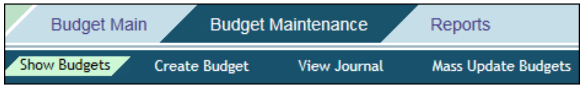
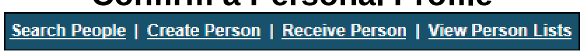


2. In the **Budget** module, select **Budget Maintenance** > **Show Budgets**.
3. Enter the search criteria:
   a. Select a **Fiscal Year**.
   b. Enter the **Organization** that owns the budget or find it with the icon.
   c. *(Optional)* Check **Include Suborganizations**
   d. *(Optional)* Enter a **Budget Label**.
   e. Select **SHOW BUDGETS FOR SELECTED ORGANIZATION(S)**.
4. Select **Edit** next to a budget.
5. Select whether the organization wants to share the budget with its suborganizations.
6. Enter **Funding Target Adjustments** for one or more available quarters or for the year.
7. Enter **Remarks**, then select **SAVE**.

Create a Personal Profile

1. In the DTA Maintenance Tool, select **People** > **Create Person**.
2. Enter the person's **SSN** and choose whether they will perform official travel.
3. Enter all mandatory information *(red asterisks)*, then select **Save Person**.

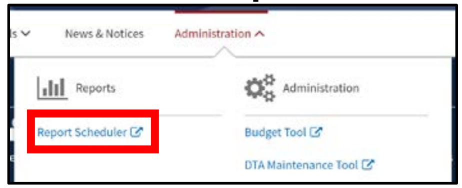
Confirm a Personal Profile



Check all personal profiles for key information:

1. Follow steps 1-3 under *Create a Personal Profile*.
2. Check the following data:
   - **For everyone:**
     - Identifying data (e.g., name, SSN)
     - Assigned organization
     - Permission levels
     - Organization & group access
     - Special roles (e.g., NDEA, DMM)
   - **For travelers only:**
     - Default routing list & LOA
     - EFT and GTCC information
3. Make all updates, then select **Save Person**.

Run Reports



The DTA Maintenance Tool modules and Budget Tool offer reports you can run to check your work. For example, to verify your LOA setup:

1. In the LOA module, select **View LOA(s) List**.
2. Enter search criteria, then select **Run Report**.
3. Scan the results to ensure you have all the LOAs you need, and that their contents are correct.

Reports available in the DTS Maintenance Tool and Budget modules are:

- **Organizations module**: Centrally Billed Accounts, Organizations
- **Routing Lists module**: Routing Lists, Delegated Authorities
- **Groups module**: Groups, Individual Group Members, Global Membership
- **People module**: Basic Traveler Info, Accounts Info, Special Features Info, Groups Info
- **LOA module**: LOAs
- **Budget module**: Balance, Adjustment, Transaction, Total Obligation

This document is maintained on the DTMO website at https://www.defensetravel.dod.mil website. Printed copies may be obsolete.

DEFENSE TRAVEL
MANAGEMENT OFFICE

DTA Flow Process in DTS

August 17, 2018

This trifold will familiarize DTAs, with the DTS reorganization process. Different DTAs have different responsibilities in this process.

The checklist below shows the process steps and the DTA most likely responsible for each. Instructions follow the checklist.

Organizations ***(Lead DTA)***
- ☐ Determine full organization hierarchy.
- ☐ Determine organization names.
- ☐ Create organizations.

Routing Lists ***(Organization DTA)***
- ☐ Determine full routing structure.
- ☐ Create routing lists.
- ☐ Populate routing lists.

Groups ***(Organization DTA)***
- ☐ Determine group structure.
- ☐ Create groups.
- ☐ Create Global Group Membership Rules.
- ☐ Assign individuals to groups.

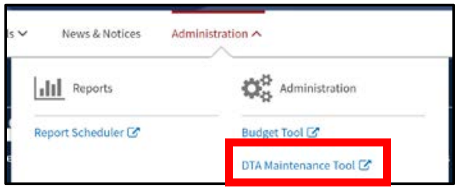
Lines of Accounting (LOAs) ***(Finance DTA)***
- ☐ Create LOAs & associated budgets.

Budgets ***(Finance or Budget DTA)***
- ☐ Enter budget targets.

People ***(Organization DTA)***
- ☐ Ensure all personnel have a DTS profile.
- ☐ Confirm key profile data.

Reports ***(All DTAs)***
- ☐ Generate reports to confirm set-up.

DTA Maintenance Tool



You'll complete most of your work in the DTA Maintenance Tool. From the DTS dashboard, select **Administration** > **DTA Maintenance Tool**.

Create an Organization

Search Organization(s) | Create Organization(s) | View CBA List | View Organization List

1. In the DTA Maintenance Tool, select **Organizations** > **Create Organization(s)**.
2. Enter a suffix to finish the **Organization Name**.
3. Select a **DTA ID** (email for reject notifications). The TAC can add a new one, if needed.
4. Name a **Default Routing List** for travelers in this organization (you'll populate it later).
5. Select your **Site Name**.
6. Enter a recognizable **Organization Description**.
7. Enter an **Organization Email Address** (for self-registration notifications), and select whether you want DTS to send the notifications.
8. Enter information provided by your Travel Management Company (TMC) in the **GDS**, **PCC**, and **Ticket PCC** fields.
9. Enter your **Company Code**.
10. Select **Save Organization**.

Create a Routing List

Search Routing List(s) | Create Routing List(s) | View Routing List List | View Delegated Authorities List

1. In the DTA Maintenance Tool, select **Routing Lists** > **Create Routing List(s)**.
2. Enter a **Routing List Name**.
3. Select the owning **Organization Name**.
4. Select whether this will be the default routing list for the organization and its travelers.
5. Select **Save Routing List**.

Populate a Routing List

Search Routing List(s) | Create Routing List(s) | View Routing List List | View Delegated Authorities List

1. Still in the **Routing Lists** module, select **Search Routing List(s)**.
2. Enter search criteria, then select **Search**.
   Note: Leave fields empty for wider searches.
3. Select **Update** next to a routing list.
4. Select **Populate CTO Stamps** to add steps for TMC actions at levels (i.e., steps) 2 and 3.
5. Select **Add Routing Element**.
6. Select a **Document Type** that DTS will route to the Routing Official at this level.
7. Select a **Document Status** (the stamp the Routing Official will apply to the document).
8. Select **Search** next to the **Signature Name** field.
9. Enter a name or SSN, then select **Search**.
10. **Select** a Routing Official.
11. Identify the **Level**. Levels needn't be consecutive, but documents will follow them in numerical in order. Allowable range is 4-30.
12. *(Optional)* Identify a **Process Name** to create a conditional routing element.
    Note: Never use a **Process Name** if you selected **APPROVED** as the **Document Status**.
13. Select **Add Routing Element**.
14. Repeat steps 5-13 until you have added all Routing Officials, then select **Save Changes**. You must assign **APPROVED** before you can save the routing list.

Create a Group

Group(s): Search | Create | View List — Individual Group Members: Search | Add | View List — Global Membership: Search | Add | Global Edit | View List

1. In the DTA Maintenance Tool, select **Groups** > **Create Group(s)**.
2. Enter a **Group Name**.
3. Select the **Organization Owner Name** (the organization that owns the group).
4. Select **Save Group**.

Add a Global Group Membership Rule

Group(s): Search | Create | View List — Individual Group Members: Search | Add | View List — Global Membership: Search | Add | Global Edit | View List

To put all of an organization's travelers into a group at the same time:

1. Still in the **Groups** module, select **Add** under **Global Membership**.
2. Enter a **Member Organization Name** (the organization whose travelers will be in the group).
3. Enter a **Group Organization Owner Name** (the organization that owns the group).
4. Enter a **Group Name** (i.e., to identify the group).
5. Select **Add Global Membership.**

Add a Group Member Individually

Group(s): Search | Create | View List — Individual Group Members: Search | Add | View List — Global Membership: Search | Add | Global Edit | View List

To put a single traveler into a group:

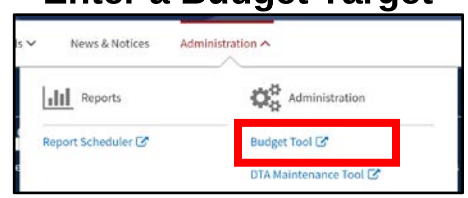
1. Still in the **Groups** module, select **Add** under **Individual Group Members**.
2. Enter an **Organization Owner Name** (the organization that owns the group).
3. Select a **Group Name** (to identify the group).
4. Put the traveler in the group:
   a. Enter the **Member SSN**, then select **Add Member**.
      –OR–
   b. Select **Search**, then:
      i. Enter the traveler's organization.
      ii. Enter the traveler's name or **SSN**.
      iii. Choose **Select**.

Add a Line of Accounting (LOA)

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

1. In the DTA Maintenance Tool, select **Lines of Accounting** > **Create LOA(s)**.
2. Select a **Format Map**, then select **Continue**.
3. Select an **Organization Name** (the organization that owns the LOA).
4. Select whether the organization will share the budget with its suborganizations.
5. Select whether you want DTS to create a budget for the LOA.
6. Enter the **Empty Budget Shell Fiscal Year**.
7. Enter the **LOA Fiscal Year**.
8. Enter a **LOA Name**.
9. Complete all **LOA Data Elements** fields.
10. Select **Save Line of Accounting**.

Enter a Budget Target



Note: Budget options are in the DTS Budget Tool.

1. On the DTS dashboard, select **Administration** > **Budget Tool**.