



MANUAL



DTA Manual, Chapter 9: Budgets

December 2024

Version 1.9



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Revision History

Revision	Date	Authorization	Change Description	Page, Section
1.5	11/18/20	DTMO	General review Updated Table of Contents format Updated screenshots	All Page 2 Throughout
1.6	01/21/21	DTMO	Updated Message Center screen shots	Section 2
1.7	05/10/22	DTMO	General review Updated Adjust Budget Targets	Section 2
1.8	06/30/22	DTMO	Re-formatted, added new template Updated screen shots and added new wording	All Throughout
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Chapter 1: DTS Budgets

To fund travel in DTS, there must be an accessible Line of Accounting (LOA), a Budget item, and available funds. The Format Map (see the [DTA Manual, Appendix R](#) for all Format Maps) determines the content and format of each LOA consisting of a fixed number of Accounts and Elements, (Table 9-1) which identifies the actual funding source. The LOA must either be available in the traveler’s assigned DTS organization, or a shared LOA, or a cross-org’d LOA from another organization. LOAs are manageable from the **DTS Dashboard, Administration, DTA Maintenance Tool, Lines of Accounting** module. See the [DTA Manual, Chapter 8](#) for more on LOAs.

Table 9-1: Accounts and Elements for a LOA

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ACCT 1	ADSN						^														
ACCT 2	DEPT	^		TA		^	FY	^	APPR			^	SL			^					
ACCT 3	FC	^		PY	^																
ACCT 4	OAC	^		OBAN	^	RC/CC						^	BA	^							
ACCT 5	BPAC						^	CDC		^	CC	^	Line #			^					
ACCT 6	EEIC/SRAN						^	SC		^	SMC/CSN			^							
ACCT 7	ADSN						^	ESP		^											
ACCT 8	FM								^	PEC						^					
ACCT 9	IBOP	^																			
ACCT 10	JON											^	OBJ-CLASS			^	CNTR-OTH-CD		^		

The DTS **Budgets** are attainable from the **DTS Dashboard, Administration, DTS Budget Tool**. The module allows DTS Resource Managers – Finance and/or Budget Defense Travel Administrators (FDTAs/BDTAs) to establish Budget items associated to LOAs for the organizations within their area of responsibility, add or reduce funding as applicable, and run reports to properly track and manage DTS travel dollars.

DTS automatically adjusts the travel funds available in the DTS **Budget** as the Authorizing Official (AO) approves obligations and reimbursements against that Budget item (i.e., reduces the available dollars) and when the AO cancels travel documents (i.e., returns the dollars for use). If there are not ample funds loaded against the Budget item, then there is a hard stop when the AO tries to approve a document. DTS alerts the AO when no Budget item exists (i.e., a LOA is not associated to a Budget item) or there are insufficient funds (i.e., not enough money) to cover the trip. The AO should contact the FDTA/BDTA to request addition money for the Budget item based upon the organization’s available funding or determine if a different LOA and Budget are necessary.

DTS Budget Tool correctness depends on the Resource Managers entering accurate spending limits and periodically reconciling available funds against their official accounting system. You can think of the *DTS Budget Tool* as a bookkeeping instrument, but the true funds availability is determined within your official accounting system which tracks and reconciles all electronic and paper based transactions. **Note:** DTS is not an official accounting system nor does the **DTS Budget Tool** interact with the financial systems.

Depending upon how your organization is structured you may have a Financial DTA (FDTA) responsible for both the LOAs and Budgets or there may be a separation of duties in which there is a FDTA who maintains the LOAs and a BDTA who oversees the Budget.

A DTS FDTA must have permission levels 0, 1, 3, and 6, plus organization access, to work with LOAs and budgets. A DTS BDTA must have permission levels 0, 1, and 3, plus organization access, to work with DTS budgets. **Note:** Follow your Component or Local business rules for assigning, tracking, and revoking DTS roles.

Chapter 2: Accessing the DTS Budget Tool

You access DTS at <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>. Once logged into the system, you can perform administrative actions. The **DTS Budget Tool** allows you to manage your organizations funding. To access the DTS **Budget Tool**:

1. From the **DTS Dashboard** (Figure 9-1), hover over **Administration**, then select **Budget Tool** from the drop down list.

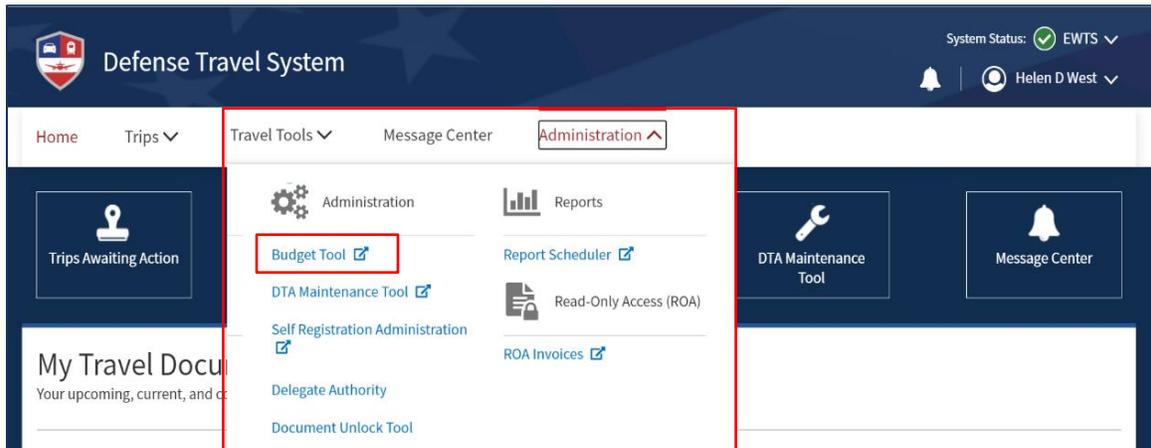


Figure 9-1: DTS Dashboard – Maintenance Menu

2. Once the **Welcome to the DTS Budget Administration Tool** screen (Figure 9-2) opens review the information.

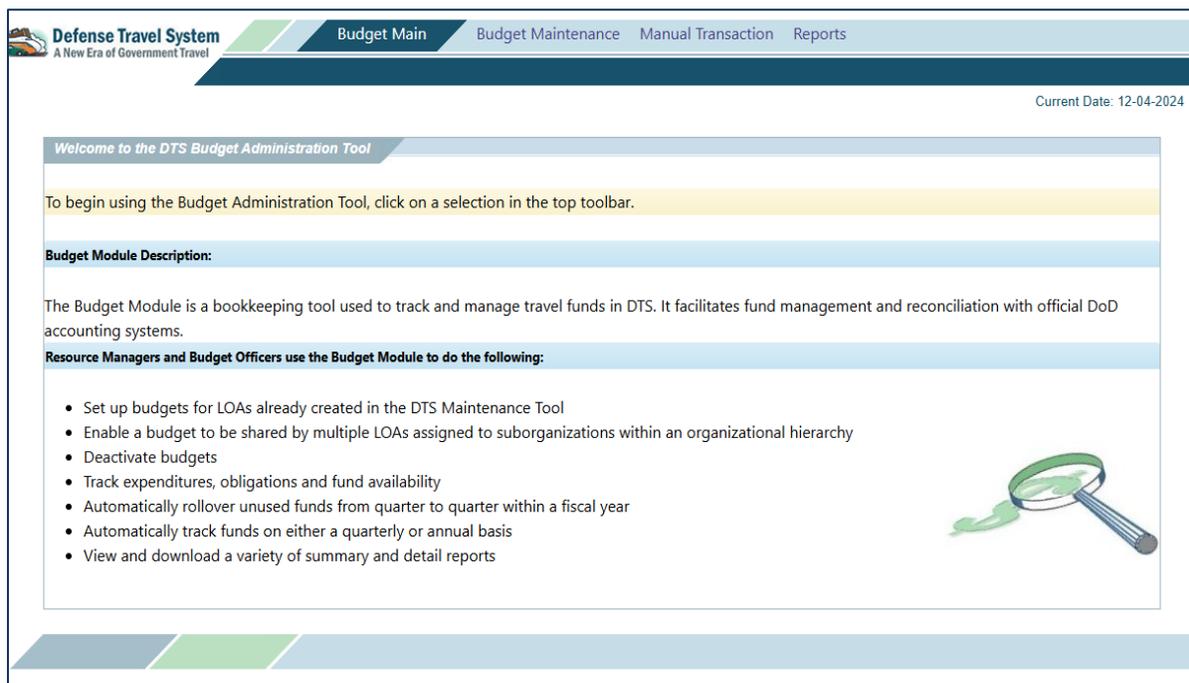


Figure 9-2: Welcome to the DTS Budget Administration Tool Screen

Chapter 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**.

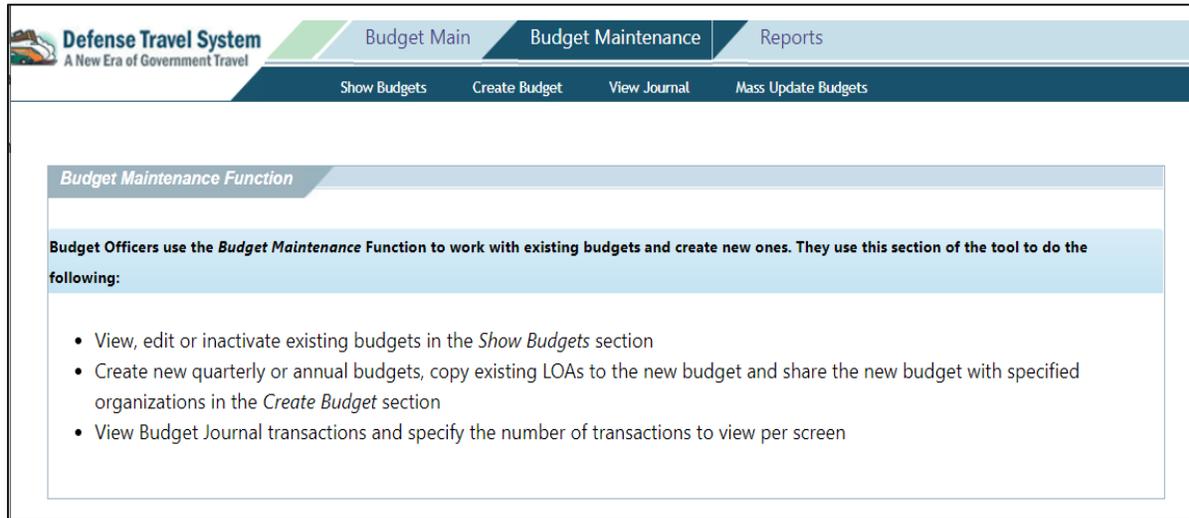


Figure 9-3: Budget Maintenance Function Screen

3.1 Show Budgets

Before you can perform any type of action on a budget, you must first locate it. **Note:** When you search for Budgets, you do so by a single **Fiscal Year** at a time for one or more organizations.

Here's how 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. On the **Show Budgets** page, choose the **Fiscal Year** for the budget(s) that you want to view. **Note:** The current FY should appear by default.
3. The **Organization** will populate with your highest organization access. Place a check in **Include Sub Organizations** box if you have sub-organizations you need to see. Change the org name if you need to search for budgets owned by a different organization.
4. (Optional) Enter a **Budget Label** (full only) to see a specific budget or leave blank to see all budgets for the specific org or orgs.
5. 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.

Defense Travel System
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Budget Main | Budget Maintenance | Manual Transaction | Reports

Show Budgets | Create Budget | View Journal | Mass Update Budgets

Current Date: 08-26-2024

Show Budgets Results

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.

Budget items with blank quarterly funding targets indicate that the budget is an annual budget.

Fiscal Year : 2025
Organization : DTMOCS D
Budget Label :

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
Edit	Inactivate/Delete	DTMOCS D	25 MEDICAL	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate/Delete	DTMOCS D	25 TRAINING	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Figure 9-5: Show Budgets Results Screen

3.1.1 Editing Budgets

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 Figure 9-6).

3.1.1.1 Sharing Budgets

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** (Figure 9-6). 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.

3.1.1.2 Adjusting Budget Targets

The next section on the **Edit Budget** Item screen is the area where you enter (or adjust) budget targets. In at least one **Funding Target Adjustments** field (Figure 9-6) enter the funding using straight digits and don’t add a comma or dollar sign. DTS will automatically format the field. If you need to increase the budget by 20 thousand dollars, enter “20000” in the appropriate quarter or annual budget. If you need to subtract funds from your budget, then enter a minus before the dollar amount “-5000” into the appropriate quarter or annual budget.

Note: For quarterly budgets, you can only edit funds for current or future quarters; you cannot edit funds for past quarters. For example, if you create a budget in the 3rd fiscal quarter, you can only add funds to Qtr 3 and Qtr 4 (Figure 9-6).

Defense Travel System
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Budget Main | Budget Maintenance | Manual Transaction | Reports

Show Budgets | Create Budget | View Journal | Mass Update Budgets

Current Date: 08-26-2024

Edit Budget Item

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.

Fiscal Year : 2025
 Organization : DTMOCS
 Budget Label : 25 TRAINING

Shared : Yes
 No

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 :		\$0.00	\$0.00	\$0.00	
Funding Target Adjustments :	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
Transaction Adjustments :	\$0.00				\$0.00
Obligations Outstanding :	\$0.00				\$0.00
Expenditures Paid :	\$0.00				\$0.00
Total Obligations :	\$0.00				\$0.00
Available Funding Balance :	<u>\$0.00</u>	<u> </u>	<u> </u>	<u> </u>	<u>\$0.00</u>

Remarks :

Figure 9-6: Edit Budget Item Screen

Typically, you enter budget targets immediately after you create the budget item, but you should contact your Financial POC to verify your local process. Some organizations only receive a percentage of the allotted funds at the beginning of the *Fiscal Year (FY)*, and enter the appropriate amount in DTS. Then later they return to the **DTS Budgets** once the remaining funding is available.

It is important to update the budget targets whenever the amount in the DTS **Budget** differs from the amount available in your official accounting system. For example, if you over estimate DTS funds to the actual funds available, when the transaction hits your official accounting system, it will reject.

Below are examples of adding more funds and reducing funds in a DTS **Budget** target (Figure 9-7a and 9-7b).

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 :		\$0.00	\$0.00	\$0.00	
Funding Target Adjustments :	<input type="text" value="20000.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
Transaction Adjustments :	\$0.00				\$0.00
Obligations Outstanding :	\$0.00				\$0.00
Expenditures Paid :	\$0.00				\$0.00
Total Obligations :	\$0.00				\$0.00
Available Funding Balance :	<u>\$0.00</u>				<u>\$0.00</u>

Figure 9-7a: Edit Budget Item Screen – Target Adjustments (Adding funds)

AMOUNT BUDGETED FOR EACH QUARTER					
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Annual
Quarterly Funding Target :	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Previous Quarter Carryover :		\$0.00	\$0.00	\$0.00	
Funding Target Adjustments :	<input type="text" value="-5000.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
Transaction Adjustments :	\$0.00				\$0.00
Obligations Outstanding :	\$0.00				\$0.00
Expenditures Paid :	\$0.00				\$0.00
Total Obligations :	\$0.00				\$0.00
Available Funding Balance :	<u>\$20,000.00</u>				<u>\$20,000.00</u>

Figure 9-7b: Edit Budget Item Screen – Target Adjustments (Reducing funds)

3.1.1.3 Entering 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 (Figure 9-8). If you do not enter the comment, the record will not save. **Note:** Follow your Component or Local Business rules for specific comment requirements.

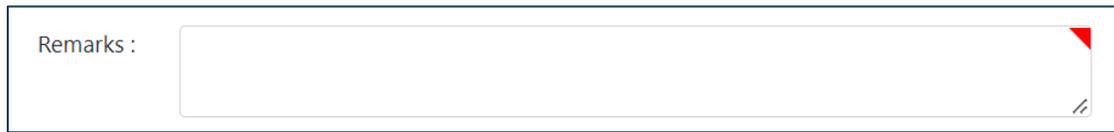
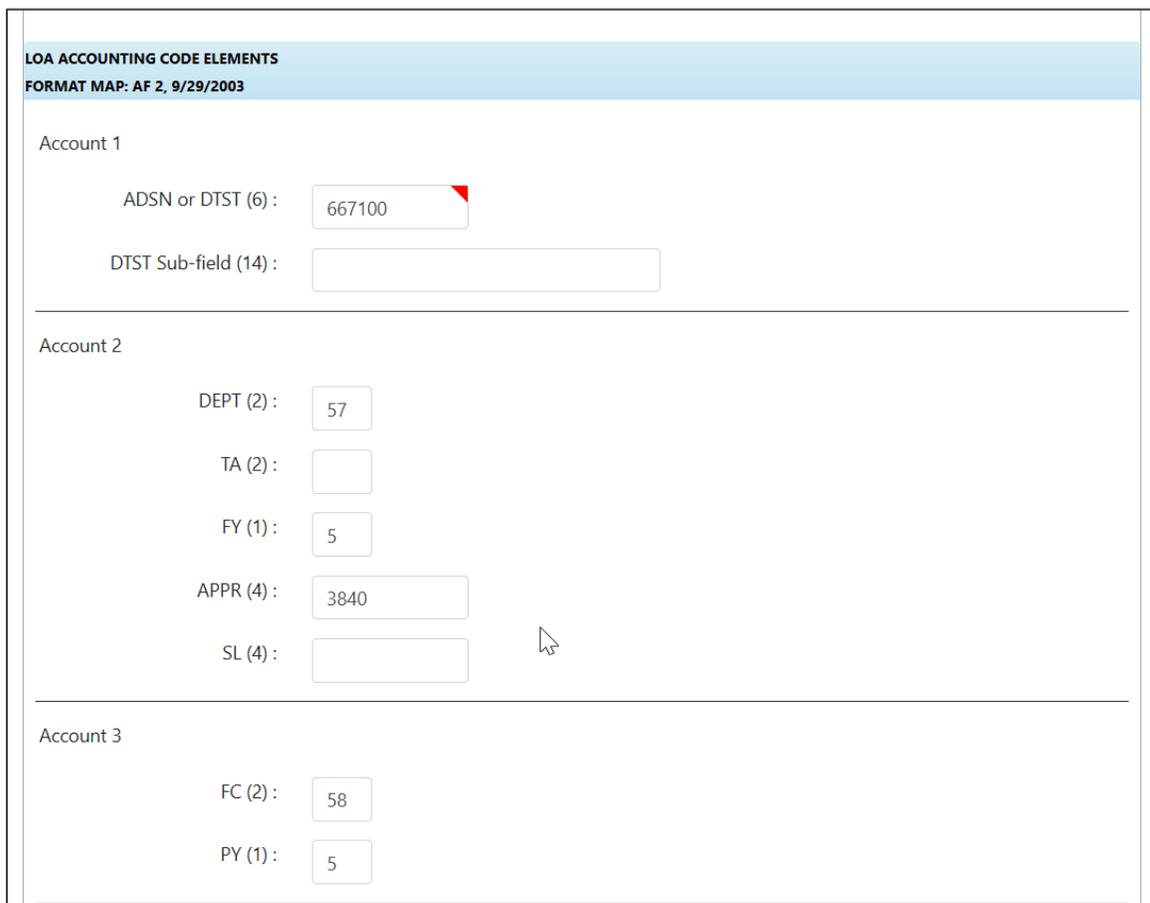


Figure 9-8: Edit Budget Item Screen – Remarks

1. Scroll to the bottom of the page and select **Save**.
2. DTS returns you to the **Show Budget Results** screen reflecting the updated funding targets.

3.1.1.4 Updating Budget Elements

For a **Budget** item, example for Budget Label named **25 Training** after **Remarks** is a long section that contains all the budget elements, Account 1 – Account 10 (Figure 9-9). In most cases, the data should be correct if the LOA was created first in the **DTA Maintenance Tool** and then a budget established.



LOA ACCOUNTING CODE ELEMENTS	
FORMAT MAP: AF 2, 9/29/2003	
Account 1	
ADSN or DTST (6):	667100
DTST Sub-field (14):	
Account 2	
DEPT (2):	57
TA (2):	
FY (1):	5
APPR (4):	3840
SL (4):	
Account 3	
FC (2):	58
PY (1):	5

Figure 9-9: Edit Budget Item Screen – Element Adjustments (Partial View)

On the **Budget** page, review the Account 1 – Account 10 items they must match exactly against the master accounting codes table, **DTA MT**, LOAs. If not, then you must determine where the data requires correction: in the LOA table or Budget module. If you change the data through this **Budget** screen, DTS creates an entirely new budget, which requires you to change to the **Budget** label name. If you prefer to change the elements without creating a new budget, you must use **Mass Update** instead (see section 3.4).

3.1.2 Deleting or Inactivating 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 9-10).

Show Budgets Results

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.

Budget items with blank quarterly funding targets indicate that the budget is an annual budget.

Fiscal Year : 2023

Organization : DTMOCS D

Budget Label :

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	23 EXEC	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate/Delete	DTMOCS D	23 ROUTINE TVL	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate/Delete	DTMOCS D	23 TRAINING	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate/Delete	DTMOCS D	23 TRAININGX	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Figure 9-10: 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 9-11) 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 9-11) 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.

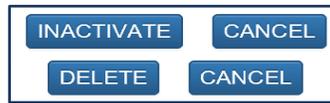


Figure 9-11: Inactivate/Delete Budget Item Screen – Button Pair Options

3.2 Creating a Budget

At the beginning of the *Fiscal Year (FY)* is typically when you need to establish new LOAs and **Budget** items in DTS and add funds as necessary to support travel in your organization, but the need can occur any time when new funding becomes available. **Note:** Contact your Financial POC to determine if you have an exception to yearly setup such a multi-year funding. See the guide, [Establishing LOAs and Budgets for the new Fiscal Year](#).

You must identify a few key items before creating a new budget:

- Organization
- Format Map
- LOA
- Quarterly or Annual Budget
- Funding Amount

Here's how to create a new DTS **Budget**:

1. Begin on the **Budget Maintenance** Function (Figure 9-12) screen, select **Create Budget** on the dark blue **Navigation Bar**.

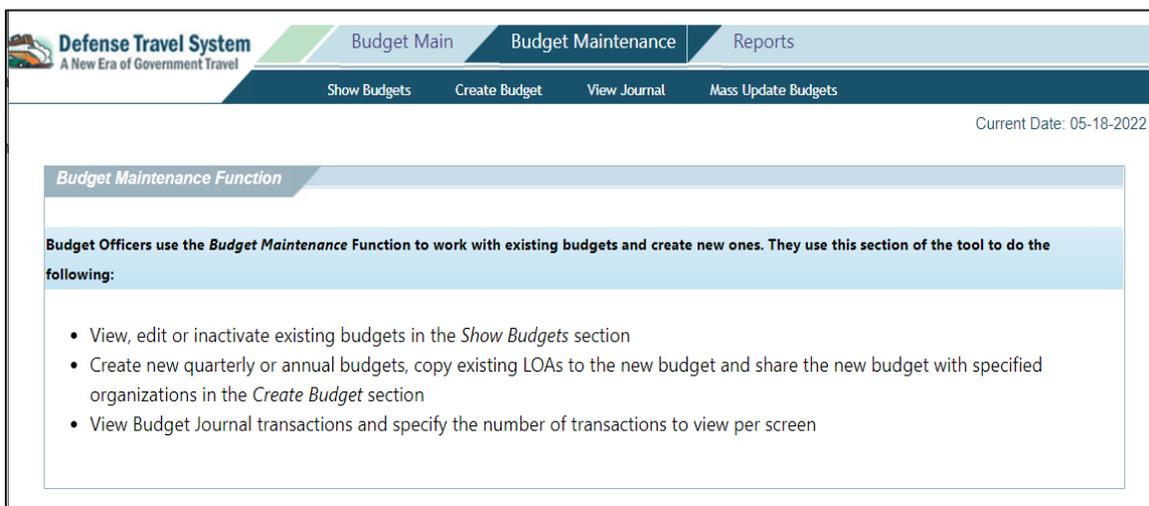


Figure 9-12: Budget Maintenance Function Screen

2. The **Select Format Map** screen opens (Figure 9-13).

Figure 9-13: Select Format Map Screen

3. There are two ways to proceed.

- **Copy** elements in a LOA, select **Copy an Existing LOA** to this budget. The **Select LOA to Copy** screen opens. Go to step 4.
- OR -
- **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 9-14: 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. Check the Include **Sub Organization** box, if you're not sure which organization owns the LOA.
5. Select **Search**. The **Accounting Codes** screen (Figure 9-15) opens. Select **Copy** to left of the LOA whose elements you want to use.

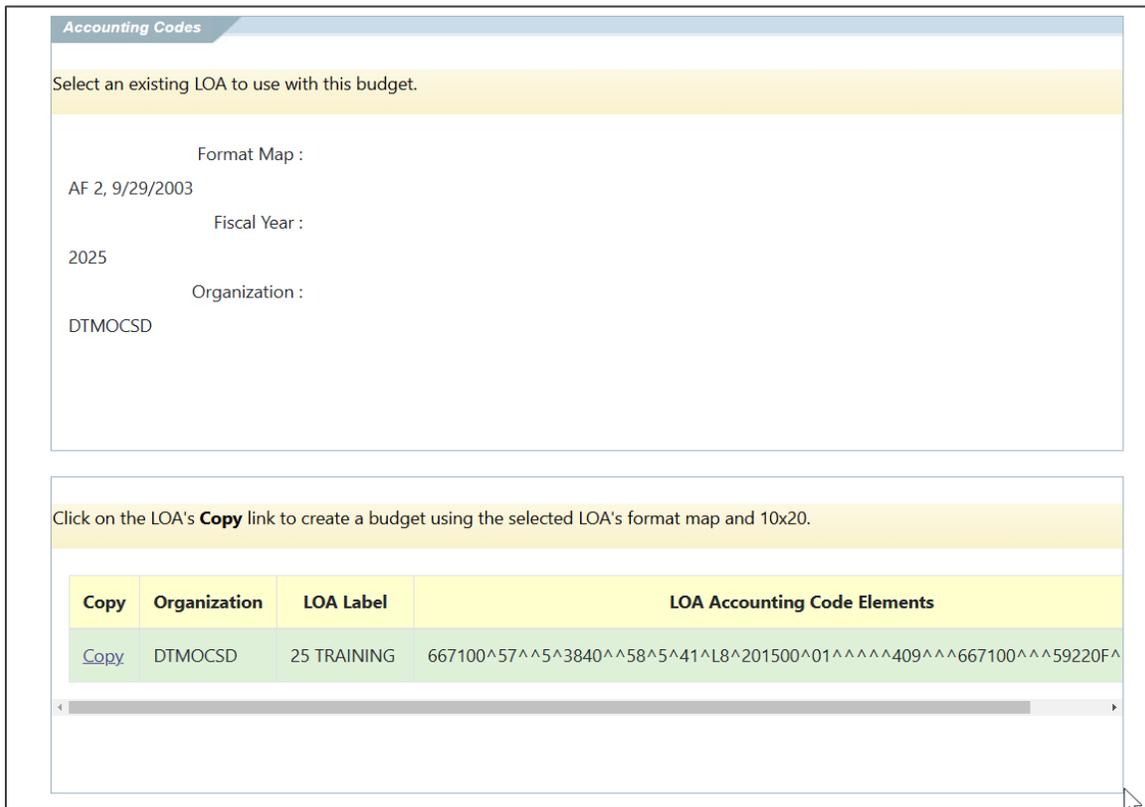


Figure 9-15: Accounting Codes Screen - Copy LOA

6. The **Select Budget Type** screen opens (Figure 9-16).

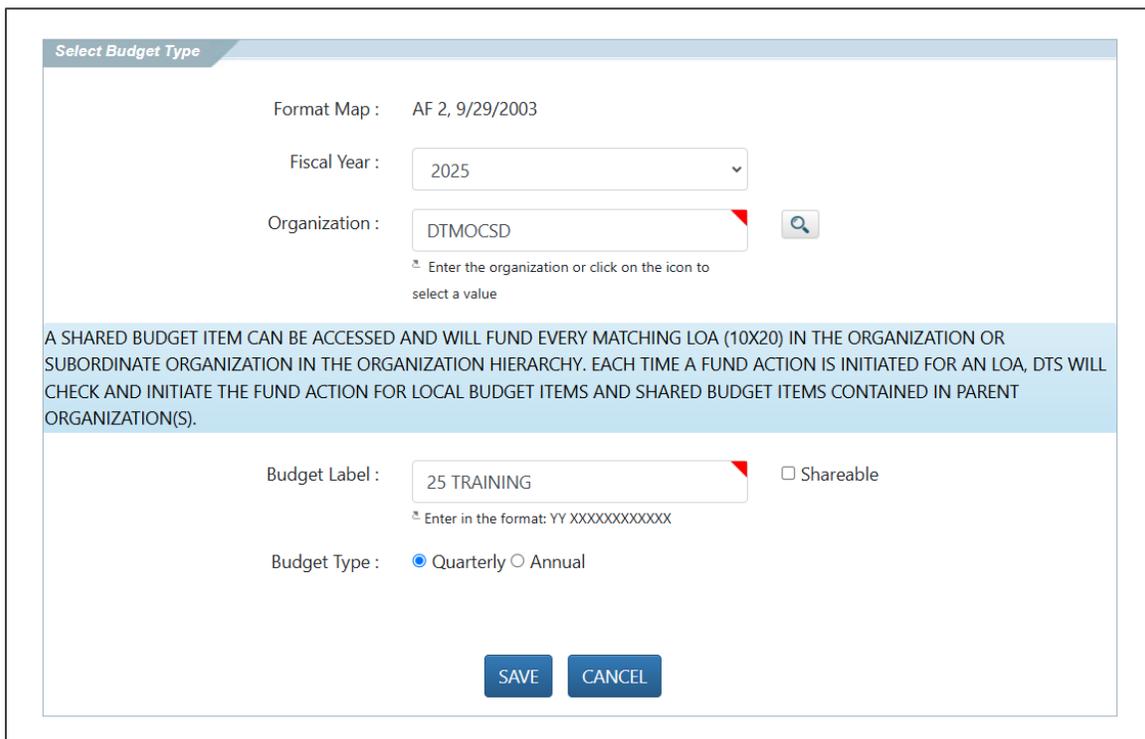


Figure 9-16: Select Budget Type Screen

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 **Sub Organizations** under the owning **Organization**.
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.
11. View the information on the screen. If you need to change the **Budget Label** or add funds you can.
12. When you are finished, be sure to select **Save**.
13. Go to the **Show Budgets** tab and search for the newly created **Budget** item. **Note:** When searching for a **Budget**, be sure you are searching under the correct **Fiscal Year**.

3.3 Viewing a Journal

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

Here's how 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 9-17) opens.

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Budget Main Budget Maintenance Manual Transaction Reports

Show Budgets Create Budget View Journal Mass Update Budgets

Current Date: 12-09-2024

Select Budget Journal

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**.

Fiscal Year : 2025

Organization : DTMOCSD

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

Budget Label : 25 MEDICAL

Number of Transactions Returned : 10

VIEW TRANSACTIONS

Figure 9-17: 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 9-18a) opens. It displays the most recent transactions that affected the selected DTS **Budget**. For example, a budget would reflect a starting balance, any trip obligations, increase or decrease. When viewing the **Budget Journal**, you must use the slide bar at the bottom of the page to scroll across the rows to see all available information. **Note:** Figure 9-18a and 9-18b are partial views showing some key data.

View Budget Journal Transactions

Fiscal Year: 2025

Organization: DTMOCS D

Budget Label: 25 ROUTINE TVL

Budget LOA: 005073^21^2025^2065^0000^5^18^5048^^^17301200^^VIRQ^^21T2^HF0245^45
HF02^FA^12B^005073^AAAAAAAAA

The last 10 transactions for the selected Budget.

Row #	Transaction Date	Name	Trans.Type	SDN	TANUM	Transaction Control Number	Document N
1	Wed Sep 25 08:41:54 EDT 2024	WEST, ERIC	AUTH	004RWS	004RWS		EWBEAUFOR
2	Wed Sep 25 09:01:09 EDT 2024	WEST, ERIC	CANCEL	004RWS	004RWS		EWBEAUFOR
3	Wed Oct 09 09:46:29 EDT 2024	GARCIA, ALLISON	AMEND	004QKA	004QKA		AGSANANTC
4	Tue Nov 12 14:47:53 EST 2024	LINDEN, ERIC	AUTH	004SXX	004SXX		ELNORFOLK

Figure 9-18a: View Budget Journal Transactions Screen

View Budget Journal Transactions					
Fiscal Year: 2025					
Organization: DTMOCS D					
Budget Label: 25 MEDICAL					
Budget LOA: 021001^021^^2020^000^20252025^^^^1F3^A23ED^40087662^CC^80040517^^OR^0000^^KDD1F3234TRPD^					
	Per Diem	Transportation	Other	Total Obligation	Running Balance
	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00
87662^CC^80040517^^OR^0000^^KDD1F3234TRPD^	\$752.00	\$600.20	\$461.48	\$1,813.68	\$1,998,186.32
87662^CC^80040517^^OR^0000^^KDD1F3234TRPD^	-\$752.00	-\$600.20	-\$461.48	-\$1,813.68	\$2,000,000.00

Figure 9-18b: View Budget Journal Transactions Screen

Table 9-2 explains the full screen’s contents.

Table 9-2: View Budget Journal Transaction Screen Descriptions

VIEW BUDGET JOURNAL TRANSACTION SCREEN DESCRIPTIONS				
FIELD or OBJECT	DESCRIPTION			
Row #	Numbers each row in the Transaction list			
Transaction Date	Date the Journal Transaction was Recorded			
Name	Last and First Name of the Traveler			
Transaction Type	Defines a Funding Action that Affected the Budget. The Following Values May Appear:			
	CREATE	AUTH	SAUTH	
	ADJUST	VCH	SPP SUBMIT	
	AMEND	LVCH	SPP REJECT	
	CANCEL	GAUTH	MANUAL ROLLOVER	ROLLBACK
SDN	Standard Document Number			
TANUM	Travel Authorization Number			

VIEW BUDGET JOURNAL TRANSACTION SCREEN DESCRIPTIONS	
FIELD or OBJECT	DESCRIPTION
Transaction Control Number	Voucher Number Returned for FMS Disbursements
Document Name	Automatic Name Assigned By DTS When the Document is Created
Departure Date	Date the Traveler Will Or Did Leave For TDY
Location/Destination	TDY Location
Organization Name	Traveler's Assigned DTS Organization
LOA Label	User-Defined Name that Identifies a LOA
LOA (10 by 20)	Format Map Elements that Define the LOA
Per Diem	Total Per Diem Expenses
Transportation	Total Transportation Expenses
Other	Total Other Expenses
Total Obligation	Cumulative Per Diem, Transportation, and Other expenses
Running Balance	Balance Available for Funding

3.4 Mass Updating 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).

Here's how 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 9-19) opens.

Figure 9-19: 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 (copied into the **Budget** item), 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 opens (Figure 9-20). **Note:** If your browser setting does not display the data rows fully, then resize the window to show all the fields.

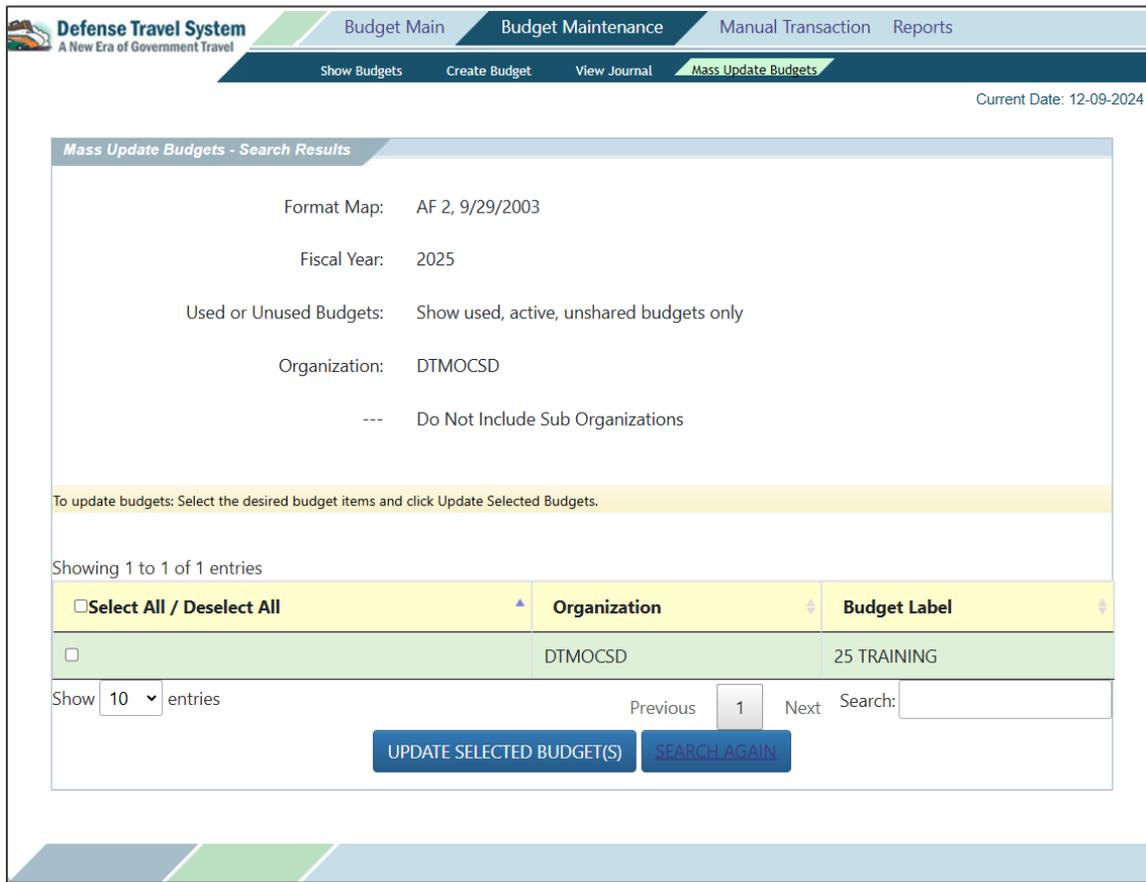


Figure 9-19: Mass Update Budgets – Search Screen

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 opens. **Note:** Figure 9-21a displays data for **Used Budgets**, which automatically inserts the wild card in the **New Value** field. Also displays data for **Unused Budgets** allowing new data in the **New Value** field (if entered).

Account 1	Update ?	Old Value	New Value
ADSN or DTST (6)	<input type="checkbox"/>	667100	* <input type="text"/>
DTST Sub-field (14)	<input type="checkbox"/>		* <input type="text"/>
Account 2			
DEPT (2)	<input type="checkbox"/>	57	* <input type="text"/>
TA (2)	<input type="checkbox"/>	BLANK	* <input type="text"/>
FY (1)	<input type="checkbox"/>	5	* <input type="text"/>

Figure 9-21a: Mass Update Budgets – Used Budget Update Values Screen

8. In the **Update?** column (Figure 9-21b), check the box next to every element you want to change. DTS will not update any unchecked elements.
9. In the **Old Value** column (Figure 9-21b), 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 (Figure 9-21b), 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 9-22) informs you that if the elements in an updated budget are not an exact match with the elements in its associated LOA, funding actions fail.

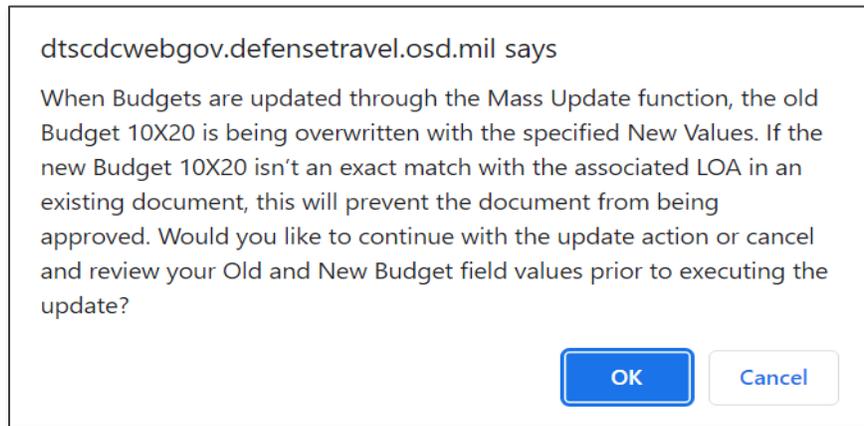


Figure 9-22: Mass Update Pop-up Message

12. Select **OK**, if you are ready to proceed. The message disappears and a screen opens to let you know how many of your attempted updates were successful.

Chapter 4: Adding Manual Transactions

As previously discussed, the FDTA/BDTA establish the **Budget** items (associated to a LOA) and funding for organizations and if necessary add or reduce funds based upon their actual available funds. In DTS, the funding action automatically occurs at the time the AO stamps a document **APPROVED** or **CANCELLED**. The Budget item will either decrease the available funding balance or increase depending upon the applied stamp and if there is a cost change to the document. For example, if the starting budget balance was \$20,000 and the **AO APPROVED** an authorization for \$2,500 then the budget would decrease and show the new funds availability of \$17,500. Likewise, if the **AO CANCELLED** a trip previously **APPROVED** for \$600, then the funds are returned to the budget item reflecting the new funds availability of \$18,100. With the automated Budget calculations programed in DTS, the FDTA/BDTA do not have change the budget item for every trip processed. Instead, there are only a few instances for manual intervention to override the budget item. **Note:** If a situation occurs where you need to make a **Manual Transaction Adjustment**, follow your Local Business rules for documenting the actions.

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

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

Here is how to add a **Manual Transaction**:

1. Log into the **DTS Budget Tool**. The **Welcome to the DTS Budget Administration Tool** page loads (Figure 9-23).

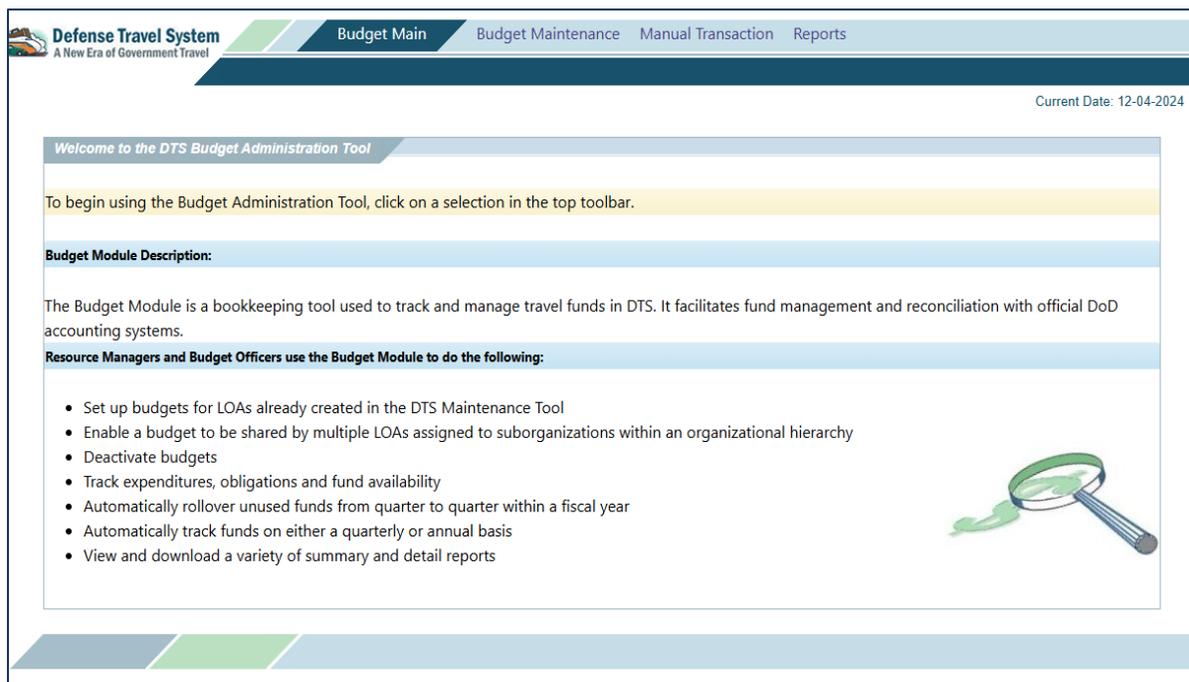


Figure 9-23: Budget Main Page

2. Select **Manual Transaction** on the on the light blue **Navigation Bar** from any screen in the **Budget Tool**, a message displays (Figure 9-24).

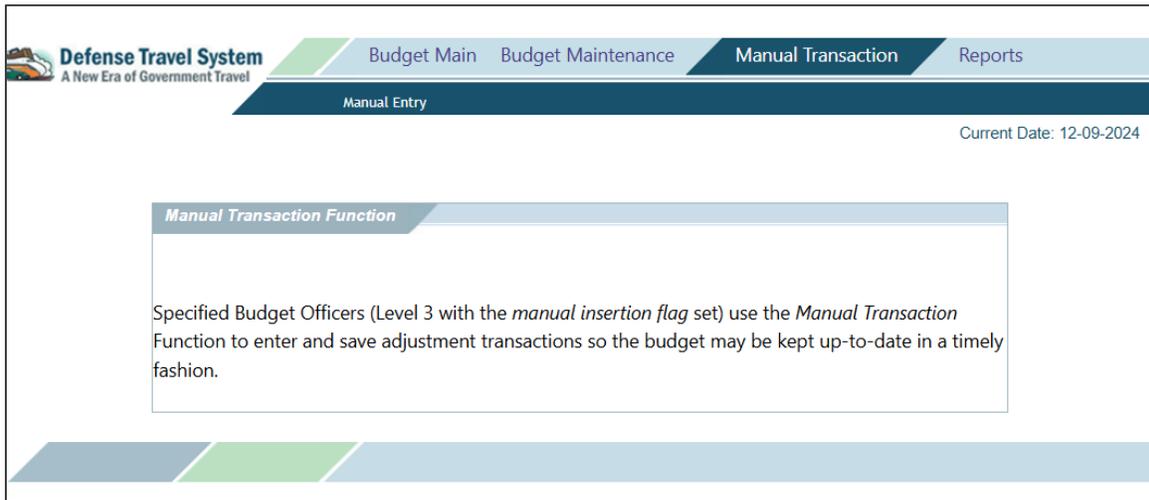


Figure 9-24: Manual Transaction Function – Description Screen

3. Select **Manual Entry** on the dark blue **Navigation Bar**. The **Select LOA for Manual Transaction** screen (Figure 9-25) opens.

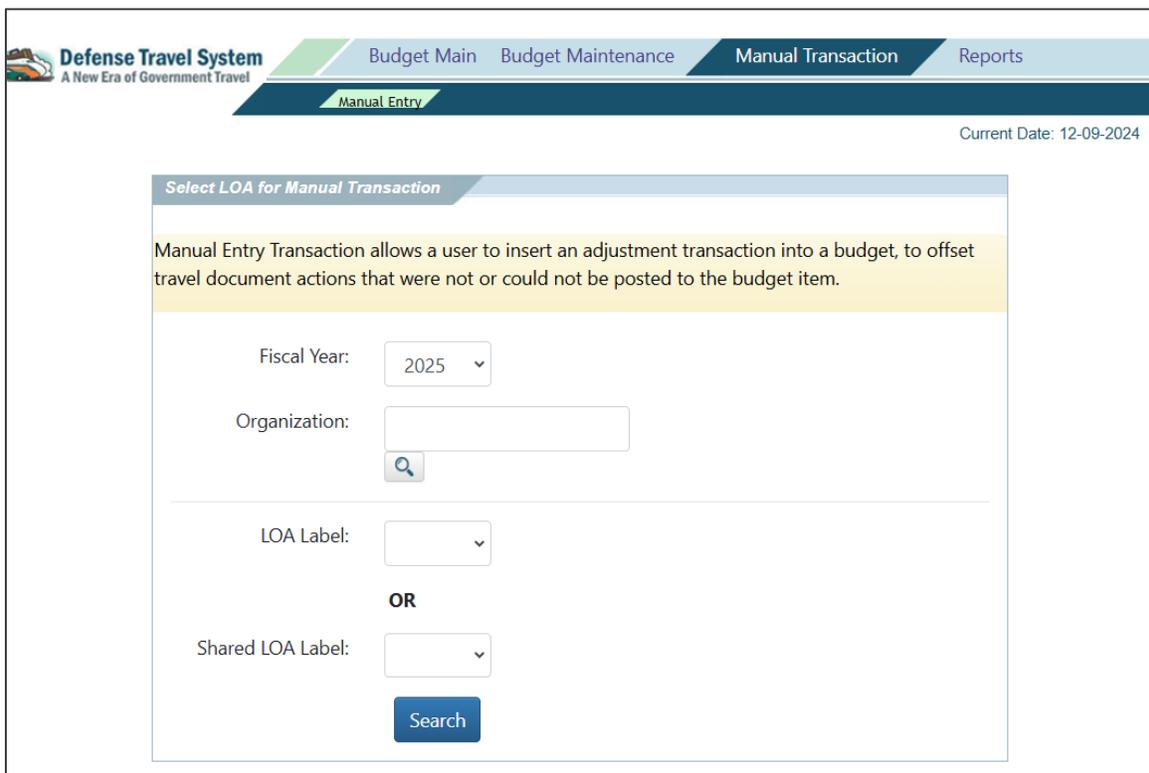
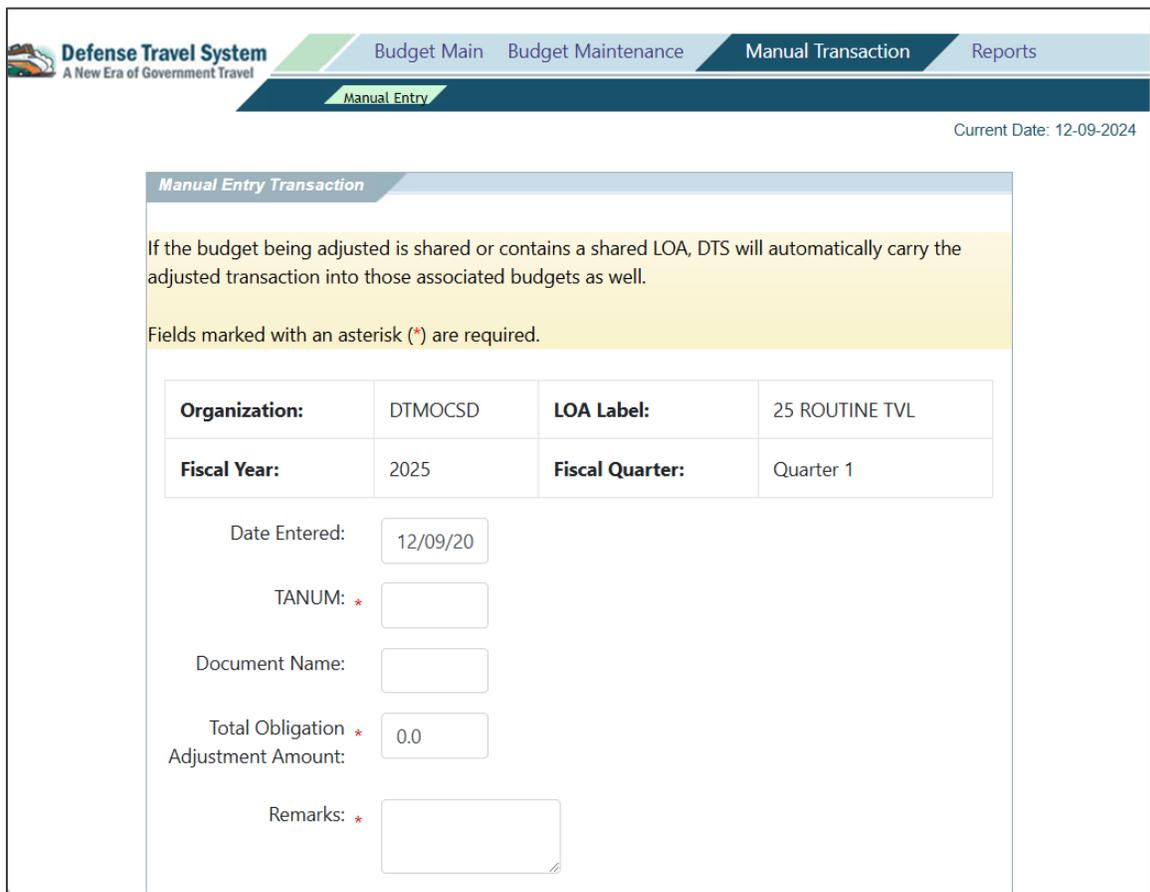


Figure 9-25: Select LOA for Manual Transaction Screen

4. DTS populates the **Fiscal Year** and organization. You can change them if you need to.
5. Select a **LOA Label** or **Shared LOA Label**.

6. Select **OK**. The **Manual Entry Transaction** screen (Figure 9-26) opens.



Defense Travel System
A New Era of Government Travel

Budget Main Budget Maintenance **Manual Transaction** Reports

Manual Entry

Current Date: 12-09-2024

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.

Fields marked with an asterisk (*) are required.

Organization:	DTMOCS	LOA Label:	25 ROUTINE TVL
Fiscal Year:	2025	Fiscal Quarter:	Quarter 1

Date Entered:

TANUM: *

Document Name:

Total Obligation * Adjustment Amount:

Remarks: *

Figure 9-26: Manual Entry Transaction Screen (Top)

7. (Optional) DTS populates today's date in the **Date Entered** field. You can change it.
8. Enter the **TANUM** associated with the DTS document.
9. (Optional) Enter the **DTS Document Name**.
10. Enter the manual transaction amount in the **Total Obligation Adjustment Amount** field.
11. Enter **Remarks** to explain why you made the manual transaction. The **Format Map** for the **LOA** and the **LOA** with the data elements display (view only).
12. Select **SAVE** at the bottom of the screen. The **Manual Transaction Complete** screen opens, indicating the system has saved the transaction.

Chapter 5: Budget Reports

You can run four reports in the **DTS Budget Tool**. A brief explanation below provides a description, but for a complete explanation of their contents, see the [DTA Manual, Chapter 10: Reports](#).

To run **Budget** reports, select **Reports** on the light blue **Navigation Bar** from any screen in the **Budget Tool** (Figure 9-27). 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** once they are ready to access.



Figure 9-27: Reports Function Screen

The available reports include:

- The **Balance Report**. Provides the cumulative amount of transactions that affect a budget.
 - The **Target Adjustment Report**. Reflects the budget target adjustments and manual transactions executed against a budget.
 - The **(Budget) Transaction Report**. Provides 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.
1. You begin by selecting a report. A search criteria screen opens (exact details vary per report type).
Note: DTS marks required information with a red triangle. Items without a red triangle are optional.
 2. Fill in the report criteria and then select **CREATE REPORT**.
 3. If DTS displays a second search criteria screen, select which budgets to include and then select **CREATE REPORT**. (If it does not, skip this step.)
 4. A screen displays to inform you that DTS has started running the report, what will be in it, and the email address that will receive the notification that it is ready for download. When you get that email (or any time after the report has run), return to the **Reports Function** screen (Figure 9-27).

5. Select **Download Reports**. The **Reports Ready to Download** screen (Figure 9-28) opens. It lists all reports that DTS has finished running.

The screenshot shows the 'Defense Travel System' interface. The top navigation bar includes 'Budget Main', 'Budget Maintenance', 'Manual Transaction', and 'Reports'. The 'Reports' section is active, with sub-options for 'Balance', 'Adjustment', 'Transaction', 'Total Obligation', and 'Download Reports'. The current date is 12-04-2024. Below the navigation, a section titled 'Reports Ready to Download' contains a message: 'The Following reports are ready to be downloaded. Reports are available to download for one week from the date they are created.' A table lists the available reports:

File Name	Request Date	Create Date	Report Type
BalanceReport_DTMOCSD_12_4_2024_7_57_28_696_AM.csv	12/04/2024 07:57:28 AM	12/04/2024 07:57:29 AM	BUDGET BALANCE REPORT

Figure 9-28: Reports Ready to Download Screen

6. Under the column **File Name** select the hyperlink for the .csv file. Your browser will determine your options for viewing and saving the report. For example, Chrome will display a **Save As** window prompting you to save the file to a folder, then from the folder location open the report.
7. Review the report information to track your organizations transactions and travel needs.

Appendix A: Additional Resources

This appendix contains the full DTA Manual, Chapters and Appendices which DTAs may find useful when managing travel for their organization.

DTA MANUAL	
CHAPTER	URL
Chapter 1: DTS Overview	https://media.defense.gov/2022/May/11/2002994773/-1/-1/0/DTA_1.PDF
Chapter 2: DTS Access	https://media.defense.gov/2022/May/11/2002994797/-1/-1/0/DTA_2.PDF
Chapter 3: DTS Site Setup	https://media.defense.gov/2022/May/11/2002994799/-1/-1/0/DTA_3.PDF
Chapter 4: Organizations	https://media.defense.gov/2022/May/11/2002994824/-1/-1/0/DTA_4.PDF
Chapter 5: Routing Lists	https://media.defense.gov/2022/May/11/2002994853/-1/-1/0/DTA_5.PDF
Chapter 6: Groups	https://media.defense.gov/2022/May/11/2002994838/-1/-1/0/DTA_6.PDF
Chapter 7: People	https://media.defense.gov/2022/May/11/2002994837/-1/-1/0/DTA_7.PDF
Chapter 8: LOAs	https://media.defense.gov/2022/May/11/2002994836/-1/-1/0/DTA_8.PDF
Chapter 9: Budgets	https://media.defense.gov/2022/May/11/2002994835/-1/-1/0/DTA_9.PDF
Chapter 10: Reports	https://media.defense.gov/2022/May/11/2002994832/-1/-1/0/DTA_10.PDF
Chapter 11: MIS Administration	https://media.defense.gov/2022/May/11/2002994834/-1/-1/0/DTA_11.PDF
Chapter 12: ROA Administration	https://media.defense.gov/2022/May/11/2002994833/-1/-1/0/DTA_12.PDF

DTA MANUAL	
APPENDIX	URL
Appendix A: Self-Registration	https://media.defense.gov/2021/Nov/15/2002893136/-1/-1/0/DTA_APP_A.PDF

DTA MANUAL	
APPENDIX	URL
Appendix B: Acronyms	https://media.defense.gov/2021/Nov/15/2002893141/-1/-1/0/DTA_APP_B.PDF
Appendix C: Definitions	https://media.defense.gov/2021/Nov/15/2002893143/-1/-1/0/DTA_APP_C.PDF
Appendix E: Emails	https://media.defense.gov/2021/Nov/15/2002893222/-1/-1/0/DTA_APP_E.PDF
Appendix F: Import / Export Module	https://media.defense.gov/2021/Nov/15/2002893234/-1/-1/0/DTA_APP_F.PDF
Appendix G: Error Codes	https://media.defense.gov/2021/Nov/15/2002893232/-1/-1/0/DTA_APP_G.PDF
Appendix J: Help Process	https://media.defense.gov/2021/Nov/15/2002893231/-1/-1/0/DTA_APP_J.PDF
Appendix K: DTS Tables	https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF
Appendix L: Reorganizations	https://media.defense.gov/2021/Nov/15/2002893229/-1/-1/0/DTA_APP_L.PDF
Appendix M: Ranks and Grades	https://media.defense.gov/2021/Nov/15/2002893228/-1/-1/0/DTA_APP_M.PDF
Appendix N: Country Codes	https://media.defense.gov/2021/Nov/15/2002893227/-1/-1/0/DTA_APP_N.PDF
Appendix Q: Org Naming Sequence	https://media.defense.gov/2021/Nov/15/2002893226/-1/-1/0/DTA_APP_Q.PDF
Appendix R: LOA Formats	https://media.defense.gov/2021/Nov/15/2002893225/-1/-1/0/DTA_APP_R.PDF