Off Passengers | | | | | | | | | |
| 05/31/2017 | ARR IND, Marion, INDIANA | DV | Drop Off Vehicle at Vehicle Port | | | | | 0.00 | \$0.00 | \$0.00 | 1120 | |
| | | ES | Enroute Stop Over | | | | | | | | | |
| | | LV | Leave | | | | | | | | | |
| | | MC | Mission Complete | | | | | | | | | |
| | | PP | Pick Up Passengers | | | | | | | | | |
| | | PV | Pick Up Vehicle at Vehicle Port | | | | | | | | | |
| | | SH | Safe Haven | | | | | | | | | |
| | | TD | Temporary Duty | | | | | | | | | |

When completing the **itinerary**, ensure that **DV - Drop Off Vehicle at Vehicle Port** or **PV - Pick Up Vehicle at Vehicle Port** is **selected** as the **reason for stop** at the place the vehicle port is **located**.

Finish processing the request for settlement as usual.

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

CONUS to CONUS POV Shipment

An eligible member ordered on a PCS between CONUS PDSs may be authorized transportation of one POV from the old CONUS **PDS** to new CONUS **PDS** when:

- The member is physically unable to drive, or
- There is insufficient time (in accordance with the JFTR par. U5160) for the member to drive and report to the new PDS as ordered.

In addition, an eligible member, who has **dependents** who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs may have POV transportation authorized for one POV from

the old CONUS **PDS** to the new CONUS **PDS** when it is **advantageous** and **cost-effective** to the Government and provided that the:

- a. Member and/or eligible dependent(s) own **more than one** POV to be relocated to the new PDS;
- b. Member and dependents then travel at one time in one POC;
- c. Cost of shipment and commercial transportation of the POV to be shipped does not exceed the **cost of MALT plus per diem** for driving two POCs to the new PDS; and
- d. Member is financially **responsible** for all excess costs or additional expenses associated with POV transportation.

To **process** this **type** of payment, there are a **number** of input requirements that are **unique** and must be understood by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

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

Travel Order User ID: SYSTEM Monday, August 30, 2021

Make sure Shipping POV is authorized for First Duty Station

Traveler's Name: SMITH, MARKY M. E9
 Grade/Rank: E9
 Order Number/TONO: TRANSIENT
 Order Type: PCS

Description: **What's Authorized (Military PCS)** Dependents Remarks

What's Authorized

TLE Emergency TLE
 Ship POV Proceed Time Separate COT Travel
 DLA: With Dependents Household Goods: DITY

Back Next OK Cancel ? Help

Check this box if the member is authorized to ship his/her POV

Select Expense Type

At the **Settlement Request** screen, **click** on the **Add Entitlement** button and then **click** on either the **Drop Off Vehicle at Port** or **Pick Up Vehicle at Port** options.

Settlement Request - Block No: 201229MPCS - Request No: NEW

SMITH, MARKY M. E9 TONO: TRANSIENT

Request Type - Settlement
Type of Settlement: Partial

Remit To: Adv/Abord Entitlements Calculations Financial Remarks

Types of Entitlements Claimed
 Travel Not Performed Effective Date of Orders: 7/31/2021

| Trips/Type | Dates Encompassed | Status |
|------------|-------------------|--------|
| | | |

Enroute PCS Travel
Ship POV
TLE
DLA
PCS DITY (Going to new PDS)

<Back Next> Daily Summary Elapsed Time Cons. Comp. Show Calc

Receipts... Other... SAVE Cancel ? Help

Select to add an entitlement to this claim

This action will result in IATS will displaying the **Shipping POV** screen.

 Complete the following steps to "complete" the Shipping POV screen:

Shipping POV - Block No: 201229MPCS - Request No: NEW

SMITH, MARKY M TONO: TRANSIENT

* Origin: FT HOOD (TEM), TX TEXAS Distance: 1045

* Destination: INDIANAPOLIS / MARION, IN INDIAN/ Cost To Ship POV: \$1,850.00

Other... * Double Click Origin or Destination to change location(s) OK Cancel ? Help

Enter what it cost to ship the POV.

1. **Distance:** - The mileage from the **DTOD** table will automatically default to this field based on the **Origin** and **Destination** locations entered when the travel order was created. If this mileage is **correct**, no action is necessary. If not, **click** in this field, **type** the correct mileage, and then **press Tab**.
2. **Cost to Ship POV:** - **Click** in this field and **type** the allowable amount to be reimbursed to the member for the shipment of the POV. You must determine the allowable amount by performing the three (3) cost comparison steps demonstrated in the Travel Regulations.
3. After you have entered the allowable cost at the **Cost to Ship POV** field, **click** on the **OK** button to **save** the entries. IATS will **return** to the **Settlement Request** screen.

- When you return to the **Settlement Request** screen **Finish** processing the request for settlement as usual.

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

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 new 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 new Reason for Stop** codes have been added to IATS for **MIIPCS** travel. **QP - PCS Accounting** and **QT - TDY Accounting**. In addition, **QP** uses the new Authorized Delay (**AD**) rules for Military. The **QP** code also treats the stop as an authorized stop to pay per diem while there.

| Date | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Lodging | Taxes | Miles |
|------------|----------------------------------|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|---------|--------|-------|
| 03/15/2020 | Washington, DC, Dist of Columbia | PA | <input type="checkbox"/> | | | | |
| 03/15/2020 | Columbus, Franklin, OHIO | QP | <input type="checkbox"/> | <input type="checkbox"/> | LDP | <input type="checkbox"/> | <input type="checkbox"/> | 0.00 | \$0.00 | \$0.00 | 0 |

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.

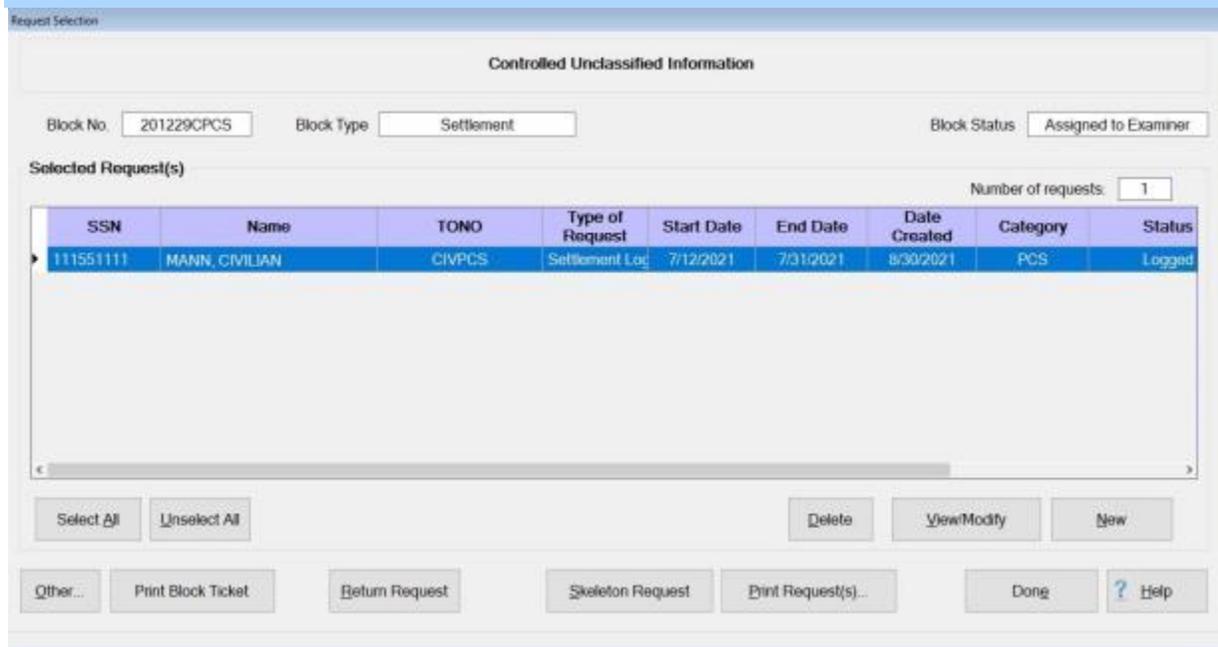
In other Help **topics**, the [creation of a travel account](#) and [travel order](#) was demonstrated. In addition, users were introduced to [creating block tickets](#), [logging incoming requests](#), and [assigning block tickets](#) to

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.



Request Selection

Controlled Unclassified Information

Block No. Block Type Block Status

Selected Request(s) Number of requests:

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Status |
|-----------|----------------|--------|-----------------|------------|-----------|--------------|----------|--------|
| 111551111 | MANN, CIVILIAN | CIVPCS | Settlement Log | 7/12/2021 | 7/31/2021 | 8/30/2021 | PCS | Logged |

Select All Unselect All Delete View/Modify New

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

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

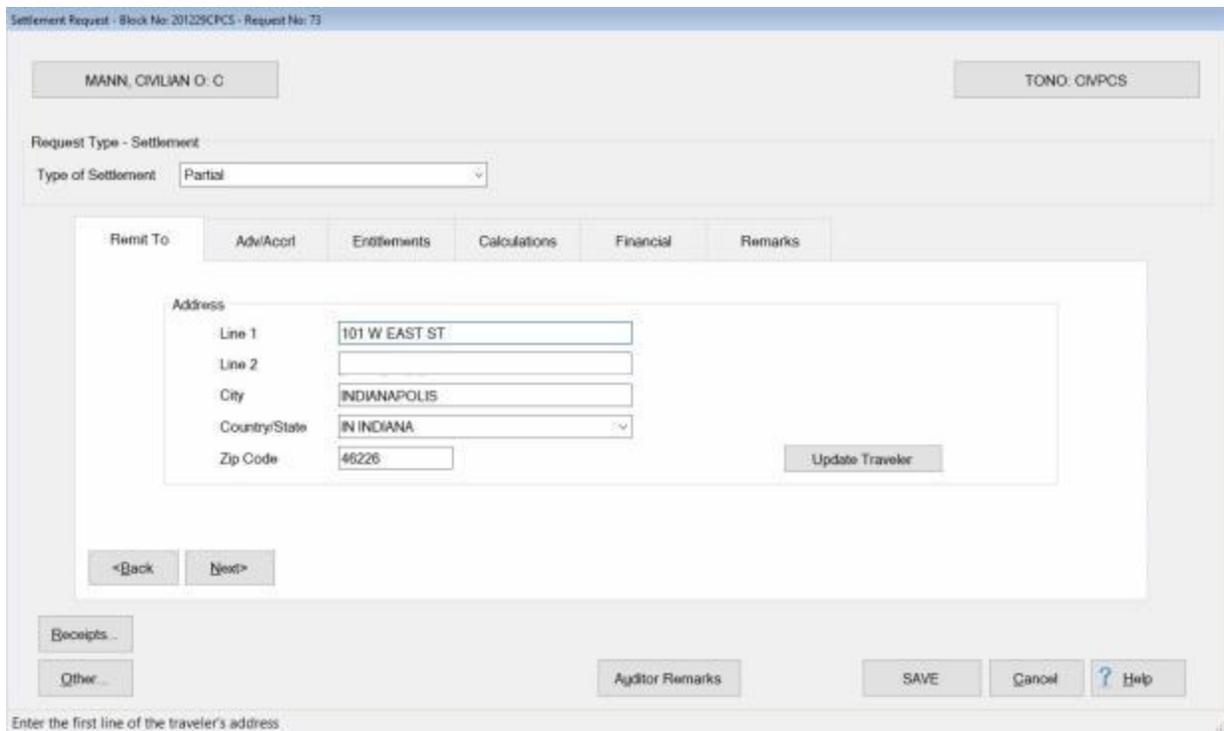
Note: If the **New** button is clicked, the **Select Traveler** screen appears. At this screen the Examiner must [select](#) or [create](#) the traveler's **account**. After selecting or creating the travel's account, the **Travel Order Selection** screen appears. At this screen the Examiner must [select](#) 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-Acchl - 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/Acchl** tab.

If the information does not appear at the **Adv/Acchl** tab, **type** the **details** for the advance payment in the appropriate fields.

Note: If there is a **check mark** appearing in the **Locked** box next to the **details** for an advance payment, no changes to the details may be made by the IATS user.

| | | | | | |
|----------|----------|--------------|--------------|-----------|---------|
| Remit To | Adv/Accr | Entitlements | Calculations | Financial | Remarks |
|----------|----------|--------------|--------------|-----------|---------|

| Locked | Date | Type | FY | Amount | DOV |
|-------------------------------------|------------|---------|------|----------|--------|
| <input type="checkbox"/> | 06/25/2021 | Advance | 2021 | \$775.00 | 456789 |
| <input type="checkbox"/> | | | | | |
| <input checked="" type="checkbox"/> | | | | | |

<Back Next>

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

1. **Date:** - At this field, **type** the **date** the advance was paid in **MMDDYY** format.
2. **Type:** - At this field, a drop down listing appears offering the choices **Accrual** or **Advance**. **Click** on the option that is appropriate for the **type** of advance payment received.
3. **FY:** - At this field, a drop down listing appears offering the choices for several **fiscal years**. **Click** on the choice that is appropriate for the **fiscal year** in which the advance payment was received.
4. **Amount:** - At this field, the **Advance Spread** screen appears and the user must allocate any previously paid **advance** to the appropriate **entitlements**.

Advance Spread

Date: Type:

| Description | Amount |
|--------------------------------|----------|
| Memb/Emp PCS Per Diem | \$200.00 |
| Memb/Emp TDY Per Diem | \$0.00 |
| Memb/Emp Transportation | \$0.00 |
| Memb/Emp MALT | \$375.00 |
| Memb/Emp Reimbursable Expenses | \$0.00 |
| Registration Fees | \$0.00 |
| Dependent Per Diem | \$100.00 |
| Dependent Transportation | \$0.00 |
| Dependent MALT | \$100.00 |

Total Advance/Accrual:

Who being paid for Enroute Travel

| | |
|------------------|---|
| CIVILIAN LADY | <input type="button" value="Select All"/> |
| | <input type="button" value="Unselect All"/> |

Enter the amount for this element of expense

- At this screen, click in the **Amount** field for the appropriate entitlements and **type** the **dollar amount** for the advance payment received. When **finished** allocating the advance **click** the **Accept Changes** button.

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

- DOV #:** - At this field, **type** the Disbursing Office Voucher (**DOV**) number assigned to the advance payment received.
- After completing the **Adv/Accr** tab, **click** on the **Entitlements** tab or **click** the **Next** button to continue.

Refer to the **Help** topic, "[Entitlements - tab](#)", for additional instructions.

CIVPCS Entitlements - tab

The **Entitlements** tab is the beginning point for **capturing** the specific **details** pertaining to what is authorized on the travel order in regards to the authorized PCS expenses, **transportation** allowances, **itinerary** for the trip, and any **reimbursable expenses**.

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

1. **Travel Not Performed:** - Under the heading "**Types of Entitlements Claimed**", **click** in this box if the trip was not performed and you wish to generate a **zero dollar transaction**. This transaction is then **transmitted** to the **accounting system** to **de-obligate** the **funds** set aside for the travel order.
2. **Effective Date of Orders:** - The effective date of the orders is used to determine the correct rate for certain entitlements. At this field, **type** the correct effective date of orders in **MMDYY** 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.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration:

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else | | |
|------------|-----|----------------------------------|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|----------|--------|-------|
| | | | | | | | | | | Lodging | Taxes | Miles |
| 07/12/2021 | DEP | Washington, DC, Dist of Columbia | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/12/2021 | ARR | | AT | <input type="checkbox"/> | <input type="checkbox"/> | LDP | | | 0.00 | \$0.00 | \$0.00 | 0 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

 Use the following steps to "complete" the CIVPCS Actual Itinerary tab:

- Actual Trip Duration:** - At this field, **click** on the *down arrow*. A drop down **listing** of trip **durations** appears. **Refer** to the **DD Form 1351-2** submitted by the traveler to determine the duration and then **click** the correct choice.
- Depart Date:** - The departure date on the first line of the itinerary automatically **defaults** from the **Begin Date** entered when the travel order was created. **Press Tab** to continue or **type** a different date, in **MMDDYY** format, if necessary.
- Depart Location:** - At this field, the **Origin** location entered (when the travel order record was created) will **automatically default**. If this location is **incorrect**, **double click** in the **Location** field. The **Location Selection** screen will appear and you can **select** a **different** depart location.
- Transportation:** - If the default method of transportation is **incorrect**, **click** on the *down arrow* button. A *drop down* listing of various transportation modes appears. **Click** the *Up/Dn arrows* until the desired mode is displayed and then **click** on the correct mode to make a selection.
- Local?:** - When the mode **PA** is selected for the transportation, a **prompt** asking if travel was to/from a **local** transportation terminal appears. **If so**, **click** in this box. **If not**, **press Tab** to continue.
- Arrival Date:** - The date at the previous **Departure Date** field **defaults** to the Arrival Date field. Press **Tab** to accept this date or **type** a new date, in **MMDDYY** format, if necessary.
- Arrive Location:** - This is the **location** where the traveler **stops** to **perform official duty**, **change modes** of transportation, or to **rest overnight**. The **Location Selection** screen will automatically appear at the Arrive Location field. Use this screen to select the location the traveler arrived at.

8. **Reason for Stop:** - At this field, the **default** value is **AT - Awaiting Transportation**. Press *Tab* if this is correct. If not, **click** on the *down arrow* button to display a *drop down* listing of various [reasons](#) for stopping and then **click** on the correct reason to make a selection. **Click** on the **definitions** button below for an **explanation** of the various reason for stop codes.
9. **Duty Day:** - A **check mark** automatically **defaults** to this field. If this day is an official day of duty, **press** *Tab* to continue. If this day is not an official day of duty, however, **click** this box to **remove** the check mark.
10. **Method:** - The **default** value for this field is **LDP - Lodgings Plus**. Press *Tab* if this is correct. If not, **click** on the *down arrow* button to display a *drop down* listing of various per diem computation [methods](#). **Click** on the correct method to make a selection.
11. **Lodging:** - At the **Lodging** field, when completing the CIVPCS Actual Itinerary tab, a *drop down listing* of various **lodging types** appears. **Click** on the correct type to make a selection.
12. **Meals:** - At the **Meals** field, when completing the CIVPCS Actual Itinerary tab, a *drop down listing* of various meal types appears. **Click** on the correct type to make a selection.
13. **Lodging Cost:** - At this field, **type** the **dollar amount** for the daily lodging cost at the location where the traveler remained overnight.
14. **Taxes:** - If the overnight location is within CONUS, Alaska, Hawaii, or a US territory, the user is prompted to enter the daily lodging **taxes** amount. IATS will automatically reduce the taxes by the appropriate percentage when the claimed amount for **lodging** exceeds the authorized amount. If these taxes are entered into the **itinerary**, do not enter them again at the **Reimbursables** tab. The amount calculated for the taxes will appear on the **Calculations** tab after the trip has been completely entered.
15. **Miles:** - If not automatically populated by the **DTOD** look-up feature, **type** the number of **miles** claimed by the traveler if a privately owned vehicle was used.

Note: When finished with the itinerary, the **Constructed Itinerary** or **Reimbursables** tab appears next.

Refer to the **Help** topics, "[Constructed Itinerary - tab](#)" or "[Reimbursables - tab](#)", for additional instructions.

CIVPCS Reasons for Stop

When completing a CIVPCS Itinerary, a **Reason for Stop** code is **required** on each arrival line. A table appears at the **Reason for Stop** field **displaying** a variety of **codes** that may be used.

The **purpose** of the code is to **determine** what action must be taken by the travel computation system and what **allowances** are **applicable**. A **listing** of the various Reason for Stop **codes** and an **explanation** of their purpose is provided below:

- **AT - Awaiting Transportation:** This is used when the **traveler** is simply **stopping** at a **location** to **change** the **mode** of transportation.
- **TD - Temporary Duty:** This is the default value at this field since it is the most common reason a traveler stops. Use this code when the **point** the traveler **arrived** at is the **TDY** point.
- **LV - Leave:** Use this code when the **traveler** has **stopped** at a **location** for the **purpose** of taking leave. This code will **cause** the computation **system** to terminate per diem during the leave period.
- **MC - Mission Complete:** Use this code when the **trip** is **finished** and the **traveler** has **arrived** at the Permanent Duty Station (**PDS**).
- **AD - Authorized Delay:** Use this code when the **traveler** has **made** an official stop and remained overnight while **enroute** to an official duty point.
- **VR - Voluntary Return:** Use this code when a **traveler** has voluntarily returned to the **PDS** during a TDY trip. This commonly occurs when **travelers** are on lengthy TDY **trips** and there is a **holiday** weekend involved. Using this code **causes** the computation **system** to **perform** a **cost**

comparison of what it would have cost the government had the traveler remained at the TDY location. This cost is then **compared** to the **expenses** the traveler **incurred** for **performing** the **VR** travel. The traveler is **reimbursed** these travel **expenses** up to what it would have cost the government to remain at the TDY location.

- **DV - Drop Off Vehicle At Vehicle Port:** Use this code when the **purpose** of the **stop** is to drop off a Privately Owned Vehicle (**POV**) at a vehicle **port** facility for overseas shipment.
- **PV - Pick Up Vehicle At Vehicle Port:** Use this code when the **purpose** of the **stop** is to pick up a **POV** from a vehicle **port** facility for movement to a new PDS.
- **ES - Enroute Stopover:** Use this code when the **traveler** has **made** an official stop and remained overnight while **enroute** to an official duty point. (This code may also be used with TDY travel).
- **DP Drop Off Passengers:** Use this code when the **purpose** of the **stop** is to drop off passengers at a passenger facility. This ordinarily occurs when delivering a **POV** to a vehicle **port** facility for overseas shipment in conjunction with a **PCS** and **passengers** are dropped off first.
- **PP - Pick Up Passengers:** Use this code when the **purpose** of the **stop** is to pick up passengers at a passenger facility. This ordinarily occurs after a **POV** is picked up from a vehicle **port** facility in conjunction with a **PCS** and the **passengers** are picked up afterwards.
- **SL - Sick Leave:** Not used at this time.
- **AR - Authorized Return Home:** Use this code when the **traveler** has been **authorized**, in the travel order, to make a return trip to his/her last PDS during a **PCS** travel period.
- **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":

What's Authorized Actual Itinerary **Constructed Itinerary** Reimbursables

Constructed Trip Duration:

| From Date | To Date | To Location | Mem GTR | GTR From Date | GTR To Date |
|-----------|-----------|-------------------------|----------|---------------|-------------|
| 7/6/2021 | 7/6/2021 | Washington, DC, Dist of | \$150.00 | 07/06/2021 | 07/06/2021 |
| 7/10/2021 | 7/10/2021 | IND, IN, Marion | \$150.00 | 07/10/2021 | 07/10/2021 |

Back Next Recalc Dates

- 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 taxes and press Tab.
- 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.
- 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.
- 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.

PCS Settlement Reimbursables - tab

This screen is where IATS users enter the traveler's reimbursable expenses associated with the trip.

What's Authorized Actual Itinerary **Reimbursables**

| Date | Nature of Expense | Type | Amount Claimed | Amount Approved | Split | IBOP | Dependent? | Is Taxable |
|------------|--------------------------------------|------|----------------|-----------------|-------------------------------------|------|-------------------------------------|-------------------------------------|
| 03/26/2018 | ATM ADVANCE EXPENSE | F | 20.00 | 20.00 | <input type="checkbox"/> | US | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 03/26/2018 | REGISTRATION FEE | | 0.00 | 0.00 | <input type="checkbox"/> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | RENTAL CAR | | | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | SKYCAP OR REDCAP TIP - MILITARY ONLY | | | | | | | |
| | TAXES ON LODGING | | | | | | | |
| | TAXI/LIMO FROM AIRPORT | | | | | | | |

Back Next Insert Expense Delete Expense

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

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.

| Remit To | Adv/Acct | Entitlements | Calculations | Financial | Remarks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------|--|--------------|-----------|-----------------------|------------------------|---------------|------------|---------------|----------|--------|--|----------------------------|---|-----------|---------|-----------|---------|---------------|--------|---|--|--|-------------------|----------|------------|----------|------------------|--------|----------------|----------|----------|--------|--------------|----------|
| | | <table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>\$137.50</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>\$95.20</td> </tr> <tr> <td>Dep. Per Diem</td> <td>\$103.13</td> </tr> <tr> <td>WTA</td> <td>\$94.72</td> </tr> <tr> <td>Agency Matching (FICA/Med)</td> <td>\$32.93</td> </tr> <tr> <td>Less FITW</td> <td>\$94.72</td> </tr> <tr> <td>Less FICA</td> <td>\$26.69</td> </tr> <tr> <td>Less Medicare</td> <td>\$6.24</td> </tr> </tbody> </table> | Description | Total | Memb/Emp PCS Per Diem | \$137.50 | Memb/Emp MALT | \$95.20 | Dep. Per Diem | \$103.13 | WTA | \$94.72 | Agency Matching (FICA/Med) | \$32.93 | Less FITW | \$94.72 | Less FICA | \$26.69 | Less Medicare | \$6.24 | <table border="1"> <tbody> <tr> <td>Total Entitlement</td> <td>\$463.48</td> </tr> <tr> <td>Deductions</td> <td>\$160.58</td> </tr> <tr> <td>Partial Payments</td> <td>\$0.00</td> </tr> <tr> <td>Amount Payable</td> <td>\$302.90</td> </tr> <tr> <td>Advances</td> <td>\$0.00</td> </tr> <tr> <td>Due Employee</td> <td>\$302.90</td> </tr> </tbody> </table> | | | Total Entitlement | \$463.48 | Deductions | \$160.58 | Partial Payments | \$0.00 | Amount Payable | \$302.90 | Advances | \$0.00 | Due Employee | \$302.90 |
| Description | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Dep. Per Diem | \$103.13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WTA | \$94.72 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agency Matching (FICA/Med) | \$32.93 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Less FITW | \$94.72 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Less FICA | \$26.69 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Less Medicare | \$6.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Entitlement | \$463.48 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Deductions | \$160.58 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Partial Payments | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amount Payable | \$302.90 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Advances | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Due Employee | \$302.90 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1"> <tbody> <tr> <td>Expected Payment Year:</td> <td>2021</td> <td>YTD Wages:</td> <td>\$59,700.00</td> <td>FITW %:</td> <td>22.00%</td> </tr> <tr> <td colspan="2"> <input checked="" type="checkbox"/> WTA To Be Paid </td> <td colspan="4"> <input type="checkbox"/> Deducted in Prior Year </td> </tr> </tbody> </table> | | | | Expected Payment Year: | 2021 | YTD Wages: | \$59,700.00 | FITW %: | 22.00% | <input checked="" type="checkbox"/> WTA To Be Paid | | <input type="checkbox"/> Deducted in Prior Year | | | | | | | | | | | | | | | | | | | | | |
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| <input checked="" type="checkbox"/> WTA To Be Paid | | <input type="checkbox"/> Deducted in Prior Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input data-bbox="203 569 305 604" type="button" value=" <Back "/> <input data-bbox="313 569 415 604" type="button" value=" Next > "/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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 %:** - The default percentage for the **FITW** withholding is displayed and cannot be changed.
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**.

Split PCS Advance Payments

SMITH, MARKY M

TONO, TRANSIENT

| Entitlement | Outstanding | Applied |
|-----------------------|-------------|----------|
| Memb/Emp TDY Per Diem | \$200.00 | \$200.00 |
| Memb/Emp PCS Per Diem | \$300.00 | \$300.00 |

Total 500.00

Other... Default OK Cancel ? Help

 Use the following steps to "complete" the Split PCS Advance Payments screen:

Tip: Refer to the **Calculations** tab for a **summary** of the calculated entitlements.

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

Tip: Users can **apply all** of the outstanding **amounts** simply by **clicking** on the **Default** button. Using the **Default** button, however, will **only apply** the outstanding amount(s) against the **entitlement(s)** being processed. For example; if the settlement being processed is for **Enroute Travel only**, **clicking** on the **Default** button will **only apply** the outstanding amount associated to **Enroute Travel**.

3. **Continue** with steps 1 and 2 until the desired amounts are **applied**.
4. When **finished** applying the outstanding amounts, **click** the **OK** button. IATS returns to the **Settlement Request** screen.
5. At the **Settlement Request** screen, **click** on the [Financial tab](#) and add the appropriate **accounting** lines.

Financial - tab

The **Financial tab** is used to specify the **method of payment**, a **split payment** amount, and to add the **accounting** information.

| Remit To | Adv/Acctl | Entitlements | Calculations | Financial | Remarks | | | | | | |
|--|--|-----------------|--------------|--|---------|-------|----------------|--------|----|--|----------|
| Method of Payment | EFT | Computed Split: | \$396.00 | <input type="checkbox"/> Release Obligation | | | | | | | |
| Due Traveler: | \$381.82 | Split Payment: | \$500.00 | <input type="checkbox"/> Apply 100% to Split | | | | | | | |
| <table border="1"> <thead> <tr> <th>Db/Cr</th> <th>Classification</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI11111TJSPLIT S12345</td> <td>\$881.82</td> </tr> </tbody> </table> | | | | | | Db/Cr | Classification | Amount | Db | 111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI11111TJSPLIT S12345 | \$881.82 |
| Db/Cr | Classification | Amount | | | | | | | | | |
| Db | 111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI11111TJSPLIT S12345 | \$881.82 | | | | | | | | | |
| <Back | | | | Next> | | | | | | | |
| | | | | Modify Accounting | | | | | | | |

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

- Method of Payment:** - The default value is **EFT** if the traveler's account is active for EFT payments. If you wish to choose a different method of payment, **click** on the **down arrow** button to display a list of payment options and then **click** on the desired method.
- 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.
- 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.

- 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**.
- 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**.
- Modify Accounting:** - **Click** this button to access the **Accounting** screen and enter the accounting information.
- After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

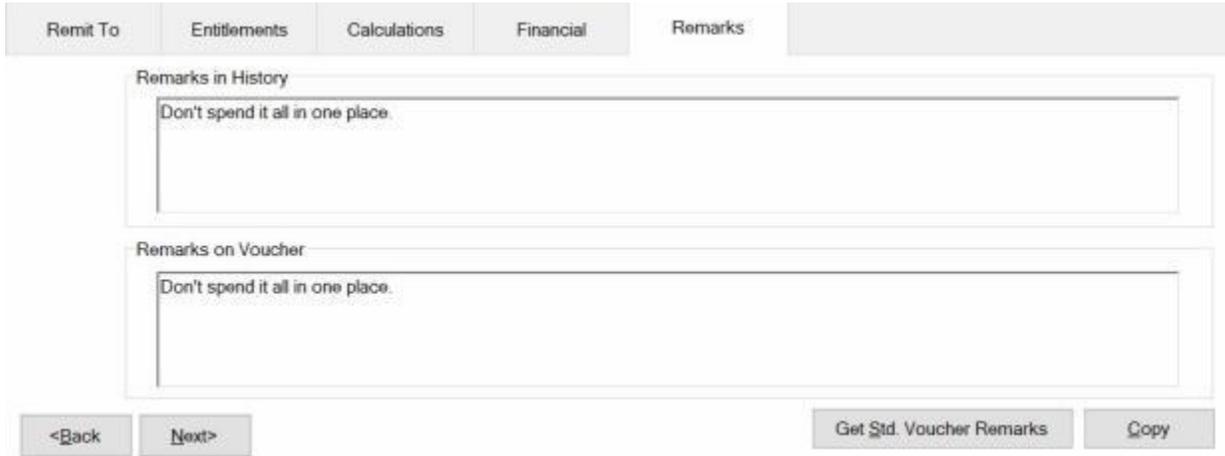
Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button.

Remarks - tab

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

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

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



The screenshot displays the 'Remarks' tab interface. At the top, a navigation bar contains tabs for 'Remit To', 'Entitlements', 'Calculations', 'Financial', and 'Remarks'. Below this, there are two text input fields. The first is labeled 'Remarks in History' and contains the text 'Don't spend it all in one place.'. The second is labeled 'Remarks on Voucher' and also contains the text 'Don't spend it all in one place.'. At the bottom of the interface, there are four buttons: '<Back', 'Next>', 'Get Std. Voucher Remarks', and 'Copy'.

2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **Copy:** Clicking on the **Copy** button will **copy** the remarks from the **Remarks in History** text box to the **Remarks on Voucher** text box.
5. If you wish to add a standard remark from the Standard Voucher Remarks table, **click** on the **Get Std. Voucher Remarks** button. The **Standard Voucher Remarks** screen appears.

Standard Voucher Remarks

Standard Voucher Remarks

TVS Advance

Please sign claim and return to this office.

Please attach travel orders and return claim to this office.

OK Cancel ? Help

Select the Standard Voucher Remark to Modify or Delete

6. At the Standard Voucher Remarks screen, **click** on the *down arrow* to display a **list** of remarks and then **click** on the desired **remark**. The selected remark will be displayed in the **Remarks in History** text box. If you are satisfied with the remark, **click** on OK.
7. **Repeat** steps **5** and **6** if you wish to add additional standard **remarks**.
8. When **finished** adding remarks, **click** on the **Save** button to **save** the entries.

Workflow - tab

To assist managers in determining where **delays** in travel settlement requests processing occur, IATS generates the Reporting Unit Code (**RUC**) **Report** for **Marine Corps** travel offices. For **other** travel offices, this report is named the **Liaison Office Report**.

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

The **Workflow** tab is used to **capture** the **details** needed for IATS to generate the **RUC/Liaison Office Report**.

The **dates** at the Workflow Tab are also used to **determine** whether **interest** must be **paid** to the traveler for **late** payments.

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

1. If not already in focus, **click** on the **Workflow** tab. The following screen appears:

| Remit To | Adv/Acct | Entitlements | Calculations | Financial | Remarks | Workflow |
|---|-----------|------------------|--------------|-----------|---------|----------|
| Ruc/Liaison Workflow Input | | | | | | |
| Ruc/Liaison Office | | 4-DAVE'S FINANCE | | | | |
| Date Signed by Traveler | 7/15/2021 | | | | | |
| Date received by the Ruc/Liaison Office or signed by the AO | 7/18/2021 | | | | | |
| Date Forwarded by Liaison Office | 7/20/2021 | | | | | |
| Date Received by Travel Office | 7/22/2021 | | | | | |
| Expected Payment Date | 8/9/2021 | | | | | |
| <input data-bbox="203 598 316 640" type="button" value=" <Back "/> <input data-bbox="324 598 430 640" type="button" value=" Next> "/> | | | | | | |

Note: IATS users must select a Liaison Office from the *drop down* list at the **Ruc/Liaison Office** field if the new **checkbox** 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.

- 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.
- Date Signed by: - Traveler:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was signed by the traveler.
- 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**.
- Date Forwarded by: - Liaison Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was forwarded by the **Ruc/Liaison Office**.
- Date Received by: - Travel Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was received by the **Travel Office**.
- 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**.
- When **finished** entering the dates at the Workflow tab, **click** on the **OK** button to **save** the entries and **return** to the **Request for Settlement Against an Order** screen.

Mixed Mode Travel

It is quite **common** for **members/employees** to use one **mode** of **transportation** for part of a journey, and another **mode** for the rest of the journey.

Mixed Mode Travel occurs when two or more **modes** of **transportation** are used for one official **leg**.

For example, mixed mode travel commonly occurs when a member/employee **departs** the old **PDS**, and **drives** a **private auto** to the **leave point**. From the leave point, a **commercial plane** is used for the travel to the new **PDS**, or to an Aerial Port of Embarkation (**APOE**). The **official points** are between the old **PDS** and the **APOE** or new **PDS**.

The **input** into IATS for this type of travel **requires** **strict attention** to detail. All **points** where the mode of transportation **changes** must be shown in the itinerary. IATS will make the **determination** of whether a **mixed mode** travel situation applies, and will **generate** the required input **screens**.

Itinerary

The following **screen** demonstrates the correct input for a typical PCS involving **mixed mode travel**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Lodging | Taxes | Miles |
|------------|-----|---------------------------|--------------|--------------------------|--------------------------|--------------|-------------|-------------------------------------|------|---------|--------|-------|
| 05/15/2017 | DEP | FRANKFURT AM MAIN | TP | <input type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | | |
| 05/15/2017 | ARR | Phla, PA, Philadelphia | AT | <input type="checkbox"/> | <input type="checkbox"/> | LDP | | | 0.00 | \$0.00 | \$0.00 | 0 |
| 05/15/2017 | DEP | Phla, PA, Philadelphia | CP | <input type="checkbox"/> | | | | <input type="checkbox"/> | | | | |
| 05/15/2017 | ARR | 33908 Fort Myers, FL, Lee | LV | <input type="checkbox"/> | <input type="checkbox"/> | | CQ | CM | 0.00 | \$0.00 | \$0.00 | 0 |
| 05/28/2017 | DEP | 33908 Fort Myers, FL, Lee | PA | <input type="checkbox"/> | | | | <input type="checkbox"/> | | | | |
| 05/31/2017 | ARR | IND, IN, Marion | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 1120 |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

In the **itinerary** screen, above, the following **locations** were **entered** to ensure correct computation of **mixed mode travel**.

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

Second Official Leg: - The member **terminated** the transoceanic travel at **Philadelphia**, which is the Aerial Port of Debarkation (**APOD**). The next official **leg** of the journey, is between the **APOD** and the new PDS.

Third Official Leg: - This **leg** was performed by **CP** and **PA** resulting in a (**Mixed Mode**). The traveler used a **commercial plane** to the **leave point** and a **private auto** from the **leave point** to the new PDS.

Constructed Itinerary

After completing the Itinerary, the **Constructed Itinerary** screen appears.

What's Authorized | Actual Itinerary | **Constructed Itinerary** | Reimbursables

Constructed Trip Duration:

| From Date | To Date | To Location | Miles | Mem GTR | Dep GTR | GTR From Date | GTR To Date |
|-----------|-----------|-------------------------|-------|---------|---------|---------------|-------------|
| 5/15/2017 | 5/15/2017 | Phila, PA, Philadelphia | 0 | \$0.00 | \$0.00 | 05/15/2017 | 05/15/2017 |
| 5/16/2017 | 5/31/2017 | IND, IN, Marion | 655 | \$0.00 | \$0.00 | 05/30/2017 | 05/30/2017 |

Back Next Recalc Dates

Tip: At this screen, IATS **requests** the **Authorized Miles** for the **mixed mode leg**. The distance is used to **perform the first of two** required **computations**. **Do not** make an **entry** into the **GTR** columns when processing a settlement involving **mixed mode travel**. Only **two comparisons** are **required in accordance with** the **Federal Travel Regulations**.

Computation 1: - The **first computation** **determines** the **entitlement** **as if** a **private auto** was used for the **entire distance**.

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

Note: The **amount** from the **first computation** **establishes** the **limitation** for the **total entitlement** for the **mixed mode leg**.

Reimbursables

At the **Reimbursables** tab, **special input** is **required** for **expenses** that were **incurred** during the **mixed mode leg**.

Note: For **Navy** users, **enter** the **GTR cost** at the Reimbursables screen using the **Type Code "G"**. For the **Nature of Expense** field, use **"Mixed Mode MILPCS GTR Cost"**. It is **recommended** that a supervisor or the designated person having access to **Maintenance** module **add** this expense description to the **Reimbursables Description** table so that item can be selected from the list of expenses appearing the **Nature of Expense** field.

| Date | Nature of Expense | Type | Amount Claimed | Amount Approved | Split | IBOP | Dependent? | Const. Leg |
|------------|---------------------|------|----------------|-----------------|--------------------------|------|-------------------------------------|------------|
| 05/15/2017 | ATM ADVANCE EXPENSE | F | 0.00 | 0.00 | <input type="checkbox"/> | US | <input type="checkbox"/> | 0 |
| 05/15/2017 | AIRFARE | A | 175.00 | 175.00 | <input type="checkbox"/> | US | <input checked="" type="checkbox"/> | 2 |
| 05/15/2017 | AIRFARE | A | 175.00 | 175.00 | <input type="checkbox"/> | US | <input type="checkbox"/> | 0 |

| Const Leg | From Date | To Date | Location |
|-----------|--------------|--------------|---------------------------|
| 2.00 | 5/16/2017 12 | 5/31/2017 12 | 33908 Fort Myers, FL, Lee |

Buttons: Back, Next, Insert Expense, Delete Expense

At the **Dependent?** column, **click** in the **box** to insert a **check mark** if the expense being claimed is for the **dependent's** portion of the travel.

At the **Const Leg** column, a **window** appears **listing** the **legs** of travel identified in the **itinerary** as mixed mode legs. If the **expense** being entered is **associated** with a mixed mode leg of travel, **type** the **number** that **represents** the correct mixed mode **leg**. If the expenses is not associated with a mixed mode leg, **type** the number **zero**.

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

Duplicating a Previous Itinerary

When processing **PCS** travel settlements, it is quite common for a **member/employee** and the **dependents** to perform the **enroute** travel with separate trips. Since the **points** of travel are typically the same, it may be helpful for IATS users to be able to **duplicate** the first itinerary entered.

Once the duplicate itinerary is **displayed**, the user can then **make** any **adjustments** to the **dates** or **mode** of travel, if applicable.

This feature will save time and **keystrokes** for the IATS user.

 Use the following steps to "duplicate" a previously entered itinerary:

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

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | Who Else | | | |
|------------|-------------------------------|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------|---------|--------|-------|
| | | | | | | | | AE % | Lodging | Taxes | Miles |
| 05/15/2017 | DEP Fort Jackson, SC, Richlar | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 05/16/2017 | ARR IND, IN, Marion | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 633 |
| * | | | <input checked="" type="checkbox"/> | | | | |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

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

Note: At the **What's Authorized** tab, only the **member** was **selected** for **who** was being paid.

2. After entering the first itinerary, **complete** the **Constructed Itinerary** and **Reimbursables** tabs as usual, if applicable.
3. **Return** to the **Entitlements** tab at the **Settlement Request** screen.
4. At the **Entitlements** tab, **click** on the **Add Expense** button, and select **Enroute**.
5. At the **What's Authorized** tab, **select** the **traveler** who is being paid for the second **itinerary** and then **click** on the **Actual Itinerary** tab.
6. At the **Actual Itinerary** tab, **select** the **Actual Duration** of the trip. The **itinerary** comes into **focus**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | Who Else | | | |
|------|----------|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------|---------|-------|-------|
| | | | | | | | | AE % | Lodging | Taxes | Miles |
| * | | | <input checked="" type="checkbox"/> | | | | |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

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

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| | Date | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | Who Else | | | |
|---|------------|-------------------------------|--------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------|---------|--------|-------|
| | | | | | | | | | AE % | Lodging | Taxes | Miles |
| | 05/15/2017 | DEP Fort Jackson, SC, Richlar | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| | 05/16/2017 | ARR IND, IN, Marion | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 633 |
| * | | | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

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:

House Hunting

Employee Spouse

Lump Sum Max. Days

In the **House Hunting** section, **click** in each **box** that **applies** to the request for settlement. In addition, **ensure** that the authorized number of **days** appears in the **Max Days** field. The default value is **(10)** days.

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

What's Authorized Actual Itinerary Reimbursables

Owner/Operator of POV No MALT HHT POV Miles

Who is being paid for this trip

- CIVILIAN (Employee)
- LADY (Spouse)

Back Next Select All Unselect All

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

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

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

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

Actual Itinerary tab

The screenshot shows a software interface with three tabs: 'What's Authorized', 'Actual Itinerary', and 'Reimbursables'. The 'Reimbursables' tab is active. Below the tabs, there are two date selection fields: 'Pay From' with the value '8/20/2021' and 'Pay To' with the value '8/30/2021'. Below these fields is a row of seven buttons: 'Back', 'Next', 'Duplicate Previous', 'Insert Leg', 'Delete Leg', 'Clear', and 'Completed'. The 'Next' button is highlighted with a blue border.

As stated previous, no itinerary is entered using the **Lump Sum** method. The **dates** for the payment period, however, must be **entered**.

At the **Pay From/To** fields, **type** the beginning and ending dates for the House Hunting Trip. You can also **click** on the *down arrow* button and use the **calendar** to select the dates.

After entering the correct dates, **click** on the **Next** button or **press Tab**. IATS **displays** the **Reimbursables** tab.

Finish processing the request for settlement to **add** the **expenses, accounting lines, remarks, etc.**, as usual.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for processing House Hunting settlements.

House Hunting Lodgings Plus Method

Under the **Lodgings Plus** method, the **per diem** is **calculated** based upon the **itinerary** entered into IATS and the **location** of the new permanent duty station. Separate trips may be authorized for the **employee** and the **spouse**, but the total reimbursement is **limited** as if both parties traveled together for a 10 day trip.

To **process** this **type** of payment, there are a **number** of input requirements that are **unique** and must be **understood** by the **examiner** in order to **process** the entitlement correctly.

Travel Order

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

House Hunting

Employee
 Spouse

Lump Sum
 Max. Days

In the **House Hunting** section, **click** in each box that **applies** to the request for settlement. In addition, **ensure** that the authorized number of **days** appears in the **Max Days** field. The default value is **(10)** days. If this is incorrect, **click** in this field and **type** the correct number.

Select Expense Type

At the **Entitlements** tab, on the **Settlement Request** screen, **click** on the **Add Entitlement** button and then **click** on **House hunting**.

What's Authorized tab

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

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

Itinerary

The following **screen** demonstrates the correct **input** for a typical **House Hunting** trip:

What's Authorized
Actual Itinerary
Reimbursables

Actual Trip Duration

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else | | |
|------------|-----|--------------------------------------|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|----------|---------|-------|
| | | | | | | | | | | Lodging | Taxes | Miles |
| 07/06/2021 | DEP | Washington, DC, Dist of Columbia | TP | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/06/2021 | ARR | IND, Marion, INDIANA | HH | <input type="checkbox"/> | <input type="checkbox"/> | LDP | CQ | CM | 0.00 | \$100.00 | \$10.00 | 0 |
| 07/16/2021 | DEP | IND, Marion, INDIANA | TP | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/16/2021 | ARR | Washington, Dist of Columbia, WASHIN | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 0 |

Back
Next
Duplicate Previous
Insert Leg
Delete Leg
Clear
Completed

At the Reason field for the arrival leg at the **House Hunting** point, select **HH - House Hunting** as the **reason** for **stop**.

After completing the Itinerary, IATS **displays** the **Reimbursables** tab.

Reimbursables tab

If the **transportation to/from** the House Hunting **location** was **commercial transportation** procured by the **US Government**, this is considered to be a **taxable entitlement**.

Users **must** enter the **amount** paid by the government for this transportation at the **Reimbursables** tab as demonstrated **below**.

| Date | Nature of Expense | Type | Amount Claimed | Amount Approved | Split | IBOP | Dependent? |
|------------|--------------------------------------|------|----------------|-----------------|-------------------------------------|------|-------------------------------------|
| 07/06/2021 | GOVT PROCURED COMM TRANS (CIV PCS) | G | 275.00 | 275.00 | <input type="checkbox"/> | US | <input type="checkbox"/> |
| 07/06/2021 | GOVT PROCURED COMM TRANS (CIV PCS) | | 0.00 | 0.00 | <input type="checkbox"/> | | <input type="checkbox"/> |
| | GOVT PROCURED COMM TRANS (CIV PCS) | | | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| | LAUNDRY EXPENSE - CONUS ONLY | | | | | | |
| | PARKING | | | | | | |
| | REGISTRATION FEE | | | | | | |
| | RENTAL CAR | | | | | | |
| | SKYCAP OR REDCAP TIP - MILITARY ONLY | | | | | | |
| | TAXES ON LODGING | | | | | | |
| | TAXI/LIMO FROM AIRPORT | | | | | | |

Buttons: Back, Next, Insert Expense, Delete Expense

IATS **will not reimburse** this amount to the traveler. **Instead**, IATS will **include** this amount when **calculating** the Federal Withholding taxes (**FITW**) and the Withholding Tax Allowance (**WTA**).

Ensure that "**GOVT PROCURED COMM TRANS (CIVPCS)**" is **selected** as the **expense description** from the **drop down listing** of expenses as demonstrated **above**.

After entering the **reimbursable expenses**, **if any**, **finish** processing the request for settlement to **add** the **accounting lines**, **remarks**, **etc.**, as usual.

Click on the **See Also** button **below** and **select** the **topic** that provides detailed **instructions** for processing House Hunting settlements.

House Hunting Trips Involving Separate Itineraries

Civilian **employees** performing a **PCS** within **CONUS** are **generally authorized** to make a **trip** to their **new duty station** for the purpose of **locating a new residence**. This entitlement consists of **round trip travel** for the **employee** and **spouse** **between** the **old** and **new permanent duty stations**.

Separate trips may be **authorized** for the **employee** and the **spouse**, but the **total reimbursement** is **limited** as if **both** parties **traveled together** for a **10 day trip**.

On occasion, the **employee** or **spouse** may **travel** to the House Hunting **location** **first** and **then meet-up** with the other person who has performed a **separate trip**. Under this circumstance a **separate itinerary** is **required** if the **employee** **submits** a request for **settlement** that **includes** these **individual trips**.

To **process** this **type** of payment, there are a **number** of **input requirements** that are **unique** and **must** be **understood** by the **examiner** in order to **process** the **entitlement** **correctly**.

Travel Order

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

House Hunting

Employee Spouse

Lump Sum Max. Days

In the **House Hunting** section, **click** in each box that **applies** to the request for settlement. In addition, **ensure** that the authorized number of **days** appears in the **Max Days** field. The default value is **(10)** days. If this is incorrect, **click** in this field and **type** the correct number.

Select Expense Type

At the **Entitlements** tab, on the **Settlement Request** screen, **click** on the **Add Entitlements** button and then **click** on **House Hunting Trip**.

What's Authorized tab

What's Authorized Actual Itinerary Reimbursables

Owner/Operator of POV No MALT Max HHT Transp. Number of cars authorized

Who is being paid for this trip

CIVILIAN (Employee)

LADY (Spouse)

Back Next Select All Unselect All

At the **What's Authorized** tab, users must **specify** whether the traveler is the **owner/operator** of the **POV**, if applicable, the **number** of cars authorized, and **who** is being paid for each **itinerary** being entered.

Max HHT Transp: At this field **enter** the **maximum allowable amount** for transportation that was **approved**.

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

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:

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|-----|--------------------------------------|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|------------------|---------|-------|
| 07/06/2021 | DEP | Washington, DC, Dist of Columbia | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/06/2021 | ARR | IND, Marion, INDIANA | HH | <input type="checkbox"/> | <input type="checkbox"/> | LDP | CQ | CM | 0.00 | \$100.00 | \$10.00 | 595 |
| 07/16/2021 | DEP | IND, Marion, INDIANA | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/16/2021 | ARR | Washington, Dist of Columbia, WASHIN | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 586 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

At the Reason field for the arrival leg at the **House Hunting** point, select HH - House Hunting as the **reason for stop**.

Second Itinerary

After entering the first itinerary, return to the **Settlement Request** screen, **click** on the **Entitlements** tab, **click** on the **Add Entitlement** button and then select **House Hunting Trip** again.

Enter the itinerary for the **individual** who traveled second. In this example, the **spouse** traveled second.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration:

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|-----|----------------------------------|--------------|----------|---------|--------------|-------------|--------------|------|------------------|--------|-------|
| 06/25/2021 | DEP | Washington, DC, Dist of Columbia | | | | | | | | | | |
| | ARR | | | | | | | | | \$0.00 | \$0.00 | 0 |

Who Else is Traveling

Select All Unselect All Done

Back Next Duplicate Completed

On the first leg of the itinerary, a **widow** appears asking who else is traveling. If the employee and spouse are **traveling together** on a **leg** of the itinerary, this **must** be **specified**. Since this is the spouses itinerary, the employee's name **should not be selected**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than 12 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|-----|--------------------------------------|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|------------------|--------|-------|
| 07/11/2021 | DEP | Washington, DC, Dist of Columbia | CP | <input type="checkbox"/> | | | | |
| 07/11/2021 | ARR | IND, Marion, INDIANA | HH | <input type="checkbox"/> | <input type="checkbox"/> | LDP | CQ | CM | 0.00 | \$0.00 | \$0.00 | 0 |
| 07/16/2021 | DEP | IND, Marion, INDIANA | PA | <input type="checkbox"/> | | | | |
| 07/16/2021 | ARR | Washington, Dist of Columbia, WASHIN | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 586 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

In this completed itinerary, **notice** the following important details:

- The **spouse's travel dates** are **different** than the employee's.
- The **spouse** used a different mode of travel to get to the House Hunting location.
- No amount was entered for **lodging** since the employee and spouse **shared** the hotel room and the **lodging** was already entered into the employee's itinerary.

After entering the itineraries, **finish** processing the request for settlement to **add** the **expenses, accounting lines, remarks, etc.**, as usual.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for processing House Hunting settlements.

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.

Tip - Back Not HHT - Request No JDR

MARK, MARRY M. C. TOND, SCR1520

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than 12 hours

House Hunting Limitation Waiver Given

| Date | | Location | Trans Reason | Duty Day | IDL | Local Method | Group Lodge | Embark Meals | AE % | Who Else | | |
|------------|-----|----------------------------------|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|----------|---------|-------|
| | | | | | OMN | | | | | Lodging | Taxes | Miles |
| 03/10/2020 | DEP | Washington, DC, Dist of Columbia | CP | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 03/10/2020 | ARR | IND, Marion, INDIANA | HH | <input type="checkbox"/> | <input type="checkbox"/> | LDP | CQ | CM | 0.00 | \$100.00 | \$15.00 | 0 |
| 03/30/2020 | DEP | IND, Marion, INDIANA | CP | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 03/30/2020 | ARR | Washington, Dist of Columbia, WA | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 0 |

IATS Notification

This House Hunting Trip is subject to a waiver to the house hunting limitation if a quarantine was involved.
Has a waiver been granted for THIS trip?

Yes No

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

Other Exceptions Occasionals OK Cancel ? Help

Select the reason the traveler stopped at this location

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:

Miscellaneous Expenses - Block No: 201229CPCS - Request No: 73

MANN, CIVILIAN O TONO: CIVPCS

Traveling Alone Effective Date 7/1/2021

Itemize Expenses Limit \$650.00

One Week's Gross Pay \$2,250.00

Delete

Other OK Cancel ? Help

Enter the Date

1. **Traveling Alone:** - A **check mark** should **appear** in this box if the employee is **single** or **not relocating dependents**. **Click** in the box to **remove** the **check mark** if dependents do relocate to the new PDS with the employee.
2. **Itemize Expenses:** - **Click** in the box to **remove** the **check mark** if processing a Miscellaneous Expense settlement using the **Flat Rate** method.
3. **Gross Pay:** - **Click** in this field and **type** the dollar **amount** for the employees one or two weeks **gross pay** depending on whether **dependents are relocating** or **not**.
4. **Effective Date:** - At this field, **type** the **date** for the effective date of the **travel orders** in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
5. **Limit:** - IATS automatically **populates** this field with the Miscellaneous Expense entitlement **limit** based on whether the employee is traveling alone or not.
6. **Total:** - This field is not used when processing a Miscellaneous Expense settlement using the **Flat Rate** method.
7. When **finished** entering the required information at the **Miscellaneous Expenses** screen, **click** the **OK** button. IATS returns to the **Settlement Request** screen.
8. If **no additional** **expenses** are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.

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

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

Miscellaneous Expense - Itemized

An employee making a PCS move is entitled to a miscellaneous expense allowance to help defray the cost associated with **relocating a household**. This allowance is intended to cover **expenses** related to living **quarters, furniture, appliances, and utilities**.

Using this method, the employee is required to itemize each expense in which reimbursement is claimed for. In addition, **receipts must be furnished**.

An employee without dependents or an employee with dependents that do not relocate, is entitled to the following:

- The lessor of the **total** of the authorized expenses claimed. Or, the equivalent of one week's pay not to exceed the pay for a **GS-13**.

An employee with dependents, that do relocate, is entitled to the following:

- The lessor of the **total** of the authorized expenses claimed. Or the equivalent of two week's pay not to exceed the pay for a **GS-13**.

Tip: For a **list** of the authorized **expenses** that may be reimbursed under the itemization method, refer to **Chapter 9 of the JTR**.

 Use the following steps to "complete" the Miscellaneous Expenses screen for the Itemized method:

Miscellaneous Expenses - Block No: 201229CPCS - Request No: 73

MANN, CIVILIAN O TONO: CIVPCS

Traveling Alone Effective Date 7/1/2021

Itemize Expenses Limit \$2,250.00

One Week's Gross Pay \$2,250.00 Total \$850.00

Max Base Gross Pay \$3,750.00

| Expense Description | Amount |
|-----------------------------|----------|
| APPLIANCE DISCONNECTION FEE | \$100.00 |
| LOST DEPOSIT | \$250.00 |
| APPLIANCE RECONNECTION FEE | \$75.00 |
| LOST UTILITY DEPOSIT | \$150.00 |
| VEHICLE REGISTRATION | \$275.00 |
| ▶ | \$0.00 |
| * | |

Delete

Other OK Cancel ? Help

Enter the Itemized Amount Claimed

- Traveling Alone:** - A **check mark should appear** in this box if the employee is **single** or **not relocating dependents**. **Click** in the box to **remove the check mark** if dependents **do relocate** to the new PDS with the employee.
- Itemize Expenses:** - A **check mark should appear** in this box if processing a Miscellaneous Expense settlement using the **Itemized** method. **Click** in this box to **add the check mark if necessary**.
- Gross Pay:** - **Click** in this field and **type** the dollar **amount** for the employees **one** or **two** weeks **gross pay** depending on whether **dependents are relocating or not**.
- Max Gross Pay:** - **Click** in this field and **type** the dollar **amount** for the employees **one** or **two** weeks **maximum gross pay** which would include **locality pay** (if applicable).
- Effective Date:** - At this field, **type** the **date** for the **effective date** of the **travel orders** in **MMDDYY** format. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
- Limit:** - IATS **automatically populates** this field with the Miscellaneous Expense entitlement **limit** based on whether the employee is **traveling alone or not**.
- Total:** - IATS **automatically populates** this field with the **accumulated amounts** entered in the **Amount** field in the **Expense Description** section.
- Expense Description:** - **Click** in this field and **type** a **description** for the expense being claimed and **press Tab**.

9. **Amount:** - At this field, **type** the dollar **amount** for the **expense** entered in the Expense Description field and **press Tab**.
10. **Repeat** steps **8** and **9** to add any additional expenses.
11. When **finished** entering the required information at the **Miscellaneous Expenses** screen, **click** the **OK** button. IATS returns to the **Settlement Request** screen.
12. If **no additional expenses** are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
13. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.
14. **Click** on the **Save** button to save the claim when you are **finished** with your entries.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

Real Estate

Real Estate Overview

When an employee **terminates a lease** prematurely, **sells** or **purchases** a primary **residence** in connection with a **PCS**, reimbursement for the associated **expenses** may be allowed.

In order for the residence to qualify for possible reimbursement, it must be the employee's **actual residence**.

The employee must commute between the **residence** and the **work** location on a regular basis.

The reimbursement for real estate transaction expenses are only allowed when the new PDS is within CONUS, territories of the US and the Panama Canal Zone.

Employees claiming reimbursement for real estate transaction expenses have **two years** from the **date reporting** in at the new duty station to **complete** the **transaction**. This entitlement can be extended for an additional **year** when **approved** by the servicing agency.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for processing Real Estate settlements.

Real Estate - Sell Old Home

When an employee **sells** a primary **residence** in connection with a **PCS**, reimbursement for the associated **expenses** may be allowed. In order for the residence to qualify for possible reimbursement, it must be the employee's **actual residence**. The employee must commute between the **residence** and the **work** location on a regular basis.

 Use the following steps to "complete" the Real Estate Expenses screen for the sale of the old home:

Real Estate Expenses - Sell Old Home - Block No: 201229CPCS - Request No: 73

MANN, CIVILIAN O TONO, CIVPCS

Closing/Settlement Date: 6/28/2021 Selling Price: \$175,000.00

| Expense Description | Amount |
|------------------------------|----------|
| Preparation of abstract fees | \$250.00 |
| Appraisal fees | \$500.00 |
| Preparation of abstract fees | |
| * Advertising fees | |
| Appraisal fees | |
| Expenses for breaking lease | |
| Broker fees & commissions | |
| Broker fees for sublease | |

Delete Total Amount \$750.00

Other... OK Cancel ? Help

Enter the expense amount

1. **Closing/Settlement Date:** - At this field, **type** the **date** the **contract** for the house sale was **closed** or **settled**.
2. **Selling Price:** - At this field, **type** the dollar **amount** for the sale **price** of the home and **press Tab**.
3. **Expense Description:** - At this field, the IATS user can manually **type** in a description of the expense or **select** one of the items **displayed** in the *drop down listing*. To select an expense from the listing, **type** the first letter of any item listed. IATS will **highlight** the first item beginning with that letter. If the correct item is highlighted, **press Tab**. If the desired item was not the one highlighted, **click** the *Up/Dn arrows* until the desired item is **displayed** and then **click** on the **item** to make a selection.
4. **Amount:** - At this field, **type** the dollar **amount** for the **expense** being claimed.
5. **Repeat** steps 3 and 4 to add any additional expenses.
6. When **finished** entering the required information at the **Real Estate Expenses** screen, **click** the **OK** button. IATS returns to the **Request for a Settlement Against an Order** screen.
7. **If no additional expenses** are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
8. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. **If no** remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

Real Estate - HMIP

A new incentive program was recently authorized for DoD civilian travelers. This program awards the employee with an **incentive payment** for aggressively **seeking a buyer** for their old permanent **residence** when the residence is **sold** in connection with a PCS.

A new feature was added to IATS that processes the Home Marketing Incentive Program (**HMIP**) entitlement. Using this feature, the user can either enter a **pre-determined** amount, or can use IATS to actually **calculate** the amount due the employee.

 Use the following steps to "complete" the Real Estate Expenses screen for an HMIP settlement:

1. **Date House Sold:** - At this field, **type** the **date** the house was **sold** in **MMDDYY** format and **press Tab**.
2. **Pre-Computed:** - **Click** in this field **if** processing an HMIP settlement using the pre-determined amount method. The **Pre-Computed Amount** field will appear.
3. **Pre-Computed Amount:** - **If** processing an HMIP settlement using the pre-determined amount method **click** in this field and **type** the dollar **amount** pre-determined for this entitlement.
4. **Details:** - **Click** in this field **if** processing an HMIP settlement and IATS will calculate the amount due the employee.
5. **Price Paid for Home by Relocation Company:** - If the **Details** field was **activated**, **click** in this field and **type** the dollar **amount** for the selling **price** of the home and **press Tab**.
6. **1/2 Savings Realized by Homeowner:** - At this field, **type** the **amount** equaling $\frac{1}{2}$ of the **savings realized** from the reduced fee paid to the **Relocation Services Company**.
7. When **finished** entering the required information at the **Real Estate Expenses** screen, **click** the **OK** button. IATS returns to the **Request for an Advance Against an Order** screen.
8. **If no additional expenses** are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.

- 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:

Real Estate Expenses - Purchase New Home - Block No: 201229CPCS - Request No: 73

MANN, CIVILIAN O TONO: CIVPCS

Closing/Settlement Date: 8/16/2021 Purchase Price: \$225,000.00

| Expense Description | Amount |
|--|----------|
| Preparation of abstract fees | \$150.00 |
| Appraisal fees | \$250.00 |
| Counseling & advisory services fees | \$175.00 |
| * Broker fees & commissions | |
| Broker fees for sublease | |
| Preparation of conveyances & contract fees | |
| Counseling & advisory services fees | |
| Credit report fees | |
| FHAVA loan application fees | |

Delete Total Amount: \$575.00

Other... OK Cancel ? Help

Enter the expense amount

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**.

In addition, the employee must commute between the **residence** and the **work** location on a regular basis.

 Use the following steps to "complete" the Real Estate Expenses screen for the buyout of an unexpired lease:

Real Estate Expenses - Unexpired Lease - Block No: 201229CPCS - Request No: 73

MANN, CIVILIAN O TONO: CIVPCS

Lease Buyout Date: 7/1/2021

| Expense Description | Amount |
|------------------------------|----------|
| Expenses for breaking lease | \$500.00 |
| Legal origination fees | \$200.00 |
| Broker fees for sublease | \$350.00 |
| Preparation of abstract fees | |
| Advertising fees | |
| Appraisal fees | |
| Expenses for breaking lease | |
| Broker fees & commissions | |
| Broker fees for sublease | |

Delete Total Amount \$1,050.00

Other... OK Cancel ? Help

Enter the expense amount

1. **Lease Buyout Date:** - At this field, **type** the **date** the unexpired lease **buyout** occurred in **MMDDYY** format and then **press Tab**.
2. **Expense Description:** - At this field, the IATS user can manually type in a description of the expense or **select** one of the items **displayed** in the *drop down listing*. To select an expense from the listing, **type** the **first letter** of any item listed. IATS will **highlight** the **first item** beginning with that letter. If the correct item is highlighted, **press Tab**. If the desired item was not the one highlighted, **click** the *Up/Dn arrows* until the desired item is **displayed** and then **click** on the **item** to make a selection.
3. **Amount:** - At this field, **type** the dollar **amount** for the **expense** being claimed.
4. **Repeat** steps 2 and 3 to add any additional expenses.
5. When **finished** entering the required information at the **Real Estate Expenses** screen, **click** the **OK** button. IATS returns to the **Request for an Advance Against an Order** screen.
6. If **no additional expenses** are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
7. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

Real Estate - Property Management

A DoD component may grant the use of property management services (**PM**) when it is determined that the PCS is in the Government's interest.

The payment for PM services assists an employee in offsetting the costs associated with retaining a residence at the old PDS.

Payment for PM services may be authorized when an employee:

- transfers in the Government's interest to a PDS in a foreign area; or
- is assigned to a foreign PDS, is transferred back to a US or non-foreign area PDS different than the one from which the employee left when transferred to a foreign area, and is eligible to sell a residence at Government expense;
- transfers within the United States (including to/from/between non-foreign areas), and is eligible to sell a residence at Government expense;
- is authorized a temporary change of station (TCS), or
- signs a tour renewal agreement with an effective date on/after 24 October 1997.

 Use the following steps to "complete" the Real Estate Expenses - Property Management screen for the reimbursement of PM services:

Real Estate Expenses - Property Management - Block No: 201229CPCS - Request No: 73

MANN, CIVILIAN O

TONO: CIVPCS

Begin Date:

End Date:

| Expense Description | Amount |
|---|------------|
| Property Management Services | \$1,000.00 |
| * | |

Delete

Total Amount

Other...

OK

Cancel

? Help

Press or click to save and return to the previous screen.

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**.

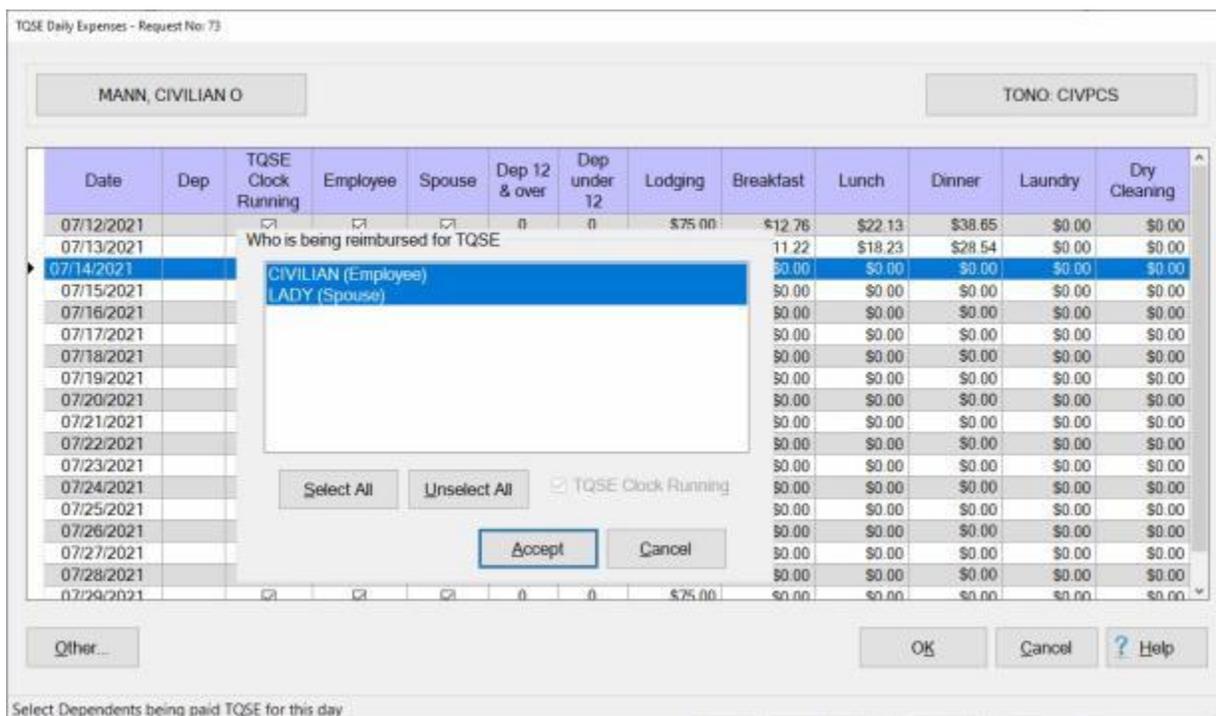
9. **ATM Advance Fee:** - If the traveler **incurred** an **expense** for an **ATM advance fee** for the use of a Government credit card, **enter** the **amount** of the expense at the **ATM Advance Fee** field. IATS will then treat this entitlement as a **non-taxable fringe benefit**.
10. When **finished** 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:



The screenshot shows the 'TQSE Daily Expenses - Request No: 73' window. At the top, there are two buttons: 'MANN, CIVILIAN O' and 'TONO, CIVPCS'. Below these is a table with columns: Date, Dep, TQSE Clock Running, Employee, Spouse, Dep 12 & over, Dep under 12, Lodging, Breakfast, Lunch, Dinner, Laundry, and Dry Cleaning. The table contains data for dates from 07/12/2021 to 07/29/2021. A dialog box is open over the table, titled 'Who is being reimbursed for TQSE'. It lists 'CIVILIAN (Employee)' and 'LADY (Spouse)'. Below the list are 'Select All' and 'Unselect All' buttons, and a 'TQSE Clock Running' checkbox. At the bottom of the dialog are 'Accept' and 'Cancel' buttons. At the bottom of the main window are 'Other...', 'OK', 'Cancel', and 'Help' buttons. A status bar at the bottom reads 'Select Dependents being paid TQSE for this day'.

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**.

TQSE Daily Expenses - Request No: 73

MANN, CIVILIAN O TONO, CIVPCS

| Date | Dep | TQSE Clock Running | Employee | Spouse | Dep 12 & over | Dep under 12 | Lodging | Breakfast | Lunch | Dinner | Laundry | Dry Cleaning |
|------------|-----|-------------------------------------|-------------------------------------|-------------------------------------|---------------|--------------|---------|-----------|---------|---------|---------|--------------|
| 07/12/2021 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | \$75.00 | \$12.15 | \$22.67 | \$36.54 | \$0.00 | \$0.00 |
| 07/13/2021 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | \$75.00 | \$15.12 | \$19.76 | \$22.76 | \$0.00 | \$0.00 |
| 07/14/2021 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | \$75.00 | \$16.55 | \$22.56 | \$31.44 | \$0.00 | \$0.00 |
| 07/15/2021 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | \$75.00 | \$11.56 | \$18.34 | \$29.67 | \$0.00 | \$0.00 |
| 07/16/2021 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | \$75.00 | \$8.65 | \$12.36 | \$18.15 | \$0.00 | \$0.00 |
| 07/17/2021 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | \$75.00 | \$7.22 | \$13.44 | \$17.23 | \$0.00 | \$0.00 |
| 07/18/2021 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | \$75.00 | \$6.54 | \$11.54 | \$16.23 | \$0.00 | \$0.00 |

Other... Adjust Dates OK Cancel ? Help

- If the person you are entering this claim for appears on another TQSE **claim** for the same day, you will see the following pop-up message.

IATS Notification

A person (CIVILIAN) has already been reported as being on TQSE on 7/12/2021

OK

- Click on **OK**. A new **button** will now appear at the bottom of the TQSE Daily Expenses screen with the words "**Adjust Dates**".

TQSE Daily Expenses - Request No: 73

MANN, CIVILIAN O TONO, CIVPCS

| Date | Dep | TQSE Clock Running | Employee | Spouse | Dep 12 & over | Dep under 12 | Lodging | Breakfast | Lunch | Dinner | Laundry | Dry Cleaning |
|------------|-----|-------------------------------------|-------------------------------------|-------------------------------------|---------------|--------------|---------|-----------|---------|---------|---------|--------------|
| 07/12/2021 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | \$75.00 | \$12.15 | \$22.67 | \$36.54 | \$0.00 | \$0.00 |
| 07/13/2021 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | \$75.00 | \$15.12 | \$19.76 | \$22.76 | \$0.00 | \$0.00 |
| 07/14/2021 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | \$75.00 | \$16.55 | \$22.56 | \$31.44 | \$0.00 | \$0.00 |
| 07/15/2021 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | \$75.00 | \$11.56 | \$18.34 | \$29.67 | \$0.00 | \$0.00 |
| 07/16/2021 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | \$75.00 | \$8.65 | \$12.36 | \$18.15 | \$0.00 | \$0.00 |
| 07/17/2021 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | \$75.00 | \$7.22 | \$13.44 | \$17.23 | \$0.00 | \$0.00 |
| 07/18/2021 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | \$75.00 | \$6.54 | \$11.54 | \$16.23 | \$0.00 | \$0.00 |

Other... Adjust Dates OK Cancel ? Help

- Click on the **Adjust Dates** button. IATS will display the **TQSE Authorized Period** screen.

- At this screen, **change** the **Starting** and **Ending** dates or **Persons on TQSE** as needed and then **click** on **OK**. A *pop-up message* will appear asking if you wish to **overlay** the dependents.

- Click** on *Yes* or *No* as desired.
- IATS will **return** you to the TQSE Daily Expenses screen with the originally entered data **intact**.

TQSE Daily Expenses - Request No: 73 - Request No: 73

MANN, CIVILIAN O TONO, CIVPCS

| Date | Employee | Spouse | Dep 12 & over | Dep under 12 | Lodging | Breakfast | Lunch | Dinner | Laundry | Dry Cleaning |
|------------|-------------------------------------|--------------------------|---------------|--------------|---------|-----------|---------|---------|---------|--------------|
| 07/16/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0 | 0 | \$75.00 | \$8.65 | \$12.36 | \$18.15 | \$0.00 | \$0.00 |
| 07/17/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0 | 0 | \$75.00 | \$7.22 | \$13.44 | \$17.23 | \$0.00 | \$0.00 |
| 07/18/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0 | 0 | \$75.00 | \$6.54 | \$11.54 | \$16.23 | \$0.00 | \$0.00 |
| 07/19/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0 | 0 | \$75.00 | \$5.24 | \$12.55 | \$18.23 | \$0.00 | \$0.00 |
| 07/20/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0 | 0 | \$75.00 | \$6.11 | \$8.66 | \$22.33 | \$0.00 | \$0.00 |
| 07/21/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0 | 0 | \$75.00 | \$7.44 | \$9.55 | \$17.34 | \$0.00 | \$0.00 |
| 07/22/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0 | 0 | \$75.00 | \$8.19 | \$15.44 | \$22.77 | \$0.00 | \$0.00 |
| 07/23/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0 | 0 | \$75.00 | \$4.16 | \$10.33 | \$16.24 | \$0.00 | \$0.00 |

Other... OK Cancel ? Help

Enter the amount claimed for Dry Cleaning

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.

 Use the following steps to "complete" the TQSE - Lump Sum screen:

TQSE - Lump Sum - Request No: 63

ARNOLD, TOMMY G TONO: PCSADV

Starting Date: 8/1/2021
Ending Date: 8/15/2021

Where TQSE to be Taken
 INDIANAPOLIS / MARION, CIN
 CLEVELAND / CUYAHOGA, COH

Persons on TQSE

| | |
|------------------|-------------------------------------|
| TOMMY (Employee) | <input checked="" type="checkbox"/> |
| KANDY (Spouse) | <input checked="" type="checkbox"/> |

Select All
Unselect All

Other OK Cancel ? Help

Select this if TQSE is being paid at old PDS

1. **Starting Date:** - At the **Starting Date** field, **enter** the beginning date for the TQSE period in **MMDDYY** format and **press Tab**. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
2. **Ending Date:** - At the **Ending Date** field, **enter** the ending date for the TQSE period in **MMDDYY** format and **press Tab**. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
3. **Where TQSE was Taken:** - At the **Where TQSE Was Taken** section, **click** in the radio **button** to **select** the correct **location**.
4. **Persons on TQSE:** At this section, the user must specify which of the listed **travelers** are to be **included** in the **calculation** of the settlement. If all of the listed **traveler's** should be included, **click** on the **Select All** button. If not, **click** on the desired name.
5. When **finished** selecting the travelers at the **TQSE Lump Sum** screen, **click** the **OK** button. IATS returns to the **Advance Request** 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.

Household Goods GBL method - Block No: 201229CPCS - Request No: 73

MANN, CIVILIAN O TONO: CIVPCS

Details Payee

Date when goods were shipped: 8/1/2021 Total paid: \$0.00

All Charges and Rates are per CWT (100 pounds)

| | | | |
|-------------------------------------|---------|-------------------------------------|---------|
| Poundage to be paid (lbs): | 12500 | Number of days in storage: | 15 |
| Line haul charged: | \$35.00 | Rate for 1st day in storage: | \$5.00 |
| Packing charge: | \$15.00 | Rate for remaining days in storage: | \$10.00 |
| Seasonal rate percent of line haul: | 5 | Warehouse handling rate: | \$12.00 |
| Metro Charge - Origin rate: | \$10.00 | Delivery from storage rate: | \$12.00 |
| Metro Charge - Destination Rate: | \$15.00 | | |

Back Next

Other OK Cancel ? Help

Click this button to save information

 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.
6. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

Completing the Commuted Rates Screen

As mentioned in the **overview**, when the **Commuted Rate Method** is used, the **employee makes all arrangements** and **pays** the **expenses out-of-pocket**. The employee then **files** a **claim** for **reimbursement** of these expenses upon **completion** of the **delivery**.

To **process** this **type** of payment, there are a **number** of input requirements that are **unique** and must be **understood** by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

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

The screenshot shows a form titled "Household Goods". It contains the following elements:

- A "Type" dropdown menu with "Commuted Rates" selected. The dropdown list also shows "None", "Commuted Rates" (highlighted), "GBL", and "Personally Procured".
- A checked checkbox labeled "HHG Storage".
- A field labeled "Total # Taxable S" with the value "60".

Select Expense Type

At the **Entitlements** tab, on the **Settlement Request** screen, **click** on the **Add Entitlement** button and then **click** on **Ship House Hold Goods**. IATS displays the **Commuted Rates Ship Date** screen.

Commuted Rates - Block No: CPCSSUPP - Request No: NEW

FOWLER, RICKEY

TONO: PCS-05

Date When Goods Were Shipped: 5/22/2017

Other... OK Cancel ? Help

Enter the Date of Shipment

1. **Enter the date** the house hold goods were shipped in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
2. After entering the ship date, **click** on the **OK** button. The **Location Selection** screen will appear requiring you to enter the location the house hold goods were shipped from.
3. After you have entered the location the house hold goods were shipped from, **press** the *Tab* button or **click** in the **Destination** field. The **Location Selection** screen will appear again requiring you to enter the location the house hold goods were shipped to.
4. The **Commuted Rates Details** screen will appear next.

1. Refer to the **shipping documentation** and **transfer** the **information** to the appropriate input fields.
2. **Date of Move:** - If the displayed date is incorrect, **click** in this field and **type** the correct date in **MMDDYY** format. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
3. **Actual Cost to Employee:** - **Click** in this field and **type** the **amount** the employee actually paid for the movement of the household goods.
4. **Cost Limitation for a Government Arranged Move:** - **Click** in this field and **type** the **amount** the Government would have paid to have the household goods moved.
5. When **finished** entering all of the required information, **click** the **OK** button. IATS returns to the **Request for a Settlement Against an Order** screen.
6. If **no additional expenses** are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
7. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab.
8. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to save the entitlement and **return** to the **Request Selection** screen.

House Hold Goods - Temporary Storage

Temporary storage is short-term storage that is part of HHG transportation. Temporary storage may be at any combination of the **origin**, **destination**, and **en route locations**. Also referred to as storage in transit (**SIT**). SIT is not authorized for HHG moves between local quarters when no PCS exists.

SIT (in connection with authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by an official designated by the Service/Defense Agency. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense.

Note: Effective **25 August, 2005**, PDTATAC is authorized to approve **extensions** to the **180-day limit** on SIT for employees performing a PCS with TDY en-route assignments to locations such as Iraq and Afghanistan.

To **process** this **type** of payment, there are a **number** of input requirements that are **unique** and must be **understood** by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

Ensure that the entitlement, "**HHG Taxable Temp Storage**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the IATS **Travel Order** screen.

Travel Order User ID: SYSTEM Wednesday, September 15, 2021

Traveler's Name: MANN, CIVILIAN O: C
 Grade/Rank: C
 Order Number/TONO: CIVPCS
 Order Type: PCS

Description What's Authorized (Civilian PCS) Dependents Remarks

Mileages

Miles Old Residence to Old Station: 20
 Miles Old Residence to New Station: 650
 Miles Old Station to New Station: 595

What's Authorized

Miscellaneous
 House Purchase
 Ship POV
 Trailer
 Renewal Travel
 Num. POV: 0
 Student Travel
 Property Mgmt.

House Sale: Sell Home

House Hunting

Employee
 Spouse
 Lump Sum
 Max. Days: 10

Household Goods

Type: Personally Procured

HHG Taxable Temp Storage
 Not Temp Storage
 Total # Taxable Storage Days Authorized: 60

TQSE

Type of TQSE: Lump Sum
 Maximum days on Lump Sum TQSE: 30
 TQSE Lump Sum Accepted Date: 7/1/2021

Third Party Payments

Third Party DPS Payment
 HHG Non-temporary Storage
 Ship POV CONUS
 Ship Mobile Home

Back Next OK Cancel ? Help

Enter the number of miles from Old Residence to Old Duty Station

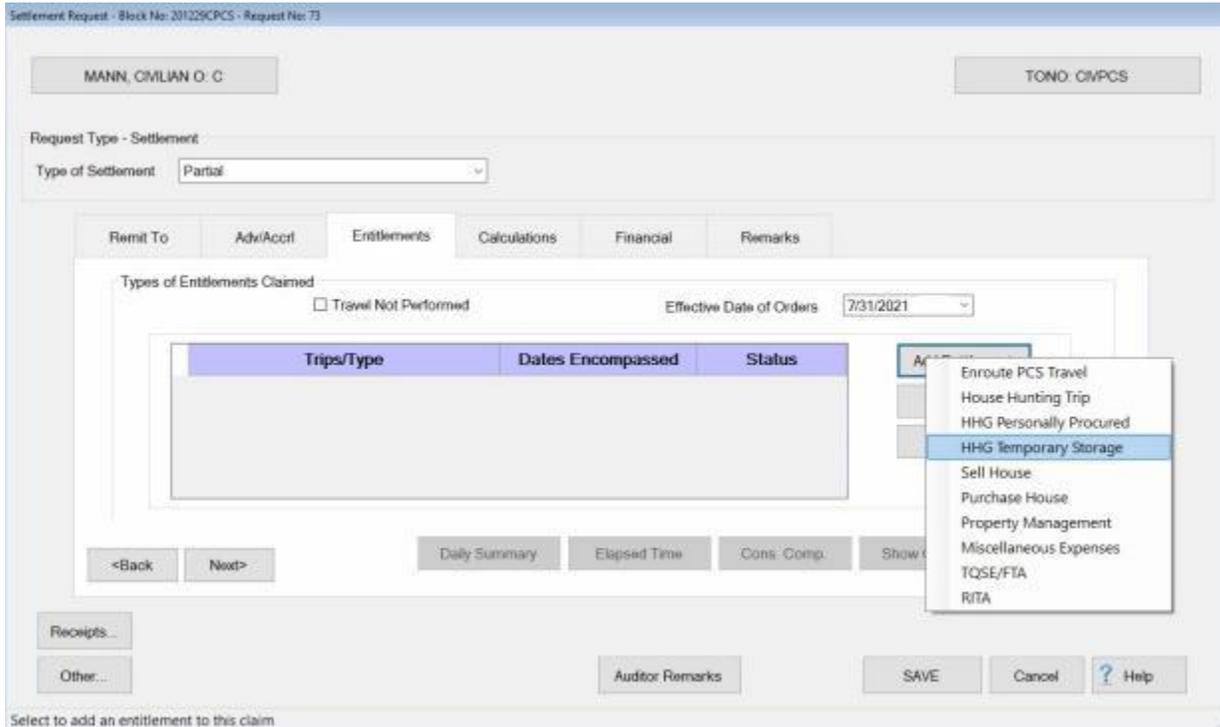
In addition, ensure that the correct number of authorized **days** is entered at the **Total # Taxable Storage Days Authorized** field. If a number is entered at this field that is greater than 150 days, the following *pop-up message* appears when you attempt to **save** the travel order:



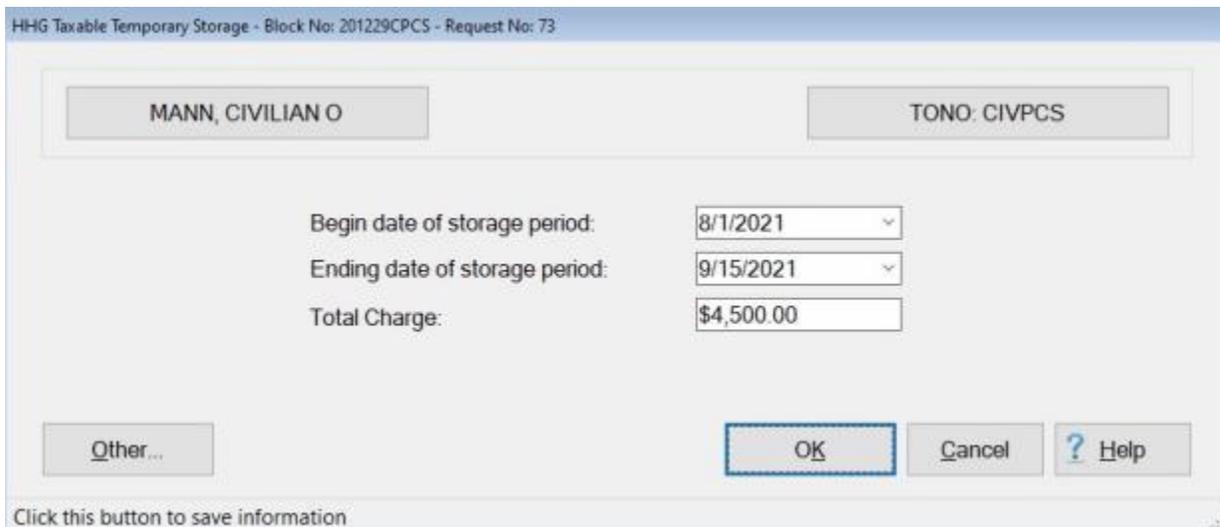
If this message appears, you must review the travel order attached to the claim and **determine** whether the traveler has an approved extension to the 180 day limit. If so, you would **click** on Yes. If not, you would **click** on No and then **enter a number** at the **Total # Taxable Storage Days Authorized** field that is between the range of **60** and **150** days.

Select Expense Type

At the **Request for Settlement Against an Order** screen, **click** on the **Add Expense** button and then **click** on the **HHG Temp Storage** option.



This action will result in IATS will displaying the **HHG Taxable Temporary Storage** screen.



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. Also referred to as storage in transit (**SIT**). SIT is not authorized for HHG moves between local quarters when no PCS exists.

Temporary storage may be at any combination of the **origin**, **destination**, and **en route locations**.

SIT (in connection with authorized HHG transportation) should not exceed **90** days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by an official designated by the Service/Defense Agency. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense.

Note: Effective **25 August, 2005**, PDTATAC is authorized to approve **extensions** to the **180-day limit** on SIT for employees performing a PCS with TDY en-route assignments to locations such as Iraq and Afghanistan.

To **process** this **type** of payment, there are a **number** of input requirements that are **unique** and must be **understood** by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

Ensure that the entitlement, "**HHG Storage**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the IATS **Travel Order** screen. This option will automatically be **checked** if the **travel order** was **created** after the **HHG Calculator** option in Maintenance was activated.

Travel Order User ID: SYSTEM Wednesday, September 15, 2021

Traveler's Name: MANN, CIVILIAN O: C Grade/Rank: C Order Number/TONO: CIVPCS Order Type: PCS

Description What's Authorized (Civilian PCS) Dependents Remarks

Mileages

Miles Old Residence to Old Station: 20 Miles Old Residence to New Station: 650 Miles Old Station to New Station: 595

What's Authorized

Miscellaneous House Purchase Ship POV
 Trailer Renewal Travel Num. POV: 0
 Student Travel Property Mgmt.

House Sale: Sell Home

House Hunting

Employee Spouse
 Lump Sum Max. Days: 10

Household Goods

Type: Personally Procured
 HHG Storage Not Temp Storage
 Total # Taxable Storage Days Authorized: 60

TQSE

Type of TQSE: Lump Sum
 Maximum days on Lump Sum TQSE: 30
 TQSE Lump Sum Accepted Date: 7/1/2021

Third Party Payments

Third Party DPS Payment HHG Non-temporary Storage Ship POV CONUS Ship Mobile Home

Back Next OK Cancel ? Help

Enter the number of miles from Old Residence to Old Duty Station

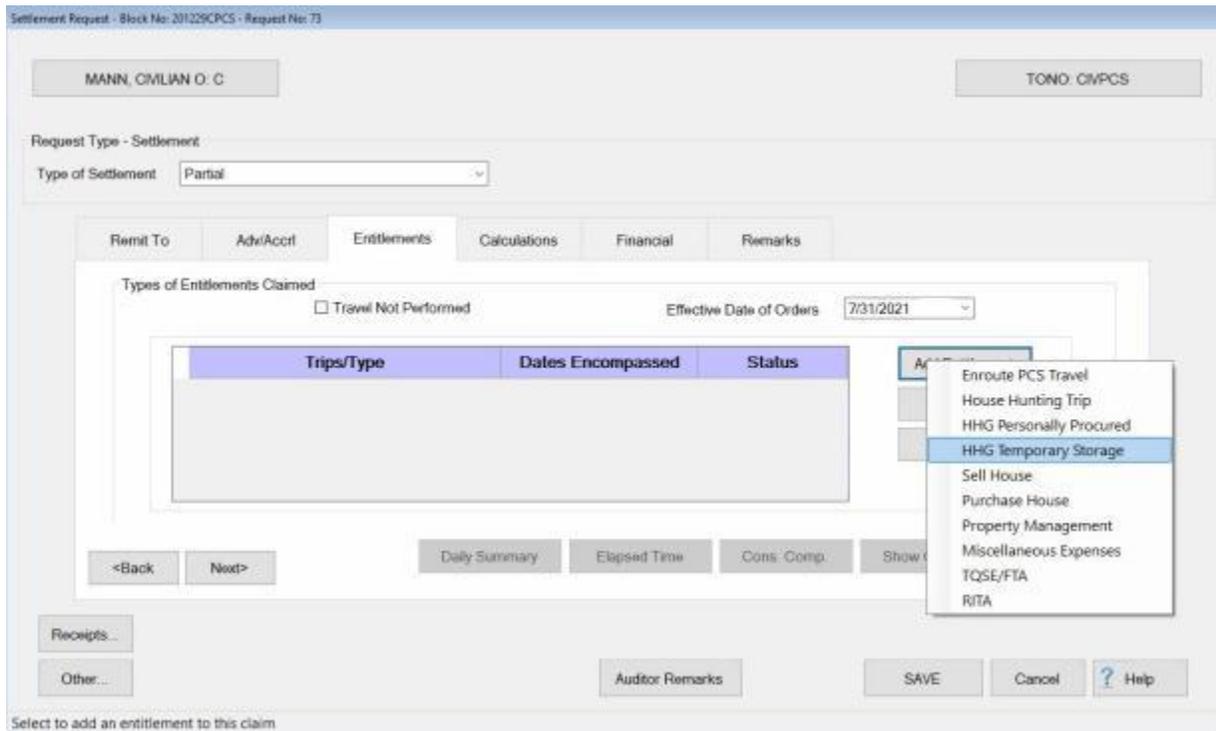
In addition, ensure that the correct number of authorized **days** is entered at the **Total # Taxable Storage Days Authorized** field. If a number is entered at this field that is greater than 150 days, the following *pop-up message* appears when you attempt to **save** the travel order:



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 Temporary Storage** option.



This action will result in IATS will displaying the **Household Goods Storage Allowance** screen.

Household Goods Storage Allowance

MANN, CIVILIAN O TONO, CIVPCS

Self-Procured
 Gov't Procured
 NTS Personally Procured

Storage Location

State: IN INDIANA County: Marion

Data Input This Period

First Storage Date: 8/1/2021

Last Storage Date: 9/15/2021

Add Warehousing

Add SIT Transport

Amount Claimed: \$2,500.00

Occ% Weight Calculator

Length: 20 ft. 6 in. Full Weight: 1800

Width: 8 ft. 7 in. Empty Weight: 500

Height: 5 ft. 9 in. Precalculated Weight: 0

Occupied: 85 %

| Additional Costs | | |
|------------------|------|--------|
| Expense Date | Item | Cost |
| 8/1/2021 | | \$0.00 |
| | | |

Delete Selected Costs

Other... OK Cancel ? Help

Note: Before completing the Household Goods Storage Allowance screen Examiners must carefully **review** the **receipts** and **documents** provided by the storage facility. The information obtained from these documents must be used to complete this screen.

Storage Location

State: - Click on the *down arrow* button to display a list of state names and then **click** on the desired **state**.

County: - Click on the *down arrow* button to display a list of county names and then **click** on the desired **county**.

Data Input This Period

First Storage Date: - Enter the **first** day of storage for the period in MMDDYY format.

Last Storage Date: - Enter the **last** day of storage for the period in MMDDYY format.

Add Warehousing: - Click in the **check box** to activate this option if warehousing was involved.

Add SIT Transport: - Click in the **check box** to activate this option if **transportation** charges were included.

Amount Claimed: - Enter the **amount** claimed by the traveler.

Occ% Weight Calculator

In the **Occ% Weight Calculator** section, you must **decide** which **format** to use to determine the correct payment amount. With this process, there are **(3) methods** to choose from.

1. **Constructed Weight:** - Using this method, you must enter the **Length, Width, Height** and **Occupied Percentage** of the storage **container**.
2. **Full/Empty Weight:** - Using this method, you must enter the **Full** weight of the container and the **Empty** weight.
3. **Precalculated Weight:** - Using this method, you would simply **enter** the **precalculated weight**.

Once you have determined which format to use, **enter** the required **information** into the appropriate fields.

Additional Costs

If the storage **documentation** lists any additional **charges** that were not already addressed use the **Additional Costs** section to **enter** the **charges**.

Expense Date: - Enter the **date** the expense was incurred in **MMDDYY** format.

Item: - Enter a **description** of the expense.

Cost: - Enter the **amount** of the expense.

After you have entered all of the required information at this screen, **click** on **OK**.

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.

Travel Order User ID: SYSTEM Tuesday, April 21, 2020

Traveler's Name: MANN, CIVILIAN O: C
 Grade/Rank: C
 Order Number/TONO: SCR1510
 Order Type: PCS

Description **What's Authorized (Civilian PCS)** Dependents Remarks

Mileages

Miles Old Residence to Old Station: 20
 Miles Old Residence to New Station: 600
 Miles Old Station to New Station: 595

What's Authorized

Miscellaneous
 House Purchase
 Ship POV
 Trailer
 Renewal Travel
 Num. POV: 0
 Student Travel
 Property Mgmt.

House Sale: Sell Home

House Hunting

Employee
 Spouse
 Lump Sum
 Max. Days: 10

Household Goods

Type: Personally Procured

HHG Storage
 Not Temp Storage
 Total # Taxable Storage Days Authorized: 60

TQSE

Type of TQSE: Lump Sum
 Maximum days on Lump Sum TQSE: 30
 TQSE Lump Sum Accepted Date: 3/2/2020

Third Party Payments

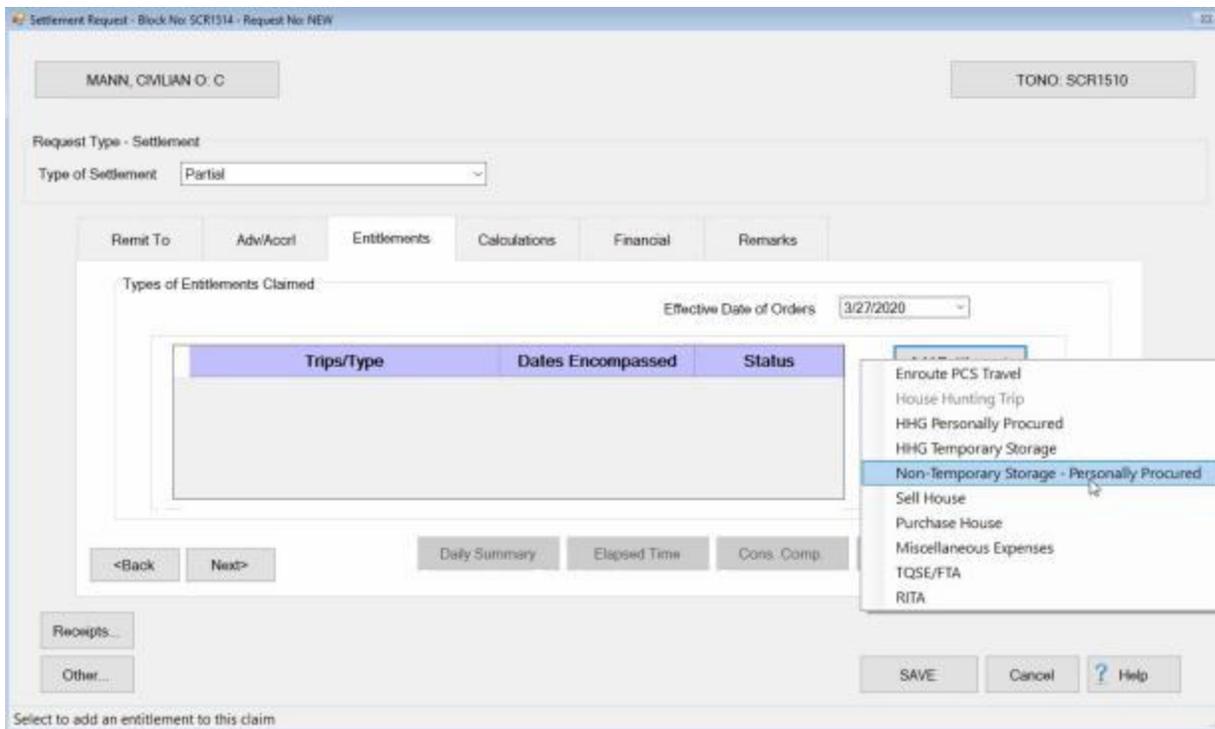
Third Party DPS Payment
 HHG Non-temporary Storage
 Ship POV CONUS
 Ship Mobile Home

Back Next OK Cancel ? Help

Enter the number of miles from Old Residence to Old Duty Station

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.

Household Goods Storage Allowance

MANN, CIVILIAN O TONO: SCR1510

Self-Procured
 Gov't Procured
 NTS Personally Procured

Storage Location

State: DC WASHINGTON County: District of Columbia

Data Input This Period

First Storage Date: 1/1/2020

Last Storage Date: 12/31/2020

Add Warehousing

Add SIT Transport

Amount Claimed: \$8,245.00

Occ% Weight Calculator

Length: 10 ft. 8 in. Full Weight: 2500

Width: 8 ft. 6 in. Empty Weight: 500

Height: 6 ft. 7 in. Precalculated Weight: 2275

Occupied: 80 %

| Additional Costs | | |
|------------------|-----------|----------|
| Expense Date | Item | Cost |
| 1/1/2020 | Insurance | \$500.00 |
| 1/1/2020 | | \$0.00 |
| * | | |

Delete Selected Costs

Other... OK Cancel Help

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:

| General | State Tax | Municipal Tax |
|---|--|-----------------------------------|
| Year 1: <input type="text" value="2020"/> | | |
| Filing Status: <input type="text" value="Married Filing Joint Return"/> | | |
| Gross Income | | |
| | W-2 | Schedule SE |
| Employee: | <input type="text" value="62,800.00"/> | <input type="text" value="0.00"/> |
| Spouse: | <input type="text" value="39,500.00"/> | <input type="text" value="0.00"/> |
| Reimbursements not deductible for State income tax purposes: | | <input type="text" value="0.00"/> |

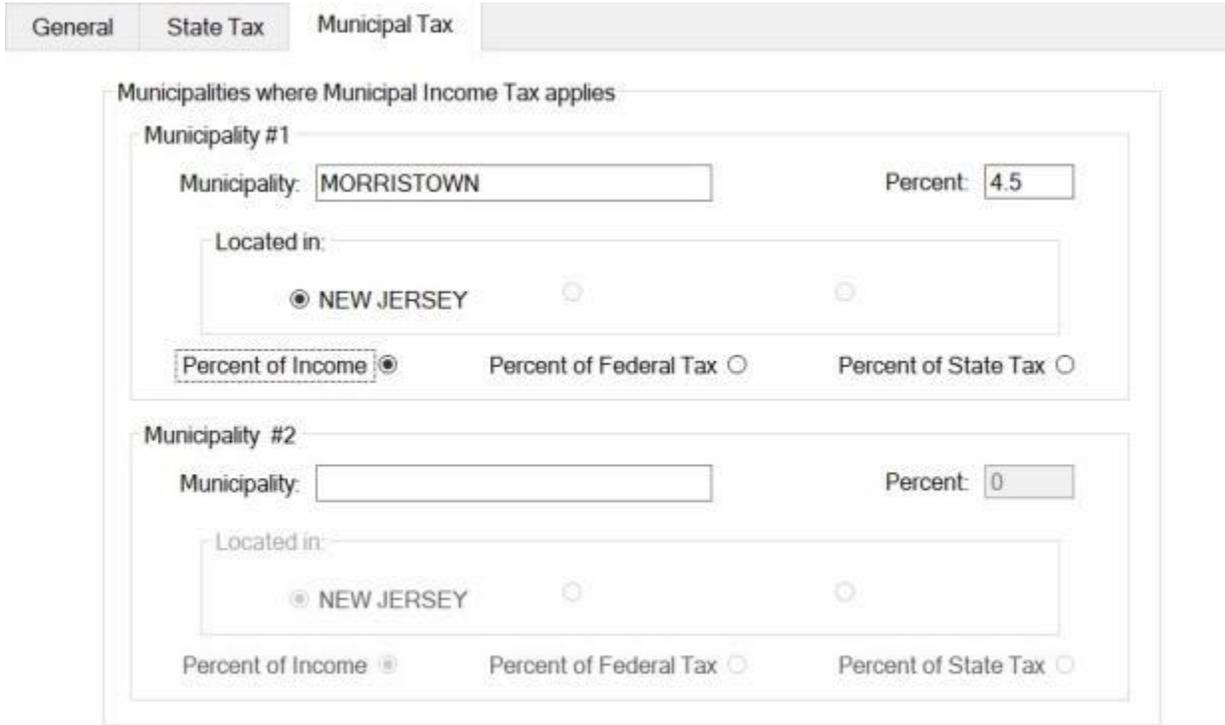
- Year 1:** - At this field, the user must enter the **tax year** in which the reimbursement for the civilian PCS moving expenses was **received**. The **default** value at this field, is the **year prior** to the **current year**. If this is correct, **press Tab** to continue. If not, **type** the correct year in **YYYY** format.
- Filing Status:** - At this field, a *drop down listing* appears, when you **click** in the field or **click** on the *down arrow*. This list **displays** the possible **choices** for the Federal Income Tax filing **status**. **Press** the *Up/Dn* arrow **keys** to highlight the desired **choice** and **press Tab** or **click** on the desired **choice** to make a selection. **Press Tab** to continue.
- Employee W-2:** - At this field, **type** the dollar **amount** for the gross income for the employee. This amount should **reflect all income** from **wages** for the year entered at the **Year 1** field.
- Employee SE:** - At this field, **type** the dollar **amount** for the gross income for the employee. This amount should **reflect all income** from **Self Employment** for the year entered at the **Year 1** field.
- Spouse W-2:** - At this field, **type** the dollar **amount** for the gross income for the spouse. This amount should **reflect all income** from **wages** for the year entered at the **Year 1** field.
- 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.
- 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**.
- 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:



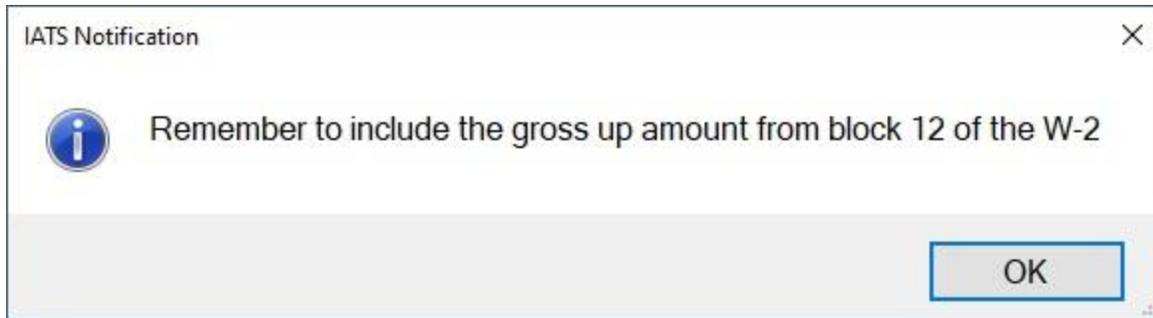
The screenshot shows the 'State Tax' tab with three sub-tabs: 'General', 'State Tax', and 'Municipal Tax'. The 'Municipal Tax' sub-tab is active. The main heading is 'Municipalities where Municipal Income Tax applies'. There are two sections for municipalities:

- Municipality #1:**
 - Municipality: MORRISTOWN
 - Percent: 4.5
 - Located in: NEW JERSEY (selected)
 - Percent of Income: (selected)
 - Percent of Federal Tax:
 - Percent of State Tax:
- Municipality #2:**
 - Municipality: (empty)
 - Percent: 0
 - Located in: NEW JERSEY (selected)
 - Percent of Income: (selected)
 - Percent of Federal Tax:
 - Percent of State Tax:

1. **State # 1:** - At this field, the user must specify the first state the employee has a tax liability to. **Click** in this field or **click** on the *down arrow*. A *drop down listing* appears displaying a list of state names. **Type** the first letter of the state **name**. IATS will highlight the first state name beginning with that letter. If necessary, **click** the *Up/Dn arrows* until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection and then **press Tab** to continue.

Tip: When **selecting** the **State**, you may **select** the option "**None**" if the desired state **does not** have a state income tax.

Note: For some states, the following pop-up **warning** will be displayed when the state is selected. This warning is to **remind** you to **enter** the **amount** of the **state gross up** from **block 12** of the traveler's **W-2** form. This amount should be entered at the **Reimbursements not deductible for State income tax purposes** field on the **RITA General** tab.



2. **Percent:** - Click in this field, IATS will automatically populate this field with the applicable percentage from the tax table in the **Maintenance** module.
3. **Percent of Income:** - A black dot must appear in this field if the tax **liability** is based on a **percentage** of the employee's **income**. Click in this **field** to **display** the black dot, if necessary.
4. **Percent of Federal Tax:** - A black dot must appear in this field if the tax **liability** is based on a **percentage** of the employee's **Federal Tax liability**. Click in this **field** to **display** the black dot, if necessary.
5. **Repeat steps 1 - 4** for the **State # 2** and **State # 3** sections, if the employee has a tax liability to a second or third state.
6. **More than one State taxes same portion of Reimbursement:** - Click in this **check box** to **activate** this **option** if applicable.
7. **One State allows Adjustment/Credit for taxes paid to other State:** - Click in this **check box** to **activate** this **option** if applicable.
8. When **finished** entering the required information at the **RITA State Tax** tab, **click** on the **Next** button or the **Municipal Tax** tab to continue.

Refer to the **Help** topic, "[Completing the RITA Municipal Tax - tab](#)", for additional **instructions**.

Completing the RITA Municipal Tax - tab

At the RITA **Municipal Tax** tab, the user must specify the city or county the employee has a tax liability to and **specify** whether the **tax** is based on a **percentage** of **Income**, **Federal Tax** or **State Tax**.

 Use the following steps to "complete" the RITA Municipal Tax - tab:

| General | State Tax | Municipal Tax |
|--|------------|---------------|
| Municipalities where Municipal Income Tax applies | | |
| Municipality #1 | | |
| Municipality: | MORRISTOWN | Percent: 4.5 |
| Located in: | | |
| <input checked="" type="radio"/> NEW JERSEY <input type="radio"/> <input type="radio"/> | | |
| <input checked="" type="radio"/> Percent of Income <input type="radio"/> Percent of Federal Tax <input type="radio"/> Percent of State Tax | | |
| Municipality #2 | | |
| Municipality: | | Percent: 0 |
| Located in: | | |
| <input checked="" type="radio"/> NEW JERSEY <input type="radio"/> <input type="radio"/> | | |
| <input checked="" type="radio"/> Percent of Income <input type="radio"/> Percent of Federal Tax <input type="radio"/> Percent of State Tax | | |

- 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**.
- Percent:** - At this field, **type** the applicable percentage **rate** and **press Tab**.
- 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.
- 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.
- 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.
- 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.
- Repeat steps 1 - 6** for the **Municipality # 2** section, if the employee has a tax liability to a second city/county.
- When **finished** entering the required information at the **RITA Municipal Tax** tab, **click** on the **OK** button. IATS returns to the **Settlement Request** screen.
- If no additional expenses are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
- After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

[POV Shipment](#)

CIVPCS POV Shipment - Overview

POVs, of an **employee** transferred in the Government's interest, a **new appointee**, or a **student trainee** assigned the **first PDS**, **may be transported** at **Government expense**:

- When it is **determined** in advance of authorization that it is in the **Government's interest** for the employee to **have POV use** at the **OCONUS PDS**, or
- In the case of an employee whose **PDS** is **Johnston Island** (Atoll), and **Hawaii** is the place **designated** for the **immediate family** to **reside**, or
- When it is **determined** that transporting POV(s) **wholly within CONUS** is **advantageous** and **economical** to the Government.

When an **employee**, or the employee's designated representative, makes a separate trip to a **vehicle processing center** to **deliver** or **pick-up** a **POV**, per diem is not allowable. **Reimbursement is authorized** for one-way travel for the official distance traveled between the authorized points, at the applicable TDY mileage rate prescribed in the JTR, par. C2500, and the actual cost incurred for one-way return transportation. The **total** of the one-way TDY mileage and one-way transportation costs paid by the Government may not exceed the **cost** of **transporting** the **POV** between the authorized points.

If an employee **pays** another individual to **drive** the POV, or **arranges** to **have** the POV **transported** commercially, **reimbursement is authorized**. Reimbursement is **limited** to the actual cost of having the POV **driven** or **transported** not to exceed an **amount** determined by **multiplying** the appropriate TDY mileage rate (JTR, par. C2500) by the round trip official distance between the official points.

If an employee **delivers** or **picks-up** the POV at a **vehicle processing center** incident to performing permanent duty travel, by POV, other than during renewal agreement travel, the applicable PCS mileage rate prescribed in the JTR, par. C2505 is **authorized** between the official points. In connection with this permanent duty travel by POV, other than renewal agreement travel, **payment also is allowable** for:

- The transportation cost for the **employee**, or the **employee** and **dependents**, to/from the vehicle processing center to which the employee **delivers** or **picks-up** the POV, to the port of **embarkation/debarkation**; or
- PCS mileage to/from the port of embarkation/debarkation, at which the employee **drops off dependents**, to the **vehicle processing center** to which the employee **delivers** or **picks-up** the POV, and the **employee's return transportation** to the port of **embarkation/debarkation**.

Click on the **See Also** button below and **select** the particular **topic** for additional information on processing **CIVPCS POV Shipments**.

POV Delivery or Pick-up Separately from CIVPCS Travel

When an **employee**, or the employee's designated representative, makes a separate trip to a **vehicle processing center** to **deliver** or **pick-up** a **POV**, per diem is not allowable.

Reimbursement is authorized for one-way travel for the official distance traveled between the authorized points, at the applicable TDY mileage rate prescribed in the JTR, par. C2500, and the actual cost incurred for one-way return transportation.

The **total** of the one-way TDY mileage and one-way transportation costs paid by the Government may not exceed the **cost** of **transporting** the **POV** between the authorized points.

To **process** this **type** of payment, there are a **number** of input requirements that are **unique** and must be understood by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

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

Select Expense Type

At the **Entitlements** tab, on the **Settlement Request** screen, **click** on the **Add Entitlement** button and then **click** on either the **Drop Off Vehicle** or **Pick Up Vehicle** option.

Itinerary

Note: IATS only allows three legs in the itinerary for this type of settlement. Therefore, when completing the itinerary, do not show **legs** where the traveler made additional stops. Construct the itinerary, if necessary, to show the direct route between the official points.

The following **screen** demonstrates the correct input for a typical CIVPCS involving a separate trip to **drop-off** a **POV** at the vehicle port and **return** to the old PDS:

What's Authorized Actual Itinerary **Constructed Itinerary** Reimbursables

Actual Trip Duration: Less than or equal to 12 hours

| Date | | Location | Trans Reason | Duty Day | IDL OMN | Local Method | Group Lodge | Embark Meals | AE % | Who Else Lodging | Taxes | Miles |
|------------|-----|----------------------|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|------------------|--------|-------|
| 07/10/2021 | DEP | HEIDELBERG, GM | PA | <input type="checkbox"/> | | | | |
| 07/10/2021 | ARR | BREMERHAVEN, GERMANY | DV | <input type="checkbox"/> | <input type="checkbox"/> | LDP | | | 0.00 | \$0.00 | \$0.00 | 349 |
| 07/10/2021 | DEP | BREMERHAVEN, GERMANY | CR | <input type="checkbox"/> | | | | |
| 07/10/2021 | ARR | HEIDELBERG, GERMANY | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 0 |

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

When completing the **itinerary**, ensure that **DV - Drop Off Vehicle at Vehicle Port** or **PV - Pick Up Vehicle at Vehicle Port** is **selected** as the **reason for stop** at the place the vehicle port is located.

Constructed Itinerary

The **reimbursement** to the traveler for the **mileage**, **transportation**, and other associated **expenses** is **limited** to the cost to the government for **shipping** the **POV** to/from the vehicle port. Therefore, users must enter the cost to the government, determined by the local transportation office, at the **Constructed Itinerary** screen. See the example below:

| From Date | To Date | To Location | Miles | Ship POV Costs |
|-----------|-----------|----------------|-------|----------------|
| 7/10/2021 | 7/10/2021 | HEIDELBERG, GM | 349 | \$850.00 |

Constructed Trip Duration: Less than or equal to 12 hours

Buttons: Back, Next, Reset Mileage, Recalc Dates

Auth Miles: - If the default mileage is incorrect, **click** in this field and **type** the **number** of authorized miles between the official points.

Ship POV Costs: - At this field, **type** the **amount** for the **cost to the government**, as determined by the local transportation office, to ship the POV between the official points.

IATS will **limit** the total reimbursement to the **amount** entered at the **Ship POV Costs** field.

After completing the **Constructed Itinerary** tab, **finish** processing the request for settlement to **add** the reimbursable expenses, accounting lines, remarks, etc., as usual.

POV Delivery or Pick-up In-conjunction with CIVPCS Travel

If an employee **delivers** or **picks-up** the POV at a **vehicle processing center** incident to performing permanent duty travel, by POV, other than during renewal agreement travel, the applicable PCS mileage rate prescribed in the JTR, par. C2505 is **authorized** between the official points.

In connection with this permanent duty travel by POV, other than renewal agreement travel, **payment also** is **allowable for**:

- The transportation cost for the **employee**, or the **employee and dependents**, to/from the **vehicle processing center** to which the employee **delivers** or **picks-up** the POV, to the port of **embarkation/debarkation**; or
- PCS mileage to/from the port of **embarkation/debarkation**, at which the employee **drops off dependents**, to the **vehicle processing center** to which the employee **delivers** or **picks-up** the POV, and the **employee's return transportation** to the port of **embarkation/debarkation**.

The **input** for this **type** of payment is nearly identical to a normal enroute travel settlement. There are a **number** of input requirements, however, that are **unique** and must be **understood** by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

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

Select Expense Type

At the **Entitlements** tab, on the **Settlement Request** screen, **click** on the **Add Entitlement** button and then **click** on the **Enroute PCS Travel** option.

Itinerary

The following **screen** demonstrates the **correct input** for a **typical CIVPCS** involving a **pick-up** of a **POV** at the **vehicle port in-conjunction** with the **enroute** travel:

What's Authorized Actual Itinerary Constructed 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 |
|------------|-----|-----------------------------|--------------|--------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|------|------------------|--------|-------|
| 07/12/2021 | DEP | HEIDELBERG, GM | TP | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | |
| 07/12/2021 | ARR | JFK, Queens, NEW YORK | AT | <input type="checkbox"/> | <input type="checkbox"/> | LDP | | | 0.00 | \$0.00 | \$0.00 | 0 |
| 07/12/2021 | DEP | JFK, Queens, NEW YORK | CA | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/12/2021 | ARR | Bayonne, Hudson, NEW JERSEY | PV | <input type="checkbox"/> | <input type="checkbox"/> | LDP | | | 0.00 | \$0.00 | \$0.00 | 0 |
| 07/12/2021 | DEP | Bayonne, Hudson, NEW JERSEY | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/13/2021 | ARR | Detroit, Wayne, MICHIGAN | LV | <input type="checkbox"/> | <input type="checkbox"/> | | CQ | | 0.00 | \$0.00 | \$0.00 | 616 |
| 07/31/2021 | DEP | Detroit, Wayne, MICHIGAN | PA | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 07/31/2021 | ARR | IND, Marion, INDIANA | MC | <input type="checkbox"/> | <input type="checkbox"/> | | | | 0.00 | \$0.00 | \$0.00 | 303 |

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

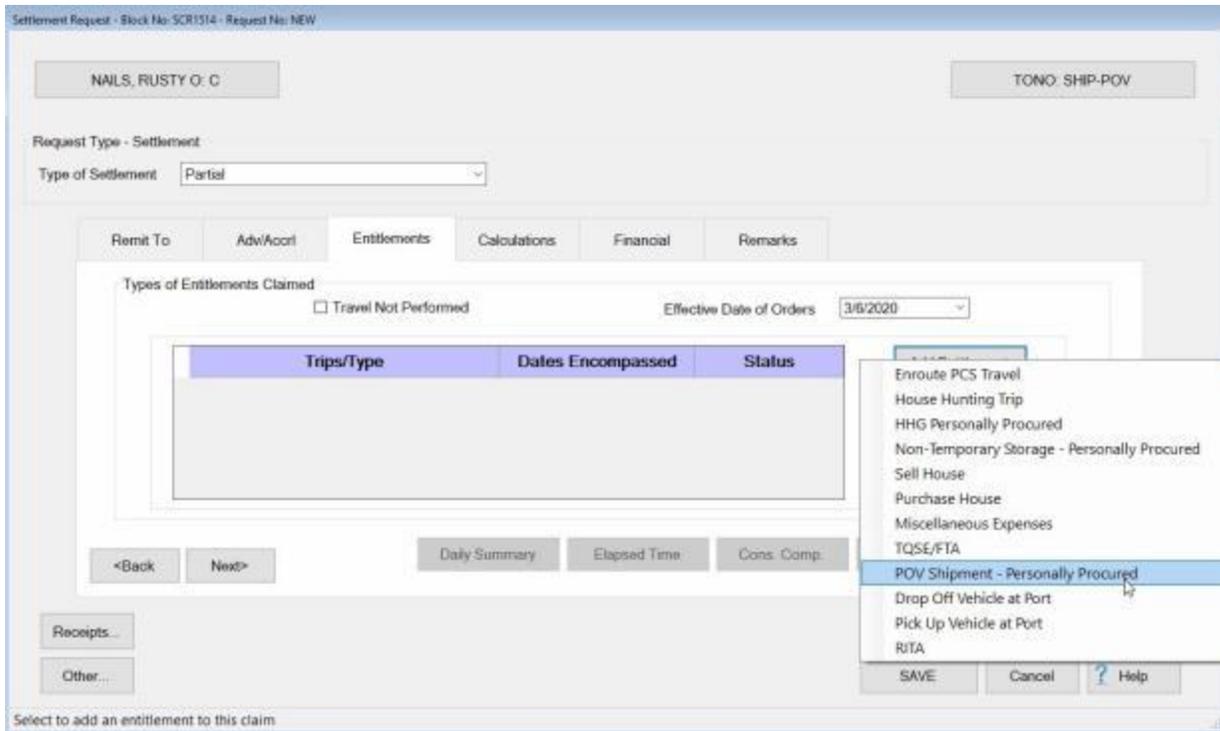
Ensure that the entitlement, "Ship POV", is activated at the "What's Authorized (Civilian PCS)" tab on the IATS Travel Order screen.

In addition, enter the number of authorized POVs at the Num. POV field.

The screenshot shows the IATS Travel Order interface. At the top, it displays 'Travel Order', 'User ID: SYSTEM', and 'Tuesday, April 21, 2020'. Below this, there are input fields for 'Traveler's Name' (NAILS, RUSTY O. C.), 'Grade/Rank' (C), 'Order Number/TONO' (SHIP-POV), and 'Order Type' (PCS). The main section is titled 'What's Authorized (Civilian PCS)' and contains several sub-sections: 'Mileages' with fields for 'Miles Old Residence to Old Station' (25), 'Miles Old Residence to New Station' (675), and 'Miles Old Station to New Station' (696); 'What's Authorized' with checkboxes for 'Miscellaneous', 'House Purchase', 'Trailer', 'Renewal Travel', 'Student Travel', and 'Property Mgmt.', and a checked 'Ship POV' checkbox with a 'Num. POV' field set to 1; 'House Hunting' with checkboxes for 'Employee' and 'Spouse', and a 'Lump Sum' checkbox with a 'Max. Days' field set to 10; 'Household Goods' with a 'Type' dropdown set to 'Personally Procured' and checkboxes for 'HHG Taxable Temp Storage' and 'Not Temp Storage'; and 'TQSE' with a 'Type of TQSE' dropdown set to 'Lump Sum', a 'Maximum days on Lump Sum TQSE' field set to 30, and a 'TQSE Lump Sum Accepted Date' dropdown set to 2/2/2020. At the bottom, there are buttons for 'Back', 'Next', 'OK', 'Cancel', and 'Help'. A note at the very bottom states: 'Check this box if employee is authorized reimbursement for expenses associated with purchasing a house'.

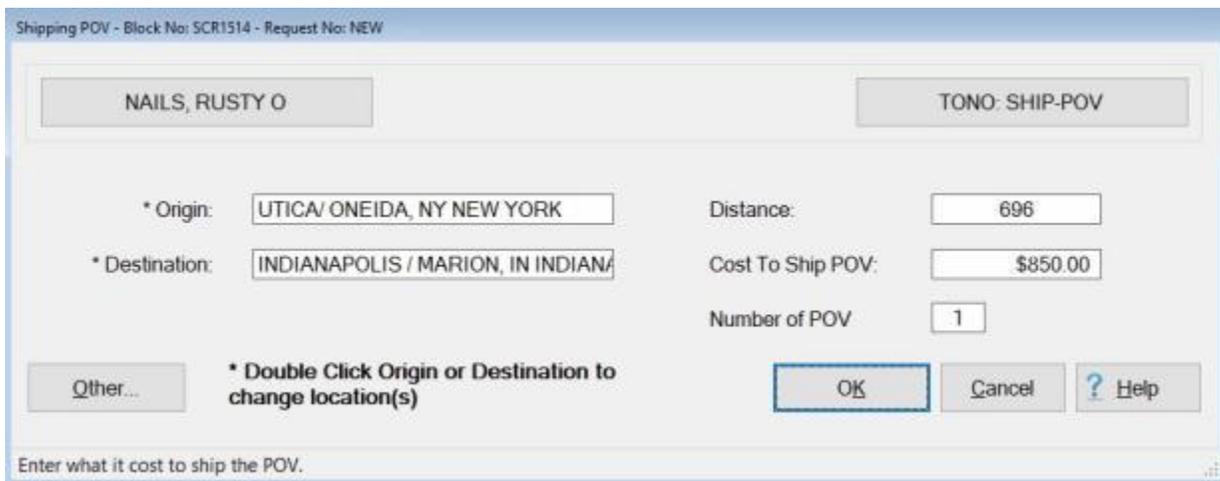
Select Expense Type

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.

Select Supplemental to:

Block No. CPCS4

ARNOLD, TOMMY G

TONO: PCSADV

| Claim No. | From Date | To Date | Emp Enrt | Dep Enrt | Mem COT | Dep COT | DO Veh | PU Veh | HHG | Temp Storage | Buy Home | Sell Home | Buy Lease | Prpty Mgmt |
|-----------|-----------|-----------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 76 | 7/1/2021 | 7/1/2021 | <input checked="" type="checkbox"/> |
| 78 | 8/2/2021 | 8/13/2021 | <input type="checkbox"/> |

Other Claim is Not a Supplemental **Select** FICA Refund Cancel ? Help

Indicate if the claim is not a supplemental or select a previous claim.

- At the Select Supplemental To screen, **click** on the **entitlement** requiring the FICA refund.
- When the correct entitlement is highlighted, **click** on the **FICA Refund** button. The **FICA Refund** screen is displayed.

FICA refund - Block No: CPCS4 - Request No: 76

ARNOLD, TOMMY G TONO: PCSADV

Expense Type: MISCELLANEOUS

| | Old Values | Corrected Values |
|---------------------|------------|------------------|
| Year to Date Wages: | \$1,268.75 | \$1,268.75 |
| FICA: | \$40.30 | \$40.30 |
| Due Employee: | \$0.00 | |

Begin Date: 07/01/2021 End Date:

Expected Payment: 2021 Compute Refund

Record # 1 of 1

Other Previous Next OK Cancel ? Help

8. **Expected Payment:** - The default value at the Expected Payment field is the current year. If this date is incorrect, **click** in this field and **type** the correct year.
9. **Year to Date Wages:** - If the user that originally processed this entitlement **forgot** to enter the employee's year to date wages or if the original amount entered was incorrect, **click** in the **Corrected Values** field and **type** the correct amount.
10. **FICA:** - If amount of FICA originally calculated was incorrect, **click** in the **FICA/Corrected Values** field and **type** the correct amount.
11. To **calculate** the employee's FICA refund, **click** on the **Compute Refund** button. IATS recalculates the FICA withholding and **displays** the amount of the refund in the **Due Employee** field.

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 |
| 03/16/2020 | DEP | Washington, DC, Dist of Columbia | PA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 03/16/2020 | ARR | Columbus, Franklin, OHIO | QP | <input type="checkbox"/> | <input type="checkbox"/> | LDP | <input type="checkbox"/> | | 0.00 | \$0.00 | \$0.00 | 0 |
| | | | AD | Authorized Delay | | | | <input type="checkbox"/> | | | | |
| | | | AT | Awaiting Transportation | | | | | | | | |
| | | | ES | Enroute Stop Over | | | | | | | | |
| | | | LV | Leave | | | | | | | | |
| | | | MC | Mission Complete | | | | | | | | |
| | | | QP | Quarantine (PCS Accounting) | | | | | | | | |
| | | | TD | Temporary Duty | | | | | | | | |

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.

TPP Tax Collection

Offsetting TPP Tax Collection Debts

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.

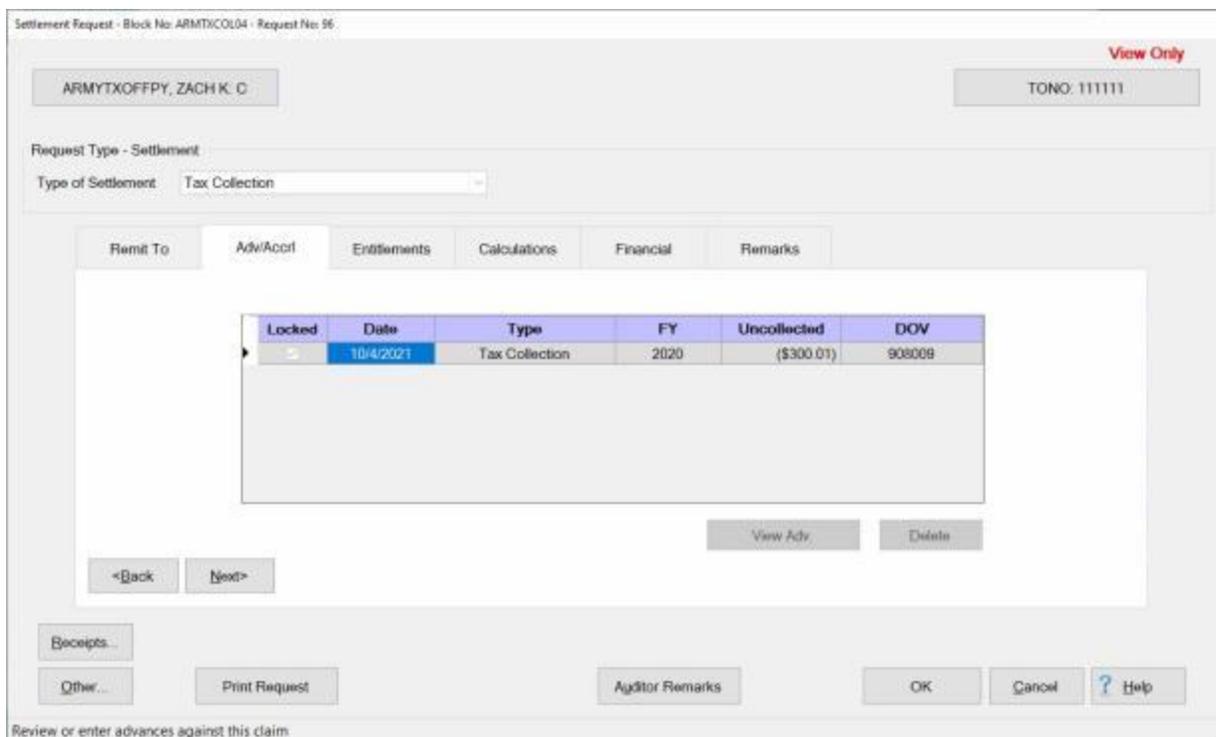
These tax collection payments result in an amount **Due US** and will **remain in suspense** in the IATS database until the debt has been paid in full.

On occasion, however, it may be determined that taxes were **over-collected** resulting in an amount **Due the Employee** for the same CIVPCS Travel Order.

For this reason, a **feature** was added to IATS to **apply** an amount Due Employee to **offset** all or a portion of an amount Due US for tax collection debts.

 **Complete the following steps to "offset" a tax collection debt with an amount Due the Employee:**

1. Begin processing the subsequent Tax Collection claim for the same CIVPCS Travel Order as usual.



- At the Settlement Request screen, **click** on the **Adv/Accr** tab to see if there is an **outstanding** amount **Due US**.

Note: Notice that in the example above , **\$300.01** is still **outstanding**.

- Click** on the **Entitlements** tab, and then **click** on the **Add Entitlements** button. The **Tax Collection** screen appears.

Tax Collection

Tax Collection

Entitlement Type
Ship HHG 3rd Party

Date Invoice Paid
1/1/2020

Invoice Payment Amount
(\$5,000.00)

GBL Number
41785871

Invoice Number
5718715

OK Cancel ? Help

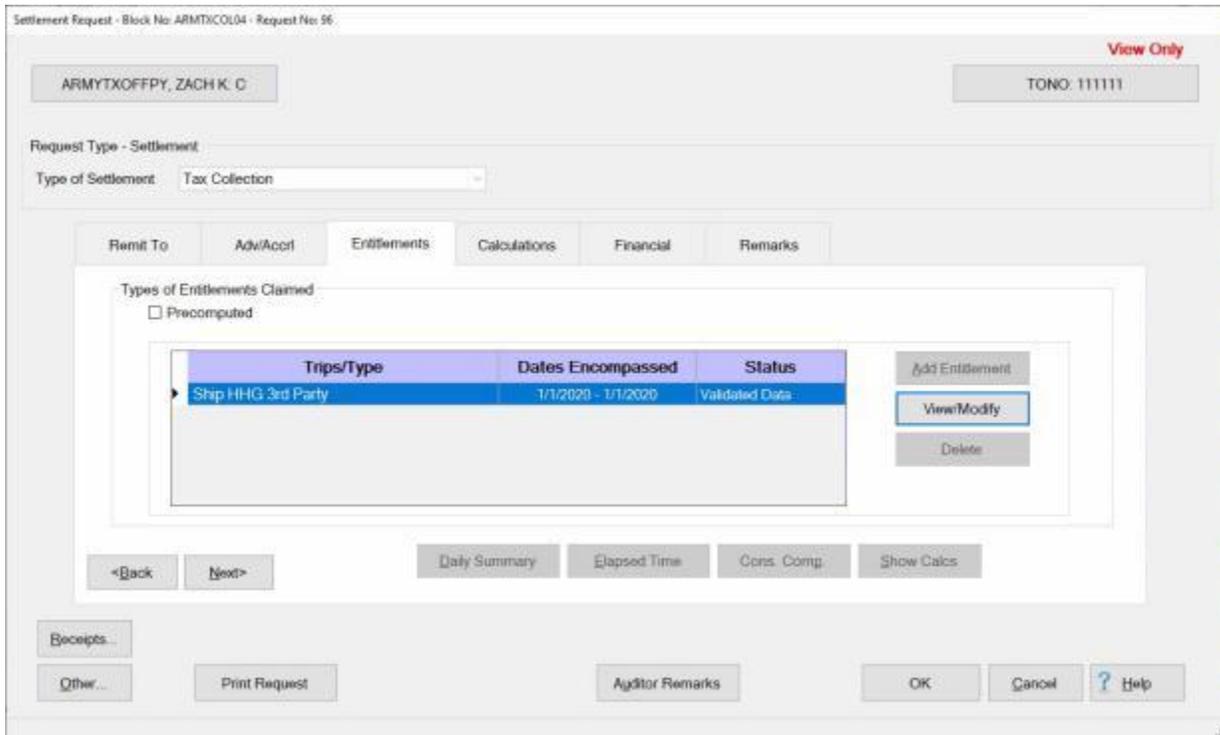
Enter the invoice number number for this payment

3. At the **Tax Collections** screen, **select** the desired TPP **Entitlement Type**.

4. **Date Invoice Paid:** - Enter the **date** the invoice was paid in **MMDDYY** format. You can also **click** on the **down arrow** button and use the **Calendar** to select the date.
5. **Invoice Payment Amount:** - Enter the **amount** shown on the invoice.
6. **GBL Number:** - Enter the **GBL Number** shown on the invoice.
7. **Invoice Number:** - Enter the **Invoice Number** shown on the invoice.
8. When you are satisfied with your entries, **click** on the **OK** button.

Note: Notice that the **Invoice Payment Amount** in the example above is **credit or reduction** of \$5000.00. This will result in an amount **Due the Employee** for a previous over collection of taxes.

9. IATS will **return** you to the **Settlement Request** screen.



10. At the Settlement Request screen, **click** on the **Calculations** tab.

Settlement Request - Block No: ARMTXCOL04 - Request No: 96

View Only

ARMYTXOFFPY, ZACH K. C. TONO: 111111

Request Type - Settlement
Type of Settlement: Tax Collection

Remit To Adv/Acrrl Entitlements **Calculations** Financial Remarks

| Description | Total |
|-------------------------------|--------------|
| Vendor Pay: Shp HHG 3rd Party | (\$5,000.00) |
| Less FICA | (\$310.00) |
| Less Medicare | (\$72.50) |

| | |
|--------------------------|------------|
| Total Entitlement | \$0.00 |
| Deductions | (\$382.50) |
| Partial Payments | \$0.00 |
| Amount Payable | \$382.50 |
| Uncollected Taxes | \$300.01 |
| Amount Applied to Due US | \$300.01 |
| Due Employee | \$82.49 |

Collect Taxes

Tax Year for Payment: 2020 YTD Wages: \$0.00 FITW %: 22.00%

Date Taxes Assessed: WTA To Be Paid Deducted in Prior Year

<Back Next>

Receipts... Other... Print Request Auditor Remarks OK Cancel ? Help

Review the calculations for this claim

Note: Notice that Calculations tab shows the **Amount Payable**, and the **Uncollected Taxes** which is the amount shown on the **ADV/Acrrl** tab as an outstanding amount Due the US. In order to apply all or a portion of the **Amount Payable** to the **Uncollected Taxes**, click in the check box under the words **Collect Taxes** as shown above.

- In order to apply all or a portion of the **Amount Payable** to the **Uncollected Taxes**, click in the check box under the words **Collect Taxes** as shown above.
- Date Taxes Assessed:** - This field will always be **blank** when the **Calculations** tab is initially displayed. Only enter a date in this field if the date the taxes were assessed is **different** than the **date** shown on the invoice. The **date** entered at this field will **affect** the **amounts reported** to the IRS on the **IRS Forms 941, 941-X, W-2, and W-2C**
- Finish** processing the claim as usual by accessing the **Financial** tab to add the **accounting lines** and entering any desired **remarks** at the **Remarks** tab.

Viewing TPP Tax Collection Summary 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.

These tax collection payments result in an amount **Due US** and will **remain in suspense** in the IATS database until the debt has been paid in full.

On occasion, however, it may be determined that taxes were **over-collected** resulting in an amount **Due the Employee** for the same CIVPCS Travel Order.

For this reason, a **feature** was added to IATS to **apply** an amount Due Employee to **offset** all or a portion of an amount Due US for tax collection debts.

All TPP Tax Collection 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 summary records for a particular employee.

Note: The IATS user cannot edit any field on a System Generated TPP Tax Collection Summary Record. In addition, an IATS user may not manually create a TPP Tax Collection Summary Record.

 **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 TPP Tax Collection 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 |
|--------------------|---------------------|---------------------|-------------------------|--------------|------------------|--------------------------|
| Ship HHG 3rd Party | 1/1/2020 | 1/1/2020 | \$3,621.69 | 10/4/2021 | System Generated | <input type="checkbox"/> |
| Ship HHG 3rd Party | 1/1/2020 | 1/1/2020 | (\$3,517.50) | | System Generated | <input type="checkbox"/> |

Note: The **Select CIVPCS Summary Record** screen **lists every** TPP Tax Collection **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**.

6. **Click** on the TPP Tax Collection **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.

Taxes Assessed:

A new field "**Taxes Assessed**" will only be seen if the amount shown at the **Amount of Entitlement** field is **negative**. The date at this field is populated by the IATS user at the **Calculations** tab on the **Settlement Request** screen when the tax collection transaction is being processed. A date is only entered at this field if the date the taxes were actually assessed is different than the TPP invoice date.

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.

CIVPCS Summary Records

CIVPCS Summary Records - Overview

The **Civilian PCS Summary Record** is a very important element associated with processing CIVPCS settlements. The purpose of this record is to provide a detailed account of every CIVPCS transaction

processed by IATS or manually computed and **entered** by the IATS user. In addition to accounting for the **entitlement** and **collection** data, the CIVPCS Summary Record **contains all** of the **tax liability information** associated with the PCS transactions.

This information is used to generate the following documents:

- **IRS Form W-2**
- **IRS Form 4782**
- **IRS Form 941**
- **IRS Form 6559**

All CIVPCS settlement **transactions** processed in IATS are automatically posted to the summary records. These records are **maintained** in the IATS data base indefinitely, unless **deleted** by the IATS user. Since employees have up to **two years** to complete the transactions associated with a relocation, IATS was designed to **store several years** of CIVPCS **history** using the summary records.

Periodically, an IATS user may want to **view** the summary records for a particular employee. Users may need to **answer** employee's **questions** regarding the computation of an entitlement or the user may want to **verify** the **posting** of payment information.

Click on the **See Also** button below and **select** the particular **topic** for additional information on working with CIVPCS Summary Records.

Viewing CIVPCS Summary Records

Periodically, an IATS user may want to **view** the summary records for a particular employee. Users may need to **answer** employee's **questions** regarding the computation of an entitlement or the user may want to **verify** the **posting** of payment information.

Tip: Civilian PCS Summary Records can be accessed from the **Examiner View** screen, or by clicking on the **Other** button when viewing or processing a **Request for Advance**, or **Settlement**. Please **refer** to the **instructions below** to access Civilian PCS Summary Records by either method.

Note: The privilege "**View Civilian PCS Summary Records**" must be **granted** for the user's account in order for an IATS user **access** to CIVPCS Summary Records.

Complete the following steps to "view" a CIVPCS Summary Record:

1. Login to IATS in the **Examiner View** mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access CIVPCS Records** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The **Traveler Order Selection** screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Click** on the **order number** associated with the CIVPCS record you wish to access and then **click** on the **OK** button. The **Select CIVPCS Summary Record** screen appears.

Select Civilian PCS Summary Record

MANN, CIVILIAN O O: C

TONO: CIVPCS

| Entitlement | 1st Date of Expense | 2nd Date of Expense | Amount Paid to Traveler | Payment Date | How Created | Supplemental |
|-------------------------|---------------------|---------------------|-------------------------|--------------|------------------|--------------------------|
| ▶ Enroute Travel | 7/12/2021 | 7/31/2021 | \$344.96 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| Miscellaneous | 7/1/2021 | | \$1,260.83 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| TQSE - Lump Sum | 8/1/2021 | 8/31/2021 | \$5,324.59 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| Personally Procured HHG | 8/8/2021 | | \$14,984.52 | | System Generated | <input type="checkbox"/> |

Yearly Summary Print Delete View/Modify New

Other... Close ? Help

Note: The **Select CIVPCS Summary Record** screen lists every CIVPCS **transaction** posted to the IATS database by entitlement type. In addition, this screen provides information pertaining to the **date processed, amount paid, date paid, and how** the record was **created**. A **System Generated** record **indicates** that the record was automatically created by **IATS** when a CIVPCS **settlement** was **processed**. A **Manually Created** record **indicates** that the record was manually created by an IATS **user** or was **converted from** an older **IATS** version **database**.

6. **Click** on the CIVPCS **transaction** you wish to display and then **click** on the **View/Modify** button. The **CIVPCS Summary Records** screen appears.

Civilian PCS Summary Records

MANN, CIVILIAN O TONO: CIVPCS

System Generated Summary Record

Expense: Enroute Travel < 7/12/2021 - 7/31/2021 > Expected Payment Year: 2021

| | | | |
|--------------------------------------|--------------------------|---------------------|--------------|
| Amount of Entitlement: | \$355.67 | Taxable: | \$355.67 |
| Entitlement deducted in previous: | <input type="checkbox"/> | FITW Percent: | 22.00 |
| Number of Persons on Enroute Travel: | 2 | WTA Percent: | 28.21 |
| TR Cost: | \$0.00 | WTA: | \$100.32 |
| Meals: | \$240.63 | Total Payment: | \$455.99 |
| Lodging: | \$0.00 | FITW: | \$100.32 |
| Transportation: | \$115.04 | Year to Date Wages: | \$250,000.00 |
| Non-taxable Fringe Benefits: | \$0.00 | FICA: | \$0.00 |
| | | Medicare: | \$6.61 |
| | | Net Paid: | \$344.96 |

State: IN State Wages: \$455.99 State Tax Rate: 0.00 State Withheld: \$0.00

Excess Med: \$455.99 Excess Med Rate: 0.90% Excess Med Tax: \$4.10

Voucher: 1234567 Payment Date: 9/20/2021

Other... Summary Print Back Next Delete OK Cancel ? Help

Enter the Date of Payment for this expense

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.

Request Selection

Controlled Unclassified Information

Block No. Block Type Block Status

Selected Request(s) Number of requests:

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Status |
|-----------|----------------|--------|-----------------|------------|----------|--------------|----------|-------------------|
| 111551111 | MANN, CIVILIAN | CIVPCS | Settlement | 8/8/2021 | 8/8/2021 | 9/20/2021 | PCS | Assigned to Ex... |

Multiple Travelers
Rates
History
DTOD
PCS Summary
Save/Retrieve Scanned Document for MANN, CIVILIAN (CIVPCS)

Delete ViewModify New

Skeleton Request Print Request(s) Done ? Help

2. Click on the **PCS Summary** option. The **Select Traveler** or **Select CIVPCS Summary Record** will appear depending on which screen you were using.
3. From this point, **follow the instructions 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.

Select Civilian PCS Summary Record

MANN, CIVILIAN O O: C TONO: CIVPCS

| Entitlement | 1st Date of Expense | 2nd Date of Expense | Amount Paid to Traveler | Payment Date | How Created | Supplemental |
|---------------------------------|---------------------|---------------------|-------------------------|--------------|------------------|--------------------------|
| Enroute Travel | 7/12/2021 | 7/31/2021 | \$344.96 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| Miscellaneous | 7/1/2021 | | \$1,260.83 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| ▶ TQSE - Lump Sum | 8/1/2021 | 8/31/2021 | \$5,324.59 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| Personally Procured HHG | 8/8/2021 | | \$14,984.52 | | System Generated | <input type="checkbox"/> |
| Pick Up Vehicle at Vehicle Port | 7/12/2021 | 9/20/2021 | \$287.08 | 8/15/2021 | Manually Entered | <input type="checkbox"/> |

Yearly Summary

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.

Civilian PCS Summary Records

MANN, CIVILIAN O TONO: CIVPCS

System Generated Summary Record

Expense: Personally Procured HHG < 8/8/2021 > Expected Payment Year: 2021

| | | | | | | |
|------------------------------|--------------|----------------|------------------|--------|-----------------|----------|
| Amount of Entitlement: | \$15,450.00 | Taxable: | \$15,450.00 | | | |
| | | FITW Percent: | 22.00 | | | |
| | | WTA Percent: | 28.21 | | | |
| | | WTA: | \$4,357.69 | | | |
| | | Total Payment: | \$19,807.69 | | | |
| Non-taxable Fringe Benefits: | \$0.00 | FITW: | \$4,357.69 | | | |
| | | Net Paid: | \$14,984.52 | | | |
| State: IN | State Wages: | \$19,807.69 | State Tax Rate: | 0.00 | State Withheld: | \$0.00 |
| | Excess Med | \$19,807.69 | Excess Med Rate: | 0.90 % | Excess Med Tax: | \$178.27 |
| | Voucher | | Payment Date: | | | |

Other... Summary Print Back Next Delete OK Cancel ? Help

Enter the Voucher Number for this expense

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.

Select Civilian PCS Summary Record

MANN, CIVILIAN O O.: C TONO: CIVPCS

| Entitlement | 1st Date of Expense | 2nd Date of Expense | Amount Paid to Traveler | Payment Date | How Created | Supplemental |
|---------------------------------|---------------------|---------------------|-------------------------|--------------|------------------|--------------------------|
| Enroute Travel | 7/12/2021 | 7/31/2021 | \$344.96 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| Miscellaneous | 7/1/2021 | | \$1,260.83 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| TQSE - Lump Sum | 8/1/2021 | 8/31/2021 | \$5,324.59 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| Personally Procured HHG | 8/8/2021 | | \$14,984.52 | | System Generated | <input type="checkbox"/> |
| Pick Up Vehicle at Vehicle Port | 7/12/2021 | 9/20/2021 | \$287.08 | 8/15/2021 | Manually Entered | <input type="checkbox"/> |

Yearly Summary

Other...

- At the **Select CIVPCS Summary Record** screen, click on the **New** button. The **Civilian PCS Summary Records** screen appears.

Civilian PCS Summary Records

MANN, CIVILIAN O TONO: CIVPCS

Manually Entered Summary Record

Expense: Enroute Travel < 9/21/2021 - 9/21/2021 > Expected Payment Year: 2021

Amount of Expense: Taxable:

Entitlement: Year to Date Wages:

Number of Days: FICA Percent: FICA:

TR Cost: FICA: Medicare:

Meals: Total Payment:

Lodging: Net Paid:

Transportation:

Non-taxable:

State: IN State Tax Rate: State Withheld:

Excess Med: Excess Med Rate: % Excess Med Tax:

Voucher: Payment Date:

Other...

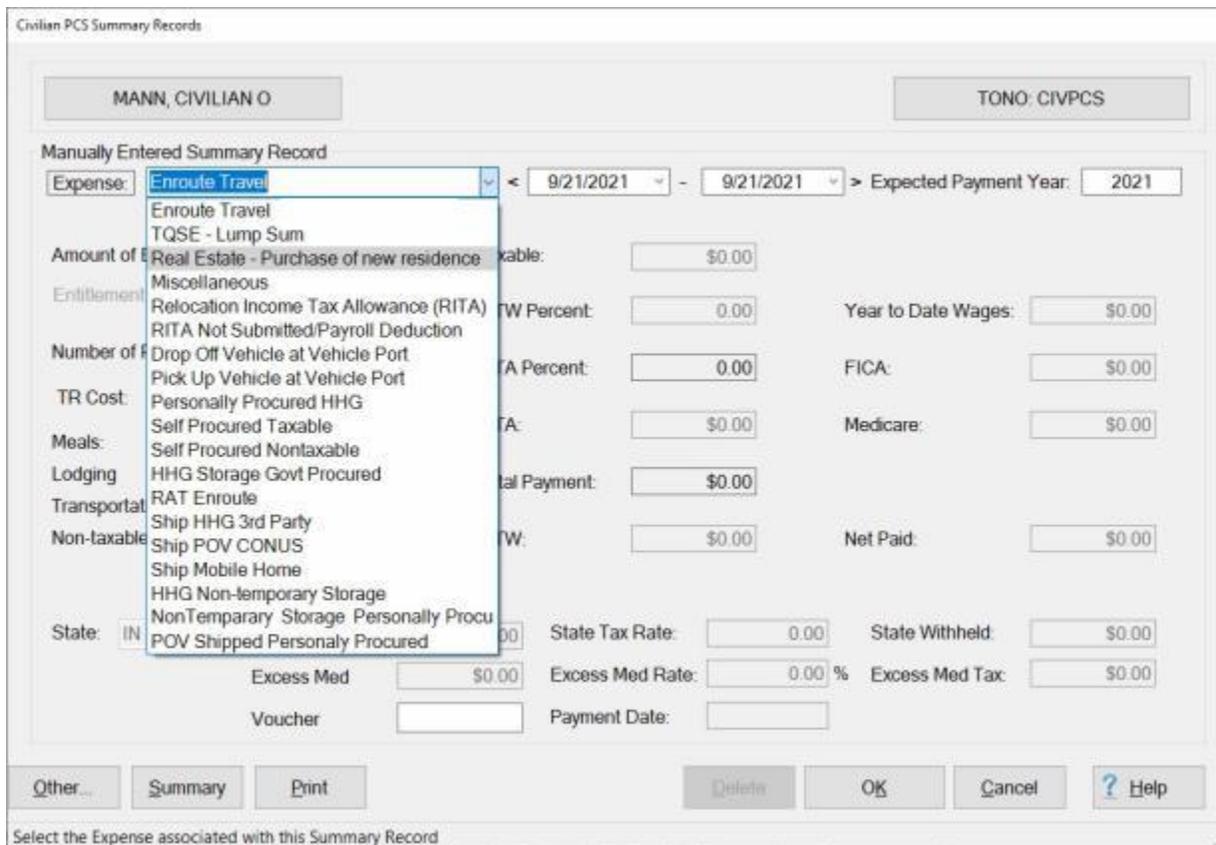
Select the Expense associated with this Summary Record

Click on the link and refer to the Help topic, "[Completing the CIVPCS Summary Records Screen](#)", for additional instructions.

Completing the CIVPCS Summary Records Screen

When manually creating CIVPCS Summary Records, the user must select the CIVPCS Expense type, and enter the required information to complete the Civilian PCS Summary Records screen.

 Complete the following steps to "populate" the Civilian PCS Summary Records screen:



The screenshot shows the 'Civilian PCS Summary Records' window. At the top, there are buttons for 'MANN, CIVILIAN O' and 'TONO: CIVPCS'. Below this is the 'Manually Entered Summary Record' section. The 'Expense' field is a dropdown menu currently showing 'Enroute Travel' and a list of other options including 'TQSE - Lump Sum', 'Real Estate - Purchase of new residence', 'Miscellaneous', 'Relocation Income Tax Allowance (RITA)', 'RITA Not Submitted/Payroll Deduction', 'Drop Off Vehicle at Vehicle Port', 'Pick Up Vehicle at Vehicle Port', 'Personally Procured HHG', 'Self Procured Taxable', 'Self Procured Nontaxable', 'HHG Storage Govt Procured', 'RAT Enroute', 'Ship HHG 3rd Party', 'Ship POV CONUS', 'Ship Mobile Home', 'HHG Non-temporary Storage', 'NonTemporary Storage Personally Procured', and 'POV Shipped Personally Procured'. To the right of the dropdown are date fields for start and end dates (both set to 9/21/2021) and an 'Expected Payment Year' field set to 2021. Below these are several input fields for amounts and percentages, such as 'Amount of Entitlement', 'Taxable', 'TW Percent', 'Year to Date Wages', 'FICA', 'Medicare', 'Net Paid', 'State Tax Rate', 'State Withheld', 'Excess Med', 'Excess Med Rate', and 'Excess Med Tax'. At the bottom of the window are buttons for 'Other...', 'Summary', 'Print', 'Delete', 'OK', 'Cancel', and 'Help'. A status bar at the very bottom reads 'Select the Expense associated with this Summary Record'.

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 **returns** to the **Select CIVPCS Summary Record** screen.

Printing CIVPCS Summary Records

On occasion, it may be necessary to **print** a CIVPCS Summary Record.

 **Complete the following steps to "print" a CIVPCS Summary Record:**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access CIVPCS Records** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The Traveler Order Selection screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Click** on the **order number** associated with the CIVPCS record you wish to access and then **click** on the **OK** button. The **Select CIVPCS Summary Record** screen appears.

Select Civilian PCS Summary Record

MANN, CIVILIAN O O: C

TONO: CIVPCS

| Entitlement | 1st Date of Expense | 2nd Date of Expense | Amount Paid to Traveler | Payment Date | How Created | Supplemental |
|---------------------------------|---------------------|---------------------|-------------------------|------------------|-------------------------|-------------------------------------|
| Enroute Travel | 7/12/2021 | 7/31/2021 | \$344.96 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| Miscellaneous | 7/1/2021 | | \$1,260.83 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| TQSE - Lump Sum | 8/1/2021 | 8/31/2021 | \$5,324.59 | 9/20/2021 | System Generated | <input checked="" type="checkbox"/> |
| Personally Procured HHG | 8/8/2021 | | \$14,984.52 | | System Generated | <input type="checkbox"/> |
| Pick Up Vehicle at Vehicle Port | 7/12/2021 | 9/20/2021 | \$287.08 | 8/15/2021 | Manually Entered | <input type="checkbox"/> |

Yearly Summary Print Delete View/Modify New

Other... Close ? Help

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

Print Selected Summary Record

Print All Summary Records and Yearly Summary

8. **Click** on the desired option. The **Adobe Acrobat Reader** screen appears displaying the record.
9. **Click** on the **Printer Icon**. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the number of copies you wish to print and **click** the **Print** button. IATS **prints** the CIVPCS Summary Record(s) based on the selected option.
12. **Click** on the **X** button at the top right corner of the **Adobe Acrobat Reader** screen to **close** the screen.
13. If **finished** printing CIVPCS Summary Records for this traveler, **click** the **Close** button. IATS **returns** to the **Examiner View** screen.

Deleting CIVPCS Summary Records

In order to delete a CIVPCS Summary Record, your **user account** must be **granted** the privilege "**Delete Civilian PCS Summary Records**".

 **Complete the following steps to "delete" a CIVPCS Summary Record:**

1. Login to IATS in the **Examiner View** mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access CIVPCS Records** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The **Traveler Order** Selection screen will appear.

- At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
- Click** on the **order number** associated with the CIVPCS record you wish to access and then **click** on the **OK** button. The **Select CIVPCS Summary Record** screen appears.

Select Civilian PCS Summary Record

MANN, CIVILIAN O O: C

TONO: CIVPCS

| Entitlement | 1st Date of Expense | 2nd Date of Expense | Amount Paid to Traveler | Payment Date | How Created | Supplemental |
|---------------------------------|---------------------|---------------------|-------------------------|--------------|------------------|--------------------------|
| Enroute Travel | 7/12/2021 | 7/31/2021 | \$344.96 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| Miscellaneous | 7/1/2021 | | \$1,260.83 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| TQSE - Lump Sum | 8/1/2021 | 8/31/2021 | \$5,324.59 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| Personally Procured HHG | 8/8/2021 | | \$14,984.52 | | System Generated | <input type="checkbox"/> |
| Pick Up Vehicle at Vehicle Port | 7/12/2021 | 9/20/2021 | \$287.08 | 8/15/2021 | Manually Entered | <input type="checkbox"/> |

Yearly Summary Print Delete View/Modify New

Other... Close ? Help

- Click** on the listed **record** that you wish to **delete**. IATS highlights the selected **item**.
- 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.
- 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.
- IATS **deletes** the selected **record** and **returns** to the **Select CIVPCS Summary Record** screen.
- 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:**

- Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
- At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access CIVPCS Records** option. The **Select Traveler** screen appears.
- 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.
- At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.

5. Click on the **order number** associated with the CIVPCS record you wish to access and then click on the **OK** button. The **Select CIVPCS Summary Record** screen appears.

Select Civilian PCS Summary Record

MANN, CIVILIAN O O: C TONO: CIVPCS

| Entitlement | 1st Date of Expense | 2nd Date of Expense | Amount Paid to Traveler | Payment Date | How Created | Supplemental |
|-------------------------|---------------------|---------------------|-------------------------|--------------|------------------|-------------------------------------|
| ▶ Enroute Travel | 7/12/2021 | 7/31/2021 | \$344.96 | 9/20/2021 | System Generated | <input checked="" type="checkbox"/> |
| Miscellaneous | 7/1/2021 | | \$1,260.83 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| TQSE - Lump Sum | 8/1/2021 | 8/31/2021 | \$5,324.59 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| Personally Procured HHG | 8/8/2021 | | \$14,984.52 | | System Generated | <input type="checkbox"/> |

Yearly Summary Print Delete View/Modify New

Other... Close ? Help

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

CIV PCS Summary - Yearly Summary

MANN, CIVILIAN O TONO: CIVPCS

| Description | 2021 | 2022 | 2023 | 2024 |
|-------------------------|------------|------|------|------|
| ▶ Entitlement: | \$7,495.67 | | | |
| Taxable: | \$7,495.67 | | | |
| WTA Received: | \$2,114.17 | | | |
| WTA Collected: | | | | |
| FITW: | \$2,114.17 | | | |
| FICA: | \$25.00 | | | |
| Medicare: | \$221.80 | | | |
| State Tax: | | | | |
| Household Goods: | | | | |
| Fringe: | | | | |
| HHG Storage NonTaxable: | | | | |
| HHG Storage Taxable: | | | | |
| Enroute Travel | | | | |
| Meals only: | \$355.67 | | | |
| Fringe: | | | | |
| House Hunting: | | | | |
| Fringe: | | | | |

Other... Print OK ? Help

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

7. If desired, **generate** a print-out of this screen by **clicking** on the **Print** button.
8. When **finished** viewing the Yearly Summary screen for this traveler, **click** on the **OK** button. IATS **returns** to the **Select CIVPCS Summary Record** screen.
9. At the **Select CIVPCS Summary Record** screen, **click** on the **Close** button. IATS **returns** to the **Examiner View** screen.

Special CIVPCS Adjustments

A feature has been included with IATS that allows the **Examiner** to access CIVPCS Summary Records and perform special adjustments to the data that was previously entered.

Note: This feature is only allowed for CIVPCS Summary Records that were **manually** entered.

 **Complete the following steps to "perform" a CIVPCS Special Adjustment:**

1. Login to IATS in the **Examiner View** mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access CIVPCS Records** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The Traveler Order Selection screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Click** on the **order number** associated with the CIVPCS record you wish to access and then **click** on the **OK** button. The **Select CIVPCS Summary Record** screen appears.

Select Civilian PCS Summary Record

MANN, CIVILIAN O O: C

TONO: CIVPCS

| Entitlement | 1st Date of Expense | 2nd Date of Expense | Amount Paid to Traveler | Payment Date | How Created | Supplemental |
|---------------------------------|---------------------|---------------------|-------------------------|--------------|------------------|-------------------------------------|
| Enroute Travel | 7/12/2021 | 7/31/2021 | \$344.96 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| Miscellaneous | 7/1/2021 | | \$1,260.83 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| TQSE - Lump Sum | 8/1/2021 | 8/31/2021 | \$5,324.59 | 9/20/2021 | System Generated | <input type="checkbox"/> |
| Personally Procured HHG | 8/8/2021 | | \$14,984.52 | | System Generated | <input type="checkbox"/> |
| Pick Up Vehicle at Vehicle Port | 7/12/2021 | 9/20/2021 | \$287.08 | 8/15/2021 | Manually Entered | <input checked="" type="checkbox"/> |

Yearly Summary Print Delete View/Modify New

Other... Close ? Help

Note: The **Select CIVPCS Summary Record** screen lists every CIVPCS transaction posted to the IATS database by entitlement type. In addition, this screen provides information pertaining to the **date processed, amount paid, date paid, and how** the record was **created**.

6. **Click** on the CIVPCS **transaction** you wish to adjust and then **click** on the **View/Modify** button. The **CIVPCS Summary Records** screen appears.

Civilian PCS Summary Records

MANN, CIVILIAN O TONO: CIVPCS

Manually Entered Summary Record

Expense: Pick Up Vehicle at Vehicle Port < 7/12/2021 > Expected Payment Year: 2021

Amount of Entitlement: \$350.00 Taxable: \$350.00

FITW Percent: 22.00 Year to Date Wages: \$35,000.00

WTA Percent: 28.21 FICA: \$35.00

WTA: \$98.72 Medicare: \$6.51

Total Payment: \$448.72

FITW: \$98.72 Net Paid: \$287.08

State: IN State Wages: \$448.72 State Tax Rate: 0.00 State Withheld: \$0.00

Excess Med \$0.00 Excess Med Rate: 0.90 % Excess Med Tax: \$0.00

Voucher 333444 Payment Date: 8/15/2021

Other... Summary Print Back Next Delete OK Cancel ? Help

Enter the FICA for this expense

7. At the **CIVPCS Summary Records** screen **click** in the appropriate input field and **type** the desired **adjustment**.
8. When **finished** adjusting the CIVPCS Summary Record, **click** the **OK** button to **save** the changes and **return** to the **Select CIVPCS Summary Record** screen.
9. If **finished** adjusting CIVPCS Summary Records for this traveler, **click** the **Close** button. IATS **returns** to the **Examiner View** screen.

Supplemental Settlement Requests

Processing Supplemental Requests

Travel settlement claims are sometimes **underpaid**, or **overpaid**. This may occur for a number of different reasons. For instance, the IATS user's initial **input** was **incorrect**; or maybe the **traveler** failed to **claim** an **expense** on the original **settlement**.

Regardless of the reason, a supplemental claim is normally **required** to **recalculate** the correct entitlement. The total **entitlement** from the previous **settlement** is **deducted** from the total **entitlement** calculated on the **supplemental** settlement. The **difference** is either **paid** to, or **collected** from the traveler.

Note: The following restriction applies to processing **supplemental** settlements for **CIVPCS** travel:

- **CIVPCS:** - For all customers, **no new entitlements** can be **added** for **CIVPCS** travel. For example: the original settlement consisted of a **TQSE** payment. Users cannot process a **supplemental** payment against this original settlement and **add** entitlements such as **Miscellaneous Expense Allowance, Enroute, Real Estate Expenses, etc.** Users may only process a **supplemental** payment **against** the original entitlement. In this example it was **TQSE**.

Click on the **See Also** button below and **select** the particular **topic** for additional information on processing **supplemental** settlements.

TDY Supplemental Settlements

Travel settlement claims are sometimes **underpaid**, or **overpaid**. This may occur for a number of different reasons. For instance, the IATS user's initial **input** was **incorrect**; or maybe the **traveler** failed to **claim** an **expense** on the original settlement.

Regardless of the reason, a supplemental claim is normally **required** to **recalculate** the correct entitlement. The total entitlement from the previous settlement is **deducted** from the total entitlement calculated on the **supplemental** settlement. The **difference** is either **paid** to, or **collected** from the traveler.

 Complete the following steps to "process" a TDY Supplemental Request for Settlement:

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button. The **Select Travel** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press** *Tab*. When the account information appears, **click** on **OK**. The **Traveler Order Selection** screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Ensure** that the order **number** associated with the original settlement is **selected**.

Note: After selecting the order, the **Settlement Request** screen appears. At this screen, the **type** of **settlement** defaults to "**Supplemental - Subsequent Submission**".

Settlement Request - Block No: SUPPLY - Request No: NEW

SMITH, MARKY M. E9 TONO: SCR1509

Request Type - Settlement
 Type of Settlement: Supplemental - Subsequent Submission
 Suppl Reason: Trvlr Generated

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

Types of Entitlements Claimed
 Travel Not Performed
 Not a Reservist

| Trips/Type | Dates Encompassed | Status |
|---------------------|-----------------------|----------------|
| Temporary Duty Trip | 1/13/2020 - 1/17/2020 | Validated Data |

Add Itinerary
View/Modify
Delete

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

Receipts... Other... SAVE Cancel ? Help

Select reason Suppl was entered

Note: At the **Suppl Reason** field, you must select the appropriate **reason** why the supplemental claim is being processed. **Click** on the *down arrow* and then **click** on the correct reason. This information is used to generate the **Reason for Supplemental** report required by DFAS.

6. At this screen, **click** on the **Entitlements** tab.
7. At the **Entitlements** tab, any previous entitlements processed against the selected travel order are **displayed** in the **Types of Entitlements Claimed** section. **Click** on the desired **entitlement** and then **click** the **View/Modify** button.
8. At the **Trip** screen, **determine** whether the **Actual Itinerary** or the **Reimbursables** tab requires **modification** and **click** on the **appropriate** tab.
9. After clicking on the [Actual Itinerary](#) or the [Reimbursables](#) tab, **make** the necessary changes to the original entries.

Tip: If any **changes** are made to the **itinerary**, be sure to **click** on the [Exceptions](#) button and **click** the Yes button to have IATS **recalculate** the daily meals or lodging and then **click** the **OK** button to proceed.

10. After making the required changes to the **itinerary** and/or the **Reimbursables** tab, **click** on the [Financial tab](#) and **modify** the **accounting** lines to reflect the **changes** to the entitlement.

Note: The accounting lines should **reflect** the **amount due the traveler** or **due the US** based upon the **changes** made with the **supplemental** settlement. It's a good idea to **review** the **Calculations** tab before **proceeding** to the **Financial** tab to **determine** the **amount due the member** or **due the US**.

11. After **adjusting** the accounting lines, **add** any desired [remarks](#) and **finish** processing the request.

Blanket TDY Order Supplemental Settlements

Travel settlement claims are sometimes **underpaid**, or **overpaid**. This may occur for a number of different reasons. For instance, the IATS user's initial **input** was **incorrect**; or maybe the **traveler failed** to **claim** an **expense** on the original settlement.

Regardless of the reason, a supplemental claim is normally **required** to **recalculate** the correct entitlement. The total entitlement from the previous settlement is **deducted** from the total entitlement calculated on the **supplemental** settlement. The **difference** is either **paid** to, or **collected** from the traveler.

 **Complete the following steps to "process" a Blanket/Repetitive TDY Order Supplemental Request for Settlement:**

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button. The **Select Travel** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press** *Tab*. When the account information appears, **click** on **OK**. The **Traveler Order Selection** screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Ensure** that the order **number** associated with the original settlement is **selected**.
6. After selecting the order, the **Select Supplemental To:** screen appears.

Select Supplemental to:

Block No. BLNKTSUPP

MANN, ARMY TONO: BLNKT

| Claim No. | From Date | To Date | Amount | Type |
|-----------|-----------|-----------|----------|------|
| 80 | 2/15/2021 | 2/19/2021 | \$761.10 | |
| 81 | 4/15/2021 | 4/19/2021 | \$761.10 | |
| 82 | 7/15/2021 | 7/19/2021 | \$761.10 | |

Other Claim is Not a Supplemental Select Cancel ? Help

Indicate if the claim is not a supplemental or select a previous claim.

Note: When the **Select Supplemental To** screen appears, every settlement previously processed against the selected **blanket/repetitive** travel order is **listed**.

Tip: If wanting to process a new settlement for a different trip, rather than process a supplemental, **click** on the **Claim is Not a Supplemental** button.

7. **Click** on the **entitlement** you wish to **process** a **supplemental** settlement against. When the desired settlement is highlighted, **click** on the **Select** button. The **Settlement Request** screen appears.

Settlement Request - Block No: BLNKTSUPP - Request No: NEW

MANN, ARMY: E7 TONO: BLNKT

Request Type - Settlement

Type of Settlement: Supplemental - Subsequent Submission

Suppl Reason: Trvl Generated

Remit To: Adv/Acct: Entitlements: Calculations: Financial: Remarks:

Types of Entitlements Claimed

| Trips/Type | Dates Encompassed | Status |
|---------------------|-----------------------|----------------|
| Temporary Duty Trip | 4/15/2021 - 4/19/2021 | Validated Data |

Buttons: Add Itinerary, View/Modify, Delete

Navigation: <Back, Next>

Buttons: Daily Summary, Elapsed Time, Cons. Comp., Show Calcs

Buttons: Receipts..., Other...

Buttons: SAVE, Cancel, ? Help

Select reason Suppl was entered

Note: At the **Suppl Reason** field, you must **select** the appropriate **reason** why the supplemental claim is being processed. **Click** on the *down arrow* and then **click** on the correct reason. This information is used to generate the **Reason for Supplemental** report required by DFAS.

8. At this screen, **click** on the **Entitlements** tab.
9. At the **Entitlements** tab, any previous entitlements processed against the selected travel order are **displayed** in the **Types of Entitlements Claimed** section. **Click** on the desired **entitlement** and then **click** the **View/Modify** button.
10. At the **Trip** screen, **determine** whether the **Actual Itinerary** or the **Reimbursables** tab requires **modification** and **click** on the **appropriate** tab.
11. After clicking on the [Actual Itinerary](#) or the [Reimbursables](#) tab, **make** the necessary changes to the original entries.

Tip: If any **changes** are made to the **Itinerary**, be sure to **click** on the [Exceptions](#) button and click the **Yes** button to have IATS **recalculate** the daily meals or lodging and then **click** the **OK** button to proceed.

12. After making the required changes to the **Itinerary** and/or the **Reimbursables** tab, **click** on the [Financial tab](#) and **modify** the **accounting** lines to reflect the **changes** to the entitlement.

Note: The accounting lines should **reflect** the **amount** due the traveler or due the US based upon the **changes** made with the **supplemental** settlement. It's a good idea to **review** the **Calculations** tab before proceeding to the **Financial** tab to **determine** the **amount** due the member or due the US.

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

MILPCS Supplemental Settlements

Travel settlement claims are sometimes **underpaid**, or **overpaid**. This may occur for a number of different reasons. For instance, the IATS user's initial **input** was **incorrect**; or maybe the **traveler** failed to **claim** an **expense** on the original **settlement**.

Regardless of the reason, a supplemental claim is normally **required** to **recalculate** the correct entitlement. The total **entitlement** from the previous **settlement** is **deducted** from the total **entitlement** calculated on the **supplemental** settlement. The **difference** is either **paid** to, or **collected** from the traveler.

 **Complete the following steps to "process" a MILPCS Supplemental Request for Settlement:**

1. Select or create a block for processing.
2. At the **Request Selection** screen, **select** the desired settlement request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button. The **Select Travel** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press** *Tab*. When the account information appears, **click** on **OK**. The **Traveler Order Selection** screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Ensure** that the order **number** associated with the original settlement is **selected**.
6. After selecting the order, the **Select Supplemental To:** screen appears.

Select Supplemental to:

Block No. 201229MPCS

ONE, MILITARY A TONO: 111111

| Claim No. | From Date | To Date | Mem Enrt | Dep Enrt | Mem COT | Dep COT | DO Veh | PU Veh | DLA | DITY | DITY Return | TLE | TLA | House Trail | Ren Tr |
|-----------|-----------|-----------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 3 | 3/1/2020 | 3/15/2020 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Other Claim is Not a Supplemental Select Cancel ? Help

Indicate if the claim is not a supplemental or select a previous claim.

Note: When the **Select Supplemental To** screen appears, every settlement previously processed against the selected travel order is **listed**. In addition, the various MILPCS entitlements are **represented** by a **column**. If a check mark appears in the **box** in the entitlement **column**, that **indicates** that the previous payment involved that particular entitlement. In this example, a **check mark** appears in the **Memb 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.

Settlement Request - Block No: 201229MPCS - Request No: NEW

ONE, MILITARY A E7 TONO: 111111

Request Type - Settlement

Type of Settlement: Supplemental - Subsequent Submission

Suppl Reason: Trvlr Generated

Types of Entitlements Claimed

Travel Not Performed Effective Date of Orders: 3/10/2020

| Trips/Type | Dates Encompassed | Status |
|--------------------|----------------------|----------------|
| Enroute PCS Travel | 3/1/2020 - 3/15/2020 | Validated Data |

Buttons: Add Entitlement, View/Modify, Delete

Buttons: <Back, Next>, Daily Summary, Elapsed Time, Cons. Comp, Show Calcs

Buttons: Receipts..., Other..., SAVE, Cancel, ? Help

Select reason Suppl was entered

Note: At the **Suppl Reason** field, you must select the appropriate **reason** why the supplemental claim is being processed. **Click** on the *down arrow* and then **click** on the correct reason. This information is used to generate the **Reason for Supplemental** report required by DFAS.

8. At this screen, **click** on the **Entitlements** tab.
9. At the **Entitlements** tab, any previous entitlements processed against the selected travel order are **displayed** in the **Types of Entitlements Claimed** section. **Click** on the desired **entitlement** and then **click** the **View/Modify** button.
10. IATS will now **display** the input screens for the previously entered entitlement.
11. **Make** the required input **changes** to the previously entered entitlement.
12. You may also **click** on the **Add Entitlement** button and **select** a new entitlement to be **added** to the previously processed claim.

Tip: If any **changes** are made to the **itinerary**, be sure to **click** on the **Exceptions** button and click the **Yes** button to have IATS **recalculate** the daily meals or lodging and then **click** the **OK** button to proceed.

13. After making the required changes to the previously entered entitlement, **click** on the **Financial tab** and **modify** the **accounting** lines to reflect the **changes** to the entitlement.

Note: The accounting lines should **reflect** the **amount** due the traveler or due the US based upon the **changes** made with the **supplemental** settlement. It's a good idea to **review** the **Calculations** tab before **proceeding** to the **Financial** tab to **determine** the **amount** due the member or due the US.

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

CIVPCS Supplemental Settlements

Travel settlement claims are sometimes **underpaid**, or **overpaid**. This may occur for a number of different reasons. For instance, the IATS user's initial **input** was **incorrect**; or maybe the **traveler failed** to **claim** an **expense** on the original settlement.

Regardless of the reason, a supplemental claim is normally **required** to **recalculate** the correct entitlement. The total entitlement from the previous settlement is **deducted** from the total entitlement calculated on the **supplemental** settlement. The **difference** is either **paid** to, or **collected** from the traveler.

Note: When processing a **supplemental** settlement for **CIVPCS** travel, no new entitlements can be **added**. For example; the original settlement consisted of a **TQSE** payment. Users cannot process a **supplemental** payment against this original settlement and **add** entitlements such as **Miscellaneous Expense Allowance, Enroute, Real Estate Expenses, etc.** Users may only process a **supplemental** payment **against** the original entitlement. In this example it was **TQSE**.

 **Complete the following steps to "process" a CIVPCS Supplemental Request for Settlement:**

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired settlement request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button. The **Select Travel** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press** **Tab**. When the account information appears, **click** on **OK**. The **Traveler Order Selection** screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Ensure** that the order **number** associated with the original settlement is **selected**.
6. After selecting the order, the **Select Supplemental To:** screen appears.

Select Supplemental to:

Block No. CPCS4

ARNOLD, TOMMY G

TONO: PCSADV

| From Date | To Date | Emp Enrt | Dep Enrt | Mem COT | Dep COT | DO Veh | PU Veh | HHG | Temp Storage | Buy Home | Sell Home | Buy Lease | Prpty Mgmt | Emp HH | Spouse HH | M |
|-----------|-----------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---|
| 7/1/2021 | 7/1/2021 | <input type="checkbox"/> | |
| 8/2/2021 | 8/13/2021 | <input checked="" type="checkbox"/> | |

Other
Claim is **Not** a Supplemental
Select
FICA Refund
Cancel
? Help

Indicate if the claim is not a supplemental or select a previous claim.

Note: When the **Select Supplemental To** screen appears, every settlement previously processed against the selected travel order is **listed**. In addition, the various CIVPCS entitlements are **represented** by a **column**. If a check mark appears in the **box** in the entitlement **column**, that **indicates** that the previous payment involved that particular **entitlement**. In this example, a **check mark** appears in the **HH (House Hunting)** 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.

Settlement Request - Block No: CPCS4 - Request No: NEW

ARNOLD, TOMMY G. C. TONO: PCSADV

Request Type - Settlement

Type of Settlement: Supplemental - Subsequent Submission

Suppl Reason: Trvlr Generated

Permit To: Adv/Accr: Entitlements: Calculations: Financial: Remarks:

Types of Entitlements Claimed

Effective Date of Orders: 8/20/2021

| Trips/Type | Dates Encompassed | Status |
|--------------------|----------------------|----------------|
| House Hunting Trip | 8/2/2021 - 8/13/2021 | Validated Data |

View/Modify

Delete

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

Receipts Other

SAVE Cancel ? Help

Select reason Suppl was entered

Note: At the **Suppl Reason** field, you must **select** the appropriate **reason** why the supplemental claim is being processed. **Click** on the *down arrow* and then **click** on the correct reason. This information is used to generate the **Reason for Supplemental** report required by DFAS.

8. At this screen, **click** on the **Entitlements** tab.
9. At the **Entitlements** tab, any previous entitlements processed against the selected travel order are **displayed** in the **Types of Entitlements Claimed** section. **Click** on the desired **entitlement** and then **click** the **View/Modify** button.
10. IATS will now **display** the input screens for the previously entered entitlement.
11. **Make** the required input **changes** to the previously entered entitlement.

Tip: If any **changes** are made to the **itinerary**, be sure to **click** on the **Exceptions** button and **click** the **Yes** button to have IATS **recalculate** the daily meals or lodging and then **click** the **OK** button to proceed.

12. After making the required changes to the previously entered entitlement, **click** on the **Financial tab** and **modify** the **accounting** lines to reflect the **changes** to the entitlement.

Note: The accounting lines should **reflect** the **amount due the traveler** or **due the US** based upon the **changes** made with the **supplemental** settlement. It's a **good idea** to **review** the **Calculations** tab **before proceeding** to the **Financial** tab to **determine** the **amount due the member** or **due the US**.

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

Supplementals for Partial Settlements

Travel settlement claims are sometimes **underpaid**, or **overpaid**. This may occur for a number of different reasons. For instance, the IATS user's initial **input** was **incorrect**; or maybe the **traveler** **failed** to **claim** an **expense** on the **original** **settlement**.

Regardless of the reason, a supplemental claim is normally **required** to **recalculate** the correct entitlement. The **total entitlement** from the **previous** **settlement** is **deducted** from the **total entitlement** calculated on the **supplemental** settlement. The **difference** is either **paid** to, or **collected** from the traveler.

 **Complete the following steps to "process" a Supplemental Request for Settlement for a Partial Settlement:**

1. Select or **create a block** for processing.
2. At the **Request Selection** screen, **select** the desired request **if** it was **already** **logged** to the block. If the request was **not** previously **logged** to the block, **click** the **New** button. The **Select Travel** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press** **Tab**. When the account information appears, **click** on **OK**. The **Traveler Order Selection** screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Ensure** that the order **number** **associated** with the **original** settlement is **selected**.
6. After selecting the order, the **Select Supplemental To:** screen appears.

Select Supplemental to:

Block No. PARTSUPP

JONES, DEVIN G TONO: LTTDY

| Claim No. | From Date | To Date | Amount | Type |
|-----------|-----------|-----------|------------|------|
| 65 | 2/5/2021 | 2/28/2021 | \$1,736.89 | |
| 66 | 3/1/2021 | 3/31/2021 | \$1,975.00 | |
| 67 | 4/1/2021 | 4/30/2021 | \$1,995.21 | |

Other Full Claim Claim is Not a Supplemental Select Cancel ? Help

MultiSelect Allowed

Indicate if the claim is not a supplemental or select a previous claim.

Note: When the **Select Supplemental To** screen appears, every settlement previously processed against the selected **Partial Settlement** travel order is **listed**.

Tip: If wanting to process a new settlement for a different trip, rather than process a supplemental, **click** on the **Claim is Not a Supplemental** button.

7. **Click** on the partial settlement you wish to **process** a **supplemental** settlement against. When the desired settlement is highlighted, **click** on the **Select** button. The **Settlement Request** screen appears.

Settlement Request - Block No: 7675SUPP - Request No: NEW

JONES, DEVIN G: E7 TONO: LTTDY*

Request Type - Settlement

Type of Settlement: Supplemental to a Partial Type of Partial: Middle Partial Suppl Reason: Trvfr Generated

Remit To Adv/Accri Entitlements Calculations Financial Remarks

Types of Entitlements Claimed: Not a Reservist

| Trips/Type | Dates Encompassed | Status |
|---------------------|----------------------|----------------|
| Temporary Duty Trip | 3/1/2021 - 3/31/2021 | Validated Data |

Add Itinerary View/Modify Delete

<Back Next> Daily Summary Elapsed Time Cons. Comp. Show Calc

Receipts... Other... SAVE Cancel ? Help

Select reason Suppl was entered

Note: At the **Suppl Reason** field, you must select the appropriate **reason** why the supplemental claim is being processed. **Click** on the *down arrow* and then **click** on the correct reason. This information is used to generate the **Reason for Supplemental** report required by DFAS.

8. At this screen, **click** on the **Entitlements** tab.
9. At the **Entitlements** tab, the selected **partial settlement** processed against the selected travel order is **displayed** in the **Types of Entitlements Claimed** section. **Click** on the **View/Modify** button to continue.
10. At the **Trip** screen, **determine** whether the **Actual Itinerary** or the **Reimbursables** tab requires **modification** and **click** on the **appropriate** tab.
11. After clicking on the [Actual Itinerary](#) or the [Reimbursables](#) tab, **make** the necessary changes to the original entries.

Tip: If any **changes** are made to the **Itinerary**, be sure to **click** on the [Exceptions](#) button and **click** the **Yes** button to have IATS **recalculate** the daily meals or lodging and then **click** the **OK** button to proceed.

12. After making the required changes to the **Itinerary** and/or the **Reimbursables** tab, **click** on the [Financial tab](#) and **modify** the **accounting** lines to reflect the **changes** to the entitlement.

Note: The accounting lines should **reflect** the **amount** due the traveler or due the US based upon the **changes** made with the **supplemental** settlement. It's a good idea to **review** the **Calculations** tab before **proceeding** to the **Financial** tab to **determine** the **amount** due the member or due the US.

13. After **adjusting** the accounting lines, **add** any desired [remarks](#) and **finish** processing the request.

Processing Collections

About Collections

In order to **clear** a **suspense** item from the IATS suspense file, a **collection** of the **debt** is **required**. Collections can be processed through IATS using any of the following methods:

- [Deduct Collection from Request for Settlement](#)
- [Cash Collection Voucher](#)
- [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.

Items Ready for Collection Action

| SSN | Name | Order Number | Amount | Date Due | Trip Number |
|---------------|----------------------|--------------|------------|----------|-------------|
| FILTER by SSN | | | | | |
| 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 |

Buttons: OK, Cancel, Help

When this screen appears, all 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.

Filtering the Data:

Items Ready for Collection Action

| SSN | Name | Order Number | Amount | Date Due | Trip Number |
|---------------|---------------------|--------------|------------|----------|-------------|
| FILTER by SSN | | | | | |
| 121-21-2121 | (All) | 0403AA | \$137.60 | 7/2/2020 | 0 |
| 121-21-2121 | CIVILIAN, FOUR | 0407ADV2 | \$1,007.53 | 7/2/2020 | 0 |
| 131-31-3131 | CIVILIAN, NUMBERSIX | ARMY040AA | \$428.70 | 7/2/2020 | 0 |
| 131-31-3131 | CIVILIAN, PERSON | ARMY0406AB | \$8,197.31 | 7/2/2020 | 0 |
| 151-51-5151 | CIVILIAN, TWO | 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 |

Buttons: OK, Cancel, Help

Double-click on a row to select

- You will notice a **blank line** just under 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 as shown above. 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 as shown above.

- Click on the desired item and IATS will then only display the **data** for that selected item as shown below.

Items Ready for Collection Action

| SSN | Name | Order Number | Amount | Date Due | Trip Number |
|---------------|------------------|--------------|---------|----------|-------------|
| FILTER by SSN | CIVILIAN, PERSON | | | | |
| 222-22-2222 | CIVILIAN, PERSON | ARMY0406F | \$54.00 | 7/2/2020 | 0 |
| 222-22-2222 | CIVILIAN, PERSON | ARMY0407SA | \$56.71 | 7/2/2020 | 0 |

OK Cancel ? Help

Double-click on a row to select

Sorting the Data:

Items Ready for Collection Action

Sort Indicator Button

| SSN | Name | Order Number | Amount | Date Due | Trip Number |
|---------------|---------------------|--------------|------------|----------|-------------|
| FILTER by SSN | | | | | |
| 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 |
| 444-44-4444 | CIVILIAN, NUMBERSIX | 0616SA | \$158.62 | 7/2/2020 | 0 |
| 222-22-2222 | CIVILIAN, PERSON | ARMY0406F | \$54.00 | 7/2/2020 | 0 |
| 222-22-2222 | CIVILIAN, PERSON | ARMY0407SA | \$56.71 | 7/2/2020 | 0 |
| 321-32-1321 | CIVILIAN, TWO | TO0324SF | \$125.00 | 7/2/2020 | 0 |
| 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 |
| 220-01-0009 | Last, First | 0407ADV1 | \$5,000.00 | 7/2/2020 | 0 |

OK Cancel ? Help

Double-click on a row to select

- 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

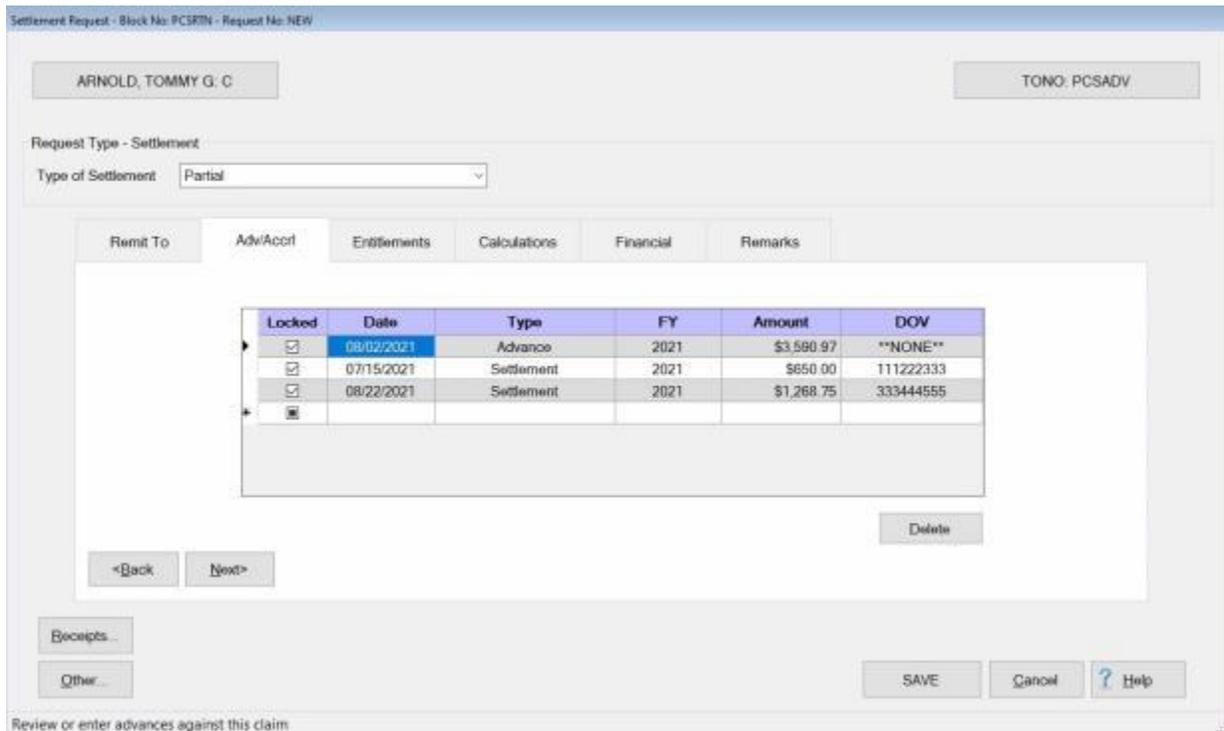
Most suspense items are **liquidated** when a **Request for Settlement** is processed to off-set an **advance** payment. When the **settlement** is processed, the total entitlement for the travel is calculated and any **funds paid in advance** are **collected** back from the total entitlement. Anything 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** screen. This normally occurs when the office paying an advance **mails** a copy to the office responsible for the settlement.

 **Complete the following steps to "deduct" a collection from a settlement:**

1. When processing a Request for Settlement, **look** at **Block # 9** of the **DD1351-2** (Travel Voucher). **Travelers** are **responsible** for indicating advances received in Block # 9.
2. At the **Settlement Request** screen, **click** on the **Adv/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.



| Locked | Date | Type | FY | Amount | DOV |
|-------------------------------------|------------|------------|------|------------|-----------|
| <input checked="" type="checkbox"/> | 08/02/2021 | Advance | 2021 | \$3,590.97 | **NONE** |
| <input checked="" type="checkbox"/> | 07/15/2021 | Settlement | 2021 | \$650.00 | 111222333 |
| <input checked="" type="checkbox"/> | 08/22/2021 | Settlement | 2021 | \$1,268.75 | 333444555 |

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.

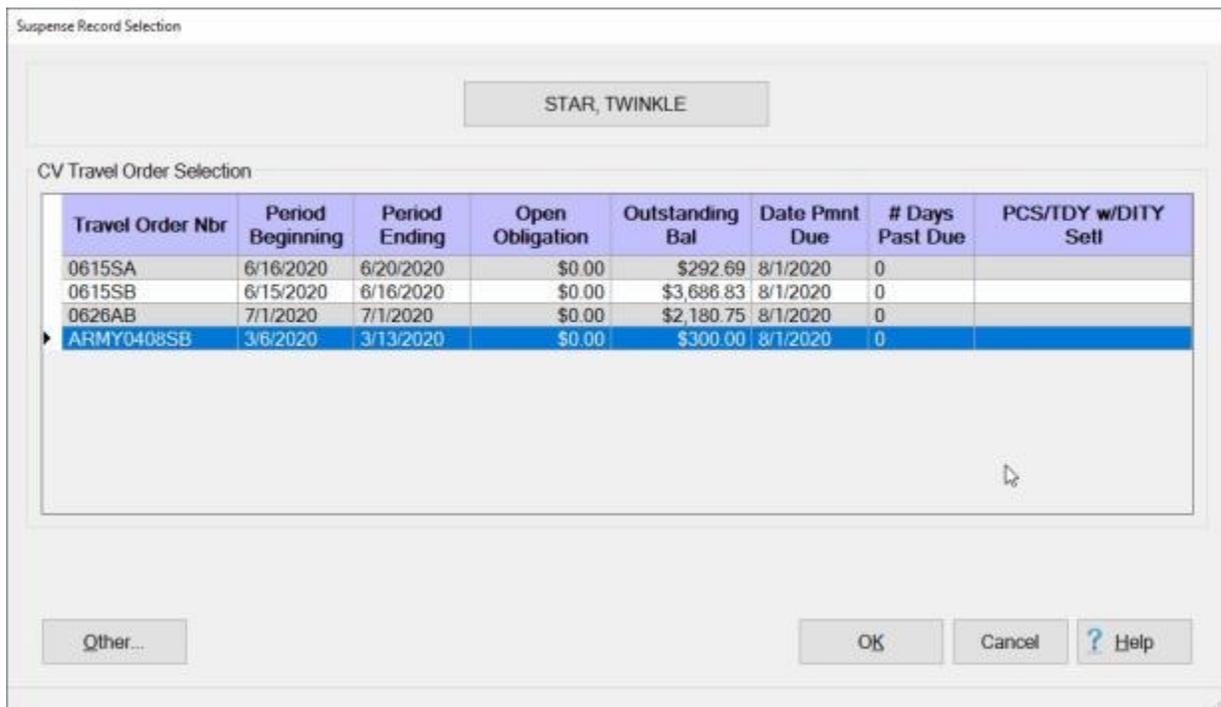
Create Cash Collection Voucher

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.

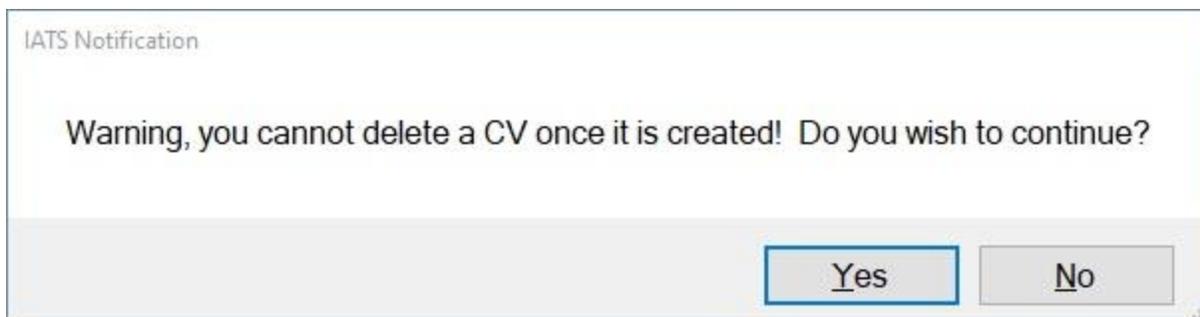
 **Complete the following steps to "manually post a CV#" and generate DD Form 1131:**

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.

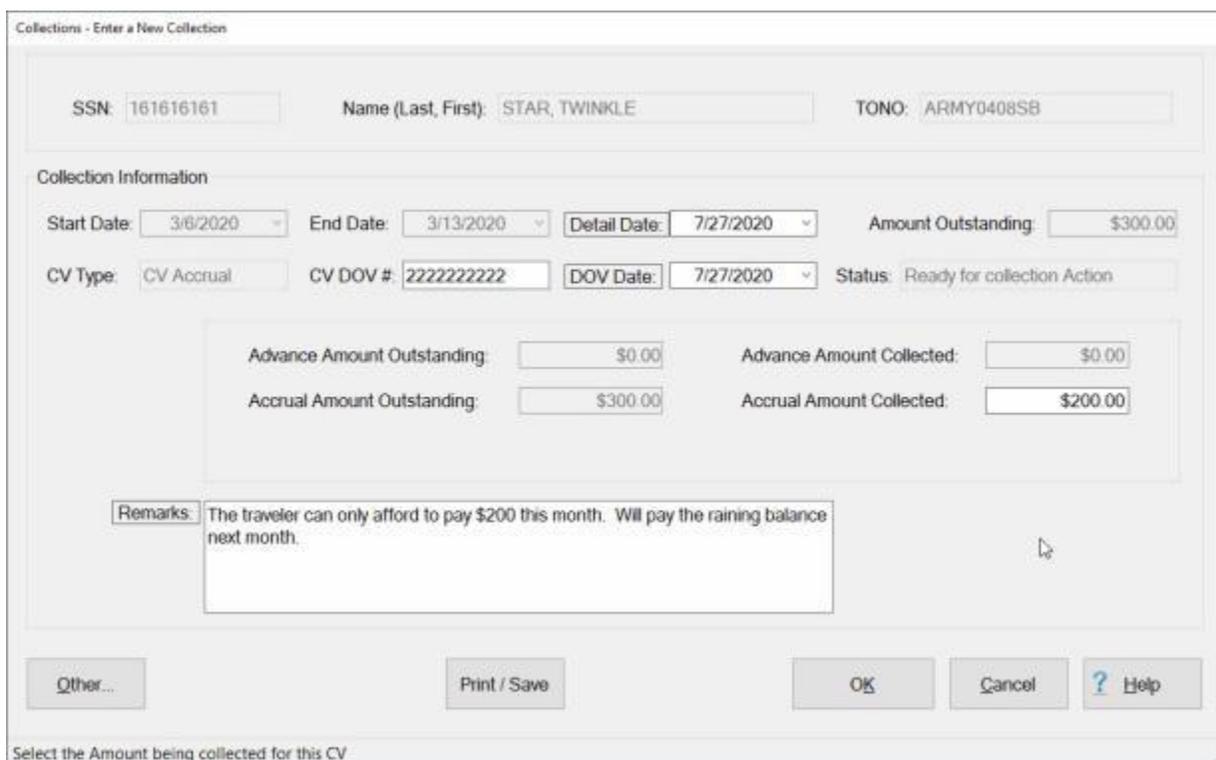


| Travel Order Nbr | Period Beginning | Period Ending | Open Obligation | Outstanding Bal | Date Pmnt Due | # Days Past Due | PCS/TDY w/DITY Sell |
|------------------|------------------|---------------|-----------------|-----------------|---------------|-----------------|---------------------|
| 0615SA | 6/16/2020 | 6/20/2020 | \$0.00 | \$292.69 | 8/1/2020 | 0 | |
| 0615SB | 6/15/2020 | 6/16/2020 | \$0.00 | \$3,686.83 | 8/1/2020 | 0 | |
| 0626AB | 7/1/2020 | 7/1/2020 | \$0.00 | \$2,180.75 | 8/1/2020 | 0 | |
| ▶ ARMY0408SB | 3/6/2020 | 3/13/2020 | \$0.00 | \$300.00 | 8/1/2020 | 0 | |

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.

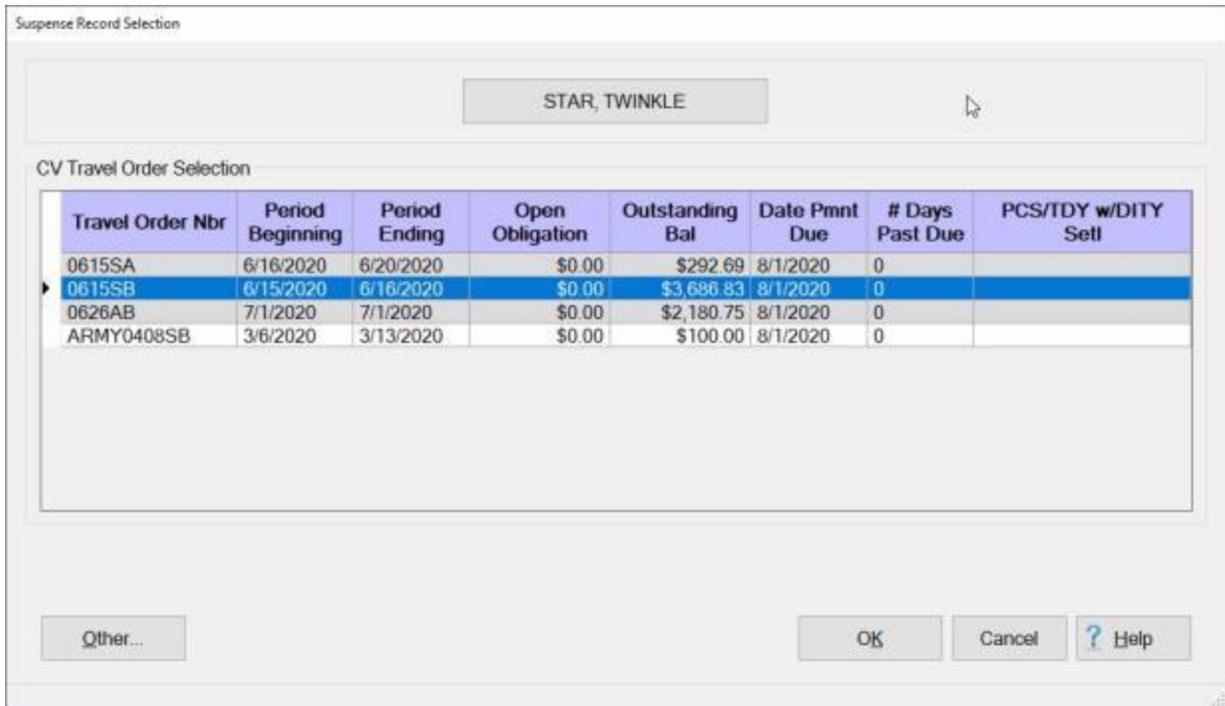
Create Cash Collection Voucher for PCS Travel

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.

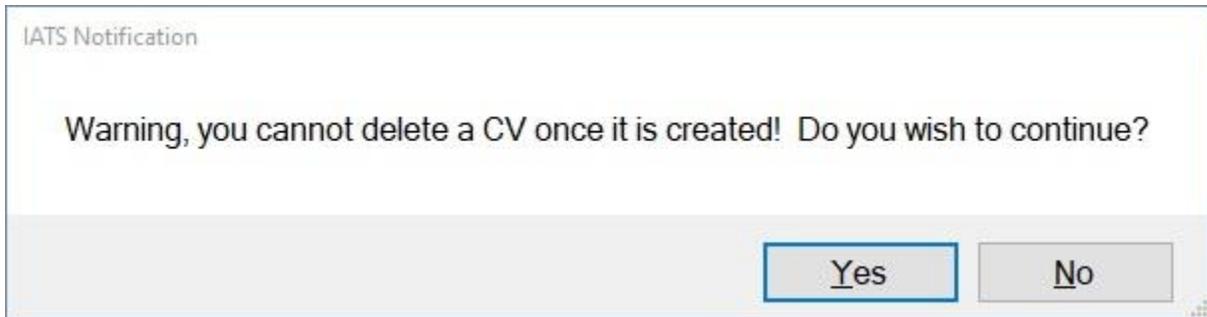
- **Collection Vouchers:** Cash, checks and money orders must be processed by the disbursing office. The disbursing office prepares a **DD Form 1131**, and assigns a Collection Voucher (**CV**) number to the document.
- **Disbursing System Download:** Collection voucher transactions are passed from the 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.



- 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.



- Click** on Yes or No as desired.
- If you **click** on Yes, the **Collections** screen appears.

Collections - Enter a New Collection

SSN: 161616161 Name (Last, First): STAR, TWINKLE TONO: 0615SB

Collection Information

Start Date: 6/15/2020 End Date: 6/16/2020 Detail Date: 7/27/2020 Amount Outstanding: \$3,686.83

CV Type: CV Advance CV DOV #: 333333333 DOV Date: 7/27/2020 Status: Ready for collection Action

| | | | |
|-----------------------------|------------|---------------------------|--------|
| Advance Amount Outstanding: | \$3,686.83 | Advance Amount Collected: | \$0.00 |
| Accrual Amount Outstanding: | \$0.00 | Accrual Amount Collected: | \$0.00 |

Remarks:

Other... Print / Save OK Cancel ? Help

Select a block to work with and choose an action.

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. Click in the **Advance Amount Collected** or **Accrual Amount Collected** field, which ever is applicable. IATS will display the **Apply Collections** screen.

Apply Collections

Collected Applied Unapplied

| Entitlement | Outstanding | Applied |
|--------------------------------------|-------------|------------|
| Employee Househunting Per Diem | \$2,560.50 | \$1,000.00 |
| Employee Househunting Transportation | \$673.20 | \$0.00 |
| Employee Househunting Reimbursables | \$453.13 | \$0.00 |

Amount Outstanding

Collect Full Amount Reset OK Cancel ? Help

Enter the amount to be applied against this element of expense

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.

Collections - Enter a New Collection

SSN: 161616161 Name (Last, First): STAR, TWINKLE TONO: 0615SB

Collection Information

Start Date: 6/15/2020 End Date: 6/16/2020 Detail Date: 7/27/2020 Amount Outstanding: \$3,686.83

CV Type: CV Advance CV DOV #: 333333333 DOV Date: 7/27/2020 Status: Ready for collection Action

Advance Amount Outstanding: \$3,686.83 Advance Amount Collected: \$1,000.00

Accrual Amount Outstanding: \$0.00 Accrual Amount Collected: \$0.00

Remarks: The traveler can only afford to pay \$1000 at this time.

Other... Print / Save OK Cancel ? Help

Select the Amount being collected for this CV

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.

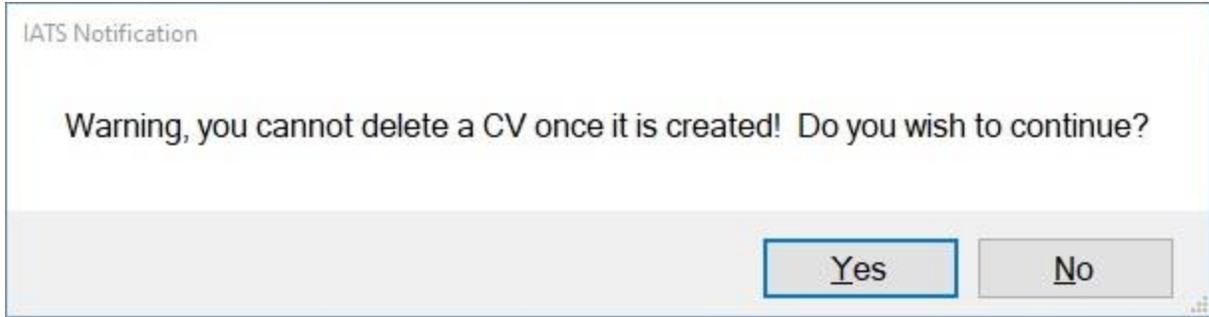
Printing Collection Vouchers

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.

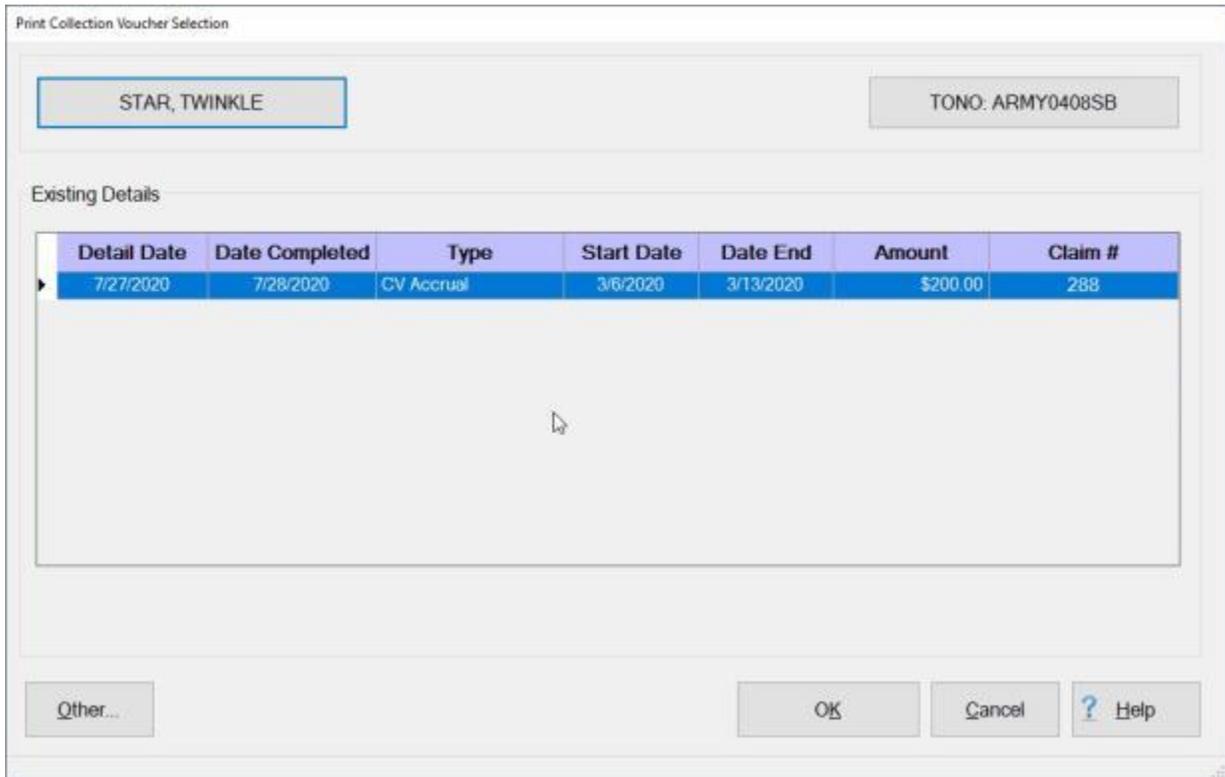
Cash, **checks** and **money orders** must be processed by the **disbursing** office. The disbursing office prepares a **DD Form 1131**, and assigns a Collection Voucher (**CV**) number to the document. IATS **produces** a computer facsimile of **DD Form 1131** that can be **printed** at the time the 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.

Collections - Assign DOV to a Previously Entered Collection

OLD METHOD

SSN: 161616161 Name (Last, First): STAR, TWINKLE TONO: ARMY0408SB

Collection Information

Start Date: 3/6/2020 End Date: 3/13/2020 Detail Date: 7/27/2020 Amount Outstanding: \$100.00

CV Type: CV Accrual CV DOV #: 66666666 DOV Date: 7/28/2020 Status: Awaiting collection action

Advance Amount Outstanding: Advance Amount Collected: \$0.00

Accrual Amount Outstanding: Accrual Amount Collected: \$200.00

Remarks: The traveler can only afford to pay \$200 this month. Will pay the remaining balance next month.

Other Print Assign DOV Cancel ? Help

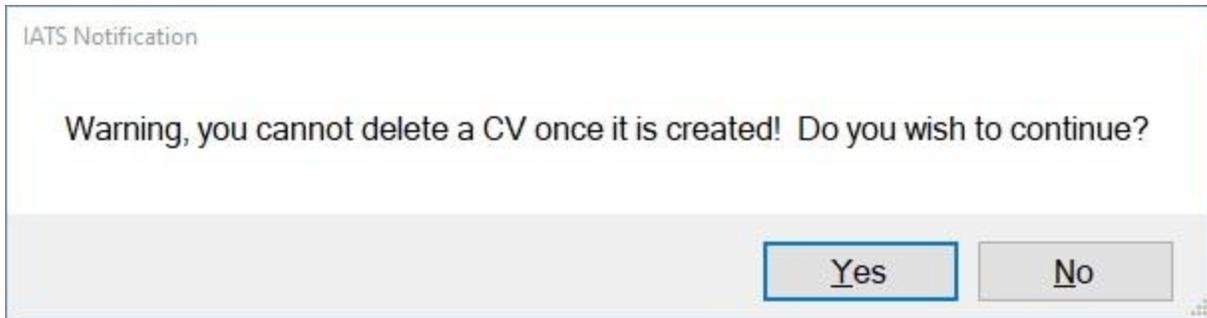
8. At this screen, **click** on the **Print** button. The **Adobe Acrobat Reader** screen appears.
9. **Click** on the **Printer** icon. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the number 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.

Collecting Non-IATS Debt

OLD METHOD

SSN: 151515151 Name (Last, First): CIVILIAN, FOUR TONO: TO0413SF

Collection Information

Start Date: 2/21/2020 End Date: 2/29/2020 Detail Date: 7/28/2020

CV Type: CV Accrual CV DOV #: 55555555 DOV Date: 7/28/2020

Amount of Collection: \$200.00

Remarks: This Collection Voucher is to collect an excessive transportation charge.

Other... Print / Save OK Cancel ? Help

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 **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.

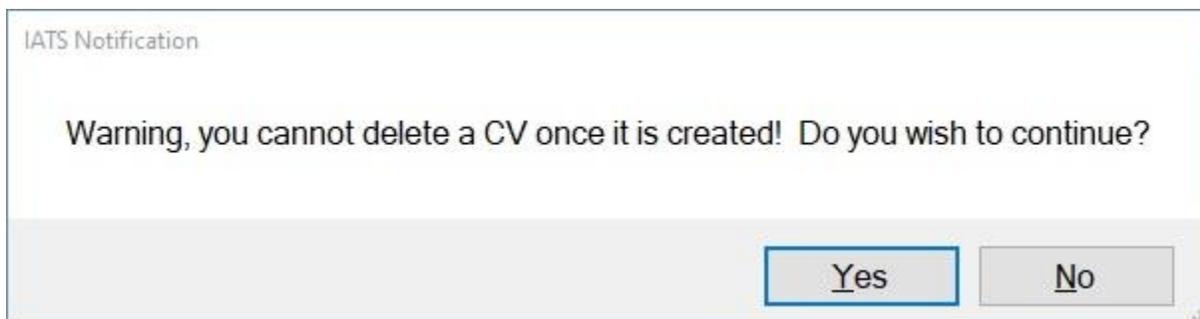
- When **finished** typing the remarks, if applicable, **click** the **OK** button to save the entries or **click** on the **Print/Save** button to **print** the collection **voucher** and **save** the entries.

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:**

- At the **Examiner View** screen, **click** on the **Collections** button. A drop down **menu** appears offering several options.
- 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.



- Click** on *Yes* or *No* as desired. The **Select Traveler** screen appears.
- At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press** *Tab*.
- After accessing the traveler's account, **click** the **OK** button. The **Travel Order Selection** screen appears.
- At the **Travel Order Selection** screen, any existing travel orders in the IATS database appear below in the **Order** section.
- Click** on the **order number** associated with the collection item and then **click** the **OK** button. The **Assign Collection Voucher Selection** screen appears.

Assign Collection Voucher Selection

STAR, TWINKLE

TONO: ARMY0408SB

Existing Details

| Detail Date | Date Completed | Type | Start Date | Date End | Amount | Claim # |
|-------------|----------------|------------|------------|-----------|----------|---------|
| 7/27/2020 | 7/28/2020 | CV Accrual | 3/6/2020 | 3/13/2020 | \$200.00 | 288 |

Other...

OK Cancel ? Help

8. At the **Assign Collection Voucher Selection** screen, click on the **click** on the desired collection **item**.
9. When the correct **item** is highlighted, click the **OK** button. The **Collections - Assign DOV to a Previously Entered Collection** screen appears.

Collections - Assign DOV to a Previously Entered Collection

OLD METHOD

SSN: 161616161 Name (Last, First): STAR, TWINKLE TONO: ARMY0408SB

Collection Information

Start Date: 3/6/2020 End Date: 3/13/2020 Detail Date: 7/27/2020 Amount Outstanding: \$100.00

CV Type: CV Accrual CV DOV #: 599555555 DOV Date: 7/28/2020 Status: Awaiting collection action

| | | |
|-----------------------------|---------------------------|----------|
| Advance Amount Outstanding: | Advance Amount Collected: | \$0.00 |
| Accrual Amount Outstanding: | Accrual Amount Collected: | \$200.00 |

Remarks: The traveler can only afford to pay \$200 this month. Will pay the raining balance next month.

Other... Print / Save Assign DOV Cancel ? Help

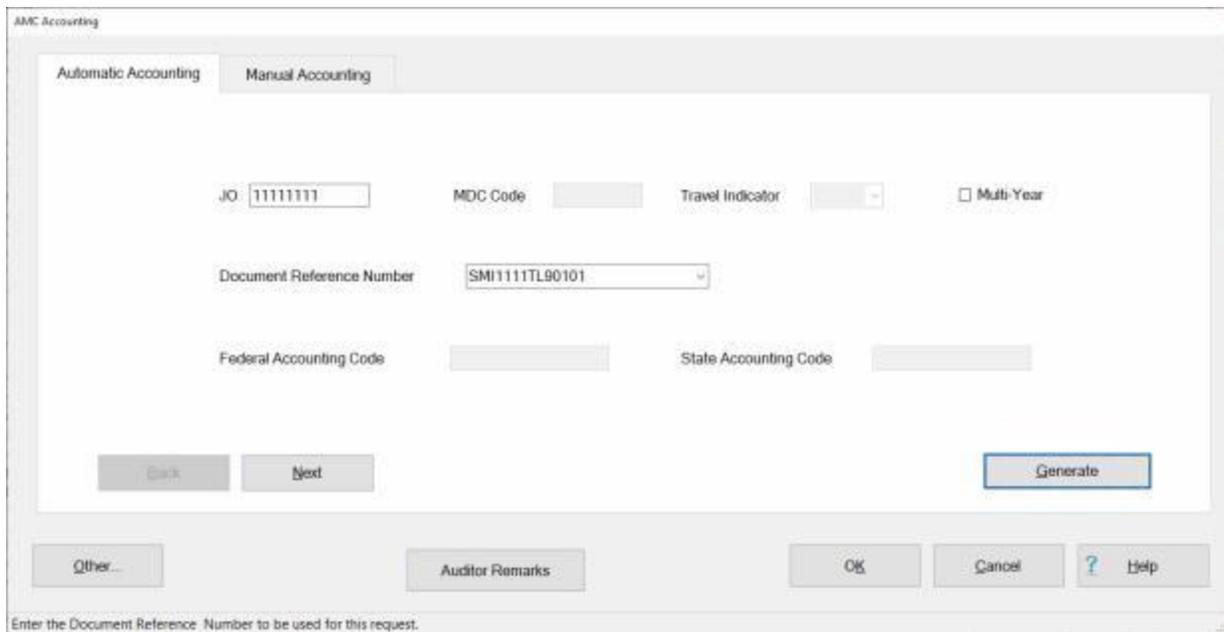
Select the CV DOV for this Collection Voucher

10. 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.
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 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.
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 or 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**.



AMC Accounting

Automatic Accounting Manual Accounting

JO: 11111111 MDC Code Travel Indicator Multi-Year

Document Reference Number: SMI1111TL90101

Federal Accounting Code State Accounting Code

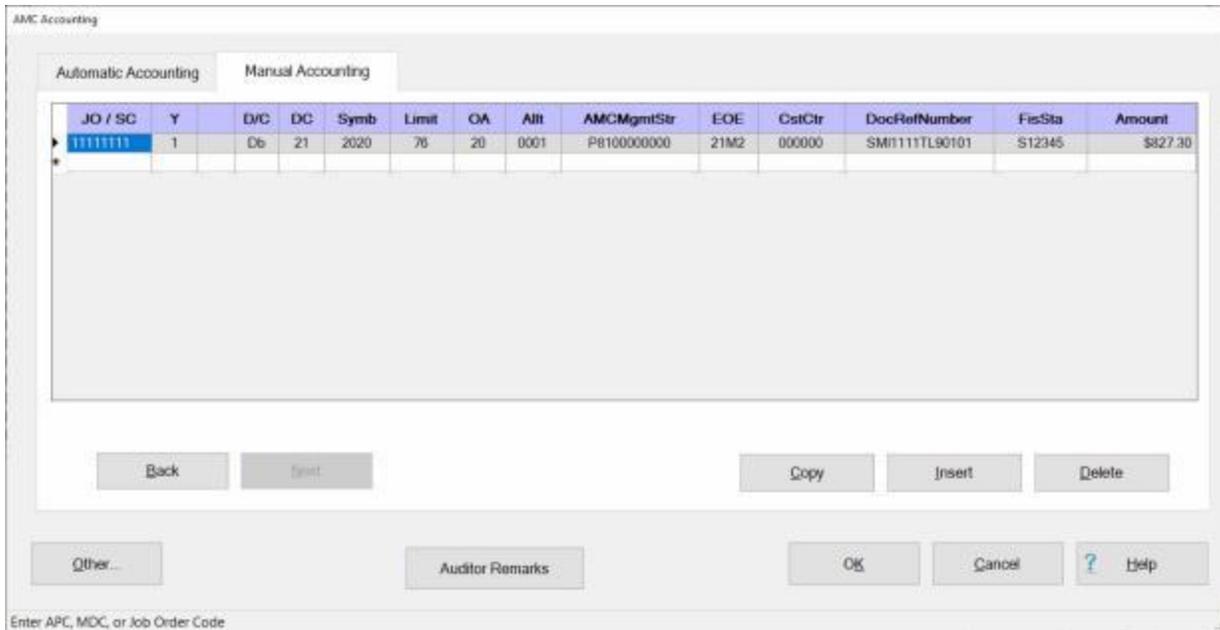
Back Next Generate

Other... Auditor Remarks OK Cancel ? Help

Enter the Document Reference Number to be used for this request.

 Use the following steps to "complete" the Automatic Accounting tab:

1. If the **Automatic Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **JO:** - If processing a **TDY** Request for Settlement, **type** the **Job Order** code associated with the travel order and then **press Tab**.
3. **MDC Code:** - If processing a **MILPCS** Request for Settlement, **type** the **MDC Code** associated with the travel order and then **press Tab**.
4. **Travel Indicator:** - Not used.
5. **Multi-Year:** - **Click** in the **box** at this field **if** using an accounting line that involves **fiscal year** indicator (**X**). Funds appropriated to fiscal year X. Otherwise, **press Tab** to continue.
6. **Document Reference Number:** - IATS **automatically generates** the Document Reference Number (**DRN**), which the accounting branch uses to track transactions related to this travel order. Ensure that the number generated by IATS matches the number on the travel order. Make any required changes or **press Tab** if correct.
7. **Federal Accounting Code:** - **If processing** an **entitlement** that **requires** a **collection** of **Federal Withholding** taxes, **type** the **APC** code for the Federal Accounting **appropriation** and **press Tab** to continue.
8. **State Accounting Code:** - **If processing** an **entitlement** that **requires** a **collection** of **State Withholding** taxes, **type** the **APC** code for the State Accounting **appropriation** and **press Tab** to continue.
9. After completing the required input fields, **click** on the **Generate** button. IATS automatically populates the accounting classification lines, **if** an **appropriation** matching the **APC Code** and **Fiscal Year**, was loaded into the **Accounting Table** in the **Maintenance** module.
10. After clicking on the **Generate** button as explained in step (9) above, the **Manual Accounting** tab appears **displaying** the **accounting** lines **automatically** generated by IATS.



11. **Review** the accounting lines for **accuracy**. If **changes** are necessary, **click** in the appropriate field and **type** the required change.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will **automatically copy** the previous accounting line information to the fields in the following accounting line. The user can then make any minor **changes**; such as making the line a **debit** or **credit**. **Press Tab** through the **Amount** field until the correct amount is **populated** at the new line.

12. When **satisfied** that the accounting lines are correct, **click** the **OK** button.

AMC-Manual Accounting

When the **AMC Accounting** screen appears, there are **two** possible **methods** for entering the accounting information; **Automatic** or **Manual**.

AMC Accounting

Automatic Accounting Manual Accounting

| JO / SC | Y | D/C | DC | Symb | Limit | OA | Allt | AMCMgmtStr | EOE | CstCtr | DocRelNumber | FisSta | Amount |
|----------|---|-----|----|------|-------|----|------|-------------|-----|--------|--------------|--------|--------|
| 11111111 | 1 | Db | 21 | 2020 | 0000 | 70 | 2016 | P0100000000 | | 000000 | | S12345 | \$0.00 |

Back Tab Copy Insert Delete

Other Auditor Remarks OK Cancel ? Help

<D>=bit or <C>=edit

 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. **Limit**: - If not already automatically populated, **type** the correct **code** for the **Limit** as shown on the travel order and **press Tab**.
8. **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**.
9. **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**.
10. **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**.
11. **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.
12. **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**.
 13. **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.
 14. **FisSta:** - If not already automatically populated, **type** the correct six digit code for the **Fiscal Station ID Code** as shown on the travel order and **press Tab**.
 15. **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**.
 16. **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

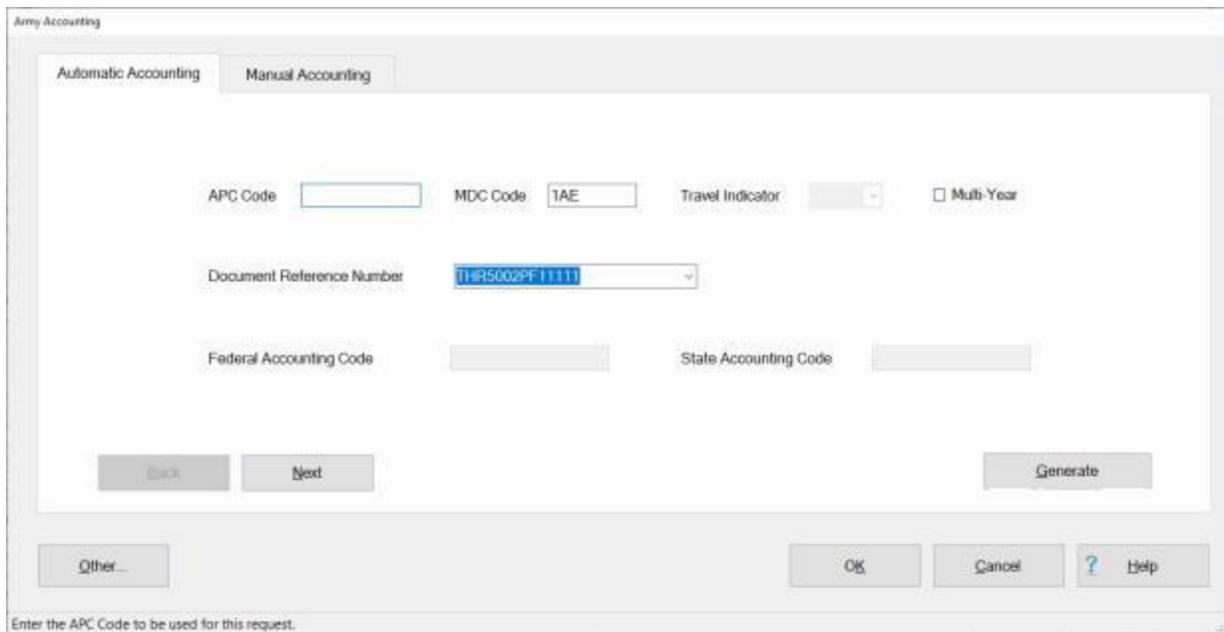
Army-Automatic Accounting

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**.



Army Accounting

Automatic Accounting Manual Accounting

APC Code MDC Code 1AE Travel Indicator Multi-Year

Document Reference Number 11815002PF1111

Federal Accounting Code State Accounting Code

Back Next Generate

Other... OK Cancel ? Help

Enter the APC Code to be used for this request.

 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.

Army Accounting

Automatic Accounting Manual Accounting

| Code | Y | TI | D/C | DC | Symb | OA | All | ArmyMgmtStr | EOE | StaSym | DocRefNumber | Amount |
|------|---|----|-----|----|------|----|------|-------------|------|--------|----------------|------------|
| 1AE | 0 | 02 | Db | 21 | 2010 | 01 | 1100 | 5A2B1P | 21P4 | 012120 | THR5002PF11111 | \$3,782.00 |
| 1AE | 0 | 15 | Db | 21 | 2010 | 01 | 1100 | 5A2B12 | 21P4 | 012120 | THR5002PF11111 | \$283.39 |

Back Tab Copy Insert Delete

Other... OK Cancel ? Help

Enter the APC Code to be used for this request.

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**.

Army Accounting

Automatic Accounting Manual Accounting

| Code | Y | TI | D/C | DC | Symb | OA | Allt | ArmyMgmtStr | EOE | StaSym | DocRefNumber | Amount |
|------|---|----|-----|----|------|----|------|-------------|------|--------|----------------|------------|
| 1AE | 0 | 02 | Db | 21 | 2010 | 01 | 1100 | 5A2B1P | 21P4 | 012120 | THR5002PF11111 | \$3,782.00 |
| 1AE | 0 | 15 | Db | 21 | 2010 | 01 | 1100 | 5A2B12 | 21P4 | 012120 | THR5002PF11111 | \$283.39 |

Back Tab Copy Insert Delete

Other... OK Cancel ? Help

Enter the APC Code to be used for this request.

 Use the following steps to "complete" the Manual Accounting tab:

1. If the **Manual Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **Code:** - At this field, **type** the **APC or MDC Code** associated with the travel order and then **press Tab**.
3. **Y:** - At the **Fiscal Year** field, a drop down listing of various fiscal years appears. If the **default** value that appears at this field **is** correct, **press Tab** to continue. **If not**, **click** on the **Up/Dn arrows** or **press** the **Up/Dn arrows** on the keyboard to display more choices. When the correct year is shown, **click** on the desired **year** to make a selection and then **press Tab** to continue.

Note: After pressing *Enter* at the **Year** field, IATS will automatically populate most of the remaining fields if the **APC or MDC Code** and **FY indicator** match an accounting appropriation loaded into the **Accounting** table in the **Maintenance** module.

4. **TI:** - At this field, **type** the travel indicator code representing the entitlement the accounting line is reporting. For example; **01** = Member Travel or POV Pick-up or Drop-off, **02** = Dependent Travel, **04** = DLA, **08** = DITY, **09** = TLE, **12** = Member Commercial Transportation, **13** = Member MALT, **14** = Dependent Commercial Transportation, **15** = Dependent MALT,.
5. **D/C:** - At this field, a drop down listing appears displaying the choices debit (**Db**) or credit (**Cr**). **If** the **correct** choice is already displayed in this field, **press Tab** to continue. **If not**, **click** on the **correct** choice and **press Tab**.
6. **DC:** - If not already automatically populated, **type** the correct two digit code for the **Department Number** as shown on the travel order and **press Tab**.
7. **Symb:** - If not already automatically populated, **type** the correct four digit code for the **Basic Symbol Number** as shown on the travel order and **press Tab**.
8. **Limit:** - If not already automatically populated, **type** the correct four digit code for the **Limitations** as shown on the travel order and **press Tab**.
9. **OA:** - If not already automatically populated, **type** the correct two digit code for the **Operating Agency** as shown on the travel order and **press Tab**.
10. **Allt:** If not already automatically populated, **type** the correct four digit code for the Allotment Serial Code as shown on the travel order and **press Tab**. For **MILPCS** accounting enter **1100**.
11. **ArmyMgmtStr:** - If not already automatically populated, **type** the correct code for the **Army Management Structure Program Code** as shown on the travel order and **press Tab**. **If**

necessary, **change** the last 2 characters to either **12** for **Member MALT** or **30** for **Member Commercial Transportation**. For **Dependent** travel **change** the last 3 characters to either **B12** for **Dependent MALT** or **B30** for **Dependent Commercial Transportation**.

12. **EOE**: - At this field, a drop down listing appears displaying various choices for **Element of Expenses Codes** loaded into the **EOE** table in the **Maintenance** module. If the **default** value appearing at this field is correct, **press Tab** to continue. If not, **click** on the **Up/Dn arrows** or **press the Up/Dn arrows** on the keyboard to display more choices. When the correct code is shown, **click** on the desired code to make a selection and then **press Tab** to continue.
13. **CstCtr**: - If not already automatically populated, **type** the correct six digit code for the **Cost Center Code** as shown on the travel order and **press Tab**.
14. **DocRefNumber**: - IATS automatically generates the Document Reference Number (**DRN**), which the accounting branch uses to track transactions related to this travel order. Ensure that the number generated by IATS matches the number on the travel order. Make any required changes or **press Tab** if correct.
15. **FisSta**: - If not already automatically populated, **type** the correct six digit code for the **Fiscal Station ID Code** as shown on the travel order and **press Tab**.
16. **Repeat** steps 2-16 above to add **additional** accounting lines if necessary.
17. **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**.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will automatically copy the previous accounting line information to the fields in the following accounting line. The user can then make any minor **changes**; such as making the line a **debit** or **credit**. **Press Tab** through the **Amount** field until the correct amount is **populated** at the new line.

18. When **finished** adding the required accounting lines, **click** the **OK** button.

Army MILPCS Advance Accounting

When the **Army Accounting** screen appears, the **Automatic Accounting** tab is in focus when you are processing MILPCS travel advances.

The screenshot shows the 'Army Accounting' window with the 'Automatic Accounting' tab selected. The interface contains several input fields and buttons:

- APC Code**: An empty text input field.
- MDC Code**: A text input field containing '4AE'.
- Travel Indicator**: A dropdown menu.
- Multi-Year**: A checkbox that is currently unchecked.
- Document Reference Number**: A dropdown menu showing 'J0H2222PMCSADV'.
- Federal Accounting Code**: An empty text input field.
- State Accounting Code**: An empty text input field.
- Navigation Buttons**: 'Back', 'Next', and 'Generate' are located in the middle section. 'Other...', 'OK', 'Cancel', and 'Help' are located at the bottom.

At the bottom of the window, there is a status bar that reads: "Enter the Document Reference Number to be used for this request."

 Use the following steps to "complete" the Automatic Accounting tab:

1. **APC Code:** - If processing a **MILPCS** travel **Advance** that also involves **TDY** enroute, **type** the **APC Code** associated with the travel order and then **press Tab**.
2. **MDC Code:** - If processing a **MILPCS** Request for Advance, **type** the **MDC Code** associated with the travel order and then **press Tab**.
3. **Travel Indicator:** - No entry necessary. IATS will automatically populate this field when the accounting line is generated.
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.

| Code | Y | TI | D/C | DC | Symb | OA | Allt | ArmyMgmtStr | EOE | StaSym | DocRefNumber | Amount |
|------|---|----|-----|----|------|----|------|-------------|------|--------|----------------|------------|
| 4AE | 1 | 01 | Db | 21 | 2010 | 01 | | 5D2A1P | 4120 | 012120 | JOH4222PMCSADV | \$302.00 |
| 4AE | 1 | 13 | Db | 21 | 2010 | 01 | | 5D2A12 | 4120 | 012120 | JOH4222PMCSADV | \$110.08 |
| 4AE | 1 | 04 | Db | 21 | 2010 | 01 | | 5D2A1P | 4120 | 012120 | JOH4222PMCSADV | \$2,013.49 |
| 4AE | 1 | 08 | Db | 21 | 2010 | 01 | | 5D2A1P | 4120 | 012120 | JOH4222PMCSADV | \$1,000.00 |

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

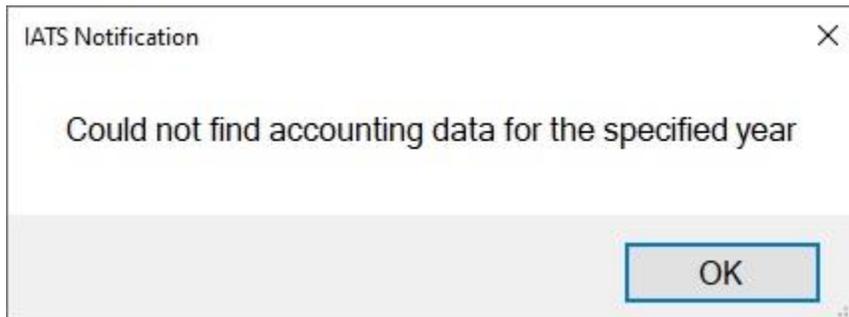
When the **Pre-validate Accounting** option is **activated** in the Maintenance module, the "**Financial**" tab will be in focus when the "**Settlement or Advance Request**" screen is displayed. The purpose for this is to **validate** that the **accounting appropriation** associated with the claim being 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 (depending on the customer type). For some customers, the **Manual Accounting** screen will appear.

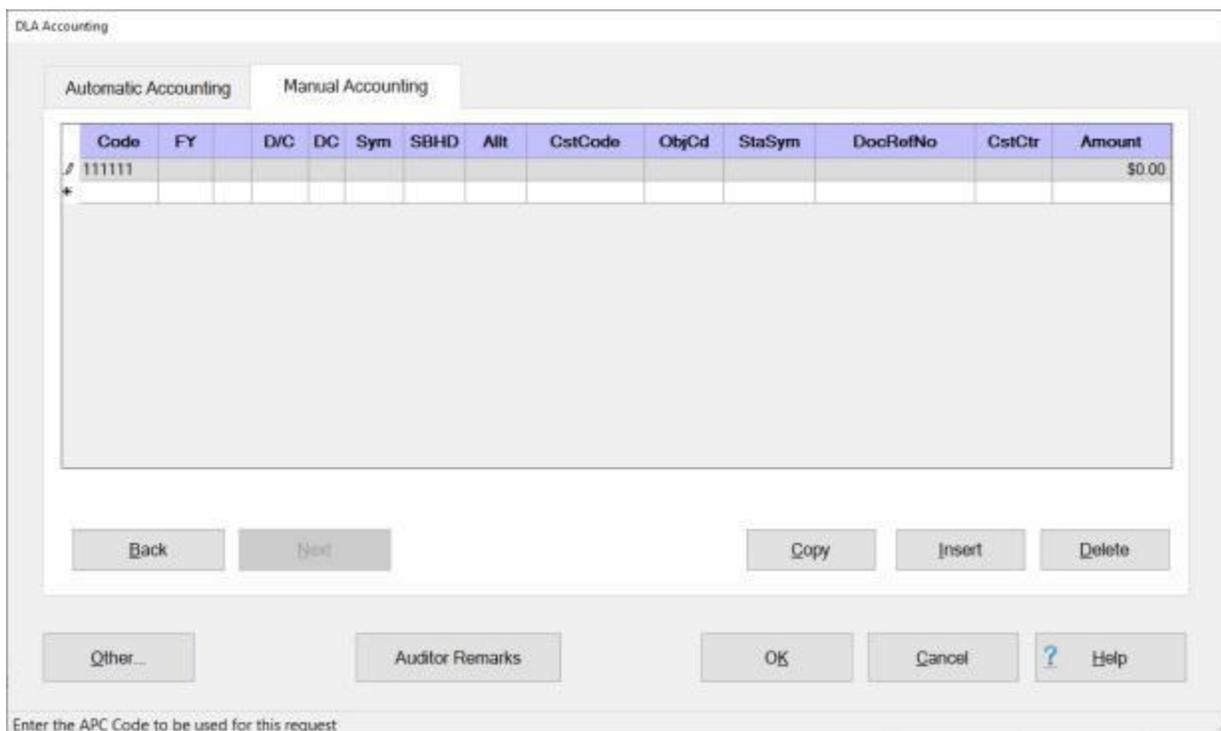
2. On the **Automatic Accounting** screen, **enter** the **APC Code** for the accounting appropriation you wish to validate at the **APC Code** field.

3. **Click** on the **Generate** button. The following message will **appear** if the accounting appropriation for the APC Code you entered does not exist in the database.

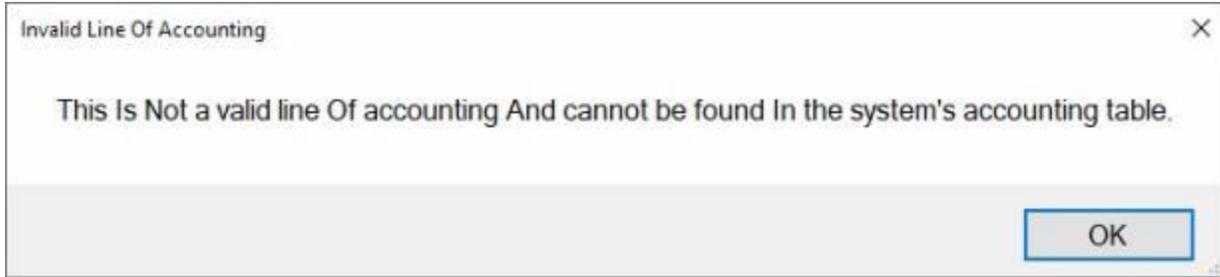


4. If this message appears, the accounting **appropriation** should be added to the **Accounting Classifications** table in **Maintenance** before you begin processing the claim.

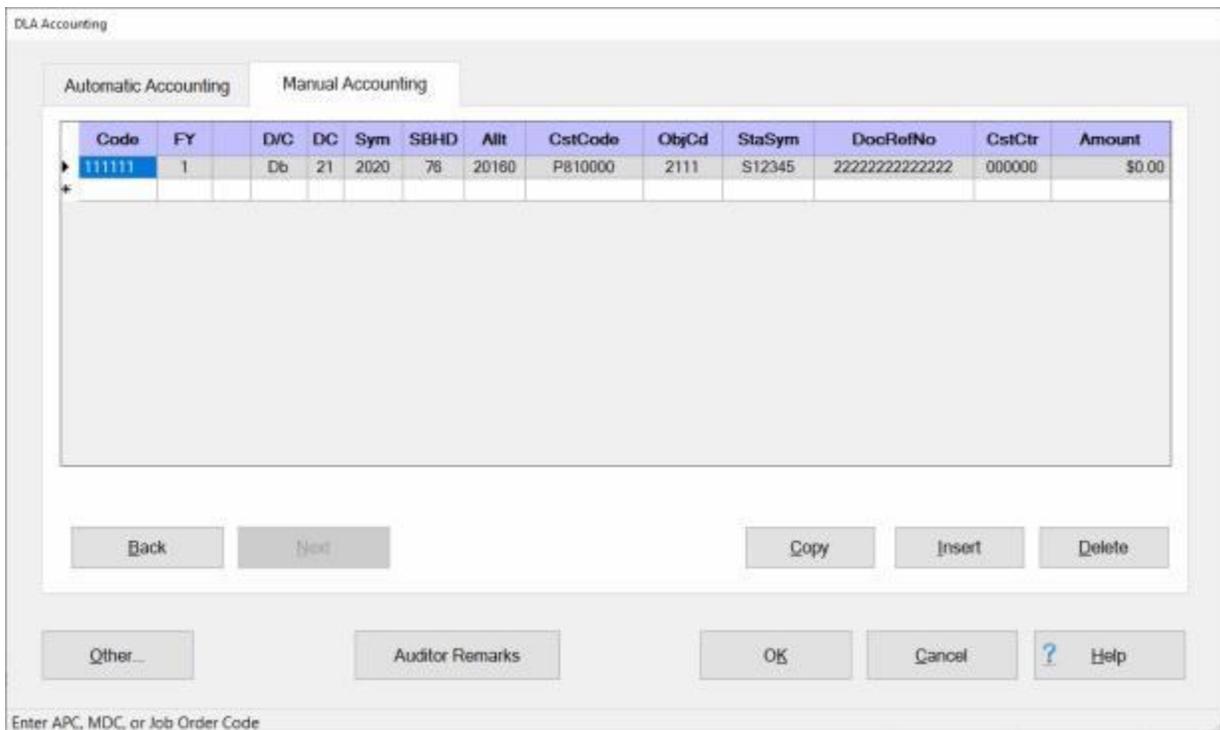
 Use the following steps to "validate" the APC code using the Manual Accounting screen:



2. At the **APC Code** field, you would **type** the **APC Code** as shown in the accounting citation at on the travel orders attached to the claim and **press Tab**.
3. Continue entering all of the appropriate information into each of the remaining accounting fields.
4. After you have finished entering the CstCtr data, click on the OK button.
5. The following message will **appear** if the accounting appropriation for the APC Code you entered does not exist in the database.



6. If this message appears, the accounting **appropriation** should be added to the **Accounting Classifications** table in **Maintenance** before you begin processing the claim.
7. If the APC Code you entered is **loaded** into the accounting table, IATS will display the complete accounting appropriation on the **Manual Accounting** tab. The **Amount** field will display **zero**, however, since the **computation** has not been performed yet.



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**.

DLA Accounting

Automatic Accounting Manual Accounting

APC Code MDC Code Travel Indicator Multi-Year

Document Reference Number:

Federal Accounting Code State Accounting Code

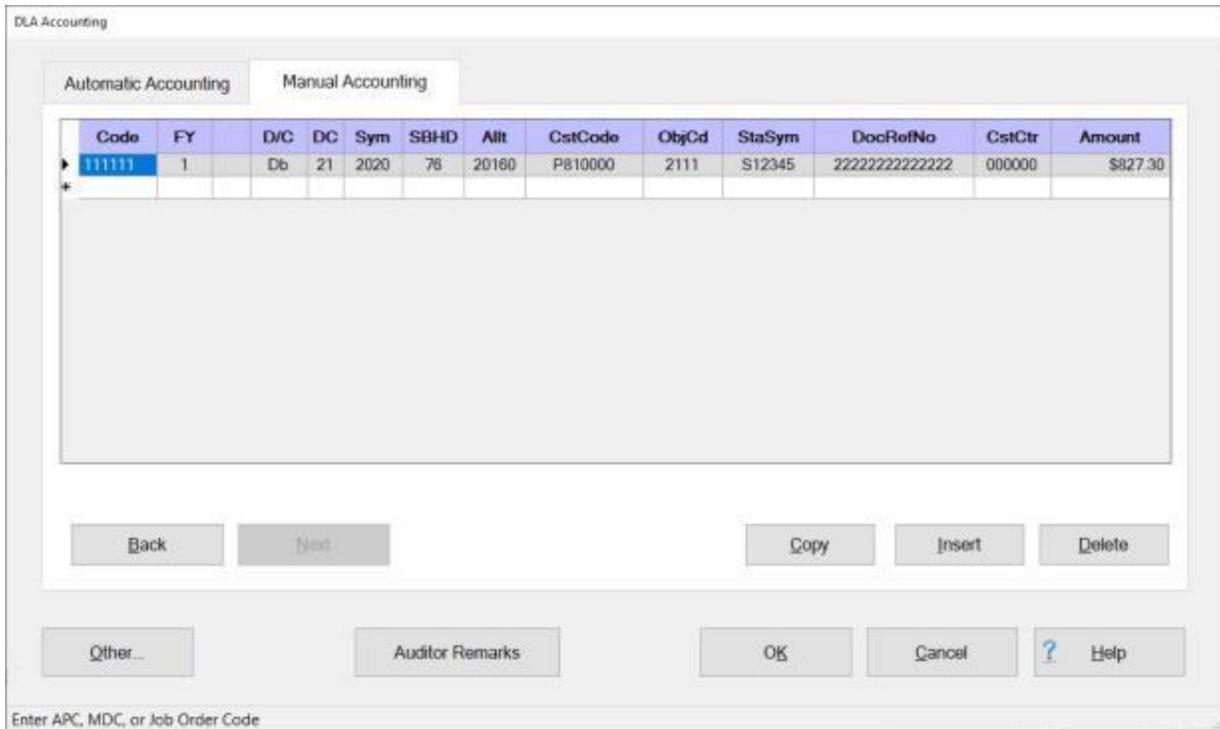
Back Next Generate

Other... Auditor Remarks OK Cancel ? Help

Enter the APC Code to be used for this request

Use the following steps to "complete" the Automatic Accounting tab:

1. If the **Automatic Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **APC Code**: - If processing a **TDY** Request for Settlement, **type** the **APC Code** associated with the travel order and then **press Tab**.
3. **MDC Code**: - If processing a **MILPCS** Request for Settlement, **type** the **MDC Code** associated with the travel order and then **press Tab**.
4. **Travel Indicator**: - Not used.
5. **Multi-Year**: - **Click** in the **box** at this field **if** using an accounting line that involves **fiscal year** indicator (**X**). Funds appropriated to fiscal year X. Otherwise, **press Tab** to continue.
6. **Document Reference Number**:- IATS Users **must manually** enter the Document Reference Number for **TDY** travel. **Click** in the **Document Reference Number** field and **enter** the desired number. **Press Tab** to continue.
7. **Federal Accounting Code**: - **If processing** an **entitlement** that **requires** a **collection** of **Federal Withholding** taxes, **type** the **APC** code for the Federal Accounting **appropriation** and **press Tab** to continue.
8. **State Accounting Code**: - **If processing** an **entitlement** that **requires** a **collection** of **State Withholding** taxes, **type** the **APC** code for the State Accounting **appropriation** and **press Tab** to continue.
9. After completing the required input fields, **click** on the **Generate** button. IATS automatically populates the accounting classification lines, **if** an **appropriation** matching the **APC Code** and **Fiscal Year**, was loaded into the **Accounting Table** in the **Maintenance** module.
10. After clicking on the **Generate** button as explained in step (9) above, the **Manual Accounting** tab appears **displaying** the **accounting** lines automatically generated by IATS.

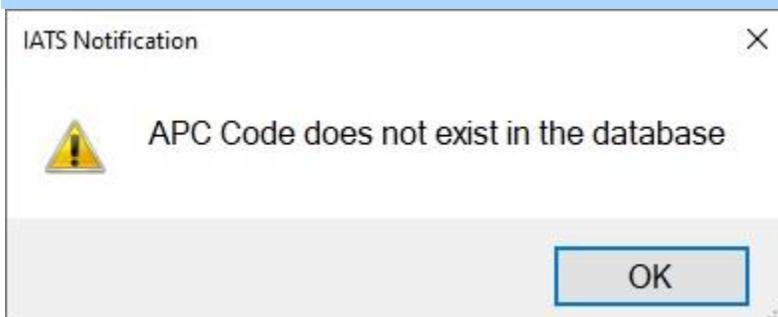


11. **Review** the accounting lines for **accuracy**. If **changes** are necessary, **click** in the appropriate field and **type** the required change.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will **automatically copy** the previous accounting line information to the fields in the following accounting line. The user can then make any minor **changes**; such as making the line a **debit** or **credit**. Press **Tab** through the **Amount** field until the correct amount is **populated** at the new line.

12. When **satisfied** that the accounting lines are correct, **click** the **OK** button.

Note: If the APC Code entered at the DLA Accounting Automatic screen is **invalid**, a pop-up message will appear after you click on **Generate**. You would **click** on **OK** to continue and ask your supervisor to have the accounting citation added to the accounting table.



Tip: If the accounting citation must be added to the accounting table, you must **cancel** out of the claim, **exit** IATS, and then **re-start** the claim after the accounting citation has been added to the accounting table.

DLA-Manual Accounting

When the **DLA Accounting** screen appears, there are **two** possible **methods** for entering the accounting information; **Automatic** or **Manual**.

Use the following steps to "complete" the Manual Accounting tab:

1. If the **Manual Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **Code:** - At this field, **type** the **APC Code** associated with the travel order and then **press Tab**.
3. **Y:** - At the **Fiscal Year** field, a drop down listing of various fiscal years appears. If the **default** value that appears at this field is correct, **press Tab** to continue. If not, **click** on the **Up/Dn arrows** or **press** the **Up/Dn arrows** on the keyboard to display more choices. When the correct year is shown, **click** on the desired **year** to make a selection and then **press Tab** to continue.

Note: After pressing **Tab** at the **Year** field, IATS will automatically populate most of the remaining fields if the **APC Code** and **FY indicator** match an accounting appropriation loaded into the **Accounting** table in the **Maintenance** module.

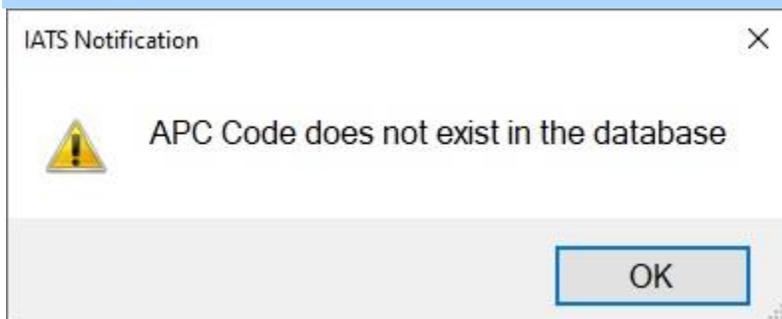
4. **D/C:** - At this field, a drop down listing appears displaying the choices debit (**Db**) or credit (**Cr**). If the **correct** choice is already displayed in this field, **press Tab** to continue. If not, **click** on the **correct** choice and **press Tab**.
5. **DC:** - If not already automatically populated, **type** the correct two digit code for the **Department Number** as shown on the travel order and **press Tab**.
6. **Symb:** - If not already automatically populated, **type** the correct four digit code for the **Basic Symbol Number** as shown on the travel order and **press Tab**.
7. **OA:** - If not already automatically populated, **type** the correct two digit code for the **Operating Agency** as shown on the travel order and **press Tab**.
8. **Allt:** - If not already automatically populated, **type** the correct four digit code for the **Allotment Serial Code** as shown on the travel order and **press Tab**.

9. **ArmyMgmtStr:** - If not already automatically populated, **type** the correct **code** for the **Army Management Structure Program Code** as shown on the travel order and **press Tab**.
10. **EOE:** At this field, a drop down listing appears displaying various choices for **Element of Expenses Codes** loaded into the **EOE** table in the **Maintenance** module. If the **default** value appearing at this field is correct, **press Tab** to continue. If not, **click** on the **Up/Dn arrows** or **press** the **Up/Dn arrows** on the keyboard to display more choices. When the correct code is shown, **click** on the desired code to make a selection and then **press Tab** to continue.
11. **StaSym:** - If not already automatically populated, **type** the correct six digit code for the **Fiscal Station ID Code** as shown on the travel order and **press Tab**.
12. **DocRefNumber:** - IATS Users must manually enter the Document Reference Number for **TDY** travel. **Click** in the **Document Reference Number** field and **enter** the desired number. **Press Tab** to continue.
13. **CstCtr:** - If not already automatically populated, **type** the correct six digit code for the **Cost Center Code** as shown on the travel order and **press Tab**.
14. **Amount:** - IATS automatically populates this field with the **total dollar amount** for the **debits or credits** depending on the code entered at the **D/C** field. If the correct amount is displayed, press **Tab**.
15. **Repeat** steps **2-14** above to **additional** accounting lines if necessary.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will automatically copy the previous accounting line information to the fields in the following accounting line. The user can then make any minor **changes**; such as making the line a **debit** or **credit**. **Press Tab** through the **Amount** field until the correct amount is **populated** at the new line.

16. When **finished** adding the required accounting lines, **click** the **OK** button.

Note: If the APC Code entered at the Manual DLA Accounting screen is invalid, a pop-up message will appear after you click on **OK**. You would **click** on **OK** to continue and ask your supervisor to have the accounting citation added to the accounting table.



Tip: If the accounting citation must be added to the accounting table, you must **cancel** out of the claim, **exit** IATS, and then **re-start** the claim after the accounting citation has been added to the accounting table.

Marines Accounting

Completing the Marines Accounting Screen

When the **Marines Accounting** screen appears, **Manual Accounting** is only one **method** for entering the accounting information.

Maine Accounting

Manual Accounting

| Code | Yr | ACRN | DP | TC | APPR | SBHD | OC | BCN | SA | AAA | TTC | D/C | PAA | CTRY | CostCode | Amount | SDN |
|--------|----|------|----|----|------|------|------|-------|----|--------|-----|-----|--------|------|--------------|------------|------------------|
| 111111 | 1 | AA | 17 | | 1105 | 2789 | 0000 | 67845 | 0 | 556666 | 2D | D | 222222 | US | 000111881111 | \$1,014.24 | 1111111111111111 |

Other...

OK Cancel ? Help

 Use the following steps to "complete" the Manual Accounting tab:

1. If the **Manual Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **Code:** - At this field, **type** the **Accounting Code** associated with the travel order and then **press Tab**.

Note: After entering the **APC** and **pressing Tab**, the following accounting **fields** are automatically populated if the **APC** entered **matches** an **appropriation** loaded into the **Marine Accounting Classifications** table: (**DP, APPR, SBHD, BCN, SA, and AAA**).

3. **FY:** - At the **Fiscal Year** field, a drop down listing of various fiscal years appears. If the **default** value that appears at this field is correct, **press Tab** to continue. If not, **click** on the *Up/Dn* **arrows** or **press** the *Up/Dn* **arrows** on the keyboard to display more choices. When the correct year is shown, **click** on the desired **year** to make a selection and then **press Tab** to continue.
4. **ACRN:** - At this field, **type** the **Accounting Classification Reference Number** associated with the travel order and then **press Tab**.
5. **DP:** - If not already automatically populated, **type** the correct two digit **code** for the **Department** code as shown on the travel order and **press Tab**.
6. **TC:** - If applicable, **type** the **Transfer Department** code as shown on the travel order and **press Tab**.

Note: After pressing **Tab** at the **TC** field, IATS will automatically populate most of the remaining fields if the **APC Code** and **FY indicator** match an accounting appropriation loaded into the **Accounting** table in the **Maintenance** module.

7. **OC:** - At this field, **type** the **Object Class** code as shown on the travel order and **press Tab**. Following is a list of commonly used Object Class codes and their purpose:
 -  **0021:** - Travel
 -  **0012:** - DLA
 -  **0022:** - DITY
 -  **0011:** - Checkages and Taxes
8. **TTC:** - At this field, a drop down listing appears displaying the **Transaction Type** codes **2D, 1K, 2E, and 2F**. If the correct choice is already displayed in this field, **press Tab** to continue. If not, **click** on the **correct** choice and **press Tab**.

9. **Debit/Credit:** - At this field always select **(D)** when entering the accounting line for a positive amount, such as, the calculated amount of the entitlement(s). Always select **(C)** when the accounting line represents a collection of an advance, off-setting of a previously paid entitlement, or when reporting withholding taxes. **Leave** this field **blank** if the **TTC** is **(2I)**.
10. **PAA:** - At this field, **type** the **Property Accounting Activity** code as shown on the travel order and **press Tab**.
11. **CTRY:** - The **Country** code, **US**, defaults to this field when the travel was **performed within CONUS**. In addition, a *drop down listing* of **Country** codes appears. If the correct code is **not displayed** at this field, **type** the correct two letter code or **click** on the *Up/Dn* arrow **buttons** to **scroll** through the list until the desired country name is highlighted. When the correct country name is highlighted, **click** on the **item** or **press Tab** to make a selection.
12. **Cost Code:** - At this field, **type** the **Cost Code** as shown on the travel order and **press Tab**.
13. **Amount:** - IATS automatically populates this field with the **total dollar amount** for the **debits** or **credits** depending on the code entered at the **D/C** field. If the correct amount is displayed, press *Tab*.
14. **SDN:** - At this field, **type** the **SDN** as shown on the travel order and **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 TTC 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**:

| APC | FY | ACRN | DP | TC | APPR | SBHD | OC | BCN | SA | AAA | TTC | D/C | PAA | CTRY | Cost Code | Amount | SDN |
|--------|----|------|----|----|------|------|------|-------|----|--------|-----|-----|--------|------|--------------|------------|------------------|
| 111111 | 2 | 22 | 17 | | 1105 | 2789 | 3333 | 67845 | 0 | 556666 | 1K | D | 000000 | US | 000111881111 | \$1,000.00 | ???????????????? |

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).

| APC | FY | ACRN | DP | TC | APPR | SBHD | OC | BCN | SA | AAA | TTC | D/C | PAA | CTRY | Cost Code | Amount | |
|--------|----|------|----|----|------|------|------|-------|----|--------|-----|-----|--------|------|--------------|----------|------|
| 143690 | 6 | AA | 17 | | 1105 | 2752 | 0021 | 43690 | | 067443 | 20 | D | 074178 | US | 000456003333 | 2,206.59 | M000 |
| 143690 | 6 | AB | 17 | | 1105 | 2752 | 0021 | 43690 | | 067443 | 20 | D | 074130 | US | 000456003333 | 25.00 | M000 |
| 143690 | 6 | AC | 17 | | 1105 | 2752 | 0021 | 43690 | | 067443 | 20 | D | 074131 | US | 000456003333 | 248.25 | M000 |
| 143690 | 6 | AD | 17 | | 1105 | 2752 | 0021 | 43690 | | 067443 | 20 | D | 074157 | US | 000456003333 | 371.25 | M000 |
| 143690 | 6 | AE | 17 | | 1105 | 2752 | 0021 | 43690 | | 067443 | 20 | D | 074167 | US | 000456003333 | 33.10 | M000 |
| 143690 | 6 | AF | 17 | | 1105 | 2752 | 0021 | 43690 | | 067443 | 20 | D | 74178 | | 000456003333 | 0.00 | M000 |

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**.

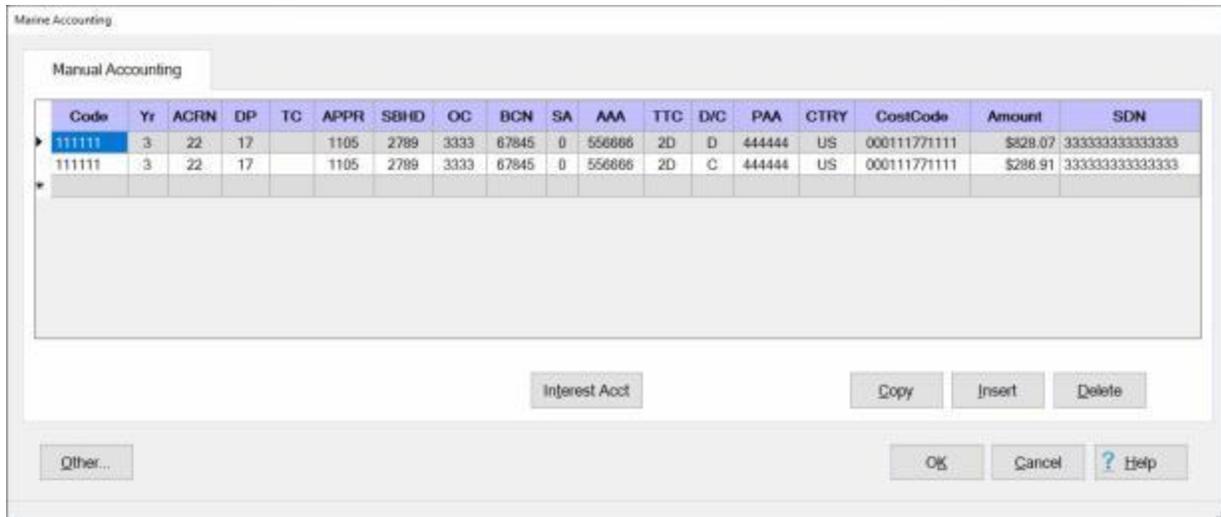
Click on the **See Also** button below for additional **Help** topics pertaining to Marine Corps **accounting**.

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**.

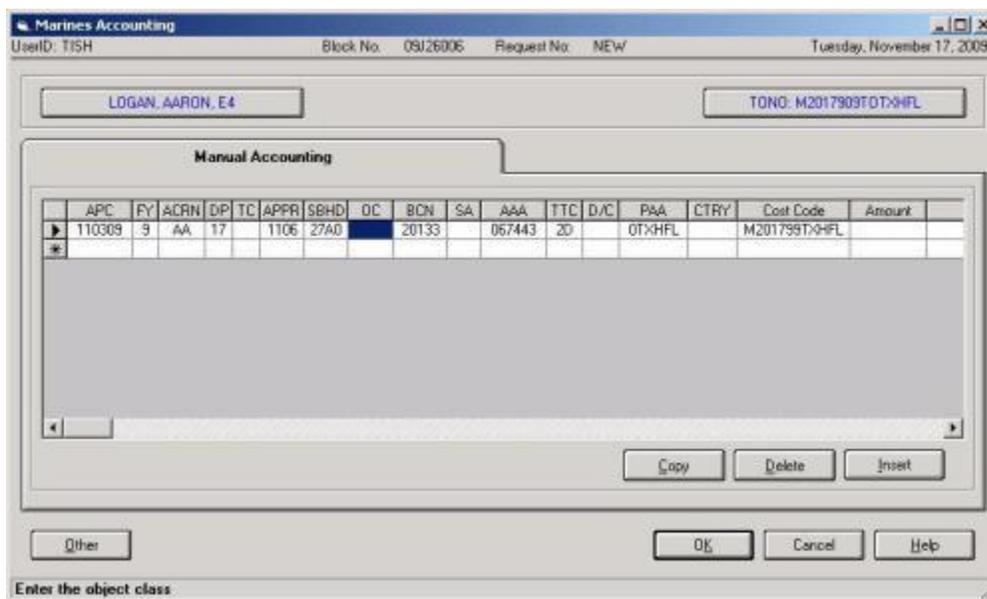
Click on the **See Also** button below for additional **Help** topics pertaining to Marine Corps **accounting**.

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.

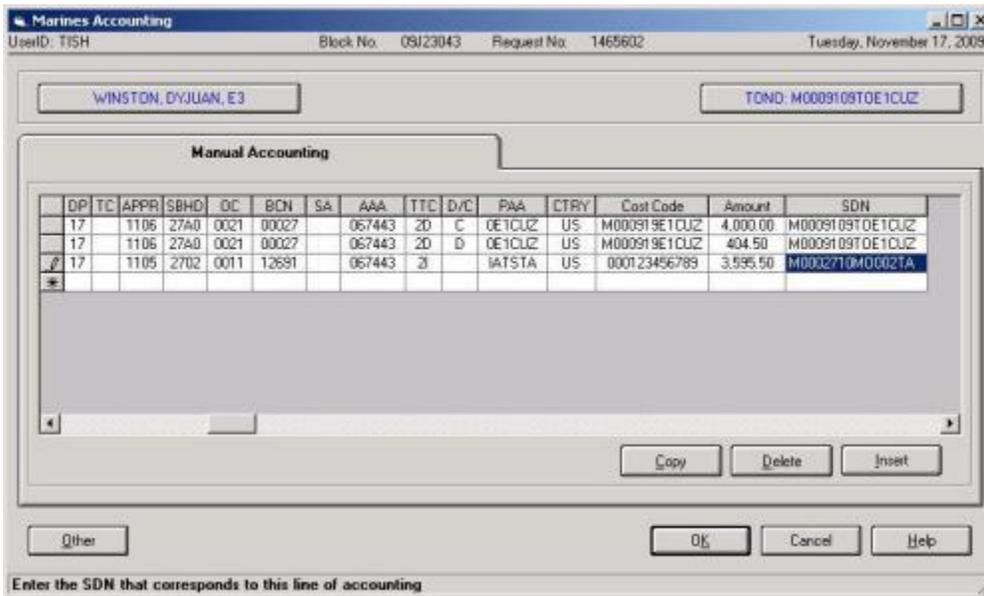


Checkage Accounting

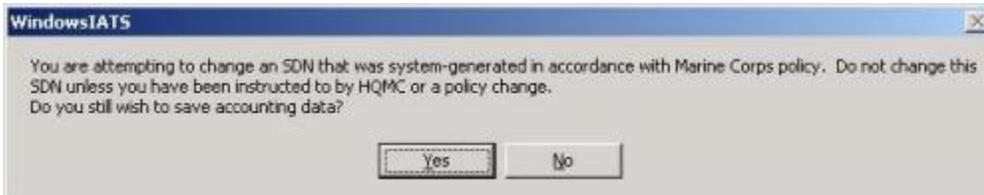
The code **2I** is used to **offset** the **overpayment** when the settlement computation results in an amount **Due US**. This applies to **Marine Corps member travel only**.

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.

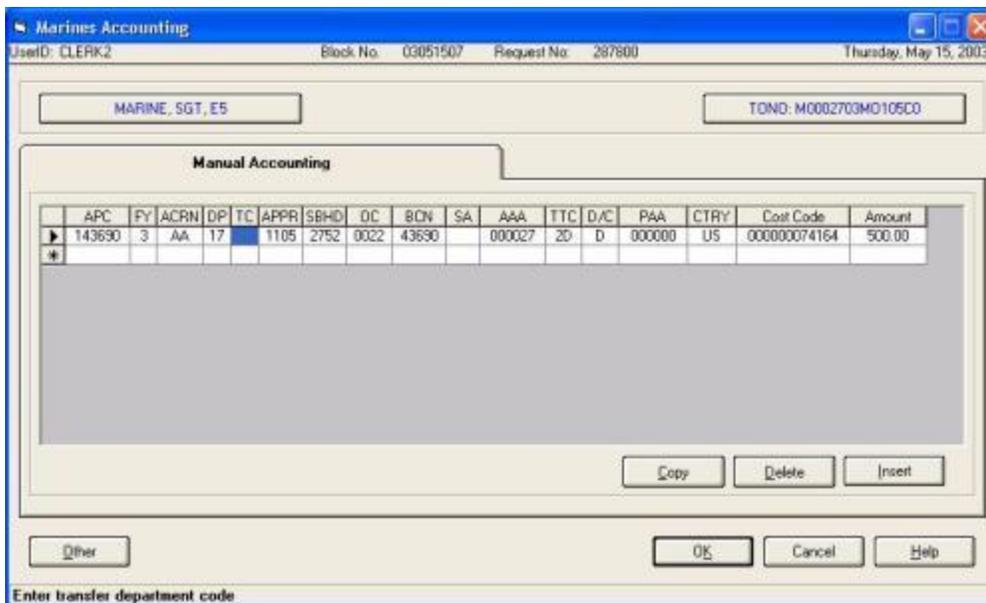


If you attempt to edit this system-generated **SDN** in any manner, you will get the error message below. IATS has been programmed to auto-populate the correct **SDN**. As a result, do **NOT** change the **SDN** unless there has been a policy change, which has not yet been programmed in IATS.



DITY Advance Accounting

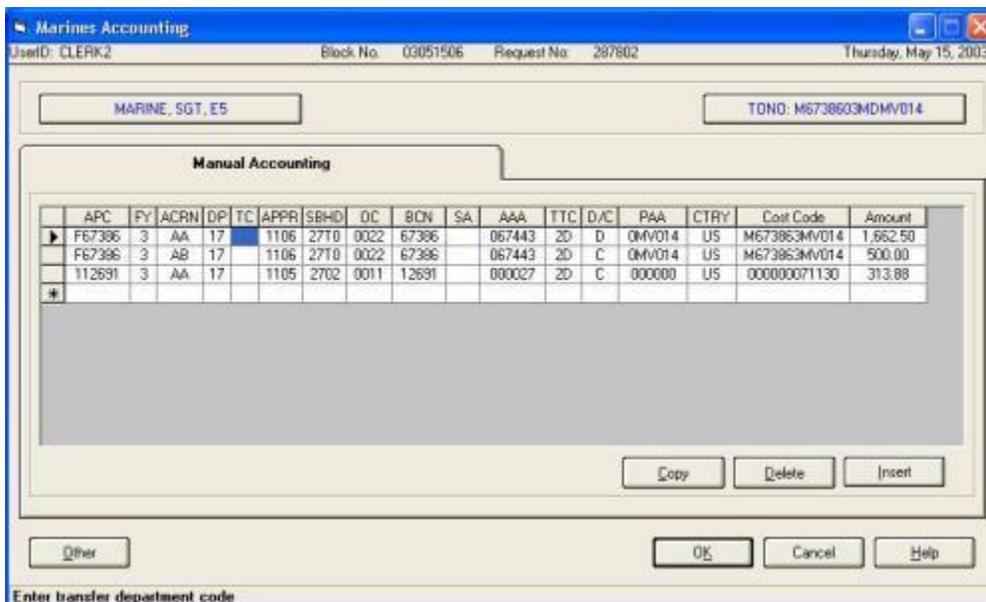
When entering the accounting line for a **DITY advance**, (**both Local and PCS**), use **0022** for the **Object Class** and **2D** for **Transaction Type Code**.



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 0011 for 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:

| Remit To | Adv/Accr | Entitlements | Calculations | Financial | Remarks |
|--------------------------|----------------|--------------------------|--------------|---|---------|
| Method of Payment | EFT | Computed Split | \$0.00 | <input type="checkbox"/> Release Obligation | |
| Due Traveler: | \$0.00 | Split Payment: | \$0.00 | | |
| Db/Cr | Classification | Amount | | | |
| | | | | | |
| <Back | | Next> | | Modify Accounting | |

1. To validate that the accounting appropriation associated with the claim being processed is loaded into the CMET table, first you would **click** on the **Modify Accounting** button. The **Navy Accounting** screen appears next.

Navy Accounting

Manual Accounting

| BCN | SbHd | AAA | ACRN | | GA | Y | Appr | O/C | SA | TT | PAA/Tn | Cost Code | Am |
|-------|------|--------|------|--|----|---|------|-----|----|----|--------|--------------|----|
| 11111 | 2222 | 333333 | AA | | 17 | 1 | 4444 | 000 | 5 | 2D | 666666 | 777777777777 | |
| + | | | | | | | | | | | | | |

Other... Auditor Remarks

Copy Insert Delete

OK Cancel ? Help

Enter the amount to be allocated to accounting class

2. At the **BCN** field, you would type the Bureau Control Number (**BCN**) as shown in the accounting citation at **block 22** on the **DD Form 1614** attached to the claim and **press Tab**.
3. After entering the BCN and pressing "Tab" the "SbHd", "AAA", "GA", "Appr", and "SA" fields will be populated if a matching BCN is found in the CMET table. **Press** the *Tab* key until you arrive at the **ACRN** field.
4. **ACRN**: - At this field, **type** the correct **Accounting Classification Reference Number** associated with the travel order and then **press Tab**.
5. **GA**: - If not already automatically populated, **type** the correct two digit code for the **Gaining Agency** as shown on the travel order and **press Tab**.
6. **Y**: - At the **Fiscal Year** field, a drop down listing of various fiscal years appears. If the **default** value that appears at this field is correct, **press Tab** to continue. If not, **click** on the on the desired **year** to make a selection and then **press Tab** to continue.
7. **Appr**: - If the **BCN** entered **matches** an **appropriation** loaded into the **CMET** table in the **Maintenance** module, IATS automatically populates this field. If not, **type** the **APPR** code associated with the travel order and then **press Tab**.
8. **O/C**: - Three zeros default to this field. If this is correct **press Tab**. If not, **type** the correct **Object Class** code as shown on the travel order and **press Tab**.
9. **SA**: - If the default number is correct **press Tab**. If not, **type** the correct **Sub Allotment** code as shown on the travel order and **press Tab**.
10. **TT**: - The **Transaction Type** code **2D** defaults to this field. **Press Tab** to continue.
11. **PAA/Tn**: - At this field, **type** the **Property Accounting Activity** code as shown on the travel order and **press Tab**.
12. **Cost Code**: - At this field, **type** the **Cost Code** as shown on the travel order and **press Tab**.
13. **Amount**: - At the Amount field, the default value is 0.00 **press Tab** to continue.
14. After pressing *Tab* at the Amount field, IATS returns to the **BCN** field on the next accounting line. **Click** on **OK** to validate that the accounting citation exists in the CMET table.

Note: If the accounting citation entered at the Navy Accounting screen is invalid, a pop-up message will appear after you click on OK. The message will advise you to contact your **system administrator** to have the accounting citation added to the CMET table if necessary. You would click **OK** to continue.

Navy Accounting

Manual Accounting

| BCN | SbHd | AAA | ACRN | | GA | Y | Appr | O/C | SA | TT | PAW/Tn | Cost Code | Am |
|-------|------|-----|------|--|----|---|------|-----|----|----|--------|--------------|----|
| 11111 | 2222 | 3 | AA | | 17 | 1 | 4444 | 000 | 5 | 2D | 666666 | 777777777777 | |
| 11111 | 2222 | 3 | AA | | 17 | 1 | 4444 | 000 | 5 | 1K | 666666 | 777777777777 | |

Other... Auditor Remarks

Copy Insert Delete

OK Cancel ? Help

Enter BCN Code

 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.

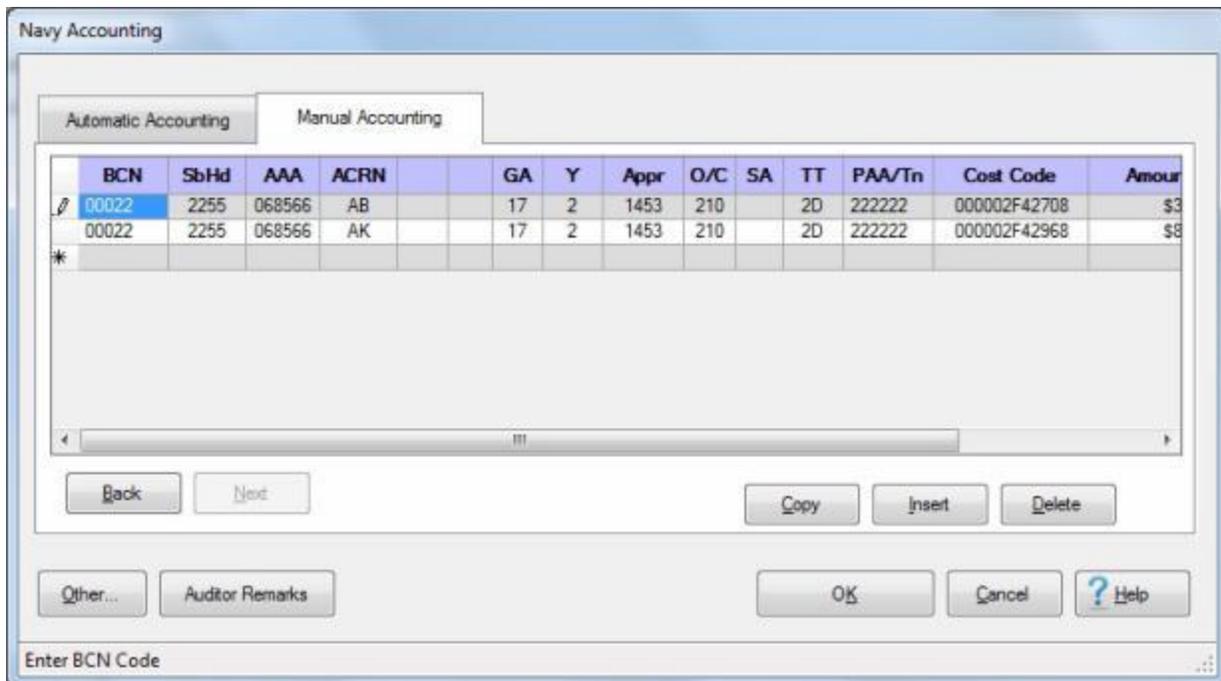
16. When **finished** adding the required accounting lines, **click** the **OK** button.

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:

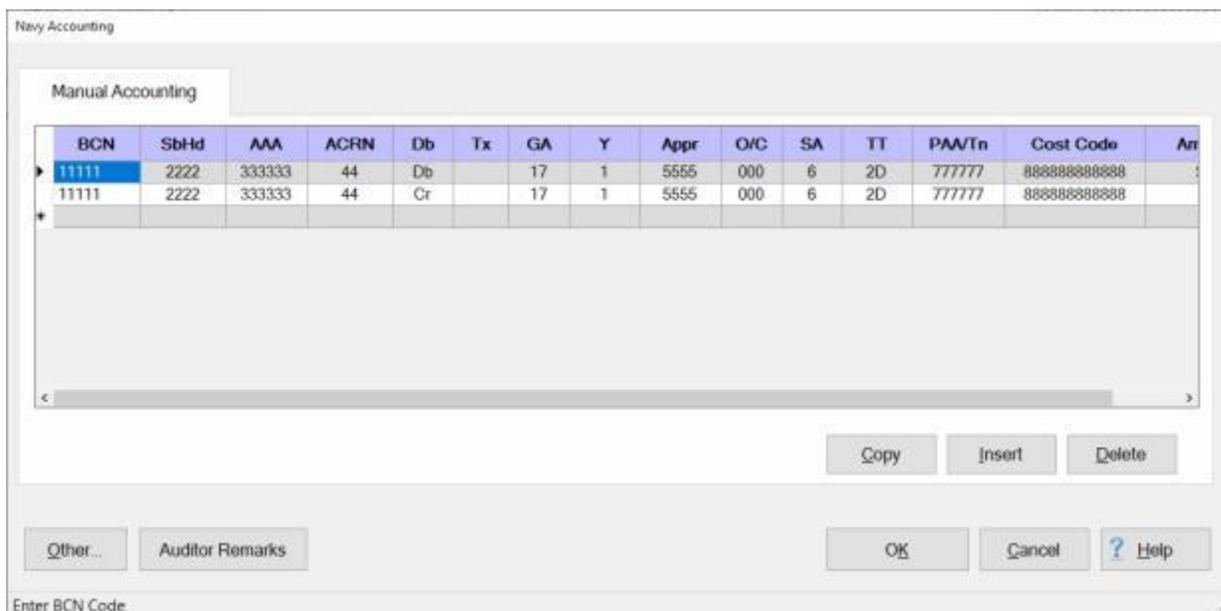
1. If the **Automatic Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **Appropriation:** - **Click** on the *down arrow* button to **display** the appropriation **options** and then **click** on 1453 or 1405.
3. **UIC:** - **Click** in the **UIC** field and **enter** the appropriate UIC number.
4. After populating the required fields, **click** on the **Generate** button. IATS **displays** the completed accounting **line(s)** at the **Manual Accounting** tab.



- At the **Manual Accounting** tab, **make** any necessary changes and then **click** on the **OK** button to **save** the accounting **line(s)**.

Navy CIVPCS Accounting

When the **Navy Accounting** screen appears, **Manual Accounting** is the only method for entering the accounting information for **TDY** and **CIVPCS** travel.



 Use the following steps to "complete" the Manual Accounting tab for CIVPCS travel:

1. If the **Manual Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **BCN:** - At this field, **type** the **Bureau Control Number** code associated with the travel order and then **press Tab**.

Note: - After pressing *Enter* at the **BCN** field, IATS will automatically populate most of the remaining fields if the **BCN Code** matches an accounting appropriation loaded into the **CMET** table in the **Maintenance** module.

3. **SbHd:** - If the **BCN** entered **matches** an **appropriation** loaded into the **CMET** table in the **Maintenance** module, IATS automatically **populates** this field. If not, **type** the **SubHead** code associated with the travel order and then **press Tab**.
4. **AAA:** - If the **BCN** entered **matches** an **appropriation** loaded into the **CMET** table in the **Maintenance** module, IATS automatically **populates** this field. If not, **type** the **AAA** code associated with the travel order and then **press Tab**.
5. **ACRN:** - At this field, **type** the correct **Accounting Classification Reference Number** associated with the travel order and then **press Tab**.
6. **Db:** - At this field, a *drop down listing* appears displaying **Db** (debit) and **Cr** (credit). **Determine** what **type** of accounting **line** is needed and then **click** on the desired choice. A selection can also be made by simply typing **D** or **C** and then **pressing Tab**.
7. **Tx:** - At this field, **type one** of the following **codes** if the accounting **line** is to **report** the **withholding of taxes**. If not leave this line **blank** and **press Tab** to continue:
 - (S) if the accounting line is for reporting the withholding for **FICA** taxes
 - (M) if the accounting line is for reporting the withholding for **Medicare** taxes
 - (F) if the accounting line is for reporting the withholding for **Federal** taxes
 - (A) if the accounting line is for reporting the withholding for the **Agency's** portion
8. **GA:** - If not already automatically populated, **type** the correct two digit **code** for the **Gaining Agency** as shown on the travel order and **press Tab**.
9. **Y:** - At the **Fiscal Year** field, a drop down listing of various fiscal years appears. If the **default** value that appears at this field is correct, **press Tab** to continue. If not, **click** on the *Up/Dn arrows* or **press** the *Up/Dn arrows* on the keyboard to display more choices. When the correct year is shown, **click** on the desired **year** to make a selection and then **press Tab** to continue.
10. **Appr:** - If the **BCN** entered **matches** an **appropriation** loaded into the **CMET** table in the **Maintenance** module, IATS automatically **populates** this field. If not, **type** the **APPR** code associated with the travel order and then **press Tab**.
11. **O/C:** - Three zeros default to this field. If this is correct **press Tab**. If not, **type** the correct **Object Class** code as shown on the travel order and **press Tab**.
12. **SA:** - The number zero defaults to this field. If this is correct **press Tab**. If not, **type** the correct **Sub Allotment** code as shown on the travel order and **press Tab**.
13. **TT:** - The **Transaction Type** code 2D defaults to this field. If this is correct **press Tab** to continue. If not, **type** the correct TT code and **press Tab**.
14. **PAA/Tn:** - At this field, **type** the **Property Accounting Activity** code as shown on the travel order and **press Tab**.
15. **Cost Code:** - At this field, **type** the **Cost Code** as shown on the travel order and **press Tab**.
16. **Amount:** - At this field, a **window** appears **displaying** a breakdown of the **entitlements** and **deductions**. Determine what is being **reported** on this line and then **type** the **amount** associated to the accounting **line**.

Note: When the first credit line is entered, IATS will automatically **populate** the **Amount** field with the **total** of all of the **credits**. As additional credit lines are **added** and the **amounts** for those lines are **entered**, IATS will automatically **reduce** the **amount** that **defaulted** to the first credit line entered. In addition, if the traveler **received** an **advance**, it is highly recommended that the **advance (1K)** line of accounting be the first credit line following the last debit line. This will **assist** in proper tax reporting.

17. **Repeat** steps **2-16** above for **additional** accounting lines if necessary.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will **automatically copy** the previous accounting line information to the fields in the following accounting line. The user can then make any minor **changes**; such as making the line a **debit** or **credit**. **Press Tab** through the **Amount** field until the correct amount is **populated** at the new line.

18. When **finished** adding the required accounting lines, **click** the **OK** button.

DD1131 Accounting

A (**DD1131 Accounting**) tab appears on the **Navy Accounting** screen. IATS **automatically generates** an **accounting line** for the DD Form 1131 when a claim is processed that results in an amount **Due US**. This accounting line appears **automatically** on the **DD1131 Accounting** tab.

| BCN | SbHd | AAA | ACRN | Db | AG | YR | Appr | O/C | SA | TT | PAA/Tn | Cost Code | At |
|-------|------|--------|------|----|----|----|------|-----|----|----|--------|------------|----|
| 11111 | 2222 | 333333 | AA | | 17 | 1 | 4444 | 000 | 5 | 1K | 666666 | 7777777777 | |

If you need to **modify** this accounting line, **click** on the **DD1131 Accounting** tab to bring it into focus, and then **enter** your desired **changes**.

Click on **OK** after making your changes to **save** the accounting lines.

Transactional Accounting

Beginning 1 October 2010 (FY 11), Members' PCS Orders will contain a Standard Document Number (**SDN**) that will allow Navy to capture Funding information in the official accounting system by individual member using unique line of accounting (**LOA**). The construction of the new SDN and new LOA will be further explained in the revised **BUPERS** Instruction 7040.6/7.

The following information explains how to use IATS to use the Transactional Accounting process: If you are processing a claim for a **DITY/PPM Advance**, click on this link, "[DITY-PPM Advances](#)", for the instructions.

Note: These instructions assume that you already know how to create travel orders and process claims.

Travel Order Selection

MANN, SAILOR

Traveler ID: 111661111 Traveler Name: MANN, SAILOR

Address-1: 222 N SOUTH ST Grade/Rank: E8

Address-2: Organization: NAVY

City: NORFOLK DSSN:

State/Country: VIRGINIA

Zip Code: 22233

Traveler Profile

TONO: 3333333333333333

| Order Number | Category | Start Date | End Date |
|--------------|----------|------------|----------|
|--------------|----------|------------|----------|

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

OK Cancel ? Help

1. At the Travel Order Selection screen, **enter** a new travel order number (**SDN**) and **click** on **OK**.

The screenshot shows the 'Travel Order' application window. At the top, it displays 'User ID: DAVE' and the date 'Tuesday, July 11, 2017'. The main form area is divided into several sections:

- Traveler's Name:** MANN, SAILOR: E8
- Grade/Rank:** E8
- Order Number/TONO:** 3333333333333333
- Order Type:** A dropdown menu is open, showing options: Normal, Blanket, Repetitive, Invitational, **PCS** (highlighted), Local, Local DITY, and Evacuation.
- Description/Remarks:** A large text area for notes.
- Purpose of Trip:** Site Visit
- Issuing Organization:** NAVY
- Paying Organization:** NAVY
- DSSN/ITR:** 6416
- UIC:** 00000
- Funds:** Navy
- Is for Reserve Travel:**
- Group Travel:**
- Dates:** Issue Date: 7/11/2017, Begin Date: 7/11/2017, Number of Days: 1, End Date: 7/11/2017

At the bottom of the window, there are buttons for 'Back', 'Next', 'OK', 'Cancel', and 'Help'. A status bar at the very bottom reads: 'Select the category that best describes type of travel authorized for this order'.

2. At the **Order Type** field on the Travel Order screen, **click** the *down arrow* button and then **click** on **PCS**.

Travel Order User ID: DAVE Tuesday, July 11, 2017

Traveler's Name: MANN, SAILOR: E8 Grade/Rank: E8 Order Number/TONO: 3333333333333333 Order Type: PCS Trans. Acct.

Order is for Reserve Is Trans. Acct.

Transactional Accounting Information

If this order is for fiscal year 2011 or later Please select a PIC. Locate the Customer Identification Code (CIC) on the MILPCS order the PIC is the 3rd digit of the CIC, to verify this the PIC is also located at the 7th position of the Cost code.

If this MILPCS order is for fiscal year 2010 or earlier within the PIC drop down list select MILPCS =< FY2010

**** for this selection non transactional accounting format applies to Financial/accounting tab****

PIC

- 0 - OFFICER IPCOT -
- 1 - ENLISTED IPCOT -
- 2 - OFFICER ACCESSION LAND
- 3 - OFFICER TRAINING - LAND
- 4 - OFFICER OPERATION - LAND
- 5 - OFFICER SEPARATION - CONUS
- 6 - OFFICER ORGANIZED UNIT MOVES
- 7 - OFFICER ROTATIONAL - OCONUS DEPENDENT
- 8 - ENLISTED ROTATIONAL - OCONUS DEPENDENT
- 9 - NAVAL AVIATION CADETS ACCESSION - TRAINING
- A - ENLISTED ACCESSION RECRUITS - LAND
- B - ENLISTED ACCESSION OTHER THAN RECRUITS - LAND
- C - ENLISTED TRAINING - LAND
- D - ENLISTED OPERATION - LAND
- E - ENLISTED SEPARATION - CONUS
- F - ENLISTED ORGANIZED UNIT MOVES
- G - MIDSHIPMAN ACCESSION
- H - REIMBURSABLE
- I - NAVAL AVIATION CADETS ACCESSION
- J - ENLISTED ACCESSION RECRUITS - OCONUS
- K - ENLISTED ACCESSION OTHER THAN RECRUITS - OCONUS
- L - ENLISTED TRAINING - OCONUS
- M - ENLISTED ROTATIONAL - OCONUS

Buttons: Back, Next, Help, Cancel, ? Help

Select the Navy Transaction Accounting PIC to be associated with this order

3. A *drop down list* appears displaying numerous Purpose Identification Codes (**PIC**).
4. **Locate the PIC** on the member's PCS order it is the third character of the **CIC** code.
5. **Click** on the desired **code** to make your selection.

The screenshot shows a software window titled "Travel Order" with the following details:

- User ID:** DAVE
- Date:** Tuesday, July 11, 2017
- Traveler's Name:** MANN, SAILOR: E8
- Grade/Rank:** E8
- Order Number/TONO:** 3333333333333333
- Order Type:** PCS
- Buttons:** Trans. Acct., Order is for Reserve , Is Trans. Acct.
- Transactional Accounting Information:**
 - Text: "If this order is for fiscal year 2011 or later Please select a PIC. Locate the Customer Identification Code (CIC) on the MILPCS order the PIC is the 3rd digit of the CIC, to verify this the PIC is also located at the 7th position of the Cost code."
 - Text: "If this MILPCS order is for fiscal year 2010 or earlier within the PIC drop down list select MILPCS =< FY2010"
 - Text: "** for this selection non transactional accounting format applies to Financial/accounting tab**"
 - PIC:** F - ENLISTED ORGANIZED UNIT MOVES
 - SDN 1:** [Empty text box]
 - SDN 2:** [Empty text box]
 - SDN 3:** [Empty text box]
 - Buttons:** Close, Help
- Bottom Navigation:** Back, Next, OK, Cancel, ? Help
- Footer:** Enter the SDN for OMN funds being used on this order (if any)

6. After making your selection you have the opportunity to enter **SDNs** for **OM&N TEMDUINS**. A separate SDN will be entered for each fiscal year for **TEMDUINS** as provided on the member's PCS order or subsequent order modification for additional TEMDUINS.
7. After selecting the PIC and entering the SDN(s) if applicable, **click** on the **Close** button. IATS will return you to the **Travel Order** screen.

Travel Order User ID: DAVE Tuesday, July 11, 2017

Traveler's Name: MANN, SAILOR: E8
 Grade/Rank: E8
 Order Number/TONO: 33333333333333
 Order Type: PCS
 Trans. Acct. PIC: F

Order is for Reserve Is Trans. Acct.

Description **What's Authorized (Military PCS)** Dependents Remarks

Purpose of Trip: Change of Home Port

Issuing Organization: NAVY

Paying Organization: NAVY

DSSN/ITR: 6416 UIC: 00000

Funds: Navy Is for Reserve Travel

Group Travel

Origin: JACKSONVILLE, FL, DUVAL

Destination: NORFOLK, VA, NORFOLK

Dates
 Issue Date: 6/5/2017
 Begin Date: 6/19/2017
 End Date: 6/30/2017

Back **Next** OK Cancel ? Help

Enter the report date for this Permanent Change of Station Authorization

8. Finish completing the travel order as usual.
9. After completing the travel order, process the claim. After you have entered the **itinerary** and **applied the advances**, if applicable, **click** on the **Financial** tab.

Settlement Request - Block No: MPC5 - Request No: NEW

MANN, SAILOR: E8 TONO: 3333333333333333

Request Type - Settlement

Type of Settlement: Partial Type of Partial: Not a Partial

Remit To: Adv/Acct Entitlements: Calculations **Financial** Remarks

Method of Payment: EFT Computed Split: \$0.00 Release Obligation
 Due Traveler: \$388.04 Split Payment: \$0.00

| Db/Cr | Classification | Amount |
|-------|----------------|--------|
| | | |

<Back Next> Modify Accounting

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

Choose method of payment to be used to reimburse the traveler for these expenses

10. Make any required entries at the Financial tab and then **click** on the **Modify Accounting** button.

Navy Accounting

Automatic Accounting **Manual Accounting**

Automatic Accounting Input

Appropriation: 1453 UIC:

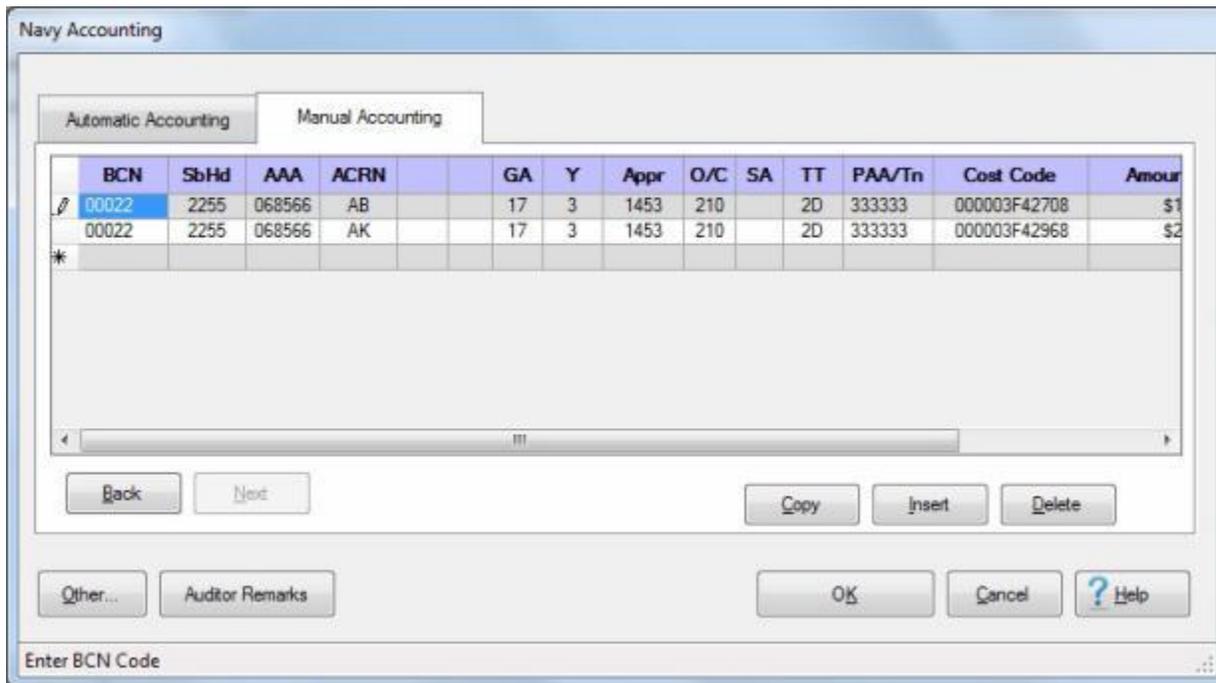
1405
1453

Back Next Generate

Other... Auditor Remarks OK Cancel ? Help

Enter the Appropriation Code (1405 or 1453)

- You will be prompted to **select** the Appropriation, **1453** for **MPN** or **1405** for **RPN**. Once the selection is made **click** on the **Generate** button.



- Your Navy Transactional Accounting is generated! You will notice that each **LOA** now has an **ACRN**. The ACRN is associated with position **8-11** of the **Cost Code** which is the abbreviated Functional Account Number (**FAN**) and the **sub allot** field is now **blank**.
- Finish processing the claim as usual.

DITY-PPM Advances

Commencing with (FY11), funded Navy **MILPCS Orders** will submit the **advance operating allowance** (DITY/PPM) as a **1K** transaction (**advance**) instead of a **2D** transaction (**settlement**) as was the business practice in previous fiscal years.

Requests for advance DITY/PPM with accounting line with fiscal year prior to **2011** will continue to be paid as a **2D** transaction.

When the MILPCS order is created in IATS it will now have a unique Standard Document Number (**SDN**) assigned by the Order Writer.

In most cases this will be the order writing systems at PERS.

Locally prepared Standard Transfer Orders (**STOs**), **Separation/Fleet Reserve** and **Retirement** Orders will also be assigned a unique **SDN**. Copies of locally prepared STOs must be **forwarded** to **NAVYPCSORDEERS@navy.mil** to **prevent** possible unfunded **obligations**.

The following instructions will provide guidance on how to enter these transactions to process DITY/PPM payments that will be using **Transactional Accounting**:

Note: These instructions assume that you already know how to create travel orders and process claims.

Travel Order Selection

MANN, SAILOR

Traveler ID: 111661111 Traveler Name: MANN, SAILOR

Address-1: 222 N SOUTH ST Grade/Rank: E8

Address-2: Organization: NAVY

City: NORFOLK DSSN:

State/Country: VIRGINIA

Zip Code: 22233 [Traveler Profile](#)

TONO: 3333333333333333

| Order Number | Category | Start Date | End Date |
|--------------|----------|------------|----------|
|--------------|----------|------------|----------|

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

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

1. At the Travel Order Selection screen, **enter** a new travel order number (**SDN**) and **click** on **OK**.

Travel Order User ID: DAVE Tuesday, July 11, 2017

Traveler's Name: MANN, SAILOR: E8
 Grade/Rank: E8
 Order Number/TONO: 33333333333333
 Order Type: **Normal** (dropdown menu open showing: Normal, Blanket, Repetitive, Invitational, **PCS**, Local, Local DITY, Evacuation)

Description **Remarks**

Purpose of Trip: Site Visit (dropdown)
 Issuing Organization: NAVY
 Paying Organization: NAVY
 DSSN/ITR: 6416 UIC: 00000
 Funds: Navy (dropdown) Is for Reserve Travel:
 Group Travel:

Dates
 Issue Date: 7/11/2017 (dropdown)
 Begin Date: 7/11/2017 (dropdown)
 Number of Days: 1
 End Date: 7/11/2017 (dropdown)

Back Next OK Cancel ? Help

Select the category that best describes type of travel authorized for this order

- At the **Type of Order** field on the Travel Order screen, **click** the *down arrow* button and then **click** on **PCS**.

Travel Order User ID: DAVE Tuesday, July 11, 2017

Traveler's Name: MANN, SAILOR: E8 Grade/Rank: E8 Order Number/TONO: 33333333333333 Order Type: PCS Trans. Acct.

Order is for Reserve Is Trans. Acct.

Transactional Accounting Information

If this order is for fiscal year 2011 or later Please select a PIC. Locate the Customer Identification Code (CIC) on the MILPCS order the PIC is the 3rd digit of the CIC, to verify this the PIC is also located at the 7th position of the Cost code.

If this MILPCS order is for fiscal year 2010 or earlier within the PIC drop down list select MILPCS =< FY2010

**** for this selection non transactional accounting format applies to Financial/accounting tab****

PIC

- 0 - OFFICER IPCOT -
- 1 - ENLISTED IPCOT -
- 2 - OFFICER ACCESSION LAND
- 3 - OFFICER TRAINING - LAND
- 4 - OFFICER OPERATION - LAND
- 5 - OFFICER SEPARATION - CONUS
- 6 - OFFICER ORGANIZED UNIT MOVES
- 7 - OFFICER ROTATIONAL - OCONUS DEPENDENT
- 8 - ENLISTED ROTATIONAL - OCONUS DEPENDENT
- 9 - NAVAL AVIATION CADETS ACCESSION - TRAINING
- A - ENLISTED ACCESSION RECRUITS - LAND
- B - ENLISTED ACCESSION OTHER THAN RECRUITS - LAND
- C - ENLISTED TRAINING - LAND
- D - ENLISTED OPERATION - LAND
- E - ENLISTED SEPARATION - CONUS
- F - ENLISTED ORGANIZED UNIT MOVES
- G - MIDSHIPMAN ACCESSION
- H - REIMBURSABLE
- I - NAVAL AVIATION CADETS ACCESSION
- J - ENLISTED ACCESSION RECRUITS - OCONUS
- K - ENLISTED ACCESSION OTHER THAN RECRUITS - OCONUS
- L - ENLISTED TRAINING - OCONUS
- M - ENLISTED ROTATIONAL - OCONUS

Buttons: Back, Next, Help, Cancel, ? Help

Select the Navy Transaction Accounting PIC to be associated with this order

3. A *drop down list* appears displaying numerous Purpose Identification Codes (**PIC**).
4. **Locate the PIC** on the member's PCS order it is the third character of the **CIC** code.
5. **Click** on the desired **code** to make your selection.

Travel Order User ID: DAVE Tuesday, July 11, 2017

Traveler's Name: MANN, SAILOR: E8
 Grade/Rank: E8
 Order Number/TONO: 3333333333333333
 Order Type: PCS
 Trans. Acct.

Order is for Reserve
 Is Trans. Acct.

Transactional Accounting Information

If this order is for fiscal year 2011 or later Please select a PIC. Locate the Customer Identification Code (CIC) on the MILPCS order the PIC is the 3rd digit of the CIC, to verify this the PIC is also located at the 7th position of the Cost code.
If this MILPCS order is for fiscal year 2010 or earlier within the PIC drop down list select MILPCS =< FY2010
**** for this selection non transactional accounting format applies to Financial/accounting tab****

PIC: F - ENLISTED ORGANIZED UNIT MOVES

SDN 1:

SDN 2:

SDN 3:

Enter the SDN for OMN funds being used on this order (if any)

6. After making your selection you have the opportunity to enter **SDNs** for **OM&N TEMDUINS**. A separate SDN will be entered for each fiscal year for **TEMDUINS** as provided on the member's PCS order or subsequent order modification for additional TEMDUINS.
7. After selecting the PIC and entering the SDN(s) if applicable, **click** on the **Close** button. IATS will return you to the **Travel Order** screen.

The screenshot shows a software window titled "Travel Order" with the user ID "DAVE" and the date "Tuesday, July 11, 2017". The interface is divided into several sections:

- Header Information:** Traveller's Name (MANN, SAILOR: E8), Grade/Rank (E8), Order Number/TONO (3333333333333333), Order Type (PCS), and Trans. Acct. PIC: F.
- Checkboxes:** "Order is for Reserve" (unchecked) and "Is Trans. Acct." (checked).
- Description Tab:** The "What's Authorized (Military PCS)" tab is selected. It contains:
 - Purpose of Trip:** Change of Home Port
 - Issuing Organization:** NAVY
 - Paying Organization:** NAVY
 - DSSN/ITR:** 6416, **UIC:** 00000
 - Funds:** Navy, **Is for Reserve Travel:** (checked)
 - Group Travel:** (unchecked)
 - Origin:** JACKSONVILLE, FL, DUVAL
 - Destination:** NORFOLK, VA, NORFOLK
- Dates Section:** Issue Date (6/5/2017), Begin Date (6/19/2017), and End Date (6/30/2017).
- Navigation:** Back, Next, OK, Cancel, and Help buttons.
- Footer:** "Enter the report date for this Permanent Change of Station Authorization" with a date picker icon.

8. At the Travel Order screen, **click** on the **What's Authorized (MILPCS)** tab.

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.

Allocate PCS Advance

MANN, SAILOR

TONO: 33333333333333

| Entitlement | Computed | Given |
|------------------------|------------|--------|
| ▶ Household Goods/DITY | \$1,800.00 | \$0.00 |

Total 0.00

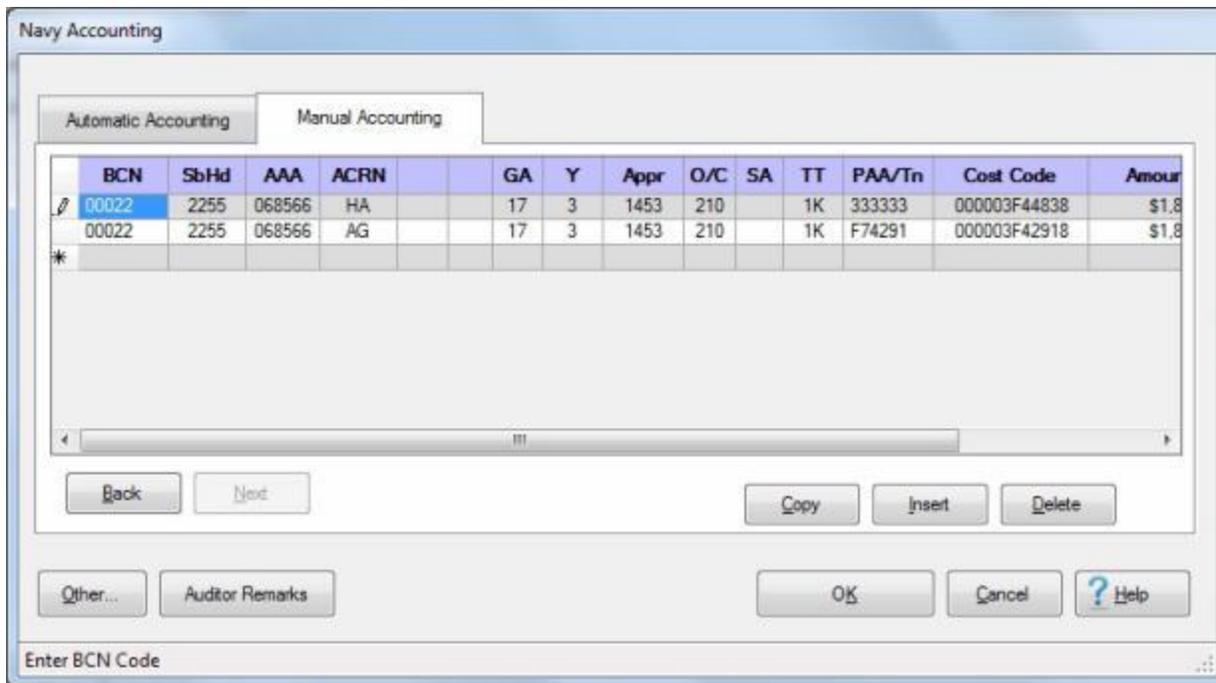
Other... Default OK Cancel ? Help

Enter amount to be applied

14. At the Calculations tab, **click** in the **Advance Authorized** field.
15. When the **Allocate PCS Advance** screen appears, **click** on the **Default** button to authorize a **100 percent** of the computed amount, and then **click** on **OK**.

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 must be entered. This is necessary to **determine** whether **funds** are **available** and to **charge** the **expenditures** to the appropriate organization.

Typically, members and employees of the Coast Guard will be **provided** with the accounting **appropriation** that must be used for the transaction being processed.

Coast Guard Accounting

| TONO | Ag | R/D | Appr | Limit | Allt | Alc | ProgEle | CstAcct | Obj | Amount | RAN |
|------------------|----|-----|------|-------|------|-----|---------|---------|-----|--------|-----|
| 1122222222222000 | | | | | | | | | | \$0.00 | |
| * | | | | | | | | | | | |

Copy Delete Insert

Other... OK Cancel ? Help

 Use the following steps to "complete" the Coast Guard Accounting screen:

1. **TONO:** - At the **TONO** field, the order **number** previously entered at the **Travel Order** screen is displayed. **Press Tab** to continue.
2. **Ag:** - IATS automatically populates the **Ag** field and advances to the **R/D** field.
3. **R/D:** - At the **R/D** field, **type** the Region/District code from the accounting appropriation you were provided and **press Tab**.
4. **Appr:** - At the **Appr** field, **type** the Appropriation code from the accounting appropriation you were provided and **press Tab**.
5. **Limit:** - At the **Limit** field, **type** the Appropriation Limit code from the accounting appropriation you were provided and **press Tab**.
6. **Allt:** - At the **Allt** field, **type** the Allotment Fund Control code from the accounting appropriation you were provided and **press Tab**.
7. **Alc:** - IATS automatically populates the **Alc** field and advances to the **ProgEle** field.
8. **ProgEle:** - At the **ProgEle** field, **type** the Program Element code from the accounting appropriation you were provided and **press Tab**.
9. **CstAcct:** - At the **CstAct** field, **type** the Coast Account code from the accounting appropriation you were provided and **press Tab**.
10. **Obj:** - At the **Obj** field, a **drop down list** appears displaying various Object Class codes. **Scroll** down the list, if there are several codes listed, and then **click** on the correct code specified in the accounting appropriation you were provided.
11. **Amount:** - IATS automatically populates the **Amount** field with the amount calculated for the transaction.
12. **RAN:** - At the **RAN** field, **type** the RAN code from the accounting appropriation you were provided and **press Tab**.
13. When the amount is displayed, **press Tab**.
14. **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:

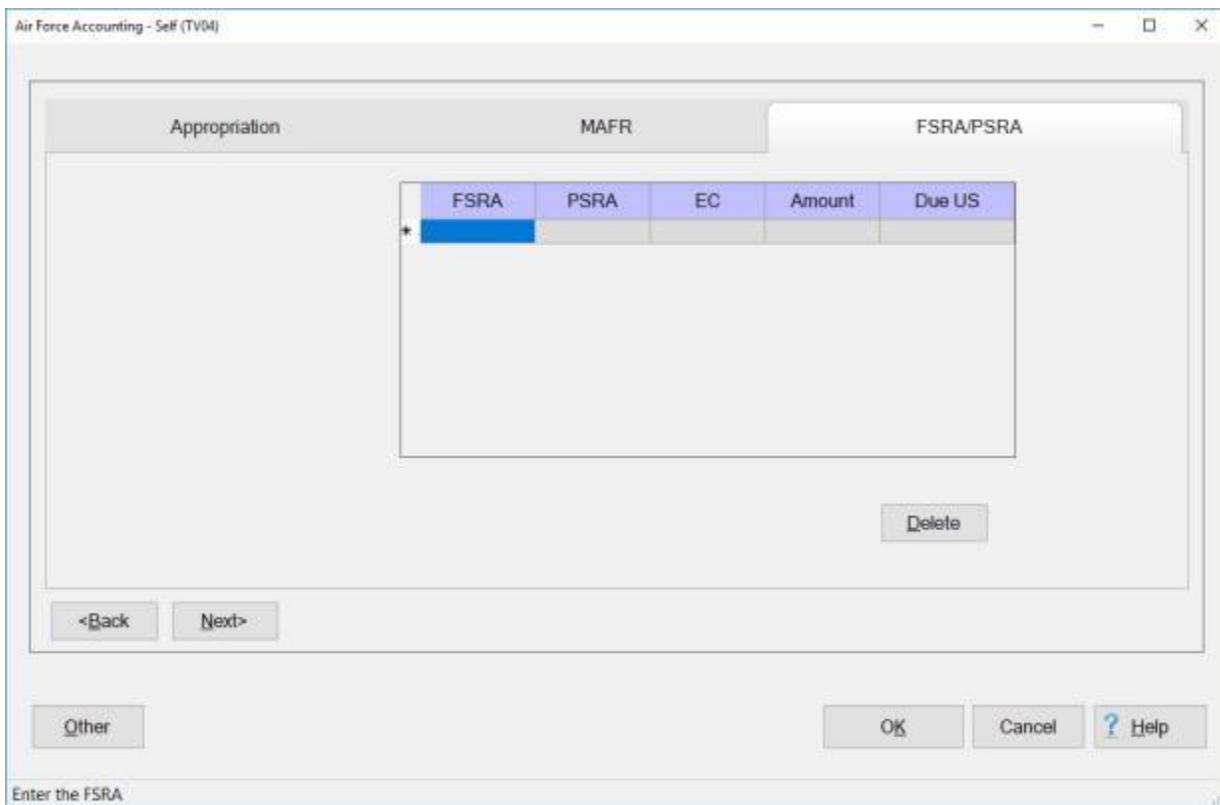
1. **MAFR:** - At this field, **type** the applicable **Merged Accountability Fund Reporting Code**.
2. **Order Data:** - At this field, **type** the **BCE Workorder/JOCAS Number** as shown on the travel order.
3. **Document Number:** - At this field, **type** the Funds Control Number, (**MORD#**), as 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.

Block Selection - Grabbing Blocks to be Audited from the Audit Pool (ORIGINAL MASTER DATABASE)

| Block No. | Office | Type | Block Status | Status Date | Who Has It |
|------------|-----------|------------|----------------|-------------|------------|
| MILITARY04 | OFFICEONE | Settlement | Awaiting Audit | 1/7/2021 | |

Select All Unselect All

Print... End Block: OK Cancel ? Help

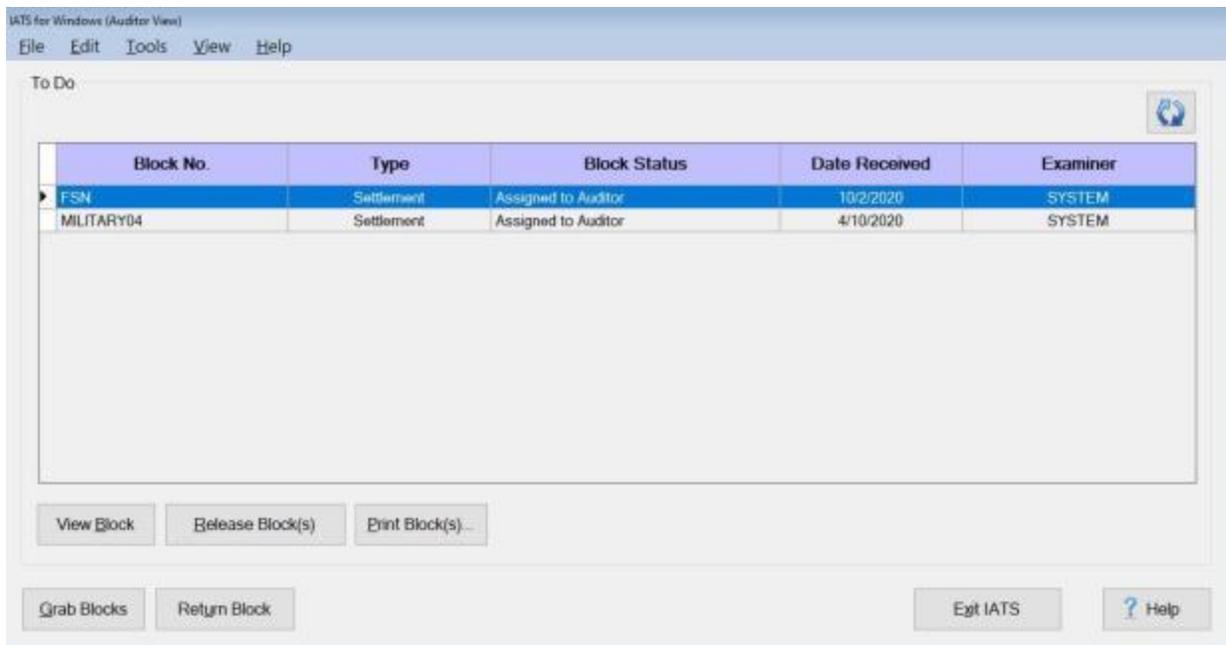
2. Select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

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

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

Selecting Blocks for Audit

After an Auditor has **Grabbed Blocks** in the status "**Awaiting Audit**", the block(s) will be **displayed** in the **grid** on the Auditor View screen under the heading **To Do** as shown below.



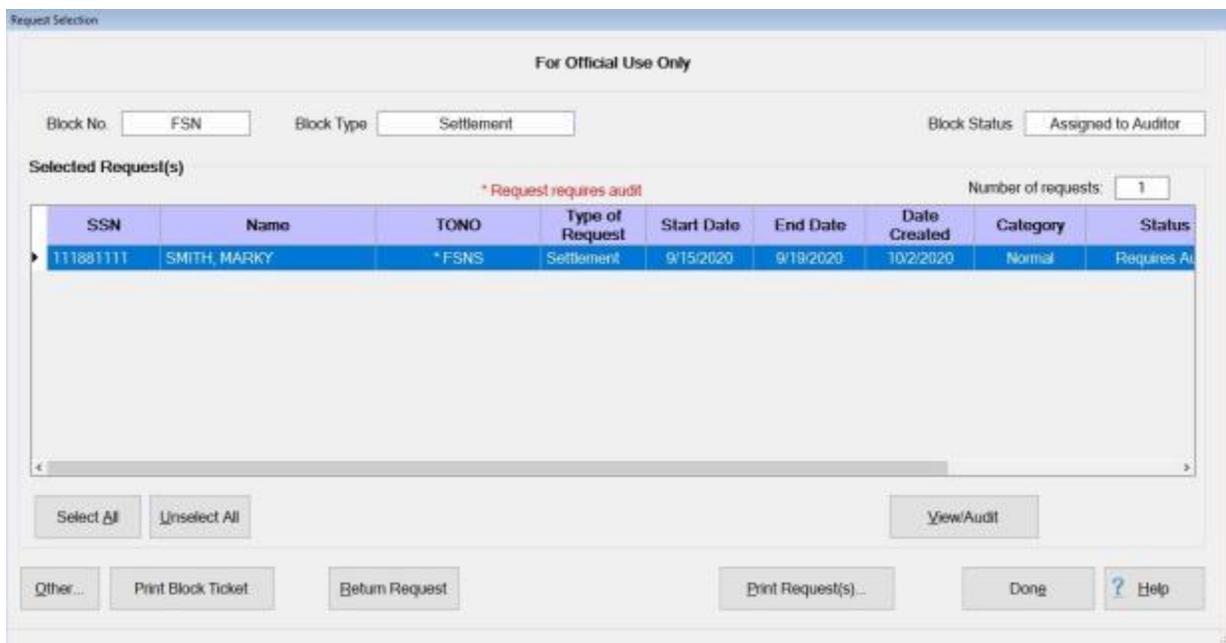
Select a Block for audit using one of the following methods:

- **Double click** on the desired block listed under the **To Do** section.
- **Click** on the desired block **once** and then **click** on the **View Block** button.

IATS will then **display** the **Request Selection** screen for the block selected.

Selecting Requests for Audit

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



- **Method 1:** - **Double click** on the desired request.
- **Method 2:** - **Click** on the request **once** and then **click** the **View/Audit** button.

Note: Unless office **policy** requires a **100%** audit, auditors are only required to **select** and **review** requests that are **annotated** with an **asterisk** indicating that the **request** is **flagged** for audit.

Print Requests

After an advance or settlement request is processed, IATS will **produce** an approved computer facsimile of the **DD Form 1351** and **1351-2**. In addition, IATS also produces a facsimile of **Optional Form 1164** for local vicinity travel.

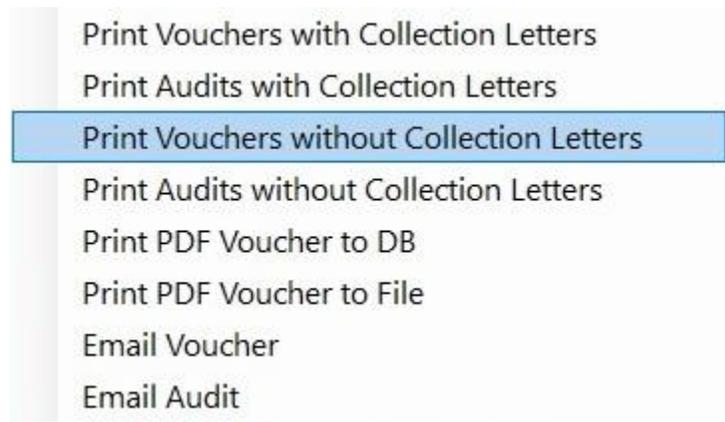
The IATS generated forms are referred to as the **Advance Voucher Summary** and the **Travel Voucher Summary**.

IATS also produces the **Advance Audit Voucher**, the **Travel Voucher Audit**, and the **Prepayment Audit Checklist** documents. **Audit vouchers** provide a printed **display** of the **input** made by the voucher examiner.

Note: Requests may be printed by an IATS user in **any** of the **View** modes.

 **Complete the following steps to "print" a request:**

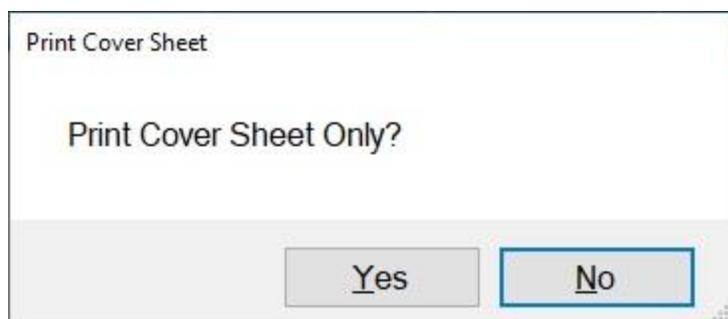
1. At the **Examiner, Auditor, or Disbursing** View screen, **select** a block.
2. At the **Request Selection** screen, **click** on the **request** you wish to print and then **click** the **Print Requests** button. A *pop-up* appears listing several printing **options**.



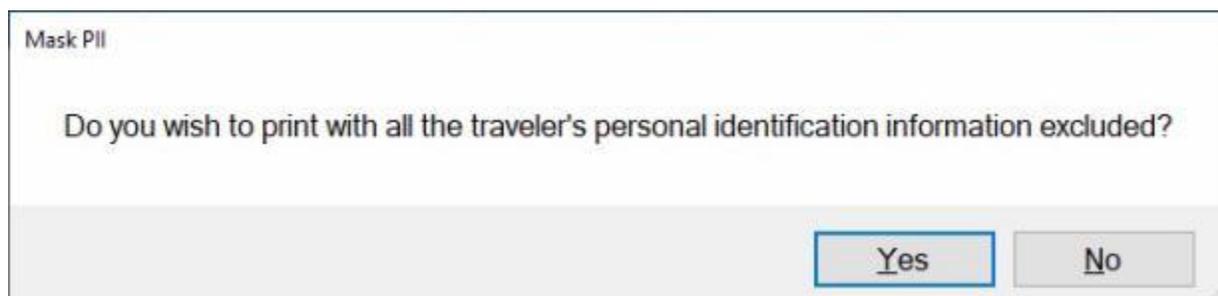
Print Vouchers with Collection Letters
 Print Audits with Collection Letters
Print Vouchers without Collection Letters
 Print Audits without Collection Letters
 Print PDF Voucher to DB
 Print PDF Voucher to File
 Email Voucher
 Email Audit

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.

tmp9076.tmp.pdf - Adobe Acrobat Reader DC
 File Edit View Sign Window Help
 Home Tools tmp9076.tmp.pdf x
 1 / 2 134%

Personal Data - Privacy Act of 1974 - Handle with care Page No: 1

RELEASE 7.3.0 Travel Voucher Summary Block: ARMSC1504B
 CLAIM NO: 24

Name: F Last
 XXXXXXXXXXXX
 XXXXXXXXXXXX
 XXXXXXXXXXXX

DO Voucher No.

 Paid By
 DFAS-IN
 8899 E. 56TH STREET
 Indianapolis

Start Date: 10/1/2019 End Date: 3/25/2020 Paid
 Detach Date: 10/1/2019 Report Date: 3/31/2020

SSN: XXX-XX-XXXX T/O : 111111
 Travel Type: PCS Grade/Rank: XXX

Advances/Prior Payments: 6719.00
 Supplemental Voucher

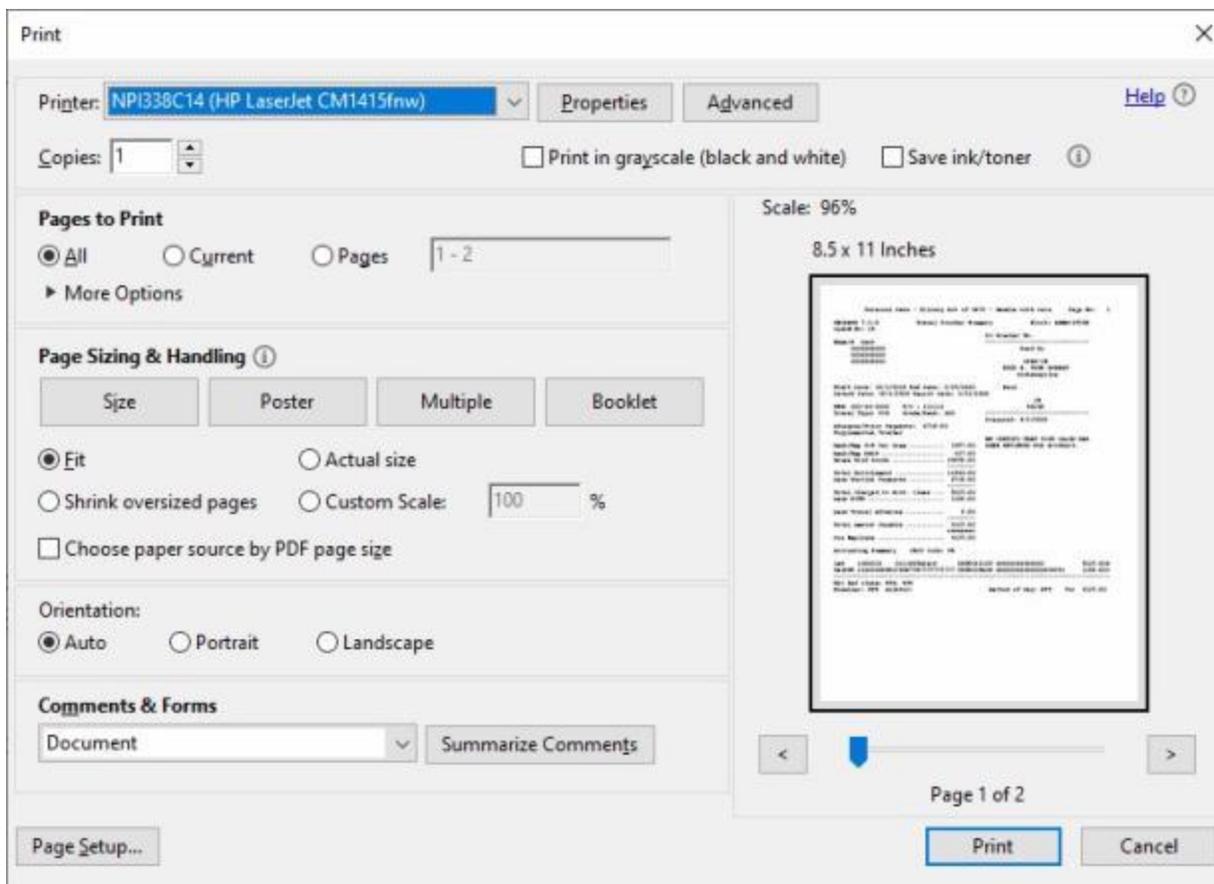
IN
 46249

 Prepared: 4/3/2020

WE CERTIFY THAT YOUR CLAIM HAS
 BEEN REVIEWED FOR ACCURACY.

| | |
|-----------------------------|----------|
| Memb/Emp PCS Per Diem | 1057.00 |
| Memb/Emp MALT | 437.00 |
| House Hold Goods | 10450.00 |
| ----- | |
| Total Entitlement | 11944.00 |
| Less Partial Payments | 6719.00 |

6. Click on the **Printer Icon** button if you wish to **print** the selected print option.
7. The **Print** screen will appear.



8. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
9. **Select** the number of copies you wish to print and **click** the **Print** button.
10. IATS prints the letter and returns to the **Adobe Acrobat Reader** screen.
11. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the **X** button in the top right corner to **close** the screen.

Tip: The **selected print option** may also be **printed to** a **PDF file** by clicking on the **File** menu option at the **Adobe Acrobat Reader** screen and then **clicking** on the **Save As** option. After activating this option, you will have to **specify** what **directory** to **save** the file in and the **file name**.

Performing a Non-Forced Audit

Using the **Non-Forced** method, the auditor has the **option** of **viewing** the input screens for the advance/settlement or **reviewing** the **audit report** generated by IATS. If the auditor **chooses** to simply **review** the printed **audit report**, a **comparison** is made between the request for **advance/settlement** submitted by the traveler and the **audit report** to ensure that the voucher **examiner** entered the **correct details** for the trip. If the auditor **discovers** an error requiring correction, the **block** must be **returned** to the examiner and the **examiner** must **modify** the previously entered request for **advance/settlement**.

Tip: If the **audit report** was not printed by the **examiner** prior to releasing the block, the **auditor** must print this report if performing the audit by **reviewing** the audit report.

 **Complete** the following steps to "audit" a previously entered advance/settlement by **viewing** the **input screens**:

1. Once the **block** requiring audit is **assigned** to the **auditor**, the process **begins** at the **Auditor View** screen. At this screen, **select** the **block** requiring audit.

Note: After selecting a block the **Request Selection** screen appears. At this screen, **all requests assigned** to the block are **listed** under the **Select Request(s)** section. **Unless** office **policy requires a 100% audit**, auditors are **only required** to **select** and **review** requests that are **annotated** with an **asterisk** indicating that the **request is flagged** for audit.

Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) * Request requires audit Number of requests:

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Auth. C |
|-----------|------------|---------|-----------------|------------|-----------|--------------|----------|---------|
| 222952222 | BUNDY, JIM | * LTTDY | Settlement | 12/12/2016 | 6/14/2017 | 6/25/2017 | Normal | |

Select All Unselect All View/Audit

Other... Print Block Ticket Return Request Print Request(s)... Done ? Help

2. **Select** a request that is **flagged** for audit. The **Request for Advance** or **Settlement Against an Order** screen **will appear**.

3. At this screen, **notice** that the **Reason for Audit** section **explains why** the request was **flagged** for audit.
4. **After** determining the **reason** for audit, **click** on the appropriate **tab** to **view** the necessary input screen.

Tip: If needing to **view** the **Itinerary** or **Reimbursables** tab, **click** on the **Entitlements** tab, **click** on the **listed entitlement** or **expense**, and then **click** on the **View/Modify** button. The **Itinerary** and **Reimbursables** tab will then be visible.

5. When **finished** viewing the desired input screens, **click** on the **OK** button at the **Advance Request** or **Settlement Request** screen. The following *pop-up message* will appear asking if you wish to **mark** the request as being audited.

6. **Click** on **Yes** or **No** as desired.
7. IATS **returns** to the **Request Selection** screen.

8. **Repeat** steps 1 - 6 to **review another request** or **click the Done** button to **return** to the **Auditor View** screen **if finished** with the block.
9. At the **Auditor View** screen, either **return** the **block** to the **examiner** **if corrections** are **needed** or **release** the **block** for **further processing**.

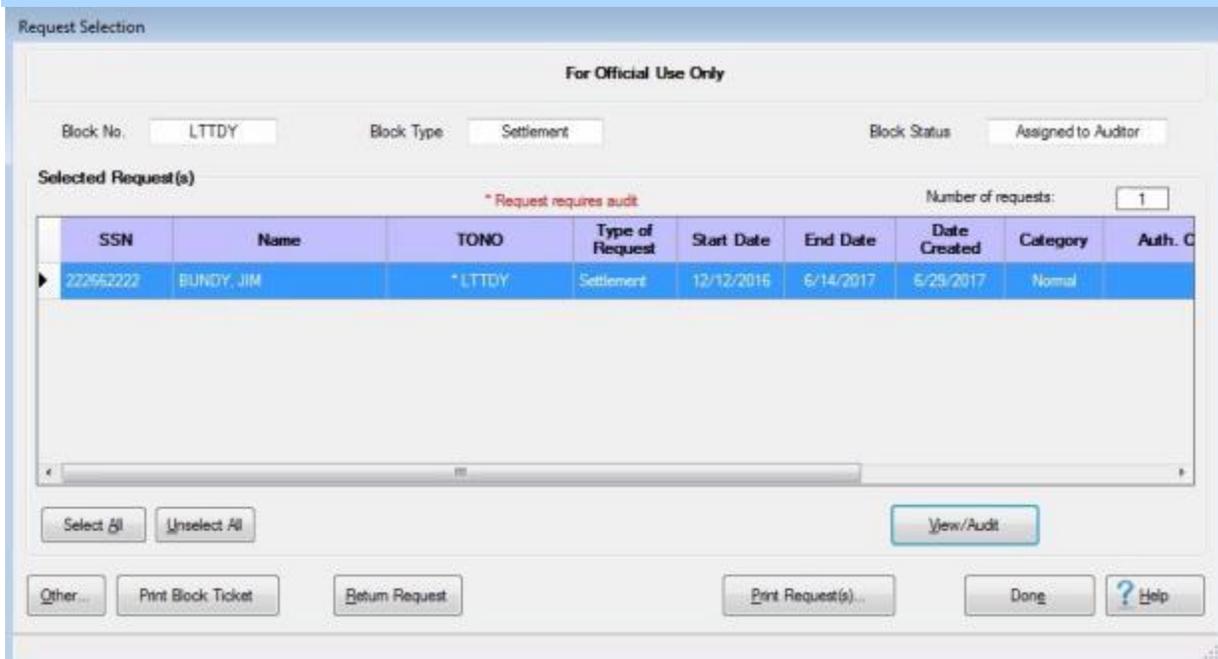
Performing a Forced Audit

Using the **Forced** method, the auditor must **view all** of the **input screens** for the advance/settlement request flagged for audit. If the auditor **discovers an error requiring correction**, the **block must be returned** to the examiner and the **examiner must modify** the previously entered request for **advance/settlement**.

 **Complete the following steps to "audit" a previously entered advance/settlement using the Forced Audit method:**

1. Once the **block** requiring audit **is assigned** to the **auditor**, the process **begins** at the **Auditor View** screen. At this screen, **select** the **block** requiring audit.

Note: After selecting a block the **Request Selection** screen appears. At this screen, **all requests assigned** to the block are **listed** under the **Selected Request(s)** section. **Unless office policy requires a 100% audit**, auditors are **only required** to **select and review** requests that are **annotated** with an **asterisk** indicating that the **request is flagged** for audit.



Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) Number of requests:

* Request requires audit

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Auth. C |
|-----------|------------|--------|-----------------|------------|-----------|--------------|----------|---------|
| 222562222 | BUNDY, JIM | *LTTDY | Settlement | 12/12/2016 | 6/14/2017 | 5/25/2017 | Normal | |

Select All Unselect All View/Audit

Other... Print Block Ticket Return Request Print Request(s)... Done Help

2. **Select** a request that is **flagged** for audit. The **Advance Request** or **Settlement Request** screen **will appear**.

3. At this screen, **notice** that the **Reason for Audit** section **explains why** the request was **flagged** for audit.
4. **After** determining the **reason** for audit, **click** on the appropriate **tab** to **view** the necessary input screen.

Note: When performing a **Forced Audit**, you **must** **click** on the **Entitlements** tab, **click** on the **listed entitlement** or **expense**, and then **click** on the **View/Modify** button. The **Itinerary** and **Reimbursables** tab **will then be visible**. You **must** **review** the **entries** on these tabs in order to be able to **mark** the request as being **audited**.

5. When **finished** viewing the desired input screens, **click** on the **OK** button **at** the **Advance Request** or **Settlement Request** screen. The following **pop-up message** will appear asking if you wish to **mark** the request as being audited.

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

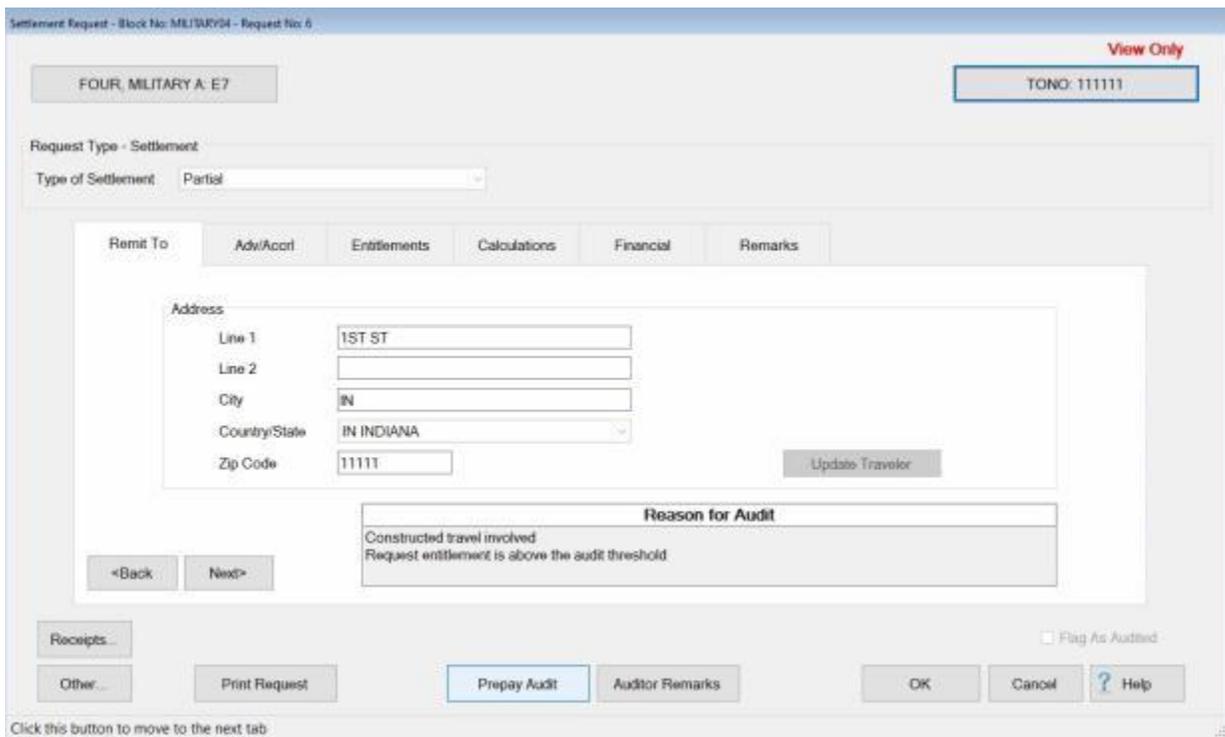
IATS allows the **Auditor** to perform an audit using a **Prepayment Audit Checklist**.

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**.

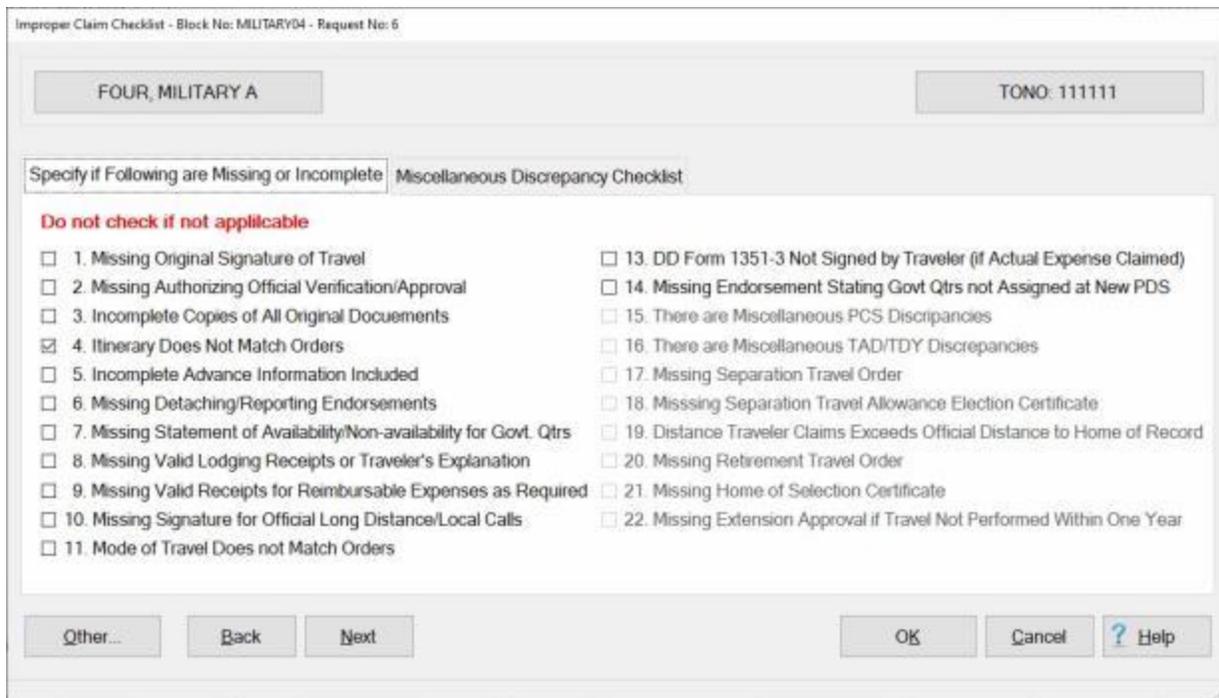
 **Complete the following steps to "use" the Prepayment Audit Checklist:**

1. At the **Request for Advance** or **Settlement Against an Order** screen, **click** on the **Prepay Audit** or the **OK** button.



The screenshot shows a web application interface for a Settlement Request. At the top, it displays "Settlement Request - Block No: ML1WY04 - Request No: 6" and a "View Only" button. Below this, there's a "FOUR, MILITARY A: E7" label and a "TONO: 11111" field. The "Request Type - Settlement" section shows "Type of Settlement" set to "Partial". A tabbed interface is visible with tabs for "Remit To", "Adv/Acct", "Entitlements", "Calculations", "Financial", and "Remarks". The "Remit To" tab is active, showing an "Address" section with fields for "Line 1" (1ST ST), "Line 2", "City" (IN), "Country/State" (IN INDIANA), and "Zip Code" (11111). There is an "Update Traveler" button next to the Zip Code field. Below the address fields is a "Reason for Audit" section with the text: "Constructed travel involved Request entitlement is above the audit threshold." At the bottom of the form, there are navigation buttons: "<Back", "Next>", "Receipts...", "Other...", "Print Request", "Prepay Audit" (highlighted in blue), "Auditor Remarks", "OK", "Cancel", and "? Help". A "Flag As Audited" checkbox is also present. A footer note says "Click this button to move to the next tab".

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 two tabs listing **items** that may be selected as audit discrepancies that will appear on the **Prepayment Audit** report generated by IATS:

- **Specify if Following are Missing or Incomplete**

- **Miscellaneous Discrepancy Checklist**

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 each tab** and **select any item** that must 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.

- At the **Traveler Selection** screen, **type** the Social Security Number (**SSN**), for the traveler who's account you wish to create, at the **ID** field, and **press Tab** or **click** on the **Search by ID** button. The **Traveler Profile** screen appears.

Traveler Profile User ID: SYSTEM Wednesday, October 13, 2021

SMITH, MARKY M

• SSN: 111-88-1111

Name: Last: SMITH First: MARKY Middle: M

Personal Financial Address

Employee Status: Member

Grade/Rank: E9

Salutation: SGM

Position/Title:

Security Clearance: Confidential

DSSN: 5150

Credit Card Status: Holder of Govt. Credit Card

Govt. Credit Card Nbr:

Service: Army

Organization: DFAS

Automatically audit all claims for individual

This traveler has VIP status

Profile Flagged

Traveler is non-taxable (Foreign National)

Traveler is a Legal (Bona Fide) Resident of Puerto Rico

Turn Off Hardcopy Tax Statements

Last changed on: 5/5/2020 by: myPay Import File

Back Next Print OK Cancel ? Help

Traveler's Last Name

- 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:

- 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.
- At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and **click** the **OK** button. The **Return Message** screen appears.

Return Message

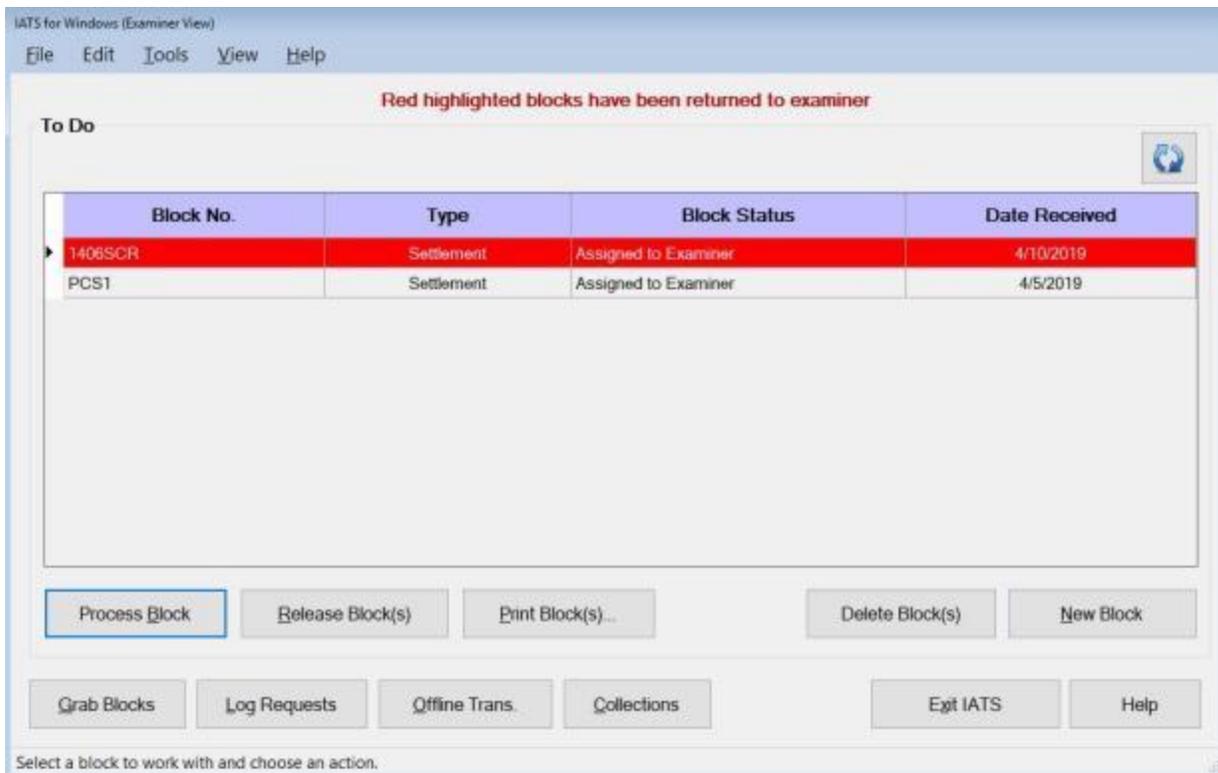
Enter a short description of why the block is being returned.

There are several discrepancies with the claims on this block.

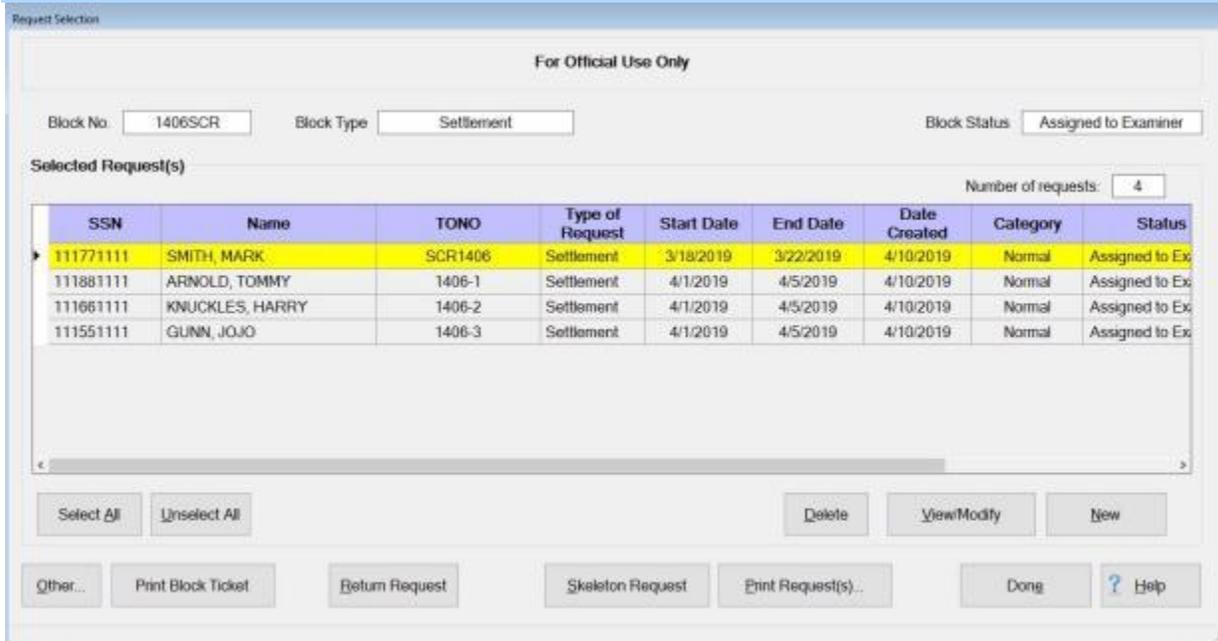
OK Cancel ? Help

3. At this screen, **type** a **brief message** explaining **why** the block is being returned and then **click** the **OK** button. IATS **returns** the **block back** to the **examiner** who originally had it.

Note: When the Auditor **returns** a block back to the Examiner for corrections, the **block** will be **highlighted in red** on the Examiner view screen as shown below.



Note: When the Examiner **clicks** on the **Process Block** button for a block highlighted in **red** that has been **returned** by the **Auditor**, any claim that the auditor has **attached** a **remark** to will be highlighted in **yellow** on the **Request Selection** screen as shown below.

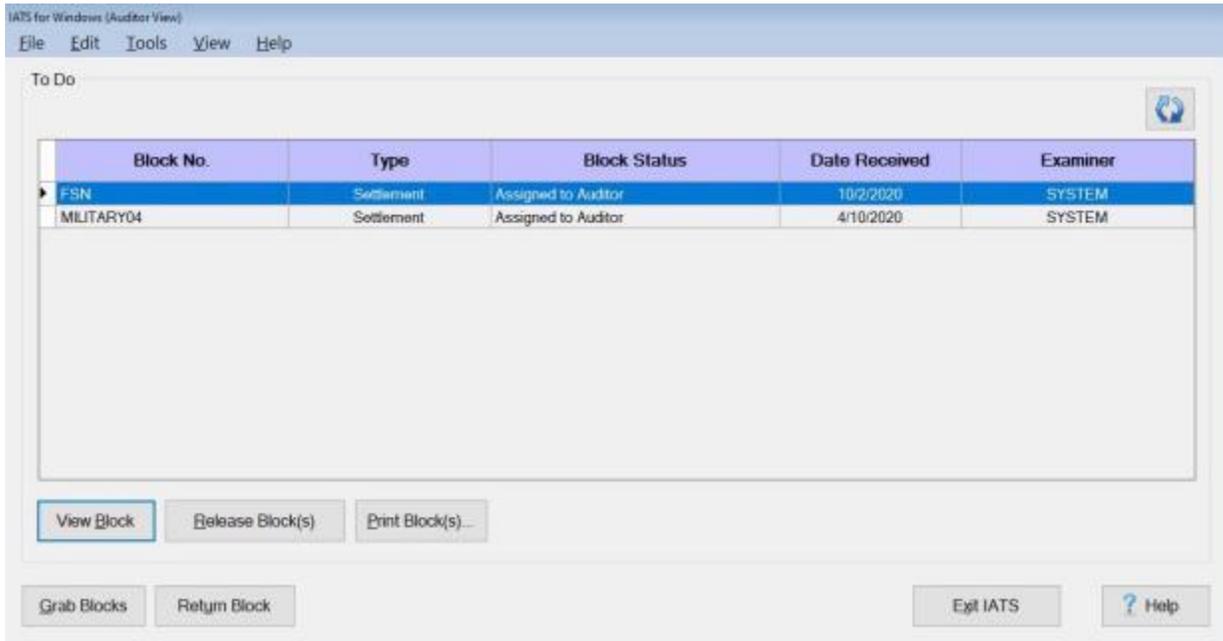


Return a Request to a Traveler

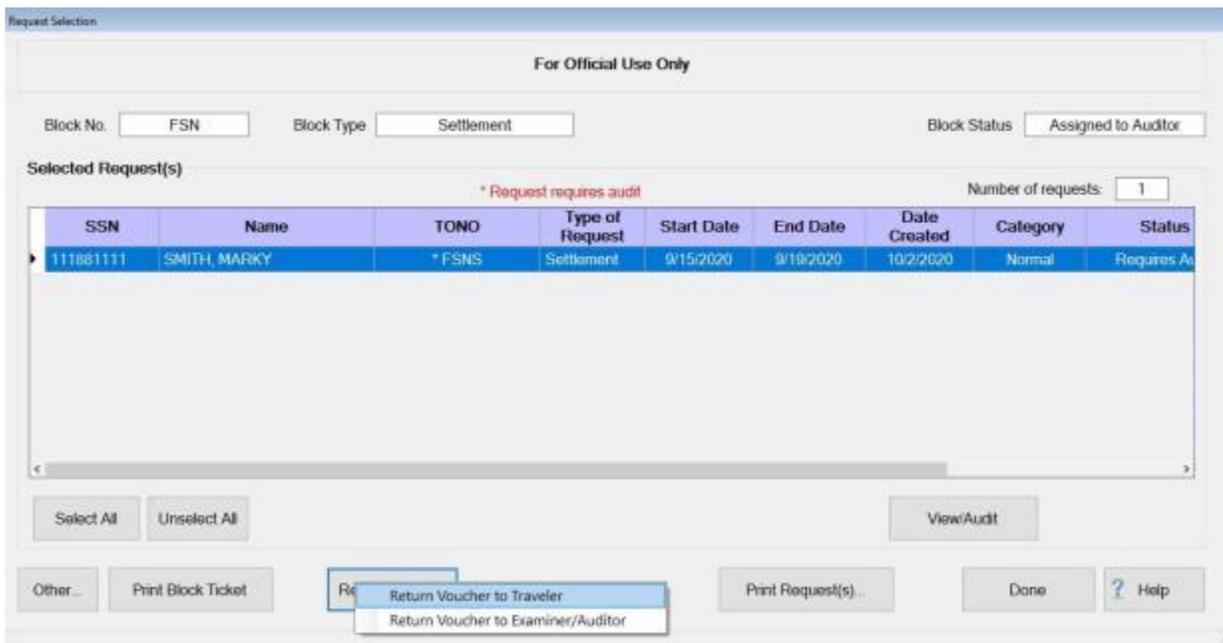
While performing an audit, the Auditor may determine that it is **necessary** to **return** the claim back to the traveler.

A feature was added to IATS that allows the Auditor to perform this task instead of **sending** the block **back** to the **Examiner** and having the Examiner **return** the claim.

 **Complete the following steps to "return" a request to the Traveler:**



1. Once the **block** requiring audit is **assigned** to the **auditor**, the process **begins** at the **Auditor View** screen. At this screen, select the **block** requiring audit and then **click** on **View Block**.



2. **Perform** the **audit** as usual. After performing the audit, IATS returns to the **Request Selection** screen.

- If it is determined that the request must be returned to the Traveler, **click** on the **Return Request** button. A **sub-menu** appears.
- Click** on the **Return Voucher to Traveler** option. The **Return Voucher** screen appears.

Return Voucher - (ORIGINAL MASTER DATABASE)

| | |
|----------------------|--------------------------|
| SSN: 111-88-1111 | Order Type: Normal |
| Name: SMITH, MARKY M | Date Returned: 1/11/2021 |
| T/O: FSNS | |

| | |
|--------------------------------------|---|
| Send To: Address 1: 11122 E. WEST ST | Reason(s) for Return: DD 1351-2 Is Not signed |
| Address 2: | |
| City: INDIANAPOLIS | |
| State/Country: IN INDIANA | |
| Zip: 46226 | |
| Email: 327800@COMCAST.NET | |

| | |
|---------------------------|----------------|
| Parent Organization: DFAS | |
| Address 1: | City: |
| Address 2: | State/Country: |
| | Zip: |

| | |
|-----------------|--|
| Remarks | |
| Auditor Remarks | |

Send email to traveler

Print Letter OK Cancel ? Help

Select the first reason for return

- 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.
- 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**.
- 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.
- 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**.

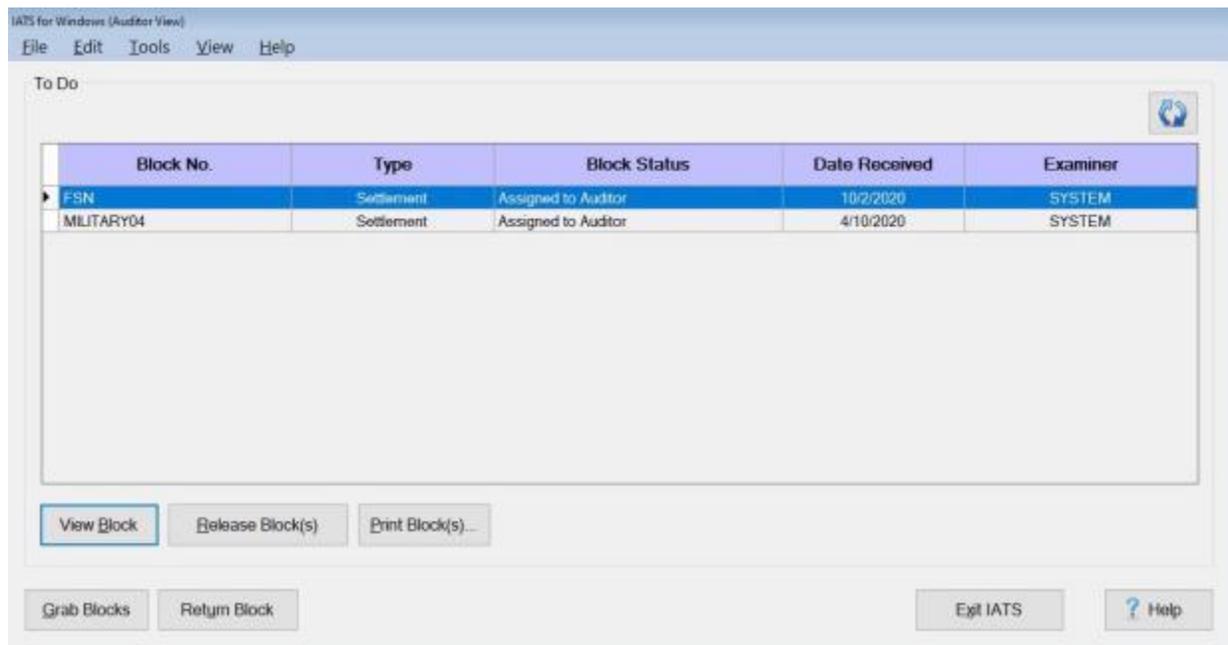
9. **Remarks:** - **Click** in this field and **type** a **remark** if desired.
10. **Send email to traveler:** **Click** in the **check box** if you wish to send an email message to the traveler regarding the returned voucher.
11. **Click** on **OK** to **save** the return letter or click the **Print 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:**



The screenshot shows the 'IATS for Windows (Auditor View)' window. At the top is a menu bar with 'File', 'Edit', 'Tools', 'View', and 'Help'. Below the menu is a 'To Do' section with a table. The table has the following data:

| Block No. | Type | Block Status | Date Received | Examiner |
|------------|------------|---------------------|---------------|----------|
| FSN | Settlement | Assigned to Auditor | 10/2/2020 | SYSTEM |
| MILITARY04 | Settlement | Assigned to Auditor | 4/10/2020 | SYSTEM |

Below the table are several buttons: 'View Block', 'Release Block(s)', 'Print Block(s)...', 'Grab Blocks', 'Return Block', 'Exit IATS', and 'Help'.

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**.

Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) Number of requests:

* Request requires audit

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Status |
|-----------|--------------|--------|-----------------|------------|-----------|--------------|----------|-------------|
| 111881111 | SMITH, MARKY | * FSNS | Settlement | 9/15/2020 | 9/19/2020 | 10/2/2020 | Normal | Requires Au |

Select All Unselect All View/Audit

Other... Print Block Ticket **Return** Print Request(s)... Done ? Help

2. **Perform** the **audit** as usual. After performing the audit, IATS returns to the **Request Selection** screen.
3. If it is determined that the request must be returned to an Auditor or an Examiner, **click** on the **Return Request** button. A **sub-menu** appears.
4. **Click** on the **Return Voucher to Examiner/Auditor** option. The **Return Request** screen appears.

Return Request

Requests to Return

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category |
|-----------|--------------|--------|-----------------|------------|-----------|--------------|----------|
| 111881111 | SMITH, MARKY | * FSNS | Settlement | 9/15/2020 | 9/19/2020 | 10/2/2020 | Normal |

Select Block and User

Assign to Examiner Auditor Move to block:

Find

Return Cancel ? Help

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 **Settlement or Advance Request** screen.

2. Click on the **Auditor Remarks** button. The **Reasons For Auditor Return** screen will appear.

Reasons For Auditor Return

Reason for Return #1
 Reimb. Expenses Not Entered

Reason for Return #2

Reason for Return #3

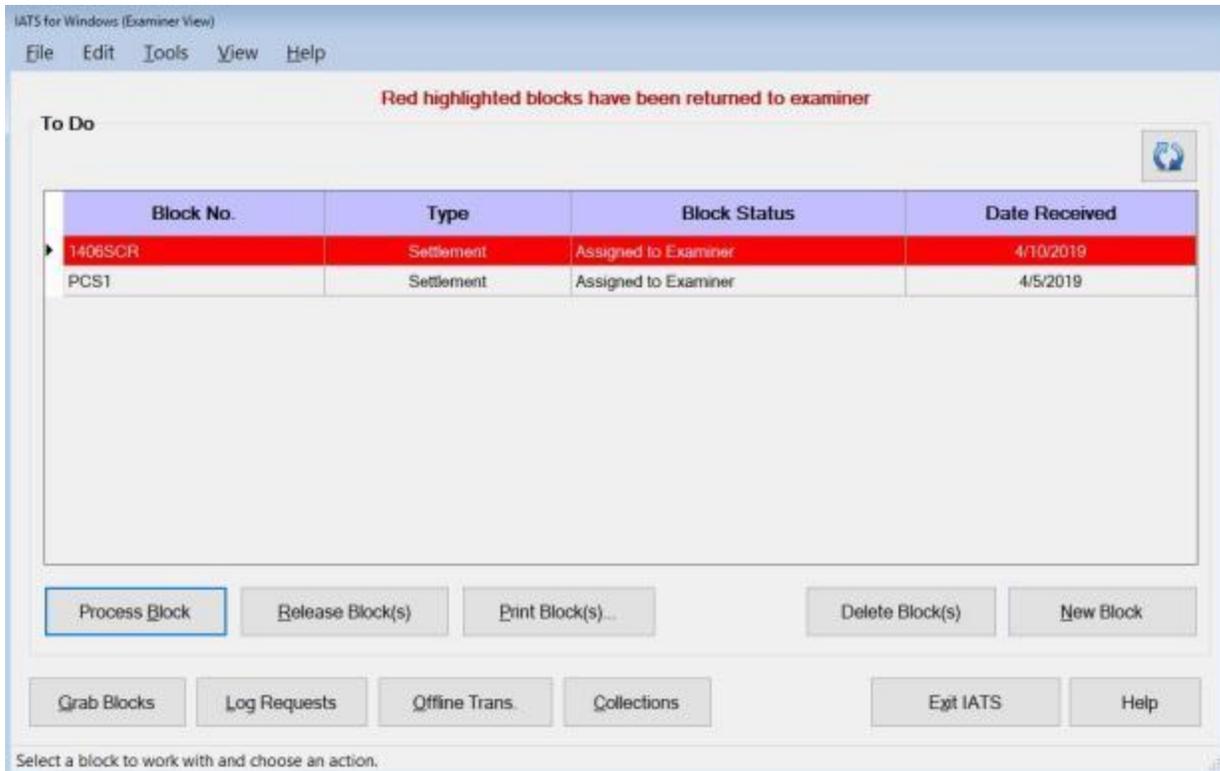
Auditor Comments:
 Note: Reimbursable Expenses were entered, but the amount seems excessive and the description is vague.

Save Reasons Now Cancel ? Help

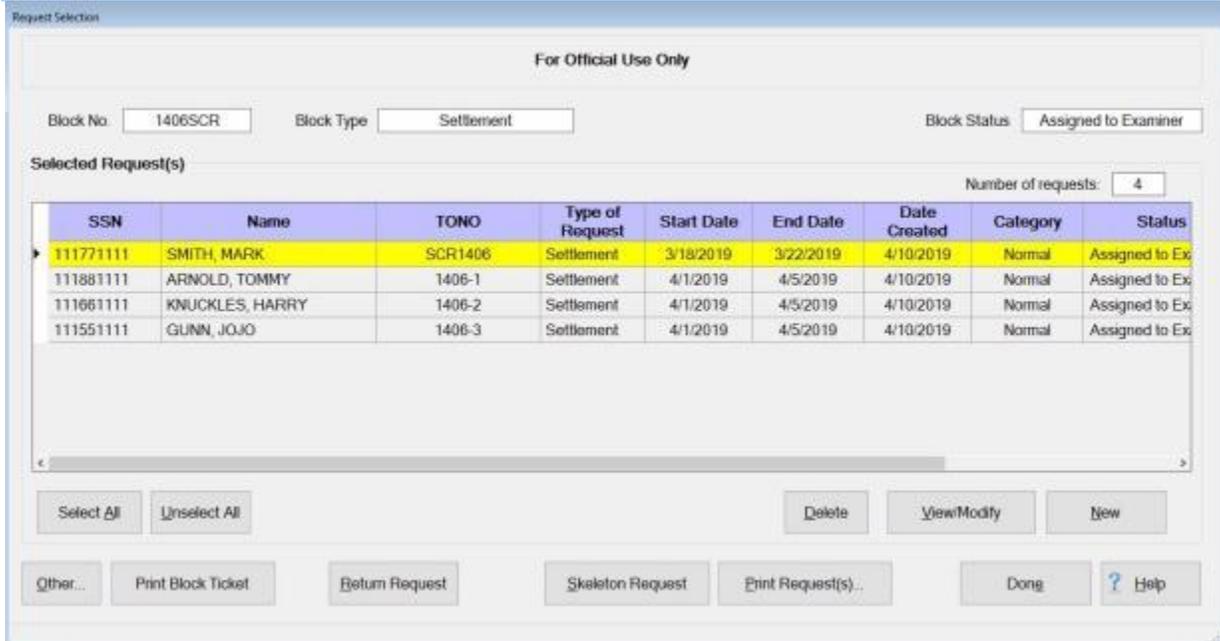
Enter a description for reason for return

3. **Reason(s) for Return:** - At the first Reason for Return field, **click** on the **down arrow** button to **display** a **list** of the **reasons** for return from the **Reasons for Return Codes table** in the **Maintenance** module. When the **list** is displayed, **click** on the desired **reason** to make a selection.
4. Users may **add up to (3)** reasons for returning a request. If **additional reasons** are **needed** **click** in the **next** available Reason for Return **field** and **repeat** the **instructions** from **step (3)** **above** to **add additional reasons**.
5. **Auditor Comments:** - **Click** in this field and **type** a **remark** if desired.
6. **Click** on the **Save Reasons Now** button when you are finished.

Note: When the Auditor **returns** a block back to the Examiner for corrections, the **block** will be **highlighted in red** on the Examiner view screen as shown below.



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:

Settlement Request - Block No: SCR1496 - Request No: 1

View Only

SMITH, MARKY M: E9 TONO: SCR1496

Request Type - Settlement
Type of Settlement: Final - First Submission

Remit To | Adv/Accr | Entitlements | Calculations | Financial | **Remarks** | Workflow

Address

Line 1: 11122 E. WEST ST
Line 2:
City: INDIANAPOLIS
Country/State: IN INDIANA
Zip Code: 46226 Update Traveler

Reason for Audit

Request is not being reimbursed only under Lodging Plus Rules
A location is a LPP negotiated rate location
Request entitlement is above the audit threshold

<Back | Next>

Receipts... Flag As Audited

Other... | Print Request | Auditor Remarks | OK | Cancel | ? Help

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:

Settlement Request - Block No: SCR1496 - Request No: 1

View Only

SMITH, MARKY M: E9 TONO: SCR1496

Request Type - Settlement
Type of Settlement: Final - First Submission

Remit To | Adv/Accr | Entitlements | Calculations | Financial | **Remarks** | Workflow

Remarks in History

Enter Remarks for the History Record Here.

Remarks on Voucher

Enter Remarks for the Voucher Here.

<Back | Next> Get Std. Voucher Remarks | Copy

Receipts... Flag As Audited

Other... | Print Request | Auditor Remarks | OK | Cancel | ? Help

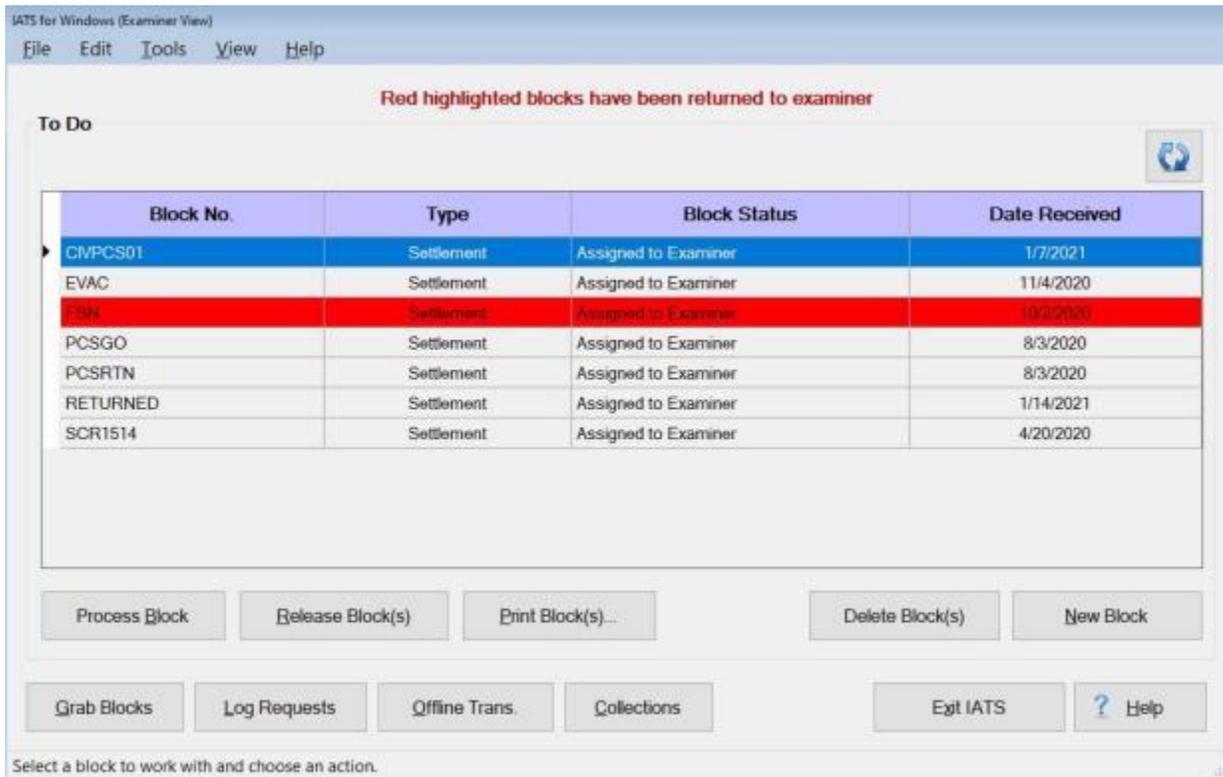
Enter any remarks you wish to print on the travel voucher

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:

IATS for Windows (Examiner View)

File Edit Tools View Help

Red highlighted blocks have been returned to examiner

To Do 

| Block No. | Type | Block Status | Date Received |
|-----------|------------|----------------------|---------------|
| CMVPCS01 | Settlement | Assigned to Examiner | 1/7/2021 |
| EVAC | Settlement | Assigned to Examiner | 11/4/2020 |
| FSN | Settlement | Assigned to Examiner | 10/2/2020 |
| PCSGO | Settlement | Assigned to Examiner | 8/3/2020 |
| PCSRTN | Settlement | Assigned to Examiner | 8/3/2020 |
| RETURNED | Settlement | Assigned to Examiner | 1/14/2021 |
| SCR1514 | Settlement | Assigned to Examiner | 4/20/2020 |

Buttons: Process Block, Release Block(s), Print Block(s)..., Delete Block(s), New Block, Grab Blocks, Log Requests, Offline Trans., Collections, Exit IATS, Help

Select a block to work with and choose an action.

Another method for displaying Auditor remarks is from the **Settlement Request** screen when the Examiner **modifies** the claim to **correct** the problem.

Settlement Request - Block No: MILITARY04 - Request No: 6

FOUR, MILITARY A: E7 TONO: 111111

Request Type - Settlement
 Type of Settlement: Partial

Remit To | Adv/Accr | Entitlements | Calculations | Financial | Remarks

Types of Entitlements Claimed Effective Date of Orders: 3/11/2020

Travel Not Performed

| Trips/Type | Dates Encompassed | Status |
|--------------------|----------------------|----------------|
| Enroute PCS Travel | 3/1/2020 - 3/14/2020 | Validated Data |

Buttons: Add Entitlement, View/Modify, Delete

Buttons: <Back, Next>, Daily Summary, Elapsed Time, Cons. Comp., Show Cals

Buttons: Receipts..., Other..., Auditor Remarks, SAVE, Cancel, Help

Enter the effective date for this order

If the Examiner **clicks** on the **Auditor Remarks** button at the bottom of the screen the **Reasons For Auditor Return** screen will appear **displaying** the **remarks** the Auditor entered at this screen when the audit was performed.

Reasons For Auditor Return

Reason for Return #1
Reimb. Expenses Not Entered

Reason for Return #2

Reason for Return #3

Auditor Comments:
Reimbursable Expenses seem excessive and not defined.

Copy Save Reasons Now Cancel ? Help

Enter a description for reason for return

Release Blocks

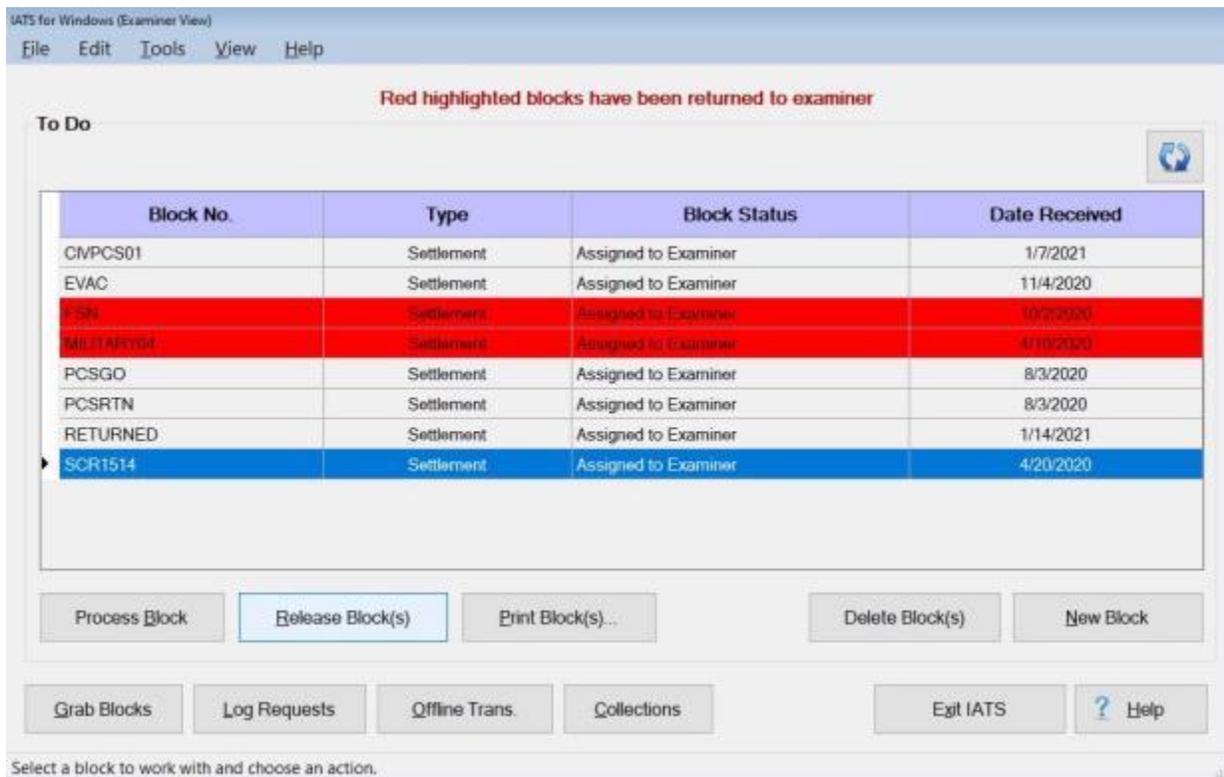
Voucher examiners have **completed** a block when all logged requests are in one of the following **conditions**:

- Computed
- Audited
- Transferred to another block
- Returned to the traveler
- Deleted

Once the IATS user is **certain** that there are no outstanding **logged** requests on the block, the next step is to **release** it for further processing.

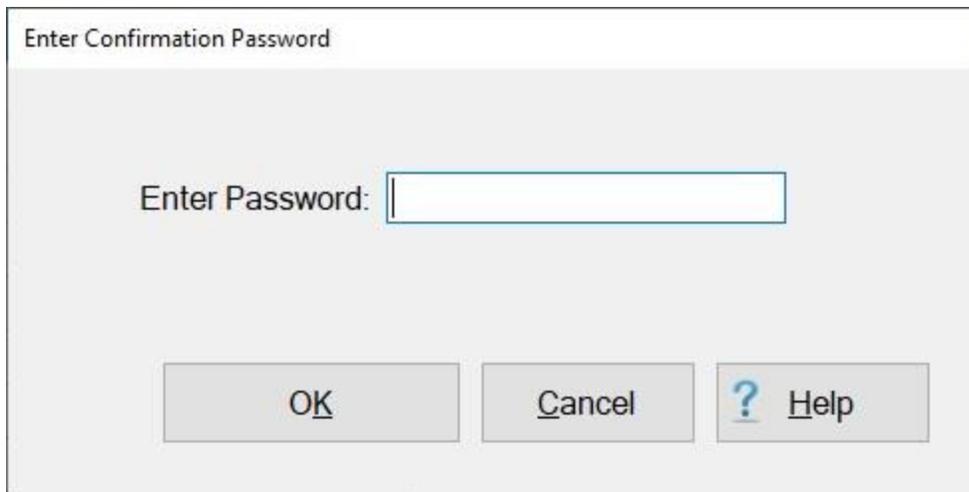
 **Complete the following steps to "release" a block:**

1. At the **Examiner, Auditor, or Disbursing View** screen, **click** on the listed block that you wish to release.
2. IATS will **highlight** the selected block in **blue** as shown below.



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.

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 or **press Tab**.
5. After entering the confirmation password, a **message** appears asking if you wish to **print** the **block tickets** for the blocks being released. **Click** on **Yes** or **No** as desired.

Note: It's a good idea to always **print** the **block ticket** to use as a **cover sheet**. Settlement requests are sometimes **added** to the block or **deleted** during the **processing phase** and may not **reflect** the cover sheet originally printed, if the block was initially **logged** into IATS through the **logging process**. Disbursing clerks can also **use** the latest block ticket **cover sheet** to **verify** that a valid request exists for the **transactions** that **appear** in the **upload file**.

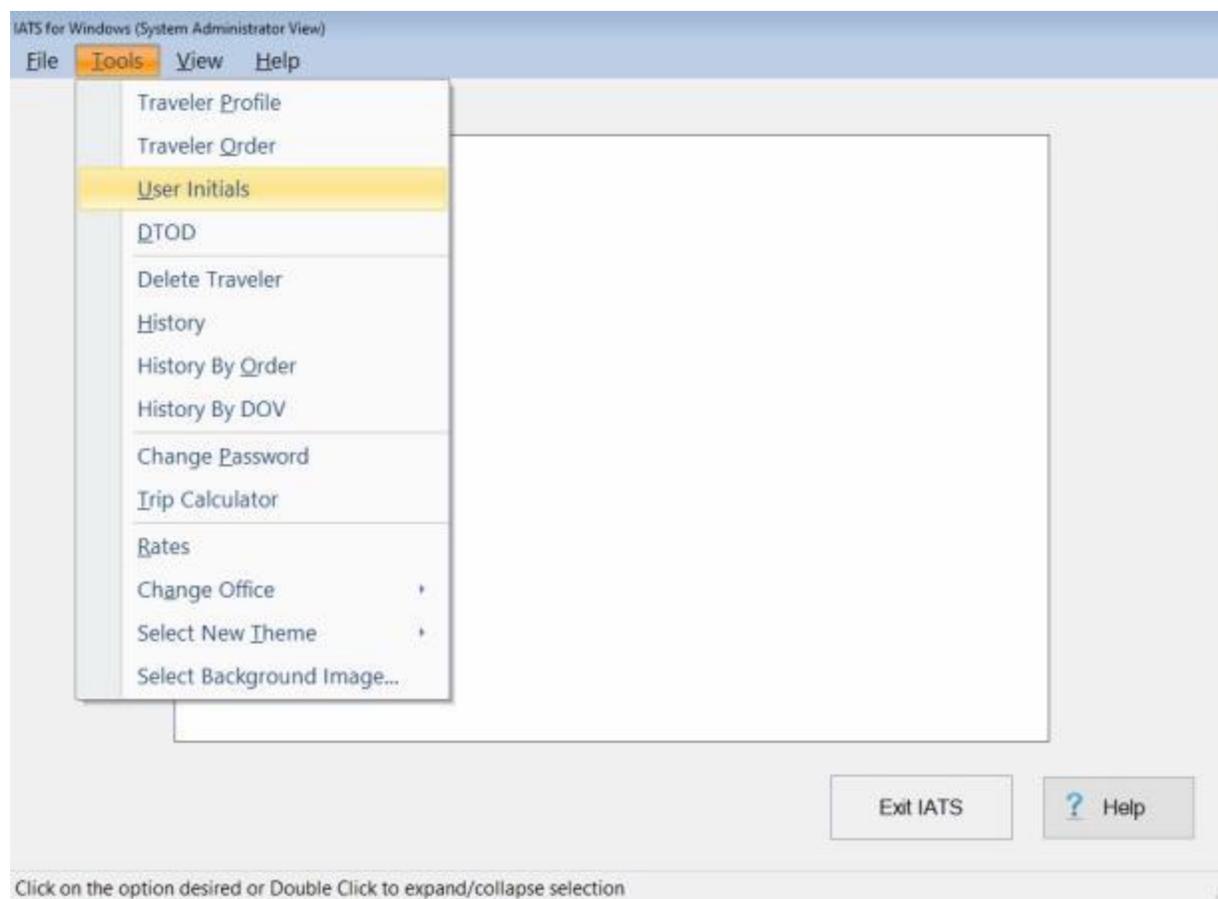
Display User Initials

Often times, key travel office personnel have a **question** when viewing a claim as to **who** the **initials** belong to that **processed** or **audited** a particular claim. Without going into **Maintenance** and viewing the **Users Passwords and Privileges** table, there is no easy way to determine this information.

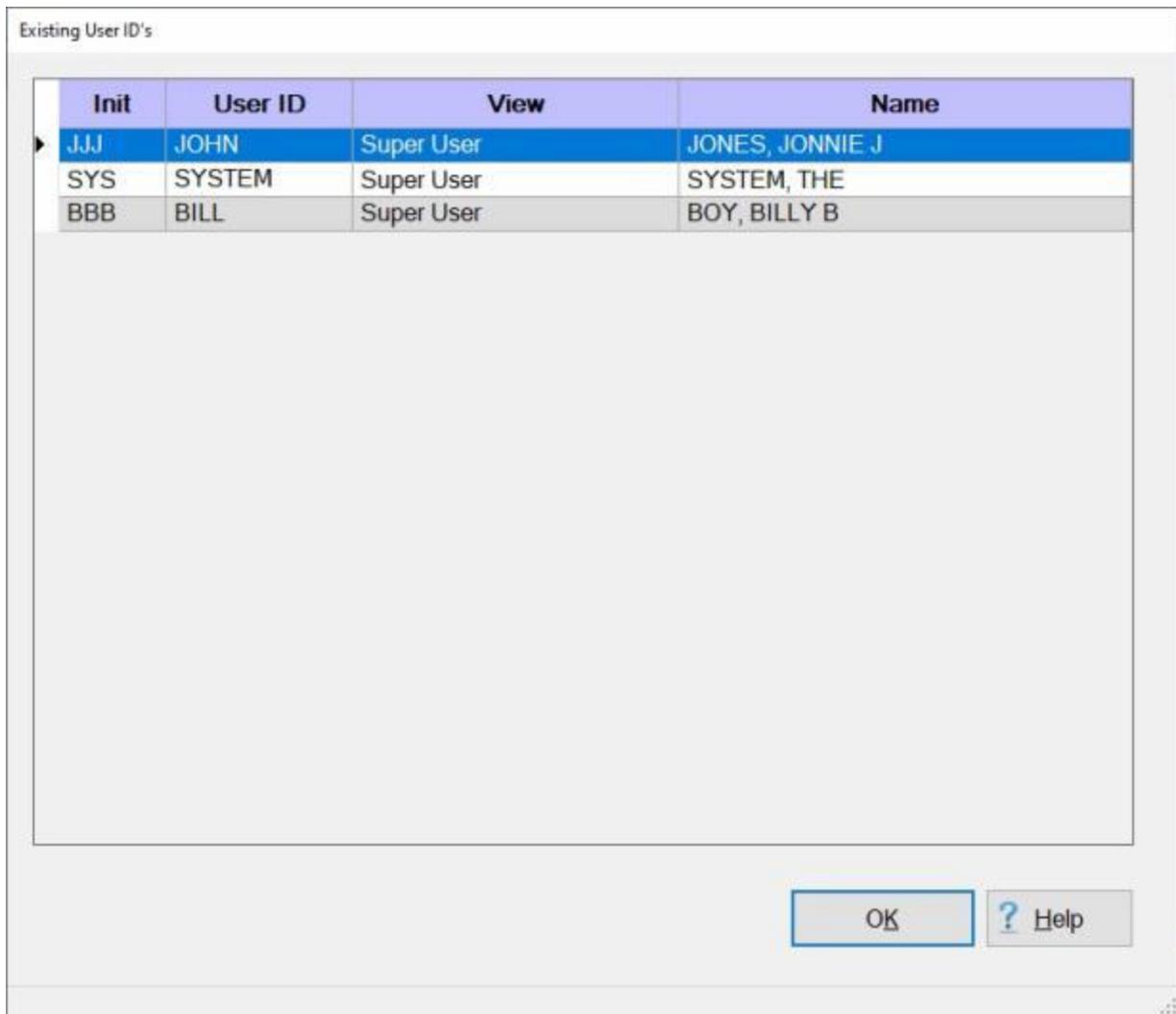
For this reason, an **option** has been added to the **Tools** menu on the **Auditor**, **Disbursing**, and **System Administrator** view screens that allow you to easily **display** this information.

 **Complete the following steps to "display" user initials:**

1. On either the **Auditor**, **Disbursing**, or **System Administrator** view screen, **click** on the **Tools** menu.



2. A *sub-menu* appears listing several options.
3. **Click on User Initials.** The **Existing User ID's** screen appears.



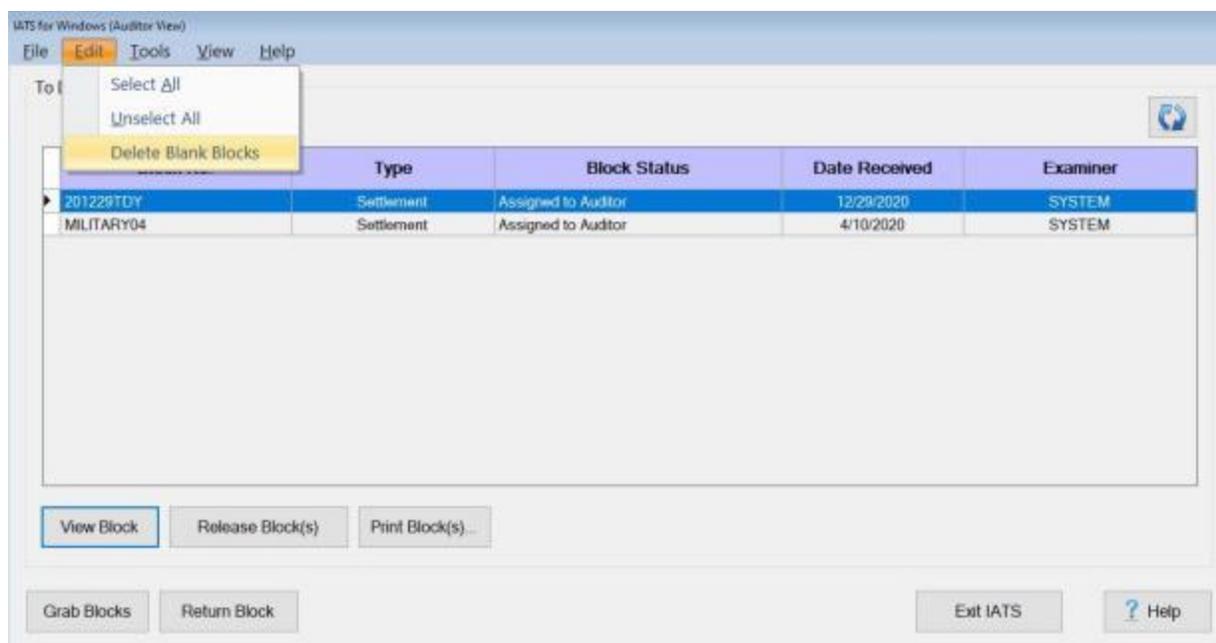
4. **Notice** that the Existing User ID's screen displays **initials** in the left hand column and the user's **name** in the far right hand column.
5. When **finished** using the Existing User ID's screen, **click** on **OK** to return to the previous screen.

Delete Empty Blocks

If an Auditor has a block in his/her possession, that (for whatever reason) contains no claims, the Auditor can delete the block.

 **Complete the following steps to "delete" an empty block:**

1. At the **Auditor View** screen, **click** on the **empty block** you wish to delete.



- 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.



- Click** on *Yes* or *No* as desired.
- If you click on *Yes*, the **Confirmation Password** screen appears.
- At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and **click** the **OK** button.

Using the IATS Note Pad

An IATS customer requested a new feature referred to as the "**IATS Note Pad**". The customer wants the ability to enter **notes** on a **Block** or **Settlement Request** which would be similar to a **Post-It Note** that one might **stick** on a printed document before pushing it aside or placing it into a **communal folder** for another day.

Note: Any Comments/Remarks that are **added** will not be written to the **History Record** or **printed** out on the voucher. These Comments/Remarks are for internal office use only.

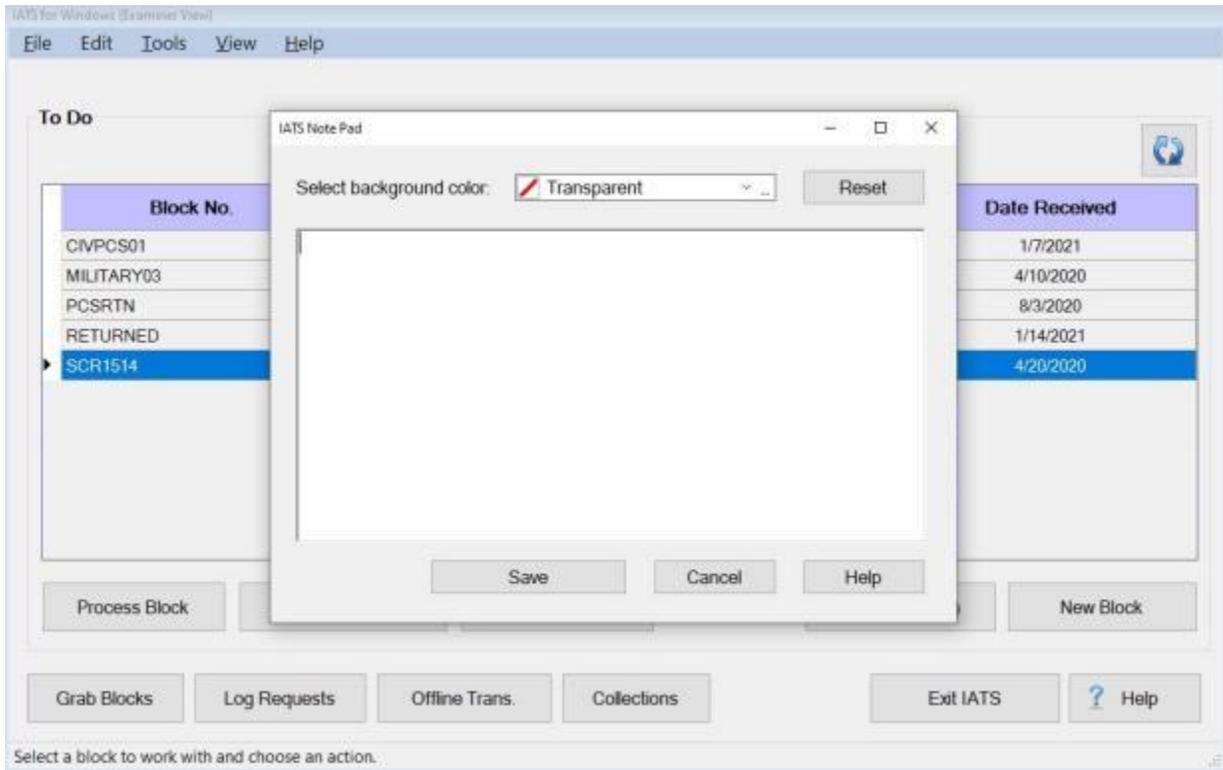
This feature will allow the user to create:

- Comments/Remarks
- Custom Background Colors

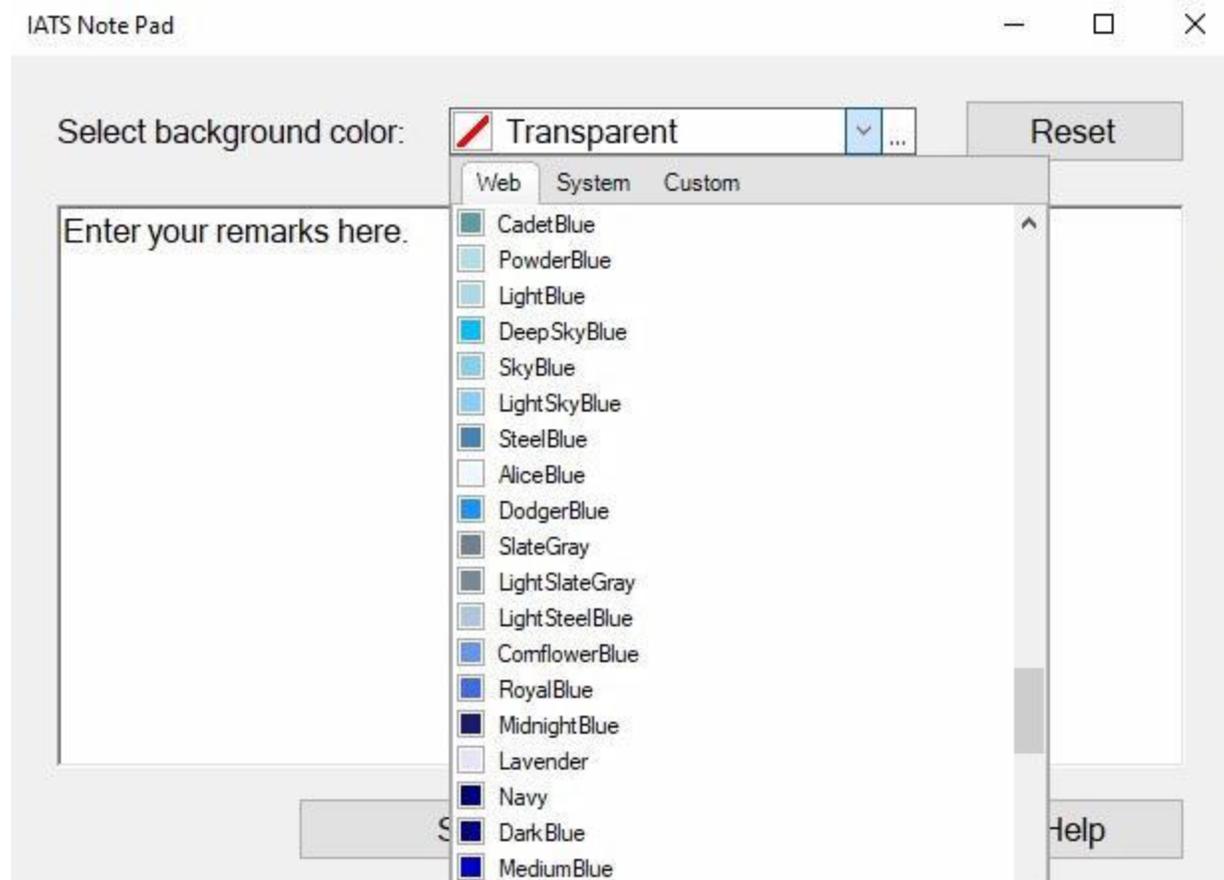
This feature allows the customer to use **custom colors** along with the **text**. If a Travel Office **agrees** on certain colors to **mean certain things** it gives them a way to **specify** what **action** or **in-action** needs to be taken.

Note: The **IATS Note Pad** screen is only **available** from the **Examiner View** screen, the **Auditor View** screen, and the **Request Selection** screen.

 **Complete the following steps to "use" the IATS Note Pad:**



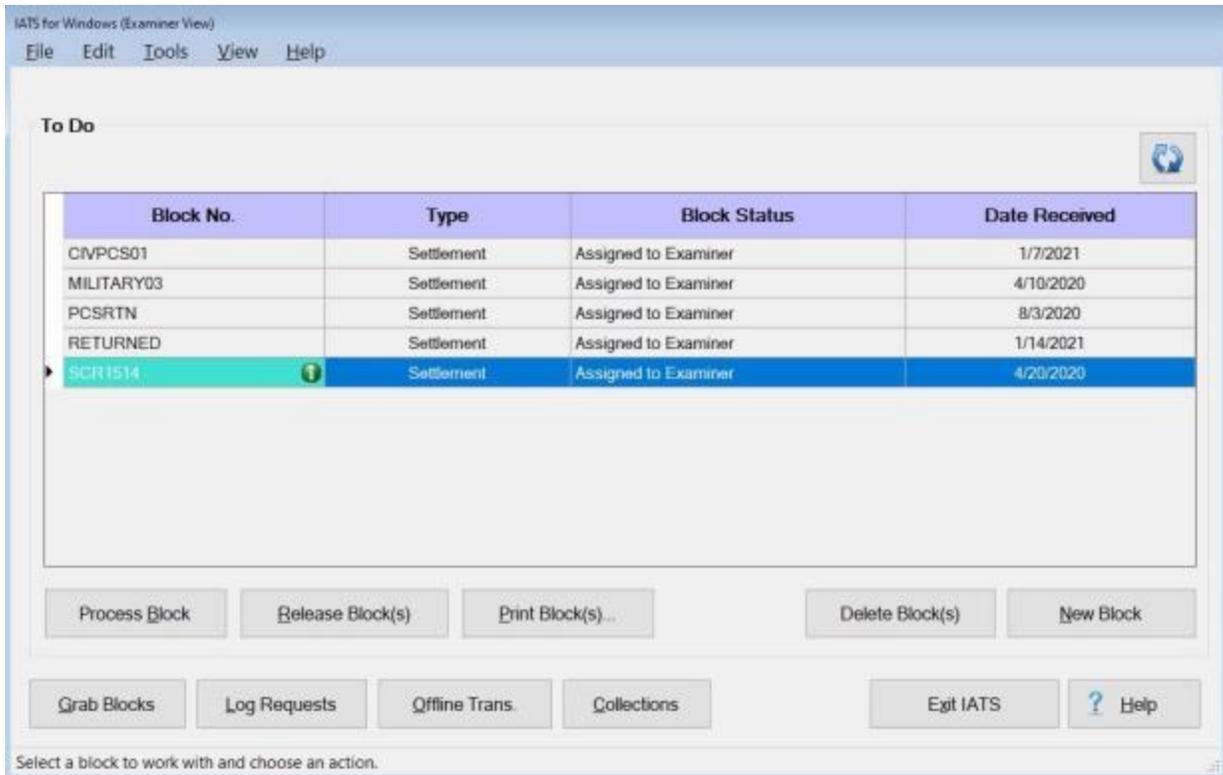
1. At either the **Examiner View** screen, the **Auditor View** screen or the **Request Selection** screen, **right click** on the **Block** or **Settlement Request** you wish to use.
2. The **IATS Note Pad** screen is displayed.



3. **Select background color:** - You will **notice** that **Transparent** is the default color when the **IATS Note Pad** screen is **displayed**.
4. If you wish to **add** a **background color** to a Block or Settlement Request, **click** on the **down arrow** button at the **Select background color** field where **Transparent** is shown above.
5. IATS will display a *drop down list* of colors at the **Web** tab. **Note** that you can **click** on the **System** tab for another list of colors or **click** on the **Custom** tab if you wish to create a custom color.
6. **Click** on the *Up/Dn arrow* buttons or **drag** the **slider bar** on the right side of the list to **scroll up** or down the list of colors.
7. **Click** on the desired **color** to make a **selection**.

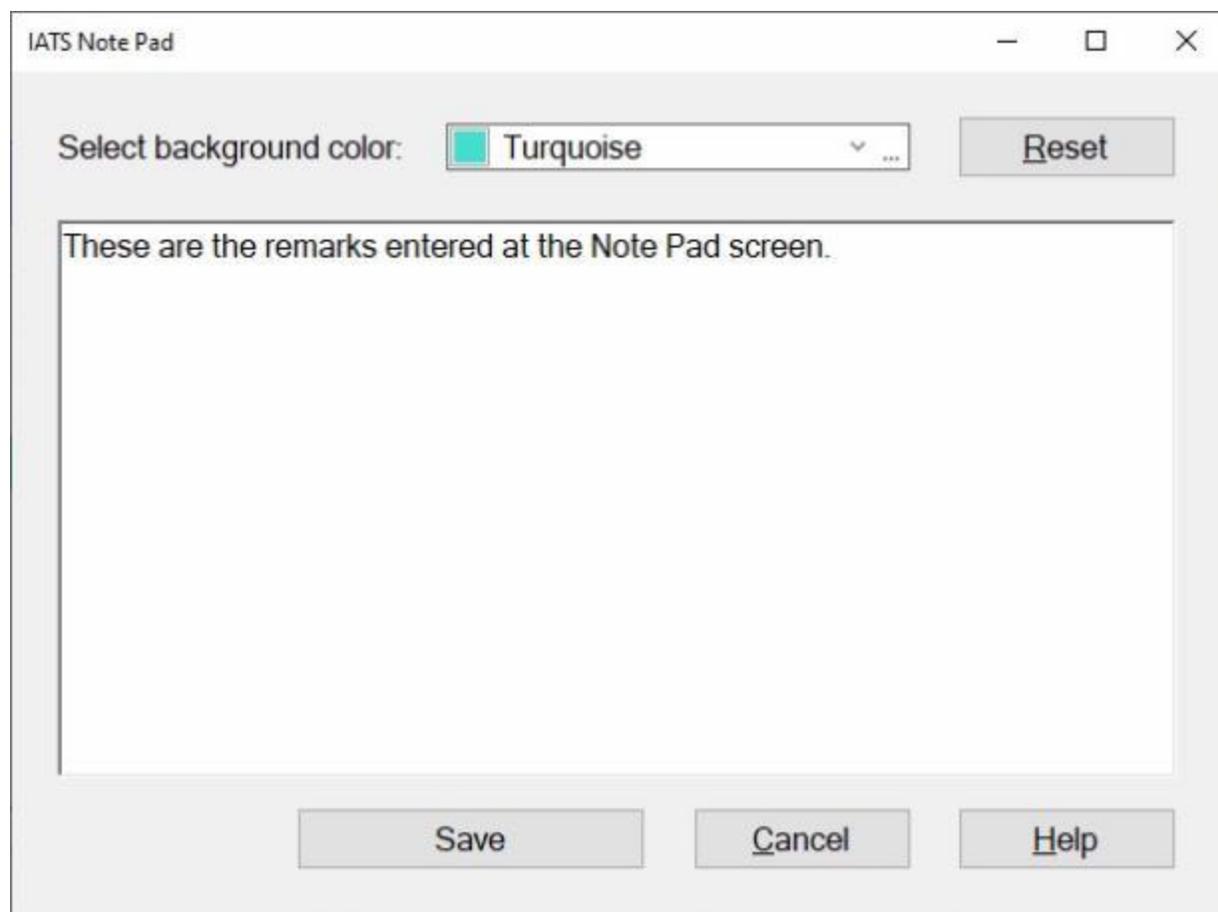
Note: It is highly recommended that you do not use the colors **Red** or **Yellow** since IATS already uses these colors to emphasize **Returned** items and **Auditor Remarks**.

8. **Click** in the **Text Box** and **enter** any desired **Comments/Remarks**.
9. When you have **finished** adding a color and/or text, **click** on the **Save** button.



Note: After you have finished adding a color and/or text, IATS will return to the **Examiner View** screen, the **Auditor View** screen, or the **Request Selection** screen. You will now see the **color** that was selected as a background for the **Block number** or the **Traveler's Name**. In addition, you will see a green information icon in the **Block No.** or **Name** field if **Comments/Remarks** were **added** at the IATS Note Pad screen.

10. If you see a green information icon in the **Block No.** or **Name** field you can **right click** on the **Block Number** or **Settlement Request** to display the IATS Note Pad screen so you can **read** the **Comments/Remarks** as shown below.



11. If you wish to **remove** the **background color** and/or **text** from the Block or Settlement Request. **Click** on the **Reset** button at the IATS Note Pad screen.
12. If you **click** on the **Reset** button and then **click** on the **Save** button, IATS **removes** the **color** and **text** and **returns** to **Examiner View** screen, the **Auditor View** screen, or the **Request Selection** screen as shown below.

IATS 8.1 User Guide

IATS for Windows (Examiner View)

File Edit Tools View Help

To Do

| Block No. | Type | Block Status | Date Received |
|------------|------------|----------------------|---------------|
| CIVPCS01 | Settlement | Assigned to Examiner | 1/7/2021 |
| MILITARY03 | Settlement | Assigned to Examiner | 4/10/2020 |
| PCSRTN | Settlement | Assigned to Examiner | 8/3/2020 |
| RETURNED | Settlement | Assigned to Examiner | 1/14/2021 |
| SCR1514 | Settlement | Assigned to Examiner | 4/20/2020 |

Process Block Release Block(s) Print Block(s)... Delete Block(s) New Block

Grab Blocks Log Requests Offline Trans. Collections Exit IATS ? Help

Select a block to work with and choose an action.

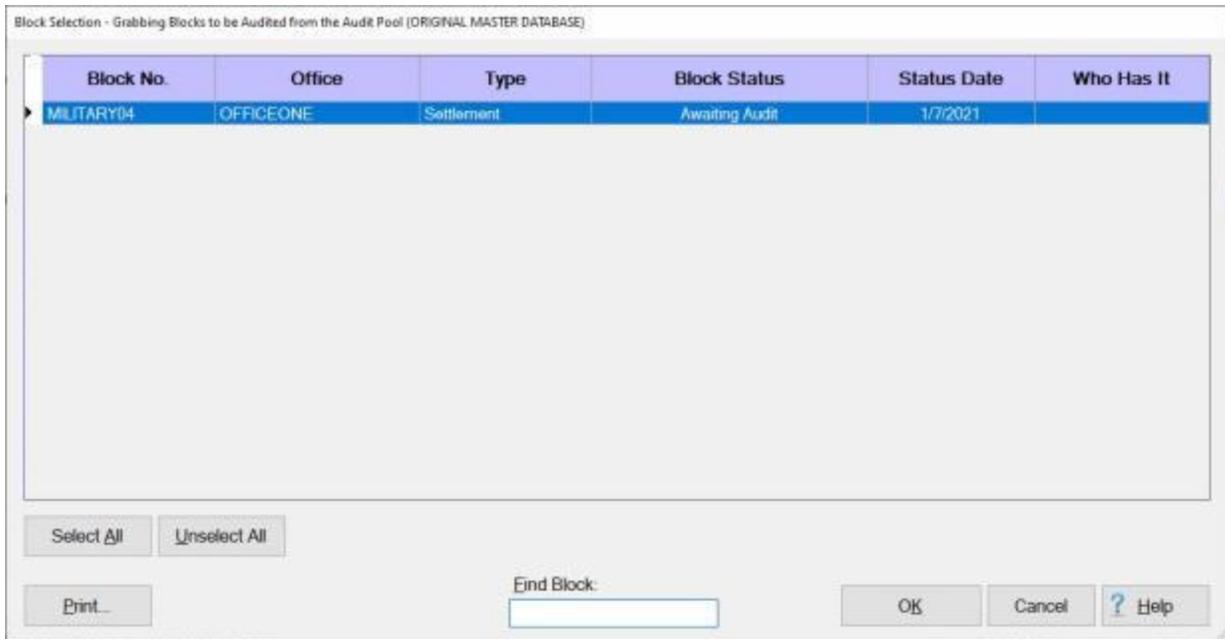
Disbursing Functions

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.



| Block No. | Office | Type | Block Status | Status Date | Who Has It |
|------------|-----------|------------|----------------|-------------|------------|
| MILITARY04 | OFFICEONE | Settlement | Awaiting Audit | 1/7/2021 | Who Has It |

2. Select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

Tip: Users may select all of the blocks listed by **clicking** on the **Select All** button. To **void** a selection, **click** the **Unselect All** button.

3. After selecting a block, the **Confirmation Password** screen appears. **Complete** the **process** by **typing** your assigned **Confirmation Password** at the **Enter Password** field and then **click** on the **OK** button.

Return Blocks

Once the **Disbursing** clerk has **received** and **grabbed** a block for Disbursement Processing, a **review** should be performed to be sure that the block is **ready** for disbursement. If a **problem** is discovered, the block may have to be **returned** to the voucher **examiner** or **auditor** for **corrections** or **review**.

 **Complete the following steps to "return" a block:**

1. At the **Disbursing View** screen, **click** on the **Send to Disbursing** tab and then **click** desired **block** listed under the heading "**Blocks Available for Processing**".
2. After **selecting** a block, **click** on the **Return Block(s)**. The **Confirmation Password** screen appears.
3. **Type** the confirmation **password** at the **Enter Password** field and then **click** the **OK** button. The **Return Message** screen appears.

Return Message

Enter a short description of why the block is being returned.

There are several discrepancies with the claims on this block.

OK Cancel ? Help

4. At this screen, **type** a brief **message** explaining **why** the block is being returned and **what** action to take, then **click** the **OK** button.

Tip: When the voucher examiner **sees** the returned **block** listed at the **Examiner View** screen, the **message** that was entered by the disbursing clerk is **displayed** at the **bottom** of the screen.

Viewing Blocks in the Disbursing View

Before processing a block, the Disbursing clerk may want to **view** the block to determine what **types** of **payments** the block contains.

 **Complete the following steps to "view" a block:**

1. **At the Disbursing View** screen, **click** on the listed **block** that you wish to view and then **click** the **View Block** button. The **Request Selection** screen appears.

Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) Number of requests:

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Status |
|-----------|-------------|--------|-----------------|------------|-----------|--------------|----------|---------------|
| 220010569 | Last, First | 111111 | Settlement | 10/1/2019 | 3/25/2020 | 4/3/2020 | PCS | Awaiting Rele |

Select All Unselect All View

Other... Print Block Ticket Print Request(s)... Done ? Help

- At the **Request Selection** screen, all requests assigned to the block are **listed**.
- 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:**

- 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.
- After selecting a request using one of the methods listed above, the **Settlement Request** or **Advance Request** screen appears.
- 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.

- 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.
- 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.

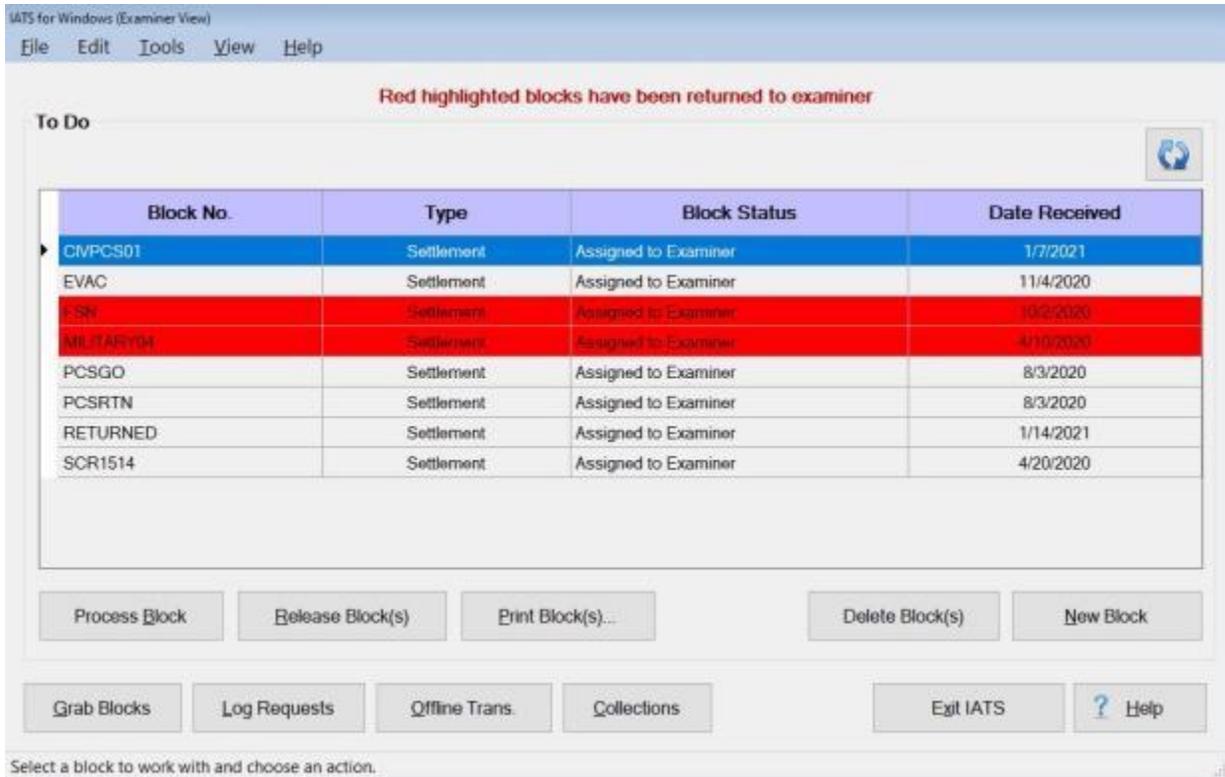
The IATS generated forms are referred to as the **Advance Voucher Summary** and the **Travel Voucher Summary**.

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.



Red highlighted blocks have been returned to examiner

To Do

| Block No. | Type | Block Status | Date Received |
|------------|------------|----------------------|---------------|
| CIVPCS01 | Settlement | Assigned to Examiner | 1/7/2021 |
| EVAC | Settlement | Assigned to Examiner | 11/4/2020 |
| FSN | Settlement | Assigned to Examiner | 10/2/2020 |
| MILITARY04 | Settlement | Assigned to Examiner | 4/10/2020 |
| PCSGO | Settlement | Assigned to Examiner | 8/3/2020 |
| PCSRTN | Settlement | Assigned to Examiner | 8/3/2020 |
| RETURNED | Settlement | Assigned to Examiner | 1/14/2021 |
| SCR1514 | Settlement | Assigned to Examiner | 4/20/2020 |

Buttons: Process Block, Release Block(s), Print Block(s)..., Delete Block(s), New Block

Buttons: Grab Blocks, Log Requests, Offline Trans., Collections, Exit IATS, ? Help

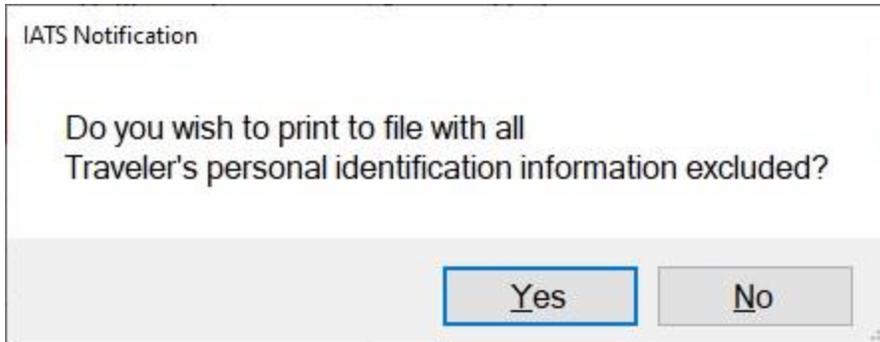
Select a block to work with and choose an action.

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.

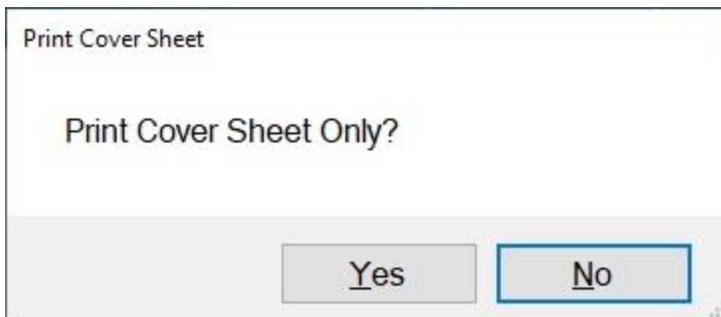
2. After selecting the block(s) to be printed, **click** the **Print Block(s)** button or **click** on the **File** menu and select the **Print Block(s)** option. The following *drop down* **Print** menu appears:

- Print Vouchers with Collection Letters
- Print Audits with Collection Letters
- Print Vouchers without Collection Letters**
- Print Audits without Collection Letters
- Print PDF Voucher to DB
- Print PDF Voucher to File
- Email Voucher
- Email Audit

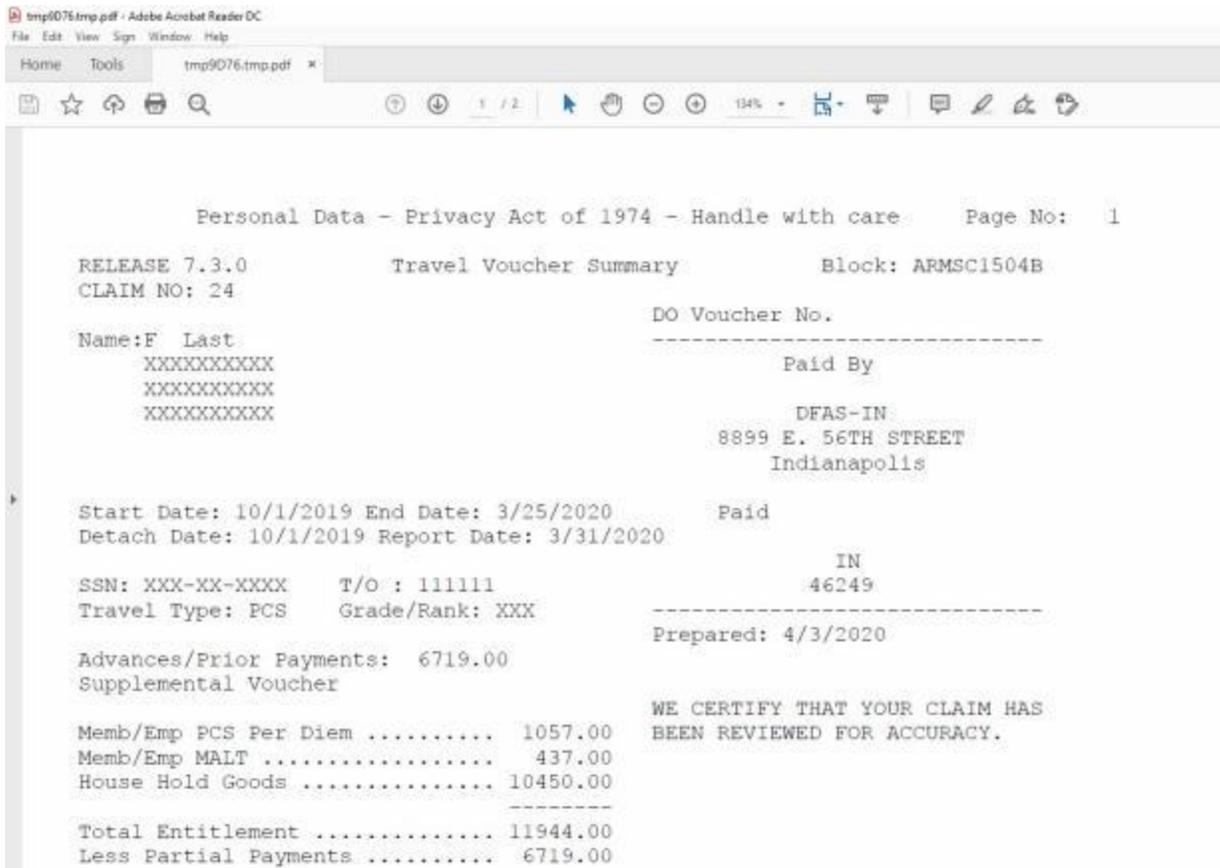
3. At the *drop down* Print menu, **click** on the desired option. The following *pop-up message* will appear asking if you would like to print with the traveler's personal identification **excluded**.



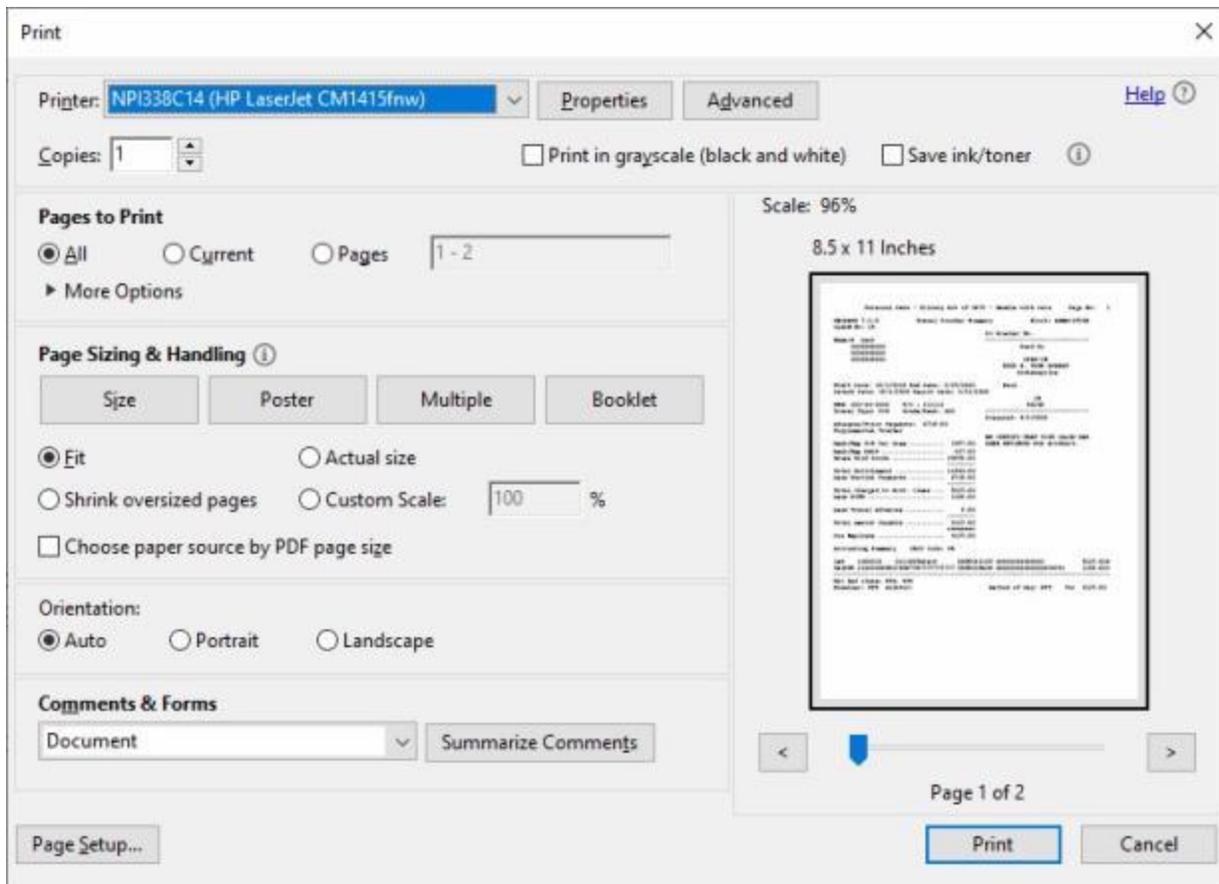
4. **Click** on *Yes* or *No* as desired. The following *pop-up message* will appear asking if you would like to print the **cover sheet** only.



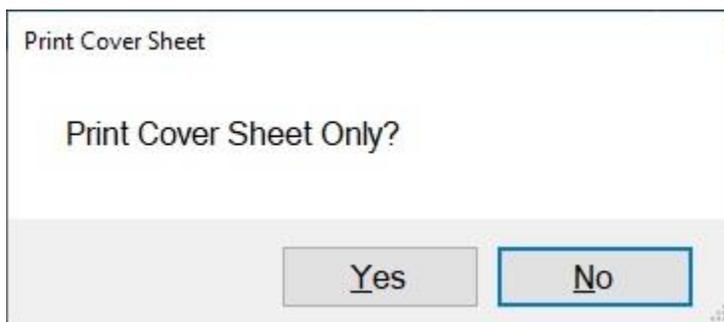
5. **Click** on *Yes* or *No* as desired.
6. If you answer *Yes*, will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.



6. **Click** on the **Printer icon**. The **Print** screen appears.



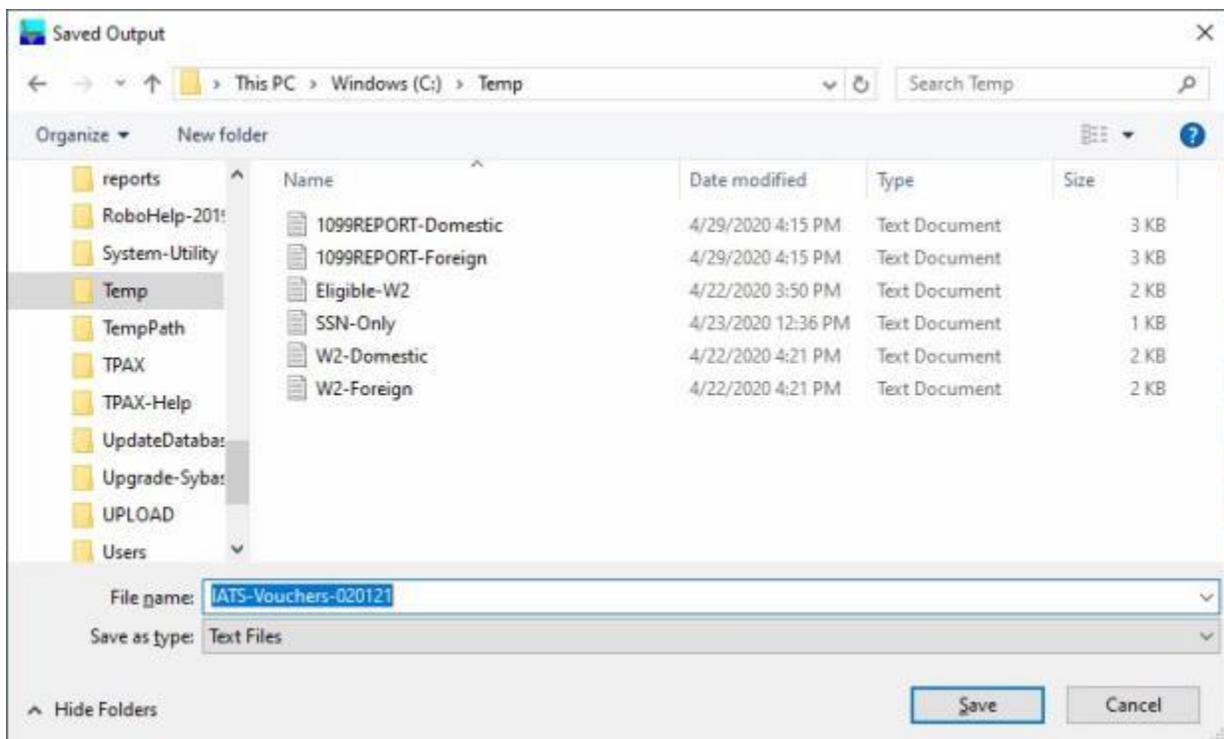
7. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
8. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
9. IATS prints the block(s) and returns to the **Adobe Reader** screen.
10. If you are finished using the **Adobe Reader**, **click** on the **red X** button in the top right corner to close the screen.



11. If you answer *No*, The following *pop-up message* will appear asking if you wish to **save** the output to a **text** file.



12. **Click** on Yes or No as desired.
13. If you click on No, IATS will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.
14. If you click on Yes, the following **Saved Output** screen will appear.



15. At the Saved Output screen **select** the **directory/folder** to store the saved text file.
16. **Enter** a **name** for the text file you are saving at the **File name** field.
17. **Click** on the **Save** button.

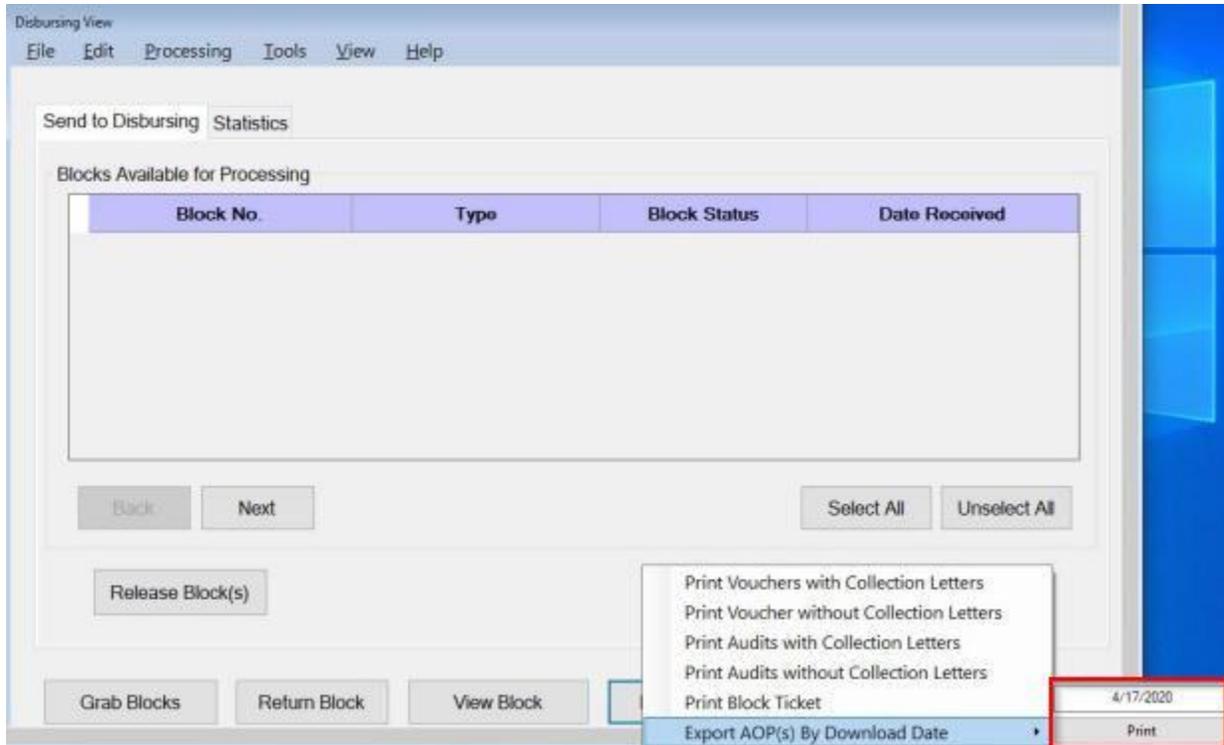
Note: If you click on *Cancel*, IATS will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.

Exporting Advice of Payments

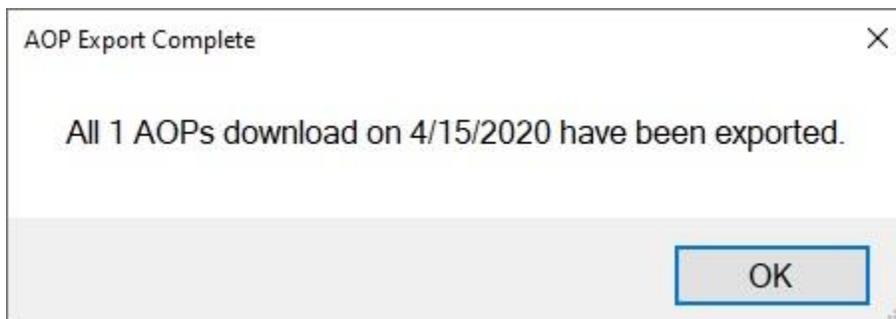
There is a feature in IATS that will **generate** an Advice of Payment (**AOP**) file for every claim that has been **downloaded** from the Disbursing System or when a **DOV#** has been manually posted. In addition, IATS can **export** these AOP files to a **directory** for **retention**.

 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:



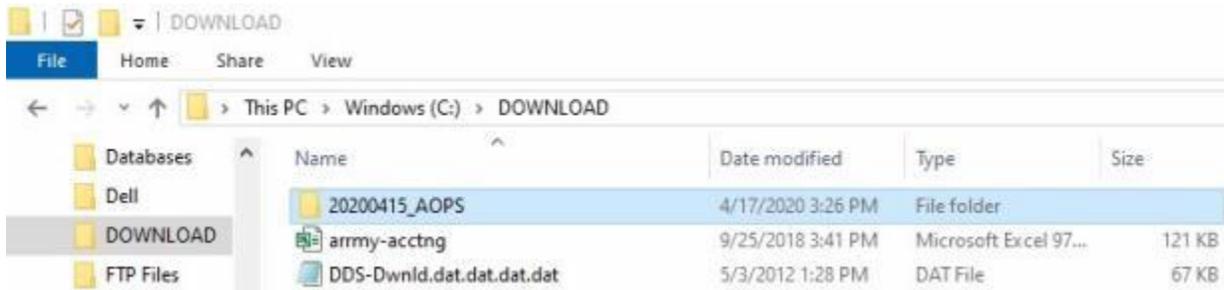
2. **Click** on the **Export AOP(s) By Download Date** option. You will see a new sub-menu appear displaying the current date and a **Print** option.
3. The **date** will **default** to the **current date**. If you wish to **change** the date, however, **click** in the **date** field and **enter** the 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**.



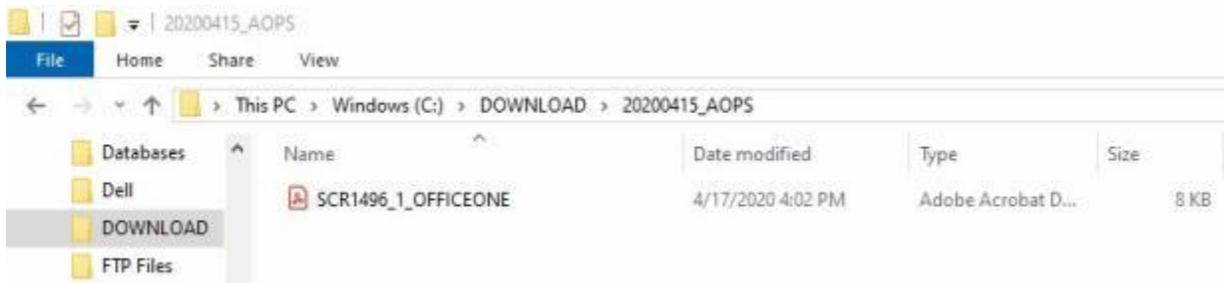
Note: IATS will create a **folder** based on the specified **download date** and place it in the **drive/directory** specified in **maintenance** for your **download** files. The folder created by IATS will contain an **AOP file** for each claim that was downloaded on the specified download date.

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.



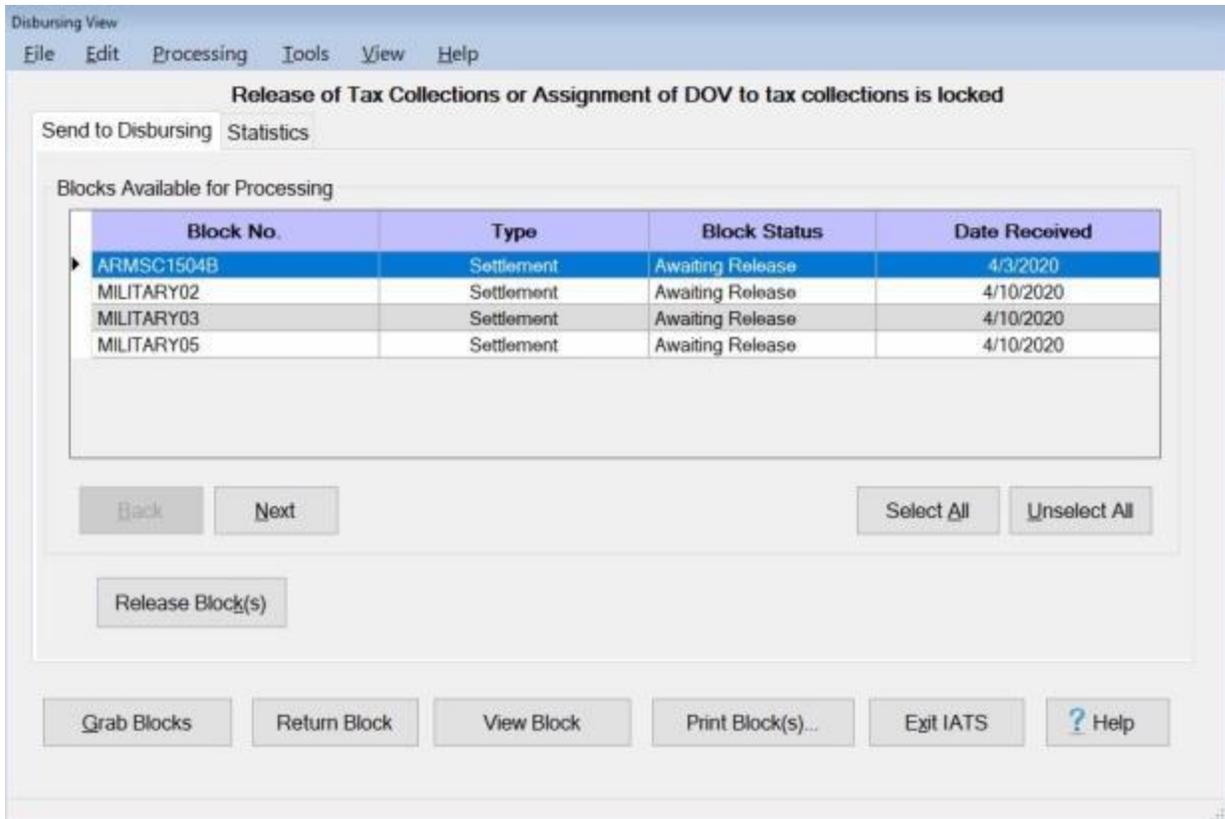
Notice that the AOP file naming convention will be the **Block Number**, the **Detail ID** for the claim, and the **Office Name**.

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**.

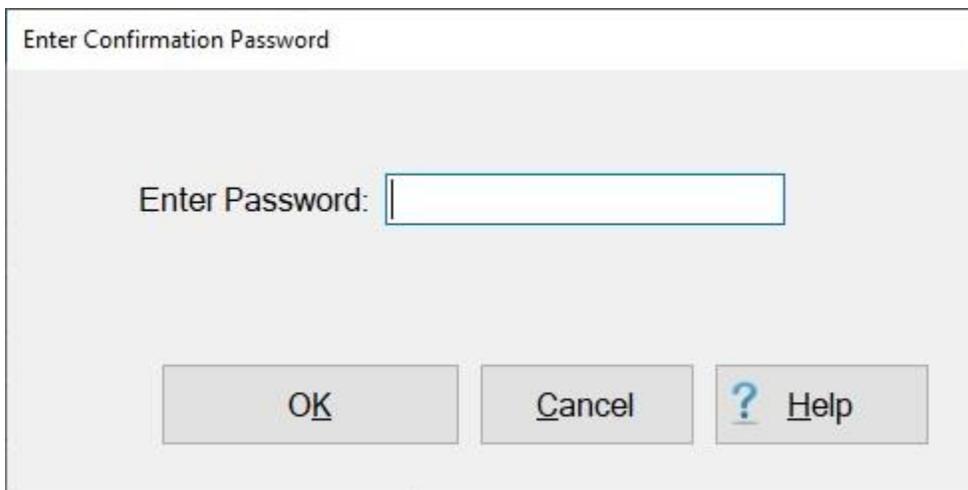
 **Complete the following steps to "release" a block:**

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.

- When the desired block(s) selection is complete, **click** on the **Release Block(s)** button. The **Confirmation Password** screen will appear.



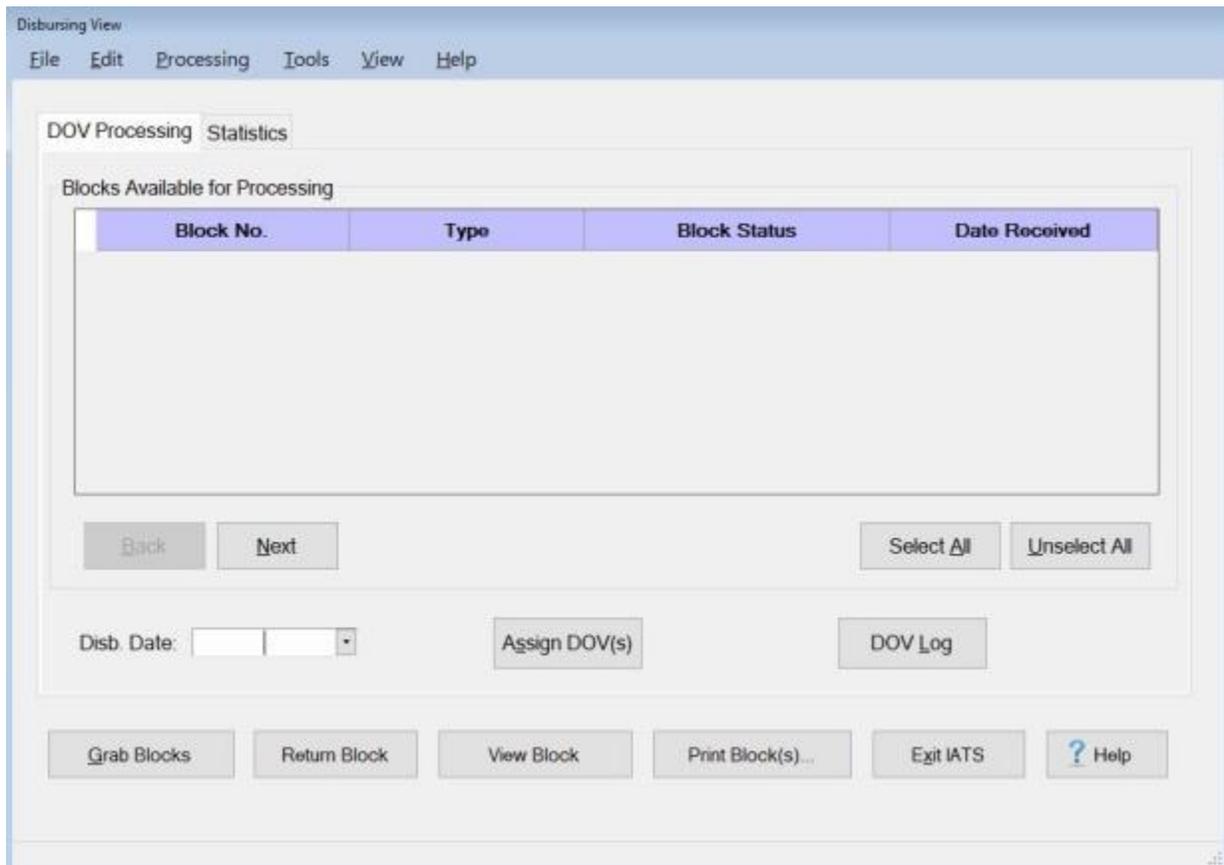
- At the **Confirmation Password** screen, **type** your confirmation password at the **Enter Password** field and then **click** the **OK** button.

Assign DOV#s

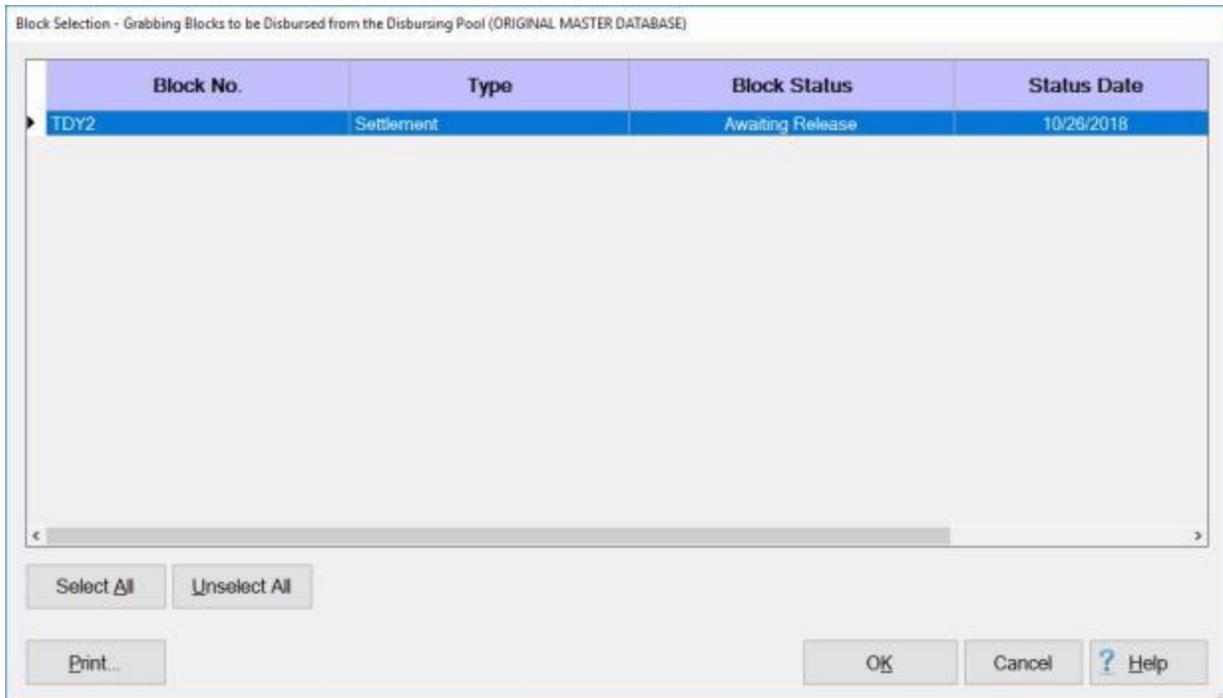
Travel offices often use IATS to **assign DOV #'s** to travel **payments** without printing checks or creating an EFT transmission file. This is easily accomplished through the **Assign DOV Numbers** module.

Note: This feature is for use by **Air Force** customers only. For **Air Force** travel offices, this is the standard practice.

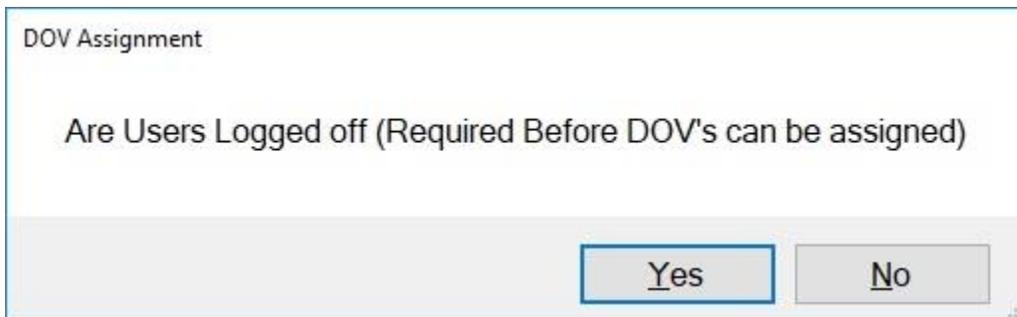
 Complete the following steps to "automatically assign" DOV#s:



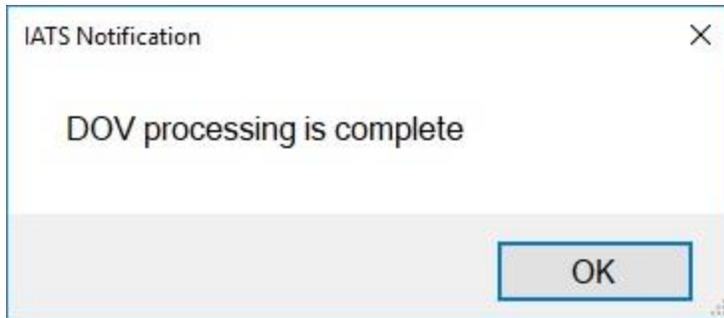
1. At the **Disbursing View** screen, **click** on the **Grab Blocks** button and the **Block Selection** screen appears.



2. Select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.
3. After selecting a block, the **Confirmation Password** screen appears. Complete the process by **typing** your assigned **Confirmation Password** at the **Enter Password** field and then **click** on the **OK** button.
4. At the **Disbursing View** screen, **click** in the **Disb. Date** field and **enter** the **disbursement date** for the DOV numbers you are assigning. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
5. **Click** on the **Assign DOV(s)** button. The following **message** appears asking if all other users are **logged off**.



6. After **ensuring** that all other users are logged off, **click** on the **Yes** button. IATS automatically assigns the next available DOV#, based on the information entered at the **Maintain DOV Number Assignment** screen in the **Maintenance** module.
7. The following message will appear indicating the DOV processing process is **complete**.



8. **Click** on **OK** to continue.
9. The **status** of the block will now be **Completed** and the block is **available** for **uploading** to **CDS**.

Manually Assign DOV#s

The **Cash Disbursement Module** of IATS is used to assign DOV #s to **cash** and **zero dollar** amount payment **vouchers**. In addition, this module is also used to manually post DOV #s and **check numbers** that **rejected** on the disbursing system **download** interface.

 Complete the following steps to "manually assign" DOV#s:

1. At the **Disbursing View** screen, **click** on the **Processing** menu and then **click** on the **Cash Disbursements/Manual DOV's** option. The **Travel Order Selection** screen appears.
2. At the **Traveler Order Selection** screen, type the Social Security Number (**SSN**) for the traveler at the **Find ID** field and **press Tab** or **click** on the **OK** button.
3. After the traveler's **account** information **appears**, any **orders** for the selected traveler are **listed** under the **Order** section. **Select** an order through one of the following methods:
 - **Method 1:** - **Double click** on the desired order **number**.
 - **Method 2:** - **Click** on the order number **once** and then **click** the **OK** button.
4. After selecting the travel order, the **Cash Disbursements and/or Manual DOV Assignment** screen **appears**.

Cash Disbursements and/or Manual DOV Assignment

SMITH, MARKY M TONO: TRANSIENT

Travel OrderDetails

| Pay Method | Detail Date | Amount | Start Date | End Date | Type |
|------------|-------------|----------|------------|-----------|---------|
| EFT | 7/17/2020 | \$500.00 | 7/20/2020 | 7/24/2020 | Advance |

Enter Information

Payment Date: 2/1/2021 DOV #: 1234567 Check/Sched #:

Remarks: Don't Spend it all in one place.

Other... OK Cancel ? Help

Click this button to save information

5. **Payment Date:** The current date **defaults** to this field. If this date is incorrect, **type** the correct date in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
6. **DOV#:** Click in this field and **type** the **DOV number** assigned to the payment.
7. **Check/Sched#:** If applicable, **click** in this field and **type** the US Treasury **check number** or **EFT trace number** assigned to the payment.
8. **Remarks:** Click in this field and **type** any desired **remarks**.
9. When **finished** entering the required information at this screen, **click** the **OK** button. IATS **returns** to the **Disbursing View** screen.

DOV Log

When IATS is used to assign **DOV#s** to travel payments, the assigned numbers are **written** to the **DOV Log Report**.

Note: This feature is for use by **Air Force** customers only.

 **Complete the following steps to "generate" the DOV Log report:**

1. At the **Disbursing View** screen, **click** on the **DOV Processing** tab.
2. At the DOV Processing tab, **click** on the **DOV Log** button. The **DOV Log** screen appears.

DOV Log

Begin Date: 2/2/2021 End Date: 2/2/2021 CV's Only Show Log Print Log

| DOV # | Employee ID | Name | Order No. | Amount | Date Assigned | Date Voided |
|-------|-------------|------|-----------|--------|---------------|-------------|
| | | | | | | |

Clear DOV Log Rcds

Clear Clear on or before

Exit ? Help

Note: When the **DOV Log** screen appears, users can **manipulate** the report by **adjusting** the **Beginning** and **Ending** dates for the report period. In addition, users may generate the report for **collection vouchers** only. Users may also **clear** the log report.

3. **Beginning Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** to display the IATS **calendar**. Once the IATS calendar is displayed, users can adjust the **month** and **year** by **clicking** on the **left/right arrows** at the **top** of the calendar **screen**. The **day** can be selected by **clicking** on the desired **date** once the correct **month** and **year** have been selected.
4. **Ending Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** to display the IATS **calendar**. Follow the **instructions** explained in step (3) above if wishing to use the IATS **calendar** to adjust the Ending date.
5. **CV's Only:** - **Click** in the **box** next to this field if wishing to generate a DOV Log for **collection vouchers** only.
6. **Show Log:** - Once the **Beginning** and **Ending** dates have been selected, **click** on the **Show Log** button to **generate** the DOV Log report.

DOV Log

Begin Date: End Date: CV's Only

| DOV # | Employee ID | Name | Order No. | Amount | Date Assigned | Date Voided |
|----------|-------------|-------------|-----------|--------|---------------|-------------|
| 00000001 | 111881111 | ARMAN, IMAN | 020221 | 749.92 | 2/2/2021 | |

Clear DOV Log Rcds

Clear on or before

7. **Print Log:** - Once the DOV Log report is displayed, **click** on the **Print Log** button to **generate** a **printed** DOV Log report.
8. **Clear DOV Log Rcds:** - If wishing to **clear** the entire DOV Log report, **click** on the **Clear** button.
9. **Clear on or before:** - If wishing to **clear** only the records on or before a particular date, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** to display the IATS **calendar**. Follow the **instructions** explained in step (3) above if wishing to use the IATS **calendar** to adjust the **Clear on or before date**.
10. When **finished** using the DOV Log screen, **click** on the **Exit** button to **return** to the **DOV Processing tab**.

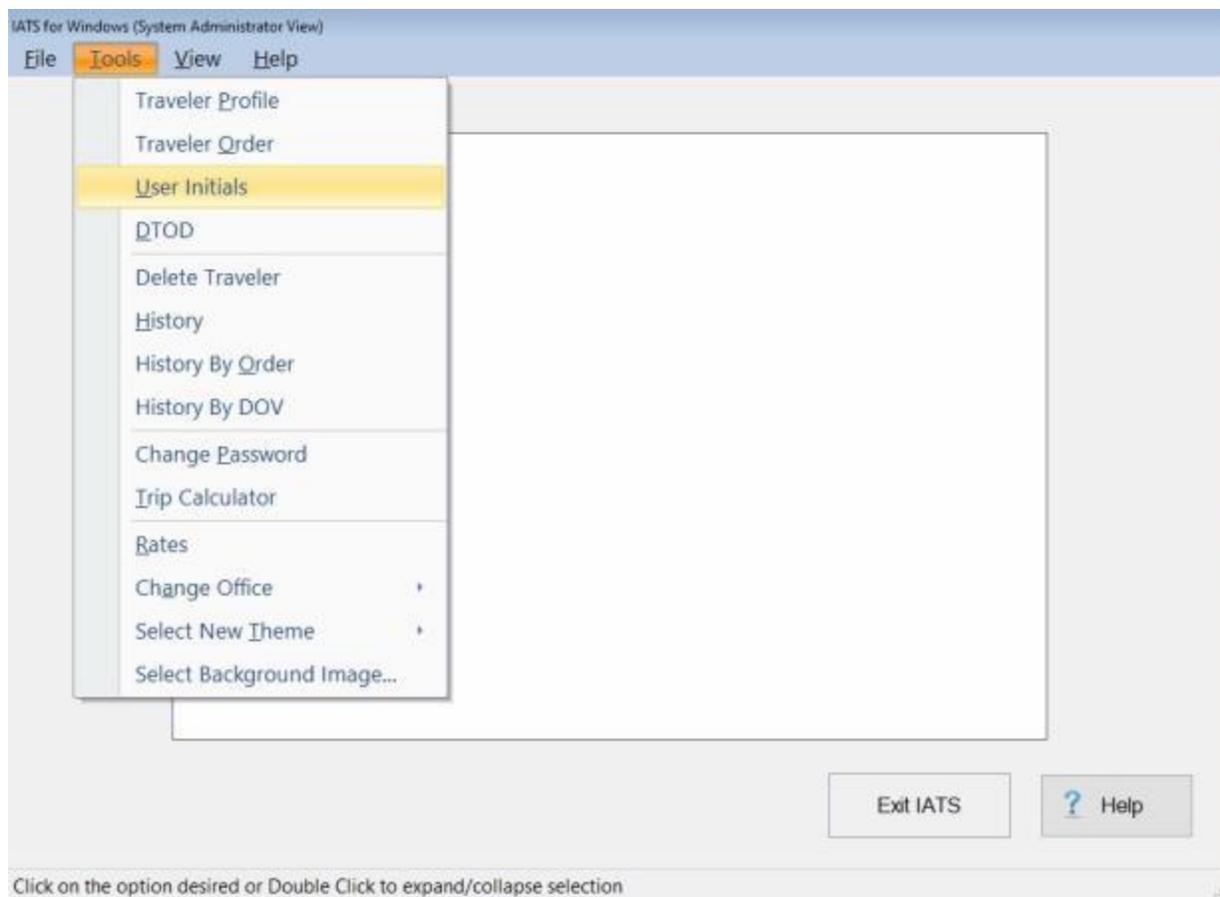
Display User Initials

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.

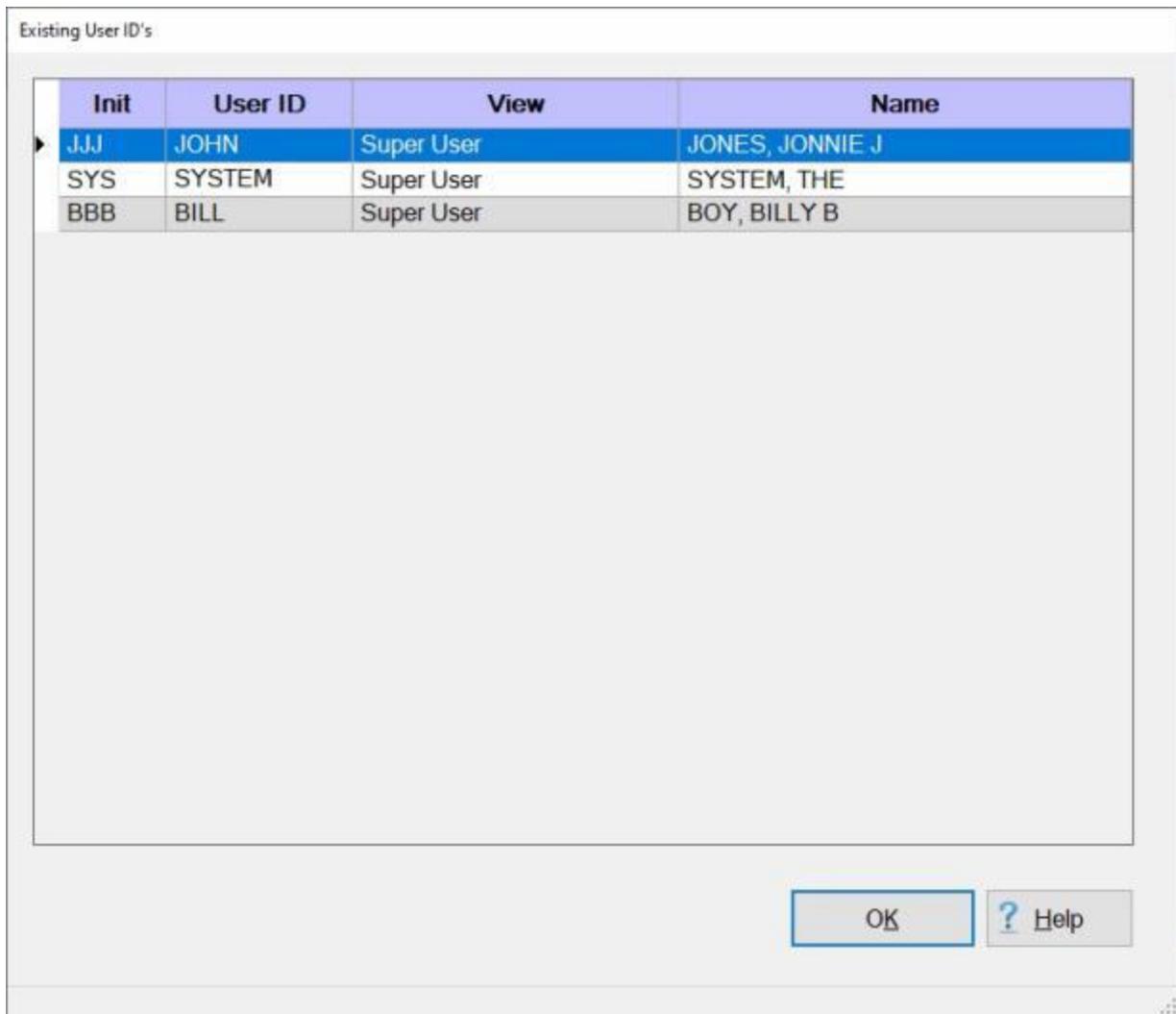
For this reason, an **option** has been added to the **Tools** menu on the **Auditor**, **Disbursing**, and **System Administrator** view screens that allow you to easily **display** this information.

 **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.

Disbursing Block Statistics

| Block | | | Statistics | | | | |
|--------------|--------------------|--------------------|------------|--------|------|------|-------|
| Block Number | User Who Disbursed | Status | Total | Checks | EFTs | Cash | Other |
| TDY1 | | Completed 2/2/2021 | 1 | 1 | 0 | 0 | 0 |
| [Totals] | | \$749.92 | | | | | |

Print Done ? Help

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.

Disbursing Block Statistics

| Summary | | | | | | | |
|--------------|--------------------|--------------------|------------|--------|------|------|-------|
| Block | | | Statistics | | | | |
| Block Number | User Who Disbursed | Status | Total | Checks | EFTs | Cash | Other |
| TDY1 | | Completed 2/2/2021 | 1 | 1 | 0 | 0 | 0 |
| [Totals] | | \$749.92 | | | | | |

| Details | | | | | | |
|-----------|--------|--------|----------|-----------------|----------|-----------|
| SSN | TONO | Type | DOV # | Check /Sched. # | Amount | Status |
| 111881111 | 020221 | Normal | 00000001 | | \$749.92 | Completed |
| | | | | Total Amt | \$749.92 | |

Print Done ? Help

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 IATS Users** screen appears.

Select Locked IATS Users

| Locked Users | Who Locked |
|--------------------------|------------|
| ▶ JOHN - JONES, JONNIE J | Logged In? |

Select All Unselect All

Find Locked Item:

Unlock Exit ? Help

At this screen, any **user** account currently **locked** by IATS is **displayed**.

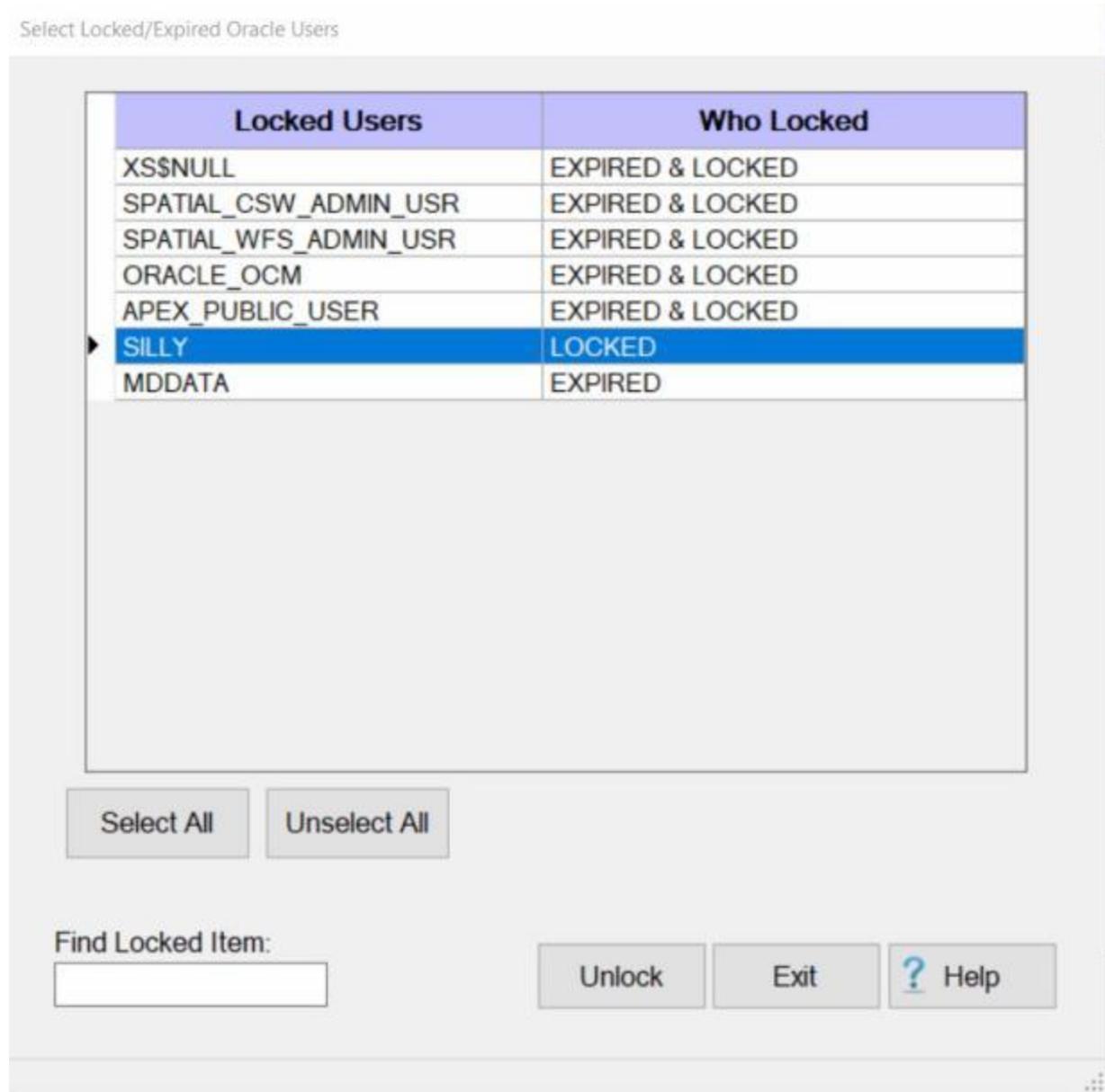
3. **Click** on the **user** you wish to **unlock**. IATS **highlights** the selected user.
4. When the user you wish to unlock is highlighted, **click** on the **Unlock** button. IATS **unlocks** the selected user.
5. **Click** on the **Exit** button to **return** to the **System Administrator** menu 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, any Oracle user account currently locked by IATS is **displayed**.

3. **Click** on the **item** you wish to **unlock**. IATS **highlights** the selected item.
4. When the item you wish to unlock is highlighted, **click** on the **Unlock** button. IATS **unlocks** the selected item.
5. **Click** on the **Exit** button to **return** to the **System Administrator** menu when you are finished unlocking users.

Unlocking Suspended Users

IATS user accounts are **suspended** (locked) if there is no activity for **30** days or if they have **exceeded** the allowed number of **login** attempts.

Note: User accounts that are suspended will not appear on the **Maintain User Passwords and Privileges** screen in the Maintenance module unless you are logged in with the **System** user ID.

 **Complete the following steps to "un-lock" suspended user accounts:**

Note: You can only perform this feature by logging into IATS with **System** user ID.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Unlocking Locked Records**". An expandable menu appears listing several options.
2. **Click** on the **Unlock Suspended User** option. The **Select Locked Items** screen appears.

Select Suspended IATS Users

| Suspended Users | Who Locked |
|--------------------------|------------|
| ▶ JOHN - JONES, JONNIE J | Suspended |

Select All Unselect All

Find Locked Item:

Delete Unlock Exit ? Help

At this screen, any **user** account currently **Suspended/locked** by IATS is **displayed**.

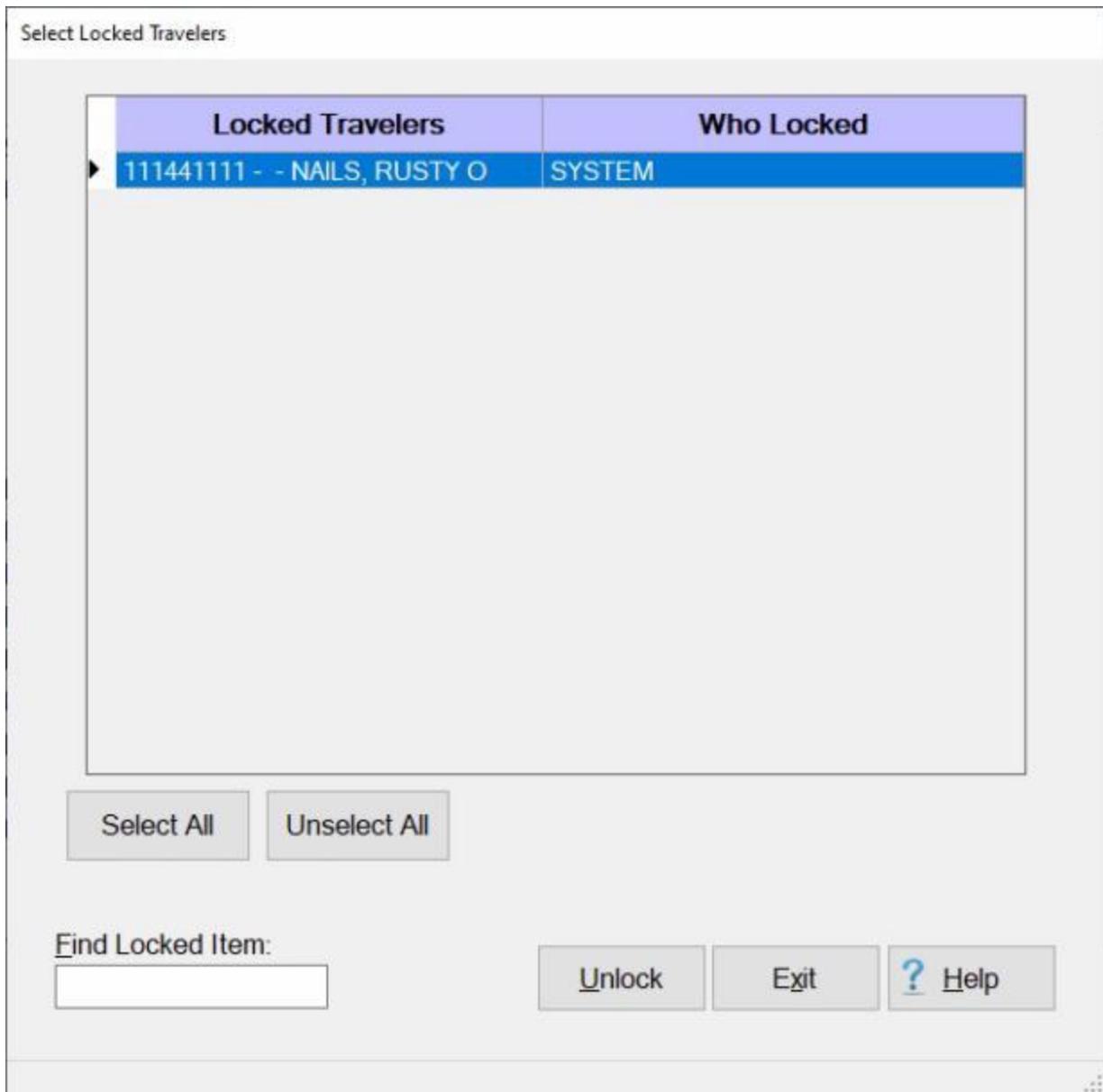
3. **Click** on the **item(s)** you wish to **unlock**. IATS **highlights** the selected item.
4. When the item(s) you wish to unlock are highlighted, **click** on the **Unlock** button. IATS **unlocks** the selected item(s).
5. **Click** on the **Exit** button to **return** to the **System Administrator** 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**.

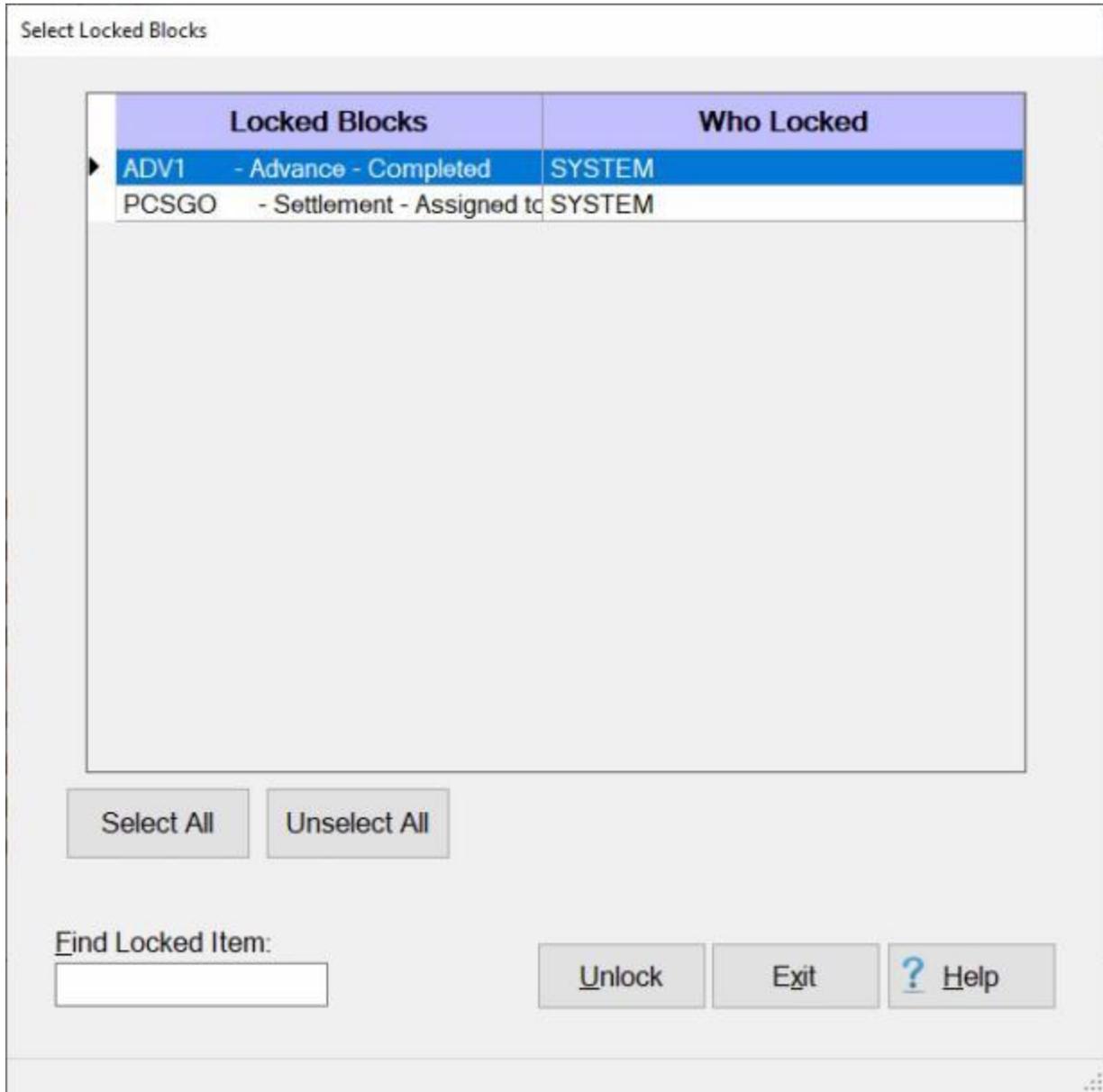
3. **Click** on the **item** you wish to **unlock**. IATS **highlights** the selected item.
4. When the item you wish to unlock is highlighted, **click** on the **Unlock** button. IATS **unlocks** the selected item.
5. **Click** on the **Exit** button to **return** to the **System Administrator** menu 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**.



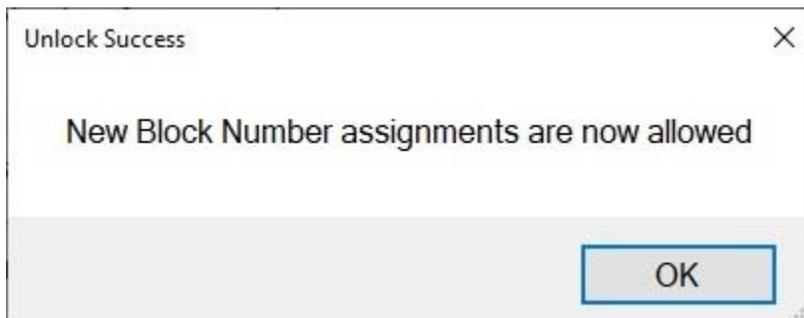
3. **Click** on the **OK** button and IATS **returns** to the **System Administrator** menu.

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.



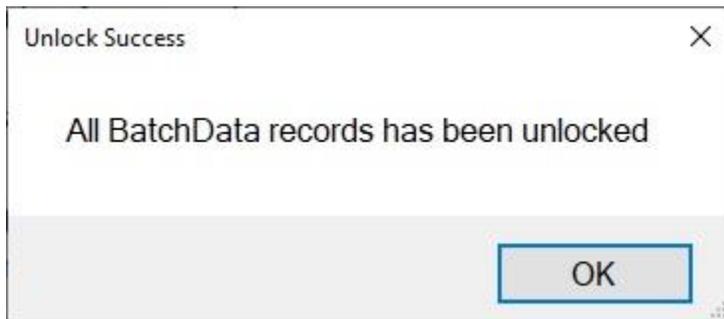
3. **Click** on the **OK** button and IATS **returns** to the **System Administrator** menu.

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

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:

Examiner to Whom Selected Blocks Will Be Assigned

Find:

| Available Users | |
|-------------------------|----------------------|
| Examiner's Sign in Name | Examiner's Full Name |
| BILL | BOY, BILLY B. |
| JOHN | JONES, JONNIE J. |
| SYSTEM | SYSTEM, THE |

OK Cancel ? Help

- At this screen, a **list of Examiners** eligible to receive the block is displayed.
- If the desired examiner's name is **not displayed** in the grid, you can **enter** the examiner's **name** in the **Find** field.
- Click** on the desired **name** that is displayed in the grid and then **click** the **OK** button.
- The **Confirmation Password** screen appears.
- At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and then **click** on the **OK** button.
- 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:

- 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.
- Click** on the **Assign Blocks to an Auditor** option. The **Block Selection** screen appears.
- 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:

Auditor to Whom Selected Blocks Will Be Assigned

Find:

| Available Users | |
|------------------------|---------------------|
| Auditor's Sign in Name | Auditor's Full Name |
| BILL | BOY, BILLY B. |
| JOHN | JONES, JONNIE J. |
| SYSTEM | SYSTEM, THE |

OK Cancel ? Help

4. At this screen, a **list of Auditors eligible to receive** the block is displayed.
5. If the desired Auditor's name is **not displayed** in the grid, you can **enter** the Auditor's **name** in the **Find** field.
6. **Click** on the desired **name** that is displayed in the grid and then **click** the **OK** button.
7. The **Confirmation Password** screen appears.
8. At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and then **click** on the **OK** button.
9. 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.

Change Block Status

Block Number:

Block Status:

New Block Status:

- Assigned to Examiner
- Awaiting Audit

Select the new block status.

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.

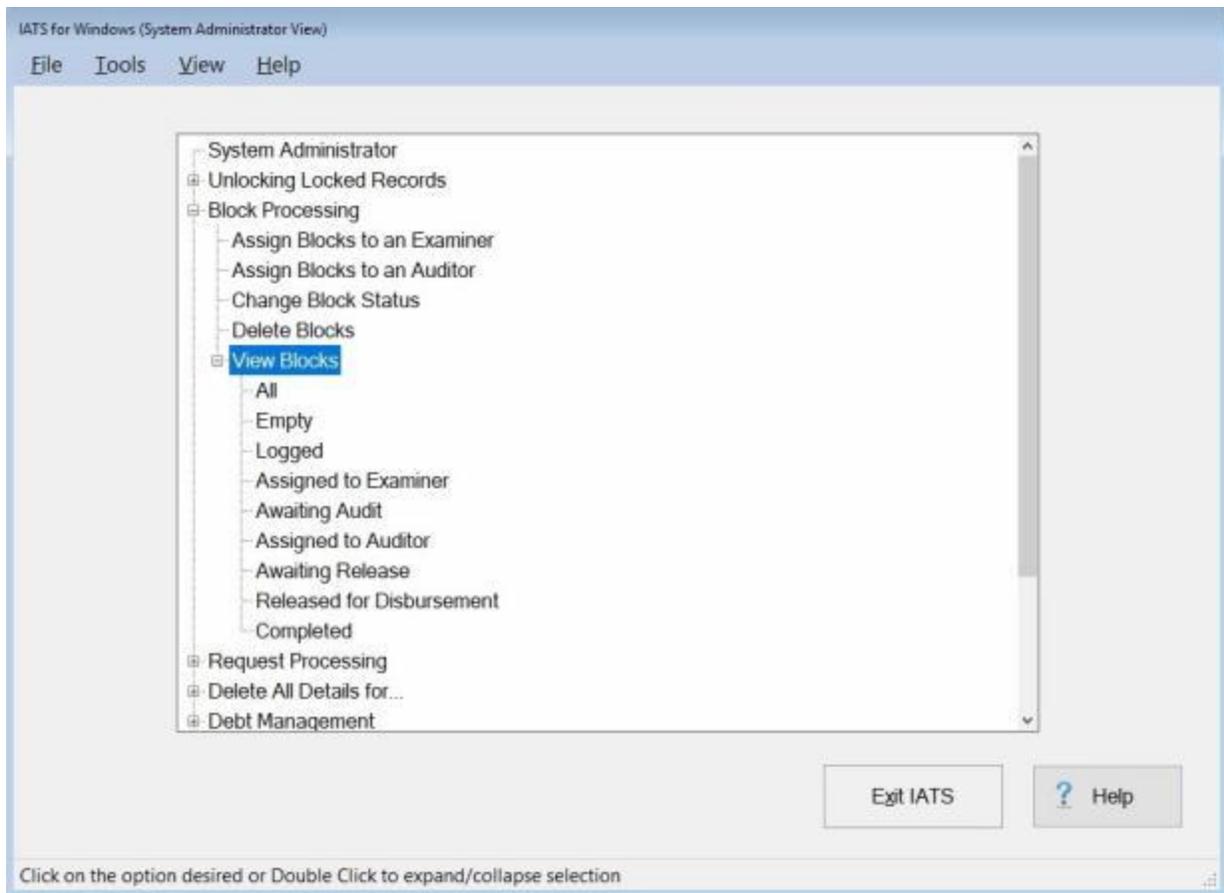
5. After selecting the block(s), **click** the **Delete** button. The **Confirmation Password** screen appears.
6. At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and **click** the **OK** button. IATS deletes the block(s).

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.

View All Blocks (ORIGINAL MASTER DATABASE)

| Block No. | Office | Type | Block Status | Status Date | Who Has It |
|------------|-----------|----------------|----------------------|-------------|------------|
| 1099 | OFFICEONE | Settlement | Completed | 4/28/2020 | SYSTEM |
| 201229CPCS | OFFICEONE | Settlement | Logged | 12/29/2020 | |
| 201229MPCS | OFFICEONE | Settlement | Logged | 12/29/2020 | |
| 201229TDY | OFFICEONE | Settlement | Assigned to Auditor | 1/14/2021 | SYSTEM |
| 229481 | OFFICEONE | Tax Collection | Assigned to Examiner | 9/17/2020 | EFERRAR |
| ADV1 | OFFICEONE | Advance | Completed | 7/20/2020 | SYSTEM |
| ADV2 | OFFICEONE | Advance | Completed | 7/20/2020 | SYSTEM |
| ARMS1504B | OFFICEONE | Settlement | Awaiting Release | 1/14/2021 | SYSTEM |
| CIVPCS | OFFICEONE | Settlement | Completed | 4/17/2020 | SYSTEM |
| CIVPCS01 | OFFICEONE | Settlement | Assigned to Examiner | 1/7/2021 | SYSTEM |
| ETTRA | OFFICEONE | Settlement | Completed | 4/23/2020 | SYSTEM |
| EVAC | OFFICEONE | Settlement | Assigned to Examiner | 11/4/2020 | SYSTEM |
| FSN | OFFICEONE | Settlement | Assigned to Examiner | 1/14/2021 | SYSTEM |
| MILITARY01 | OFFICEONE | Settlement | Completed | 8/3/2020 | SYSTEM |
| MILITARY02 | OFFICEONE | Settlement | Awaiting Release | 1/7/2021 | SYSTEM |
| MILITARY03 | OFFICEONE | Settlement | Awaiting Release | 1/7/2021 | SYSTEM |
| MILITARY04 | OFFICEONE | Settlement | Assigned to Examiner | 1/29/2021 | SYSTEM |
| MILITARY06 | OFFICEONE | Settlement | Awaiting Release | 1/7/2021 | SYSTEM |

Select All Unselect All

Print... Find Block: Display Done ? Help

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.

- 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.

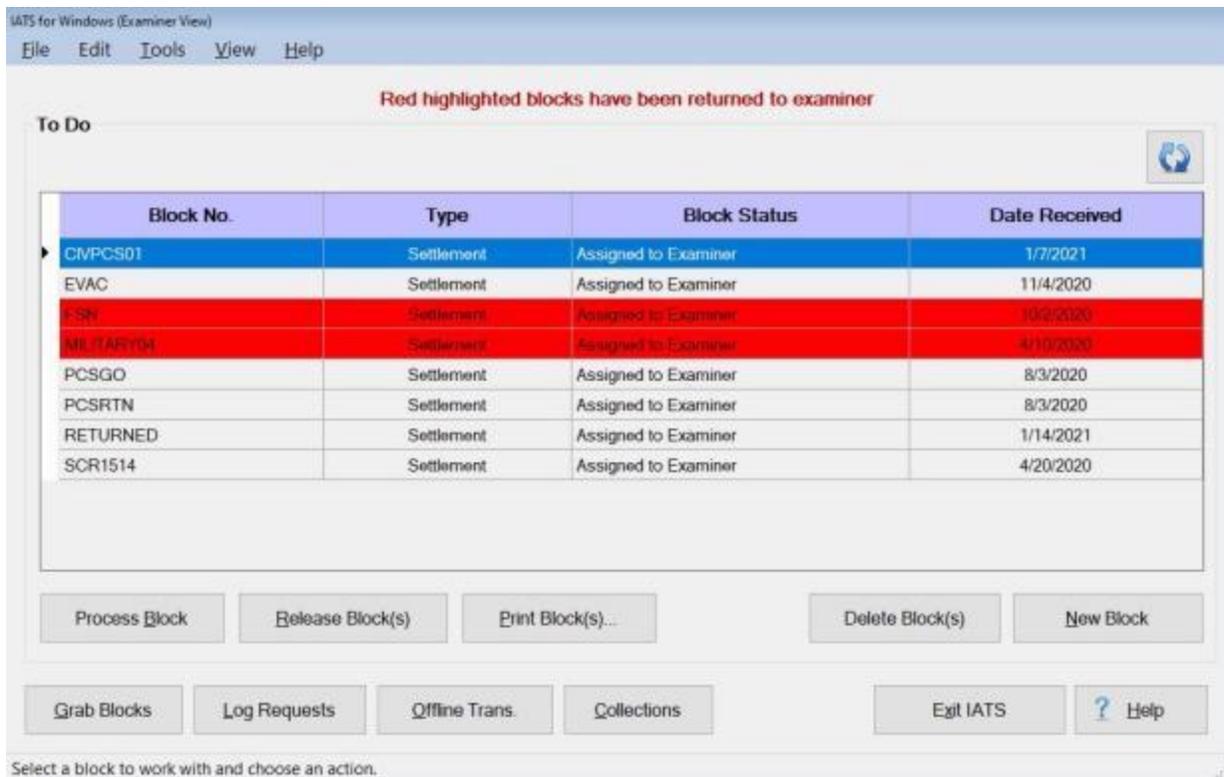
The IATS generated forms are referred to as the **Advance Voucher Summary** and the **Travel Voucher Summary**.

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:

- 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.

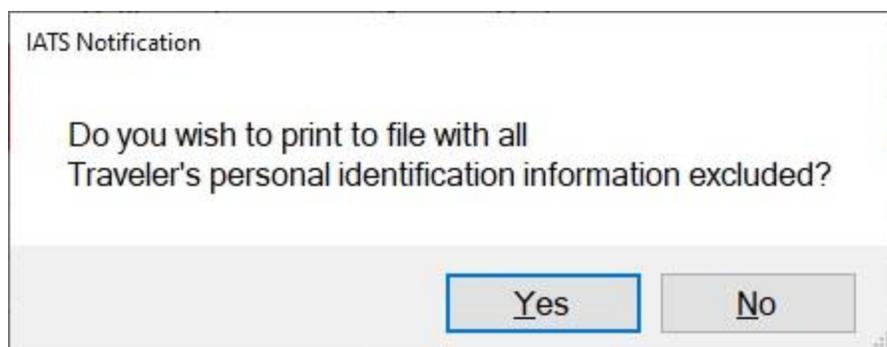


Tip: More than one block may be selected. To select consecutively listed blocks, **click** on the first block you wish to print. **Press** and **hold** down the **Shift** key and then **click** on the last block you wish to print. IATS will **highlight** all of the blocks between the first and last selections. 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.

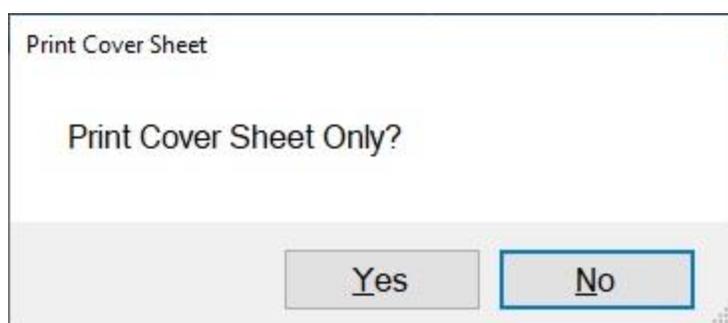
- After selecting the block(s) to be printed, **click** the **Print Block(s)** button or **click** on the **File** menu and select the **Print Block(s)** option. The following *drop down* **Print** menu appears:

Print Vouchers with Collection Letters
 Print Audits with Collection Letters
Print Vouchers without Collection Letters
 Print Audits without Collection Letters
 Print PDF Voucher to DB
 Print PDF Voucher to File
 Email Voucher
 Email Audit

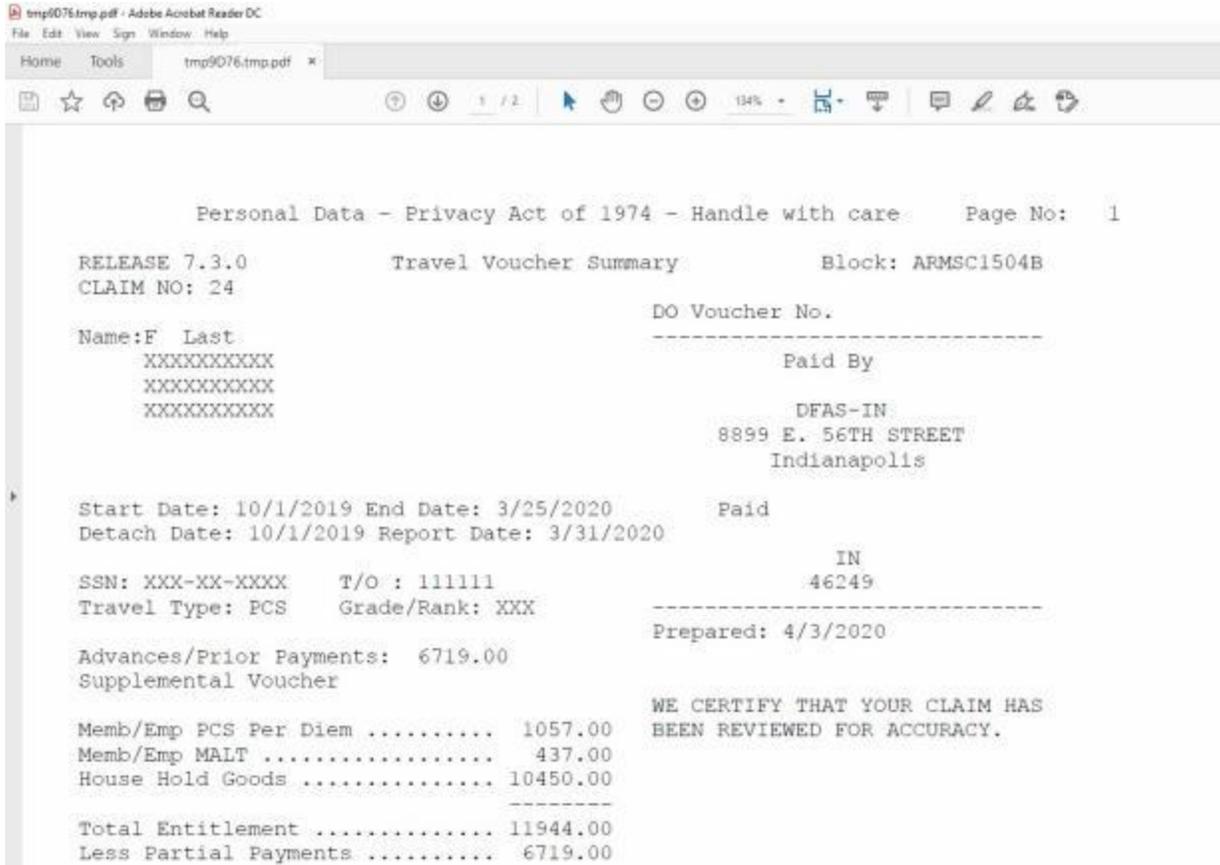
- At the *drop down* Print menu, **click** on the desired option. The following *pop-up* **message** will appear asking if you would like to print with the traveler's personal identification **excluded**.



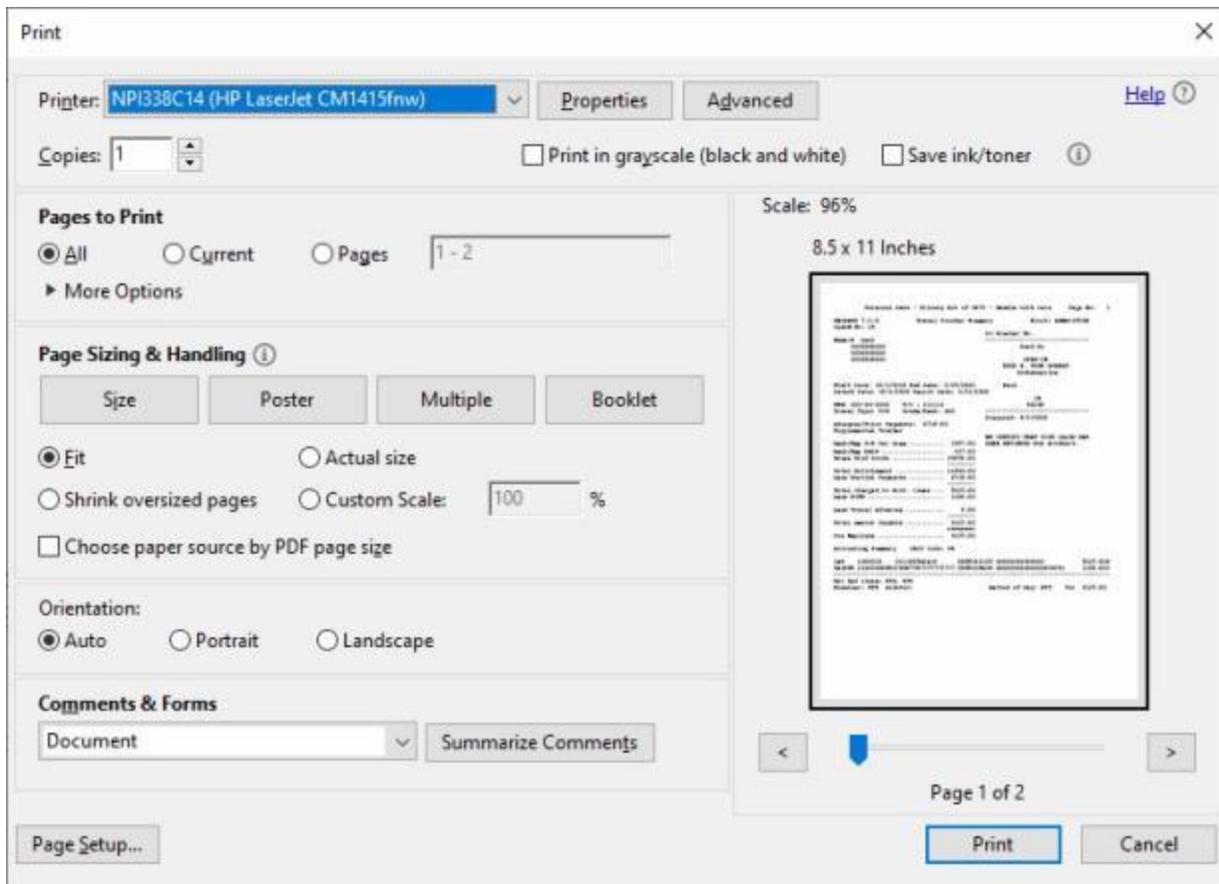
4. **Click** on *Yes* or *No* as desired. The following *pop-up message* will appear asking if you would like to print the **cover sheet only**.



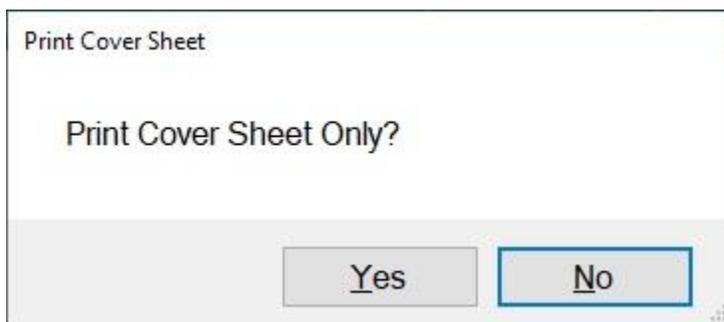
5. **Click** on *Yes* or *No* as desired.
6. If you answer *Yes*, will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.



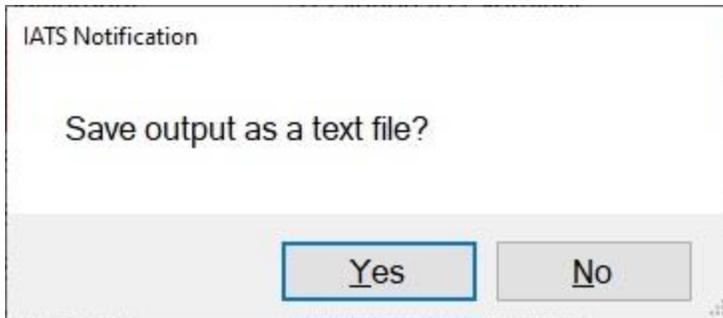
6. **Click** on the **Printer icon**. The **Print** screen appears.



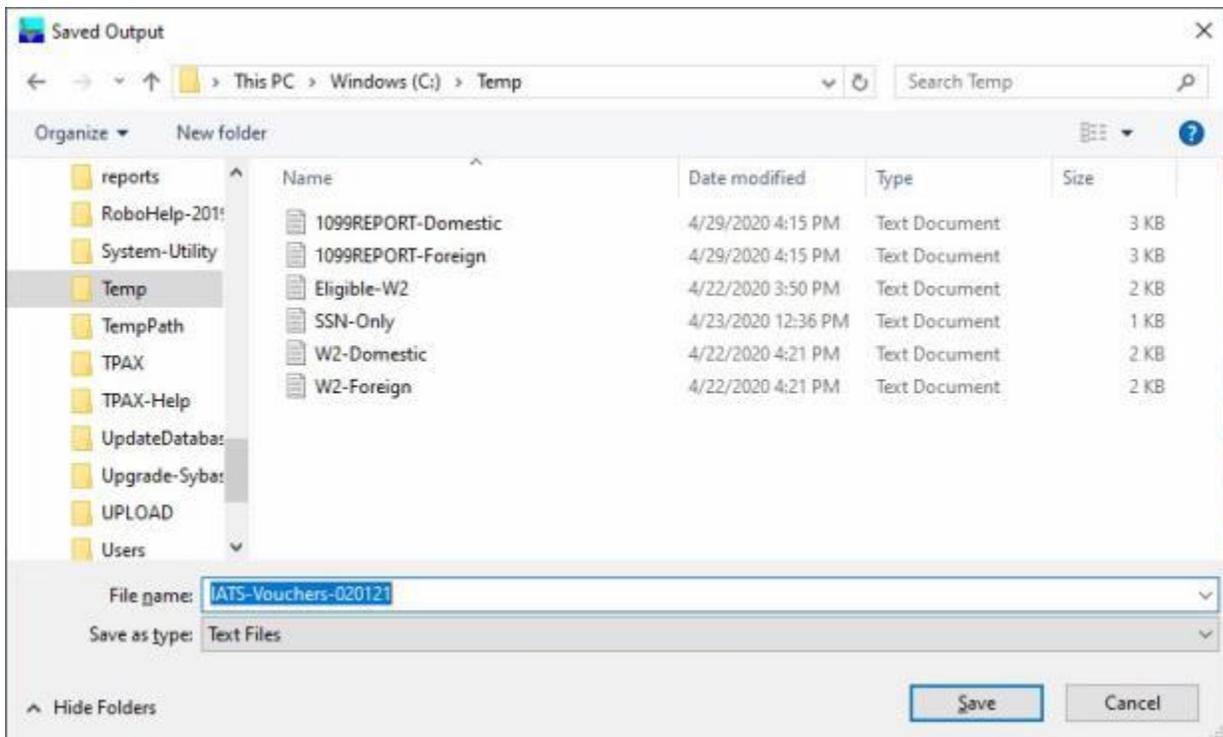
7. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
8. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
9. IATS prints the block(s) and returns to the **Adobe Reader** screen.
10. If you are finished using the **Adobe Reader**, **click** on the **red X** button in the top right corner to close the screen.



11. If you answer *No*, The following *pop-up message* will appear asking if you wish to **save** the output to a **text** file.



12. Click on Yes or No as desired.
13. If you click on No, IATS will generate a PDF file as usual and the Adobe Acrobat Reader screen will appear next displaying the selected print option.
14. If you click on Yes, the following Saved Output screen will appear.



15. At the Saved Output screen select the directory/folder to store the saved text file.
16. Enter a name for the text file you are saving at the File name field.
17. Click on the Save button.

Note: If you click on *Cancel*, IATS will generate a PDF file as usual and the Adobe Acrobat Reader screen will appear next displaying the selected print option.

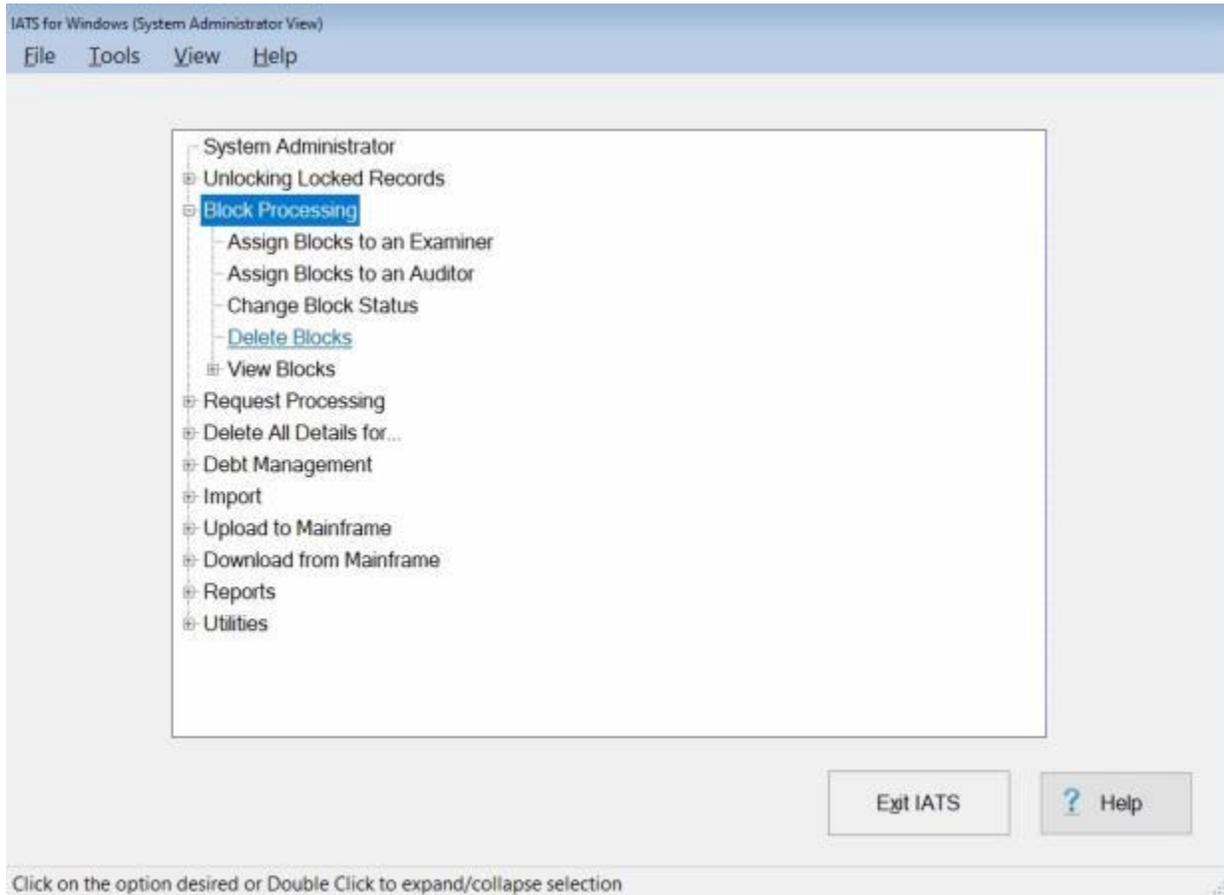
Archive Blocks

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.

Block Selection - Deleting Blocks from the System (ORIGINAL MASTER DATABASE)

| Block No. | Office | Type | Block Status | Status Date | Who Has It | Date Disbursed |
|------------|-----------|------------|----------------------|-------------|------------|----------------|
| 1099 | OFFICEONE | Settlement | Completed | 4/28/2020 | SYSTEM | 4/28/2020 |
| 201229PCPS | OFFICEONE | Settlement | Logged | 12/29/2020 | | |
| 201229TDY | OFFICEONE | Settlement | Assigned to Auditor | 1/14/2021 | SYSTEM | |
| ADV2 | OFFICEONE | Advance | Completed | 7/20/2020 | SYSTEM | 7/20/2020 |
| CIVPCS | OFFICEONE | Settlement | Completed | 4/17/2020 | SYSTEM | 4/17/2020 |
| CIVPCS01 | OFFICEONE | Settlement | Assigned to Examiner | 1/7/2021 | SYSTEM | |
| EYTRA | OFFICEONE | Settlement | Completed | 4/23/2020 | SYSTEM | 4/23/2020 |
| EVAC | OFFICEONE | Settlement | Assigned to Examiner | 11/4/2020 | SYSTEM | |
| FSN | OFFICEONE | Settlement | Assigned to Examiner | 1/14/2021 | SYSTEM | |
| PCSGO | OFFICEONE | Settlement | Assigned to Examiner | 8/3/2020 | SYSTEM | |
| PCSRTN | OFFICEONE | Settlement | Assigned to Examiner | 8/3/2020 | SYSTEM | |
| RETURNED | OFFICEONE | Settlement | Assigned to Examiner | 1/14/2021 | SYSTEM | |
| SCR1496 | OFFICEONE | Settlement | Completed | 3/27/2020 | SYSTEM | 4/15/2020 |
| SCR1509 | OFFICEONE | Settlement | Completed | 4/29/2020 | SYSTEM | 4/29/2020 |
| TDY | OFFICEONE | Settlement | Completed | 4/6/2020 | SYSTEM | 4/16/2020 |

Select All Unselect All

Print... Select Comp Blocks Find Block: Delete Cancel ? Help

- At the Block Selection screen, **select** the **block(s)** you wish to archive.

Note: At this screen, the System Administrator may **Print**, **Delete** or **Archive** the listed blocks as desired. **Select** the block(s) and **click** on the **Print** button. If there are more blocks in the database than can be displayed all at once on the Block Selection screen, you can type the block number at the Find Block field for a quick search.

- After selecting a block and clicking on the **Print** button, a *drop down menu* of printing options appears.

Print Block Selection Screen

Print Block Ticket

Print Audits With Collection Letter

Print Audits Without Collection Letter

Print Vouchers With Collection Letter

Print Vouchers Without Collection Letter

Print Vouchers As PDF to DB

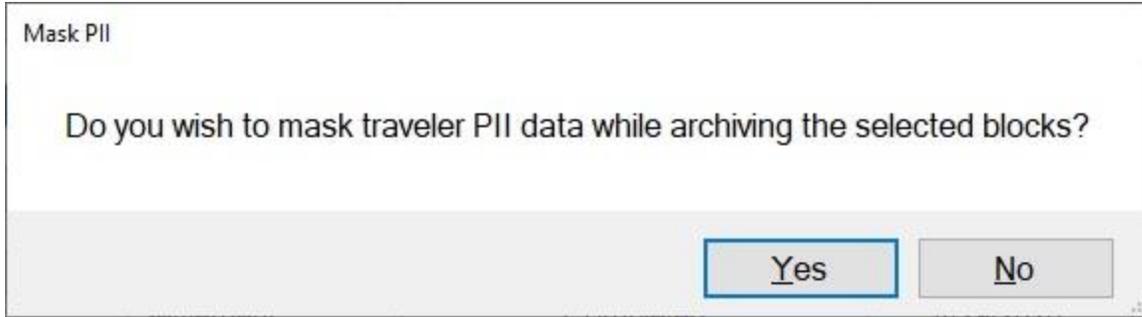
Email Log Notice

Email Vouchers

Email Audit

Archive Block(s)

- At the drop down menu, **click** on the **Archive Block(s)** option.
- 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.



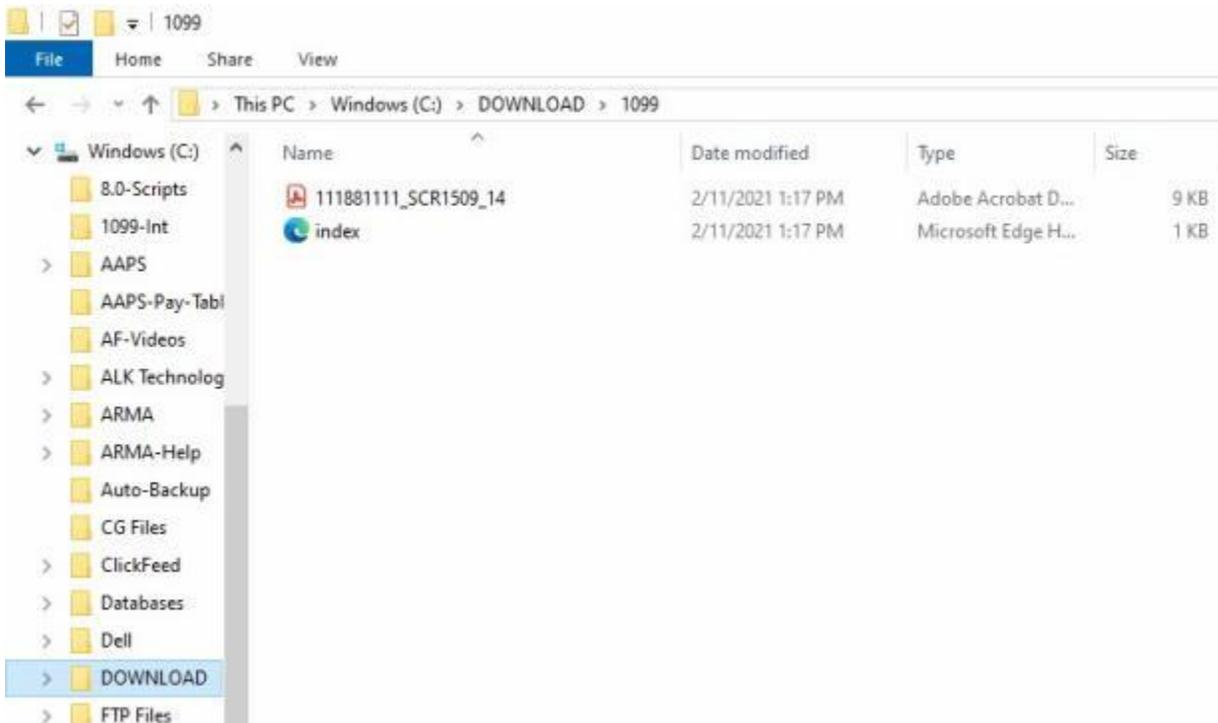
7. After clicking on *Yes* or *No*, IATS **creates** a **sub-folder** for the selected block and places it in the **folder** established in the **Maintenance** module for **Download** files. The sub-folder is created with the **block number** as its **name** and will contain every **claim** on the block 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:

| SSN / Name | TONO | Date | Detail ID | Documents | Images |
|--------------------------|---------|-------------------------|-----------|-------------------------|--------|
| 111881111 / SMITH, MARKY | SCR1509 | 01/13/2020 - 01/17/2020 | 14 | Voucher | |

Note: All claims contained in the archived block will be listed.

5. **Click** on the **Voucher link** in the **Documents** 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 7.3.0 Travel Voucher Summary Block: 1099
 CLAIM NO: 14 DO Voucher No. 222333444

Name: MARKY M SMITH
 11122 E. WEST ST
 INDIANAPOLIS IN 46226

Paid By
 DFAS-IN
 8899 E. 56TH STREET
 Indianapolis

Start Date: 1/13/2020 End Date: 1/17/2020 Paid 4/28/2020

SSN: KXX-XX-1111 T/O : SCR1509 IN 46249
 Travel Type: TDY Grade/Rank: E9

Advances/Prior Payments: 0.00 Prepared: 4/28/2020
 Full Voucher

| | | |
|----------------------------------|--------|---|
| Memb/Exp TDY Per Diem | 547.50 | WE CERTIFY THAT YOUR CLAIM HAS BEEN REVIEWED FOR ACCURACY. |
| Memb/Exp Transportation | 178.25 | |
| Memb/Exp Reimbursables | 40.00 | |
| Late Payment Interest | 3.26 | |
| Total Entitlement | 769.01 | |
| Less Partial Payments | 0.00 | |
| Total Charged to Acct. Class ... | 769.01 | |
| Less Travel Advances | 0.00 | |
| Total Amount Payable | 769.01 | |
| Due Employee | 769.01 | |

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 **(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**.

Prepayment Audit Report

Start Date: 10/1/2020

End Date: 3/25/2021

Generate Background Report

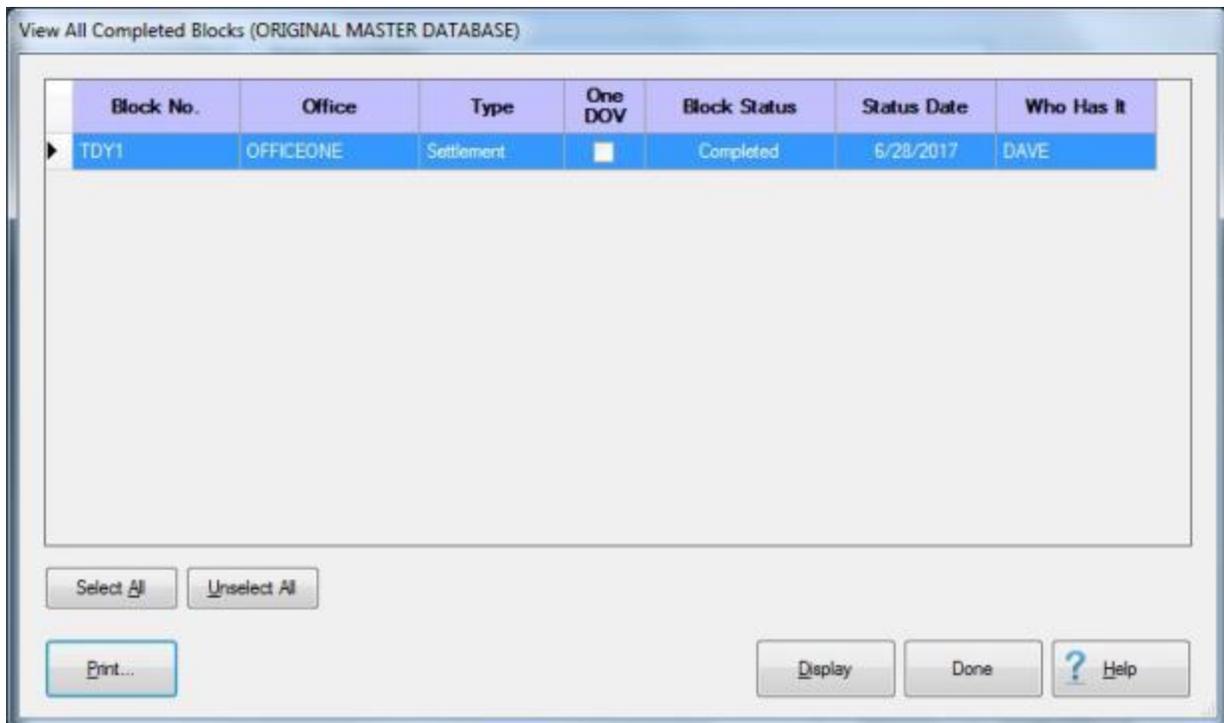
Print Close ? Help

Check this box if the background report is to be generated

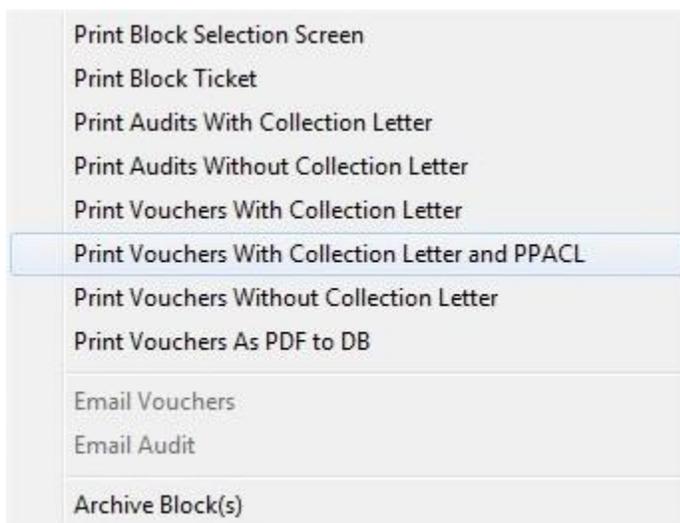
When generating the [Prepayment Audit Report](#) click in the selection box at the **Generate Background Report** field if you wish to generate a **print-out** of the **Prepayment Audit Checklist** that was completed during the audit process.

Method 2: - When viewing **completed** blocks. **Note** that this method is for **Navy** configurations only.

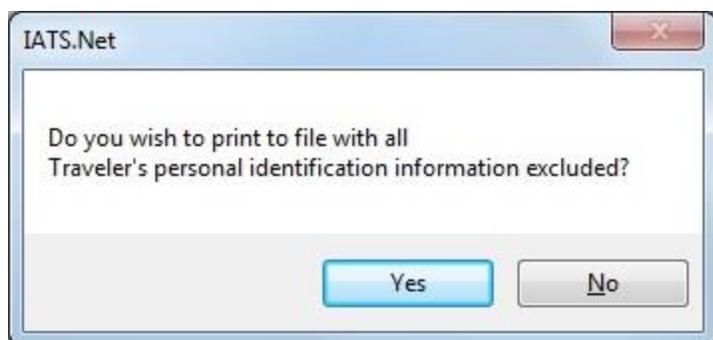
1. At the **System Administrator View** screen, click on the **plus sign** to the left of the words, "**Block Processing**". An expandable menu appears listing several options.
2. Click on the **View Blocks** option. An expandable menu appears listing various block categories.
3. Click on **Completed**. 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

Name: M T SMITH
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Start Date: 6/12/2017 End Date: 6/16/2017

SSN: XXX-XX-XXXX T/O : 1111111111111111
Travel Type: TDY Grade/Rank: XXX

Advances/Prior Payments: 0.00
Full Voucher

Memb/Emp TDY Per Diem 485.50
Memb/Emp Transportation 141.78

Total Entitlement 627.28

DO Voucher No. -----
Paid By
STAMP1
STAMP2
STAMP3
Paid
STAMP4
STAMP5

Prepared: 6/28/2017

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.

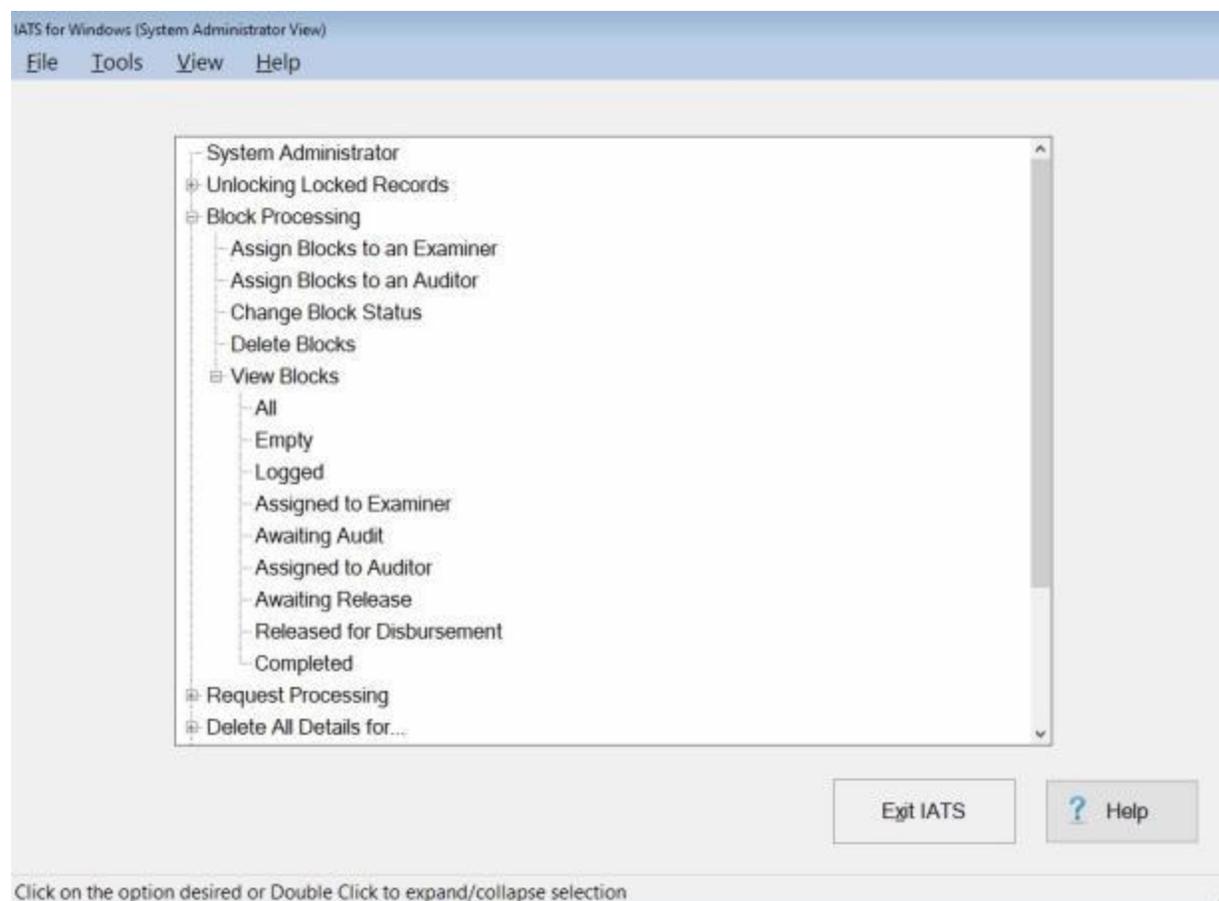
Sending Email

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 selection 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.

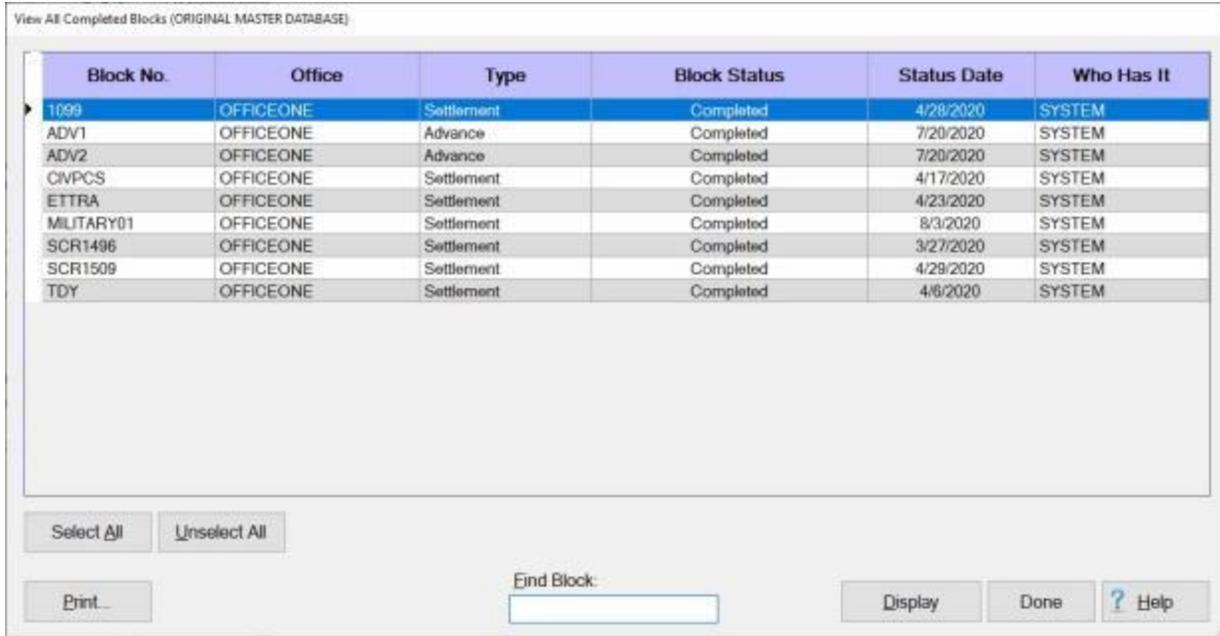
 Complete the following steps to "send" Email:

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.

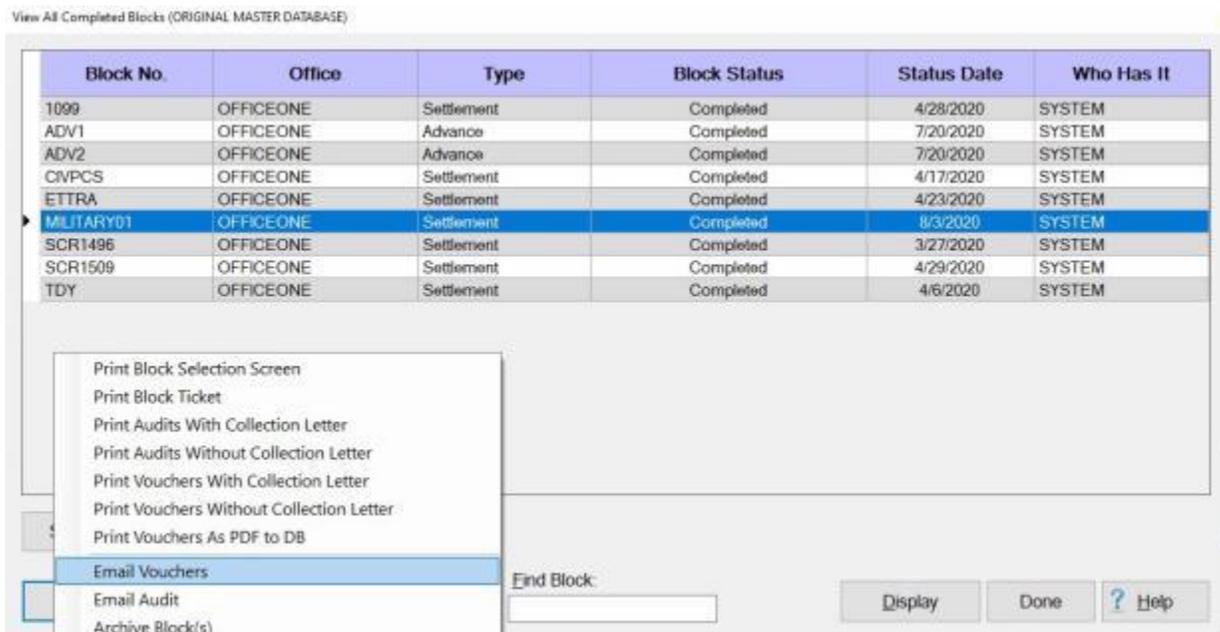


Tip: Due to the **volume** of blocks in a large travel office, it is often better to view blocks in a particular **phase** of processing.

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** or **Email Audit** as desired. The **Email Log** screen appears.

Email Log

Emails Sent

| Block | Order Number | SSN | Name |
|-------|--------------|-----|------|
| | | | |

Emails Not Sent

| Block | Order Number | SSN | Name |
|--------------|--------------|-------------|------------------|
| ▶ MILITARY01 | 111111 | 010-01-5000 | ONE, MILITARY A. |

Print Email Log Results

OK

Note: The Email Log screen **indicates** the requests that have been **sent** via Email and those that were **not**. **Click** on the **Print Email Log Results** 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.

Request Selection

Controlled Unclassified Information

Block No. Block Type Block Status

Selected Request(s) Number of requests:

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Status |
|-----------|---------------|--------|-----------------|------------|-----------|--------------|----------|-----------|
| 010015000 | ONE, MILITARY | 111111 | Settlement | 3/1/2020 | 3/15/2020 | 4/9/2020 | PCS | Completed |

Select All Unselect All

Other... Print Block Ticket

- Print Vouchers with Collection Letters
- Print Audits with Collection Letters
- Print Vouchers without Collection Letters
- Print Audits without Collection Letters
- Print PDF Voucher to DB
- Print PDF Voucher to File
- Email Voucher
- Email Audit

? Help

8. **Select** the **claim** or **claims** you wish to Email and then **click** on the **Print Request(s)** button.
9. When the Print Menu appears **click** on either **Email Vouchers** or **Email Audit** as desired.
10. IATS will send the selected Email and display the **Email Log** screen again.

Email Log

Emails Sent

| Block | Order Number | SSN | Name |
|-------|--------------|-----|------|
| | | | |

Emails Not Sent

| Block | Order Number | SSN | Name |
|--------------|--------------|-------------|------------------|
| ▶ MILITARY01 | 111111 | 010-01-5000 | ONE, MILITARY A. |

Print Email Log Results OK

11. Repeat the previous steps to **send another** Email or **click** on the **OK** button to close the **Email Log** screen.

Request Processing

Re-assigning Requests Criteria

The table below was designed to assist the IATS user in understanding the relationship between the block a request is being transferred from and the block the selected claim can be transferred to. In addition, if the "**To Block**" will be assigned to a particular individual, the "**Users Privilege**" column describes the privilege this individual must have assigned to their user account.

| From Block Status | To Block Status | Users Privilege |
|----------------------|-------------------------------|-----------------|
| Logged | Logged or "New" | Examiner |
| Assigned to Examiner | Assigned to Examiner or "New" | Examiner |

| | | |
|------------------------|---------------------------------|--------------------------|
| Awaiting Audit | Awaiting Audit or "New" | Auditor |
| Awaiting Release | Awaiting Release or "New" | Disbursing |
| Release for Disbursing | Release for Disbursing or "New" | Sys Admin. or Super User |
| * Completed | Assigned to Examiner or "New" | Examiner |
| ** Completed | "New" (Completed status) | Disbursing |

* Only claims without DOV data will appear in the field "**From Block**". These blocks can be transferred to "**To Blocks**" within the system that are in the status "**Assigned to Examiner**". If the "**To Block**" is a "**New**" block to the system, then you can also **choose** the **Examiner** to whom you wish to assign the block. The block will have an "**Assigned to Examiner**" status.

Transfer Requests From One Block to Another

On occasion, it may be necessary for the System Administrator to **transfer** the **requests** from one block to another block. This normally occurs when most of the requests on a block are **processed**, but there are some claims that cannot be completed for some reason. The **un-processed** requests must be **re-assigned** to another block to allow the processed claims to be disbursed.

Click on this [link](#) to display a **table** describing the **criteria** for re-assigning requests from one block to another.

Note: There are two options for **transferring requests** from one block to another. One method will **display** a **list** of all available blocks residing in the database. The other method will not display a **list**. These options are either activated or de-activated at the Maintain System Configuration screen in the Maintenance Module. **Click** in the **check box** for the option **ReAssign Claims w/o Block List** in the **System Description** section of the **Maintain System Configuration** screen to **activate** or **de-active** these options.

| System Description | | | |
|-------------------------------------|-------------------------------------|---------------------------|-------------------------------------|
| Standalone | <input type="checkbox"/> | Allow Claims by Self | <input type="checkbox"/> |
| Use Employee ID | <input type="checkbox"/> | Audit/Enter Same Claim | <input checked="" type="checkbox"/> |
| Liaison Reports | <input checked="" type="checkbox"/> | Use OCR Font | <input type="checkbox"/> |
| Reservist Travel | <input checked="" type="checkbox"/> | Payroll Office | <input type="checkbox"/> |
| Reason for Delete | <input type="checkbox"/> | Enable CAC | <input type="checkbox"/> |
| RITA Office Aware | <input type="checkbox"/> | Allow Duplicate Login | <input checked="" type="checkbox"/> |
| Prevalidate Accounting | <input type="checkbox"/> | Massive Multiple Travel | <input checked="" type="checkbox"/> |
| Forced Audit | <input type="checkbox"/> | HHG Calculator | <input type="checkbox"/> |
| Prepayment Audit | <input type="checkbox"/> | Use ISO 3166 Codes | <input type="checkbox"/> |
| EFT Rejects | <input checked="" type="checkbox"/> | ID Reason for Suppl | <input type="checkbox"/> |
| Auto Delete Blocks | <input type="checkbox"/> | Change DBs | <input type="checkbox"/> |
| Email Completed Claims | <input checked="" type="checkbox"/> | Cash Payment Allowed | <input type="checkbox"/> |
| HHG DPS Interface Active | <input checked="" type="checkbox"/> | Create Voucher Print File | <input type="checkbox"/> |
| # Days User Suspended till Deleted: | <input type="text" value="15"/> | Use Roles | <input type="checkbox"/> |
| ReAssign Claims w/o Block List | <input type="checkbox"/> | ODS Secure Upload Active | <input type="checkbox"/> |
| Return Reason Is Mandatory | <input type="checkbox"/> | Allow DTOD Override | <input checked="" type="checkbox"/> |
| Force Selection of Liaison Office | <input checked="" type="checkbox"/> | Activate DTOD Web Service | <input type="checkbox"/> |
| | | Enable Safeguards | <input checked="" type="checkbox"/> |
| | | Scrub Disbursing Uploads | <input type="checkbox"/> |
| | | Use State Taxes | <input checked="" type="checkbox"/> |
| | | Allow Auditor Remarks | <input type="checkbox"/> |

 Complete the following steps to "transfer" requests:

Transfer a Request using the option to show available blocks

1. At the **System Administrator View** screen, click on the **plus sign** to the left of the words, **"Request Processing"**. An expandable menu appears listing several options.
2. **Click** on the **Transfer Requests From One Block to Another** option. The **Reassign Requests to Another Block** screen appears.

Reassign Requests to Another Block

From Block: To Block:

| Type | One DOV # | Block Status |
|--------------|-----------|----------------------|
| ▶ Settlement | ■ | Assigned to Examiner |

| Type | One DOV # | Block Status |
|--------------|-----------|----------------------|
| ▶ Settlement | ■ | Assigned to Examiner |

| Claims In Original Block | | | |
|---|--------------|------------|-----|
| SSN | Order Number | Begin Date | End |
| <input checked="" type="checkbox"/> 111551111 | SCR1510 | 3/2/2020 | |

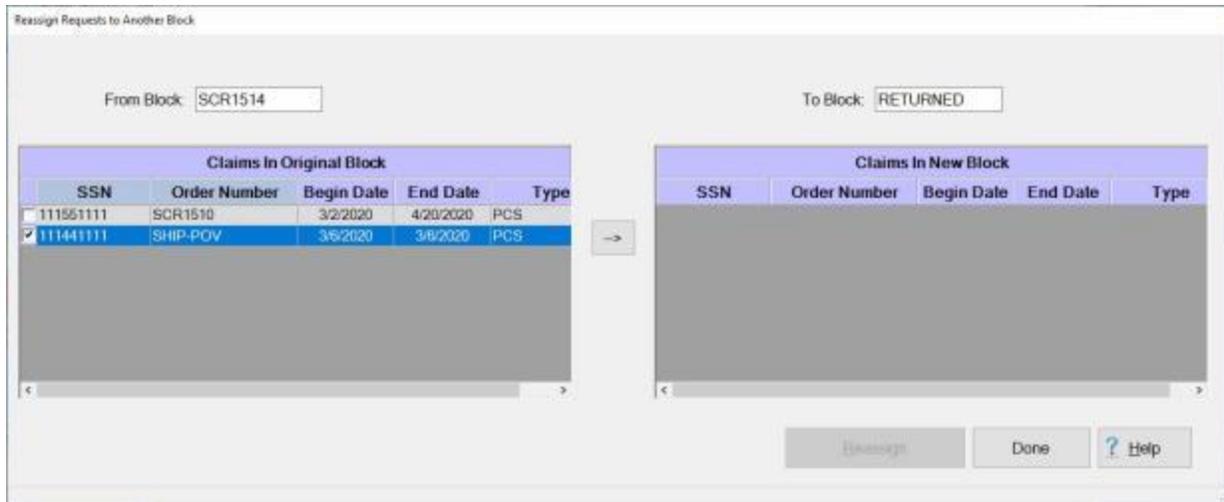
| Claims In New Block | | | |
|---------------------|--------------|------------|-----|
| SSN | Order Number | Begin Date | End |
| 111441111 | SHIP-POV | 3/6/2020 | |

-->

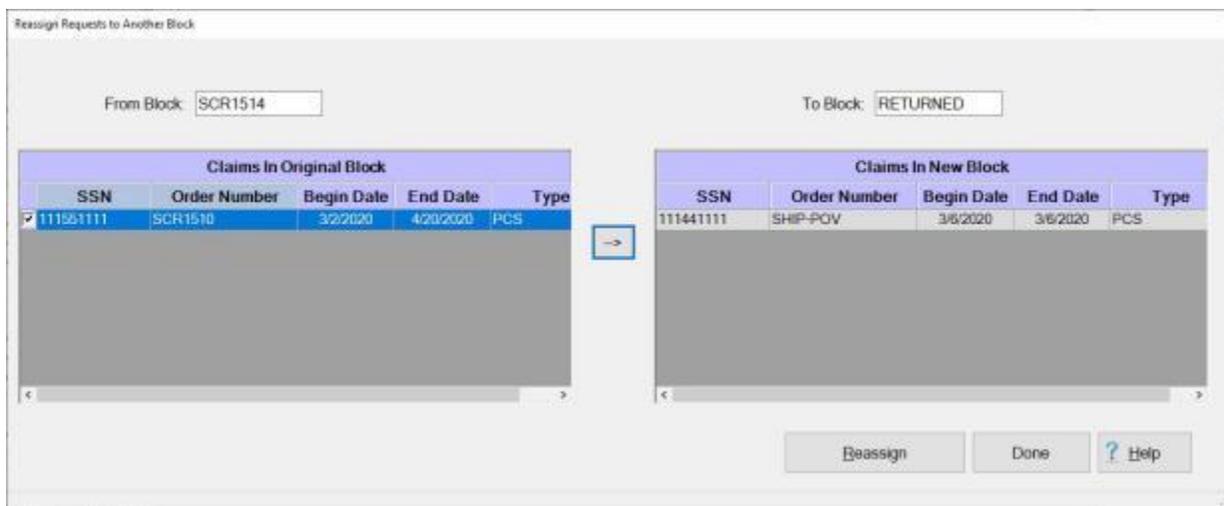
Select the block you wish to move the claims to.

3. **From Block:** At the **From Block** field, you can simply enter the number of the block you wish to transfer a claim from and then press *Tab*. Or, you can also **click** on the *down arrow* button. A **drop down listing** will appear **displaying** all of the **blocks** in the database. **Click** on the desired **block number** to make a selection. After selecting a block, all of the **requests** assigned to the block are **displayed** below in the **Claims In Original Block** section.
4. **To Block:** At the **To Block** field, you can simply enter the number of the block you wish to transfer a claim from and then **press Tab**. Or, you can also **click** on the *down arrow* button. A **drop down listing** appears **displaying** all of the **blocks** that match the criteria for the block selected at the **From Block** section. **Click** on the desired **block number** to make a selection or **type** the **number** to **create** a new block. If automatic block numbering is activated, **type** the word **New** to **create** a new **block**, if applicable.
5. **Claims In Original Block:** In this section, **click** the **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 only Non-PCS requests.
3. **PCS:** - **Click** in the **radio button** if you wish to transfer only PCS requests.
4. **To Block:** At the **To Block** field, **enter** the **number** for the **block** you wish to transfer a claim to.
5. **Click** in the **check box** in the **column** to the **left** of the **SSN** column to select the claim you wish to transfer.
6. After you have selected the desired claim, **click** on the **arrow** button in the **middle** of the screen to **move** the claim from the **From Block** side to the **To Block** side.



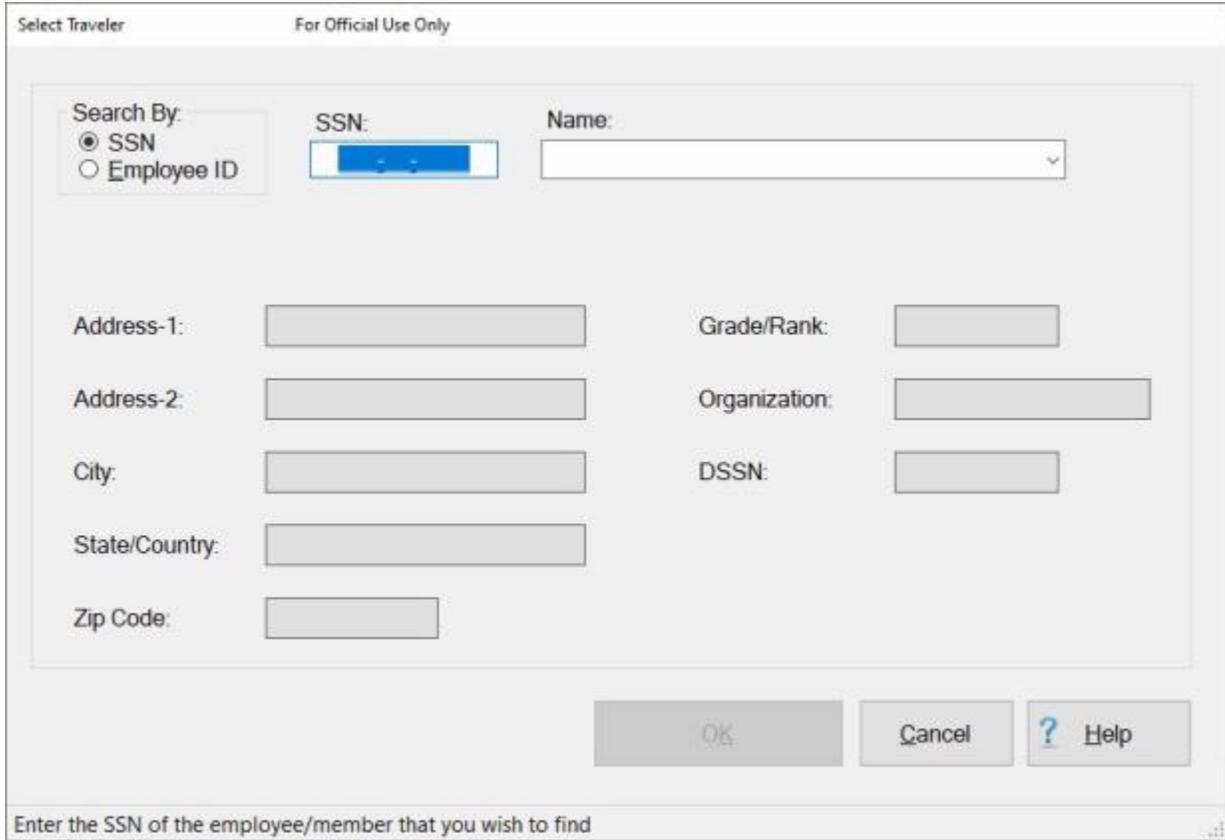
7. When you have **moved** the claim you wish to transfer to the To Block side of the screen, **click** on the **Reassign** button. The **Confirmation Password** screen will appear.
8. **Type** the confirmation **password** at the **Enter Password** field and then **click** on the **OK** button.
9. **If a new block number** was **entered** at the **To Block** field, a **message** appears indicating that the block does **not exist** and asks if you wish to **create** it. **Click** on the **Yes** button. IATS **creates** the new block and **returns** to the **System Administrator View** screen.

Transfer Prev Uploaded FINCEN Request to New Block

On occasion, it may be necessary for the System Administrator to **transfer** a Request that was previously uploaded to **FINCEN** to a new Block.

 **Complete the following steps to "transfer" a request previously uploaded to FINCEN to a new block:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Request Processing**". An expandable menu appears listing several options.
2. **Click** on the **Transfer Prev. Uploaded FINCEN Request to new Block** option. The **Select Traveler** screen appears.



Select Traveler For Official Use Only

Search By:
 SSN
 Employee ID

SSN: Name:

Address-1: Grade/Rank:

Address-2: Organization:

City: DSSN:

State/Country:

Zip Code:

OK Cancel ? Help

Enter the SSN of the employee/member that you wish to find

3. At the **Search By** section, **click** in the **radio button** to **select** whether to search for the traveler's account by using an **SSN** or **Employee ID**.
4. **Enter** the traveler's **SSN** or **Employee ID** and then **press Tab**.
5. When the traveler's account information is displayed, **click** on the **OK** button. The **Travel Order Selection** screen appears.

Travel Order Selection

SMITH, MARKY M

Traveler ID: 111991111 Traveler Name: SMITH, MARKY M

Address-1: 111 W EAST ST Grade/Rank: E9

Address-2: Organization: CG

City: NORFOLK DSSN:

State/Country: VIRGINIA

Zip Code: 55566 [View Traveler Profile](#)

TONO: 1217B87PCS900000

| Order Number | Category | Start Date | End Date |
|------------------|----------|------------|----------|
| 1217B87PCS900000 | PCS | 2/10/2020 | 3/2/2020 |

Select an existing order or enter a new order number with which you wish to work

[OK](#) [Cancel](#) [? Help](#)

6. **Click** on the desired **Travel Order Number** displayed in the **grid** at the bottom of the screen and then **click** on **OK**.
7. The **Previously Uploaded FINCEN Claims to be Moved** screen will appear next.

Previously Uploaded FINCIN Claims to Be moved

THREE, THREE T

TONO: 1217887PCS900000

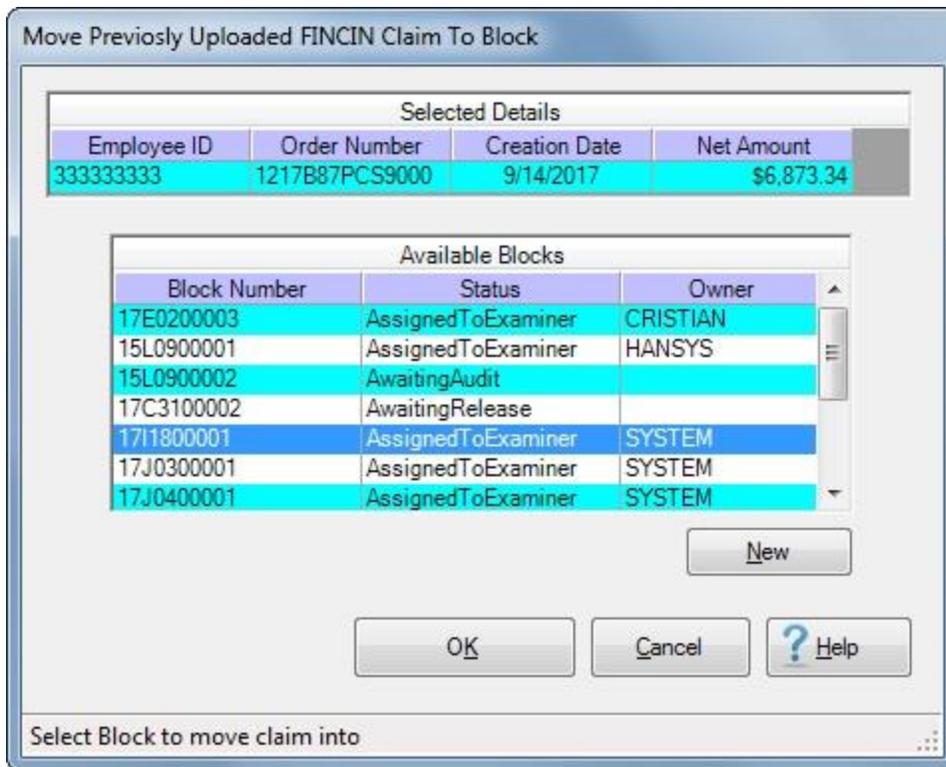
Existing Details

| Detail Date | Date Completed | Type | Start Date | Date End | Amount | Claime # |
|-------------|----------------|------------|------------|-----------|------------|----------|
| 9/14/2017 | 2/12/2018 | Settlement | 6/1/2017 | 6/28/2017 | \$6,873.34 | 186 |

Other...

OK Cancel ? Help

8. The **Previously Uploaded FINCEN Claims to be Moved** screen will list any claims for the selected traveler and travel order number that have been previously uploaded to FINCEN.
9. If there is more than one claim listed, **click** on the **claim** that you wish to move.
10. When you have selected the correct claim, **click** on the **OK** button. The **Move Previously Uploaded FINCEN Claim To Block** screen appears.



11. At the **Move Previously Uploaded FINCEN Claim To Block** screen, all available pre-existing blocks in the database will be displayed.
12. If you wish to move the request to an existing block, **click** on the desired **block** to select.
13. **Click** on **OK** to continue if you have selected an existing block.
14. **Click** on the **New** button if you wish to move the request to a new block. The following *pop-up message* will appear asking you to **confirm** that you wish to create a new block.



15. **Click** on **Yes** if you wish to move the request to a new block.

Delete Details

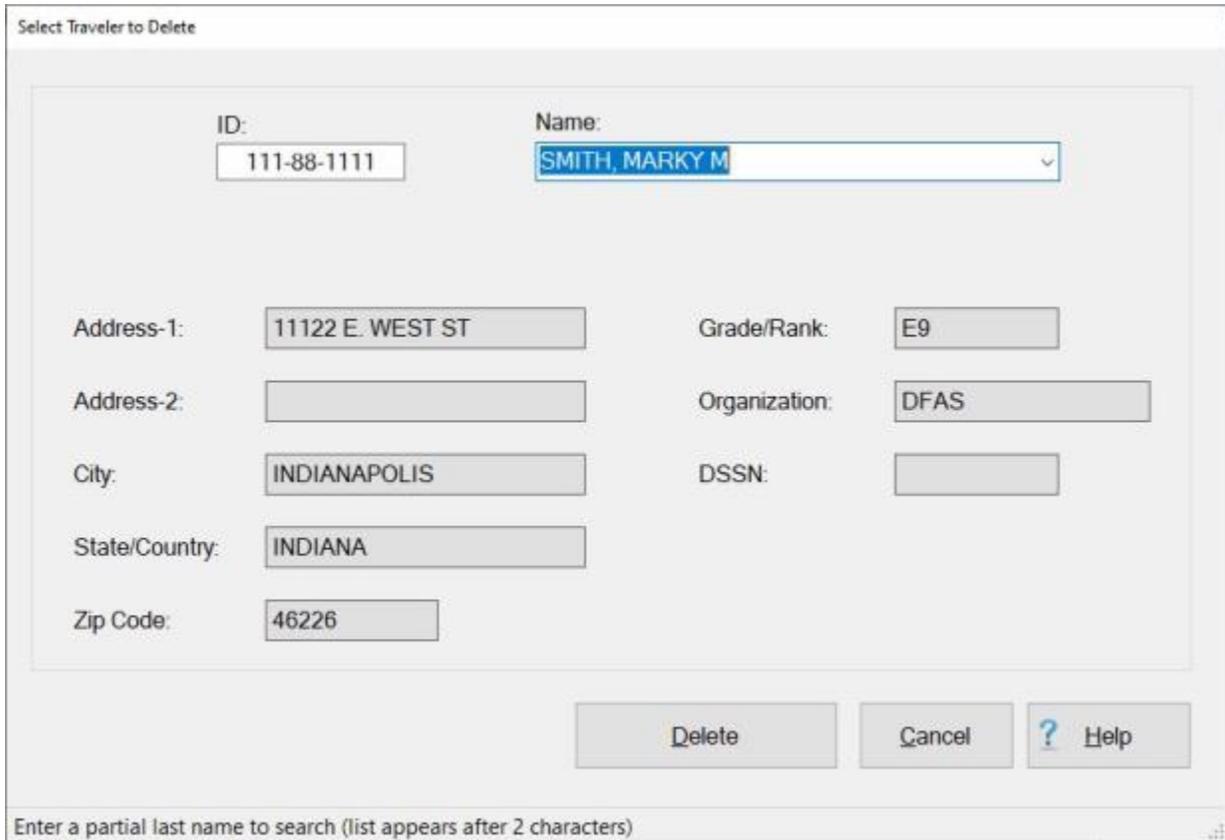
Delete Travel Account Details

As a travel office supervisor, it may be necessary to **delete** travel **accounts** on occasion. This is a common practice when travelers **relocate** to a new duty **station** and will be **serviced** by a **different** travel **office**. It is also required when an account was created initially with the **wrong** social security number.

This requires that the account be **deleted** and **recreated** with the correct SSN. Using this method, the user can delete any **account** regardless of the condition.

 **Complete the following steps to "delete" Traveler Accounts:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Delete All Details for...**". An expandable menu appears listing several options.
2. **Click** on the **a Traveler** option. The **Select Traveler to Delete** screen appears.



Select Traveler to Delete

ID: 111-88-1111 Name: SMITH, MARKY M

Address-1: 11122 E. WEST ST Grade/Rank: E9

Address-2: Organization: DFAS

City: INDIANAPOLIS DSSN:

State/Country: INDIANA

Zip Code: 46226

Delete Cancel ? Help

Enter a partial last name to search (list appears after 2 characters)

3. **Type** the traveler's **SSN** at the **ID** field and **press Tab** or **click** on the **Search by ID** button. The travel account information will appear.
4. You can also **type** a few letters of the traveler's **last name** at the **Name** field and then **click** on the **down arrow** button to **display** a **list** of names beginning with the letters entered. When the desired traveler's name is displayed, **click** on the **name** to select the traveler.
5. After the travel account **information** is displayed, **click** the **Delete** button. The **Confirmation Password** screen appears.
6. At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and **click** the **OK** button.
7. The **Reason for Deletion of Claim and Traveler** screen appears next.

Reason For Deletion Of Claim and Traveler

Reason 1
 Duplicate Claim

Reason 2

Reason 3

Reason 4

Reasons for Deletion of Traveler:
 Traveler has a duplicate account with an invalid SSN.

OK Cancel ? Help

Enter a reason for deletion.

8. **Reason(s) for Deletion:** - Notice that there are four Reason fields. You must **select** at least one reason by **clicking** on the *down arrow* button in one of the Reason fields and then **click** on a reason from *drop down list* of reasons.
9. **Reasons for Deletion of Traveler:** - In the **text box** at this field, you must enter a **remark**. **Click** in the text box and **type** a remark.
10. When you have **finished** selecting reasons and entering remarks, **click** on **OK**.
11. If the travel account has any open transactions, **suspense** items, or **Tax Records**, a **message** appears indicating the situation and asking if you are **sure** you wish to delete the account. If **sure**, **click** the Yes button.
12. IATS **deletes** the account and displays a *pop-up message* appears stating that the account was successfully deleted.
13. **Click** on **OK** to **return** to the **System Administrator View** screen.

Delete Travel Order Details

As a travel office supervisor, it may be necessary to **delete** travel orders on occasion. This is a common practice when an order was created initially with the **wrong** number. This requires that the order be **deleted** and **recreated** with the correct number. Using this method, the user can delete any order regardless of the condition.

 **Complete the following steps to "delete" Travel Order Details:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the words, "**Delete All Details for...**". An **expandable menu** appears listing several options.
2. **Click** on the **a Specific Travel Order** option. The **Select Traveler** screen appears.
3. At the Select Traveler screen, **type** the traveler's **SSN** at the **ID** field and then **click** on the **OK** button. The **Travel Order Selection** screen appears.

Travel Order Selection

SMITH, MARKY M

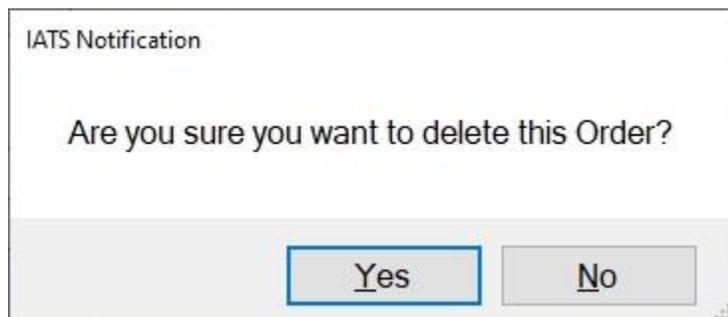
| | |
|--|--|
| Traveler ID: <input type="text" value="111881111"/> | Traveler Name: <input type="text" value="SMITH, MARKY M"/> |
| Address-1: <input type="text" value="11122 E. WEST ST"/> | Grade/Rank: <input type="text" value="E9"/> |
| Address-2: <input type="text"/> | Organization: <input type="text" value="DFAS"/> |
| City: <input type="text" value="INDIANAPOLIS"/> | DSSN: <input type="text"/> |
| State/Country: <input type="text" value="INDIANA"/> | <input type="button" value="View Traveler Profile"/> |
| Zip Code: <input type="text" value="46226"/> | |

TONO:

| Order Number | Category | Start Date | End Date |
|--------------|------------|------------|------------|
| SCR1496 | Normal | 3/2/2020 | 3/5/2020 |
| TDY1 | Normal | 3/9/2020 | 3/12/2020 |
| ▶ SCR1509 | Normal | 1/13/2020 | 1/17/2020 |
| TRANSIENT | PCS | 7/20/2020 | 7/24/2020 |
| FSNS | Normal | 9/15/2020 | 9/19/2020 |
| EVAC | Evacuation | 10/2/2020 | 10/31/2020 |

Select an existing order or enter a new order number with which you wish to work

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.

Reason For Deletion Of Claim

Reason 1
Duplicate Claim

Reason 2

Reason 3

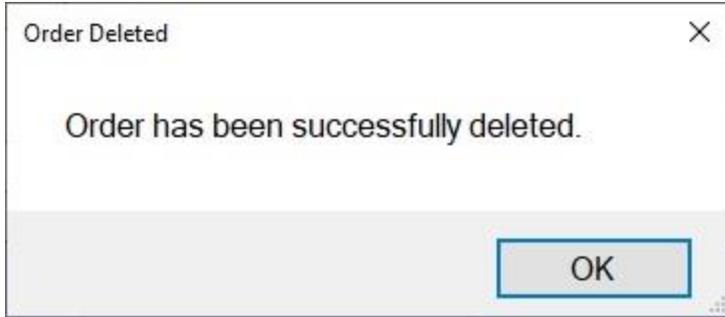
Reason 4

Remarks
This claim was already submitted for processing.

OK Cancel ? Help

Enter a reason for deletion.

9. **Reason(s) for Deletion:** - Notice that there are four Reason fields. You must **select** at least one reason by **clicking** on the **down arrow** button in one of the Reason fields and then **click** on a reason from *drop down list* of reasons.
10. **Remarks:** - In the **text box** at this field, you may enter optional remarks. **Click** in the text box and **type** a remark if desired.
11. When you have **finished** selecting reasons and entering optional remarks, **click** on **OK**. IATS **deletes** the travel order and **display** the following *pop-up message* indicating that the order was deleted.



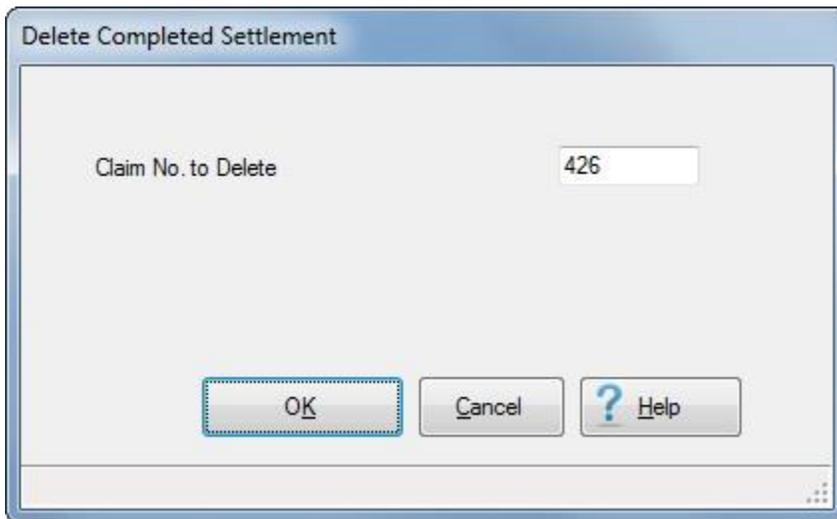
12. **Click** on **OK** to continue.

Delete a Completed Settlement

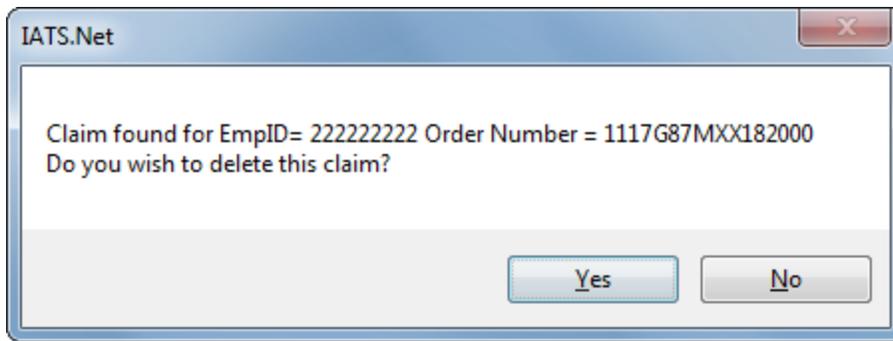
On occasion, it may be necessary for the System Administrator to **delete** a **Settlement Request** that was previously uploaded to and is in a **completed** status.

 **Complete the following steps to "delete" a completed Settlement Request:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Delete All Details for...**" option. An expandable menu appears listing several options.
2. **Click** on the "**a Specific Claim**" option. The **Delete Completed Settlement** screen appears.



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.

- At the Select Traveler screen, **type** the traveler's **SSN** at the **ID** field and then **click** on the **OK** button. The **Suspense Record Selection** screen appears.

Suspense Record Selection

JONES, DEVIN G

Suspense Record

| Travel Order Nbr | Period Beginning | Period Ending | Open Obligation | Outstanding Bal | Date Pmnt Due | # Days Past Due | PCS/TDY w/DITY Sell |
|------------------|------------------|---------------|-----------------|-----------------|---------------|-----------------|---------------------|
| ADV2 | 7/20/2020 | 7/24/2020 | \$0.00 | \$1,000.00 | 9/5/2020 | 166 | |

View / Modify

Other...

Exit ? Help

- At the **Suspense Record Selection** screen, any outstanding suspense items for the selected traveler are **listed**. **Click** on the desired **item** and IATS highlights the selected item.
- When the desired suspense **item** is highlighted, **click** on the **View/Modify** button. The **Suspense Detail** screen appears.

9. **Remarks:** - If the suspense item has been **modified**, it's a **good idea** to **click** in the remarks field and then **type** a **remark** explaining why the changes were made.
10. When **finished** viewing or modifying the suspense item, **click** on the **OK** button to save the changes and **return** to the **System Administrator** menu.

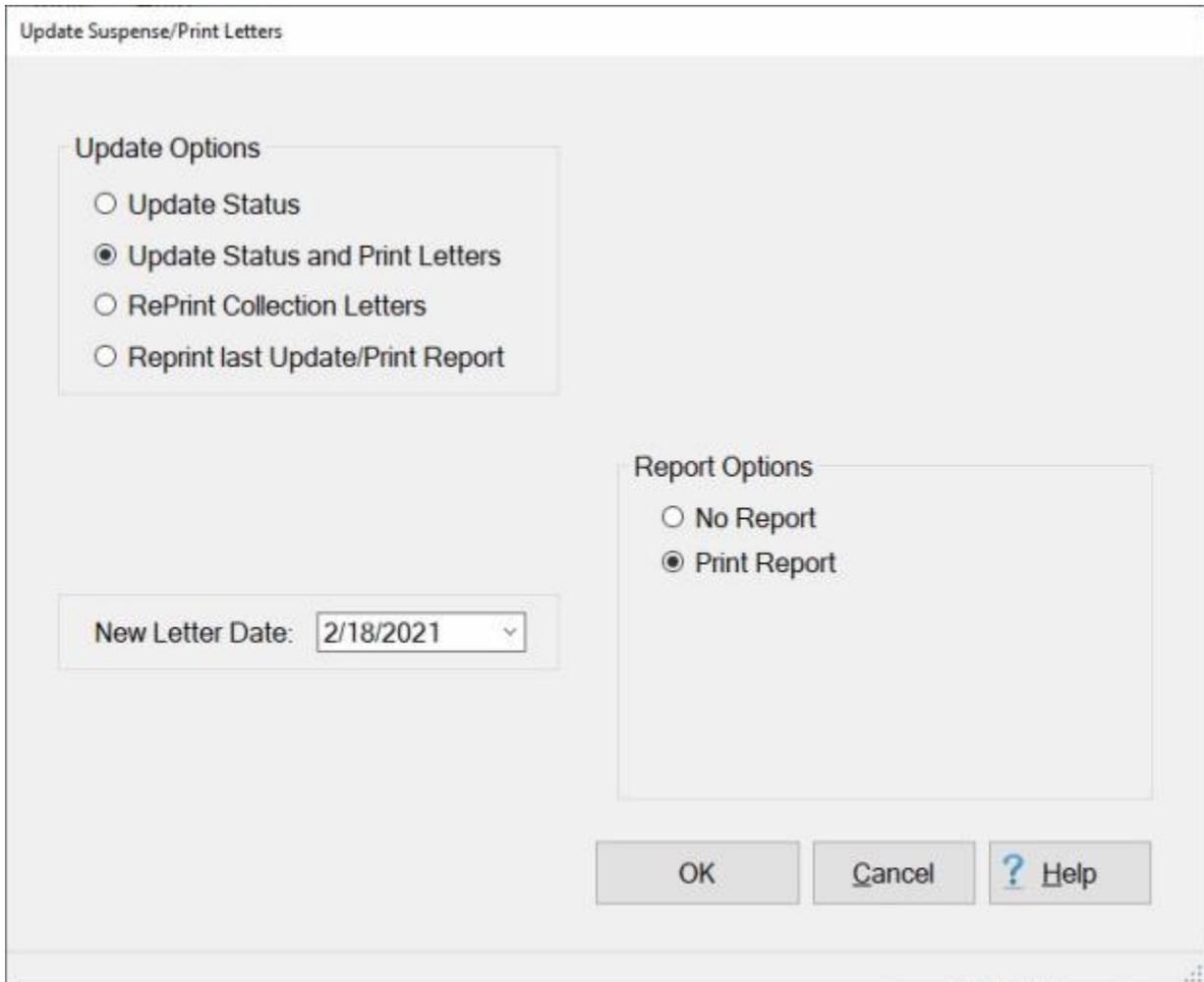
Update Suspense and Print Collection Letters

The automated **suspense tracking module** assists supervisors in maintaining control over funds advanced to travelers. By periodically **running suspense updates** in IATS, these funds (known as **suspense items**) are matched to the established due dates. When the **due date** is **exceeded**, IATS will **generate** either a **collection letter** or a **payroll deduction form**.

Supervisors should perform the suspense **update** on a **daily basis**. This allows for **timely submission** of **payroll deduction** transactions to servicing payroll offices, as well as **ensuring** travelers are **notified** immediately concerning outstanding and delinquent travel advances.

 Complete the following steps to "update" the suspense file and "print" collection letters:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the words, **Debt Management**. An **expandable menu** appears listing several options.
2. **Click** on the **Update Suspense/Collection Letters** option. The **Update Suspense/Print Letters** screen appears.



Update Suspense/Print Letters

Update Options

- Update Status
- Update Status and Print Letters
- RePrint Collection Letters
- Reprint last Update/Print Report

Report Options

- No Report
- Print Report

New Letter Date: 2/18/2021

OK Cancel ? Help

Update Menu Options

Update Status: - Click in the **circle next** to this **option** to **update** the suspense file based on the **date** entered at the **Date of New Letter** field.

Update Status & Print Letters: - Click in the **circle next** to this **option** to **update** the suspense file and **generate** collection letters based on the **date** entered at the **Date of New Letter** field.

Reprint Collection Letters: - Refer to the **Help** topic, "[Re-print Collection Letters](#)", for detailed instructions on using this option.

Reprint last Update/Print Report: - Click in the **circle next** to this **option** to print the suspense **update** report based on the **date** entered at the **Date of New Letter** field.

Report Menu Options

No Report: - Click in the **circle next** to this **option** if you wish to simply **update** the suspense file, but do not want to **generate** the suspense update **report**.

Print Report: - Click in the **circle next** to this **option** to print the suspense update report based on the **date** entered at the **Date of New Letter** field, in-conjunction with **updating** the suspense file.

Date of New Letter

The current date defaults to the **Date of New Letter** field. The suspense file **update** process is based upon the **date** entered at this field and **determines** the **Due Date** for items in suspense. In addition, collection letters are **generated** for the suspense items that are **due** on this date or are **passed** their due date. If this date is not correct, **type** the desired **date** in **MMDDYY** format.

3. After **selecting** the desired **options** and **specifying** the date, **click** on the **OK** button. IATS **updates** the suspense file.
4. After the suspense file has been **updated**, IATS **displays** the Suspense Summary by Period screen. After reviewing this screen, **click** on the **OK** button to **display** the Suspense File Summary screen, or **click** on the **Cancel** button to return to the **Update Suspense/Print Letters** screen.
5. After **reviewing** the **Suspense Summary by Period** and **Suspense File Summary** screen, **clicking** the **Cancel** button **takes** the user **back** to the **Update Suspense/Print Letters** screen. If **finished** updating the suspense file and generating the collection letters, or update report, **click** on the **Cancel** button. IATS **returns** to the **System Administrator** menu.

Re-print Collection Letters

The automated **suspense tracking module** assists supervisors in maintaining control over funds advanced to travelers. By periodically running **suspense updates** in IATS, these funds (known as **suspense items**) are matched to the established due dates. When the **due date** is **exceeded**, IATS will **generate** either a **collection letter** or a **payroll deduction form**.

Travel supervisors can **print** collection letters when **running** the suspense **update** or can choose not to **print** the letters when **running** the **update** and **print** the letters at a later time.

 **Complete the following steps to "re-print" collection letters:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.

2. **Click** on the **Update Suspense/Collection Letters** option. The **Update Suspense/Print Letters** screen appears.
3. At the **Update Suspense/Print Letters** screen, **click** in the **circle next** to the option "**Reprint Collection Letters**". The **appearance** of this screen and **options** change as shown below.

Reprint Menu Options

For Specific Date: - **Click** in the **circle next** to this **option** to re-print collection letters based upon a specific date.

All After an SSN and TO: - **Click** on the **link** and **refer** to the **Help** topic, "Re-print Collection Letters After an SSN and TO", for **instructions** on using this option.

Specific SSN and TO: - **Click** on the **link** and **refer** to the **Help** topic, "[Re-print Collection Letters for a Specific SSN and TO](#)", for **instructions** on using this option.

Last Letter Date

At this field, **type** the **date**, in **MMDDYY** format, that the collection **letters** were **last printed**. You can also **click** on the **down arrow** button and use the **calendar** to select the date.

Date of New Letter

The current date defaults to the **Date of New Letter** field. The suspense file **update** process is based upon the **date** entered at this field and **determines** the **Due Date** for items in suspense. In addition, collection **letters** are **generated** for the suspense **items** that are **due** on this date or are **passed** their due date. If this date is not correct, **type** the desired **date** in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.

4. After specifying the **dates** and **options** for the letters, **click** the **OK** button. The **Adobe Acrobat Reader** screen appears.
5. **Click** on the **Printer** icon. The **Print** screen appears.
6. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
7. **Select** the number of **copies** you wish to print and **click** the **Print** button. IATS **re-prints** the collection **letters** based upon the dates entered.
8. If you are finished using the **Adobe Acrobat Reader** screen, **click** on the **red (X)** button at the top right corner of the screen to **return** to the previous screen.

Re-print Collection Letters After a Specific SSN

Sometimes, the printer **jams** and does not print all of the letters. If this occurs, the print job may be restarted. **Click** in the circle next to this **option** if you wish to **restart** the print job **following** a specific SSN.

 **Complete the following steps to "re-print" collection letters after a specific SSN:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **Update Suspense/Collection Letters** option. The **Update Suspense/Print Letters** screen appears.
3. At the **Update Suspense/Print Letters** screen, **click** in the circle next to the option "**Reprint Collection Letter**". The **appearance** of this screen and **options** change as shown below.

Update Suspense/Print Letters

Update Options

Update Status

Update Status and Print Letters

RePrint Collection Letters

Reprint last Update/Print Report

RePrint Options

For a Specific Date

All After Specific SSN

Specific SSN and TO

Last Letter Date:

New Letter Date:

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.

Items in Collection Status for Selected Traveler

CIVILIAN, FOUR

| Travel Order Nbr | Depart Date | Report Date | Suspense Date | Amt in Suspense | Last Letter Date |
|------------------|-------------|-------------|---------------|-----------------|------------------|
| 0407ADV1 | 5/10/2020 | 5/10/2020 | 8/1/2020 | \$5,000.00 | 7/2/2020 |
| 0409PSC2 | 2/10/2020 | 2/20/2020 | 8/1/2020 | \$200.00 | 7/2/2020 |
| 0706AC | 8/1/2020 | 8/6/2020 | 10/5/2020 | \$286.88 | 7/22/2020 |
| 0707AAB | 6/29/2020 | 7/6/2020 | 8/21/2020 | \$593.00 | 7/22/2020 |

Other... OK Cancel ? Help

9. At this screen, **click** on the desired suspense item. IATS highlights the selection.
10. When the desired suspense item is highlighted, **click** on the **OK** button. The **Adobe Acrobat Reader** screen appears.
11. **Click** on the **Printer** icon. The **Print** screen appears.
12. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
13. **Select** the number of copies you wish to print and **click** the **Print** button. IATS **re-prints** the collection **letters** based upon the dates entered.
14. If you are finished using the **Adobe Acrobat Reader** screen, **click** on the **red (X)** button at the top right corner of the screen to **return** to the previous screen.

Re-print Collection Letters for a Specific SSN and TO

On occasion, it may be necessary to **reprint** a collection **document** for a particular traveler.

 **Complete the following steps to "re-print" a collection letter for a specific SSN and TO:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **Update Suspense/Collection Letters** option. The **Update Suspense/Print Letters** screen appears.
3. At the **Update Suspense/Print Letters** screen, **click** in the circle next to the option "**Reprint Collection Letters**". The **appearance** of this screen and **options** change as shown below.

Update Suspense/Print Letters

Update Options

Update Status

Update Status and Print Letters

RePrint Collection Letters

Reprint last Update/Print Report

RePrint Options

For a Specific Date

All After Specific SSN

Specific SSN and TO

Last Letter Date:

New Letter Date:

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.

Items in Collection Status for Selected Traveler

CIVILIAN, FOUR

| Travel Order Nbr | Depart Date | Report Date | Suspense Date | Amt in Suspense | Last Letter Date |
|------------------|-------------|-------------|---------------|-----------------|------------------|
| ▶ 0407ADV1 | 5/10/2020 | 5/10/2020 | 8/1/2020 | \$5,000.00 | 7/2/2020 |
| 0409PSC2 | 2/10/2020 | 2/20/2020 | 8/1/2020 | \$200.00 | 7/2/2020 |
| 0706AC | 8/1/2020 | 8/6/2020 | 10/5/2020 | \$286.88 | 7/22/2020 |
| 0707AAB | 6/29/2020 | 7/6/2020 | 8/21/2020 | \$593.00 | 7/22/2020 |

Other... OK Cancel ? Help

10. At this screen, **click** on the desired suspense item. IATS highlights the selection.
11. When the desired suspense item is highlighted, **click** on the **OK** button. The **Adobe Acrobat Reader** screen appears.
12. **Click** on the **Printer** icon. The **Print** screen appears.
13. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
14. **Select** the number of copies you wish to print and **click** the **Print** button. IATS **re-prints** the collection **letters** based upon the dates entered.
15. If you are finished using the **Adobe Acrobat Reader** screen, **click** on the **red (X)** button at the top right corner of the screen to **return** to the previous screen.

Print Last Update-Print Report

On occasion, it may be necessary to print the suspense report that was generated based on the **last** update.

 **Complete the following steps to "print" the last update report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **Update Suspense/Collection Letters** option. The **Update Suspense/Print Letters** screen appears.

Update Suspense/Print Letters

Update Options

- Update Status
- Update Status and Print Letters
- RePrint Collection Letters
- Reprint last Update/Print Report

Report Options

- Print Last Update Report
- Suspense Report by SSN
- Suspense Report by Last Name
- Report by UIC

UIC:

3. Click in the circle next to the **Print Last Update/Print Report** option.

Report Options

Print Last Update Report: - Click in the circle next to this option if you wish to print the suspense report.

Suspense Report by SSN: - Click in the circle next to this option if you wish to print the suspense report and have the report sorted by SSN numbers.

Suspense Report by Last Name: - Click in the circle next to this option if you wish to print the suspense report and have the report sorted by the traveler's last name.

Report by UIC: - This option is for Navy customers only. Click in the circle next to this option if you wish to print the suspense report and have the report sorted by a specific UIC. When this option is selected, you must enter the desired UIC in the UIC field.

4. After selecting the desired option, click on the **Print** button.

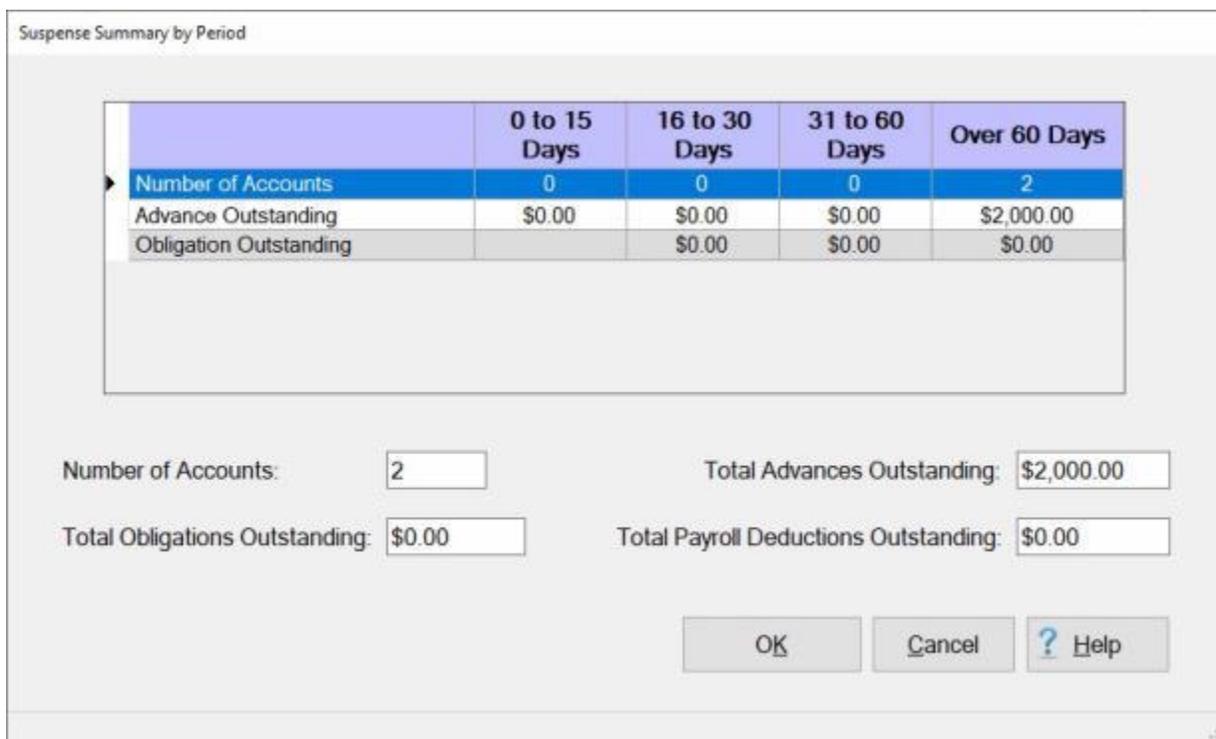
Suspense Reports

Suspense Summary by Period

This report **summarizes** and **displays** the number of accounts and amounts in **suspense** by the following periods: **0-15** days, **16-30** days, **31-60** days, and **over 60** days. This report is used to **determine** if debt **amounts** are being **collected** expeditiously.

 **Complete the following steps to "display" the Suspense Summary by Period report**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **plus sign** to the left of the words, **Suspense/Aging Reports**. An expandable menu appears listing several additional options.
3. **Click** on the **Summary by Period** option. The **Suspense Summary by Period** screen appears.



| | 0 to 15 Days | 16 to 30 Days | 31 to 60 Days | Over 60 Days |
|------------------------|--------------|---------------|---------------|--------------|
| Number of Accounts | 0 | 0 | 0 | 2 |
| Advance Outstanding | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 |
| Obligation Outstanding | | \$0.00 | \$0.00 | \$0.00 |

Number of Accounts: Total Advances Outstanding:

Total Obligations Outstanding: Total Payroll Deductions Outstanding:

4. When **finished** reviewing this report, **click** on the **OK** button to **return** to the **System Administrator** menu.

Suspense Detail by Period

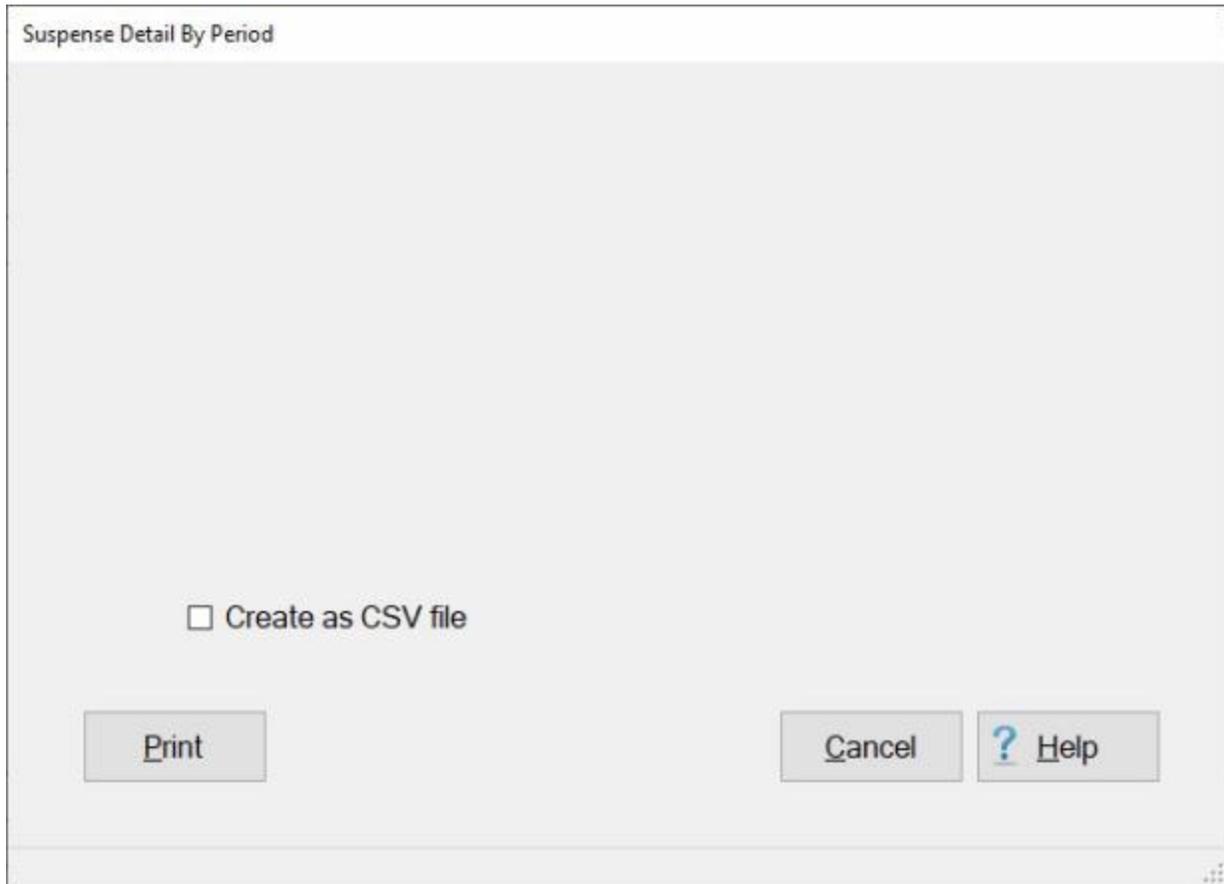
The **Suspense Detail by Period Report** provides the supervisor with a printed report detailing the suspense **items** by **age**. This report will **list** the traveler's **SSN**, **travel order number**, **dates of the trip**, and the **amount** outstanding.

This report may either be **printed** or **saved** to a **CSV** file that may be **viewed** using another program.

 **Complete the following steps to "print" the Suspense Detail by Period report**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **plus sign** to the left of the words, **Suspense/Aging Reports**. An expandable menu appears listing several additional options.

3. **Click** on the **Detail by Period** option. The **Suspense Detail by Period** screen appears.



4. **Create as CSV file:** - **Click** in the **check box** to **activate** this option if you wish to save the output as a CSV file.
5. **Click** on the **Print/Save** button. A **pop-up message** appears asking if you want to **save** the output to a file. **Click** on **Yes** or **No** as desired.
6. If you clicked on **Yes**, the **Save As** screen appears and you must enter a **filename** and select a **file type** for the report.
7. A pop-up message will now appear asking if you want the SSN's to be masked on the report. **Click** on **Yes** or **No** as desired.
8. After selecting the report option, **Click** on the **Print** button. The **IATS Report Viewer** screen appears.
9. **Click** on the printer **icon**. The **Print** screen appears.
10. Ensure you are **connected** to the correct printer, **select** the **number of copies** and then **click** on the **Print** button.
11. When **finished** using the **Suspense Detail By Period** screen, **click** on the **Cancel** button to **return** to the **System Administrator** menu.

First Collection Letter

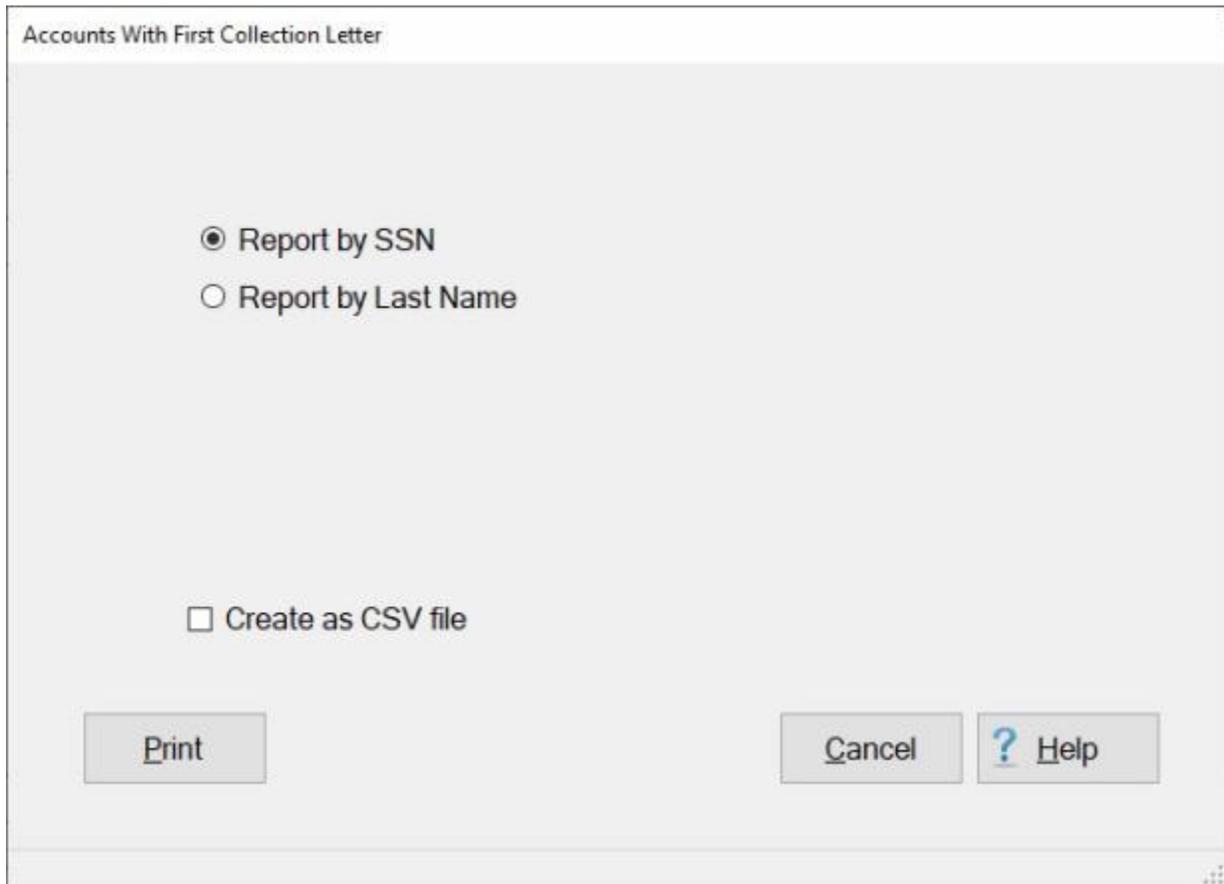
If, by the first due date, the traveler does not pay off the debt by cash collection or file a settlement voucher, IATS **prints** a **First Collection Letter**. This letter **notifies** the **traveler** of the debt due the U.S. government and **warns** of impending **payroll deduction** if the debt is not paid back.

IATS maintains a **report** that supervisors may use as a debt management **tool** to track the suspense items that have had a **First Collection Letter** generated.

This report may either be **printed** or **saved** to an **ASCII** file that may be **viewed** using another program.

 **Complete the following steps to "print" the Accounts with First Collection Letter report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **plus sign** to the left of the words, **Suspense/Aging Reports**. An expandable menu appears listing several additional options.
3. **Click** on the **Accounts with First Collection Letter** option. The **Accounts with First Collection Letter** screen appears.



Accounts With First Collection Letter

Report by SSN

Report by Last Name

Create as CSV file

Print Cancel ? Help

4. **Report by SSN:** - **Click** in the **circle** next to this **option** if you wish to generate the report based on social security number (**SSN**) order.
5. **Report by Last Name:** - **Click** in the **circle** next to this **option** if you wish to generate the report based on last name order.
6. **Create as CSV file:** - **Click** in the **check box** to **activate** this option if you wish to save the output as a CSV file.
7. **Click** on the **Print/Save** button. A *pop-up message* appears asking if you want to **save** the output to a file. **Click** on **Yes** or **No** as desired.
8. If you clicked on **Yes**, the **Save As** screen appears and you must enter a **filename** and select a file **type** for the report.

9. A pop-up message will now appear asking if you want the SSN's to be masked on the report. **Click** on *Yes* or *No* as desired.
10. After selecting the report option, **Click** on the **Print** button. The **IATS Report Viewer** screen appears.
11. **Click** on the printer **icon**. The **Print** screen appears.
12. Ensure you are **connected** to the correct printer, **select** the **number** of **copies** and then **click** on the **Print** button.
13. When **finished** using the **Accounts with First Collection Letter** screen, **click** on the **Cancel** button to **return** to the **System Administrator** menu.

Accounts Ready for Collection Action

After the 1st **collection letter** is printed, IATS **establishes** a new due date based on the second suspense **parameter**. The second suspense parameter is (**# Days of Suspense until Collection Takes Place**). The **number** at this parameter is **added** to the **date** the **collection letter** was **printed** to determine the next due date. If the **debt** is not settled by this next due date, IATS generates a **Pay Adjustment Authorization** document that is used to have the debt **collected** from the traveler's **payroll**.

The suspense status, "**Accounts Ready for Collection Action**" is generated when a second **collection letter** was generated and the **due date** established by the second collection letter has **passed**. The account will **remain** in that status until the voucher examiner manually generates a collection voucher (**CV**) or a payroll deduction (**PD**) document.

IATS maintains a **report** that supervisors may use as a debt management **tool** to track the suspense items that have had a **Pay Adjustment Authorization** document generated.

This report may either be **printed** or **saved** to a file that may be **viewed** using another **program**.

 **Complete the following steps to "print" the Accounts Ready for Collection Action report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **plus sign** to the left of the words, **Suspense/Aging Reports**. An expandable menu appears listing several additional options.
3. **Click** on the **Accounts Ready for Collection Action** option. The **Accounts Ready for Collection Action** screen appears.

Accounts Ready for Collection Action

Report by SSN

Report by Last Name

Create as CSV file

Print Cancel ? Help

4. **Report by SSN:** - **Click** in the **circle next** to this **option** if you wish to generate the report **based on** social security number (**SSN**) order.
5. **Report by Last Name:** - **Click** in the **circle next** to this **option** if you wish to generate the report **based on last name** order.
6. **Create as CSV file:** - **Click** in the **check box** to **activate** this option if you wish to save the output as a CSV file.
7. **Click** on the **Print/Save** button. A **pop-up message** appears asking if you want to **save** the output to a file. **Click** on **Yes** or **No** as desired.
8. If you clicked on **Yes**, the **Save As** screen appears and you must enter a **filename** and select a file **type** for the report.
9. A pop-up message will now appear asking if you want the SSN's to be masked on the report. **Click** on **Yes** or **No** as desired.
10. After selecting the report option, **Click** on the **Print** button. The **IATS Report Viewer** screen appears.
11. **Click** on the printer **icon**. The **Print** screen appears.
12. Ensure you are **connected** to the **correct** printer, **select** the **number** of **copies** and then **click** on the **Print** button.
13. When **finished** using the **Accounts with First Collection Letter** screen, **click** on the **Cancel** button to **return** to the **System Administrator** menu.

Accounts 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.

Accounts Awaiting Collection Action

Report by SSN

Report by Last Name

Create as CSV file

4. **Report by SSN:** - Click in the **circle next** to this **option** if you wish to generate the report based on social security number (**SSN**) order.
5. **Report by Last Name:** - Click in the **circle next** to this **option** if you wish to generate the report based on **last name** order.
6. **Create as CSV file:** - Click in the **check box** to **activate** this option if you wish to save the output as a CSV file.
7. Click on the **Print/Save** button. A *pop-up message* appears asking if you want to **save** the output to a file. Click on *Yes* or *No* as desired.
8. If you clicked on *Yes*, the **Save As** screen appears and you must enter a **filename** and select a **file type** for the report.
9. A pop-up message will now appear asking if you want the SSN's to be masked on the report. Click on *Yes* or *No* as desired.
10. After selecting the report option, Click on the **Print** button. The **IATS Report Viewer** screen appears.
11. Click on the printer **icon**. The **Print** screen appears.
12. Ensure you are **connected** to the correct printer, **select** the **number of copies** and then **click** on the **Print** button.
13. When **finished** using the **Accounts Awaiting Collection Action** screen, **click** on the **Cancel** button to **return** to the **System Administrator** menu.

Totals of Outstandings

The **Suspense File Summary** appears after performing the **suspense update** and helps the supervisor to **manage** the following items:

- **Number of Items on Suspense File.** The total **number** and **amount** of items in the suspense file
- **Number of First Collection Letters** - The total **number** and **amount** of suspense items in the status, "**First Collection Letter Sent**"
- **Number of First Collection Letters w/Suppl Entered** - The total **number** and **amount** of suspense items in the status, "**First Collection Letter Sent**" that have had a **supplemental** settlement entered into the system
- **Number Ready for Collection** - The total **number** and **amount** of suspense items in the status, "**Second or Later Collection Letter Sent**"
- **Number of Items in Suspense File** - The total **number** and **amount** of suspense items in the status, "**Second or Later Collection Letter Sent**" that have had a **supplemental** settlement entered into the system
- **Logged items in File.** Settlements **received** for items in suspense, but not yet **processed**.
- **Items Not Yet in Suspense.** The total **number** and **amount** of items in the status, "**Obligation/Advance/Accrual Entered**"
- **Returned Vouchers on File.** The total **number** and **amount** of items that have had the settlement voucher **returned**
- **Total Number of Suspense Items Outstanding.** The total **number** and **amount** of items in the suspense file that are **over due**.

 **Complete the following steps to "display" the Suspense File Summary**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable **menu** appears listing several options.
2. **Click** on the **Totals of Outstandings** option. The **Suspense File Summary** screen appears.

Suspense File Summary

| | # Items | \$ Amt in |
|---|---------|------------|
| ▶ Number of Items on Suspense File | 2 | |
| Number of First Collection Letters | 1 | \$1,000.00 |
| Number 1st Letters w/Suppl Entered | 0 | \$0.00 |
| Number Ready for Collection | 0 | \$0.00 |
| Number Awaiting Collection Action | 1 | \$1,000.00 |
| Logged Items in File | 0 | \$0.00 |
| Items Not Yet in Suspense (including Return Vouchers) | 0 | \$0.00 |
| Returned Vouchers on File | 0 | \$0.00 |
| TOTAL NUMBER OF SUSPENSE ITEMS OUTSTANDIN | 2 | \$2,000.00 |

Print Print All Details Done ? Help

- When **finished** reviewing this report, **click** on the **Done** button to **return** to the **System Administrator** menu.

Tip: Generate a **print-out** of this report by clicking on the **Print** button.

Suspense Summary by Date Range

The **Suspense Summary by Date Range Report** was developed to give IATS users the ability to generate a Suspense Summary report for a specific time frame.

 Complete the following steps to "generate" the **Suspense Summary by Date Range Report**:

- 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.
- Click** on the **plus sign** to the left of the words, **Suspense/Aging Reports**. An expandable menu appears listing several additional options.
- Click** on the **Suspense Summary by Date Range** option. The **Suspense Summary by Date** screen appears.

Suspense File Summary

Suspense Start Date: Suspense End Date:

| | # Items | \$ Amt in |
|--|---------|-----------|
| | | |

Print Print All Details **OK** Cancel ? Help

4. **Suspense Start Date:** - Click on the *down arrow* button to display the **calendar**.

◀ **January 2020** ▶

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Today Clear

- 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**.
- Suspense Start Date:** - **Repeat** the same steps to select the **end** date for the report.
- When you have selected the start and end dates, **click** on **OK**. IATS will generate and display the report.
- Click** on the **Print** or **Print All Details** button if you wish to generate a printed version of the report.

Import Files

Import Requests

Travel **requests** that were **initiated** on a financial system other than IATS can be **imported** into IATS for **computation** and **disbursement** processing.

Note: Before attempting this process, users must access the IATS **Maintenance** module and **configure** IATS for [Automatic Block Numbering](#).

 **Complete the following steps to "import" requests from a non-IATS system:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, **"Import"**. An expandable menu appears listing the option.
2. **Click** on the **Import Requests from a Non-IATS System** option. The **Import Requests from a Non-IATS System** screen appears.

Import Requests and Transactions from the CEFMS System

Files To Import:

Files being Imported:

| | |
|-----------------------------|---|
| Number of Requests Imported | <input style="width: 50px;" type="text"/> |
| Authorizations | <input style="width: 50px;" type="text"/> |
| Advances | <input style="width: 50px;" type="text"/> |
| Settlements | <input style="width: 50px;" type="text"/> |
| PCS Orders | <input style="width: 50px;" type="text"/> |

Note: At this screen, the IATS user must **select** the **location** where the import file **resides**.

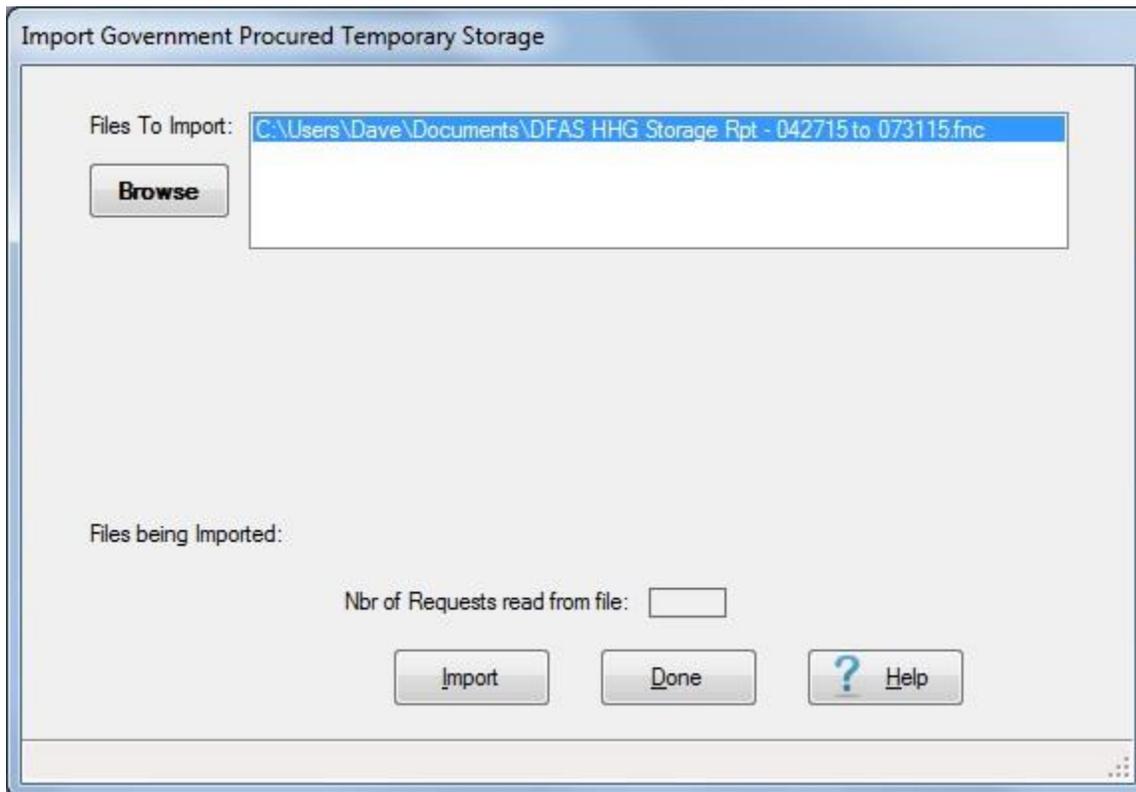
3. **Click** on the **Browse** button and **navigate** to the location where the file you wish to import resides.
4. **Select** the desired **file** after finding the location. When the file is **displayed** in the **window** at the **top** of the screen **click** on the **file** to select it.
5. IATS **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**.

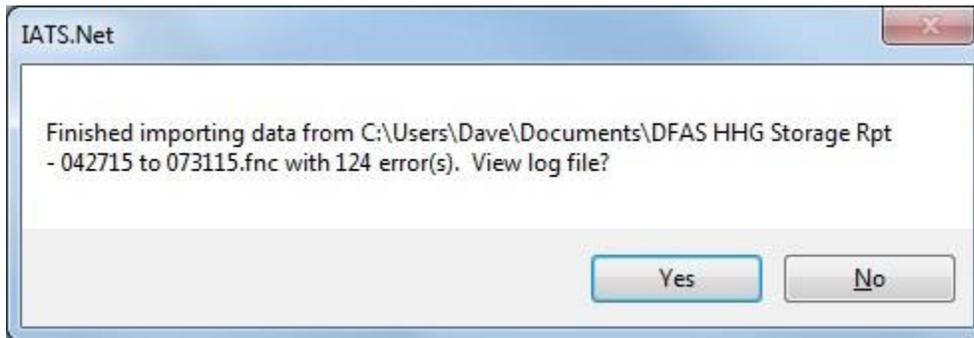
 **Complete the following steps to "import" the HHG Temporary Storage Requests file.**

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.

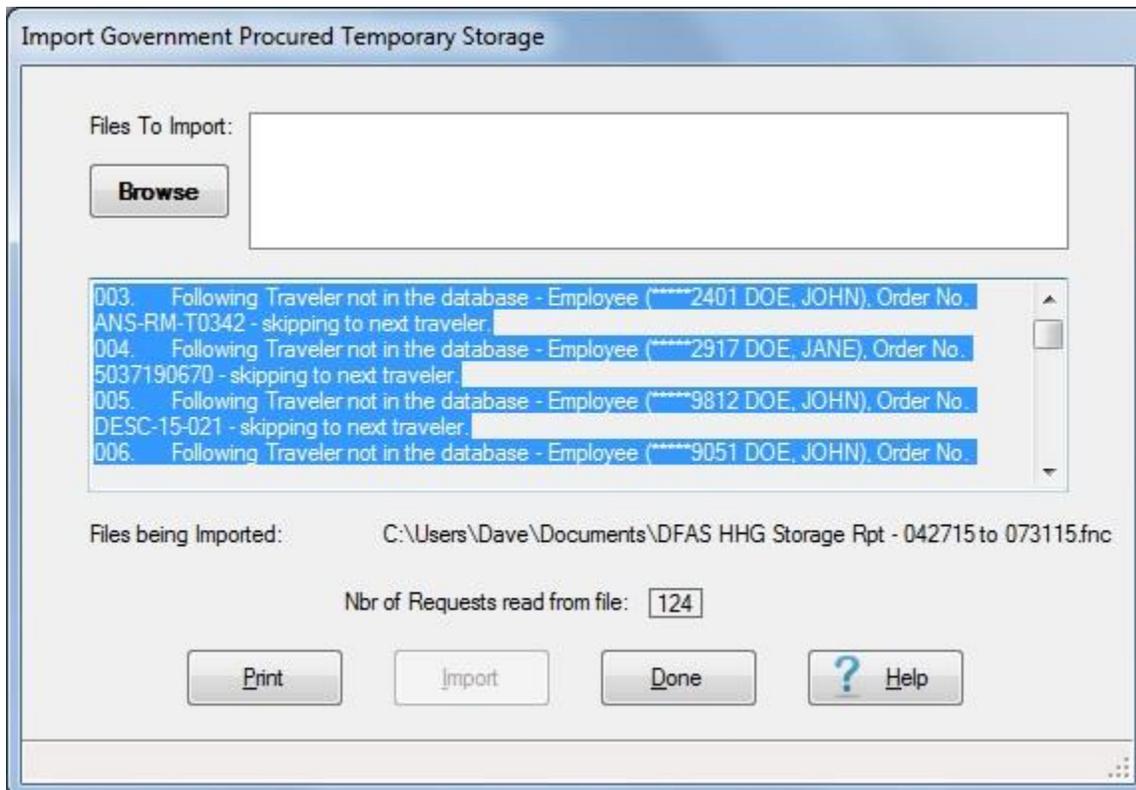


Note: At this screen, the IATS user must **select** the **location** where the import file **resides**.

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

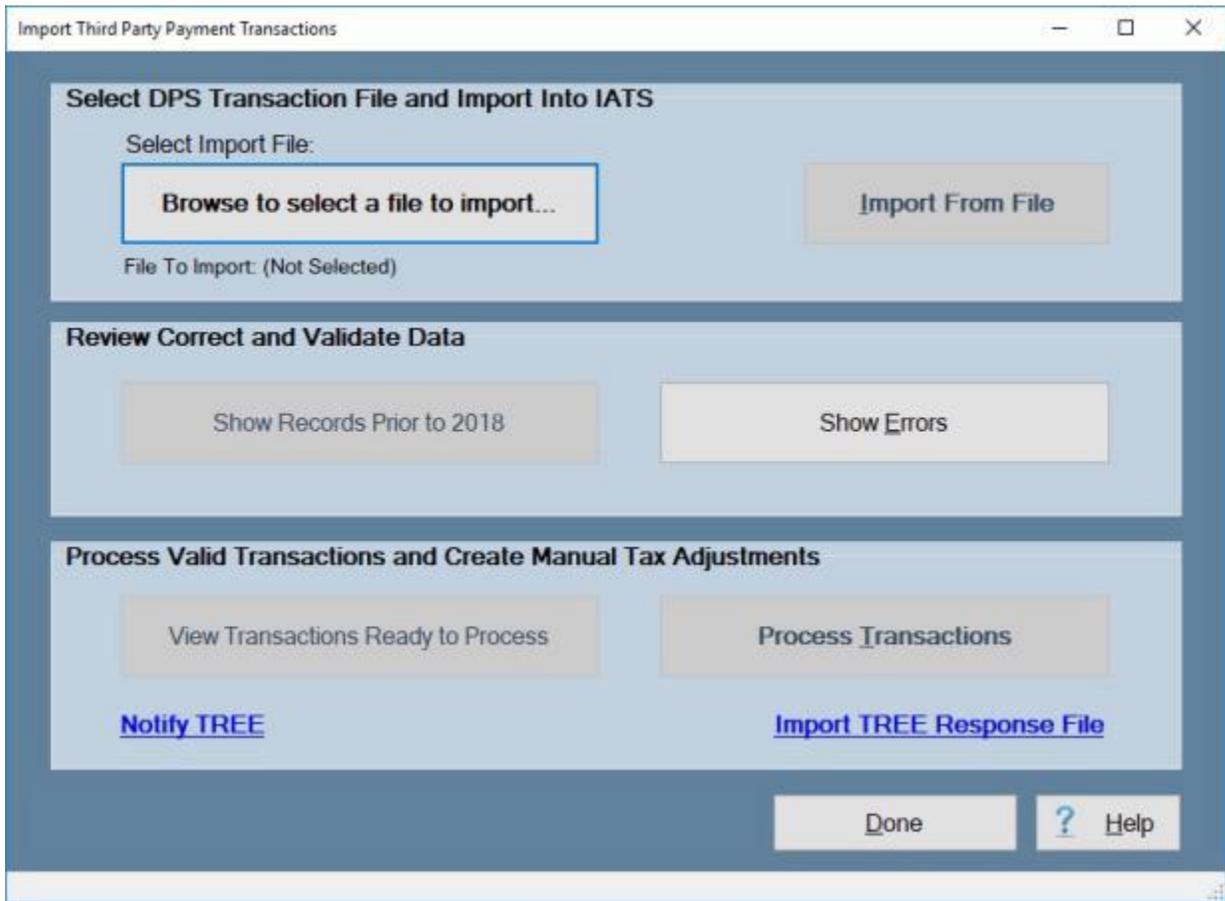
Import Third Party Government Payments

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.

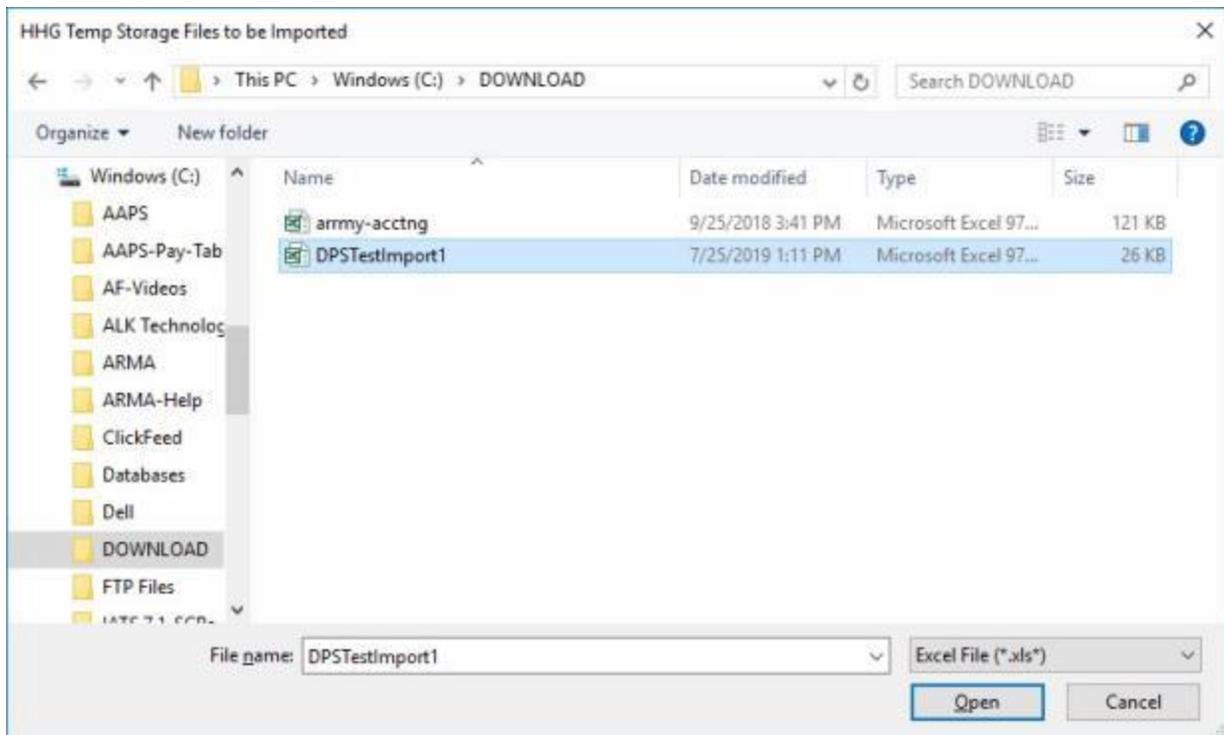
 **Complete the following steps to "import" the Third Party Payment Transactions file.**

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.

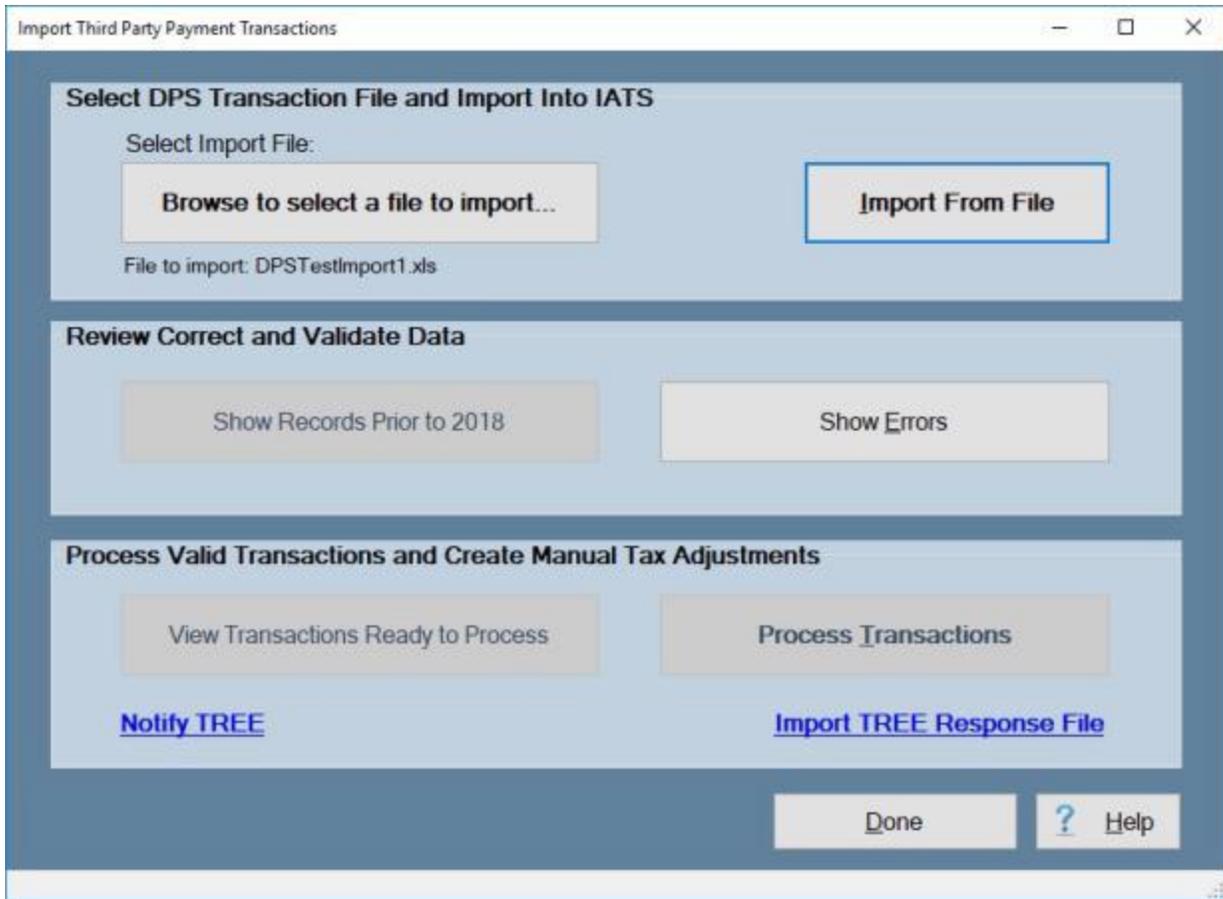


Note: At this screen, the IATS user must **select** the **location** where the import file **resides**.

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.

Confirm DPS Transaction Deletion

Enter Password:

OK Cancel [? Help](#)

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.

Import Third Party Payment Transactions

Select DPS Transaction File and Import Into IATS

Select Import File:

[Browse to select a file to import...](#) [Import From File](#)

Files being Imported: (Not Selected)

Review Correct and Validate Data

[Show Records Prior to 2018](#) [Show Errors](#)

Process Valid Transactions and Create Manual Tax Adjustments

[View Transactions Ready to Process](#) [Process Transactions - 7 records imported and ready to process for 2](#)

[Notify TREE](#) [Import TREE Response File](#)

[Done](#) [? Help](#)

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

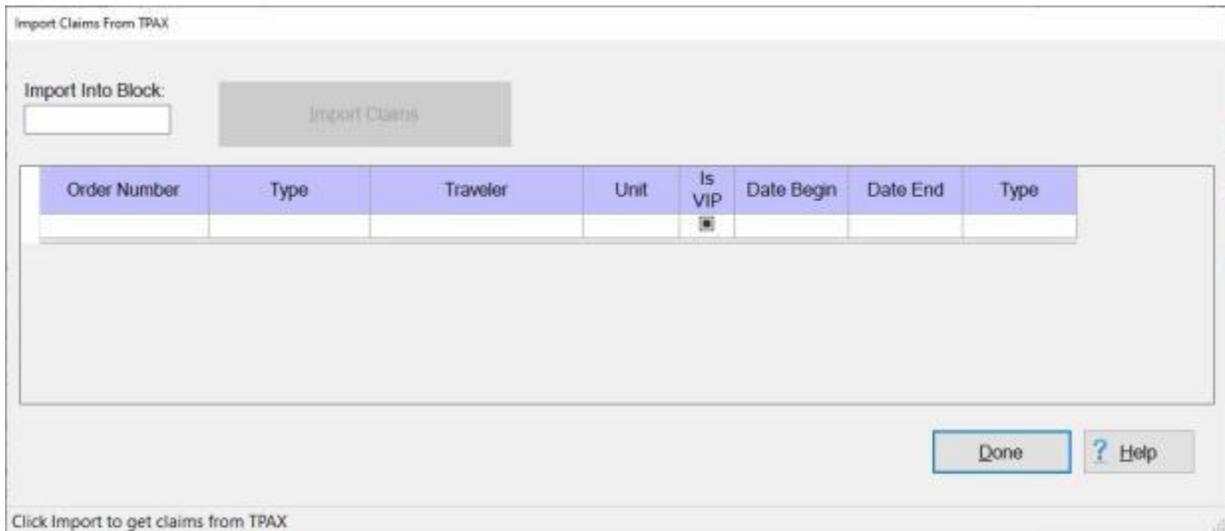
The Travel Preparation and Examination System, (**TPAX**) is a Windows based application developed by Professional Software Consortium to serve as a **TDY** (Temporary Duty) and **MILPCS** (Military Permanent Change of Station) and **CIVPCS** (Civilian Permanent Change of Station) voucher preparation 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.



| Order Number | Type | Traveler | Unit | Is VIP | Date Begin | Date End | Type |
|--------------|------|----------|------|---|------------|----------|------|
| | | | |  | | | |

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

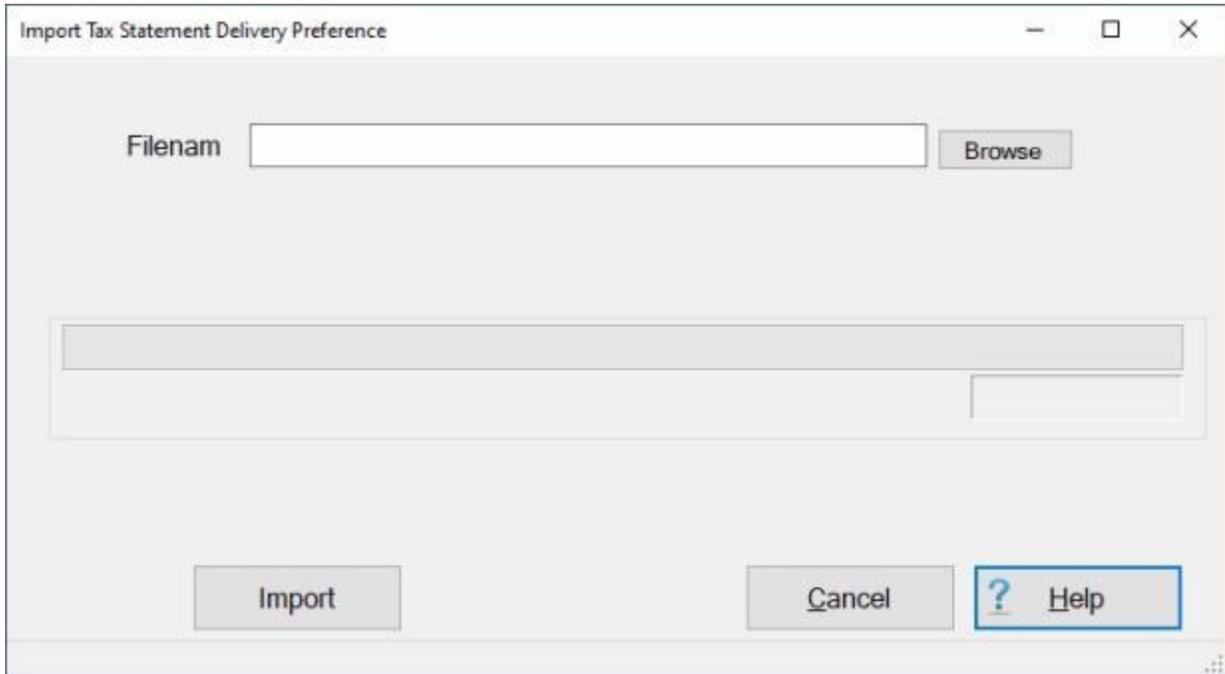
A **feature** was added to IATS that allows travelers to **turn off** the option for receiving hardcopy tax statements and receive them electronically instead. This option **requires** the traveler to **select** their

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.

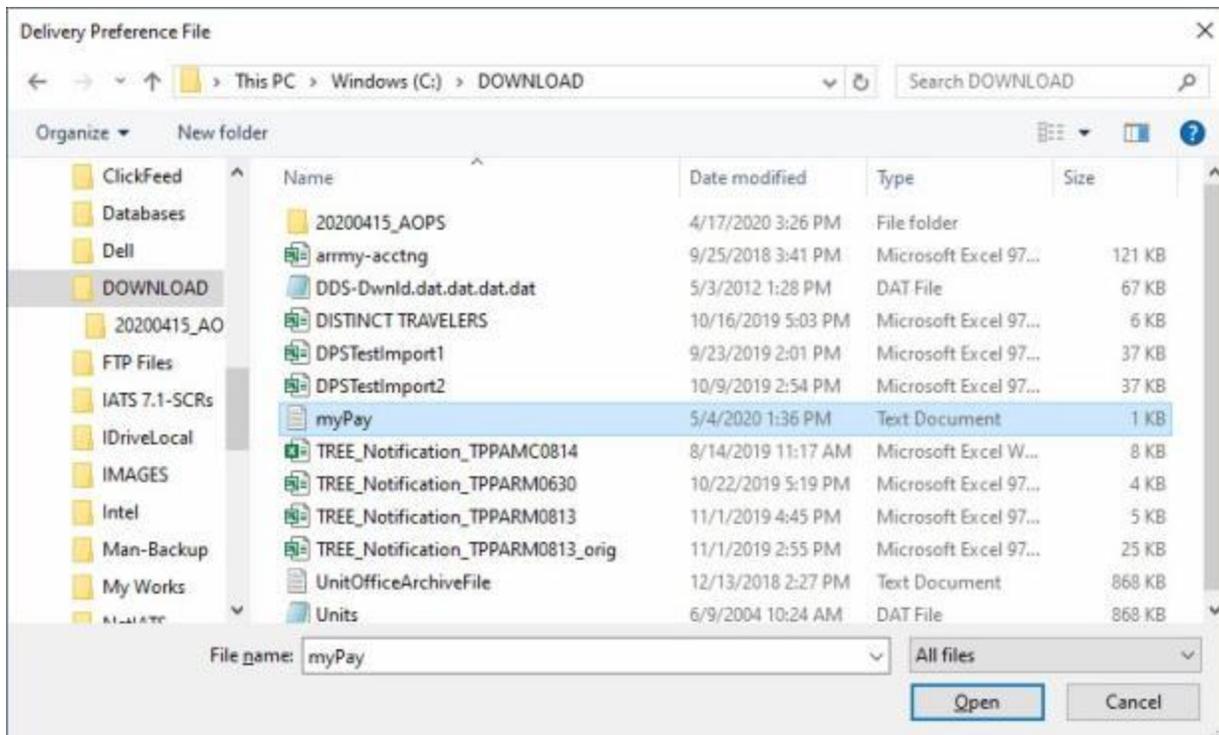
 **Complete the following steps to "import" a myPay file.**

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.

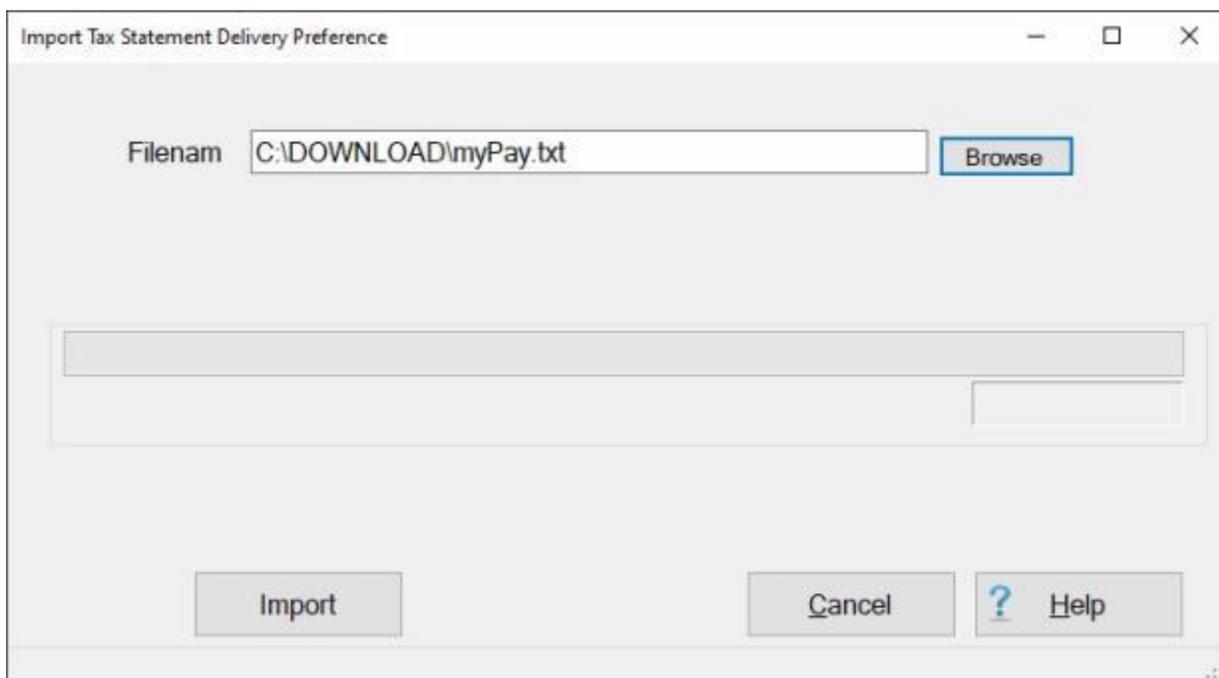


Note: At this screen, the IATS user must **select the location** where the import file **resides**.

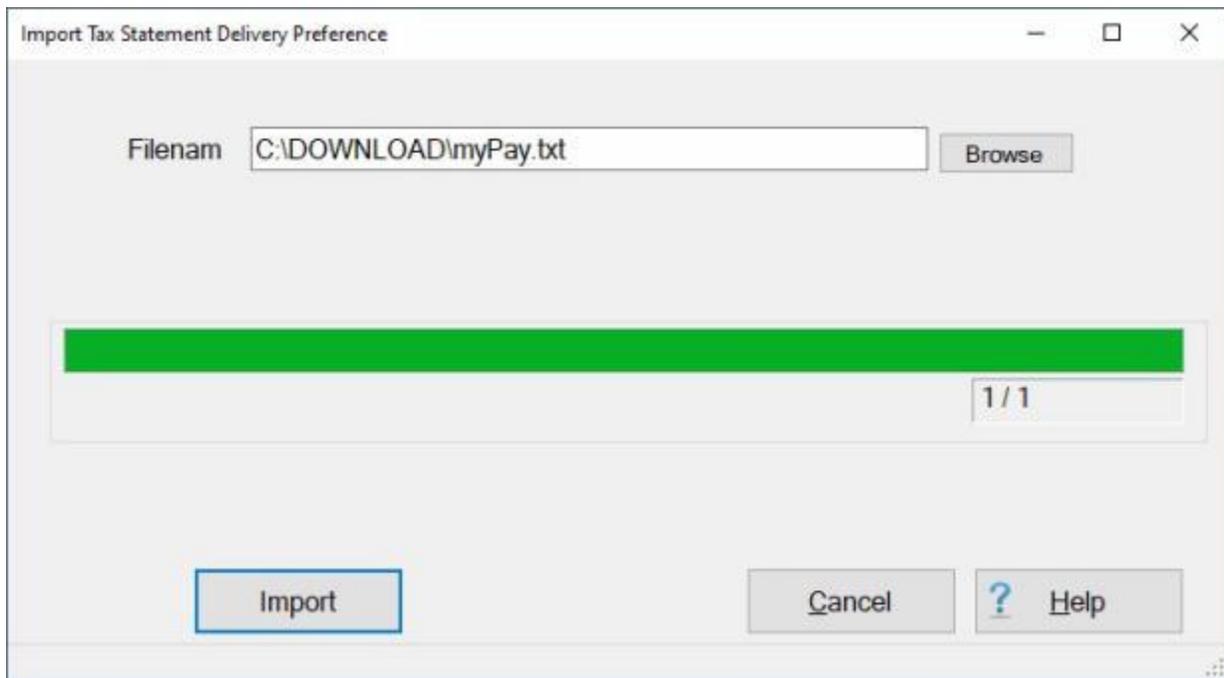
3. **Click** on the **Browse** button. The **Delivery Preference File** screen appears.



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

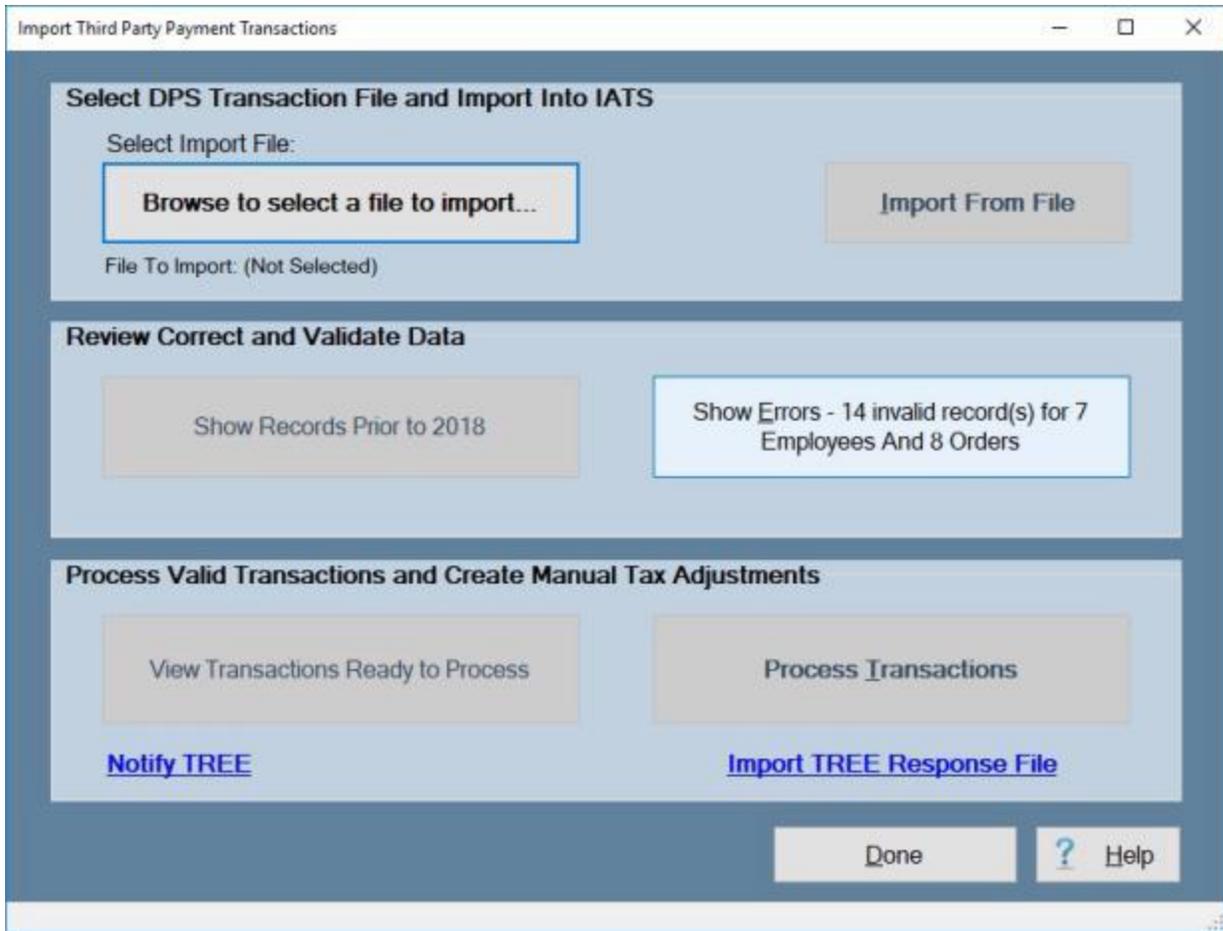
Correcting Third Party Government Payment Records

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.

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

| Reason for Reject | SSN | Order Number | IATS Order Numbers | Last Name | First Name |
|------------------------------------|-------------|--------------|--------------------|-----------|------------|
| FILTER ROW | | | | | |
| No matching CNVPCS order was found | 111-22-1111 | 6012019 | | ADAMS | DAVE |
| No matching CNVPCS order was found | 111-22-1111 | 6012019 | | ADAMS | DAVE |
| No matching CNVPCS order was found | 111-77-1111 | 2012018 | | ARNOLD | TOMMY |
| No matching CNVPCS order was found | 111-77-1111 | 2012018 | | ARNOLD | TOMMY |
| No matching CNVPCS order was found | 111-33-1111 | 5012019 | | BAWLES | HARRY |
| No matching CNVPCS order was found | 111-33-1111 | 5012019 | | BAWLES | HARRY |
| No matching CNVPCS order was found | 111-44-1111 | 4012019 | | JOHNSON | HARRY |
| No matching CNVPCS order was found | 111-44-1111 | 4012019 | | JOHNSON | HARRY |
| No matching CNVPCS order was found | 111-55-1111 | 3012018 | | JONES | RON |
| No matching CNVPCS order was found | 111-55-1111 | 3012019 | | JONES | RON |
| No matching CNVPCS order was found | 111-66-1111 | 2012019 | | NAII S | RUSTY |

Print Export to Excel Delete Save Validate Exit ? Help

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.

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

| Reason for Reject | SSN | Order Number | IATS Order Numbers | Last Name | First Name |
|------------------------------------|-------------|--------------|--------------------|-----------|------------|
| FILTER ROW | | | | | |
| No matching CIVPCS order was found | 111-77-1111 | 2012018 | | ARNOLD | TOMMY |
| No matching CIVPCS order was found | 111-77-1111 | 2012018 | | ARNOLD | TOMMY |
| No matching CIVPCS order was found | 111-33-1111 | 5012019 | | BAWLES | HARRY |
| No matching CIVPCS order was found | 111-33-1111 | 5012019 | | BAWLES | HARRY |
| No matching CIVPCS order was found | 111-44-1111 | 4012019 | | JOHNSON | HARRY |
| No matching CIVPCS order was found | 111-44-1111 | 4012019 | | JOHNSON | HARRY |
| No matching CIVPCS order was found | 111-55-1111 | 3012018 | | JONES | RON |
| No matching CIVPCS order was found | 111-55-1111 | 3012019 | | JONES | RON |
| No matching CIVPCS order was found | 111-88-1111 | 1012018 | | SMITH | MARK |
| No matching CIVPCS order was found | 111-88-1111 | 1012018 | | SMITH | MARK |

Print Export to Excel Delete Save Validate Exit ? Help

Right click on a valid Traveler SSN to view the Traveler's orders and claims. Double click on the column's data to add that condition to the filter.

1. Place your mouse pointer on any cell in **any column** for the **SSN** you wish to display the Travel Order History for.
2. After you have selected the desired cell, **right click** with your mouse. IATS will display the **Travel Order History** screen for the selected SSN.

Travel Order History

JONES, RON E. C In Suspense: \$0.00 Funds:

Travel Orders

Order Number:

| Order Number | Travel Dates | Type | Issue Date | Issuer | Funds | Suspense |
|--------------|-----------------------|------|------------|--------|-------|----------|
| 03012017 | 2017/08/13-2017/08/15 | PCS | 2017/08/01 | DFAS | Army | \$0.00 |
| 03012019 | 2019/04/01-2019/04/05 | PCS | 2019/03/01 | DFAS | Army | \$0.00 |

Display

Travel Order Details

| Claim No. | Travel Dates | Transaction Type | Create Date | Total Transaction | Claimed / Applied | Net Transaction | In Suspense | Pay Method | Check / Trace # |
|-----------|--------------|------------------|-------------|-------------------|-------------------|-----------------|-------------|------------|-----------------|
| | | | | | | | | | |

* For advances, the Net Transaction Column is the amount of the advance not yet collected

Display

Other... Print... Exit ? Help

Enter the Order with which you wish to work

3. At the **Travel Order History** screen, travel orders can be **displayed** by the following methods:
 - **Method 1:** - Double click on an **order** number listed in the **Travel Order** section.
 - **Method 2:** - Click on an **order** number listed in the **Travel Order** section and then **click** on the **Display** button.
 - **Method 3:** - **Type** the desired order **number** at the **Order Number** field and then **click** on the **Display** button.
4. After using one of the methods above, the **Travel Order** screen appears for the selected travel order.

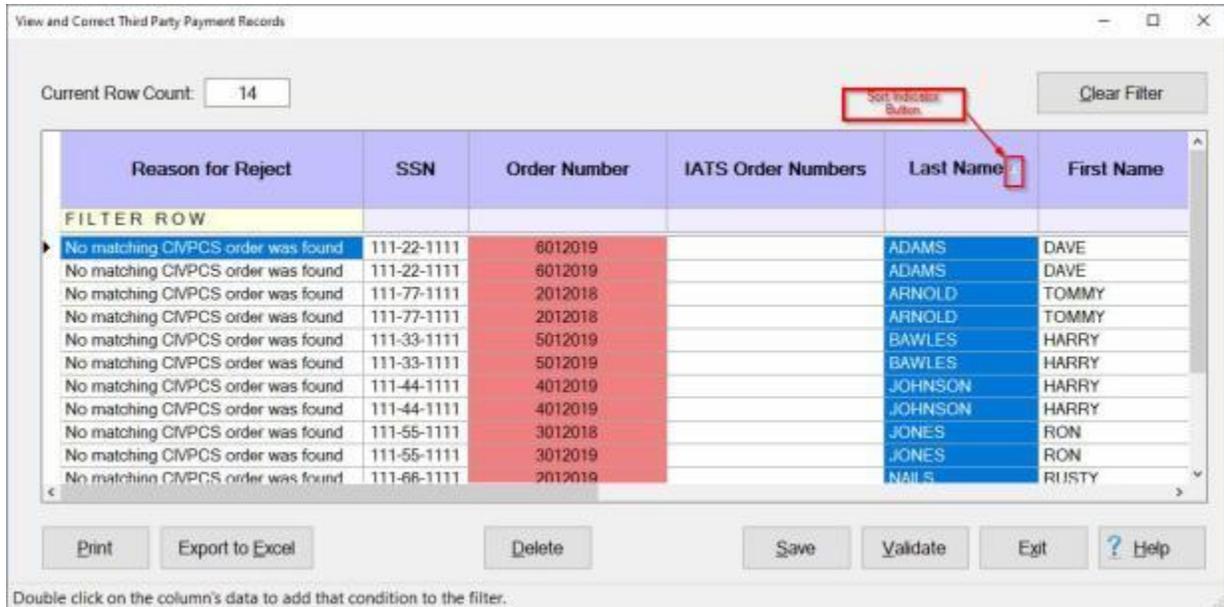
The screenshot displays the 'Travel Order' screen for a user named 'SYSTEM' on 'Friday, September 13, 2019'. The screen is in 'VIEW ONLY' mode. At the top, there are fields for 'Traveler's Name' (JONES, RON E: C), 'Grade/Rank' (C), 'Order Number/TONO' (03012017), and 'Order Type' (PCS). Below this is a tabbed interface with 'Description' selected. The 'Description' tab contains several sections: 'Purpose of Trip' (Between Official Stations), 'Issuing Organization' (DFAS), 'Paying Organization' (DFAS), 'DSSN/ITR' (6416), 'Funds' (Army), 'Origin' (ROME, NY, ONEIDA), 'Destination' (WASHINGTON, DC, DIST OF COLUMBIA), 'Default State' (DC WASHINGTON D.C.), and 'State Tax Designation' (NY NEW YORK). To the right, the 'Dates' section includes 'Issue Date' (8/1/2017), 'Begin Date' (8/13/2017), 'End Date' (8/15/2017), and 'Date Job Offered' (7/15/2017). The 'Financial' section includes 'Retirement Code' (FERS) and 'Pay WTA' (checked). At the bottom, there are 'Back', 'Next', 'Done', and 'Help' buttons. A footer prompt reads 'Enter the Travel Order (TONO/SDN) Number'.

5. When **finished** reviewing the **Travel Order** screen, **click** on the **Done** button. IATS **returns** to the **Travel Order History** screen.
6. When **finished** reviewing the **Travel Order History** screen, **click** on the **Exit** button. IATS **returns** to the **View and Correct Third Party Payment Records** screen.

Because the **View and Correct Third Party Payment Records** screen has multiple functionality, a variety of additional Help topics have been created to **describe** the various functions. **Click** on the **See Also** button below for a **list** of the additional Help topics and then **click** on the desired topic.

Sorting the Columns Display

The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.



| Reason for Reject | SSN | Order Number | IATS Order Numbers | Last Name | First Name |
|------------------------------------|-------------|--------------|--------------------|-----------|------------|
| FILTER ROW | | | | | |
| No matching CIVPCS order was found | 111-22-1111 | 6012019 | | ADAMS | DAVE |
| No matching CIVPCS order was found | 111-22-1111 | 6012019 | | ADAMS | DAVE |
| No matching CIVPCS order was found | 111-77-1111 | 2012018 | | ARNOLD | TOMMY |
| No matching CIVPCS order was found | 111-77-1111 | 2012018 | | ARNOLD | TOMMY |
| No matching CIVPCS order was found | 111-33-1111 | 5012019 | | BAWLES | HARRY |
| No matching CIVPCS order was found | 111-33-1111 | 5012019 | | BAWLES | HARRY |
| No matching CIVPCS order was found | 111-44-1111 | 4012019 | | JOHNSON | HARRY |
| No matching CIVPCS order was found | 111-44-1111 | 4012019 | | JOHNSON | HARRY |
| No matching CIVPCS order was found | 111-55-1111 | 3012018 | | JONES | RON |
| No matching CIVPCS order was found | 111-55-1111 | 3012019 | | JONES | RON |
| No matching CIVPCS order was found | 111-66-1111 | 2012019 | | NAILS | RUJSTY |

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**.

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

| Reason for Reject | IATS Order Numbers | Last Name | First Name | Order Date | Item Code | Storage Date Start | Storage Date End |
|--------------------------------------|--------------------|-----------|------------|------------|-----------|--------------------|------------------|
| FILTER ROW | | JO | | | | | |
| ▶ No matching CNP/CS order was found | | JOHNSON | HARRY | 04/01/2019 | 519A | 05/01/2019 | 06/01/2019 |
| No matching CNP/CS order was found | | JOHNSON | HARRY | 04/01/2019 | 510F | 05/01/2019 | 06/01/2019 |
| No matching CNP/CS order was found | | JONES | RON | 03/01/2019 | 185A | 04/01/2019 | 05/01/2019 |
| No matching CNP/CS order was found | | JONES | RON | 03/01/2019 | 105J | 04/01/2019 | 05/01/2019 |

Print Export to Excel Delete Save Validate Exit ? Help

Use the Left and Right Arrow keys to move through the filter row columns.

Using the Filter Row:

1. You will **notice** a **blank line** just under the **column headings** on the grid. This is a **Filter Row** as shown above.
2. In the example below, (**JO**) was entered into the Filter Row in the **Last Name** column. **Notice** that every **name** displayed in the **Last Name** column begins with the letters (**JO**).
3. You may **filter** the **SSN, Order Number, Invoice Number** and **BL Number** columns using this same technic except for entering of **numbers** instead of **alpha** characters.
4. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.

Filtering the Date Columns:

Note: There are three (3) different **methods** you can use to filter the **Date** columns. Each method is explained below:

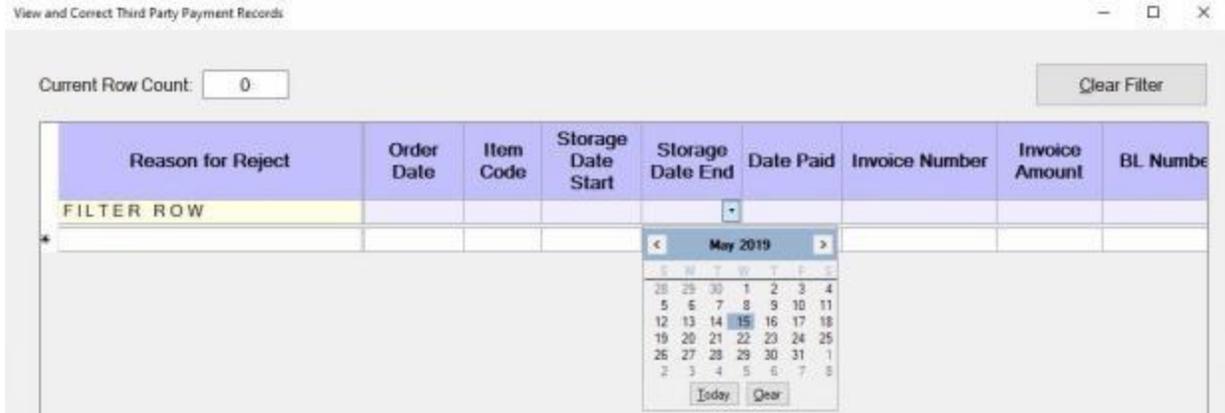
Using the Calendar:

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

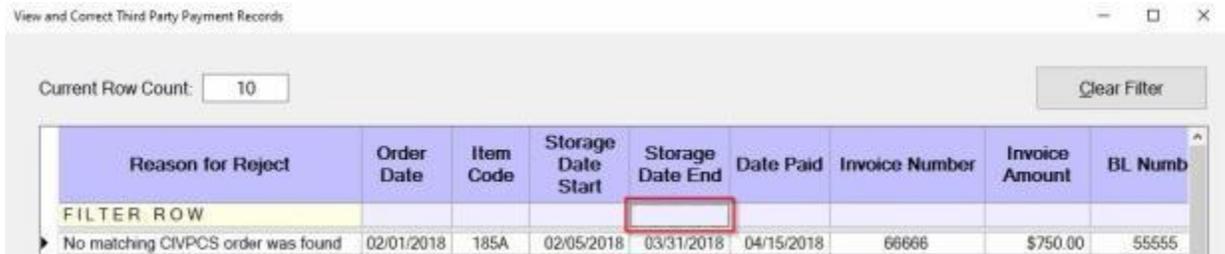
| Reason for Reject | Order Date | Item Code | Storage Date Start | Storage Date End | Date Paid | Invoice Number | Invoice Amount | BL Number |
|-------------------|------------|-----------|--------------------|------------------|-----------|----------------|----------------|-----------|
| FILTER ROW | | | | ateOut is null | | | | |

1. Double click in any of the **Date** cells on the **Filter Row**. You will see **text** indicating the date cell is **null**, which means that there is **no value** in the cell.
2. Click again in the **cell** and you will see a **down arrow** button.
3. Click on the **down arrow** button and IATS will display a **calendar** as shown below.

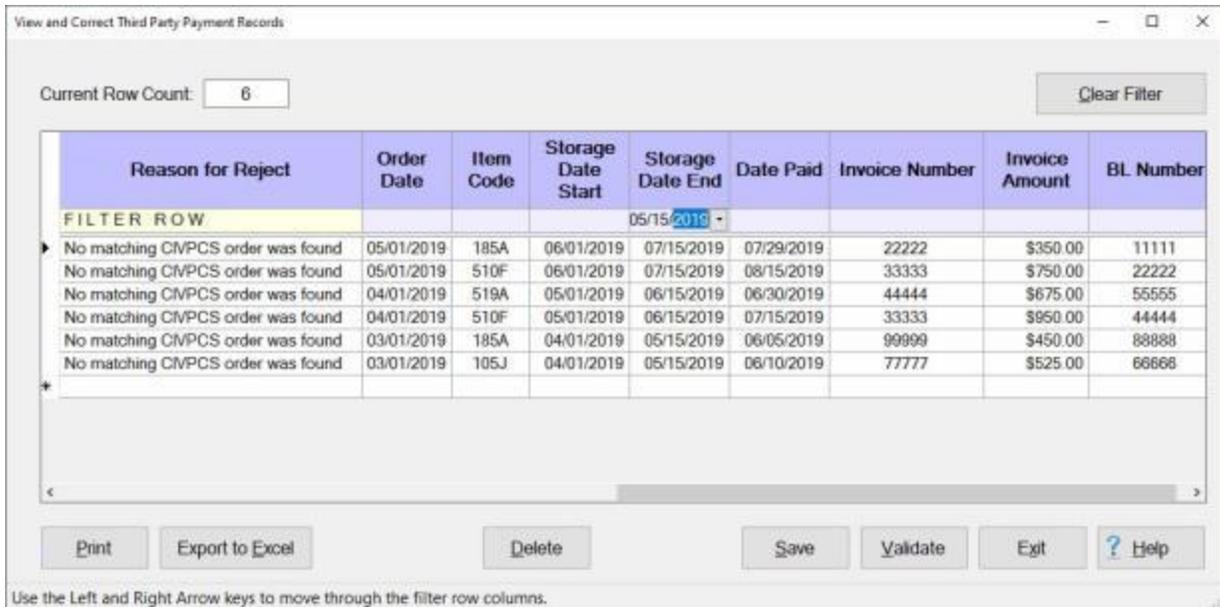


4. You can now **use** the **calendar** to **select** a **date** that you would like to use as the **filter** to display the records **matching** the selected **criteria**.
5. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.

Manually Entering the Date:

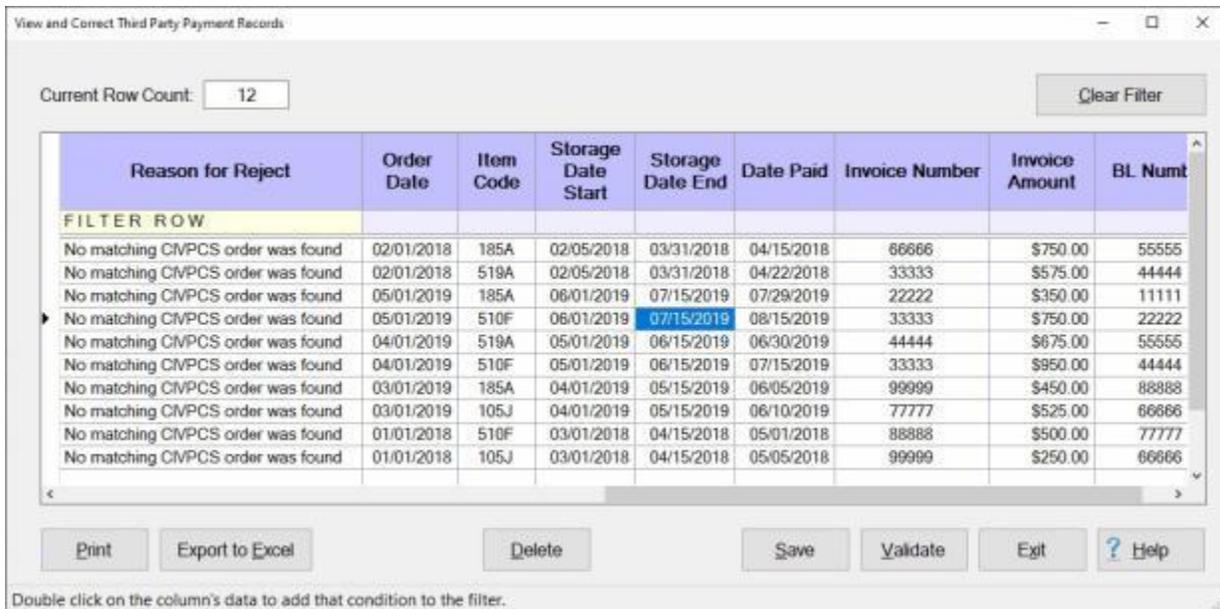


1. **Click** in any of the **Date** cells on the **Filter Row**. You will see that the cell is in **focus**.
2. Manually type in the **date** you wish to use as the filter criteria in **MMDDYY** format as shown below.

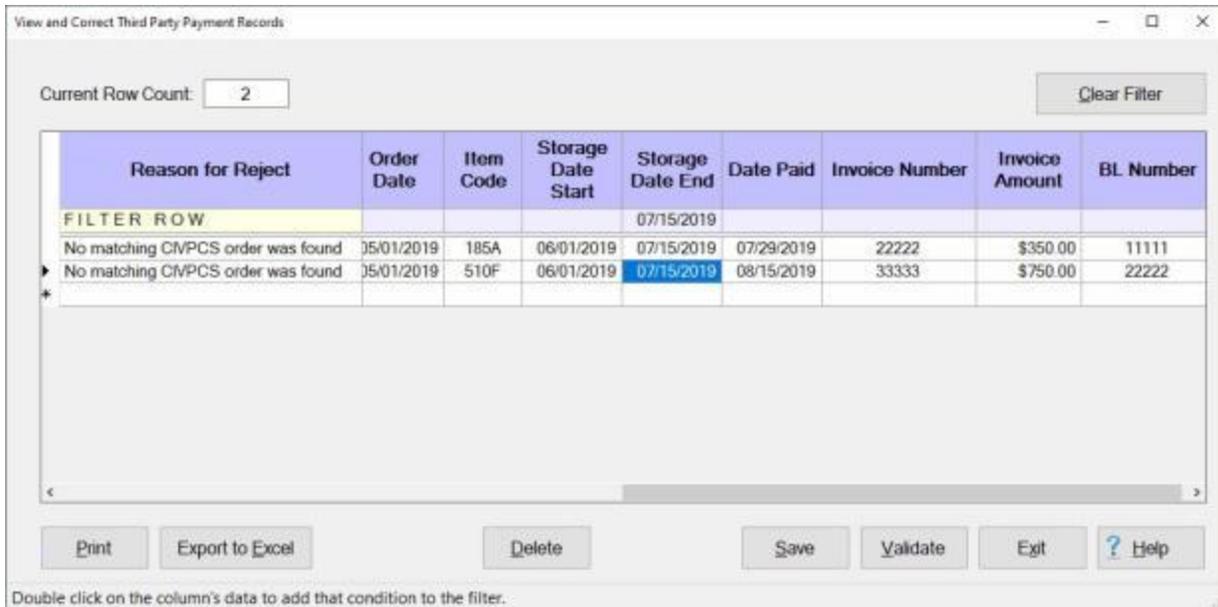


3. Notice in the image above that IATS filtered and displayed all records with the date entered (05/15/19), plus any other record that had 15 as the day and 2019 as the year.
4. When you are finished filtering the display, click on the Clear Filter button to return to the original/default display.

Double Clicking in a Date Cell:



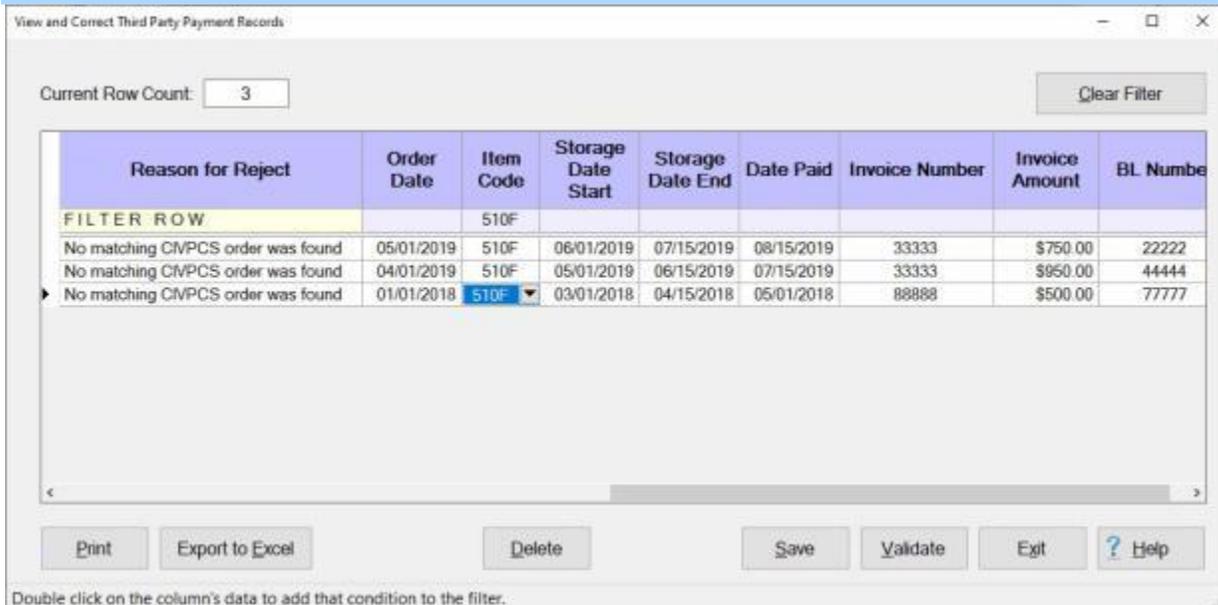
1. Double click in a date cell that you wish to filter records for.



2. Notice that IATS displays the records that match the date in the cell that you double clicked on.
3. When you are finished filtering the display, click on the Clear Filter button to return to the original/default display.

Filtering Cells:

Note: The same procedure demonstrated above by double clicking in a cell to filter records by date can also be used for any other cell in any other column.



1. In the above screen image the user double clicked in a cell displaying the item code (510F). Notice that IATS filtered the column to display only records with the item code (510F).
2. When you are finished filtering the display, click on the Clear Filter button to return to the original/default display.

Because the **View and Correct Third Party Payment Records** screen has multiple functionality, a variety of additional **Help topics** have been created to **describe** the various functions. **Click** on the **See Also** button below for a **list** of the additional Help topics and then **click** on the desired topic.

Correcting Third Party Payments Travel Order Numbers

The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

Occasionally the **Travel Order number** imported from the Third Party Payments file **does not match** the CIVPCS Travel Order number existing in the IATS database. This situation causes the records to be **rejected** and must be **corrected** before a tax adjustment claim can be processed.

 **Complete the following steps to "correct" mismatched travel order numbers:**

View and Correct Third Party Payment Records

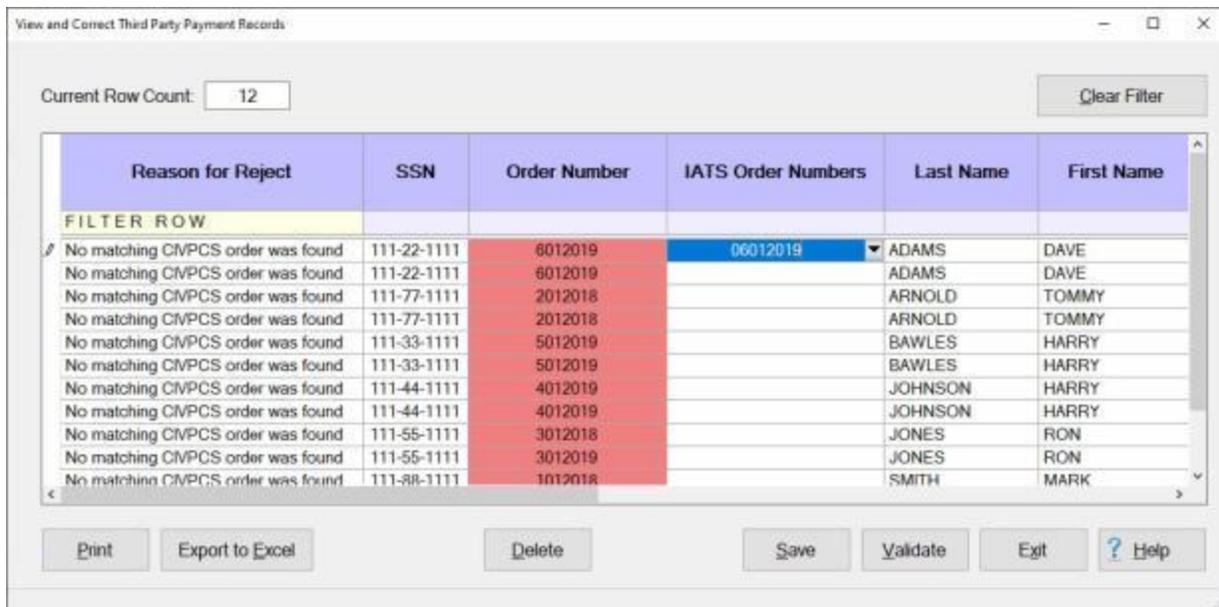
Current Row Count: Clear Filter

| Reason for Reject | SSN | Order Number | IATS Order Numbers | Last Name | First Name |
|------------------------------------|-------------|--------------|--------------------|-----------|------------|
| FILTER ROW | | | | | |
| No matching CIVPCS order was found | 111-22-1111 | 6012019 | Orders in IATS | ADAMS | DAVE |
| No matching CIVPCS order was found | 111-22-1111 | 6012019 | Date | | DAVE |
| No matching CIVPCS order was found | 111-77-1111 | 2012018 | 06012019 | | TOMMY |
| No matching CIVPCS order was found | 111-77-1111 | 2012018 | | ARNOLD | TOMMY |
| No matching CIVPCS order was found | 111-33-1111 | 5012019 | | BAWLES | HARRY |
| No matching CIVPCS order was found | 111-33-1111 | 5012019 | | BAWLES | HARRY |
| No matching CIVPCS order was found | 111-44-1111 | 4012019 | | JOHNSON | HARRY |
| No matching CIVPCS order was found | 111-44-1111 | 4012019 | | JOHNSON | HARRY |
| No matching CIVPCS order was found | 111-55-1111 | 3012018 | | JONES | RON |
| No matching CIVPCS order was found | 111-55-1111 | 3012019 | | JONES | RON |
| No matching CIVPCS order was found | 111-66-1111 | 2012019 | | NAI S | RUSTY |

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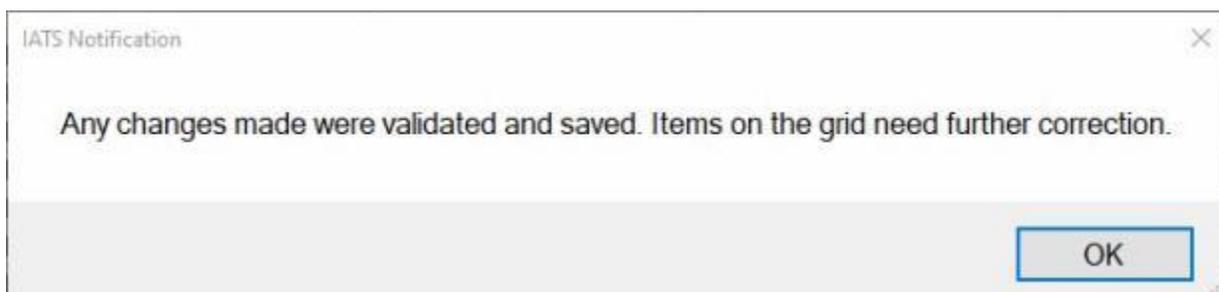
Note: In the example above, The **Reason for Reject** column indicates that several records were **rejected** because a **matching CIVPCS travel order number** was **not found**. Also notice that the rejected orders numbers are **highlighted in red** in the **Order Number** column.

1. **Click** in the **cell** in the **IATS Order Number** column next to the rejected order number shown in the **Order Number** column.
2. You will see a *down arrow* button appearing in the cell.
3. **Click** on the *down arrow* button. IATS will **display** a **list** of CIVPCS travel order numbers existing in the IATS database for the selected SSN.
4. If the correct order number is displayed in the *drop down* list of Orders in IATS, **click** on the correct order number to **select** that order.



5. You will now see the order number selected from the *drop down* list of Orders in IATS shown in the **IATS Order Numbers** column.
6. **Click** on the **Validate** button. The following *pop-up message* will appear.

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.

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

| Reason for Reject | SSN | Order Number | IATS Order Numbers | Last Name | First Name |
|------------------------------------|-------------|--------------|--------------------|-----------|------------|
| FILTER ROW | | | | | |
| No matching CIVPCS order was found | 111-77-1111 | 2012018 | | ARNOLD | TOMMY |
| No matching CIVPCS order was found | 111-77-1111 | 2012018 | | ARNOLD | TOMMY |
| No matching CIVPCS order was found | 111-33-1111 | 5012019 | | BAWLES | HARRY |
| No matching CIVPCS order was found | 111-33-1111 | 5012019 | | BAWLES | HARRY |
| No matching CIVPCS order was found | 111-44-1111 | 4012019 | | JOHNSON | HARRY |
| No matching CIVPCS order was found | 111-44-1111 | 4012019 | | JOHNSON | HARRY |
| No matching CIVPCS order was found | 111-55-1111 | 3012018 | | JONES | RON |
| No matching CIVPCS order was found | 111-55-1111 | 3012019 | | JONES | RON |
| No matching CIVPCS order was found | 111-88-1111 | 1012018 | | SMITH | MARK |
| No matching CIVPCS order was found | 111-88-1111 | 1012018 | | SMITH | MARK |

Print Export to Excel Delete Save Validate Exit ? Help

Double click on the column's data to add that condition to the filter.

8. Repeat the steps above to continue correcting travel order numbers as needed.

Correcting DPS Item Codes

An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

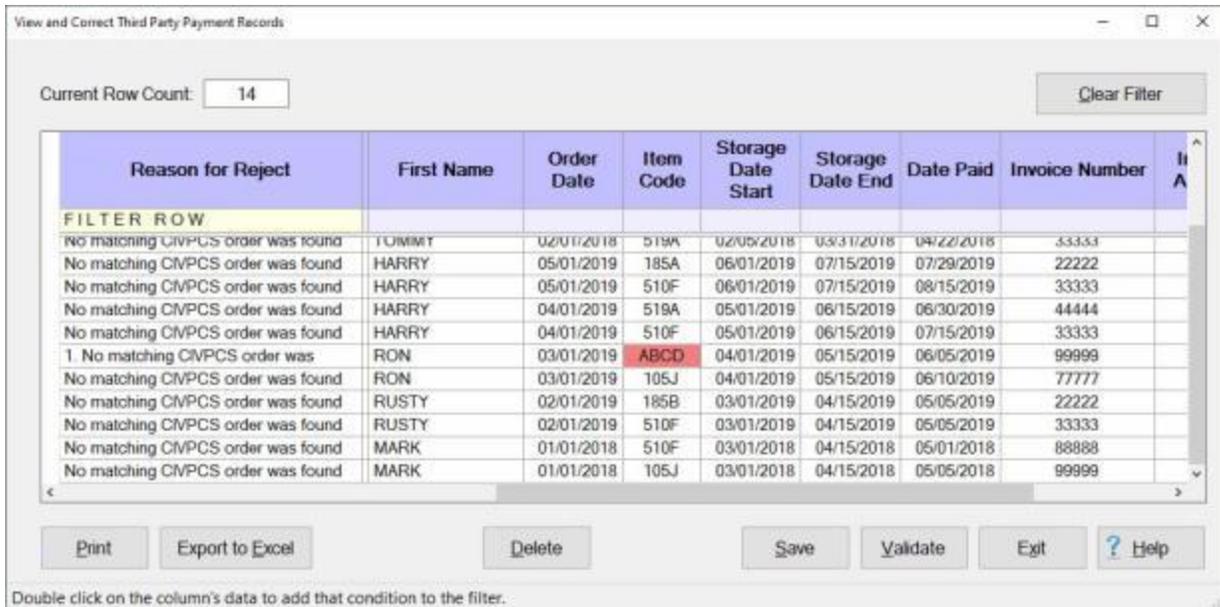
This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

Defense Personal Property System (**DPS**) **Item Codes** and **Descriptions** for the codes are stored in a **table** in the IATS database.

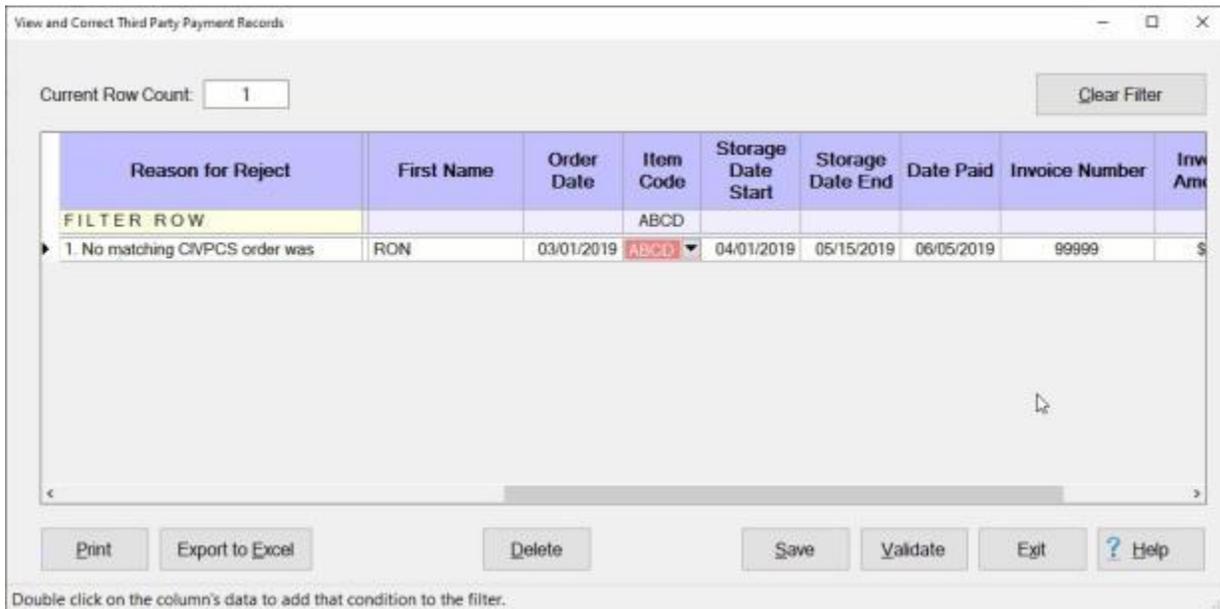
When the Third Party Payment Records file is **imported**, records will be rejected if there is **no Item Code** in the **DPS Item Codes table** in the IATS database that **matches** the Item Code in the imported payment record.

 Complete the following steps to "correct" DPS Item Codes.



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.

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

| Reason for Reject | First Name | Order Date | Item Code | Storage Date Start | Storage Date End | Date Paid | Invoice Number | Inw Am |
|---------------------------------|------------|------------|-----------|--------------------|------------------|------------|----------------|--------|
| FILTER ROW | | | ABCD | | | | | |
| 1. No matching CNVPCS order was | RON | 03/01/2019 | ABCD | 04/01/2019 | 05/15/2019 | 06/05/2019 | 99999 | \$ |

| Code | Description |
|------|-----------------------------------|
| 175A | OT Load/unload |
| 17A | Att Del: 30 or Less Miles |
| 17B | Att Del: 31 - 50 Miles |
| 17D | Att Del: 1st Day |
| 17E | Att Del: 30 or Less Miles OT |
| 17F | Att Del: 31 - 50 Miles - OT |
| 185A | 1st Day Storage - HHG SIT |
| 185B | Additional Days Storage - HHG SIT |
| 210A | Additional Days Storage - HHG SIT |
| 210B | SIT Pup/Del 31 - 50 Miles |
| 210C | SIT Pup/Del Over 50 Miles |

Print Export to Excel Delete Save Validate Exit ? Help

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.

- 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.

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

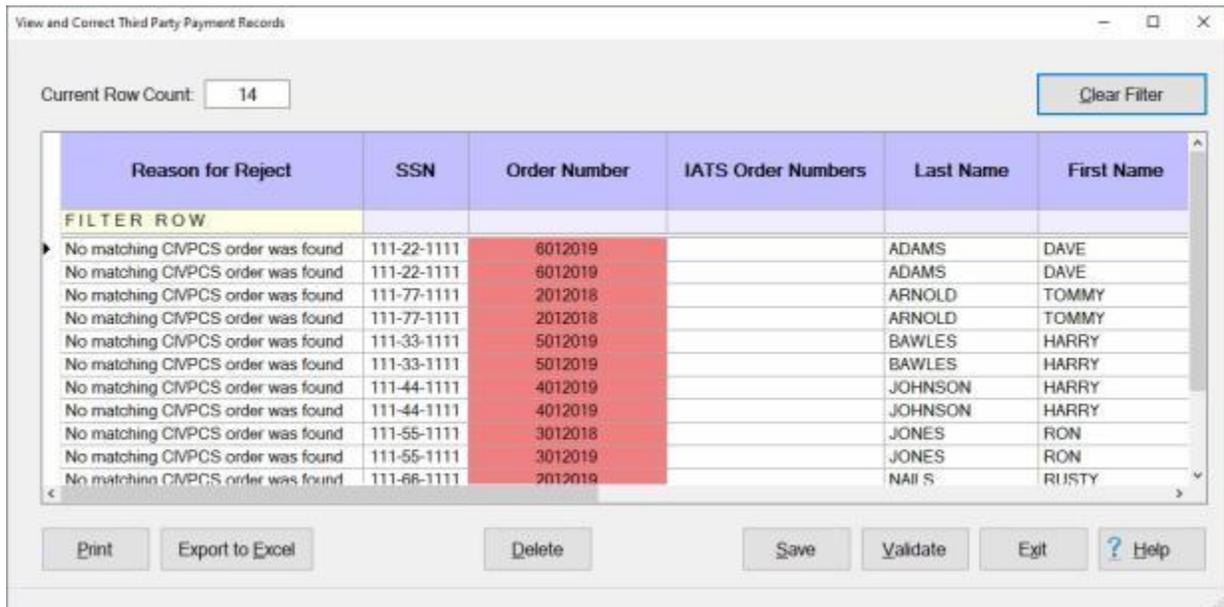
| Reason for Reject | Last Name | First Name | Order Date | Item Code | Storage Date Start | Storage Date End | Date Paid | Invoice |
|---------------------------------|-----------|------------|------------|-----------|--------------------|------------------|------------|---------|
| FILTER ROW | | | | ABCD | | | | |
| 1. No matching CNVPCS order was | JONES | RON | 03/01/2019 | 185B | 04/01/2019 | 05/15/2019 | 06/05/2019 | 99 |

Print Export to Excel Delete Save Validate Exit ? Help

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.

- 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

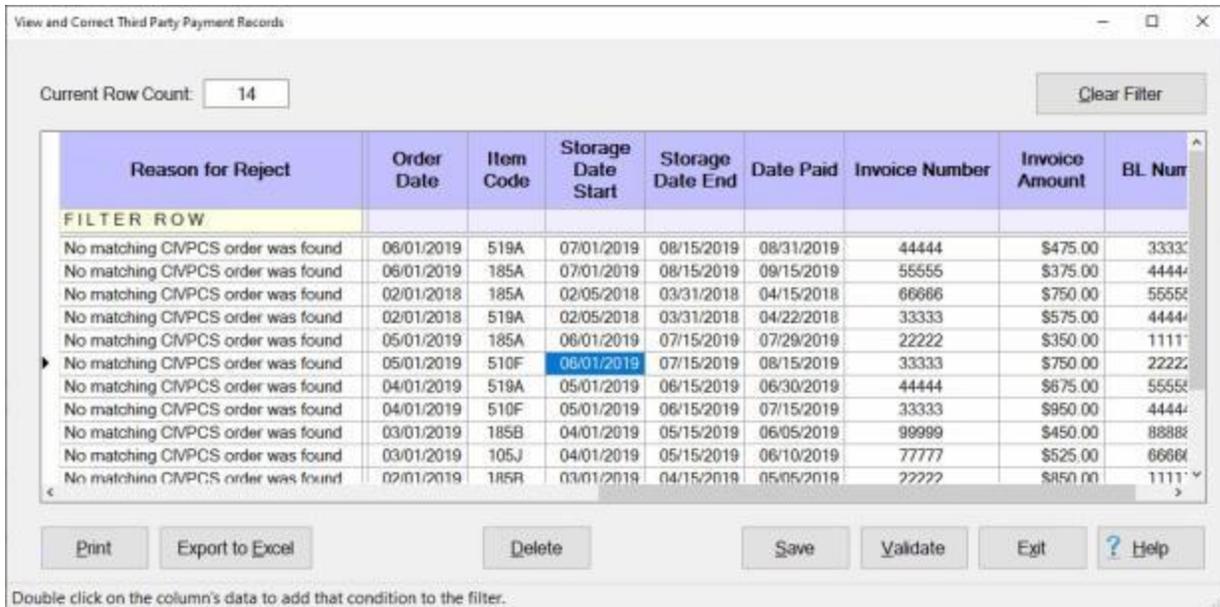
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

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.

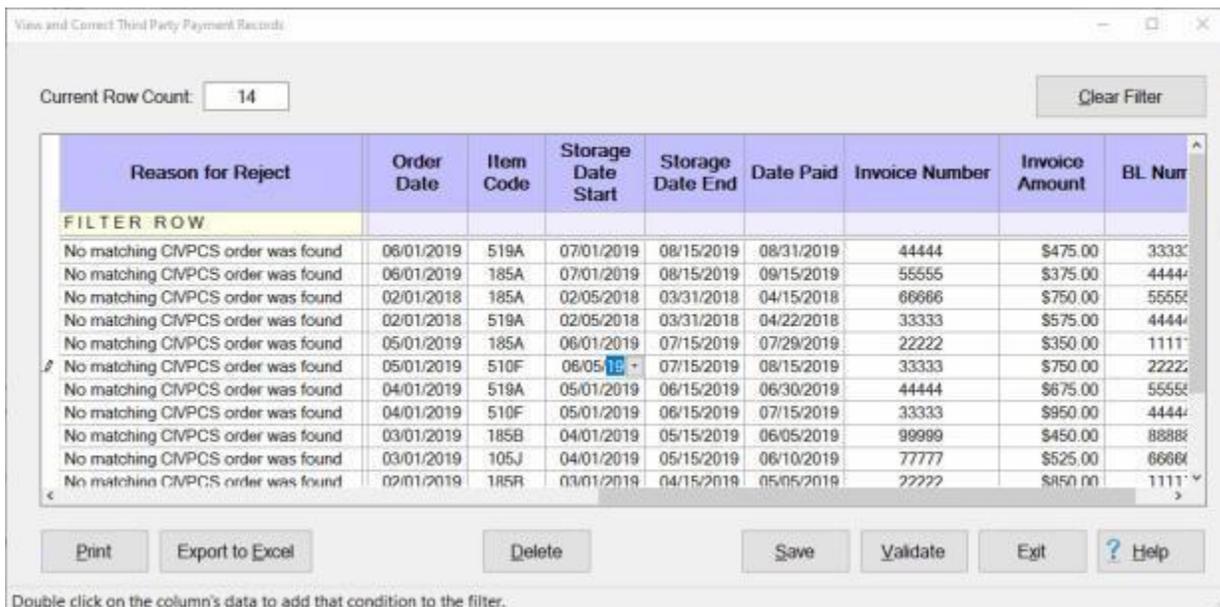
When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

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.

Using the IATS calendar to change the date:

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

| Reason for Reject | Order Date | Item Code | Storage Date Start | Storage Date End | Date Paid | Invoice Number | Invoice Amount | BL Num |
|------------------------------------|------------|-----------|--------------------|------------------|------------|----------------|----------------|--------|
| FILTER ROW | | | | | | | | |
| No matching CNVPCS order was found | 06/01/2019 | 519A | 07/01/2019 | 08/15/2019 | 08/31/2019 | 44444 | \$475.00 | 33333 |
| No matching CNVPCS order was found | 06/01/2019 | 185A | 07/01/2019 | 08/15/2019 | 09/15/2019 | 55555 | \$375.00 | 44444 |
| No matching CNVPCS order was found | 02/01/2018 | 185A | 02/05/2018 | 03/31/2018 | 04/15/2018 | 66666 | \$750.00 | 55555 |
| No matching CNVPCS order was found | 02/01/2018 | 519A | 02/05/2018 | 03/31/2018 | 04/22/2018 | 33333 | \$575.00 | 44444 |
| No matching CNVPCS order was found | 05/01/2019 | 185A | 06/01/2019 | 07/15/2019 | 07/29/2019 | 22222 | \$350.00 | 11111 |
| No matching CNVPCS order was found | 05/01/2019 | 510F | 06/01/2019 | 07/15/2019 | 08/15/2019 | 33333 | \$750.00 | 22222 |
| No matching CNVPCS order was found | 04/01/2019 | 519A | 05/01/2019 | 06/15/2019 | 06/30/2019 | 44444 | \$675.00 | 55555 |
| No matching CNVPCS order was found | 04/01/2019 | 510F | 05/01/2019 | 06/15/2019 | 07/15/2019 | 33333 | \$950.00 | 44444 |
| No matching CNVPCS order was found | 03/01/2019 | 185B | 04/01/2019 | 05/15/2019 | 06/05/2019 | 99999 | \$450.00 | 88888 |
| No matching CNVPCS order was found | 03/01/2019 | 105J | 04/01/2019 | 05/15/2019 | 06/10/2019 | 77777 | \$525.00 | 66666 |
| No matching CNVPCS order was found | 02/01/2019 | 185R | 03/01/2019 | 04/15/2019 | 05/05/2019 | 22222 | \$850.00 | 11111 |

Print Export to Excel Delete Save Validate Exit ? Help

1. Click in the cell two times (don't double click) for a date you wish to correct. You will notice that IATS highlights the date in blue. In addition, you will see a down arrow button.
2. Click on the down arrow button. IATS will display a calendar as shown below.

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

| Reason for Reject | Order Date | Item Code | Storage Date Start | Storage Date End | Date Paid | Invoice Number | Invoice Amount | BL Num |
|------------------------------------|------------|-----------|--------------------|------------------|------------|----------------|----------------|--------|
| FILTER ROW | | | | | | | | |
| No matching CNVPCS order was found | 06/01/2019 | 519A | 07/01/2019 | 08/15/2019 | 08/31/2019 | 44444 | \$475.00 | 33333 |
| No matching CNVPCS order was found | 06/01/2019 | 185A | 07/01/2019 | 08/15/2019 | 09/15/2019 | 55555 | \$375.00 | 44444 |
| No matching CNVPCS order was found | 02/01/2018 | 185A | 02/05/2018 | 03/31/2018 | 04/15/2018 | 66666 | \$750.00 | 55555 |
| No matching CNVPCS order was found | 02/01/2018 | 519A | 02/05/2018 | 03/31/2018 | 04/22/2018 | 33333 | \$575.00 | 44444 |
| No matching CNVPCS order was found | 05/01/2019 | 185A | 06/01/2019 | 07/15/2019 | 07/29/2019 | 22222 | \$350.00 | 11111 |
| No matching CNVPCS order was found | 05/01/2019 | 510F | 06/01/2019 | 07/15/2019 | 08/15/2019 | 33333 | \$750.00 | 22222 |
| No matching CNVPCS order was found | 04/01/2019 | 519A | 05/01/2019 | 06/15/2019 | 06/30/2019 | 44444 | \$675.00 | 55555 |
| No matching CNVPCS order was found | 04/01/2019 | 510F | 05/01/2019 | 06/15/2019 | 07/15/2019 | 33333 | \$950.00 | 44444 |
| No matching CNVPCS order was found | 03/01/2019 | 185B | 04/01/2019 | 05/15/2019 | 06/05/2019 | 99999 | \$450.00 | 88888 |
| No matching CNVPCS order was found | 03/01/2019 | 105J | 04/01/2019 | 05/15/2019 | 06/10/2019 | 77777 | \$525.00 | 66666 |
| No matching CNVPCS order was found | 02/01/2019 | 185R | 03/01/2019 | 04/15/2019 | 05/05/2019 | 22222 | \$850.00 | 11111 |

May 2019

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| | | | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|----|----|
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 |

Today Clear

Print Export to Excel Delete Save Validate Exit ? Help

3. Click on the left or right arrow buttons at the top of the calendar screen to change the month if necessary.
4. When the correct month is displayed, click on the desired date.

View and Correct Third Party Payment Records

Current Row Count: 14 Clear Filter

| Reason for Reject | Order Date | Item Code | Storage Date Start | Storage Date End | Date Paid | Invoice Number | Invoice Amount | BL Num |
|------------------------------------|------------|-----------|--------------------|------------------|------------|----------------|----------------|--------|
| FILTER ROW | | | | | | | | |
| No matching CNVPCS order was found | 06/01/2019 | 519A | 07/01/2019 | 08/15/2019 | 08/31/2019 | 44444 | \$475.00 | 33333 |
| No matching CNVPCS order was found | 06/01/2019 | 185A | 07/01/2019 | 08/15/2019 | 09/15/2019 | 55555 | \$375.00 | 44444 |
| No matching CNVPCS order was found | 02/01/2018 | 185A | 02/05/2018 | 03/31/2018 | 04/15/2018 | 66666 | \$750.00 | 55555 |
| No matching CNVPCS order was found | 02/01/2018 | 519A | 02/05/2018 | 03/31/2018 | 04/22/2018 | 33333 | \$575.00 | 44444 |
| No matching CNVPCS order was found | 05/01/2019 | 185A | 06/01/2019 | 07/15/2019 | 07/29/2019 | 22222 | \$350.00 | 11111 |
| No matching CNVPCS order was found | 05/01/2019 | 510F | 06/01/2019 | 07/15/2019 | 08/15/2019 | 33333 | \$750.00 | 22222 |
| No matching CNVPCS order was found | 04/01/2019 | 519A | 05/01/2019 | 06/15/2019 | 06/30/2019 | 44444 | \$675.00 | 55555 |
| No matching CNVPCS order was found | 04/01/2019 | 510F | 06/11/2019 | 06/15/2019 | 07/15/2019 | 33333 | \$950.00 | 44444 |
| No matching CNVPCS order was found | 03/01/2019 | 185B | 04/01/2019 | 05/15/2019 | 06/05/2019 | 99999 | \$450.00 | 88888 |
| No matching CNVPCS order was found | 03/01/2019 | 105J | 04/01/2019 | 05/15/2019 | 06/10/2019 | 77777 | \$525.00 | 66666 |
| No matching CNVPCS order was found | 02/01/2019 | 185A | 03/01/2019 | 04/15/2019 | 05/05/2019 | 22222 | \$850.00 | 11111 |

Print Export to Excel Delete Save Validate Exit Help

Note: You will see that IATS replaced the previous incorrect date with the one you selected as shown above.

- 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.

View and Correct Third Party Payment Records

Current Row Count: 14 Clear Filter

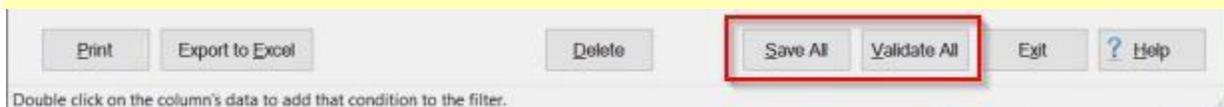
| Reason for Reject | Order Date | Item Code | Storage Date Start | Storage Date End | Date Paid | Invoice Number | Invoice Amount | BL Num |
|------------------------------------|------------|-----------|--------------------|------------------|------------|----------------|----------------|--------|
| FILTER ROW | | | | | | | | |
| No matching CNPICS order was found | 06/01/2019 | 519A | 07/01/2019 | 08/15/2019 | 08/31/2019 | 44444 | \$475.00 | 33333 |
| No matching CNPICS order was found | 06/01/2019 | 185A | 07/01/2019 | 08/15/2019 | 09/15/2019 | 55555 | \$375.00 | 44444 |
| No matching CNPICS order was found | 02/01/2018 | 185A | 02/05/2018 | 03/31/2018 | 04/15/2018 | 66666 | \$750.00 | 55555 |
| No matching CNPICS order was found | 02/01/2018 | 519A | 02/05/2018 | 03/31/2018 | 04/22/2018 | 33333 | \$575.00 | 44444 |
| No matching CNPICS order was found | 05/01/2019 | 185A | 06/01/2019 | 07/15/2019 | 07/29/2019 | 22222 | \$350.00 | 11111 |
| No matching CNPICS order was found | 05/01/2019 | 510F | 06/01/2019 | 07/15/2019 | 08/15/2019 | 33333 | \$750.00 | 22222 |
| No matching CNPICS order was found | 04/01/2019 | 519A | 05/01/2019 | 06/15/2019 | 06/30/2019 | 44444 | \$675.00 | 55555 |
| No matching CNPICS order was found | 04/01/2019 | 510F | 06/11/2019 | 06/15/2019 | 07/15/2019 | 33333 | \$950.00 | 44444 |
| No matching CNPICS order was found | 03/01/2019 | 185B | 04/01/2019 | 05/15/2019 | 06/05/2019 | 99999 | \$450.00 | 88888 |
| No matching CNPICS order was found | 03/01/2019 | 105J | 04/01/2019 | 05/15/2019 | 06/10/2019 | 77777 | \$525.00 | 66666 |
| No matching CNPICS order was found | 02/01/2019 | 185A | 03/01/2019 | 04/15/2019 | 05/05/2019 | 22222 | \$850.00 | 11111 |

Print Export to Excel Delete Save Validate Exit Help

Double click on the column's data to add that condition to the filter.

1. Click in the cell for an Invoice Number you wish to correct. You will notice that IATS highlights the Invoice Number in blue.
2. Enter the correct Invoice Number and then press Tab.
3. Click on the Save button when you have finished correcting any invalid Invoice Numbers.

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.

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

| Reason for Reject | derate | Item Code | Storage Date Start | Storage Date End | Date Paid | Invoice Number | Invoice Amount | BL Number |
|------------------------------------|--------|-----------|--------------------|------------------|------------|----------------|----------------|-----------|
| FILTER ROW | | | | | | | | |
| No matching CNVPCS order was found | 1/2019 | 519A | 07/01/2019 | 08/15/2019 | 08/31/2019 | 44444 | \$475.00 | 33333 |
| No matching CNVPCS order was found | 1/2019 | 185A | 07/01/2019 | 08/15/2019 | 09/15/2019 | 55555 | \$375.00 | 44444 |
| No matching CNVPCS order was found | 1/2018 | 185A | 02/05/2018 | 03/31/2018 | 04/15/2018 | 66666 | \$750.00 | 55555 |
| No matching CNVPCS order was found | 1/2018 | 519A | 02/05/2018 | 03/31/2018 | 04/22/2018 | 33333 | \$575.00 | 44444 |
| No matching CNVPCS order was found | 1/2019 | 185A | 06/01/2019 | 07/15/2019 | 07/29/2019 | 22222 | \$350.00 | 11111 |
| No matching CNVPCS order was found | 1/2019 | 510F | 06/01/2019 | 07/15/2019 | 08/15/2019 | 33333 | \$750.00 | 22222 |
| No matching CNVPCS order was found | 1/2019 | 519A | 05/01/2019 | 06/15/2019 | 06/30/2019 | 44444 | \$675.00 | 55555 |
| No matching CNVPCS order was found | 1/2019 | 510F | 05/01/2019 | 06/15/2019 | 07/15/2019 | 33333 | \$950.00 | 44444 |
| No matching CNVPCS order was found | 1/2019 | 185B | 04/01/2019 | 05/15/2019 | 06/05/2019 | 99999 | \$450.00 | 88888 |
| No matching CNVPCS order was found | 1/2019 | 105J | 04/01/2019 | 05/15/2019 | 06/10/2019 | 77777 | \$525.00 | 66666 |
| No matching CNVPCS order was found | 1/2019 | 185R | 03/01/2019 | 04/15/2019 | 05/05/2019 | 22222 | \$850.00 | 11111 |

Print Export to Excel Delete Save Validate Exit ? Help

Double click on the column's data to add that condition to the filter.

1. Click in the cell for an Invoice Amount you wish to correct. You will notice that IATS highlights the Invoice Amount in blue.
2. Enter the correct Invoice Amount and then press Tab. The amount entered will now be shown in the cell as shown below.

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

| Reason for Reject | derate | Item Code | Storage Date Start | Storage Date End | Date Paid | Invoice Number | Invoice Amount | BL Number |
|------------------------------------|--------|-----------|--------------------|------------------|------------|----------------|----------------|-----------|
| FILTER ROW | | | | | | | | |
| No matching CNVPCS order was found | 1/2019 | 519A | 07/01/2019 | 08/15/2019 | 08/31/2019 | 44444 | \$475.00 | 33333 |
| No matching CNVPCS order was found | 1/2019 | 185A | 07/01/2019 | 08/15/2019 | 09/15/2019 | 55555 | \$375.00 | 44444 |
| No matching CNVPCS order was found | 1/2018 | 185A | 02/05/2018 | 03/31/2018 | 04/15/2018 | 66666 | \$750.00 | 55555 |
| No matching CNVPCS order was found | 1/2018 | 519A | 02/05/2018 | 03/31/2018 | 04/22/2018 | 33333 | \$575.00 | 44444 |
| No matching CNVPCS order was found | 1/2019 | 185A | 06/01/2019 | 07/15/2019 | 07/29/2019 | 22222 | \$350.00 | 11111 |
| No matching CNVPCS order was found | 1/2019 | 510F | 06/01/2019 | 07/15/2019 | 08/15/2019 | 33333 | \$850.00 | 22222 |
| No matching CNVPCS order was found | 1/2019 | 519A | 05/01/2019 | 06/15/2019 | 06/30/2019 | 44444 | \$675.00 | 55555 |
| No matching CNVPCS order was found | 1/2019 | 510F | 05/01/2019 | 06/15/2019 | 07/15/2019 | 33333 | \$950.00 | 44444 |
| No matching CNVPCS order was found | 1/2019 | 185B | 04/01/2019 | 05/15/2019 | 06/05/2019 | 99999 | \$450.00 | 88888 |
| No matching CNVPCS order was found | 1/2019 | 105J | 04/01/2019 | 05/15/2019 | 06/10/2019 | 77777 | \$525.00 | 66666 |
| No matching CNVPCS order was found | 1/2019 | 185R | 03/01/2019 | 04/15/2019 | 05/05/2019 | 22222 | \$850.00 | 11111 |

Print Export to Excel Delete Save Validate Exit ? Help

Double click on the column's data to add that condition to the filter.

3. Click on the Save button when you have finished correcting any invalid Invoice Amounts.

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 Bill of Lading Numbers

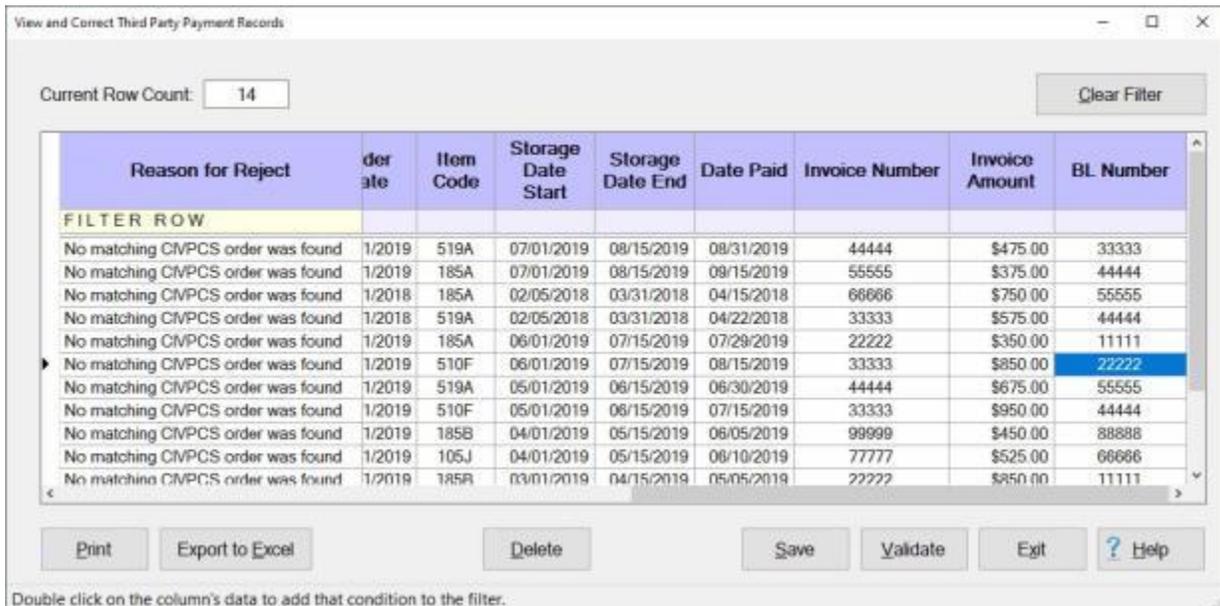
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

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**.

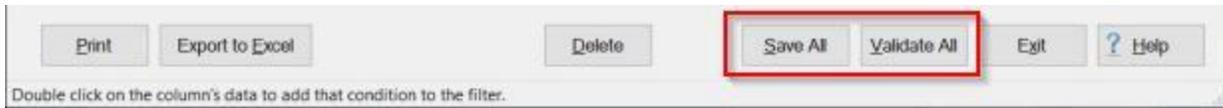
When performing **corrections** to the imported Third Party Payment records, you may discover that some of the **Bill of Lading Numbers** are **incorrect**.

 **Complete the following steps to "correct" invalid Bill of Lading Numbers.**



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

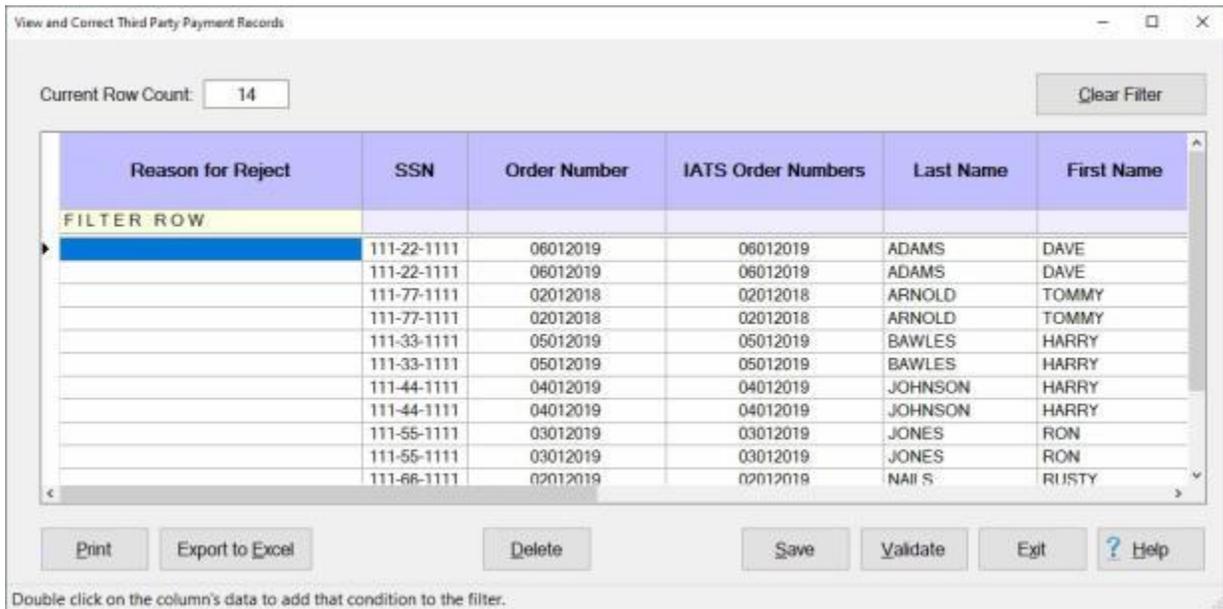
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

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**.

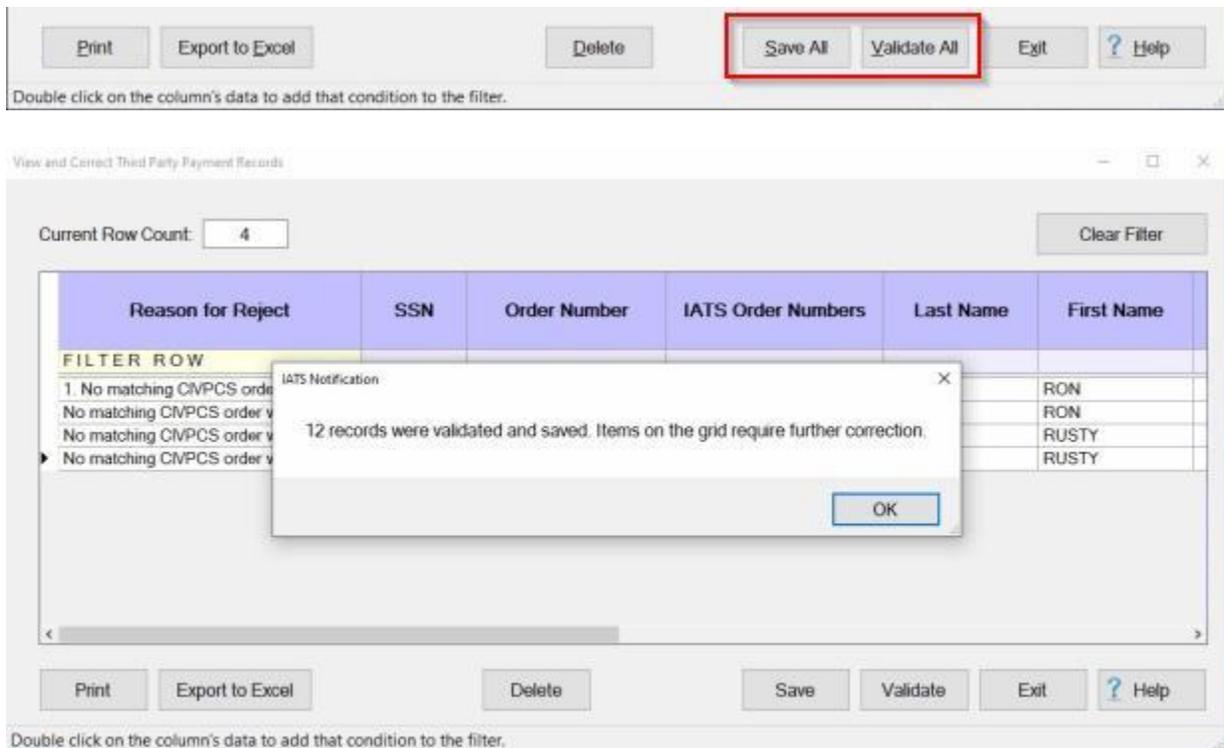
After you have made the necessary **corrections** you must **validate** the corrected records to **move** them to the **Ready for Processing pool**.

 **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

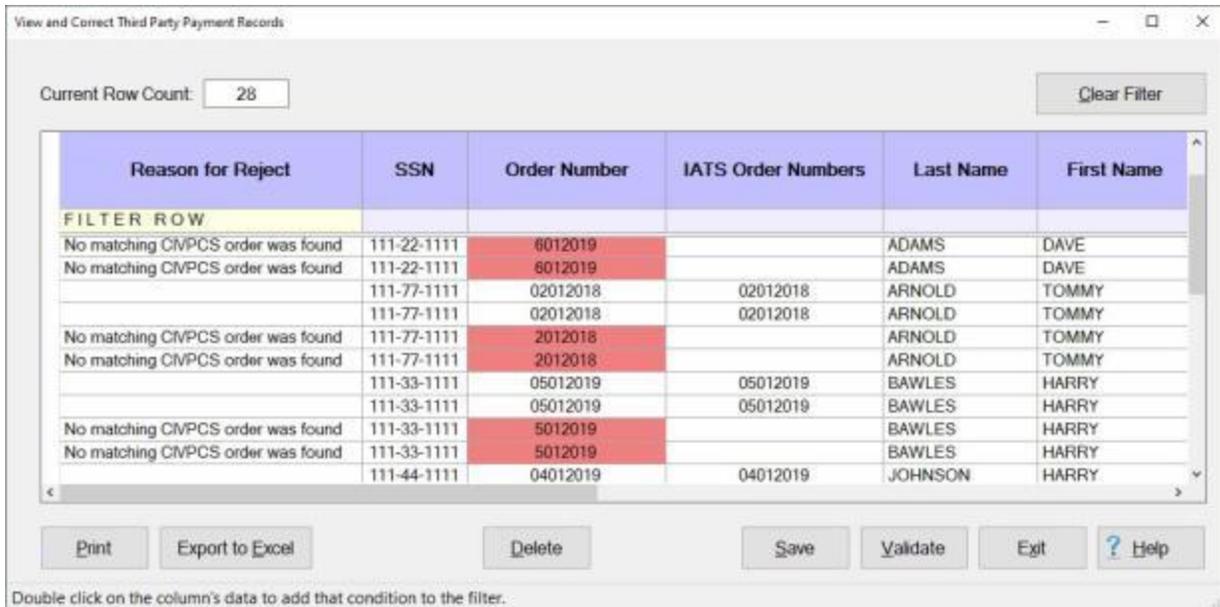
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

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.

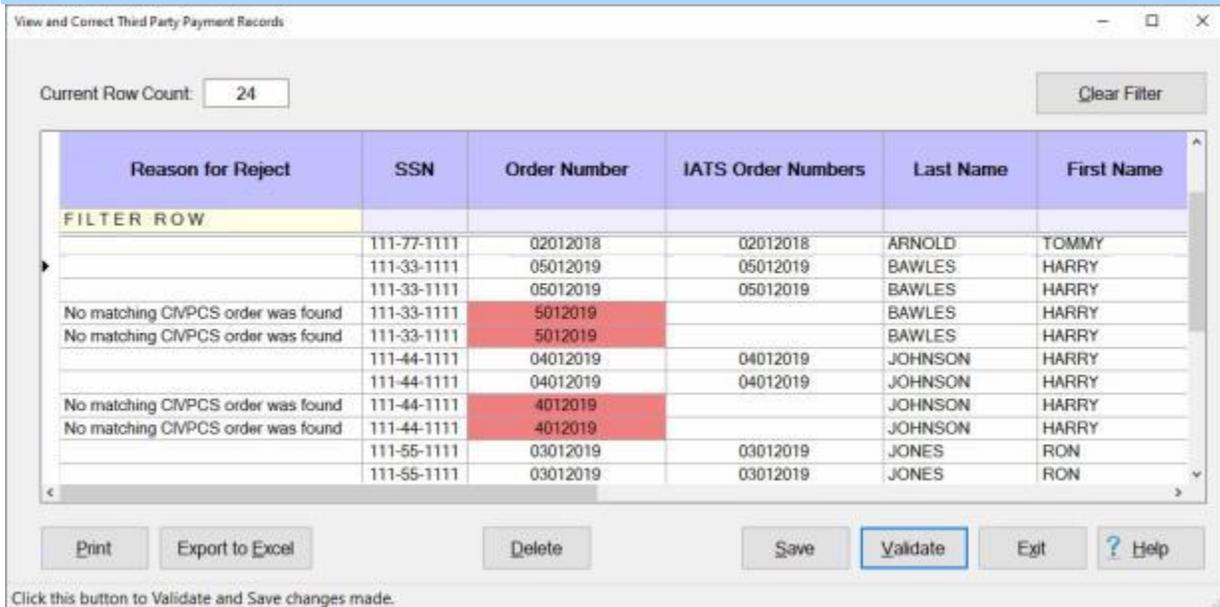
When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

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.**



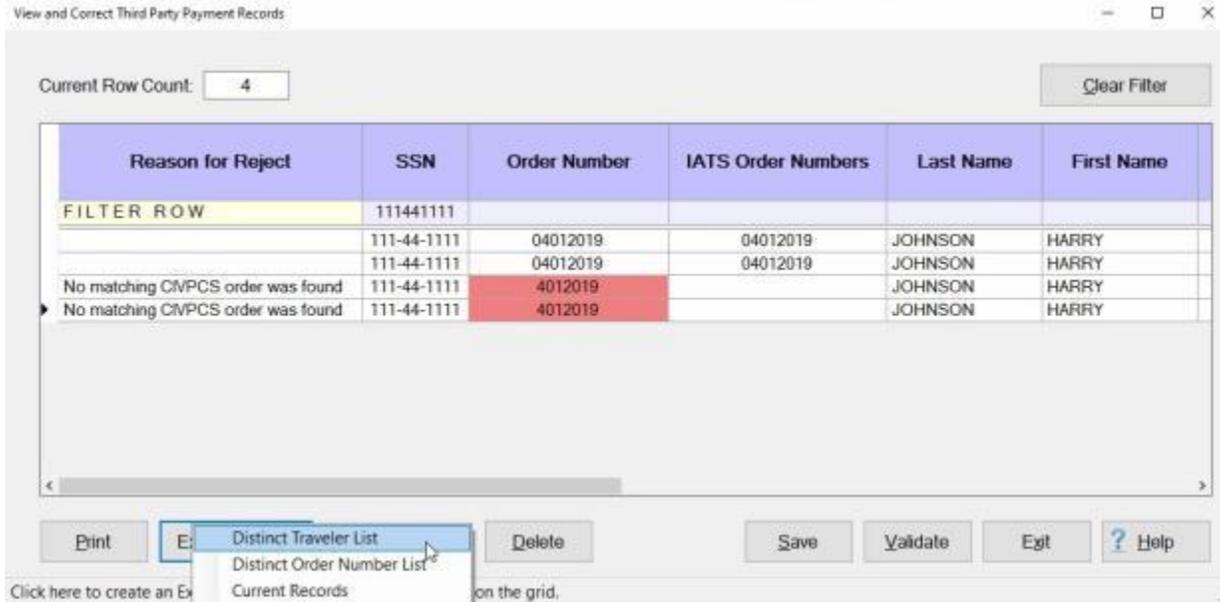
Note: In the screen image above you can see that there are still some **invalid records** that have **not been corrected** and many records that **are ready to be processed**. Before exporting records to Excel, you should **click** on the **Validate** button to **move** the **corrected records** to the **Ready for Processing pool**. When you **click** on the **Validate** button **only** the **invalid records** will remain.



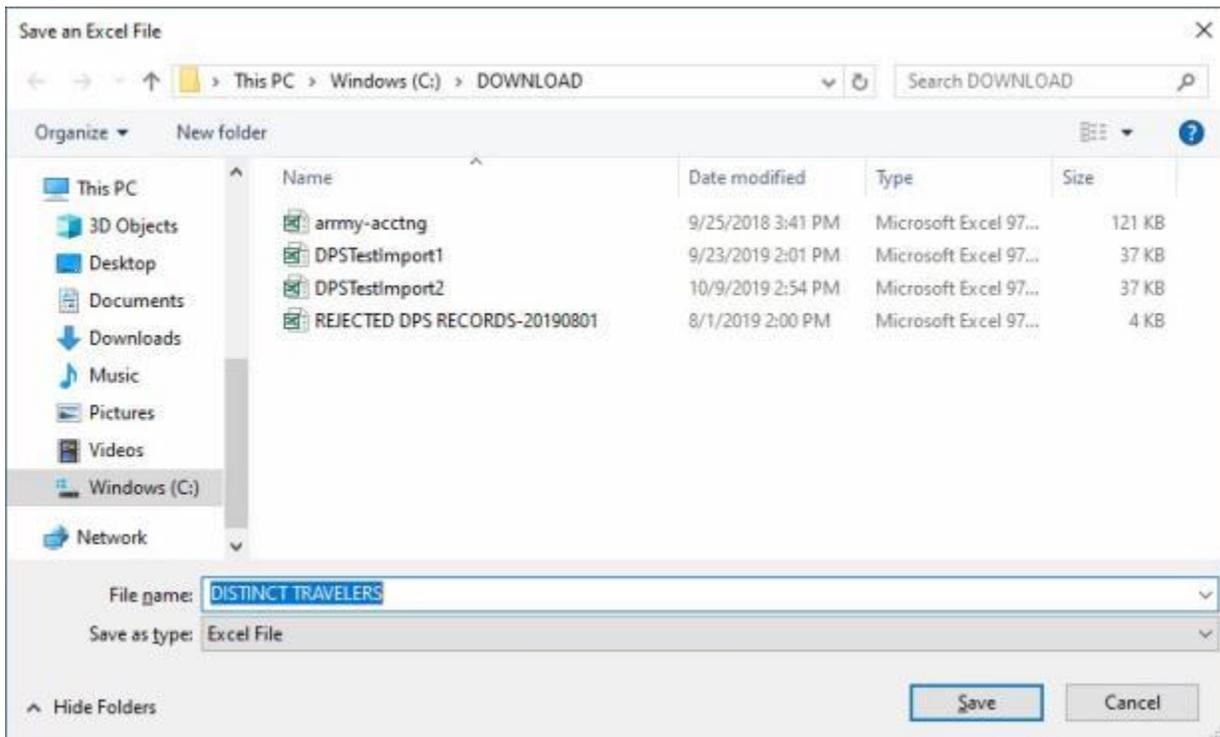
Note: In the screen image above you can see that the validated records have been moved to the **Ready for Processing pool** and there are still some **invalid records** that have **not been corrected**. You can use the **Export to Excel** feature to **copy** these records to **another file** in order 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 **default name** for the file will be **Distinct Travelers**. **Click** in the **Filename** field and **enter** a **different** name for the file **if desired**.
6. At the **Save an Excel File** screen you may **also change** the **location** where the file will be **saved** to.
7. **After** you have made any desired changes, **click** on the **Save** button.
8. The **following** screen will appear **displaying** an Excel **document** for the **SSN** that was selected.

The screenshot shows an Excel spreadsheet with the following data:

| 1 | Distinct Travelers | | | | | | | | | | | | |
|---|--------------------|-------------|---------|---|-------|----------|------|----------|-----------|-----------|-------|-----------|-----|
| 2 | SSN | | NAME | | | | | | | | | | |
| 3 | | 111-44-1111 | 4012019 | N | HARRY | 4/1/2019 | 519A | 5/1/2019 | 6/15/2019 | 6/30/2019 | 44444 | \$ 675.00 | 555 |
| 4 | | 111-44-1111 | 4012019 | N | HARRY | 4/1/2019 | 510F | 5/1/2019 | 6/15/2019 | 7/15/2019 | 53355 | \$ 950.00 | 444 |
| 5 | order was found | 111-44-1111 | 4012019 | N | HARRY | 4/1/2019 | 519A | 5/1/2019 | 6/15/2019 | 6/30/2019 | 44444 | \$ 675.00 | 555 |
| 6 | order was found | 111-44-1111 | 4012019 | N | HARRY | 4/1/2017 | 510F | 5/1/2017 | 6/15/2017 | 7/15/2017 | 53355 | \$ 950.00 | 444 |

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

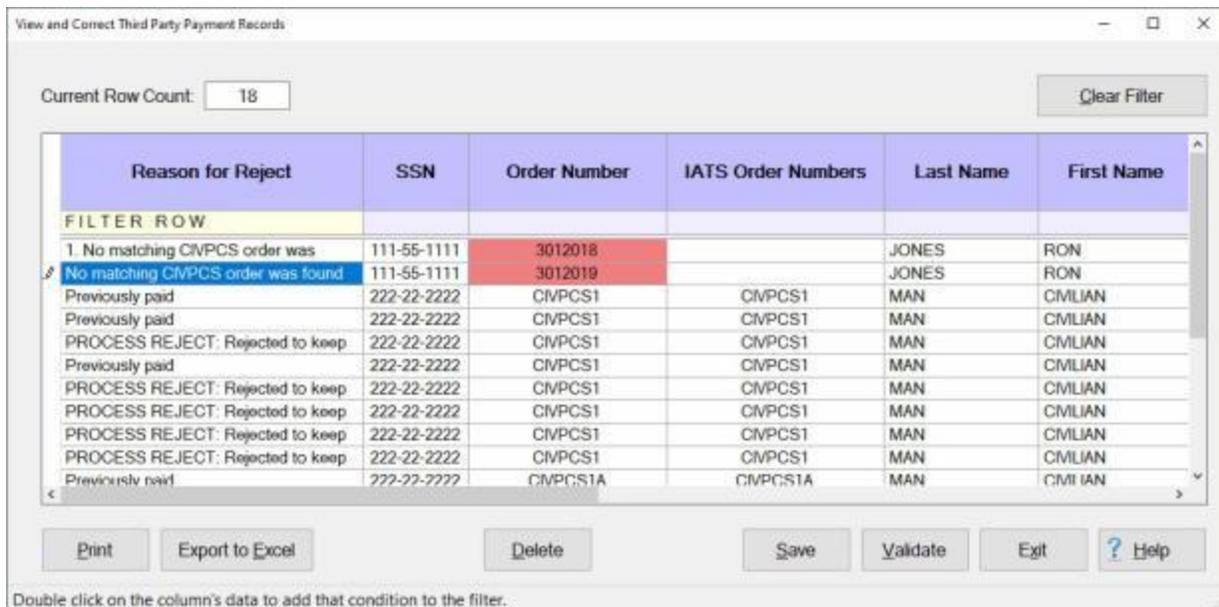
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

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**.

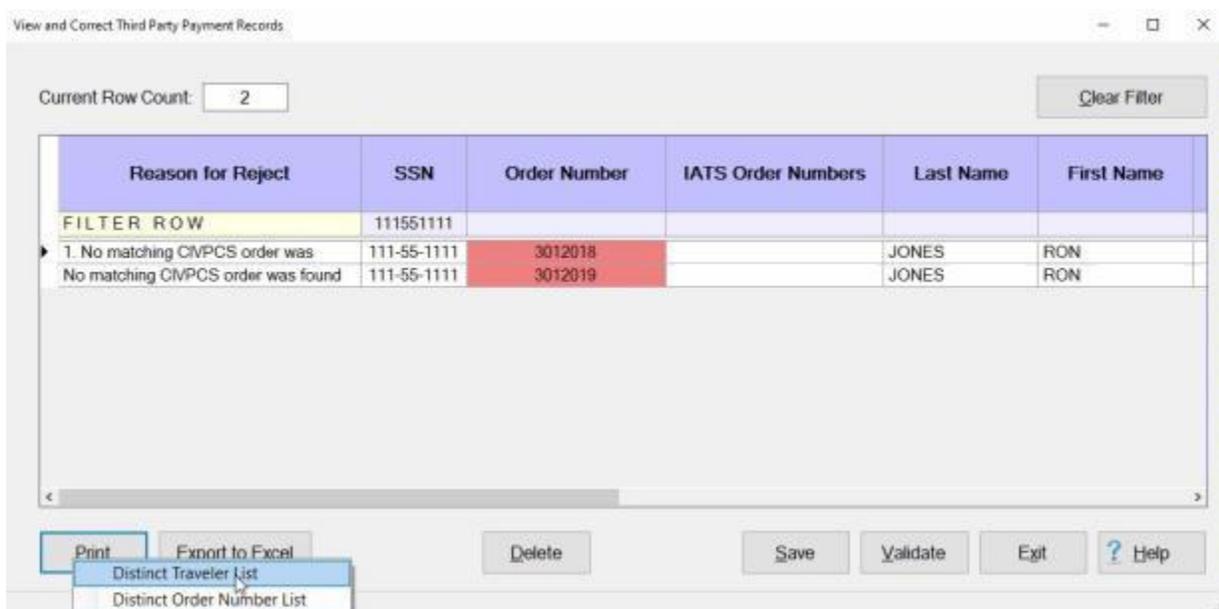
A feature was added to the **View and Correct Third Party Payment Records** screen that allows you to **print** records to a document for a distinct traveler or travel order number.

 **Complete the following steps to "print" records to a document.**

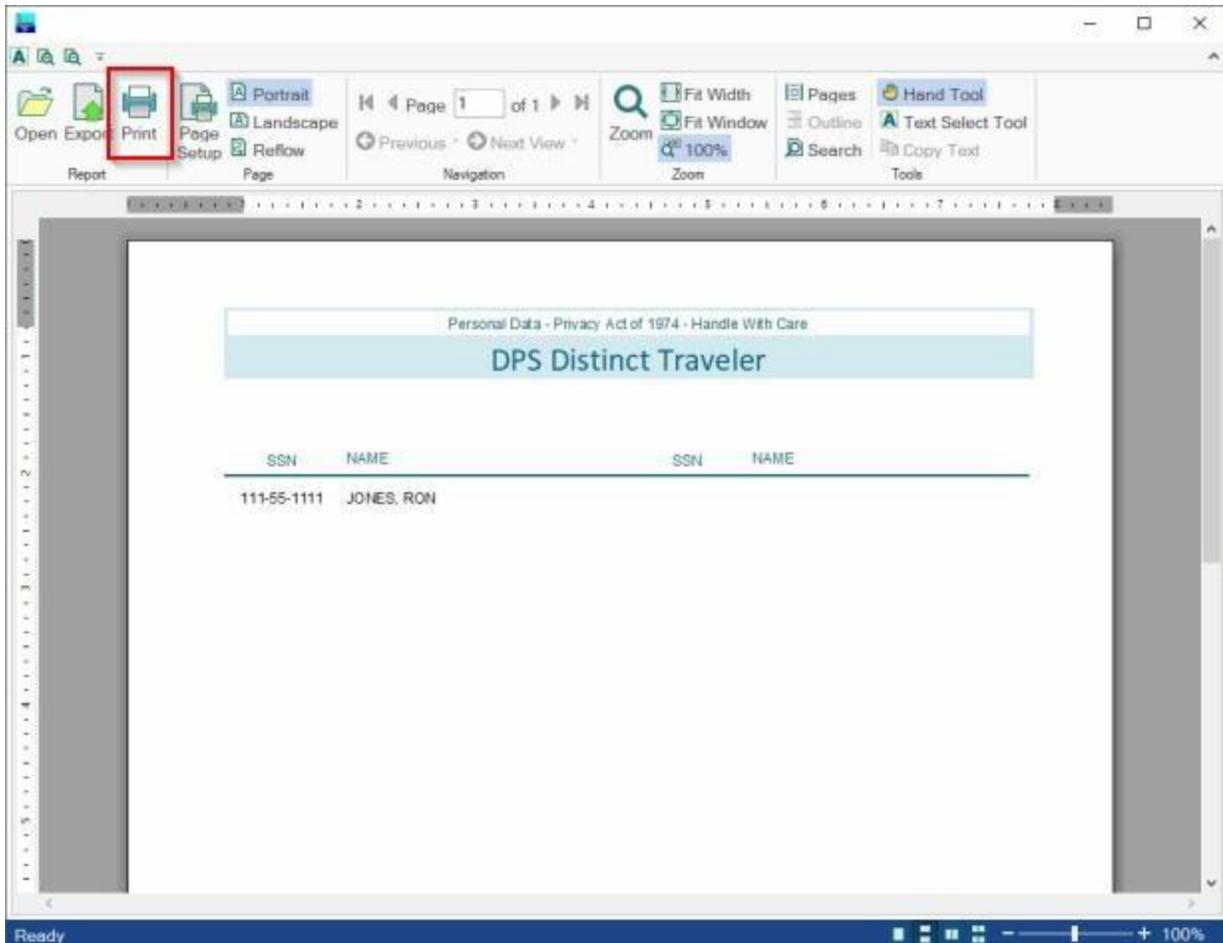


Printing records for a distinct traveler:

1. In order to print records for a **distinct** traveler, you **must first** apply a filter to **select** the records for a **particular** traveler.
2. To **apply** a filter, you can either **double click** on a cell for the **SSN** you wish to select or, you can **enter** that **SSN** in the empty **SSN** cell on the **Filter Row**.



3. After you have **applied** the **filter** to select a distinct traveler, **click** on the **Print** button. IATS will display a **menu** for print options.
4. **Click** on the **Distinct Traveler List** option. The following screen will appear **displaying** a **document** for the **SSN** that was selected.



5. **Click** on the **Print** icon if you wish to **print** the document.
6. After the document has printed, **click** on the **(X)** in the top right corner to **close** the Print screen. IATS will return you to the **View and Correct Third Party Payment Records** screen.
7. **Click** on the **Clear Filter** button if you wish to print a document for a different traveler or for a distinct travel order number.
8. If you are **finished** using the **View and Correct Third Party Payment Records** screen, **click** on the **Exit** button.

Printing records for a distinct travel order:

1. **Click** on the **Clear Filter** button if necessary to **change** the **view** on the **View and Correct Third Party Payment Records** screen back to the **original** display showing **all** of the records.
2. In order to print records for a **distinct** travel order number, you **must first apply** a **filter** to **select** the records for a **particular** order number.
3. To **apply** a filter, you can either **double click** on a **cell** for the **order number** you wish to select or, you can **enter** that **order number** in the empty **Order Number** cell on the **Filter Row**.
4. After you have **applied** the **filter** to select a distinct traveler, **click** on the **Print** button. IATS will display a **menu** for print options.
5. **Click** on the **Distinct Order Number List** option. The **Print** screen will appear **displaying** a **document** for the **Order Number** that was selected.
6. **Click** on the **Print** icon if you wish to **print** the document.
7. After the document has printed, **click** on the **(X)** in the top right corner to **close** the Print screen. IATS will return you to the **View and Correct Third Party Payment Records** screen.

8. **Click** on the **Clear Filter** button if you wish to print a document for a different travel order number or for a distinct traveler.
9. If you are **finished** using the **View and Correct Third Party Payment Records** screen, **click** on the **Exit** button.

Processing Valid Transactions

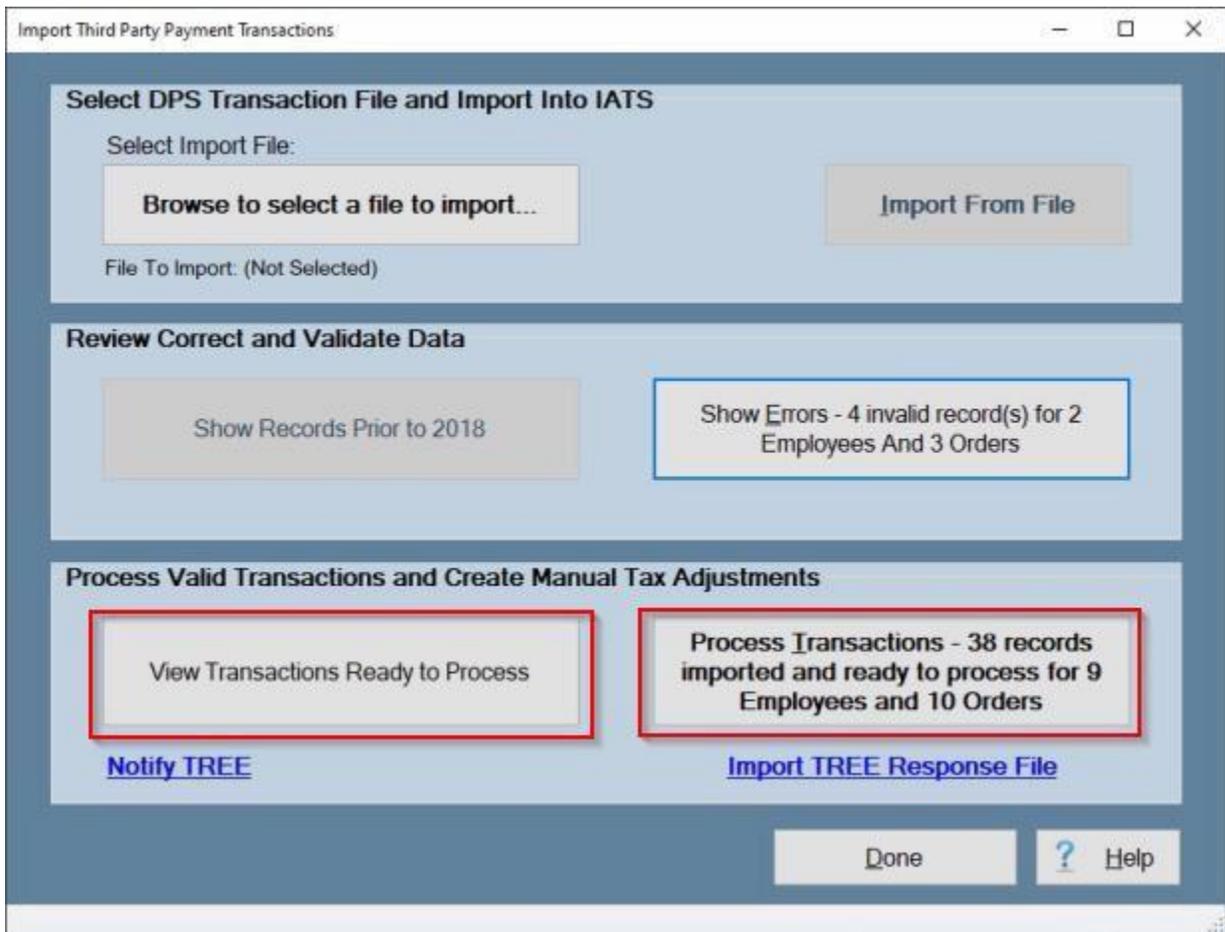
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

After you have made the necessary **corrections** you must **validate** the corrected records to **move** them to the **Ready for Processing pool**.

 **Complete the following steps to "process" corrected and validated Third Party Payment records.**



Import Third Party Payment Transactions

Select DPS Transaction File and Import Into IATS

Select Import File:

Browse to select a file to import...

Import From File

File To Import: (Not Selected)

Review Correct and Validate Data

Show Records Prior to 2018

Show Errors - 4 invalid record(s) for 2 Employees And 3 Orders

Process Valid Transactions and Create Manual Tax Adjustments

View Transactions Ready to Process

Process Transactions - 38 records imported and ready to process for 9 Employees and 10 Orders

[Notify TREE](#)

[Import TREE Response File](#)

Done

Help

Note: After you have **validated** the **corrected** records and IATS has returned to the **Import Third Party Payment Transactions** screen, you are now **ready** to **process** the validated transactions if desired. You will notice that in the **bottom** section titled **Process Valid Transactions and Create Manual Tax Adjustments** that there are **two** buttons...**View Transactions Ready to Process** and **Process Transactions**.

1. **Click** on the **View Transactions Ready to Process** if you wish to **see** a **list** of the **payment records** that are in the **Ready for Processing** pool. IATS will **display** the **Transactions Ready to Process** screen **as shown** below.

Transactions Ready to Process

Current Row Count: 38 View Only Clear Filter

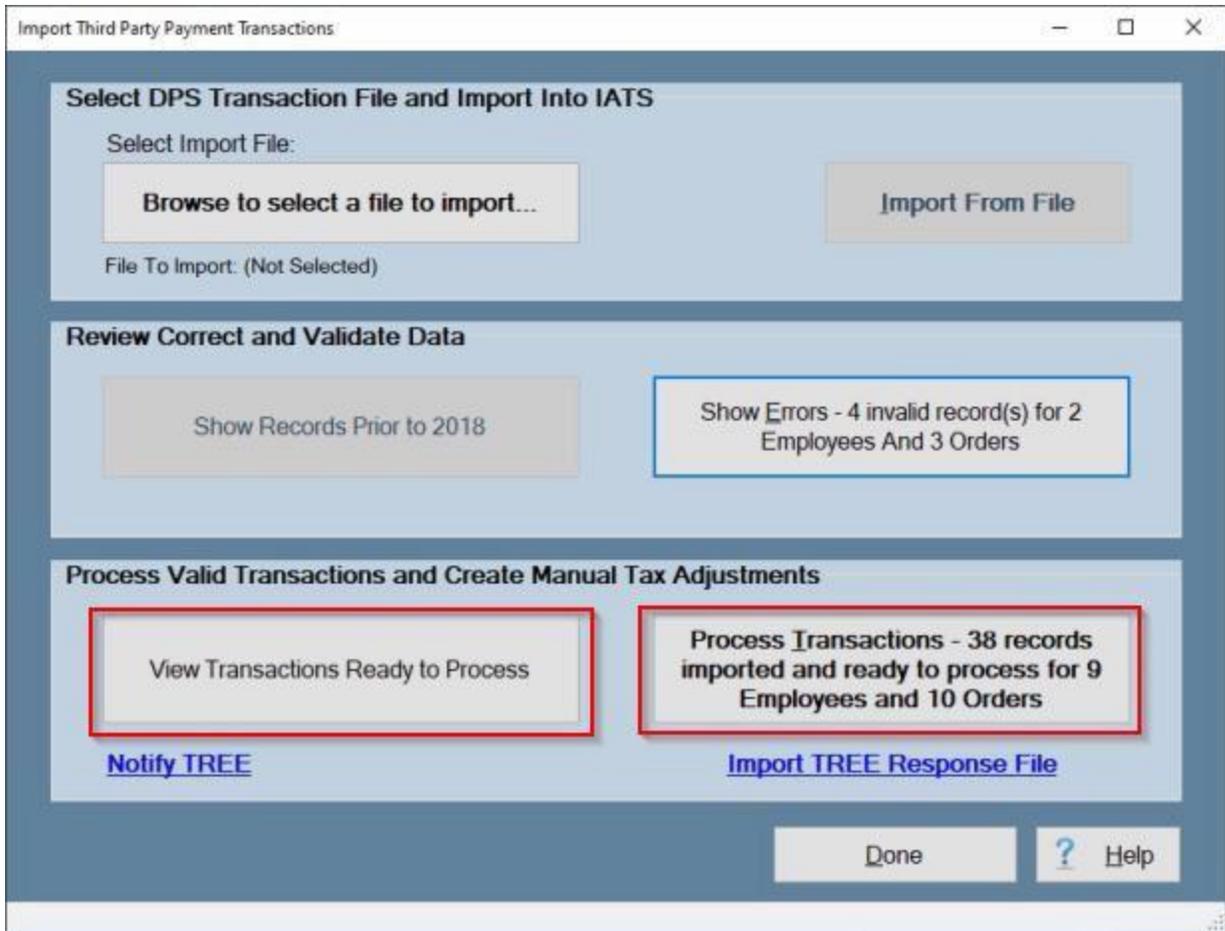
| SSN | Order Number | Last Name | First Name | Order Date | Item Code | Storage D Start |
|-------------|--------------|-----------|------------|------------|-----------|-----------------|
| 111-22-1111 | 06012019 | ADAMS | DAVE | 06/01/2019 | 519A | 07/01/ |
| 111-22-1111 | 06012019 | ADAMS | DAVE | 06/01/2019 | 185A | 07/01/ |
| 111-22-1111 | 06012019 | ADAMS | DAVE | 06/01/2019 | 519A | 07/01/ |
| 111-22-1111 | 06012019 | ADAMS | DAVE | 06/01/2019 | 185A | 07/01/ |
| 111-77-1111 | 02012018 | ARNOLD | TOMMY | 02/01/2018 | 185A | 02/05/ |
| 111-77-1111 | 02012018 | ARNOLD | TOMMY | 02/01/2018 | 519A | 02/05/ |
| 111-77-1111 | 02012018 | ARNOLD | TOMMY | 02/01/2018 | 185A | 02/05/ |
| 111-77-1111 | 02012018 | ARNOLD | TOMMY | 02/01/2018 | 519A | 02/05/ |
| 111-33-1111 | 05012019 | BAWLES | HARRY | 05/01/2019 | 185A | 06/01/ |
| 111-33-1111 | 05012019 | BAWLES | HARRY | 05/01/2019 | 510F | 06/01/ |
| 111-33-1111 | 05012019 | BAWLES | HARRY | 05/01/2019 | 185A | 06/01/ |

Print Export to Excel Exit Help

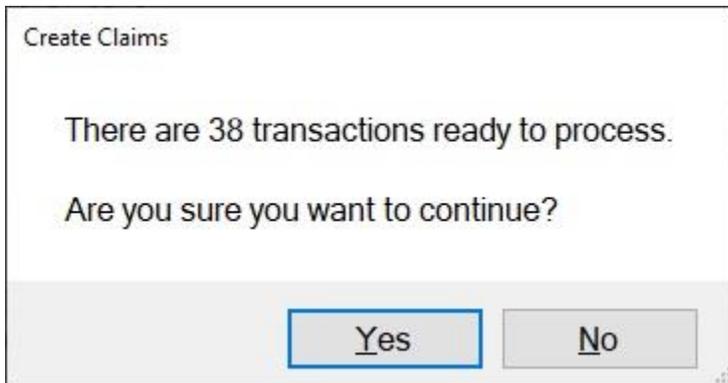
Right click on a valid Traveler SSN to view the Traveler's orders and claims. Double click on the column's data to add that condition to the filter.

Note: You will notice that the **Transactions Ready to Process** screen is for **viewing only**. **No corrections** can be made. You may, however, apply a **filter**, **sort** records, **export** the records to an Excel spreadsheet, and generate a **print-out** of the records. **Click** on the **See Also** button at the bottom of this page to see a list of **Help** topics explaining how to perform the various options.

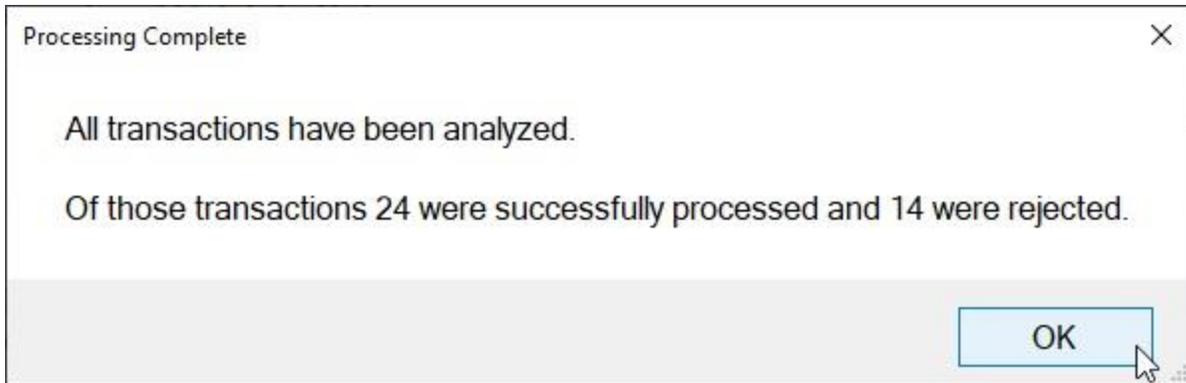
2. When you are **finished** viewing the **Transactions Ready to Process** screen, **click** on the **Exit** button to **return** to the **Import Third Party Payment Transactions** screen.



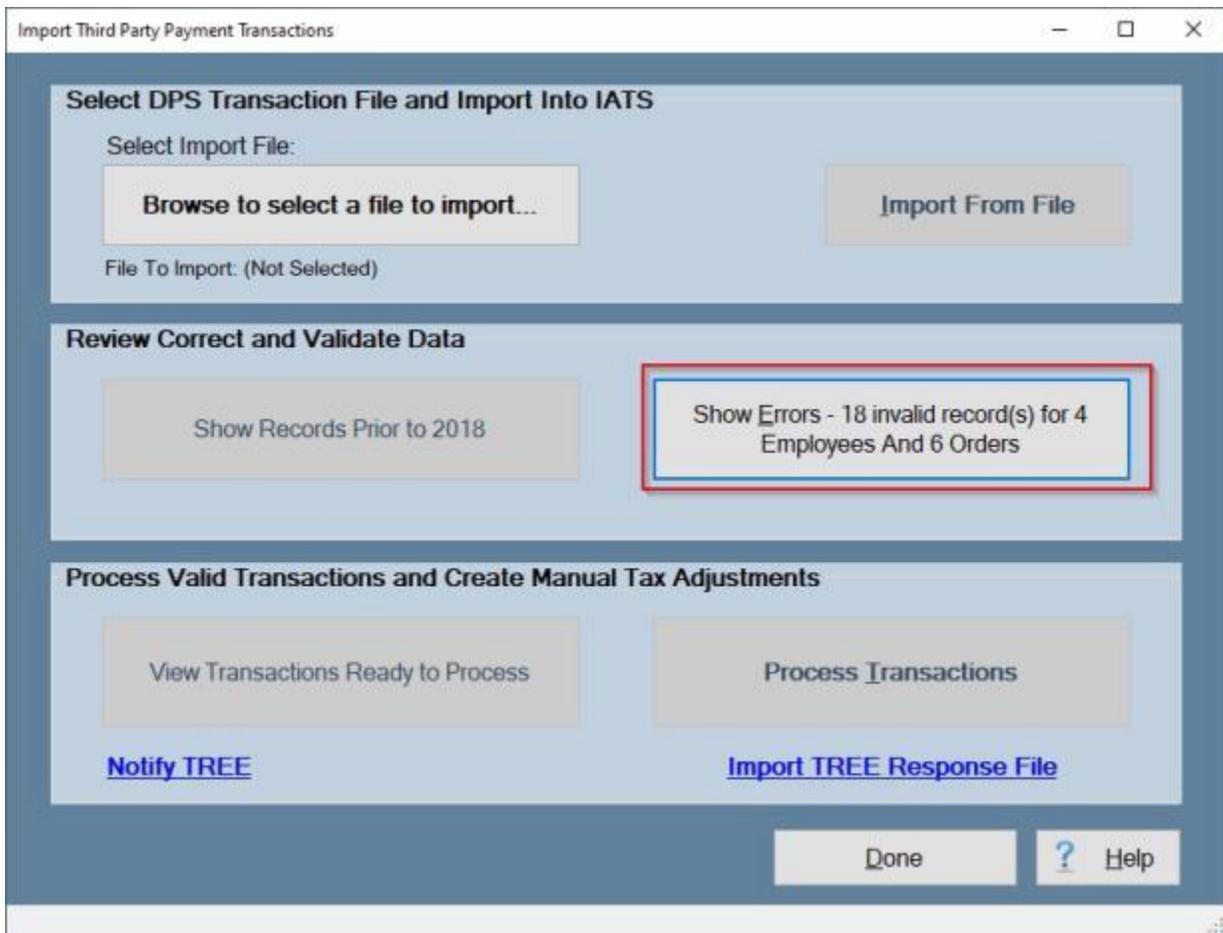
3. If you are now **ready** to process the transactions, **click** on the **Process Transactions** button. IATS will display the following message.



4. **Click** on **Yes** to continue. IATS will process the transactions and display the following message showing the results.



5. Click on **OK** to continue. IATS will return to the **Import Third Party Payment Transactions** screen.



6. If any **rejects** occurred during processing, you can **click** on the **Show Errors** button to **display** the **View and Correct Third Party Payment Records** screen.
7. If you are **finished** using the **Import Third Party Payment Transactions** screen, **click** on the **Done** button to **return** to the **System Administrator View** screen.

Note: When you Process Transactions, IATS **creates** a **block** beginning with the letters **TPP** containing all of the **records** that were **processed** as shown below.

View All Blocks (ORIGINAL MASTER DATABASE)

| Block No. | Office | Type | Block Status | Status Date | Who Has It |
|------------|-----------|----------------|----------------------|-------------|------------|
| ACCRL | OFFICEONE | Settlement | Assigned to Examiner | 8/29/2019 | SYSTEM |
| TPPARM0813 | OFFICEONE | Tax Collection | Logged | 8/13/2019 | |
| TPPARM1008 | OFFICEONE | Tax Collection | Logged | 10/9/2019 | |

Select All Unselect All

Print... Find Block: Display Done ? Help

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**.

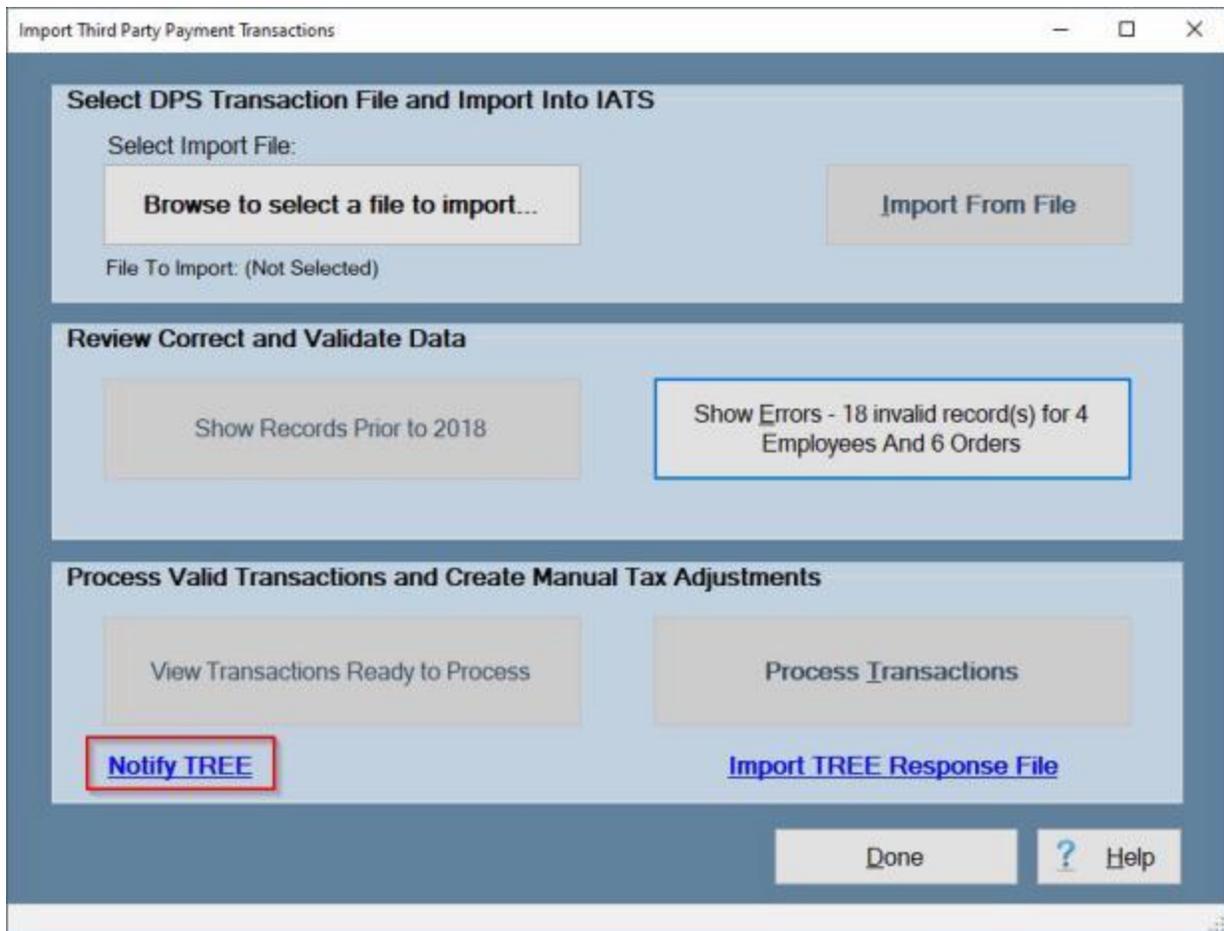
After you have made the necessary **corrections** you must **validate** the corrected records to **move** them to the **Ready for Processing pool**.

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.

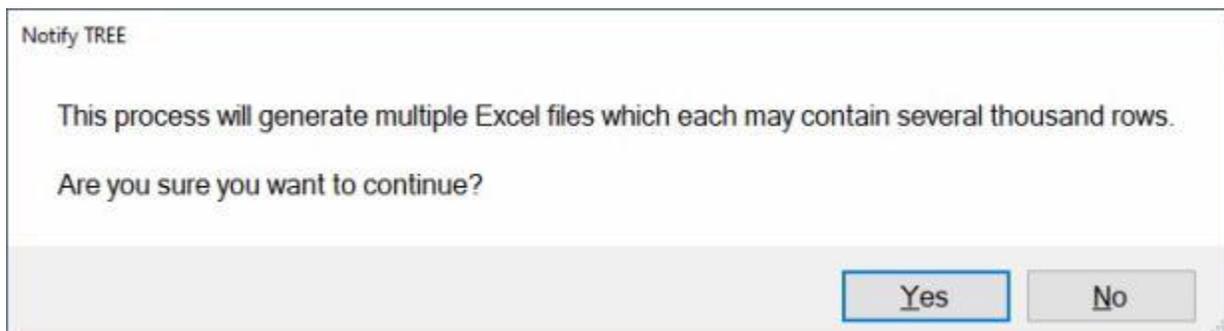
TREE is an external system developed in-house by DFAS-Rome. An IATS user has to **copy/move/transmit** the **Excel** spreadsheet created to "notify TREE" to the computer/user responsible for working on TREE. That user has to **load** that file into TREE to be processed. The result is an Excel file that 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: After you have Processed the Transactions, and verified that IATS created a block beginning with the letters TPP containing all of the records that were processed, you must click on the **Notify TREE** link to create an Excel file to be uploaded to the TREE system.

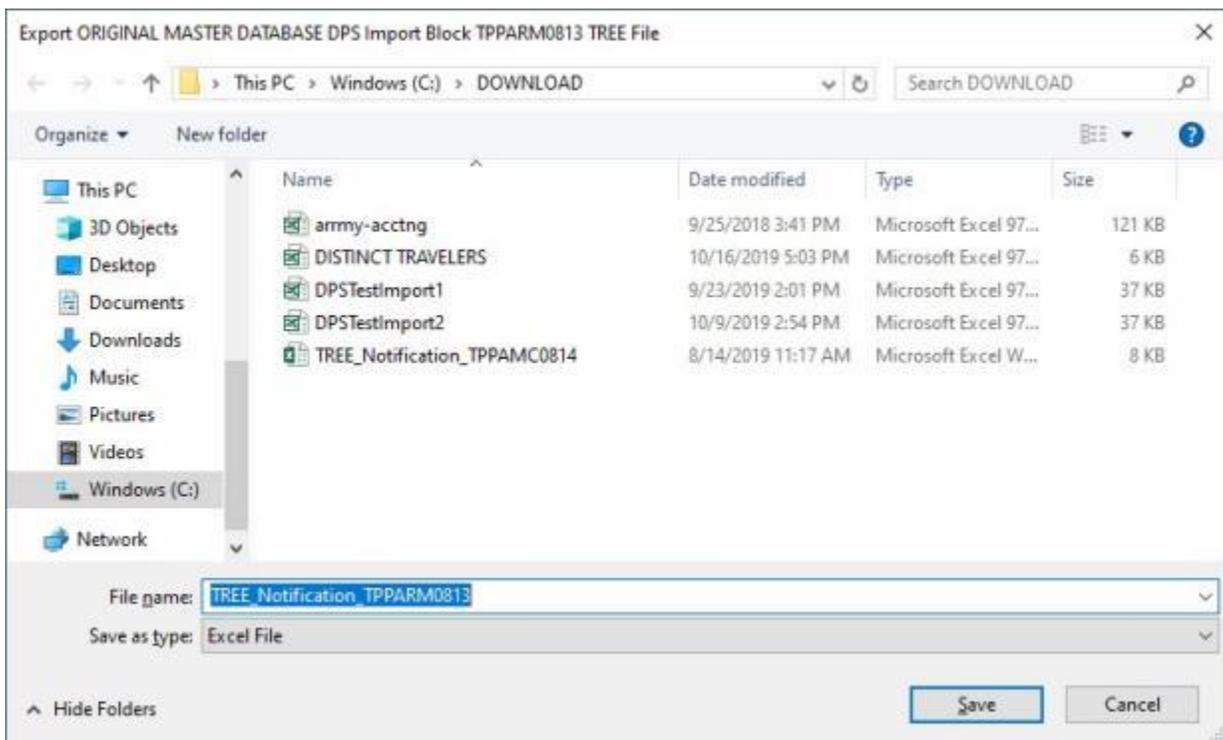
1. Click on the **Notify TREE** link. IATS will display the following warning message.



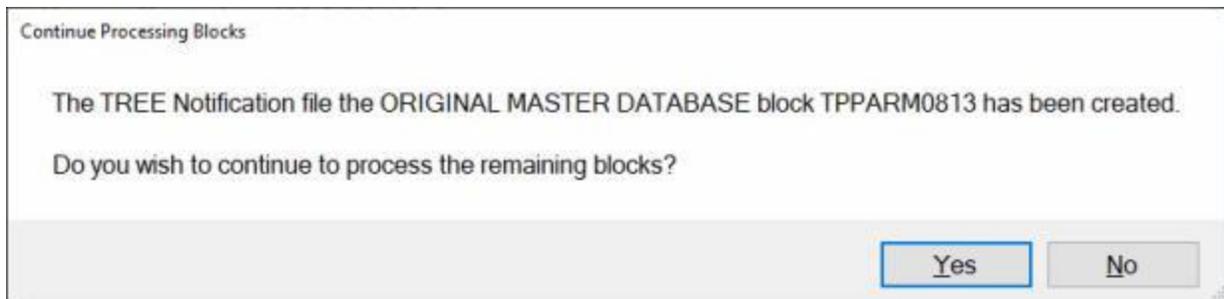
2. Click on Yes if you wish to continue. If you click on Yes, IATS will display the following message.



3. Click on **OK** to continue. IATS will **display** the following **Export** screen.



4. At the **Export** screen, you will **notice** that the default name for the file will be **TREE Notification** plus the name of the block that the records were pulled from. **Click** in the **Filename** field and **enter** a different name for the file if desired.
5. At the **Export** screen you may **also change** the **location** where the file will be **saved** to.
6. **After** you have made any desired changes, **click** on the **Save** button. IATS will **display** the following **message** if there are other TPP blocks pending.



7. **Click** on *Yes* or *No* as desired.
8. If there were no other pending TPP blocks or if you clicked on *No*, IATS will **display** the following **message** indicating that the process is **complete**.



9. **Click** on **OK** to continue.
10. **Click** on the **Done** button if you are **finished** using the **View and Correct Third Party Payment Records** screen.

Note: An IATS user *now* has to **copy/move/transmit** the **Excel** spreadsheet created to “notify TREE” to the computer/user responsible for working on TREE. That user must **load** that file into TREE to be processed.

Importing the TREE Response file

An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

After you have made the necessary **corrections** you must **validate** the corrected records to **move** them to the **Ready for Processing pool**.

Note: After you have Processed the Transactions, IATS **creates** a **block** beginning with the letters **TPP** containing all of the **records** that were **processed** as shown below.

The next step in the process is to **create** a **file** to be **uploaded** to the **TREE** program which will **create** individual blocks for **each** transaction.

TREE is an external system developed in-house by DFAS-Rome. An IATS user has to **copy/move/transmit** the **Excel** spreadsheet created to “**notify TREE**” to the computer/user responsible for working with TREE. That user has to **load** that file into TREE to be processed. The result is an Excel file that can be **given back** to IATS and **imported** to tell IATS where to **move** each claim.

The screenshot shows a web-based interface titled "Request Selection" with a sub-header "For Official Use Only". It contains several input fields: "Block No." with the value "TPPARM0813", "Block Type" with "Settlement", and "Block Status" with "Logged". Below these is a section for "Selected Request(s)" with a "Number of requests:" field set to "3". A table displays the following data:

| SSN | Name | TONO | Type of Request | Start Date | End Date | Date Created | Category | Status |
|-----------|----------------|----------|-----------------|------------|-----------|--------------|----------|-----------|
| 222222222 | MAN CIVILIAN | CIVP:ST | Settlement | 11/2018 | 2/12019 | 8/13/2019 | PCS | Not Saved |
| 222222222 | MAN CIVILIAN | CIVP:STA | Settlement | 11/12018 | 11/12018 | 8/13/2019 | PCS | Not Saved |
| 023103330 | OTHER CIVILIAN | CIVP:SO | Settlement | 8/30/2018 | 8/30/2018 | 8/13/2019 | PCS | Not Saved |

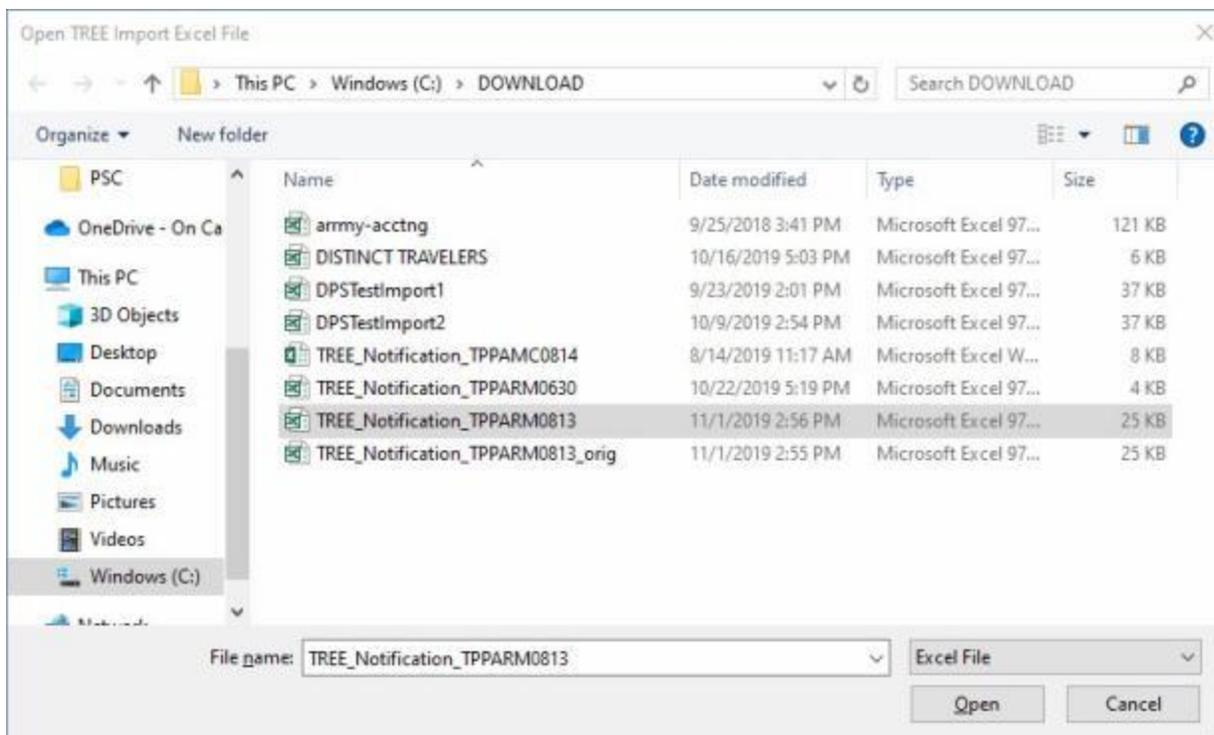
At the bottom of the interface are several buttons: "Select All", "Unselect All", "View", "Other...", "Print Block Ticket", "Print Request(s)...", "Done", and "Help".

Note: The image above shows the block (TPPARM0813) that was created by IATS when the validated Third Party Payment records were processed. After the TREE Notification file has been uploaded to TREE and then the Response file from TREE has been imported, IATS will move the claims on this block to new blocks designated by TREE.

Complete the following steps to "import" the TREE Response File.

1. Click on the **Import TREE Response File** link. IATS will **display** the following **warning message**.

2. Click on Yes if you wish to **continue**. If you click on Yes, IATS will **display** the **Open TREE Import Excel File** screen.



3. At the **Open TREE Import Excel File** screen, you can **browse** to the **directory/folder** where the TREE Response file is **located** if necessary.
4. After you have selected the correct directory/folder, you will **notice** that the default name for the file will be **TREE Notification** plus the **name of the block** that the records were originally pulled from.
5. **Click** on the desired TREE Response **file** that you wish to **import**.
6. **After** you have selected the desired Tree Response file, **click** on the **Open** button. IATS will **display** the following **message** showing the results.



Note: In this example, IATS has successfully imported the TREE Response file and **reassigned** the **claims** that were on the original block (**TPPARM0813**) and placed them in the new TREE assigned block numbers as shown in the image below.

View All Blocks (ORIGINAL MASTER DATABASE)

| Block No. | Office | Type | Block Status | Status Date | Who Has It |
|------------|-----------|----------------|----------------------|-------------|------------|
| ACCRL | OFFICEONE | Settlement | Assigned to Examiner | 8/29/2019 | SYSTEM |
| TAXADJ1 | OFFICEONE | Tax Collection | Logged | 11/1/2019 | |
| TAXADJ2 | OFFICEONE | Tax Collection | Logged | 11/1/2019 | |
| TAXADJ3 | OFFICEONE | Tax Collection | Logged | 11/1/2019 | |
| TPPARM0813 | OFFICEONE | Tax Collection | Logged | 8/13/2019 | |

Select All Unselect All

Print... Find Block: Display Done ? Help

Note: The highlighted blocks are the new blocks created by importing the TREE Response file and **contain** the **claims** that were on the original block (TPPARM0813). The original block (TPPARM0813) is now **empty** since all of the claims have been **reassigned**.

Tax Reporting Safeguards

Tax Reporting Safeguards - Overview

With increased requirements to process and report **3rd party tax collection transactions** there comes a need to report them at various stages, which can possibly lead to **incomplete** and/or **inaccurate** reports if the **books** are not closed properly. Users are having problems understanding and executing the precise order of actions to produce IRS forms with the correct data.

This feature only 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 no additional Tax Records are **added** to the mix until 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 entire system while the **reports** are **office dependent**. This means the user will have to **print forms** and **Close the Books** for each office separately. The switch will not be able to be **reset** to allow tax collection claims to be disbursed until all open items 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 below for a **list** of the additional **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.

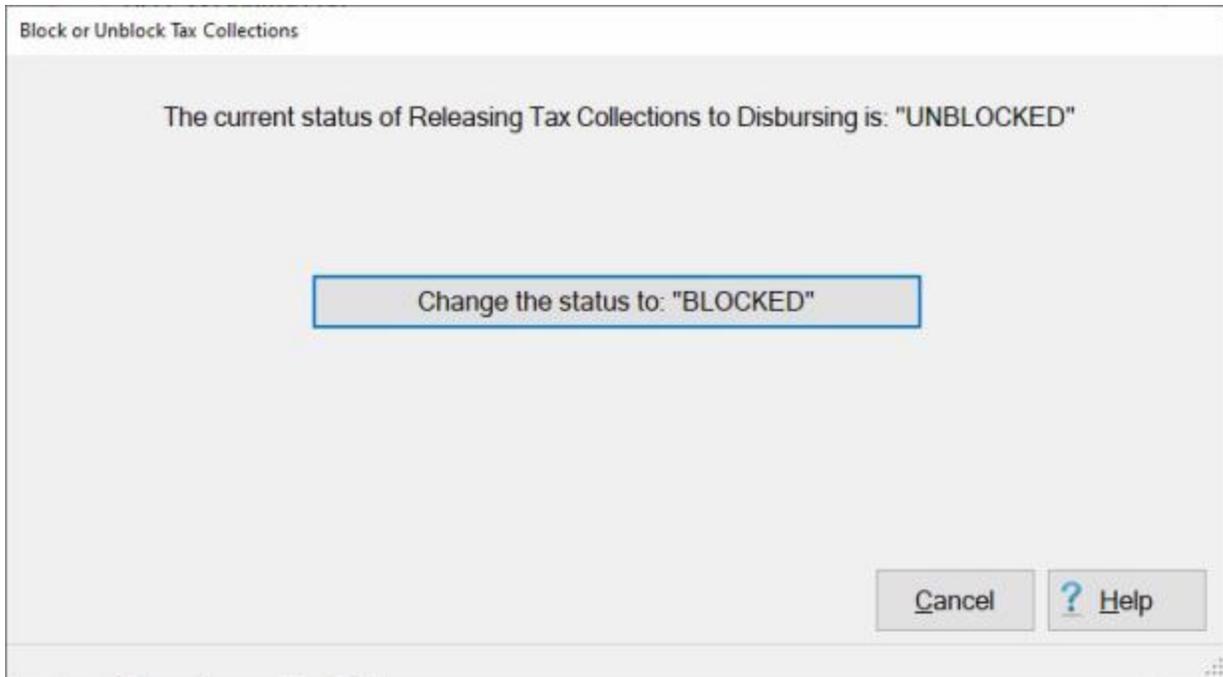
The **purpose** is to give the user **time** to **reconcile** the **data** for producing **Form 941-X** or **W-2c** without having any **additional data** added in. Once the appropriate report has been sent to the IRS, the **switch** can be **changed** to **allow** Tax Collections to be dispersed.

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:

| System Description | |
|-------------------------------------|-------------------------------------|
| Standalone | <input type="checkbox"/> |
| Use Employee ID | <input type="checkbox"/> |
| Liaison Reports | <input type="checkbox"/> |
| Reservist Travel | <input type="checkbox"/> |
| Reason for Delete | <input checked="" type="checkbox"/> |
| RITA Office Aware | <input checked="" type="checkbox"/> |
| Prevalidate Accounting | <input checked="" type="checkbox"/> |
| Forced Audit | <input type="checkbox"/> |
| Prepayment Audit | <input type="checkbox"/> |
| EFT Rejects | <input type="checkbox"/> |
| Auto Delete Blocks | <input checked="" type="checkbox"/> |
| Email Completed Claims | <input checked="" type="checkbox"/> |
| HHG DPS Interface Active | <input checked="" type="checkbox"/> |
| # Days User Suspended till Deleted: | <input type="text" value="15"/> |

Complete the following steps to "block or unblock" a Tax Collection block:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Utilities**". An **expandable menu** appears listing the various utility programs.
2. **Click** on the **Block/Unblock Release of Tax Collections option**. The following **screen** appears.

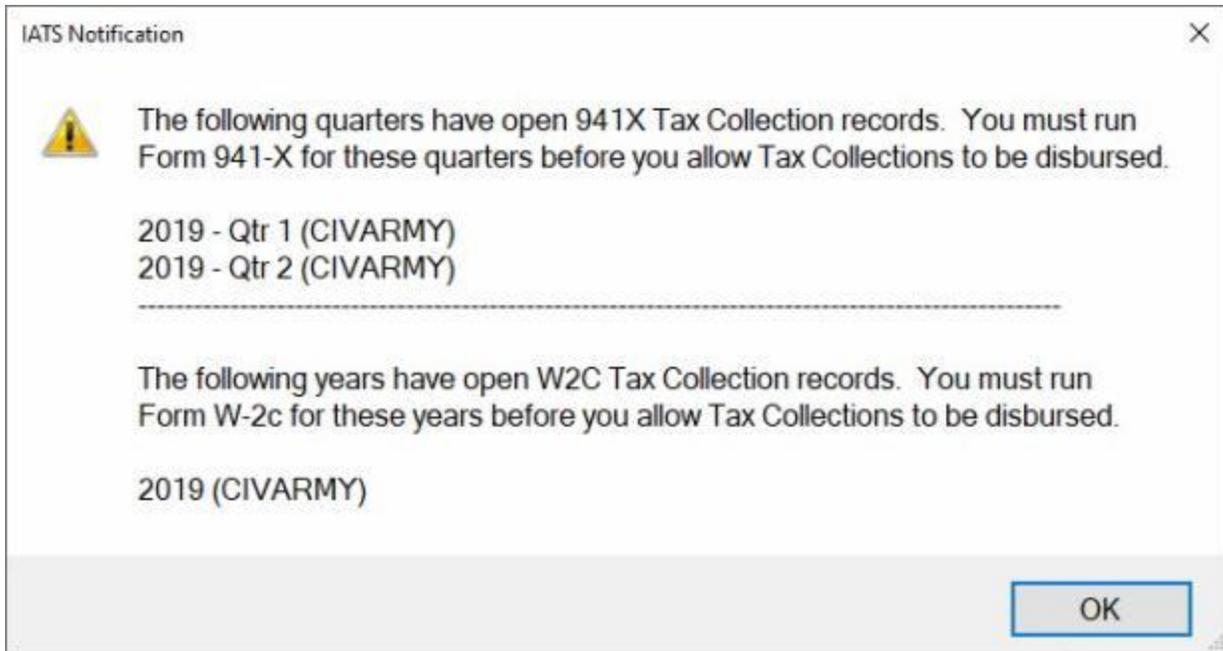


3. **Click** on the **Change the status to: "Blocked"** or the **Cancel** button as applicable.
4. If you **click** on the **Change the status to: "Blocked"** button, IATS will **display** the following *pop-up message*.



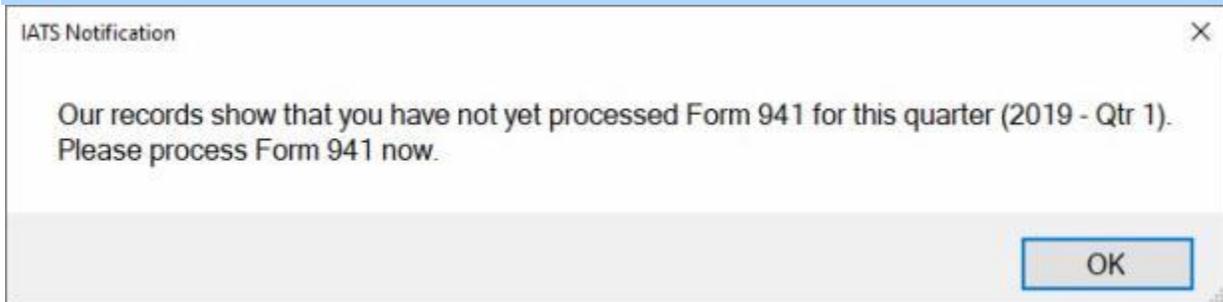
5. **Click** on **OK** to continue.
6. You may now **proceed** to **generate** the desired **tax forms**.

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:

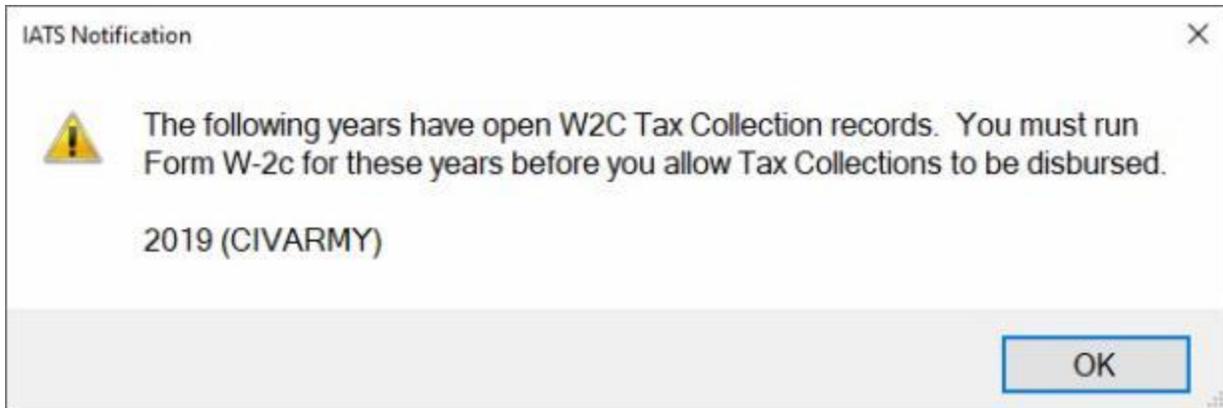


You must now generate the **941 forms** for any **quarters** with open records and **W2 forms** for any **years** with open records.

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:



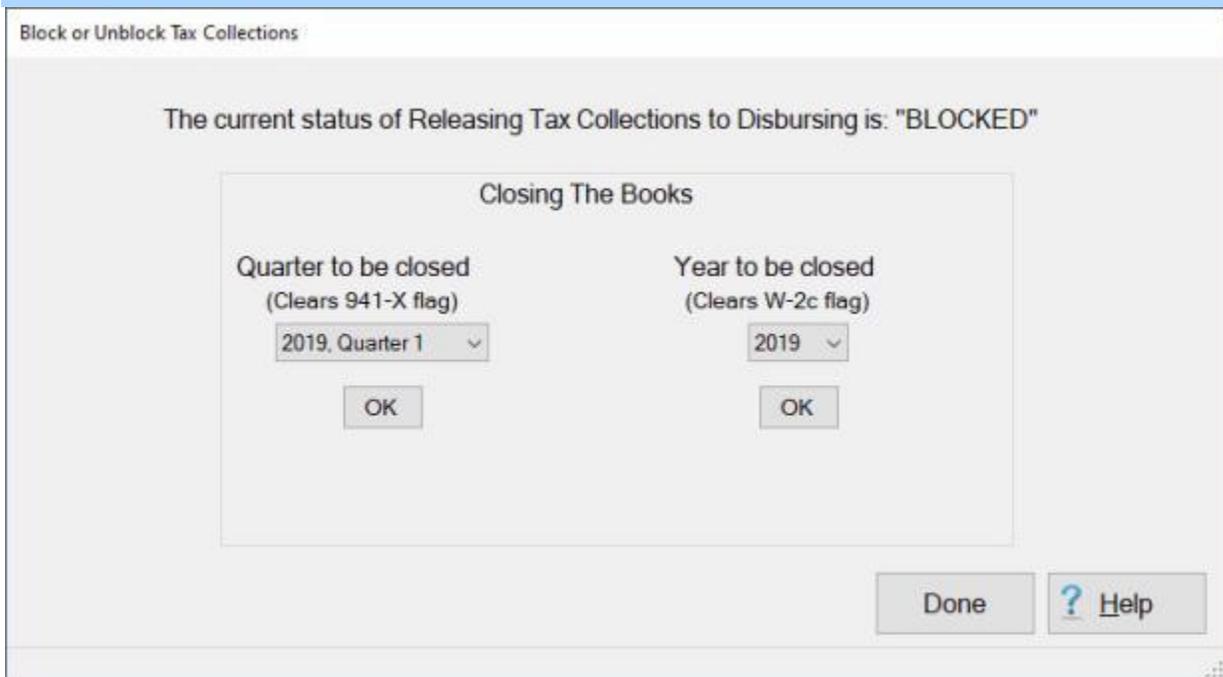
Note: After Forms 941 and 941-X have been run and you try to **Unblock Release of Tax Collections**, you will receive the following message:



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 your 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**".

Closing the Books for Tax Collection Records

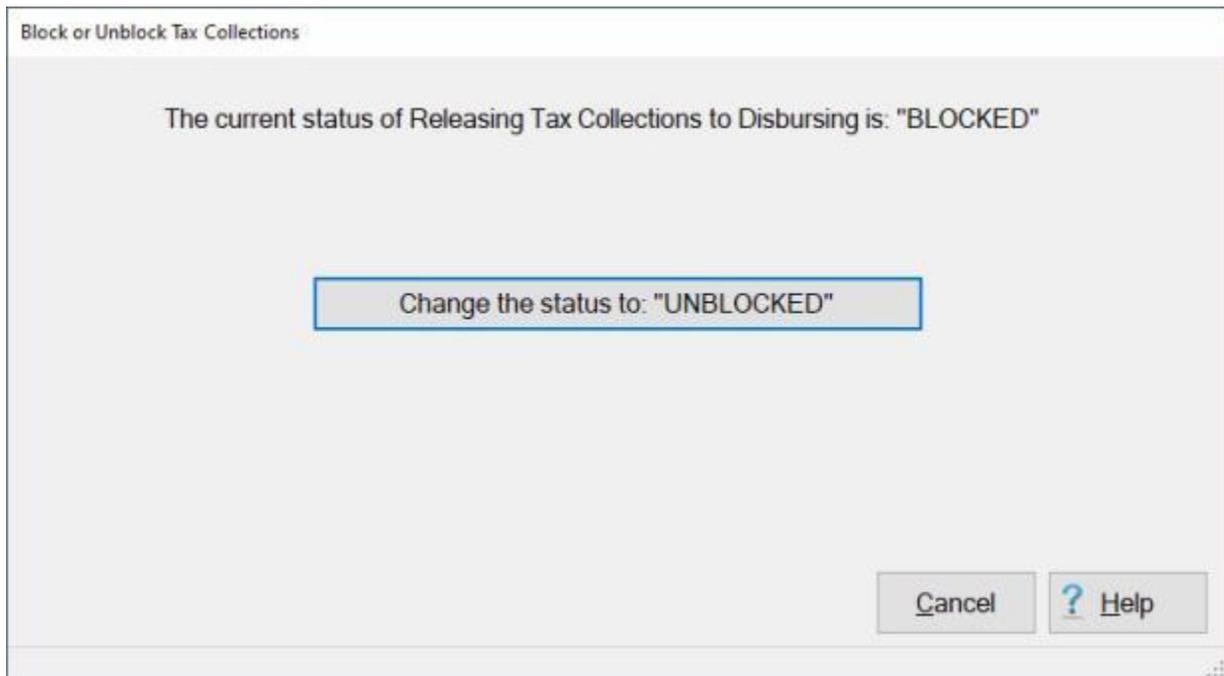
A **switch** was added to IATS to either **allow** (i.e. unblock) or **prevent** (i.e. block) **tax collection claims** from being **disbursed**.

Note that the **switch** applies to the entire system while the **reports** are **office dependent**. This means the user will have to **print forms** and **Close the Books** for each office separately. The switch will not be able to be **reset** to allow tax collection claims to be **disbursed** until all open items in all offices are **handled**.

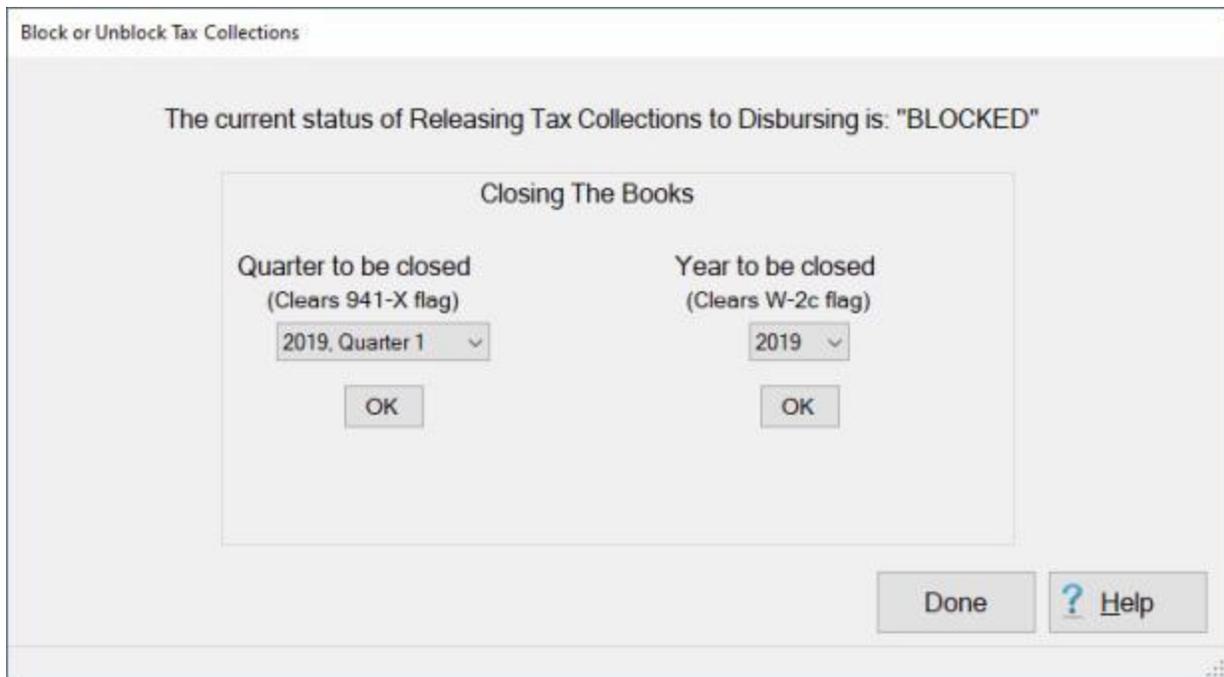
 **Complete the following steps to "Close the Books" for Tax Collection Records:**

After you have **generated** the **941 forms** for any **quarters** with open records and **W2 forms** for any **years** with **open records** you can now **Unblock the Release of Tax Collections**.

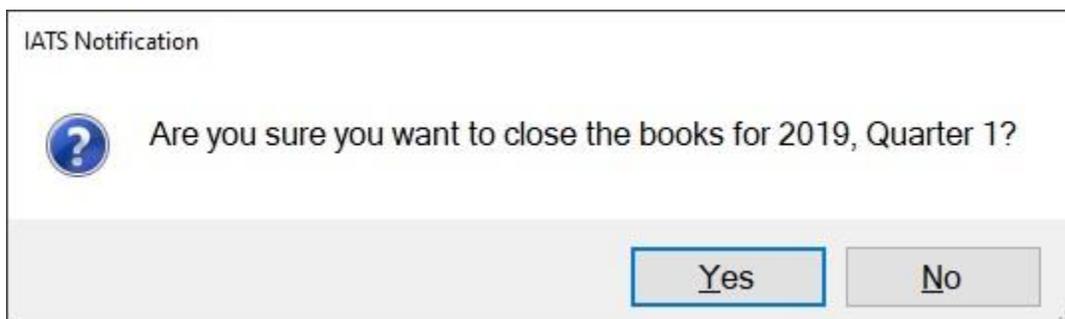
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Block/Unblock Release of Tax Collections option**. The following **screen** appears.



3. **Click** on the **Change the status to: "UNBLOCKED"** or the **Cancel** button as applicable.
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 middle 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**.

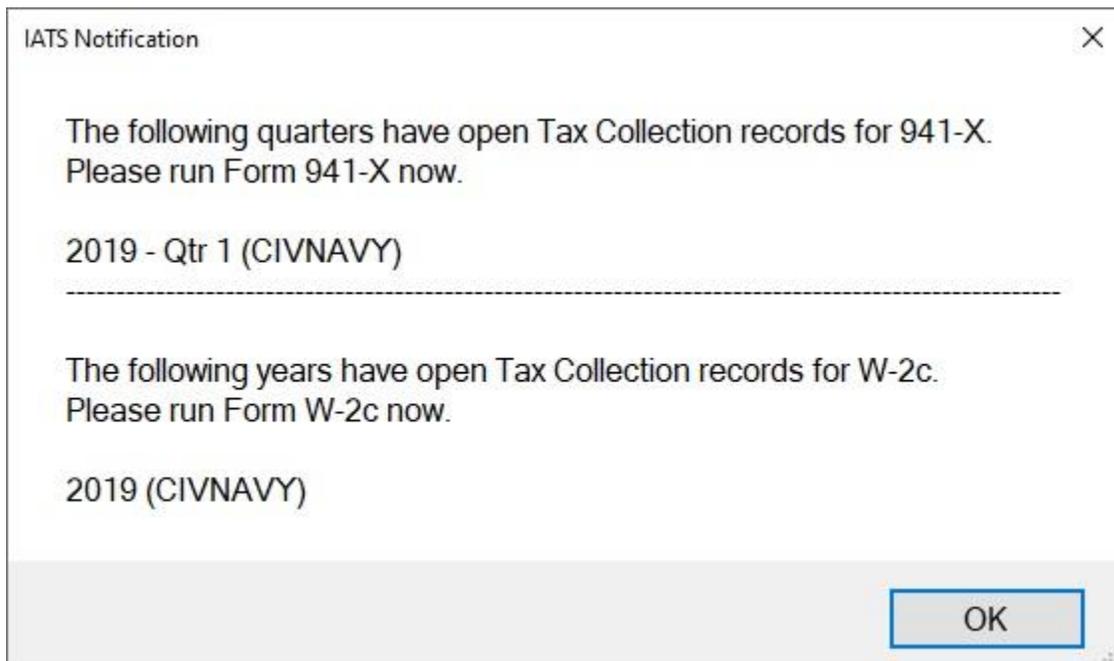
Note: In our **example**, there is another **quarter** you must **close the books** for. You must **close the books** for all **open quarters** before you will be allowed to **Unblock the Release of Tax Collections**.

8. **Repeat** the steps above to **Close the Books** for any additional **quarters**.

Note: If IATS **detects** that there are still open **Tax Collection Records** for another **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:

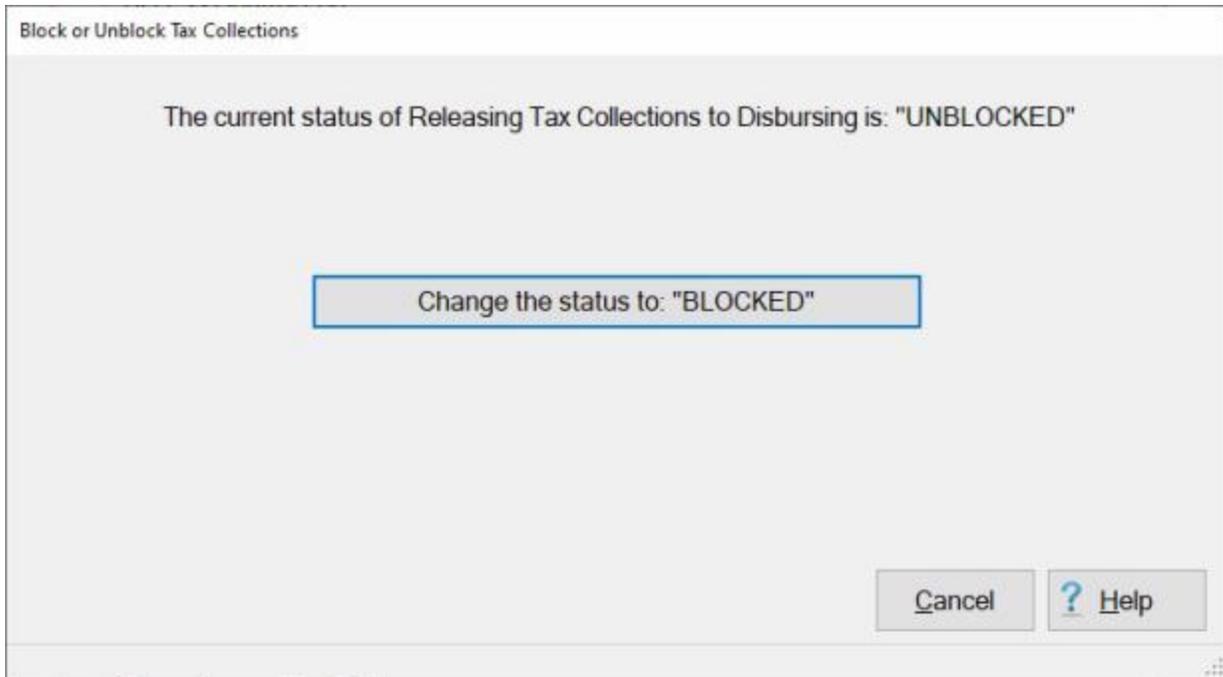


10. Click on OK to continue.

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 may 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:

System Description

| | |
|---------------------------------|-------------------------------------|
| Standalone | <input type="checkbox"/> |
| Use Employee ID | <input type="checkbox"/> |
| Liaison Reports | <input type="checkbox"/> |
| Reservist Travel | <input type="checkbox"/> |
| Reason for Delete | <input checked="" type="checkbox"/> |
| RITA Office Aware | <input checked="" type="checkbox"/> |
| Prevalidate Accounting | <input checked="" type="checkbox"/> |
| Forced Audit | <input type="checkbox"/> |
| Prepayment Audit | <input type="checkbox"/> |
| EFT Rejects | <input type="checkbox"/> |
| Auto Delete Blocks | <input checked="" type="checkbox"/> |
| Email Completed Claims | <input checked="" type="checkbox"/> |
| HHG DPS Interface Active | <input checked="" type="checkbox"/> |

Days User Suspended till Deleted:

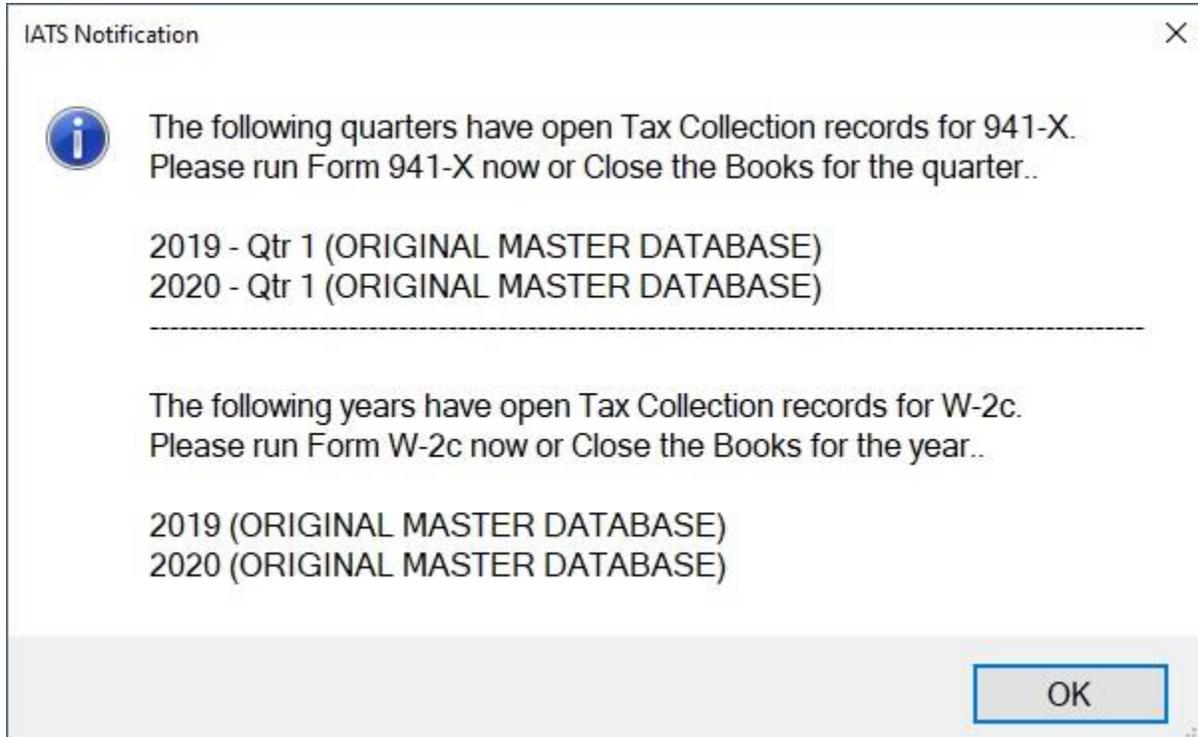
 Complete the following steps to "block" Tax Collection Records from being released to Disbursing:

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.

Block or Unblock Tax Collections

The current status of Releasing Tax Collections to Disbursing is: "UNBLOCKED"

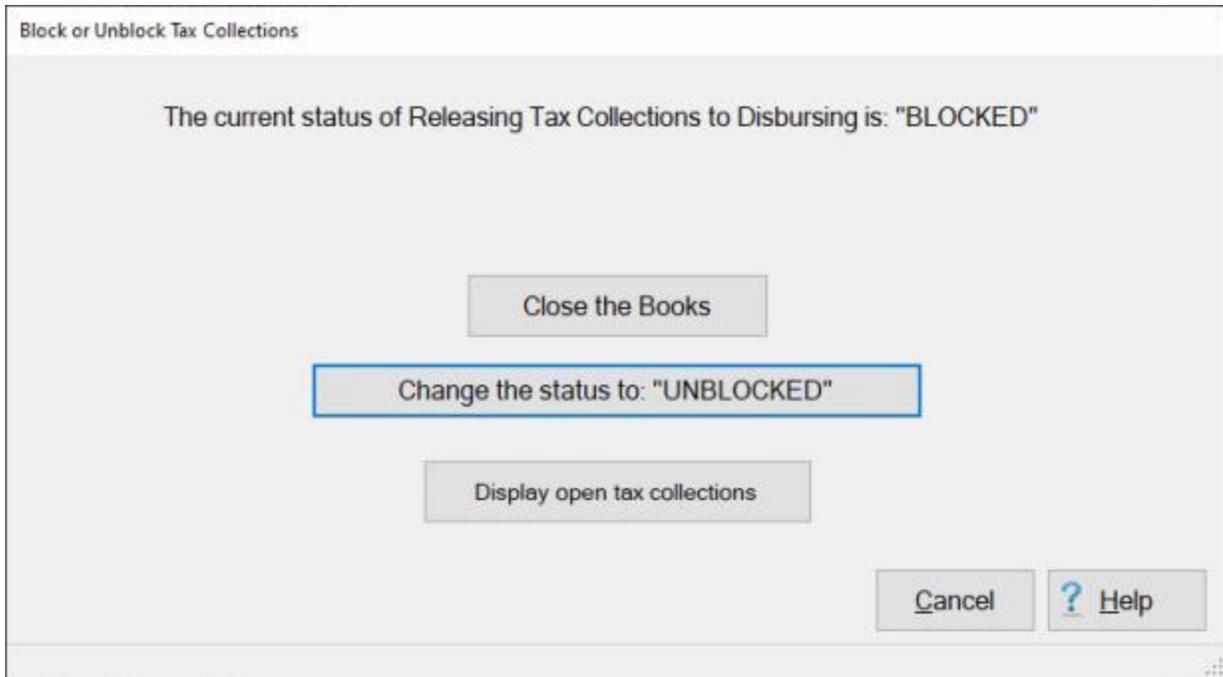
- To find out the **status** of the **open** Tax Collection records for the active office, click on the **Display Open Tax Collections** button. IATS will display a *pop-up information only window* showing which reports IATS thinks should be run next. In the **Flexible Mode**, you can elect to just “**Close the Books**” for the **period** specified in the display message.



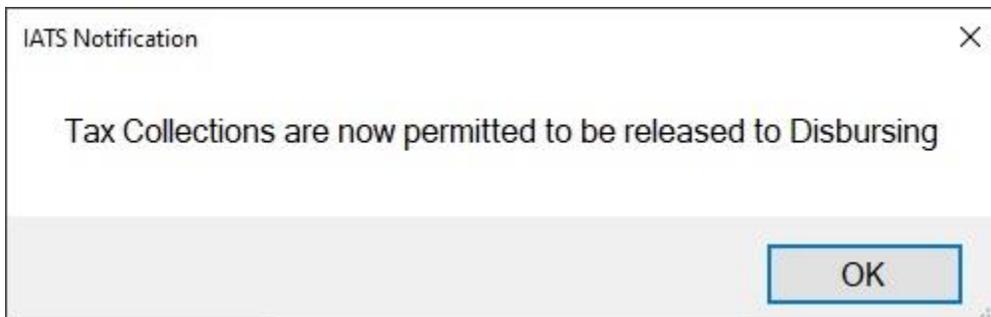
- Click on **OK** to close the information window.
- Click on the **Change the status to: "Blocked"** or the **Cancel** button as applicable.
- If you click on the **Change the status to: "Blocked"** button, an internal switch will be **set** that will **prevent** Tax Collections from being **sent** to **Disbursing**.
- 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:**

- 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.
- 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

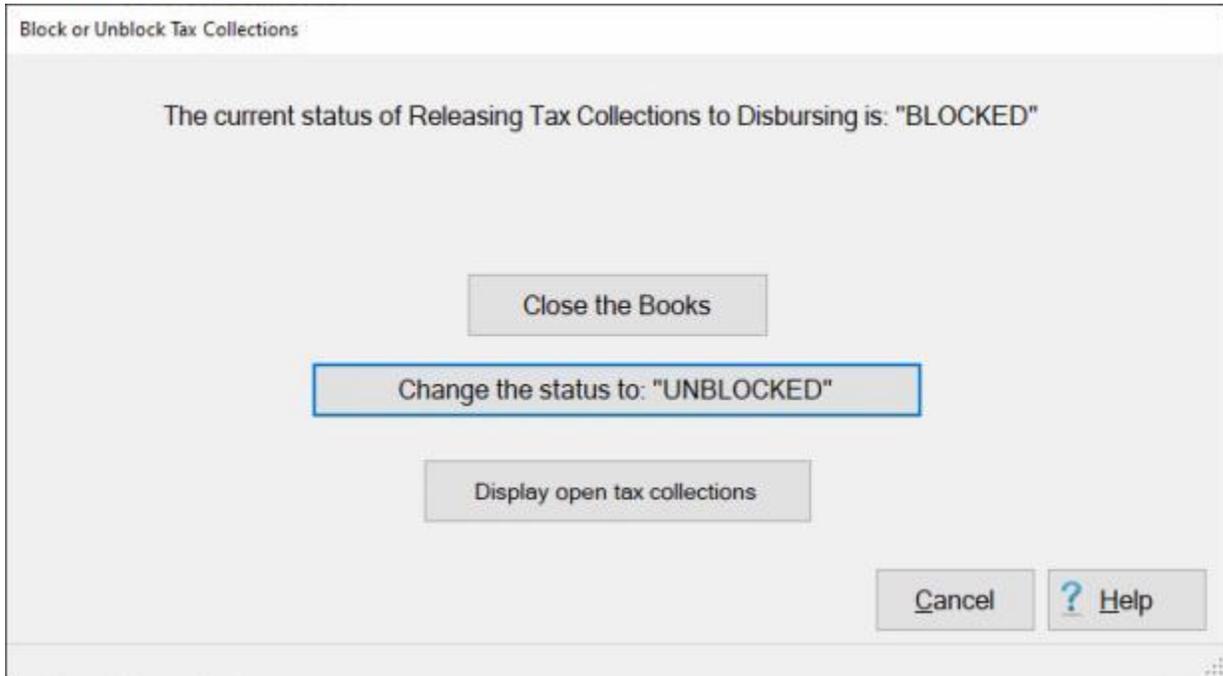
A **switch** was added to IATS to either **allow** (i.e. unblock) or **prevent** (i.e. block) **tax collection claims** from being **disbursed**.

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**.

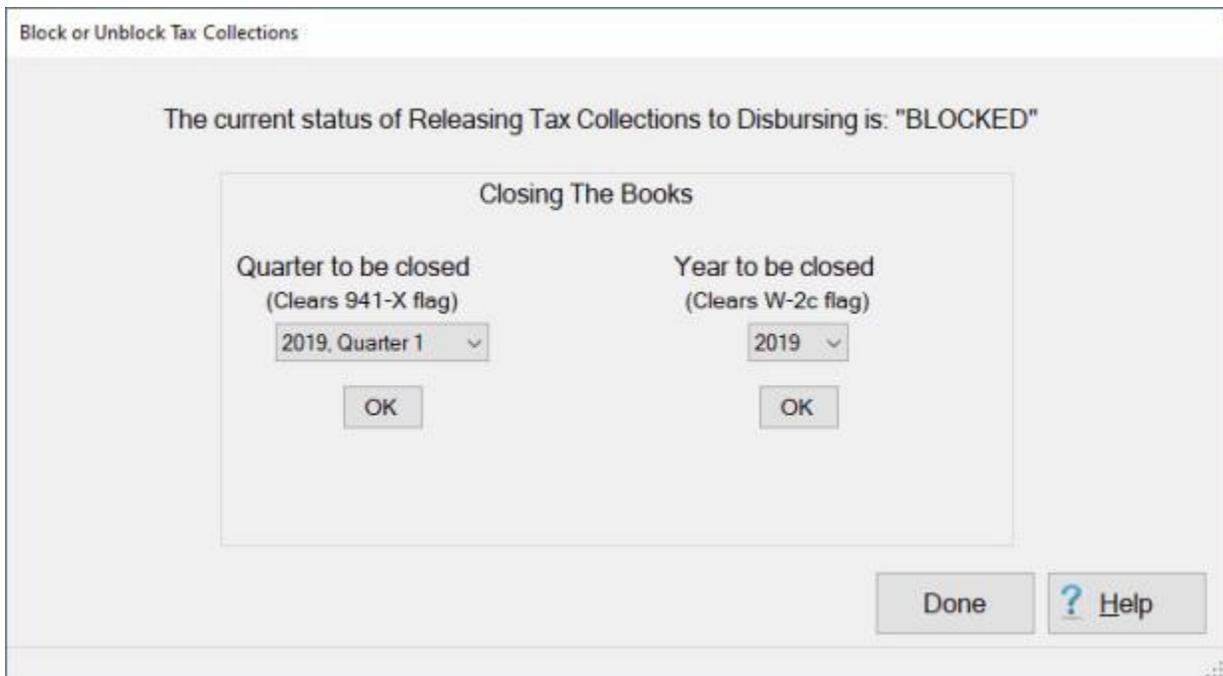
 Complete the following steps to "Close the Books" for Tax Collection Records:

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.

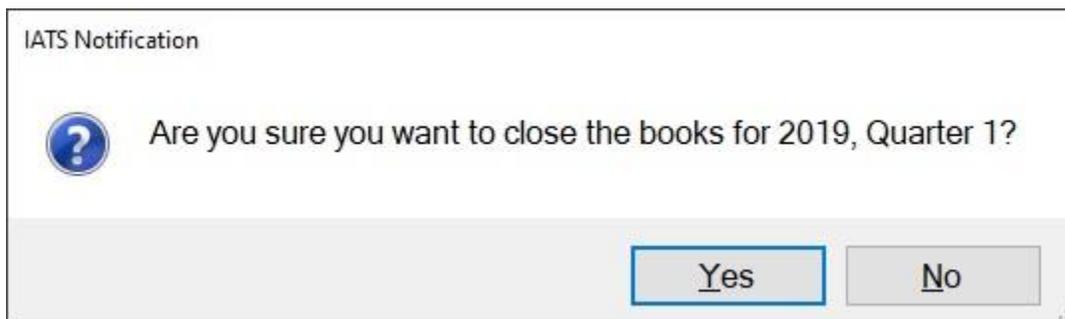


3. If you **click** on the **Close the Books** button, the following screen is displayed if Tax Collection records **exist** for the current office.



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 before 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** without checking if the correct Tax form has been run. It is **strongly recommended** that the user first click on the **Display Open Tax Collections** button to **analyze** which Tax forms IATS thinks should be run

4. To **close** a quarter, **click** on the *down arrow* button at the **Quarter to be Closed** section in the middle 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 no more quarters, the *drop-down list* and **OK** button are **greyed out**. The same 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.

Upload Data to Disbursing System - ODS & ADS using the ODS Interface

Disbursing Region

File Size

Work Cntr Designator

Upload File with Blocks Released for Disbursing
 Create Upload File with Blocks Previously Disbursed
 Print Upload File
 Delete Upload File from Disk

Click the option desired and then the OK button (click the Help button for instructions)

Note: If there is only one Disbursing Region and one Work Center Designator established in Maintenance, you will not see the Disbursing Region and Work Cntr Designator sections at the top of the above screen since no decision must be made.

3. **Disbursing Region:** - Click on the *down arrow* button to **display** a listing of Regions and then **click** on the **code** for the **Disbursing Region** the file will be generated for.
4. **Work Cntr Designator:** - Click on the *down arrow* button to **display** a listing of **Work Centers** and then **click** on the **code** for the **Work Center Designator** the file will be generated for.
5. If not already selected, **click** in the **circle next** to the **Upload File with Blocks Released for Disbursing** option.
6. After you have made the desired **Disbursing Region**, **Work Center Designator**, and **Option** selections, **click** on the **OK** button.
7. The **Block Selection - Uploading to Disbursing** screen appears.

Block Selection - Uploading to Disbursing (ORIGINAL MASTER DATABASE)

| Block No. | Office | Type | Block Status | Status Date | Who Has It |
|------------|-----------|------------|---------------------------|-------------|------------|
| MILITARY05 | OFFICEONE | Settlement | Released For Disbursement | 2/22/2021 | |

Select All Unselect All

Print... End Block: OK Cancel ? Help

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.

Enter Confirmation Password

Enter Password:

OK Cancel ? Help

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.

Disbursing Upload File Totals

Upload File Name
c:\UPLOAD\upload.asc.DNTV2.6416.20210222020704.b

Date
2/22/2021

Work Cntr Designator
DNTV2

Nbr of Payments
12

DSSN
8522

Tot Amt of Payments
84,166.87

DSSN-ITR
6416

Print Cancel

13. **Click** on the **Print** button to generate a print-out of the **Disbursing Upload File Totals** or click on the **Cancel** button if you are **finished**.
14. IATS returns to the **Upload Data to Disbursing System - ODS & ADS using the ODS Interface** screen.
15. **Click** on the **Cancel** button to **close** the screen 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"**.

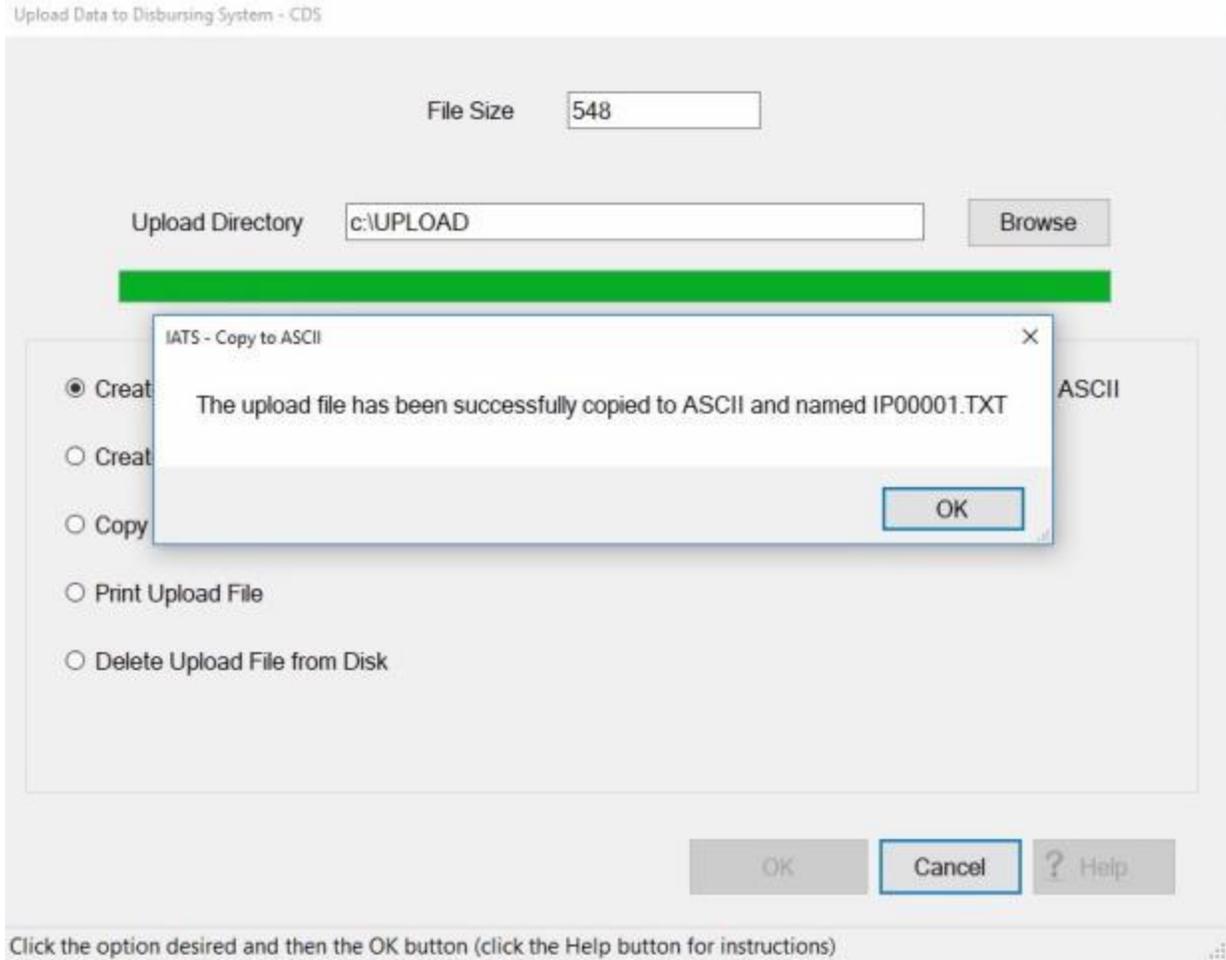
Block Selection - Uploading to Disbursing (ORIGINAL MASTER DATABASE)

| Block No. | Office | Type | Block Status | Status Date | Who Has It |
|------------|-----------|------------|---------------------------|-------------|------------|
| MILITARY05 | OFFICEONE | Settlement | Released For Disbursement | 2/22/2021 | |

Select All Unselect All

Print... Find Block: OK Cancel ? Help

6. At the **Block Selection - Uploading to Disbursing** screen, **click** on the **Block(s)** you wish to upload or **click** on the **Select All** button if you wish to upload all of the Blocks.
7. After you have selected the desired Block(s), **click** on the **OK** button.
8. The **Confirmation Password** screen appears.
9. **Enter** your conformation **password** and then **click** on **OK**. A message appears indicating that the file has been created and copied to the ASCII format.



10. **Click** on the **Cancel** button if you have no more upload files to create.

Upload to ATRAS

To **report** the accounting transactions for the advance and settlement requests processed by IATS, an upload **file must be created** for the **ATRAS** system.

 **Complete the following steps to "upload" blocks to ATRAS:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, **"Upload to Mainframe"**. An expandable menu appears listing the options.
2. **Click** on the **Upload Transactions to Accounting System** option. The **Upload Data to ATRAS Accounting System** screen appears.

Upload Data to Accounting System - ATRAS

File Size

Upload Directory

Create/Append Upload File with Blocks Released for Accounting
 Copy/Rename ASCII

Create/Append Upload File with Blocks Previously Sent to Acctng

Copy & Rename data to ASCII File

Print Upload File

Delete Upload File from Disk

Delete Collection Voucher Block

Click the option desired and then the OK button (click the Help button for instructions)

Note: IATS will **append new data** to the existing **data** residing in the file **ATRAS.DAT**. Therefore, **prior to creating a new ATRAS upload file**, ensure that the **display** at the **top** of the **screen** reflects a **file size** equal to zero. **If the size is shown as anything other than zero**, **click** in the **circle next** to the **Delete Upload File from Disk** option and then **click** the **OK** button. IATS will delete the previously existing **ATRAS.DAT** file.

- 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 **status "Completed"**.
- 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.

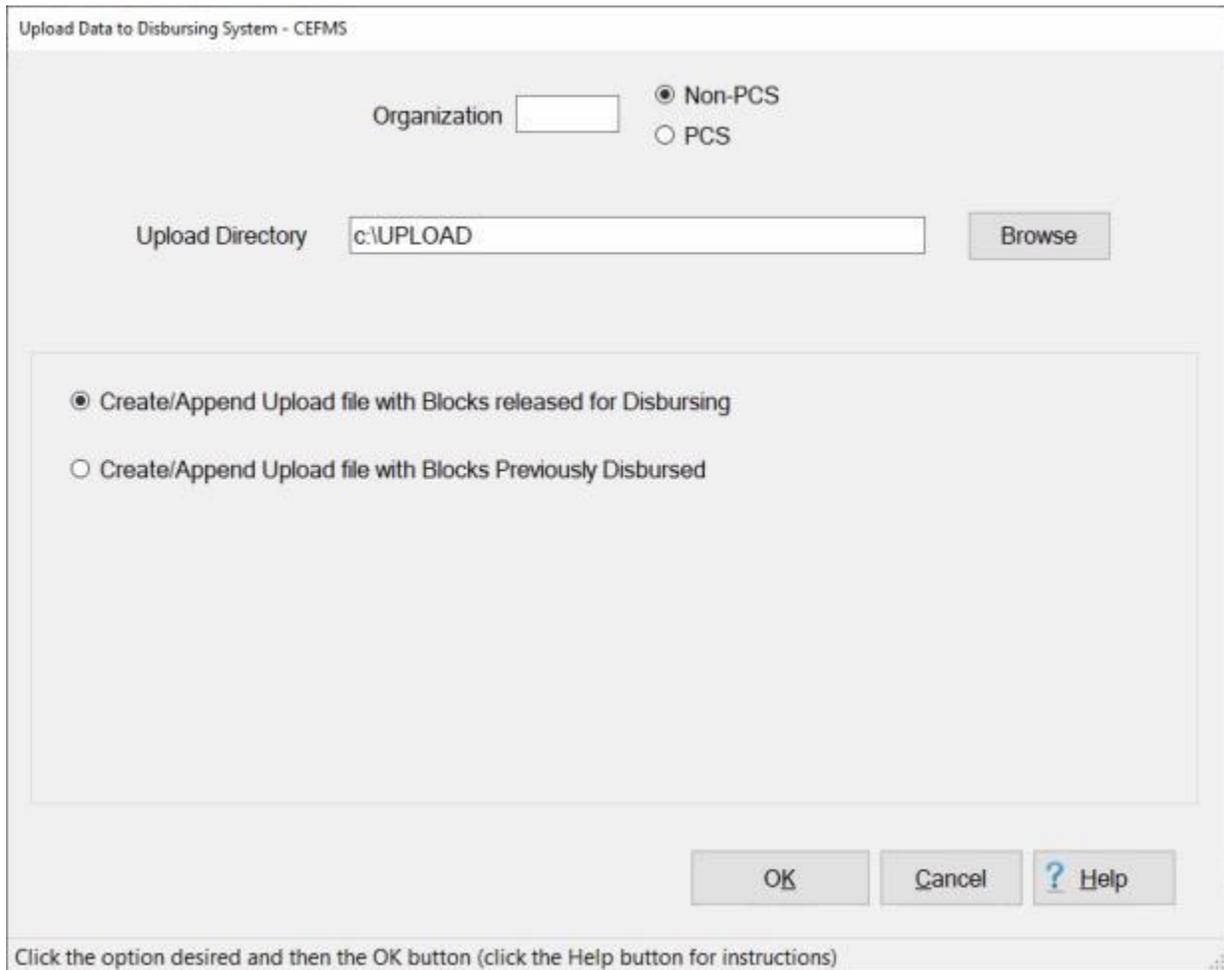
- After **selecting** a block and **clicking** the **OK** button, IATS **creates** the **new** Upload File and **displays** the file **size** at the **top** of the **Upload Data to Accounting System -ATRAS** screen.
- Before **transmitting** the Upload File to ATRAS, the file **must** be **copied to an ASCII format**.
- 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. **Non-PCS or PCS:** **Click** in the circle next to either **Non-PCS** or **PCS** to **select** the **type** of claims to be uploaded.
5. **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**".
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.

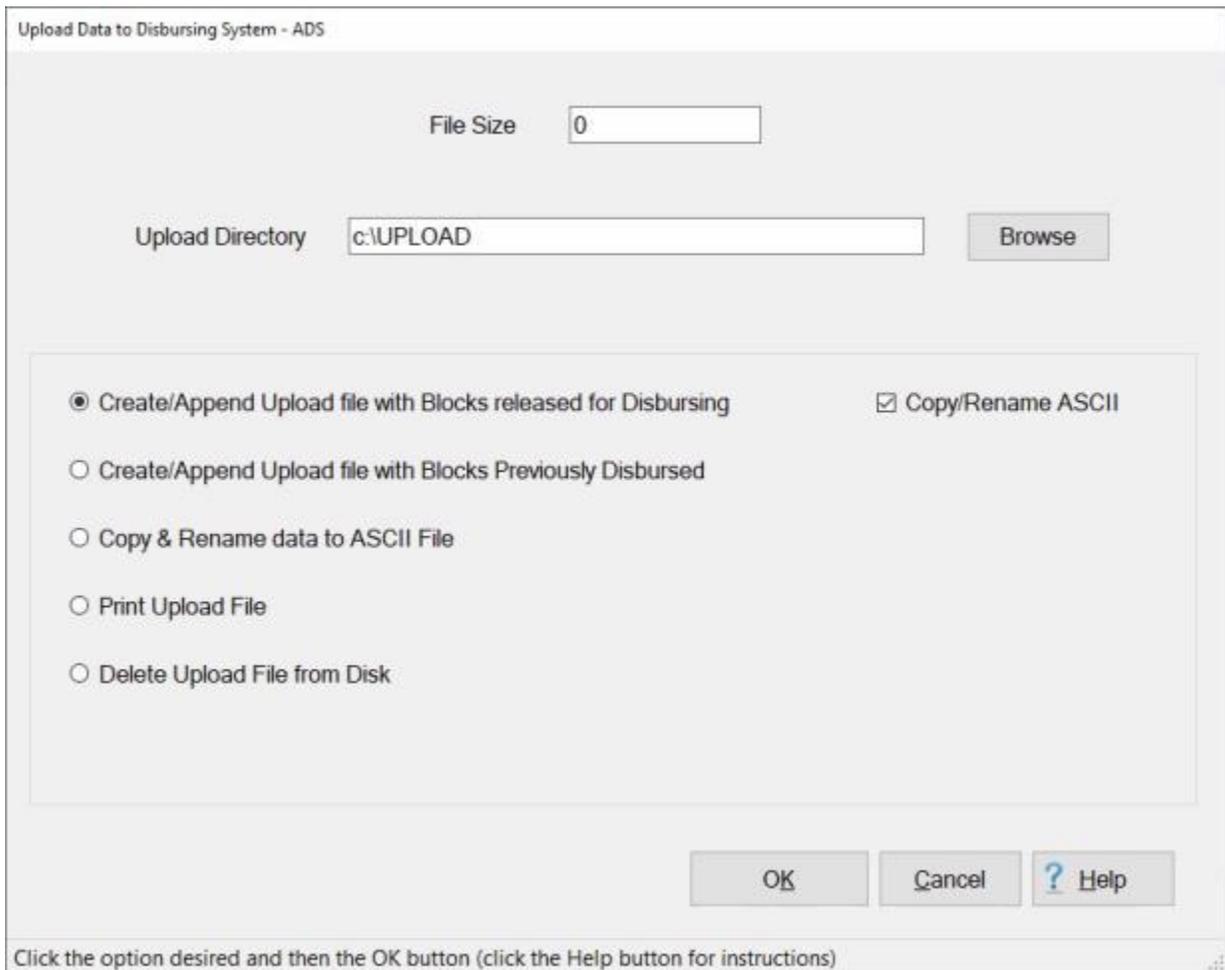
7. After **selecting** a block and **clicking** the **OK** button, IATS **creates** the new Upload File and returns to the **Upload Data to CEFMS Disbursing System** screen.

Upload to ADS

The disbursing system, **ADS** is used to **process** travel **payments**. ADS processes a data **file** created by IATS that contains the payment information. This data is then processed to assign **DOV#s**, print **checks**, transmit **EFT transactions**, and report the U.S. Treasury **checks issued**.

 **Complete the following steps to "upload" blocks to ADS:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, **"Upload to Mainframe"**. An expandable menu appears listing the options.
2. **Click** on the **Upload Transactions to Disbursing System** option. The **Upload Data to Disbursing System - ADS** screen appears.



Upload Data to Disbursing System - ADS

File Size

Upload Directory

Create/Append Upload file with Blocks released for Disbursing Copy/Rename ASCII
 Create/Append Upload file with Blocks Previously Disbursed
 Copy & Rename data to ASCII File
 Print Upload File
 Delete Upload File from Disk

Click the option desired and then the OK button (click the Help button for instructions)

Note: IATS will **append** new **data** to the existing **data** residing in the file **UPLOAD.DAT**. Therefore, prior to **creating** a new ADS upload **file**, ensure that the **display** at the top of the **screen** reflects a **file size**

equal to zero. If the **size** is shown as anything other than zero, **click** in the **circle next** to the **Delete Upload File from Disk** option and then **click** the **OK** button. IATS will delete the previously existing **UPLOAD.DAT** file.

3. **Copy/Rename ASCII File:** - A **check mark defaults** to this check box indicating that the upload file will automatically be **renamed** and **copied** to an **ASCII** format. If you do not want to complete this process automatically, **click** in the check box to **remove** the check mark.
4. After ensuring that the Upload File **size** is equal to zero, **click** in the **circle next** to the **Create/Append Upload File with Blocks released for Disbursing** option and then **click** the **OK** button. The **ADS File and Header Information** screen appears.

Use the following instructions to "complete" the ADS File and Header Information screen:

Name of the ADS File to be Uploaded

1. **UIC:** - This **number defaults** from the **Maintain Base Description** screen in the IATS **Maintenance** module. No action necessary.
2. **Batch:** - At this field, **type** the batch **number** for the transmission. This is a sequential number, beginning with 001, that must be tracked by the travel office.

Header Record Information

3. **Block:** - At this field, **type** the **block number** for the transmission. This is **also** a **sequential number**, **beginning with 000001**, that **must be tracked** by the travel office.
4. **Submission Number:** - At this field, **type** the **same number** entered at the **Batch** field.
5. **UIC:** - This **number defaults** from the **Maintain Base Description** screen in the IATS **Maintenance** module. **No action necessary**.
6. When **finished** entering the required information at this screen, **click** on the **OK** button. The **Block Selection** screen appears listing **every block** in the database in the **status "Release For Disbursement"**.
7. At the Block Selection screen, select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

Tip: Users may select **all** of the blocks listed by **clicking** on the **Select All** button. To **void** a selection, **click** the **Unselect All** button.

8. After **selecting** a block (or blocks) and **clicking** the **OK** button, the **Confirmation Password** screen appears.
9. **Enter** your conformation **password** and then **click** on **OK**. A message appears indicating that the file has been created and copied to the ASCII format.
10. **Click** on **OK**. The **Disbursing Upload File Totals** screen appears next.

Disbursing Upload File Totals

Upload File Name

Date

Work Cntr Designator

Nbr of Payments

DSSN

Tot Amt of Payments

DSSN-ITR

Note: The purpose of the **Disbursing Upload File Totals** screen is to **provide** the **certifying officer** with the information needed to **certify** the **ADS upload** file prior to sending the certification e-mail message to CCL-IATS-CERT@dfas.mil.

11. When the ADS File Totals screen is displayed, **click** on the **Print** button. IATS will print the **Disbursing File Summary** document, which must be provided to the certifying officer.
12. After printing the Disbursing File Summary document, **click** on the **Exit** button. IATS **returns** to the **Upload Data to Disbursing System - ADS** screen.
13. After returning to the **Upload Data to Disbursing System - ADS** screen, **click** the **Cancel** button if you have no more upload files to create.
14. **Click** on the **See Also** button below for additional **instructions** on processing disbursing system upload files.

Completing the ADS File and Header Screen

After copying the ADS upload file to the **ASCII** format the **ADS File and Header Information** screen appears. This screen is used to **create** the **filename** and **header record** for IATS **payments** transmitted to the disbursing system **ADS**.

ADS File and Header Information

Name of the ADS File to be Uploaded

UIC: 3305B

Batch: 001

Header Record Info

Block: 000001

Submission No.: 001

UIC: 3305B

OK Cancel ? Help

Click on this button to save information

 Use the following instructions to "complete" the ADS File and Header Information screen:

Name of the ADS File to be Uploaded

1. **UIC:** - This **number defaults** from the **Maintain Base Description** screen in the IATS **Maintenance** module. **No action necessary.**
2. **Batch:** - At this field, **type** the **batch number** for the transmission. This is a **sequential number**, beginning with **001**, that **must be tracked** by the travel office.

Header Record Information

3. **Block:** - At this field, **type** the **block number** for the transmission. This is **also a sequential number**, beginning with **000001**, that **must be tracked** by the travel office.
4. **Submission Number:** - At this field, **type** the **same number** entered at the **Batch** field.
5. **UIC:** - This **number defaults** from the **Maintain Base Description** screen in the IATS **Maintenance** module. **No action necessary.**
6. When **finished** entering the required information at this screen, **click** on the **OK** button. IATS **creates** the ADS transmission **file** and then displays the **Disbursing Upload File Totals** screen.

Disbursing Upload File Totals

Upload File Name
c:\UPLOAD\3305B001.TVL

| | |
|-------------------------------|--------------------------|
| Date 2/25/2021 | Work Cntr Designator |
| Nbr of Payments 1 | DSSN 8522 |
| Tot Amt of Payments 500.00 | DSSN-ITR 6416 |

Note: The purpose of the **Disbursing Upload File Totals** screen is to **provide** the **certifying officer** with the information needed to **certify** the **ADS upload** file prior to sending the certification e-mail message to CCL-IATS-CERT@dfas.mil.

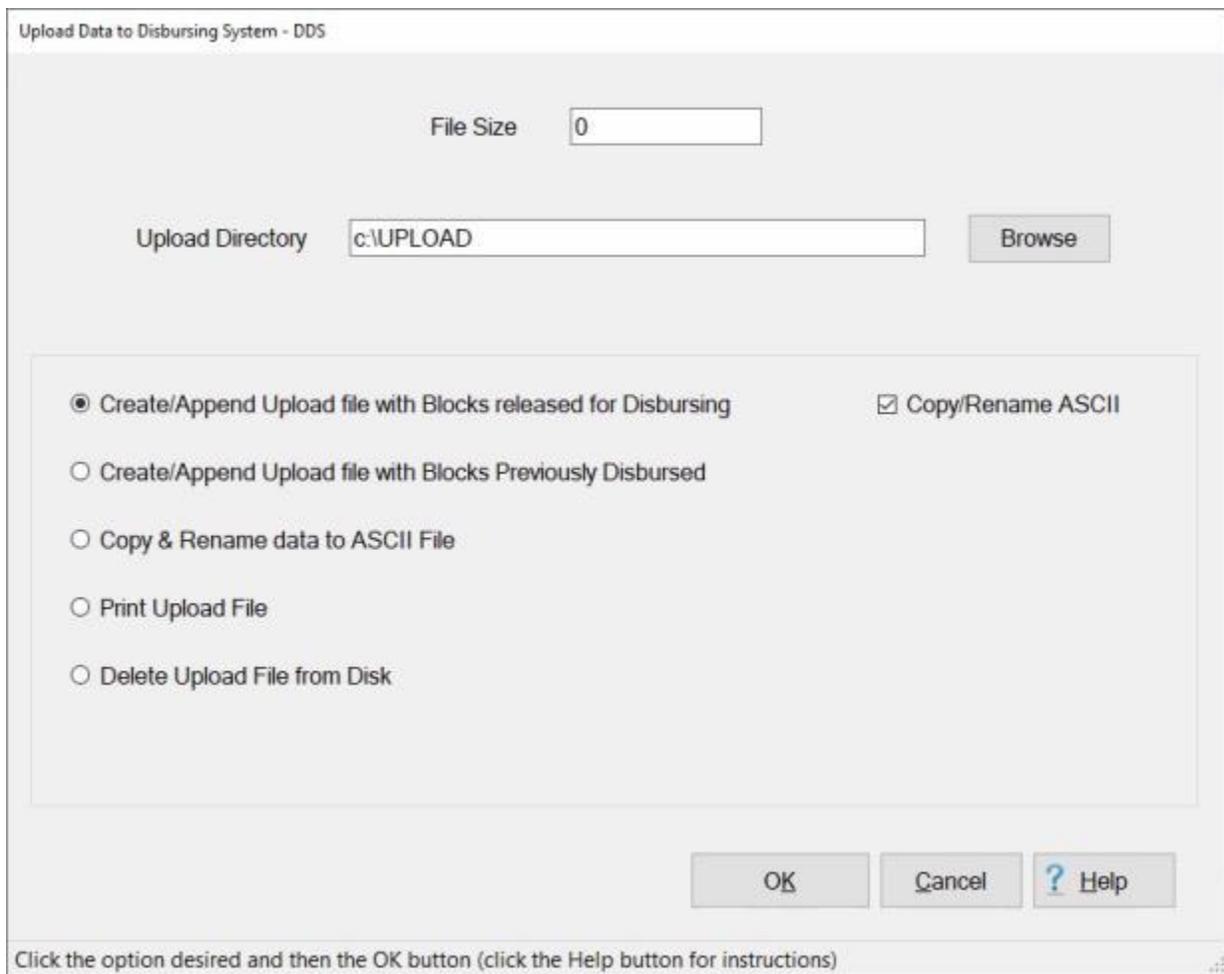
7. When the Disbursing Upload File Totals screen is displayed, **click** on the **Print** button. IATS will print the **Disbursing File Summary** document, which must be provided to the certifying officer.
8. After printing the Disbursing File Summary document, **click** on the **Exit** button. IATS **returns** to the **Upload Data to Disbursing System - ADS** screen.
9. After returning to the **Upload Data to Disbursing System - ADS** screen, **click** the **Cancel** button if you have no more upload files to create.

Upload to DDS

The disbursing system, **DDS** is used to **process** travel **payments**. DDS processes a data **file** created by IATS that contains the payment information. This data is then processed to assign **DOV#s**, print **checks**, transmit **EFT transactions**, and report the U.S. Treasury **checks issued**. The **Upload Data Disbursing System - DDS** screen is used for that purpose.

 **Complete the following steps to "upload" blocks to DDS:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Upload to Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Upload Transactions to Disbursing System** option. The **Upload Data to Disbursing System - DDS** screen appears.



Upload Data to Disbursing System - DDS

File Size

Upload Directory

Create/Append Upload file with Blocks released for Disbursing Copy/Rename ASCII
 Create/Append Upload file with Blocks Previously Disbursed
 Copy & Rename data to ASCII File
 Print Upload File
 Delete Upload File from Disk

Click the option desired and then the OK button (click the Help button for instructions)

Note: IATS will **append new data** to the **existing data** residing in the file **UPLOAD.DAT**. Therefore, **prior to creating a new 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"**.

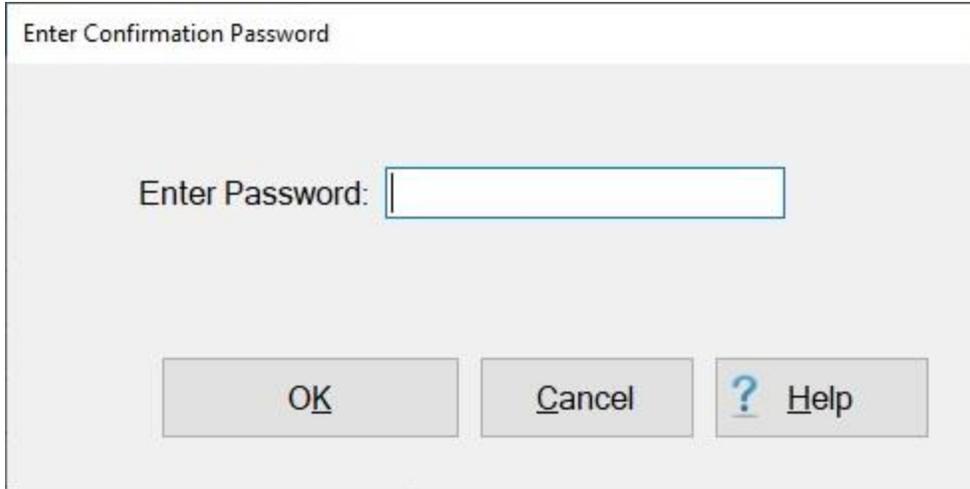
Block Selection - Uploading to Disbursing (ORIGINAL MASTER DATABASE)

| Block No. | Office | Type | Block Status | Status Date | Who Has It |
|------------|-----------|------------|---------------------------|-------------|------------|
| MILITARY05 | OFFICEONE | Settlement | Released For Disbursement | 2/22/2021 | |

Select All Unselect All

Print... End Block: OK Cancel ? Help

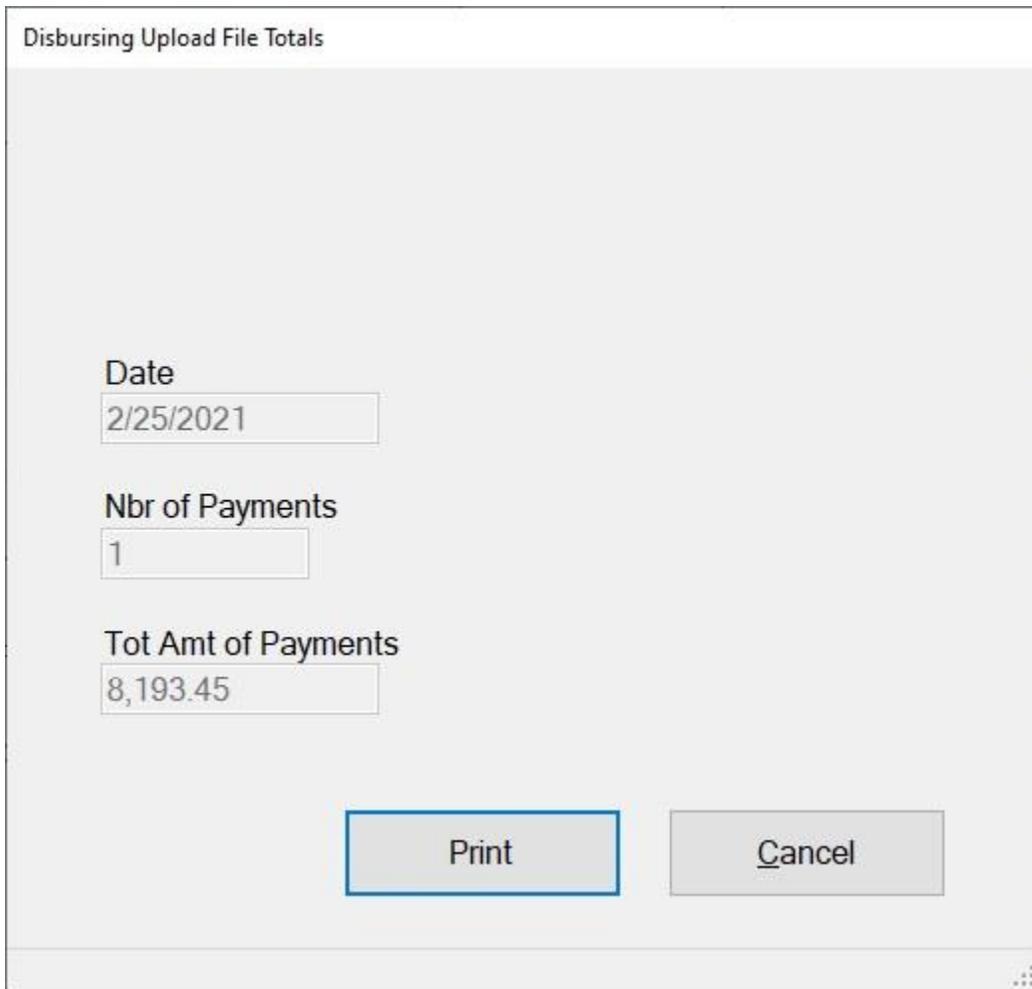
6. At the **Block Selection - Uploading to Disbursing** screen, **click** on the **Block(s)** you wish to upload **or** **click** on the **Select All** button if you wish to upload **all** of the Blocks.
7. After you have selected the desired Block(s), **click** on the **OK** button.
8. The **Confirmation Password** screen appears.



Enter Confirmation Password

Enter Password:

9. **Enter** your conformation **password** and then **click** on **OK**. A message appears indicating that the file has been created and copied to the ASCII format.
10. **Click** on **OK**. The **Disbursing Upload File Totals** screen appears next.



Disbursing Upload File Totals

Date

Nbr of Payments

Tot Amt of Payments

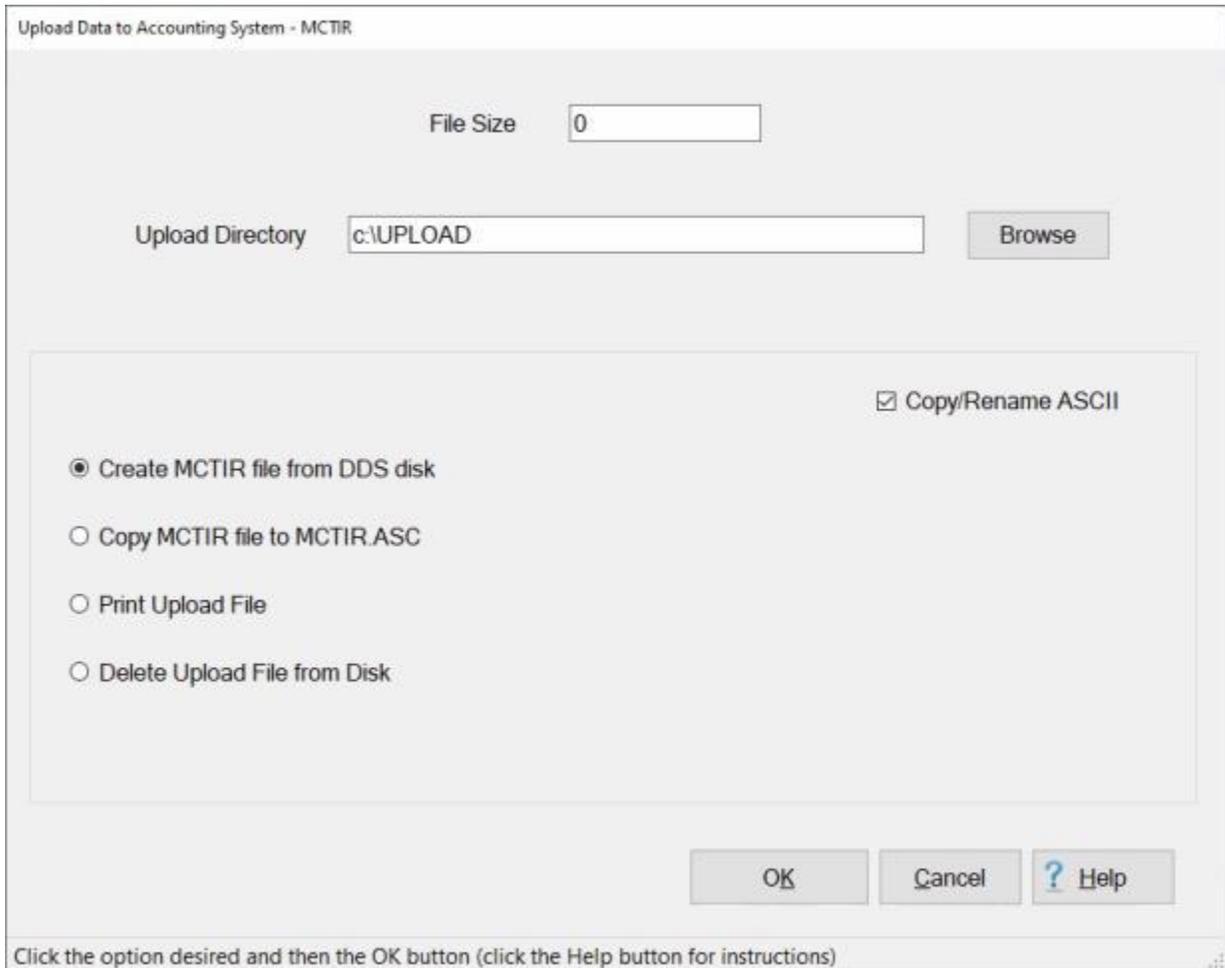
11. Click on the **Print** button to generate a print-out of the **Disbursing Upload File Totals** or click on the **Cancel** button if you are **finished**.
12. IATS returns to the **Upload Data to Disbursing System - DDS** screen.
13. Click on the **Cancel** button to **close** the screen is you are **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 Accounting System - MCTIR** screen appears.



Upload Data to Accounting System - MCTIR

File Size

Upload Directory

Copy/Rename ASCII

Create MCTIR file from DDS disk

Copy MCTIR file to MCTIR.ASC

Print Upload File

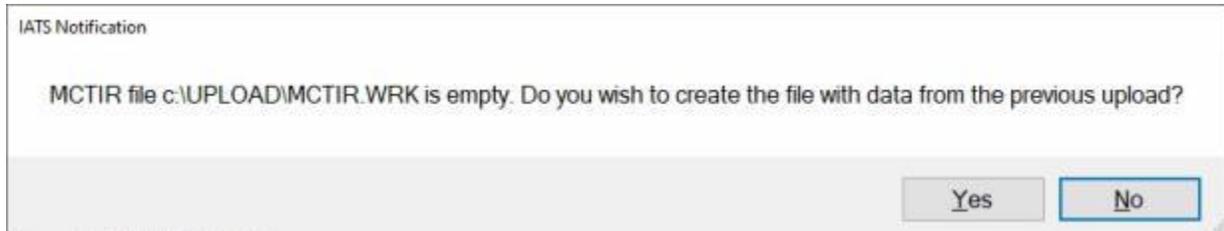
Delete Upload File from Disk

Click the option desired and then the OK button (click the Help button for instructions)

Note: IATS will **append new data** to the existing data residing in the file **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:** - 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 MCTIR file from DDS disk** option and then **click** the **OK** button.
5. If, IATS discovers that the **MCTIR.WRK** file is **empty**, the following **message** appears asking if you wish to **create** the MCTIR file from the previous **upload**.



6. **Click** on *Yes* or *No* as desired.
- 7.
8. 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 Accounting System - MCTIR** screen.
7. Before **transmitting** the Upload File to MCTIR, the file must be copied to an ASCII format.
8. **Click** on the **See Also** button below for additional **instructions** on processing upload files.

Upload Blocks Previously Disbursed

After the **Upload File** for a block has been initially **created**, the **status** of the **block** is changed to "**Completed**". As long as the block has not been **deleted**, however, it is still **possible** to **re-create** the **Upload File** if necessary.

 **Complete the following steps to "upload" blocks previously disbursed:**

1. At the **Upload Data to Disbursing** screen, **click** in the **circle** next to the option **Create/Append Upload File with Blocks Previously Disbursed**.

Upload Data to Disbursing System - DDS

File Size

Upload Directory

Create/Append Upload file with Blocks released for Disbursing Copy/Rename ASCII
 Create/Append Upload file with Blocks Previously Disbursed
 Copy & Rename data to ASCII File
 Print Upload File
 Delete Upload File from Disk

Click the option desired and then the OK button (click the Help button for instructions)

Note: IATS will **append** new data to the existing data residing in the 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.

Upload Data to Disbursing System - DDS

File Size

Upload Directory

Create/Append Upload file with Blocks released for Disbursing Copy/Rename ASCII

Create/Append Upload file with Blocks Previously Disbursed

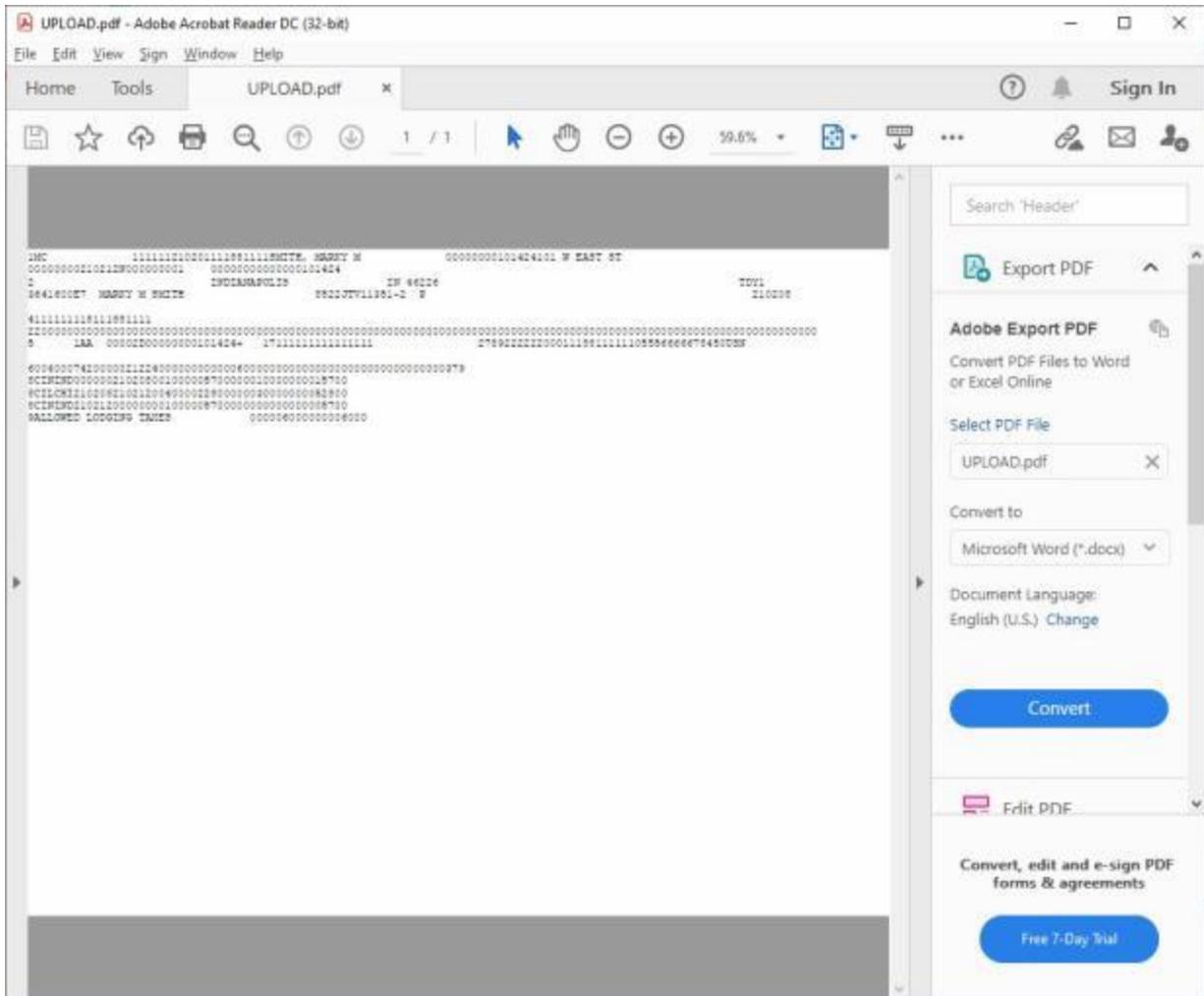
Copy & Rename data to ASCII File

Print Upload File

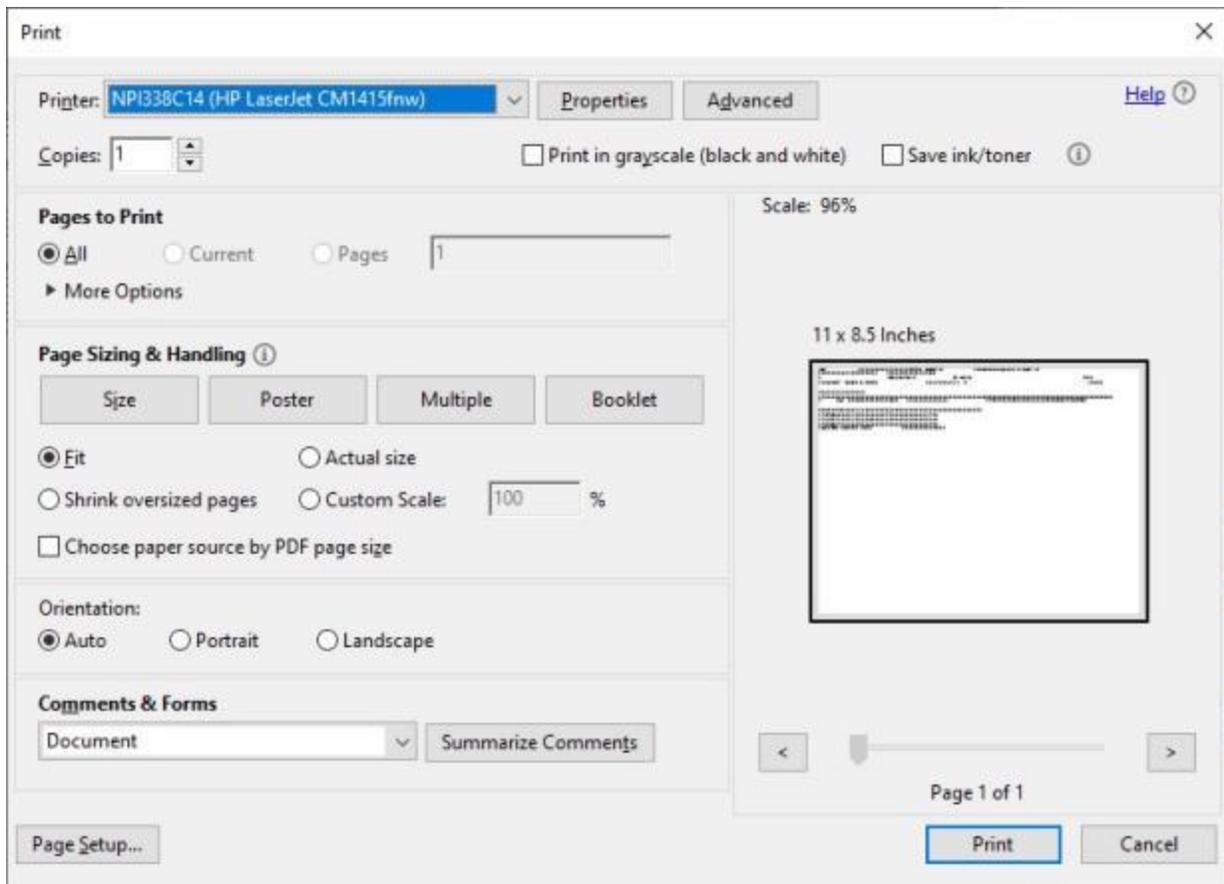
Delete Upload File from Disk

Click the option desired and then the OK button (click the Help button for instructions)

2. After clicking the **OK** button, the **Adobe Reader** screen appears.



3. Click on the **Printer** icon on the **toolbar** at the top of the screen. The **Print** screen will appear.



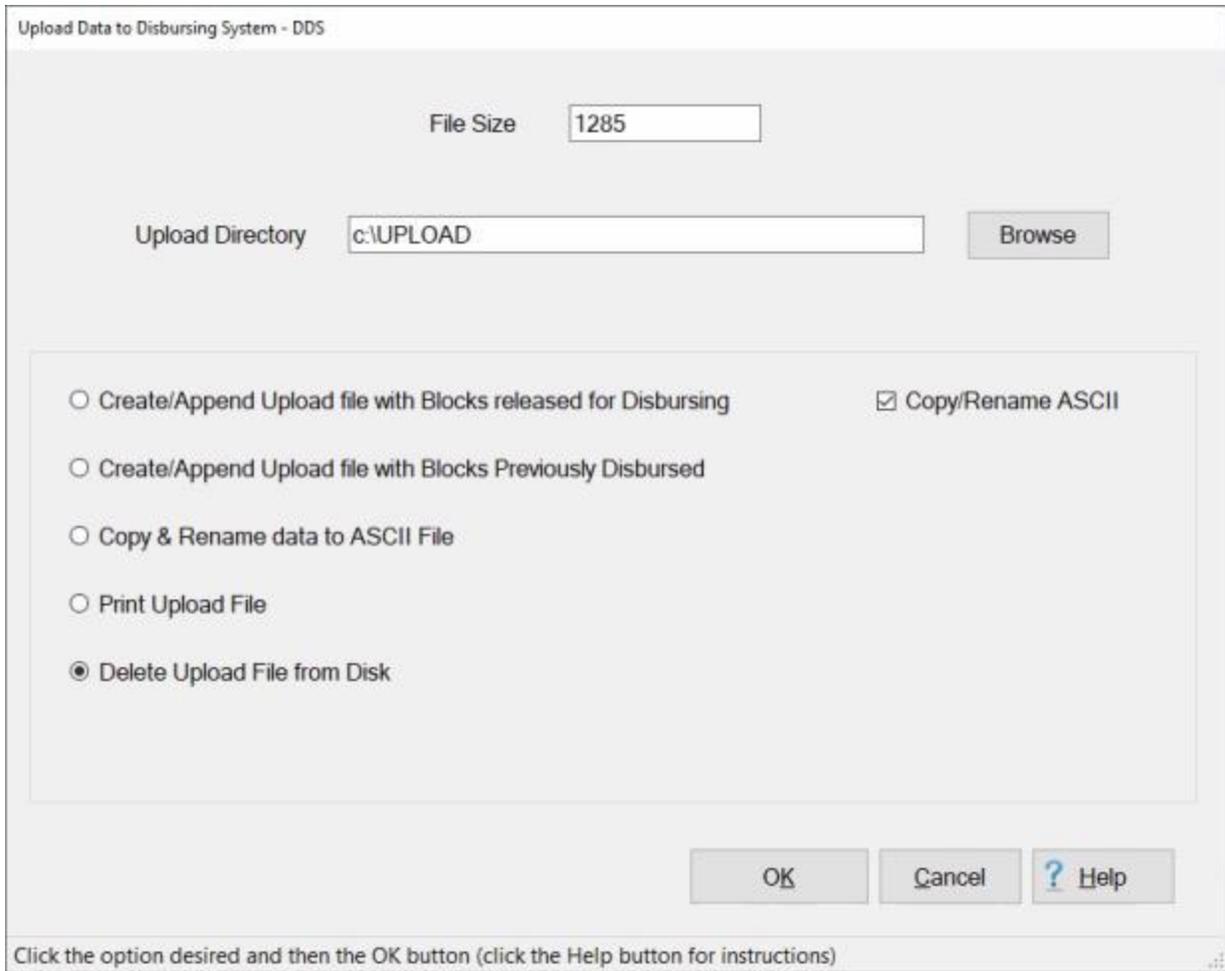
4. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
5. **Select** the **number of copies** you wish to print and **click** the **Print** button. IATS **prints** the **contents** of the Upload File and returns to the Adobe Acrobat Reader screen.
6. **Click** the **X** button at the top right corner of the Adobe Acrobat Reader screen when you are ready.
7. IATS returns to the **Upload Data to Disbursing** screen.
8. **Click** on the **Cancel** button if you are **finished** printing the upload file.

Delete Upload File

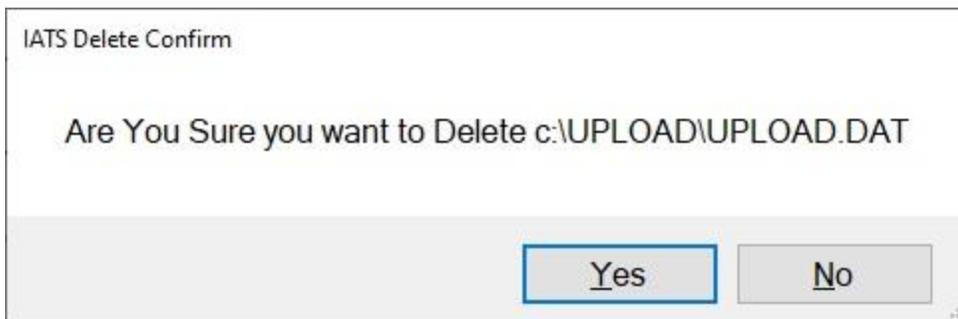
After copying the Upload File to an **ASCII** format, the **UPLOAD.DAT** file is no longer needed and should be deleted.

 **Complete the following steps to "delete" the UPLOAD.DAT file:**

1. At the **Upload Data to Disbursing** screen, **click** in the circle next to the **Delete Upload File from Disk** option and then **click** the **OK** button.



2. After clicking the **OK** button, a *pop-up* appears asking if you are **sure** you wish to **delete** the **UPLOAD.DAT** file.



3. **Click** on the **Yes** button. A second *pop-up* **appears** indicating that the file was **deleted**.



4. Click on the **OK** button to **finish** the process. After clicking on **OK**, IATS displays a **zero** at the **Upload File of Size** field at the **Upload Data to Disbursing** screen.

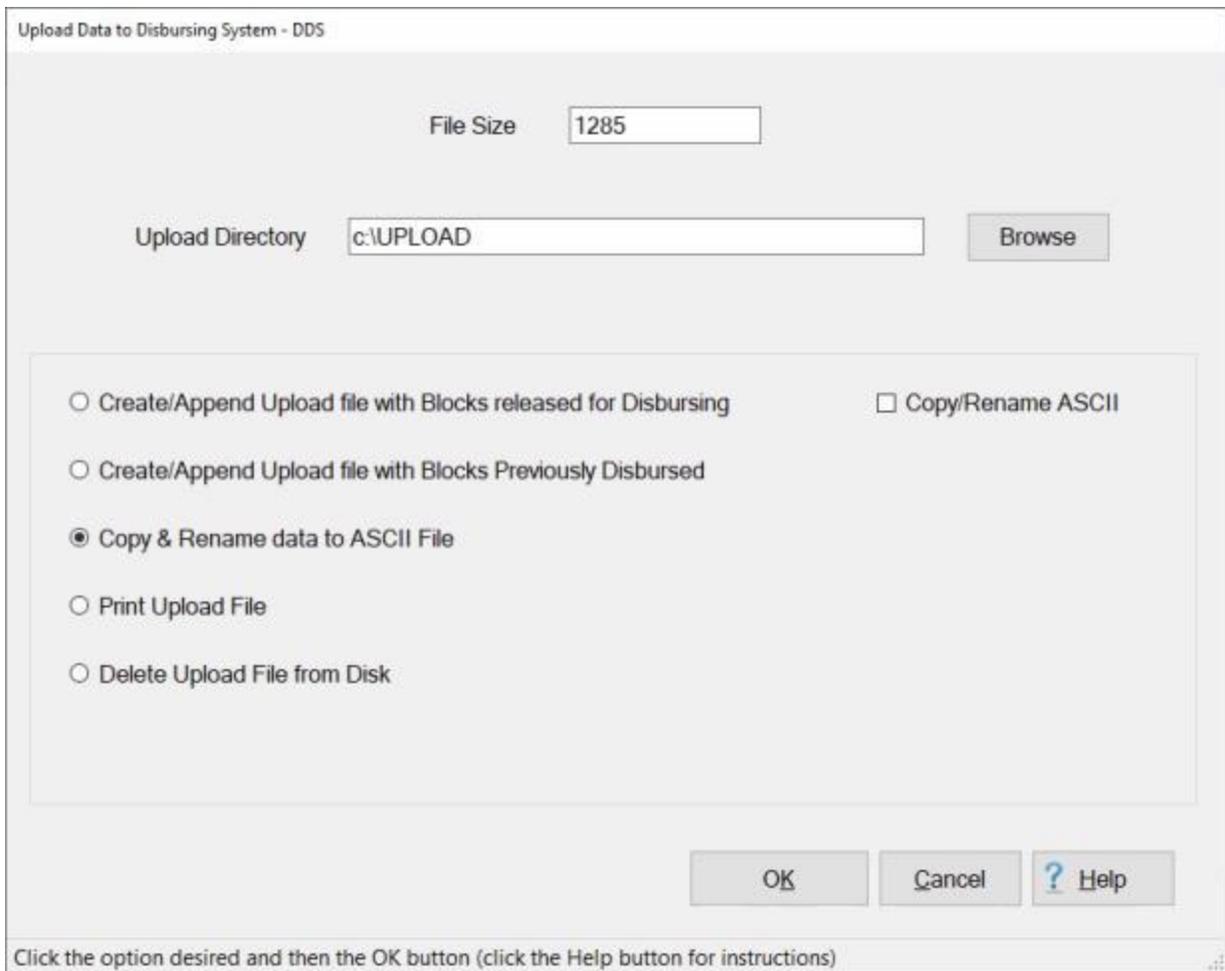
Copy Upload file to ASCII

After creating the disbursing system upload file, the **file** must be **copied** to an **ASCII** format prior to being **transmitted** to the applicable system.

If this was **not** already done when you initially created the file, **use** the **following steps** to complete the process.

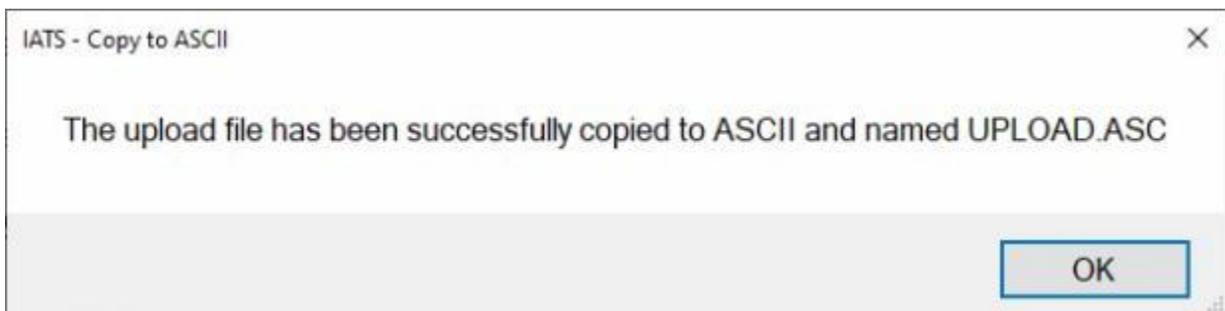
 **Complete the following steps to "copy" the Upload File to an ASCII format:**

1. At the **Upload Data to Disbursing System** screen, **click** in the **circle** next to the **Copy & Rename data to ASCII File** option and then **click** the **OK** button.



Note: After selecting this option as shown above, the IATS user must **select the location** where the ASCII file will **reside**.

2. If the **default** directory is not correct after selecting this option, **click** on the **Browse** button at the right portion of the screen and **browse** to the desired directory.
3. After specifying the desired directory, **click** the **OK** button. The following *pop-up* **appears** after the file has been copied.



4. **Click** on the **OK** button to continue.

Note: For **US Navy and Marines** travel offices creating an upload file to ADS, the **ADS File & Header Information** screen will appear after completing step (3) above. Refer to the **Help** topic, "[Completing the ADS File and Header Screen](#)", for additional instructions.

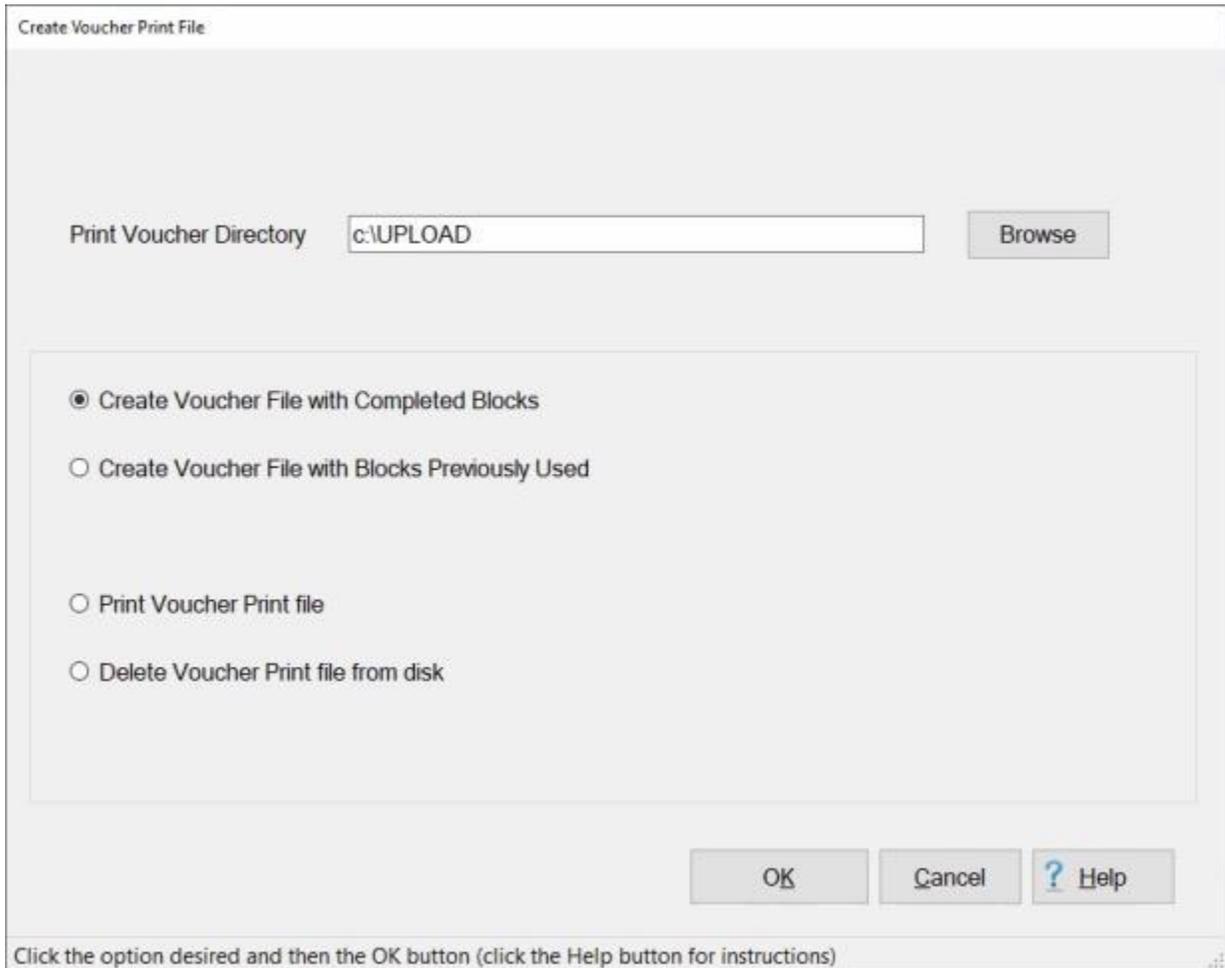
Create Voucher Print File

The **Create Voucher Print File** feature **creates** a **print job file** for **voucher(s)** rather than **sending** the **print job** to a **printer**. When this option **is active**, **all** of the **transactions** on a **block** must be **printed before** the block may be **deleted**.

This option **must** be **activated** by placing a **check mark** in the check box for "**Create Voucher Print File**" when [configuring the system interfaces](#) in the IATS **Maintenance** module.

 **Complete the following steps to "create" a voucher print file:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Upload to Mainframe**". An **expandable menu** appears listing the options.
2. **Click** on the **Upload/Create Voucher Print File** option. The **Create Voucher Print File** screen appears.



Create Voucher Print File

Print Voucher Directory

Create Voucher File with Completed Blocks
 Create Voucher File with Blocks Previously Used
 Print Voucher Print file
 Delete Voucher Print file from disk

Click the option desired and then the OK button (click the Help button for instructions)

3. **Directory:** - IATS is programmed to **automatically** place the created file into the **directory** you have **specified** in the **Maintenance** module for Upload files. If you wish to place the file into a

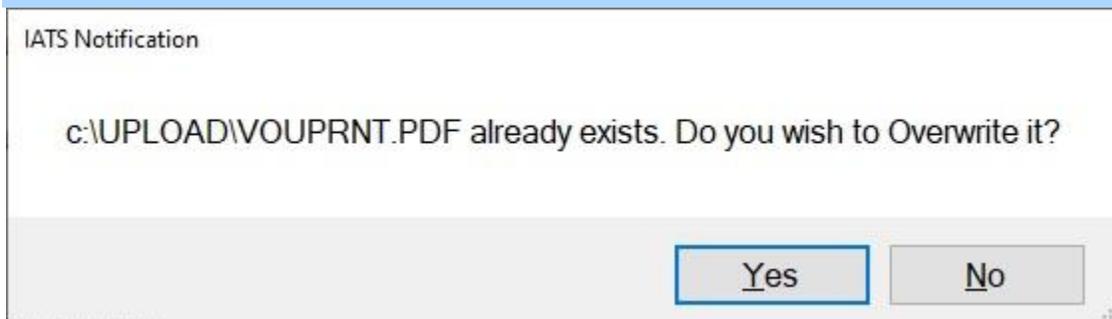
different directory, **click** on the **Browse** button. The **Browse For Folder** screen appears and you may select the desired directory/folder for the file.

4. **Click** in the **circle next** to the **Create/Append Voucher File with Completed Blocks** option.
5. **Click** on the **OK** button. The **Block Selection** screen appears listing every **block** in the database in the status "**Completed**"
6. At the **Block Selection** screen, select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

Tip: Users may select all of the blocks listed by **clicking** on the **Select All** button. To **void** a selection, **click** the **Unselect All** button.

7. The **Enter Confirmation Password** screen will appear.
8. **Enter** your Confirmation Password and then **click** on **OK**.
9. After you click on OK, IATS creates a **PDF** file named **VOUPRNT** and places it in the specified directory/folder.

Note: If the **VOUPRNT** file already exists, you will see the following warning message.



Note: If you wish to **keep** the existing VOUPRNT file, you must **re-name** it before creating a new VOUPRNT file.

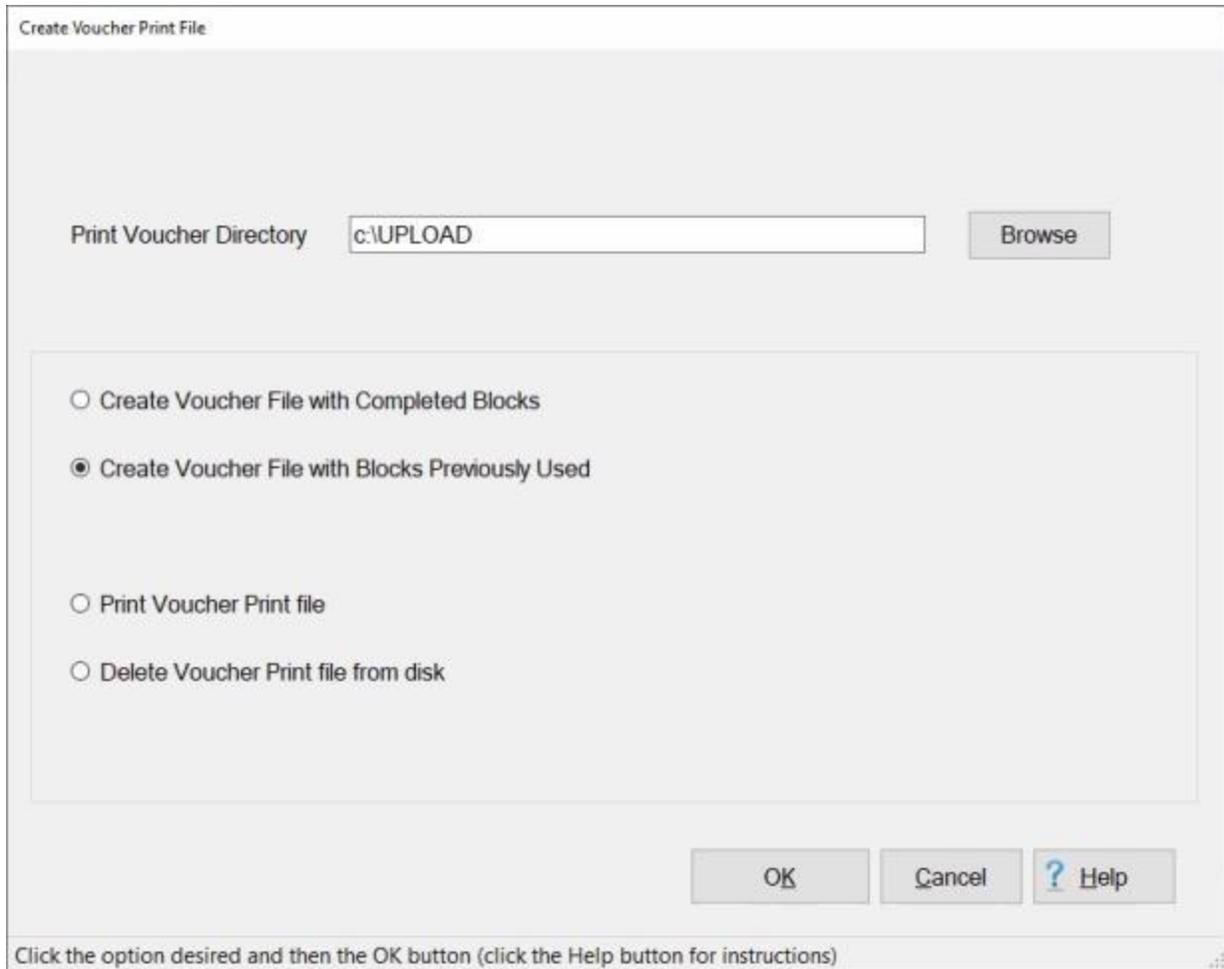
10. **Click** on *Yes* or *No* as desired.

Create Voucher Print File with Blocks Already Printed

After the **Voucher Print File** for a block has been initially **created**, it is still possible to create a new Voucher Print File for the block or several blocks if applicable.

 **Complete the following steps to "create" a voucher print file with blocks already printed:**

1. At the Create Voucher Print File screen, **click** in the **circle next** to the option **Create/Append Voucher File with Blocks Previously Used**.
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. **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. The **Enter Confirmation Password** screen will appear.
6. **Enter** your Confirmation Password and then **click** on **OK**.
7. 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.

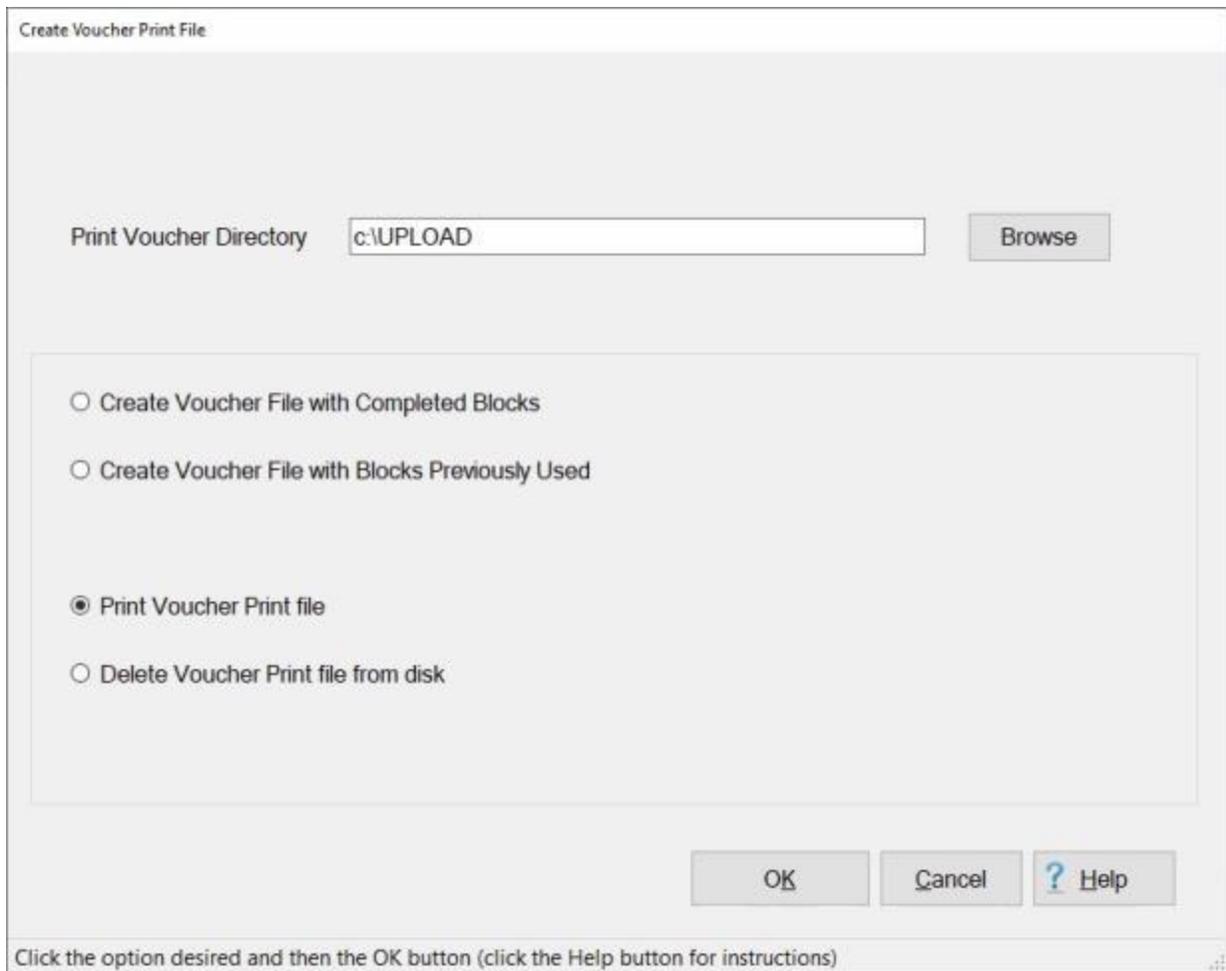
10. **Click** on Yes or No as desired.

Print Voucher Print File

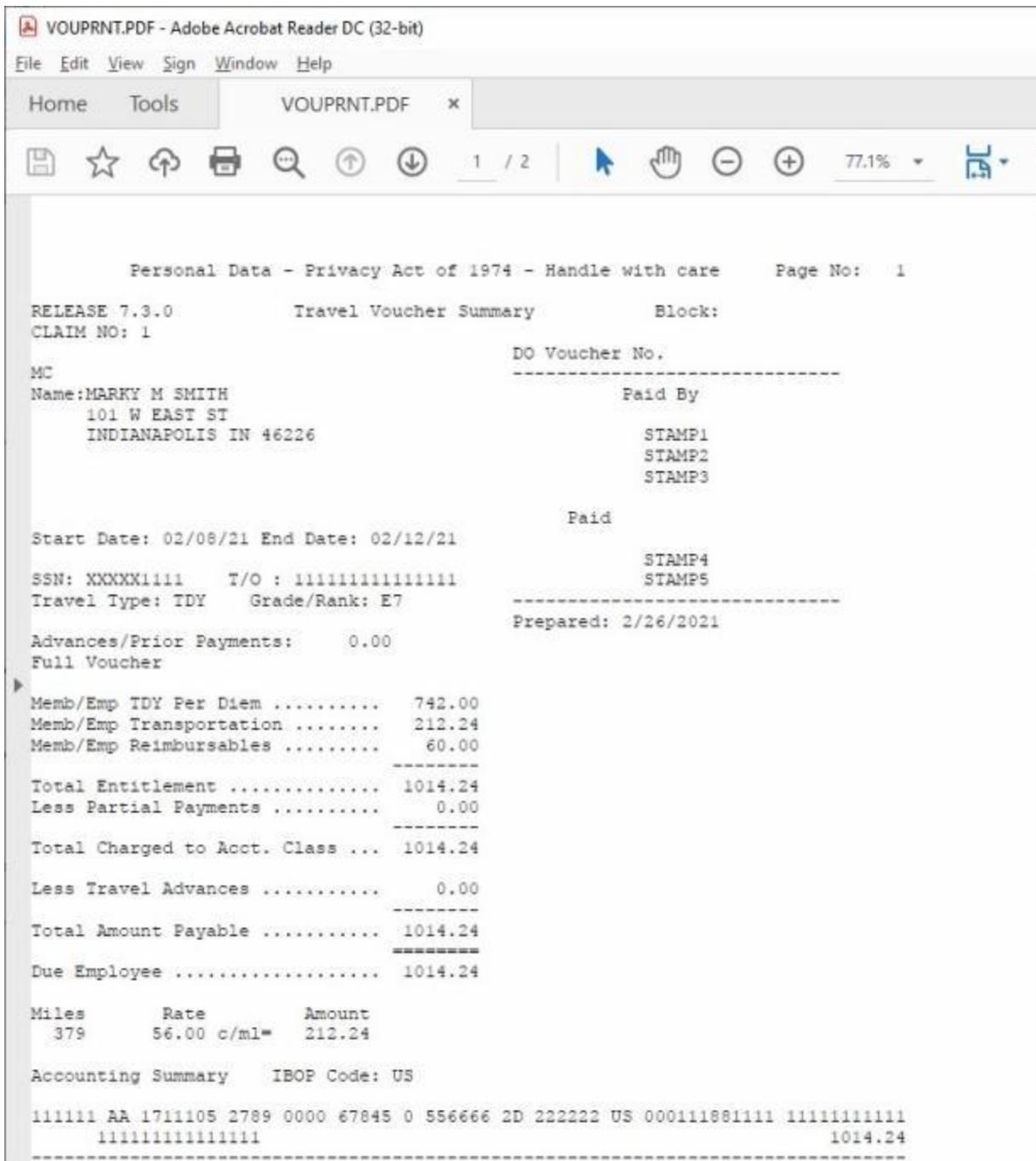
Once a Voucher Print File is created, you can **print** the file from the **Create Voucher Print File** screen if desired.

 **Complete the following steps to "print" a voucher print file:**

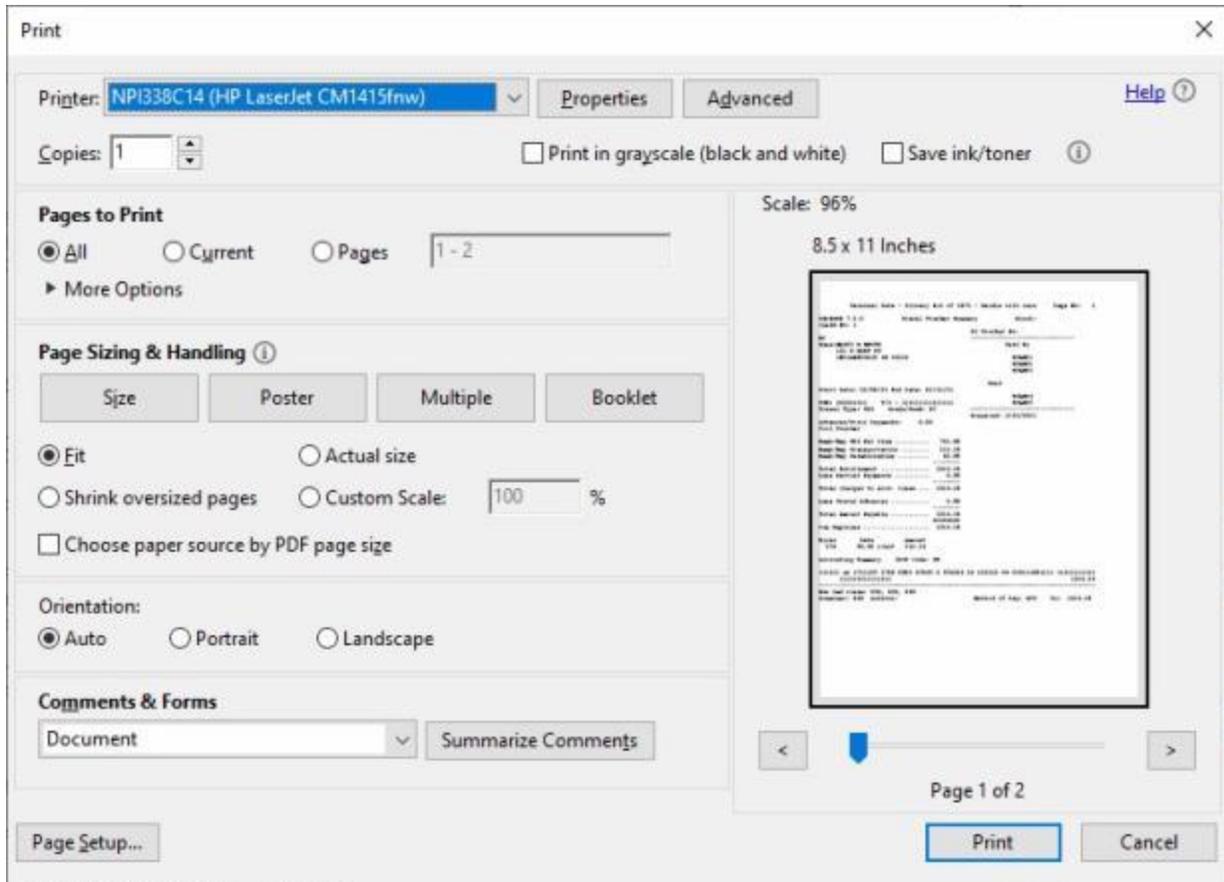
1. At the **Create Voucher Print File** screen, **click** in the circle next to the **Print Voucher Print File** option and then **click** the **OK** button.



2. The **Adobe Acrobat Reader** screen appears displaying the vouchers.



- At the **Adobe Acrobat Reader** screen, **click** on the **printer** icon on the **tool bar**. The **Print** screen will appear



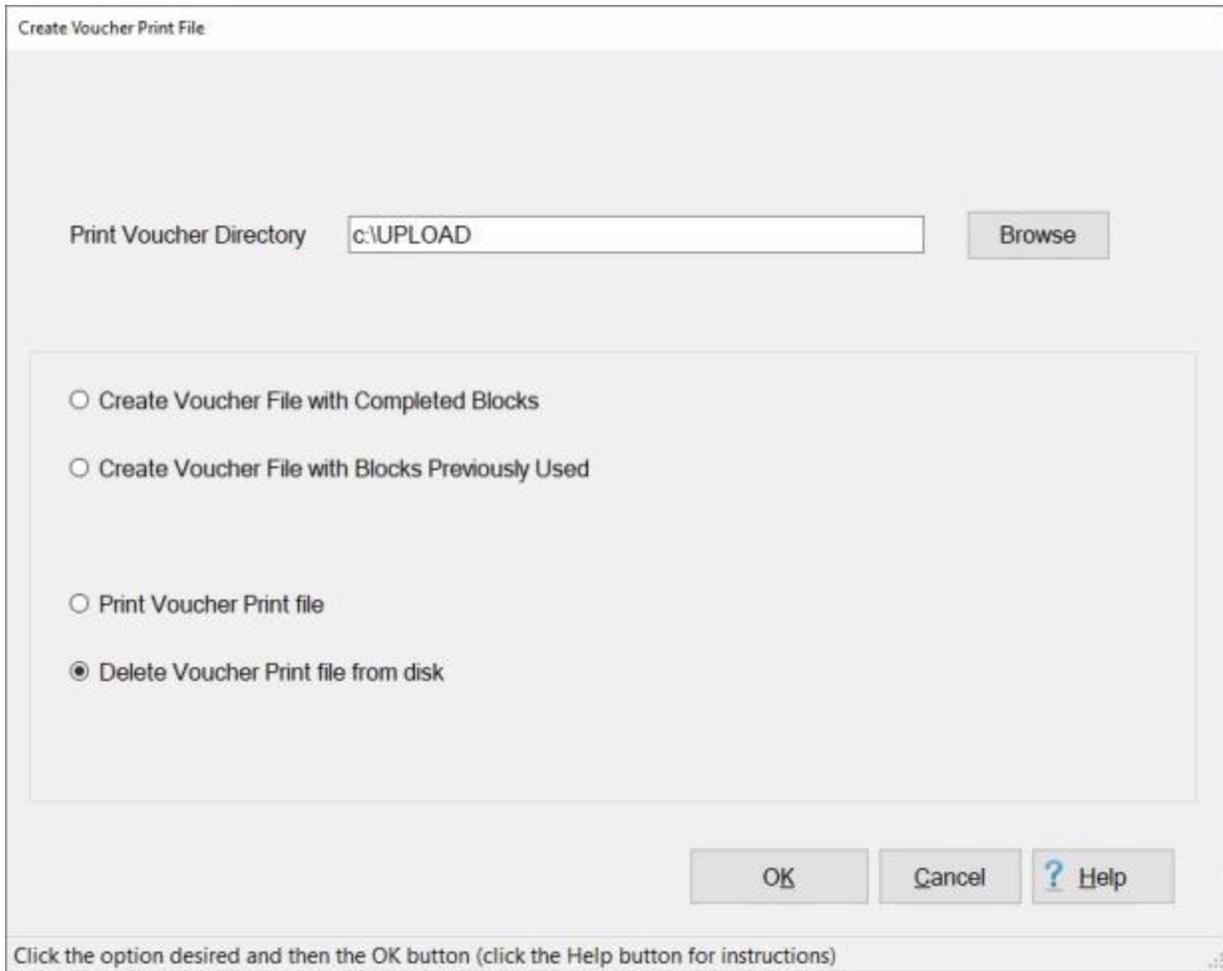
4. **Verify** that the **PC** is **configured** for the **correct printer** or **make** any **necessary changes**.
5. **Select** the **number of copies** you wish to print, the number of pages, and make any other desired adjustments.
6. When you are **ready** to print the file, **click** the **Print** button. IATS **prints** the **contents** of the Voucher Print File.
7. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the **X** button at the **top right corner** to **close** the screen.
8. If you are **finished** using the **Create Voucher Print File** screen, **click** on the **Cancel** button to return to the System Administrator screen.

Delete Voucher Print File

Prior to creating a **new** Voucher Print File, you may **delete** the existing **VOUPRNT.PDF** file.

 **Complete the following steps to "delete" a voucher print file:**

1. At the **Create Voucher Print File** screen, **click** in the **circle next** to the **Delete Voucher Print File From Disk** option and then **click** the **OK** button.



2. After clicking the **OK** button, a *pop-up* appears asking if you are **sure** you wish to **delete** the **VOUPRNT.PDF** file.
3. **Click** on **Yes**.
4. After clicking on **Yes**, another *pop-up* appears stating that the file was deleted.
5. **Click** on **OK** to continue.

Coast Guard Upload to Mainframe

This process **transforms** the payment information for the **advance** and **settlement** requests computed by IATS, into a **format** acceptable by **Coast Guard Systems**. This data is then **processed** assign DOV#s, print checks and transmit EFT payment transactions.

Note: Coast Guard **uploads** to the mainframe are based upon **specific funds** and the information entered at the **Batch Specific Data** screen in the **Maintenance** module. **See** the example **below**:

Maintain Yard Batch Specific Data

User ID: SYSTEM

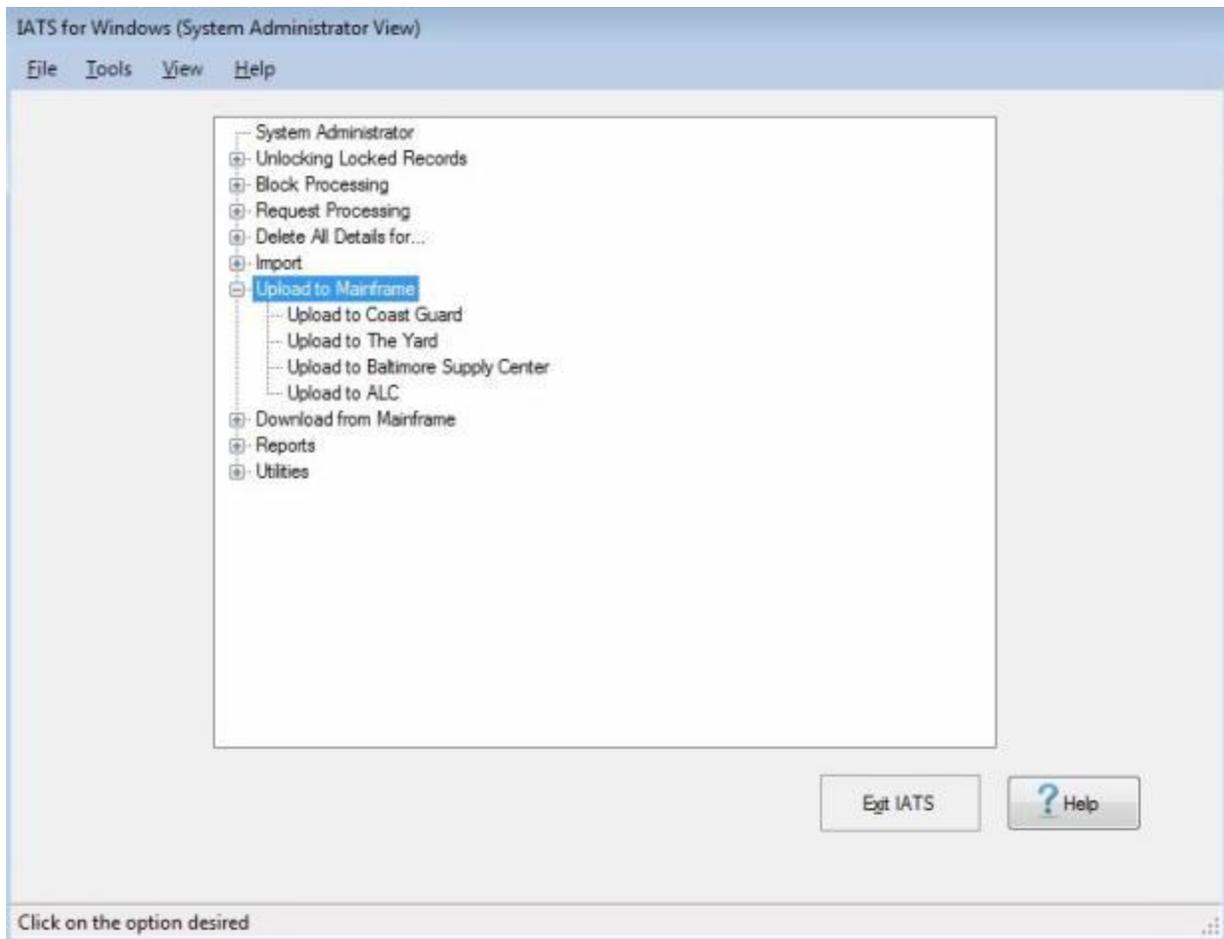
TLC Specific Data

| | | |
|--|--|---------------------------------------|
| OPFAC | <input type="text" value="47093"/> | |
| Transmit Directory | <input type="text" value="C:\Upload"/> | <input type="button" value="Browse"/> |
| Verification/Transmission List Directory | <input type="text" value="C:\Upload"/> | <input type="button" value="Browse"/> |
| Travel Office Mail Name | <input type="text" value="CG-TVL"/> | |
| CG HQ Mail Name | <input type="text" value="CG-HG"/> | |
| FINCEN Mail Name | <input type="text" value="FINCEN"/> | |
| FUT Claim Directory | <input type="text" value="C:\FUT"/> | <input type="button" value="Browse"/> |

Automatically send to DAFIS after claims

 Complete the following steps to "create" the upload file for Coast Guard funds:

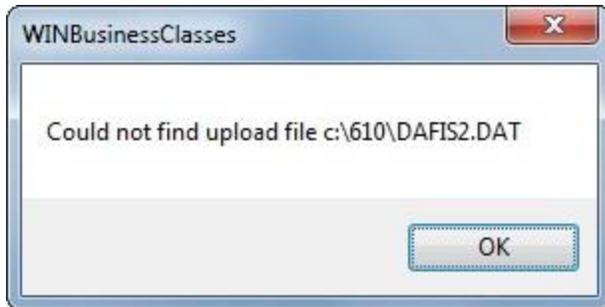
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, **"Upload to Mainframe"**. An expandable menu appears listing the options.



2. **Click** on the **Upload** option for the desired funding organization.
3. IATS will **complete** the upload process (and display the following message) **if** claim transaction file(s) **exist** in the specified **directory/folder** that was established at the **Batch Specific Data** screen in the **Maintenance** module.



If claim transaction file(s) does not exist in the specified **directory/folder** that was established at the **Batch Specific Data** screen in the **Maintenance** module, IATS will display the following message..



4. **Click** on the **OK** button to continue.

Download Files

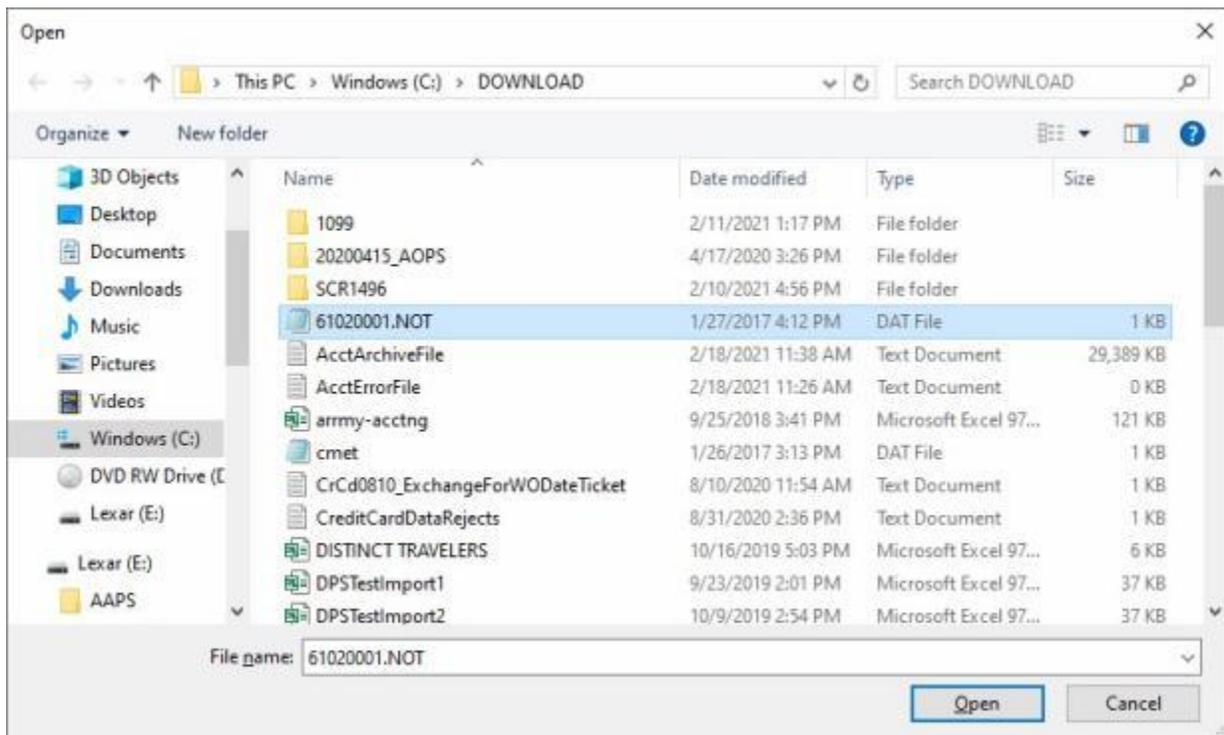
Process ADS Download File

After **ADS** has **processed** the uploaded IATS **payments**, a file must be **downloaded** from ADS to pass the disbursing **information** back to IATS.

 **Complete the following steps to "process" the ADS Download File:**

Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download Transactions from Disbursing System** option. The **Open** screen appears.



Note: At this screen, the IATS user must select the **location** where the download file **resides**.

3. If the **default** directory is not **correct** when the **Open** screen appears, **browse** to the desired directory/folder.
4. After specifying the desired directory/folder, the download **file(s)** will **appear**.
5. **Click** on the desired download **file**. IATS highlights the **filename**.
6. **Click** on the **Open** button. The **Download from ADS** screen appears.

Download from ADS

Download File Selected: C:\DOWNLOAD\61020001.NOT.dat

| | File | Total | Disbursed Amt |
|--------------------------------|----------------------|----------------------|----------------------|
| Number Records Read | <input type="text"/> | <input type="text"/> | |
| TDY Setl Created/Updated | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| PCS Setl Created/Updated | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| EFT Payments Corrected/Rej | <input type="text"/> | <input type="text"/> | |
| TDY Adv Created/Updated | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| PCS Adv Created/Updated | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Travel Orders Created/Updated | <input type="text"/> | <input type="text"/> | |
| Traveler Accts Created/Updated | <input type="text"/> | <input type="text"/> | |
| EFT Claims Created/Updated | <input type="text"/> | <input type="text"/> | |
| Total Number Claims Rejected | <input type="text"/> | <input type="text"/> | |

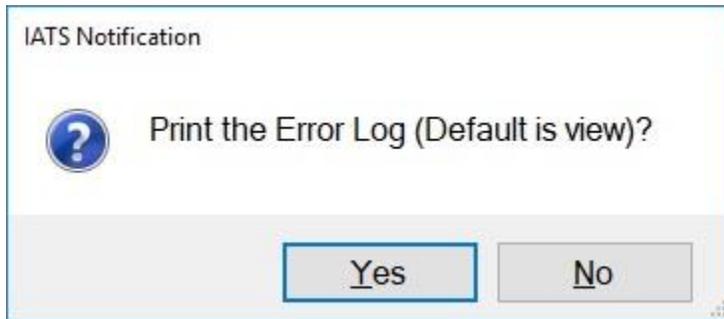
Select the file To be processed For download

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 now appear asking if you wish to **print** the **log file**.

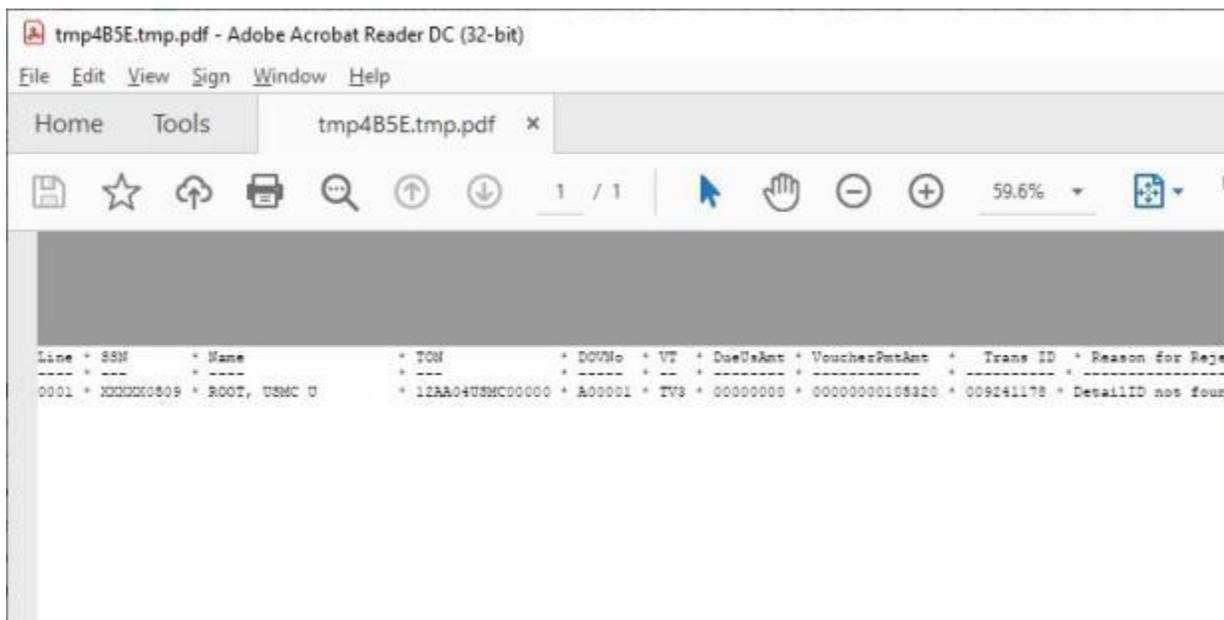
IATS Notification

Finished Downloading data from C:\DOWNLOAD\DDS-Dwnld.dat with 193 errors. View/Print log file?

10. **Click** on *Yes* or *No* as desired.
11. **If** you click on *Yes*, the following *pop-up message* appears **indicating** that the **default** is **View** and **asks** if you wish to **Print**.



12. **Click** on *Yes* or *No* as desired.
13. **If** you click on *Yes*, IATS will **display** the **details** of the log as shown below.



14. **Click** on the (X) button in the top right corner to **close** the PDF Reader screen when you are finished.
15. When **finished** processing the ADS download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

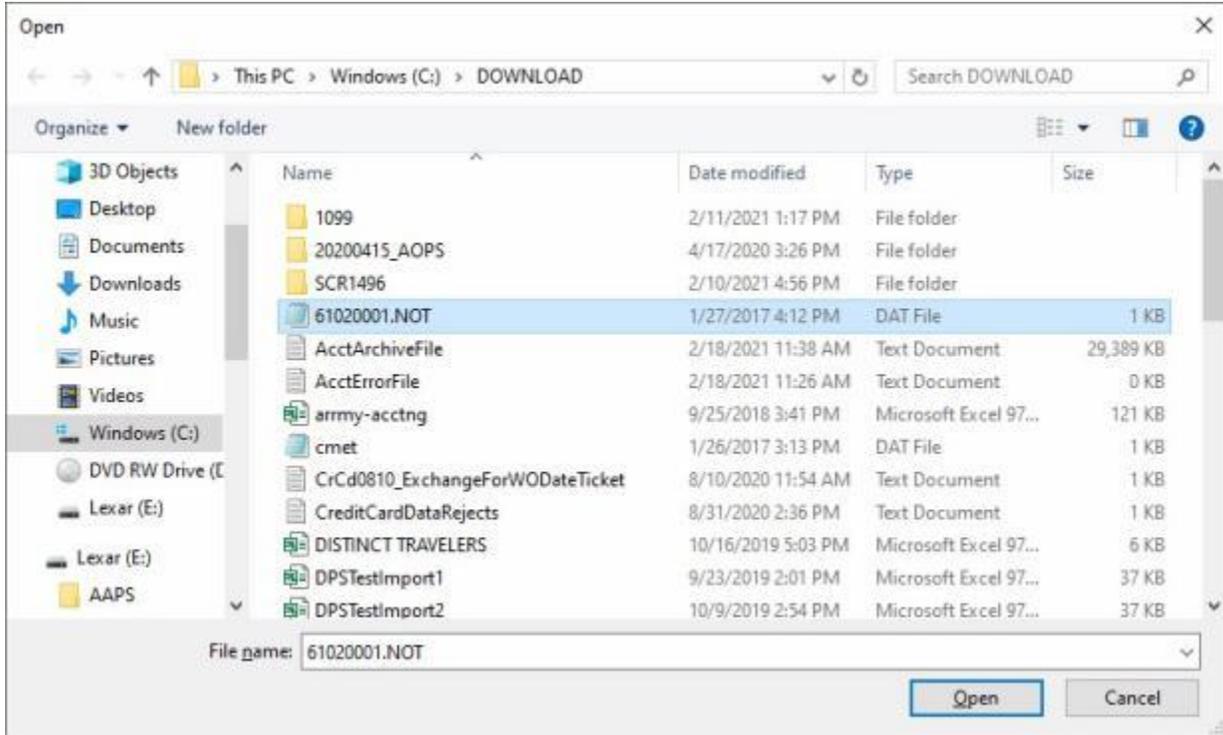
Process DDS Download File

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

Download from DDS

Download File Selected: C:\DOWNLOAD\DDS-Dwnld.dat

| | File | Total | Disbursed Amt |
|--------------------------------|----------------------|----------------------|----------------------|
| Nbr Rcds Read | <input type="text"/> | <input type="text"/> | |
| TDY Setl Created/Updated | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| PCS Setl Created/Updated | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| EFT Payments Corrected/Rej | <input type="text"/> | <input type="text"/> | |
| TDY Adv Created/Updated | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| PCS Adv Created/Updated | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Travel Orders Created/Updated | <input type="text"/> | <input type="text"/> | |
| Traveler Accts Created/Updated | <input type="text"/> | <input type="text"/> | |
| EFT Claims Created/Updated | <input type="text"/> | <input type="text"/> | |
| Total Nbr Claims Rejected | <input type="text"/> | <input type="text"/> | |

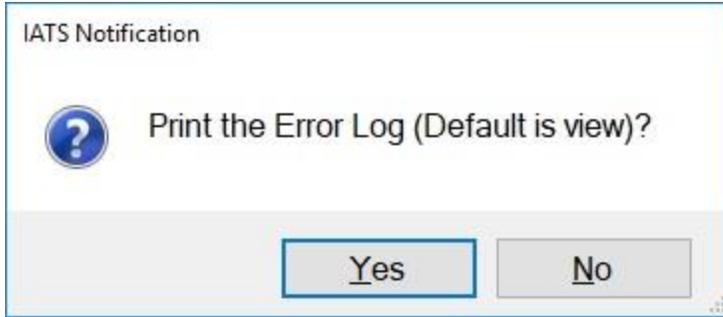
Select the file To be processed For download

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 now appear asking if you wish to **print** the **log file**.

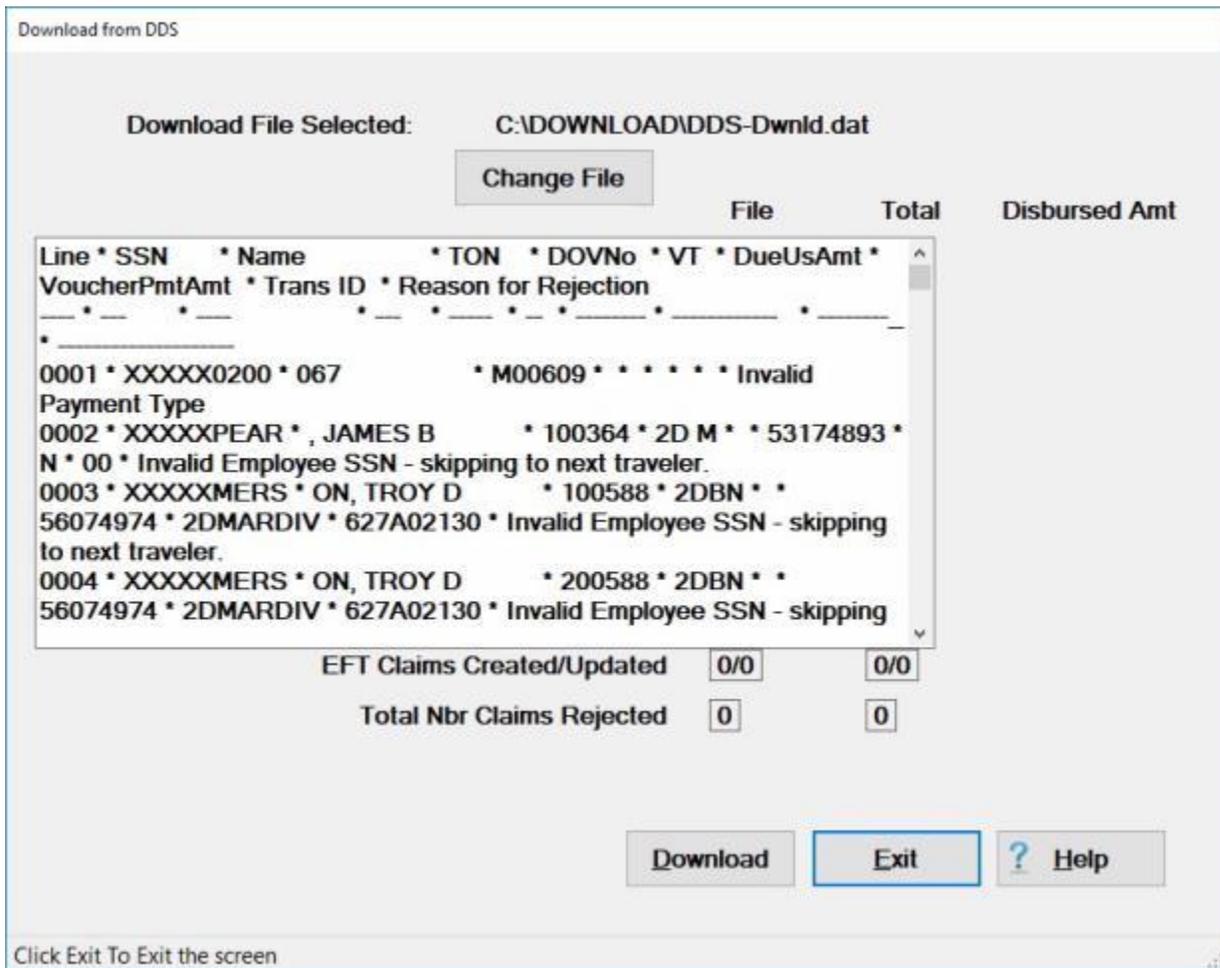
IATS Notification

 Finished Downloading data from C:\DOWNLOAD\DDS-Dwnld.dat with 193 errors. View/Print log file?

10. **Click** on Yes or No as desired.
11. If you click on Yes, the following *pop-up* **message** appears **indicating** that the **default** is **View** and **asks** if you wish to **Print**.



12. Click on Yes or No as desired.
13. If you click on No, IATS will **display** the **details** of the log as shown below.



14. If you **click** on the Yes button to **Print** the log, your default PDF file viewer application will launch and **display** the log file.

| Line | SSN | Name | TCN | DOV | VT | DueDate | VoucherPmtAmt | Trans ID | Reason for Rejection |
|------|-----------|------------------|-----------|------|----|----------|----------------|-----------|---|
| 0001 | XXXXXX000 | 06T | XXXXXX000 | | | | | | Invalid Payment Type |
| 0002 | XXXXXFEAR | JAMES B | 100384 | ED M | | 33174893 | N * 00 | | Invalid Employee SSN - skipping to next traveler. |
| 0003 | XXXXXBERS | OH, TROY D | 100589 | EDBN | | 56074974 | 22MARDIV | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0004 | XXXXXBERS | OH, TROY D | 200888 | EDBN | | 56074974 | 22MARDIV | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0005 | XXXXXBERS | OH, TROY D | 300589 | EDBN | | 56074974 | 22MARDIV | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0006 | XXXXXTHEN | EMERSONLEJO, O F | 101780 | 1ST | | 56074974 | MAR 22MARDIV | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0007 | XXXXXNEVA | DAVID | 101966 | MOB | | 11381437 | ENTER | 627A02180 | Invalid Employee SSN - skipping to next traveler. |
| 0008 | XXXXXNEVA | DAVID | 201966 | MOB | | 11381437 | ENTER | 627A02180 | Invalid Employee SSN - skipping to next traveler. |
| 0009 | XXXXXOLLO | Y III, PHILIP F | 102146 | II M | | 33174893 | DQUARTERS GROU | 627A02150 | Invalid Employee SSN - skipping to next traveler. |
| 0010 | XXXXXOLLO | Y III, PHILIP F | 202146 | II M | | 33174893 | DQUARTERS GROU | 627A02150 | Invalid Employee SSN - skipping to next traveler. |
| 0011 | XXXXXOLLO | Y III, PHILIP F | 302146 | II M | | 33174893 | DQUARTERS GROU | 627A02150 | Invalid Employee SSN - skipping to next traveler. |
| 0012 | XXXXXOLLO | Y III, PHILIP F | 402146 | II M | | 33174893 | DQUARTERS GROU | 627A02150 | Invalid Employee SSN - skipping to next traveler. |
| 0013 | XXXXXOLLO | Y III, PHILIP F | 502146 | II M | | 33174893 | DQUARTERS GROU | 627A02150 | Invalid Employee SSN - skipping to next traveler. |
| 0014 | XXXXXOLLO | Y III, PHILIP F | 602146 | II M | | 33174893 | DQUARTERS GROU | 627A02150 | Invalid Employee SSN - skipping to next traveler. |
| 0015 | XXXXXOLLO | Y III, PHILIP F | 702146 | II M | | 33174893 | DQUARTERS GROU | 627A02150 | Invalid Employee SSN - skipping to next traveler. |
| 0016 | XXXXXARBE | R JR, WILLARD T | 102656 | H69C | | 56074974 | 24THMAR 4TRMA | 82731 | Invalid Employee SSN - skipping to next traveler. |
| 0017 | XXXXXARBE | R JR, WILLARD T | 202656 | H69C | | 56074974 | 24THMAR 4TRMA | 82731 | Invalid Employee SSN - skipping to next traveler. |
| 0018 | XXXXXARBE | R JR, WILLARD T | 302656 | H69C | | 56074974 | 24THMAR 4TRMA | 82731 | Invalid Employee SSN - skipping to next traveler. |
| 0019 | XXXXXARBE | R JR, WILLARD T | 402656 | H69C | | 56074974 | 24THMAR 4TRMA | 82731 | Invalid Employee SSN - skipping to next traveler. |
| 0020 | XXXXXRAA | MICHAEL R | 102458 | HQ C | | 56074974 | AR | 627A02150 | Invalid Employee SSN - skipping to next traveler. |
| 0021 | XXXXXACCH | US, JAMES E | 103838 | II M | | 14074269 | | 82731 | Invalid Employee SSN - skipping to next traveler. |
| 0022 | XXXXXACCH | US, JAMES E | 203838 | II M | | 14074269 | | 627A02150 | Invalid Employee SSN - skipping to next traveler. |
| 0023 | XXXXXACCH | US, JAMES E | 303838 | II M | | 14074269 | | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0024 | XXXXXIM90 | NS, TODD F | 106560 | 1ST | | 56074974 | MAR 22MARDIV | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0025 | XXXXXIM90 | NS, TODD F | 206560 | 1ST | | 56074974 | MAR 22MARDIV | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0026 | XXXXXIM90 | NS, TODD F | 306560 | 1ST | | 56074974 | MAR 22MARDIV | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0027 | XXXXXIM90 | NS, TODD F | 406560 | 1ST | | 56074974 | MAR 22MARDIV | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0028 | XXXXXARTE | GILBERT A | 106858 | ED F | | 33174893 | CO II M9G | 627A02190 | Invalid Employee SSN - skipping to next traveler. |
| 0029 | XXXXXARTE | GILBERT A | 206858 | ED F | | 33174893 | CO II M9G | 627A02190 | Invalid Employee SSN - skipping to next traveler. |
| 0030 | XXXXXARTE | GILBERT A | 306858 | ED F | | 33174893 | CO II M9G | 627A02190 | Invalid Employee SSN - skipping to next traveler. |
| 0031 | XXXXXOHEL | IN, MARK A | 106954 | HQ C | | 33174893 | MAR 22MARDIV | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0032 | XXXXXOHEL | IN, MARK A | 206954 | HQ C | | 33174893 | MAR 22MARDIV | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0033 | XXXXXOHEL | IN, MARK A | 306954 | HQ C | | 33174893 | MAR 22MARDIV | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0034 | XXXXXOHEL | IN, MARK A | 406954 | HQ C | | 33174893 | MAR 22MARDIV | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0035 | XXXXXIRAN | DA, JOHN A | 114260 | II M | | 14074269 | | 82731 | Invalid Employee SSN - skipping to next traveler. |
| 0036 | XXXXXIRAN | DA, JOHN A | 214260 | II M | | 14074269 | | 627A02150 | Invalid Employee SSN - skipping to next traveler. |
| 0037 | XXXXXIRAN | DA, JOHN A | 314260 | II M | | 14074269 | | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0038 | XXXXXURIS | III, GEORGE W | 119266 | CE 2 | | 56074974 | U * 00 | | Invalid Employee SSN - skipping to next traveler. |
| 0039 | XXXXXUTLA | ND, JAMES R | 121304 | HQ C | | 56074974 | R 22MARDIV | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0040 | XXXXXUTLA | ND, JAMES R | 221304 | HQ C | | 56074974 | R 22MARDIV | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0041 | XXXXXHEST | NTT, DARRIN M | 121486 | II M | | 56074974 | DQUARTERS GROU | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0042 | XXXXXHEST | NTT, DARRIN M | 221486 | II M | | 56074974 | DQUARTERS GROU | 627A02130 | Invalid Employee SSN - skipping to next traveler. |
| 0043 | XXXXXAGAL | JOSHUA E | 121602 | 2ND | | 56074974 | ORATION SUPPO | 00 | Invalid Employee SSN - skipping to next traveler. |
| 0044 | XXXXXALEN | GER, DANIEL E | 122639 | ED F | | 33174893 | CO II M9G | 00 | Invalid Employee SSN - skipping to next traveler. |
| 0045 | XXXXXING | SAMUEL R | 122902 | EDBN | | 56074974 | 22MARDIV | 627B02130 | Invalid Employee SSN - skipping to next traveler. |
| 0046 | XXXXXOCOT | TER, CHRISTIA R | 123945 | II M | | 03112675 | | 627A02130 | Invalid Employee SSN - skipping to next traveler. |

15. Click on the **Printer** icon to generate a print-out of the log.
16. When you are **finished** printing, **close** the **PDF file viewer application**.
17. IATS will **return** to the **Download from DDS** screen.
18. **Click** on the **Exit** button to **close** the **Download from DDS** screen after you have **finished** reviewing or printing the log.

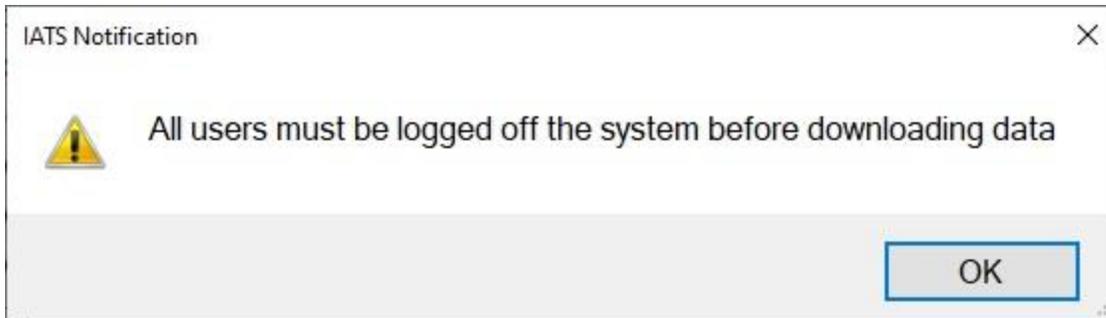
Process Payroll Download File

IATS has the ability to extract **EFT account data** from a download **file** generated by the military and civilian **payroll systems**. Since this information is already stored in the payroll system, **activating EFT accounts** by using the interface process is greatly **simplified** and **ensures correct input** of information.

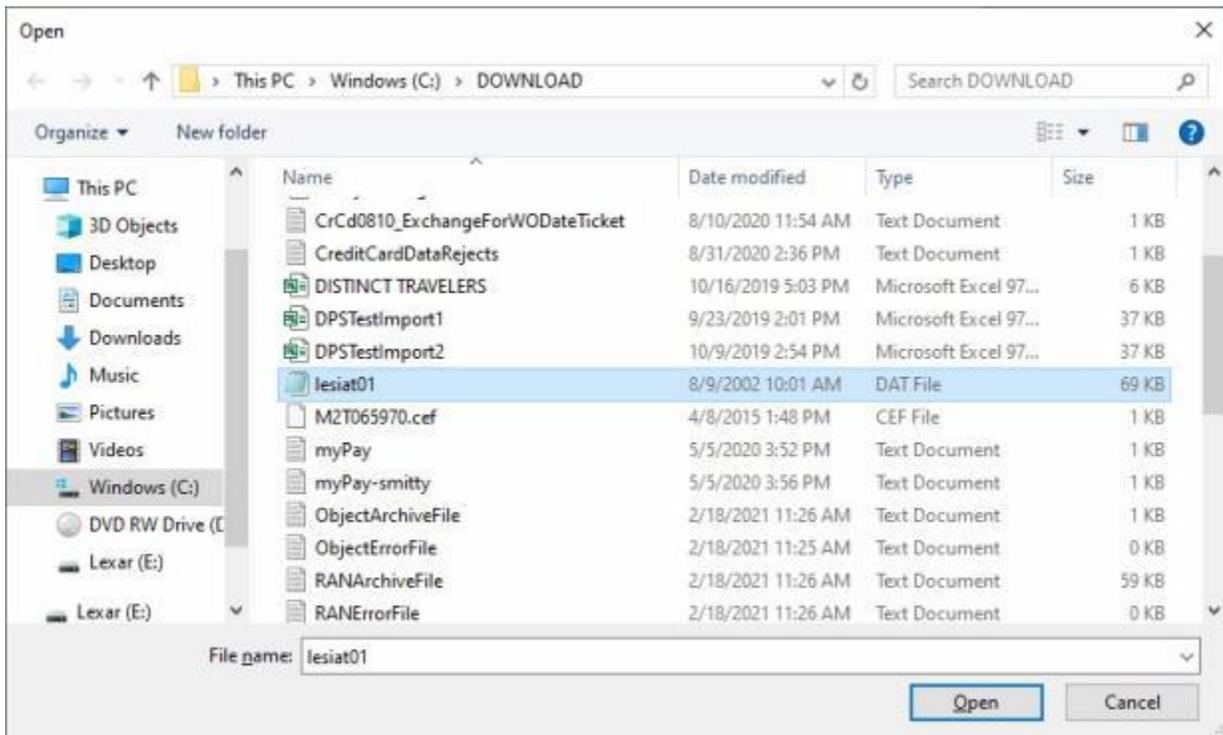
IATS will even **create non-existing travel accounts** through this process. When the payroll interface file is read, IATS checks the database for a **matching SSN**. If **no match** is found, IATS **creates** a travel **account** using the personnel information provided on the interface file.

Complete the following steps to "process" the Payroll Download File:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, **"Download from Mainframe"**. An **expandable menu** appears listing the options.
2. **Click** on the **Download from Payroll System** option. A **pop-up message** appears stating that all other users must be **logged off** before downloading this data.



3. **Ensure** that all other users are logged off and then **click** on **OK**. The **Open** file screen appears next.



4. At the **Open** file screen, **select** the **file** you wish to process. You may need to **browse** to a **different directory** to locate the correct file.
5. When you have selected the correct file, **click** on the **Open** button. The **Download from Payroll** screen will appear.

Download from Payroll

Change File

Download File Selected: C:\DOWNLOAD\lesiat01.DAT

| | File | Total |
|-----------------------|----------------------|----------------------|
| Nbr Rcds Read | <input type="text"/> | <input type="text"/> |
| New/Updated Travelers | <input type="text"/> | <input type="text"/> |
| New/Updated Orders | <input type="text"/> | <input type="text"/> |
| Errors | <input type="text"/> | <input type="text"/> |

Select file to be processed

6. **Before** processing the file, **ensure** you have the **correct** file.
7. If you need to select a **different** file, **click** on the **Change File** button. The **Open** file screen will **re-appear** and you can **select** the desired file.
8. When you are ready to process the file, **click** on the **Download** button. A *pop-up* appears **asking if you wish to create Historical Records**. **Click** on the *Yes* or *No* button as desired.
9. After **clicking** on *Yes* or *No* at the *pop-up* regarding the **Historical Records**, IATS processes the download file and **displays** the **results**.

Tip: If rejects occur, the errors are written to the **error** file. A *pop-up* **appears** asking if you **wish to view** the **log file**. It is a **good idea** to **view** the download **error report**. This report should be **analyzed** to determine the **cause** of the reject. When the **problem is determined**, the information can be **manually** entered, if necessary. **Click** on the *Yes* or *No* button to **view** the **log file** as desired.

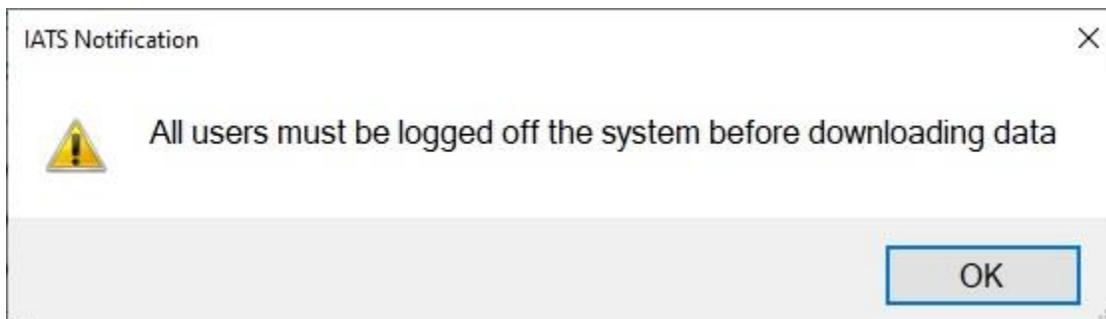
- When **finished** processing the Payroll download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process GTCC Download File

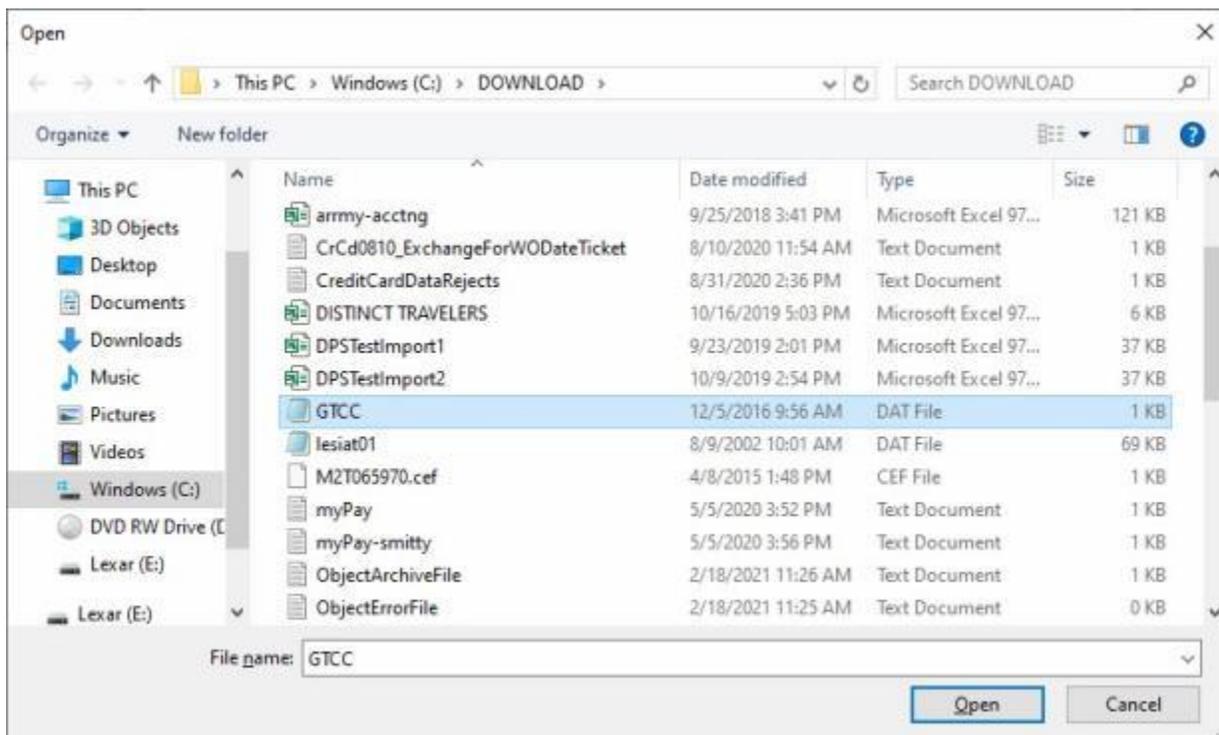
The **Download from GTCC** screen is for use by **Marine Corps** customers only. The **GTCC** file is in a **new format** that will automatically populate the **IATS Traveler's Profile** screen with additional personal information.

 **Complete the following steps to "process" the GTCC Download File:**

- 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.
- 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.



- Ensure** that all other users have **logged off** and then **click** on the **OK** button.
- 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.

Download from GTCC

Change File

Download File Selected: C:\DOWNLOAD\GTCC.dat

| | File |
|---------------|---|
| Nbr Rcds Read | <input style="width: 60px; height: 20px;" type="text"/> |

Download
Exit
? Help

Select file to be processed ⋮

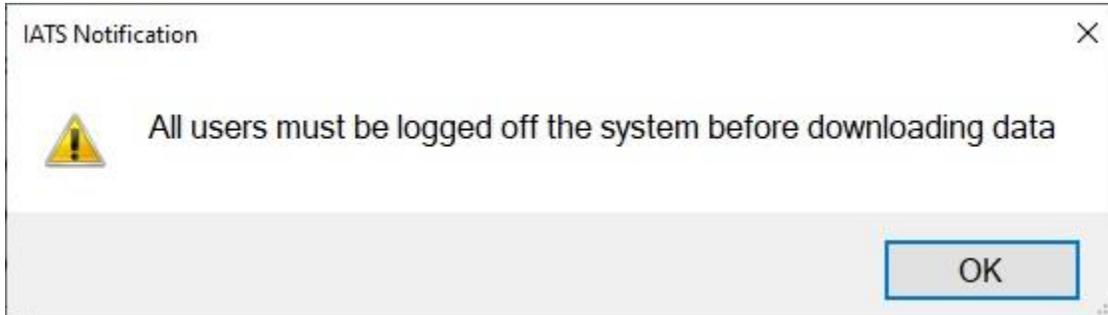
8. If the correct file not displayed, when the **Download from GTCC** screen appears, **click** on the **Change File** button and **browse** to the correct **directory/folder**.
9. If the correct file is displayed, **click** the **Download** button. IATS processes the download file and **displays** the **results**.
10. When **finished** processing the GTCC download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process Accounting Download File

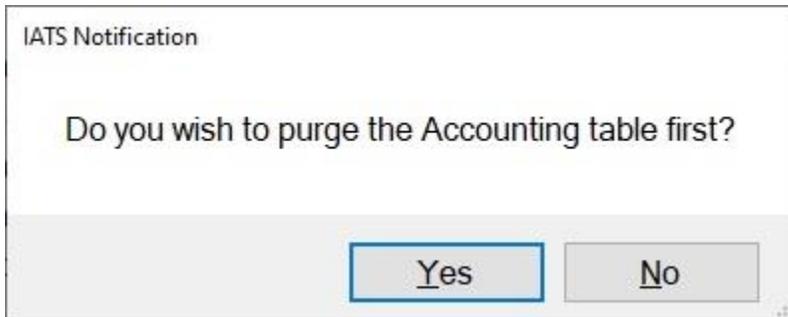
For **various** customers, IATS is programmed to process a **download** file from the **Accounting System** to automatically populate the **Accounting Classifications** table maintained within IATS.

 **Complete the following steps to "process" the Accounting Download File:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download Accounting Classifications** option. The following *pop-up message* is displayed **indicating** that all other users must log-off before processing the accounting download file.



3. **Ensure** that all other users have **logged off** and then **click** on the **OK** button.
4. Another *pop-up* message appears asking if you want to have the **option to purge** the accounting table first.



5. **Click** on *Yes* or *No* as desired. The **Download Accounting** screen will appear.

Download Accounting

Download File Selected: c:\DOWNLOAD\Jointer.dat

| |
|--------------------|
| GTCC.dat |
| Jointer.dat |
| lesiat01.DAT |
| Units.dat |

Browse

Number of Rcds Read

Nbr, New/Updated Rcds

Errors

Download

Print File Print Errors Exit ? Help

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. If the **default** directory is not correct when the **Download Accounting** screen appears, **click** on the **Browse** button and **browse** to the desired directory.
7. After specifying the desired directory, the download **file(s)** will appear in the **area** at the top left portion of the screen.
8. **Click** on the desired download **file**. IATS highlights the **filename**.
9. 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**.

10. 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.

Download Accounting

Download File Selected: c:\DOWNLOAD\cmet.dat

cmet.dat
 GTCC.dat
 Jointer.dat
 lesiat01.DAT
 Units.dat

Browse

Number of Rcds Read

Nbr, New/Updated Rcds

Errors

Download

Print File Print Errors Exit ? Help

Note: At this screen, the IATS user must select the location where the download file resides.

3. If the **default** directory is not correct when the **Download Accounting** screen appears, **click** on the **Browse** button at the top right portion of the screen and **browse** to the desired directory.
4. After specifying the desired directory, the download **file(s)** will appear in the area at the top portion of the screen.
5. **Click** on the desired download **file**. IATS highlights the **filename**.
6. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file and **displays** the results.

Tip: If rejects occur, the errors are written to the **error** file. It is a good idea to **view** the download error report. This report should be **analyzed** to determine the **cause** of the reject. When the **problem is determined**, the information can be manually entered, if necessary. **Click** on the **Print Errors** button to generate a **printed** error report. **Click** on the **Print File** button if you wish to generate a **print-out** of the Accounting Download **file**.

7. When **finished** processing the CMET download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

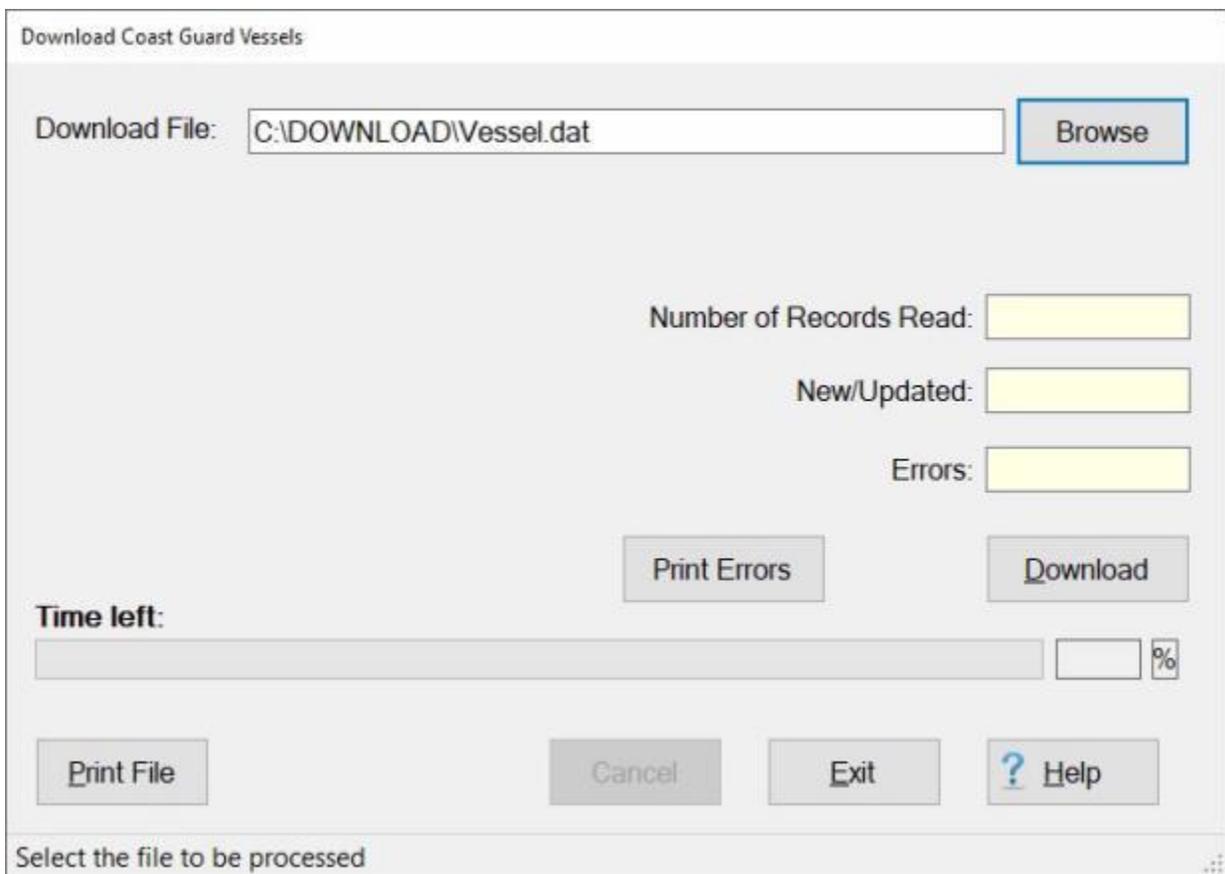
Process CG Download Vessels File

The IATS database includes a table that contains **names** of **ships** belonging to the **US Coast Guard**. The information stored in this table is used to identify the traveler's assigned vessel. This table is **populated** and **updated** by **importing** a file that contains the ship information.

 Complete the following steps to "process" the CG Download Vessels File:

Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Download from Mainframe**". An **expandable menu** appears listing the options.
2. **Click** on the **Download Vessels OPFACs and Names** option. The **Download Coast Guard Vessels** screen appears.



Download Coast Guard Vessels

Download File:

Number of Records Read:

New/Updated:

Errors:

Time left: %

Select the file to be processed

Note: At this screen, the IATS user must **select** the **location** where the download file **resides**.

3. If the **default** directory is **not correct** when the **Download Coast Guard Vessels** screen appears, **click** on the **Browse** button and **navigate** to the desired **directory/folder**.
4. After specifying the desired directory/folder, the download **file(s)** **will appear**.
5. **Click** on the desired download **file**. IATS **highlights** the **filename**.
6. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file and **displays** the **results**.

Tip: If rejects occur, the errors are written to the **error** file. It is a good idea to **view** the download error report. This report should be **analyzed** to determine the **cause** of the reject. When the **problem** is **determined**, the information can be manually entered, if necessary. **Click** on the **Print Errors** button to generate a **printed** error report. **Click** on the **Print File** button if you wish to generate a **print-out** of the Vessels Download file.

7. When **finished** processing the Vessels download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process CG Download Personnel File

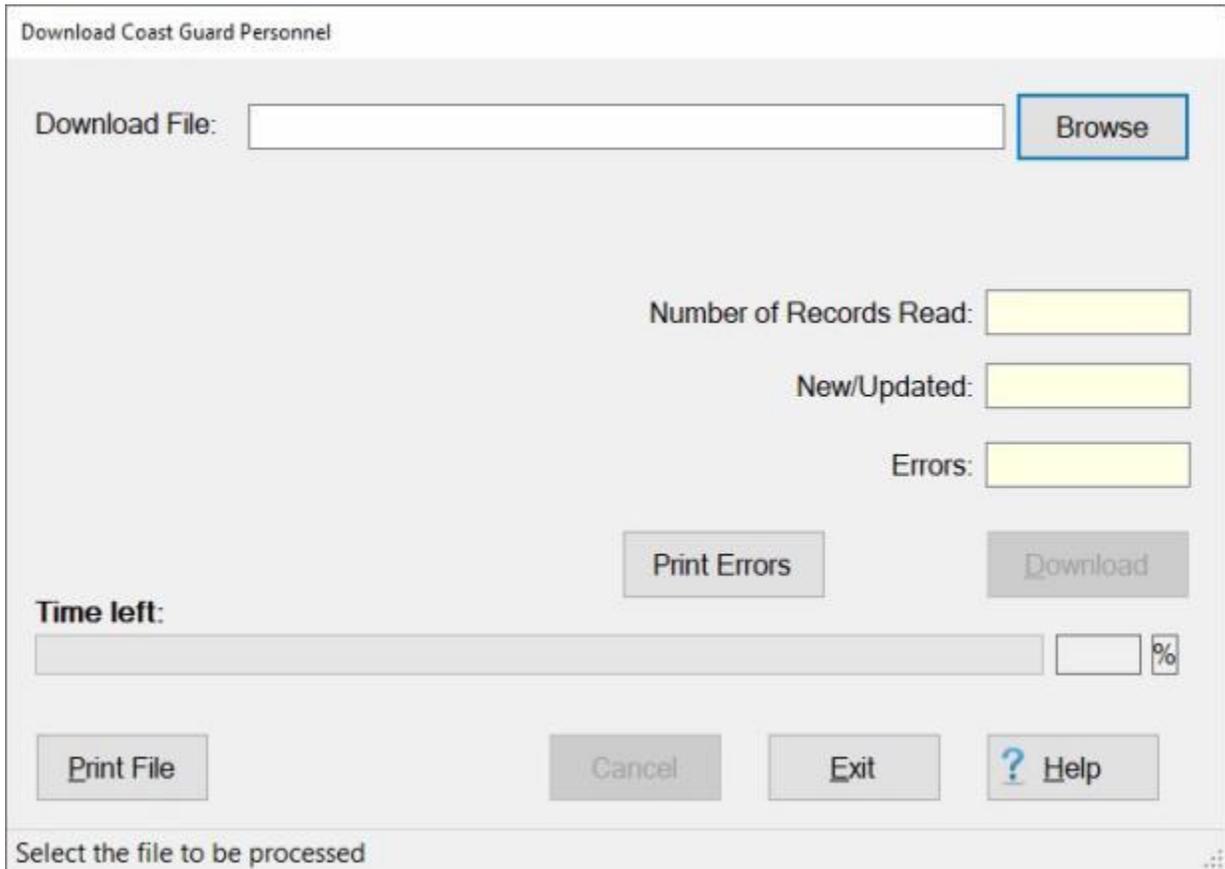
Traveler accounts in the IATS database for the Coast Guard are automatically added and **updated** by processing a **download file** from the **payroll system** containing personnel information.

The **Download Coast Guard Personnel** screen is used for processing this download file.

 Complete the following steps to "process" the CG Download Personnel File:

Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download from Payroll System** option. The **Download Coast Guard Personnel** screen appears.



Download Coast Guard Personnel

Download File:

Number of Records Read:

New/Updated:

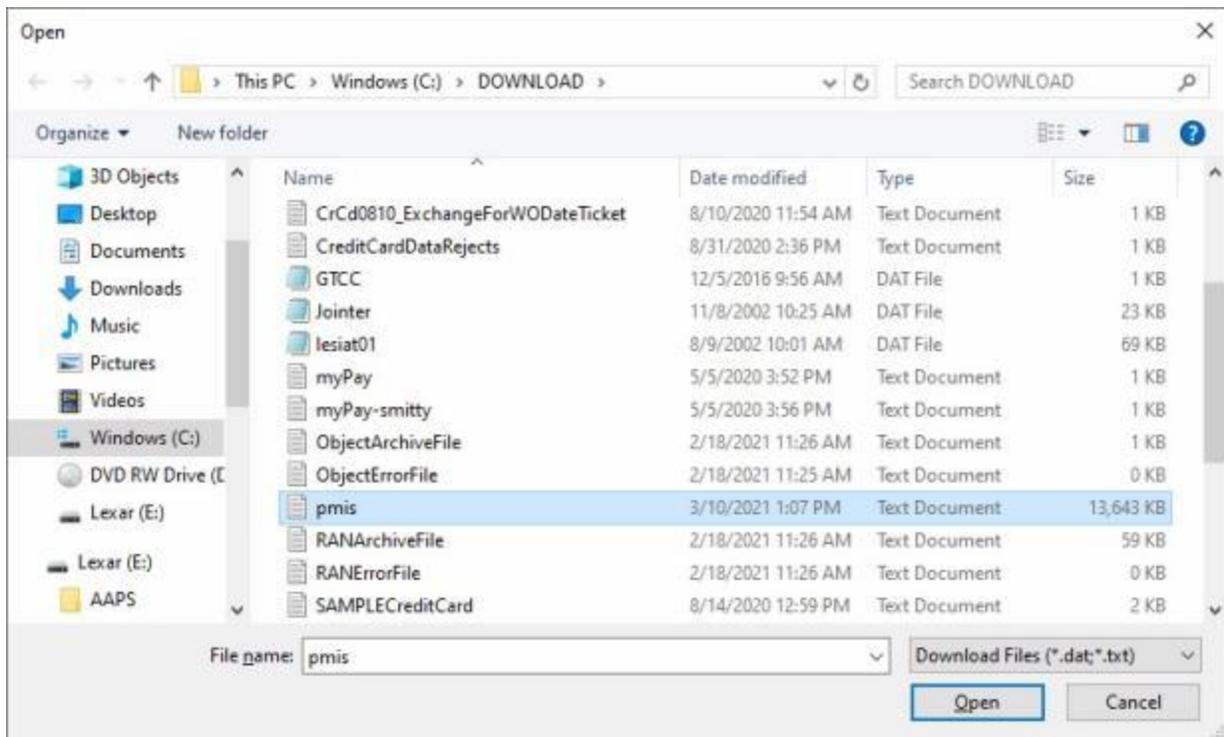
Errors:

Time left: %

Select the file to be processed

Note: At this screen, the IATS user must select the **location** where the download file resides.

3. Click on the **Browse** button. The following screen appears.



3. At the Open screen show above, **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 selecting and **highlighting** the desired file, **click** on the **Open** button.
7. IATS selects the file and returns to the **Download Coast Guard Personnel** screen.

8. Click on 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**.

9. 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.

Download Coast Guard RAN

Download File:

Number of Records Read:

New/Updated:

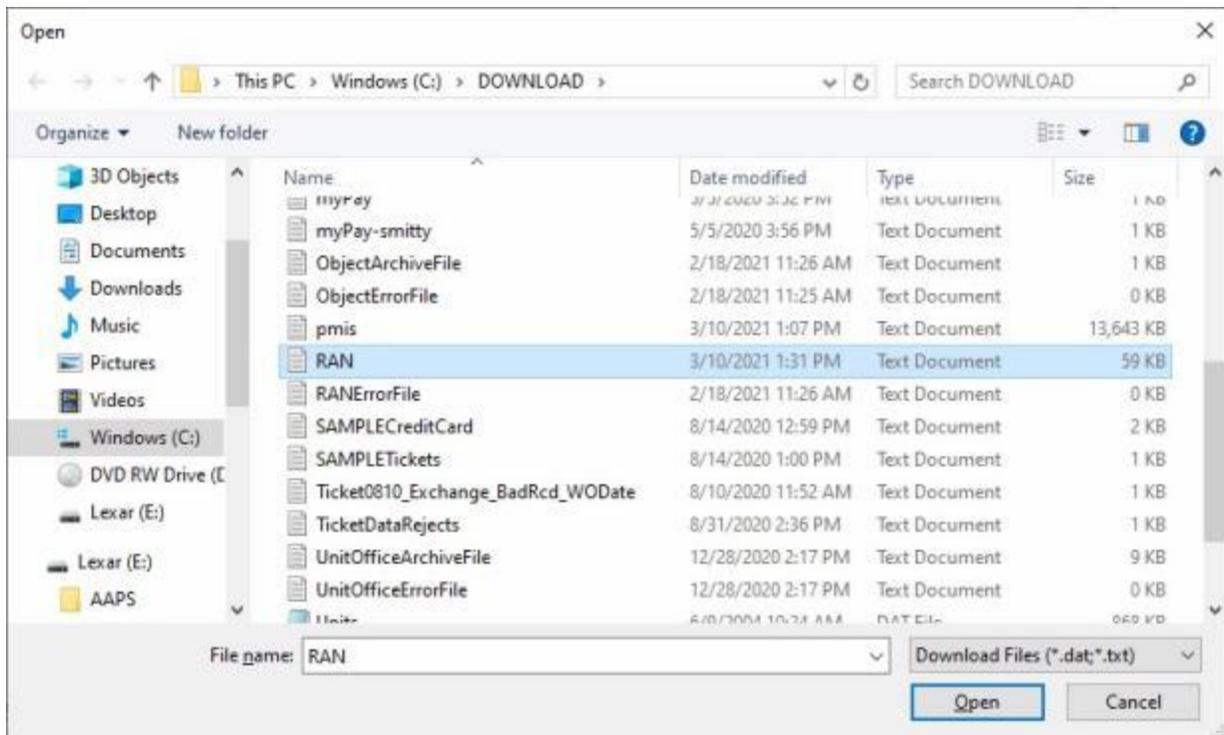
Errors:

Time left: %

Select the file to be processed

Note: At this screen, the IATS user must **select** the **location** where the download file **resides**.

3. **Click** on the **Browse** button. The following screen appears.



3. At the Open screen show above, **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 **selecting** and **highlighting** the desired file, **click** on the **Open** button.
7. IATS selects the file and returns to the **Download Coast Guard RAN** screen.

Download Coast Guard RAN

Download File:

Number of Records Read:

New/Updated:

Errors:

Time left: %

Select the file to be processed

8. 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.

9. 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

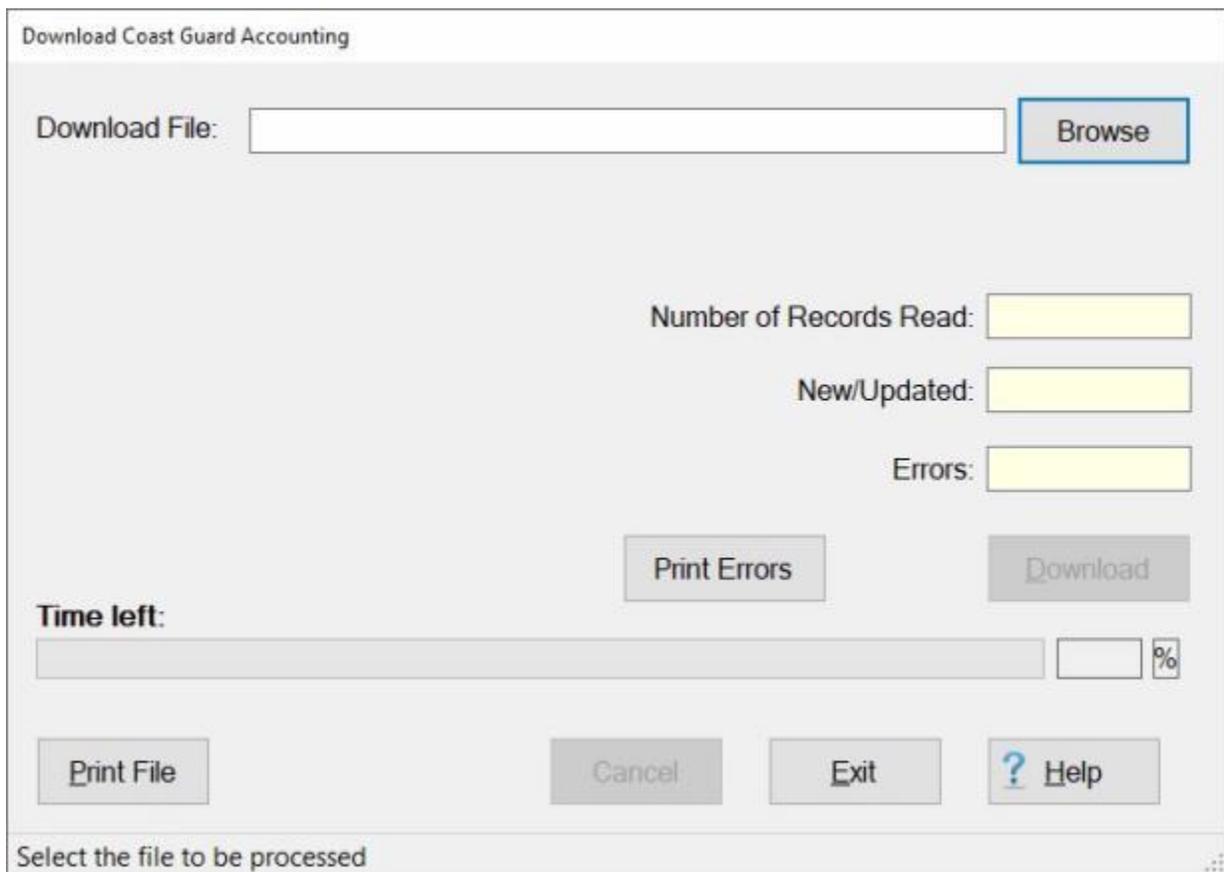
For **various** customers, IATS is programmed to process a **download** file from the **Accounting System** to automatically **populate** the **Accounting Classifications** table maintained within IATS.

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.

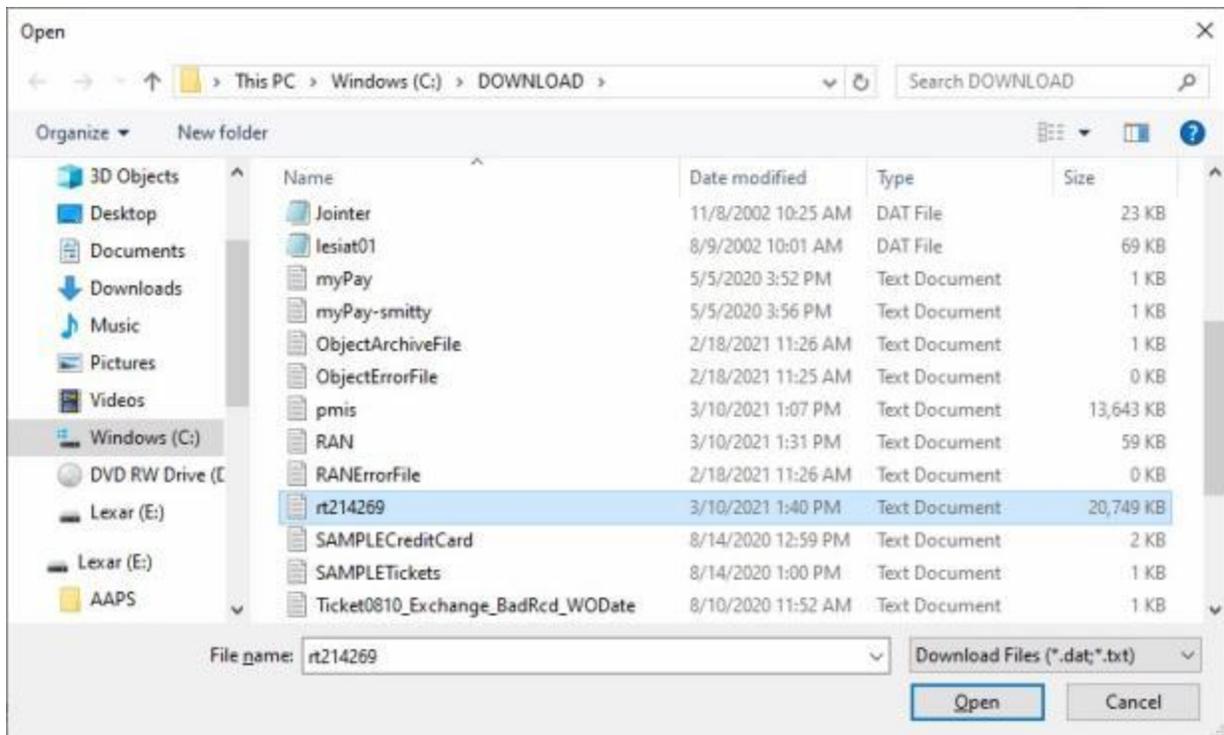


3. **Ensure** that all other users have **logged off** and then **click** on the **OK** button. The **Download Coast Guard Accounting** screen will appear.



Note: At this screen, the IATS user must **select the location** where the download file **resides**.

4. **Click** on the **Browse** button. The following screen appears.



5. At the Open screen show above, **navigate** to the desired **directory/folder**.
6. After specifying the desired directory/folder, the download **file(s) will appear**.
7. **Click** on the desired download **file**. IATS highlights the **filename**.
8. After selecting and **highlighting** the desired file, **click** on the **Open** button.
9. IATS selects the file and returns to the **Download Coast Guard Accounting** screen.

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.

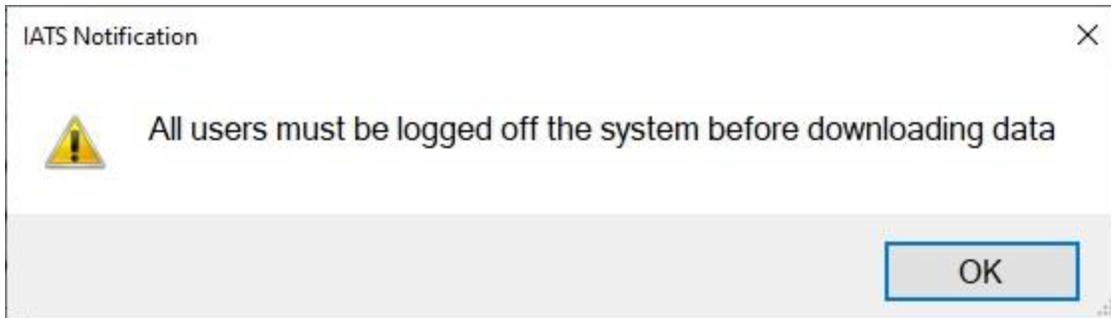
10. When **finished** processing the Accounting download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process CG Download Object Classifications - File

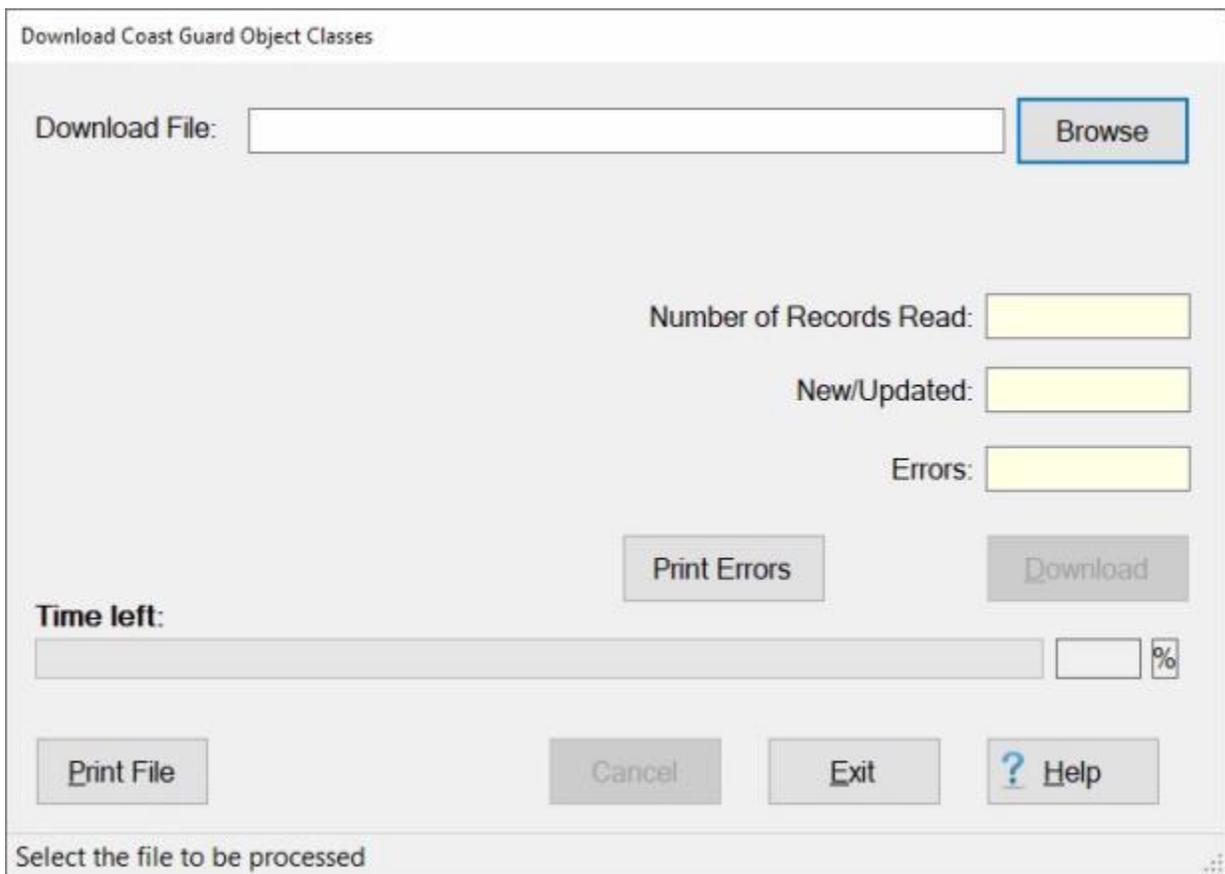
For **various** customers, IATS is programmed to process a **download** file from the **Accounting System** to automatically populate the **Obligation Classifications** table maintained within IATS.

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.

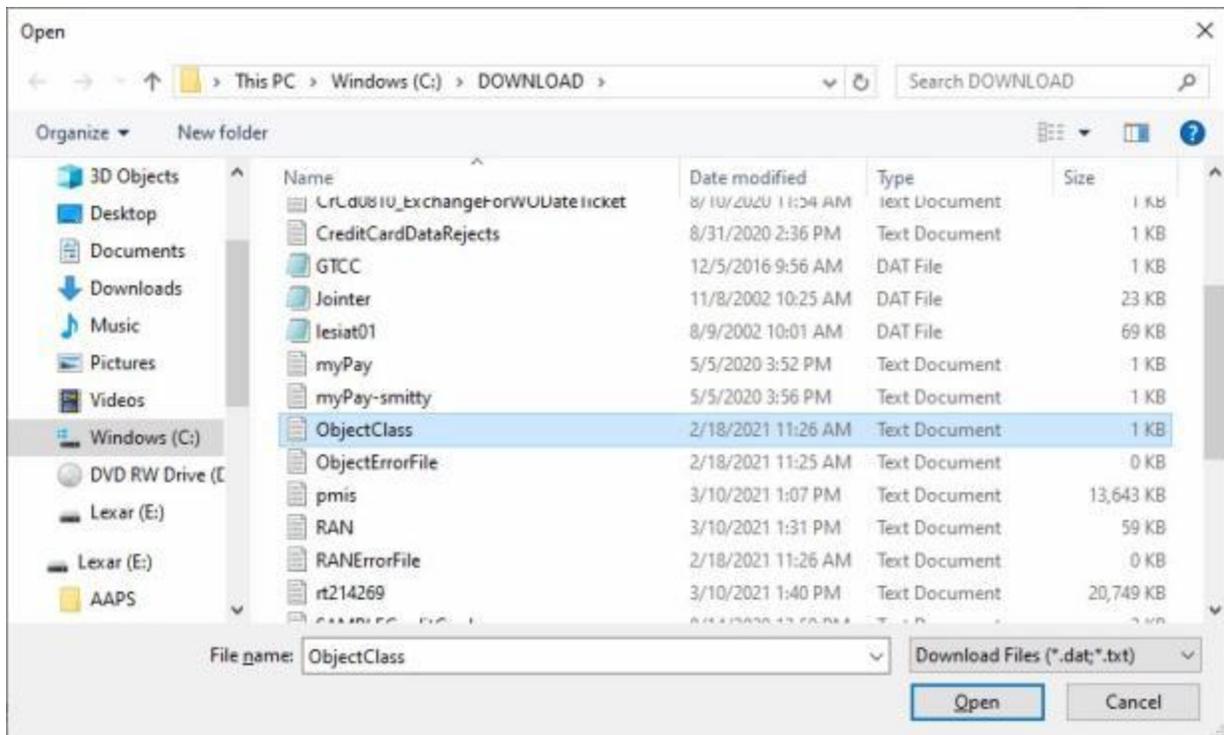


3. **Ensure** that all other users have **logged off** and then **click** on the **OK** button. The **Download Coast Guard Object Classes** screen will appear.



Note: At this screen, the IATS user must **select the location** where the download file **resides**.

4. **Click** on the **Browse** button. The following screen appears.



5. At the Open screen show above, **navigate** to the desired **directory/folder**.
6. After specifying the desired directory/folder, the download **file(s) will appear**.
7. **Click** on the desired download **file**. IATS highlights the **filename**.
8. After **selecting** and **highlighting** the desired file, **click** on the **Open** button.
9. IATS selects the file and returns to the **Download Coast Guard Object Classes** screen.

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**.

- 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.

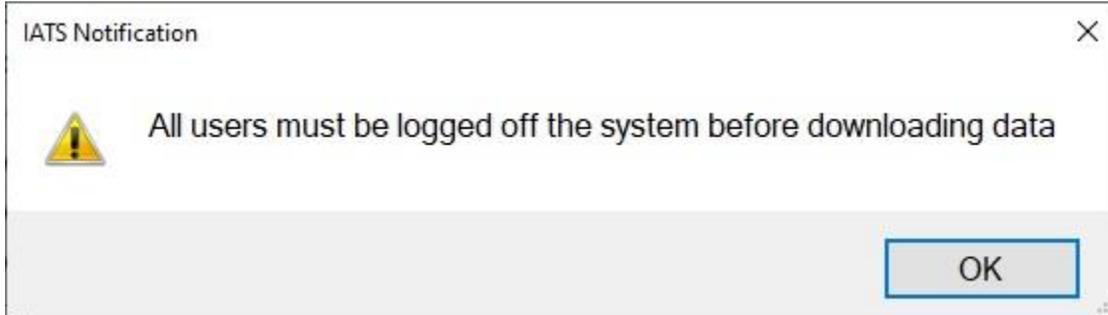
The **Download Coast Guard Credit Cards** screen is used for processing this download file.

 **Complete the following steps to "process" the CG Download Credit Card File:**

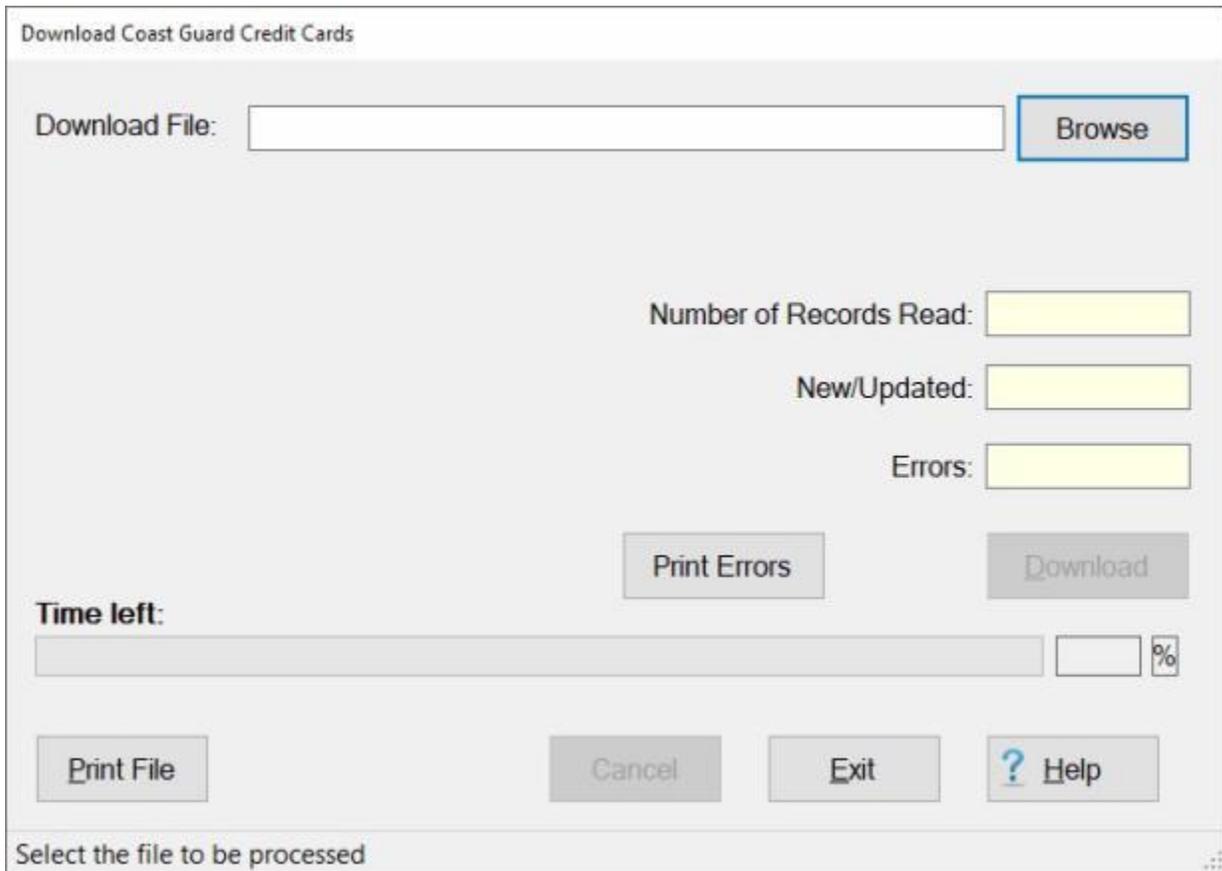
Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

- 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**.

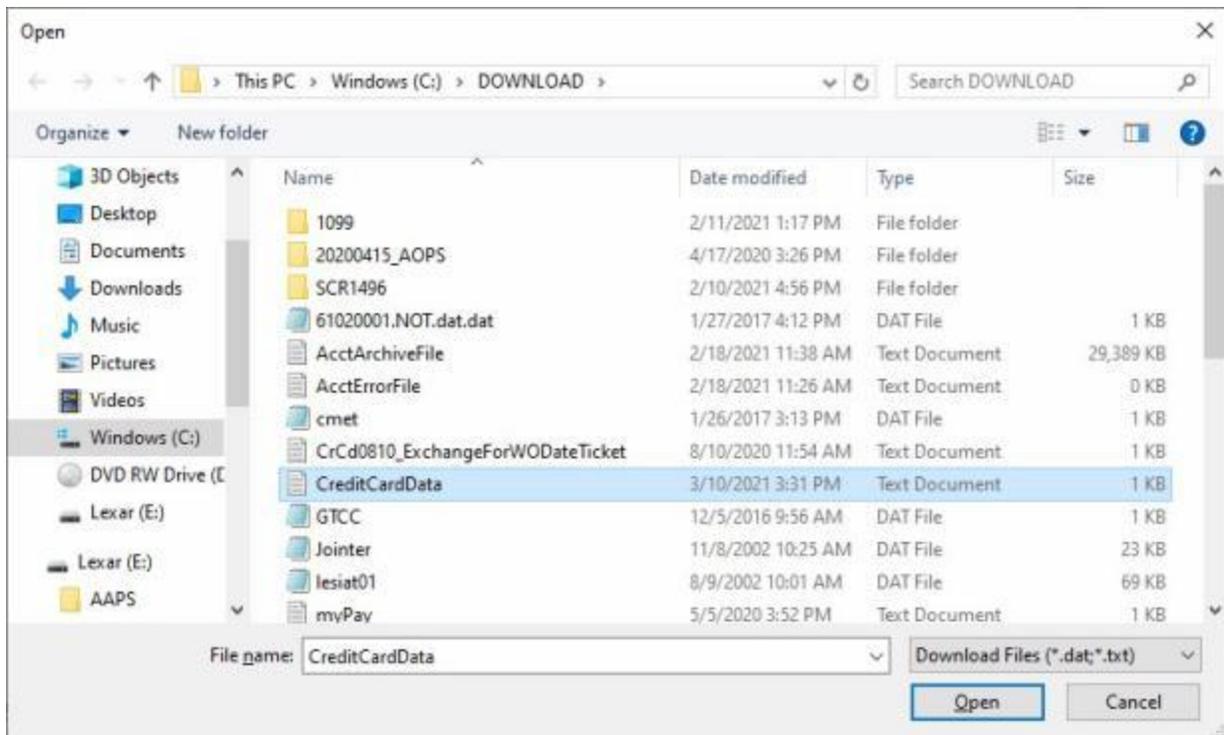


3. **Ensure** that all other users have **logged off** and then **click** on the **OK** button. The **Download Coast Guard Credit Cards** screen will appear.



Note: At this screen, the IATS user must select the **location** where the download file **resides**.

4. **Click** on the **Browse** button. The following screen appears.



5. At the Open screen show above, **navigate** to the desired **directory/folder**.
6. After specifying the desired directory/folder, the download **file(s) will appear**.
7. **Click** on the desired download **file**. IATS highlights the **filename**.
8. After selecting and **highlighting** the desired file, **click** on the **Open** button.
9. IATS selects the file and returns to the **Download Coast Guard Credit Cards** screen.

Download Coast Guard Credit Cards

Download File:

Number of Records Read:

New/Updated:

Errors:

Time left: %

Select the file to be processed

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**.

10. When **finished** processing the Credit Card download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process CG Download Units - Offices File

Units and **Offices** information in the IATS database for the **Coast Guard** is automatically added and **updated** by processing a **download file** containing this information.

The **Download Coast Guard Units/Offices** screen is used for processing this download file.

 **Complete the following steps to "process" the CG Download Units/Offices File:**

Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download Office (Unit) Codes and Names** option. The **Download Coast Guard Units/Offices** screen appears.

Download Coast Guard Units/Offices

Download File:

Number of Records Read:

New/Updated:

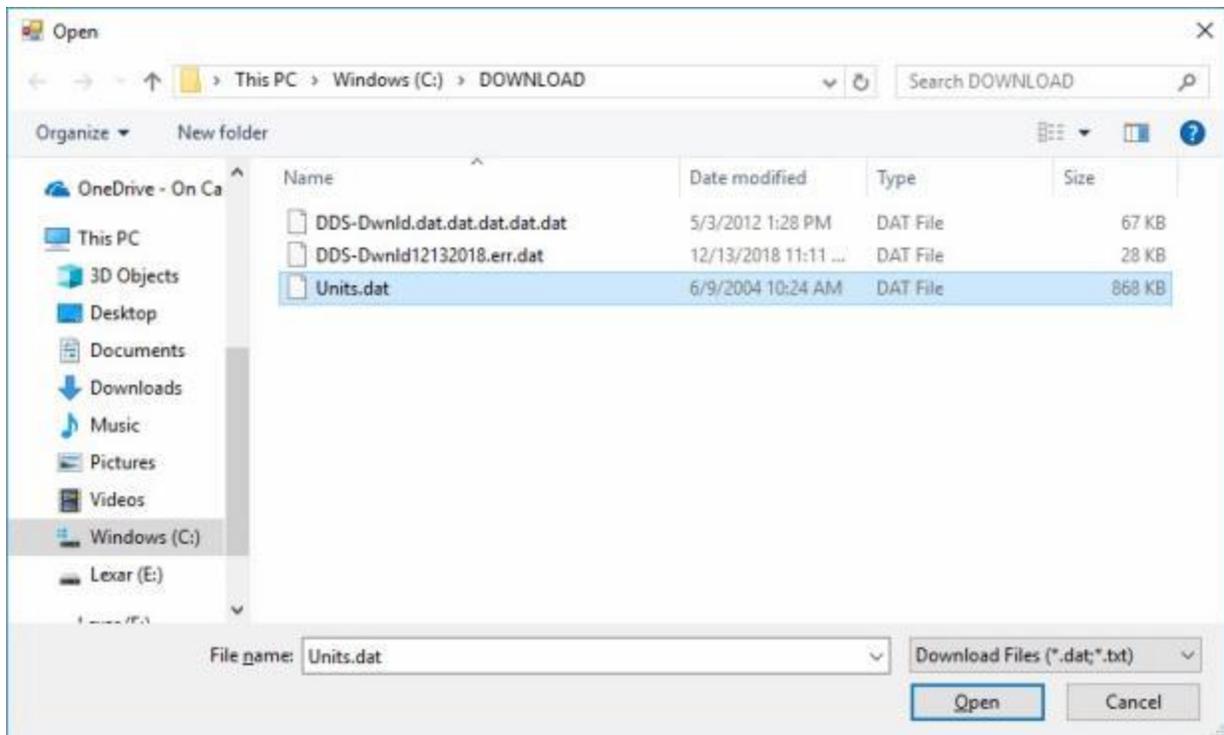
Errors:

Time left: %

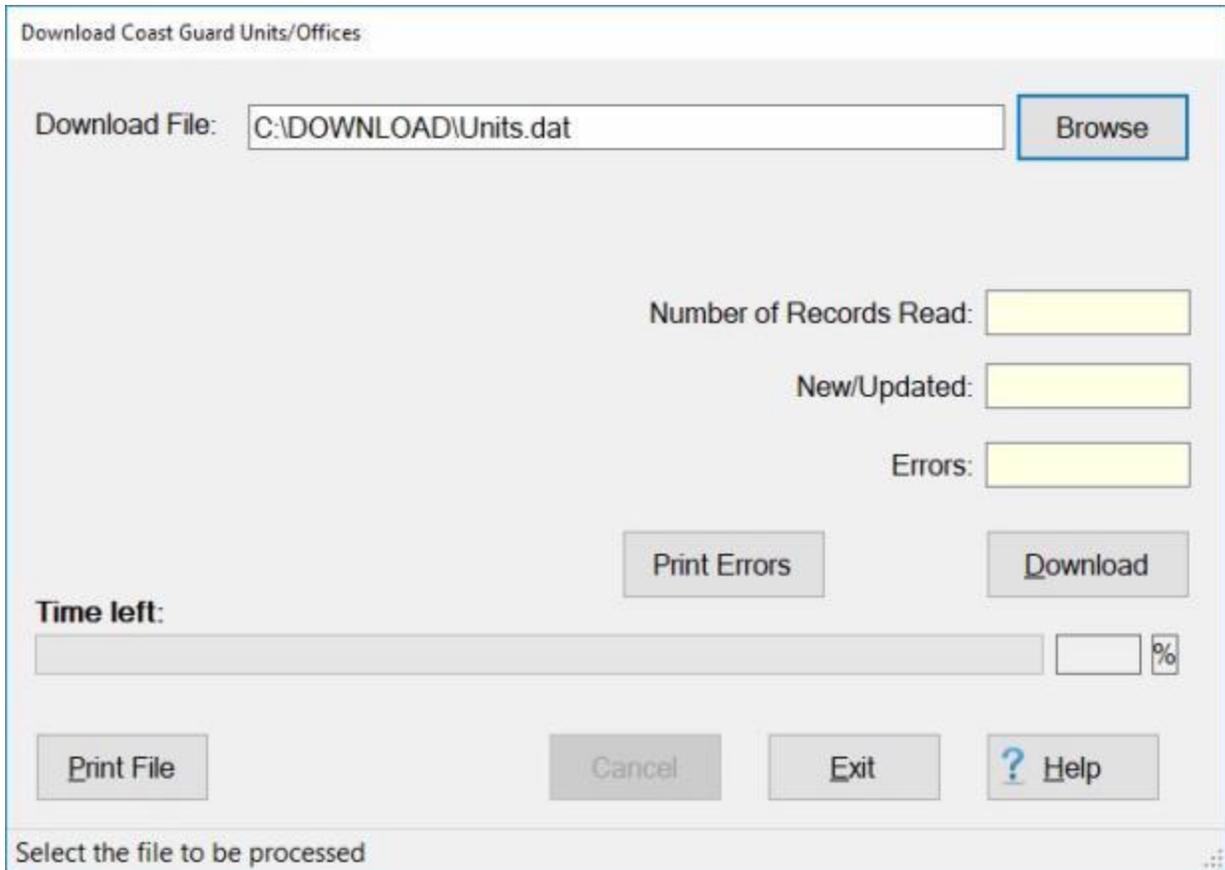
Select the file to be processed

Note: At this screen, the IATS user must **select** the **location** where the download file **resides**.

3. **Click** on the **Browse** button and **navigate** to the desired **directory/folder**.
4. After specifying the desired directory/folder, the download **file(s)** will appear.
5. **Click** on the desired download **file**. IATS highlights the **filename**.



6. **Click** on the **Open** button when the desired file is displayed at the **File name** field.
7. IATS will **return** to the **Download Coast Guard Units/Offices** screen **displaying** the selected file at the **Download File** field.



8. If the correct download **file** is displayed, **click** the **Download** button. IATS processes the download file and **displays** the **results**.

Download Coast Guard Units/Offices

Download File:

Number of Records Read:

New/Updated:

Errors:

Completed

%

Click on the Exit Button to leave the screen

9. Click on the **Exit** button if you are **finished** using the **Download Coast Guard Units/Offices** screen.

Reports

Ad Hoc Reports

IATS provides a **query tool** that can be used to **extract** various **data** from the database to **generate** a variety of **reports**.

The **IATS Query and Reporting Tool** screen used to extract the data and generate the reports.

 Complete the following steps to "display" the IATS Query and Reporting Tool screen:

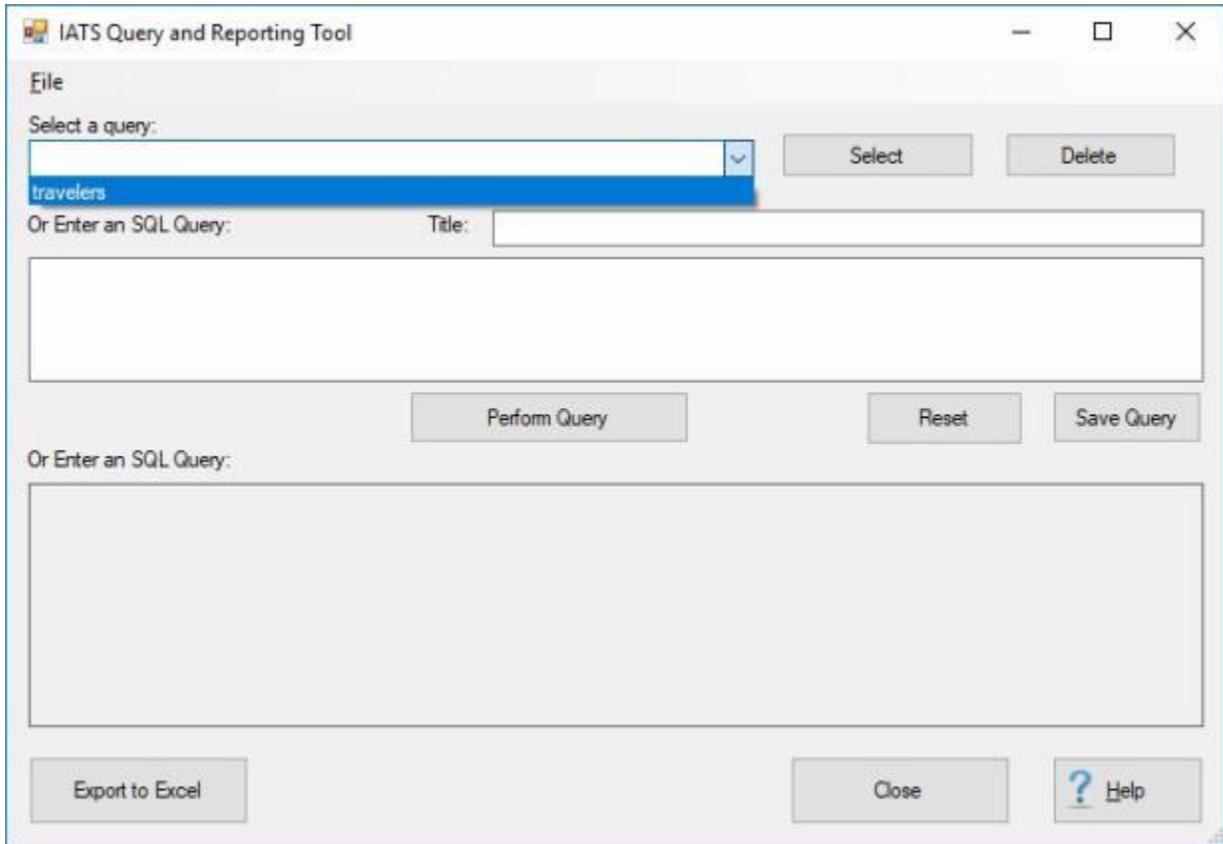
Coast Guard Customer Steps:

1. At the **System Administrator View** screen, click on the **plus sign** to the left of the word, "**Reports**".
2. Click on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. Click on the **Ad Hoc Reports** option. The **IATS Query and Reporting Tool** screen will appear.

DFAS Customer Steps:

1. **Change** the View to **Maintenance**.

2. At the **Maintenance Main Menu**, click on the **plus sign** to the left of the item **Configuration/Base Parameters**.
3. **Click** on the **System Reporting -Ad Hoc Reports** option.



 Complete the following steps to "use" the IATS Query and Reporting Tool screen:

Performing a "saved" Query:

1. **Select a query:** - If you already have some queries **saved** to you database and you would like to run one, **click** on the **down arrow** button at the **Select a query** field. IATS will **display** a *drop down list* of saved queries.
2. **Click** on the desired **query** and then **click** on the **Select** button. The selected query will now be **displayed** in the **text box** as shown below.

The screenshot shows the 'IATS Query and Reporting Tool' window. At the top, there is a menu bar with 'File'. Below it, there is a section for selecting a query. A dropdown menu shows 'travelers' selected, with 'Select' and 'Delete' buttons to its right. Below this, there is a section for entering an SQL query. A 'Title:' field contains 'travelers'. A text area contains the query 'Select * from traveler;'. Below the text area, there are three buttons: 'Perform Query' (highlighted with a blue border), 'Reset', and 'Save Query'. At the bottom of the window, there are three buttons: 'Export to Excel', 'Close', and a 'Help' button with a question mark icon.

3. When the desired query is **displayed** in the text box, **click** on the **Perform Query** button to run it. The results will be **displayed** in the **display field** at the bottom of the screen as shown below.

IATS Query and Reporting Tool

File

Select a query:
 travelers ▼ Select Delete

Or Enter an SQL Query: Title: travelers

Select * from traveler;

Perform Query Reset Save Query

Or Enter an SQL Query:

| empid | ssn | datecreated | vlastname | vfirstname | cmiddleinit | vdes |
|-----------|-----------|-------------|-----------|------------|-------------|------|
| 111881111 | 111881111 | 4/13/2018 | SMITH | MARK | T | |
| 111771111 | 111771111 | 4/18/2018 | ARNOLD | TOMMY | G | |
| 111661111 | 111661111 | 4/18/2018 | BOY | SOLDIER | | |

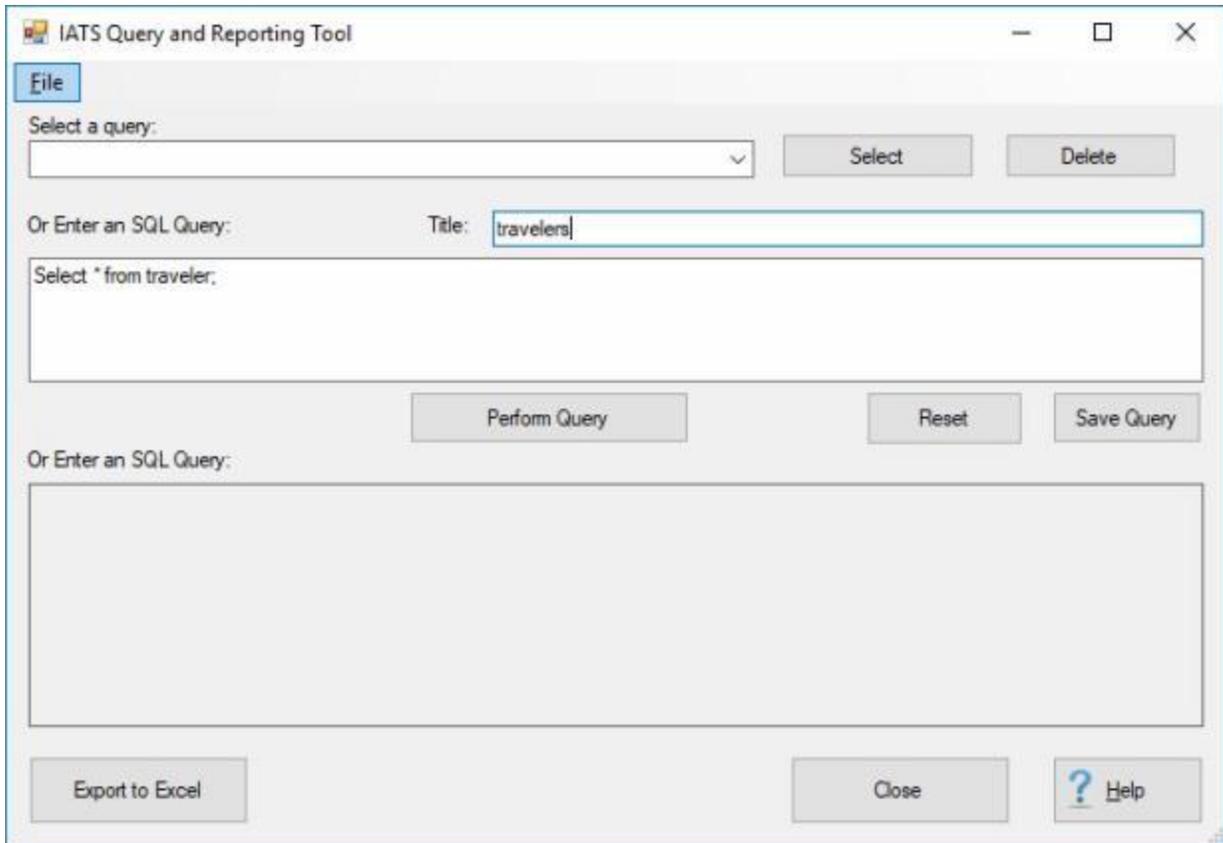
Export to Excel Close ? Help

- 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**.
- If you wish to run another query, **click** on the **Reset** button to clear the current query from the screen and **select** or **enter** the next query.

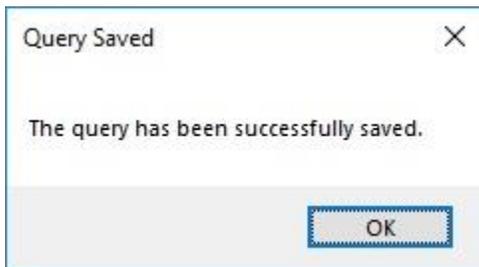
Entering and Saving a new Query:

The screenshot shows a window titled "IATS Query and Reporting Tool". At the top left is a menu labeled "File". Below the menu, there is a section for selecting an existing query, with a dropdown menu labeled "Select a query:" and buttons for "Select" and "Delete". Below this is a section for entering a new SQL query, with a label "Or Enter an SQL Query:" and a "Title:" field. A text box contains the query "Select * from traveler;". Below the text box are buttons for "Perform Query", "Reset", and "Save Query". At the bottom of the window are buttons for "Export to Excel", "Close", and "? Help".

1. If you wish to **perform** and **save** a new query that doesn't already **exist** in you database, **enter** the query in the **Enter an SQL Query** text box as shown above.
2. After you have entered the query command, you may **click** on the **Perform Query** button to run it.
3. If you wish to **save** the new query to your database, **click** in the **Title** field and **enter** a **name** for the query.

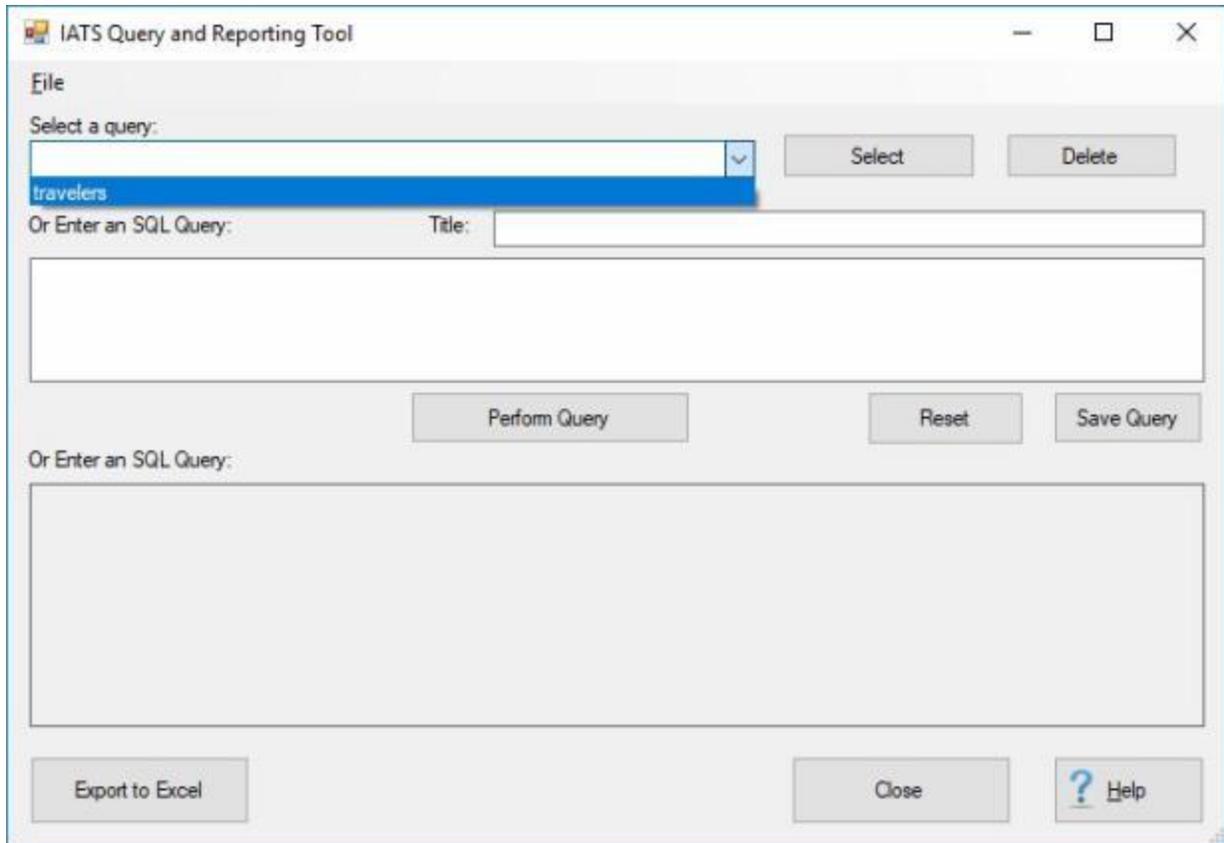


4. After entering a **name** for the query at the **Title** field, **click** on the **Save Query** button. The following *pop-up message* will appear telling you that the query has been **saved**.

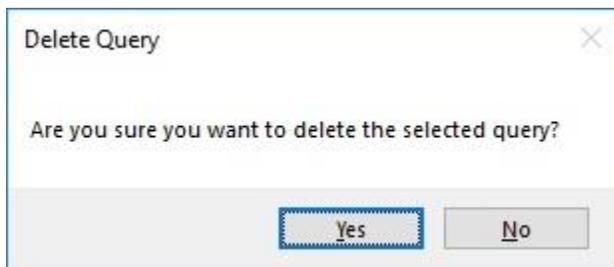


5. **Click** on **OK** to continue.

Deleting a Saved Query:



1. **Select a query:** - If you already have some queries **saved** to you database and you would like to **delete** one, **click** on the *down arrow* button at the **Select a query** field. IATS will **display** a *drop down list* of saved queries.
2. **Click** on the desired **query** and then **click** on the **Delete** button. The following *pop-up message* will appear.



3. **Click** on the Yes button if you are **sure** you wish to **delete** the selected query.

Advance Detail - Report

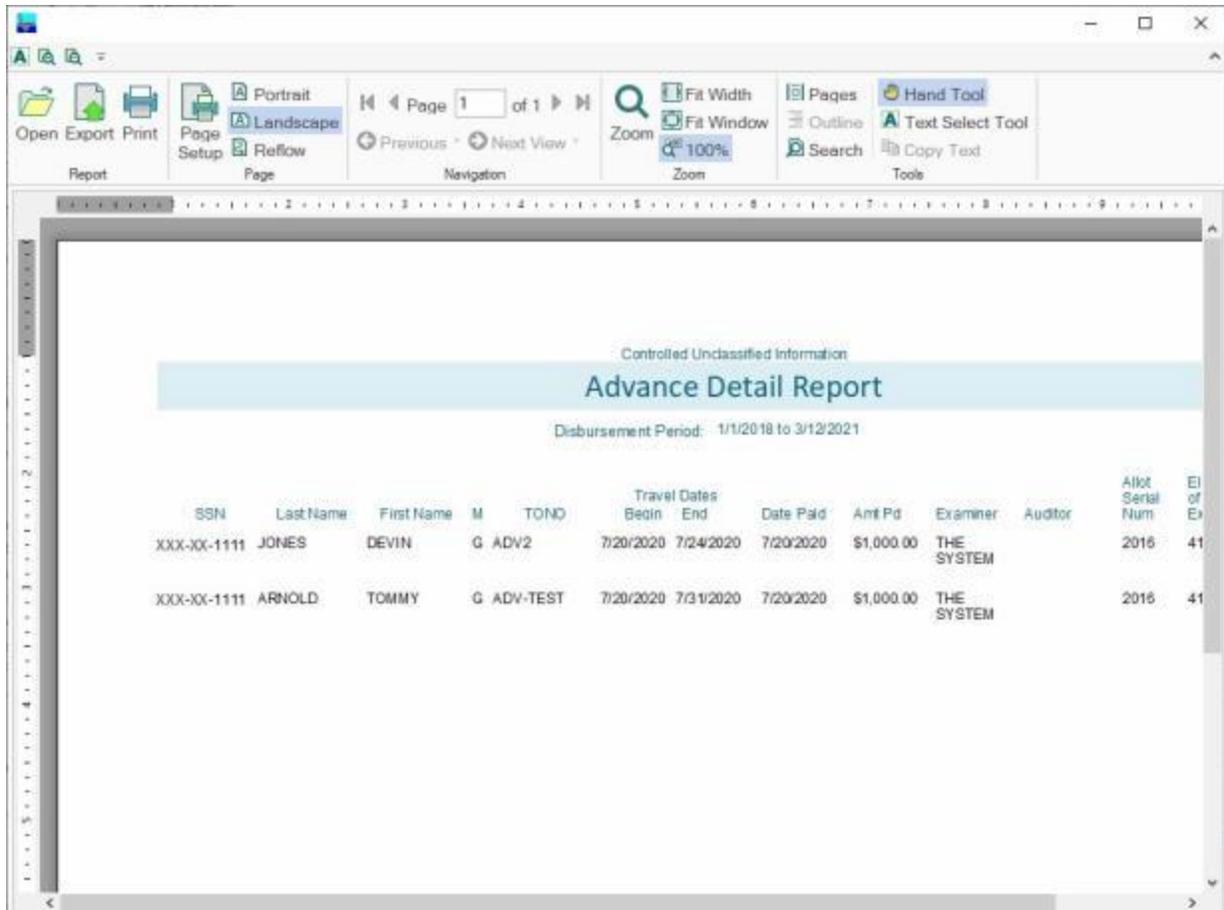
Periodically some customers are required to provide **advance claim information** for a specific period of time. The **Advance Detail Report** screen is used to generate this information.

 **Complete the following steps to "generate" the Advance Detail report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Advance Detail** option. The **Advance Detail** screen will appear.

The screenshot shows a window titled "Advance Detail". At the top, there are two date fields: "Start Date" with the value "1/1/2018" and "End Date" with the value "3/12/2021". Below these fields is a large rectangular area containing the text "Report Complete". At the bottom of the window, there are three buttons: "Print" (highlighted with a blue dashed border), "Close", and "? Help". A footer bar at the bottom of the window contains the text "Click on Print to print the report" and a small icon of three dots.

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 **(X)** 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.

Auditor Production - Report

To assist managers in assessing the **performance** of travel office **personnel**, IATS generates the **Auditor Production Report**. This report provides detailed information regarding the **number of advance** or **settlement** requests audited by a given auditor.

The **information** shown on the report **represents** the **auditor's total** production for the period specified.

 **Complete the following steps to "generate" the Auditor Production report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Auditor Production** option. The **Auditor Production Report** screen appears.

Auditor Production Report

Start Date: 1/1/2018

End Date: 3/12/2021

Auditors: All Auditors

Run Report

| | Category | Number of Claims |
|---|---------------------------|------------------|
| ▶ | Travel Advances | 0 |
| | PCS Settlements | 9 |
| | Temporary Duty | 4 |
| | Returned Vouchers | 0 |
| | All Other Travel Vouchers | 0 |
| | Total | 13 |
| * | | |

Print Report Exit ? Help

4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
6. **Auditors:** - The default setting at the Auditor field is "**All auditors**". If you wish to run the report for a specific auditor, however, **click** on the *down arrow* button to **display** a **list** of auditors and then **click** on the desired **name** to make a selection.
7. After the **Starting** date, **Ending** date, and **Auditor** is specified, **click** the **Run Report** button. IATS **generates** the Auditor Production **report** for the specified period.

Tip: Generate a **print-out** of the **Auditor Production Report** by **clicking** on the **Print Report** button.

8. If you click on the Print Report button, the **Adobe Reader** screen appears.
9. **Click** on the Printer **icon**. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
12. IATS prints the report and returns to the **Adobe Reader** screen.
13. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
14. At the **Auditor Production Report** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Counts and Entitlements - Report

Periodically, some IATS customers are required to provide **counts** and total entitlement **amounts** for specific periods of time.

The **Counts and Entitlement Management Report** was created to satisfy this requirement.

Note: The **Counts and Entitlement Management Report** reports the gross entitlement amount for each original settlement. For example, if a traveler received a \$500 **advance** and the gross **entitlement** amount is \$600 the report will display \$600. But for **supplemental** claims, the report displays the **difference** between the new gross entitlement amount and the original gross entitlement amount. So if a supplemental claim is submitted (for the above \$600 gross entitlement example) and the new gross entitlement amount is now \$700 (due member \$100) the report will display \$100.

 **Complete the following steps to "generate" the Counts and Entitlements report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Counts and Entitlements** option. The **Counts and Entitlement Management Report** screen will appear.

Counts and Entitlements Report

Start Date: 1/1/2018

End Date: 3/12/2021

Claim Type: Settlement

Order Type: TDY - All

Run Report

Report Data

Office: ALL

Date: 1/1/2018 - 3/12/2021 Order Type: TDY - All
 Claim type: Settlement
 Total Due Traveler Number (Memb): 5
 Total Amount: 65,842.72

Print Close ? Help

Press Print Report to print the report

4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** to display the IATS **calendar**. Once the IATS calendar is displayed, you can adjust the **month** and **year** by **clicking** on the **left/right arrows** at the top of the calendar **screen**. The **day** can be selected by **clicking** on the desired **date** once the correct **month** and **year** have been selected.
5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** to display the IATS **calendar**. Follow the **instructions** explained in step (4) above if wishing to use the IATS **calendar** to adjust the **Ending Date**.
6. **Claim Type:** - At the **Claim Type** field, **click** on the **down arrow** to display a list of order types and then **click** on the desired type.
7. **Order Type:** - At the **Order Type** field, **click** on the **down arrow** to display a list of order types and then **click** on the desired type.
8. **Run Report:** - When you are satisfied with the dates and the order type, **click** on the **Run Report** button.
9. **Report Data:** - After you click the Run Report button, IATS generates the report and displays the details in the Report Data field.

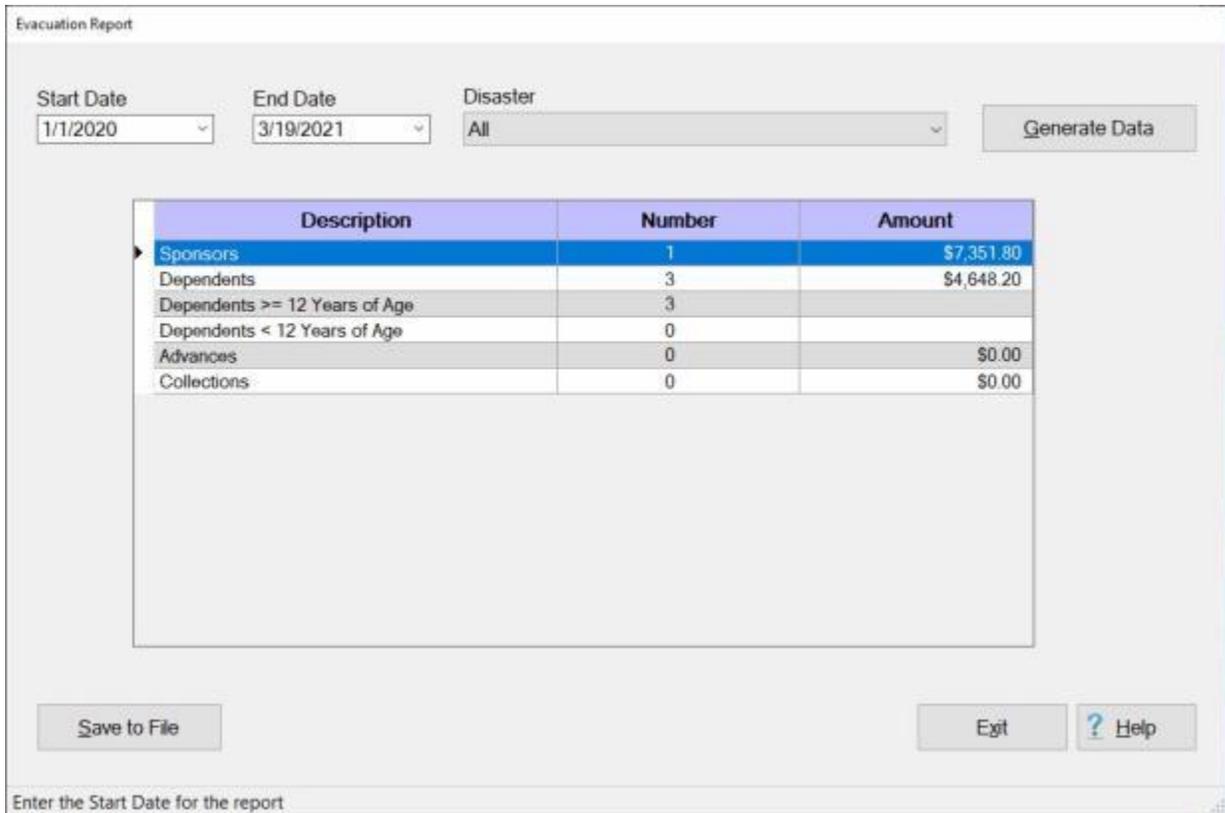
10. **Print:** - **Click** on the **Print** button to generate a printed copy of the details. The **IATS Report Viewer** screen appears
11. **Click** on the Printer **icon**. The **Print** screen appears.
12. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
13. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
14. IATS prints the report and returns to the **IATS Report Viewer** screen.
15. If you are finished using the IATS Report Viewer, **click** on the **(X)** button in the top right corner to **close** the screen.
16. At the **Counts and Entitlement Management Report** screen **click** on the **Close** button to return to the System Administrator (View) screen.

Emergency Evacuations - Report

IATS includes the **option** for generating a **report** detailing the **advances**, **settlements**, and **collection** information pertaining to Emergency Evacuation travel transactions that have been processed.

 **Complete the following steps to "generate" the Evacuation report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **Emergency Evacuations** option. The **Evacuation Report** screen appears.



| Description | Number | Amount |
|-------------------------------|--------|------------|
| Sponsors | 1 | \$7,351.80 |
| Dependents | 3 | \$4,648.20 |
| Dependents >= 12 Years of Age | 3 | |
| Dependents < 12 Years of Age | 0 | |
| Advances | 0 | \$0.00 |
| Collections | 0 | \$0.00 |

3. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.

4. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
5. **Disaster:** - The default value at the Disaster field is **All**. If you wish to generate the report for a **specific** disaster, however, **click** the *Down arrow* button to display a **list** of named disasters from the Disaster Rates table in the Maintenance module. When the list of disasters is displayed, **click** on the disaster **name** you wish to generate the report for.
6. After the **Starting** date, **Ending** date, and the Disaster is specified, **click** the **Generate Data** button. IATS **generates** the **report** for the specified period and disaster.

Tip: Save the Evacuation Report to a **file** by **clicking** on the **Save to File** button. After clicking this button, the **Save As** dialog box appears and you must **specify** the **filename** for the report and the **location** where the file will reside.

7. When **finished** generating and saving the Evacuation Report, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

Examiner Accuracy - Report

To assist managers in assessing the **performance** of travel office **personnel**, IATS generates the **Examiner Accuracy Report**. This report provides detailed information regarding the total number of **claims processed**, the total number of claims **returned** back to the examiner for correction, the **accuracy** percentage, and the **reasons** why a claim was returned back to the examiner.

The **information** shown on the report **represents** the examiner's **accuracy** for the period specified.

 **Complete the following steps to "generate" the Examiner Accuracy report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. Click on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Examiner Accuracy** option. The **Examiner Accuracy Report** screen appears.

Examiner Accuracy Report

Start Date
1/1/2020

End Date
3/19/2021

Examiners:
All Examiners

Run Report

Exit Help

4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
6. **Examiners:** - The default setting at the Auditor field is "**All examiners**". If you wish to run the report for a specific examiner, however, **click** on the *down arrow* button to **display** a **list** of examiners and then **click** on the desired **name** to make a selection.
7. After the **Starting** date, **Ending** date, and **Examiner** is specified, **click** the **Run Report** button.
8. IATS **generates** the **Examiner Accuracy report** for the specified period and displays the **IATS Report Viewer** screen.

9. If you wish to print the report, **click** on the **Printer icon**. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
12. IATS prints the report and returns to the **IATS Report Viewer** screen.
13. If you are finished using the IATS Report Viewer, **click** on the **red** button in the top right corner to close the screen.
14. At the **Examiner Accuracy Report** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Examiner Production - Report

To assist managers in assessing the **performance** of travel office **personnel**, IATS generates the **Examiner Production Report**. This report provides detailed information regarding the **number of advance** or **settlement** requests **processed** by a given voucher **examiner**.

The **information** shown on the report **represents** the **examiner's total production** for the period specified.

 **Complete the following steps to "generate" the Examiner Production report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Examiner Production** option. The **Examiner Production Report** screen appears.

Examiner Production Report

Start Date: 1/1/2020

End Date: 3/19/2021

Examiners: All Examiners

Run Report

| Category | Number of Claims |
|---------------------------|------------------|
| Travel Advances | 3 |
| PCS Settlements | 6 |
| Temporary Duty | 7 |
| Returned Vouchers | 1 |
| All Other Travel Vouchers | 0 |
| Total | 17 |
| ** | |

Print Report Exit ? Help

4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
6. **Examiners:** - The default setting at the Auditor field is "**All examiners**". If you wish to run the report for a specific examiner, however, **click** on the *down arrow* button to **display** a list of examiners and then **click** on the desired **name** to make a selection.
7. After the **Starting** date, **Ending** date, and **Examiner** is specified, **click** the **Run Report** button.
8. IATS **generates** the **Examiner Production Report** for the specified period.

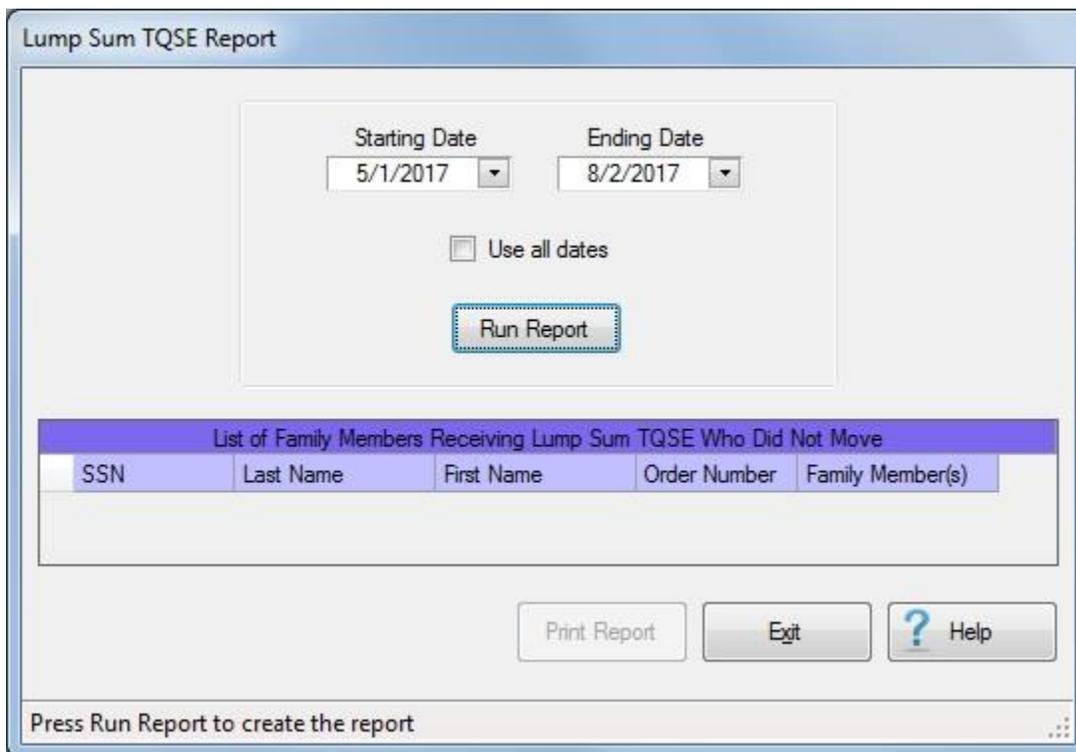
9. If you wish to print the report, **click** on the **Print Report** button. The **Adobe Reader** screen appears.
10. **Click** on the Printer **icon**. The **Print** screen appears.
11. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
12. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
13. IATS prints the report and returns to the **Adobe Reader** screen.
14. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
15. At the **Examiner Production Report** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Lump Sum TQSE Report

IATS contains a report that will identify individuals who received a **Lump Sump TQSE** payment, but did not relocate to a new permanent duty station.

 **Complete the following steps to "generate" the Lump Sum TQSE report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Lump Sum TQSE** option. The **Lump Sum TQSE Report** screen appears.



The screenshot shows the 'Lump Sum TQSE Report' interface. At the top, there are two date selection fields: 'Starting Date' set to 5/1/2017 and 'Ending Date' set to 8/2/2017. Below these is a checkbox for 'Use all dates' which is currently unchecked. A 'Run Report' button is centered below the date fields. Underneath is a table with the following structure:

| List of Family Members Receiving Lump Sum TQSE Who Did Not Move | | | | |
|---|-----------|------------|--------------|------------------|
| SSN | Last Name | First Name | Order Number | Family Member(s) |
| | | | | |

At the bottom of the window are three buttons: 'Print Report', 'Exit', and 'Help'. A status bar at the very bottom of the window contains the text: 'Press Run Report to create the report'.

4. **Starting Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the down arrow to display the IATS **calendar**. Once the IATS calendar is displayed, you can adjust the **month** and **year** by **clicking** on the left/right arrows at the top of the calendar **screen**. The **day** can be selected by **clicking** on the desired **date** once the correct **month** and **year** have been selected.

5. **Ending Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** to display the IATS **calendar**. Follow the **instructions** explained in step (4) above if wishing to use the IATS **calendar** to adjust the **Ending Date**.
6. **Use all dates:** - **Click** in the **check box** at the **Use all dates** field if you wish to run this report for all of the transactions in your database.
7. When you are satisfied with the date selections, **click** the **Run Report** button. IATS will display the results for the selected dates as shown in the image below.

Lump Sum TQSE Report

Starting Date: 5/1/2017 Ending Date: 8/2/2017

Use all dates

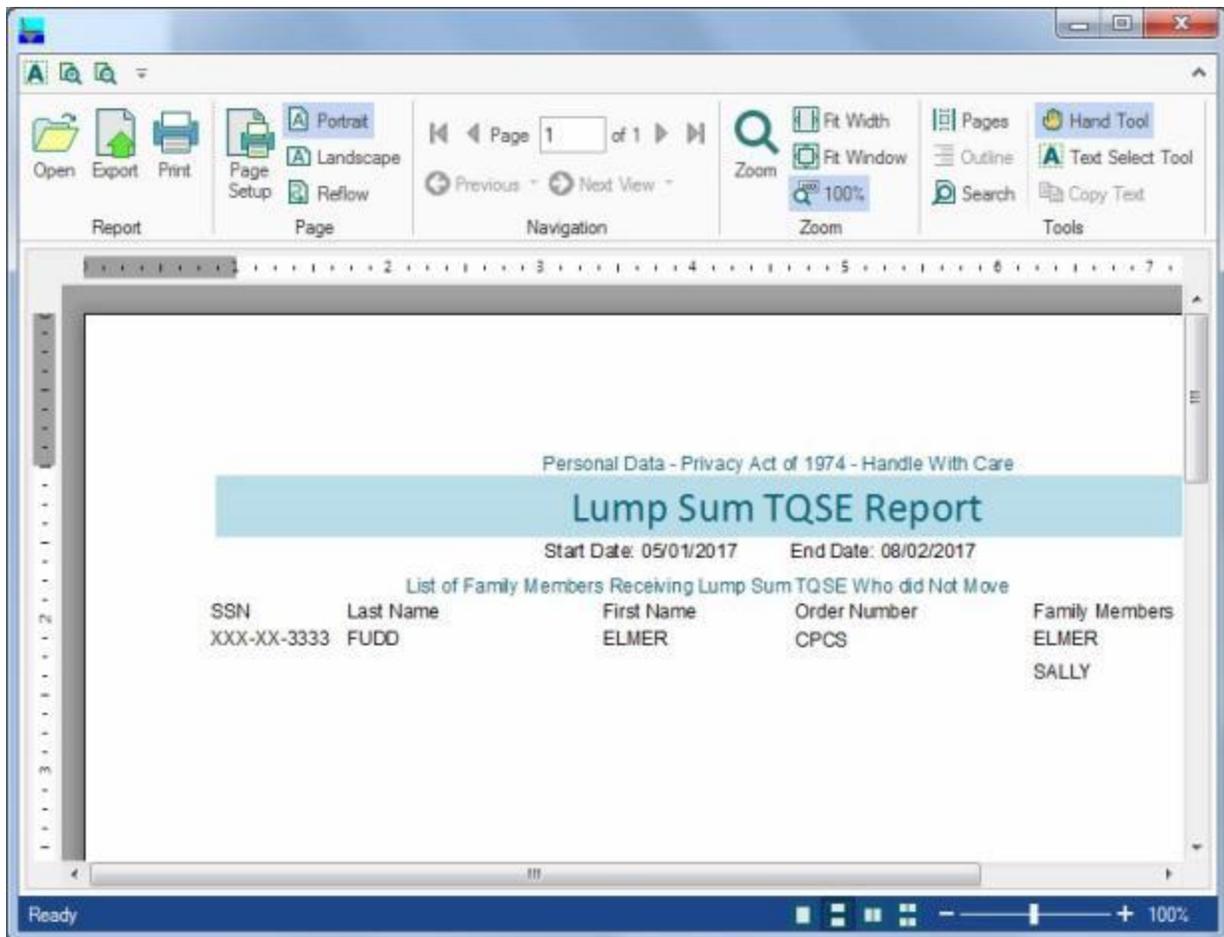
Run Report

| List of Family Members Receiving Lump Sum TQSE Who Did Not Move | | | | |
|---|-----------|------------|--------------|------------------|
| SSN | Last Name | First Name | Order Number | Family Member(s) |
| ▶ XXX-XX-3333 | FUDD | ELMER | CPCS | ELMER |
| | | | | SALLY |

Print Report Exit ? Help

Enter the Starting date for the report.

8. **Print Report:** - If you wish to have a print-out of the Lump Sum TQSE report, **click** the **Print Report** button. The **following** screen appears and **displays** the **report**.



9. **Click** on the **Print** icon if you wish to print the report. The **Print** screen will appear.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the **number of copies** you wish to print and **click** the **Print** button.
12. **Click** on the **red (X)** button at the top right corner of the screen displaying the report to **close** the screen.
13. When finished, **click** on the **Exit** button at the **Lump Sum TQSE Report** screen to **return** to the **System Administrator View** screen.

Frozen Travelers - Report

A feature was added to IATS for situations where the traveler account was created incorrectly and claims have been processed. By using this feature you may keep the historical data for the claim, (unless the account was deleted), but **prevent** users from **accessing** the incorrectly created account again.

Another new feature was added to generate a report to identify all of the frozen accounts existing in the database.

 **Complete the following steps to "generate" the Frozen Travelers report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, **"Reports"**.
2. Click on the **plus sign** to the left of the word, **"Management Reports"**. An expandable menu appears listing the various management report options.

3. **Click** on the **Frozen Travelers** option. The **List Frozen Traveler Profiles** screen appears.

The screenshot shows a window titled "List Frozen Traveler Profiles". Inside the window, there are two radio button options: "Report by SSN" (which is selected) and "Report by Last Name". At the bottom of the window, there are three buttons: "Print", "Cancel", and "? Help".

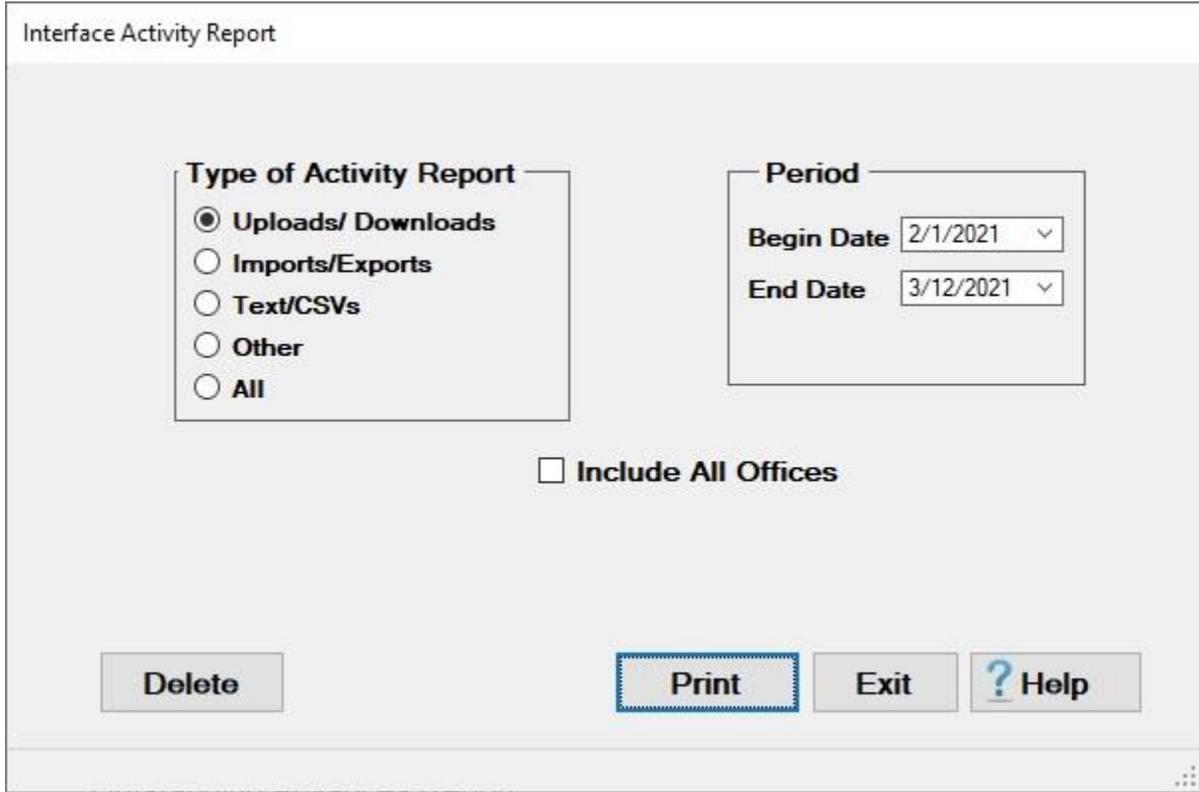
4. When running this report, you have the **option** to generate the report by either **SSNs** or **Last Names**.
5. **Click** in the **circle** next to the options **Report by SSN** or **Report by Last Name** to make your selection.
6. **Click** on the **Print/Save** button. A *pop-up message* appears 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.

Interface Activity Report

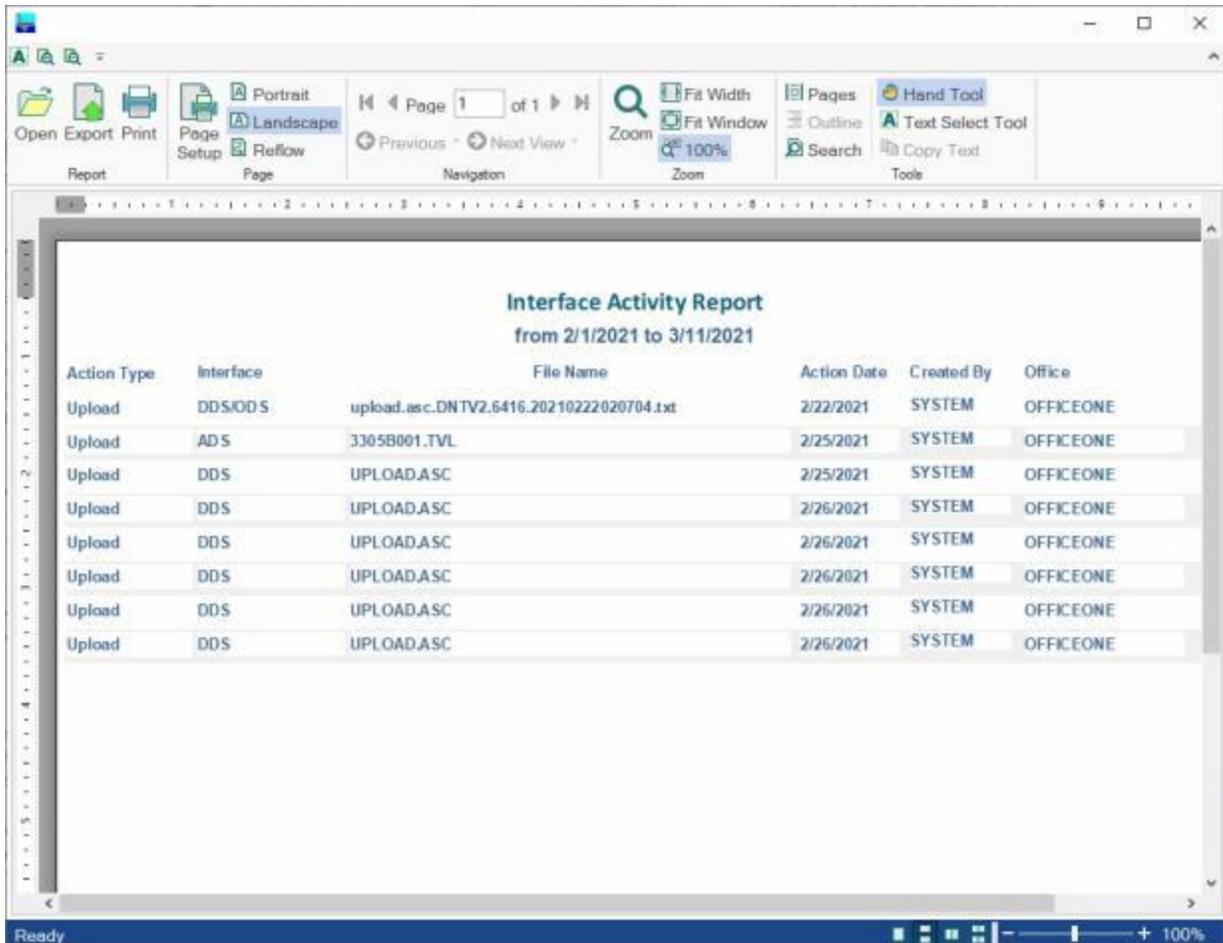
Based on the need to adequately respond to an **audit requirement**, (FISCAM IN-1.2.3), IATS was **modified** to log the use of **input** and **output** file-based **interfaces**.

 Complete the following steps to "generate" the Interface Activity 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 **Interface Activity** option. The **Interface Activity Report** screen will appear.



4. **Type of Activity Report:** - **Click** in the **circle next** to the option for the **type** of report you wish to generate.
5. **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.
6. **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 (5) above if wishing to use the IATS **calendar** to adjust the **End date**.
7. **Include All Offices:** - **Click** in the **check box** to **activate** this option if your organization's database contains **multiple offices** and you wish to generate the report for all of the offices.
8. After you have selected the Type of Report and the report Period, **click** on the **Print** button to **generate** the report.
9. IATS will **display** the report as shown below.



10. **Click** on the **printer icon** if you wish to generate a print-out of the forms.
11. When you are **finished** using the report viewer screen, **click** on the **(X)** in the top right corner to **close** the screen.
12. **Click** on the **Exit** button when you are **finished** using the **Interface Activity Report** 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.

The screenshot shows a window titled "Daily Production Report". On the left, there are two date selection fields: "Start Date" with a dropdown menu showing "3/11/2020" and "End Date" with a dropdown menu showing "3/12/2021". To the right of these is a list box titled "Offices" containing three items: "ORIGINAL MASTER DATABASE" (which is highlighted in blue), "DFAS-IN", and "DFAS-ROME". At the bottom of the window, there are three buttons: "Generate Report" (highlighted with a blue border), "Close", and "? Help".

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.

| Date | Logged | Assigned To Examiner | Awaiting Audit | Assigned To Auditor | Awaiting Release | Complete | Returned To Traveler | Duplicates | Deleted |
|-----------|--------|----------------------|----------------|---------------------|------------------|----------|----------------------|------------|---------|
| 3/11/2020 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| 3/12/2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3/13/2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3/14/2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3/15/2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3/16/2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3/17/2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3/18/2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3/19/2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3/20/2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3/21/2020 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

8. 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**.
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 variety 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 manually 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 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 **Disbursing Actions Report** option. The **Disbursing Actions Report** screen will appear.

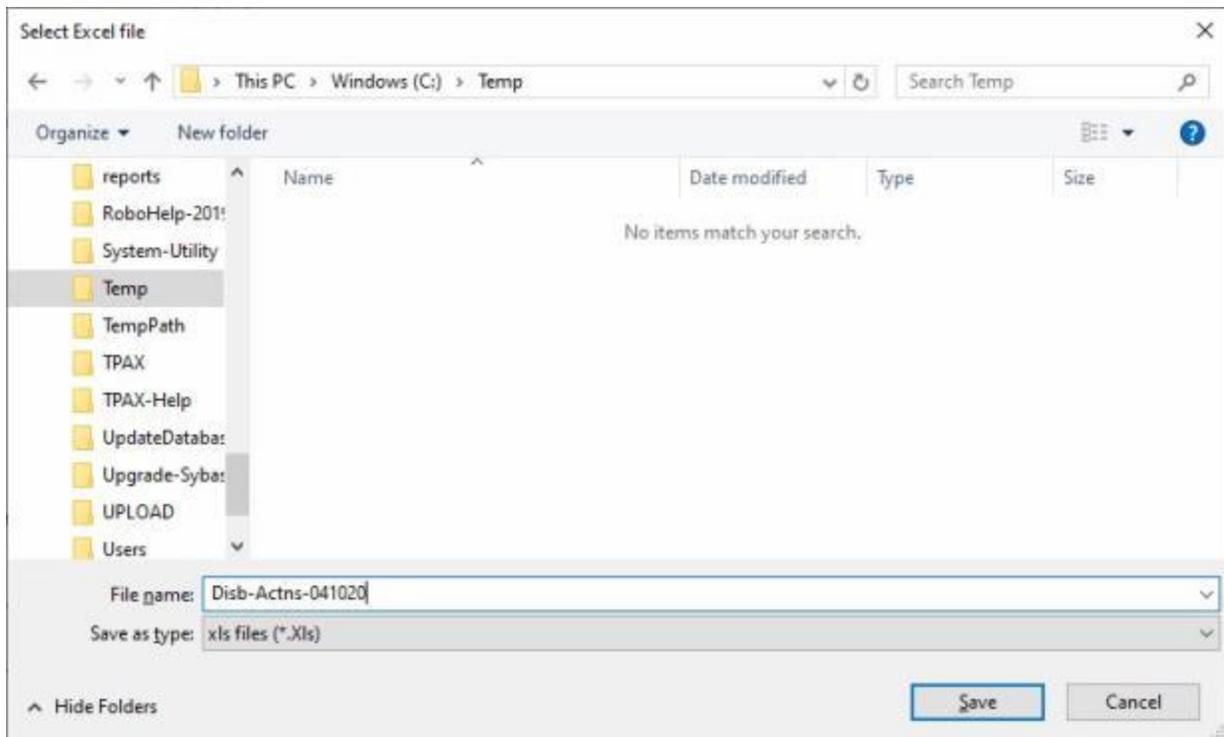
The screenshot shows a window titled "Disbursing Actions Report". On the left, there is a label "Claim Number:" followed by an empty text input box. To the right, a section titled "Disbursing Date Range" contains two dropdown menus: "Start Date:" with the value "3/23/2020" and "End Date:" with the value "4/10/2020". Below these is a checkbox labeled "Create EXCEL File" which is checked. At the bottom, there are three buttons: "Print" (highlighted with a blue dashed border), "Cancel", and "Help" (with a question mark icon).

Note: The Disbursing Actions Report may be generated for one individual claim or for all of the claims within a **Date Range**. Either enter a claim number or a range for the **Start** and **End** dates.

4. **Claim Number:** - If you wish to generate the report for only 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** or the **Start and End Date Range**, click on the **Print** button to generate the report.

If you (have) selected the Create EXCEL File option:

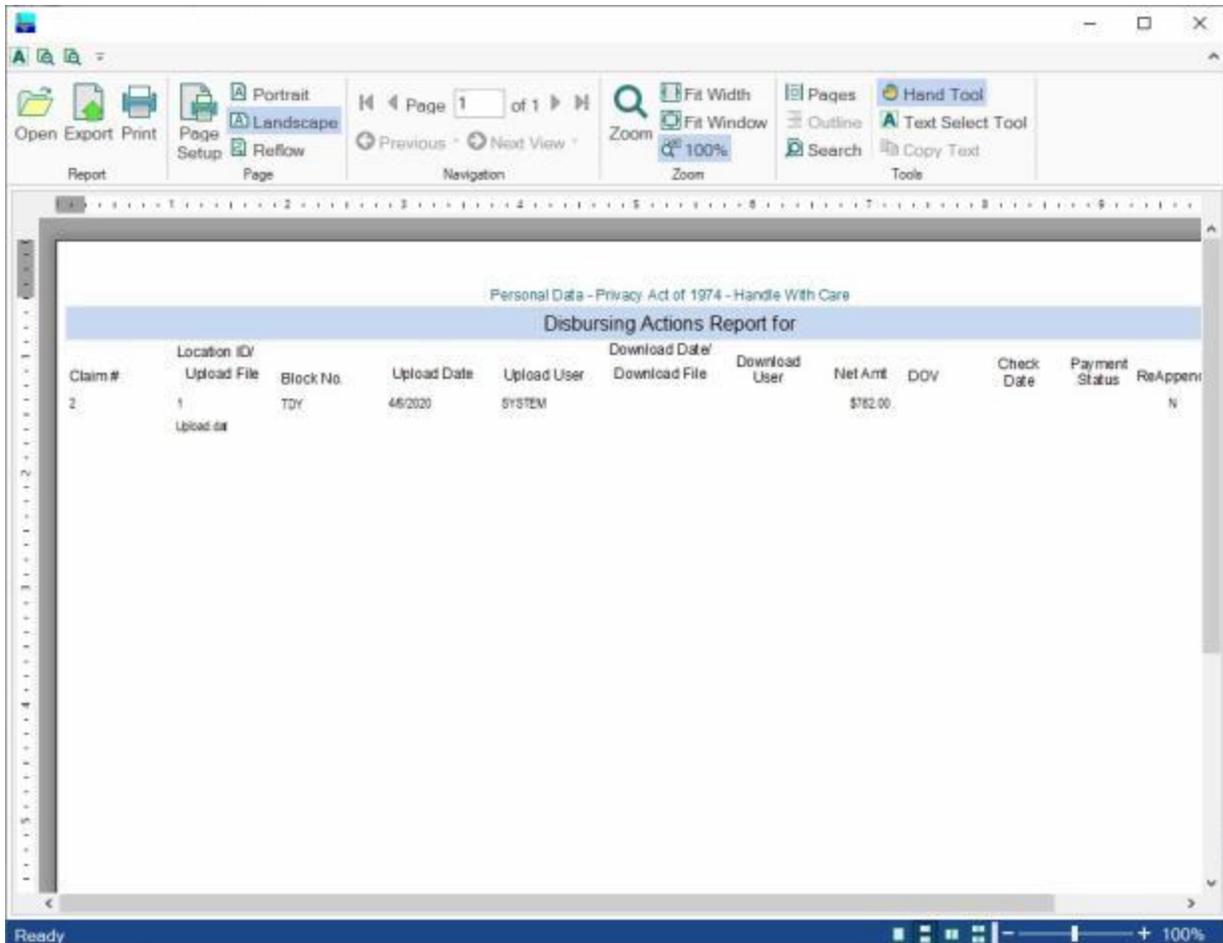
1. If the option for **Create EXCEL File** is **checked** the **Select Excel File** screen appears and you must **specify** a **location** where to **save** the file to and **specify** a **name** for the file.



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 correct printer or **make** any necessary 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 never collected.

 **Complete the following steps to "generate" the Voucher Production report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Outstanding Advances Report** option. The **Outstanding Travel Advances Report** screen will appear.

Outstanding Travel Advance Report

Order Type

All

Optional Inputs

SSN:

Days Outstanding:

Discharge Date Range

From:

To:

Generate Report Close ? Help

4. **Order Type:** - At the Order Type section, **click** on the *down arrow* button to **display a list of order types** and then **click** on the desired type.
5. **Optional Inputs:** - At the **Optional Inputs** section, you may further **define** the results of the report.
6. **SSN:** - If desired, enter the traveler's **SSN**.
7. **# Days Outstanding:** - If desired, enter the number of days outstanding that you would like the report to reflect.
8. **Discharge Date Range:** - A date range was included because under certain circumstances traveler's are given a period of time after the discharge date to settle the advance. If desired, **enter** the traveler's discharge date range. You may either manually type in the dates in **MMDDYY** format or **click** on the *down arrow* button and use the **calendar** to select the dates.
9. After making all of your desired selections, **click** on the **Generate Report** button.

Liaison - Report

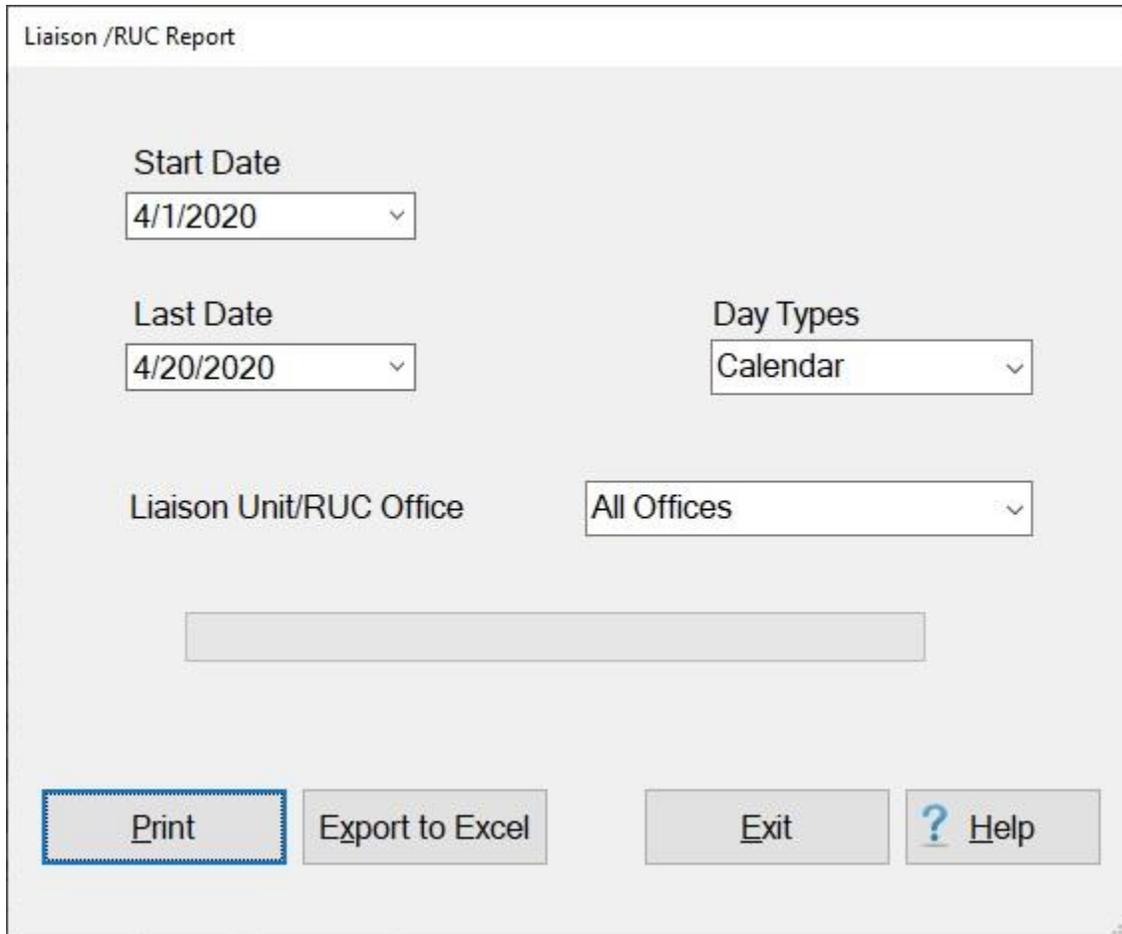
To assist managers in determining where **delays** in travel settlement requests processing occur, IATS generates the Reporting Unit Code (RUC) Report for **Marine Corps** travel offices. For **Army/DLA** travel offices, this report is named the **Liaison Office Report**.

The purpose of this report is to **track** the number of days required to **move** a settlement request **through** the **processing cycle**. Because settlement requests processed by these organizations are often **routed through liaison offices**, IATS tracks their movement from the **date signed** until the **date disbursed**.

Note: In order to use this report, the **parameter** for **Liaison Reports** at the [System Configuration](#) screen in **Maintenance** must be activated. In addition, users must also [establish](#) their **RUC/Liaison offices**.

 **Complete the following steps to "generate" the RUC/Liaison Office Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Liaison** option. The **Liaison/RUC Report** screen appears.



Liaison /RUC Report

Start Date
4/1/2020

Last Date
4/20/2020

Day Types
Calendar

Liaison Unit/RUC Office
All Offices

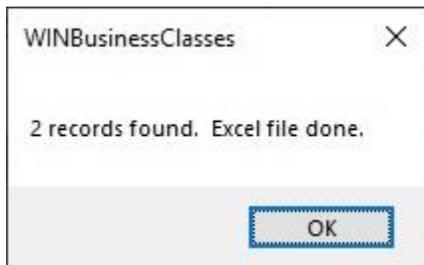
Print Export to Excel Exit ? Help

4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** to display the IATS **calendar**. Once the IATS calendar is displayed, users can adjust the **month** and **year** by **clicking** on the **left/right arrows** at the top of the calendar **screen**. The **day** can be selected by **clicking** on the desired **date** once the correct **month** and **year** have been selected.

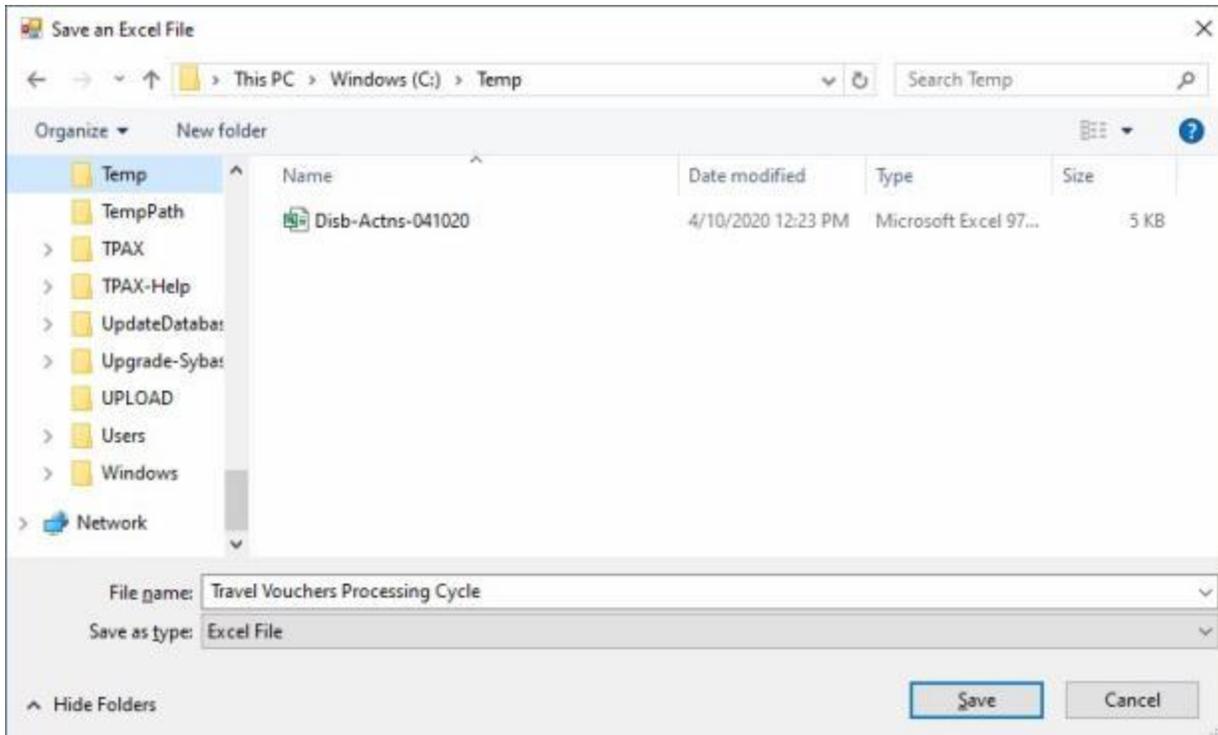
5. **Last Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** to display the IATS **calendar**. Follow the **instructions** explained in step (3) above if wishing to use the IATS **calendar** to adjust the Ending date.
6. **Day Types:** - The default value at the Day Types field is **Calendar**. If you wish, however, to generate the Liaison Report based on work days, **click** the **Down arrow** button and then **click** on the **Work** option.
7. **RUC/Liaison Unit/Office:** - The **default** value for this field is **All Offices**, users may generate this report for a **specific** office, however. To select a different office, **click** the **down arrow** to display a **list** of offices and then **click** on the desired **office** to make a selection.
8. Once the **Start/Ending** dates, plus the **office** have been specified, **click** on the **Print** button. A **pop-up message** appears indicating the **number** of records printed and that the report is done.
9. **Click** on **OK** to continue.
10. The **Adobe Reader** screen appears.
11. **Click** on the Printer **icon**. The **Print** screen appears.
12. **Verify** that the **PC** is **configured** for the correct printer or **make any necessary changes**.
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:

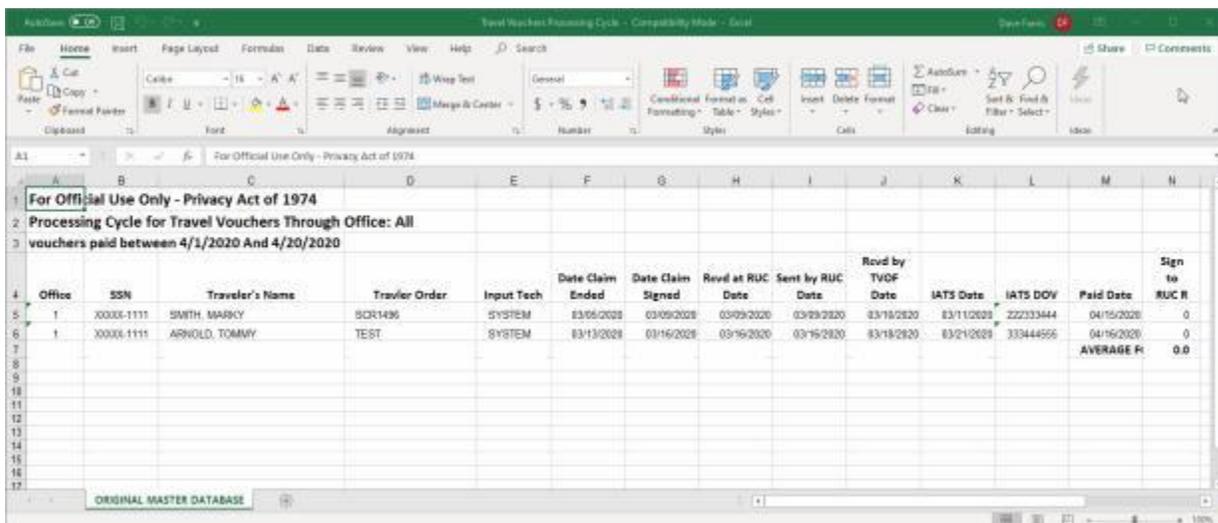
1. Rather than printing the Liaison Report, you can **export** the data to an **Excel** spreadsheet if desired.
2. **Click** on the **Export to Excel** button. The following **pop-up message** will appear **displaying** the **results**.



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**" **defaults** to the **File name** field.
6. **Click** in the **File name** field and **enter** a **different name** for the file **if desired**.
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 **launches 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

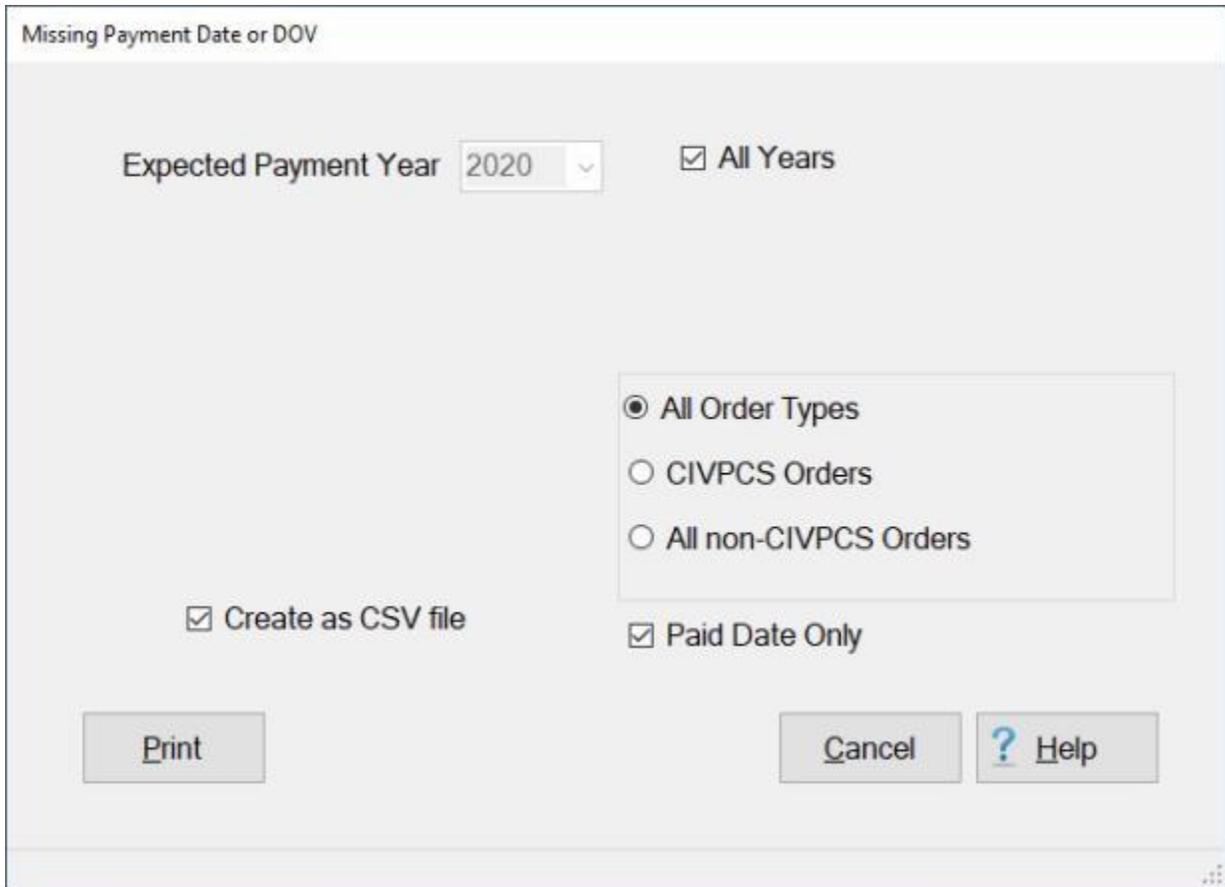
To **identify** any **records** that must be corrected IATS provides the following report:

Missing Payment Date or DOV:

Note: Prior to creating the **magnetic file and IRS Form 6559**, it is strongly recommended that this **report** is generated first.

 Complete the following steps to "generate" the Missing Payment Date or DOV Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Missing Payment Date or DOV** option. The **Missing Payment Date or DOV** screen appears.



Missing Payment Date or DOV

Expected Payment Year 2020 All Years

All Order Types
 CIVPCS Orders
 All non-CIVPCS Orders

Create as CSV file Paid Date Only

Print Cancel ? Help

4. **Expected Payment Year:** - If the default year displayed at this field is incorrect, **click** the *down arrow* and then **click** on the desired **year** to make a **selection**.
5. **All Years:** - **Click** in the **check box** at the All Years field if you wish to generate the report for all tax years stored in the IATS database.
6. **All 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.

Monthly Workload Report

Month: Year:

Examiners:

| | Category | Number of Claims |
|---|---------------------------|------------------|
| ▶ | Travel Advances | 1 |
| | PCS Settlements | 3 |
| | Temporary Duty | 0 |
| | Returned Vouchers | 0 |
| | All Other Travel Vouchers | 0 |
| | Total | 4 |
| | | |
| | | |
| | | |
| | | |

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.

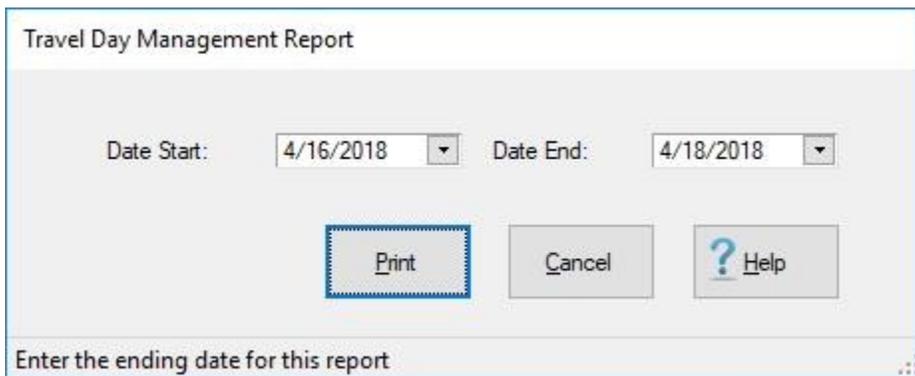
8. If you click on the Print Report button, the **Adobe Reader** screen appears.
9. **Click** on the Printer **icon**. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the **number** of **copies** 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.

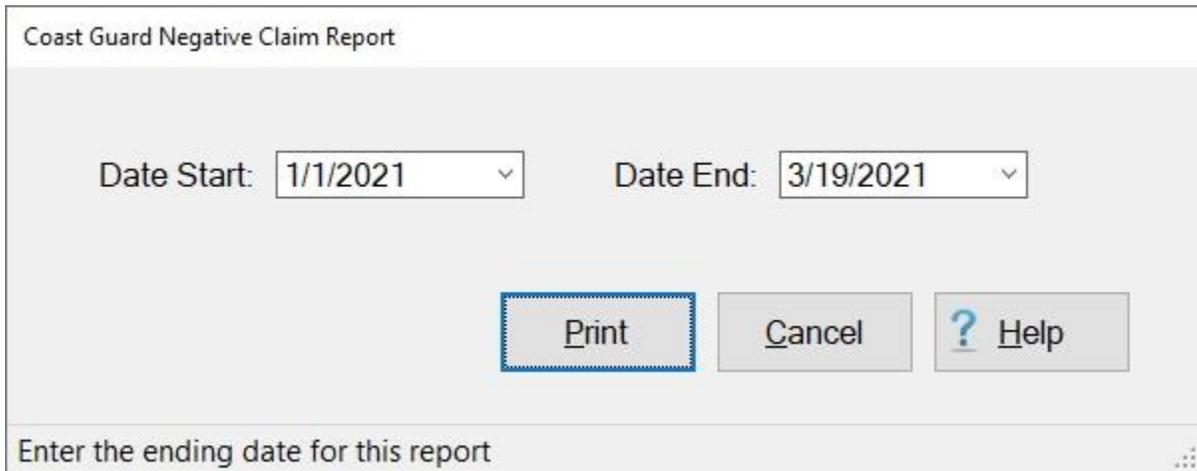
Negative Supplemental Report

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.

Coast Guard Negative To Positive Supp. Report

Date Start: 1/1/2021 Date End: 3/19/2021

Print Cancel ? Help

Enter the ending date for this report

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.

Coast Guard Obligations

Date Start: Date End:

Enter the ending date for this report

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.

Coast Guard Funds Used Report

Date Start: Date End:

Enter the ending date for this report

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.

Coast Guard RAN Report

Date Start: 1/1/2021 Date End: 3/19/2021

Print Cancel ? Help

Enter the ending date for this report

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.

Returned Claim Report

Start Date: 10/1/2020

End Date: 2/28/2021

Order Types: All Claims

Run Report

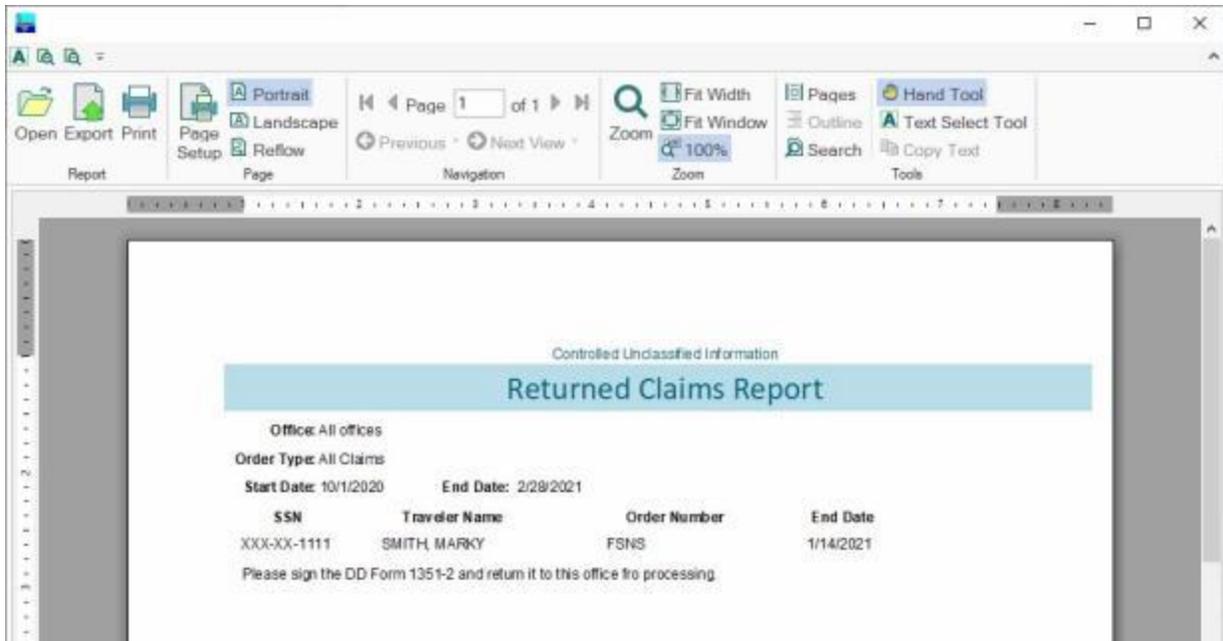
Help

Select the type of order upon which

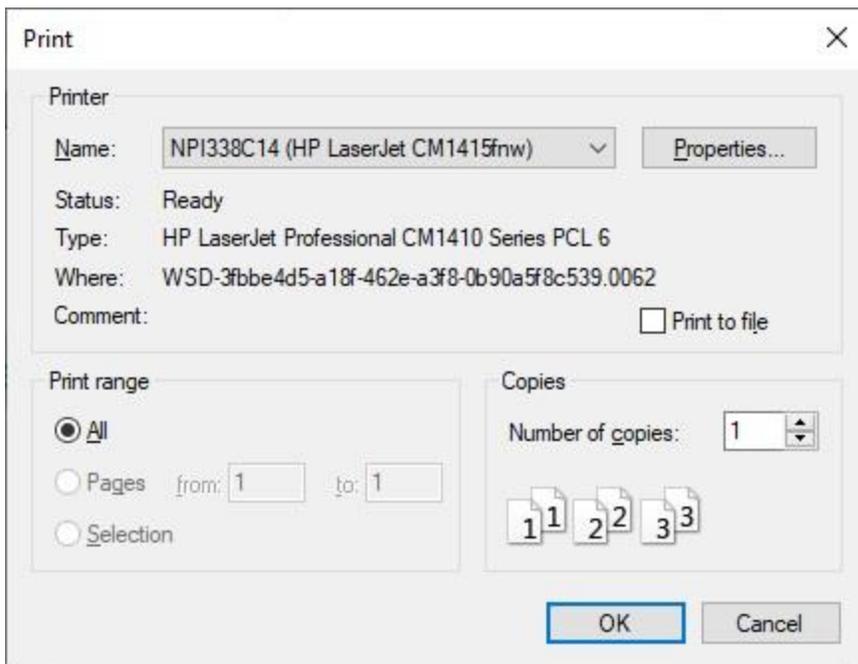
4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.

Note: If you **click** on the *down arrow* button at either the **Start** or **End Date** field, a **calendar** appears that allows you to select a different **month**, **date**, or **year**.

6. **Order Types:** - At the **Order Types** field, **click** on the *down arrow* to display a list of various order types and then **click** on the desired type.
7. After selecting the correct Start/End dates and the order type, **click** on the **Run Report** button.
8. After clicking on the Run Report button, all claims returned for the specified criteria are **displayed** along with the **reason** for return on the **IATS Report Viewer** screen.



9. **Print:** - If you wish to print the Returned Claims Report, **click** on the **printer** icon. The **Print** screen appears.

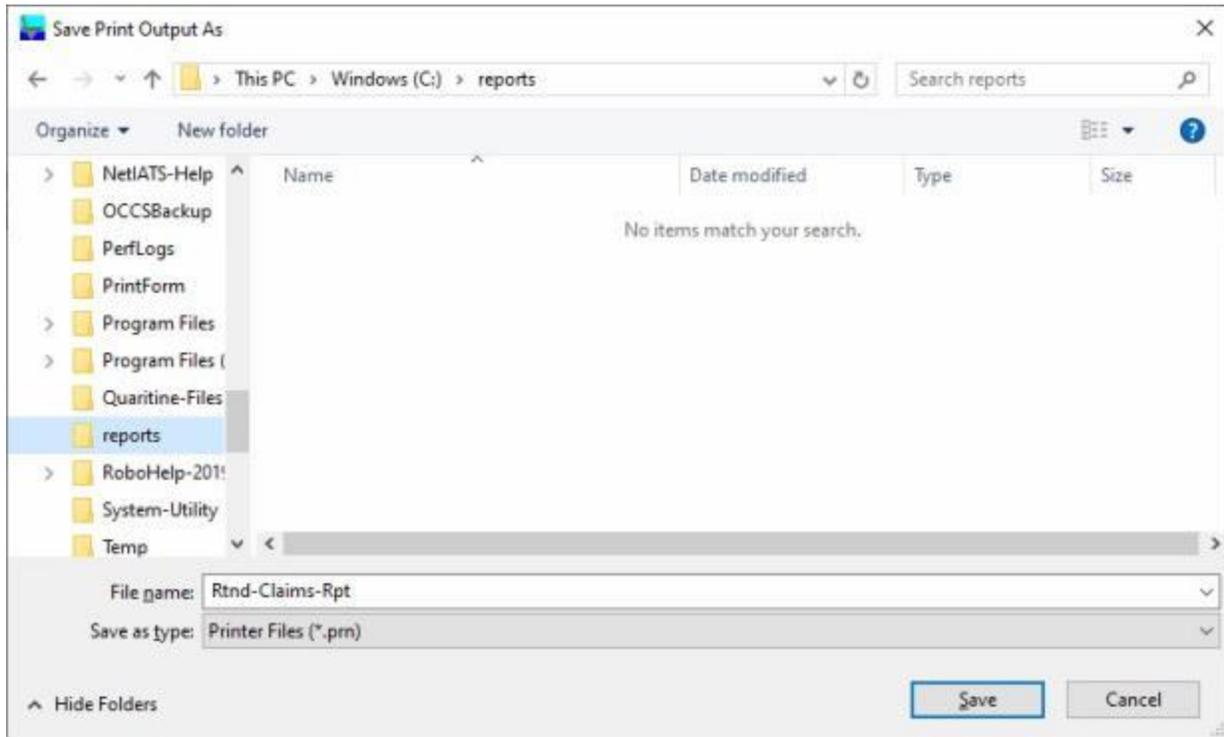


10. **Verify** that the **PC** is **configured** for the **correct printer** or **make** any **necessary changes**.
11. **Select** the **number of copies** you wish to print and then **click** on the **OK** button.
12. IATS prints the report and returns to the **IATS Report Viewer** screen.
13. **Click** on the **Close** option or the **(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 at the **Print** screen and then **click** on the **OK** button.

- If you have selected the **Print to File** option, the **Save Print Output As** screen appears.



- At the **Save Print Output As** screen, **navigate** to the **folder** where you wish to **store** the output file.
- Enter a filename** at the **File Name** field and then **click** on **Save**.
- IATS **saves** the file in the specified folder and **returns** to the **IATS Report Viewer** screen.
- Click** on the (X) button in the top right hand corner when you are ready to **close** the IATS Report Viewer screen.

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:**

- At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, **"Reports"**.
- Click** on the **plus sign** to the left of the word, **"Management Reports"**. An expandable menu appears listing the various management report options.
- Click** on the **Settlement Detail** option. The **Settlement Detail Report** screen will appear.

Settlement Detail

Start Date: 10/1/2020

End Date: 3/25/2021

Print Close ? Help

Click on Print to print the report

4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** 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.

Controlled Unclassified Information

Settlement Detail Report

Disbursement Period: 10/1/2020 to 3/25/2021

| SSN | Last Name | First Name | M | TOND | Travel Dates | | Date Paid | Amt Pd | Examiner | Auditor | Ailct Serial Num | El of Ex |
|-------------|-----------|------------|---|---------|--------------|-----------|-----------|------------|------------|------------|------------------|----------|
| | | | | | Begin | End | | | | | | |
| XXX-XX-1111 | MANN | CIVILIAN | O | SCR1510 | 3/2/2020 | 3/20/2020 | 3/23/2021 | \$8,087.18 | THE SYSTEM | THE SYSTEM | 2016 | 21 |

7. **Print:** - If you wish to print the Returned Claims Report, **click** on the **printer** icon. The **Print** screen appears.

Print

Printer

Name: NPI338C14 (HP LaserJet CM1415fnw)

Status: Ready

Type: HP LaserJet Professional CM1410 Series PCL 6

Where: WSD-3fbbe4d5-a18f-462e-a3f8-0b90a5f8c539.0062

Comment: Print to file

Print range

All

Pages from: 1 to: 1

Selection

Copies

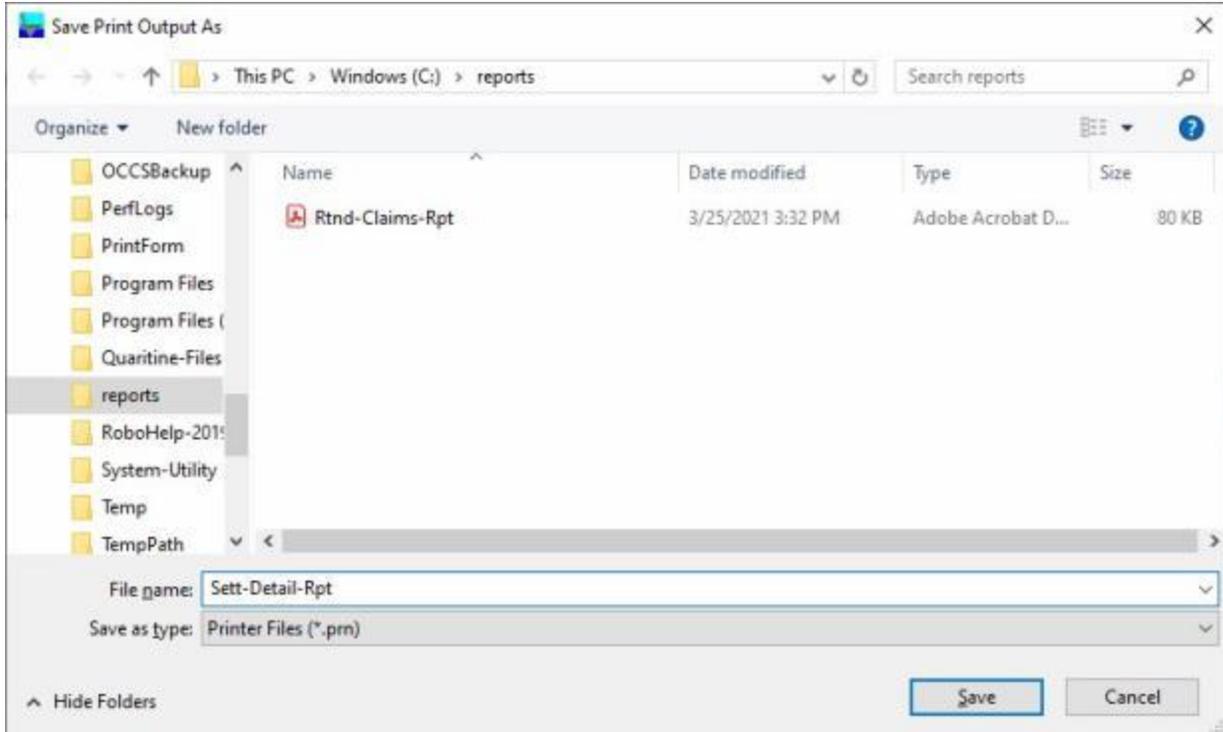
Number of copies: 1

1 1 2 2 3 3

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 **OK** button.
10. IATS prints the report and returns to the **IATS Report Viewer** screen.
11. **Click** on the **Close** option or the **(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 at the **Print** screen and then **click** on the **OK** button.
2. If you have selected the **Print to File** option, the **Save Print Output As** screen appears.



3. At the **Save Print Output As** screen, **navigate** to the **folder** where you wish to **store** the output file.
4. **Enter** a **filename** at the **File Name** field and then **click** on **Save**.
5. IATS **saves** the file in the specified folder and **returns** to the **IATS Report Viewer** screen.
6. **Click** on the **(X)** button in the **top right hand corner** when you are ready to **close** the IATS Report Viewer screen.

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.

Prepayment Audit Report

Start Date
10/1/2020

End Date
3/25/2021

Generate Background Report

Print Close ? Help

Check this box if the background report is to be generated

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
October, 2020

| Organization | CLAIMS SUBJECT TO REVIEW | CLAIMS REVIEWED | TOTAL \$ VALUE OF CLAIMS REVIEWED | TOTAL \$ VALUE OF CLAIMS SUBJECT TO REVIEW | NUMBER OF DISCREPANCIES BY TYPE - CHECK EACH TYPE OF DISCREPANCY DISCOVERED DURING THE AUDIT - USE THE RESPECTIVE PRE-PAYMENT CHECK LIST POTENTIAL MONETARY ERROR | | | | | | | | | | | | | | | | | | | | | |
|------------------|--------------------------|-----------------|-----------------------------------|--|---|----|----|----|----|----|----|----|----|-----|-------------------|-----|-----|-------------------|-----|----|----|----|----|----|----|--|
| | | | | | TAD TRAVEL | | | | | | | | | | SEPARATION TRAVEL | | | RETIREMENT TRAVEL | | | | | | | | |
| | | | | | #1 | #2 | #3 | #4 | #5 | #6 | #7 | #8 | #9 | #10 | #11 | #12 | #13 | #14 | #15 | #1 | #2 | #3 | #1 | #2 | #3 | |
| TAD/TDY > \$2500 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PCS > \$2500 | 2 | 2 | \$12,923.24 | \$12,923.24 | 1 | | | | | | | | | 1 | | | | | | | | | | | | |
| Total | 2 | 2 | \$12,923.24 | \$12,923.24 | 1 | | | | | | | | | 1 | | | | | | | | | | | | |
| TAD/TDY < \$2500 | 1 | 1 | | | 1 | | | | | | | | | | | | | | | | | | | | | |
| PCS < \$2500 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 1 | 1 | | | 1 | | | | | | | | | | | | | | | | | | | | | |
| TAD/TDY Total | 1 | 1 | | | 1 | | | | | | | | | | | | | | | | | | | | | |

7. Click on the **Printer** icon if you wish to print the report. The **Print** screen will appear.

Print

Printer

Name: NPI338C14 (HP LaserJet CM1415fnw) Properties...

Status: Ready

Type: HP LaserJet Professional CM1410 Series PCL 6

Where: WSD-3fbbe4d5-a18f-462e-a3f8-0b90a5f8c539.0062

Comment: Print to file

Print range

All

Pages from: 1 to: 1

Selection

Copies

Number of copies: 1

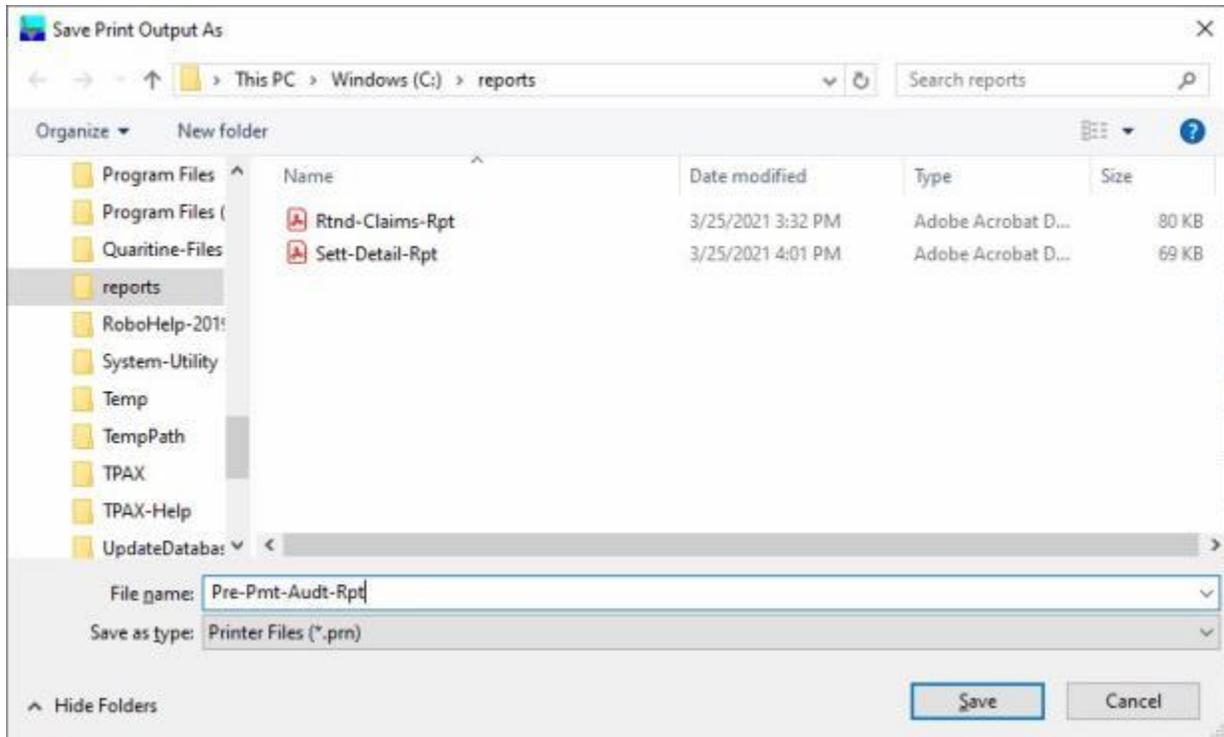
1 1 2 2 3 3

OK Cancel

8. **Verify** that the **PC is configured** for the correct printer or **make any necessary changes**.
9. **Select** the **number of copies** you wish to print and **click** the **OK** button. IATS **prints** the report.
10. IATS prints the report and returns to the **IATS Report Viewer** screen.
11. **Click** on the **Close** option or the **(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 at the **Print** screen and then **click** on the **OK** button.
2. If you have selected the **Print to File** option, the **Save Print Output As** screen appears.



3. At the **Save Print Output As** screen, **navigate** to the **folder** where you wish to **store** the output file.
4. **Enter** a **filename** at the **File Name** field and then **click** on **Save**.
5. IATS **saves** the file in the specified folder and **returns** to the **IATS Report Viewer** screen.
6. **Click** on the **(X)** button in the top right hand corner when you are ready to **close** the IATS Report Viewer 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:

- The **parameter** for **Liaison Reports** at the [System Configuration](#) screen must be **activated**.
- 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.

Prompt Payment Interest Report

Start Date: 1/1/2019

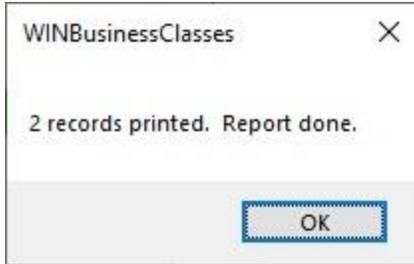
Amount Types: All

Last Date: 3/26/2021

Liaison Unit/RUC Office: All Offices

Print | Export to Excel | Exit | ? Help

4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the *down arrow* to display the IATS **calendar**. Once the IATS calendar is displayed, you can adjust the **month** and **year** by **clicking** on the *left/right arrows* at the top of the calendar **screen**. The **day** can be selected by **clicking** on the desired **date** once the correct **month** and **year** have been selected.
5. **Last Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the *down arrow* to display the IATS **calendar**. Follow the **instructions** explained in step (4) above if wishing to use the IATS **calendar** to adjust the **Last date**.
6. **Amount Types:** - The default type is **All**. If you wish to **change** the type, **click** on the *down arrow* button to display a **list** of types and then **click** on the desired type.
7. **RUC/Liaison Unit/Office:** - The **default** value for this field is **All Offices**, users may generate this report for a **specific** office, however. To select a different office, **click** the *down arrow* to display a **list** of offices and then **click** on the desired **office** to make a selection.
8. Once the **Start/Last** dates, plus the **amount type** and **office** have been specified, **click** on the **Print** button. The following message will appear indicating that the report is done.



9. **Click** on **OK** to continue.
10. The **Adobe Acrobat Reader** screen will appear **displaying** the report screen appears.
11. At the **Adobe Acrobat Reader** screen, you may **print** the report by **clicking** on the **printer icon**.
12. You may also **save** the report by **clicking** on the **File** menu and then **clicking** on the **Save As** option.
13. When you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the **(X)** button in the top right corner or **click** on the **File** menu and then **click** on the **Close** option.
14. IATS will **return** to the **Prompt Payment Interest Report** screen.
15. If you are **finished** using this screen, **click** on the **Exit** button to **return** to the **System Administrator View** screen .

SORT Report

"For Navy Configuration Only".

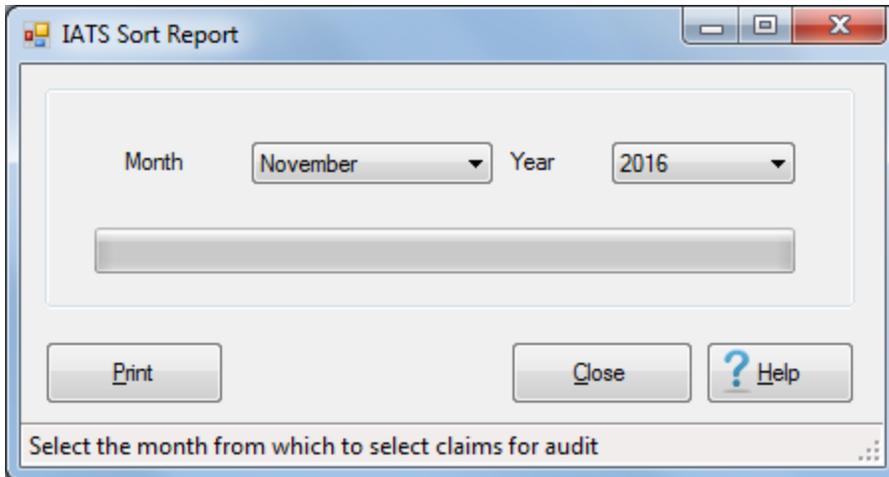
NAVY travel processing locations provide it's headquarters (NPPCS) with a Status of Resources and Training System Report for Travel claims (**SORTS Travel**) processed. This report is provided on a **monthly** basis, providing data from a normal work week, considering weekends and national holidays as non work days. This report is formatted as an **Excel** spread sheet columnar by work day providing the number of claims on hand from the previous workday, the number of claims received for each work day, the number of claims returned for each workday, the number of claims processed for each workday, total claims on hand at the end of each workday, and the average working days to release a claim for payment for each workday.

This report has always been prepared **manually** requiring countless numbers of man-hours.

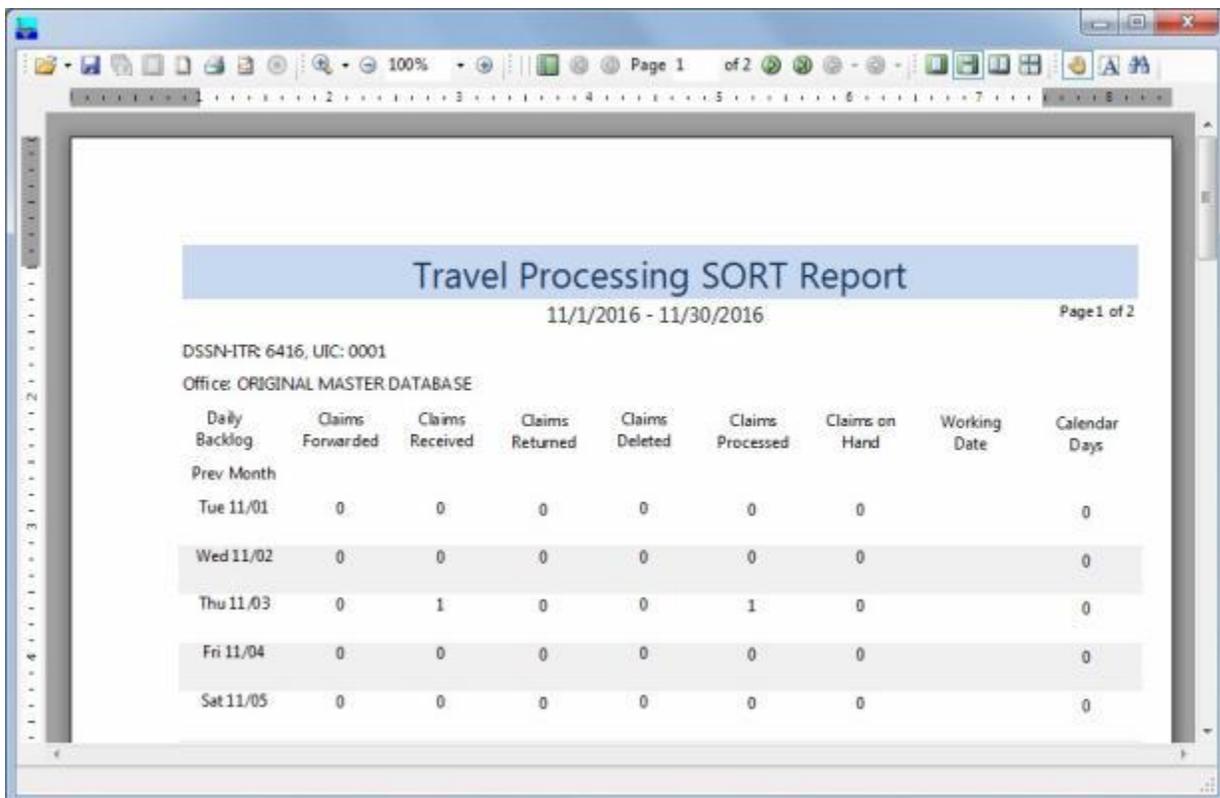
For this reason, we have added the capability of generating this report into IATS.

 **Complete the following steps to "generate" SORT" report:**

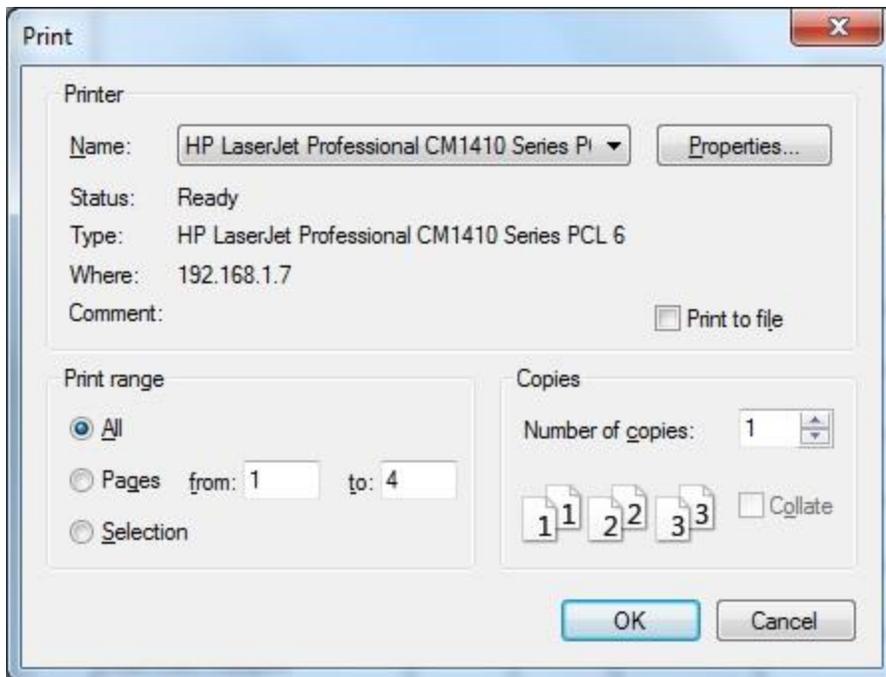
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, **"Reports"**.
2. **Click** on the **plus sign** to the left of the word, **"Management Reports"**. An expandable menu appears listing the various management report options.
3. **Click** on the **SORT Report** option. The **IATS SORT Report** screen will appear.



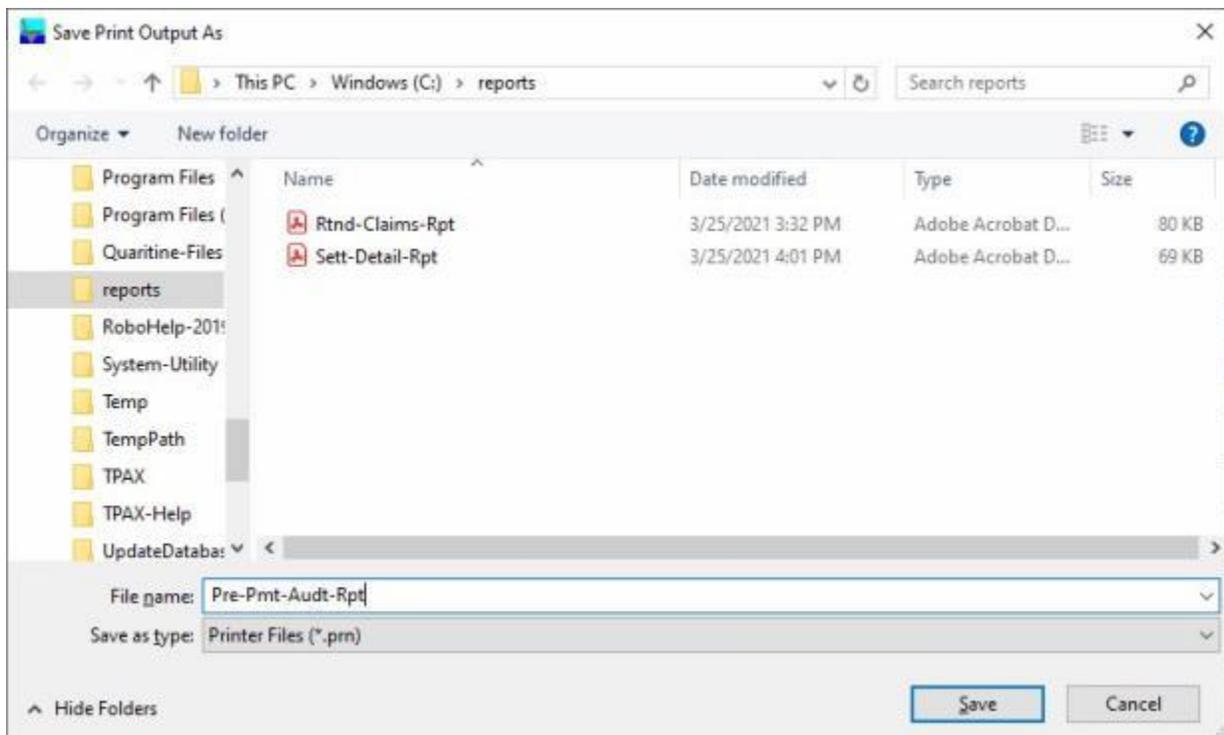
4. **Month:** - If the default month displayed at this field is incorrect, **click** the *down arrow* and then **click** on the desired **month** to make a **selection**.
5. **Year:** - If the default year displayed at this field is incorrect, **click** the *down arrow* and then **click** on the desired **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 **correct printer** or **make** any **necessary changes**.
9. **Select** the **number of copies** you wish to print and **click** the **Print** button. IATS **prints** the report and then displays a *message* indicating that the print is **complete**.
10. If you **click** on the **Save** icon the **Save As** screen will appear.



11. At the Save As screen, **browse** to the **directory/folder** where you wish to save the file.
12. **Enter** the desired **filename** at the **File name** field.

13. **Click** on the *down arrow* button at the **Save as type** field and **click** on the desired file **type** from the *drop-down list* of types.
14. After selecting the **directory/folder**, entering a **filename**, and selecting the file **type**, click on the **Save** button.
15. When **finished** using the SORT Report screen, **click** on the **Close** button to **return** to the **System Administrator View** screen.

Reason for Supplemental - Report

DFAS is trying to properly **identify** the **purpose** of **supplemental claims** being processed. They would like to identify the purpose as being either a correction by the Travel Office or additional information provided by the traveler.

The **Reason for Supplemental** screen is used to generate a **report** that specifies whether the supplemental claim was generated by the **Travel Office**, by the **Traveler**, or for some **other** reason.

 **Complete the following steps to "generate" the Reason for Supplemental report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Reasons for Supplemental** option. The **Reason for Supplemental** screen appears.

Reasons for Supplemental

Starting Date
1/1/2019

Ending Date
3/26/2021

Reason For Supplemental
Tvl Office Generated-TDY
ALL
Tvl Office Generated-TDY
Tvl Office Generated-PCS
Trvr Generated-TDY
Trvr Generated-PCS

| Reason | Number | Amount |
|--------|--------|--------|
| | | |

Print OK Exit ? Help

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.

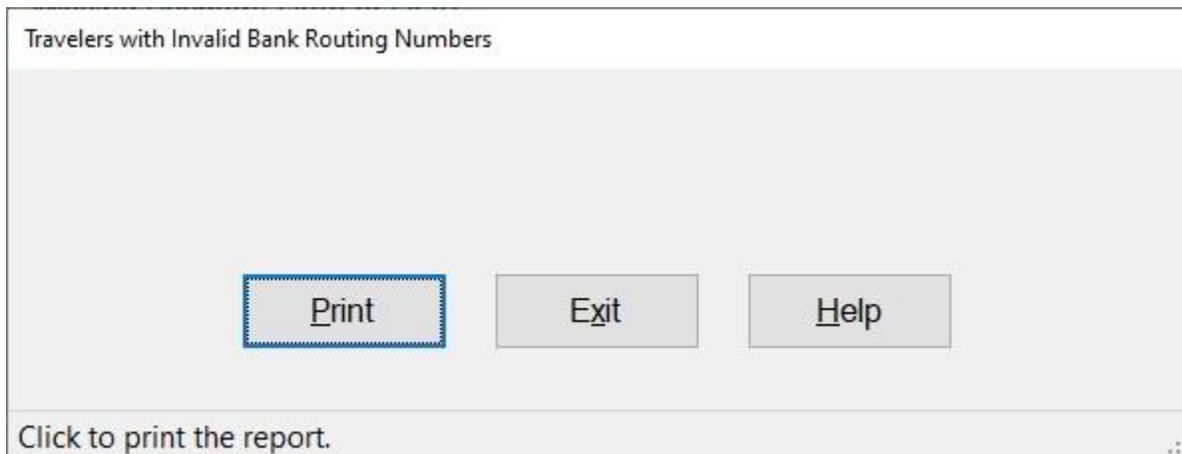
8. When **finished** printing or reviewing this report, **click** on the **Cancel** button to **return** to the **System Administrator View** screen.

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.

Voucher Turnaround Report

Start Date: 3/1/2021

End Date: 3/26/2021

Order Types: All Vouchers

Run Report Cancel ? Help

Click the Run Report button to generate the report

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.

EPW2 - Electronic Filing of W-2

Tax Year: PIN: DITY Only?

Employees are residents of:

United States U.S. Territories & Possessions

Foreign Location

Resubmitting

Resubmitting this File? Resubmit TLCN:

Employer Contact Information

Name:

Phone Number: Ext.

Fax Number:

Email:

Report Files to be submitted to the SSA:

| For residents of: | Name of file: |
|--------------------------------|---|
| United States | <input type="text" value="W2REPORT_US.Txt"/> |
| U.S. Territories & Possessions | <input type="text" value="W2REPORT_OTHER.Txt"/> |
| Foreign Location | <input type="text" value="W2REPORT_FOREIGN.Txt"/> |

Click the Run Report to run the report

4. **Tax Year:** - At this field, **type** the desired tax year in **YYYY** format.
5. **PIN:** - At this field, **type** the **Personal Identification Number** assigned by the Social Security Administration (**SSA**). A PIN can be **obtained** by **contacting** the **SSA** at the World Wide Web address; ssa.gov/employer. After accessing this site, select the **Registration** option. Requester's may also **call** the **SSA** at **1-800-772-6270**, Mon.-Fri., 7AM to 7PM, Eastern Standard Time.
6. **DITY Only?:** - If the Form 6559 and magnetic media report is being prepared for **Do It Yourself (DITY) Household Goods** movement claims, **click** in this **box** to **activate** the option.
7. **Employees are residents of:** - In this section, **click** in the **Check Box** for the type of file you wish generate.
 - United States**
 - U.S. Territories and Possessions**
 - Foreign Location**
 - Select All**

Note: If you **click** on the **Selected All** button, all three file types will be selected and IATS will generate three files.

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**.

Employer Contact Information:

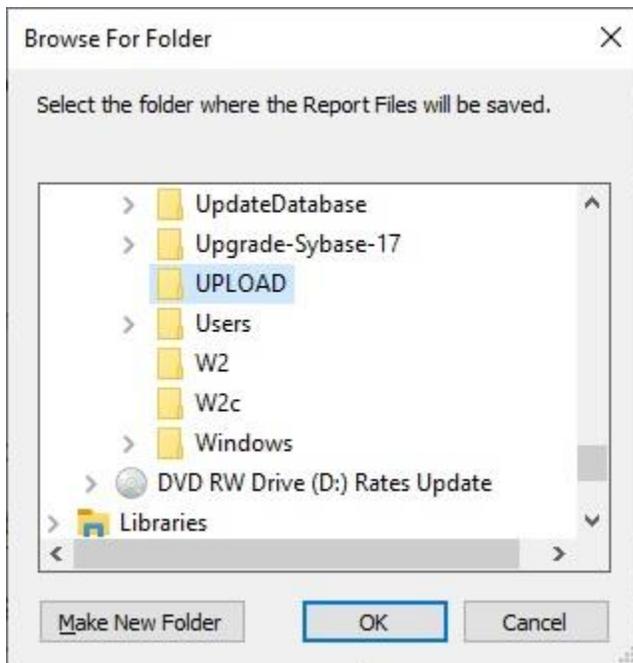
- Name:** **Click** in this field and **enter** the **name** of the employer's organization.
- Phone Number:** **Click** in this field and **enter** the employer's organization phone number.

- **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.

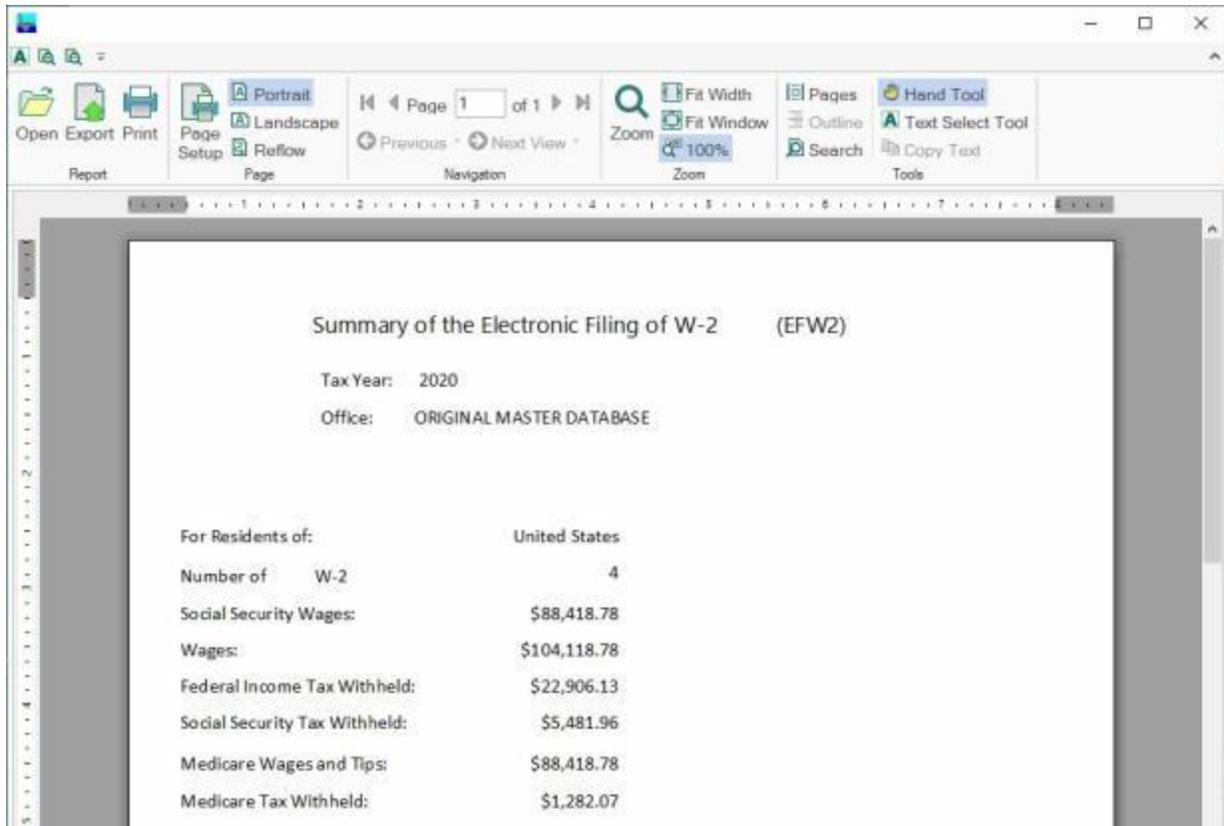
Report Files to be submitted to the SSA:

- This section displays the default filenames for the files to be submitted for the United States, U.S. territories and Possessions, and Foreign Locations.
- 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.

EFW2C - Electronic Filing of W2c

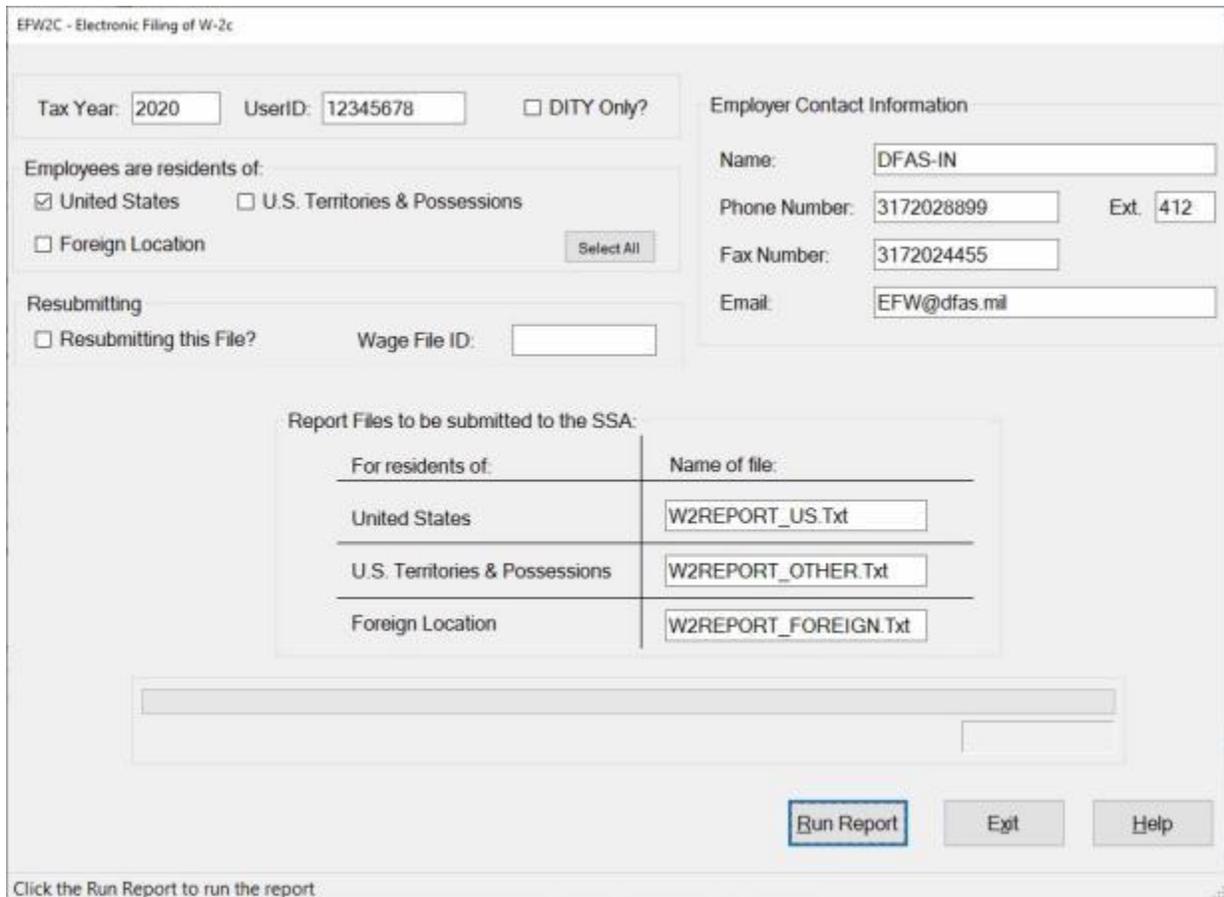
At the conclusion of the **tax year**, the **IRS** requires all **agencies** that **issue** more than **250 W2 Forms** to **transmit** a **magnetic file** containing this data. The **EFW2 - Electronic Filing of W2** screen is used to **generate** this file which is a **summary** of the **payments** and **with-holdings**.

If an **error** in tax reporting was discovered, however, a **corrected** form must be **created** and **submitted** to report the **corrections** as soon as possible.

The **EFW2C - Electronic Filing of W2-c** screen is used to **generate** this file which is a corrected **summary** of the **payments** and **with-holdings**.

 **Complete the following steps to "generate" the EFW2C - Electronic Filing of W2c 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 **EFW2C - Electronic Filing of W-2c** option. The **EFW2C - Electronic Filing of W-2c** 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** in the **Check Box** for the type of file you wish generate.
 - **United States**
 - **U.S. Territories and Possessions**
 - **Foreign Location**
 - **Select All**

Note: If you click on the **Selected All** button, all three file types will be selected and IATS will generate three files.

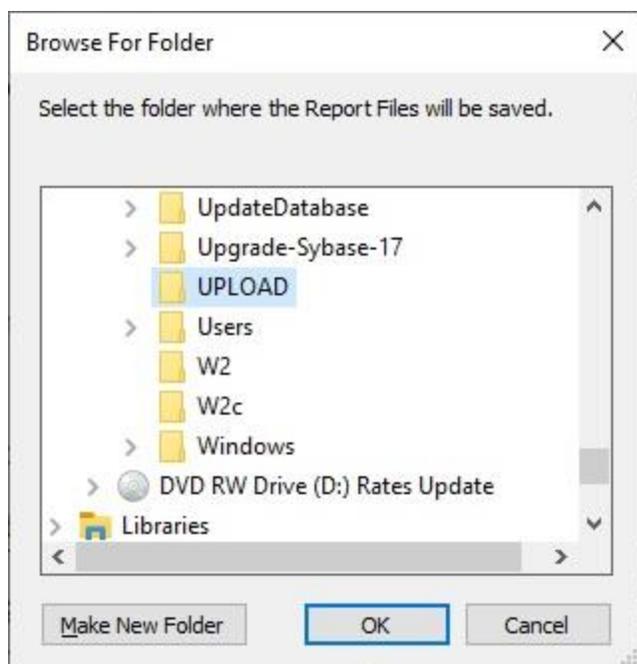
8. **Resubmitting this File:** - If the file being created is for a re-submission, **click** in this **box** to **activate** the option.
9. **Resubmit TLCN:** - If **resubmitting** the **EFW2** file, **type** the **control number** at this field. This **number** can be found on the **notice** for re-submission sent by the **SSA**.

Employer Contact Information:

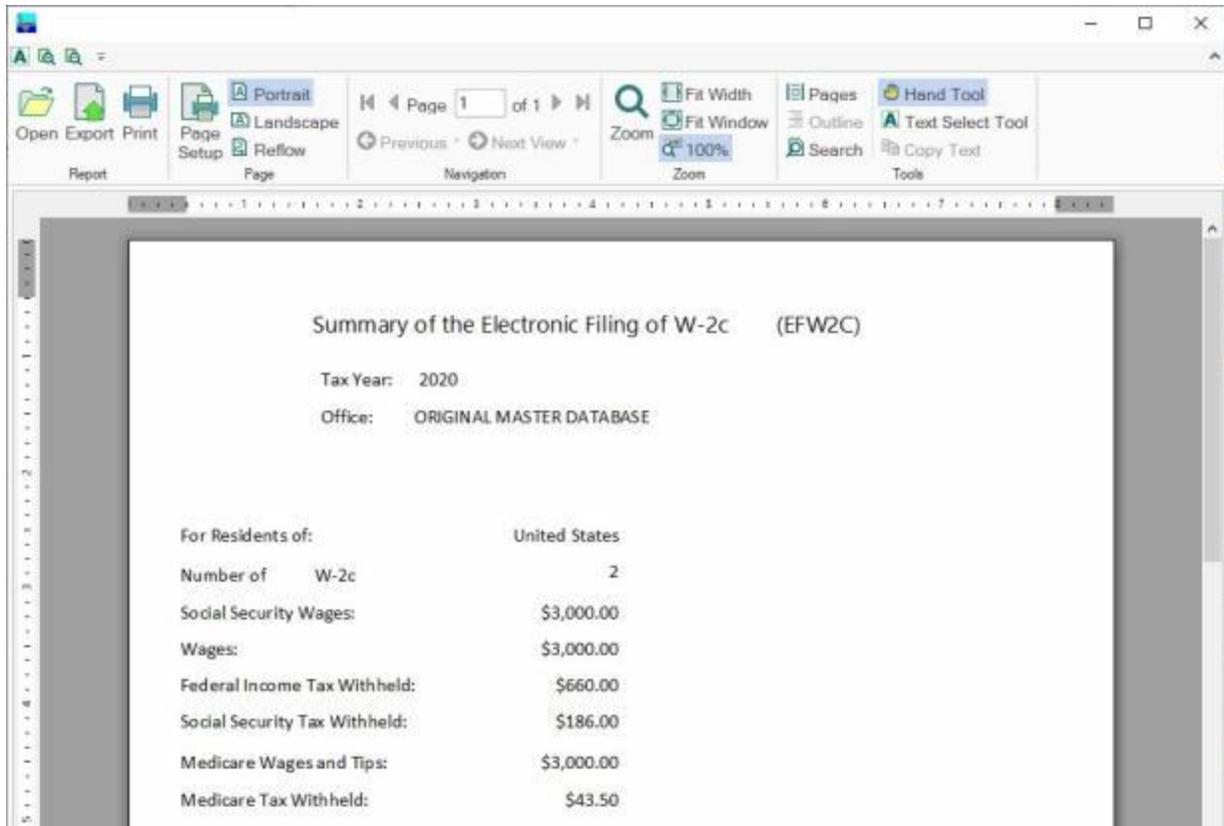
- **Name:** **Click** in this field and **enter** the **name** of the employer's organization.
- **Phone Number:** **Click** in this field and **enter** the employer's organization phone number.
- **Ext:** **Click** in this field and **enter** the employer's organization phone number **extension** if 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, U.S. territories and Possessions, and Foreign Locations.
 - **Click** in the **Name of file field** and **change** the file name if **desired**.
10. After you have enter all of the required information, **click** on the **Run Report** button. The **Browse For Folder** screen will appear.



11. At the **Browse For Folder** screen, **browse** to the **folder/directory** where you wish to have the file **saved** at.
12. After selecting the desired folder/directory, **click** on the **OK** button. IATS creates the report and places the file in the specified directory/folder.
13. The **Report Viewer** screen will appear displaying the report.



14. If you wish to **print** the report, **click** on the **Printer icon**. The **Print** screen appears.
15. **Verify** that the **PC is configured** for the **correct printer** or **make any necessary changes**.
16. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
17. IATS prints the report and returns to the **Report Viewer** screen.
18. If you are finished using the Report Viewer, **click** on the **X** button in the top right corner to close the screen.
19. IATS will now display the following *pop-up message*.



20. **Click** on **OK** to continue.
21. If you are finished using the **EFW2 - Electronic Filing of W2** screen, **click** on the **Exit** button to return to the System Administrator screen.

Form 941- Quarterly Federal Tax

In accordance with IRS regulations, **agencies** withholding employment taxes are required to file IRS Form 941 on a quarterly basis. This is required to report the dollar **amount** of the **taxes** withheld year to date.

IATS will produce the IRS Form 941 for payments **computed** using **IATS** or for payments manually entered into the database through the **CIVPCS Summary Records Module**. As with all tax reports, however, IATS **requires** that the **DOV #** and the **payment date** be **posted** to the **CIVPCS Summary Record**.

Also, as mentioned in the previous section, it is a good idea to generate the **Periodic Tax Log** report and **reconcile** with **accounting** prior to creating the 941.

Note: A laser printer is **required** for printing this form.

 **Complete the following steps to "generate" the Form 941 Quarterly Tax Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, **"Reports"**. An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, **"Tax Reports"**. An expandable menu appears listing the various tax report options.
3. **Click** on the **Form 941** option. The **Form 941 - Tax Return** screen appears.

4. **Tax Year:** - At this field, **type** the desired tax **year** in **YYYY** format.
5. **Quarter:** - **Click** in the **circle next** to the **quarter** you wish to generate the Form 941 for.
6. Once the tax **year**, plus the **quarter** has been specified, **click** on the **Print** button. The **following** screen appears.

Form 941 for 2020 Employer's QUARTERLY Federal Tax Return

Department of the Treasury - Internal Revenue Service

950117

Rev. January 2019

OMB No. 1545-0029

Employer identification number (EIN) 22-1234567

Name (not your trade name) DOO TRAVEL OFFICE

Trade name (if any)

Address 8898 E. 56TH STREET DFAS-IN

Number Street Suite or room number
INDIANAPOLIS IN 46206

City State Zip Code

Foreign country name Foreign province/County Foreign Postal Code

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1 Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1

2 Wages, tips, and other compensation 1,600.00

3 Federal income tax withheld from wages, tips, and other compensation 892.00

4 If no wages, tips, and other compensation are subject to social security or Medicare tax Check and go to line 6.

| | Column 1 | X | Column 2 |
|--|------------|--------|----------|
| 5a Taxable social security wages | \$1,600.00 | X .124 | \$198.40 |
| 5b Taxable social security tips | | X .124 | |
| 5c Taxable Medicare wages & tips | \$1,600.00 | X .029 | \$46.40 |
| 5d Taxable wages & tips subject to Additional Medicare Tax withholding | \$0.00 | X .009 | \$0.00 |

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.

Form 941-X - Adjusted Employer's Quarterly Tax Return

Tax Year: 2019

Quarter: 1st 2nd 3rd 4th

Date Error Discovered: 7/23/2019

Best Daytime Phone: 31751468952

Details

Enter the details for the adjustment in this text box

Print Exit Help

Enter the Tax Year

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 top right corner to **close** the screen.

Form 1099 Interest Income - Report

IATS provides a **report** that will **calculate** and then **print** the **interest expense** for all claims that were **paid over 30 days** after the Authorizing Official **signed** the claim.

In addition, IATS will generate an **IRS Form 1099** to be provided to the traveler for **income tax** reporting.

Complete the following steps to "generate" the Form 1099 For Prompt Payment Interest:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **Form 1099-INT For Prompt Payment Interest** option. The **Form 1099 Interest Income** screen appears.

4. **Traveler SSN:** - At the Traveler SSN field, **type** the **SSN** of the traveler you wish to generate the Form 1099 for and then **press Tab**.
5. **Year of Interest Payment:** - The **default** value at the Year of Interest Payment field is the **current** year. If this is incorrect, **click** the **down arrow** button and then **click** on the **correct** year.
6. **Save as CSV file:** - **Click** in the **check box** if you wish to **activate** this option. A **check mark** appears in the **check box** when this option is activated. If you **activate** this option, IATS **generates** a comma delimiter **file** containing the report information. This file may then be **imported** into **Microsoft Excel** to create a **spreadsheet**.
7. **Generate 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:

Form 1099 Interest Income

Traveler SSN

Year of Interest Payment

Save as CSV file

Generate both Domestic and Foreign Files

Generate:

Report Print File Electronic File

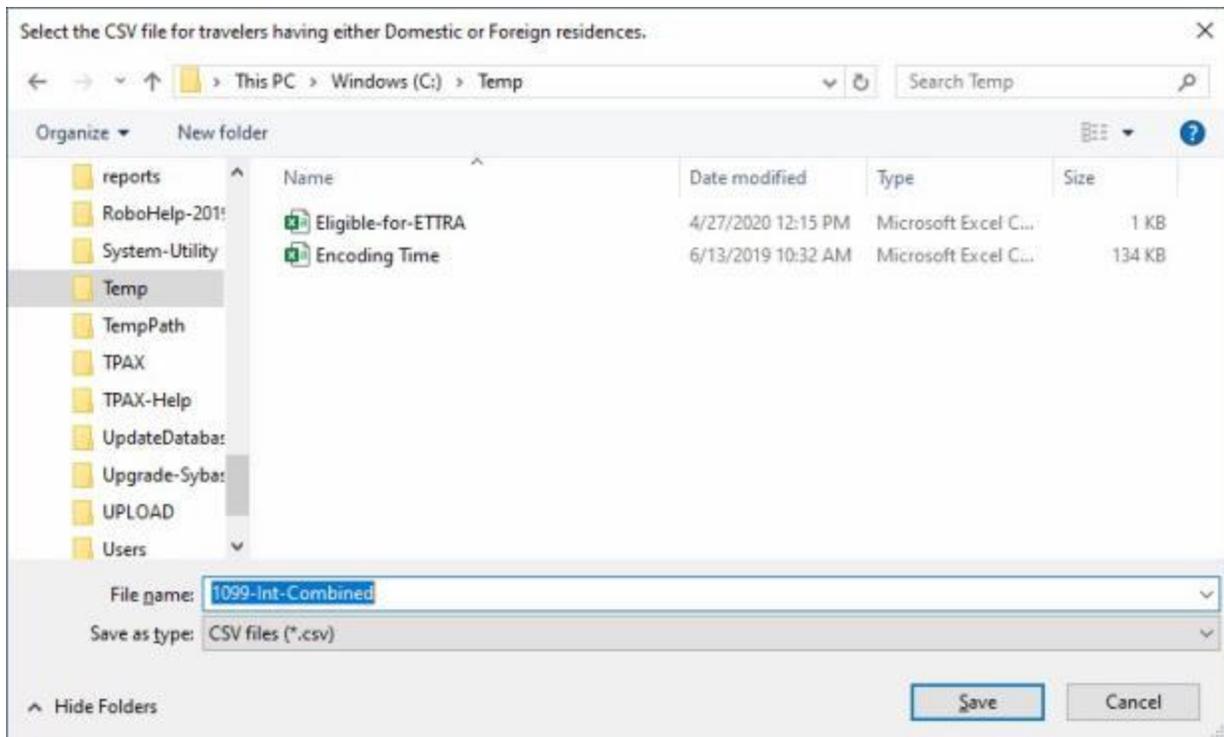
Select the year for which you wish to generate the report.

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** if desired.

Generate: - 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 all of the **1099 tax records** in the database.
- **Print File:** - Selecting this option will generate a CSV file containing only those **1099 tax records** where the “**Turn Off Hardcopy Tax Statement**” box is unchecked on the traveler's **profile** screen.
- **Electronic File:** - Selecting this option will generate a CSV file containing only those **1099 tax records** where the “**Turn Off Hardcopy Tax Statement**” box is checked 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. At 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:

Form 1099 Interest Income

Traveler SSN

Year of Interest Payment ▾

Save as 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.

Personal Data - Privacy Act of 1974 - Handle With Care

CORRECTED (if checked)

| | | | |
|---|--|---|---|
| PAYER'S name, street address, city, state, ZIP code, & telephone no. DOD TRAVEL OFFICE 8899 EAST INDIANAPOLIS, IN 55121 31751468952 | | Payer's RTN (optional) | OMB No. 1545-0112 |
| PAYER'S federal identification 2350000000000000 | | 1 Interest income \$3.26 | 2020 Interest Income |
| RECIPIENT'S identification no. XXXXX1111 | | 2 Early withdrawal penalty: \$ | |
| RECIPIENT'S name MARKY M. SMITH Street address (including apt.) 11122 E. WEST ST City, state, and ZIP code INDIANAPOLIS, IN 46226 Account number (see | | 3 Interest on U.S. Savings Bonds and Treas. obligations \$ | Form 1099-INT Copy B For Recipient This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported. |
| | | 4 Federal income tax \$ | |
| | | 5 Investment expenses \$ | |
| | | 6 Foreign tax paid \$ | |
| | | 7 Foreign country or U.S. possession \$ | |
| | | 8 Tax-exempt interest: \$ | |
| | | 9 Specified private activity bond interest \$ | |

Form 1099-INT (keep for your records) Department of the Treasury - Internal Revenue Service

3. Click on the **Printer** icon if you wish to print the report. The **Print** screen will appear.

Print

Printer

Name: NPI338C14 (HP LaserJet CM1415fnw) Properties...

Status: Ready

Type: HP LaserJet Professional CM1410 Series PCL 6

Where: WSD-3fbbe4d5-a18f-462e-a3f8-0b90a5f8c539.0062

Comment: Print to file

Print range

All

Pages from: 1 to: 1

Selection

Copies

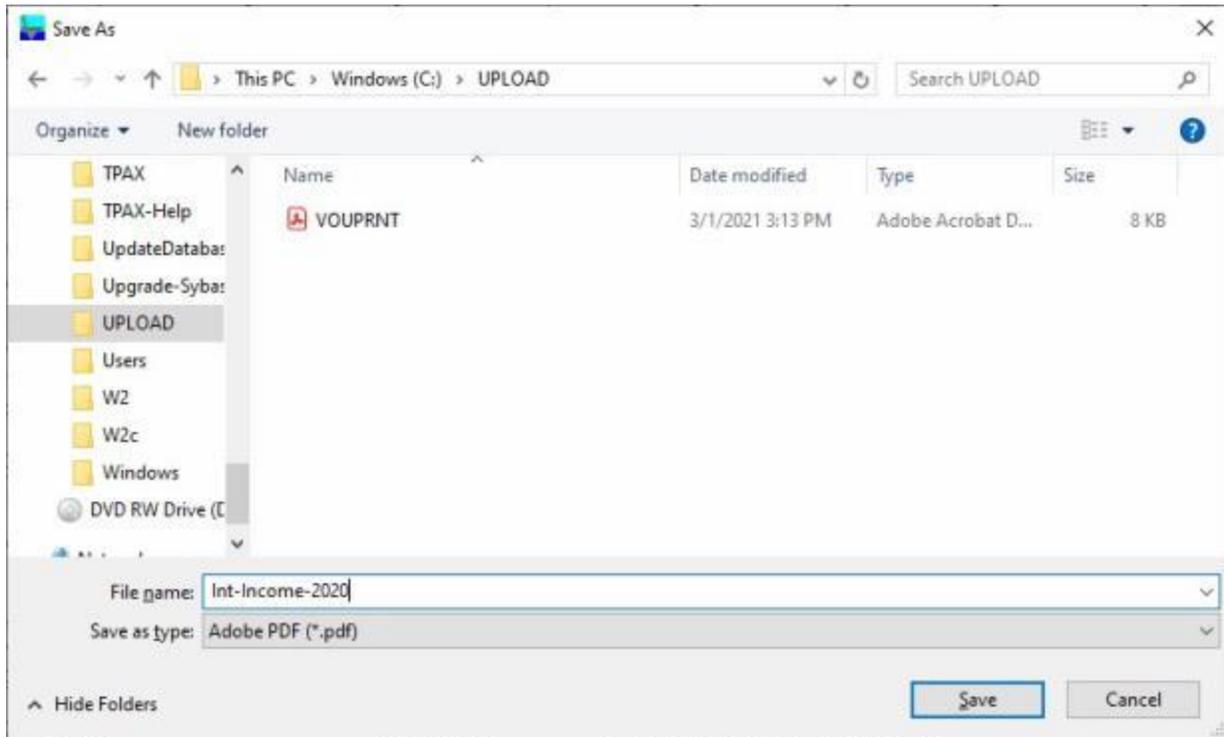
Number of copies: 1

1 1 2 2 3 3

OK Cancel

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**.

- If you **click** on the **Export** icon the **Save As** screen will appear.



- At the Save As screen, **browse** to the **directory/folder** where you wish to save the file.
- Enter** the desired **filename** at the **File name** field.
- 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.
- After selecting the **directory/folder**, entering a **filename**, and selecting the file **type**, click on the **Save** button.
- 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:**

- 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.
- Click on the **plus sign** to the **left** of the word **Tax Reports**. An **expandable menu** appears listing the various tax report options.
- Click** on the **Form 1099-INT and Tax Statement Mag Media File** option. The **1099-INT and Tax Statement Mag Media File** screen appears.

1099-INT and Tax Statement Mag Media File

Tax Year: Transmitter Control Code:

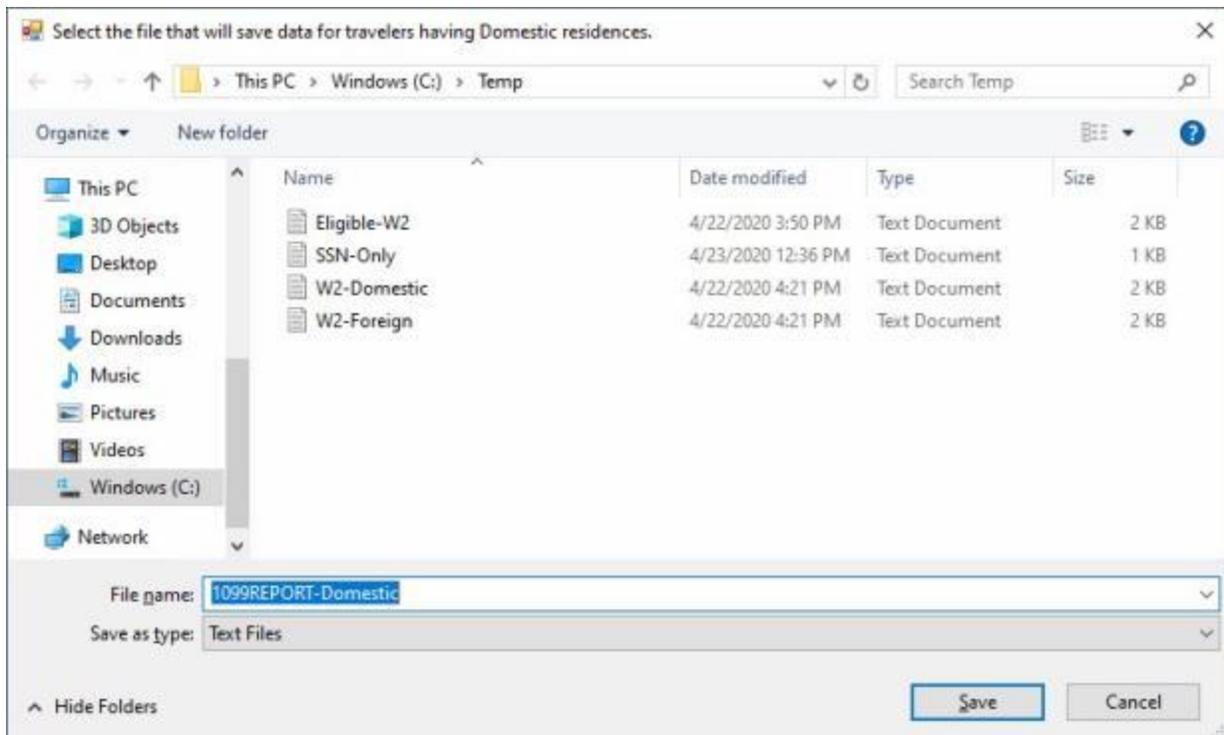
This is being run as a test file. Payer Name Control:

File(s) to be submitted to the IRS:

Generate only an SSN-Only file

Generate both Domestic and Foreign Files

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.

Form4782 - Employee Moving Expense Information

Tax Year:

Beginning SSN (optional):

Ending SSN (optional):

SSN:

Click on the Print Button to print report

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.

Mismatched FITW/Medicare Wages Report

Tax Year
2021

Optional Settings

Start Month

End Month

Print Exit ? Help

Enter the Starting Date for the report

4. **Tax Year:** - When the **Mismatched FITW/Medicare Wages Report** screen appears, the value at the **Tax Year** field **defaults** to the **current** calendar **year**. If this is not the desired year, **click** in this field and enter the correct year.
5. **Start Month:** - The Start Month is an **optional** field. If you wish, to generate the report for a specific beginning month, however, **click** on the **down arrow** button and then **click** on the desired **month** from the *drop down list* of months.
6. **End Month:** - The End Month is an **optional** field. If you wish, to generate the report for a specific ending month, however, **click** on the **down arrow** button and then **click** on the desired **month** from the *drop down list* of months.
7. After selecting the tax year, beginning and ending months for the report, **click** the **Print** button. The **Adobe Reader** screen appears if mismatched **data** is found.
8. **Click** on the Printer **icon**. The **Print** screen appears.
9. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary **changes**.
10. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
11. IATS prints the report and returns to the **Adobe Reader** screen.
12. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
13. At the **Mismatched FITW/Medicare Wages Report** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Periodic Tax Log - Report

To assist travel supervisors in **reconciling** with the **accounting** branch, IATS generates a **Periodic Tax Log Report**. This report **lists every payment** calculated by IATS that **includes** employment **taxes** and is compared to a similar accounting system report.

Analyzing this report **ensures** that the **with-holdings** reported to the accounting system **match** the with-holdings the travel office will **report** to the **IRS**.

IATS allows the travel offices to **specify** the **period** in which the report will cover. This is helpful for large volume offices that wish to reconcile on a weekly basis.

Tip: It is a good idea to **generate** and **analyze** this report **prior** to **preparing** the IRS Form 941 (**Quarterly Tax Report**).

 **Complete the following steps to "generate" the Periodic Tax Report:**

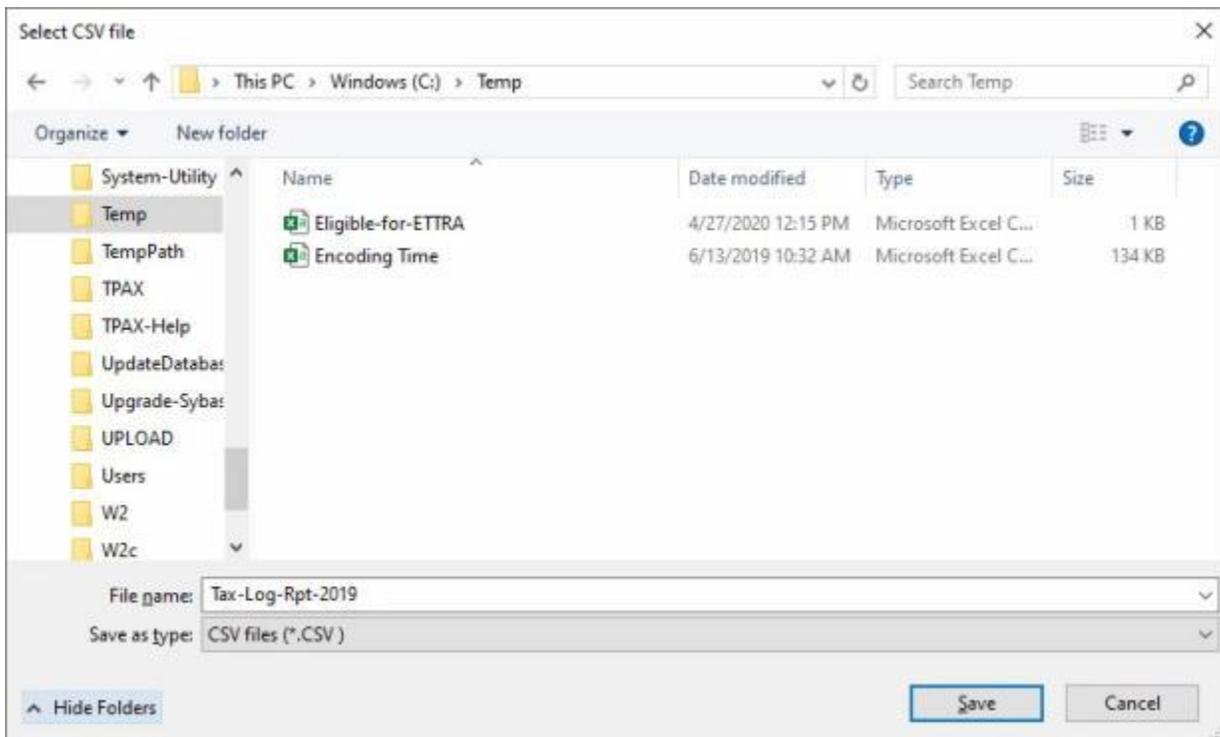
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **Periodic Tax Log** option. The **Periodic Tax Log** screen appears.

4. **Type of Report:** - **Click** in the circle next to the option for the **type** of report you wish to generate.

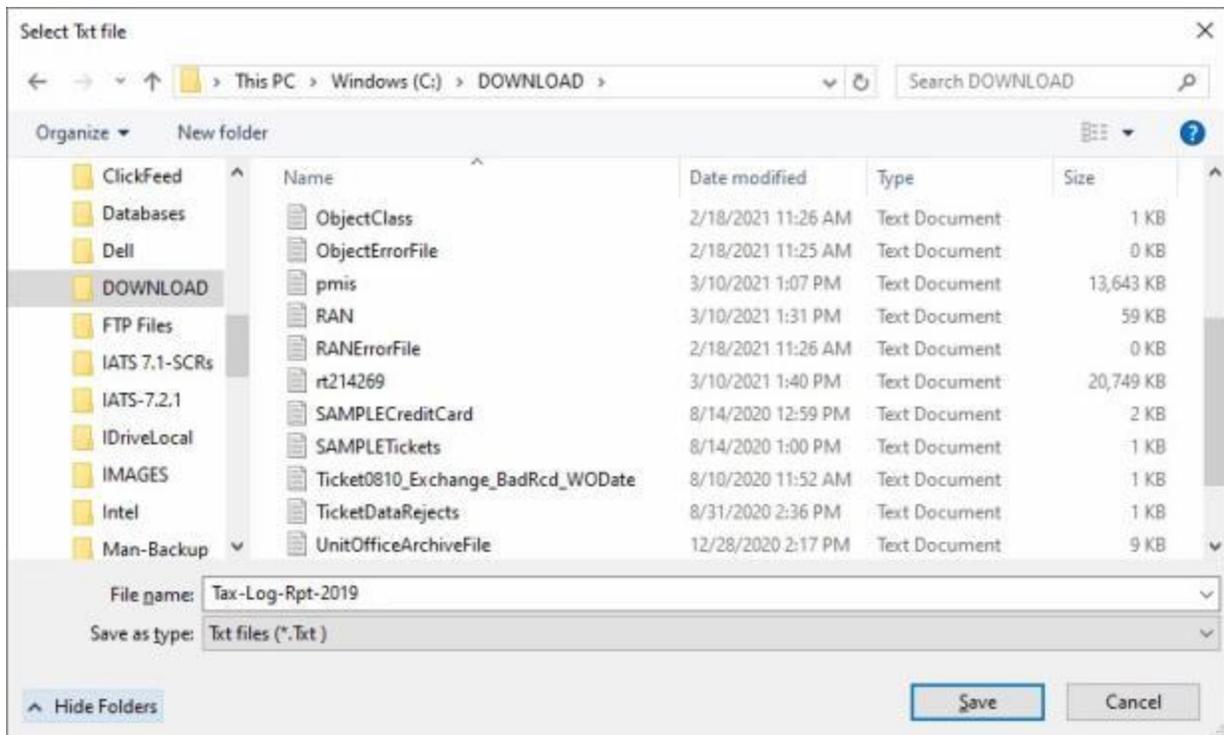
5. **Purpose:** - Click in the **circle next** to the option for the **purpose** for the report you wish to generate.
6. **Include Negative Amounts:** - If you **click** in the **check box** to **activate** this option, **all negative** amounts will be included in the report.. If left **unchecked** the report will perform as it did before. It is **recommended** that you run the report using **both** options and **compare** the results. This may help you to determine how you would prefer to run the report in the future.
7. **Which Records:** - Click in the **circle next** to the option to **select which 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, Invoice Date, Date Taxes Assessed, or Date Payment.**
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.

| Name | Travel Order | DOV # | DOV Date | Invoice Date | Federal Withholding Tax | Total Entitlements | Withholding Tax Allowance | Taxable Amount | State |
|-------------|--------------|--------|-----------|--------------|-------------------------|--------------------|---------------------------|----------------|-------|
| Last, First | 5058208223 | 838613 | 9/24/2019 | 7/9/2018 | \$0.00 | \$26,394.37 | \$0.00 | \$26,394.37 | NY |
| TOTALS: | | | | | \$0.00 | \$26,394.37 | \$0.00 | \$26,394.37 | |

• **Save as a CSV File:** - If this option is selected, the **Select CSV file** screen will appear. At this screen, you must **select** the desired **directory/folder** where you want the file to reside and also name the file.



• **Save as a Text File:** - If this option is selected, the **Select Txt file** screen will appear. At this screen, you must **select** the desired **directory/folder** where you want the file to reside and also name the file.



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.

The screenshot shows a window titled "Report State Deposit". Inside the window, there are three input fields: "Tax Year" with the value "2018", "Start Month" with a dropdown menu showing "June", and "End Month" with a dropdown menu showing "June". Below these fields are three buttons: "Print", "Done", and "Help" (with a question mark icon).

4. **Tax Year:** - When the Report State Deposit screen appears, the current tax year will be displayed at the **Tax Year** field. If you wish to generate the deposit form for a different tax year, **enter** the desired year in **YYYY** format.
5. **Start Month:** - The current month will be displayed at the **Start Month** field. If you wish to **change** the month, **click** on the **down arrow** button and then **click** on the desired month from the *drop down list* of months.
6. **End Month:** - The current month will be displayed at the **End Month** field. If you wish to **change** the month, **click** on the **down arrow** button and then **click** on the desired month from the *drop down list* of months.
7. When you have **specified** the correct **Tax Year**, **Start Month**, and **End Month**, click on the **Print** button. The following screen will appear displaying the **deposit forms** for each state taxes were withheld for.

2018 State Tax Withholding Summary

| | | |
|---------------------------------|--------------------------------|-----------------------------|
| State Tax Identification Number | Tax Period Beginning (MM/YYYY) | Tax Period Ending (MM/YYYY) |
| 1111111111 | 06/2018 | 06/2018 |

State Tax Office
In. Dept. Of Revenue

Mailing Address Line 1
PO Box 204

Mailing Address Line 2

City: Indianapolis State: IN Zip Code: 46204

1. State Income Tax Withheld this Period: \$100.00

2. State Income Tax Withheld Year to Date: \$100.00

Signature Block DATE: 6/26/2018

8. **Click** on the **printer icon** if you wish to generate a print-out of the forms.
9. When you are **finished** using the report viewer screen, **click** on the **(X)** in the top right corner to **close** the screen.
10. **Click** on the **Done** button when you are **finished** using the **Report State Deposit** screen.

SITW Summary Report

IATS generates a report **summarizing** the **amounts** of **state taxes** withheld for a specific period in time. The **SITW Summary Report** screen is used to generate this report.

Complete the following steps to "generate" the SITW Summary Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, **"Reports"**. An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, **"Tax Reports"**. An expandable menu appears listing the various tax report options.
3. **Click** on the **SITW Summary Report** option. The **SITW Summary Report** screen appears.

SITW Summary Report

Start Month: End Month:

Start Year: End Year:

| State | Collected |
|-------|-----------|
| | |

4. **Start Month:** - The current month will be displayed at the **Start Month** field. If you wish to **change** the month, **click** on the **down arrow** button and then **click** on the desired month from the *drop down list* of months.
5. **End Month:** - The current month will be displayed at the **End Month** field. If you wish to **change** the month, **click** on the **down arrow** button and then **click** on the desired month from the *drop down list* of months.
6. **Start Year:** - The current year will be displayed at the **Start Year** field. If you wish to **change** the year, **enter** the desired year in **YYYY** format.
7. **End Year:** - The current year will be displayed at the **End Year** field. If you wish to **change** the year, **enter** the desired year in **YYYY** format.
8. **Get Data:** - When you have **specified** the correct Start Month, End Month, Start Year, and End Year, **click** on the **Get Data** button.
9. The **summary data** for the state taxes withheld will be **displayed** in the **grid** below the **Get Data** button.

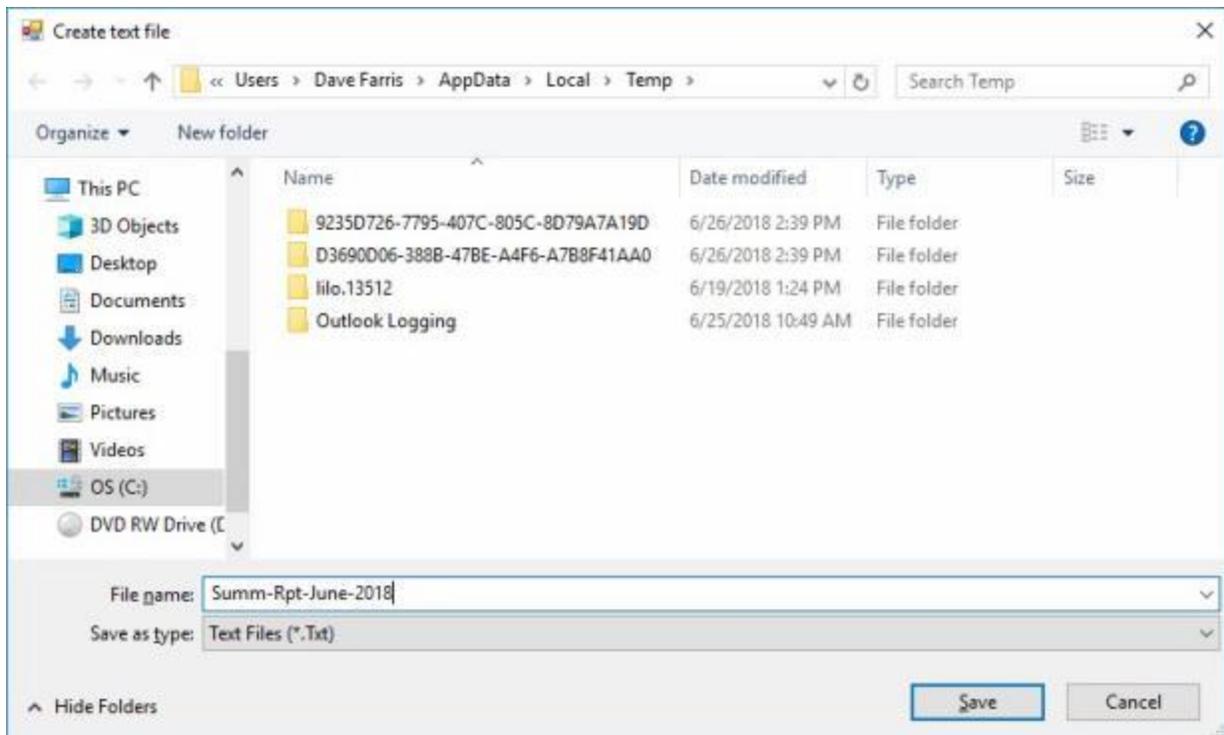
SITW Summary Report

Start Month: End Month:

Start Year: End Year:

| State | Collected |
|-------|-----------|
| IN | \$100.00 |

10. Click on the **Save** button if you wish to **save** the summary report. The **Create Text File** screen will appear after you **click** on the **Save** button.



11. At the Create Text File screen, **browse** to the **directory/folder** where you wish to **save** the file.
12. **Enter** a **filename** for the file at the **File Name** field.
13. After you have specified the desired directory/folder and filename, **click** on the **Save** button. IATS will create a **text** file in the specified location.
14. **Click** on the **Done** button when you are **finished** using the **SITW Summary Report** screen.

State Quarterly - Report

IATS generates a **quarterly** report **summarizing** the **amounts** of **state taxes** withheld for a specific period in time.

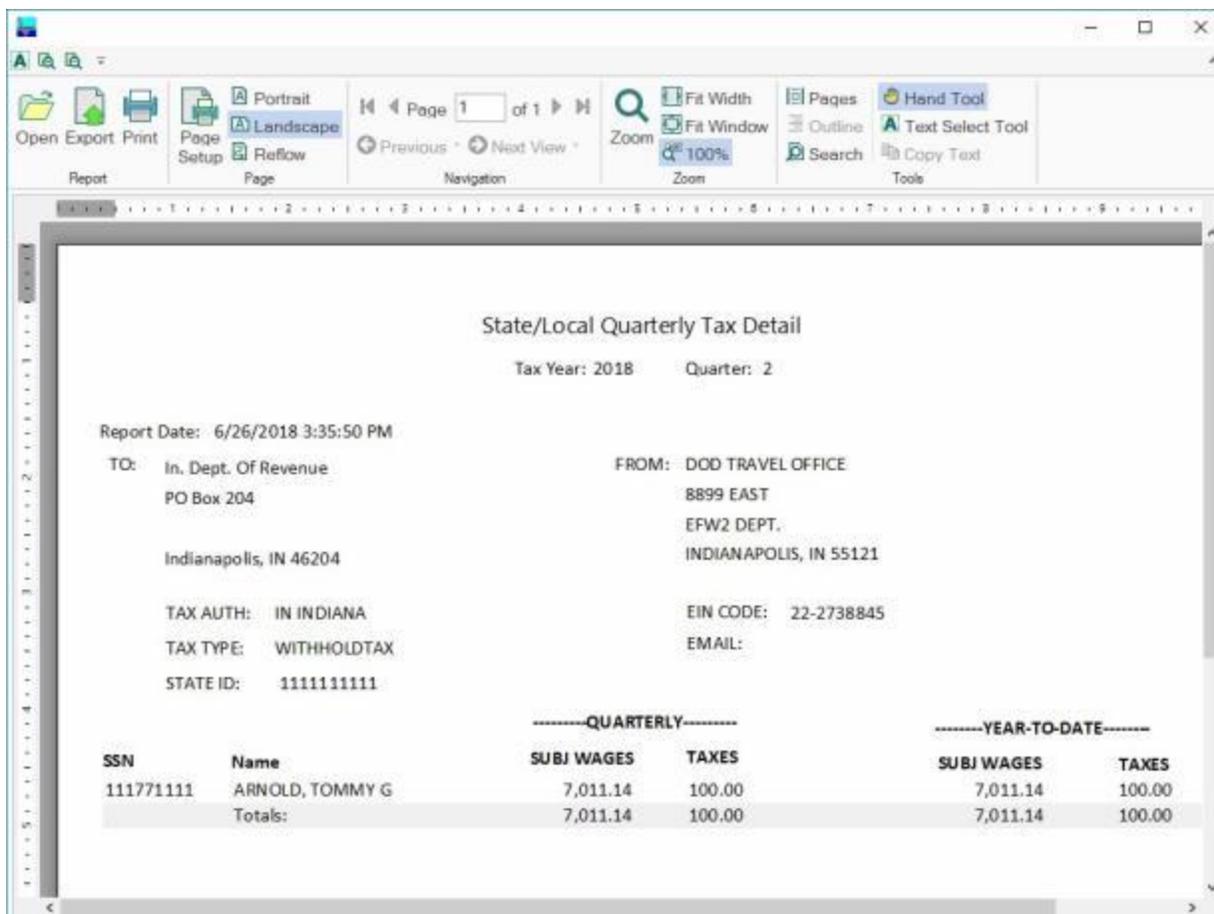
The **Taxpayer Quarterly Summary Report** screen is used to generate this report.

 **Complete the following steps to "generate" the Taxpayer Quarterly Summary Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, **"Reports"**. An **expandable menu** appears listing the various report options.
2. **Click** on the **plus sign** to the **left** of the word, **"Tax Reports"**. An **expandable menu** appears listing the various tax report options.
3. **Click** on the **State Quarterly Report** option. The **Taxpayer Quarterly Summary Report** screen appears.

The screenshot shows a window titled "Taxpayer Quarterly Summary Report". Inside the window, there is a "Tax Year:" label followed by a text input field containing "2018". Below this is a "Quarter:" label followed by a group box containing four radio buttons: "1st" (which is selected), "2nd", "3rd", and "4th". At the bottom of the window, there are three buttons: "Print", "Done", and "Help". The "Help" button has a question mark icon.

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.

Tax Records not included in W2 Reporting

Select Tax Year

| Traveler ID | Name | Annual Wages | Tax Withheld | Comment |
|-------------|------|--------------|--------------|---------|
| | | | | |

Select to search the tax records for report data.

4. **Select Tax Year:** Click on the *down arrow* button to **display** a list of tax **years** and then **click** on the desired **year** to make a selection.
5. After selecting the tax year, **click** on the **Search Tax Records** button. IATS **creates** the report and **displays** any record(s) not included in **W2** reporting.

Tip: Generate a **print-out** of the **Tax Records not Included in W2 Report** by **clicking** on the **Print Report** button.

6. When finished, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

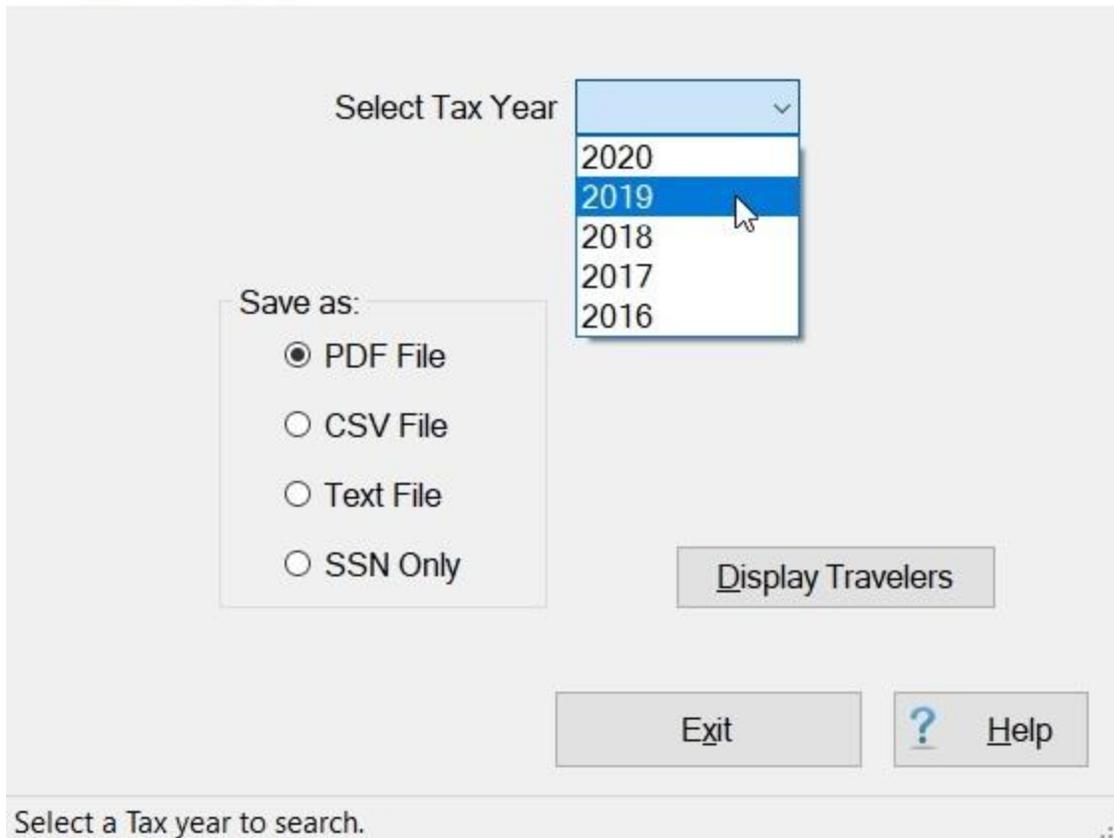
Travelers Eligible for W2 - Report

A function was created for IATS that allows the user to generate a report for travelers that were not paid **WTA** and do not have a **RITA** entitlement.

 **Complete the following steps to "generate" the Travelers Eligible for W2 Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **Travelers Eligible for W2** option. The **List of Travelers Eligible for a W2** screen appears.

List of Travelers Eligible for a W2



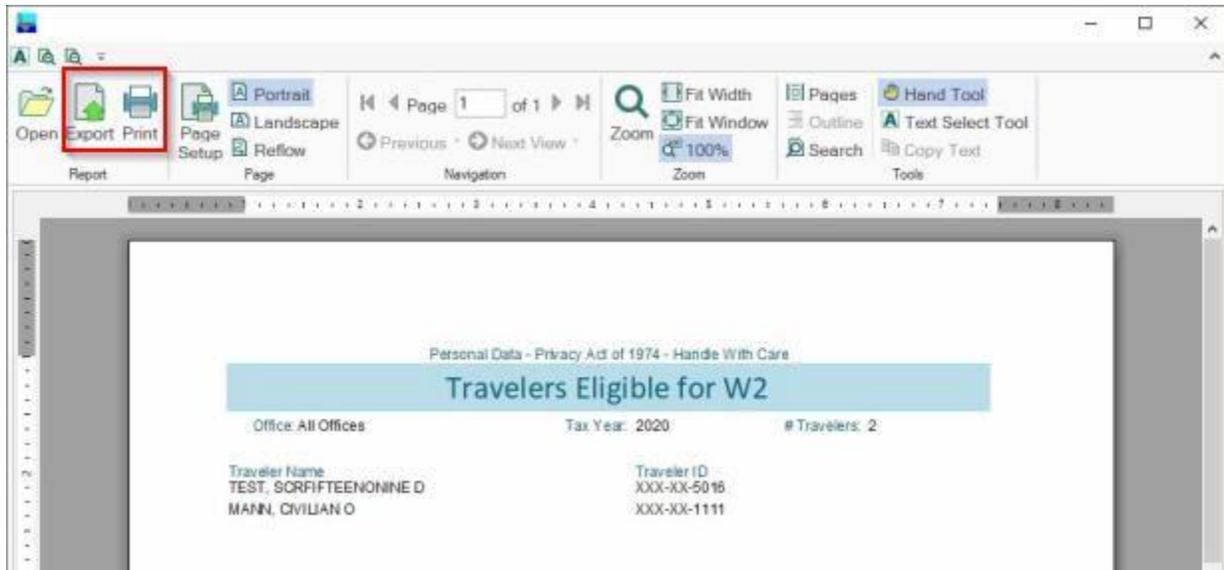
4. **Select Tax Year:** - Click on the *down arrow* button to **display** a list of tax years and then **click** on the desired **year** to make a selection.
5. **Save As:** - In the **Save As** section, **click** in the **radio button** to **select** the **type** of file you wish to have the output 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.



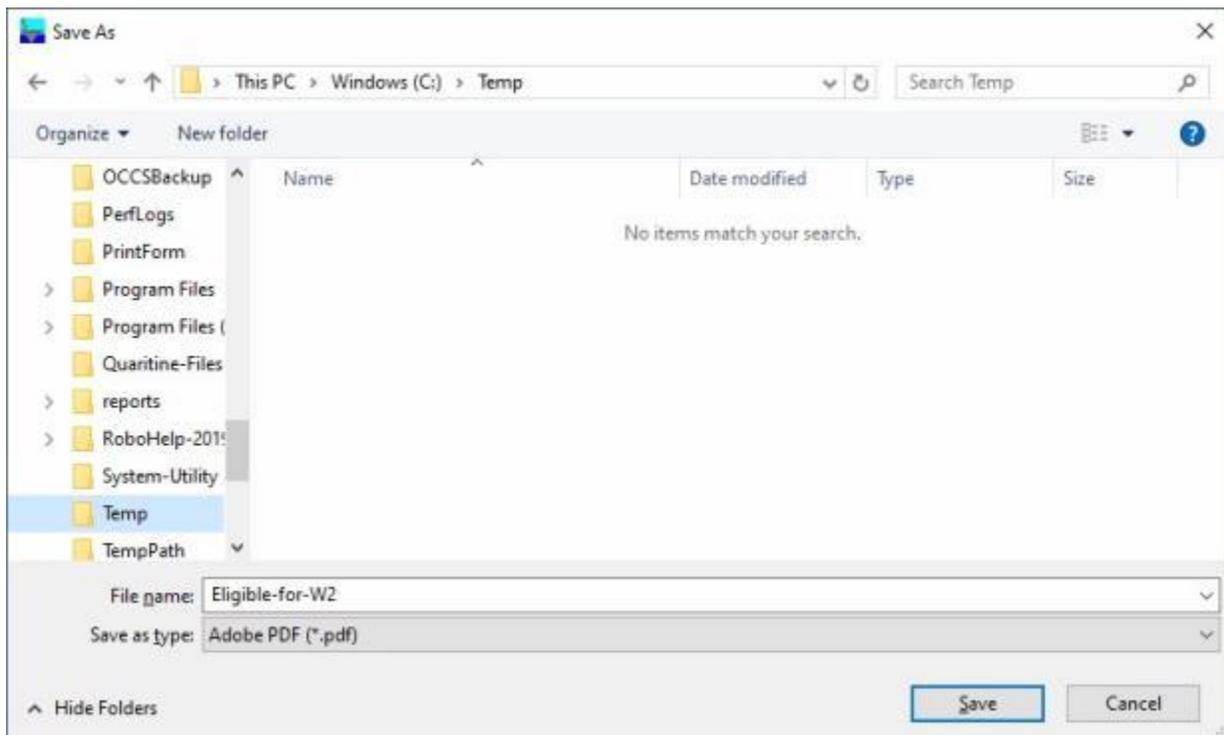
7. **Click** on *Yes* or *No* as desired.

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.

Save as PDF

General:

PDF/A compatible (level 2B) Use compression

Embed TrueType fonts Create form fields

Password security:

Document open (user) password:

Confirm document open password:

Permissions (owner) password:

Confirm permissions password:

Encryption level:

RC4 40 bit

RC4 128 bit

AES 128 bit

Document restrictions:

Allow printing Allow content editing

Allow content copying or extraction Allow annotations editing

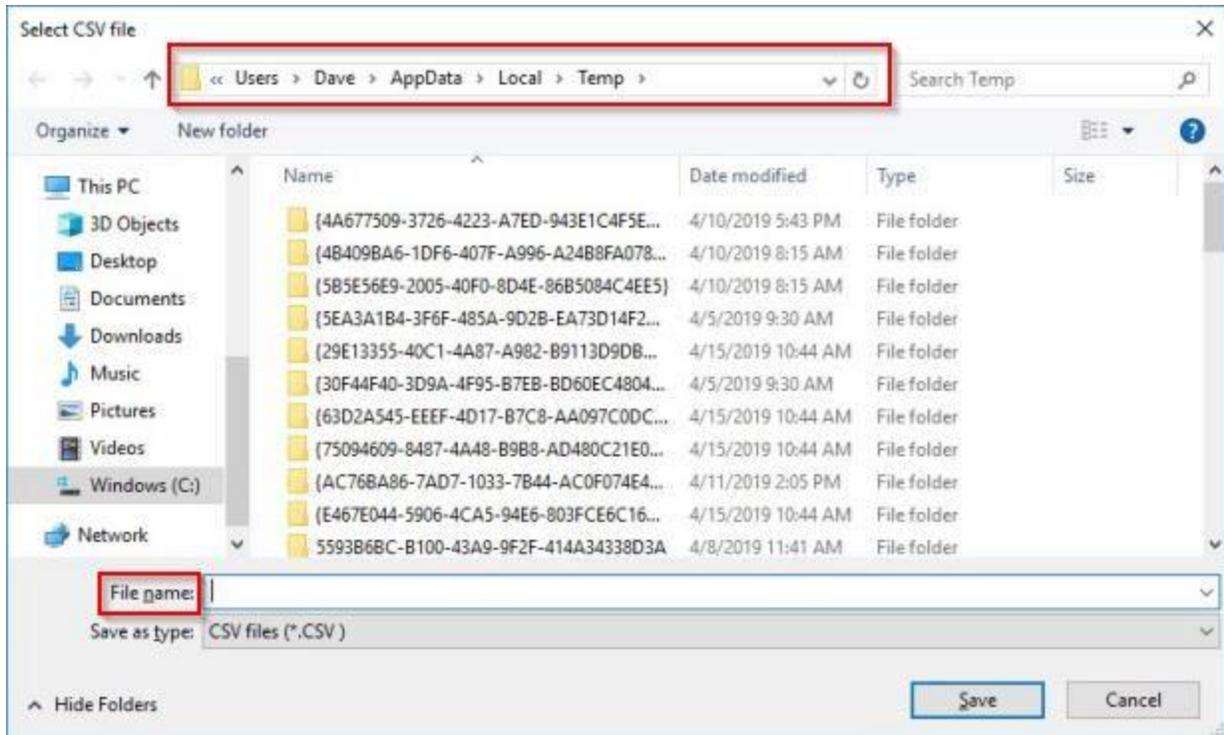
Preview in Adobe Acrobat Reader

Document info... Output range... Viewer preferences... OK Cancel

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 W2** screen, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

Travelers Eligible for W2c - Report

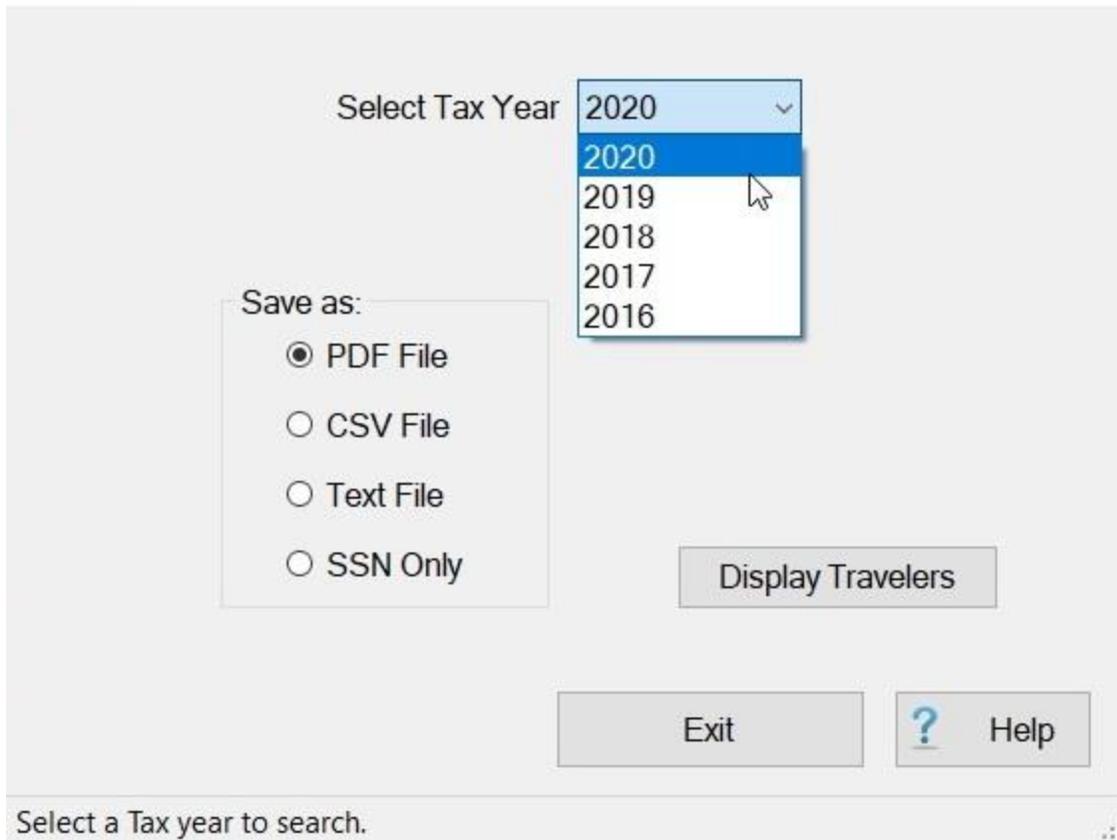
If **corrections** need to be reported for an **IRS Form W2** that was previously issued, the **IRS Form W2c** is used to report the corrections.

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 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 W-2c** option. The **List of Travelers Eligible for a W-2c** screen appears.

List of Travelers Eligible for a W-2c



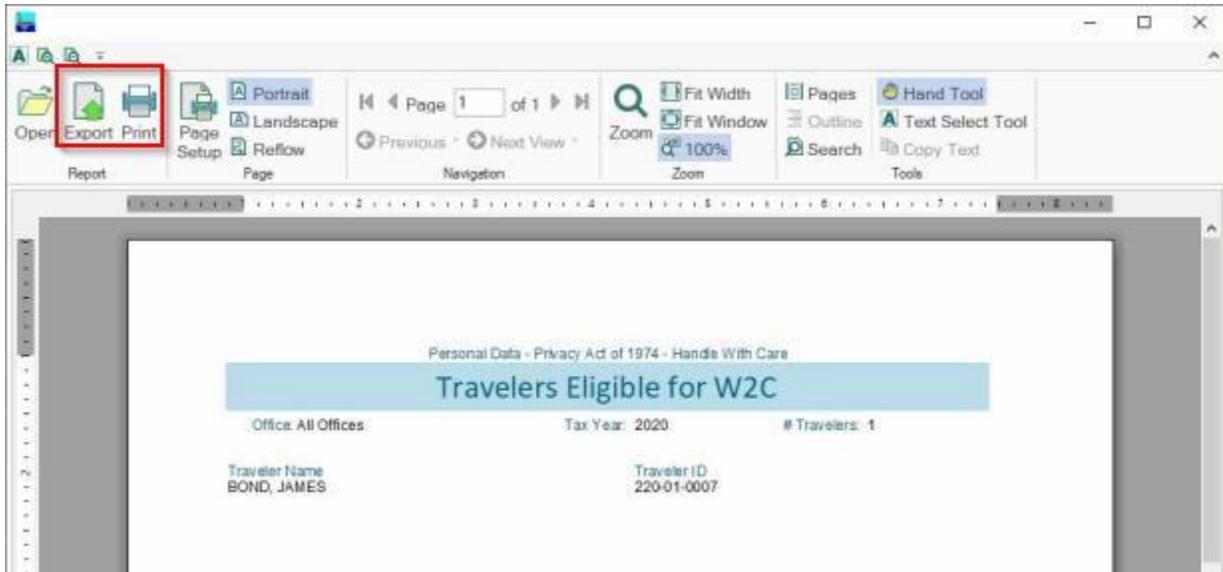
4. **Select Tax Year:** - Click on the *down arrow* button to **display** a list of tax **years** and then **click** on the desired **year** to make a selection.
5. **Save As:** - In the **Save As** section, **click** in the **radio button** to **select** the **type** of file you wish to have the output 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.



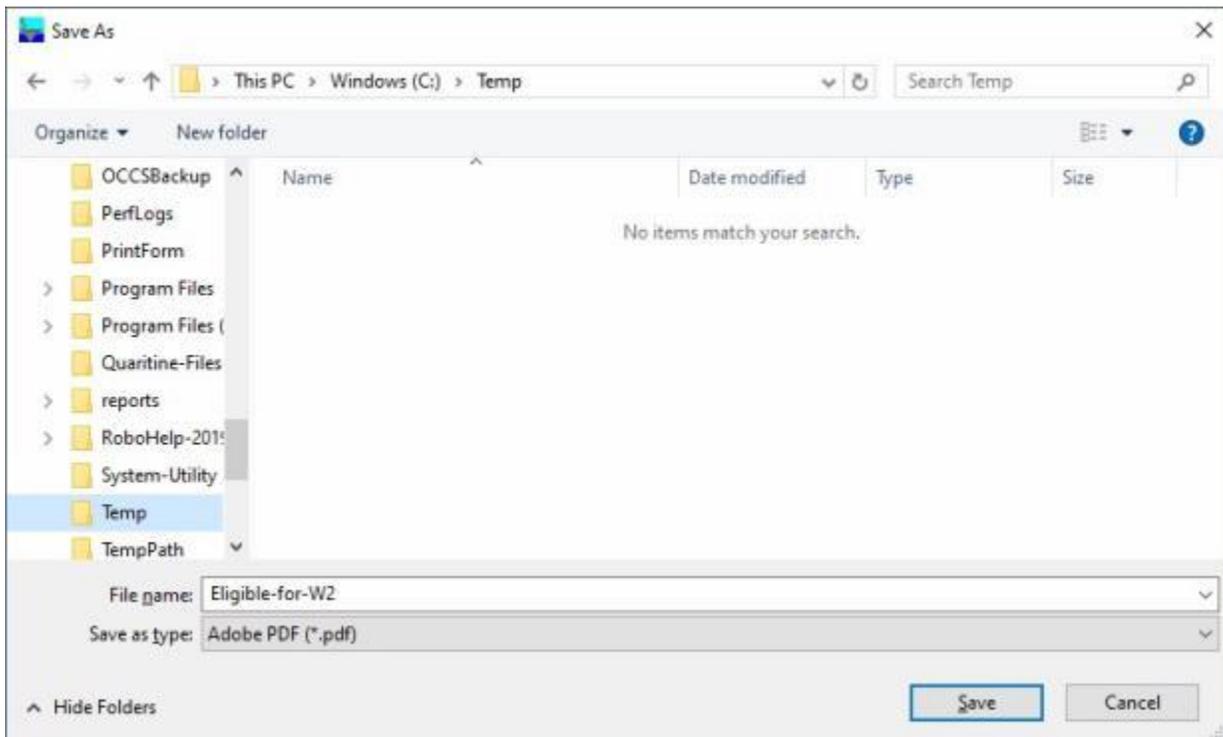
7. **Click** on *Yes* or *No* as desired.

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 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.

Save as PDF

General:

PDF/A compatible (level 2B) Use compression

Embed TrueType fonts Create form fields

Password security:

Document open (user) password:

Confirm document open password:

Permissions (owner) password:

Confirm permissions password:

Encryption level:

RC4 40 bit

RC4 128 bit

AES 128 bit

Document restrictions:

Allow printing Allow content editing

Allow content copying or extraction Allow annotations editing

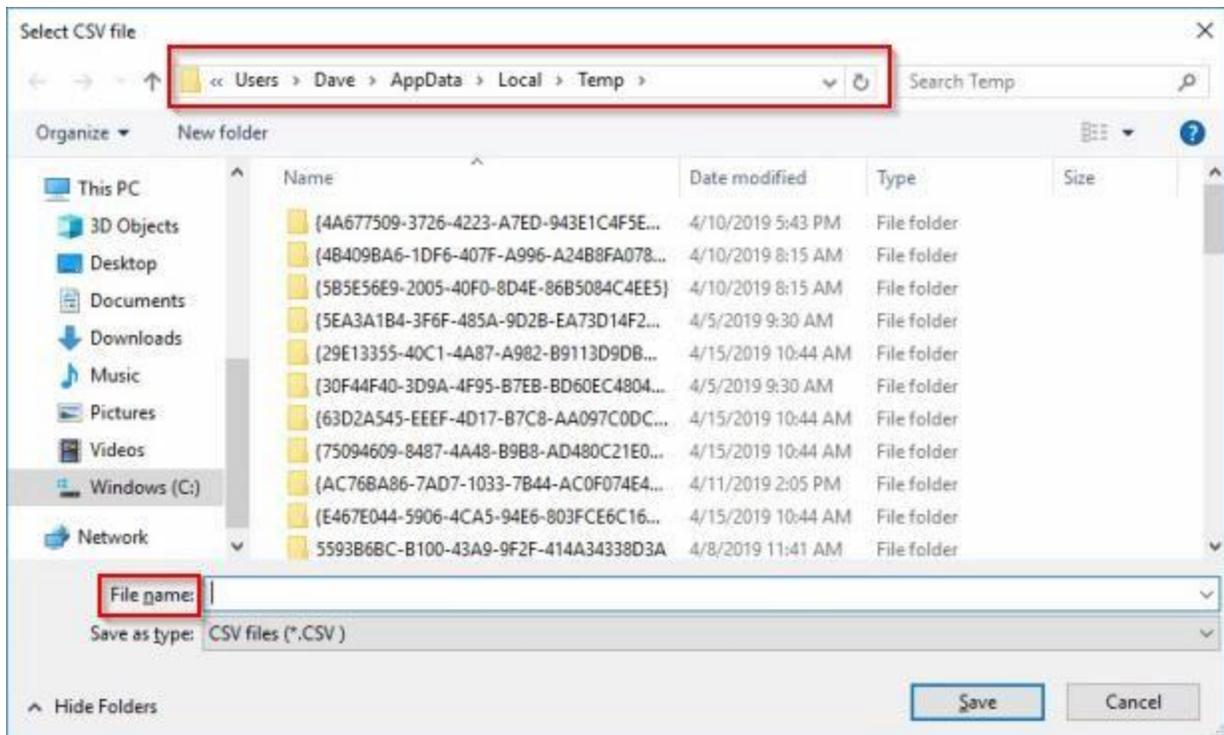
Preview in Adobe Acrobat Reader

Document info... Output range... Viewer preferences... OK Cancel

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.

Travelers Not Filing for RITA

Select Tax Year: 2020

Search for Travelers

Selection Criteria

- All travelers eligible for RITA and not sent to Payroll Deduction
- Only travelers with WTA and not sent to Payroll Deduction
- All travelers sent to Payroll Deduction

| Name | SSN | TONO |
|------|-----|------|
|------|-----|------|

Name & Address File Print Report Exit ? Help

Select a tax year to search.

4. **Select Tax Year:** - Click on the *down arrow* button to **display** a list of tax years and then **click** on the desired **year** to make a selection.
5. **Selection Criteria:** - At the **Selection Criteria** section, there are three options and you must select one by **clicking** in the radio **button** next to the desired option.
6. After selecting the tax year, **click** on the **Search for Travelers** button. IATS **creates** the report and **displays** any record(s) for travelers not submitting a **RITA** settlement.

Travelers Not Filing for RITA

Select Tax Year

Selection Criteria

- All travelers eligible for RITA and not sent to Payroll Deduction
- Only travelers with WTA and not sent to Payroll Deduction
- All travelers sent to Payroll Deduction

| Name | SSN | TONO |
|-------------------------|-------------|------------|
| BOND, JAMES | XXX-XX-0007 | 007 |
| JAMES, JESSIE J | XXX-XX-1111 | ETTRA |
| Last, First L | XXX-XX-0700 | 5058208223 |
| MANN, CIVILIAN O | XXX-XX-1111 | SCR1510 |
| TEST, SCRFIFTEENONINE D | XXX-XX-5016 | 111111 |
| TRAVELER, JOE | XXX-XX-0001 | 001 |

Select to search the tax records for report data.

7. **Name & Address File:** - Click on the **Name & Address** button if you wish to **generate a CSV 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.

Saved CSV file

This PC > Windows (C:) > Temp

Organize New folder

| Name | Date modified | Type | Size |
|--------------------|--------------------|----------------------|--------|
| Eligible-for-ETTRA | 4/27/2020 12:15 PM | Microsoft Excel C... | 1 KB |
| Encoding Time | 6/13/2019 10:32 AM | Microsoft Excel C... | 134 KB |

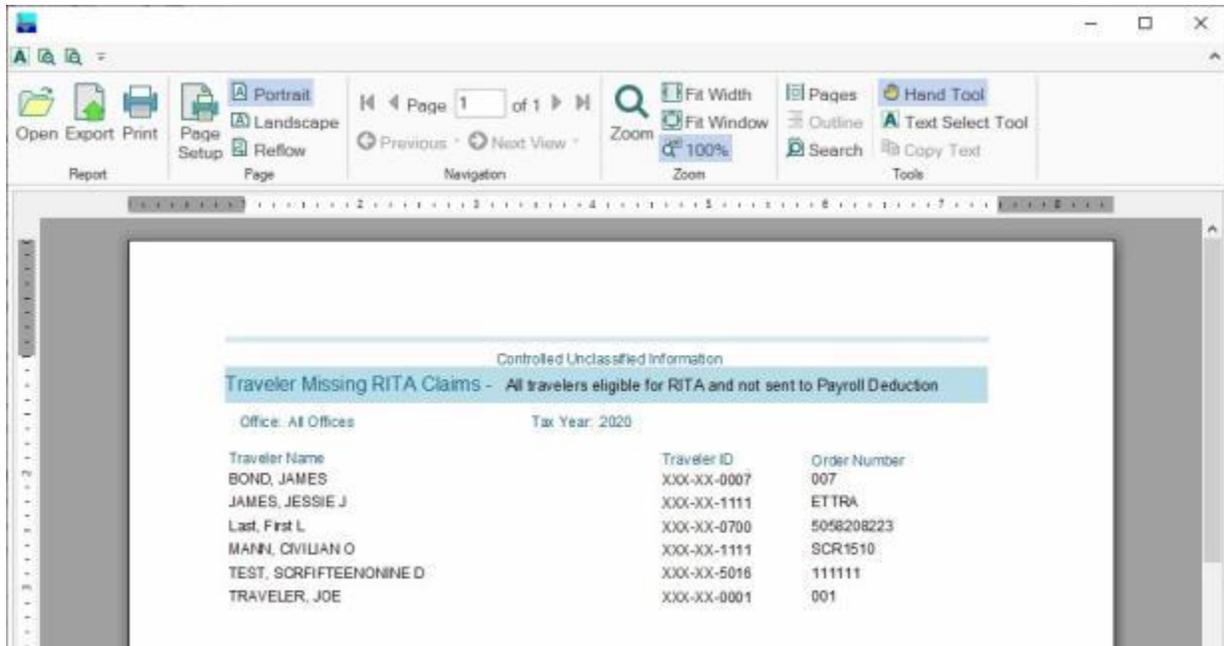
File name:

Save as type:

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 **(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

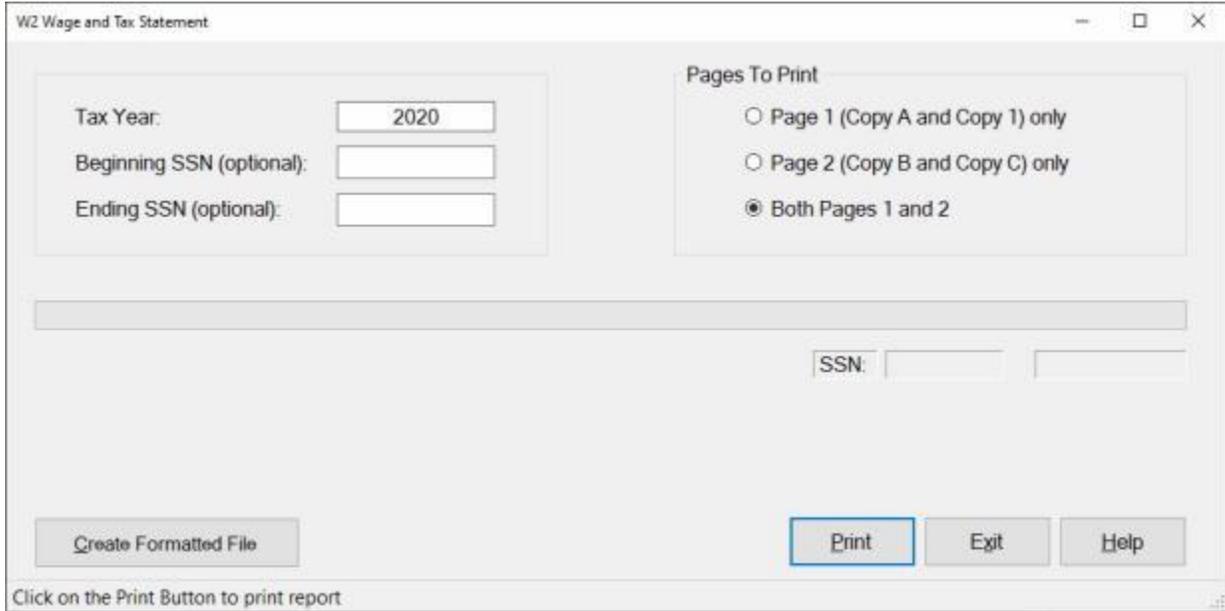
Travel offices are required to **furnish** an **IRS Form W2** to the payee whenever a payment is made that includes reportable income. This can be done at the time the payment is made or at the conclusion of the tax year.

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**.

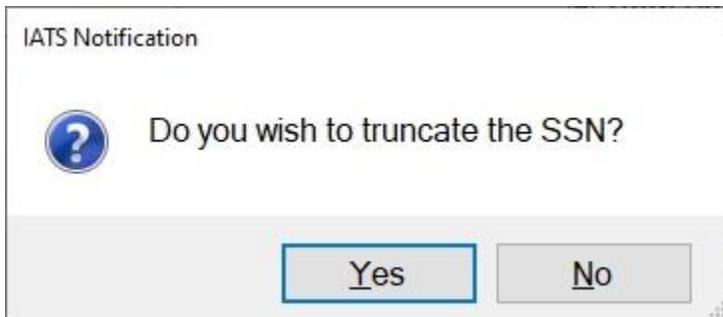
Note: In order to generate this form, IATS requires that the **DOV #** and the **payment date** be **posted** to the **CIVPCS Summary Record**.

 **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**.

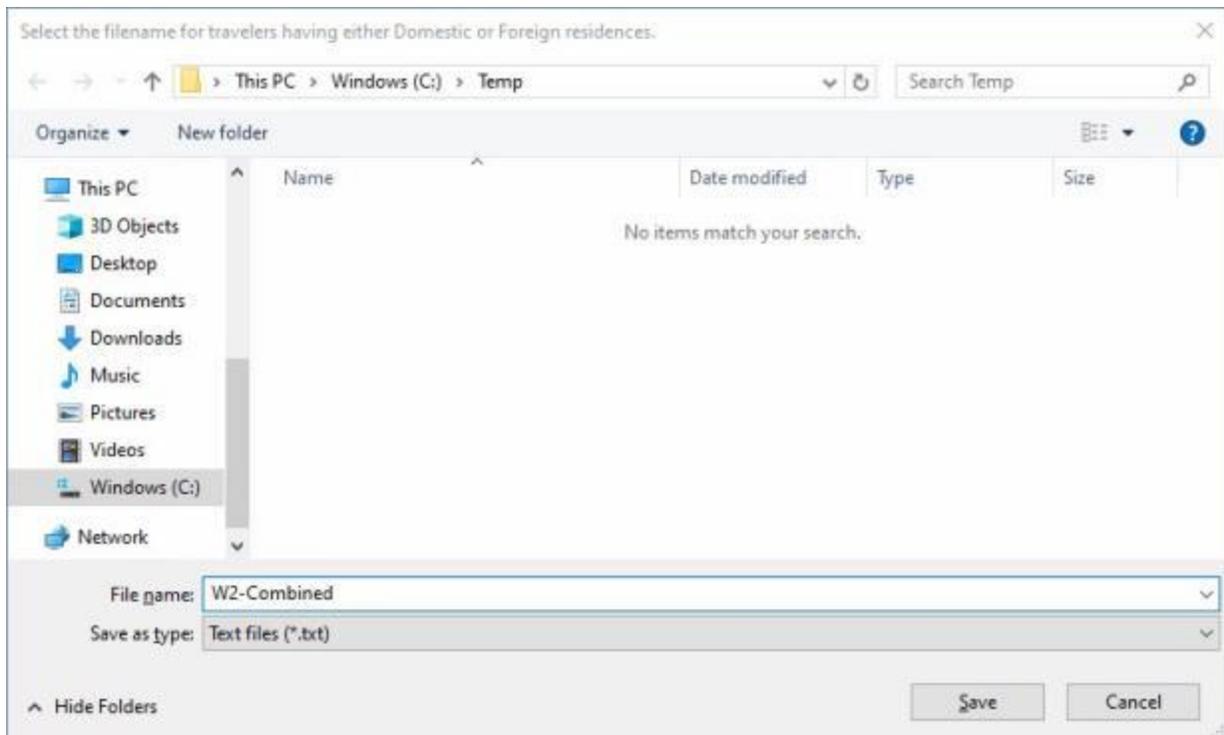


Created Formatted File

Generate both Domestic and Foreign Files

For hardcopy printing only

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.

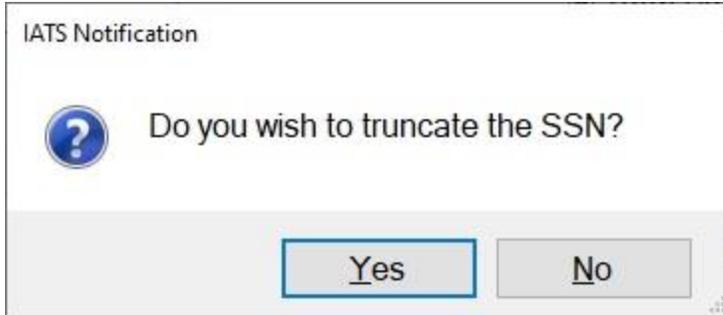
Note: In order to generate this form, IATS requires that the **DOV #** and the **payment date** be **posted** to the **CIVPCS Summary Record**.

 **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.

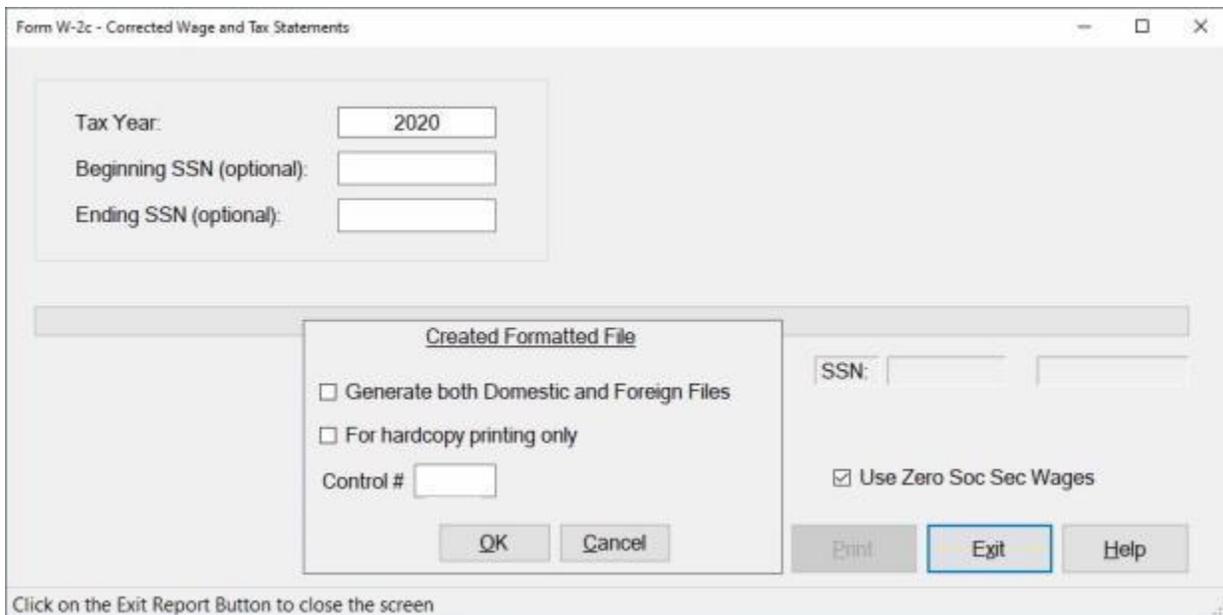
4. **Tax Year:** - At this field, **type** the desired tax **year** in **YYYY** format.
5. **Beginning SSN:** - IATS allows you to generate more than one IRS Form W-2c at one time by entering an **SSN range**. At this field, **type** the first SSN in the desired range.
6. **Ending SSN:** - IATS allows 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.

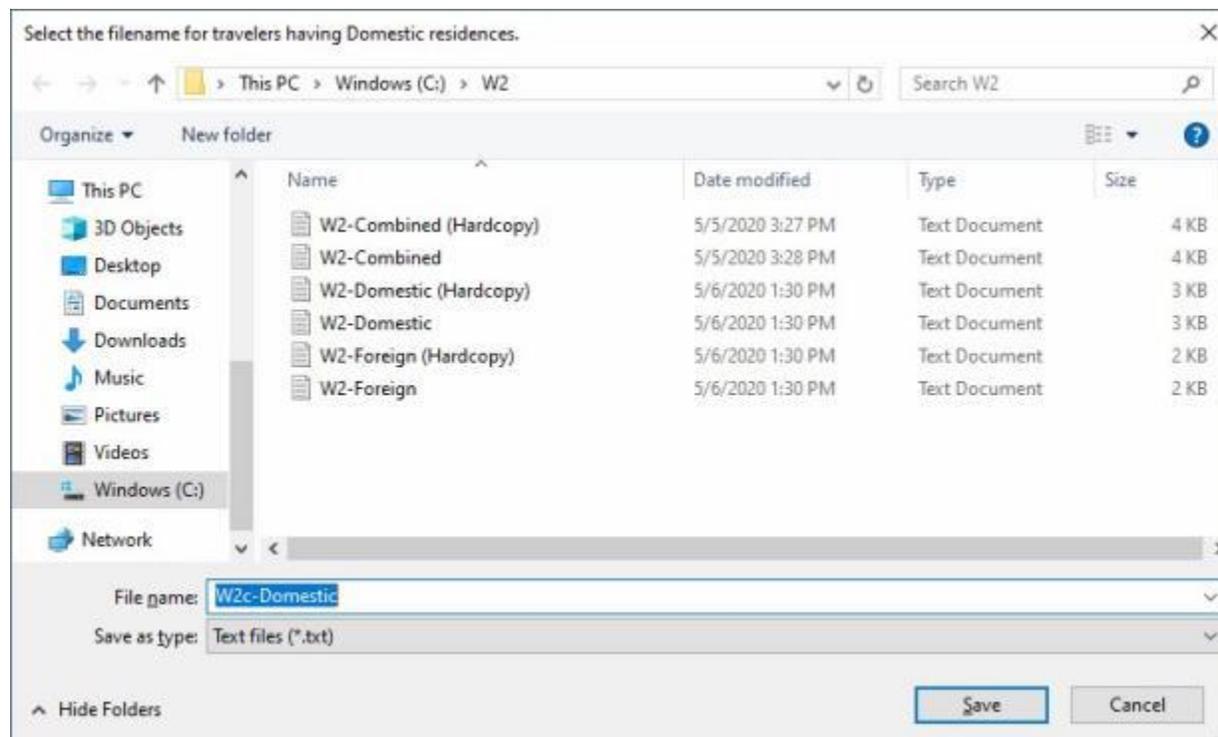
Create Formatted File:

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 two 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 Number** in accordance with your office policy.

5. **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.
6. 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 **W2c-Domestic** and **W2c-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 **W2c-Combined**.
 - **For Hardcopy Printing Only:** If this option is **checked**, IATS will generate two separate files **W2c-Domestic (Hardcopy)** and **W2c-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 **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.

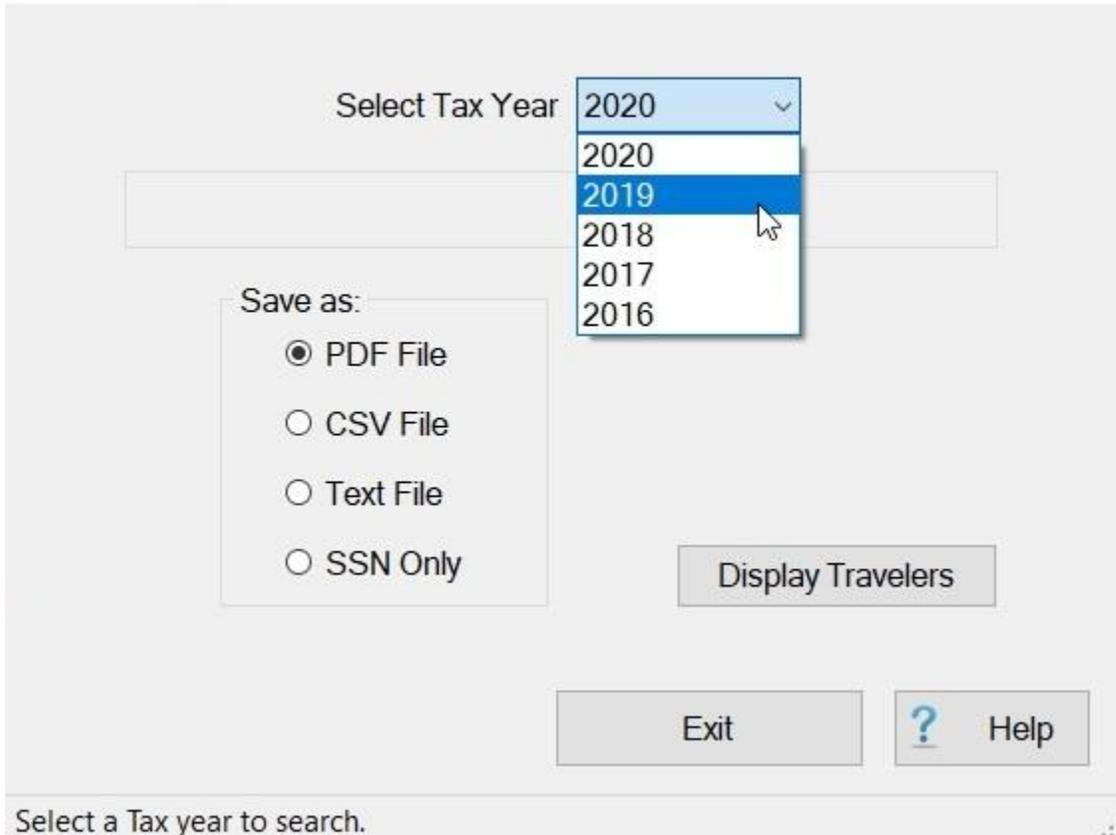
Travelers Eligible For ETTRA - Report

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.

List of Travelers Eligible for ETTRA



Select Tax Year: 2020 (selected), 2019, 2018, 2017, 2016

Save as:

- PDF File
- CSV File
- Text File
- SSN Only

Display Travelers

Exit Help

Select a Tax year to search.

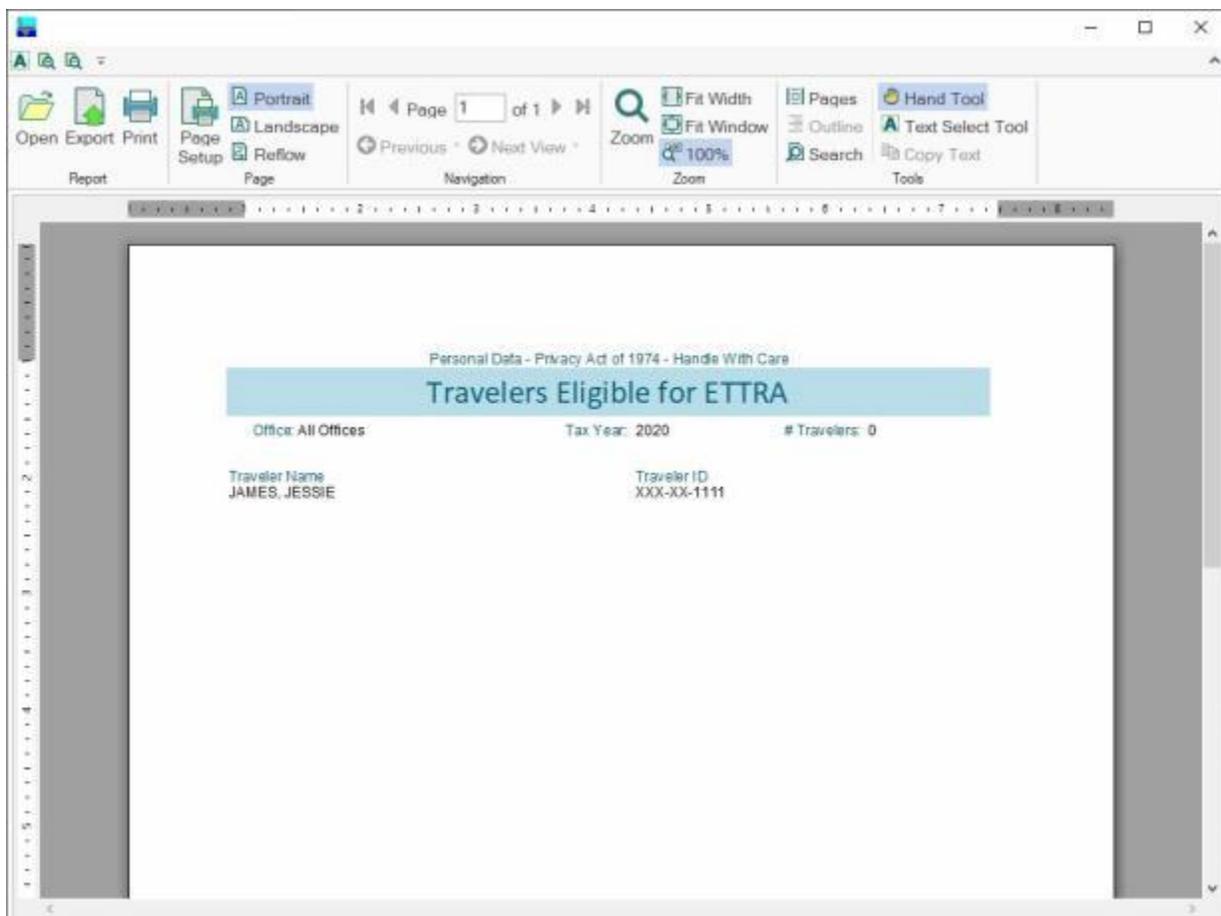
4. **Select Tax Year:** - **Click** on the **down arrow** button to **display** a **list** of **tax years** and then **click** on the desired **year** to make a selection.
5. **Save As:** - In the **Save As** section, **click** in the **radio button** to **select** the **type** of file you wish to have the output saved as.
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.

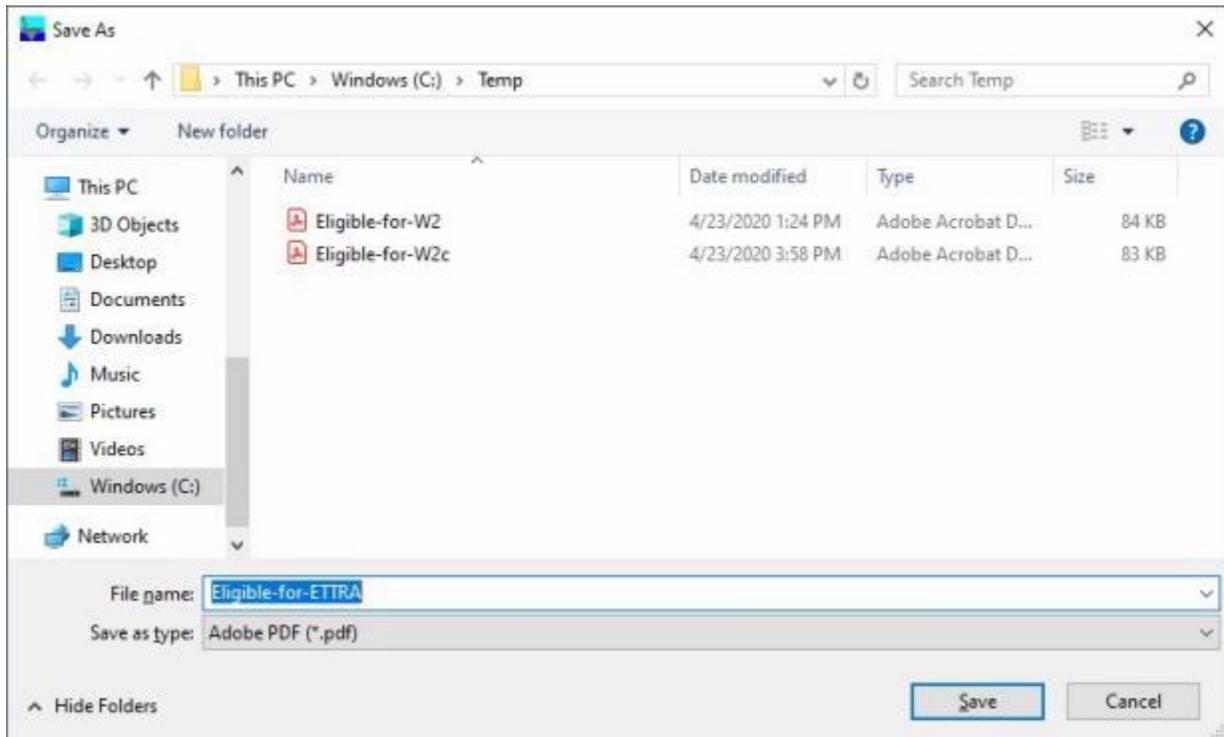
Save as PDF File:

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.

- If you wish to **save** the report as a **PDF** file, **click** on the **Export** icon. IATS will **display** the **Save As** screen.



- 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.
- 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.
- 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.

Save as PDF

General:

PDF/A compatible (level 2B) Use compression

Embed TrueType fonts Create form fields

Password security:

Document open (user) password:

Confirm document open password:

Permissions (owner) password:

Confirm permissions password:

Encryption level:

RC4 40 bit

RC4 128 bit

AES 128 bit

Document restrictions:

Allow printing Allow content editing

Allow content copying or extraction Allow annotations editing

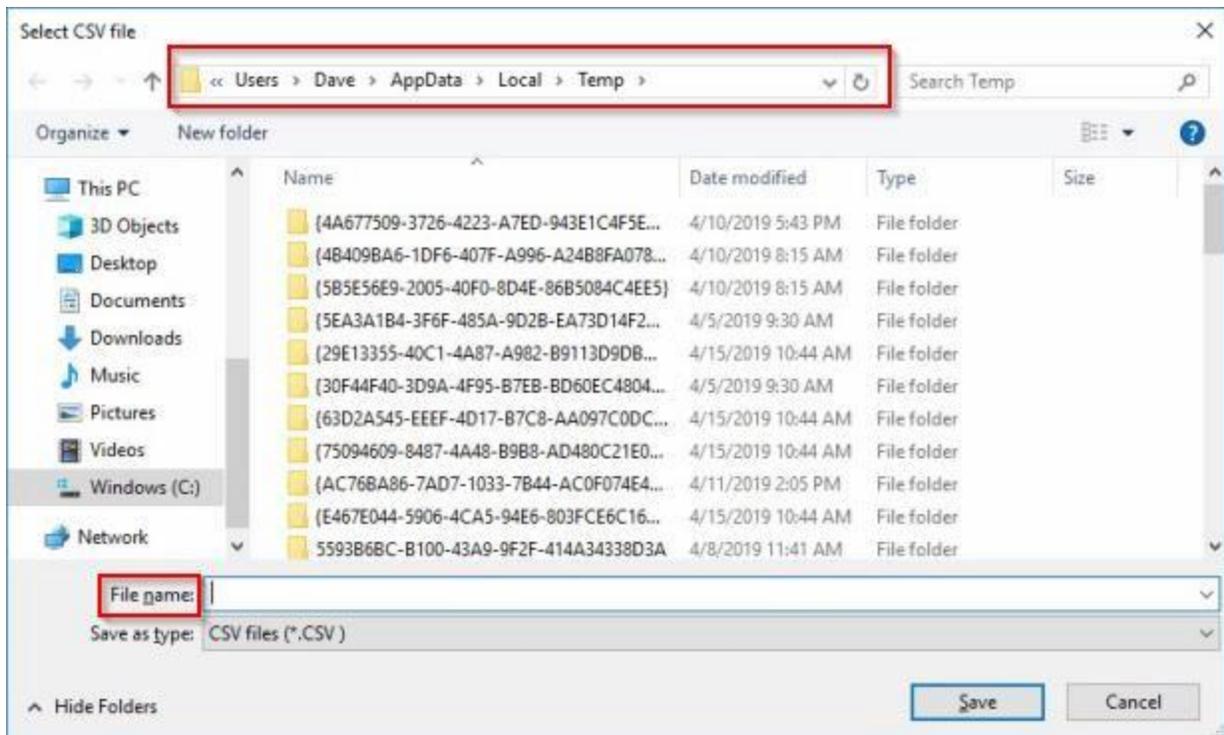
Preview in Adobe Acrobat Reader

Document info... Output range... Viewer preferences... OK Cancel

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.

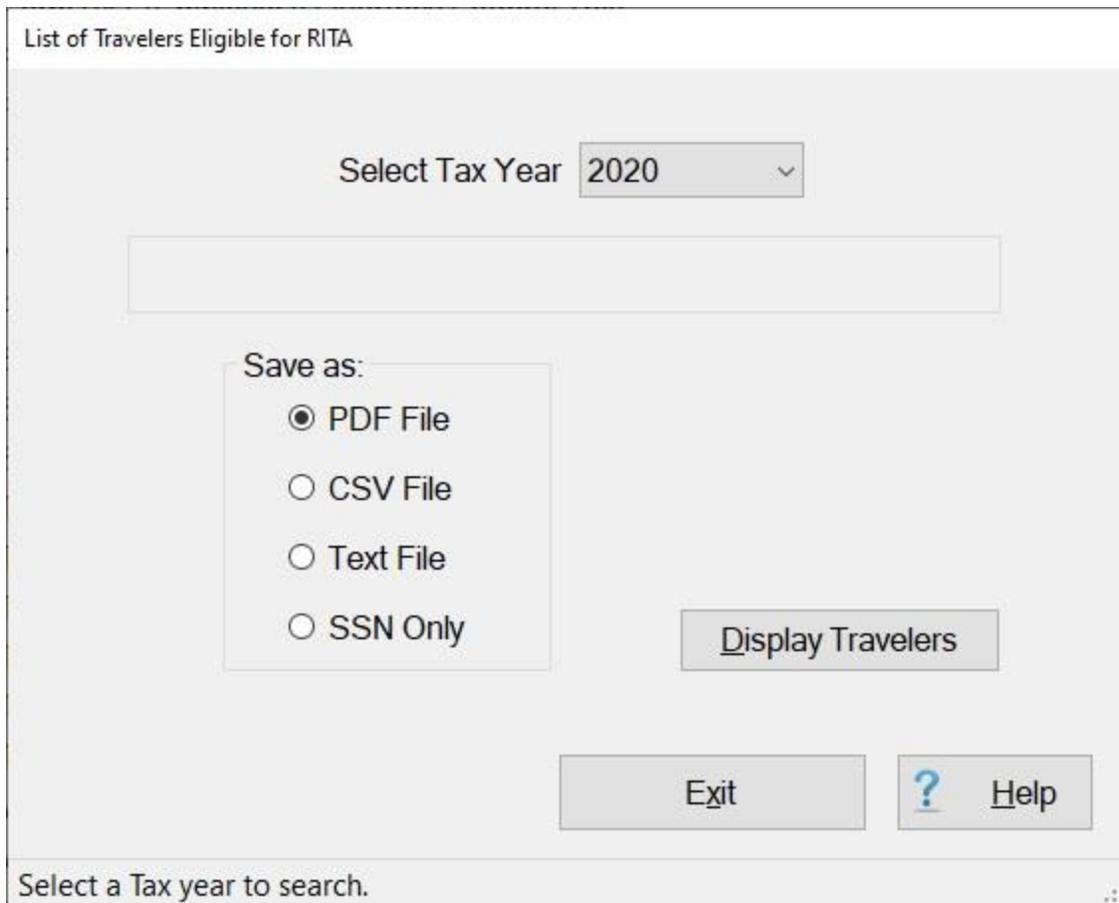
When you are **finished** using the **List of Travelers Eligible for ETTRA** screen, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

Travelers Eligible For RITA - Report

A feature was added to IATS to generate a **report** for the travelers that performed **PSC** travel, received a payment for **WTA**, and are **eligible** for the Relocation Income Tax Allowance (**RITA**) entitlement.

 **Complete the following steps to "generate" the Travelers Eligible for 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 Eligible for RITA** option. The **List of Travelers Eligible for RITA** screen appears.



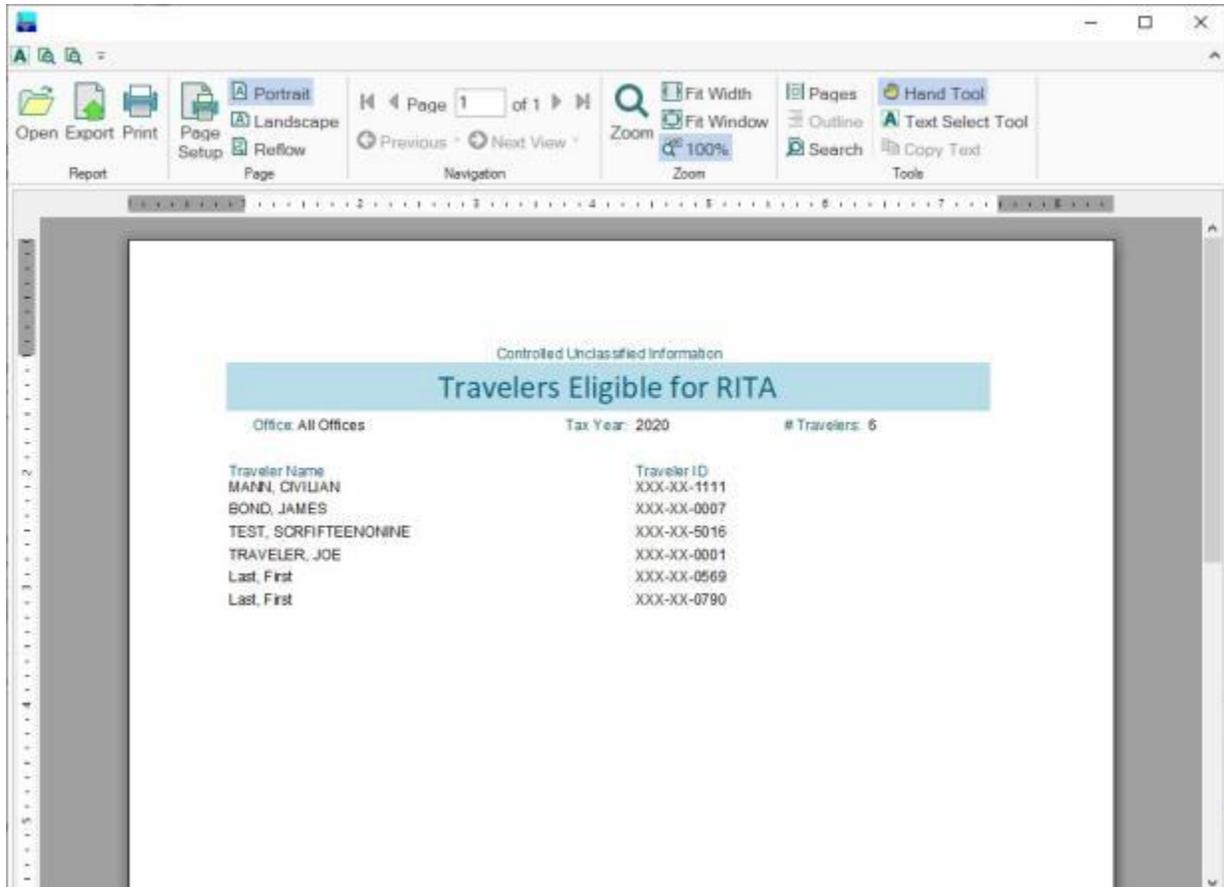
4. **Select Tax Year:** - Click on the *down arrow* button to **display** a list of tax years and then **click** on the desired year to make a selection.
5. **Save As:** - In the **Save As** section, **click** in the **radio button** to **select** the **type** of file you wish to have the output saved 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.



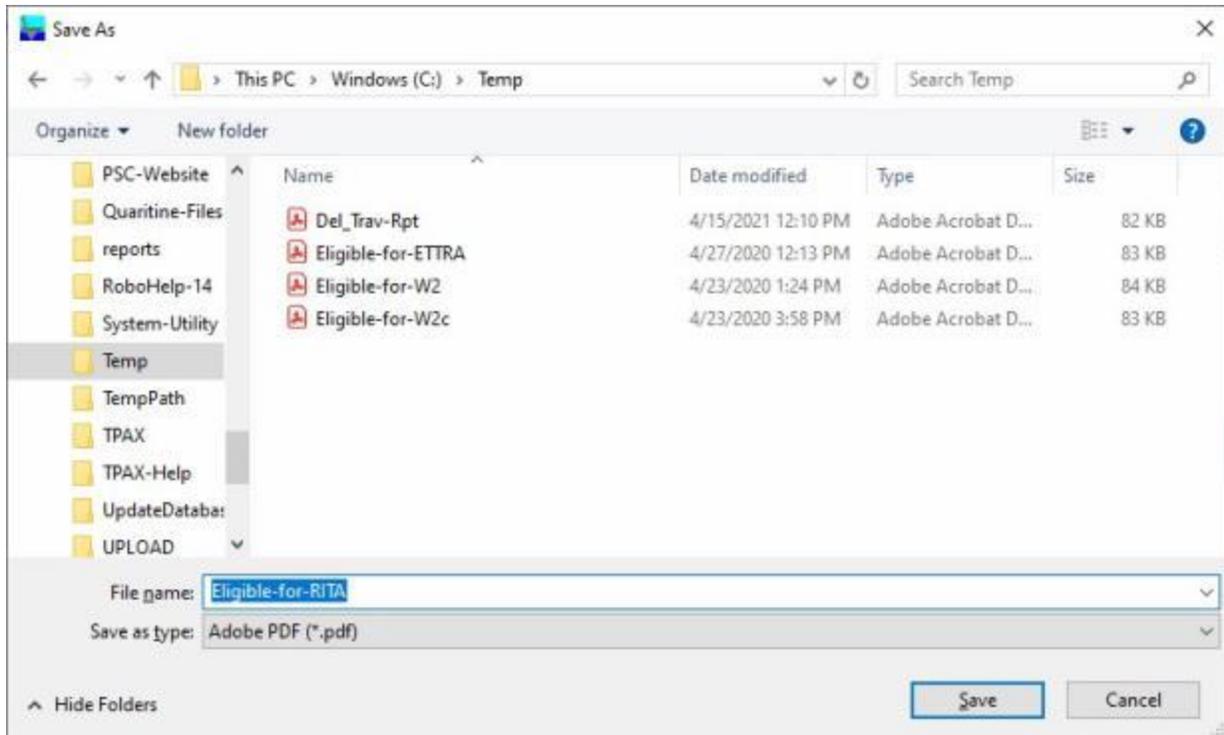
7. **Click** on *Yes* or *No* as desired. The following screen appears **displaying** the **results** of your search.

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 are eligible for a **RITA** settlement claim.



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.

Save as PDF

General:

PDF/A compatible (level 2B) Use compression

Embed TrueType fonts Create form fields

Password security:

Document open (user) password:

Confirm document open password:

Permissions (owner) password:

Confirm permissions password:

Encryption level:

RC4 40 bit

RC4 128 bit

AES 128 bit

Document restrictions:

Allow printing Allow content editing

Allow content copying or extraction Allow annotations editing

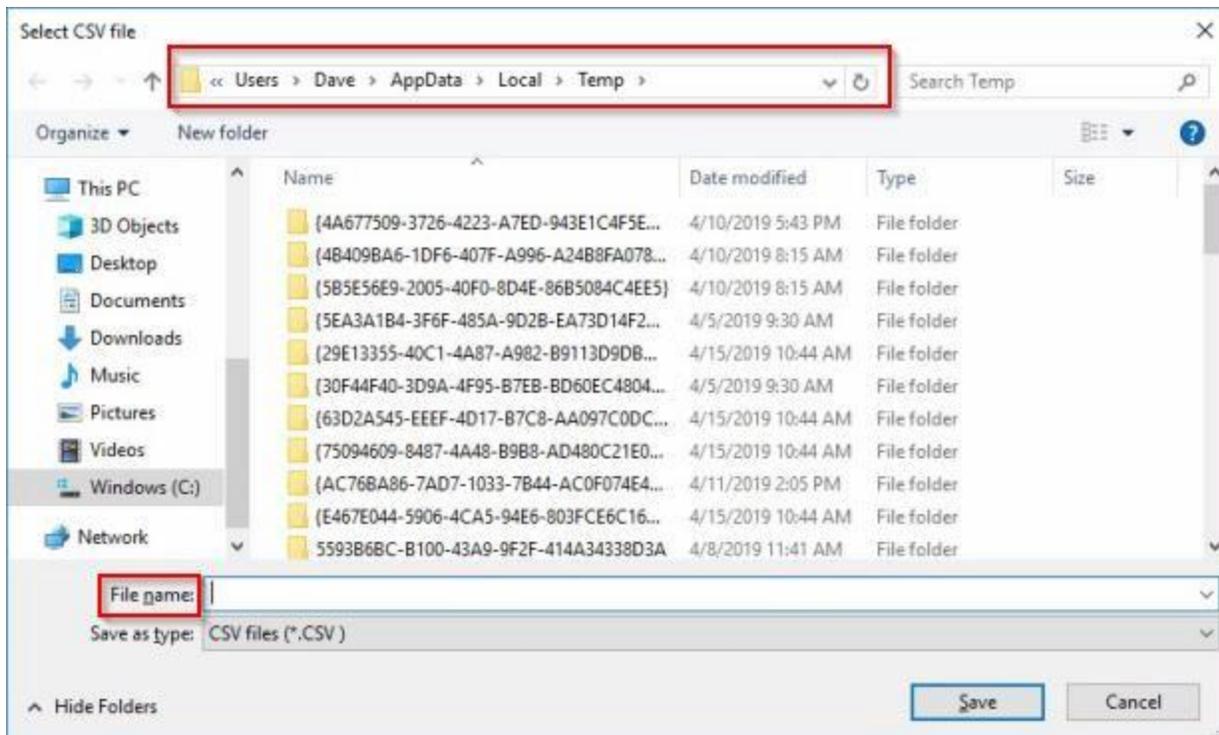
Preview in Adobe Acrobat Reader

Document info... Output range... Viewer preferences... OK Cancel

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 RITA** 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**. Otherwise, **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**.

Time Range: Using the Time Range is optional.

4. **From:** - Click in the **check box** at the **From** field if you wish to generate the report **beginning** on a specific date. After checking the check box, enter the desired **begin** date in **MMDDYY** format. You can also **click** on the **calendar icon** and use the **calendar** to select the date. If you wish to generate the report **beginning** at a specific time, click on the *up/dn arrow* buttons to **adjust** the **begin** time.
5. **To:** - Click in the **check box** at the **To** field if you wish to generate the report for a specific ending date. After checking the check box, enter the desired **ending** date in **MMDDYY** format. You can also **click** on the **calendar icon** and use the **calendar** to select the date. If you wish to generate the report to **end** at a specific time, click on the *up/dn arrow* buttons to **adjust** the **ending** time.

Note: If **no entries** are made at the **Time Range** fields, IATS will generate the report for **all dates** and display the following message.

Events:

6. **Show All Activity:** - Click in the **check box** next to the words **Show All Activity** if you wish to generate a report that shows **all** of the **activity** tracked by IATS.

7. **Events to Report:** - If you **did not** place a **check mark** in the box at the **Show All Activity** field, **click** in the **check boxes** to select the **events** you wish to show on the report.

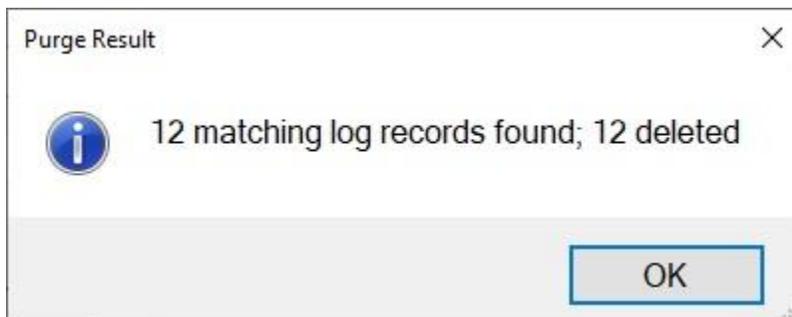


Report:

8. When have **completed** the steps above, **click** on the **Generate Report** button.
9. **Click** on the **Purge** button if you wish to **delete** previously generated Access Control Log records. The following **message** will appear asking if you wish to **generate** a **report** of records matching the specified criteria before removal.
10. **Click** on *Yes* or *No* as desired.
11. After **generating** the report or answering *No*, another **message** will appear asking if you delete the records matching the specified criteria.



12. **Click** on *Yes* or *No* as desired.
13. If you **click** on *Yes*, IATS will **delete** any records matching the specified criteria and **display** a **message** showing the results.



14. **Click** on **OK** to continue.
15. **Click** on the **Close** button when you are **finished** using the **Access Control Log Report** screen.

Block or Unblock Release of Tax Collections to Disbursing

A feature was added to IATS to allow a System Administrator to **prevent** a **Tax Collection block** from being **released** to the disbursing module.

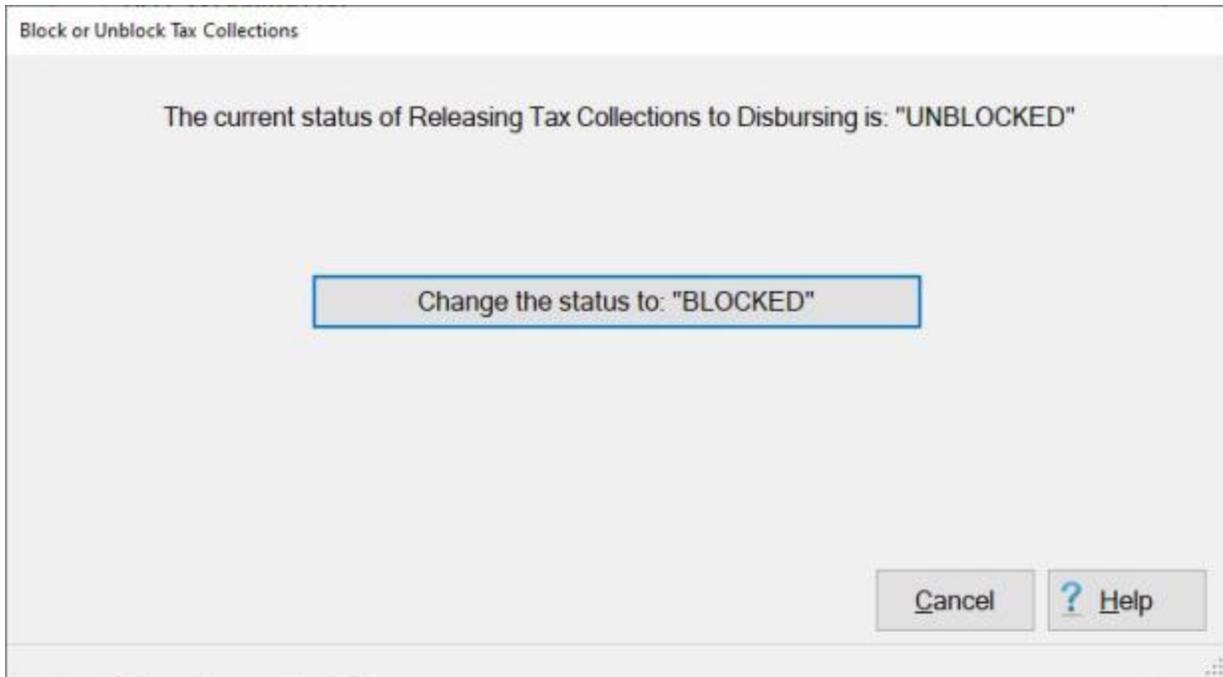
The **purpose** is to give the user **time** to **reconcile** the **data** for producing **Form 941-X** or **W-2c** without having any **additional data** added in. Once the appropriate report has been sent to the IRS, the **switch** can be **changed** to **allow** Tax Collections to be dispersed.

Note: In order to use this feature, **ensure** that the “**HHG DPS Interface Active**” check box in **Configuration in Maintenance** is checked as shown below:

| System Description | |
|-------------------------------------|-------------------------------------|
| Standalone | <input type="checkbox"/> |
| Use Employee ID | <input type="checkbox"/> |
| Liaison Reports | <input type="checkbox"/> |
| Reservist Travel | <input type="checkbox"/> |
| Reason for Delete | <input checked="" type="checkbox"/> |
| RITA Office Aware | <input checked="" type="checkbox"/> |
| Prevalidate Accounting | <input checked="" type="checkbox"/> |
| Forced Audit | <input type="checkbox"/> |
| Prepayment Audit | <input type="checkbox"/> |
| EFT Rejects | <input type="checkbox"/> |
| Auto Delete Blocks | <input checked="" type="checkbox"/> |
| Email Completed Claims | <input checked="" type="checkbox"/> |
| HHG DPS Interface Active | <input checked="" type="checkbox"/> |
| # Days User Suspended till Deleted: | <input type="text" value="15"/> |

 Complete the following steps to "block or unblock" a Tax Collection block:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Utilities**". An **expandable menu** appears listing the various utility programs.
2. **Click** on the **Block/Unblock Release of Tax Collections option**. The following **screen** appears.

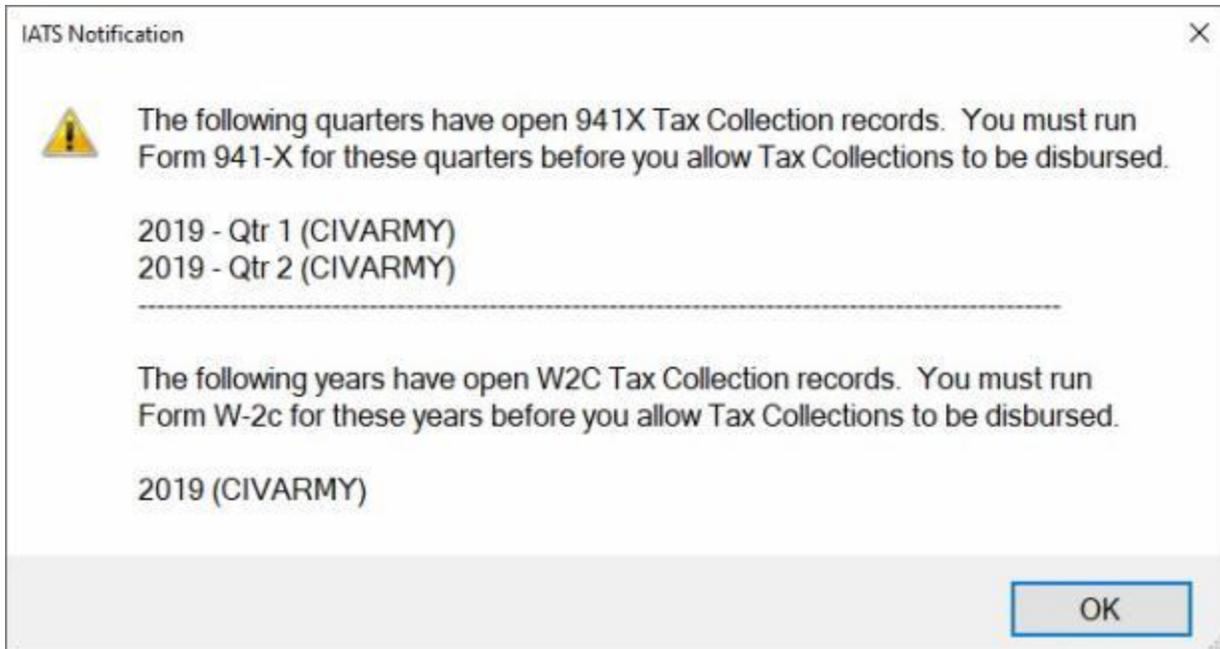


3. **Click** on the **Change the status to: "Blocked"** or the **Cancel** button as applicable.
4. If you **click** on the **Change the status to: "Blocked"** button, IATS will **display** the following *pop-up message*.



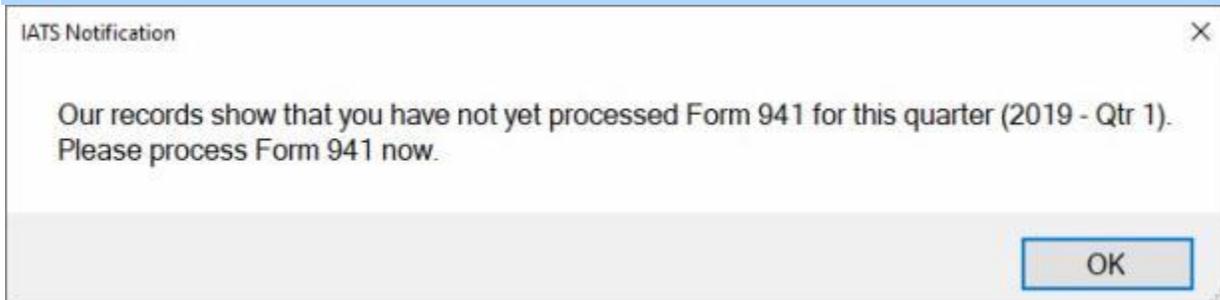
5. **Click** on **OK** to continue.
6. You may now **proceed** to **generate** the desired **tax forms**.

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:

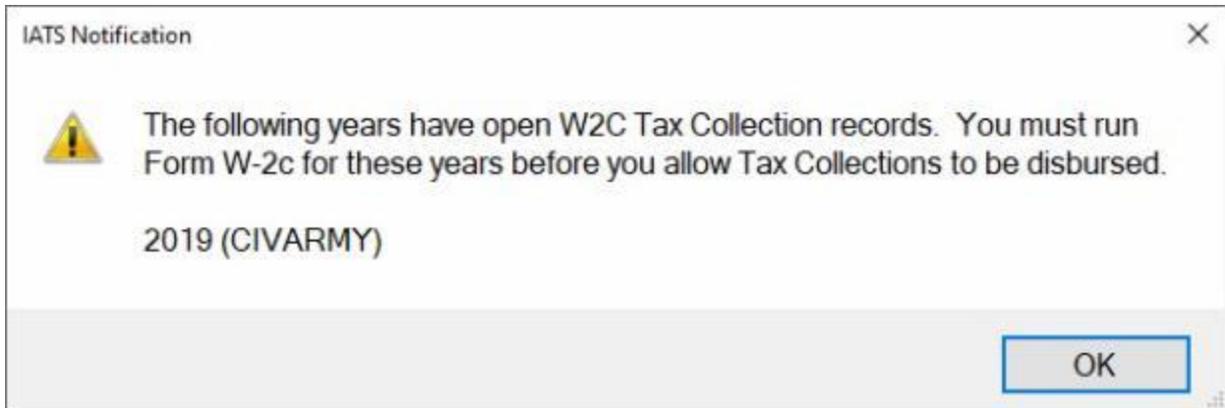


You must now generate the **941 forms** for any **quarters** with open records and **W2 forms** for any **years** with open records.

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:



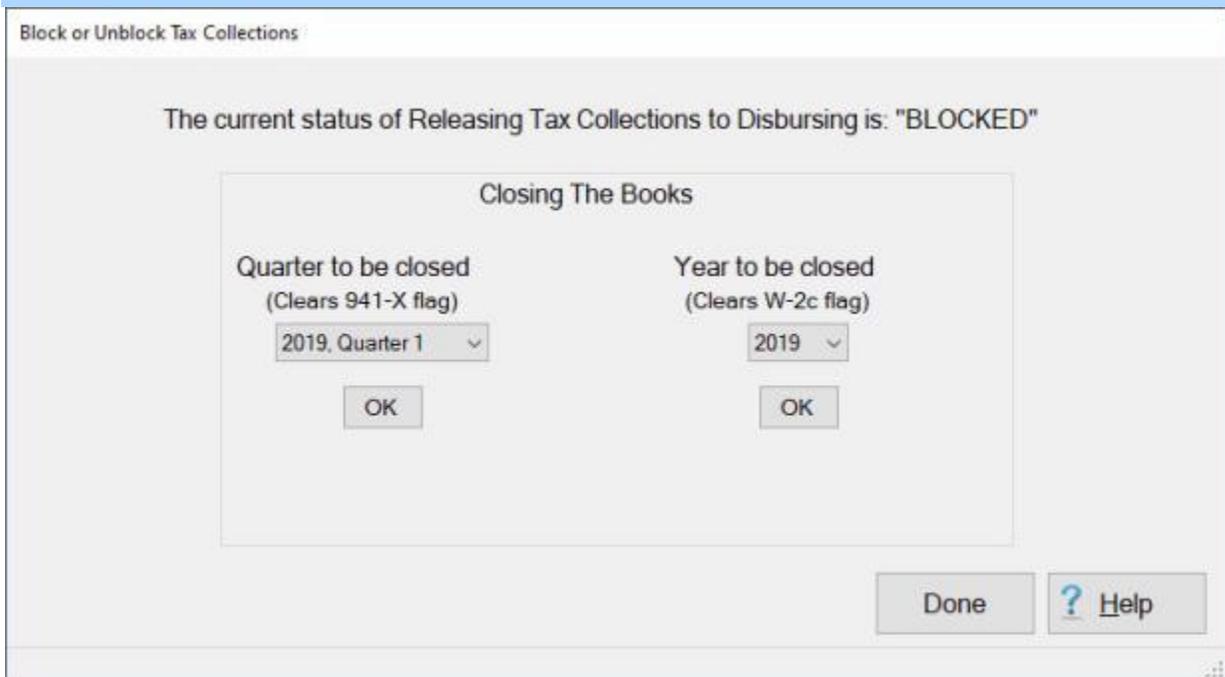
Note: After Forms 941 and 941-X have been run and you try to **Unblock Release of Tax Collections**, you will receive the following message:



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 your 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** its routing number, this requires a **change** to **each** travel **account** with that institution's code.

This commonly occurs when financial institutions are **sold** or **acquired** by another company.

The change of a bank routing code could affect thousands of travel accounts. For this reason, a **utility program** was developed to make a global change to every account storing the old routing number. This **prevents** the travel office from manually updating these records, which **saves** valuable **man hours** and **eliminates** input **errors**.

 **Complete the following steps to "change" the Bank Routing Number:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Change Bank Routing Number** option. The **Change Bank Routing Number for All Travelers** screen appears.

Utility - Change Bank Routing Number For All Travelers

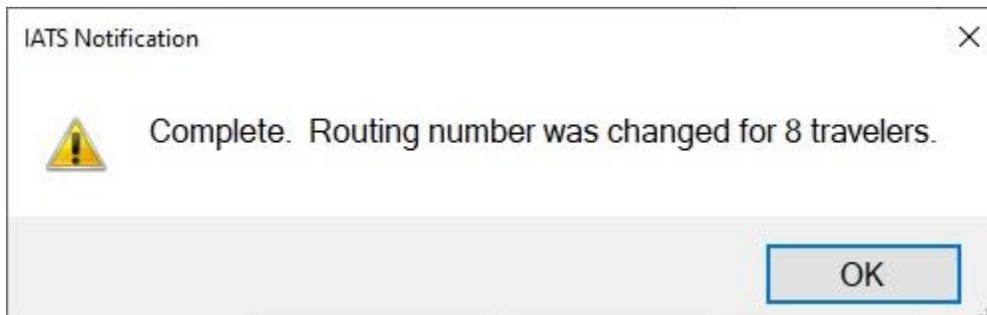
| | |
|---------------------------------|-----------|
| Old Bank Routing Number | 111111118 |
| New Bank Routing Number | 222222228 |
| Confirm New Bank Routing Number | 222222228 |

OK
Cancel
? Help

Reenter the new routing number. ⋮

3. **Old Bank Routing Number:** - At this field, **type** the old **Bank Routing Number** and **press** *Tab*.
4. **New Bank Routing Number:** - At this field, **type** the new **Bank Routing Number** and **press** *Tab*.

5. **Confirm New Bank Routing Number:** - At this field, **re-type** the new **Bank Routing Number** and **press** *Tab*.
6. After re-entering the new **Bank Routing Number** at the **Confirm New Bank Routing Number** field, **click** on the **OK** button.
7. IATS **changes** the routing numbers and **displays** a *pop-up* indicating that the change was made.



8. **Click** on the **OK** button at the *pop-up* displayed above. IATS **returns** to the **System Administrator View** screen.

Change DSSN ITR

The **DSSN-ITR** is a **number** used to **identify** the **source** of the **payment** when a payment is **disbursed** at a **DSSN** other than where the voucher was **computed**. Because of the opening of the many new DFAS Operating Locations (**OPLOCS**), some travel offices have **closed** and **transferred** their **accounts** to the **OPLOCS**.

When this occurs, the **DSSN-ITR numbers** stored in the travel accounts being transferred must be changed to the new station's **DSSN-ITR**.

 **Complete the following steps to "change" the DSSN-ITR:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Change DSSN-ITR** option. The **Change DSSN-ITR for All Travelers** screen appears.

Utility - Change DSSN-ITR For All Orders

| | |
|----------------------|-----------------------------------|
| Old DSSN-ITR | <input type="text" value="6416"/> |
| New DSSN-ITR | <input type="text" value="5150"/> |
| Confirm New DSSN-ITR | <input type="text" value="5150"/> |

Reenter the new DSSN-ITR.

3. **Old DSSN-ITR:** - At this field, **type** the **old DSSN** and **press Tab**.
4. **New DSSN-ITR:** - At this field, **type** the **new DSSN** and **press Tab**.
5. **Confirm New DSSN-ITR:** - At this field, **re-type** the **new DSSN** and **press Tab**.
6. After re-entering the **new DSSN-ITR** at the **Confirm New DSSN-ITR** field, **click** on the **OK** button.
7. IATS **changes** the DSSNs and **displays** a *pop-up* indicating that the change was made.



8. **Click** on the **OK** button at the *pop-up* displayed above.
9. IATS **returns** to the **System Administrator View** screen.

Change Paying DSSN

Because of the opening of the many new DFAS Operating Locations (**OPLOCS**), some travel offices have **closed** and **transferred** their **accounts** to the **OPLOCS**.

When this occurs, the **DSSN numbers** stored in the travel accounts being transferred must be changed to the new accountable **DSSN**.

Complete the following steps to "change" the Paying DSSN:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, **"Utilities"**. An expandable menu appears listing the various utility programs.

2. **Click** on the **Change Paying DSSN** option. The **Change DSSN for All Travelers** screen appears.

3. **Old DSSN:** - At this field, **type** the old **DSSN** and **press Tab**.
4. **New DSSN:** - At this field, **type** the new **DSSN** and **press Tab**.
5. **Confirm New DSSN:** - At this field, **re-type** the new **DSSN** and **press Tab**.
6. After re-entering the new **DSSN** at the **Confirm New DSSN** field, **click** on the **OK** button.
7. IATS **changes** the DSSNs and **displays** a *pop-up* indicating that the change was made.



8. **Click** on the **OK** button at the *pop-up* displayed above.
9. IATS **returns** to the **System Administrator View** screen.

Check for Old Users

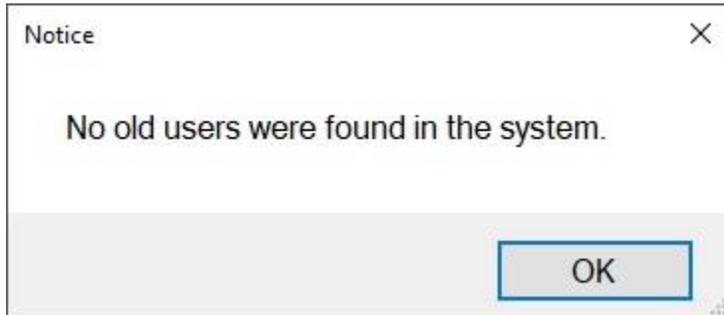
User ID's and associated **passwords** remain in the database until the **System Administrator** accesses the **Maintenance** module and **deletes** them.

A **utility** program was added to IATS that will provide a **listing** of users that have **not** logged into the database in the past **90** days. When the list is generated, the System Administrator then has the **option** to **delete** those users if desired. In addition, any **deletions** made by using this utility will be **added** to the **Privilege Change Report**.

Note: One **exception** is that the User ID "**System**" cannot be deleted by using this utility program.

 **Complete the following steps to "generate" the list of Old Users:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Utilities**". An **expandable menu** appears listing the various utility programs.
2. **Click** on the **Delete Old Users** option. If there are **no** users that have **not** logged in with in the past 90 days, the following **pop-up message** appears.



3. You would then **click** on **OK**.

Delete Old Users

| User ID | Name | Date Last Used/ Suspd | Suspended |
|---------|---------------|-----------------------|--------------------------|
| TESTER | TESTER, TESTY | 4/15/2021 | <input type="checkbox"/> |

Select All

Unselect All

Delete

OK

? Help

Note: When using this screen you can **sort** the data by **clicking** on the column **headers**.

4. **If** there are **no** old users listed on the Delete Old Users screen, **click** on **OK** to return to the System Administrator View screen.
5. **If** users **are listed**, however, that you would like to delete, you would **select** the desired users by **clicking** on the user's **name** listed in the **Name** field. If you wish to select **all** of the listed users, **click** on the **Select All** button.

6. When the users you wish to delete are highlighted, **click** on the **Delete** button. The highlighted users will **disappear** from the list.
7. When you are finished, **click** on the **OK** button to return to the System Administrator View screen.

Deleted Details Report

Some requests received in the travel office cannot be processed. There are various reasons for this - no signature on the voucher, no attached travel orders, etc.

IATS allows users with the appropriate privileges to **delete** these requests. The **Delete Details Report** screen allows users to generate a report detailing the following items:

- Logged advances or settlements deleted by a user
- Computed advances or settlements deleted by a user
- Travel Orders that have been deleted by a user
- Travel Accounts/Profiles that have been deleted by a user

Complete the following steps to "run" the Deleted Details Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Deleted Details Report** option. The **Deleted Details Report** screen appears.

Query By Traveler

1. **Click** in the **circle** next to the word **Traveler** if you wish to generate the report details for a particular traveler.
2. **Find ID:** - At the **Find ID** field, **type** the SSN of the travel account you wish to generate the report for and then **press Tab**.
3. **Traveler Name:** - If the **correct** SSN was entered, the traveler's **name** will automatically appear in the **Name** field.

4. **Begin Date for Print:** - This is an **optional** field. If you wish, however, to generate the report from a specific beginning date, **type** the desired **date** at this field in **MMDDYY** format and then **press Tab**. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
5. **End Date for Print:** - This is an **optional** field. If you wish, however, to generate the report for a specific ending date, **type** the desired **date** at this field in **MMDDYY** format and then **press Tab**. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
6. **Click** on the **Print** button to generate this report.

Query by IATS User

1. **Click** in the **circle** next to the words **IATS User** you wish to generate the report details for a particular user. When this option is selected, you will see a **drop down list** of IATS users at the **IATS User Name** field.

Deleted Details Report

Query By

Traveler IATS User

Deleted Details to Print - Traveler (Optional)

Find ID IATS User Name:

Default Purge:

Begin Date (optional)

Enter the name of the IATS user that you wish to find

2. **Click** on the desired **user name** to make your selection.
3. **Begin Date for Print:** - This an **optional** field. If you wish, however, to generate the report from a specific beginning date, **type** the desired **date** at this field in **MMDDYY** format and then **press Tab**. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
4. **End Date for Print:** - This an **optional** field. If you wish, however, to generate the report for a specific ending date, **type** the desired **date** at this field in **MMDDYY** format and then **press Tab**. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
5. **Click** on the **Print** button to generate this report.

Purge

1. After the report is printed, the **Purge** button will be accessible. If you wish to purge the report from your database, **click** on the **Purge** button.
2. A **pop-up message** will appear indicating that all records will be purged **60 days prior to today's date** or **60 days prior to the date** entered at the **Begin Date for Print** field. The pop-up message will also ask whether you want to change the date. You would **click** on **Yes** or **No** as desired.
3. If you click on **Yes**, the **Date of Purge** field will be highlighted and you **must enter** the desired purge date in **MMDDYY** format. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
4. If you click on **No**, a pop-up message appears asking if you want to begin the purge. **Click** on **Yes** or **No** as desired.

5. When you click on *Yes*, to begin the purge, another *pop-up* message appears asking if you wish to print all records being purged. **Click** on *Yes* or *No* as desired.
6. IATS purges the table and also **prints** the records for the purged items if that option was selected.
7. When finished running the Deleted Details Report, **click** on **Exit** to return to the **System Administrator View** screen.

Deleted Traveler Report

As a travel voucher **examiner**, it may be necessary to **delete** traveler **profiles** on occasion. This commonly occurs when the traveler has **relocated** to a new duty **station** and the **account** is no longer serviced by your office.

On occasion, a travel voucher examiner may delete details that they should not. For this reason, a report was added to IATS that will show the **reason** the profile was deleted, the **date** deleted, and the **examiner** that performed the deletion.

 **Complete the following steps to "run" the Deleted Traveler Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Deleted Travelers Report** option. The **Deleted Traveler Report** screen appears.

Query By Traveler

1. **Click** in the **circle** next to the word **Traveler** if you wish to generate the report details for a particular traveler.
2. **Find ID:** - At the **Find ID** field, **type** the SSN of the travel account you wish to generate the report for and then **press Tab**.
3. **Traveler Name:** - If the **correct** SSN was entered, the traveler's **name** will automatically appear in the **Name** field.

4. **Begin Date for Print:** - This an **optional** field. If you wish, however, to generate the report from a specific beginning date, **type** the desired **date** at this field in **MMDDYY** format and then **press Tab**.
5. **End Date for Print:** - This an **optional** field. If you wish, however, to generate the report for a specific ending date, **type** the desired **date** at this field in **MMDDYY** format and then **press Tab**.
6. **Click** on the **Print** button to generate this report. A **pop-up message** will appear asking if you wish to print with the SSN **masked**. **Click** on **Yes** or **No** as desired.
7. A **pop-up message** will appear indicating that the report will print all records for the selected traveler.



8. **Click** on **Yes** or **No** as desired.
9. The **IATS Report Viewer** 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 **IATS Report Viewer** screen.
14. If you are finished using the **IATS Report Viewer** screen, **click** on the **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.

Deleted Traveler Report

Query By

Traveler IATS User

Traveler

Find ID IATS User Name:

- ARNOLD, TOMMY G. (TOM)
- BOY, BILLY B. (BILL)
- FARRIS, DAVID O. (DAVE)
- JONES, JONNIE J. (JOHN)
- SMITH, STEVE E. (STEVE)
- SYSTEM, THE (SYSTEM)

Default Purge:

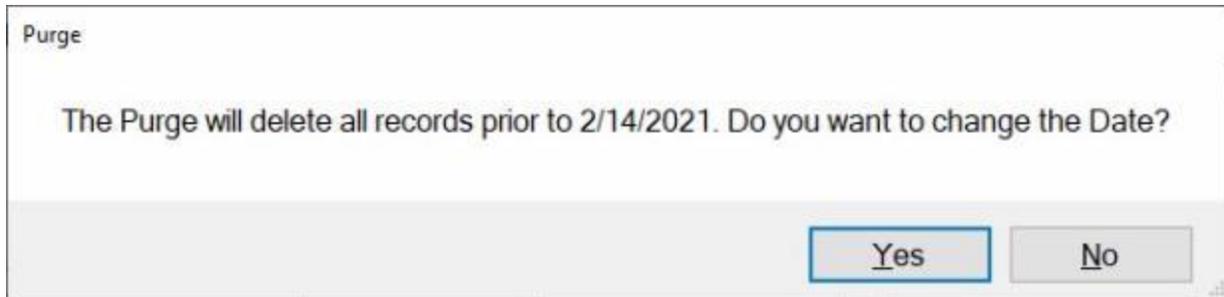
Begin Date (optional)

Enter the name of the IATS user that you wish to find

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 **Help** topic, "[Process CMET Download File](#)", for **instructions** on how to **import** the CMET file.

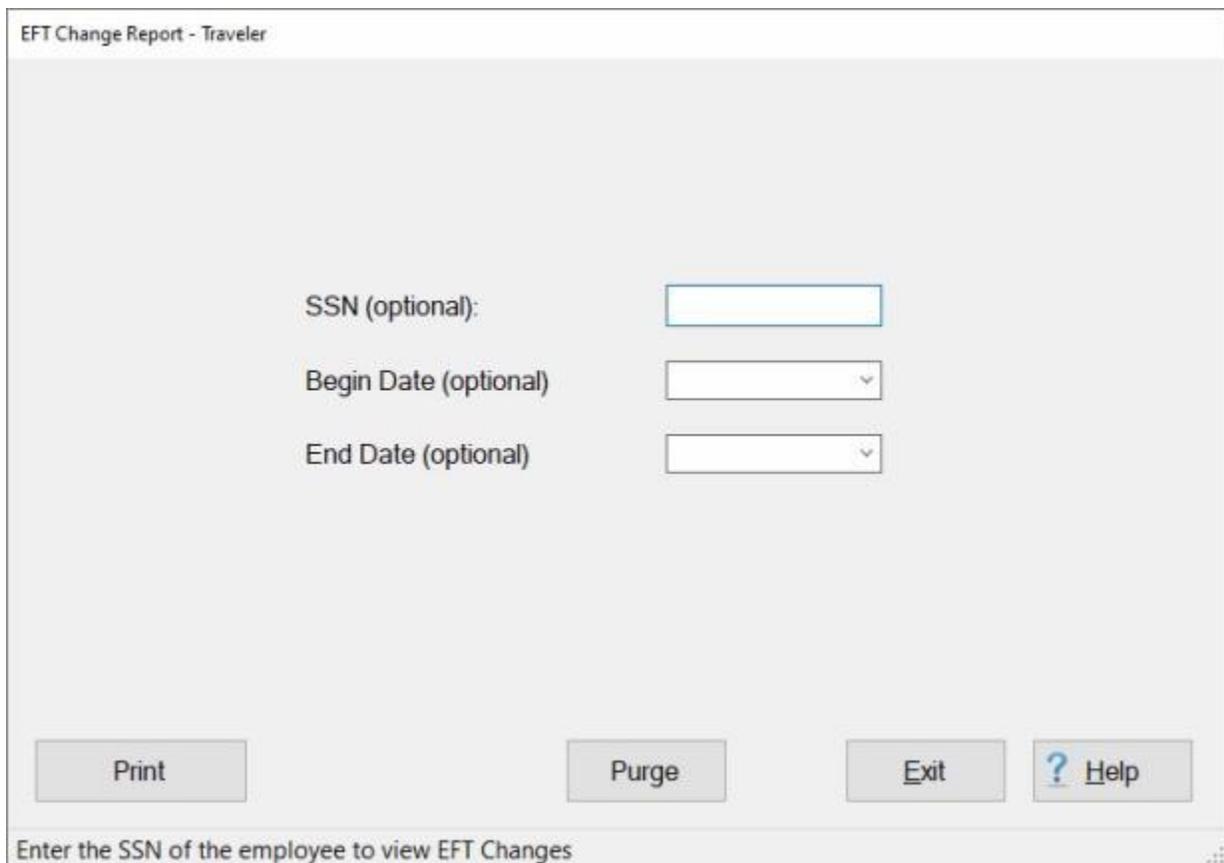
EFT Change Report - Traveler

IATS generates a **report** that lists all travel **accounts** having a **change** made to the **EFT account data** residing in the IATS database. This will be a useful tool for supervisors needing to research a traveler's account history when problems arise with EFT payments.

Note: This report can be generated for either **travel accounts** that have been changed or for **users** that made changes to EFT account data.

 **Complete the following steps to "generate" the EFT Change Report for a Traveler:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An **expandable menu** appears listing the various report options.
2. **Click** on the **EFT Change Report - Traveler** option. The **EFT Change Report - Traveler** screen appears.



EFT Change Report - Traveler

SSN (optional):

Begin Date (optional)

End Date (optional)

Enter the SSN of the employee to view EFT Changes

Note: Entering an **SSN** a **Beginning Date** and **Ending Date** is **optional**. If not entered, IATS **displays** a *pop-up* asking the user if they are **sure** they wish to **print** all **EFT changes**.

3. **SSN:** - IATS allows you to generate the EFT Change Report for a specific traveler. At this field, **type** the travelers SSN in the **SSN** field. If no SSN is entered, IATS generates this report for all traveler **accounts** that have had a **change** made to their EFT account **information**.
4. **Begin Date:** - IATS allows you to generate the EFT Change Report for a period beginning with a specific date if a **date** is **entered** at this field. If no date is entered, IATS generates this report for all traveler **accounts** that have had a **change** made to their EFT account **information**.
5. **End Date:** - IATS allows you to generate the EFT Change Report for a period ending with a specific date if a **date** is **entered** at this field. If no date is entered, IATS generates this report for all traveler **accounts** that have had a **change** made to their EFT account **information**.
6. **Print Preview:** - **Click** on the **Print Preview** button if you wish to see a screen **display** of the report. You will see a **PDF** view of the report. You must have a **PDF reader** (such as **Adobe**) installed on your PC.
7. **Print:** - After entering an SSN and/or a beginning date, if desired, **click** on the **Print** button. A *pop-up message* appears asking if you are **sure** you wish to print all changes. **Click** on **Yes** or **No** as desired.
8. If you click on **Yes**, the **Adobe Reader** screen appears.
9. **Click** on the Printer **icon**. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
12. IATS prints the report and returns to the **Adobe Reader** screen.
13. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
14. **Purge:** - After you have printed the EFT Change Report for travelers, you may want to **purge** the file so that the next time you run the report, you will only generate data for new changes that have been since the purge was last run.
15. To purge the file, **click** on the **Purge** button. A *pop-up message* will appear asking you to **enter** a Purge through date. **Click** on **OK** to continue.
16. Next you would **click** in the **Begin Date** field and then **type** the desired Purge through **date**.

Note: The Purge through date must be at least **60 days** prior to the current date. If you have entered at date that is less than 60 days prior to the current date you will see a *pop-up message* stating so. You would **click** on **OK** and re-enter the appropriate date at the **Beginning Date** field.

17. Once you have a correct Purge through **date** entered, **click** on the **Purge** button again. Another *pop-up message* appears asking if you wish to purge all EFT records prior to the date entered. **Click** on **Yes** or **No** as desired.
18. IATS purges the file and displays a **message** that all EFT change records prior to the date entered were purged. **Click** on **OK** to continue.
19. When finished running the **EFT Change Report** for travelers, **click** on **Exit** to return to the **System Administrator View** screen.

EFT Change Report - User

IATS generates a **report** that lists all travel **accounts** having a **change** made to the **EFT account data** residing in the IATS database. This will be a useful tool for supervisors needing to research a traveler's account history when problems arise with EFT payments.

 **Complete the following steps to "generate" the EFT Change Report for users:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various report options.
2. **Click** on the **EFT Change Report - User** option. The **EFT Change Report - User** screen appears.

The screenshot shows a software dialog box titled "EFT Change Report - User". At the top, there is a label "User's Name (required):" followed by a dropdown menu. Below this are two more dropdown menus labeled "Begin/Purge Through Date" and "End Date (optional)". At the bottom of the dialog, there are four buttons: "Print", "Purge", "Exit", and "? Help". The status bar at the very bottom of the window displays the text "Select User for Report".

3. **User's Name:** - At the User's Name field, **click** on the *down arrow* button. A **list** will appear displaying the **names** of all **users** assigned to the particular office. You would then **click** on the desired user's **name**.
4. **Begin/Purge Through Date:** - IATS allows you to generate the EFT Change Report for a period beginning with a specific date **if a date is entered** at this field. If no date is entered, IATS generates this report for all traveler **accounts** that have had a **change** made to their EFT account **information**. Either **type** a date in **MM/DD/YY** format or **click** on the *down arrow* button and use the **calendar** to select a date.
5. **End Date:** - IATS allows you to generate the EFT Change Report for a period ending with a specific date **if a date is entered** at this field. If no date is entered, IATS generates this report for all traveler **accounts** that have had a **change** made to their EFT account **information**. Either **type** a date in **MM/DD/YY** format or **click** on the *down arrow* button and use the **calendar** to select a date.
6. After entering a beginning date, if desired, **click** on the **Print** button. The **Adobe Reader** screen appears.
7. **Click** on the Printer **icon**. The **Print** screen appears.
8. **Verify** that the **PC** is **configured** for the correct printer or **make any necessary changes**.
9. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
10. IATS prints the report and returns to the **Adobe Reader** screen.
11. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
12. **Purge:** - After you have printed the EFT Change Report for users, you may want to **purge** the file so that the next time you run the report, you will only generate data for new changes that have been since the purge was last run.

13. To purge the file, **click** on the **Purge** button. A *pop-up message* will appear asking you to **enter** a Purge through date if no date was previously entered at the **Begin/Purge Through Date** field. **Click** on **OK** to continue.
14. If no date was previously entered, you would **click** in the **Begin/Purge Through Date** field and then **type** the desired Purge through **date**.

Note: The Purge through date must be at least **60 days** prior to the current date. If you have entered 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.

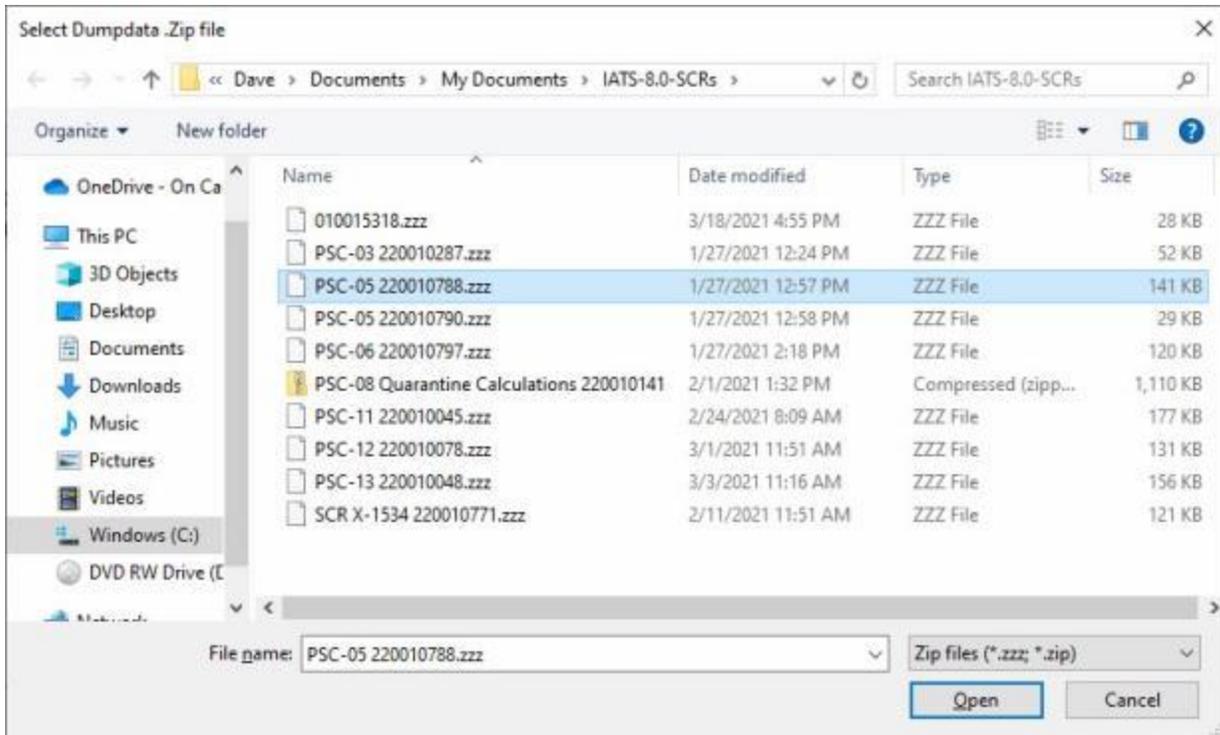
Import DumpData

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.

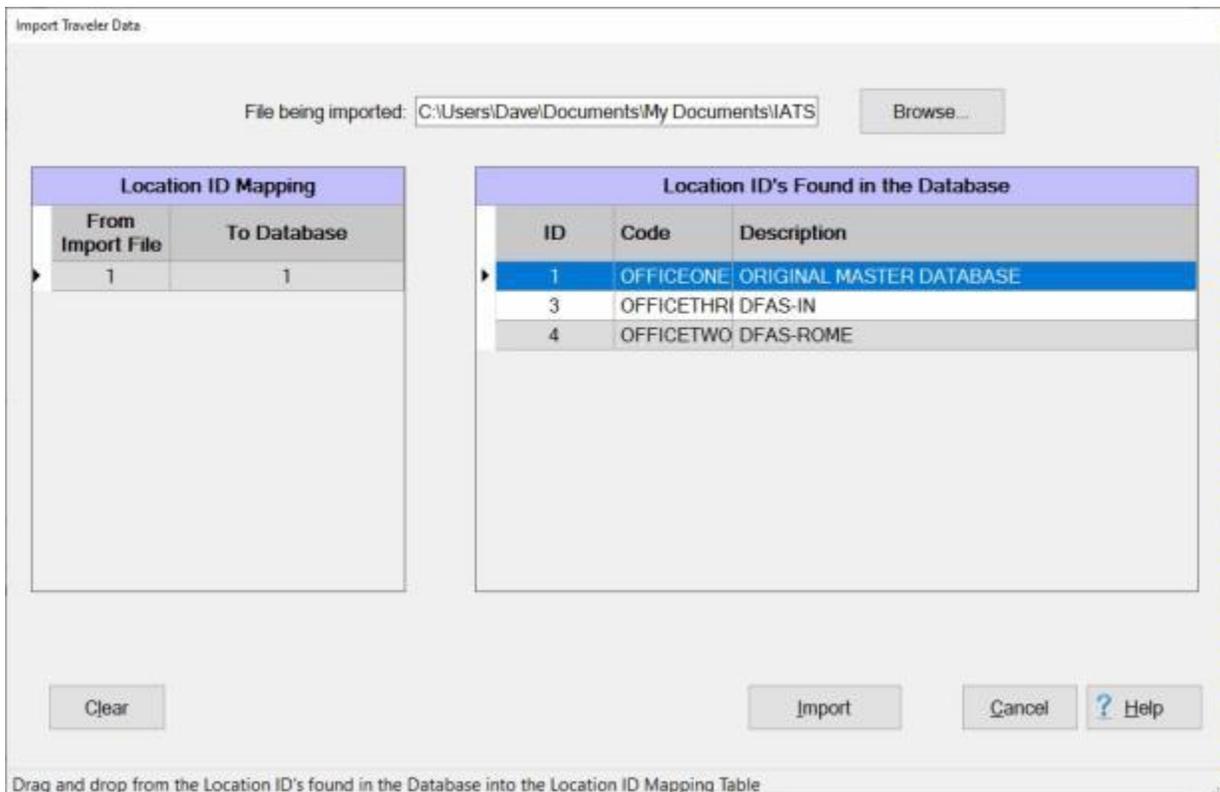
The servicing travel office at the old duty station can dump the departing traveler's data to a file and then forward that data to the servicing travel office at the new duty station. The travel office at the new duty station can then import the DumpData file to create the traveler's history record.

 **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 **Select Dumpdata.Zip File** screen will appear.



3. Once you have **located** and **selected** the file to be imported, **click** the **Open** button.
4. IATS displays the **Import Traveler Data** screen and the selected file will be displayed at the **File being imported** field.



5. 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.
6. Next, **place** your mouse **pointer** on the desired **office** and **hold** down the right **button**.
7. 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.
8. When you have selected the correct office and file to import, **Click** on **Import**.
9. IATS **imports** the selected file and **displays** the following *pop-up* **message**:



10. **Click** on **OK** to return to the **Import Traveler Data** screen.
11. 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.

List EFT Account Status

| | | |
|---|---------------------------------|---|
| Number of Travelers With Active EFT Accounts: | <input type="text" value="8"/> | <input type="button" value="Print Travelers With Active EFT"/> |
| Number of Travelers With Inactive EFT Accounts: | <input type="text" value="0"/> | <input type="button" value="Print Travelers With Inactive EFT"/> |
| Number of Travelers With No EFT Accounts: | <input type="text" value="11"/> | <input type="button" value="Print Travelers With No EFT"/> |
| Nbr of Travelers with IATSInput EFT Accounts: | <input type="text" value="8"/> | <input type="button" value="Print Travelers With IATS Input Active Accts"/> |

Click on Done Button to close this window and return to the System Administrator View.

Note: An **inactive EFT account** is one in which EFT account **data** has been **entered** into the traveler's **profile**, but the EFT **status** is set to **Inactive**. **Direct deposits** and **split disbursement** payments cannot be processed for **accounts** that are **inactive** for EFT.

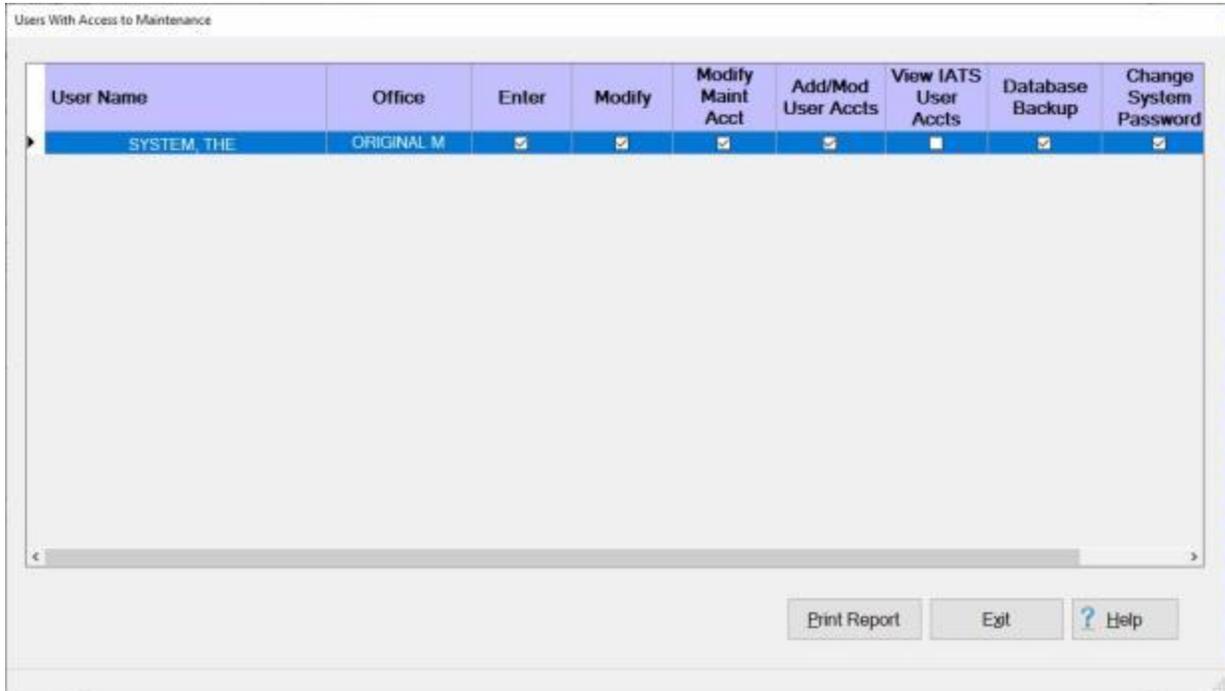
3. **Print Travelers With Active EFT:** Click on this **button** to generate a printed listing of every travel **account** in the databases that is **active** for EFT payments.
4. **Print Travelers With Inactive EFT:** Click on this **button** to generate a printed listing of every travel **account** in the database that is **in-active** for EFT payments.
5. **Print Travelers With No EFT:** Click on this **button** to generate a printed listing of every travel **account** in the database that does not have an EFT account.
6. **Print Travelers With IATS Input Active Accts:** Click on this **button** to generate a printed listing of every travel **account** in the databases that is **active** for EFT payments and the accounts were created by manual input through IATS.
7. After clicking on one of the various print buttons, the a *pop-up message* will appear asking if you wish to **save** the output to a **file**.
8. **Click** on *Yes* or *No* as desired. If you click on *Yes*, the **Save As** screen appears and you must **specify** a **location**, **name**, and file **type**.
9. If you click on *No*, the **Adobe Reader** screen appears.
10. **Click** on the Printer **icon**. The **Print** screen appears.
11. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
12. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
13. IATS prints the report and returns to the **Adobe Reader** screen.
14. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
15. When **finished** generating the EFT Status Report, **click** on the **Done** button to **return** to the **System Administrator View** screen.

List Users With Access to Maintenance

On occasion it may be necessary to **determine** which **users** in a travel office have **access** to the IATS **Maintenance** module.

 Complete the following steps to "generate" a list of users with access to the Maintenance module:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Utilities**". An **expandable menu** appears listing the various utility programs.
2. **Click** on the **List Users with Access to Maintenance** option. The **Users With Access to Maintenance** screen appears.



| User Name | Office | Enter | Modify | Modify Maint Acct | Add/Mod User Accts | View IATS User Accts | Database Backup | Change System Password |
|-------------|------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| SYSTEM, THE | ORIGINAL M | <input checked="" type="checkbox"/> |

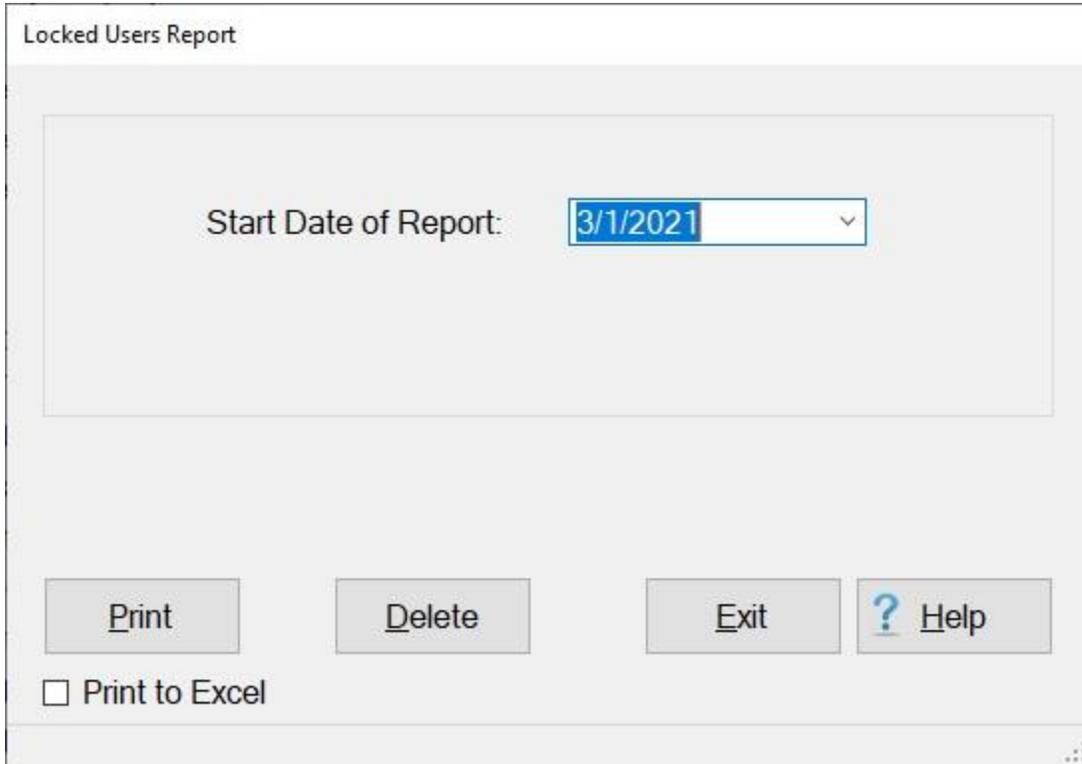
3. The **Users With Access to Maintenance** screen will display a **list** of users that have access to **enter** the Maintenance module and if they have the privilege to **modify** anything within the Maintenance module.
4. **Click** on the **Print Report** button to generate a printed output of this screen if 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 **unsuccessful attempts** to **access** security files.

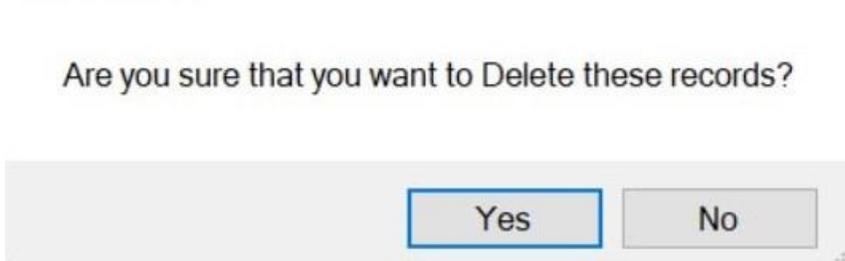
 Complete the following steps to "generate" the Locked Users Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Utilities**". An **expandable menu** appears listing the various report options.
2. **Click** on the **Locked Users Report** option. The **Locked Users Report** screen appears.



3. **Start Date of Report:** - The **current date** **defaults** to this field. If desired, enter a different start date in **MMDDYY** format. You may also **click** on the **down arrow** and use the **calendar** to select the date.
4. After entering the **Start** date, **click** on the **Print** button.
5. After you have generated the report you may **delete** the records that have been generated if desired.
6. If you wish to **delete** these records, **click** on the **Delete** button. The following **pop-up message** will appear asking if you are **sure** you wish to delete these records.

IATS Notification



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.

Payment/SDN Report

| | | | | |
|-----------|----------------|------|----------------|----------------|
| Emp ID | Name | TONO | Routing Number | Account Number |
| 111881111 | SMITH, MARKY M | | | |

| Emp ID | Name | TONO | Amount | DatePaid | DOV | Routing Nbr | Account Nbr |
|-----------|--------------|-----------|---------|------------|-----------|-------------|-------------|
| 111881111 | SMITH, MARKY | SCR1496 | 3559.75 | 4/15/2020 | 222333444 | 274073876 | 111881111 |
| 111881111 | SMITH, MARKY | SCR1509 | 769.01 | 4/28/2020 | 222333444 | 274073876 | 111881111 |
| 111881111 | SMITH, MARKY | TRANSIENT | 500 | 12/30/1899 | | 274073876 | 111881111 |
| 111881111 | SMITH, MARKY | FSNS | 0 | 12/30/1899 | | 274073876 | 111881111 |

Display Print Cancel ? Help

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.

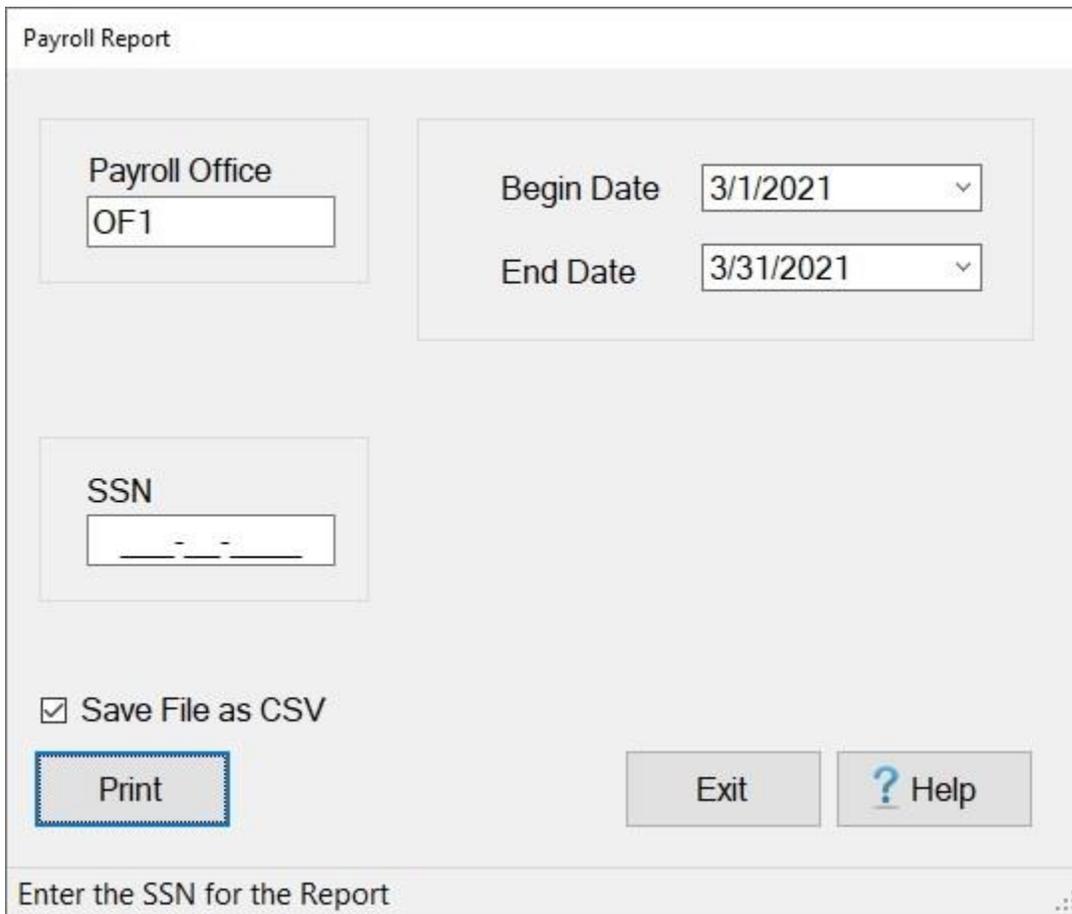
Payroll Report

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.



Payroll Report

Payroll Office
OF1

Begin Date 3/1/2021

End Date 3/31/2021

SSN
____-____-____

Save File as CSV

Print Exit ? Help

Enter the SSN for the Report

3. **Payroll Office:** - **Click** in the **Payroll Office** field and **type** the Payroll Office number if you wish to generate this report by **Payroll Office Code**. This number is **alphanumeric** and consists of **3** characters.
4. **Begin Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.

5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
6. **SSN:-** **Click** in the **SSN** field and **type** the traveler's SSN if you wish to generate this report for a specific individual.
7. **Save as CSV file:** - **Click** in the **check box** if you wish to **activate** this option. A **check mark** appears in the **check box** when this option is activated. If you **activate** this option, IATS **generates** a comma delimiter **file** containing the report information. This file may then be **imported** into **Microsoft Excel** to create a **spreadsheet**.
8. **Print:** - When you have entered the Payroll Office number or an SSN and the Begin and End dates, **click** on the **Print** button.
9. The **Adobe Reader** screen appears.
10. **Click** on the Printer **icon**. The **Print** screen appears.
11. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
12. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
13. IATS prints the report and returns to the **Adobe Reader** screen.
14. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
15. When finished, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

Purge Accounting Data

The **Purge Accounting Data** utility program is used to **delete** expired accounting classifications from the IATS database.

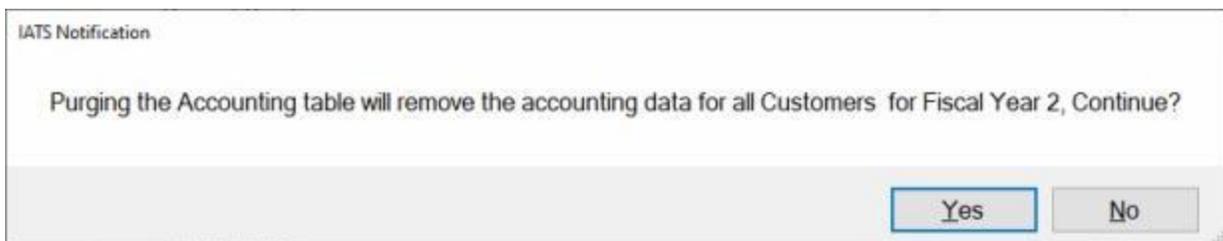
Note: Only **numeric** fiscal years will be **deleted**. All **alphabetic** fiscal years (eg. A, M, R, X, etc.) will **remain**.

 **Complete the following steps to "delete" expired accounting classifications from the IATS database:**

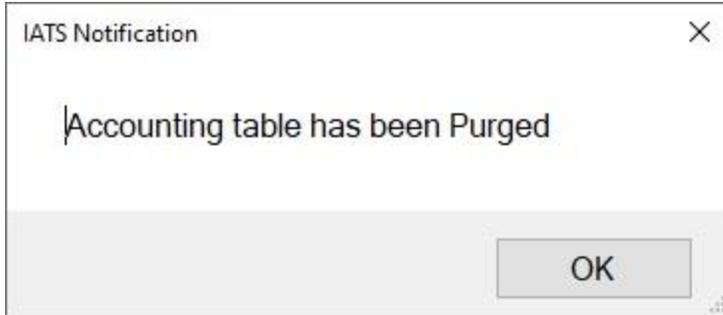
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Purge Accounting Data** option. The **Purge Accounting Data** screen appears.



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.

Late Payment Interest Adjustment

ID: Name:

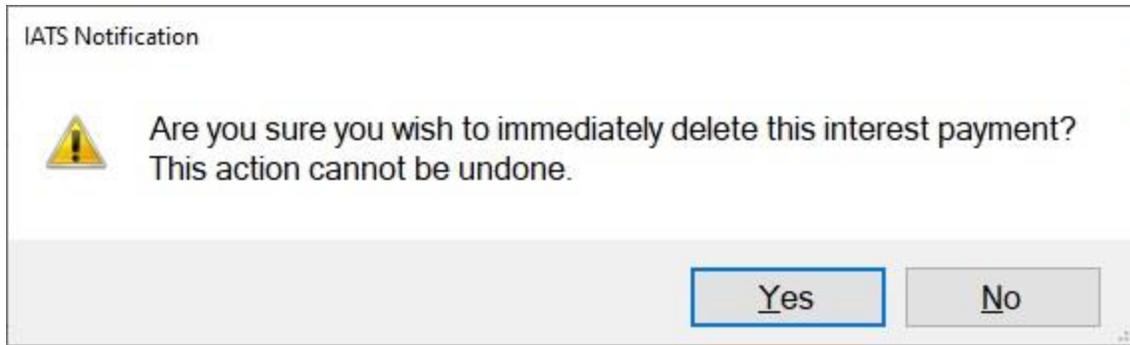
| Claim | Year | Amount |
|-------|------|--------|
| 14 | 2020 | \$3.26 |

Delete Selected Payment

Save Changes Cancel Changes

Exit ? Help

- 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.
- 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**.
- 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**.
- 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.
- 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.
- 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.

IATS Data Purge

Purge Options

TDY Only (min 1 yr) 4/15/2020 ▾

Civ PCS Only (min 7 yrs)

Mil PCS Only (min 2 yrs)

All Claims

Delete Tax Records

Delete Travelers w/o Orders

Travelers Read:

Travelers Deleted:

Orders Deleted:

Details Deleted:

SSN Being Purged:

Select SSN Range

Beginning SSN

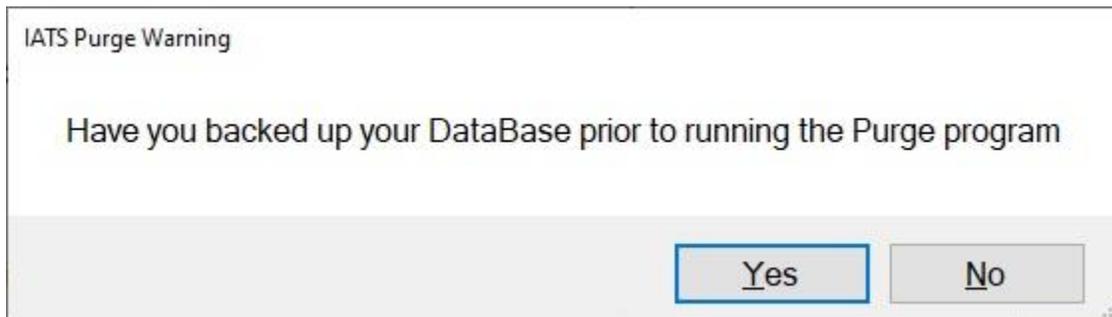
Ending SSN

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**.

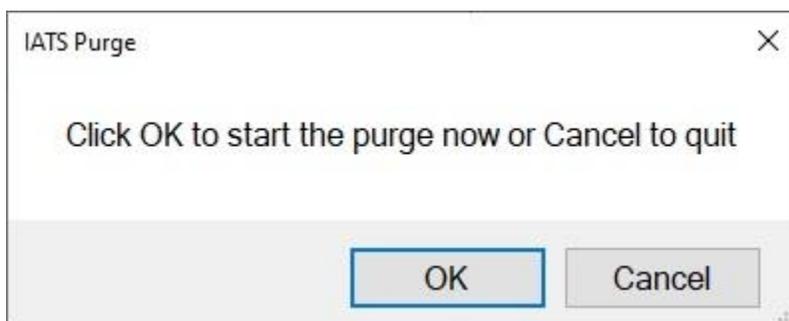
April 2020

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

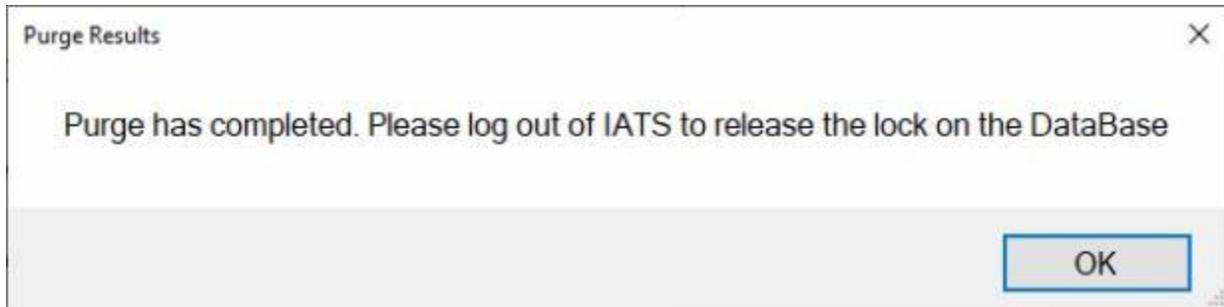
8. Clicking on the "left" **arrow** button on the calendar will **advance** the calendar **back** one month. Clicking the "right" **arrow** button on the calendar will **advance** the calendar **forward** one month. **Click** the left or right arrow **buttons** until the desired **month** is displayed. When the correct month is displayed, **click** on the desired **date**.
9. **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**.
10. **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.
11. **Select SSN Range:** - **Click** on the **Select SSN Range** button if you wish to purge the data by using an SSN Range.
12. **Beginning SSN:** - **Click** in this field and **enter** the beginning **SSN** if you have selected the option to purge by SSN range.
13. **Ending SSN:** - **Click** in this field and **enter** the ending **SSN** if you have selected the option to purge by SSN range.
14. 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.



15. 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.



16. **Click** on **OK** or **Cancel** as desired. If you click on OK IATS will perform the purge and display the following pop-up message:



17. **Click** on **OK**.
18. **Click** on the **Cancel** button to **return** to the **System Administrator View** screen and then **click** the **Exit** button to **log out** of IATS.

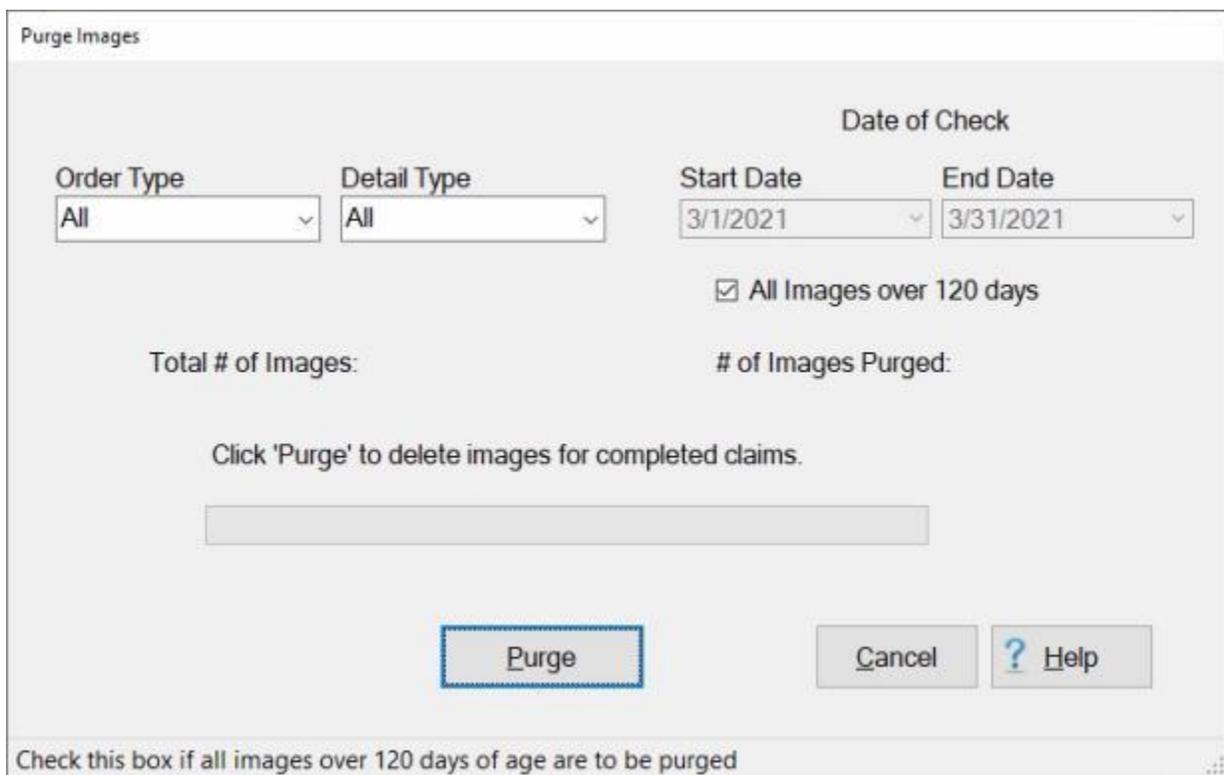
Purge Images for Completed Orders

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.

Restore a Block Previously Deleted (ORIGINAL MASTER DATABASE)

SYSTEM
Friday, April 16, 2021

| | | |
|--------------|---|--|
| Block Number | <input type="text" value="1099"/> | <input type="checkbox"/> Tax Collections |
| Block Type | <input style="border: 1px solid gray;" type="text" value="Settlement"/> | |

Select the type of block to be processed ⋮

3. **Block Number:** - At the Block Number field, **type** the **number** for the block you wish to restore.
4. **Block Type:** - The **default** value at the Block Type field is **Settlement**. If this is the **correct** block type, no action is necessary. If not, **click** on the *down arrow* and then **click** on **Advance**.
5. After entering the block number and ensuring that the block type is correct, **click** on **OK**.
6. The **Restore Details for a Deleted Block** screen will appear next.

Restore Details For A Deleted Block

Block No. Block Type Number of claims

| Restore Detail | SSN | Name | TONO | Start Date | End Date |
|-------------------------------------|-----------|--------------|---------|------------|-----------|
| <input checked="" type="checkbox"/> | 111881111 | SMITH, MARKY | SCR1509 | 1/13/2020 | 1/17/2020 |

Select All Select None OK Cancel ? Help

Select Details you wish to restore and then press OK

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.

Claims Restored

The selected claims have been restored.

OK

10. **Click** on **OK** if you are ready to restore the block and the selected claims.
11. When the block has been restored, **click** on **Cancel** at the **Restore Details for a Deleted Block** screen to return to the **System Administrator View** screen.

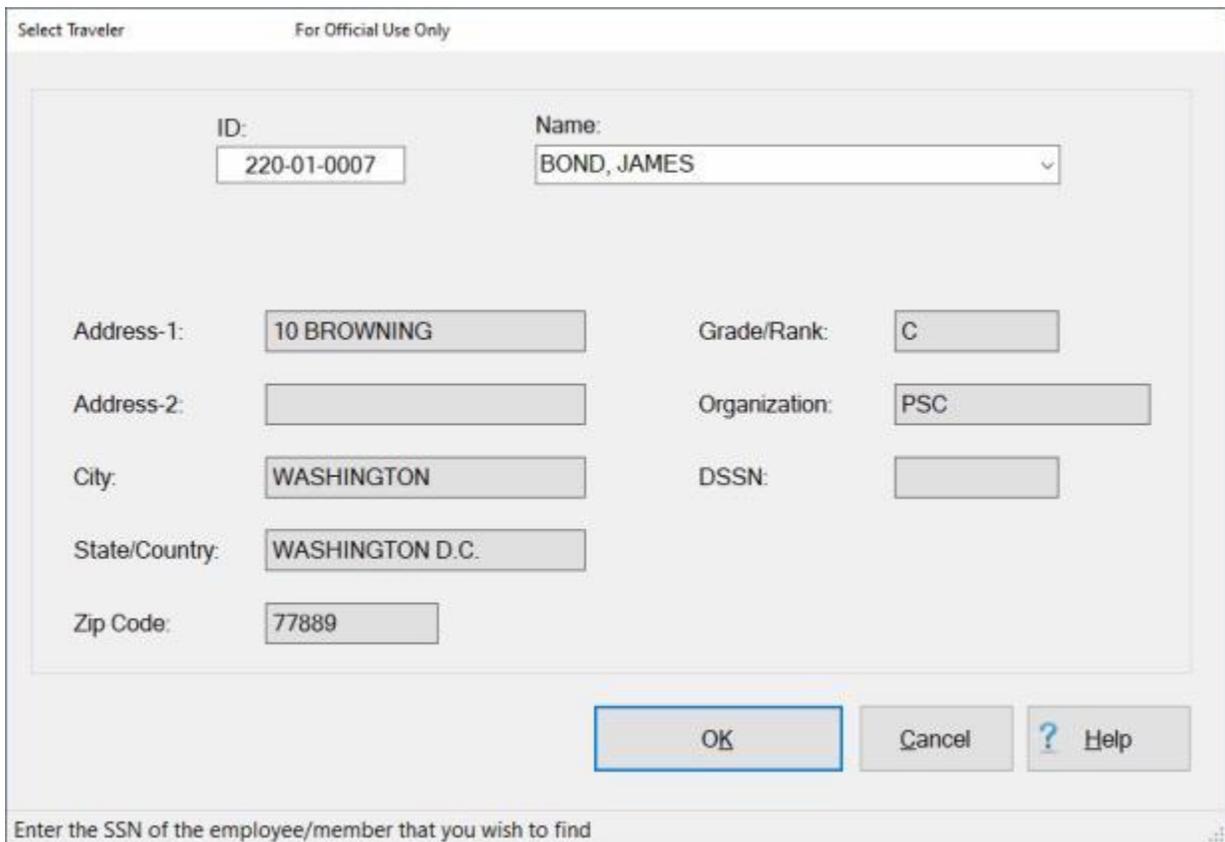
Tax Adjust

IATS maintains a **Tax Record** for each **SSN** and **travel order** combination that has an associated **withholding tax** transaction. The Tax Record that IATS maintains is used to **generate** the associated tax **reports** required for the **IRS**. These records will also **include** the **taxes** withheld for both **Military DITY** and **Civilian PCS** travel.

Differences will sometimes **occur** between the **IRS Tax Reports** that IATS generates and the **Periodic Tax Report**. These differences may require adjustments to the Tax Records. For this reason, a standalone **Tax Adjustment** program was developed that allows IATS users to select a particular Tax Record and make any required adjustments.

 **Complete the following steps to "run" the Tax Adjustment program:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Tax Adjust** option. The **Select Traveler** screen appears.



Select Traveler
For Official Use Only

ID: 220-01-0007 Name: BOND, JAMES

Address-1: 10 BROWNING Grade/Rank: C

Address-2: Organization: PSC

City: WASHINGTON DSSN:

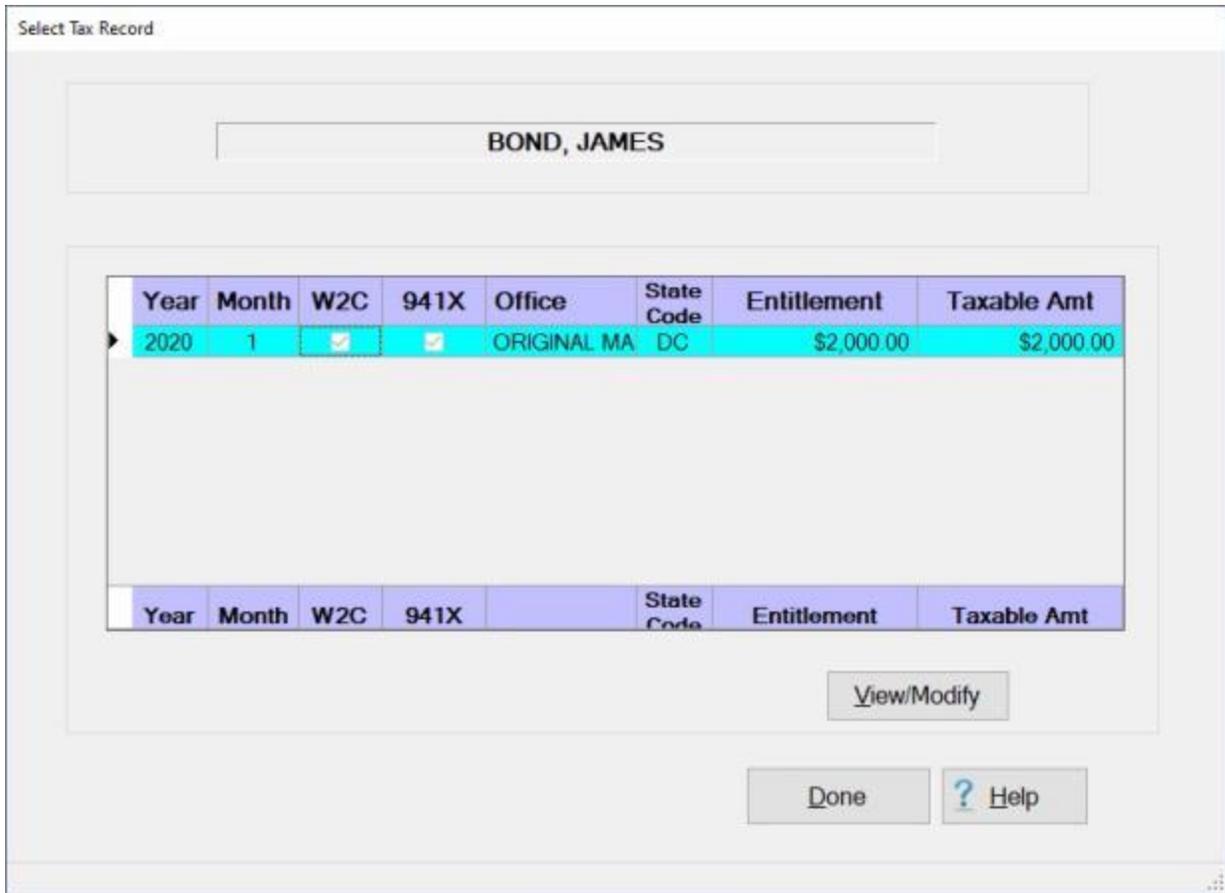
State/Country: WASHINGTON D.C.

Zip Code: 77889

OK Cancel ? Help

Enter the SSN of the employee/member that you wish to find

3. At the **Select Traveler** screen, there are (2) methods for selecting a traveler account:
 - **Method 1:** - **Type** the traveler's **SSN** at the **ID** field and **press Tab**.
 - **Method 2:** - **Type** the first (**few**) letters of the traveler's **last name**. If the traveler's name appears click on **OK**. If not, click on the down arrow button to display a list of names that begin with the letters you entered. **Click** on the **Up/Down arrows** next to this listing or **press** the **Up/Down arrow keys** on the keyboard to scroll through the list. When the desired traveler is highlighted, press **Tab** and then **click** on **OK**.
4. After selecting the desired traveler, the **Select Tax Record** screen appears.



5. Tax **records** for the selected traveler will be **displayed** in the **grid** in the **middle** of the screen.
6. **Click** in the **column** to the **left** of the **Year** column to select the desired record.
7. When the desired record has been selected, **click** on the **View/Modify** button. The **Tax Adjustment** screen will appear.

Tax Adjustment (ORIGINAL MASTER DATABASE)

| Tax Record Selection | | | |
|----------------------|-----------|----------|--|
| Traveler | Tax Month | Tax Year | State |
| BOND, JAMES | January | 2020 | DC |
| | | | For W-2c: <input checked="" type="checkbox"/> |
| | | | For 941-X: <input checked="" type="checkbox"/> |
| | | | Office: ORIGINAL |

| Traveler's Tax Record | | | |
|-----------------------|------------|------------------------|------------|
| Entitlement Amt: | \$2,000.00 | FICA: | \$124.00 |
| Trans. Req. Cost Amt: | \$0.00 | Medicare: | \$29.00 |
| Fringe Amount: | \$0.00 | YTD Wages: | \$0.00 |
| Taxable Amount: | \$2,000.00 | Annual Wages: | \$2,000.00 |
| WTA Amount: | \$0.00 | Soc. Sec. Wages: | \$2,000.00 |
| Tax Withheld: | \$440.00 | Excess Med Tax: | \$0.00 |
| | | Medicare Wages: | \$2,000.00 |
| | | State Wages: | \$2,000.00 |
| | | State Tax Rate: | 0.00 |
| | | State Withholding Tax: | \$0.00 |
| | | Retirement Code: | FERS |

| | | | | | |
|-----------------|-------|---------------|---------------|--------|--------|
| Summary Records | Print | Delete Record | Update Record | Cancel | ? Help |
|-----------------|-------|---------------|---------------|--------|--------|

8. Once the tax record is displayed, users may **press Tab to move** through the various fields and **enter** any required **changes**.

Tip: Once the tax record is displayed, users may **delete** the record, if desired, by **clicking** on the **Delete Record** button.

9. After making the desired changes to the tax record, **click** on the **Update Record** button to **save** the changes.
10. **Print:** **Click** on the **Print** button if you wish to generate a print-out of the tax record. The **Adobe Acrobat Reader** screen will appear.
11. When **finished** using the Tax Adjustment screen, **click** on the **Cancel** button. IATS will return to the **Select Tax Record** screen.
12. **Click** on the **Done** button if you are **finished** making tax adjustments for the selected traveler.

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.

Associated Civpcs Summary Records

| Expense Type | 1st Date | 2nd Date | Date Paid | Entitle Amt | TR Cost | Fringe Amt | WTA | Taxable Amt | Annual Wages | Soc Sec Wages | Med Wages | FITW | FICA | Medicare |
|--------------------|----------|-----------|-----------|-------------|---------|------------|--------|-------------|--------------|---------------|------------|----------|----------|----------|
| Ship HHG 3rd Party | 1/1/2020 | 1/10/2020 | 4/21/2020 | \$2,000.00 | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$440.00 | \$124.00 | \$29.00 |

View/Modify

Done ? Help

2. All **summary records** associated with the selected **traveler** and **travel order** will be displayed. If you wish to **display** the **actual** summary records for a **particular** entitlement, **click** in the **column** to the **left** of the **Expense Type** column. IATS will **highlight** the entitlement in **blue** as shown above.
3. **After** you have selected the desired entitlement, **click** on the **View/Modify** button. IATS will display the **Associated CIVPCS Summary Record** screen.

Associated CIVPCS Summary Record

Expense:

Expense Date(s):

| | | | | | |
|--------------|---|-----------------|---------------------------------------|------------------------|---|
| Entitlement: | <input type="text" value="\$2,000.00"/> | FITW: | <input type="text" value="\$440.00"/> | Annual Wages: | <input type="text" value="\$2,000.00"/> |
| WTA: | <input type="text" value="\$0.00"/> | FICA: | <input type="text" value="\$124.00"/> | Social Security Wages: | <input type="text" value="\$2,000.00"/> |
| TR Cost: | <input type="text" value="\$0.00"/> | Medicare: | <input type="text" value="\$29.00"/> | Medicare Wages: | <input type="text" value="\$2,000.00"/> |
| Fringe: | <input type="text" value="\$0.00"/> | State Code: | <input type="text" value="DC"/> | State Wages: | <input type="text" value="\$2,000.00"/> |
| Taxable: | <input type="text" value="\$2,000.00"/> | State Tax: | <input type="text" value="\$0.00"/> | | |
| | | Excess Med Tax: | <input type="text" value="\$0.00"/> | | |

OK Cancel ? Help

4. At the **Associated CIVPCS Summary Record** screen, **make** any **needed** **changes** and then **click** on the **OK** button to **save** your entries. IATS will **return** you to the **Associated Civpcs Summary Records** screen.

Associated Civpcs Summary Records

| Expense Type | 1st Date | 2nd Date | Date Paid | Entitle Amt | TR Cost | Fringe Amt | WTA | Taxable Amt | Annual Wages | Soc Sec Wages | Med Wages | FITW | FICA | Medicare |
|--------------------|----------|-----------|-----------|-------------|---------|------------|--------|-------------|--------------|---------------|------------|----------|----------|----------|
| Ship HHG 3rd Party | 1/1/2020 | 1/10/2020 | 4/21/2020 | \$2,000.00 | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$440.00 | \$124.00 | \$29.00 |

ViewModify

Done ? Help

- 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:**

- 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.
- Click** on the **Tax Adjust History** option. The **Tax Adjustment History** screen appears.

Tax Adjustment History (ORIGINAL MASTER DATABASE)

Start Date: 1/1/2020 End Date: 12/31/2020

Get Data

| Last Name | First Name | Record Type | Payment Year | Payment Month | Expense Type | Begin Date | End Date | Payment Date | Field Name | Old Value |
|-----------|------------|-------------|--------------|---------------|--------------|------------|----------|--------------|------------|-----------|
|-----------|------------|-------------|--------------|---------------|--------------|------------|----------|--------------|------------|-----------|

Print Done ? Help

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.

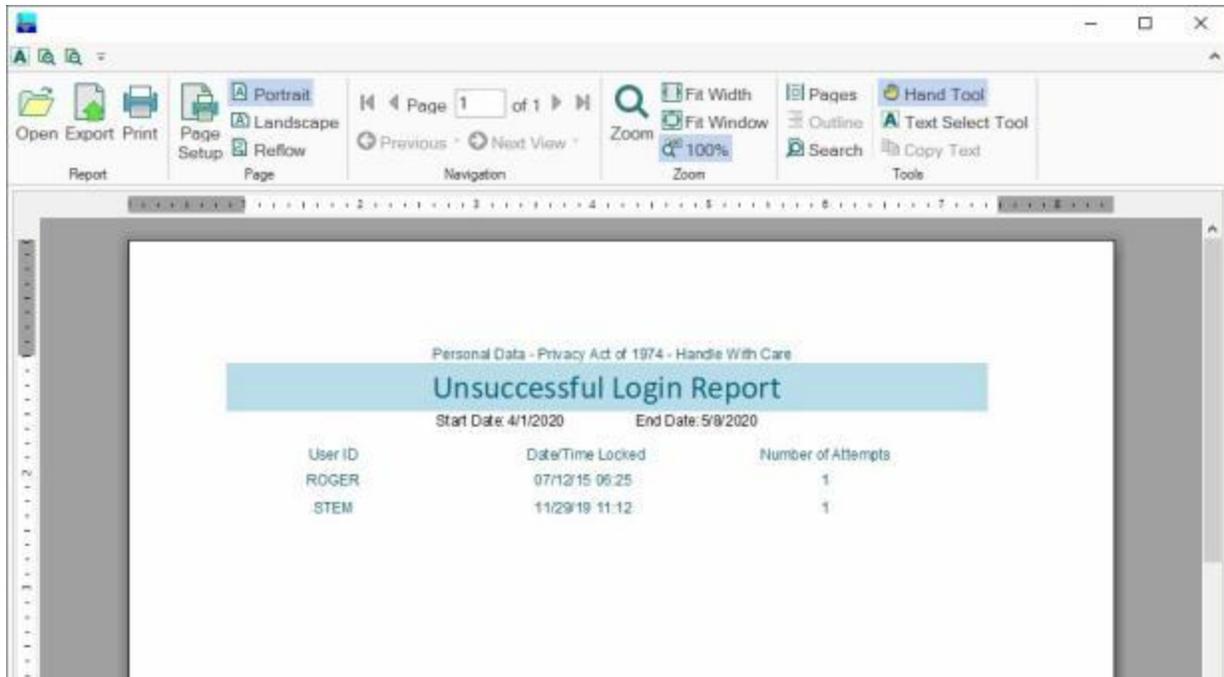
 **Complete the following steps to "generate" the Unsuccessful Logins Report:**

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:

Unsuccessful Logins Report

Date User Locked Range for Print or Delete

Start Date:

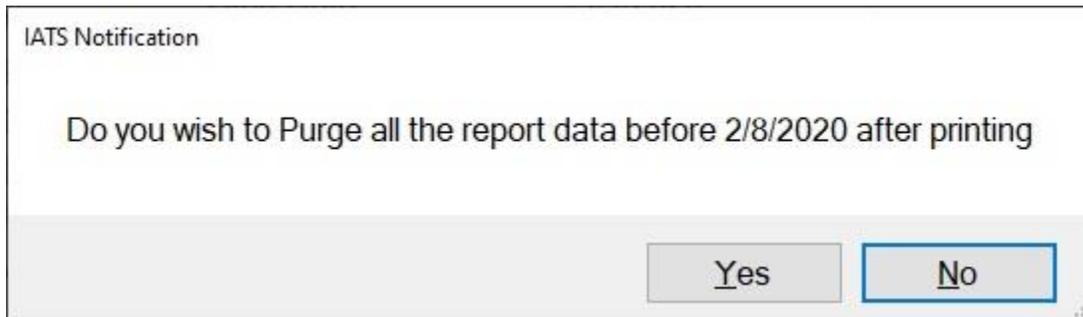
End Date:

All Users and Dates

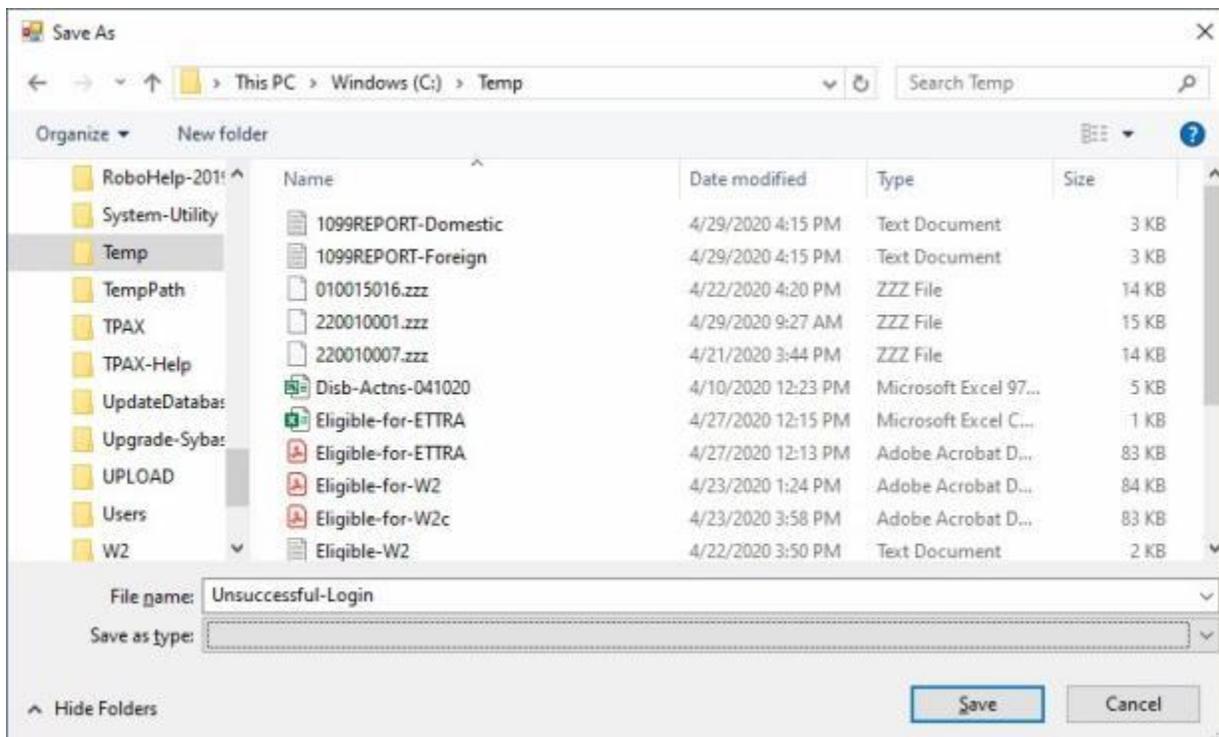
Print
Delete
Exit
? Help

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.

User Privilege Change Report

User's Name (optional)
DAVIS, GORDON G

Begin Report Date 4/20/2021

End Report Date 4/21/2021

Print Purge Exit ? Help

Click this button to generate the report

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.



8. At The **Adobe Acrobat Reader** screen you may **print** the report or **save** it to a file.
9. When you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the **red (X)** button at the top right corner to **close** the screen.
10. When you are finished using the **User Privilege Change Report** screen, **click** on the **Exit** button.

User Status Report

The **User Status Report** screen is used to generate a **report** pertaining to the **status** of all users that have been created in your IATS database.

This report will display the status of **Active**, **Active-Suspended**, and **Inactive** users.

 **Complete the following steps to "generate" the User Status Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various report options.
2. **Click** on the **User Status Report** option. The **User Status Report** screen appears.

User Status Report

Total Users For Each Status

Active:

Active - Suspended:

Inactive (Deleted):

| ID | Name | Email | Status | Loc ID | Date Created | Date De Suspen Reacti |
|--------|-----------------|--------------------|--------------------|--------|--------------|-----------------------------|
| TOM | ARNOLD, TOMMY G | 327800@comcast.net | Inactive (Deleted) | 1 | 5/11/2020 | |
| JOHN | JONES, JONNIE J | 327800@comcast.net | Inactive (Deleted) | 1 | 12/2/2020 | |
| STEVE | SMITH, STEVE E | 327800@comcast.net | Inactive (Deleted) | 1 | 12/2/2020 | |
| BILL | BOY, BILLY B | 327800@comcast.net | Inactive (Deleted) | 1 | 1/28/2021 | |
| DAVE | FARRIS, DAVID O | 327800@comcast.net | Inactive (Deleted) | 1 | 3/6/2020 | |
| SYSTEM | SYSTEM, THE | 327800@comcast.net | Active | 1 | 5/6/2020 | |
| HARRY | JAMES, HARRY A | 327800@comcast.net | Active | 1 | 4/21/2021 | |
| GORDO | DAVIS, GORDON G | 327800@comcast.net | Active | 1 | 4/21/2021 | |

Create as CSV file

Report users from all offices
 Report only current office users

Find User:

Enter and select the user to find

3. When the User Status Report screen is displayed, all of the **user accounts** in your database are displayed.
4. You may generate this report for one particular **user** if desired by **clicking** on the user's **name**. The selected user name will then be **highlighted**.
5. **Create as CSV file:** - **Click** in the **check box** if you wish to **activate** this option. A **check mark** appears in the **check box** when this option is activated. If you **activate** this option, IATS **generates** a comma delimiter **file** containing the report information. This file may then be **imported** into **Microsoft Excel** to create a **spreadsheet**.
6. **Find User:** - **Click** in the **Find User** field and begin typing the **last name** for a particular user if you have numerous users in your database and wish to narrow your search.
7. When you are ready to generate this report, **click** on the **Print** button. A **menu** will appear that allows you to generate the report for **every** status or a **particular** status.

All (ASC)

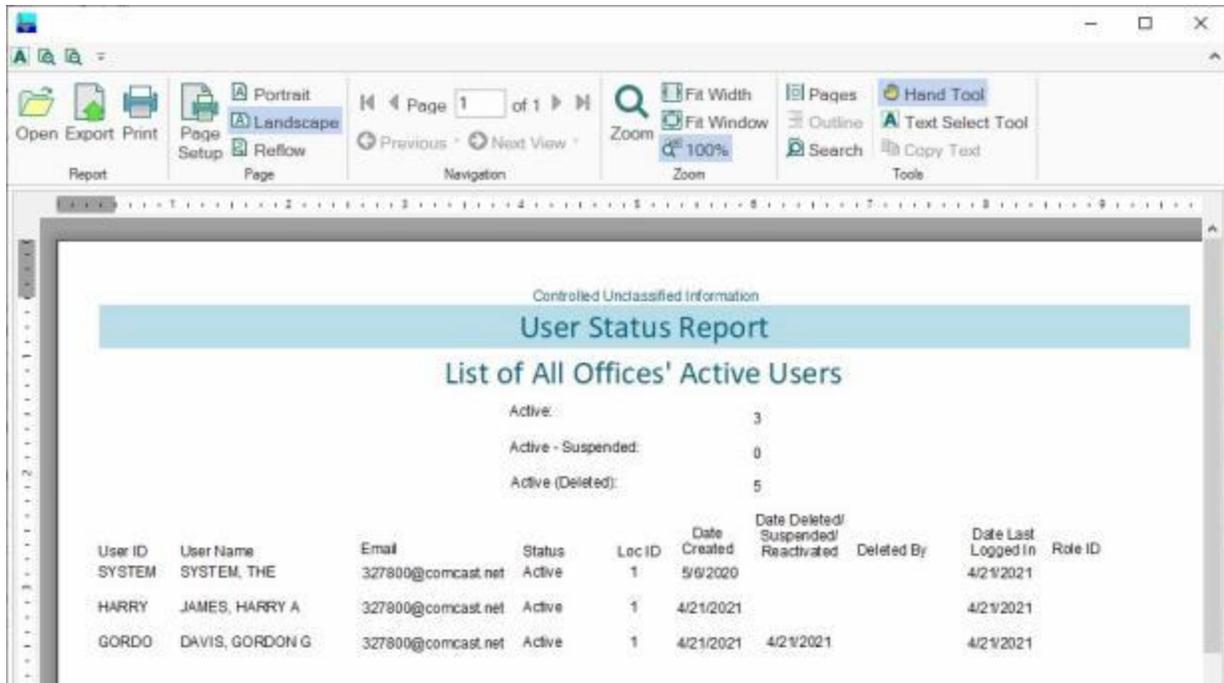
All (DESC)

Active

Inactive

Suspended

8. **Click** on **All** or the desired **status**. The following screen appears displaying the report



9. **Click** on the **printer icon**. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the **number of copies** you wish to print and **click** the **Print** button. **IATS prints the User Status Report** for the selected criteria.
12. When finished, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

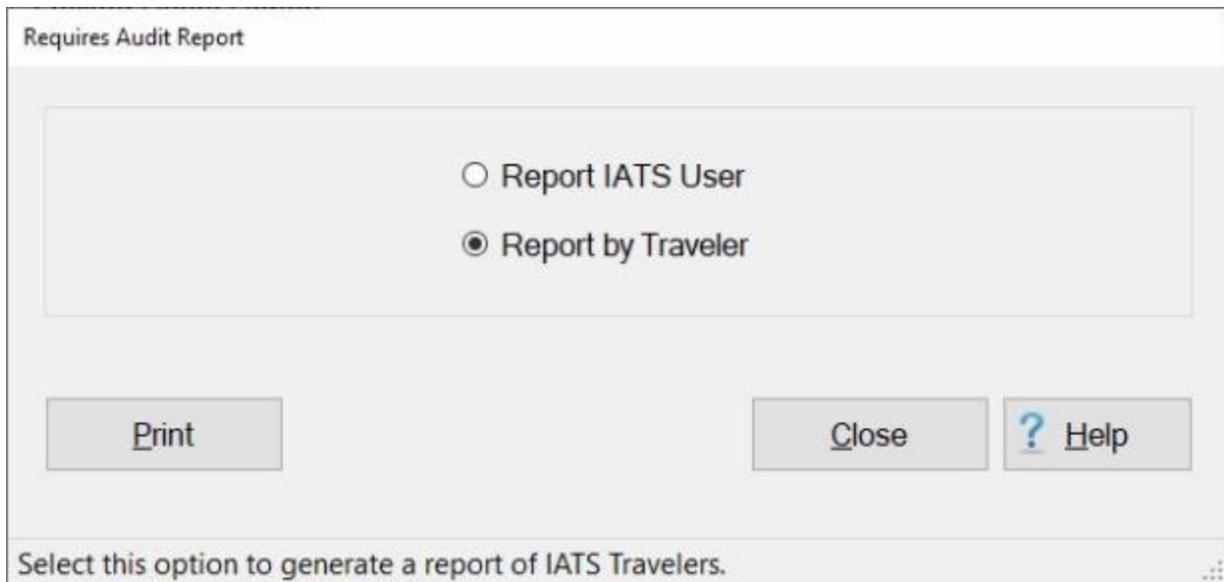
Users or Travelers Requiring Audit

At times, travel offices want to know which users **require** their work to be **audited**. In addition, they may want to know which traveler **profiles** are set up as automatically requiring **audit** for all submitted claims.

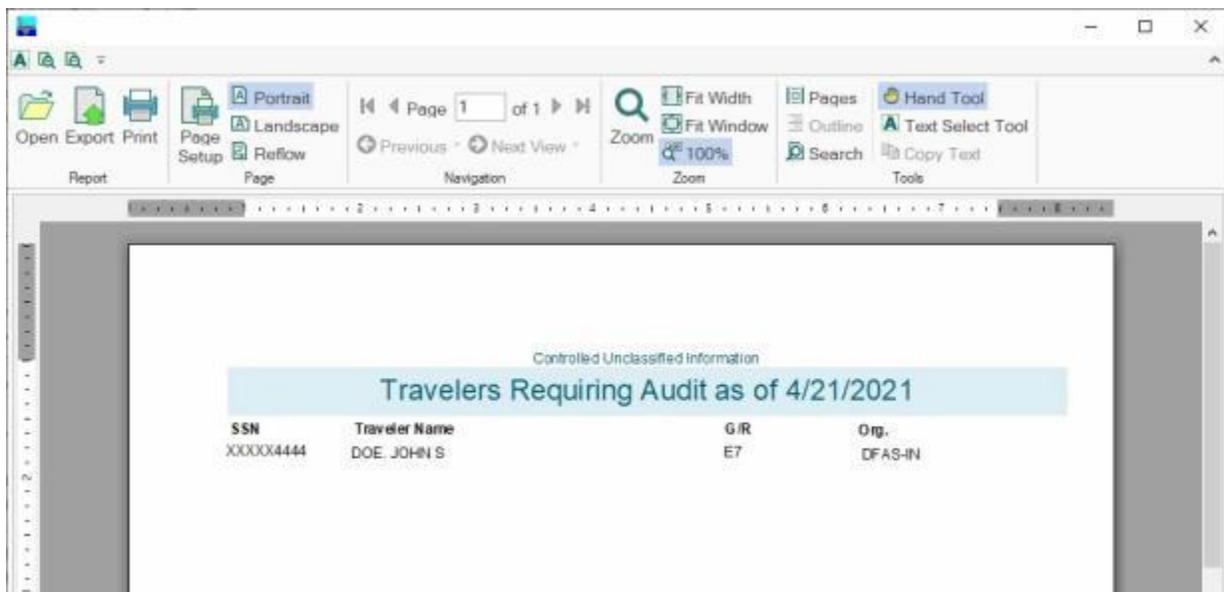
Note: For travel offices using a **consolidated** database, the generated report will include **all** travelers requiring audit regardless of which office they are associated with.

 **Complete the following steps to "run" the Users or Travelers Requiring Audit Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Users or Travelers Requiring Audit** option. The **Requires Audit Report** screen appears.



3. When running this report, you have the **option** to generate the report for **either** an **IATS User** or for **Travelers**.
4. **Click** in the **circle** next to the options **Report IATS User** or **Report by Traveler** to make your selection.
5. **Print:** - **Click** on the **Print** button to generate the report to your printer. The **following** screen appears **displaying** the report.



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.

- 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:

- 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.
- Click** on the **Who Changed Maintenance Configuration** option. The **Who Changed Maintenance Configuration** screen appears.

Who Changed Maintenance Configuration

Database Table: ALL, USER, config

Location: ALL, ORIGINAL MASTER DATABASE, DFAS-IN, DFAS-ROME

UserID: ALL, SYSTEM, HARRY, DAVE

Report Start Date: 4/1/2021

Report End Date: 4/21/2021

| Table | Location ID | User ID | Field | Date Stamp |
|-----------|-------------|-----------|---------------------|--------------------|
| Old Value | | New Value | | |
| config | 1 | SYSTEM | IsPayrollOfficeReq | 4/16/2021 10:48 AM |
| | N | | Y | |
| config | 4 | SYSTEM | DisbursingInterface | 4/16/2021 10:35 AM |
| | SRD | | ADS | |
| config | 4 | SYSTEM | IsPayrollOfficeReq | 4/16/2021 10:35 AM |
| | N | | Y | |
| config | 4 | SYSTEM | IsPayrollOfficeReq | 4/16/2021 10:46 AM |
| | Y | | N | |

Print Purge What Changed In DB... Generate Report Exit ? Help

Select User(s) for which the Report will be Generated

- Database Table:** - At the Database Table section, **click** on the **database table** you wish to generate the report for.
- Location:** - At the Location section, **click** on the **Travel Office** you wish to generate the report for.
- UserID:** - At the UserID section, **click** on the **UserID** you wish to generate the report for.
- 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 are satisfied with the start date, **press Tab** to continue.
- 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 are satisfied with the end date, **press Tab** to continue.
- 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.

Controlled Unclassified Information

Who Changed Maintenance Configuration Report

Report Start Date: 4/1/2021 Report End Date: 4/21/2021

| Table | Location ID | User ID | Field | Date Stamp | Old Value | New Value |
|--------|-------------|---------|--|--------------------|-----------|-----------|
| config | 1 | SYSTEM | IsPayrollOfficeReq | 4/19/2021 10:48 AM | N | Y |
| config | 4 | SYSTEM | DisbursingInterface | 4/19/2021 10:35 AM | SRD | ADS |
| config | 4 | SYSTEM | IsPayrollOfficeReq | 4/19/2021 10:35 AM | N | Y |
| config | 4 | SYSTEM | IsPayrollOfficeReq | 4/19/2021 10:46 AM | Y | N |
| USER | 1 | HARRY | GORDO-Backup Database | 4/21/2021 11:13 AM | Y | N |
| USER | 1 | HARRY | GORDO-DeletedBy | 4/21/2021 11:13 AM | | GORDON |
| USER | 1 | SYSTEM | GORDO-Access DITY Summary Records | 4/15/2021 5:24 PM | N | Y |
| USER | 1 | SYSTEM | GORDO-Add/Modify IATS User Accounts | 4/15/2021 5:24 PM | N | Y |
| USER | 1 | SYSTEM | GORDO-Assign DOV Numbers to Payments | 4/15/2021 5:24 PM | N | Y |
| USER | 1 | SYSTEM | GORDO-Assign/Reassign Blocks to Examiners/Auditors | 4/15/2021 5:24 PM | N | Y |
| USER | 1 | SYSTEM | GORDO-Backup Database | 4/15/2021 5:24 PM | N | Y |
| USER | 1 | SYSTEM | GORDO-Change System Password | 4/15/2021 5:24 PM | N | Y |
| USER | 1 | SYSTEM | GORDO-ConfirmationPassword | 4/15/2021 5:24 PM | **** | ***** |
| USER | 1 | SYSTEM | GORDO-Create Blocks | 4/15/2021 5:24 PM | N | Y |
| USER | 1 | SYSTEM | GORDO-Create Check Record File | 4/15/2021 5:24 PM | N | Y |
| USER | 1 | SYSTEM | GORDO-Create Civilian PCS Summary Records | 4/15/2021 5:24 PM | N | Y |
| USER | 1 | SYSTEM | GORDO-Create EFT File for FEDLINE Upload | 4/15/2021 5:24 PM | N | Y |

10. After you have **finished** reviewing or printing this report, **click** on the **X** button in the top right hand corner to **close** this screen.
11. **Purge:** - **Click** on the **Purge** button if you wish to **purge** the report **details** from the database.
12. When you click on the Purge button, a **screen** will appear requiring you to **specify** a **date** for beginning the purge.

Purge on or Prior to:

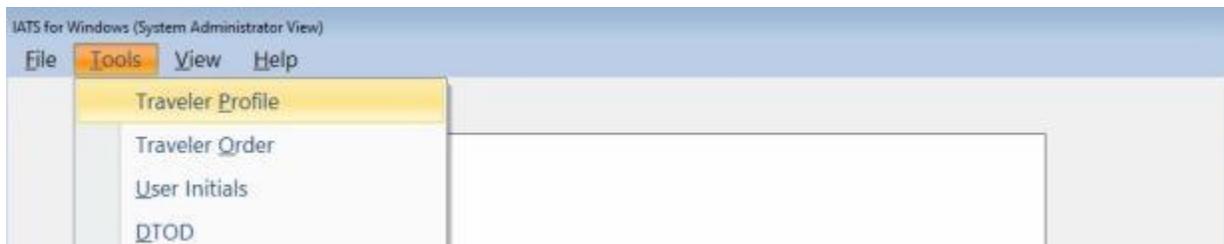
13. **Purge on or Prior to:** - The current date **defaults** to this field. **type** a different date in **MMDDYY** format if you wish to begin the purge on a different date. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
14. When you are satisfied with 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**.
4. When the traveler's account information appears, **click** on the **OK** button.
5. The **Traveler Profile** screen appears.

Traveler Profile User ID: SYSTEM Wednesday, October 13, 2021

SMITH, MARKY M

• SSN: 111-88-1111 Last: SMITH First: MARKY Middle: M

Personal Financial Address

Employee Status: Member

Grade/Rank: E9

Salutation: SGM

Position/Title:

Security Clearance: Confidential

DSSN: 5150

Credit Card Status: Holder of Govt. Credit Card

Govt. Credit Card Nbr:

Service: Army

Organization: DFAS

Automatically audit all claims for individual

This traveler has VIP status

This traveler has been frozen Profile Flagged

Traveler is non-taxable (Foreign National)

Traveler is a Legal (Bona Fide) Resident of Puerto Rico

Turn Off Hardcopy Tax Statements

Last changed on: 5/5/2020 by: myPay Import File

Back Next Print OK Cancel ? Help

Check to prevent users from accessing this account or entering claims for this traveler

6. Click in the **check box** at the **This traveler has been frozen** field.
7. Click on the **OK** button to **save** your entry.

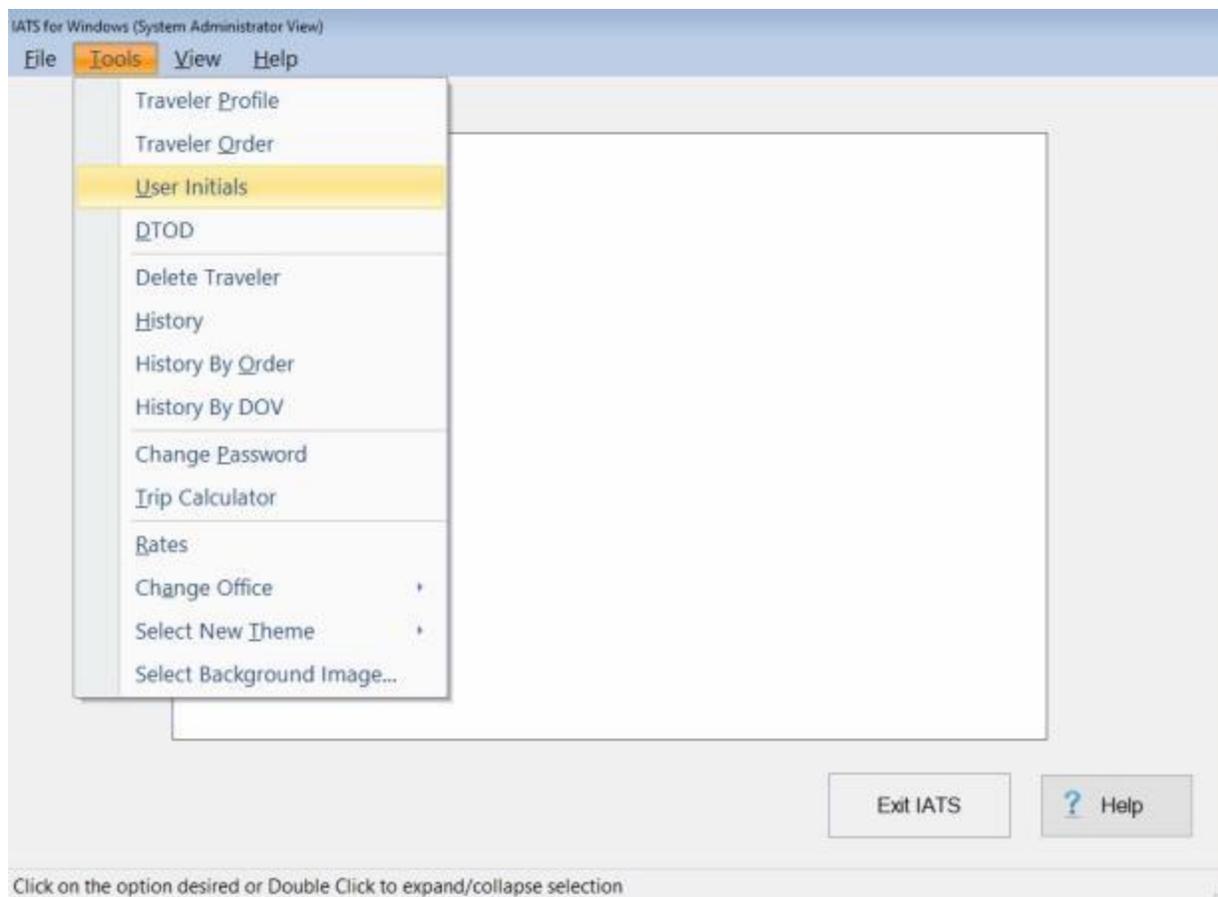
Display User Initials

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.

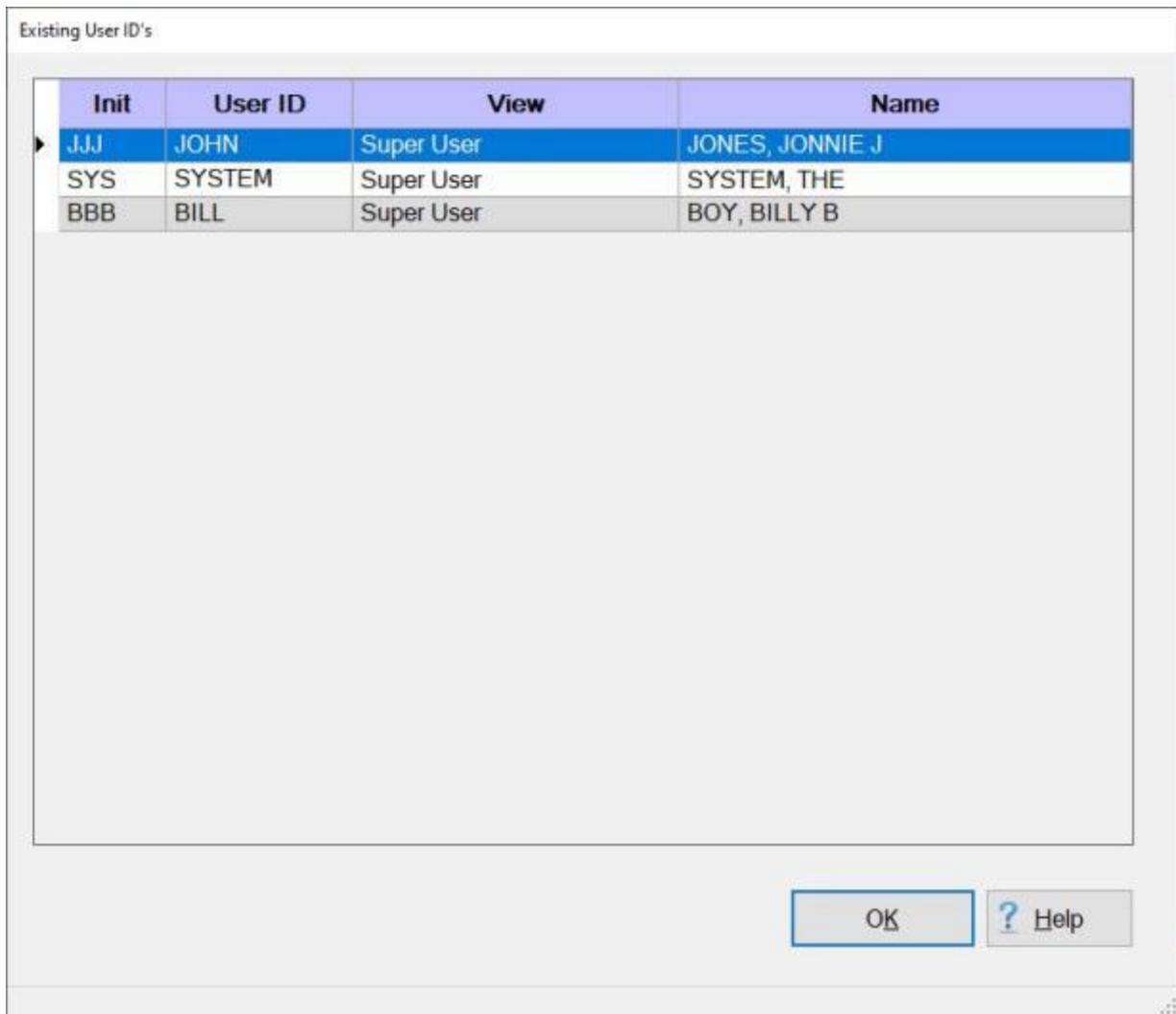
For this reason, an **option** has been added to the **Tools** menu on the **Auditor**, **Disbursing**, and **System Administrator** view screens that allow you to easily **display** this information.

 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.



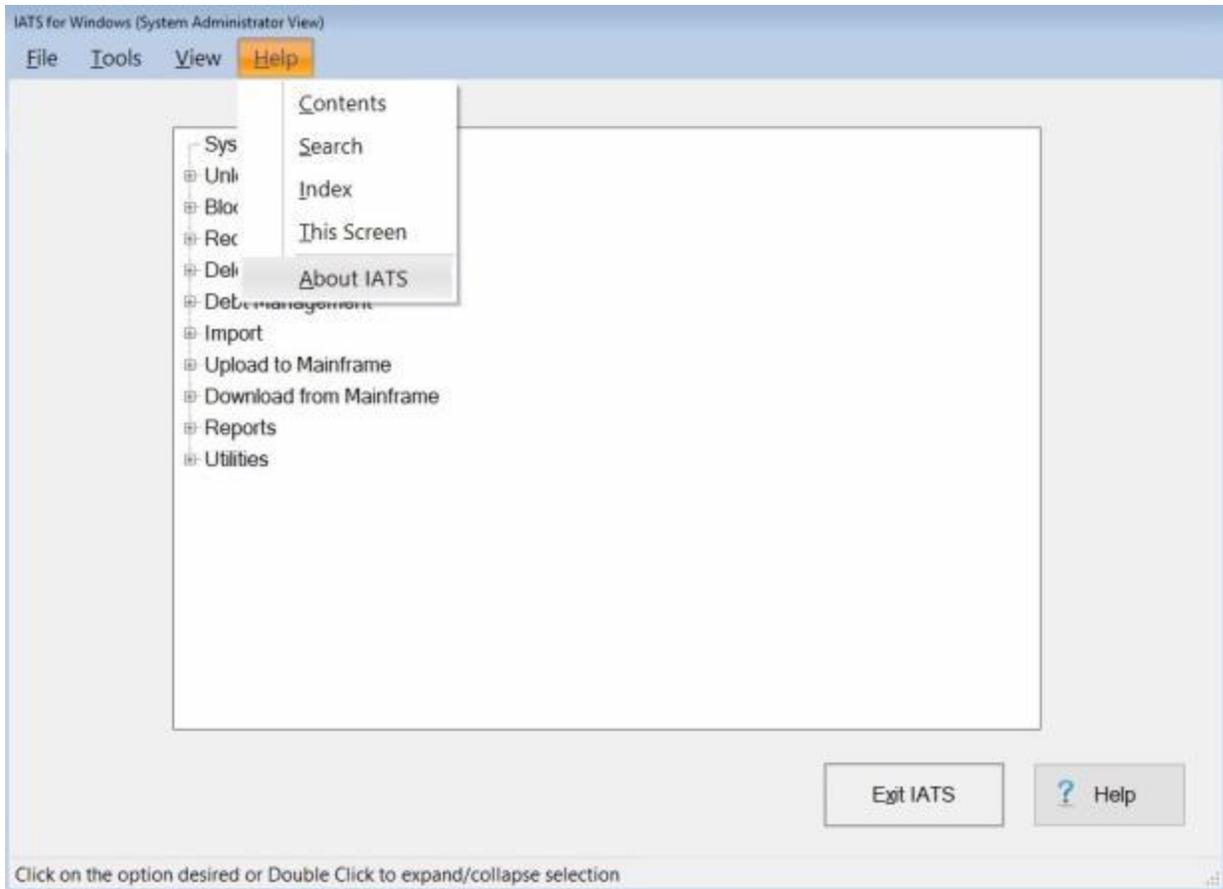
4. **Notice** that the Existing User ID's screen displays **initials** in the left hand column and the user's **name** in the far right hand column.
5. When **finished** using the Existing User ID's screen, **click** on **OK** to return to the previous screen.

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.

About IATS.Net



IATS 7.0 - Copyright (C) 2019

Professional Software Consortium, Inc (PSC)

Sybase DB Version 7.2.0.180 Configuration: Army
Workstation Resolution: 1600 X 900 [System Info...](#) [Log File...](#)

The Integrated Automated Travel System is a tool used by the Department of Defense DFAS agencies and the US Coast Guard to reimburse travelers for their authorized expenses incurred during approved Government travel.

Warning: ... The Integrated Automated Travel System (IATS) is the sole property of Professional Software Consortium, Inc. (PSC) of New Jersey. It is licensed to agencies of the United States Government according to licensing agreements arranged with each agency. IATS is licensed for production use only. It is not to be installed in a non-production environment without the express written consent of Professional Software Consortium, Inc. It cannot be distributed to US government facilities not licensed for its use, to any non-governmental agency, installed in training schools, or installed in test/evaluation facilities without the express written consent of PSC.

[License Info...](#)
[Load License...](#)

[CAC Info...](#)

[OK](#) [? Help](#)

3. At the About IATS screen, **click** on the **License Info** button. The **IATS Licenses** display will appear.

About IATS.Net

The screenshot shows the IATS 7.0 software interface. At the top left is the IATS logo. The main title is "IATS 7.0 - Copyright (C) 2016 Professional Software Consortium, Inc (PSC)". Below this, it displays "Database Version 7.1.2.227" and "Workstation Resolution: 1600 X 900". To the right, it shows "Configuration: Army" and links for "System Info..." and "Log File...". A dialog box titled "IATS Licenses" is open in the center, displaying "License Currently Loaded:" and "- IATS License Valid Through 2/29/2020". Below the dialog box, there is a warning message: "Warning: ... The Integrated ... the sole property of Profes ... of New Jersey. It is license ... Government according to licensing agreements arranged with each agency. IATS is licensed for production use only. It is not to be installed in a non-production environment without the express written consent of Professional Software Consortium, Inc. It cannot be distributed to US government facilities not licensed for its use, to any non-governmental agency, installed in training schools, or installed in test/evaluation facilities without the express written consent of PSC." At the bottom of the dialog box is an "OK" button. In the background, there are buttons for "License Info...", "CAC Info...", "OK", and "? Help".

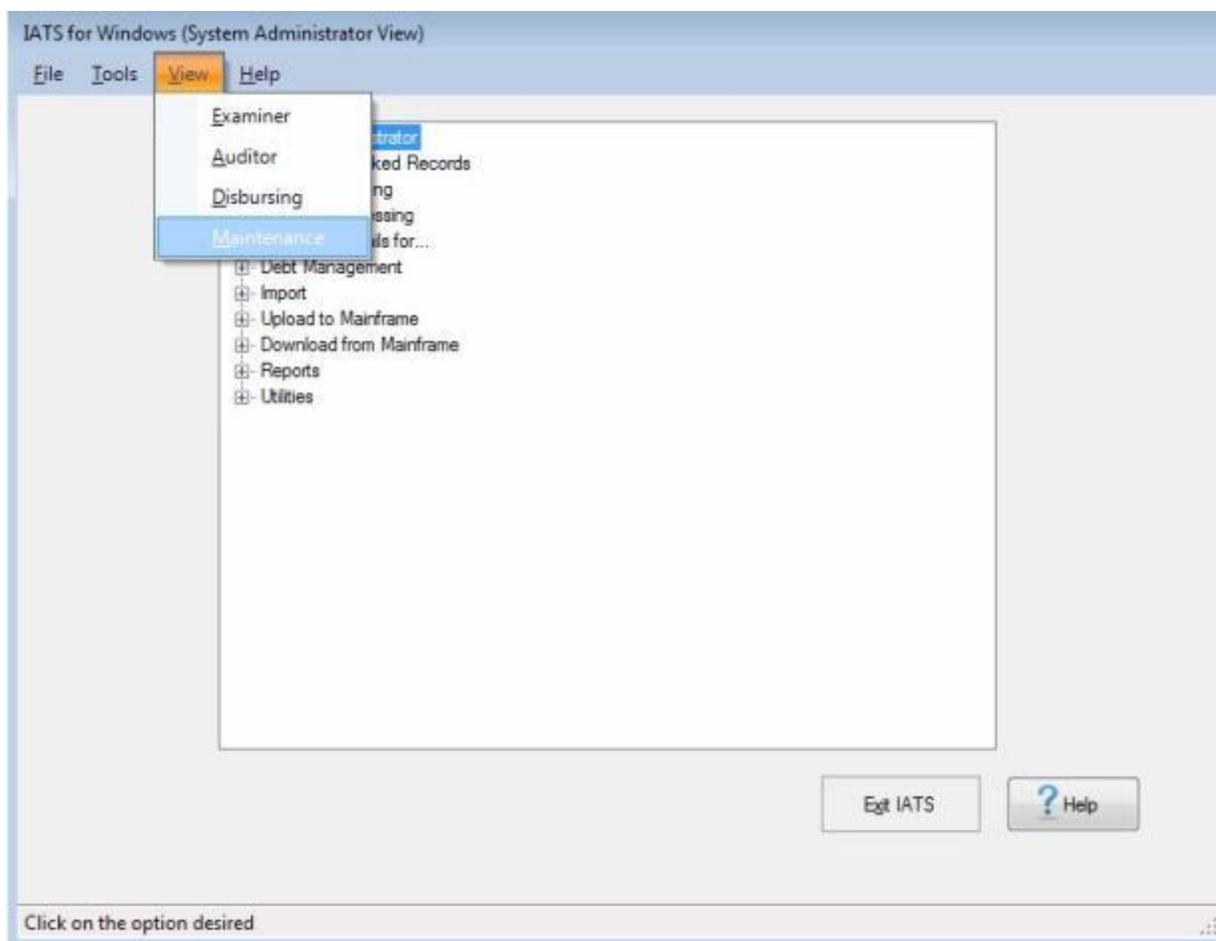
4. **Click** on the **OK** button after you have **finished** reviewing your IATS license information.

Checking Inactivity for an IATS User

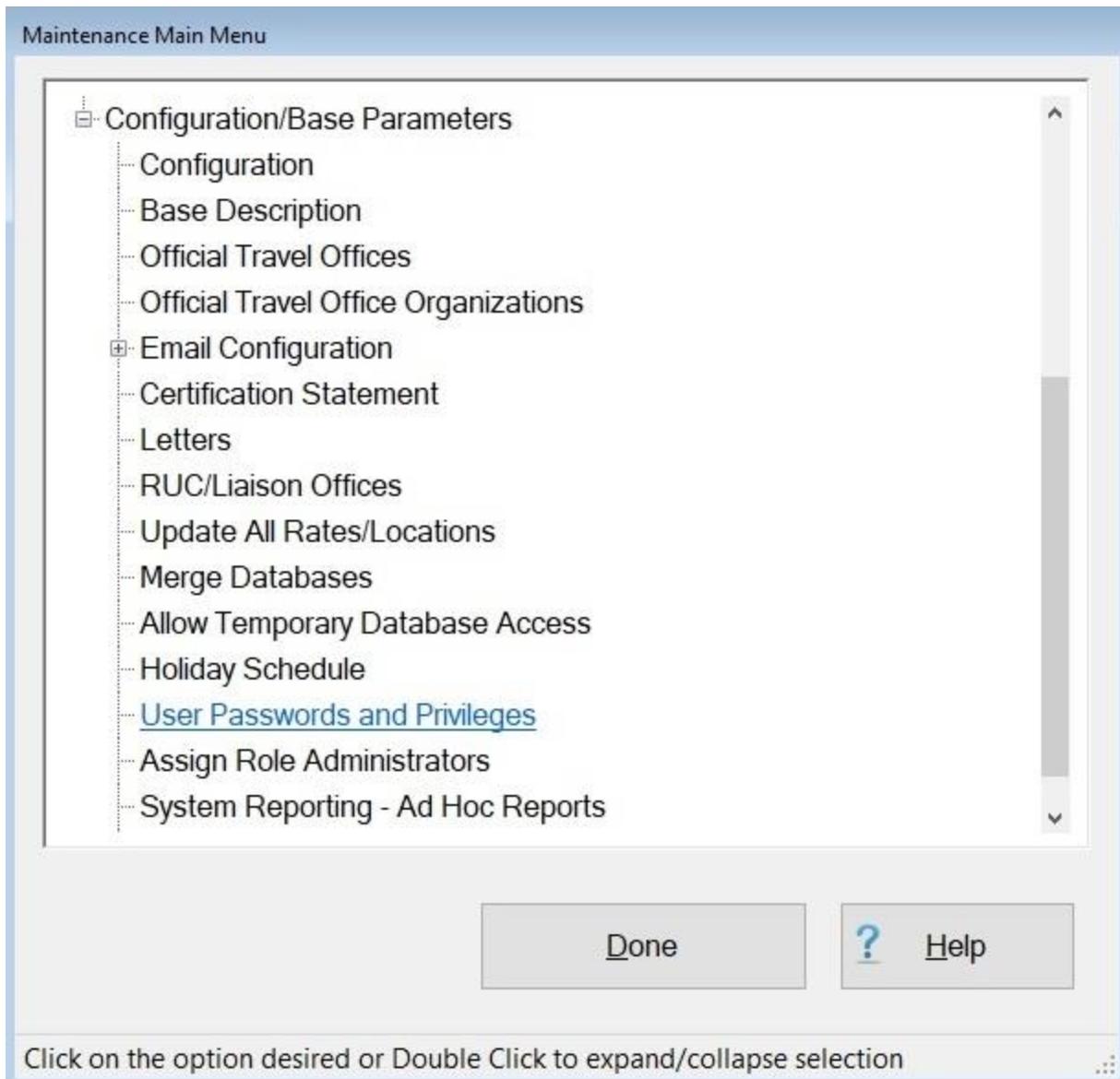
An IATS **user account** will automatically be **suspended** after a particular number of days of **inactivity**, which is determined by the organization.

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.

Maintain User Passwords and Privileges (ORIGINAL MASTER DATABASE)

| Init | User ID | Name |
|------|---------|-----------------|
| SYS | SYSTEM | SYSTEM, THE |
| DOF | DAVE | FARRIS, DAVID O |

Select All Clear All New Delete

Enter/Modify User Parameters

User ID: DAVE SSN: 111-99-1111

30 days inactive

Name: , Initials:

eMail:

Audit %

Offices

Office Location: Is Active

Organization: Is Default

Passwords

Login: Confirmation:

Re-enter: Re-enter:

Roles

Select one:

Save Cancel

Print Quick Find: Change Password Notice: User accounts will be suspended after 30 days of inactivity Egt ? Help

Enter the user's last name

5. **Click** on the desired **user name** from the list of IATS user accounts in the **grid** on the left side of the screen.

6. If you position your **mouse pointer** over the words **User ID** at the top of the screen, a *pop-up* message will appear showing **how many days** the selected user has been **inactive**.
7. **Notice** at the bottom of the screen there is a **statement** indicating the **number of days** of **inactivity** that will cause the user account to become **suspended**.

TPAX Administrator Functions

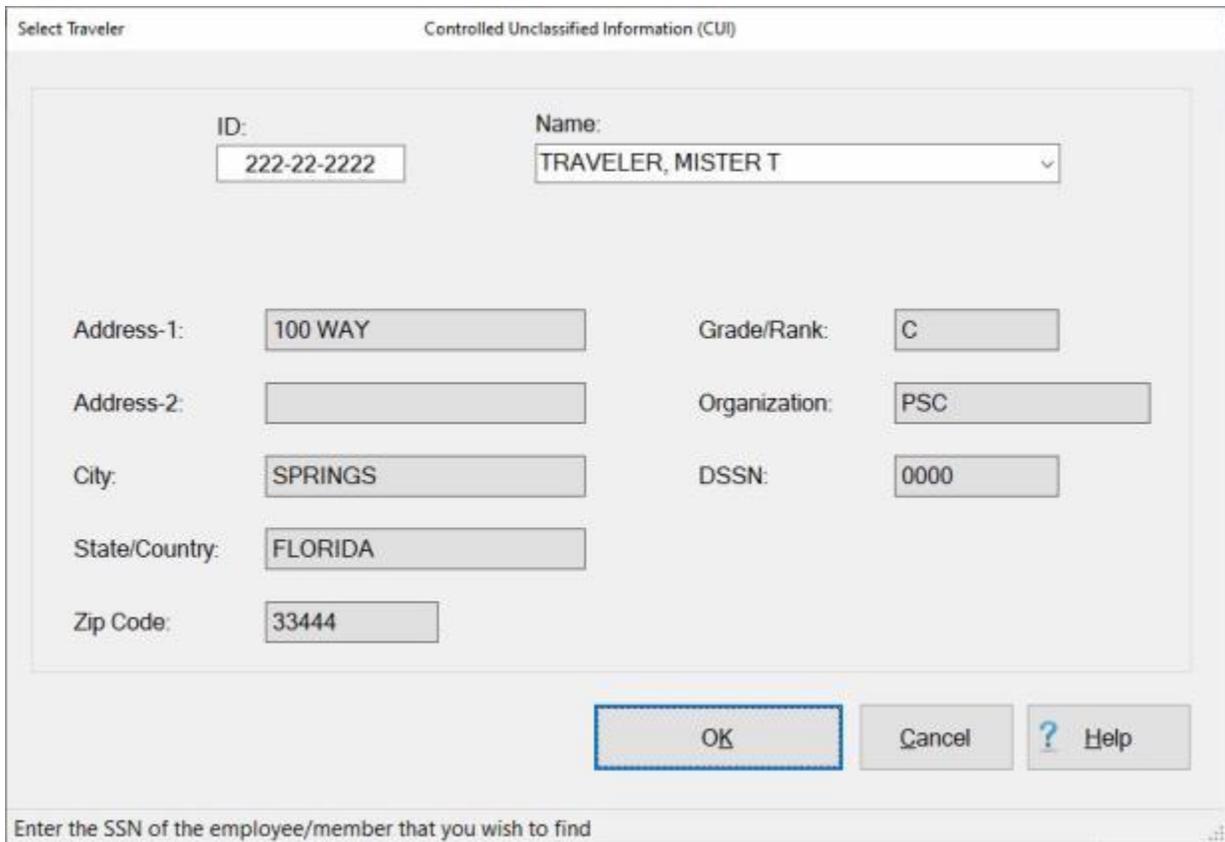
Locking TPAX Travel Orders

This option was requested by the **Coast Guard** to be able to **keep** an erroneously created Travel Order for historical purposes, but **prevent** a settlement or advance request to be processed against it.

Note: To use this feature you must login to IATS as a **TPAX Administrator**.

 Complete the following steps to "lock" a TPAX travel order:

1. At the **System Administrator View** screen, **click** on the **Lock/Unlock TPAX Orders** option. An expandable menu appears listing several options.
2. **Click** on the **Lock a TPAX Order** option. The **Select Traveler** screen appears.



Select Traveler

Controlled Unclassified Information (CUI)

ID: 222-22-2222

Name: TRAVELER, MISTER T

Address-1: 100 WAY

Grade/Rank: C

Address-2:

Organization: PSC

City: SPRINGS

DSSN: 0000

State/Country: FLORIDA

Zip Code: 33444

OK Cancel ? Help

Enter the SSN of the employee/member that you wish to find

3. At the Select Traveler screen, **enter** the traveler's **SSN** at the **ID** field and **press Tab**.
4. When the traveler's account information is displayed, **click** on **OK**. The **Travel Order Selection** screen appears.

Travel Order Selection

TRAVELER, MISTER T

Traveler ID: Traveler Name:

Address-1: Grade/Rank:

Address-2: Organization:

City: DSSN:

State/Country:

Zip Code:

| Order Number | Arrival Loc | Status | Category | Start Date | End Date |
|--------------------|-------------|--------|----------|------------|----------|
| ▶ 1111111111111111 | | | Normal | 2021/04/09 | 4/9/20 |

Select Order Number to be Locked in T-PAX

- At the **Travel Order Selection** screen, any existing travel orders in the database for the selected traveler are **listed** in the **table** in the **Order** grid.
- Click** on the **Order** you wish lock and then **click** the **Lock** button.

Unlocking TPAX Travel Orders

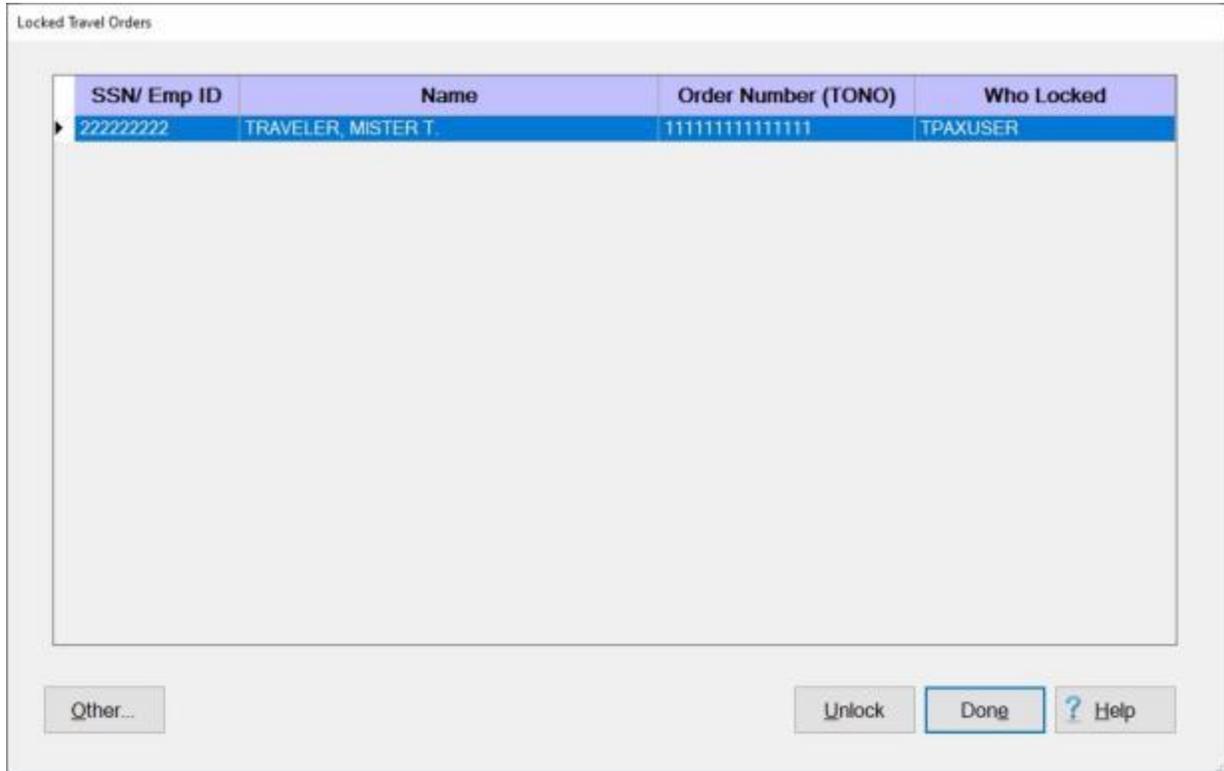
The option to lock TPAX travel orders was requested by **TPAX** users to be able to **keep** an **erroneously** created order for historical purposes, but **prevent** a settlement or advance request to be processed against it.

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.

Locked Travel Orders

| SSN/ Emp ID | Name | Order Number (TONO) | Who Locked |
|-------------|---------------------|---------------------|------------|
| 222222222 | TRAVELER, MISTER T. | 1111111111111111 | TPAXUSER |

Other...

Unlock Done ? Help

- 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:**

- Login** to IATS as a **TPAX Administrator**.
- 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.
- The **Import Credit Card/Ticket Data** screen appears.

Import Credit Card/Ticket Data

Import Credit Card Data | Import Ticket Data

Import Credit Card Data

Number of Records Read

Duplicate Records

Errors

Display Records from File:

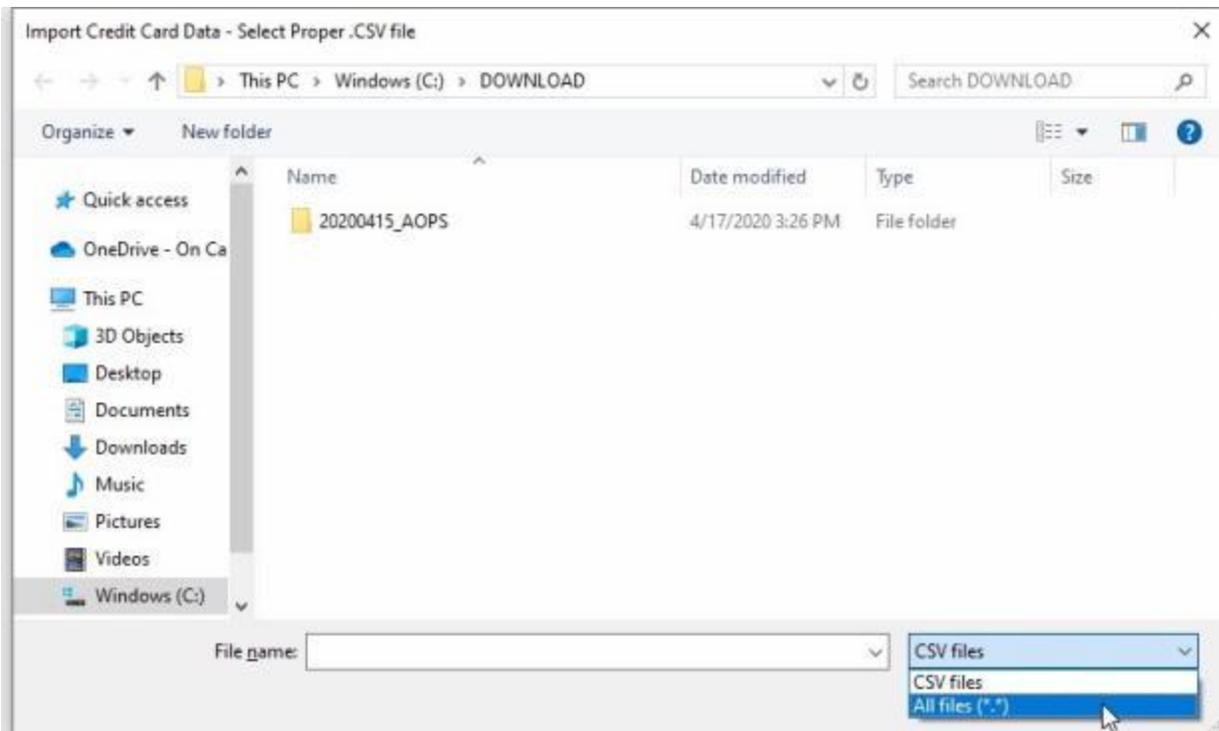
| Transaction Date | Posting Date | Airline | Ticket Number | Transaction Type | Amount |
|------------------|--------------|---------|---------------|------------------|--------|
| | | | | | |

Purge Old Records | Log File | Close | ? Help

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**.

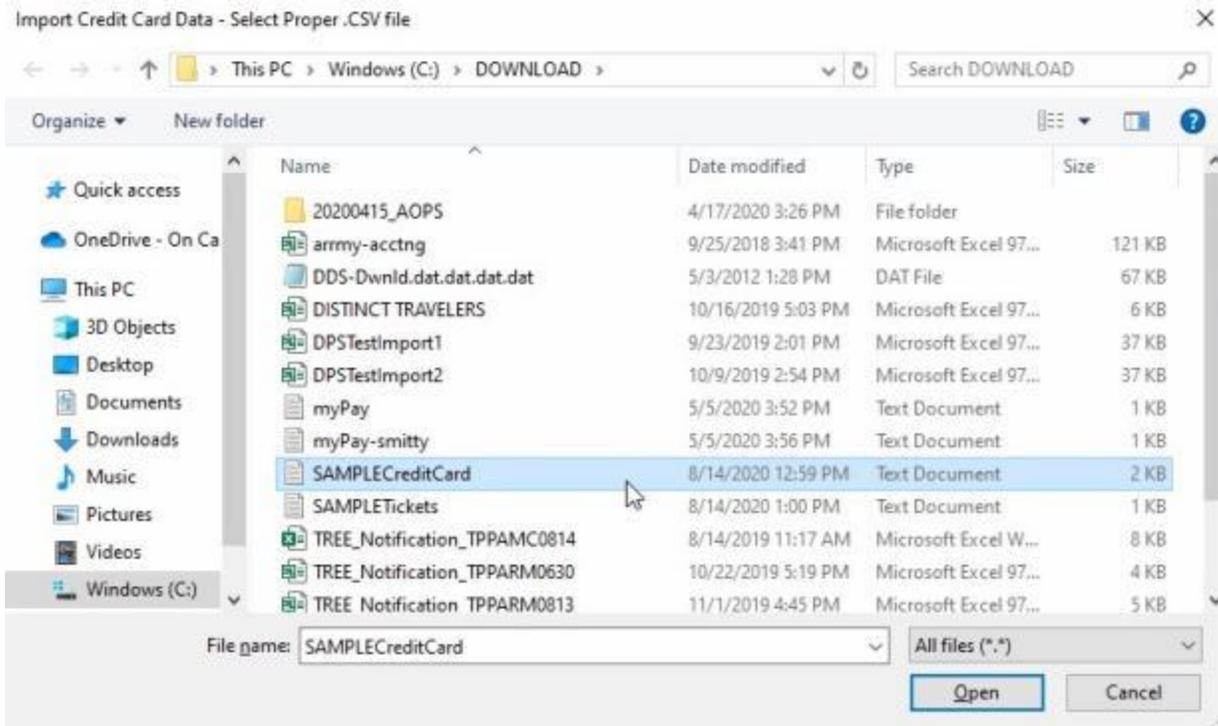
Importing Credit Card or Ticket Data:

1. **Click** on the **Import Credit Card Data** or **Import Ticket Data** button as applicable. The **Select Proper CSV File** screen will appear.

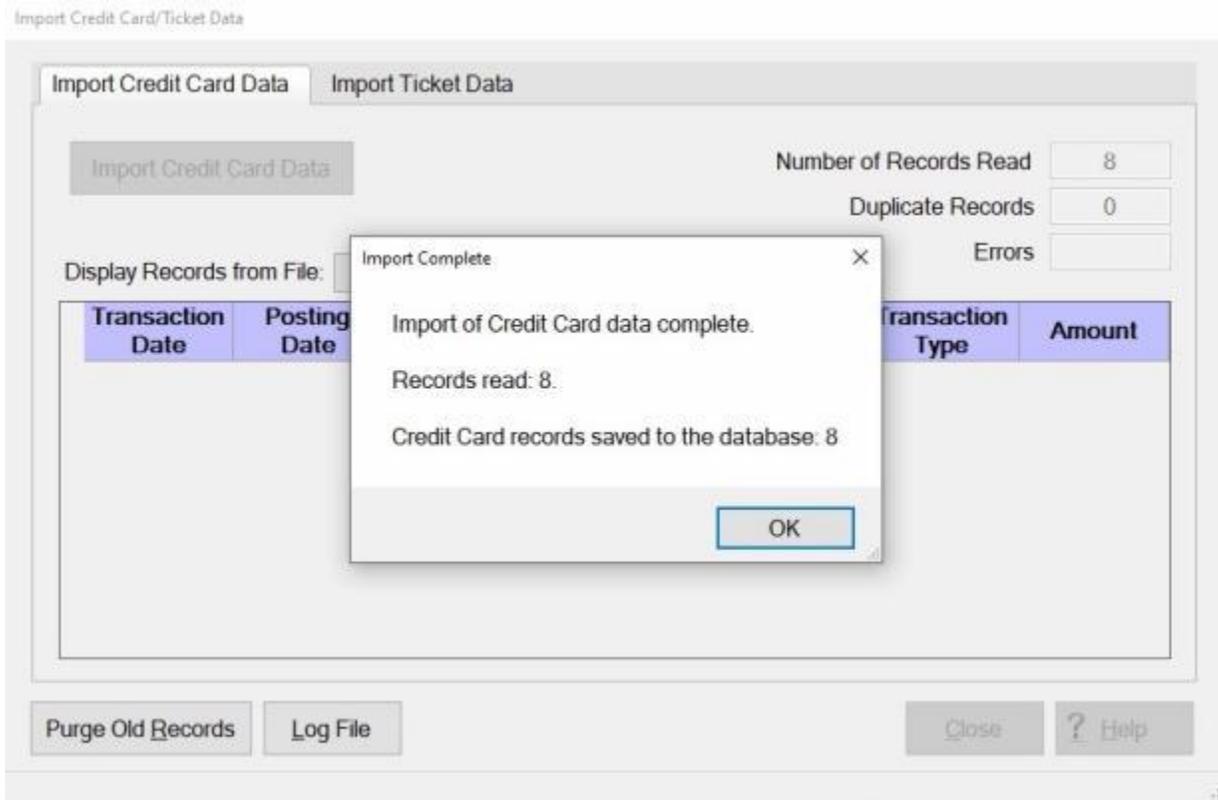


Note: At this screen, the IATS user must select the **drive/directory/folder** where the import files reside. In addition, the **Select Proper CSV File** screen is **expecting** a file in the **CSV** format. If the file you are wishing to import is something other than a **CSV** file, you must click 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.

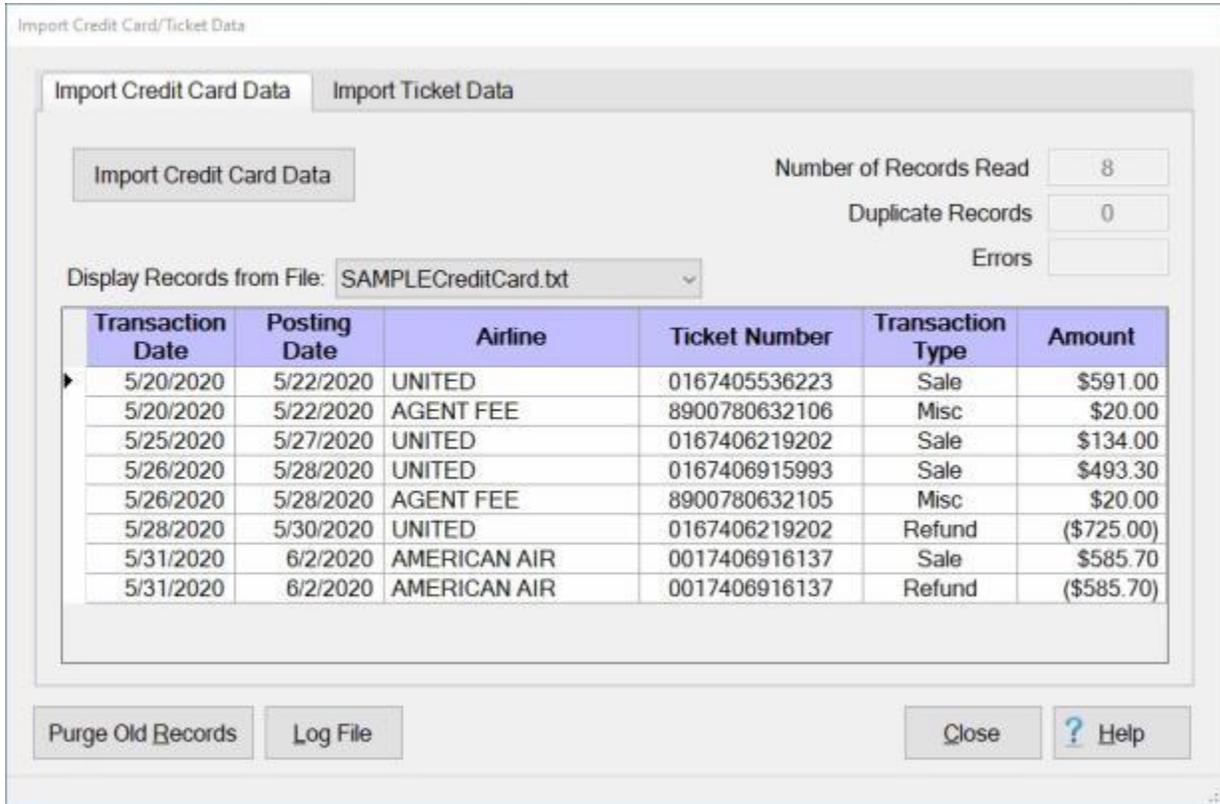


3. **Click** on the desired import file. IATS highlights the **filename**.
4. After you have clicked on the desired import file, **click** on the **Open** button.



5. IATS will **import** the selected file and **generate** an on screen **display** of the results.

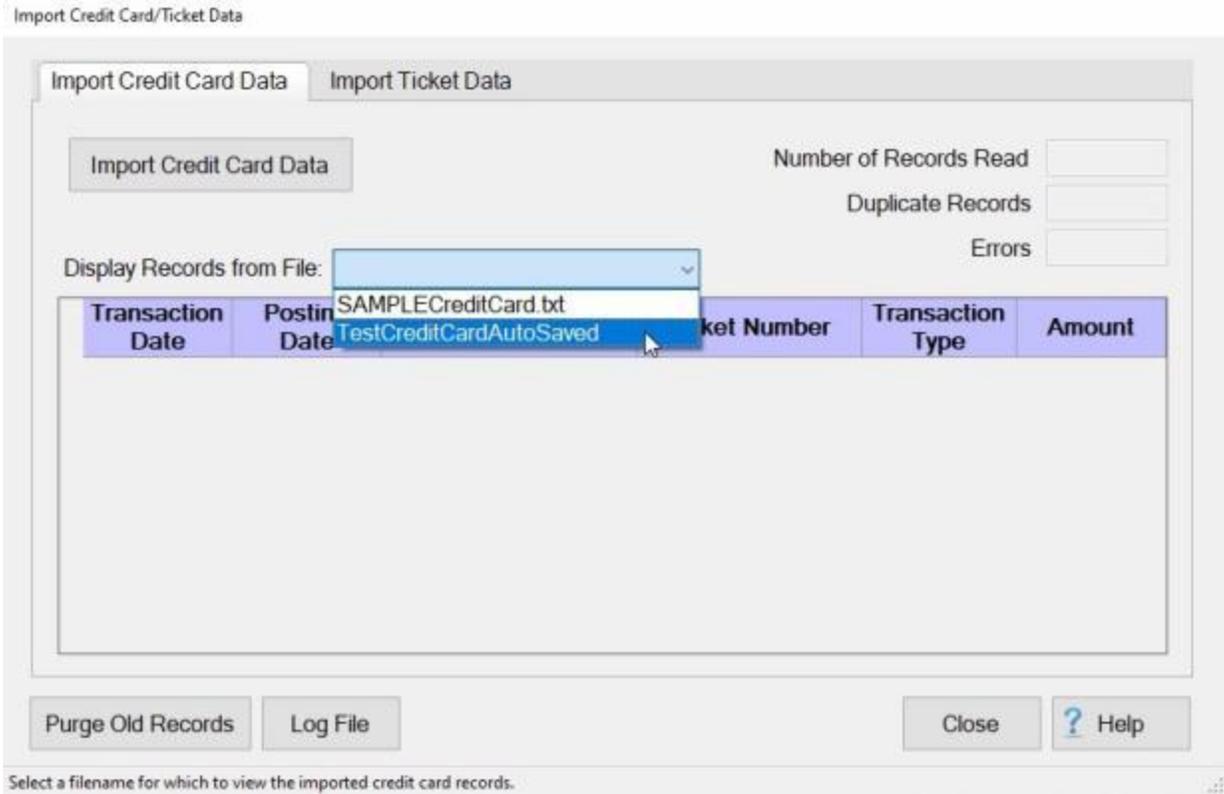
- When IATS is **finished** processing the selected file, a *pop-up* message will appear indicating that the import is **complete** as shown above.
- Click** on **OK** to continue. IATS will **display** the imported **records** in the **grid** in the middle of the screen as shown below.



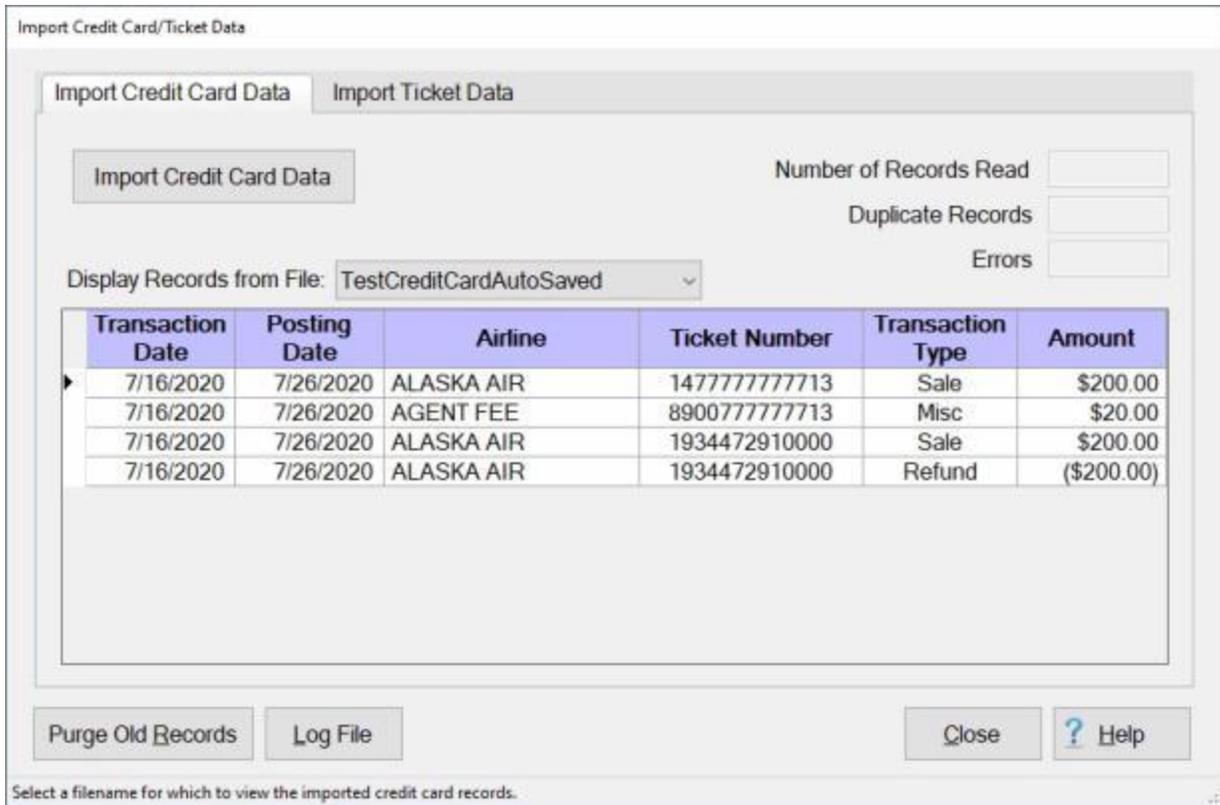
Display Records from File:

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.

- 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.



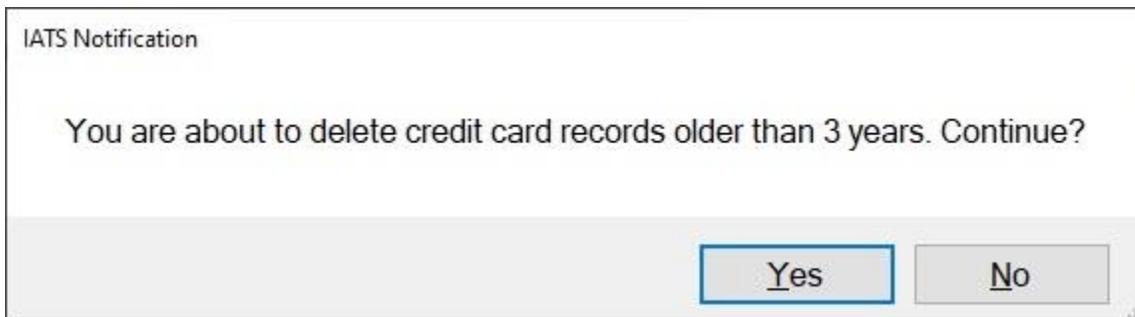
2. **Click** on the desired file from the *drop down list* of previously imported files. IATS will **display** the **records** for the selected file as shown below.



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**.

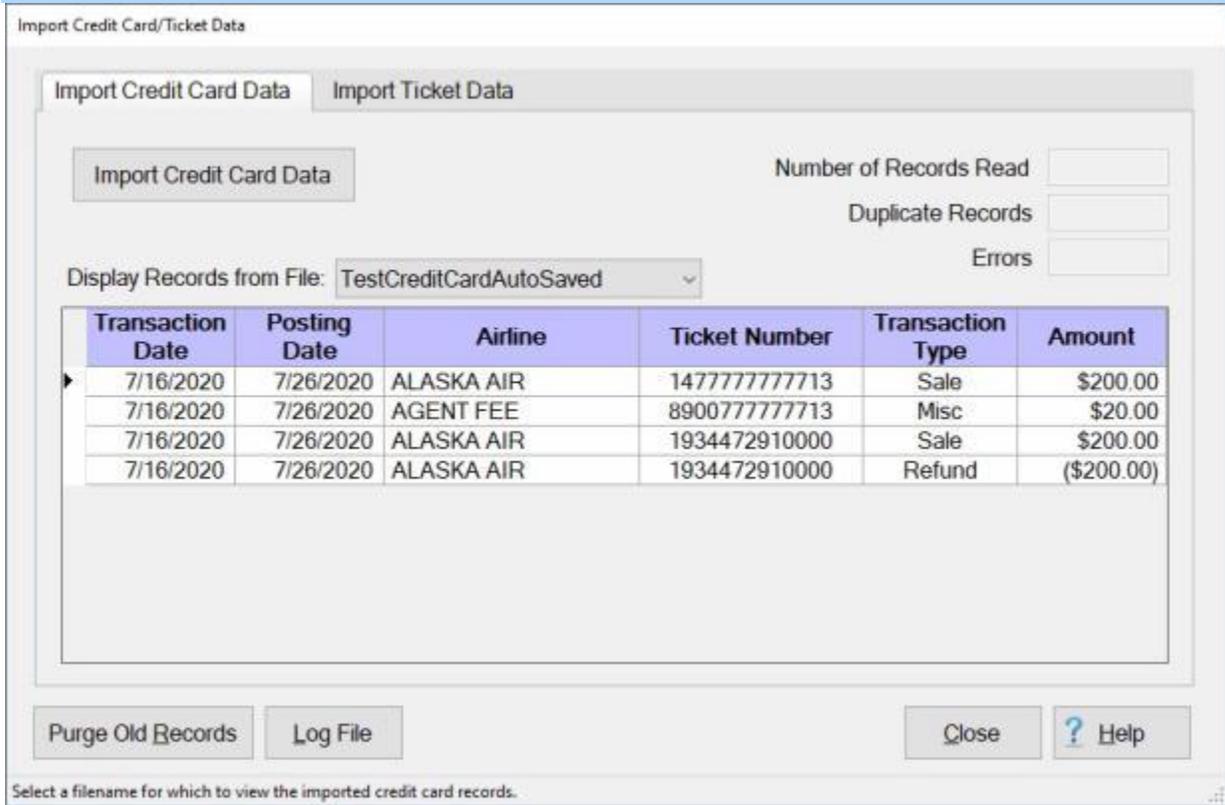
1. **Ensure** that the **correct tab** for either **credit card** or **ticket data** is in **focus**.
2. When you are **sure** that the **correct tab** is in **focus** for the type of records you wish to purge, **click** on the **Purge Old Records** button. IATS will **display** the following **popup message** for the type of files you have **elected** to purge.



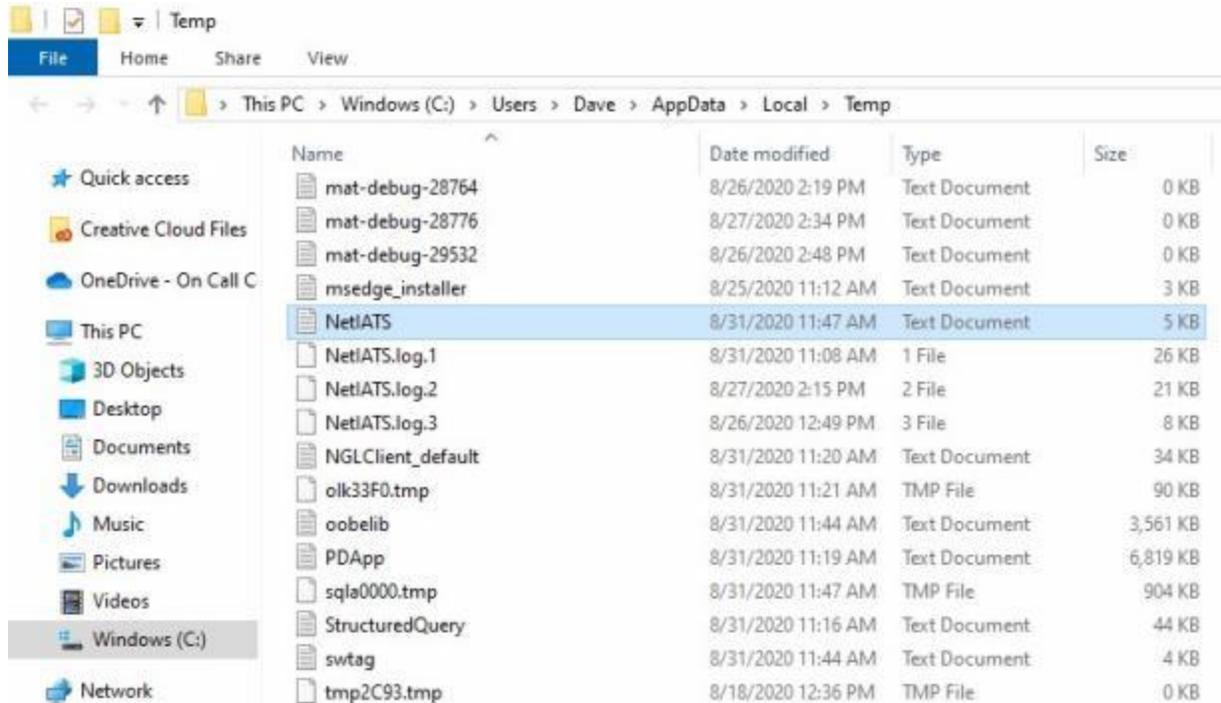
3. If you are **sure** that you wish to **purge** the records, **click** on the **Yes** button to **continue**.

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 (**SABRS**) through IATS.

 **Complete the following steps to "upload" Obligations to SABRS:**

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 SABRS** option. The **Upload Obligations to Accounting System** screen appears.

Upload Obligations to Accounting System

Upload Directory

Upload Option Selection

Create Upload File with Obligations ready to be Uploaded Fiscal Year

Create Upload File with Obligations Previously Uploaded Subhead

Print Transmittal Letter B1 Seq #

Print Upload File

Ignore JON(s):

Enter the Subhead Code for the Lines of Accountings you want to resend or reprint

4. If not already selected, **click** in the radio button next to the option, **Create Upload file with Obligations ready to be Uploaded**.
5. **Fiscal Year:** - The default value at this field is the current fiscal year. **Enter** a different **fiscal year code** in **YYYY** format **if** you want to create the B1 file for a **specific** fiscal year. For example, if some of the obligations ready to be uploaded are for **FY 2018** and money has **not** been **allocated** for FY 2018 yet, enter 2017 at the Fiscal Year field. This will **prevent** the FY 2018 obligations from being **included** in the B1 upload file.
6. **Subhead:** - **Enter** the **Subhead number** to be used for the transmission.
7. After you have made your required entries **click** the **OK** button. IATS will create the **B1** upload file and **display** a **message** indicating the **number** of **records** included in the file.

 Upload file B100012100003.txt has been successfully created for 2 records.

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.

Download CMET JON Department Data

Download File Selected: c:\DOWNLOAD\cmet.dat

61020001.NOT.dat.dat.dat
cmet.dat
 GTCC.dat
 Jointer.dat
 lesiat01.DAT

Browse

Number of Rcds Read
 Nbr, New/Updated Rcds
 Errors

Download

Print File Print Errors Exit ? Help

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**.

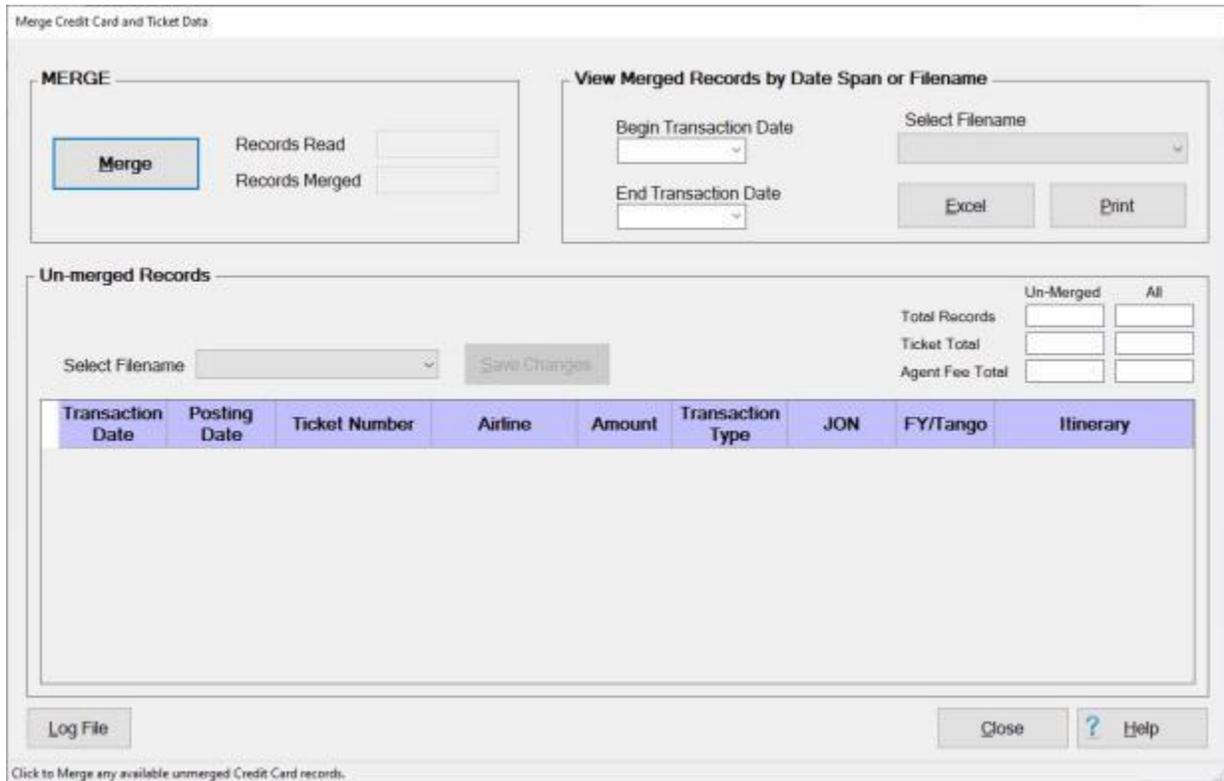
7. When **finished** processing the file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

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.



Merge Credit Card and Ticket Data

MERGE

Records Read
Records Merged

View Merged Records by Date Span or Filename

Begin Transaction Date Select Filename
End Transaction Date

Un-merged Records

Select Filename

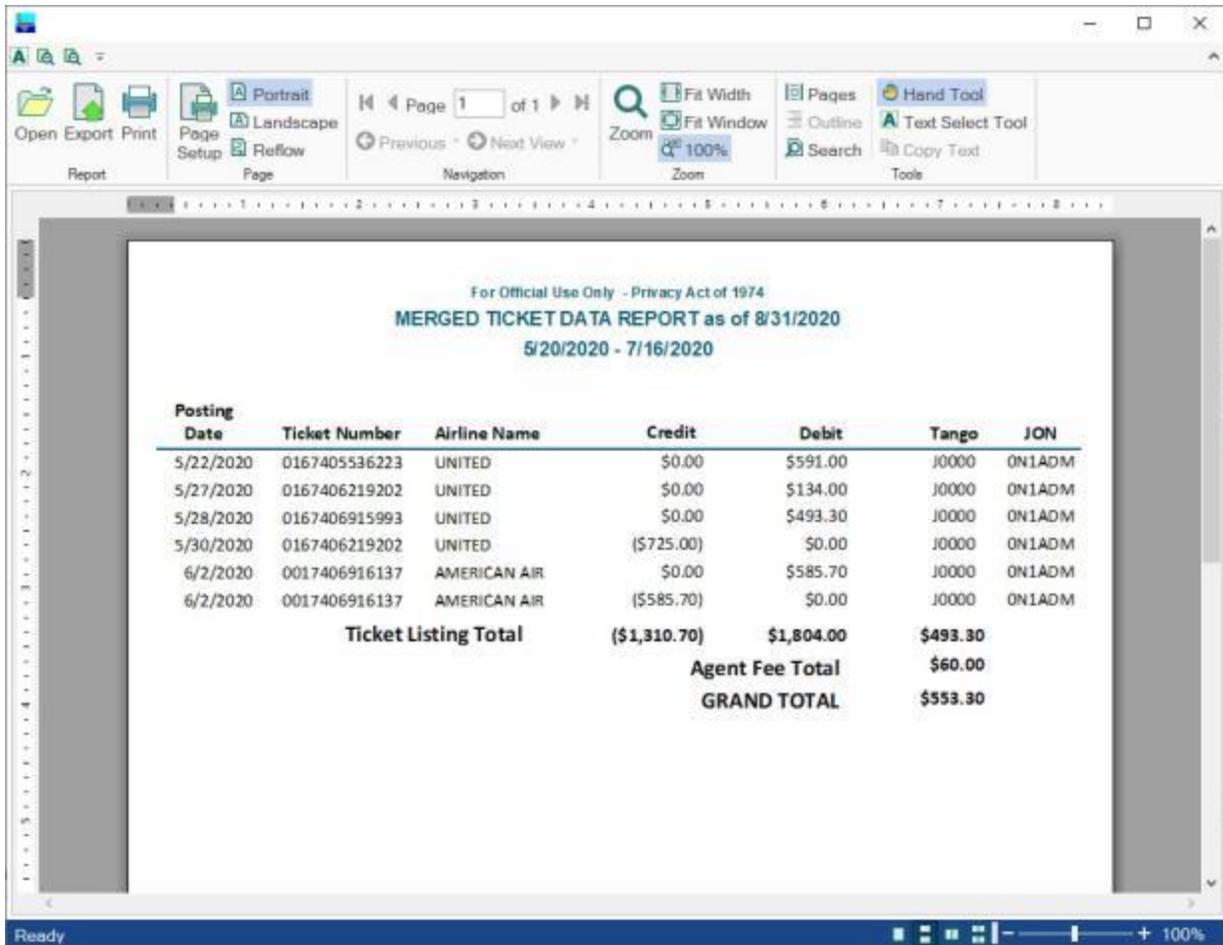
| | | Un-Merged | All |
|-----------------|----------------------|----------------------|----------------------|
| Total Records | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Ticket Total | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Agent Fee Total | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| Transaction Date | Posting Date | Ticket Number | Airline | Amount | Transaction Type | JON | FY/Tango | Itinerary |
|------------------|--------------|---------------|---------|--------|------------------|-----|----------|-----------|
| | | | | | | | | |

Click to Merge any available unmerged Credit Card records.

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.



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.

Merge Credit Card and Ticket Data

MERGE

Merge

Records Read:

Records Merged:

View Merged Records by Date Span or Filename

Begin Transaction Date:

End Transaction Date:

Select Filename:

Un-merged Records

Select Filename:

| | Un-Merged | All |
|-----------------|-----------|----------|
| Total Records | 3 | 12 |
| Ticket Total | \$200.00 | \$693.30 |
| Agent Fee Total | \$0.00 | \$60.00 |

| Transaction Date | Posting Date | Ticket Number | Airline | Amount | Transaction Type | JON | FY/Tango | Itinerary |
|------------------|--------------|---------------|------------|------------|------------------|-----|----------|-----------|
| 7/16/2020 | 7/26/2020 | 1477777777713 | ALASKA AIR | \$200.00 | Sale | | | |
| 7/16/2020 | 7/26/2020 | 1934472910000 | ALASKA AIR | \$200.00 | Sale | | | |
| 7/16/2020 | 7/26/2020 | 1934472910000 | ALASKA AIR | (\$200.00) | Refund | | | |

Select a Filename to see Unmerged Credit Card records.

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:

Merge Credit Card and Ticket Data

MERGE

Records Read

Records Merged

Merge

View Merged Records by Date Span or Filename

Begin Transaction Date

End Transaction Date

Select Filename

Excel **Print**

Un-merged Records

Select Filename

Save Changes

| Transaction Date | Posting Date | Ticket Number | Airline | Amount | Transaction Type | JON | FY/Tango | Itinerary |
|------------------|--------------|---------------|---------|--------|------------------|-----|----------|-----------|
| | | | | | | | | |

| | Un-Merged | All |
|-----------------|----------------------|----------------------|
| Total Records | <input type="text"/> | <input type="text"/> |
| Ticket Total | <input type="text"/> | <input type="text"/> |
| Agent Fee Total | <input type="text"/> | <input type="text"/> |

Log File **Close** **?** **Help**

Select a Filename to see Unmerged Credit Card 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.

Merge Credit Card and Ticket Data

MERGE

Records Read:
 Records Merged:

View Merged Records by Date Span or Filename

Begin Transaction Date:
 End Transaction Date:

Select Filename:

Un-merged Records

Select Filename:

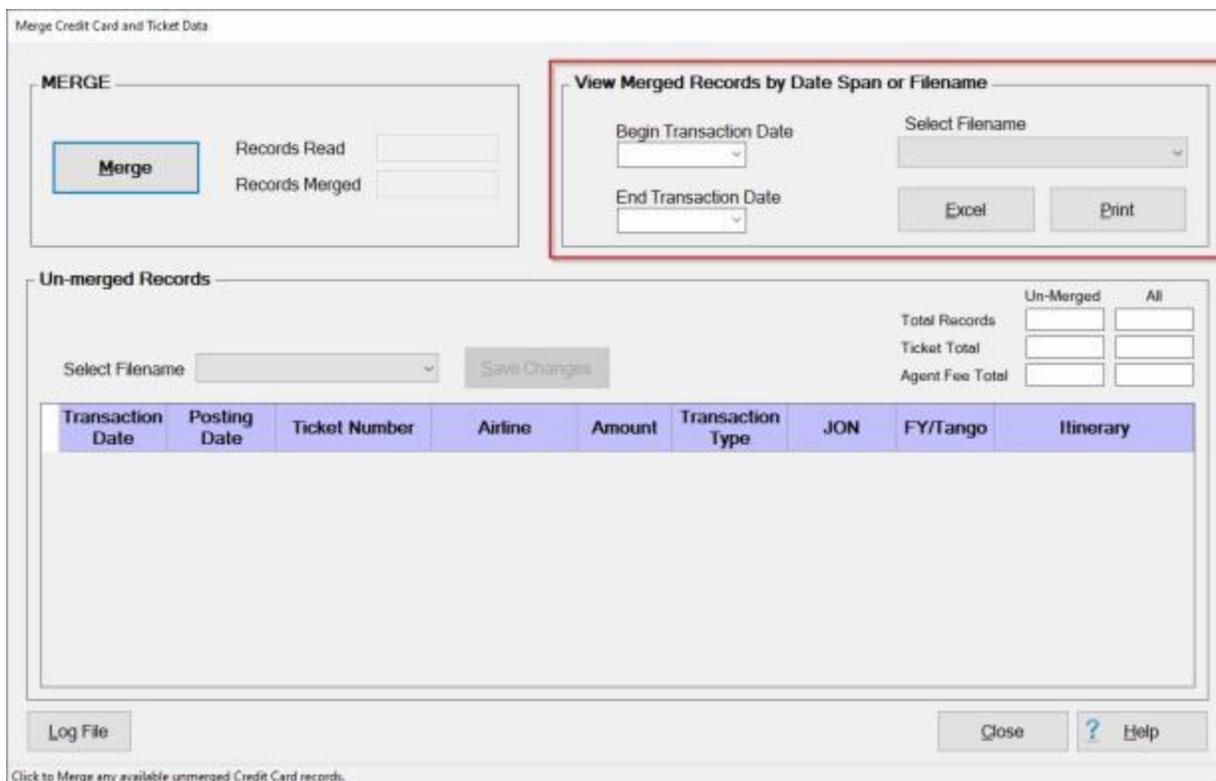
| | Un-Merged | All |
|-----------------|-----------|----------|
| Total Records | 3 | 12 |
| Ticket Total | \$200.00 | \$693.30 |
| Agent Fee Total | \$0.00 | \$60.00 |

| Transaction Date | Posting Date | Ticket Number | Airline | Amount | Transaction Type | JON | FY/Tango | Itinerary |
|------------------|--------------|---------------|------------|------------|------------------|-----|----------|-----------|
| 7/16/2020 | 7/26/2020 | 1477777777713 | ALASKA AIR | \$200.00 | Sale | | | |
| 7/16/2020 | 7/26/2020 | 1934472910000 | ALASKA AIR | \$200.00 | Sale | | | |
| 7/16/2020 | 7/26/2020 | 1934472910000 | ALASKA AIR | (\$200.00) | Refund | | | |

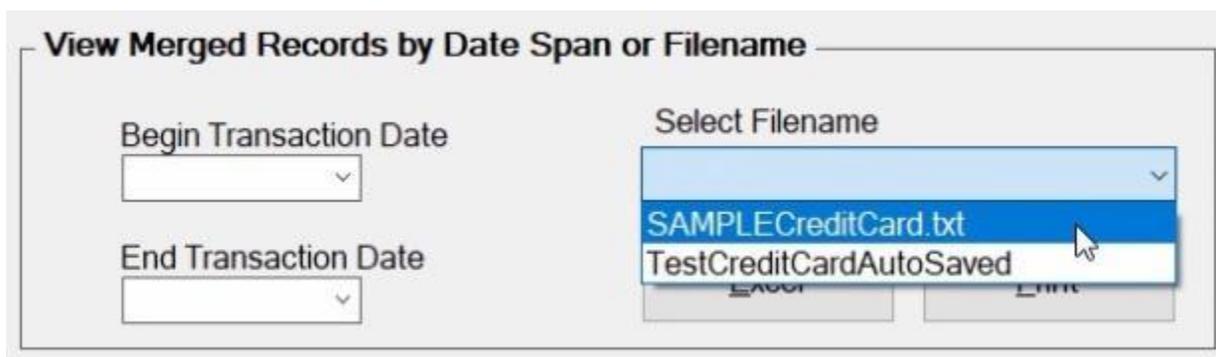
Select a Filename to see Unmerged Credit Card records.

Viewing Merged Records:

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 **also** 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.



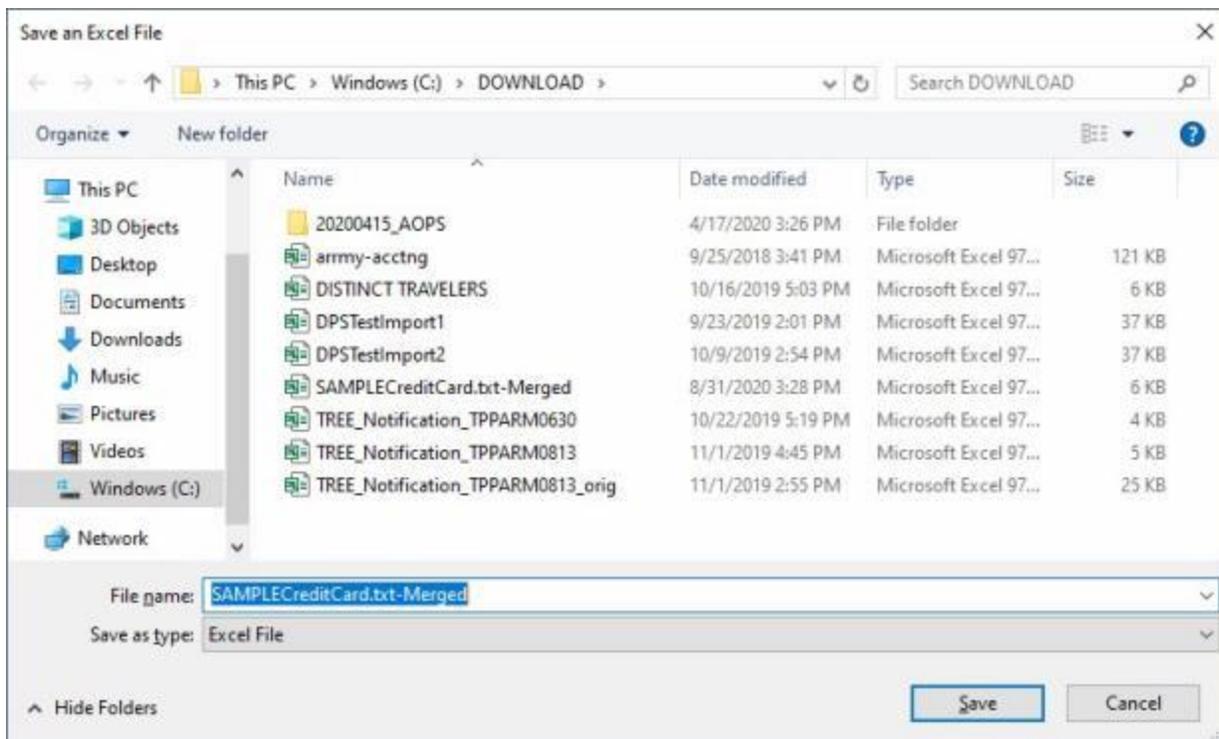
4. **Click** on the **file** you wish to **display** the merged records for.

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.

| Transaction | Date | Posting Date | Traveler | Ticket Number | Airline | Credit | Debit | Tango | ION | Itinerary | Amount |
|--------------|-----------|--------------|-------------------|---------------|--------------|----------------------|--------------------|-------|--------|---------------------|------------------|
| | 5/28/2020 | 5/22/2020 | TRAVELER/MASTER M | 0087409556229 | UNITED | \$ 581.00 | \$ | 0000 | 0NLAOM | 00P-1AD-1AA-0PD-00P | \$ 581.00 |
| | 5/29/2020 | 5/27/2020 | TRAVELER/MASTER M | 0087408219050 | UNITED | \$ | \$ 184.00 | 0000 | 0NLAOM | 00P-1AD-1AA-0PD-00P | \$ 184.00 |
| | 5/24/2020 | 5/24/2020 | TRAVELER/MASTER M | 0087408915884 | UNITED | \$ | \$ 493.80 | 0000 | 0NLAOM | 00P-1AD-1AA-00A | \$ 493.80 |
| | 5/18/2020 | 5/05/2020 | TRAVELER/MASTER M | 0087406219050 | UNITED | (\$ 725.00) | \$ | 0000 | 0NLAOM | 00P-1AD-1AA-1AD-00P | (\$ 725.00) |
| | 5/31/2020 | 6/2/2020 | TRAVELER/MASTER M | 0017408916137 | AMERICAN AIR | \$ 585.70 | \$ 585.70 | 0000 | 0NLAOM | AAA-999-CCC | \$ 585.70 |
| | 5/31/2020 | 6/2/2020 | TRAVELER/MASTER M | 0017408916137 | AMERICAN AIR | (\$ 585.70) | \$ | 0000 | 0NLAOM | AAA-999-CCC | (\$ 585.70) |
| Total | | | | | | (\$ 1,310.70) | \$ 1,804.00 | | | | \$ 493.30 |

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.

For Official Use Only - Privacy Act of 1974
MERGED TICKET DATA REPORT as of 9/2/2020
 5/20/2020 - 5/31/2020

| Posting Date | Ticket Number | Airline Name | Credit | Debit | Tango | JON |
|-----------------------------|---------------|--------------|---------------------|-------------------|------------------------|-----------------|
| 5/22/2020 | 0167405536223 | UNITED | \$0.00 | \$591.00 | J0000 | ON1ADM |
| 5/27/2020 | 0167406219202 | UNITED | \$0.00 | \$134.00 | J0000 | ON1ADM |
| 5/28/2020 | 0167406915993 | UNITED | \$0.00 | \$493.30 | J0000 | ON1ADM |
| 5/30/2020 | 0167406219202 | UNITED | (\$725.00) | \$0.00 | J0000 | ON1ADM |
| 6/2/2020 | 0017406916137 | AMERICAN AIR | \$0.00 | \$585.70 | J0000 | ON1ADM |
| 6/2/2020 | 0017406916137 | AMERICAN AIR | (\$585.70) | \$0.00 | J0000 | ON1ADM |
| Ticket Listing Total | | | (\$1,310.70) | \$1,804.00 | \$493.30 | |
| | | | | | Agent Fee Total | \$40.00 |
| | | | | | GRAND TOTAL | \$533.30 |

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.

Modify Ticket Data

Clear Filter

| Ticket Number | Name | Posting Date | Tango | JON | Amount |
|---------------|-------------------|--------------|--------|-------|----------|
| 2352868910000 | TRAVELER/MISTER T | 7/17/2020 | 0J0000 | N1ADM | \$200.00 |
| 4861871600000 | TRAVELER/MISTER T | 7/17/2020 | 0J0000 | N1ADM | \$200.00 |

Enter the Ticket Number

Ticket Number: Name: Tango: JON: Amount:

Buttons: Save, Cancel, Delete, Close, Help

- 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.
- 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.
- 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.

- 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:



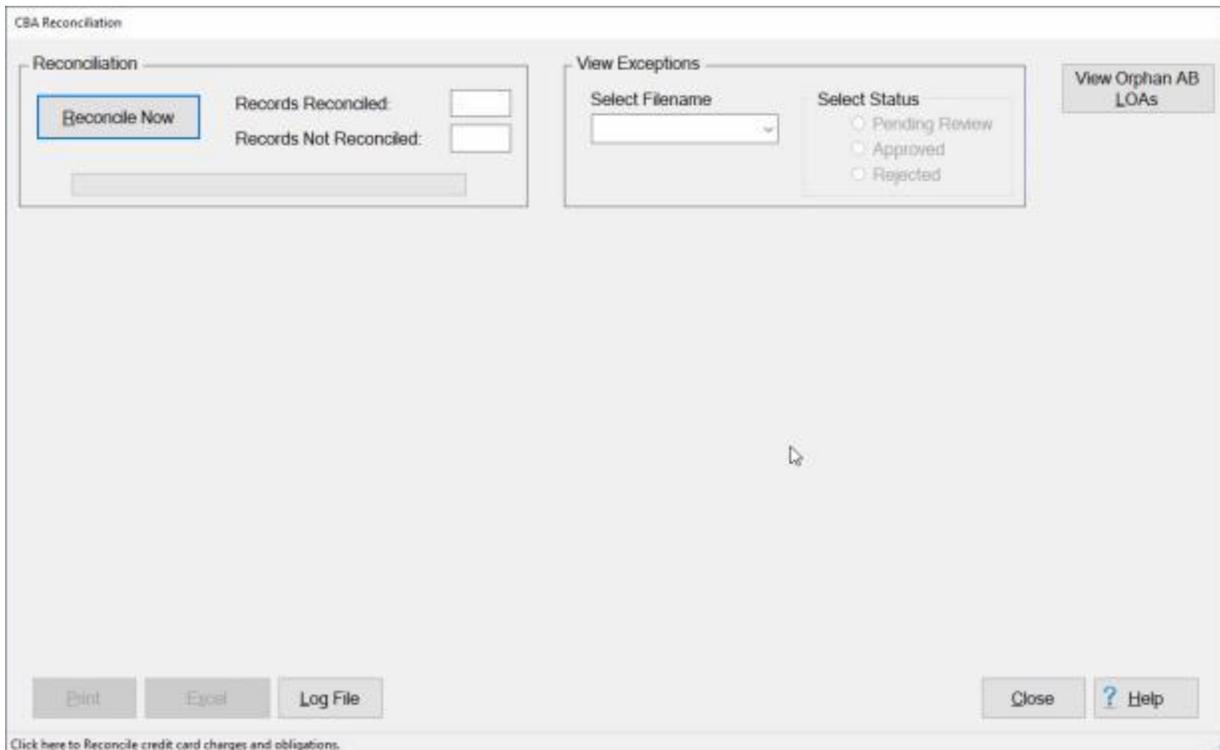
Click on **OK** and enter the **correct data** or have your **System Administrator** add the **Tango** number or **JON** to the appropriate table in the **Maintenance** module.

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.

CBA Reconciliation

Reconciliation

Reconcile Now

Records Reconciled: 6

Records Not Reconciled: 0

View Exceptions

Select Filename

Select Status

Pending Review

Approved

Rejected

View Orphan AB LOAs

Exceptions - LOAs Automatically created by the Reconciliation Process

| Transact'n Date | Posting Date | Order Number | SSN | Name | Ticket Total | Additional Obligated | JON | Tango | Airline | Ticket # | |
|-----------------|--------------|-----------------|-------------|------------------|--------------|----------------------|--------|-------|--------------|---------------|-------------------------------------|
| 5/20/2020 | 5/22/2020 | V4789820TOJ0000 | 222-22-2222 | TRAVELER, MISTEF | \$591.00 | \$140.00 | 0N1ADM | J0000 | UNITED | 0167405536223 | <input checked="" type="checkbox"/> |
| 5/25/2020 | 5/27/2020 | V4789820TOJ0000 | 222-22-2222 | TRAVELER, MISTEF | \$134.00 | \$134.00 | 0N1ADM | J0000 | UNITED | 0167406219202 | <input type="checkbox"/> |
| 5/26/2020 | 5/28/2020 | V4789820TOJ0000 | 222-22-2222 | TRAVELER, MISTEF | \$493.30 | \$493.30 | 0N1ADM | J0000 | UNITED | 0167406915993 | <input type="checkbox"/> |
| 5/31/2020 | 6/2/2020 | V4789820TOJ0000 | 222-22-2222 | TRAVELER, MISTEF | \$585.70 | \$585.70 | 0N1ADM | J0000 | AMERICAN AIR | 0017406916137 | <input type="checkbox"/> |

Select All Unselect All

Mark Approved Mark Rejected

Print Egoel Log File

Close ? Help

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:

The screenshot shows a dialog box titled "View Exceptions". On the left, there is a "Select Filename" dropdown menu. The dropdown is open, showing a list of files, with "SAMPLECreditCard.txt" selected and highlighted in blue. A mouse cursor is pointing at the selected file. On the right side of the dialog, there is a "Select Status" section containing three radio buttons: "Pending Review", "Approved", and "Rejected".

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.

CBA Reconciliation

Reconciliation

Reconcile Now

Records Reconciled:

Records Not Reconciled:

View Exceptions

Select Filename: SAMPLECreditCard.b -

Select Status:

Pending Review

Approved

Rejected

View Orphan AB LOAs

Exceptions Pending Review in SAMPLECreditCard.txt

| Transact'n Date | Posting Date | Order Number | SSN | Name | Ticket Total | Additional Obligated | JON | Tango | Airline | Ticket # | |
|-----------------|--------------|----------------|-------------|------------------|--------------|----------------------|--------|-------|--------------|---------------|-------------------------------------|
| 5/20/2020 | 5/22/2020 | V478982TOJ0000 | 222-22-2222 | TRAVELER, MISTEF | \$591.00 | \$140.00 | 0N1ADM | J0000 | UNITED | 0167405536223 | <input checked="" type="checkbox"/> |
| 5/25/2020 | 5/27/2020 | V478982TOJ0000 | 222-22-2222 | TRAVELER, MISTEF | \$134.00 | \$134.00 | 0N1ADM | J0000 | UNITED | 0167406219202 | <input type="checkbox"/> |
| 5/26/2020 | 5/28/2020 | V478982TOJ0000 | 222-22-2222 | TRAVELER, MISTEF | \$493.30 | \$493.30 | 0N1ADM | J0000 | UNITED | 0167406915993 | <input checked="" type="checkbox"/> |
| 5/31/2020 | 6/2/2020 | V478982TOJ0000 | 222-22-2222 | TRAVELER, MISTEF | \$585.70 | \$585.70 | 0N1ADM | J0000 | AMERICAN AIR | 0017406916137 | <input type="checkbox"/> |

Select All

Mark Approved

Print

Close

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:

CBA Reconciliation

Reconciliation

Reconcile Now

Records Reconciled:

Records Not Reconciled:

View Exceptions

Select Filename:

Select Status

Pending Review

Approved

Rejected

View Orphan AB LOAs

| Claim # | Date Issued | Date Cancelled | Order Number | SSN | Name | Amount | JON | Tango | Days Since Cancel | |
|---------|-------------|----------------|-----------------|-------------|---------------------|----------|--------|-------|-------------------|-------------------------------------|
| 7 | 8/6/2020 | 8/6/2020 | V4789820TOJ0001 | 222-22-2222 | TRAVELER, MISTER T. | \$345.89 | 0N1ADM | J0001 | 28 | <input checked="" type="checkbox"/> |
| 9 | 8/6/2020 | 8/6/2020 | V4789820TOJ0002 | 222-22-2222 | TRAVELER, MISTER T. | \$267.13 | 0N1ADM | J0002 | 28 | <input type="checkbox"/> |

Select All Unselect All De-Obligate

Print Excel Log File Close ? Help

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.

Maintain Default Remarks For Obligations

| Code | All | Cost | Fund Cite | Split | Non Command | No Cost | ITA | ITA No Cost | Gov Cont Trvl | Blanket | CIVPCS |
|------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| RMK1 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Short Description | | | | | | | | | | | |
| ATM ADVANCE FEES AUTHORIZED. | | | | | | | | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

REMARKS:
 ATM ADVANCE FEES AUTHORIZED. THIS AUTHORIZATION APPLIES TO ALL TYPES OF TRAVEL.

Buttons: Copy, Delete, Print, OK, Cancel, ? Help

Enter Remark

Note: To access this table, change the View to Maintenance. At the Maintenance Main Menu, click on the Authorization Remarks option.

 Complete the following steps to "enter" the obligation remarks:

1. Click in the Code field and type a code for the remark for wish to enter.
2. Click in the check box at the All column if the remark will apply to all authorization types. If not, press Tab until you are at the desired authorization type and then click in the check box to apply the remark.

Note: More than one authorization type can be selected.

3. Continue pressing Tab until the blank text field just below the check boxes is highlighted.
4. Type a short description for the remark you are entering in the highlighted text box.
5. Click in the Remarks text box and type the desired remark.
6. Click on the Copy button, to append the short description to the Remark text box.
7. After you have entered a remark, applied it to the proper fund type, and appended the short description, click on OK to save your entry.

Maintaining the CMET JON Table

IATS contains a variety of tables that are used by the TPAX program for generating the accounting lines for Travel Authorizations and Settlements.

The Maintain CMET JON Table is used to store and maintain the various JON Codes.

Maintain CMET/JON Table

Filter by FY: 8 JON Search:

| JON | FY | JON UIC | APPR Type | APPR FY | APPR Symbol | APPR Subx | Sub Head | OB | AAA | UIC | CCSCC | FC | Sub FC | SAG | CAC | SGMT | Level | Description |
|-------|----|---------|-----------|---------|-------------|-----------|----------|-------|-------|-------|-------|----|--------|-----|------|------|-------|-----------------|
| 01SFP | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T11S | X | U | ED | J516 | 3080 | Unit | 18CDAN1MSXX UOH |
| 10FAC | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T110 | X | U | ED | J516 | 3080 | Unit | 16CDAN1MSXX UOH |
| 600TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T160 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 611TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 612TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 613TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 614TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 615TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 617TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 640TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T164 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 641TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T164 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |

Roll Forward Import Insert Delete
Print Export OK Cancel ? Help

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).

Maintain CMET/JON Table

Filter by FY: 8 JON Search:

| JON | FY | JON UIC | APPR Type | APPR FY | APPR Symbol | APPR Subx | Sub Head | OB | AAA | UIC | CCSCC | FC | Sub FC | SAG | CAC | SGMT | Level | Description |
|-------|----|---------|-----------|---------|-------------|-----------|----------|-------|-------|-------|-------|----|--------|-----|------|------|-------|-----------------|
| 72FOP | 8 | | | 0 | | | | | | | | | | | | | Unit | |
| 01SFP | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T11S | X | U | ED | J516 | 3080 | Unit | 18CDAN1MSXX UOH |
| 10FAC | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T110 | X | U | ED | J516 | 3080 | Unit | 18CDAN1MSXX UOH |
| 600TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T160 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 611TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 612TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 613TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 614TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 615TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 617TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 640TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T164 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 641TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T164 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |

Roll Forward Import Insert Delete
Print Export OK Cancel ? Help

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.

Maintain CMET/JON Table

Filter by FY: 1 JON Search:

| JON | FY | JON UIC | APPR Type | APPR FY | APPR Symbol | APPR Subx | Sub Head | OB | AAA | UIC | CCSCC | FC | Sub FC | SAG | CAC | SGMT | Level | Description |
|-------|----|---------|-----------|---------|-------------|-----------|----------|-------|-------|-------|-------|----|--------|-----|------|------|-------|-----------------|
| 01SFP | 1 | 47898 | B | 11 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T11S | X | U | ED | J516 | 3080 | Unit | 18CDAN1MSXX UOH |
| 10FAC | 1 | 47898 | B | 11 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T110 | X | U | ED | J516 | 3080 | Unit | 18CDAN1MSXX UOH |
| 600TV | 1 | 47898 | B | 11 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T160 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 611TV | 1 | 47898 | B | 11 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 612TV | 1 | 47898 | B | 11 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 613TV | 1 | 47898 | B | 11 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 614TV | 1 | 47898 | B | 11 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 615TV | 1 | 47898 | B | 11 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 617TV | 1 | 47898 | B | 11 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 640TV | 1 | 47898 | B | 11 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T164 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 641TV | 1 | 47898 | B | 11 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T164 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |

Roll Forward Import Insert Delete
Print Export OK Cancel ? Help

Enter the value for Level for this record.

5. The default value at the Level field will be Unit. If you wish to change this value, click on the down arrow button and then click on the desired value from the drop-down list of options.
6. When you have finished entering the information for the new JON Code, click on the OK button.

 Complete the following steps to "delete" a JON Code from the CMET JON Table:

Maintain CNET/JON Table

Filter by FY: 8 JON Search:

| JON | FY | JON UIC | APPR Type | APPR FY | APPR Symbol | APPR Subx | Sub Head | OB | AAA | UIC | CCSCC | FC | Sub FC | SAG | CAC | SGMT | Level | Description |
|-------|----|---------|-----------|---------|-------------|-----------|----------|-------|-------|-------|-------|----|--------|-----|------|------|-------|-----------------|
| 01SFP | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T11S | X | U | ED | J516 | 3080 | Unit | 18CDAN1MSXX UOH |
| 10FAC | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T110 | X | U | ED | J516 | 3080 | Unit | 16CDAN1MSXX UOH |
| 600TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T160 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 611TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 612TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 613TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 614TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 615TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 617TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T161 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 640TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T164 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |
| 641TV | 8 | 47898 | B | 12 | 0100 | 0 | 74D6 | 47898 | 68688 | 47898 | T164 | X | U | ED | J518 | 3080 | Unit | 18CDAN1COMX UOH |

Roll Forward Import Insert Delete

Print Export OK Cancel ? Help

Enter the value for JON UIC for this record.

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 records.

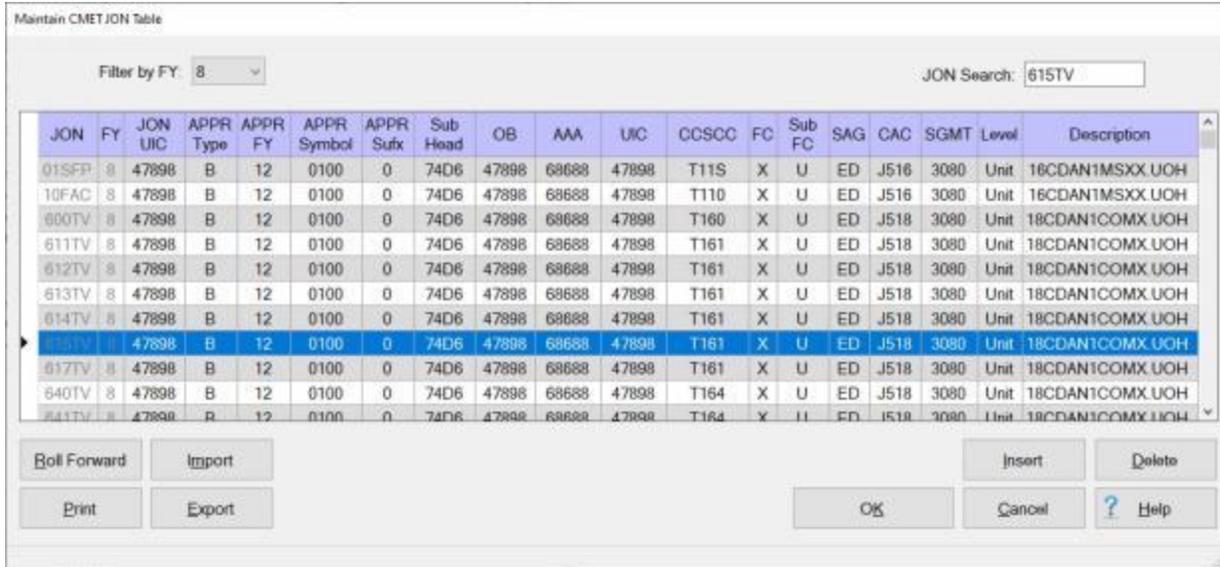
Delete JON

A JON DEPT record for JON 613TV exists and must be deleted too. Do you want to delete both records now?

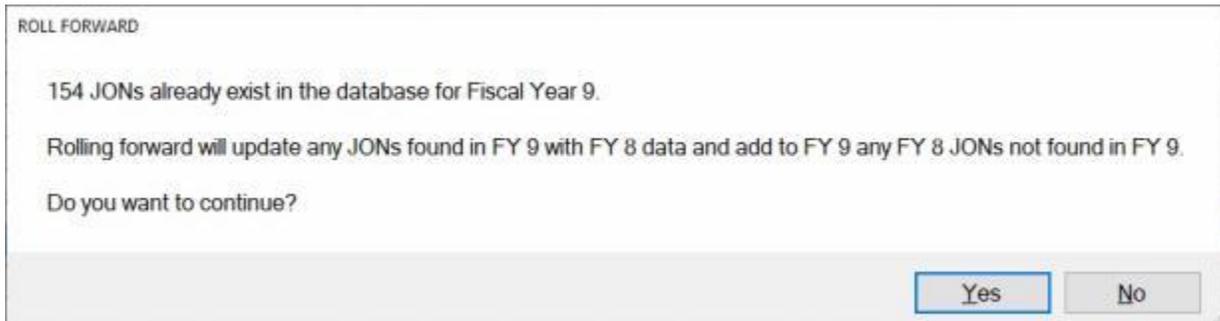
Yes No

5. If you are sure, **click** on the Yes button. IATS **removes** the records from the table
6. If you are **finished** deleting JON Codes, **click** on the **OK** button.

 Complete the following steps to "roll" a JON Code forward to the next Fiscal Year:



1. **Determine** the JON Code you wish to Roll Forward.
2. **Filter by FY:** - If you wish to **display** the JON Codes for a different fiscal year, **click** on the *down arrow* button at the **Filter by FY** field. IATS will **display** a *drop down list* of fiscal year codes. **Click** on the desired **fiscal year code** to make your selection.
3. **JON Search:** - If you already **know** the JON Code you wish to Roll Forward, **enter** that JON Code at the **JON Search** field. IATS will **display** that JON Code information as indicated by the **arrow** in the **column** to the left of the **JON** field.
4. When you are **sure** that IATS is **pointing** to the JON Code you wish to Roll Forward, **click** on the **Roll Forward** button. The following *pop-up message* will appear asking if you are **sure** you wish to roll the selected JON Code forward to the next Fiscal Year.



5. If you are sure, **click** on the Yes button. IATS **rolls** the JON Code **forward** to the CMET JON Table for the next fiscal year.
6. If you are **finished** rolling forward JON Codes, **click** on the **OK** button.

Note: Click on the **Print** button if you wish to generate a **print-out** of the CMET JON Table.

Maintaining the CMET JON Departments Table

IATS contains a variety of tables that are used by the TPAX program for generating the accounting lines for Travel Authorizations and Settlements.

The **Maintain CMET JON Department Table** is used to store and maintain the various JON Department Codes.

Maintain CMET JON Department Table

Filter by FY: JON Search:

| JON | FY | Cost Center | CCSCC | Work Center | Appropriation | Department | Sub Head | UIC |
|-------|----|-------------|-------|-------------|---------------|------------|----------|-------|
| 01SFP | 0 | T1 | T11S | N01S | 090100 | N01S | 74D6 | 47898 |
| 10FAC | 0 | T1 | T110 | N10A | 090100 | N10 | 74D6 | 47898 |
| 600TV | 0 | T1 | T160 | N600 | 090100 | N6 | 74D6 | 47898 |
| 611TV | 0 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 612TV | 0 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 613TV | 0 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 614TV | 0 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 615TV | 0 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 617TV | 0 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 640TV | 0 | T1 | T164 | N640 | 090100 | N6 | 74D6 | 47898 |
| 641TV | 0 | T1 | T164 | N640 | 090100 | N6 | 74D6 | 47898 |

Enter the value for Cost Center for this record.

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).

Maintain CMET JON Department Table

Filter by FY: JON Search:

| JON | FY | Cost Center | CCSCC | Work Center | Appropriation | Department | Sub Head | UIC |
|-------|----|-------------|-------|-------------|---------------|------------|----------|-------|
| | 0 | | | | | | | |
| 01SFP | 0 | T1 | T11S | N01S | 090100 | N01S | 74D6 | 47898 |
| 10FAC | 0 | T1 | T110 | N10A | 090100 | N10 | 74D6 | 47898 |
| 600TV | 0 | T1 | T160 | N600 | 090100 | N6 | 74D6 | 47898 |
| 611TV | 0 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 612TV | 0 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 613TV | 0 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 614TV | 0 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 615TV | 0 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 617TV | 0 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 640TV | 0 | T1 | T164 | N640 | 090100 | N6 | 74D6 | 47898 |

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:

Maintain CMET JON Department Table

Filter by FY: JON Search:

| JON | FY | Cost Center | CCSCC | Work Center | Appropriation | Department | Sub Head | UIC |
|-------|----|-------------|-------|-------------|---------------|------------|----------|-------|
| 01SFP | 1 | T1 | T11S | N01S | 090100 | N01S | 74D6 | 47898 |
| 10FAC | 1 | T1 | T110 | N10A | 090100 | N10 | 74D6 | 47898 |
| 600TV | 1 | T1 | T160 | N600 | 090100 | N6 | 74D6 | 47898 |
| 611TV | 1 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 612TV | 1 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 613TV | 1 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 614TV | 1 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 615TV | 1 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 617TV | 1 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 640TV | 1 | T1 | T164 | N640 | 090100 | N6 | 74D6 | 47898 |
| 641TV | 1 | T1 | T164 | N640 | 090100 | N6 | 74D6 | 47898 |

Roll Forward Import Insert Delete

Print Export OK Cancel ? Help

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.

Confirm Delete

Are you sure you want to delete the JON DEPT 10FAC? Click Yes to continue.

5. If you are sure, **click** on the Yes button. IATS **removes** the JON Code from the table
6. If you are **finished** deleting JON Codes, **click** on the **OK** button.

 Complete the following steps to "roll" a JON Department Code forward to the next Fiscal Year:

Maintain CMET JON Department Table

Filter by FY: JON Search:

| JON | FY | Cost Center | CCSCC | Work Center | Appropriation | Department | Sub Head | UIC |
|-------|----|-------------|-------|-------------|---------------|------------|----------|-------|
| 01SFP | 1 | T1 | T11S | N01S | 090100 | N01S | 74D6 | 47898 |
| 10FAC | 1 | T1 | T110 | N10A | 090100 | N10 | 74D6 | 47898 |
| 600TV | 1 | T1 | T160 | N600 | 090100 | N6 | 74D6 | 47898 |
| 611TV | 1 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 612TV | 1 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 613TV | 1 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 614TV | 1 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 615TV | 1 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 617TV | 1 | T1 | T161 | N610 | 090100 | N6 | 74D6 | 47898 |
| 640TV | 1 | T1 | T164 | N640 | 090100 | N6 | 74D6 | 47898 |
| 641TV | 1 | T1 | T164 | N640 | 090100 | N6 | 74D6 | 47898 |

1. **Determine** the JON Code you wish to Roll Forward.
2. **Filter by FY:** - If you wish to **display** the JON Codes for a different fiscal year, **click** on the *down arrow* button at the **Filter by FY** field. IATS will **display** a *drop down list* of fiscal year codes. **Click** on the desired **fiscal year code** to make your selection.
3. **JON Search:** - If you already **know** the JON Code you wish to Roll Forward, **enter** that JON Code at the **JON Search** field. IATS will **display** that JON Code information as indicated by the **arrow** in the **column** to the left of the **JON** field.
4. When you are **sure** that IATS is **pointing** to the JON Code you wish to Roll Forward, **click** on the **Roll Forward** button. The following *pop-up message* will appear asking if you are **sure** you wish to roll the selected JON Department Code forward to the next Fiscal Year.

ROLL FORWARD

154 JON Departments already exist in the database for Fiscal Year 2.

Rolling forward will update any JON Departments found in FY 2 with FY 1 data and add to FY 2 any FY 1 JON Departments not found in FY 2.

Do you want to continue?

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.

Maintain Stamped Accounting

| # | FY | Description | TI | Appr | SubHd | ObjCls | UIC | BCN | Sufx | AAA | TT | Active |
|---|----|-------------|----|------|-------|--------|-------|-----|------|--------|----|-------------------------------------|
| 1 | 4 | Line 1 | 11 | 1111 | 1111 | 111 | 11111 | | 1 | 111111 | 11 | <input checked="" type="checkbox"/> |
| 1 | 8 | Line 1 | 11 | 1111 | 1111 | 111 | 11111 | | 1 | 111111 | 11 | <input checked="" type="checkbox"/> |
| 2 | 8 | Line 2 | 22 | 2222 | 2222 | 222 | 22222 | | 2 | 222222 | 22 | <input checked="" type="checkbox"/> |
| 3 | 8 | Line 3 | 33 | 3333 | 3333 | 333 | 33333 | | 3 | 333333 | 33 | <input checked="" type="checkbox"/> |
| 4 | 9 | Line 1 | 11 | 1111 | 1111 | 111 | 11111 | | 1 | 111111 | 11 | <input checked="" type="checkbox"/> |
| 5 | 9 | Line 2 | 22 | 2222 | 2222 | 222 | 22222 | | 2 | 222222 | 22 | <input checked="" type="checkbox"/> |
| 6 | 9 | Line 3 | 33 | 3333 | 3333 | 333 | 33333 | | 3 | 333333 | 33 | <input checked="" type="checkbox"/> |
| 7 | 4 | Dummy Line | 17 | 1804 | 60CA | 210 | 00080 | | W | 068732 | 2D | <input checked="" type="checkbox"/> |
| * | | | | | | | | | | | | <input type="checkbox"/> |

Buttons: Print, Save, Delete, Done, Help

Enter a value for the Description

Note: To access this table, change the View to Maintenance. At the Maintenance Main Menu, click on the CMET Stamped Table option.

 Complete the following steps to "modify" an existing LOA in the CMET Stamped Table:

1. **Notice** that various lines of accounting are listed in the grid by Fiscal Year.
2. **Determine** the line of accounting you wish to make changes to.
3. **Click** in the **field(s)** you wish to make changes to and **type** your desired **changes**.
4. When you have **finished** making the desired changes, **click** the **Save** button to **save** the changes.

 Complete the following steps to "add" a LOA to the CMET Stamped Table:

1. **Click** in the # field at the blank line at the bottom of the grid, **enter** a **number** for the LOA, and then **press** the *Tab* key.
2. At the **FY** field, **enter** the **Fiscal Year Code** for the LOA you are adding and then **press** the *Tab* key.
3. At the **Description** field, **type** a **description** for the LOA you are entering and **press** *Tab*.
4. At each accounting element field **type** the desired **information** and **press** *Tab* to continue.
5. **Click** in the **check box** at the **Active** field to indicate that the CMET ACRN is currently **active**.
6. **Click** in the **check box** to **remove** the check mark if the ACRN is not **active**.
7. When you have **finished** entering the information for the LOA, **click** on the **Save** button.

 Complete the following steps to "delete" a LOA to the CMET Stamped Table:

1. **Click** in the **column** to the left of the # field to **select** the LOA you wish to delete.
2. **Click** on the **Delete** button. IATS **removes** the LOA from the table.
3. **Click** on the **Save** button to **save** your changes.

Maintaining the CMET Tango Codes Table

A **Tango** is a serialized **number** that corresponds to a particular allocation of **funds**. **TPAX** will automatically assign the next Tango number to be used based the values entered into the CMET Tango Table.

The **CMET Tango Codes** screen is used to **display** or **modify** existing codes and to **enter new** codes.

Maintain CMET Tango Codes

| Cat Code | FY | Description | Designator | Tango Start | Tango Stop | Next Tango |
|----------|----|-----------------------|------------|-------------|------------|------------|
| 74D6 | 1 | Travel Direct (FAD1) | E | 0 | 9999 | 0 |
| 74D6 | 2 | Travel Direct (FAD1) | E | 0 | 9999 | 0 |
| 74D6 | 3 | TRAVEL DIRECT (FAD1) | E | 0 | 9999 | 1 |
| 74D6 | 4 | TRAVEL DIRECT (FAD1) | E | 0 | 9999 | 1 |
| 74D6 | 5 | TRAVEL DIRECT (FAD 1) | E | 0 | 9999 | 0 |
| 74D6 | 6 | TRAVEL DIRECT (FAD 1) | E | 0 | 9999 | 0 |
| 74D6 | 7 | TRAVEL DIRECT (FAD 1) | E | 0 | 9999 | 0 |
| 74D6 | 8 | Travel Direct (FAD1) | E | 0 | 9999 | 0 |
| 74D6 | 0 | Travel Direct (FAD1) | J | 0 | 9999 | 0 |
| 74D6 | 9 | Travel Direct (FAD1) | S | 0 | 9999 | 0 |
| 74DA | 0 | Travel Direct (FAD2) | K | 0 | 9999 | 0 |
| 74DA | 9 | Travel Direct (FAD2) | M | 0 | 9999 | 0 |
| 74DA | 1 | Travel Direct (FAD2) | U | 0 | 9999 | 0 |
| 74DA | 2 | Travel Direct (FAD2) | U | 0 | 9999 | 0 |
| 74DA | 3 | TRAVEL DIRECT FAD2) | U | 0 | 9999 | 0 |

Buttons: Print, Save, Done, ? Help, Delete

Enter the category code

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **CMET Tango Table** option.

Complete the following steps to "modify" an existing code in the CMET Tango Table:

1. **Notice** that various **Tango Codes** are listed in the grid by Fiscal Year.
2. **Determine** the Tango Code you wish to make changes to.
3. **Click** in the **field(s)** you wish to make changes to and **type** your desired **changes**.
4. When you have **finished** making the desired changes, **click** the **Save** button to **save** the changes.

Complete the following steps to "add" a new code to the CMET Tango Table:

1. **Drag** the **slider bar** on the right side of the screen to **bottom** of the grid until you see a **blank** line.
2. At the blank line, **click** in the **Cat Code** field, enter the desired category code and then **press Tab**.
3. At the **FY** field, enter the desired fiscal year designator code and then **press Tab**.
4. At the **Description** field, enter a **description** for the CMET Tango code you are adding to this table and then **press Tab**.
5. At the **Designator** field, enter the desired designator code and then **press Tab**.
6. At the **Tango Start** field, enter the starting number for the CMET Tango code you are adding to the table and then **press Tab**.

7. At the **Tango Stop** field, enter the ending number for the CMET Tango code you are adding to the table and then **press Tab**.
8. At the **Next Tango** field, enter the next number TPAX will use (for this code) when generating the accounting lines and then **press Tab**.
9. If you are finished using the CMET Tango Codes screen, **click** on the **Save** button to **save** the changes.

 **Complete the following steps to "delete" a code from the CMET Tango Table:**

1. **Click** in the **Description** field to **select** the Tango Code you wish to delete.
2. **Click** on the **Delete** button. IATS **removes** the Tango Code from the table.
3. **Click** on the **Save** button to **save** your changes.

Maintaining the CMET JON Units Table

IATS contains a variety of tables that are used by the TPAX program for the **Approval** of Travel Authorizations and Settlements.

The **Maintain CMET Units** screen is used to store and maintain the various CMET Unit Codes.

Maintain CMET Units

| Unit | Directorate | Active | Intra Super | Intra AO | Proxy | N-Code |
|------|-------------|-------------------------------------|--------------------------|--------------------------|-------|--------|
| J0 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | J0 |
| J3 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | J3 |
| J5 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | J5 |
| J6 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | J6 |
| JC | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | JC |
| JE | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | JE |
| N00 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | N00 |
| N00J | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | N00J |
| N00M | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | N00M |

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**.

Maintain CMET Units

| Unit | Directorate | Active | Intra Super | Intra AO | Proxy | N-Code |
|------|-------------|-------------------------------------|--------------------------|--------------------------|-------------|--------|
| J0 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | J0 |
| J3 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | J3 |
| J5 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Unit | J5 |
| J6 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Directorate | J6 |
| JC | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | JC |
| JE | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | JE |
| N00 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | N00 |
| N00J | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | N00J |
| N00M | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | N00M |

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).

Maintain CMET Units

| Unit | Directorate | Active | Intra Super | Intra AO | Proxy | N-Code |
|------|-------------|-------------------------------------|--------------------------|--------------------------|-------|--------|
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | |
| J0 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | J0 |
| J3 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | J3 |
| J5 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | J5 |
| J6 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | J6 |
| JC | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | JC |
| JE | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | JE |
| N00 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | N00 |
| N00J | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | N00J |

Insert Delete

OK Cancel ? Help

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:

Maintain CMET Units

| Unit | Directorate | Active | Intra Super | Intra AO | Proxy | N-Code |
|------|-------------|-------------------------------------|--------------------------|--------------------------|-------|--------|
| J0 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | J0 |
| J3 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | J3 |
| J5 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | J5 |
| J6 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | J6 |
| JC | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | JC |
| JE | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | JE |
| N00 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | N00 |
| N00J | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | N00J |
| N00M | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | None | N00M |

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.

Delete Unit Record

The selected record will be immediately and permanently deleted from the system. Are you sure you wish to proceed.

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.

Maintain CMET JON Department Proxies

Department JON Proxy List

| JON | FY | Cost Center | Department |
|-------|----|-------------|------------|
| 01SFP | 0 | T1 | N01S |
| 01SFP | 1 | T1 | N01S |
| 01SFP | 2 | T1 | N01S |
| 01SFP | 3 | T1 | N01S |
| 01SFP | 4 | T1 | N01S |
| 01SFP | 5 | T1 | N01S |
| 01SFP | 6 | T1 | N01S |
| 01SFP | 7 | T1 | N01S |
| 01SFP | 8 | T1 | N01S |
| 10FAC | 0 | T1 | N10 |

Enter the value for the JON

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.

Maintain CMET JON Department Proxies

Department JON Proxy List

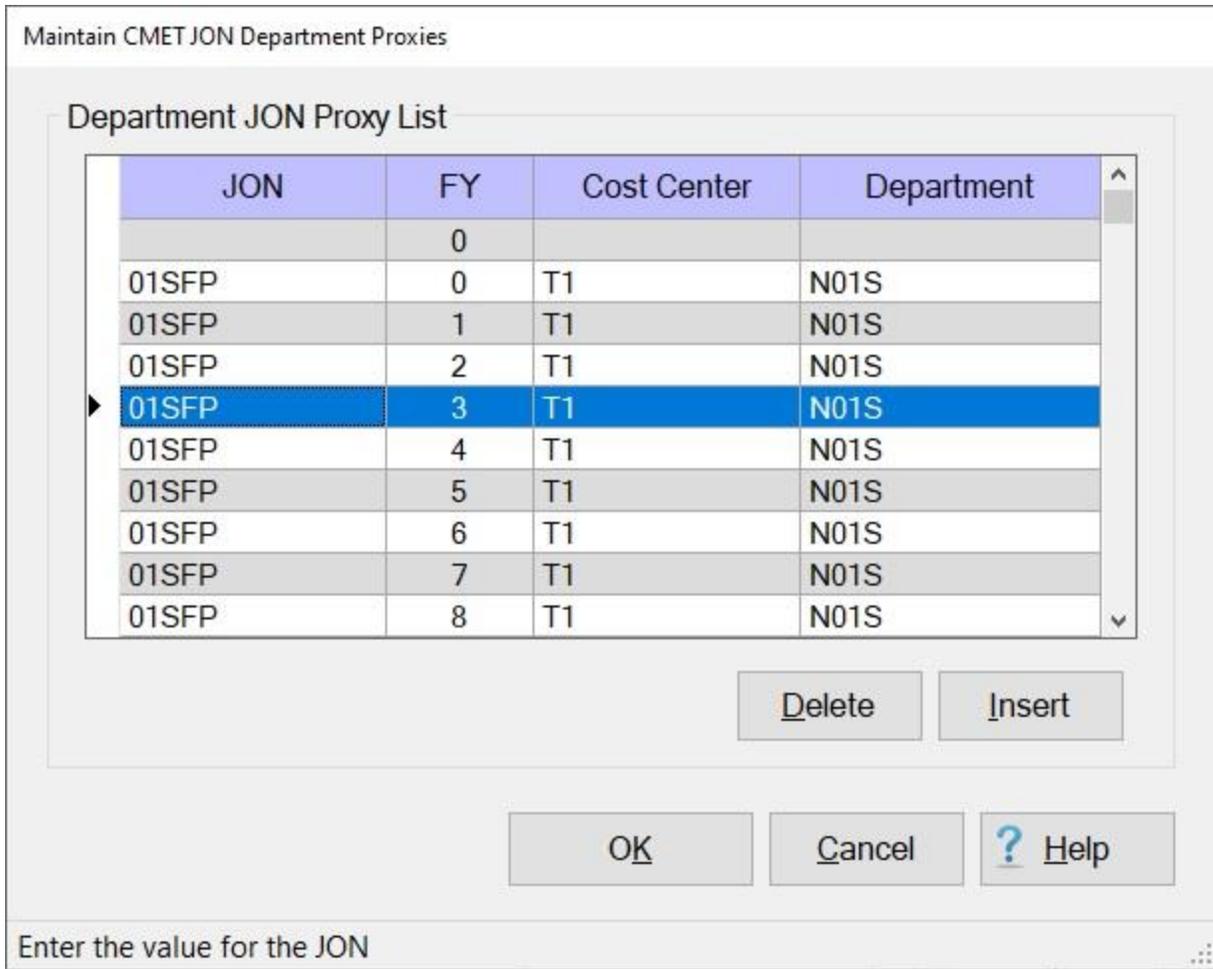
| JON | FY | Cost Center | Department |
|-------|----|-------------|------------|
| | 0 | | |
| 01SFP | 0 | T1 | N01S |
| 01SFP | 1 | T1 | N01S |
| 01SFP | 2 | T1 | N01S |
| 01SFP | 3 | T1 | N01S |
| 01SFP | 4 | T1 | N01S |
| 01SFP | 5 | T1 | N01S |
| 01SFP | 6 | T1 | N01S |
| 01SFP | 7 | T1 | N01S |
| 01SFP | 8 | T1 | N01S |

Buttons: Delete, Insert, OK, Cancel, ? Help

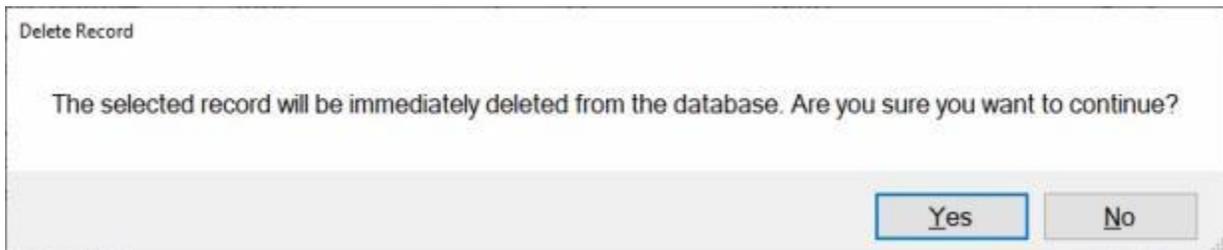
Enter the value for the JON

- JON:** - Click in the **JON** field, **enter** the desired **JON code**, and then **press Tab**.
- FY:** - Click in the **FY** field, **enter** the desired **FY code**, and then **press Tab**.
- Cost Center:** - Click in the **Cost Center** field, **enter** the desired **Cost Center code**, and then **press Tab**.
- Department:** - Click in the **Department** field, **enter** the desired **Department code**, and then **press Tab**.
- When you are **finished** using this screen, **click** on **OK** to **save** your entries and return to the Maintenance Main Menu.

 Complete the following steps to "delete" a CMET JON Department Proxy from the table:



1. **Click** in the **column** to the **left** of the **JON** field to **select** the **CMET JON Department Proxy** you wish to delete.
2. **Click** on the **Delete** button. The following *pop-up message* appears asking if you are **sure** you wish to **delete** the selected record.



3. **Click** on Yes if you are sure.
4. If you **click** on Yes, IATS **removes** the record from the table.
5. **Click** on the **Save** button to **OK** your changes.

Maintaining the CMET JON Roll FY Forward Table

IATS contains a variety of tables that are used by the TPAX program for generating the accounting lines for Travel Authorizations and Settlements.

The **CMET Roll Forward Fiscal Year** screen is used to **Roll** the **JON Codes** (in the various tables) **Forward** to the next fiscal year.

Note: Using this option will allow you to roll forward all of the JON Codes in the particular table **at once** rather than rolling them forward **individually**.

CMET Roll Forward Fiscal Year

Table To Update
CMET JON

New Fiscal Year

JONs from FY 0 to roll forward (optional)

- 01SFP
- 10FAC
- 600TV
- 611TV
- 612TV
- 613TV
- 614TV
- 615TV

Roll Forward Done ? Help

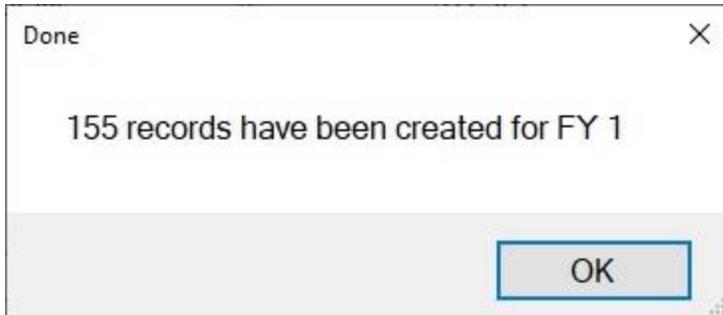
Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **CMET JON Roll FY Forward** option.

Complete the following steps to "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**.

Delete CMET JON Fiscal Year

Table To Update
 CMET JON

FY to Delete

Delete Done ? Help

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **CMET JON Roll FY Forward** option.

 Complete the following steps to "delete" the JON Codes for a specific Fiscal Year:

1. **Table To Update:** - Click on the *down arrow* button to **display** a *drop-down list* of the available JON tables and then **click** on the desired table.
2. **FY to Delete:** - Enter the **Fiscal Year code** for the Fiscal Year you wish to delete the JON Codes from.
3. After selecting the desired **table** and **entering** the desired **Fiscal Year** code, **click** on the **Delete** button. A *pop-up message* will appear asking if you are **sure** you wish to **delete** the records for the specified Fiscal Year.

IATS Notification

Are you sure you want to delete all the records for Fiscal Year 2

Yes No

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.

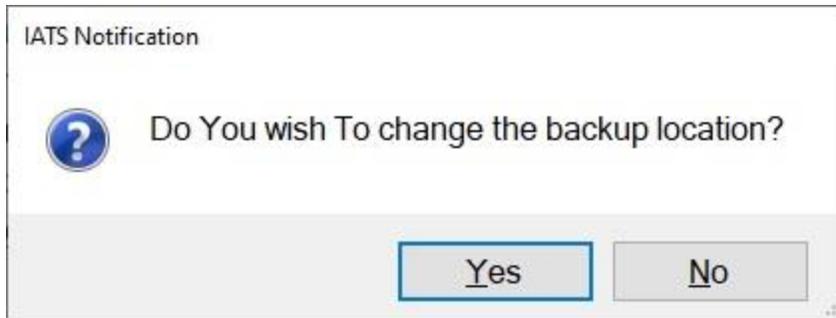


Note: When the above *pop-up* message appears, a **default path** and **location** of the IATS **database** and **back-up directory** is displayed. IATS users have the option, however to **change** the **path** and **location**, for the back-up file. In addition, IATS will create a **zip** file for the **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.

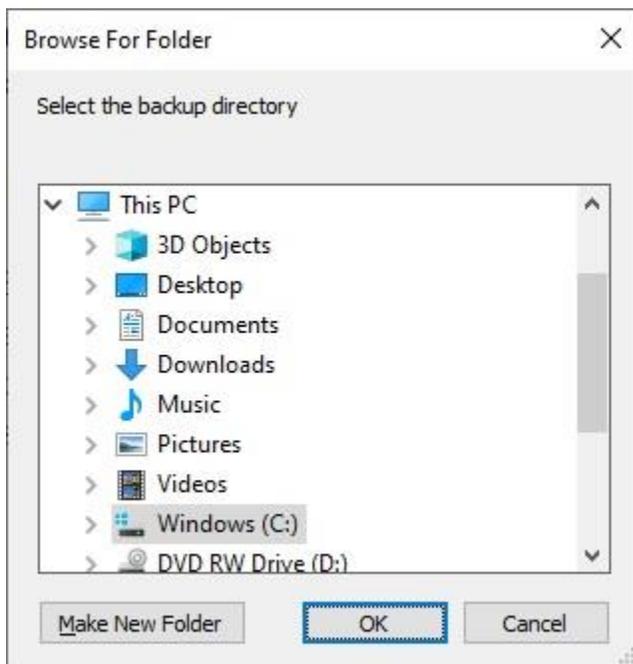
2. If you wish to continue, **click** on **OK**. The following *pop-up* message will appear



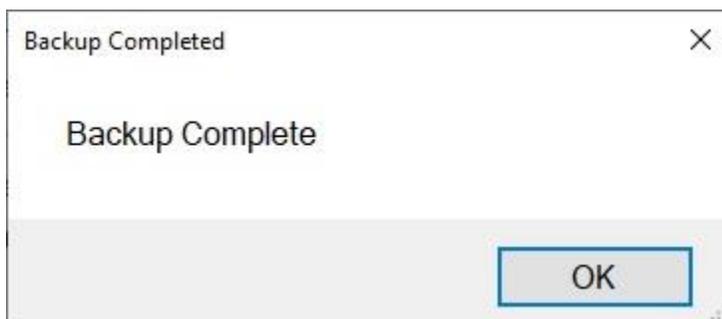
3. If you wish to **continue** and perform a back-up of the IATS database, **click** on **Yes**.
4. If you wish to **change** the **path** and **location** for the backup files, **click** on **No**. IATS will **display** the following *pop-up* message asking if you wish to **change** the backup **location**.



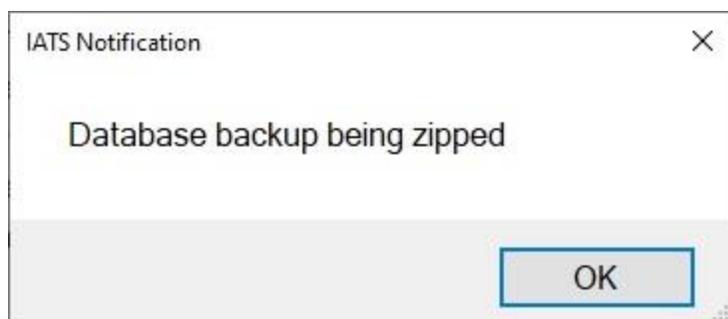
5. **Click** on Yes if you **do** wish to **change** the location.
6. **If** you **click** on Yes, IATS will display the **Browse For Folder** screen.



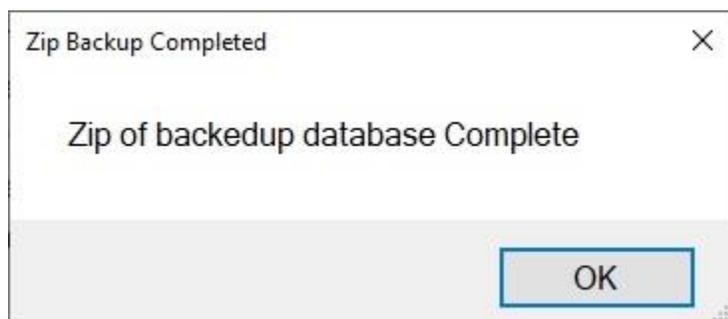
7. At the **Browse For Folder** screen, **select** the desired **path, location** and **folder** for the backup files and then **click** on **OK**.
8. When the back-up is **complete**, the following *pop-up message* will **appear**:



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 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.

DataBase Backup History

| Backup Date | User |
|-------------|--------|
| 3/24/2020 | SYSTEM |

Print Purge Exit ? Help

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.

IATS Configuration (ORIGINAL MASTER DATABASE)

Customer: Coast Guard TPAX Customer: Coast Guard

Interface File Directories

Download Directory: c:\DOWNLOAD Browse

Upload Directory: c:\UPLOAD Browse

Image Directory: C:\PROGRAM FILES\WINDOWS\IATS\IMAGES Browse

System Description

| | | | |
|-------------------------------------|-------------------------------------|---------------------------|-------------------------------------|
| Standalone | <input type="checkbox"/> | Allow Claims by Self | <input type="checkbox"/> |
| Use Employee ID | <input type="checkbox"/> | Audit/Enter Same Claim | <input checked="" type="checkbox"/> |
| Liaison Reports | <input type="checkbox"/> | Use OCR Font | <input type="checkbox"/> |
| Reservist Travel | <input checked="" type="checkbox"/> | Payroll Office | <input type="checkbox"/> |
| Reason for Delete | <input checked="" type="checkbox"/> | Enable CAC | <input type="checkbox"/> |
| RITA Office Aware | <input type="checkbox"/> | Allow Duplicate Login | <input checked="" type="checkbox"/> |
| Prevalidate Accounting | <input type="checkbox"/> | Massive Multiple Travel | <input checked="" type="checkbox"/> |
| Forced Audit | <input type="checkbox"/> | HHG Calculator | <input checked="" type="checkbox"/> |
| Prepayment Audit | <input type="checkbox"/> | Use ISO 3166 Codes | <input checked="" type="checkbox"/> |
| Enable Split | <input checked="" type="checkbox"/> | ID Reason for Suppl | <input type="checkbox"/> |
| Allow Civ FLTT | <input checked="" type="checkbox"/> | Cash Payment Allowed | <input type="checkbox"/> |
| HHG DPS Interface Active | <input checked="" type="checkbox"/> | Create Voucher Print File | <input type="checkbox"/> |
| # Days User Suspended till Deleted: | 15 | Use Roles | <input type="checkbox"/> |
| ReAssign Claims w/o Block List | <input type="checkbox"/> | ODS Secure Upload Active | <input type="checkbox"/> |
| Return Reason Is Mandatory | <input type="checkbox"/> | Allow DTOD Override | <input type="checkbox"/> |
| | | Activate DTOD Web Service | <input type="checkbox"/> |
| | | Scrub Disbursing Uploads | <input type="checkbox"/> |
| | | Use State Taxes | <input type="checkbox"/> |
| | | Allow Auditor Remarks | <input type="checkbox"/> |

Blocking

Blocking:

Blocking Number Assigned: Automatic

Skeleton: YYMDD####

Next Available: 20C0300002

Days Before Block Deletion: 0 No Priority

Inbound and Outbound Interfaces

Disbursing Interface: DAFIS

Local DITY TONOs Only:

T-PAX Parameters

DB is Shared: Enable Image Uploads:

Pass Claims to Disbursing: Pass Claims to Auditors:

Print Voucher Facsimile: Max Claims per Block: 20

Print OK Cancel ? Help

Note: At the IATS Configuration screen, you will see a section in the lower right corner titled **T-PAX Parameters**. 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 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.
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 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.
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 and 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

Maintain Rates by Effective Date

Military TDY Rates

Select Which Rate You Wish to Modify

BAS for Breakfast

BAS for Lunch

BAS for Dinner

Standard CONUS Maximum Lodging

Standard CONUS MIE Rate

Incidental Rate for Government Quarters Onbase CONUS

Incidental Rate for Government Quarters Onbase OCONUS

| | Effective Date | Value |
|---|----------------|-------|
| ▶ | 10/01/1989 | 0.00 |
| | 01/01/1989 | 1.24 |
| | 01/01/1988 | 1.18 |
| * | | |

Insert Rate

Delete Rate

Apply

PrintOKCancel? Help

Enter the effective date

This table is already **populated** when IATS is installed and is automatically **updated** by the monthly per diem rates **file** provided by Professional Software Consortium. On occasion, however, the Travel Supervisor may find it necessary to **make changes** to an existing rate or to **add** a new rate.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Military Parameters** and then **click** on the **TDY Parameters** option.

 **Complete the following steps to "display" a rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

 **Complete the following steps to "insert" a new rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.
2. **Click** on the **Insert Rate** button. A blank line appears at the top of the grid with the current date in the **Effective Date** field. If this **date** is **correct** for new effective date, **press Tab**. If not, **type** the correct date in **MMDDYY** format and **press Tab**.
3. At the **Value** field, **type** the new value for the selected item and **press Tab**.
4. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" an existing rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.
2. **Determine** which value you wish to delete and then **click** in the **box** to the left of the desired effective date. IATS **highlights** the effective **date** and the **value** for the item selected.
3. When the desired item is highlighted, **click** the **Delete Rate** button.
4. **Click** on the **OK** button to **save** the changes.

Maintaining MILPCS Parameters

The **Military PCS Parameters** table stores many of the **effective dates** and **rates** IATS uses to calculate PCS entitlements. Some of the information maintained in this table includes:

- Standard PCS Flat Per Diem Rate
- Mileage Rates
- Dependent Per Diem Rates
- TLE Rates

Maintain Rates by Effective Date

Military PCS Rates

Select Which Rate You Wish to Modify

Standard Daily PCS Flat Per Diem Rate

POV Mileage Rate for PCS with one passenger in vehicle
 POV Mileage Rate for PCS with two passengers in vehicle
 POV Mileage Rate for PCS with three passengers in vehicle
 POV Mileage Rate for PCS with four or more passengers in vehicle
 Percent of Daily Per Diem given to Dependent less than 12 years of age
 Percent of Daily Per Diem given to Dependent Greater than or equal 12 years of age

| Effective Date | Value |
|----------------|--------|
| 10/01/2019 | 151.00 |
| 10/01/2018 | 149.00 |
| 10/01/2017 | 144.00 |
| 10/01/2016 | 142.00 |
| 10/01/2015 | 140.00 |
| 10/01/2013 | 129.00 |
| 10/01/2010 | 123.00 |
| 10/01/2009 | 116.00 |

Insert Rate
Delete Rate
Apply

Print OK Cancel ? Help

Enter the effective date

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates file provided by Professional Software Consortium. 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.

Maintain DLA Rates

Data Exists for the Following Dates:

1/1/2020

1/1/2019

1/1/2018

1/1/2017

1/1/2016

1/1/2015

1/1/2014

1/1/2013

Modify Data Set

Add Data Set

Copy Data Set

Delete Data Set

DLA Rates for Selected Data Set

Effective Date: 1/1/2020

| Rank | WITH Dependents | WITHOUT Dependents |
|------|-----------------|--------------------|
| E1 | \$2,337.40 | \$1,008.84 |
| E2 | \$2,337.40 | \$1,131.36 |
| E3 | \$2,337.40 | \$1,392.88 |
| E4 | \$2,337.40 | \$1,419.78 |
| E5 | \$2,337.40 | \$1,632.00 |
| E6 | \$2,598.94 | \$1,769.48 |
| E7 | \$2,812.68 | \$1,954.84 |
| E8 | \$3,029.39 | \$2,288.10 |
| E9 | \$3,286.45 | \$2,492.88 |
| W1 | \$2,495.87 | \$1,896.51 |
| W2 | \$2,885.89 | \$2,265.70 |
| W3 | \$3,136.98 | \$2,551.13 |

Apply

Print
OK
Cancel
? Help

Note: To access this table, change the View to Maintenance. At the Maintenance Main Menu, click on the plus sign 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:

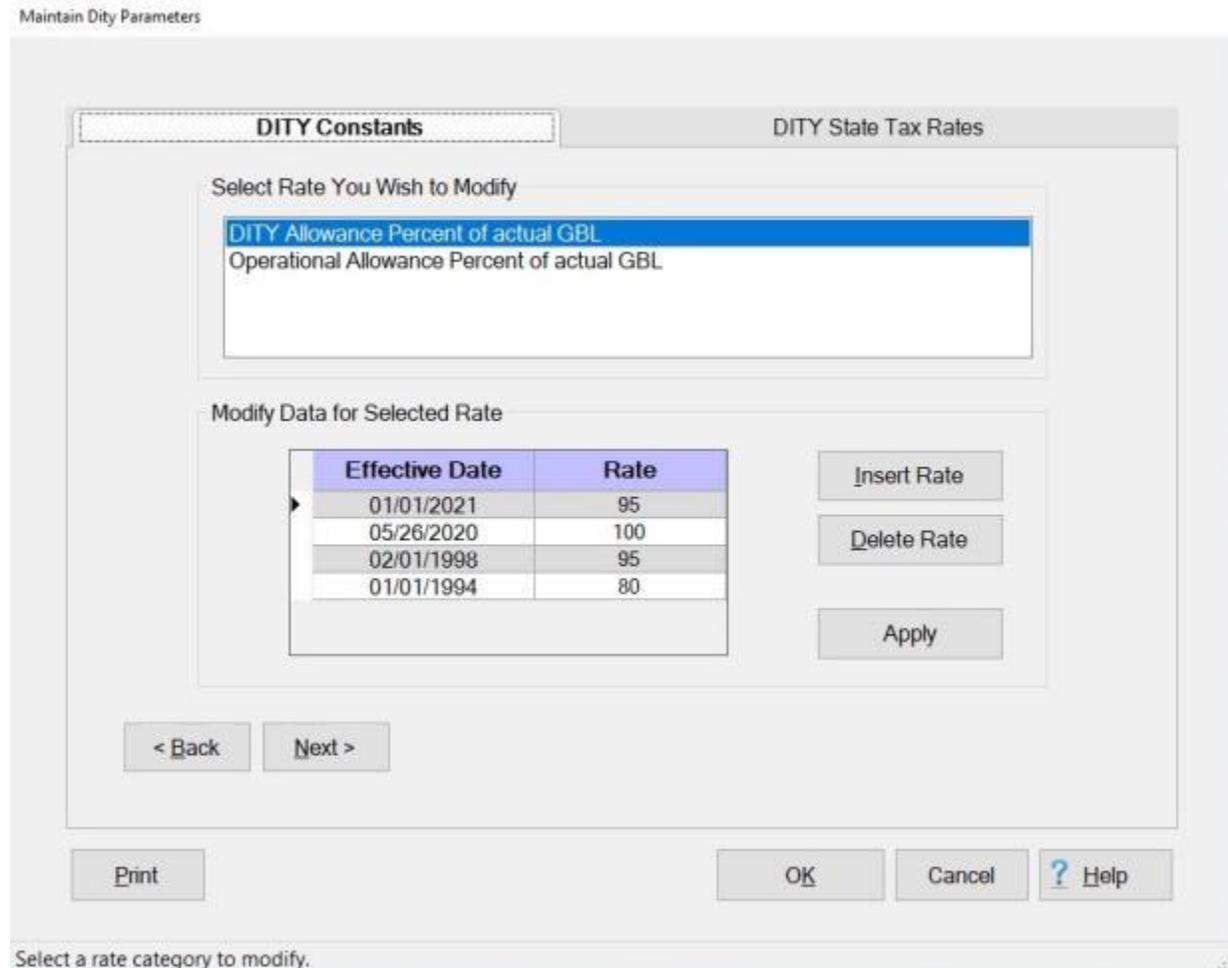
1. If the desired date for the DLA rates table you wish to modify is shown, double click on the **date**.
2. Or, **click** on the *Up/Dn arrow* buttons next to the listed dates to **scroll** through the list and then **click** on the desired date.
3. IATS displays the **effective date** and the **rates** 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.

Maintain Dity Parameters

DITY Constants
DITY State Tax Rates

DITY State Tax Rates for Selected Data Set

| State | Code | % | Up To | % on Remainder |
|-----------------|---------------------|-------|--------|----------------|
| ALABAMA | 1 - On Entitlement | 0.000 | \$0.00 | 5.00 |
| ALASKA | 0 - No Tax | 0.000 | \$0.00 | 0.00 |
| ARIZONA | 3 - Intrastate Only | 0.000 | \$0.00 | 4.00 |
| ARKANSAS | 1 - On Entitlement | 0.000 | \$0.00 | 7.00 |
| CALIFORNIA | 0 - No Tax | 0.000 | \$0.00 | 6.00 |
| COLORADO | 1 - On Entitlement | 0.000 | \$0.00 | 4.63 |
| CONNECTICUT | 2 - On Federal Tax | 0.000 | \$0.00 | 5.00 |
| DELAWARE | 3 - Intrastate Only | 0.000 | \$0.00 | 4.00 |
| DIST. OF COL. | 1 - On Entitlement | 0.000 | \$0.00 | 4.00 |
| FLORIDA | 0 - No Tax | 0.000 | \$0.00 | 0.00 |
| FOREIGN OR TERR | 0 - No Tax | 0.000 | \$0.00 | 0.00 |
| GEORGIA | 1 - On Entitlement | 0.000 | \$0.00 | 4.00 |
| HAWAII | 1 - On Entitlement | 0.000 | \$0.00 | 4.00 |
| IDAHO | 1 - On Entitlement | 0.000 | \$0.00 | 7.80 |
| ILLINOIS | 0 - No Tax | 0.000 | \$0.00 | 0.00 |

< Back
Next >
Apply

Print
OK
Cancel
? Help

Enter the tax code (0-No Tax, 1-On Entitlement, 2-On Federal Tax, or 3-Intrastate Only)

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the left of the item **Military Parameters**. Click on the **plus sign** to the left of the item **PCS Parameters** and then click on the **DITY Parameters** option.

 Complete the following steps to "modify" the DITY State Tax Rates:

1. If not already in focus, **click** on the **DITY State Tax Rates** tab.
2. **Click** on the *Up/Dn* arrow **buttons** on the right side of the table or **press** the *Up/Dn* arrow **keys** on the **keyboard** to **scroll** through the table until the desired **state** is **displayed**.
3. **Click** on the desired **state**. IATS highlights the current **Code** for the selected state plus provides a *down* arrow **button**.
4. **Click** on the *down* arrow **button** to **display** a list of possible tax **codes**, if a change to the existing code is required.
5. **Click** on the desired **code** to make a **selection** and **change** the existing tax **code**, if applicable. After changing the tax code **press** *Tab*. The percentage (%) field is now highlighted.
6. At the percentage (%) field, **type** the new percentage **rate**, if applicable, and **press** *Tab*. The **Up To** field is now highlighted.
7. At the **Up To** field, **type** the new dollar **amount**, if applicable, and **press** *Tab*. The **Percentage (%) on Remainder** field is now highlighted.
8. At the **Percentage (%) on Remainder** field, **type** the new percentage **rate**, if applicable, and **press** *Tab*.
9. When **finished** making the desired changes, **click** on the **Apply** button.
10. When **finished** with this screen, **click** on the **OK** button to **return** to the **Maintenance** menu.

Maintaining Civilian TDY Parameters

The **Civilian TDY Parameters** table stores many of the **effective dates** and **rates** IATS uses to calculate TDY per diem entitlements. Some of the information maintained in this table includes:

- Meal Rates
- Standard CONUS Per Diem Rate
- Surcharge Rates
- Incidental Expense Ceilings
- Mileage Rates

Maintain Rates by Effective Date

Civilian TDY Rates

Select Which Rate You Wish to Modify

Standard CONUS Maximum Lodging

Standard CONUS MIE Rate

Incidental Rate for Government Quarters Onbase CONUS

Incidental Rate for Government Quarters Onbase OCONUS

Surcharge for Government Mess - Breakfast

Surcharge for Government Mess - Lunch

Surcharge for Government Mess - Dinner

| Effective Date | Value |
|----------------|-------|
| 10/01/2019 | 96.00 |
| 10/01/2018 | 94.00 |
| 10/01/2017 | 93.00 |
| 10/01/2016 | 91.00 |
| 10/01/2015 | 89.00 |
| 10/01/2013 | 83.00 |
| 10/01/2010 | 77.00 |
| 10/01/2007 | 70.00 |

Insert Rate

Delete Rate

Apply

Print OK Cancel ? Help

Select an item for which to view 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

Maintain Rates by Effective Date

Civilian PCS Rates

Select Which Rate You Wish to Modify

Standard Daily PCS Flat Per Diem Rate

POV Mileage Rate for PCS with one passenger in vehicle

POV Mileage Rate for PCS with two passengers in vehicle

POV Mileage Rate for PCS with three passengers in vehicle

POV Mileage Rate for PCS with four or more passengers in vehicle

Travel Distance Tolerance allowed for use of Private Auto

Percent of Daily Per Diem given to Dependent less than 12 years of age

| Effective Date | Value |
|----------------|--------|
| 10/01/2019 | 151.00 |
| 10/01/2018 | 149.00 |
| 10/01/2017 | 144.00 |
| 10/01/2016 | 142.00 |
| 10/01/2015 | 140.00 |
| 10/01/2013 | 129.00 |
| 10/01/2010 | 123.00 |
| 10/01/2009 | 116.00 |

Enter the effective date

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates file provided by Professional Software Consortium. On occasion, however, the Travel Supervisor may find it necessary to make changes to an existing rate or to add a new rate.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Civilian Parameters**. **Click** on the **plus sign** to the **left** of the item **PCS Parameters** and then **click** on the **General PCS Data** option.

 **Complete the following steps to "display" a rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

 **Complete the following steps to "insert" a new rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.
2. **Click** on the **Insert Rate** button. A **blank line** appears at the top of the grid with the **current date** in the **Effective Date** field. **If this date is correct** for new effective date, **press Tab**. **If not, type the correct date** in **MMDDYY** format and **press Tab**.
3. At the **Value** field, **type the new value** for the selected item and **press Tab**.
4. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" an existing rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.
2. **Determine** which value you wish to delete and then **click** in the **box** to the **left** of the desired effective date. IATS **highlights** the effective **date** and the **value** for the item selected.
3. When the desired item is highlighted, **click** the **Delete Rate** button.
4. **Click** on the **OK** button to **save** the changes.

Displaying the 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.

Accessory Rates

View Only

Effective Date:

| 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 | \$3,056.00 | \$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 |

OK ? Help

Select the effective date.

This table is **already populated** when IATS is installed and is **automatically updated** by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Civilian Parameters**. **Click** on the **plus sign** to the **left** of the item **PCS Parameters**, and **click** on the **plus sign** to the **left** of the item **HouseHold Goods Commuted Rates** option. **Click** on the **plus sign** to the **left** of the item, **Before May 1, 2013** and then **click** on the **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.

Service Areas

View Only

Effective Date: ▾

State: ▾

| County | Service Area Num. |
|----------|-------------------|
| AUTAUGA | 20 |
| BALDWIN | 16 |
| BARBOUR | 212 |
| BIBB | 4 |
| BLOUNT | 4 |
| BULLOCK | 20 |
| BUTLER | 20 |
| CALHOUN | 4 |
| CHAMBERS | 212 |
| CHEROKEE | 4 |
| CHILTON | 20 |
| CHOCTAW | 436 |
| CLARKE | 16 |
| CLAY | 4 |
| CLEBURNE | 4 |
| COFFEE | 8 |
| COLBERT | 12 |

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.

Additional Services

View Only

Effective Date: 5/15/2007

| 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 |

OK ? Help

Select the effective date.

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **HouseHold Goods Commuted Rates** option. **Click** on the **plus sign** to the left of the item, **Before May 1, 2013** and then **click** on the **Additional Allowances** option.

 Complete the following steps to "display" rates for a different effective date:

1. At the **Additional Services** screen, **click** on the *down arrow* button at the **Effective Date** field. A **list of effective dates** is **displayed**.
2. **Click** on the desired date. IATS **displays** the **table** for the selected date.
3. When **finished** viewing this table **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

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.

Allowable Cost Schedule

User ID: SYSTEM View Only

Effective Date:

| Cost Level | Extra Labor (rate per hour per man) |
|------------|-------------------------------------|
| 1 | \$58.68 |
| 2 | \$67.71 |
| 3 | \$74.03 |
| 4 | \$95.40 |

Print OK ? Help

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **HouseHold Goods Commuted Rates** option. **Click** on the **plus sign** to the left of the item, **Before May 1, 2013** and then **click** on the **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.

Light and Bulky Articles Classification

View Only

Effective Date:

| 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 |
| CPAP | \$151.00 |

OK ? Help

Select the effective date.

This table is already **populated** when IATS is installed and is automatically **updated** by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **HouseHold Goods Commuted Rates** option. **Click** on the **plus sign** to the left of the item, **Before May 1, 2013** and then **click** on the **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 and Ferry Tolls

View Only

Effective Date:

| 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 |

OK ? Help

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates file provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Civilian Parameters**. **Click** on the **plus sign** to the **left** of the item **PCS Parameters**, and **click** on the **plus sign** to the **left** of the item **HouseHold Goods Commuted Rates** option. **Click** on the **plus sign** to the **left** of the item, **Before May 1, 2013** and then **click** on the **Ferry and Bridge Tolls** option.

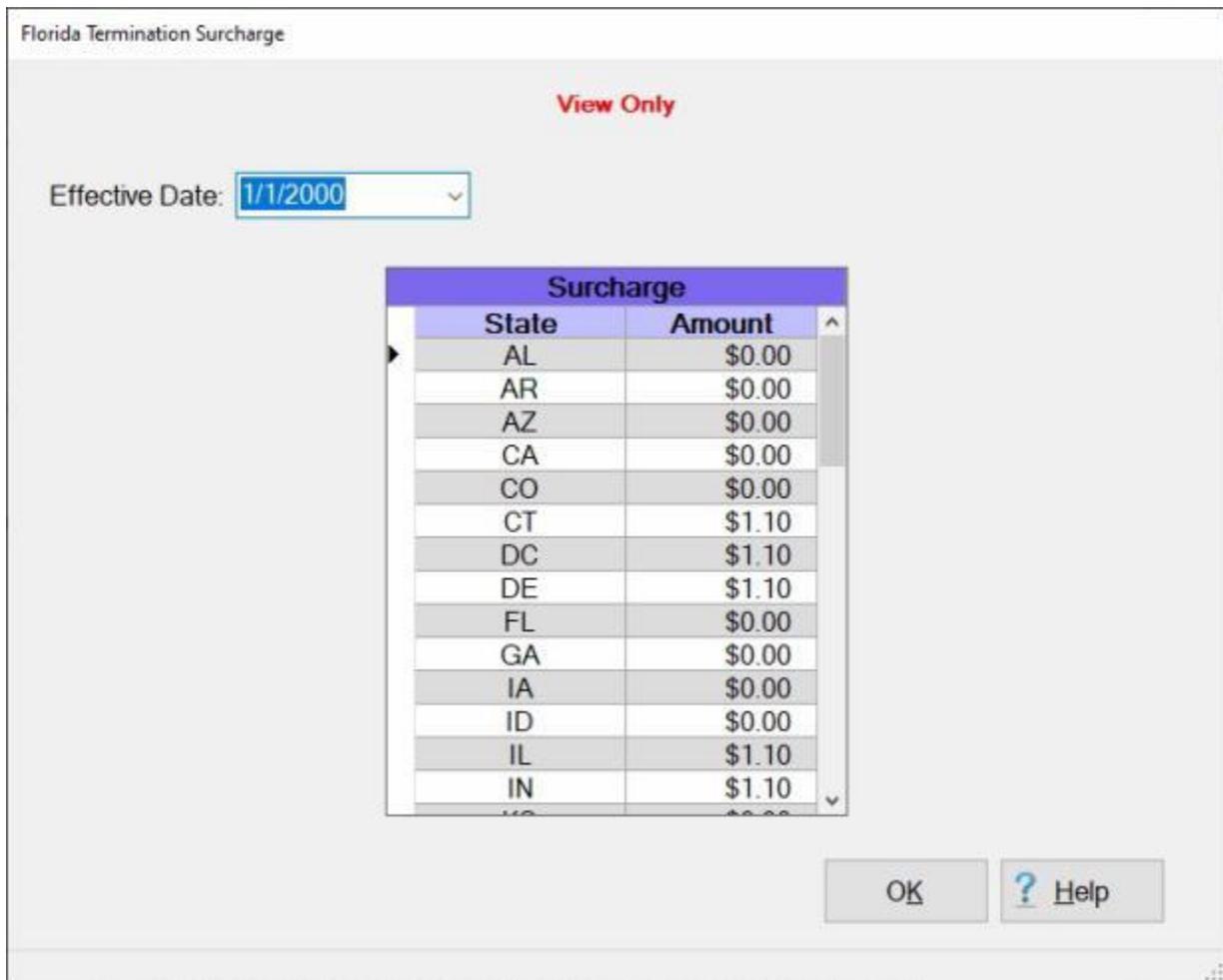
 **Complete the following steps to "display" rates for a different effective date:**

1. At the **Bridge and Ferry Tolls** screen, **click** on the **down arrow** button at the **Effective Date** field. A **list of effective dates** is **displayed**.
2. **Click** on the **desired date**. IATS **displays** the **table** for the **selected date**.
3. When **finished** viewing this table **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

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.

Pickup and Delivery

View Only

User ID: SYSTEM

Effective Date:

| 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 | 1,900 to 1,999 |
| 1 | \$475.00 | \$509.00 | \$543.00 | \$576.00 | \$610.00 | \$644.00 | \$678.00 | \$712.00 | \$745.00 | \$779.00 |
| 2 | \$527.00 | \$564.00 | \$602.00 | \$640.00 | \$678.00 | \$715.00 | \$753.00 | \$791.00 | \$828.00 | \$866.00 |
| 3 | \$578.00 | \$620.00 | \$662.00 | \$703.00 | \$745.00 | \$786.00 | \$828.00 | \$869.00 | \$911.00 | \$953.00 |
| 4 | \$682.00 | \$731.00 | \$780.00 | \$830.00 | \$879.00 | \$929.00 | \$978.00 | \$1,027.00 | \$1,077.00 | \$1,127.00 |

OK ? Help

Select the effective date.

This table is already **populated** when IATS is installed and is automatically **updated** by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **HouseHold Goods Commuted Rates** option. **Click** on the **plus sign** to the left of the item, **Before May 1, 2013** and then **click** on the **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**.

Maintaining HHGSIT Shipment Rates

The **HHGSIT Shipment Rates** screen **stores** the **rates** used for calculating **HHG Storage** claims.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **HouseHold Goods Commuted**

Rates option. **Click** on the **plus sign** to the left of the item, **Before May 1, 2013** and then **click** on the **SIT Shipments** option.

HHG SIT Shipment Rates

User ID: SYSTEM View Only

SIT Shipment Rates for the Following Dates

Dates

1/1/2010

8/1/2011

SIT Shipment Rates for Selected Data Set

Effective Date: 1/1/2010

| Low Weight | High Weight | Sched A | Sched B | Sched C | Sched D | Sched E | Sched F | Sched G | Sched H | Sched I | Sched J | Sched K | Sched L | Sched M | Sched N | Sched O | Sched P | Sched Q |
|------------|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 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 | \$61.00 |
| 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 | \$40.00 |
| 2,000 | 3,999 | \$10.41 | \$11.15 | \$12.05 | \$13.06 | \$13.88 | \$15.30 | \$16.57 | \$17.93 | \$19.24 | \$20.73 | \$22.15 | \$23.46 | \$23.67 | \$26.07 | \$28.19 | \$30.30 | \$32.00 |
| 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 | \$26.00 |
| 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 | \$23.00 |
| 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 | \$23.00 |

OK ? Help

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates file provided by Professional Software Consortium and no changes are allowed.

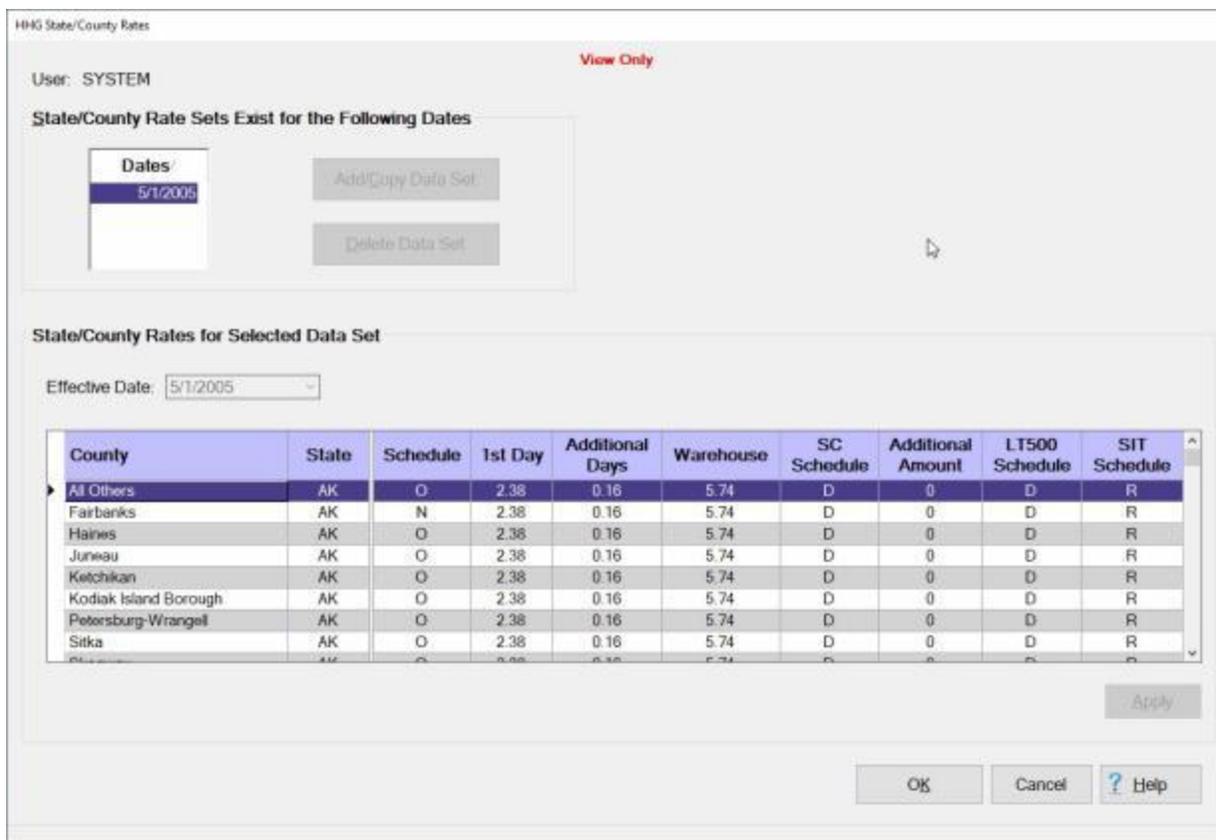
Complete the following steps to "view" a different Data Set:

1. Under the heading **Dates**, click on the data set you wish to display.
2. **Click** on the **View DataSet** button.
3. When you are **finished** viewing this table, **click** on **OK**.

Maintaining HHG State and County Rates

The **HHG State/County Rates** screen is used to **store** the various state and county **rates** for calculating **HHG Storage** claims.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **HouseHold Goods Commuted Rates** option. **Click** on the **plus sign** to the left of the item, **Before May 1, 2013** and then **click** on the **State/County Rates** option.



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.

Maintain Commuted Rates

Commuted Rates for the Following Dates

| Dates |
|-----------|
| 5/1/2013 |
| 2/18/2018 |
| |

Add/Copy Data Set

Delete Data Set

Commuted Rates for Selected Data Set

Effective Date: 5/1/2013

| Low Mileage | High Mileage | Amount |
|-------------|--------------|---------|
| 1 | 500 | \$34.42 |
| 501 | 1,000 | \$45.70 |
| 1,001 | 1,500 | \$54.39 |
| 1,501 | 2,000 | \$63.42 |
| 2,001 | 18,000 | \$72.45 |

Add a Row

Apply

Print OK Cancel ? Help

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To access this table, login to the IATS Maintenance module, click on the plus sign to the left of the item **Civilian Parameters**. Click on the plus sign to the left of the item **PCS Parameters**, Next, click on the plus sign to the left of the item **HouseHold Goods Commuted Rates** option, and then click on the **On or after May 1, 2013** option.

 Complete the following steps to "add" a new Data Set:

1. Under the heading **Commuted Rates for the Following Dates**, click on the data set you wish to copy.

2. **Click** on the **Add/Copy DataSet** button.
3. At the **Effective Date** field **enter** a new effective date in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
4. **Click** on the **Apply** button. The effective date for the new data set appears under the heading **Commuted Rates for the Following Dates**.

 **Complete the following steps to "modify" a Data Set:**

1. Under the heading **Commuted Rates for the Following Dates**, click on the data set you wish to modify.
2. When the data set is displayed, **click** in the **field** you wish to change and make the desired changes.
3. **Add a Row:** - **Click** on the **Add a Row** button if you wish to **add a new row** to the table at the bottom of the **grid** to add additional data.
4. If you have added a new row, **enter** the desired **data** for each **column**.
5. **Click** on the **Apply** button to **save** the changes.

 **Complete the following steps to "delete" a Data Set:**

1. Under the heading **Commuted Rates for the Following Dates**, click on the data set you wish to delete.
2. **Click** on the **Delete Data Set** button.
3. A **prompt** appears asking if you are **sure** you wish to delete the data set.
4. **Click** on the **Yes** button.

When you are **finished** using this screen, **click** on the **OK** button.

Maintaining TQSE Rates

Included in the IATS **Maintenance** Module, is a **TQSE** table that IATS uses to calculate Temporary Quarters Subsistence Expense (**TQSE**) settlement requests. This table is **populated** when IATS is installed, and is automatically updated by the monthly per diem rates **file** distributed by the IATS contractor. On occasion, however, the Travel Supervisor may find it necessary to manually update this table.

TQSE Rates

User ID: SYSTEM

Effective Date: 1/9/2009

| Type | Actual 1-30 | Actual 30+ | Fixed TQSE | FTA |
|-------------------------------------|-------------|------------|------------|---------|
| Employee or Unaccompanied Spouse | 100.00% | 75.00% | 75.00% | 100.00% |
| Spouse and Dependents (12 or Older) | 75.00% | 50.00% | 25.00% | 75.00% |
| Dependents (Younger than 12) | 50.00% | 40.00% | 25.00% | 50.00% |

Apply Daily Limits Apply % Limits Lodging: 0.00 %

This line is for the Employee or Unaccompanied Spouse.

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the left of the item **Civilian Parameters**. Click on the **plus sign** to the left of the item **PCS Parameters** and then click on the **Temporary Quarters & Subsistence Expense** option.

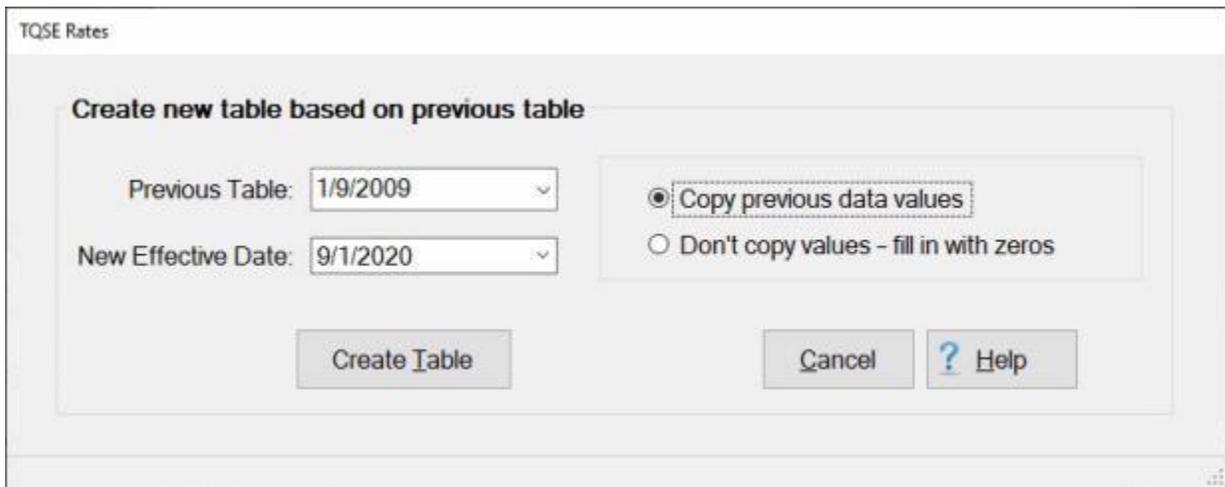
 Use one of the following methods to "display" the rates for a different Effective Date:

- **Method 1:** - At the **Effective Date** field, click on the *down* arrow button to display a list of effective **dates** and then click on the desired **date**. IATS displays the **rates** for the selected effective **date**.
- **Method 2:** - Press the *Up/Dn* arrow **keys** on the keyboard. IATS displays the **rates** for each effective **date** shown.

Tip: Once the **rates** for the selected effective date is **displayed**, the user can generate a **print-out** by clicking on the **Print** button.

 Complete the following steps to "add" a new Effective Date and TQSE Rates:

1. Click on the **Add New Effective Date** button. The **Create TQSE Table** screen appears.



The screenshot shows a window titled "TQSE Rates" with a sub-header "Create new table based on previous table". It contains two dropdown menus: "Previous Table" (set to 1/9/2009) and "New Effective Date" (set to 9/1/2020). To the right are two radio button options: "Copy previous data values" (selected) and "Don't copy values - fill in with zeros". At the bottom are three buttons: "Create Table", "Cancel", and "? Help".

Note: This screen allows the user to create a new table with a new effective date based on the values of a previous table.

2. **Previous Table:** - At this field, click on the *down* arrow button to display a list of effective **dates** and then click on the desired **date**.
3. **New Effective Date:** - Click in this field and type the new effective date in **MMDDYY** format for the table being created.
4. **Copy Previous Data Values:** - Click in the circle at this option if you wish to copy the previous values, from the table selected at the **Previous Table** field, into the new table being created.
5. **Don't Copy Values - Fill in with Zeros:** - Click in the circle at this option if you do not wish to copy the previous values, from the table selected at the **Previous Table** field, into the new table being created. IATS will **zero** fill the **values** instead.
6. After making all of the required selections, click on the **Create Table** button. IATS creates the new table and returns to the previous screen.

 Complete the following steps to "delete" an Effective Date and TQSE Rate table:

1. Select the **effective date** to be deleted by using one of the following methods:

- **Method 1:** - At the **Effective Date** field, **click** on the *down* arrow **button** to **display** a **list** of effective **dates** and then **click** on the desired **date**. IATS **displays** the **rates** for the selected effective **date**.
 - **Method 2:** - **Press** the *Up/Dn* arrow **keys** on the keyboard. IATS **displays** the **rates** for each effective **date** shown.
2. After selecting the desired effective date to be deleted, **click** on the **Delete Effective Date** button. A *pop-up* appears asking the user to **verify** deleting the changes for the specified effective date.
 3. **Click** on the **Yes** button. IATS **deletes** the **table** for the specified effective date.

Note: When **finished** using this screen, **click** on the **OK** button to **save** the changes and **return** to the **Maintenance** menu.

Maintaining Federal Income Tax Rates

Included in the IATS **Maintenance** Module, is a **Federal Income Tax Rates** table that IATS uses to **calculate** withholding **taxes** when processing **CIVPCS** settlement requests. This table is **populated** when IATS is installed, and is automatically **updated** by the monthly per diem rates **file** distributed by the IATS contractor. On occasion, however, the Travel Supervisor may find it necessary to manually **update** this table.

Federal Income Tax Rates

User ID: SYSTEM

Effective Year: 1/1/2020

| 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 |

[Click here to add a new Income Tax Rates Year](#)

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.

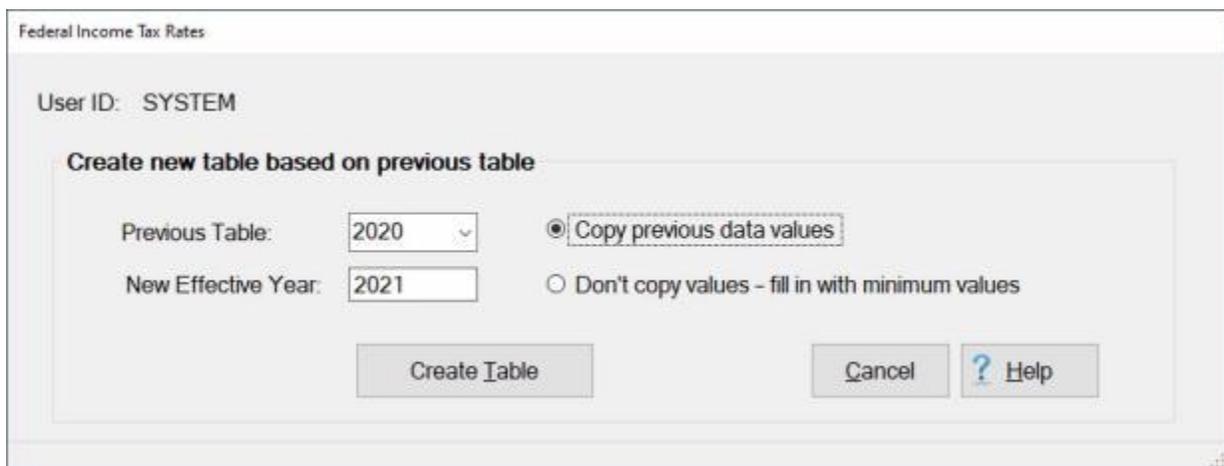
Tip: Once the **rates** for the selected effective date is **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

 **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.

Maintain Federal Estimated Tax Rates

User ID: SYSTEM

Effective Year: 1/1/2020

| 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 |

[Click here to add a new Income Tax Rates Year](#)

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.

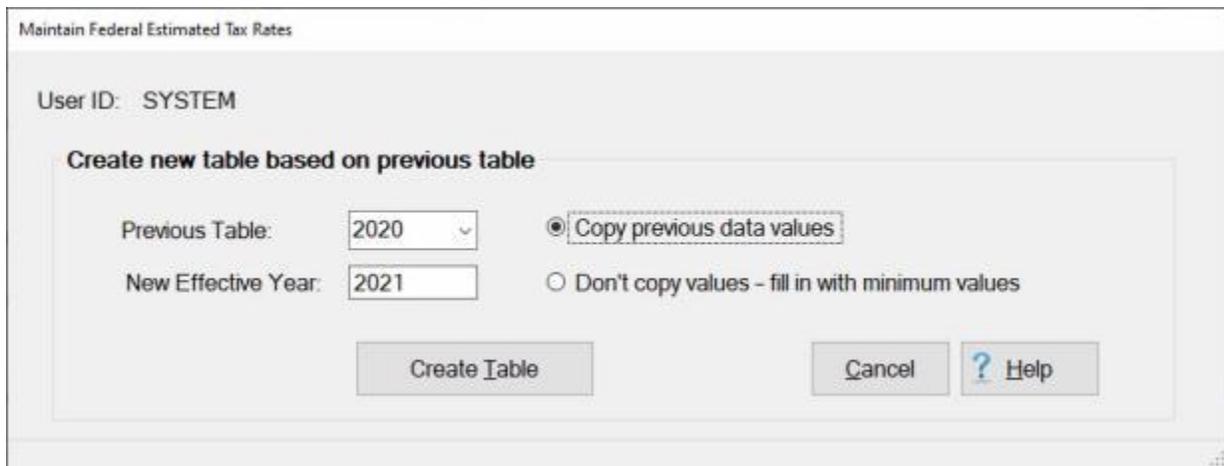
Tip: Once the **rates** for the selected effective date is **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

 **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.

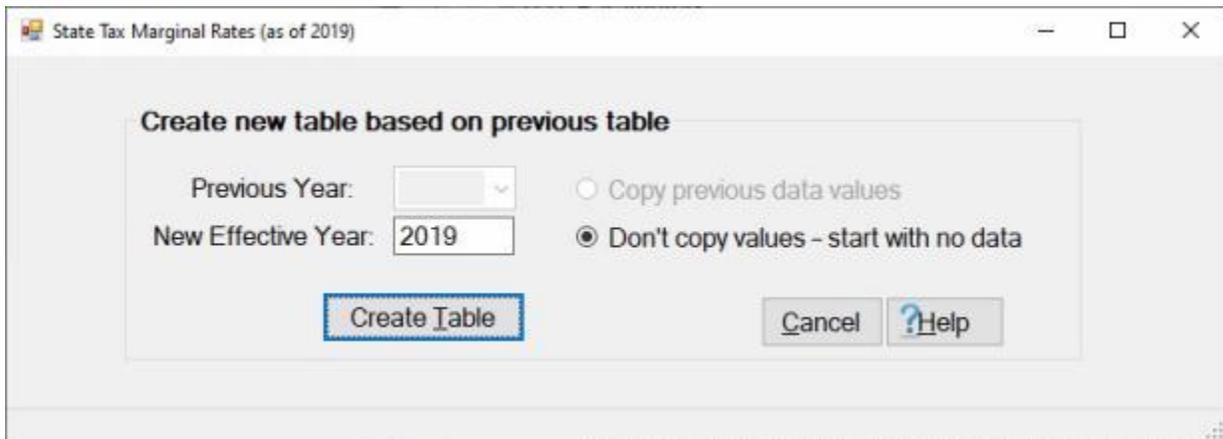
The **State Tax Marginal Rates (as of 2019)** screen is used for creating these tax rate tables.

The screenshot shows the 'State Tax Marginal Rates (as of 2019)' window. At the top, there is an 'Effective Year' dropdown menu, an 'Add New Effective Year' button, and a 'Delete Effective Year' button. Below this, there are two main sections: 'State' and 'Filing Status'. The 'State' section includes a dropdown menu, a 'Delete State' button, and a 'Pct of Federal Tax' checkbox. The 'Filing Status' section includes a dropdown menu and a 'Delete Filing Status' button. In the center, there is a table with two columns: 'Income Tax Bracket (start)' and 'Rate'. The table is currently empty. To the left of the table is a 'Copy From State' dropdown menu and an 'OK' button. To the right is a 'Copy From Filing Status' dropdown menu and an 'OK' button. Below the table is a 'Delete Row' button. At the bottom of the window, there are 'Print', 'OK', 'Cancel', and '? Help' buttons.

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.

State Tax Marginal Rates (as of 2019)

Effective Year: 2019

State: NEW JERSEY
 MONTANA
 NEBRASKA
 NEVADA
 NEW HAMPSHIRE
 NEW JERSEY
 NEW MEXICO
 NEW YORK
 NORTH CAROLINA
 NORTH DAKOTA
 NORTHERN MARIANA
 OHIO
 OKLAHOMA
 OREGON
 PENNSYLVANIA
 PUERTO RICO
 RHODE ISLAND
 SOUTH CAROLINA
 SOUTH DAKOTA
 TENNESSEE
 TEXAS

Pct of Federal Tax

Filing Status:

| Income Tax Bracket (start) | Rate |
|----------------------------|------|
| | |

Copy From Filing Status

- 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.
- 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 **checkbox** to select that method.

State Tax Marginal Rates (as of 2019)

Effective Year: 2019 [Add New Effective Year] [Delete Effective Year]

State: NEW JERSEY [Delete State] Pct of Federal Tax

Filing Status: [All] [Single] [Head of Household] [Married, Filing Joint] [Married, Filing Separate]

| Income Tax Bracket (start) | Rate |
|----------------------------|------|
| * | |

[Copy From State] [OK]

[Delete Row]

[Print] [OK] [Cancel] [Help]

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.

State Tax Marginal Rates (as of 2019)

Effective Year: 2019

State: NEW JERSEY Pct of Federal Tax

Filing Status: Single

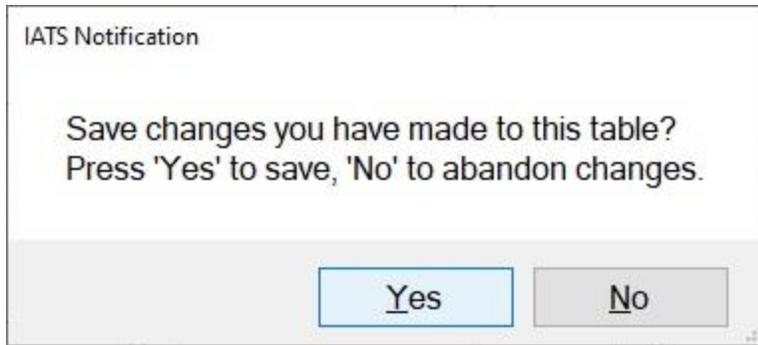
Copy From State

| Income Tax Bracket (start) | Rate |
|----------------------------|-------|
| \$0 | 1.400 |
| \$20,000 | 1.750 |
| 35000 | |
| * | |

Copy From Filing Status

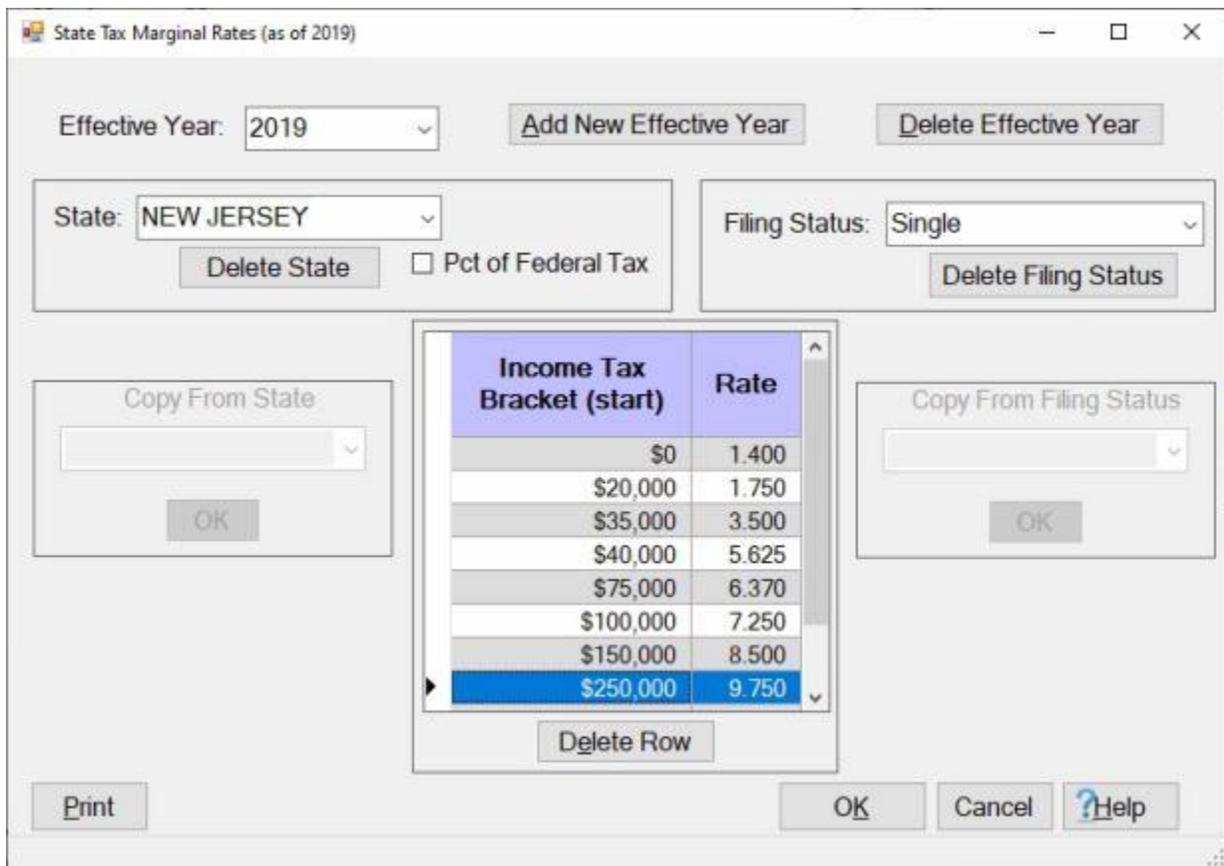
Note: You must now **enter the tax brackets and rates** for the selected state and filing status into the **grid** in the **middle** of the screen.

6. **Income Tax Bracket (start):** - Click in the **cell** for the **blank row** in the **Income Tax Bracket (start)** column and **enter the value** for the **starting 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 **new blank row** **below** 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 **continue working** if you wish by **selecting a different filing status** for the selected state or by **selecting a new 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:

State Tax Marginal Rates (as of 2019)

Effective Year: 2019

State: INDIANA Pct of Federal Tax

Filing Status: Single

Copy From State

NEW JERSEY

| Income Tax Bracket (start) | Rate |
|----------------------------|------|
| * | |

Copy From Filing Status

Note: This feature will be very **helpful** for states having **similar Income Brackets and Tax Rates**. When **creating** a tax table for **another state**, you may want to use the **Copy From State** feature. This feature can **save** a lot of **manual input** by **copying** the **data** that was **already entered** for **another 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 **already** contain data.
3. **Click** on the **desired 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 **another state** displayed in the **grid** for the state you are creating the table for as **shown below**.

State Tax Marginal Rates (as of 2019)

Effective Year: 2019 [Add New Effective Year] [Delete Effective Year]

State: INDIANA [Delete State] Pct of Federal Tax

Filing Status: Single [Delete Filing Status]

Copy From State [OK]

| Income Tax Bracket (start) | Rate |
|----------------------------|--------|
| \$0 | 1.400 |
| \$20,000 | 1.750 |
| \$35,000 | 3.500 |
| \$40,000 | 5.625 |
| \$75,000 | 6.370 |
| \$100,000 | 7.250 |
| \$150,000 | 8.500 |
| \$1,000,000 | 10.000 |

[Delete Row]

Copy From Filing Status [OK]

[Print] [OK] [Cancel] [Help]

- Now you would **edit** the **Bracket** and **Rate** columns as needed by **clicking** in the desired cell and **entering** the correct value.

Using the Copy From Filing Status feature:

State Tax Marginal Rates (as of 2019)

Effective Year: 2019

State: NEW JERSEY Pct of Federal Tax

Filing Status: Head of Household

Copy From State

| Income Tax Bracket (start) | Rate |
|----------------------------|------|
| * | |

Copy From Filing Status: Single

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.

State Tax Marginal Rates (as of 2019)

Effective Year: 2019 [Add New Effective Year] [Delete Effective Year]

State: NEW JERSEY [Delete State] Pct of Federal Tax

Filing Status: Head of Household [Delete Filing Status]

Copy From State [OK]

| Income Tax Bracket (start) | Rate |
|----------------------------|--------|
| \$0 | 1.400 |
| \$20,000 | 1.750 |
| \$35,000 | 3.500 |
| \$40,000 | 5.625 |
| \$75,000 | 6.370 |
| \$100,000 | 7.250 |
| \$150,000 | 8.500 |
| \$1,000,000 | 10.000 |

[Delete Row]

Copy From Filing Status [OK]

[Print] [OK] [Cancel] [Help]

- 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:

State Tax Marginal Rates (as of 2019)

Effective Year:

State: Pct of Federal Tax

Filing Status:

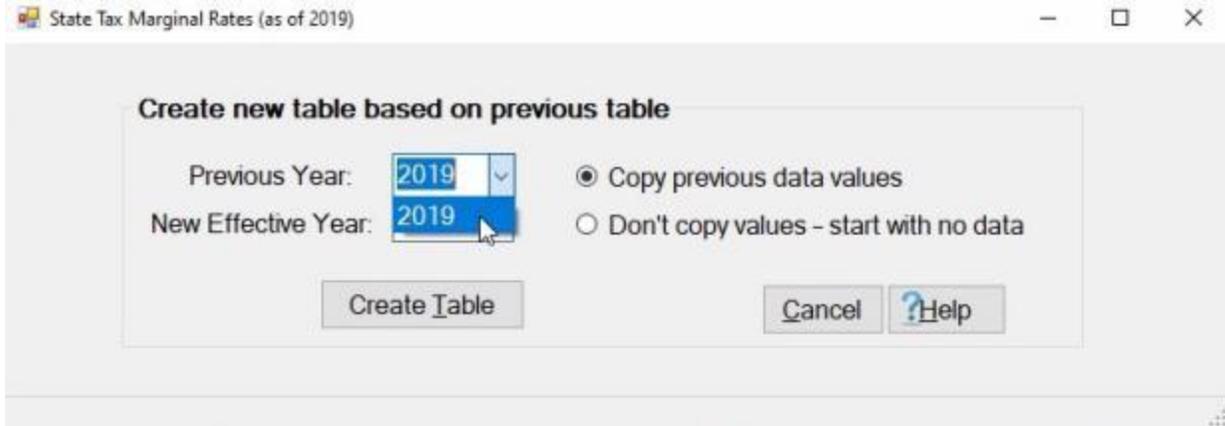
Copy From State

| Income Tax Bracket (start) | Rate |
|----------------------------|------|
| * | |

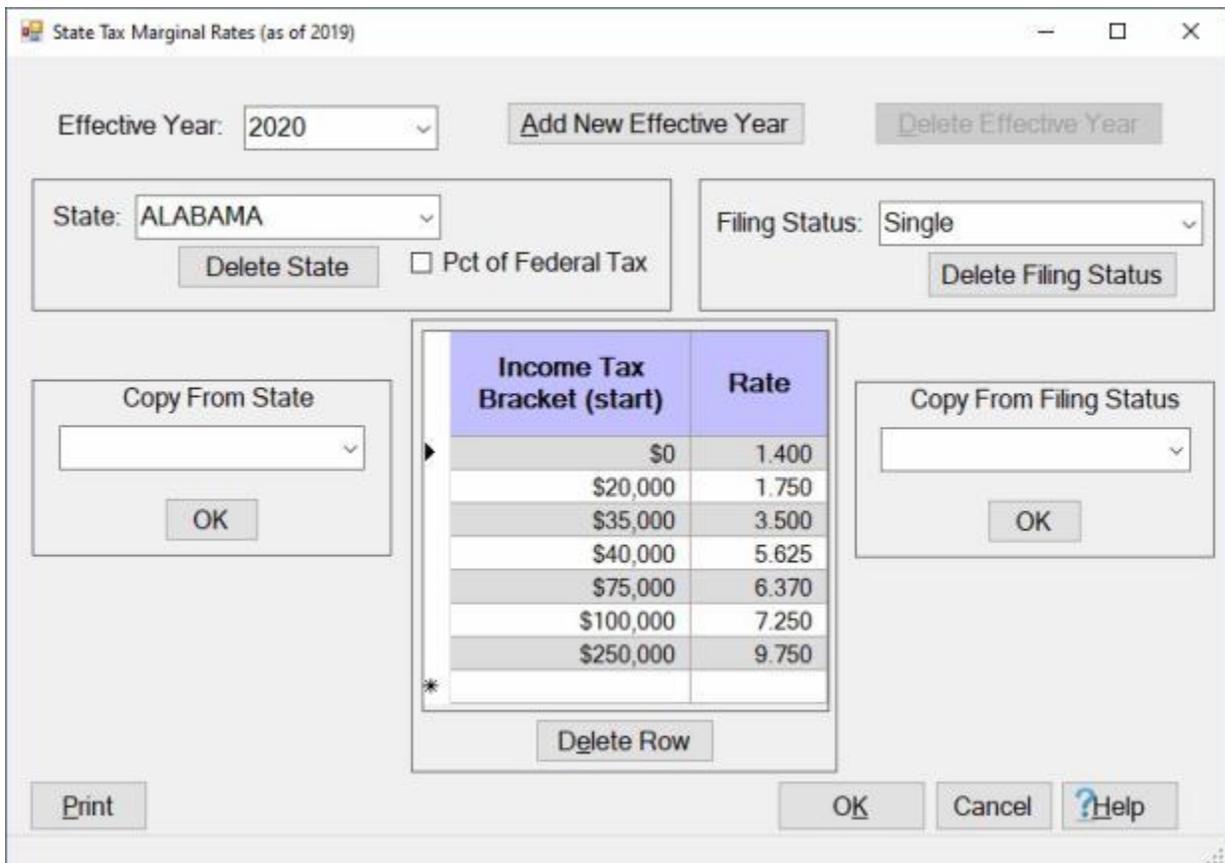
Copy From Filing Status

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 beginning with the first state alphabetically in the tables.



5. Now you would **edit** the **Bracket** and **Rate** columns as needed for each state and **filing status** by **clicking** in the desired cell and **entering** the correct value.

Deleting an Effective Year:

State Tax Marginal Rates (as of 2019)

Effective Year:

State: Pct of Federal Tax

Filing Status:

Copy From State

| Income Tax Bracket (start) | Rate |
|----------------------------|------|
| * | |

Copy From Filing Status

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.

State Tax Marginal Rates (as of 2019)

Effective Year:

State: Pct of Federal Tax

Filing Status:

Copy From State

| Income Tax Bracket (start) | Rate |
|----------------------------|------|
| * | |

Copy From Filing Status

2. **Click** on the **year** you wish to **delete** the tax tables for.

State Tax Marginal Rates (as of 2019)

Effective Year: 2019

State: INDIANA Pct of Federal Tax

Filing Status: Single

Copy From State

| Income Tax Bracket (start) | Rate |
|----------------------------|-------|
| \$0 | 1.500 |
| \$20,000 | 2.000 |
| \$30,000 | 3.000 |
| \$40,000 | 4.000 |
| \$50,000 | 5.000 |
| * | |

Copy From Filing Status

- When you have selected the desired year, **click** on the **Delete Effective Year** button. IATS will **display** the following *pop-up message*.

IATS Notification

Delete all State tax data for all states in 2019?

- Click** on Yes or No as desired.
- If you click on Yes, IATS **deletes** all tax tables for all states for the selected year.

Deleting a State:

State Tax Marginal Rates (as of 2019)

Effective Year: 2019 [Add New Effective Year] [Delete Effective Year]

State: ALABAMA [Delete State] Pct of Federal Tax

Filing Status: Single [Delete Filing Status]

| Income Tax Bracket (start) | Rate |
|----------------------------|-------|
| \$0 | 1.400 |
| \$20,000 | 1.750 |
| \$35,000 | 3.500 |
| \$40,000 | 5.625 |
| \$75,000 | 6.370 |
| \$100,000 | 7.250 |
| \$250,000 | 9.750 |
| * | |

[Delete Row]

[Print] [OK] [Cancel] [Help]

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**.

IATS Notification

Delete all State tax data for AL in 2019?

[Yes] [No]

4. **Click** on **Yes** or **No** as desired.
5. If you click on **Yes**, IATS **deletes** all tax tables for the selected state for the selected year.

Printing a Tax Table:

State Tax Marginal Rates (as of 2019)

Effective Year: 2019

State: INDIANA Pct of Federal Tax

Filing Status: Single

Copy From State

| Income Tax Bracket (start) | Rate |
|----------------------------|-------|
| \$0 | 1.500 |
| \$20,000 | 2.000 |
| \$30,000 | 3.000 |
| \$40,000 | 4.000 |
| \$50,000 | 5.000 |
| * | |

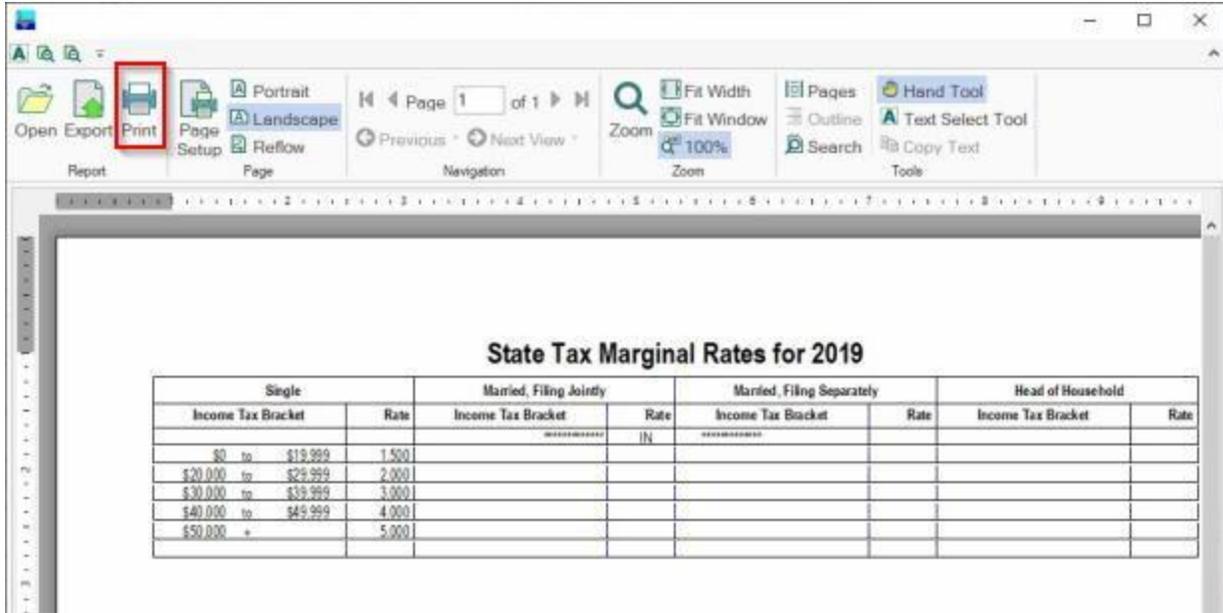
Copy From Filing Status

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.

IATS Notification

Any changes made to the data will not be reflected in the print until you save the data by clicking on the Save button.

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 Tax Rates

View Only

Effective Year:

| State | Filing Status | Pct of Fed Tax? | 20,000 - 24,999 | 25,000 - 49,999 | 50,000 - 74,999 | 75,000 & Over |
|-------|---------------|--------------------------|-----------------|-----------------|-----------------|---------------|
| AL | All | <input type="checkbox"/> | 5 | 5 | 5 | 5 |
| AK | All | <input type="checkbox"/> | 0 | 0 | 0 | 0 |
| AQ | All | <input type="checkbox"/> | 0 | 0 | 0 | 0 |
| AZ | Single | <input type="checkbox"/> | 2.88 | 3.36 | 4.24 | 4.24 |
| AZ | Not Single | <input type="checkbox"/> | 2.88 | 2.88 | 3.36 | 3.36 |
| AR | All | <input type="checkbox"/> | 6 | 6.9 | 6.9 | 6.9 |
| CA | Single | <input type="checkbox"/> | 4 | 8 | 9.3 | 9.3 |
| CA | Not Single | <input type="checkbox"/> | 2 | 4 | 6 | 8 |
| CO | All | <input type="checkbox"/> | 4.63 | 4.63 | 4.63 | 4.63 |
| CT | Single | <input type="checkbox"/> | 5 | 5 | 5.5 | 5.5 |
| CT | Not Single | <input type="checkbox"/> | 5 | 5 | 5 | 5 |
| DE | All | <input type="checkbox"/> | 5.2 | 5.55 | 6.6 | 6.6 |

Print OK ? Help

Select the year for which to view rates.

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.

Puerto Rico Tax Table

View Only

Effective Year:

| Marginal Tax Rate | For married person living with spouse and filing jointly, married person not living with spouse, single person. | For married person living with spouse and filing separately |
|-------------------|---|---|
| 0.00% | \$0.00 | \$0.00 |
| 7.00% | \$9,000.00 | \$9,000.00 |
| 14.00% | \$25,000.00 | \$25,000.00 |
| 25.00% | \$41,500.00 | \$41,500.00 |
| 33.00% | \$61,500.00 | \$61,500.00 |
| * | | |

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the left of the item **Civilian Parameters**. Click on the **plus sign** to the left of the item **PCS Parameters**. Click on the **plus sign** to the left of the **State Marginal Tax Rates** option. Now, click on the **Puerto Rico Only (starting in 2006)** option.

-  Use one of the following methods to "display" the rates for a different Effective Year:
- **Method 1:** - At the **Effective Year** field, click on the *down* arrow button to **display** a list of effective **years** and then click on the desired **date**. IATS **displays** the **rates** for the selected effective year.
 - **Method 2:** - Press the *Up/Dn* arrow **keys** on the keyboard. IATS **displays** the **rates** for each effective year shown.

Tip: Once the **rates** for the selected effective date is **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

Maintaining FICA-Medicare Rates and Retirement Plans

Included in the IATS **Maintenance** Module, is a **FICA/Medicare Rates and Retirement Plans** table that IATS uses to **calculate withholding taxes** when processing **CIVPCS** settlement requests. This table is **populated** when IATS is installed, and is **automatically updated** by the monthly per diem rates **file** distributed by the IATS contractor. On occasion, however, the Travel Supervisor may find it necessary to **manually update** this table.

FICA/Medicare Rates and Retirement Plans

User ID: SYSTEM

Effective Date: 1/1/1993

Rates

| Retirement Plans | | |
|------------------|---------|------------|
| Plan | FICA % | Medicare % |
| CSRS | 0.00% | 100.00% |
| FERS | 100.00% | 100.00% |

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 **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**.

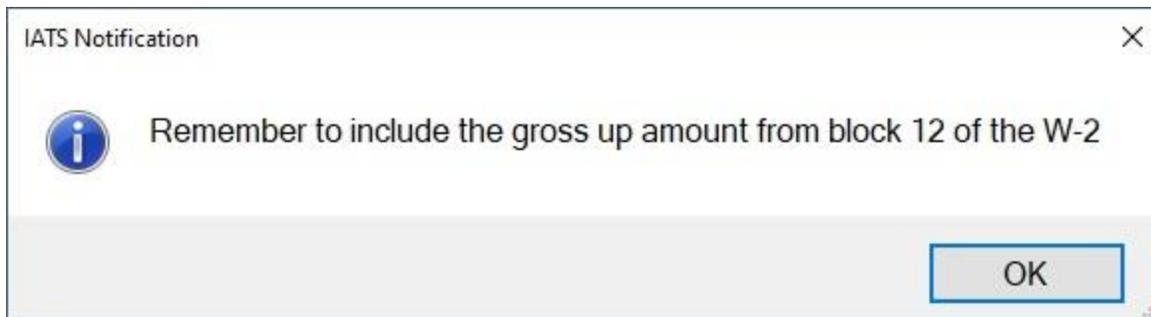
States Displaying Gross Up Warning for a RITA Claim

User ID: SYSTEM

| checked | State/Territory |
|-------------------------------------|-----------------|
| <input checked="" type="checkbox"/> | INDIANA |
| <input type="checkbox"/> | JOHNSTON ATOLL |
| <input type="checkbox"/> | KANSAS |
| <input type="checkbox"/> | KENTUCKY |
| <input type="checkbox"/> | LOUISIANA |
| <input checked="" type="checkbox"/> | MASSACHUSETTS |
| <input type="checkbox"/> | MARYLAND |
| <input type="checkbox"/> | MAINE |
| <input type="checkbox"/> | MICHIGAN |
| <input type="checkbox"/> | MIDWAY ISLANDS |
| <input type="checkbox"/> | MINNESOTA |
| <input type="checkbox"/> | MISSOURI |
| <input type="checkbox"/> | MISSISSIPPI |
| <input type="checkbox"/> | MONTANA |

Print OK Cancel ? Help

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: 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.

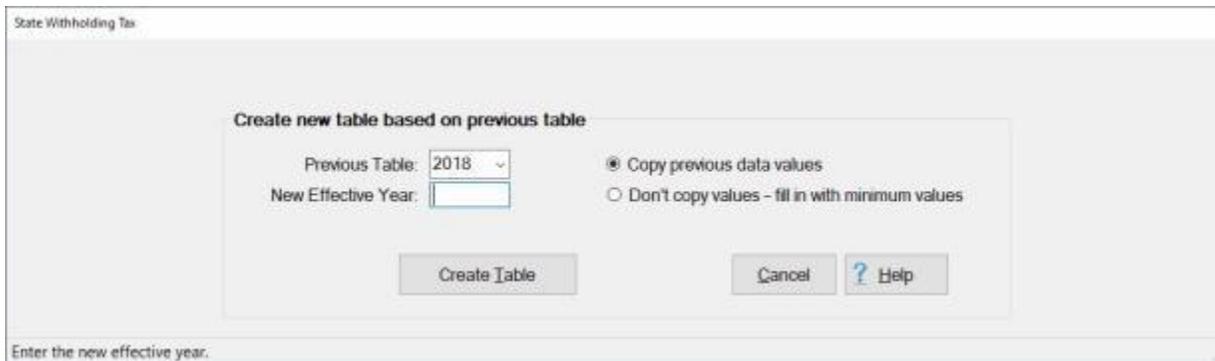
Tip: Once the **rates** for the selected effective date is **displayed**, the user can generate a **print-out** by clicking on the **Print** button.

 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.



State Withholding Tax

Create new table based on previous table

Previous Table: 2018 ~

New Effective Year:

Copy previous data values

Don't copy values - fill in with minimum values

Create Table Cancel ? Help

Enter the new effective year.

Note: This screen allows the user to **create** a **new** table with a **new** effective date based on the **values** of a **previous** table.

2. **Previous Table:** - At this field, click on the *down* arrow button to display a list of effective **years** and then click on the desired **year**.
3. **New Effective Year:** - Click in this field and **type** the **new** effective year in YYYY format for the table being created.
4. **Copy Previous Data Values:** - Click in the circle at this option if you wish to **copy** the previous values, from the table selected at the **Previous Table** field, into the new table being created.

5. **Don't copy values - fill in with minimum values:** - Click in the **circle** at this **option** if you do not wish to **copy** the previous values, from the table selected at the **Previous Table** field, **into** the new table being created. IATS will **zero fill** the **values** instead.
6. After making all of the required selections, **click** on the **Create Table** button. IATS **creates** the new table and **returns** to the previous screen.

 **Complete the following steps to "delete" an Effective Year and State Withholding Tax table:**

1. **Select** the **effective year** to be deleted by using one of the following **methods**:
 - **Method 1:** - At the **Effective Date** field, **click** on the *down* arrow **button** to **display** a **list** of **effective dates** and then **click** on the desired **date**. IATS **displays** the **rates** for the selected effective date.
 - **Method 2:** - **Press** the *Up/Dn* arrow **keys** on the keyboard. IATS **displays** the **rates** for each **effective date** shown.
2. After selecting the desired **effective date** to be deleted, **click** on the **Delete Effective Year** button. A *pop-up* appears asking the user to **verify** deleting the **rates** for the specified **effective date**.
3. **Click** on the **Yes** button. IATS **deletes** the **table** for the specified **effective year**.

Note: When **finished** using this screen, **click** on the **OK** button to **save** the changes and **return** to the **Maintenance** menu.

Maintaining MIE Rates

Per Diem rates consists of three components; **Lodging, Meals, and Incidental Expense allowances**.

The Maintenance Module of IATS, includes a table that stores all of the **Meals** and **Incidental Expenses (M&IE)** rates approved for use by the DoD. The M&IE rates listed in this table are broken down by the amount allowed for each meal, and the amount allowed for incidental expenses. This table is used by IATS when calculating travel entitlements, but is also a useful tool for Travel Supervisors. When answering an inquiry regarding a calculation, or if manually computing a settlement, users can refer to this table for assistance.

This **table** is already populated when **IATS** is **installed** and is automatically updated by the monthly per diem **rates** provided by Professional Software Consortium. On occasion, however, the Travel Supervisor may find it **necessary** to make changes to an existing rate or to add a new rate.

Maintain MIE Rates

User ID: SYSTEM

M & IE Rates

| Daily Rate | Breakfast | Lunch | Dinner | Incidentals | Conus/Oconus |
|------------|-----------|---------|---------|-------------|--------------|
| \$13.00 | \$2.00 | \$4.00 | \$5.00 | \$2.00 | CONUS |
| \$17.00 | \$4.00 | \$5.75 | \$5.25 | \$2.00 | CONUS |
| \$26.00 | \$5.00 | \$5.00 | \$14.00 | \$2.00 | CONUS |
| \$30.00 | \$6.00 | \$6.00 | \$16.00 | \$2.00 | CONUS |
| \$31.00 | \$6.00 | \$6.00 | \$16.00 | \$3.00 | CONUS |
| \$34.00 | \$7.00 | \$7.00 | \$18.00 | \$2.00 | CONUS |
| \$35.00 | \$7.00 | \$7.00 | \$18.00 | \$3.00 | CONUS |
| \$38.00 | \$8.00 | \$8.00 | \$20.00 | \$2.00 | CONUS |
| \$39.00 | \$7.00 | \$11.00 | \$18.00 | \$3.00 | CONUS |
| \$42.00 | \$9.00 | \$9.00 | \$22.00 | \$2.00 | CONUS |
| \$43.00 | \$9.00 | \$9.00 | \$22.00 | \$3.00 | CONUS |
| \$44.00 | \$8.00 | \$12.00 | \$21.00 | \$3.00 | CONUS |
| \$46.00 | \$8.00 | \$12.00 | \$21.00 | \$5.00 | CONUS |
| \$47.00 | \$9.00 | \$11.00 | \$24.00 | \$3.00 | CONUS |
| \$49.00 | \$9.00 | \$13.00 | \$24.00 | \$3.00 | CONUS |
| \$50.00 | \$10.00 | \$12.00 | \$26.00 | \$2.00 | CONUS |
| \$51.00 | \$11.00 | \$12.00 | \$23.00 | \$5.00 | CONUS |

Insert Delete

Print OK Cancel ? Help

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.

Maintain Country and State Codes

Country/State Codes

| Conus | State Code | Description | IBOP | Lower 48 | All States | With Territories | Postal Code | ISO 3166 (2_chr) |
|-------|------------|---------------------------------|------|-------------------------------------|-------------------------------------|-------------------------------------|-------------|------------------|
| C | AA | AA APO/FPO SOUTH/CENTRAL AMERIC | US | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | AA | US |
| C | AE | AE APO/FPO EUROPE | US | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | AE | US |
| O | AF | AFGHANISTAN | AF | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | AF |
| O | AK | AK ALASKA | US | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | AK | US |
| C | AL | AL ALABAMA | US | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | AL | US |
| O | AL | ALBANIA | AL | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | AL |
| O | AG | ALGERIA | AG | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | DZ |
| O | Z1 | ALL-OCONUS LOCS NOT LIST | ZZ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | ZZ |
| O | AQ | AMERICAN SAMOA | AQ | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | AS | AS |
| O | AN | ANDORRA | AN | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | AD |
| O | AO | ANGOLA | AO | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | AO |
| O | AV | ANGUILLA | AV | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | AI |
| O | AY | ANTARTICA | AY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | AQ |

Buttons: Delete, Insert, Print, OK, Cancel, Help

Enter The Country State Code.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus** sign next to the word **Locality Data** and then **click** on the **Country/State Descriptions** option.

 **Complete the following steps to "display" a location:**

1. **Click** on the *Up/Dn arrows* on the right side of the screen to **scroll** through the listing until the desired location is displayed.

 **Complete the following steps to "insert" a new location:**

1. **Click** on the **Insert** button. A blank line appears at the top of the grid.

2. **Conus: Type** either **C** or **O** to indicate whether the location is a **CONUS** or **OCONUS** location.
3. **State Code: Click** in this field, and **type** the two letter locality **code** for the location being inserted and **press Tab**.
4. **Description: Type** the **name** of the **State** or **Country**. **Notice** that for **CONUS** locations the state's **name** must be **preceded** by the two letter **state code**.
5. **IBOP: Type** the two letter International Balance of Payments (IBOP) **code** and **press Tab**.
6. **Lower 48: Click** in the **check box** if the location being entered is considered to be within the **48 contiguous United States of America**.
7. **All States: Click** in the **check box** if this option **applies** to this location.
8. **With Territories: Click** in the **check box** if this option **applies** to this location.
9. **Postal Code: Enter** the **Postal Code** for this location.
10. **ISO 3166: Enter** the **ISO 3166 Code** for this location.
11. When you are **satisfied** with your entries, **click** on the **OK** button.

 Complete the following steps to "delete" a location:

Maintain Country and State Codes

Country/State Codes

| Conus | State Code | Description | IBOP | Lower 48 | All States | With Territories | Postal Code | ISO 3166 (2_chr) |
|-------|------------|---------------------------------|------|-------------------------------------|-------------------------------------|-------------------------------------|-------------|------------------|
| C | AA | AA APO/FPO SOUTH/CENTRAL AMERIC | US | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | AA | US |
| C | AE | AE APO/FPO EUROPE | US | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | AE | US |
| O | AF | AFGHANISTAN | AF | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | AF |
| O | AK | AK ALASKA | US | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | AK | US |
| C | AL | AL ALABAMA | US | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | AL | US |
| O | AL | ALBANIA | AL | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | AL |
| O | AG | ALGERIA | AG | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | DZ |
| O | Z1 | ALL-OCONUS LOCS NOT LIST | ZZ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | ZZ |
| O | AQ | AMERICAN SAMOA | AQ | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | AS | AS |
| O | AN | ANDORRA | AN | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | AD |
| O | AO | ANGOLA | AO | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | AO |
| O | AV | ANGUILLA | AV | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | AI |
| O | AY | ANTARTICA | AY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | AQ |

Delete Insert

Print OK Cancel ? Help

Enter The Country State Code.

1. **Click** on the *Up/Dn* **arrows** on the right side of the screen to **scroll** through the listing until the desired location is displayed.
2. Click in the column to the left of the Conus column to highlight the location you wish to delete.
3. When you have highlighted the desired location, **click** on the **Delete** button. The following *pop-up message* appears asking if you are **sure** you wish to **delete** the selected country or state.

Delete Country/State

Are you sure you want to delete the selected country/state?

4. **Click** on Yes or No as desired.
5. If you click on Yes, IATS deletes the selected location.
6. **Click** on **OK** to complete the process and **save** your changes.

Maintaining Locality Codes and Descriptions

Locality Codes for **states, countries, counties** and **cities** are developed and published by a branch of the **State Department**.

IATS requires the **input** of these Locality Codes at several points throughout the processing cycle. In addition, the **per diem rates** maintained in the database are **stored** by Locality Codes.

To facilitate the use of Locality Codes within IATS, the Maintenance Module includes a **table** that stores the codes. These tables are updated **periodically** by the **monthly per diem rates file** distributed by the IATS contractor. On occasion, however, the Travel Supervisors may find it necessary to manually **update** the Locality Codes Table.

Maintain Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection:

List of Localities

| Code | Locality Description | ILPP Code | Time Zone | Military Base |
|------|---------------------------|-----------|-----------|-------------------------------------|
| DOT | DOTHAN/HOUSTON | | S | <input type="checkbox"/> |
| FLO | FLORENCE/LAUDERDALE | | S | <input type="checkbox"/> |
| MCC | FT. MCCLELLAN (ANN) | MCC | S | <input checked="" type="checkbox"/> |
| RUC | FT. RUCKER (OTH) | RUC | S | <input checked="" type="checkbox"/> |
| GNR | GADSDEN NAV RES CTR (ANN) | | S | <input type="checkbox"/> |
| GUL | GULF SHORES/ BALDWIN | | S | <input type="checkbox"/> |
| GUN | GUNTER AFB (MON) | GUN | S | <input type="checkbox"/> |
| HUN | HUNTSVILLE/MADISON | HUN | S | <input type="checkbox"/> |
| UND | LIMESTONE COUNTY | | S | <input type="checkbox"/> |

Print Delete Insert OK Cancel ? Help

Select a country/state.

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 **tables** that stores these codes.

These tables are updated **periodically** by the **monthly per diem rates file** distributed by the IATS contractor. On occasion, however, the Travel Supervisors may find it necessary to manually **update** the **Cities** Table.

Maintain Cities

Country/State

Select a Country/State:

List of Cities

| Locality | City Name | County Name | Time Zone | Military Base |
|----------|--------------------|-------------|-----------|--------------------------|
| ▶ AND | 46001 Alexandria | Madison | | <input type="checkbox"/> |
| AND | 46011 Anderson | Madison | | <input type="checkbox"/> |
| AND | 46012 Anderson | Madison | | <input type="checkbox"/> |
| AND | 46013 Anderson | Madison | | <input type="checkbox"/> |
| AND | 46014 Anderson | Madison | | <input type="checkbox"/> |
| AND | 46016 Anderson | Madison | | <input type="checkbox"/> |
| AND | 46017 Anderson | Madison | | <input type="checkbox"/> |
| AND | 46017 Chesterfield | Madison | | <input type="checkbox"/> |
| CAR | 46030 Arcadia | Hamilton | | <input type="checkbox"/> |
| CAR | 46031 Aroma | Hamilton | | <input type="checkbox"/> |
| CAR | 46031 Atlanta | Hamilton | | <input type="checkbox"/> |

Note: To access this table, change the View to Maintenance. At the Maintenance Main Menu, click on the plus sign next to the word **Locality Data** and then click on the **City Names** option.

 **Complete the following steps to "display" the City Names Table:**

1. At the **Enter Country/State Selection** field, **type** the first letter of the **country** or **state** name. IATS displays the first locality beginning with this letter. If the desired state or country is not highlighted, **press** the *Up/Dn* arrow **keys** on the keyboard until the desired location is highlighted.
2. Once the desired location is highlighted, **press Tab**. IATS **displays** the associated **locality codes, city, and county** names in the **List of Cities** table.
3. You may also **click** on the *down arrow* button to display a **list** of country/state names. When the list is displayed, **click** on the desired country/state **name**.

 **Complete the following steps to "insert" a new city to the City Names Table:**

1. **Click** on the **Insert** button. A blank line appears at the top of the grid.
2. **Locality:** **Click** in this field, and **type** the three letter city **code** for the city being inserted and **press Tab**.
3. **City Name:** At this field, **type** the **name** of the **city** and **press Tab**.
4. **County Name:** At this field, **type** the **name** of the **county** and **press Tab**.
5. **Time Zone:** No entry is **required** at this field.
6. **Military Base:** If the city name being inserted is a **military** facility, **click** in this **box** or **press** the **space bar**. IATS places a **check mark** in the box indicating that the option is selected.
7. When **finished** inserting the new city name, **click** the **Apply** button to **save** the entry.

 **Complete the following steps to "delete" a city from the City Names Table:**

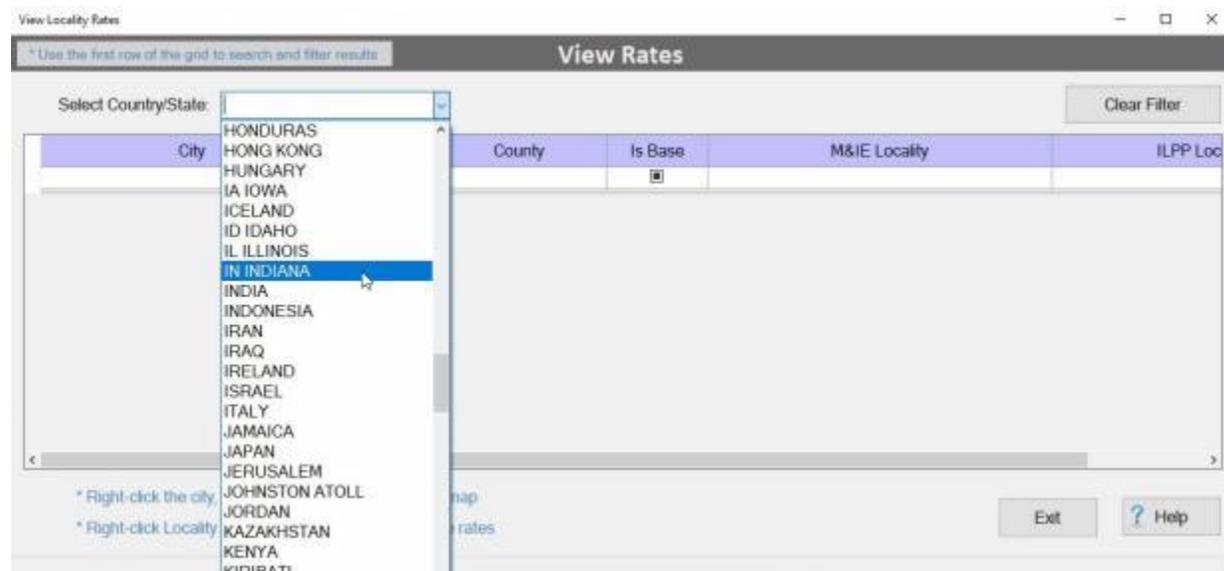
1. At the **Enter Country/State Selection** field, **type** the first letter of the **country** or **state** name. IATS displays the first locality beginning with this letter. If the desired state or country is not highlighted, **press** the *Up/Dn* arrow **keys** on the keyboard until the desired location is highlighted.
2. You may also **click** on the *down arrow* button to display a **list** of country/state names. When the list is displayed, **click** on the desired country/state **name**.
3. When the desired city name is displayed, **click** on the **city name**. IATS highlights the **city name**.
4. Once the desired **city name** is highlighted, **click** the **Delete** button. A **message** appears indicating that the city will be deleted and **asking if you are sure**.
5. **Click** on the Yes button. IATS **deletes** the selected city.
6. When finished, **click** on the **OK** button to **return** to the **Maintenance** menu.

View All Rates

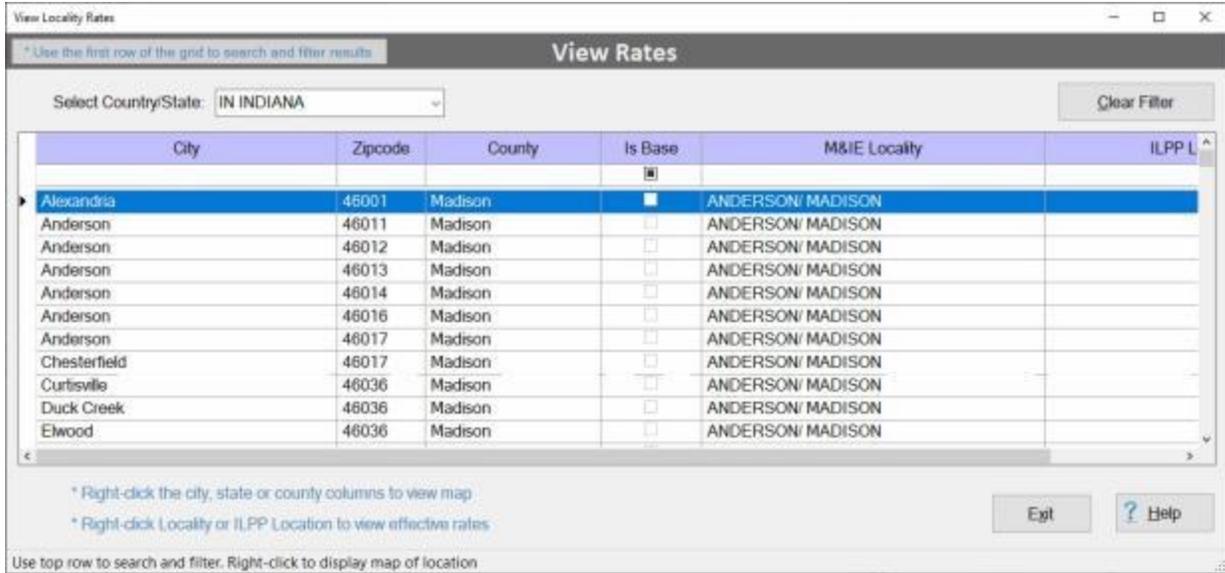
The **View Locality Rates** screen provides the user with an alternative way to **look up** various **rates** that **assists** in **processing** the various travel **transactions** or answering inquiries.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus** sign next to the word **Locality Data** and then **click** on the **View All Rates** option.

 Complete the following steps to "display and use" the View Locality Rates screen:

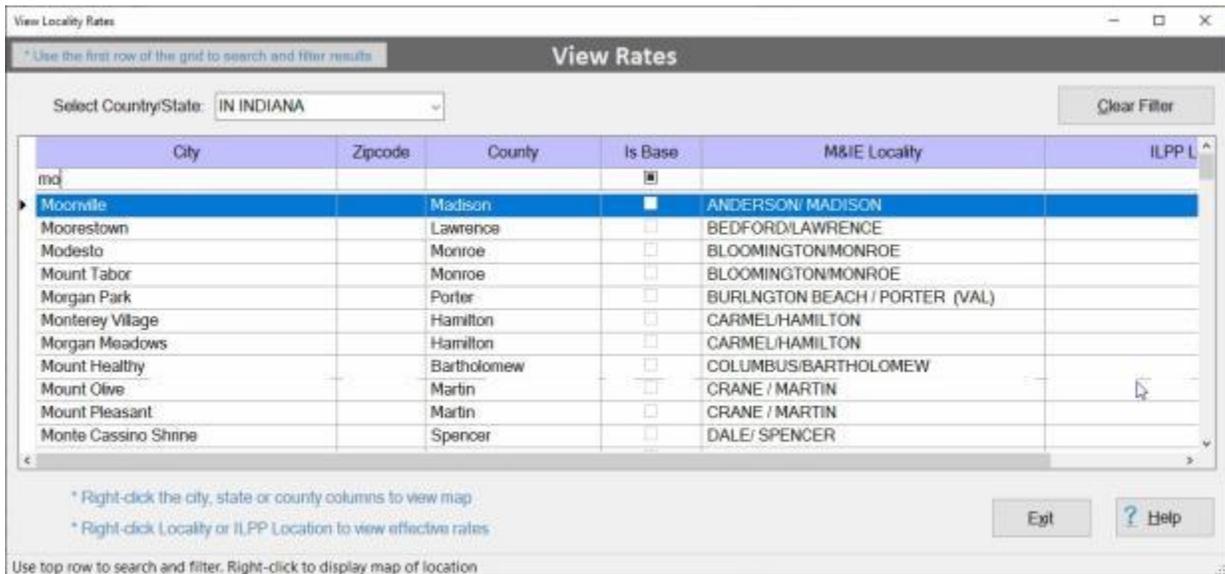


1. **Select Country/State:** - At the View Locality Rates screen you must first **select** a **country** or **state** you wish to display the rates for.
2. **Click** on the *down arrow* button at the **Select Country/State** field. IATS will display an alphabetical listing of countries and states.
3. **Press** the *Up/Dn* arrow keys on your keyboard or **click** on the *Up/Dn arrow* buttons on the **slider bar** on the right side of the listing to **scroll** through the list.
4. **Click** on the desired country or state **name** and then **press Tab** to display the associated rates. IATS will display a **list** of **cities** for the selected country or state.



Using the Filter Row:

1. You will notice a **blank line** just under the **column headings** on the grid. This is a **Filter Row** as shown above.
2. In the example below, **(mo)** was entered into the Filter Row in the **City** column. **Notice** that every name displayed in the **City** column begins the letters **(mo)**.
3. You may filter every column using this same technic except for the **Zipcode** column where you must enter **numbers** instead of **alpha** characters.
4. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.



Display the location on a Google map:

View Locality Rates

* Use the first row of the grid to search and filter results

View Rates

Select Country/State: IN INDIANA Clear Filter

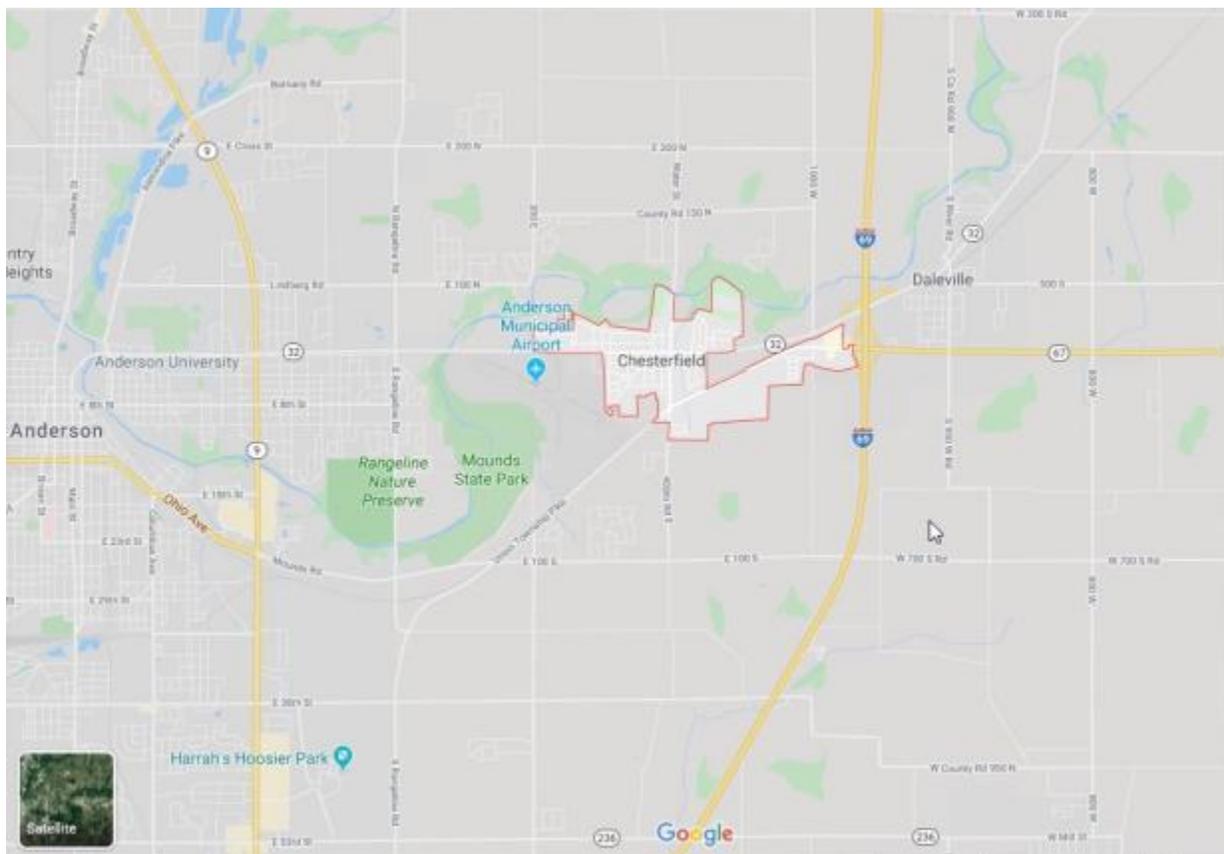
| City | Zipcode | County | Is Base | M&E Locality | ILPP L |
|-------------------|---------|---------|-------------------------------------|-------------------|--------|
| | | | <input checked="" type="checkbox"/> | | |
| Anderson | 46012 | Madison | <input type="checkbox"/> | ANDERSON/ MADISON | |
| Anderson | 46013 | Madison | <input type="checkbox"/> | ANDERSON/ MADISON | |
| Anderson | 46014 | Madison | <input type="checkbox"/> | ANDERSON/ MADISON | |
| Anderson | 46016 | Madison | <input type="checkbox"/> | ANDERSON/ MADISON | |
| Anderson | 46017 | Madison | <input type="checkbox"/> | ANDERSON/ MADISON | |
| ▶ Chesterfield | 46017 | Madison | <input checked="" type="checkbox"/> | ANDERSON/ MADISON | |
| Curtisville | 46036 | Madison | <input type="checkbox"/> | ANDERSON/ MADISON | |
| Duck Creek | 46036 | Madison | <input type="checkbox"/> | ANDERSON/ MADISON | |
| Elwood | 46036 | Madison | <input type="checkbox"/> | ANDERSON/ MADISON | |
| Leisure | 46036 | Madison | <input type="checkbox"/> | ANDERSON/ MADISON | |
| Meadowood Estates | 46036 | Madison | <input type="checkbox"/> | ANDERSON/ MADISON | |

* Right-click the city, state or county columns to view map
 * Right-click Locality or ILPP Location to view effective rates

Use top row to search and filter. Right-click to display map of location

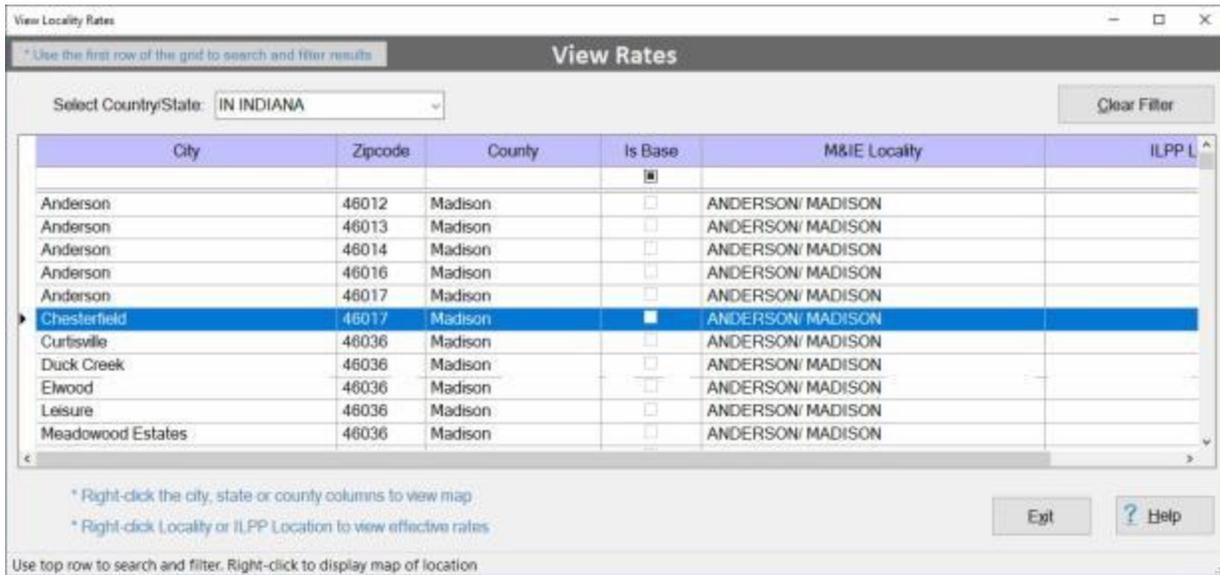
Exit Help

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.

Maintain Locality Rates

View Only

Select Country/State

Enter Country/State Selection: IN INDIANA

Select Country/State and Locality by Zip:

Select Locality

Enter Locality Selection: ANDERSON/ MADISON

Maintain Rates

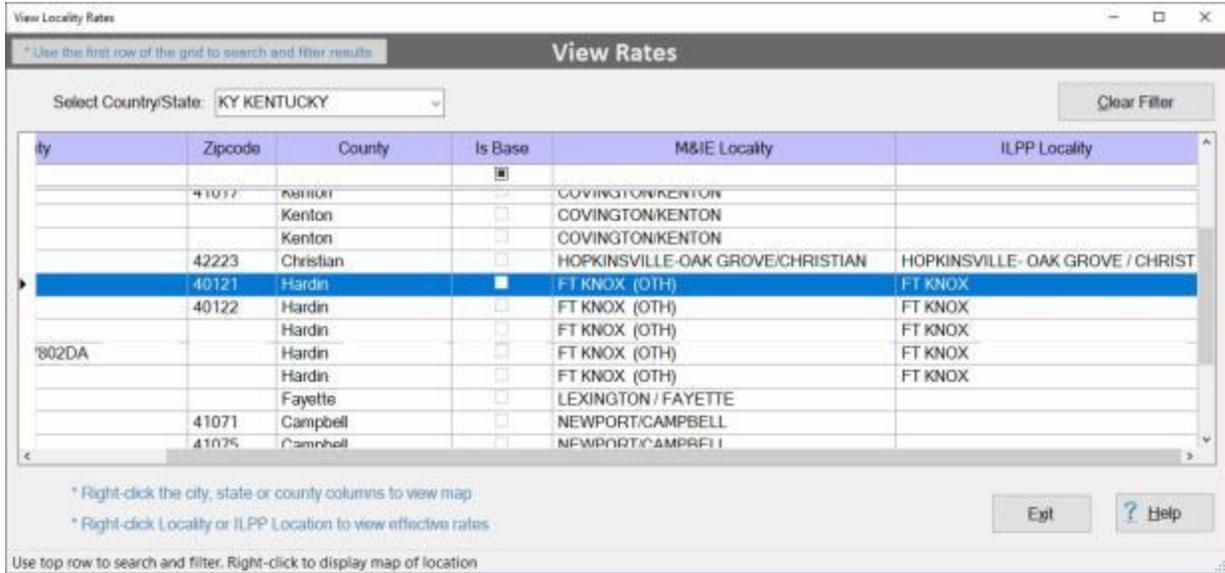
| Effective Date | Maximum Lodging | M & IE Rate | PPD |
|----------------|-----------------|-------------|---------|
| 10/1/2018 | \$94.00 | \$55.00 | \$37.00 |
| 10/1/2017 | \$93.00 | \$51.00 | \$35.00 |
| 10/1/2016 | \$91.00 | \$51.00 | \$35.00 |
| 10/1/2015 | \$89.00 | \$51.00 | \$35.00 |
| 10/1/2013 | \$83.00 | \$46.00 | \$32.00 |
| 10/1/2010 | \$77.00 | \$46.00 | \$31.00 |

Print OK ? Help

Modify rate start-date and value.

- When you are **finished** reviewing the rates **click** on **OK** to **close** the screen and **return** to the **View Locality Rates** screen.

Display the ILPP Rates



1. **Click** on a **city name** you wish to display the rates for.
2. When the desired city name is highlighted, **right click** on the highlighted name in the **ILPP Locality** column with your mouse. The **Maintain ILPP Rates** screen will appear showing the rates for the selected location.

Maintain ILPP Rates

View Only

Select Country/State

Enter Country/State Selection: KY KENTUCKY

Select Locality

Enter Locality Selection: FT KNOX

Maintain Rates

| Effective Date | Commercial Rate | Privatized Rate | Government Rate |
|----------------|-----------------|-----------------|-----------------|
| 4/1/2019 | \$84.60 | \$71.11 | \$0.00 |
| 1/1/2019 | \$84.60 | \$71.00 | \$0.00 |
| 10/1/2018 | \$0.00 | \$71.00 | \$0.00 |
| 10/1/2017 | \$0.00 | \$70.00 | \$0.00 |
| 10/1/2016 | \$0.00 | \$69.00 | \$0.00 |
| * | | | |

Print OK ? Help

Modify rate start-date and value.

- When you are **finished** reviewing the rates **click** on **OK** to **close** the screen and **return** to the **View Locality Rates** screen.
- When you are **finished** using the **View Locality Rates** screen, **click** on the **Exit** button to **close** the screen.

Maintaining Locality Rates

The IATS **Maintenance** Module includes a table of **per diem rates** used to calculate the travel entitlements. These per diem rates are stored by the Locality Code for the location where the rate is applicable.

The per diem rates for **CONUS** cities are normally changed annually. The **OCONUS** rates, however, are subject to **monthly** changes. Because of the continual changes, procedures were developed to **update** the Locality Rates table automatically via the monthly per diem rates **file**.

The monthly per diem rates **file** distributed by the IATS contractor is normally received in CONUS travel offices during the first week of a new month. OCONUS offices may not receive the file until the second week. Since the per diem rates are usually effective at the beginning of the **month**, Travel Supervisor's may find it necessary to manually update the Locality Rates table.

Maintain Locality Rates

Select Country/State

Enter Country/State Selection

Select Country/State and Locality by Zip

Select Locality

Enter Locality Selection

Maintain Rates

| Effective Date | Maximum Lodging | M & IE Rate |
|----------------|-----------------|-------------|
| 10/1/2019 | \$128.00 | \$56.00 |
| 1/1/2019 | \$125.00 | \$56.00 |
| 10/1/2018 | \$125.00 | \$56.00 |
| 1/1/2018 | \$119.00 | \$54.00 |
| 10/1/2017 | \$119.00 | \$54.00 |
| 5/1/2017 | \$107.00 | \$54.00 |

Delete Insert Apply

Print OK Cancel ? Help

Modify rate start-date and value.

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 **CONUS**, 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 database.

The **Maintain ILPP Locality Codes with Descriptions** screen is used to **maintain** the locality **codes** and a **description** of the locality.

Note: Maintaining this table is **step one** of a **three step** process that ultimately establishes limitation rates for ILPP locations. You must first **define** ILPP locations. This is done by selecting a **country/state** and then entering ILPP **codes** and **descriptions**.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection:

List of Localities

| Code | Locality Description |
|------|----------------------|
| ALB | BIRMINGHAM |
| * | |

Buttons: Print, Delete, Insert, OK, Cancel, Help

Enter the location's description.

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus** sign next to the word **Locality Data** and then click on the **ILPP Locality Descriptions** option.

 Complete the following steps to "display" an existing ILPP Locality Code and Description:

1. **Enter State/Country Selection:** Click on the *down arrow* button at the **Enter State/Country Selection** field. A *drop down listing* of state/country names will be displayed.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection:

List of Localities

| Code | Description |
|------|-------------|
| ALB | BIRMINGHAM |
| * | |

Print

Select a country/state.

- AA APO/FPO SOUTH/CENTAL AMERIC
- AA APO/FPO SOUTH/CENTAL AMERIC
- AE APO/FPO EUROPE
- AFGHANISTAN
- AK ALASKA
- AL ALABAMA
- ALBANIA
- ALGERIA
- ALL-OCONUS LOCS NOT LIST
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARTICA
- ANTIGUA AND BARBUDA (FT NOTE)
- AP APO/FPO PACIFIC
- AR ARKANSAS
- ARGENTINA
- ARMENIA
- ARUBA -(ALSO NETH ANTILLLES)
- ASCENSION ISLAND
- AUSTRALIA
- AUSTRIA
- AZ ARIZONA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN
- BANGLADESH
- BARBADOS

2. **Scroll** through the list until the desired state/country **name** is **highlighted**. You can **scroll** by either pressing the *up/dn* **arrow keys** on your keyboard or **clicking** on the *up/dn* **arrow buttons** on the **slider bar** at the *right* side of the list.
3. When the desired state/country name is highlighted, **press** *Enter* or **click** on the highlighted **name** to make your selection. The **Locality Code** and **Description** for the selected state/country will now **appear** in the **grid** as shown below.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection:

List of Localities

| Code | Locality Description |
|------|----------------------|
| ARL | LITTLE ROCK |
| * | |

Buttons: Print, Delete, Insert, OK, Cancel, Help

 Complete the following steps to "add" an ILPP Locality Code and Description to the table:

1. **Enter State/Country Selection:** Click on the *down arrow* button at the **Enter State/Country Selection** field. A *drop down listing* of state/country names will be displayed.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection:

List of Localities

| Code | Description |
|------|-------------|
| * | |

Print

Select a country/state.

- AZ ARIZONA
- ALL-OCONUS LOCS NOT LIST
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARTICA
- ANTIGUA AND BARBUDA (FT NOTE)
- AP APO/FPO PACIFIC
- AR ARKANSAS
- ARGENTINA
- ARMENIA
- ARUBA -(ALSO NETH ANTILLES)
- ASCENSION ISLAND
- AUSTRALIA
- AUSTRIA
- AZ ARIZONA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN
- BANGLADESH
- BARBADOS
- BELARUS
- BELGIUM
- BELIZE
- BENIN
- BERMUDA
- BHUTAN
- BOLIVIA

2. **Scroll** through the list until the desired state/country **name** is **highlighted**. You can **scroll** by either pressing the **up/dn arrow keys** on your keyboard or **clicking** on the **up/dn arrow buttons** on the **slider bar** at the **right side** of the list.
3. When the desired state/country name is **highlighted**, **press Enter** or **click** on the highlighted **name** to make your selection.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection: AZ ARIZONA

List of Localities

| Code | Locality Description |
|------|----------------------|
| * | |

Delete Insert

Print OK Cancel Help

4. At the **Code** field, **enter** the **locality code** for the selected state/country and then **press** the *Tab* key.
5. At the **Locality Description** field, **enter** a **description** for the Locality Code.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection: AZ ARIZONA

List of Localities

| Code | Locality Description |
|------|----------------------|
| AZP | PHOENIX |
| * | |

Delete Insert

Print OK Cancel ? Help

Note: If you wish to **add** an additional **Locality Code** and **Description** for the selected state/county, **click** on the **Insert** button. IATS will insert a new blank line at the top of the grid as shown below.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection:

List of Localities

| Code | Locality Description |
|------|----------------------|
| AZP | PHOENIX |

* (next to the empty row in the table)

Buttons: Print, Delete, Insert, OK, Cancel, Help

7. You would then **repeat** steps 4 and 5 above to **enter** the Locality Code and Description.
8. When you are **finished** entering the Locality Codes and Descriptions, for the selected state/country, **click** on the **OK** button.

 **Complete the following steps to "delete" an existing ILPP Locality Code and Description:**

1. **Enter State/Country Selection:** **Click** on the *down arrow* button at the **Enter State/Country Selection** field. A *drop down listing* of state/country names will be displayed.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection:

List of Localities

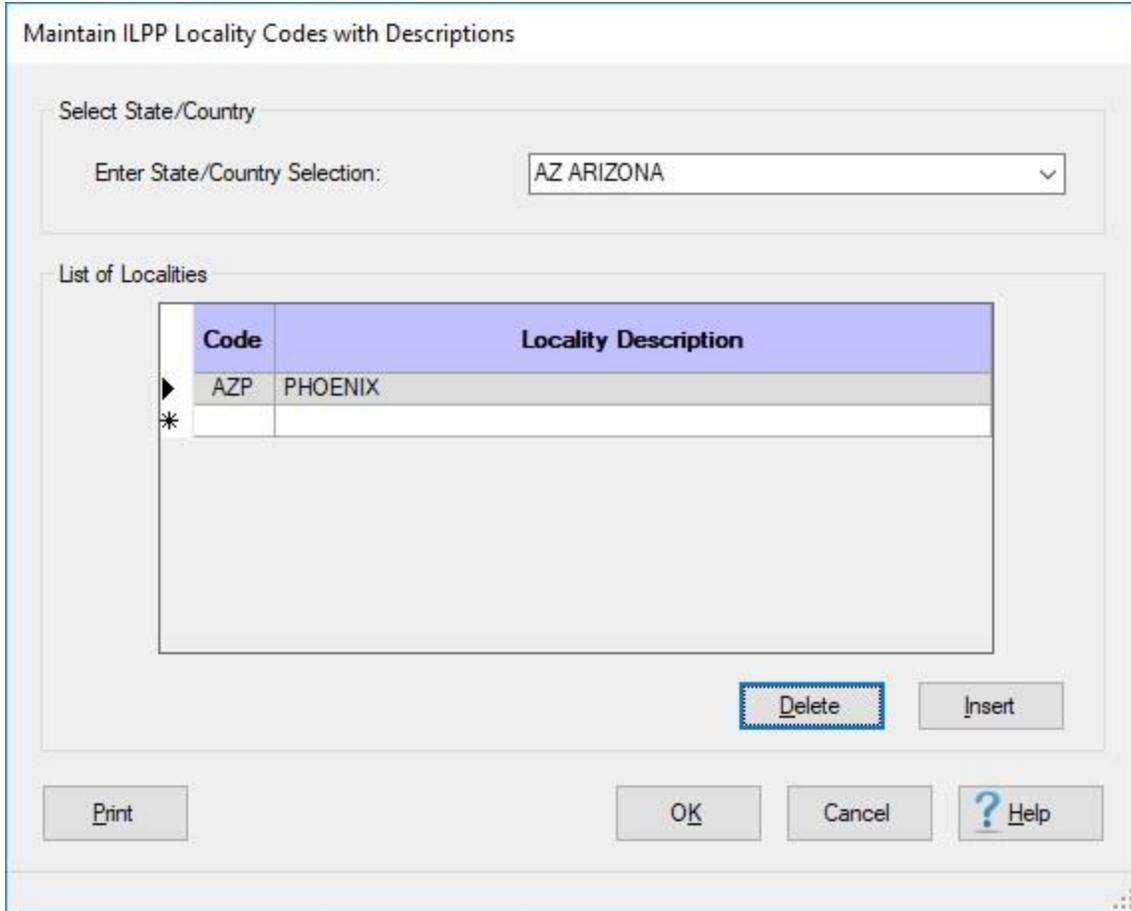
| Code | Description |
|------|-------------|
| * | |

Print

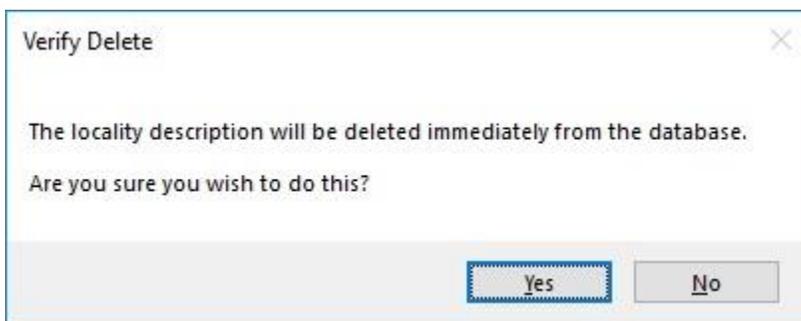
Select a country/state.

- AZ ARIZONA
- ALL-OCONUS LOCS NOT LIST
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARTICA
- ANTIGUA AND BARBUDA (FT NOTE)
- AP APO/FPO PACIFIC
- AR ARKANSAS
- ARGENTINA
- ARMENIA
- ARUBA -(ALSO NETH ANTILLLES)
- ASCENSION ISLAND
- AUSTRALIA
- AUSTRIA
- AZ ARIZONA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN
- BANGLADESH
- BARBADOS
- BELARUS
- BELGIUM
- BELIZE
- BENIN
- BERMUDA
- BHUTAN
- BOLIVIA

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**.



- When the Locality Code and Description you wish to delete is displayed, **click** on the **Delete** button. The following *pop-up* message will appear asking if you are **sure** you wish to delete this item.



- Click** on the Yes button to continue.

Maintaining ILPP Rates

Limitation Rates for ILPP locations are stored in a table in the IATS database.

The **Maintain ILPP Rates** screen is used to **maintain** the **Limitation Rates** for the established ILPP localities.

Note: Maintaining this table are **steps two and three** of a **three step** process that ultimately establishes limitation rates for ILPP locations.

Maintain ILPP Rates

Select Country/State

Enter Country/State Selection

Select Locality

Enter Locality Selection

Maintain Rates

| Effective Date | Commercial Rate | Privatized Rate | Government Rate |
|----------------|-----------------|-----------------|-----------------|
| | | | |

Enter the Country State you wish to select. ⋮

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus** sign next to the word **Locality Data** and then click on the **ILPP Rates** option.

 Complete the following steps to "enter" Limitation Rates for an existing ILPP Locality Code and Description:

1. **Enter State/Country Selection:** Click on the *down arrow* button at the **Enter State/Country Selection** field. A *drop down listing* of state/country names will be displayed.

Maintain ILPP Rates

Select Country/State

Enter Country/State Selection

Select Locality

Enter Locality Selection
ANNISTON
BIRMINGHAM

Maintain Rates

| Effective Date | Commercial Rate | Privatized Rate | Government Rate |
|----------------|-----------------|-----------------|-----------------|
|----------------|-----------------|-----------------|-----------------|

Delete Insert Apply

Print OK Cancel ? Help

Enter the County/Locality Code. ...

5. At the **Enter Locality Selection** field, **click** on the *down arrow* button. IATS will display a list of **Locality Descriptions** that have already been established for the selected state/country.
6. **Click** on the desired **Locality Description**.

Maintain ILPP Rates

Select Country/State

Enter Country/State Selection

Select Locality

Enter Locality Selection

Maintain Rates

| Effective Date | Commercial Rate | Privatized Rate | Government Rate |
|----------------|-----------------|-----------------|-----------------|
| 4/16/2018 | \$0.00 | \$0.00 | \$0.00 |

7. After you have selected the desired Locality Description, **click** on the **Insert** button. IATS **displays** an **Effective Date** an various **Rate Fields** for the location.
8. **Effective Date:** - The effective date will **default** to the **current date**. If you wish to **change** this date, **enter** the desired date in **MMDDYY** format and then **press Tab**.
9. **Commercial Rate:** - **Enter** the **commercial limitation rate** for this location and **press Tab**.
10. **Privatized Rate:** - **Enter** the **privatized limitation rate** for this location and **press Tab**.
11. **Government Rate:** - **Enter** the **government limitation rate** for this location and **press Tab**.

Maintain ILPP Rates

Select Country/State
Enter Country/State Selection AL ALABAMA

Select Locality
Enter Locality Selection BIRMINGHAM

Maintain Rates

| Effective Date | Commercial Rate | Privatized Rate | Government Rate |
|----------------|-----------------|-----------------|-----------------|
| 4/14/2018 | \$85.00 | \$110.00 | \$75.00 |

Delete Insert Apply

Print OK Cancel ? Help

12. When you have **completed** your entries for the effective date and rates, **click** on the **OK** button.

 **Complete the following steps to "delete" Limitation Rates for an existing ILPP Locality Code and Description:**

1. **Complete** steps 1 - 6 above to **display** the **effective date** and **rates** for the desired locality.

Maintain ILPP Rates

Select Country/State
Enter Country/State Selection

Select Locality
Enter Locality Selection

Maintain Rates

| Effective Date | Commercial Rate | Privatized Rate | Government Rate |
|----------------|-----------------|-----------------|-----------------|
| 4/14/2018 | \$85.00 | \$110.00 | \$75.00 |
| 3/1/2018 | \$82.00 | \$105.00 | \$72.00 |

Buttons: Delete, Insert, Apply, Print, OK, Cancel, ? Help

2. **Click** to the **left** of the **effective date** to **select** the rates you wish to delete. IATS will **highlight** the row in **blue**.
3. When the desired effective and rates are highlighted, **click** on the **Delete** button. The following *pop-up* message will appear asking if you are **sure** you wish to delete the rates.

IATS.Net

Are you sure you want to delete the selected rate?

Buttons: Yes, No

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.

| TDY Parameters | Military PCS Parameters | Civilian PCS Parameters |
|--|----------------------------------|---|
| M&IE Percents for Paying First and Last Day First Day % <input type="text" value="75"/> Last Day % <input type="text" value="75"/> | | Limits Min. Adv. Days <input type="text" value="0"/> Max. Adv. Days <input type="text" value="999"/> Min. Adv. Amt. <input type="text" value="\$50.00"/> Max. Adv. Amt. <input type="text" value="\$50,000.00"/> |
| Local Miles Max <input type="text" value="200"/> | | |
| TDY Advance Percents | | |
| | Frequent Travel | Infrequent Travel |
| Registration Fees | <input type="text" value="100"/> | <input type="text" value="100"/> |
| Miscellaneous Expenses | <input type="text" value="0"/> | <input type="text" value="80"/> |
| Per Diem - M&IE Portion | <input type="text" value="80"/> | <input type="text" value="80"/> |
| Per Diem - Lodging Portion | <input type="text" value="0"/> | <input type="text" value="80"/> |
| Car Rental | <input type="text" value="0"/> | <input type="text" value="80"/> |
| MALT &/or Commercial Transp. | <input type="text" value="100"/> | <input type="text" value="100"/> |
| Civilian POC MALT Amt. <input type="text" value="\$9,999.99"/> Com1 Transp. <input type="text" value="\$9,999.99"/> | | |
| Military POC Miles <input type="text" value="99999"/> Com1 Transp. <input type="text" value="99999"/> | | |
| <input type="button" value=" < Back"/> <input type="button" value=" Next >"/> | | <input type="button" value=" Apply"/> |

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** 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 MILPCS Advance Percentages

The **Military PCS Parameters** tab is used to establish the percentages IATS uses to calculate MILPCS advances.

| TDY Parameters | Military PCS Parameters | | | Civilian PCS Parameters | | |
|--|-------------------------|-----------------|-----------------------|-------------------------|---------------------|-----------------------|
| Description | Station to Station | Honorable > 90% | <90% or not Honorable | Retirement Fleet | Change of Home Port | Boot Camp to A School |
| Dislocation Allowance | 100 | 0 | 0 | 0 | 100 | |
| Member's Flat Per Diem | 100 | 0 | 0 | 100 | 100 | 100 |
| Member's Regular Per Diem | 80 | 0 | 0 | 100 | 100 | 0 |
| Member's Malt | 100 | 100 | 0 | 100 | 100 | 100 |
| Member's Cmil Transportation | 100 | 100 | 75 | 100 | 100 | 0 |
| Dependent's Flat &/Or Regular Per Diem | 100 | 100 | 0 | 100 | 100 | |
| Dependent's Malt | 100 | 100 | 0 | 100 | 100 | |
| Dependent's Cmil Transportation | 100 | 100 | 75 | 100 | 100 | |
| TLE Allowance | 0 | 0 | 0 | 0 | 100 | |

OMN M&IE Advance Percent OMN Lodging Advance Percent

< Back Next > Apply

Print OK Cancel ? Help

Enter the desired percentage

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.

| Parameter | Value |
|-----------------|-------|
| Enroute Travel | 100 |
| Ship POV | 0 |
| House Hunting | 100 |
| Miscellaneous | 0 |
| Buy Home | 0 |
| Sell Home | 0 |
| Unexpired Lease | 0 |
| Household Goods | 100 |
| TQSE | 100 |
| FTA | 0 |

At each input field, the user may enter a different percentage depending on the organization's policy for calculating Civilian PCS advance entitlements.

Note: To access this tab, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Constants/Descriptions** and then click on the **Advance Percents** option.

 Complete the following steps to make "changes" to this screen :

1. Click on the **Civilian 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 Zero Voucher Parameters

The **Zero Voucher Parameters** tab is used to establish the parameters for a zero dollar amount voucher.

Maintain System %'s and Constants

Zero Voucher Parameters
Suspense Parameters

A Zero Voucher is a Voucher Where

| Effective Date | the US Government owes the traveler less than | or the Traveler owes the Government less than |
|----------------|---|---|
| 01/01/1989 | \$1.01 | \$10.01 |
| * | | |

<Back
Next>
Delete
Insert

Print
OK
Cancel
? Help

Enter Effective Date for this Zero Voucher Data

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.

Maintain System %'s and Constants

Zero Voucher Parameters
Suspense Parameters

| | |
|---|---|
| Number of Days of Suspense until First Collection Letter | <input style="width: 50px;" type="text" value="15"/> |
| Number of Days of Suspense until Collection takes place | <input style="width: 50px;" type="text" value="30"/> |
| Number of Days after Voucher Return until Payroll Deduction | <input style="width: 50px;" type="text" value="20"/> |
| Number of Days after Due US Voucher until Payroll Deduction | <input style="width: 50px;" type="text" value="15"/> |
| Administration Fee to be Charged | <input style="width: 50px;" type="text" value="\$15.00"/> |

<Back
Next>

Print
OK
Cancel
? Help

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.

- 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.

Criteria for Auditing Requests

- Random Claims Audit What %
- Foreign Claims
- Over Threshold Amount Threshold Amount
- Funds not Available for Travel
- Variations from Authorized Itinerary
- Improper or No Accounting FSN's
- Leave Taken Yr1
- Original Authorization not in System Yr2
- Directed Meals or Quarters Not Used Yr3
- Directed Mode of Transportation Not Used
- Overlapping Another Request
- Claim Requires Constructive Travel Daily Lodging Tax %
- Travel Outside Authorization Limits
- Not a Lodging Plus Claim Receipt Required for Expenses Over
- PCS Travel Evacuation Travel
- Suspicious Amount
- Audit Advances Active Duty Spouse CBA Authorized
- Paid Interest All Tax Collections Audit Duplicate Entitlements
- Dependents 21 or older ILPP Negotiated Sites Audit DTOD Override

Buttons:

Enter the amount over which receipts will be required

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.

Prompt Payment Act Configuration

Prompt Payment Settings Prompt Payment Interest Rates

Prompt Payment Data

Activate Prompt Payment Interest

Number of days allowed for payment:

Minimum amount of interest to pay:

Minimum amount of interest on form 1099:

Estimated number of days to pay claim:

Print OK Cancel ? Help

Check this box to active Prompt Payment Interest payments.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Constants/Descriptions** and then **click** on the **Prompt Payment Interest** option.

These **parameters** will be **updated automatically** by the **monthly per diem rates file** distributed by the IATS contractor. On occasion, however, the Travel Supervisors **may** find it necessary to **manually update** these parameters.

 **Complete the following steps to make "changes" to this screen :**

1. **Activate Prompt Payment Interest Payments:** - A **check mark** **must** appear in the check box for this field in order to generate the Prompt Payment Interest Report. **Click** in the **check box** to **activate** or **de-activate** this option as desired.
2. **Number of days allowed for payment:** - **Click** in this field and **type** the necessary change.
3. **Minimum amount of interest to pay:** - **Click** in this field and **type** the necessary change.
4. **Minimum amount of interest on form 1099:** - **Click** in this field and **type** the necessary change.
5. **Estimated number of days to pay claim:** - **Click** in this field and **type** the necessary change.
6. If needed, you may also **click** on the **Prompt Payment Interest Rates** tab to **add a new rate**, **delete** a rate, or to **review** the rates.
7. **Clicking** on the **Prompt Payment Interest Rates** tab **displays** the following screen:

Prompt Payment Act Configuration

Prompt Payment Settings Prompt Payment Interest Rates

| Effective Date | Rate (%) |
|----------------|----------|
| 01/01/2021 | .875 |
| 07/01/2020 | 1.125 |
| 01/01/2020 | 2.125 |
| 07/01/2019 | 2.625 |
| 01/01/2019 | 3.625 |
| 07/01/2018 | 3.500 |
| 01/01/2018 | 2.625 |
| 07/01/2017 | 2.375 |
| 01/01/2017 | 2.500 |
| 07/01/2016 | 1.875 |
| 01/01/2016 | 2.500 |
| 07/01/2015 | 2.375 |
| 01/01/2015 | 2.125 |

Insert Rate

Delete Rate

Print OK Cancel ? Help

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.

Post Disbursement Audit

User: SYSTEM

IDY Post Audit

| Stratum | From | To | Audit % |
|---------|---------------|----------|---------|
| 1 | (\$99,999.99) | (\$0.01) | 0.00% |
| * | | | |

Insert

Delete

PCS Post Audit

| Stratum | From | To | Audit % |
|---------|---------------|----------|---------|
| 1 | (\$99,999.99) | (\$0.01) | 0.00% |
| * | | | |

Insert

Delete

OK Cancel ? Help

Note: To access this screen, change your View to Maintenance. At the Maintenance Main Menu screen, click on the plus sign to the left of the item Constants/Descriptions and then click on the Post Audit Parameters option.

 Complete the following steps to "establish" your desired post disbursement audit parameters:

Note: When this screen is accessed for the first time, you will see that Stratum 1 is already present, but the Audit % field displays zero. You must enter the desired percentage for this Stratum. The percentage is the only field that may be changed for Stratum 1.

1. Click in the Audit % field for Stratum 1 in the TDY Post Audit section. Type your desired percentage and press Tab.
2. Pressing Tab after completing step 1 will advance the cursor to the To field for next line below.
3. If you wish to add another Stratum, click on the Insert button.
4. The new Stratum number will appear and you must enter the desired values for the To and Audit % fields.

Post Disbursement Audit

User: SYSTEM

IDY Post Audit

| Stratum | From | To | Audit % |
|---------|---------------|----------|---------|
| 1 | (\$99,999.99) | (\$0.01) | 0.00% |
| 2 | \$0.00 | | 0.00% |
| * | | | |

Insert

Delete

PCS Post Audit

| Stratum | From | To | Audit % |
|---------|---------------|----------|---------|
| 1 | (\$99,999.99) | (\$0.01) | 0.00% |
| * | | | |

Insert

Delete

OK Cancel ? Help

5. **Repeat** the steps above to **add more parameters** if desired.
6. When you are **finished** with the TDY Post Audit section, use the same procedures to establish your desired audit parameters for the **PCS Post Audit** section.
7. When you are **finished** creating all of the desired audit parameters, **click** on **OK** to **save** your changes.

 Complete the following steps to "delete" a post disbursement audit parameter:

Post Disbursement Audit

User: SYSTEM

IDY Post Audit

| Stratum | From | To | Audit % |
|---------|---------------|------------|---------|
| 1 | (\$99,999.99) | (\$0.01) | 0.00% |
| 2 | \$0.00 | \$1,000.00 | 3.00% |
| * | | | |

Insert

Delete

PCS Post Audit

| Stratum | From | To | Audit % |
|---------|---------------|----------|---------|
| 1 | (\$99,999.99) | (\$0.01) | 0.00% |
| * | | | |

Insert

Delete

OK Cancel ? Help

Enter the percentage of claims to take from this stratum.

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.

IATS Notification

Are you sure you wish to delete the selected rate?

Yes No

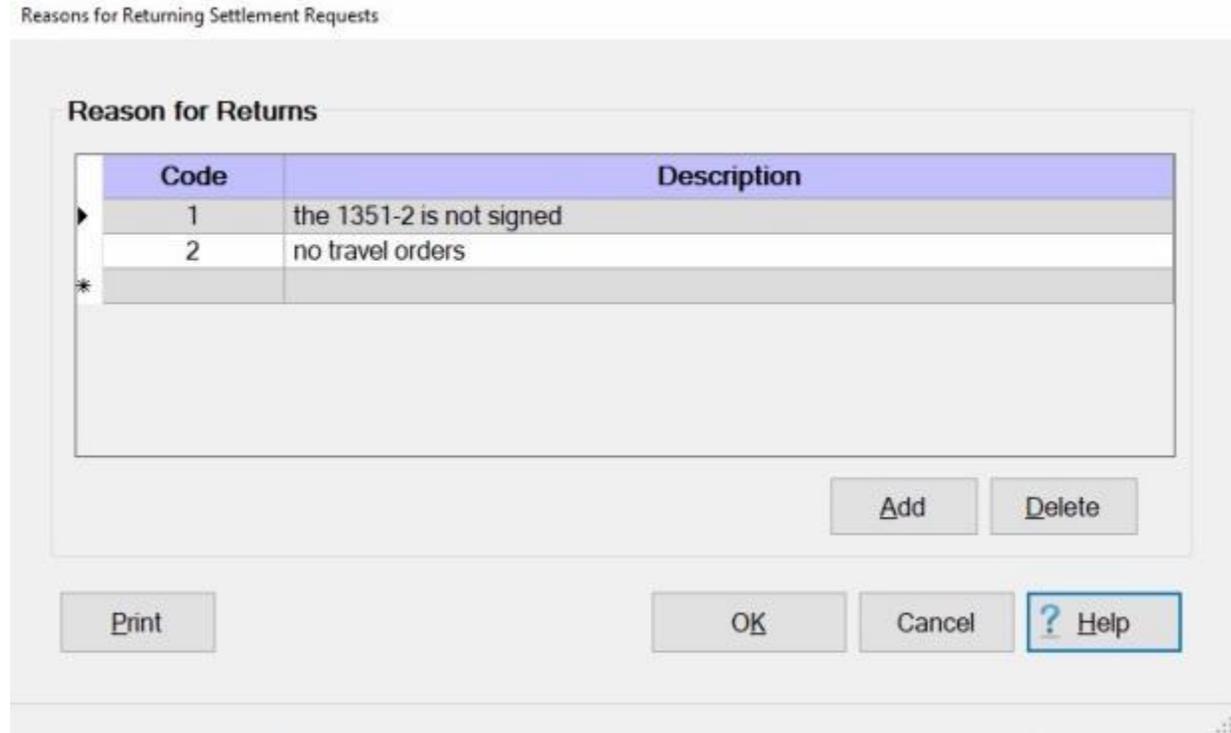
4. **Click** on **Yes**.
5. When you are **finished** using the Post Disbursement Audit screen, **click** on **OK** to **save** your changes and **return** to the **Maintenance Main Menu** screen.

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.

Reasons for Returning Settlement Requests

Reason for Returns

| Code | Description |
|------|--------------------------|
| 1 | the 1351-2 is not signed |
| 2 | no travel orders |
| 3 | |
| * | |

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.

Reasons for Returning Settlement Requests

Reason for Returns

| Code | Description |
|------|--------------------------|
| 1 | the 1351-2 is not signed |
| 2 | no travel orders |
| 3 | Receipts not attached |
| * | |

2. IATS **highlights** the code **number** and the **description** for the item selected.
3. When the desired item is highlighted, **click** the **Delete** button.
4. A **pop-up** appears asking if you are **sure** you wish to delete this reason for return.
5. **Click** on the Yes button. IATS deletes the selected item.
6. When finished, **click** on the **OK** button to **save** the changes.

Maintaining the Reasons for Supplemental

The Reasons for Supplemental screen is used to provide a *drop down list* of the **reasons** a supplemental claim is being processed. Items entered into this screen will appear in a *drop down list* at the **Supplemental Reason** field on the **Request for Settlement** screen.

The travel supervisor, or person designated, must **populate** the **Reasons for Supplemental** table.

Reasons for Supplemental

Reasons for Supplemental

| Code | Description |
|------|----------------------|
| 1 | Tvl Office Generated |
| 2 | Trvlr Generated |
| * | |

Buttons: Add, Delete, Print, OK, Cancel, ? Help

Note: To access this screen, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the left of the item **Constants/Descriptions** and then click on the **Reasons for Supplemental** option.

 Complete the following steps to "insert" a new reason for supplemental:

1. Click on the **Add** button. A blank line appears at the bottom of the grid with the next consecutive number appearing in the **Code** field.

Reasons for Supplemental

Reasons for Supplemental

| Code | Description |
|------|----------------------|
| 1 | Tvl Office Generated |
| 2 | Tvlr Generated |
| 3 | |
| * | |

Add Delete

Print OK Cancel ? Help

2. At the **Description** field, **type** the desired **reason** for processing a supplemental.
3. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" a reason for supplemental:**

1. **Determine** which reason for supplemental code you wish to delete and then **click** in the **box** to the left of the desired code.

Reasons for Supplemental

Reasons for Supplemental

| Code | Description |
|------|--|
| 1 | Tvl Office Generated |
| 2 | Trvlr Generated |
| 3 | Advance not applied on original settlement |
| | |

∅

*

Add Delete

Print OK Cancel ? Help

2. IATS **highlights** the code **number** and the **description** for the item selected.
3. When the desired item is highlighted, **click** the **Delete** button.
4. A **pop-up** appears asking if you are **sure** you wish to delete this reason for supplemental.
5. **Click** on the Yes button. IATS deletes the selected item.
6. When finished, **click** on the **OK** button to **save** the changes.

Maintaining Reasons for Return by Auditor

Occasionally, an Auditor must **return** a claim back to the voucher **examiner** for correction or to be returned to the traveler. A **table** was added in the IATS Maintenance module that allows you to create common **reasons** that can be selected from a *drop down list* when the Auditor is returning the claim back to the examiner.

The travel supervisor, or person designated, must **populate** the **Reasons for Return By Auditor** table.

Reasons for Return By Auditor

Reason For Return By Auditor

| Code | Description |
|------|-----------------------------|
| 1 | Orders Not Attached |
| 2 | DD 1351-2 Not Signed |
| 3 | Reimb. Expenses Not Entered |
| * | |

Add Delete

Print OK Cancel ? Help

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.

Reasons for Return By Auditor

Reason For Return By Auditor

| Code | Description |
|------|-----------------------------|
| 1 | Orders Not Attached |
| 2 | DD 1351-2 Not Signed |
| 3 | Reimb. Expenses Not Entered |
| 4 | |
| * | |

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.

Reasons for Return By Auditor

Reason For Return By Auditor

| Code | Description |
|------|-----------------------------|
| 1 | Orders Not Attached |
| 2 | DD 1351-2 Not Signed |
| 3 | Reimb. Expenses Not Entered |
| 4 | Receipts Not Attached |
| | |

- IATS **highlights** the code **number** and the **description** for the item selected.
- When the desired item is highlighted, **click** the **Delete** button.
- A **pop-up** appears asking if you are **sure** you wish to delete this reason for audit return.
- Click** on the Yes button. IATS deletes the selected item.
- 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:

Maintain Grade Ranks

Edit grade/ranks for:

| Grade / Rank | Is Civilian |
|--------------|-------------------------------------|
| C | <input checked="" type="checkbox"/> |
| ES1 | <input checked="" type="checkbox"/> |
| ES2 | <input checked="" type="checkbox"/> |
| ES3 | <input checked="" type="checkbox"/> |
| ES4 | <input checked="" type="checkbox"/> |
| ES5 | <input checked="" type="checkbox"/> |
| ES6 | <input checked="" type="checkbox"/> |
| GM1 | <input checked="" type="checkbox"/> |
| GM10 | <input checked="" type="checkbox"/> |

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:

Maintain Grade Ranks

Edit grade/ranks for:

| Grade / Rank | Is Civilian |
|--------------|-------------------------------------|
| YI | <input checked="" type="checkbox"/> |
| YJ | <input checked="" type="checkbox"/> |
| YK | <input checked="" type="checkbox"/> |
| YL | <input checked="" type="checkbox"/> |
| YM | <input checked="" type="checkbox"/> |
| YN | <input checked="" type="checkbox"/> |
| YP | <input checked="" type="checkbox"/> |
| YO | <input checked="" type="checkbox"/> |
| * | <input type="checkbox"/> |

Delete

Print OK Cancel ? Help

1. **Determine** whether the new grade/rank should be added to the **civilian** or **member** table.
2. **Select** the correct table.
3. **Click** on the *down arrow* button on the **slider bar** on the right side of the grid to reach the **bottom** of the list.
4. **Click** in the **Grade / Rank** field and **enter** the new grade/rank **code**. IATS will automatically place a **check mark** in the **Is Civilian** check box when you are working with the Civilian table.
5. When you are satisfied with your entry, **click** on the **OK** button to **save** your changes.

Delete a Grade/Rank from the table:

Maintain Grade Ranks

Edit grade/ranks for: Member ▼

| Grade / Rank | Is Civilian |
|--------------|-------------------------------------|
| O8 | <input type="checkbox"/> |
| O9 | <input type="checkbox"/> |
| W1 | <input type="checkbox"/> |
| W2 | <input type="checkbox"/> |
| W3 | <input type="checkbox"/> |
| W4 | <input type="checkbox"/> |
| W5 | <input type="checkbox"/> |
| W6 | <input type="checkbox"/> |
| * | <input checked="" type="checkbox"/> |

Delete

Print OK Cancel ? Help

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.

Reasons for Claim Deletion

Reason For Deletion

| Code | Description |
|------|-------------------|
| 1 | Invalid Claim |
| 2 | Traveler Deceased |
| 3 | Trip Cancelled |
| * | |

Add Delete

Print OK Cancel ? Help

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.

Reasons for Claim Deletion

Reason For Deletion

| Code | Description |
|------|-------------------|
| 1 | Invalid Claim |
| 2 | Traveler Deceased |
| 3 | Trip Cancelled |
| 4 | |
| * | |

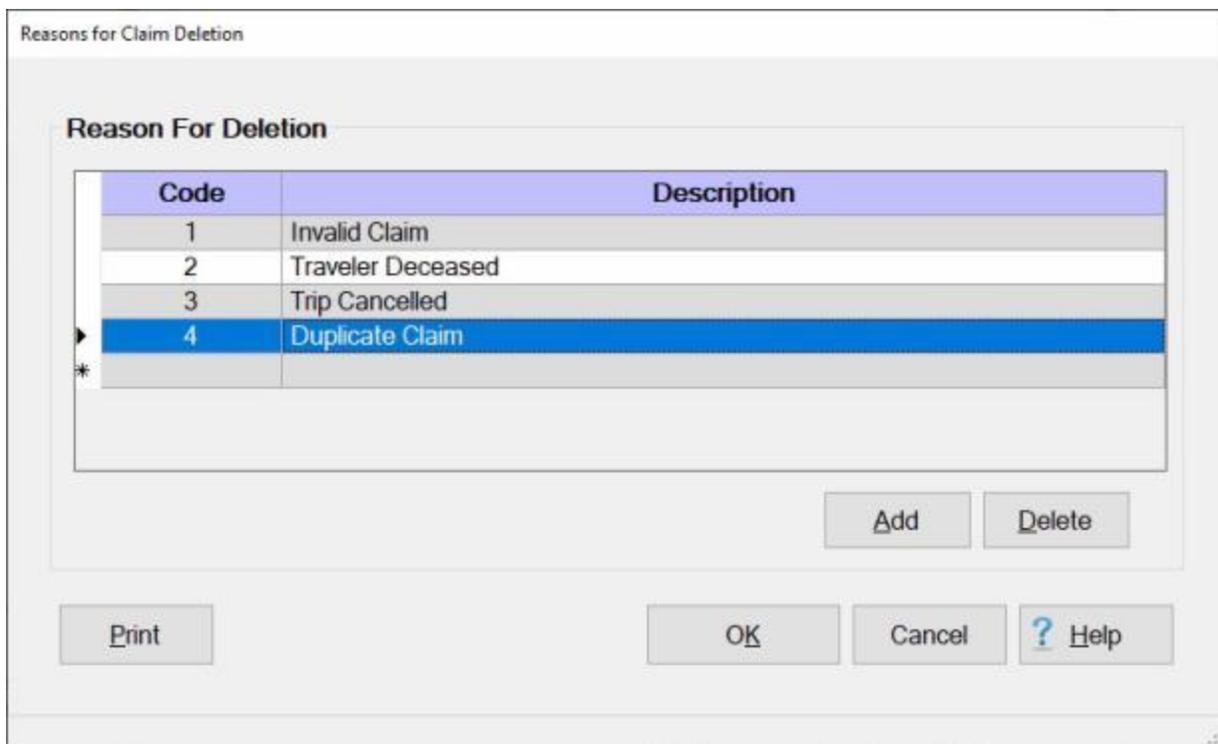
Add Delete

Print OK Cancel ? Help

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.

Standard Voucher Remarks

Select An Existing Remark:

Please sign claim and return to 

Add A New Remark

Standard Voucher Remark:

Please sign claim and return to this office.

Print Delete OK Cancel ? Help

Select the Standard Voucher Remark to Modify or Delete

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**.

- 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.

Maintain Reimbursable Descriptions and Suspicious Amounts

| Description | Is 1164 | Type | Suspicious Amount | Receipt Required |
|-------------------------------|-------------------------------------|------|-------------------|-------------------------------------|
| BREAKFAST (COMMERCIAL) | <input checked="" type="checkbox"/> | CB | \$0.00 | <input type="checkbox"/> |
| BREAKFAST (GOVERNMENT) | <input checked="" type="checkbox"/> | GB | \$0.00 | <input type="checkbox"/> |
| DINNER (COMMERCIAL) | <input checked="" type="checkbox"/> | CD | \$0.00 | <input type="checkbox"/> |
| DINNER (GOVERNMENT) | <input checked="" type="checkbox"/> | GD | \$0.00 | <input type="checkbox"/> |
| FARE/TOLLS | <input checked="" type="checkbox"/> | F | \$0.00 | <input type="checkbox"/> |
| LOCAL MILEAGE | <input checked="" type="checkbox"/> | M | \$0.00 | <input type="checkbox"/> |
| LUNCH (COMMERCIAL) | <input checked="" type="checkbox"/> | CL | \$0.00 | <input type="checkbox"/> |
| LUNCH (GOVERNMENT) | <input checked="" type="checkbox"/> | GL | \$0.00 | <input type="checkbox"/> |
| OTHER | <input checked="" type="checkbox"/> | O | \$0.00 | <input type="checkbox"/> |
| TELEPHONE | <input checked="" type="checkbox"/> | PL | \$0.00 | <input type="checkbox"/> |
| AIRFARE | <input type="checkbox"/> | A | \$0.00 | <input checked="" type="checkbox"/> |
| ATM ADVANCE EXPENSE | <input type="checkbox"/> | F | \$0.00 | <input type="checkbox"/> |
| AUTO AROUND PERMANENT STATION | <input type="checkbox"/> | O | \$0.00 | <input type="checkbox"/> |

Buttons: Insert, Delete, Print, OK, Cancel, ? Help

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:**

- Click** on the **Insert** button. A **blank line** appears at the top of the grid.
- At the **Description** field, **type** the **description** of the expense item and **press Tab**.
- At the **Is 1164** column, **click** in the **check box** if the expense item is associated with **Local 1164 travel** and **press Tab**.

4. At the **Type** field, click on the down arrow to display a list of expense type codes. If necessary, **click** on the *Up/Dn* arrow **buttons** at the right hand side of the drop down to scroll through the list. **Click** on the desired **option** or **press Tab** if the desired option is **highlighted**.
5. At the **Suspicious Amount** field, **type** the desired dollar **amount** considered to be a **suspicious** amount for this type of expense and **press Tab**.
6. At the **Receipt Required** field, **click** in the **box** to place a **check mark** if this item must be accompanied by a **receipt**.
7. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" a reimbursable expense item:**

1. **Determine** which reimbursable expense item you wish to delete and then **click** in the **box** to the left of this item. IATS **highlights** the item.
2. When the desired item is highlighted, **click** the **Delete** button. A *pop-up* **message** appears asking if you are **sure** you wish to **delete** the selected expense. **Click** on **Yes**.
3. When finished, **click** on the **OK** button to **save** the changes.

Maintaining the Disaster Rates Table

In order to better handle the various **rates** and **entitlement extensions** that often occur in connection with **evacuation** travel, a **Disaster Rates table** has been added to the IATS Maintenance module.

This table can be manually or automatically **updated** via a rates update file as approved changes are announced to the number of days allowable at each rate.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Disaster Rates** option.

 **Complete the following steps to "edit" an existing disaster rate:**

1. **Click** on the *down arrow* button appearing in the upper section of the screen under the heading **"Select Disaster or Type New Name"**. A **list** of Disaster names will appear.

Disaster Maintenance

Add New Disaster or Add / Edit Rates For Existing Disaster

Select Disaster or Type New Name:

KATRINA
KATRINA
LAURA

Add KATRINA Civilian Rates Edit KATRINA Military Rates

All Disaster Rates

| Description | R | Cut Off | Days High | Max Days | Adult Age | Adult High % | Child High % | Adult Low % | Child Low % | Lodge High % | Lodge Low % |
|-------------|---|------------|-----------|----------|-----------|--------------|--------------|-------------|-------------|--------------|-------------|
| KATRINA | M | 08/01/2006 | 216 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |
| LAURA | C | 10/16/2020 | 150 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |
| LAURA | M | 10/16/2020 | 150 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |

Copy Rate Delete Rate

Print OK - Save Rates And Close Cancel ? Help

Select an existing disaster to add a new rate or edit an existing rate. Type the name of a disaster to add.

2. **Click** on the desired Disaster name. The existing rates for the selected disaster **appear** in the input **fields** in the **grid** in the middle of the screen.
3. **Click** on either the **Edit Civilian Rates** or **Edit Military Rates** button as applicable.

Disaster Maintenance

Add New Disaster or Add / Edit Rates For Existing Disaster

Select Disaster or Type New Name:

All Disaster Rates

| Description | R | Cut Off | Days High | Max. Days | Adult Age | Adult High % | Child High % | Adult Low % | Child Low % | Lodge High % | Lodge Low % |
|-------------|---|------------|-----------|-----------|-----------|--------------|--------------|-------------|-------------|--------------|-------------|
| KATRINA | M | 08/01/2006 | 216 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |
| LAURA | C | 10/16/2020 | 150 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |
| LAURA | M | 10/16/2020 | 150 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |

Select an existing disaster to add a new rate or edit an existing rate. Type the name of a disaster to add.

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.

Disaster Maintenance

Add New Disaster or Add / Edit Rates For Existing Disaster

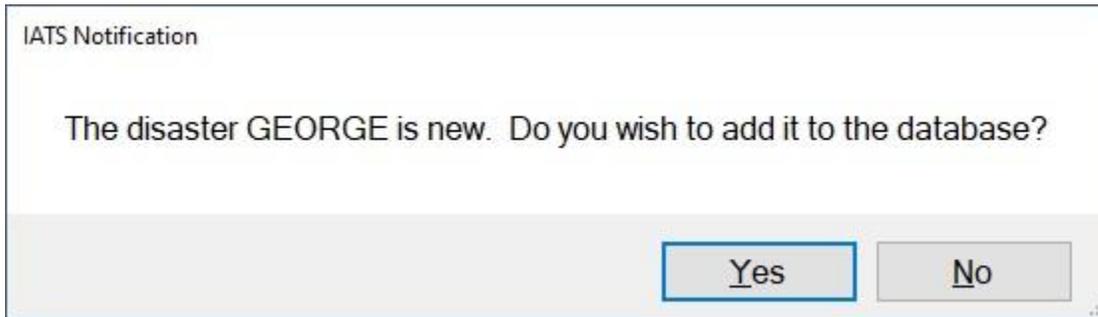
Select Disaster or Type New Name:

All Disaster Rates

| Description | R | Cut Off | Days High | Max. Days | Adult Age | Adult High % | Child High % | Adult Low % | Child Low % | Lodge High % | Lodge Low % |
|-------------|---|------------|-----------|-----------|-----------|--------------|--------------|-------------|-------------|--------------|-------------|
| KATRINA | M | 08/01/2006 | 216 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |
| LAURA | C | 10/16/2020 | 150 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |
| LAURA | M | 10/16/2020 | 150 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |

Select an existing disaster to add a new rate or edit an existing rate. Type the name of a disaster to add.

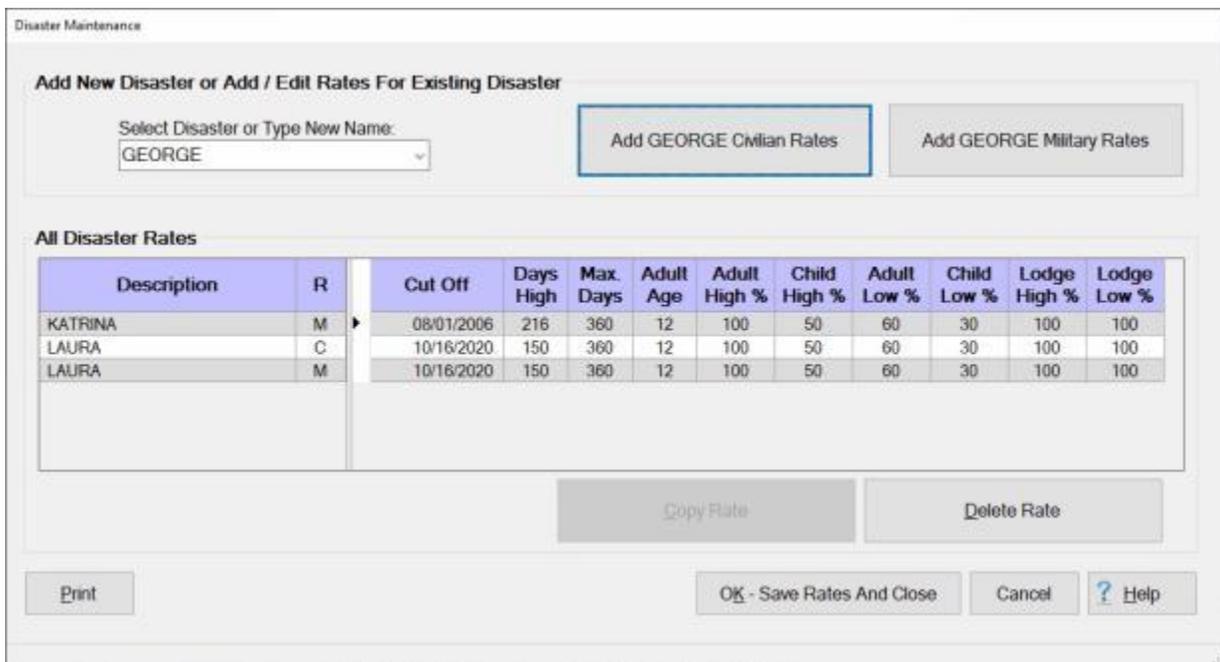
2. **Type** the new disaster **name**, and then **press Tab**. A **pop-up message** will appear indicating that the disaster is **new** and asks if you wish to **add** it to the database.



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 either the **Add Civilian Rates** or **Add Military Rates** button. The new **disaster** will now appear in the **Description** column in the rates grid and the current **date** will appear in the **Cut Off** column.

Disaster Maintenance

Add New Disaster or Add / Edit Rates For Existing Disaster

Select Disaster or Type New Name:

Edit GEORGE Civilian Rates Add GEORGE Military Rates

All Disaster Rates

| Description | R | Cut Off | Days High | Max. Days | Adult Age | Adult High % | Child High % | Adult Low % | Child Low % | Lodge High % | Lodge Low % |
|-------------|---|------------|-----------|-----------|-----------|--------------|--------------|-------------|-------------|--------------|-------------|
| KATRINA | M | 08/01/2006 | 216 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |
| LAURA | C | 10/16/2020 | 150 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |
| LAURA | M | 10/16/2020 | 150 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |
| GEORGE | C | 10/16/2020 | 0 | 0 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |

Copy to GEORGE Military Rate Delete GEORGE Civilian Rate

Print OK - Save Rates And Close Cancel ? Help

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:**

Disaster Maintenance

Add New Disaster or Add / Edit Rates For Existing Disaster

Select Disaster or Type New Name:

All Disaster Rates

| Description | R | Cut Off | Days High | Max. Days | Adult Age | Adult High % | Child High % | Adult Low % | Child Low % | Lodge High % | Lodge Low % |
|-------------|---|------------|-----------|-----------|-----------|--------------|--------------|-------------|-------------|--------------|-------------|
| KATRINA | M | 08/01/2006 | 216 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |
| LAURA | C | 10/16/2020 | 150 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |
| LAURA | M | 10/16/2020 | 150 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |
| GEORGE | C | 10/16/2020 | 180 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |
| GEORGE | M | 10/16/2020 | 180 | 360 | 12 | 100 | 50 | 60 | 30 | 100 | 100 |

Enter the cut off date for this disaster.

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.

DELETE RATE



Delete Military rates for disaster GEORGE?

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.

Maintain EFT Rejection Codes

User: SYSTEM

EFT Rejection Codes

| Rej Code | Description |
|----------|-------------------------------------|
| C01 | Incorrect Account Number (AN) |
| C02 | Incorrect Routing Number (RTN) |
| C03 | Incorrect RTN and AN |
| C05 | Incorrect Transaction Code (TC) |
| C06 | Incorrect AN and TC |
| C07 | Incorrect RTN, AN and TC |
| R01 | Insufficient Funds |
| R02 | Account Closed |
| R03 | No Account/Unable to locate Account |
| R04 | Invalid Account Number |

Buttons: Delete, Insert, Print, OK, Cancel, Help

Enter EFT Rejection Code.

When IATS is initially installed, this table is already populated with most of the common rejection codes normally encountered. Additional codes can be **added** to or **deleted** from this table by using the instructions outlined in the steps below.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **EFT Rejection Codes** option.

 **Complete the following steps to "insert" a new rejection code:**

1. **Click** on the **Insert** button. A blank line appears at the top of the grid.
2. At the **Rej Code** field, **type** the new 3 character reject code and **press Tab**.
3. At the Description field, **type** the description of the code and then **press Tab**.
4. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" a rejection code:**

1. **Click** on the rejection **code** you wish to delete.
2. When the desired code is highlighted, **click** the **Delete** button. A *pop-up* message will appear asking if you are **sure** you wish to delete the rejection code.

3. **Click** on Yes. IATS deletes the selected rejection code.
4. **Click** on the **OK** button to **save** the changes.

Maintaining DPS Item Codes

Defense Personal Property System (DPS) Accounting **Codes** and **Descriptions** for the codes are stored in a table in the IATS database.

The **Maintain DPS Item Codes** screen is used to allow users to **view** the codes and descriptions and to also **add** or **delete** items from the table.

Maintain DPS Item Codes

Maintain DPS Item Codes

Entitlement Type ALL Clear Filter

| Code | Description | Entitlement Type |
|------|----------------------------------|-----------------------|
| 105A | Full Pack | Ship HHG 3rd Party |
| 105B | Pack Reg Crate | Ship HHG 3rd Party |
| 105D | Debris Removal within 30 days | Ship HHG 3rd Party |
| 105E | UnPack Reg Crate | Ship HHG 3rd Party |
| 105J | Storage Inspection | HHG Temporary Storage |
| 120A | Extra Labor Reg | Ship HHG 3rd Party |
| 120B | Special Services | Ship HHG 3rd Party |
| 120C | Wait Tm: Lab Reg | Ship HHG 3rd Party |
| 120D | Extra Labor Reg-OT | Ship HHG 3rd Party |
| 120E | Special Services-OT | Ship HHG 3rd Party |
| 120F | Wait Tm: Lab OT | Ship HHG 3rd Party |
| 125A | Shuttle Service 25 or less miles | Ship HHG 3rd Party |
| 125B | Shuttle Service Over 25 Miles | Ship HHG 3rd Party |

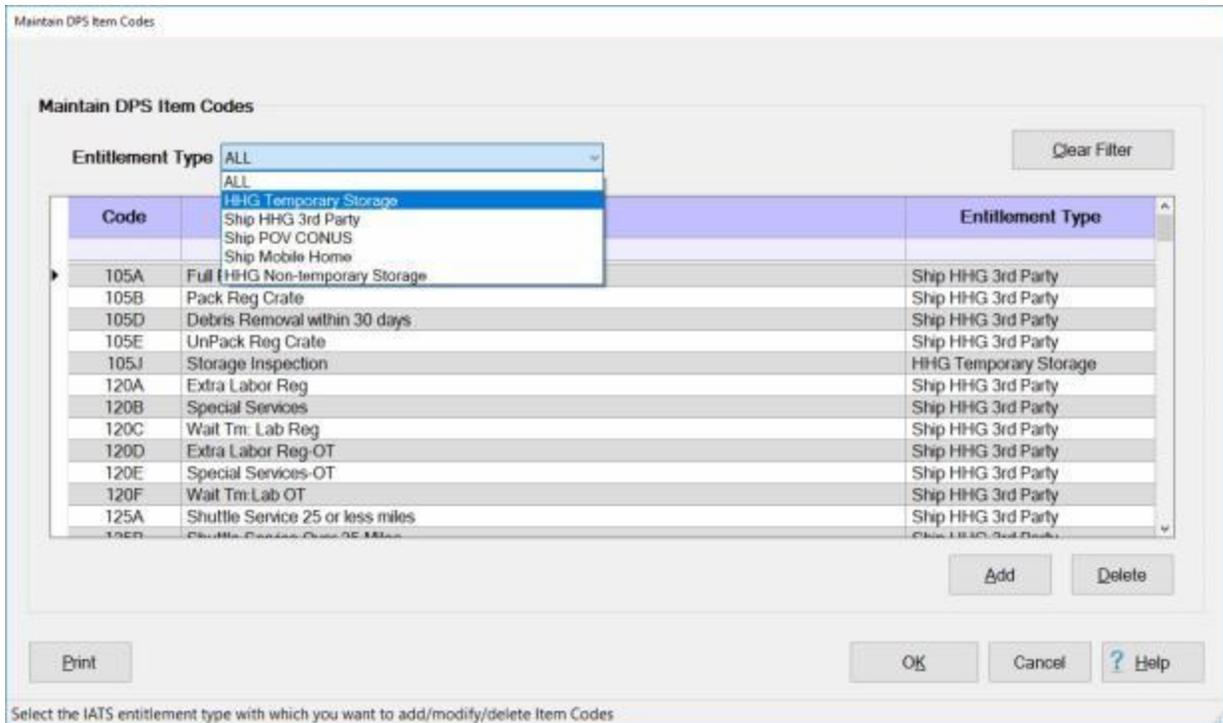
Add Delete

Print OK Cancel ? Help

Note: To access this screen, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Constants/Descriptions** and then **click** on the **DPS Item Codes** option.

Filtering the grid display:

1. The **default** value at the **Entitlement Type** field, located just above the grid, is **All**. If you wish to **change** the display for a specific Entitlement Type, **click** on the **down arrow** button in this field. IATS will **display** a **list** of the various Entitlement Types.



2. Click on the **Entitlement Type** you wish to display. The **information** shown in the grid will then be the selected Entitlement Type.

Using the Filter Row:

1. You will notice a **blank line** just under the **column headings** on the grid. This is a **Filter Row** as shown below.
2. In the example below, (521) was entered into the Filter Row in the **Code** column. **Notice** that every code displayed in the **Code** column begins with the numbers (521).
3. You may **filter the Description** and **Entitlement Type** columns using this same technic except for entering **alpha characters** instead of numbers.
4. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.

Maintain DPS Item Codes

Entitlement Type

| Code | Description | Entitlement Type |
|------|---|-----------------------|
| 521 | Filter Row | |
| 521L | Administrative fee | HHG Temporary Storage |
| 521C | Alaska - 30 miles or less | HHG Temporary Storage |
| 521D | Alaska - over 30 miles - min charge | HHG Temporary Storage |
| 521I | All other overseas areas - 30 miles or less | HHG Temporary Storage |
| 521J | All overseas areas except (Germany, Alaska, or Hawaii) - over 30 miles - min charge | HHG Temporary Storage |
| 521B | CONUS and the Island of Oahu, Hawaii - over 30 miles - min charge | HHG Temporary Storage |
| 521F | Germany - over 30 miles - min charge | HHG Temporary Storage |
| 521E | Germany 0-30 miles or less | HHG Temporary Storage |
| 521G | Hawaii - 30 miles or less | HHG Temporary Storage |
| 521H | Islands of Hawaii (other than Islands of Oahu) - over 30 miles - min charge | HHG Temporary Storage |
| 521K | Minimum charge | HHG Temporary Storage |
| 521A | SIT - any point within CONUS - 30 miles or less | HHG Temporary Storage |

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:

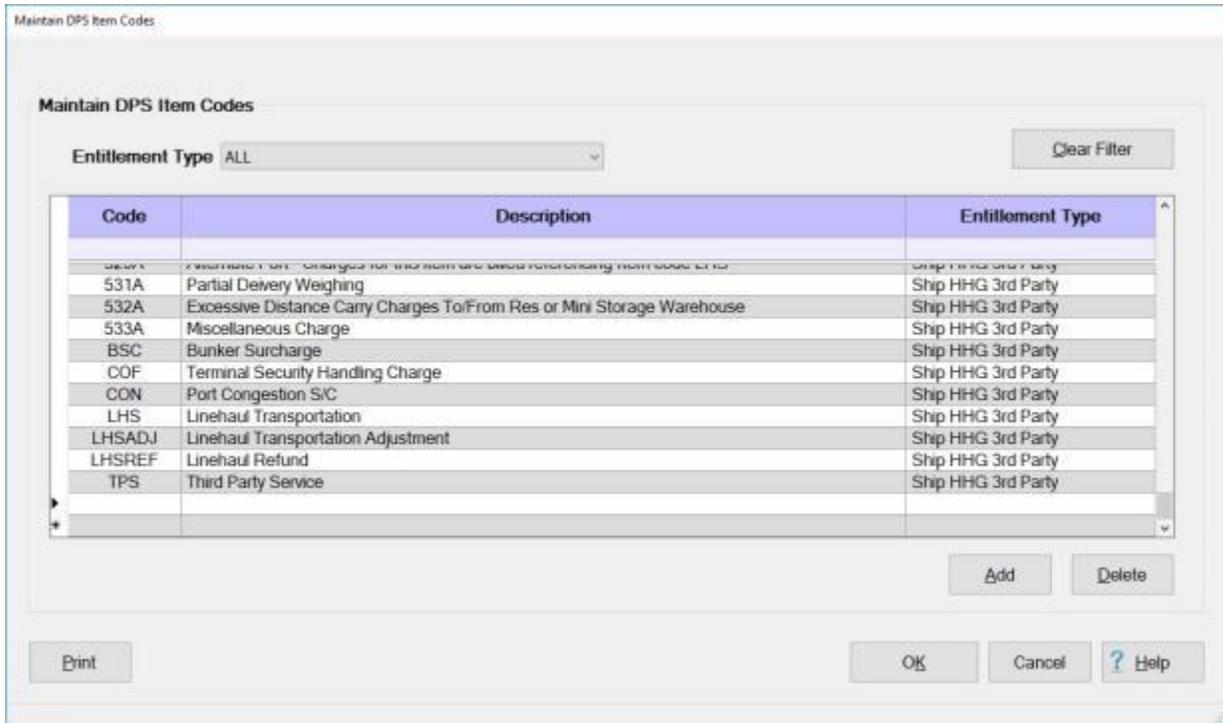
Maintain DPS Item Codes

Maintain DPS Item Codes

Entitlement Type ALL

| Code | Description | Entitlement Type |
|--------|---|--------------------|
| 529A | Alternate Port - Charges for this item are billed referencing Item code LHS | Ship HHG 3rd Party |
| 531A | Partial Delivery Weighing | Ship HHG 3rd Party |
| 532A | Excessive Distance Carry Charges To/From Res or Mini Storage Warehouse | Ship HHG 3rd Party |
| 533A | Miscellaneous Charge | Ship HHG 3rd Party |
| BSC | Bunker Surcharge | Ship HHG 3rd Party |
| COF | Terminal Security Handling Charge | Ship HHG 3rd Party |
| CON | Port Congestion S/C | Ship HHG 3rd Party |
| LHS | Linehaul Transportation | Ship HHG 3rd Party |
| LHSADJ | Linehaul Transportation Adjustment | Ship HHG 3rd Party |
| LHSREF | Linehaul Refund | Ship HHG 3rd Party |
| TPS | Third Party Service | Ship HHG 3rd Party |

1. **Ensure** that the **display** in the grid is set to **All** for the **Entitlement Type**.
2. **Scroll** down to the **bottom** of the grid.
3. **Click** on the **Add** button. A new blank line will appear under the **last item** listed as shown below.



4. **Click** in the **Code** field, **enter** the desired **code number** and then **press Tab** to advance to the **Description** field.
5. **Enter** the desired **description** for the new code at the **Description** field and then **press Tab** to advance to the **Entitlement Type** field.

Maintain DPS Item Codes

Maintain DPS Item Codes

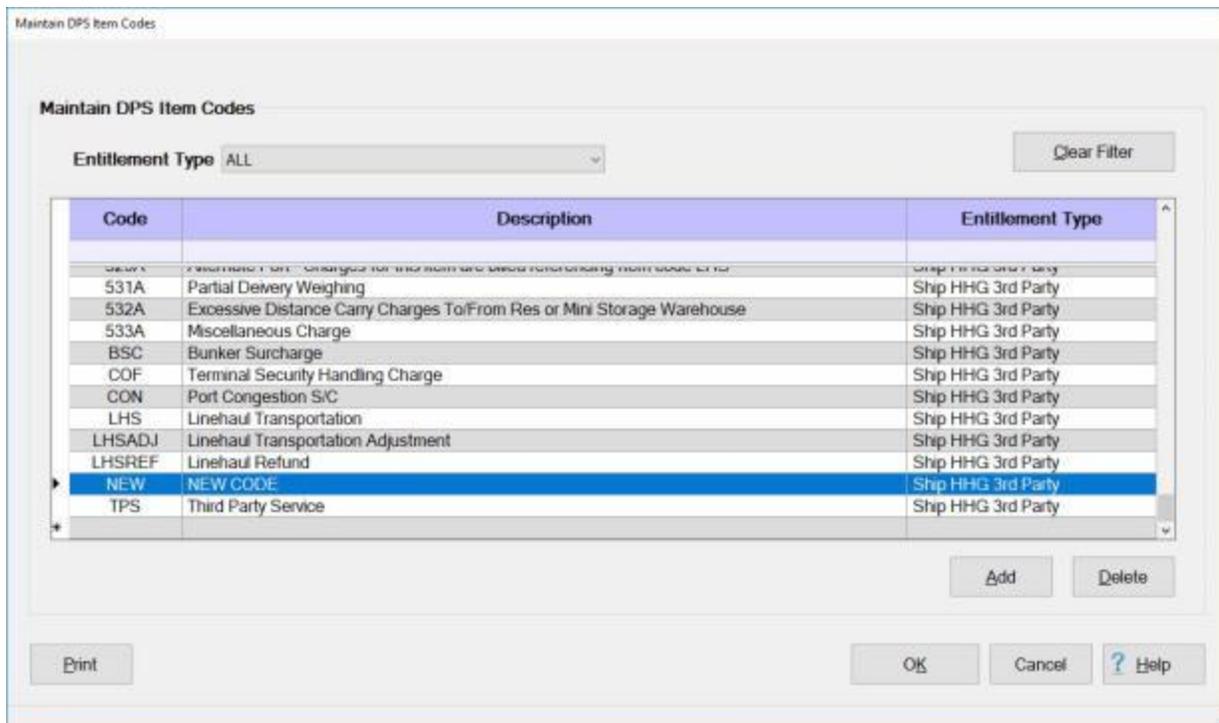
Entitlement Type ALL Clear Filter

| Code | Description | Entitlement Type |
|--------|--|--------------------|
| 531A | Partial Dewery Weighing | Ship HHG 3rd Party |
| 532A | Excessive Distance Carry Charges To/From Res or Mini Storage Warehouse | Ship HHG 3rd Party |
| 533A | Miscellaneous Charge | Ship HHG 3rd Party |
| BSC | Bunker Surcharge | Ship HHG 3rd Party |
| COF | Terminal Security Handling Charge | Ship HHG 3rd Party |
| CON | Port Congestion S/C | Ship HHG 3rd Party |
| LHS | Linehaul Transportation | Ship HHG 3rd Party |
| LHSADJ | Linehaul Transportation Adjustment | Ship HHG 3rd Party |
| LHSREF | Linehaul Refund | Ship HHG 3rd Party |
| TPS | Third Party Service | Ship HHG 3rd Party |
| NEW | NEW CODE | Ship HHG 3rd Party |

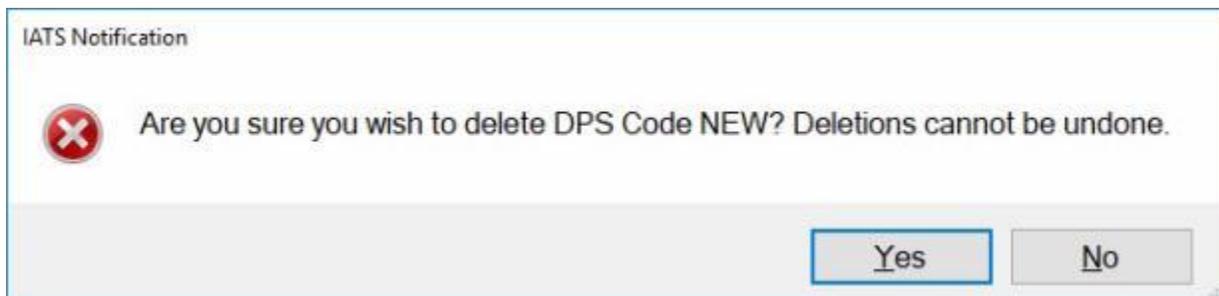
6. At the **Entitlement Type** field, **click** on the **down arrow** button to display a listing of Entitlement Types.
7. **Click** on the desired **Entitlement Type** for the new code being added.
8. **Click** on the **OK** button to save your entries.

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.

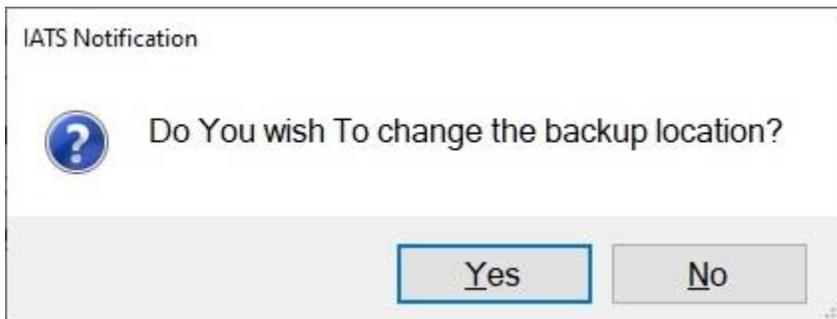


Note: When the above *pop-up* message appears, a default path and **location** of the IATS **database** and **back-up directory** is displayed. IATS users have the option, however to **change** the **path** and **location**, for the back-up file. In addition, IATS will create a **zip** file for the **winiats.log** 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.

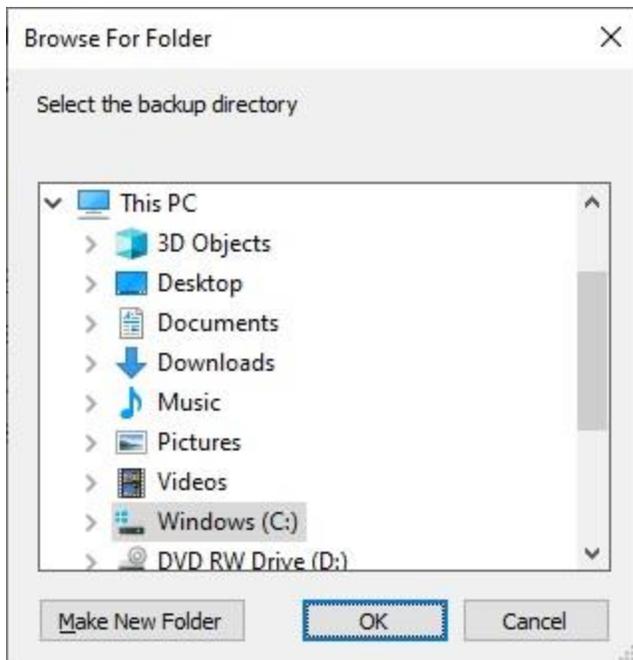
2. If you wish to continue, **click** on **OK**. The following *pop-up message* will appear



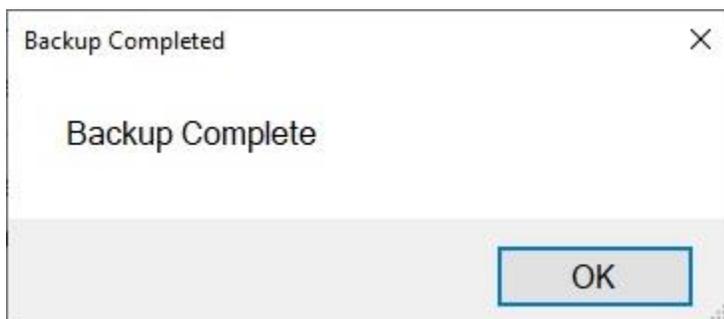
3. If you wish to **continue** and perform a back-up of the IATS database, **click** on Yes.
4. If you wish to **change** the **path** and **location** for the backup files, **click** on No. IATS will **display** the following *pop-up message* asking if you wish to **change** the backup **location**.



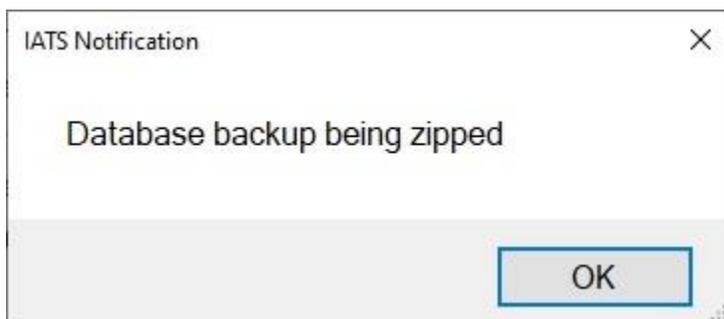
5. **Click** on Yes if you **do** wish to **change** the location.
6. If you **click** on Yes, IATS will display the **Browse For Folder** screen.



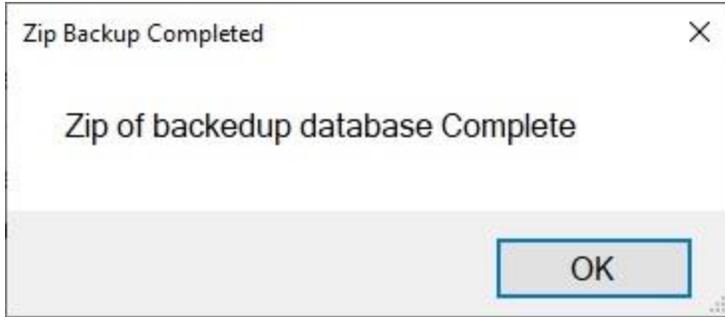
7. At the **Browse For Folder** screen, **select** the desired **path**, **location** and **folder** for the backup files and then **click** on **OK**.
8. When the back-up is **complete**, the following *pop-up message* will **appear**:



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.

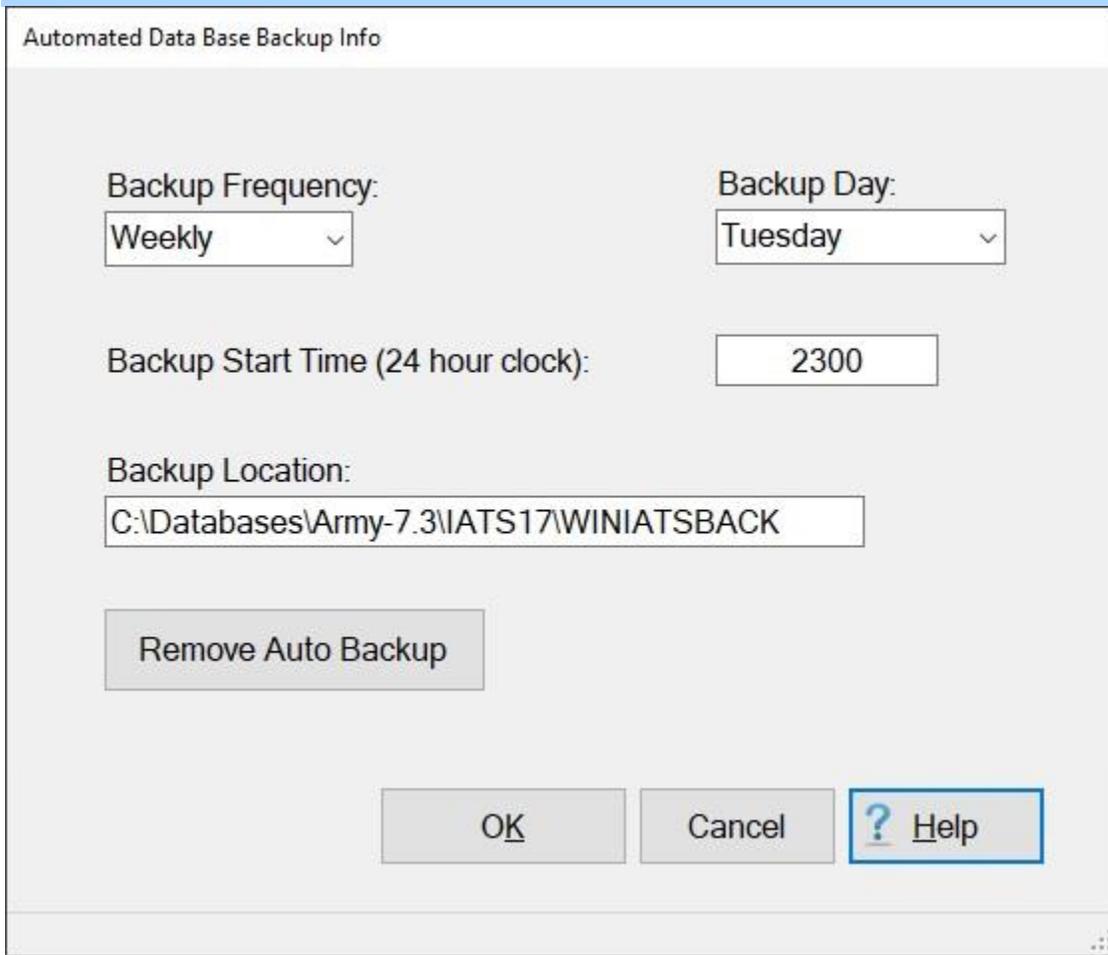


11. Click on **OK** and IATS will **return** to the **Maintenance Main Menu** screen.

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.

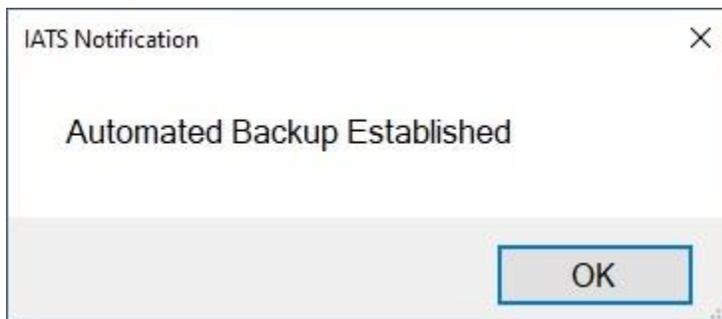


 Complete the following steps to "set-up" the automatic database back-up criteria:

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).

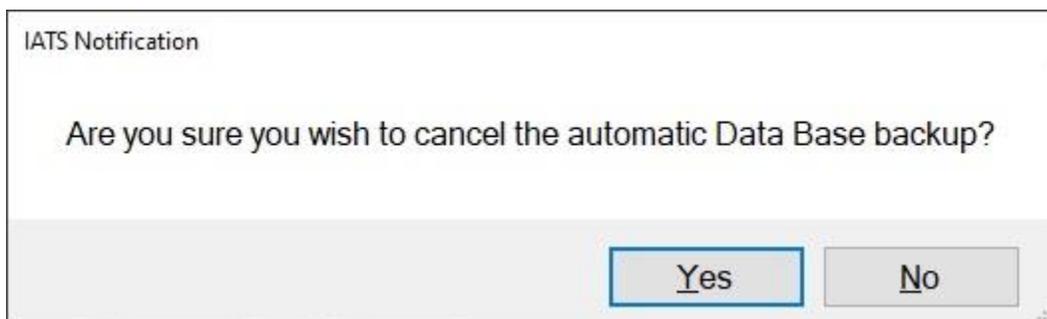
5. If you are **satisfied** with the **criteria** for the automated backup, click on the **OK** button. The following message appears.



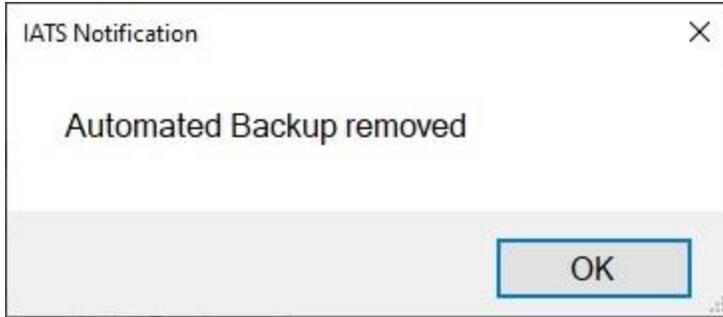
6. Click on **OK** to complete the set-up.

 Complete the following steps to "remove" the automatic database back-up criteria:

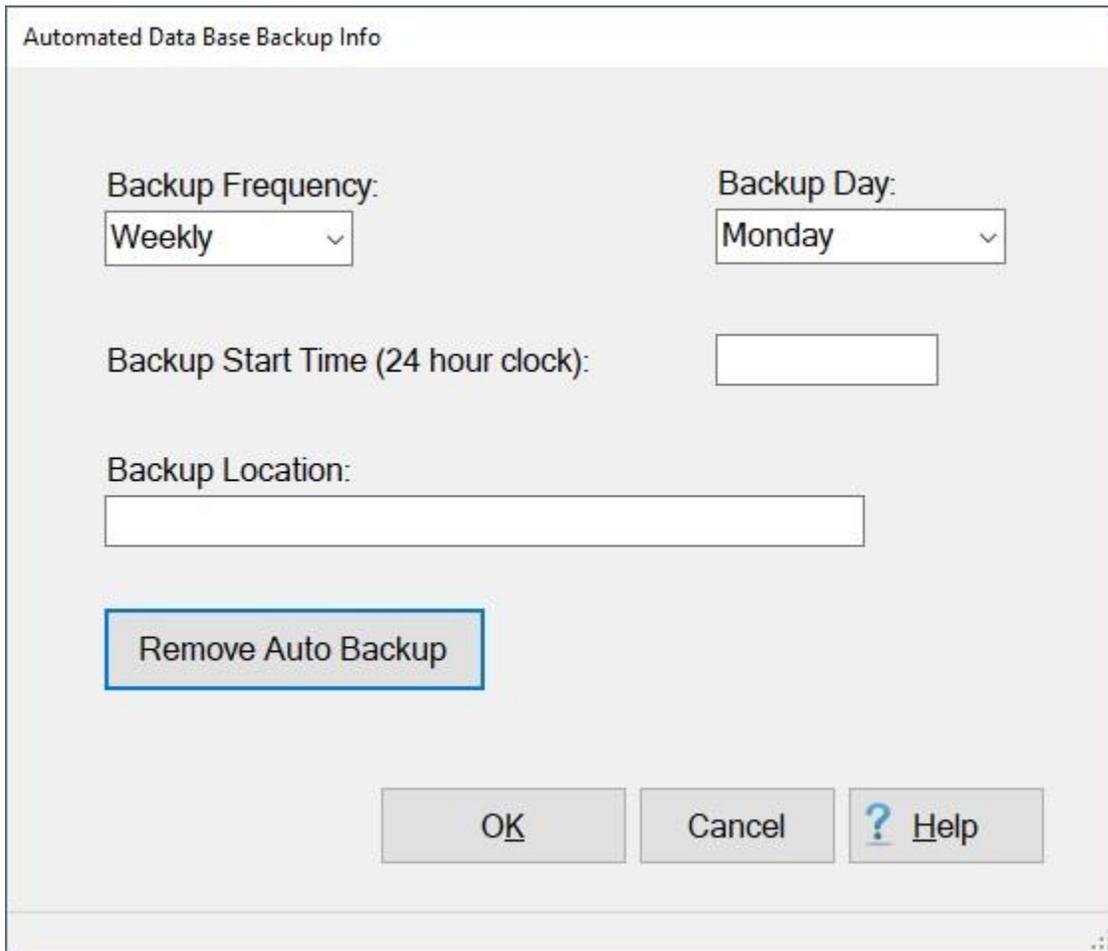
1. Click on the **Remove Auto Backup** button. IATS will **display** the following *pop-up message*:



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.

DataBase Backup History

| Backup Date | User |
|-------------|--------|
| 3/24/2020 | SYSTEM |

Print

Purge

Exit

? Help

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.

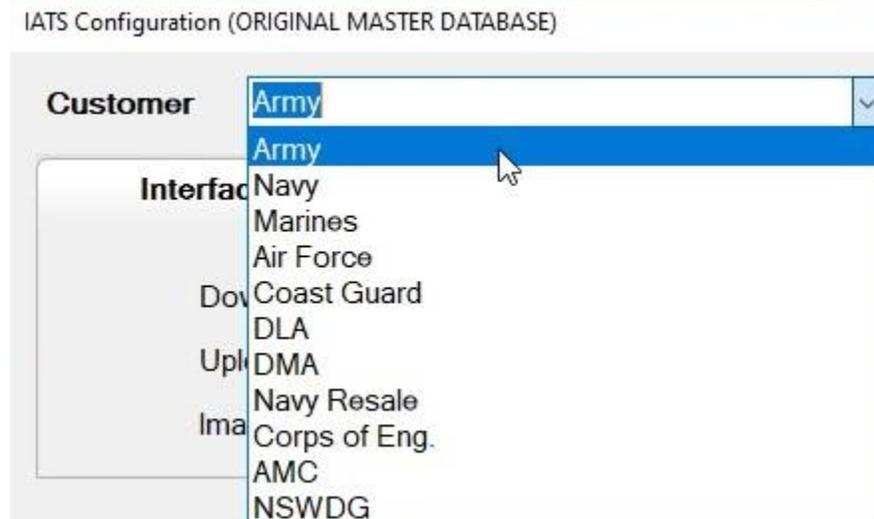
Because of the amount of **details** involved in **setting-up** the system **configuration** and the variety of IATS **customers**, the **instructions** for completing this screen will be covered in several related **topics**.

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**.

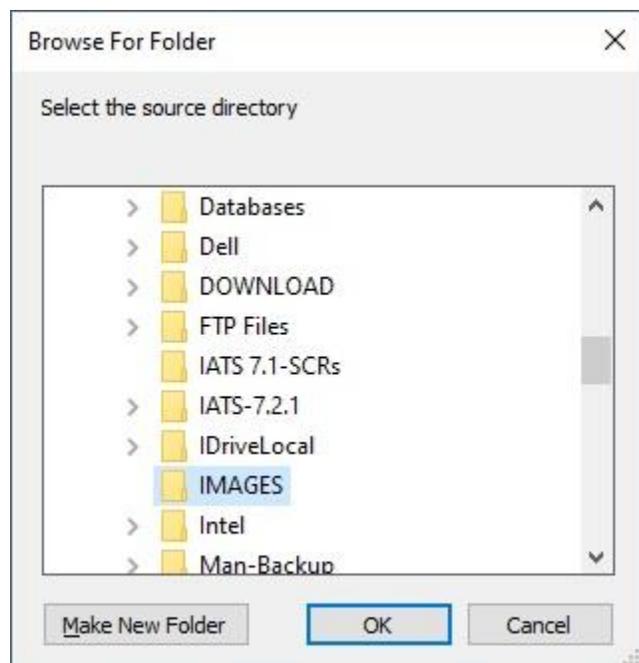
Another subdirectory that must be configured is the **Image** directory.

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.

| Interface File Directories | T-PAX URLs | Misc. Settings |
|----------------------------|-------------|----------------|
| Download Directory | c:\DOWNLOAD | Browse |
| Upload Directory | c:\UPLOAD | Browse |
| Image Directory | C:\IMAGES | Browse |

 Complete the following steps to "re-configure" the upload/download/image paths:

1. At the **Download, Upload, or Image Directory** field, click on the **Browse** button. The **Browse for Folder** screen appears.



Note: In the example above, the **default** value is the **(C:) drive**. If this is the **correct** path, **no action** is necessary. If this is **not** the correct path, **continue** with the following **steps**:

2. If the **correct drive** is displayed, **but** a **different 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.

| System Description | |
|-------------------------------------|-------------------------------------|
| Standalone | <input type="checkbox"/> |
| Use Employee ID | <input type="checkbox"/> |
| Liaison Reports | <input checked="" type="checkbox"/> |
| Reservist Travel | <input checked="" type="checkbox"/> |
| Reason for Delete | <input type="checkbox"/> |
| RITA Office Aware | <input type="checkbox"/> |
| Prevalidate Accounting | <input type="checkbox"/> |
| Forced Audit | <input type="checkbox"/> |
| Prepayment Audit | <input type="checkbox"/> |
| EFT Rejects | <input checked="" type="checkbox"/> |
| Auto Delete Blocks | <input type="checkbox"/> |
| Email Completed Claims | <input checked="" type="checkbox"/> |
| HHG DPS Interface Active | <input checked="" type="checkbox"/> |
| # Days User Suspended till Deleted: | <input type="text" value="15"/> |
| ReAssign Claims w/o Block List | <input type="checkbox"/> |
| Return Reason Is Mandatory | <input type="checkbox"/> |
| Force Selection of Liaison Office | <input checked="" type="checkbox"/> |
| Allow Claims by Self | <input type="checkbox"/> |
| Audit/Enter Same Claim | <input checked="" type="checkbox"/> |
| Use OCR Font | <input type="checkbox"/> |
| Payroll Office | <input type="checkbox"/> |
| Enable CAC | <input type="checkbox"/> |
| Allow Duplicate Login | <input checked="" type="checkbox"/> |
| Massive Multiple Travel | <input checked="" type="checkbox"/> |
| HHG Calculator | <input type="checkbox"/> |
| Use ISO 3166 Codes | <input type="checkbox"/> |
| ID Reason for Suppl | <input type="checkbox"/> |
| Change DBs | <input type="checkbox"/> |
| Cash Payment Allowed | <input type="checkbox"/> |
| Create Voucher Print File | <input type="checkbox"/> |
| Use Roles | <input type="checkbox"/> |
| ODS Secure Upload Active | <input type="checkbox"/> |
| Allow DTOD Override | <input checked="" type="checkbox"/> |
| Activate DTOD Web Service | <input type="checkbox"/> |
| Enable Safeguards | <input checked="" type="checkbox"/> |
| Scrub Disbursing Uploads | <input type="checkbox"/> |
| Use State Taxes | <input checked="" type="checkbox"/> |
| Allow Auditor Remarks | <input type="checkbox"/> |

Tip: To **activate** any of these features, **click** in the **box** next to the item or **press** the **space bar**. When a **check mark** appears in the box, the item is **activated**. If the item is already activated and you wish to **de-activate** the feature, **click** in the **box** or **press** the **space bar** to remove the **check mark**.

Following, is a description of each of these features:

1. **Standalone:** - Activate this feature if the **PC IATS** is being operated on is not connected to a **network**.
2. **Use Employee ID:** - If activated the IATS user will enter an alternative ID number into IATS to create the **travel account**. This ID number is used instead of a **social security number**. This is used by organizations that must protect **identities** for **security** reasons.

3. **Liaison Reports:** - This feature is primarily for **DLA**, and **Marine Corps** customers. If activated, IATS provides an input **screen** for the **Liaison**, or **RUC** offices. Input into this screen captures dates that IATS uses to generate a **tracking report**.
4. **Reservist Travel:** - **Click** in the **check box** to activate this option if you wish to process settlement claims for **reserve** travel. When this option is **activated** you will be able to **specify** a particular **status** for the reserve travel claim being processed.
5. **Reason for Delete:** - **Click** in the **check box** to **activate** this option if you wish to **generate** the **Deleted Traveler** and/or **Deleted Details Report**.
6. **RITA Office Aware:** - **Click** in the **check box** to **activate** this option if you have multiple **offices** and want the details for the **RITA** payment to be associated with a specific office.
7. **Prevalidate Accounting:** - **Click** in the **check box** to **activate** this option if you are an **Army** customer and wish **ensure** that the **APC** and **MDC codes** are **loaded** into the **accounting table** before a claim may be completed.
8. **Forced Audit:** - **Click** in the **check box** to **activate** this option if you wish to require the **Auditor** to **review** each **settlement request** in order to complete an **audit** and **release** the **block** for further processing.
9. **Prepayment Audit:** - Activate this feature if you wish to **generate** the **Prepayment Audit Report**.
10. **Post Audit:** - **Click** in the **check box** to activate this option if you wish to be able to generate the [Post Audit Summary Report](#).
11. **Validate CMET:** - This option is a feature for the **Navy** only. **Click** in the **check box** to activate this option if you wish to have the voucher examiners **validate** that the accounting citation for the claim being processed has been **loaded** into the **CMET table**.
12. **EFT Rejects:** - This field is only available for **Army** and **AMC** customers. If activated, EFT rejects will be included when the download file from the disbursing system is processed. **Click** in the **check box** to **remove** the **check mark** if you wish to have EFT rejects **eliminated** when the download file from the disbursing system is processed.
13. **Auto Delete Blocks:** - When IATS is installed this feature is automatically set to **active**. When this feature is active, IATS will automatically delete all **blocks** that are **empty** or in a **completed** status. The IATS user must specify, however, the **number of days** after the block(s) have been placed in this status that the automatic deletion will occur.. **Click** in the **check box** if you wish to **turn off** this option.
14. **Email Completed Claims:** - **Click** in the **check box** to **activate** this option if you wish to **have IATS** automatically e-mail a copy of the completed voucher to the traveler. If this box is checked, (after the download has been processed and successfully posts **DOV** data to the traveler's detail record) IATS will automatically e-mail a copy of the voucher to the primary e-mail address in the traveler's profile.
15. **HHG DPS Interface Active:** - **Click** in the **check box** to **activate** this option if you wish use IATS to **import** the **DPS HHG Temporary Storage claims** (paid by the government) file.
16. **# Days User Suspended till Deleted:** - IATS user **accounts** will become **suspended** if the user's account has no activity for **30** days. IATS will automatically delete the user's account after the number of days shown at this field has passed. The **default** number of days is **15**. If you wish to change this number, **click** in the field and **type** the new value. **Note** that this value may not exceed 60 days.
17. **ReAssign Claims w/o Block List:** - **Click** in the **check box** to **activate** this option if you wish to **transfer requests** from one block to another **without** having IATS **display** a **list** of available **blocks** residing in the database.
18. **Return Reason is Mandatory:** - **Click** in the **check box** to **activate** this option if you 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 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.

Note: For travel offices that do not have the **DTOD** program **installed** and also do not use the **DTOD Web Service**, the **Allow DTOD Override** option must be checked in order for IATS to correctly compute POV mileage.

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.

The screenshot shows the 'Inbound and Outbound Interfaces' configuration section. It contains the following elements:

- Disbursing Interface:** A dropdown menu currently showing 'DDS w/ MCTFS'. To its right is another dropdown menu labeled 'w/o SLOA'.
- Expanded MCTFS:** A checkbox that is currently checked.
- Payroll Interface Active:** A checkbox that is currently checked. To its right is a dropdown menu labeled 'w/o SLOA'.
- New Upload:** A checkbox that is currently unchecked.

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:

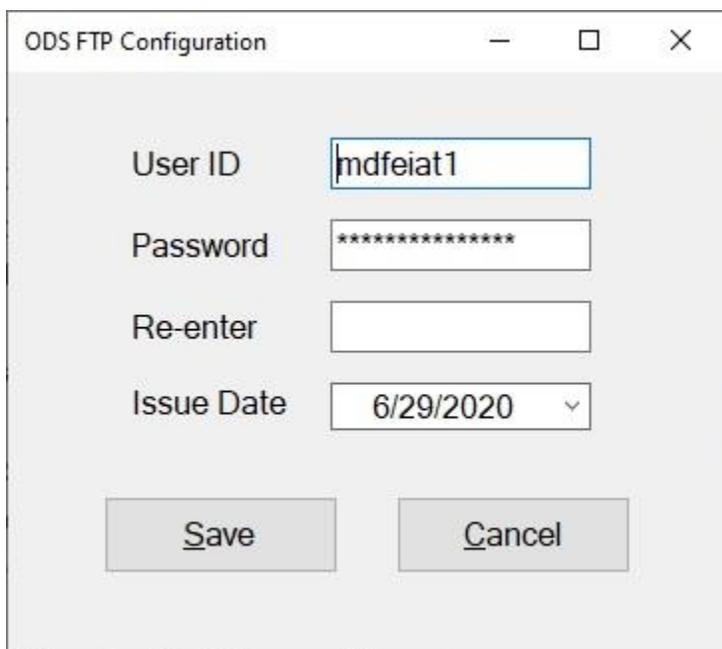
1. **Disbursing Interface:** - Click the *down arrow* to display a **list** of the various disbursing system interface **options** for your organization and then **click** on the desired **option** to make a selection. IATS will then **create** a **file** in the correct **format** that can be **uploaded** 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.

The screenshot shows a configuration window titled "Blocking". It contains several fields:

- Blocking:** A checkbox that is checked.
- Blocking Number Assigned:** A dropdown menu currently showing "Manual". The menu is open, displaying "Manual" (selected), "Automatic", and another "Manual" option.
- Skeleton:** An empty text input field.
- Next Available:** An empty text input field.
- # Days Before Block Deletion:** A text input field containing the number "10".

Note: When IATS is initially installed, the default configuration for block numbering is **Manually**. Users may **change** this option to **Automatically**, however, by **completing** the following steps.

Complete the following steps to "activate" automatic block numbering:

1. **Blocking Number Assigned:** - **Click** the **down arrow** button at this field and then **click** on **Automatic**.
2. **Skeleton:** - If **Automatic** was selected at the **Blocking Number Assigned** field, **click** on the **down arrow** button to **select** a **skeleton** for the first several **characters** of the block number. A **drop down listing** appears displaying the following choices:
 - **YYMMDD####:** - Clicking on this option will **generate** a block **number** using two characters for the current **year**, two characters for the current **month**, two characters for the current **day**, and the **next available number**.
 - **YYMDD#####:** - Clicking on this option will **generate** a block **number** using two characters for the current **year**, one character for the current **month**, two characters for the current **day**, and the **next available number**.

Note: When using the **YYMDD####**, skeleton, the **character** for the **month** must be an **alpha** character as follows: Jan = **A**, Feb = **B**, Mar = **C**, etc.

- **#####**: - Clicking on this option will **generate** a block **number** using **ten** numeric characters beginning with the number entered at the **Next Available** field. To begin block numbers with the number (1), **zero** fill the remaining spaces. For example; (**000000001**).
- 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, "YYMDD####" was selected, and the current date is **23 June, 2016**, the entry at the **Next Available** field would be as follows: (**1606230001**).

Tip: Click on the **See Also** button **below** for additional **instructions** on configuring IATS.

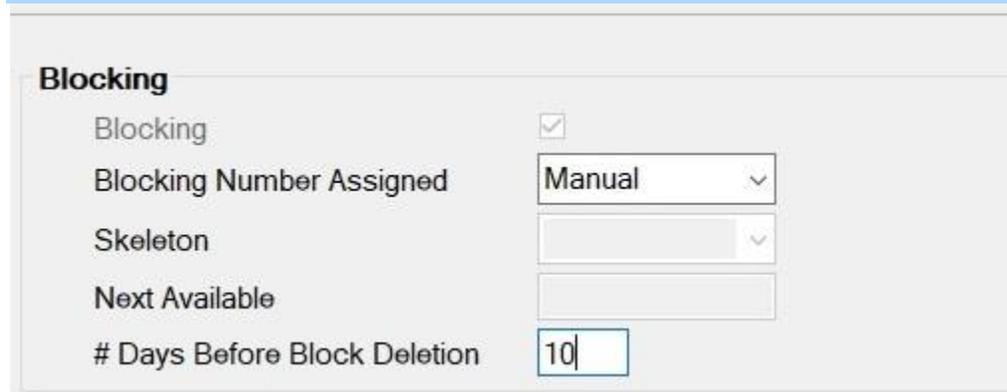
Configuring the Automatic Deletion of Blocks

If this option is activated, IATS will **automatically** **delete** all **blocks** that are **empty** or in a **completed** status. The IATS user **must** **specify**, however, the **number of days** **after** the block(s) have been placed in this **status** that the automatic deletion will occur.

Refer to the **Help** topic "[Configuring the System Description](#)" for **additional** information on **activating** or **deactivating** the **Auto Delete Blocks** option.

 **Complete the following steps to "specify" the number of days before automatic block deletion will occur:**

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then **click** on the **Configuration** option.



Blocking

Blocking

Blocking Number Assigned

Skeleton

Next Available

Days Before Block Deletion

1. On the **right hand side** of the **Maintain System Configuration** screen, you will notice a section titled **Blocking**.
2. **Click** in the **# Days Before Block Deletion** field and **enter** the desired **number** of days before automatic deletion of blocks will occur.

Note: For **organizations** that have **multiple** **offices**, the **number** entered for **Office One** **will** **apply** to **all** of the **other** offices.

3. When you are **satisfied** with the number you have entered, **click** on the **OK** button to **save** your entry.

Maintaining Office Locations

IATS contains a feature that will allow organizations to operate with one centralized database having multiple travel offices.

Each travel office must have a unique Office Code and **Office Description**.

When IATS is initially installed, the Maintain Office Locations table will contain one office "**Office One**" as shown below. The Maintain Office Locations screen is used to **add** additional offices as needed.

Each office will have their own **unique** configurations and will be **responsible** for creating/processing their own **uploads** and **downloads**. In addition, each office will create their own **blocks, print vouchers, generate reports, and maintain** their **suspense** file. **Collection Letters** and all other functions that are unique to a particular **DSSN ITR** will also be **maintained** by the individual travel office.

Note: New travel offices may only be added to the Maintain Office Locations table by individuals using the **System** user name. In addition, the **System** user account must have the privilege "**Multi-Office User**" assigned.

Maintain Office Locations

User ID: SYSTEM

Add New Office

Office Code

Office Description

Customer Type

Official Travel Offices

| Office Code | Office Description |
|-------------|--------------------------|
| OFFICEONE | ORIGINAL MASTER DATABASE |

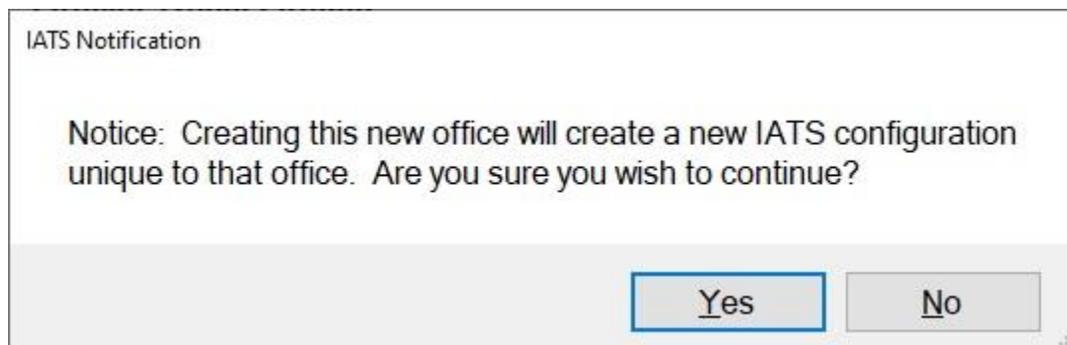
Enter the office's unique code

Note: To access this screen, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then click on the **Official Travel Offices** option.

 **Complete the following steps to "add" a new office to the Maintain Office Locations table:**

1. **Office Code:** - At this field (under the heading "Add New Office") type the unique office code for the new office you are adding and **press Tab**. The code **may** be up to **16 characters**.
2. **Office Description:** - At this field (under the heading "Add New Office") type the unique office description for the new office you are adding and **press Tab**. The description **may** be up to **32 characters**.
3. **Reset:** - **Click** on the **Reset** button to **clear** the Code/Description fields if you made a typing error and want to start over or if you decide you do not want to add a new office.

4. **Customer Type:** - **Click** on the *down arrow* button at the **Customer Type** field. IATS will **display** a **list** of various customer types. **Click** on the desired **customer type** for the new office you are adding.
5. **Click** on the **Add** button to add the new office to the table. IATS will **display** the following *pop-up message*.



6. **Click** on Yes to **continue**.
7. The new office will be displayed in the **grid** under the heading **Official Travel Offices**.

Maintain Office Locations

User ID: SYSTEM

Add New Office

Office Code

Office Description

Customer Type

Official Travel Offices

| Office Code | Office Description |
|-------------|--------------------------|
| OFFICEONE | ORIGINAL MASTER DATABASE |
| OFFICETWO | DFAS-ROME |

Enter the office's unique code

8. If you are **finished** using the Maintain Office Locations screen, **click** on **OK** to **save** your changes.

 Complete the following steps to "delete" an office from the Maintain Office Locations table:

Maintain Office Locations

User ID: SYSTEM

Add New Office

Office Code

Office Description

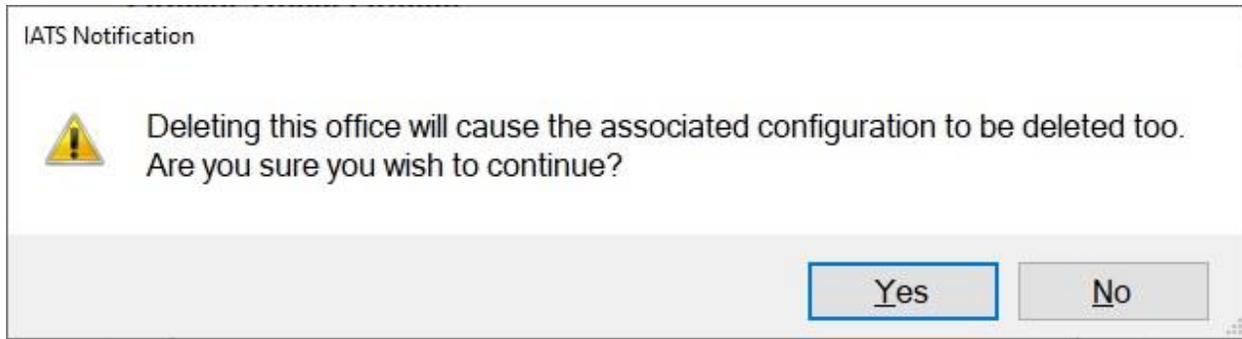
Customer Type

Official Travel Offices

| Office Code | Office Description |
|-------------|--------------------------|
| OFFICEONE | ORIGINAL MASTER DATABASE |
| OFFICETWO | DFAS-ROME |
| OFFICETHREE | DFAS-IN |

Enter the office's unique code

1. **Click** on the **travel office** you wish to **delete** listed in the **grid** under the heading **Official Travel Offices**.
2. When the desired office is highlighted, **click** on the **Delete** button. IATS will **display** the following *pop-up message*.



3. **Click** on Yes to **continue**.
4. The selected office will be removed from the grid.
5. If you are **finished** using the Maintain Office Locations screen, **click** on **OK** to **save** your changes.

Maintaining Travel Office Organizations

IATS contains a feature that will **allow** organizations to **operate** with one **centralized database** having multiple travel **offices**.

Each travel office must have a unique **Organization Code** and **Organization Description**.

When IATS is initially installed, the Maintain Travel Office Organizations table will contain one office "**ORG**" as shown below. The Maintain Travel Office Organizations screen is used to **add** additional offices as needed.

Each office will have their own **unique** configurations and will be **responsible** for creating/processing their own **uploads** and **downloads**. In addition, each office will create their own **blocks**, **print vouchers**, **generate reports**, and **maintain** their **suspense** file. **Collection Letters** and all other **functions** that are unique to a particular **DSSN ITR** will also be **maintained** by the individual travel office.

Note: New organizations may only be added to the Maintain Travel Office Organizations table by individuals using the **System** user name or having **Super User** capabilities. In addition, the user must have the privilege "**Modify Maintenance Tables**" assigned to their individual user account.

Maintain Travel Office Organizations

User ID: SYSTEM

Add New Organization

Organization Code: Organization Description:

Official Travel Office Organizations

| Organization Code | Organization Description |
|-------------------|--------------------------|
| ORG | Default Organization |
| DFAS-ROME | ROME-NY |
| DFAS-NAVY | NEW LONDON |
| * | |

Note: To access this screen, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then click on the **Official Travel Office Organizations** option.

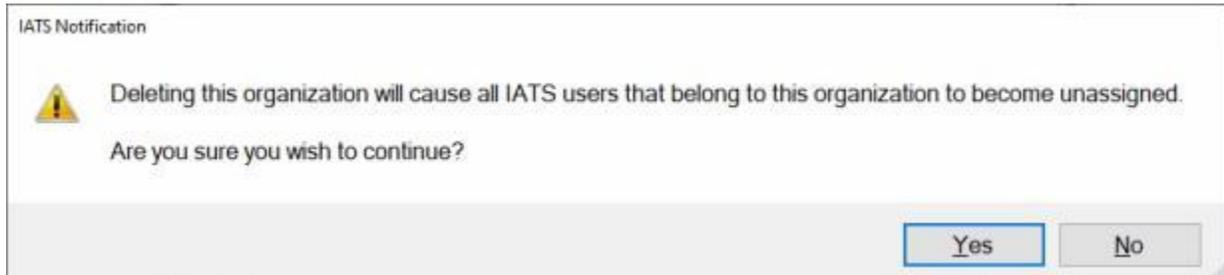
 Complete the following steps to "add" a new organization to the Maintain Travel Office Organizations table:

1. **Organization Code:** - At this field **type** the unique **organization code** for the new organization you are adding and **press Tab**. The code **may** be up to **16 characters**.
2. **Organization Description:** - At this field **type** the unique **organization description** for the new organization you are adding and **press Tab**. The description **may** be up to **32 characters**.

3. **Click** on the **Add** button.

 **Complete the following steps to "delete" an organization from the Maintain Travel Office Organizations table:**

1. **Click** on the organization **code** you wish to delete.
2. When the desired code is highlighted, **click** the **Delete** button. The following *pop-up message* will appear **warning** that deleting this organization will cause all IATS users affiliated with this organization to become **unassigned**.

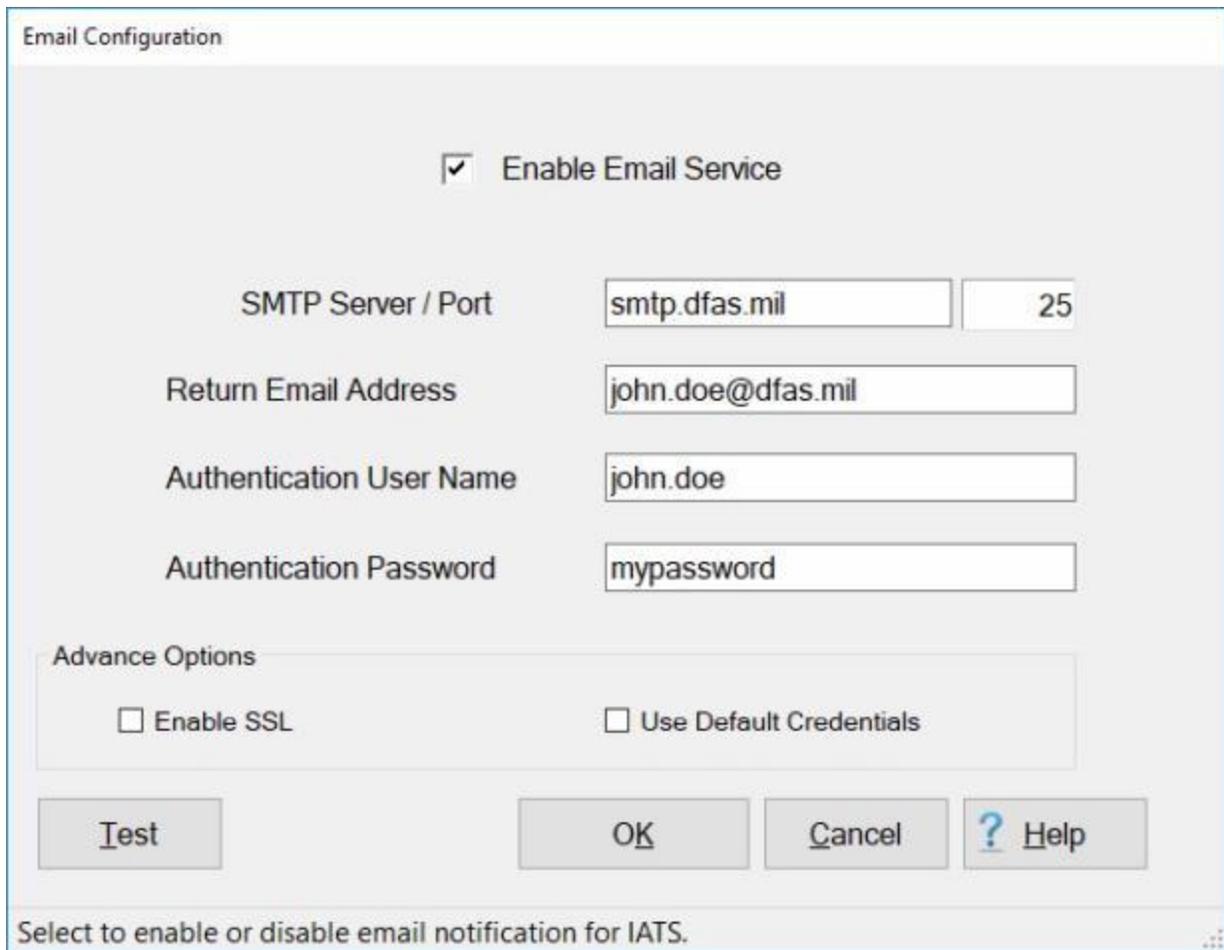


3. **Click** on *Yes* or *No* to continue.
4. **Click** on **OK** to save your entries.

Maintaining the Email for IATS Configuration

The **Email for IATS** feature is used to send **correspondence** or **contact** the traveler via an **Email message**. It is also used to **attach** the traveler's processed **voucher** to the traveler's Email address and be **sent** to the traveler.

The **configuration** must be **set-up** first, however, to determine what **server** and port number is used by the organization for **sending** and **receiving** Email.



Email Configuration

Enable Email Service

SMTP Server / Port smtp.dfas.mil 25

Return Email Address john.doe@dfas.mil

Authentication User Name john.doe

Authentication Password mypassword

Advance Options

Enable SSL Use Default Credentials

Test OK Cancel ? Help

Select to enable or disable email notification for IATS.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then **click** on the **plus sign** to the **left** of the item **Email Configuration**. **Click** on the **Email Configuration** option.

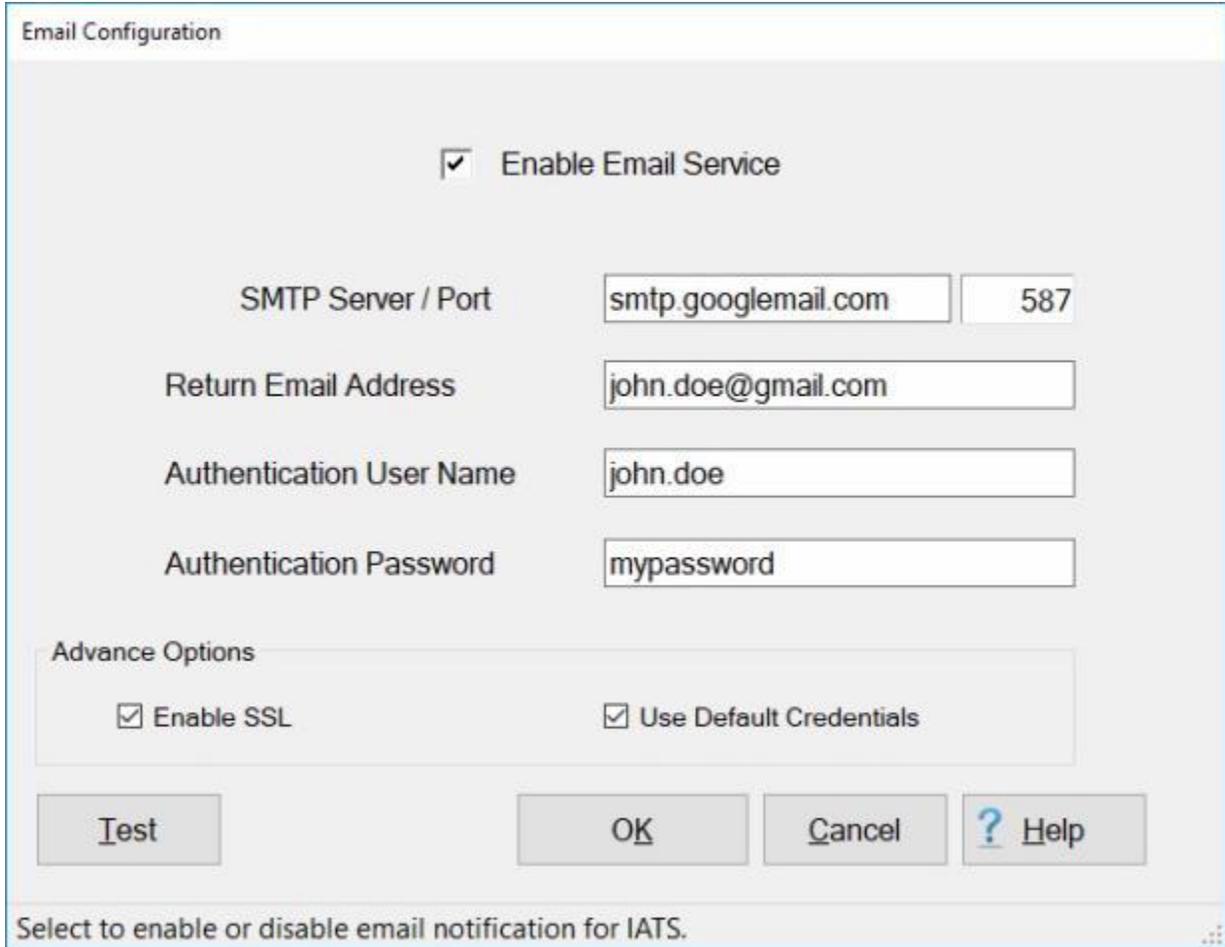
 **Complete the following steps to "enter" the Email configuration:**

Note: The **information** shown on the example input screens are for **illustration only**. The **actual entries** **must comply** with your organization's format **requirements**.

1. **Enable Email Service:** - **Click** in the **check box** at this option to **activate** the Email service.
2. **SMTP Server:** - At this field, **enter** the **SMTP server information** for **sending** Email and **press Tab**.
3. **SMTP Server / Port:** - At this field, **enter** the **SMTP server port number** for **sending** Email and **press Tab**.
4. **Return Email Address:** - At this field, **enter** the sender's **information** for **receiving** Email and **press Tab**.
5. **Authentication User Name:** - At this field, **enter** the sender's **Authentication User Name** and **press Tab**.
6. **Authentication Password:** - At this field, **enter** the sender's **Authentication Password** and **press Tab**.
7. **Enable SSL:** - For **DFAS** users, leave this box **un-checked**.
8. **Use Default Credentials:** - For **DFAS** users, leave this box **un-checked**.
9. **Click** on **OK** to **save** your entries.

Note: IATS has been **modified** to now allow a user to use the **IATS Email** feature through **Google Mail** (gmail).

 Complete the following steps to "enter" the Email configuration for gmail:



Email Configuration

Enable Email Service

SMTP Server / Port smtp.googlemail.com 587

Return Email Address john.doe@gmail.com

Authentication User Name john.doe

Authentication Password mypassword

Advance Options

Enable SSL Use Default Credentials

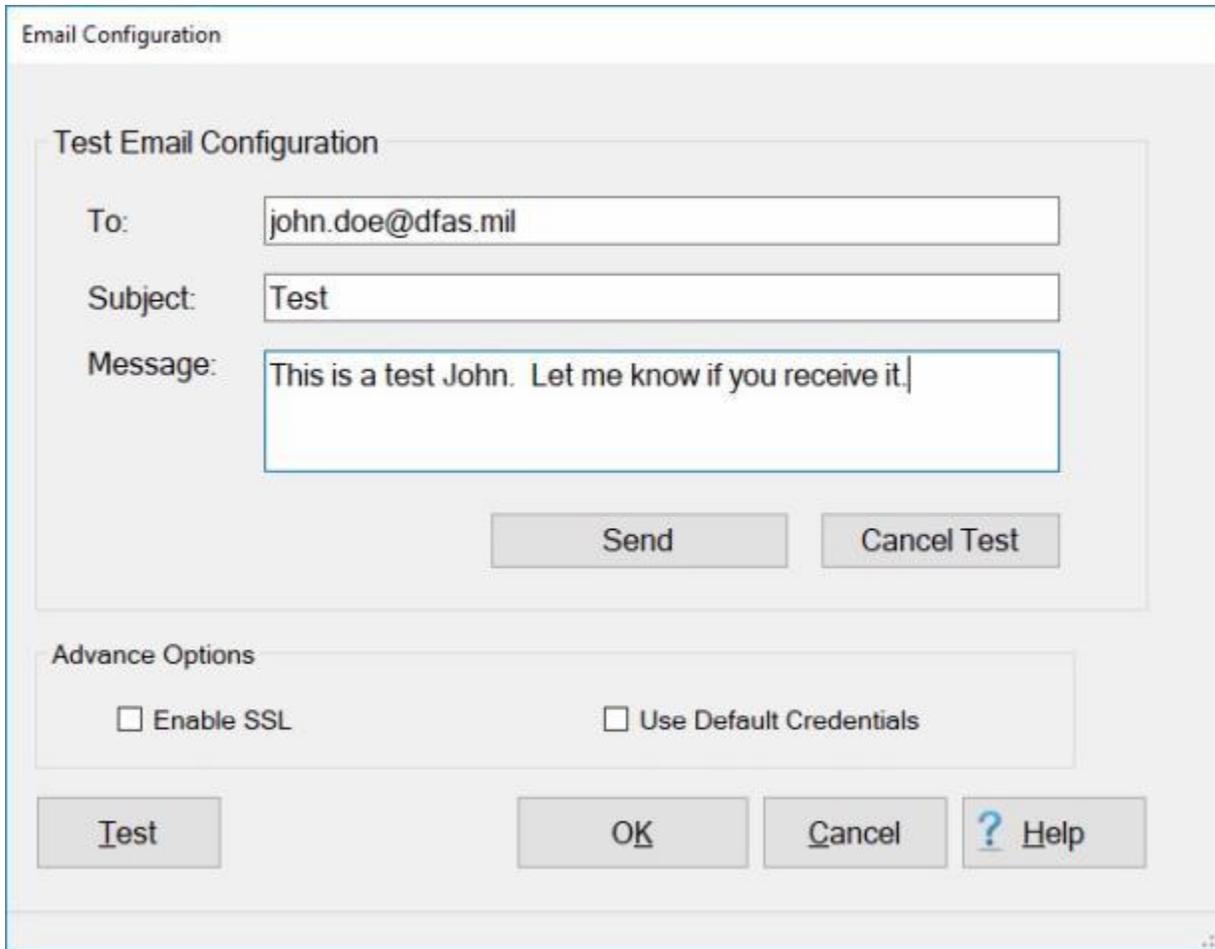
Test OK Cancel ? Help

Select to enable or disable email notification for IATS.

1. **Enable Email Service:** - Click in the **check box** at this option to **activate** the Email service.
2. **SMTP Server:** - At this field, **enter** the **SMTP server information** for **sending** gmail and **press Tab**.
3. **SMTP Server / Port:** - At this field, **enter** the **SMTP server port number (587)** for **sending** gmail and **press Tab**.
4. **Return Email Address:** - At this field, **enter** the sender's **information** for **receiving** gmail and **press Tab**.
5. **Authentication User Name:** - At this field, **enter** the sender's **Authentication User Name** and **press Tab**.
6. **Authentication Password:** - At this field, **enter** the sender's **Authentication Password** and **press Tab**.
7. **Enable SSL:** - Click in the **check box** to **activate** this option if you are establishing a **gmail** configuration.
8. **Use Default Credentials:** - Click in the **check box** to **activate** this option if you are establishing a **gmail** configuration.
9. **Click on OK** to **save** your entries.

 Complete the following steps to "test" the Email configuration:

1. **Click** on the **Test** button. The **Email Configuration** screen will re-appear allowing you to **enter** the **information** needed to send a **test** message.



2. **To:** - At the **To** field, **enter** the test recipient's email **address**.
3. **Subject:** At the **Subject** field, **enter** a **subject** for the message.
4. **Message:** At the **Message** field, **enter** your desired **text** for the test message.
5. **Enable SSL:** - **Click** in the **check box** to **activate** this option if you are establishing a **gmail** configuration. **If not**, leave it **unchecked**.
6. **Use Default Credentials:** - **Click** in the **check box** to **activate** this option if you are establishing a **gmail** configuration. **If not**, leave it **unchecked**
7. After entering the required information, **click** on the **Send** button.

Maintaining the Base Description

After the IATS program is installed, some initial **system maintenance** must be performed **prior** to **processing** any advance or settlement requests on the system. This process is an **extension** of the initial **system configuration**, but cannot be performed until the initial **system configuration** is **completed**, and IATS has been re-started. The initial system maintenance process allows the user to **personalize** the system even further by setting various parameters, and populating a variety of tables.

At the **Maintain Base Description** screen, the user must enter the **information** pertaining to the **Finance Office** processing, or disbursing the travel payments.

Note: For **Air Force** customers, **click** on the **link** ([Maintaining the Air Force Base Description](#)) for **instructions** pertaining to Air Force requirements.

Maintain Base Description (ORIGINAL MASTER DATABASE)

Office

System ID Government Book Number

Name of Finance Officer

DSSN of Finance Office

DSSN ITR

ODS Parameters

Disb Region 1 WCD #1 WCD #2 WCD #3

Disb Region 2 WCD #1 WCD #2 WCD #3

Brief Block/Paid Stamp

| | Primary Actual Brief Block/Paid Stamp | Secondary Actual Brief Block/Paid Stamp | Sample Paid Stamp |
|--------|--|--|-----------------------------|
| Line 1 | <input type="text" value="DFAS-IN"/> | <input type="text"/> | <i>SYMBOL C7734</i> |
| Line 2 | <input type="text" value="8899 E. 56TH STREET"/> | <input type="text"/> | <i>PSA NEW LONDON 78628</i> |
| Line 3 | <input type="text" value="Indianapolis"/> | <input type="text"/> | <i>PSD BRUNSWICK</i> |
| Line 4 | <input type="text" value="IN"/> | <input type="text"/> | <i>ACCTS: FAADCLANT</i> |
| Line 5 | <input type="text" value="46249"/> | <input type="text"/> | <i>NORVA A5245</i> |

Enter the System ID.

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.

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**.

Email Message Editor

Message Number:

Your IATS Voucher is enclosed. IATS computations are used as a tool within the Finance and Accounting Office. Payment amounts are reviewed prior to disbursement and may be increased/decreased as necessary. If your payment does not match the computation and you have a question please review the settlement and/or contact the travel branch of your Finance Office. Thank you.

OK Cancel ? Help

Edit the text of the selected email message.

Note: To access this screen, login to the IATS Maintenance module, click on the plus sign to the left of the item Configuration/Base Parameters. Click on the plus sign to the left of the item Email Configuration and then click on the option Edit Email Message.

 Complete the following steps to "edit" the IATS generated Email message:

1. At the **Message Number** field, click on the *down arrow* button to display a **list** of message numbers (that represents the **situation** of the voucher) and then click on your desired choice.
2. When the correct message is displayed, click in the **text box** and **type** your desired changes.
3. Click on **OK** to save your changes.

Creating HTML Enhanced Email Messages

IATS creates an Email **message** that **accompanies** each **claim** that was sent by email. This default message generated by IATS may be **edited**.

A **feature** was added to IATS that will allow you to **create** a message using an Hyper Text Markup Language (**HTML**) editor program and then **copy** and **paste** it into the **Email Message Editor** screen.

The **purpose** for this feature is to give travel offices the ability to generate email letters, that are sent out to the traveler, that are more **cosmetically robust**.

Using an **HTML editor program** to **create** the messages gives you **control** over **font sizes, colors, etc.**

 Complete the following steps to "create" HTML enhanced Email messages:

1. **Create** your desired **email message** using an **HTML editor** program as shown below.

```
Travel Order Number: |TONO|<br />
Travel Dates: |BEGINDATE| - |ENDDATE| <br />

<p>We are unable to pay your Travel Claim at this time due to the reason(s) listed at the bottom of this communication. In order to have your Claim prioritized upon resubmittal with all corrections, please follow these instructions:</p>

<ul>
<li>Make ALL corrections to your Claim as indicated.</li>
<li>Resubmit the entire Claim with corrections to include DD Form 1351-2, Orders (include all pages and Amendments) and any/all additional documentation by attaching it as a single electronic file to an email and emailing to: <a href="mailto:dfas.rome.jft.mbx.civrel-priority@mail.mil">dfas.rome.jft.mbx.civrel-priority@mail.mil</a></li>
<li>Put your name and the word "CORRECTION" in the Subject Line of the email.</li>
</ul>

<p>For a detailed checklists and online support for completing your Travel Claim, visit our website at: <a href="http://www.dfas.mil">http://www.dfas.mil</a></p>

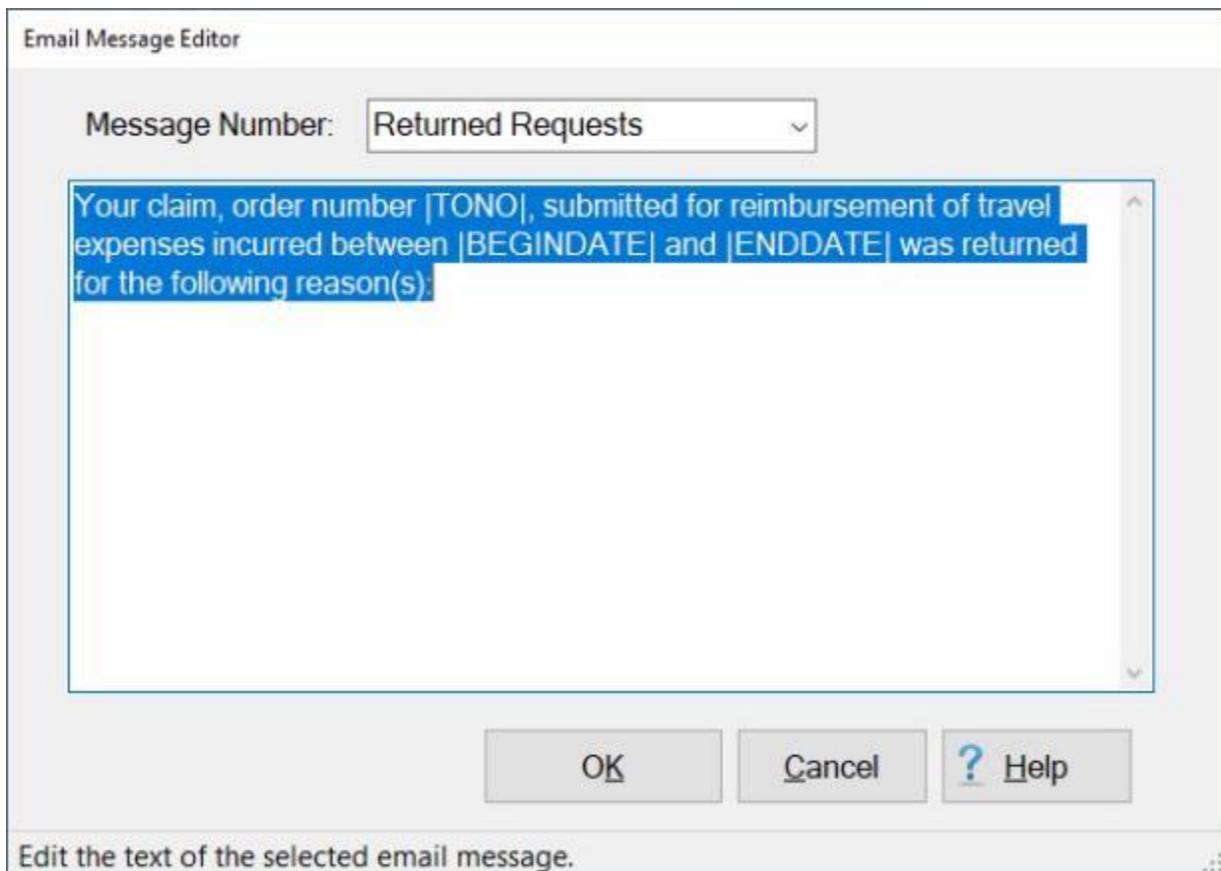
<p>Use the Online Payment Status Tool to check the status of your travel voucher at: <a href="http://www.dfas.mil/militarymembers/travelpay/checkvoucherstatus.html">http://www.dfas.mil/militarymembers/travelpay/checkvoucherstatus.html</a></p>

<p>For additional assistance, call the Customer Care Center at: 1-888-332-7411, Option 4, Option 1 then Option 1</p>

<p>Ask a question online at: <a href="http://go.usa.gov/95x">http://go.usa.gov/95x</a></p>

Reason(s) for Return of Claim:</p>
```

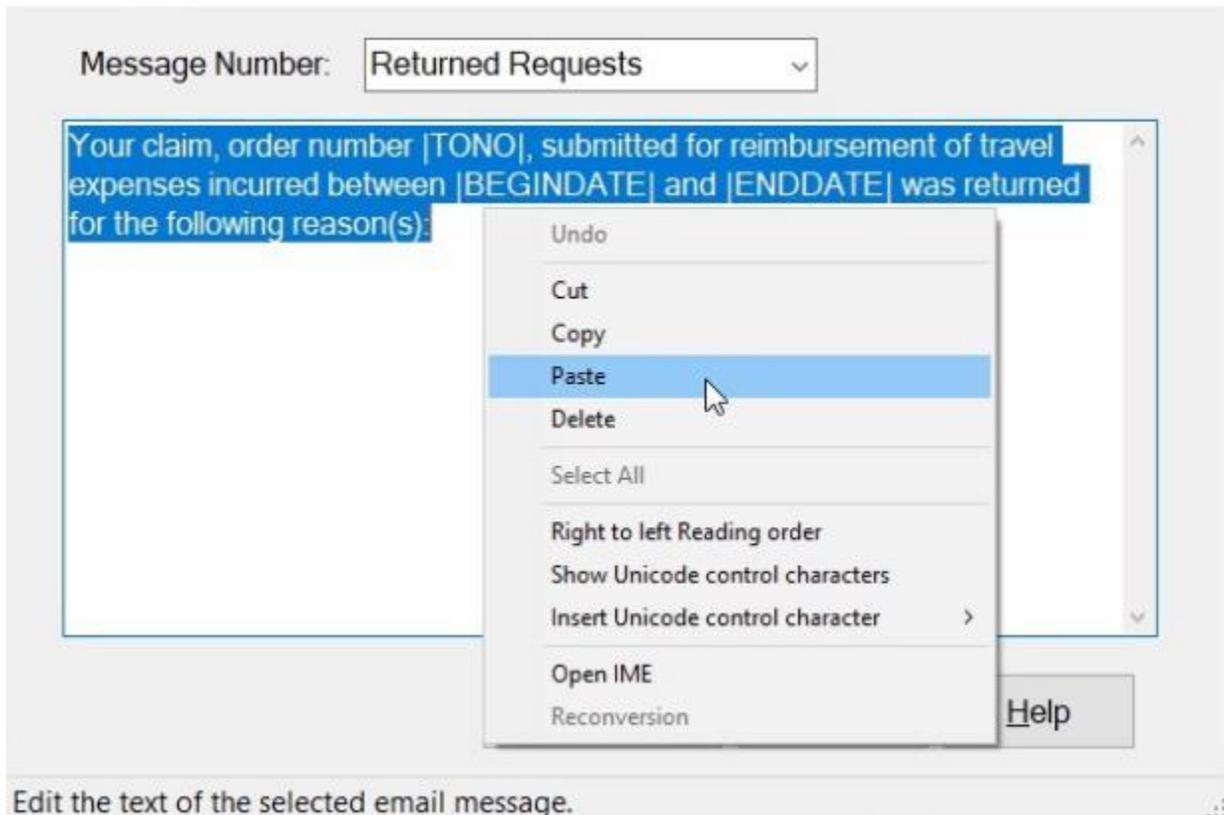
2. **After** you have created the HTML message, **copy** the **text** as shown above.
3. **Access** the **Email Message Editor** screen.



Note: To **access** this screen, **login** to the IATS **Maintenance** module, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters**. **Click** on the **plus sign** to the **left** of the item **Email Configuration** and then **click** on the option **Edit Email Message**.

4. At the **Message Number** field, **click** on the **down arrow** button to display a **list** of message numbers (that represents the **situation** of the voucher) and then **click** on your desired choice.
5. **After** you have selected the email message that you wish to enhance with the HTML text, **place** your **mouse pointer** inside of the **text box** and then **right click**.

Email Message Editor



6. **Click** on the **Paste** option from the *pop-up menu*. IATS will **replace** the existing email message with the **HTML text** that you **copied** and **pasted**.

Email Message Editor

Message Number: Returned Requests

Your claim, order number |TONO|, submitted for reimbursement of travel expenses incurred between |BEGINDATE| and |ENDDATE| was returned for the following reason(s): Travel Order Number: |TONO|
Travel Dates: |BEGINDATE| - |ENDDATE|

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:

- Make ALL corrections to your Claim as indicated.
- Resubmit the entire Claim with corrections to include DD Form 1351-2,

OK Cancel ? Help

Edit the text of the selected email message.

Note: IATS will look at the message template to see if there is anything in it that looks like HTML. In particular it's looking for a paragraph tag, <p>. If it sees that tag in the message template then it tells the windows email library to mark the email messages as HTML as it is sent.

7. Click on the OK button to save your changes when you are finished using the Email Message Editor screen.

Activating the IATS Web Service

The IATS Web Service option is used to interface Data Flow from Travel Pay System (TPS) into IATS. The IATS Web Service Configuration screen is used to activate this option.

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.

Main Certification Statement

Free Form Certification Statement

| Line |
|--|
| ▶ WE CERTIFY THAT YOUR CLAIM HAS BEEN REVIEWED FOR ACCURACY. |
| |
| |
| |
| |
| |
| |

Print OK Cancel ? Help

Note: To access this screen, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then click on the **Certification Statement** option.

Complete the following steps to "complete" the Certification Statement:

1. **Type** the desired **remark** at the **first line** and **press Tab**.
2. **Continue** typing the desired **remarks** on **each line** as needed and **press Tab** to continue.
3. When **finished** typing the remarks, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance Main Menu**.

Tip: Generate a **print-out** of the **Certification Statement** by **clicking** on the **Print** button.

Maintaining RUC-Liaison Offices

To assist managers in determining where **delays** in travel claims processing occur, IATS generates the Reporting Unit Code (RUC) Report for **Marine Corps** travel offices. For **Army/DLA** travel offices, this report is named the **Liaison Office** Report.

The purpose of this report is to **track** the number of **days** required to move a claim through the processing cycle. Because claims processed by these organizations are often routed through liaison offices, IATS tracks their movement from the date signed until the date disbursed. In order to use this report, the **parameter** for **Liaison Reports** at the **System Configuration** screen in **Maintenance** must be **activated**.

After activating the Liaison Reports option, the user must **access** the **Maintain Liaison Offices** screen and **establish** a RUC/Liaison **office**.

Maintain RUC/Liaison Offices

User: SYSTEM

RUC/Liaison Offices

| No. | Name |
|-----|---------|
| 1 | DFAS-IN |
| 2 | DFAS-RO |
| 3 | DFAS-TN |
| * | |

Delete Insert

Print OK Cancel ? Help

Enter RUC/Liaison Office ID number.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **RUC/Liaison Offices** option.

 Complete the following steps to "establish" a RUC/Liaison office:

1. **Click** on the **Insert** button. A **blank line** appears at the top of the grid.
2. At the **No.** field, **type** the **number** for the **new** RUC/Liaison **office** being created and **press** *Tab*.
3. At the **Name** field, **type** the name for the **new** RUC/Liaison **office** being created and **press** *Tab*.
4. When **finished** adding the **new** RUC/Liaison office **click** on the **OK** button to **save** the entry.

 **Complete the following steps to "delete" a RUC/Liaison office:**

1. **Determine** which office you wish to delete and then **click** in the **box** to the **left** of the desired number. IATS **highlights** the line.
2. When the desired item is highlighted, **click** the **Delete** button. A pop-up message appears asking if you are **sure** you wish to delete the selected office. **Click** on **Yes**. IATS deletes the selected item.
3. When finished, **click** on the **OK** button to **save** the changes and **return** to the **Maintenance Main Menu**.

Tip: Generate a **print-out** of the **RUC/Liaison offices** by **clicking** on the **Print** button.

Updating Rates and Locations

Each month the **Per Diem Travel and Transportation Allowances Committee** releases a **listing** of the **CONUS** and **OCONUS per diem rates, locality codes**, and various **other rates**, which are used to compute travel entitlements for DoD travelers.

The IATS **contractor** reformats the per diem rates listing to IATS specifications and **distributes** these **new rates** and **codes** to **every** travel **office** that is a IATS customer. This **disk** is then **installed** into IATS and **automatically updates** the per diem **rates** and any other **tables** used to calculate travel entitlements.

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.

Update Rates and Locations

Show update-files in directory:

Updates completed within the last days Delete history of updates completed before:

| Update Date | ID | Official Date | Requires | Comment | Num Operations |
|---------------------|-----|---------------|----------|------------------------------------|----------------|
| 10/30/2020 09:58:26 | 309 | 10/30/2020 | 309 | Update printform etc | 24376 |
| 10/30/2020 09:57:40 | 309 | 10/01/2020 | 309 | Update MDC | 110 |
| 10/27/2020 13:31:35 | 309 | 09/30/2020 | 308 | Rates Update 309 - October 2020 | 4211 |
| 10/27/2020 13:28:10 | 308 | 08/30/2020 | 307 | Update 308 rates update for Oracle | 6 |

Available update-files:

| File | ID | Official Date | Requires | Comment | Num Operations |
|-------------------------------|-----|---------------|----------|----------------------------------|----------------|
| update310_Nov0120(MS SQL).zip | 310 | 11/01/2020 | 309 | Rates Update 310 - November 2020 | 3182 |

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.

IATS Notification

Navigate to any Update (.ZIP) file in the directory containing Update files.

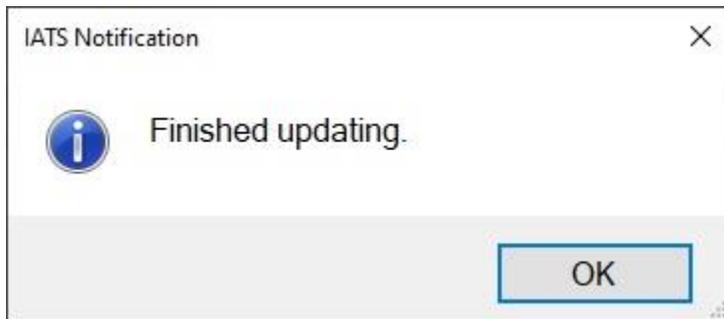
Click on the **OK** button and use the **Browse For Folder** screen to **navigate** to the desired directory.

4. **Updates completed within the last XX days:** - The **default** value at this field is **60** days. All updates that have been processed within the last 60 days are listed. If you would like to see what updates have been **processed** for a different period, **click** in the **number** field and **type** a **new** number. You would then **click** on the **Change Num Days** button.

5. **Delete history of updates completed before:** - The **default** date at this field is the **current date**. If you would like to delete the history of updates before a different date, **click** in the **date** field and **type** a new date in MMDDYY format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
6. You would then **click** on the **Delete history of updates completed before:** button.
7. **Available update-files:** - At this field, IATS **displays** the **name** of any new update **files**, in the **directory** specified in step (3) above. **Click** on the **file** you wish to process to highlight the **filename**. When the desired **file** is highlighted, **click** on the following **button**:

Update the rates/locations using the Selected File

A *pop-up* appears **explaining** the **purpose** of the update **file** and **asks** if you wish to proceed. **Click** on the **Yes** button. IATS **processes** the **file** and **displays** a *pop-up* indicating that the process is **finished**.



8. **Click** on the **OK** button.
9. **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**.

IATS Database Merge

The Master database will be updated to include the data coming from the Secondary database.

You must have ODBC entries for both databases. Use the ODBC Manager to create them.
You must also select a Primary Location to Merge Into.

Secondary Database: IATS-7.2.1

Primary Database: IATS-Army-8.0

Select Base: []

Merge Cancel Merge Exit ? Help

Select which DataBases to Merge _then select which Base in the Primary Database to Merge the data into

Refer to the **instructions** in the IATS **Installation Manual** for **help** on using this procedure.

Note: This procedure 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**.

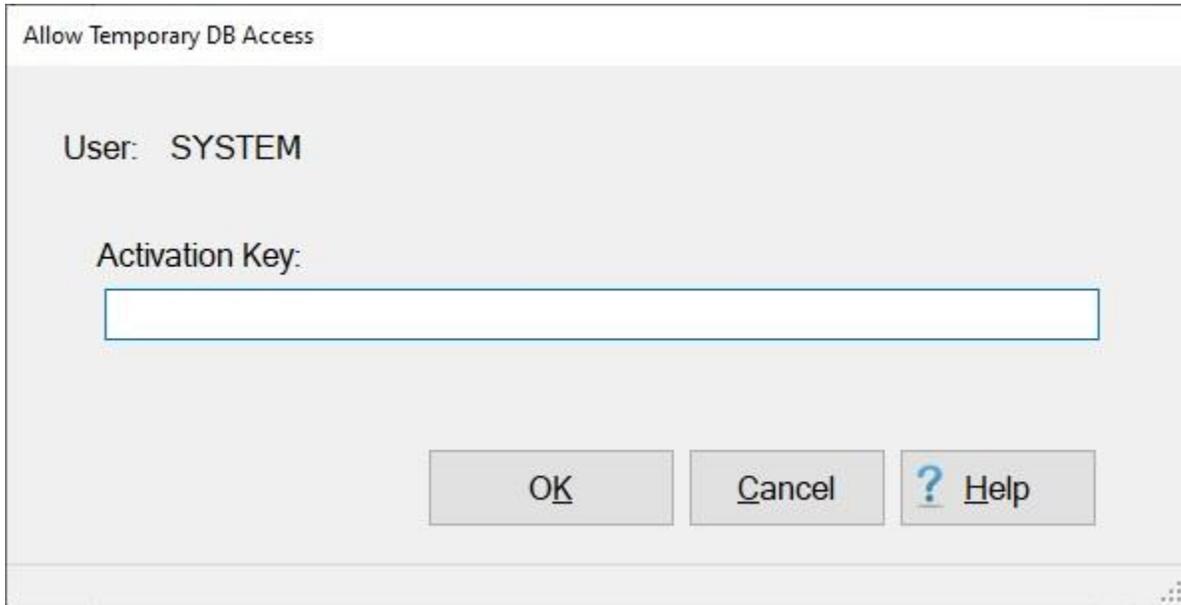
Temporarily Access the IATS Database

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.

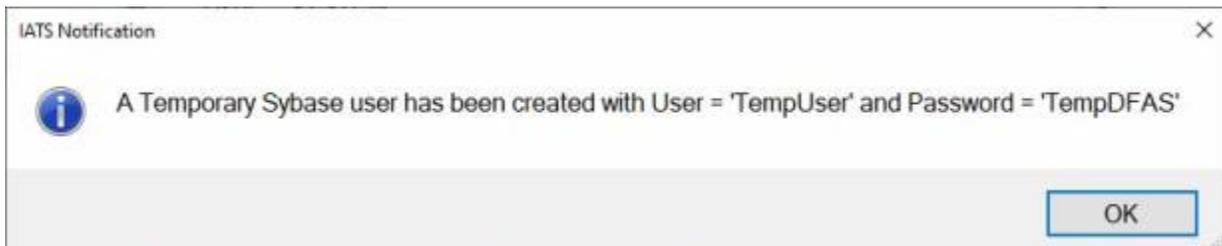
Note: A **back-up** of the IATS database **should be performed** **before** **accessing** the IATS **database** and **performing** any **modifications**.

 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.

Connect to SQL Anywhere

Login Network Security Advanced

Authentication: Database

User ID: TempUser

Password: ●●●●●●

Encode password: None

Action: Start and connect to a database on this computer

Database file: Start and connect to a database on this computer

Encryption key: Start and connect to a database on this computer

Database name: Start and connect to a database on this computer

Server name: Start and connect to a database on this computer

Start line:

Stop database after last disconnect

OK Cancel Help

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.

Holiday Maintenance

Holidays

[Date Input Field] [Add Holiday]

| Holiday |
|------------|
| 1/18/2021 |
| 1/1/2021 |
| 12/25/2020 |
| 11/26/2020 |
| 11/11/2020 |
| 10/12/2020 |
| 9/7/2020 |
| 7/3/2020 |
| 5/25/2020 |
| 2/17/2020 |
| 1/10/2020 |

[Delete Holiday]

[Print] [OK] [Cancel] [Help]

Complete the following steps to "add a holiday" the Holiday Schedule:

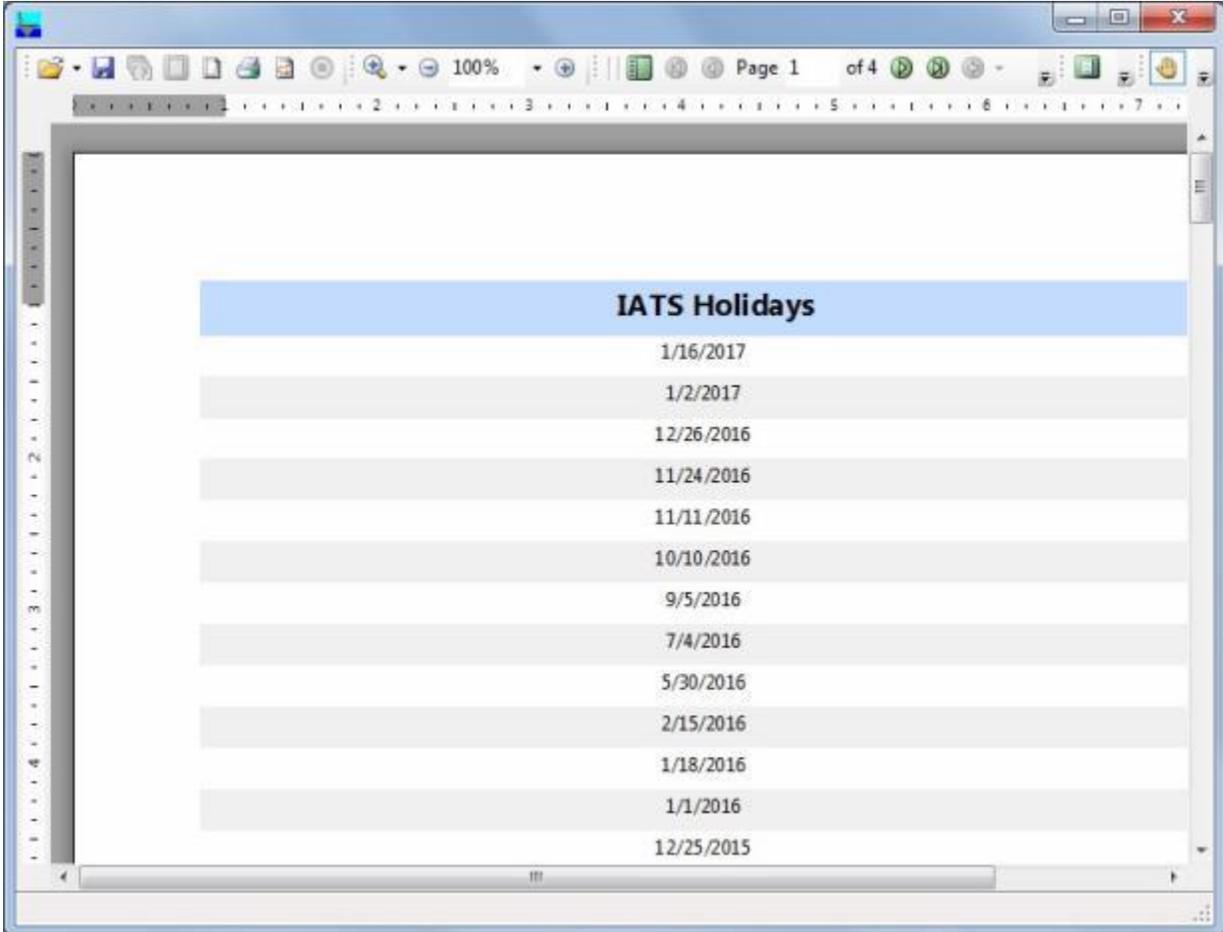
1. Enter the **date** of the holiday in **MMDDYY** format at the **date field** to the left of the **Add Holiday** button. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
2. After you have entered the date, **click** on the **Add Holiday** button. IATS will add the new date in the grid listing the holidays.
3. If you are **finished** using the Holiday Maintenance screen, **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

Complete the following steps to "delete a holiday" the Holiday Schedule:

1. **Click** in the **column** to the left of the **date** you wish to delete. IATS will **highlight** the date in **blue** as shown in the image above.
2. When you have selected the desired date, **click** on the **Delete Holiday** button.
3. A **pop-up message** appears asking if you are **sure** you wish to delete the selected date. **Click** on **Yes**.
4. IATS **deletes** the selected **date** from the Holiday Schedule.
5. If you are **finished** using the Holiday Maintenance screen, **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

 Complete the following steps to "print" the Holiday Schedule:

1. Click on the **Print** button to generate a printed listing of the Holiday Schedule. The following screen will appear.



The screenshot shows a software window with a toolbar at the top and a list of dates. The window title is "IATS Holidays". The toolbar includes a printer icon, a magnifying glass, and other standard window controls. The list of dates is as follows:

| IATS Holidays |
|---------------|
| 1/16/2017 |
| 1/2/2017 |
| 12/26/2016 |
| 11/24/2016 |
| 11/11/2016 |
| 10/10/2016 |
| 9/5/2016 |
| 7/4/2016 |
| 5/30/2016 |
| 2/15/2016 |
| 1/18/2016 |
| 1/1/2016 |
| 12/25/2015 |

2. Click on the **printer icon** on the **toolbar** at the top of the screen. The **Print** screen will appear.
3. At the Print screen **select** the desired **printer**, the **number of copies** and then **click** on the **Print** button.
4. Click on the **red X** button at the top right corner of the screen displaying the holidays schedule to **close** the screen.
5. If you are **finished** using the Holiday Maintenance screen, **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

Create User Passwords and Privileges

In order to use IATS, the user must login with a unique User ID and **Password** created by the **System Administrator**. This ensures that only individuals with the proper authority may use IATS to generate travel payments.

Password Requirements:

- Passwords must be **case sensitive**

- At least **8** characters must be **changed** to be valid
- You cannot change your password to a password that was previously used during the last **12** months or the last 10 passwords used
- Passwords must be a minimum of 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.

Maintain HHGStateCounty Rates - ScreenNote: A user account may only be **created** by a user logging in with the username **System** or a user with **Super User** capabilities.

 **Complete the following steps to "create" a user account and "assign" privileges:**

1. **Change the View to Maintenance.** At the **Maintenance Main Menu**, click on the **plus sign** to the left of the item **Configuration/Base Parameters**. An expandable menu appears listing the various options.
2. **Click** on the **User Passwords and Privileges** option. The **Maintain User Passwords and Privileges** screen appears.

7. **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 12)** characters in length.
8. **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.
9. **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.
10. **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**.
11. **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.
12. **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.
13. **Initials:** - At this field, **type** the user's **initials** and **press Tab**.
14. **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.
15. **% (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.
16. **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.
17. **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.
18. **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.
19. **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.
20. **Login:** - At this field, **type** the user's login **password** and **press Tab**.
21. **Re-enter:** - Re-enter the password you just entered at the **Login** field to ensure **accuracy**.
22. **Confirmation:** - **Repeat** steps **21** and **22** to enter the **Confirmation Password**.
23. **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.

24. After assigning the desired privileges, **click** on the **Save** button.

- 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.

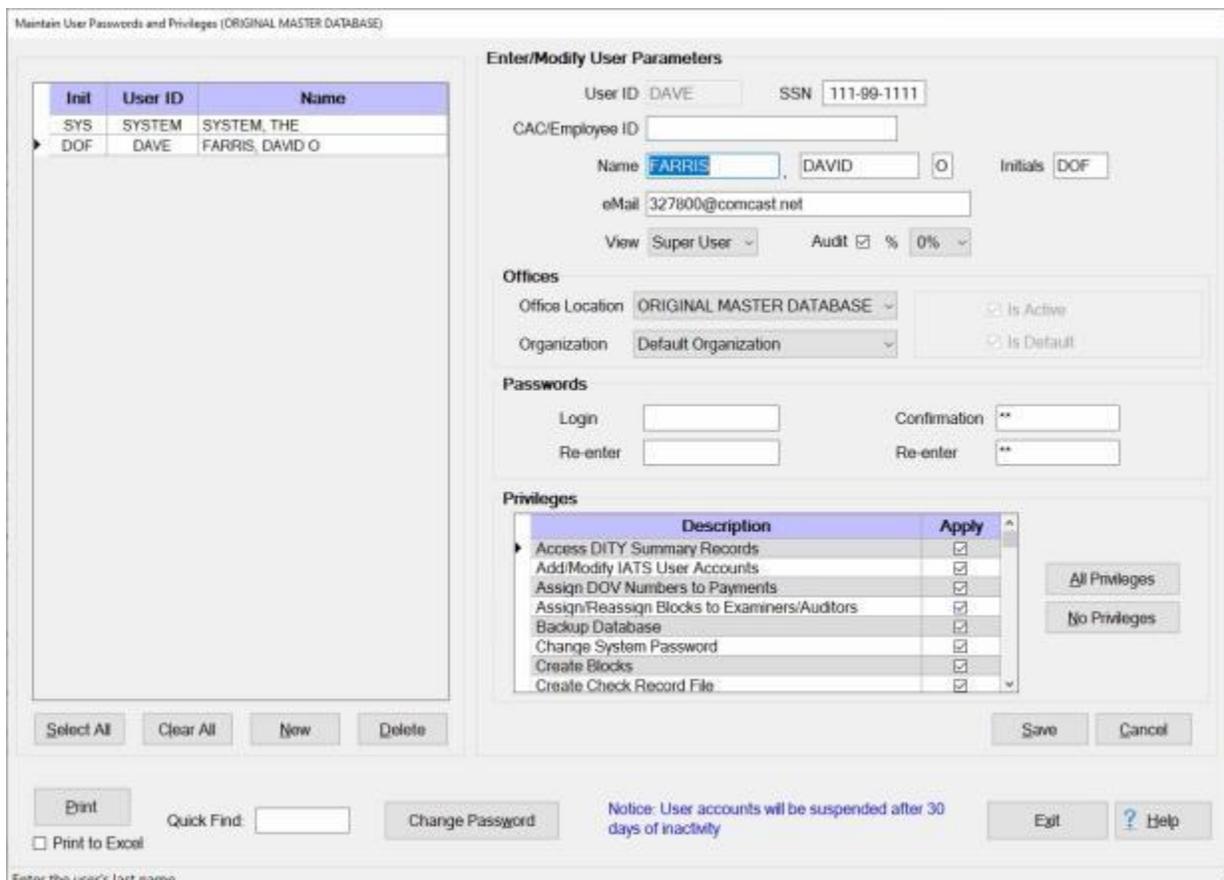
Modify User Passwords and Privileges

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:**

- 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 **User Passwords and Privileges** option. The **Maintain User Passwords and Privileges** screen appears.



Maintain User Passwords and Privileges (ORIGINAL MASTER DATABASE)

Enter/Modify User Parameters

| Init | User ID | Name |
|------|---------|-----------------|
| SYS | SYSTEM | SYSTEM, THE |
| DOF | DAVE | FARRIS, DAVID O |

User ID: DAVE SSN: 111-99-1111

CAC/Employee ID: _____

Name: FARRIS, DAVID Initials: DOF

eMail: 327800@comcast.net

View: Super User Audit: % 0%

Offices

Office Location: ORIGINAL MASTER DATABASE Is Active

Organization: Default Organization Is Default

Passwords

Login: _____ Confirmation: ** _____

Re-enter: _____ Re-enter: ** _____

Privileges

| Description | Apply |
|--|-------------------------------------|
| Access DITY Summary Records | <input checked="" type="checkbox"/> |
| Add/Modify IATS User Accounts | <input checked="" type="checkbox"/> |
| Assign DOV Numbers to Payments | <input checked="" type="checkbox"/> |
| Assign/Reassign Blocks to Examiners/Auditors | <input checked="" type="checkbox"/> |
| Backup Database | <input checked="" type="checkbox"/> |
| Change System Password | <input checked="" type="checkbox"/> |
| Create Blocks | <input checked="" type="checkbox"/> |
| Create Check Record File | <input checked="" type="checkbox"/> |

Buttons: Select All, Clear All, New, Delete, Save, Cancel

Print, Quick Find: _____, Change Password, Notice: User accounts will be suspended after 30 days of inactivity, Exit, Help

- 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.

Roles Maintenance

Role Administrators

| Init | User ID | Name | Assign |
|------|---------|-----------------|-------------------------------------|
| JJJ | JOHN | JOHNSON, JOHN J | <input checked="" type="checkbox"/> |
| SYS | SYSTEM | SYSTEM, THE | <input type="checkbox"/> |
| SES | STEVE | SMITH, STEVE E | <input type="checkbox"/> |

| Init | UserID | Name | Assign |
|------|--------|------|--------|
|------|--------|------|--------|

Print

Save

Cancel

Help

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.

Maintain User Passwords and Privileges (ORIGINAL MASTER DATABASE)

| Init | User ID | Name |
|------|---------|-----------------|
| SYS | SYSTEM | SYSTEM, THE |
| DOF | DAVE | FARRIS, DAVID O |

Enter/Modify User Parameters

User ID: SSN:

CAC/Employee ID:

Name: . Initials:

eMail:

Audit: %

Offices

Office Location: Is Active

Organization: Is Default

Passwords

Login: Confirmation:

Re-enter: Re-enter:

Roles (Select one)

- Admin-Info Officer
- Auditor
- Data Entry
- Debt Management
- Disbursing
- Examiner**
- Reporting
- Super User
- Supervisor
- System Administrator
- Tax Accountant
- View Only

Quick Find:

Enter the user's last name

3. **Click** on the **user name** at the **grid** on the left side of the screen to select a user if you are **changing** the role of an **existing** user.
4. After selecting a user name (if applicable) or if you are creating a new user account, **click** on the **down arrow** button at the **Roles** field.
5. At the *drop down* list, **click** on the **role** you wish to assign to the user and then
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

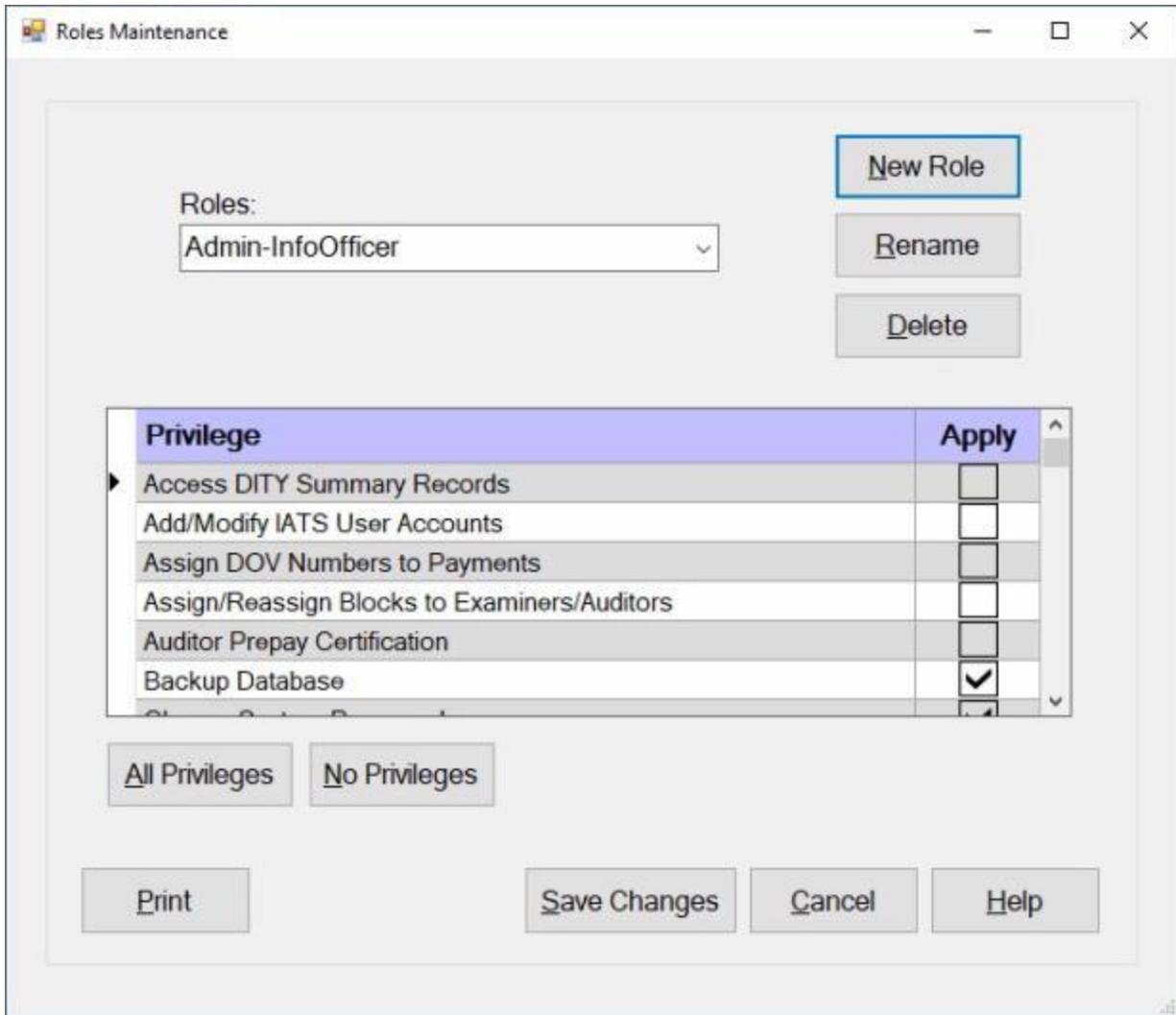
A feature was added to IATS that allows travel offices to **establish** user **accounts** using **Roles** rather than **Views**. Roles are established with a set of pre-determined **privileges** which ensures a more precise **segregation of duties**.

The **Roles Maintenance** screen is used to **establish** the **privileges** to perform various IATS **functions** for each particular Role.

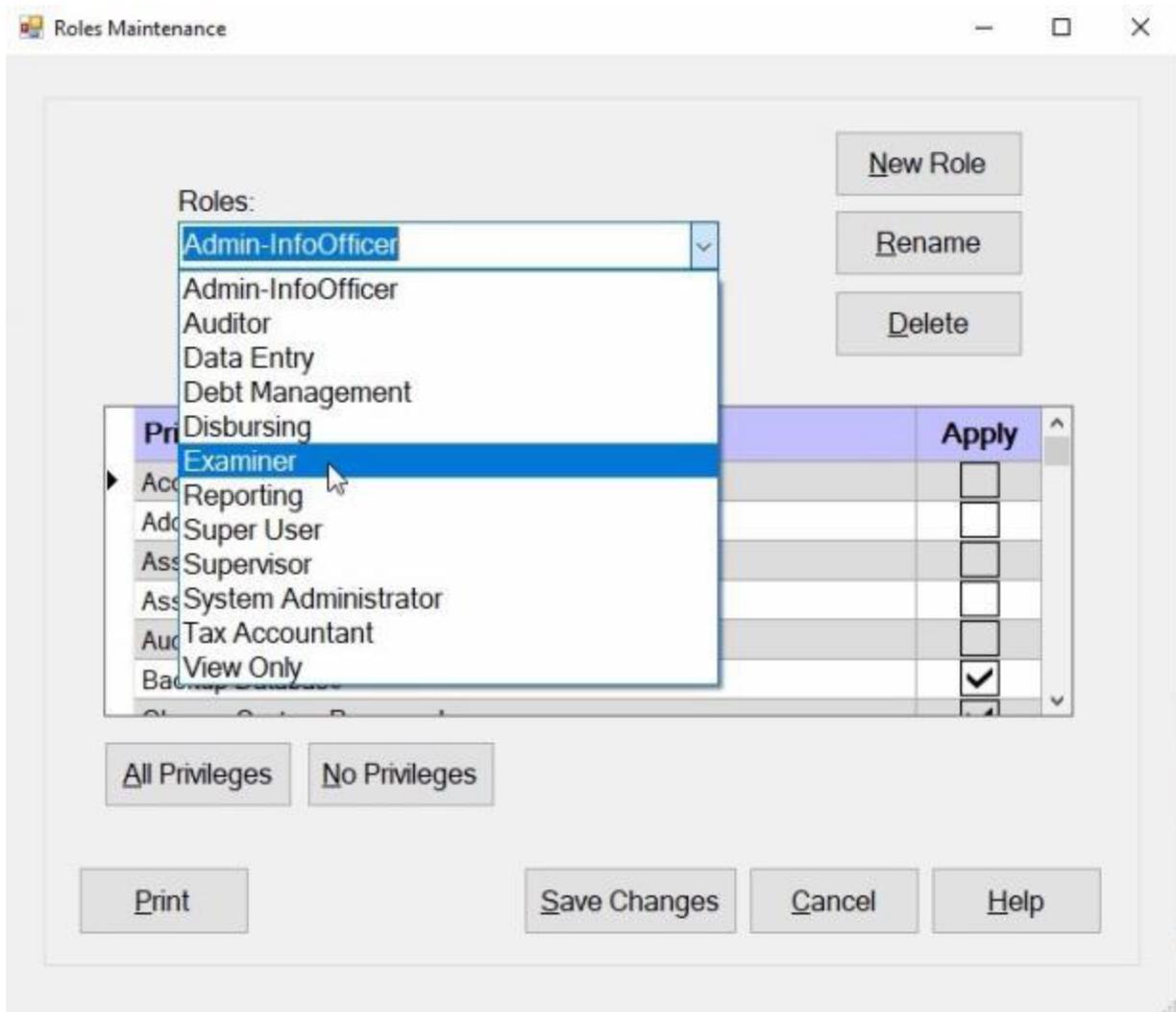
Note: In order to use the **Define Roles** feature, you must first **obtain** a **temporary access key code** and then use the [Allow Temporary Database Access](#) feature in IATS to access the database to **activate** the **Define Roles** feature.

 **Complete the following steps to "define" Roles:**

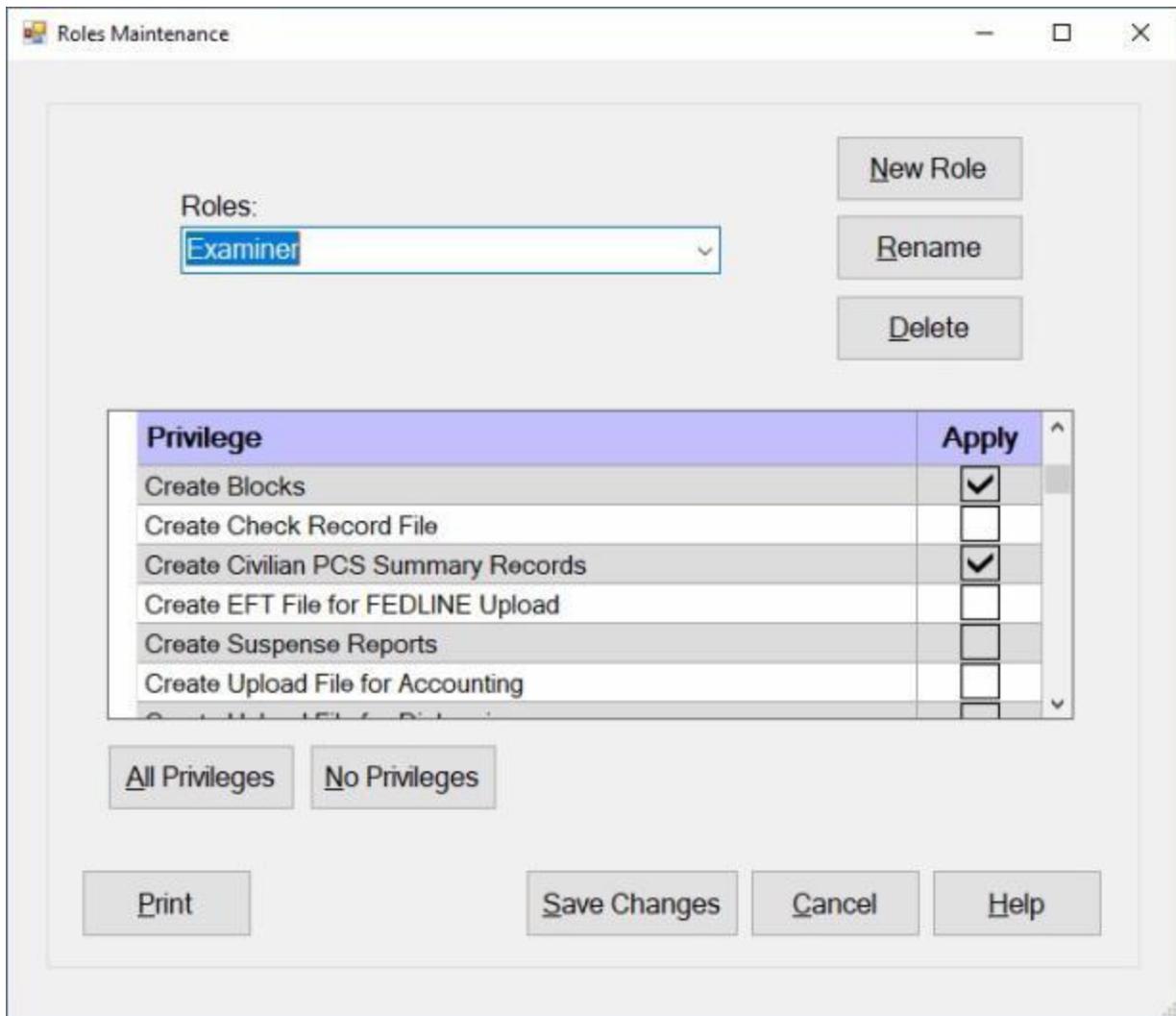
1. **Login** to the IATS **Maintenance** module and **click** on the **plus sign** to the left of the item **Configuration/Base Parameters**. An expandable **menu** appears listing the various options.
2. After gaining **Temporary Access** to the database, **click** on the **Define Roles** option. The **Roles Maintenance** screen appears.



3. **Roles:** - At the **Roles** section, **click** on the *down arrow* button. IATS will display a **listing** of various roles.

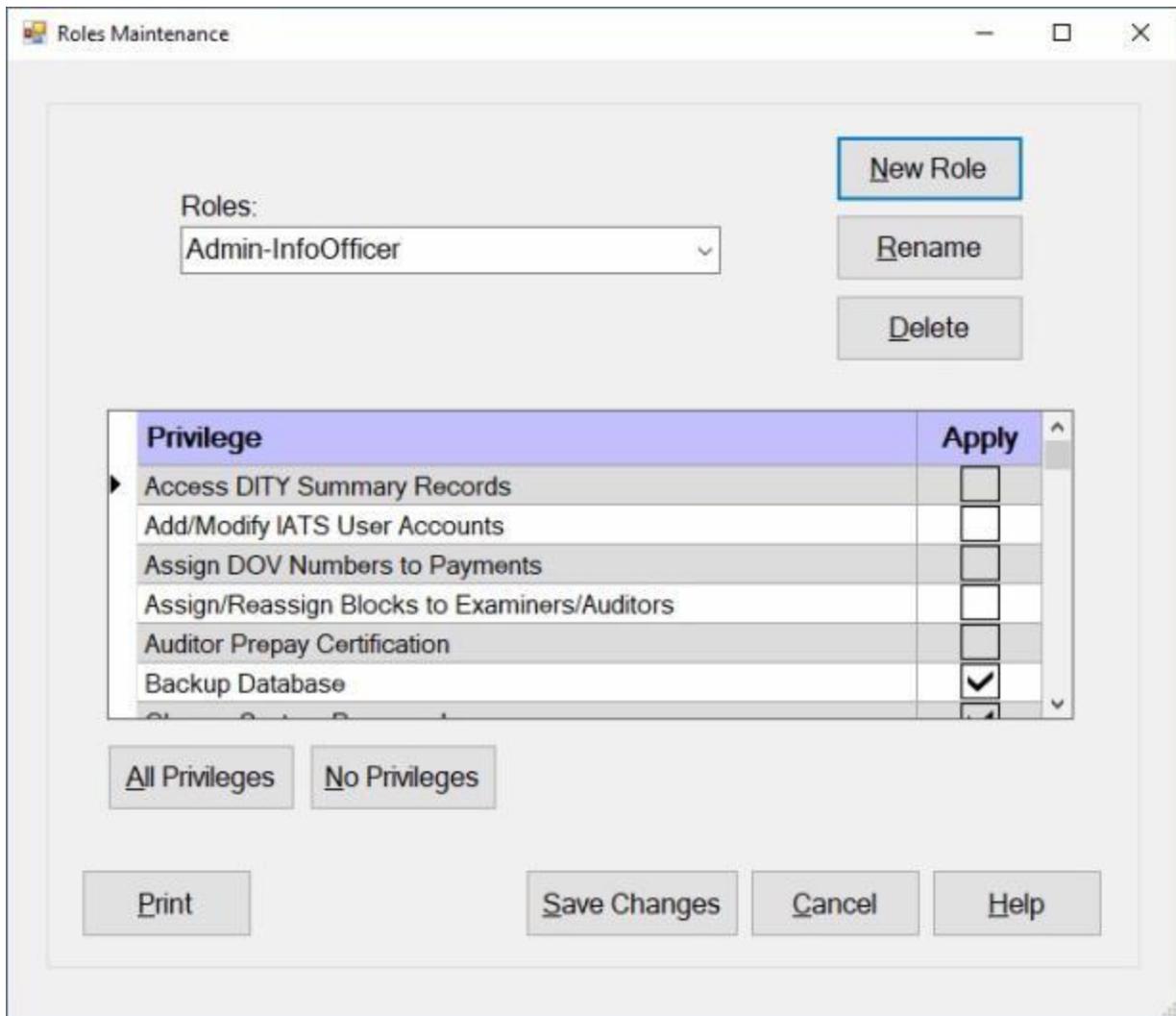


4. **Click** on the **Role** you wish to select.

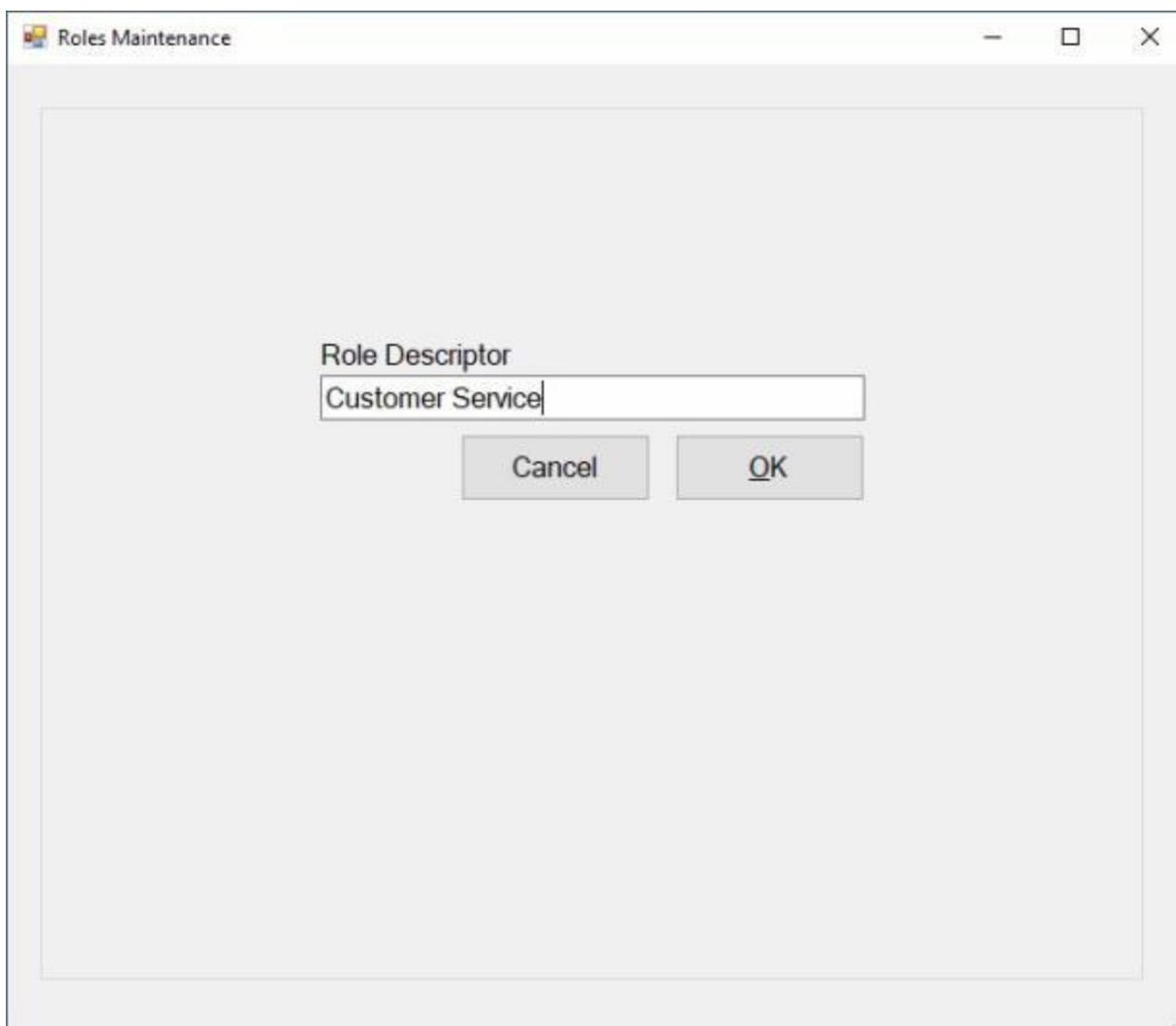


5. **Privileges:** - At the **Privileges** section, you will see a **listing of privileges** for performing various IATS functions. You can **scroll** through the list by **pressing** the *Up/Dn arrow* keys on your keyboard or **click** on the *Up/Dn arrow* buttons on the right side of the grid.
6. If 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:

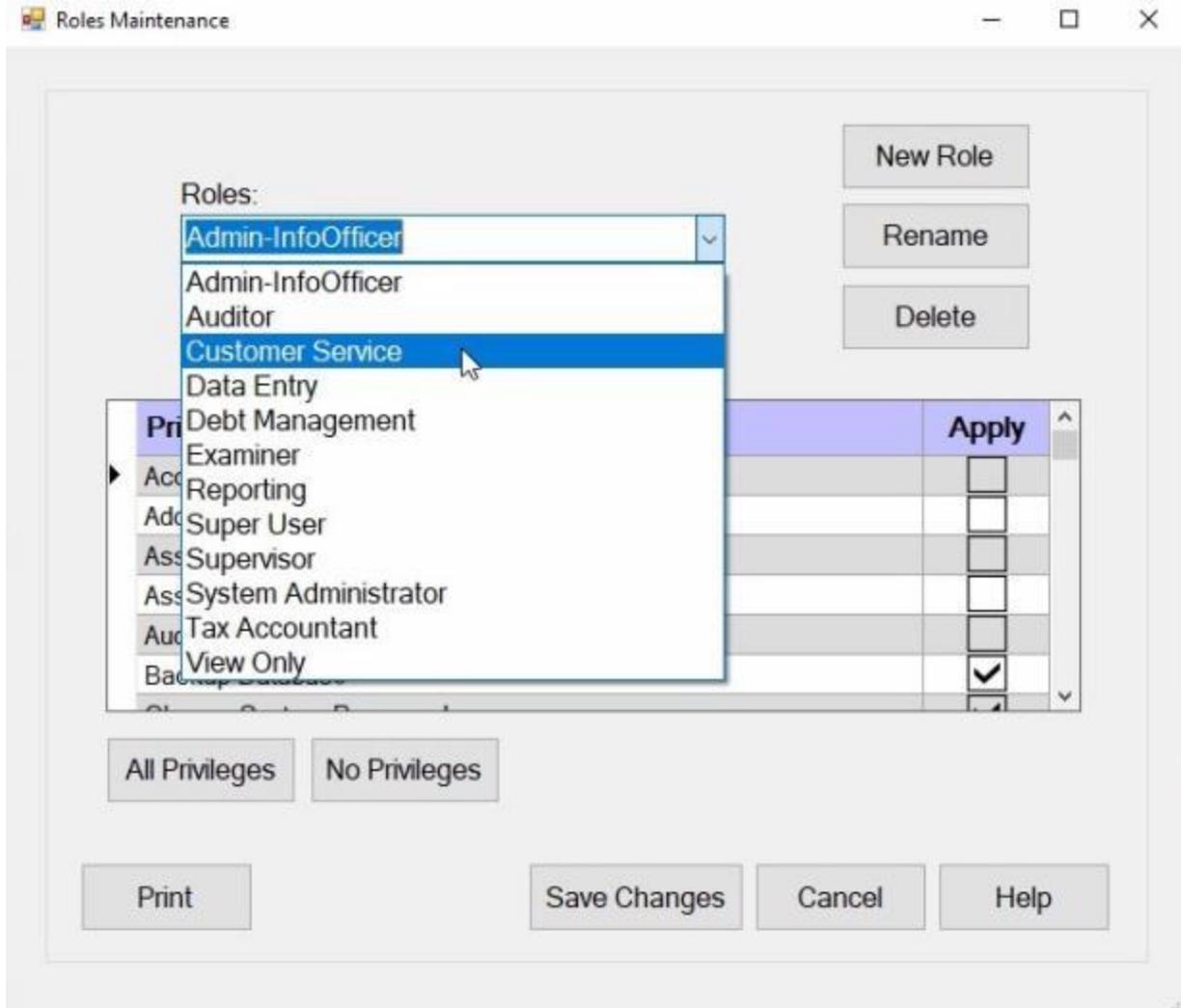


1. **Click** on the **New Role** button. IATS will display the **Role Descriptor** field.



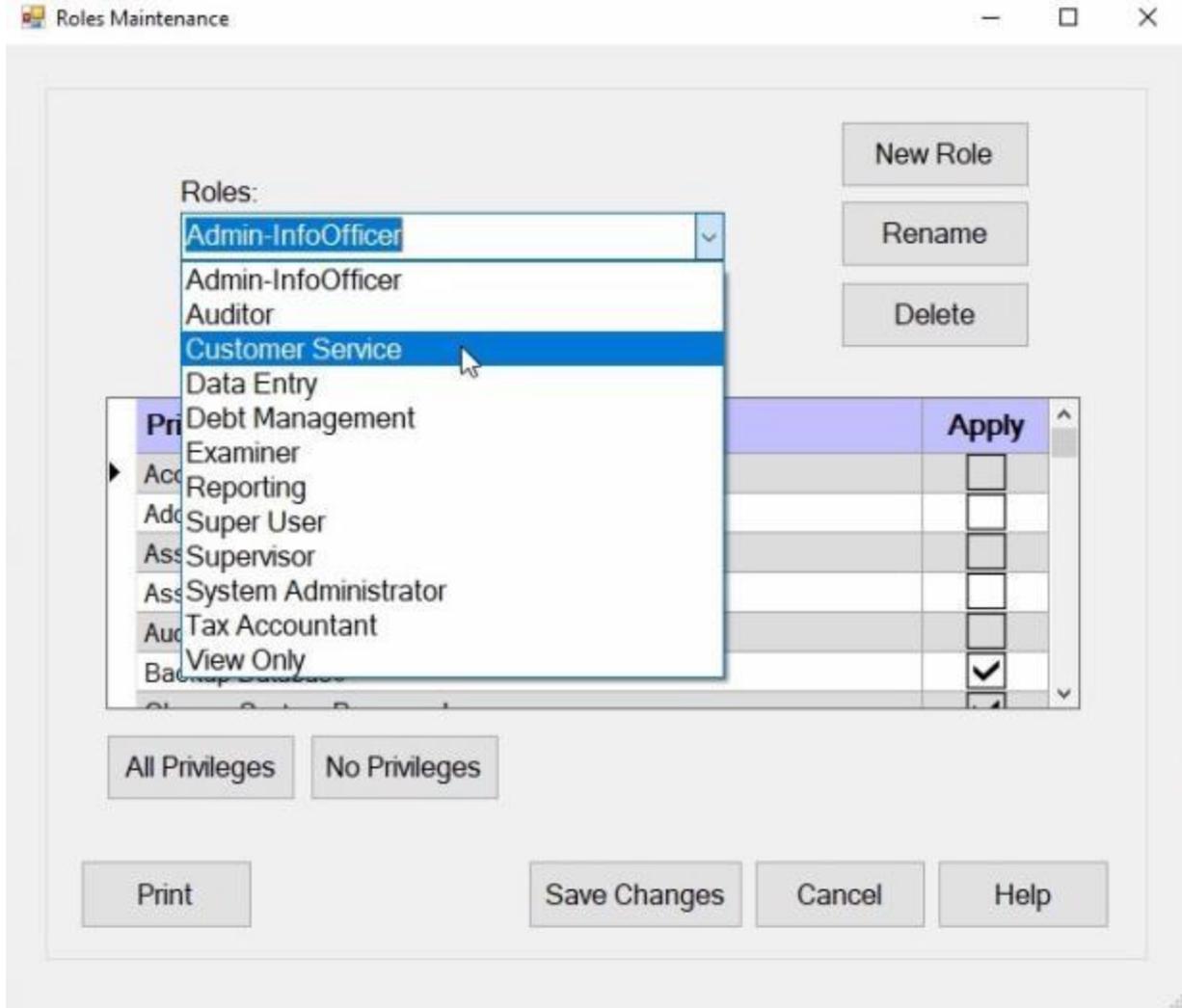
2. At the **Role Descriptor** field, **enter a name** for the new role and then **click** on the **OK** button.
3. After adding the new role, **use the steps previously described above** to **grant** the desired **privileges** for the new role.

Deleting a Role:

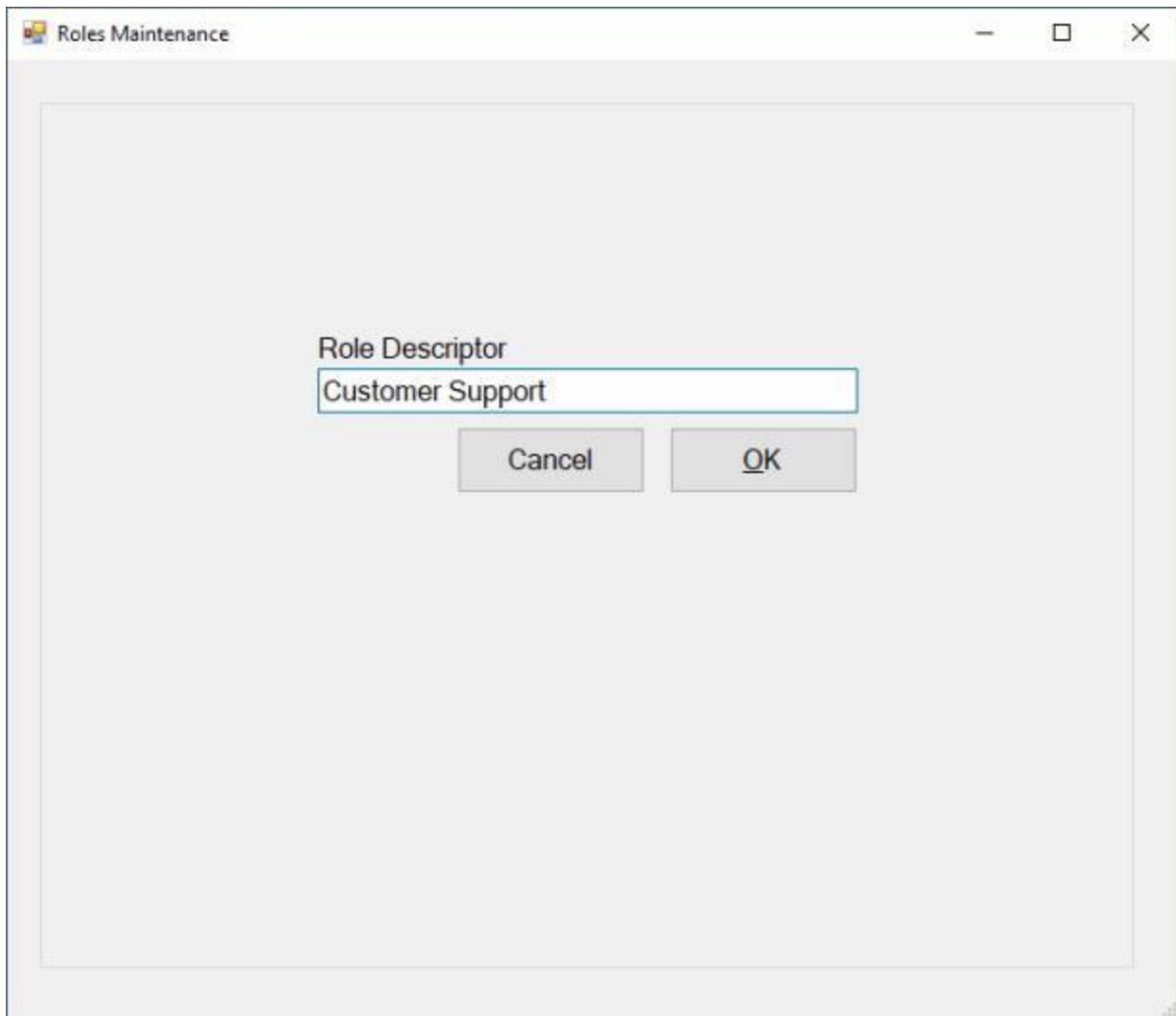


1. **Roles:** - At the **Roles** section, **click** on the **down arrow** button. IATS will display a **listing** of various roles.
2. **Click** on the **Role** you wish to delete.
3. **Click** on the **Delete** button.

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 **new name** for the role as shown above.
5. After you have entered the **new** name for the role, **click** on the **OK** button.
6. **Click** on the **Save Changes** button when you have **finished** making your changes.

Resetting the CAC Login Access

On occasion it may be necessary for the System Administrator to **reset** an IATS user's CAC login access. This situation will occur under the following scenario:

Scenario: - User (A) did not come into the office today. User (B) used the CAC for user (A) to login to IATS in order to gain access to a block that was assigned to User (A). When User (A) attempts to login to IATS the next time, access is denied. In order for User (A) to login with the CAC, the system Administrator must **reset** the CAC login access.

 **Complete the following steps to "reset" a user's CAC login access:**

1. **Change** your View to **Maintenance**. At the **Maintenance Main Menu** screen **click** on the **plus sign** to the left of the item **Configuration/Base Parameters**. An expandable menu appears listing the various options.

2. Click on the **User Passwords and Privileges** option. The **Maintain User Passwords and Privileges** screen appears.

3. At the **Maintain User Passwords and Privileges** screen, click on the user name that requires a CAC reset.
4. Once the correct user name is highlighted, click on the **Reset CAC** button.
5. When finished, click the **Save** button.
6. When finished using this screen, click the **Exit** button to return to the **Maintenance Main Menu** screen.

Forcing Password Changes

IATS users are **required** to change their passwords every 60 days. A feature is included with IATS that automatically forces a user to change their passwords if the monthly **rates update** file is **processed** and 60 days has passed since the last password change. Unless travel offices process the rates update file in a timely manner, the requirement to change passwords does not occur.

To **eliminate** this problem, a feature has been added to IATS that allows a user with the **Add/Modify IATS User Accounts** privilege to **force** the required password changes.

 Complete the following steps to "create" a user account and "assign" privileges:

1. **Change** your View to **Maintenance**. At the **Maintenance Main Menu** screen, click on the **plus sign** to the left of the item **Configuration/Base Parameters**. An expandable menu appears listing the various options.
2. **Click** on the **User Passwords and Privileges** option. The **Maintain User Passwords and Privileges** screen appears.

Maintain User Passwords and Privileges (ORIGINAL MASTER DATABASE)

| Init | User ID | Name |
|------|---------|-----------------|
| SYS | SYSTEM | SYSTEM, THE |
| DOF | DAVE | FARRIS, DAVID O |

Enter/Modify User Parameters

User ID: DAVE SSN: 111-99-1111

CAE/Employee ID:

Name: , Initials:

eMail:

View: Audit: %

Offices

Office Location: Is Active

Organization: Is Default

Passwords

Login: Confirmation:

Re-enter: Re-enter:

Privileges

| Description | Apply |
|--|-------------------------------------|
| Access DITY Summary Records | <input checked="" type="checkbox"/> |
| Add/Modify IATS User Accounts | <input checked="" type="checkbox"/> |
| Assign DOV Numbers to Payments | <input checked="" type="checkbox"/> |
| Assign/Reassign Blocks to Examiners/Auditors | <input checked="" type="checkbox"/> |
| Backup Database | <input checked="" type="checkbox"/> |
| Change System Password | <input checked="" type="checkbox"/> |
| Create Blocks | <input checked="" type="checkbox"/> |
| Create Check Record File | <input checked="" type="checkbox"/> |

 Quick Find: Notice: User accounts will be suspended after 30 days of inactivity

Print to Excel

- Enter the user's last name
- 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**.
 - Click** on the desired choice.
 - A *pop-up* message appears asking if you are **sure** you want to change the passwords.

IATS Notification

 Are you sure you want to change the passwords for all offices?

- 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.

- 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:**

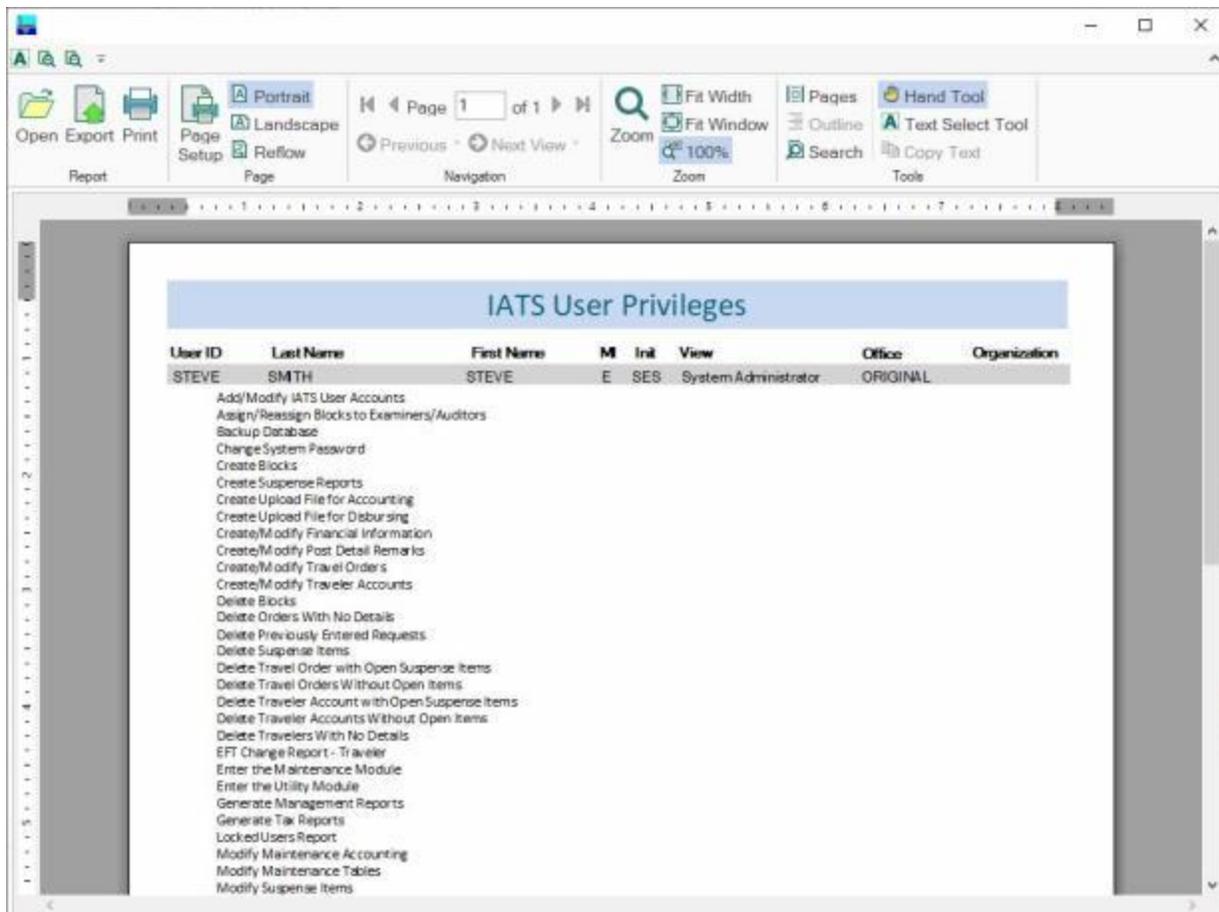
1. **Change** your View to **Maintenance**. At the **Maintenance Main Menu** screen **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters**. An **expandable menu** appears listing the various options.
2. **Click** on the **User Passwords and Privileges** option. The **Maintain User Passwords and Privileges** screen appears.

3. **Click** on the **User ID** for the user whose privileges you wish to print.

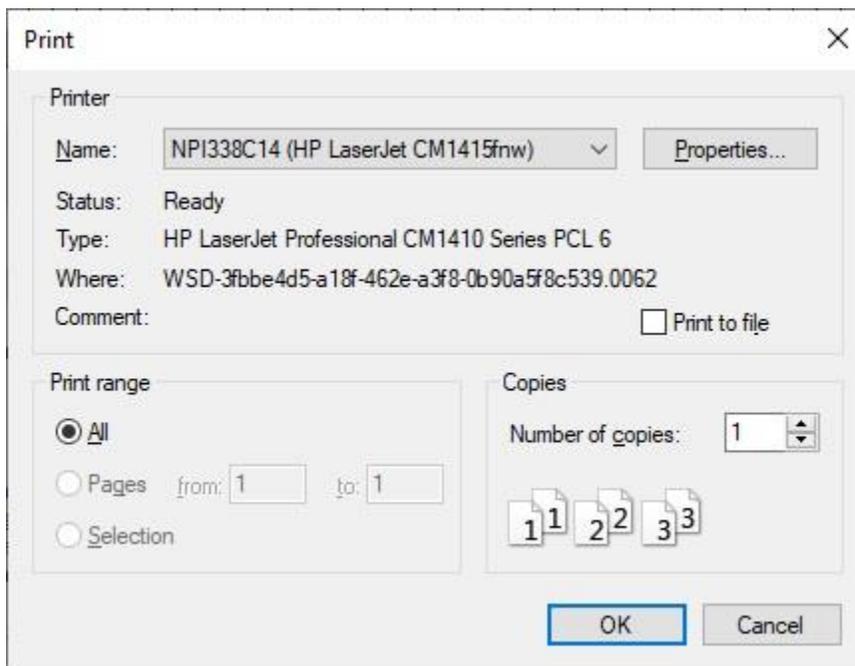
Tip: If your office has numerous user **accounts**, you can quickly find the user account you wish to select by typing the user's **last name** in the **Quick Find** field.

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** on the **Print** button. The **following** screen will appear.



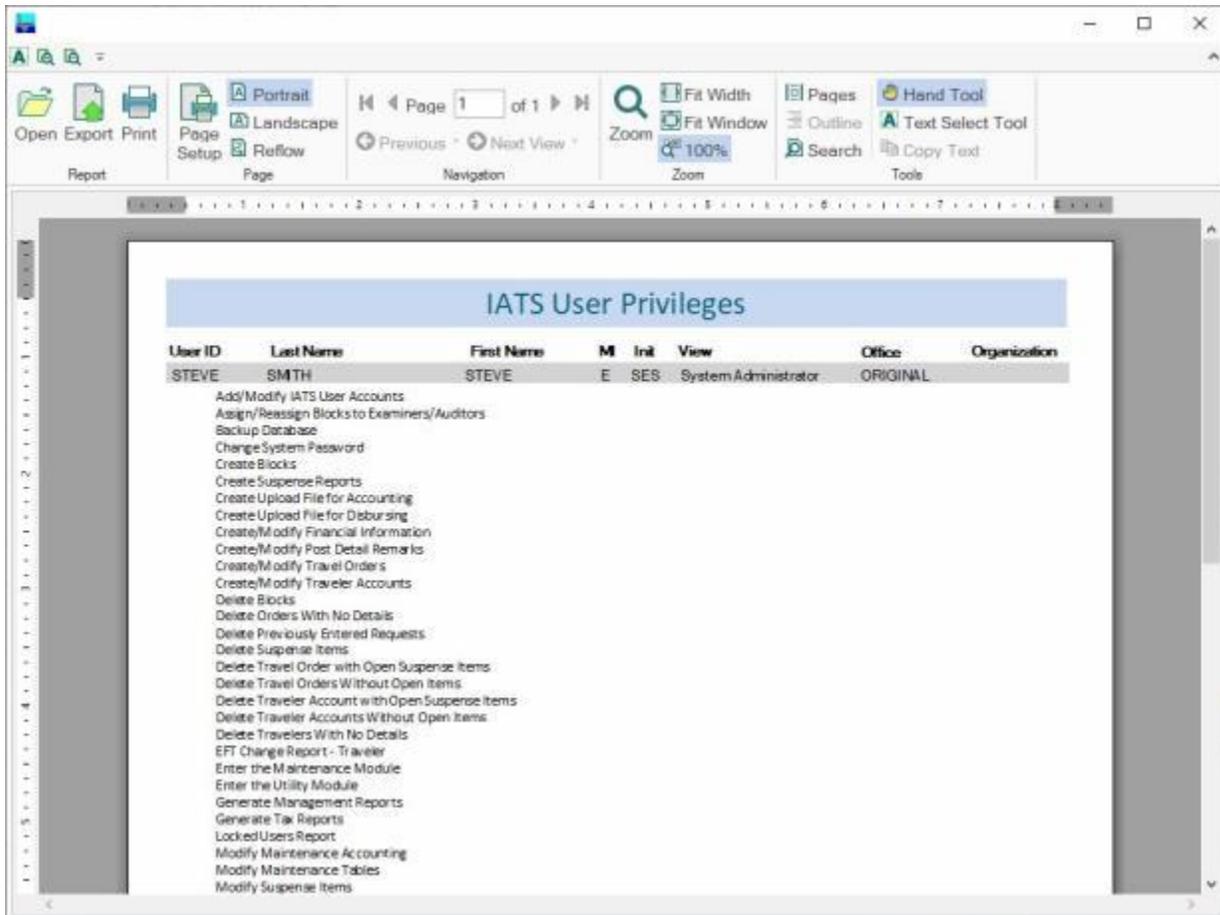
5. The screen displayed above will show a **list** of all of the **privileges** assigned to the selected user.
6. **Click** on the **Printer** icon at the top of the screen to continue. The **Print** screen will appear.



7. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
8. **Select** the number of **copies** you wish to print and **click** the **OK** button. IATS will print the user privileges list.

Tip: The **privileges** may also be **printed to a file** by activating the **Print to File** option on the **Print** screen. After activating this option, you will have to **specify** what **directory** to **save** the file in, the **file name**, and the **file type**. The file should be saved as a **Text** file.

9. After the user privileges **list** has been **printed**, the following screen will be **displayed again**.



10. **Click** on the **(X)** in the top right corner to **close** this screen and **return** to the **Maintain User Passwords and Privileges** screen.

Print to Excel:

Maintain User Passwords and Privileges (ORIGINAL MASTER DATABASE)

| Init | User ID | Name |
|------|---------|-----------------|
| TGA | TOM | ARNOLD, TOMMY G |
| SYS | SYSTEM | SYSTEM, THE |
| DOF | DAVE | FARRIS, DAVID O |

Enter/Modify User Parameters

User ID: TOM SSN: 222-99-2222

CAC/Employee ID:

Name: ARNOLD, TOMMY G Initials: TGA

eMail: 327800@comcast.net

View: Super User Audit: % 10%

Offices

Office Location: ORIGINAL MASTER DATABASE Is Active

Organization: Default Organization Is Default

Passwords

Login: Confirmation: **

Re-enter: Re-enter: **

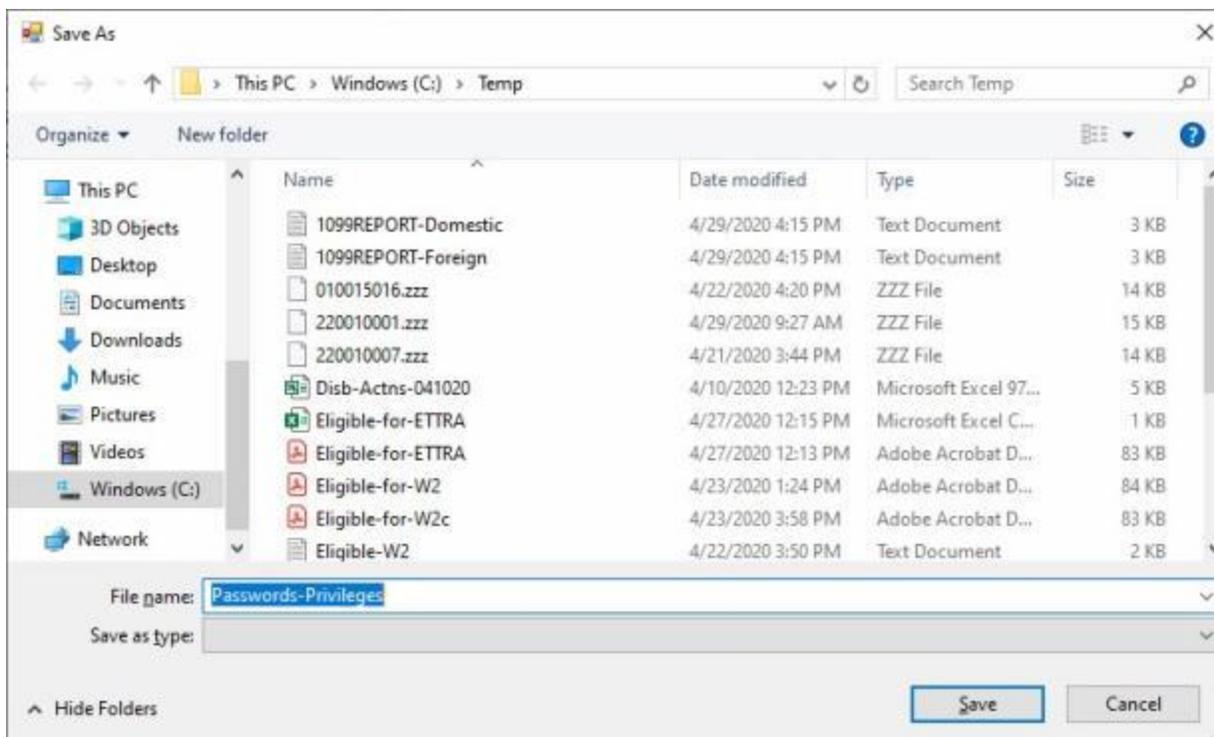
Privileges

| Description | Apply |
|--|-------------------------------------|
| Access DITY Summary Records | <input checked="" type="checkbox"/> |
| Add/Modify IATS User Accounts | <input checked="" type="checkbox"/> |
| Assign DOV Numbers to Payments | <input checked="" type="checkbox"/> |
| Assign/Reassign Blocks to Examiners/Auditors | <input checked="" type="checkbox"/> |
| Backup Database | <input checked="" type="checkbox"/> |
| Change System Password | <input checked="" type="checkbox"/> |
| Create Blocks | <input checked="" type="checkbox"/> |
| Create Check Record File | <input checked="" type="checkbox"/> |

 Quick Find: Notice: User accounts will be suspended after 30 days of inactivity

Enter the user's initials

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:

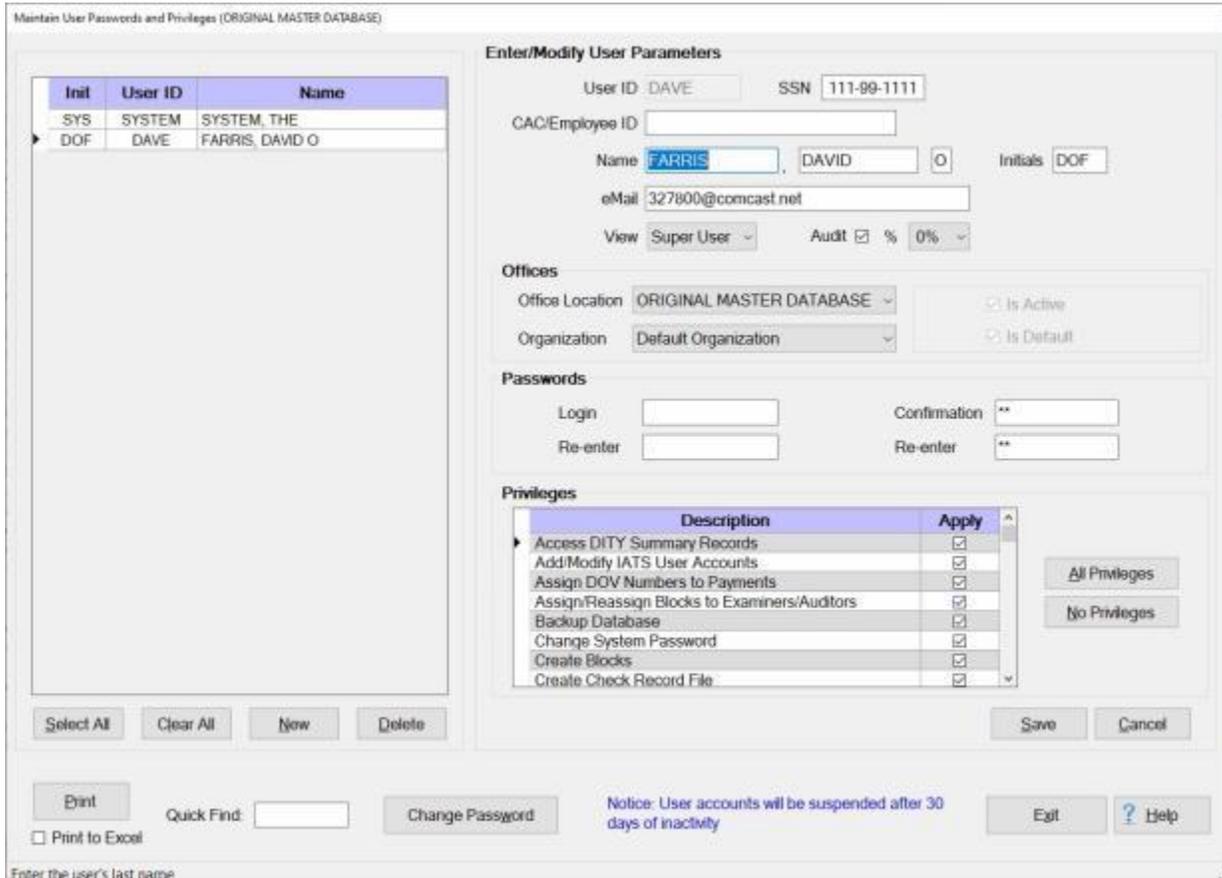
- **Active Users:** - **Black** letters on a **white** background.
- **Suspended Users:** - **Black** letters on a **yellow** background.
- **Inactive Users:** - **White** letters on a **dark grey** background.

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.



Maintain User Passwords and Privileges (ORIGINAL MASTER DATABASE)

Enter/Modify User Parameters

| Init | User ID | Name |
|------|---------|-----------------|
| SYS | SYSTEM | SYSTEM, THE |
| DOF | DAVE | FARRIS, DAVID O |

User ID: DAVE SSN: 111-99-1111

CAC/Employee ID: _____

Name: FARRIS, DAVID O Initials: DOF

eMail: 327800@comcast.net

View: Super User Audit: % 0%

Offices

Office Location: ORIGINAL MASTER DATABASE Is Active

Organization: Default Organization Is Default

Passwords

Login: _____ Confirmation: ** _____

Re-enter: _____ Re-enter: ** _____

Privileges

| Description | Apply |
|--|-------------------------------------|
| Access DITY Summary Records | <input checked="" type="checkbox"/> |
| Add/Modify IATS User Accounts | <input checked="" type="checkbox"/> |
| Assign DOV Numbers to Payments | <input checked="" type="checkbox"/> |
| Assign/Reassign Blocks to Examiners/Auditors | <input checked="" type="checkbox"/> |
| Backup Database | <input checked="" type="checkbox"/> |
| Change System Password | <input checked="" type="checkbox"/> |
| Create Blocks | <input checked="" type="checkbox"/> |
| Create Check Record File | <input checked="" type="checkbox"/> |

All Privileges No Privileges

Select All Clear All New Delete Save Cancel

Print Quick Find: _____ Change Password Notice: User accounts will be suspended after 30 days of inactivity Exit Help

Enter the user's last name

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:**

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 **Travel Office Information** option. The **Maintain Travel Office Information** screen appears.

Maintain Travel Office Information (ORIGINAL MASTER DATABASE)

User: SYSTEM

| | | | |
|--------------------|-----------------------------|-------------------|---------------------|
| Office Name | DOD TRAVEL OFFICE | Bank of Deposit | CHASE MANHATTAN |
| Office Address 1 | 8899 E. 56TH STREET | Address of bank 1 | 2901 BLANKET STREET |
| Office Address 2 | | Address of Bank 2 | |
| City | INDIANAPOLIS | City of Bank | EL PASO |
| State | IN | State of Bank | CTX |
| Zip Code | 46206 | Zip Code | 55121 |
| Phone Number | 317-514-6895 | | |
| Employer ID Number | 22-1234567 | | |
| Employer State ID | 8923000000000000 | | |
| Signee of Forms | JOHN DOE, TRAVEL SUPERVISOR | | |
| Title of Signee | SUPERVISOR | | |
| Email | | | |

Print OK Cancel ? Help

Click this button to exit, saving any changes that you may have made

At this screen, **type** the **information** requested at each input **field** and **press** **Tab** to **advance** through the fields.

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:

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 **DTOD Web Service Versions** option. The **Maintain DTOD Web Service Version by Date** screen will appear.

Maintain DTOD Web Service Version by Date

DTOD Web Service Version, Effective Date, and URL

| Effective Date | Version |
|----------------|---------|
| 10/24/2019 | 33.0 |
| 10/18/2018 | 32.0 |
| 10/19/2017 | 31.0 |
| 07/06/2017 | 30.1 |
| 10/15/2016 | 30.0 |
| 10/15/2015 | 29.0 |
| 10/15/2014 | 28.0 |
| 10/15/2013 | 27.1 |
| 10/15/2012 | 26.1 |
| 10/15/2011 | 25.1 |

Buttons:

Web Service URL:

Buttons:

Inserting a Version/Effective Date:

Click on the **Insert Version** button.

Maintain DTOD Web Service Version by Date

DTOD Web Service Version, Effective Date, and URL

| Effective Date | Version |
|----------------|---------|
| 10/29/2020 | 34.0 |
| 10/24/2019 | 33.0 |
| 10/18/2018 | 32.0 |
| 10/19/2017 | 31.0 |
| 07/06/2017 | 30.1 |
| 10/15/2016 | 30.0 |
| 10/15/2015 | 29.0 |
| 10/15/2014 | 28.0 |
| 10/15/2013 | 27.1 |
| 10/15/2012 | 26.1 |

Buttons: Insert Version, Delete Version, Apply

Web Service URL:

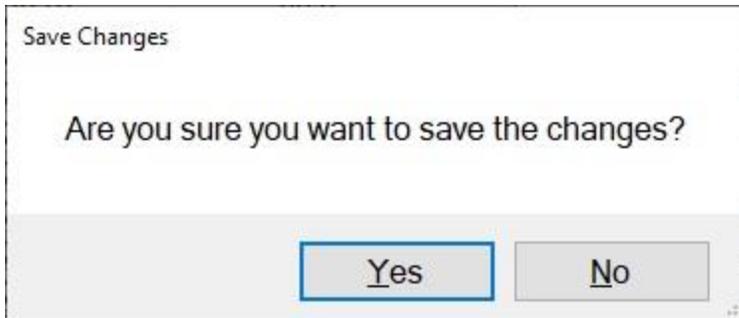
Buttons: Print, OK, Cancel, ? Help

Enter the Version Number

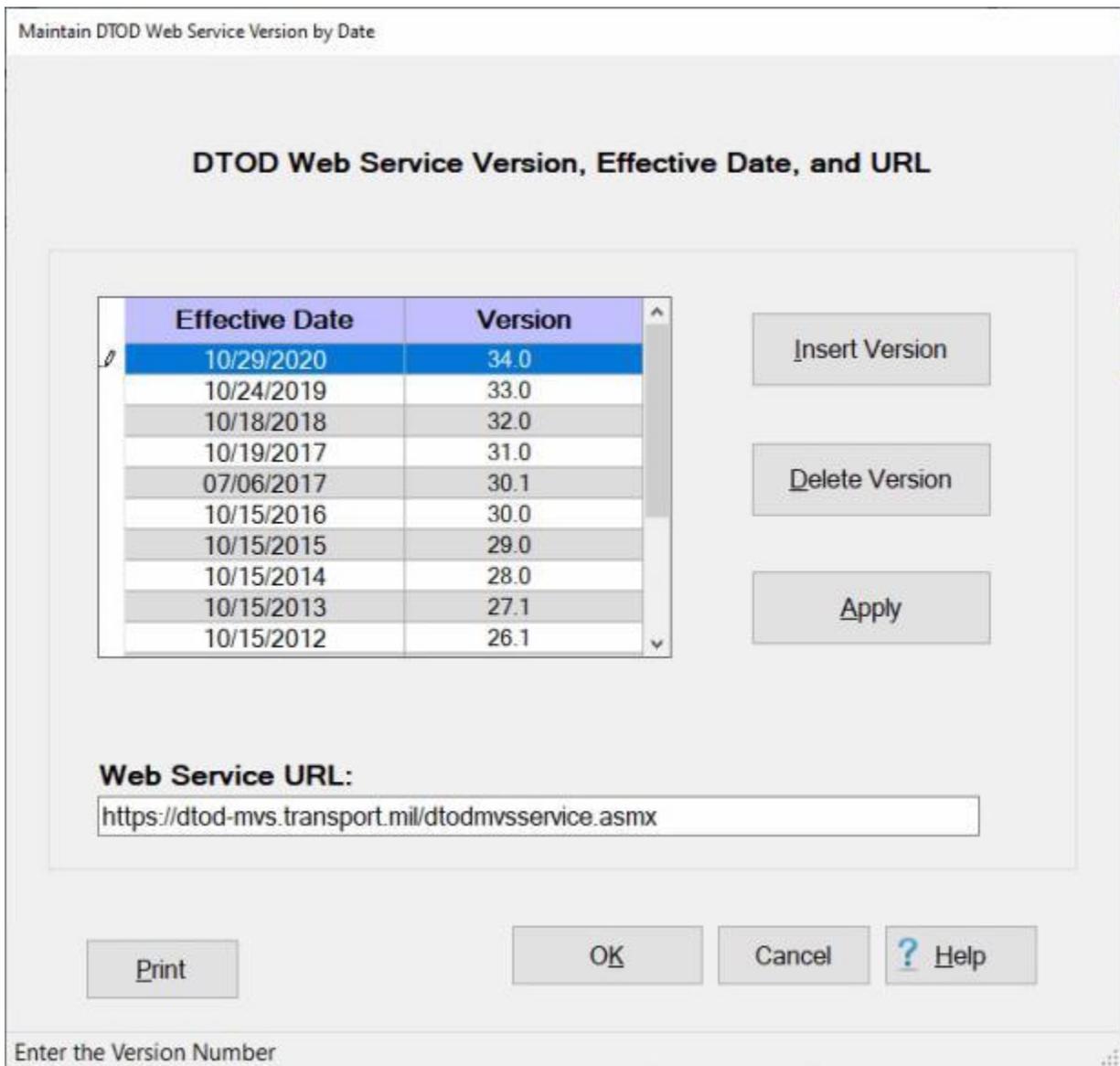
Effective Date: - The current date defaults to the Effective Date field. If you wish to **change** the date, **click** in the Effective Date field and **enter** the desired date in **MMDDYY** format and then **press Tab**..

Version: - **Click** in the Version field and **enter** the desired version number.

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.



Click on the Yes button.



The new Effective Date and Version number will now be **displayed** in the **grid**.

Click on **OK** if you are **finished** using the **Maintain DTOD Web Service Version by Date** screen.

Deleting a Version/Effective Date:

Maintain DTOD Web Service Version by Date

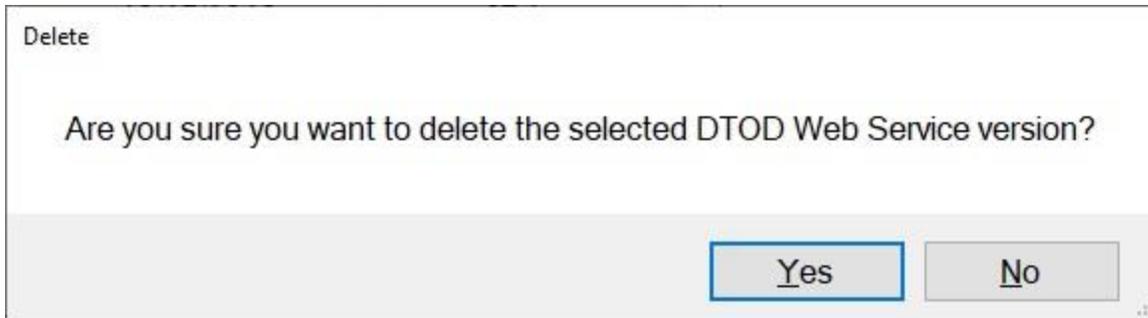
DTOD Web Service Version, Effective Date, and URL

| Effective Date | Version |
|----------------|---------|
| 10/15/2015 | 29.0 |
| 10/15/2014 | 28.0 |
| 10/15/2013 | 27.1 |
| 10/15/2012 | 26.1 |
| 10/15/2011 | 25.1 |
| 10/15/2010 | 24.1 |
| 10/15/2009 | 23.1 |
| 10/15/2008 | 22.1 |
| 10/15/2007 | 21.1 |
| 10/15/2006 | 20.1 |

Web Service URL:

Click on the **Effective Date** and **Version number** listed in the grid that you wish to delete. IATS will **highlight** your selection in blue.

When the correct Effective Date and Version number has been selected, **click** on the **Delete Version** button. The following *pop-up message* will appear asking if you are **sure** you wish to **delete** the selected version.



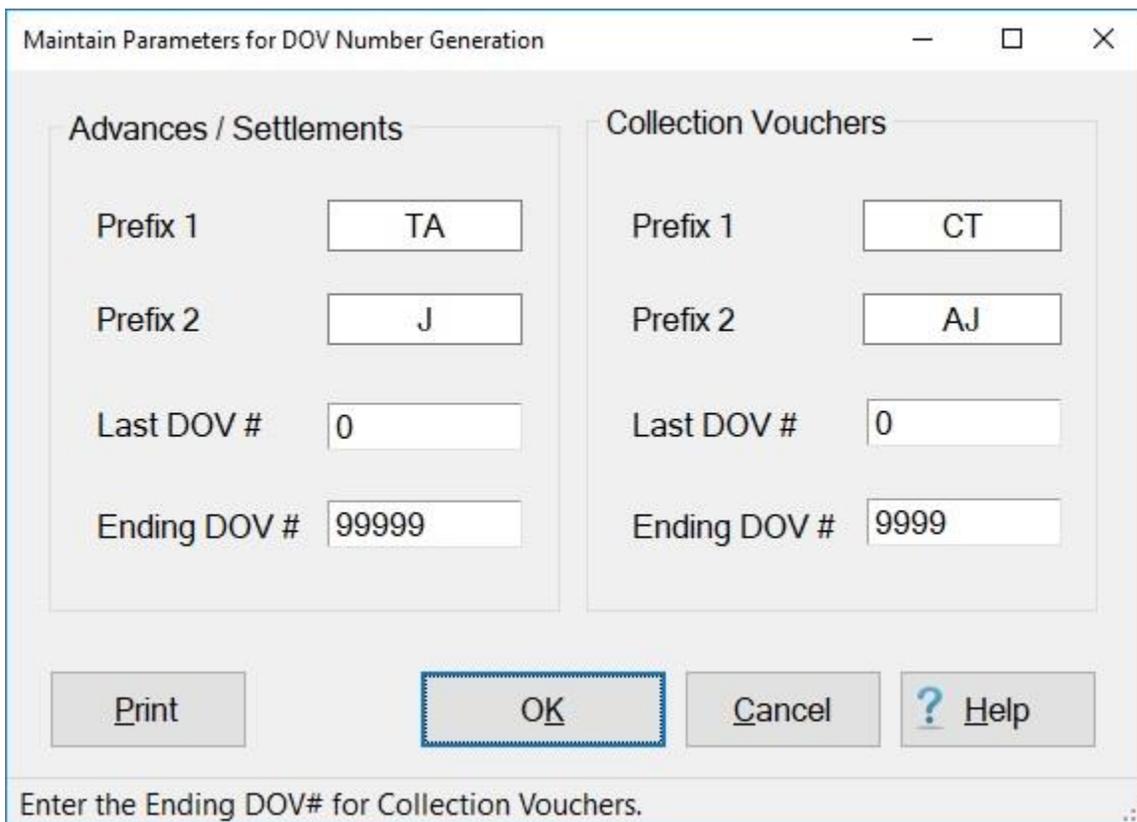
Click on the Yes button.

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

Prefix 1: - At this field **type** the **characters** of the **prefix** used with **advance**, or **settlement** payments.

Prefix 2: - At this field **type characters** for the **prefix** used with advance or settlement payments.

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.

Ending DOV #: - **Type** the ending **DOV #** in the series for advance, or settlement payments. This field should normally be populated with all (9's).

Collection Voucher DOV #s

Repeat steps (1 - 4) above to **populate** the DOV # **parameters** for **collection vouchers**.

When **finished** populating the **Maintain DOV Assignment** screen, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance** menu.

Tip: Generate a **print-out** of the **DOV # Assignment** table by **clicking** on the **Print** button.

Maintaining Tax Accounting Information

The **Tax Accounting Information** table is used to generate **accounting** transactions to **report** any withholding taxes that were collected. If performing a new IATS installation, this table should be populated prior to **processing** travel settlements. The **Maintain Tax Accounting Information** screen **represents** the **BQ addresses** for **Tax Receipt Accounts**. This information can be obtained from the **Travel Accounting Liaison Office** or the **OPLOC**.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **Accounting Classifications** option.

| Field | Civilian Value | Military Value |
|--------------|----------------|----------------|
| OAC / OBAN | 11 | 1039 |
| Tax DSRA | 20 | 18000 |
| Tax PSRA | 750 | 11 |
| PCS Tax Appr | 1500 | 11 |

Complete the following steps to "populate" the Maintain Tax Accounting Information screen:

OAC/OBAN: - Click in this field and **type** the **Operating Accounting Code/Operating Budget Account Number**. (Note that some OPLOC's do not use this field.). **Press Tab** to continue.

TAX DSRA: - At this field **type** the **Document Summary Record Account** number. **Press Tab** to continue.

TAX PSRA: - At this field **type** the **Program Summary Record Account** number. **Press Tab** to continue.

PCS Tax Appr: - At this field, **type** the correct **appropriation code** representing **Federal Withholding Tax** in connection with **PCS**. **Press Tab** to continue.

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.

Maintain Base Description (ORIGINAL MASTER DATABASE)

Office

System ID Government Book Number Returned EFT Email Acct

Name of Finance Officer Bank Name

DSSN of Finance Office Bank Routing Number

Bank Account Number

Air Force

Master ADSN DJMS ID Local AFO Code Input Location Code CDS Site Code

Brief Block/Paid Stamp

| | Primary | Secondary | Sample Paid Stamp |
|--------|---|--------------------------------------|-----------------------------|
| | Actual Brief Block/Paid Stamp | Actual Brief Block/Paid Stamp | |
| Line 1 | <input type="text" value="2215 Air Force Dr."/> | <input type="text"/> | <i>SYMBOL C7734</i> |
| Line 2 | <input type="text" value="Travel Pay Dept."/> | <input type="text"/> | <i>PSA NEW LONDON 78628</i> |
| Line 3 | <input type="text" value="Arlington"/> | <input type="text"/> | <i>PSD BRUNSWICK</i> |
| Line 4 | <input type="text" value="VA"/> | <input type="text"/> | <i>ACCTS: FAADCLANT</i> |
| Line 5 | <input type="text" value="45678"/> | <input type="text"/> | <i>NORVA A5245</i> |

Print

Enter the Government Book Number.

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:

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.

Returned EFT Email Acct: - At this field, **enter** the **email address** to be used to identify **EFT transactions** that have been **returned**.

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.

Bank Name: - At this field, **type** the **name** of the **bank** that will be used.

Bank Routing Number: - At this field, **type** the **routing number** for the **bank** that will be used.

Bank Account Number: - At this field, **type** the **account number** for the **bank** that will be used.

Air Force Codes:

Master ADSN: - At this field, **type** the Master ASDN code that will be used for your organization.

DJMS ID: - At this field, **type** the DJMS ID code that will be used for your organization.

Local AFO Code: - At this field, **type** the Local AFO code that will be used for your organization.

Input Location Code: - At this field, **type** the Input Location code that will be used for your organization.

CDS Site Code: - At this field, **type** the CDS Site code that will be used for your organization.

Brief Block/Paid Stamp:

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** screen.

Tip: Generate a **print-out** of the **Base Description** by **clicking** on the **Print** button.

AMC Maintenance

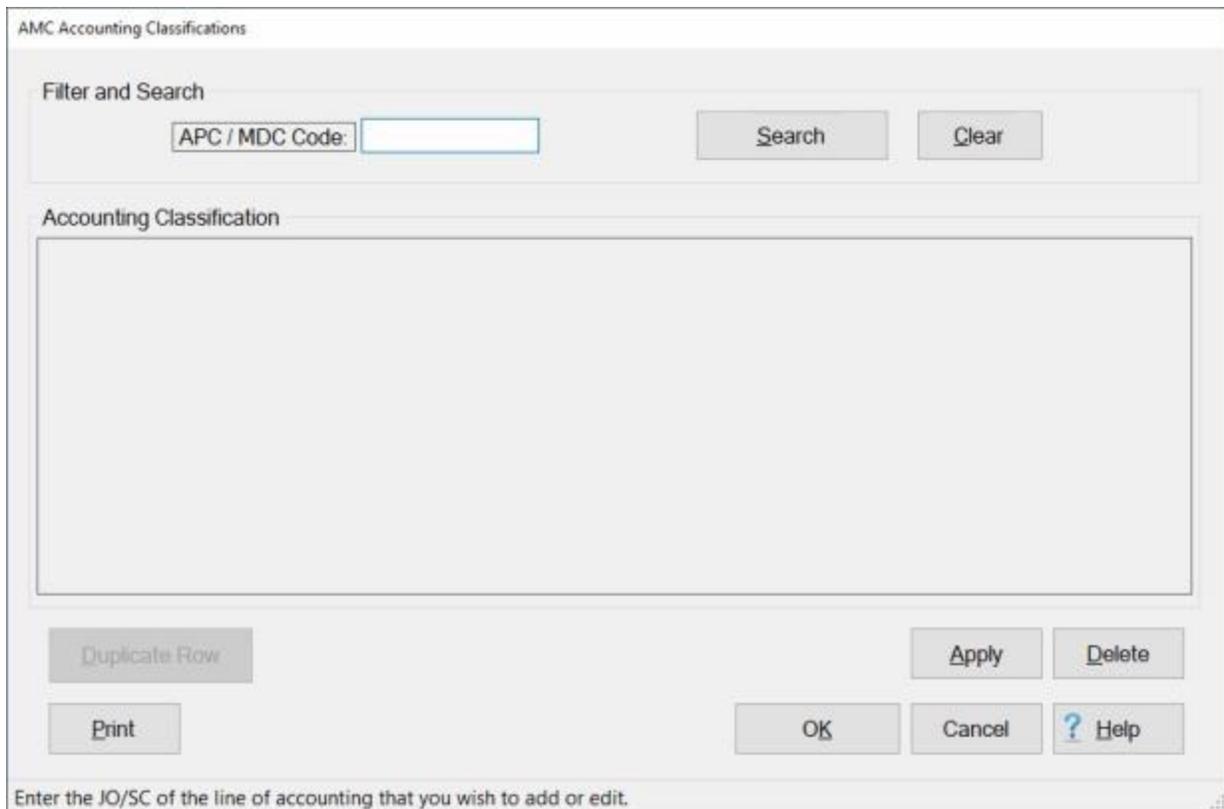
Maintaining AMC Accounting Classifications

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.



AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Search Clear

Accounting Classification

Duplicate Row

Apply Delete

Print OK Cancel ? Help

Enter the JO/SC of the line of accounting that you wish to add or edit.

 Complete the following steps to "view" 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 AMC Accounting Classifications screen will re-appear **displaying** the accounting line.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| JO/SC | FY | DC | Symbol | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|------------|----|----|--------|-------|----|------|---------------|---------|---------|
| ▶ 11111111 | 0 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the JO/SC of the line of accounting that you wish to add or edit.

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 AMC Accounting Classifications screen will re-appear **displaying a blank** accounting line.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| | JO/SC | FY | DC | Symbol | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|---|-------|----|----|--------|-------|----|------|---------------|---------|---------|
| * | | | | | | | | | | |

Enter the JO/SC of the line of accounting that you wish to add or edit.

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.

APC / MDC Code: Click in this field and **type** the **APC, MDC, or JO/SC** code for the appropriation you wish to add.

Click on the **Search** button. The AMC Accounting Classifications screen will re-appear **displaying** a **blank** accounting line.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| JO/SC | FY | DC | Symbol | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|-------|----|----|--------|-------|----|------|---------------|---------|---------|
| * | | | | | | | | | |

Enter the JO/SC of the line of accounting that you wish to add or edit.

Fy: Type the one digit or character **Fiscal Year** abbreviation and **press Tab**.

DC: Type the **Department Code** and **press Tab**.

Symbol: Type the **Basic Symbol Code** and **press Tab**.

Limitation: Type the **Limitation 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**.

CstCtr: Type the **Cost Center Code**, and **press Tab**.

FisSta: Type the **Fiscal Station Symbol** and **press Tab**.

Note: The accounting **elements** shown above may or may not be **necessary** depending on whether an **APC, MDC** or **JO/SC** code is entered at the **APC / MDC Code** field. Elements that are not used will be **grayed out**.

When all of the required accounting elements are entered, **click** on **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:**

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

Enter the JO/SC of the line of accounting that you wish to add or edit.

APC / MDC Code: Click in this field and **type** the **APC, MDC**, or **JO/SC** 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 AMC Accounting Classifications screen will re-appear **displaying** the accounting line.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| JO/SC | FY | DC | Symbol | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|------------|----|----|--------|-------|----|------|---------------|---------|---------|
| ▶ 11111111 | 0 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the JO/SC of the line of accounting that you wish to add or edit.

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, MDC, or JO/SC** 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 AMC Accounting Classifications screen will re-appear **displaying** the accounting line.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| JO/SC | FY | DC | Symbol | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|------------|----|----|--------|-------|----|------|---------------|---------|---------|
| ▶ 11111111 | 0 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the JO/SC of the line of accounting that you wish to add or edit.

Click in the **column** to the left of the **JO/SC** 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.

Delete

Are you sure you wish to delete the selected account 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

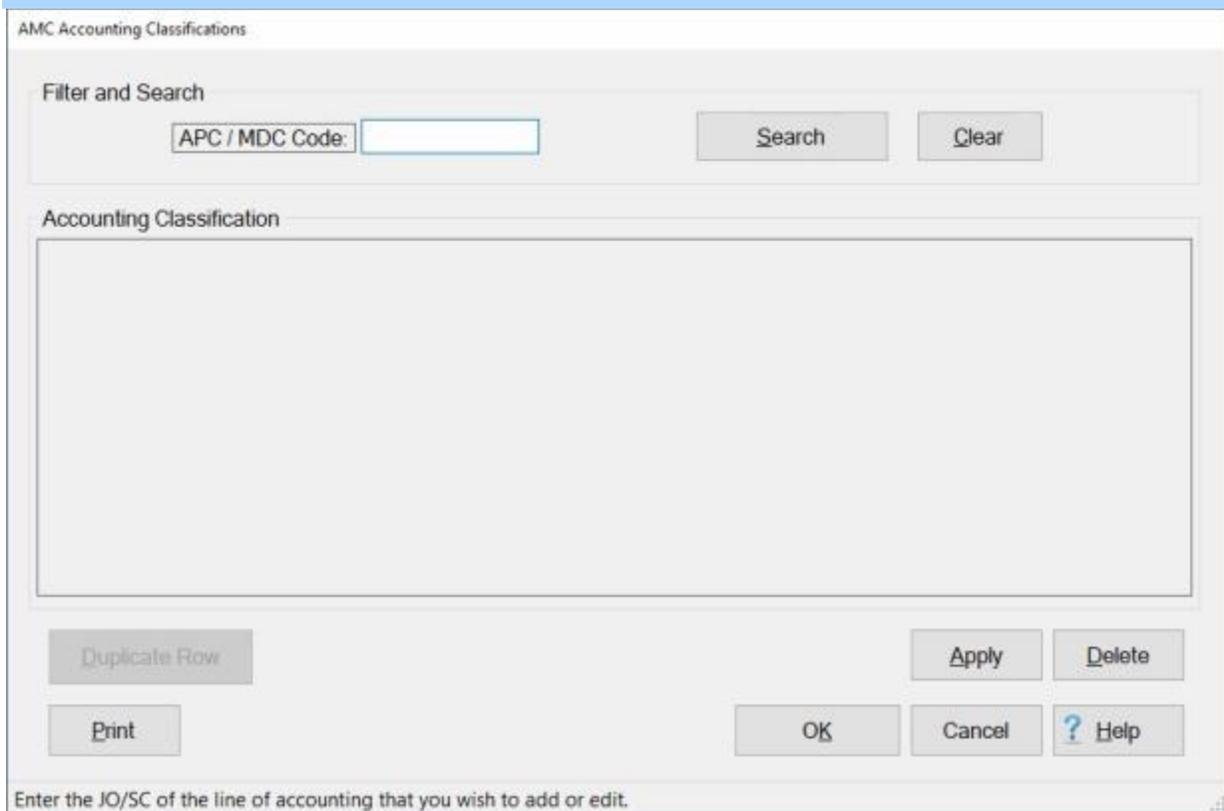
Note: For this example, **AMC** was used for the demonstration. The **same** screen and **procedures** apply, however for **Army**, **DLA**, and **Marine Corps** users.

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.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| JO/SC | FY | DC | Symbol | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|------------|----|----|--------|-------|----|------|---------------|---------|---------|
| ▶ 11111111 | 0 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the JO/SC of the line of accounting that you wish to add or edit.

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.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| JO/SC | FY | DC | Symbol | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|------------|----|----|--------|-------|----|------|---------------|---------|---------|
| 11111111 | 0 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| ▶ 11111111 | | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the JO/SC of the line of accounting that you wish to add or edit.

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:

Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| | Code | FY | DC | Symb | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|---|------|----|----|------|-------|----|------|---------------|---------|---------|
| * | | | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

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**.

Army Accounting Classifications

Filter and Search

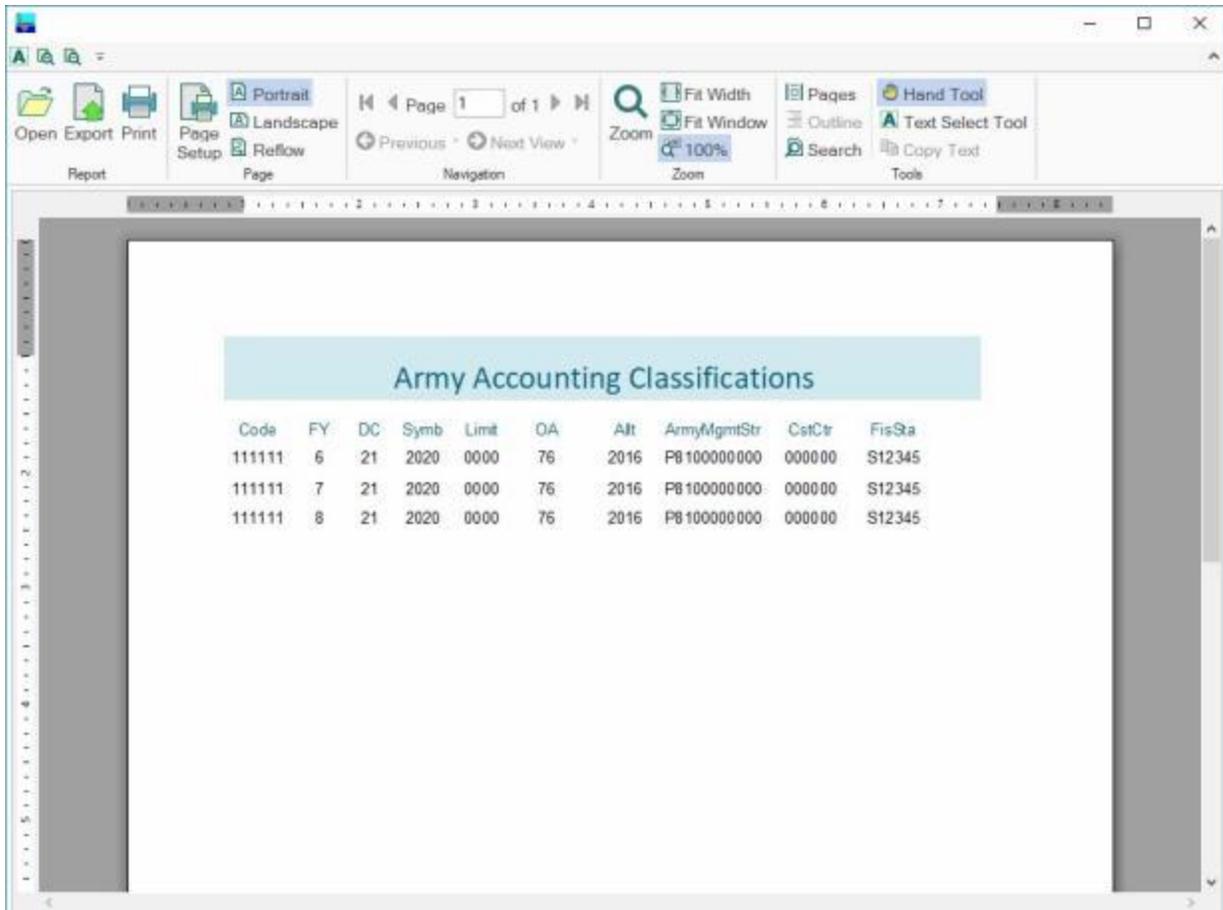
APC / MDC Code:

Accounting Classification

| Code | FY | DC | Symb | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|--------|----|----|------|-------|----|------|---------------|---------|---------|
| 111111 | 6 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 7 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 8 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

When the lines of accounting are displayed, **click** on the **Print** button. The **IATS report reader** screen will appear **displaying** the lines of accounting as shown below.

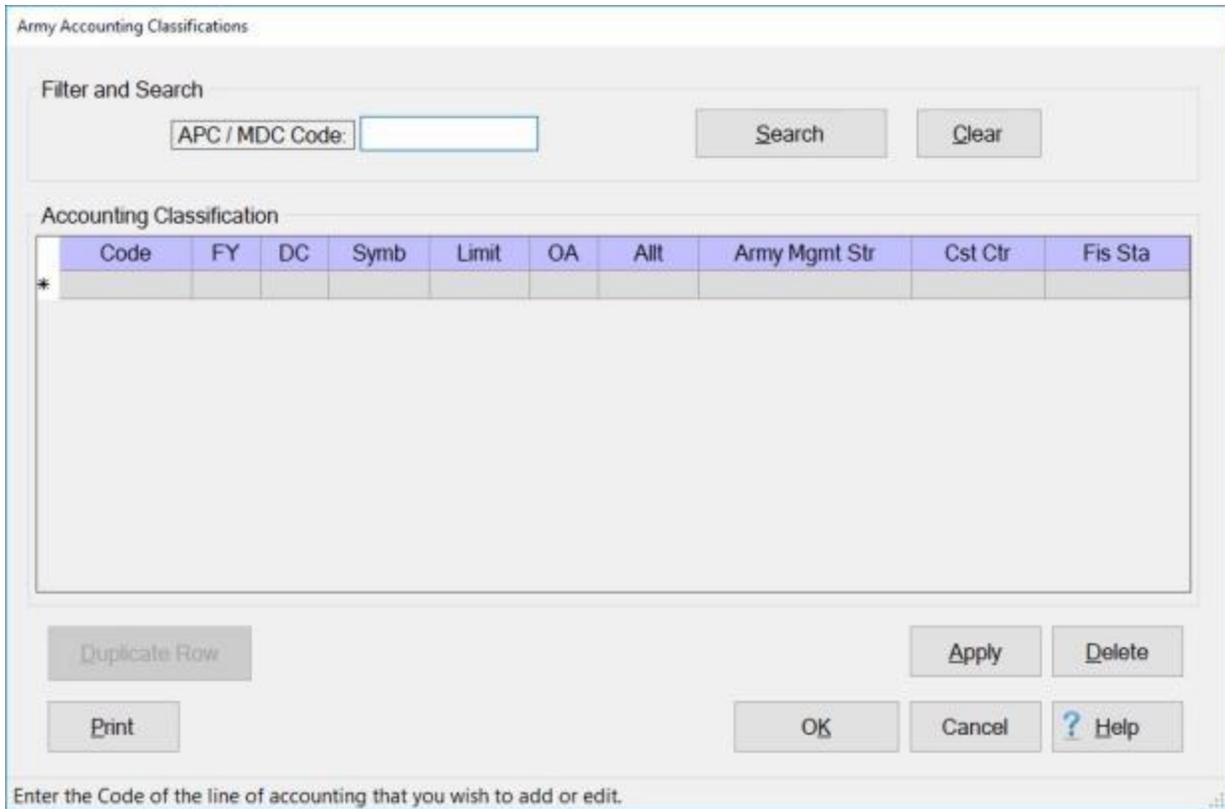


The screenshot shows a software application window with a toolbar at the top. The toolbar includes icons for Open, Export, Print, Page Setup, and Report. The Page Setup section has options for Portrait, Landscape, and Reflow. The Navigation section shows Page 1 of 1, Previous, and Next View. The Zoom section shows a magnifying glass icon, Fit Width, Fit Window, and a zoom level of 100%. The Tools section includes Hand Tool, Text Select Tool, and Copy Text. The main content area displays a report titled "Army Accounting Classifications" with a table of data.

| Code | FY | DC | Symb | Limit | OA | Alt | ArmyMgmtStr | CstCtr | FisSta |
|--------|----|----|------|-------|----|------|-------------|--------|--------|
| 111111 | 6 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 7 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 8 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |

Click on the **Print** icon if you wish to generate a **print-out** of the accounting lines.

Generate an Excel file for all of the accounting lines in the database:



Army Accounting Classifications

Filter and Search

APC / MDC Code: Search Clear

Accounting Classification

| Code | FY | DC | Symb | Limit | OA | All | Army Mgmt Str | Cst Ctr | Fis Sta |
|------|----|----|------|-------|----|-----|---------------|---------|---------|
| * | | | | | | | | | |

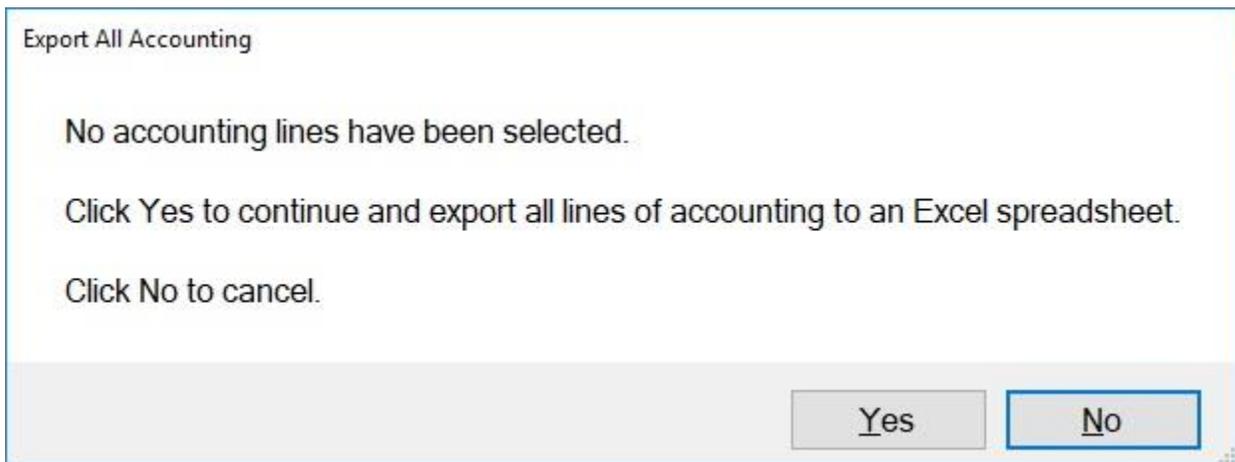
Duplicate Row Apply Delete

Print OK Cancel Help

Enter the Code of the line of accounting that you wish to add or edit.

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.



Export All Accounting

No accounting lines have been selected.

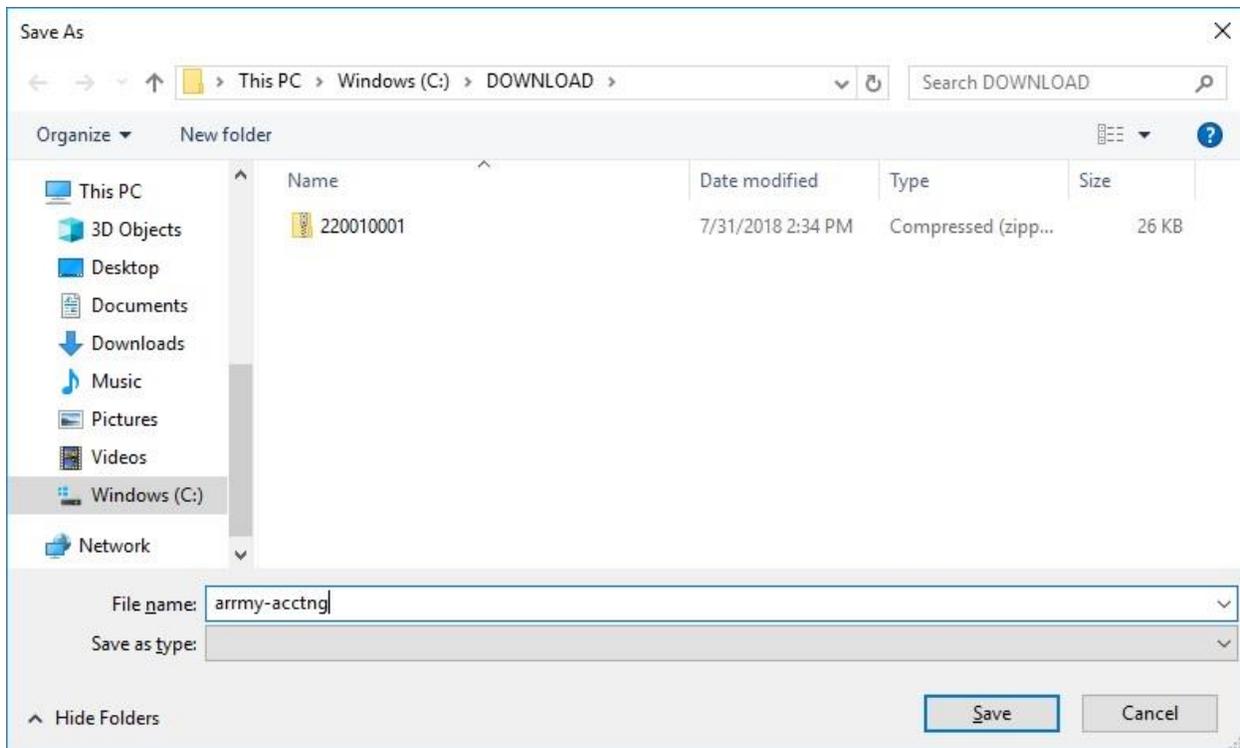
Click Yes to continue and export all lines of accounting to an Excel spreadsheet.

Click No to cancel.

Yes No

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.

Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| Code | FY | DC | Symb | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|--------|----|----|------|-------|----|------|---------------|---------|---------|
| 111111 | 0 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 8 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 9 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

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.

Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| | Code | FY | DC | Symb | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|---|------|----|----|------|-------|----|------|---------------|---------|---------|
| * | | | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

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.

Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| | Code | FY | DC | Symb | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|---|------|----|----|------|-------|----|------|---------------|---------|---------|
| * | | | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

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*.

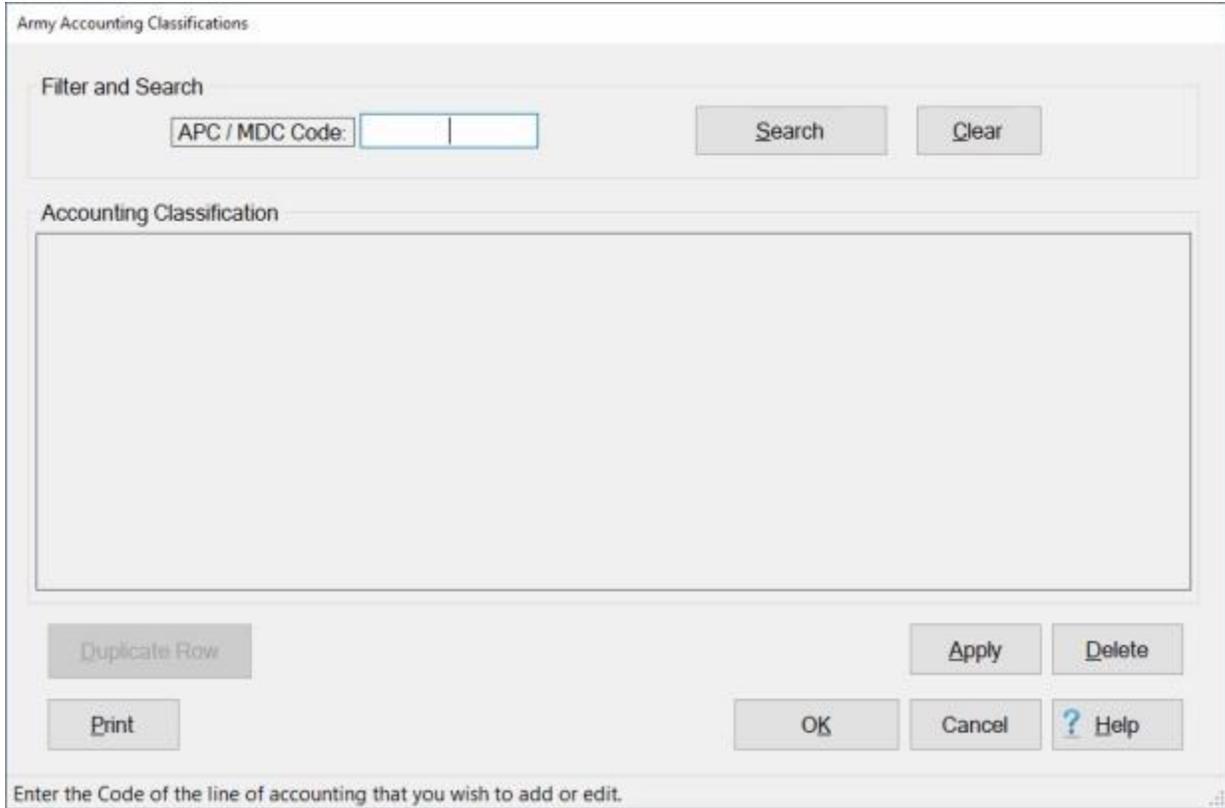
FisSta: - Type the **Station Symbol Number** and press *Tab*.

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.

Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| Code | FY | DC | Symb | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|--------|----|----|------|-------|----|------|---------------|---------|---------|
| 111111 | 0 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 8 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 9 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

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.

Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| Code | FY | DC | Symb | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|--------|----|----|------|-------|----|------|---------------|---------|---------|
| 111111 | 0 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 8 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 9 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

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.

Delete

Are you sure you wish to delete the selected account 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

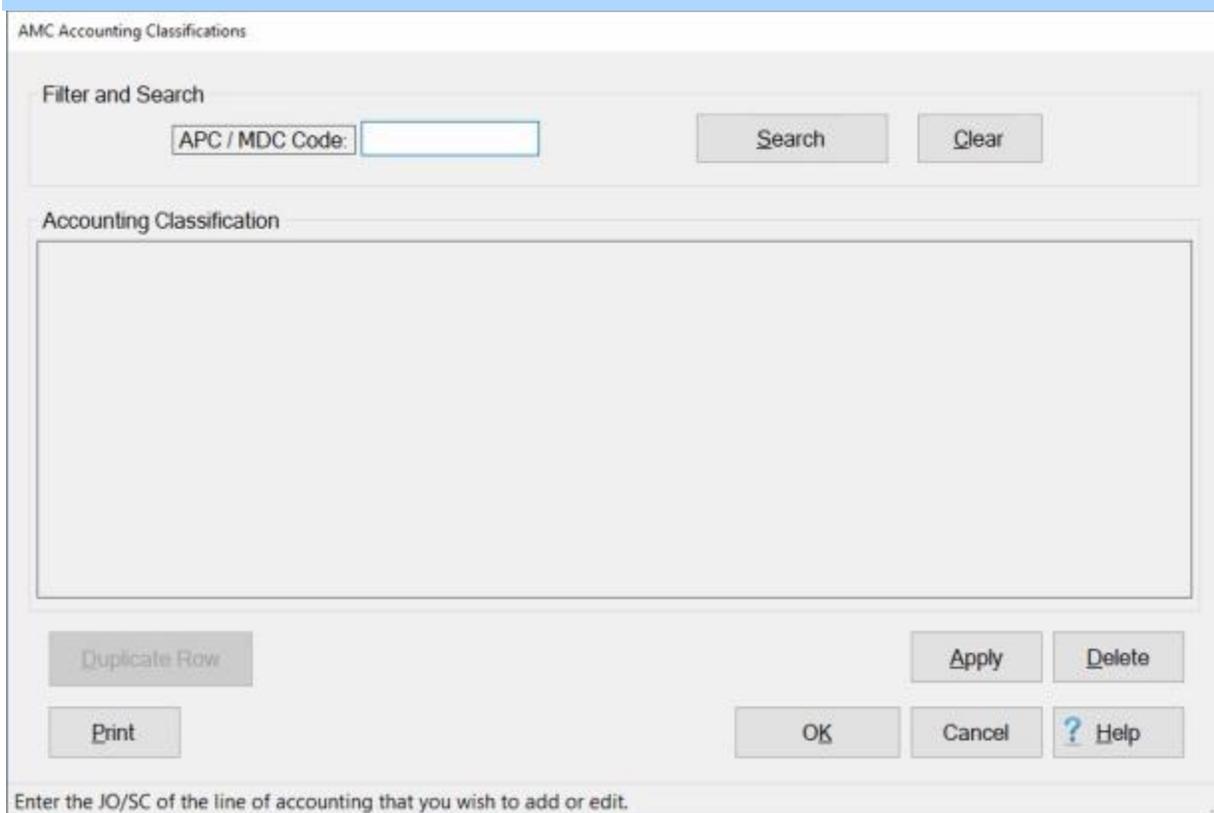
Note: For this example, **AMC** was used for the demonstration. The **same** screen and **procedures** apply, however for **Army**, **DLA**, and **Marine Corps** users.

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.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| JO/SC | FY | DC | Symbol | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|------------|----|----|--------|-------|----|------|---------------|---------|---------|
| ▶ 11111111 | 0 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the JO/SC of the line of accounting that you wish to add or edit.

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.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| JO/SC | FY | DC | Symbol | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|------------|----|----|--------|-------|----|------|---------------|---------|---------|
| 11111111 | 0 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| ▶ 11111111 | | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the JO/SC of the line of accounting that you wish to add or edit.

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**.

Maintain Element of Expense Codes

User ID: SYSTEM

| Description | MIL TDY | CIV TDY | MIL PCS | CIV PCS | MIL TDY ADV | CIV TDY ADV | MIL PCS ADV | CIV PCS ADV |
|----------------------------|---------|---------|---------|---------|-------------|-------------|-------------|-------------|
| Memb/Emp TDY Per Diem | 21T2 | 21T2 | 21P4 | 21P4 | 4110 | 4110 | 4120 | 4120 |
| Memb/Emp PCS Per Diem | | | 21P4 | 21P4 | | | 4120 | 4120 |
| OMN Per Diem | 21T2 | 21T2 | 21P4 | 21P4 | 4110 | 4110 | 4120 | 4120 |
| OMN Lodging | 21T2 | 21T2 | 21P4 | 21P4 | 4110 | 4110 | 4120 | 4120 |
| Memb/Emp Transportation | 21T2 | 21T2 | 21P4 | 21P4 | 4110 | 4110 | 4120 | 4120 |
| Memb/Emp Reimbursables | 21T2 | 21T2 | 21P4 | 21P4 | 4110 | 4110 | 4120 | 4120 |
| Memb/Emp Registration Fees | 21T2 | 21T2 | 21P4 | 21P4 | 4110 | 4110 | 4120 | 4120 |
| Memb/Emp MALT | 21T2 | 21T2 | 21P4 | 21P4 | 4110 | 4110 | 4120 | 4120 |
| Ship POV | | | 21P4 | 21P4 | | | 4120 | 4120 |
| Dep. Per Diem | | | 21P4 | 21P4 | | | 4120 | 4120 |
| Dep. Transportation | | | 21P4 | 21P4 | | | 4120 | 4120 |
| Dep. Reimbursables | | | 21P4 | 21P4 | | | 4120 | 4120 |
| Dep. MALT | | | 21P4 | | | | 4120 | |
| DLA | | | 12** | | | | 4120 | |
| ETA | | | 12** | | | | 4120 | |

Print OK Cancel ? Help

The **codes** displayed in the table shown above are the IATS **default** values.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **Elements of Expense** option.

 **Complete the following steps to make "changes" to this screen:**
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:

Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| | Code | FY | DC | Symb | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|---|------|----|----|------|-------|----|------|---------------|---------|---------|
| * | | | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

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**.

Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| Code | FY | DC | Symb | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|--------|----|----|------|-------|----|------|---------------|---------|---------|
| 111111 | 6 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 7 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 8 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

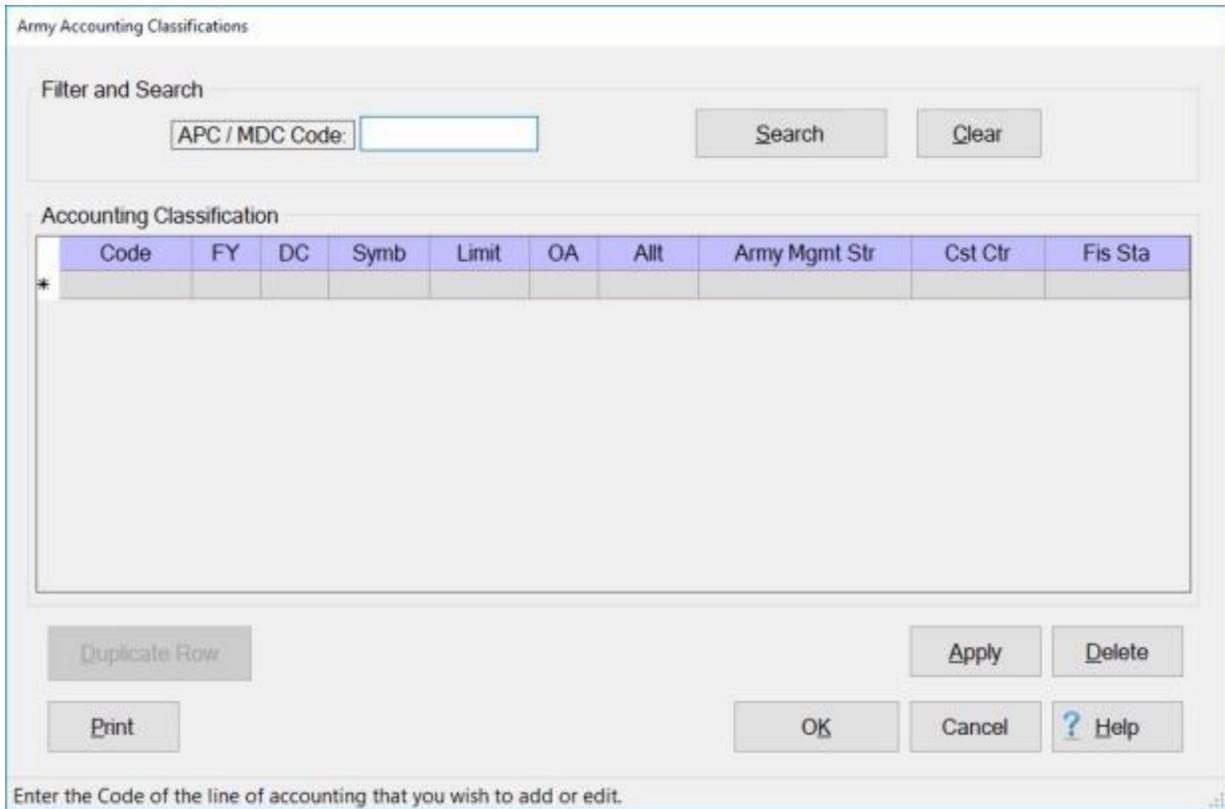
When the lines of accounting are displayed, **click** on the **Print** button. The **IATS report reader** screen will appear **displaying** the lines of accounting as shown below.

The screenshot shows a software application window with a toolbar at the top. The toolbar includes icons for Open, Export, Print, Page Setup, and Report. The Page Setup section has options for Portrait, Landscape, and Reflow. The Navigation section shows Page 1 of 1, Previous, and Next View. The Zoom section shows a magnifying glass icon, Fit Width, Fit Window, and a zoom level of 100%. The Tools section includes Hand Tool, Text Select Tool, and Copy Text. The main content area displays a report titled "Army Accounting Classifications" with a table of data.

| Code | FY | DC | Symb | Limit | OA | Alt | ArmyMgmtStr | CstCtr | FisSta |
|--------|----|----|------|-------|----|------|-------------|--------|--------|
| 111111 | 6 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 7 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 8 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |

Click on the **Print icon** if you wish to generate a **print-out** of the accounting lines.

Generate an Excel file for all of the accounting lines in the database:



Army Accounting Classifications

Filter and Search

APC / MDC Code: Search Clear

Accounting Classification

| Code | FY | DC | Symb | Limit | OA | All | Army Mgmt Str | Cst Ctr | Fis Sta |
|------|----|----|------|-------|----|-----|---------------|---------|---------|
| * | | | | | | | | | |

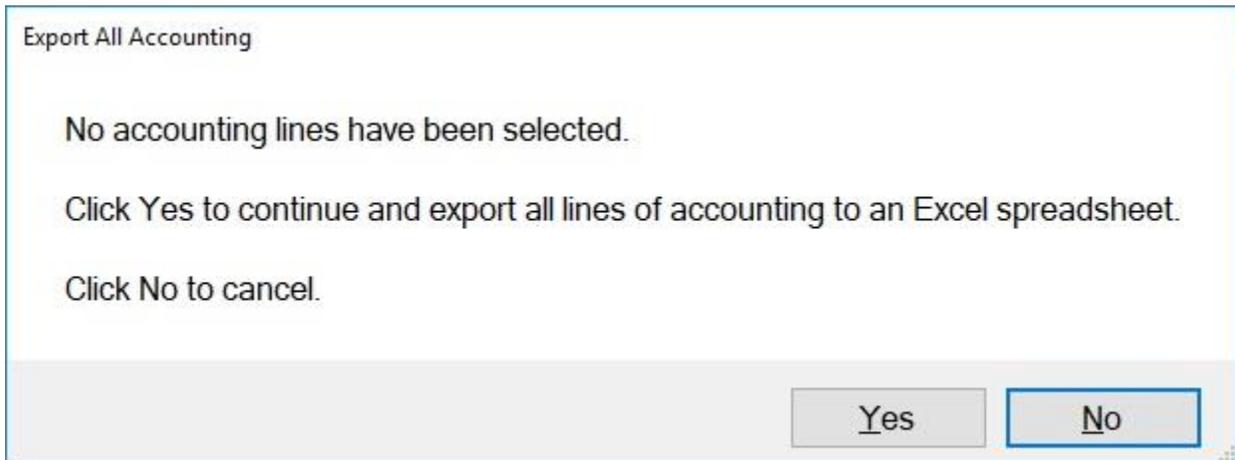
Duplicate Row Apply Delete

Print OK Cancel ? Help

Enter the Code of the line of accounting that you wish to add or edit.

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.



Export All Accounting

No accounting lines have been selected.

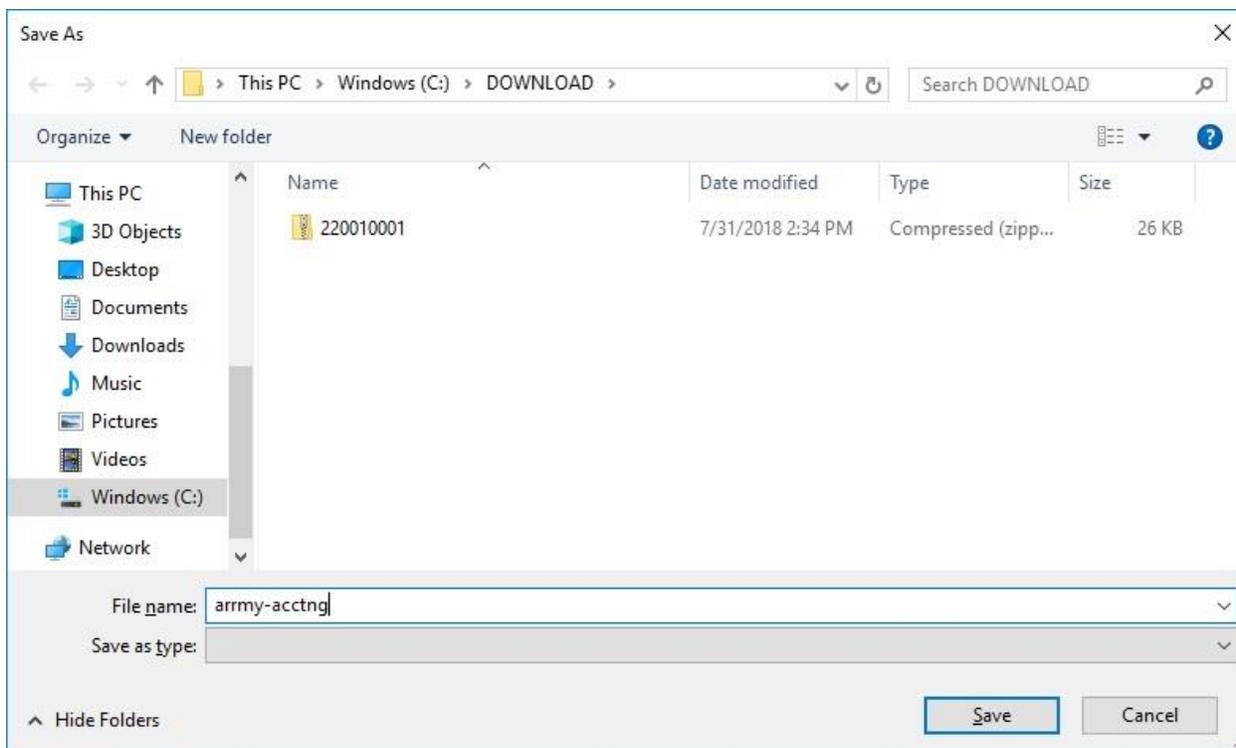
Click Yes to continue and export all lines of accounting to an Excel spreadsheet.

Click No to cancel.

Yes No

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

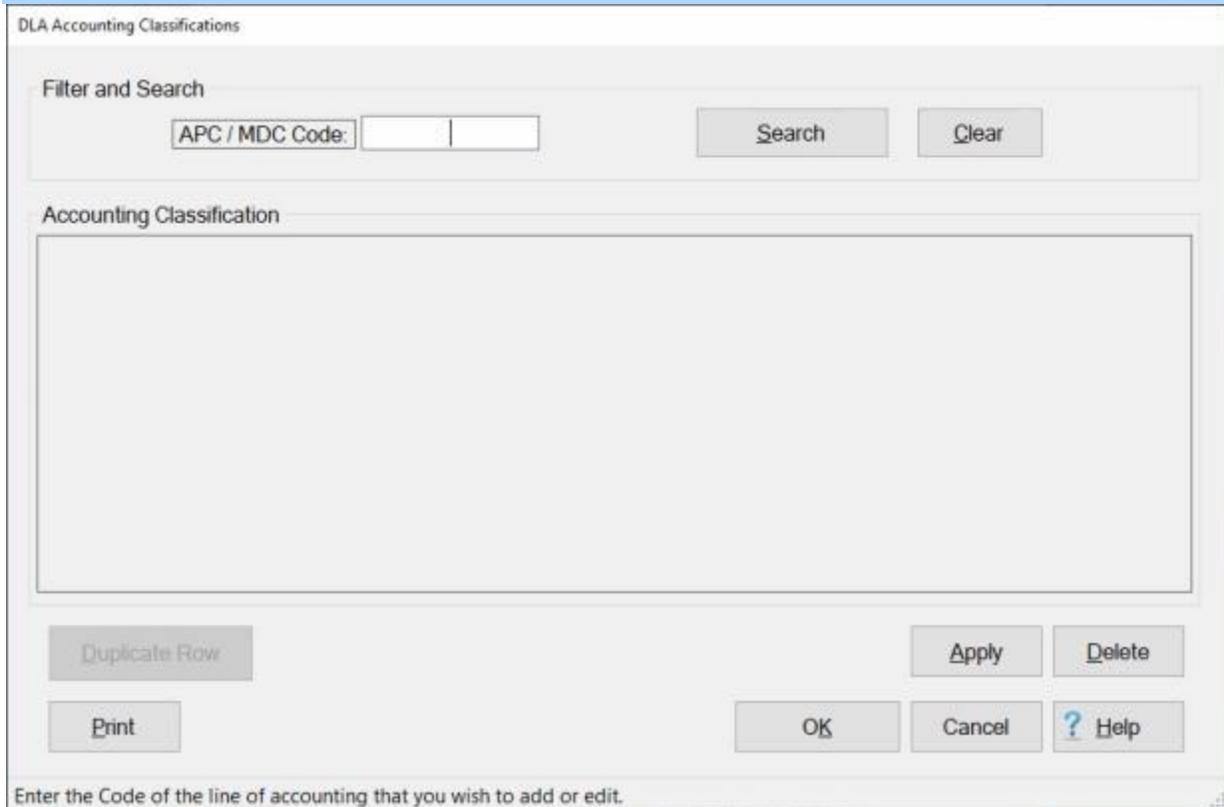
Maintaining DLA Accounting Classifications

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.

DLA Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| Code | FY | DC | Appr | OA | Allot | Army Mgmt Str | Sta Symn | Cst Ctr |
|----------|----|----|------|----|-------|---------------|----------|---------|
| ▶ 111111 | 0 | 21 | 2020 | 76 | 20160 | P810000 | S12345 | 000000 |
| * | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

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.

DLA Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| | Code | FY | DC | Appr | OA | Allot | Army Mgmt Str | Sta Symn | Cst Ctr |
|---|------|----|----|------|----|-------|---------------|----------|---------|
| * | | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

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.

DLA Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| | Code | FY | DC | Appr | OA | Allot | Army Mgmt Str | Sta Symn | Cst Ctr |
|---|------|----|----|------|----|-------|---------------|----------|---------|
| * | | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

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*.

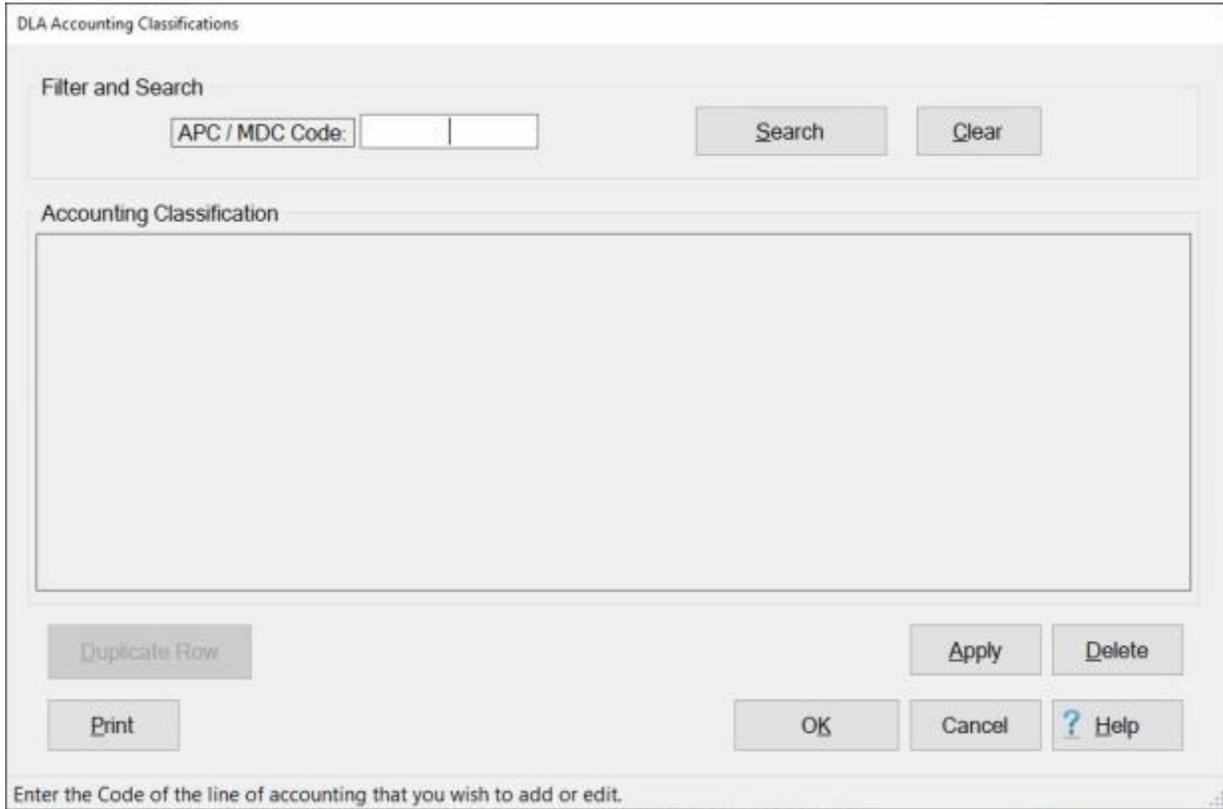
CstCtr: - This field only appears when entering a six digit **APC**. Type the **Cost Center Code**, and press *Tab*.

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:



The screenshot shows a software window titled "DLA Accounting Classifications". At the top, there is a "Filter and Search" section with a label "APC / MDC Code:" followed by a two-part input field, a "Search" button, and a "Clear" button. Below this is a large, empty rectangular area labeled "Accounting Classification". At the bottom of the window, there are several buttons: "Duplicate Row", "Print", "Apply", "Delete", "OK", "Cancel", and "? Help". A status bar at the very bottom contains the text "Enter the Code of the line of accounting that you wish to add or edit."

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.

DLA Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| Code | FY | DC | Appr | OA | Allot | Army Mgmt Str | Sta Symn | Cst Ctr |
|----------|----|----|------|----|-------|---------------|----------|---------|
| ▶ 111111 | 0 | 21 | 2020 | 76 | 20160 | P810000 | S12345 | 000000 |
| * | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

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.

DLA Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| Code | FY | DC | Appr | OA | Allot | Army Mgmt Str | Sta Symn | Cst Ctr |
|--------|----|----|------|----|-------|---------------|----------|---------|
| 111111 | 0 | 21 | 2020 | 76 | 20160 | P810000 | S12345 | 000000 |
| * | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

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.

Delete

Are you sure you wish to delete the selected account 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

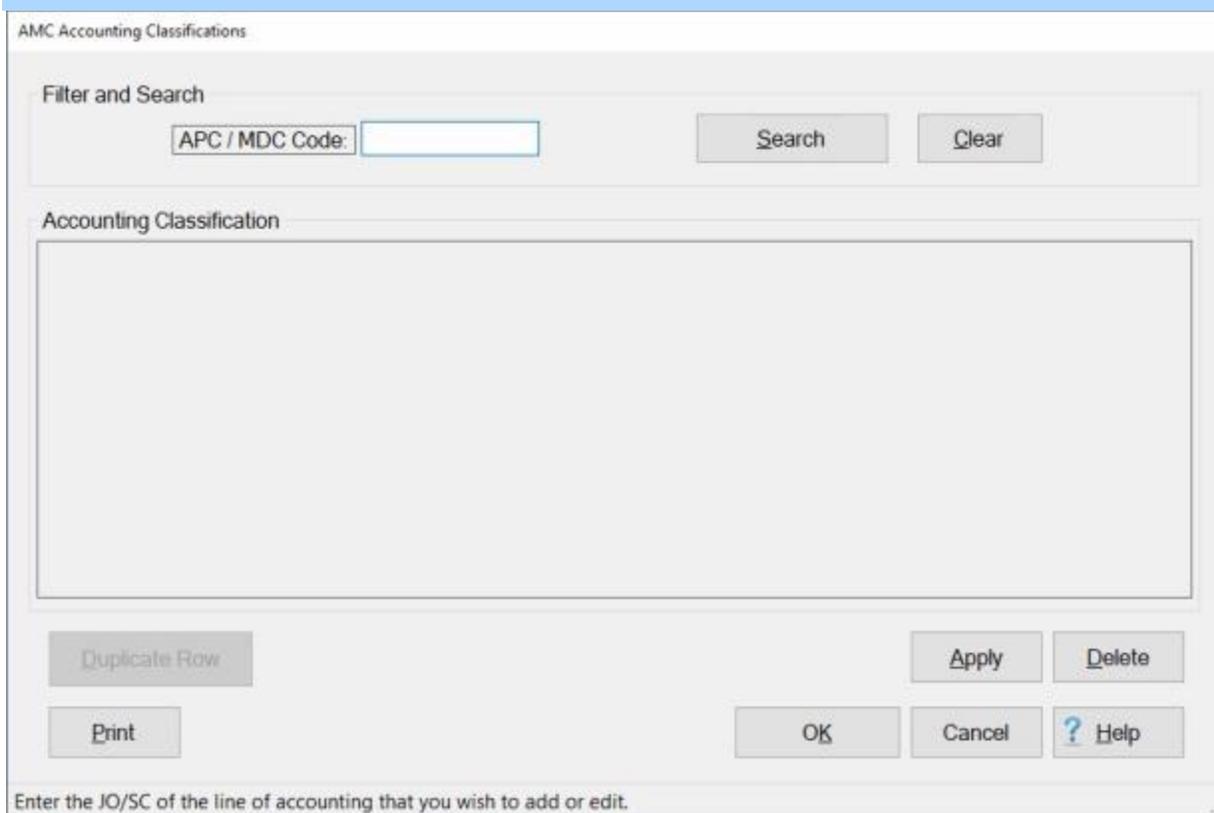
Note: For this example, **AMC** was used for the demonstration. The **same** screen and **procedures** apply, however for **Army**, **DLA**, and **Marine Corps** users.

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.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| JO/SC | FY | DC | Symbol | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| ▶ 11111111 | 0 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * <input type="text"/> | <input type="text"/> |

Enter the JO/SC of the line of accounting that you wish to add or edit.

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.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| JO/SC | FY | DC | Symbol | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|------------|----|----|--------|-------|----|------|---------------|---------|---------|
| 11111111 | 0 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| ▶ 11111111 | | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the JO/SC of the line of accounting that you wish to add or edit.

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:

Army Accounting Classifications

Filter and Search

APC / MDC Code: Search Clear

Accounting Classification

| | Code | FY | DC | Symb | Limit | OA | All | Army Mgmt Str | Cst Ctr | Fis Sta |
|---|------|----|----|------|-------|----|-----|---------------|---------|---------|
| * | | | | | | | | | | |

Duplicate Row Apply Delete

Print OK Cancel ? Help

Enter the Code of the line of accounting that you wish to add or edit.

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**.

Army Accounting Classifications

Filter and Search

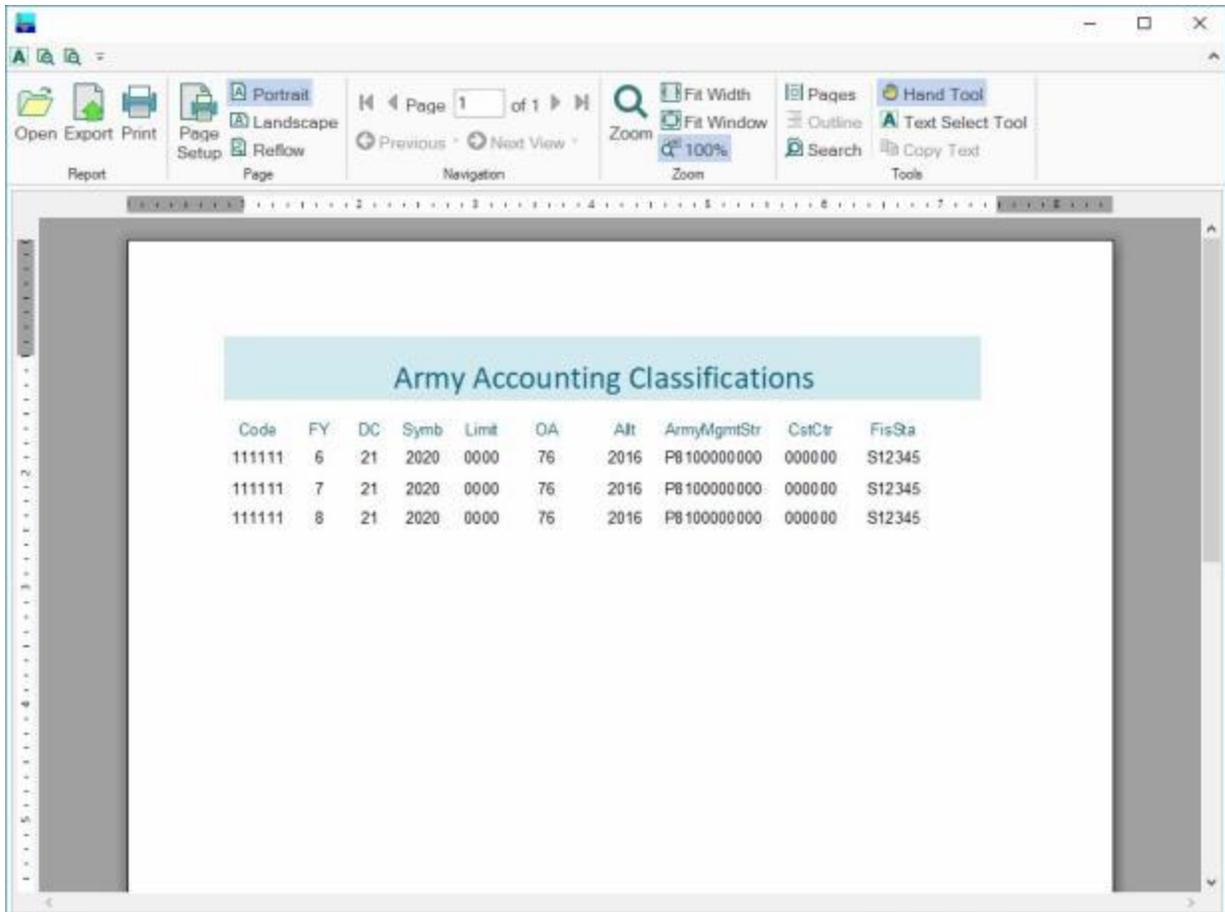
APC / MDC Code:

Accounting Classification

| Code | FY | DC | Symb | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|--------|----|----|------|-------|----|------|---------------|---------|---------|
| 111111 | 6 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 7 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 8 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

When the lines of accounting are displayed, **click** on the **Print** button. The **IATS report reader** screen will appear **displaying** the lines of accounting as shown below.



Click on the **Print icon** if you wish to generate a **print-out** of the accounting lines.

Generate an Excel file for all of the accounting lines in the database:

Army Accounting Classifications

Filter and Search

APC / MDC Code: Search Clear

Accounting Classification

| | Code | FY | DC | Symb | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|---|------|----|----|------|-------|----|------|---------------|---------|---------|
| * | | | | | | | | | | |

Duplicate Row Apply Delete

Print OK Cancel ? Help

Enter the Code of the line of accounting that you wish to add or edit.

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.

Export All Accounting

No accounting lines have been selected.

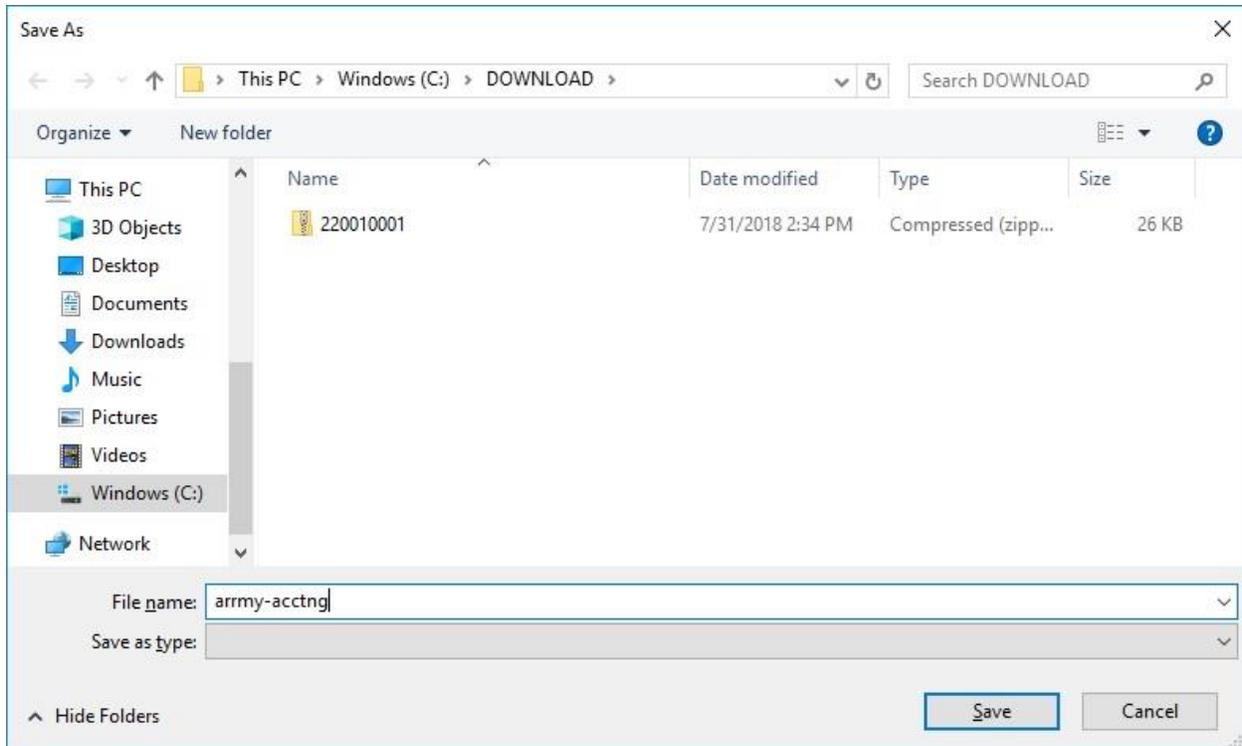
Click Yes to continue and export all lines of accounting to an Excel spreadsheet.

Click No to cancel.

Yes No

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.

Maintain Functional Account Numbers

User: SYSTEM

APC-Functional Account Number

| APC Code | FAN | Pay Group |
|----------|-----|-----------|
| AB1 | 221 | 122 |
| AB2 | 223 | 12 |
| AB3 | 224 | 122 |
| * | | |

Delete Insert

Print OK Cancel ? Help

Enter the APC code.

Note: To access this screen, change your View to Maintenance. At the Maintenance Main Menu screen, click on the plus sign to the left of the item Accounting and then click on the FAN Tables option.

 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.

Marines Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

Enter the Code of the line of accounting that you wish to add or edit.

 Complete the following steps to "view" an existing accounting classification:

1. **APC / MDC Code:** - Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to display.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Marines Accounting Classifications screen will re-appear **displaying** the accounting line.

Marines Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| Code | FY | DC | Appropriation | Subhead | BCN | Suballotment | Auth. Acct. Act. |
|----------|----|----|---------------|---------|-------|--------------|------------------|
| ▶ 111111 | 0 | 17 | 1105 | 2789 | 67845 | 0 | 556666 |
| * | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

4. If this is not the accounting line you wished to display, **click** on the **Clear** button, enter a new code at the **APC / MDC Code** field, and then **click** on the **Search** button.
5. If the accounting classification for the code entered does not exist in the database, the Marines Accounting Classifications screen will re-appear **displaying** a **blank** accounting line.

Marines Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| Code | FY | DC | Appropriation | Subhead | BCN | Suballotment | Auth. Acct. Act. |
|------|----|----|---------------|---------|-----|--------------|------------------|
| * | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

6. **Click** on the **OK** button if you are **finished** using the Marines Accounting Classifications screen.

 **Complete the following steps to "add" a new accounting classification:**

Note: Refer to the Help topic, "[Duplicate an Accounting Classification](#)", if you wish to use a pre-existing classification as the **basis** for the classification you are adding.

1. **APC / MDC Code:** **Click** in this field and **type** the **APC** or **MDC** code for the appropriation you wish to add.
2. **Click** on the **Search** button. The Marines Accounting Classifications screen will re-appear **displaying** a **blank** accounting line.

Marines Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| Code | FY | DC | Appropriation | Subhead | BCN | Suballotment | Auth. Acct. Act. |
|------|----|----|---------------|---------|-----|--------------|------------------|
| * | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

3. **Fy:** - Type the one digit or character **Fiscal Year** abbreviation and press *Tab*.
4. **DC:** - At this field, **type** the **Department Code** that identifies the **agency** funding the appropriation and **press** *Tab*.
5. **Appropriation:** - At this field, **type** the **Basic Appropriation Code** associated with the appropriation and **press** *Tab*.
6. **Subhead:** - At this field, **type** the accounting **Subhead** associated with the appropriation and **press** *Tab*.
7. **BCN:** - At this field, **type** the **Bureau Control Number** associated with the appropriation and **press** *Tab*.
8. **SubAllotment:** - This is an **optional** field and is never populated for appropriations (**1105** and **1108**). If applicable, however, **type** the **Sub-allotment Number** associated with the appropriation and **press** *Tab*.
9. **AAA:** - At this field, **type** the "Triple A" (**AAA**) **Code** for the **Authorized Accounting Activity** associated with the appropriation and **press** *Tab*.

Note: The accounting elements shown above may or may not be **necessary** depending on whether an **APC** code or an **MDC** code is entered at the **APC / MDC Code** field. Elements that are not used will be **grayed out**.

10. When all of the required accounting elements are entered, **click** the **Apply** button.
11. When **finished** entering accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "edit" an existing accounting classification:**

Marines Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

Enter the Code of the line of accounting that you wish to add or edit.

1. **APC / MDC Code:** Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to edit.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Marines Accounting Classifications screen will re-appear **displaying** the accounting line.

Marines Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| Code | FY | DC | Appropriation | Subhead | BCN | Suballotment | Auth. Acct. Act. |
|----------|----|----|---------------|---------|-------|--------------|------------------|
| ▶ 111111 | 0 | 17 | 1105 | 2789 | 67845 | 0 | 556666 |
| * | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

4. **Click** in any field you wish to edit and **enter** your desired **changes**.
5. When you are **satisfied** with your changes, **click** on the **Apply** button.
6. When **finished** editing accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "delete" an appropriation loaded into this table:**

1. **APC / MDC Code:** **Click** in this field and **type** the **APC** or **MDC** code for the appropriation you wish to delete.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Marines Accounting Classifications screen will re-appear **displaying** the accounting line.

Marines Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| Code | FY | DC | Appropriation | Subhead | BCN | Suballotment | Auth. Acct. Act. |
|----------|----|----|---------------|---------|-------|--------------|------------------|
| ▶ 111111 | 0 | 17 | 1105 | 2789 | 67845 | 0 | 556666 |
| * | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

4. Click in the **column** to the **left** of the **Code** field. IATS will **highlight** the accounting line in **blue**.
5. If you are **sure** you have the correct accounting line highlighted, **click** on the **Delete** button. The following *pop-up message* will appear asking if you are **sure** you wish to delete the selected classification.

Delete

Are you sure you wish to delete the selected account classification?

6. If you are **sure** you wish to delete the accounting line, **click** on the Yes button.
7. **Click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.
8. **Print:** Refer to the **Help** topic, "[Printing Accounting Classifications](#)", for additional instructions.

Duplicate an Accounting Classification

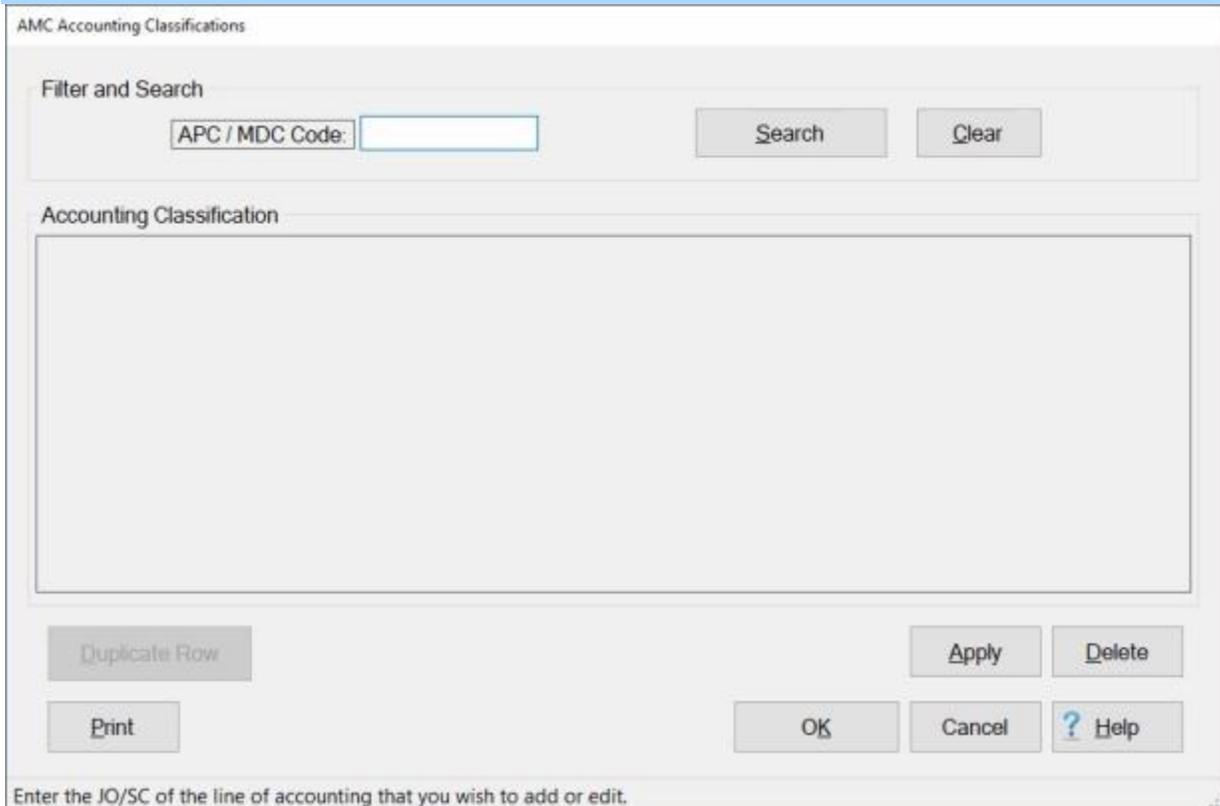
Note: For this example, **AMC** was used for the demonstration. The **same** screen and **procedures** apply, however for **Army**, **DLA**, and **Marine Corps** users.

At the **Accounting Classifications** screen, the user must **enter** all of the accounting **appropriations**, by **fiscal year**, that are **applicable** to the **organizations** serviced.

The Accounting Classifications screen may be **populated automatically** by **processing** an **accounting download file** or by **manual input**.

When **manually adding** a **new** classification to this table, the user may want to **recall** an **existing** accounting line that is **similar** to the **new** one being added. When the **existing** accounting line is **displayed**, the user may then **click** on the **Duplicate Row** button to **create** an **exact copy** of the existing line. After the copy is made, the user may then make any necessary **changes** and then **add** this new accounting line to the table.

Note: To **access** this screen, **change** your View to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **plus sign** to the **left** of the item **Accounting** and then **click** on the **Accounting Classifications** option.



 **Complete the following steps to "recall and modify" an existing accounting classification:**

1. **APC / MDC Code:** **Click** in this field and **type** the **APC, MDC, or JO/SC** code for the appropriation you wish to display.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Accounting Classifications screen will re-appear **displaying** the accounting line.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| JO/SC | FY | DC | Symbol | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|------------|----|----|--------|-------|----|------|---------------|---------|---------|
| ▶ 11111111 | 0 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the JO/SC of the line of accounting that you wish to add or edit.

4. If the displayed accounting line is the one you wish to duplicate, **click** on the **Duplicate Row** button.
5. A **duplicate** accounting line is created as shown below.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| JO/SC | FY | DC | Symbol | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|------------|----|----|--------|-------|----|------|---------------|---------|---------|
| 11111111 | 0 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| ▶ 11111111 | | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the JO/SC of the line of accounting that you wish to add or edit.

6. **Notice** that the **FY** field is **blank** for the duplicated accounting line.
7. **Enter** the desired **FY code** and make any needed changes to any of the other fields.
8. When you are **satisfied** with your entries, **click** on the **Apply** button.
9. If you are **finished** using the Accounting Classifications screen, **click** on the **OK** button to **save** your entries.

Printing Accounting Classifications

Note: The information in this Help topic **applies** to **Army, AMC, DLA, and Marine Corps** customers only.

The **lines of accounting** that are stored in the IATS database may be **printed** to a **report** or to an **Excel file**.

 **Complete the following steps to "print" lines of accounting:**

Print accounting lines for a specific APC / MDC code:

Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| | Code | FY | DC | Symb | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|---|------|----|----|------|-------|----|------|---------------|---------|---------|
| * | | | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

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**.

Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

| Code | FY | DC | Symb | Limit | OA | Allt | Army Mgmt Str | Cst Ctr | Fis Sta |
|--------|----|----|------|-------|----|------|---------------|---------|---------|
| 111111 | 6 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 7 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 8 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| * | | | | | | | | | |

Enter the Code of the line of accounting that you wish to add or edit.

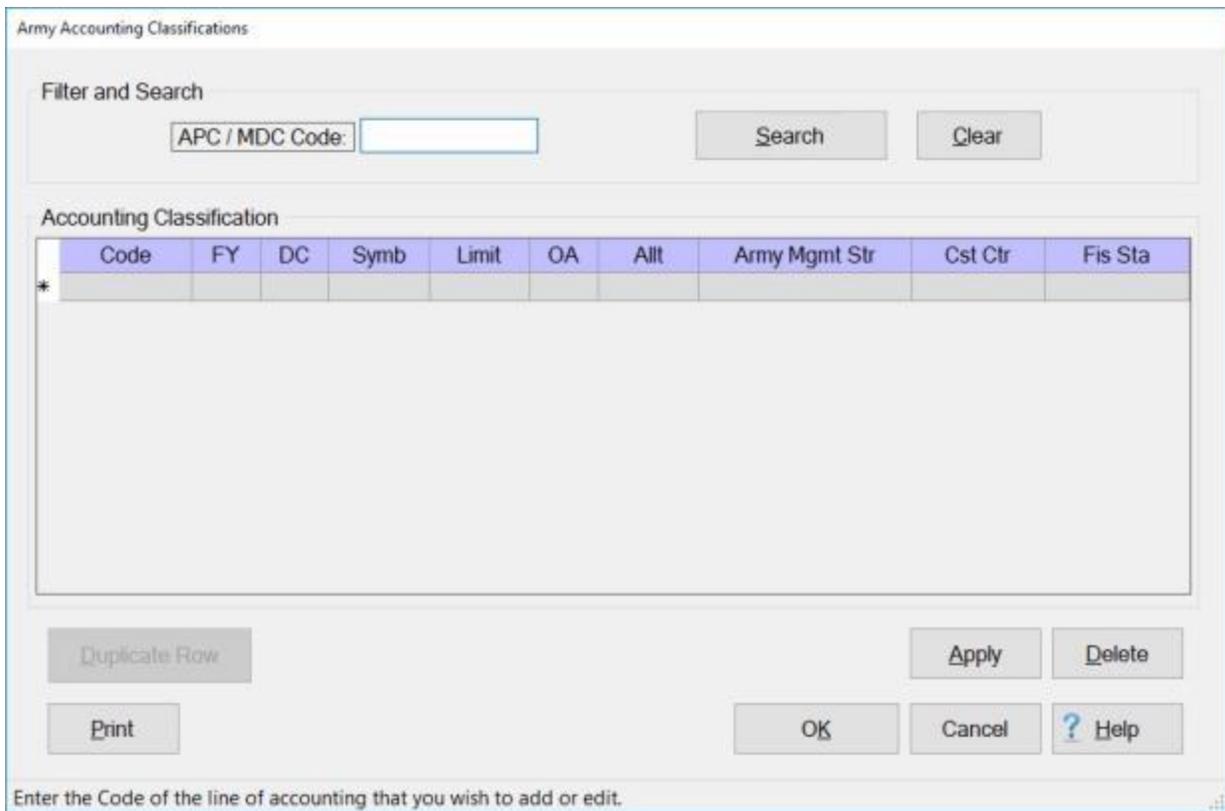
When the lines of accounting are displayed, **click** on the **Print** button. The **IATS report reader** screen will appear **displaying** the lines of accounting as shown below.

The screenshot shows a software application window with a toolbar at the top. The toolbar includes icons for Open, Export, Print, Page Setup, and Report. The Page Setup menu is open, showing options for Portrait, Landscape, and Reflow. The Page Setup menu is also open, showing options for Fit Width, Fit Window, and Zoom (100%). The main content area displays a report titled "Army Accounting Classifications" with the following table:

| Code | FY | DC | Symb | Limit | OA | Alt | ArmyMgmtStr | CstCtr | FisSta |
|--------|----|----|------|-------|----|------|-------------|--------|--------|
| 111111 | 6 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 7 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |
| 111111 | 8 | 21 | 2020 | 0000 | 76 | 2016 | P8100000000 | 000000 | S12345 |

Click on the **Print** icon if you wish to generate a **print-out** of the accounting lines.

Generate an Excel file for all of the accounting lines in the database:



Army Accounting Classifications

Filter and Search

APC / MDC Code: Search Clear

Accounting Classification

| Code | FY | DC | Symb | Limit | OA | All | Army Mgmt Str | Cst Ctr | Fis Sta |
|------|----|----|------|-------|----|-----|---------------|---------|---------|
| * | | | | | | | | | |

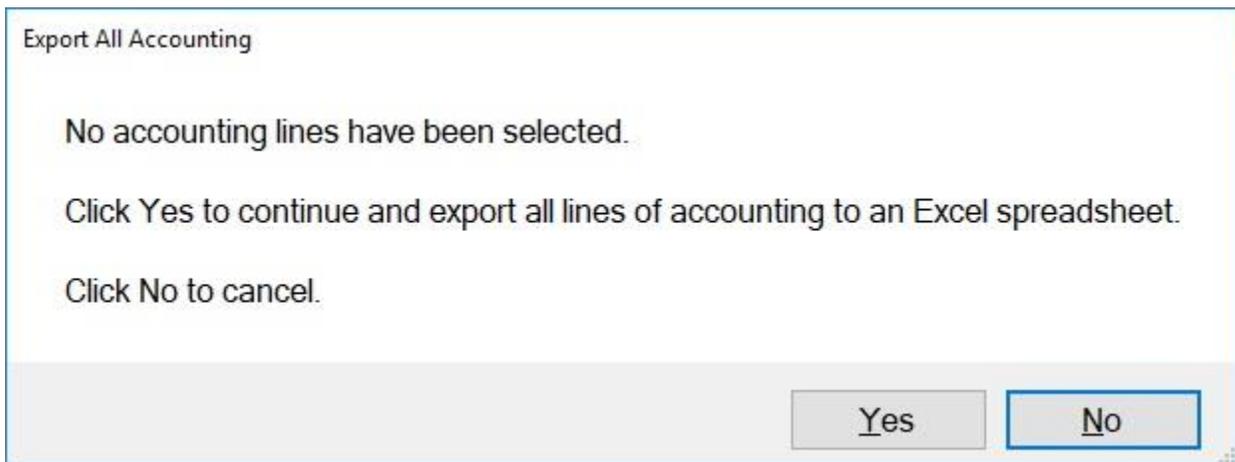
Duplicate Row Apply Delete

Print OK Cancel Help

Enter the Code of the line of accounting that you wish to add or edit.

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.



Export All Accounting

No accounting lines have been selected.

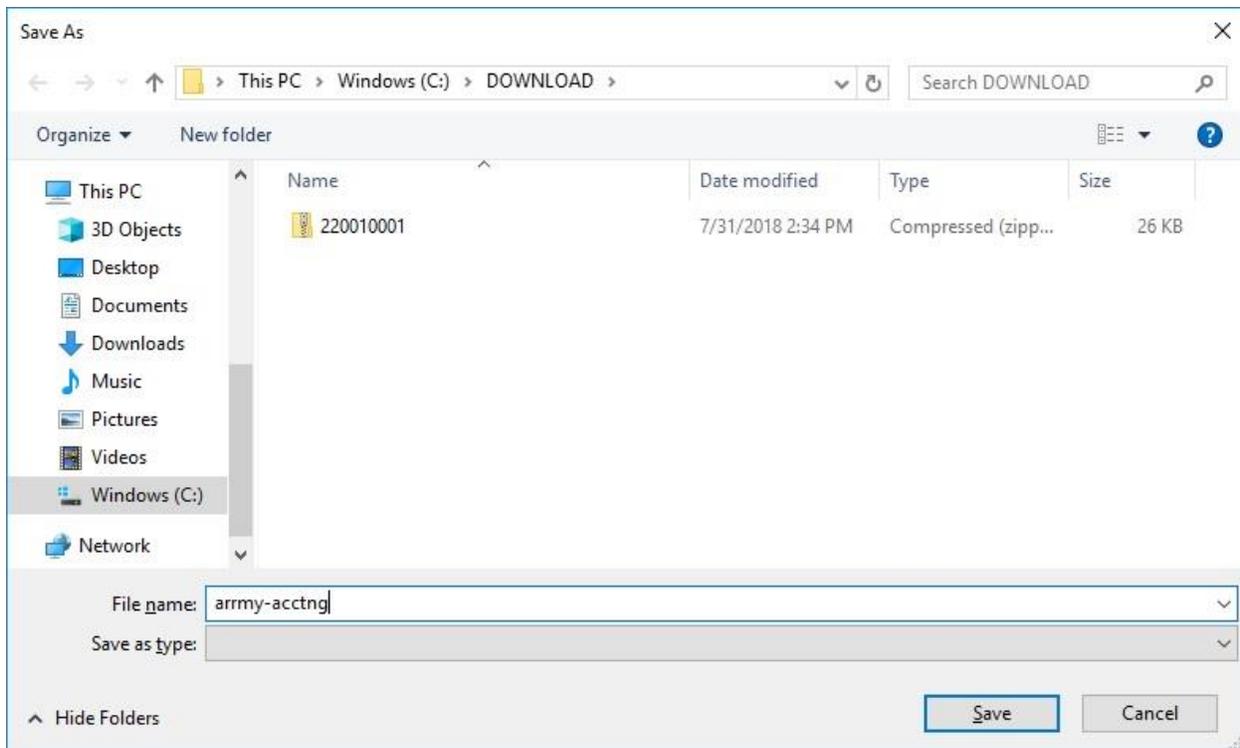
Click Yes to continue and export all lines of accounting to an Excel spreadsheet.

Click No to cancel.

Yes No

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

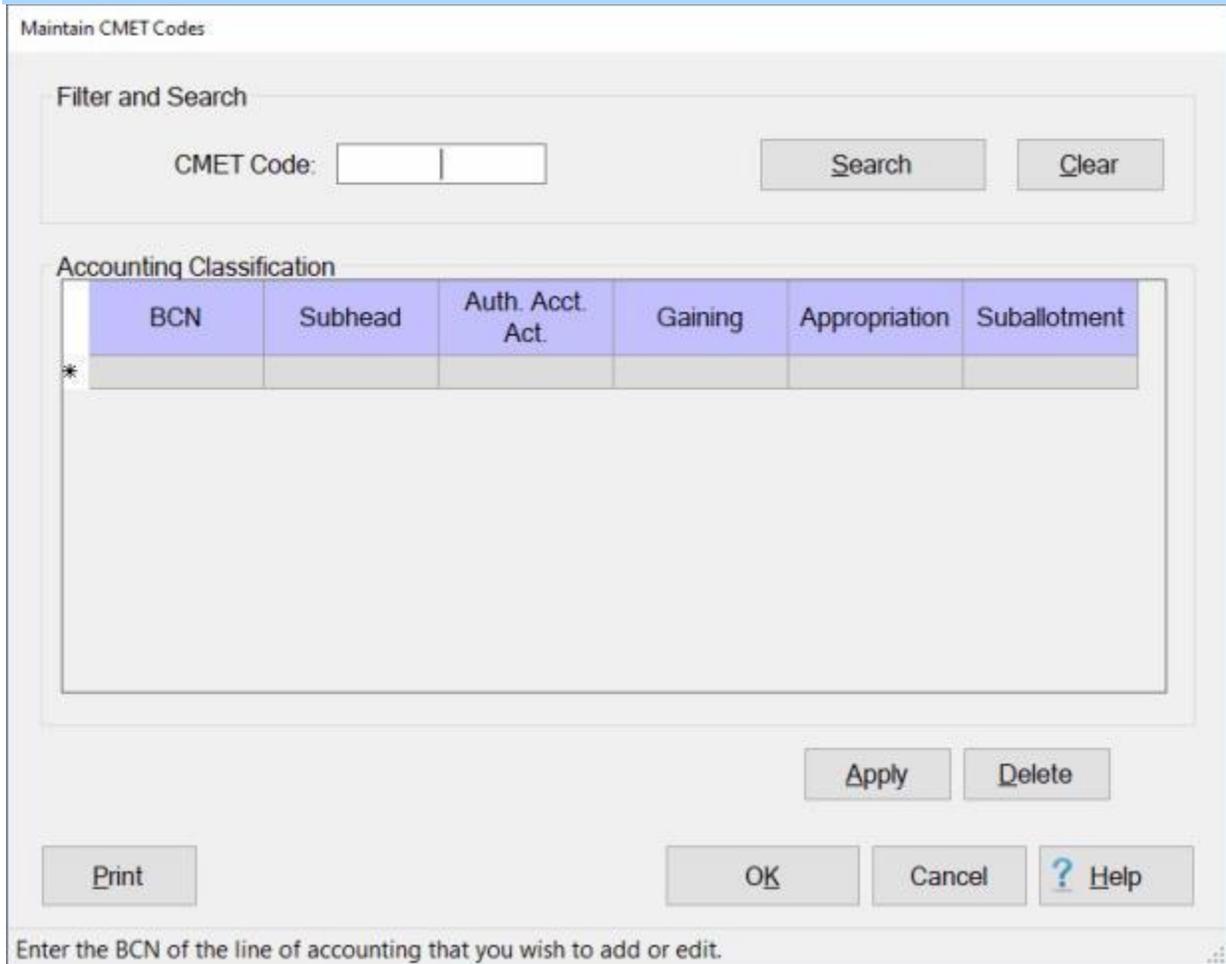
At the **Maintain CMET Codes** screen, the user **must enter all** of the accounting **appropriations** applicable to the organizations serviced. The accounting **appropriations** are **stored** in the table using Bureau Control Number Codes (**BCN**).

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.



Maintain CMET Codes

Filter and Search

CMET Code:

Accounting Classification

| BCN | Subhead | Auth. Acct. Act. | Gaining | Appropriation | Suballotment |
|-----|---------|------------------|---------|---------------|--------------|
| * | | | | | |

Enter the BCN of the line of accounting that you wish to add or edit.

 **Complete the following steps to "view" an existing accounting classification:**

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.

Maintain CMET Codes

Filter and Search

CMET Code:

Accounting Classification

| BCN | Subhead | Auth. Acct. Act. | Gaining | Appropriation | Suballotment |
|---------|---------|------------------|---------|---------------|--------------|
| ▶ 68547 | 60FA | 068732 | 17 | 1804 | 0 |
| * | | | | | |

If this is not the accounting line you wished to display, **click** on the **Clear** button, enter a new code at the **CMET Code** field, and then **click** on the **Search** button.

If the accounting classification for the code entered does not exist in the database, the Maintain CMET Codes screen will re-appear **displaying a blank** accounting line.

Maintain CMET Codes

Filter and Search

CMET Code:

Accounting Classification

| BCN | Subhead | Auth. Acct. Act. | Gaining | Appropriation | Suballotment |
|-----|---------|------------------|---------|---------------|--------------|
| * | | | | | |

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.

Maintain CMET Codes

Filter and Search

CMET Code:

Accounting Classification

| BCN | Subhead | Auth. Acct. Act. | Gaining | Appropriation | Suballotment |
|-----|---------|------------------|---------|---------------|--------------|
| * | | | | | |

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:**

Maintain CMET Codes

Filter and Search

CMET Code:

Accounting Classification

| BCN | Subhead | Auth. Acct. Act. | Gaining | Appropriation | Suballotment |
|-----|---------|------------------|---------|---------------|--------------|
| * | | | | | |

Enter the BCN of the line of accounting that you wish to add or edit.

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.

Maintain CMET Codes

Filter and Search

CMET Code:

Accounting Classification

| BCN | Subhead | Auth. Acct. Act. | Gaining | Appropriation | Suballotment |
|---------|---------|------------------|---------|---------------|--------------|
| ▶ 68547 | 60FA | 068732 | 17 | 1804 | 0 |
| * | | | | | |

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.

Maintain CMET Codes

Filter and Search

CMET Code:

Accounting Classification

| BCN | Subhead | Auth. Acct. Act. | Gaining | Appropriation | Suballotment |
|-------|---------|------------------|---------|---------------|--------------|
| 68547 | 60FA | 068732 | 17 | 1804 | 0 |
| | | | | | |

Click in the column to the left 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.

Delete

Are you sure you wish to delete the selected account 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**.

Maintain Navy Functional Account Numbers

| Description | FAN | ACRN |
|--|-------|------|
| ▶ Travel advance (member) <90% / less than honorable | 74284 | |
| Travel advance (member) Retirees | 74290 | |
| Travel advance (member) >90% / Honorable (PDS TO PDS) | 74291 | |
| Travel advance (dependent) <90% / less than honorable | 74384 | |
| Travel advance (dependent) Retirees | 74390 | |
| Travel advance (dependent) >90% / Honorable (PDS to PDS) | 74391 | |
| Excess GTR CONUS (member) | 74272 | |
| Excess GTR CONUS (dependent) | 74372 | |
| Excess GTR - to/from OCONUS (member) | 74273 | |
| Excess GTR - to/from OCONUS (dependent) | 74373 | |
| Settlement MALT (member) | 74270 | |
| Settlement Per Diem (TDY) in conjunction w/ PCS (member) | 74271 | |

Print OK Cancel ? Help

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**.

Maintain Base Description (ORIGINAL MASTER DATABASE)

Office

System ID Government Book Number

Name of Finance Officer

DSSN of Finance Office

DSSN ITR ADS DDS

Navy

ADS Header UIC Office Type Code

Brief Block/Paid Stamp

| | Primary Actual Brief Block/Paid Stamp | Secondary Actual Brief Block/Paid Stamp | Sample Paid Stamp |
|--------|--|--|-----------------------------|
| Line 1 | <input type="text" value="DFAS"/> | <input type="text"/> | <i>SYMBOL C7734</i> |
| Line 2 | <input type="text" value="8899 E 56th St."/> | <input type="text"/> | <i>PSA NEW LONDON 78628</i> |
| Line 3 | <input type="text" value="Dept. of the Navy"/> | <input type="text"/> | <i>PSD BRUNSWICK</i> |
| Line 4 | <input type="text" value="Indianapolis, IN."/> | <input type="text"/> | <i>ACCTS: FAADCLANT</i> |
| Line 5 | <input type="text" value="46249"/> | <input type="text"/> | <i>NORVA A5245</i> |

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.

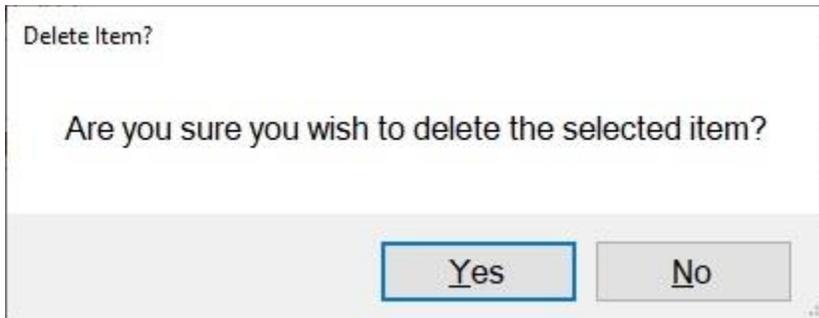
The screenshot shows the 'Vessel Maintenance' window. It contains a 'Vessel Information' section with two input fields: 'ATU OPFAC:' with a dropdown menu showing 'CGC HAMMERHEAD' and 'Vessel Name:' with a text box containing 'CGC HAMMERHEAD'. Below these fields are 'Delete' and 'Save' buttons. At the bottom of the window are 'Print', 'Done', and '? Help' buttons.

 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.

The screenshot shows the 'Unit Maintenance' window with the following fields and controls:

- Unit Information:**
 - ATU OPFAC: 0113412 (SANIBEL) (dropdown menu)
 - Unit Description: SANIBEL (text input)
- Parameters:**
 - Funds Used: Coast Guard (dropdown menu)
 - Default AO: 111991111 (text input)
 - Default AO's Unit: CG-HQ (text input)
 - Cost Center: 123456 (text input)
- Buttons:**
 - Delete (button)
 - Save (button, highlighted with a blue border)
 - Print (button)
 - Done (button)
 - Help (button with a question mark icon)

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.

Maintain TLC Batch Specific Data

User ID: SYSTEM

TLC Specific Data

OPFAC

Transmit Directory

Verification/Transmission List Directory

Travel Office Mail Name

CG HQ Mail Name

FINCEN Mail Name

FUT Claim Directory

Automatically send to DAFIS after claims

Complete the following steps to "configure" the 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.

Maintain Yard Batch Specific Data

User ID: SYSTEM

TLC Specific Data

| | | |
|--|--|---------------------------------------|
| OPFAC | <input type="text" value="47093"/> | |
| Transmit Directory | <input type="text" value="C:\Upload"/> | <input type="button" value="Browse"/> |
| Verification/Transmission List Directory | <input type="text" value="C:\Upload"/> | <input type="button" value="Browse"/> |
| Travel Office Mail Name | <input type="text" value="CG-TVL"/> | |
| CG HQ Mail Name | <input type="text" value="CG-HG"/> | |
| FINCEN Mail Name | <input type="text" value="FINCEN"/> | |
| FUT Claim Directory | <input type="text" value="C:\FUT"/> | <input type="button" value="Browse"/> |

Automatically send to DAFIS after claims

 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.

Maintain Supply Center Baltimore Batch Specific Data

User ID: SYSTEM

TLC Specific Data

OPFAC

Transmit Directory

Verification/Transmission List Directory

Travel Office Mail Name

CG HQ Mail Name

FINCEN Mail Name

FUT Claim Directory

Automatically send to DAFIS after claims

 Complete the following steps to "configure" the Supply Center Baltimore Batch Specific Data screen:

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.

Maintain AR&SC Batch Specific Data

User ID: SYSTEM

TLC Specific Data

OPFAC

Transmit Directory

Verification/Transmission List Directory

Travel Office Mail Name

CG HQ Mail Name

FINCEN Mail Name

FUT Claim Directory

Automatically send to DAFIS after claims

 Complete the following steps to "configure" the AR&SC Batch Specific Data screen:

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. In addition, this screen is used to **specify when** to automatically generate a **transmission** of the files to DAFIS.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **plus sign** to the left of the item **TLC Fund Batch Specific Data**. A **sub-menu** will appear listing a variety of funding organizations. **Click** on the **Leave & Subsistence Adjustments** option.

Maintain Leave and Subsistence Adjustment Specific Data

User ID: SYSTEM

Leave and Subsistence Adjustment Specific Data

Transmit Directory

Automatically send to DAFIS after claims

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.

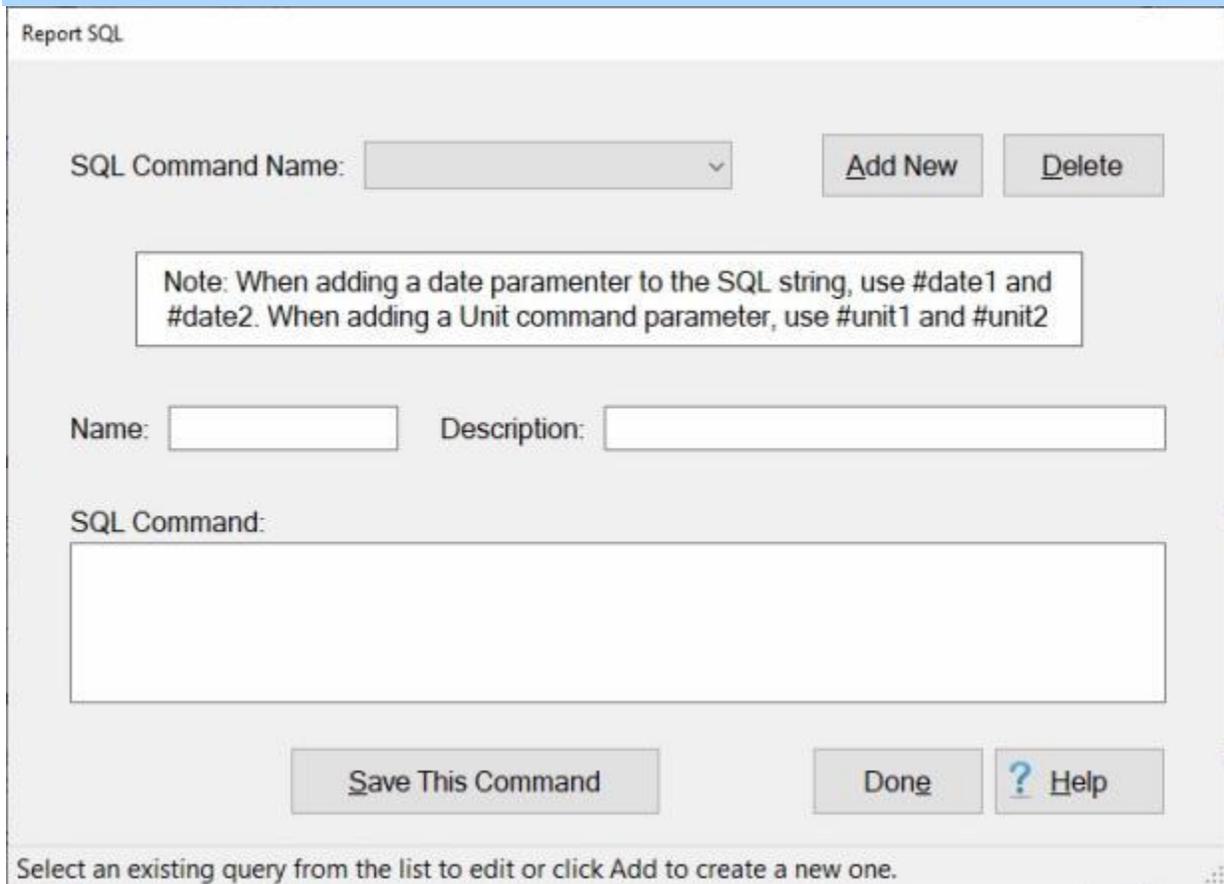
Click on **OK** when you are **satisfied** with your entries to **save** the configuration.

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.



Report SQL

SQL Command Name:

Note: When adding a date parameter to the SQL string, use #date1 and #date2. When adding a Unit command parameter, use #unit1 and #unit2

Name: Description:

SQL Command:

Select an existing query from the list to edit or click Add to create a new one.

 Complete the following steps to "edit" an existing SQL command:

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.

IATS Configuration (ORIGINAL MASTER DATABASE)

Customer: Coast Guard TPAX Customer: Coast Guard

Interface File Directories **T-PAX URLs** **Misc. Settings**

Download Directory: c:\DOWNLOAD Browse

Upload Directory: c:\UPLOAD Browse

Image Directory: C:\PROGRAM FILES\WINDOWS\IATS\IMAGES Browse

System Description

| | | | |
|-------------------------------------|-------------------------------------|---------------------------|-------------------------------------|
| Standalone | <input type="checkbox"/> | Allow Claims by Self | <input type="checkbox"/> |
| Use Employee ID | <input type="checkbox"/> | Audit/Enter Same Claim | <input checked="" type="checkbox"/> |
| Liaison Reports | <input type="checkbox"/> | Use OCR Font | <input type="checkbox"/> |
| Reservist Travel | <input checked="" type="checkbox"/> | Payroll Office | <input type="checkbox"/> |
| Reason for Delete | <input checked="" type="checkbox"/> | Enable CAC | <input type="checkbox"/> |
| RITA Office Aware | <input type="checkbox"/> | Allow Duplicate Login | <input checked="" type="checkbox"/> |
| Prevalidate Accounting | <input type="checkbox"/> | Massive Multiple Travel | <input checked="" type="checkbox"/> |
| Forced Audit | <input type="checkbox"/> | HHG Calculator | <input checked="" type="checkbox"/> |
| Prepayment Audit | <input type="checkbox"/> | Use ISO 3166 Codes | <input checked="" type="checkbox"/> |
| Enable Split | <input checked="" type="checkbox"/> | ID Reason for Suppl | <input type="checkbox"/> |
| Allow Civ FLTT | <input checked="" type="checkbox"/> | Cash Payment Allowed | <input type="checkbox"/> |
| HHG DPS Interface Active | <input checked="" type="checkbox"/> | Create Voucher Print File | <input type="checkbox"/> |
| # Days User Suspended till Deleted: | 15 | Use Roles | <input type="checkbox"/> |
| ReAssign Claims w/o Block List | <input type="checkbox"/> | ODS Secure Upload Active | <input type="checkbox"/> |
| Return Reason Is Mandatory | <input type="checkbox"/> | Allow DTOD Override | <input type="checkbox"/> |
| | | Activate DTOD Web Service | <input type="checkbox"/> |
| | | Scrub Disbursing Uploads | <input type="checkbox"/> |
| | | Use State Taxes | <input type="checkbox"/> |
| | | Allow Auditor Remarks | <input type="checkbox"/> |

Blocking

Blocking:

Blocking Number Assigned: Automatic

Skeleton: YYMDD#####

Next Available: 20C0300002

Days Before Block Deletion: 0 No Priority:

Inbound and Outbound Interfaces

Disbursing Interface: DAFIS

Local DITY TONOs Only:

T-PAX Parameters

DB is Shared: Enable Image Uploads:

Pass Claims to Disbursing: Pass Claims to Auditors:

Print Voucher Facsimile: Max Claims per Block: 20

Print OK Cancel ? Help

Note: At the IATS Configuration screen, you will see a section in the lower right corner titled **T-PAX Parameters**. 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**.

| Entitlement | ToWhere |
|--------------------------|---|
| Temporary Duty Trip | <input checked="" type="radio"/> To Auditor <input type="radio"/> To Disbursing |
| Enroute PCS Travel | <input type="radio"/> To Auditor <input checked="" type="radio"/> To Disbursing |
| Drop Off Vehicle at Port | <input type="radio"/> To Auditor <input checked="" type="radio"/> To Disbursing |
| Pick Up Vehicle at Port | <input type="radio"/> To Auditor <input checked="" type="radio"/> To Disbursing |
| House Hunting Trip | <input type="radio"/> To Auditor <input checked="" type="radio"/> To Disbursing |
| Sell House/HMIP | <input type="radio"/> To Auditor <input checked="" type="radio"/> To Disbursing |
| Sell House | <input type="radio"/> To Auditor <input checked="" type="radio"/> To Disbursing |
| Purchase House | <input type="radio"/> To Auditor <input checked="" type="radio"/> To Disbursing |
| Buyout Unexpired Lease | <input type="radio"/> To Auditor <input checked="" type="radio"/> To Disbursing |
| Renewal Travel | <input type="radio"/> To Auditor <input checked="" type="radio"/> To Disbursing |
| Miscellaneous Expenses | <input type="radio"/> To Auditor <input checked="" type="radio"/> To Disbursing |
| TQSE/FTA | <input type="radio"/> To Auditor <input checked="" type="radio"/> To Disbursing |
| RITA | <input type="radio"/> To Auditor <input checked="" type="radio"/> To Disbursing |
| Ship POV | <input type="radio"/> To Auditor <input checked="" type="radio"/> To Disbursing |

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**.

Tax Recoupment Items

| Code | Description | Is Used |
|------|------------------|---------|
| 1 | HHG Temp Storage | NO |
| * | | |

Delete

OK Cancel ? Help

Note: To access this screen, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Tax Recoupment Items** option.

 Complete the following steps to "add" entitlements to the Tax Recoupment Items table:

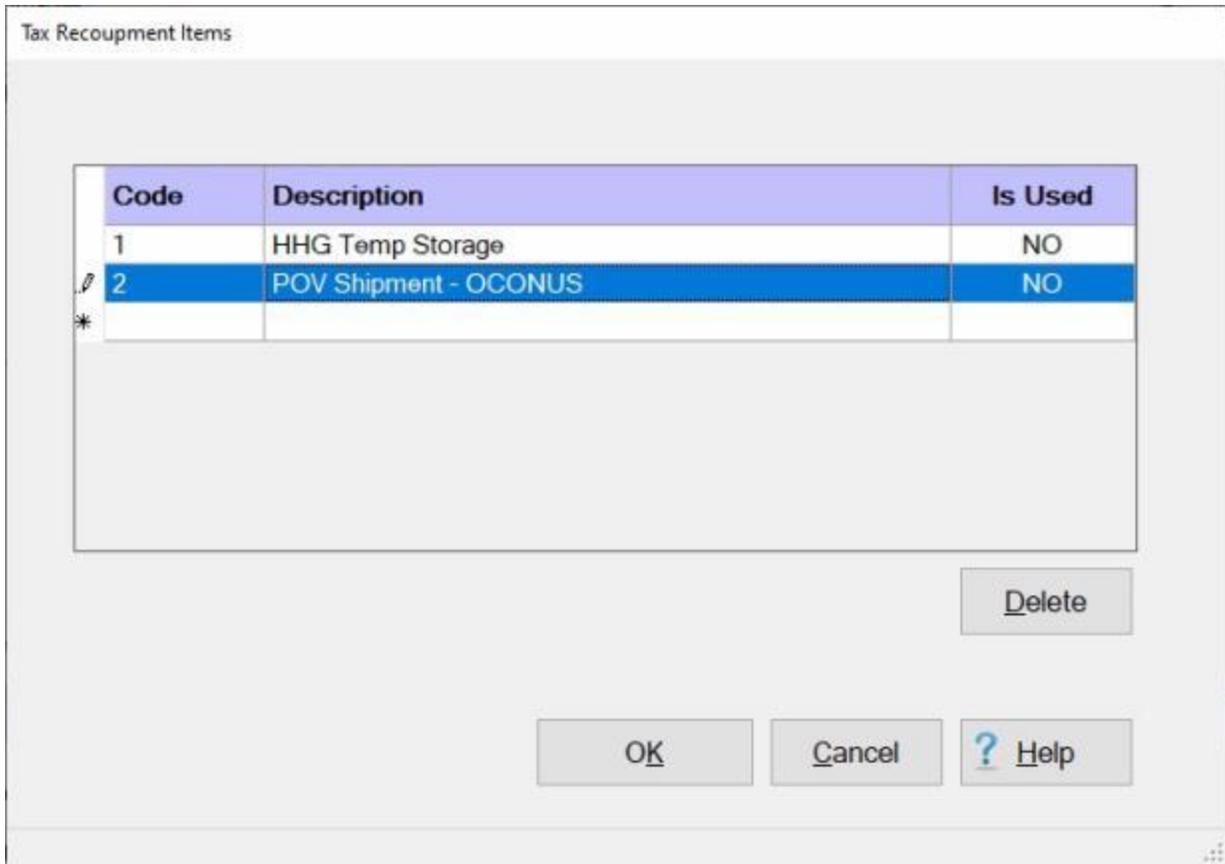
Code: - Click in the **Code** field and enter the **code** for the **entitlement** you wish to **add** and then press *Tab*.

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.

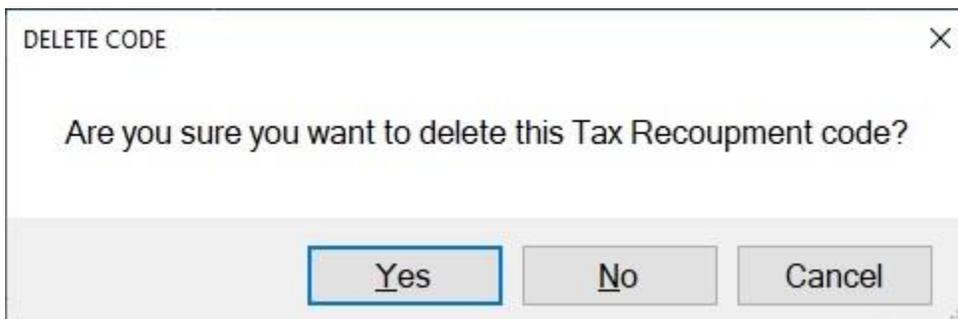
 Complete the following steps to "delete" entitlements from the Tax Recoupment Items table:



Note: You cannot delete an entitlement from this table if the value shown at the **Is Used** field is Yes.

Click in the column to the left of the **Code** field for the entitlement you wish to delete.

When the desired entitlement is **highlighted in blue as shown above**, **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.

Maintain Collection Letters

Letter Number: **B** *I* U [List Icons]

TO: [NAME] [DATEOFLETTER]
 [ADDRESS1]
 [ADDRESS2]
 [CITY] [STATE] [ZIPCODE]

FROM: Travel Section

Prior to your trip on order number [TON] for travel performed from [DEPARTDATE] to [RETURNDATE], you received an advance of travel in the amount of [TRAVADV] on DOV number [ADVDOV].

This office has completed processing your settlement claim. The settlement had a total entitlement of [TOTENT]. This amount, reduced by your advance leaves an amount owed the US Government of [AMTDUE]. The DOV number for your settlement is [DOV].

You can pay the [AMTDUE] by sending your payment with the attached cash collection voucher. This office will wait for payment until [SUSPENSEDATE] at which time it will be forwarded for payroll collection.

[Add New Letter] [Delete Letter]

[Print] [OK] [Cancel] [Help]

Note: When you are creating a new letter, you may use an existing letter as the **basis** for the new letter and just **edit** this letter as desired.

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.

Add New Letter

New Letter No:

Create Blank Letter
 Create From Letter No:

[Create New] [Cancel] [Help]

New Letter No: - At this field, **type** the **number** of the new letter being created and **press Tab**. You can also **click** on the *Up* or *Dn* **arrow** buttons to **select** the desired number.

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.

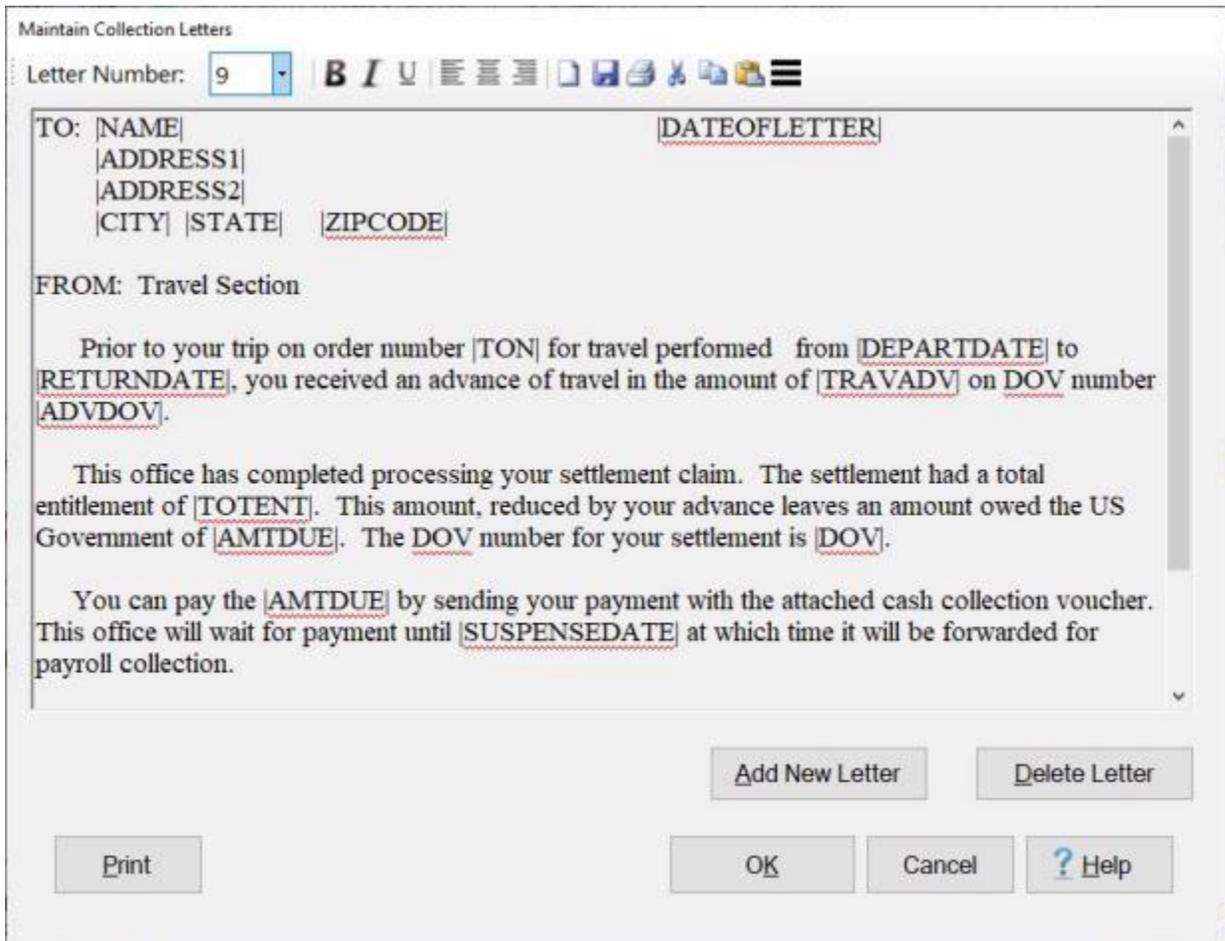
Modifying Collection Letters

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.



Maintain Collection Letters

Letter Number: 9

TO: NAME DATEOFLETTER
ADDRESS1
ADDRESS2
CITY STATE ZIPCODE

FROM: Travel Section

Prior to your trip on order number [TON] for travel performed from [DEPARTDATE] to [RETURNDATE], you received an advance of travel in the amount of [TRAVADV] on DOV number [ADVDOV].

This office has completed processing your settlement claim. The settlement had a total entitlement of [TOTENT]. This amount, reduced by your advance leaves an amount owed the US Government of [AMTDUE]. The DOV number for your settlement is [DOV].

You can pay the [AMTDUE] by sending your payment with the attached cash collection voucher. This office will wait for payment until [SUSPENSEDATE] at which time it will be forwarded for payroll collection.

Add New Letter Delete Letter

Print OK Cancel ? Help

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**:

Maintain Collection Letters

Letter Number: **B I U** [Text Alignment Icons] [File Icons] [Menu Icon]

TO: [NAME] [DATEOFLETTE]
 [ADDRESS1]
 [ADDRESS2]
 [CITY] [STATE] [ZIPCODE]

FROM: Travel Section

Prior to your trip on order number [TON] for travel performed from [RETURNDATE], you received an advance of travel in the amount of [TRAVEL]
 [ADVDOV].

This office has completed processing your settlement claim. The settlement entitlement of [TOTENT]. This amount, reduced by your advance leaves a balance of [AMTDUE]. The DOV number for your settlement is [DOV].

You can pay the [AMTDUE] by sending your payment with the attached check. This office will wait for payment until [SUSPENSEDATE] at which time it will begin payroll collection.

[Print] [Add New Letter] [OK]

- Accounting Symbol (for DUE US)
- Address Line 1
- Address Line 2
- Advance Amount
- Advance DOV
- Amount Due US
- City
- Claim Number
- Country State
- Depart Date
- Date of Letter**
- Dropage
- Name
- Insuspense Date
- New Page
- Order No
- Return Date
- Routing Number
- Settlement DOV
- Social Security Number
- Suspense Date
- Today's Date
- Total Entitlement
- Title
- Zipcode

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.

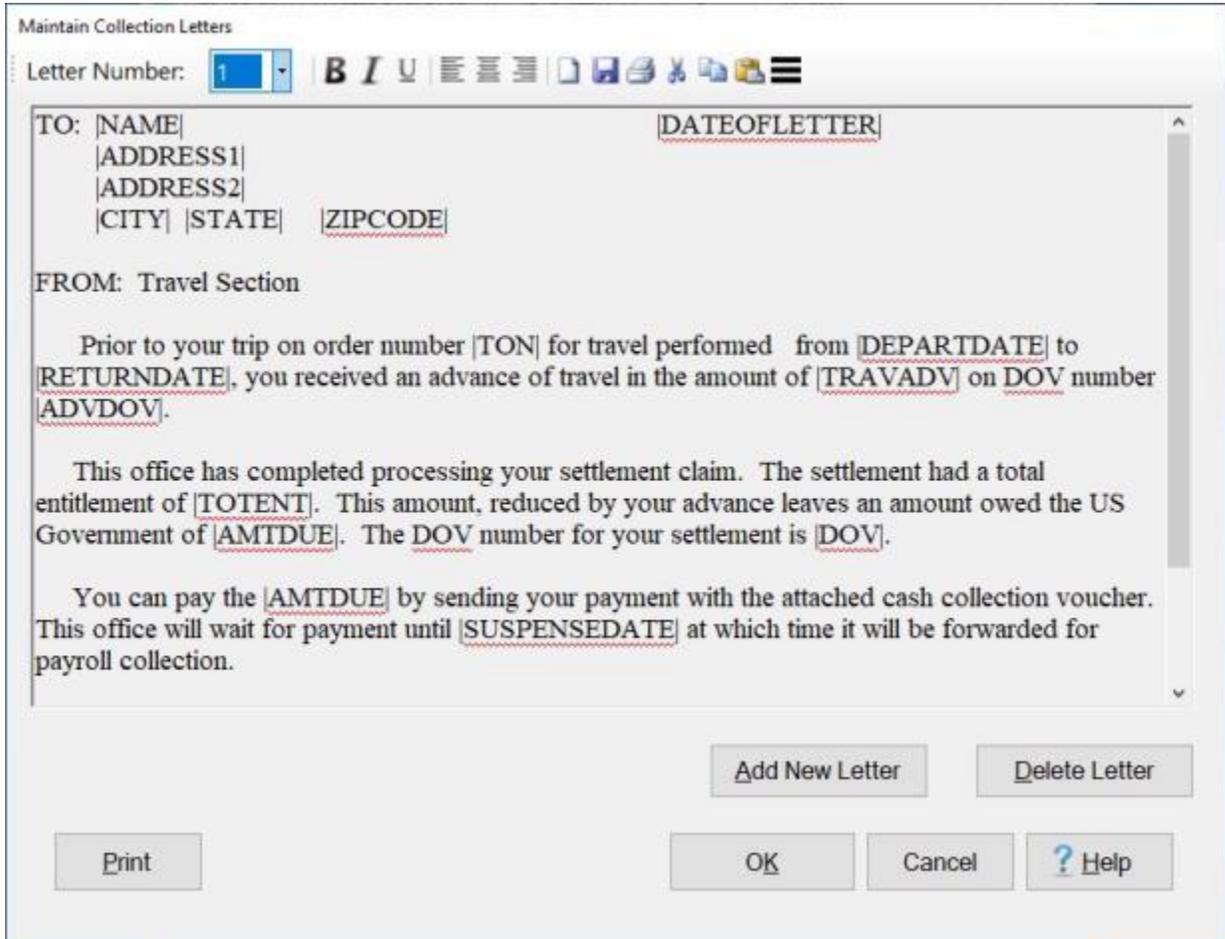
Deleting Collection Letters

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.



Maintain Collection Letters

Letter Number:  **B** *I* U         

TO: [NAME] [DATEOFLETTER]
 [ADDRESS1]
 [ADDRESS2]
 [CITY] [STATE] [ZIPCODE]

FROM: Travel Section

Prior to your trip on order number [TON] for travel performed from [DEPARTDATE] to [RETURNDATE], you received an advance of travel in the amount of [TRAVADV] on DOV number [ADVDOV].

This office has completed processing your settlement claim. The settlement had a total entitlement of [TOTENT]. This amount, reduced by your advance leaves an amount owed the US Government of [AMTDUE]. The DOV number for your settlement is [DOV].

You can pay the [AMTDUE] by sending your payment with the attached cash collection voucher. This office will wait for payment until [SUSPENSEDATE] at which time it will be forwarded for payroll collection.

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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