Defense Travel System

DTA Manual, Chapter 9: Budgets

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1 The DTS Budget Tool

The DTS Budget Tool tracks and manages travel funds in DTS; however, the DTS Budget Tool is not an official accounting system. It does not link to your official accounting system.

In order to fund travel, a budget must be associated with a line of accounting (LOA) and contain funds. In most cases, you associate LOAs and budgets by creating them at the same time. After creating a budget, you must manually add budget targets (that is, funds) to it. DTS automatically adjusts the travel funds available in the DTS Budget as the Authorizing Official (AO) approves obligations and reimbursements against that budget item.

Since the DTS Budget Tool does not link to your official accounting system, its accuracy depends on you entering accurate spending limits and periodically reconciling available funds against your official accounting system.

You should think of the DTS Budget Tool as a bookkeeping tool that monitors the use of your travel funds. Its purpose is to ensure that unfunded travel does not take place.

2 Access the DTS Budget Tool

You create and maintain travel budgets in the DTS Budget Tool. You must have organization access and permission level 1 to access the budget tool and view budgets. You must have permission level 3 to edit budgets.

To access the DTS Budget Tool, beginning on the DTS Dashboard (Figure 9-1), mouse over Administration on the menu bar and select Budget Tool from the menu. The Welcome to the DTS Budget Administration Tool screen (Figure 9-2) opens. It describes the features and capabilities of the Budget tool.
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Figure 9-1: DTS Dashboard – Administration Menu

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

You use the Budget Maintenance tool to create, maintain, inactivate, delete, and track budgets. To access it, select Budget Maintenance on the light blue navigation bar from any screen in the Budget Tool. The Budget Maintenance Function screen (Figure 9-3) displays. It provides an overview of the functions that are accessible on the dark blue navigation bar.

Figure 9-3: Budget Maintenance Function Screen

3.1 Show Budgets

Before you can perform any type of maintenance on a budget, you must first find it.

To search for a budget:

1. Beginning on the Budget Maintenance screen (Figure 9-3), select Show Budgets on the dark blue navigation bar. The Show Budgets screen (Figure 9-4) opens.

Figure 9-4: Show Budgets Screen
2. (optional) The current Fiscal Year appears by default. Change it if you want to see budgets from another fiscal year.

3. (optional) Your main organization’s name appears by default in the Organization text field. Change it if you need to search for budgets owned by a different organization.

4. (optional) If you want to view organizations subordinate to the one in the Organization field, check the Include Sub Organizations box.

5. (optional) Enter a Budget Label (full only) to see a specific budget.

6. Select SHOW BUDGETS FOR SELECTED ORGANIZATION(S). The Show Budgets Results screen opens (Figure 9-5). The top section shows the search criteria you used. The bottom section displays the budgets that match those search criteria and some key information about them.

![Show Budgets Results Screen](image)

**Figure 9-5: Show Budgets Results Screen**

3.1.1 Edit a Budget

On the Show Budgets Results screen (Figure 9-5) select Edit next to a budget to open it for editing. Inactivated budgets do not have an Edit link. When you select Edit, the Edit Budget Item screen opens (see Figures 9-6 to 9-9).
3.1.1.1 Share a Budget

At the top of the Edit Budget Item page, if you have subordinate organizations that need to use this organization’s travel funds, you can share a budget (and its LOA) with them. The radio button for Shared defaults to No. Select the Yes radio button to share this budget with subordinate organizations. Note: Once you select Yes and save the budget, you can’t switch the option. The budget stays shared.

![Edit Budget Item Screen - Top](image)

Figure 9-6: Edit Budget Item Screen - Top

3.1.1.2 Adjust Budget Targets

The next section on the Edit Budget Item screen is the area where you enter (or adjust) budget targets. Note: If this is an annual budget, the wording is slightly different, and you won’t see quarterly budget targets; only annual totals.

You must enter budget targets (spending limits) in at least one Funding Target Adjustments field before the LOA can fund travel. Typically, you should enter budget targets in all available fields (see Note 2, below) immediately after you create the budget. You must also update the budget targets whenever the amount in the DTS budget differs from the amount available in your official accounting system.
Figure 9-7: Edit Budget Item Screen – Target Adjustments

**Note 1:** For quarterly budgets, you can only edit funds for current or future quarters; you cannot edit funds for past quarters. Since you created this budget in the 3rd fiscal quarter, you can only add funds to **Qtr 3** and **Qtr 4**.

**Note 2:** When entering budget targets, you don’t need to enter dollar signs or commas. If you need to subtract funds from a budget target, enter the amount you need to subtract, preceded by a minus sign. In other words, enter “5000” to add $5,000 to your DTS budget, and “-5000” to subtract $5,000.)
3.1.3 Enter Remarks

When you make any change to a budget, you must enter comments about what you are changing and why. The Remarks field is after the budget target tools. If you don’t enter the comment, the record will not save.

![Figure 9-8: Edit Budget Item Screen – Remarks](image)

3.1.4 Update Budget Elements

After Remarks is a long section that contains all the budget elements. These elements must always match – exactly – the elements in the LOA. If there is ever a mismatch, you must change them. When you change them through this screen, DTS creates an entirely new budget, which requires you to change to the budget name (label). If you prefer to change the elements without creating a new budget, you must use Mass Update instead (see section 3.4).

![Figure 9-9: Edit Budget Item Screen – Element Adjustments](image)

3.1.2 Delete or Inactivate a Budget

You can easily render a budget unusable when you no longer need it. There are two methods to make the budget unusable, both of which start with selecting the Inactivate/Delete link on the Show Budgets Results screen (Figure 9-5).
When you select **Inactivate/Delete**, the **Inactivate/Delete Budget Item** screen opens. It shows the same information as the **Edit Budget Item** screen, but the only editable field is the **Remarks** field. DTS requires you to make remarks about why you inactivated or deleted the budget.

Both inactivation and deletion are permanent – meaning that once you complete the action, you can’t undo the effort. Fortunately, you never have to choose between inactivation and deletion, as only one is ever available at a time. Here’s why:

- **Delete the Budget** – You can only delete a budget if you have never added funds to it. You’ll generally only delete budgets that you created incorrectly or inadvertently. To delete a budget, select **Delete** (Figure 9-10) at the bottom of the screen (**Inactivate** is not available as an option). When you delete the budget, it disappears entirely from DTS.

- **Inactivate the Budget** – You can only inactivate a budget if you have ever added funds to it. To inactivate a budget, select **Inactivate** (Figure 9-10) at the bottom of the screen (**Delete** is not available as an option). When you inactivate a budget, DTS retains the budget for review and reporting, but prevents any further funding action against it.

Since an inactivated budget cannot fund travel, be sure that all funding processes (e.g., vouchers, amendments) against that budget are complete before you inactivate it, or those processes will fail.
3.2 Create a Budget

To create a new budget:

1. Beginning on the Budget Maintenance Function (Figure 9-3) screen, select Create Budget on the dark blue navigation bar.

2. The Select Format Map screen opens (Figure 9-11).

3. You have two ways to proceed.
   - To copy the elements in an LOA, select Copy an Existing LOA to this budget. The Select LOA to Copy screen (Figure 9-12) opens. Go to step 4.
   - To create a budget from scratch, select a Format Map, then select OK. The Select Budget Type screen (Figure 9-14) opens. Skip steps 4-5 and go to step 6.
4. Select the **Format Map, Fiscal Year**, and owning **Organization** for the LOA whose elements you want to use. Include the subordination organizations if you’re not sure which organization owns the LOA.

5. Select **Search**. The **Accounting Codes** screen (Figure 9-13) opens. Select **Copy** to left of the LOA whose elements you want to use.

6. The **Select Budget Type** screen (Figure 9-14) opens.
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Figure 9-14: Select Budget Type Screen

7. DTS populates the Fiscal Year, owning Organization, and Budget Type. If you got here by copying a LOA, DTS also populates the Budget Label; otherwise, you must enter one. You can also change any of the populated fields that you need to.

8. (optional) The Sharable box defaults to unchecked. Check it if you want to share this budget with the owning organization’s subordinate organizations.

9. (optional) The Budget Type defaults to Quarterly. Change it to Annual if you need to create an annual budget.

10. Select Save. The Create Budget screen displays. This screen looks like the Edit Budget Item screen, as described in section 3.1.1 and shown in Figures 9-6 to 9-9.

11. For any editable field, update the information in all the information is accurate.
   - You can edit the Budget Label.
   - You must enter quarterly or annual budget targets.
   - If you copied a LOA, DTS displays the elements from that LOA. Otherwise, the elements are blank, and you must fill them in.

12. Select Save.
3.3 View a Journal

The **View Journal** allows you to see the most recent transactions that affected a selected budget.

To view a journal:

1. From the **Budget Maintenance Function** screen (Figure 9-3) select **View Journal** on the dark blue navigation bar. The **Select Budget Journal** screen (Figure 9-15) opens.

![Select Budget Journal](https://www.defensetravel.dod.mil)

**Figure 9-15: View Budget Journal Transactions Screen**

2. DTS populates the **Fiscal Year**, **Organization**, **Budget Label**, and **Number of Transactions Returned** fields. Change them as needed.

3. Select **View Transactions**. The **View Budget Journal Transactions** screen (Figure 9-16) opens. It displays the most recent transactions that affected the selected budget. Use the slide bar at the bottom of the page to scroll across the row to see all available information. Table 9-1 explains the screen’s contents.
Figure 9-16: View Budget Journal Transactions Screen (Left Side)

Table 9-1

<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 the traveler</td>
</tr>
<tr>
<td>Trans Type</td>
<td>Defines a funding action that affected the budget. The following values may</td>
</tr>
<tr>
<td></td>
<td>appear: CREATE AUTH SAUTH ADJUST VCH SPP SUBMIT AMEND LVCH SPP REJECT CANCEL</td>
</tr>
<tr>
<td></td>
<td>GAUTH MANUAL ROLLOVER ROLLBACK</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 created</td>
</tr>
<tr>
<td>Departure Date</td>
<td>Date the traveler will or did leave for TDY</td>
</tr>
<tr>
<td>Location/Destination</td>
<td>TDY location</td>
</tr>
<tr>
<td>Organization</td>
<td>Traveler’s assigned DTS organization</td>
</tr>
<tr>
<td>LOA Label</td>
<td>User-defined name that identifies a LOA</td>
</tr>
<tr>
<td>LOA</td>
<td>Format map elements that define the 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 for funding</td>
</tr>
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3.4 Mass Update Budgets

You can use the Mass Update Budgets tool to change the elements in multiple budgets at
one time. **Note:** You can also use it to update a single budget without creating a new budget (as discussed in section 3.1.1.4).

To perform a mass update:

1. From the **Budget Maintenance Function** screen (Figure 9-3) select **Mass Update Budget** on the light blue navigation bar. The **Mass Update Budget – Search** screen (Figure 9-17) opens.

   ![Figure 9-17: Mass Update Budgets – Search Screen](image)

2. DTS populates the **Format Map**, **Fiscal Year**, and owning **Organization** for you. You can make changes if required to search for another **Organization** or **Format Map**.

3. Select the **Used** or **Unused** radio button to identify which type of active but currently unshared budgets you want to include in your search. (DTS automatically selects **Unused** by default.)

   **Note:** An *unused* budget is one that has no approved documents against it. If a budget is *used*, you cannot make changes to the LOA, unless you insert wildcard characters in the data elements.

4. (optional) Check the **Include Sub Organizations** box if you want to include organizations subordinate to the one listed in the **Organization** field in the search.

5. Select **Show Budgets for Selected Organization(s)**. The **Mass Update Budget - Search Results** screen (Figure 9-18) opens. **Note:** If your browser setting does not display the data rows fully, then resize the window to show all the fields.
6. Check the box next to all budgets that you want to include in the update.

7. Select Update Selected Budget(s). The Mass Update Budgets - Update Values screen (Figure 9-19) opens. This screen allows you to keep the current data and update those fields requiring modification.
8. In the **Update?** column, check the box next to every element you want to change. DTS will not update any unchecked elements.

9. In the **Old Value** column, select the data element value you want to replace. Options are:
   - **ALL** Tells DTS to change the element in every selected LOA, regardless of its current value.
   - **<Value>** Tells DTS which element value to change. All the values that exist for that element across your selected LOAs are on the drop-down list. Select the one you want to change. For example, if the drop-down offers values of 3, 4, and 5, and you select “3”, DTS will only change elements with the value “3” and leave those with values 4 and 5 unchanged.
   - **BLANK** Tells DTS to only change LOAs with no value listed in that element.

10. In the **New Value** column, enter the value that will replace the **Old Value**. If you leave the text field blank, DTS clears the value out of the elements for the selected LOAs.

11. Select **Update** at the bottom of the screen. A pop-up (Figure 9-20) informs you that if the elements in an updated budget is not an exact match with the elements in its associated LOA, funding actions against that LOA will fail.

![Figure 9-20: Mass Update Pop-up](image)

12. Select **OK**. The message disappears and a screen opens to let you know how many of your attempted updates were successful.
4 Add a Manual Transaction

If you have the Manually Entered Transaction flag set to Yes in your DTS profile, you have access to the Manual Transaction tab in the Budget Tool.

Manual Transactions allow you to register an adjustment transaction in your DTS budget to offset travel payments that DTS could not process. If you add a transaction into a prior quarter in the current fiscal year, DTS will modify the available balance for the current quarter.

Adjustment transactions include paid disbursements, obligation adjustments, and disbursement adjustments.

To add a manual transaction:

1. Select Manual Transaction on the on the light blue navigation bar from any screen in the Budget Tool, then select Manual Entry on the dark blue navigation bar. The Select LOA for Manual Transaction screen (Figure 9-21) opens.

   ![Figure 9-21: Select LOA for Manual Transaction Screen]

   **Figure 9-21: Select LOA for Manual Transaction Screen**

2. DTS populates the Fiscal Year and organization. You can change them if you need to.

3. Select a LOA Label or Shared LOA label.

4. Select OK. The Manual Entry Transaction screen (Figure 9-22) opens.
5. (optional) DTS populates today’s date in the Date Entered field. You can change it.

6. Enter the TANUM associated with the DTS document.

7. (optional) Enter the DTS Document Name.

8. Enter the manual transaction amount in the Total Obligation Adjustment Amount field.

9. Enter Remarks to explain why you made the manual transaction.

10. Select SAVE at the bottom of the screen. The Manual Transaction Complete screen opens, indicating the system has saved the transaction.

5 Reports

You can run 4 reports in the Budget Tool. A brief explanation below provides a description, but for a complete explanation of their contents, see DTA Manual, Chapter 10: Reports.

To run Budget reports, select Reports on the light blue navigation bar from any screen in the Budget Tool. The dark blue navigation bar populates with the names of the reports you can run, and provides access to a screen from which you can Download Reports that you have run.
The reports you can run are:

- **The Balance report**: Shows the cumulative amount of transactions that affect a budget.

- **The (Target) Adjustment report**: Shows the budget target adjustments and manual transactions executed against a budget.

- **The (Budget) Transaction report**: Shows each transaction that affects a budget.

- **The Total Obligation report**: Shows the totals for all travel documents that affect a budget. There is one entry for each trip, plus a cumulative status.

### 6 The DTA Manual: Contents & Links

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