

# T-PAX 2004

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### Further Assistance

Resources are available at the Professional Software Consortium Website:

[www.profsft.com](http://www.profsft.com)

**T-PAX User Guide** - Full volume guide

**Email Support** @ [rwilliams@profsft.com](mailto:rwilliams@profsft.com)

**T-PAX and WinIATS are 508 Compliant**



### Logging into T-PAX

At **T-PAX** login screen, **enter** your **SSN** as the **Employee ID**. For first time users, the **Password Information** screen appears:

At this screen **enter** the following information:

- Mother's Maiden Name
- Your Date of Birth
- Your Town of Birth

**Tip:** Password must be **at least 8** characters and **2** must be **numeric**.

After entering the passwords, **click** the **Save** button.

### Forgot my Password

**Click** on **Forgot my Password** and the **Password Information** screen appears. (See above) At this screen, **enter** the following information:

- Mother's Maiden Name
- Your Date of Birth
- Your Town of Birth

After entering the required information, user must **click** on **Authenticate**. If the information **matches** the **authentication information**, the **New Logon** and **Secondary Password** sections are displayed.

The user must **enter** a **new** Logon and Secondary password.

When finished entering the new passwords, user must **click** on **Save**.

### Security Information

**Click** on **Security** button of the **Personal Profile** screen and enter the information needed to grant access to the **T-PAX** program.

**Note:** For first time users, it is necessary to set the "default AO" field. Otherwise, the **T-PAX** program will terminate when attempting to send a transaction to the AO.

At this screen, the **Traveler** must enter the appropriate information to complete **each** section.

### View Modes

For the field, **T-PAX** can be operated in one of three **View** modes. Each **View** mode determines what privileges a user possesses. They are:

**Traveler** - default view to enter transactions.

**Proxy** - There are two **Proxy** capabilities.

**Proxy** - Any **T-PAX** user may act as a **Proxy** on behalf of any traveler within the same Unit, but can **only release** the action back to the traveler for further processing.

**Signature Proxy** - Same capability as **Proxy**. In addition, transactions released are electronically signed on behalf of the traveler and forwarded to the AO for approval.

**Authorizing** - Designated to approve **T-PAX** transactions for travelers within the same Unit for processing.

## Entering Dates

Dates can be entered using the following formats:

- **MMDD** - For example; type 03/01 and press **Enter**. The date is displayed as 03/01/04 (defaults to current calendar year).
- **MMDDYY** - For example; type 030104 and press **Enter**. The date will be displayed as 03/01/04.
- **Pop-Up Calendar** - Enter dates using the calendar when you use the right click. The calendar defaults to the current month and year.

## Entering Amounts

Amounts can be entered using the following formats:

- **With Decimal Point** - If entering an amount that includes cents, such as \$200.50, type **200.50** and press **Enter**. The amount will be displayed as \$200.50.
- **Without Decimal Point** - If entering a whole number, such as \$200.00, type **200** and press **Enter**. UTS will enter the decimal and display the amount as \$200.00.

## Entering Accounting Data

To create a travel transaction, an accounting appropriation is necessary to determine funds availability and to charge the appropriate account. For all transactions, the **Modify Actng** button will appear.

**Modify Accounting**

Click on **Modify Actng** and perform one of the following actions:

- **Enter Appropriations**
- **Select a APC Code** (if applicable)

Press **Enter**, or **Tab** to advance to the next field and continue on.

When finished with all required fields, **click** on **OK**.

Automatic Accounting										Manual Accounting				
Code	Y	D/C	DC	Symb	Limit	QA	All	ArmyMgmtStr	EOE	CatCtr	DocRefNumber	FinSta	Amount	
LPN600	4		D	97	4930	0000	01	5620	K5000000000	21T2	362000	ONE0001TF78838	820000	230.36
*														

## Entering Remarks

When creating any travel transaction, it may be necessary or beneficial to add some remarks to the travel action (i.e., explain why an appropriation was created or modified). A **Remarks** tab is present on the input screen.

**Note:** Remarks are for the benefit of the **Traveler** and the **AO**. Remarks are not transmitted to Travel Office for viewing.

When the traveler releases the request to the AO for approval a screen will appear that will allow the traveler to **write a message** to the AO. It will be sent **via email** to the AO notifying him or her that action is needed for the traveler and what TONO the action is for.

When finished, **click** on the OK button.

## Per Diem Rates Look-Up

There are 2 methods used to **lookup the locality per diem rate** for a particular location. Which method depends on the input screen displayed.

At the **T-PAX Traveler View Screen** use one of the following:

**Method 1:** - **Click** on the dollar sign (\$) button.

**Method 2:** - **Click** on **Tools** menu, then **click** on **CONUS/OCNUS City Rates** option.

After using one of the methods described in items 1 - 2 above, the **Location Lookup** screen appears.

After using one of the methods described in items 1 - 2 above, the **Location Lookup** screen appears.

At the **State/Country** field, type the **first letter** of the state or country then **click** the **Up/Down arrows** until the desired name is displayed. **Click** on the **name** to select or press **Enter**.

At the **City** field, type the **first two letters** of the city. This displays a list of city names with the beginning letters for the selected state or country. **Click** the **Up/Down arrows** until the desired name is displayed, then **click** on the desired city **name** to select or press **Enter**.

After selecting a **State/Country** and **City**, the **T-PAX City Rate Lookup** screen appears displaying the locality rates for the selected city.

After selecting a **State/Country** and **City**, the **T-PAX City Rate Lookup** screen appears displaying the locality rates for the selected city.

Effective Date	Maximum Lodging	M & IE Rate
10/1/03	\$75.00	\$43.00
10/1/02	\$75.00	\$42.00
1/1/00	\$75.00	\$39.00
1/1/99	\$70.00	\$38.00
1/1/98	\$81.00	\$34.00
1/1/97	\$70.00	\$34.00
4/1/96	\$69.00	\$30.00

When finished looking at the locality rates, **click** the **Return** button.

## Travel History

A history of **T-PAX** transactions is created for every user as a resource for research and answering inquiries.

At **T-PAX Traveler View** screen, **click** on **Tools** and select **History** or **click** on **binoculars** icon. The **Select Travel Order** screen appears.

At this screen, **point** and **click** on desired **travel order** to select. All of the listed travel orders can be selected by **clicking** on **Select All**.

**Tip:** Press and hold the **Ctrl** key to select more than one travel order.

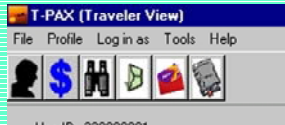
After selecting travel order(s), **click** on **Display**. The **History** screen will appear.

**Print** - **Click** on this button to generate a **print-out** of the history record.

## T-PAX Help System

A Help System is included with T-PAX to find explanations of features and detailed instructions to guide users through the various program functions. Access the TPAX Help System by **clicking** on **Help** at the top of any screen and choose one of these options:

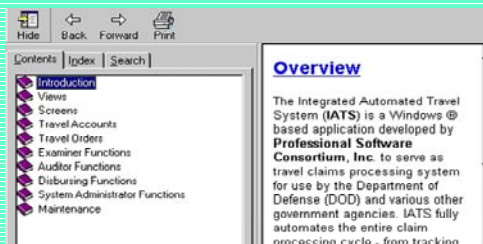
- Contents** - Select to see a display of the available topic **categories**.
- Index** - Select to see an **alphabetical listing** of TPAX Help topics.
- This Screen** - Select for a Help topic to screen **currently displayed**.
- About T-PAX** - Select to see a topic **describing** the T-PAX program.



### Tips for using the T-PAX Help System:

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

- Users can **maximize** or **resize** help windows as needed.
- Click on Help Topics** to return to screen displaying the **Contents, Index, and Find** tabs.
- Click on Print** to receive a print-out of the topic
- Click on any word or phrase underlined and highlighted in green** to auto-jump to a topic that describes the underlined item.



## Request for Advance

### Creating a Request for Advance:

At the T-PAX Traveler View screen, **click on Create** or **click on File**, point to the **Create** option, and select **Request for Advance** on the drop down menu. The **Select Travel Order** screen appears:

- Click on the Travel Order** to select.
- Click on Create Advance for Selected Order** or **Create Advance for New Travel Order**.

Complete the **Request for TDY Advance** screen:

Classification	Amount
111111 21 4 2020 0000 76 1001 P8100000000 4110 830133 SEV0001AFU7W83 99999	\$600.00

**Amount** - **Click** in this field then **type** the amount to be advanced.

**Method of Payment** - Defaults to **Direct Deposit**.

**Accounting** - **Click** on the Modify Acctng button then **Enter** the correct accounting data into the appropriate fields.

## Request for 1351-2 Settlement

At the T-PAX Traveler View screen, there are two ways to access the **Request for Settlement** screen:

- Method 1:** **Click** on the **Fill Out** button. A drop down menu appears listing a variety of travel actions. **Click on Request for Settlement** and the **Select Traveler Order** screen appears.
- Method 2:** **Click on File** and **point** on the **Create** option. A drop down menu appears listing a variety of travel actions. **Click on Request for Settlement** and the **Traveler Order Selection** screen appears.

Order Number	Category	Start Date	End Date
U78W83	Normal	3/20/04	4/8/04
U78W8W	Normal	3/6/04	3/12/04
2230555	Normal	12/31/03	1/29/04
PCS30001	PCS	10/1/03	10/25/03

At this screen **point** and **click** an order displayed and **click the OK button**. If the correct order is not displayed, enter the order number and **click** on the OK button.

**Note:** For **BLANKET** orders, make sure the Covered To/From dates are for the **whole** period of the authorized TDY.

After clicking the OK button or creating a new order, the **Request for a Settlement Against an Order** screen appears.

Begin to complete the **Request for a Settlement Against an Order** screen.

Begin to complete the **Request for a Settlement Against an Order** screen.

Traveler would enter the itinerary from the Entitlements tab and click **Add Itinerary** button.

Date	Location	Trans Reason	Duty Day	IDL	Local?	Method	Lodging	Meals	Lodging	Taxes	Miles
3/6/04	DEP ARR	TD									

SEVEN, NEWGUY Q: E8 TONO: U78W8W

Actual Itinerary

Actual Trip Duration: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL	Local?	Lodging	Meals	Lodging	Taxes	Miles
3/6/04	DEP OKLAHOMA CITY/D	TP								
3/6/04	ARR KANSAS CITY/WYI	TD								
3/12/04	DEP KS KANSAS	TP	✓					\$23.00		
3/12/04	ARR OKLAHOMA CITY/D	MC								

<Back Next Duplicate Previous Insert Log Delete Log Clear Completed

Other Exceptions Occasionals OK Cancel Help

Enter any **reimbursable expenses** on the next screen, which is the Reimbursable Tab.

SEVEN, NEWGUY Q: E8 TONO: U78W8W

Reimbursables

Date	Nature of Expense	Type	Amount Claimed	IBOP
3/6/04	AUTO TO AIRPORT	O	53	US
3/12/04	AUTO FROM AIRPORT	O	53	US
3/12/04	RENTAL CAR	C	360.00	US
3/12/04	FUEL	T	65.00	US
3/12/04		O		

<Back Next Insert Expense Delete Expense

TPAX will show the traveler the **estimated entitlements** based on the information entered in the **Calculation Tab**.

SEVEN, NEWGUY Q: E8 TONO: U78W8W

Request Type

Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Description	Total
Memb/Emp TDY Per Diem	\$337.50
Memb/Emp Transportation	\$65.00
Memb/Emp Reimbursables	\$399.76

Total Entitlement	802.26
Deductions	0.00
Partial Payments	0.00
Amount Payable	802.26
Advances	0.00
Due Member	802.26

<Back Next

Unless the **T-PAX AO** or a **WinIATS Examiner** reduces or determines that the information entered is incorrect, the amount the traveler sees is what they can expect to see in **their bank account**. The traveler can even designate a specific amount to be paid to the **government credit card**.

## Releasing Request for 1351-2 Settlement

Either the **Traveler** or the **Signature Proxy** (designated by the Traveler) can perform this process.

Use these methods to release a Request for Settlement:

**Method 1:** - Click on **Send to AO** at the bottom of the **Traveler View** screen.



**Method 2:** - **Point** and **click** on the **Request For Settlement** listed in the Claims List on the **T-PAX Traveler View** screen, then **click** the **Send to Auth** button.

Select Authorizing Official

UserID: 550000001 Friday, March 12, 2004

Select Authorizing Official

NINE, A NEWGUY (7777777)  
ONE, D NEWGUY (7777777)  
TWO, D NEWGUY (7777777)

OK Cancel Help

Select the desired Authorizing Official

If the travel does not have a designated AO identified for the unit, a list of AO's will appear in a listing to be selected from.

After entering a confirmation password, TPAX **forwards** the transaction to the **AO** and returns to the **T-PAX Traveler View** screen.

## Local 1164 Travel

Local Travel is claimed on **Standard Form 1164** and under this circumstance, **no per diem** is payable.

At the **T-PAX Traveler View** screen, access the **Local Travel - 1164**:

**Click** on the **Request For Settlement** button. At this screen **point** and **click** an order displayed and **click** the **OK** button. If the correct order is **not** displayed, enter the order number and **click** on the OK button. Select from the Type of Order **LOCAL**. **Click** to the **Local Expenses** tab to begin entering the claim.

Remit To Local Expenses Financial Remarks

Date	Type of Expense	Location	Claimed Amount

<Back Next Delete Expense Insert Expense

## Authorizing Official

AO receives notification from **T-PAX** of a pending request. AO will click on **View/Modify** button to begin the process. If the AO determines information is missing or unclear the option to **Return the Request** would be selected. If it is determined the request is ready for disbursement select the **Approve Request** button.

# System Administrator

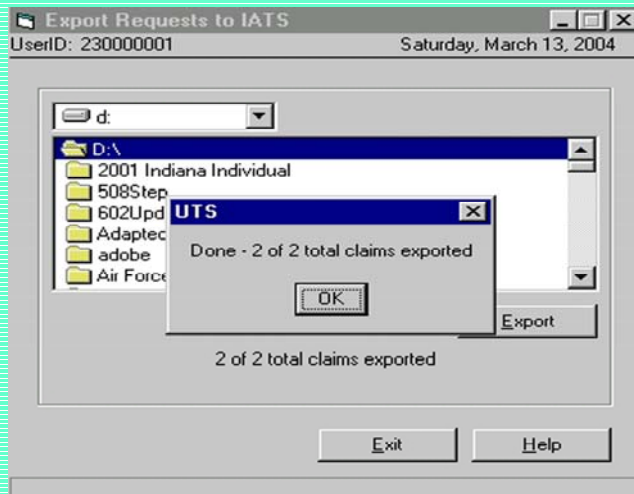
After the AO has approved the requests for disbursement the **System Administrator will export** all claims that are ready to be exported.



Selecting from the TOOLBAR TOOLS and scroll down to **Export to IATS**. **Export Request to IATS** screen will appear indicating the number of claims ready to export.



To begin the export process click on the **Export** button.

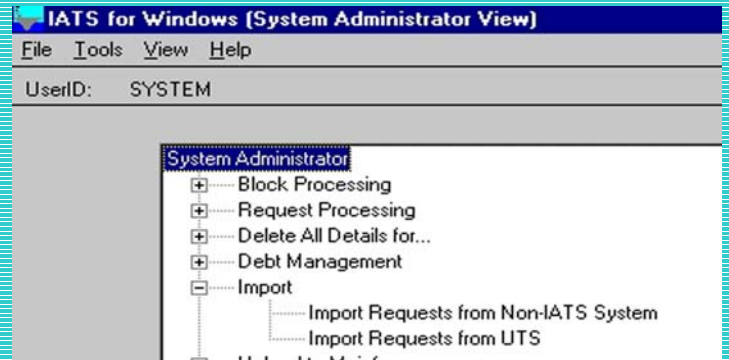


Once the **Export** has completed a new screen will appear indicating the process is finished and the number of claims exported.

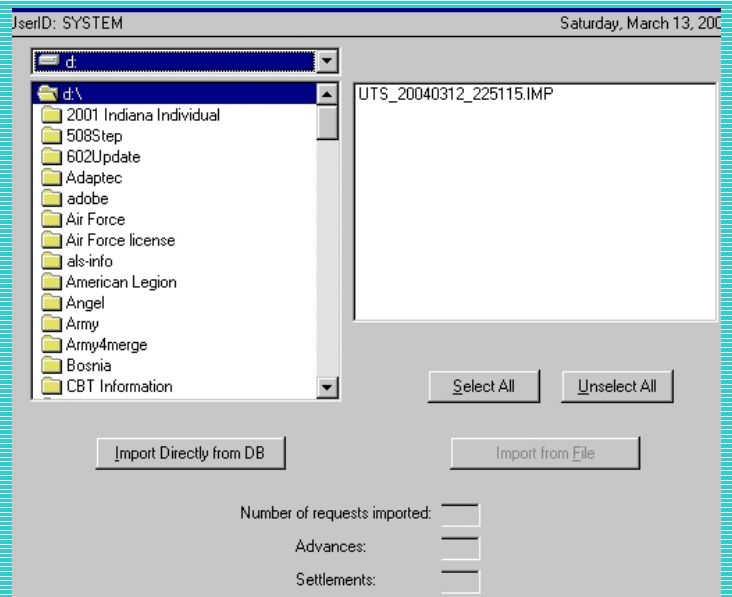
Once this action is completed the transactions are ready to be imported by the **WinIATS** System Administrator for final processing.

# Import Transactions into WinIATS

Importing the transactions from **T-PAX** into WinIATS is accomplished from the System Administrators View.



Select the **Import Requests** will bring you to the screen that you will browse to the location of the file to be imported.



Highlight the file to import and click **Import** from File button or if utilizing the same database click **Import Directly from DB** button.

