

DEFENSE TRAVEL SYSTEM

(DTS)

FINANCIAL REJECT CORRECTION GUIDE

Updated as of 29 Apr 2021

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RESOURCES

DTA User's Manual, Appendix G (Sep 2019):

<https://www.defensetravel.dod.mil/Docs/Training/DTA App G.pdf>

DTS Financial Field Procedures Guide (June 2020):

<https://www.defensetravel.dod.mil/Docs/Financial Field Procedures Guide.pdf>

MCO 7300.21B, Marine Corps Financial Management Standard Operating Procedure Manual (May 2015)

<https://www.marines.mil/Portals/1/MCO 7300.21B Final Signed.pdf>

SAMPLE USMC LOA

SAMPLE USMC LOA

LOA Data Elements

Authorized Accounting Activity Account 1		AAA or DTST	067443	(6 or DTST)
		DTST Sub-field		(14)
Department Code	DEPT	17	(2)	
Fiscal Year	FY	10	(2)	
Program Year	PY	10	(2)	
Appropriation	APPR	1166	(4)	
SUBHEAD	SH	27A0	(4)	
Object Class	OC/SOC	2100	(4)	
Sub/Object Class	BCN	00264	(6)	Bureau Control Number
Sub Allotment	SA		(1)	
Authorized Accounting Activity Account 4		AAA	067443	(6)
		TTC	20	Transaction Type Code
Cost Code	CC	COSTCODE12	(12)	
Work Center	MAC	M00005	(6)	
BEA	EA	14	(2)	
BESA	WC	CL	(2)	
Fund Code	FC	APR	(2)	
Cost Account Code	CAC	1A40	(4)	
	BRC		(2)	Budget Reporting Code (SIC Code)
Reimbursable Order Number Account 7		RON		(15)
		RDC		Reimbursable Bill Code
Job Number Local Use	BLU		(4)	
	DSSN	6162	(4)	Disbursing Station Symbol Number
Accounting Classification	ACRN	AA	(2)	
Reference Number				

003, MISSING/INVALID TOTAL TRANSACTION AMOUNT

Currently there are three (3) known causes. The common link is associated with the DTS voucher having internal (behind the scene) dollar value totals which differ from the document/expense totals displayed on the review/expense screens.

Below is the first example where a CTO FEE reflects both "GOVCC-Individual" and "Central Bill", but displays "Personal" as the reimbursement method. The system cannot handle this transaction because GOVCC-I, Central Bill & Personal conflict with each other.

The screenshot shows a web application window titled "Unclassified" with a menu bar (File, Edit, View, Favorites, Tools, Help). The main content area displays transaction details for a flight from SAN-San Diego International to BWI-Baltimore Washington International A on 19-Aug-13. The transaction includes a "Comm Air (Central Bill)" and a "CTO FEE (GOVCC-I)". The "CTO FEE" record shows a fare of \$18.00 and a reimbursement method of "Personal". A callout box with arrows pointing to the "GOVCC-I", "Central Bill", and "Personal" fields contains the text: "The problem: all three of these reimbursement methods conflict so the expense totals within the record that we cannot see do not add up properly." Below the transaction details, there is an "Overall End Point" section showing the time zone as EST (06), and an "Itinerary" section showing the route from Baltimore, MD to Baltimore, MD. At the bottom, an "Expenses" section states "No Expense Information Available." The Windows taskbar at the bottom shows several open applications, including "Reject Cor...", "Defense T...", "https://dts...", "https://ww...", "Branch Per...", "Microsoft...", "DTS Rejec...", and "Display". The system clock in the bottom right corner shows 11:12 on 4/27/2016.

Depart:	SAN-San Diego International 19-Aug-13 07:10AM
Arrive:	BWI-Baltimore Washington International A 19-Aug-13 03:15PM
Method Of Reimbursement:	GOVCC
Confirmation:	ABWN*AWFSZH
Ticket:	2151444144
<hr/>	
Comm Air (Central Bill): View	Type: CP-C - Comm Air (Central Bill) Fare: \$2,855.00 Depart: 19-Aug-13 Method of Reimbursement: Central Bill
<hr/>	
CTO FEE (GOVCC-I): View	Type: CF-C - CTO Fee (Central Bill) Fare: \$18.00 Depart: 19-Aug-13 Method of Reimbursement: Personal Ticket: 8902272652913
<hr/>	
Overall End Point Time Zone: EST (06)	
<hr/>	
Itinerary: View	Leave From: BALTIMORE, MD Return Location: BALTIMORE, MD Arrive: 20-Aug-13
<hr/>	
Expenses	
No Expense Information Available.	

To fix this error the CTO fee must be removed from the document by going into itinerary and clicking on "Remove". The CTO fee will need to be added back into the document as Central Bill after researching and determining that was the correct method of reimbursement.

The screenshot shows a software window titled "Unidentified" with a menu bar (File, Edit, View, Favorites, Tools, Help). The main content area displays flight and reimbursement information:

- Arrive:** BWI-Baltimore Washington International A, 19-Aug-13 03:15PM
- Method Of Reimbursement:** GOVCC
- Confirmation:** ABWN*AWFSZH
- Ticket:** 2151444144
- ROTATOR FLIGHT:**
 - Type: CP-C - Comm Air (Central Bill)
 - Fare: \$2,855.00
 - Depart: 19-Aug-13
 - Method of Reimbursement: Central Bill
 - Ticket: ROTATOR FLIGHT
- CTO Fee (Central Bill):**
 - Type: CF-C - CTO Fee (Central Bill)
 - Fare: \$18.00
 - Depart: 19-Aug-13
 - Method of Reimbursement: Central Bill
- Overall End Point:** Time Zone: EST (06)
- Itinerary:**
 - Leave From: BALTIMORE, MD
 - Return Location: BALTIMORE, MD
 - Arrive: 20-Aug-13
- Expenses:** No Expense Information Available.
- Per Diem Entitlements:**
- Lodging M&IE:**

Start Date	End Date	Total Lodge	Total M&IE

A callout box with a black border and white text points to the "CTO Fee (Central Bill)" entry. The text inside the box reads: "Now the type and method of reimbursement match up and this document should process without rejecting after it is signed and re-approved".

The second scenario is linked to DTS automatically increasing the nightly lodging amount entered to the maximum lodging allowed upon approval. This create as out of balance issue between actual trip cost and obligation. To fix this error the user must use the "Actual Lodging" option and justify all pre-audits with "DTS glitch on lodging causing 003 error".

The third scenario is linked to processing a voucher/amended voucher after SABRS has changed to a "C" or "R" status. DTS rejects the document 075/076 respectively and upon amendment, drops all prior payment information on the financial summary screen. The prior voucher payment amounts are still reflected, but payment information such as DOV#, Date, etc. is "BLANK" and this causes the out of balance scenario. Any debt voucher with this particular error must be collected manually. HQMC corrected SABRS software in April 2019 which should have eliminated and new cases. See the **MCTIM** for processing guidance or contact the Quantico LDTA Helpdesk.

011, MISSING/INVALID BEGINNING FY INDICATOR

There may be several reasons for this reject. Look at the LOA in the rejected document, and check the FY in Account 2.

In this example, the FY in Account 2 of the LOA is 10.

Update the information below for this line or accounting. (LUA)

Format Map: MC 1, 8/1/2001
Label: 10 220 MEU ACE

LOA Data Elements

Numbers in parentheses mark the maximum characters for that input field. Please enter only numbers or uppercase letters.

Account 1	AAA or DTST:	067443	(6 or DTST)
	DTST Sub-Field:		(14)
Account 2	DEPT:	17	(2)
	FY:	10	(2)
	PY:	10	(2)
	APPR:	1106	(4)
	SH:	27A0	(4)
Account 3	OC/SOC:	2100	(4)
	BCN:	20133	(5)
	SA:		(1)
Account 4	AAA:	067443	(6)
	TTC:	20	(2)
Account 5	CC:	ACDS100TSTAD	(12)
	MAC:	M20179	(6)
Account 6	FA:	AC	(2)
	WC:	05	(2)
	FC:	BH	(2)
	CAC:	0531	(4)
	BRC:	PY	(2)
Account 7	RON:		(15)
	RBC:		(1)
	JNLU:		(4)

The expenses in the rejected voucher are from FY16. FY10 is closed appropriation.

File Edit View Favorites Tools Help

Expenses

Non-Mileage:

Date	Expense Type	Event Purpose	Actual Cost	Allowed Cost	Method Of Reimbursement
Total:			\$0.00		

Mileage:

Date	From Location	To Location	Expense Type	Event Purpose	Odometer Miles	One-Way Miles Cost	POC Rate	Net Cost
View 03/08/16	JACKSONVILLE, NC	Cherry Point, NC	Private Auto Mileage - Owner/Operator	Swim Qual	120.0	0	0.54	\$64.80
Total:								\$64.80

Accounting Summary

Accounting Code: 10 22D MEU ACE [view](#)

MILEAGE: \$64.80

10 22D MEU ACE Sub Total: \$64.80

Calculated Trip Cost: \$64.80

Disbursing Summary

Total Prior Payments: \$0.00

Balance Due US: \$0.00

Net Distribution

Personal(\$): \$64.80

Individual GOVCC(\$): \$0.00

Total(\$): \$64.80

Document Totals

MILEAGE: \$64.80

Calculated Trip Cost: \$64.80

[Save And Proceed To Pre-Audit](#)

Proceed to the following page: Pre-Audit [Continue](#)

For this example, the rejected document should be amended, the FY10 LOA needs to be removed and the current FY LOA needs to be selected. Once this action is complete, re-process the document.

015, MISSING/INVALID FUND CODE

1. You must verify the FY Fund Code you are working with is available at both the Sub-Allotment Recipient Indicator (SRI) - Table 20 & Work Center Identifier (WCI) - Table 302 levels. To validate the Fund Code at the SRI level - Table 20, login to SABRS. At the SABRS MAIN MENU, select "SABRS" then "TABLE MANAGEMENT".

```
09:00:34          FINANCIAL DATA BASE          GFM0000
30 Jan 2020          MAIN MENU                  GFP0000
-----
SELECT OPTION:  1

1.  SABRS
2.  SABRS ADHOC MENU
3.  SABRS TRAVEL ORDER WRITER
4.  SABRS MAILBOX (RESTRICTED)
5.  DEFINE PRINTER
6.  TERMINATE NATURAL SESSION

TT          »          NUM          0  6.47  B
```

```
09:09:46          SABRS          DFMS0000
30 Jan 2020        MAIN MENU      DFPS0000
-----
SELECT AN OPTION:  6

1.  AUTHORIZATION PROCESSING
2.  BUDGET EXECUTION ACTIVITY AUTHORIZATION PROCESSING
3.  INITIATIONS/COMMITMENTS/OBLIGATIONS/EXPENSES
4.  CORRECTION PROCESSING
5.  REPORTS INQUIRY
6.  TABLE MANAGEMENT
7.  ONLINE ALLOCATIONS
8.  REIMBURSABLES
9.  TRAVEL

PF6=EXIT

TT          »          0  6.20  B
```

2. Leave the TABLE NAME/NUMBER field blank and press the enter key.
Place an "X" to the left of the field "S-FUND CODE 020" and press the enter key.

```
09:10:58                SABRS                DFMT0000
30 Jan 2020            TABLE MAINTENANCE MAIN MENU  DFPT0000
-----
ENTER A TABLE NAME/NUMBER HERE: _____

      DATA ELEMENT TABLES:  -
      FINANCIAL DESCRIPTION TABLES:  -
      GENERAL LEDGER TABLES:  -
      INFORMATIONAL TABLES:  -
      LOCAL COMMAND TABLES:  -
      PROCESS TABLES:  -
      REPORT TABLES:  -
      LEGACY TABLES:  -

(OR LEAVE BLANK TO RECEIVE A LIST OF SABRS TABLE NAMES)

PF3=PREV,PF4=MAIN,PF6=EXIT
```

```
09:12:22                SABRS                DFMT0001
30 Jan 2020            TABLE SELECTION LISTING  DFPT0000
-----
PLACE AN X IN FRONT OF THE TABLE YOU WISH TO ACCESS

- R-BILL-NO 007 - WRK-CTR-ID 207 - SYS-SRCE 222 - LINE-CODE 238
- M-DSSC-FIP 0F2 - AAC-ID 208 - ACT-TABLE 223 - GLA-QTRUPD 239
- STRS-BNUM 0P2 - CYCLE-INFO 209 - SPCL-FUNC 225 - CONTR-OFFC 240
- X-CAC 014 - GLA-PROC 210 - RIC-TPN 226 - JNLU 241
X S-FUNDCODE 020 - CERT-OFFCL 211 - OBJ-CLASS 227 - ST04BCN 242
- M-FIP-XREF 030 - CORRACCESS 212 - SPCLINTRST 228 - MCPC 244
- S-OC-SOC 049 - MAJ-RSC 213 - SMU-AAC 229 - SFIS-PSC 245
- M-RD-FIP 068 - PBIS-AUTH 214 - RPTRECIPID 230 - BSYM-SPONS 246
- VALDIC 200 - ERR-UNMAT 215 - MCPC-HQ 231 - BSARISPONS 247
- DOCTYPE 201 - SYM-BUDACT 216 - AACTOSVC 232 - ORIG-SRCE 248
- MCCRECIPID 202 - SYM-SBHDBA 217 - FIN-RPT 233 - GLYRENROLL 249
- GLADESCR 203 - FUND-FUNC 218 - L-SPCL-INT 234 - SVC-CODE 250
- AUTHSPEND 204 - MAJ-CLAIM 219 - F-LVL-RPT 235 - BCN-TABLE 251
- FUND-DIC 205 - AUTH-CODE 220 - DOV-SEQ-CD 236 - PEN-TABLE 252
- BASIC-SYM 206 - FIP-CTR 221 - NFT-DIC 237 - FCF-TABLE 253

PF3=PREV,PF4=MAIN,PF6=EXIT
```

3. Since we want to research the fund code of "AR" for FY2020 using 1106/BSS1, simply enter "AR" at the search key, and press enter. SABRS will always display the warning "** ENTERED KEY NOT ON TABLE, STARTING WITH NEXT AVAILABLE KEY **", press enter again when the error is displayed.

09:40:37
30 Jan 2020

SABRS
S-FUNDCODE MAINTENANCE

DFMT020A
DFPT020M

SEARCH KEY: AR

FUND CODE FUND FUNC	FY FULL	SVC CODE MC PRGM-CD	MJCC	BASIC SYM	SUB HEAD	BUD PROJ	PRGM ELEM-NO	SUB ALLOT
AA	2013	M	027	1106	BSS1		0208212M	
BSS1								
AA	2014	M	027	1106	BSS1		0208212M	
BSS1								
AA	2015	M	027	1106	BSS1		0208212M	
BSS1								
AA	2016	M	027	1106	BSS1		0208212M	
BSS1								
AA	2017	M	027	1106	BSS1		0208212M	
BSS1								

PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN

TT 0 5,17 B

09:40:37
30 Jan 2020

SABRS
S-FUNDCODE MAINTENANCE

DFMT020A
DFPT020M

SEARCH KEY: AR

FUND CODE FUND FUNC	FY FULL	SVC CODE MC PRGM-CD	MJCC	BASIC SYM	SUB HEAD	BUD PROJ	PRGM ELEM-NO	SUB ALLOT
AA	2013	M	027	1106	BSS1		0208212M	
BSS1								
AA	2014	M	027	1106	BSS1		0208212M	
BSS1								

** ENTERED KEY NOT ON TABLE, STARTING WITH NEXT AVAILABLE KEY **

AA	2017	M	027	1106	BSS1		0208212M	
BSS1								

PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN

TT 0 15,1 B

4. If "AR" is a valid Fund Code (FC), SABRS will display the FC starting with the earliest FY. Press the F8 key to advance and view FY2020.

09:47:02
30 Jan 2020

SABRS
S-FUNDCODE MAINTENANCE

DFMT020A
DFPT020M

SEARCH KEY: _____

FUND CODE FUND FUNC	FY FULL	SVC CODE MC PRGM-CD	MJCC	BASIC SYM	SUB HEAD	BUD PROJ	PRGM ELEM-NO	SUB ALLOT
AR	2013	M	027	1106	BSS1		0208534M	
BSS1								
AR	2014	M	027	1106	BSS1		0208534M	
BSS1								
AR	2015	M	027	1106	BSS1		0208534M	
BSS1								
AR	2016	M	027	1106	BSS1		0208534M	
BSS1								
AR	2017	M	027	1106	BSS1		0208534M	
BSS1								

PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN

09:47:17
30 Jan 2020

SABRS
S-FUNDCODE MAINTENANCE

DFMT020A
DFPT020M

SEARCH KEY: _____

FUND CODE FUND FUNC	FY FULL	SVC CODE MC PRGM-CD	MJCC	BASIC SYM	SUB HEAD	BUD PROJ	PRGM ELEM-NO	SUB ALLOT
AR	2018	M	027	1106	BSS1		0208534M	
BSS1								
AR	2019	M	027	1106	BSS1		0208534M	
BSS1								
AR	2020	M	027	1106	BSS1		0208534M	
BSS1								
AS	2013	M	027	1106	BSS1		0208535M	
BSS1								
AS	2014	M	027	1106	BSS1		0208535M	
BSS1								

PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN

5. As you can see from the display above, the FC "AR" is valid at the "SRI" level for FY2020/1106/BSS1 money.

6. You must now verify the information is on the Work Center Identifier (WCI) - Table 302 level. To do this, go back to the SABRS TABLE MAINTENANCE MAIN MENU, leave the TABLE NAME/NUMBER field blank and press the enter key.

```
10:28:43          SABRS          DFMT0000
30 Jan 2020      TABLE MAINTENANCE MAIN MENU  DFPT0000
-----
ENTER A TABLE NAME/NUMBER HERE: _____

DATA ELEMENT TABLES:  -
FINANCIAL DESCRIPTION TABLES:  -
GENERAL LEDGER TABLES:  -
INFORMATIONAL TABLES:  -
LOCAL COMMAND TABLES:  -
PROCESS TABLES:  -
REPORT TABLES:  -
LEGACY TABLES:  -

(OR LEAVE BLANK TO RECEIVE A LIST OF SABRS TABLE NAMES)

PF3=PREV,PF4=MAIN,PF6=EXIT
```

Press enter a second time to get to tables 254-509.

```
10:33:44          SABRS          DFMT0001
30 Jan 2020      TABLE SELECTION LISTING  DFPT0000
-----
PLACE AN X IN FRONT OF THE TABLE YOU WISH TO ACCESS

- R-BILL-NO 007 - WRK-CTR-ID 207 - SYS-SRCE 222 - LINE-CODE 238
- M-DSSC-FIP 0F2 - AAC-ID 208 - ACT-TABLE 223 - GLA-QTRUPD 239
- STRS-BNUM 0P2 - CYCLE-INFO 209 - SPCL-FUNC 225 - CONTR-OFFC 240
- X-CAC 014 - GLA-PROC 210 - RIC-TPN 226 - JNLU 241
- S-FUNDCODE 020 - CERT-OFFCL 211 - OBJ-CLASS 227 - ST04BCN 242
- M-FIP-XREF 030 - CORRACCESS 212 - SPCLINTRST 228 - MCPC 244
- S-OC-SOC 049 - MAJ-RSC 213 - SMU-AAC 229 - SFIS-PSC 245
- M-RD-FIP 068 - PBIS-AUTH 214 - RPTRECIPID 230 - BSYM-SPONS 246
- VALDIC 200 - ERR-UNMAT 215 - MCPC-HQ 231 - BSARISPONS 247
- DOCTYPE 201 - SYM-BUDACT 216 - AACTOSVC 232 - ORIG-SRCE 248
- MCCRECIPID 202 - SYM-SBHDBA 217 - FIN-RPT 233 - GLYRENROLL 249
- GLADESCR 203 - FUND-FUNC 218 - L-SPCL-INT 234 - SVC-CODE 250
- AUTHSPEND 204 - MAJ-CLAIM 219 - F-LVL-RPT 235 - BCN-TABLE 251
- FUND-DIC 205 - AUTH-CODE 220 - DOV-SEQ-CD 236 - PEN-TABLE 252
- BASIC-SYM 206 - FIP-CTR 221 - NFT-DIC 237 - FCF-TABLE 253

PF3=PREV,PF4=MAIN,PF6=EXIT
```

7. Place an "X" to the left of the field "CIF-TABLE 302" and press the enter key.

10:35:40

30 Jan 2020

SABRS

TABLE SELECTION LISTING

DFMT0001

DFPT0000

PLACE AN X IN FRONT OF THE TABLE YOU WISH TO ACCESS

-	PRE-CLOSE2	254	-	MEMO	271	-	GL-STALLOC	305	-	BALII	326
-	PST-CLOSE2	255	-	RT5-FFUNC	272	-	GL-CMDST	306	-	BILL-LIMIT	327
-	DEC-CHILD	256	-	CMET	273	-	DWCF-4930	309	-	TAC-METADA	328
-	RONARCHIVE	257	-	FAN	274	-	SYM-SBHFUN	311	-	AUTH-DIC2	330
-	HIST-BAL	258	-	DIC-DTC	276	-	PSTMD-DFLT	312	-	SYSTABLE	500
-	ADG-BILL	259	-	LABOR-PCT	277	-	SASSY-MCC	314	-	CENSYS	501
-	PAYABLE	260	-	BCN-ALLO	278	-	TRANS-ACCT	315	-	LOCAL-UPD	502
-	PBIS17	261	-	ACCEL-TYPE	279	-	CORR-NO-S	316	-	BATCHLOCK	503
-	ACCR-LIAB	262	-	LABOR-PPED	280	-	CLS-TABLE	317	-	TRANS-CNT	504
-	LABOR-SDN	263	-	AL-SDN-SER	282	-	ORGPAYTYPE	319	-	WEB-DUPE	505
-	JV-SDN-SER	264	-	SPEND-GLA	300	-	BLI-FUNDF	320	-	WEB-TRANS	506
-	EXTRACT	267	-	DTC-TYPE	301	-	AGENCY-LOC	321	-	USER-ID	507
-	DDRS-HIST	268	X	CIF-TABLE	302	-	ACCR-DEF	322	-	TC-APPR	508
-	TABLE-COPY	269	-	IDB-DFLT	303	-	ACCR-DATA	323	-	RESTRICT	509
-	BAL-GL-EXT	270	-	MAX-ADJ	304	-	PAY-TYPE	324	-		

PF3=PREV,PF4=MAIN,PF6=EXIT

TT

0 19.41 B

10:37:28	SABRS			DFMT302A
30 Jan 2020	CIF-TABLE MAINTENANCE			DFPT302M

SEARCH KEY:				
ACTY-ADDR-CD	FUND-CODE	FY-FULL		
DEPT-CODE	BASIC-SYM	BS-FUND-INDIC	STAT-OBL-FLAG	
BUD-ACTY-CD	SUBHEAD	FUND-FUNC	BUR-CTRL-NO	
MCC	ARI	SRI	WCI	
BEA	BESA	ACCTG-INSTALL	SUB-ALLOTMENT	

MCCS01	BK	2016		
17	1106	O		
01	1A1A	1A1A	67895	
M67895	M67895	M67895	M40494	
UM	UM	067443		
MCFH02	BK	2017		
17	1106	O		
01	1A1A	1A1A	67895	
M67895	M67895	M67895	M40494	
UM	UM	067443		
PF2=PRINT ,PF3=PREV ,PF4=MAIN ,PF6=EXIT ,PF7=PGUP ,PF8=PGDN				
TT	»			0 5.16 B

8. Refer to the LOA elements of the accounting label that is rejecting. Using the below screenshot as an example, we will query SABRS to see if fund code "AR" is on Table 302 and available for use for Account Address Code (AAC) M30004 which is the identifier for MCBQ. The AAC and MAC are the same thing; DTS refers to the item as the MAC in Account 5.

Account 1	AAA or DTST: 067443 (6 or DTST)
	DTST Sub-field: (14)
Account 2	DEPT: 17 (2) FY: 20 (2) PY: 20 (2) APPR: 1106 (4) SH: BSS1 (4)
Account 3	OC/SOC: 2140 (4) BCN: 00264 (5) SA: (1)
Account 4	AAA: 067443 (6) TTC: 2D (2)
Account 5	CC: M30004CFCFAR (12) MAC: M30004 (6)
Account 6	FA: CF (2) WC: CF (2) FC: AR (2) CAC: NSFR (4) BRC: (2)

9. At the SABRS CIF-TABLE MAINTENANCE" screen, enter the AAC/MAC (M30004) and Fund Code (AR) with no space and hit enter. You could also enter the AAC/MAC (M30004), press enter, and use the F8 function to look through the entire listing of fund codes that are loaded to that WCI.

```

13:04:38          SABRS          DFMT302A
30 Jan 2020      CIF-TABLE MAINTENANCE  DFPT302M
-----
SEARCH KEY:  M30004AR
ACTY-ADDR-CD  FUND-CODE  FY-FULL  STAT-OBL-FLAG
DEPT-CODE     BASIC-SYM  BS-FUND-INDIC  BUR-CTRL-NO
BUD-ACTY-CD   SUBHEAD    FUND-FUNC      WCI
MCC           ARI        SRI            SUB-ALLOTMENT
BEA           BESA      ACCTG-INSTALL
-----
MCCS01        BK         2016
17            1106        O
01            1A1A        1A1A          67895
M67895        M67895      M67895        M40494
UM            UM         067443
MCFH02        BK         2017
17            1106        O
01            1A1A        1A1A          67895
M67895        M67895      M67895        M40494
UM            UM         067443

PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
TT          *          0  5,24  A
  
```

10. SABRS will always display the warning "** ENTERED KEY NOT ON TABLE, STARTING WITH NEXT AVAILABLE KEY **", press enter again when the error is displayed.

```
13:09:00          SABRS          DFMT302A
30 Jan 2020      CIF-TABLE MAINTENANCE DFPT302M
-----
SEARCH KEY:  M30004AR
ACTY-ADDR-CD  FUND-CODE  FY-FULL  BS-FUND-INDIC  STAT-OBL-FLAG
DEPT-CODE     BASIC-SYM  FUND-FUNC  BUR-CTRL-NO
BUD-ACTY-CD   SUBHEAD   SRI        WCI
MCC           ARI        ACCTG-INSTALL  SUB-ALLOTMENT
BEA           BESA
-----
MCCS01        BK         2016
17            1106       O
01            1A1A       1A1A        67895

** ENTERED KEY NOT ON TABLE, STARTING WITH NEXT AVAILABLE KEY **

01            1A1A       1A1A        67895
M67895        M67895    M67895    M40494
UM            UM        067443

PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN

TIM          *          0  15.1  A
```

11. If the combination exists, SABRS will display the combination by earliest FY. Use the F8 key to page down and view more current fiscal years.

```
13:21:54          SABRS          DFMT302A
30 Jan 2020      CIF-TABLE MAINTENANCE DFPT302M
-----
SEARCH KEY:
ACTY-ADDR-CD  FUND-CODE  FY-FULL  BS-FUND-INDIC  STAT-OBL-FLAG
DEPT-CODE     BASIC-SYM  FUND-FUNC  BUR-CTRL-NO
BUD-ACTY-CD   SUBHEAD   SRI        WCI
MCC           ARI        ACCTG-INSTALL  SUB-ALLOTMENT
BEA           BESA
-----
M30004        AR         2013
17            1106       O
01            BSS1       BSS1        00264
M67895        M67895    M00264      M40005
G4            2C         067443
M30004        AR         2014
17            1106       O
01            BSS1       BSS1        00264
M67895        M67895    M00264      M40005
G4            2C         067443

PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN

TIM          *          0  14.38  A
```


13:30:18	SABRS			DFMT302A
30 Jan 2020	CIF-TABLE MAINTENANCE			DFPT302M

SEARCH KEY:				
ACTY-ADDR-CD	FUND-CODE	FY-FULL	STAT-OBL-FLAG	
DEPT-CODE	BASIC-SYM	BS-FUND-INDIC	BUR-CTRL-NO	
BUD-ACTY-CD	SUBHEAD	FUND-FUNC	WCI	
MCC	ARI	SRI	SUB-ALLOTMENT	
BEA	BESA	ACCTG-INSTALL		

M30004	AR	2019		
17	1106	O	Y	
01	BSS1	BSS1	00264	
M67895	M00264	M00264	M40005	
G3	CN	067443		
M30004	AR	2020		
17	1106	O	Y	
01	BSS1	BSS1	00264	
M67895	M00264	M00264	M40005	
G3	CN	067443		
PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN				

TT			0	5.16 A

NOTE: In this example the fund code "AR" is on the 302 table. The last step would be to verify FC within the DTS budget being used and ensure it is linked to the correct LOA.

To do this, access the DTS budget module and view the appropriate budget linked to the LOA being used.

The fund code cross walk spreadsheet is a good resource to verify if a fund code is valid for the current Fiscal Year and if the command is using the correct Subhead. The Fund Function is sometimes referred to as AG/AGSAG.

Fund codes often change from one FY to the next, and may not be loaded at the beginning of the FY. If the fund code in the LOA is not on either the 302 or 20 table for the current FY, but is for previous FYs, it has probably changed. The unit will need to verify the LOA is correct and work with their Comptroller to have the tables updated.

023, MISSING/INVALID REIMBURSABLE BILLING CODE

The Reimbursable Billing Code (RBC) is a data element located in Account 7 of the DTS Line of Accounting. This is a one-digit code that is locally assigned for billing purposes used to identify the category of work or services provided and the LOA data to a reimbursable customer based on the RON assigned. This field may reflect the last digit of the customer's ACRN (i.e., customer's ACRN = "AA" than RBC = "A").

027, MISSING/INVALID FUND AMINISTRATOR

The Fund Administrator is the data element field "FA" located in Account 6 of the DTS Line of Accounting. It is also referred to as a Budget Execution Authority (BEA).

1. You will need to obtain the Work Center Identifier (WCI) of the funding command. If you don't know the WCI, search Table 302 like you did for the error: 015, Missing/Invalid Fund Code.

You will also need the "FA:" code from the DTS LOA.

The below screenshots show where the WCI is located on Table 302, and where the Fund Administrator "FA:" is located within the DTS LOA.

14:28:41	SABRS			DFMT302A
31 Jan 2020	CIF-TABLE MAINTENANCE			DFPT302M

SEARCH KEY:				
ACTY-ADDR-CD	FUND-CODE	FY-FULL	STAT-OBL-FLAG	
DEPT-CODE	BASIC-SYM	BS-FUND-INDIC	BUR-CTRL-NO	
BUD-ACTY-CD	SUBHEAD	FUND-FUNC	WCI	
MCC	ARI	SRI	SUB-ALLOTMENT	
BEA	BESA	ACCTG-INSTALL		

M30004	AR	2019		
17	1106	O	Y	
01	BSS1	BSS1	00264	
M67895	M00264	M00264	M40005	
G3	CN	067443		
M30004	AR	2020		
17	1106	O	Y	
01	BSS1	BSS1	00264	
M67895	M00264	M00264	M40005	
G3	CN	067443		
PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN				

TT			0	5,16 A

Account 6	FA:	CH	(2)
	WC:	CH	(2)
	FC:	AR	(2)
	CAC:	NSNR	(4)
	BRC:		(2)

2. To validate if a command is using a valid BEA, you will need to access Table 207.

15:03:45	SABRS	DFMT0001
30 Jan 2020	TABLE SELECTION LISTING	DFPT0000
PLACE AN X IN FRONT OF THE TABLE YOU WISH TO ACCESS		
- R-BILL-NO 0C7	X WRK-CTR-ID 207	- SYS-SRCE 222
- M-DSSC-FIP 0F2	- AAC-ID 208	- ACT-TABLE 223
- STRS-BNUM 0P2	- CYCLE-INFO 209	- SPCL-FUNC 225
- X-CAC 014	- GLA-PROC 210	- RIC-TPN 226
- S-FUNDCODE 020	- CERT-OFFCL 211	- OBJ-CLASS 227
- M-FIP-XREF 030	- CORRACCESS 212	- SPCLINTRST 228
- S-OC-SOC 049	- MAJ-RSC 213	- SMU-AAC 229
- M-RD-FIP 068	- PBIS-AUTH 214	- RPTRECIPID 230
- VALDIC 200	- ERR-UNMAT 215	- MCPC-HQ 231
- DOCTYPE 201	- SYM-BUDACT 216	- AACTOSVC 232
- MCCRECIPIID 202	- SYM-SBHDBA 217	- FIN-RPT 233
- GLADESCR 203	- FUND-FUNC 218	- L-SPCL-INT 234
- AUTHSPEND 204	- MAJ-CLAIM 219	- F-LVL-RPT 235
- FUND-DIC 205	- AUTH-CODE 220	- DOV-SEQ-CD 236
- BASIC-SYM 206	- FIP-CTR 221	- NFT-DIC 237
		- LINE-CODE 238
		- GLA-QTRUPD 239
		- CONTR-OFFC 240
		- JNLU 241
		- 5TO4BCN 242
		- MCPC 244
		- SFIS-PSC 245
		- BSYM-SPONS 246
		- BSARISONS 247
		- ORIG-SRCE 248
		- GLYRENROLL 249
		- SVC-CODE 250
		- BCN-TABLE 251
		- PEN-TABLE 252
		- FCF-TABLE 253
PF3=PREV,PF4=MAIN,PF6=EXIT		

3. Enter the WCI and press enter.

14:58:29	SABRS	DFMT207A
31 Jan 2020	WRK-CTR-ID MAINTENANCE	DFPT207M
SEARCH KEY: M40005		
WORK-CTR-ID/FY-FULL	WORK-CTR-ID-DESCR	
BUD-EXEC-ACTY	BUD-EXEC-ACTY-DESCR	
BUD-EXEC-SUBACTY	BUD-EXEC-SUBACTY-DESCR	
M40005 2015	HEADQUARTERS BN MCBQ	
AA	MCNAFAS	
CF	FINANCIAL MANAGEMENT	
M40005 2016	HEADQUARTERS BN MCBQ	
AA	MCNAFAS	
CF	FINANCIAL MANAGEMENT	
M40005 2017	HEADQUARTERS BN MCBQ	
AA	MCNAFAS	
CF	FINANCIAL MANAGEMENT	
M40005 2018	HEADQUARTERS BN MCBQ	
AA	MCNAFAS	
CF	FINANCIAL MANAGEMENT	
PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN		

4. Use the F8 Key to page down until you find the unit's BEA/BESA. Verify if it is valid for this FY you are working with. If you cannot find a BEA/BESA combination on this table, the DTS LOA was probably built incorrectly. The Comptroller of Fund Administrator will need to verify the correct BEA/BESA and take appropriate action to correct the DTS LOA & Budget.

14:57:02	SABRS	DFMT207A
31 Jan 2020	WRK-CTR-ID MAINTENANCE	DFPT207M

SEARCH KEY:		
WORK-CTR-ID/FY-FULL	WORK-CTR-ID-DESCR	
BUD-EXEC-ACTY	BUD-EXEC-ACTY-DESCR	
BUD-EXEC-SUBACTY	BUD-EXEC-SUBACTY-DESCR	

M40005	2017	HEADQUARTERS BN MCBQ
BL		CIVILIAN LABOR
CH		RELIGIOUS SUPPORT
M40005	2018	HEADQUARTERS BN MCBQ
BL		CIVILIAN LABOR
CH		RELIGIOUS SUPPORT
M40005	2019	HEADQUARTERS BN MCBQ
BL		CIVILIAN LABOR
CH		RELIGIOUS SUPPORT
M40005	2020	HEADQUARTERS BN MCBQ
BL		CIVILIAN LABOR
CH		RELIGIOUS SUPPORT

PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN		

TT		0 5.15 A

029, MISSING/INVALID COST ACCOUNT CODE

The Cost Account Code (CAC) is a data element located in Account 6 of the DTS Line of Accounting & Budget. If either the "LOA" in the Maintenance Tool or "Budget" in the Budget Tool have a missing/blank CAC in Account 6, the below steps are not necessary, you already know where the problem is. If they are different, verify table 014 to see which one is correct and make the appropriate correction.

To verify the CAC, you will need to view Table 014.

```
09:33:18          SABRS          DFMT0000
15 Apr 2020      TABLE MAINTENANCE MAIN MENU  DFPT0000
-----
ENTER A TABLE NAME/NUMBER HERE:  014
DATA ELEMENT TABLES:  -
FINANCIAL DESCRIPTION TABLES:  -
GENERAL LEDGER TABLES:  -
INFORMATIONAL TABLES:  -
LOCAL COMMAND TABLES:  -
PROCESS TABLES:  -
REPORT TABLES:  -
LEGACY TABLES:  -
(OR LEAVE BLANK TO RECEIVE A LIST OF SABRS TABLE NAMES)

PF3=PREV,PF4=MAIN,PF6=EXIT
TT  0  6  38  A
```

In this example, we want to see if the CAC "YM03" that a unit is using is on the table.

```
10:11:14          SABRS          DFMT014A
15 Apr 2020      X-CAC MAINTENANCE  DFPT014M
-----
SEARCH KEY:  YM03
COST ACCT CODE      FY FULL      SVC CODE
COST ACCT CODE DESCR -----
AF20                2012          M
ARMORY STORAGE/ISSUE
AF60                2012          M
WEAPON SYS/EQP M & M
AGB0                2012          M
CAL TEST EQP
CORR                2017          M
I/O CORRECTIVE MAINTENANCE
DSCC                2012          M
CORROSION CONTROL
DSCC                2013          M
CORROSION CONTROL
DSCC                2014          M
PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN
TT  0  5  19  A
```

The message **ENTERED KEY NOT ON TABLE, STARTING WITH NEXT AVAILABLE KEY** is always displayed, even if the code is on file. Disregard message and hit enter.

```
10:11:14
15 Apr 2020
X-CAC MAINTENANCE
SABRS
DFMT014A
DFPT014M
```

SEARCH KEY: YM03

COST	ACCT	CODE		FY FULL	SVC CODE
COST	ACCT	CODE	DESCR		
AF20				2012	M
ARMORY			STORAGE/ISSUE		
AF60				2012	M
WEAPON			SYS/EQP M & M		
AGB0				2012	M

** ENTERED KEY NOT ON TABLE, STARTING WITH NEXT AVAILABLE KEY **

			CORROSION CONTROL		
DSCC				2013	M
			CORROSION CONTROL		
DSCC				2014	M

PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN

The CAC "YM03" is displayed, but you need to see if it is valid for the FY you are working (FY2020), simply hit the "F8" key to advance the page down.

```
10:14:46
15 Apr 2020
X-CAC MAINTENANCE
SABRS
DFMT014A
DFPT014M
```

SEARCH KEY:

COST	ACCT	CODE		FY FULL	SVC CODE
COST	ACCT	CODE	DESCR		
YM03				2012	M
MCB	CAMP		LEJEUNE, NC		
YM03				2013	M
MCB	CAMP		LEJEUNE, NC		
YM03				2014	M
MCB	CAMP		LEJEUNE, NC		
YM03				2015	M
MCB	CAMP		LEJEUNE, NC		
YM03				2016	M
MCB	CAMP		LEJEUNE, NC		
YM03				2017	M
MCB	CAMP		LEJEUNE, NC		
YM03				2018	M

PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN

As shown below, "YM03" is a valid CAC for FY2020.

10:17:45	SABRS	DFMT014A
15 Apr 2020	X-CAC MAINTENANCE	DFPT014M

SEARCH KEY: _____		

COST ACCT CODE	FY FULL	SVC CODE
COST ACCT CODE DESCR		

YM03	2019	M
MCB CAMP LEJEUNE, NC		
YM03	2020	M
MCB CAMP LEJEUNE, NC		
YM03	2021	M
MCB CAMP LEJEUNE, NC		
YM04	2012	M
MCAS CHERRY POINT NC		
YM04	2013	M
MCAS CHERRY POINT NC		
YM04	2014	M
MCAS CHERRY POINT NC		
YM04	2015	M
PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF7=PGUP,PF8=PGDN		

TT	0	5.15 A

NOTE: The most common CAC reject is when the document has a TECOM WWT LOA and the CAC field is not updated on the table because TECOM uses, or used to use a wildcard in their LOA.

In this example, the CAC is on file (we were searching for YM03/FY2020). If this CAC was not on file, the search would have defaulted to the next code in numerical/alphabetical order, i.e. YM04.

If you determine that the CAC listed in the DTS LOA is not loaded on Table 014, the unit must work with their Comptroller/Fund Administrator to determine the correct CAC.

The only Organization that has access to update the SABRS tables is HQMC P&R-RFA. If a table needs to be updated, the appropriate fund administrator must work with their Comptroller. The Comptroller's office will send a request to SABRS Help.

034, MISSING/INVALID JOB ORDER

This is not a SABRS error, but is applicable to numerous DoD accounting systems that post job orders to their accounting system. For assistance with these errors, contact the funding command's financial POC for assistance.

037, MISSING/INVALID BUDGET REPORTING CODE

This error occurs when the code used in the BRC field under Account 6 is not authorized for use on Table 228 in SABRS. If this error occurs, ask the unit financial manager to verify they are using the correct BRC Code. If it is a new code, the financial manager will need to contact SABRS help and request it be loaded.

(Note: In SABRS the BRC is called a Special Interest Code (SIC))

043, Missing/Invalid Social Security Number

PERFORM THE FOLLOWING RESEARCH AND CONTACT THE LDTA WITH YOUR FINDINGS AND REQUEST A COURSE OF ACTION TO RESOLVE THE PROBLEM.

While in the rejected DTS document, look at the SSN of the traveler by clicking on the **i** next to the Traveler Name on the left side of the document. Does the SSN have the correct number of digits? The correct number of digits is displayed in DTS exactly as shown here: Either nine ###-##-1111 (or) nine plus the letter R displayed as #####111R. Each # sign represents a digit.

Examples of incorrect SSN's are shown below to assist you in identifying the problem.

EXAMPLE 1: If the SSN is displayed as ####3025, the total number of digits is 8 (4 # signs and 4 digits). Since the profile only contains 8 digits, you know for a fact it is invalid because all SSN's are at least 9 digits in length.

EXAMPLE 2. If the SSN is displayed as ###-#3-025R, the total number of digits is 9 (4 # signs, 4 digits and the letter "R"). Since the profile contains 8 digits & "R", you know for a fact it is invalid because all SSN's are at least 9 digits in length.

EXAMPLE 3: If the SSN is displayed as #####03RR, the total number of digits is 11 (7 # signs, 2 digits & 2 letter R's). This profile is invalid because the Individual/ODTA/LDTA who created it, added the letter R to the 9 digit SSN, and then selected (YES) to the DTS radio button which asked if they were a member of the reserves which systematically adds an "R" to the previously typed information.

EXAMPLE 4. If the SSN is displayed as #####3741, the total number of digits is 10 (6 # signs and 4 digits). The profile is invalid because either the Individual/ODTA/LDTA who created it may have used the EDIPI in place of the actual SSN (or) added a leading zero (0).

If the SSN appears to have the correct number of digits, go to the maintenance tool and search for the traveler's profile. Once

located, don't get click happy, but click "DETACH" ONE TIME to look at the full SSN associated with that profile and write it down. Click "CANCEL" - DO NOT DETACH the profile yet.

Next, contact the traveler to obtain their correct SSN. If the SSN is in fact incorrect, contact your installation LDTA for corrective guidance which will differ from case to case but may include:

1. Printing the authorization or voucher, and saving all of the substantiating records that may be attached to the record in preparation to process the documents offline.
2. Re-setting the User ID in the maintenance tool so a new profile will not conflict with the bad/incorrect/invalid profile.
3. Moving the Bad Profile to the DMX Organization.
4. Creating a new profile for the traveler with the correct SSN, and potentially re-creating an authorization** (As long as NO partial payments/advances were made). DO NOT attempt to process a voucher until the authorization receives a POS ACK from the accounting system. Create the voucher, upload the saved substantiating records and process the voucher.

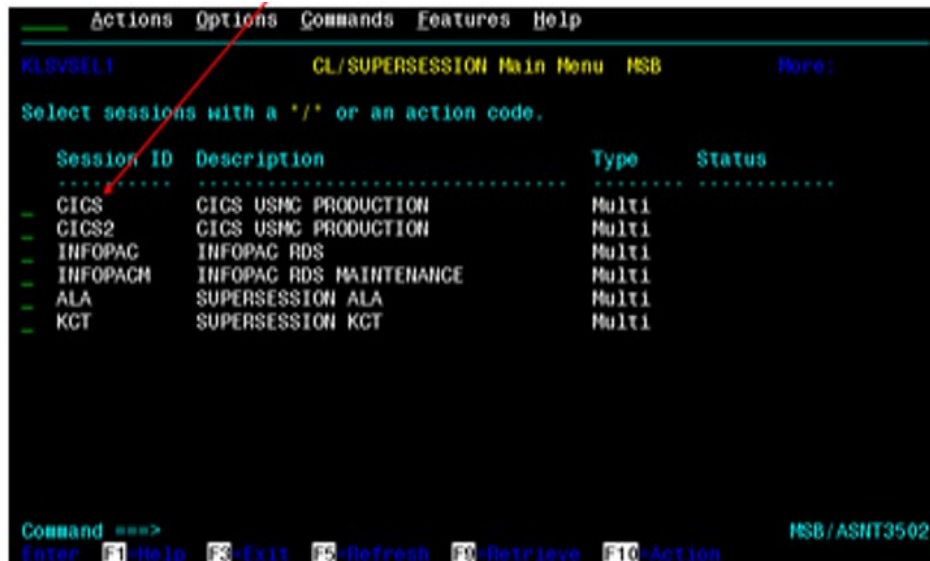
**Note: If partial payments were made, ensure you contact the LDTA prior to attempting ANY corrective action. A document with partial payments made to a bad SSN account will need to be processed manually offline through the Integrated Automated Travel System (IATS).

CitiBank will not accept GTCC payments split disbursed to an incorrect SSN (Citi & DTS SSN's must match). The payment will be returned to DFAS for credit to the LOA and post to the DTS document as an EFT return. HQMC is then notified of potential fraud and will notify the LDTA to research the specific case before any monies are redistributed to a traveler, minimizing the potential loss to the Government.

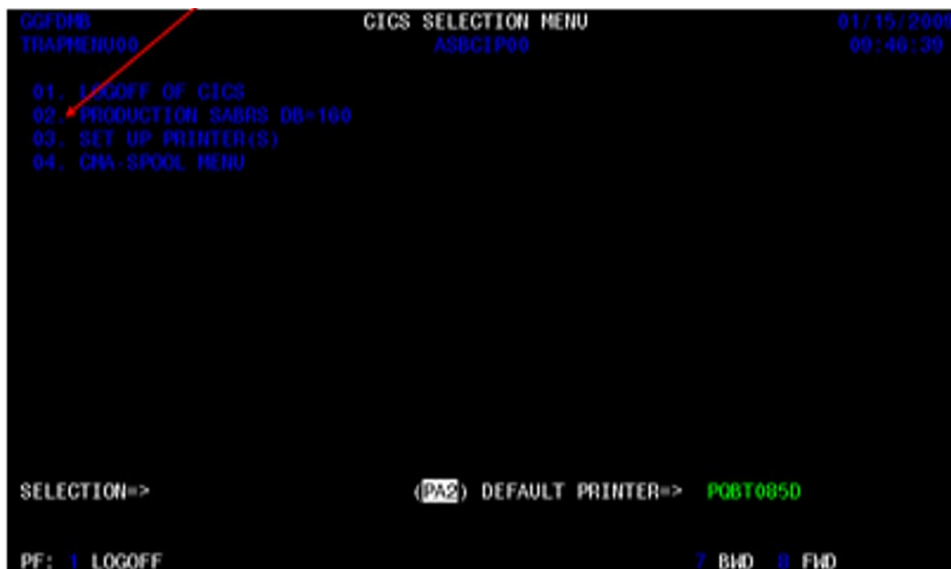
075, DOC ALREADY COMPLETED

This error means that the SDN was inactive in the accounting system when it was approved. The SDN will need to be reactivated in the accounting system before continuing. After reactivation, the DTS document needs to be amended, signed and routed back through for approval.

In order to view and reactivate a document, access the accounting system.



Select Option 02 to access PRODUCTION SABRS



Select Option 1

```
10:16:09          FINANCIAL DATA BASE          GFM0000
29 Apr 2021        MAIN MENU                    GFP0000
-----
SELECT OPTION:  0

1.  SABRS
2.  SABRS ADHOC MENU
3.  SABRS TRAVEL ORDER WRITER
4.  SABRS MAILBOX (RESTRICTED)
5.  DEFINE PRINTER
6.  TERMINATE NATURAL SESSION

TI  »      NUM      0  6,47  A
```

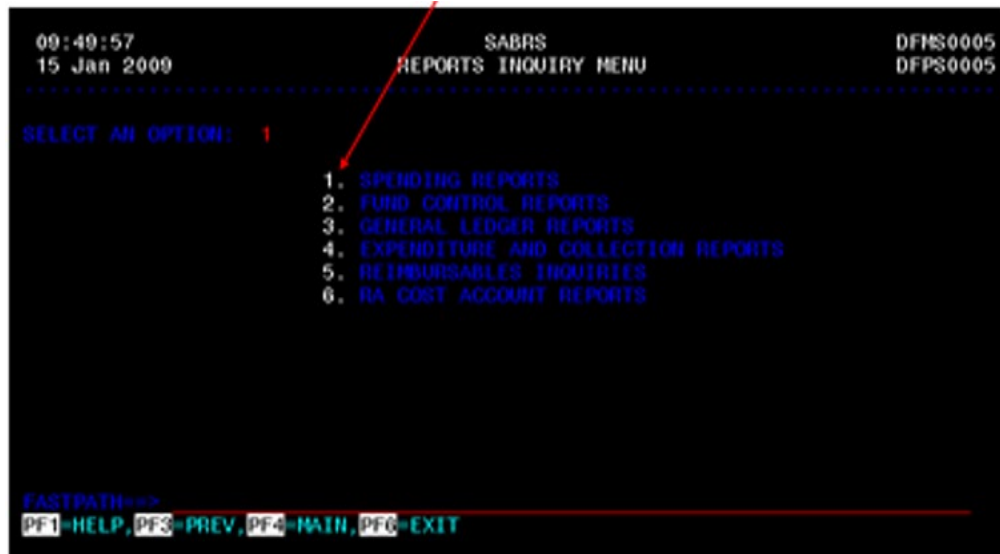
Select Option 5 to view a document.

```
09:48:43          SABRS          DFMS0000
15 Jan 2009        MAIN MENU      DFPS0000
-----
SELECT AN OPTION:  5

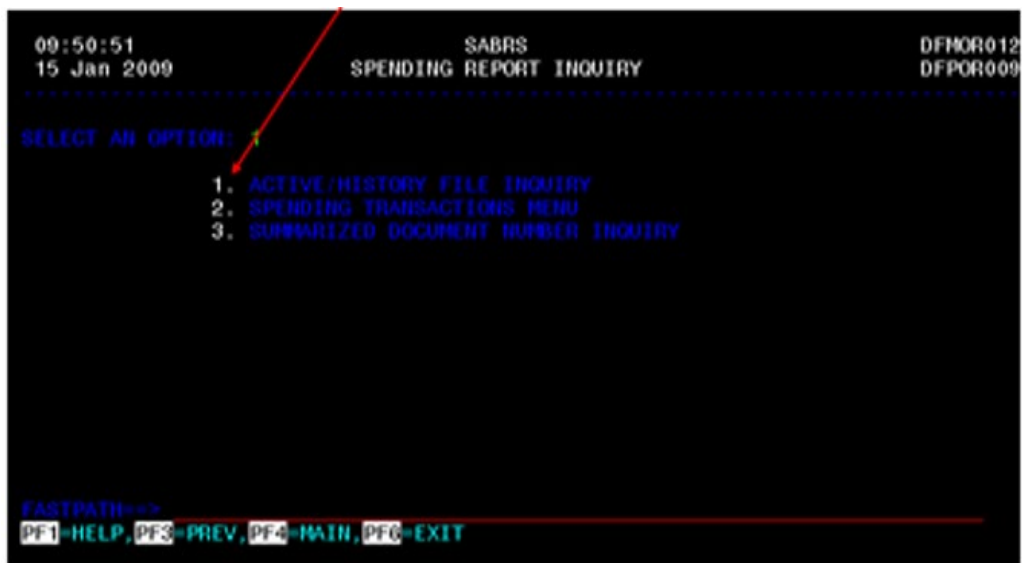
1.  AUTHORIZATION PROCESSING
2.  BUDGET EXECUTION ACTIVITY AUTHORIZATION PROCESSING
3.  INITIATIONS/COMMITMENTS/OBLIGATIONS/EXPENSES
4.  CORRECTION PROCESSING
5.  REPORTS INQUIRY
6.  TABLE MANAGEMENT
7.  ONLINE ALLOCATIONS
8.  REIMBURSABLES
9.  TRAVEL

FASTPATH=>>
PF1=HELP, PF6=EXIT
```

Select Option 1



Select Option 1 again



Select Option 1, Enter the DTS SDN, and then press enter

```

00:51:51          SABRS          DFMOR108
15 Jan 2000      ACTIVE / HISTORY FILE INQUIRY  DFPRO041

-----
SELECT AN OPTION: 1          REQUIRED FIELDS

1.  INQUIRE BY SDN          A, G
2.  INQUIRE BY SDN / ACRN   A, B
3.  INQUIRE BY SDN / ACRN / PIIN  A, B, C
4.  INQUIRE BY PIIN / CLIN   C
5.  INQUIRE BY PIIN / ACRN   B, C
6.  INQUIRE BY RON         D, G
7.  INQUIRE BY SSN        E
8.  INQUIRE BY OCC        H

CRITERIA:
(A) SDN : _____ (B) ACRN: _____
(C) PIIN : _____ (D) RON:  _____
(E) SSN : XXXX _____ (F) FILE INDIC: _____
(G) PE/RA: PE _____ (H) OCC:  _____
(I) CLIN : _____

FASTPATH==>
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
  
```

Viewing the screen shot below, the file indicator field must be "A" or the document will reject. If this field shows "R" or "C" then the command must reactivate the document. If you want to see the previous adjustments to the document, you can put an "X" in the "View Hist File" field. You will be able to see each time the record was modified.

```

00:54:55          SABRS          DFMOR112
15 Jan 2000      ACTIVE FILE INQUIRY (TRAVEL) SCREEN  DFPRO041

-----
SDN:  M0785608T0TOKZA  NAME:  HIGGINBOTHAM DAVID W  SSN:  [REDACTED]
PRD DATE:  20080921  COMP DATE:  20080926  EST NO DAYS:  6  ACN:  AA
DRH:  _____  RON:  _____  OCC:  _____  FILE INDIC:  A
DEPT CODE:  17  FY FULL:  2008  BASIC SYN:  1106  SUBHEAD:  27M0
BCH:  67856  FUND FUND:  3640  SA:  _____  AI:  067443
HCC:  M07856  ARI:  M07856  SRI:  M07856  WCI:  M07856
DEA:  VZ  BESA:  VZ  MAJ RSC:  _____  RBC:  _____
FC:  PB  OC:  210  SOC:  2100  CAG:  YH03
JRIU:  XHGM  SIC:  _____  FAN:  _____  MAG:  03
LAST UPDT:  20090115  VIEW HIST FILE:  X  DIC:  _____  SFI:  _____

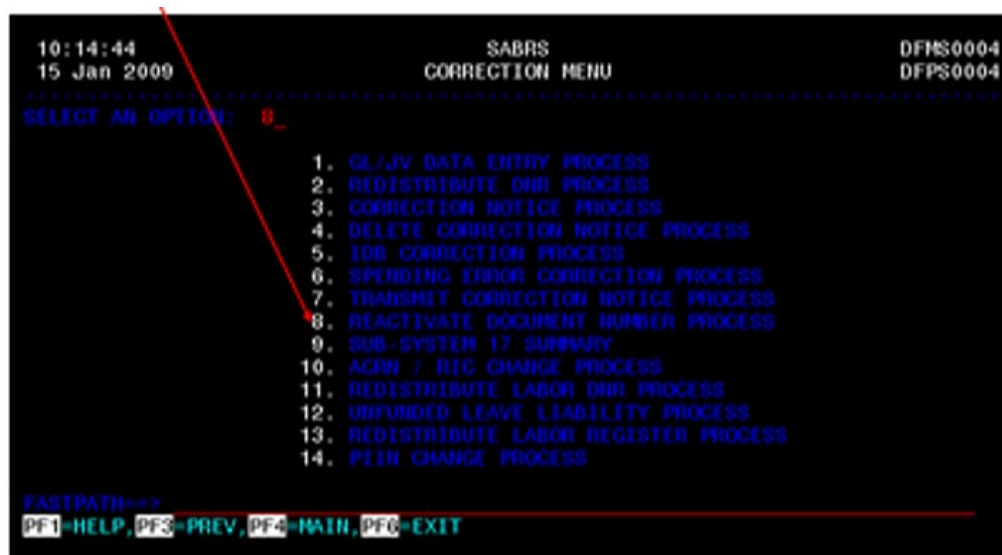
PER DIEM  TRAVEL  TOTAL
OBL:  $ 564.81  $ 0.00  CON: $ 564.81
EXP:  $ 0.01  $ 0.00  $ 0.01
LIO:  $ 0.00  $ 0.00  $ 0.00
ADV: $ 0.00
REFUND RCV: $ 0.00

FASTPATH==>
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF5=ADD MEMO,PF6=EXIT,PF8=VIEW MEMO
  
```


The Command should reactivate the SDN in SABRS. They would do that by using the following steps. Select correction processing from the SABRS main menu.



Select Option 8 to reactivate the document.



Enter the DTS SDN and the ACRN. The ACRN can be found in the DTS LOA under "Acct 8".

```
10:16:04          SABRS          DFMOR071
15 Jan 2000      RE-ACTIVATION INPUT SCREEN  DFPOR071
-----
KEY THE DOCUMENT NUMBER OF THE RECORD TO UPDATE THE FILE STATUS INDICATOR

DOCUMENT NUMBER:  _____  ACRN:  _____
RA/PE: PE

IF DOC-TYPE-CODE = 'NR', 'NR', 'HP', OR 'PO' ACRN MUST BE KEYED

FASTPATH=>
PF1=HELP,PF3=PREV,PF4=MAIN,PF5=ADD MEMO,PF6=EXIT
```

Once the record is reactivated, you can go back and view the record in the active file to make sure that the file indicator has changed to "A". After you verify that the file indicator has updated, the DTS document should be amended and routed back for approval.

NOTE: After a SABRS record has a liquidation post and the commitment, obligation, expense and liquidation are all equal within 30 days, the SABRS record the file indicator will change to "C" complete status. It will then update later to "R" retired status. Documents that are approved when the file indicator is "C" or "R" will reject because they are no longer on the active file and DTS cannot interface with the record.

076, DOC NOT ON FILE (Scenarios 1 & 2)

This error occurs for different reasons, but the most common occurrence is when a voucher is processed against an SDN, and that SDN has systematically been moved from the Active (A) file to either an Inactive (IA), Completed (C) or Retired (R) file. If moved to the "IA" file, a penny must be added to the record to bring it back to an "A" status. Documents are moved to "C" 91 days post voucher liquidation and to "R" 181 days post voucher liquidation.

It occurs frequently on TECOM WWT vouchers in which the unit funds a rental car, the rental car receipt is missing, TECOM subsequently removes the rental car expense (dropping unit funding line to \$0.00 expense) and processes the voucher for payment. Once the voucher process is complete, the unit funding line moves to the inactive file due to no obligation/expense being required. To fix the error in this case, the unit should add a penny \$0.01 to the document (which brings the SDN back to the active file), re-add rental car expense to voucher and re-process the voucher for payment of unit funded rental car/rental car expenses.

Another example of this is when a traveler does not file a voucher for their trip in a timely manner and someone with SABRS access manually zeros out the obligation (SDN) instead of contacting the traveler and asking them to settle their claim. Later, the traveler decides to submit a voucher after the SABRS document (SDN) has been reduced to \$0.00. During the voucher reconciliation process, DTS cannot locate the obligation and fails the document with the 076 error code. To fix the error in this case, the unit should add a penny \$0.01 to the document (which brings the SDN back to the active file), re-add rental car expense to voucher and re-process the voucher for payment of unit funded rental car/rental car expenses.

Follow the instructions below to verify if the SDN is resident in SABRS and can still be brought back to the active file.

1. Access SABRS, go the ACTIVE / FILE HISTORY INQUIRY screen, use option 1, enter the SDN and press enter. If no match is found (SDN will be shown in RED), go to step 2.

```

MATCH NOT FOUND FOR KEYED CRITERIA
11:01:44          SABRS          DFMOR108
20 Apr 2016      ACTIVE / HISTORY FILE INQUIRY  DFPRO041
-----
SELECT AN OPTION: 1          REQUIRED FIELDS
1.  INQUIRE BY SDN          A
2.  INQUIRE BY SDN / ACRN   A, B
3.  INQUIRE BY SDN / PIIN / ACRN A, B, C
4.  INQUIRE BY PIIN / CLIN  C
5.  INQUIRE BY PIIN / ACRN  B, C
6.  INQUIRE BY RON          D
7.  INQUIRE BY DCC          F

CRITERIA:
(A) SDN :  M2047015TOQWIWN      (B) ACRN:  _____
(C) PIIN :  _____          (D) RON:   _____
(E) FILE INDIC:  _____      (F) DCC:  _____
(G) CLIN :  _____          (H) DIC:   _____

PF3=PREV,PF4=MAIN,PF6=EXIT
TT ■                               0  17.24  A

```

2. Search the history file by putting an "H" in CRITERIA: - (E) FILE INDICATOR:, press the enter key.

```

11:08:58          SABRS          DFMOR108
20 Apr 2016      ACTIVE / HISTORY FILE INQUIRY  DFPRO041
-----
SELECT AN OPTION: 1          REQUIRED FIELDS
1.  INQUIRE BY SDN          A
2.  INQUIRE BY SDN / ACRN   A, B
3.  INQUIRE BY SDN / PIIN / ACRN A, B, C
4.  INQUIRE BY PIIN / CLIN  C
5.  INQUIRE BY PIIN / ACRN  B, C
6.  INQUIRE BY RON          D
7.  INQUIRE BY DCC          F

CRITERIA:
(A) SDN :  M2047015TOQWIWN      (B) ACRN:  _____
(C) PIIN :  _____          (D) RON:   _____
(E) FILE INDIC:  H              (F) DCC:  _____
(G) CLIN :  _____          (H) DIC:   _____

PF3=PREV,PF4=MAIN,PF6=EXIT
TT ■                               >  NUM  0  5.22  A

```

3. Enter "R" to search the Retired file, press enter.

11:15:07

SABRS

DFMOR108

11:15:09

20 Apr 2016

HISTORY FILE INQUIRY POPUP SCREEN

DFMOR168

DFNHT021

More: >

SELECT AN OPTION: R

A. HIST TRANS FILE

R. HIST TRANS RETIRED FILE

PF3=PREV,PF4=MAIN,PF6=EXIT

PF3=PREV,PF4=MAIN,PF6=EXIT

TI

>

0

8.24

A

4. The retired file details are displayed and you can see that DTS zeroed out the SDN. The command will have to go into SABRS and add the document back to the active file. To do this, simply add a \$0.01 obligation. The DTS document can now be processed/re-processed.

11:17:52

20 Apr 2016

MULTI HIST TRANS FILE SELECTION SCREEN

DFMOR114

DFNHR010

SDN: M2047015TOQWIWN

PIIN:

ACRN:

RIC:

RON:

DCC:

CLIN:

VIEW	DIC	ODIC	AMOUNT	CYCLE NO	USER ID	SYSTEM ID
-	COB	COB	\$ 310.56	15251B	SF71JDN0	DTS
-	EXP		\$ 310.56	15274A		SABRS
-	COB	COB	\$ -310.56	16025B	SF71JDN0	DTS
-	SA3	COB	\$ -310.56	16025B	SF71JDN0	DTS
-	TWE		\$ 0.00	16028A	SF71DAE0	DCAS
-	TXD		\$ 0.00	16028A	SF71DAE0	DCAS
-			\$			
-			\$			
-			\$			
-			\$			

6 HISTORY TRANSACTIONS FOUND

PF3=PREV,PF4=MAIN,PF6=EXIT

TI

>

0

10.5

A

076 - DOC NOT ON FILE; Accounts Receivable Date of first submission.
(Scenario 3) AUTH CONTAINING SPP'S IS CANCELLED BUT SPP'S ARE NOT
CANCELLED FIRST RESULTING IN PAYMENT OF SPP AFTER SABRS DE-
OBLIGATION AND UNMATCHED DISBURSMENT (DUD)

This reject will occur when an authorization containing SPP's is stamped cancelled, but the SPP's are not de-scheduled/cancelled prior to approving the cancelled authorization - (Critical DTS design flaw?, we know). The scenario discussed below is from DTS TANUM 2DSGEO, SDN M2017520TODSGEO, and will only be viewable for 6 years, 3 mos. After that, the example will no longer be a viable viewing option to see how the error was corrected.

Anytime it has the word "Accounts Receivable Reject" in the subject line, there is a high probability it is a debt. Much of the research required for resolution will come from validating information contained on the authorization(s).

Since it is impossible to document every scenario, the major items/elements to obtain from the authorization(s) will be the last AR Pos Ack, what LOA's were on the original auth that received the Pos Ack, were any LOA's removed immediately before the cancelled stamp was applied, how many payments were made & on what LOA, etc.

This scenario will probably produce an "Unmatched Disbursement" (DUD) condition in the accounting system since the payments are being disbursed after the LOA was inactivated by virtue of the DTS approved cancellation.

The LOA will need to be manually rebuilt and established as an active file. Do this by rebuilding the LOA with the \$ values (Com/Obl/Exp) resident in the DTS authorization that received the last POS Ack, and then the disbursement(s) needs to be reunited with it on an active accounting file.

If multiple LOA's exist, you must verify which of the LOAs made the SPP. Go to the Voucher, Financial Summary and expand the Disbursement Summary Details for LOA paid on, and leave that LOA on the voucher. You can also check the CEDMS payment voucher for the LOA details associated with the actual payment.

Verify the accounting system contains the DX0 (Disbursement) for the SPP on the LOA identified in the previous paragraph, and verify the Obl/Com/Exp was built correctly matching the last Pos Ack values.

If multiple LOA's were on voucher but payment(s) were only made one LOA, verify the accounting system reflects the unused line is only resident on the inactive file. Remove the unused LOA from the voucher since it is no longer needed. DTS closed it when the no expense authorization was cancelled and approved and will no longer look for it when processing the amendment.

Any remaining LOA on the document should reflect \$0.00 allocations prior to processing.

The financial summary page should now reflect a Due U.S. condition. Once this statement is true, process the debt voucher in an attempt to get an AR Pos Ack and debt creation.

If the document rejects, you will probably have to submit a TAC Ticket and move debt processing offline to IATS.

077, DUPLICATE TON NUMBER - AUTHORIZATION, with or without SPP's

Cause

This error usually occurs during the DTS/SABRS interface. When DTS establishes an obligation in SABRS but does not receive the positive acknowledgement (Pos-Ack) from SABRS confirming the obligation was established, DTS will attempt to re-process the transaction a second time. Because the obligation was previously built and currently exists in SABRS, DTS thinks it shouldn't be there and rejects the document with code (077).

In some cases, a DTS document may have rejected for other various reasons and an FDTA/Comptroller incorrectly takes initiative and manually obligates a DTS voucher.

Correction

In either scenario, the correction steps on an authorization require a financial person to access SABRS, remove the SDN from the active file (by zeroing out the CMT, OBL, EXP), then re-route the document for approval.

In cases where a partial payment was made and this error is received, the only known fix requires the financial person to move liquidations off the SDN in SABRS to a separate holding document, remove the SDN from the active file (by zeroing out the CMT, OBL, EXP), then re-route the document for approval. If the document receives a Pos Ack, the liquidations are then moved from the separate holding document back to the SDN.

077, DUPLICATE TON NUMBER - VOUCHER, No SPP's

Cause

The cause is unknown, but it is likely caused by incomplete batch file processing on upon voucher submission.

Correction

Have the financial person access SABRS, remove the SDN from the active file (by zeroing out the CMT, OBL, EXP), then *immediately* re-route the document for approval before the SDN is moved to the inactive file. If the document is not immediately routed and approved within minutes of the zeroing out the CMT, OBL, EXP, the

SDN may sweep and be moved to the inactive file generating a 076 error.

When processing the 077 on the voucher in this manner, is it common to only see the Com & Obl initially populate. The Exp & Liq may take up to 10 days to populate on the SDN.

077, DUPLICATE TON NUMBER - VOUCHER, with SPP's

There currently is no known fix for this scenario. The ODTA should submit a TAC Ticket which normally results in the DTS document being locked requiring processing offline via IATS.

078, DOCUMENT NOT CANCELED

There are two known scenarios below that will generate the 078 Reject:

1. The \$ value of the Centrally Billed Account (CBA) airfare charge entered on the DTS voucher does not match the \$ value of the CBA charge already resident in the accounting system. The CBA airfare is "Almost Always" written to the accounting system as a Government Transportation Request (GTR).
2. Someone with accounting system access manually added or removed an "Expense" from the LOA(s) which was not written by the automated DTS interface. It can be identified by an individual's User ID to the right of the entry on the detailed transaction page. DTS stores expense/liquidation values within the authorization/voucher in order to properly move the Exp/Obl/Com/Liq up or down during the reconciliation process. This allows DTS to calculate either a proper payment or debt amount. Manual manipulation will cause an out of balance scenario when DTS attempts to reconcile with the accounting system resulting in this error.

IMPORTANT BACKGROUND INFORMATION: CBA ticket values are reconciled and posted to the accounting system within 45-60 days of ticket purchase. They are posted as a "Hard Coded" transaction written as a GTR entry, meaning the value entered on the DTS voucher cannot over write the hard coded value resident in the accounting system. If the voucher is settled more than 45 days post ticket purchase, verify the accounting system for the resident value prior to continuing. It is recommended you ALWAYS verify the accounting record on this error prior to any DTS voucher amendment action.

For a canceled trip, if the digital signature stamp indicates "CTO ticketed", the full CBA ticket & CBA CTO fee \$ values must be on the DTS voucher if the CBA liquidation (\$ value) is resident in the accounting system at the time of vouchering. If no GTR entry exists in the accounting system at time of vouchering, you can process the voucher with just the CTO fee.

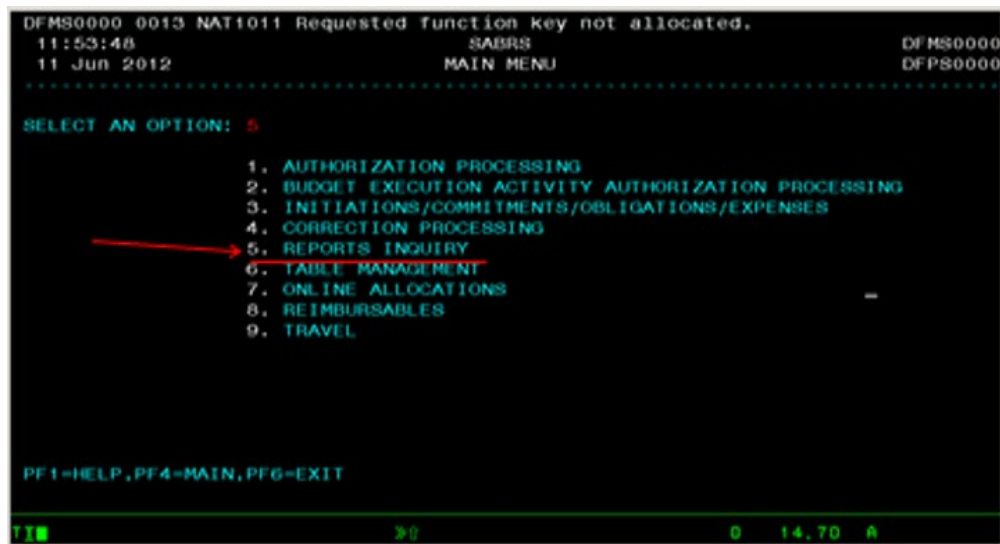
Note: The HQMC CBA reconciliation team will eventually post any CBA credit due the LOA from an unused ticket.

The team will also correct the voucher as part of their reconciliation "if" an out of balance condition exists between the

source document (DTS voucher) and accounting system & the reason for the out of balance condition is the DTS voucher.

CORRECTIVE ACTION FOR SCENARIO #1

To correct this error, always look in the accounting system and identify the total \$ value of the CBA liquidation(s), to include CTO fee(s). If different from the \$ value entered on the DTS voucher, the voucher will need to be amended, \$ value corrected, then signed and routed for approval.



```

12:08:30          SABRS          DFMOR012
11 Jun 2012      SPENDING REPORT INQUIRY  DFPR009
-----
SELECT AN OPTION: _

    1. ACTIVE/HISTORY FILE INQUIRY
    2. SPENDING TRANSACTIONS MENU
    3. SUMMARIZED DOCUMENT NUMBER INQUIRY

FASTPATH==>
PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT

TIM          >>      NUM          0  8.20  A

```

Enter the SDN of the rejected document.

```

12:11:00          SABRS          DFMOR108
11 Jun 2012      ACTIVE / HISTORY FILE INQUIRY  DFPRO041
-----
SELECT AN OPTION: 1

    1. INQUIRE BY SDN
    2. INQUIRE BY SDN / ACRN
    3. INQUIRE BY SDN / ACRN / PIIN
    4. INQUIRE BY PIIN / CLIN
    5. INQUIRE BY PIIN / ACRN
    6. INQUIRE BY RON
    7. INQUIRE BY DCC

REQUIRED FIELDS
A
A, B
A, B, C
C
B, C
D
F

CRITERIA:
(A) SDN : M5708012T097Y95
(C) PIIN :
(E) FILE INDIC:
(G) CLIN :

(B) ACRN:
(D) RON:
(F) DCC:
(H) DIC:

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT

TIM          >>      0  17.24  A

```

Look on the right hand side for the field named "LIQ:\$". This is the liquidation amount. Usually if the voucher has not previously paid, this amount will be less than the obligation. In this example, the voucher has been paid. You will need to go into the document details to find the transportation liquidations. To see the details, put an "X" in the field named "VIEW HIST FILE:" and enter.

12:20:33
11 Jun 2012

SABRS
ACTIVE FILE INQUIRY (TRAVEL) SCREEN

DFMOR112
DFNAC021

SDN: M5708012T09ZY95

NAME: [REDACTED]

ACRN: AA

PRO DATE: 20120318

COMP DATE: 20120323

EST NO DAYS: 6

EXP DAYS: 6

DRN:

RON:

DCC:

FILE INDIC: A

DEPT CODE: 17

FY FULL: 2012

BASIC SYM: 1106

SUBHEAD: 1A1A

BCN: 20133

FUND FUNC: 1A1A

SA:

AI: 067443

MRI: M67026

ARI: M67026

SRI: M20133

WCI: M57080

BEA: CT

BESA: CL

MAJ RSC:

RBC:

FC: AX

OC: 210

SOC: 2110

CAC: PPAW

JNLU:

SIC: 080

FAN:

BAC: 01

PEN: 0206120M

BLI: 1A1A

OSC:

SFI:

CIC:

LOC DATA:

CUST:

COM:\$ 1713.13

OBL DATE: 20120315

OBL:\$ 1713.13

LIQ DATE: 20120605

LIQ:\$ 1713.13

VIEW HIST FILE: X

ADV:\$ 0.00

DIC:

REFUND RCV:\$ 532.00

PF2=PRINT,PF3=PREV,PF4=MAIN,PF5=ADD MEMO,PF6=EXIT,PF9=VIEW MEMO,PF15=MORE

TI

30

0 1.18 A

12:28:31
11 Jun 2012

SABRS
MULTI HIST TRANS FILE SELECTION SCREEN

DFMOR114
DFNHT010

SDN: M5708012T09ZY95

PIIN:

ACRN: AA

RIC:

RON:

DCC:

CLIN:

VIEW	DIC	ODIC	AMOUNT	CYCLE NO	USER ID	SYSTEM ID
-	COB	COB	\$ 2,072.06	12075B	SF71JDN0	DTS
-	ADV	ADV	\$ 532.00	12080A	DCAS	DCAS
-	EXP		\$ 2,072.06	12084A		SABRS
-	DX0	DX0	\$ 1,180.25	12116A	SF71DDA0	DCAS
-	COB	COB	\$ -350.93	12152B	SF71JDN0	DTS
-	SA3	COB	\$ -350.93	12152B	SF71JDN0	DTS
-	DX0	DX0	\$ 532.00	12157A	DCAS	DCAS
-	ADV	ADV	\$ -532.00	12157A	DCAS	DCAS
-	BRE	BRE	\$ 532.00	12157B	SF71JDN0	DTS
-			\$			

9 HISTORY TRANSACTIONS FOUND

PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT

TI

30

0 10.9 A

Entries with DIC/ODIC of "DX0" are liquidations. In this case you are going to look at the first liquidation listed to see if it is a CBA charge. Put an "X" to view and enter.

```

12:30:26          SABRS          DFMOR114
11 Jun 2012      MULTI HIST TRANS FILE SELECTION SCREEN  DFNHT010
-----
SDN: M5Z08012T09ZY95  PIIN: _____  ACRN: AA  RIC: ____
RON: _____  DCC: _____  CLIN: _____
-----
VIEW  DIC  ODIC  AMOUNT  CYCLE NO  USER ID  SYSTEM ID
-    COB  COB  $ 2,072.06  12075B  SF71JDN0  DTS
-    ADV  ADV  $ 532.88  12080A  DCAS  DCAS
-    EXP  _____  2,072.06  12084A  _____  SABRS
X    DX0  DX0  $ 1,180.25  12116A  SF71DDA0  DCAS
^    COB  COB  $ -358.93  12152B  SF71JDN0  DTS
-    SA3  COB  $ -358.93  12152B  SF71JDN0  DTS
-    DX0  DX0  $ 532.88  12157A  DCAS  DCAS
-    ADV  ADV  $ -532.88  12157A  DCAS  DCAS
-    BRE  BRE  $ 532.88  12157B  SF71JDN0  DTS
-    _____  $ _____  _____  _____
-----
          9 HISTORY TRANSACTIONS FOUND
PF1=HELP,PF2=PRINT,PF3=PREV,PF4=MAIN,PF6=EXIT,PF8=PGDN

```

In this example, there is a Government Transportation Request (GTR) number. This tells you that it is a CBA charge. To find out additional information, select us the "F15" key or use "Shift F3" to pull up a voucher number and more detailed record info.

```

12:35:46          SABRS          DFMOR117
11 Jun 2012      HIST TRANS FILE INQUIRY (TRAVEL) SCREEN  DFNHT010
-----
SDN: M5Z08012T09ZY95  DIC: _____  DX0  ORIG DIC: _____  DX0  FILE IND: A
NAME: MCCORMAN, JESSE S  TRVL MOD: _____  GTR: 7044024286
EST NO DAYS: 6  PROC DATE: 20120318  COM DATE: 20120323
PIIN: _____  CLIN: _____  ACRN: AA  ADV FLAG: X
DRN: _____  MOD NO: _____  MOD INDIC: _____  TAC: _____
RON: _____  MAJ RSC: _____  RBC: _____  REIM FLAG: D
DCC: _____  CIC: _____  EXP DAY: 6
-----
DC: 17  FY FULL: 2012  BASIC SYH: 1106  SUBHEAD: 1A1A  SFI: _____
BCN: 20133  SA: _____  FUND FUNC: 1A1A  AI: 067443  PAA: 19ZY95
MRI: M6Z026  ARI: M6Z026  SRI: M6Z133  WCI: M5Z080  PAC: _____
BEA: 01  BESA: CL  FC: AX  OC: 210  RECP INDIC: N
SOC: 2110  CAC: PPAH  JNLU: _____  SIC: 080
BAC: 01  FAN: _____  CC: M5Z08019ZY95  TTC: 20
-----
CYCLE NO: 12116A  CYCLE DATE: 25042012  CREATE DATE: 20120425
TERMINAL ID: SZ1DDAH0  USER ID: SF71DDA0  SYS SRCE: A
TIME STAMP: 527525  SOURCE SYS NO: _____
PF2=PRINT,PF3=PREV,PF4=MAIN,PF5=ADD MEMO,PF6=EXIT,PF9=VIEW MEMO,PF15=MORE
-----
TIM 30 0 2.1 A

```

Most transportation vouchers begin with an alpha character and contain 5 digits. DTS liquidations all begin with a "T".

Now you have verified the CBA liquidation amount. Next choose "PF3" to return to the main document screen and look through other "DX0" entries to see if any others are CBA charges because sometimes there can be multiple charges. Once you determine all of the CBA charges the voucher can be modified to reflect the correct amount. If erroneous charges are posted, you must contact DMO for assistance for corrections.

```
12:40:27          SABRS          DFMOR185
11 JUN 2012      HIST TRANS FILE INQUIRY (TRAVEL)  MORE-1  DFNHT010
-----
SDN:  M5708012T007Y95  VCHR:  B7483  FY:  20122012  FILE IND:  A
SHIP DOC-NO:
INVOICE:
RCVD DATE:      20120420  DSSN:  6102  REG NO:  05  REG MO:  04
RCVD QTY:      RPT OFF:  STARS FLAG:  U/I:  CERPS MO:
U/P:  $      0.00  TOT QTY:  0
SHIP LIQ: $      0.00  PART QTY:  0
SHIP EXP: $      0.00  SHIP QTY:  0
TOT AMT: $      1,180.25  ERROR UNMATCH CODE:
-----
DNR INFORMATION
-----
ORIG PIIN:      ORIG CLIN:      TRANSMIT DT:  20120425
MEMO/INFO/PROM:  ORIG SRCE:  TMS  ORIG SYS:  DCAS
OVCHR:
ORIG CYCLE NO:  12116A  REAL DSSN:  ORIG AI:  067443
ORIG CYCLE DATE:  25042012  ORIG SUBHEAD:  1A1A  ORIG BCN:  20133
TRANSMIT FLAG:  1081 DATE:  REC NO:  480645
PF2=PRINT,PF3=PREV,PF4=MAIN,PF5=ADD MEMO,PF6=EXIT,PF9=VIEW MEMO,PF15=MORE
-----
TII  >>  0  2.1  A
```

085, MISSING/INVALID PROCEED ON OR ABOUT DATE

This error occurs for two reasons. The most common is when the dates of the travel or expenses are in one fiscal year and a LOA from a different fiscal year was selected in the document. The other instance is when the name of the document is in a prior fiscal year (normally 30 September) but the dates of travel and all expenses are in the next fiscal year.

First, look at the dates of travel and the dates of all expenses.

In this example, the dates of travel were in FY16, but a FY15 LOA was used. To correct this, the document would have to be amended, the FY15 LOA should be removed and the FY16 LOA selected. The document could then be signed and routed for approval.

Is this for Conference Attendance:		Yes REGIONAL TRIAL COUNSEL TRAINING						
Conference/Event Name:								
Document Comments								
Comments to the Approving Official:		None						
Comments: View								
Expenses								
Non-Mileage:								
Date	Expense Type	Event Purpose	Actual Cost	Allowed Cost	Method Of Reimbursement			
Total:			50.00					
Mileage:								
Date	From Location	To Location	Expense Type	Event Purpose	Odometer Miles	One-Way Miles Cost	POC Rate	Net Cost
12/09/15	Camp Pendleton, CA	MCRD San Diego	Private Auto Mileage - Owner/Operator	RTC Training	46.7	0	0.575	\$26.85
12/09/15	MCRD San Diego	Camp Pendleton, CA	Private Auto Mileage - Owner/Operator	RTC Training	46.7	0	0.575	\$26.85
12/10/15	MCRD	Camp Pendleton, CA	Private Auto Mileage - Owner/Operator	RTC Training	50.0	0	0.575	\$28.75
12/10/15	Camp Pendleton, CA	MCRD	Private Auto Mileage - Owner/Operator	RTC Training	50.0	0	0.575	\$28.75
Total:								\$111.20
Accounting Summary								
Accounting Code:		15 LS55 TRNG View						
MILEAGE:		\$111.20						
15 LS55 TRNG Sub Total:		\$111.20						
Calculated Trip Cost:		\$111.20						

In this example, the expenses are from FY15 and a FY15 LOA was used (Not a problem). Since they both match, you will need to check the document name.

Date	Expense Type	Event Purpose	Actual Cost	Allowed Cost	Method Of Reimbursement
Total:			\$0.00		

Date	From Location	To Location	Expense Type	Event Purpose	Odometer Miles	One-Way Miles Cost	POC Rate	Net Cost
09/11/15	CAMP LEJEUNE, NC	ECU Greenville	Private Auto Mileage - Owner/Operator	Medical	74.0	0	0.575	\$42.55
09/11/15	ECU Greenville	CAMP LEJEUNE, NC	Private Auto Mileage - Owner/Operator	Medical	74.0	0	0.575	\$42.55
Total:								\$85.10

Accounting Summary

Accounting codes: 15 WW EAST PAT

MILEAGE: \$85.10

15 WW EAST PAT Sub Total: \$85.10

Calculated Trip Cost: \$85.10

Disbursing Summary

Total Prior Payments: \$0.00

Balance Due US: \$0.00

Net Distribution

Personal(S): \$85.10

Individual GOV/CC(S): \$0.00

Total(S): \$85.10

Document Totals

MILEAGE: \$85.10

The document name is in the next FY (Problem), so this document will not process. This rejected document will need to be abandoned and a new one will need to be created. The document name will need to be in the same FY as the dates of travel and the dates of the expenses.

Protected View: This file originated from a potentially unsafe location. [Learn More](#) Tools Comment Enable All Features

File Edit View Favorites Tools Help

Logged In As [Redacted] Document Name: RA100115_LOI_10 Screen ID: 1045.6 [Close Window](#) [Help for this screen](#)

Traveler Help Document Type: Local Voucher

Defense Travel System [Empowerment](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#) [Preview Trip](#) [Pre-Audit](#) [Digital Signature](#)

[Print Document](#)

Preview Trip

Review the details for this trip below.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Is this for Conference Attendance: No

Another time this error can occur is on a regular voucher when the original authorization was cross FY and then on the voucher the trip was shortened to just one FY. For example if a trip was 5 Sep 15 thru 3 Oct 15 and it was shortened to 30 Sep 15. In those cases if no partial was paid it is recommended to do a new authorization and zero out the voucher. If that cannot happen the only way to process would be to extend the trip back out to Oct 1st, add the FY16 LOA back onto the document and zero out all entitlements for Oct 1st. Add pre-audit/digital signature comments stating the travel really ended on the Sep 30th but the only way the system can process is to extend the dates.

086, MISSING/INVALID ESTIMATED COMPLETION DATE

Below is an example of this error. In this case a local voucher was created with a FY16 LOA but the traveler is claiming FY13, FY15, and FY16 expenses. The system cannot process this. The traveler needs to use the appropriate LOA for each fiscal year. The recommended correction would be to do three different local vouchers. If this is a case where the command does not have prior year funds, they should do the local voucher with the appropriate LOA and let it reject for insufficient funds. Then they can print and claim the expense on a local voucher with the current FY and with the total expense listed as "Rejected Voucher" with a current FY date. Note: Regulations state those expenses can be paid out of current appropriation if prior year funds are not available, but normally as small as travel expenses are commands can request reverted funds to pay for these; search "The Barring Act". Simply put, if the dates of the expenses do not match the FY of the LOA the voucher will reject.

File Edit View Favorites Tools Help

Date	Expense Type	Event Purpose	Actual Cost	Allowed Cost	Method Of Reimbursement
Total:			50.00		

Mileage:

	Date	From Location	To Location	Expense Type	Event Purpose	Odometer Miles	One-Way Miles Cost	POC Rate	Net Cost
View	05/22/13	RES: Jacksonville, NC	8090 Market St, Wilmington, NC 28411	Private Auto Mileage - Owner/Operator	Cardiology consultation	37.7	0	0.565	\$21.30
View	05/22/13	8090 Market St, Wilmington, NC 28411	RES: Jacksonville, NC	Private Auto Mileage - Owner/Operator	Cardiology consultation	37.7	0	0.565	\$21.30
View	07/01/15	RES: Jacksonville, NC	5305 Wrightsville Ave, Wilmington, NC 28403	Private Auto Mileage - Owner/Operator	Pre or Post - Surgical Operation	46.0	0	0.575	\$26.45
View	07/01/15	5305 Wrightsville Ave, Wilmington, NC 28403	RES: Jacksonville, NC	Private Auto Mileage - Owner/Operator	Pre or Post - Surgical Operation	46.0	0	0.575	\$26.45
View	07/02/15	RES: Jacksonville, NC	7420 Market St, Wilmington, NC 28401	Private Auto Mileage - Owner/Operator	Surgery	39.0	0	0.575	\$22.42
View	07/02/15	7420 Market St, Wilmington, NC 28401	RES: Jacksonville, NC	Private Auto Mileage - Owner/Operator	Surgery	39.0	0	0.575	\$22.42
			5305						

File Edit View Favorites Tools Help										
View	03/23/16	RES: Jacksonville, NC	5305 Wrightsville Ave, Wilmington, NC 28403	Private Auto Mileage - Owner / Operator	Pre or Post - Surgical Operation	46.0	0	0.575	\$24.84	
View	03/23/16	5305 Wrightsville Ave, Wilmington, NC 28403	RES: Jacksonville, NC	Private Auto Mileage - Owner / Operator	Pre or Post - Surgical Operation	46.0	0	0.575	\$24.84	
Total:									\$533.56	
Accounting Summary										
Accounting Code:		16 G1 1106 Print								
MILEAGE:		\$533.56								
16 G1 1106 Sub Total:		\$533.56								
Calculated Trip Cost:		\$533.56								
Disbursing Summary										
Total Prior Payments:		\$0.00								
Balance Due US:		\$0.00								
Net Distribution										
Personal(\$):		\$533.56								
Individual GOV/CC(\$):		\$0.00								
Total(\$):		\$533.56								
Document Totals										
MILEAGE:		\$533.56								
Calculated Trip Cost:		\$533.56								

111, REQUIRING FINANCIAL MANAGER NOT ON CHART OF ACCOUNTS

This is an error associated with a mismatch in code values on SABRS Table 300 (DIC codes) and the General Ledger Account they write against. This will require the Comptroller/Managerial Accounting Office (MAO) to submit a JIRA ticket to SABRS Help. HQMC (RFA) intervention is required.

Once the FDTA verified that the error was corrected, the document should be amended and routed for approval. If the FDTA made a change to the LOA or Budget, the LOA within the document would need to be removed and the corrected LOA should be selected before the document is signed.

This error code is explained as "Spending General Ledger Account Table 300 value was not found" in the DTA Manual, Appendix G: DTS and GEX error codes.

<http://www.defensetravel.dod.mil/Docs/Training/DTA App G.pdf>

**128, INSUFFICIENT FUNDS AT APPROPRIATION LEVEL/LIVING LAPSED
APPROPRIATION – Standard Accounting and Budget Reporting System
(SABRS)**


When a 128 Reject email is received (shown below), and the accounting system is SABDTSUSMC (Indicating SABRS), you should verify if money has been loaded into SABRS. There are different types of money and each SABRS query you perform will be based on specific data elements contained within the DTS LOA of the failed document. The details will contain the money type (1106, 1108 etc.), corresponding subhead (BSS1, 4A4G etc.), and specific Fiscal Year (FY).

-----Original Message-----

From: DefenseTravelSystem@defensetravel.osd.mil
[mailto:DefenseTravelSystem@defensetravel.osd.mil]
Sent: Tuesday, January 21, 2020 2:08 PM
To: SMB Manpower HQMC

Subject: DTS Acknowledgement Reject Notice

DTS has received an acknowledgement reject from the accounting system for an obligation transaction associated with a travel document:

Name of Traveler: ELISABETH
Name of Travel Document: ETCLEVELANDOH061919_V01-01
TANUM: 2CX8U9
Organization: DM6105MRAMFPNOK
Accounting System: SABDTSUSMC 

Detailed information about error codes received from the Accounting System:

Accounting/Disbursing System Error Code: 128 Exact Error Message: Insufficient Funds at Appropriation Level / Living Lapsed Appropriation

In order to research this reject, you will need to obtain certain data elements from the DTS LOA which will be used later to populate your SABRS search. To locate the information go to the associated DTS document and do the following:

1. Click View at auth/voucher selection, DTS will then display the Review Trip Auth/Voucher page.
2. Select Accounting on the left side of the page.
3. Click the three dots to the right of the Accounting Label, click View on the pop-up. Accounting details will be displayed on the pop-up.

Gather the following information from the LOA fields when the pop-up appears.

- (A) BASIC-SYM: (This is the "APPR" field in Account 2 of the LOA)
- (B) FISCAL-YR: (This is the "FY" field in Account 2 of the LOA)

- (C) FY-FULL: (This is the "FY" field in Account 2 of the LOA)
- (D) SUBHEAD: (This is the "SH" field in Account 2 of the LOA)
- (E) FUND-FUNC* (AG/SAG): (This is the "SH" field in Account 2 of the LOA)

*If not contained in the DTS LOA, look up the fund code on Table 20 in SABRS and you will see the corresponding Fund Function code.

Account 2	
DEPT	
17	(2)
FY	
19	(2) (B) FISCAL-YR: (C) FY-FULL:
PY	
19	(2)
APPR	
1106	(4) (A) BASIC-SYM:
SH	
BSS1	(4) (D) SUBHEAD: (E) FUND-FUNC:

- (F) BUR-CTRL-NO: (This is the "BCN" field found in Account 3 of the LOA).

Account 3	
OC/SOC	
2110	(4)
BCN	
00027	(5) (F) BUR-CTRL-NO:
SA	
	(1)

- (G) SRI: (This is normally the BCN from the previous step with the letter "M" added in front - "M00027")

Always look for a reimbursable order number (RON) in the "RON" field (Account 7 of the DTS LOA). If present, keep this in mind for your

search criteria which you will enter into SABRS later (Step 7 below).

Account 7	
RON	
	(15) If RON is present, use option 6, and populate blocks A,B,C,D & K.
RBC	
	(1)

1. Once the above information has been obtained, login to SABRS, select option 2: PROD USMC SABRS DB=160, press the enter key.

```
GGFD07          CICS SELECTION MENU          01/22/2020
TRAPMENU00      ASBCIP00                     08:42:57

01. LOGOFF OF CICS
02. PROD USMC SABRS DB=160
03. SET UP PRINTER(S)
04. CMA-SPOOL MENU

SELECTION=> 02          (PA2) DEFAULT PRINTER=> PSNM0549

PF: 1 LOGOFF          7 BWD 8 FWD
TT 0 21.60 A
```

2. Press the enter key at SABRS Information screen.

```
08:43:36          *** NATURAL LOGON PROCEDURE ***          2020-01-22
- Mailbox Display -

This mailbox: MAIL+SBR was mailed on: 2020-01-22 at: 08:42:30 by: TYB2MB

*****
* SABRS INFORMATION
* -----
* 01/22: SABDAILY COMPLETED @ 0647 ET - USMC SABRS IS UNLOCKED
* USMC SMARTS IS UPDATED WITH 20022A CYCLE DATA
* -----
* 01/23: SABDAILY @ 0500 ET - SA71R049
* 01/24: SABDAILY @ 0500 ET - SABACTUL 0345 ET - PPE 20200118
* 01/25: SABDAILY @ 0500 ET
* 01/26: SABWKYFM @ 0410 ET - LABR ACCR 5 DAYS PPE 20200201
* 01/27: SABDAILY @ 0500 ET
* 01/28: SABDAILY @ 0500 ET
* 01/29: SABDAILY @ 0500 ET
* -----
* REPORT SABRS AND/OR SMARTS ACCESS PROBLEMS, SABRS PROGRAM
* PROBLEMS, SMARTS REPORT PROBLEMS, & CHANGES TO SABRS CENTRAL
* TABLES TO YOUR LOCAL COMPTROLLER OFFICE FOR FURTHER ACTION.
*****
TT 0 21.60 A
```


3. Select Option 1 "SABRS" at the: FINANCIAL DATA BASE MAIN MENU, press the enter key.

```
08:43:50          FINANCIAL DATA BASE          GFM0000
22 Jan 2020          MAIN MENU                  GFP0000
-----
SELECT OPTION:  1
1.  SABRS
2.  SABRS ADHOC MENU
3.  SABRS TRAVEL ORDER WRITER
4.  SABRS MAILBOX (RESTRICTED)
5.  DEFINE PRINTER
6.  TERMINATE NATURAL SESSION

TT  NUM  0  6  47  A
```

4. Select option 5 "REPORTS INQUIRY" at the: SABRS MAIN MENU, press the enter key.

```
08:44:12          SABRS          DFMS0000
22 Jan 2020          MAIN MENU    DFPS0000
-----
SELECT AN OPTION:  5
1.  AUTHORIZATION PROCESSING
2.  BUDGET EXECUTION ACTIVITY AUTHORIZATION PROCESSING
3.  INITIATIONS/COMMITMENTS/OBLIGATIONS/EXPENSES
4.  CORRECTION PROCESSING
5.  REPORTS INQUIRY
6.  TABLE MANAGEMENT
7.  ONLINE ALLOCATIONS
8.  REIMBURSABLES
9.  TRAVEL

PF6=EXIT

TT  NUM  0  6  20  A
```

5. Select option 2 "FUND CONTROL REPORTS" at the: SABRS REPORTS INQUIRY MENU, press the enter key.

```
08:45:13          SABRS          DFMS0005
22 Jan 2020      REPORTS INQUIRY MENU  DFPS0005
-----
SELECT AN OPTION:  2

1. SPENDING REPORTS
2. FUND CONTROL REPORTS
3. GENERAL LEDGER REPORTS
4. EXPENDITURE AND COLLECTION REPORTS
5. REIMBURSABLES INQUIRIES
6. TABLE MAINTENANCE REPORTS

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
TT#          0  6 21  A
```

6. Select option 5 "FUND CONTROL SPEND REPORTS" at the SABRS FUND CONTROL REPORTS INQUIRY screen, press the enter key.

```
08:45:42          SABRS          DFMOR052
22 Jan 2020      FUND CONTROL REPORTS INQUIRY  DFPOR051
-----
SELECT AN OPTION:  5_

1. FUND AUTHORIZATION REPORT
2. FUNDING FUNCTION MANAGEMENT REPORT
3. FUND AUTHORIZATION BALANCE REPORT
4. FUND CONTROL DAILY TRANSACTION REPORT BY DOC ID CODE
5. FUND CONTROL SPEND REPORTS
6. DCC TRANSACTION / STATUS REPORT
7. FUND CONTROL HISTORY INQUIRY (FYFULL/BSYM/DIC)
8. FUND CONTROL HISTORY INQUIRY (FYFULL/BSYM/SUBHEAD)
9. FUND CONTROL DAILY TRANSACTION REPORT BY DIRECT CITE CODE

PF1=HELP,PF3=PREV,PF4=MAIN,PF6=EXIT
TT#          0  6 22  A
```

7. If no RON is present, select option 3 at the SABRS FUND CONTROL SPEND REPORTS INQUIRY screen, and populate the fields with information previously obtained from the DTS LOA.

To the right of "(F) BUR-CTRL-NO" on the SABRS screen, you'll see the words DIRECT OR REIM (D/R):, enter the letter D*.

*If a reimbursable order number (RON) is present in the document (Account 7 of the DTS LOA), use option 6.

```

11:01:49          SABRS          DFMOR155
24 Jan 2020      FUND CONTROL SPEND REPORTS INQUIRY  DFPOR112

SELECT AN OPTION: 3          REQUIRED FIELDS
1. FUNDS SUMMARY BY WCI/BEA  A, B, C, D, E, F, H, I
2. FUNDS SUMMARY BY WCI      A, B, C, D, E, F, H
3. FUNDS SUMMARY BY SRI      A, B, C, D, E, F, G
4. OBJECT CLASS FUNDS SUMMARY BY WCI/BEA  A, B, C, D, E, F, H, I, N
5. FUNDS CONTROL RECORDS     A, B, C, D, E, F, H
6. FUNDS CONTROL RECORDS BY RON  A, B, C, D, K

CRITERIA:
(A) BASIC-SYM: 1106          (B) FISCAL-YR: 20192019
(C) FY-FULL: 2019           (D) SUBHEAD: BSS1
(E) FUND-FUNC: BSS1         (F) BUR-CTRL-NO: 00027  DIRECT OR
(G) SRI: M00027            (H) WORK-CTR-ID:      REIM (D/R): D
(I) BEA:                  (J) BESA:      BLANK JNLU
(K) REIM-ORDER-NO:        (L) JNLU:      ONLY (Y/N): N
(M) SUB-ALLOT:            (N) OBJ-CLASS:

PF3=PREV,PF4=MAIN,PF6=EXIT

TT 0 22.55 A

```

8. When the data screen appears, look at the Uncommitted Balance. If the balance is negative 655,785.72- as shown below, documents with that funding type will not process.

If the "% OBL CMD PLAN" field is greater than 100%, all documents will reject.

If you determine the fund is over-committed, the fund administrator should contact their Comptroller for assistance.

No documents should be routed for approval until funding is available.

```

09:46:19          FUND CTRL SPEND REPORT          DFNOR104
24 Jan 2020      DIRECT FUNDS SUMMARY - SRI
                FOR: HQ MARINE CORPS

BSYM: 1106  FY: 20192019  FY-FULL: 2019  SUBHEAD: BSS1  F  FUNC: BSS1
BCN: 00027  SRI: M00027  WCI:          BEA:          BESA:      OCC:
RON:          SUB-ALLOTMENT:          JNLU:          BLANK  U ONLY (Y/N): N

AUTHORIZATION  COMMITMENTS  OBLIGATIONS
TO DATE        TO DATE        TO DATE
-----
86,591,637.00  87,247,422.72  87,247,422.72

EXPENSES      LIQUIDATIONS  UNCOMMITTED
TO DATE        TO DATE        BALANCE
-----
72,386,529.15  72,921,525.61  655,785.72-

%OBL          UNOBL BAL      ANNUAL          % OBL
TO DATE        TO DATE        CMD PLAN        CMD PLAN
-----
100.75         655,785.72-      86,591,637.00  100.75

TT 0 2.1 A

```

136, ACCOUNTING DATA DOES NOT MEET CMET EDITS

This error occurs most often with someone tries to use two organic (with the same MAC/AAC) LOA's for the same fiscal year. SABRS can only obligate one kind of money per SDN (unless the LOA's utilize different ACRN's), and in cases where the two LOA's have the same Subhead the document will not error, but SABRS will pick one of the LOAs and put all the money against it. In cases where someone tries to use LOA's with different subheads or different APPN they will get this error. This error will also occur when an authorization is approved with an LOA with a RON and then on the voucher that LOA is removed and an LOA without a RON is added. The only fix is to put the LOA with the RON back on, or if it must be used then zero out the voucher or cancel the auth and do a new authorization. The system also cannot process when changing the LOA from a regular LOA on the authorization to amending the authorization and putting an LOA with a RON on the document. There can be other causes of this error but these are the most common.

Below is an example a CMET error that is was caused by using two LOA's with the same MAC field. You can see that both of these SDNs

File Edit View Favorites Tools Help				
Per Diem Entitlements				
Lodging M&IE:	Start Date	End Date	Total Lodge	Total M&IE
View	03/06/16	03/18/16	50.00	\$73.50
Accounting Summary				
Actual/Estimate			Allowed	
Accounting Code:	16 KEY RES CTP	view	Accounting Code:	16 KEY RES CTP view SDN: M2837516TOT696A CIC: M2837516TOT696A
COM. CARR.-C:	\$1,243.26		COM. CARR.-C:	\$1,243.26
16 KEY RES CTP Sub Total:	\$1,243.26		LODGING:	\$0.00
Accounting Code:	16 KEY RES SIF	view	16 KEY RES CTP Sub Total:	\$1,243.26
LODGING:	\$0.00		Accounting Code:	16 KEY RES SIF view SDN: M2837516TOT696A
M&IE:	\$73.50		M&IE:	\$73.50
16 KEY RES SIF Sub Total:	\$73.50		16 KEY RES SIF Sub Total:	\$73.50
Calculated Trip Cost:	\$1,316.76		Calculated Trip Cost:	\$1,316.76
Document Totals				
Actual/Estimate			Baseline Trip	View Worksheet
COM. CARR.-C:	\$1,243.26		COM. CARR.-C:	\$1,243.26
LODGING:	\$0.00		LODGING:	\$0.00
M&IE:	\$73.50		M&IE:	\$73.50
Calculated Trip Cost:	\$1,316.76		Calculated Trip Cost:	\$1,316.76

138, JOB ORDER FY UNMATCHED TO SDN FY

This error occurs when the appropriation used to fund the original travel is closed (in O&M case over 5 years since expiration) and cannot be adjusted. If funds are due they must be paid with current FY funds (or) in accordance with 31 U.S.C. 3702 - Barring Act. The correction for this reject would be to print a copy of the rejected voucher and make payment using one of two methods.

1. Make payment with a Local Voucher. Use a current local voucher date and current corresponding expense date to prevent an invalid proceed on or about date error. A copy of the originally approved & rejected voucher should be added as a supporting record to the local voucher. Comments on the pre-audit & digital signature page should reference the original TANUM & state this is Barring Act payment. .

A copy of the approved local voucher (with digital signature page payment information) should be added into the originally rejected DTS voucher as a supporting record, voucher signed and returned to traveler & left in a returned to traveler status for audit trail purposes.

2. Make payment with a new Auth & Voucher. The new auth will list the original TDY location but use a current date. Have traveler depart from their Duty Station, go to the TDY location and return to Duty Station all within the same day. Select 12 hours or less, no per diem (or) special rate and zero out any per diem. Add a misc expense in the total amount due from the original (rejected voucher). A copy of the original approved & rejected voucher should be added as a supporting record to the new auth & voucher for audit trail purposes. Comments on the pre-audit & digital signature page should reference the original TANUM & state this is Barring Act payment.

A copy of the new voucher (with digital signature page payment information) should be added into the originally rejected DTS voucher as a supporting record, voucher signed and returned to traveler & left in a returned to traveler status for audit trail purposes.

151, CANNOT PROCESS ACCOUNTS RECEIVABLE (DUE TRAVELER & DUE U.S.)

BACKGROUND: Both elements below must exist in order to receive this error.

3. The authorization contains a travel advance (ADV). An advance is normally paid prior to, or within a few days after the travel start date. This is not to be confused with a scheduled partial payment (SPP).
4. The error is received after the first (ORIGINAL) voucher is approved*.

*After approval, the document will process normally receiving various processing stamps along the way but will ultimately fail with an AR Reject 151.

This is because an ADV is not considered a liquidation at the time it is made nor part of the settlement process and is labeled with an accounting element of "1K". A disbursement (DX0) is considered a liquidation and part of the settlement process and is labeled with an accounting element of "2D". During the vouchering process, DTS looks for "2D" but can only find the "1K", forcing the AR Reject 151 error but at the same time generates a second CEDMS voucher which re-labels the ADV as a DX0 and posts it as a liquidation.

Prior to the initial voucher approval, SABRS will show an ADV on the "TRVL ADV AMT" line. If this line is blank, the ADV may have previously been moved. When the voucher fails with the 151 error, the vouchering process triggers the movement* of the ADV off the SDN's "TRVL ADV AMT" line and onto the "LIQUIDATION" line while simultaneously posting the DX0 to the history file on the same evening the 151 error is generated; if a SABRS cycle is scheduled to run that evening.

*NOTE: This movement from ADV to DX0 has been known to take up to 3 weeks.

This error does not occur on SPP's because SABRS applies partial settlement logic to the SPP and records it as a "2D" DX0 - Disbursement, when the SPP is disbursed.

When either an ADV or SPP is paid, a disbursement voucher is produced and on file in CEDMS-Voucher Search, formerly EDA. The comptroller can always verify disbursed payments by obtaining the voucher(s) from this site.

CASE EXAMPLE: The case shown depicts a \$3202.26 advance and a CBA charge (GTR) of \$784.16 totaling a combined liquidation of \$3986.42. This case was picked because you can certainly clear the 151 reject but may obtain a 078 reject if both items are not simultaneously addressed on the amended voucher. Normally you won't have to deal with both at the same time.

RESEARCH REQUIRED TO DETERMINE THE DATE CORRECTIVE ACTION CAN TAKE PLACE:

1. Verify the SDN in SABRS ensuring the "TRVL ADV AMT" line reflects 0.00 and the "LIQUIDATION" line contains the amount of the advance. If this isn't the case, wait a day or two, there is nothing you can do at this point to fix the error. As previously discussed, this movement from ADV to DX0 has been known to take up to 3 weeks. In this case, the liquidation is \$3986.42, representing an Advance \$3202.26 and GTR \$784.16 since they both count as liquidations. You must now view the history file to further verify the liquidation posting dates.

In this case the TRVL ADV AMT is now showing zero and SABRS has posted something as a Liquidation (LIQ AMT). You must verify what posted.

Place an "X" in the space next to VIEW HIST FILE

```
08:11:46          SDN: M0112920TOE4RRF  NAME: FRAZIER  SSN: 00000112
07 May 2020      ACTIVE FILE INQUIRY (TRAVEL) SCREEN  DFAC021

SDN: M0112920TOE4RRF  NAME: FRAZIER  SSN: 00000112
POA DATE: 20200309  COMP DATE: 20200325  EST NO DAYS: 17  ACRN: AA
DRN:  RON:  MJCC: 027  EXP DAYS: 17
DCC:  BASIC SYM: 1107  PAY GRP:  FY: 20202020  MCPC: 600612
FY FULL: 2020  SUBHEAD: 1A1A  FF: 1A1A  BCN: 67861
MRI: M67861  ARI: M67861  SRI: M67861
BEA: 49  BESA: MH  BAC: 01  SA:  AI: 067449
FC: FA  OC: 210  SOC: 2110  CAC: RTRJ  JMLU: 0500722M
FAN:  GPSI: P  SFI:  DTS ORG CD: DM01
BLI: 1A1A  U/I:  DC: 17  U/P: $
BALII:  CR QTY: 0  CR AMT: $ 0.00  TP NR
INT QTY: 0  INT AMT: $ 0.00  TP IN
COM QTY: 0  COM AMT: $ 3,986.42  TP MAIN ACT:
OBL QTY: 0  OBL AMT: $ 3,986.42  TP SUBHEAD
EXP QTY: 0  EXP AMT: $ 3,986.42  VIEW HIST FILE:
LIQ QTY: 0  LIQ AMT: $ 3,986.42  DIC:
TRVL ADV AMT: $ 0.00  RRE AMT: $ 0.00
PF3=PREV,PF4=MAIN,PF5=ADD MEMO,PF6=EXIT,PF9=VIEW MEMO,PF15=MORE
```

2. View the AR Reject date on the DTS vouchers digital signature. Keep in mind that 5 Apr 2020 translates to Julian Date (JD) 20096. Julian dates differ in a leap year compared to a normal year; 2020 is a leap year.

✓	04/01/2020 12:05AMEST PAID	NAME Pay Mod Generated	COMMENT DOV Number: T1409094 Disbursing Station Number: 3801 Trace/Check Number: 200091M475 Total Payment Amount: \$0.00 Amount Paid to Traveler: \$0.00 Interest Paid to Traveler: \$0.00 AMT Paid to GOVCC: \$0.00 Interest Paid to GOVCC: \$0.00 Payment Effective Date: April 1, 2020
✓	04/05/2020 12:06AMEST AR SUBMITTED	NAME Pay Mod Generated	COMMENT By XML Proc
✓	04/05/2020 10:33AMEST AR REJECT	NAME Pay Mod Generated	COMMENT 151 (SABRS) Cannot Process Accounts Receivable, Advance Disbursement Amount Not equal to \$0.00

5. To verify the posting of the DX0 associated with the advance on the history file, place an "X" in space next to "VIEW HIST FILE:" and press enter. The screen shot below is displayed on this case and shows the following:
 - a. Advance "ADV ADV" \$3202.26 paid 21 Feb 2020; Julian Date (JD) 20051A.
 - b. Disbursement "DX0 DX0" \$3202.26 posted as liquidation 8 Apr 2020; JD 20099A.
 - c. Advance "ADV ADV" -\$3202.26 moved off "TRVL ADV AMT" line and onto "LIQ AMT" line 8 Apr 2020; JD 20099A.

08:20:03 07 May 2020		SABRS MULTI HIST TRANS FILE SELECTION SCREEN			DFMOR114 DFNHT010	
-----		-----			-----	
SDN:	M0112920TOE4RRF	PIIN:	-----		ACRN:	AA
RON:	-----	DCC:	-----		CLIN:	-----
-----		-----		SUFFIX CD:	-----	
VIEW	DIC	ODIC	AMOUNT	CYCLE NO	USER ID	SYSTEM ID
-	COB	COB	\$ 6,707.88	20044B	SF71JDN0	DTS
-	ADV	ADV	\$ 3,202.26	20051A	DCAS	DCAS
-	EXP	-----	\$ 745.32	20075B	SABRS	SABRS
-	EXP	-----	\$ 889.54	20082B	SABRS	SABRS
-	EXP	-----	\$ 889.54	20089B	SABRS	SABRS
-	COB	COB	\$ -2,721.46	20090B	SF71JDN0	DTS
-	EXP	-----	\$ 1,502.02	20092A	SABRS	SABRS
-	DX0	DX0	\$ 3,202.26	20099A	DCAS	DCAS
-	ADV	ADV	\$ 3,202.26	20099A	DCAS	DCAS
-	DX0	DX0	\$ 784.16	20106A	SF71DDA0	DCAS

10 HISTORY TRANSACTIONS FOUND						
PF3=PREV,PF4=MAIN,PF6=EXIT						

6. Once the DX0 and -ADV are resident on SABRS and posted as a liquidation, you can determine when the voucher can be processed successfully without a reject. In this case, the rejected voucher from 5 Apr 2020 had the DX0 & ADV post 8 Apr 2020 meaning the voucher can simply be amended without changing anything and signed/routed successfully without a reject no earlier than (NET) 9 Apr 2020 (JD) 20100A to establish a Due U.S. condition.
7. Cases with monies due to the traveler will be verified in the same manner and processed the day after the DX0 & -ADV are posted on the history file.

ADDITIONAL LIQUIDATION (GTR) PERTAINING TO THIS CASE

1. To view the details of the DX0 entry, place an "X" to the left of it and press enter.

```
08:20:03          SABRS          DFMOR114
07 May 2020      MULTI HIST TRANS FILE SELECTION SCREEN  DFNHT010
```

SDN:	M0112920TOE4RRF	PIIN:		ACRN:	AA	RTC:	
RON:		DCC:		CLIN:		SUFFIX CD:	

VIEW	DIC	ODIC	AMOUNT	CYCLE NO	USER ID	SYSTEM ID
---	COB	COB	\$ 6,707.88	20044B	SF71JDN0	DTS
---	ADV	ADV	\$ 3,202.26	20051A	DCAS	DCAS
---	EXP		\$ 745.32	20075B	SABRS	SABRS
---	EXP		\$ 869.54	20082B	SABRS	SABRS
---	EXP		\$ 869.54	20089B	SABRS	SABRS
---	COB	COB	\$ 2,721.46	20090B	SF71JDN0	DTS
---	EXP		\$ 1,502.02	20092A	SABRS	SABRS
---	DX0	DX0	\$ 3,202.26	20099A	DCAS	DCAS
---	ADV	ADV	\$ 3,202.26	20099A	DCAS	DCAS
X	DX0	DX0	\$ 784.18	20106A	SF71DDA0	DCAS

10 HISTORY TRANSACTIONS FOUND

PF3=PREV,PF4=MAIN,PF6=EXIT

2. Since there is a "Hard Coded" GTR # and \$ value posted in SABRS, the Airfare cost on the voucher must match the exact \$ amount in SABRS or the voucher will fail with a 078 error.
Note: You could have successfully cleared the 151 error had you processed it between JD20100 & JD20105 since the CBA airfare wasn't yet written to SABRS. After JD20106, the CBA charges on the voucher must be identical to those in SABRS or the doc will fail with a 078 error.

08:20:50
07 May 2020

SABRS
HIST TRANS FILE INQUIRY (TRAVEL)

DFMOR117
DFNHT010

SDN:	M0112920TOE4RRF	DIC:	DX0	ORIG DIC:	DX0	ACRN:	AA
RON:		RBC:		MAJ RSC:		TRVL MOD:	
DRN:		NAME:	FRAZIER			SSN:	
PROCEED DATE:	20200309	COMP DATE:	20200325	EST DAYS:	17	EXP DAYS:	17
DC:	17	FY FULL:	2020	BASIC SYM:	1107	SUBHEAD:	1A1A
BCN:	67861	FF:	1A1A	FY:	20202020	SA:	
AI:	067443	MRI:	M67861	ARI:	M67861	SRI:	M67861
WCI:	M67021	BEA:	49	BESA:	MH	BAC:	01
SOC:	2110	CAC:	HTRJ	JNLU:	SIC:	9J0	FAN:
TAG:	2E4RRF	BLI:	1A1A	PEN:	0509722M	FILE INDIC:	DCC:
PAA:	20200415	FCR FLAG:		SIG CD:		EARMARK FLAG:	
C DATE:		CYCLE NO:	20106A	SYS SRCE:		SF1:	
CIC:		TIME STAMP:	518100	DTS ORG CD:		SUPADD:	
TERMINAL ID:	S71DDAH0	USER ID:	SF71DDA0	GTR:	7506204823		
CYCLE DATE:	15042020	U/I:		U/P:	\$		0.00
TOT QTY:		MJCC:	027	TOT AMT:	\$		784.18

PF3=PREV,PF4=MAIN,PF5=ADD MEMO,PF6=EXIT,PF9=VIEW MEMO,PF15=MORE

152, CANNOT PROCESS ACCOUNTS RECEIVABLE

There are several reasons for this error and it is impossible to cover all the variant details. An understanding of DTS & the accounting system is required to logically determine a proper COA. Please view the known scenarios below and apply similar corrective action based on your specific scenario. Actual case scenarios have details and SABRS detailed pages incorporated.

In general, the 152 error is received when the liquidation (disbursement - DXO) amount in SABRS is equal to zero.

The first scenario could be that someone applied a large erroneous CBA credit to the wrong SDN, reducing the liquidation amount to zero or forcing it into an erroneous negative status.

The second scenario would be when a document had an EFT return which posted to the accounting system but did not post to the DTS document. This can be verified by viewing the digital signature page & financial summary page looking for a credit in the amount of the EFT return. You may have to add a misc expense in the amount of the EFT return that posted to the accounting system but didn't post to DTS in order to establish a debt (RRE) or make a payment of an EFT return. Just make sure you give a detailed explanation on the other auths & digital signature page within DTS as to why you are adding a misc expense. It is recommended you attach the accounting system screen shot reflecting the discrepancy. This will assist anyone who may stumble upon this during a post payment audit situation.

A third scenario can occur if the unit manually adjusts the SABRS record and moves the liquidation to a different record in an attempt to process a voucher.

A forth scenario could be when an SPP is scheduled to pay, staged for payment, and voucher is simultaneously created to claim CTO fee on cancelled trip.

In any of these cases, the accounting record must be corrected to show a proper liquidation. Again, corrective action can differ depending on why the liquidation amount is wrong and what exactly needs to be done to correct the LIQ amount, whether it be DMO moving the CBA refund to the correct LOA, having accounting personnel move back a liquidation that was moved off the record, or some other type of action to clear the record.

Bottom Line: Each case is different and there are too many scenarios to cover, but the liquidation needs to equal what DTS thinks it should be. Below is one example of scenario 4.

152 REJECT - SPP (DX0) Liquidation absent from SDN at time of vouchering

Scenario - \$202.00 Scheduled Partial Payment (SPP) to be paid from authorization 10 Mar 2020. Traveler fails to cancel authorization in a timely manner and is paid \$202.00 SPP. Traveler attempts to process voucher for \$202.00 debt on 3 Mar 2020 & voucher Rejects 152. Once signed, a voucher cannot be removed and you must now wait until the SPP actually pays and is recorded in SABRS as a DX0.

14:25:30

08 Apr 2020

SABRS

MULTI HIST TRANS FILE SELECTION SCREEN

DFMOR114

DFNHT010

SDN: M2025020TODUVRQ

PIIN:

ACRN: AA

RIC:

RON:

DCC:

CLIN:

SUFFIX CD:

VIEW	DIC	ODIC	AMOUNT	CYCLE NO	USER ID	SYSTEM ID
-	COB	COB	\$ 386.50	20027B	SF71JDN0	DTS
-	EXP		\$ 56.16	20040B	SABRS	SABRS
-	EXP		\$ 49.14	20047B	SABRS	SABRS
-	EXP		\$ 49.14	20054B	SABRS	SABRS
-	EXP		\$ 49.14	20061C	SABRS	SABRS
-	COB	COB	\$ -184.50	20063B	SF71JDN0	DTS
-	EXP		\$ -1.58	20068B	SABRS	SABRS
-	DX0	DX0	\$ 202.00	20070A	DCAS	DCAS
-			\$			
-			\$			

8 HISTORY TRANSACTIONS FOUND

PF3=PREV,PF4=MAIN,PF6=EXIT

TI

0 10.5 A

REQUIRED CORRECTIVE ACTION POST PAYMENT - Corrective action is to wait until 12 Mar 2020 (or later) and verify the SPP Liquidation DX0 posted to SABRS as shown below under the "CYCLE NO". The cycle number in SABRS is actually the Julian Date reflected as 20070, and broken down into the calendar year 2020 followed by the 70th day of year, which equals 10 Mar 2020. Once payment has posted and has been verified, re-process the rejected voucher creating a \$202.00 debt (Accounts Receivable - RRE), which the traveler must repay.

CORRECT ACTION PRE-PAYMENT - The unit/traveler should have taken the following action as soon as trip cancellation was identified.

1. Amended the authorization on 3 March 2020, de-schedule/cancel the SPP(s) and quickly re-approve the authorization and await the Pos Ack stamp.

2. Once Pos Ack is received, wait 1 calendar day and apply the trip cancel stamp to authorization, and process the authorization as cancelled through to approval.
3. All reservations would be cancelled, money de-obligated, no ticketing fees would have been incurred, no voucher would be required and no SPP would have been paid.

153, DUPLICATE AR RECEIVED

This is a rare error, usually the result of accounting personnel manually adding an RRE entry to the SDN in the accounting system. The only way to fix is to have the RRE set to zero within the accounting system, then amend the Due U.S. voucher and re-process through approval.

09:51:22
14 Aug 2017

SABRS
MULTI HIST TRANS FILE SELECTION SCREEN

DFMOR114
DFNHT010

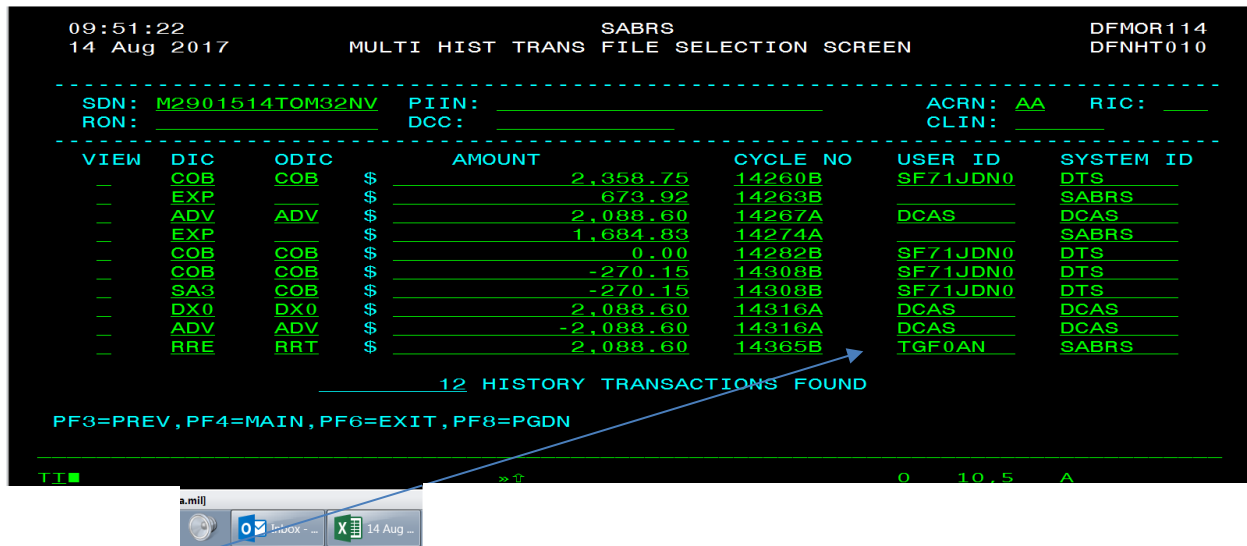
SDN: M2901514TOM32NV PIIN: _____ ACRN: AA RIC: _____
RON: _____ DCC: _____ CLIN: _____

VIEW	DIC	ODIC	AMOUNT	CYCLE NO	USER ID	SYSTEM ID
-	COB	COB	\$ 2,358.75	14260B	SF71JDN0	DTS
-	EXP		\$ 673.92	14263B		SABRS
-	ADV	ADV	\$ 2,088.60	14267A	DCAS	DCAS
-	EXP		\$ 1,684.83	14274A		SABRS
-	COB	COB	\$ 0.00	14282B	SF71JDN0	DTS
-	COB	COB	\$ -270.15	14308B	SF71JDN0	DTS
-	SA3	COB	\$ -270.15	14308B	SF71JDN0	DTS
-	DX0	DX0	\$ 2,088.60	14316A	DCAS	DCAS
-	ADV	ADV	\$ -2,088.60	14316A	DCAS	DCAS
-	RRE	RRT	\$ 2,088.60	14365B	TGF0AN	SABRS

12 HISTORY TRANSACTIONS FOUND

PF3=PREV,PF4=MAIN,PF6=EXIT,PF8=PGDN

TI ■ 0 10.5 A



RRE Entry shows it was manually added by a User at DFAS vice a DTS established RRE. To fix DFAS will need to be contacted to remove the RRE entry, amend and re-process voucher through approval.

171, AMOUNT MUST BE EQUAL TO \$225

The 171 error will only occur on Out of Service Debt Transfers utilizing the DMM Gateway (Another System Design Flaw) when more than one LOA contains a portion of the total debt, and the portion itself is less than \$225.00.

To keep from receiving this error, any LOA debt value less than \$225.00 must be written off as a loss prior to processing the remaining balance that exceeds the OOS transfer threshold of \$225.00.

Effective 1 May 2021, the OOS transfer of debts will no longer utilize the DMM Gateway but instead use a corporate website form eliminating this error. This new process for submitting OOS transfers will allow 100% of the debt to be collected.

174, REFUND AMOUNT INCORRECT

We have not come across a known case, therefore no data is available to correct this error.

201, TREASURY LEVEL LOA EDITS FAILED

This is a payment system error, this error will occur after the DTS transaction has cleared the appropriate accounting system and then goes SPP Submitted or Voucher Submitted and the accounting data fails validation with the Defense Corporate Database or DoD Validation Tables (MART or CMET).

The APPN data must be on both tables, the CMET is a Navy table, and the MART is an Air Force Table. You can view the CMET Table here: <https://cmet.csd.disa.mil/>, if a LOA is on CMET then chances are it is valid and for some reason is not loaded on the MART table. DFAS will usually update the MART table within a few days and the document can be pushed back thru and if it rejects then the Unit Financial Manager should validate the APPN data and contact RFA/SABRS Help for assistance, and a TAC ticket should be submitted.

There have been times when the error is caused by a reject within the DFAS-Business Enterprise Information System (BEIS), outside of the CMET - MART arena. If the CMET or MART table is not the issue, suggest to the accounting helpdesk that they pursue this system as a potential cause of the error.

These errors are usually received at the beginning of the FY or for a new money type.

303, INSUFFICIENT FUNDING AVAILABLE

This is an error for another accounting system (MISIL FMS LOA format). We will usually only see this on Foreign Military Sales (FMS) funded documents, and it will probably be from MCSC because they are the only command we service that uses this type of appropriation. The unit financial person will have to research the funds availability since our helpdesk does not have access to this accounting system.

This error code is explained in the DTA Manual, Appendix G: DTS and GEX error codes.

<http://www.defensetravel.dod.mil/Docs/Training/DTA App G.pdf>

519, ACCOUNTING PROCESSING ERROR

This is an error from the Washington Headquarters Services Allotment Accounting System (WAAS). The FDTA that provided the funding would have to be contacted for assistance with the correction. Once the FDTA verified that the error was corrected, the document should be amended and routed for approval. If the FDTA made a change to the LOA or Budget, the LOA in the document would need to be removed and the corrected LOA should be selected before the document is signed.

This error code is explained in the DTA Manual, Appendix G: DTS and GEX error codes.

<http://www.defensetravel.dod.mil/Docs/Training/DTA App G.pdf>