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### Revision History

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<th>Date</th>
<th>Authorization</th>
<th>Revision/Change Description</th>
<th>Page, Section</th>
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<tr>
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<td>Defense Travel Management Office (DTMO)</td>
<td>Change format, updated language &amp; screenshots</td>
<td>All</td>
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<td>7/9/18</td>
<td>DTMO</td>
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<td>DTMO</td>
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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, budgets must be associated with a line of accounting (LOA) and funded. 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.

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 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 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 9-2: 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](image)

### 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](image)

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.

![Figure 9-5: Show Budgets Results Screen](image)

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 (Figures 9-6 to 9-9) opens.

3.1.1.1 Share a Budget

If you have subordinate organizations that use this organization’s travel funds, you must share a budget (and its LOA) with them. Select the Yes radio button the top of the Edit Budget screen to share this budget with subordinate organizations. The radio buttons do not display for shared budgets, meaning you can’t “unshare” them.

![Figure 9-6: Edit Budget Item Screen - Top](image)
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](image)

**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’re changing and why. The Remarks field is after the budget target tools.

\[\text{Figure 9-8: Edit Budget Item Screen – Remarks}\]

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).

\[\text{Figure 9-9: Edit Budget Item Screen – Element Adjustments}\]

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).

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 cannot undo it. 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](image)

### 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. The Select Format Map screen opens (Figure 9-7).

![Figure 9-11: Select Format Map Screen](image)
2. 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 3.
   • To create a budget from scratch, select a **Format Map**, then select **OK**. The Select Budget Type screen (Figure 9-14) opens. Skip steps 3-5 and go to step 6.

![Figure 9-12: Select a LOA to Copy Screen](image)

3. 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.

4. Select **Search**. The Accounting Codes screen (Figure 9-13) opens.

![Figure 9-13: Accounting Codes Screen](image)

5. Select **Copy** to left of the LOA whose elements you want to use. The **Select Budget Type** screen (Figure 9-14) opens.
6. 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.

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

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

9. 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.

10. 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.

11. Select Save.
3.3 View a Journal

The Journal lets you 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.

![Figure 9-15: View Budget Journal Transactions Screen](image)

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. Scroll left 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 appear:</td>
</tr>
<tr>
<td></td>
<td>CREATE AUTH SAUTH</td>
</tr>
<tr>
<td></td>
<td>ADJUST VCH SPP SUBMIT</td>
</tr>
<tr>
<td></td>
<td>AMEND LVCH SPP REJECT</td>
</tr>
<tr>
<td></td>
<td>CANCEL 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 constructed</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>
</tbody>
</table>

### 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.
2. DTS populates the **Format Map**, **Fiscal Year**, and owning **Organization** for you. Change them if you need to.

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. (**Unused** is selected by default.)

   **Note:** An *unused* budget is one that *not* had a document approved 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.
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 works as

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 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](image)

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. They are listed here with a brief explanation, 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

<table>
<thead>
<tr>
<th>DTA MANUAL CHAPTER: TOPIC</th>
<th>URL (SELECT OR CUT &amp; PASTE)</th>
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