

Defense Travel System

DTA Manual, Chapter 9: Budgets

October 04, 2019

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	04/25/18	Defense Travel Management Office (DTMO)	Change format, updated language & screenshots	All
1.1	07/09/18	DTMO	Updated URLs to “https” vs. “http”	Throughout
1.2	08/17/18	DTMO	Changed access to DTA Maintenance Tool through DTS dashboard	Section 2
1.3	01/04/19	DTMO	Added information about subtracting funds from a budget	Section 3.1.1.2
1.4	09/04/19	DTMO	Updated format and screenshots	Section 3 Section 4

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.

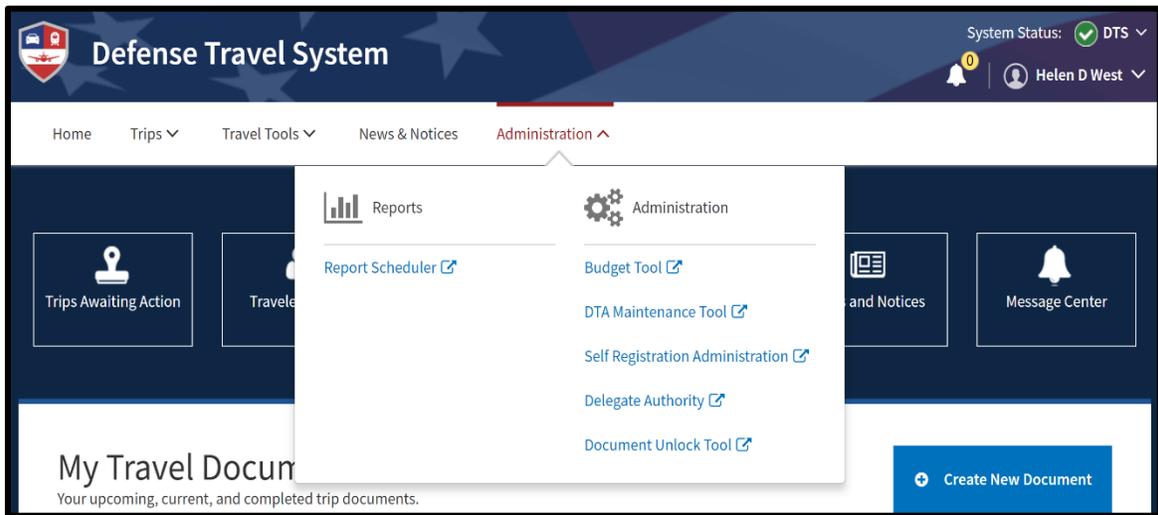


Figure 9-1: DTS Dashboard – Administration Menu

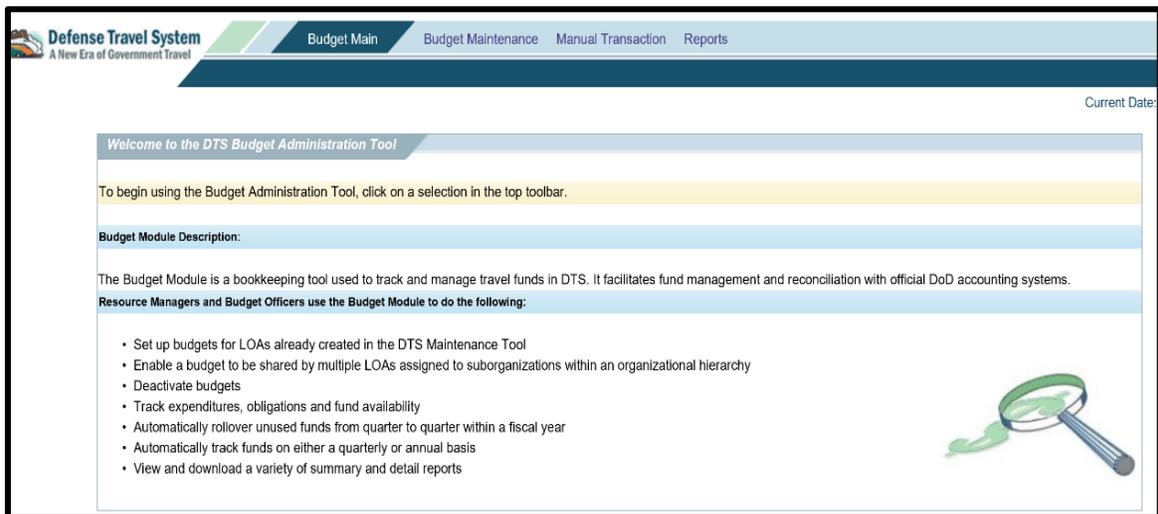


Figure 9-2: Welcome to the DTS Budget Administration Tool Screen

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.

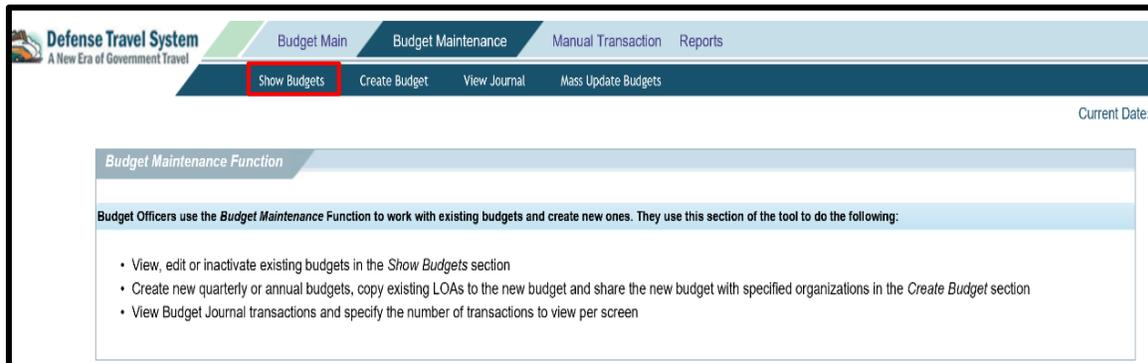


Figure 9-3: Budget Maintenance Function Screen

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.

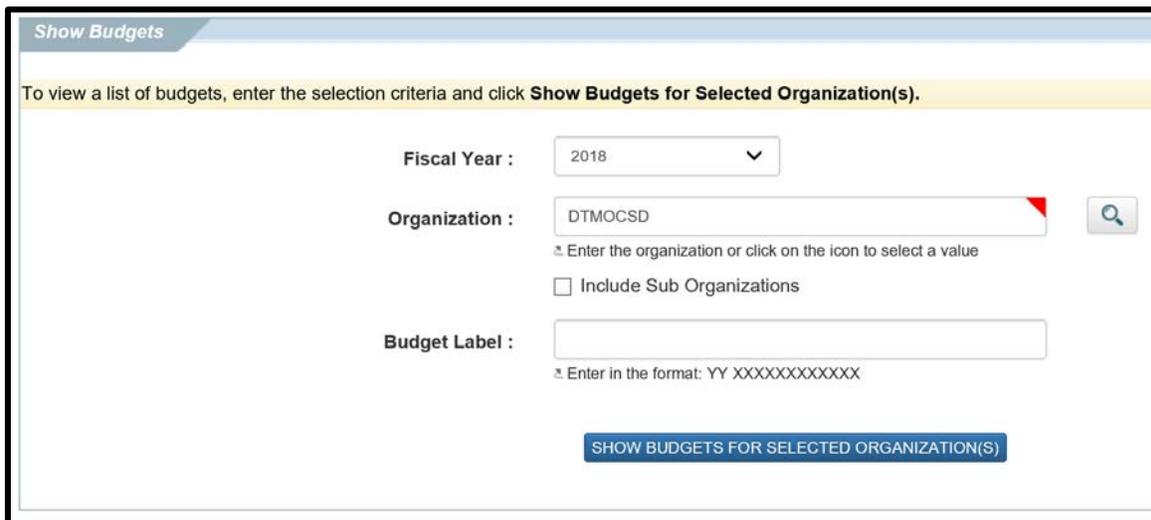


Figure 9-4: Show Budgets Screen

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.

Edit	Inactivate/Delete	Organization	Budget Label	Annual/Quarterly	Shared	Target Amount Qtr 1	Target Amount Qtr 2	Target Amount Qtr 3	Target Amount Qtr 4	Available Funding Target	Annual Funding Total
Edit	Inactivate/Delete	DTMOCS D	20 BAND	Q	N	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00
Edit	Inactivate/Delete	DTMOCS D	20 DEFAULT	Q	N	\$10,000,000.00	\$0.00	\$0.00	\$0.00	\$9,998,804.20	\$10,000,000.00
Edit	Inactivate/Delete	DTMOCS D	20 EXEC	Q	N	\$10,000,000.00	\$0.00	\$0.00	\$0.00	\$10,000,000.00	\$10,000,000.00
Edit	Inactivate/Delete	DTMOCS D	20 TRAINING	Q	N	\$10,000,000.00	\$0.00	\$0.00	\$0.00	\$9,997,492.00	\$10,000,000.00

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.

The screenshot shows the top portion of the 'Edit Budget Item' screen. At the top, there is a header bar with the title 'Edit Budget Item'. Below the header is a yellow warning box containing the text: 'Use this screen to make adjustments to budget funding target. Enter the increase or decrease in the "Funding Target Adjustment" boxes below. You can also change the status of this budget item to "Shared". WARNING: THIS IS A NON-REVERSIBLE SELECTION. You can also create a new budget item with a different label and an edited LOA for the org.' Below the warning box, there are four rows of form fields:

- Fiscal Year : 2020
- Organization : DTMOCS D
- Budget Label : 20 BAND
- Shared : Yes No

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.

AMOUNT BUDGETED FOR EACH QUARTER					
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Annual
Quarterly Funding Target :	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Previous Quarter Carryover :					
Funding Target Adjustments :			<input type="text"/>	<input type="text"/>	
Transaction Adjustments :	\$0.00	\$0.00	\$0.00		\$0.00
Obligations Outstanding :	\$0.00	\$0.00	\$0.00		\$0.00
Expenditures Paid :	\$0.00	\$0.00	\$0.00		\$0.00
Total Obligations :	\$0.00	\$0.00	\$0.00		\$0.00
Available Funding Balance :	\$0.00	\$0.00	\$0.00		\$0.00

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.)

3.1.1.3 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.

A screenshot of a web form showing a label 'Remarks :' followed by a large, empty text input field. The field has a small red arrow icon on its right side.

Figure 9-8: Edit Budget Item Screen – Remarks

3.1.1.4 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).

A screenshot of a web form titled 'LOA ACCOUNTING CODE ELEMENTS' with a subtitle 'FORMAT MAP: AF 2, 9/29/2003'. Below the title is the label 'Account 1'. There are two input fields: 'ADSN or DTST (6) :' with the value '123456' and a red arrow icon, and 'DTST Sub-field (14) :' which is empty.

Figure 9-9: Edit Budget Item Screen – Element Adjustments

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).

Show Budgets Results											
<p>The following list shows the budgets and total budgeted amounts for the specified fiscal year and organization(s). To update the budgeted amounts or accounting code elements for a budget, click Edit. To inactivate or delete a budget, click Inactivate/Delete. If a budget item has a View link in the Inactivate/Delete column, this budget has been inactivated. Click on View to view the inactive budget. If a budget item has a View link in the Edit column, this budget is a shared budget which belongs to a parent organization. Click on View to view the parent's budget.</p> <p>Budget items with blank quarterly funding targets indicate that the budget is an annual budget.</p> <p style="text-align: center;">Fiscal Year : 2020</p> <p style="text-align: center;">Organization : DTMOCS D</p> <p style="text-align: center;">Budget Label :</p>											
Edit	Inactivate/Delete	Organization	Budget Label	Annual/ Quarterly	Shared	Target Amount Qtr 1	Target Amount Qtr 2	Target Amount Qtr 3	Target Amount Qtr 4	Available Funding Target	Annual Funding Total
Edit	Inactivate/Delete	DTMOCS D	20 BAND	Q	N	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00
Edit	Inactivate/Delete	DTMOCS D	20 DEFAULT	Q	N	\$10,000,000.00	\$0.00	\$0.00	\$0.00	\$9,998,804.20	\$10,000,000.00
Edit	Inactivate/Delete	DTMOCS D	20 EXEC	Q	N	\$10,000,000.00	\$0.00	\$0.00	\$0.00	\$10,000,000.00	\$10,000,000.00
Edit	Inactivate/Delete	DTMOCS D	20 TRAINING	Q	N	\$10,000,000.00	\$0.00	\$0.00	\$0.00	\$9,997,492.00	\$10,000,000.00

Figure 9-5: Show Budgets Results Screen

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.



Figure 9-10: Inactivate/Delete Budget Item Screen – Button Pair Options

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.

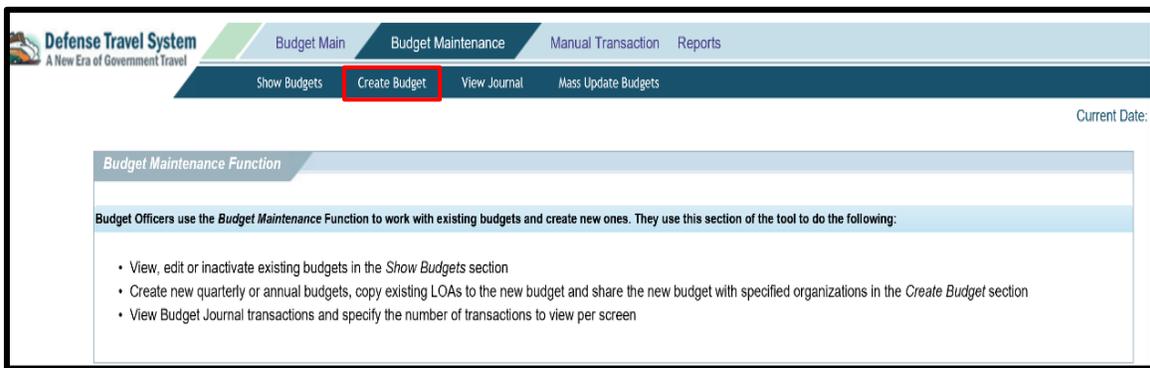


Figure 9-3: Budget Maintenance Function Screen

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

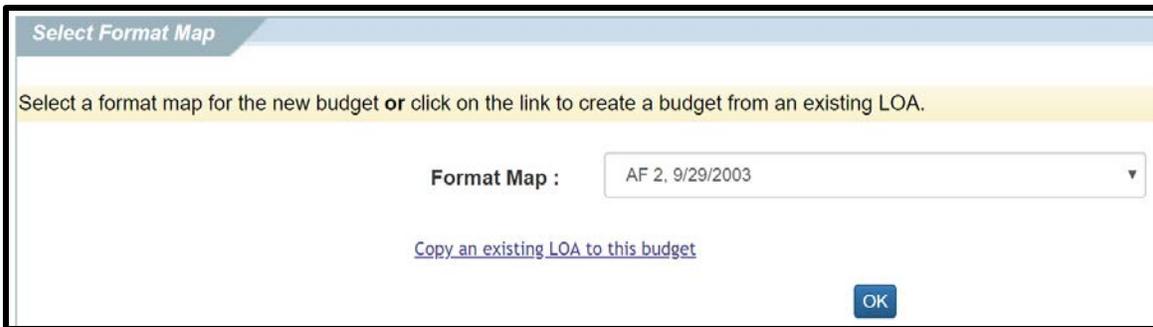


Figure 9-11: Select Format Map Screen

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.

Figure 9-12: Select a LOA to Copy Screen

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.

Copy	Organization	LOA Label	LOA Accounting Code Elements
Copy	DTMOCS D	20 TRAINING	667100^57^0^3840^58^0^41^L8^201500^01^409^667100^59220F

Figure 9-13: Accounting Codes Screen

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

Select Budget Type

Format Map : AF 2, 9/29/2003

Fiscal Year : 2020

Organization : DTMOCSD

Enter the organization or click on the icon to select a value

A SHARED BUDGET ITEM CAN BE ACCESSED AND WILL FUND EVERY MATCHING LOA (10X20) IN THE ORGANIZATION OR SUBORDINATE ORGANIZATION IN THE ORGANIZATION HIERARCHY. EACH TIME A FUND ACTION IS INITIATED FOR AN LOA, DTS WILL CHECK AND INITIATE THE FUND ACTION FOR LOCAL BUDGET ITEMS AND SHARED BUDGET ITEMS CONTAINED IN PARENT ORGANIZATION(S).

Budget Label : 20 TRAINING Shareable

Enter in the format: YY XXXXXXXXXXXX

Budget Type : Quarterly Annual

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 **Shareable** 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.

The screenshot shows the 'Select Budget Journal' interface. At the top, there is a title bar with the text 'Select Budget Journal'. Below this is a yellow instruction box containing the following text: 'Load journal items yearly or quarterly... The following list shows the budget's journal items for the specified fiscal year and organization(s). To show journal items for other fiscal years, enter the year and click **View Transactions**. To show journal items for another organization, select the organization and click **View Transactions**.' Below the instructions are four input fields: 'Fiscal Year' with a dropdown menu showing '2020', 'Organization' with a text input field containing 'DTMOCS' and a search icon, 'Budget Label' with a dropdown menu showing '20 DEFAULT', and 'Number of Transactions Returned' with a dropdown menu showing '25'. At the bottom center of the form is a blue button labeled 'VIEW TRANSACTIONS'.

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.

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

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.

Mass Update Budgets - Search Results

Format Map: MC 1, 8/1/2001

Fiscal Year: 2020

Used or Unused Budgets: Show unused, active, unshared budgets only

Organization: DTMOCS D
 --- Do Not Include Sub Organizations

To update budgets: Select the desired budget items and click Update Selected Budgets.

Showing 1 to 2 of 2 entries

<input type="checkbox"/> Select All / Deselect All	Organization	Budget Label
<input type="checkbox"/>	DTMOCS D	20 BAND
<input type="checkbox"/>	DTMOCS D	20 EXEC

Search:

Show entries

Previous **1** Next

UPDATE SELECTED BUDGET(S) **SEARCH AGAIN**

Figure 9-18: Mass Update Budgets – Search Results Screen

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.

MASS UPDATE BUDGETS - UPDATE VALUES
 LOA ACCOUNTING CODE ELEMENTS
 FORMAT MAP: MC 1, 8/1/2001

Account 1	Update ?	Old Value	New Value
AAA or DTST (6)	<input type="checkbox"/>	023185 ▼	<input type="text"/>
DTST Sub-field (14)	<input type="checkbox"/>	▼	<input type="text"/>
Account 2			
DEPT (2)	<input type="checkbox"/>	18 ▼	<input type="text"/>
FY (2)	<input type="checkbox"/>	20 ▼	<input type="text"/>
PY (2)	<input type="checkbox"/>	20 ▼	<input type="text"/>
APPR (4)	<input type="checkbox"/>	1106 ▼	<input type="text"/>

Figure 9-19: Mass Update Budgets – Update Values Screen

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.

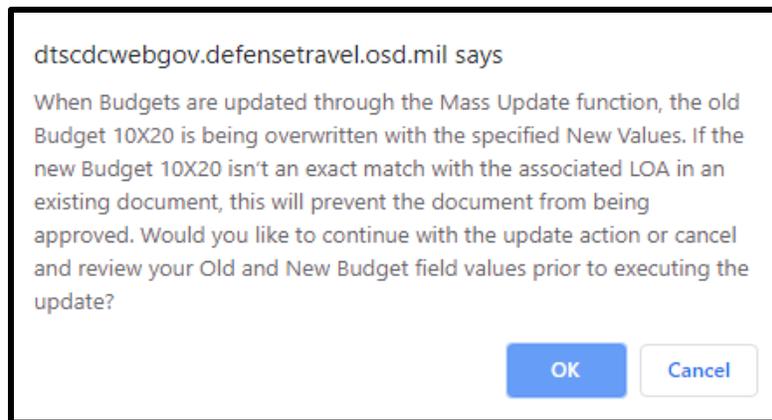


Figure 9-20: Mass Update Pop-up

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 is 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.

Select LOA for Manual Transaction

Manual Entry Transaction 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.

Note: Caption in bold is a required field and you must select one LOA Label or Shared LOA Label.

Fiscal Year ▶ 2020

Organization ▶ DTMOCSD
Enter the organization or click on the icon to select a value

LOA Label ▶

OR

Shared LOA Label ▶

OK

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.

Manual Entry Transaction

If the budget being adjusted is shared or contains a shared LOA, DTS will automatically carry the adjusted transaction into those associated budgets as well.
Note: Caption in bold is a required field.

Organization ▶ DTMOCSD

LOA Label ▶ 20 DEFAULT

Fiscal Year ▶ 2020

Fiscal Quarter ▶ Quarter 3

Date Entered ▶ 10/01/2019
Format is MM/dd/yyyy

TANUM ▶

Document Name ▶

Total Obligation Adjustment Amount ▶ 0.0

Remarks ▶

Figure 9-22: Manual Entry Transaction Screen (Top)

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

DTA MANUAL CHAPTER: TOPIC	URL (SELECT OR CUT & PASTE)
Chapter 1: DTS Overview	https://www.defensetravel.dod.mil/Docs/Training/DTA_1.pdf
Chapter 2: DTS Access	https://www.defensetravel.dod.mil/Docs/Training/DTA_2.pdf
Chapter 3: DTS Site Setup	https://www.defensetravel.dod.mil/Docs/Training/DTA_3.pdf
Chapter 4: Organizations	https://www.defensetravel.dod.mil/Docs/Training/DTA_4.pdf
Chapter 5: Routing Lists	https://www.defensetravel.dod.mil/Docs/Training/DTA_5.pdf
Chapter 6: Groups	https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf
Chapter 7: People	https://www.defensetravel.dod.mil/Docs/Training/DTA_7.pdf
Chapter 8: LOAs	https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf
Chapter 9: Budgets	https://www.defensetravel.dod.mil/Docs/Training/DTA_9.pdf
Chapter 10: Reports	http://www.defensetravel.dod.mil/Docs/Training/DTA_10.pdf
Chapter 11: MIS Administration	https://www.defensetravel.dod.mil/Docs/Training/DTA_11.pdf
Chapter 12: ROA Administration	https://www.defensetravel.dod.mil/Docs/Training/DTA_12.pdf

DTA MANUAL APPENDIX: TOPIC	URL (SELECT OR CUT & PASTE)
Appendix A: Self-Registration	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_A.pdf
Appendix B: Acronyms	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_B.pdf
Appendix C: Definitions	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_C.pdf
Appendix E: Emails	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_E.pdf
Appendix F: Import/Export Module	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_F.pdf
Appendix G: Error Codes	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_G.pdf
Appendix J: Help Process	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_J.pdf
Appendix K: DTS Tables	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf
Appendix L: Reorganizations	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_L.pdf
Appendix M: Ranks and Grades	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_M.pdf
Appendix N: Country Codes	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_N.pdf
Appendix Q: Org Naming Sequence	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_Q.pdf
Appendix R: LOA Formats	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_R.pdf