Defense Travel Management Office

Defense Travel System

Defense Travel Administrator's Manual

April 20, 2011

Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
4.4.24	8/08/09	Defense Travel Management Office (DTMO)	Updated information based on functionality in Release 1.7.2.0	Chapter 5 Chapter 8 Chapter 10 Appendix B Appendix C Appendix E Appendix K Appendix R
4.4.25	11/05/09	Defense Travel Management Office (DTMO)	Updated information	Chapter 3 Chapter 6 Appendix L
4.4.26	3/26/10	Defense Travel Management Office (DTMO)	Updated Appendix R	Appendix R
4.4.27	7/16/10	Defense Travel Management Office (DTMO)	Updated information for new functionality on Cross Organization funding, new audit messages, and new routing list information	Chapter 5 Chapter 8 Appendix K
4.4.28	8/25/10	Defense Travel Management Office (DTMO)	Updated formatting and grammar	Chapter 1 Chapter 3 Chapter 4 Chapter 5 Chapter 6
4.4.29	11/3/10	Defense Travel Management Office (DTMO)	Updated information about Trip Types	Appendix K
4.4.30	1/20/11	Defense Travel Management Office (DTMO)	Updated links for new DTMO web site	Chapter 1 Chapter 2 Chapter 3
4.4.31	3/1/11	Defense Travel Management Office (DTMO)	Updated formatting and grammar	Chapter 3 Chapter 4 Chapter 6
4.4.32	3/8/11	Defense Travel Management Office (DTMO)	Updated formatting and grammar	Chapter 5 Chapter 8 Appendix R
4.4.33	3/18/11	Defense Travel Management Office (DTMO)	Updated Chapter 2 and Appendix with new Mask SSN functionality	Chapter 2 Appendix A
4.4.34	3/31/11	Defense Travel Management Office (DTMO)	Updated formatting and grammar	Chapter 7 Chapter 9 Chapter 11
4.4.35	4/20/11	Defense Travel Management Office (DTMO)	Updated formatting and grammar	Chapter 10 Chapter 12 Appendix A

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CHAPTER 1: DEFENSE TRAVEL SYSTEM (DTS) OVERVIEW

DTS is a fully integrated, electronic, end-to-end travel management system that automates temporary duty (TDY) travel for the Department of Defense (DoD). It allows travelers to create authorizations, book reservations, receive approval, generate vouchers for reimbursement, and direct payments to their bank accounts and the Government Travel Charge Card (GTCC) vendor, all via a single Web portal. DTS is available 24 hours a day, 7 days a week (24x7). This manual will guide the Defense Travel Administrator (DTA) through the initial DTS setup and maintenance at a site. This chapter covers the following topics:

1.1 The Defense Travel System

To manage travel or create travel plans, open the DTS Home page by entering the URL www.defense-travel.osd.mil, then select the **LOGIN TO DTS** button (Figure 1-1).

Figure 1-1: DTS Home Page

When the travel has been completed, the traveler files a voucher that is routed electronically to the appropriate officials for approval, then to the Defense Finance and Accounting Service (DFAS)** for payment.

** DFAS is the servicing financial organization that supports most DoD personnel. Users that use a different servicing financial organization should replace "DFAS" with the name of their servicing financial organization throughout this manual.

1.2 DTS Users

DTS *users* are DoD personnel who, in any role, interact with DTS. DTS does not manage travel for contractors; it is for DoD personnel traveling on official business.

Users include Defense Travel Administrators (DTAs), Authorizing Officials (AOs), Certifying Officers (COs), Routing Officials (ROs), CBA Specialists, Transportation Officers (TOs), Disbursing Officers (DOs), and agents within the Commercial Travel Office (CTO). Anyone who interacts with DTS on behalf of another person is also a user.

A DTS *user/traveler* is a traveler who interacts with DTS on their own behalf. User/travelers prepare their own authorizations and vouchers.

1.3 DTS Features and Benefits

DTS provides full functionality, accessibility, and security when processing documents. It is easy to search for airline, hotel, car rental, and rail availability, as well as gathering all details to plan a trip.

Real-time reservations for air, lodging, and rental cars are built into DTS to provide easy access to commercial travel service information. The system streamlines workflow and processes to improve efficiency and productivity.

DTS meets the major functional requirements of the DoD and serves the needs of all user/travelers. The following are highlights of DTS' benefits for travelers, travel clerks, AOs and COs, and DTAs.

User/Travelers and Travel Clerks. Using DTS, user/travelers and travel clerks accomplish the below tasks:

- Create and update travel documents
- Update travel preferences in a traveler’s personal profile
- Create a voucher by using information from an authorization
- Digitally sign and submit travel documents
- Determine the status of a travel document at any time
- Receive travel reimbursements normally within 72 hours of AO approval

AOs and COs. Using DTS, AOs and COs accomplish the below tasks:

- Preview, review, and approve travel documents
- Cancel an authorization
- Return travel documents to user/travelers for changes or corrections
- Edit travel documents for a user/traveler
- Delegate and revoke signature authority
- Certify funds availability

DTAs. Using DTS, DTAs accomplish the below tasks:

- Establish document routing based on the organization and type of action
- Track the obligation and expenditure of travel funds
- Perform all administrative setup and maintenance necessary to use DTS

1.4 DTS Architecture

DTS is operated by a central data center (CDC). The CDC allows travelers, AOs, and DTAs to use their local area networks to access DTS 24 hours per day, seven days per week through the existing DoD Non-Secure Internet Protocol Router Network. The DTS architecture provides for the following:

- Interface with other DoD systems such as the DoD PKI, DoD Archive, and the DoD Accounting and Disbursing Systems (DADS)
- Use of multiple CTOs

1.5 The Trip-Planning Process

The trip-planning process will differ for user/travelers, depending upon whether or not they are connected to DTS.

1.5.1 User/Travelers With Access To DTS

User/travelers log in to DTS using a digital signature. They complete an itinerary and build an authorization that DTS passes along a chain of routing officials for actions such as reviewing travel expenses and approving travel.

User/travelers who can log in use the DTS travel feature to make air, hotel, car rental, and rail reservations. If necessary, specific requests can be entered in each travel segment using the comments window, or CTO assistance can be requested from the Trip Overview screen.

After returning from travel, user/travelers log in to DTS to complete a voucher. They update estimated expenses with the actual cost and submit their claim for reimbursement.

Figure 1-2 depicts the DTS trip process for a connected user/traveler.

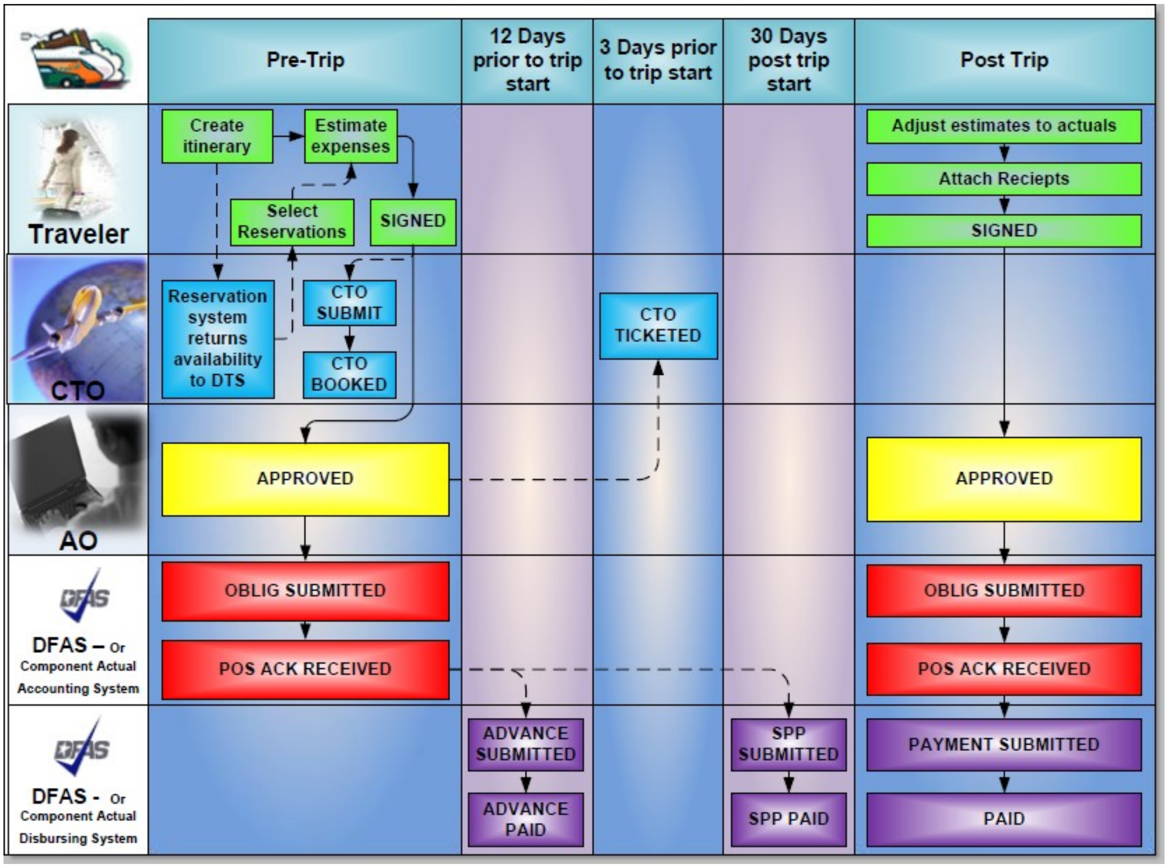


Figure 1-2: User/Traveler DTS Trip Process

After a user/traveler logs in to DTS and initiates a new authorization, the following sequence for the pre-trip process occurs:

a. ***Traveler.*** Create itinerary, select air, hotel, and rental car reservations or use the Full CTO Assistance Request button if needed. Enter reimbursable expense estimates and per diem entitlements to create an estimated cost. Digitally sign the authorization.

b. ***CTO.*** If the travel feature is used, DTS routes the authorization to the CTO via the Passenger Name Record (PNR) Gateway. DTS then places the PNR in the CTO's inbound queue. The travel agent located at the CTO accesses the PNR in the Global Distribution System (GDS), performs quality checks, and confirms rail reservations or makes reservations if assistance is requested. The travel agent directs the PNR through DTS for further routing.

c. ***AO.*** DTS routes the request to the AO. The AO reviews and approves the authorization by affixing a digital signature. DTS updates the status of the authorization to inform the traveler of the approval and routes it through the PNR gateway to the CTO's ticketing queue for ticketing.

d. ***DFAS.*** DTS routes the transaction via the Global Exchange Services (GEX) to the appropriate financial accounting system. The document is stamped POS ACK RECEIVED to serve as acknowledgement that an obligation has been posted in the accounting system. Advances and Scheduled Partial Payments (SPPs) are scheduled for payment.

After a user/traveler logs in to DTS and initiates a new voucher, the following sequence for the post trip process occurs:

a. ***Traveler.*** Update estimated expenses with actual costs. Attach receipts and digitally sign the voucher.
b. ***AO.*** DTS routes the voucher to the AO. The AO reviews and approves the voucher by affixing a digital signature.
c. ***DFAS.*** DTS routes the transaction via GEX to the appropriate accounting system. The original amount of the obligation is adjusted to the amount for disbursement. After receiving positive acknowledgement from the accounting system, DFAS makes payment to the user/traveler's bank account and Government Travel Charge Card (GTCC).

1.5.2 NDEA/Travel Clerk With Access To DTS

A Non-DTS Entry Agent (NDEA) or travel clerk can initiate the process for a user/traveler who cannot access DTS. The traveler may call, send an e-mail or fax to the NDEA or travel clerk and provide the travel information (Figure 1-3). The NDEA or travel clerk will complete the DTS trip process as outlined in the Section 1.5.1.

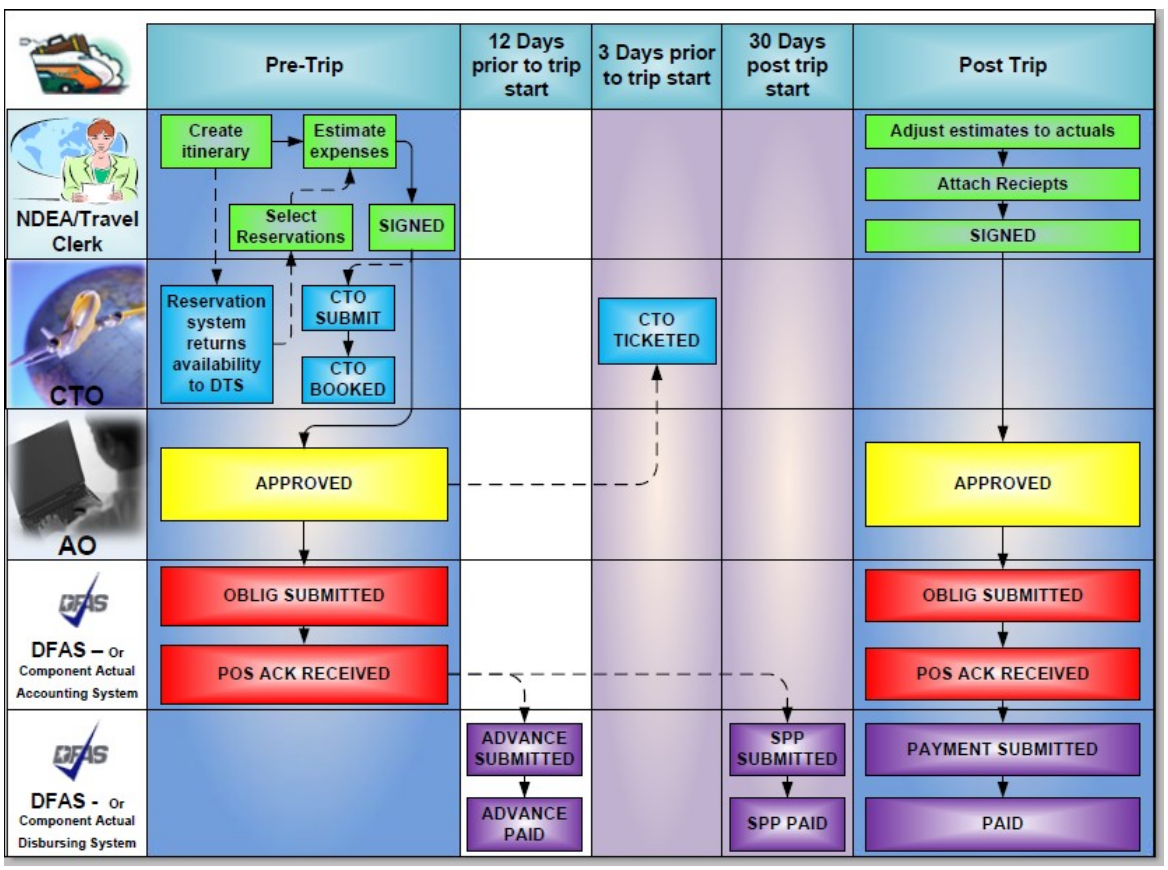


Figure 1-3: NDEA/Travel Clerk DTS Trip Process

1.6 DTS Training Resources

1.6.1 DTMO Training and Resource Center

The DTMO Training and Resource Center, located at https://www.defensetravel.dod.mil/site/training.cfm is a gateway to a number of resources that will help improve skills in using the system and finding answers to questions about DTS.

1.6.2 Traveler Explorer (TRAX)

The Defense Travel Management Office (DTMO) provides useful travel resources, tools, and training opportunities via the Traveler Explorer (TraX). To access TraX, users must register through Passport, DTMO's Web portal.

To access e-learning, log in to the TraX located at https://www.defensetravel.dod.mil/ Passport. Users that do not have an existing account must register for a new account by selecting the **Register** button.

After login, select the **Training** tab. Additional instructions for accessing training in TraX can be found at www.defensetravel.dod.mil/Docs/Training_Instructions.pdf.

Training Resources include:

E-Learning Resources

- Distance Learning Program (Webinar sessions with live instructors)
- Web Based Training (Self-paced, anytime/anywhere training modules)
- Demonstrations (Narrated online simulations)

Instructor Materials

- Instructor Guides
- Participant Guides
- Power Point Slides to accompany instructor guide

Reference Materials

The DTS Training and Resource center provides additional manuals and resources, including:

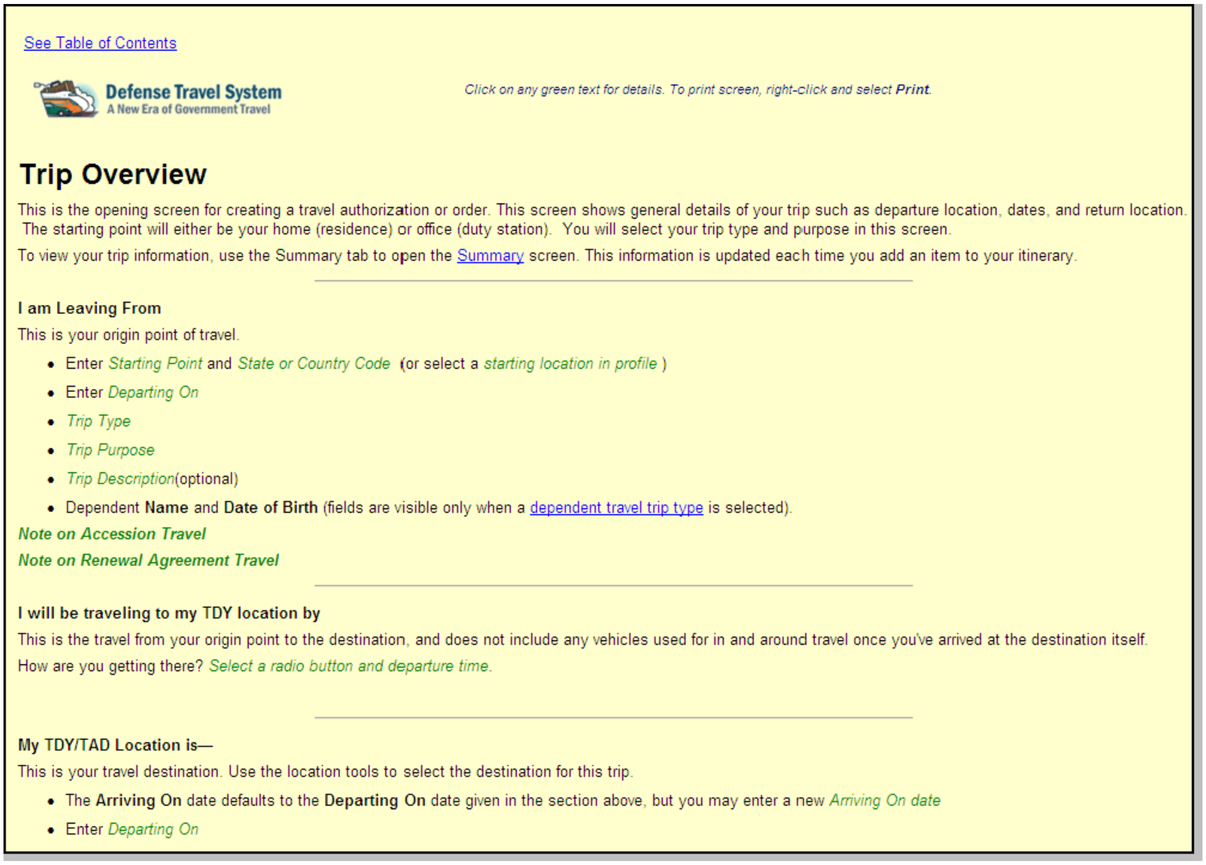
- *Defense Travel Administrator's (DTA) Manual*
- *DTS Document Processing Manual*
- *Centrally Billed Account (CBA) Reconciliation Manual*
- *Guide to Managing Travel-Incurred Debt*
- Quick Reference Guides

1.7 Help in DTS

In addition to the DTMO Training and Resource Center, DTS provides help in using the system through various other sources. These additional sources include online help and the help desk.

1.7.1 Self Support

When logged in to DTS, help can be requested for any screen by selecting the **Help for This Screen** link in the upper right corner. A window opens that explains the topics on the current screen (Figure 1-4). When a user/traveler selects a topic, more information related to that topic displays. Select **See Table of Contents** to search the entire Help database for information related to any topic in DTS.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*Click on any green text for details. To print screen, right-click and select **Print**.*

Trip Overview

This is the opening screen for creating a travel authorization or order. This screen shows general details of your trip such as departure location, dates, and return location. The starting point will either be your home (residence) or office (duty station). You will select your trip type and purpose in this screen.

To view your trip information, use the Summary tab to open the Summary screen. This information is updated each time you add an item to your itinerary.

I am Leaving From

This is your origin point of travel.

- Enter *Starting Point* and *State or Country Code* (or select a *starting location in profile*)
- Enter *Departing On*
- *Trip Type*
- *Trip Purpose*
- *Trip Description*(optional)
- Dependent **Name** and **Date of Birth** (fields are visible only when a dependent travel trip type is selected).

Note on Accession Travel

Note on Renewal Agreement Travel

I will be traveling to my TDY location by

This is the travel from your origin point to the destination, and does not include any vehicles used for in and around travel once you've arrived at the destination itself.

How are you getting there? *Select a radio button and departure time.*

My TDY/TAD Location is—

This is your travel destination. Use the location tools to select the destination for this trip.

- The **Arriving On** date defaults to the **Departing On** date given in the section above, but you may enter a new *Arriving On date*
- Enter *Departing On*

Figure 1-4: DTS Help Window

1.7.2 Help Desk Support

Local Organization Help Desk. The local help desk provides user/travelers with local policy and DTS support, and may consist of the DTA, Finance DTA (FDTA), and IT personnel. Contact numbers for the local help desk can be found by entering URL www.defensetravel.dod.mil/site/localSupport.cfm.

Travel Assistance Center (TAC). The TAC addresses issues that the local organization help desk cannot resolve. The TAC is available to all DTS users 24x7. Below is the TAC contact information:

- Phone: 888-Help1Go (888-435-7146), DSN 312-564-3950
- Web: https://www.defensetravel.dod.mil/passport

1.8 DTS Fielding

All the actions necessary to set up DTS at a site and the procedures that permit the software to work are referred to as the DTS Fielding process. Contact a Service or Agency representative for more information. Contact information for Service or Agency representatives can be found at www.defensetravel.dod.mil/site/dtsContacts.cfm.

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CHAPTER 2: GETTING STARTED WITH DTS

Logging in to the Defense Travel System (DTS) for the first time begins with certifying that an individual is authorized to use the system. After completing a registration procedure, the individual will be an authorized DTS user.

This chapter covers the following topics:

2.1 Common Access Card (CAC)

The Common Access Card (CAC) is a U.S. Department of Defense (DoD) smart card issued as standard identification for active-duty military personnel, reserve personnel, civilian employees, non-DoD government employees, state employees of the National Guard, and eligible contractor personnel.

The CAC is used as a general identification card as well as for authentication to allow access to the Defense Travel System (DTS). The CAC provides encryption and cryptographic signing of documents in DTS and facilitates the use of public key infrastructure (PKI) authentication tools, and establishes an authoritative process for the use of identity credentials.

Follow the below steps to log in to DTS:

1. Insert the CAC into the CAC reader.

The CAC must be left in the CAC reader for the entire DTS session. The system will read from the reader periodically. If the CAC is not in the reader, an error message will display.

2. Select the green **LOGIN TO DTS** button that is located near the center of the DTS Home page (Figure 2-1).

Figure 2-1: DTS Home Page

The DoD Privacy and Ethics Policy statement displays (Figure 2-2).

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Privacy and Ethics Policy

Please read the following DoD Privacy & Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS System, you agree to the terms and conditions of use.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored on this IS.

-Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

-This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

ETHICS

Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services, or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.

PRIVACY ACT

AUTHORITY: 5 U.S.C 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 8013 Secretary of the Air Force; DoD Directives 7000.14-R; and E.O. 9397 (SSN). PRINCIPAL PURPOSE(S): To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.

ROUTINE USE: For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

DEPARTMENT OF DEFENSE: Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974.

Accept | Decline

Figure 2-2: DoD Privacy and Ethics Policy Statement

3. Read the policy and select **Accept**. Selecting **Decline** will return the user to the DTS Home page.

The DTS Secure Login screen opens.

4. Enter the PIN in the **PIN** field.

A user may enter their PIN incorrectly up to three times before locking them out of the system. If this happens, the Local Registration Authority (LRA) must be contacted to unlock the CAC.

5. Select **OK**.

Note: Users who prefer to use a soft certificate should contact their LRA for further guidance.

2.2 Account Activation

If the user ID has been activated previously in DTS, the log-in process will continue. If the user ID has not been activated, the User Activation screen will open (Figure 2-3).

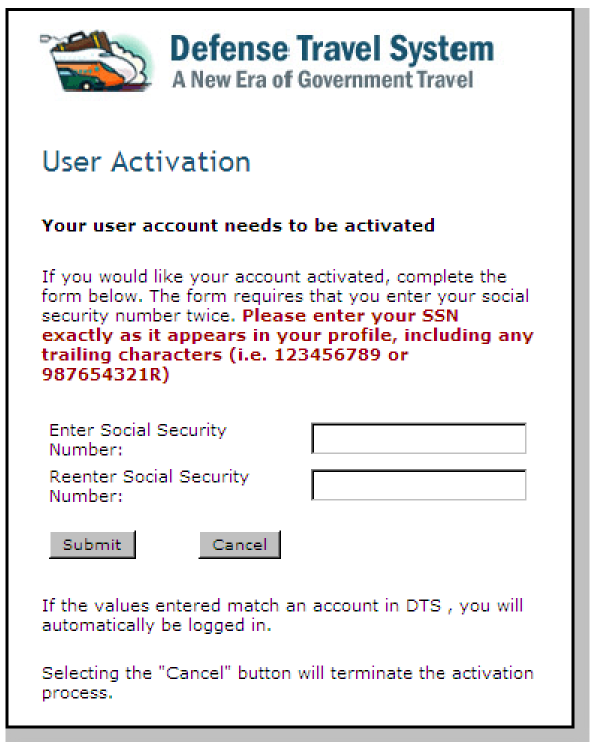

Figure 2-3: DTS User Activation Screen

The CAC contains the user ID. Section 2.2.1 explains how DTS confirms identity by matching the user ID to the Social Security Number (SSN) that is stored in the database.

2.2.1 How to Activate a DTS Account

Follow the below steps to activate an account.

1. Enter the SSN in the **Enter Social Security Number** field.

2. Re-enter the SSN in the **Re-enter Social Security Number** field.

3. Select **Submit**.

DTS searches the database for the SSN. If the SSN is located, the system determines whether or not it has been activated. DTS then verifies whether the last name that corresponds to the SSN in the database matches the last name stored on the digital certificate. If these elements match, DTS will update the user ID information in the database.

After the user ID is updated, the DTS User Welcome screen opens (Figure 2-4). The default values for the user are listed on the screen. These are based on the permissions and access granted by the organization's DTA. If more permission or access is needed, contact the DTA.

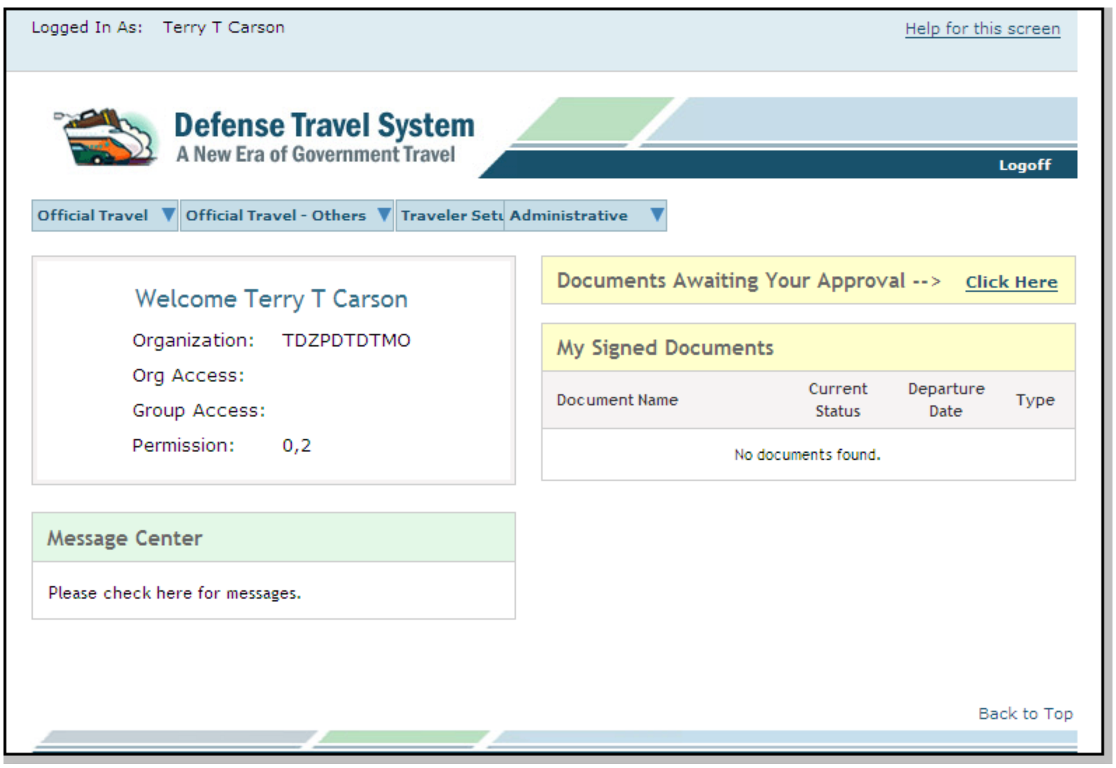

Figure 2-4: DTS User Welcome Screen

If DTS finds the SSN in the database, but the last name does not match the digital certificate, or if the user ID field is already populated, an error message will display (See Section 2.4).

If DTS does not find the SSN, the user must complete Self-Registration. See Appendix A for guidance on reviewing self-registration requests.

Note: If the traveler is employed with the DoD as a civilian and is also a member of the Reserves or National Guard, or if a user is located at a service/agency DTS office, they may need two or more profiles in DTS (See Section 2.3). Contact the DTA to confirm if any trailing characters should be entered in the SSN fields on the User Activation screen.

2.3 Dual Profile

If the traveler is employed with the DoD as a civilian and is also a member of the Reserves or National Guard, or if a user is located at a service/agency DTS office, they may need two or more profiles in DTS. When users with dual profiles log into DTS, the DTS User Welcome Screen will display a Reset Profile button that allows the user to reset or change their profile (Figure 2-5).

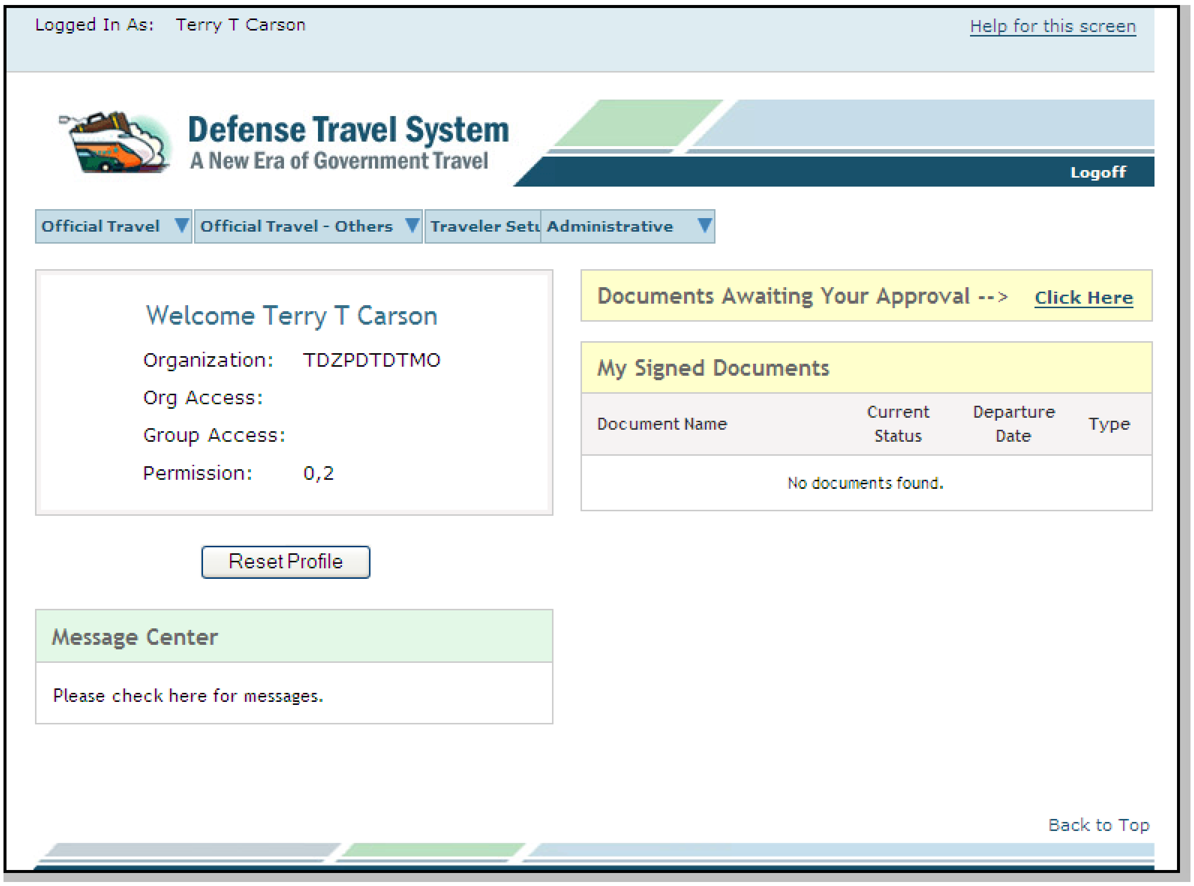

Figure 2-5: User Welcome Screen with Dual Profile

To activate a different profile, select Reset Profile. A Reset Profile window opens (Figure 2-6). To proceed with resetting the profile, select Continue select **Continue**.

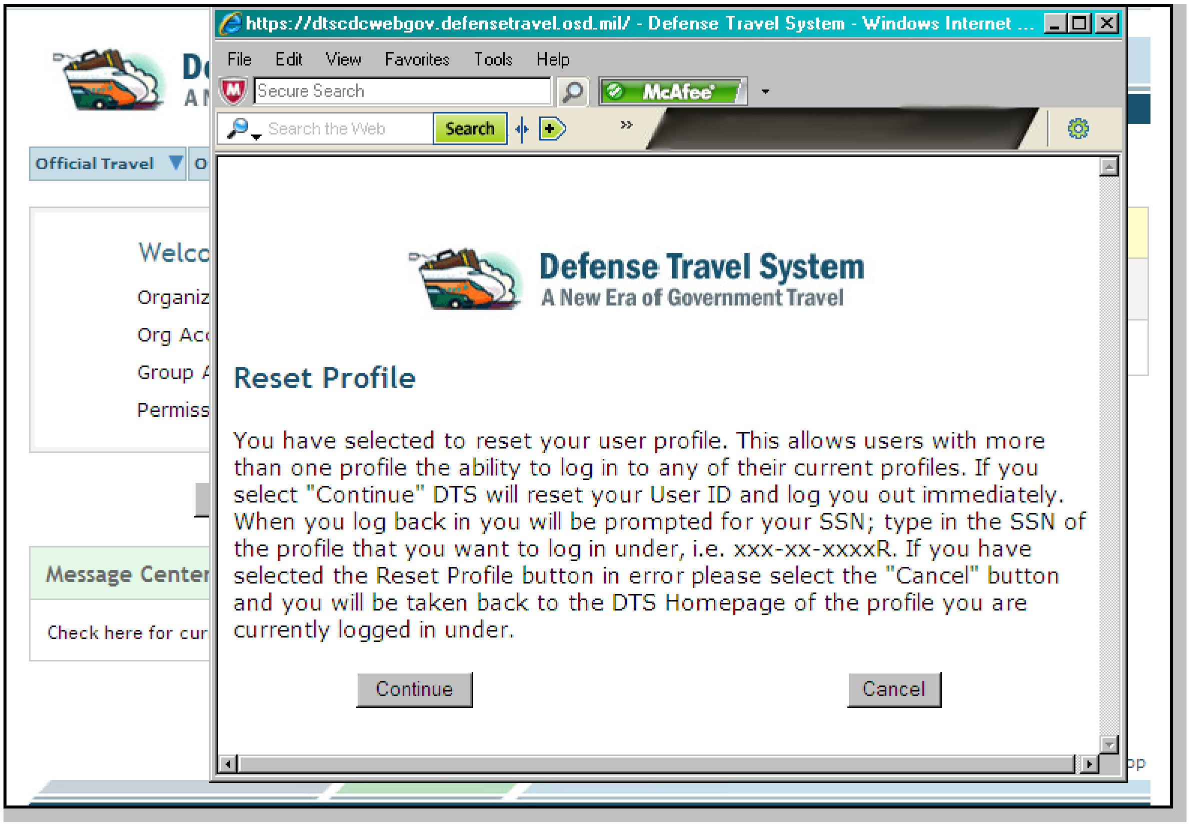

Figure 2-6: Reset Profile text box

An Internet Explorer message will pop-up; select **Yes.**

The user will be logged off DTS and will have to log in again. The User Activation screen opens (Figure 2-7). Enter the correct SSN to activate the new profile.

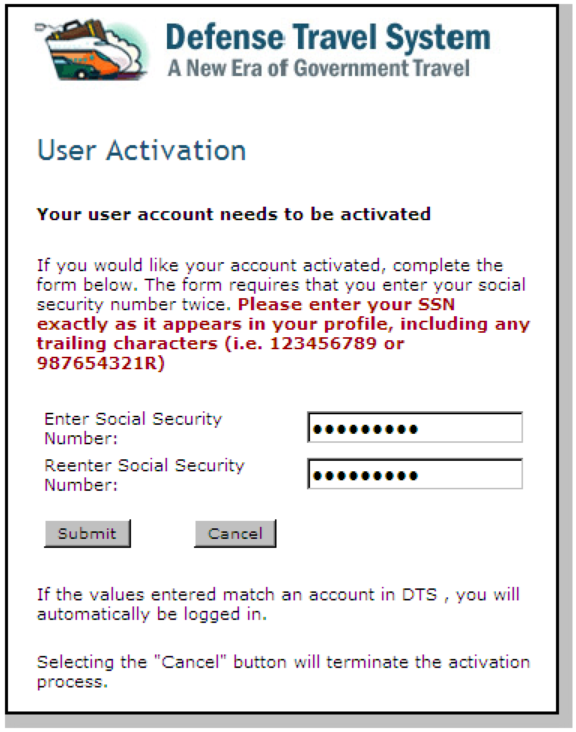

Figure 2-7: User Activation Screen

2.4 Error Messages

If a log-in attempt is unsuccessful, any of the error messages listed below may display.

The User Activation message displays if the values entered in the Social Security Number (SSN) fields do not match (Figure 2-8).

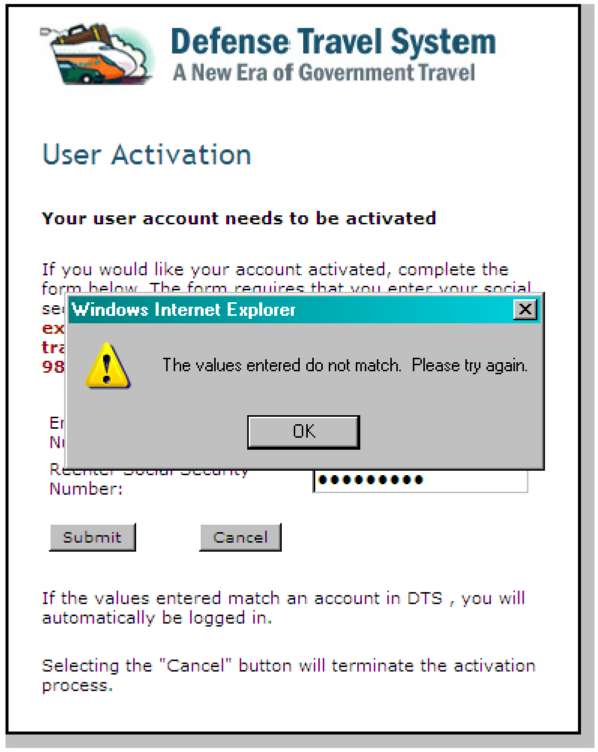

Figure 2-8: User Activation Message

Resolve by entering the correct SSN in both of the fields and select **Submit**.
-OR-
Stop the process by selecting **Cancel**.

The Invalid or Expired Certificate Message (Figure 2-9) and the Account Locked or Not Found or Certificate Revoked Message (Figure 2-10) are two other Log-In Error Messages.

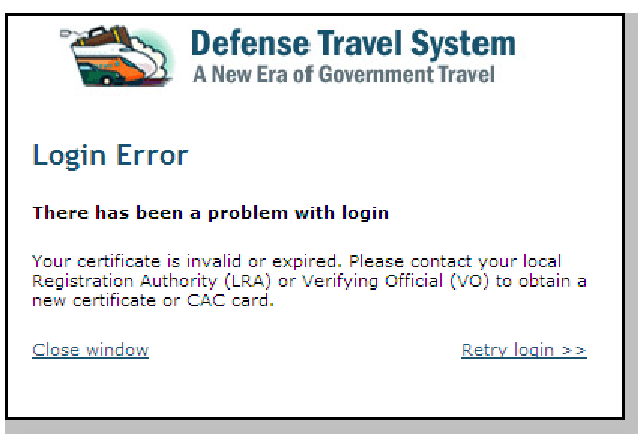

Figure 2-9: Invalid or Expired Certificate Message

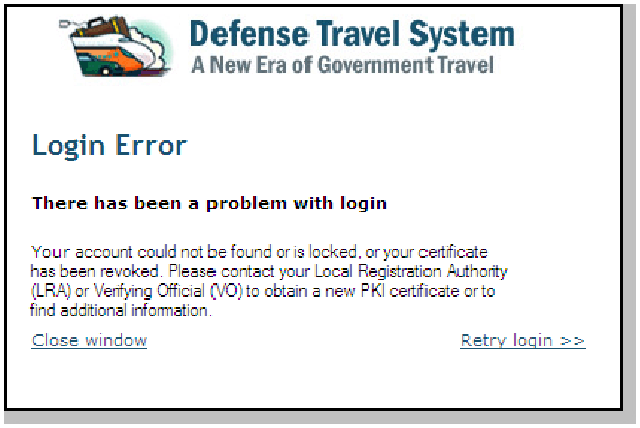

Figure 2-10: Account Locked or Not Found or Certificate Revoked Message

Resolve by contacting the LRA or the Verifying Official for assistance.

2.5 Troubleshooting

If a problem is encountered during the log-in or authentication process, try to resolve the problem by using the actions listed below.

- Insert the CAC *before* selecting the **LOGIN TO DTS** button
- Make sure that the CAC remains securely in place the entire time when using DTS
- Enter the PIN when the Digital Signature Login screen opens

If an error occurs during the authentication process, either a numbered error message or an un-numbered error message will display to alert the user that the connection will be terminated. Regardless of the type of error message, select **OK** to start the process again. If the problem persists, contact the local help desk or the Travel Assistance Center (TAC).

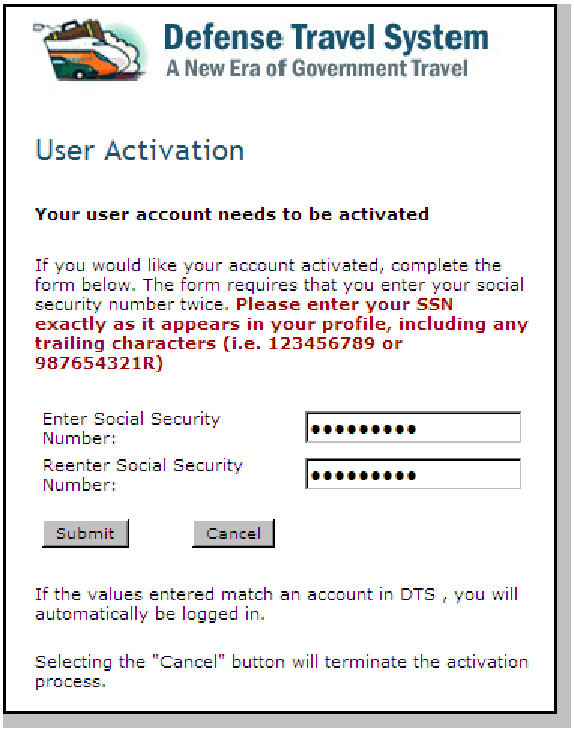

Figure 2-11: User Activation Screen

2.6 Log Off DTS

Remember to log off DTS at the end of a session. Complete the below steps to close screens and exit DTS:

1. To exit from any DTS screen, select **Close** when available. Select the **x** in the top right corner of the browser screen if a Close button is not available.

2. To exit DTS completely, select **Logoff** on the banner at the top of the DTS User Welcome screen.

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CHAPTER 3: DTS SITE SETUP

This chapter introduces the sequence that is used to set up the Defense Travel System (DTS) at a site. It discusses how DTS safeguards data by controlling access with permission levels and explains DTS user roles. This chapter covers the following topics:

3.1 DTS Standard Setup

Sites should coordinate DTS setup through their Service Offices or the Defense Travel Management Office (DTMO) agency point of contact (POC). A list of DTS Service Office POCs is available on the DTMO Web site (http://www.defensetravel.dod.mil/site/dtsContacts.cfm).

3.2 The DTA Flow Process

The standard DTS setup follows a sequence referred to as the *DTA Site Set-up Flow Process* (Figure 3-1). Each step is addressed in one of the chapters in this manual.

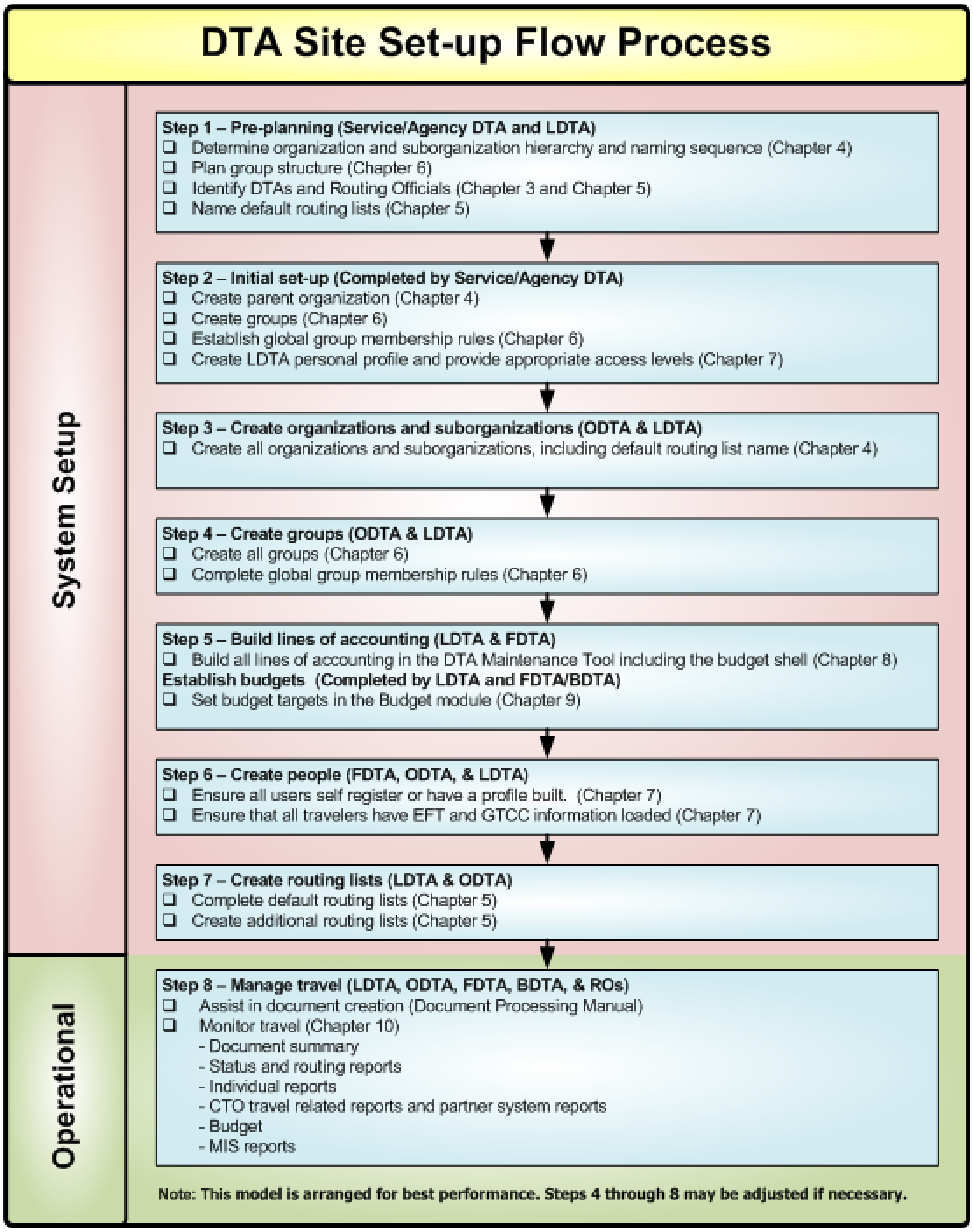

Figure 3-1: DTA Site Set-up Flow Process

3.3 DTS Permissions and Users

DTAs can perform many tasks in DTS, if they have the appropriate permission(s). Such tasks include creating and reassigning personnel, creating and copying lines of accounting (LOAs), and generating reports.

Every DTS user will have permission levels that allow them to complete assigned tasks. By assigning a permission level for all tasks, DTS controls access to the modules and the functions within each module.

DTS permission levels range from 0 to 9. Each permission level is exclusive from all the other levels. For example, permission level 7 does not include levels 0 through 6. Table 3-2 illustrates the permission level(s) associated with each role in DTS.

3.3.1 Access to DTS Tools and Functions

Table 3-1 shows the DTS modules and some of the functions associated with each module.

Table 3-1: DTS Tools and Sample Functions

DTS TOOLS AND SAMPLE FUNCTIONS		
MODULE	**SAMPLE FUNCTIONS**	**PERMISSION LEVEL(S)**
Document Processing	Sign and stamp authorizations, vouchers from authorizations (referred to as vouchers), local vouchers, amendments, and adjustments; preaudit documents; and create standard reports	0
Budget (View Only)	View budget information and reports.	1
Route and Review	Review, preaudit, stamp, approve, return, and certify documents.	2
Budget	View, add, edit, report, and manage budget information. Request budget reports.	1, 3
Reports	Generate reports for the organizations to which they have access.	None required (The user must have organization access)
Centrally Billed Account (CBA)	Reconcile charge card vendor invoices.	4*
Debt Management	Apply DUE PROCESS stamp, maintain records within the Waiver/Appeal process, initiate voluntary and involuntary payroll deduction when required, and other tasks pertaining to Due U.S. vouchers.	6*
Partner System Setup	Maintain information and settings for partner systems to interface with DTS.	None required (This is an assigned role)
DTA Maintenance Tool	Add, edit, and delete organizations, routing lists, groups, user/traveler profiles, and LOAs.	1, 3, 5, 6, 7
* Account activation required		

3.3.2 User Roles and Permission Levels

The DTA must assign at least one permission level to each DTS user. If a user has several roles in DTS, all permission levels required to perform those tasks need to be assigned. For example, an Authorizing Official (AO) with permission levels 0, 1, and 2 may also be a Budget Analyst with permission levels 0, 1, and 3. This person will have permission levels 0, 1, 2, and 3. Table 3-2 lists typical DTS roles along with the associated tasks, accesses, and permission levels.

Table 3-2: Typical DTS Roles and Sample Tasks

TYPICAL DTS ROLES AND SAMPLE TASKS				
ROLE	**TASK**	**TRAVEL DOCUMENT AND GROUP ACCESS**	**ORGANIZATION ACCESS**	**PERMISSION LEVEL(S)**
Traveler	Creates own travel documents. Requests travel reservations.	Personal documents only. No group access.	No organization access.	0
Travel Clerk and Non-DTS Entry Agent (NDEA)	Performs DTS functions on behalf of traveler.	Documents of assigned personnel. Has group access.	No organization access.	0
Resource Adviser and Budget Assistant	Reviews and monitors budget information in DTS.	No group access.	Organization access.	0, 1
Routing Official	Performs designated local functions (optional).	Local decision.* May have group access. See local business rules.	No organization access.	0, 1, 2
Authorizing Official (AO)	Controls the mission, authorizes the trip, and controls funds.	Local decision.* May have group access. See local business rules.	Organization access.	0, 1, 2
Certifying Officer (CO)	Certifies that funds are available for payment.	Local decision.* May have group access. See local business rules.	Organization access.	0, 1, 2
Organization Defense Travel Administrator (ODTA)	Responsible for the overall travel system for organization.	See local business rules.	Organization access.	0, 1, 2, 3**, 5
CBA Specialist	Responsible for policy compliance and CBA reconciliation.	Local decision.* Has group access.	Site	0, 4
Budget DTA (BDTA)	Assists FDTA in budgetary and LOA matters and functions as assigned.	Local decision.* Has group access.	Site	0, 1, 3
Finance DTA (FDTA)	Responsible for all financial and budgetary actions at the site.	Local decision.* Has group access.	Site	0, 1, 3, 5, 6

Table 3-2: Typical DTS Roles and Sample Tasks (continued)

TYPICAL DTS ROLES AND SAMPLE TASKS				
ROLE	**TASK**	**TRAVEL DOCUMENT AND GROUP ACCESS**	**ORGANIZATION ACCESS**	**PERMISSION LEVEL(S)**
Lead DTA (LDTA)	Responsible for overall travel functions for site.	Local decision.* Has group access.	Site	0, 1, 2, 3, 4, 5, 6
Service DTA or Agency DTA	Manages information and travel tasks relevant to the specific service or agency. Has override ability.	Has access to a specific service or agency.	Has access to a specific service or agency.	0, 1, 2, 3, 4, 5, 6, 7
Partner System/ Subsystem Administrator (PSA)	Manages data, administers the interface, and allows partner systems to interface with DTS. *This is an assigned role.*	Has access to a specific service or agency.	Has access to a specific service or agency.	0
DTMO Import/ Export (I/E) Administrator	Manages data and allows partner systems to interface with DTS. Edits some of the preferences and the PSA edits others.	Has access to all documents and all groups.	Has access to all organizations.	0, 8
Operations & Support Contractor	Manages the database and updates certain DTS tables as needed.	Has access to all documents and all groups.	Has access to all organizations.	0, 1, 2, 3, 4, 5, 6, 7, 8
Travel Assistance Center (TAC)	Provides travel assistance to all DoD travelers 24 hours a day, 7 days a week.	Has access to all documents and all groups.	Has access to all organizations.	0, 1, 2, 3, 4, 5, 6, 7, 8
Program Management Office (PMO-DTS)	Provides project management and technical oversight of DTS.	Has access to all documents and all groups.	Has access to all organizations.	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
Defense Travel Management Office (DTMO)	Provides functional oversight of DTS as well as a single focal point for commercial travel within DoD.	Has access to all documents and all groups.	Has access to all organizations.	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
* It is not necessary to give AOs, COs, or Routing Officials anytime group access to travelers' documents. These officials can view all documents that are routed to them. **Permission level 3 provides users the ability to view and edit electronic fund transfer (EFT) information in a traveler's permanent profile. Local business rules dictate if this permission level is given to the ODTA.				

PERMISSION LEVEL 0 allows users to access document preparation functions.

Traveler. *Anyone who travels on official business for the Department of Defense (DoD) and has a personal profile in DTS.* Travelers can view and update certain fields in their profiles, and create authorizations, group authorizations, vouchers, and local vouchers. Travelers use the SIGNED stamp to initiate document routing. They can only access their own documents. If necessary, a traveler can have group access to view and update the documents of a group of people.

NDEA. *Enters and digitally signs authorizations, group authorizations, vouchers, and local vouchers for travelers.* The DTA must set the NDEA indicator in the personal profile. See Chapter 7 of this manual. The NDEA uses the T-ENTERED stamp on vouchers and local vouchers in accordance with local policies. The T-ENTERED stamp cannot be used on authorizations or group authorizations.

Travel Clerk. *Enters and digitally signs authorizations and group authorizations in DTS for travelers.* When initiating authorizations or group authorizations, the Travel Clerk uses the SIGNED stamp. A signed authorization is simply an administrative document; anyone with access to a traveler's record may sign an authorization for that traveler. Travel Clerks cannot sign vouchers or local vouchers for travelers.

PERMISSION LEVEL 1 grants view-only access to the Budget module and the DTA Maintenance Tool. This access allows users to view an organization's information including routing lists, groups, personnel, and budget information.

Budget Analyst or Resource Adviser. *Views and has access to the Budget module but does not have permission to use all of the features.* These users review and monitor budget information in DTS.

PERMISSION LEVEL 2 allows access to the Route and Review module and to apply appropriate routing stamps to travel documents.

Routing Official. *Reviews or approves documents in the routing list and applies the appropriate status stamps.* The routing list may include AOs, CBA Specialists, or other users responsible for processing travel documents. See Chapter 5 of this manual.

CO. *Certifies the availability of funds for travel*. COs use the Budget module to track travel funds locally and uses the CERTIFIED stamp to indicate that money is available to fund travel. COs must complete required training. Information on training can be found at https://www.defensetravel.dod.mil/Docs/Training/Training_for_Accountable_Officials.pdf. COs must be appointed in writing (DD Form 577) to serve in this role.

AO. *Approves travel and obligates funds.* AOs have authority to determine when temporary duty (TDY) travel is necessary to accomplish a mission. They may authorize travel, obligate unit funds, and approve reimbursements. They use the Route and Review module and the APPROVED stamp to obligate funds. AOs must complete required training. Information on training can be found at https://www.defensetravel.dod.mil/Docs/Training/Training_for_Accountable_Officials.pdf. AOs must be appointed in writing (DD Form 577) to serve in this role.

PERMISSION LEVEL 3 allows users to perform tasks in the Budget module. These tasks include establishing and maintaining budgets for their organization's LOAs.

This permission level allows users to view and edit EFT information in a traveler's permanent profile.

BDTA. *Creates and maintains budgets for an organization*. This person may create, edit, and remove budgets. The BDTA is responsible for funds control and complies with local financial policies.

PERMISSION LEVEL 4 allows access to the CBA module.

CBA Specialist. *Performs CBA reconciliation tasks.*CBA Specialists use the CBA module to reconcile invoices for centrally billed airline and rail tickets.

Note: The CBA Specialist is referred to as the Transportation Officer (TO) in the DTS CBA module, though TOs do not always perform CBA reconciliation.

Other Designated Officials. Permission level 4 may be assigned to other individuals with finance or budget responsibilities.

PERMISSION LEVEL 5 allows the DTA to edit organizations, routing lists, groups, and personal information within an organization.

ODTA. *Manages DTS at the organizational level.* ODTAs have access to the administrative tables to set up and maintain their organization’s data within DTS.

PERMISSION LEVEL 6 allows a headquarters, base, or site to manage DTS-related financial functions.

LDTA. *Coordinates DTS installation for suborganizations at a site.*

FDTA. *Maintains LOAs.* This user performs finance-related tasks in accordance with the DoD Financial Management Regulation.

Debt Management Monitor (DMM). *Tracks overpayments that must be repaid to the government.* This user also tracks collection actions within DTS for an organization. The DMM is usually an FDTA. The DMM assists travelers who are in debt to the Government as a result of TDY travel. Their assistance includes providing guidance for repaying the debt and instructions on how to request a waiver or an appeal. The DMM also tracks the status of debts in DTS until repayment is completed.

PERMISSION LEVEL 7 provides other DTAs with override abilities. Day to day users will not have this permission level.

CBA-DTA. *Manages CBAs.* This user can add, edit, and deactivate CBAs. They also assign CBA Specialists to CBAs and can withdraw such assignment.

Service or Agency DTA. *Manages information and tables relevant to a specific agency or service branch.* The DTA can contact the Service or Agency DTA to solve problems in DTS. For example, if all of a site's ROs are unavailable, a Service or Agency DTA may use the Edit Approval Override to allow an RO who is not in the routing list to stamp a document. If a budget has insufficient funds, the DTA may use one of the below overrides:

- Authorization Funding Override
- Local Voucher Funding Override
- Voucher Funding Override

PERMISSION LEVELS 8 AND 9 are reserved for the Operations and Support Contractor, the TAC, DTMO, and PMO-DTS.

3.4 DTA Responsibilities

The Defense Travel Administrator can be a team of individuals such as LDTAs, ODTAs, and FDTAs. A DTA may work with LOAs, budgets, reports, or act as a help desk POC. The DTA's responsibilities for a site may include those listed below:

- Operate the local help desk
- Process rejects from accounting and disbursing
- Manage travel documents and reports
- Reconcile CBAs
- Maintain training records and plans
- Update training materials
- Maintain LOAs and budgets
- Update personal profiles
- Track traveler debt
- Maintain organizations, routing lists, and groups

3.4.1 LDTA Responsibilities

As the senior DTA at a site, the LDTA is involved in DTS setup from the planning stages. The LDTA ensures that the process is planned and that requirements, such as the organization structure, suborganizations, LOAs, and routing lists are identified before deployment.

LDTAs must contact their Service or Agency Representatives to obtain new permission levels.

An LDTA's responsibilities include those listed below:

- Updating applicable sites and organizations in DTS
- Updating profiles for travelers, Routing Officials, and AOs due to permanent change of station or transfers within the main organization
- Maintaining LOAs by fiscal year and ensuring that budgets are set up correctly

3.4.2 Other Administrators

Most managers involved in the organization’s current travel process become involved in DTS and have similar responsibilities. Such managers include the following:

- Resource Managers, who manage travel document processing, LOAs and budgets at subordinate levels
- Transportation Officers or CBA Specialists, who manage travel contractor issues, group travel, and CBAs
- Communications and Information Technology Managers, who maintain local area networks
- Security Managers, who oversee firewalls and public key infrastructure (PKI) issues
- Personnel Managers, who manage profile maintenance

3.4.3 DTA Access

The site LDTA grants each DTA access to the DTS modules, travel documents, and personal profiles needed to accomplish their duties. The items listed below comprise the DTA's access to DTS:

- *Permission level.* Permission levels 0, 1, 3, and 5
- *Organization access.* Access is given for setup, routing lists, budgets, personal profiles, and groups of their main organizations and any suborganizations (if required)
- *Group access.* Anytime access to documents and traveler profiles for a list of travelers, or a group in the organization to which the DTA has access. See Chapter 6 of this manual.

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CHAPTER 4: ORGANIZATIONS

The Defense Travel System (DTS) uses an organization structure. This organization structure serves as an identifier to process document routing, accounting, and reporting. This chapter covers the following topics:

4.1 Hierarchical Organizations

The term *organization* refers to a unit, agency, activity, or department that has responsibility for document routing, reporting, and budget maintenance. DTS uses the same top-down structure that the Department of Defense (DoD) uses for the main organization and suborganizations. The main organization for the site receives its DTS organization name based on the service or agency established naming sequence. See Appendix Q for details regarding the organization naming sequence. The following sections describe organizations, suborganizations, the naming sequence, and instructions for creating an organization in DTS.

4.1.1 Main Organization

A *main* organization is the highest-level organization at a site. These organizations are found at the top of an organization chart. A main organization may be subordinate to a higher-level organization. Subordinate elements, such as a tactical unit, support unit, or an activity, are known as suborganizations. Each organization, main or subordinate, is given an organization name in DTS.

4.1.2 Suborganizations

Main organizations can be broken into lower-ranking organizations called *suborganizations.* Each suborganization name is a subset that is associated with a part of the main organization. DTS travelers are assigned to suborganizations. This helps to create a hierarchy within DTS, and shows how suborganizations relate to the largest organization that DTS serves. The hierarchical organization structure that exists in DTS will be similar to the organization chart.

4.2 Organization Structure

Organizations have as many suborganizations as necessary to achieve:

- Support of a separate routing list
- Maintain lines of accounting (LOAs) and budget
- Generate travel reports
- Use specific Commercial Travel Offices (CTOs)
- Use Centrally Billed Accounts (CBAs)

The Lead Defense Travel Administrator (LDTA) should consider the current organization hierarchy when naming organizations in DTS. They should equate each to a DTS organization name and a Unit Identifier Code (UIC), Reporting Unit Code (RUC), or Platoon (PLT) Code. The unit identifier is not normally part of the naming sequence. It is for cross-reference purposes only.

4.3 Organization Naming Sequence

The DoD adopted a naming convention for organizations and suborganizations in DTS. The organization name is an alphanumeric string of up to 20 characters arranged in a sequence that is unique to the organization. The subordinate names are extensions that tag on to the main organization name. This naming sequence is hierarchical because the letter *D* in the first position indicates the highest organization, the DoD. The second position holds a letter that represents the service or agency, *A* for example, represents the Army. An *F* in the second position indicates the Air Force. The third position and beyond are determined by the service or agency. As letters and numbers tag on to an organization name, they identify suborganizations in the order of diminishing rank.

The following paragraphs and tables illustrate the organization naming sequence.

Note: The organization naming structure for services and agencies in this manual are for training purposes only and are subject to change. Appendix Q provides the current version for each service and agency.

4.3.1 Sample Organization Naming Sequences

The organization is Forces Command, 18th Airborne Corp, 44th Medical Command, 520th TAML. The organization naming sequence is shown in Figure 4-1. Notice the hierarchy in the organization structure.

Organization	Naming Sequence															
	Service		ACOM, ASCC, or DRU			Subordinate Commands and Organizations										
Dept of Defense	D															
Army		A														
FORSCOM			7	6	0											
18th Airborne Corp						1	8	A								
44th Medical Com									4	4	M					
520th TAML												5	2	0		
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Figure 4-1: Sample Organization Naming Sequence for 18th Airborne Corp

The complete organization name is shown in Figure 4-2 for the 18th Airborne.

Organization	Organization Name													
	Service		ACOM, ASCC, or DRU			Subordinate Commands and Organizations								
Dept of Army, FORSCOM, 18th Airborne Corp, 44th Medical Command, 520th TAML	D	A	7	6	0	1	8	A	4	4	M	5	2	0
	1	2	3	4	5	6	7	8	9	10	11	12	13	14

Figure 4-2: Sample Organization Name for 18th Airborne Corp

Air Force. The names for organizations and suborganizations under the Air Force may resemble Table 4-1.

Table 4-1: Sample Organization Names for the Air Force

SAMPLE ORG NAMES FOR THE AIR FORCE		
UIC	**AIR FORCE ORG NAME**	**DTS ORG OR SUBORG NAME**
	Site-0028 BW All	DFCEJ
Bomb Wing	All Special Staff	DFCEJ028BWSS
EJ1CF8L1	0028 Comptroller SQ	DFCEJ028BWSSCPTS
SUPT Group	All Support Group	DFCEJ028BWSG
EJ1CFDKQ	0028 Support GP	DFCEJ028BWSGCC
EJ1CF1XN	0028 Services SQ	DFCEJ028BWSGSVS
EJ1CFC2V	0028 Mission Support	DFCEJ028BWSGMSS
EJ1CFDFH	0028 Civil Engineer	DFCEJ028BWSGCES
EJ1CFDH3	0028 Security Forces	DFCEJ028BWSGSFS
EJ1CFFPV	0028 Communications	DFCEJ028BWSGCS

Army. The names for organizations and suborganizations under the Army may resemble Table 4-2.

Table 4-2: Sample Organization Names for the Army

SAMPLE ORG NAMES FOR THE ARMY		
UIC	**ARMY ORG NAME**	**DTS ORG OR SUBORG NAME**
	USA Forces Command	DA760
AAAAA1	18th Airborne Corp	DA76018A
AAAAA2	44th Medical Command	DA76018A44M
AAAAA3	520th TAML	DA76018A44M520

Marine Corps. The names for organizations and suborganizations under the Marine Corps may resemble Table 4-3.

Table 4-3: Sample Organization Names for the Marine Corps

SAMPLE ORG NAMES FOR THE MARINE CORPS		
RUC OR PLT CODES	**MARINE CORPS ORG NAME**	**DTS ORG NAME**
	MCAS Beaufort, SC	DM6154
026	MCAS Beaufort, SC	DM6154026
HSAD	HQ-Headquarters Squadron	DM6154026HHS
MCCS	Marine Corps Community Service	DM6154026MCCS
SECM	Provost Marshall Officer	DM6154026PMO
S3AR	Operations	DM6154026S3
S4AD	Logistics	DM6154026S4
S6CM	Computer Services	DM6154026S6
COAD	Special Staff	DM6154026SS
SUPP	Supply	DM6154026SUP

Navy. The names for organizations and suborganizations under the Navy may resemble Table 4-4.

Table 4-4: Sample Organization Names for the Navy

SAMPLE ORG NAMES FOR THE NAVY		
UIC	**NAVY ORG NAME**	**DTS ORG NAME**
00018	BUMED (Claimancy)	DN18
00183	Portsmouth, NH (Echelon)	DN1800183
00183	NBHC Oceana (Activity)	DN180018332528
00183	X-Ray (Department)	DN180018332528XRAY

4.4 DTA Maintenance Tool and Organizations

The DTA Maintenance Tool maintains organizational data in DTS. This section discusses how to use the tool to find, update, delete, and create organizations.

Open the **DTA Maintenance Tool** by selecting it from the **Administrative** drop-down list on the DTS User Welcome screen. The DTA Maintenance Tool Home page opens. This is the starting point of the tool and displays the permissions the user has been given. The drop-down list on the home page is called DTA Tools. It appears on every screen in the DTA Maintenance Tool, so that different screens can be accessed without returning to the Home page.

Select **Organizations** from the DTA Tools drop-down list (Figure 4-3). The Organizations tool allow the creation and maintenance of organizational data.

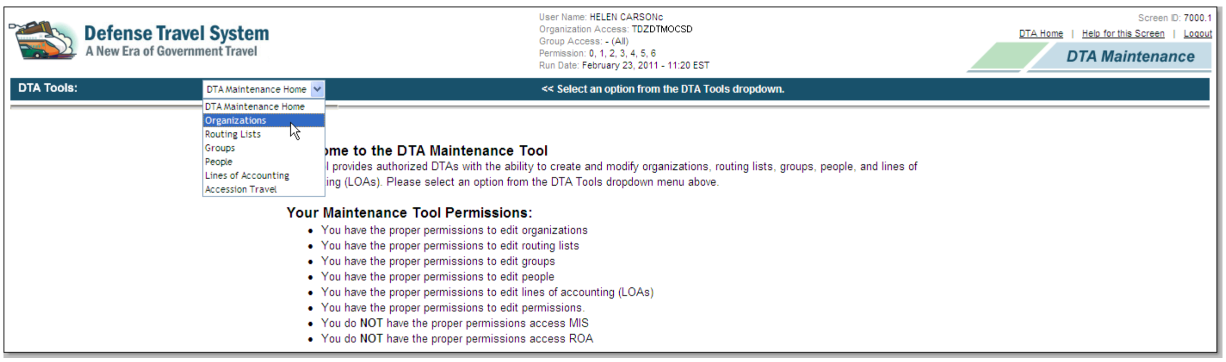

Figure 4-3: DTA Maintenance Tool Home Page

4.4.1 Search for Organizations

In order to update organizational information or delete an organization, a search for the organization may need to be performed. The Search Organization(s) screen is the default that appears after choosing **Organizations** from the drop down list (Figure 4-4). The highest organization to which the user has access displays in the Organization Name drop-down list. From here, any of the below function may be performed:

- Select **Search Organization(s)** to search for an existing organization or suborganization
- Select **Create Organization(s)** to create a new organization or suborganization
- Select **View CBA List** to view the list of CBAs
- Select **View Organization List** to view data for the organizations within the DTA's access.

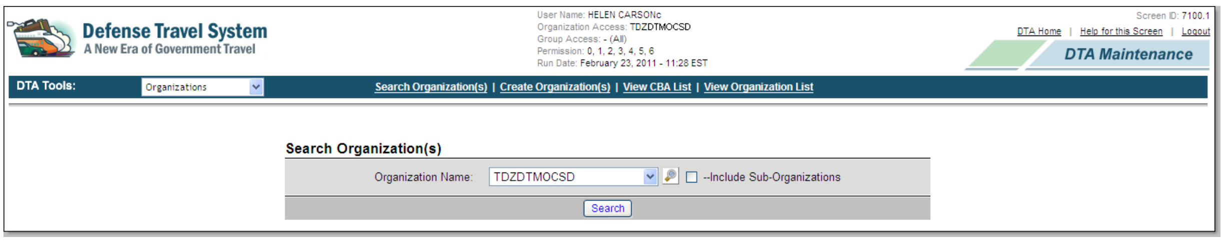

Figure 4-4: Search Organization(s) Screen

Follow these steps to search for an organization:

1. Select the **Organization Name** drop-down list and choose one of the organizations. For a list that includes all suborganizations of the organization, check the **Include Sub-Organizations** box.

2. Select **Search**.

4.4.1.1 Copy an Existing Organization to a New Organization

The Copy feature can be used to copy certain data from one organization and save that information to another. The below data can be copied:

- Routing lists
- Groups, including Global Group Membership Rules (GGMRs) and personnel

The Copy feature is generally used when there is a need to reorganize existing organizations.

Beginning on the DTA Maintenance Tool Home page, follow these steps to copy an organization:

1. Select **Organizations** from the drop-down list.

The Search Organization(s) screen opens (Figure 4-4).

2. Select the **Organization Name** drop-down list and choose the organization that will be copied to the new organization. To include all suborganizations owned by the selected organization, check the **Include Sub-Organizations** box.

3. Select **Search**.

The Organization(s) (Search Results) screen opens (Figure 4-5).

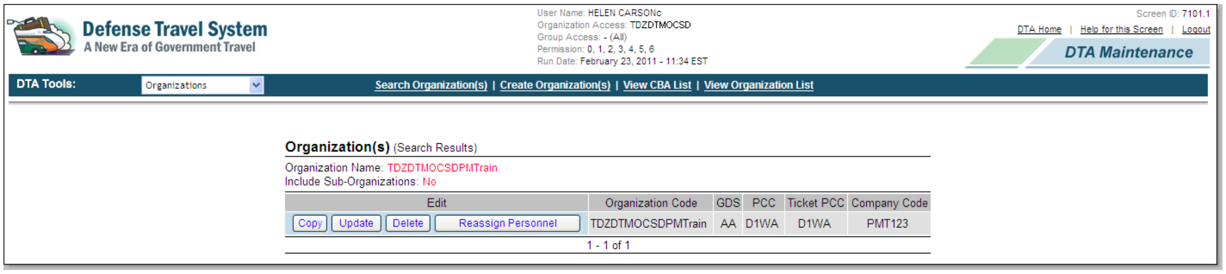

Figure 4-5: Organization(s) (Search Results) Screen

4. Select **Copy** next to the name of the organization to copy**.**

The Copy Organization screen opens (Figure 4-6). All three sections of organization data display and are copied into the new organization. The sections are listed below:

- Organization Hierarchy
- Commercial Travel Office (CTO) Information
- Organization Information

Figure 4-6: Copy Organization Screen

The Copy Organization screen fields are described in Table 4-5.

Table 4-5: Copy Organization Screen Description

COPY ORGANIZATION SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Site Name	The geographic location that hosts one or more main organizations.
Organization Name	The organization's unique name.
Organization Description	The functional name of the organization that the traveler uses to select the organization during self-registration.
DTA ID	The ID that routes to the e-mail address of the site POC who receives the reject notifications from the Global Exchange (GEX) and the Defense Accounting and Disbursing Systems (DADS) transactions. The DTA ID is established at implementation. A DTS database administrator enters it into the DTS database. The ID will be used as a POC for users who need to be detached from the organization.
GDS	The Global Distribution System (GDS) refers to the reservation system that the CTO uses. The pseudo-city code (PCC) ensures that the designated CTO receives the Passenger Name Records (PNRs). The data entered in the GDS field determines the options available in the PCC and the Ticket PCC fields. If the value of the GDS is set to CTO Disabled, then the PCC, Ticket PCC, and Profile fields will not be available for selection.
PCC	The city in the GDS within which the CTO processes PNRs received from DTS. Completing the PCC field ensures that an organization's reservation requests will route to the correct CTO.
Ticket PCC	The city in the GDS within which the CTO issues tickets. DTS returns all APPROVED authorizations to the CTO for ticketing. Completing the Ticket PCC field ensures that the CTO will be able to issue tickets on approved trips. The Ticket PCC may or may not be the same as the PCC, depending on how the CTO is structured within the GDS.
Company Code	The CTO-maintained company code is a profile within the GDS. It stores policies specific to the organization. When the company code is entered, DTS retrieves the organization profile stored within the GDS and merges it with the traveler profile. Check with the Service or Agency Representative for naming conventions for DTS.
Service / Agency by which the traveler is employed	The service or DoD agency where the traveler is employed.
Address1	The first line of the office address.
Address 2	The second line of the office address.
Office City	The city in which the office address is located.
Office State / Country	The state or country in which the office is located.
Office Zip /Postal Code	The ZIP code or postal code of the office address.
Mail Code	The office address mail station code.
Office Phone Number	The office phone telephone number.
Office Fax Number	The office fax number.
Number of Miles to Closest Airport	The number of miles from the office to the nearest airport.
Time Zone	The organization's time zone (such as Eastern Standard Time [EST] and Central Standard Time [CST]).
Organization E-mail Address	The organization's e-mail address. E-mail address will also receive e-mail notification for all new self-registrations for their organization.
Number of Work Hours/Day	The number of hours in an organization's typical workday (standard is 8).
Present Duty Station Name	The duty station name for the organization.
Emergency Contact Name	The organization's emergency contact name (i.e. Staff Duty Officer, Quarterdeck).

Table 4-5: Copy Organization Screen Description (continued)

COPY ORGANIZATION SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Emergency Contact Phone Number	The organization's emergency contact telephone number.
Unit ID	The organization's UIC, RUC, or passcode.
E-mail Notification	The *Yes* and *No* radio buttons that enable and disable e-mail notification for the entire organization.
Auto Approve	Indicator that is used to create a condition under which CTO amendments do not require AO approval. -When set to *Y,* the cost change must be no more than $250 or five percent of the cost on the most recently approved version of the document, which ever is less. -When set to *N,* the cost must be less than or equal to the amount on the most recently approved version of the document.

5. Complete the **Organization Code** text box with the new organization name (for example, DWCWT).

6. Complete the **Organization Description** field with the common unit name of the new organization. This is the name that the traveler uses to select the organization during self-registration.

7. Check the appropriate **Copy Options** box(es).

- Check the **Copy All Routing List and Routing List Details from (organization name)** box to copy all routing list details to the new organization. If this option is not used, the current organization default routing list name is created for the new organization. This is used as the default routing list name for all personnel assigned to the new organization.
- Check the **Copy ALL Groups and Global Group Membership Rules from (organization name)** box to copy groups, GGMRs, and personnel to the new organization. If this box is checked, all three structures are copied to the new organization. These elements are not separable. The below list will transfer with personnel when this option is selected:

    - Existing organization permissions.
    - Existing organization access and group access. Access to the existing organization is updated to the new organization. Other higher or lower accesses are copied as is.
    - Existing default routing list.

This option should be used in most cases. Personnel can be reassigned after Copy Organization is complete. Use the Reassign Personnel option on the Organizations (Search Results) screen for this. If the option is not used, the below actions must occur:

- All personnel must be reassigned individually.
- All the groups associated to the organization must be created.
- All GGMR(s) for the organization must be manually re-entered. (See Appendix L for complete procedures for reorganization.)

8. Select **Copy Organization.**

4.4.1.2 Update Organizations

To update an organization, first search for the organization. When the Organization(s) (Search Results) screen opens (Figure 4-5), locate the name of the organization to be updated. Follow these steps:

1. Select **Update**.

The Update Organization screen opens.

This screen has four sections, as listed below:

- Organization Hierarchy
- Self Registration Data
- Commercial Travel Office (CTO) Information
- Organization Information

2. Complete the **fields** that need to be updated.

3. Check the appropriate **Update Options** boxes.

4. Select **Save Changes**.

4.4.1.3 Delete Organizations

Before an organization can be deleted in DTS, the below actions must be completed:

- Delete all routing lists associated with the selected organization, except for the default routing list
- Delete all groups associated with the selected organization
- Inactivate all LOAs associated with the selected organization
- Remove all budget items
- Delete all personnel associated with the selected organization

After completing these actions, search for the organization. When the Organization(s) (Search Results) screen opens (Figure 4-5) follow the steps below to delete the organization:

1. Select **Delete**.

2. The Delete Organization screen opens (Figure 4-7).

Figure 4-7: Delete Organization Screen

3. Select **Delete Organization**.

The Domain Error message displays if all elements were not deleted (Figure 4-8). The DTA must make all corrections before DTS allows deletion of the organization.

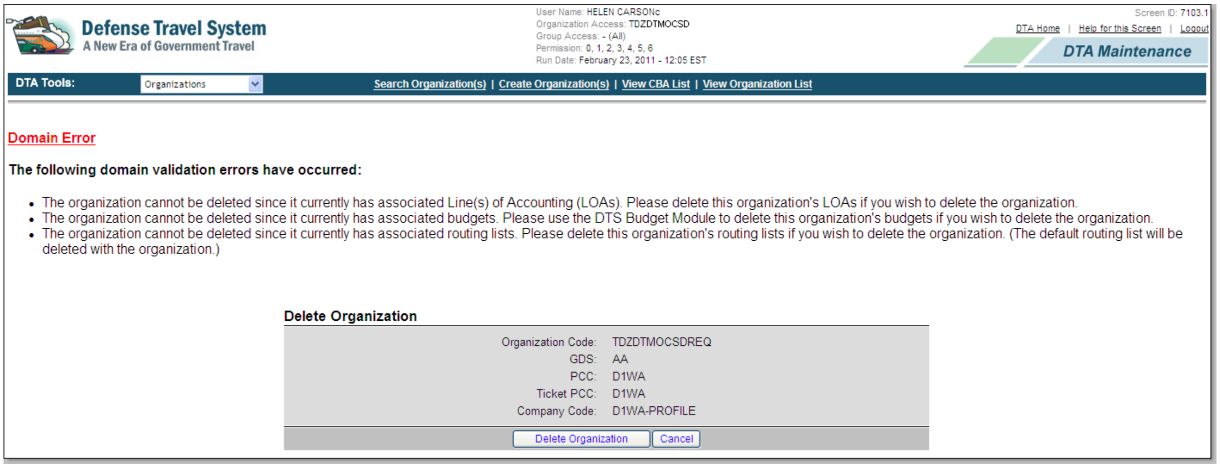

Figure 4-8: Domain Error Message

4.4.1.4 Reassign Personnel

The Reassign Personnel feature allows any number of personnel to be reassigned from one organization to another.

This function is used when there is a need to reorganize existing organizations. See Appendix L.

4.4.2 Create Organizations

The DTA uses the command's organization naming sequence; CTO information; and organization address, contact, and other information to create DTS organizations. These steps will assist when creating an organization.

1. Select **Organizations** from the DTA Tools drop-down list.

The Search Organization(s) screen opens.

2. Select **Create Organization(s)**.

The Create Organization screen opens (Figure 4-9).

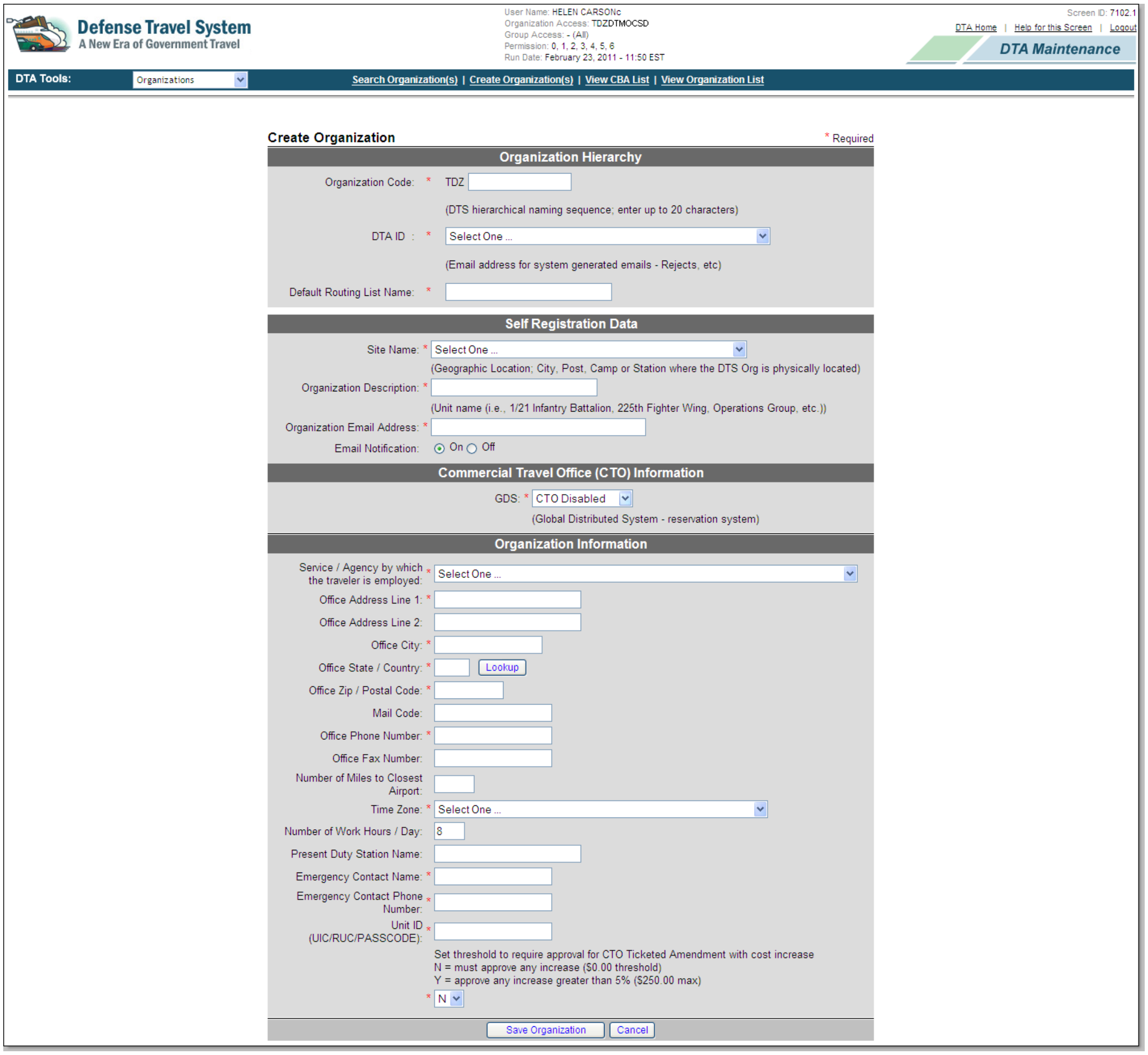

Figure 4-9: Create Organization Screen

New organizations and suborganizations may be created only for organizations to which the DTA has access. This is based on the hierarchical setup in DTS. To ensure the DTA only creates organizations to which they have access, the DTS Organization Code field on the Create Organization screen shows the prefix of the name of the main organization.

The Create Organization screen is similar to the Update Organization screen. It contains the same four parts: Organization Hierarchy, Self Registration Data, Commercial Travel Office (CTO) Information, and Organization Information.

3. Enter the new organization's name in the **Organization Code** field.

4. Select the **DTA ID** drop-down list arrow and select the appropriate value from the list.

5. Enter the name of the default routing list for the selected organization in the **Default Routing List Name** field.

6. Select the desired **Site Name** from the drop-down list.

7. Enter a description of the new organization in the **Organization Description** field.

8. Enter the e-mail address for the organization in the **Organization E-mail address** field.

9. Select the **On** or **Off** radio button to enable or disable e-mail notification.

10. Select the **GDS** drop-down list arrow and select the appropriate value, if the organization will use the Travel module.

The default value of the GDS field is CTO Disabled, and the other related fields are only available when a value other than CTO Disabled is selected from the GDS field. All GDS information can be obtained from the Transportation Officer or local CTO.

11. Select the appropriate value from the **PCC** drop-down list.

12. Select the appropriate value from the **Ticket PCC** drop-down list.

13. Enter the appropriate value in the **Company Code** field.

14. Complete the **Organization Information** section.

15. Select **Save Organization**.

The Organization(s) (Search Results) screen displays the newly created organization.

4.4.3 View CBA List

The View CBA List shows DTA personnel what CBA information has been associated to their organization(s). Users who have permission levels 1 and 5 may request CBA Reports for any organization to which they have organization access.

Follow these steps to run a CBA Report:

1. Select **Organizations** from the DTA Tools drop-down list.

The Search Organization(s) screen opens.

2. Select **View CBA List**.

The View CBA List screen opens (Figure 4-10).

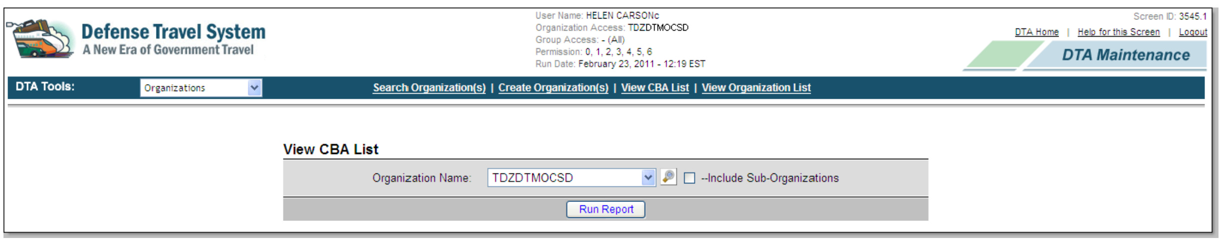

Figure 4-10: View CBA List Screen

3. Select the **Organization Name** drop-down list arrow and select the organization.
   -OR-
   Select the **magnifying glass** icon to search for the organization by name.

4. Check the **Include Sub-Organizations** box to include suborganizations in the search results.

5. Select **Run Report.**

The user will be prompted to download the report. This report may be downloaded to the user's computer or viewed in a separate window as an Excel spreadsheet (Figure 4-11).

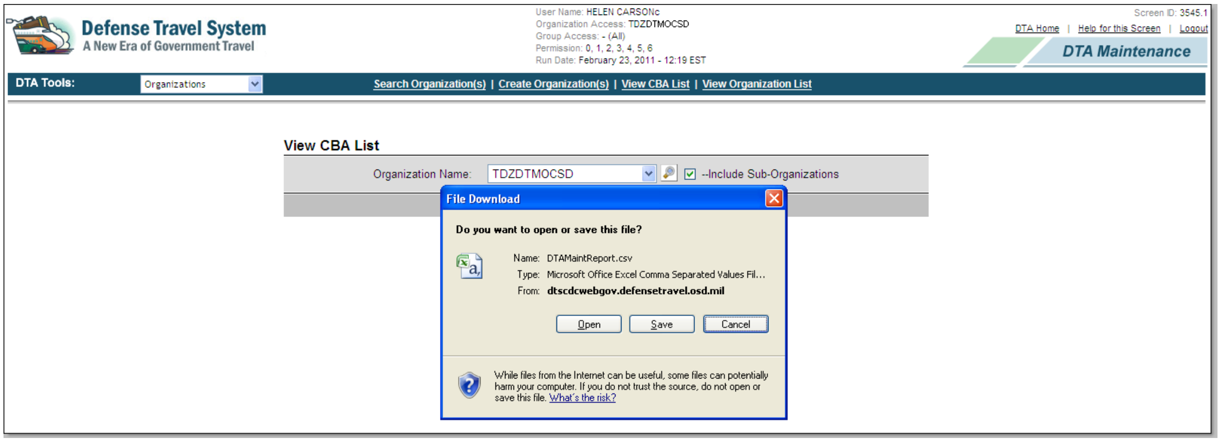

Figure 4-11: File Download Message Box

6. Select **Open** to display the report on the screen.
   -OR-
   Select **Save** to download the file to a hard drive.
   -OR-
   Select **Cancel** to cancel the action and return to the previous screen.

The CBA Report shows the following CBA information:

- Transaction Account Number
- CBA Label
- Account Expiration Date
- Central Account Number
- Account Status
- Organization Default Flag
- CBA Number
- Responsible CBA Specialist

All CBAs assigned to the organization appear in the report.

If there is no CBA information for the organization(s), a message displays indicating *No Data Found*. This will be shown following the header rows.

4.4.4 View Organization List

The Organization List displays the profile information for any selected organizations and suborganizations.

Follow these steps to view the Organization List:

1. Select **Organizations** from the DTA Tools drop-down list.

The Search Organization(s) screen opens.

2. Select **View Organization List**.

The View Organization List screen opens (Figure 4-12).

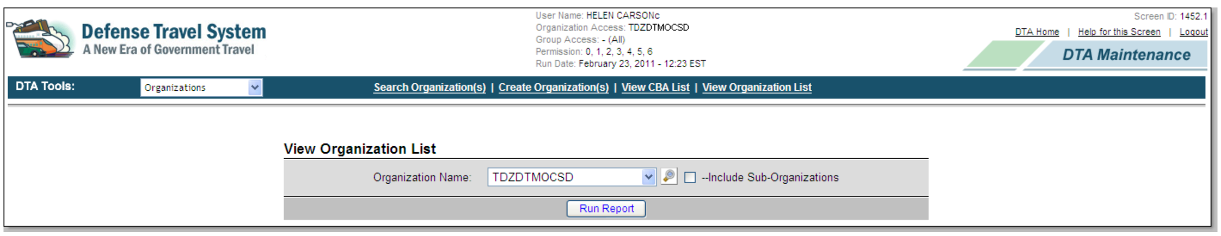

Figure 4-12: View Organization List

3. Select the **Organization Name** drop-down list arrow and select the organization.
   -OR-
   Select the **magnifying glass** icon to search for the organization by name.

4. Check the **Include Sub-Organizations** box to include suborganizations in the search results.

5. Select **Run Report.**

The user will be prompted to download the report. This report may be downloaded to the user's computer or viewed in a separate window as an Excel spreadsheet.

6. Select **Open** to display the report on the screen.
   -OR-
   Select **Save** to download the file to the hard drive.
   -OR-
   Select **Cancel** to cancel the action and return to the previous screen.

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CHAPTER 5: ROUTING LISTS

A routing list in DTS establishes the path for electronic processing of documents. A routing list identifies the responsible officials with authority to conduct reviews, certify funds, and approve travel documents.

5.1 Routing Lists

A routing list specifies the electronic routing of documents by identifying who must apply a particular DTS stamp to a document.

Defense Travel Administrators (DTAs) with permission levels 1 and 5 create routing lists to follow the structure of the organization. The DTA can assign a default routing list to all traveler profiles in an organization in one step. A relationship between the Routing Official who reviews and approves authorizations, and the organization where the traveler receives administrative support is recommended.

Each organization must have at least one routing list to serve each of the three types of documents: authorization, voucher, and local voucher. Group authorizations fall under the document type authorization. Each element in a routing list has the following components:

- **Document status.** The current condition based on actions that have been completed.
- **Signature name.** The name of the Routing Official who applies the stamp. Only the name appears on the routing list.
- **Level**. The level indicates the stop along the document's route to its final step. The level is matched with the document status stamp, and is associated with the Routing Official who applies that stamp.

As stated above, each level in a routing list is a stop on the document's electronic routing process. The numbers show the sequence in which stamps are applied to a document. Although the level numbers are sequential, they do not have to be consecutive. Future maintenance will be easier if these level numbers are assigned to stamps in multiples of five or 10. Leaving gaps in the level numbering (5, 10, 15) allows DTAs to add stamps in the future without having to change the numbers already assigned. For instance, if a routing list has a REVIEWED stamp at level 5, and an APPROVED stamp at level 10, then there is space to add another stamp at Level 8 later on. Only the levels assigned to the CTO SUBMIT and CTO BOOKED stamps need be in consecutive order with no gap. These two stamps must be adjacent for documents to route correctly. For example, if CTO SUBMIT occurs at level 2, then CTO BOOKED must follow as level 3. The next level in the routing list, such as REVIEWED, can be level 10; with CERTIFIED at level 15; and the APPROVED stamp at level 20. The highest level cannot exceed 30.

5.1.1 Default Routing Lists

Each organization must have one routing list designated as the default. The default routing list should serve all document types. The DTA may update or replace the default routing list at any time. Travelers may also change the routing lists on any documents that need to be routed differently.

5.1.2 Multiple Routing Lists

By using more than one routing list, DTAs may tailor routing to the organization's workflow process for TDY documents. Routing lists may be created in each organization for standard functions such as approval of orders for medical travel and funeral detail travel. Other situations may need separate routing lists (e.g., arrangements-only travel, invitational travel and other trip types).

5.1.3 Conditional Routing

DTAs can tailor document routing to include a conditional route, meaning that if certain conditions exist, an additional level is added to the normal routing. If the condition does not exist, then the step specified in the routing will be circumvented. The process of identifying such conditions is called a *routing test*.

The conditional lists that are available are shown below. See Section 5.6.2.3 for more information on the Process Names.

- Bypass PNR
- Foreign Travel
- OCONUS/CONUS
- OCONUS/OCONUS
- Premium Class Fare
- Special Circumstances
- Travel Mode Route
- Traveler Number
- Leave Requested (displays for vouchers only)

Conditional routing can be used for any travel document, and is optional for an organization. Additional steps, and the associated stamps and signature names, can be inserted in an existing routing list at the appropriate point before routing to the Authorizing Official (AO).

See Appendix K, Table K-10: Conditional Routing, Preaudits, and Electronic Processing Audits for more information on routing tests.

5.1.4 Modifying Routing Lists

When a traveler creates an authorization, DTS copies the profile, which includes the routing list name, into the document. The details of the routing list can be viewed and modified by using the Routing List in the DTS Maintenance Tool.

If a document has begun the electronic routing process, and the routing list has been modified, the traveler or a user with access to the traveler's documents must re-sign the document. This creates an adjustment, and the routing process restarts using the new routing list.

DTAs may update multiple routing lists at one time by using Global Routing Maintenance. Section 5.7. explains how to add or remove routing elements, or replace signature authority to more than one routing list at once.

5.2 Routing Officials

Routing Officials must have permission levels 0 and 2. These permission levels permit Routing Officials to prepare documents and use the Route & Review functions. Permission levels 0 and 2 also give Routing Officials access to their assigned stamp in the routing list and other stamps, such as SIGNED, RETURNED, and CANCELLED.

The Routing Official does not need to be a member of the traveler's organization. In order to add a Routing Official to a routing list who is outside the organization, the DTA must have the individual's SSN.

5.2.1 COs and AOs

The CO is responsible for certifying and adjusting obligations and disbursement of funds associated with a travel document. The AO is considered to be responsible for approving the need to travel. An AO also acts as a CO when approving payments, to include authorizations that include a request for a non-ATM advance or a scheduled partial payment (SPP).

In organizations where the CO and the AO are the same person, the APPROVED stamp is used. In cases where the CO and AO role is separated, the CERTIFIED stamp is used by the CO, and the APPROVED stamp is used by the AO. In all cases, the APPROVED stamp is the final stamp applied to a document.

The CO and AO must complete required training and be appointed in writing (DD Form 577) to serve in this role. See Chapter 3 of this manual for more information.

5.2.2 Alternate Routing Officials

The document routing list should have more than one person available at each level. Having alternates in place is helpful in situations where the responsibility is shared or where the primary is often unavailable. Multiple Routing Officials may be assigned to the same stamp and level in a routing list.

5.2.3 Delegate Signature Authority

Routing Officials at any level can delegate their signature authority to another during an absence. The delegated official will receive an e-mail notification that a document needs action. When the delegated official completes the action for the document, DTS removes the document from all other queues for that level. When selecting a delegate, choose from the list of organization members with permission level 2. Signature authority can only be delegated to those who have the same permission levels. The signature authority remains delegated until it is removed.

Note: Delegated officials acting in the same capacity as a CO or AO must complete required training and be appointed in writing (DD Form 577).

5.3 Stamps, Status Codes, and Action Codes

DTS uses the terms *stamp* and *status code* interchangeably. The stamp used when signing the document becomes the current status code of the document. DTS uses status codes for a variety of electronic processing functions to accomplish the following:

- Indicate the steps of the electronic approval process
- Indicate system-generated actions taken
- Select as criteria for travel reports
- Record the history of a document

Every time a document is stamped, DTS records it in the document history with the status code, user name, date, and time. A stamp may or may not have action code(s) assigned to it. Each action code causes a specific electronic procedure to occur. Action codes initiate actions such as *route* (sends the document to the Routing Official(s) at the next level of the routing list) and *emailtrav* (sends an e-mail notification to the traveler).

There are more than 20 action codes associated with the various types of documents. The list of stamps and the relationship of action codes assigned to each stamp is preset. See Appendix K, Table K-6: Stamp Tables (Status Codes) for a complete list of status codes and descriptions.

5.4 Minimum Routing List Requirements

The minimum status codes for a routing list are as follows:

- *CTO SUBMIT (Level 2 or 3).* This routes the authorization or group authorization to the CTO when the traveler uses the Travel module in DTS to make travel arrangements.
- *CTO BOOKED (Level 3 or 4).* The CTO has reviewed or made travel arrangements for the traveler and has put a hold on the arrangements until the authorization or group authorization has been approved.
- *APPROVED (Final level).* APPROVED is the last stamp in the routing list. APPROVED has the action of COMPLETE, FUND, and PNR TICKET.

The only status code required for a voucher or local voucher routing list is APPROVED. APPROVED is the last stamp in the routing process. This stamp has the action of COMPLETE and VFUND for vouchers, and LFUND for local vouchers.

5.5 Organization Chart and Routing List Example

A sample organization chart with a breakdown of a typical DTS organization naming sequence and the typical routing lists associated with that organization is shown in Figure 5-1 and Table 5-1. There are specific names for each default routing list and secondary routing list for each suborganization. The organization responsible for the routing list is the owner of that routing list. For example, DA76018A44M520 (520th TAML) uses multiple routing lists; the default routing list is ROUTINE which is owned and maintained by 520th TAML. The 520th TAML's two secondary routing lists 44MED and MEDICAL have been shared with the 520th TAML. The 44MED and MEDICAL routing lists are owned and maintained by the 44th Medical Command and can be used for applicable TDYs by any organization who has access to them. The routing list ROUTINE, shown in Table 5-1, uses multiple officials at the REVIEWED and APPROVED levels of the routing process. The levels are sequential and not consecutive, with gaps in between the routing sequence. Leaving space in between the routing sequence allows levels to be added later, if necessary.

Note: The organization naming structure for services and agencies in this manual are for training purposes only and are subject to change. Appendix Q provides the current version for each service and agency.

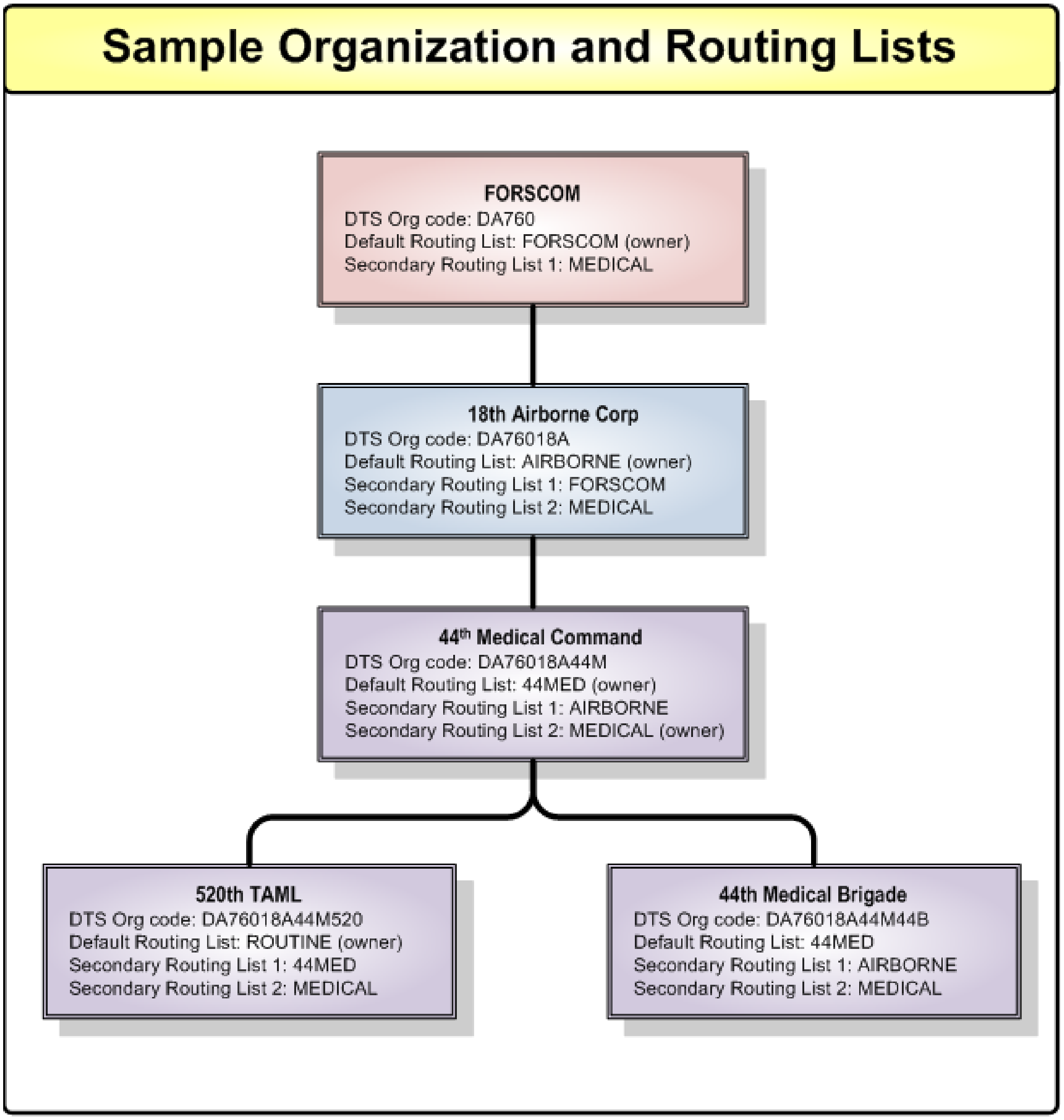


Figure 5-1: Sample Organization Chart

Organization: DA76018A44M520 (520th TAML)

Routing List Name: ROUTINE

Table 5-1: Sample Routing List

SAMPLE ROUTING LIST				
DOC TYPE	**DOC STATUS**	**SIGNATURE NAME**	**LEVEL**	**PROCESS NAME**
AUTH	CTO SUBMIT	**CTO SUBMIT	3	BYPASS PNR*
AUTH	CTO BOOKED	**CTO BOOKED	4	BYPASS PNR*
AUTH	REVIEWED	Harry Smith	10	
AUTH	REVIEWED	Sidney Stewart	10	
AUTH	APPROVED	Jim Coyle	20	
AUTH	APPROVED	Mary Jackson	20	
LCVH	REVIEWED	Harry Smith	10	
LCVH	REVIEWED	Sidney Stewart	10	
LCVH	APPROVED	Jim Coyle	20	
LCVH	APPROVED	Mary Jackson	20	
VCH	REVIEWED	Harry Smith	10	
VCH	REVIEWED	Sidney Stewart	10	
VCH	APPROVED	Jim Coyle	20	
VCH	APPROVED	Mary Jackson	20	

5.6 DTA Maintenance Tool and Routing Lists

DTAs are responsible for maintaining their site's routing lists. This section will assist the DTA to find, update, delete, copy, and create routing lists.

To access the DTA Maintenance Tool, select it from the Administrative drop-down list on the User Welcome screen. The DTA Maintenance Tool Home page opens.

To perform functions related to routing lists, select **Routing Lists** from the drop-down list (Figure 5-2). The Routing Lists feature allows users to create and maintain routing list data. DTAs can only create, update, copy, and delete routing lists for the organizations they have access to.

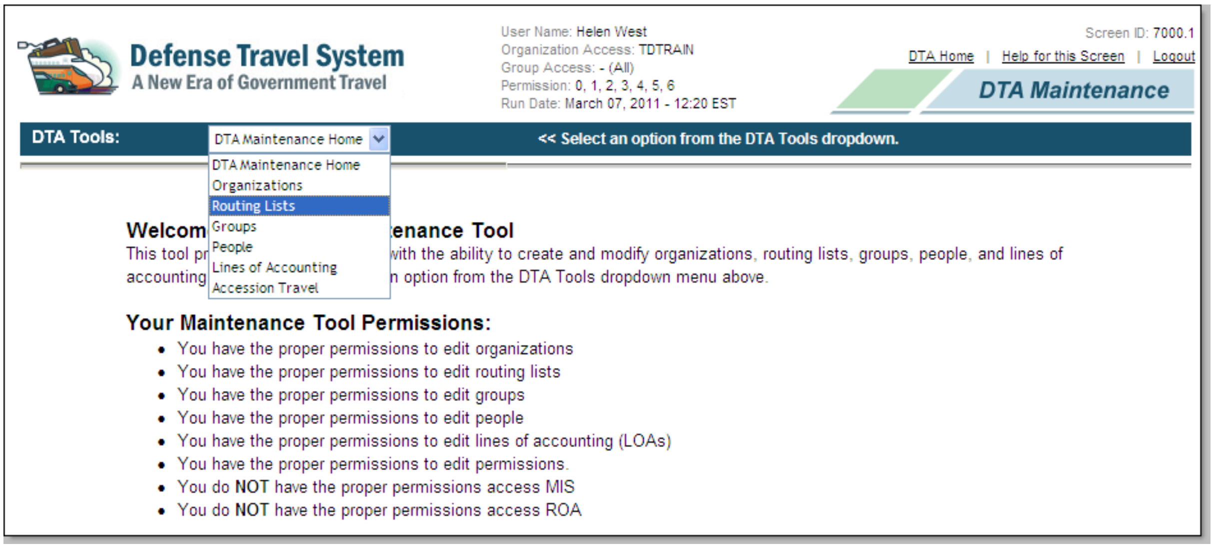


Figure 5-2: DTA Maintenance Tool Home Page

5.6.1 Search for Routing Lists

In order to update, copy, or delete a routing list, the DTA must perform a search. When the DTA selects Routing Lists from the drop-down list, the Search Routing Lists screen opens (Figure 5-3). The highest-level organization to which the DTA has access displays as the default in the Organization Name drop-down list. From here the DTA may search for an existing routing list, select the link to the Create Routing List(s) screen, view a list of all routing lists for an organization, or view a delegated authorities list. See Table 5-2 for a list of the Search Routing List(s) screen field names and their descriptions.

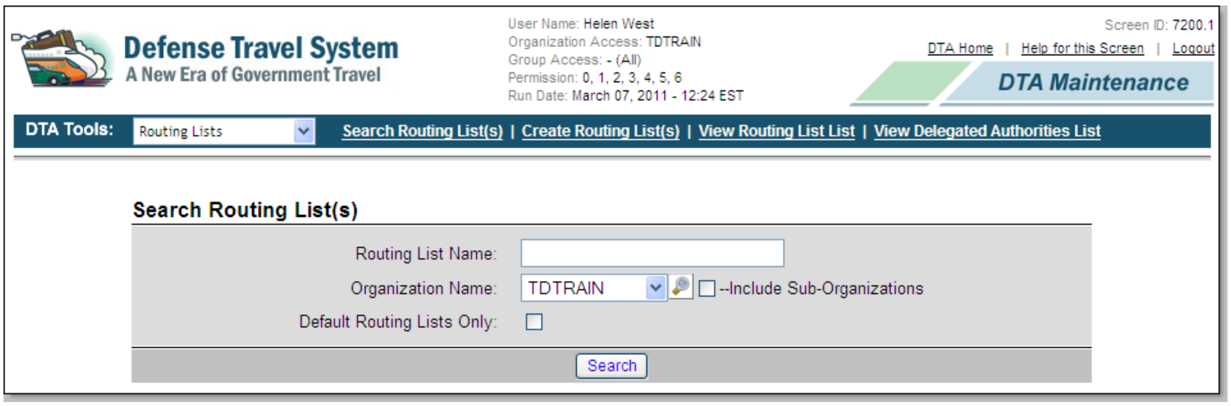


Figure 5-3: Search Routing List(s) Screen

Follow these steps to search for a routing list:

1. Complete the **Routing List Name** field with all or part of the name of the routing list to be found.

If this field is left blank, all available routing lists for the selected organization will display once “Search” is selected.

2. Select the organization from the **Organization Name** drop-down list to view the routing lists.

3. Check the **Include Sub-Organizations** check box to view all of the routing lists that are in the hierarchical setup below the organization entered in Step 2.

Note: In a long list of organization names, the magnifying glass icon can be used to quickly find an organization. After selecting the icon, enter the organization name or the first few characters, e.g., DTMO, in the text box. Select **OK**. The organization appears in the Organization Name field. Use the drop-down to continue the search if necessary (Figure 5-4).

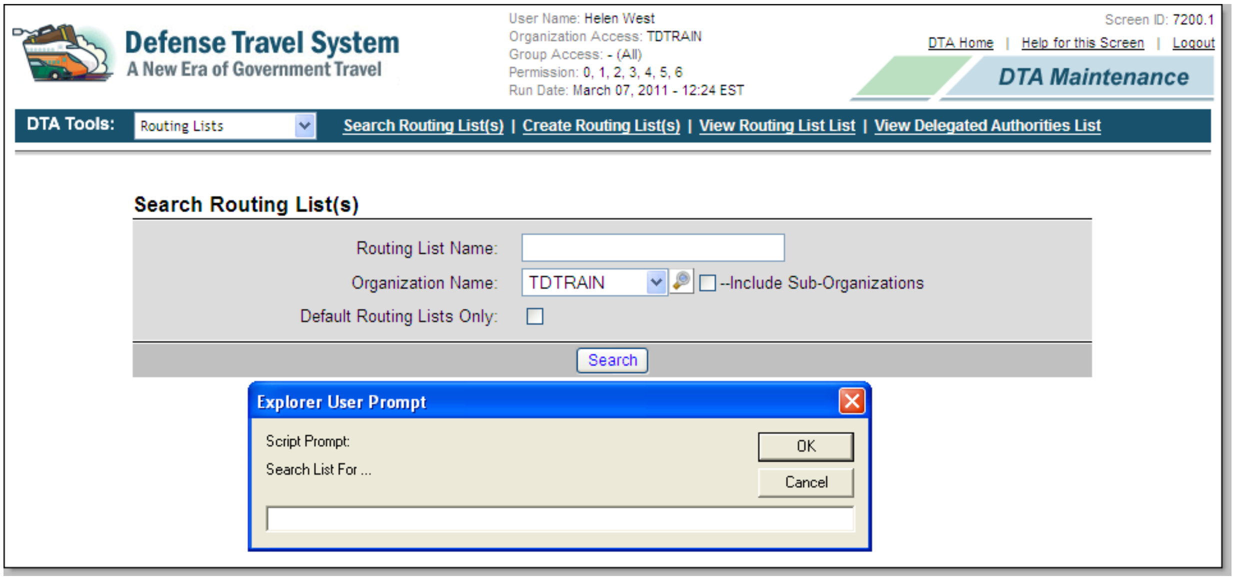


Figure 5-4: Search Organization Name Prompt

4. Select the **Default Routing Lists Only** check box to view default routing lists.

5. Select **Search**.

Table 5-2: Search Routing List(s) Screen Description

SEARCH ROUTING LIST(S) SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Routing List Name	Label that identifies the routing list to use for a particular document.
Organization Name	Organization where the selected routing list is associated.
Include Sub-Organizations	Check box that, when checked, causes DTS to include suborganizations in the search.
Default Routing Lists Only	Checkbooks that, when checked, causes DTS to display default routing lists only.
Search	Button used to initiate the search and display the search results.

The Routing List(s) (Search Results) screen (Figure 5-5) displays the routing lists that match the search criteria.

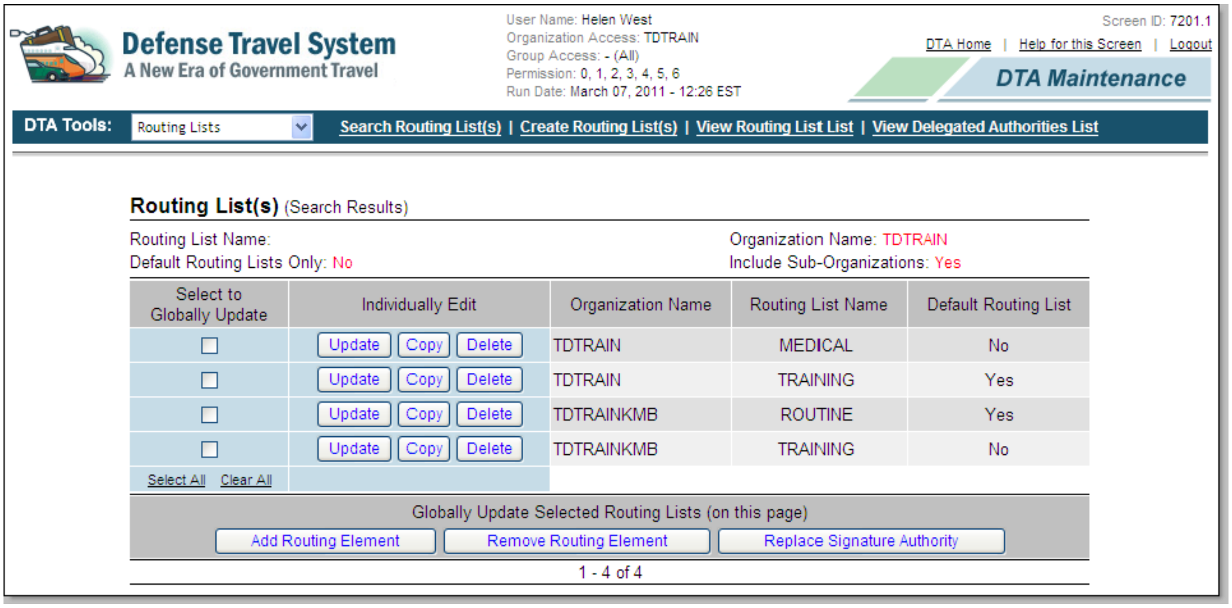


Figure 5-5: Routing List(s) (Search Results) Screen

See Table 5-3 for a list of the Routing List(s) Search Results screen field, column, and object names and their descriptions.

Table 5-3: Routing List(s) (Search Results) Screen Description

ROUTING LIST(S) (SEARCH RESULTS) SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Organization Name	Name of the organization where the search was conducted.
Default Routing Lists Only	Identifier that displays *Yes* if the search results include default routing list names only. Displays *No* if the search results include all routing list names.
Include Sub-Organizations	Identifier that displays *Yes* if the search results include suborganization names. Displays *No* if the search results do not include suborganization names.
Select to Globally Update	Check box(es) used to add routing elements, remove routing elements, or replace signature authority to multiple routing lists at the same time.
Individually Edit	Column heading above buttons that provide the means to update, copy, or delete a routing list.
Update	Button used to change routing list information.
Copy	Button used to initiate the creation of a copy of a routing list in one organization and save it to another.
Delete	Button used to delete a routing list.
Organization Name	Column heading above the list of organizations (and suborganizations, if selected) based on the search criteria for each routing list in DTS.
Routing List Name	Column heading above the routing list names for the organization based on the search criteria.
Default Routing List	Column heading above the indicators that identify whether or not the routing list is designated as a default routing list.
Add Routing Element	Button used to add routing elements to every routing list that is checked in the Globally Update column.
Remove Routing Element	Button used to remove routing elements from every routing list that is checked in the Globally Update column.
Replace Signature Authority	Button used to substitute a Routing Official with a new Routing Official in every routing list that is checked in the Globally Update column.

5.6.2 Update Routing Lists

Update, Copy, and Delete are the options in the Individually Edit column on the Routing List(s) Search Results screen (Figure 5-6). The following sections describe how to add and remove certain elements from a routing list.

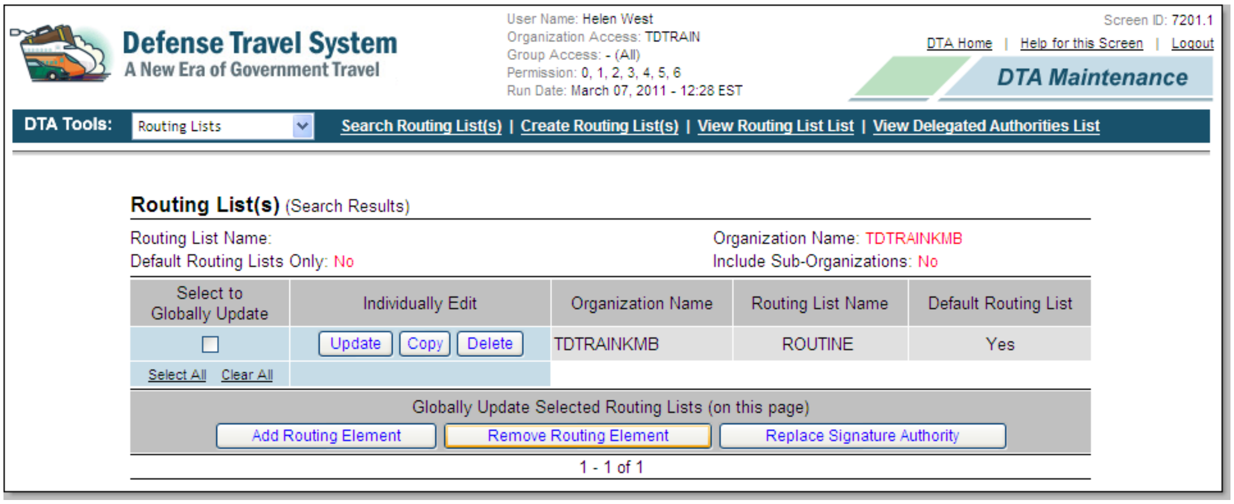


Figure 5-6: Routing List(s) Search Results Screen

5.6.2.1 Add Routing Elements From Inside the Organization

To add a Routing Official (from within the organization) to the routing list, use the below steps:

1. Search for the routing list to which the element will be added.
2. Select **Update** to open the routing list.

The Update Routing List screen opens (Figure 5-7).

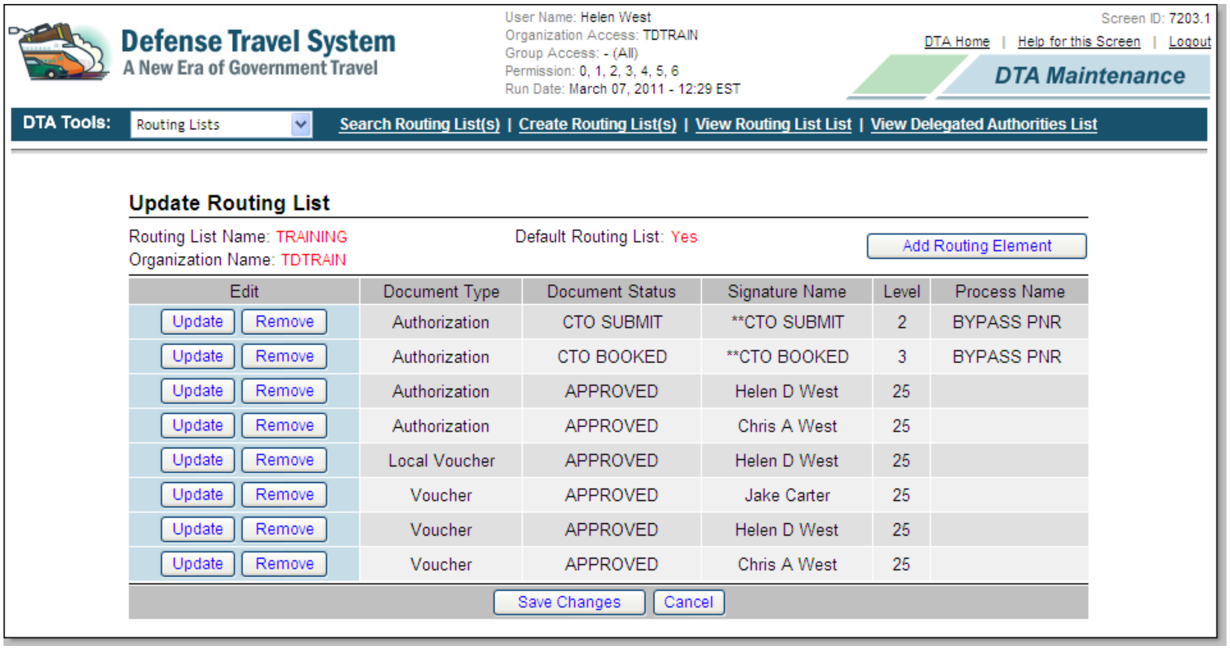


Figure 5-7: Update Routing List Screen

3. Select **Add Routing Element** to add elements to the existing routing element.

The Add Routing Element screen opens.

4. Select the **Document Type** drop-down list and select the **document type**.

5. Select the **Document Status** drop-down list and select the **document status** (Figure 5-8).

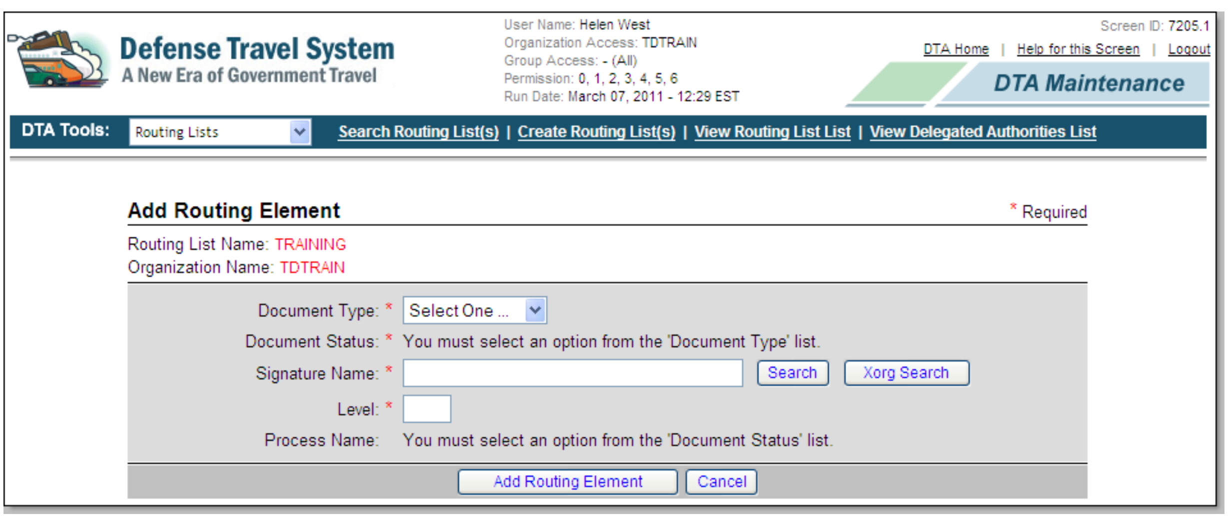


Figure 5-8: Add Routing Element Screen

6. Select **Search** to locate a Signature Name.

The Search People screen opens (Figure 5-9). See Table 5-4 for a list of the Search People screen field names and descriptions.

Note: If the official is outside of the DTA's organization structure, see Section 5.6.2.2.

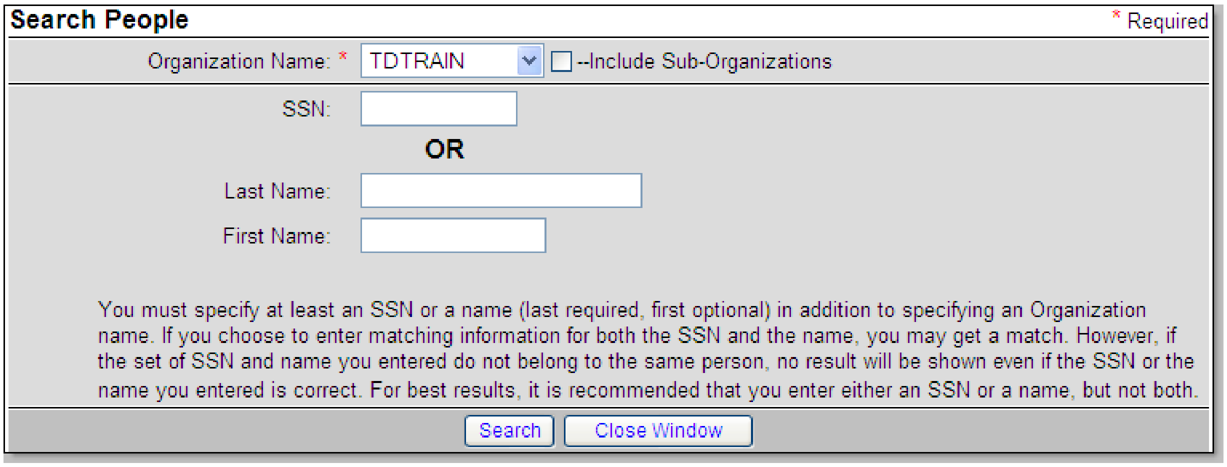


Figure 5-9: Search People Screen

Table 5-4: Search People Screen Description

SEARCH PEOPLE SCREEN DESCRIPTIONS	
FIELD OR OBJECT	**DESCRIPTION**
Organization Name	Drop-down list from which to select the organization to search.
Include Sub-Organiza-tions	Check box that, when checked, will include suborganizations in the search.
SSN	SSN of the person. Either the SSN or the last name must be used to drive the search.
Last Name	Field in which to enter all or part of the last name of the person. Either the SSN or the last name is required to drive the search.
First Name	Field in which to enter all or part of the first name of the person (optional).
Search	Button used to initiate the search.
Close Window	Button used to cancel the search.

7. Select the **Organization Name** drop-down list to select the organization of the Routing Official who will be associated with the document type and stamp for the routing list.

8. Enter the search criteria.

When searching for the Routing Official within the organization, the DTA may search by entering the Routing Official's SSN (if known) or by entering all or part of the Routing Official's last name (first name is optional).

9. Select **Search**.

The Search People Results screen opens (Figure 5-10).

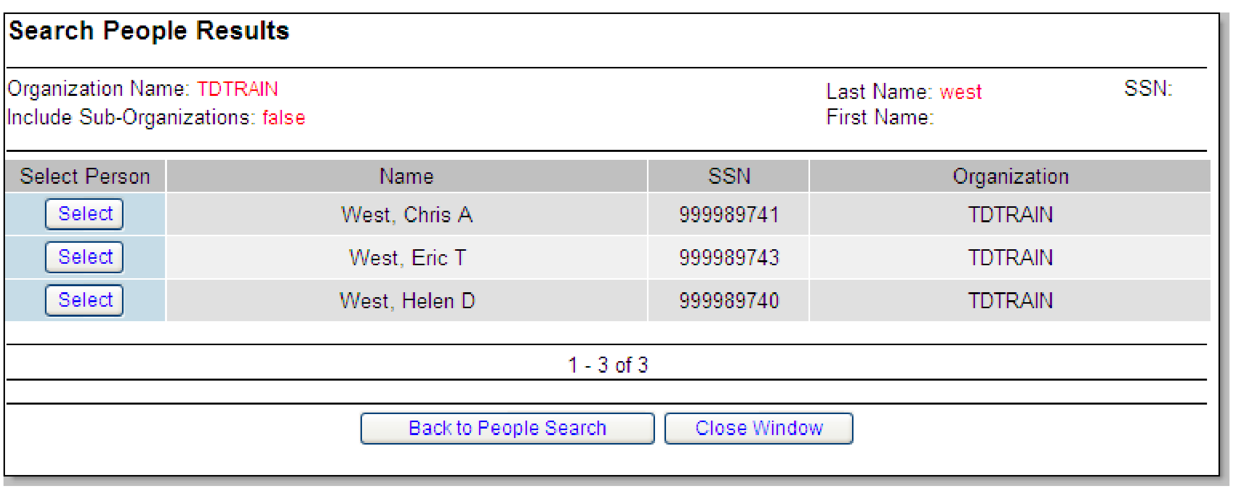


Figure 5-10: Search People Results Screen

10. Choose **Select** next to the name of the person whose signature will be associated with the document type.

This action completes the Signature Name field and closes the Search People Results screen.

See Table 5-5 for a description of the Search People Results screen.

Table 5-5: Search People Results Screen Description

SEARCH PEOPLE RESULTS SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Organization Name	Identifier that displays the name of the organization that was searched.
Last Name	Identifier that displays the last name of the person for whom the DTA searched.
SSN	Identifier that displays the SSN of the person for whom the DTA searched (if entered during search).
Include Sub-Organization	Identifier that displays *true* if suborganizations were searched. Displays *false* if suborganizations were not searched.
First Name	Identifier that displays the first name of the person for whom the DTA searched (if entered during search).
Select Person	Column header for the buttons used to select the names displayed in the Search People Results screen.
Select	Button used to populate the Signature Name field and to close the Search screen.
Name	Column header for the list of names of the people matching the search criteria.
SSN	Column header for the list of SSNs of the people matching the search criteria.
Organization	Column header for the list of membership organizations of the people matching the search criteria.
Back to People Search	Button used to return to the Search People screen to conduct another search.
Close Window	Button used to exit this search.

11. Enter the number (e.g., 5, 10, 15, 20) in the **Level** field to indicate the sequence in the routing list (Figure 5-11).

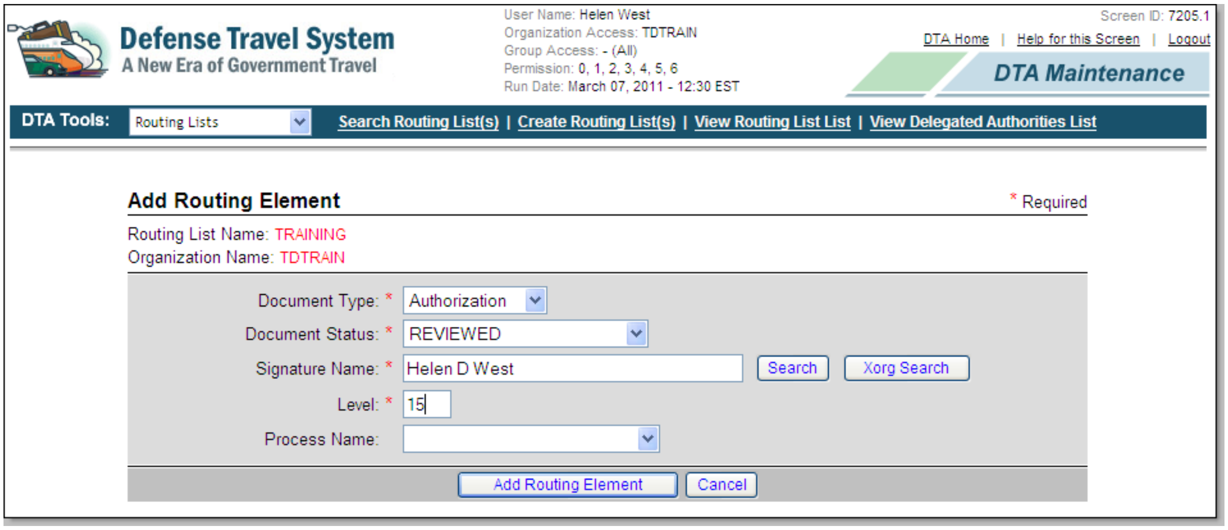


Figure 5-11: Add Routing Element Screen

Leaving gaps in between the levels allows for future additions. It is recommended that routing lists be created with level numbers assigned in increments of five.

12. Select the **Process Name** drop-down list to select one of the values from the list if conditional routing is required. Otherwise leave this field blank.

13. Select **Add Routing Element**.

14. Repeat steps 3 through 13 if additional routing elements are required.

15. Select **Save Changes** once all edits have been made (Figure 5-12).

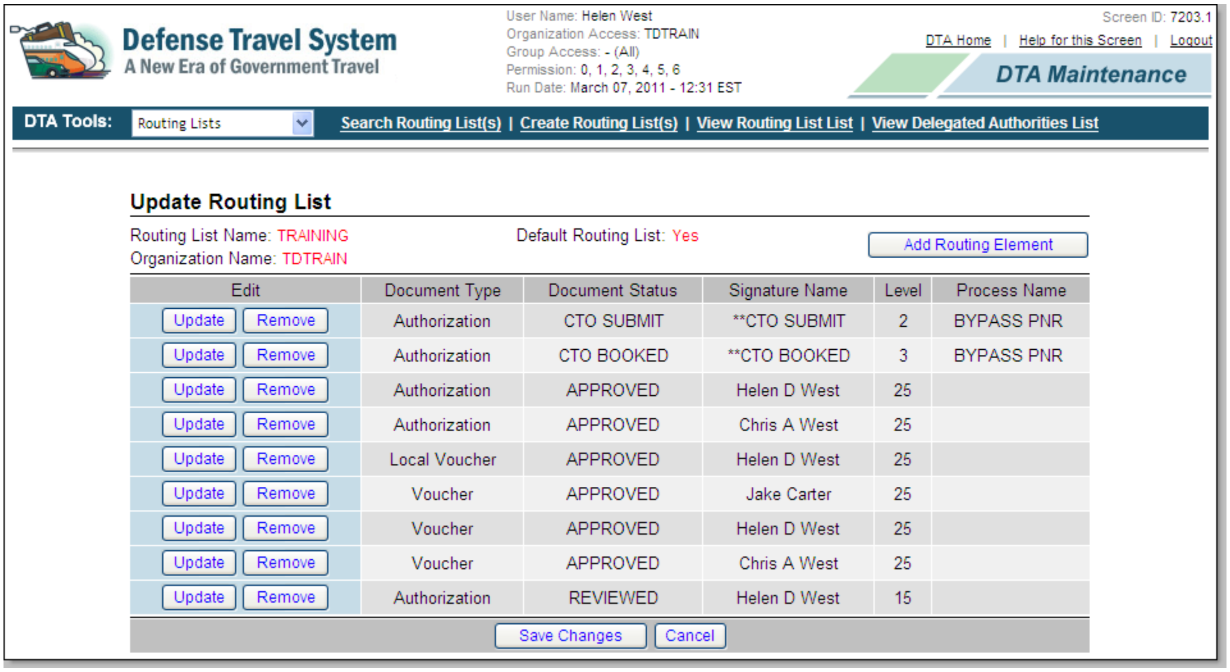


Figure 5-12: Update Routing List Screen

The DTA may assign multiple officials to the same stamp and sequence number in a routing list. This action ensures that the organization has sufficient backups for Routing Officials who are out of the office so that the routing of documents will not be interrupted. When creating the routing list, repeat the sequence number for the same stamp, entering the name and SSN of another Routing Official. Each Routing Official at the same sequence number receives simultaneous notification of the document in the queue. When one of the Routing Officials stamps the document, DTS removes the document from the other Routing Official's queues.

Note: If a routing list does not have the CTO SUBMIT and CTO BOOKED stamps, a Populate CTO Stamps button displays (Figure 5-13). Select this button to automatically add CTO SUBMIT at level 2 and CTO BOOKED at level 3 of the routing list.

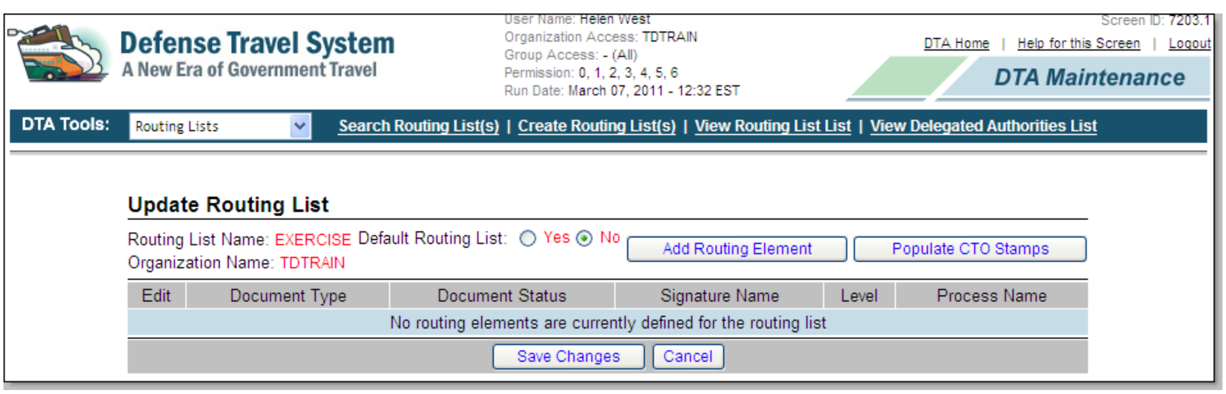


Figure 5-13: Update Routing List Screen - Populate CTO Stamps Button

5.6.2.2 Add Routing Elements That Are External to the Organization

The Xorg Search allows a DTA to add a person from an external organization (Xorg) to a routing list by using the individual's SSN. Use the below steps to accomplish this task:

Note: This option differs from the Cross-Organization Funding routing list in that the Finance DTA (FDTA) designates a routing list using the Lines of Accounting feature, not the Routing Lists feature. See Chapter 8 of this manual for more information.

1. Use the steps described in Section 5.6.1 to search for the routing list.

2. Select **Update** to open the routing list.

The Update Routing List screen opens (Figure 5-12).

3. Select **Add Routing Element** to add elements to the existing routing list.

The Add Routing Element screen opens.

4. Select the **Document Type** drop-down list and choose the **document type**.

5. Select the **Document Status** drop-down list and choose the **document status** (Figure 5-14).

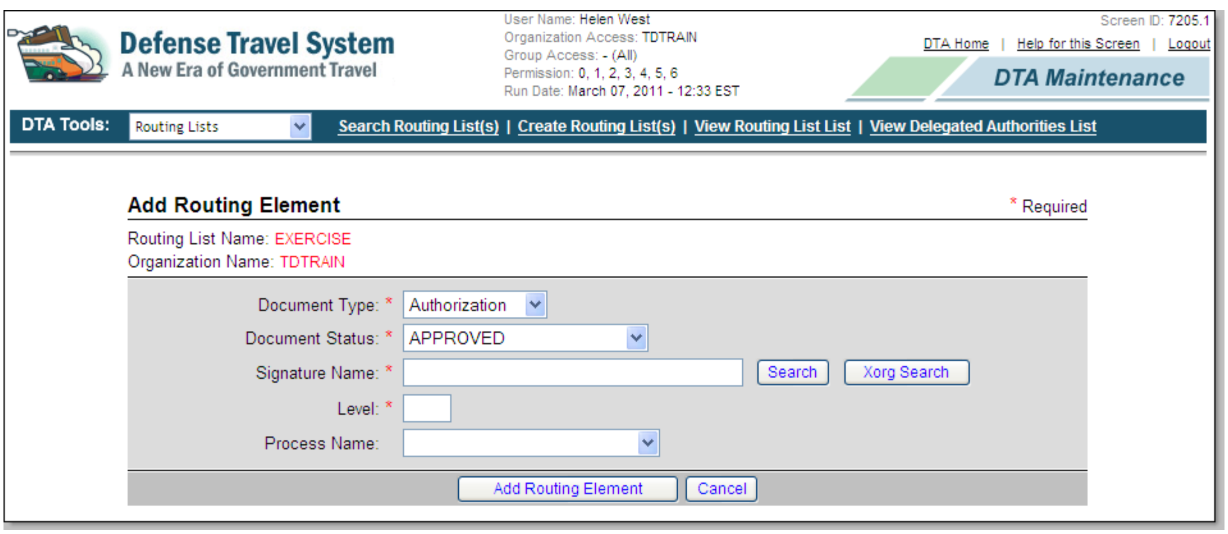


Figure 5-14: Add Routing Element Screen

6. Select **Xorg Search**.

The Xorg Search People screen opens (Figure 5-15). See Table 5-6 for a description of the Xorg Search People screen.

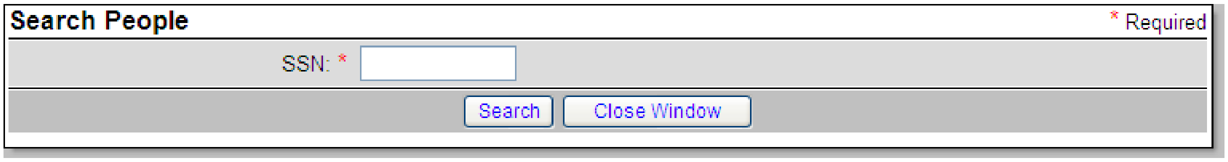


Figure 5-15: Xorg Search People Screen

Table 5-6: Xorg People Search Screen Descriptions

XORG PEOPLE SEARCH SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
SSN	Field in which to enter the SSN to search for individual from an outside organization.
Search	Button used to initiate the search outside of the DTAs organization.
Close Window	Button used to exit this search.

The Xorg Search People screen searches by SSN only. The DTA must enter the Routing Official's SSN to conduct this type of search.

7. Enter the SSN of the appropriate Routing Official.

8. Select **Search**.

The Search People Results screen displays the Routing Official's name and SSN (Figure 5-16).

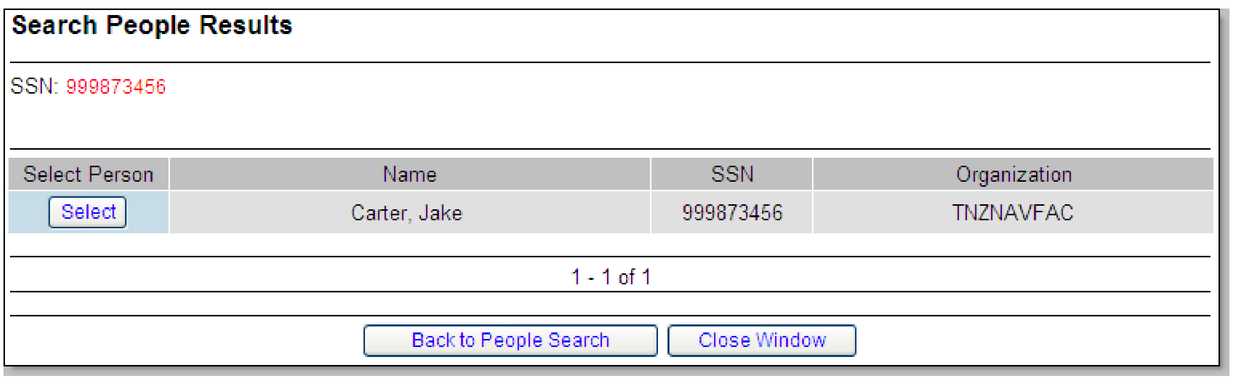


Figure 5-16: Search People Results Screen

9. Choose **Select** next to the name of the person whose signature name is to be added to the routing list.

The Add Routing Element Screen opens and displays the signature name of the person (Figure 5-17).

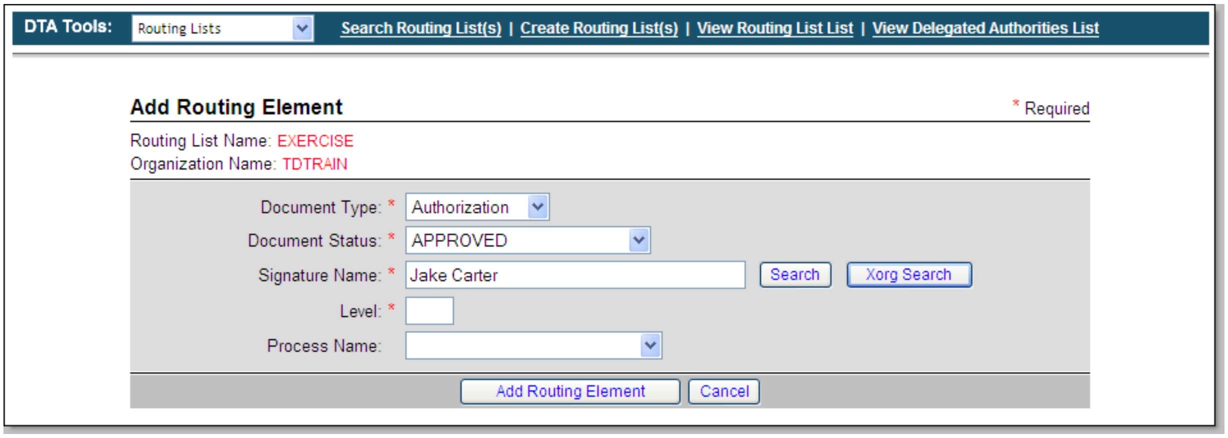


Figure 5-17: Add Routing Element Screen

10. Enter the number in the **Level** field to indicate the step in the routing list.

11. Select the **Process Name** drop-down list to select one of the values from the list if conditional routing is required.

12. Select **Add Routing Element**.

13. Repeat Steps 3 through 12 if additional elements are required.

14. Select **Save Changes** once all routing elements have been added to the selected routing list.

5.6.2.3 Add Conditional Routing Elements

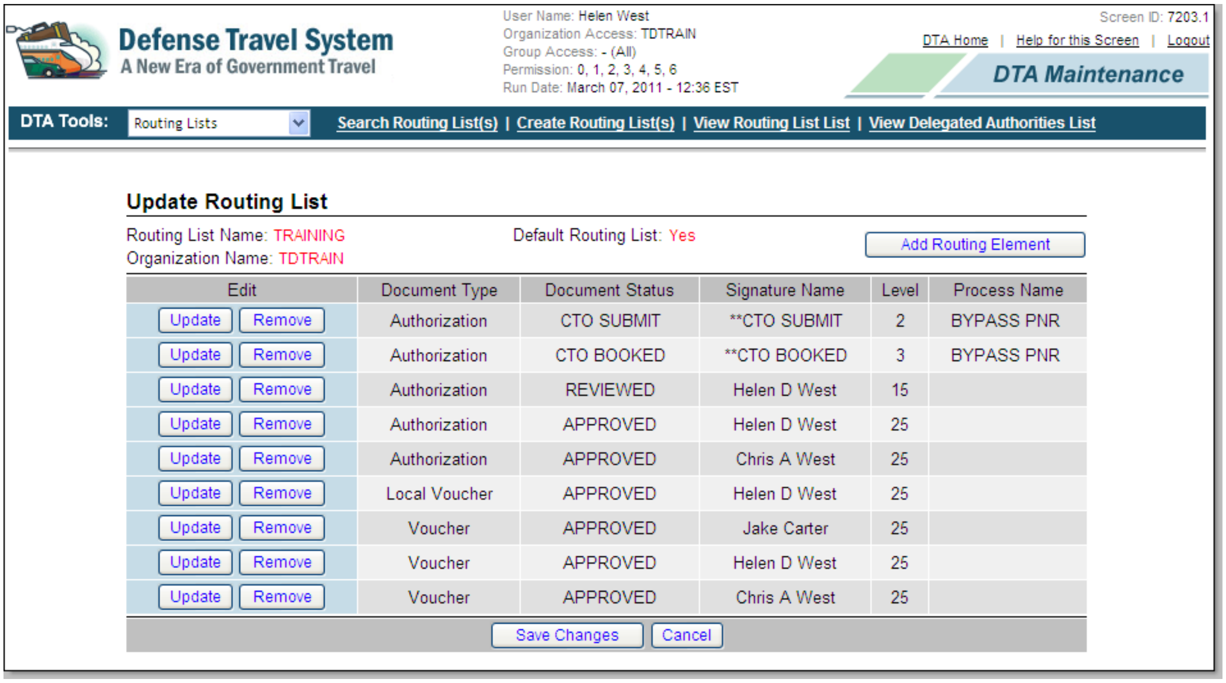
When certain conditions exist, DTS uses the process name to route documents to designated individuals. These steps can be used to add elements for conditional routing with the exception of:

- Special Circumstances (See Section 5.6.2.3.1)
- Travel Mode (See Section 5.6.2.3.2)
- Leave Requested (See Section 5.6.2.3.3)

1. Search for the routing list that requires the addition of conditional routing element(s).

2. Select **Update** to open the routing list.

The Update Routing List screen opens (Figure 5-18).



Edit	Document Type	Document Status	Signature Name	Level	Process Name
Update Remove	Authorization	CTO SUBMIT	**CTO SUBMIT	2	BYPASS PNR
Update Remove	Authorization	CTO BOOKED	**CTO BOOKED	3	BYPASS PNR
Update Remove	Authorization	REVIEWED	Helen D West	15	
Update Remove	Authorization	APPROVED	Helen D West	25	
Update Remove	Authorization	APPROVED	Chris A West	25	
Update Remove	Local Voucher	APPROVED	Helen D West	25	
Update Remove	Voucher	APPROVED	Jake Carter	25	
Update Remove	Voucher	APPROVED	Helen D West	25	
Update Remove	Voucher	APPROVED	Chris A West	25	

Figure 5-18: Update Routing List Screen

3. Select **Add Routing Element**.

The Add Routing Element screen opens.

4. Select the **Document Type** drop-down list and choose the **document type**.

5. Select the **Document Status** drop-down list and choose the **document status** for this level.

6. Search for the name to select for the Signature Name field. (For instructions, see Sections 5.6.2.1 or 5.6.2.2.)

7. Enter the number in the **Level** field to indicate the step in the routing sequence.

8. Select the **Process Name** drop-down list to choose one of the conditional routing values from the list (Figure 5-19).

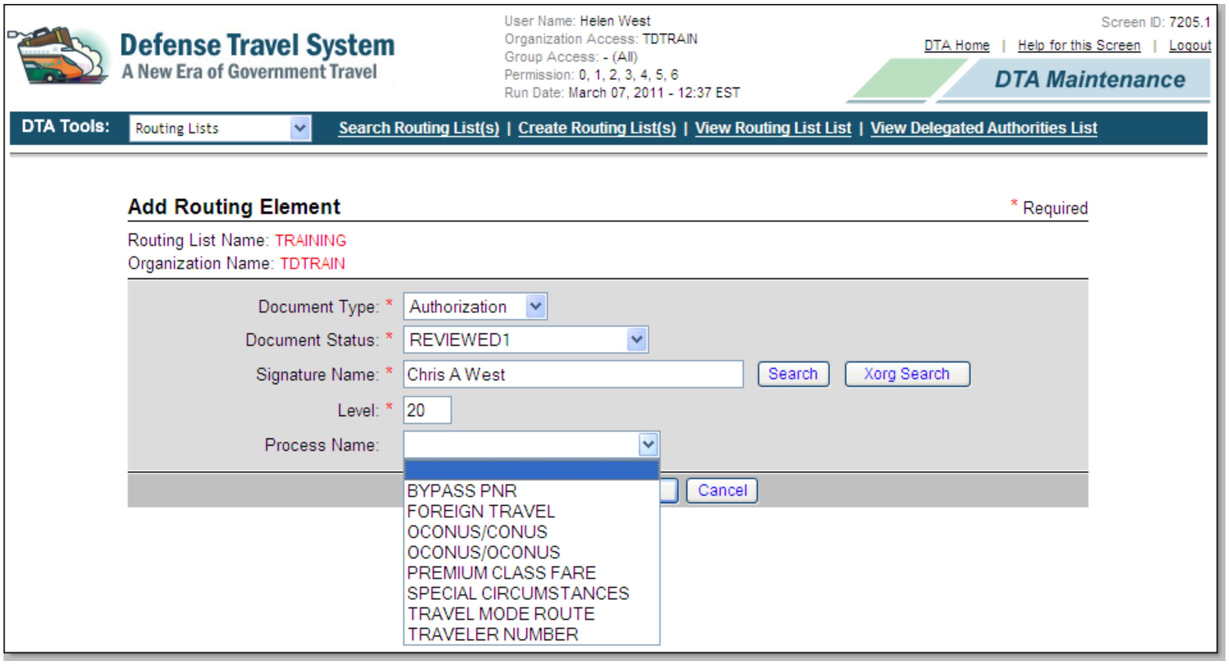


Figure 5-19: Update Routing Element Screen - Process Names

The process names are described in Table 5-7.

Table 5-7: Process Name Descriptions

PROCESS NAME DESCRIPTIONS	
PROCESS NAME	**DESCRIPTION**
BYPASS PNR	Applies if the Travel feature is not used to make reservations. In such a case, the authorization will not require CTO processing.
FOREIGN TRAVEL	Applies if the traveler's duty station is CONUS, e.g., California to Korea or Virginia to Japan.
OCONUS/CONUS	Applies if the traveler's duty station is an OCONUS location and one or more TDY locations on the document are CONUS, e.g., Germany to Virginia.
OCONUS/OCONUS	Applies if the traveler's duty station is an OCONUS location and one or more TDY locations on the document are OCONUS and not in the same country, e.g., Germany to Austria. Also applies to those stationed in non-foreign U.S. territories and OCONUS states.
PREMIUM CLASS FARE	Used when policy allows purchase of premium air fares.
SPECIAL CIRCUMSTANCES	Checks the Special Circumstances trip type used and routes the document to the designated Routing Official. See Section 5.6.2.3.1.

Table 5-7: Process Name Descriptions (continued)

PROCESS NAME DESCRIPTIONS	
PROCESS NAME	**DESCRIPTION**
TRAVEL MODE ROUTE	Checks the transportation mode used during TDY travel and routes the document to the designated Routing Official for that transportation mode. See Section 5.6.2.3.2.
TRAVELER NUMBER	Checks the number of travelers in a group authorization and routes the document to the Transportation Officer (TO) if the group exceeds 9 travelers.
LEAVE REQUESTED	Checks the voucher for annual or non-duty leave and routes the voucher to the applicable Routing Official. See Section 5.6.2.3.3. This option is available for voucher only.

9. Select **Add Routing Element** to save the changes

10. Select **Save Changes** when all routing elements have been added to the routing list.

Figure 5-20 is an example of a Process Name that was added to this specific routing list. If a document is created that has a Foreign Travel location in the itinerary then the document will be routed to Helen West for Review, then to Chris West who will review the document because Foreign Travel was identified, and finally to the person who will apply the APPROVED stamp to the document.

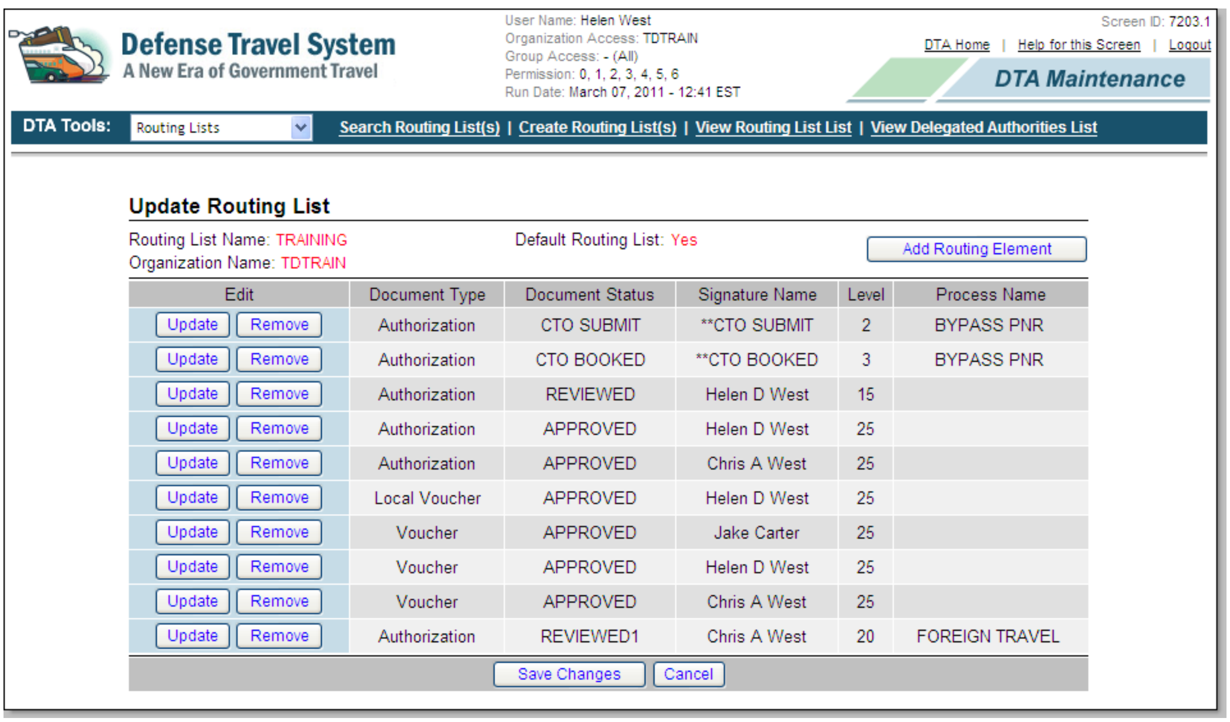


Figure 5-20: Sample Routing List With a Conditional Element

5.6.2.3.1 Conditional Routing for Special Circumstances

Special Circumstances Travel (SCT) eligibility is typically determined by the medical, or other authorities rather than the AO. Therefore, conditional routing may be used to route the document to the appropriate Routing Officials. Beginning on the Update Routing List screen, use the below steps to accomplish this:

1. Select **Add Routing Element**.
2. Select the **Document Type** drop-down list and choose the **document type**.
3. Select the **Document Status** drop-down list and choose the **document status**.
4. Search for the name of the Routing Official to be placed in the Signature Name field. (For instructions, see Sections 5.6.2.1 or 5.6.2.2.)
5. Type the number in the **Level** field to indicate the sequence in the routing list.
6. Select the **Process Name** drop-down list and choose **SPECIAL CIRCUMSTANCES** (Figure 5-21).

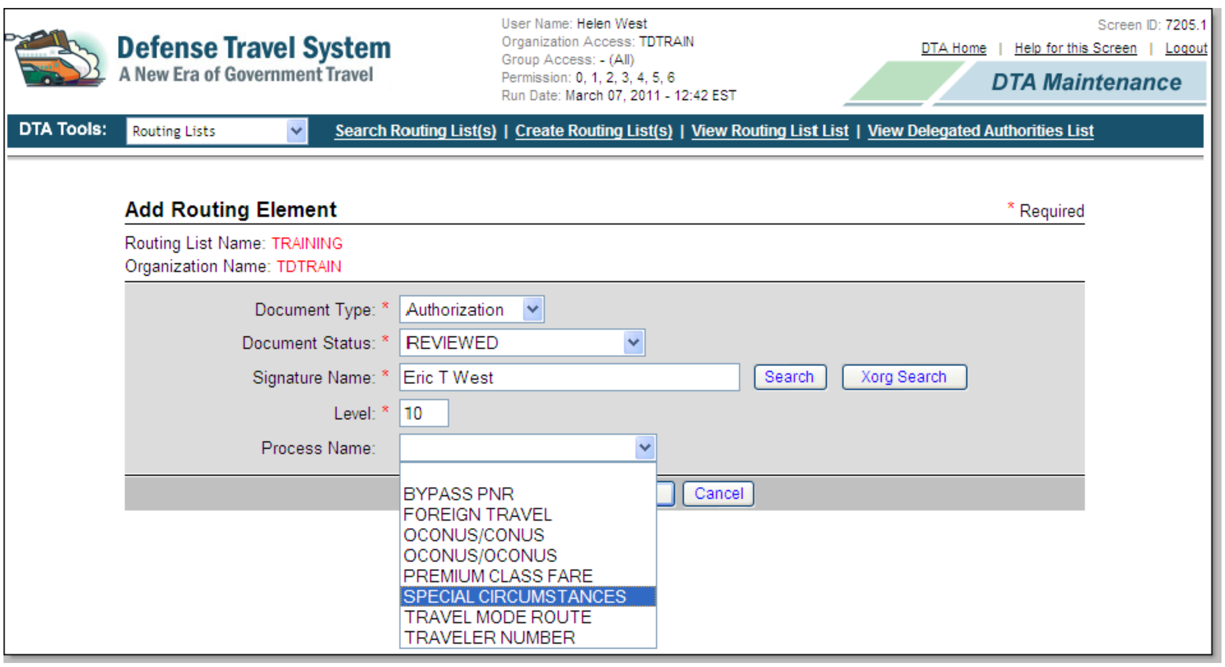


Figure 5-21: Add Routing Element Screen - Special Circumstances Check Boxes

The screen refreshes and displays the SCT trip types (Figure 5-22). See the *DTS Document Processing Manual*, Chapter 11 for information on SCT trip types.

Figure 5-22: Add Routing Element Screen - Special Circumstances

7. Check the **Special Circumstances** boxes for this routing element.

8. Select **Add Routing Element** to save.

9. Select **Save Changes** after adding all routing elements to the selected routing list.

5.6.2.3.2 Conditional Routing for Travel Mode

Travel modes are used to claim transportation expenses incurred during TDY travel. Certain travel modes are associated with specific expense categories that may be allocated to different LOAs, depending on the organization. In such cases, there may be a reason to route documents with different types of transportation to different TOs. Beginning on the Update Routing List screen, use the below steps to accomplish this:

1. Select **Add Routing Element**.

2. Select the **Document Type** drop-down list and choose the **document type**.

3. Select the **Document Status** drop-down list and choose the **document status**.

4. Search for the name of the official to be placed in the Signature Name field.

5. Type the number in the **Level** field to indicate the sequence in the routing list.

6. Select the **Process Name** drop-down list and choose **Travel Mode Route** (Figure 5-23).

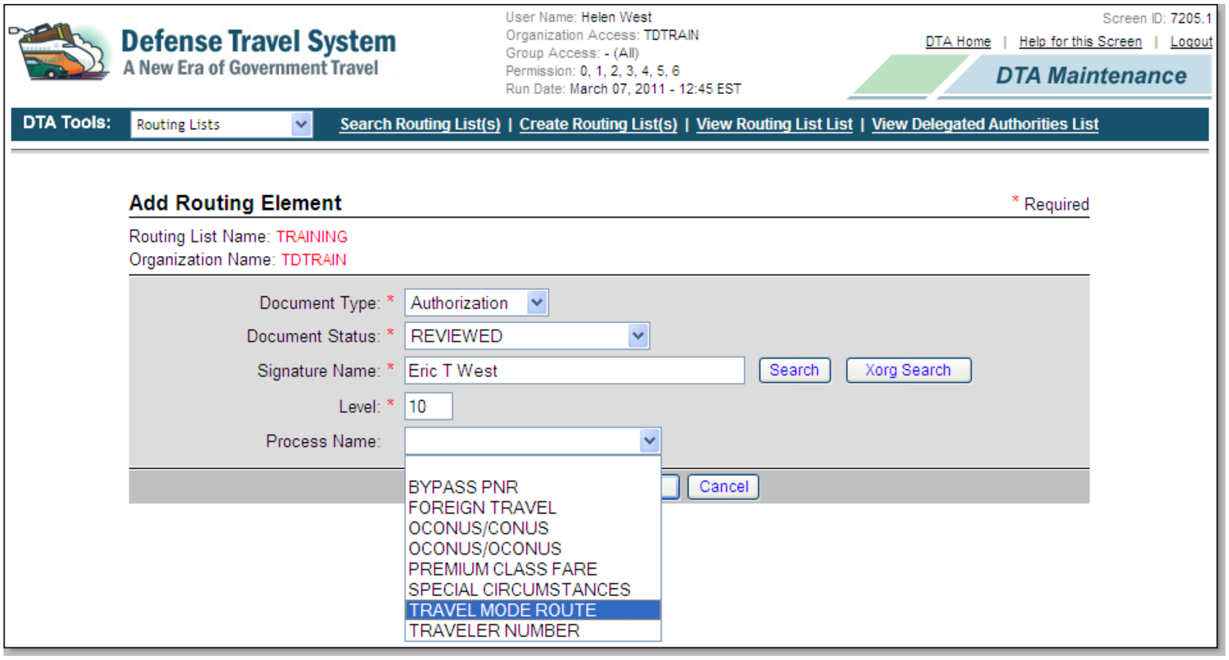


Figure 5-23: Add Routing Element Screen - Travel Mode Route

The screen refreshes and displays the Travel Modes.

7. Select the Travel Mode elements for this routing element (Figure 5-24). See Table 5-7 for descriptions of Travel Modes.

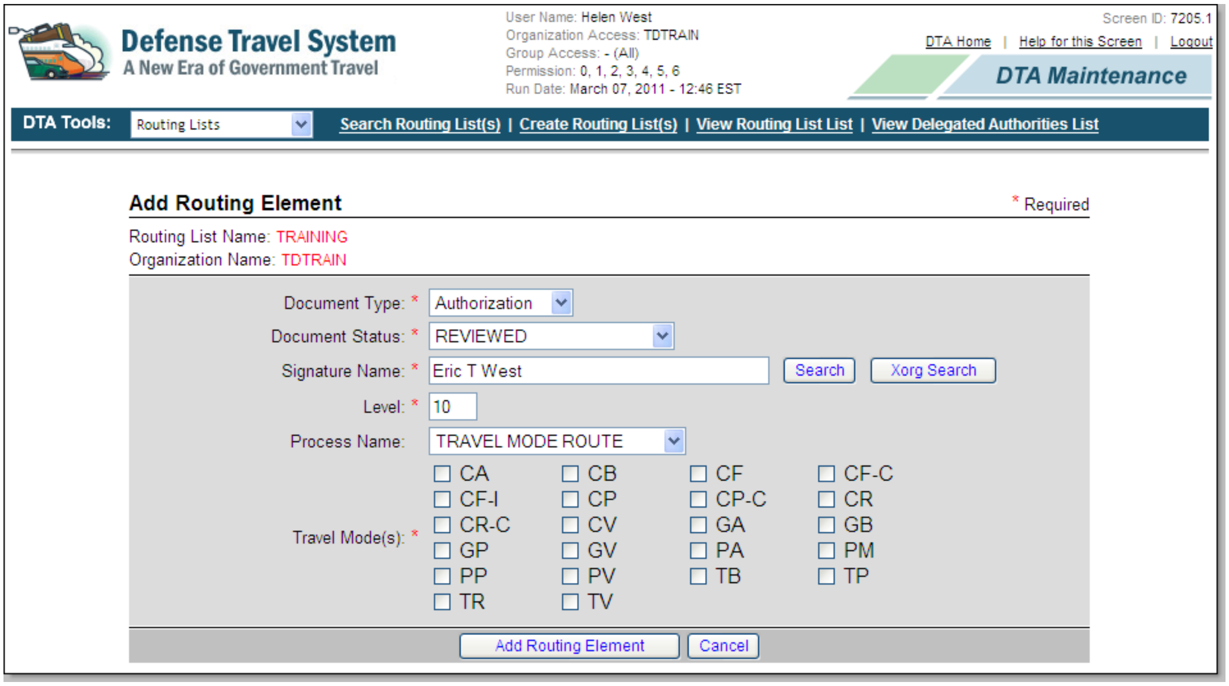


Figure 5-24: Update Routing List Screen - Travel Modes

.

Table 5-8: Travel Modes

TRAVEL MODES		
MODE	**DESCRIPTION**	**EXPENSE CATE-GORY**
CA	Commercial Auto TDY/TAD	RENTAL CAR
CB	Commercial Bus	COM. CARR.-I
CF	CTO FEE (IBA)	COM.CARR.-I
CF-C	CTO FEE (CBA)	COM.CARR.-C
CP	Commercial Plane	COM. CARR.-I
CP-C	Commercial Plane (CBA)	COM. CARR.-C
CR	Commercial Rail (IBA)	COM. CARR.-I
CR-C	Commercial Rail (CBA)	COM. CARR.-C
CV	Commercial Vessel	COM. CARR.-C

Table 5-8: Travel Modes (continued)

TRAVEL MODES		
MODE	**DESCRIPTION**	**EXPENSE CATE-GORY**
GA	Government Auto	TRANSPORT
GB	Government Bus	TRANSPORT
GP	Government Plane	TRANSPORT
GV	Government Vessel	TRANSPORT
PA	Private Auto TDY/TAD	MILEAGE
PM	Private Motorcycle TDY/TAD	MILEAGE
PP	Private Plane	MILEAGE
PV	Private Vessel	MILEAGE
TB	Prepaid Bus	COM. CARR.-T
TP	Prepaid Plane	COM. CARR.-T
TR	Prepaid Rail	COM. CARR.-T
TV	Prepaid Vessel	COM. CARR.-T

8. Select **Add Routing Element** to save.

9. Select **Save Changes** after adding all routing elements to the chosen routing list.

5.6.2.3.3 Conditional Routing for Leave Requested

If the conditional routing element LEAVE REQUESTED has been specified in a routing list for the voucher, and at least one day in the itinerary contains annual or non-duty leave, DTS routes the voucher to the Routing Official specified in the routing list at the level indicated. See the *Document Processing Manual*, Section 2.7.3 to find out how to indicate leave in an authorization, or Section 4.5.3 for guidance on indicating leave in a voucher.

To add the LEAVE REQUESTED element to a routing list, begin on the Update Routing List screen and use the below steps:

1. Select **Add Routing Element**.

   The Add Routing Element screen opens.

2. Select the **Document Type** drop-down list and choose **Voucher**.

3. Select the **Document Status** drop-down list and choose **REVIEWED**.

4. Search for the name of the official to be placed in the **Signature Name** field. (For instructions, see Sections 5.6.2.1 or 5.6.2.2.)

5. Enter the number in the **Level** field to indicate the sequence in the routing list.

6. Select the **Process Name** drop-down list and choose **LEAVE REQUESTED** (Figure 5-25).

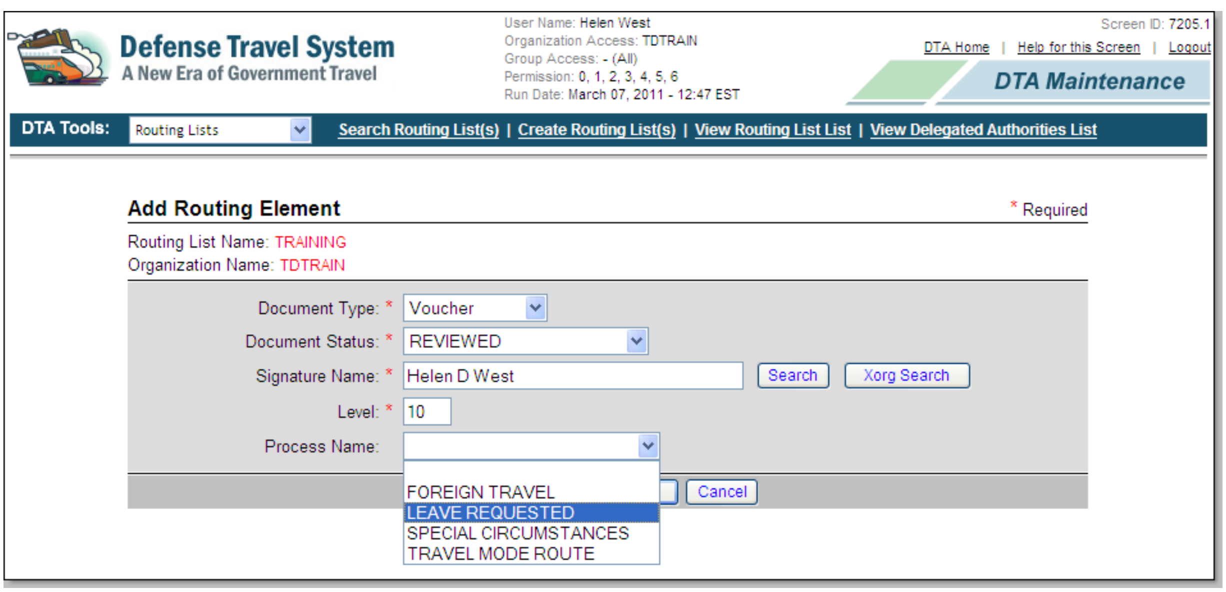
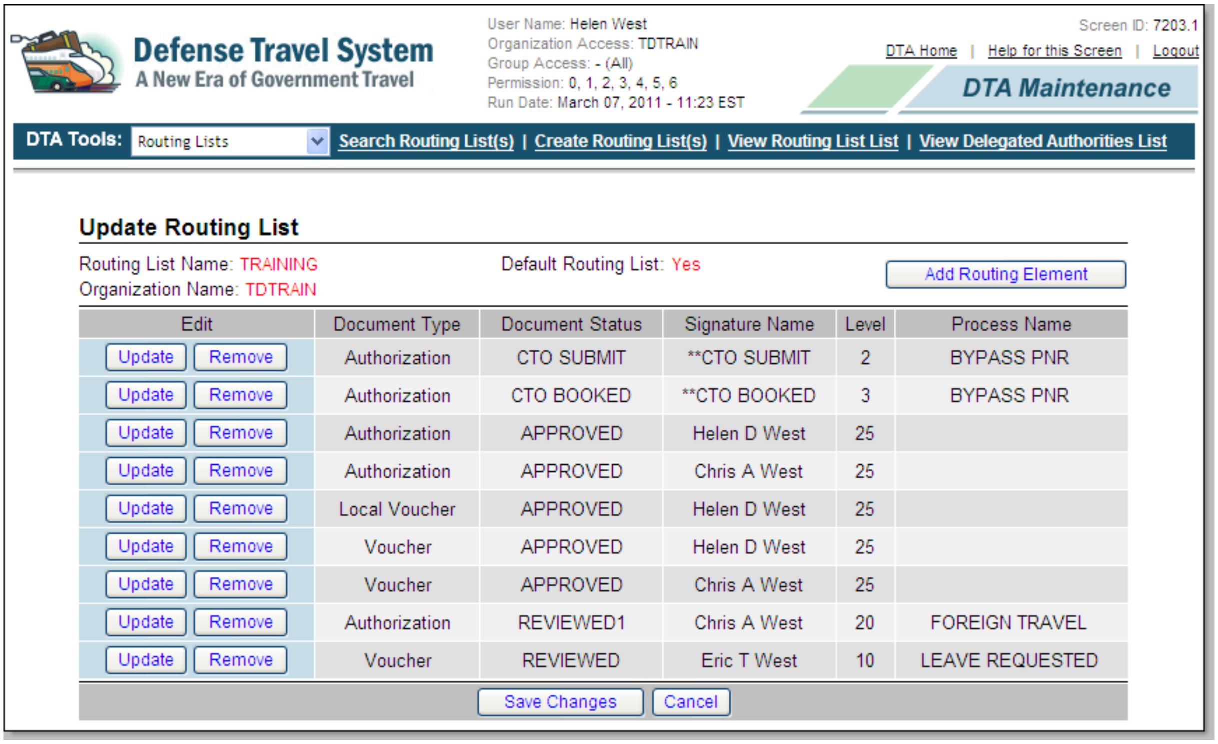


Figure 5-25: Add Routing Element Screen - Leave Requested

7. Select **Add Routing Element**.

The Update Routing List screen opens (Figure 5-26).



Edit	Document Type	Document Status	Signature Name	Level	Process Name
Update Remove	Authorization	CTO SUBMIT	**CTO SUBMIT	2	BYPASS PNR
Update Remove	Authorization	CTO BOOKED	**CTO BOOKED	3	BYPASS PNR
Update Remove	Authorization	APPROVED	Helen D West	25	
Update Remove	Authorization	APPROVED	Chris A West	25	
Update Remove	Local Voucher	APPROVED	Helen D West	25	
Update Remove	Voucher	APPROVED	Helen D West	25	
Update Remove	Voucher	APPROVED	Chris A West	25	
Update Remove	Authorization	REVIEWED1	Chris A West	20	FOREIGN TRAVEL
Update Remove	Voucher	REVIEWED	Eric T West	10	LEAVE REQUESTED

Figure 5-26: Update Routing List Screen - Leave Requested

8. Select **Save Changes**.

5.6.2.4 Remove Routing Elements

To delete routing elements from a routing list, use the below steps:

1. Search for the routing list to be updated.

2. Select **Update** to open the routing list.

The Update Routing List screen opens (Figure 5-27).

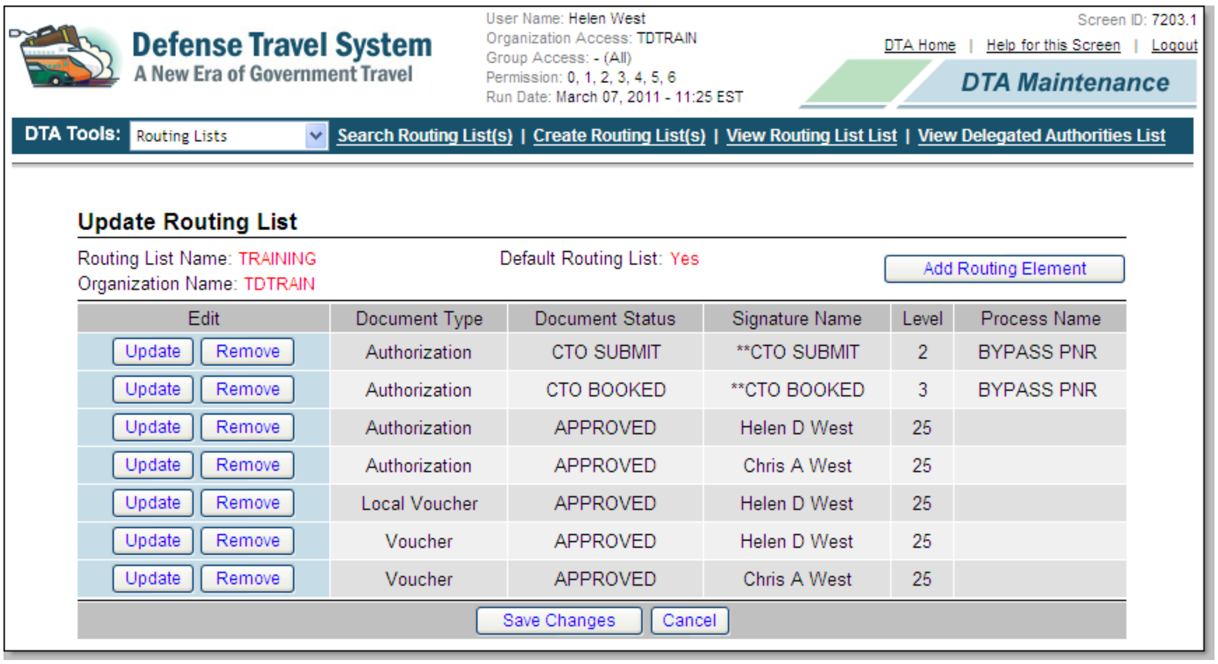


Figure 5-27: Update Routing List Screen - Remove Routing Element

3. Select **Remove** for the routing element to be deleted.

The screen refreshes and no longer displays the removed element (Figure 5-28).

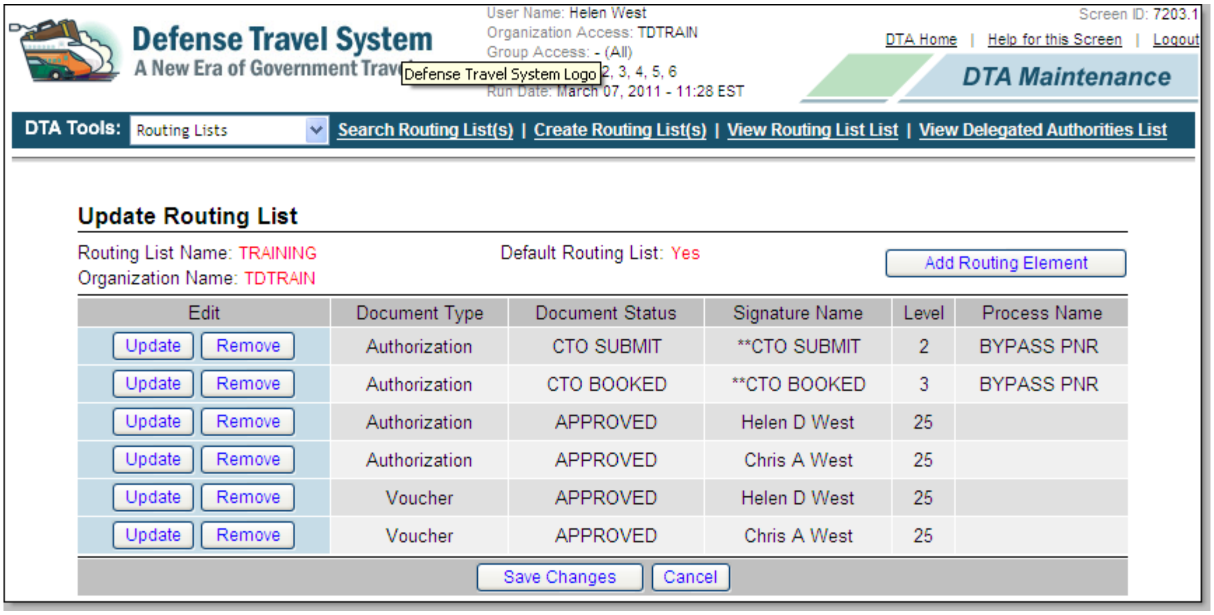


Figure 5-28: Update Routing List Screen - Remove Routing Element - Save

4. Repeat the step above for each element to be removed from the selected routing list.

5. Select **Save Changes** when all routing element updates are complete.

5.6.3 Copy Routing Lists

The Copy Routing List button permits a DTA to make a copy of an existing routing list and save it to another organization. DTS will copy the routing list name and all of its elements. After copying the routing list, the DTA may use the Update button to make changes to the new routing list. Use the steps in Section 5.6.1 to search for the routing list to be copied. Beginning on the Routing List(s) (Search Results) screen, use the below steps to copy a routing list:

1. Select **Copy** to choose the routing list to copy (Figure 5-29).

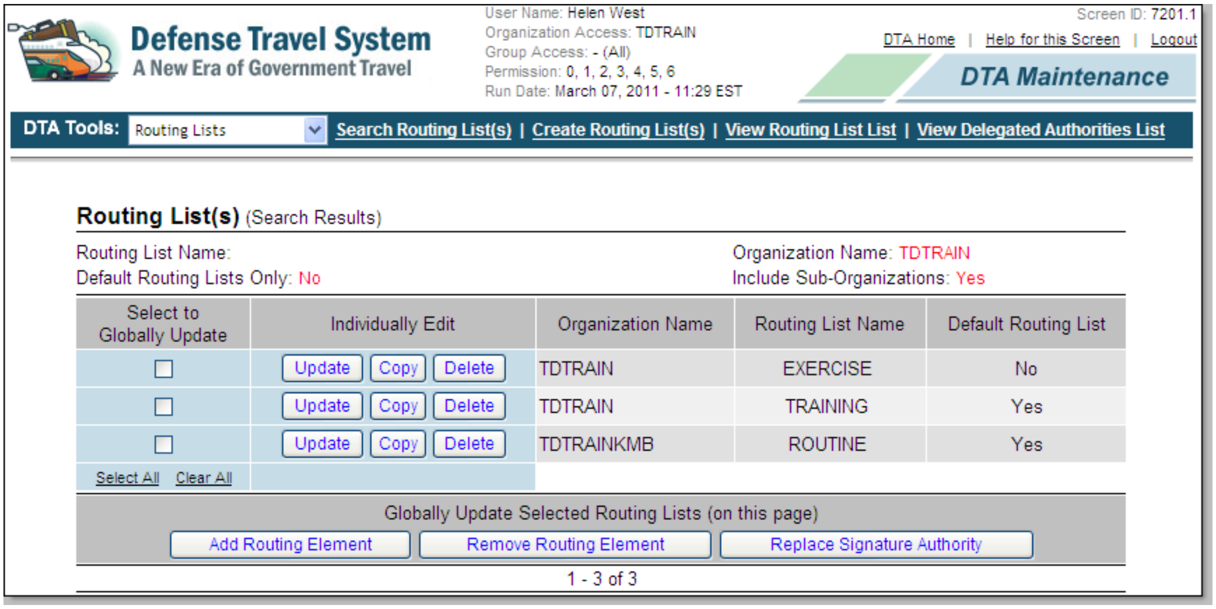


Figure 5-29: Routing List(s) (Search Results) Screen

The Copy Routing List screen opens (Figure 5-30). This screen displays the information from the copied routing list.

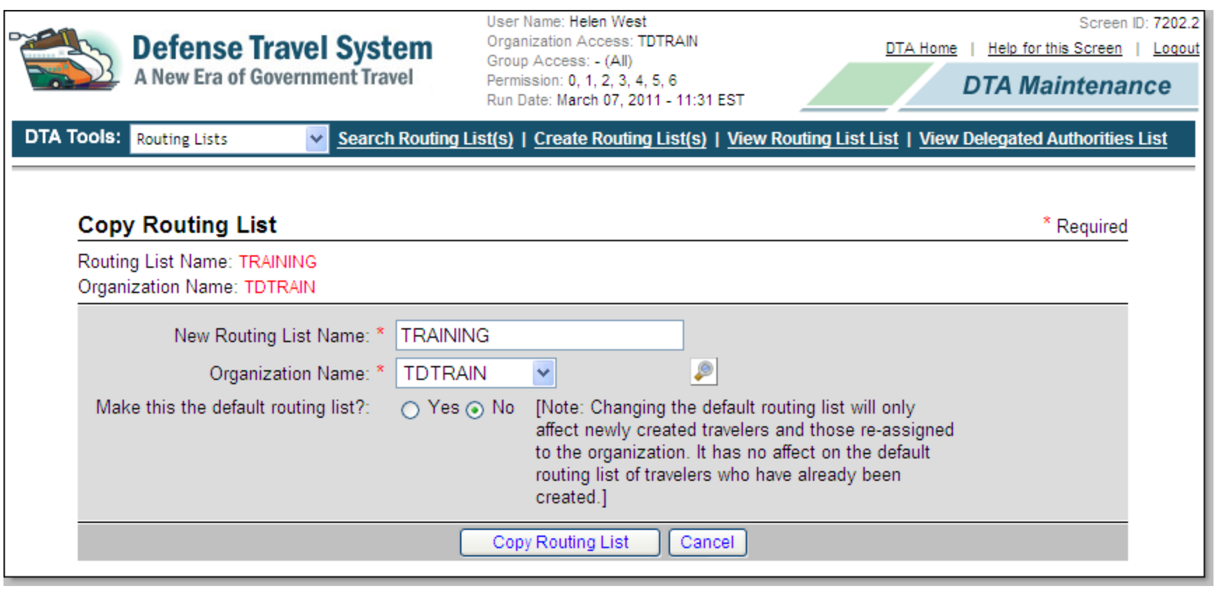


Figure 5-30: Copy Routing List Screen

2. Enter any changes (e.g. name, organization, and default status) for the new routing list.

See Table 5-8 for a description of the Copy Routing List screen.

Table 5-9: Copy Routing List Screen Description

COPY ROUTING LIST SCREEN DESCRIPTIONS	
FIELD OR OBJECT	**DESCRIPTION**
Routing List Name	Identifier that shows the name of the routing list for the details displayed.
Organization Name	Identifier that shows the name of the organization for the routing list and details displayed.
New Routing List Name	Field that automatically displays the name of the copied routing list. The new routing list may be renamed.
Organization Name	Drop-down list from which to select the name of the organization to which the copied routing list will be associated.
Make this the default routing list?	Radio buttons used to indicate whether or not the DTA wants to make this the default routing list for the selected organization. Changing the default routing list will only affect newly created traveler profiles and those reassigned to the organization. It does not affect the default routing list of existing traveler profiles.
Copy Routing List	Button used to save the newly created routing list.
Cancel	Button used to exit this screen without saving the new list.

3. Select **Copy Routing List.**

The Routing List(s) Search Results screen displays the new routing list (Figure 5-31).

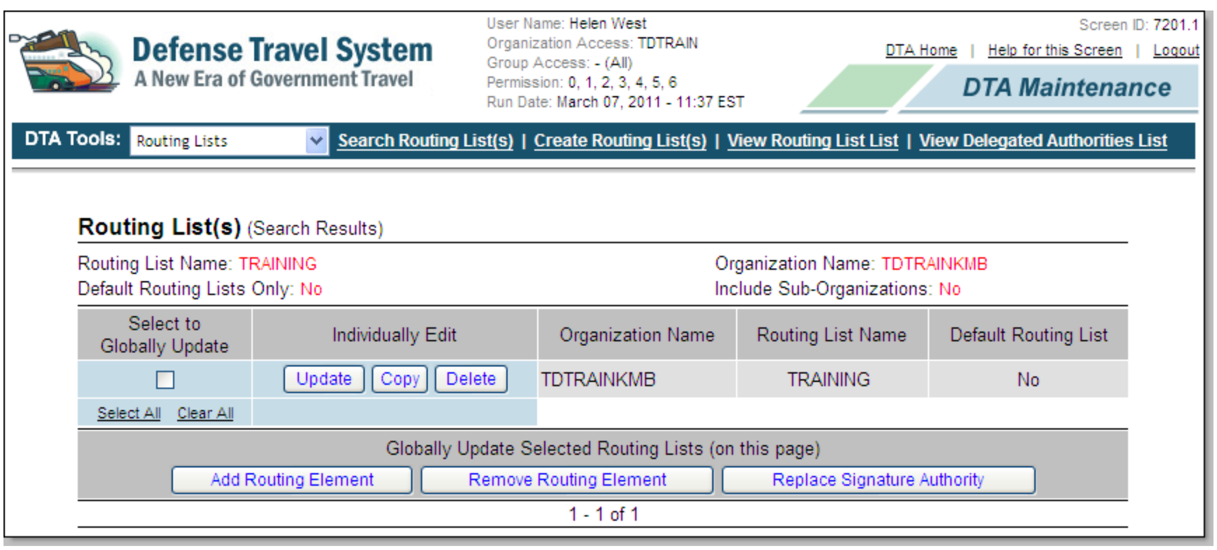


Figure 5-31: Routing List(s) Search Results Screen - New Routing List

4. Select **Update** to change or confirm the routing elements are correct for the destination and routing list.

See the following sections for instructions about how to complete the new routing list:

- 5.6.2.1 Add Routing Elements From Inside the Organization
- 5.6.2.2 Add Routing Elements That Are External to the Organization
- 5.6.2.3 Add Conditional Routing Elements
- 5.6.2.4 Remove Routing Elements.

5. Select **Save Changes** once all routing elements have been updated (Figure 5-32).

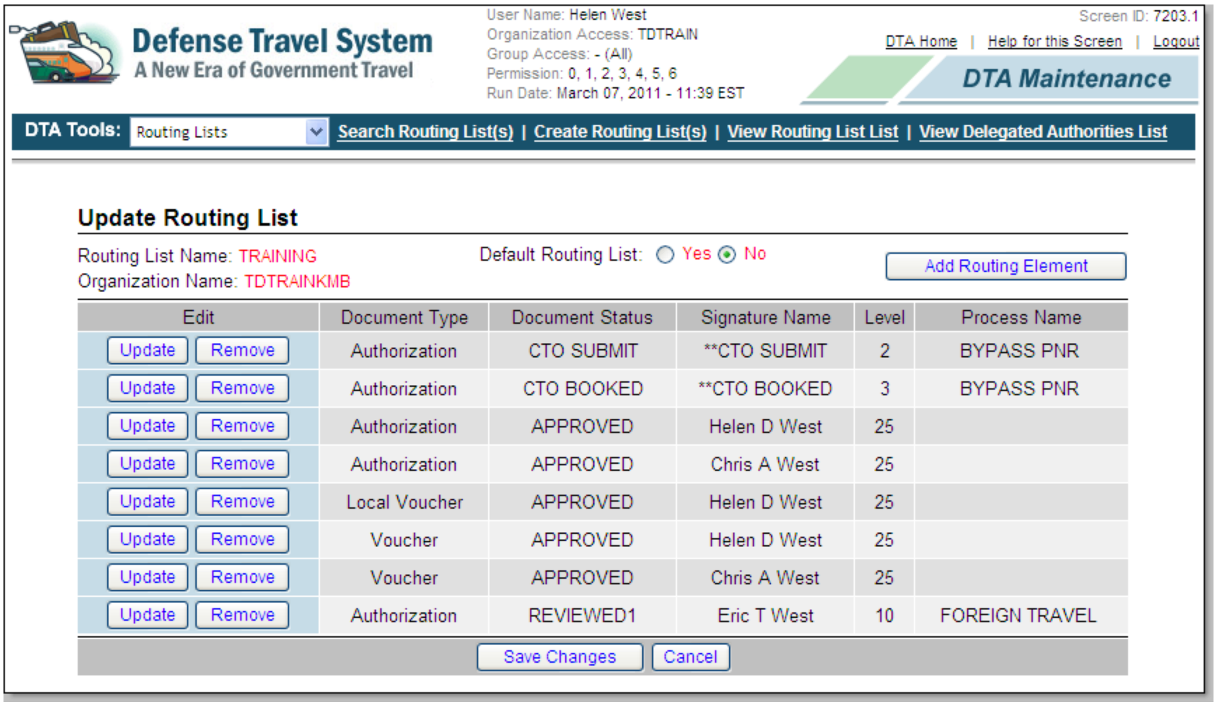


Figure 5-32: Update Routing List Screen

5.6.4 Delete Routing Lists

The Delete Routing List screen allows the DTA to delete a routing list. DTS will not allow a routing list to be deleted while it is being used; this means that if a traveler has the routing list selected in their profile DTS will not allow the routing list to be deleted. If the DTA attempts to delete a routing list that is identified in any traveler profile, an error message will explain why the routing list cannot be deleted. DTAs cannot delete the default routing list for an organization. The DTA Maintenance Tool will delete the default routing list automatically when the organization is deleted. Deleted routing list information cannot be recovered.

Use the steps in Section 5.6.1 to search for the routing list to be deleted. Beginning on the Routing List(s) (Search Results) screen (Figure 5-33), follow the below steps to delete a routing list:

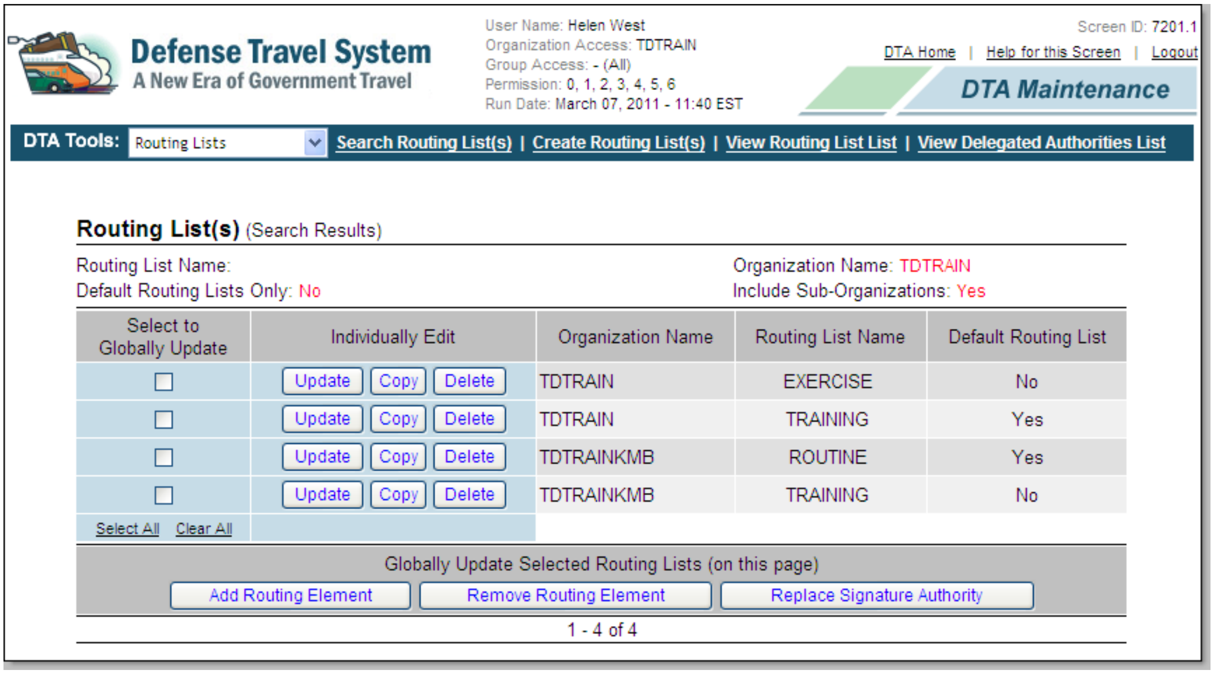


Figure 5-33: Routing List(s) (Search Results) Screen

1. Select **Delete** to choose the routing list to be deleted.

The Delete Routing List screen opens (Figure 5-34).

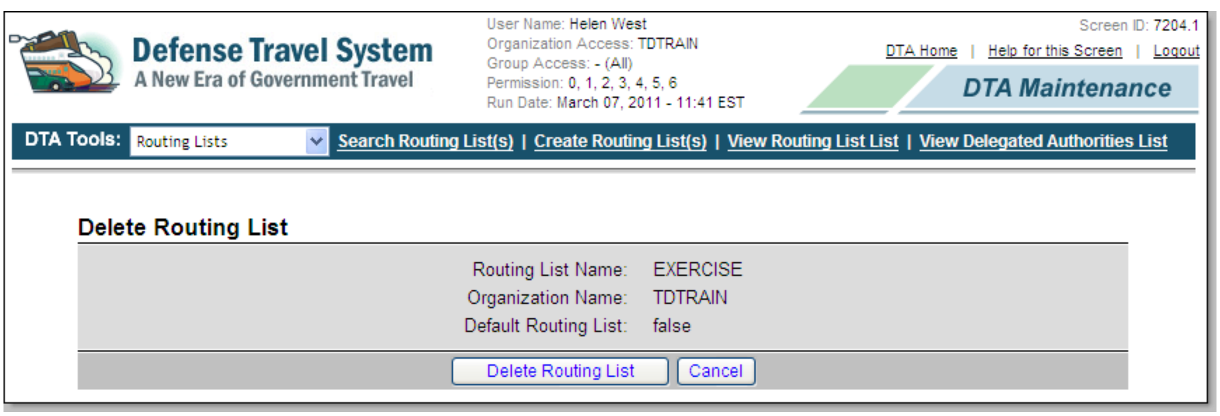


Figure 5-34: Delete Routing List Screen

2. Verify the details for the selected routing list and confirm that it is the one to be deleted.

3. Select **Delete Routing List**.

The Routing Lists(s) (Search Results) screen opens. The deleted routing list is no longer listed (Figure 5-35).

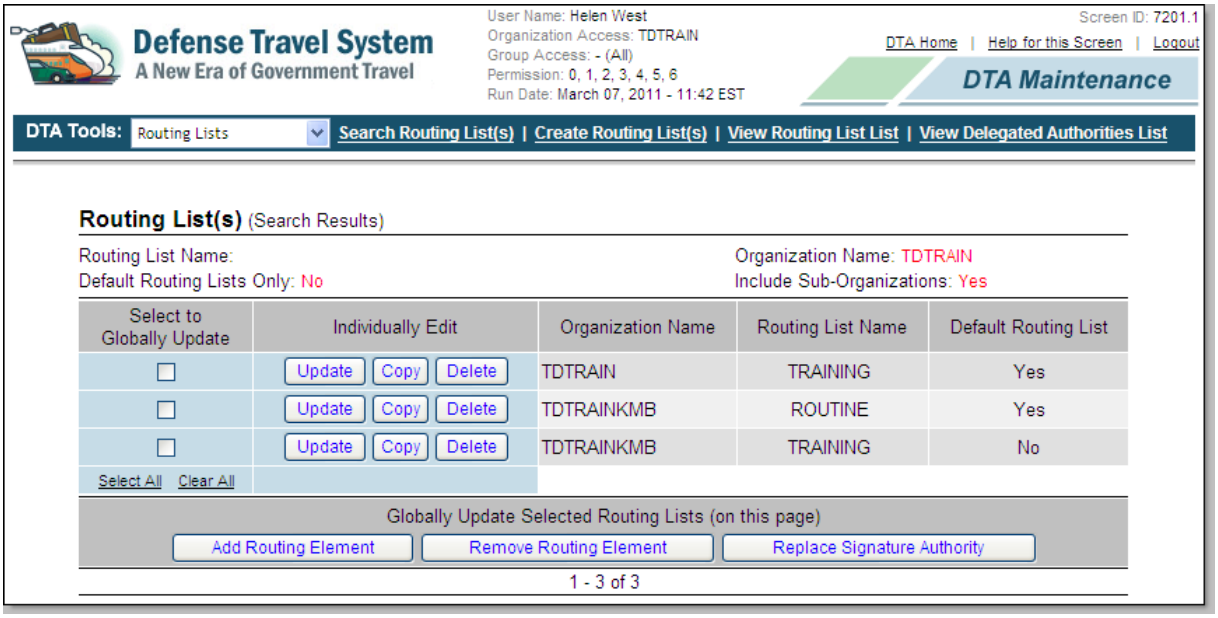


Figure 5-35: Routing List(s) (Search Results) Screen - Routing List Deleted

If the DTA selects a default routing list, the error message shown in Figure 5-36 will display. The DTA must designate the default status to a different routing list before the default routing list can be deleted.

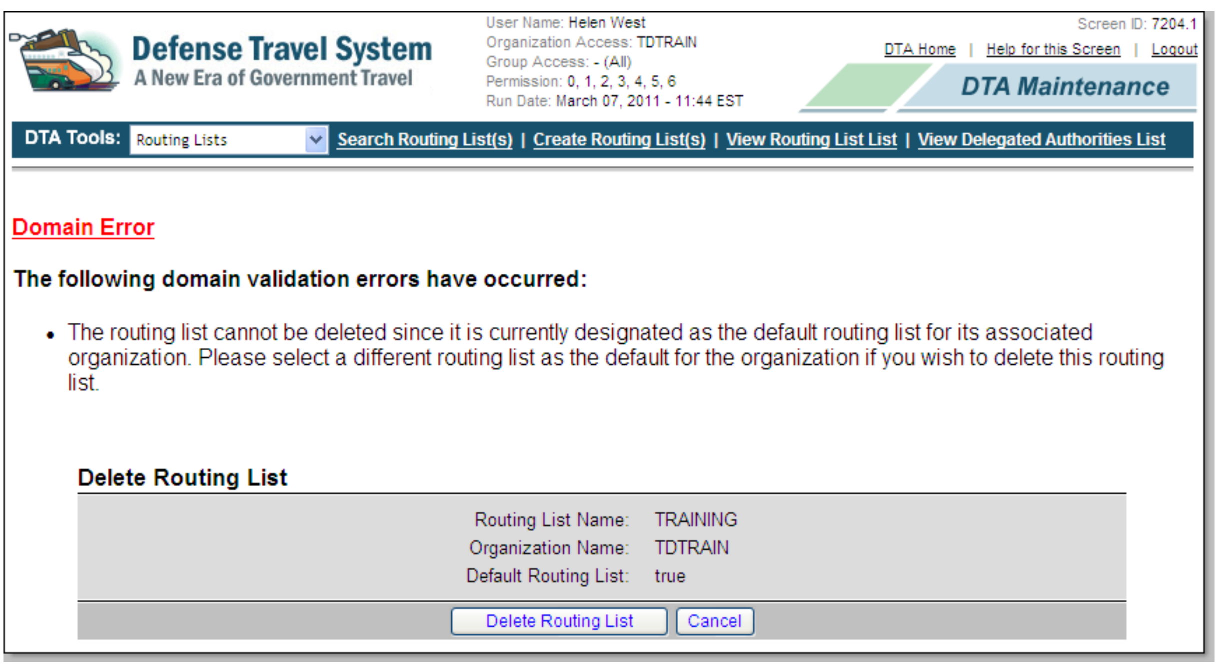


Figure 5-36: Delete Routing List Screen With Error Message

5.6.5 Create a Routing List

To create a routing list in DTS means to create and name an empty shell. The DTA adds routing elements afterward (see Sections 5.6.2.1, 5.6.2.2, and 5.6.2.3). To create a routing list, use the below steps:

1. Select **Routing Lists** from the DTA Tools drop-down list (Figure 5-37).

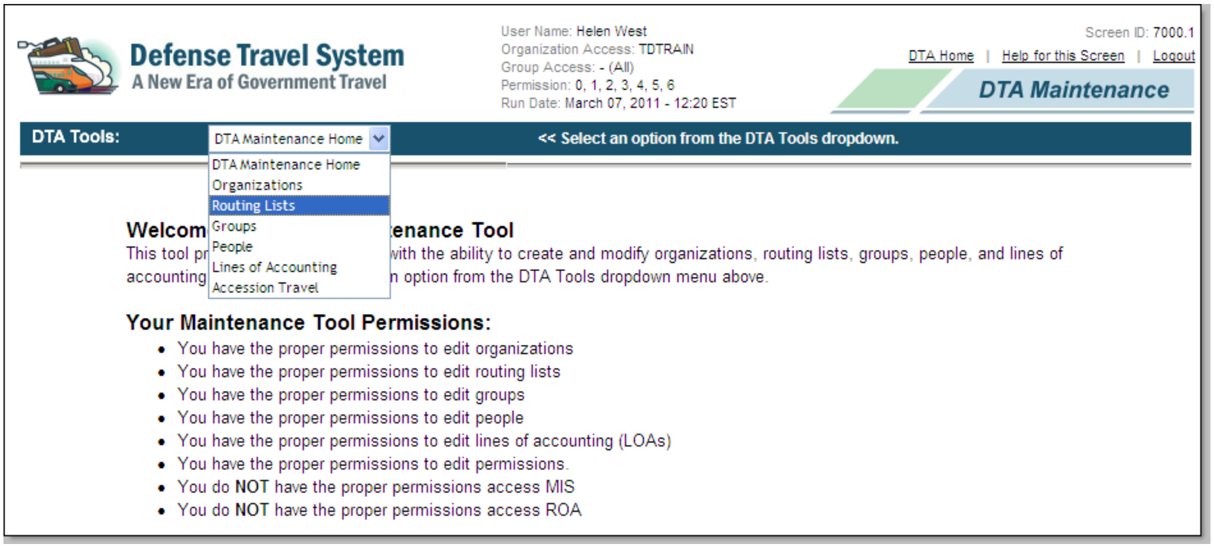


Figure 5-37: DTA Maintenance Tool Home Page

The Search Routing List(s) screen opens (Figure 5-3).

2. Select the **Create Routing List(s)** link on the navigation bar.

The Create Routing List screen opens (Figure 5-38).

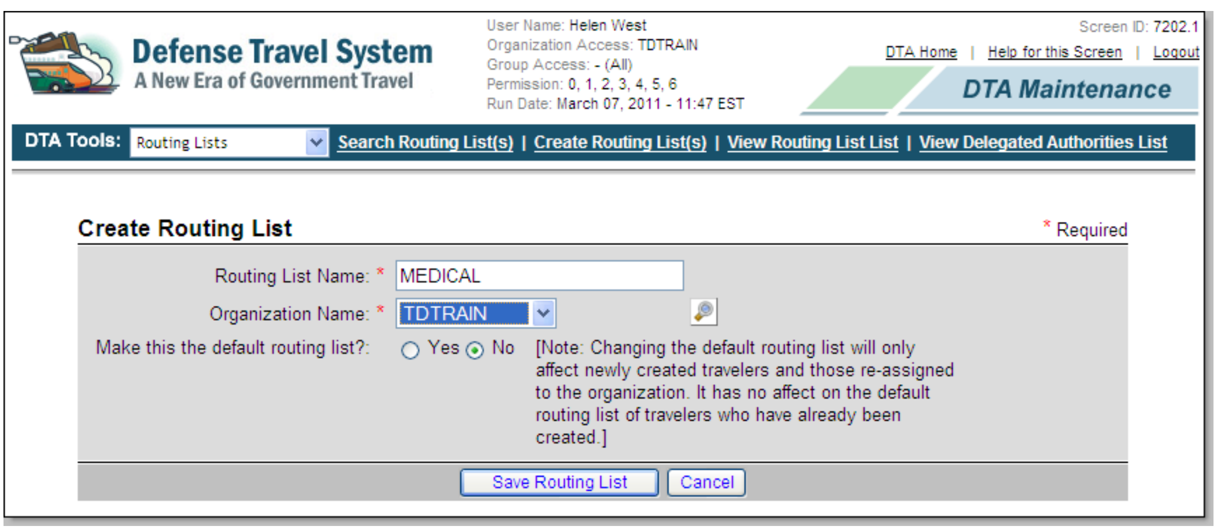


Figure 5-38: Create Routing List Screen

3. Enter the name of the routing list in the **Routing List Name** field.

Table 5-10 describes the fields and objects list on the **Create Routing List** screen.

Table 5-10: Create Routing List Screen Description

CREATE ROUTING LIST SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Routing List Name	Field in which to enter the name of the routing list that to be created.
Organization Name	Drop-down list of organization names. Use to select the organization to which a DTA will add the new routing list.
Make this the default routing list?	Radio buttons used to indicate whether or not this will be the default routing list for the selected organization. Changing the default routing list will affect only newly created travelers and those reassigned to the organization. It will not change the default routing list of the organization's existing travelers.
Save Routing List	Button used to save the newly created routing list.
Cancel	Button used to exit this screen without saving the list.

4. Select the **Organization Name** drop-down list and choose the **organization** to which the new routing list will be added.

5. Select **Yes** or **No** to indicate whether or not the new routing list will be the default.

6. Select **Save Routing List**.

5.7 Global Routing Maintenance

Global Routing Maintenance allows the DTA to add and remove routing elements and replace signature authority to multiple routing lists at the same time. To update multiple routing lists at once, the DTA must first search for all routing lists to include in the update. Beginning on the Routing List(s) (Search Results) screen (Figure 5-39), the DTA may add or remove routing elements and replace signature authority to more than one list at a time.

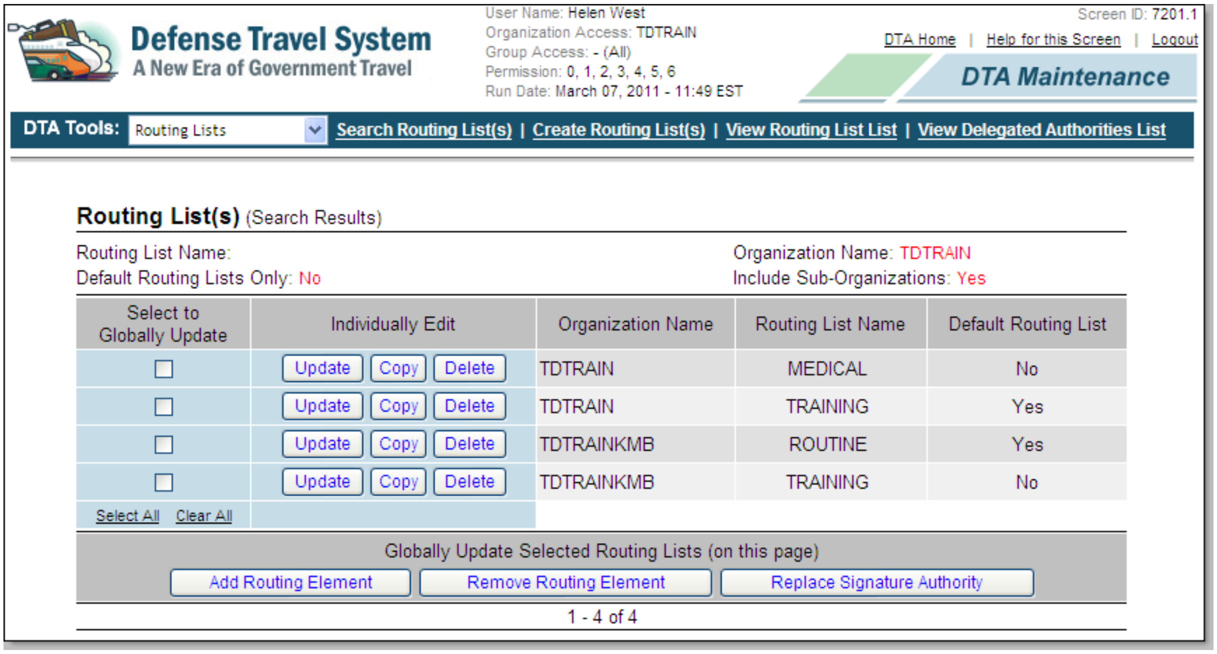


Figure 5-39: Routing List(s) (Search Results) Screen

5.7.1 Add Routing Elements to Multiple Routing Lists

To add routing elements to more than one routing list, the DTA must begin on the Routing List (Search Results) screen (Figure 5-39).

1. Check the **Select to Globally Update** check box next to the routing lists that require the addition of a routing element (Figure 5-40).

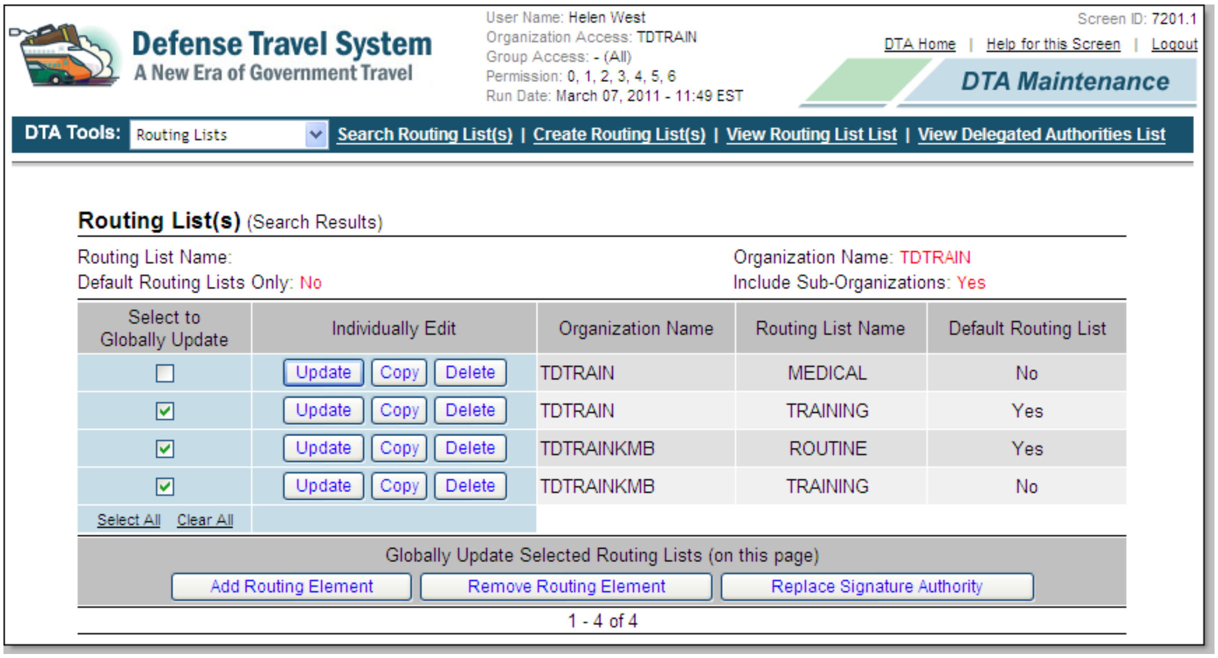


Figure 5-40: Routing List(s) (Search Results) Screen - Globally Update Checked

2. Select **Add Routing Element**.

The Globally Add Routing Element screen opens. All the routing lists named on the screen will be updated (Figure 5-41). Table 5-11 describes the fields and objects on the Globally Add Routing Element screen.

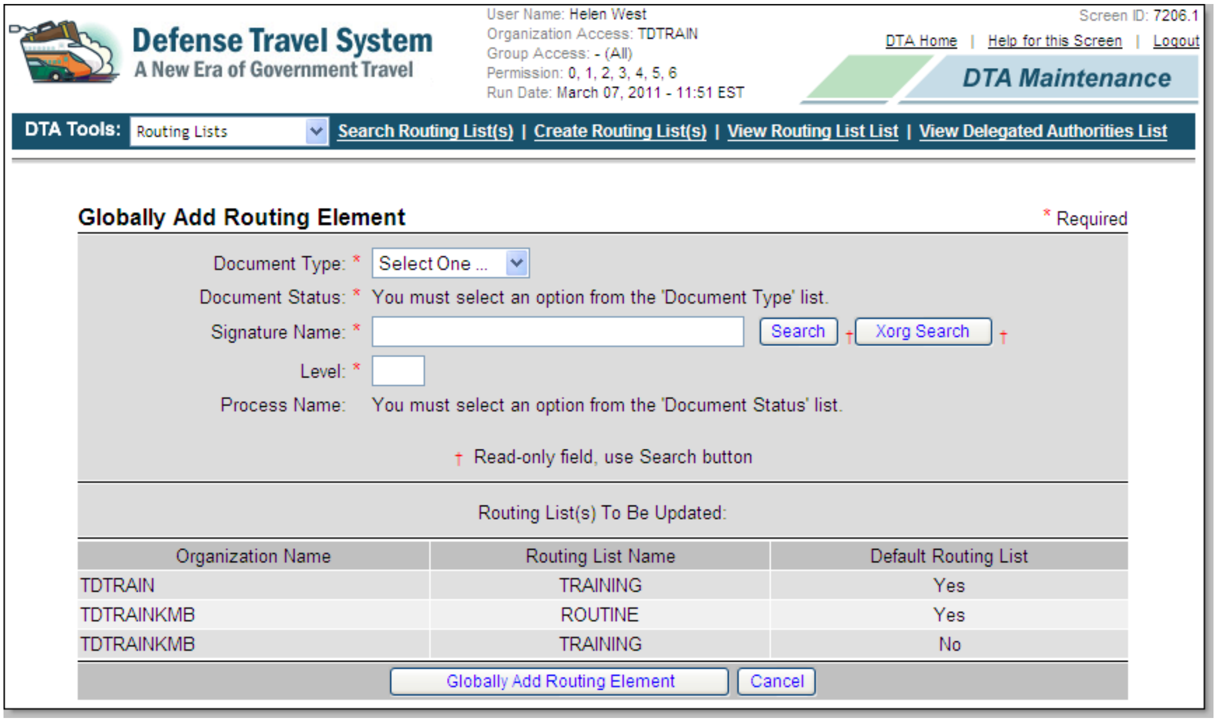


Figure 5-41: Globally Add Routing Element Screen

Table 5-11: Globally Add Routing Element Screen Description

GLOBALLY ADD ROUTING ELEMENT SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Document Type	Drop-down list to choose the type of document to which the selected routing list applies.
Document Status	Drop-down list to choose the stamp to be applied to the document (e.g., APPROVED).
Signature Name	Name of Routing Official or status in the system to whom the document must route before proceeding to the next step.
Search	Button used to search for the signature name.
Xorg Search	Button used to search for the signature name from another organization using the SSN.
Level	Level of the stamp in the routing list of a document.
Process Name	Field that indicates a special process that a document must go through. Used in conjunction with CTO SUBMIT, CTO BOOKED, and the conditional routing status.
Routing List(s) To Be Updated	Heading above the organization names and routing lists that will be affected by this global change.
Organization Name	Column heading above the name(s) of the organization(s) that will be updated.
Routing List Name	Column heading above the names of the routing lists that will be updated.
Default Routing List	Column heading above indicators that display whether or not the routing list being updated is the default routing list.
Globally Add Routing Element	Button used to save updates to the identified routing lists.
Cancel	Button used to cancel without making any changes.

3. Complete the **Document Type**, **Document Status**, **Signature Name**, and **Level** fields (Figure 5-42).

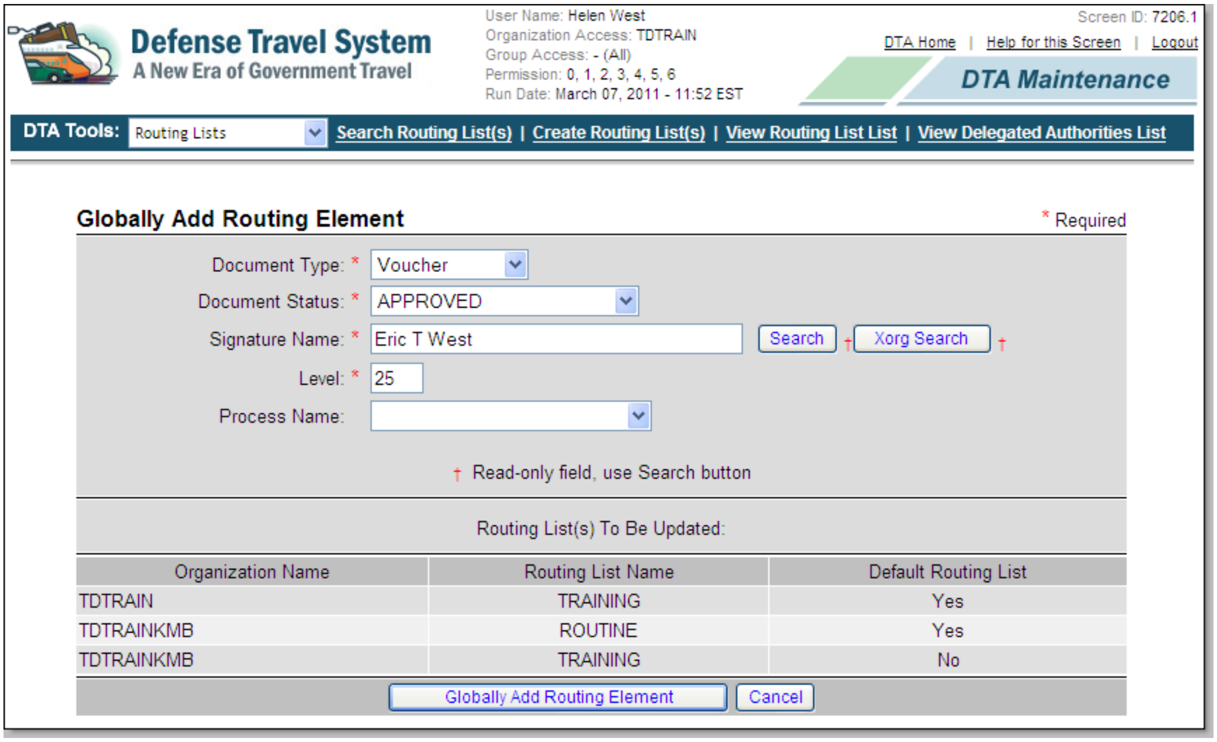


Figure 5-42: Globally Add Routing Element Screen

4. Complete the **Process Name** field if conditional routing is necessary.

5. Select **Globally Add Routing Element**.

The Globally Add Routing Element Summary screen indicates whether or not the update was successful for each of the routing lists selected for this process (Figure 5-43).

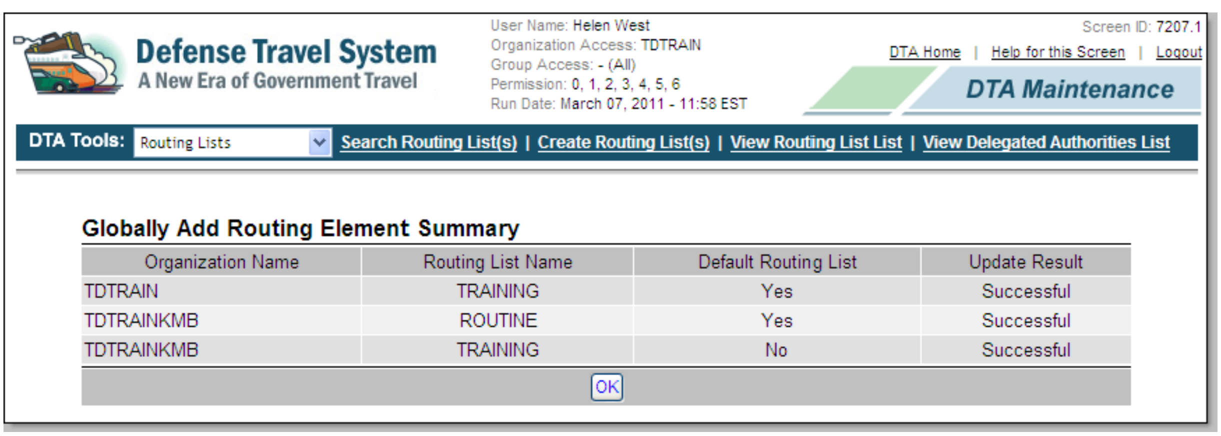


Figure 5-43: Globally Add Routing Element Summary Screen

Note: The Globally Add Routing Element feature will not replace existing elements; it only adds new elements.

6. Select **OK** after viewing the update results.

The four routing lists shown in Figure 5-43 have been updated with Chris Carson as the Routing Official who will approve vouchers.

5.7.2 Remove Routing Elements From Multiple Routing Lists

To remove routing elements from multiple routing lists, the DTA must begin on the Routing List(s) (Search Results) screen.

1. Check **Select to Globally Update** boxes for all routing lists that requires the removal of a routing element (Figure 5-44).

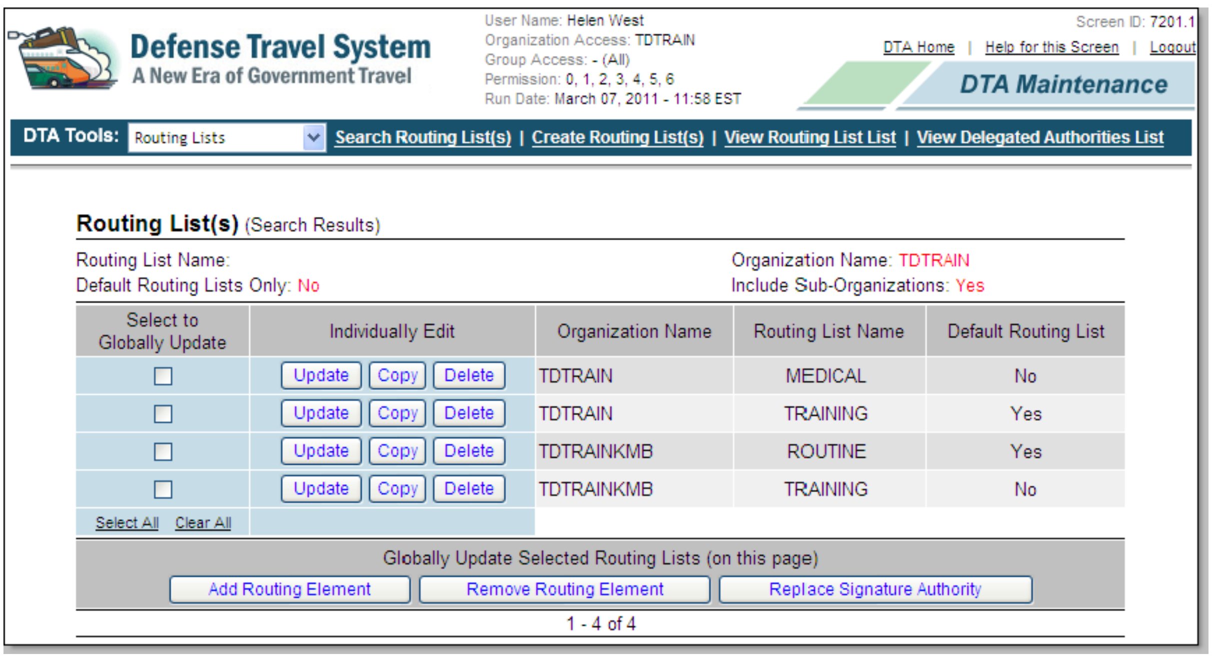


Figure 5-44: Routing List(s) (Search Results) Screen

2. Select **Remove Routing Element.**

The Globally Remove Routing Element screen opens.

3. Complete the field(s) (**Document Type**, **Document Status**, **Signature Name**, and **Level**) to be removed from the routing lists (Figure 5-45).

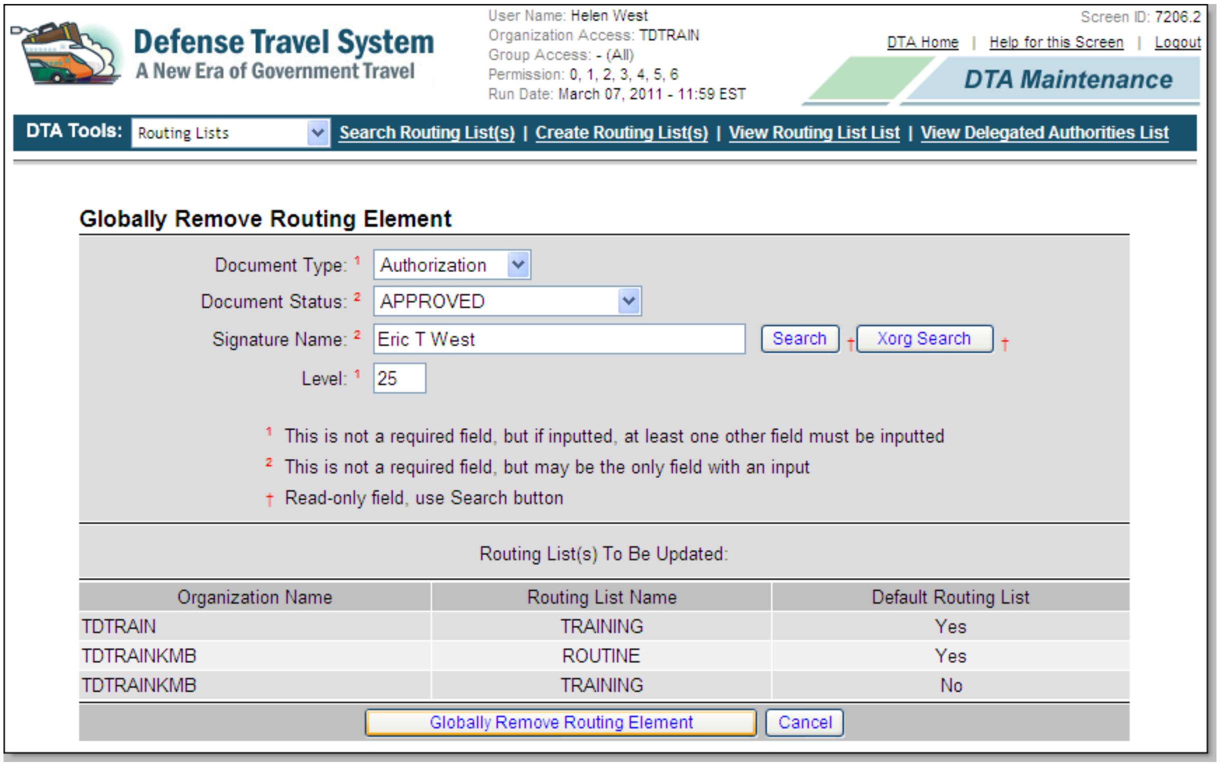


Figure 5-45: Globally Remove Routing Element Screen

4. Select **Globally Remove Routing Element**.

The Globally Remove Routing Element Summary screen indicates whether or not the update was successful for each of the routing lists selected for this process.

5. Select **OK** after viewing the results.

5.7.3 Replace Signature Authority on Multiple Routing Lists

To replace the signature name on more than one routing list at a time, the DTA must begin on the Routing List (Search Results) screen.

1. Check the **Select to Globally Update** box for the routing lists on which the DTA will replace signature authority (Figure 5-46).

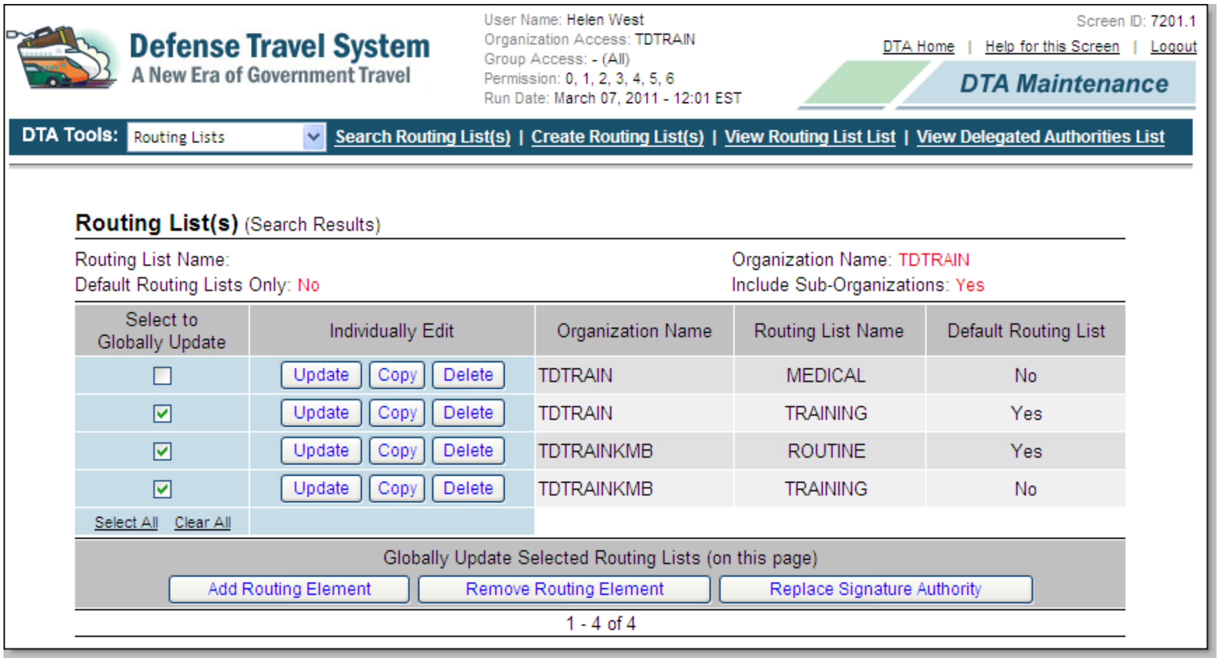


Figure 5-46: Routing List(s) (Search Results) Screen - Globally Update Checked

2. Select **Replace Signature Authority**.

The Globally Replace Signature Authority screen opens (Figure 5-47). See Table 5-12 for descriptions of the fields and objects on the Globally Replace Signature Authority screen.

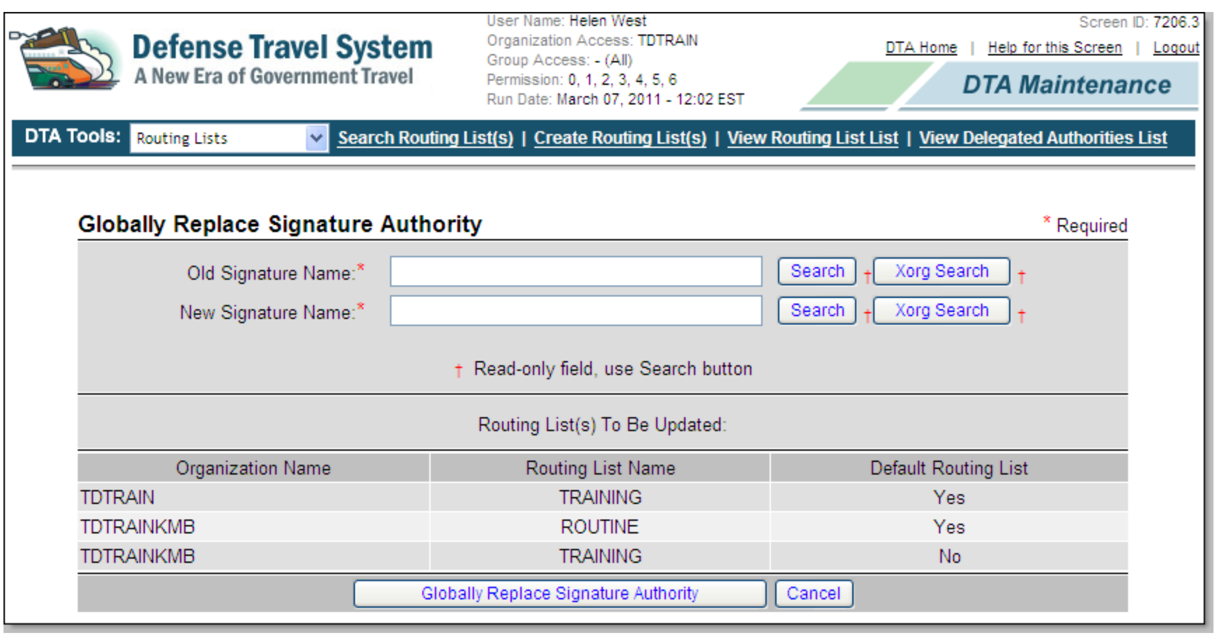


Figure 5-47: Globally Replace Signature Authority Screen

Table 5-12: Globally Replace Signature Authority Screen Description

GLOBALLY REPLACE SIGNATURE AUTHORITY SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Old Signature Name	Field in which to enter the existing signature name on the routing list by using one of the search functions.
New Signature Name	Field in which to enter the new signature name by using one of the search functions.
Search	Button used to search for a signature name from the same organization using the SSN or last name.
Xorg Search	Button used to search for a signature name from another organization using the SSN.
Routing List(s) To Be Updated	Heading above the organization name(s) and routing lists that will be affected by this global change.
Organization Name	Column heading above the name(s) of the organization(s) that will be updated.
Routing List Name	Column heading above the names of the routing lists that will be updated.
Default Routing List	Column heading above indicators that display whether or not the routing list being updated is the default routing list.
Globally Replace Signature Authority	Button used to save updates to the routing lists
Cancel	Button used to cancel without making any changes

3. Complete the **Old Signature Name** field.

4. Select **Search** to search within an organization.
   -OR-
   Select **Xorg Search** to search external organizations.

The Search People screen opens (Figure 5-48). If the DTA selected Xorg search, the Search People screen shown in Figure 5-49 opens. This requires the DTA to enter the SSN of the signature name.

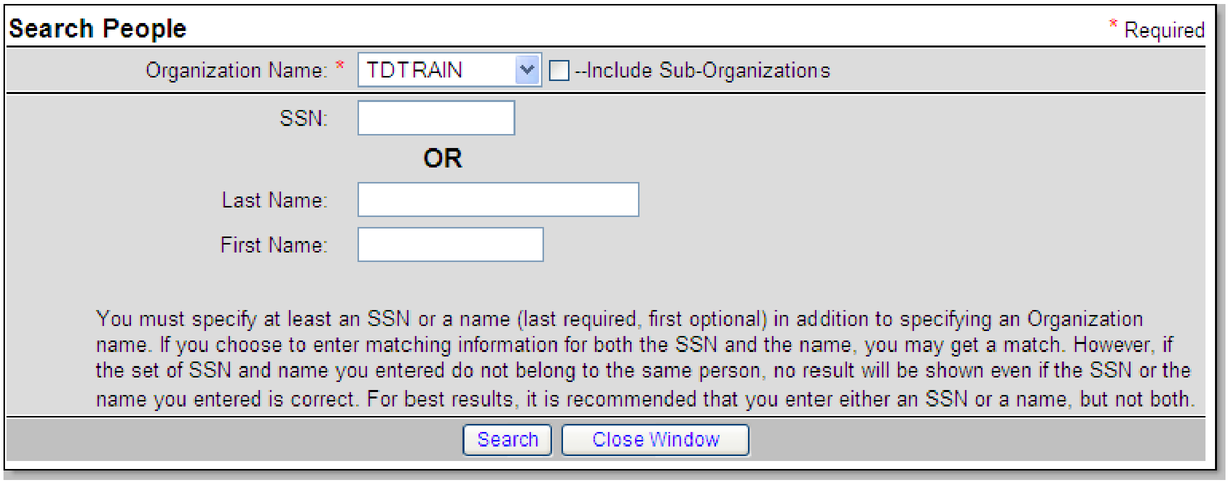


Figure 5-48: Search People Screen

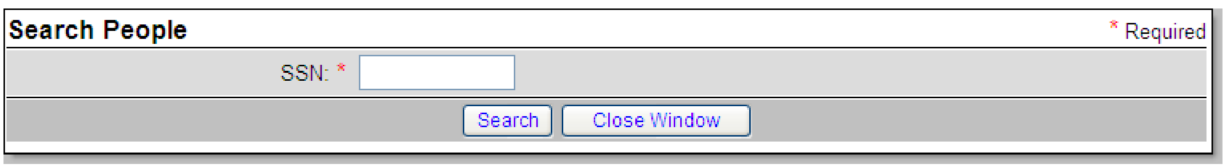


Figure 5-49: Search People Screen (Xorg)

5. Enter the **SSN** or **last name** of the signature name.

6. Select **Search**.

The Search People Results screen opens (Figure 5-50).

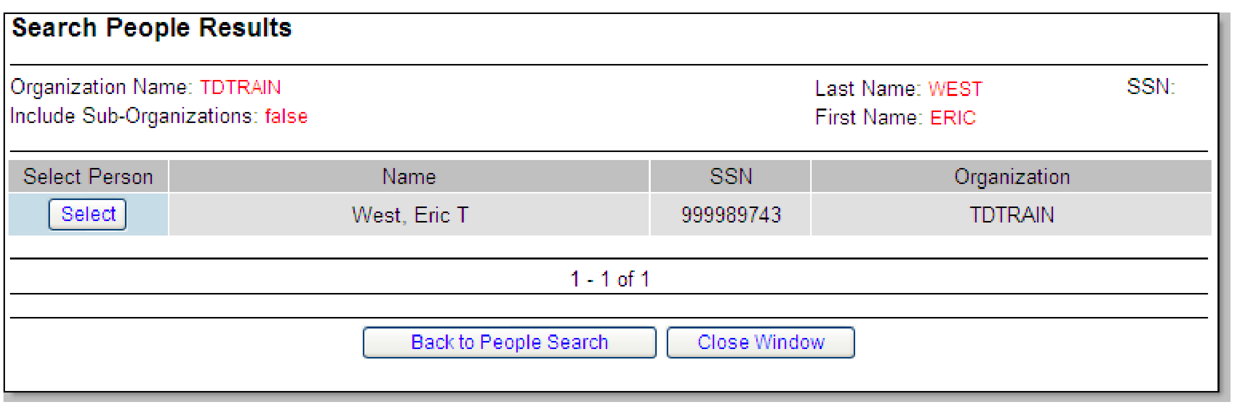


Figure 5-50: Search People Results Screen

7. Choose **Select** to select the signature name.

The signature names display on the Globally Replace Signature Authority screen (Figure 5-51).

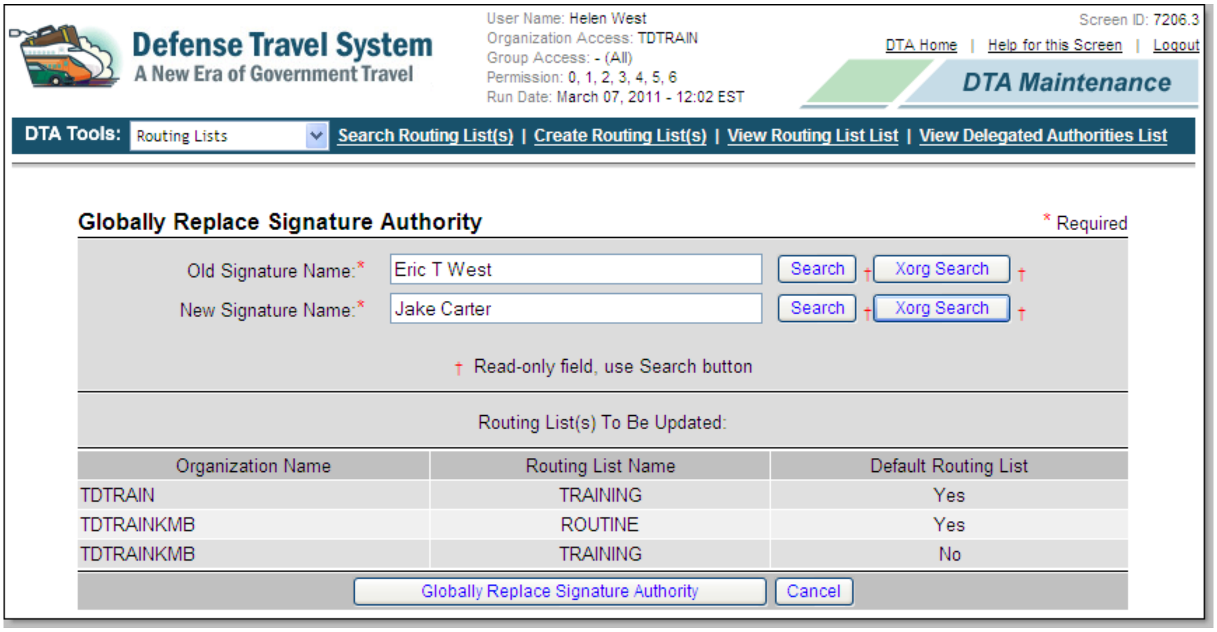


Figure 5-51: Globally Replace Signature Authority Screen

8. Select **Globally Replace Signature Authority** to replace the signatures in multiple routing lists.

9. The Globally Replace Signature Authority Summary screen indicates whether or not the update was successful for each of the routing lists selected for this process (Figure 5-52).

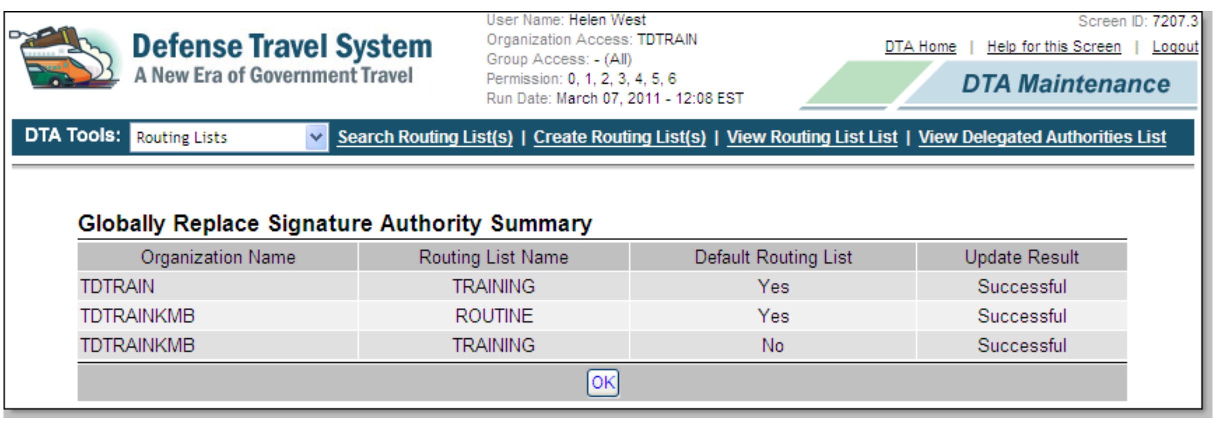


Figure 5-52: Globally Replace Signature Authority Summary Screen

10. Select **OK**.

5.8 Create a Routing List for a Self-AO

Travelers can be designated as Self-AOs in cases where they need to approve their own authorization. Self-AOs can approve their own authorizations only if no request for a non-ATM advance or no scheduled partial payments (SPPs) have been requested. Self-AOs cannot approve their own vouchers. In these cases, an authorized individual in the Self-AO's routing list must approve the document. To enable this type of approval, a backup AO should be named in the routing list.

5.8.1 Designate a Traveler as a Self-AO

In order to be designated a Self-AO, the traveler must complete the standard process to approve authorizations in DTS. Additional information can be found in the *DTS Financial Field Procedures Guide*.

Self-AOs' profiles must reflect that the traveler is a Self-AO. Beginning on any screen in the DTA Maintenance Tool, the DTA may use the following steps to complete the process:

1. Select the **DTA Tools** drop-down list and choose **People**.
2. Search for the traveler's name.
3. Select **Update** for the correct traveler in the list.
4. Select **Continue**.
5. Select the **Yes** radio button (under General Traveler Data) to grant Self-AO Approval.
6. Check the 0, 1, and 2 check boxes for Editable Permission Level(s).

Level 1 is optional for view-only access to the budget. Level 2 is for access to Route and Review.

7. Select **Save Changes**.

5.8.2 Identify a Traveler as an AO in the Routing List

A DTA must identify Self-AOs as AOs in their own routing lists. Beginning on any screen in the DTA Maintenance Tool, follow the below steps to complete the process:

1. Select the **DTA Tools** drop-down list and select **Routing Lists**.

The Search Routing List(s) screen opens (Figure 5-3).

2. Search for the routing list to be updated.
3. Select **Update**.

The Update Routing List screen opens.

4. Select **Add Routing Element**.

The Add Routing Element screen opens.

5. Select the **Document Type** drop-down list and choose **Authorization**.
6. Select the **Document Status** drop-down list and choose **APPROVED**.

7. Select **Search** to complete the Signature Name field.

The Search People screen opens.

8. Enter the traveler's name or SSN.

The Search People Results screen opens.

9. Choose **Select** next to the name of the traveler.

10. Enter the **Level** for the AO (use the same level as the backup AO).

11. Leave the Process Name field blank.

12. Select **Add Routing Element** to accept the entered element.

13. Select **Save Changes** (Figure 5-53). See Section 5.6.2 for more details.

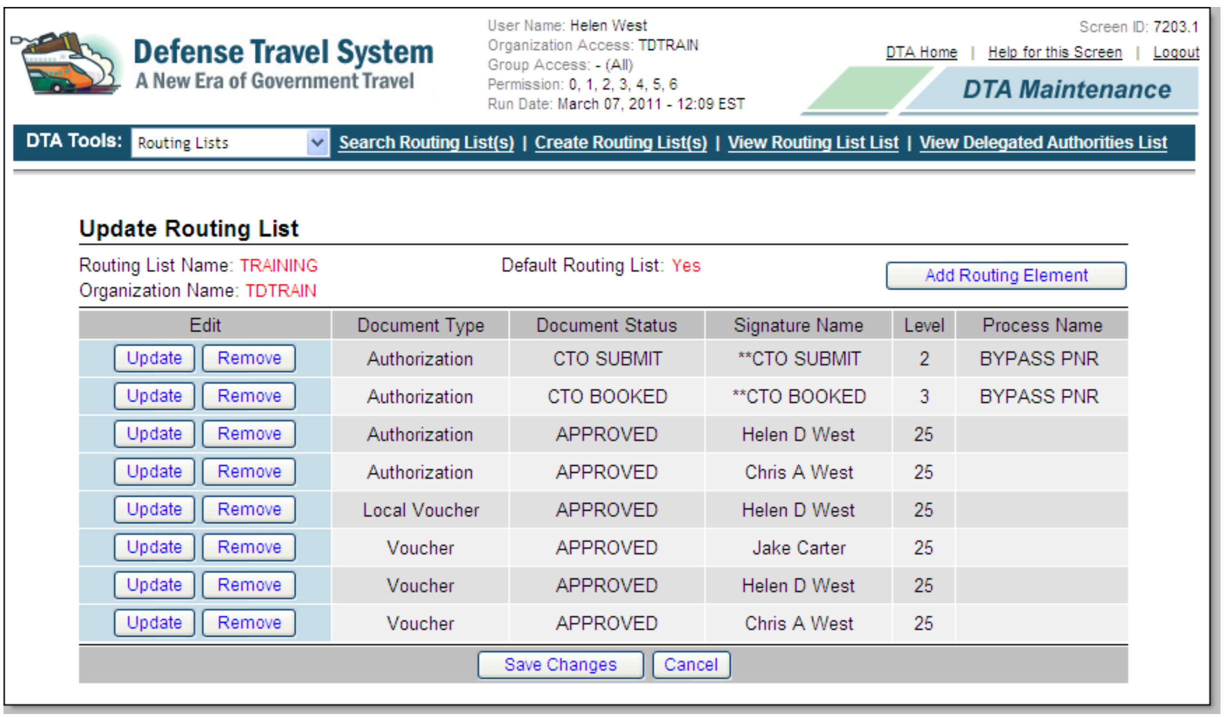


Figure 5-53: Update Routing List Screen

14. Verify that the Self-AO's default routing list has been assigned as the routing list updated in this process.

DTAs may confirm Self-AO's default routing list by viewing the Routing List Name field in the traveler's profile in the DTA Maintenance Tool. See Section 7.3.2, Update Personal Profiles.

5.9 Assign Routing Lists to People

DTAs will use the People feature of the DTA Maintenance Tool to assign routing lists to travelers. As discussed earlier, each traveler is assigned a default routing list in their profile. There may be more than one routing list from which to select, depending on the number of routing lists created for the organization. A traveler may change the default routing list before creating a travel document to allow that document to be routed to a different series of Routing Officials.

To assign a routing list, see Section 7.3.2, Update Personal Profiles.

5.10 View a List of Routing Lists

The DTA can generate a report that identifies all the routing lists and their elements for the organization identified.

Follow the below steps to view a list of routing lists:

1. Select the **DTA Tools** drop-down list and choose **Routing Lists.**

The Search Routing Lists screen opens (Figure 5-3).

2. Select **View Routing List List.**

The View Routing List List screen opens (Figure 5-54).

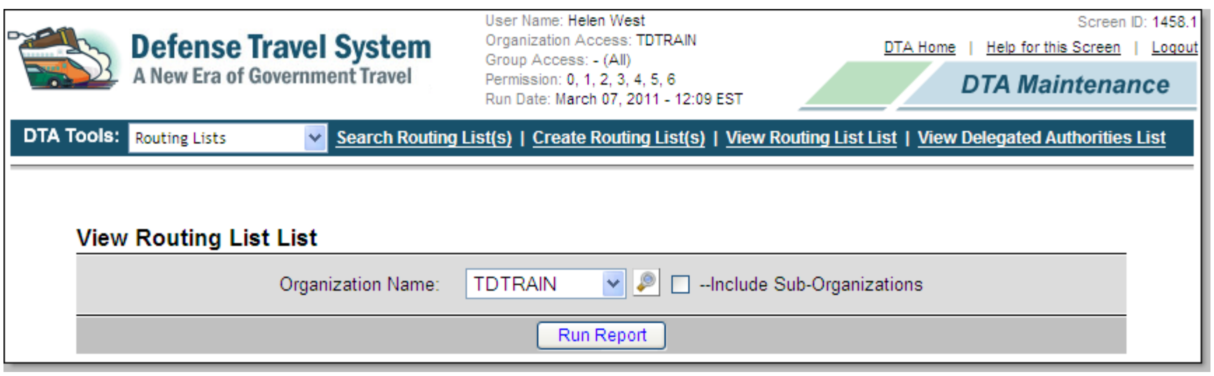


Figure 5-54: View Routing List List Screen

3. Select **Organization Name** drop-down list and choose the **organization**. A DTA's organization access limits the organizations they can search.
   -OR-
   Select the **magnifying glass** icon to search the organization list.

4. Check **Include Sub-Organizations** to include suborganizations in the report.

5. Select **Run Report**.

The DTA is prompted to download the compiled report, which may be downloaded to their computer or viewed in a separate window as an Excel spreadsheet.

6. Select **Open** to display the report on the screen (Figure 5-55).
   -OR-
   Select **Save** to download the file to the hard drive.
   -OR-
   Select **Cancel** to cancel the action and return to the previous screen.

	A	B	C	D	E	F	G
1	Organization Name	Routing List Name	Document Type	Document Status	Signature Name	Level	Process Name
2	For Official Use Only						
3	Title: Routing List Report Run Date: Mon Mar 07 12:10:25 EST 2011 Search Criteria: Organization: TDTRAIN Sub-Orgs: No						
4	TDTRAIN	TRAINING	AUTH	CTO SUBMIT	**CTO SUBMIT	2	BYPASS PNR
5	TDTRAIN	TRAINING	AUTH	CTO BOOKED	**CTO BOOKED	3	BYPASS PNR
6	TDTRAIN	TRAINING	AUTH	APPROVED	HELEN D WEST	25	
7	TDTRAIN	TRAINING	AUTH	APPROVED	CHRIS A WEST	25	
8	TDTRAIN	TRAINING	LVCH	APPROVED	HELEN D WEST	25	
9	TDTRAIN	TRAINING	VCH	APPROVED	JAKE CARTER	25	
10	TDTRAIN	TRAINING	VCH	APPROVED	HELEN D WEST	25	
11	TDTRAIN	TRAINING	VCH	APPROVED	CHRIS A WEST	25	

Figure 5-55: List of Routing List

5.11 View Delegated Authorities List

The Delegated Authorities List displays the delegation of signature authority for the routing lists of an organization.

Follow the below steps to view the Delegated Authorities List:

1. Select the **DTA Tools** drop-down list and choose **Routing Lists.**

The Search Routing Lists screen opens (Figure 5-3).

2. Select **View Delegated Authorities List.**

The View Delegated Authorities List screen opens (Figure 5-56).

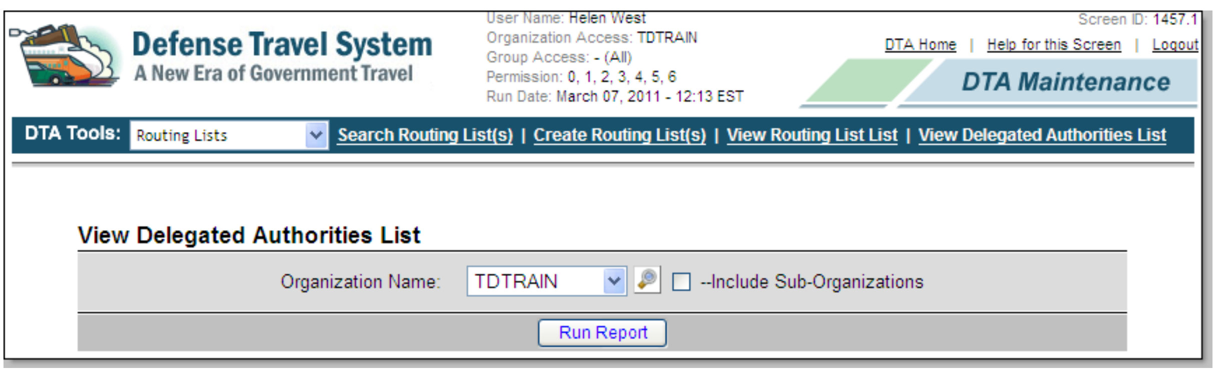


Figure 5-56: View Delegated Authorities List Screen

3. Select the **Organization Name** drop-down list and choose the **organization**. The DTA's organization access limits what organizations they will see in the list.
   -OR-
   Select the **magnifying glass** icon to search for the organization.

4. Check the **Include Sub-Organizations** check box to include suborganizations in the report.

5. Select **Run Report**.

The DTA is prompted to download the compiled report, which may be downloaded to their computer or viewed in a separate window as an Excel spreadsheet.

6. Select **Open** to display the report on the screen (Figure 5-57).
   -OR-
   Select **Save** to download the file to the hard drive.
   -OR-
   Select **Cancel** to cancel the action and return to the previous screen.

	A	B	D	E	F	G	H	I	J
1	Last Name	First Name	SSN (Last 4 digits)	Organization of Assignment	Delegate Last Name	Delegate First Name	Delegate Middle Initial	Delegate SSN (Last 4 digits)	Delegate's Organization of Assignment
2	For Official Use Only								
3	Title: Delegated Authorities Report Run Date: Mon Mar 07 12:15:08 EST 2011 Search Criteria: Organization: TDTRAIN Sub-Orgs: No								
4	West	Helen	XXXXX9740	TDTRAIN	West	Chris	A	XXXXX9741	TDTRAIN

Figure 5-57: Delegated Authorities List

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CHAPTER 6: GROUPS

In the Defense Travel System (DTS), a group is an electronic list of travelers' names. The Groups module allows users who have group access to open and edit group members' profiles and travel documents at any time. Defense Travel Administrators (DTAs) use the Groups module to maintain traveler data and manage travel documents. This chapter covers the following topics:

6.1 Groups in DTS

Groups are used in DTS to limit access to travelers' personal information to the users who are authorized to access that group. This protection of personal information complies with the Privacy Act. The Groups module also facilitates higher-level access for management, help desk, and Travel Assistance Center (TAC) support.

Since all travelers must belong to a group, the LDTA needs to make sure each travel is assigned to one. Travelers may belong to more than one group.

Unlike organizations, groups are non-hierarchical. Although one group may include travelers who belong to organizations of different levels, all members of the group have been assigned to it because of a common factor related to accessing their documents. There is no relationship between groups and routing lists, reports, accounting, or budgets.

Group names are controlled at the local level. Specific permission levels allow DTAs to create a name for a group and add members. DTAs consider the organization hierarchy and routing lists to decide which organizations need a group to facilitate data maintenance, document preparation, and help desk support. They also use this information to determine the number of groups an organization may need.

DTAs maintain the group membership for those organizations to which they have access. Travelers may be added to groups by two methods:

- Manually, one at a time. See Section 6.3.5.3
- Automatically, as part of an organization, through Global Group Membership Rules (GGMRs). See Section 6.3.6

DTAs may grant group access to clerks, Non-DTS Entry Agents (NDEAs), and others to allow anytime access to the personal data and documents of travelers. Group access is not associated with any specific permission levels.

6.1.1 Main Group

The main group encompasses all travelers belonging to a main organization, from the top level in the naming sequence to its lowest-level subordinate organization (suborganization). The main group can provide the local help desk with access to all travelers' documents, and allows the help desk to research rejects or errors. The Lead DTA (LDTA) should ensure that each traveler is a member of at least one group.

6.1.2 Other Groups

DTAs may create other groups at various levels to allow authorized users access to specific traveler information and to create or update authorizations for travelers. Such users include Service or Agency DTAs, unit clerks, Centrally Billed Account (CBA) Specialists, CBA-DTAs, Transportation Officers (TOs), all Routing Officials, and help desk personnel. Each group is created as a stand-alone entity. Examples of other groups are as follows:

- *Organization Group:* The most common group in DTS. Created and maintained at the lowest level where a clerk or other administrative support is available. There is no requirement for a group to be created for each organization. See Section 6.2 for an explanation of planning for groups.
- Service or Agency Group: Facilitates the support activities provided by the service or agency program office.
- *Routing List Group:* May be created and maintained for an organization with two or more distinct sets of personnel using different routing lists with different approval chains and separate sets of travel records. There is no requirement for a group to be created for each routing list or AO.

Note: There is no such structure as a *subgroup* in DTS. Groups created in DTS are not hierarchical.

Although groups are not hierarchical, the organizations that they serve are. The Organization DTA (ODTA) can *look down* the organization’s hierarchy and either establish the GGMR or individually add and delete group members. DTAs with lower-level organization access cannot see any organizations higher in the hierarchy than their own. They cannot see a group that belongs to a higher-level organization.

Large organizations may have one group or multiple groups, depending on the organization’s information or document management needs. This allows travelers to be placed in more than one group when their duties require them to work in areas other than their assigned organization. Each group is a separate entity; manually adding a traveler to the group for the organization does not add the same traveler to another group. Travelers must be manually added to each group *unless* a GGMR is used. This process is explained in Section 6.3.6.

6.2 Planning for Groups

It is important to plan carefully before naming and creating groups. The below steps will guide DTAs in planning, creating, and maintaining groups in DTS:

1. Identify the organization that will own the group and the individuals who will be granted group access. All organizations must have at least one group, while others may have more groups, depending on the need for document access.

2. Identify the group or groups to which the organization's GGMR will apply.

3. Establish the group structure with appropriate group access.

This chapter describes groups and the steps to create groups in DTS.

6.2.1 Group Structure Example

In DTS, an organization chart can identify organizations that require a group. Each organization should identify the individuals who need anytime access to travelers' documents. An example of an organizational chart is shown in Figure 6-1.

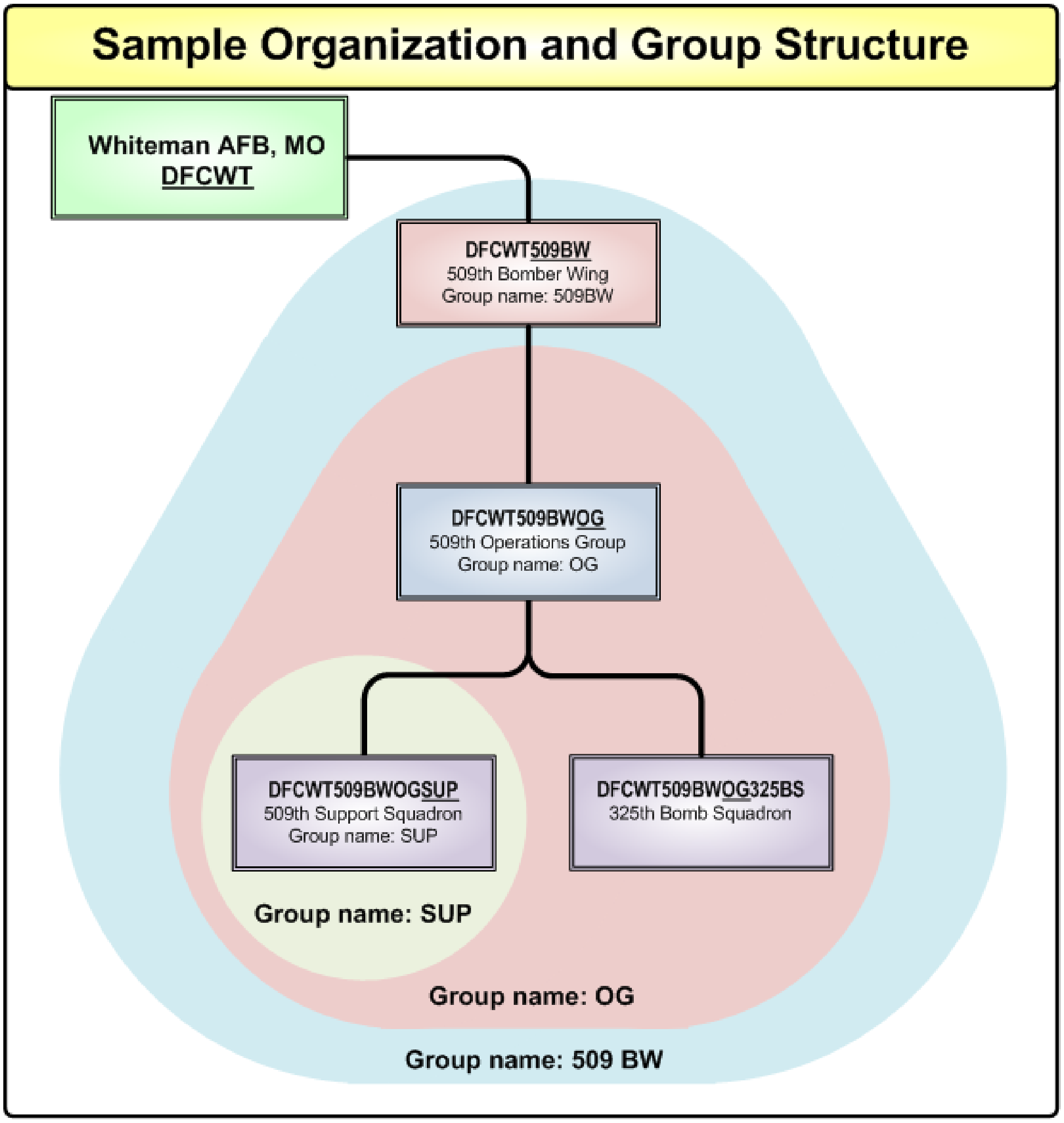

Figure 6-1: Example of Organization Structure for 509th Bomb Wing

Start at the lowest-level organization (DFCWT509BWOG**SUP**) and read up the organization chart. In the example, DFCWT509BWOG**SUP** has a clerk who maintains traveler data and creates documents. This organization needs a group.

Note: DTS uses group identifiers because different organizations may use the same name for their groups. The group identifier has two parts: a DTS organization name and the group name.

The next higher organization (DFCWT509BW**OG**) has a clerk and a DTA who support the DFCWT509BW**OG**SUP and DFCWT509BW**OG**325BS organizations. A group will be created here so that a GGMR can be built for each organization. This is done to ensure that all travelers assigned to either organization are members of this group.

The highest organization (DFCWT**509BW**) has a clerk and DTA who support the DFCWT**509BW**OG, DFCWT**509BW**OGSUP, and DFCWT**509BW**OG325BS organizations. A group will be created here to ensure that all travelers in the lower level organizations are members of this group.

6.2.2 Group Structure Summary

The group structure for a main organization consists of the following:

- Names of groups to be created
- Group Organization Owner Name
- List of personnel who require group access to each group
- GGMR for each organization

This group structure or mapping of organizations to groups, access, and membership must be maintained in order to facilitate any changes. The group structure is another part of the road map for setup and ongoing maintenance of DTS for any site. Table 6-1 through Table 6-5 illustrates the group structure worksheets for the four service branches and DoD agencies.

Table 6-1: Sample Army Group Structure Worksheet

SAMPLE ARMY GROUP STRUCTURE WORKSHEET								
Membership Organization Name	Create Groups Part 1		Group Memberships Part 2					
	Group Name	Group Access	Main Group Org Owner Name	Main Group Name	Group Org Owner Name 1	Group Name 1	Group Org Owner Name 2	Group Name 1
DA624 Main Org	Main	LDTA, Help Desk						
DA624OSS Special Staff	SStaff	ODTA S-1	DA624	Main	DA624OSS	SStaff		
DA624OPS Ops HQ	OPS	ODTA, Admin Clerk	DA624	Main	DA624OPS	OPS		
DA624OPSFLT Ops Flight Det.	OPSF	ODTA Admin Clerk	DA624	Main	DA624OPS	OPS	DA624OPSFLT	OPSF
DA624OPSSPT Ops Support Det.	OPSS	ODTA, AO Admin Clerk	DA624	Main	DA624OPS	OPS	DA624OPSSPT	OPSS
DA624BSE Base Hq. Det.	BASE1	ODTA, AO1 Admin Clerk	DA624	Main	DA624BSE	BASE1		
DA624BSE Base Hq. Det.	BASE2	ODTA, AO2 Admin Clerk	DA624	Main	DA624BSE	BASE2		

Table 6-2: Sample Navy Group Structure Worksheet

SAMPLE NAVY GROUP STRUCTURE WORKSHEET						
Membership Organization Name	Create Groups Part 1		Group Memberships Part 2			
	Group Name	Group Access	Main Group Org Owner Name	Main Group Name	Group Org Owner Name 1	Group Name 1
DN11N4	N4	LDTA, FDTA, Help Desk	DN	DN	DN11	DN11
DN11N4	N40	AO, NDEA, Travel Clerk	DN	DN	DN11	DN11
DN11N4	N41	AO, NDEA, Travel Clerk	DN	DN	DN11	DN11
DN11N4	N41ADM	AO, NDEA, Travel Clerk	DN	DN	DN11	DN11
DN11N4	N42	AO, NDEA, Travel Clerk	DN	DN	DN11	DN11
DN11N4	ADMN43	AO, NDEA, Travel Clerk	DN	DN	DN11	DN11
DN11N4	N43	AO, NDEA, Travel Clerk	DN	DN	DN11	DN11
DN11N4	N45	AO, NDEA, Travel Clerk	DN	DN	DN11	DN11
DN11N4	N46	AO, NDEA, Travel Clerk	DN	DN	DN11	DN11
DN11N4	N4FO	AO, NDEA, Travel Clerk	DN	DN	DN11	DN11

Table 6-3: Sample Marine Corps Group Structure Worksheet

SAMPLE MARINE CORPS GROUP STRUCTURE WORKSHEET								
Membership Organization Name	**Create Groups Part 1**		**Group Memberships Part 2**					
	Group Name	**Group Access**	**Main Group Org Owner Name**	**Main Group Name**	**Group Org Owner Name 1**	**Group Name 1**	**Group Org Owner Name 2**	**Group Name 2**
DM6154	MCAS	LDTA, Help Desk	DM6154	MCAS				
DM6154026	StationGP	ODTA, Admin Clerk	DM6154	MCAS	DM6154026	StationGP		
DM6154026HHS	HHSGP	ODTA, Admin Clerk	DM6154	MCAS	DM6154026	StationGP	DM6154026HHS	HHSGP
DM6154026HHS	HHSADMGP	ODTA, Admin Clerk	DM6154	MCAS	DM6154026	StationGP	DM6154026HHS	HHSADMGP
DM6154026MCCS	MCCSGP	ODTA, Admin Clerk	DM6154	MCAS	DM6154026	StationGP	DM6154026MCCS	MCCSEP
DM6154026PMO	PMOGP	ODTA, Admin Clerk	DM6154	MCAS	DM6154026	StationGP	DM6154026PMO	PMOGP
DM6154026S3	S3GP	ODTA, Admin Clerk	DM6154	MCAS	DM6154026	StationGP	DM6154026S3	S3GP
DM6154026S4	S4GP	ODTA, Admin Clerk	DM6154	MCAS	DM6154026	StationGP	DM6154026S4	S4GP
DM6154026S6	S6GP	ODTA, Admin Clerk	DM6154	MCAS	DM6154026	StationGP	DM6154026S6	S6GP
DM6154026SS	SSGP	ODTA, Admin Clerk	DM6154	MCAS	DM6154026	StationGP	DM6154026SS	SSGP
DM6154026SUP	SupplyGP	ODTA, Admin Clerk	DM6154	MCAS	DM6154026	StationGP	DM6154026SUP	SupplyGP

Table 6-4: Sample Air Force Group Structure Worksheet

SAMPLE AIR FORCE GROUP STRUCTURE WORKSHEET								
Membership Organization Name	Create Groups Part 1		Group Memberships Part 2					
	Group Name	Group Access	Main Group Org Owner Name	Main Group Name	Group Org Owner Name 1	Group Name 1	Group Org Owner Name 1	Group Name 1
DFCEJ	EAFB	LDTA, Help Desk	DFCEJ	EAFB				
DFCEJ028BWSS	SSTAFF	ODTA, Admin Clerk	DFCEJ	EAFB	DFCEJ028BWSS	SStaff		
DFCEJO28BWSSCPTS	CPTS	ODTA, Admin Clerk	DFCEJ	EAFB	DFCEJ028BWSS	SStaff	DFCEJO28BWSSCPTS	CPTS
DFCEJ028BWSG	SG	ODTA, Admin Clerk	DFCEJ	EAFB	DFCEJ028BWSG	SG		
DFCEJO28BWSGCC	CC	ODTA, Admin Clerk	DFCEJ	EAFB	DFCEJ028BWSG	SG	DFCEJO28BWSGCC	CC
DFCEJO28BWSGSVS	SVS	ODTA, Admin Clerk	DFCEJ	EAFB	DFCEJ028BWSG	SG	DFCEJO28BWSGSVS	SVS
DFCEJO28BWSGMSS	MSS	ODTA, Admin Clerk	DFCEJ	EAFB	DFCEJ028BWSG	SG	DFCEJO28BWSGMSS	MSS
DFCEJO28BWSGCES	CES	ODTA, Admin Clerk	DFCEJ	EAFB	DFCEJ028BWSG	SG	DFCEJO28BWSGCES	CES
DFCEJO28BWSGSFS	SFS	ODTA, Admin Clerk	DFCEJ	EAFB	DFCEJ028BWSG	SG	DFCEJO28BWSGSFS	SFS
DFCEJO28BWSGCS	CS	ODTA, Admin Clerk	DFCEJ	EAFB	DFCEJ028BWSG	SG	DFCEJO28BWSGCS	CS

Table 6-5: Sample Agency Group Structure Worksheet

SAMPLE AGENCY GROUP STRUCTURE WORKSHEET										
Membership Organization Name	Create Groups Part 1		Group Memberships Part 2							
	Group Name	Group Access	Main Group Org Owner Name	Main Group Name	Group Org Owner Name 1	Group Name 1	Group Org Owner Name 2	Group Name 2	Group Org Owner Name 3	Group Name 3
DD	DD									
DD19	DD19	Agency Rep	DD	DD						
DD19RIC	DD19RIC	LDTA, FDTA, Help Desk	DD	DD	DD19	DD19				
DD19RICUF	DORRA	ODTA, AO, NDEA, Travel Clerk	DD	DD	DD19	DD19	DD19RIC	DD19RIC		
DD19RICGA	DD19RIC GA	LDTA, FDTA, Help Desk	DD	DD	DD19	DD19	DD19RIC	DD19RIC		
DD19RICGAB	B	ODTA, AO, NDEA, Travel Clerk	DD	DD	DD19	DD19	DD19RIC	DD19RIC	DD19RICGA	DD19RICGA
DD19RICGACKF	CKF	ODTA, AO, NDEA, Travel Clerk	DD	DD	DD19	DD19	DD19RIC	DD19RIC	DD19RICGA	DD19RICGA
DD19RICGADG	D	ODTA, AO, NDEA, Travel Clerk	DD	DD	DD19	DD19	DD19RIC	DD19RIC	DD19RICGA	DD19RICGA
DD19RICGADG	DG	ODTA, AO, NDEA, Travel Clerk	DD	DD	DD19	DD19	DD19RIC	DD19RIC	DD19RICGA	DD19RICGA
DD19RICGADG	DI	ODTA, AO, NDEA, Travel Clerk	DD	DD	DD19	DD19	DD19RIC	DD19RIC	DD19RICGA	DD19RICGA

6.3 Groups

The DTA uses the DTA Maintenance Tool to update, remove, and create groups for the organization.

The DTA can create and update groups for the organizations they have access to. This access is based on the organization's hierarchical setup within DTS. The Search Groups and Create Groups screens limit choices in the drop-down lists, based on organizational access.

The Groups feature of the DTA Maintenance Tool allows DTAs to create and maintain group data, and view lists of group data. Groups can be created, updated, and removed, and people can be added or removed from those groups manually and automatically.

To perform DTA functions related to groups, select **Groups** from the DTA Tools drop-down list (Figure 6-2).

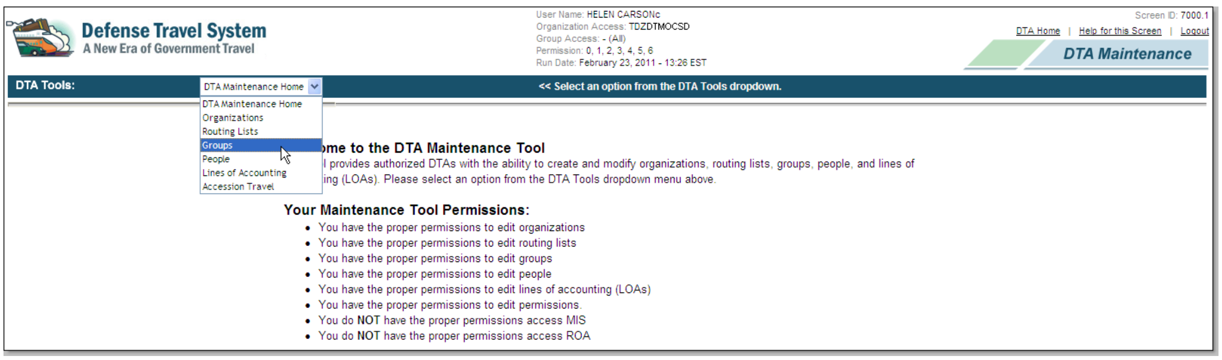

Figure 6-2: DTA Maintenance Tool Home Page

The Search Group(s) screen opens by default (Figure 6-3). Three topics display in the navigation bar: Group(s), Individual Group Members, and Global Membership. Each topic has a link to tasks, as follows:

- *Group(s).* Search, Create, and View List
- *Individual Group Members.* Search, Add, and View List
- *Global Membership*. Search, Add, Global Edit, and View List

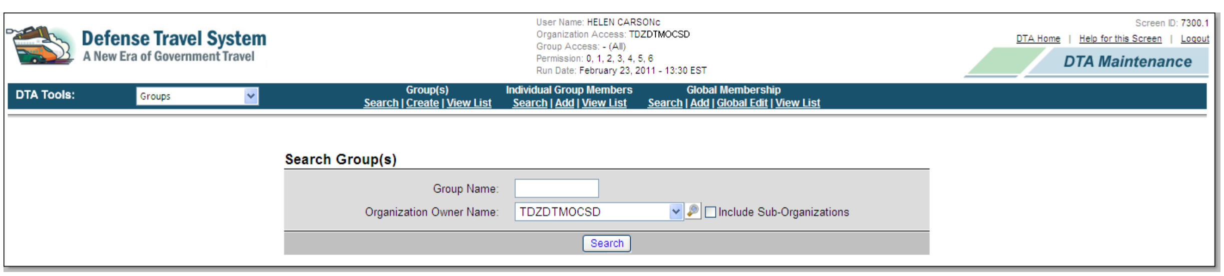

Figure 6-3: Search Group(s) Screen

DTAs may access any group they can view in the DTA Maintenance Tool, and perform tasks as needed.

6.3.1 Search for Group(s)

If a DTA needs to see a list of groups in the organization, or if a DTA wants to delete a group, the DTA may need to search for the group(s) in DTS. Follow the below steps to perform a search for groups:

1. Select **Groups** from the DTA Tools drop-down list.
2. Enter the name of the group in the **Group Name** field. Leaving this field blank broadens the search and returns more results.

The organization to which the DTA has access displays as the default in the Organization Owner Name drop-down list. All organizations in the hierarchical setup will display in the drop-down list, if selected.

3. Select the **Organization Owner Name** drop-down list and choose the organization to search for the group.

Selecting one of the suborganizations from the drop-down list limits the search to that suborganization only. DTAs can expand the range of organizations searched by checking the **Include Sub-Organizations** box.

4. Select **Search**.

The list of groups that is returned in the Group(s) Search Results screen depends on the search criteria and DTA's organization access.

6.3.2 Delete Groups

Based on the DTA's organization access, DTS limits the tasks that can be performed in the DTA's hierarchical setup. One of the tasks is deleting a group from DTS.

Data integrity checks prevent DTAs from deleting any groups in DTS if there are still members assigned to the group. Travelers with access to a group that has been deleted will have their group access changed to *None*.

The below actions need to be completed before deleting a group from DTS:

- *Verify that the group being prepared for deletion has the correct organization owner and group pair*: Occasionally, organizations in a hierarchical setup may have the same name for their groups. Groups are not hierarchical and are not restricted in that manner. One organization cannot have two groups with the same name; however, two different organizations may use the same name for their groups.
- *Confirm that all members of the group to be deleted have been removed*: All members of the selected group must be removed and may be reassigned to another group.

Follow the below steps to delete a group from DTS:

1. Select **Groups** from the DTA Tools drop-down list.
2. Enter the name of the group in the **Group Name** field or select the **Organization Owner Name** drop-down list to select the organization that owns the group that will be deleted.

When a traveler's organization of assignment is changed in the DTA Maintenance Tool, the GGMRs for the detaching organization are automatically removed. The GGMRs of the new organization (receiving organization) are triggered for the traveler.

3. Select **Search.**

4. Select **Delete** next to the group to delete.

The Delete Group screen opens.

5. Verify the Organization Owner Name and the Group Name to confirm that this is the correct group to be deleted. *Groups cannot be recovered after they have been deleted.*

6. Select **Delete Group**.

Once the group has been deleted, the results screen refreshes. The remaining active groups are shown for the organization (Figure 6-4).

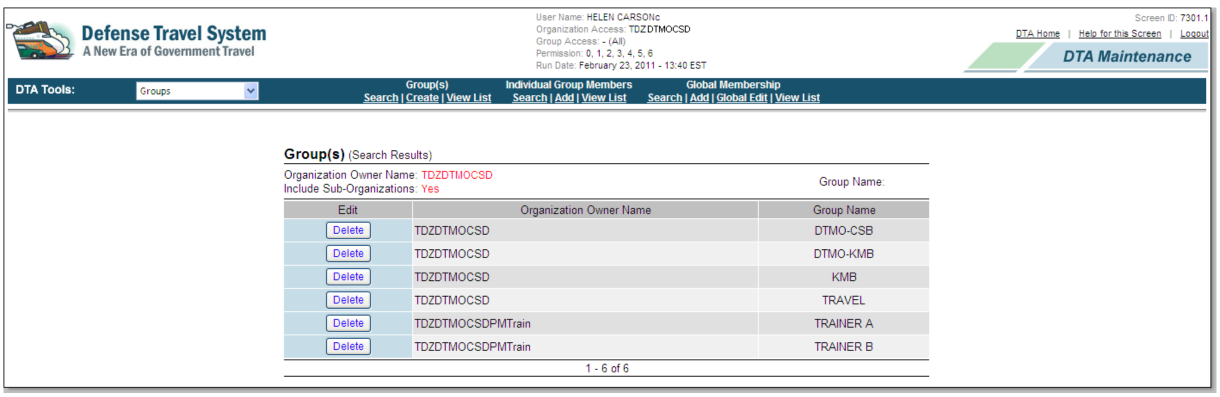

Figure 6-4: Group(s) Search Results Screen

6.3.3 Create Groups

DTAs can create groups based on the organization setup and access in DTS. When creating groups, create an "empty shell" to which members will be assigned. After new groups have been created, travelers can be added to any group. See Section 6.3.5.3 for guidance on manually adding individual members, or Section 6.3.6.2 for guidance on using GGMRs to add members automatically.

Follow the below steps to create a new group in DTS:

1. Select **Groups** from the DTA Tools drop-down list.

2. Select **Create** on the navigation bar below *Group(s)*.

The Create Group screen opens (Figure 6-5).

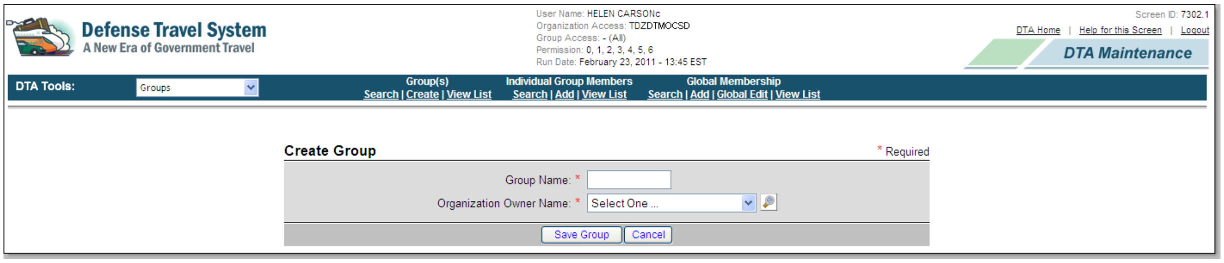

Figure 6-5: Create Group Screen

3. Enter the name of the group in the **Group Name** field. The group name should identify its members and its purpose.

4. Select the **Organization Owner Name** drop-down list and choose the organization where the group will belong.

5. Select **Save Group.**

6.3.4 View Group Structure List

The Group Structure List displays a list of all the groups in a specified organization.

Follow the below steps to view the Group Structure List:

1. Select **Groups** from the DTA Tools drop-down list.

2. Select **View List** on the navigation bar below *Group(s)*.

The View Group Structure List screen opens (Figure 6-6).

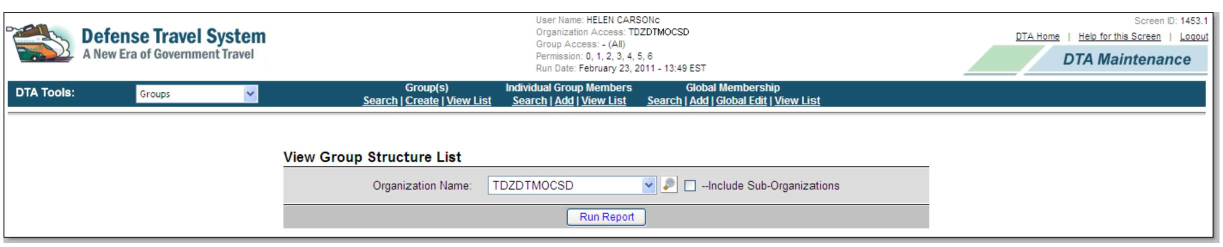

Figure 6-6: View Group Structure List

3. Select the **Organization Name** drop-down list and choose the organization.
-OR-
Select the **magnifying glass** icon to search the organization list.

Only the organizations that the DTA has access to will display in the list.

4. Select the **Include Sub-Organizations** box to include suborganizations in the report.

5. Select **Run Report.**

The DTA is prompted to download the report. The report may be saved on the computer or viewed in a separate window as an Excel spreadsheet.

6. Select **Open** to display the report on the screen.
   -OR-
   Select **Save** to download the file to the hard drive.
   -OR-
   Select **Cancel** to cancel the action and return to the previous screen.

6.3.5 Search, Remove, Add, and View Group Members: Manual Method

In Groups of the DTA Maintenance tool, the Search, Add, and View List links display on the navigation bar below Individual Group Members. The purpose of each link is explained below:

- **Search** allows a DTA to view a group's membership list and remove members
- **Add** allows a DTA to add members to a group
- **View List** allows a DTA to view the membership list of a group

6.3.5.1 Search for Group Members

Follow the below steps to search for individual group members:

1. Select **Search** on the navigation bar below *Individual Group Members*.

The Search Individual Group Member(s) List screen opens (Figure 6-7).

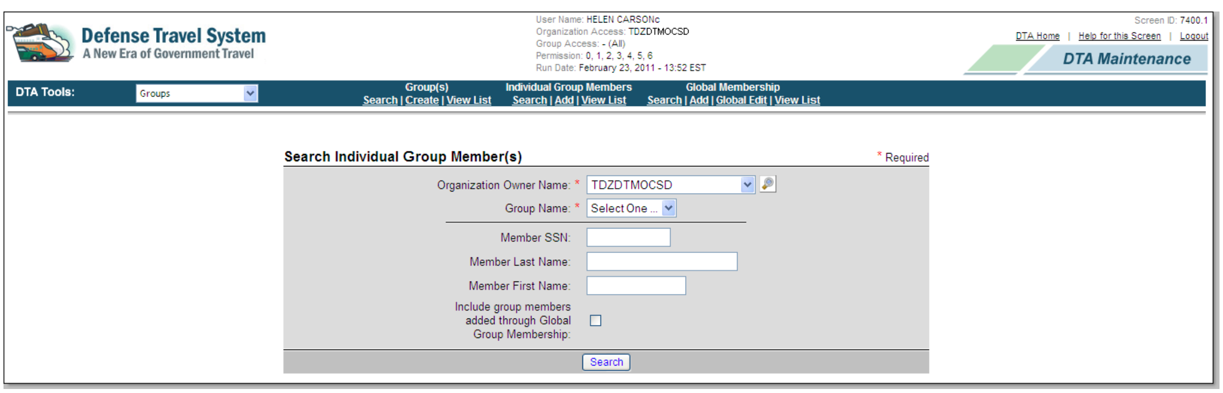

Figure 6-7: Search Individual Group Member(s) Screen

2. Select the **Organization Owner Name** drop-down list to select the organization.

Only the organizations to which the DTA has access are available in the list.

3. Select the **Group Name** drop-down list and select the group in which to search for the member.

The selections in the Group Name drop-down list are limited to the groups that have already been created for the organization.

To limit the number of entries returned in the search, complete the **SSN** field. The DTA may also enter all or part of the member's last name and all or part of the first name.

To broaden the search to include members added through GGMR, select the **Include group members added through Global Group Membership** box.

4. Select **Search**.

The Individual Group Member(s) (Search Results) screen displays the names of users who are currently members of the selected group. It also displays each member's SSN, organization, and the method by which the member was added to the group. If Automatic is displayed in the Add Method column for a member, this means that person was added using a GGMR.

6.3.5.2 Remove Members From a Group Manually

Members who were added to a group manually can be removed from the group manually. If a traveler is removed from a group, the DTA will need to make sure the traveler still belongs to at least one group.

Follow the below steps to remove a member from a group manually:

1. Complete Steps 1 through 4 in Section 6.3.5.1 to search for the member to be removed from the group.

The Individual Group Member(s) Search Results screen opens (Figure 6-8).

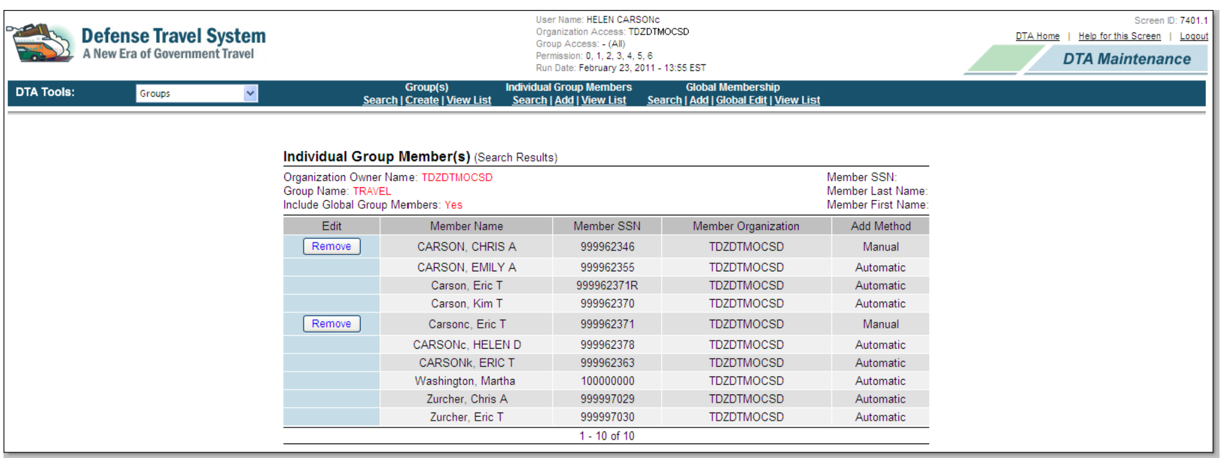

Figure 6-8: Individual Group Member(s) Search Results Screen

2. Verify that the selected individual is the one to be deleted. *DTS will not prompt the DTA to confirm the deletion of the selected group member.*

3. Select **Remove** next to the member's name.

The screen refreshes and the traveler's name is no longer displayed.

This method only applies to members who were added to the group manually. If the Add Method column reads *Automatic*, it means that the traveler was added through GGMR. Members who were added to the group through GGMR can only be removed by first changing the method of entry to the group from automatic to manual. This will override the entry method from automatic to manual, thus making the Remove button available for that member to be removed from the group.

6.3.5.3 Add Members to a Group

The Add link allows members to be added to groups. DTAs can add users to groups that are in the organization setup. The Group Name list displays only groups that are owned by the selected organization. Individuals may be added by SSN, or by using the Search feature.

Note: To view all the groups that list a traveler as a member, use the steps listed in Chapter 7, Section 7.3.5.

6.3.5.3.1 Add Members by SSN

Follow the below steps to add a member to a group:

1.Select **Add** on the navigation bar below *Individual Group Members.*

The Add Individual Group Member screen opens (Figure 6-9).

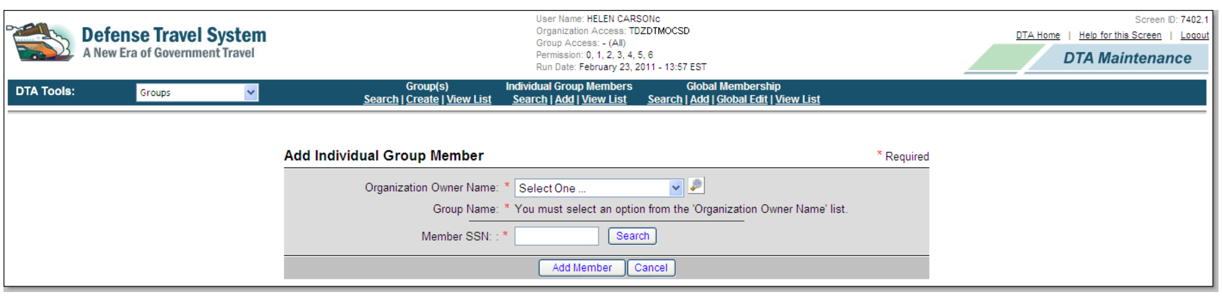

Figure 6-9: Add Individual Group Member Screen

2.Select the **Organization Owner Name** drop-down list and select the organization.

The Organization Owner Name drop-down list displays only the organizations to which the DTA has access.

3.Select the **Group Name** drop-down list and select the group to which the member will be added.

4.Complete the **SSN** field.
-OR-
Select **Search** to find the person by name. See Section 6.3.5.3.2.

5.Select **Add Member**.

The Individual Group Member(s) Search Results screen opens to display the new member's name added to the selected group.

6.3.5.3.2 Add Members by Name

When manually adding members to a group, the easiest way to add a member to a group is by SSN, if it is known. If the SSN is not known, use the Search button to search for the person by last name or last name and first name combination.

Follow the below steps to search for a person to add to a group:

1.Select **Search** on the Add Individual Group Member screen.

The Search People screen opens.

2.Select the **Organization Name** drop-down list and choose the organization to search. If the traveler's organization is not known, select the **Include Sub-Organizations** box to search all organizations.

3.Complete the **SSN** field or enter all or part of the person's last name in the **Last Name** field. The first name field is optional.

4.Select **Search**.

The Search People Results screen opens.

5.Choose **Select** to the left of the person's name to add to the selected group.

The Add Individual Group Member screen opens.

6.Select **Add Member**.

The Individual Group Member(s) Search Results screen displays the new member's name to the selected group.

6.3.5.4 View Group Member List

The Group Member List displays a membership list of the group.

Follow the below steps to view the Group Member List:

1. Select **Groups** from the DTA Tools drop-down list.

2. Select **View List** on the navigation bar below *Individual Group Members*.

The View Group Member List screen opens

3. Select the **Organization Owner Name** drop-down list and select the organization. The DTA's organization access limits what organizations will be shown in the list.
   -OR-
   Select the **magnifying glass** icon to search for the organization.

4. Select the **Group Name** drop-down list and select the group.

5. Select **Run Report**.

The DTA is prompted to download the report. The report may be saved to the computer or viewed in a separate window as an Excel spreadsheet.

6. Select **Open** to display the report on the screen.
   -OR-
   Select **Save** to download the file to the hard drive.
   -OR-
   Select **Cancel** to cancel the action and return to the previous screen.

6.3.6 Search, Remove, Add, and View Group Members Using GGMR: Automatic Method

GGMR is the feature that DTAs may use to add and remove members automatically to a group. The rule specifies the group(s) that all persons are assigned to a specific organization. As DTAs add groups to their organization's GGMR(s), all persons currently assigned to the organization are added automatically to the groups. Likewise, when DTAs remove a group name from the organization's rule, all persons assigned to the organization are removed from the group.

As persons are received into the organization, their names are added automatically to each of the organization's groups. Members added via GGMR are not automatically removed from the group membership list when reassigned to a different organization.

6.3.6.1 Search for GGMRs

The Search Organization to Manage Global Group Membership screen allows DTAs to identify the GGMRs established for the selected organization.

1. Select **Search** on the navigation bar below *Global Membership*.

The Search Organization to Manage Global Group Membership screen opens (Figure 6-10).

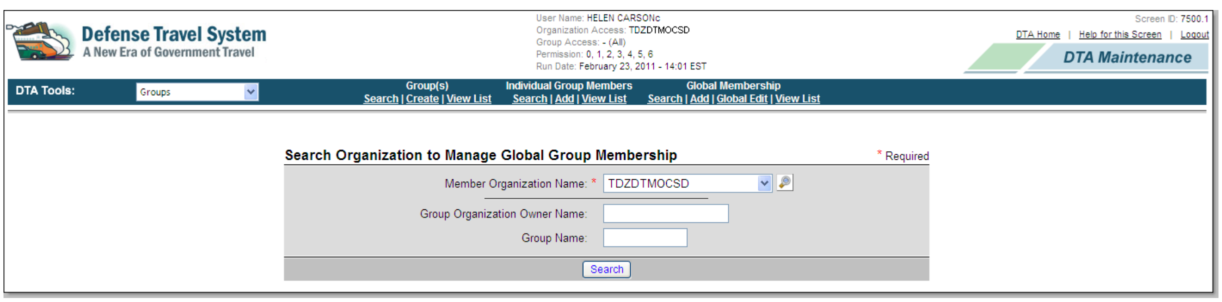

Figure 6-10: Search Organization To Manage Global Group Membership Screen

2. Select the **Member Organization Name** drop-down list to select the organization to search.

3. (Optional) Complete the **Group Organization Owner Name** field if the organization is known.

4. Complete the **Group Name** field if the group is known.

5. Select **Search**.

The Global Group Membership (Search Results) screen opens.

6.3.6.1.1 Remove Group Members Using GGMR

The Remove Global Group Membership function allows a DTA to remove all members of a group at once.

Use the below steps to remove a group from an organization’s GGMRs:

1.Search for the group to remove by following the steps listed in Section 6.3.6.1.

The Global Group Membership (Search Results) screen opens.

2.Select **Remove** in the Edit column to the left of the Group Organization Owner Name.

The Remove Global Group Membership screen opens.

3.Select **Remove Global Membership** to remove the GGMR from the selected group.

The Global Group Membership Search Results screen opens, excluding the GGMR that was just removed.

6.3.6.2 Add a GGMR

Global Group Membership Rules establish and maintain an organization's group membership structure. A rule is created that controls automatic updates to the group membership list based on the members' organization of assignment. As groups are added to the organization's GGMRs, all travelers assigned to the organization are added automatically to the group. When the DTA removes a group name from the organization's rule, all persons assigned to the organization are removed from that group.

As persons are assigned to an organization, their names are added automatically to each of the group membership lists.

Members added via GGMR are not removed from the group membership list when reassigned to a different organization.

Follow the below steps to add Global Group Membership:

1. Select **Add** on the navigation bar below *Global Membership*.

The Add Global Group Membership screen opens (Figure 6-11).

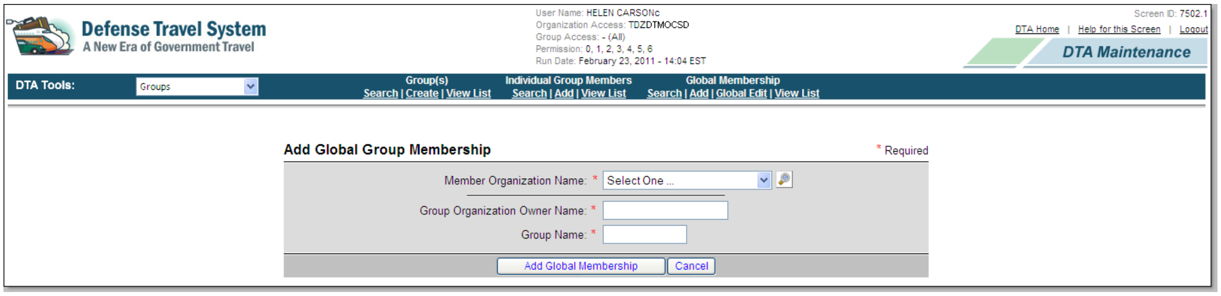

Figure 6-11: Add Global Group Membership Screen

2. Select the **Member Organization Name** drop-down list to select the organization. (All users and travelers in this organization will be included in the GGMR.)

3. Complete the **Group Organization Owner Name** field with the name of the organization with which the group will be associated.

4. Complete the **Group Name** field with the name of the group.

5. Select **Add Global Membership** to create the GGMR.

Repeat Steps 1 through 5 for each group name to be added to the GGMR.

6.3.6.3 Global Edit

The Global Edit feature allows the DTA to add all members of an organization to a group, or delete all members of an organization from a group.

Follow the below steps to perform a Global Edit:

1. Select **Groups** from the DTA Tools drop-down list.

2. Select **Global Edit** below *Global Membership.*

The Search Organization(s) screen opens (Figure 6-12).

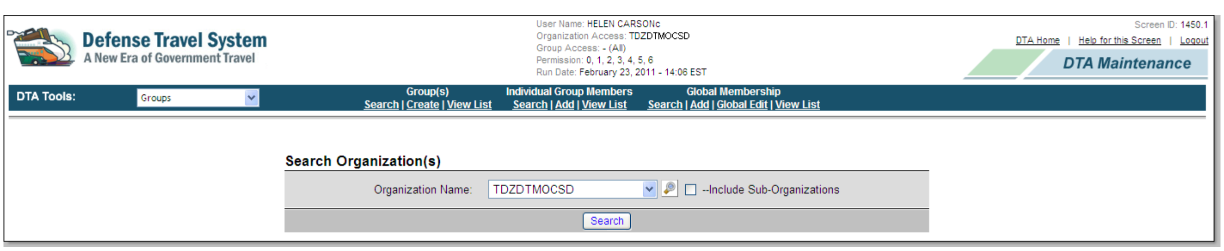

Figure 6-12: Search Organizations Screen

3. Select the **Organization Name** drop-down list and choose the organization. DTAs organization access limits the organizations they will see in the list.
   -OR-
   Select the **magnifying glass** icon to search for the organization.

4. Select the **Include Sub-Organizations** box to include suborganizations in the report.

5. Select **Search.**

The Global Edit screen opens, listing results by organization.

6. Complete the **Group Organization Owner Name** and **Group Name** fields to identify the group to add or delete members.

7. Select the **box** for the organization whose members are to be added to or deleted from the group.

8. Select **Global Delete** at the bottom of the screen to delete all members of the organization from the group.
   -OR-
   Select **Global Add** at the bottom of the screen to add all members of the organization to the group.

The Global Edit screen refreshes.

6.3.6.4 View Global Group Membership List

The Global Group Membership List displays a list of all the groups that belong to the identified organization.

Follow the below steps to view the Global Group Membership List:

1. Select **Groups** from the DTA Tools drop-down list.
2. Select **View List** on the navigation bar below *Global Membership*.

The View Global Group Membership List screen opens (Figure 6-13).

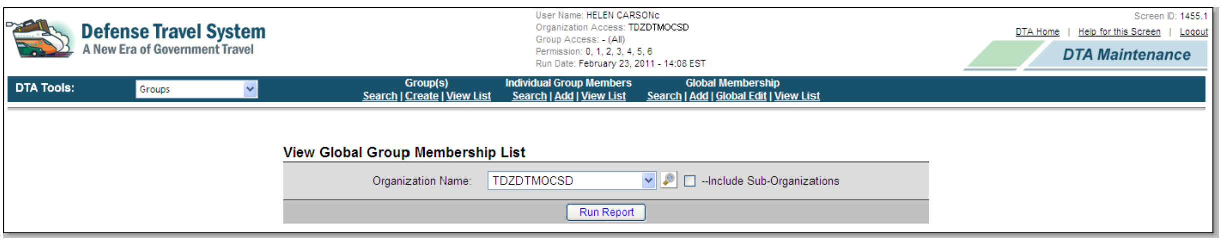

Figure 6-13: View Global Group Membership List Screen

3. Select the **Organization Name** drop-down list and select the organization. The DTA's organization access limits the organizations that display in the list.
   -OR-
   Select the **magnifying glass** icon to search the organization list.
4. Select the **Include Sub-Organizations** box to include suborganizations in the report.
5. Select **Run Report.**

The DTA is prompted to download the report, which may be saved to the computer or viewed in a separate window as an Excel spreadsheet.

6. Select **Open** to display the report on the screen.
   -OR-
   Select **Save** to download the file to the hard drive.
   -OR-
   Select **Cancel** to cancel the action and return to the previous screen.

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CHAPTER 7: PEOPLE

Defense Travel Administrators (DTAs) use the People tool in the Defense Travel System (DTS) to manage the personal information of people assigned to their organizations. Using this tool, DTAs update users' personal profiles and create profiles for new DTS users. They can schedule deletion of people, detach people, or receive people into organizations they have access to. This chapter covers the following topics:

7.1 Types of DTS Profiles

Each person who uses DTS or has travel documents created in the system must have a DTS profile. When creating a profile for a person in DTS, the DTA must identify which type of profile the person needs. Table 1 describes the two types of DTS profiles: user and user/traveler.

Table 7-1: DTS Profile Types

	DTS PROFILE TYPES	
	USER PROFILE	**USER/TRAVELER PROFILE**
The person travels on DoD business	No	Yes
DTS role	• Non-DTS Entry Agent (NDEA) • Travel clerk • DTA personnel • Routing Official • Transportation Officer (TO) • Centrally Billed Account (CBA) Specialist	• Anyone who travels on official DoD business • *May also* have a DTS role such as NDEA, travel clerk, DTA, Routing Official, TO, or CBA Specialist
DTS actions	• Perform administrative tasks • Create travel documents for other people	• Create travel documents for themselves • *May also* create travel documents for other people and perform administrative tasks
Required Information	Minimal for DTS to: • Validate identity, permissions, and access	Extensive for DTS to: • Validate identity, permissions and access • Capture information to automatically complete travel documents

7.1.1 Personal Information Protection and Access Points

To safeguard personal data in the system, and to comply with requirements of the Privacy Act, DTS limits access according to permission level(s), as described in Chapter 3 of this manual. The Organization DTA (ODTA) should determine the role(s) and permission level(s) each person needs in order to accomplish their duties. Prior to entering data in the personal profile, the DTA should identify the person's organization membership and group membership (if Global Group Membership Rules [GGMRs] are not in place), and any requirements for organization access or group access.

7.2 Methods of Entering Personal Information

DTAs use one of the below methods to enter new profiles in the DTS database:

- Add personal information manually
- Complete DTS Self-Registration

Once the user or user/traveler's personal information is in DTS, and they have a valid certificate, they can log in to DTS and access it according to their permission level(s). New users should check their personal profiles when logging in to DTS for the first time to verify that the personal information is accurate. Users with user/traveler profiles may access their personal profiles from the DTS User Welcome screen by selecting **Traveler Setup** > **Update Personal Profile**. Changes made to traveler information under the Traveler Setup tab will automatically update the personal profile in the DTA Maintenance Tool.

When a new document is created, all of the traveler's information in the personal profile will load into the document. When changes are made to traveler information on a travel document, they will only save to the personal profile in the DTA Maintenance Tool if the **Save changes to permanent traveler information** box is checked. Leaving the box unchecked alters traveler information on one document without changing the personal profile. For example, if a mailing address is different for only one voucher, the person may change it on the voucher without changing their permanent profile.

The DTA must update restricted fields in the profile for users who do not have access because of their permission level(s). DTAs are responsible for maintaining current and accurate profile information.

7.2.1 Add Personal Information Manually

A new user is a person who has no profile in the DTS database. When adding a new user to an organization, the DTA will manually create a profile for that person. DTAs use the Create Person link to enter the below data for each individual:

- Personal information
- Organization of membership
- Routing information
- Permission level(s)
- Organization access
- Group access
- Financial account numbers (Government Travel Charge Card [GTCC])
- Other information, as required

This manual process is explained in Section 7.4. Because this method is time consuming for making multiple entries, it is recommended only for small organization changes and individual additions.

7.2.2 Self-Registration

New users who have not been entered in DTS by their DTAs can self-register upon their first log in to DTS. After the users complete their personal information and travel preferences, they submit their self-registrations to their local DTAs for review. After their self-registrations have been accepted, users can log in to DTS. See Appendix A for guidance on reviewing self-registration requests.

7.3 The DTA Maintenance Tool and People

DTAs access the DTA Maintenance Tool by selecting it from the Administrative drop-down list on their DTS User Welcome screens. The DTA Maintenance Home page opens. This is the starting point of the tool, and displays the tools that the DTA's permission level allows them to access. The DTA Tools drop-down list appears on the navigation bar of every screen in the DTA Maintenance Tool. It allows DTAs to move easily from task to task.

Personal information for all users and travelers in DTS is managed in the People tool. The People tool is used to create and maintain personal profiles and roles for DTS users.

DTAs can only create and update the personal profiles to which they have access, based on the hierarchical setup within DTS. Likewise, the Search People screen limits their choices in the drop-down lists based on that access. To perform DTA tasks related to people, select **People** from the DTA Tools drop-down list (Figure 7-1).

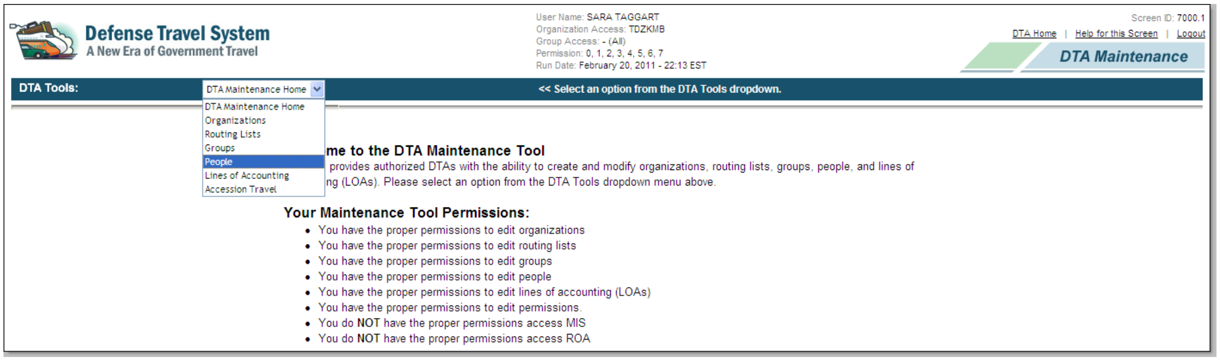


Figure 7-1: DTA Maintenance Tool Home Page

7.3.1 Search for People

In order to update information in an existing profile, the DTA must search for the person's profile in DTS. When selecting **People** from the drop-down list, the Search People screen opens (Figure 7-2). There are four links on the dark blue navigation bar that allow the DTA to perform tasks: **Search People**, **Create Person**, **Receive Person**, and **View Person Lists**.

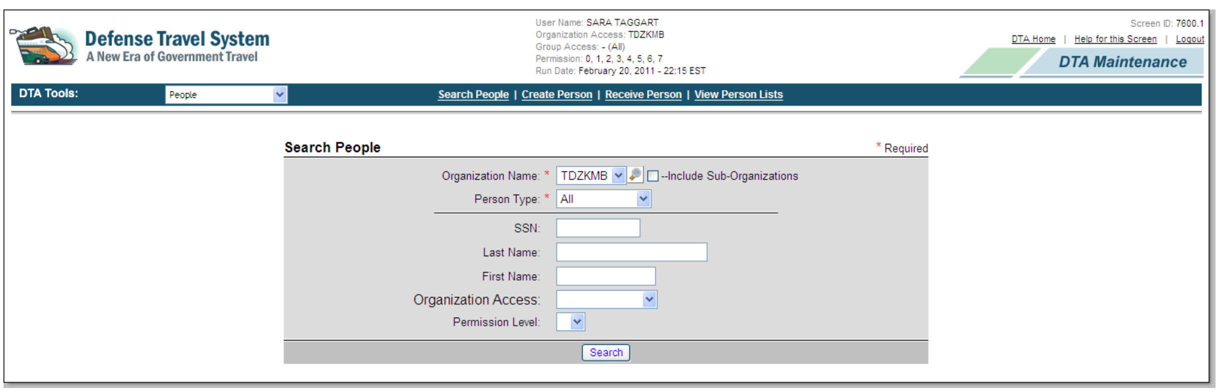


Figure 7-2: Search People Screen

The Search People screen allows DTAs to search for current users and user/travelers in DTS.

Follow the below steps to search for a person:

1. Select the **Organization Name** drop-down list and choose the **organization** to search. Note the red asterisk next to the text field title. A red asterisk indicates a required field. (To search all of the organizations subordinate to the one selected, check the **Include Sub-Organizations** box.)

Note: For an organization that has many suborganizations, the **magnifying glass** icon can be used to quickly find an organization. Select the icon and enter the organization name or the first few characters, e.g., DFCWT, in the text box. Select **OK**. The organization appears in the Organization Name field. Use the drop-down list to continue the search if necessary (Figure 7-3).

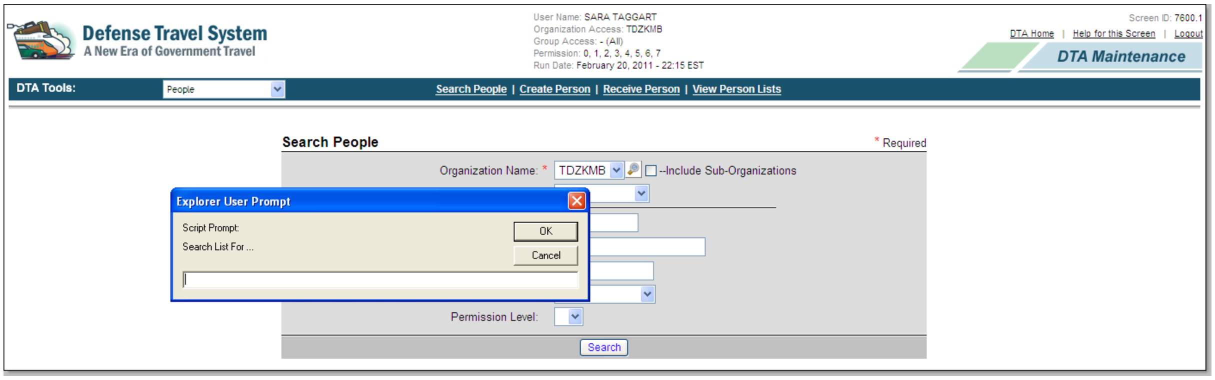


Figure 7-3: Search Organization Name Prompt

2. Select the **Person Type** drop-down list and select a **value** from the list (Figure 7-4).

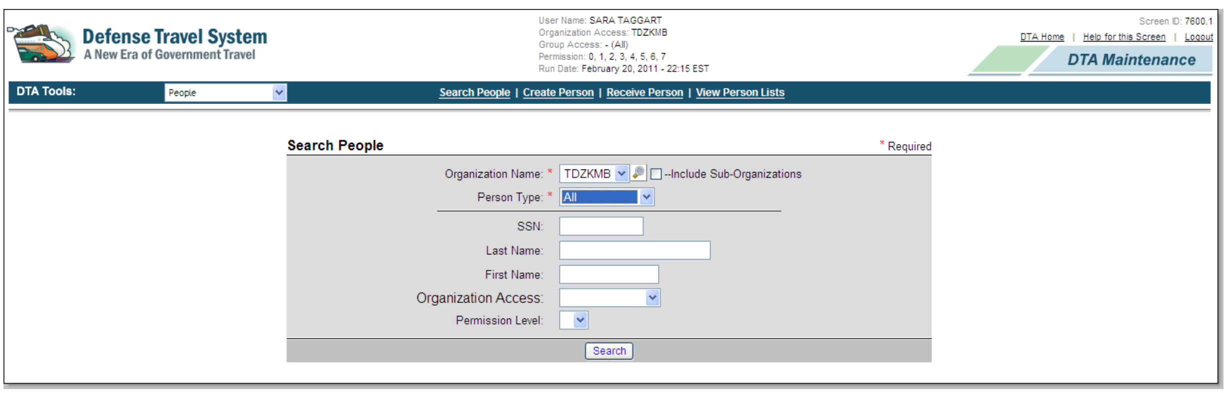


Figure 7-4: Search People Screen

The default value in the Person Type list is **All**. If selected, **All** will return both users and user/travelers in the search results. Search all types, or limit the search to one type of profile.

Organization Name and Person Type are the only mandatory fields on the Search People screen. DTAs may complete any of the other fields to refine their search and limit the search results to people who meet certain criteria. See Table 7-2 for a description of the Search People screen.

Table 7-2: Search People Screen Description

SEARCH PEOPLE SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Organization Name*	Drop-down list of organizations that DTS can search for people. Value defaults to the organization to which the user has access. Users may search any organization from the list. This is a required field.
Include Sub-Organizations	Check box used to broaden the search to include suborganizations.
Person Type*	List of values for type of person to display in the search: All, User, or User/Traveler. This is a required field.
SSN	Text field to enter a user's Social Security Number (SSN).
Last Name	Text field to enter all or part of a user’s last name.
First Name	Text field to enter all or part of a user's first name.
Organization Access	Drop-down list to limit search results to people with access to a specific organization.
Permission Level	Drop-down list to limit search results to people with a specific permission level.

3. Select **Search**.

The People (Search Results) screen returns only the names of people who meet the search criteria and who are within the user's organization access (Figure 7-5).

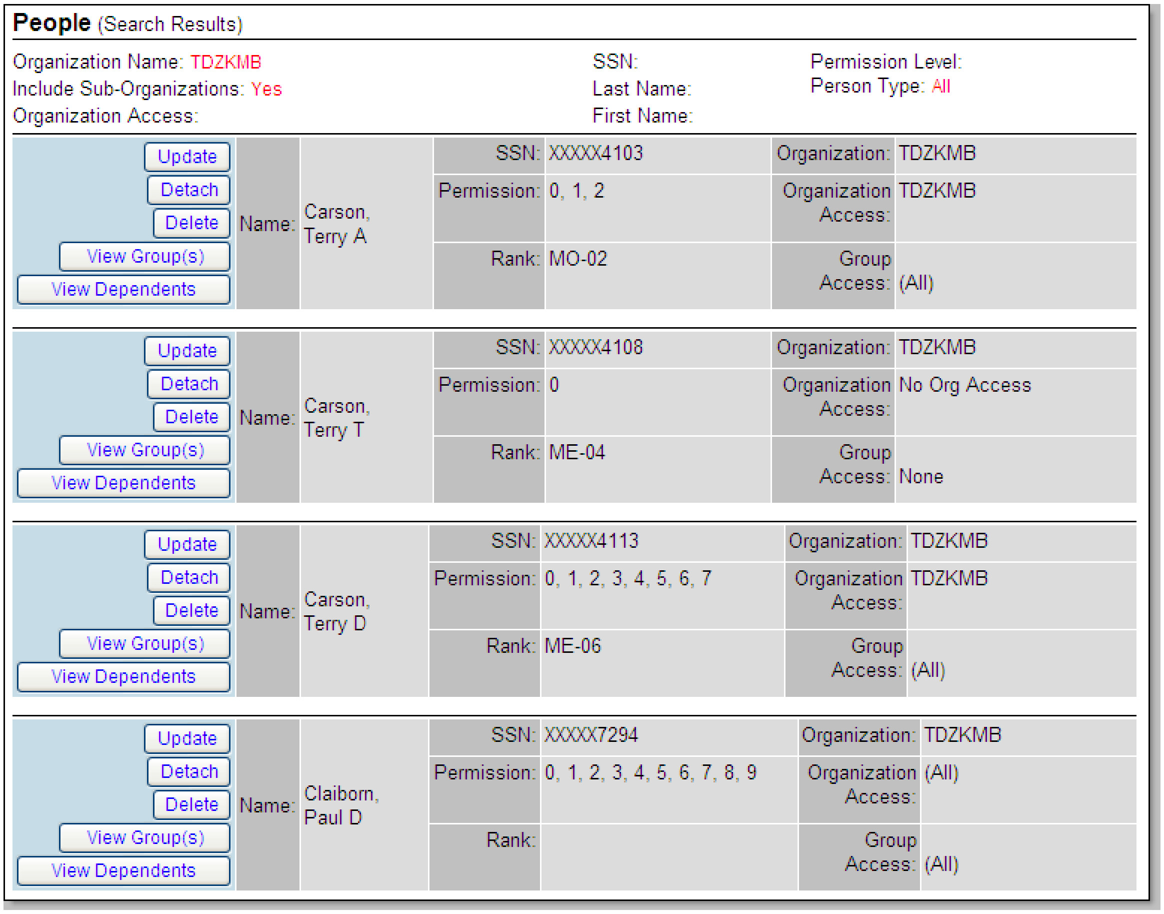


Figure 7-5: People (Search Results) Screen

The People (Search Results) screen displays buttons that DTAs may use to view and update the profile for each person in the list. DTAs may use this screen to perform the below:

- Update, detach, and schedule personal profiles for deletion
- View the names of the groups of which each person is a member
- View the names of each person's dependents

7.3.2 Update Personal Profiles

Users can make changes to existing information in DTS personal profiles. They can also change the profile type. However, changing a profile type causes certain automatic changes in the system. For example, if there is a change to a person's profile from a user/traveler to a user, DTS will lose all of the information associated with the person as a traveler (e.g., General Travel, Personal Duty Station, User Defined, GTCC, and electronic funds transfer [EFT] information). The below warning displays upon selecting this change (Figure 7-6).

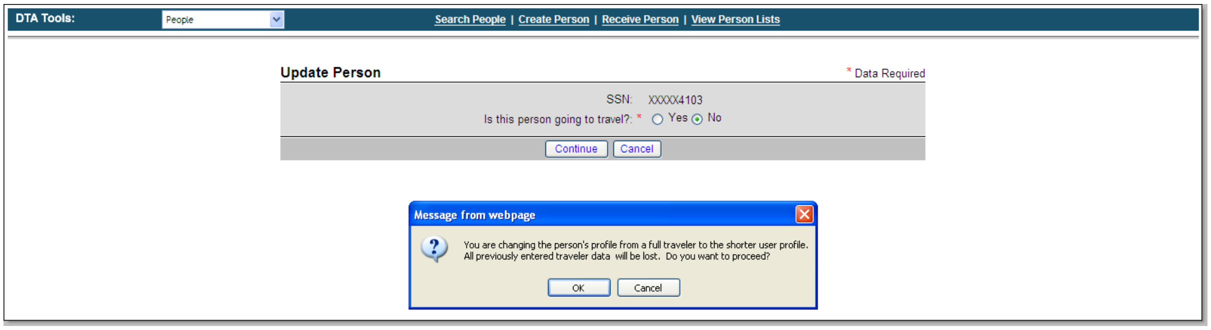


Figure 7-6: Pop-up Warning That Data Will Be Lost In Profile Change

Changing a profile from one type to another will affect the person's GGMRs, as shown below:

- A user/traveler profile changed to a user profile retains the GGMR(s)
- A user profile changed to a user/traveler profile acquires the GGMR(s) of the traveler's organization

To update a personal profile, first search for the person by following the steps in Section 7.3.1. When the People (Search Results) screen opens (Figure 7-5), locate the name of the person whose profile needs to be updated.

Follow the below steps to update a personal profile:

1. Select **Update** next to the person's name.

The Update Person screen opens (Figure 7-7). This screen identifies the selected person by SSN

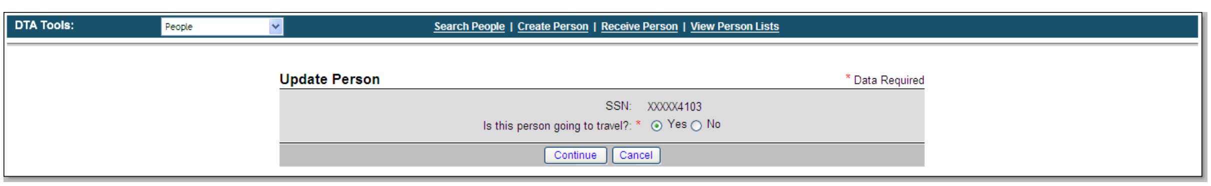


Figure 7-7: Update Person Screen

If the person will travel on DoD official business, select the **Yes** radio button for the question "Is this person going to travel?" If the person no longer travels on DoD business, select **No**.

2. Select **Continue**.

The personal profile opens. This screen separates the data fields into sections. A user profile has only two sections:

- Common Data: Data that is associated with the person within and outside of DTS
- User Specific Data: Data that is associated with the person only as a DTS user

A user/traveler profile has additional sections and requires additional data that pertains to travel. If the **Yes** radio button is selected, the Update Person (User/Traveler) screen will open. Complete the required information in the personal profile. If **No** is selected, the Update Person (User Only) screen will open.

7.3.2.1 Update a Personal Profile (User Only)

Follow the below steps to update a user's personal profile:

1. Complete Steps 1 through 3 in the Search People section (Section 7.3.1) to locate the person's profile to update.

The People (Search Results) screen opens (Figure 7-5).

2. Select **Update** to the left of the correct person's name.

The Update Person screen opens (Figure 7-7).

3. Select the **No** radio button next to the question: *Is this person going to travel?*

4. Select **Continue**.

The Update Person (User Only) screen opens.

5. Modify the **Common Data** section fields (Figure 7-8).

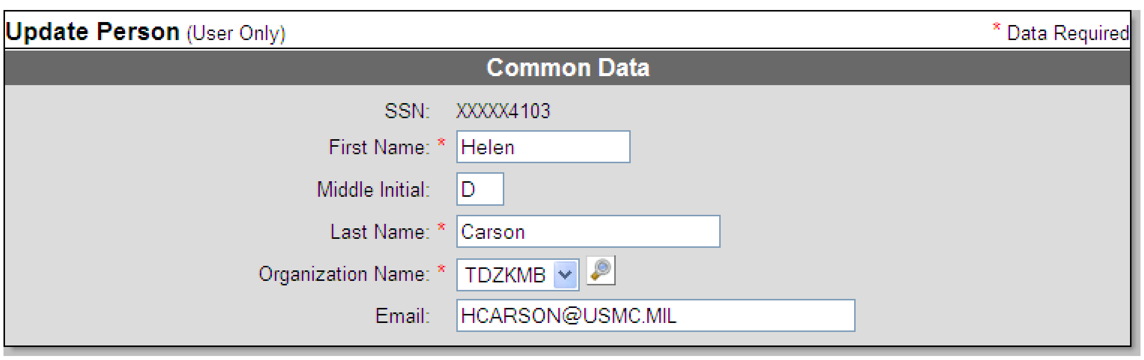


Figure 7-8: Update Person (User Only) Screen - Common Data Section

6. Modify the **User Specific Data** section fields (Figure 7-9).

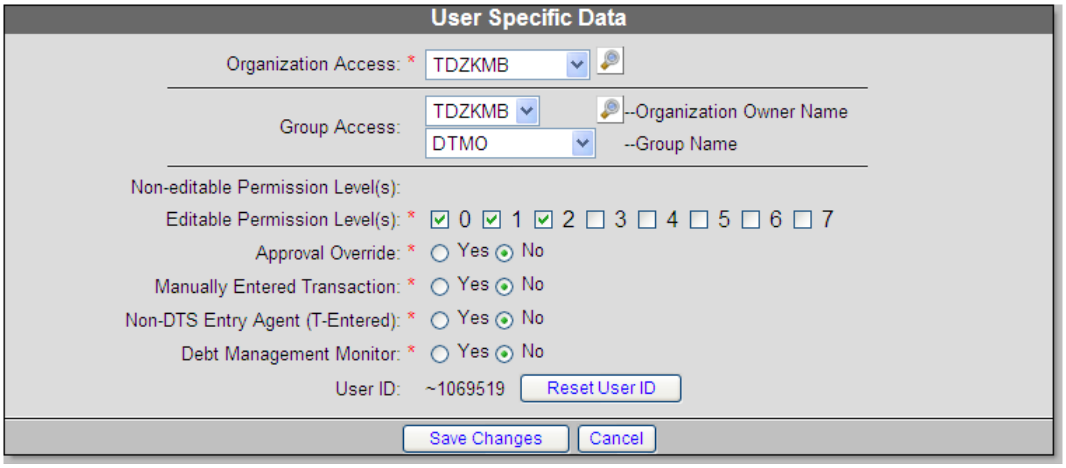


Figure 7-9: Update Person (User Only) Screen - User Specific Data Section

See Table 7-3 for a description of the User Specific Data fields.

Table 7-3: Update Person (User Only) Screen Description -
User Specific Data Section

UPDATE PERSON (USER ONLY) SCREEN DESCRIPTION - USER SPECIFIC DATA SECTION	
FIELD OR OBJECT	**DESCRIPTION**
Organization Access*	Drop-down list that is used to set the user's access. This is a required field.
Group Access (Two drop-down lists with values that are directly related to one another.)	*Organization Owner Name:* The selected organization owner name drives which groups are available in the Group Name drop-down list.
	Group Name: The groups that belong to the selected organization owner name.
Non-editable Permission Level(s)	Permission level(s) given by a higher-level DTA that the servicing DTA can not change because they do not have the permission level that needs to be changed.
Editable Permission Level(s)*	Permission level(s) that the servicing DTA can change. This is a required field.
Approval Override*	*Yes* and *No* radio buttons that indicate if the user has the authority to approve documents without being on a document's routing list. A DTA must have permission level 7 to grant approval override. DTAs cannot update this field in their own profiles. This is a required field.
Manually Entered Transaction*	*Yes* and *No* radio buttons that indicate if a Budget Official can insert an adjustment transaction into a budget. DTAs cannot update this field in their own profiles. This is a required field.
Non DTS Entry Agent (T-Entered)*	*Yes* and *No* radio buttons that indicate if the user can sign vouchers on behalf of travelers. DTAs cannot update this field in their own profiles. This is a required field.
Debt Management Monitor*	*Yes* and *No* radio buttons that indicate if the user is an administrator (usually a Finance DTA [FDTA]) responsible for tracking DUE U.S. situations and monitoring collection actions for an organization. DTAs cannot update this field in their own profiles. This is a required field.
User ID	Field that initially displays the word DEFAULT, and then updates to the user ID when the user logs on to DTS for the first time.

7. Select **Save Changes**.

7.3.2.2 Update a Personal Profile (User/Traveler)

Follow the below steps to update a user/traveler profile:

1. Complete Steps 1 through 3 in the Search People section (Section 7.3.1) to locate the person's profile to update.

The People (Search Results) screen opens (Figure 7-5).

2. Select **Update** to the left of the person's name.

The Update Person screen opens (Figure 7-7).

3. Select the **Yes** radio button next to the question: *Is this person going to travel?*

4. Select **Continue**.

The Update Person (User / Traveler) screen opens.

5. Modify the **Common Data** section fields (Figure 7-10).

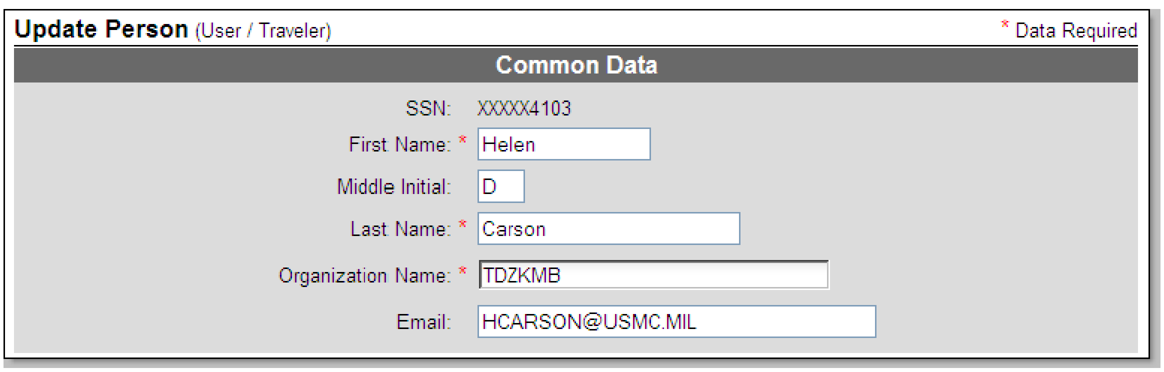


Figure 7-10: Update Person (User/Traveler) Screen - Common Data Section

6. Modify the **User Specific Data** section fields (Figure 7-11).

See the corresponding table after each figure for a description of its fields and requirements.

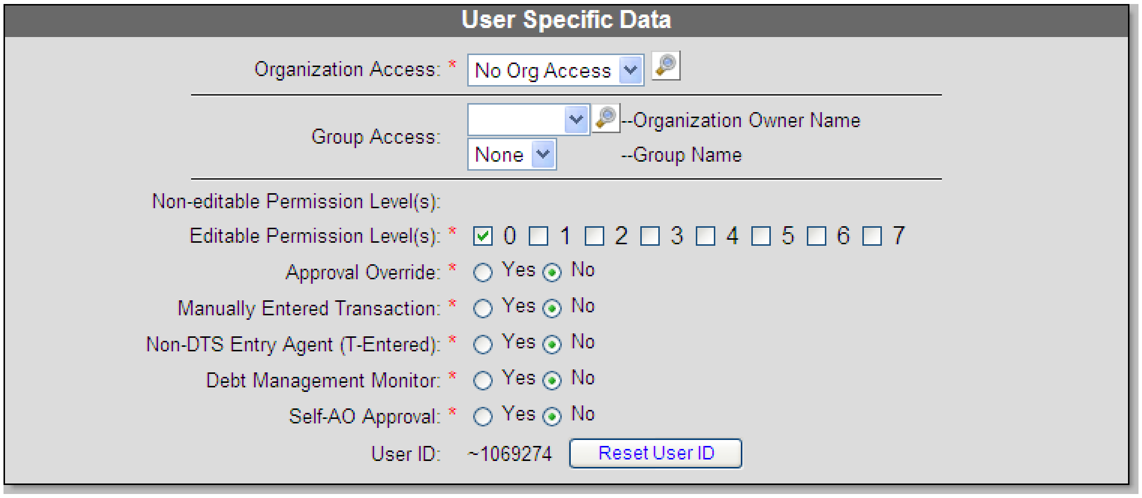


Figure 7-11: Update Person (User/Traveler) Screen - User Specific Data Section

Table 7-4: Update Person (User/Traveler) Screen Description -
User Specific Data Section

UPDATE PERSON (USER/TRAVELER) SCREEN DESCRIPTION - USER SPECIFIC DATA SECTION	
FIELD OR OBJECT	**DESCRIPTION**
Organization Access*	Drop-down list that is used to set the traveler's access. This is a required field.
Group Access (Two drop-down lists with values that are directly related to one another.)	*Organization Owner Name*: The selected organization owner name drives which groups are available in the Group Name drop-down list.
	Group Name: The groups that belong to the selected organization owner name.
Non-editable Permission Level(s)	Permission level(s) given by a higher-level DTA that the servicing DTA cannot change because they do not have the permission level that needs to be changed.
Editable Permission Level(s)*	Permission level(s) that the servicing DTA can change. This is a required field.
Approval Override*	*Yes* and *No* radio buttons that indicate if the user has the authority to approve documents without being on the documents routing list. The DTA must have permission level 7 to grant approval override. DTAs cannot update this field in their own profiles. This is a required field.
Manually Entered Transaction*	*Yes* and *No* radio buttons that indicate whether or not a budget official can insert an adjustment transaction into a budget. DTAs cannot update this field in their own profiles. This is a required field.
Non DTS Entry Agent (T-Entered)*	*Yes* and *No* radio buttons that indicate if the user can sign vouchers on behalf of travelers. DTAs cannot update this field in their own profiles. This is a required field.
Debt Management Monitor*	*Yes* and *No* radio buttons that indicate if the user is an administrator (usually an FDTA) responsible for tracking DUE U.S. situations and monitoring collection actions for an organization. DTAs cannot update this field in their own profiles. This is a required field.
Self-AO Approval*	Radio button used to grant user/travelers authority to approve their own authorizations. The Self-AO must be included on the routing list. DTAs cannot update this field in their own profile. This is a required field.
User ID	Field that initially displays the user's SSN and updates to the user ID when the user logs in to DTS for the first time.

7. Modify the **General Traveler Data** section fields (Figure 7-12).

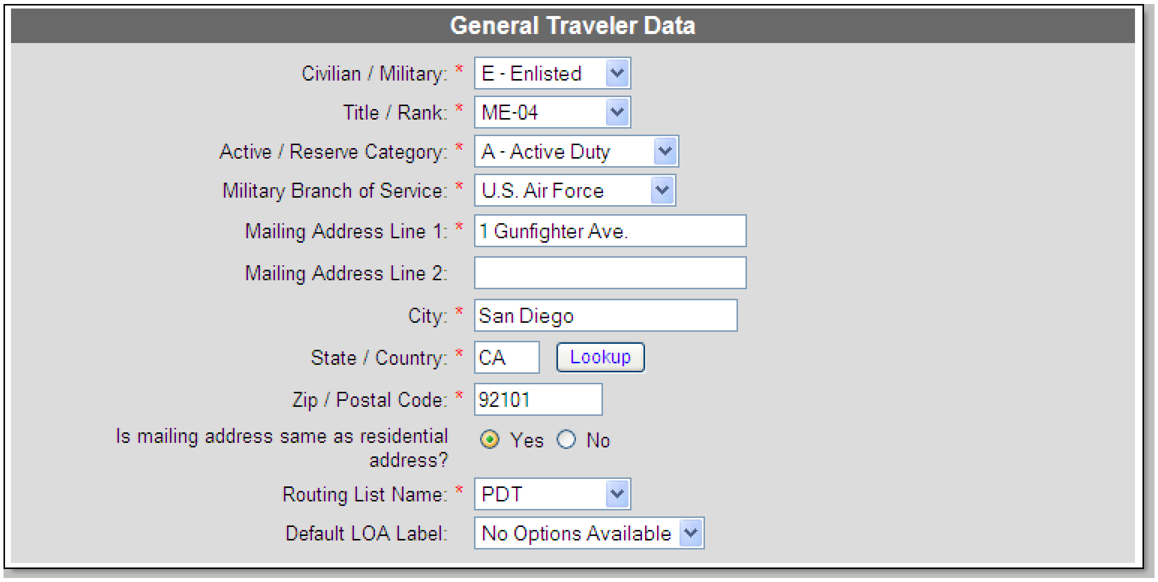


Figure 7-12: Update Person (User/Traveler) Screen - General Traveler Data Section

Table 7-5: Update Person (User/Traveler) Screen Description -
General Traveler Data Section

UPDATE PERSON (USER/TRAVELER) SCREEN DESCRIPTION - GENERAL TRAVELER DATA SECTION	
FIELD OR OBJECT	**DESCRIPTION**
Civilian / Military*	Drop-down list to select type of duty. This is a required field.
Title / Rank*	Drop-down list of civilian and military ranks and pay grades. Options displayed depend on the value selected for Civilian / Military field. This is a required field.
Active / Reserve Category*	Drop-down list of uniformed member status. This field becomes available and required if Enlisted or Officer is selected in Civilian / Military field.
Military Branch of Service*	Drop-down list of available branches of service. This is a required field.
Reserve Code	Drop-down list of available reserve codes.
Mailing Address Line 1*	Text field to enter mailing address. This is a required field
Mailing Address Line 2	Text field for second line, if necessary for mailing address.
City*	Text field to enter name of the city in the user/traveler's mailing address. This is a required field.
State / Country* Lookup†	Button used to open Search State / Country Code window. The value selected will complete the State / Country field automatically. This is a required field.
Zip / Postal Code*	Field in which to enter 5-digit ZIP code for city. This is a required field.
Is mailing address same as residential address?	Field in which to identify if the mailing address is the same as the residential address. Residential address is populated with mailing address when marked *Yes*.
Routing List Name*	Field that identifies the user/traveler's routing list. This is a required field.
Default LOA Label	Drop-down list of available lines of accounting (LOAs) for the organization. The selected LOA will appear in all travel documents.

† Use the **Lookup** button to ensure that the correct state abbreviation or country code is entered in the field. Use the below steps to look up a state or country code:

a) Select **Lookup** to the right of the State / Country field.

The Search State / Country Code window opens (Figure 7-13).

Figure 7-13: Search State / Country Code Window

b) Enter the state postal abbreviation or country code in the text field.

c) Select **Search**.

The Search State / Country Code Results window opens (Figure 7-14).

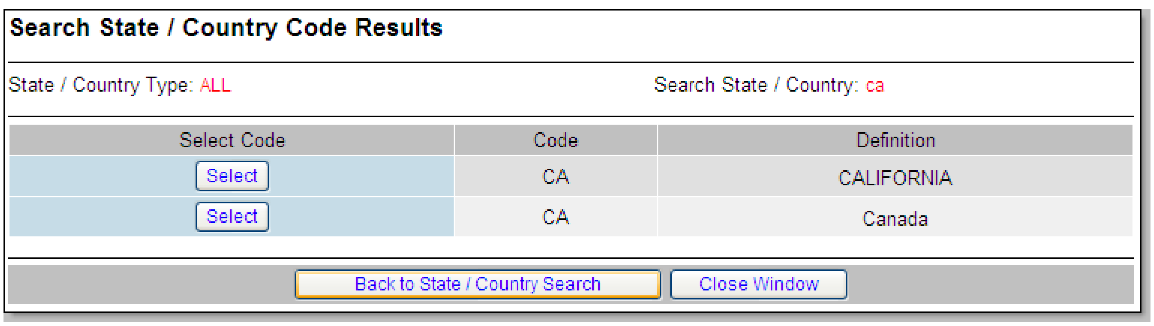


Figure 7-14: Search State / Country Code Results Window

d) Select the correct **state** or **country** for the profile.

The profile screen refreshes with the State / Country field complete.

8. Modify the **Personal Data** section fields (Figure 7-15).

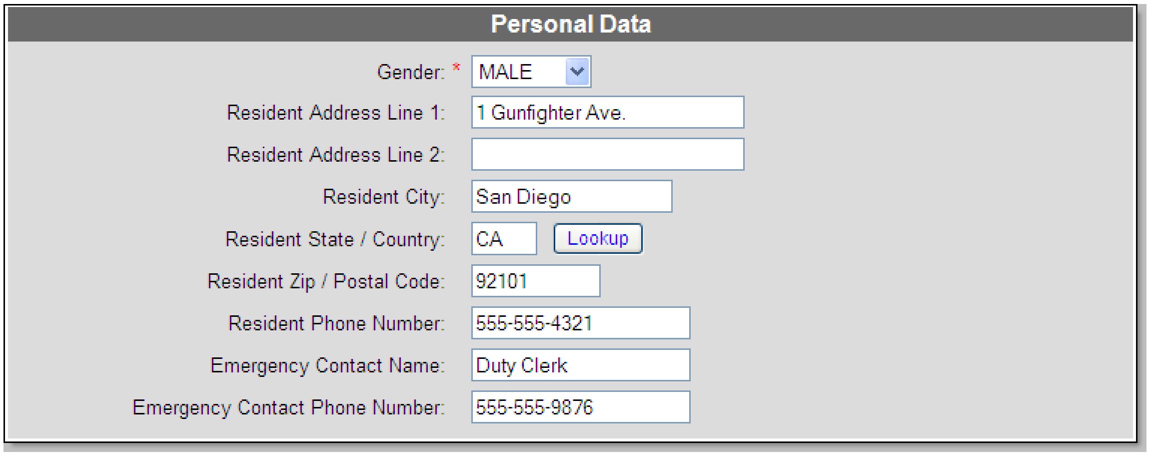


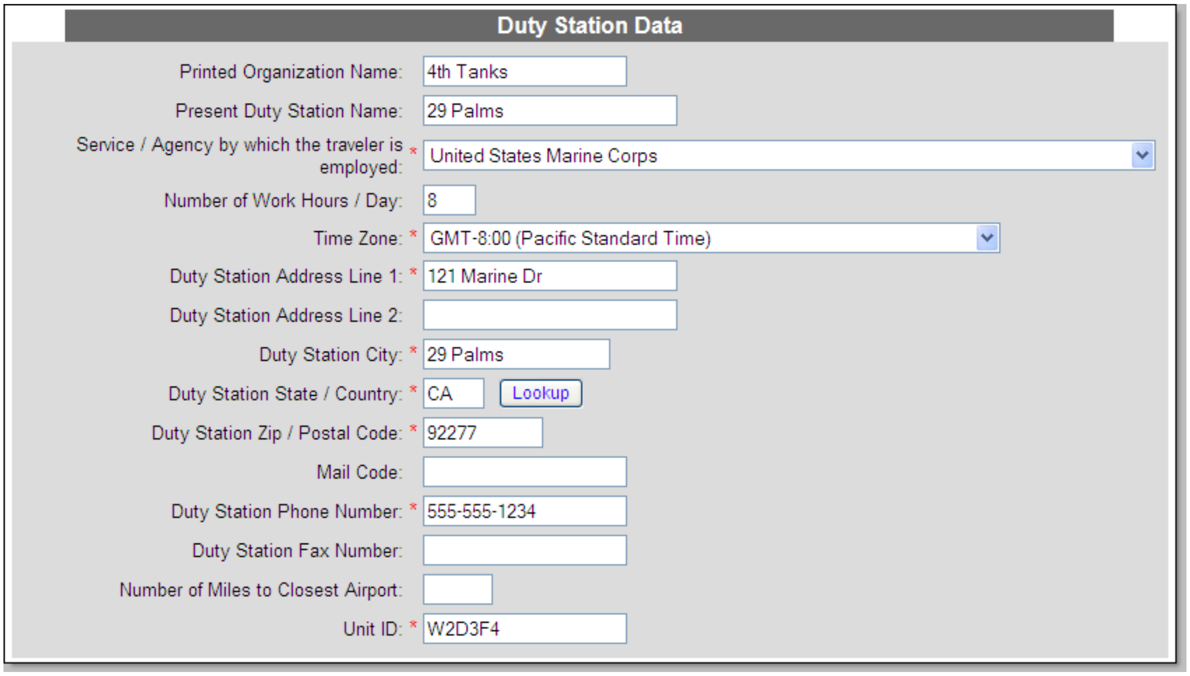
Figure 7-15: Update Person (User/Traveler) Screen - Personal Data Section

Table 7-6: Update Person (User/Traveler) Screen Description - Personal Data Section

UPDATE PERSON (USER/TRAVELER) SCREEN DESCRIPTION: PERSONAL DATA SECTION	
FIELD OR OBJECT	**DESCRIPTION**
Gender*	Drop-down list to select the user/traveler's gender. This is a required field.
Resident Address Line 1	Field in which to enter the user/traveler's residence address.
Resident Address Line 2	Field in which to enter the user/traveler's residence address, if necessary.
Resident City	Field in which to enter the user/traveler's city of residence.
Resident State / Country, Lookup†	†Button used to open Search State / Country Code window. The value selected will complete the State / Country field automatically.
Resident ZIP/ Postal Code	Field in which to enter the ZIP code or postal code of the user/traveler's residence.
Resident Phone Number	Field in which to enter the telephone number of the user/traveler's residence.
Emergency Contact Name	Field in which to enter the name of the user/traveler's organization emergency contact person.
Emergency Contact Phone Number	Field in which to enter the telephone number for the user/traveler's organization emergency contact person.

† Use the Lookup button to ensure that the correct state abbreviation or country code is entered in the field. See Steps 7a through 7d to look up a state or country code.

9. Modify the **Duty Station Data** section fields (Figure 7-16).


Duty Station Data

Printed Organization Name: 4th Tanks
Present Duty Station Name: 29 Palms
Service / Agency by which the traveler is employed: * United States Marine Corps
Number of Work Hours / Day: 8
Time Zone: * GMT-8:00 (Pacific Standard Time)
Duty Station Address Line 1: * 121 Marine Dr
Duty Station Address Line 2:
Duty Station City: * 29 Palms
Duty Station State / Country: * CA Lookup
Duty Station Zip / Postal Code: * 92277
Mail Code:
Duty Station Phone Number: * 555-555-1234
Duty Station Fax Number:
Number of Miles to Closest Airport:
Unit ID: * W2D3F4

Figure 7-16: Update Person (User/Traveler) Screen - Duty Station Data Section

Table 7-7: Update Person (User/Traveler) Screen Description - Duty Station Data Section

UPDATE PERSON (USER/TRAVELER) SCREEN DESCRIPTION - DUTY STATION DATA SECTION	
FIELD OR OBJECT	**DESCRIPTION**
Printed Organization Name	Field to enter the name of the organization as it appears in print, e.g., SUPPORT SQUADRON.
Present Duty Station Name	Field to enter the name of the user/traveler's duty station.
Service / Agency by which traveler is employed*	Drop-down list of all DoD service branches and agencies. This is a required field.
Number of Work Hours / Day	Field to enter number of hours in the user/traveler's typical workday. Must not exceed 24.
Time Zone*	Drop-down list from which to select the duty station time zone. This is a required field.
Duty Station Address*	Fields to enter duty station address. Line 1 is a required field.
Duty Station City*	Field to enter duty station city. This is a required field.
Duty Station State / Country* Lookup†	†Button used to open Search State / Country Code window. The value selected will complete the Duty Station State / Country field automatically. This is a required field.
Duty Station Zip / Postal Code*	Field to enter duty station ZIP code or postal code. The Master ZIP Code Directory verifies the accuracy of the associated fields in the user/traveler's profile. This is a required field.
Mail Code	Text field to enter the code that identifies the location at which the user/traveler receives mail.
Duty Station Phone Number*	Field to enter the user/traveler's phone number at their duty station. This is a required field.
Duty Station Fax Number	Field to enter the fax number at the user/traveler's duty station.
Number of Miles to Closest Airport	Field to enter distance to the nearest airport.
Unit ID	Field to enter the Unit ID code.

†Use the Lookup button to ensure that the correct state abbreviation or country code is entered in the field. See Steps 7a through 7d to look up a state or country code.

a) Select **Lookup** to the right of the State / Country field.

10. Modify the **Other Data Elements** section fields (Figure 7-17).

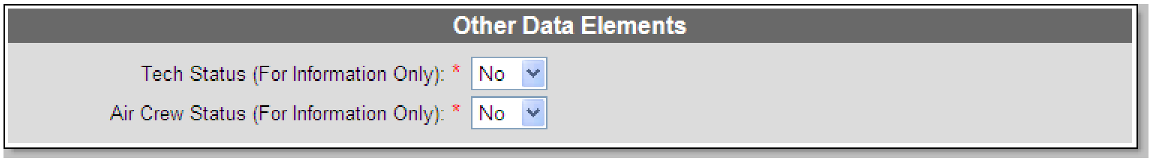


Figure 7-17: Update Person (User/Traveler) Screen - Other Data Elements Section

Table 7-8: Update Person (User/Traveler) Screen Description - Other Data Elements Section

UPDATE PERSON (USER/TRAVELER) SCREEN DESCRIPTION - OTHER DATA ELEMENTS SECTION	
FIELD OR OBJECT	**DESCRIPTION**
Tech Status*	Drop-down list used to authorize per diem for a dual status military technician on leave from technical employment and performing active duty pay outside the U.S. For more information, see JFTR, Chapter 7, par. U7151-B. This is a required field.
Air Crew Status*	Drop-down list, purpose is to be defined by the service or agency. This is a required field (Air Force Only).

Note: The Air Crew Status field will be masked if the user/traveler is a civilian.

11. Modify the **Government Charge Card (GOVCC) Data** section fields (Figure 7-18).

Note: The Government Travel Charge Card (GTCC) is referred to as the Government Charge Card (GOVCC) in DTS.

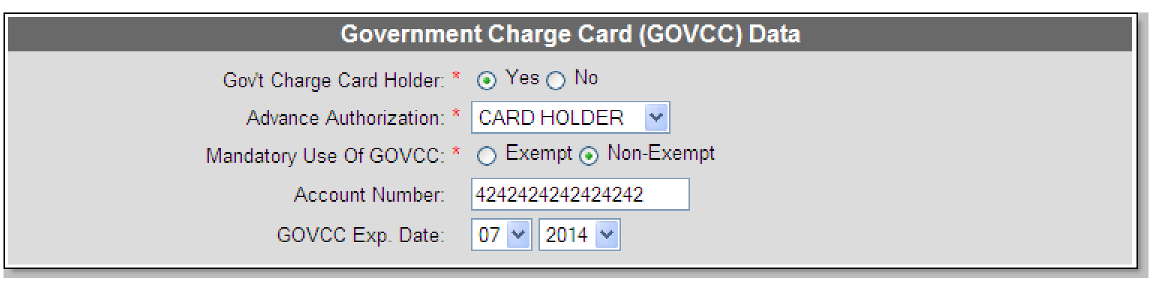


Figure 7-18: Update Person (User/Traveler) Screen - Government Charge Card (GOVCC) Data Section

Table 7-9: Update Person (User/Traveler) Screen Description:
Government Charge Card (GOVCC) Data Section

UPDATE PERSON (USER/TRAVELER) SCREEN DESCRIPTION - GOVERNMENT CHARGE CARD (GOVCC) DATA SECTION	
FIELD OR OBJECT	**DESCRIPTION**
Gov't Charge Card Holder*	Radio buttons used to identify whether or not the user/travel has a GOVCC. This is a required field.
Advance Authorization*	Drop-down list used to specify the advance type that a traveler can be authorized. DTAs cannot update this field in their own profile. This is a required field.
Mandatory Use of GOVCC*	Radio buttons used to specify payment for air transportation. Exempt radio button defaults air transportation to CBA. Non-exempt defaults air transportation to GTCC. DTAs cannot update this field in their own profiles. This is a required field.
Account Number	Field for GTCC account number.
GOVCC Exp Date	Drop-down list to select GTCC expiration date.

12. Complete or update the following EFT information (Figure 7-19):
    Checking Routing Number and **Checking Account Number**
    -OR-
    Saving Routing Number and **Saving Account Number**.

Note: The **No** radio button should only be selected if the traveler does not have access to an account at a financial institution that can receive EFTs. If **No**, then the traveler must justify on each trip authorization why payments by EFT cannot be accepted.

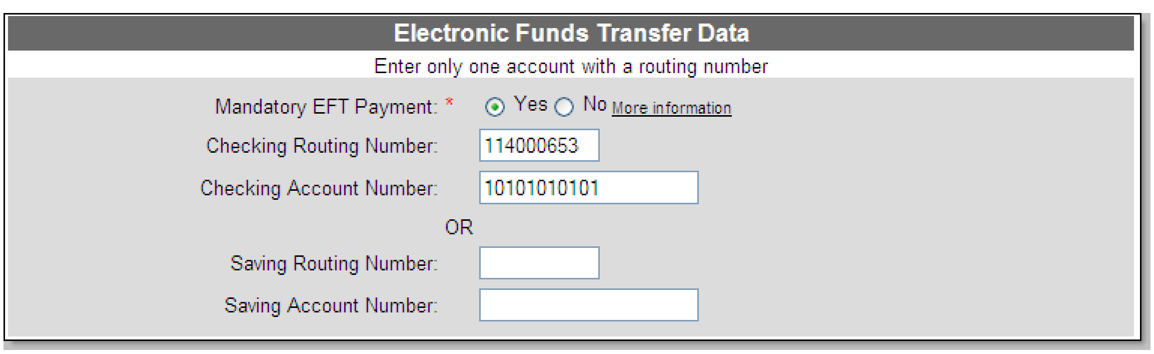


Figure 7-19: Update Person (User/Traveler) Screen - Electronic Funds Transfer Data Section

Table 7-10: Update Person (User/Traveler) Screen Description - Electronic Funds Transfer Data Section

UPDATE PERSON (USER/TRAVELER) SCREEN DESCRIPTION - ELECTRONIC FUNDS TRANSFER DATA SECTION	
FIELD OR OBJECT	**DESCRIPTION**
Mandatory EFT Payment*	Radio button used to show if EFT information is supplied. The system defaults to *Yes*. This is a required field.
Checking Routing Number	Field for personal checking account routing number.
Checking Account Number	Field for personal checking account number.
Saving Routing Number	Field for personal savings account routing number.
Saving Account Number	Field for personal savings account number.

13. Select **Save Changes**.

7.3.3 Detach a Person from an Organization

When a traveler changes to an organization outside of the DTA's organization access, the traveler must be detached. When a person is detached, they are assigned to the None organization. The None organization is a repository of DTS profiles of people who are waiting to be received. The person will be unable to log in to DTS until the gaining organization receives the person. All organization-specific fields such as DTA ID, routing list, and default LOA in the personal profile will clear. The traveler maintains the GGMR(s) previously assigned in the detaching organization until received by the new organization. Once received into the new organization, the traveler will be removed from the old GGMR(s) and the new organization's GGMR(s) will trigger. When the user is received, some of these fields update automatically with the defaults of the receiving organization. The permission level will be reset to 0 and the user will have no organization or group access.

To detach a user or user/traveler from an organization in DTS, the DTA must first search for the person by following the steps in Section 7.3.1. When the People (Search Results) screen opens (Figure 7-20), locate the name of the person who needs to be detached.

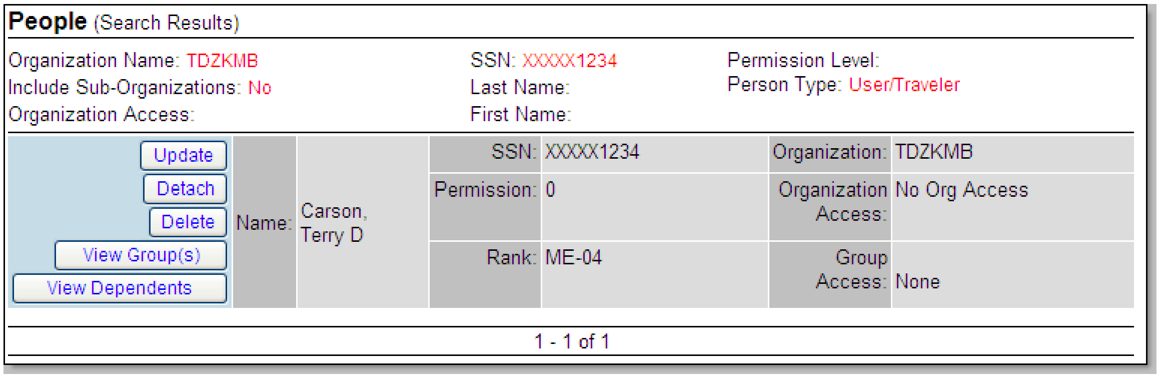


Figure 7-20: People (Search Results) Screen

Follow the below steps to detach a person from an organization:

1. Select **Detach** next to the name of the person.

The Detach Person screen opens (Figure 7-21). This screen gives the DTA the opportunity to confirm that the correct person was selected to detach from the organization. If the wrong person was selected, choose **Cancel** and start over.

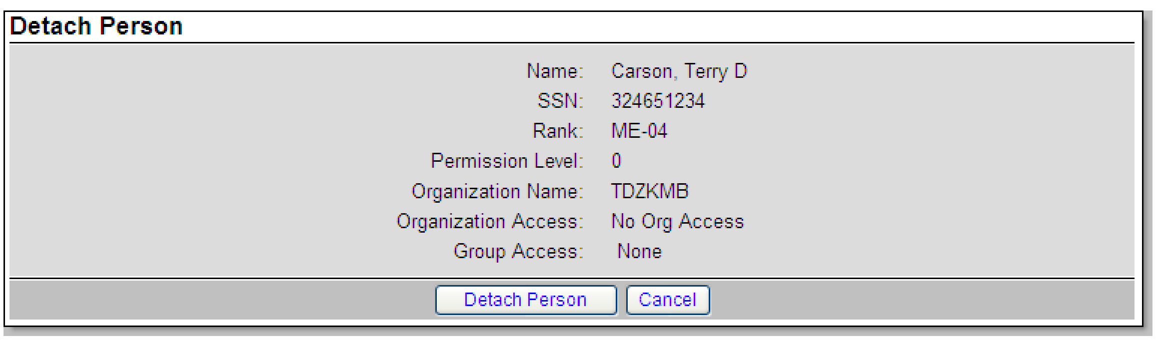


Figure 7-21: Detach Person Screen

2. Select **Detach Person**.

The People (Search Results) screen refreshes. The detached person's name no longer appears on the list. This person is now assigned to the None organization and is available to be received by the new organization. See Section 7.5, Receive Person.

7.3.4 Schedule a Personal Profile for Deletion

When the DTA selects **Delete Person** on the Delete Person screen (Figure 7-23), one of two things happen, depending on whether or not the traveler still has signed documents in DTS. See Table 7-11.

Table 7-11: Results of a Delete Person Action

RESULTS OF A DELETE PERSON ACTION		
IF THE PERSON	**THEN DTS**	**IS THIS REVERSABLE?**
Has no signed documents in DTS	Deletes their profile immediately.	No. A new profile must be created if the person needs to be entered back into DTS.
Has signed documents in DTS	Schedules their profile to be deleted in 15 months.	Yes, but only within the 15-month period. Use the Receive Person procedure. See Section 7.5 of this manual.
	Schedules the dependents named in the profile to be deleted in 15 months.	
	Will not allow the person to log in.	
	Will keep their existing documents available for 15 months to authorized DTS users.	

To schedule a personal profile for deletion in DTS, first search for the person by following the steps in Section 7.3.1. When the People (Search Results) screen opens (Figure 7-22), locate the name of the person whose profile should be deleted.

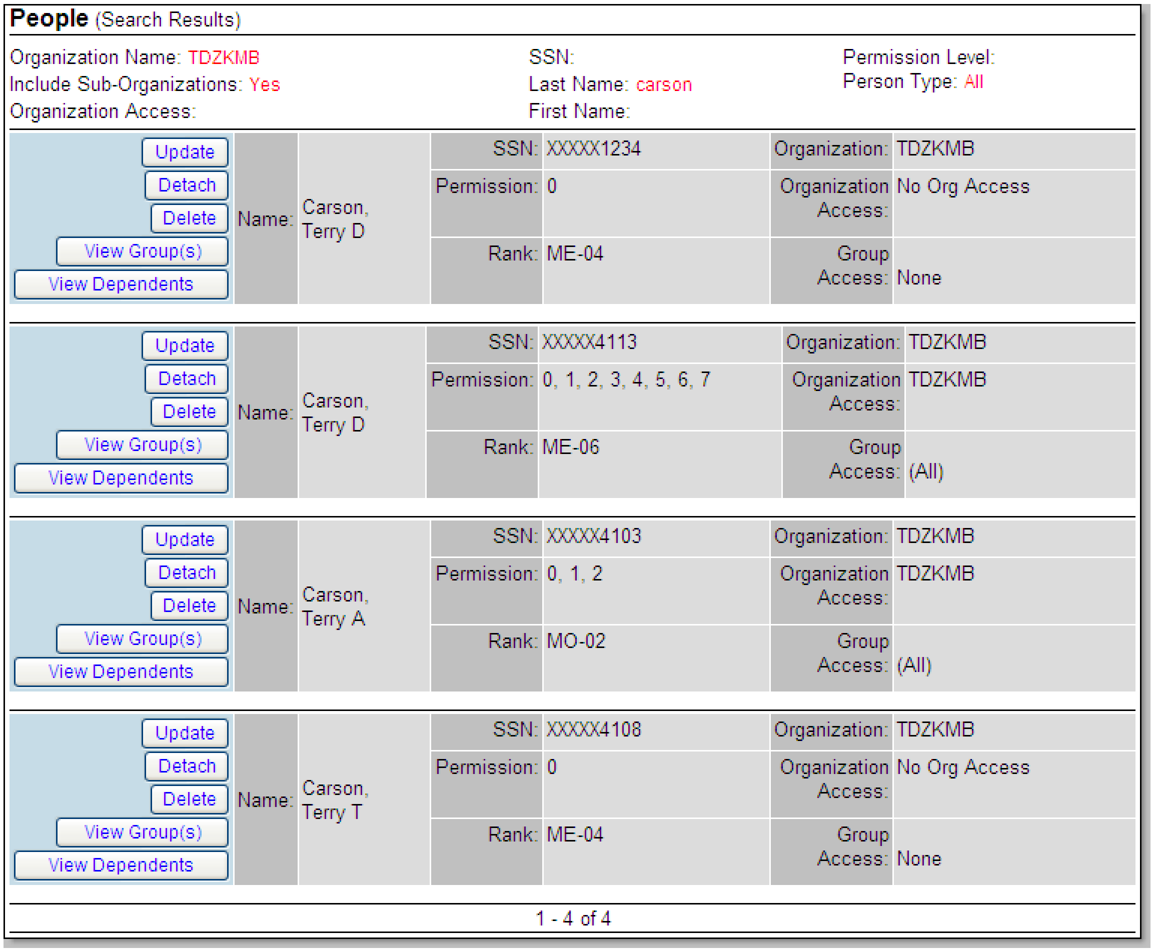


Figure 7-22: People (Search Results) Screen

Follow the below steps to delete a personal profile:

1. Select **Delete** next to the name of the person whose profile needs to be scheduled for deletion.

The Delete Person screen opens (Figure 7-23).

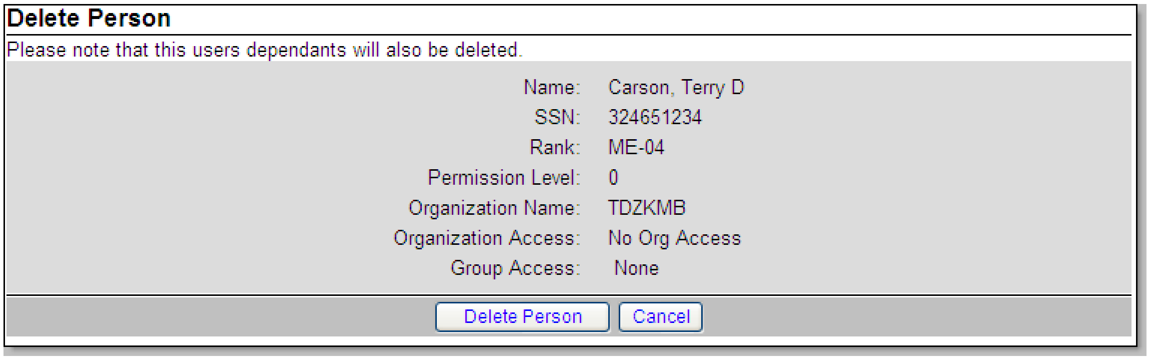


Figure 7-23: Delete Person Screen

The **Delete Person** screen allows the DTA to confirm that the correct person was selected for deletion from the organization.

2. Select **Delete Person**.

The Search Results screen (Figure 7-22) refreshes. The deleted person's name no longer displays on the list.

7.3.5 View Groups

The View Groups button allows the user to see all of the groups of which the traveler is a member. This button displays current group membership only. If a traveler has been detached from an organization, but has not yet been received into the new organization, the groups displayed for the traveler will be those of the detaching organization.

1. Select **View Group(s)** next to the name of the traveler.

The Traveler's Group(s) Include screen opens (Figure 7-24).

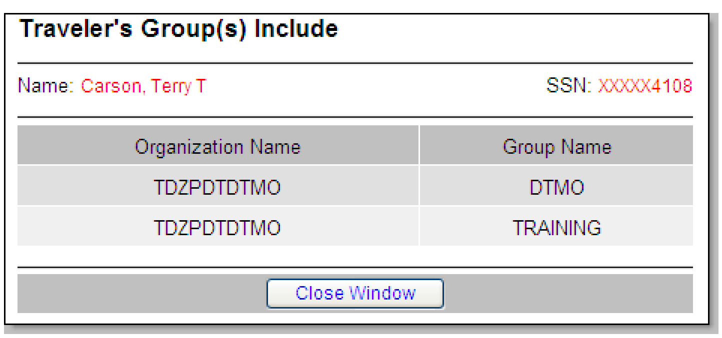


Figure 7-24: Traveler's Group(s) Include Screen

The Traveler's Group(s) Include screen displays the groups to which the traveler has been added via automatic (GGMR) and manual methods.

7.3.6 View, Add, Update, and Delete Dependent Information

DTAs can enter dependent information through the People function of the DTA Maintenance Tool so that the dependents are available for selection when a user is creating a travel document. They may also edit and delete dependent information to correct errors and update as appropriate.

To view, add, or update a traveler's dependent information in DTS, the DTA must first search for the traveler by following the steps in Section 7.3.1. When the People (Search Results) screen opens (Figure 7-22), locate the name of the person for whom dependent information needs to be added or updated.

1. Select **View Dependents** next to the name of the person whose profile needs to be updated with dependent information.

The Dependents for Traveler screen opens (Figure 7-25). If the traveler has any dependent information in their profile, it will display on this screen.

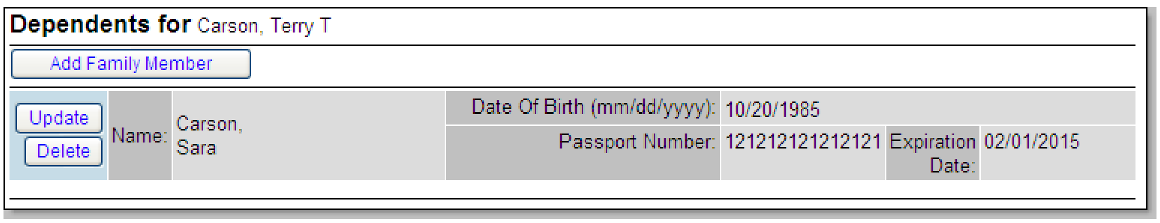


Figure 7-25: Dependents for Traveler Screen

7.3.6.1 Add Dependent Information

Beginning on the Dependents for Traveler screen (Figure 7-25), follow the below steps to add information for a family member to the traveler's profile:

1. Select **Add Family Member**.

The Add Family Member screen opens (Figure 7-26).

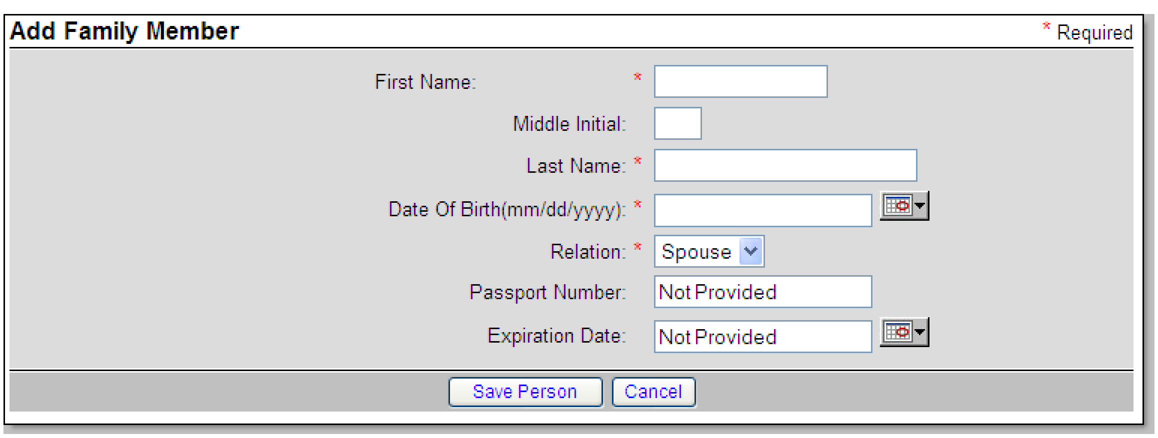


Figure 7-26: Add Family Member Screen

2. Complete the **First Name** field with the dependent's first name.

3. (Optional) Complete the **Middle Initial** field with the dependent's middle initial.

4. Complete the **Last Name** field with the dependent's last name.

5. Complete the **Date of Birth** field with the dependent's birth date. The year must consist of four digits. Select the **calendar** icon to choose a date from the calendar and edit the year if necessary.

6. Select the **Relation** drop-down list and choose the relationship of this dependent to the DTS traveler.

7. Complete the **Passport Number** field with the dependent's passport number.

8. Complete the **Expiration Date** field with the date on which the dependent's passport will expire. A future date is required for this field. Select the **calendar** icon to choose a date from the calendar and edit the year if necessary. The year must consist of four digits.

9. Select **Save Person**.
   -OR-
   Select **Cancel** to return to the Dependents for Traveler screen without adding the dependent (Figure 7-25).

The Dependents for Traveler screen refreshes (Figure 7-27). It now displays information pertaining to the added dependent.

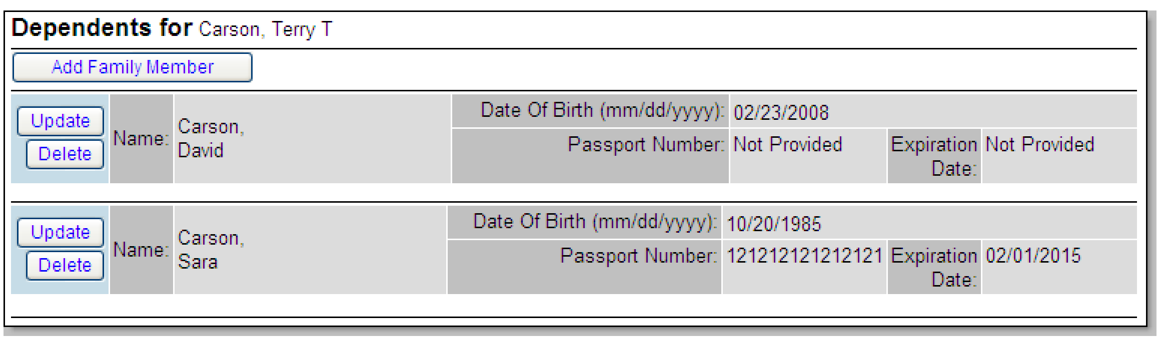


Figure 7-27: Dependents for Traveler Screen (Family Member Added)

7.3.6.2 Update Dependent Information

Beginning on the Dependents for Traveler screen (Figure 7-25 and Figure 7-27), follow the below steps to update a dependent's information in the traveler's profile:

1. Select **Update** for the dependent whose information will be updated.

The Edit Family Member screen opens (Figure 7-28). It displays the current information for the selected dependent.

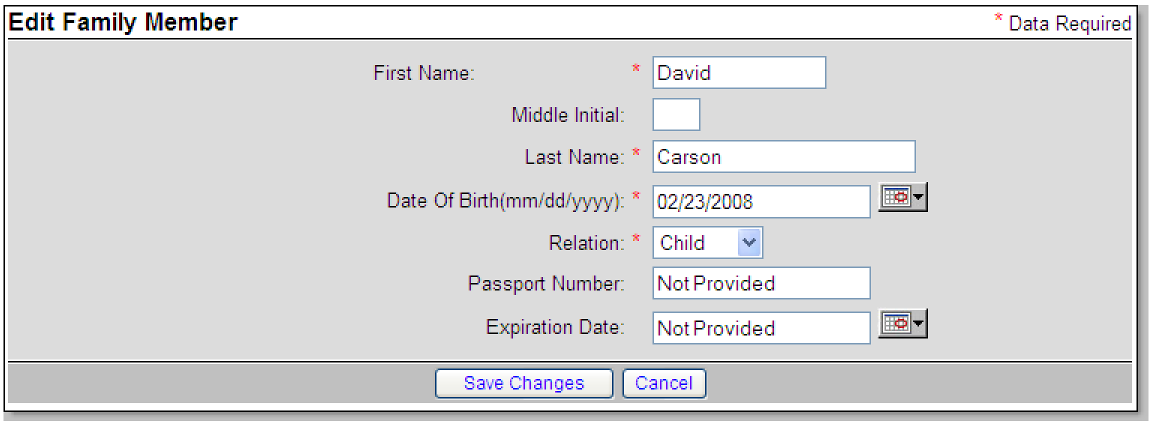


Figure 7-28: Edit Family Member Screen

2. Edit any information that requires correction or update (e.g., spelling error, name change, new passport information).

3. Select **Save Changes**.
   -OR-
   Select **Cancel** to return to the Dependents for Traveler screen without changing any of the information (Figure 7-27).

7.3.6.3 Delete Dependent Information

Beginning on the Dependents for Traveler screen (Figure 7-25 and Figure 7-27), follow the below steps to delete a dependent's information from the traveler's profile:

1. Select **Delete**.

The Delete Family Member screen opens (Figure 7-29). It displays the current information for the selected dependent.

Figure 7-29: Delete Family Member Screen

2. Select **Delete Family Member**.
   -OR-
   Select **Cancel** to return to the Dependents for Traveler screen without deleting this dependent from the traveler's profile (Figure 7-27).

The Dependents for Traveler screen opens (Figure 7-30). It no longer displays the deleted dependent's information.

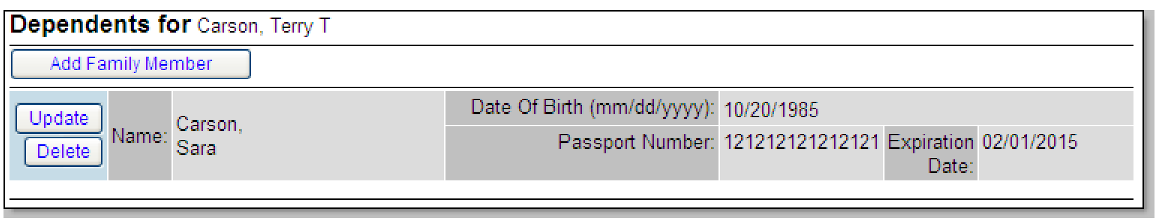


Figure 7-30: Dependents for Traveler Screen – Dependent Deleted

7.4 Create a Personal Profile

DTAs can create a personal profile for only new users to whom they have access, based on the hierarchical setup in DTS. See Section 7.3.2.3, Update Person (User/Traveler), for descriptions of each of the fields in the user/traveler personal profile.

Follow the below steps to create a personal profile in DTS:

1. Select **People** from the DTA Tools drop-down list on any screen in the DTA Maintenance Tool.

   The Search People screen opens by default (Figure 7-31). Four links display on the navigation bar: **Search People**, **Create Person**, **Receive Person**, and **View Person Lists**.

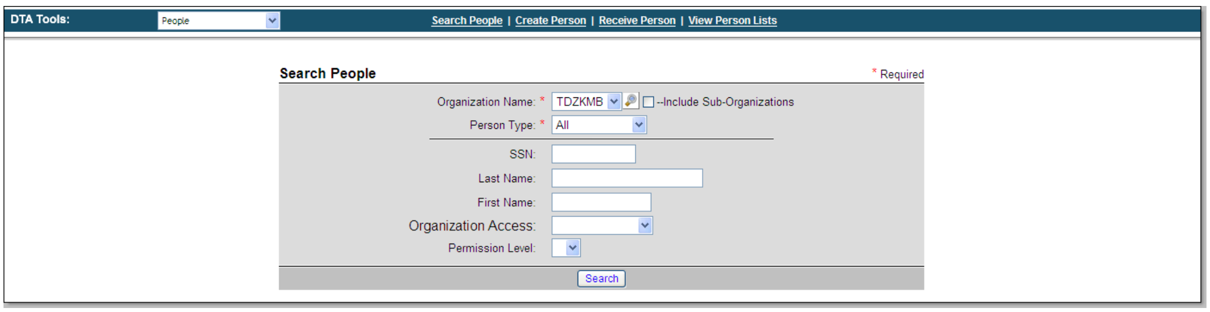


Figure 7-31: Search People Screen

2. Select **Create Person**.

The Create Person screen opens (Figure 7-32).

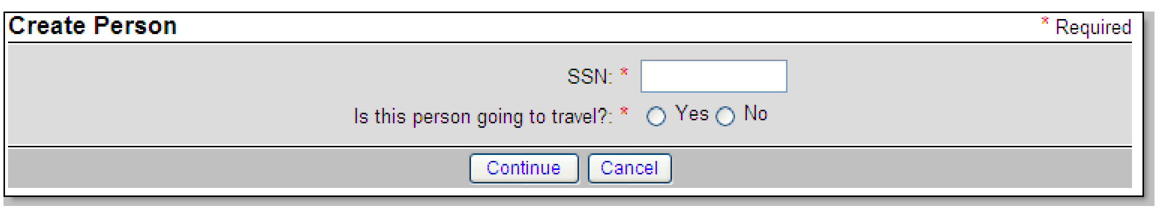


Figure 7-32: Create Person Screen

3. Complete the **SSN** field with the new person's SSN.

4. Select the **Yes** or **No** radio button to indicate whether or not the user will travel.

If **Yes** is selected, the Create Person (User/Traveler) screen will open. If **No** is selected, the Create Person (User Only) screen will open. Complete all of the below steps to create a personal profile for a user/traveler. Steps 16 through 44 do not apply when creating a profile for a person who is a user only.

5. Select **Continue**.

The Create Person (User Only) screen or the Create Person (User /Traveler) screen opens, depending upon the radio button selected on the previous screen (Figure 7-33).

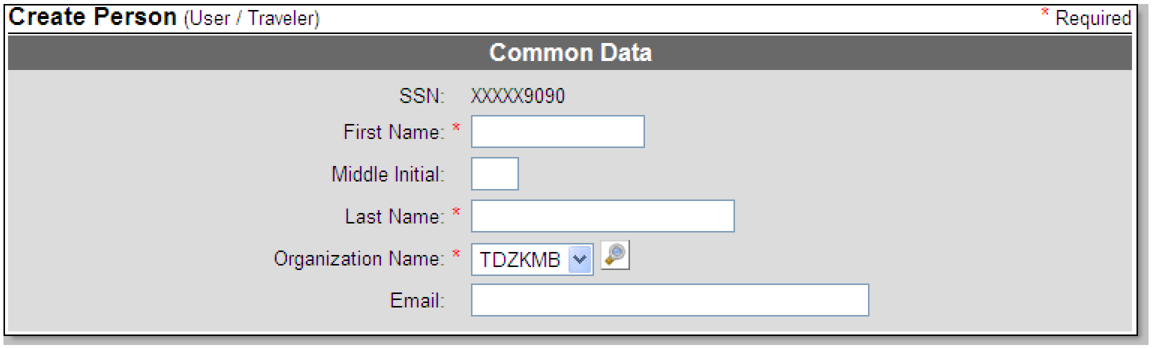


Figure 7-33: Create Person Screen - Common Data Section

6. Complete the **First Name** and **Last Name** fields. The Middle Initial field is optional.

7. Select the **Organization Name** drop-down list and choose the new person's **organization**.

8. Complete the **Email** field with the new person's e-mail address.

Note: See Table 7-3 for a description of the User Specific Data section (Figure 7-34).

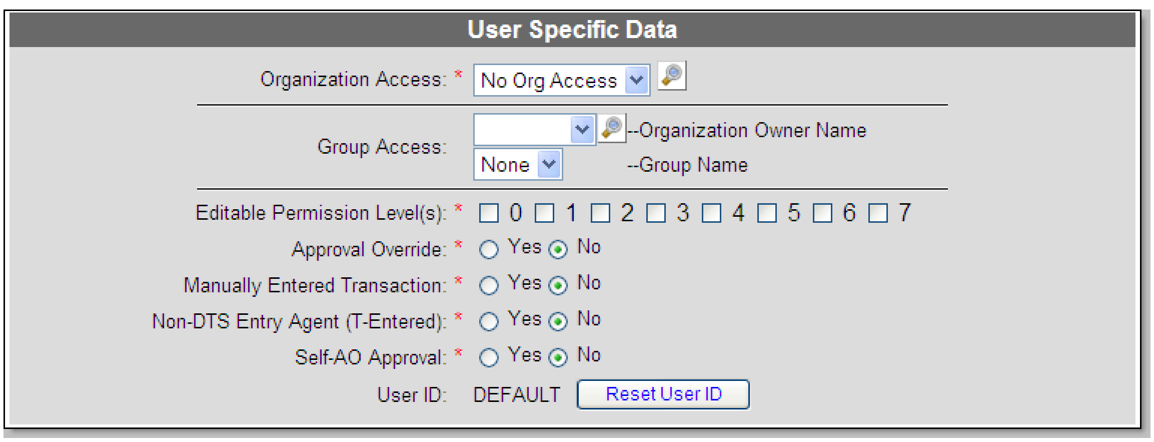


Figure 7-34: Create Person Screen - User Specific Data Section

9. Select the **Organization Access** drop-down list and choose the correct **value**.

10. Select the **Organization Owner Name** drop-down list. Select the **organization** from the list, if the new person will have group access.

11. Select the **Group Name** drop-down list. Select the appropriate **group** from the list.

12. Check the **Editable Permission Levels** check boxes to grant the appropriate permissions to the new person.

13. Select the **Yes** or **No** radio button for Approval Override. This indicates whether or not the person can approve documents without being on a document's routing list.

14. Select the **Yes** or **No** radio button for Manually Entered Transaction. This indicates whether or not the person can use the **Manual Transaction** feature in the Budget Administration Tool.

15. Select the **Yes** or **No** radio button to indicate whether the person’s role will be that of an NDEA.

16. Select the **Yes** or **No** radio button for **Self AO Approval**. This indicates whether or not the person can approve their own travel documents (authorizations only). The person will also need to be included on the routing list (see Chapter 5 of the *Document Processing Manual*).

Note: See Table 7-5 for a description of the General Travel Data section (Figure 7-35).

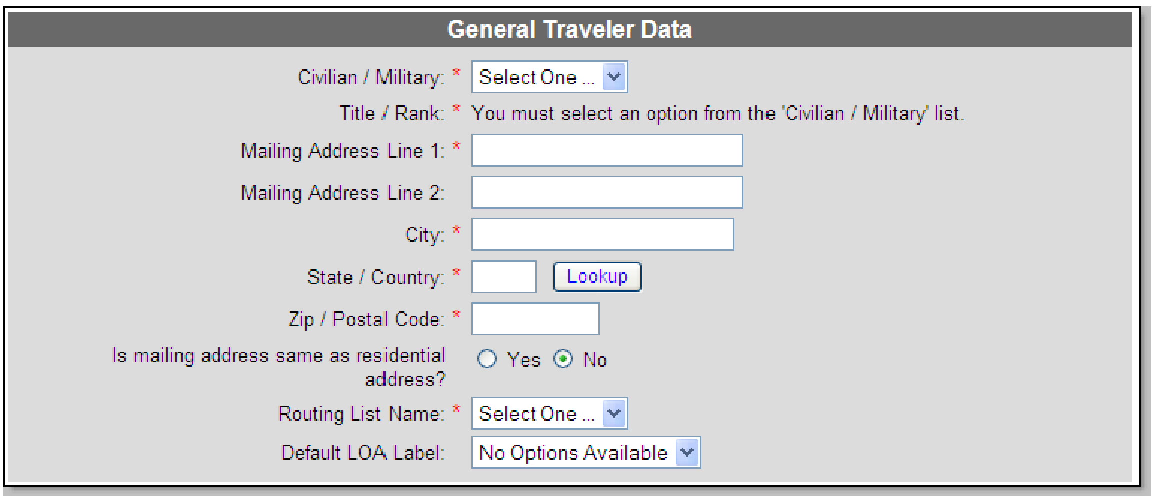


Figure 7-35: Create Person (User/Traveler) Screen - General Traveler Data Section

17. Select the **Civilian / Military** drop-down list and choose the correct **value** from the list.

18. Select the **Title / Rank** drop-down list and choose the correct **value**.

19. Complete the **Mailing Address**, **City**, **State / Country**, and **Postal Code** fields. Use the **Lookup** button to search for the state or country. Indicate if the mailing address is the same as the residence.

20. Select the **Routing List Name** drop-down list and choose the correct **value**.

21. Select the **Default LOA Label** drop-down list and choose the correct **value**.

Note: See Table 7-6 for a description of the Personal Data section (Figure 7-36).

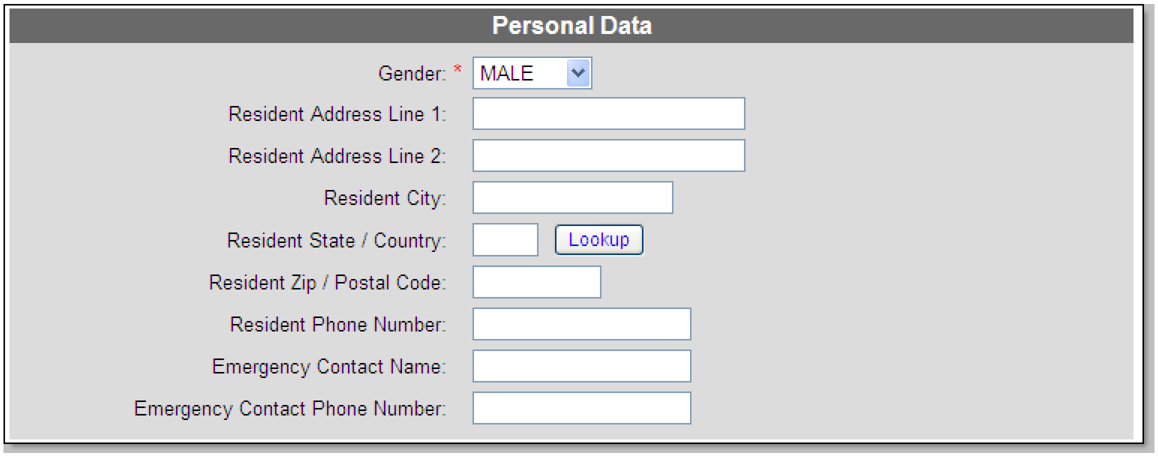


Figure 7-36: Create Person (User/Traveler) Screen: Personal Data Section

22. Select the **Gender** drop-down list and choose the correct **value**.

23. Complete the **Resident City** field with the person's city of residence.

24. Complete the **State / Country** field. Use the **Lookup** button to search for the state or country.

25. Complete the **Resident Phone Number** field with the telephone number of the person's residence.

26. Complete the **Emergency Contact Name** field and the **Emergency Contact Phone Number** field with the name and phone number of the person's organization emergency contact.

Note: See Table 7-7 for a description of the Duty Station Data section (Figure 7-37).

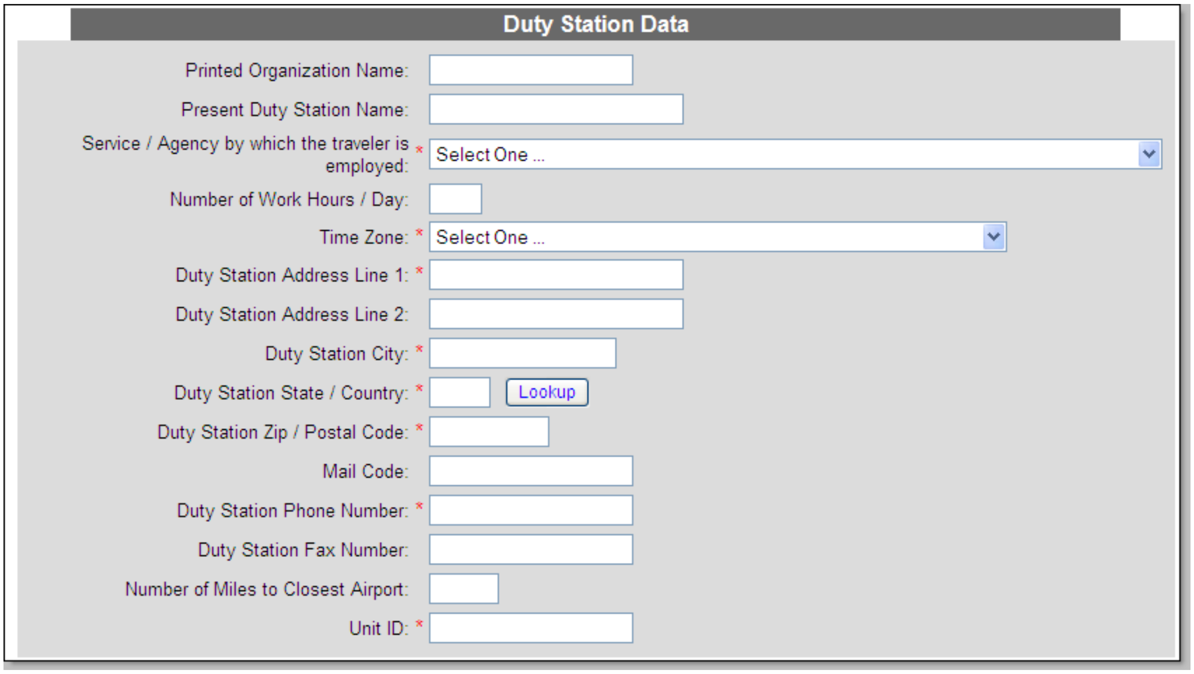


Figure 7-37: Create Person (User/Traveler) Screen: Duty Station Data Section

27. Complete the **Printed Organization Name** field with the name of the person's organization.

28. Complete the **Present Duty Station Name** field with the name of the person's duty station.

29. Select the **Service / Agency by which the traveler is employed** drop-down list. Choose the correct **value**.

30. Complete the **Number of Work Hours / Day** field with the number of hours in the person's typical workday.

31. Select the **Time Zone** drop-down list. Choose the correct **value**.

32. Complete the **Duty Station Address** fields with person's duty station address and mail code.

33. Complete the **Duty Station Phone Number and Duty Station Fax Number** fields.

34. Complete the **Number of Miles to Closest Airport** field by entering the number of miles to the nearest airport.

35. Complete the **Unit ID** field with the person's unit ID information.

Note: See Table 7-8 for a description of the Other Data Elements section (Figure 7-38).

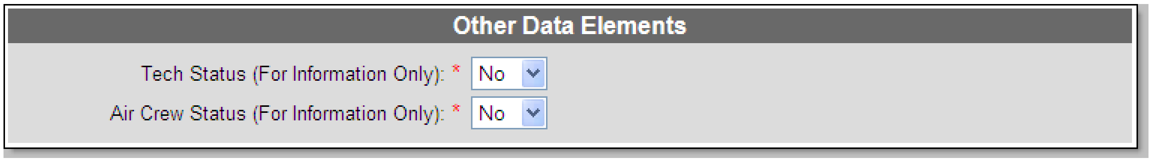


Figure 7-38: Create Person (User/Traveler) Screen - Other Data Elements Section

36. Select the **Tech Status** drop-down list. Choose the correct **value** (Air Force only).

37. Select the **Air Crew Status** drop-down list. Choose the correct **value** (Air Force only).

Note: The Air Crew Status field will be masked if the user/traveler is a civilian.

Note: See Table 7-9 for a description of the Government Charge Card (GOVCC) Data section (Figure 7-39).

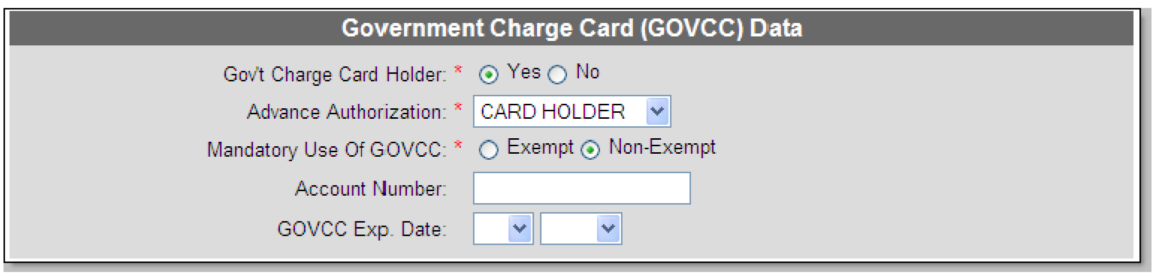


Figure 7-39: Create Person (User/Traveler) Screen -
Government Charge Card (GOVCC) Data Section

38. Select either the **Yes** or **No** radio button for **Gov't Charge Card Holder**.

39. Select the **Advance Authorization** drop-down list. Choose the correct **value**.

40. Select either the **Exempt** or the **Non-Exempt Mandatory Use of GOVCC** radio button. This specifies default payment method for air transportation.

41. Complete the **Account Number** field with the GTCC number.

42. Complete the **GOVCC Exp. Date** fields with the expiration date.

Note: See Table 7-10 for a description of the Electronic Funds Transfer Data section (Figure 7-40).

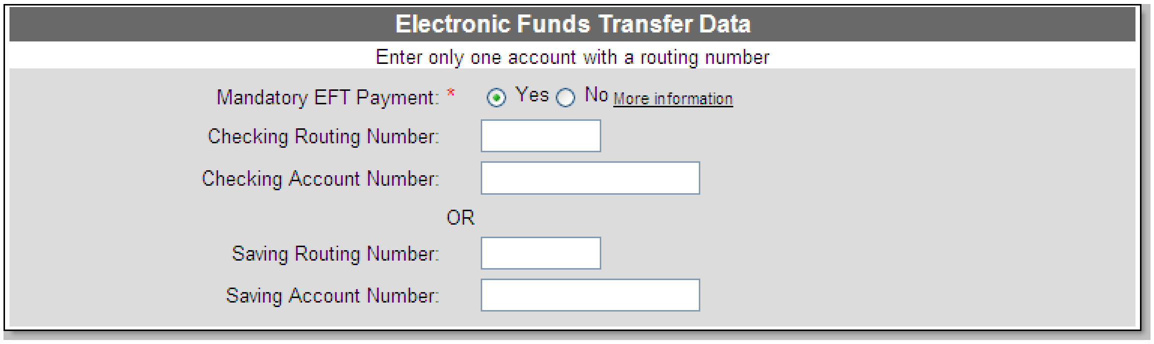


Figure 7-40: Create Person (User/Traveler) Screen: Electronic Funds Transfer Data Section

43. Complete or update the following user/traveler information:
    Checking Routing Number and **Checking Account Number**
    -OR-
    Saving Routing Number and **Saving Account Number**.

Note: The **No** radio button should only be selected if the traveler does not have access to an account at a financial institution that can receive EFTs. If **No**, the traveler must justify on each trip authorization why payments by EFT cannot be accepted.

44. Select **Save Changes**.

7.5 Receive a Person

After a person has been detached, the DTA at the gaining organization must receive the person before they can log in to DTS. Travelers retain the group memberships they had while in the detaching organization until they are received into the new organization. Then the new organization's GGMR(s) apply.

In order to receive people into an organization, the DTA must search for the person's personal profile in DTS. Follow the below steps to receive a person into a DTS organization:

1. Select **People** from the DTA Tools drop-down list on any screen in the DTA Maintenance Tool.

The Search People screen opens by default (Figure 7-41). Four links display in the navigation bar: **Search People**, **Create Person**, **Receive Person**, and **View Person Lists**.

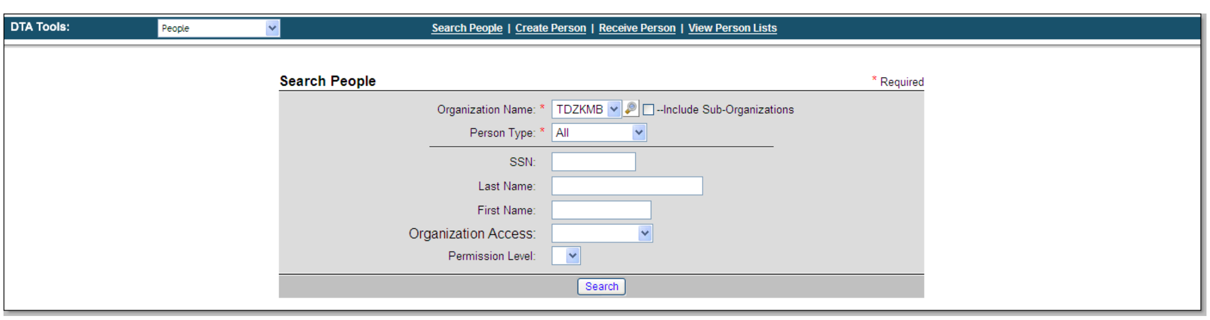


Figure 7-41: Search People Screen

2. Select **Receive Person**.

The **Search Person to Receive** screen opens (Figure 7-42).

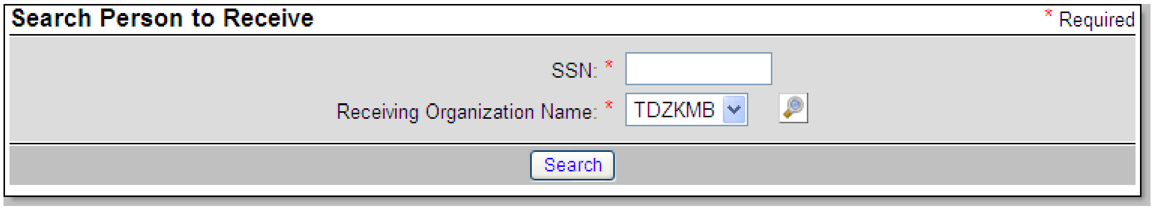


Figure 7-42: Search Person to Receive Screen

3. Complete the **SSN** field with the SSN of the person to be received.

4. Select the **Receiving Organization** drop-down list. Choose the organization that will receive the person.

5. Select **Search**.

The **Receive Person** screen opens (Figure 7-43). This screen displays the record of the person whose SSN matched the SSN entered in the **Search Person to Receive** screen. When a person is received into an organization, the organization's default routing list and DTA ID are entered into the profile automatically. The person will be added as a member of the groups specified by the organization's GGMRs. Permissions will reset to 0 and all access will revert to none. If the person was scheduled for deletion, the 15-month schedule will be cancelled. When received by the new organization, the person will be able to log in to DTS and must validate their personal profile.

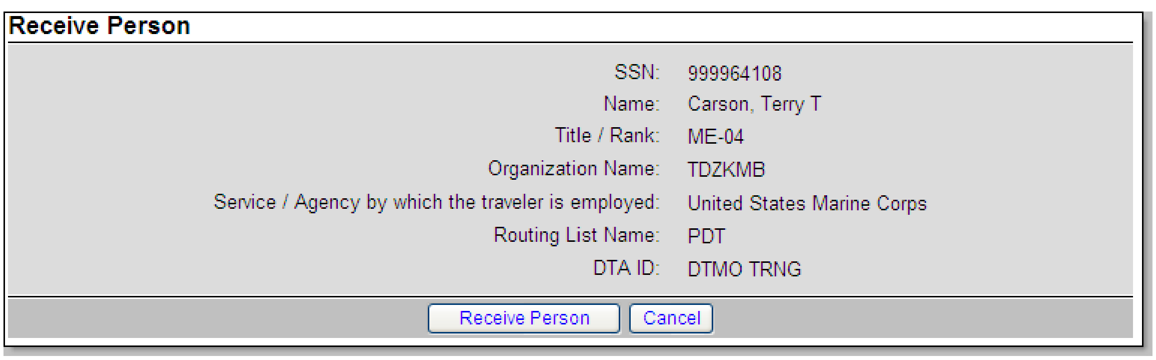


Figure 7-43: Receive Person Screen

6. Select **Receive Person** to assign the person to the receiving organization

7. The People (Search Results) screen opens (Figure 7-44).

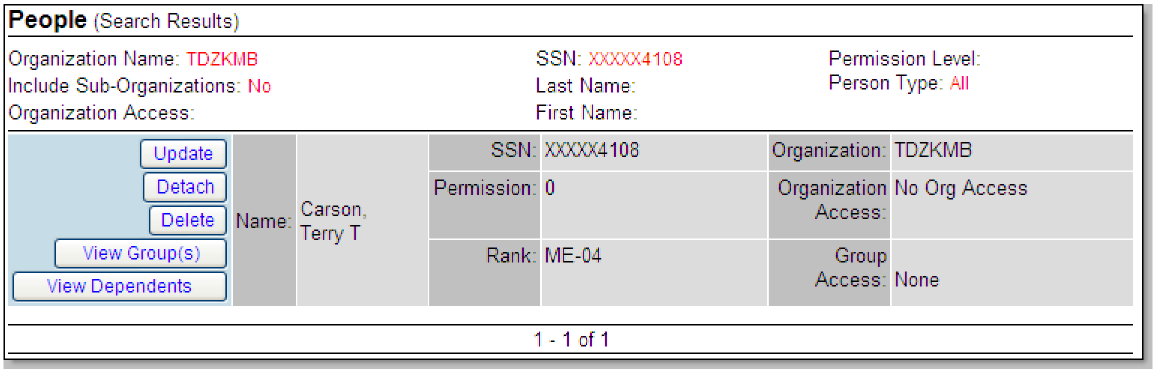


Figure 7-44: People (Search Results) Screen

Note: A person is only available to be received if that person has been detached from the original organization. If the person cannot be received for this reason, a message will display indicating that the person has not been detached.

8. Select **Update** to assign permissions, organization access, group access, routing list (if different from the default), duty station information, and any other organization-specific information in the person's profile.

7.6 View Person Lists

The View Person Lists feature of DTS allows the creation of lists of the following types of personal information:

- *Basic Traveler Information List.* Displays several items from a traveler's profile, including organization, unique identification number (UIN), group access, and default LOA.
- *Complete Traveler Information List.* Displays all items from a traveler's profile, including Privacy Act Information and full SSN (if indicated).
- *Accounts Information List*. Displays information regarding a traveler's GOVCC and checking account(s) (if applicable).
- *Special Features Information List.* Displays information indicating which user/travelers have special permissions, roles, or access, such as Self-AO, NDEA, and Debt Management Monitor (DMM).
- *Groups Information List.* Displays traveler names and the groups to which they belong, as well as member organizations and group organization owner names.

Follow the below steps to view a Person List:

1. Select the **DTA Tools** drop-down list and choose **People**.

The Search People screen opens (Figure 7-41).

2. Select **View Person Lists**.

The View Person Lists screen opens (Figure 7-45).

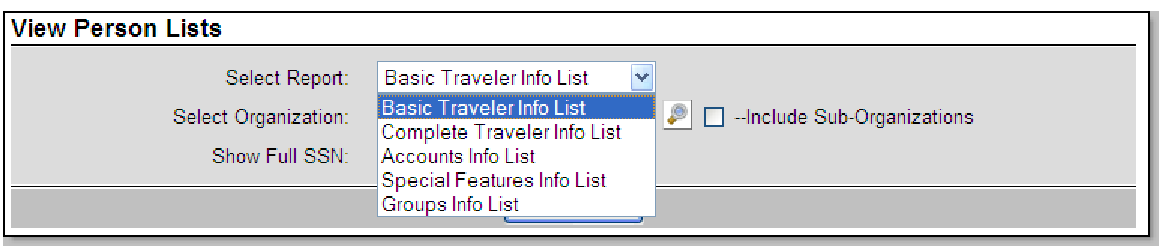


Figure 7-45: View Person Lists Screen

3. Choose the **Select Report** drop-down list and select the **list type**.

4. Choose the **Select Organization** drop-down list and select the **organization** to be included in the report.

5. Select **Show Full SSN** to see a traveler's complete SSN.

Note: DTAs will only be able to select Show Full SSN if they select **Complete Traveler Information List**.

6. Select **Run Report.**

DTAs are prompted to download the compiled report, which they may download to their computer or view in a separate window as an Excel spreadsheet.

7. Select **Open** to display the report on the screen (Figure 7-46).
   -OR-
   Select **Save** to download the file to the hard drive.
   -OR-
   Select **Cancel** to cancel the action and return to the previous screen.

	A	B	C	D	E	F	G	H	I	J	K
1	For Official Use Only										
2	Contains Personally Identifiable Information covered by the Privacy Act of 1974										
3	Organization Name	Last Name	First Name	Middle Initial	SSN (Last 4 digits)	Permission Levels	NDEA Status	Self-Authorizing Status	Signature Override Status	Debt Management Monitor Status	Traveler Email Address
4	Title: Special Features Info List Run Date: Mon Feb 28 08:54:18 EST 2011 Search Criteria: Organization: TDZKMB Sub-Orgs: Yes										
5	TDZKMB	Carson	Terry	D	XXXXX1234	0	No	No	No	No	tcarson@dtmo.pentagon.mil
6	TDZKMB	Moore	Jennifer	A	XXXXX4103	12	Yes	Yes	Yes	No	jmoore@dtmo.pentagon.mil
7	TDZKMB	Carson	Eric	T	XXXXX4108	0	No	Yes	No	No	eric.t.carson@usmc.mil
8	TDZKMB	Smith	John	D	XXXXX4113	1234567	No	No	Yes	No	jsmith@dtmo.pentagon.mil
9	TDZKMB	Taggart	Sara	T	XXXXX7307	1234567	No	No	No	No	staggart@dtmo.pentagon.mil

Figure 7-46: Person List - Special Features List Example

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CHAPTER 8: LINES OF ACCOUNTING

The Lines of Accounting (LOA) section of the DTA Maintenance Tool tracks travel funding associated with an organization's budget. **DTS is not an official accounting system**. The resource management personnel, referred to in DTS as Finance Defense Travel Administrators (FDTAs), reconciles accounts by using the applicable accounting system for their service or agency. FDTAs can do this any time after the organization structure has been established. The user must have a permission level 6 to edit LOAs. The FDTA typically has permission levels 0, 1, 3, 5 and 6; as well as organization access to work with LOAs and Budgets. This chapter covers the following topics:

8.1 LOA Formats

Each LOA follows the format of a particular Format Map in DTS. Additionally, each element in an LOA follows a 10 X 20 format. Finally, each LOA is labeled in a particular format. These formats are discussed below.

8.1.1 LOA Format Maps

LOA format maps define valid format templates for each LOA type. These format maps will define the subfields of each account field by position, including name, valid content length, and type. All LOAs must be associated with an acceptable format map to allow a user to create, update, copy, and roll over LOAs.

The DTA Maintenance Tool introduces the concept of LOA format maps to define the valid format template for each LOA type. The following is a list of the LOA format maps defined in DTS:

- AF 2, 9/29/2003
- ARMY 3, 6/6/2003
- BSM 1, 2/6/2006
- DBMS 1, 8/1/2001
- DIA, 3/5/2009
- DTRA, 7/03/2006
- DWAS 1, 1/1/2004
- eBiz 2, 2/20/2003
- MC 1, 8/1/2001
- MSC, 10/13/2005
- NAVY 1, 8/1/2001
- NAVY ERP1, 9/26/2006
- NAVY FMS, 1/3/2005
- NRL 1, 6/8/2006
- SAP 1, 3/10/2004
- SDDC - AF, 5/12/2006
- SDDC - ARMY, 5/12/2006
- SFIS v3.4
- WAAS 1, 8/7/2002

Once an LOA has been created, it cannot be converted to a different format map. LOAs can only be copied or rolled over within the same format map. By default, DTS can create an empty budget shell automatically for every new LOA, whether created, copied, or rolled over. However, the option can be deselected so that a budget shell will not be created for a new LOA. If for some reason the empty budget shell cannot be created (e.g., a budget shell with the same name as the one being generated already exists), the LOA will still be created. See Appendix R for more information on service and agency LOA formats.

8.1.2 Format for LOA Elements

The first field in all LOAs contains the six-digit accountable station number. This number identifies the accounting entity that maintains the records for the funds to be charged. The Defense Information Systems Agency (DISA) Global Exchange (GEX) uses this number to route transactions to the appropriate Defense Accounting and Disbursing System (DADS). Each service places its station number in a different position within the LOA; therefore DTS duplicates the station number in the first six positions of the first field. The GEX can identify the correct accounting station immediately and apply the correct transaction maps, which are unique for each DADS.

The remaining fields (fields 2 through 10), contain the organization’s fiscal coding structure and various components separated into various elements or parts. The Defense Finance and Accounting Service (DFAS) for DFAS-owned systems have validated the LOA formats developed by the services.

See Appendix R for detailed information pertaining what each element represents and how LOA elements differ according to each service and agency LOA format map.

8.1.3 Format for LOA Labels

In DTS, the LOA label must be unique within an organization. For example, there can be only one LOA labeled *Training* in an organization, but each organization can have its own *Training* LOA label.

The LOA label should be a name that is obvious to travelers and Authorizing Officials (AOs) when selecting an LOA to apply to a trip.

To ensure that the selected LOA label contains the correct fiscal year, the first two digits of the label must contain the travel execution year. Following the two-digit fiscal year identifier is a space and up to 12 alphanumeric characters (up to 15 characters in total).

When creating or editing elements in an LOA, all letters must be entered in uppercase format. If the user attempts to save lowercase letters in the LOA elements, an error message will display until the change is made. This will prevent any mismatched information when interfacing with GEX or DFAS.

8.2 Upload LOAs

For the initial upload of the LOAs, DFAS will provide a file of all travel LOAs downloaded from the DFAS accounting systems. This automated download reduces the number of errors that result from manual input, and reduce the work for the DTA. This process allows DTS to process travel transactions against LOAs that have been validated by DADS.

There are two methods used to upload LOAs into DTS.

- Enter LOAs manually using the DTA Maintenance Tool (Section 8.4)
- Upload using the Deployment Tool (*DTS Implementation Guide*)

8.3 Use of the DTA Maintenance Tool with LOAs

Each organization's DTS financial data will be maintained through the use of the DTA Maintenance Tool. This section will cover the use of the Maintenance Tool to delete, roll over, update, copy, share with a cross-organization, and create LOAs.

The FDTA can open the DTA Maintenance Tool by selecting it from the Administrative drop-down list on the DTS User Welcome screen.

8.3.1 Access and Use of LOAs

Access is based on the hierarchical setup of the organization that the user belongs to. LOAs can only be created and edited for organizations that the user has access to. Organizations can use only the LOAs that are associated with it. This controls the budgets for the organization. To use another organization's LOAs, those LOAs must be added manually to the organization along with an associated budget or use the Cross-Organization Funding feature.

Each LOA must have a target budget amount created in the Budget module of DTS to track funds charged to that LOA. If no funds exist in this budget, travel cannot be approved (unless the AO has permission level 7, which will allow for budget funding override).

To perform DTA tasks related to LOAs, select **Lines of Accounting** from the DTA Maintenance Tool drop-down list (Figure 8-1). The Lines of Accounting tool allows users who have the appropriate permission level(s) to create and maintain LOA data.

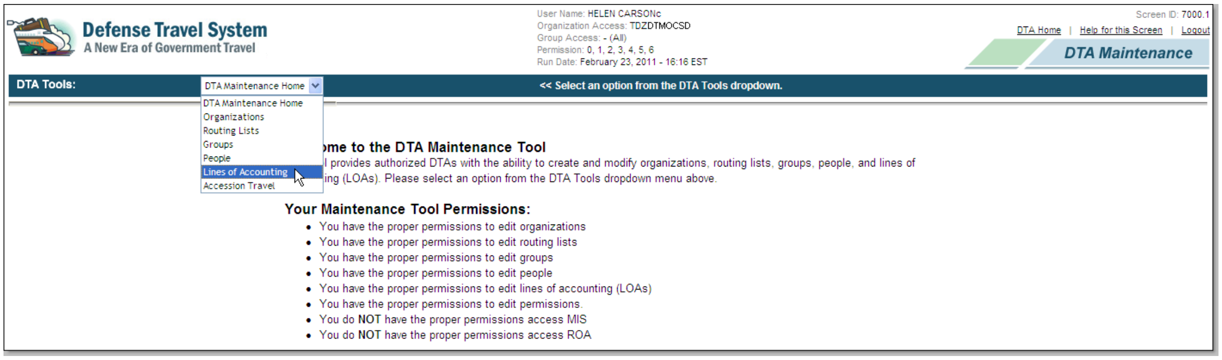


Figure 8-1: DTA Maintenance Tool Home Page

Tasks such as: Search LOA(s), Create LOA(s), Update Default LOA(s), Mass Update, Mass Copy, and View LOA(s) List can be accessed from the dark blue navigation bar (Figure 8-2).

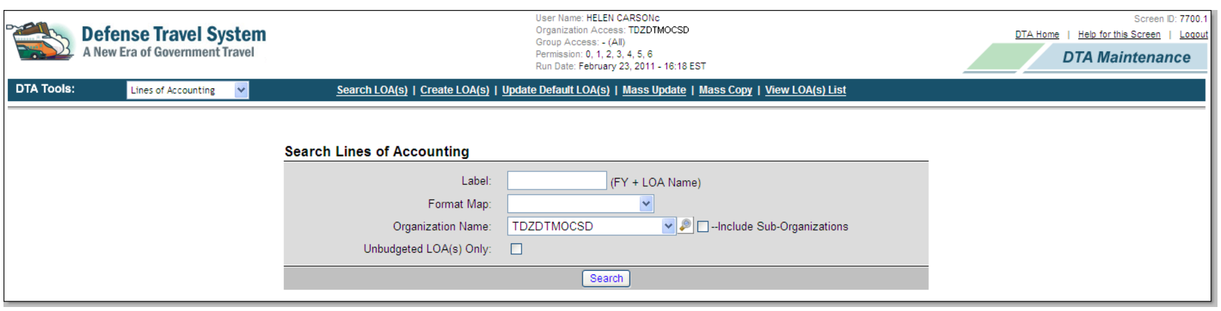


Figure 8-2: Search Lines of Accounting Screen

8.3.2 Search for an LOA

In order to access LOAs, the user must perform a search. When **Lines of Accounting** is selected from the DTA Tools drop-down list, the Search Lines of Accounting screen opens (Figure 8-2). This screen allows the user to search for existing LOAs. See Table 8-1 for a description of the Search Lines of Accounting screen.

Only LOAs within the user's organization-hierarchy can be viewed. Selections available in the **Organization Name** drop-down list will be limited to organizations within the hierarchical setup. LOAs can be searched within a single organization or a selected organization and all of its suborganizations if the user checks the **Include Sub-Organizations** box. The user can also view unbudgeted LOAs only.

Table 8-1: Search Lines of Accounting Screen Description

SEARCH LINES OF ACCOUNTING SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Label	Text field in which to enter the name of the LOA that DTS is to search.
Format Map	Drop-down list of all format maps available in DTS.
Organization Name	Drop-down list of organizations limited to those in the user's hierarchical setup.
Include Sub-Organization	Expands search to include selected organization and all suborganizations.
Unbudgeted LOA(s) Only	Box used to limit the search to unbudgeted LOAs only.

Follow the below steps to search LOAs:

1. Complete the **Label** field with the name of the LOA being searched. To expand the search to include all LOAs for the selected organization, leave this field blank.

2. Select the **Format Map** drop-down list to select a map type for which to search. To expand the search to include all map types for the selected organization, leave this field blank.

3. Select the **Organization Name** drop-down list to select the organization.

To expand the search to include all suborganizations, check the **Include Sub-Organizations** box. To limit the search, check the **Unbudgeted LOA(s) Only** box.

Note: In a long list of organization names, the magnifying glass icon can be used to type in the organization name. After selecting the icon, enter the organization name or the first few characters, e.g., TDZDTMO, in the text box. Select **OK**. The organization appears in the Organization Name field. Use the drop-down list to continue the search if necessary.

4. Select **Search**.

The Lines of Accounting (Search Results) screen (Figure 8-3) displays the results based on the search criteria. This screen allows an LOA to be selected for updating, copying, sharing with a cross-organization, deleting, or rolling over. More than one LOA can be selected for deletion by checking the boxes in the appropriate rows before selecting **Delete Selected (on this page)**. Similarly, more than one LOA can be selected to roll over by checking the boxes in the appropriate rows before selecting **Rollover Selected (on this page)**. Only LOAs that appear on the current screen are available to update, copy, share with a cross organization, delete, or roll over. See Table 8-2 for a description of the **Lines of Accounting (Search Results)** screen.

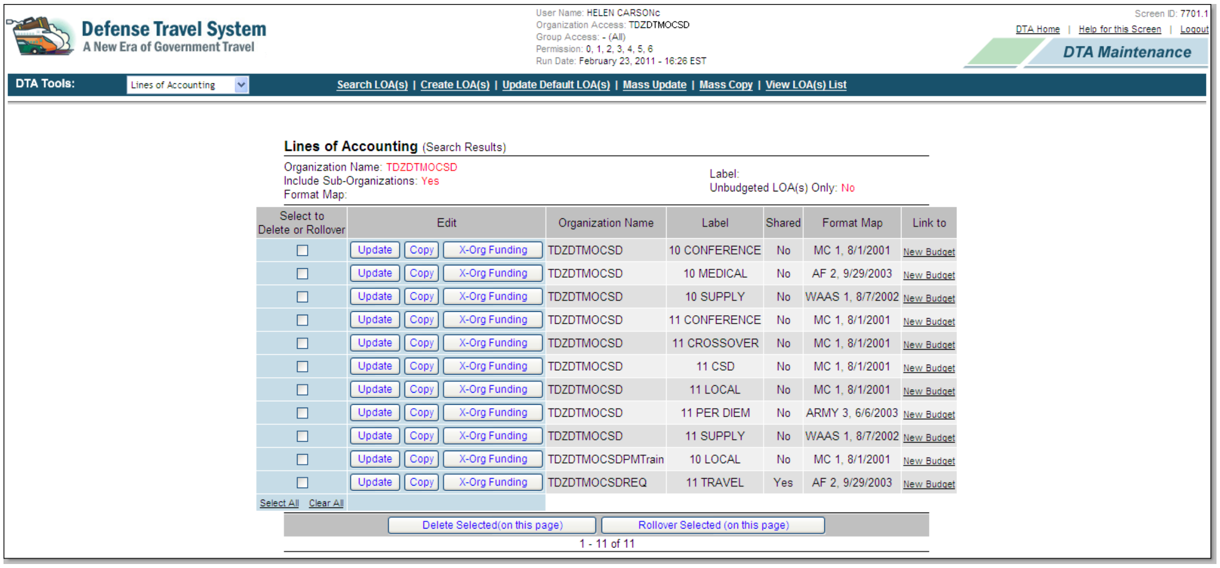


Figure 8-3: Lines of Accounting (Search Results) Screen

Table 8-2: Lines of Accounting (Search Results) Screen Description

LINES OF ACCOUNTING (SEARCH RESULTS) SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Select to Delete or Rollover	Box used to select LOA for deletion or rollover.
Edit	Column header to identify the buttons used to initiate the update or copy of an individual LOA.
Organization Name	Name that identifies the organization with which the LOA is associated.
Label	Plain text identifier or name of the LOA.
Shared	Yes or No text indicates if the organization's LOA is to be used by its lower level organizations. See Section 8.3.6, Step 4 for details.
Format Map	Displays map type for each LOA displayed.
Link To	Link to budget allows the FDTA to link to the budget tool to create a new budget for the LOA. See Section 8.3.6, Step 8 for details.
Update	Button allows the FDTA to edit the LOA elements and option to make the LOA shared.
Copy	Button allows the FDTA to create a new LOA from an existing LOA.
X-Org Funding	Button allows the FDTA to share an LOA with an external DTS organization or a traveler.

8.3.3 Delete an LOA

The **Delete Line(s) of Accounting** button and screens allow the user to select and delete one or more LOA(s) that is available in their organization. Follow the below steps to delete a Line of Accounting:

1. Search for the LOA(s) to be deleted by following the steps in Section 8.3.2.

The Lines of Accounting (Search Results) screen opens (Figure 8-3).

2. Check the **box(es)** to select the LOA(s) for deletion.

3. Select **Delete Selected (on this page)**.

A confirmation screen opens (Figure 8-4). From here, the user may cancel the process or delete the LOA.

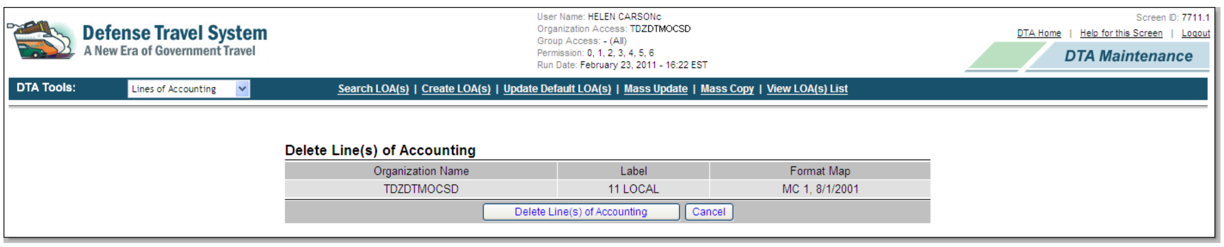


Figure 8-4: Delete Line(s) of Accounting Screen

4. Select **Delete Line(s) of Accounting**.

5. Select **OK**.

The LOA has been deleted. The Lines of Accounting (Search Results) screen refreshes. The deleted LOA no longer displays on the list.

8.3.4 Roll Over an LOA

The **Rollover Line of Accounting** feature allows one or more LOA(s) to be rolled over so that funds are available for a new fiscal year. Once selected, DTS copies all of the elements of the selected LOA(s) to the new fiscal year using Default Rules or Custom Rules to change fiscal year elements in the newly established LOA(s). DTS will also create an associated budget shell in the Budget module based on a single fiscal year entry in the same screen.

8.3.4.1 Default Rules for LOA Rollover

Default rules automatically update fiscal year and program year account elements in each LOA to a designated fiscal year. Any empty elements in the LOA will remain empty. All other data elements within the LOA will be copied exactly into the new LOA.

Follow the below steps to roll over an LOA using Default Rules:

1. Search for the LOA(s) for roll over by following the steps in Section 8.3.2.

The Lines of Accounting (Search Results) screen opens.

2. Select the **box(es)** to identify the LOA(s) for roll over or use the **Select All** link to check all LOAs on the screen. (Figure 8-5)

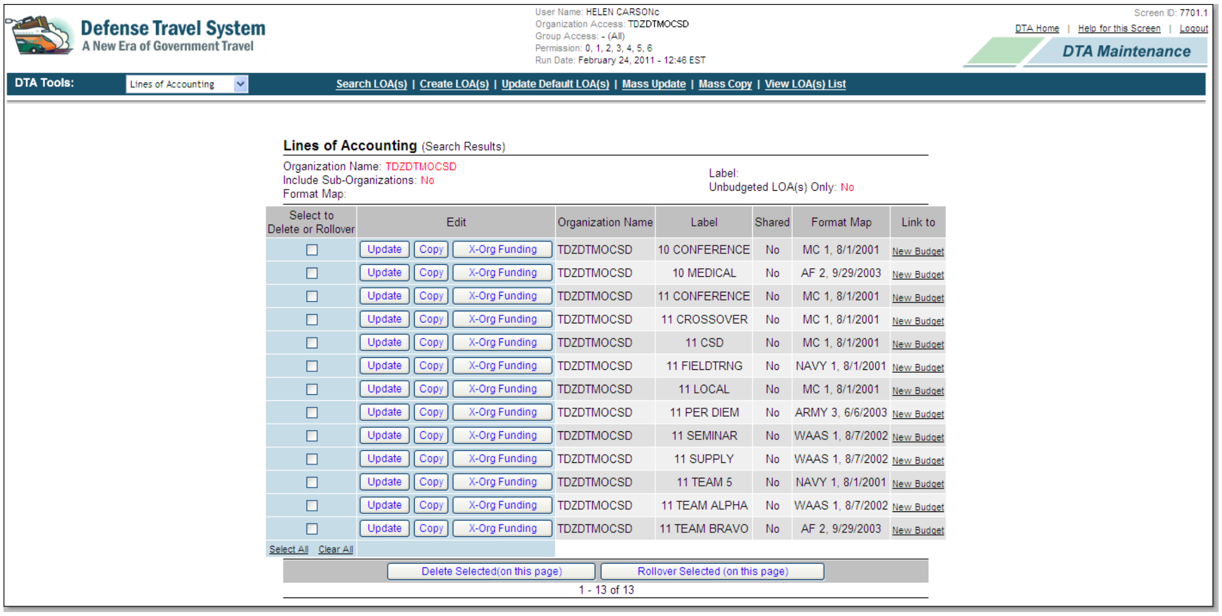


Figure 8-5: Lines of Accounting (Search Results) Screen

3. Select **Rollover Selected (on this page)**.

The Rollover Lines(s) of Accounting - Select Rules screen opens (Figure 8-6). It displays the default rules for how DTS will complete the rollover process for the selected LOA(s).

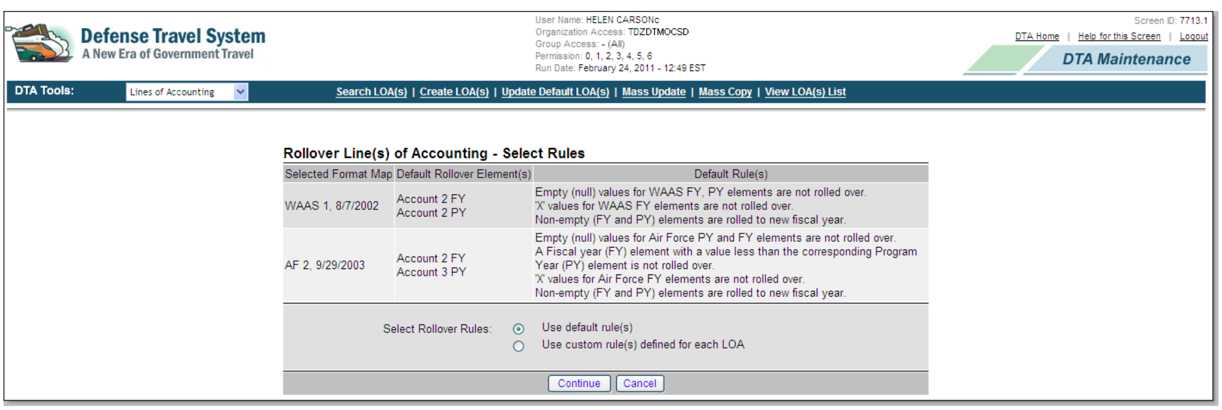


Figure 8-6: Rollover Lines of Accounting - Select Rules Screen

4. Select the **Use default rule(s)** radio button.

5. Select **Continue**.

The Rollover Line(s) of Accounting-Default Rules screen previews the LOA(s) to be rolled over (Figure 8-7).

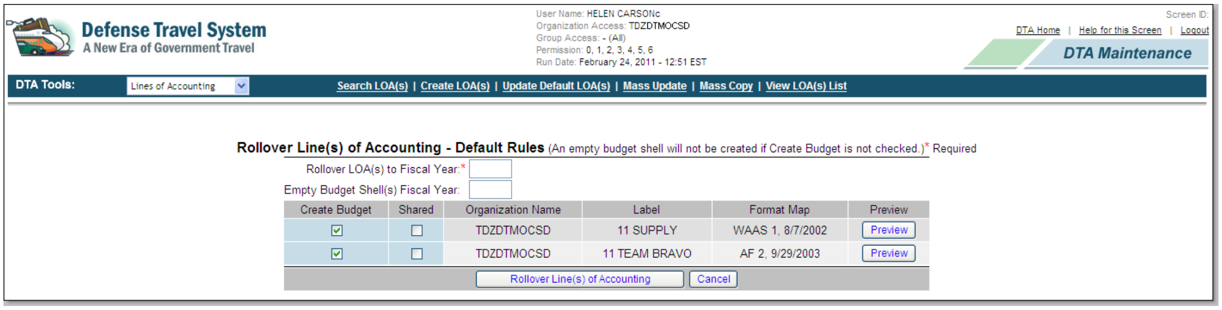


Figure 8-7: Rollover Lines(s) of Accounting - Default Rules Screen

6. Complete the **Rollover LOA(s) to Fiscal Year** field.

7. Complete the **Empty Budget Shell(s) Fiscal Year** field.

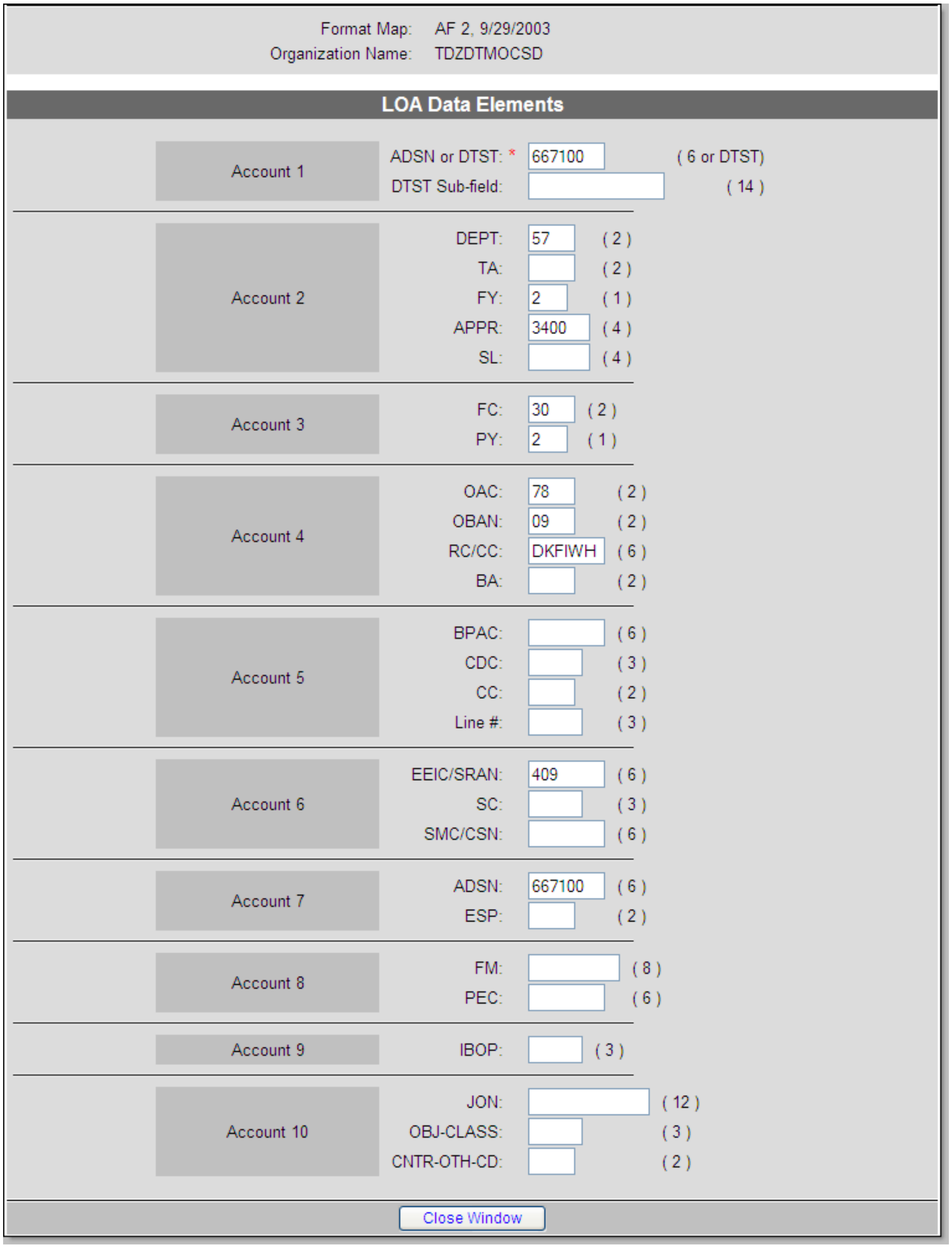
The **Create Budget** box is selected by default.

8. Deselect the **Create Budget** box if a budget shell is not needed for the LOA rollover.

9. Check the box in the **Shared** column if the LOA is to be shared by the organization's sub-organizations.

10. Select **Preview**.

11. The new LOA Data Elements screen displays how the LOA Data Elements will be formatted (Figure 8-8). This preview screen cannot be edited.



Format Map: AF 2, 9/29/2003
Organization Name: TDZDTMOCSD

LOA Data Elements

Account 1	ADSN or DTST: *	667100	(6 or DTST)
	DTST Sub-field:		(14)
Account 2	DEPT:	57	(2)
	TA:		(2)
	FY:	2	(1)
	APPR:	3400	(4)
	SL:		(4)
Account 3	FC:	30	(2)
	PY:	2	(1)
Account 4	OAC:	78	(2)
	OBAN:	09	(2)
	RC/CC:	DKFIWH	(6)
	BA:		(2)
Account 5	BPAC:		(6)
	CDC:		(3)
	CC:		(2)
	Line #:		(3)
Account 6	EEIC/SRAN:	409	(6)
	SC:		(3)
	SMC/CSN:		(6)
Account 7	ADSN:	667100	(6)
	ESP:		(2)
Account 8	FM:		(8)
	PEC:		(6)
Account 9	IBOP:		(3)
Account 10	JON:		(12)
	OBJ-CLASS:		(3)
	CNTR-OTH-CD:		(2)

Close Window

Figure 8-8: New LOA Data Elements Preview Screen

12. Select **Close Window** at the bottom of the LOA screen to return to the Default Rules screen.

13. Select **Rollover Lines of Accounting** to generate the new fiscal year LOA(s) and empty budget shell(s).

The Rollover Line(s) of Accounting-Confirm screen opens (Figure 8-9). The user must confirm or cancel any rollover action up to this point.

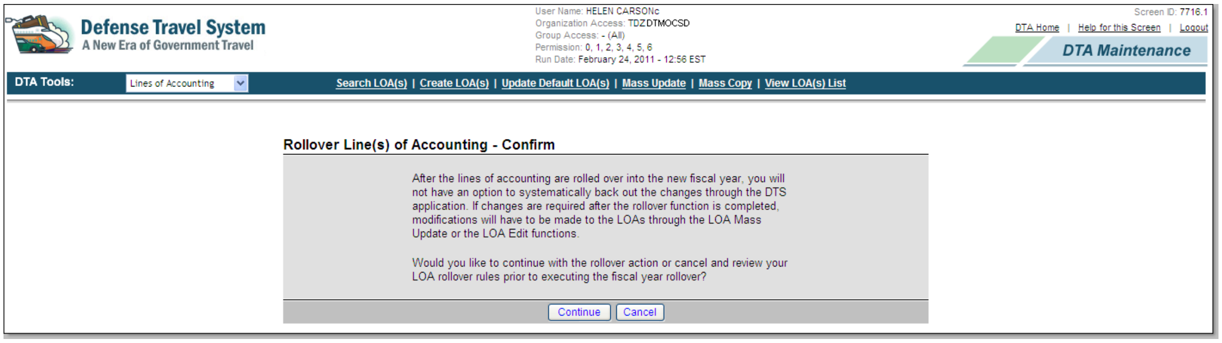


Figure 8-9: Rollover Lines(s) of Accounting - Confirm Screen

14. Select **Continue**.

The Rollover Line(s) of Accounting Summary screen confirms the number of LOAs rolled over and empty budget shell(s) created.

15. Select **OK**.

Note: If an error was made, the LOA must be deleted and any associated Budget Item(s) inactivated, or the LOA and associated Budget Item(s) must be edited.

See Chapter 9 for information on how to update the budget shell with budget targets.

8.3.4.2 Custom Rules for LOA Rollover

Custom Rules allow the user to modify fiscal year and program year account elements. Custom rules can apply to one or more LOA(s). Once the LOA elements have been selected to be rolled over, DTS will update fiscal year and program year elements in each LOA automatically with a selected fiscal year value. All other data elements within the LOA will be copied exactly into the new LOA.

Follow the below steps to roll over an LOA using Custom Rules:

1. Search for the LOA(s) for roll over.

The Lines of Accounting (Search Results) screen opens.

2. Select a box for each LOA that will be rolled over or use the **Select All** link to check all LOAs on the screen (Figure 8-10).

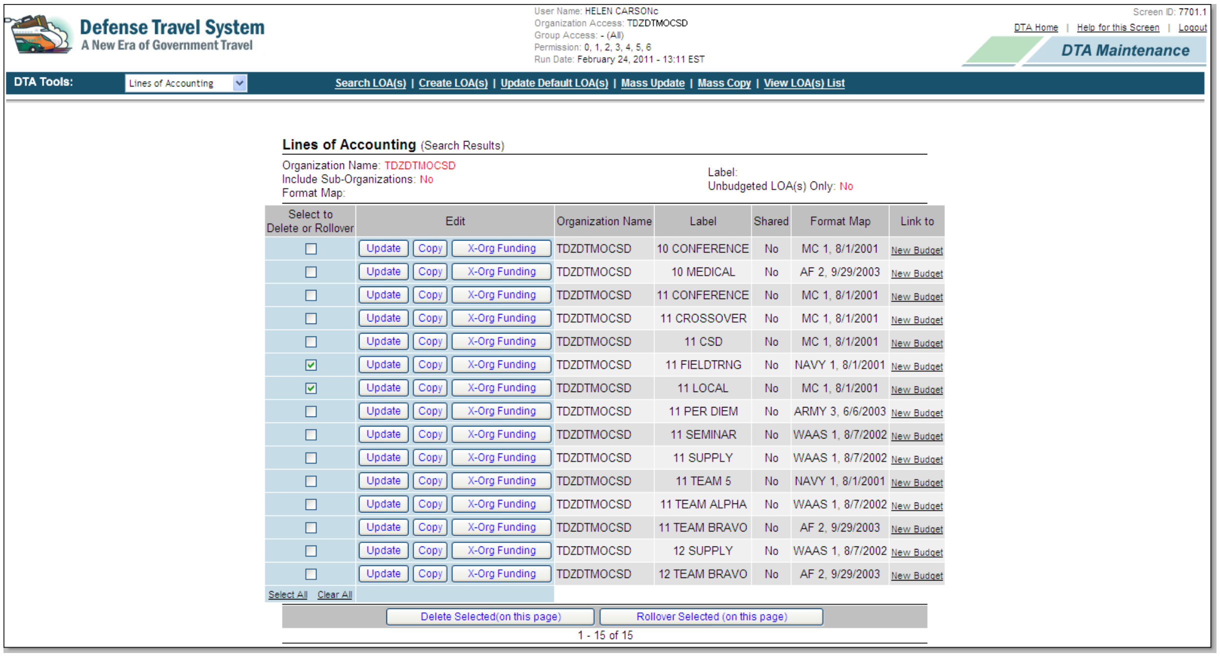


Figure 8-10: Lines of Accounting Search Results Screen

3. Select **Rollover Selected (on this page)**.

The Rollover Line(s) of Accounting - Select Rules screen displays the default rules for completing the rollover process for the selected LOA(s).

4. Select the **Use custom rule(s) defined for each LOA** radio button (Figure 8-11).

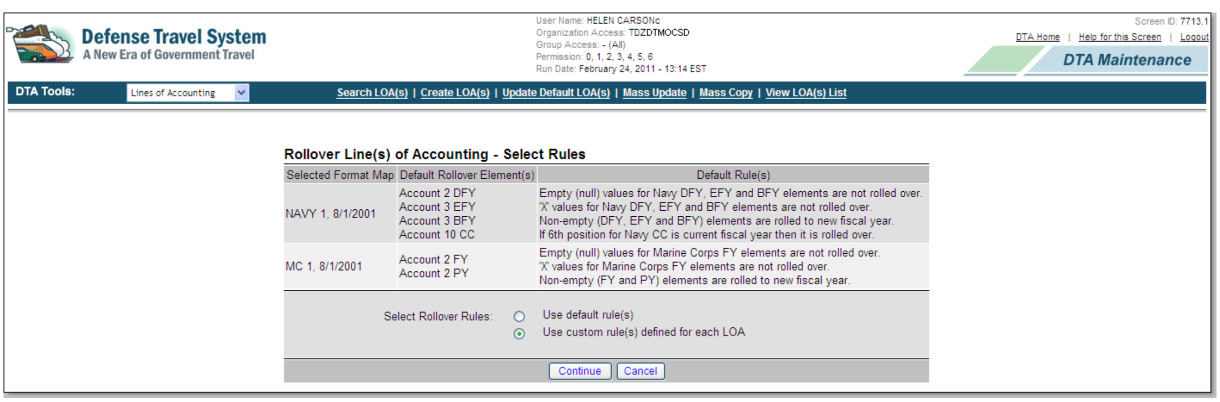


Figure 8-11: Rollover Line(s) of Accounting - Select Rules Screen

5. Select **Continue**.

The Rollover Line(s) of Accounting - Custom Rules screen opens (Figure 8-12).

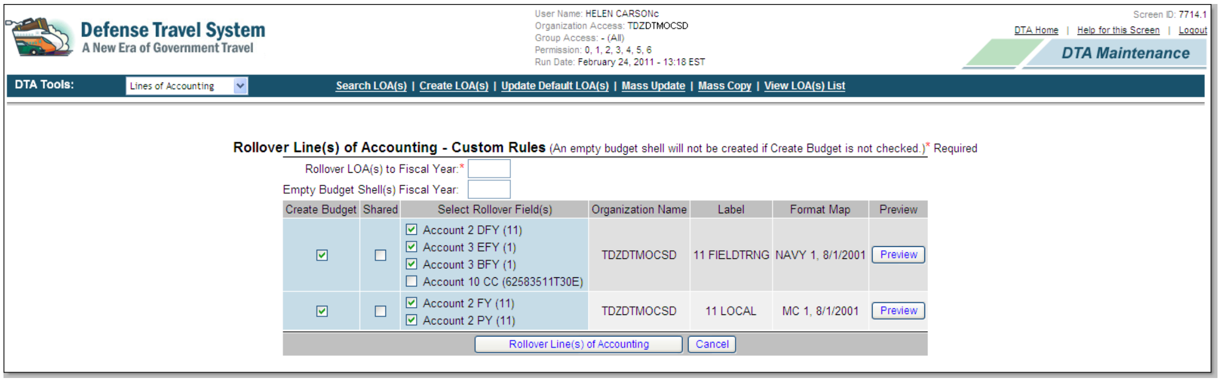


Figure 8-12: Rollover Line(s) of Accounting - Custom Rules Screen

6. Complete the **Rollover LOA(s) to Fiscal Year** field.

7. Complete the **Empty Budget Shell(s) Fiscal Year** field.

8. Select or clear the appropriate **Select Rollover Field(s)** box(es).

If a box under the Select Rollover Field(s) column is checked when the screen opens: The value populated for the LOA account element will roll over into the Rollover LOA(s) to Fiscal Year field for the new LOA. If the box is cleared, the value will not change.

If a box is not checked under the Select Rollover Field(s) column when the screen opens: There is no current value for the LOA account element and it will remain empty after the roll over action. If one of the boxes is checked, the account element will roll over with the value that was entered in the Rollover LOA(s) to Fiscal Year field. For example, if 2012 is entered into the **Rollover LOA(s) to Fiscal Year** field, depending on the LOA format map, either a 2 or 12 is the value that will display in the account element of the new LOA.

9. Select **Preview**.

The new LOA Data Elements preview screen opens (Figure 8-13).

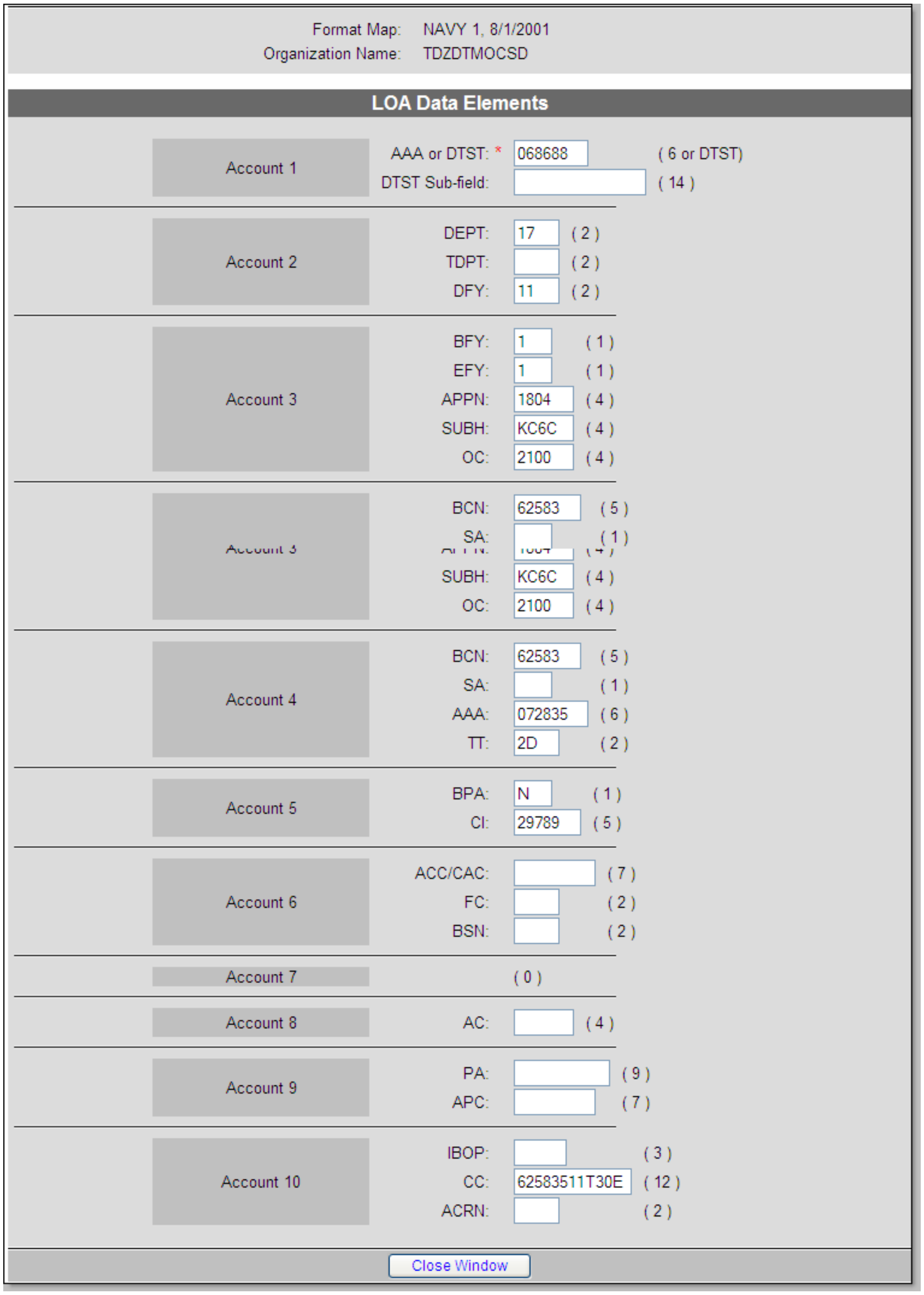


Figure 8-13: New LOA Data Elements Screen

Note: The preview screen is not editable.

10. Select **Close Window** at the bottom of the LOA screen to return to the Custom Rules screen.

The Custom Rules screen opens.

11. Select **Rollover Line(s) of Accounting** to continue rollover action.

The Rollover Line(s) of Accounting - Confirm screen opens (Figure 8-14). The rollover action may continue or the action can be cancelled. If **Cancel** is selected**,** the Rollover Line(s) of Accounting - Default Rules screen will open.

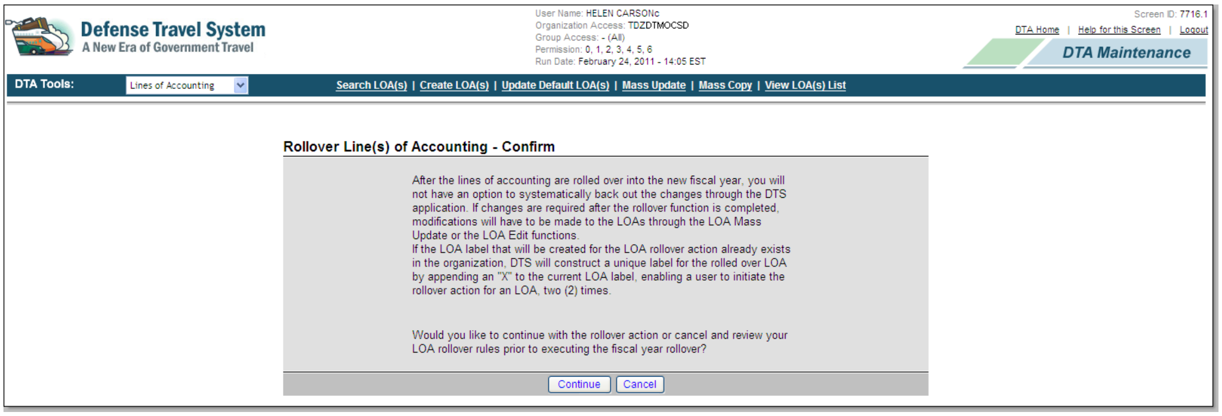


Figure 8-14: Rollover Lines of Accounting - Confirm Screen

Note: The above confirmation message is a reminder that a LOA may be rolled over two times if necessary. DTS does this by appending an X to the end of the second rolled-over LOA label. (This is generally needed only to account for travel across fiscal years.)

12. Select **Continue** to complete the rollover process

The Rollover Lines of Accounting Summary screen opens (Figure 8-15). It indicates the number of successful rollover LOA(s) and empty budget shell(s) created.

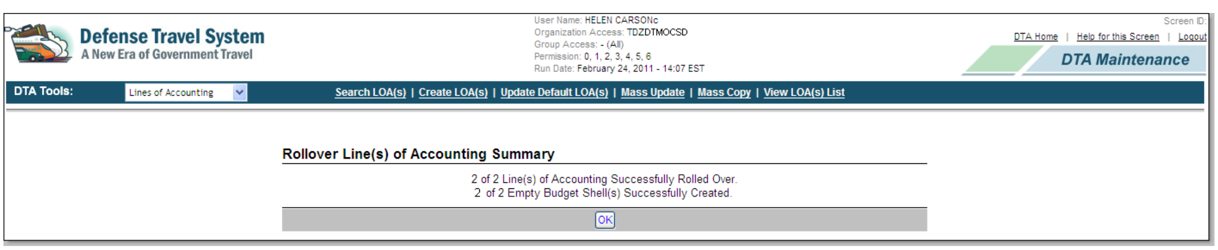


Figure 8-15: Rollover Line(s) of Accounting Summary Screen

Note: If an error was made, the LOA must be deleted and any associated Budget Item(s) inactivated, or the LOA and associated Budget Item(s) must be edited.

As previously stated, Chapter 9 provides information on how to update the budget shell with budget targets.

8.3.5 Update an LOA

The Update LOA feature allows the user to update existing LOAs within their organizational setup. The Update Lines of Accounting screen is similar to the Create Lines of Accounting screen, with the exception that the Format Map, Organization Name, and Label cannot be changed. All of the data elements of the LOA can be adjusted as needed.

Follow the below steps to update an LOA:

1. Search for the LOA(s) to be updated.

The Lines of Accounting (Search Results) screen opens (Figure 8-16).

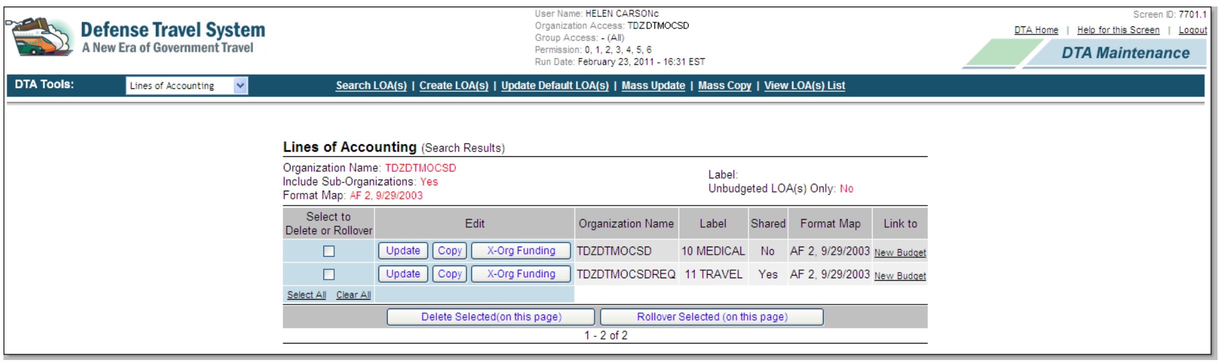


Figure 8-16: Lines of Accounting (Search Results) Screen

2. Select **Update** for the LOA to be updated.

3. The Update Line of Accounting Screen opens (Figure 8-17).

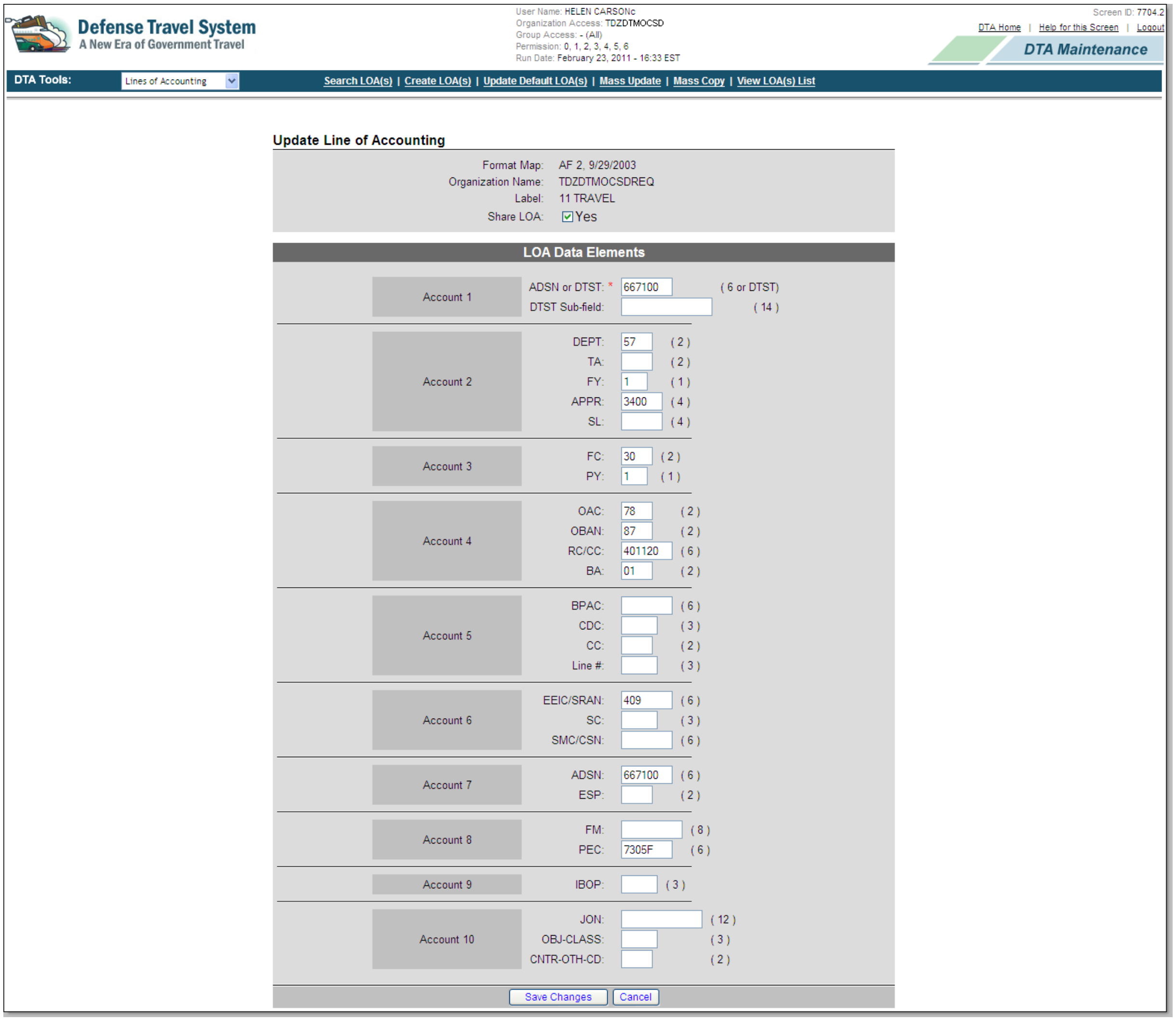


Figure 8-17: Update Line of Accounting Screen

4. Check the **Share LOA** box if the suborganizations need this LOA to be available for selection in their LOA drop-down lists. Ensure that any LOA shared also has the budget shared.

5. Modify LOA data elements as necessary.

6. Select **Save Changes**.

Note: Modification of the LOA will also require modifying the associated budget item in the Budget module. Failure to do so will result in an UNBUDGETED budget item in the Budget module.

8.3.6 Copy an LOA

The Copy Line of Accounting feature allows the user to create a copy of an existing LOA within their organization setup in DTS. The Copy Line of Accounting screen is similar to the Create Line of Accounting screen, with the exception that the format map cannot be changed. The user must change either the organization name or part of the label, because labels must be unique within an organization. One LOA can be copied to multiple organizations (one at a time) without having to re-enter all of the elements of the selected LOA. DTS automatically creates an empty budget shell for each copied LOA.

Follow the below steps to copy an LOA:

1. Search for the LOA(s) to be copied.

The Lines of Accounting (Search Results) screen opens (Figure 8-16).

2. Select **Copy** next to the LOA to be copied.

3. Select the appropriate organization from the **Organization Name** drop-down menu. (Figure 8-18).

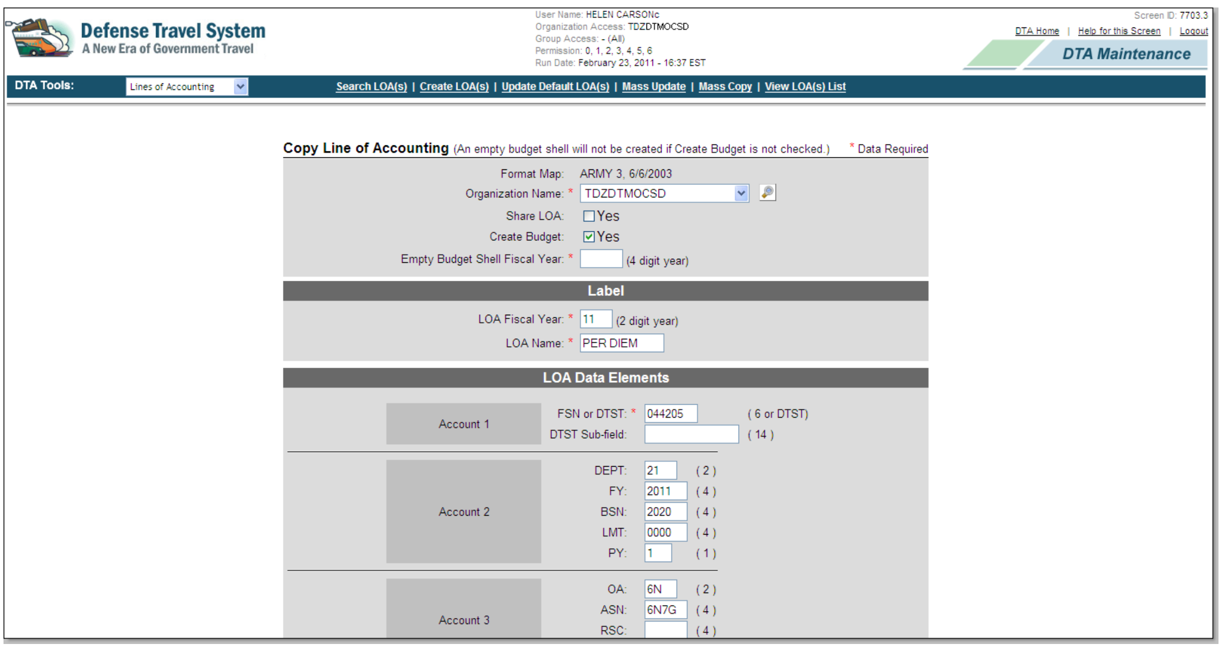


Figure 8-18: Copy Line of Accounting Screen

4. Place a check in the **Share LOA** box if the LOA for this organization should be available for selection by any of the suborganizations. A shared LOA can be unshared at any time, only the corresponding budget item cannot be unshared once it has been shared.

If a LOA is shared, the DTA should ensure that the corresponding budget is also shared. Table 8-3 shows how LOAs and budgets work together when shared or unshared. See Chapter 9 of the *DTA Manual* for information on shared budgets.

Table 8-3: How Shared and Unshared Budgets and LOAs Perform Together

HOW SHARED AND UNSHARED BUDGETS AND LOAS PERFORM TOGETHER		
SHARED LOA	**SHARED BUDGET**	**FUNCTIONALITY DESCRIPTION**
Yes	Yes	Suborganization user can select the LOA in the Shared LOA drop-down lists and can obligate against the budget.
Yes	No	Suborganization user can select the LOA in the Shared LOA drop-down lists but cannot obligate against it. (The user can sign the document but it cannot be approved by the AO.)
No	Yes	Suborganization user cannot select the LOA in the Shared LOA drop-down lists and therefore cannot obligate against it. However, if a user has organization access and can access the LOA, obligation can occur against the LOA.
No	No	Suborganization user cannot select the LOA in the Shared LOA drop-down lists and even a user with organization access who can access the LOA, cannot obligate against it.

The Create Budget box is selected by default. DTS automatically creates an empty budget shell for the newly created LOA for the corresponding fiscal year.

5. Deselect the **Create Budget** box if a budget shell for this LOA is not necessary.

6. Modify the LOA Fiscal Year with a two-digit year, the new LOA Name, and any data necessary.

7. Select **Save Copied Line of Accounting**.

The Lines of Accounting (Search Results) screen opens (Figure 8-19).

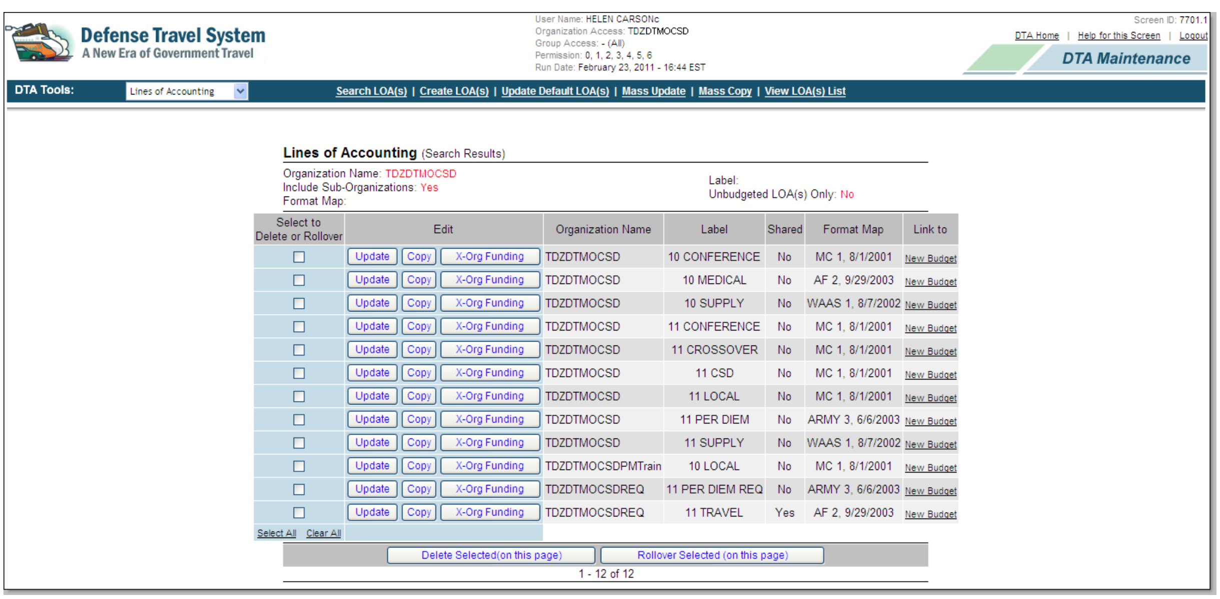


Figure 8-19: Lines of Accounting (Search Results) Screen

Note: Modification of the LOA will also require a modification to the associated budget item in the Budget module. Failure to do so will result in an UNBUDGETED budget item in the Budget module.

8. Select **New Budget** link in the **Link to** column (Figure 8-19).

The user is linked to the Budget module and the Select Budget Type screen displays (Figure 8-20).

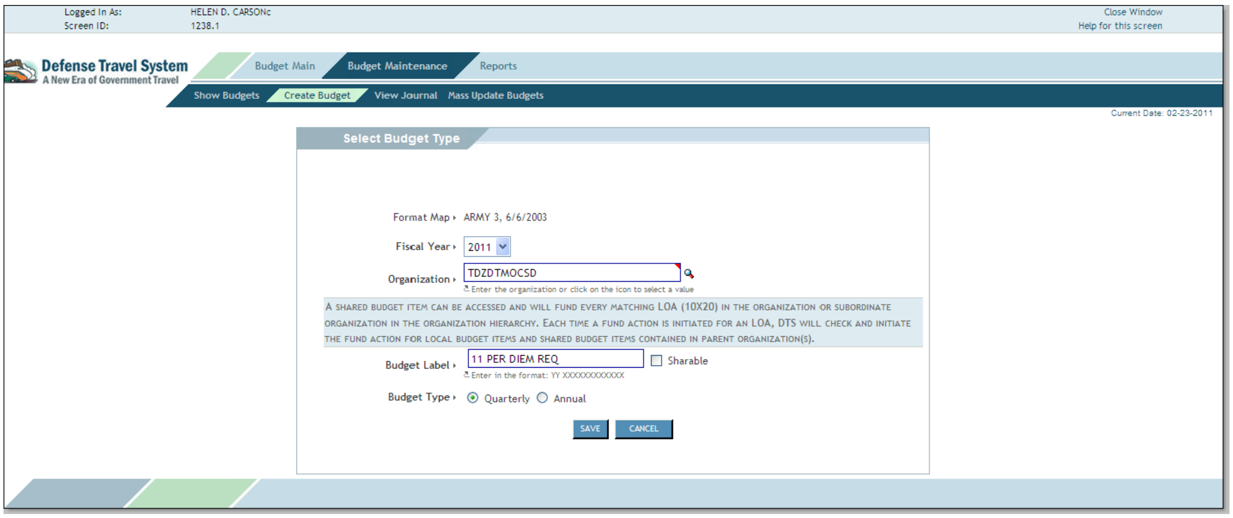


Figure 8-20: Select Budget Type Screen

9. Select the **Fiscal Year** drop-down list and the correct **fiscal year.**

10. If necessary, complete the **Organization** field with the organization name or select the **magnifying glass** icon to search for organization names.

11. Complete the **Budget Label** field if desired, or leave blank to display all budgets for the named organization.

12. Check the **Sharable** box to share the Budget.

Once shared, the budget cannot be unshared. The budget must be shared with its suborganizations in order to obligate funds form a shared LOA.

13. Select **Save**.

The Create Budget screen opens (Figure 8-21).

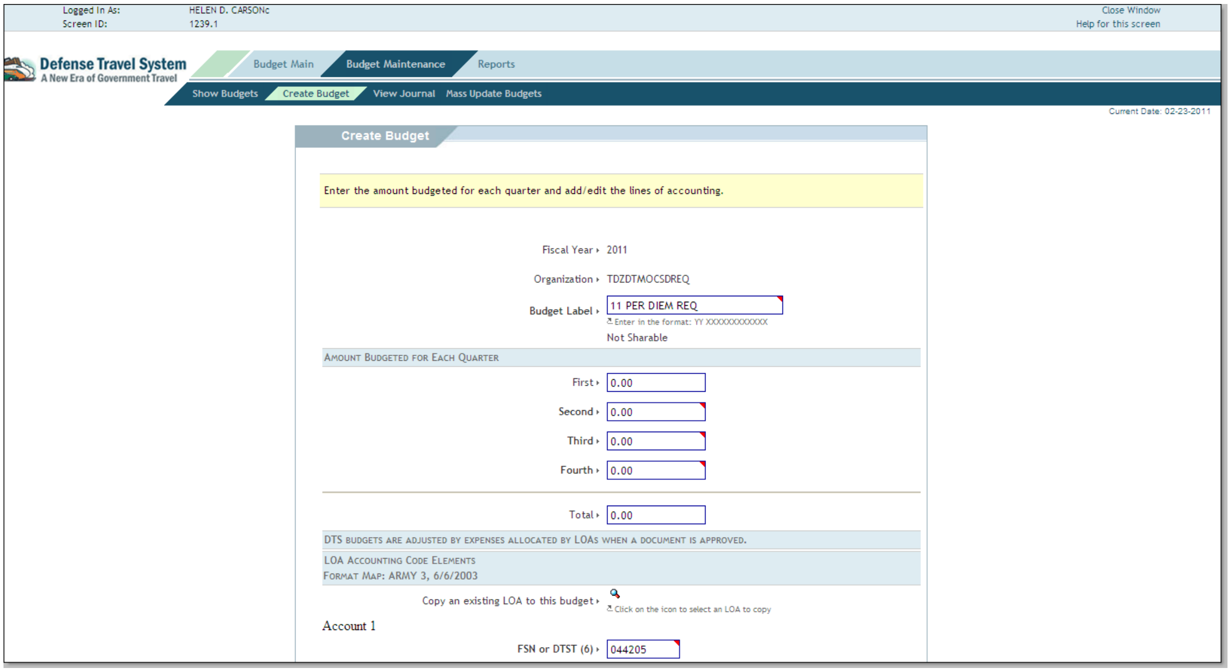


Figure 8-21: Create Budget Type Screen - Top

14. Complete the **fields** with the quarterly target amounts.

15. Select **Save**.

8.3.7 Cross-Organization Funding

The Cross-Organization (X-Org) Funding feature allows any organization to share an LOA with an outside organization or specific traveler in DTS. This feature differs from a *Shared LOA* in that the cross-organization can be any other organization in DTS, not just a lower level organization.

At any time, the funding organization may remove the LOA label from use by any organization or traveler currently using it. The LOA label and the budget remain that of the organization responsible for funds. The organization can run reports to determine whether the LOA label was used.

The funding organization's FDTA may designate a specific routing list to be used for a cross-organization LOA.

Once a LOA is shared using the Cross-Organization Funding feature:

1. An e-mail is sent to the organization's DTA stating the organization and LOA label, the name and e-mail address of the funding organization's FDTA; and advises that the limitations and guidance for use of the fund cite be strictly adhered to.

2. The LOA label becomes available to the organization(s) or traveler(s) in the **Cross Org LOA** drop-down list on the Accounting screen.

8.3.7.1 Share a Cross-Organization LOA

Follow the below steps to share an LOA with an outside DTS organization or traveler:

1. Search for the LOA(s) to be shared by following the steps in Section 8.3.2.

The Lines of Accounting (Search Results) screen opens (Figure 8-22).

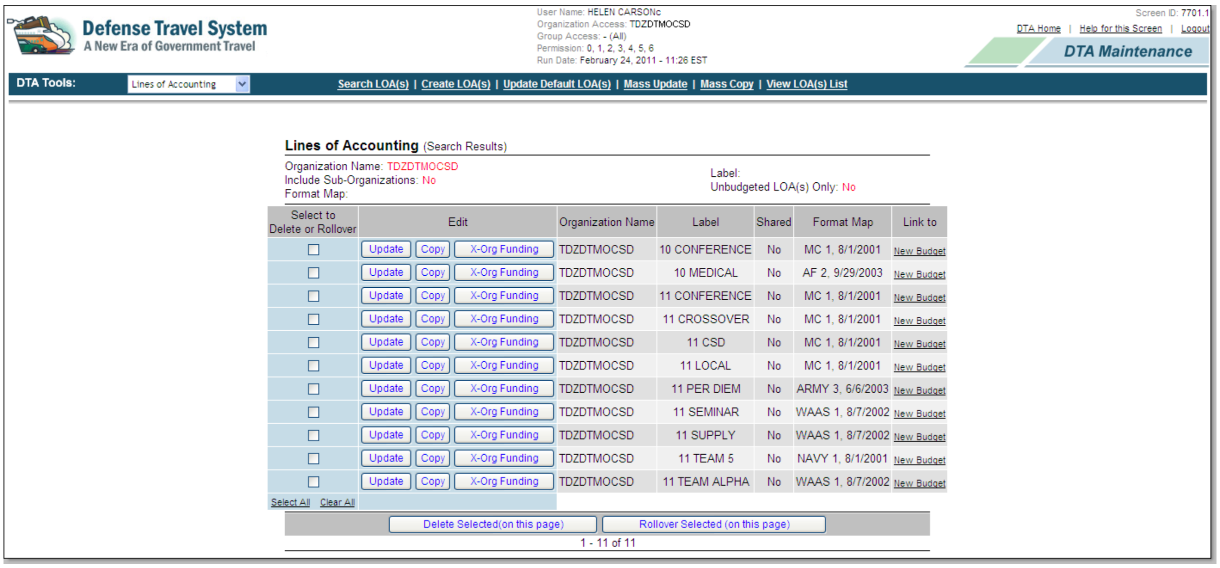


Figure 8-22: Lines of Accounting (Search Results) Screen

2. Select **X-Org Funding** next to the LOA label to be used by the cross-organization or traveler.

The Search Cross Org screen opens (Figure 8-23).

Figure 8-23: Search Cross Org Screen

3. Search for the organization or traveler that will use the LOA by completing one of the two text fields:

   Cross Org For Funding: enter the exact DTS organization name that will use the LOA for travel (e.g. TDZDFAS-COLUMBUS).
   -OR-
   Search Cross Org By Traveler SSN: enter the social security number of the person that will use the LOA for travel.

Selecting **Return List** displays the previous LOA Search Results screen.

Note: The Search Cross Org By Traveler SSN option limits use of this LOA to a *specific* traveler. The Cross Org For Funding option associates this LOA to *all* travelers in the selected organization.

4. Select **Search**.

The Cross Org screen opens (Figure 8-24 and Figure 8-25).

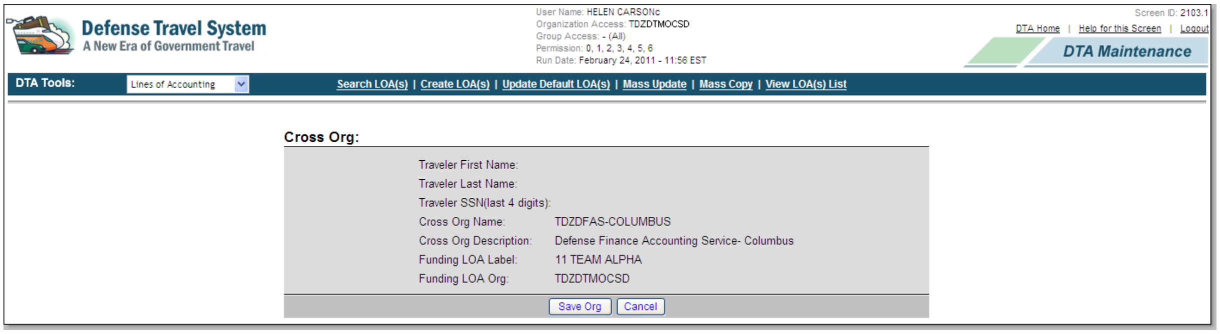


Figure 8-24: Cross Org Screen (Cross Organization for Funding)

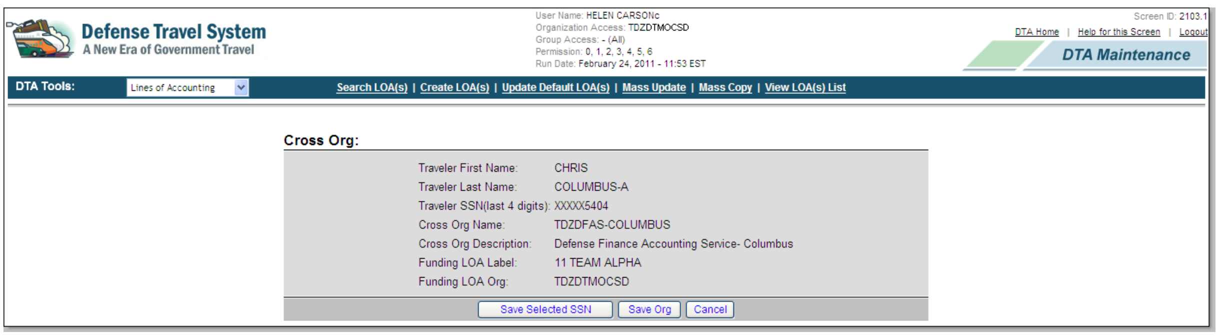


Figure 8-25: Cross Org Screen (Cross Organization Search by Traveler SSN)

5. Select **Save Org** if the cross-organization is correct.
   -OR-
   Select **Save Selected SSN** if the traveler is correct.

The Search Cross Organization screen displays (Figure 8-26).

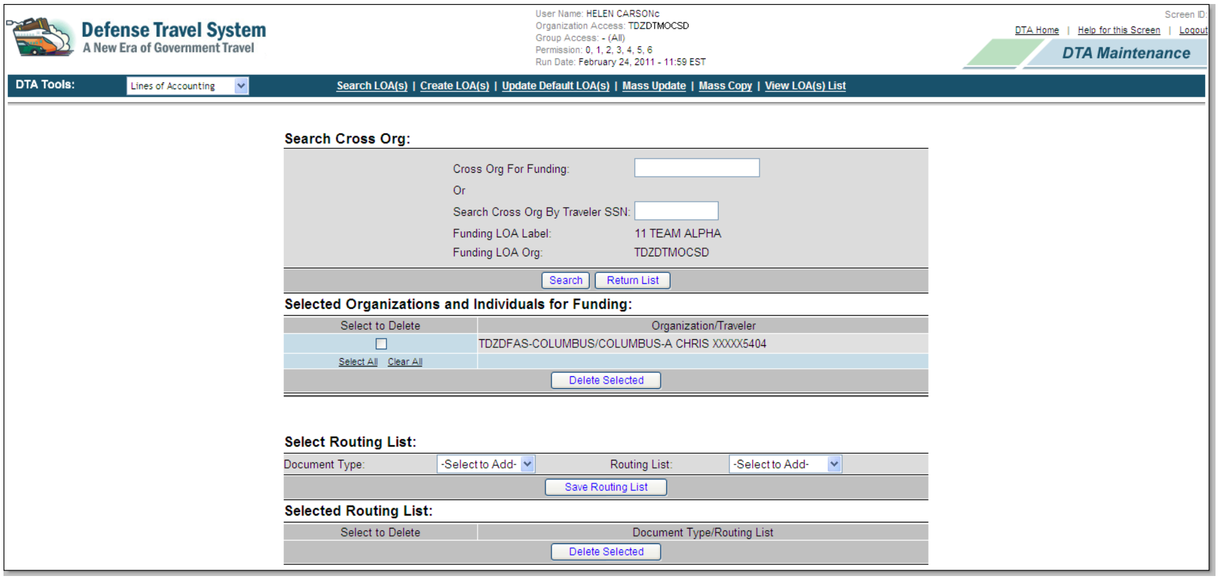


Figure 8-26: Search Cross Org Screen

6. Repeat Steps 3 through 5 to allow additional travelers or organizations access to the cross-organization LOA.

Selected Organizations and Individuals for Funding (Figure 8-26):

- **Organization/Traveler:** Once saved, the cross-organization or traveler name displays in the Organization/Traveler box. The organization(s) or traveler(s) listed in this box are currently able to use the LOA label from the organization (shown in the upper part of the screen).
- **Select to Delete:** To delete the cross-organization or traveler, select the **box(es)** next to the correct name. Once **Delete Selected** is chosen, the name will be removed from the Selected Organizations and Individuals for Funding box. The LOA will no longer be available for use by the deleted names. The **Select All** link can be used to select all organizations and names in the box. The **Clear All** link can be used to deselect all of the organizations and names in the box.

8.3.7.2 Designate a Cross-Organization LOA Routing List

If a routing list is designated for a cross-organization LOA, the specified routing list will appear as the traveler's default routing list on the affected document's Digital Signature screen. The traveler cannot select another routing list for the document.

If a specific routing list is not designated, then the default routing list from the traveler's permanent profile will display on the Digital Signature screen. The traveler may select an alternate routing list if multiple options exist in the Routing List drop-down list.

Follow the below steps to designate a routing list to a cross-organization LOA:

1. Select the **Document Type** drop-down list to select the document that belongs to the preferred routing list (Figure 8-27).

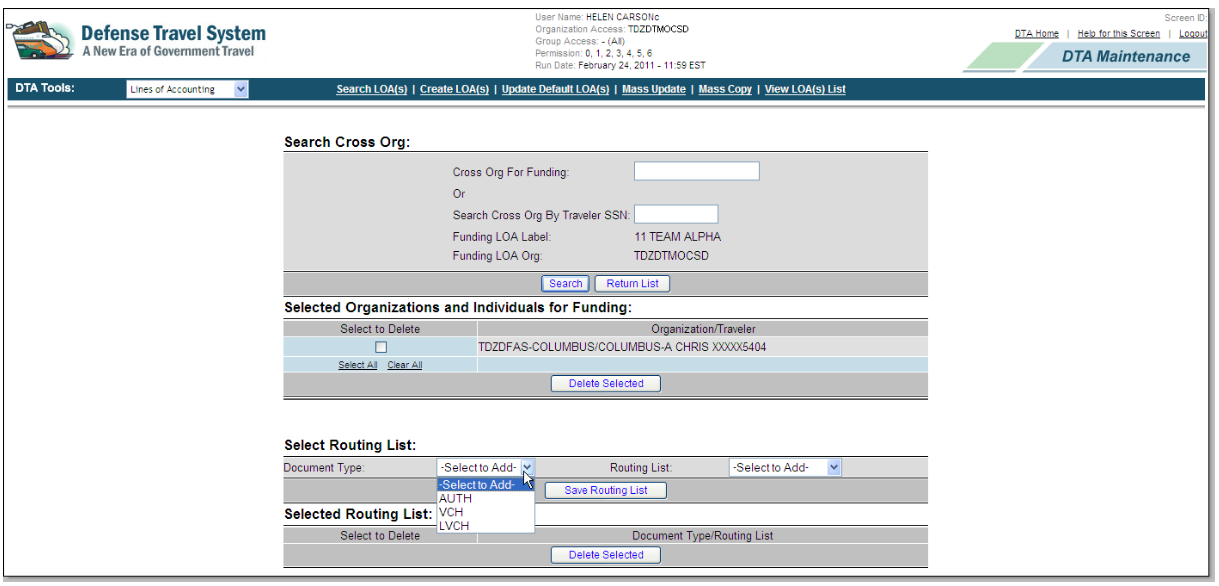


Figure 8-27: Select Routing List Document Type

2. Select the **Routing List** drop-down list to select the routing list name.

3. Select **Save Routing List**.

The routing list appears in the Selected Routing List box (Figure 8-28).

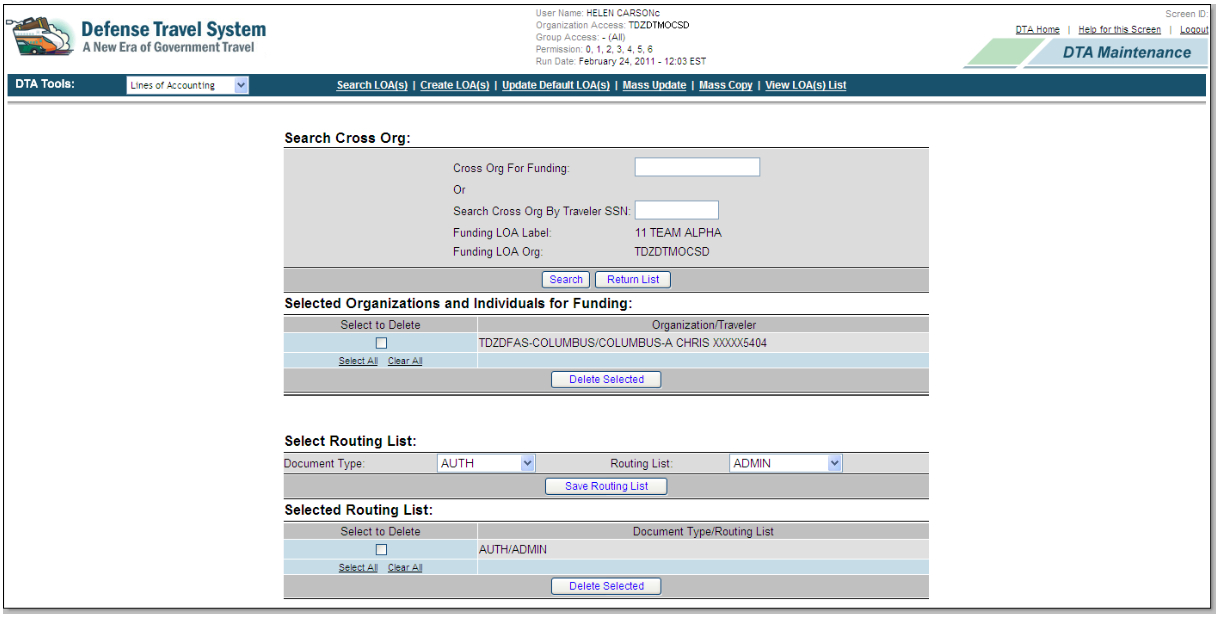


Figure 8-28: Selected Routing List

Selected Routing List (Figure 8-28):

- **Document Type/Routing List:** Once saved, the Routing List name displays in the Document Type/Routing List box. Travelers must use the routing list(s) displayed when using the cross-organization LOA.
- **Select to Delete:** To delete the routing list, select the box(es) next to the correct name. Once **Delete Selected** is chosen, the routing list will no longer be designated for use with the cross-organization LOA. The **Select All** link can be used to select all routing lists in the box. The **Clear All** link can be used to deselect all routing lists in the box.

8.3.8 Create an LOA

The Create Line(s) of Accounting feature allows the user to create a new LOA within their organization setup in DTS. To create an LOA, select **Lines of Accounting** from the DTA Tools drop-down list. The Search LOA(s) screen opens by default. There are two options on the dark blue navigation bar that enables the user to perform tasks using the LOA tool: Search LOA(s) and Create LOA(s).

Use the below steps to create an LOA:

1. Select **Create LOA(s)**.

A Create Line of Accounting screen opens, prompting the user to select a format map for the new LOA (Figure 8-29).

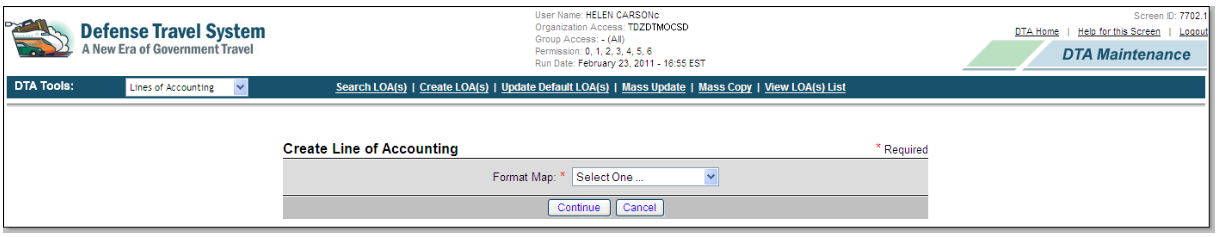


Figure 8-29: Create Line of Accounting Screen

2. Select the **Format Map** drop-down list to select the desired format map.

3. Select **Continue**.

A Create Line of Accounting screen opens (Figure 8-30). This screen informs the user that a new empty budget shell will be created for the new LOA.

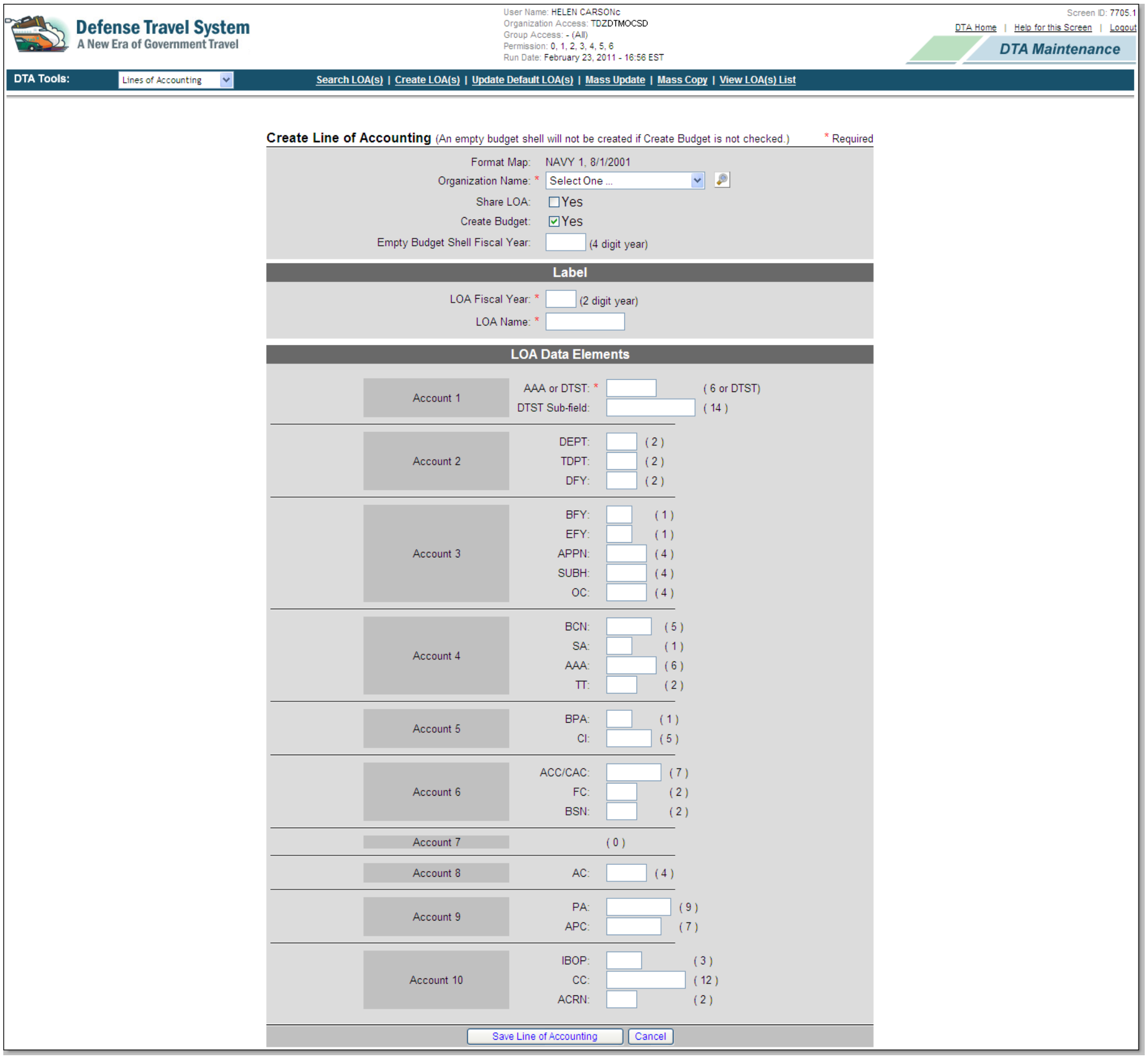


Figure 8-30: Create Line of Accounting Screen

4. Select the **Organization Name** drop-down list to select the correct organization name.

5. Check the **Share LOA Yes** box if the LOA is to be used by any of this organization’s sub-organizations. See Section 8.3.6 on sharing LOAs.

The Create Budget Yes box is checked by default to create a budget shell for the LOA.

6. Clear the **Create Budget Yes** box if no budget shell is desired.

7. Complete the **Empty Budget Shell Fiscal Year** field with the four-digit fiscal year; this will apply to the empty budget shell that will be created for the new LOA.

Note: The LOA label consists of up to 15 alphanumeric characters made up of a two-digit fiscal year followed by a space and a 12-character identifier.

8. Complete the **LOA Fiscal Year** field with the two-digit fiscal year.

9. Enter a brief description of the new LOA in the **LOA Name** field (e.g., Training). The description must not exceed 12 characters.

10. Complete **Account** fields 1 through 10 as needed.

11. Select **Save Line of Accounting**.

The Lines of Accounting (Search Results) screen refreshes. It displays the new LOA (Figure 8-31).

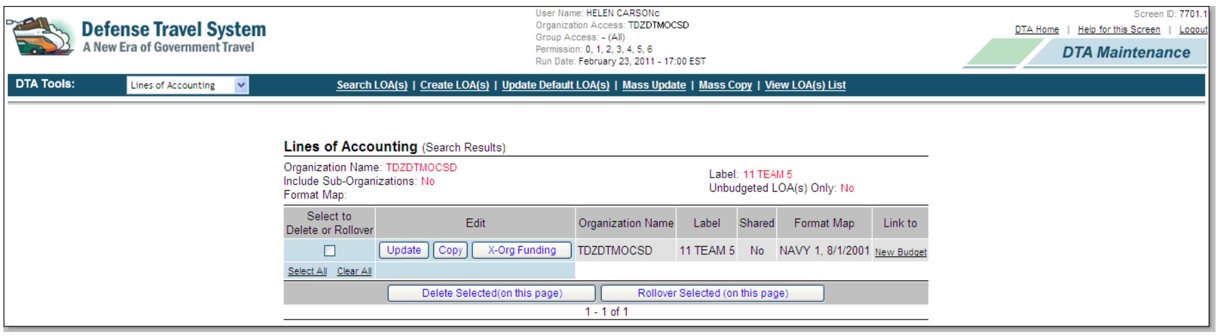


Figure 8-31: Lines of Accounting (Search Results) Screen

8.3.9 Update Default LOA

When a LOA is assigned to a traveler's profile, DTS automatically assigns it to each travel document that the traveler creates. This is known as a default LOA and may be assigned to any traveler by using the Update Person screen in the DTA Maintenance Tool.

The Update Default LOA link is used to assign, change or remove a default LOA for all personnel profiles within an organization at the same time. In addition, it is useful for updating personnel profiles after a reorganization, or for a fiscal year (FY) crossover when a previous FY default LOA needs to be replaced with the current FY default LOA.

Before updating a default LOA, the DTA must ensure that the new default LOA has been created in DTS.

Note: If a new default LOA is created, ensure that quarterly target amounts are added to the newly created budget shell.

Beginning on the DTA Maintenance Tool Home page, use the below steps to assign a default LOA to all users in an organization:

1. Select **Lines of Accounting** from the drop-down list.

2. Select **Update Default LOA(s)** on the DTA Tools bar.

The Default LOA Update screen opens (Figure 8-32). See Table 8-4 for a description of the Default LOA Update screen.

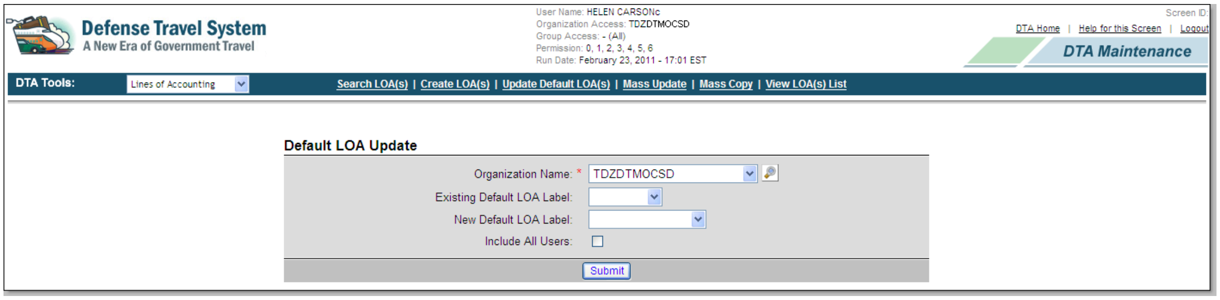


Figure 8-32: Default LOA Update Screen

Table 8-4: Default LOA Update Screen Field Descriptions

DEFAULT LOA UPDATE SCREEN FIELD DESCRIPTIONS	
FIELD NAME	**DESCRIPTION**
Organization Name	Drop-down list of organizations. The organizations available are limited to organizations in users hierarchical setup.
Existing Default LOA Label	Drop-down list of existing LOAs currently assigned as Default LOAs.
New Default LOA Label	Drop-down list of organizations. The organizations available are limited to organizations in users hierarchical setup.
Include All Users	Box, that when checked, returns all personnel assigned to the organization. Leaving the box unchecked displays only those travelers with the default LOA specified in the **Existing Default LOA Label** field.

3. Select the **Organization Name** drop-down list. Select the organization that will be assigned the default LOA.

4. Select the **Existing Default LOA Label** drop-down list. Select the default LOA that currently populates the personnel profiles for the selected organization.

Note: The first blank item in the **Existing Default LOA Label** drop-down list can be selected to search for travelers who have no default LOA in their profiles.

5. Select the **New Default LOA Label** drop-down list. Select the new default LOA label to be used in the organization (Figure 8-33).

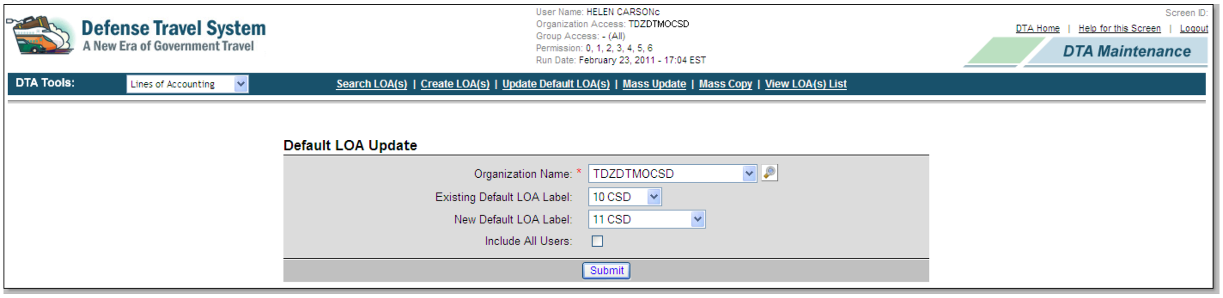


Figure 8-33: Default LOA Update Screen

6. Select the **Include All Users** box to display all personnel assigned to the organization.

Leaving the box blank displays only travelers with the default LOA specified in the **Existing Default LOA Label** field.

7. Select **Submit**.

The Default LOA Update Person (Search Results) screen opens (Figure 8-34). The search results display a list of travelers alphabetically. The **Select to Include in Update** boxes are all preselected to be assigned to the selected default LOA. (If the number of travelers exceeds the list that displays on the screen, a **Next** button will display at the bottom of the screen for every screen until the last traveler is listed.

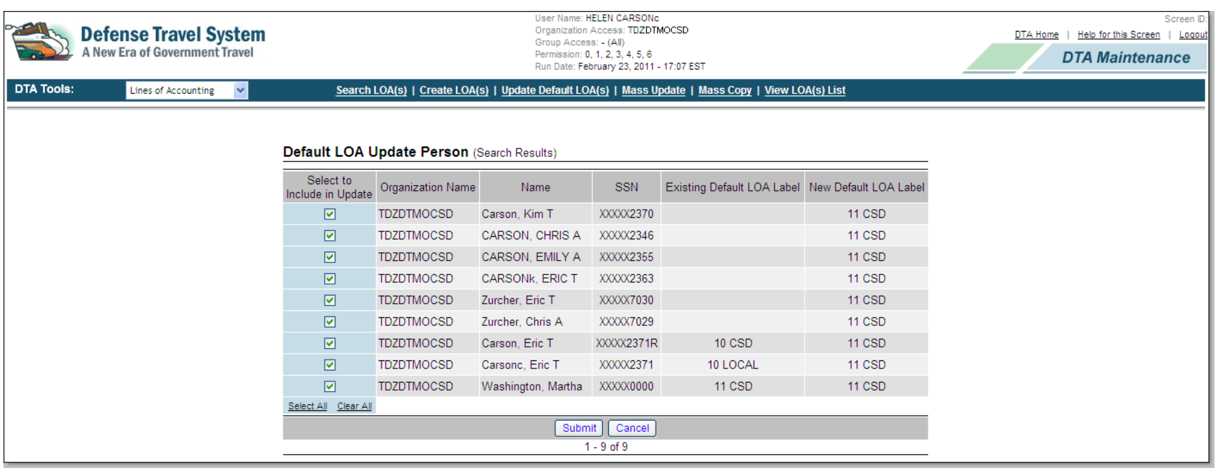


Figure 8-34: Default LOA Update Person (Search Results) Screen

8. Select **Submit** to display a list of the new LOA assigned to the travelers.

The Default LOA Update Person Search Results screen opens (Figure 8-35). The new LOA displays in the New Default LOA Label column as well as the Existing Default LOA Label for all selected personnel.

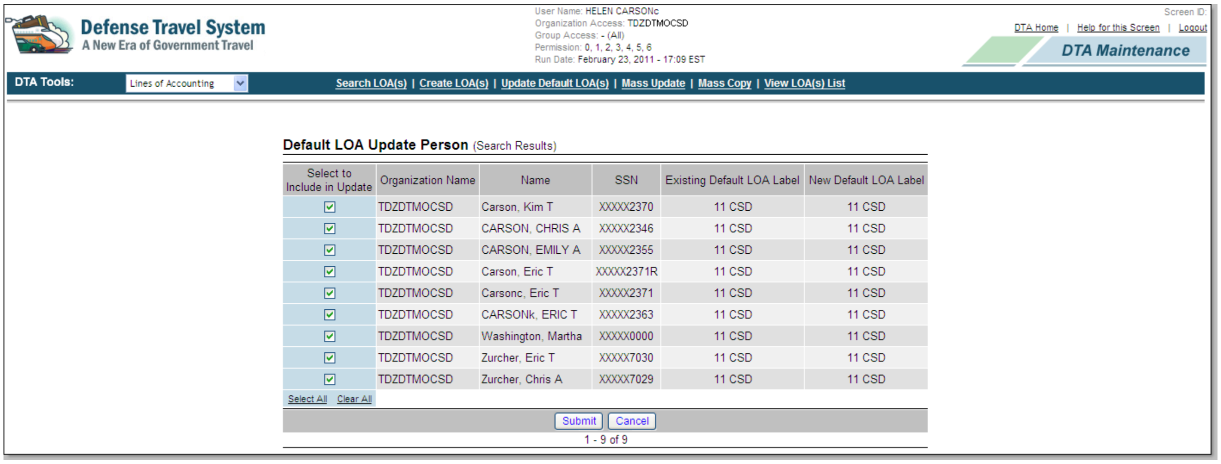


Figure 8-35: Default LOA Update Person (Search Results) Screen

9. Deselect any travelers that should not be assigned the new Default LOA.

10. Select **Submit** to assign the travelers to the selected Default LOA.

For an organization that has different groups of personnel assigned to different LOAs, the process can be repeated.

8.4 LOA Mass Update

The FDTA can select one or more LOAs for one or more mass data element updates. Shared LOAs are excluded from this feature. It is important to note that there are no budget items created for LOA(s) updated with the Mass Update feature. Therefore, budget items for those LOA labels will also have to be updated. Use the below steps to perform an LOA mass update.

1. Select **Mass Update** from the navigation bar.

2. Select the **Format Map** drop-down to select the Format Map of the LOAs for update (Figure 8-36).

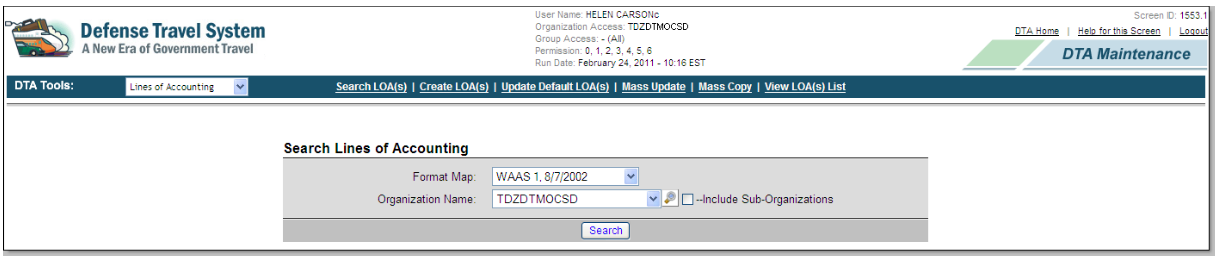


Figure 8-36: Search LOA Mass Update Screen

3. Select the **Organization Name** drop-down to select the organization in which LOAs should be updated.
   -OR-
   Select the **magnifying glass** icon to enter the organization name or first part of organization name to quickly find it in the drop down list.

4. Check the **Include Sub-Organizations** box to include lower-level LOAs of the selected organization.

5. Select **Search**.

The Search Results-Mass Update screen opens (Figure 8-37).

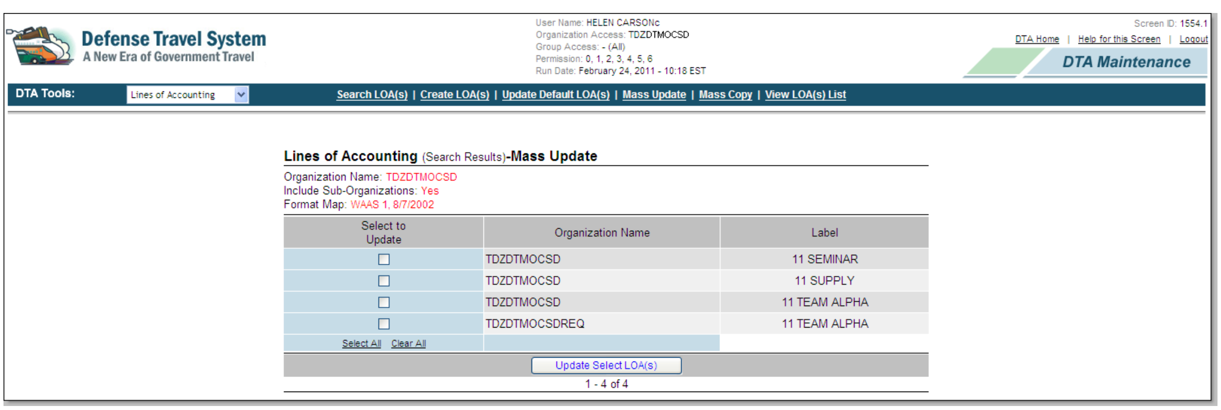


Figure 8-37: Mass Update Search Results Screen

6. In the Select to Update column select the LOAs to be included in the update.

To automatically place a checkmark in all boxes in the **Select to Update** column, choose the Select All link at the bottom. The Clear All link deselects all of the boxes.

7. Select **Update Select LOA(s)** at the bottom of the screen.

The Mass Update Lines of Accounting – Update Values screen opens (Figure 8-38).

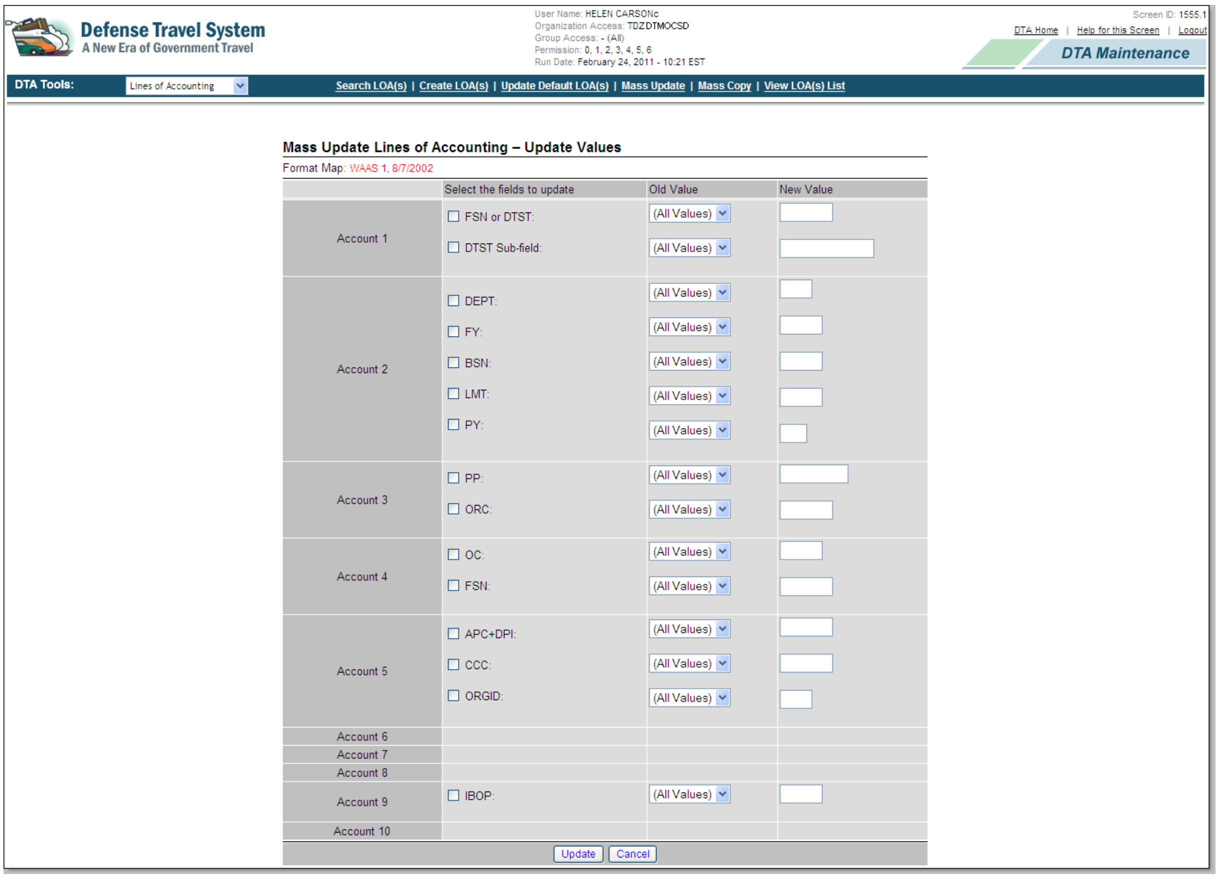


Figure 8-38: Mass Update Lines of Accounting – Update Values Screen

Note: The user can choose to copy, leave blank, or enter a new value for each current data element of each of the selected LOA(s). The steps below show how to systematically make the changes for each account element of the LOA before moving to the next account. However, these steps may be done in any order desired.

8. In the **Select the fields update** column, select the appropriate box of the LOA data element to be changed in the newly updated LOA(s). Data elements that are not checked will not change.

9. In the **Old Value** column select the drop-down to select the data element value (described below) that must be replaced in the newly updated LOA(s).

Current data element – When a current data element is selected from the Old Value drop-down list, only this data element in the selected LOA(s) will be replaced with the value entered in the New Value column.

Blank – When Blank is selected from the drop-down menu, only those data elements in the selected LOA(s) with blank values will be replaced with the value entered into the New Value column.

(All Values) – When (All Values) is selected from the drop-down list, each data element in the selected LOA(s) will be replaced with the value entered in the New Value column.

10. In the **New Value** column enter the updated value that should be reflected in the LOA element.

The value entered in the new value column will replace the value selected in the Old Value column for all selected LOA(s). If no value is entered into the New Value column, a blank value is entered for each of the data element of the **Select the fields update** column for the selected LOA(s).

11. Select **Update** at the bottom of the screen. **Cancel** returns the user to the Search Results-Mass Update screen.

The Confirmation Pop-up window displays (Figure 8-39).

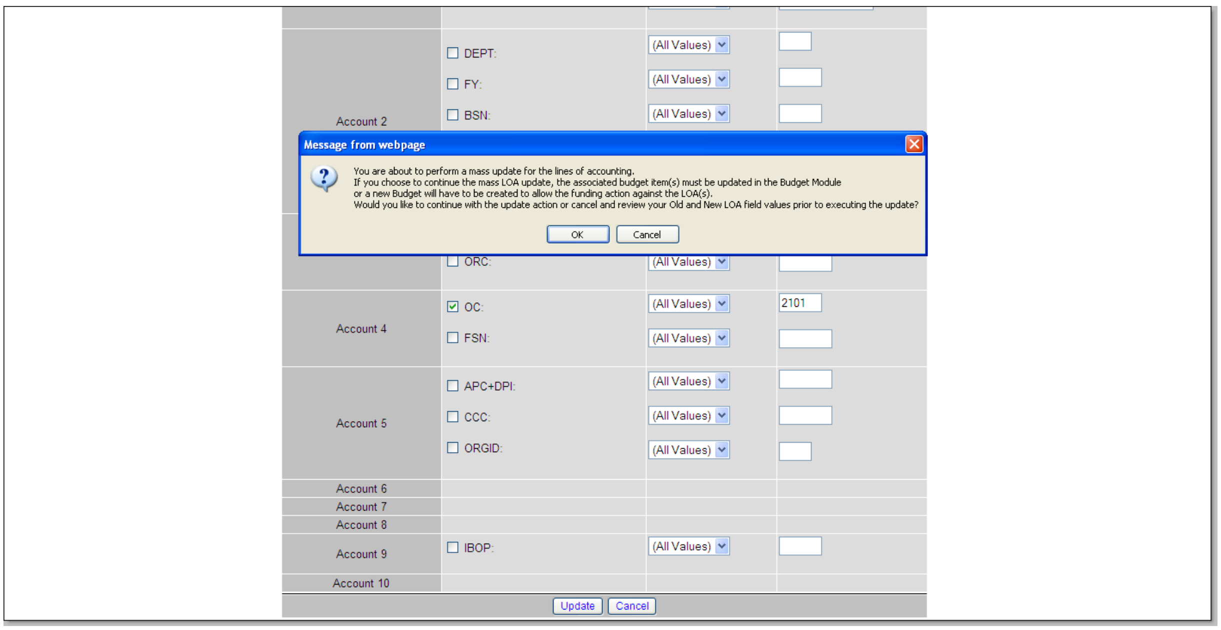


Figure 8-39: Budget Items Must Be Updated Pop-up Window

Note: The selected changes for update to the LOA cannot be globally undone and each LOA would have to be manually changed.

The pop-up message informs the user that there are no budget items created for these newly updated LOA(s). Each budget item that is associated with the LOA will have to be updated to reflect the new LOA data elements. (This can be done using the Mass Budget Update feature in the Budget Module. See Chap. 9, Section 9.5).

12. Select **OK**.
    -OR-
    Select **Cancel** to return to the Update Values screen.

The Mass Update Lines of Accounting Summary screen displays (Figure 8-40).

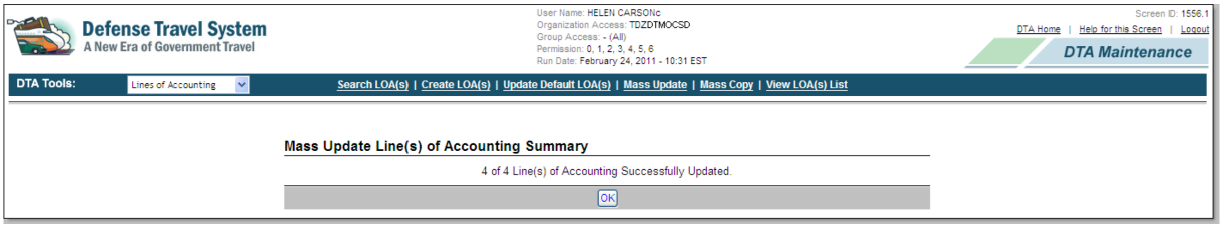


Figure 8-40: Mass Update LOA Summary Screen

This screen reflects all of the LOA labels (and the organization) that were updated.

8.5 LOA Mass Copy

The Mass Copy feature can be used by the Finance DTA (FDTA) to select multiple LOAs from multiple organizations to copy to a single organization. Shared LOA(s) and FMS LOAs that are not constructed properly cannot be copied. Once LOAs are copied, the FDTA can elect to create the corresponding budget item for the copied LOAs, and designate the budget items as quarterly or annual.

Follow the below steps to copy LOAs from one or more organizations to another organization:

1. From the DTA Tools bar select **Mass Copy**.

The Mass Copy Search Lines of Accounting screen opens (Figure 8-41).

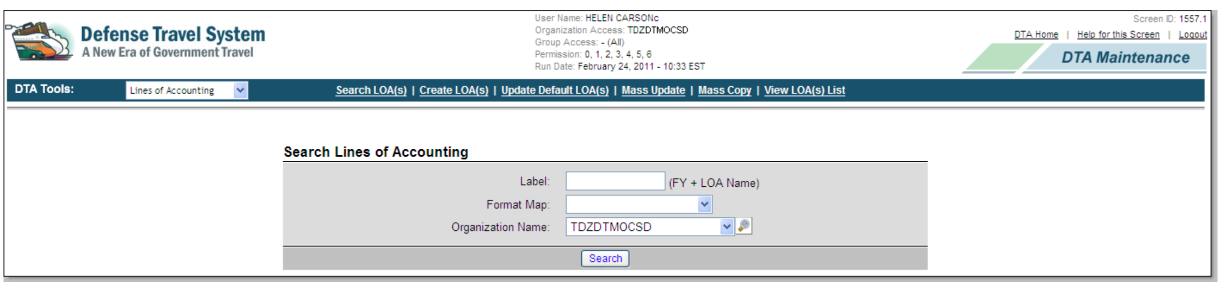


Figure 8-41: Mass Copy Search LOA Screen

Select the **Organization Name** drop-down to select the organization that owns the LOA(s).

(Use the magnifying glass icon to enter the organization name if the drop-down list is too long to search.)

2. (Optional) To narrow the LOA search results, a specific LOA Label may be entered in the **Label** field, e.g. 11 TRAINING.-AND/OR-Select the **Format Map** drop-down to select the format map of the LOA(s) being searched.

3. Select **Search**.

The Lines of Accounting Search Results Mass Copy screen opens (Figure 8-42).

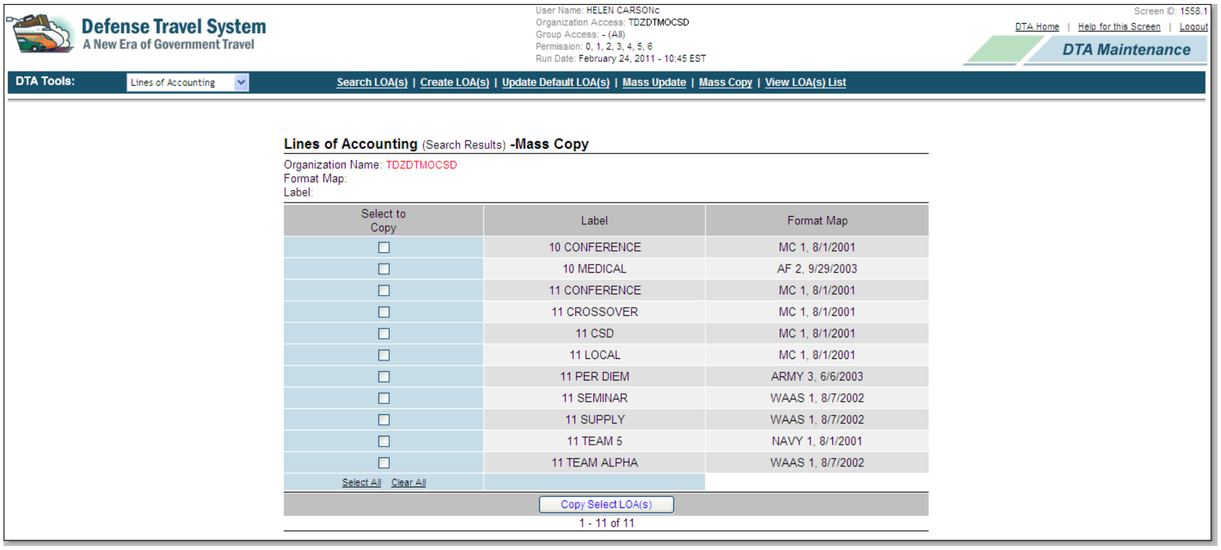


Figure 8-42: LOA Mass Copy Search Results Screen

4. Select the boxes in the Select to Copy column of the LOA Labels that are to be copied to the new organization.

The **Select All** link places a check in all the boxes. The **Clear All** link deselects all boxes that are selected.

5. Select **Copy Select LOA(s)**.

The Mass Copy Lines(s) of Accounting screen opens (Figure 8-43).

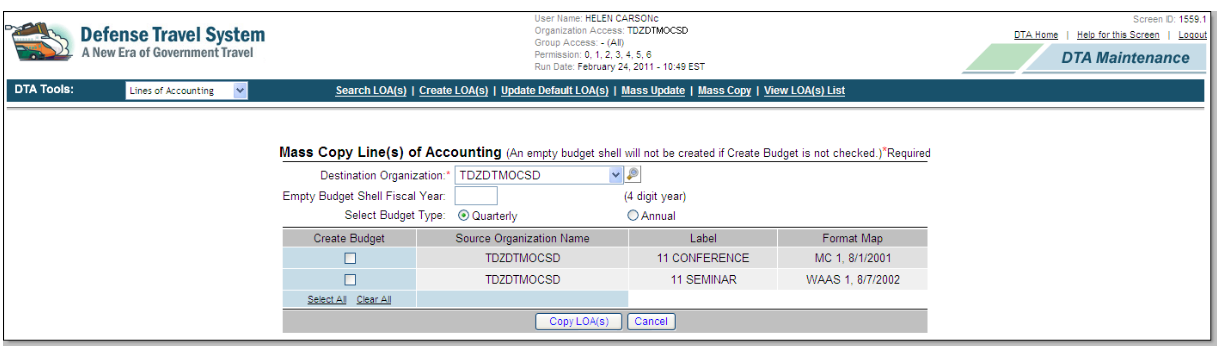


Figure 8-43: Mass Copy Lines(s) of Accounting Screen

6. Select the **Destination Organization** drop-down to select the organization to which the LOA(s) are to be copied.

7. In the Empty Budget Shell Fiscal Year, enter the 4-digit fiscal year the budget shell for this LOA represents.

Note: This step (and the next two steps) can be skipped if budget shells for the newly copied LOA(s) are not needed.

8. **Budget Type** defaults to **Quarterly**. Select the **Annual** radio button if target adjustments are to be entered in one lump sum rather than quarterly.

9. If budget shells are needed for the copied LOAs, select the boxes in the Create Budget column.

10. Choose **Select All** to select all boxes in the Create Budget column. Select **Clear All** to deselect all boxes.

11. Select **Copy LOA(s)**.

Verify the summary information in the Mass Copy Line(s) of Accounting Summary screen (Figure 8-44).

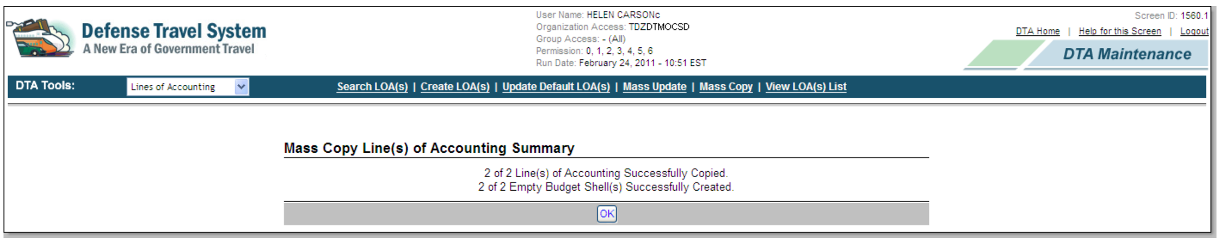


Figure 8-44: Mass Copy Lines(s) of Accounting Summary Screen

12. Select **OK**.

The Mass Copy Summary screen displays the number of LOA(s) that have been successfully copied to the new organization and the number of budget shells created for those copied LOA(s). The FDTA must remember to add budget targets to the newly created budget shells or travel cannot be approved using these newly copied LOA(s). If any of the LOAs fail to copy during an attempt to mass copy LOAs, an error message will display on the screen.

8.6 View LOA(s) List

The LOA(s) List displays LOA labels and format maps associated with a given organization.

Follow the below steps to view the LOA(s) List:

1. Select the **DTA Tools** drop-down list and select **Lines of Accounting**.

The Search Lines of Accounting screen opens (Figure 8-2).

2. Select **View LOA(s) List**.

The View Lines of Accounting (LOA) List screen opens (Figure 8-45).

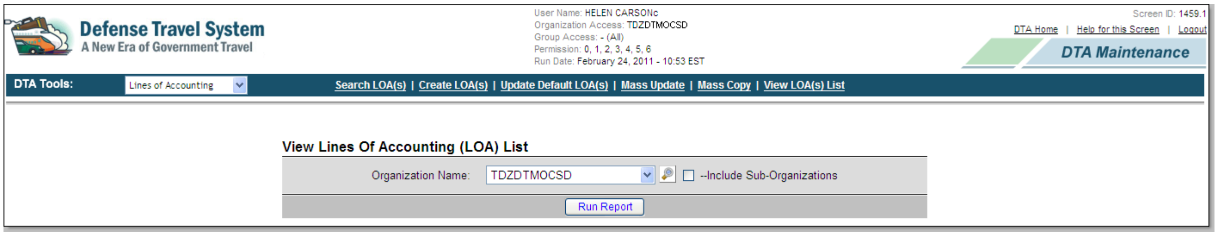


Figure 8-45: View Lines of Accounting (LOA) List Screen

3. Select the **Organization Name** drop-down list and select the **organization**. User's organization access limits the organizations that will be shown on the list.
   -OR-
   Select the **magnifying glass** icon to search for the organization.

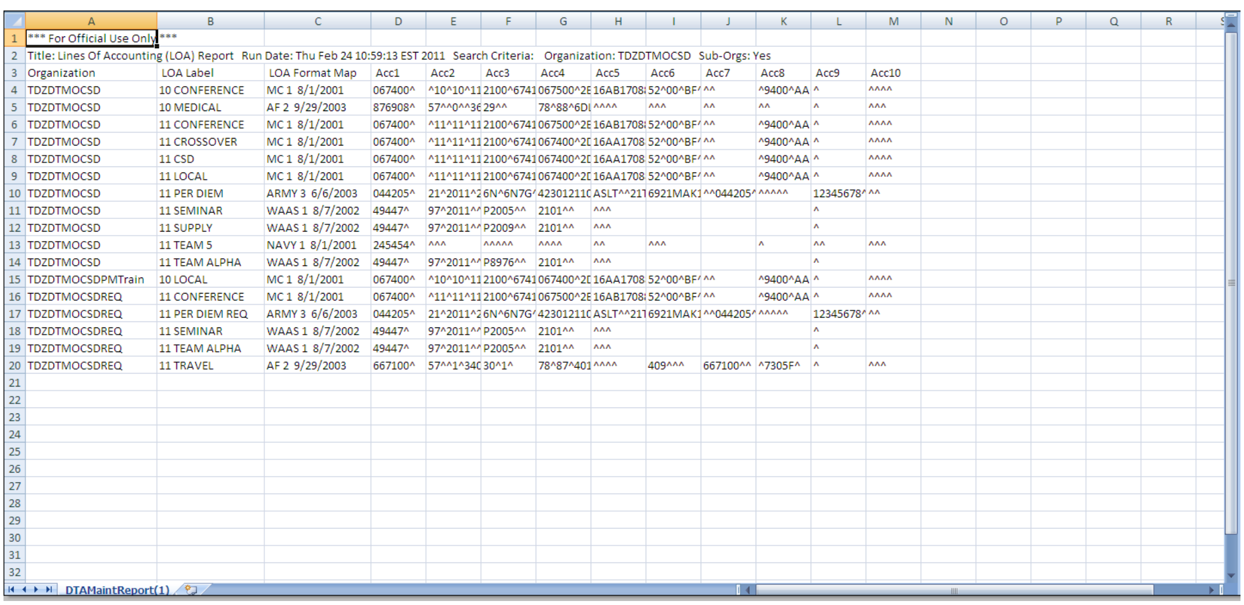
4. Select the **Include Sub-Organizations** box to include suborganizations in the report.

5. Select **Run Report**.

Users are prompted to download the compiled report, which may be downloaded to the computer or viewed in a separate window as an Excel spreadsheet.

6. Select **Open** to display the report on the screen (Figure 8-46).
   -OR-
   Select **Save** to download the file to the hard drive.
   -OR-
   Select **Cancel** to cancel the action and return to the previous screen.

.



*** For Official Use Only ***

Title: Lines Of Accounting (LOA) Report Run Date: Thu Feb 24 10:59:13 EST 2011 Search Criteria: Organization: TDZDTMOCSD Sub-Orgs: Yes

Organization	LOA Label	LOA Format Map	Acc1	Acc2	Acc3	Acc4	Acc5	Acc6	Acc7	Acc8	Acc9	Acc10
TDZDTMOCSD	10 CONFERENCE	MC 1 8/1/2001	067400^	^10^10^11	2100^6741	067500^2E	16AB1708	52^00^BF	^^	^9400^AA	^	^^^^
TDZDTMOCSD	10 MEDICAL	AF 2 9/29/2003	876908^	57^^0^^36	29^^	78^88^6DI	^^^^	^^^	^^	^^	^	^^^
TDZDTMOCSD	11 CONFERENCE	MC 1 8/1/2001	067400^	^11^11^11	2100^6741	067500^2E	16AB1708	52^00^BF	^^	^9400^AA	^	^^^^
TDZDTMOCSD	11 CROSSOVER	MC 1 8/1/2001	067400^	^11^11^11	2100^6741	067400^2I	16AA1708	52^00^BF	^^	^9400^AA	^	^^^^
TDZDTMOCSD	11 CSD	MC 1 8/1/2001	067400^	^11^11^11	2100^6741	067400^2I	16AA1708	52^00^BF	^^	^9400^AA	^	^^^^
TDZDTMOCSD	11 LOCAL	MC 1 8/1/2001	067400^	^11^11^11	2100^6741	067400^2I	16AA1708	52^00^BF	^^	^9400^AA	^	^^^^
TDZDTMOCSD	11 PER DIEM	ARMY 3 6/6/2003	044205^	21^2011^2	6N^6N7G	42301211C	ASLT^^21	6921MAK1	^^044205	^^^^^	12345678	^^
TDZDTMOCSD	11 SEMINAR	WAAS 1 8/7/2002	49447^	97^2011^^	P2005^^	2101^^	^^^				^	
TDZDTMOCSD	11 SUPPLY	WAAS 1 8/7/2002	49447^	97^2011^^	P2009^^	2101^^	^^^				^	
TDZDTMOCSD	11 TEAM 5	NAVY 1 8/1/2001	245454^	^^^	^^^^^	^^^^	^^	^^^		^	^^	^^^
TDZDTMOCSD	11 TEAM ALPHA	WAAS 1 8/7/2002	49447^	97^2011^^	P8976^^	2101^^	^^^				^	
TDZDTMOCSDPMTrain	10 LOCAL	MC 1 8/1/2001	067400^	^10^10^11	2100^6741	067400^2I	16AA1708	52^00^BF	^^	^9400^AA	^	^^^^
TDZDTMOCSDREQ	11 CONFERENCE	MC 1 8/1/2001	067400^	^11^11^11	2100^6741	067500^2E	16AB1708	52^00^BF	^^	^9400^AA	^	^^^^
TDZDTMOCSDREQ	11 PER DIEM REQ	ARMY 3 6/6/2003	044205^	21^2011^2	6N^6N7G	42301211C	ASLT^^21	6921MAK1	^^044205	^^^^^	12345678	^^
TDZDTMOCSDREQ	11 SEMINAR	WAAS 1 8/7/2002	49447^	97^2011^^	P2005^^	2101^^	^^^				^	
TDZDTMOCSDREQ	11 TEAM ALPHA	WAAS 1 8/7/2002	49447^	97^2011^^	P2005^^	2101^^	^^^				^	
TDZDTMOCSDREQ	11 TRAVEL	AF 2 9/29/2003	667100^	57^^1^34C	30^1^	78^87^401	^^^^	409^^^	667100^^	^7305F^	^	^^^

DTAMaintReport(1)

Figure 8-46: LOA(s) List Screen

8.7 Foreign Military Sales (FMS) in Lines of Accounting

The government uses the term Foreign Military Sales (FMS) as an identifier when selling defense items and services to a foreign country or international organization.

DTS identifies a LOA as a FMS LOA when specified values are present in the label and account elements. These elements inform the Defense Cash Accounting System (DCAS) which account to draw these funds from.

When a FMS LOA is set up for a DTS organization, the FMS LOA label is available for selection in travel documents on the Accounting and Advances screens.

A LOA is identified in DTS as a FMS LOA when the following is true:

- The LOA is labeled with FMS as the first three letters after the two-digit fiscal year (FY) plus one space (e.g., 11 FMSNAVY5)
- Depending on which format map is used, the characters added to the specified accounts are the exact characters as defined in Table 8-5.

DTS validates a LOA as a FMS LOA when the values below exist in the account field positions for the corresponding format maps.

Table 8-5: Values for FMS LOA Format Maps

VALUES FOR FMS LOA FORMAT MAPS				
LOA FORMAT MAP	**LOA ACCOUNT NUMBER**	**FIELD NAME**	**POSI-TION(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
	9	Transfer Department (TD)	6-7	1 1
NAVY FMS, 1/3/05	2	Department Code (DEPT)	1-2	9 7
	2	Transferring Department (TDPT)	4-5	1 1
	3	Beginning Fiscal Year (BFY)	1	X
	3	Appropriation Number (APPN)	5-8	8 2 4 2
NAVY ERP1, 9/26/2006	2	Department Code (DEPT)	1-2	9 7
	2	Transferring Department (TDPT)	4-5	1 1
	3	Beginning Fiscal Year (BFY)	1	X
	3	Appropriation Number (APPN)	5-8	8 2 4 2
	8	Foreign Military Sales Case (FCN)	6-8	Empty value
	8	FMS Location (Country Code) (LOC)	10-11	Empty value
SFIS v3.4	1	Department Regular Code (DEPT RG)	8-10	0 9 7
	1	Department Transfer Code (DEPT TRS)	12-14	0 1 1
	1	Main Account Code (MN ACCT)	16-19	8 2 4 2
	2	Period of Availability Fiscal Year Date (AFY)	5-12	YYYYXXXX
	2	FMS Customer Code (CUST)	14-15	Empty Value
	3	FMS Case Identifier (CASE)	1-3	Empty Value

Refer to Appendix R for details for all format maps in DTS.

DTS will not save the character sequence "FMS" into the first three positions of the LOA label if the designated FMS values are not included or if one of the following format maps is selected:

- DBMS 1, 8/1/2001
- Ebiz 2, 2/20/2003 (including CUFS)
- WAAS 1, 8/7/2002
- DWAS, 1/1/2004
- SAP1, 3/10/2004
- NAVY1, 8/01/2001
- MSC, 10/13/2005
- NRL1, 6/8/2006
- DIA, 3/5/2009

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CHAPTER 9: BUDGET TOOL

The Budget tool is used to support travel decisions and manage budgets. It is used as a tracking tool or "checkbook" to manage the use of funds for travel. Once a budget item is set up, DTS decrements obligated expenses from the available funding and allows a user to run reports on budget activities. This chapter covers the following topics:

9.1 Managing Budgets

The Finance Defense Travel Administrator (FDTA) and Budget Defense Travel Administrator (BDTA) can be one or more person(s) in the budget, resource management, accounting, or finance office who is responsible for assisting in the management and support of DTS. FDTAs have funds control responsibility within DTS and are responsible for all financial and budgetary actions for their organization. BDTAs assist FDTAs in budgetary and Lines of Accounting (LOAs) matters.

9.1.1 The Budget Tool and the DTS Travel Process

The FDTA is the POC for all financial related activities. The FDTA completes all updates to the budget, including the management of funding targets to coincide with normal funding cycles. In accordance with service or agency policies, the FDTA reconciles the balances in the DTS Budget module with official accounting records.

The FDTA loads budget items and associated LOAs in the Budget module.

Authorizing Officials (AOs) normally approve or disapprove travel. Budget Reports verify that funds are available in the organization's travel budget. If there are not enough funds available for obligation, the AO cannot approve the authorization (unless the AO has permission level 7, which allows for budget funding override). The FDTA is notified if insufficient funds exist or in cases where the organization's budget must be adjusted because of mission requirements.

9.1.2 Wildcard Settings in a Budget

Wildcard settings are used when an organization uses multiple LOAs and prefers to monitor its funds from one budget. Wildcards are also used to track multiple budgets within an organization. When a budget is created, a DTA can select specific LOAs or indicate different LOA elements through a wildcard setting.

The wildcard setting is represented in DTS by an asterisk (*). The asterisk is placed in the LOA element that may be different from the higher level budget within the organization. Multiple asterisks may be used, depending on the organization's budgetary control.

9.2 The DTS Budget Tool

Beginning on the DTS User Welcome screen, follow the below steps to access the Budget tool:

1. Mouse over **Administrative** on the menu bar and select **Budget** from the drop-down list (Figure 9-1).

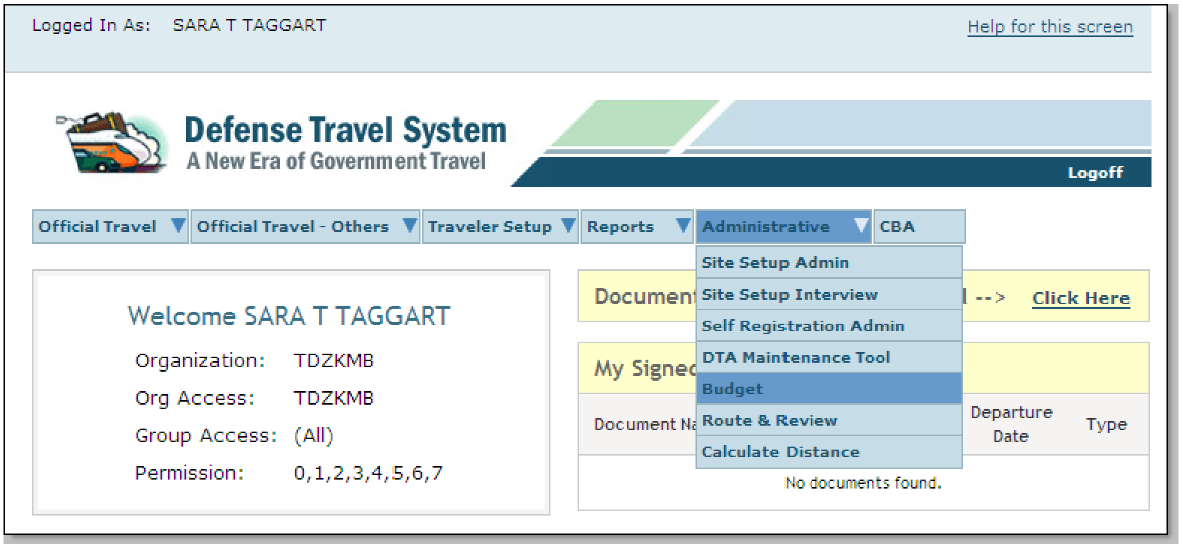

Figure 9-1: DTS User Welcome Screen

The Welcome to the DTS Budget Administration Tool screen opens (Figure 9-2). This screen describes the features and capabilities of the Budget tool.

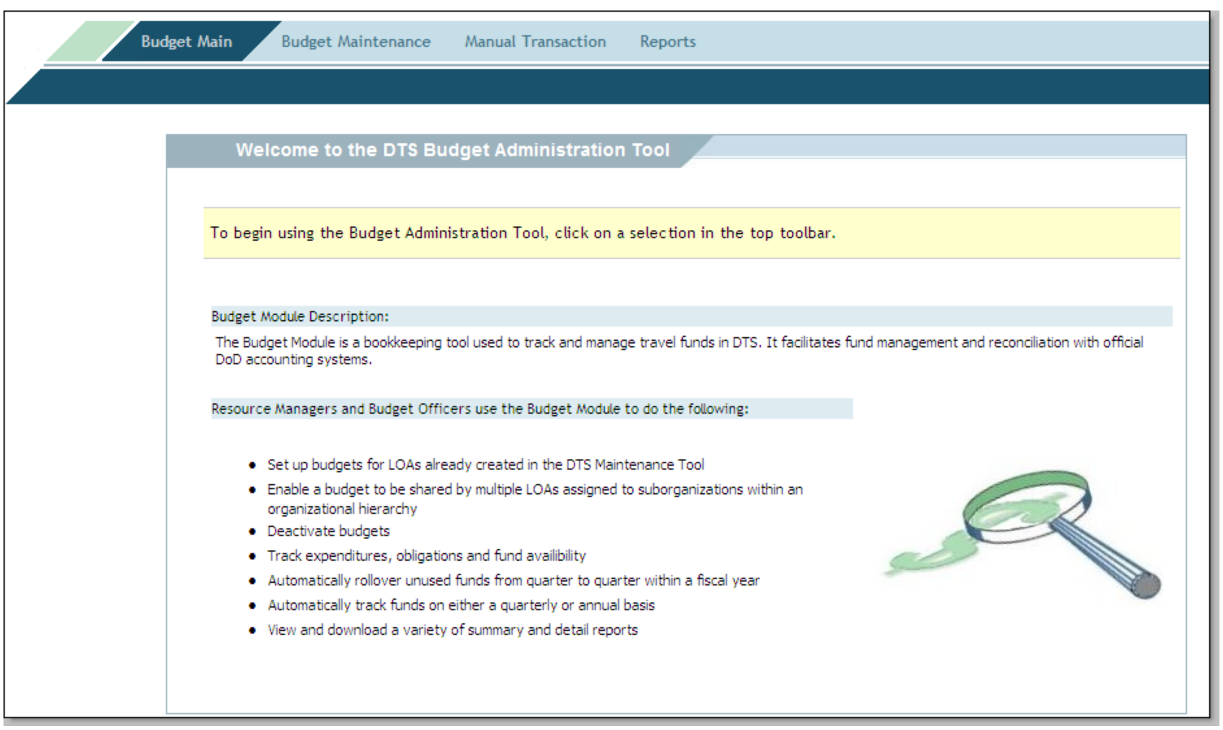

Figure 9-2: Welcome to the DTS Budget Administration Tool Screen

9.3 Budget Maintenance

The Budget Maintenance feature of the Budget tool is used to create, maintain, inactivate, delete, and track budgets. Select **Budget Maintenance** from the navigation bar. The Budget Maintenance Function screen displays (Figure 9-3). This screen provides an overview of the functions that are accessible from the subnavigation bar.

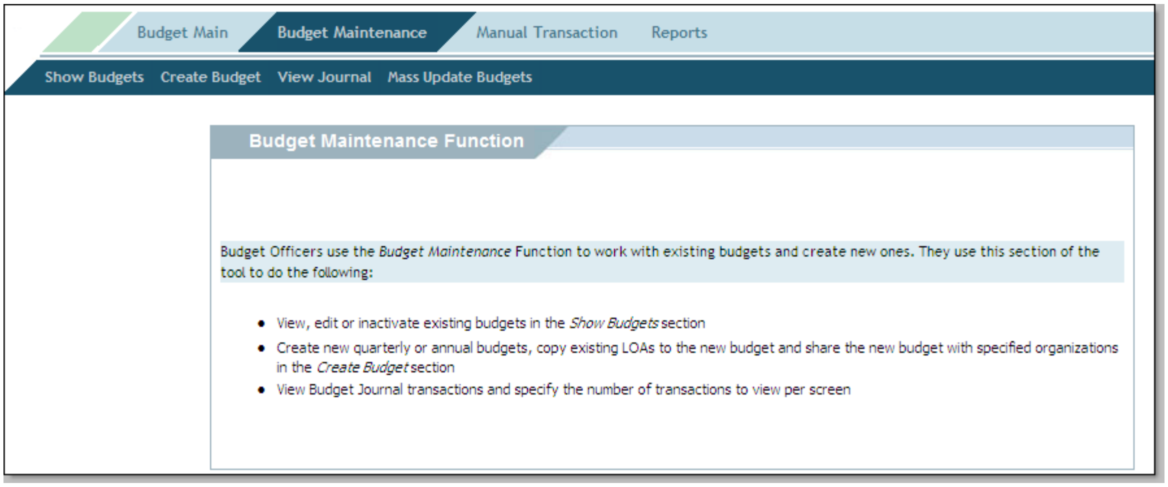

Figure 9-3: Budget Maintenance Function Screen

9.3.1 Show Budgets

The Show Budgets screen displays the budgets and total budgeted amounts for a specified fiscal year and organization(s). Budget items with blank quarterly funding targets indicate that the budget is an annual budget.

Beginning on the Welcome to the DTS Budget Administration Tool screen, follow the below steps to edit a budget:

1. Select **Budget Maintenance** from the navigation bar.

The Budget Maintenance Function screen opens.

2. Select **Show Budgets** on the subnavigation bar.

The Show Budgets screen opens. This screen allows the criteria to be entered to view a list of budgets for a specified organization.

3. Select the **Fiscal Year** from the drop-down list.

4. Complete the **Organization** field or use the **magnifying glass** icon to search for and select an organization. If the icon is selected, the Search for Organizations pop-up window opens. Enter the first letters of the organization name to view all organizations beginning with those letters.

5. Check the **Include Sub Organizations** check box to include lower level budgets of the selected organization.

6. Select **SHOW BUDGETS FOR SELECTED ORGANIZATION(S)**.

The Show Budgets Results screen opens (Figure 9-4). The screen shows the budgets and total budgeted amounts for the specified organization(s) and FY.

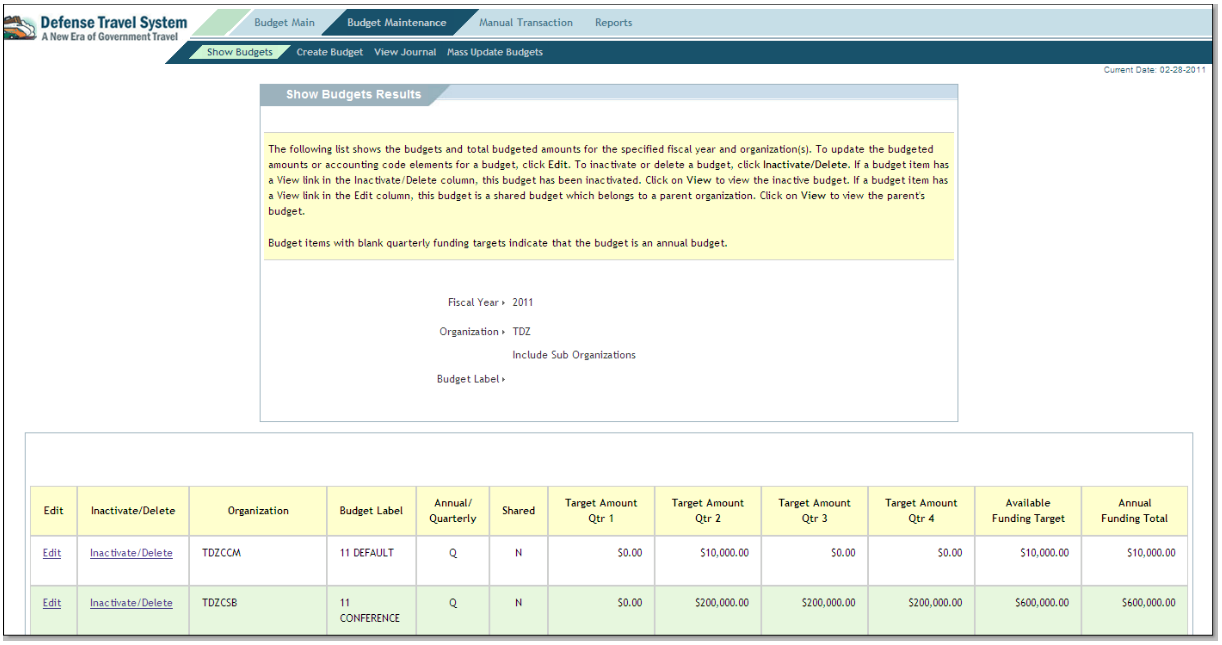

Figure 9-4: Show Budgets Results Screen

9.3.1.1 Edit a Budget

When a budget is active, the Edit link displays in the Edit column on the Show Budgets Results screen. If the budget has been inactivated the Edit link will not display.

Beginning on the Show Budgets Results screen (Figure 9-4), follow the below steps to make changes to the LOA elements of the budget or change budgeted amounts:

1. Select **Edit**.

The Edit Budget Item screen opens (Figure 9-5).

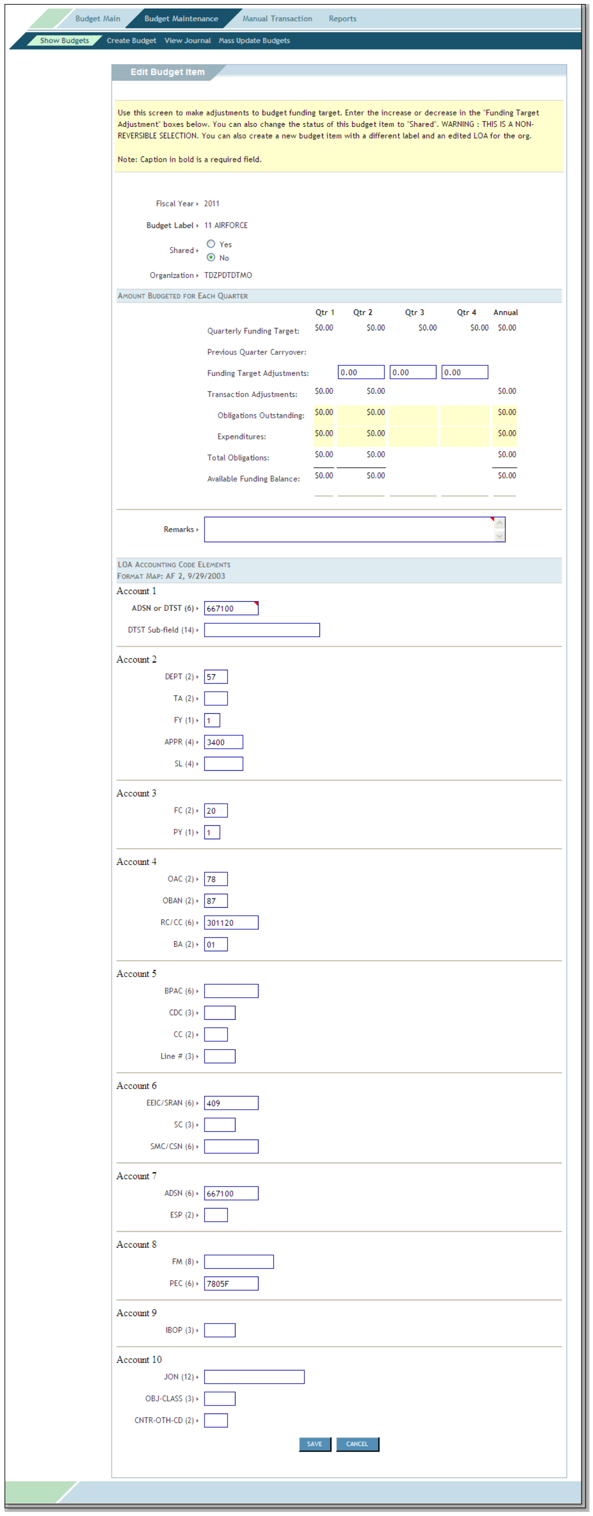

Figure 9-5: Edit Budget Item Screen

2. (Optional) Select the **Yes** radio button in the **Shared** field to indicate that the budget is shared.

   A budget that has already been shared can **NOT** be unshared; the Shared field will be uneditable. See Section 9.3.2 for information on Shared budgets.

3. Update the **Funding Target Adjustments** field(s) as necessary.

   Users cannot enter or adjust the target amount for a previous quarter if the budget is quarterly. DTS records adjustments to target amounts in the Budget Transactions report. See Section 9.5.3.

4. Complete the **Remarks** text box when any changes to the budget are made.

5. Make sure that the LOA elements in the bottom part of the screen are correct.

If changes are made to the LOA elements, a new budget is automatically created and the BDTA will be prompted to enter a new budget label. There will be no funds allocated to this new budget; the BDTA will need to use the three steps above to add target amounts. If a LOA does not match the new budget, use the LOA feature of the Maintenance Tool to create or edit an LOA. See Chapter 8 of this manual for more information.

6. Select **Save**.

9.3.1.2 Inactivate or Delete a Budget

A budget can be inactivated or deleted at any time after the budget has been created. Once a budget has been inactivated, it cannot be reactivated. Inactivating a budget prevents any further funding action to be applied against it and sets any remaining target amount to zero. A budget can only be deleted if there have been no transactions posted. A deleted budget cannot be restored.

Beginning on the Show Budgets Results screen, follow the below steps to inactivate or delete a budget:

1. Select **Inactivate/Delete** to the left of the budget item.

The Inactivate/Delete Budget Item screen opens.

2. Complete the **Remarks** field with justification for the inactivation or deletion of the budget.

3. Select **INACTIVATE**.
   -OR-
   Select **DELETE**.
   -OR-
   Select **CANCEL** to return to the previous screen without inactivating or deleting the budget item.

When DELETE or INACTIVATE is selected, DTS displays a message warning that inactivated or deleted budgets cannot be reactivated or un-deleted (restored).

4. Select **OK** to proceed.
   -OR-
   Select **CANCEL** to cancel this action.

If the Remarks field is empty, a pop-up message displays stating that the Remarks field is required. Return to Step 2 and proceed.

9.3.2 Create Budgets

When creating a new budget in DTS, the option to make the new budget *sharable* or *unsharable* is an important decision.

Shared Budgets. When a budget is created, a decision to share the organization's budget with suborganizations may be made. When an organization shares its budget, it means that travel for all of its lower-level organizations may be funded against that budget. A DTA with permission level 6 can initiate the option to share a budget at any time; however, once a budget is shared it cannot be unshared (the shared indicator cannot be set to No). Generally, if a budget is shared, the DTA should ensure that the corresponding LOA is also shared. See Chapter 8 of this manual for information regarding shared LOAs.

Beginning on the Budget Maintenance screen, follow the below steps to create a budget:

1. Select **Budget Maintenance** from the navigation bar.

2. Select **Create Budget** from the subnavigation bar.

The Select Format Map screen opens (Figure 9-6).

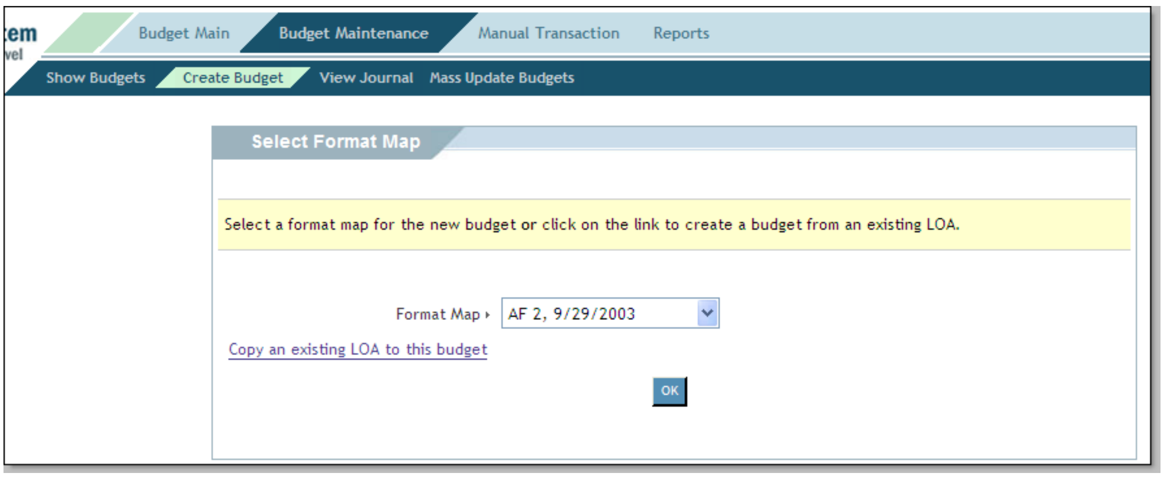

Figure 9-6: Select Format Map Screen

3. Select the **Format Map** drop-down list and choose the correct **format map** for the organization.

4. If there is no existing LOA to copy, select **OK.** The user will skip Steps 5 through 14 and the process would resume on Step 15.

   If an existing or similar LOA can be used for the budget, select **Copy an existing LOA to this budget**.

The **Select LOA to Copy** screen opens. This screen allows the user to select the criteria to use to search for the LOA.

5. Select the **Format Map** drop-down list and choose the **format map** of the existing LOA.

6. Select the **Fiscal Year** drop-down list and choose the **FY** for the budget and LOA.

7. Complete the **Organization** field or use the **magnifying glass** icon to search for and select an organization. If the icon is selected, the Search for Organizations pop-up window opens. Enter the first letters of the organization name to view all organizations beginning with those letters.

8. Select **OK**.

The Organization Search Results screen opens.

9. Choose **Select** to the left of the organization to populate the Organization field.

10. Check the **Include Sub Organization** check box if budgets for lower-level organizations should be included in the search results.

11. Select **Search**.

The Accounting Codes screen displays. The LOAs for the selected organization display in the LOA Accounting Codes Elements column.

12. Select **Copy** to the left of the desired organization and LOA Label.

The Select Budget Type screen opens.

13. Select the **Fiscal Year** drop-down list and choose the **FY** for the budget being created

14. Complete the **Organization** field. The name of the organization that owns the created budget can be entered or select the **magnifying glass** icon to search organization names.

15. Complete the **Budget Label** field with the name of the new budget. Use the format described below the field (two-digit FY followed by a space, followed by up to 12 upper-case characters).

16. Check the **Sharable** check box if the budget is to be made available to any suborganizations.

17. Select the **Quarterly** radio button in the Budget Type field, if amounts need to be entered for each quarter. Select the **Annual** radio button if the budget amounts can be entered for one year.

18. Select **Save**.

The Create Budget screen displays. If the user selects **Cancel,** the Select Format Map screen displays.

19. Complete the **Budget Label** field. Enter the two-digit FY, a space, and a budget name that does not exceed 12 characters in length.

20. Complete the **quarterly** fields with the target amounts in the Amount Budgeted For Each Quarter section.
    -OR-
    Complete the **Total** field with the amount in the Amount Budgeted For This Fiscal Year section. The Total field will calculate automatically after the fields have been populated.

21. Select the **magnifying glass** icon to **copy existing LOA to this budget**, if preferred. (This is located in the Account 1 section of the screen).

22. Enter the LOA elements in the 20 account fields as applicable.

23. Select **Save**. Selecting **Cancel** returns the user to the Create Budget screen.

9.3.3 View Journal

The View Journal section of the Budget Administration Tool shows recent transactions processed using the budget. The number of transactions can be specified for display.

Beginning on the Welcome to the DTS Budget Administration Tool screen, follow the below steps to view a journal in DTS:

1. Select **Budget Maintenance** from the navigation bar.

2. Select **View Journal** from the subnavigation bar.

The Select Budget Journal screen opens (Figure 9-7).

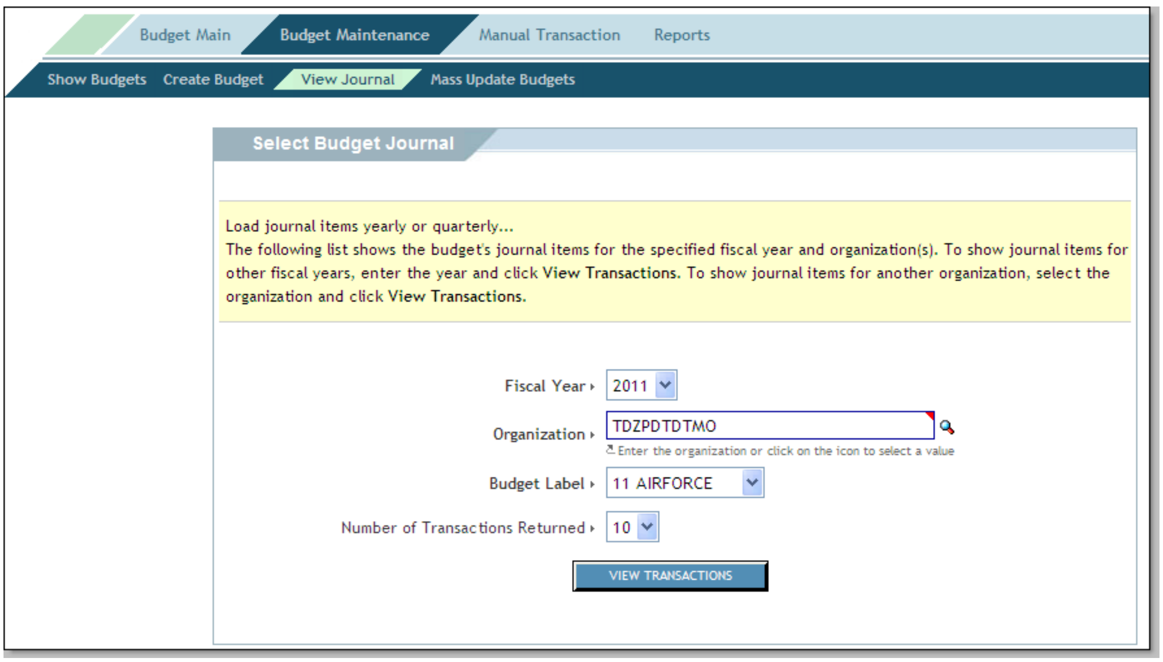

Figure 9-7: Select Budget Journal Screen

3. Select the **Fiscal Year** drop-down list and choose the **FY** of the budget.

4. Complete the **Organization** field. The name of the organization that owns the budget can be entered or select the **magnifying glass** icon to search organization names.

5. Select the **Budget Label** drop-down list and choose the **budget name**.

6. Select the **Number of Transactions Returned** drop-down list and choose the **number** of recent transactions to view (10, 25, or 50).

7. Select **View Transactions**.

The View Budget Journal Transactions screen opens. This screen displays the most recent transactions that have been applied to the selected budget and include the following information (Table 9-1):

Table 9-1: View Budget Journal Transaction Screen Description

VIEW BUDGET JOURNAL TRANSACTION SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Transaction Date	Date the journal transaction was recorded
Name	Last and First name of traveler
Trans Type	Defines a funding action that was posted to the budget. The following values that may populate in this column: CREATE ADJUST MANUAL ROLLOVER SPP REJECT AUTH COLLECTION CANCEL ROLLBACK GAUTH LVCH SAUTH AMEND VCH SPP SUBMIT
SDN	Standard Document Number
TANUM	Travel Authorization Number
Transaction Control Number	Voucher number returned for FMS disbursements
Document Name	Automatic name assigned by DTS when the document is constructed
Departure Date	Date traveler leaves for the TDY location
Location/Destination	TDY location
Organization	Organization of which the traveler is a member
LOA Label	User-defined name referring to an LOA
LOA	10 X 20 format map elements defining 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 to use for funding

9.3.4 Mass Update Budget Items

One or more budget items can be selected for one or more mass data element updates. The budget items must be from the same FY.

Shared budget items cannot be Mass Updated; individual update must be used.

Beginning on the Welcome to the DTS Budget Administration Tool screen, follow the below steps to mass update budget items:

1. From the DTA Tool bar select **Mass Update Budgets**.

The Mass Update Budgets - Search screen opens (Figure 9-8).

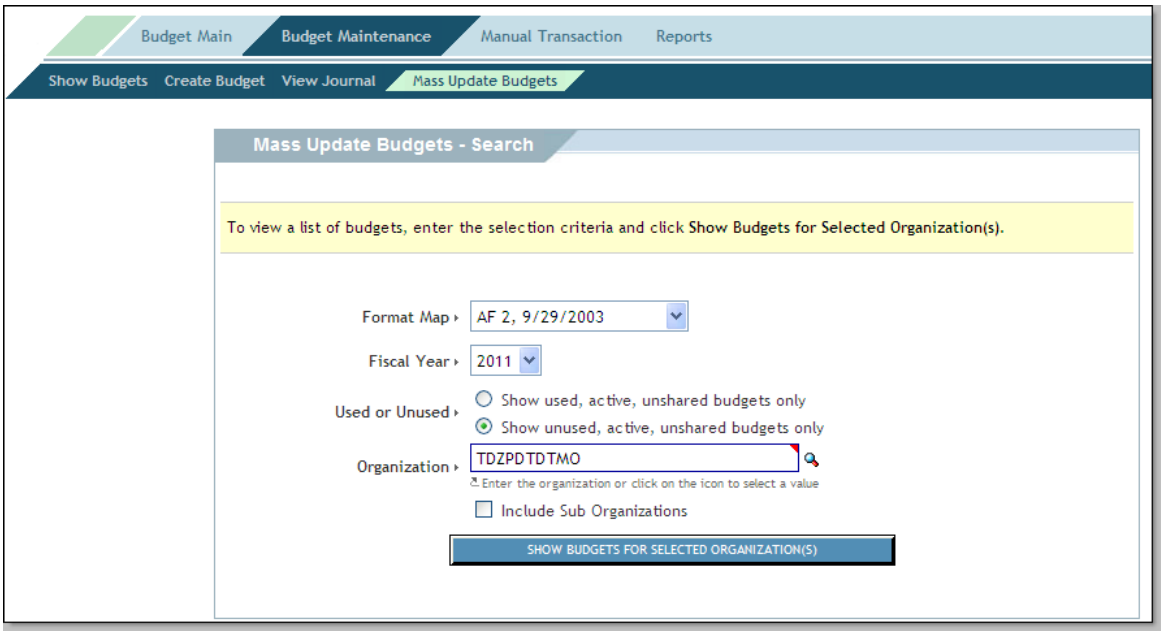

Figure 9-8: Mass Update Budgets - Search Screen

2. Select the **Format Map** drop-down list to select the Format Map of the budget for update.

3. Select the **Fiscal Year** drop-down list to select the fiscal year of the budget for update.

4. Select the **Used or Unused** radio buttons to search for unshared budgets already utilizing a budget item.

An Unused Budget is one that has not yet had a first document approved against the budget item. If a budget item is used, no changes can be made to the LOA, unless new data elements are being changed to wildcard characters in the module.

5. In the **Organization** field**,** enter the organization name that owns the budget to be updated or use the magnifying glass icon to select an organization from a drop-down list of organizations to which the user has access.)

6. Check the **Include Sub Organizations** check box to include lower level budgets of the selected organization.

7. Select **SHOW BUDGETS FOR SELECTED ORGANIZATION(S)**.

The Mass Update Budgets -Search Results screen opens.

8. In the Select All/Deselect All column select the budgets to be included in the update.

9. Select **Update Selected Budget(s)** at the bottom of the screen. Selecting **Search Again** returns the user to the Mass Update Budgets-Search Results screen.

The Mass Update Budgets – Update Values screen opens. This screen can be used to update the values for each data element.

10. In the **Update?** column, select the check box next to the LOA data element that will be changed in the updated budget(s). Data elements that are not checked will not change.

11. In the **New Value** column enter the updated value to be reflected in the updated budget LOA element.

The value entered in the new value column overwrites the value selected in the Old Value column for all selected LOA(s) checked in the **Update?** column. If no value is entered into the New Value column, a blank value is entered.

12. Select **UPDATE** at the bottom of the screen. Selecting **CANCEL** returns the user to the Search Results-Mass Update screen.

A pop-up message displays informing the user that if the new Budget is not an exact match with the associated LOA used in an existing document, the document cannot be approved (Figure 9-9).

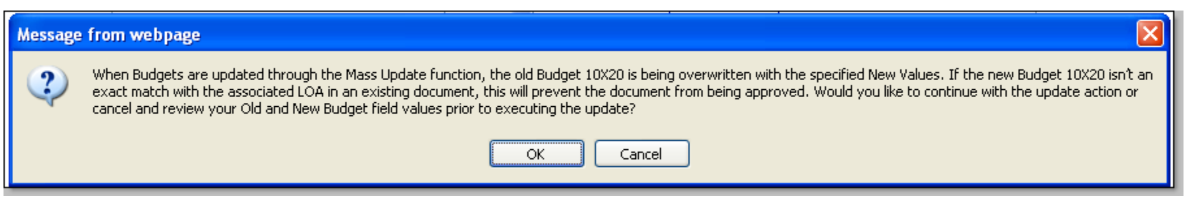

Figure 9-9: Mass Update Pop-up Message

13. Select **OK**. Selecting **Cancel** returns the user to the Update Values screen.

Note: The user can print the screen to ensure an exact match when updating the associated LOA. (The LOA Mass Update function can be used to update multiple LOAs in the Maintenance Tool. See Chapter 8, Section 8.6 of this manual).

The **Mass Update Budgets Summary** screen opens.

The Mass Update Budgets Summary screen displays the Budget LOA(s) that were updated as a result of any changes made on the Mass Update Budgets – Update Values Screen.

9.4 Manual Transactions

The Manual Transaction tab will only display if the *Yes* radio button on the Manual Entered Transaction flag is selected in the user's personal profile. DTS 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. Transactions can be inserted into any budget item up to the level of the user's access. If a transaction is inserted for a prior quarter in the current or a prior FY, DTS will roll the transaction to the current quarter (or the fourth quarter of the prior FY) to modify the available balance in the current quarter. A user can insert paid disbursements, obligation adjustments, and disbursement adjustments.

Beginning on the Welcome to the DTS Budget Tool screen, follow the below steps to insert a manual entry into a budget:

1. Select **Manual Transaction** from the navigation bar.

The Manual Transaction Function screen opens (Figure 9-10).

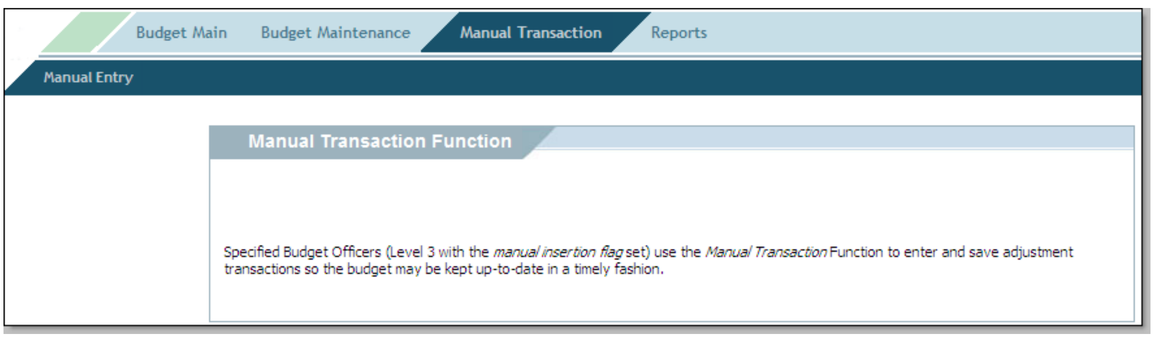

Figure 9-10: Manual Transaction Function Screen

2. Select **Manual Entry** from the subnavigation bar.

The Select LOA for Manual Transaction screen opens.

3. Select the **Fiscal Year** drop-down list and choose the **FY** of the LOA to which the transaction is to be applied.

4. Complete the **Organization** field. The name of the organization that owns the budget can be entered or use the **magnifying glass** icon to search organization names.

5. Select the **LOA** or **Shared LOA label** drop-down list and choose the **LOA label** against which the transaction should fund.

6. Select **OK.**

The Manual Entry Transaction screen opens.

7. Complete the **TANUM** field with the Travel Authorization Number (TANUM).
8. Complete the **Total Obligation Adjustment Amount** field with the amount.
9. Complete the **Remarks** field with justification for the manual transaction.
10. Select **SAVE**. Selecting **CANCEL** returns the user to the Select LOA for Manual Transactions screen.

The Manual Transaction Complete screen opens. The transaction has been saved to the system.

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CHAPTER 10: REPORTS

The Reports feature in the Defense Travel System (DTS) creates reports pertaining to all travel documents that have been entered or restored into the system within the past 15 months. Managers may use reports to monitor and manage travel within an organization.

This chapter covers the following topics:

10.1 Reports Overview

DTS allows users to generate reports that compile data in a variety of categories. The ability to generate reports is based on the user's organization access. In addition, some reports require certain permission levels or other access. To create a report in DTS, users must complete and submit a criteria search screen for the type of report that is needed. It is helpful to identify as many specific criteria as possible; this will return a more focused report in less time than a broad report with few parameters.

The DTS Report Scheduler generates the requested report at a scheduled time, and then notifies the requestor by e-mail when the report is complete.

Other reports, such as Budget Reports and View List Reports, are accessible to authorized users via the Budget module and the DTA Maintenance Tool, respectively.

Table 10-1 provides a brief description of each report type and identifies the sections of this chapter in which the complete details for each are explained.

Table 10-1: DTS Reports

DTS REPORTS			
REPORT ACCESS	**REPORT NAME**	**REPORT DESCRIPTION**	**CHAPTER SECTION**
	STATUS REPORTS		
Access via Report Scheduler	Signed Status Report *(Signed Date)*	Data about documents that were stamped SIGNED within a date range.	10.2.1.1
	Depart Status Report *(Departure Date)*	Data for trips that have a departure date within a date range.	10.2.1.2
	Return Status Report (*Return Date)*	Data for trips that have a return date within a date range.	10.2.1.3
	Approved Status Report *(Approved Date)*	Data for an organization about documents that were stamped APPROVED within a date range.	10.2.1.4
	Traveler Status Report	List of travelers and the range of dates on which they will be on TDY.	10.2.1.5
	ROUTING REPORTS		
	Adjustments Report	List of documents that have been modified during the routing and approval process.	10.2.2.1
	Routing Status Report	Current status of all documents in routing, the next stamp that each document is awaiting, and the number of days that have passed since the document was last stamped.	10.2.2.2
	INDIVIDUAL REPORTS		
	POSACK Delinquency Report	Data about documents that are awaiting a positive acknowledgement (POSACK) from the Global Exchange (GEX) within a specified number of hours.	10.2.3.1
	Unsubmitted Voucher Report	List of authorizations for which vouchers have not been stamped SIGNED or T-ENTERED.	10.2.3.2

Table 10-1: DTS Reports (continued)

	DTS REPORTS		
REPORT ACCESS	**REPORT NAME**	**REPORT DESCRIPTION**	**CHAPTER SECTION**
	INDIVIDUAL REPORTS		
Access via Report Scheduler	CBA/TO Report	Data about trips that charged a centrally billed account (CBA) and Commercial Travel Office (CTO) fees within a departure date range not to exceed 31 days. Report may include all trips with a CBA charge or the exceptions.	10.2.3.3
	Debt Management Report	Data on all debts that travelers within an organization owe the Government because of DUE U.S. vouchers.	10.2.3.4
	Constructed Travel Report	Cost savings of approved trip requests when a traveler has used Constructed Travel. It provides information about the actual and allowable costs.	10.2.3.5
	CTO/TRAVEL-RELATED REPORTS		
	FPLP/FEMA Report	Data that identifies if lodging used for TDY is a Federal Premier Lodging Program (FPLP) property and includes the FEMA-approved code if the property is approved by the Federal Emergency Management Agency (FEMA).	10.2.4.1
	Reason Code Report	Data about trips for which travelers did not use GSA City Pair contract flights, and the reason codes that were selected for the resulting preaudits.	10.2.4.2
	Reason Justification Report	Data about reason codes and justifications that travelers entered for using a non-contract City Pair flight.	10.2.4.3
	CTO Fee Report	Data about CTO transaction fees and reason(s) for CTO intervention.	10.2.4.4
	Unused Ticket Report	Data about tickets that were purchased for TDY travel, but were not used.	10.2.4.5
	MIS REPORTS		
	Enlisted BAS Report	Data used to determine whether or not an enlisted member's Basic Allowance for Subsistence (BAS) entitlement changes because of TDY status.	10.2.5.1
	OCONUS Travel Report	Data used to determine whether or not a member is entitled to foreign duty pay because of TDY status.	10.2.5.2
	FSA Report	Data used to determine whether or not a member is entitled to Family Separation Allowance (FSA) because of TDY status exceeding 30 days.	10.2.5.3
	Special Duty Report	Data about entitlement changes because of a traveler's special duty conditions while on TDY.	10.2.5.4
	Military Leave Report	Data for an organization about leave taken by members while on TDY.	10.2.5.5

Table 10-1: DTS Reports (continued)

	DTS REPORTS		
REPORT ACCESS	**REPORT NAME**	**REPORT DESCRIPTION**	**CHAPTER SECTION**
	PARTNER SYSTEM REPORTS		
Access via Report Scheduler	Traveler Status Report Routing Status Report POSACK Delinquency Report Unused Ticket Report Unsubmitted Voucher Report CTO Fee Report	The report scheduler can generate the partner system reports that are listed to the left in this row. Partner system reports contain the same information as the reports of the same name described in the rows above.	10.2.6
	BUDGET REPORTS		
Access via Budget Module	Balance Report	Cumulative amount of all transactions affecting the specified budget item to date.	10.3.1
	Target Adjustment Report	Adjustments that have been made to the target amounts and transactions that have been inserted into the budget item.	10.3.2
	Transaction Report	All individual transactions that affect a given budget.	10.3.3
	Total Obligation Report	Totals for all documents that affect a given budget item.	10.3.4
	VIEW LIST REPORTS		
Access via DTA Maintenance Tool	CBA List	Displays what CBA information has been associated to the organization. See Chapter 4 of this manual.	4.4.3
	Organization List	Displays the profile information for any selected organizations and suborganizations. See Chapter 4 of this manual.	4.4.4
	Routing List	Displays all routing lists and their routing elements for the organization. See Chapter 5 of this manual.	5.10
	Delegated Authorities List	Displays the delegation of signature authority for the routing list of an organization. See Chapter 5 of this manual.	5.11
	Group Structure List	Displays a list of groups in a specified organization. See Chapter 6 of this manual.	6.3.4
	Individual Group Members List	Displays a membership list of the group. See Chapter 6 of this manual for more information.	6.3.5.4
	Global Group Membership List	Displays a global group membership list for the specified organization. See Chapter 6 of this manual.	6.3.6.4
	Person List	Allows the creation of lists of the following types of personal information: Basic Traveler Information List, Complete Traveler Information List, Accounts Information List, Special Features Information List, Groups Information List. See Chapter 7 of this manual.	7.6

10.2 Report Scheduler

The Report Scheduler allows users to request reports that are identified in the following subsections. Only users with organization access can use the Reports Scheduler feature. The user selects the type of report, defines the parameters, and submits the request. DTS creates the report off-line, independent of the user's DTS session and sends an e-mail notification to the requestor when the report is available.

Beginning on the User Welcome screen, follow the below steps to request a report from the DTS Report Scheduler:

1. Mouse over **Reports** on the menu bar (Figure 10-1).

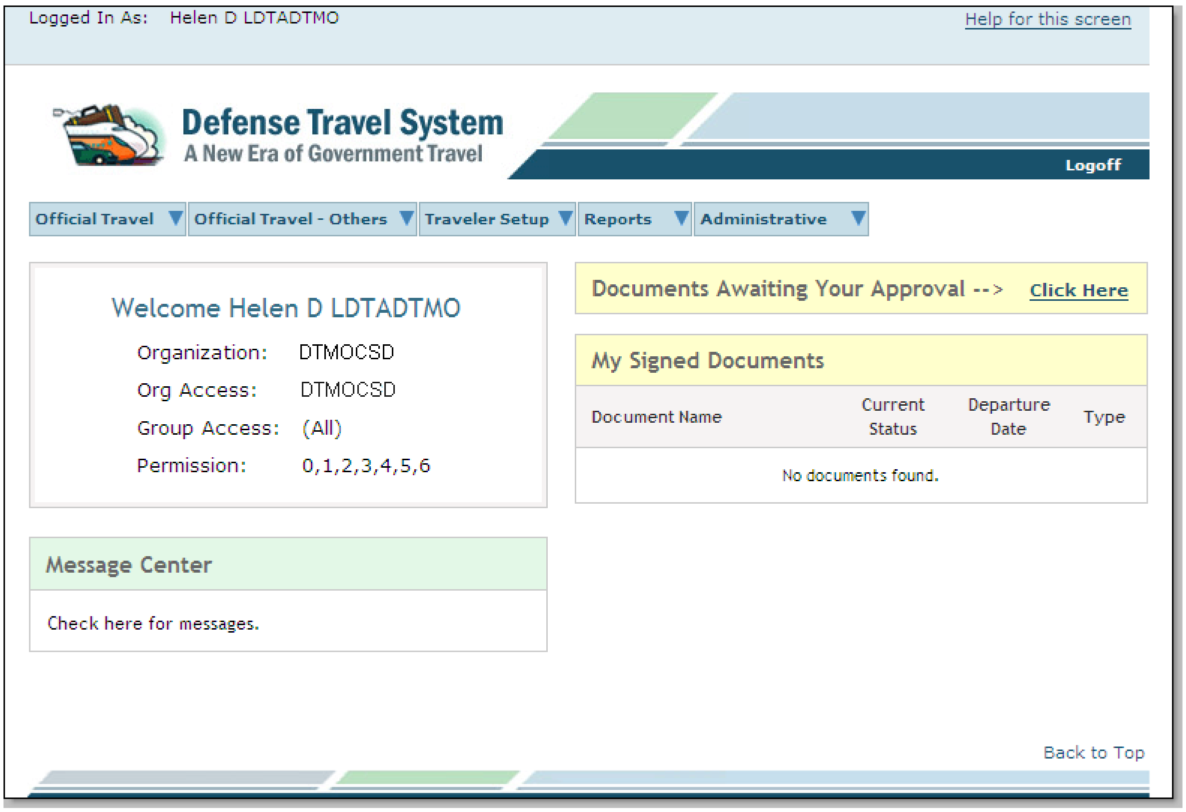


Figure 10-1: DTS User Welcome Screen

2. Select **Report Scheduler** from the drop-down list.

The Report Scheduler Home page opens (Figure 10-2).

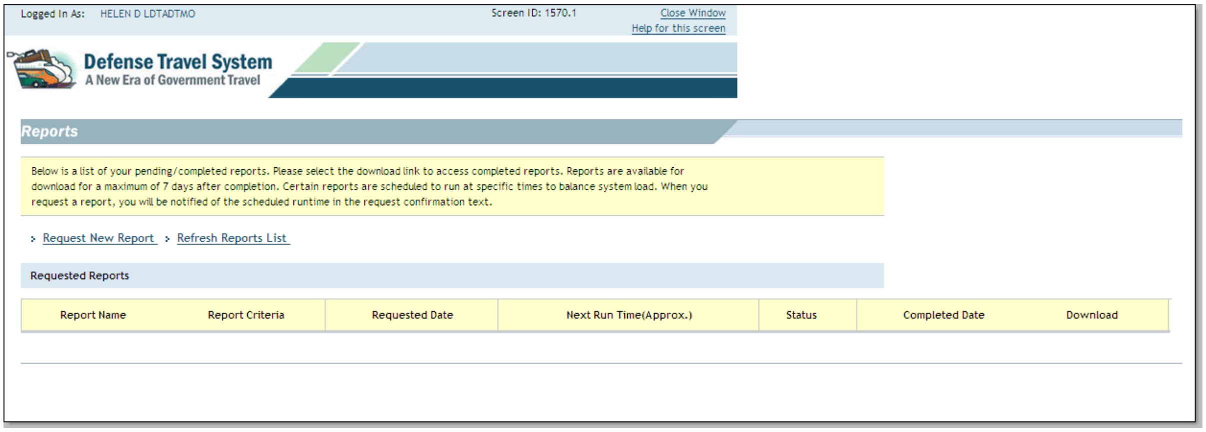


Figure 10-2: Report Scheduler Home Page

3. Select **Request New Report**.

The Report Scheduler Selections screen opens (Figure 10-3). It displays the types of reports available for request. Table 10-1 briefly describes the purpose and data for each type of report.

Figure 10-3: Report Scheduler Selections Screen

4. Select the **link** for the type of report to be created.
   -OR-
   Select **Report Scheduler Home** to return to the previous screen without requesting a report.

5. Complete the report criteria screen. For instructions, see the subsection that describes the report selected.

6. Select **Submit**.

After the user submits the report request, the screen refreshes with an explanation of the remainder of the Report Scheduler process (Figure 10-4). This message identifies the e-mail address to which the notice of the completed report will be sent. If the user's DTS profile does not contain an e-mail address, the message will note the lack of e-mail and suggest accessing the Report Scheduler at a later time to check the status of the report. Certain reports are scheduled to run at predetermined times. If the user requests one of these types of reports, the run date and time will be included in this explanation.

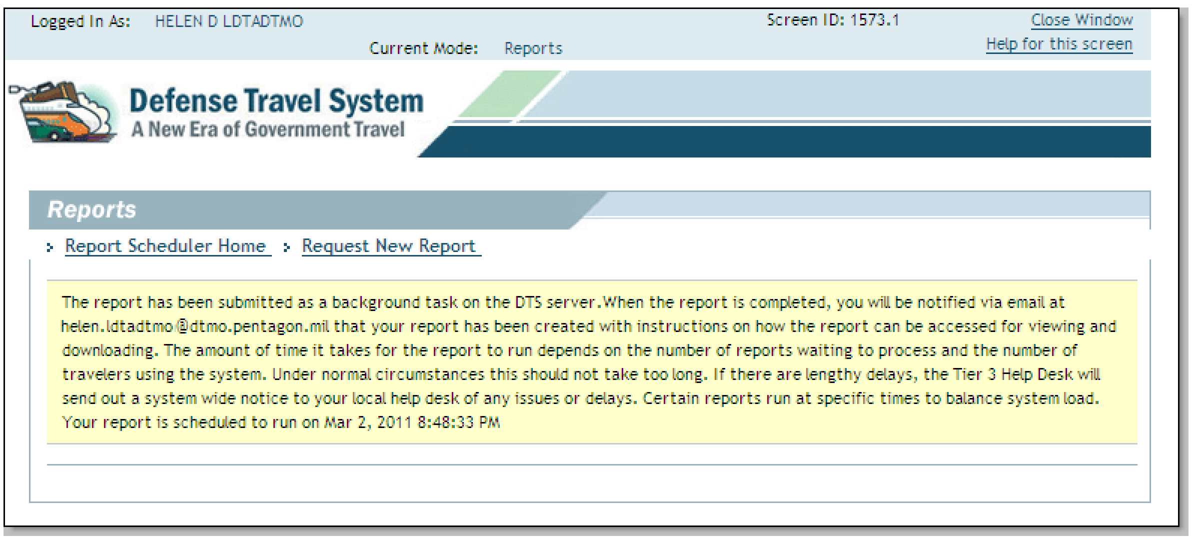


Figure 10-4: Report Scheduler Process Definition Screen

7. The user may access the Report Scheduler after receiving a notification that the report is ready for download. The screen identifies the reports that the user requested the criteria, date of the request, status, and a link to download reports that are complete (Figure 10-5). Reports will be available to download for seven days after the completed date.

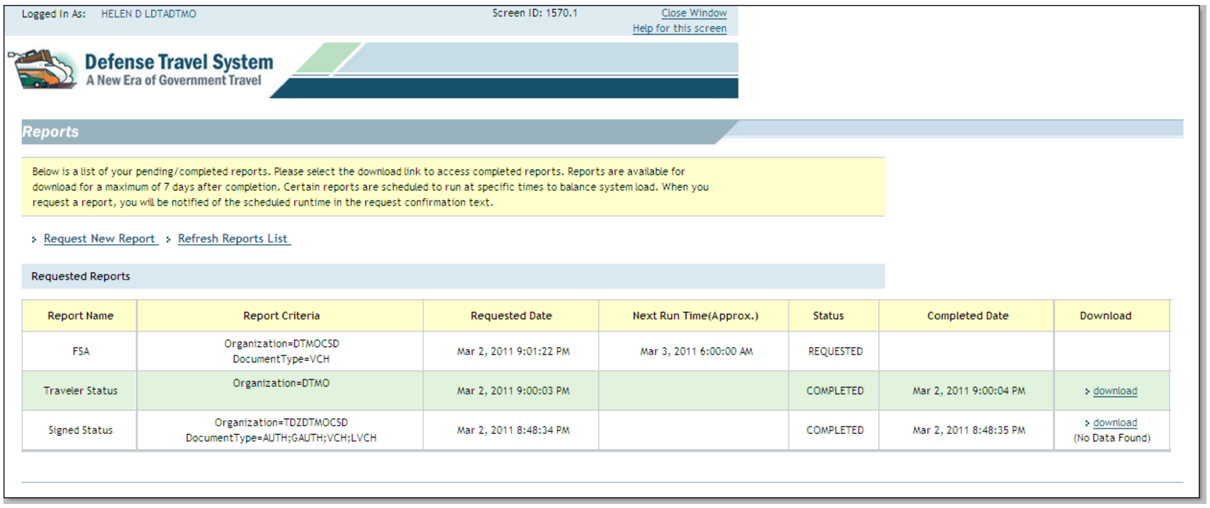


Figure 10-5: Report Scheduler Screen – Report Status

If the Download column displays the message “No Data Found,” it means that no information was found in DTS for the report within the parameters of the selected criteria. This information is for the convenience of the user so they will know that the report is blank without having to download and open the report.

8. Read the data in the Report Name, Report Criteria, and Requested Date fields to identify the report to be downloaded (Figure 10-5).

9. Select **download** to open and download the requested report.

The user is prompted to download the report. The report may be saved on the computer or viewed in a separate window as an Excel spreadsheet.

10. Select **Open** to display the report on the screen.
    -OR-
    Select **Save** to download the file to the hard drive.
    -OR-
    Select **Cancel** to cancel the action and return to the previous screen.

10.2.1 Status Reports

The Signed Status, Depart Status, Returned Status, and Approved Status reports display the below information:

- Organization name
- Traveler's SSN (last four digits)
- Traveler's last name
- Traveler's first name
- TANUM
- Document name
- Document type
- Trip type
- Special Circumstances Travel trip type
- Trip purpose
- Current status
- Date of current status
- Awaiting status
- Last AO approval date (Date stamped APPROVED)
- PNR locator
- Create date
- Signed date
- Approval date
- Departure date
- Return date
- Total number of days TDY
- Total trip expenses
- Total reimbursable expenses
- Amount claimed
- Total of commercial plane (CP) and commercial rail (CR) expenses
- Total of CP and CR expenses that are being reimbursed to the GOVCC
- Advance amount
- Identification of whether or not there were scheduled partial payments (SPPs)
- Identification of whether or not the trip was cancelled
- Identification of whether or not actual costs were used
- Denotation of whether or not the document was rejected by a financial system
- Denotation of whether or not an advance request was rejected
- Denotation of whether or not an SPP request was rejected
- Location or destination
- Trip description
- Traveler’s e-mail address
- AO’s e-mail address
- DTA ID e-mail address
- Denotation of whether or not Constructed Travel was used
- Denotation of whether or not multiple LOAs were used
- LOA label
- LOA format map
- Expenses by LOA
- Standard Document Number (SDN)
- Reference
- Denotation of whether or not a trip was Foreign Travel
- Denotation of whether or not the document was T-Entered
- Denotation of whether or not a non-GSA City Pair was used

10.2.1.1 Signed Status Report

The Signed Status Report provides information for an organization about a document type within a date range not to exceed 31 days. The report will provide information about documents that were stamped SIGNED within the selected date range.

Follow the steps outlined in Section 10.2 to access the Signed Status Report.

The Signed Status Report Search Criteria screen opens (Figure 10-6). For a description of the search criteria screen, see Table 10-2.

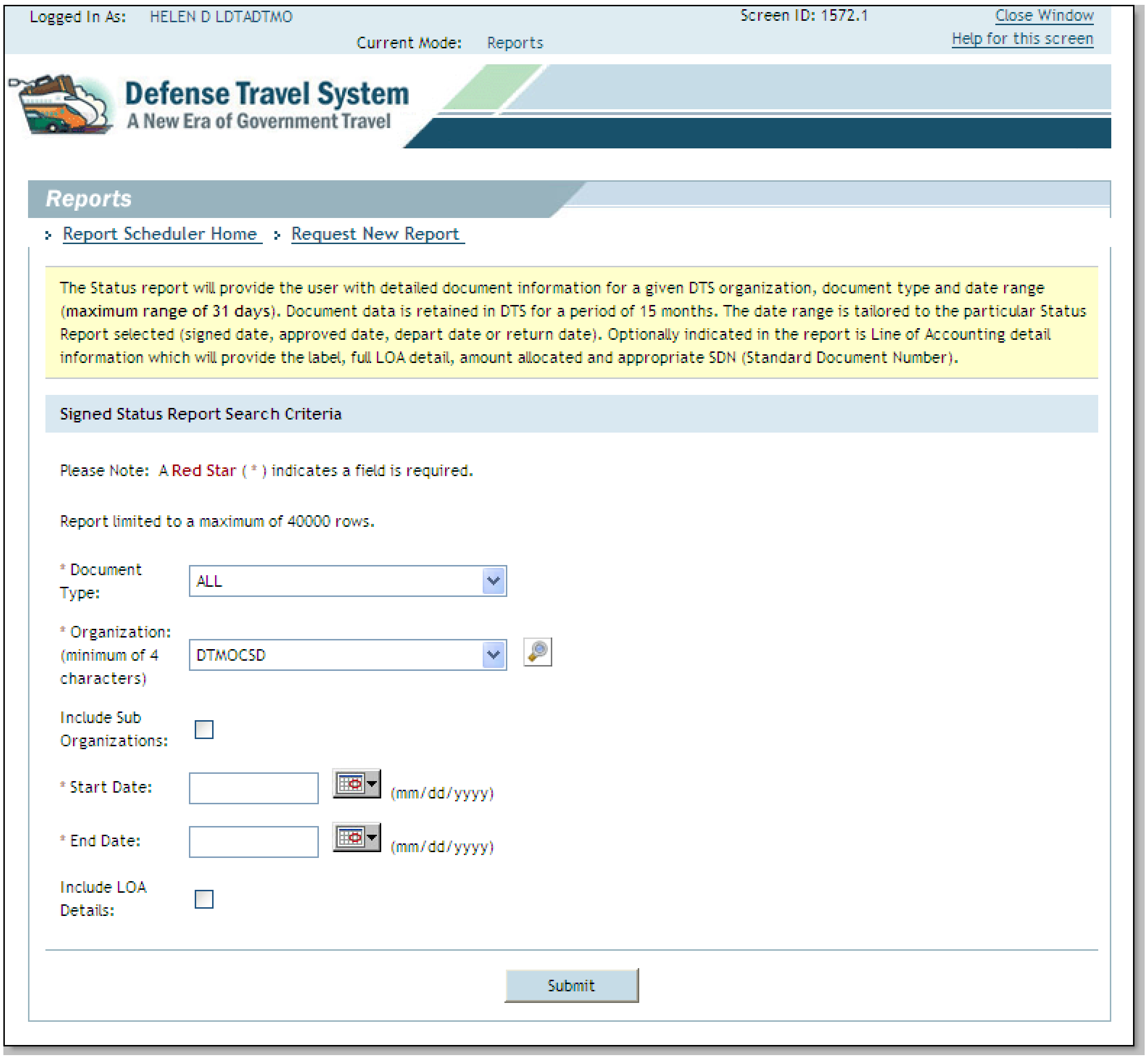


Figure 10-6: Signed Status Report Search Criteria Screen

Table 10-2: Status Report Search Criteria Screen Description

STATUS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home Page (Figure 10-2)
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3)
*Document Type	Drop-down list from which to select the type of document to include in the report.
*Organization	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user can enter the name of the organization instead of selecting it from the drop-down list.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
*Start Date	Field in which to enter the earliest date in the range in which to include in the report.
Calendar Icon	Icon used to open a pop-up calendar from which to select the Start Date and End Date of the range to include in the report.
*End Date	Field in which to enter the latest date in the range in which to include in the report.
Include LOA Details	Check box that, when checked, causes LOA details to be included in the report. LOA details such as the label, full LOA format, amount allocated, and appropriate standard document number (SDN) will display.
Submit	Button used to send the report request to DTS.
*Required field	

10.2.1.2 Depart Status Report

The Depart Status Report provides information for an organization, document type, and a date range not to exceed 31 days. The date range for this report includes only dates during which travelers in the organization departed on a TDY trip.

Follow the steps outlined in Section 10.2 to access the Depart Status Report.

The Depart Status Report Search Criteria screen opens (Figure 10-7). For a description of the search criteria screen, see Table 10-2.

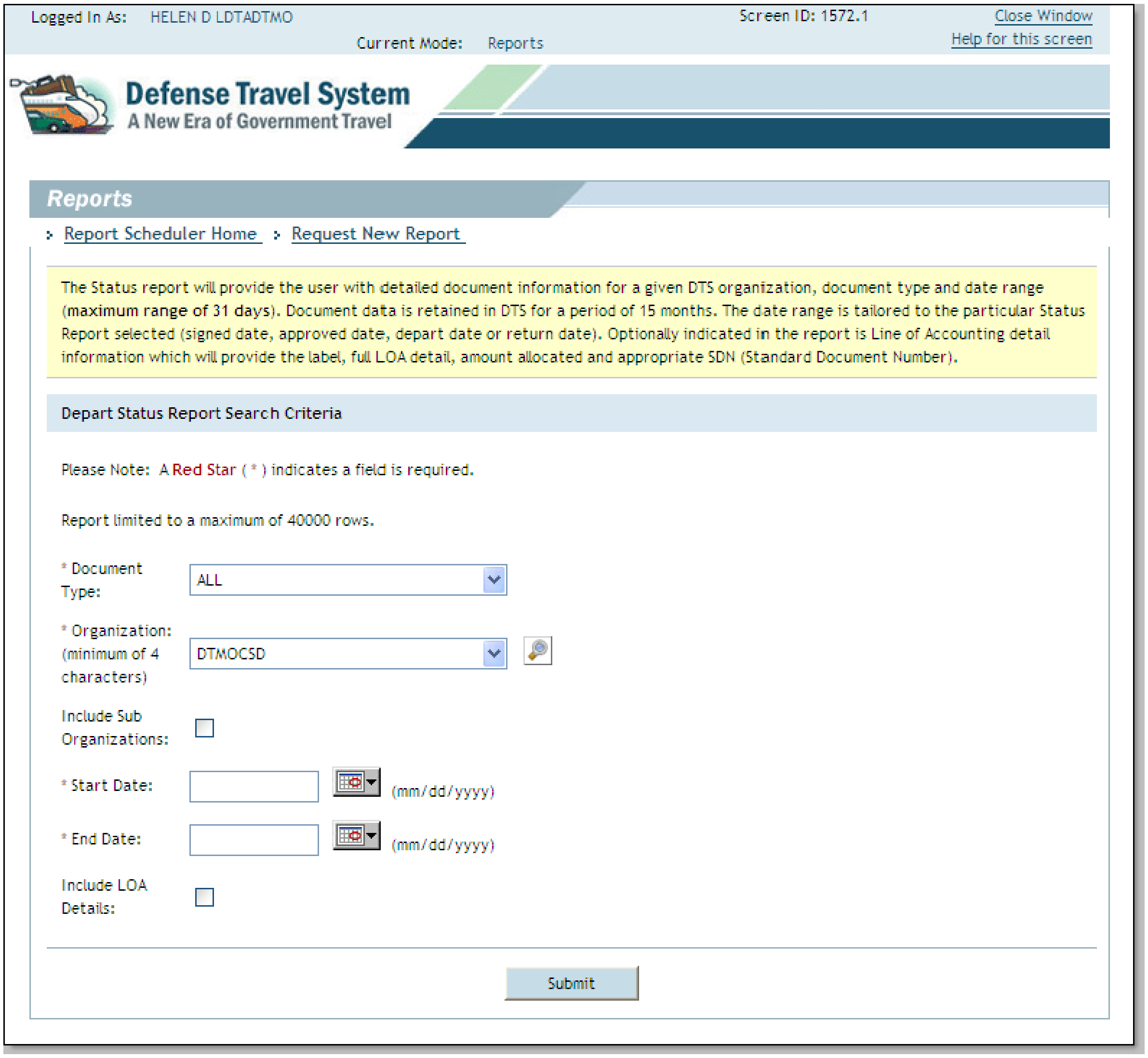


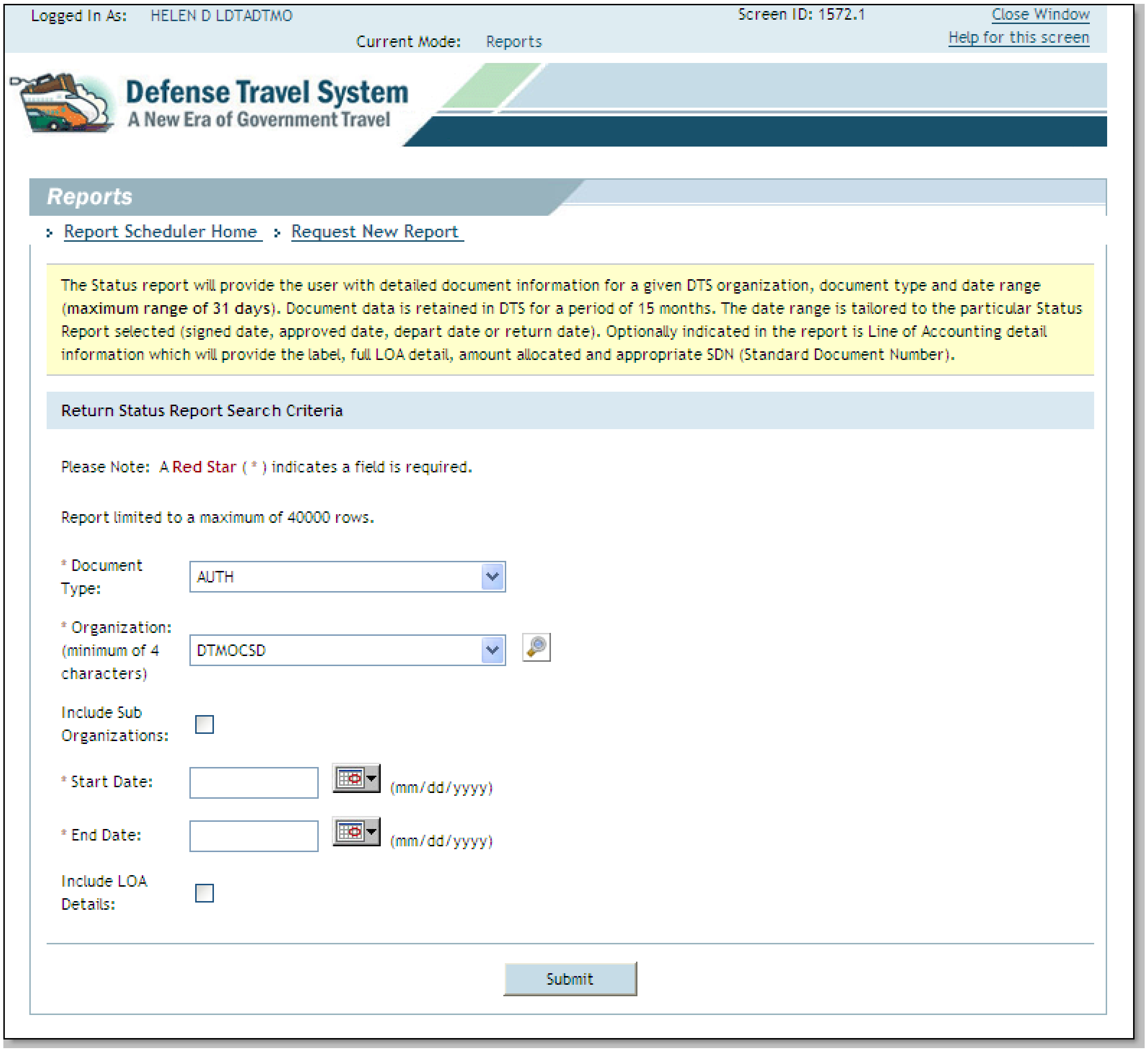
Figure 10-7: Depart Status Report Search Criteria Screen

10.2.1.3 Return Status Report

The Return Status Report provides information for a DTS organization, document type, and a date range not to exceed 31 days. The date range for this report includes only the dates during which travelers in the selected organization returned from TDY.

Follow the steps outlined in Section 10.2 to access the Return Status Report.

The Return Status Report Search Criteria screen opens (Figure 10-8). For a description of the search criteria screen, see Table 10-2.


Logged In As: HELEN D LDTADTMO
Screen ID: 1572.1
Close Window
Current Mode: Reports
Help for this screen

Defense Travel System
A New Era of Government Travel

Reports

Report Scheduler Home
Request New Report

The Status report will provide the user with detailed document information for a given DTS organization, document type and date range (maximum range of 31 days). Document data is retained in DTS for a period of 15 months. The date range is tailored to the particular Status Report selected (signed date, approved date, depart date or return date). Optionally indicated in the report is Line of Accounting detail information which will provide the label, full LOA detail, amount allocated and appropriate SDN (Standard Document Number).

Return Status Report Search Criteria

Please Note: A Red Star (*) indicates a field is required.

Report limited to a maximum of 40000 rows.

* Document Type: AUTH

* Organization: (minimum of 4 characters) DTMOCSD

Include Sub Organizations:

* Start Date: (mm/dd/yyyy)

* End Date: (mm/dd/yyyy)

Include LOA Details:

Submit

Figure 10-8: Return Status Report Search Criteria Screen

10.2.1.4 Approved Status Report

The Approved Status Report provides information for an organization about a document type within a date range not to exceed 31 days. The report provides information about documents that received any of the following status stamps within the selected date range:

- APPROVED
- PROCESSED
- CTO AMENDMENT
- AUTO APPROVED
- CANCELLED

Follow the steps outlined in Section 10.2 to access the Approved Status Report.

The Approved Status Report Search Criteria screen opens (Figure 10-9). For a description of the search criteria screen, see Table 10-2.

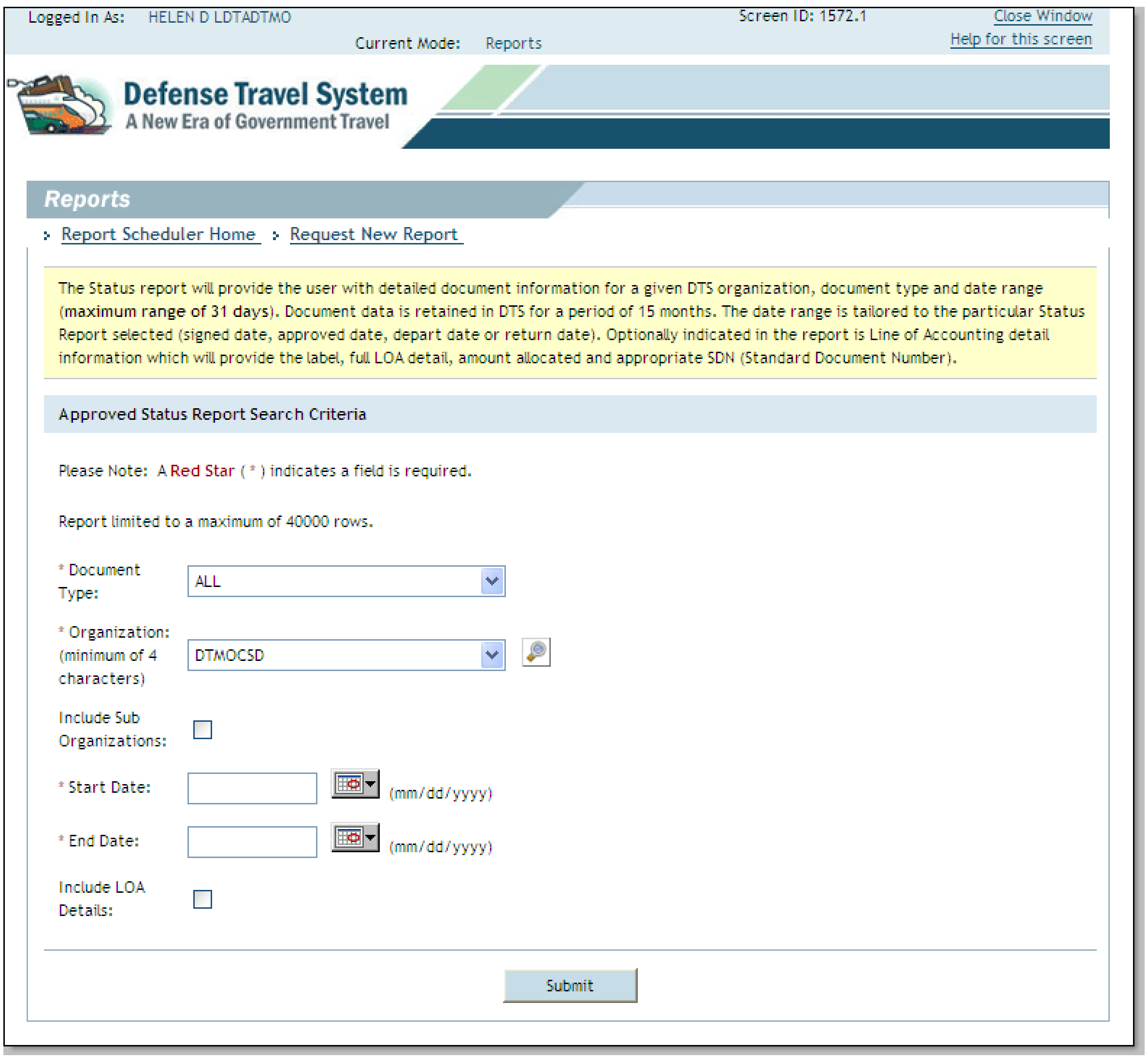


Figure 10-9: Approved Status Report Search Criteria Screen

10.2.1.5 Traveler Status Report

The Traveler Status Report provides a list of travelers who were or will be TDY on a date or range of dates. The Traveler Status Report provides the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (last four digits)
- Traveler’s e-mail address
- Traveler’s title or rank
- Traveler’s service or agency
- TANUM
- Departure date
- Return date
- Location city
- Location state (or country, if outside the continental United States (OCONUS)
- Arrival date
- Departure date
- Document type
- Document name
- DTA e-mail address

Follow the steps outlined in Section 10.2 to access the Traveler Status Report.

The Traveler Status Report Search Criteria screen opens (Figure 10-10). For a description of the search criteria screen, see Table 10-3

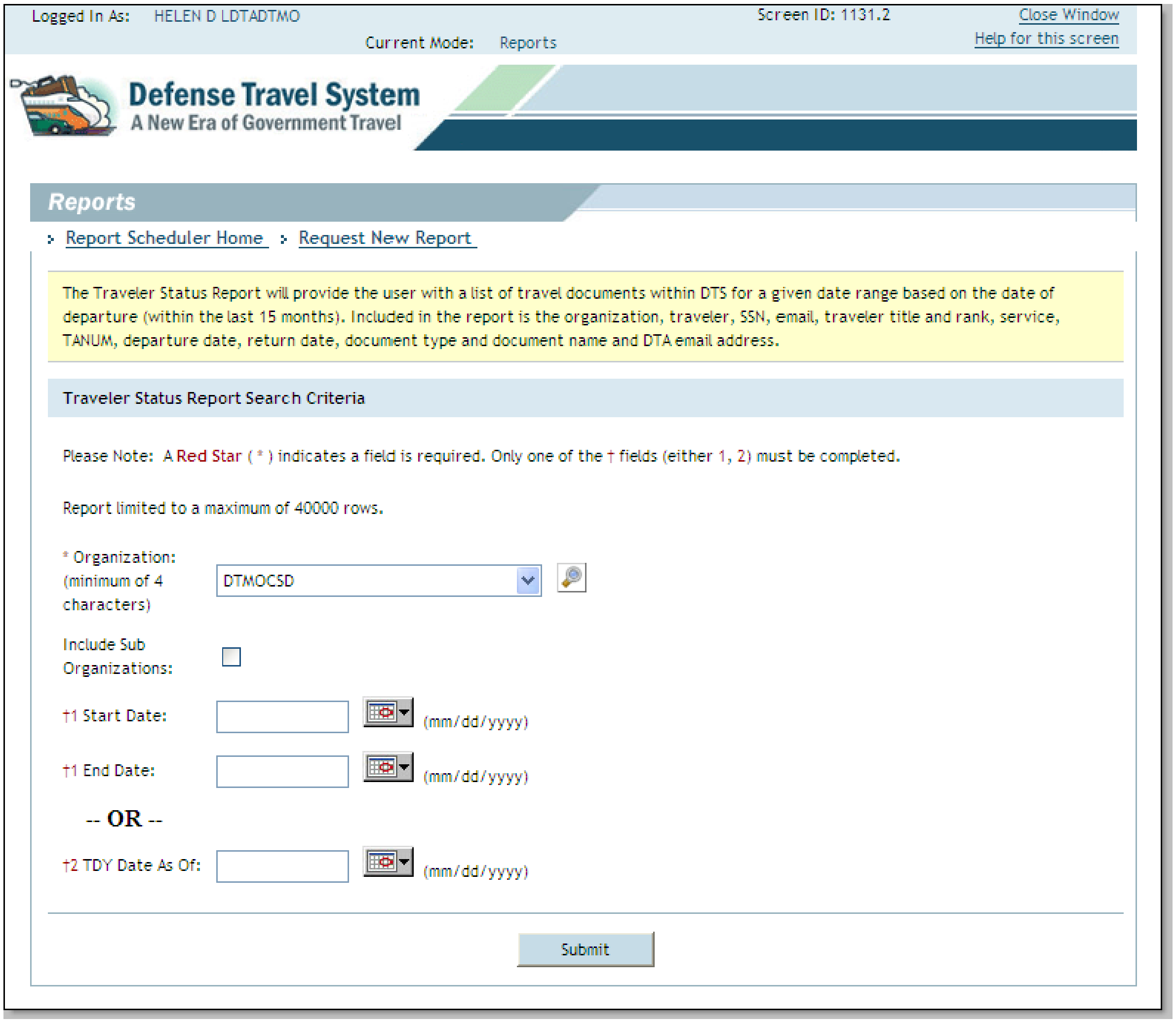


Figure 10-10: Traveler Status Report Search Criteria Screen

Table 10-3: Traveler Status Report Search Criteria Screen Description

TRAVELER STATUS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
†1 Start Date, †1 End Date	Fields used to identify the earliest return date and latest return date to include in the report.
†2 TDY Date as of	Field used to limit the report to travelers who were or will be on TDY on one selected date.
Calendar Icon	Icon used to open a pop-up window from which to select the TDY Date, or the Start Date and End Date of the range to include in the report.
Submit	Button used to send the report request to DTS.
*Required field.	

10.2.2 Routing Reports

DTAs use the Routing Reports as a tool to monitor the routing activity of travel documents.

10.2.2.1 Adjustments Report

The Adjustments Report provides a list of documents that have been adjusted during the electronic routing and approval process. DTAs can use this report as an evaluation instrument to determine areas in which travelers may need more training.

The Adjustments Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's e-mail address
- TANUM
- Document name
- Approved date
- Amount claimed
- Adjustment date
- Adjustment time
- Adjustor's name

Follow the steps outlined in Section 10.2 to access the Adjustments Report.

The Adjustments Report Search Criteria screen opens (Figure 10-11). For a description of the search criteria screen, see Table 10-4.

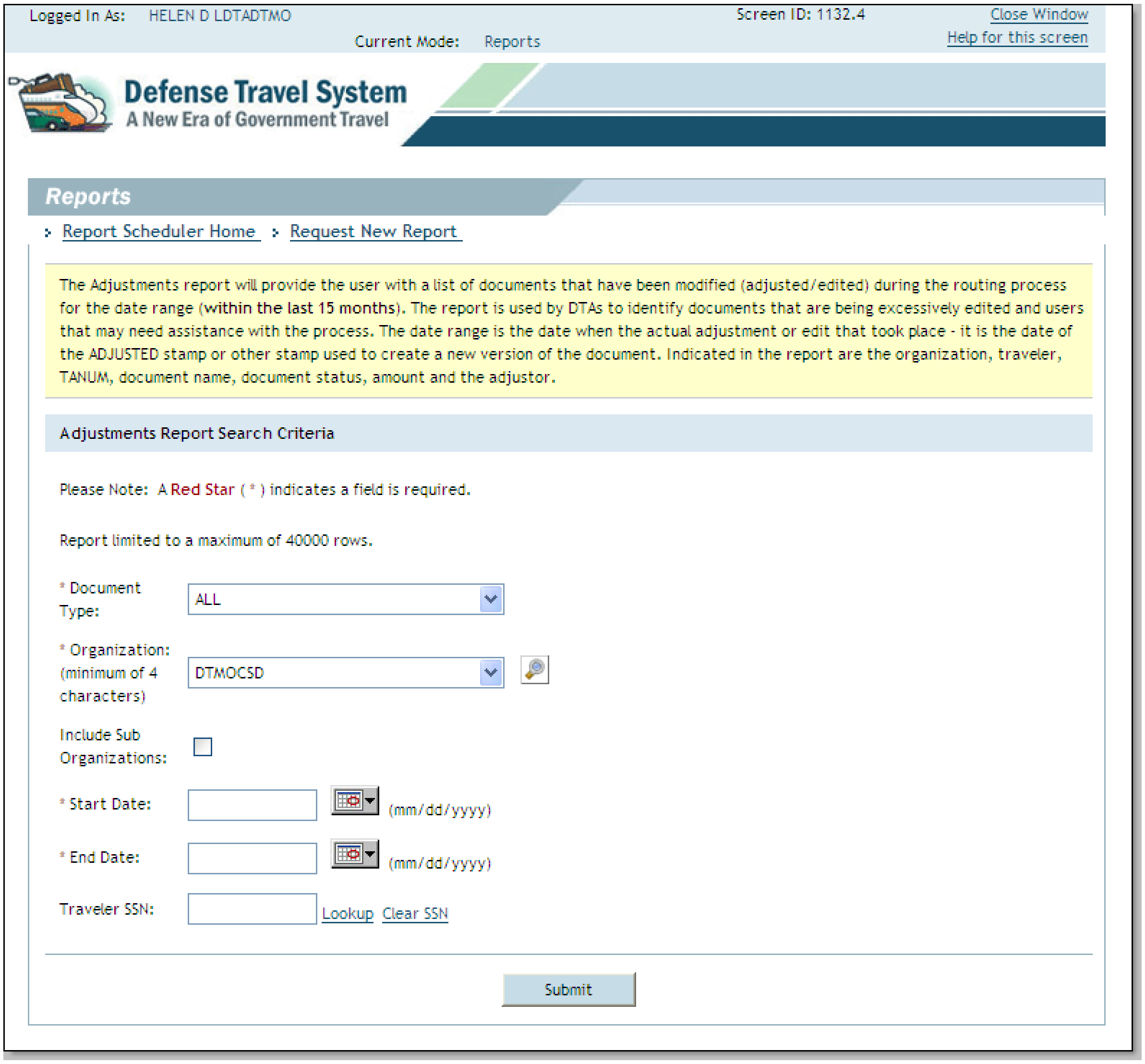


Figure 10-11: Adjustments Report Search Criteria Screen

Table 10-4: Adjustment Report Search Criteria Screen Description

ADJUSTMENT REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
*Document Type	Drop-down list from which to select the type of document to be included in the report.
*Organization (minimum of 4 characters)	Drop-down list from which to select the organization of documents to be included on the report. Leaving this field blank indicates that documents of all organizations should be included.
Magnifying Glass Icon	Icon that opens a search field in which the user may enter text to search for an organization name. A minimum of 4 characters is required to search.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
*Start Date, *End Date	Fields used to identify the earliest departure date and latest departure date in the range to include in the report.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
Traveler SSN	Field used to limit the report data to that of one traveler. Use the Lookup link to complete this field.
Lookup	Link to open a screen from which the user can search for a traveler to complete the Traveler SSN field.
Clear SSN	Link used to clear an SSN from the Traveler SSN field.
Submit	Button used to send the report request to DTS.
* Required field.	

10.2.2.2 Routing Status Report

This report identifies the current status of documents in routing. It also identifies the next stamp in each document's routing list and the number of days that have passed since the document was last stamped.

The Routing Status Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Document type (authorization, voucher, or local voucher)
- TANUM
- Document name
- Current document status, e.g., the status SIGNED
- Date on which the current status stamp was applied to the document
- Awaiting status (the status stamp that will be applied to the document when the next Routing Official signs the document)
- Number of days since the current stamp was applied to the document

Follow the steps outlined in Section 10.2 to access the Routing Status Report.

The Routing Status Report Search Criteria screen opens (Figure 10-12). For a description of the search criteria screen, see Table 10-5.

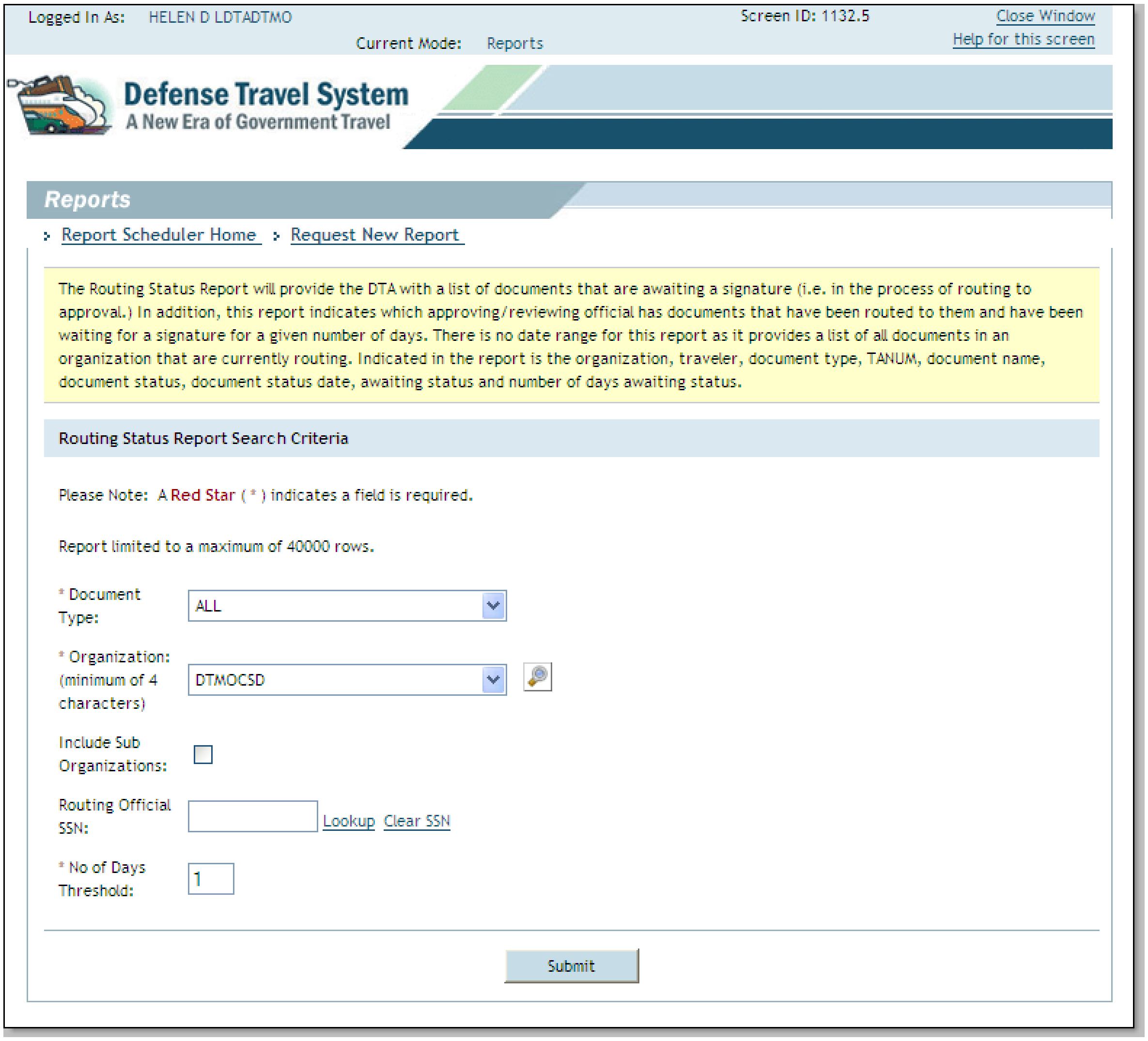


Figure 10-12: Routing Status Report Search Criteria Screen

Table 10-5: Routing Status Report Search Criteria Screen Description

ROUTING STATUS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Document Type	Drop-down list from which to select the type of document to be included in the report.
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
Routing Official SSN	Field used to limit the report to documents awaiting action by a specific Routing Official.
Lookup	Link used to open a screen to search for an RO to complete the Routing Official SSN field.
Clear SSN	Link used to clear an SSN from the Routing Official SSN field.
No of Days Threshold	Field in which to specify a minimum number of days that must have passed since a document was stamped, to be included in the report.
Submit	Button used to send the report request to DTS.
* Required field.	

10.2.3 Individual Reports

Each report described in these subsections has a unique purpose that does not fit into any other category of reports.

10.2.3.1 POSACK Delinquency Report

The POSACK Delinquency Report provides data about travel documents that are awaiting response (i.e., a positive acknowledgement [POSACK]) from the Global Exchange (GEX) within a specified number of hours. Users must have permission level 5 to access this report.

The POSACK Delinquency Report displays the below information:

- Traveler's organization
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (last four digits)
- TANUM
- Document name
- Document type
- Transaction amount
- Adjustment level
- Original document name
- XML submit date
- Number of days, hours, and minutes open
- Accountable station number
- Invoice transaction sequence
- Traveler's e-mail address
- DTA ID e-mail address

Beginning on the Report Scheduler Selections screen (Figure 10-3), follow the below steps to request a POSACK Delinquency Report:

1. Select **POSACK Delinquency**.

The POSACK Delinquency Report Search Criteria screen opens (Figure 10-13). For a description of the search criteria screen, see Table 10-6.

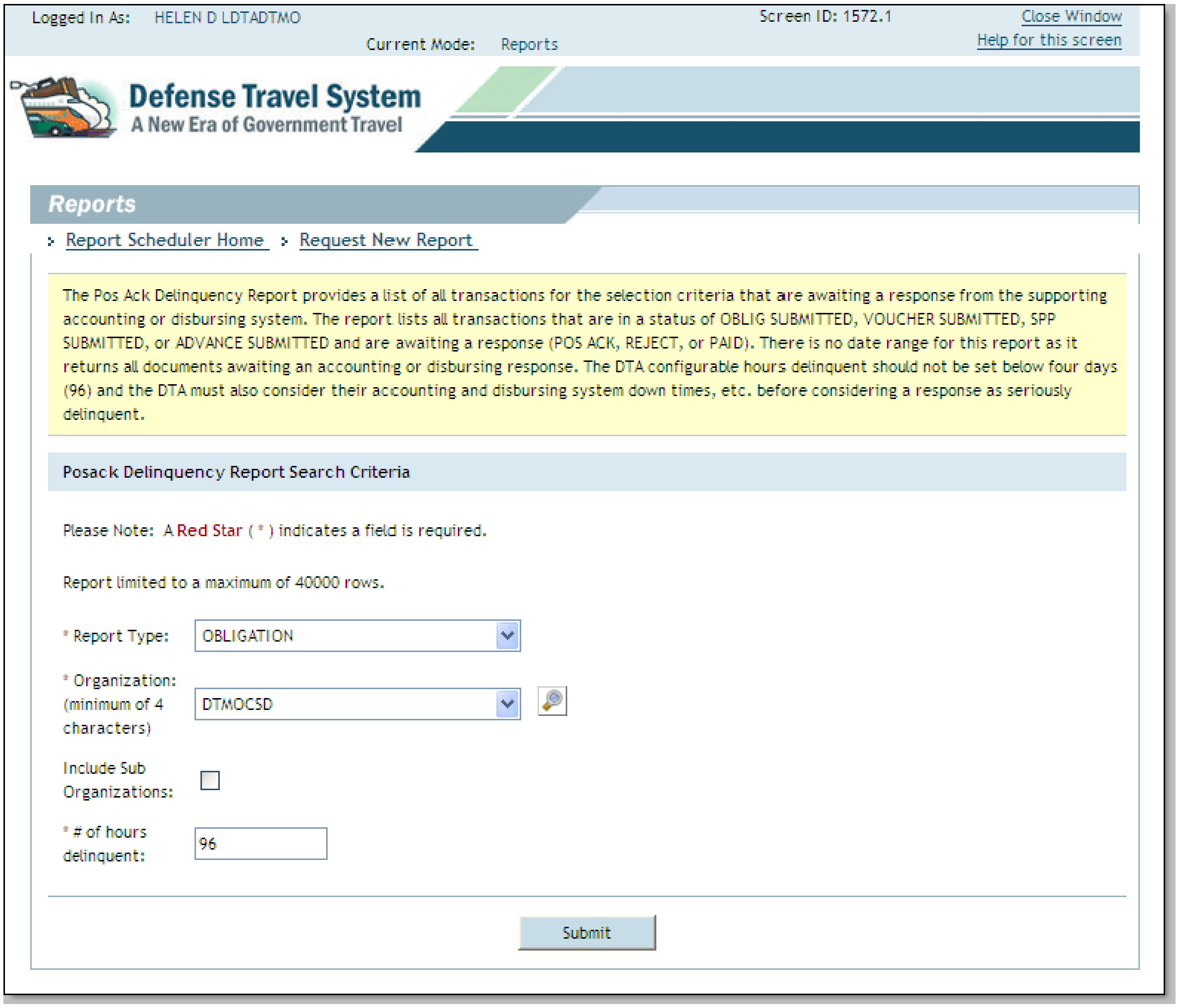


Figure 10-13: POSACK Delinquency Report Search Criteria Screen

Table 10-6: POSACK Delinquency Report Search Criteria Screen Description

POSACK DELINQUENCY REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Report Type	Drop-down list from which to select the type of report to run, either Obligation or Payment.
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
*# of hours delinquent	Field in which to specify a minimum number of hours that must have passed since a document was stamped, to be included in the report.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.3.2 Unsubmitted Voucher Report

The Unsubmitted Voucher Report provides a list of authorizations for which vouchers have not been stamped SIGNED or T-ENTERED. It displays authorizations in the order of number of days since trip completion. DTS checks each authorization to determine when travel should have ended. Budget DTAs (BDTAs) should use this report to monitor any open obligations that are in the system because of travelers not filing vouchers. At a minimum, this report should be run on a weekly basis.

The Unsubmitted Voucher Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's e-mail address
- TANUM
- Approved date
- Document name
- Departure date for the travel
- Days since end of trip

Beginning on the Report Scheduler Selections screen (Figure 10-3), follow the below steps to request an Unsubmitted Voucher Report:

1. Select **Unsubmitted Voucher Report**.

The Unsubmitted Voucher Report Search Criteria screen opens (Figure 10-14). For a description of the search criteria, see Table 10-7.

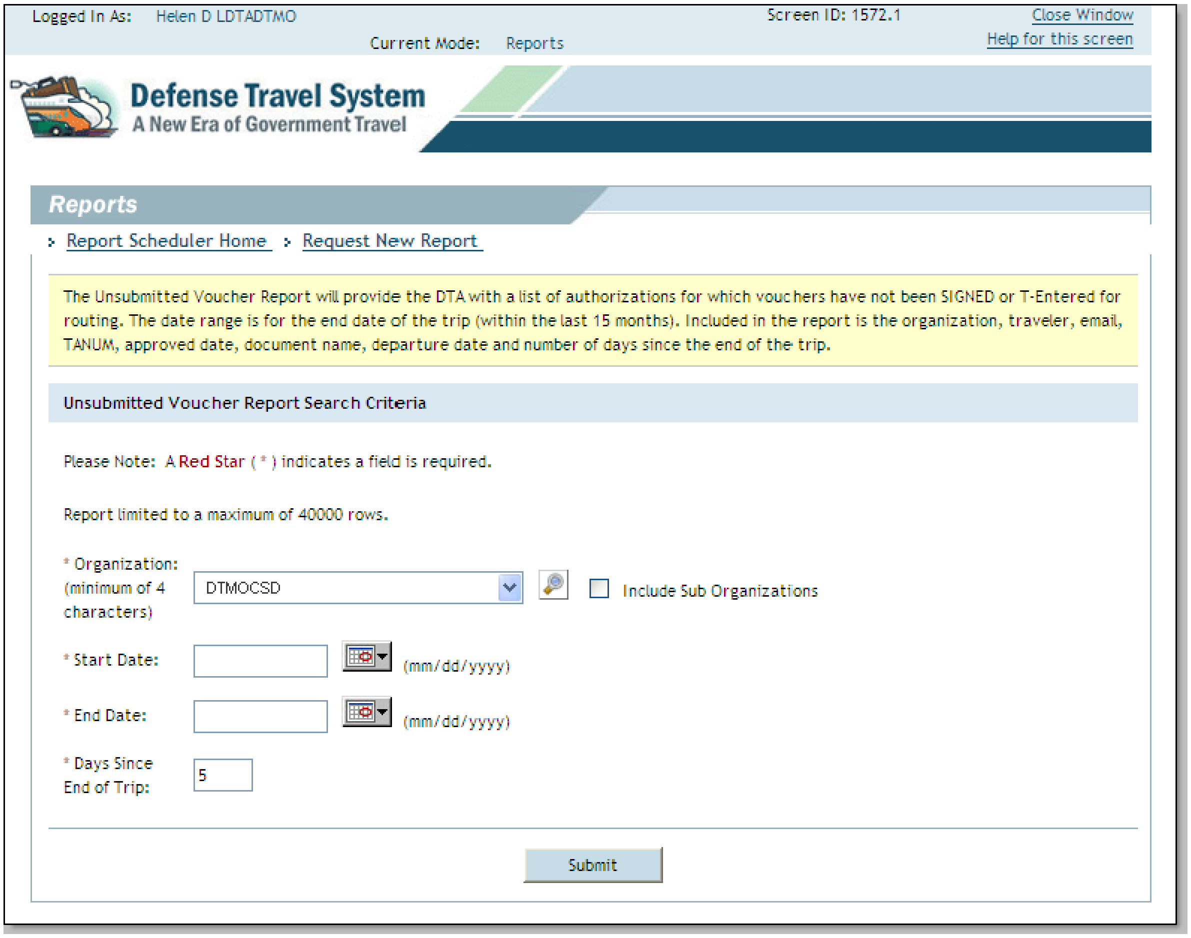


Figure 10-14: Unsubmitted Voucher Report Search Criteria Screen

Table 10-7: Unsubmitted Voucher Report Search Criteria Screen Description

UNSUBMITTED VOUCHER REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
*Start Date, *End Date	Fields used to identify the earliest return date and latest return date of trips to include in the report.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
*Days Since End of Trip	Field used to specify a minimum number of days that must have passed since the return date on the authorization.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.3.3 CBA TO Report

The CBA TO Report provides information about trips that charged a CBA for air or rail tickets and CTO fees within a departure date range not to exceed 31 days. The user can request a report for all trips with a CBA charge or a report of the exceptions (e.g., missing a ticket number, an amount, or a ticket date).

The CBA TO Report displays the below information:

- Traveler's last name
- Traveler's first name
- Traveler's SSN (last four digits)
- Document type
- Document name
- TANUM
- Passenger Name Record (PNR)
- Ticket travel mode
- Ticket number
- Ticket cost
- Ticket date
- CBA label
- Departure date
- Return date
- Current status
- AO's last name
- AO's e-mail address
- Organization
- Traveler's e-mail address
- DTA ID
- DTA ID e-mail address

Beginning on the Reports Scheduler Selection screen (Figure 10-3), follow the below steps to request a CBA TO Report:

1. Select **CBA TO Report**.

The CBA TO Report Search Criteria screen opens (Figure 10-15). For a description of the search criteria screen, see Table 10-8.

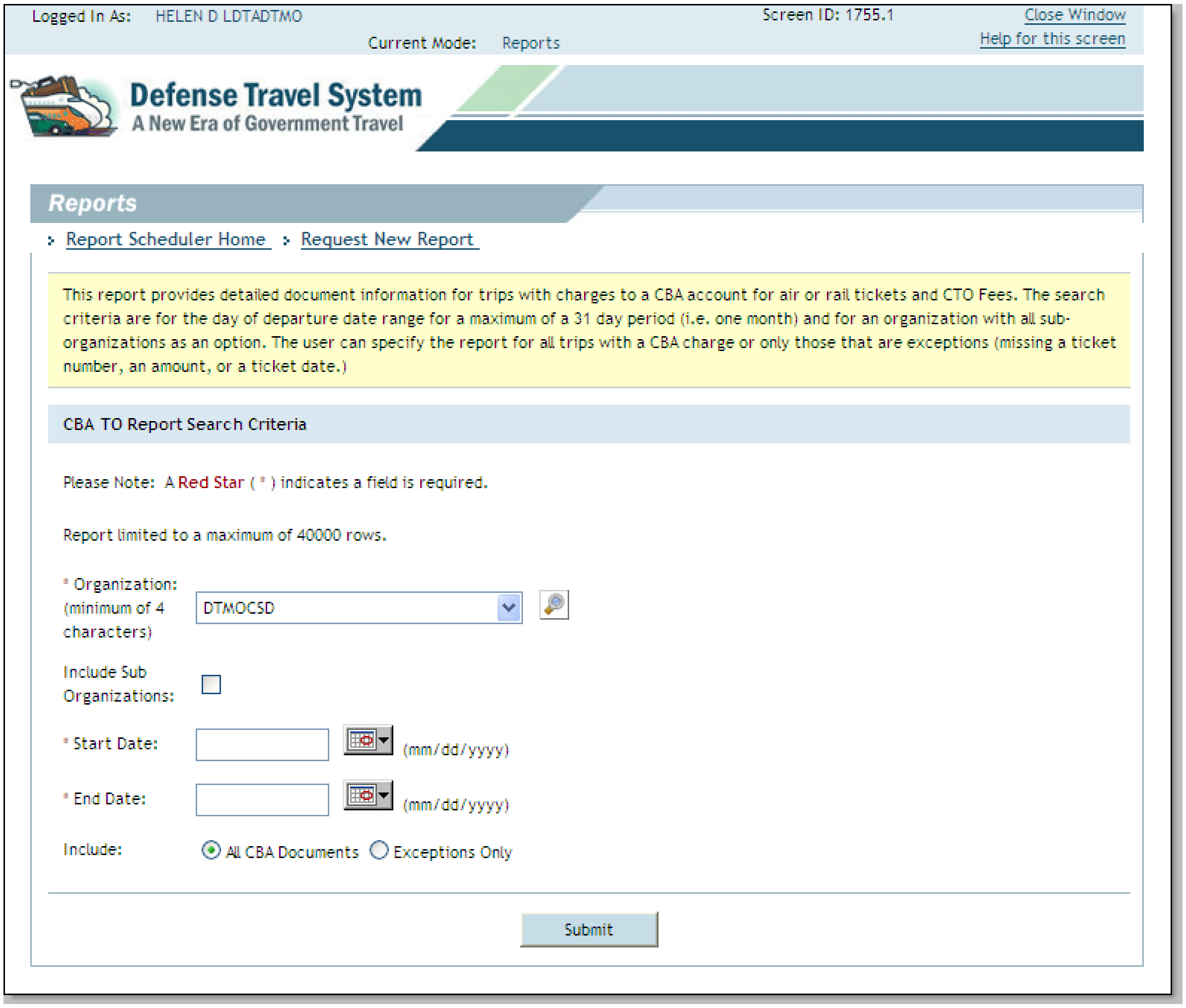


Figure 10-15: CBA TO Report Search Criteria Screen

Table 10-8: CBA TO Report Search Criteria Description

CBA TO REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home Page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user can enter the name of the organization instead of selecting it from the drop-down list.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
*Start Date	Field in which to enter the earliest date in the range in which to include in the report.
Calendar Icon	Icon used to open a pop-up calendar from which to select the Start Date and End Date of the range to include in the report.
*End Date	Field in which to enter the latest date in the range in which to include in the report.
All CBA Documents	Radio button that, when selected, causes all documents for the organization that charged a CBA within the selected date range to be included in the report.
Exceptions Only	Radio button that, when selected, causes the report to include only the CBA exceptions (i.e., missing a ticket number, an amount or ticket date).
Submit	Button used to send the report request to DTS.
* Required field	

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.3.4 Debt Management Report

The Debt Management Report provides data on all debts that travelers in a selected organization owe the Government because of DUE U.S. vouchers. The report lists each action posted against the debt, including the DUE PROCESS stamp, collection actions received via Advice of Collection, and collections entered by a Debt Management Monitor (DMM); adjustments to the debt; and debt write-offs. Debts remain on the report for 30 days after the DUE U.S. voucher is stamped ARCHIVE SUBMITTED. Users must have permission level 6 and the Debt Management Monitor indicator set to YES in their user profile to access this report.

The Debt Management Report displays the below information:

- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (last four digits)
- TANUM
- Travel document name
- Date debt incurred
- Date traveler notified of debt
- Original amount of debt
- Offsets and collections
- Last offset date
- Last offset action
- Last offset amount
- Current balance due U.S.
- 30-day status
- Days since last activity
- Total age of debt
- Traveler's e-mail address
- DTA ID e-mail address
- History - Status Type
- History - Status Date
- History - Transaction Amount
- History - Balance Due U.S.

Beginning on the Report Scheduler Selections screen (Figure 10-3), follow the below steps to request a Debt Management Report:

1. Select **Debt Management Report**.

The Debt Management Report Search Criteria screen opens (Figure 10-16). For a description of the search criteria screen, see Table 10-9.

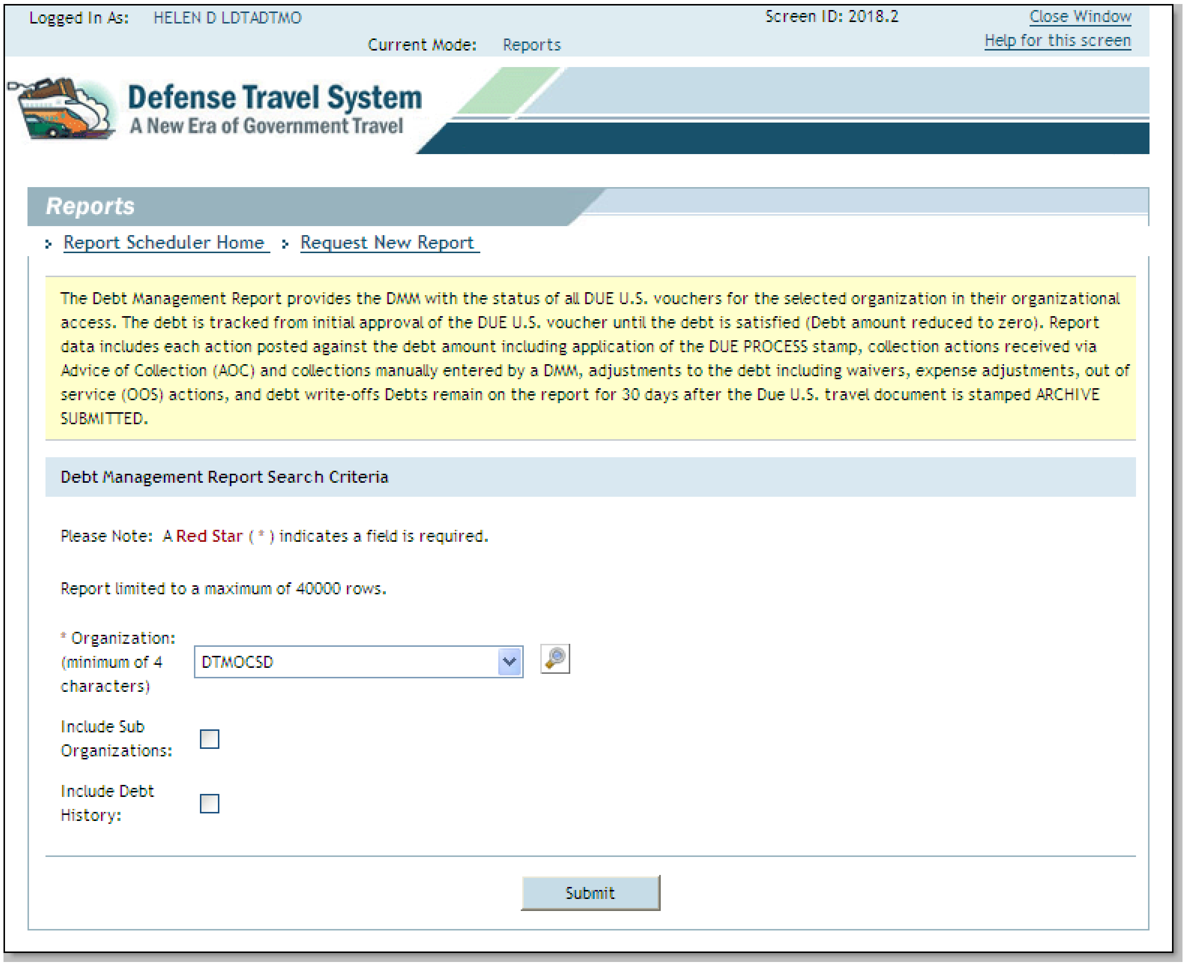


Figure 10-16: Debt Management Report Search Criteria Screen

Table 10-9: Debt Management Report Search Criteria Screen Description

DEBT MANAGEMENT REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
Include Debt History	Check box that, when checked, causes the report to display the date on which each stamp was applied to the document and the amount of the transaction and balance on that date.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.3.5 Constructed Travel Report

The Constructed Travel Report displays the cost savings of approved trip requests when a traveler has used Constructed Travel. It provides information about the actual and allowable costs.

The Constructed Travel Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- DTA ID e-mail
- Document type
- Document name
- TANUM
- Departure date
- Return date
- Actual cost of the trip
- Allowable cost of the trip
- Cost difference (delta) (difference between the actual and allowable cost)
- Approval date
- Approval override (override of limited reimbursement)

Beginning on the Report Scheduler Selections screen (Figure 10-3), follow the below steps to request a Constructed Travel Report:

1. Select **Constructed Travel**.

The Constructed Travel Report Search Criteria screen opens (Figure 10-17). For a description of the search criteria screen, see Table 10-10.

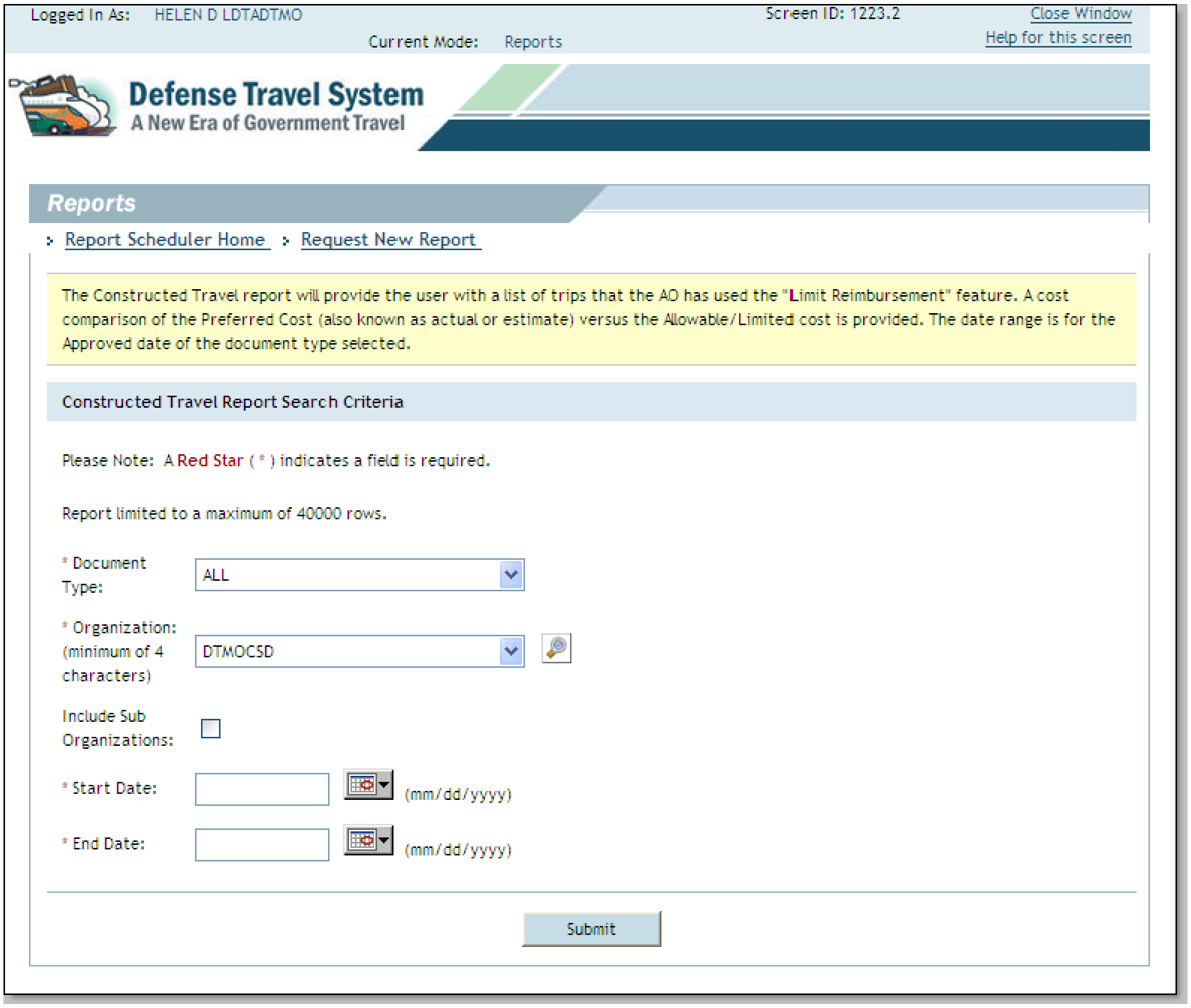


Figure 10-17: Constructed Travel Report Search Criteria Screen

Table 10-10: Constructed Travel Report Search Criteria Screen Description

CONSTRUCTED TRAVEL REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Document Type	Drop-down list from which to select the type of document to be included in the report**.**
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
*Start Date, *End Date	Fields used to identify the earliest approval date and latest approval date of documents to include in the report.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4 CTO/Travel Related Report

The reports in the following subsections provide information about particular travel and lodging details that may be associated with a traveler's TDY or a TDY document.

10.2.4.1 FPLP/FEMA Report

The FPLP/FEMA Report provides data for the selected organization for all documents that show lodging. The report identifies whether or not the property is participating in the Federal Premier Lodging Program (FPLP). If the property is approved by the Federal Emergency Management Agency (FEMA), the report will include the FEMA-approved code.

The FPLP/FEMA Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Document name
- TDY location
- Departure date
- Return date
- Property name
- City
- State
- Country
- FPLP/FEMA flag

Beginning on the Report Scheduler Selections screen (Figure 10-3), follow the below steps to request an FPLP/FEMA Report:

1. Select **FPLP/FEMA Report**.

The FPLP/FEMA Report Search Criteria screen opens (Figure 10-18). For a description of the search criteria screen, see Table 10-11.

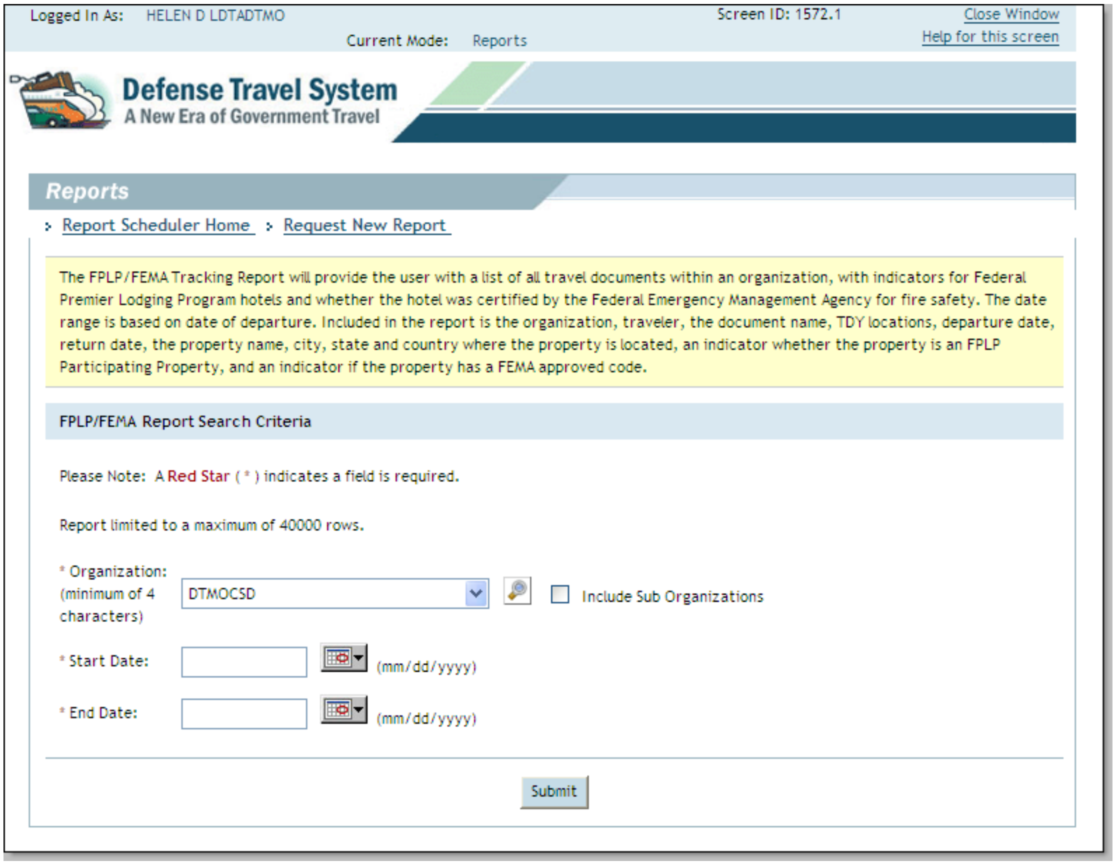


Figure 10-18: FPLP/FEMA Report Search Criteria Screen

Table 10-11: FPLP/FEMA Report Search Criteria Screen Description

FPLP/FEMA REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
*Start Date, *End Date	Fields used to identify the earliest departure date and latest departure date to include in the report.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4.2 Reason Code Report

The Reason Code Report provides data about trips for which travelers did not use GSA city pair contract flights, and the reason codes that were found in the preaudits.

The Reason Code Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Service or agency
- TANUM
- Document name
- Travel month
- Carrier
- Carrier flight number
- Departure date
- Departure time
- Arrival date
- Arrival time
- Reason code
- Detailed explanation

Beginning on the Report Scheduler Selections screen (Figure 10-3), follow the below steps to request a Reason Code Report:

1. Select **Reason Code Report**.

The Reason Code Report Search Criteria screen opens (Figure 10-19). For a description of the search criteria screen, see Table 10-12.

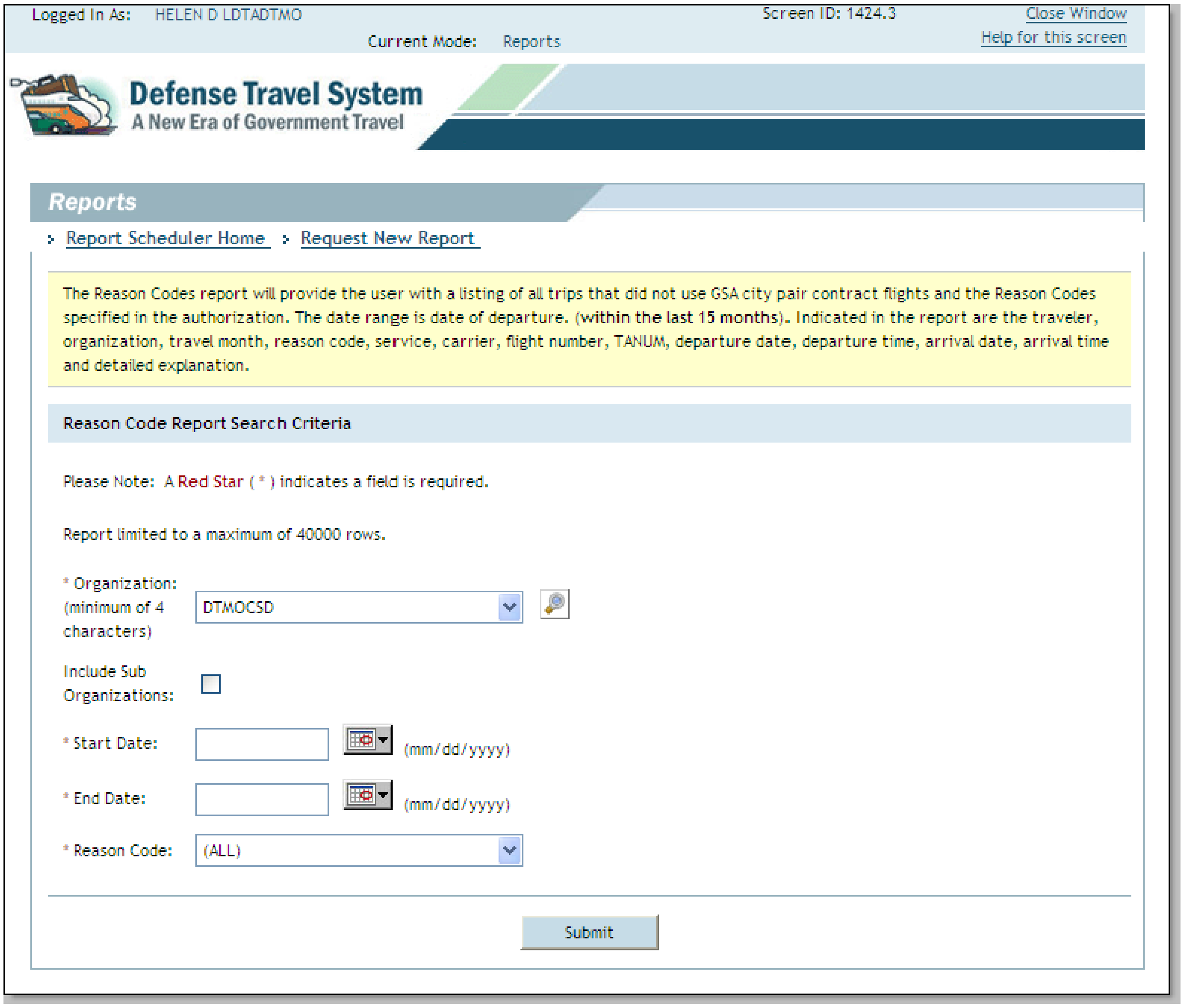


Figure 10-19: Reason Code Report Search Criteria Screen

Table 10-12: Reason Code Report Search Criteria Screen Description

REASON CODE REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
*Start Date, *End Date	Fields used to identify the earliest departure date and latest departure date to include in the report.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
Reason Code	Drop-down list from which to select a code that identifies the reason for use of a non-GSA City Pair flight.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4.3 Reason Justification Report

The Reason Justification Report tracks reason codes and the justifications that were entered into the Preaudit justification box for using a non-GSA City Pair flight.

The Reason Justifications Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Reason code
- TANUM
- Detailed explanation
- Travel month

Beginning on the Report Scheduler Selections screen (Figure 10-3), follow the below steps to request a Reason Code Report:

1. Select **Reason Justification Report**.

The Reason Justification Report Search Criteria screen opens (Figure 10-20). For a description of the search criteria screen, see Table 10-13.

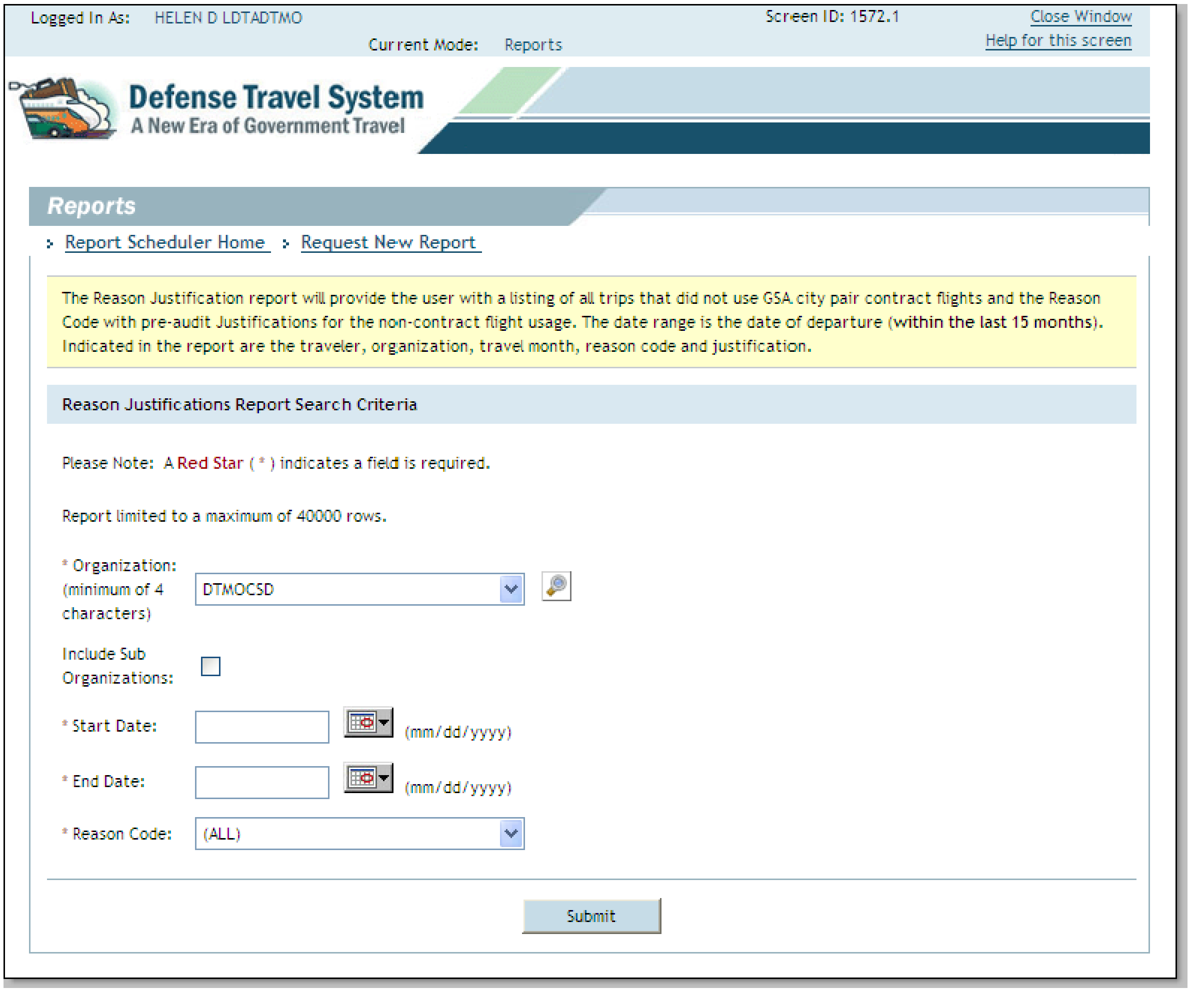


Figure 10-20: Reason Justification Report Search Criteria Screen

Table 10-13: Reason Justification Report Search Criteria Screen Description

REASON JUSTIFICATION REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
*Start Date, *End Date	Fields used to identify the earliest departure date and latest departure date to include in the report.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
Reason Code	Drop-down list from which to select a code that identifies the reason for use of a non-GSA City Pair flight.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4.4 CTO Fee Report

The CTO Fee Report is a fee tracking report that allows the user to monitor, track, and verify the CTO transaction fees and reason(s) for CTO intervention. Users must have permission level 4 to access this report.

The CTO Fees Report displays the below information:

- Organization name
- Pseudo City Code (PCC)
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (last four digits)
- Service or agency
- TANUM
- Document name
- PNR locator
- Ticket date
- Fee ticket number
- Transaction type
- Touched status
- Justification code
- Form of payment (FOP)
- CTO Fee amount
- Ticket value

Beginning on the Report Scheduler Selections screen (Figure 10-3), follow the below steps to request a CTO Fee Report:

1. Select **CTO Fee Report**.

The CTO Fee Report Search Criteria screen opens (Figure 10-21). For a description of the search criteria screen, see Table 10-14.

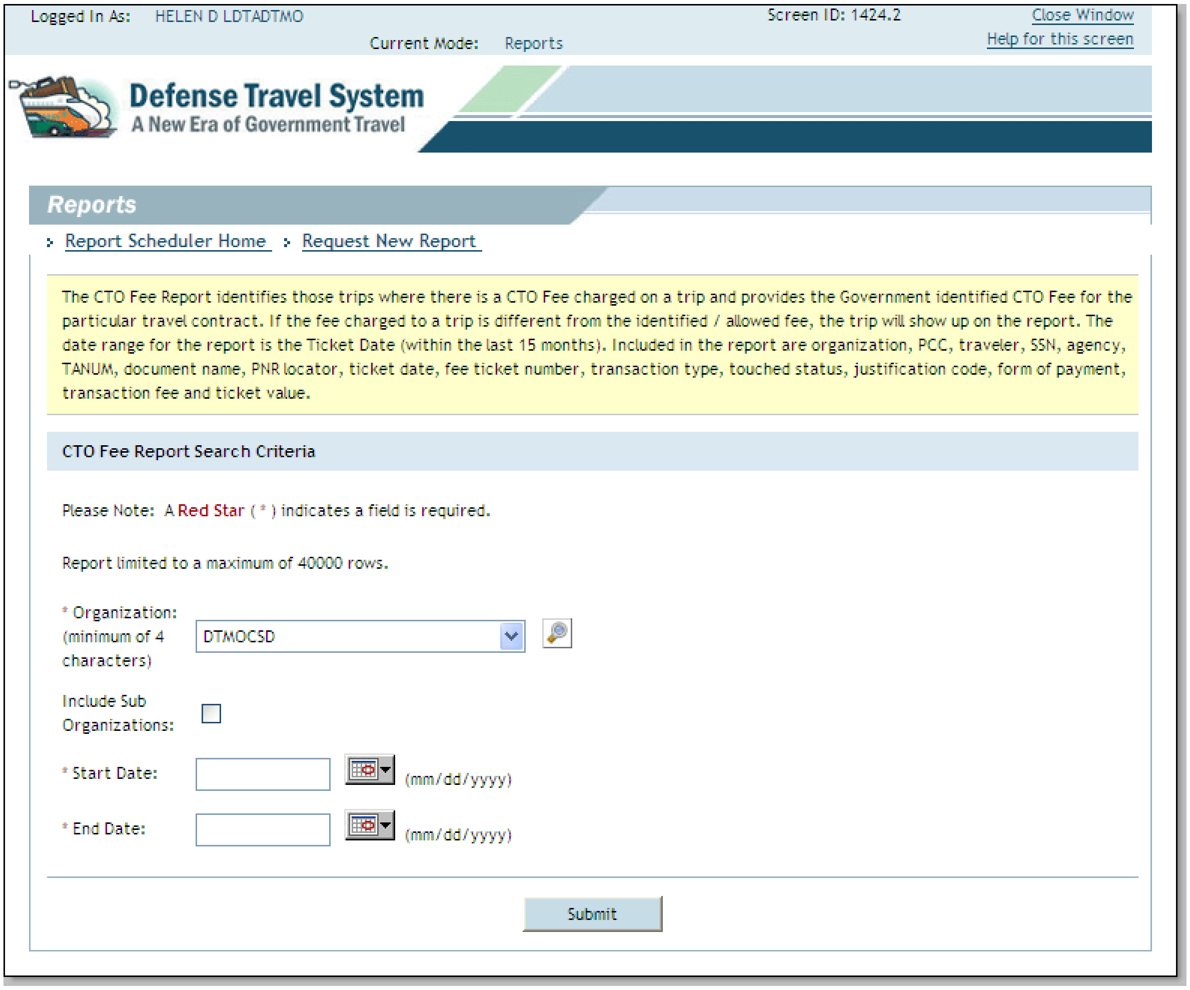


Figure 10-21: CTO Fee Report Search Criteria Screen

Table 10-14: CTO Fee Report Search Criteria Screen Description

CTO FEE REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
*Start Date, *End Date	Fields used to identify the earliest departure date and latest departure date to include in the report.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4.5 Unused Ticket Report

The Unused Ticket Report tracks tickets that were purchased for TDY travel, but were not used. The expenses for unused tickets must be refunded to the Government. The report also returns data about tickets that recorded a different amount on the voucher than the amount approved on the authorization. Data about a ticket will show up on this report if one of the following conditions is present:

- The authorization included an airline ticket, but no voucher has been created yet
- The ticket price on the authorization differs from the ticket price on the voucher

The Unused Ticket Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (last four digits)
- Date the traveler returned from trip
- TANUM
- Document name
- Current document status
- Date on which document was created
- Date on which document was approved
- Ticket number
- Ticket cancelled status

- Airline ticket amount
- Ticket voucher amount
- Delta (the difference between the amount of the ticket and the voucher)

Beginning on the Report Scheduler Selections screen (Figure 10-3), follow the below steps to request an Unused Ticket Report:

1. Select **Unused Ticket Report**.

The Unused Ticket Report Search Criteria screen opens (Figure 10-22). For a description of the search criteria screen, see Table 10-15.

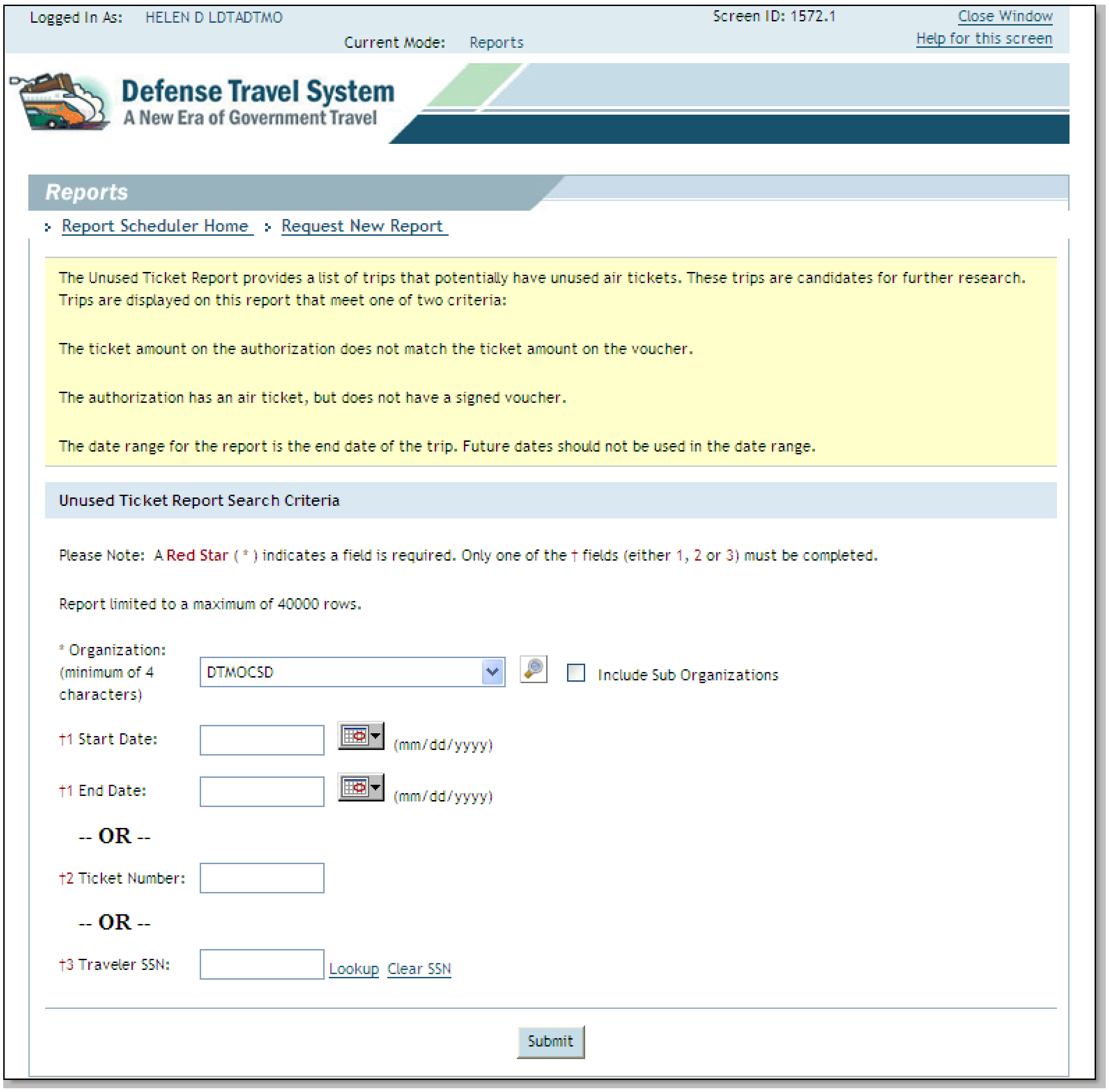


Figure 10-22: Unused Ticket Report Search Criteria Screen

Table 10-15: Unused Ticket Report Search Criteria Screen Description

UNUSED TICKET REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
†1 Start Date, †1 End Date	Fields used to identify the earliest return date and latest return date to include in the report. Only one of the † fields (1, 2, or 3) must be completed.
Calendar Icon	Icon that opens a pop-up calendar. Select the departure approval date and latest departure date to include in the report.
†2 Ticket Number	Field used to limit the report data to one ticket. Enter the ticket number in this field. Fields used to identify the earliest return date and latest return date to include in the report. Only one of the † fields (1, 2, or 3) must be completed.
†3 Traveler SSN	Field used to limit the report to documents associated with one traveler. Fields used to identify the earliest return date and latest return date to include in the report. Only one of the † fields (1, 2, or 3) must be completed.
Lookup	Link used to open a screen from which the user can search for a traveler to complete the Traveler SSN field.
Clear SSN	Link used to clear an SSN from the Traveler SSN field.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

Note: A date range, ticket number, or a traveler SSN must be entered, although the user may complete all the fields.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.5 MIS Reports

DTS can generate five types of Management Information Systems (MIS) reports. These reports are described in the below subsections. A user must have MIS Access to schedule an MIS Report. To enable or disable a user's access to the MIS Reports, see Chapter 11 of this manual. The search criteria for any MIS report may be viewed in Table 10-16.

10.2.5.1 Enlisted BAS Report

This report is used to determine whether or not an enlisted member's Basic Allowance for Subsistence (BAS) entitlement changes because of the member's TDY status. DTS can generate a report of authorizations for travel and a report of vouchers paid within the specified date range. This report includes all enlisted members in the selected organization who have begun TDY on approved authorizations or had vouchers paid within the date range.

The Enlisted BAS Report displays the below information:

- Organization name
- Traveler's first name
- Traveler's last name
- Traveler's middle initial
- Traveler's full SSN
- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Location city
- Location state (or country, if OCONUS)
- Arrival date
- Departure date
- Number of days at the location

Beginning on the Reports Scheduler Selection screen (Figure 10-3), follow the below steps to request an Enlisted BAS report:

1. Select **Enlisted BAS**.

The Enlisted BAS Report search Criteria screen opens (Figure 10-23). For a description of the search criteria screen, see Table 10-16.

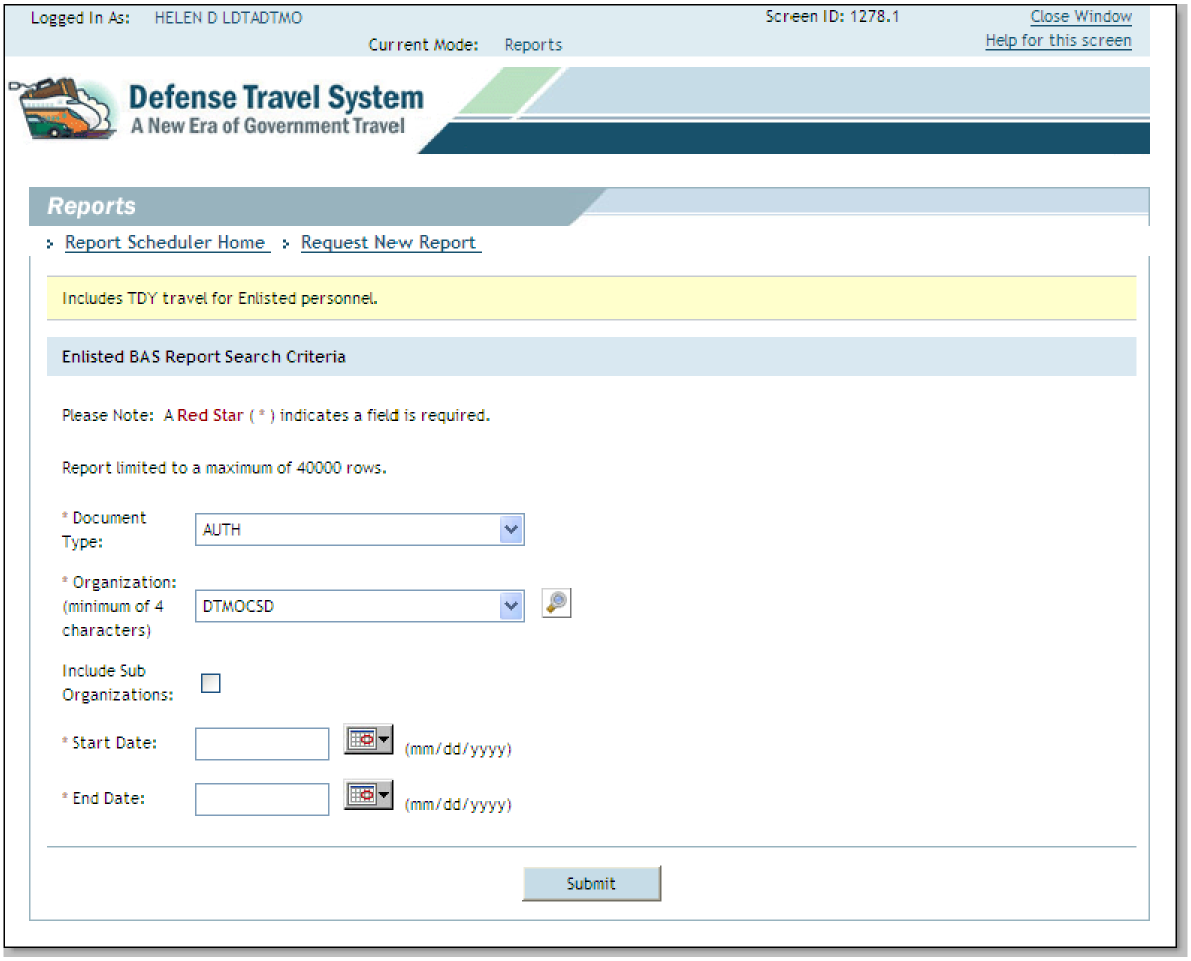


Figure 10-23: Enlisted BAS Report Search Criteria Screen

Table 10-16: MIS Report Search Criteria Screen Description

MIS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
Document Type	Drop-down list from which to select the type of document to include in the report.
Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
*Start Date, *End Date	Fields used to identify the earliest approval date and latest approval date of documents to include in the report. Report includes authorizations that are stamped APPROVED, PROCESSED, CTO AMENDMENT, or AUTO APPROVED within the date range.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps for requesting the report.

10.2.5.2 OCONUS Travel Report

This report is used to determine whether or not a member is entitled to foreign duty pay because of TDY status. It is also used to follow up on Hostile Fire Pay / Imminent Danger Pay and Combat Zone Tax Exclusion for members deployed to select areas. DTS can generate a report of authorizations for travel and a report of vouchers paid within the specified date range. This report includes all service members in the selected organization who traveled to OCONUS on TDY and who have approved authorizations or vouchers paid within the TDY dates.

The OCONUS Travel Report displays the below information:

- Organization name
- Traveler's first name
- Traveler's last name
- Traveler's middle initial
- Traveler's full SSN
- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Location city
- Location state (or country, if OCONUS)
- Arrival date
- Departure date
- Number of days at the location

Beginning on the Reports Scheduler Selection screen (Figure 10-3), follow the below steps to request an OCONUS Travel report:

1. Select **OCONUS**.

The OCONUS Travel Report Search Criteria screen opens (Figure 10-24). For a description of the search criteria screen, see Table 10-16.

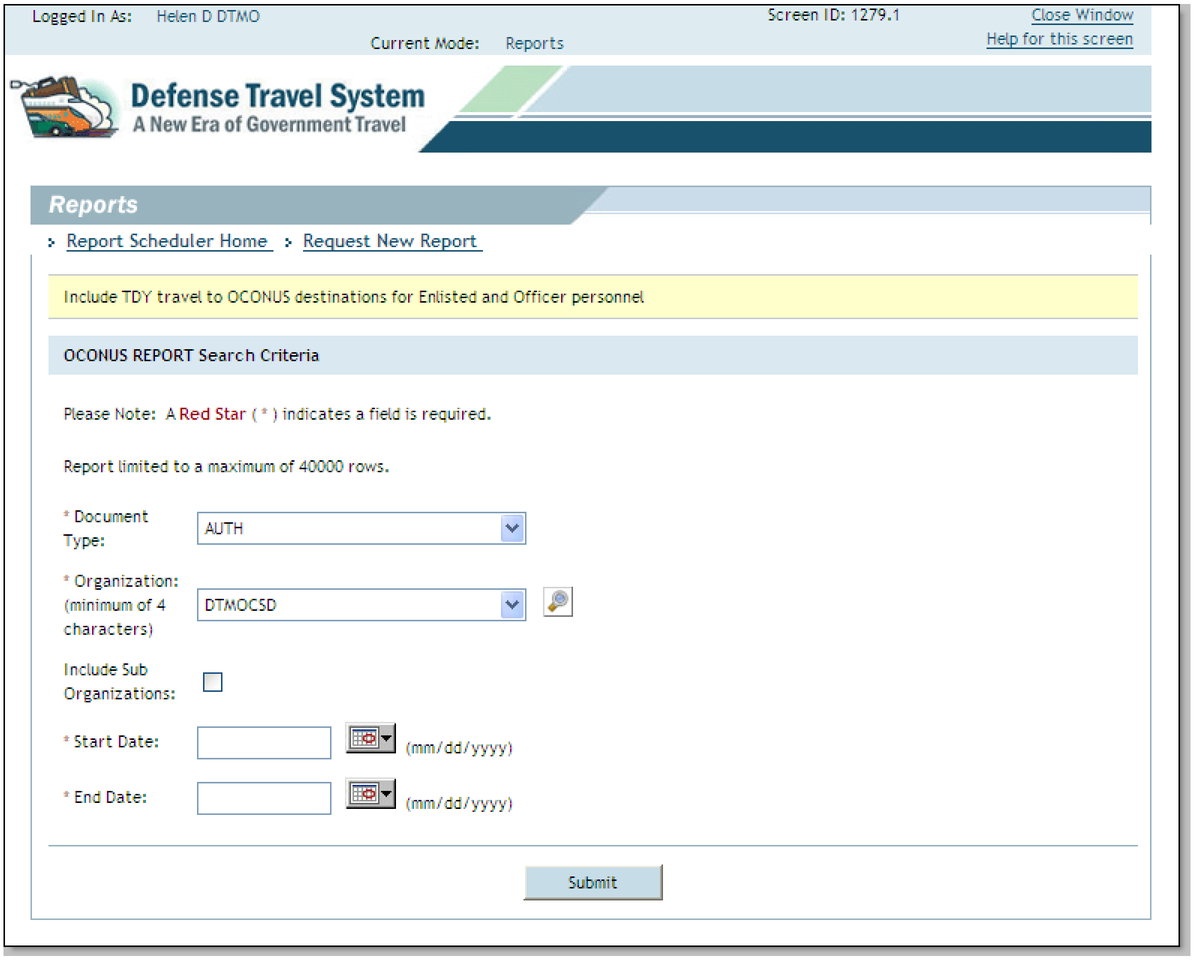


Figure 10-24: OCONUS Travel Report Search Criteria Screen

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.5.3 FSA Report

This report is used to determine whether or not a member is entitled to Family Separation Allowance (FSA) because their TDY exceeds 30 days. DTS can generate a report of authorizations for TDY for a period greater than 30 days and a report of the vouchers paid within the specified date range. The computer user interface does not maintain records of a member's dependents; therefore the military pay technician must also determine the status, type, and location of the member's dependents.

The FSA Report displays the below information:

- Organization name
- Traveler's first name
- Traveler's last name
- Traveler's middle initial
- Traveler's full SSN
- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Location city
- Location state (or country, if OCONUS)
- Arrival date
- Departure date
- Number of days at the location

Beginning on the Reports Scheduler Selection screen (Figure 10-3), follow the below steps to request an FSA report:

1. Select **FSA**.

The FSA Report Search Criteria screen opens (Figure 10-25). For a description of the search criteria screen, see Table 10-16.

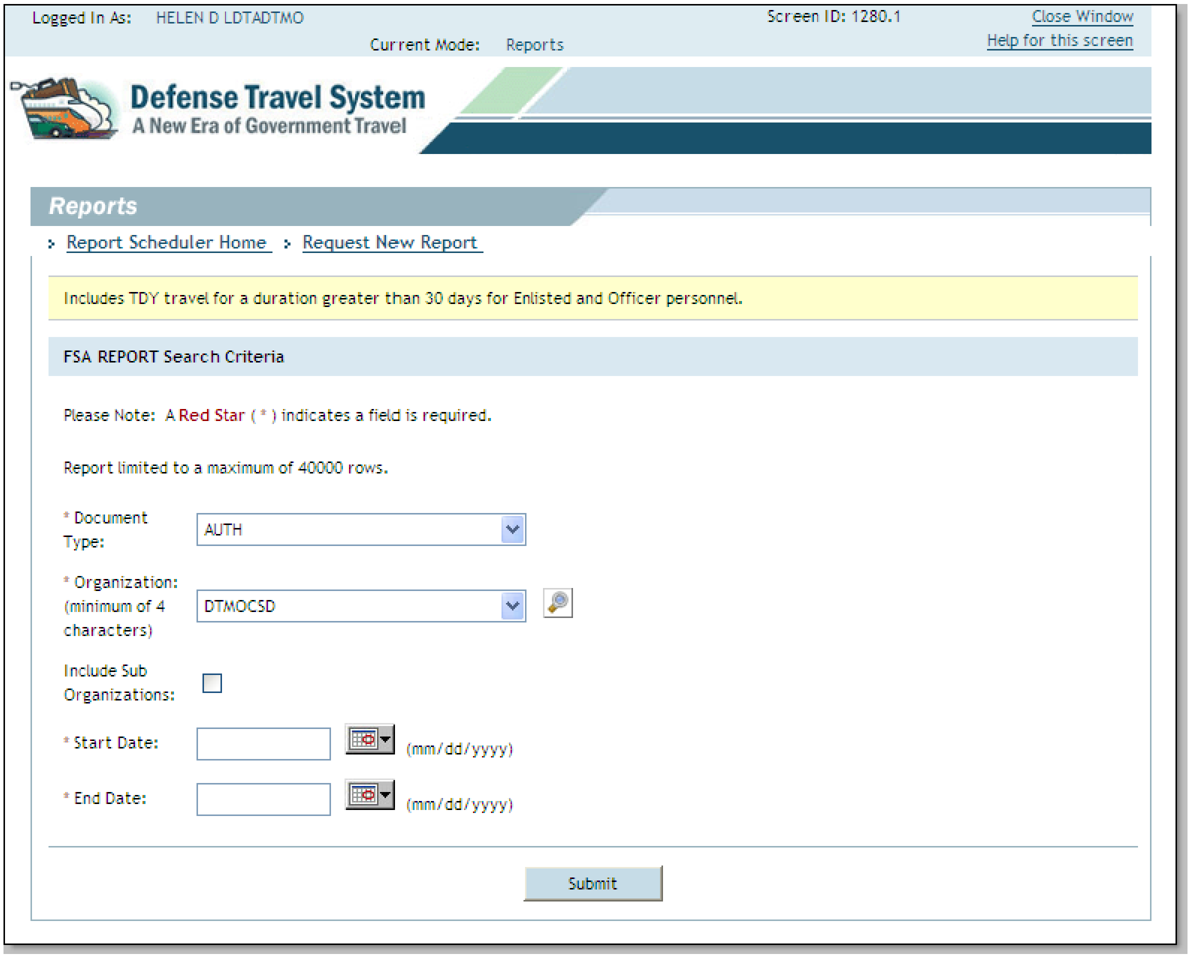


Figure 10-25: FSA Report Search Criteria Screen

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.5.4 Special Duty Report

This report is used to record entitlement changes because of special duty conditions such as field duty or hospital in-patient status while TDY. DTS can generate reports of authorizations for all members with a special duty condition and a report of vouchers paid within the specified date range.

The Special Duty Report displays the below information:

- Organization name
- Traveler’s first name
- Traveler’s last name
- Traveler’s middle initial
- Traveler’s full SSN
- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Trip departure date
- Trip return date
- Number of days TDY
- Duty condition
- Duty condition city
- Duty condition state (or country, if OCONUS)
- CONUS / OCONUS flag
- Duty condition start date
- Duty condition end date
- Number of days under the identified duty condition

Beginning on the Reports Scheduler Selection screen (Figure 10-3), follow the below steps to request a Special Duty report:

1. Select **Special Duty**.

The Special Duty Report Search Criteria screen opens (Figure 10-26). For a description of the search criteria screen, see Table 10-16.

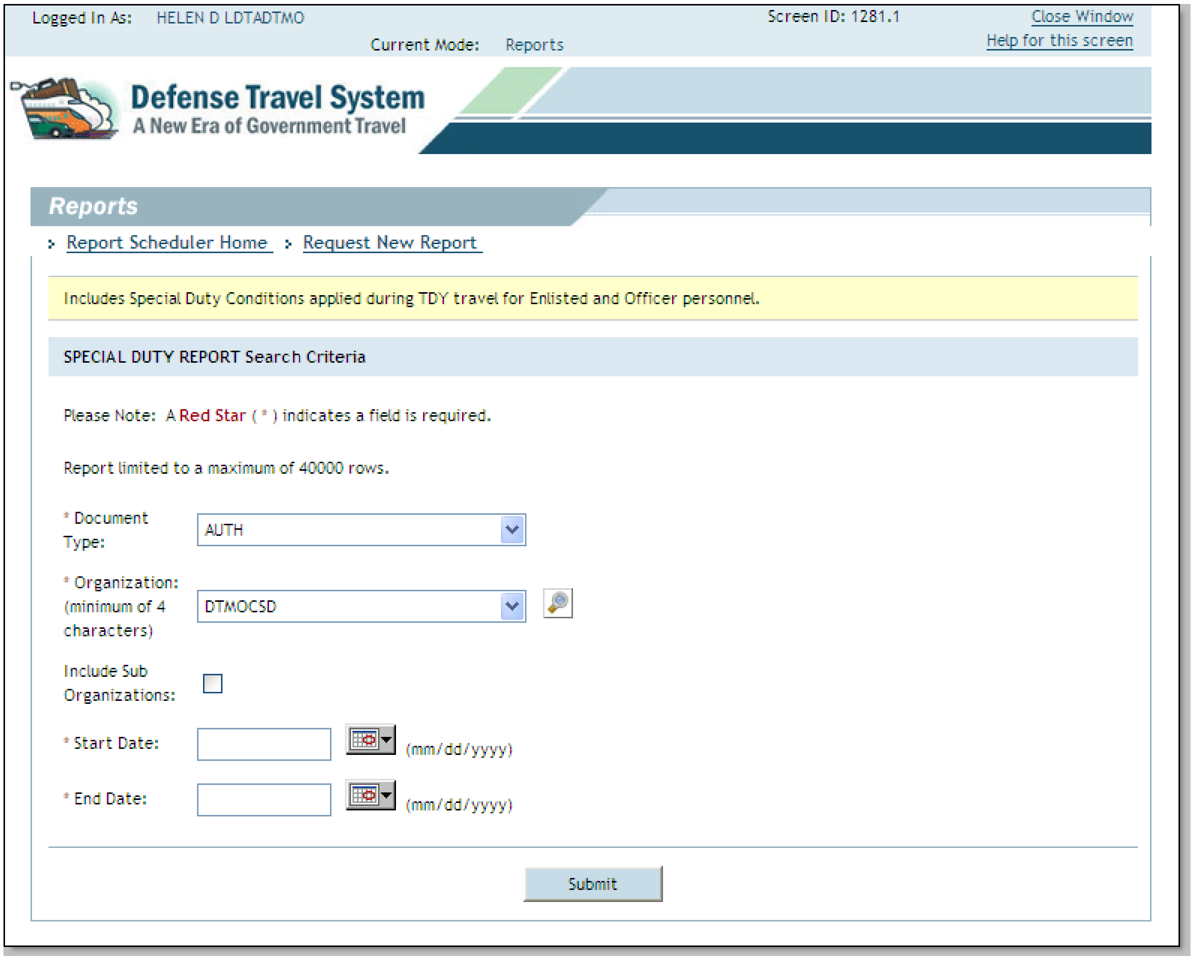


Figure 10-26: Special Duty Report Search Criteria Screen

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.5.5 Military Leave Report

This report may be used to identify military members whom DTS has identified as having taken leave in conjunction with TDY. DTS can generate a report of authorizations that included leave time for all and a report of vouchers that included leave time and were paid within the specified date range.

Note: Leave documents must still be processed in accordance with service or agency procedures.

The Military Leave Report displays the below information:

- Organization name
- Traveler’s first name
- Traveler's last name
- Traveler's middle initial
- Traveler's full SSN
- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Trip departure date
- Trip return date
- Number of days TDY
- City in which leave was taken
- State in which leave was taken (or country, if OCONUS)
- CONUS / OCONUS flag
- Leave start date
- Leave end date
- Number of days on leave

Beginning on the Reports Scheduler Selection screen (Figure 10-3), follow the below steps to request a Military Leave report:

1. Select **Military Leave**.

The Military Leave Report Search Criteria screen opens (Figure 10-27). For a description of the search criteria screen, see Table 10-16.

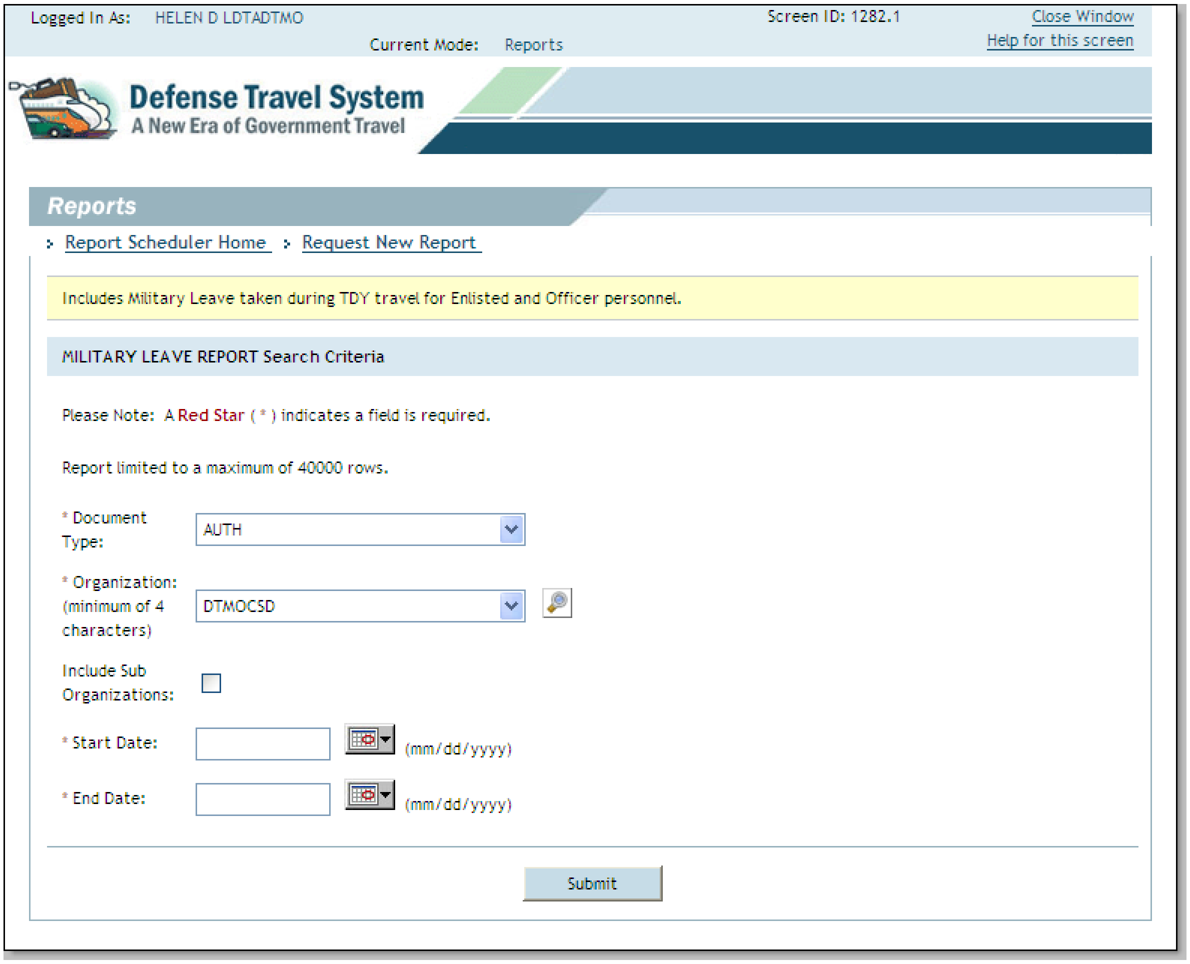


Figure 10-27: Military Leave Report Search Criteria Screen

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.6 Partner System Reports

This report feature of DTS includes six (6) reports that can be generated for partner systems.

Beginning on the Reports Scheduler Selection screen (Figure 10-3), follow the below steps to create a Partner System Report:

1. Select the desired **Partner System Report**.

The selected Report Search Criteria screen opens.

2. Select the **Partner System** drop-down list and select the partner system (Figure 10-28).

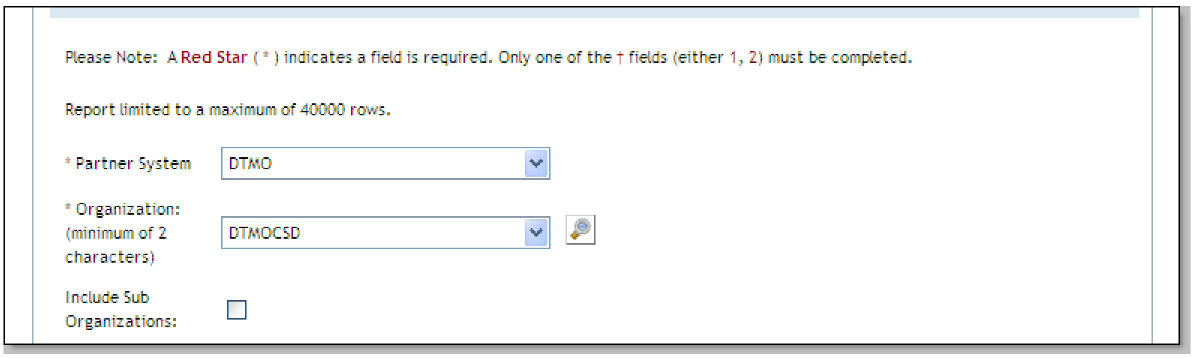


Figure 10-28: Partner System Field

3. Complete the remaining **fields** on the criteria screen.

For help with Criteria Screen Descriptions and other information about the report, refer to the applicable section below:

- **Traveler Status Report** - Section 10.2.1.5
- **Routing Status Report** - Section 10.2.2.2
- **POSACK Delinquency Report** - Section 10.2.3.1
- **Unused Ticket Report** - Section 10.2.4.5
- **Unsubmitted Voucher Report** - Section 10.2.3.2
- **CTO Fee Report** - Section 10.2.4.4

Note: The **Organization** drop-down field requires a minimum of 2 characters for Partner System Reports.

4. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

10.3 Budget Reports

The reports feature of the DTS Budget Administration Tool allows the user to review budget activities for organizations and LOAs. See Chapter 9 for information about the DTS Budget Administration Tool. The user can specify the report size by entering the appropriate selection criteria. Users must have permission level 1 or 3 to access reports in the Budget Administration Tool.

The below reports can be accessed from the subnavigation bar:

- Balance Reports
- Target Adjustment Reports
- Transaction Reports
- Total Obligation Reports

Since some of the reports are extensive and may take a long time to run, select the **Download Reports** link on the subnavigation bar. This feature will allow the user to view large reports without being timed out by DTS after 12 minutes of inactivity. The Budget Reports are discussed in the following subsections.

Beginning on the User Welcome screen (Figure 10-1). Follow the below steps to request a Budget Report:

1. Mouse over **Administrative** on the menu bar.

2. Select **Budget** from the drop-down list.

The DTS Budget Administration Tool screen opens (Figure 10-29).

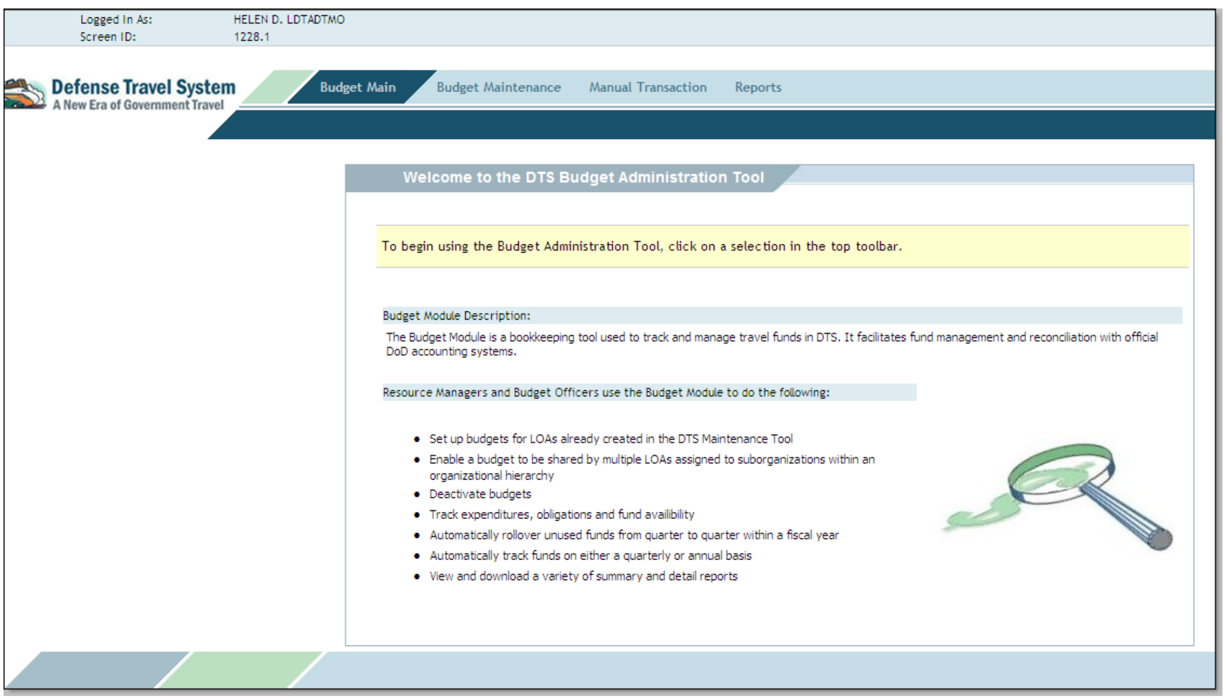


Figure 10-29: DTS Budget Administration Tool Screen

3. Select **Reports**.

The Reports Function screen opens (Figure 10-30).

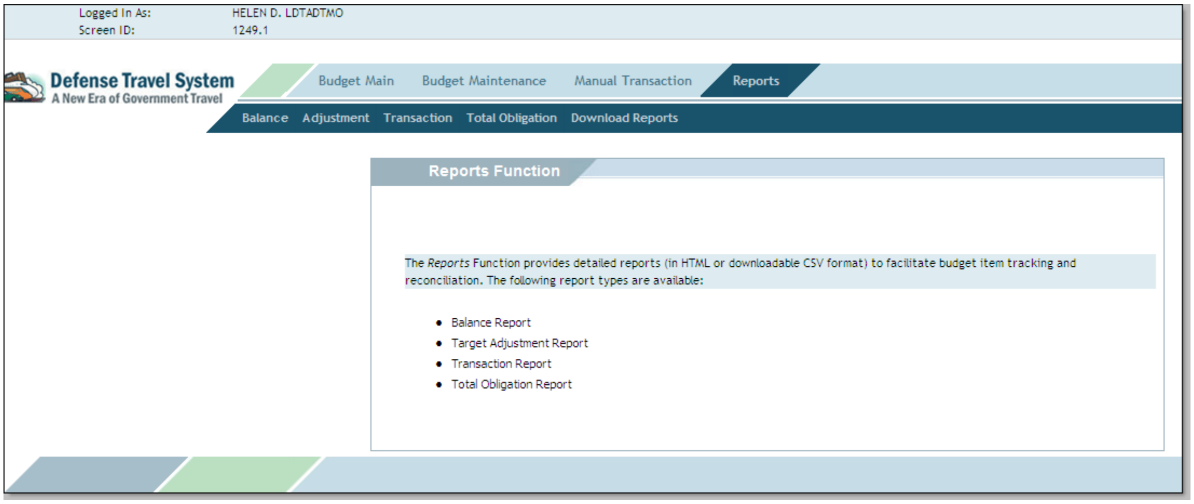


Figure 10-30: Reports Function Screen

10.3.1 Balance Report

The Balance Report shows the cumulative amount of all transactions affecting the specified budget item to date. It displays as a quarterly and annual report.

Users of this report select the budget fiscal year (FY) for the report and then will select either a single organization, a single suborganization, or all suborganizations. If the user selects a single organization, they may specify either a single budget item or the budget (including all budget items) within that organization. If the user selects all suborganizations, they will receive a report for all budget items for that FY to date.

The Quarterly Balance Report displays the below information:

- Date of report
- FY
- Organization
- Budget
- Budget LOA
- Quarterly funding target
- Previous quarter carryover
- Funding target adjustments
- Transaction adjustments
- Obligations outstanding
- Expenditures paid
- Total obligations
- Available funding balance

The Annual Balance Report displays the below information:

- Date of report
- FY
- Organization
- Budget
- Budget LOA
- Annual funding target
- Funding target adjustments
- Transaction adjustments
- Obligations outstanding
- Expenditures paid
- Total obligations
- Available balance

Beginning on the Reports Function screen (Figure 10-32), follow the below steps to request a Balance Report:

1. Select **Balance** from the subnavigation bar (Figure 10-30).

The **Balance Report Selection Criteria** screen opens (Figure 10-31). See Table 10-17 for a description of the selection criteria screen.

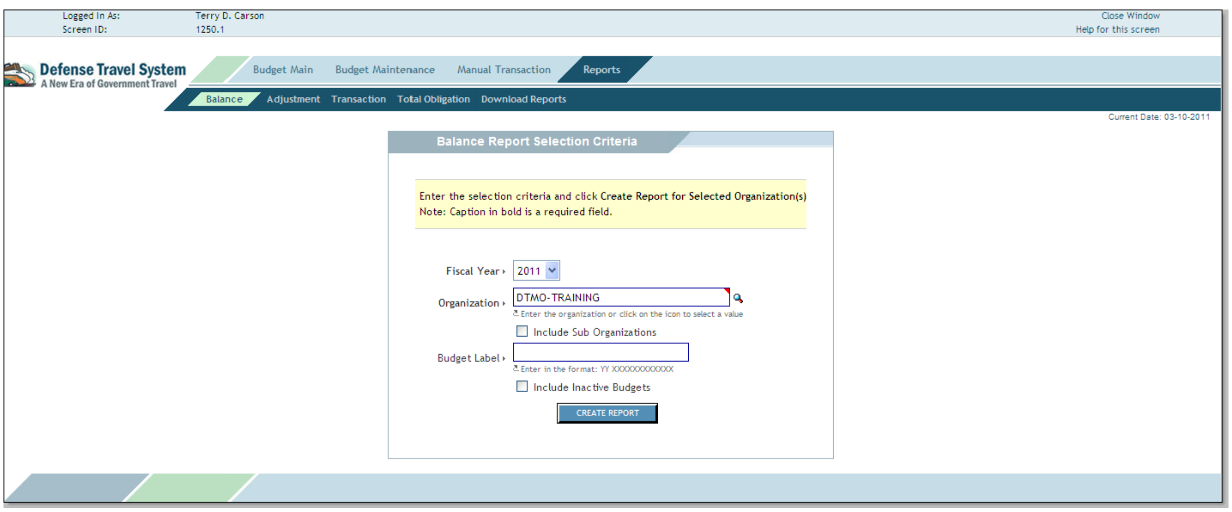


Figure 10-31: Balance Report Selection Criteria Screen

Table 10-17: Balance Report Selection Criteria Screen Description

BALANCE REPORT SELECTION CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Fiscal Year	Drop-down list from which to select the budget FY for the report.
Organization	Field in which to enter the name of the organization for which the report will be run.
Magnifying Glass	Icon used to search for the organizations to which the user has access.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
Budget Label	Field in which to enter the budget name in the format shown (e.g., 11 MEDICAL). Leaving the field blank will return all budgets for the selected organization.
Include Inactive Budgets	Check box used to include the organization's inactivated budgets in the report.
Create Report	Button used to initiate the creation of the report.

2. Select the **Fiscal Year** drop-down arrow and select the **FY** for the budget.

3. Complete the **Organization** field with the name of the organization or choose the **magnifying glass** to search for the organization.

4. If necessary, check the **Include Sub Organizations** check box to include adjustments to suborganizations.

5. Complete the **Budget Label** field using the format shown to narrow the report to a specific budget.

6. Check the **Include Inactive Budgets** check box to display the organization's inactivated budgets in the report.

7. Select **Create Report**.

The Balance Reports screen opens. This screen displays all the budgets that meet the selected criteria (Figure 10-32).

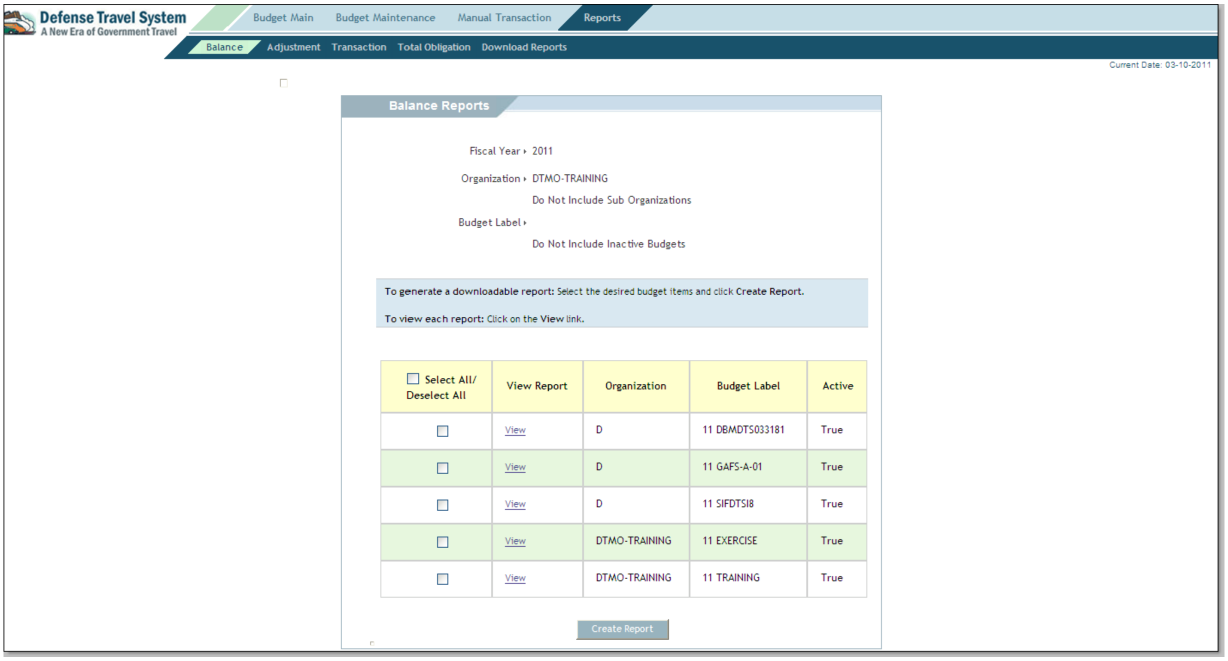


Figure 10-32: Balance Reports Screen

8. Select **View** to the left of the budget label.

The selected report displays in view-only format on the Quarterly Balance Report screen (Figure 10-33).

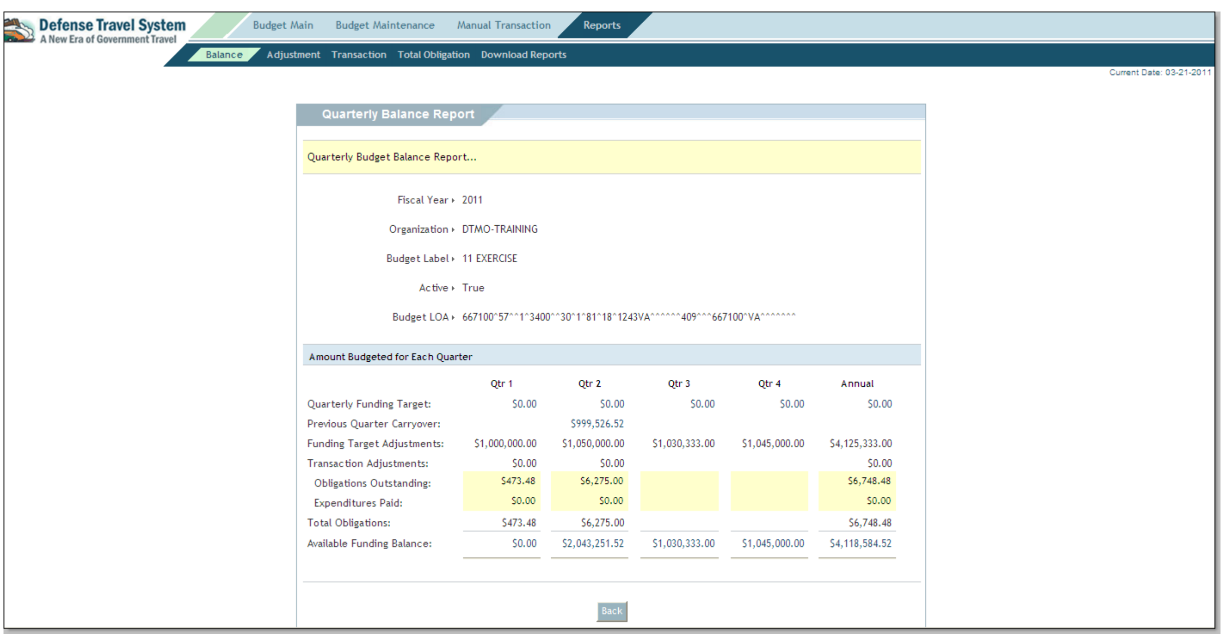


Figure 10-33: Quarterly Balance Report Screen

9. Select **Back**.

The Balance Reports screen opens (Figure 10-32). This screen allows the user to select the report(s) to download.

10. Select the **check box** to the left of the budget(s) or check the **Select All/De-Select all** check box to select all budgets.

11. Select **Create Report** to generate reports for download.

The Generating Balance Report screen opens (Figure 10-34). This screen lists all of the reports that have been sent for download. The text identifies the e-mail address to which DTS will send the notification when the report is ready to download.

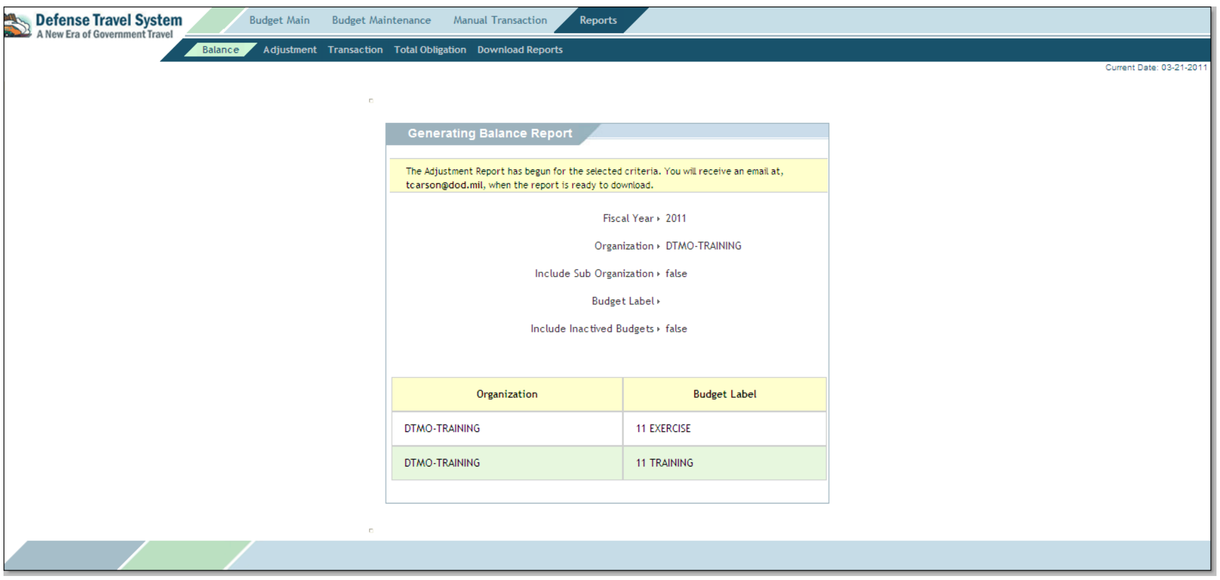
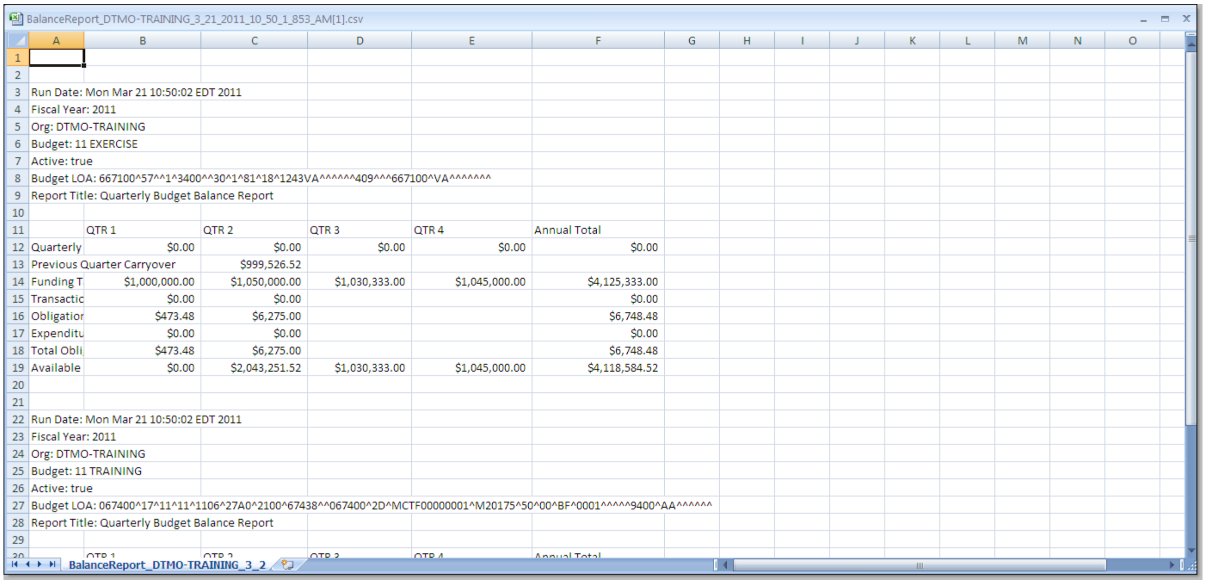


Figure 10-34: Generating Balance Report Screen

The Balance Report displays in an Excel spreadsheet (Figure 10-35).


BalanceReport_DTMO-TRAINING_3_21_2011_10_50_1_853_AM[1].csv

	A	B	C	D	E	F
1						
2						
3	Run Date: Mon Mar 21 10:50:02 EDT 2011					
4	Fiscal Year: 2011					
5	Org: DTMO-TRAINING					
6	Budget: 11 EXERCISE					
7	Active: true					
8	Budget LOA: 667100^57^^1^3400^^30^1^81^18^1243VA^^^^^^409^^^667100^VA^^^^^^^					
9	Report Title: Quarterly Budget Balance Report					
10						
11		QTR 1	QTR 2	QTR 3	QTR 4	Annual Total
12	Quarterly	$0.00	$0.00	$0.00	$0.00	$0.00
13	Previous Quarter Carryover		$999,526.52			
14	Funding T	$1,000,000.00	$1,050,000.00	$1,030,333.00	$1,045,000.00	$4,125,333.00
15	Transactic	$0.00	$0.00			$0.00
16	Obligatior	$473.48	$6,275.00			$6,748.48
17	Expenditu	$0.00	$0.00			$0.00
18	Total Obli	$473.48	$6,275.00			$6,748.48
19	Available	$0.00	$2,043,251.52	$1,030,333.00	$1,045,000.00	$4,118,584.52
20						
21						
22	Run Date: Mon Mar 21 10:50:02 EDT 2011					
23	Fiscal Year: 2011					
24	Org: DTMO-TRAINING					
25	Budget: 11 TRAINING					
26	Active: true					
27	Budget LOA: 067400^17^11^11^1106^27A0^2100^67438^^067400^2D^MCTF00000001^M20175^50^00^BF^0001^^^^^9400^AA^^^^^^					
28	Report Title: Quarterly Budget Balance Report					
29						

BalanceReport_DTMO-TRAINING_3_2

Figure 10-35: Balance Report

10.3.2 Target Adjustment Report

The Adjustment Report shows all of the adjustments that authorized users (permission level 3) have made to the target amounts and transactions that they have inserted into the budget item.

The Target Adjustment Report displays the below information:

- Transaction date
- Last name
- First name
- Traveler's SSN (last four digits)
- Public key infrastructure (PKI) user identification number (UIN)
- Contents of the inserted transaction, if applicable
- Adjustment transactions by quarter and the total (quarterly report only)
- Single, summarized entry of adjustments for the FY (annual report only)
- List of adjustment transactions in chronological order for the FY to date with a total at the foot of each column

Beginning on the Reports Function screen (Figure 10-30), follow the below steps to request a Target Adjustment Report:

1. Select **Adjustment** from the subnavigation bar.

The Target Adjustment Report Selection Criteria screen opens (Figure 10-36). See Table 10-18 for a description of the Target Adjustment Report Selection Criteria screen.

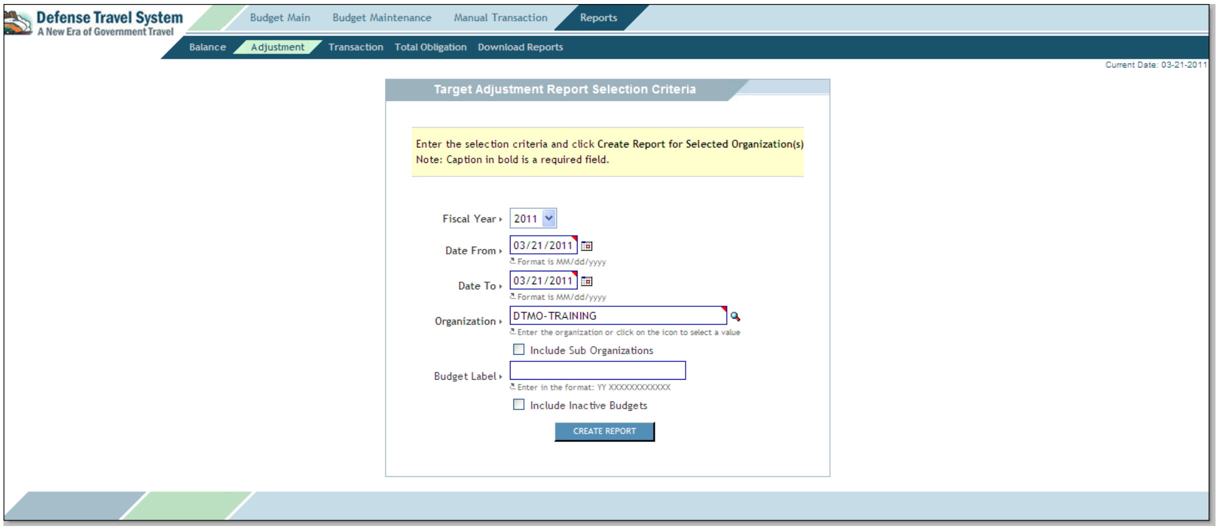


Figure 10-36: Target Adjustment Report Selection Criteria Screen

Table 10-18: Target Adjustment Report Criteria Selection Screen Description

TARGET ADJUSTMENT REPORT CRITERIA SELECTION SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Fiscal Year	Drop-down list from which to select the budget FY.
Date From	Field in which to enter the earliest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Date To	Field in which to enter the latest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Calendar	Icons that, when selected, display a pop-up calendar from which to select the Date From and the Date To.
Organization	Field in which to enter the name of the organization for which the report will be run.
Magnifying Glass	Icon used to search for the organizations to which the user has access.
Include Sub Organizations	When checked, information for suborganizations will be included in the report.
Budget Label	Field in which to enter the budget name in the format shown (e.g., 11 MEDICAL). Leaving the field blank will return all budgets for the selected organization.
Include Inactive Budgets	Check box used to include the organization's inactivated budgets in the report.
Create Report	Button used to initiate the creation of the report.

2. Select the **Fiscal Year** drop-down arrow and select the **FY** for the budget.

3. Complete the **Date To** and **Date From** fields in the format shown below the field or select the **calendar** icon and choose the **dates**.

4. Complete the **Organization** field with the name of the organization or select the **magnifying glass** to search for the organization.

5. If necessary, select the **Include Sub Organizations** check box to include adjustments to suborganizations.

6. Complete the **Budget Label** field using the format shown to narrow the report to a specific budget.

7. Select the **Include Inactive Budgets** check box to display the organization's inactivated budgets in the report.

8. Select **Create Report**.

The Adjustment Report screen opens (Figure 10-37). This screen displays all changes that authorized users have made to the target amounts and allows the user to select the report(s) that they want to download.

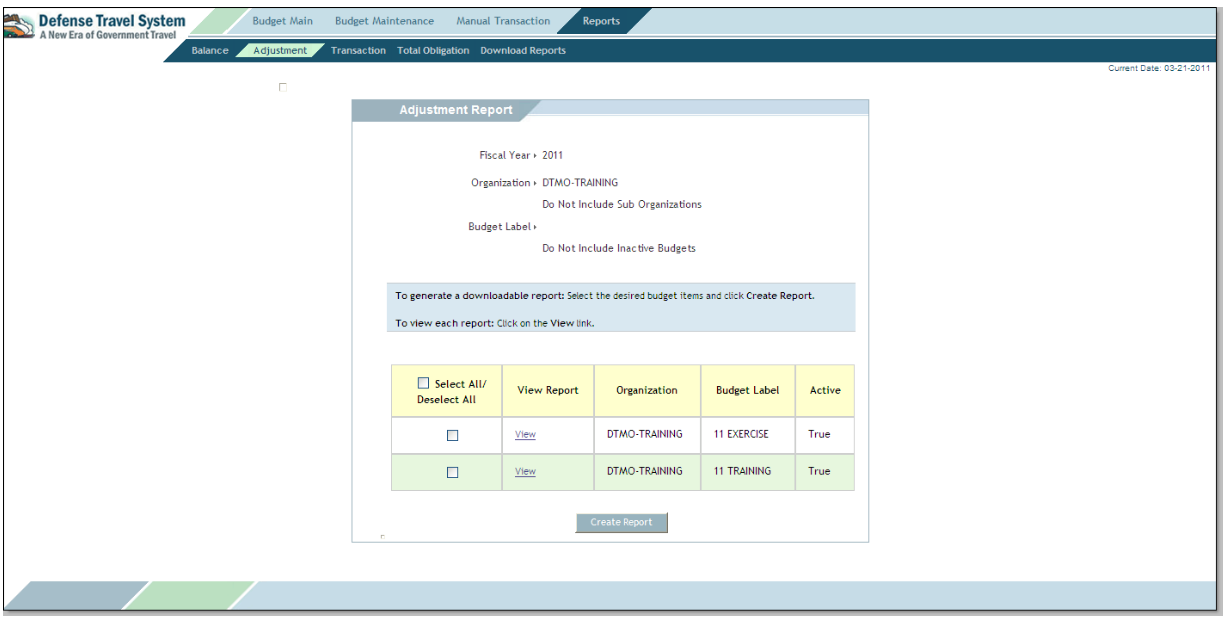


Figure 10-37: Adjustment Report Screen

9. Select **View** to the left of the budget label.

The selected report displays in view-only format on the Quarterly Budget Adjustment Report screen (Figure 10-38).

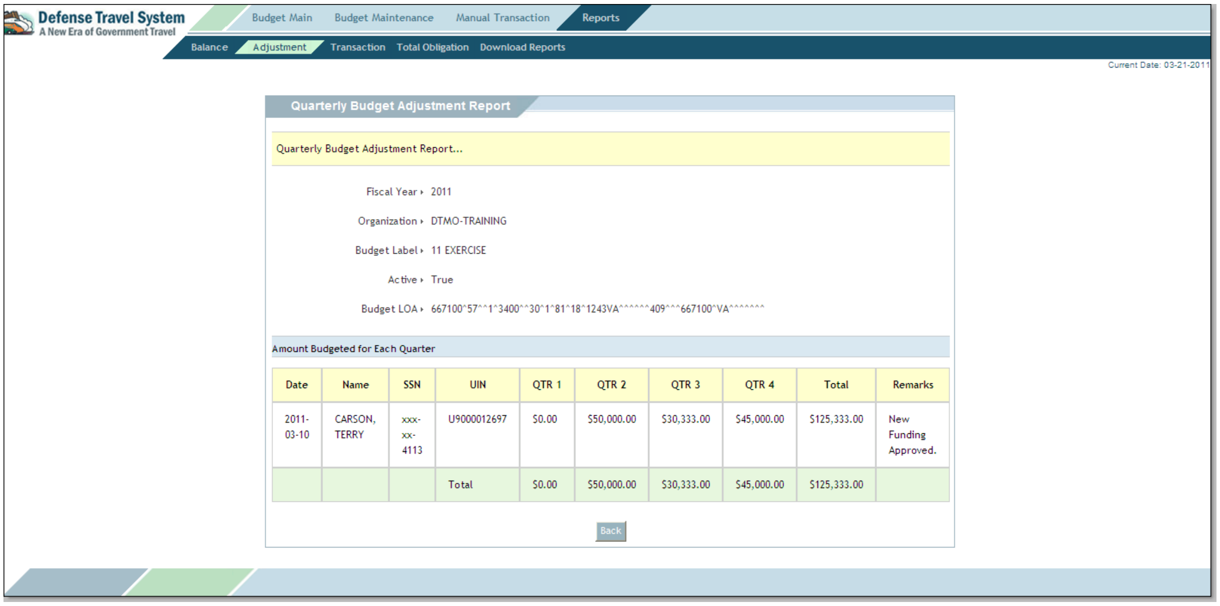


Figure 10-38: Quarterly Budget Adjustment Report Screen

10. Select **Back**.

The Adjustment Report screen opens (Figure 10-37).

11. Select the **check box** to the left of the budget(s) or select the **Select All/De-Select all** check box to select all budgets.

12. Select **Create Report** to generate reports for download.

The Generating Target Adjustment Report screen opens (Figure 10-39). This screen lists all of the reports that have been sent for download. The text identifies the e-mail address to which DTS will send the notification when the report is ready to download.

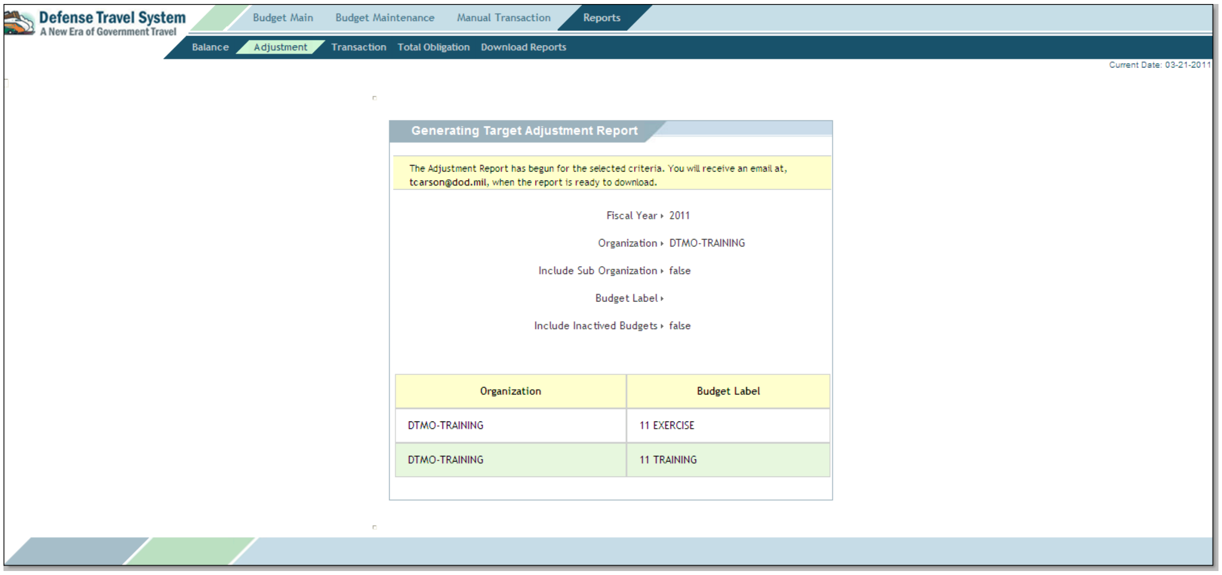


Figure 10-39: Generating Target Adjustment Report Screen

The Target Adjustment Report displays in an Excel spreadsheet (Figure 10-40). See Section 10.3.5 for guidance on downloading Budget Reports.

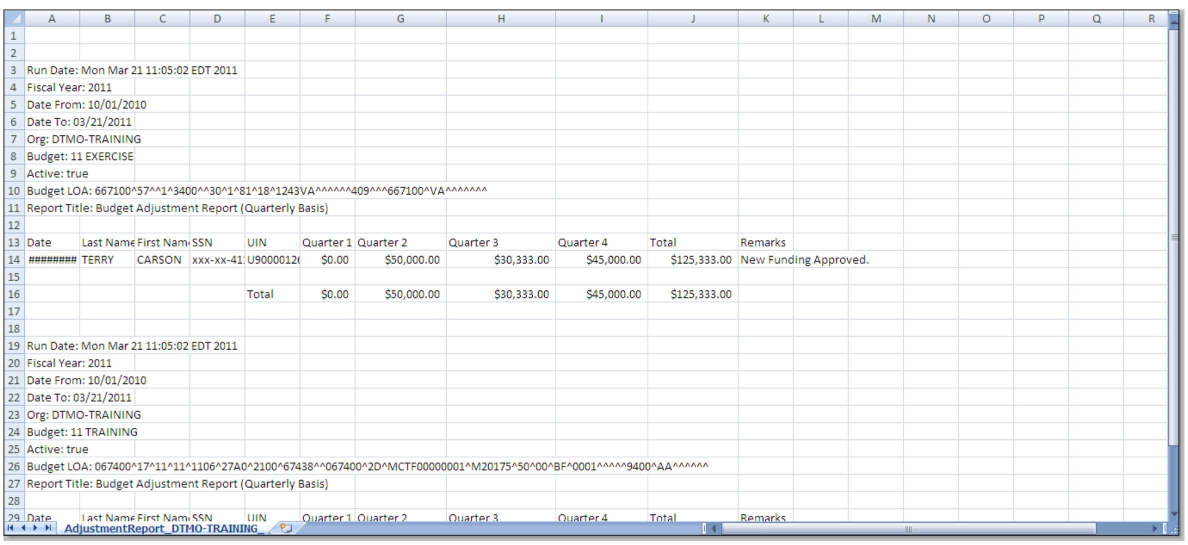


Figure 10-40: Target Adjustment Report

10.3.3 Transaction Report

The Budget Transaction Report shows all individual transactions that affect a given budget.

Budget Transactions Reports display the below information:

- Organization name
- Budget item label
- Approval date
- Last name(s) of traveler(s)
- First name(s) of traveler(s)
- Document type (abbreviated as written below)
    - AUTH: authorization
    - VCHR: voucher
    - LVCHR: local voucher
    - CXL: cancelled documents
    - INSERT: manually entered transactions
- Standard Document Number (SDN)
- TANUM
- Document name
- Departure date
- Location/destination of TDY (in one field)
- LOA label
- LOA
- Per diem
- Transportation
- Other
- Total obligation
- Indicator for wildcard budget items if multiple LOAs are involved (Single documents with
- multiple LOAs that fund against the wildcard will have separate entries.)
- Running balance total with a separate running balance for each budget item

Adjustments to targets and amounts that were obligated and disbursed directly from entries in the budget will display with the name of the user who made the adjustment. The document type will show the budget and the amount of the adjustment in the Total Obligation field. For insert transactions, the BDTA will be able to enter the same information as an approved transaction. At a minimum, the insert transaction will require the authorized user's last name and first name. The document type will display as *Insert* and the amount of the adjustment will show in the Total Obligation column.

Note: If the budget is maintained on a quarterly basis, the first date of the quarter will be used as the transaction date, and the date the authorized user actually entered the adjustment will be entered in the Departure Date field for all transactions that occurred before the quarter began.

Beginning on the Reports Function screen (Figure 10-30), follow the below steps to request a Budget Transaction Report:

1. Select **Transaction** from the subnavigation bar.

The Transaction Report Selection Criteria screen displays (Figure 10-41). See Table 10-19 for a description of the selection criteria screen.

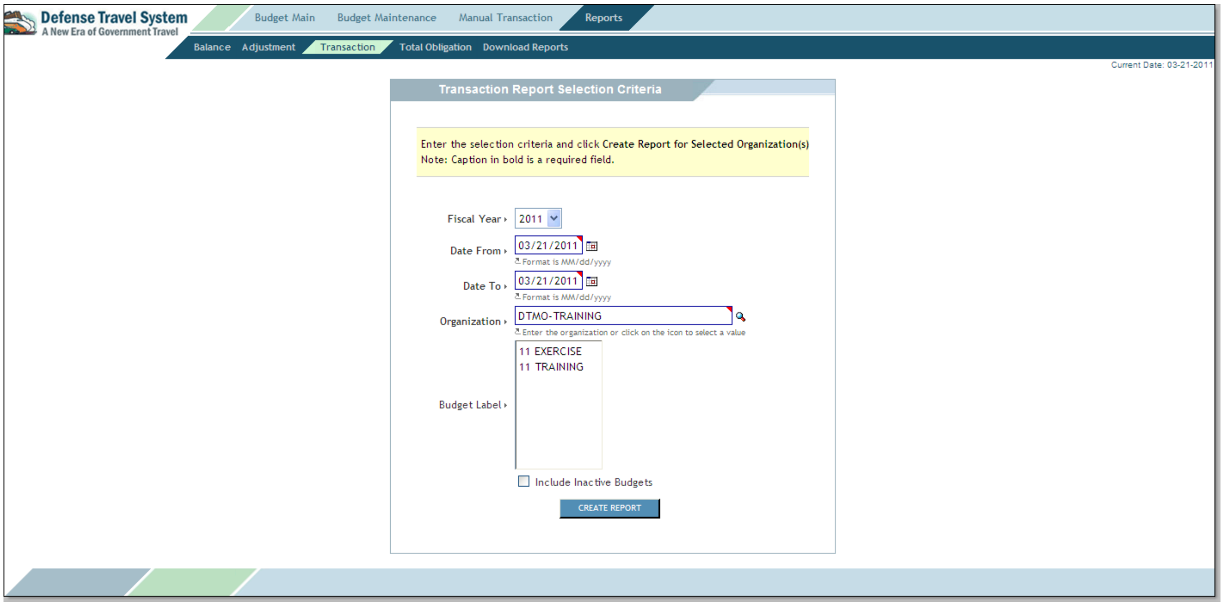


Figure 10-41: Transaction Report Selection Criteria

Table 10-19: Transaction Report Selection Criteria Screen Description

TRANSACTION REPORT SELECTION CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Fiscal Year	Drop-down list from which to select the budget FY.
Date From	Field in which to enter the earliest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Date To	Field in which to enter the latest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Calendar	Icons that, when selected, display a pop-up calendar from which to select the Date From and the Date To.
Organization	Field in which to enter the name of the organization for which the report will be run.
Magnifying Glass	Icon used to search for the organizations to which the user has access.
Budget Label	Field in which to enter the budget name in the format shown (e.g., 11 MEDICAL). Leaving the field blank will return all budgets for the selected organization.
Include Inactive Budgets	Check box used to include the organization's inactivated budgets in the report.
Create Report	Button used to initiate the creation of the report.

2. Select the **Fiscal Year** drop-down arrow and select the **FY** for the budget.

3. Complete the **Date To** and **Date From** fields in the format shown below the field or select the **calendar** icon and select the **dates**.

4. Complete the **Organization** field with the name of the organization or select the **magnifying glass** to search for the organization.

5. If necessary, select the **Include Sub Organizations** check box to include adjustments to suborganizations.

6. Complete the **Budget Label** field using the format shown to narrow the report to a specific budget. Hold the Shift key down to select multiple Budget Labels.

7. Check the **Include Inactive Budgets** check box to display the organization's inactivated budgets in the report.

8. Select **Create Report**.

The Generating Budget Transaction Report screen opens (Figure 10-42). The text identifies the e-mail address to which DTS will send the notification when the report is ready to download.

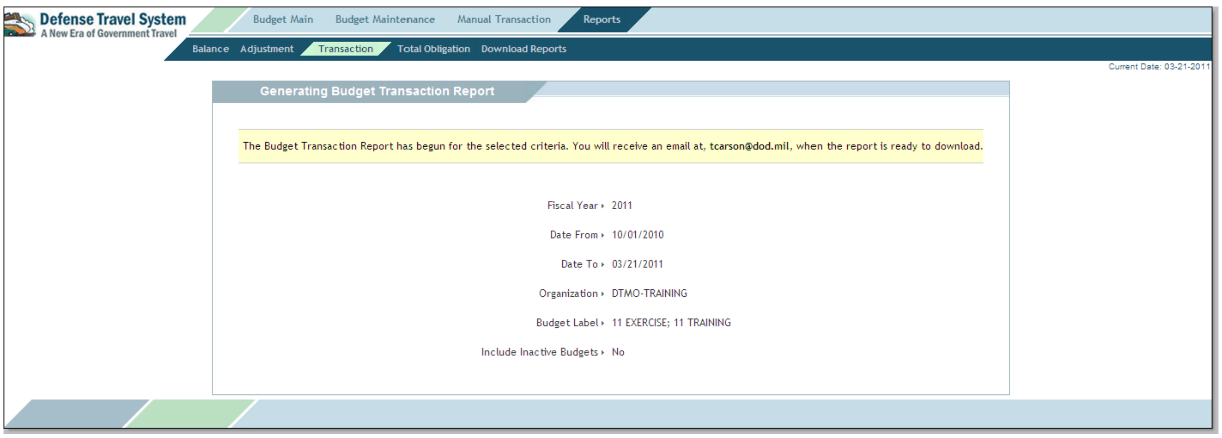
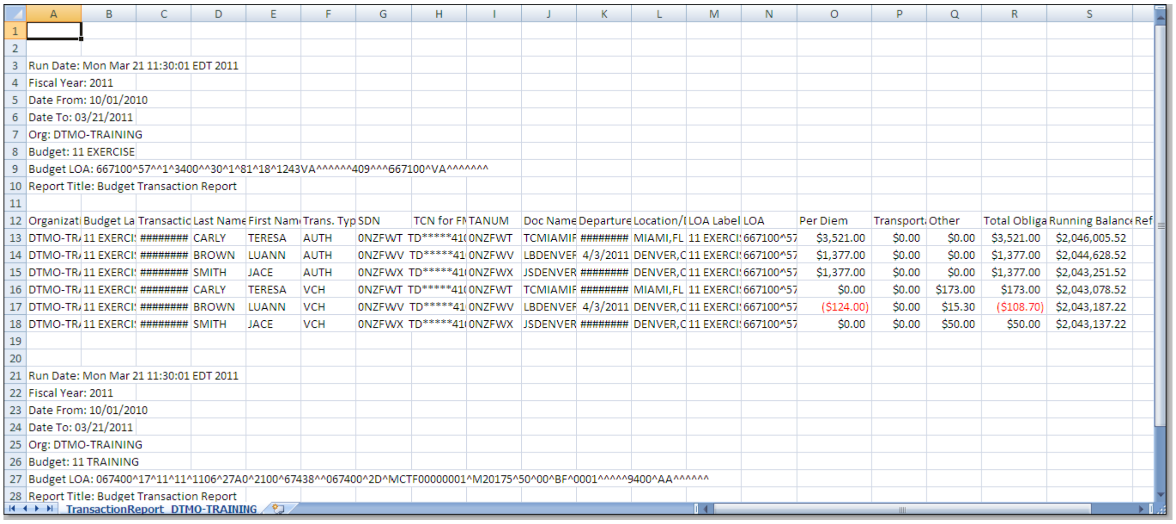


Figure 10-42: Generating Budget Transaction Report Screen

The Budget Transaction Report displays in an Excel spreadsheet (Figure 10-43). See Section 10.3.5 for guidance on downloading Budget Reports.



Run Date: Mon Mar 21 11:30:01 EDT 2011
Fiscal Year: 2011
Date From: 10/01/2010
Date To: 03/21/2011
Org: DTMO-TRAINING
Budget: 11 EXERCISE
Budget LOA: 667100^57^^1^3400^^30^1^81^18^1243VA^^^^^^409^^^667100^VA^^^^^^^
Report Title: Budget Transaction Report

Organizati	Budget La	Transactic	Last Name	First Nam	Trans. Typ	SDN	TCN for FI	TANUM	Doc Name	Departure	Location/I	LOA Label	LOA	Per Diem	Transport	Other	Total Obliga	Running Balance	Ref
DTMO-TR	11 EXERCI	########	CARLY	TERESA	AUTH	0NZFWT	TD*****41	0NZFWT	TCMIAMIF	########	MIAMI,FL	11 EXERCI	667100^57	$3,521.00	$0.00	$0.00	$3,521.00	$2,046,005.52	
DTMO-TR	11 EXERCI	########	BROWN	LUANN	AUTH	0NZFWV	TD*****41	0NZFWV	LBDENVEF	4/3/2011	DENVER,C	11 EXERCI	667100^57	$1,377.00	$0.00	$0.00	$1,377.00	$2,044,628.52	
DTMO-TR	11 EXERCI	########	SMITH	JACE	AUTH	0NZFWX	TD*****41	0NZFWX	JSDENVER	########	DENVER,C	11 EXERCI	667100^57	$1,377.00	$0.00	$0.00	$1,377.00	$2,043,251.52	
DTMO-TR	11 EXERCI	########	CARLY	TERESA	VCH	0NZFWT	TD*****41	0NZFWT	TCMIAMIF	########	MIAMI,FL	11 EXERCI	667100^57	$0.00	$0.00	$173.00	$173.00	$2,043,078.52	
DTMO-TR	11 EXERCI	########	BROWN	LUANN	VCH	0NZFWV	TD*****41	0NZFWV	LBDENVEF	4/3/2011	DENVER,C	11 EXERCI	667100^57	($124.00)	$0.00	$15.30	($108.70)	$2,043,187.22	
DTMO-TR	11 EXERCI	########	SMITH	JACE	VCH	0NZFWX	TD*****41	0NZFWX	JSDENVER	########	DENVER,C	11 EXERCI	667100^57	$0.00	$0.00	$50.00	$50.00	$2,043,137.22	

Run Date: Mon Mar 21 11:30:01 EDT 2011
Fiscal Year: 2011
Date From: 10/01/2010
Date To: 03/21/2011
Org: DTMO-TRAINING
Budget: 11 TRAINING
Budget LOA: 067400^17^11^11^1106^27A0^2100^67438^^067400^2D^MCTF00000001^M20175^50^00^BF^0001^^^^^9400^AA^^^^^^
Report Title: Budget Transaction Report

TransactionReport_DTMO-TRAINING

Figure 10-43: Budget Transaction Report

10.3.4 Total Obligation Report

The Total Obligation Report shows the totals for all individual documents that affect a given budget item. There is one report entry for each trip with a cumulative status (similar to the Trip Status Report).

The Total Obligation Reports display the below information:

- Organization name
- Budget label
- Approved date
- Last name(s) of traveler(s)
- First name(s) of traveler(s)
- Document type
- SDN
- TANUM
- Document name
- Departure date
- Location/destination of TDY
- LOA label
- LOA
- Auth per diem
- Auth transportation (cost for transportation on the authorization)
- Auth other
- Total auth (total obligation amount for the authorization)
- VCH per diem (total per diem amount on the voucher)
- VCH transportation (cost for transportation on the voucher)
- VCH other
- Total voucher (total obligation for the voucher)
- Per diem
- Transportation (total cost of transportation on the paid voucher)
- Other
- Total difference
- Total obligation for paid vouchers
- Total obligation for the document (total obligations from the voucher for paid vouchers, or if no paid vouchers exist, then the total obligation from the authorization)

The Total Obligations Report will include an indicator if multiple LOAs are used for different budget items. This report does not have a running total balance.

Beginning on the Reports Function screen (Figure 10-30), follow the below steps to request a Total Obligations Report:

1. Select **Total Obligation** from the subnavigation bar.

The **Total Obligation Report Selection Criteria** screen displays (Figure 10-44). See Table 10-20 for a description of the Total Obligation Report Selection Criteria screen.

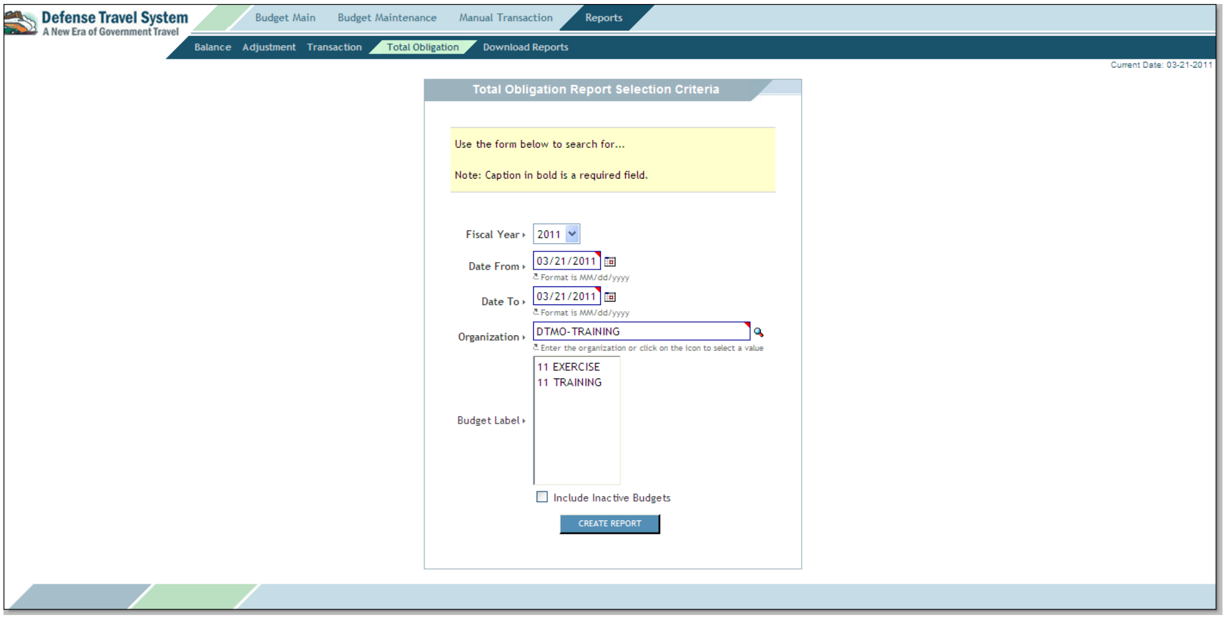


Figure 10-44: Total Obligation Report Selection Criteria Screen

Table 10-20: Total Obligation Report Selection Criteria Screen Description

TOTAL OBLIGATION REPORT SELECTION CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Fiscal Year	Drop-down list from which to select the budget fiscal years.
Date From	Field in which to enter the earliest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Date To	Field in which to enter the latest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Calendar	Icons that, when selected, display a pop-up calendar from which to select the Date From and the Date To.
Organization	Field in which to enter the name of the organization for which the report will be run.
Magnifying Glass	Icon used to search for the organizations that the user has access.
Budget Label	Field in which to enter the budget name in the format shown (e.g., 11 TRAINING). Leaving the field blank will return all budgets for the selected organization.
Include Inactive Budgets	Check box used to include the organization's inactivated budgets in the report.
Create Report	Button used to initiate the creation of the report.

2. Select the **Fiscal Year** drop-down list and select the **FY** in which the transactions were made.

3. Complete the **Date From** and **Date To** fields with the date range of the transactions to be included in the report, or select the **calendar** icon to select the dates.

4. Complete the **Organization** field with the name of the **organization** that owns the budget, or select the **magnifying glass** icon to search for the organization.

5. Complete the **Budget Label** field with the **budget name** (e.g., 11 EXERCISE) to narrow the report to one budget.

6. Check the **Include Inactive Budget** check box to include inactivated budgets in the report.

7. Select **Create Report**.

The Generating Total Obligation Report screen opens (Figure 10-45). The text identifies the e-mail address to which DTS will send the notification when the report is ready to download.

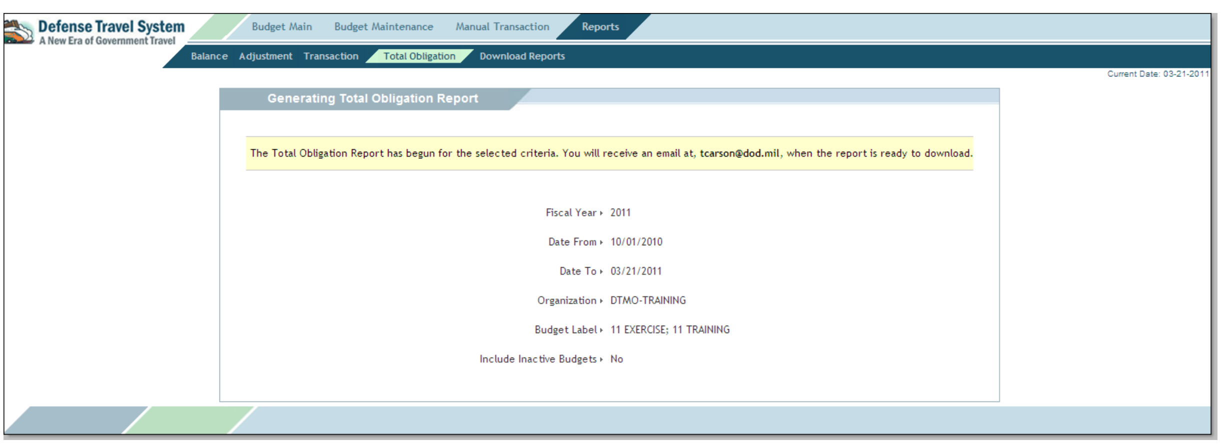


Figure 10-45: Generating Total Obligation Report Screen

The Total Obligation Report displays in an Excel spreadsheet (Figure 10-45). See Section 10.3.5 for guidance on downloading Budget Reports.

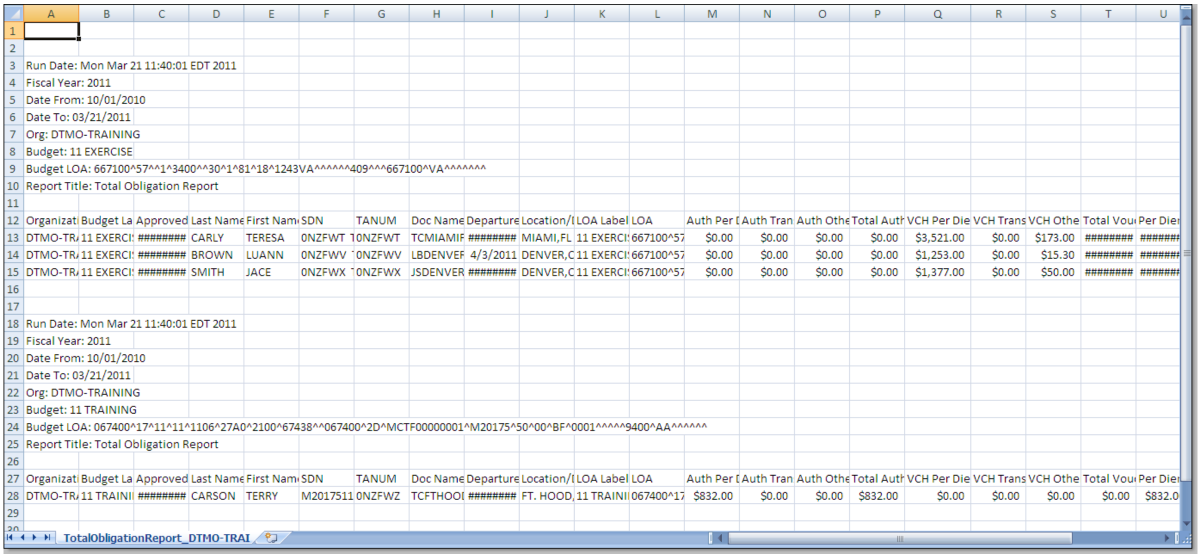


Figure 10-46: Total Obligation Report

10.3.5 Download Reports

Beginning on the Reports Function screen (Figure 10-30), follow the below steps to download a report:

1. Select **Download Reports** from the subnavigation bar.

The Reports Ready to Download screen displays a list of all the reports that were selected for download in the previous report screens (Figure 10-47).

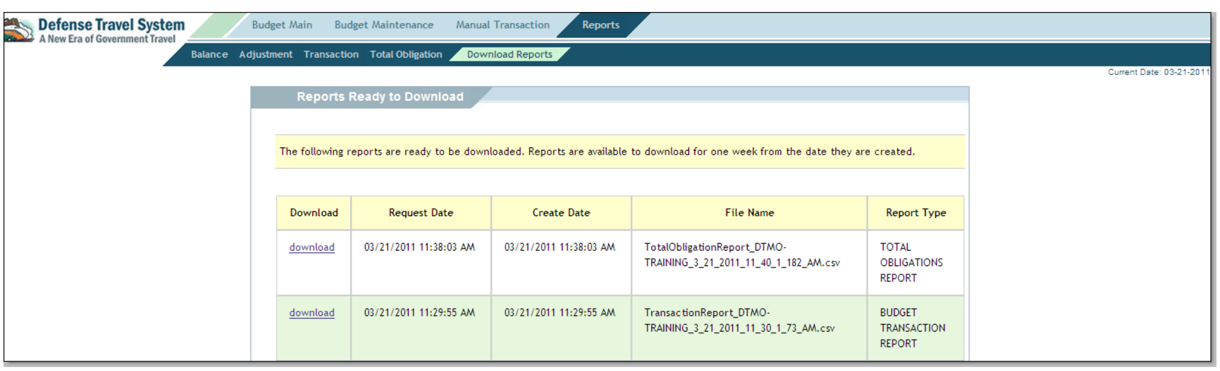


Figure 10-47: Reports Ready to Download Screen

2. Select **download** next to the report.

The user will be prompted to download the report. This report may be downloaded to the user's computer or viewed in a separate window as an Excel spreadsheet.

3. Select **Open** to display the report on the screen.
   -OR-
   Select **Save** to download the file to the computer.
   -OR-
   Select **Cancel** to cancel the action and return to the previous screen.

10.4 View List Reports

View List Reports provide information on groups, routing lists, organizations, people, and LOAs. This information is accessible through the DTA Maintenance Tool. A DTA may request these reports by submitting the required search criteria. View List Reports can be downloaded to the computer or viewed as an Excel spreadsheet.

See Table 10-1 at the beginning of this chapter for a description of each View List Report and references to the DTA Manual sections that provide more information about each type of report.

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CHAPTER 11: MIS ADMINISTRATION

The Management Information Systems (MIS) Administration feature is used to assign roles and access to DTS MIS. MIS access allows users to generate five reports for documenting travel related military pay transactions.

This chapter covers the below topics:

11.1 MIS Roles and Administration

There are three MIS roles in DTS; each role reflects a different level of use:

- MIS User - This type of MIS user has no administrative functions. The MIS user may access MIS reports through the Report Scheduler. See Chapter 10 of this manual for information on MIS reports.
- MIS Administrator - An administrator at the site level. The MIS Administrator may request reports and create new users.
- System Administrator - An administrator at the service or agency level. The System Administrator has user and MIS Administrator access, as well as the ability to configure the system.

MIS Administrators are responsible for maintaining user access to MIS at the site, using the DTA Maintenance Tool. Beginning on the DTS User Welcome screen (Figure 11-1), follow the below steps to access the MIS Administration feature of the DTA Maintenance Tool:

1. Mouse over **Administrative** on the menu bar.

2. Select **DTA Maintenance Tool** from the drop-down list (Figure 11-1).

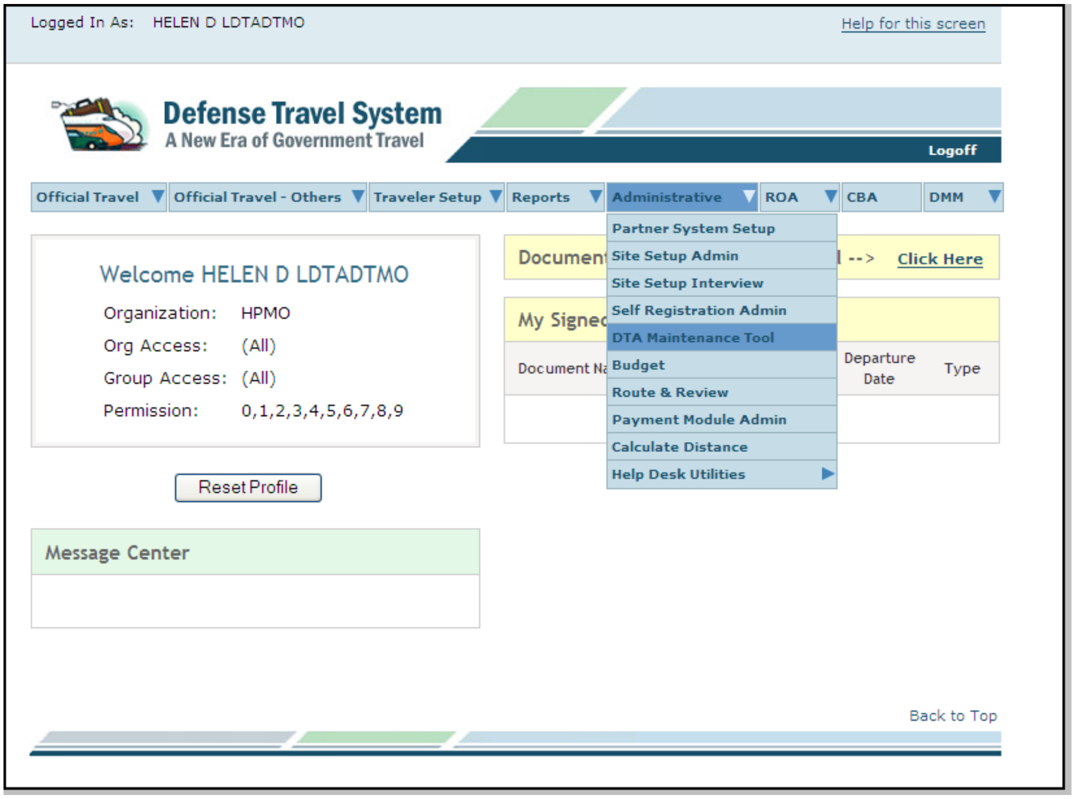

Figure 11-1: DTS User Welcome Screen - DTA Maintenance Tool

The DTA Maintenance Home page opens.

3. Select the **DTA Tools** drop-down list and choose **MIS Administration** (Figure 11-2).

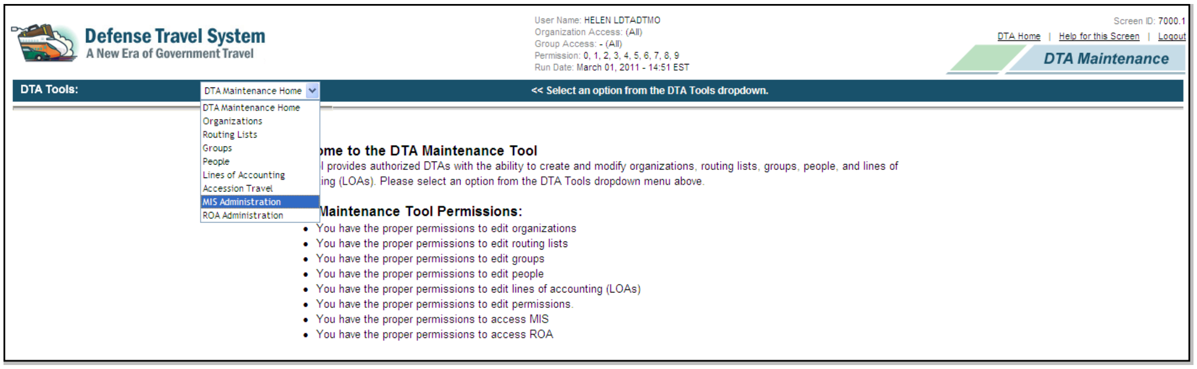

Figure 11-2: DTA Tools Screen - MIS Administration

The Search MIS User screen opens (Figure 11-3). The two links on the dark blue bar allow the user to accomplish the following:

- Search for existing MIS users and update or delete their MIS access if necessary.
- Add MIS users. These are DTS users who currently do not have MIS access.

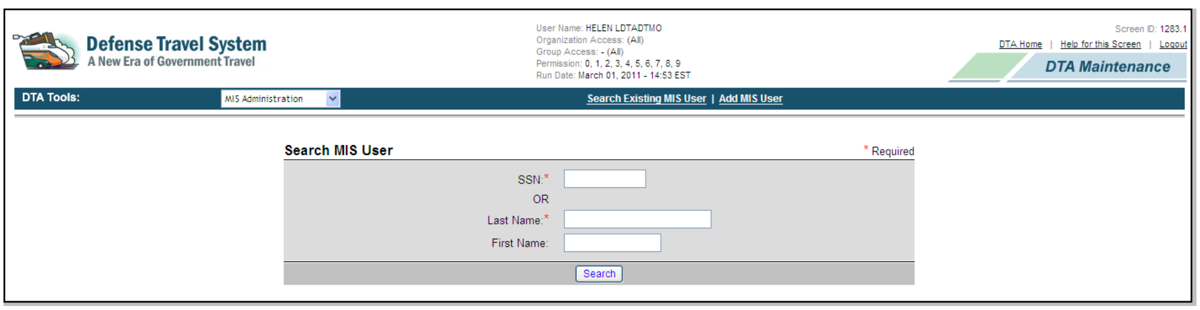

Figure 11-3: Search MIS User Screen

11.2 Add an MIS User

Access the MIS Administration feature by following the steps in Section 11.1.

1. Select **Add MIS User**.

The Search New MIS User screen opens (Figure 11-4).

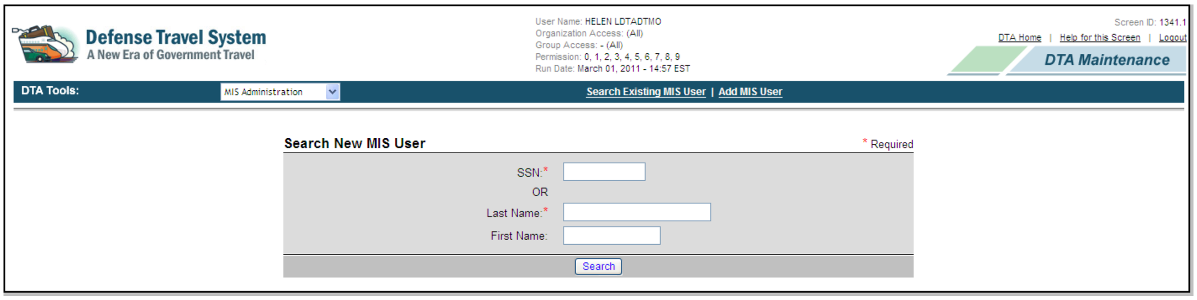

Figure 11-4: Search New MIS User Screen

2. Complete the **SSN** field with the Social Security Number (SSN) of the DTS user.
   -OR-
   Complete the **Last Name** field with the last name.

3. (Optional) Complete the **First Name** field with the first name of the DTS user that requires MIS Access.

4. Select **Search**.

The New MIS User (Search Results) screen opens (Figure 11-5). It displays the names of DTS users that match the search criteria.

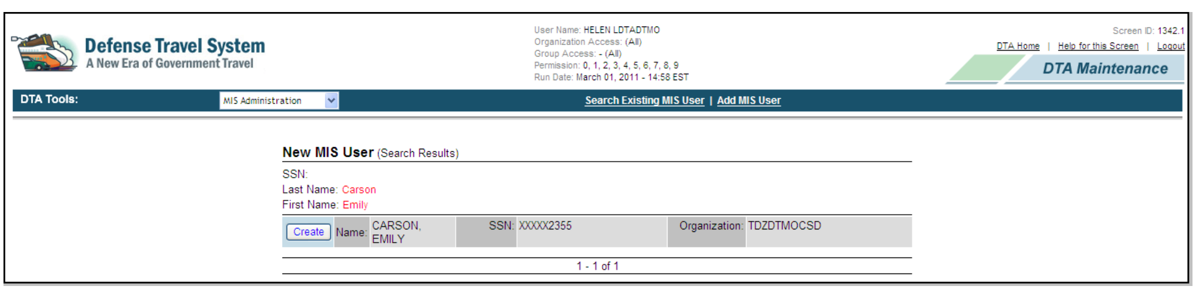

Figure 11-5: New MIS User (Search Results) Screen

5. Select **Create** next to the name of the user needing MIS Access.

The Add MIS User (User Only) screen opens (Figure 11-6).

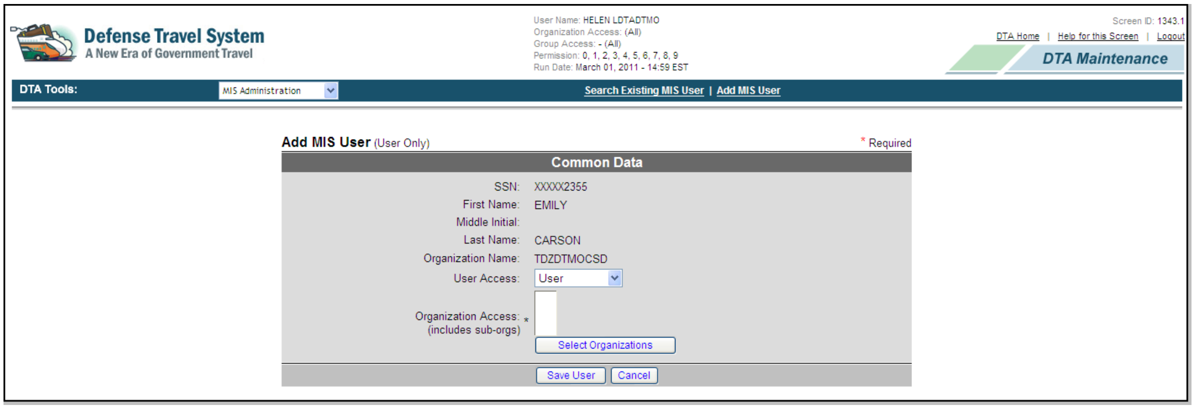

Figure 11-6: Add MIS User (User Only) Screen

6. Select the **User Access** drop-down list and choose the **type of access** for the new MIS user.

7. Choose the **Select Organizations** button.

The Edit MIS User Organizations screen opens (Figure 11-7).

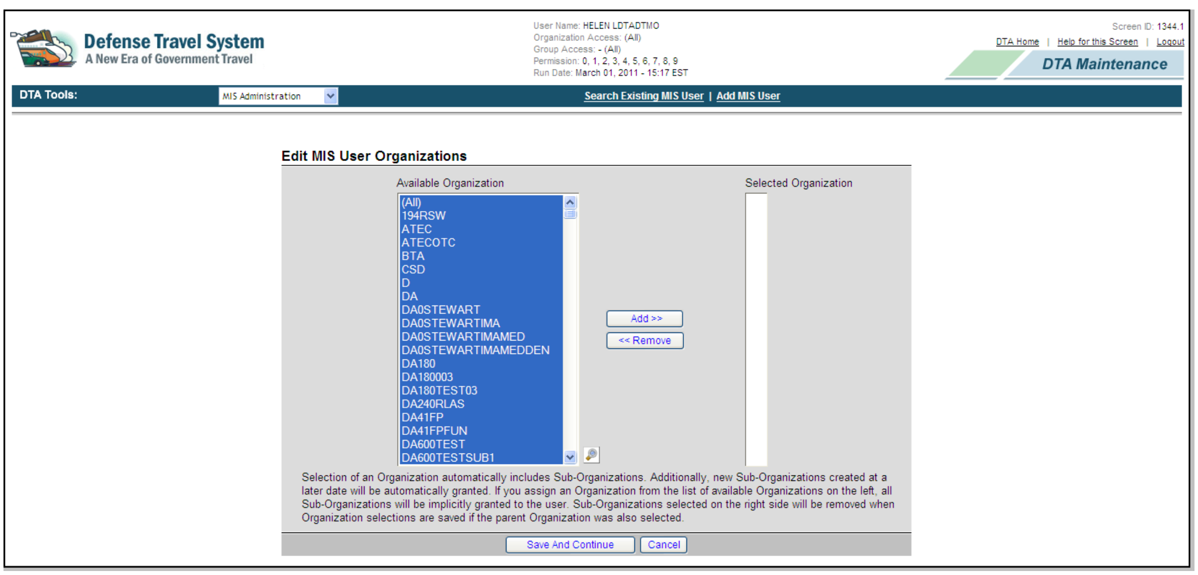

Figure 11-7: Edit MIS User Organizations Screen

8. Select the name of the **organization** to which the user will receive access (left side of the screen).
   -OR-
   Select **(All)** to grant access to all available organizations in the list.

9. Select **Add >>**.

The name of the organization displays on the right side of the screen as a selected organization (Figure 11-8). Granting MIS access to a user for an organization allows the user access to all suborganizations that are associated with that organization.

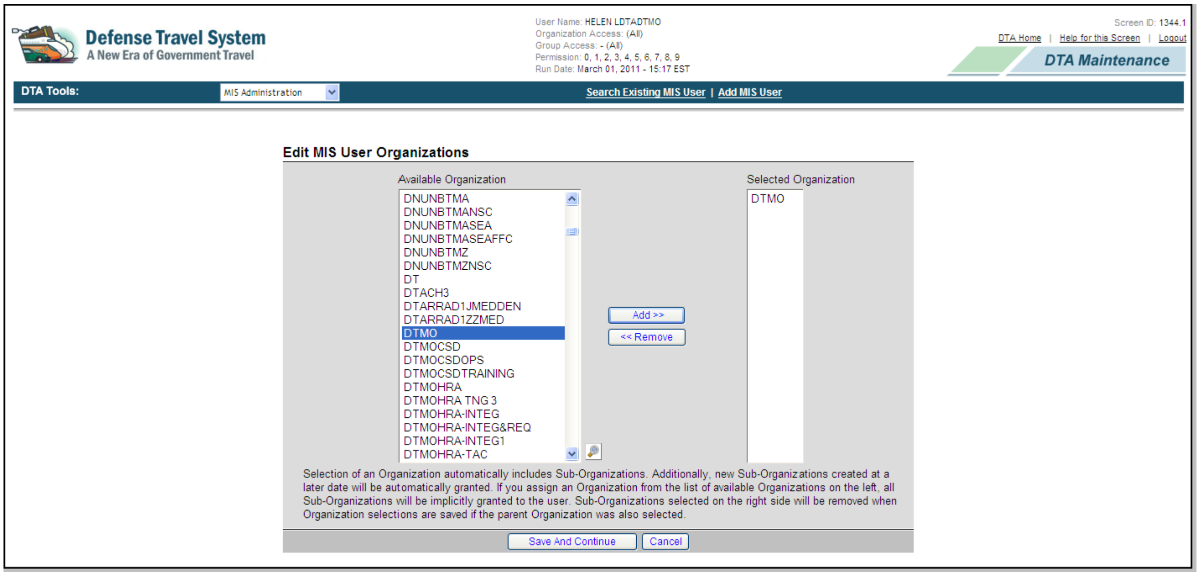

Figure 11-8: Edit MIS User Organizations Screen – Organization Selected

10. Repeat Steps 8 and 9 for each organization that needs to be added to the user's access.

11. To remove an organization from an MIS user’s access, select the **organization** name from the list in the Selected Organization column on the right side of the screen and choose **<<Remove**.

12. Select **Save and Continue**.

The Add MIS User (User Only) screen opens with the organization name(s) displayed (Figure 11-9). Organizations may be added and removed by choosing **Select Organizations** and repeating the above process.

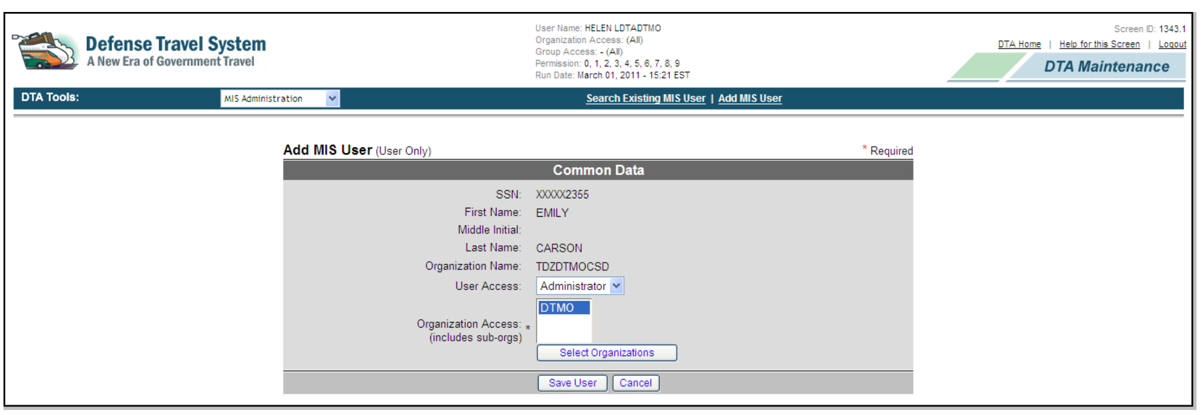

Figure 11-9: Add MIS User (User Only) Screen - Organization Name Displayed

13. Select **Save User**.
    -OR-
    Select **Cancel** to exit the screen without granting access to a MIS new user.

The New MIS User (Search Results) screen opens (Figure 11-5).

11.3 Update a User's MIS Access

The MIS Administration feature allows MIS Administrators to modify the type of MIS access for a user and the organizations to which a user has access. Access the MIS Administration feature by following the steps in Section 11.1.

1. Complete the **SSN** field with the SSN of the MIS user whose access requires updating.
   -OR-
   Complete the **Last Name** field with the last name of the user whose access requires updating (Figure 11-10).

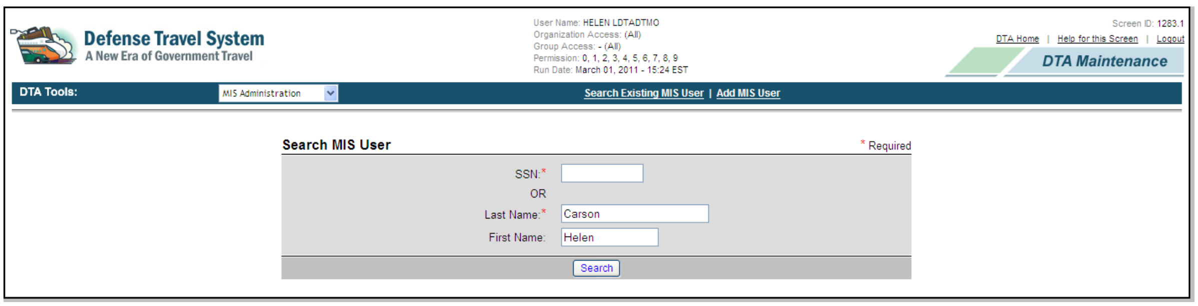

Figure 11-10: Search MIS User Screen

2. (Optional) Complete the **First Name** field with the first name of the MIS user.

3. Select **Search**.

The Existing MIS User (Search Results) screen opens (Figure 11-11).

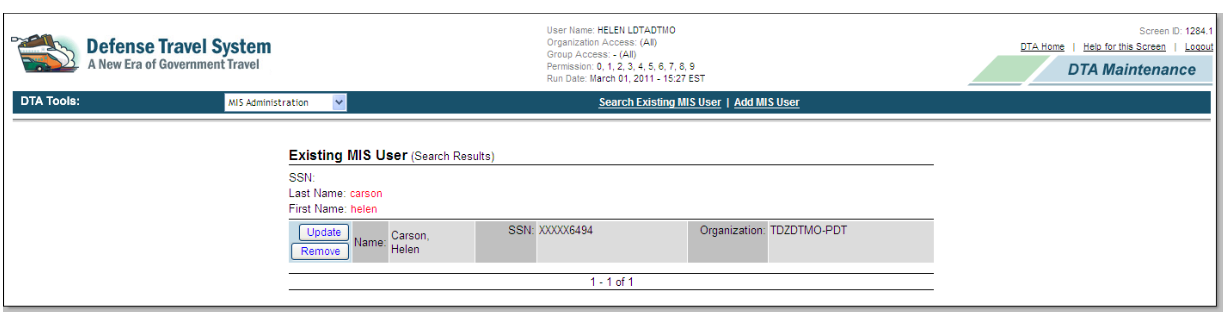

Figure 11-11: Existing MIS User (Search Results) Screen

4. Select **Update** next to the name of the user whose access needs to be modified.

The Update MIS User (User Only) screen opens (Figure 11-12).

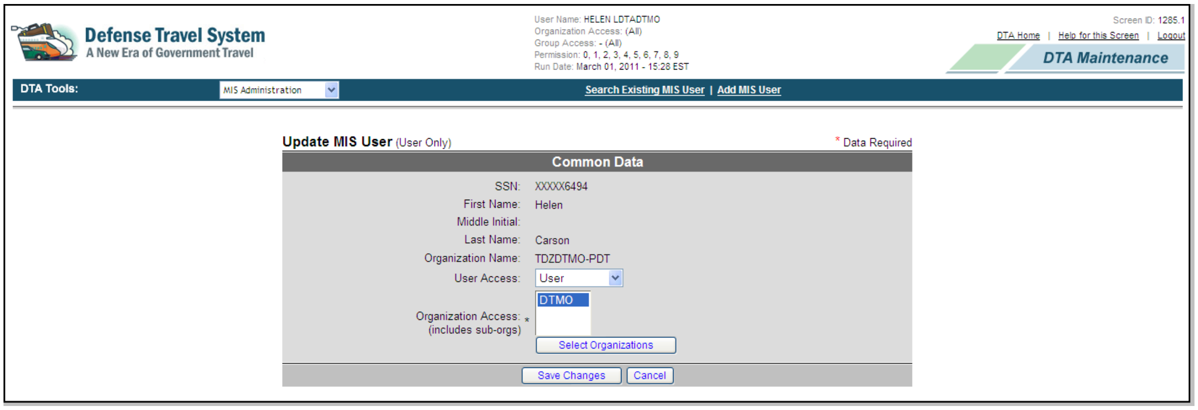

Figure 11-12: Update MIS User (User Only) Screen

5. Select the **User Access** drop-down list and select the **type of access**, if the role needs to be changed.

6. Choose **Select Organizations**, if the organization access needs to be changed. For instructions on changing an MIS user's organization access, see Section 11.2, Steps 8 through 13.

7. Select **Save Changes**.
   -OR-
   Select **Cancel** to exit the screen without changing the user's MIS access.

11.4 Remove a User's MIS Access

Removal of a user that has access to MIS does not delete the user from DTS. It only removes the user's access to MIS. To remove a user's MIS access, follow the below steps:

1. Follow Steps 1 through 3 in Section 11.3.

2. Select **Remove**.

The Delete MIS User screen opens (Figure 11-13).

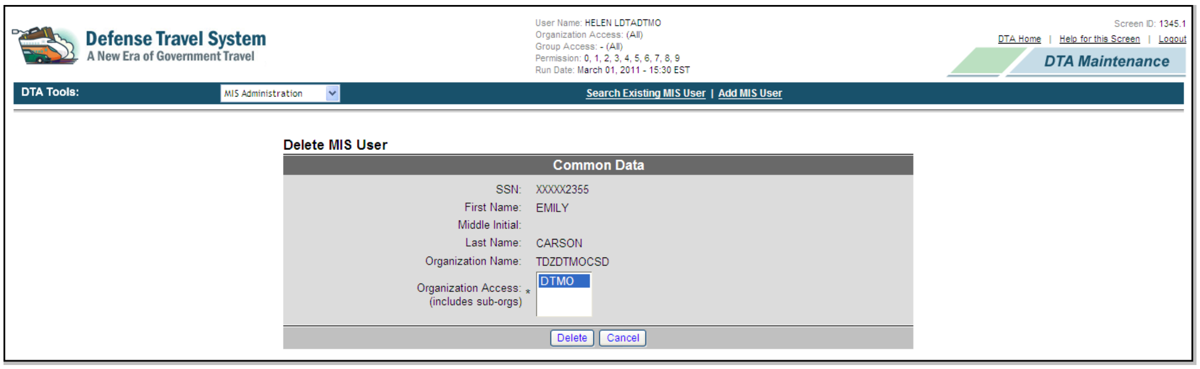

Figure 11-13: Delete MIS User Screen

3. Select **Delete**.
   -OR-
   Select **Cancel** to keep the user's MIS access intact.

The Existing MIS User (Search Results) screen opens (Figure 11-14). The user's name is no longer listed if Delete was selected on the previous screen.

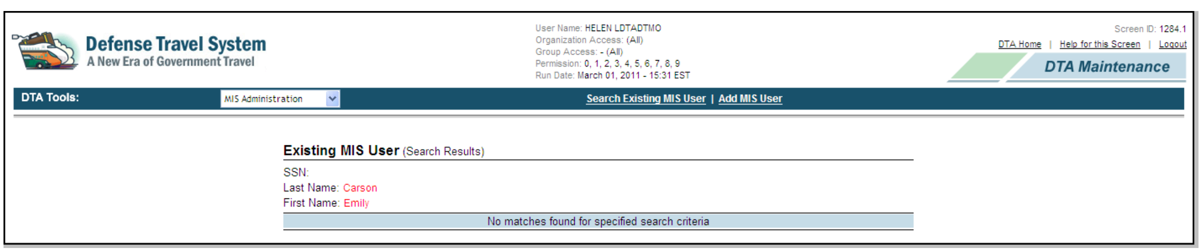

Figure 11-14: Existing MIS User (Search Results) Screen

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CHAPTER 12: ROA AND ROA ADMINISTRATION

The Read-Only Access (ROA) Administration feature is used to assign roles and access to DTS ROA.ROA access allows users to see information, but does not allow any changes to be made.

This chapter covers the following topics:

12.1 ROA Roles and Administration

There are three ROA roles in DTS; each role reflects a different level of use:

- ROA User - This individual has access to Trip and Invoice data for specific organization(s) to which the user has been granted ROA access. The user may view authorizations, vouchers, local vouchers, Centrally Billed Account (CBA) invoices, and charge card vendor (CCV) invoices.
- ROA Administrator – This individual has access to an organization and any suborganizations. The ROA Administrator may create, update, and remove ROA users.
- ROA System Administrator – This individual adds ROA Administrators to the ROA module access list and grants them access to an organization and any suborganizations. May create, update, or remove other System Administrators, ROA Administrators, and ROA users.

ROA users may access the following two features through the ROA module:

- Invoices – View CBA and CCV invoices (Section 12.1.1).
- Trip – View information on travel documents (Section 12.1.2).

ROA Administrators may access the ROA Administration feature through the DTA Maintenance Tool (Section 12.2).

The ROA System Administrator role is currently held by the Defense Travel Management Office (DTMO).

Users who have ROA access will see ROA on the menu bar of the DTS User Welcome screen (Figure 12-1). Users can view trip data and invoices for their organizations. The default setting includes suborganizations, however the ROA Administrator can limit the user's access to a single organization or suborganization.

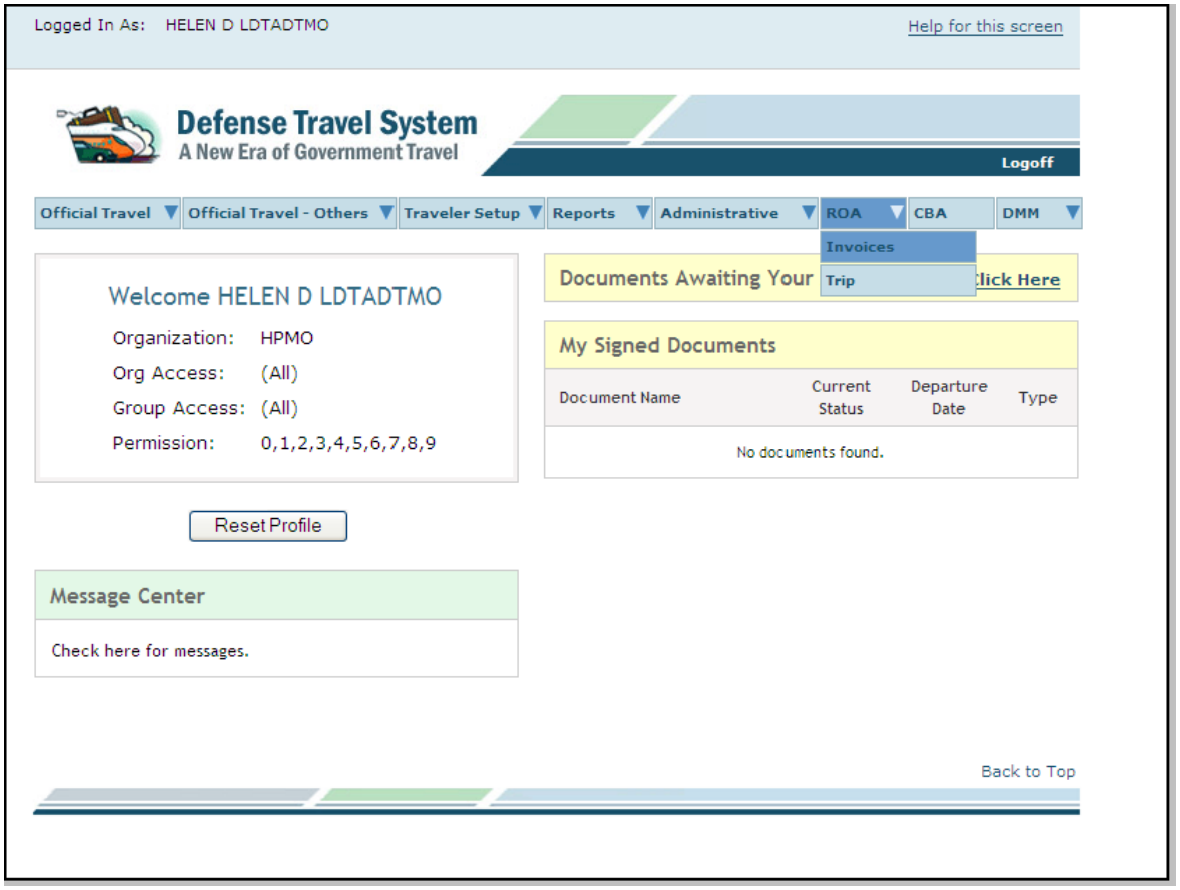

Figure 12-1: DTS User Welcome Screen - ROA Menu

12.1.1 View Invoices Using ROA

Beginning on the DTS User Welcome screen (Figure 12-1), follow the below steps to search for invoices to review:

1. Mouse over **ROA** on the menu bar and select **Invoices**.

The Read Only Access – Invoices Search screen opens (Figure 12-2).

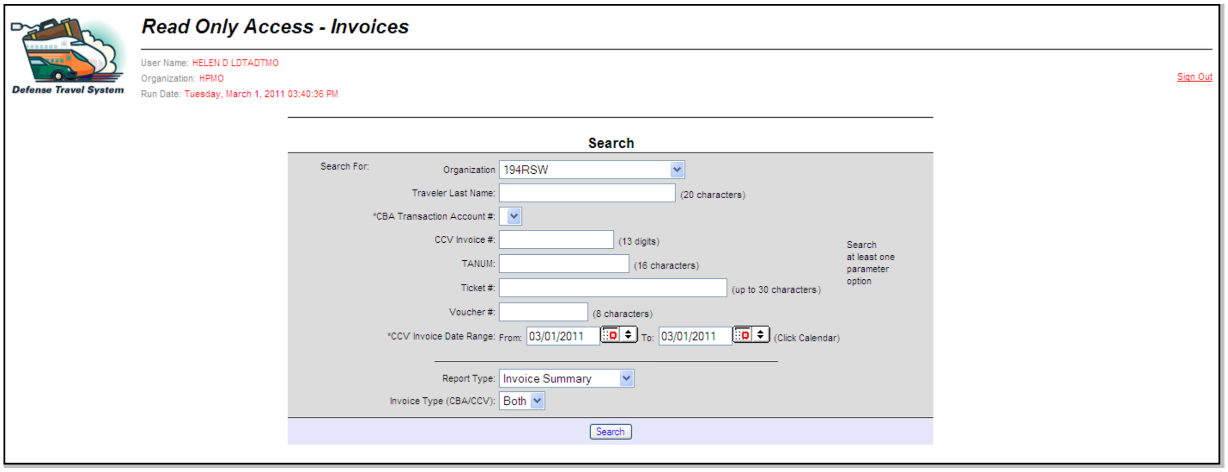

Figure 12-2: Read Only Access – Invoices Search Screen

2. Complete the **search criteria** fields in the top section of the screen.

3. Use the **calendar** icons to limit search results by date range.

4. Select the **Report Type** drop-down list and select the type of report:

   - Invoice Summary
   - Transaction Summary
   - Transaction Detail

5. Select the **Invoice Type (CBA/CCV)** drop-down list and select the type of invoice(s) to include in the report.

6. Select **Search**.

The results format depends on the Report Type selected from the drop-down list.

12.1.2 View Trip Data Using ROA

Beginning on the DTS User Welcome screen, follow the below steps to search for trips to review:

1. Mouse over **ROA** on the menu bar and select **Trip**.

The Traveler Lookup screen opens (Figure 12-3). This screen is used to search for the traveler whose document is to be viewed. The user may search for a traveler using the following criteria:

- **Organization**. The search by organization is a broad search option. This option will display all travelers with documents available in the organization chosen.
- **Traveler SSN**. This option provides a limited search and will only display the name and SSN.
- **Traveler Name**. This search will also return a limited selection. This option will display all travelers who have the last name that was entered in the Last Name field. The First Name field is optional, but recommended when searching for a traveler with a common last name. If the full spelling of the traveler's last name is unknown, entering the first few letters of the name will yield results of all travelers who match the entry. When the list is displayed, the user can select the traveler from the Search Results list.
- **Travel Authorization Number (TANUM)**. The search by TANUM option will display the SSN and name of traveler associated with the document.

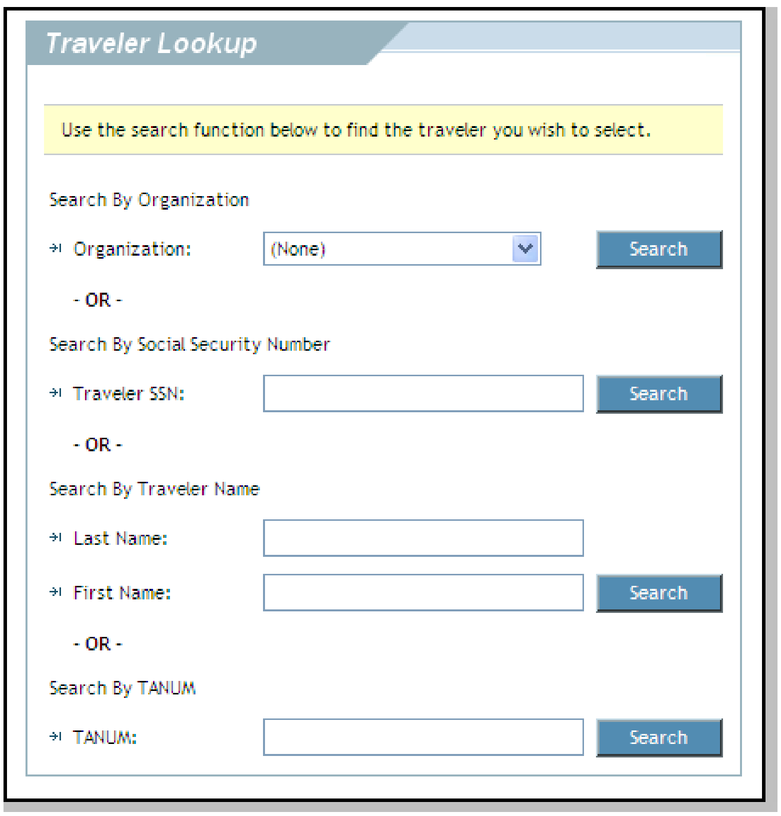

Figure 12-3: Traveler Lookup Screen

2. Select the **Organization** drop-down list and select the traveler's **organization**.
   -OR-
   Complete the **Traveler SSN** field with the traveler's SSN.
   -OR-

Complete the **Last Name** field. (The First Name field is optional.)
-OR-
Complete the **TANUM** field.

3. Select **Search** next to the field that was completed.

The Traveler Lookup screen refreshes with the search results displayed on the right side (Figure 12-4). It displays the names of any travelers who match the criteria that the user entered.

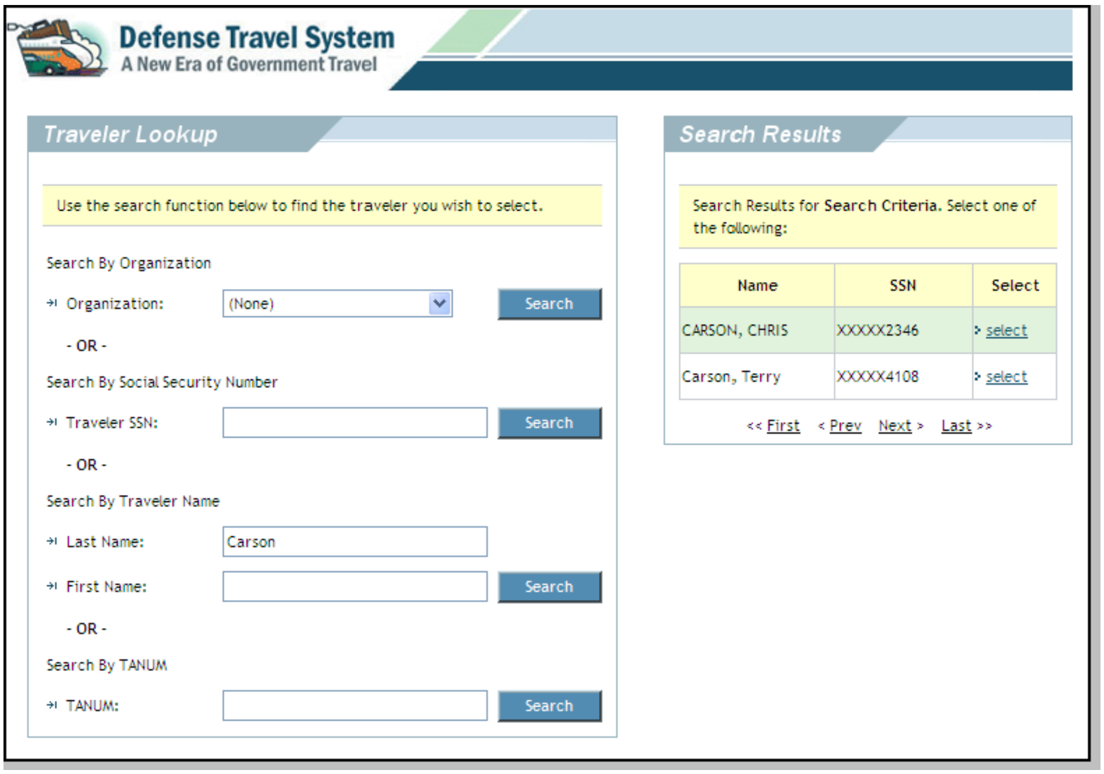

Figure 12-4: Traveler Lookup Screen – Search Results

4. Choose **select** to the right of the traveler's name and SSN.

The screen refreshes (Figure 12-5). The selected traveler's name and partially masked SSN display at the bottom of the screen, along with four buttons at the bottom of the page identifying different types of documents. Documents that are not applicable will appear grayed out and cannot be selected.

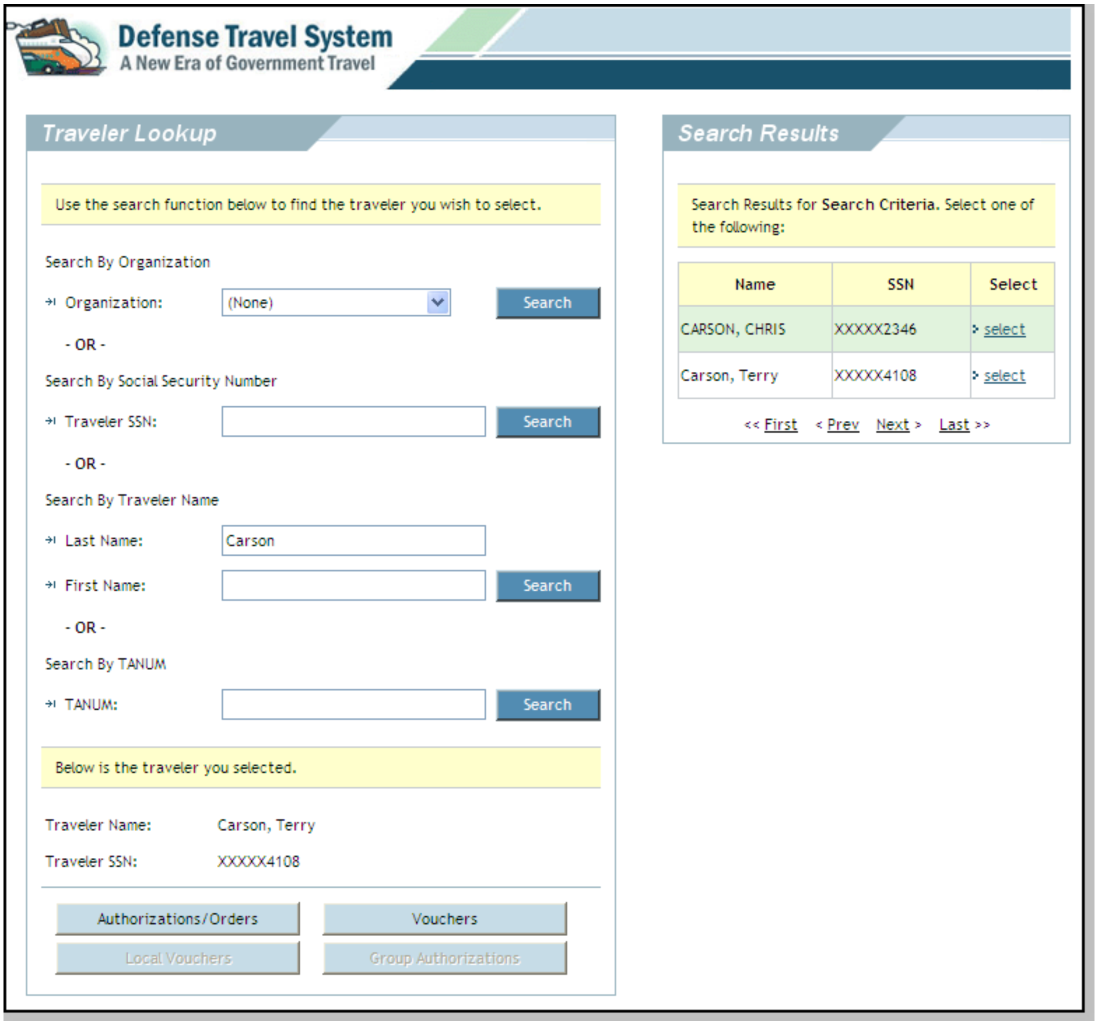

Figure 12-5: Traveler Lookup Screen - Traveler Selected

5. Select the type of document to view.

The document list screen for the chosen type of document opens (Figure 12-6). The buttons near the top of the screen allow the user to view other document types for the traveler. By default, the documents in the list are sorted by Document Name. The user may select a column header to sort by **Document Name**, **Status**, or **TA Number**.

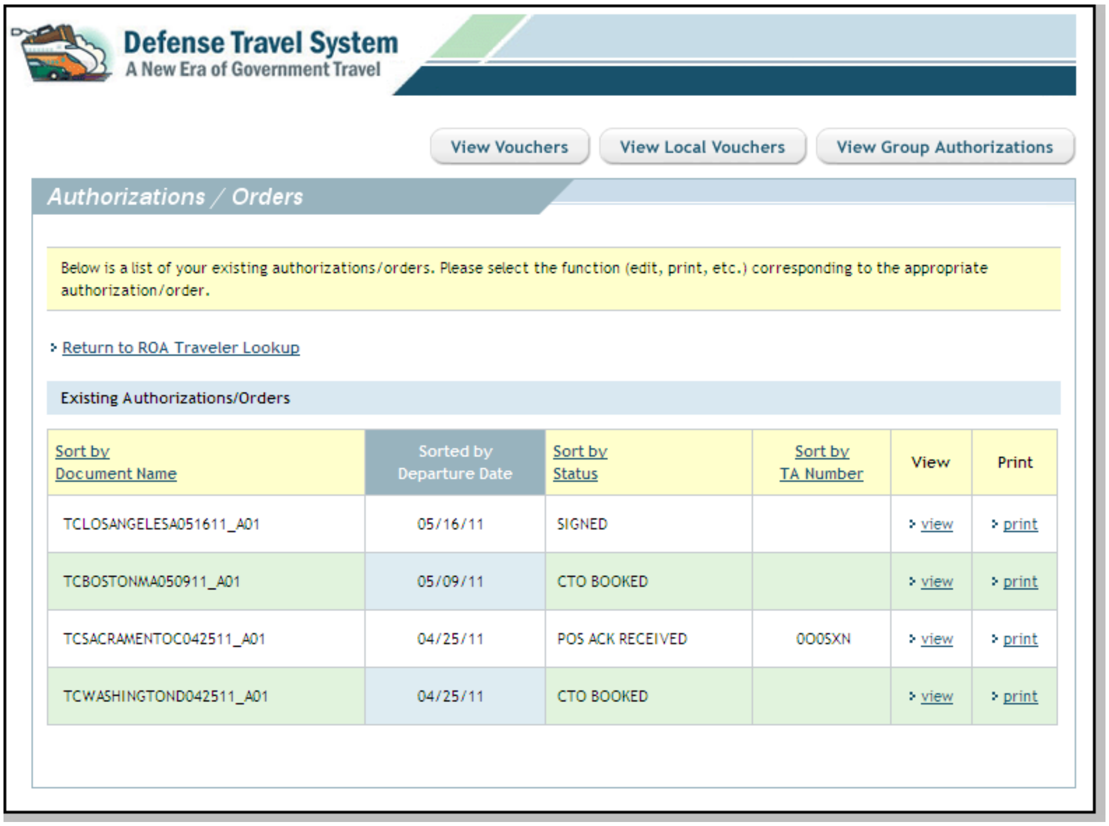

Figure 12-6: Authorizations / Orders Document List Screen

6. Select **print** to print a copy of the document.
   -OR-
   Select **view** to see the document on the screen.

If adjustments have been made to the document, the Adjustments screen opens (Figure 12-7).

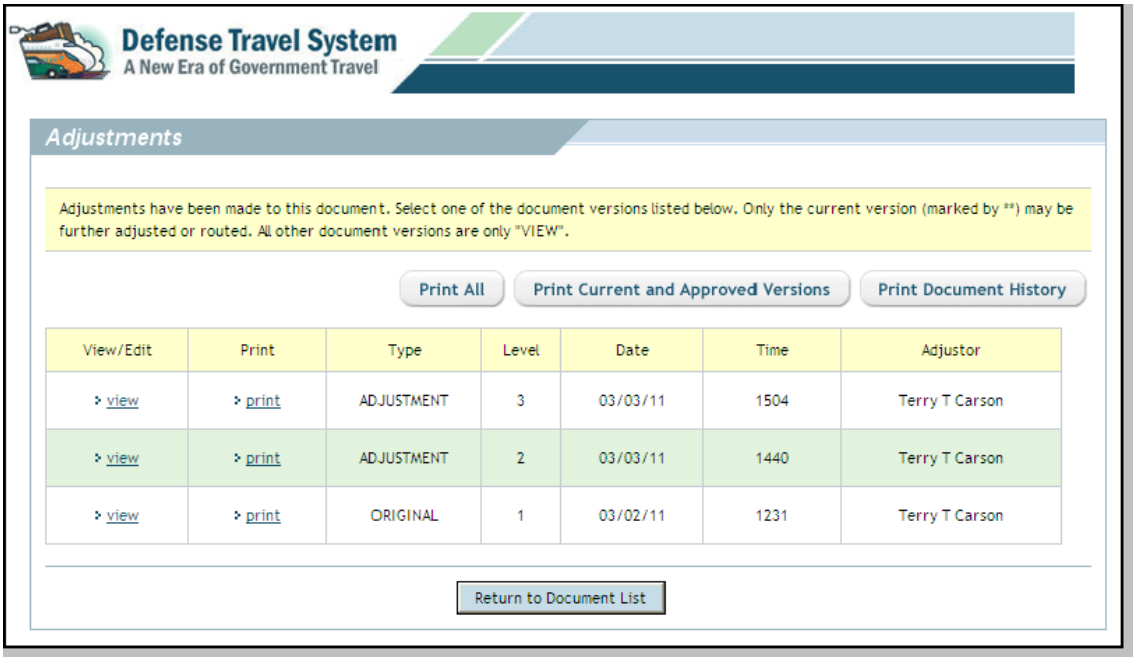

Figure 12-7: Adjustments Screen

7. Select **print** to print a copy of the document. The user may also select one of the buttons above the document list to print all versions, current and approved versions, and the document history.
   -OR-
   Select **view** to review the document.

The Preview Trip screen opens when the view link is selected (Figure 12-8). Use the navigation bar to view any section of the document.

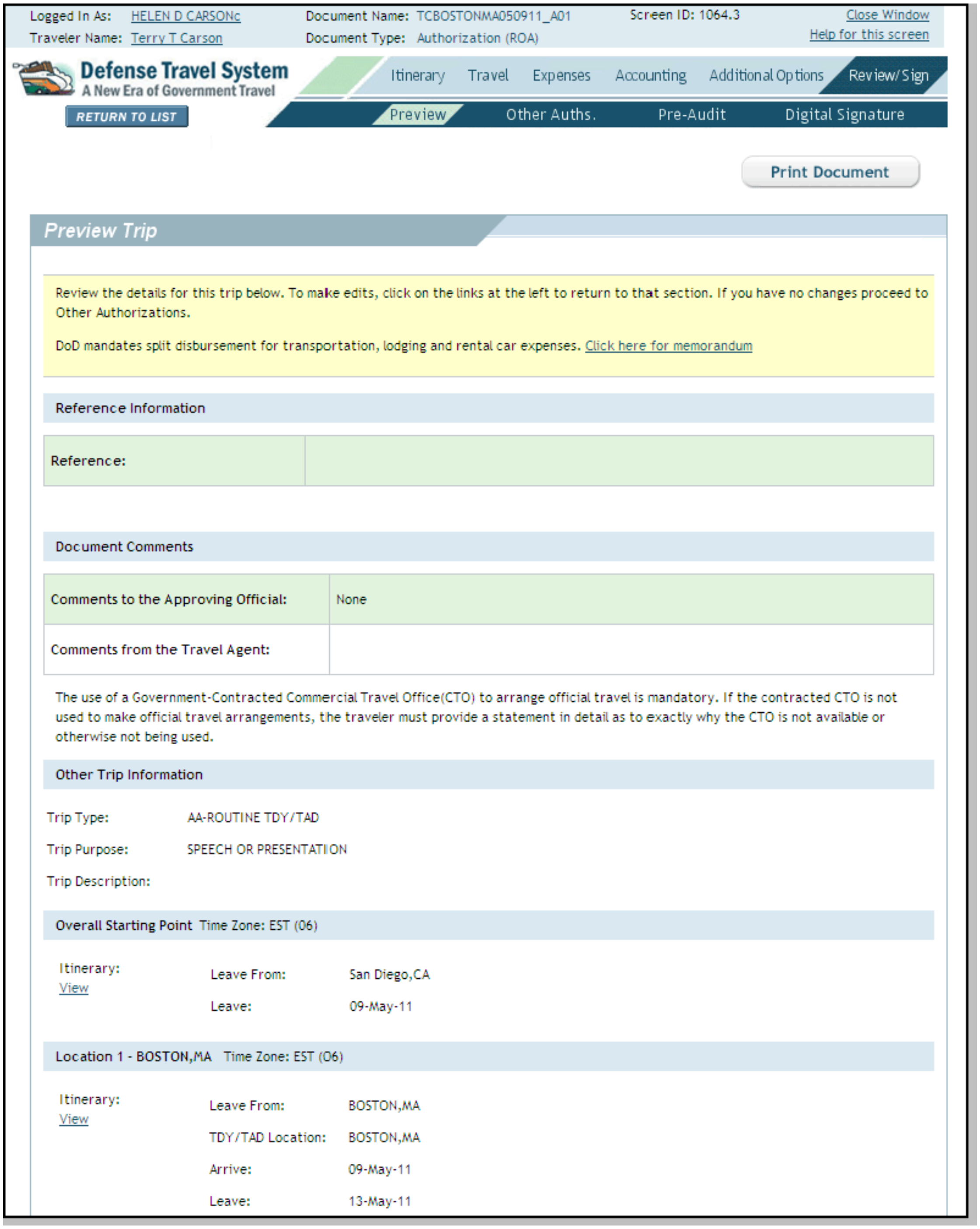

Figure 12-8: Preview Trip Screen

12.1.2.1 Sample ROA Screens

This section shows some of the common screens that a user with ROA access may view.

The Trip Overview screen displays an overview of the trip on the left side of the screen and a summary of reservations on the right (Figure 12-9). Select a **View** link in the far right column of the Trip Summary to display a screen that shows details of the selected item.

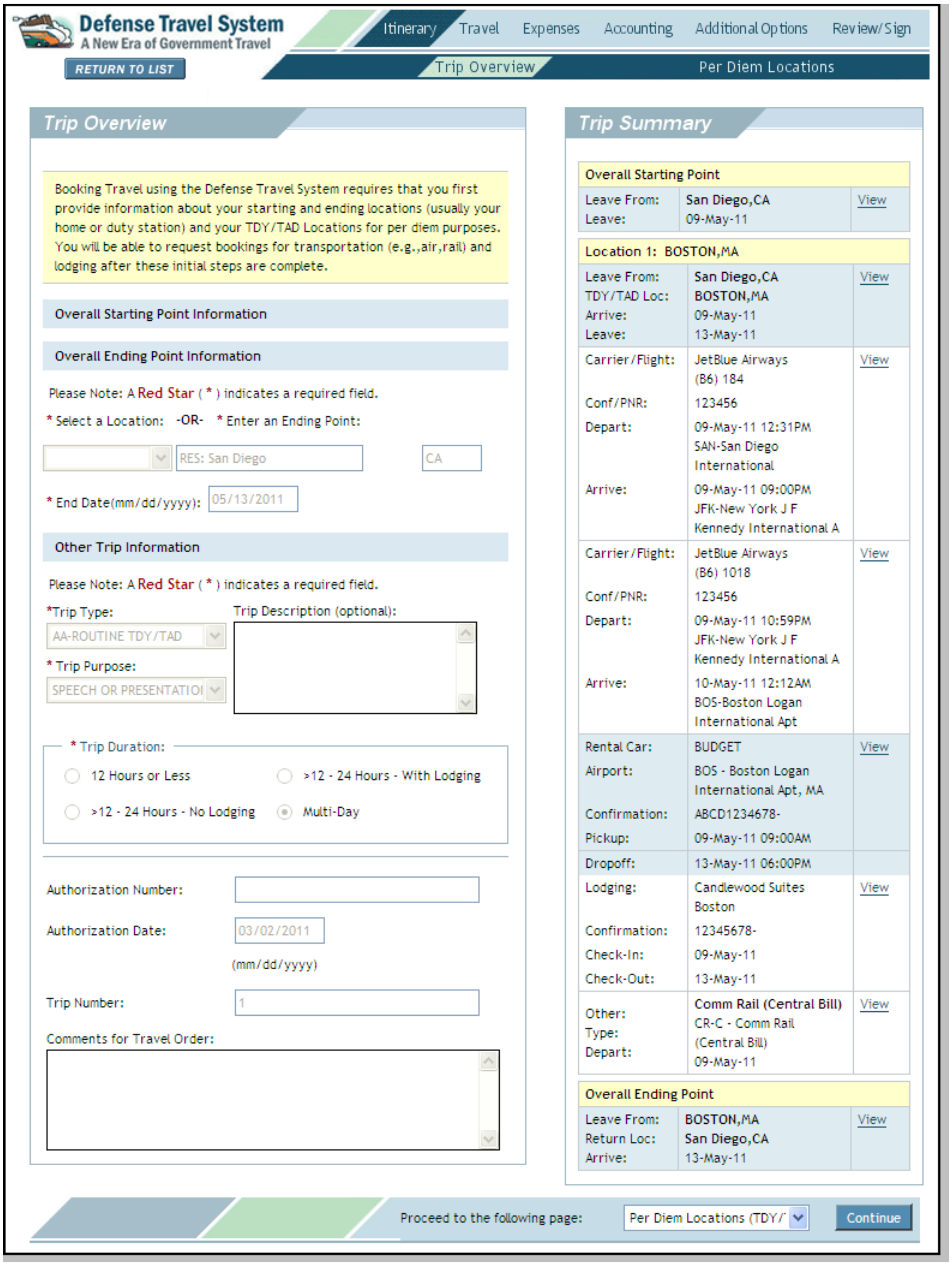

Figure 12-9: Trip Overview Screen

The Trip Summary screen provides information about flights and other reservations such as lodging and rental car (Figure 12-10).

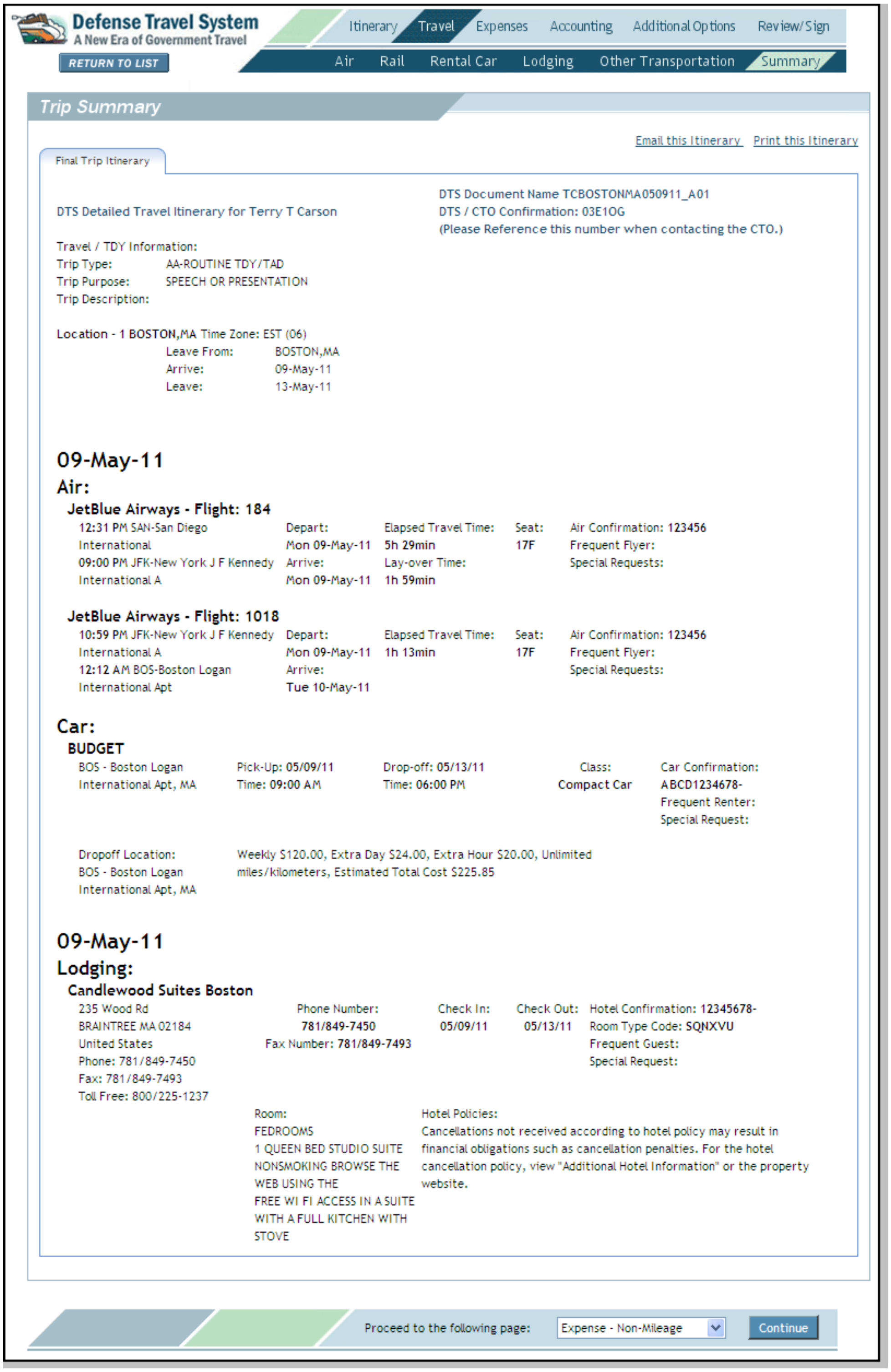

Figure 12-10: Trip Summary Screen

The Non-Mileage Expenses screen shows a summary of the trip expenses on the right side of the screen (Figure 12-11).

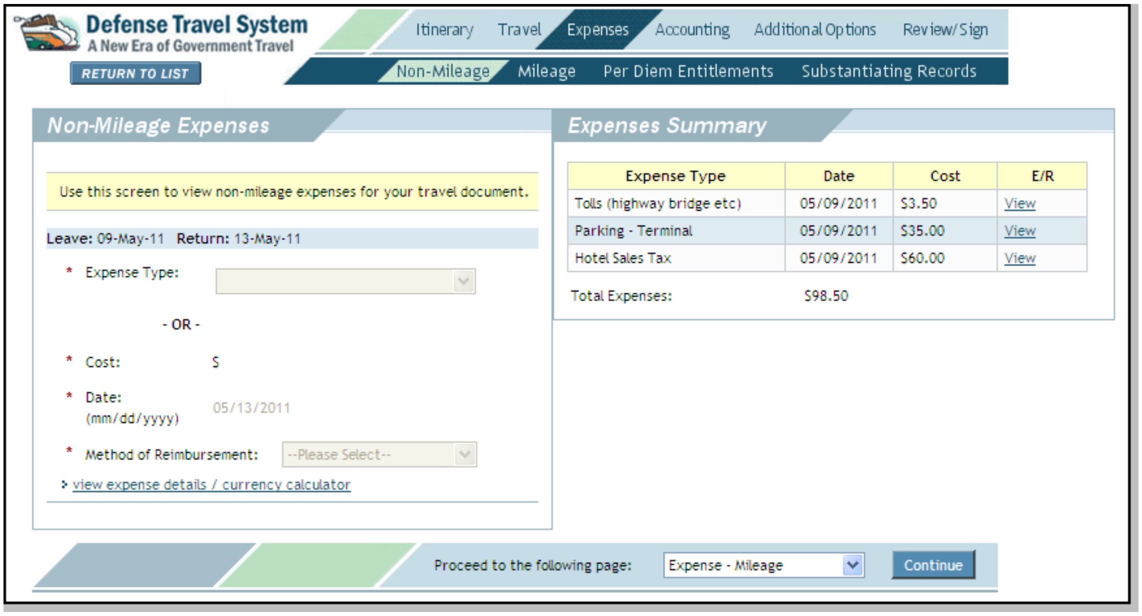

Figure 12-11: Non-Mileage Expenses Screen

The Per Diem Entitlements screen displays per diem entitlements for lodging, duty conditions, meals, and leave.

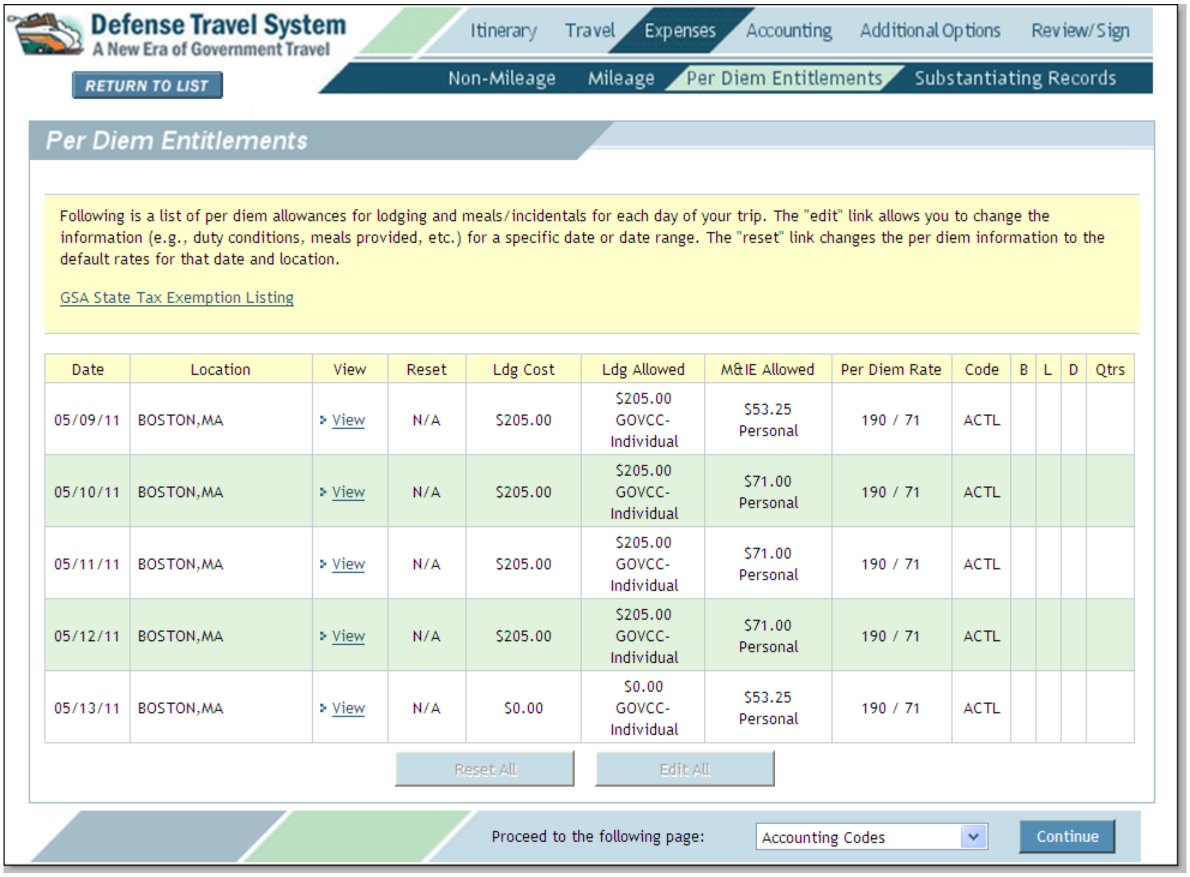

Figure 12-12: Per Diem Entitlements Screen

The Substantiating Records screen may be used to view receipts or other documents the traveler has attached to the document (Figure 12-13).

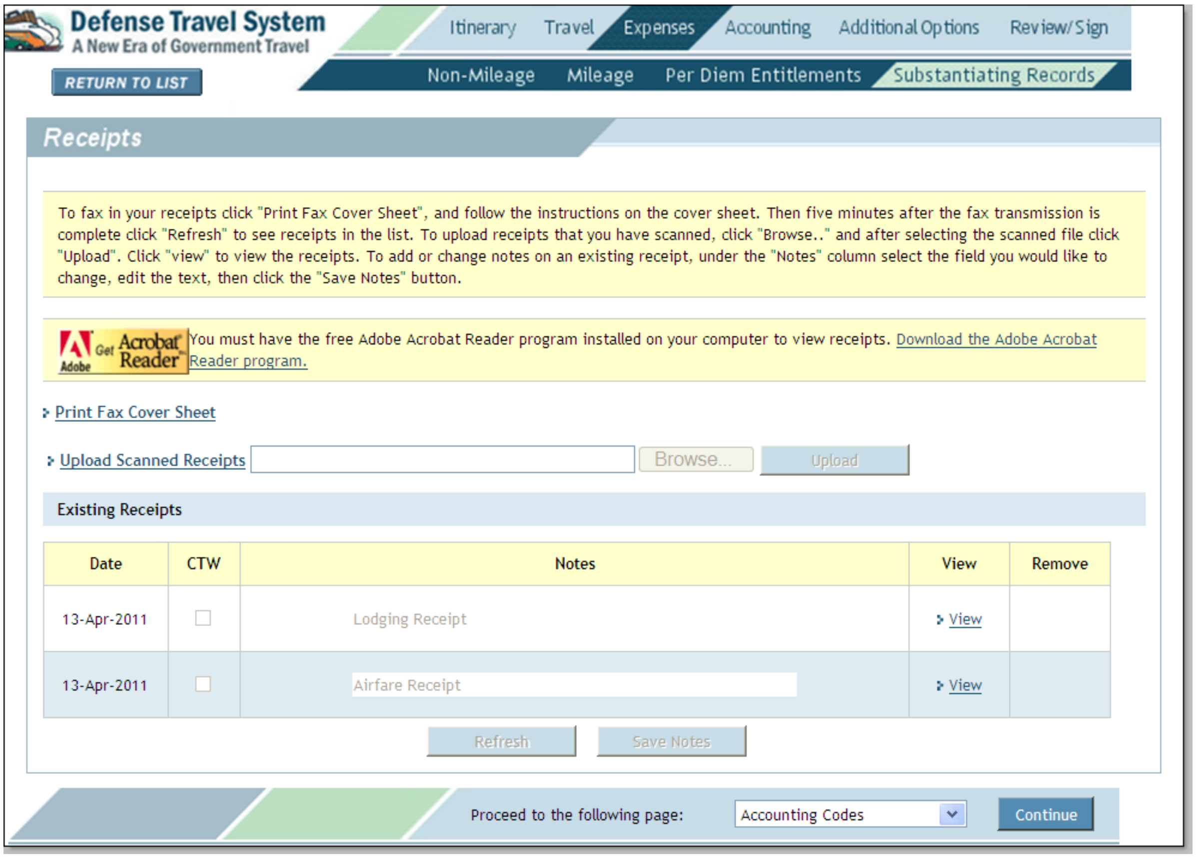

Figure 12-13: Substantiating Records Screen

12.2 ROA Administration and the DTA Maintenance Tool

Administrators responsible for maintaining access to ROA at their site will use the DTA Maintenance Tool to perform these functions. Beginning on the DTS User Welcome screen, follow the below steps to access the ROA Administration feature in the DTA Maintenance Tool:

1. Mouse over **Administrative** on the menu bar and select **DTA Maintenance Tool** (Figure 12-14).

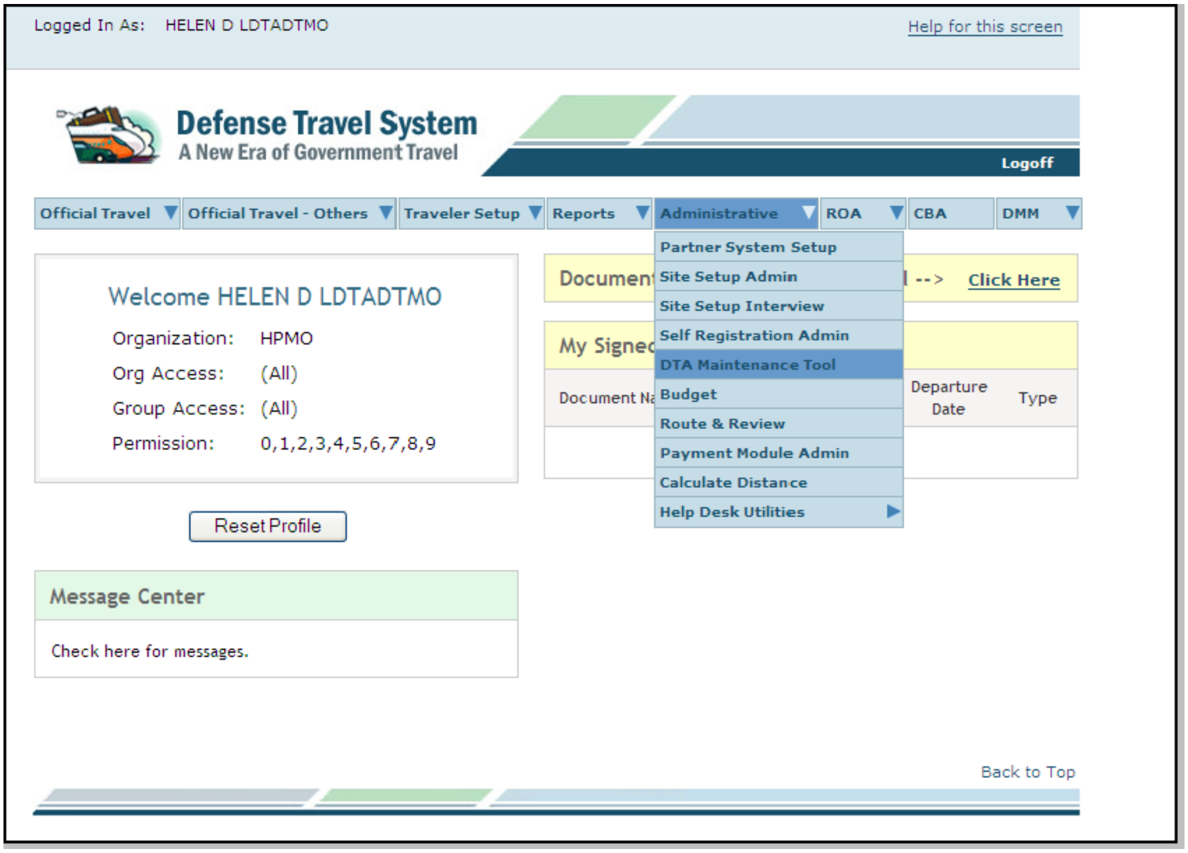

Figure 12-14: DTS Welcome Screen - Administrative Menu

The DTA Maintenance Tool Home page opens.

2. Select the **DTA Tools** drop-down list and select **ROA Administration** (Figure 12-15).

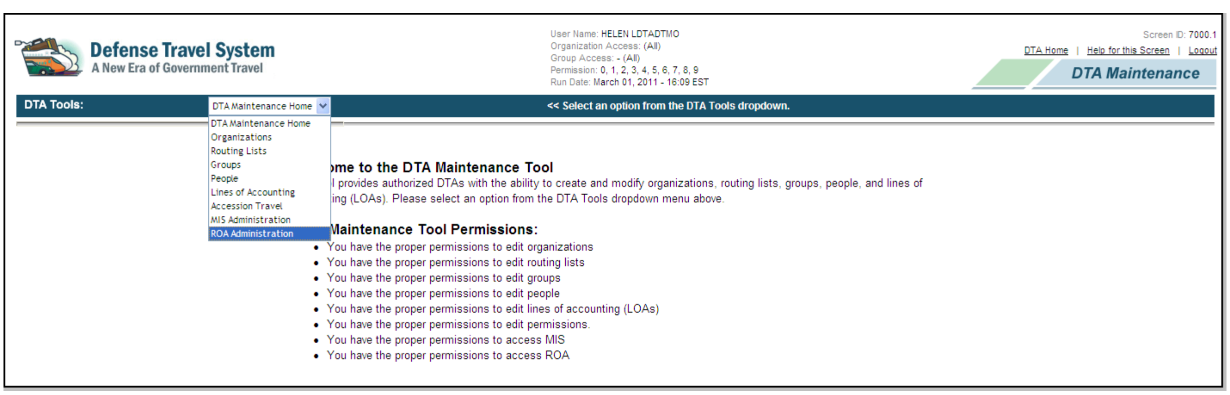

Figure 12-15: DTA Maintenance Tool Home Page

The Search Existing Roa User screen opens by default (Figure 12-16).

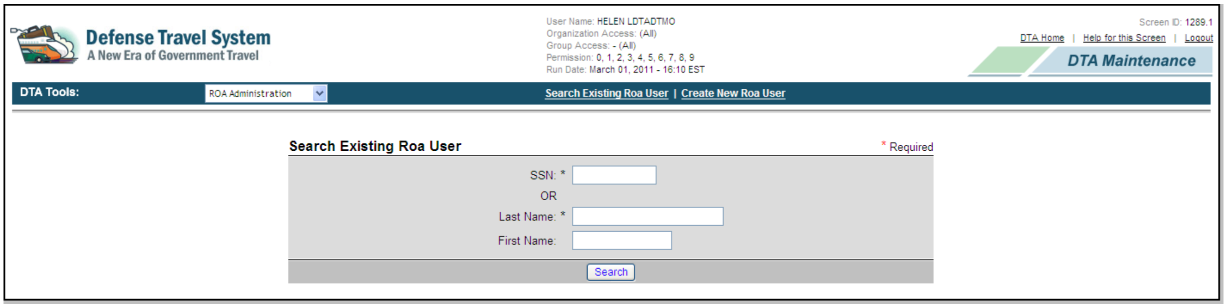

Figure 12-16: Search Existing Roa User Screen

12.2.1 Create a New ROA User

To create a new ROA user means to add ROA to an existing DTS user's access. Follow the steps in Section 12.2 to access the ROA Administration feature. The Search Existing Roa User screen opens by default (Figure 12-16). The two links on the dark blue bar allow the user to search for an existing ROA user and to create a new ROA user. Follow the below steps to create a new ROA user:

1. Select **Create New Roa User**.

The Search New Roa User screen opens (Figure 12-17).

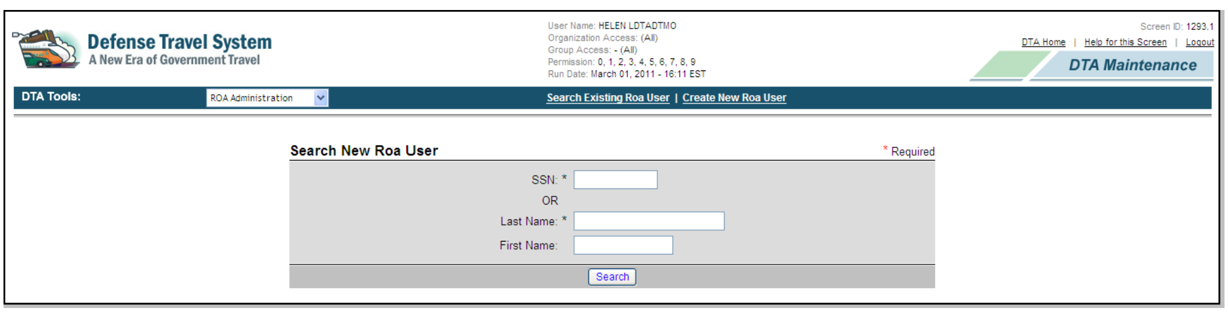

Figure 12-17: Search New Roa User Screen

2. Complete the **SSN** field with the SSN of the DTS user to whom ROA should be granted.
   -OR-
   Complete the **Last Name** field with the last name of the DTS user to whom ROA should be granted.

3. (Optional) If the Last Name field was used, complete the **First Name** field to narrow the search results.

4. Select **Search**.

The New ROA User (Search Results) screen opens (Figure 12-18). It displays the names of DTS users who match the search criteria.

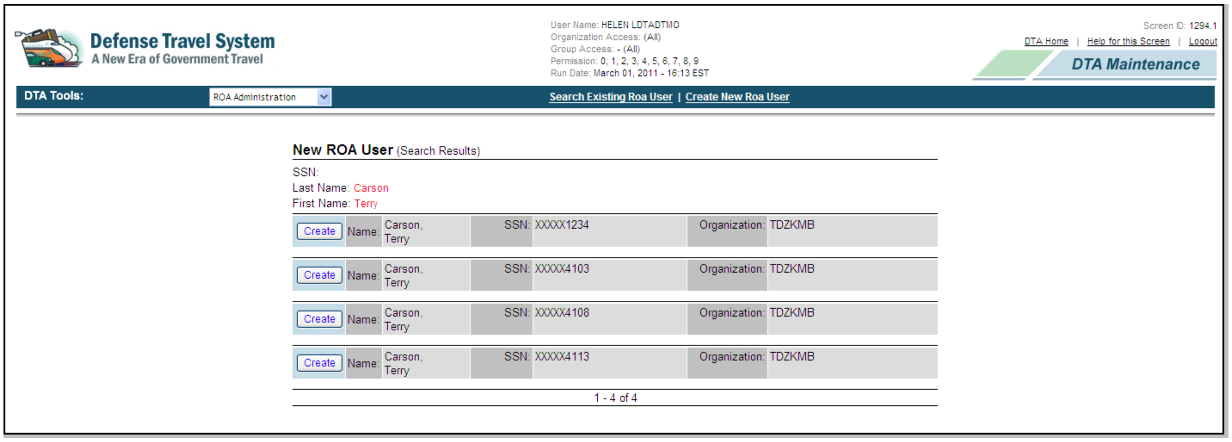

Figure 12-18: New ROA User (Search Results) Screen

5. Select **Create** next to the name of the person to whom ROA should be granted.

The Create Roa User (User Only) screen opens (Figure 12-19).

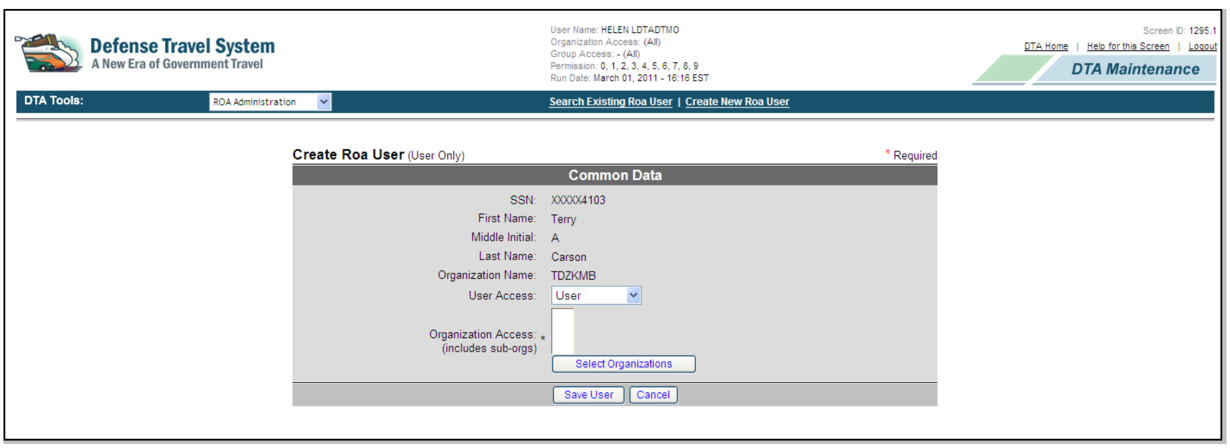

Figure 12-19: Create Roa User (User Only) Screen

6. Select the **User Access** drop-down list and select the type of access for the new ROA user.

7. Choose **Select Organizations**.

The Edit ROA User Organization Access screen opens (Figure 12-20).

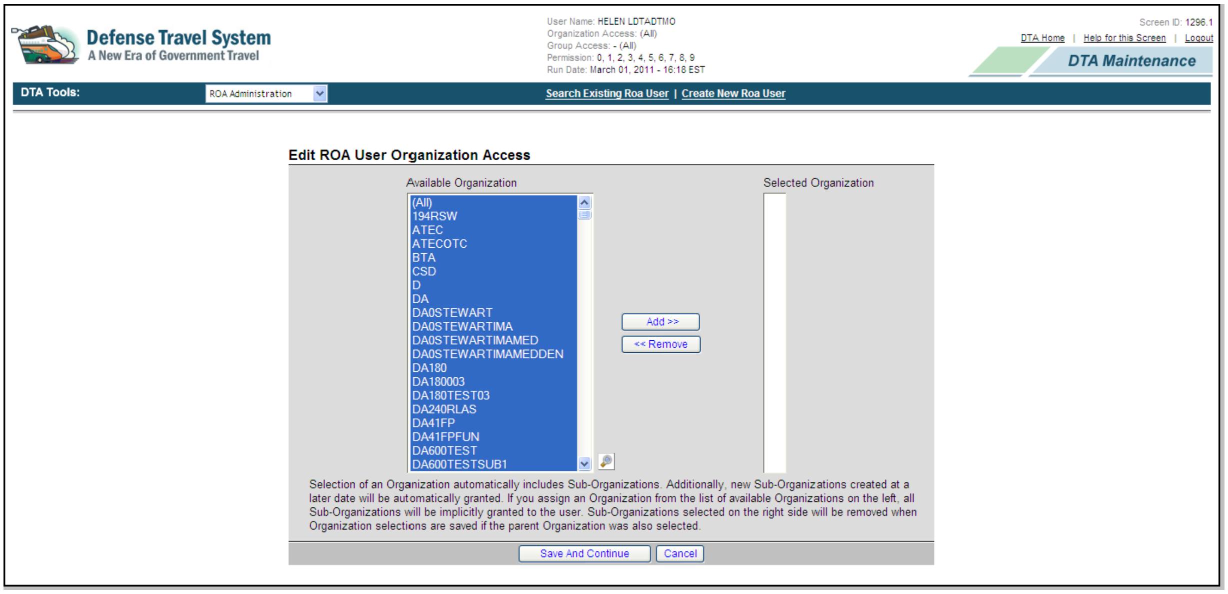

Figure 12-20: Edit ROA User Organization Access Screen

8. Select the name of an **organization** to which the user will receive access (left side of the screen).

9. Select **Add >>**.

The name of the organization displays on the right side of the screen as a selected organization (Figure 12-21). Granting ROA access to a user for an organization also gives the user access to all suborganizations that are associated with that organization.

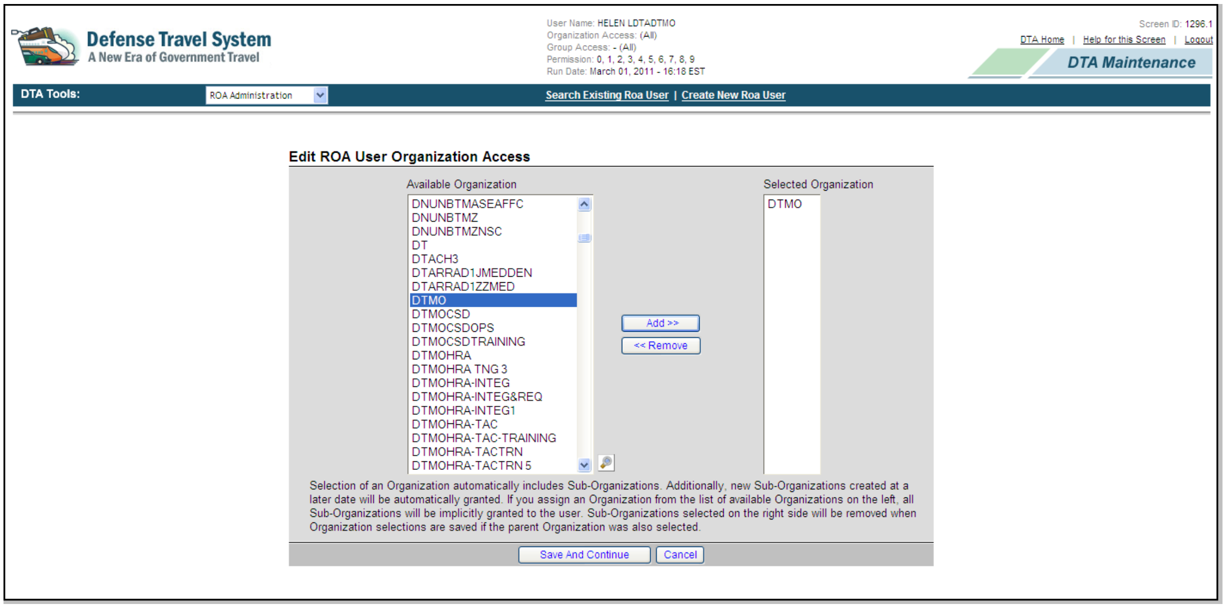

Figure 12-21: Edit ROA User Organization Access Screen – Organization Selected

10. Repeat Steps 9 and 10 for each organization that needs to be added.

11. If it is necessary to remove an organization from an ROA user's access, select the **organization** name from the list in the Selected Organization column on the right side of the screen, then select **Remove**.

12. Select **Save and Continue**.

The Create Roa User (User Only) screen opens with the organization name(s) displayed (Figure 12-22). Organizations may be added or removed by choosing **Select Organizations** and repeating the above process.

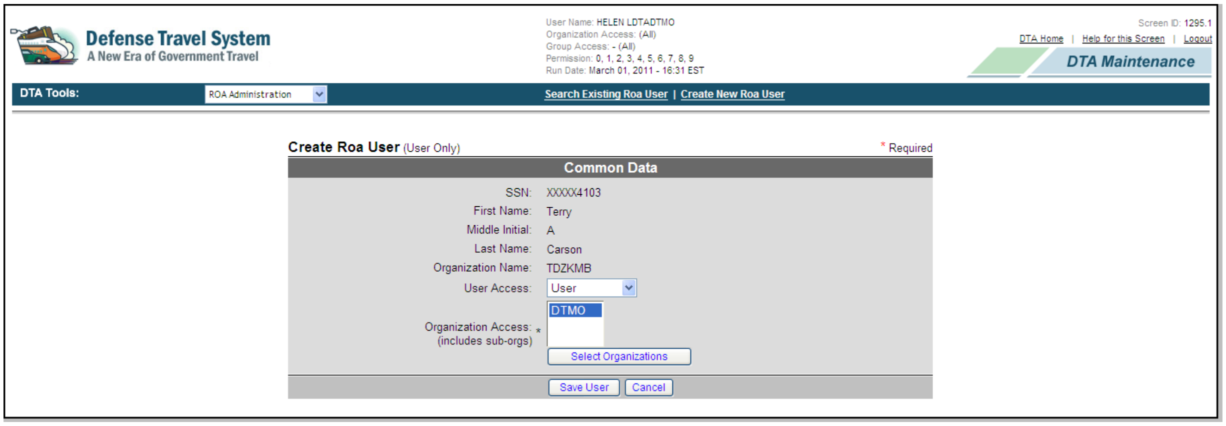

Figure 12-22: Create Roa User (User Only) Screen – Organization Name Displayed

13. Select **Save User**.

The New ROA User (Search Results) screen opens (Figure 12-18).

12.2.2 Update a User's ROA Access

The type of access for an ROA user and the organizations to which a user has access can be updated at any time.

1. Access the ROA Administration feature by following the steps in Section 12.2.

The Search Existing Roa User screen opens by default (Figure 12-16).

2. Complete the **SSN** field with the SSN of the ROA user whose access needs to be updated.
   -OR-
   Complete the **Last Name** field with the last name of the ROA user whose access needs to be updated (Figure 12-23).

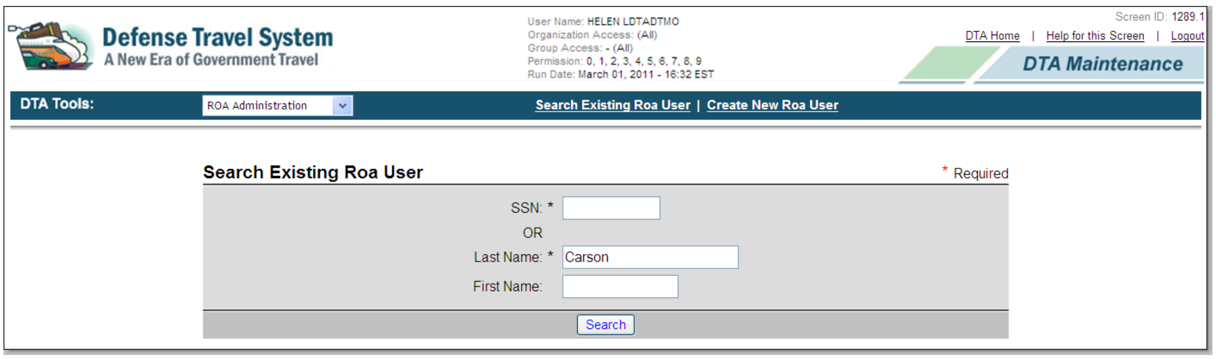

Figure 12-23: Search Existing Roa User – User Last Name

3. (Optional) If the Last Name field was used, complete the **First Name** field with the first name of the ROA user whose access needs to be updated.

4. Select **Search**.

The Existing ROA User (Search Results) screen opens (Figure 12-24).

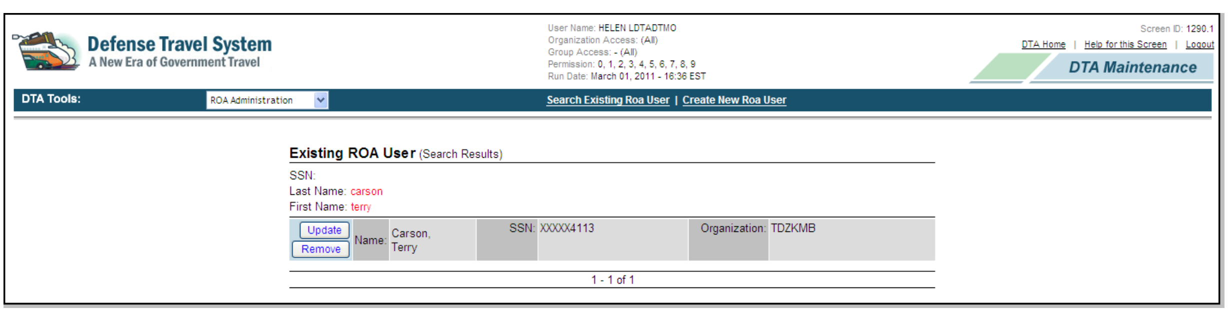

Figure 12-24: Existing ROA User (Search Results) Screen

5. Select **Update** next to the name of the user whose access needs to be modified.

The Update ROA User (User Only) screen opens (Figure 12-25).

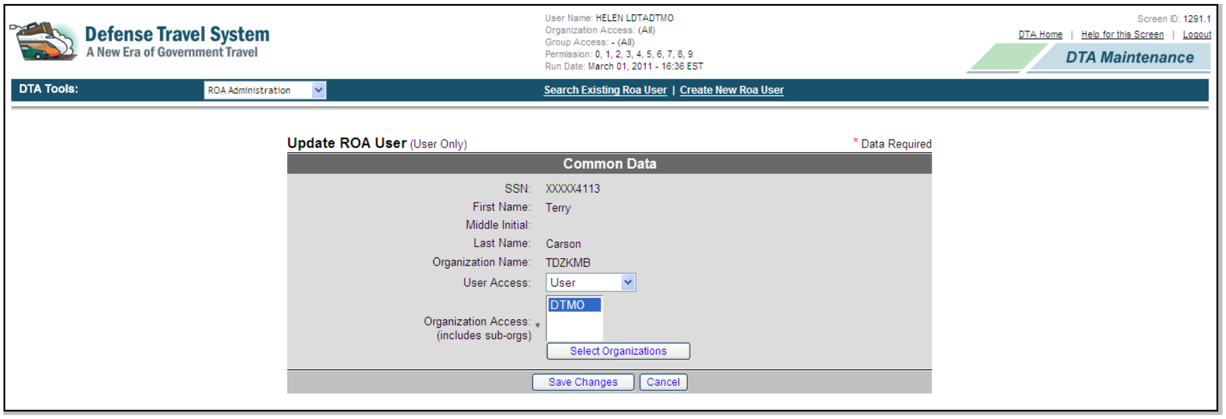

Figure 12-25: Update ROA User (User Only) Screen

6. If necessary, select the **User Access** drop-down list and select the **type of access** to change the access for the ROA user.

7. For instructions on changing an ROA user's organization access, see Section 12.3.1, beginning with Step 8.

8. Select **Save Changes**.
   -OR-
   Select **Cancel** to exit the screen without changing the user's ROA access.

The Existing ROA User (Search Results) screen opens.

12.2.3 Remove a User's ROA Access

Removing a user's access to ROA or ROA Administration does not remove the individual from DTS. It only removes the access to ROA. To begin removing a user's access, follow the below steps:

1. Follow Steps 1 through 4 in Section 12.2.2.

The Existing ROA User (Search Results) screen opens (Figure 12-24).

2. Select **Remove** next to the name of the user whose access needs to be deleted.

The Delete Roa User screen opens (Figure 12-26).

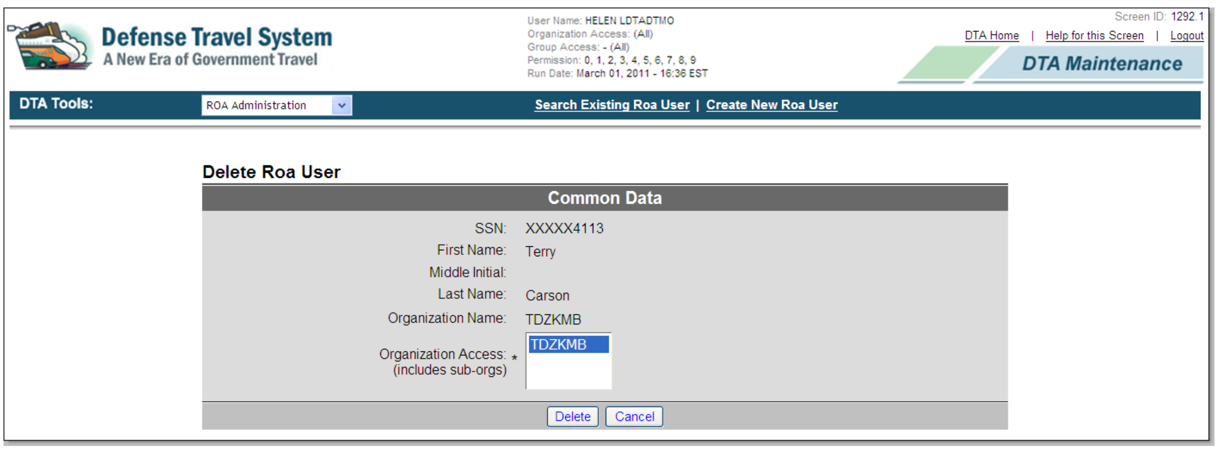

Figure 12-26: Delete Roa User Screen

3. Select **Delete**.
   -OR-
   Select **Cancel** to cancel the removal and keep this user's ROA intact.

The Existing ROA User (Search Results) screen opens (Figure 12-27). The user's name is no longer listed if Delete was selected on the previous screen.

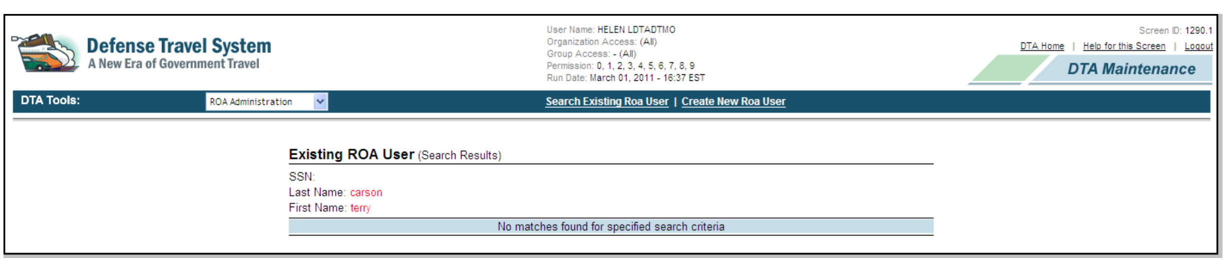

Figure 12-27: Existing ROA User (Search Results) Screen

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DTA Manual Index

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