CHAPTER 9: BUDGET TOOL

The Budget tool is used to support travel decisions and manage budgets. It is used as a tracking tool or “checkbook” to manage the use of funds for travel. Once a budget item is set up, DTS decrements obligated expenses from the available funding and allows a user to run reports on budget activities. This chapter covers the following topics:

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9.1 Managing Budgets

The Finance Defense Travel Administrator (FDTA) and Budget Defense Travel Administrator (BDTA) can be one or more person(s) in the budget, resource management, accounting, or finance office who is responsible for assisting in the management and support of DTS. FDTAs have funds control responsibility within DTS and are responsible for financial and budgetary actions for their organization. BDTAs assist FDTAs in budgetary and Lines of Accounting (LOAs) matters.

9.1.1 The Budget Tool and the DTS Travel Process

The FDTA is the POC for all financial related activities. The FDTA completes all updates to the budget, including the management of funding targets to coincide with normal funding cycles. In accordance with service or agency policies, the FDTA reconciles the balances in the DTS Budget module with official accounting records.

The FDTA loads budget items and associated LOAs in the Budget module.

Authorizing Officials (AOs) normally approve or disapprove travel. Budget Reports verify that funds are available in the organization's travel budget. If there are not enough funds available for obligation, the AO cannot approve the authorization (unless the AO has permission level 7, which allows budget funding override). The FDTA is notified if insufficient funds exist or in cases where the organization's budget must be adjusted because of mission requirements.

9.1.2 Wildcard Settings in a Budget

Wildcard settings are used when an organization uses multiple LOAs and prefers to monitor its funds from one budget. Wildcards are also used to track multiple budgets within an organization. When a budget is created, a DTA can select specific LOAs or indicate different LOA elements through a wildcard setting.

The wildcard setting is represented in DTS by an asterisk (*). The asterisk is placed in the LOA element that may be different from the higher level budget within the organization. Multiple asterisks may be used, depending on the organization’s budgetary control.
9.2 The DTS Budget Tool

Beginning on the DTS User Welcome screen, follow the below steps to access the Budget tool:

1. Mouse over Administrative on the menu bar and select Budget from the drop-down list (Figure 9-1).

![DTS User Welcome Screen](image)

Figure 9-1: DTS User Welcome Screen

The Welcome to the DTS Budget Administration Tool screen opens (Figure 9-2). This screen describes the features and capabilities of the Budget tool.

![Welcome to the DTS Budget Administration Tool Screen](image)

Figure 9-2: Welcome to the DTS Budget Administration Tool Screen
9.3 Budget Maintenance

The Budget Maintenance feature of the Budget tool is used to create, maintain, inactivate, delete, and track budgets. Select **Budget Maintenance** from the navigation bar. The Budget Maintenance Function screen displays (Figure 9-3). This screen provides an overview of the functions that are accessible from the subnavigation bar.

![Budget Maintenance Function Screen](image)

**Figure 9-3: Budget Maintenance Function Screen**

### 9.3.1 Show Budgets

The Show Budgets screen displays the budgets and total budgeted amounts for a specified fiscal year and organization(s). Budget items with blank quarterly funding targets indicate that the budget is an annual budget.

Beginning on the Welcome to the DTS Budget Administration Tool screen, follow the below steps to edit a budget:

1. Select **Budget Maintenance** from the navigation bar.

   The Budget Maintenance Function screen opens.

2. Select **Show Budgets** on the subnavigation bar.

   The Show Budgets screen opens. This screen allows the criteria to be entered to view a list of budgets for a specified organization.

3. Select the **Fiscal Year** from the drop-down list.

4. Complete the **Organization** field or use the **magnifying glass** icon to search for and select an organization. If the icon is selected, the Search for Organizations pop-up window opens. Enter the first letters of the organization name to view all organizations beginning with those letters.

5. Check the **Include Sub Organizations** check box to include lower-level budgets of the selected organization.

6. Select **Show Budgets for Selected Organization(s)**.
The Show Budgets Results screen opens (Figure 9-4). The screen shows the budgets and total budgeted amounts for the specified organization(s) and FY.

![Figure 9-4: Show Budgets Results Screen](image)

**9.3.1.1 Edit a Budget**

When a budget is active, the Edit link displays in the Edit column on the Show Budgets Results screen. If the budget has been inactivated the Edit link will not display.

Beginning on the Show Budgets Results screen (Figure 9-4), follow the below steps to make changes to the LOA elements of the budget or change budgeted amounts:

1. **Select Edit.**
The Edit Budget Item screen opens (Figure 9-5).

![Edit Budget Item Screen]

**Figure 9-5: Edit Budget Item Screen**
2. (Optional) Select the Yes radio button in the Shared field to indicate that the budget is shared.

A budget that has already been shared CANNOT be unshared; the Shared field will be uneditable. See Section 9.3.2 for information on Shared budgets.

3. Update the Funding Target Adjustments field(s) as necessary.

Users cannot enter or adjust the target amount for a previous quarter if the budget is quarterly. DTS records adjustments to target amounts in the Budget Transactions report. See Section 10.3.2

4. Complete the Remarks text box when any changes to the budget are made.

5. Make sure that the LOA elements in the bottom part of the screen are correct.

If changes are made to the LOA elements, a new budget is automatically created, and the BDTA will be prompted to enter a new budget label. There will be no funds allocated to this new budget; the BDTA will need to use the three steps above to add target amounts. If a LOA does not match the new budget, use the LOA feature of the Maintenance Tool to create or edit an LOA. See Chapter 8 of this manual for more information.

6. Select Save.

9.3.1.2 Inactivate or Delete a Budget

A budget can be inactivated or deleted at any time after the budget has been created. Once a budget has been inactivated, it cannot be reactivated. Inactivating a budget prevents any further funding action to be applied against it and sets any remaining target amount to zero. A budget can only be deleted if there have been no transactions posted. A deleted budget cannot be restored.

Beginning on the Show Budgets Results screen, follow the below steps to inactivate or delete a budget:

1. Select Inactivate/Delete to the left of the budget item.

The Inactivate/Delete Budget Item screen opens.

2. Complete the Remarks field with justification for the inactivation or deletion of the budget.

3. Select INACTIVATE.
   -OR-
   Select DELETE.
   -OR-
   Select CANCEL to return to the previous screen without inactivating or deleting the budget item.

When DELETE or INACTIVATE is selected, DTS displays a message warning that inactivated or deleted budgets cannot be reactivated or un-deleted (restored).

4. Select OK to proceed.
   -OR-
   Select CANCEL to cancel this action.
If the Remarks field is empty, a pop-up message displays stating that the Remarks field is required. Return to Step 2 and proceed.

9.3.2 Create Budgets

When creating a new budget in DTS, the option to make the new budget shareable or unshareable is an important decision.

Shared Budgets. When a budget is created, a decision to share the organization's budget with sub-organizations may be made. When an organization shares its budget, it means that travel for all of its lower-level organizations may be funded against that budget. A DTA with permission level 6 can initiate the option to share a budget at any time; however, once a budget is shared it cannot be unshared (the shared indicator cannot be set to No). Generally, if a budget is shared, the DTA should ensure that the corresponding LOA is also shared. See Chapter 8 of this manual for information regarding shared LOAs.

Beginning on the Budget Maintenance screen, follow the below steps to create a budget:

1. Select Budget Maintenance from the navigation bar.
2. Select Create Budget from the sub navigation bar.

The Select Format Map screen opens (Figure 9-6).

![Select Format Map Screen](image)

3. Select the Format Map drop-down list and choose the correct format map for the organization.
4. If there is no existing LOA to copy, select OK. The user will skip Steps 5 through 14 and the process would resume on Step 15.
   
   If an existing or similar LOA can be used for the budget, select Copy an existing LOA to this budget.

   The Select LOA to Copy screen opens. This screen allows the user to select the criteria to use to search for the LOA.
5. Select the Format Map drop-down list and choose the format map of the existing LOA.
6. Select the **Fiscal Year** drop-down list and choose the **FY** for the budget and LOA.

7. Complete the **Organization** field or use the **magnifying glass** icon to search for and select an organization. If the icon is selected, the Search for Organizations pop-up window opens. Enter the first letters of the organization name to view all organizations beginning with those letters.

8. Select **OK**.

The Organization Search Results screen opens.

9. Choose **Select** to the left of the organization to populate the Organization field.

10. Check the **Include Sub Organization** check box if budgets for lower-level organizations should be included in the search results.

11. Select **Search**.

The Accounting Codes screen displays. The LOAs for the selected organization display in the LOA Accounting Codes Elements column.

12. Select **Copy** to the left of the desired organization and LOA Label.

The Select Budget Type screen opens.

13. Select the **Fiscal Year** drop-down list and choose the **FY** for the budget created.

14. Complete the **Organization** field. The name of the organization that owns the created budget can be entered or select the **magnifying glass** icon to search organization names.

15. Complete the **Budget Label** field with the name of the new budget. Use the format described below the field (two-digit FY followed by a space, followed by up to 12 upper-case characters).

16. Check the **Sharable** check box if the budget is to be made available to any sub-organizations.

17. Select the **Quarterly** radio button in the Budget Type field, if amounts need to be entered for each quarter. Select the **Annual** radio button if the budget amounts can be entered for one year.

18. Select **Save**.

The Create Budget screen displays. If the user selects **Cancel**, the Select Format Map screen displays.

19. Complete the **Budget Label** field. Enter the two-digit FY, a space, and a budget name that does not exceed 12 characters in length.

20. Complete the **quarterly** fields with the target amounts in the Amount Budgeted For Each Quarter section.

- **OR**-

  Complete the **Total** field with the amount in the Amount Budgeted For This Fiscal Year section. The Total field will calculate automatically after the fields have been populated.

21. Select the **magnifying glass** icon to **copy existing LOA to this budget**, if preferred. (This is located in the Account 1 section of the screen).
22. Enter the LOA elements in the 20 account fields as applicable.

23. Select Save. Selecting Cancel returns the user to the Create Budget screen.

9.3.3 View Journal

The View Journal section of the Budget Administration Tool shows recent transactions processed using the budget. The number of transactions can be specified for display.

Beginning on the Welcome to the DTS Budget Administration Tool screen, follow the below steps to view a journal in DTS:

1. Select Budget Maintenance from the navigation bar.

2. Select View Journal from the sub navigation bar.

The Select Budget Journal screen opens (Figure 9-7).

![Figure 9-7: Select Budget Journal Screen](image)

3. Select the Fiscal Year drop-down list and choose the FY of the budget.

4. Complete the Organization field. The name of the organization that owns the budget can be entered or select the magnifying glass icon to search organization names.

5. Select the Budget Label drop-down list and choose the budget name.

6. Select the Number of Transactions Returned drop-down list and choose the number of recent transactions to view (10, 25, or 50).

7. Select View Transactions.
The View Budget Journal Transactions screen opens. This screen displays the most recent transactions that have been applied to the selected budget and include the following information (Table 9-1):

Table 9-1: View Budget Journal Transaction Screen Description

<table>
<thead>
<tr>
<th>FIELD OR OBJECT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date</td>
<td>Date the journal transaction was recorded</td>
</tr>
<tr>
<td>Name</td>
<td>Last and First name of traveler</td>
</tr>
<tr>
<td>Trans Type</td>
<td>Defines a funding action that was posted to the budget. The following values that may populate in this column: CREATE ADJUST MANUAL ROLLOVER SPP REJECT AUTH COLLECTION CANCEL ROLLBACK GAUTH LVCH SAUTH AMEND VCH SPP SUBMIT</td>
</tr>
<tr>
<td>SDN</td>
<td>Standard Document Number</td>
</tr>
<tr>
<td>TANUM</td>
<td>Travel Authorization Number</td>
</tr>
<tr>
<td>Transaction Control Number</td>
<td>Voucher number returned for FMS disbursements</td>
</tr>
<tr>
<td>Document Name</td>
<td>Automatic name assigned by DTS when the document is constructed</td>
</tr>
<tr>
<td>Departure Date</td>
<td>Date traveler leaves for the TDY location</td>
</tr>
<tr>
<td>Location/Destination</td>
<td>TDY location</td>
</tr>
<tr>
<td>Organization</td>
<td>Organization of which the traveler is a member</td>
</tr>
<tr>
<td>LOA Label</td>
<td>User-defined name referring to an LOA</td>
</tr>
<tr>
<td>LOA</td>
<td>10 X 20 format map elements defining LOA</td>
</tr>
<tr>
<td>Per Diem</td>
<td>Total per diem expenses</td>
</tr>
<tr>
<td>Transportation</td>
<td>Total transportation expenses</td>
</tr>
<tr>
<td>Other</td>
<td>Total other expenses</td>
</tr>
<tr>
<td>Total Obligation</td>
<td>Cumulative Per Diem, Transportation, and Other Expenses</td>
</tr>
<tr>
<td>Running Balance</td>
<td>Balance available to use for funding</td>
</tr>
</tbody>
</table>
9.3.4 Mass Update Budget Items

One or more budget items can be selected for one or more mass data element updates. The budget items must be from the same FY.

Shared budget items cannot be Mass Updated; individual update must be used.

Beginning on the Welcome to the DTS Budget Administration Tool screen, follow the below steps to mass update budget items:

1. From the DTA Tool bar select **Mass Update Budgets**.

The Mass Update Budgets - Search screen opens (Figure 9-8).

![Figure 9-8: Mass Update Budgets - Search Screen](image)

2. Select the **Format Map** drop-down list to select the Format Map of the budget for update.

3. Select the **Fiscal Year** drop-down list to select the fiscal year of the budget for update.

4. Select the **Used or Unused** radio buttons to search for unshared budgets already utilizing a budget item.

An Unused Budget is one that has not yet had a first document approved against the budget item. If a budget item is used, no changes can be made to the LOA, unless new data elements are being changed to wildcard characters in the module.

5. In the **Organization** field, enter the organization name that owns the budget to be updated or use the magnifying glass icon to select an organization from a drop-down list of organizations to which the user has access.

6. Check the **Include Sub Organizations** check box to include lower-level budgets of the selected organization.
7. Select **SHOW BUDGETS FOR SELECTED ORGANIZATION(S)**.

The Mass Update Budgets -Search Results screen opens.

8. In the Select All/Deselect All column select the budgets to be included in the update.

9. Select **Update Selected Budget(s)** at the bottom of the screen. Selecting **Search Again** returns the user to the Mass Update Budgets-Search Results screen.

The Mass Update Budgets – Update Values screen opens. This screen can be used to update the values for each data element.

10. In the **Update?** column, select the check box next to the LOA data element that will be changed in the updated budget(s). Data elements not checked will not change.

11. In the **New Value** column enter the updated value to be reflected in the updated budget LOA element.

The value entered in the new value column overwrites the value selected in the Old Value column for all selected LOA(s) checked in the **Update?** column. If no value is entered into the New Value column, a blank value is entered.

12. Select **UPDATE** at the bottom of the screen. Selecting **CANCEL** returns the user to the Search Results-Mass Update screen.

A pop-up message displays informing the user that if the new Budget is not an exact match with the associated LOA used in an existing document, the document cannot be approved (Figure 9-9).

![Figure 9-9: Mass Update Pop-up Message](image)

13. Select **OK**. Selecting **Cancel** returns the user to the Update Values screen.

**Note:** The user can print the screen to ensure an exact match when updating the associated LOA. (The LOA Mass Update function can be used to update multiple LOAs in the Maintenance Tool. See Chapter 8, Section 8.6 of this manual).

The **Mass Update Budgets Summary** screen opens.

The Mass Update Budgets Summary screen displays the Budget LOA(s) that were updated as a result of any changes made on the Mass Update Budgets – Update Values Screen.
9.4 Manual Transactions

The Manual Transaction tab will only display if the Yes radio button on the Manual Entered Transaction flag is selected in the user’s personal profile. DTS allows a user to insert an adjustment transaction into a budget to offset travel document actions that were not or could not be posted to the budget item. Transactions can be inserted into any budget item up to the level of the user’s access. If a transaction is inserted for a prior quarter in the current or a prior FY, DTS will roll the transaction to the current quarter (or the fourth quarter of the prior FY) to modify the available balance in the current quarter. A user can insert paid disbursements, obligation adjustments, and disbursement adjustments.

Beginning on the Welcome to the DTS Budget Tool screen, follow the below steps to insert a manual entry into a budget:

1. Select Manual Transaction from the navigation bar.

The Manual Transaction Function screen opens (Figure 9-10).

![Figure 9-10: Manual Transaction Function Screen](image)

2. Select Manual Entry from the subnavigation bar.

The Select LOA for Manual Transaction screen opens.

3. Select the Fiscal Year drop-down list and choose the FY of the LOA to which the transaction is to be applied.

4. Complete the Organization field. The name of the organization that owns the budget can be entered or use the magnifying glass icon to search organization names.

5. Select the LOA or Shared LOA label drop-down list and choose the LOA label against which the transaction should fund.

6. Select OK.

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7. Complete the TANUM field with the Travel Authorization Number (TANUM).

8. Complete the Total Obligation Adjustment Amount field with the amount.

9. Complete the Remarks field with justification for the manual transaction.

10. Select SAVE. Selecting CANCEL returns the user to the Select LOA for Manual Transactions screen.

The Manual Transaction Complete screen opens. The transaction has been saved to the system.
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