



**DEFENSE TRAVEL  
MANAGEMENT OFFICE**



**Defense Travel System**  
A New Era of Government Travel

# Software Update Information FY17 August Release

*Scheduled for August 2017*

*\* Note: Information and dates provided below are subject to change without notice. Additional information will be added as it becomes available. This document is intended for Military Service and Defense Agency DTS Program Office Travel Managers, as well as Defense Travel Administrators.*

## I. GENERAL SOFTWARE UPDATE INFORMATION

- **Release Software Version Number:** 1.7.3.50
- **Enterprise Web Training System (EWTS) Release Date:** August 9, 2017
  - **EWTS Expected Downtime:** TBD
- **DTS Release Date:** August 11, 2017
  - **DTS Expected Downtime:** TBD
- **TAC Outreach Call:** August 8, 2017 and August 22, 2017 at 0800 and 1300 EST. For instructions on how to participate in this call or for a copy of the slides, see the TAC Outreach Call announcement in the Announcements section of Travel Explorer (TraX) ([www.defensetravel.dod.mil/passport](http://www.defensetravel.dod.mil/passport)).

## II. SUMMARY OF FUNCTIONALITY (As of July 28, 2017)

- This release continues the incremental implementation of updates to the system's Java Framework, first in EWTS, then in DTS. These updates enhance technology to include 508 compliance, system stability and security, and allow the system to leverage new browser capabilities.
- Includes/resolves functionality content listed in section III.
- In **DTS**, this release adds a New Trip Workbook (for traveler) and consolidates Reservation Expenses, Mileage/Non-Mileage, Substantiating Documents into a new, combined My Expenses screen. It also includes an updated Expenses navigation bar to reflect the consolidated screen, and introduce new receipt functionality where travelers can crop and associate a receipt with each expense, as applicable. Additionally, it adds a caution icon (yellow triangle) where a receipt is not attached and is required. *For more information, please see Section V.*

## III. FUNCTIONALITY RESOLVED/INCLUDED WITH RELEASE

	#	Title
1.	DTS-8991	BI : Some PAYMENT_RESPONSE_FACT TANUMs don't match transactional
2.	DTS-8952	MCR170014 Add New DAI Fiscal Stations to the GSO3 Table for the Start of Fiscal Year 2018
3.	DTS-8103	Mass Update Budget Returns Error
4.	DTS-7287	Provide the Transaction ID in the Debt Management Report
5.	DTS-3756	LOA allocation incorrect when selecting more than two LOA using FY Auto allocation
6.	DST-234	OBIEE report fails within minutes saying ORA-56735 time limit exceeded: call aborted

	#	Title
7.	DTS-198	OBIEE – Lowercase Org in Report Scheduler

*\*Work toward a future release*

**IV. INFRASTRUCTURE ITEMS RESOLVED/INCLUDED WITH RELEASE**

	#	Title
1.	INF-8733	Add trip workbook integration to substantiating documents
2.	INF-7750	BI : Dry Run for Deletion (VTSTDMB) - Data Purge*
3.	INF-7748	Data Purge: Practice Run for Deletion (PRODDEV)*
4.	INF-6355	BI : Some PAYMENT_RESPONSE_FACT TANUMs don't match transactional
5.	INF-6354	BI : Some PAYMENT_LEDGER_FACT TANUMs don't match transactional
6.	INF-6353	BI : Some PAYMENT_DOC_FACT TANUMs don't match transactional
7.	INF-6352	BI : Some NUSE_LODGE_DETAIL_FACT TANUMs don't match transactional
8.	INF-5044	BI : Infrastructure updates to the BUDGET_ADJUST_AUDIT_FACT table
9.	INF-605	BI : DM_OWNER.PAYMENT_LEDGER_FACT record are rejected due to missing doc_header_dim record
10.	INF-563	Null BDJ_COMMENT values are causing errors in DM_OWNER.BUDGET_ADJUST_AUDIT_FACT ETL

*\*Work toward a future release*

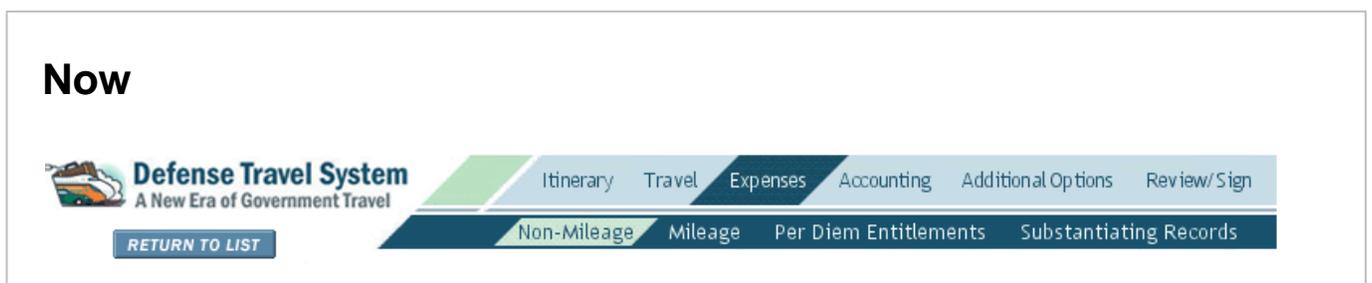
A complete list of release contents and associated workarounds are available in SIM via Passport, DTMO's web portal located at [www.defensetravel.dod.mil/Passport](http://www.defensetravel.dod.mil/Passport). If you do not have access to SIM and would like workaround information, create a TAC ticket requesting access to SIM account.

**V. Frequently Asked Questions**

1. What is the name of the new screen to-be implemented this month in DTS?

*My Expenses.*

2. What does the current and to-be (new) navigation bar look like?



### 3. What is included on the “My Expenses” screen?

This screen will include four main areas:

1. Reservation Expenses
2. Other Expenses
3. Substantiating Documents
4. Trip Workbook (traveler only)

### 4. What does the *My Expenses* screen look like?

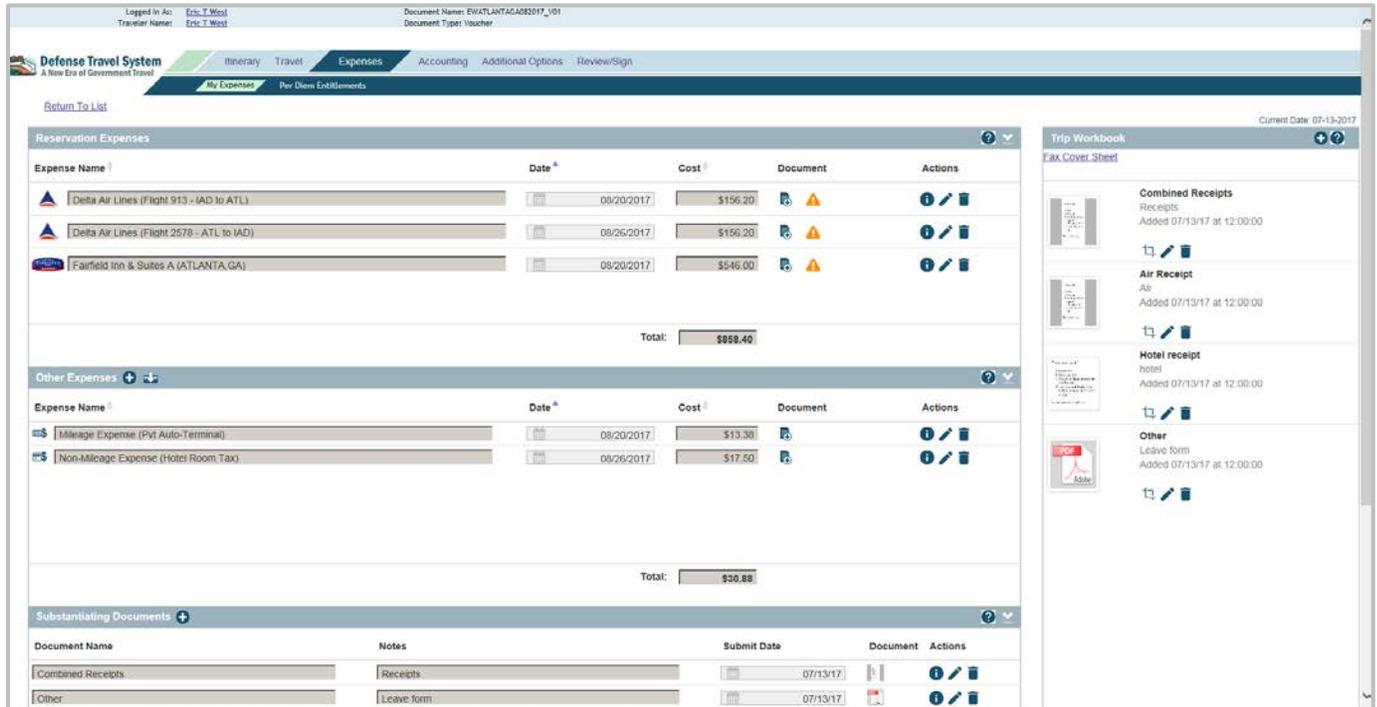


Figure 1: My Expenses Screen on a Voucher

### 5. Where do the expenses listed in the “Reservation Expenses” area originate?

DTS populates these expenses from the reservations information within your **Travel** tab.

### 6. How can I add expenses under the “Other Expenses” area?

You can add expenses by selecting the “+” within the “Other Expenses” title bar. Then, continue within the **Add Expense** popup.

### 7. When adding an expense within the “Other Expenses” area, what types of expenses can be added?

- Mileage Expense
- Non-Mileage Expense
- Transportation Expense
- Ticketed Expense

**8. What does the “Add Expense” box look like? See figure 2.**

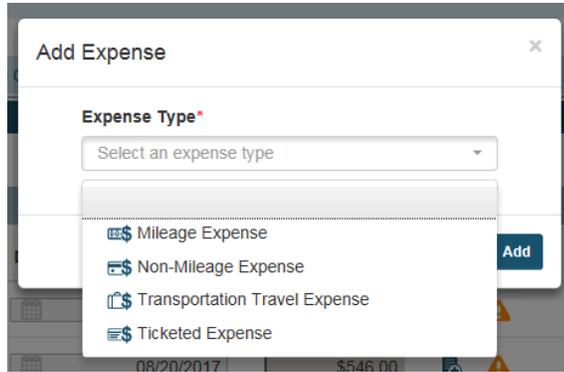


Figure 2: Add Expenses

**9. Where do I enter an expense (versus select from the drop the drop down)? See Figures 3 & 4.**

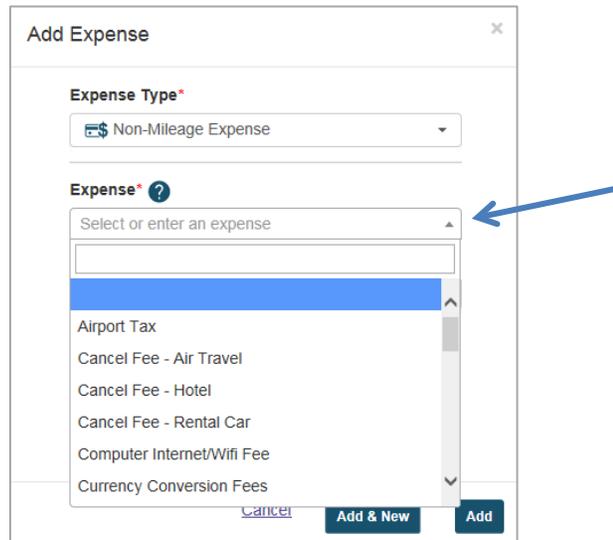


Figure 3: Add Expense – Enter an expense via typing

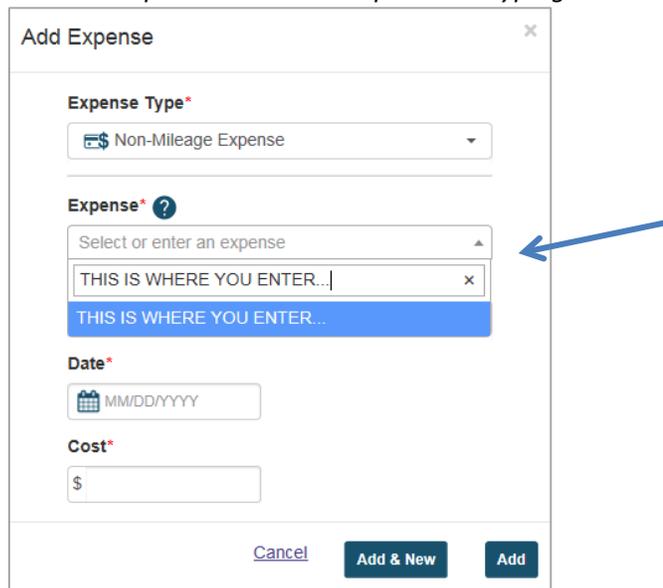


Figure 4: Add Expense – Enter an expense via typing, example

## 10. Does the area titled “Substantiating Documents” function similarly as today’s DTS?

Yes, and added is a drop down for Document Type. See Figure 5.

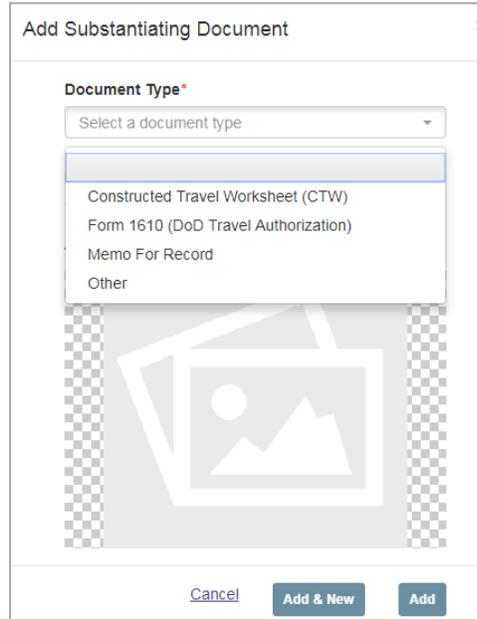


Figure 5: Substantiating Document – Document Types

## 11. Where can the “Fax Cover Sheet” link be found?

The Fax Cover Sheet link is at the top of the Trip Workbook. See Figure 6. Files added via Fax Cover Sheet will upload to both the Trip Workbook and Substantiating Documents. Plus, a slight change for a faxed document; the file will be converted to a .jpeg to allow cropping versus the previous conversion to a PDF (.pdf).

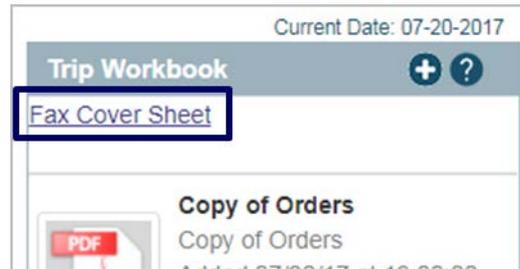


Figure 6: Fax Cover Sheet link

## 12. Who may use the “Trip Workbook? And what is the new functionality available to the traveler?

- The workbook is for the traveler’s<sup>1</sup> use.
- The traveler can:
  - drag and drop a file from their desktop directly into the workbook
  - select the “+” symbol to add a document via standard browsing capability
  - delete a document from the workbook
  - crop a portion of a document/receipt, then save the new image under a different name in the workbook

<sup>1</sup> Note: Traveler, in this context, may include other roles such as travel clerk or Non-DTS Entry Agent.

**13. Will the Authorizing Official have visibility of the workbook contents?**

No.

**14. How long are the contents of the Trip Workbook retained?**

The contents of the **Trip Workbook** are retained within the document for the life of the document, or until the traveler deletes a specific document.

**15. How can receipts be associated with each expense item? What will indicate an expense has been associated with a specific receipt?**

The traveler can associate receipts with each expense item by either drag and drop, or using the add functionality.

A thumbnail icon or numeral (indicating more than 1 receipt) will show up in the row the traveler has associated, under the “Document” column.

**16. Will dashboards showing missing receipts for my organization be available?**

Yes, for those with Business Intelligence Reporting Tool access, there will be dashboards available to see the count and percentage of receipts missing, with drill down capability.

**17. How will an Authorizing Official (AO) see the My Expenses screen?**

The AO would select the “Substantiating Records” button while on the Preview Trip screen. *(Note: This is the functionality as of the date of this document; if the workflow for an AO changes in the future, this document will be update.)*

**18. Where will additional information be available?**

For more information on the expanded functionality associated with the new Expenses Screen, please review the information papers :

- *DTS New Expense Screen Functionality for Routing Officials:*  
[http://www.defensetravel.dod.mil/Docs/DTS\\_My\\_Expenses\\_Screen\\_AO.pdf](http://www.defensetravel.dod.mil/Docs/DTS_My_Expenses_Screen_AO.pdf)
- *DTS New Expense Screen Functionality for Travelers and NDEAs:*  
[http://www.defensetravel.dod.mil/Docs/DTS\\_Expenses\\_Module\\_Traveler.pdf](http://www.defensetravel.dod.mil/Docs/DTS_Expenses_Module_Traveler.pdf).

Please note that the functionality included in this release may change slightly as the implementation date draws closer. We will update the information paper with any new information.