MEMO FOR IATS USERS

Please insure that people who work in travel see the information listed below.   January 2018
SUBJECT: Rates Update CD For January 2018

NOTE: YOU MAY HAVE TO CLEAR THE CACHE ON YOUR COMPUTER WHEN TRYING TO DOWNLOAD RATES.

The following is a list of items enclosed:
   A. Information cover sheet and instruction sheets for loading rates for IATS
   B. IATS flyer for January 2018
   C. 1 mini CD labeled: January 2018 RATES UPDATE (now with the WinIATS 6.21 manual)

WinIATS RATES UPDATE INSTRUCTIONS

A. This month's update includes OCONUS, Government Meal, and Dislocation Allowance (DLA) rates eff 1-01-2018.

Step 1 Copy the file UPDATE276_Jan0118.ZIP to the location you will use for this and later updates. (You can leave the updates on the (CD) and have the system look for the update on the CD each month) Once WINIATS learns this location it will remember it from the previous update

Step 2 Login to Maintenance with a user who has rights to update rates. A Superuser works well.

Step 3 Expand the "Configuration/Base Parameters"

Step 4 Click the entry "Update All Rates/Locations"

Step 5 Browse the "Show update-files in directory" on the UPDATE RATES AND LOCATIONS screen and find where you copied the attached file. Note: If the files were copied in the same locations as last month's update, the file should be displayed.

Step 6 If step 5 was correct you will see the current update in the "Available update-files:" block. Click the "Update the rates/Locations using the Selected Files" button to begin.

Step 7 Answer the prompts

B. This month's update includes the latest bank routing numbers.

Step 1 Copy the file UPDATE276_route(01Jan18).ZIP to the location you will use for this and later updates. (You can leave the updates on the CD and have the system look for the update on the CD each month). Once WINIATS learns this location it will remember it from the previous update

Follow Step 2 through 7 above

NOTE: Check these locations to insure the rates updated. If WinIATS rates are different you will need to contact DFAS or your WinIATS support organization. <u>Do not do this lookup in Maintenance since you may accidentally override one of the dates. Use the rate lookup option.</u>

COUNTRY OR STATE /	CITY	DATE	LODGING	M&IE	MAXIMUM
BENIN	COTONOU	01/01/2018	134	85	219
SWAZILAND	OTHER	01/01/2018	41	27	68

These are only some of the locations that have changed. They are listed so you have a location toward the front of the alphabet and the end of the alphabet to check. If these updated correctly then the theory is that all the locations between have updated. You can use other locations from the PDTATAC web site to check the rates also.

Contact the following to obtain assistance IATS-HELPDESK
Email: dfas.indianapolis-in.ztd.other.iats-help-desk@mail.mil
Telephone - Commercial: (317) 222-7718 DSN: 699-7718

1)   RATES CAN BE E-MAILED TO SHIPS AT SEA OR LOCATIONS THAT HAVE E-MAIL BUT NOT ACCESS TO THE INTERNET AND WANT THE RATES SENT TO THEM ELECTRONICALLY. SEND AN E-MAIL STATING IF IT IS CONTINUOUS OR JUST FOR A SPECIFIC NUMBER OF MONTHS. INCLUDE YOUR E-MAIL ADDRESS.

GET THE RATES ELECTRONICALLY!!

You can get the rates through the INTERNET at **www.profsft.com (do not type http)** then click on SUPPORT. At the SUPPORT PAGE, select the appropriate rates then download the rates update file.

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NOTES TO IATS USERS

Thanks
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