



PLEASE DISTRIBUTE TO TRAVEL BRANCH SUPERVISORS AND EXAMINERS

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Backup your database

It is recommended you **Backup your database on a daily basis**. Not just for WinIATS, but also for any application you use that has data stored in a database.

Within the maintenance area of the program is an option to Backup your WinIATS database.

Prior to executing the backup make sure the computer where the database is stored has the directory or folder **C:\WINIATSBACK**. The command to copy the database file is hard coded and cannot be changed. It will be copied to the file server if you are networked. You must create this folder from the file server if you are operating within a network environment.

On the standalone computer it will be copied to the **C:\WINIATSBACK** location.

By doing a backup you ensure you have a copy of your work up to that point, so if something were to go afoul you would have a copy to replace and continue to work instead of having to completely start over.

Specific network environment information is available in the 6.02 CD. This information is in chapter 10.6 of the SVD.

Report the dollar value of a government issued ticket for House Hunting trip

When a traveler receives a government issued ticket for use during a House Hunting trip, the value of the ticket must be reported as taxable income that is the same as if they had purchased the ticket. To do this while processing the House Hunting claim is accomplished by entering the dollar amount in the reimbursable expense as a GOVERNMENT PROCURED COMM. TRANS (CIVPCS), which is associated with the type code of "G" and will not reimburse the traveler the amount of the ticket. This will increase the taxable income of the traveler.

Latest Release of WinIATS 6.03

October 1, 2004

- 1) Simplify temporary lodging expense (TLE) computation methodology (MAP Item 77-01).
- 2) Periodic password change prompt (required password change every 90 days).
- 3) Mask print of entire SSN (only print last 4) on voucher and other system generated documents that can be mailed to traveler, in order to reduce possible identity theft (voucher can still be printed from file with option for full SSN displayed).

- 4) Embed DTOD Dynamic Link Libraries (DLL) within software so user does not need to access DTOD web page for authorized POV mileage. *Entering the city name will now be required.*
- 5) Provide access to History Module (found under the 'Other' button) in Examiner View during advance or settlement claim processing and also logging of requests; and in Auditor View when viewing advances or claims, so user does not need to save or escape out of the currently active module to answer customer inquiries. An added feature while reviewing the detail information of the payment, you can now click on the button Request button in the lower left corner to see the actual claim entered!
- 6) Enable supplementals for partial TDY claims to be processed.
- 7) Strengthen edits for possible duplicate orders by editing for duplicate or overlapping dates on travel order screen.
- 8) For original TDY claims that result in due U.S., and for which no collection voucher has been posted, during processing of supplemental claim allow original due U.S. amount to be applied via Uncollected Amount Applied feature (not applicable to Marine Corps).
- 9) Pre-Payment Audit feature and individual checklist documentation has been added for account holder verification.
- 10) Navy Users can now add in maintenance duplicate BCN, Sub-Head and AAA within CMET.
- 11) Navy Users now have automatic accounting for MILPCS advances, same as they do on MILPCS settlements.

NAVY SITES: Important 6.03 install message

Mike Canada

Prior to beginning processing under version 6.03 you must go into Maintenance and in Configuration under Configuration/Base Parameters place a check mark in the Prepayment Audit box found in the System Description block. Please see the online Help for more information on this feature. Also, ensure the Forced Audit box is also checked.

Read chapter 2 to upgrade your program to WinIATS 6.03

If you have an existing WinIATS program you will want to focus your attention to chapter 2 of the SVD. It can be located in the SVD603 folder on the installation CD of version 6.03, October 1, 2004. These are the instructions to upgrade from version 6.02 or 6.021 to version 6.03. If you have not upgraded from version 6.0, 6.01 or 6.011 you will need to contact the IATS Help Desk for a conversion file going to version 6.02 first before you can upgrade. **DO NOT USE SETUP.EXE for the upgrade!**

Has the performance of your program declined? Have you adjusted the Memory Cache lately?

When you first established the server cache size, if you did as recommended, it was probably 8M. As time goes by if adjustments are not made to take into consideration the growth of the database, performance will possibly be suffering. Memory used for the cache should be 10 to 15 percent of the database size. For reference please look at chapter 3 pages 27 and 28 of the SVD in version 6.0 or contact the IATS Help Desk. If the performance of your program has significantly declined, have the memory cache adjusted.

You mean there are manuals available to help enter different claims?

Yes, manuals that will provide information on entering claims in different circumstances for TDY or Military or Civilian PCS are available on the installations CD's. You can also find assistance by clicking on the HELP button while in the program for that screen information you have a question for. You can also search or query for information as well. Pressing the F1 key will also open the HELP program to review by functions as well. Give it a try!

What is the maximum number of blocks should a site have in their database?

This question is asked of the IATS-Help-Desk numerous times. Currently there is no maximum, however, all blocks are loaded into memory on certain screens. The more completed blocks in the database, the longer these screens will take to load and be able to work again. It is suggested to keep the least amount of completed blocks on your databases as possible. Only you will be able to determine what that number is what the frequency might be to process a supplement or office policy. For those who have upgraded to version 6.02, you now have the capability to archive your completed blocks to text files. This is accomplished from the View All Completed Blocks in the Examiner View or View All Completed Blocks in the System Administrator View. Highlight the block(s) to archive and click on the Print button and select option Archive Block(s). Output file goes to the download directory or folder as designated within maintenance, creating a sub-folder by block number and all claims within the block as text files. This will allow you to have the actual claim information entered if a supplement is being filled.

Sending a Dumpdata file

Before you say what the heck is a dumpdata data file, let me explain. Within the Examiner view under TOOLS is an option called Dump Traveler. This option will allow you to take a claim that is causing you difficulty in processing and email it to be reviewed so some type of corrective action can be provided or explanation as to why it is happening. How to obtain the file after it has been processed is as follows: You must know where the upload directory is established within maintenance area of the program. By default it is c:\upload and under this folder or directory would be a folder called Dumpdata. Identify of the file is done by the travelers SSAN in a ZIP extension (123456789.zip). Email the file to IATS-HELP-Desk@DFAS.MIL, but first rename the extension of zip to zzz, sav or txt so it can be received through the email filters.

IATS Help Desk

The previously published IATS Help Desk number (DSN 699-3402/Commercial (317) 510-3402) is ***no longer available*** for IATS problems. Personnel monitoring that number are providing support for Commercial Accounts Payable System (CAPS) only.

For IATS ***Technical*** problems please call one of the following:

Rob Carpenter	DSN 699-6518 Commercial (317) 510-6518
Lynn Davis	DSN 699-7946 Commercial (317) 510-7946
Bob Freeland	DSN 699-3512 Commercial (317) 510-3512
Sheila Lawson	DSN 699-4617 Commercial (317) 510-4617
Jon Miller	DSN 699-7762 Commercial (317) 510-7762

If the person you are trying to reach is on the phone, your call will automatically roll over to another phone number in the IATS technical help desk phone rotation. If all help desk personnel are busy your call will be connected to voice mail. Please leave your name and number as well as a brief description of your problem so that a member of the IATS technical help desk staff can contact you as soon as possible. Email address for the IATS Help Desk is: IATS-Help-Desk@DFAS.MIL if more convenient to you.