



PLEASE DISTRIBUTE TO TRAVEL BRANCH SUPERVISORS AND EXAMINERS

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Massive Multiple Traveler Input

Mark Tedrick

Ever have a group of travelers that went to the same location? Enter each one at a time. Order pretty much the same. Wouldn't it be great to process them in a quicker way? Well there is! By entering maintenance and selecting Configuration, you can click on **Mass Multi Travel** and have the capability to process many claims using the same itinerary. Entering one claim as the skeleton and then identifying the travelers and order numbers for the mission could potentially pay in time savings. You could also attach document images or receipts (requires license) to each request being paid. To find out more go into the Help section of the program and search for Skeleton Requests or visit www.profsft.com Support page.

Issue in 6.11 with Interest Penalty

Payments

Mike Canada

There is a problem in version 6.11 for those sites that have activated and pay Prompt Payment Interest penalties to the traveler using IATS. If the Expected Payment Date field is left blank or is completed and still highlighted on the Workflow tab and the user clicks on another tab (e.g. Entitlements, Calculations, Remarks, etc.) a run time error will be generated. Therefore, ensure all of the date fields on the Workflow tab have valid dates in them, especially the Expected Payment Date prior to leaving this tab. The best way to do this is to enter these dates during the Logging Request process with the Activate Liaison box checked on the Create New Block screen.

Insure the traveler has a valid mailing address to receive future W-2s

Mary Thieryoung

Navy Travel Coordinator

When entering travel claims into WinIATS, for disbursement by ADS, please make sure to enter a valid mailing address for the traveler. Without having a valid mailing address, future W-2s are being delayed in being received by the traveler. Invalid mailing address affects; delays the traveler in receiving their future W-2; increase double and even triple the postage costs for mailing duplicate W-2s for one traveler, and corrections made to the W-2s are a manual process and time consuming. Cost adds up by missing a valid mailing address.

Navy BBS FTP Contact Information

If you have questions regarding access to the DFAS-Cleveland BBS FTP, contact address is to the FTP Mailbox. This is monitored and is our preferred contact method. 'CCL-DFAS-FTP' or by phone DSN 580-5890/6122, commercial number 216-522-5890/6122 or email to ccl-dfas-ftp@dfas.mil to obtain answers to your questions.

Make sure to backup your database and prevent the unexpected event from happening. Don't know how? Ask the IATS-Help-Desk

WinIATS, 6.11, was mailed on 6 December and will contain among other things the following features:

- **Combat Zone Tax Exclusion for DITY**
- **Provide Navigation for Travel Order Details in History**
- **Print History Card to File**
- **Properly Compute TDY by Private Plane**
- **Frozen Traveler Report**
- **Logging of Requests Screen allow Multiple Print Copies**
- **No EFT Prompt on Logging of Requests Screen**
- **Allow Sort Capability on Missing Payment Date or DOV Report**
- **Deleted Details Report Changes**
- **Deleted Traveler Report Changes**
- **Add Privilege for EFT Change Report - Traveler**
- **SORTS Travel Report for Navy**
- **Add In Suspense Column to Travel Order History Details**
- **Modify Reason for Supplemental Report**
- **Correct Return Letter run time error**
- **Add Counter to Request Selection Screen**
- **Recognize Advances on Management Reports**
- **PCS Split for Army & AMC (available 1st qtr of 2009)**
- **Limit MALT for 2 employee's/members Traveling in 1 POC**
- **Add Standard Reasons for Auditor Return Table (excludes Marines)**
- **Edit on Expected Payment Date Field when Interest Penalty is Paid**
- **PCS Advance and Suspense Changes**
- **Divide Report Menu into Management or Tax Reports**
- **Add Privilege to Unlock Logins**

Memory Upgrade Requirement Change

Rob Carpenter

With all the improvements to IATS over the past 5 1/2 years, we are now recommending that all IATS workstations contain a minimum of 1GB of RAM. In June, we will be moving from Sybase 9 to Sybase 10 when IATS 6.1.2 is released. For now, you may be able to get by with less than 1GB of RAM, but once Sybase 10 is installed your PC will require a minimum of 1GB of RAM.

Contact the following to obtain assistance

Functional related problems: *Travel Systems Office*
Commercial: (317) 510-xxxx DSN: 699-xxxx

<u>Name</u>	<u>Extn</u>	<u>E-Mail</u>
Steve Bennett	7809	steven.bennett@dfas.mil
Mike Canada	7679	mike.canada@dfas.mil
Alan Fidel	3003	alan.fidel@dfas.mil
Ray Bachur	2743	ray.bachur@dfas.mil
Mel Manuel	2744	imelda.manuel@dfas.mil
John Keneipp	3123	john.keneipp@dfas.mil

Software installation or technical related problems:
IATS Technical Support Office.

Email: IATS-HELP-DESK@dfas.mil

Commercial: (317) 510-xxxx DSN: 699-xxxx

<u>Name</u>	<u>Extn</u>	<u>E-Mail</u>
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