



DEFENSE FINANCE ACCOUNTING SERVICE KANSAS CITY

# **Imaging Solution for Travel Voucher Attachments to EDA**

**Sept 2003**

## **Introduction**

The Defense Finance Accounting Service (DFAS) Imaging Solution Integrated Process Team (IPT) was formed on May 23, 2002 to create a solution that would meet all imaging requirements for both DFAS and our Department of Defense (DoD) customers. The Imaging Solution that was selected will provide you with the ability to upload attachments to Vouchers on Electronic Document Access (EDA), search/retrieval capability of those electronic documents on EDA, and eliminate processing of paper documents.

This booklet provides instructions that each Marine Corps Finance Office will need to follow to ensure that backup documents are successfully transmitted and posted to EDA. This guidance will assist in the transition from paper to electronic and outline the steps required to prepare .TIF images and FTP batch files to EDA.

The first phase of the imaging project provides the site the capability to upload attachments for Travel Vouchers. The next phase, in calendar year 2003, will address the ability to upload attachments to other type vouchers on EDA.

Testing has been conducted the past two months improving the FTP Batch interface to EDA. The local Travel Pay Office at the Marine Corps Support Activity (MCSA) (6167), agreed to be our prototype test site, and through lessons learned we have been able to improve the process before deployment to other Marine Corps locations.

## **Preliminary Steps prior to testing the FTP Imaging Solution**

**Scanner Software/Hardware:** The majority of Marine Corps Finance Offices have a Canon CD-4050 Digital Document Recorder. The software for the CD-4050 automatically converts the document scanned into a .TIF image file, and has auto-indexing functions for up to three key fields. The rest of the Marine Corps Finance Offices have a HP 9100C, Canon 4046, or Canon DR-5020. These scanner systems may not have the software for automatic indexing which means the site has to manually type in each file name. With the DFAS Imaging Solution, the Marine Corps will still use their existing Scanner System, but the name of the .TIF file will need to be standardized through out the Marine Corps.

**Naming Standards for Voucher Attachments:** In order for attachments to be matched to the appropriate Voucher on EDA, adoption of this new standard for naming the .TIF file (index keys) is required. The Travel Voucher attachment file scanned will consist of the backup documentation with the Travel Voucher Summary (TVS), (SRD-1 paid Travel Voucher downloaded to IATS which produces the TVS).

Index keys should be set as follows for each file scanned. If you are unsure how to reset your index keys, the vendor that services your scanner can assist you in resetting the index keys. The Canon CD-4050 Digital Scanner with the automatic index capability will pick the primary index keys off the Travel Voucher Summary. Sites that have a HP 9100C Scanner or other type of scanner will have to manually key in the index keys in this format. The CD-4050 software following the string of index keys automatically assigns the extension of 00001.

**DSSN(4)\_DOV#(6)\_PAYMENT DATE(MM DD YY)\_00001.TIF**  
(Example, 6102\_033709\_03 11 03\_00001.TIF)

**Disbursing Station Symbol Number (DSSN)** Vouchers paid by DFAS-KC, Cash Accountability Office will reflect **6102** for the DSSN. FSSG Vouchers, which aren't paid by DFAS-KC, will reflect their designated DSSN of **6187 for 1<sup>st</sup> FSSG, 6092 for 2<sup>nd</sup> FSSG, and 6160 for 3<sup>rd</sup> FSSG.**

**Disbursing Office Voucher Number (DOV#)** The DOV# is 6 positions in length. The DOV# is assigned when payment is made, so this number should be obtained from the Travel Voucher Summary from IATS, which is printed after the paid Travel Voucher data is downloaded from SRD-1 to IATS.

**Payment Date** The payment date must be in the format of MM DD YY since the OCR reader picks up the field as it appears on the Travel Voucher Summary from IATS. The OCR Reader doesn't pick up slashes, so a space appears

between the month, day, and year. The ACCESS Table explained later in this document will convert the format of the payment date to the required standard of MMDDYY, (without spaces).

**EDA Batch Interface Designated Folder:** Each site will need to establish a designated folder on the network or desktop that will be used daily for the sole purpose of preparing the scanned documents for the FTP transmission to EDA. Ensure only the .TIF images appear in the designated folder, and not other files, or sub-folders.

**EDA email box:** Each site will need to establish an EDA email box for the purpose of receiving error/advisory messages from the Mechanicsburg Server. If an FTP Batch interface to EDA should fail, an advisory message will be sent to your EDA email box. Each site has designated a POC that will be responsible for the daily FTP transmissions, and this same individual will be responsible for resolving and correcting any of these failures.

**Electronic Business (EB) EDA POC:** Each site will need to establish an EB EDA POC. This person will act as the primary EDA POC for their site, and coordinate registration and follow-up for all individuals at their site requiring access to EDA. The EDA WEB site that provides detailed instructions for registration is located at <http://eda.ogden.disa.mil/eda/>. Individuals that need to research or retrieve Vouchers paid, will need to complete the necessary steps for registration as outlined at the EDA WEB site, in coordination with their EB EDA POC.

**FTP Process defined/ready:** The Marine Corps FTP standard software is Reflections. This software was mailed to each MC Finance Office, and MC Disbursing Offices during August, 2003. This software should be installed on the workstation of the user that will be the primary POC for sending the daily FTP batch files to EDA. If you should need any assistance in the installation of the FTP software, please ask your Systems Administrator to assist, or call MSgt Hampton at HQMC. The critical elements in the FTP setup is the IP address, UserID, and password which DFAS will provide to you when your site is notified to start these preliminary steps.

**ACCESS Table:** An ACCESS Table (TVS\_Prepare\_KC\_v1.mdb) will be sent to each site that will be used to prepare the .TIF files for the FTP transmission to EDA. The ACCESS Table performs the function of creating a .CSV file, reformat/renaming each .TIF file, renaming the .CSV file, executing the WINZIP application, renaming the .ZIP file, and creation/renaming the .FLG file.

**Checklist for preparing a successful FTP Batch file  
(Travel Attachments) to EDA**

Scanning of .TIF files for a day's business is complete.

Your designated folder on the shared network is empty and ready to receive your .TIF files. (R-G: FTPPrep)

Select "My Computer", and pull up the .TIF files from the CD (original scanned documents by CD-4050).

Highlight just the .TIF files, and perform a copy/paste of .TIF files to the designated folder (FTPPrep).

You can close the D: Directory/CD file. Pull up the designated folder (FTPPrep) where all the .TIF files should appear.

Remove the "Read Only" option from the .TIF files. Highlight all the .TIF files, right click with mouse, and select "Options" at bottom of list. De-select the "Read Only" box, click on Apply, and close.

Perform a cursory review of the .TIF file names to ensure they are in the following required format. DSSN (6102)\_DOV#(NNNNNN)\_Payment Date (06 03 03)\_00001.tif  
Example: 6102\_610322\_06 03 03\_00001.tif

If any .TIF file name isn't per the required format, highlight file, right click with mouse, and rename file to the required format/example. Common errors found with names, are 00002 appearing after payment date, DSSN not equal to 6102, etc.

Also perform a cursory review of .TIF files in designated folder to ensure only .TIF files are in folder, and not a sub-folder, or log file generated by the CD-4050.

If .TIF file names check out, you are now ready to run files into the ACCESS Table.

Exit from the designated folder, and open up the ACCESS Table.

Type in the path/directory where your .TIF files are stored (.RG. – K:\FTPPrep\ )

Click on the TAB shown on ACCESS Table screen which says, "Process Tif Files".

The ACCESS table will provide a message that tells you that WINZIP will run, and not to close application during execution. Click OK. The table will start the execution process of WINZIP.

Once ACCESS Table is done processing files, exit from the application.

Pull up you designated folder, where you should find a .ZIP file, a .FLG file, a .CSV file, and all your .TIF files. The .ZIP file, and the .FLG file should have the same name except for the extension of file. The name of the .ZIP and .FLG file is the date/time file was created from the ACCESS Table.

Pull up the .ZIP file to see the contents. All .TIF files should appear with names updated where the spaces have been removed from the payment date, and the 00001 no longer appears as part of file name. The .CSV file should appear at the very end of the list of file contents. Close the .ZIP file.

If all the file names, and contents checked out as described in steps above, you are now ready to FTP a batch file to EDA.

Access the FTP application, and sign-on to ensure you have successfully connected to the port.

Change your directory to the path/directory where your .zip file just created is stored.

Drag and click your mouse in order to view the entire .ZIP file name. The entire byte size of file will appear at the far right of the file name. Note number/size which will be needed in a step that follows.

Highlight the .ZIP file, and click the arrow key (right) which will start the FTP transmission.

A window will pop up to advise you of percentage of transmission completed. Transmission won't be complete until 100%. Window will stay open during the entire transmission until completed.

After the .ZIP file has completed transmission, check the size of file (number of bytes) in the receiver's box (far right side of file name). Ensure that the number matches to the number noted for file size prior to transmission. Numbers must always match to ensure a complete transmission. If numbers don't match, see the section below for solution "Frequently asked Questions".

After .Zip file has completed transmission, scroll to the .FLG file from the designated folder, and right click arrow to transmit the .FLG file. A .FLG file transmission must always follow the .Zip file transmission.

The .ZIP and .FLG file will remain in the box for the receiving site. You can now exit from the FTP application.

### Frequently Asked Questions

1. Can my batch file contain backup documents for different payment dates? For instance if I need to include a document from 6/2/03 in with the 6/23/03 payment date/documents is this ok?

**Answer:** No problem with having multiple payment dates/different dates within the same batch file.

2. My FTP connection was lost during transmission. What do I do next?

**Answer:** Exit from the FTP Server, and sign on to the FTP application again. If the .zip file transmitted appears in the receiving Server's Box, check file size to see if it matches with the size of file on your computer. If size of files match, there was a complete file transmission, and you can send your .FLG file to complete the transmission. If the size of files isn't the same, the transmission was interrupted. Delete the .ZIP file from the receiving Server's box, and retransmit the .ZIP file again. Always follow the .ZIP file transmission with your .FLG file transmission.

**Validate Results of posting on EDA:** Each Marine Corps site will need to validate the posting of the .TIF images sent to EDA. After you have transmitted an FTP file, the upload can take up to 4 hours to post to EDA. A query can be run on EDA to display a list by Work Center and Payment Date. All voucher numbers should match with the appropriate attachment. All vouchers should have an attachment, and the attachment should be a clear copy with all pages attached as expected. If there are any problems with acceptance, a message will be posted to your site's EDA mailbox. These messages should be checked on a daily basis, and problems resolved so the file can be retransmitted for posting.

**Retrieval/Check out of Archived Documents:** Search and retrieval of the Voucher with attachments on EDA is not restricted to the keys used for naming the attachment. The many keys used for retrieval today such as SSN, Travel Order Number, etc., can still be used on EDA to find the right Voucher/attachment. Once the Imaging Solution is in place for a site, the effective date of implementation will determine source for the archived document. Any documents archived prior to the implementation date will still be checked out through Records Services at DFAS-KC. Any vouchers after implementation date will be available on the EDA WEB site. DFAS-KC will keep you advised of each implementation date for each site, until all sites are implemented.

**Transition from Paper to Electronic process:** There will be a transition period for switching from paper to the electronic process. Quality control checks must be in place before the destruction of paper documents is approved. DFAS-KC, Cash Accountability Office, and Client Solutions will determine when each Marine Corps Finance Office can discontinue sending paper documents to DFAS-KC, and conduct business strictly from the electronic documents on EDA. Factors that will be considered in making the decision to stop the paper process is that the site transmits electronic attachments daily to EDA for a two-week period, with little or no incident of problems to report. Any missing attachments on EDA are addressed, and replaced within 1-2 days of identifying the problem. If any major problems are identified with a site for missing or invalid attachments to a voucher on EDA, a site might be asked to provide paper copies again, until the problems are resolved. The Marine Corps Finance Offices will be asked to retain the paper documents 90 days. This should allow enough time for discovering any missed electronic documents, and recovery/retransmission of those documents to EDA.

**Point of Contacts – Instructions/guidance FTP Batch file process**

The DFAS-KC, Client Solutions contacts for inquiry on this guidance/guidelines is Ms. Karla Lucas, commercial (816)926-1799, DSN 465-1799, and Mr. Mike Dowding, commercial (816)926-5813, DSN 465-5813.