



DEFENSE FINANCE AND ACCOUNTING SERVICE  
INDIANAPOLIS CENTER  
INDIANAPOLIS, IN 46249

DFAS-IN/FSA

September 30, 1999

MEMORANDUM FOR INTEGRATED AUTOMATED TRAVEL SYSTEM (IATS) USERS

SUBJECT: IATS Version 5.2

Enclosed is the CD-ROM for IATS version 5.2, dated September 30, 1999. Prior to converting to IATS 5.2, ensure all blocks are in a COMPLETED status and that all uploads and downloads to and from disbursing are completed, as applicable. Also, go to the Maintenance module (Option E) and print Base Description information, as this information will be deleted when converting to IATS 5.2. Please also note that once you have converted your database to IATS version 5.2, you will lose your travel itineraries; so when a supplemental is processed, it will be necessary to re-enter the data for the original claim.

The IATS 5.2 software and the Sybase SQL Anywhere upgrade have been tested and approved by EPET for use on the DFAS ELAN infrastructure.

All sites using a 4x version of IATS must convert to IATS 5.1.1, 5.1.1a, 5.1.1.1, or 5.1.2 before loading IATS 5.2.

All sites using a previous version of IATS 3x must upgrade the Sybase SQL Anywhere for their File Server only; there is no upgrade to the client or standalone PCs.

**Software Version Description (SVD).** To print the SVD documentation which contains the loading instructions, you must have a PC with a CD-ROM drive, Microsoft word 6.0 or later, and an attached printer (Laser recommended).

Insert the CD-ROM into the CD-ROM drive and access Microsoft Word. Click on File, then Open, then Drives. Select the drive that relates to your CD-ROM drive.

There is a directory on the CD-ROM called SVD52 that contains all the documents that make up the SVD. The document file names correspond to the chapters contained in the SVD; (i.e. Chapter 4 is contained in the file CH4.DOC).

The following table shows the files the sites need to print:

Document Name	Who Needs to Print	File Content:
CVR_DOC.DOC	All Sites	Table of Contents

CH1.DOC	All Sites	Sys. Rqmts, Phone #'s
CH2.DOC	Sites installing with diskettes	Making Diskettes
CH3.DOC	Sites using a Novell Network	Novell Instructions
CH4.DOC	Sites using a Windows NT Network	Windows NT Instructions
CH5.DOC	Sites using a Banyan Network	Banyan Instructions
H6.DOC	Sites using a Standalone PC	Standalone Instructions
CH7.DOC	All Sites	Maintenance Instructions
CH8.DOC	All Sites	Systems Admin Utilities
APDX_A.DOC	All Sites	CD-ROM Contents
APDX_B.DOC	All Sites	File Locations, After Install

Please make the following pen and ink changes to the SVD:

Page Number	Item	Correction
4.12	4.4.E.5	"Enter SQLANY50 in the variable" should read "Enter SQLANY in the variable."
6.10	6.5.D.5	"Enter SQLANY50 in the variable" should read "Enter SQLANY in the variable."
A-6	\IATSS2\DISKIMGS\DISK1-5	The creation date under these directories should be changed from 09-20-99 to 09-21-99.

**Users' Manual.** Also contained on the CD-ROM is a complete Users' Manual and the Systems Administrator's Manual for IATS 5.2. To enable the user to view these manuals, Microsoft Word Viewer is included on the CD-ROM. To activate the viewer go to File Manager, double click on the file WDVW9716.EXE. We recommend printing at least one copy of the Systems Administrator's Manual, for the Systems Administrator, and several copies of the Users' Manual for your site's lead travel clerks/supervisors.

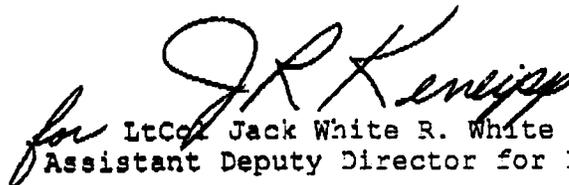
If you already have a printed copy of the Users' Manual and the Systems Administrator's Manual, it will only be necessary for you to print the changed pages in order to update your manuals to IATS 5.2. A document titled IATS Version 5.2, User Manual Changes (Attachment 1) identifies the pages you will need to print.

**Home Marketing Incentive Payment (HMIP) Program.** IATS 5.2 has been modified to provide an automated method for paying claims under the HMIP program. Most sites paying claims under this program will receive a pre-computed amount from the Relocation Services Office, and you will simply need to enter this amount. If, however, your site uses IATS to compute the amount due the claimant, it will be necessary to establish the percentage allowed by your service/agency in the Maintenance module.

This can be done by selecting J, General PCS Data, Civilian Rates, Real Estate Limits, and then Allowable Expense Descriptions. At this screen, hit "enter" and arrow down to Home Marketing Incentive Payment Limits and enter the percent authorized by your service/agency (must be 1-5%) under the field "percent of purchase price paid by the relocation company".

**CEFT Data.** The Corporate Electronic Funds Transfer (CEFT) program management office has asked that you provide a one-time text file of IATS EFT data to be used to populate the CEFT database. (See Attachment 2.) The CD-ROM contains a file, CEFT.SQL, which will be used for this purpose. Detailed instructions for copying and running the file are found in Chapter 8 of the IATS 5.2 SVD.

POC for this release is Janyce A. Louthain, DSN 699-3071 or Commercial (317)510-3071.

  
for LtCol Jack White R. White  
Assistant Deputy Director for IATS

**Attachments**

1. IATS Version 5.2, User Manual Changes
2. **ATTENTION: IATS USERS!!!!**

## IATS Version 5.2 User Manual Changes

VOL #	DESCRIPTION	PAGES
I	Added two new items 8.4.7 and 8.4.8	VII - XIV
I	Added a screen print and explanation of the <b>Conditions</b> screen	2.1.1 - 2.1.2
I	Added two new sections 8.4.7 and 8.4.8 ( <b>Final Partial W/O Advance</b> )	8.4.5 - 8.4.12
II	Changes made to Chapter 3 and 7 of the Table of Contents	III - VIII
II	Added screen for new Selling Old House Pop-up	1.4.5 - 1.4.8
II	Changes to the Automatic Accounting section	1.5.3 - 1.5.8
II	Chapter 3 re-written to include Fixed Rate HHT input	3.1.1 - 3.3.6
II	HMIP added to the list of transactions	7.1.1 - 7.1.2
II	New HMIP section added	7.5.1 - 7.5.4
II	Maintaining HMIP Incentive Percentage	12.4.1 - 12.4.4
Appx C	New System Configuration input requirements for IPC interface	C.1 - C.5
Appx C	New Base Description input requirements for IPC interface	C.5 - C.7
Appx C	New Sub Menu Showing Maintain Tax Acctg Information option	C.7 - C.8
Appx C	Air Natl Guard reference no longer applicable	C.36
Appx C	Associate 7184 Report to Fund Code 32	C.38
Appx E	Changes made to section E.1.4 regarding DOV# Assignments	E.6 - E.8

This table provides a list of all of the changes made to the IATS User Guides with Version 5.2. The complete IATS User Guides have been distributed again on the compact disk containing IATS Version 5.2. These documents will be located in directories titled **Volume 1**, **Volume 2**, **Volume 3**, and **Appendix**.

To print any of these changes, you must first access the correct directory for the desired volume. Once you have accessed the correct directory, you must then open the chapter containing the desired pages. For example, if you wish to print pages (2.2.7 - 2.2.10 of Volume 1), open the file **V1-Chp02**. The first digit of the page range identifies the chapter number.

Once the desired file is open, you can print the page range by first clicking on the **File** option at the top of the Windows screen. After clicking on File, a pull down listing appears. On this listing, click on **Print**.

After selecting Print, a screen appears offering various print options. In the Print Ranges section, click on **Pages**. Next, enter the page range you wish to print in the following manner. For example, if you wish to print pages (2.2.7 - 2.2.10), enter **p7s2-p10s2**. The second digit of the page range represents the document's section number and the last digit of the page range represents the page number. Entering **p7s2-p10s2**, instructs the print manager to print page 7 of section 2 through page 10 of section 2.

**Good Luck!**

Attachment 1

## **SUPPORT FOR IATS VERSIONS 4.X HAS BEEN ELIMINATED**

As pointed out in previous editions of the IATS Flyer, effective October 1, 1999, support for all of the 4.X and MCPS versions of IATS has been eliminated. The monthly rates updates for October can not be used with any of the 4.X and MCPS versions of IATS.

To load and use the 5.X versions of IATS, users should have at least the minimum PC Hardware requirements for the 5.X version of IATS.

Those minimum requirements are:

486 processor at 33 megahertz

3 ½" High-Density diskette drive

CD-ROM drive

Minimum of 16 MB of Random Access Memory (RAM)

Minimum of 500K of **free** conventional memory

At least 30 MB of hard disk space.

If you do not yet have the hardware described above, serious thought should be given to obtaining more than the minimum PC Hardware to accommodate future versions of IATS. Also, please ensure that your site is or will be processing under currently accepted Y2K platform guidelines.

If you are a version 4.X or MCPS user, we recommend that you begin with a new database in the current 5.2 version of IATS. Archive your old database to use until it is outdated.

If you need assistance, you may call any of the members of the functional or technical teams listed on the enclosed sheet.

**Points of Contact**

IATS HELP DESK (317) 510-3402 -- DSN: 699-3402  
 Email: [IATS.HELP.DESK@dfas.mil](mailto:IATS.HELP.DESK@dfas.mil) – Internal DFAS Mail: IATS HELP DESK

**For process or procedure problems contact the IATS Division**

Defense Finance and Accounting Service Indianapolis Center  
 Finance Directorate  
 Deputy Director for systems and Procedures  
 IATS Division  
 ATTN: DFAS-IN/FSA  
 8899 E. 56th Street  
 Indianapolis, IN 46249

Fax # (317) 510-3012  
 DSN 699-3012

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White, Jack LTC	3543	<a href="mailto:jack.white@dfas.mil">jack.white@dfas.mil</a>	White, Jack
Will Williams	3007	<a href="mailto:willie.williams@dfas.mil">willie.williams@dfas.mil</a>	Williams, Willie

**For software or technical problems contact the IATS Technical Support Office.**

Defense Finance and Accounting Service  
 Financial Systems Activity - Indianapolis  
 ATTN: DFAS FSAIN/VCBB  
 8899 E. 56th Street  
 Indianapolis, IN 46249-1871

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Rich Rollings	7016	<a href="mailto:rich.rollings@dfas.mil">rich.rollings@dfas.mil</a>	Rollings, Rich
Rick Williams	6523	<a href="mailto:rick.williams@dfas.mil">rick.williams@dfas.mil</a>	Williams, Rick

# **ATTENTION: IATS USERS!!!!**

Enclosed with your IATS release 5.2, is an SQL query that **MUST** be run to extract your current data. This text file of IATS EFT data will be used to populate the Corporate Electronic Funds Transfer (CEFT) Database. This data must be returned to the DFAS Corporate Database Maintenance and Support (DCD M&S) Project Office by November 8, 1999. When sending in your data, please include your location name, mailing address, e-mail address, point of contact and telephone number.

If your file is less than 5 mg, please e-mail it to [kara.roverud@dfas.mil](mailto:kara.roverud@dfas.mil).

If your file is greater than 5mg but less than 10 mg, please mail it to the following address:

**DFAS Corporate Database  
DFAS-IN/XC, Kara Roverud, Col. # 336K  
8899 E. 56<sup>th</sup> Street  
Indianapolis, IN 46249**

If your file is larger than 10 mg, please contact Tom Boff at (317) 510-7938, to make alternate arrangements.

It is **VERY IMPORTANT** that you perform the query and provide this information by November 8, 1999. Once the CEFT database is loaded with travel information, the travel systems will be verifying data against the CEFT database before payments are disbursed.

If you have any questions, please contact DCD M&S at (317) 510-4303.