TE-7, CEFMS/IATS DOWNLOAD AND PROCESSING PROCEDURE

Travel Settlement Vouchers are downloaded from CEFMS to IATS every workday. The access role required in CEFMS to complete the IATS Download is:

- IATS_AUTH

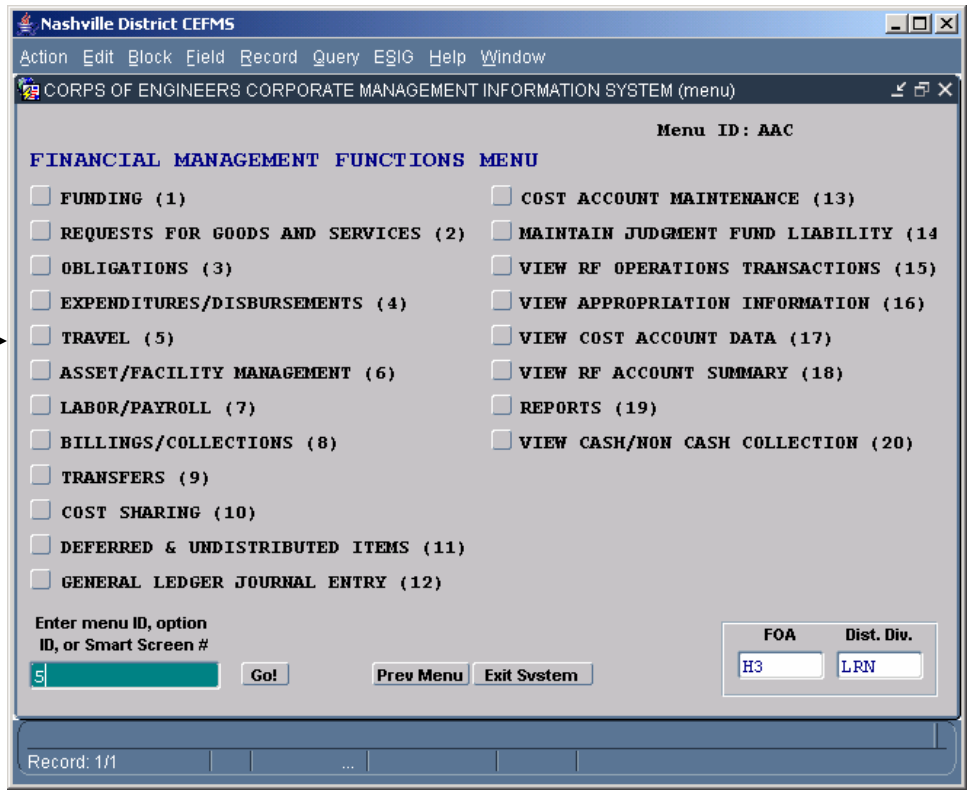
USACE Employees returning from Temporary Duty (TDY) submit vouchers through their local database.

UFC Travel Division technicians download TDY settlement vouchers from CEFMS into IATS daily.

ESIG capability is not required to download files from CEFMS to IATS.

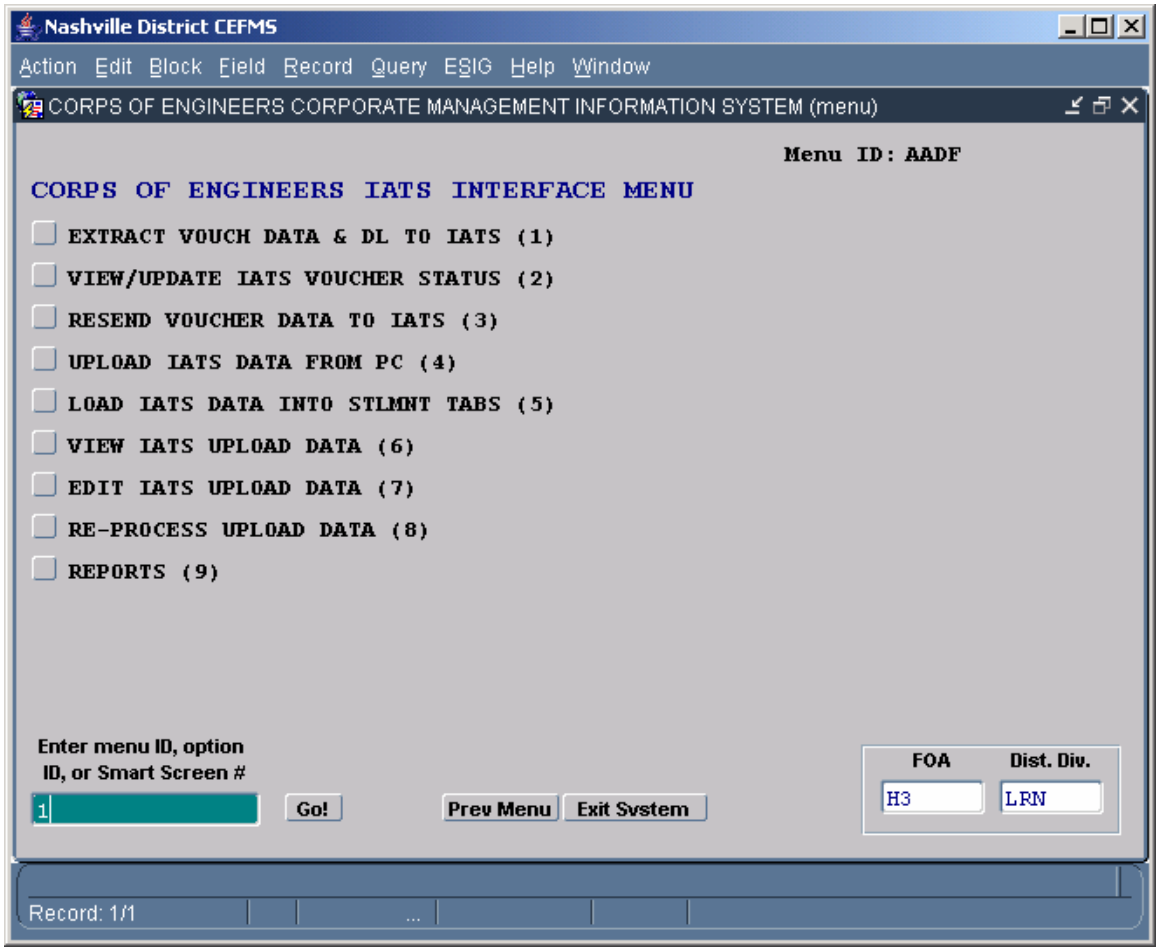
The CEFMS/IATS Interface can be reached through the following menu options:

1 – Financial Management Functions
3 – Financial Management

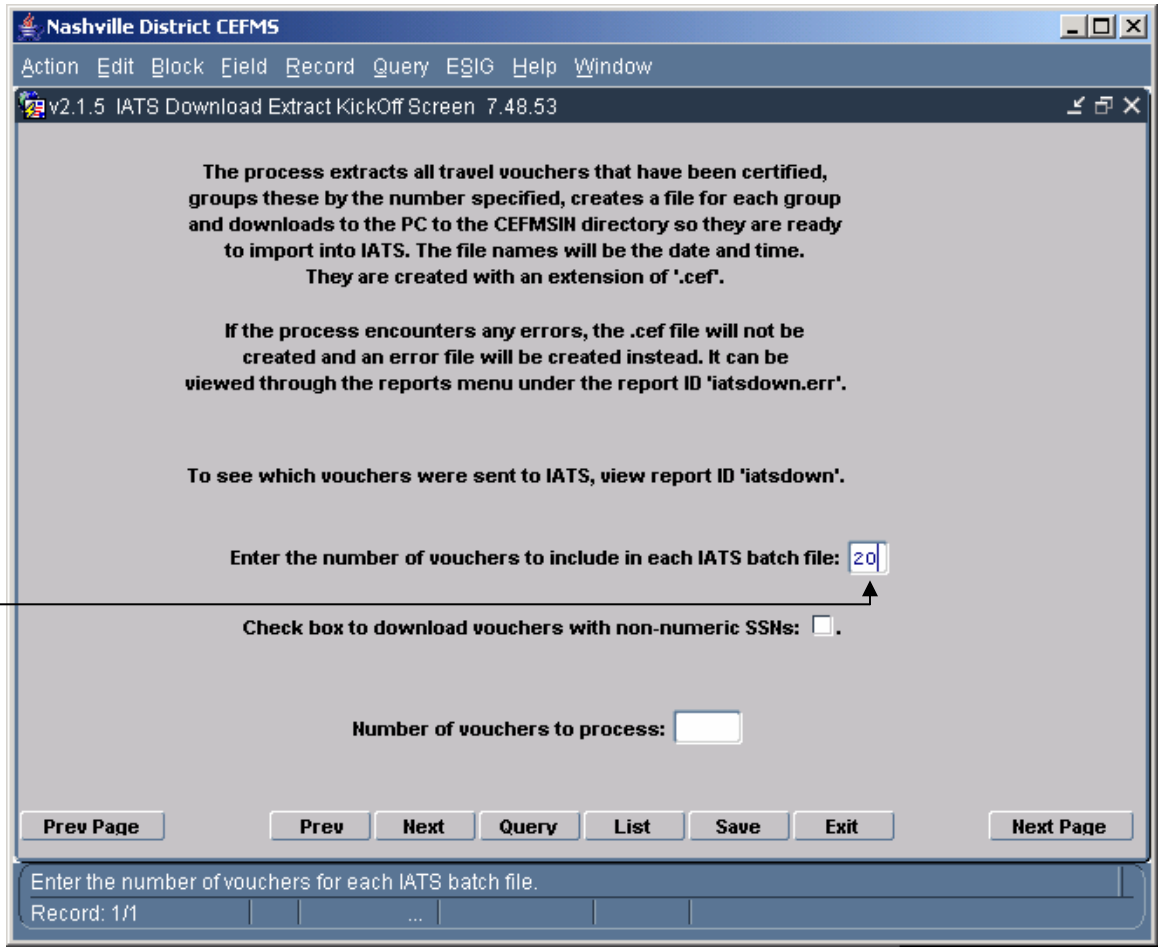


User selects TRAVEL (5) to begin download process.

From the TRAVEL PROCESSING MENU the user selects the IATS INTERFACE



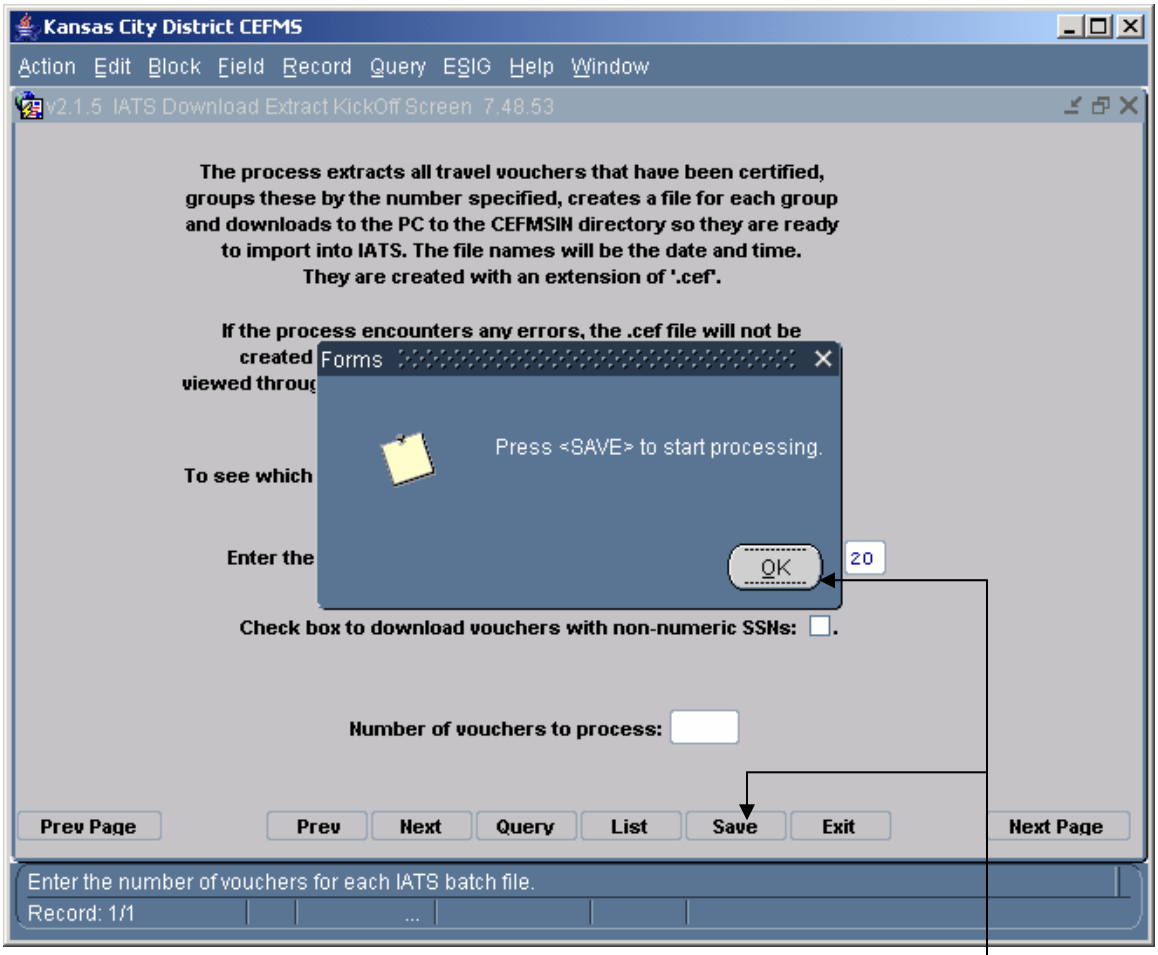
From the CORPS OF ENGINEERS IATS INTERFACE MENU the user selects EXTRACT VOUCHER DATE & DL TO IATS



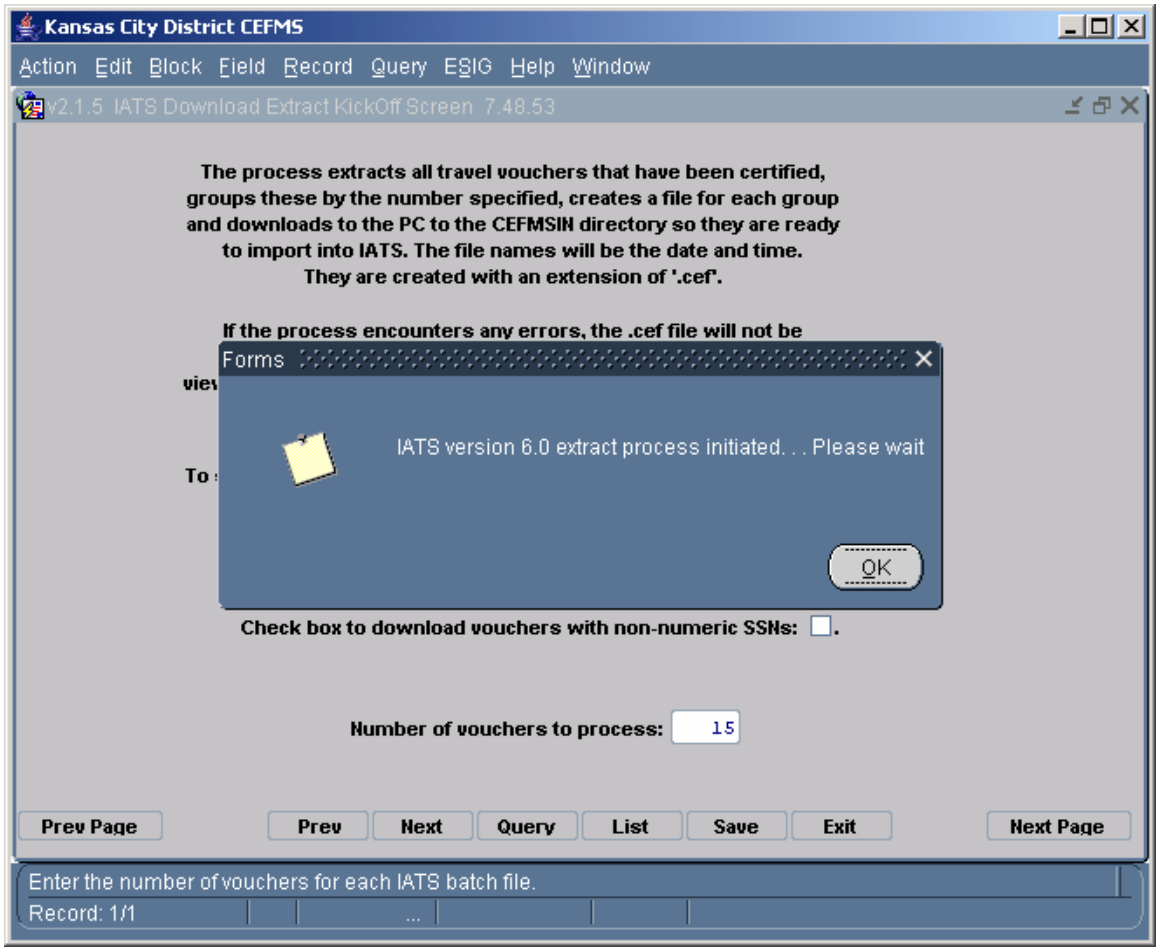
When the user initially goes into the IATS DOWNLOAD EXTRACT KICK-OFF SCREEN the Line "Enter number of vouchers to include in each IATS batch file:" will be populated with a "1".

The maximum number of voucher per batch file should not exceed twenty (20).

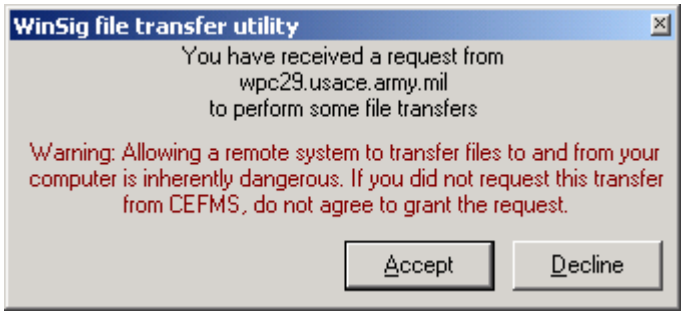
Once the number of vouchers per batch file is populated the user presses the enter key.



The user will be prompted to SAVE the Record, select OK then SAVE.



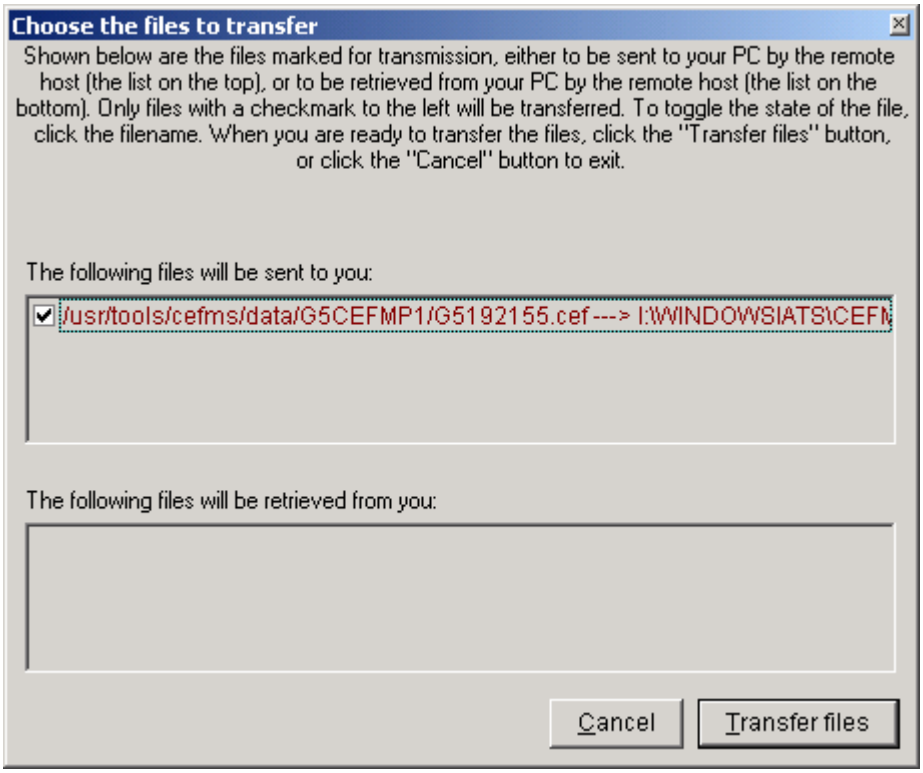
The number of vouchers will populate and the IATS download process will initiate.



The above WinSig block will appear. The user must press the ACCEPT button to continue.

Downloads vary based on the number of vouchers being downloaded. The process is usually no more than five (5) minutes.

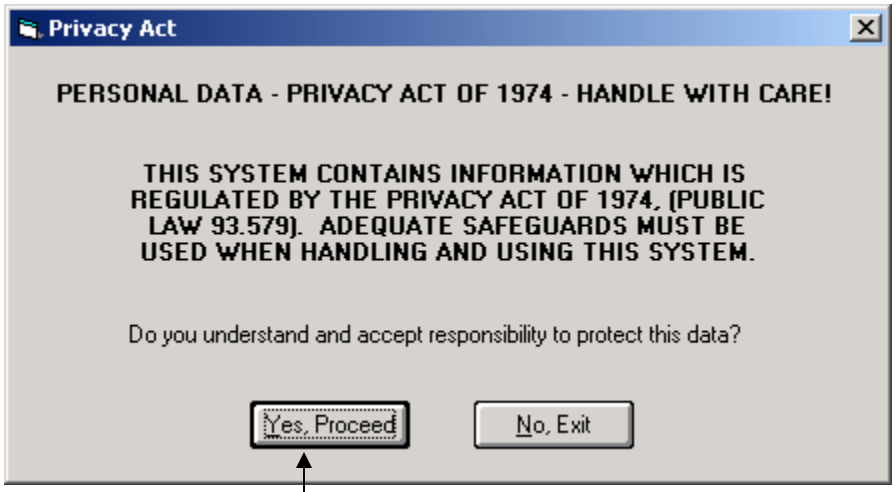
The following block will appear once the transmission file(s) have been created.
The user must ensure that the block is checked and press the TRANSFER FILES button.



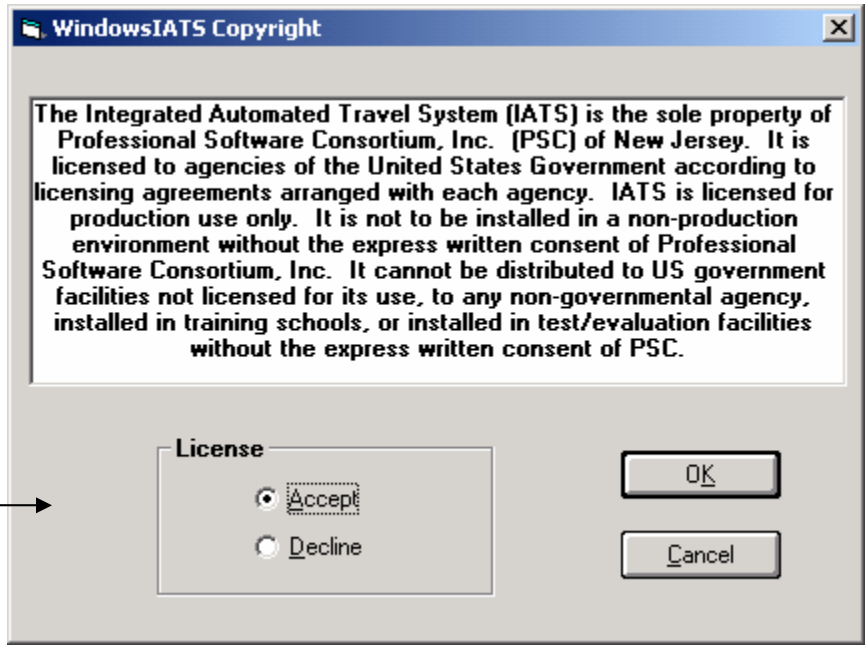
Once the files are transferred the user will have to sign onto IATS to review, verify, and correct travel voucher data.

The USER NAME for IATS is the same as CEFMS. The IATS Password will be provided to authorized users by the Directorate of Administration.

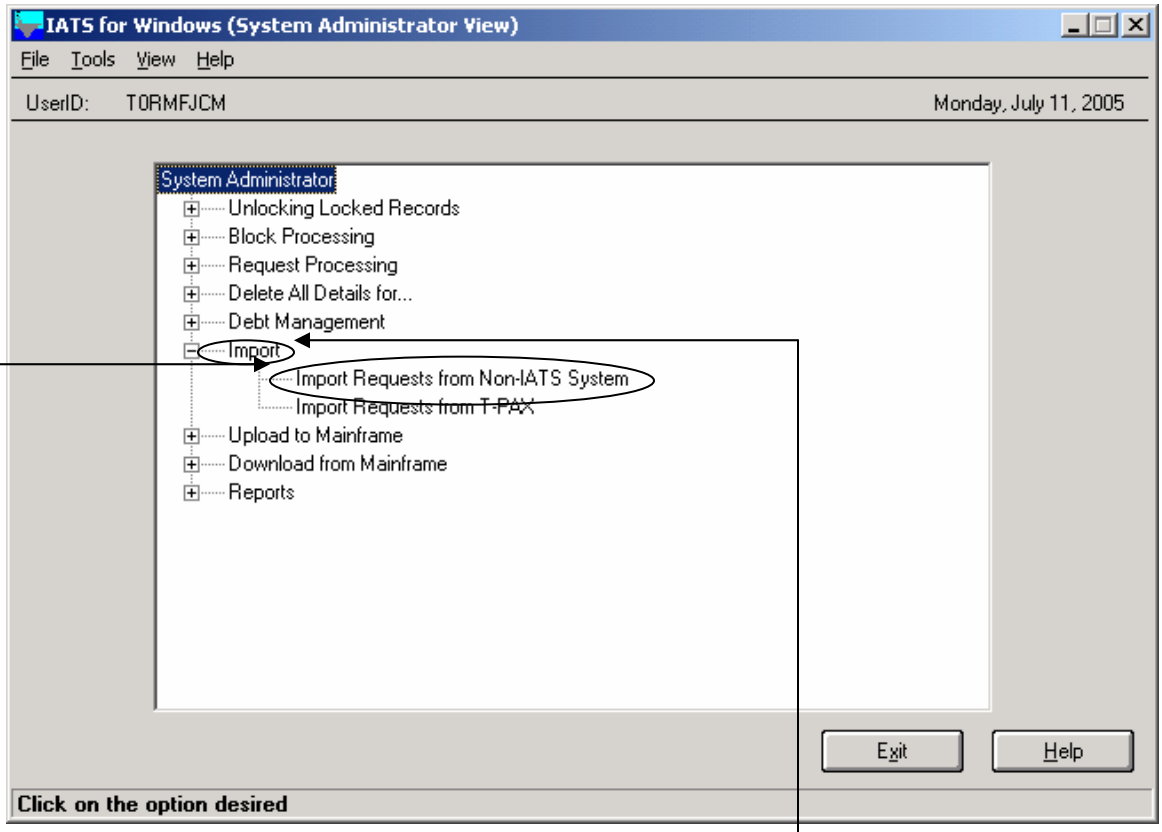
Type in USER NAME and PASSWORD and press the OK button to log in.



Select Yes, Proceed

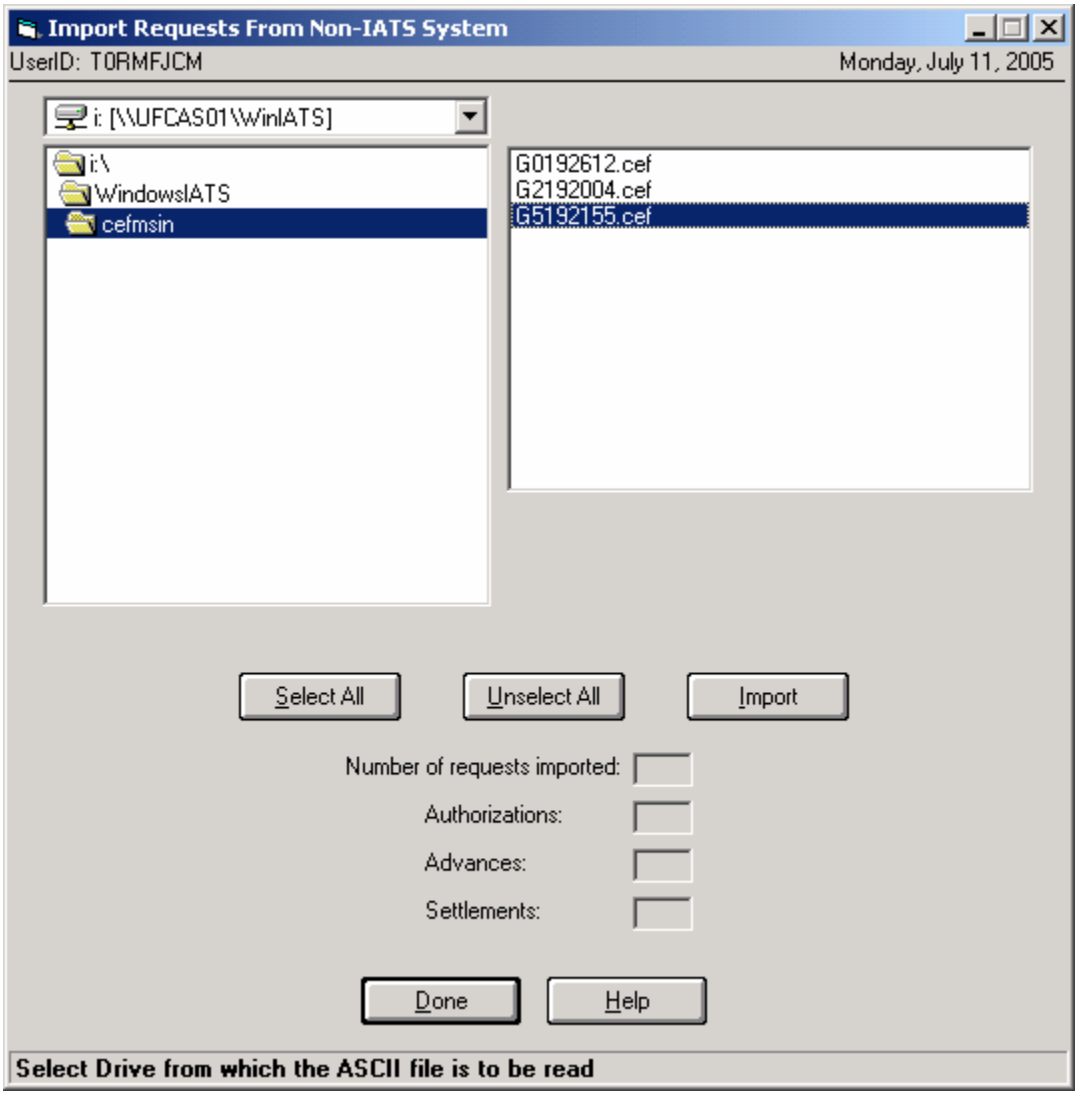


Click the ACCEPT radio button, then OK to proceed.

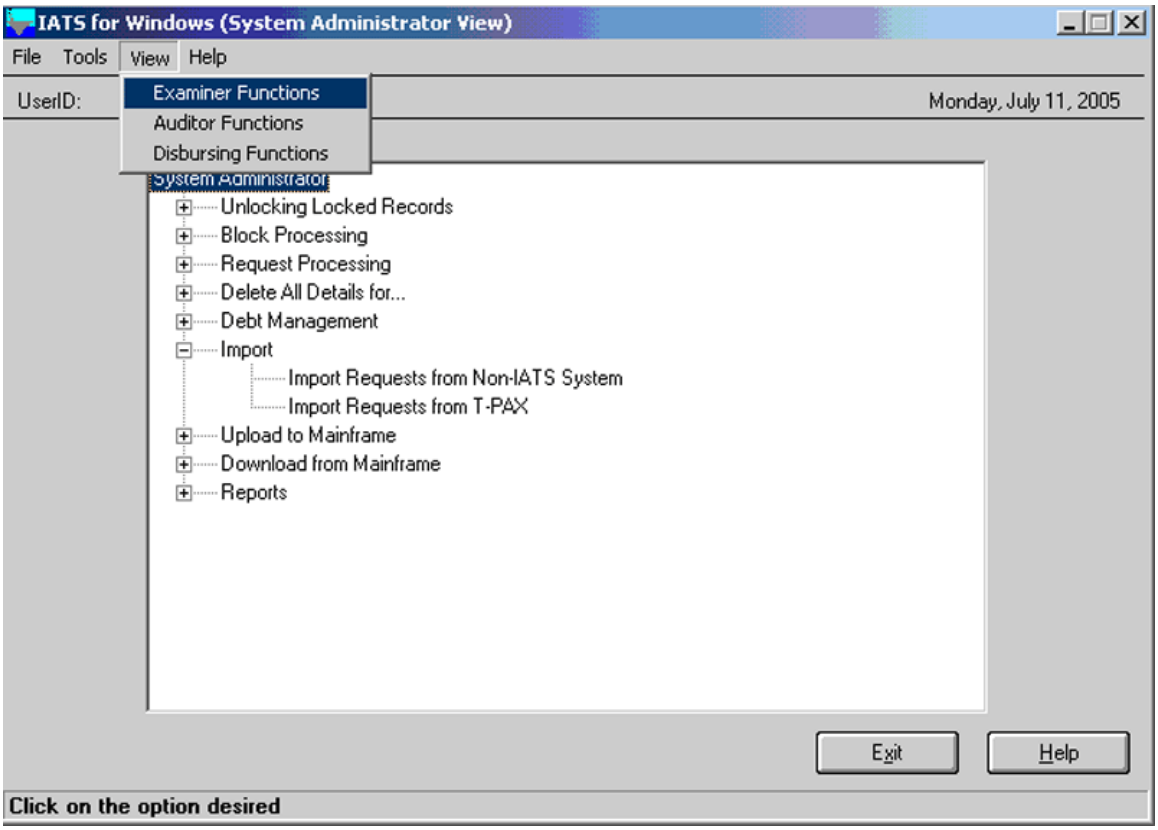


Once the IATS MAIN MENU populates, select IMPORT.

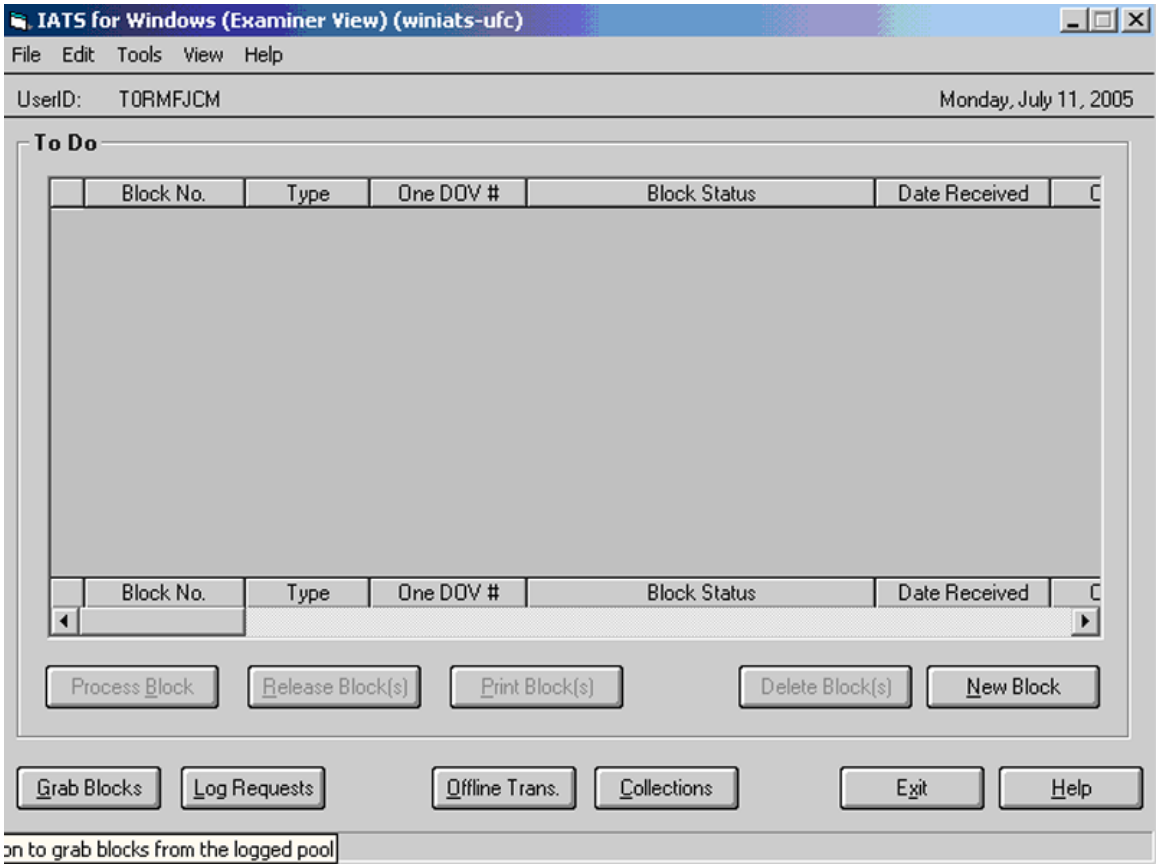
Two submenu options will appear. Select the IMPORT REQUEST FROM NON-IATS SYSTEM option



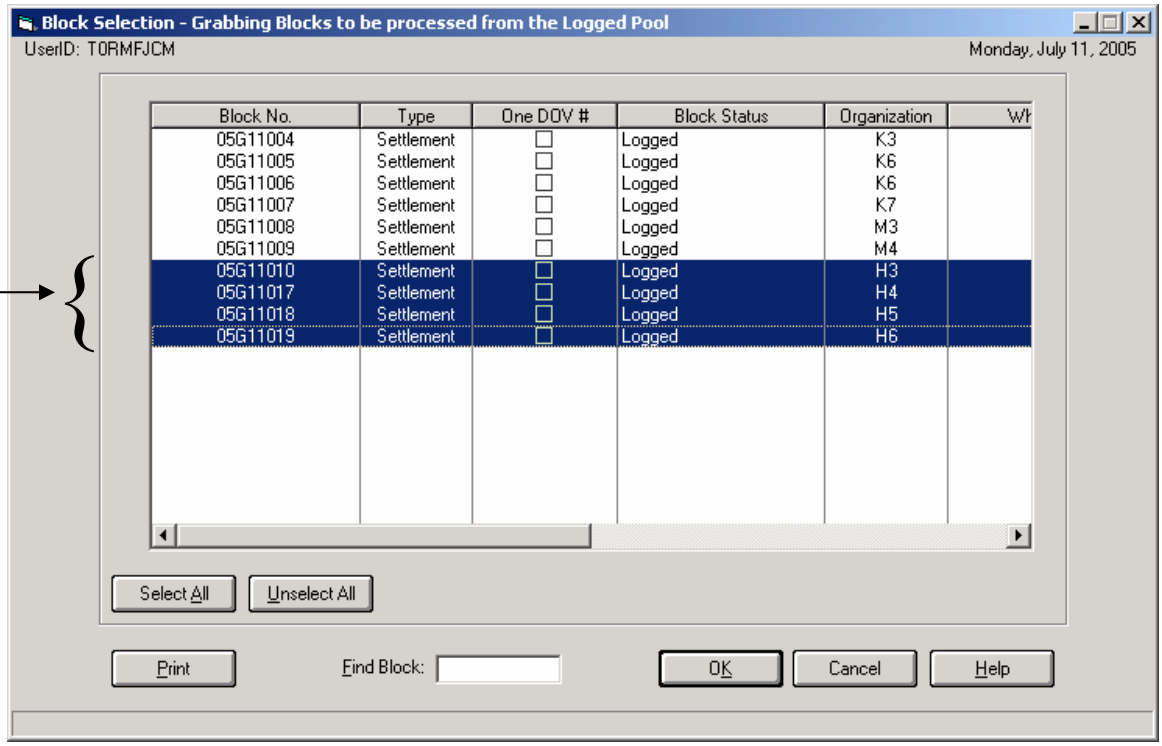
Select files to be imported by clicking on the file name. Multiple files may be selected and imported simultaneously by clicking and dragging the mouse or using the arrow keys.



_____ From the menu at the top of the screen select the VIEW option. A pop down menu will appear. Select the EXAMINER FUNCTIONS option.

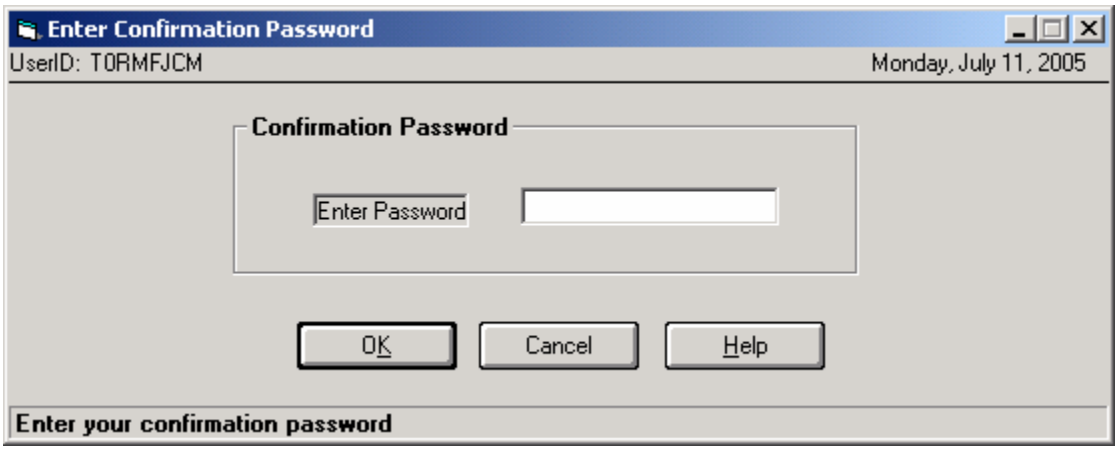


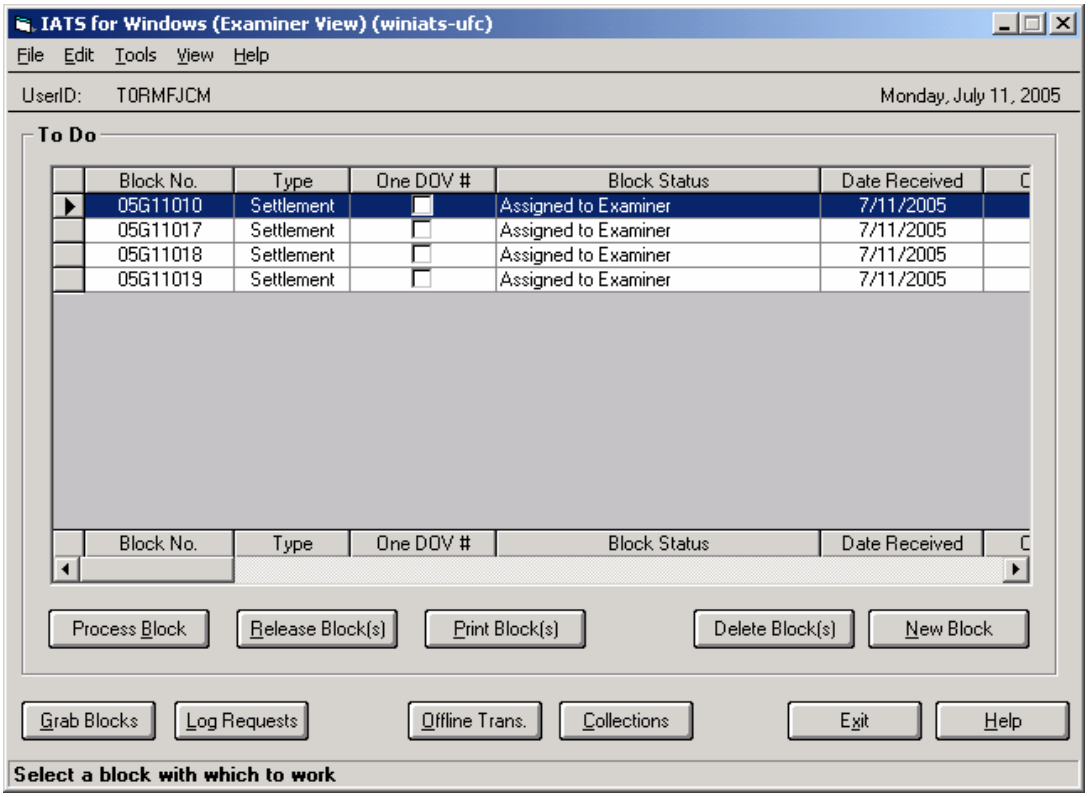
Select the GRAB BLOCKS button at the bottom of the screen.



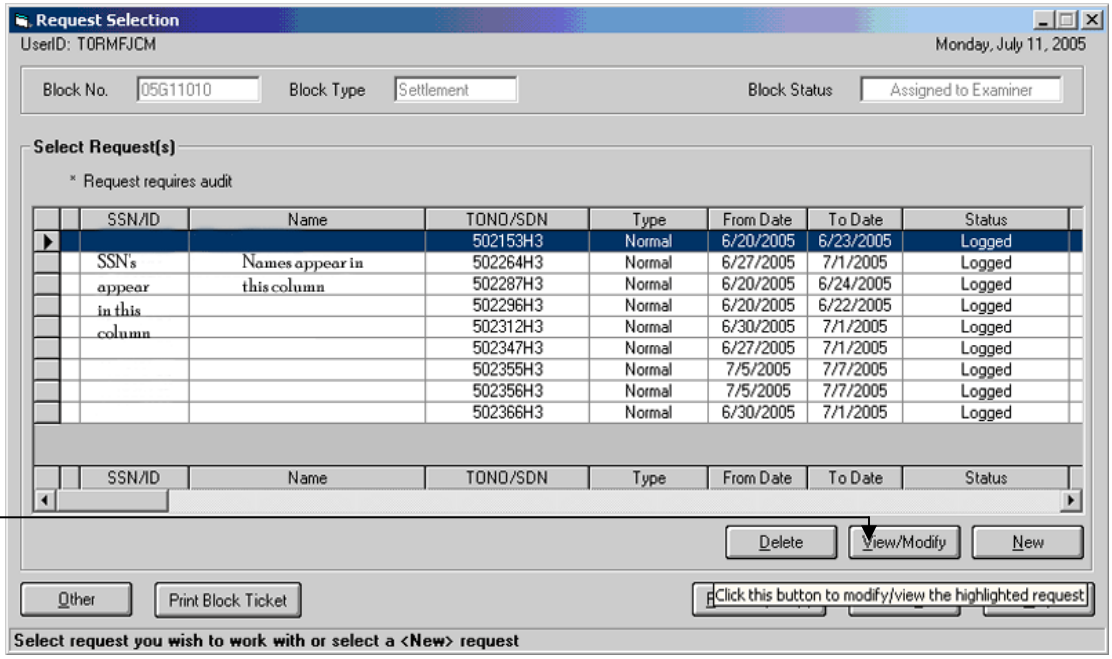
Highlight the files to be reviewed and click OK.

User Password will have to be confirmed.

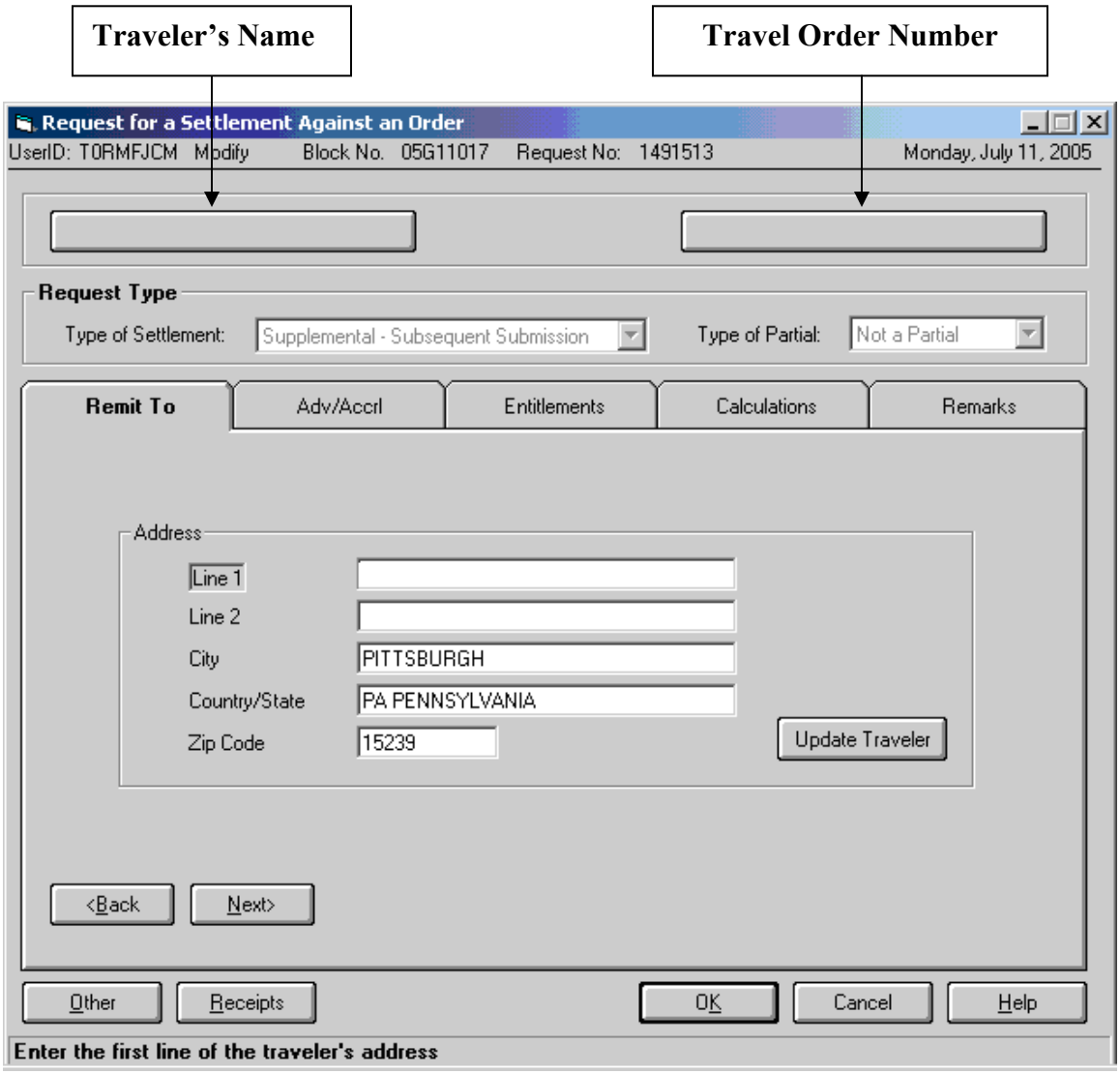




Highlight the line and click the PROCESS BLOCK button.



To view individual travel settlement data, highlight the line to be viewed and click the VIEW/MODIFY button.



From the individual travel order, the user will select from the following tabs to review, verify and correct data.

Remit to:	Verify the Travelers mailing address
Advance/Accrual:	Check for Travel Order Advances or prior payments
Entitlement:	Itemized list of amount Traveler is owed, changes can be made by the user to correct information
Calculations:	Total amounts owed to Traveler by category
Remarks:	Comments from the traveler explaining entries

Once the technician verifies the data submitted, the settlement vouchers will be printed and passed to the certifier for review and approval.