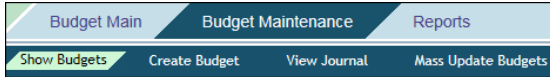



## 2 Enter a Budget Target

The **Budget** options allow you to create new and search for existing budgets, and add funding which you access from the **DTS Dashboard**, under **Administration > Budget Tool**.



To add money to a budget item:

1. In the **Budget** module, select **Budget Maintenance > Show Budgets**.
2. 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)**.
3. Select **Edit** next to a budget.
4. (Optional) Select only if you are certain the organization should share the budget with its suborganizations.
5. Enter **Funding Target Adjustments** for one or more available quarters or for the year.
6. Enter **Remarks**, then select **SAVE**.

## 3 DTA Maintenance Tool

### Create a Personal Profile

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

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 Profile*.

2. Check the following data:
  - a. **For everyone:**
    - o Identifying data (e.g., name, SSN)
    - o Assigned organization
    - o Permission levels
    - o Organization & group access
    - o Special roles (e.g., NDEA, DMM)
  - b. **For travelers:**
    - o EFT, GTCC, Default routing list, and LOA (follow local business rules)

## 4 Run Reports

The **DTA Maintenance Tool** and **Budget Tool** modules offer reports on the organization's information. **Note:** *Always safeguard PII data.*

**DTA Maintenance Tool** view listings (reports)

- **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: lines of accounting (LOAs)

**Budget Tool** view listings (reports)

- **Budget** module: Balance, Adjustment, Transaction, Total Obligation

## 5 Self Registration Administration

The **Self Registration** method allows an individual to create their own traveler profile and submit for review. Using the **Self Registration Administration** module, the DTA views and accepts or rejects the entry. Once accepted the profile transfers to the **DTA Maintenance Tool, People** module. The user can log onto DTS and the DTA update the profile, if needed. **Note:** *If you reject a profile, provide comments for required corrections or redirect when not your traveler.*



## Setup Flow Process in DTS: DTA Instructions

*This trifold explains the DTS initial setup and reorganization process. The checklist defines the key steps and the DTA typically responsible for the distinctive assignments, but may vary per Component. See the detailed instructions, below the checklist.*

For more details, see the entire [DTA Manual](#).

### 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*)

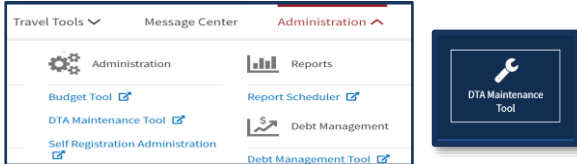
- Ensure all personnel have a DTS profile.
- Confirm key profile data

## Reports (All DTAs)

- Generate reports to confirm set-up.

## 1 DTA Maintenance Tool

Most of the DTS setup and administration occurs in the **DTA Maintenance Tool** which you select from the **DTS Dashboard** under **Administration** or the **Quick Tile**.



## Create an Organization

[Search Organization\(s\)](#) | [Create Organization\(s\)](#) | [View CBA List](#) | [View Organization List](#)

- In the **DTA Maintenance Tool**, select **Organizations > Create Organization(s)**.
- Enter a suffix to finish the **Organization Name**.
- Select a **DTA ID** (for reject email). For a new **DTA ID**, submit a Help Ticket to the TAC.
- Name a **Default Routing List** for travelers in this organization (you'll populate it later).
- Select your **Site Name**.
- Enter a recognizable **Organization Description**.
- Enter an **Organization Email Address** (for self-registration emails), and indicate if DTS should send the notifications.
- Enter information provided by your **Travel Management Company (TMC)** in the **GDS, PCC**, and **Ticket PCC** fields. Contact your Component, if unsure.
- Enter your **Company Code**.
- Select **Save Organization**.

## Create a Routing List

[Search Routing List\(s\)](#) | [Create Routing List\(s\)](#) | [View Routing List List](#) | [View Delegated Authorities List](#)

- In the **DTA Maintenance Tool**, select **Routing Lists > Create Routing List(s)**.
- Enter a **Routing List Name**.
- Select the owning **Organization Name**.
- Indicate if it is the default routing list for the organization and the travelers.

- Select **Save Routing List**.

## Populate a Routing List

- In the **Routing Lists** module, select **Search Routing List(s)**.
- Enter the search criteria, then select **Search**.
- Note: Leave fields empty for wider searches.
- Select **Update** next to the routing list to add data.
- Once the page displays, select **Populate CTO Stamps** to add steps for TMC actions at levels (i.e., steps) 2 and 3.
- Select **Add Routing Element**.
- Select a **Document Type** that DTS will route to the Routing Official at this level.
- Select a **Document Status** (the stamp the Routing Official will apply to the document).
- Select **Search** next to the **Signature Name** field.
- Enter a name or SSN, then select **Search**.
- Select a **Routing Official**.
- Identify the **Level**. Levels needn't be consecutive, but documents will follow them in numerical in order. Allowable range is 4-30.
- (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**.
- Select **Add Routing Element**.
- Repeat steps 5-13 until you have added all Routing Officials, then select **Save Changes**. Note: You must assign **APPROVED** before you can save the routing list.

## Create a Group

[Group\(s\)](#) | [Individual Group Members](#) | [Global Membership](#)  
[Search](#) | [Create](#) | [View List](#) | [Search](#) | [Add](#) | [View List](#) | [Search](#) | [Add](#) | [Global Edit](#) | [View List](#)

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

## Add a Global Group Membership Rule

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

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

## Add a Group Member Individually

To place a single traveler into a group:

- In the **Groups** module, select **Add** under **Individual Group Members**.
- Enter an **Organization Owner Name** (the organization that owns the group).
- Select a **Group Name** (to identify the group).
- Put the traveler in the group:
  - Enter the **Member SSN**, then select **Add Member**.–OR–
  - Select **Search**, then:
    - Enter the traveler's organization.
    - Enter the traveler's name or **SSN**.
    - 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](#)

- In the **DTA Maintenance Tool**, select **Lines of Accounting > Create LOA(s)**.
- Select a **Format Map**, then select **Continue**.
- Select an **Organization Name** (the organization that owns the LOA).
- (Optional) Select to allow the org to share the budget with its suborganizations.
- Select whether you want DTS to create a budget for the LOA.
- Enter the **Empty Budget Shell Fiscal Year**.
- Enter the **LOA Fiscal Year**.
- Enter a **LOA Name**.
- Complete all **LOA Data Elements** fields.
- Select **Save Line of Accounting**.