



Instructions for Adjusting /Amending a DTS Authorization to Update GTCC

In preparation for the GTCC vendor contract transition (Bank of America to Citi), Release 5 will implement a number of enhancements to simplify document and payment processing during the transition period. An automatic upload of the new Citi individually billed accounts (IBA) will populate DTS user profiles. However, for select authorizations (as identified below) with unticketed commercial reservations, the new Citi IBA will need to be communicated to the traveler's CTO before the ticket can be issued.

This document will assist DTS users with the following:

- a. identifying which DTS authorizations are impacted
- b. step-by-step guidance through adjusting/amending a DTS authorization to update the method-of-reimbursement for airline/rail tickets
- c. Updating the airline/rail ticket payment method in the DTS reservation passenger name record (PNR) from which the CTO will issue the ticket.

• IMPACTED AUTHORIZATIONS

Impacted authorizations include DTS authorizations created prior to Release 5 (November 1, 2008) with a departure date on-or-after December 4, 2008, document is stamped "CTO Booked" and the method of reimbursement is an individually billed account. (e.g., Bank of America GTCC IBAs beginning with 4486-12).

• UPDATING AFFECTED AUTHORIZATIONS

1. From the *Authorizations/Orders* screen, select the "amend" or "view/edit" link for applicable document
 - a. If the "view/edit" link is used, from the *Adjustments* screen, select the "view/edit" link for the most current version of the document.
 - b. From the *View Only* screen, deselect/uncheck the "Open Document VIEW-ONLY" box and select the "OK" button.
 - c. Select "OK" button when the following pop-up box is displayed (see Figure 1):

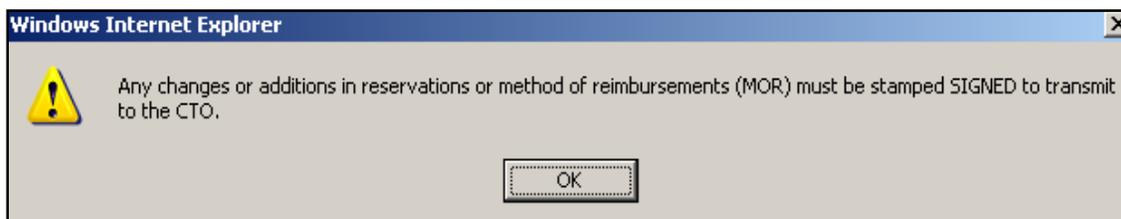


Figure 1: Pop-Up Box

2. From the Preview Trip screen, select “Additional Options” from the navigation menu.
3. From the *My Profile* screen, select “My Account Information” from the menu bar.
4. From the *My Account Information* screen, scroll down to the table under “EFT and Credit Card Accounts” and select the radio button next to “GOVCC (Citi)”. *Note: selecting the Citi radio button will automatically deselect the Bank of America radio button.*

	Account Type	Account Number	Routing Number	Expiration Date
<input type="radio"/>	GOVCC (BoA)	4486111234567890	938917044	11/30/2008
<input type="radio"/>	GOVCC (Citi)	4614221234567890	938917000	11/30/2009
	SAVINGS	879789678986	657657657	

Enter only one account with a routing number.

Mandatory EFT Payment: Yes No

GOVCC Account Number:

GOVCC Expiration Date (mm/dd/yyyy): 

Checking Routing Number:

Checking Account Number:

Saving Routing Number:

Saving Account Number:

Save changes to permanent traveler information

Figure 2: EFT and Credit Card Accounts Table

5. Select the “Update Personal Information” button. The “My Account Information” screen will refresh and be redisplayed.
6. Scroll to the bottom of the *My Account Information* screen to the “Proceed to the following page:” box and select “Travel – Summary” from the drop-down menu; select the “Continue” button.
7. From the *Trip Summary* screen, select “Rental Car” from the menu bar.
8. Scroll to the bottom of the *Rental Car* screen and select “Request Assistance in Booking Rental Car”.
9. In the *CTO Comments – Rental Car* screen, replace the text in the comments box with the following three words: “**GTCC UPDATE ONLY**” then select the “Send Comments to CTO” button.

File Edit View Favorites Tools Help

Logged In As: [Debbie L Lewis-Manni](#) Document Name: DLATLANTAFULT110508_A01 Screen ID: 1503.1 [Close Window](#)
Traveler Name: [Debbie L Lewis-Manni](#) Document Type: Authorization [Help for this screen](#)

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CTO Comments - Rental Car

No Rental Car Selected
NOTE: Selecting this option will require manual intervention by your Commercial Travel Office and may result in a higher transaction fee to the Government.

If necessary, add additional comments to the CTO:
GTCC UPDATE ONLY

[Cancel CTO Assistance](#) [Send Comments to CTO](#)

Figure3: CTO Comments – Rental Car Screen

10. Scroll to the bottom of the *Trip Summary* screen and select the “Save and Continue” button.
11. Select “Review/Sign” in the navigation bar and select “Digital Signature” from the menu bar.
12. In the *Digital Signature* screen, be sure the document action is set to “Signed” and select the “Submit Completed Document” button to digitally sign.
13. The document will route to the CTO and will need to be approved.