Defense Travel Management Office

Lines of Accounting and Budgets Refresher

2011 Connect Seminar
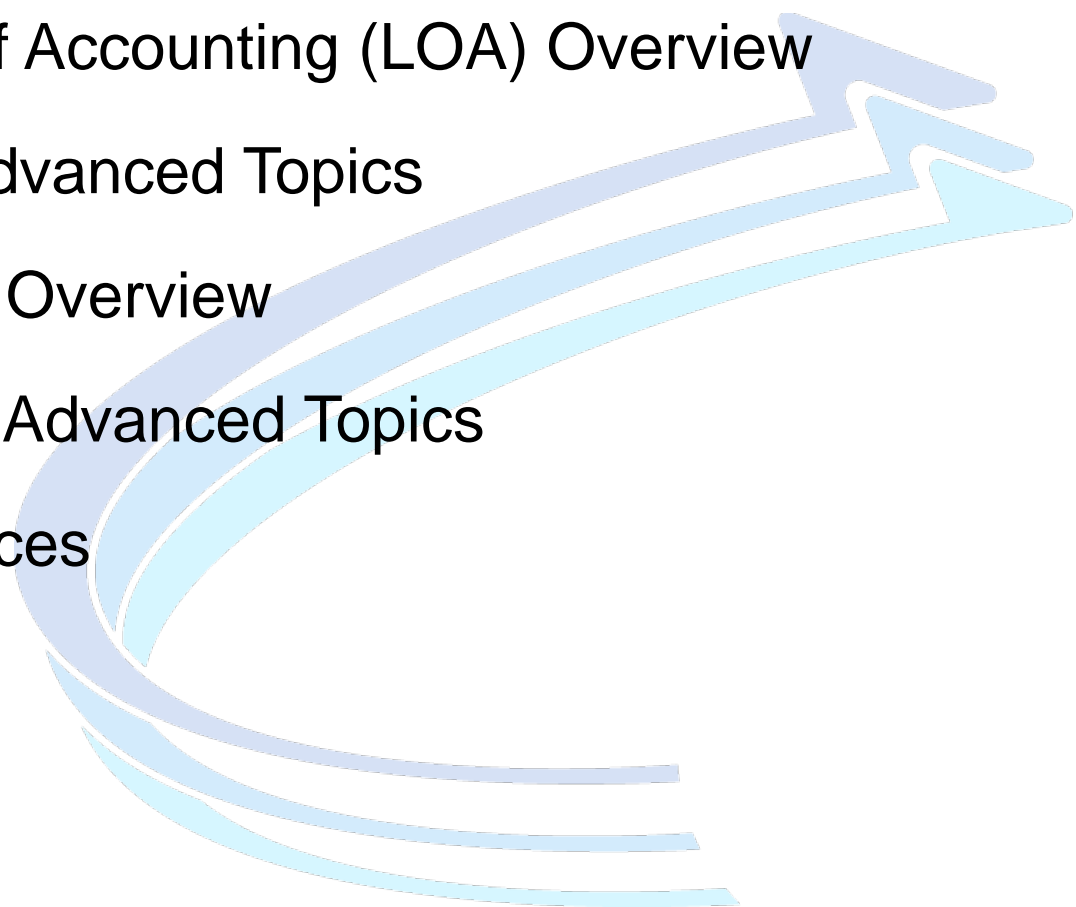
April 2011

For Official Use Only

Agenda

- Lines of Accounting (LOA) Overview

- LOA Advanced Topics

- Budget Overview

- Budget Advanced Topics

- Resources

Lines of Accounting Overview

- Series of codes which depicts source of funds

- Valid LOA required to be on document prior to approval

- Must have permission level 6 to view and edit LOA

- Defined by format map, organization, fiscal year, and label

- LOA label

  – Must be unique to each org

  – Should be obvious to travelers and ROs for selection

*Service/Agency specific LOA information available in Chapter 8 and Appendix R of DTA Manual

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Format Maps

- Uniquely formatted into one of several format maps

- Are in a 10 x 20 format

- The ^ is used to separate each element on a line

- Element Placeholders can be used where appropriate

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	AAA						^													
ACCT 2	DEPT		^	FY		^	PY		^	APPR			^	SH					^	
ACCT 3	OC/SOC			^	BCN						^	SA	^							
ACCT 4	AAA					^	TTC		^											
ACCT 5	CC												^	MAC						^
ACCT 6	FA		^	WC		^	FC		^	CAC			^	BRC		^				
ACCT 7	RON															^	RBC	^		
ACCT 8	JNLU			^	DSSN					^	ACRN		^							
ACCT 9	IBOP			^																
ACCT 10	TF		^	LOC		^	FCN			^	FLN			^						

Obligation Process

- Approving Official (AO) stamps authorization APPROVED

- Request for obligation sent to official accounting system

- Notification of successful/unsuccessful obligation received

- Voucher shell created upon positive acknowledgment (POS ACK) from accounting system

Basic LOA Functionality

LOA Advanced Topics

- Expense Allocation

- Foreign Military Sales (FMS)

- Cross-Org Funding (X-Org)

- Audit Pass – Unable to Approve

LOA Expense Allocation

- Allocate expenses between multiple LOA by:
  - Percent
  - Expense Category
  - Date
  - Specific Expense
  - Category/Date
  - FY Auto (only available for fiscal year crossover)

LOA Expense Allocation (continued)

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Allocation by Expense Category

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Edit Allocation	Remove
11 CONFERENCE	TDZCSB	> view/edit	> edit	> remove
11 MISSION	TDZCSB	> view/edit	> edit	> remove

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate: By Expense Category ▼

Allocate Expenses

Sub Total: $1,933.20 $1,933.20

11 MISSION		
Category	Allowed	Actual
LODGING	$0.00	$0.00
M&IE	$0.00	$0.00
11 MISSION Sub Total:	$0.00	$0.00
Calculated Trip Cost:	$1,933.20	$1,933.20

Proceed to the following page: Preview   ▼   Continue

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Allocation by Expense Category (continued)

Allocation by Expense Category (continued)

RETURN TO LIST   Accounting Codes   Trip Totals

Allocate Expenses By Category

Select the accounting code to use for each category for your trip.

Category	Amount	11 CONFERENCE	11 ROUTINE
COM. CARR.-I	$211.40	○	◉
LODGING	$830.00	○	◉
M& IE	$390.50	○	◉
MILEAGE	$15.30	○	◉
OTHER	$195.00	○	◉
RENTAL CAR	$241.00	○	◉
TRANSPORT	$50.00	○	◉

Save Allocations   Cancel

Expenses Summary

Expense allocated by Expense Category

11 CONFERENCE		
Category	Allowed	Actual
LODGING	$0.00	$0.00
M& IE	$0.00	$0.00
11 CONFERENCE Sub Total:	$0.00	$0.00

11 ROUTINE		
Category	Allowed	Actual
COM. CARR.-I	$211.40	$211.40
LODGING	$830.00	$830.00
M& IE	$390.50	$390.50
MILEAGE	$15.30	$15.30
OTHER	$195.00	$195.00
RENTAL CAR	$241.00	$241.00
TRANSPORT	$50.00	$50.00
11 ROUTINE Sub Total:	$1,933.20	$1,933.20
Calculated Trip	$1,933.20	$1,933.20

Allocation by Expense Category (continued)

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Allocation by Percent

Allocation by Percent (continued)

RETURN TO LIST	Accounting Codes	Trip Totals

Allocate Expenses By Percentage

Please allocate the expenses for your trip to the accounting codes that you selected. Please make sure that percentages add to 100%.

11 CONFERENCE	0%
11 MISSION	0%

Percentage that is not allocated: 100%

[Calculate Totals]

[Save Allocated Expenses]   [Cancel]

Expenses Summary

Expense allocated by Expense Category

11 CONFERENCE

Category	Allowed	Actual
COM. CARR.-I	$211.40	$211.40
LODGING	$830.00	$830.00
M&IE	$390.50	$390.50
MILEAGE	$10.20	$10.20
OTHER	$190.00	$190.00
RENTAL CAR	$241.00	$241.00
TRANSPORT	$35.00	$35.00
11 CONFERENCE Sub Total:	$1,908.10	$1,908.10

11 MISSION

Category	Allowed	Actual
LODGING	$0.00	$0.00
M&IE	$0.00	$0.00
11 MISSION Sub Total:	$0.00	$0.00
Calculated Trip Cost:	$1,908.10	$1,908.10

Allocation by Date

Start Date:	17-Apr-11	‣ Find Accounting Label
End Date:	22-Apr-11	‣ Change Organization
Accounting Label:	---Select---	From TDZCSB
Shared LOA:	---Select to Add---	
Cross Org LOA:	---Select to Add---	

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Edit Allocation	Remove
11 CONFERENCE	TDZCSB	‣ view/edit	‣ edit	‣ remove
11 MISSION	TDZCSB	‣ view/edit	‣ edit	‣ remove

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate: By Expense Category

- By Percent
- By Expense Category
- **By Date**
- By Specific Expense
- By Category/Date

Allo...

COM. CARR.-I	$211.40	$211.40
LODGING	$830.00	$830.00
M&IE	$390.50	$390.50
MILEAGE	$10.20	$10.20
OTHER	$190.00	$190.00
RENTAL CAR	$241.00	$241.00
TRANSPORT	$35.00	$35.00
11 CONFERENCE Sub Total:	$1,908.10	$1,908.10

11 MISSION

Category	Allowed	Actual
LODGING	$0.00	$0.00
M&IE	$0.00	$0.00
11 MISSION Sub Total:	$0.00	$0.00
Calculated Trip Cost:	$1,908.10	$1,908.10

Allocation by Date (continued)

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Allocation by Specific Expense

Allocation by Specific Expense (continued)

Allocate Expenses By Specific Expense

Allocate the expenses for your trip to the accounting codes that you selected

Date	Category	Amount	11 CONFERENCE	11 MISSION
04/17/11	Pvt Auto-Terminal	$5.10	●	○
04/17/11	LODGING	$166.00	○	●
04/17/11	M&IE	$53.25	●	○
04/17/11	Commercial Auto-TDY/TAD	$241.00	●	○
04/17/11	Comm Air (Indiv Bill)	$105.70	●	○
04/18/11	LODGING	$166.00	●	○
04/18/11	M&IE	$71.00	○	●
04/19/11	LODGING	$166.00	●	○
04/19/11	M&IE	$71.00	●	○
04/20/11	LODGING	$166.00	●	○

Expenses Summary

Expense allocated by Expense Category

11 CONFERENCE

Category	Allowed	Actual
COM. CARR.-I	$211.40	$211.40
LODGING	$830.00	$830.00
M&IE	$390.50	$390.50
MILEAGE	$10.20	$10.20
OTHER	$190.00	$190.00
RENTAL CAR	$241.00	$241.00
TRANSPORT	$35.00	$35.00

11 CONFERENCE Sub Total:	$1,908.10	$1,908.10

11 MISSION

Category	Allowed	Actual
LODGING	$0.00	$0.00
M&IE	$0.00	$0.00

11 MISSION Sub Total:	$0.00	$0.00

Calculated Trip Cost:	$1,908.10	$1,908.10

Allocation by Category/Date

				COM. CARR.-I	$211.40	$211.40

Start Date: 17-Apr-11

End Date: 22-Apr-11

Accounting Label: ---Select---

Shared LOA: ---Select to Add---

Cross Org LOA: ---Select to Add---

‣ Find Accounting Label

‣ Change Organization

From TDZCSB

COM. CARR.-I	$211.40	$211.40
LODGING	$830.00	$830.00
M&IE	$390.50	$390.50
MILEAGE	$10.20	$10.20
OTHER	$190.00	$190.00
RENTAL CAR	$241.00	$241.00
TRANSPORT	$35.00	$35.00

11 CONFERENCE Sub Total:	$1,908.10	$1,908.10

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. Please make sure the LOA's assigned have costs allocated to it.

Accounting Label	Organization	View/Edit Acctg Code	Edit Allocation	Remove
11 CONFERENCE	TDZCSB	‣ view/edit	‣ edit	‣ remove
11 MISSION	TDZCSB	‣ view/edit	‣ edit	‣ remove

11 MISSION		
Category	Allowed	Actual
LODGING	$0.00	$0.00
M&IE	$0.00	$0.00

11 MISSION Sub Total:	$0.00	$0.00
Calculated Trip Cost:	$1,908.10	$1,908.10

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate: By Category/Date

- By Percent
- By Expense Category
- By Date
- By Specific Expense
- By Category/Date

Allo...

Proceed to the following page: Preview   Continue

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Allocation by Category/Date (continued)

Office of the Under Secretary of Defense (Personnel and Readiness)

Allocation by Category/Date (continued)

Allocation by Category/Date (continued)

Office of the Under Secretary of Defense (Personnel and Readiness)

Allocation by Category/Date (continued)

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Allocation by Category/Date (continued)

Office of the Under Secretary of Defense (Personnel and Readiness)

Allocation by Category/Date (continued)

Defense Travel System
A New Era of Government Travel

Itinerary   Travel   Expenses   Accounting   Additional Options   Review/Sign

RETURN TO LIST   Accounting Codes   Trip Totals

Allocate Expenses By Category / Date

Allocate trip expenses to multiple accounting codes based on Expense Category and Date Range.

Trip Start Date: 17-Apr-11
Trip End Date: 22-Apr-11

> Add Expense/Date Range

Expense Category	Start Date	End Date	LOA	Amount	Description	Edit	Remove
COM. CARR.-I	04/17/2011	04/22/2011	11 CONFERENCE	$211.40	> Details	> Edit	> Remove
LODGING	04/17/2011	04/22/2011	11 CONFERENCE	$830.00	> Details	> Edit	> Remove
M&IE	04/17/2011	04/22/2011	11 CONFERENCE	$390.50	> Details	> Edit	> Remove
MILEAGE	04/17/2011	04/22/2011	11 CONFERENCE	$15.30	> Details	> Edit	> Remove
OTHER	04/17/2011	04/22/2011	11 CONFERENCE	$195.00	> Details	> Edit	> Remove
			11				

Allocation by FY Auto

Allocation by FY Auto (continued)

Defense Travel System
A New Era of Government Travel

Itinerary   Travel   Expenses   Accounting   Additional Options   Review/Sign

RETURN TO LIST

Accounting Codes   Trip Totals

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 26-Sep-11   › Find Accounting Label

Windows Internet Explorer

? Your action has made this an FY crossover trip. You may have previously entered one of the following non-mileage expenses: Commercial Auto (any type), Hotel Sales Tax, Hotel Room tax or Parking-terminal. You should now consider editing the date ranges for these expenses. Do you want DTS to use FY Auto to allocate your expenses based on the dates or date ranges previously provided in your trip? If you decline, you can adjust your expenses and initiate FY Auto in Accounting at any time.

OK   Cancel

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. Please make sure the LOA's assigned have costs allocated to it.

Accounting Label	Organization	View/Edit Acctg Code	Remove
11 MISSION	TDZCSB	› view/edit	› remove

Expenses Summary

11 MISSION		
Category	Allowed	Actual
COM. CARR.-I	$1,201.40	$1,201.40

| Calculated Trip Cost: | $2,581.98 | $2,581.98 |

Proceed to the following page: Preview   Continue

Allocation by FY Auto (continued)

Allocation by FY Auto (continued)

| | | Trip Start Date: | | 26-Sep-11 | |
| | | Trip End Date: | | 07-Oct-11 | |

Expense Category	Start Date	End Date	LOA	Amount	Description
COM. CARR.-I	09/26/2011	09/30/2011	11 MISSION	$218.90	Details
	10/01/2011	10/07/2011	12 MISSION	$982.50	Details
LODGING	09/26/2011	09/30/2011	11 MISSION	$275.00	Details
	10/01/2011	10/07/2011	12 MISSION	$330.00	Details
M&IE	09/26/2011	09/30/2011	11 MISSION	$101.45	Details
	10/01/2011	10/07/2011	12 MISSION	$133.05	Details
OTHER	09/26/2011	09/30/2011	11 MISSION	$25.00	Details
	10/01/2011	10/07/2011	12 MISSION	$25.00	Details
RENTAL CAR	09/26/2011	09/30/2011	11 MISSION	$179.62	Details
	10/01/2011	10/07/2011	12 MISSION	$251.46	Details
TRANSPORT	09/26/2011	09/30/2011	11 MISSION	$30.00	Details
	10/01/2011	10/07/2011	12 MISSION	$30.00	Details

[Save Allocations]   [Cancel]

Allocation by FY Auto (continued)

View Expense/Date Range - Microsoft Internet Explorer provided by CIS of CACI, Inc. - Federal

https://dtscdcwebgov.defensetravel.osd.mil/dts/app?service=direct/1/AllocateExpensesByFYAuto/viewDetails&sp=4   Certificate Error

OTHER DETAILS

Date	LOA	Description	Amount
09/18/2011	11 MISSION	M&IE	$49.50
09/19/2011	11 MISSION	M&IE	$15.80
09/20/2011	11 MISSION	M&IE	$15.80
09/21/2011	11 MISSION	M&IE	$15.80
09/22/2011	11 MISSION	M&IE	$15.80
09/23/2011	11 MISSION	M&IE	$15.80
09/24/2011	11 MISSION	M&IE	$15.80
09/25/2011	11 MISSION	M&IE	$15.80
09/26/2011	11 MISSION	M&IE	$15.80
09/27/2011	11 MISSION	M&IE	$15.80
09/28/2011	11 MISSION	M&IE	$15.80
09/29/2011	11 MISSION	M&IE	$15.80
09/30/2011	11 MISSION	M&IE	$15.80
		Totals:	$239.10

OK

Done   Done   Internet   100%

Amount

$ 72.00

$ 96.00

$ 96.00

$ 96.00

$ 96.00

$ 96.00

$ 96.00

$ 96.00

$ 96.00

$ 96.00

100%

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Foreign Military Sales (FMS)

| DTA Tools: | Lines of Accounting ▾ | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List |

Create Line of Accounting   * Required

Format Map: * | Select One ... ▾ |

Co

Select One ...
AF 2, 9/29/2003
ARMY 3, 6/6/2003
BSM 1, 2/6/2006
DBMS 1, 8/1/2001
DTRA, 7/3/2006
DWAS 1, 1/1/2004
MC 1, 8/1/2001
MSC, 10/13/2005
NAVY 1, 8/1/2001
NAVY ERP1, 9/26/2006
NAVY FMS, 1/3/2005
NRL1, 6/8/2006
SAP1, 3/10/2004
SDDC-AF, 5/12/2006
SDDC-ARMY, 5/12/2006
SFIS v3.4
WAAS 1, 8/7/2002
eBiz 2, 2/20/2003

Office of the Under Secretary of Defense (Personnel and Readiness)

Foreign Military Sales (FMS) (continued)

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

Create Line of Accounting (An empty budget shell will not be created if Create Budget is not checked.)   * Required

Format Map:	NAVY FMS, 1/3/2005
Organization Name: *	TDZCSB
Share LOA:	☐ Yes
Create Budget:	☑ Yes
Empty Budget Shell Fiscal Year:	2011 (4 digit year)

Label

LOA Fiscal Year: *	11 (2 digit year)
LOA Name: *	FMS EQUIP

LOA Data Elements

Account 1	AAA or DTST: *		(6 or DTST)
	DTST Sub-field:		(14)

Account 2	DEPT:		(2)
	TDPT:		(2)
	DFY:		(2)

Account 3	BFY:		(1)
	EFY:		(1)
	APPN:		(4)
	SUBH:		(4)
	OC:		(4)

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Office of the Under Secretary of Defense (Personnel and Readiness)

Foreign Military Sales (FMS) (continued)

- Table 8-5: Values for FMS LOA Format Maps

VALUES FOR FMS LOA FORMAT MAPS				
LOA FORMAT MAP	LOA ACCOUNT NUMBER	FIELD NAME	POSITION(S)	VALUE I POSITION(S)
AF 2, 9/29/03 SDDC-AF, 5/12/06	2	Department Code (DEPT)	1-2	9 7
	2	Transferring Agency (TA)	4-5	1 1
	2	Fiscal Year (FY)	7	X
	2	Appropriation Symbol (APPR)	9-12	8 2 4 2
ARMY 3, 6/6/03 DTRA, 7/3/06 SDDC-ARMY, 5/12/06	2	Department Code (DEPT)	1-2	9 7
	2	Fiscal Year (FY)	4-7	X X X X
	2	Basic Symbol Number (BSN)	9-12	8 2 4 2
	8	Transferring Agency (TF)	8	1 1
MC, 8/1/01	2	Department Code (DEPT)	1-2	9 7
	2	Fiscal Year (FY)	4-5	X X
	2	Appropriation Symbol (APPR)	10-13	8 2 4 2
	10	Transfer Agency - FMS (TF)	1-2	1 1
BSM 1, 2/6/06	2	Department Code (DEPT)	1-2	9 7
	2	Fiscal Year (FY)	4-7	X X X X
	2	Basic Symbol (BS)	9-12	8 2 4 2

Foreign Military Sales (FMS) (continued)

Office of the Under Secretary of Defense (Personnel and Readiness)

Foreign Military Sales (FMS) (continued)

FMS Notification

NOTIFICATION OF POSSIBLE DELAY IN PROCESSING / PAYMENT

This travel document indicates travel being performed on Foreign Military Sales (FMS) funds. Disbursement of FMS funds requires prior approval from the Defense Integrated Financial System (FIFS), DFAS-ADY/DE and may take up to 7 business days to process. Delays in processing/payment of non-ATM Advances, SPPs and/or the voucher from authorization may take up to 7 business days.

If the Cancel option is selected, you will be returned to the Digital Signature page and can choose to proceed with either of the following:

- Select different LOA then continue with approval process.
- Reject the authorization back to the traveler for resubmission using a different LOA.

Proceed   Cancel

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Office of the Under Secretary of Defense (Personnel and Readiness)

Foreign Military Sales (FMS) (continued)

DATE: MM/DD/YY

FROM: Defense Travel System

TO: Traveler@organization.org.mil

CC: DTA@organization.org.mil

Subject: Possible Delay in Payment

Name of traveler:

Name of travel document:

Travel Authorization Number (TANUM):

Organization:

Your AUTH <doc name> indicates travel being performed on Foreign Military Sales (FMS) funds. Disbursement of FMS funds requires prior approval from the Defense Integrated Financial System (DIFS), DFAS-ADY/DE and requires additional processing time. Processing/payment of your subsequent non-ATM Advance, SPP, and/or voucher from authorization may take up to 7 business days. Contact your Finance Defense Travel Administrator (FDTA) if you do not receive payment within this time.

Please do not respond to this email.

Cross-Org Funding (X-Org)

- Allows one organization to provide LOA to another

- Differs from **shared** LOA in that it can be shared with **any** organization in DTS

- Can be assigned to an individual or an organization

- Budget will reside with funding organization

- LOA may be removed from use at any time

- Prevents possible accounting system rejects

- Specific X-Org routing list or routing list detail, can be established as needed

Cross-Org Funding (X-Org) (continued)

Lines of Accounting (Search Results)

Organization Name: TDZCSB
Include Sub-Organizations: No
Format Map:

Label:
Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
☐	Update	Copy	X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZCSB	11 FMS	No	NAVY FMS, 1/3/2005	New Budget
☐	Update	Copy	X-Org Funding	TDZCSB	11 MISSION	No	NAVY 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZCSB	12 MISSION	No	NAVY 1, 8/1/2001	New Budget

Select All   Clear All

Delete Selected(on this page)	Rollover Selected (on this page)

1 - 5 of 5

Cross-Org Funding (X-Org) (continued)

Search Cross Org:

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label: 11 MISSION

Funding LOA Org: TDZCSB

[Search]   [Return List]

Selected Organizations and Individuals for Funding:

Select to Delete	Organization/Traveler
	[Delete Selected]

Select Routing List:

Document Type:	-Select to Add- ▼	Routing List:	-Select to Add- ▼

[Save Routing List]

Selected Routing List:

Select to Delete	Document Type/Routing List
	[Delete Selected]

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Cross-Org Funding (X-Org) (continued)

Cross-Org Funding (X-Org) (continued)

Cross Org:

Traveler First Name:	
Traveler Last Name:	
Traveler SSN(last 4 digits):	
Cross Org Name:	TDZKMB
Cross Org Description:	KMBTEAM
Funding LOA Label:	11 MISSION
Funding LOA Org:	TDZCSB

Save Org   Cancel

Cross-Org Funding (X-Org) (continued)

Search Cross Org:

Cross Org For Funding:	
Or	
Search Cross Org By Traveler SSN:	
Funding LOA Label:	11 MISSION
Funding LOA Org:	TDZCSB

Search   Return List

Selected Organizations and Individuals for Funding:

Select to Delete	Organization/Traveler
☐	TDZKMB
Select All Clear All	

Delete Selected

Select Routing List:

Document Type:	-Select to Add- ▼	Routing List:	-Select to Add- ▼

Save Routing List

Selected Routing List:

Select to Delete	Document Type/Routing List

Delete Selected

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Office of the Under Secretary of Defense (Personnel and Readiness)

Cross-Org Funding (X-Org) (continued)

Search Cross Org:

Cross Org For Funding:	TDZKMB
Or	
Search Cross Org By Traveler SSN:	
Funding LOA Label:	11 MISSION
Funding LOA Org:	TDZCSB

[Search] [Return List]

Selected Organizations and Individuals for Funding:

Select to Delete	Organization/Traveler
☐	TDZKMB
Select All Clear All	

[Delete Selected]

Select Routing List:

Document Type:	-Select to Add- ▾	Routing List:	-Select to Add- ▾

-Select to Add-
AUTH
VCH
LVCH

[Save Routing List]

Selected Routing List:

Select to Delete	Document Type/Routing List

[Delete Selected]

Connect 2011
DISCOVER NETWORK ENERGIZE

Cross-Org Funding (X-Org) (continued)

Search Cross Org:

Cross Org For Funding:	TDZKMB
Or	
Search Cross Org By Traveler SSN:	
Funding LOA Label:	11 MISSION
Funding LOA Org:	TDZCSB

[Search] [Return List]

Selected Organizations and Individuals for Funding:

Select to Delete	Organization/Traveler
☐	TDZKMB
Select All Clear All	

[Delete Selected]

Select Routing List:

Document Type:	AUTH ▾	Routing List:	-Select to Add- ▾

[Save Routing List]

-Select to Add-
CSB
DIRECTOR
ROUTINE

Selected Routing List:

Select to Delete	Document Type/Routing List

[Delete Selected]

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Office of the Under Secretary of Defense (Personnel and Readiness)

Cross-Org Funding (X-Org) (continued)

Audit Pass – Unable to Approve

- Documents remain at *Audit Pass* for either a budgeting or Passenger Name Record (PNR) error

- DTS matches LOA elements on document against LOA elements of budget(s), not based on labels

- Screenshot of *Fund Authorization* page should be obtained from AO to assist in resolving Audit Pass issues

Audit Pass – Unable to Approve (continued)

Fund Authorization

Fund Authorization

Funding is not available in the following budgets associated with the LOAs selected for the travel document. You are authorized to approve the document without adequate funding. Would you like to continue with the Approval Process? If you elect to cancel, please contact your financial DTA for assistance or designate a different LOA for the expenses.

LOA Label: 11 CONFERENCE (Org: TDZCSB)

Budget Label: 11 CONFERENCE (Org: TDZCSB)

Fiscal Year: 2011

Budget Item for 11 CONFERENCE (Org: TDZCSB)

Status	Budget Before Funding	Funding Amount	Budget After Funding
11 CONFERENCE/Insufficient Funds	$300.00	$1,933.20	-$1,633.20

Cancel   Approve and Continue

Budget Overview

- Tracking tool or "checkbook" used to control fund usage

- Typically maintained at organizational level

- May be created when LOA are established

- Can be shared by all sub-organizations

- Budget Journal provides recent transactions

- Permission level 3 and Organization Access are required to create and edit budgets

Basic Budget Functionality

Defense Travel System
A New Era of Government Travel

Budget Main   Budget Maintenance   Manual Transaction   Reports

Show Budgets   Create Budget   View Journal   Mass Update Budgets

Current Date: 03-26-2009

Budget Maintenance Function

Budget Officers use the *Budget Maintenance* Function to work with existing budgets and create new ones. They use this section of the tool to do the following:

- View, edit or inactivate existing budgets in the *Show Budgets* section
- Create new quarterly or annual budgets, copy existing LOAs to the new budget and share the new budget with specified organizations in the *Create Budget* section
- View Budget Journal transactions and specify the number of transactions to view per screen

Advanced Topics

- Manually Entered Transactions

- Budget Mass Update

- Wildcard Budget

- Delete/Deactivate Budget

Manually Entered Transactions

- Permission Level 3 required and organization access

- 'Manually Entered Transactions' indicator must be selected in DTA's user profile

- Used to insert an adjustment transaction into a budget

- Offsets funding actions not posted to DTS budget

Manually Entered Transactions (continued)

Defense Travel System
A New Era of Government Travel

Budget Main　Budget Maintenance　Manual Transaction　Reports

Manual Entry

Current Date: 03-03-2009

Manual Transaction Function

Specified Budget Officers (Level 3 with the *manual insertion flag* set) use the *Manual Transaction* Function to enter and save adjustment transactions so the budget may be kept up-to-date in a timely fashion.

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Manually Entered Transactions (continued)

DTA Tools: | People ▼ | Search People | Create Person | Receive Person | View Person Lists

Update Person (User / Traveler)   * Data Required

Common Data

SSN:	XXXXX0737
First Name: *	HELEN
Middle Initial:	D
Last Name: *	DTMO1
Organization Name: *	PTDTMO-AGENCY ▼ 🔍
Email:	email@email.com

User Specific Data

Organization Access: *	PTDTMO-AGENCY ▼ 🔍
Group Access:	PTDTMO-AGENCY ▼ 🔍 --Organization Owner Name
	AGENCY ▼ --Group Name

Non-editable Permission Level(s):

Editable Permission Level(s): * ☑ 0 ☑ 1 ☑ 2 ☑ 3 ☑ 4 ☑ 5 ☑ 6 ☑ 7 ☑ 8

Approval Override: * ⊙ Yes ○ No

Manually Entered Transaction: * ⊙ Yes ○ No

Non-DTS Entry Agent (T-Entered): * ⊙ Yes ○ No

Debt Management Monitor: * ⊙ Yes ○ No

Self-AO Approval: * ⊙ Yes ○ No

User ID: u9000001935 [Reset User ID]

Manually Entered Transactions (continued)

Office of the Under Secretary of Defense (Personnel and Readiness)

Manually Entered Transactions (continued)

Defense Travel System
A New Era of Government Travel

Budget Main   Budget Maintenance   Manual Transaction   Reports

Manual Entry

Current Date: 03-04-2009

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 ▸   2009 ▾

Organization ▸   PTDTMO-AGENCY   🔍
⏳ Enter the organization or click on the icon to select a value

LOA Label ▸   09 DEFAULT ▾

OR

Shared LOA Label ▸   ▾

OK

Manually Entered Transactions (continued)

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 ▸	PTDTMO-AGENCY
LOA Label ▸	09 DEFAULT
Fiscal Year ▸	2009
Fiscal Quarter ▸	Quarter 2
Date Entered ▸	03/04/2009 ▦
	↺ Format is MM/dd/yyyy
TANUM ▸	
Document Name ▸	
Total Obligation Adjustment Amount ▸	0.0
Remarks ▸	

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Office of the Under Secretary of Defense (Personnel and Readiness)

Manually Entered Transactions (continued)

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 ▸	PTDTMO-AGENCY
LOA Label ▸	09 DEFAULT
Fiscal Year ▸	2009
Fiscal Quarter ▸	Quarter 2
Date Entered ▸	03/04/2009 Format is MM/dd/yyyy
TANUM ▸	0NZT5X
Document Name ▸	EOPENSACOLA020709_A01
Total Obligation Adjustment Amount ▸	4501.63
Remarks ▸	MIPR for funding provided to organization ABC1234 for traveler Eric Ortiz.

Manually Entered Transactions (continued)

Manual Transaction Complete

The transaction has been saved to the system.

Budget Mass Update

- Situations where Mass Updating would occur:
  - LOA rejects and DTA wants to keep labels identical

  - Change in Accounting System data elements

- If budget has been used, can only update with a wildcard

- If budget not used, can be updated with any element

Wildcard Budget

- Used to monitor funds from a single budget

- Accepts any LOA element value in specified field

- Asterisk in budget

Deleting/Inactivating Budgets

| | | Budget Main | Budget Maintenance | Manual Transaction | Reports |

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

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.

	View	TDZC5B	11 EXERCISE	Q	N	$0.00	$300.00	$40,100.00	$0.00
Edit	Inactivate/Delete	TDZC5B	11 MISSION	Q	N	$0.00	$200,000.00	$200,000.00	$200,000.00
Edit	Inactivate/Delete	TDZC5B	11 NAVY	A	N				

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Deleting/Inactivating Budgets (continued)

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
Edit	Inactivate/Delete	TDZCSB	11 CONFERENCE	Q	N	$0.00	$300.00	$200,000.00	$200,000.00
	View	TDZCSB	11 EXERCISE	Q	N	$0.00	$300.00	$40,100.00	$0.00
Edit	Inactivate/Delete	TDZCSB	11 MISSION	Q	N	$0.00	$200,000.00	$200,000.00	$200,000.00
Edit	Inactivate/Delete	TDZCSB	11 NAVY	A	N				

Click to Inactivate

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Office of the Under Secretary of Defense (Personnel and Readiness)

Deleting/Inactivating Budgets (continued)

ravel System   Budget Main   Budget Maintenance   Manual Transaction   Reports
overnment Travel

Show Budgets   Create Budget   View Journal   Mass Update Budgets

Inactivate / Delete Budget Item

Inactivating a budget item will prevent new funding actions for approved Authorizations, Vouchers or Local Vouchers from being applied against the inactive budget. Fund/Un-fund actions for Cancellations, removal of an LOA from the document, and Paid/Rejected SPPs, will still be applied against inactive budgets. You cannot re-activate an inactive budget.

Remarks ›

Account 10

TF (2) ›

LOC (2) ›

FCN (3) ›

FLN (3) ›

INACTIVATE   CANCEL

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Office of the Under Secretary of Defense (Personnel and Readiness)

Deleting/Inactivating Budgets (continued)

Account 7

RON (15) ▸

RBC (1) ▸

Account 8

JNLU (4) ▸

DSSN (4) ▸

ACRl

Windows Internet Explorer ✕

❓ Once a budget has been inactivated or deleted it cannot be reactivated or un-deleted.

Are you sure you want to proceed with the selected action?

OK   Cancel

Account 9

IBO

Account 10

TF (2) ▸

LOC (2) ▸

FCN (3) ▸

FLN (3) ▸

INACTIVATE   CANCEL

Deleting/Inactivating Budgets (continued)

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
	View **Now Inactive**	TDZCSB	11 CONFERENCE	Q	N	$0.00	$300.00	$200,000.00	$200,000.00
	View	TDZCSB	11 EXERCISE	Q	N	$0.00	$300.00	$40,100.00	$0.00
Edit	Inactivate/Delete	TDZCSB	11 MISSION	Q	N	$0.00	$200,000.00	$200,000.00	$200,000.00
Edit	Inactivate/Delete	TDZCSB	11 NAVY	A	N				

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Office of the Under Secretary of Defense (Personnel and Readiness)

Deleting/Inactivating Budgets (continued)

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
	View	TDZCSB	11 CONFERENCE	Q	N	$0.00	$300.00	$200,000.00	$200,000.00
	View	TDZCSB	11 EXERCISE	Q	N	$0.00	$300.00	$40,100.00	$0.00
Edit	Inactivate/Delete	TDZCSB	11 MISSION	Q	N	$0.00	$200,000.00	$200,000.00	$200,000.00
Edit	Inactivate/Delete	TDZCSB	11 NAVY	A	N				

Click to delete

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Office of the Under Secretary of Defense (Personnel and Readiness)

Deleting/Inactivating Budgets (continued)

ravel System
overnment Travel

Budget Main   Budget Maintenance   Manual Transaction   Reports

Show Budgets   Create Budget   View Journal   Mass Update Budgets

Inactivate / Delete Budget Item

There are no documents associated with the selected budget item. Un-used budgets can be retained or deleted. Inactivating an un-used budget is not an option. Deleting the Budget Item will remove the Budget Item from DTS and from budget module selection lists.

Remarks ▸

Account 10

JON (12) ▸

OBJ-CLASS (3) ▸

CNTR-OTH-CD (2) ▸

DELETE   CANCEL

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Office of the Under Secretary of Defense (Personnel and Readiness)

Deleting/Inactivating Budgets (continued)

Deleting/Inactivating Budgets (continued)

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
	View	TDZCSB	11 CONFERENCE	Q	N	$0.00	$300.00	$200,000.00	$200,000.00
	View	TDZCSB	11 EXERCISE	Q	N	$0.00	$300.00	$40,100.00	$0.00
Edit	Inactivate/Delete	TDZCSB	11 MISSION	Q	N	$0.00	$200,000.00	$200,000.00	$200,000.00
			11 Navy has been deleted						

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Office of the Under Secretary of Defense (Personnel and Readiness)

Resources

DTMO Website

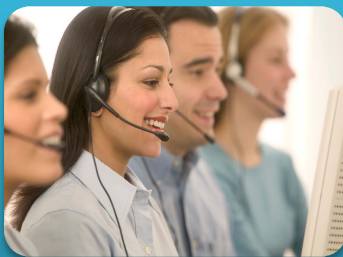- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

www.defensetravel.dod.mil

Travel Explorer (TraX)

- DTA Manual (Chapter 8 LOA & Chapter 9 Budget)
- Training (LOA and Budget Distance Learning Courses)

www.defensetravel.dod.mil/Passport

Travel Assistance Center (TAC)

- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX