



Information Paper:

Budget and Audit Pass Issues

Introduction

As an Authorizing Official (AO), when you try to approve a document in DTS, you may receive an error involving your organization's budget or an audit pass error. The most likely causes of the error are:

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

This paper discusses these scenarios and the recommended resolution for these errors.

Scenario #1: No Budget Exists

You can't approve a document if the account elements in any LOA don't match those in the corresponding budget. When this problem exists, DTS shows an error message, "Budget Failed" and states "No Budget Exists." (Figure 1).

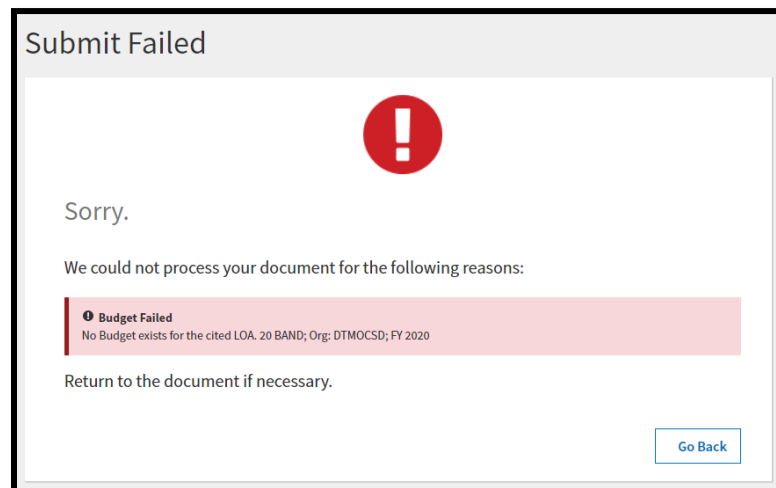


Figure 1: No Budget Exists Pop-Up

Select **Go Back**, DTS returns you to **Digital Signature** page. DTS applies the status stamps to the document for **Approval Failed** and **Audit Fail** with comments (Figure 2).

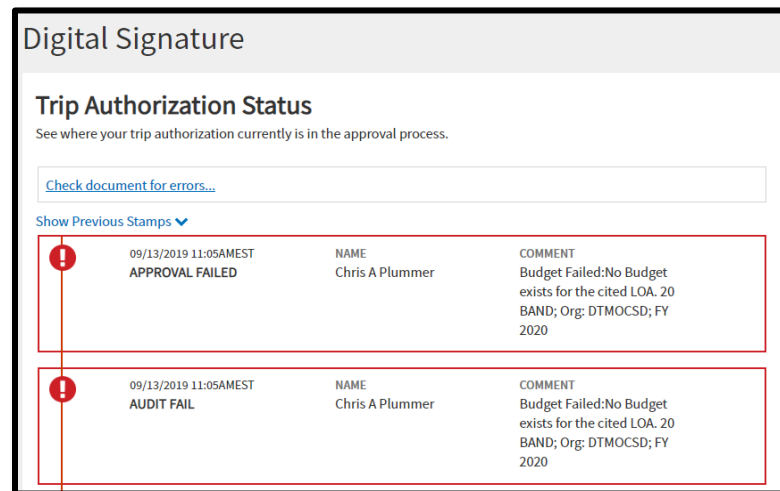


Figure 2: Digital Signature Page

You must contact the Finance Defense Travel Administrator or Budget Defense Travel Administrator (FDTA/BDTA) to correct the error. They will verify that the elements match in every LOA and budget that the document is using by:

1. Correcting any missing or incorrect data elements in the budget or LOA.
 - a. A LOA can have placeholder elements (#), and
 - b. A budget can have wildcard elements (*), but
 - c. Placeholders and wildcards cannot be interchanged.
2. Removing extra spaces.
3. Making sure all data elements are in the correct field.
4. Adding missing or removing extra carets (^).
5. Verifying use of the correct format map.
6. Replacing incorrectly used numbers that should have been letters, or vice versa (e.g., 1 for l, 0 for O).

Once you verify the FDTA or BDTA makes the correction to the LOA and/or Budget, try again to approve the document in DTS.

Scenario #2: Insufficient Funds

You can't approve a document if the budget doesn't contain sufficient funds to cover the estimated expenses (Figure 3).

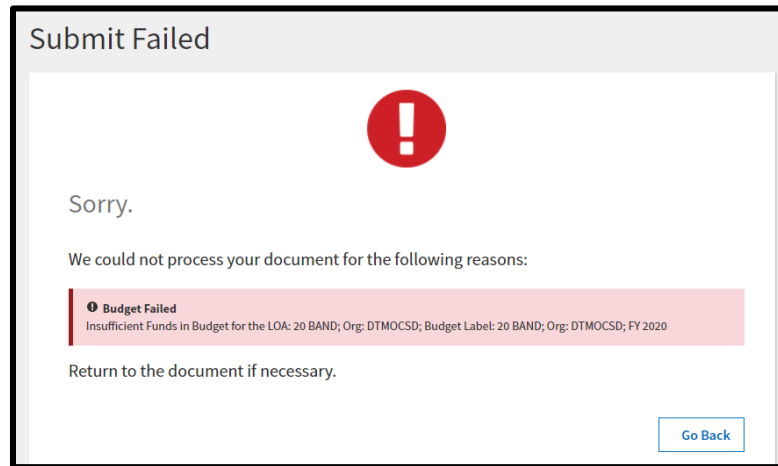


Figure 3: Insufficient Funds Warning

Select **Go Back**, DTS returns you to **Digital Signature** page. DTS applies the status stamps to the document for **Approval Failed** and **Audit Fail** with comments (Figure 4).

	09/13/2019 11:40AMEST	NAME	COMMENT
!	APPROVAL FAILED	Chris A Plummer	Budget Failed:Insufficient Funds in Budget for the LOA: 20 BAND; Org: DTMOCS; Budget Label: 20 BAND; Org: DTMOCS; FY 2020
!	AUDIT FAIL	Chris A Plummer	Budget Failed:Insufficient Funds in Budget for the LOA: 20 BAND; Org: DTMOCS; Budget Label: 20 BAND; Org: DTMOCS; FY 2020

Figure 4: Digital Signature Page

Contact the FDTA/BDTA to add funds to the budget to cover the calculated trip cost. If multiple budgets contain the same account elements, and any one of the budgets has insufficient funds, you can't approve the document. The FDTA/BDTA must add funds to all deficient budgets before you can approve the document.

**Scenario #3:
Passenger Name
Record (PNR)
Processing Error**

If you receive a Passenger Name Record (PNR) Processing Error (Figure 3) when you try to approve an authorization, you must create a Travel Assistance Center (TAC) ticket. One of the TAC's Travel Management Company (TMC) analysts must review the PNR.

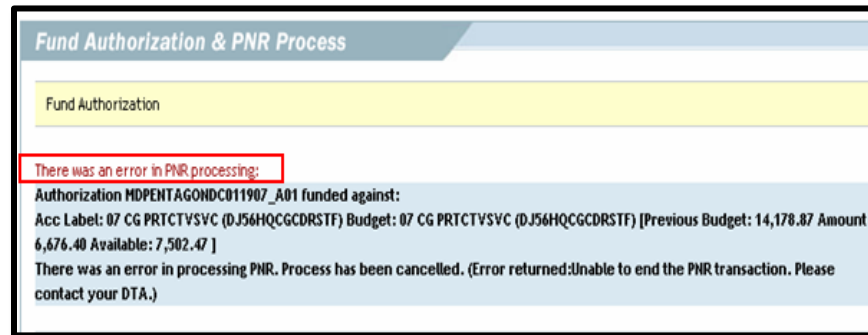


Figure 3: Fund Authorization & PNR Process Error Pop Up

Note: You must capture a screenshot of the PNR error message to include in the ticket. It contains information the TAC analyst needs to sort out the problem.

References

- Tri-fold [Authorizing Official Checklist and Instructions](#)
- Guide [DTA Manual, Chapter 8: LOAs](#)
- Guide [DTA Manual, Chapter 9: Budgets](#)