



PLEASE DISTRIBUTE TO TRAVEL BRANCH SUPERVISORS AND EXAMINERS

Volume XI

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The next version of IATS, 6.13, is scheduled to be deployed on 1 December and will contain among other things the following features:

- **Add Return Request Button to Examiner View Request Selection Screen**
- **Allow Immediate Return of Voucher on Logging of Requests Screen**
- **Expand Remarks to 750 characters on Return Voucher Screen**
- **Add ID Who Ran the Backup Option in Maintenance**
- **Remove LT as Method of Reimbursement for Civilians**
- **SORT Report Changes for Navy**
- **Integrate DTOD Version 23.1**
- **Add NSPS Grades to Traveler's Profile**
- **Expand Title and FY Expense Allocation to 3 Fiscal Years**
- **Combine Create ASCII File to Upload to Disbursing Phase**
- **Add Purge Accounting Table Option to Utilities Module**
- **OCONUS Change to Allow Full or Reduced IE Rate to be Selected**
- **Correct Counts and Entitlements Management Report**
- **Add Suspense Summary Report to Debt Management Module**
- **Add Advance Detail Report to Management Report Module**
- **Add Settlement Detail Report to Management Report Module**
- **Correct Who Changed Financial Information Issue**
- **Lockdown Certain Marine Corps Accounting Screen Fields**
- **Warning Message for Marine Corps when Changing SDN Accounting Field on Due US Claims**
- **Army Configuration Add Accounting Pre-validation Switch in Maintenance**
- **Correct Navy MILPCS Due US Re-computes Issue**
- **Soft Code Gov't Credit Card Bank Account Information for Air Force**

Functional Corner

Free Software Helps Wage Reports Accuracy

AccuWage/AccuW2C is free software from Social Security. It allows you to check W-2 (Wage and Tax Statement) and W-2c (W-2 correction) reports for correctness before you send them to Social Security. Using AccuWage and AccuW2C greatly reduces submission rejections. Download the latest version of the AccuWage software before you prepare your wage reports each year from:

<http://www.ssa.gov/employer/accuwage/index.html>

For more information go to

www.socialsecurity.gov/employer/software.htm

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

[Mary Thieryoung](#)

Navy Travel Coordinator

When entering travel claims into IATS, 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.

Download available for Navy ONLY

Thomas Seguin

Under certain conditions while processing a MILPCS settlement claim where no monies are payable an out of balance message appears. An update to correct this issue has been made available at www.profsft.com on the support page identified as for Navy ONLY. This update is available for the current version **6.12 only**.

OCONUS Incidental Expense Rate Change

Mike Canada

JFTR Change 271 (U4151) & JTR Change 525 (C4554), both of which are effective 1 July 2009 states - except for Coast Guard members, the OCONUS locality incidental expense (IE) rate is the applicable rate, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 must be stated on the authorization/order for it to be paid.***

So essentially the full locality IE rate is no longer automatic if quarters are commercial, nor is the reduced rate automatic for government quarters.

Until this new functionality can be programmed into the next release of IATS, version 6.13, regardless of the actual type of lodging that is occupied by the traveler you will need to select commercial lodging if full IE is to be paid, and government lodging if reduced is to be paid.

Paying Reservist Travel?

Do you pay travel vouchers for reserve component travelers? In particular those entitlements that are covered in the JFTR VOL I Chapter 7. There are two items within the WinIATS program to assist making these entitlements easier to compute.

The Reserve Travel option allows you to enter the reserve traveler claims whether the travel is Inactive Duty Training (IDT), Active Duty (ADSW, ADT, FTTD etc), or Annual Training (AT). Also it covers the special rules that apply when any of these are within Commuting Distance. Activate the option in Maintenance configuration and place a check on Reserve Travel. Located on the monthly rates update mini-CD is a PowerPoint Presentation of the Reservist Processing. Please take a look at it if you are processing these payments.

Also covered is how to enter Split Status (which can be used any time you have different funding provided for a single trip) where the traveler goes out in one status and changes to one or two other statuses (Inactive Duty, Active Duty, Annual Training, and civilian).

IATS-Help-Desk

Create a Dump Data File

If the IATS-Help-Desk requests you to send in a dumpdata file of a traveler you are having issues with, you would do the following to produce one.

In the Examiner view, click on TOOLS and scroll down to Dump Traveler. Enter the traveler's identification and click the OK button. Observe the screen as later versions will indicate the location of the file. Most files would default to c:\upload\dumpdata folder and in this folder you will find the file identified as the travelers identification dot or period zip. Send the ZIP file either by FTP or email to the IATS-Help-Desk to assist in the resolution with the issue.

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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