There are three known causes of an Audit Pass error when attempting to approve a document in DTS.

1. A mismatch between a Line of Accounting (LOA) and the corresponding budget item
2. Insufficient funds in the budget item
3. A Passenger Name Record (PNR) processing error

Scenario #1: Authorizing Official receives “No Budget Exists”

<table>
<thead>
<tr>
<th>LOA Label:</th>
<th>XXXXXXXXXXX (ORG xxxxx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Label:</td>
<td>No Budget Exists</td>
</tr>
<tr>
<td>Fiscal Year:</td>
<td>XX</td>
</tr>
</tbody>
</table>

The Authorizing Official (AO) cannot approve a document because a LOA does not have a corresponding budget item. The system is stating that it cannot find a find 10x20 in the Budget module under any budget item.

Follow the instructions below to correct this scenario:

1. Verify that the elements in the budget item match the elements in the document’s LOA
   a. Check for missing data elements in the Budget or the LOA
      i. A LOA can have placeholder (#)
      ii. A budget item can have wildcards (*)
      iii. These cannot be interchanged
   b. Check for extra spaces
   c. Check for data elements entered in the wrong field
   d. Count the carats (^)
   e. Verify that the correct format map is used
   f. Check for numbers versus letters (e.g. 1 and l, 0 and O)
2. Repeat the budget verification for each LOA in the document and for each LOA removed from a previous version of the document.

Scenario #2: Authorizing Official receives “Insufficient Funds”

| LOA Label: 07 J31A AIR (Org: DA573AVNDCGDOT) |
|------------|--------------------------------------------|
| Budget Label: 07 J31A AIR (Org: DA573AVNDCGDOT) |
| Fiscal Year: 2007 |
| Budget Item: 07 J31A AIR (Org: DA573AVNDCGDOT) |

<table>
<thead>
<tr>
<th>Status</th>
<th>Budget Before Funding</th>
<th>Funding Amount</th>
<th>Budget After Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>07 J31A AIR/Insufficient Funds Available</td>
<td>0.00</td>
<td>734.10</td>
<td>-734.10</td>
</tr>
</tbody>
</table>
The Finance Defense Travel Administrator/Budget Defense Travel Administrator (FDTA/BDTA) needs to add additional funds to the budget to cover the calculated trip cost. Be aware that there may be multiple budget items with the same 10x20 account elements. If one of the budget items does not have sufficient available funds to cover the calculated trip cost, the AO will not be able to approve the document. Additional funds must be added to the budget before the document can be approved.

Scenario III: Authorizing Official receives a Passenger Name Record (PNR) Processing Error

A Travel Assistance Center (TAC) ticket should be created for this issue. A Commercial Travel Office (CTO) analyst will need to look at the PNR.

Note: The AO should capture a screen shot of the information

The following message will display after any failed attempt to approve a document. This error message is the same for all unsuccessful approval attempts. This is not the error message the TAC needs to see.

Desired Stamping Action: APPROVED  
Actual Stamping Status: FAIL – Document was not stamped and remains in the route and review list awaiting APPROVED.

REMINDERS:

Budget Items may be updating using the Mass Update Budgets feature. Please remember to select the correct format map as well as the correct Fiscal Year (FY) when updating the Budget Item.
**Note:** Shared Budget Items cannot be mass updated; individual update must be used.

The FDTA/BDTA can only update elements(s) to a wildcard (*) if a budget item has previously been funded against. When updating an unused budget item, the FDTA/BDTA can change the element(s) or wildcard the element(s) to correct the discrepancy.