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

Depending on the service or agency, travel fund management is normally the responsibility of Resource Advisers (RAs), Resource Managers (RMs), or Budget Analysts (BAs). Budgets are typically maintained at the headquarters level (e.g., Resource Management Office or Comptroller).

Travel budget management has been decentralized to the Finance Defense Travel Administrator (FDTA) or Budget Defense Travel Administrator (BDTA) level. FDTAs have funds control responsibility within DTS and are responsible for all financial and budgetary actions for their organization. BDTAs assists FDTAs in budgetary and Lines of Accounting (LOAs) matters as assigned. The FDTA and BDTA may be the same person for some sites.

9.1.1 The Budget Tool and the DTS Travel Process

Serving as the points of contact (POCs) when financial errors are discovered, it is the FDTA's responsibility to see that errors are corrected. The FDTA is responsible for maintaining LOAs and associating those LOAs with each organization. For each LOA, the FDTA will create a budget within DTS.

The organization's FDTA serves as the primary POC for all financial and related activities. The FDTA must complete all changes to the budget and complete all changes in 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 will load budget items and associated LOAs in the Budget module.

Authorizing Officials (AOs) have the authority to approve and disapprove travel. Budget Reports are used to verify that funds are available in their organization's travel budget. If there are not enough funds available for obligation, the AO cannot approve the authorization (unless AO has permission level 7, which allows for budget funding override).The AO will notify the FDTA 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 desires to monitor its funds from only 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 Welcome screen (Figure 9-1), use the following steps to access the Budget tool:

1. Mouse over **Administrative** on the menu bar and select **Budget** from the drop-down list.

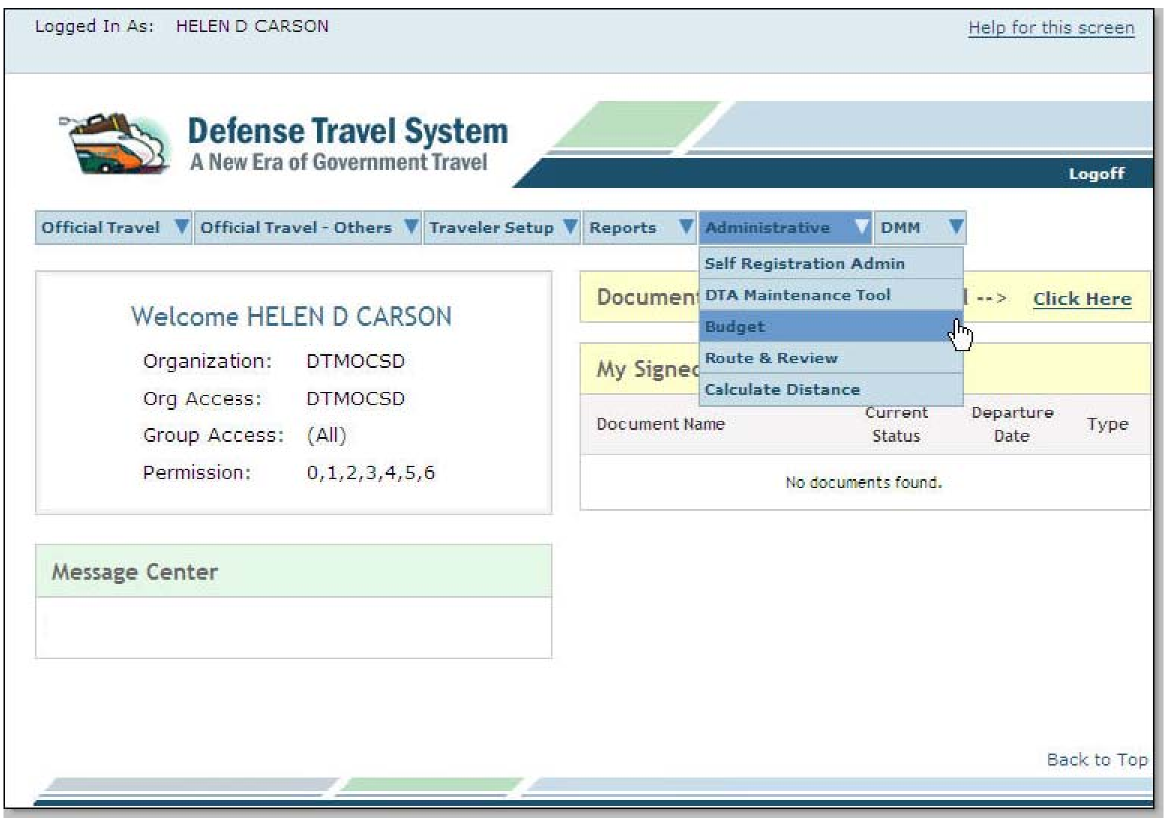

Figure 9-1: Welcome Screen

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

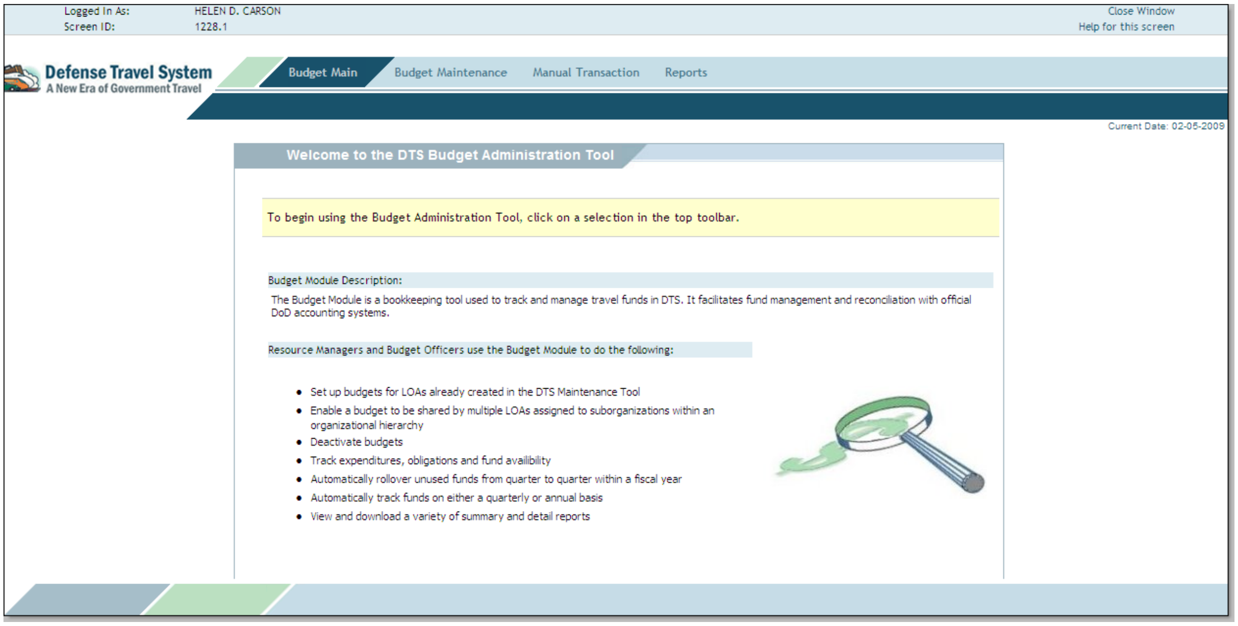

Figure 9-2: Welcome to the DTS Budget Tool Screen

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 sub-navigation bar.

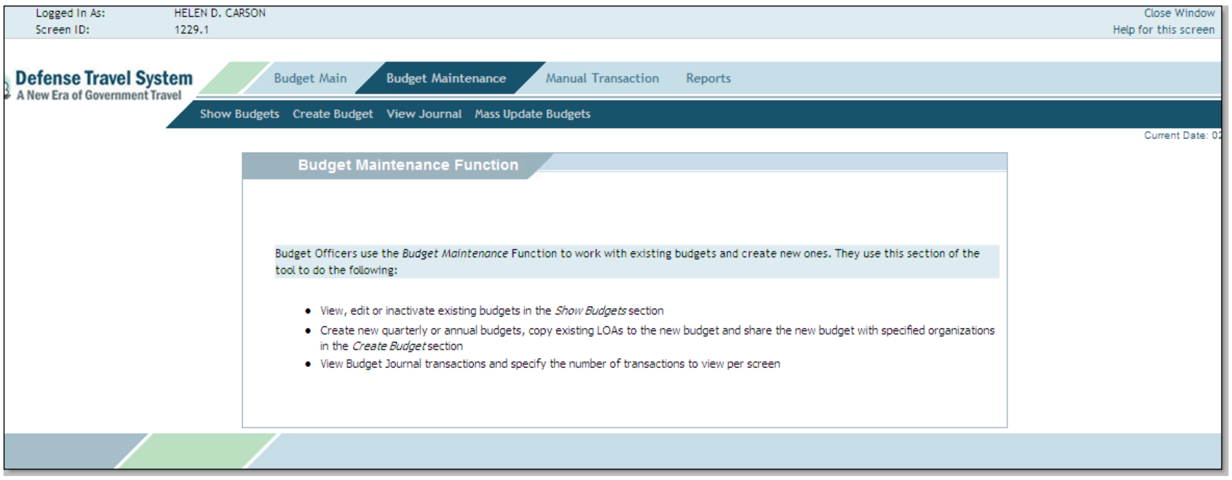

Figure 9-3: Budget Maintenance Screen

9.3.1 Show Budgets

This screen shows the budgets and total budgeted amounts for the 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, use the following steps to edit a budget:

1. Click **Budget Maintenance** on the navigation bar.

The Welcome to the Budget Maintenance screen opens.

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

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

3. The current fiscal year will show in the **Fiscal Year** drop-down list.

4. The **Organization** name field will be populated with the organization you have access to.

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.

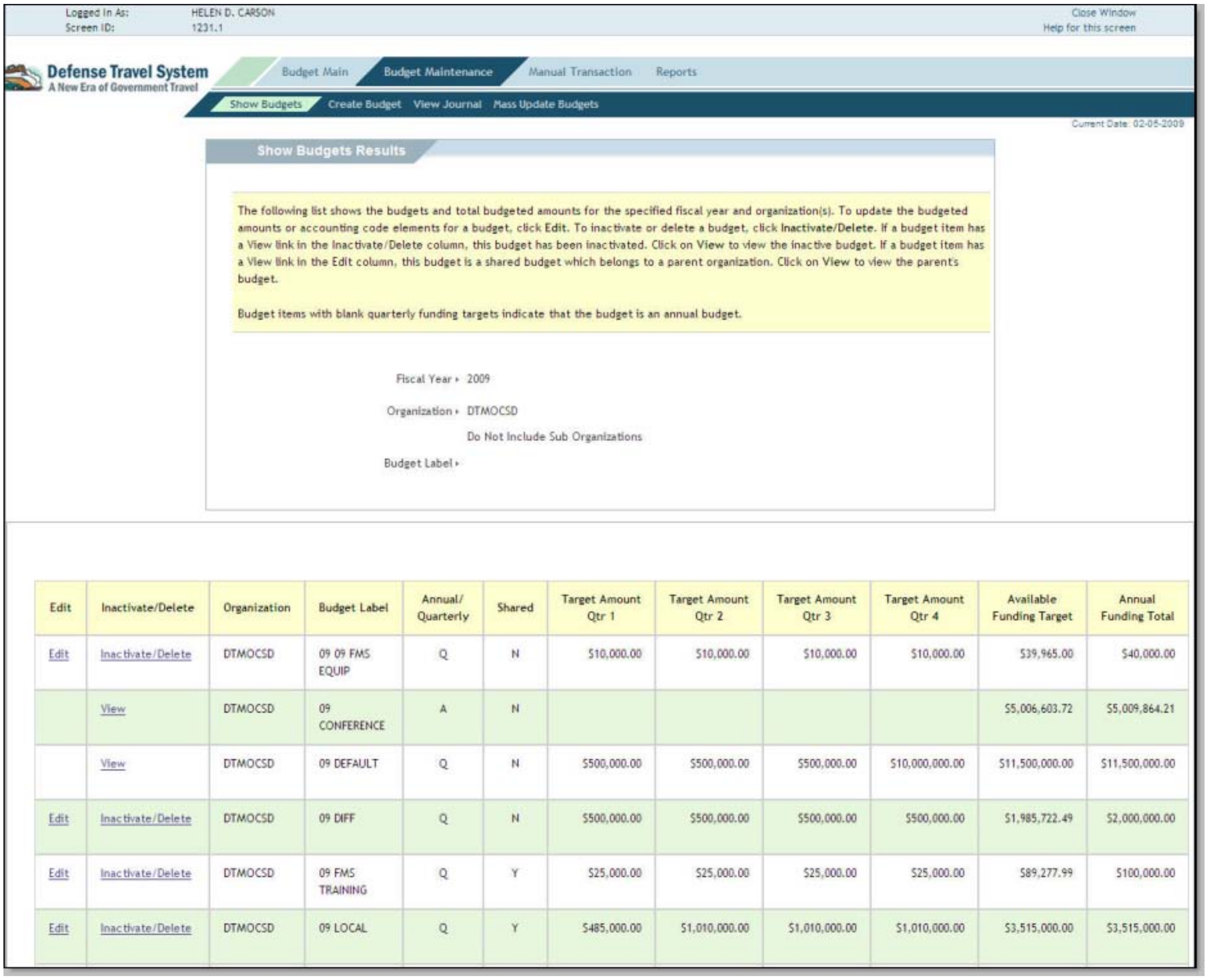

Figure 9-4: Show Budgets Results Screen

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. Click **Edit**.

The Edit Budget Item screen displays.

2. Click the **Yes** radio button in the **Shared** field to indicate that the budget is shared.

   A budget that has already been shared can **NOT** 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 9.5.3.

4. Complete the **Remarks** text box with justification for any changes to the budget.

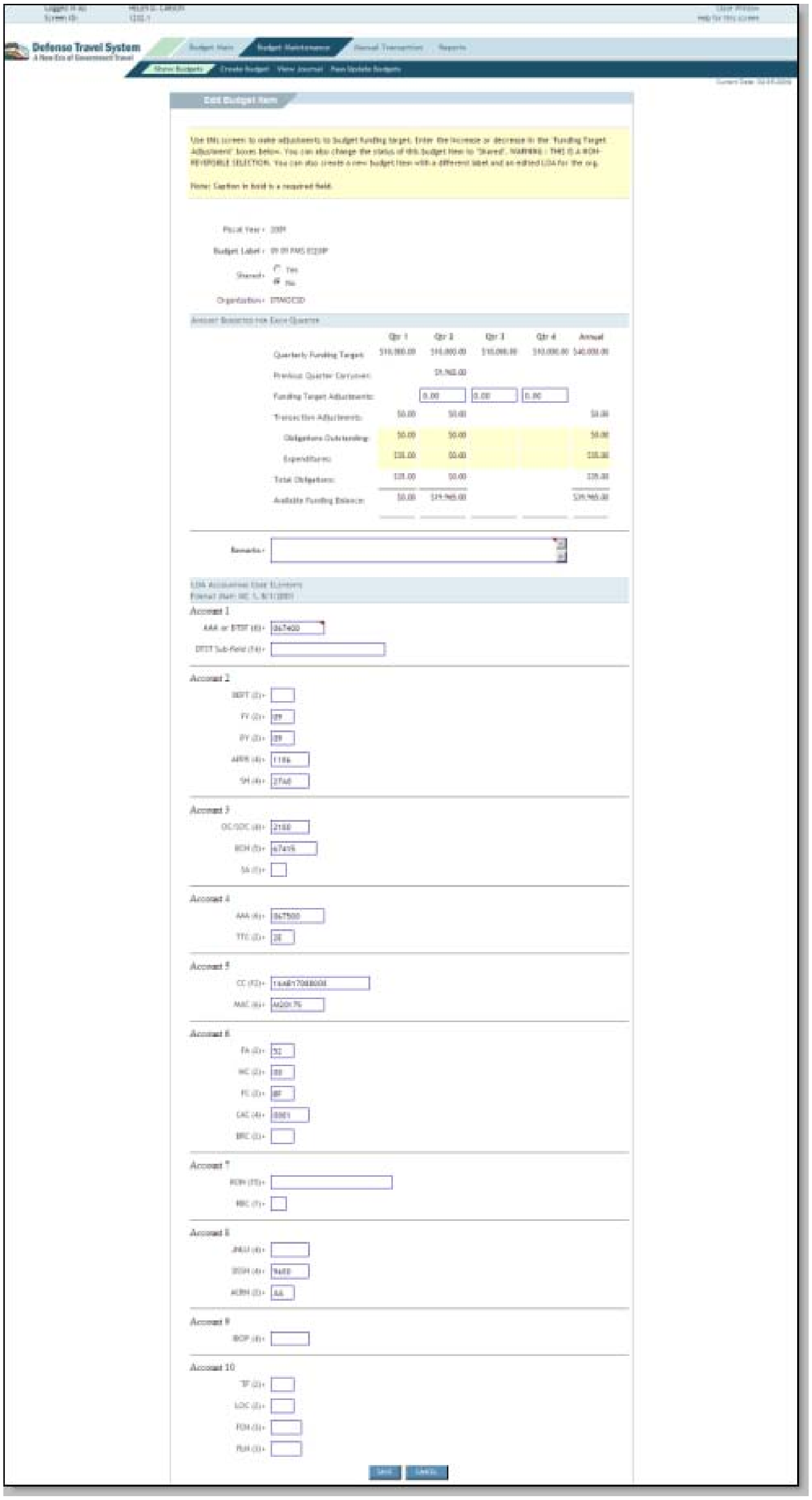

Figure 9-5: Edit Budget Item Screen

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 the *DTA Manual*, Chapter 8.

6. Click **Save**.

9.3.1.2 Inactivate or Delete a Budget

A BDTA may inactivate or delete a budget 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. Click **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. Click **INACTIVATE**.
   -OR-
   Click **DELETE**.
   -OR-
   CLICK **CANCEL** to return to the previous screen without inactivating or deleting the budget item.

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

4. Click **OK** to proceed.
   -OR-
   Click **CANCEL** to cancel this action.

If the Remarks field is empty, a pop-up window will display a message 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 *sharable* or *unsharable* is an important decision.

Shared Budgets. When a budget is created, a decision to share the organization's budget with suborganizations 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, *DTA Manual* for information regarding shared LOAs.

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

1. Click **Budget Maintenance** on the navigation bar.

2. Select **Create Budget** on the subnavigation bar.

3. Click the **Format Map** drop-down list and select the correct **format map** for the organization.

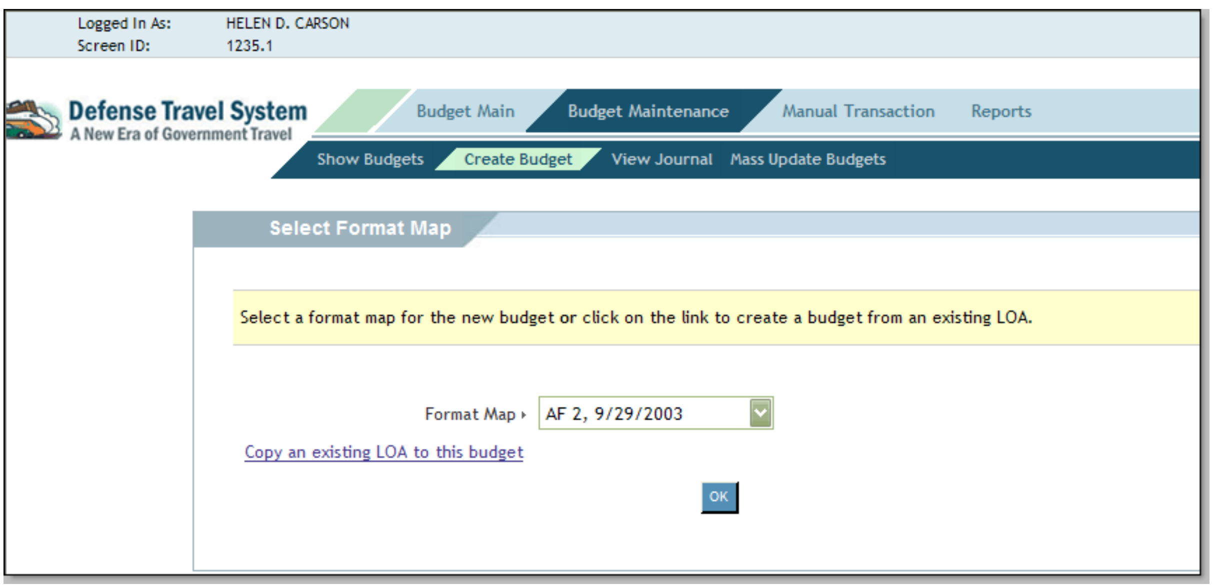

Figure 9-6: Select Format Map or Create Budget Screen

4. If there is no existing LOA to copy, click **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, click **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. Click the **Format Map** drop-down list arrow and select the **format map** of the existing LOA.
6. Click the **Fiscal Year** drop-down list arrow and select the **FY** for the desired budget and LOA.
7. Complete the **Organization** field or click the **magnifying glass** icon to search for and select an organization. If the icon is selected, the Search for Organizations pop-up window will open. Enter the first letters of the organization name to view all organizations beginning with those letters.
8. Click **OK**.

   The Organization Search Results screen opens.

9. Click **Select** to the left of the desired 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. Click **Search**.

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

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

    The Select Budget Type screen opens.

13. Click the **Fiscal Year** drop-down list arrow and select **FY** for the budget being created.
14. Complete the **Organization** field. The name of the organization that owns the created budget can be entered or click 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 the any suborganizations.
17. Select the **Quarterly** radio button in the Budget Type field, if amounts need to be entered for each quarter. Click the **Annual** radio button if the budget amounts can be entered for one year.
18. Click **Save**.

The Create Budget screen displays. If the user clicks **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.

The Total field will calculate automatically after the fields have been populated.

21. Click the **magnifying glass** icon to **copy existing LOA to this budget**, if desired. (This is located in the Account 1 section of the screen).

22. Enter the LOA elements in the 20 account fields as applicable.

23. Click **Save**. **Cancel** returns the user to the Create Budget screen.

9.3.3 View Journal

The View Journal section of the Budget Administration tool allows the user to view recent transactions processed using the budget. The number of transactions can be specified for display.

Beginning on the Welcome to the DTS Budget Tool screen, use the following steps to view a journal in DTS:

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

2. Select **View Journal** from the subnavigation bar.

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

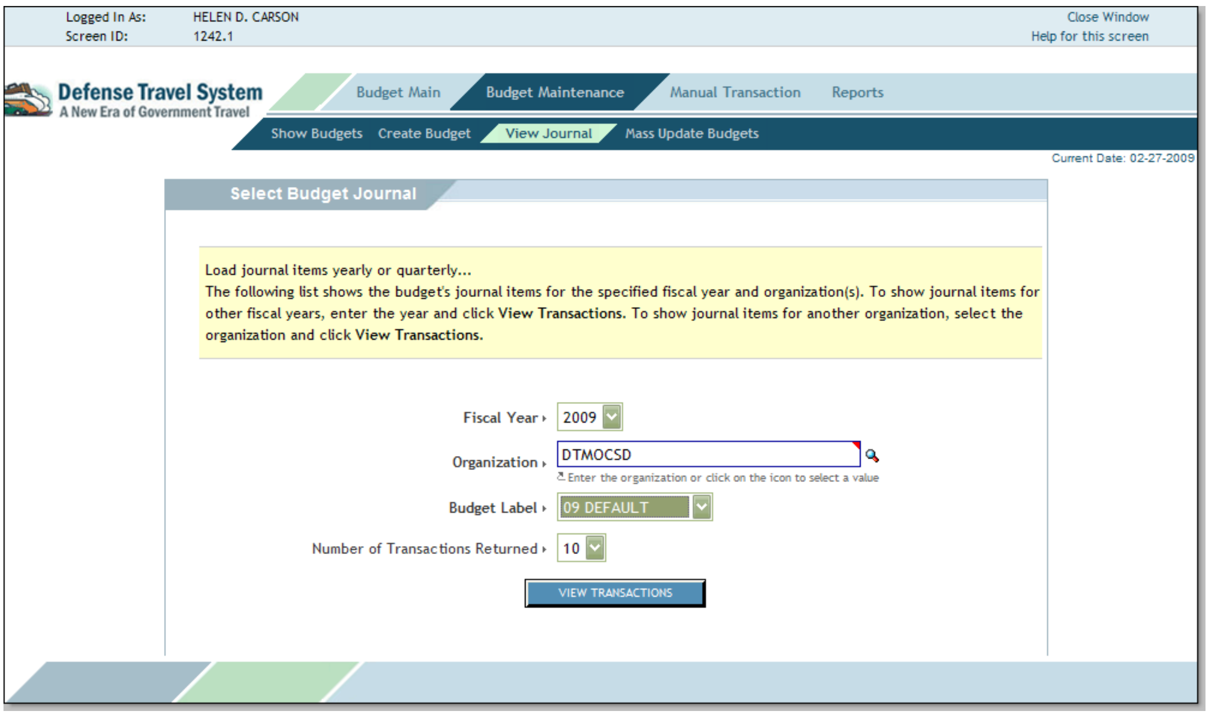

Figure 9-7: Select Budget Journal Screen

3. Click the **Fiscal Year** drop-down list arrow and select the **FY** of the budget.

4. Complete the **Organization** field. The name of the organization that owns the budget can be entered or click the **magnifying glass** icon to search organization names.
5. Click the **Budget Label** drop-down list arrow and select the **budget name**.

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

7. Click **View Transactions**.

The View Budget Journal Transactions screen displays the following information:

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

The View Budget Journal Transactions screen opens. This screen displays the most recent transactions that have been applied to the selected budget.

9.3.4 Mass Update Budget Items

The Budget DTA can select one or more budget items for one or more mass data element updates. The budget items must all be from the same FY and shared budget items are not included.

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

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

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

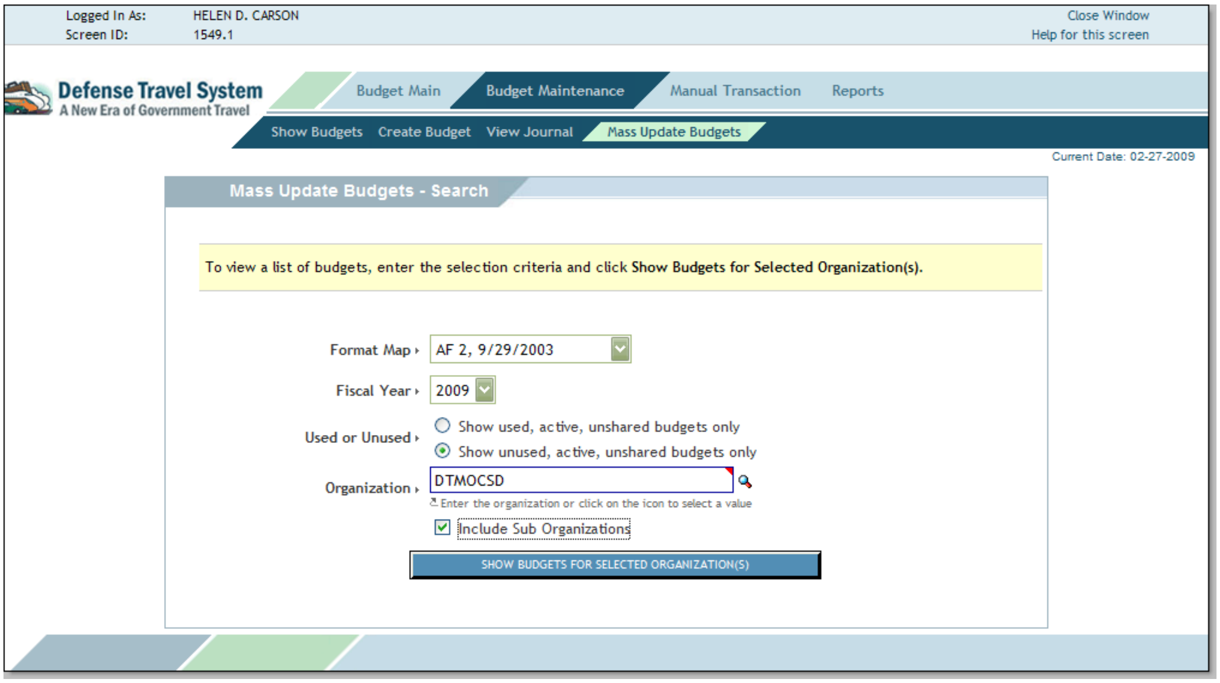

Figure 9-8: Mass Update Budgets Search Screen

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

3. Select the **Fiscal Year** drop-down arrow 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-

Click 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. Click **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. Click **Update Selected Budget(s)** at the bottom of the screen. **Search Again** returns the user to the Mass Update Budgets Search Screen.

The Mass Update Budgets – Update Values Screen opens.

Using the Mass Budget Update - Update Values Screen:

The user can choose to copy, leave blank, or enter a new value for each data element for the selected budget LOA(s). The below steps show how the user may systematically make changes for each account element of the budget LOA before moving to the next account, however these steps may be done in any order desired.

10. In the **Update?** column, select the check box next to the LOA data element that will be changed in the newly updated budget(s). Data elements that are 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. Click **Update** at the bottom of the screen. **Cancel** returns the user to the Search Results-Mass Update screen.

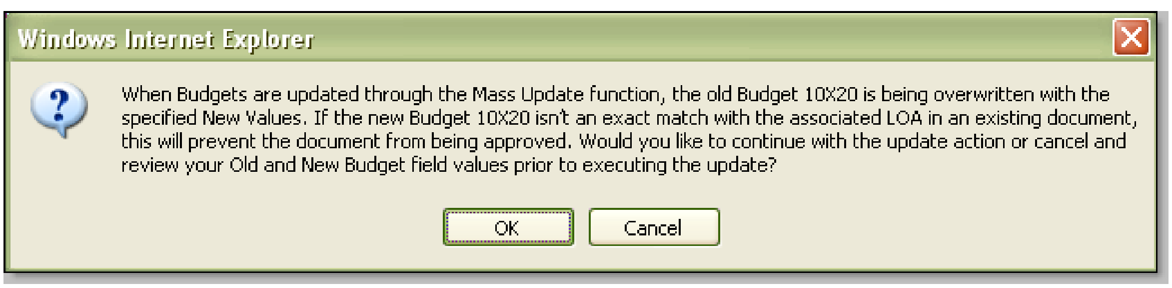

Figure 9-9: The Budget LOA Must Be Exact Match with the Document LOA Popup Window

A pop-up message (Figure 9-9) appears

13. Click **OK** or **Cancel**. 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 Section Chap. 8, Section 8.6).

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 screen opens (Figure 9-10).

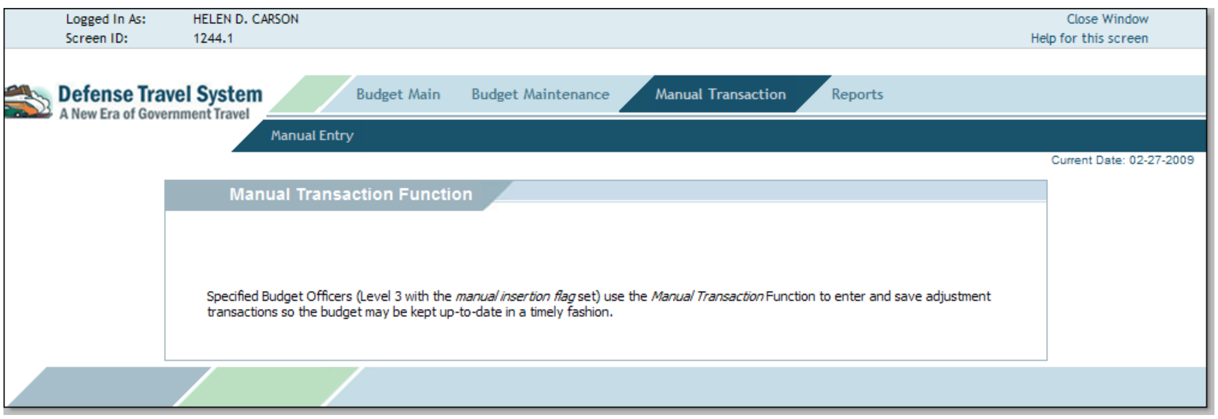

Figure 9-10: Manual Transaction Home Page

2. Select **Manual Entry** from the subnavigation bar.

The Select LOA for Manual Transaction screen opens.

3. Click the **Fiscal Year** drop-down list arrow and select 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 click the **magnifying glass** icon to search organization names.

5. Click the **LOA** or a **Shared LOA label** drop-down list arrow and select the **LOA label** against which the transaction should fund.

6. Click **OK.**

The Manual Entry Transaction screen opens.

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