Defense Travel System

DTA Manual, Chapter 12: ROA & ROA Admin

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### Contents

1. **ROA Roles and Administration**
   - 4

2. **Using ROA**
   2.1 **View CBA and CCV Invoices**
   - 5
   2.2 **View Trip Data Using ROA**
   - 6

3. **Administrating ROA**
   3.1 **Update ROA Users and Administrators**
   - 9
   3.1.1 **Update a Person’s ROA**
   - 10
   3.1.2 **Remove a Person’s ROA**
   - 11
   3.2 **Give a Person ROA**
   - 12

4. **The DTA Manual: Contents & Links**
   - 15
# Revision History

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Date</th>
<th>Authorization</th>
<th>Revision/Change Description</th>
<th>Page, Section</th>
</tr>
</thead>
<tbody>
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</tr>
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</tr>
</tbody>
</table>
1 ROA Roles and Administration

As a Read Only Access (ROA) Administrator, you use the DTS ROA Administration module to assign and ROA to others or revoke ROA when no longer required.

There are two ROA roles in DTS:

- **ROA User.** A ROA User’s primary responsibility is to access to trip and invoice data for one or more organizations to which they have ROA. Trip data comes from the following DTS travel documents: authorizations, vouchers, and local vouchers. Invoice data comes from Centrally Billed Account (CBA) invoices and Government travel charge card vendor (CCV) invoices.

- **ROA Administrator.** ROA administrators may create new ROA Users and Administrators, and adjust their accesses as necessary. They can also access the same trip and invoice data as ROA Users.

  **Note:** Although military services appoint their own ROA Administrators, the Defense Travel Management Office (DTMO) is the ROA Administrator for Defense Agencies, Joint Commands, and any military service that requires organization access outside their own service.

2 Using ROA

ROA Users and Administrators access ROA tools through the DTS Dashboard (Figure 12-1). The ROA tools are located under **Read-Only Access (ROA)** on the menu.
2.1 View CBA and CCV Invoices

To view CBA or CCV invoices:

1. On the DTS Dashboard (Figure 12-1), select Maintenance, then ROA Invoices. The Read Only Access – Invoices Search screen (Figure 12-2) opens.
2. Complete the search criteria fields in the top section of the screen. Those marked with an asterisk (*) are mandatory; others are optional.

3. Enter dates or use the calendar icons to limit search results to a specific **CCV Date Range**.

4. Select the **Report Type** you want to run:
   - **Invoice Summary.** Provides information about a CBA or CCV invoice.
   - **Transaction Summary.** Provides high-level information about and summary totals of the transactions that appear on a CBA or CCV invoice.
   - **Transaction Detail.** Provides details about individual transactions that appear on a CBA or CCV invoice.

5. Select the **Invoice Type** (CBA, CCV, or both) you want to include in the report.

6. Select **Search.** The report format and content depends on the **Report Type** you selected, but opens in an Excel spreadsheet. You can view or save it.

### 2.2 View Trip Data Using ROA

To review a DTS travel document:

1. On the DTS Dashboard (Figure 12-1), select **Maintenance**, then **ROA Trip.** The Traveler Lookup screen (Figure 12-3) opens. Use this screen to search for the traveler whose document you want to view.

![Figure 12-3: Traveler Lookup Screen](image)

2. Select one of the three radio buttons and enter the required information to search for the document you need:
   - **Traveler Name.** Enter a full or partial last (required) and first (optional) name.
   - **Travel Authorization Number (TANUM).** Enter the document’s TANUM.
   - **Traveler SSN.** Enter the traveler’s Social Security number (SSN).

3. Select **Search.** The Traveler Lookup screen refreshes with the search results displayed on the bottom (Figure 12-4). If you searched by traveler name, it may display multiple names, but if you searched by TANUM or SSN, it only displays one name.
4. Select the type of document you want to review. The document type you selected determines which screen opens. In this example, you selected Authorizations, so the Authorizations screen (Figure 12-5) opened.

5. Select View. If there is only one version of the document, it will open on the Review Trip <document type> screen. Otherwise, the Adjustments screen (Figure 12-6) opens. It displays all the SIGNED and APPROVED versions of the document (original, adjustments, and amendments) that DTS saved during the creation and routing process. You have a number of options:

- **Print All.** Prints all saved versions of the document.
- **Print Current and Approved Versions.** Prints only the current version of the document and all approved versions.
- **Print Document History.** Prints the document’s stamping history.
- **View or Print.** Opens or prints only the document you select.
3 Administering ROA

ROA Administrators access the ROA administrative functions through the DTA Maintenance Tool. To access the ROA administrative functions:

1. From the DTS Welcome screen (Figure 12-7), hover over Administrative on the menubar, then select DTA Maintenance Tool from the drop-down list. The DTA Maintenance Tool Home screen (Figure 12-8) opens. From the DTA Tools bar (which appears on every screen in the DTA Maintenance Tool), you can access all the DTS Maintenance Tool modules you have access to, without returning to the DTS Welcome screen.

![Figure 12-7: DTS Dashboard]
2. Select **ROA Administration** from the **DTA Tools** drop-down list. The Search Existing Roa User screen (Figure 12-9) opens and the **DTA Tools** bar updates to display tools that let you search for or create a ROA User or Administrator. Each of these options is described below.

![DTA Maintenance Tool Home Screen](image)

*Figure 12-8: DTA Maintenance Tool Home Screen*

### 3.1 Update ROA Users and Administrators

Before you can update someone’s ROA profile, you must first find them. Here’s how:

1. On the Search Existing Roa User screen (Figure 12-9), enter the person’s Social Security Number (SSN) or name (at least part of the **Last Name** is required; full or partial **First Name** is optional).

2. Select **Search**. The Existing ROA User (Search Results) screen (Figure 12-10) opens. From here you can either **Update** or **Remove** the person’s ROA profile.
3.1.1 Update a Person’s ROA

1. On the Existing ROA User (Search Results) screen (Figure 12-10), select **Update** next to the person whose profile you need to change. The Update ROA User (User Only) screen (Figure 12-11) opens.

2. (optional) The **User Access** field displays the person’s assigned ROA role. Change it if you need to.

3. (optional) If you need to update the organizations the person has access to, choose **Select Organizations**. The Edit ROA User Organization Access screen opens (Figure 12-12) opens. (If you don’t need to do this, skip ahead to step 6).
4. Update the Selected Organization List.
   A. Enter the name of an organization to which the individual needs ROA in the text field on the left, then select Add >>. The organization appears in the right column. Repeat until you’ve added all the organizations the person needs. **Note:** Giving a person ROA to an organization also gives that person ROA to all of its subordinate organizations.
   B. To remove ROA, select an organization in the right column and select << Remove.

5. Select Save and Continue. The Update ROA User (User Only) screen (Figure 12-11) opens.

6. Select Save Changes. The Existing ROA User (Search Results) screen (Figure 12-10) opens.

**3.1.2 Remove a Person’s ROA**

**Note:** Removing a person’s ROA only deletes the person’s ROA profile. It does not delete the person’s DTS profile.
To remove a person’s ROA:

1. On the Existing ROA User (Search Results) screen (Figure 12-10), select **Remove** next to the person whose ROA profile you need to delete. The Delete Roa User screen (Figure 12-13) opens.

![Delete Roa User Screen](image)

**Figure 12-13: Delete Roa User Screen**

2. Select **Delete**. The Existing ROA User (Search Results) screen (Figure 12-10) opens. The person’s name no longer displays.

### 3.2 Give a Person ROA

To give a person ROA:

1. From any screen in the ROA Administration module, select **Create New Roa User** on the dark blue navigation bar. The Search New Roa User screen opens (Figure 12-14) opens.

![Search New Roa User Screen](image)

**Figure 12-14: Search New Roa User Screen**

2. Enter the person’s Social Security Number (SSN) or name (at least part of the Last Name is required, full or partial First Name is optional).

3. Select **Search**. The New ROA User (Search Results) screen (Figure 12-15) opens. It lists the people who matched your search criteria.
4. Select **Create** next to the person you want to give ROA to. The Create Roa User (User Only) screen (Figure 12-16) opens.

5. (optional) The **User Access** field displays **User** by default. This is the ROA role you are assigning this person. Change it to **Administrator** if you need to.

6. Choose **Select Organizations**. The Edit ROA User Organization Access screen (Figure 12-17) opens.
7. Update the **Selected Organization** List.
   A. Enter the name of an organization to which the individual needs ROA in the text field on the left, then select **Add >>**. The organization appears in the right column. Repeat until you’ve added all the organizations the person needs. **Note:** Giving a person ROA to an organization also gives that person ROA to all of its subordinate organizations.
   B. To remove ROA, select an organization in the right column and select **<< Remove**.

8. Select **Save and Continue**. The Create Roa User (User Only) screen (Figure 12-16) opens.

9. Select **Save Changes**. The New ROA User (Search Results) screen (Figure 12-15) opens. The person you just updated is no longer on it.
4 The DTA Manual: Contents & Links

<table>
<thead>
<tr>
<th>DTA MANUAL CHAPTER: TOPIC</th>
<th>URL (SELECT OR CUT &amp; PASTE)</th>
</tr>
</thead>
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<table>
<thead>
<tr>
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</thead>
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