Information Paper:

Document Remaining at Audit Pass and “Budget does not exist”

Please note that the normal funding reasons for a document to stay at **AUDIT PASS** are still valid. If a budget item has insufficient funds or if no matching budget item is found, a document at **APPROVED** will remain in **AUDIT PASS**.

The process of getting the Lines of Accounting (LOAs) in the DTA Maintenance Tool, document LOAs, and budget item LOAs all aligned can be complicated. All further reports of approval problems with funding must be processed as shown below. Please review the material below and ensure DTAs provide the required data prior to submitting a ticket to the Travel Assistance Center (TAC).

During the approval process, the Authorizing Official (AO) may receive a funding message that indicates “Insufficient Funds” or “Budget does not exist” for Fiscal Year xxxx. This indicates that for one of more LOAs on the document, DTS could not find a label. There must be a 100% match between the data elements in the LOA on the document and the LOA in at least one budget item (including use of wildcards). If not, the AO receives the message, “Budget does not exist”.

**Note:** If a LOA was removed on the document, there needs to be a 100% matching budget item for the removed LOA. This allows DTS to return the funds from a previously approved document.

Do not open a ticket until the below actions have been completed. The responsible DTA must follow this process to troubleshoot the issue:

1. Verify that the **AUDIT PASS** stamp has a date.
2. Obtain a screen shot of the funding message the AO is receiving.
3. Open the current document in **Print Preview** to view the LOA on the document.

**Note:** Always use the default in Form Defaults for research. This is recommended because the data is shown in a comprehensive, easy-to-read format and the document can remain open on the desktop while researching the budget item.

4. If the document is an amendment, voucher, or supplemental voucher, open the previously approved version of the document and identify any LOAs that were removed from the current version.
5. Determine the budget item for the Fiscal Year in the first two digits of the LOA label that is supposed to match the LOA on the document. **Note:** Apply the same procedure if a LOA was removed from the previous approval.
6. Run the **Balance Report** for the organization. **View** the budget item and from the display:
   - Verify that the current quarter (or 4th quarter for prior year LOAs) for each LOA on the document has an available balance
   - Verify the Budget LOA matches the document LOA and confirm that there is a 100% match. Common problems are:
     i. Data elements in one, but not the other
ii. Check for extra spaces
iii. Data elements entered in the wrong field, count the carats (^)
iv. Check for 1 and l, 0 and O, etc.
- Repeat the budget LOA verification for each LOA on the document and each LOA that was removed from a previous version

7. If the DTA discovers the problem, the erroneous LOA or budget item must be corrected. An improper edit of the document LOA is corrected with an adjustment. An erroneous LOA is corrected by updating the LOA in DTA Maintenance Tool, correcting the budget item (use Mass Update to insert a wild card or create a new budget item by copying the updated LOA), and the removing the erroneous LOA/select the corrected LOA. The document can then be approved.

8. If the DTA confirms a match and the message persists, they should open a ticket and attach the below documentation.
- Obtain a screen shot of the funding message to the AO
- Screen shots of the LOAs from the document Print Preview screen
- Screen shots of the previous approval to verify any removed LOAs and
- Screen shots of the budget Items(s) from the Balance Report