



R8 Software Update Information

I. GENERAL SOFTWARE UPDATE INFORMATION

** Note: Information and dates provided are as of the time/date stamp above and are subject to change without notice. Updated information will be released as necessary.*

- **Software Update Name and Version Number:** R8 –1.7.2.8
- **Projected DTS Release Date:** July 17, 2010
- **Expected DTS Downtime:** 6 hours from 2300 on Friday, July 16, 2010 through 0500 ET on Saturday, July 17, 2010 *(Please monitor the DTS website for the latest downtime information)*
- **EWTS Release Date:** July 8, 2010
- **TAC Outreach Call (Associated with this Update) Scheduled Date:** TBD - For the latest schedule, check the TAC Outreach Call announcement posted in TraX announcements (www.defensetravel.dod.mil/passport)
- **Updated Documents Post Date:** July 17, 2010
 - Document Processing Manual - Chapters 2, 4, and 5
 - DTA Manual- Chapters 5, and 8
 - DTA Manual Appendices E and K
 - Financial Field Procedures Guide

II. SUMMARY OF FUNCTIONALITY *(As of July 9, 2010)*

The R8 software update will include functionality that records the approval process in a document history, allows access to a traveler profile from the *DTS Welcome* screen, and enhances Cross-Org funding functionality. This update will also resolve several System Problem Reports (SPRs) *(see section III)* that may affect functionality and/or elements of some pages. For additional information, see section V – Frequently Asked Questions.

III. SYSTEM PROBLEM REPORTS *RESOLVED* WITH SOFTWARE UPDATE

Key	Summary
DTSP-5104	Worldspan - After CTO Booked, Cancel Hotel, Sign/CTO Submit. The Hotel remains in the PNR but is not in the Document.
DTSP-4871	Search by County screen is throwing ISE when State and county are selected from respective drop down lists
DTSP-4710	Worldspan - DTS is not changing existing FOP in the PNR when using Request Assistance as a workaround to DTSP-1874.
DTSP-4697	The voucher did not pay manually entered expenses under Non-mileage

DTSP-4685	AUTO approved CTO Cancel documents for trip cancel are sending obligations when using expenses incurred. GEX is rejecting the obligation.
DTSP-4683	Import-Export: DTS not properly applying the ALVE Duty Condition on the first and last days of a trip
DTSP-4667	Travel -> Other Transportation page: Savings changes results in a "stale link" error
DTSP-4653	Daylight Savings Time - Hotel booking for 3/14 displays in DTS as booked for 3/15, PNR is correct. Click Cancel (prior to Signing) and book hotel again causes double booking
DTSP-4648	Travelers split to EFT and GOVCC was paid incorrectly, however the total amount was correct.
DTSP-4599	Change Link - Outbound Flight changed to different airport departure and both flights (changed and new) remained in PNR
DTSP-4598	Change link - Flight does not always cancel in the PNR, causing PNR error when attempting to book new flight
DTSP-4586	GAUTH - clicking on the View Unselected Authorizations For This Trip link on the Other Authorizations page results in ISE
DTSP-4573	CBA - Invalid display of ticknum and cost for credit matched for manual previously applied credit.
DTSP-4557	Rental Car reservation does not appear on the Preview Trip Page
DTSP-4556	ISE: Class: com.ngc.dts.ui.tapestry.pages.reservation.ReservationTripSummary Method: updateReservationSummary
DTSP-4522	Import/Export - CBA Recon - Reservist showed up on non Reserve CBA account
DTSP-4505	Unable to update or detach User Profile in DTA Maint.
DTSP-4485	Amount PAID does not match document payment totals
DTSP-4466	ISE - Class: ognl.OgnlRuntime Method: callAppropriateMethod
DTSP-4458	View CBA List doesn't show CBA's for org unless run from higher org and include sub-orgs's
DTSP-4452	ISE: Class: ognl.OgnlRuntime, Method: getMethodValue when opening Digital Signature
DTSP-4436	Pre-audit Reason Codes and Justification not present for AO after CTO BOOKED
DTSP-4410	CBA - Accounting Information Not Available due to invalid account organization
DTSP-4407	SPP for M&IE marked as personal paid to GOVCC after amendment
DTSP-4406	The document at CTO Booked is not triggering the Routing List and remains at CTO booked.
DTSP-4324	ISE - Class: ognl.OgnlRuntime Method: callAppropriateMethod when certifying permissive authorization
DTSP-4247	SABRE Web Services / USAir Seat Maps Display inconsistently regardless of aircraft & GDS
DTSP-4233	DTS - CBA - Ticket list in CBA Module does not match ticket amount in the Voucher.
DTSP-4219	Error Code: 90 Class: com.ngc.dts.ui.tapestry.pages.travel.OtherTransportationPage Method: editCtoExpense
DTSP-4133	Flights with MOR changed from CBA to GOVCC remain as non-reimbursable
DTSP-4097	CBA account information should not be blank on traveler's document when traveler detaches or changes Orgs
DTSP-4082	CBA - Credit not grouping when two debits exist
DTSP-4034	Document with the Debt Satisfied are not being cleared off the DMM Report.
DTSP-3790	ISE on Sign page

DTSP-3783	Created Authorization with Reservations was able to be stamped other than Signed by PL2
DTSP-3585	SQL Analysis - AUDITDTL - Query by TMCONNECT updates vchnum and u##vchnum columns
DTSP-3452	Duplicate Trans ID sent to the partner systems.
DTSP-3199	Dollar amounts for Actual and Allowed do not match
DTSP-3126	Advice of Payment Did Not Post to the DTS Voucher.
DTSP-3121	SPP paid on rejected obligation
DTSP-2947	The Edit link on Voucher for CP-I is not working and it is adding another ticket instead of editing the cost.
DTSP-2585	Route & Review-Unable to view Lodging and M&IE. Pop Up window Appears but closes quickly, and still unable to view the Lodging and M&IE
DTSP-1964	Hotel - The Document "times out" when booking or changing a hotel and traveler is returned an error however, in the PNR the hotel is actually booked.
DTSP-866	Add a selection to the Traveler Setup menu for the traveler to update profile
DTSP-816	Due-US situation unrecognized for a case of overpayment by advance and SPPs
DTSP-715	Erroneous Emails sent to travelers that Form of Payment has been Changed by CTO
DTSP-84	SABRE - Voucher Rental total is 2nd rental on Vouch + 2nd rental from the Auth

IV. SYSTEM PROBLEM REPORTS *INJECTED* WITH SOFTWARE UPDATE

A complete list of SPRs and associated workarounds are available in the SIM in Passport (www.defensetravel.dod.mil/Passport). If you do not have access to the SIM and would like workaround information, please contact the Travel Assistance Center. The TAC can be reached by submitting a help ticket online through the "Tickets" section of TraX (www.defensetravel.dod.mil/passport) or by calling 1-888-Help1Go. If calling from overseas, use DSN 312-564-3950 or dial 809-463-3376 (wait for the beep) then dial 1-888-Help1Go (888-435-7146).

V. FREQUENTLY ASKED QUESTIONS

1. How has access to "Personal Profile" information changed?

Users/travelers will be able to view and edit their personal profile directly from their *DTS User Welcome* screen. This change allows users/travelers to view and edit their personal profile at any time without having to create a travel document (authorization or local voucher) or contact their Defense Travel Administrator (DTA) as was previously the case. This change does not affect the types of changes users can make to their profile.

2. After the update, how can users/travelers access the *Update Personal Profile* screen?

On the DTS *User Welcome* screen, mouse over **Traveler Setup** from the menu bar and select **Update Personal Profile** from the drop-down list to open the *My Profile* screen (Figure 1).

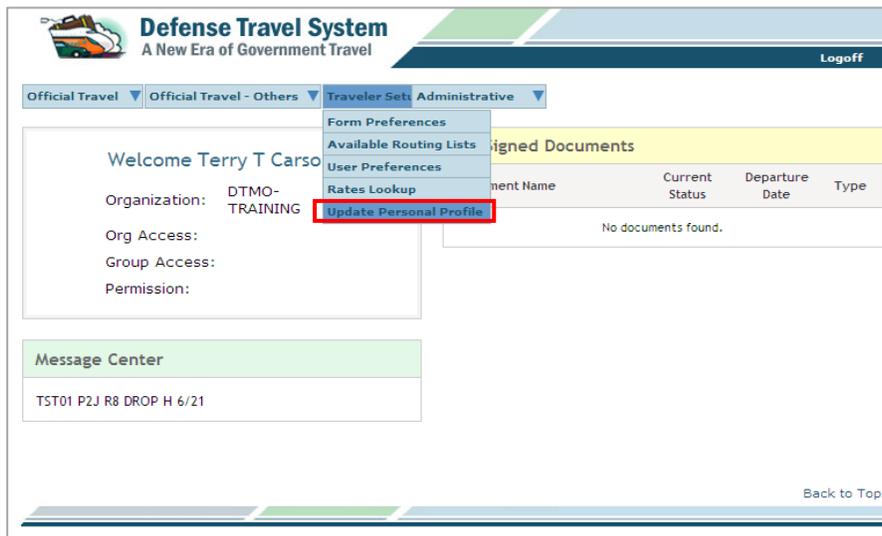


Figure 1: DTS Home Page – Traveler Setup – Update Personal Profile

3. Will the Traveler Setup personal profile screen look different from the personal profile screen in a travel document?

The basic layout of the personal profile will remain the same (Figure 2). The **Update Personal Information** button previously only at the bottom of profile screen, will be available at both the top and bottom of the *Traveler Setup personal profile* screen when accessing the Personal Profile from the DTS homepage. The **Save changes to permanent profile information** check box will not be available as all profile changes will be automatically saved to the a user's permanent profile.

Logged In As: Terry T Carson
Traveler Name: Terry T Carson
Screen ID: 9515.1
Close Window
Help for this screen

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Routing Lists Reports Additional Setup Rate Lookup Update Personal Profile

My Profile

> My Preferences > My Additional Information > My Account Information > My TSA Information

Update Personal Information

Complete the information below.

* Last Name: Carson
* First Name: Terry
MI: T
* Gender: M F
SSN: XXXXX4108

Mailing

* Address Line 1: 121 Semper Fi Blvd
Address Line 2:
* City: Warrenton
* State: VA
* Zip Code: 20186

* Home Phone: 1111111111
* Email Address: terry.carson@dtmo.pentagon.mil

Residence

Address Line 1: 121 Semper Fi Blvd
Address Line 2:
City: Warrenton
State: VA
Zip Code: 20186

Emergency Contact

* Emergency Contact: Duty Clerk
* Emergency Phone: 1111111111

Update Personal Information

Figure 2: My Profile Screen

4. Will updates to the Traveler Setup personal profile screen affect existing documents?

No. Changes made using the new Update Personal Profile feature will not affect any existing travel documents in DTS. A pop-up (Figure 3) will appear when saving any new information informing the traveler that “Changes to the Personal Profile do NOT affect any existing travel documents.”



Figure 3: Pop-up Information

5. Are there any other changes in the Personal Profile that Defense Travel Administrators will need to know about?

Yes. Defense Travel Administrators (DTA) will not be able to update the following fields in their own profile:

- *DTA Maintenance screen – Approval Override, Manually Entered Transaction, Non-DTS Entry Agent, and Debt Management Monitor*
- *DTA Maintenance/Traveler Setup/Document Profile screens – Self AO-Approval, Advance Authorization, Mandatory Use of GOVCC*

6. What changes are being made to Cross-Organization Funding?

Finance Defense Travel Administrators (FDTA) will have the option to designate Lines of Accounting (LOA) to another organization by restricting use to specific travelers. Previously, FDTAs could only designate LOAs to an organization, not individual users. Also, FDTAs can now restrict which routing lists can be used in a travel document that is being funded by a Cross-Organization LOA.

These changes allow FDTAs to make a Line of Accounting (LOA) available to those travelers from another organization that have authorization to use it, rather than the entire organization. Additionally, FDTAs can now control the routing list being used for the travel document being funded.

7. How does an FDTA choose a specific traveler to use the Cross-Organization LOA?

From the DTA Maintenance Tool, use the *Search Lines of Accounting* screen to display the list of LOAs for a specific organization. Select the **X-Org Funding** button next to a specific LOA to search for and select specific organizations or individuals. Complete the **Search Cross Org By Traveler SSN** field to designate the LOA to a specific traveler (Figure 4).

Search Cross Org:

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label: 10 XORG

Funding LOA Org: DTMO-TRAINING

Selected Organizations and Individuals for Funding:

Select to Delete	Organization/Traveler
<input type="checkbox"/>	TDZDTMOTRAINING/Carson Kim XXXXX4106
<input type="button" value="Select All"/> <input type="button" value="Clear All"/>	
<input type="button" value="Delete Selected"/>	

Select Routing List:

Document Type: Routing List:

Selected Routing List:

Select to Delete	Document Type/Routing List
<input type="checkbox"/>	AUTH/TRAINING-ML
<input type="button" value="Select All"/> <input type="button" value="Clear All"/>	
<input type="button" value="Delete Selected"/>	

Figure 4: Search Cross-Organization Screen

8. What happens when an FDTA designates a specific routing list for documents using a Cross-Organization LOA?

If a routing list is designated for a Cross-Organization LOA, the specified routing list will appear as the traveler's default routing list on the affected document's *Digital Signature* screen. A traveler cannot select another routing list for the document.

9. What happens if an FDTA does not designate a specific routing list for documents funded by a Cross-Organization LOA?

If a specific routing list is *not* designated, the default routing list from the traveler's profile will display on the *Digital Signature* screen. A traveler can select a different routing list if multiple options exist in the Routing List drop-down list.

10. Do the Cross-Organization LOA changes affect any reports?

Yes. The Budget module's Transaction and Total Obligation reports will display the organization of the traveler that used a specific LOA. Previously, the Org field only displayed the organization of the LOA.

11. Do the Cross-Organization LOA changes affect how FDTAs view documents?

Yes. FDTAs will have access to search for Cross-Organization funded documents by TANUM (Figure 5). Search results will display based on FDTA access and will be view-only.

The screenshot shows the 'Defense Travel System' interface. At the top, it displays 'Logged In As: Terry D Carson', 'Document Type: Authorization', 'Screen ID: 1062.1', and links for 'Close Window' and 'Help for this screen'. The main content area is titled 'Traveler Lookup' and contains three search sections:

- Search By Social Security Number:** A text input field for 'Traveler SSN:' followed by a 'Search' button.
- Search By Traveler Name:** Two text input fields for 'Last Name:' and 'First Name:', each followed by a 'Search' button.
- Search By TANUM:** A text input field for 'TANUM:' followed by a 'Search' button.

Below these sections is a yellow highlighted box with the text: 'Use the search function below to find Documents by TANUM for Cross Organization Funding'. Underneath this box is a section for 'Xorg Search By TANUM' with a text input field for 'TANUM:' and a 'Search' button.

Figure 5: Cross-Organization Search By TANUM

12. What changes are being made to the Approval Document History process in DTS?

On the *Digital Signature* screen, the Document History will show the Approval Failed stamp. The **View Reasons for Audit Failures** link has been renamed to **“View Results of Approval Action”** when the APPROVED stamp is available for selection (Figure 7). Selecting this link will display audit results for the document to include, hard audit checks, funding validation, Tickets Are Waiting (TAW) date application, and electronic payment (EP) process audits. For approval scenarios that do not have EP or hard audit failures, DTS will capture other events within the approval process such as an Authorizing Official (AO) indicating that a non -ATM cash advance is to be paid immediately. The system-generated status codes AUDIT FAIL and AUDIT PASS will be renamed to APPROVAL FAILED and APPROVED (Figure 8).

The *Authorizations/Orders* screen will also show that the document has been given the APPROVAL FAILED stamp (Figure 9).

This enhancement provides a consolidated record of the actions triggered by the approval process. Previously, certain events such as on screen messages to an AO at approval were not recorded in the audit results.

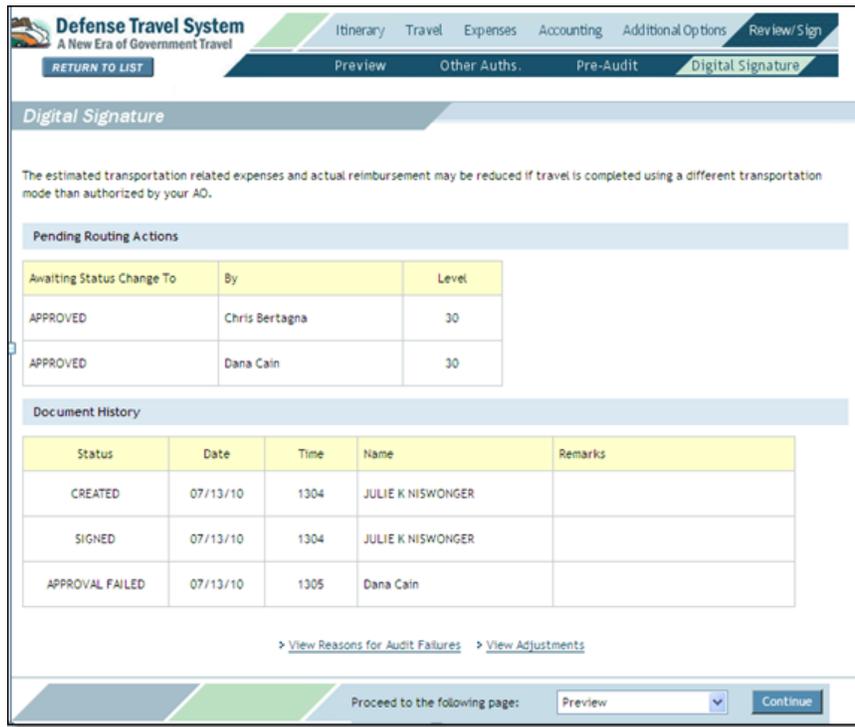


Figure 6: Document History-Approval Failed

Logged In As: [Kim A Carson](#) Document Name: KCDENVERCO072010_A01 Screen ID: 1029.1 [Close Window](#)
 Traveler Name: [Kim T Carson](#) Document Type: Authorization [Help for this screen](#)

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[RETURN TO LIST](#) | [Document List](#) | [Route/Sign](#) | [Adjustments](#) | [Setup](#)

[Preview](#) | [Other Auths.](#) | [Pre-Audit](#) | [Digital Signature](#)

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

[View Results of Approval Action](#)

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Proceed to the following page:

Figure 7: Digital Signature Screen

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Audit Results

Audit Results

Process	Status	Comments
Budget Failed	FAIL	No Budget exists for the cited LOA. 10 GAFS-G-01; Org: DTMO-INTEG; FY 10

Figure 8: Audit Results

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View Vouchers View Local Vouchers View Group Authorizations

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

> [Create New Authorization/Order](#) > [Create Trip Template](#) > [NEXT 25](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
DDLITTLEROCKA061310_A01-01	06/13/10	CANCELLED	0NY81C	> view	> print		
DDNASHVILLETN053110_A01	05/31/10	CANCELLED		> view	> print		
DDSANDIEGOCAD41910_A01-01	04/19/10	APPROVAL FAILED	0NY81S	> view/edit	> print	> trip cancel	
EDDSANDIEGOCAD41910_A01		POS ACK RECEIVED		> view	> print		
DDSANANTONIOT022310_A01	02/23/10	OBLIG SUBMITTED	0NY4X9	> view	> print	> trip cancel	> amend

Figure 9: Authorizations/Orders Page with Approval Failed stamp displayed