

**DEFENSE
TRAVEL
SYSTEM**

(DTS)

**FINANCIAL REJECT
CORRECTION
GUIDE**

Updated as of 06 Mar 2019

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RESOURCES

DTA User's Manual, Appendix G:

https://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/DTA_App_G.pdf

DTS Financial Field Procedures Guide:

https://www.defensetravel.dod.mil/Docs/Training/Financial_Field_Procedures_Guide.pdf

MCO 7300.21B, Marine Corps Financial Management Standard Operating Procedure Manual

https://www.marines.mil/Portals/59/MCO_7300.21B_FINAL_SIGNED.pdf

SAMPLE USMC LOA

SAMPLE USMC LOA

LOA Data Elements

Authorized Accounting Activity Account 1	MAA 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	1106	(4)
SUBHEAD	SH	27A0	(4)
Object Class Sub/Object Class	OC/SOC	2100	(4)
Account 3	BCN	00264	Bureau Control Number
Sub Allotment	SA		(1)
Authorized Accounting Activity Account 4	MAA	067443	(6)
	TYC	20	Transaction Type Code
Cost Code	CC	COSTCODE12	(12)
Account 5	MAC	M0005	(6)
Work Center			
BEA	EA	14	(2)
BESA	WC	CL	(2)
Fund Code	FC	APR	(2)
Account 6	CAC	1A40	(4)
Cost Account Code	BRC		Budget Reporting Code (SIC Code)
Reimbursable Order Number	RON		(15)
Account 7	RBC		Reimbursable Bill Code
Job Number Local Use	DLU		(4)
Account 8	DSSN	6102	Disbursing Station Symbol Number
Accounting Classification	ACRN	AA	(2)
Reference Number			

003, MISSING/INVALID TOTAL TRANSACTION AMOUNT

Currently there are three (3) known causes; usually what happens is that the DTS voucher has internal totals and those totals do not match the document/expense totals that show on the surface.

Below is the first example where a CTO fee is "Central Bill" but in the reimbursement method it shows "Personal". The system cannot handle this transaction because Personal and Central Bill conflict with each other.

The screenshot shows a web application interface with the following data:

Depart:	SAN San Diego International
Arrive:	BWI Baltimore Washington International A
Method Of Reimbursement:	GOVCC
Confirmation:	ABWN*AWFSZH
Ticket:	2151444144

Comm Air (Central Bill):	Type: CP-C - Comm Air (Central Bill)
Fare:	\$2,855.00
Depart:	19-Aug-13
Method of Reimbursement:	Central Bill

CTO FEE (GOVCC-I):	Type: CF-C - CTO Fee (Central Bill)
Fare:	\$18.00
Depart:	19-Aug-13
Method of Reimbursement:	Personal
Ticket:	8902272652913

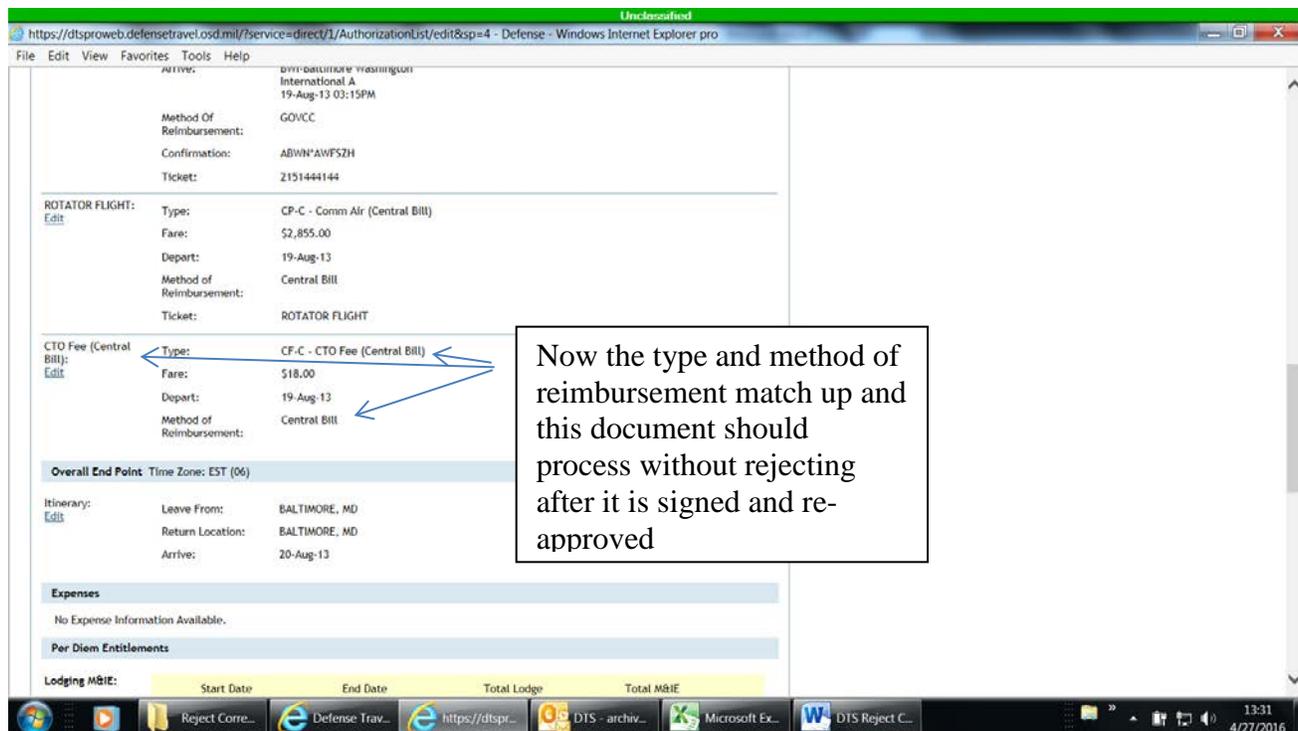
Overall End Point: Time Zone: EST (06)

Itinerary:	Leave From: BALTIMORE, MD
Return Location:	BALTIMORE, MD
Arrive:	20-Aug-13

Expenses
No Expense Information Available.

Callout Box: 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.

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 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 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 missing and causes the out of balance scenario. Any debt voucher with this particular error must be collected manually. See the MCTIM for processing guidance.

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.

The screenshot shows a web application window titled "Accounting Codes" with a URL starting with "https://dtsproweb.defense...". The page contains a form for updating LOA information. At the top, it says "Update the information below for this line of accounting. (LOA)". Below that, it shows "Format Map: MC 1, 8/1/2001" and "Label: 10 220 MEU ACE".

The main section is titled "LOA Data Elements" and includes a note: "Numbers in parentheses mark the maximum characters for that input field. Please enter only numbers or uppercase letters." The data is organized into seven rows, each representing an account:

Account	Field	Value	Length
Account 1	AAA or DTST	067441	(6 or DTST)
	DTST Sub-Field		(14)
Account 2	DEPT	17	(2)
	FY	10	(2)
	FY	10	(2)
	APPR	1145	(4)
Account 3	SH	27AD	(4)
	OC/SOC	2100	(4)
Account 4	BCH	20111	(5)
	SA		(1)
Account 5	AAA	067441	(6)
	TYC	20	(2)
Account 6	CC	AC051001STAR	(12)
	MAC	M20179	(6)
Account 7	Fa	AC	(2)
	WC	05	(2)
	FC	04	(2)
	CAC	0531	(4)
Account 7	BRC	01	(2)
	RDN		(15)
	RBC		(1)
JNLU		(4)	

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

https://dtsproweb.defensetravel.osd.mil/?service=direct/1/AccountCodes/\$Border.\$RenderedImage/&s - Windows Internet Explorer pro

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
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

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.

015, MISSING/INVALID FUND CODE

```
msn-ftp_stl_disa_mi(TERM).rsf - AttachmateWRQ Reflection - IBM 3270 Terminal - ASNTHWEW
File Edit Connection Setup Macro Window Help
-----
10:52:38          SABRS          DFMT0000
19 Jan 2010      TABLE MAINTENANCE MAIN MENU DFPT0000
-----
ENTER A TABLE NAME/NUMBER HERE: 020_

(O R LEAVE BLANK TO RECEIVE A LIST OF TABLE NAMES)

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

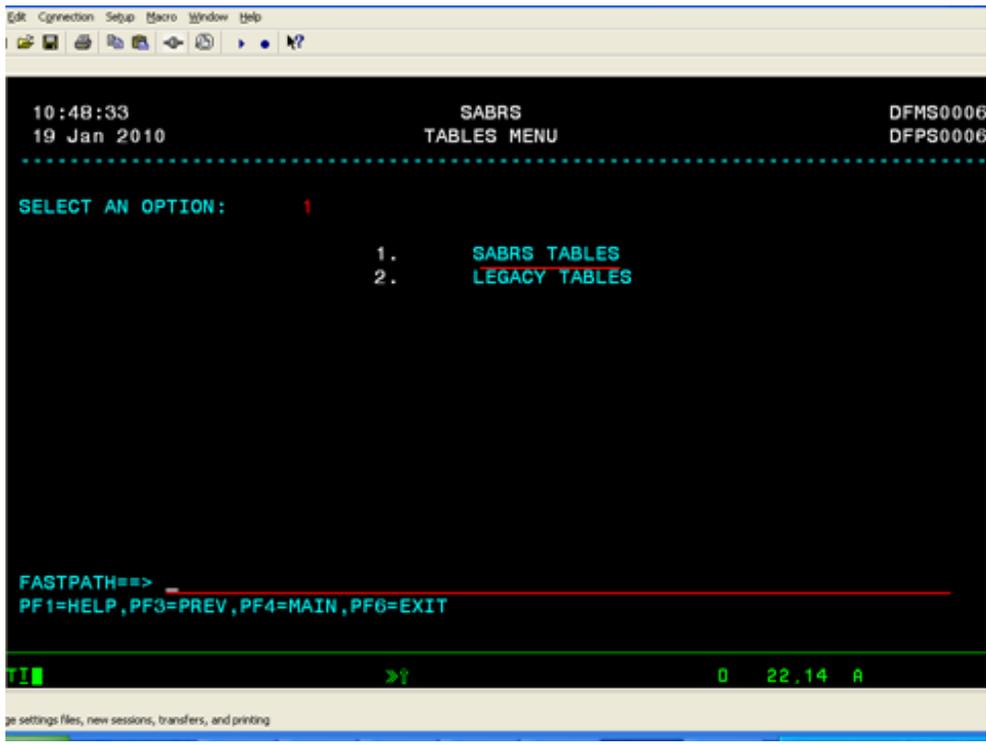
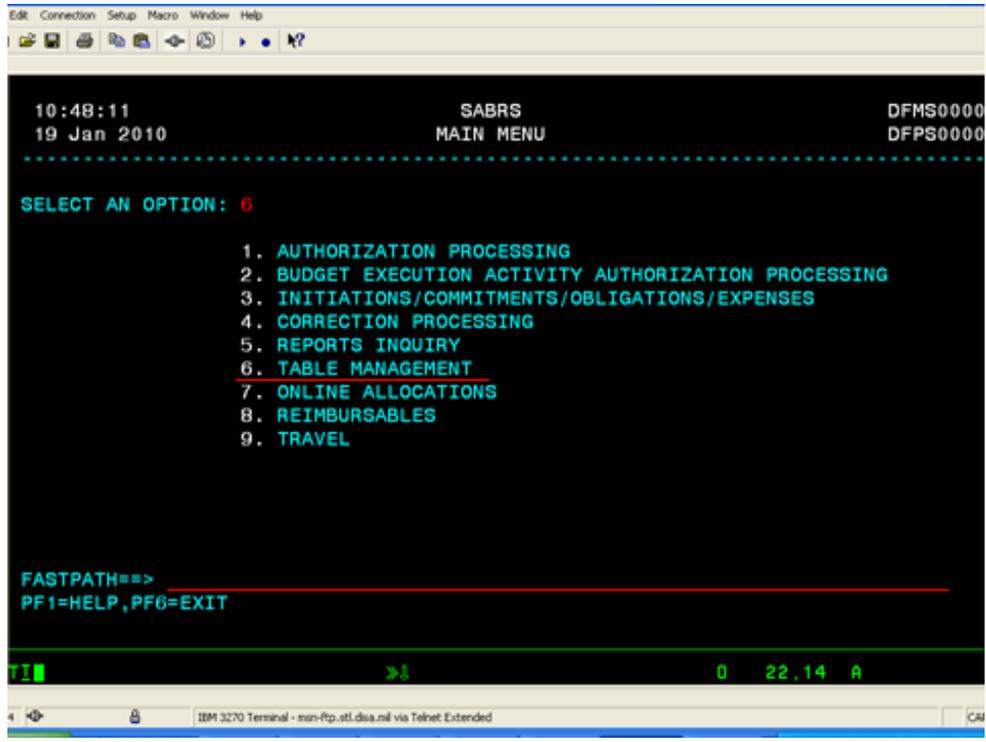
TI 0 5,37 A
```

```
Edit Connection Setup Macro Window Help
-----
10:47:52          FINANCIAL DATA BASE          GFM0000
19 Jan 2010      MAIN MENU                    GFP0000
-----
SELECT OPTION: 1

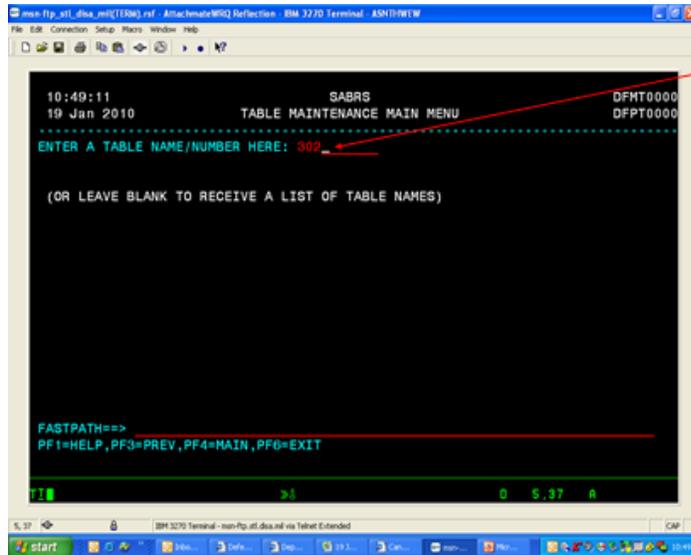
1. SABRS
2. SABRS ADHOC MENU
3. SABRS TRAVEL ORDER WRITER
4. SABRS MAILBOX (RESTRICTED)
5. DEFINE PRINTER
6. TERMINATE NATURAL SESSION

OPTIONAL ENTER OTHER APPLICATION NAME

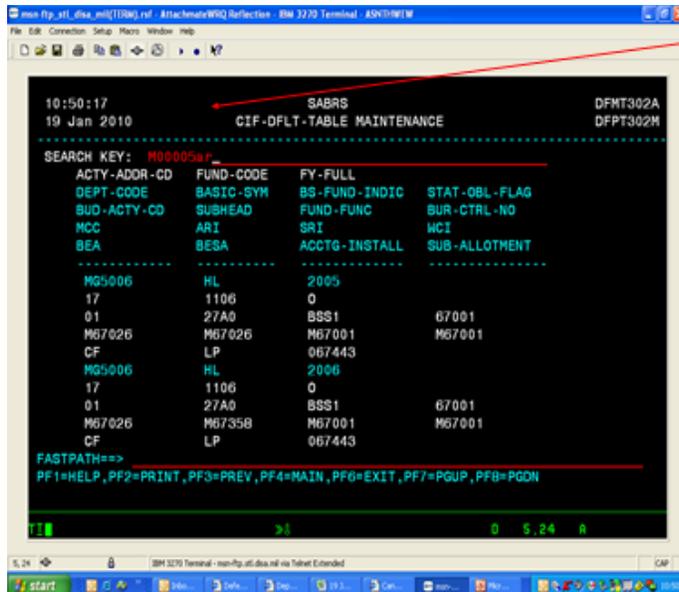
TI 0 17,42 A
```



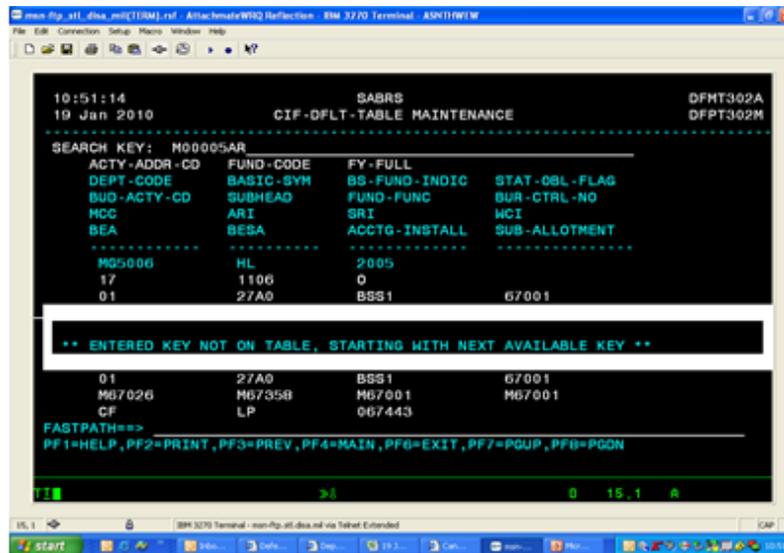
NOTE: In the screen shown below, if you leave the "ENTER A TABLE NAME/NUMBER HERE:" line blank, and hit enter, you will see all of the tables that are available for viewing.



In this example, we are looking to see if fund code AR is on Table 302 and available for use for Account Activity Code (AAC is the same as the MAC field in the DTS LOA) M00005 (MCBQ). Enter the Work Center (M00005) and Fund Code (AR) with no space and hit enter. You could also enter the Account Activity Code (M00005) and then enter and use the F8 function to look through the whole listing of fund codes that are loaded.



This screen will always come up, even if the fund code is on file.
Hit enter to proceed.



NOTE: 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.

Fund code AR is on table 302 for MCBQ M00005 in this example. Next you will need to make sure that the fund code is loaded for the current FY. Often fund codes change from one FY to the next, and sometimes they are not loaded at the beginning of the FY. If the fund code in the LOA is not on this table for the current FY, but shows for previous FYs, then it probably changed and the unit will need to verify the LOA is correct and work with their Comptroller to have the table updated.

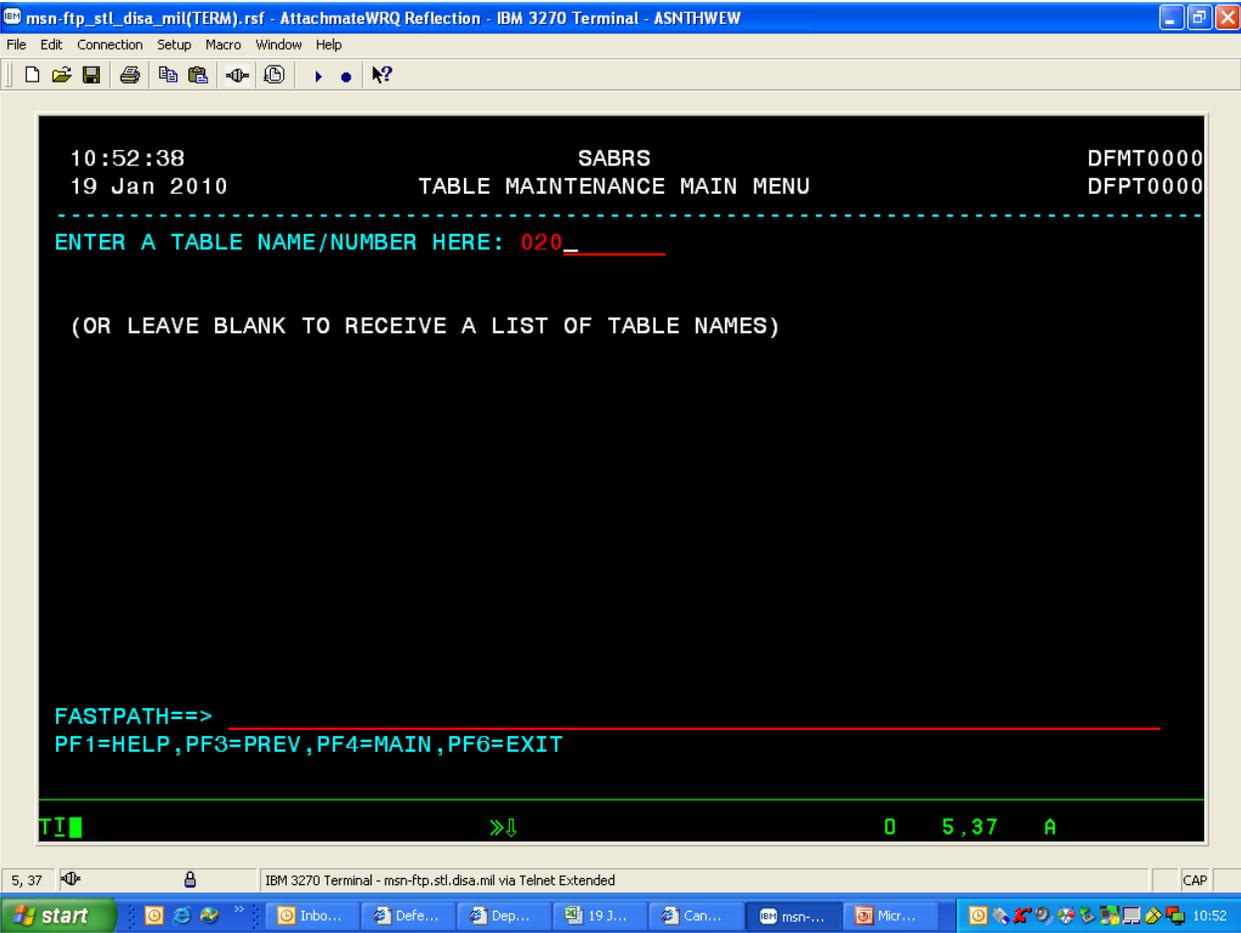
10:50:43 19 Jan 2010 SABRS CIF-DFLT-TABLE MAINTENANCE DFMT302A DFPT302H

SEARCH KEY:

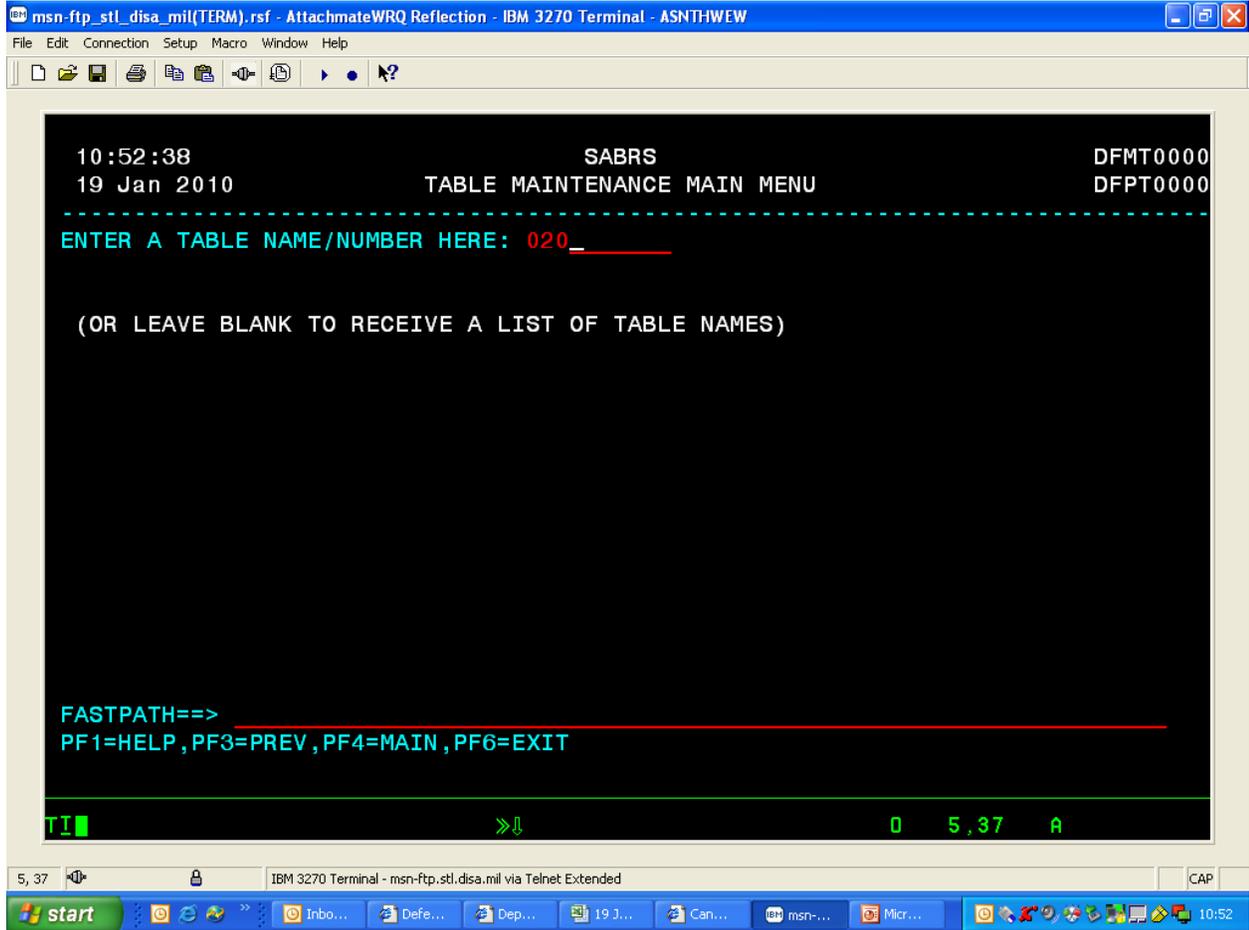
ACTY-ADDR-CD	FUND-CODE	FY-FULL	STAT-DBL-FLAG
DEPT-CODE	BASIC-SYM	BS-FUND-INDIC	BUR-CTRL-NO
BUD-ACTY-CD	SUBHEAD	FUND-FUNC	WCI
MCC	ARI	SRT	WCI
BEA	BESA	ACCTG-INSTALL	SUB-ALLOTMENT
M00005	AR	2010	
17	1166	0	
01	27A0	BSS1	00264
M00264	M00264	M00264	M00005
64	LF	007443	
M00005	AV	2010	
17	1166	0	
01	27A0	BSS1	00264
M00264	M00264	M00264	M00005
64	LF	007443	

FASTPATH=>>
PF1=HELP, PF2=PRINT, PF3=PREV, PF4=MAIN, PF6=EXIT, PF7=PGUP, PF8=PGDN

Table 20 is the fund code table. You will need to verify that the fund code contained in the DTS LOA is on the table for the current FY.

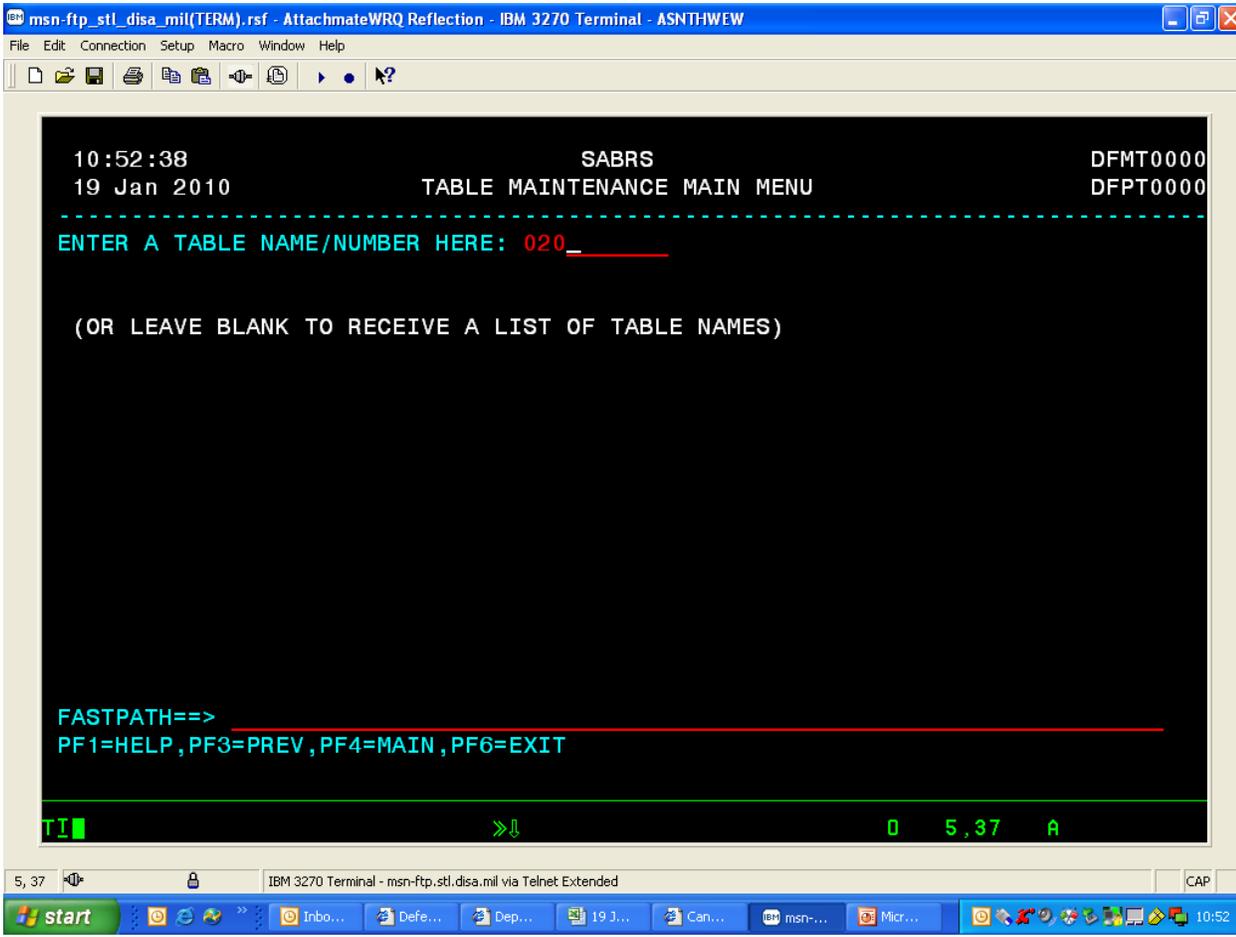


Search Table 20 to see if fund code AR is on the table.



In this example, fund code AR is on the table for FY10 (what we are using for this example).

NOTE: The Fund Function is commonly referred to as AG/AGSAG. Often if you ask a financial manager what kind of money they are using, they will usually refer to this as "BSS1" money. You can also tell this by looking at this table. In this example, the fund function assigned to this fund code changed; in the previous FY it was 1A1A.



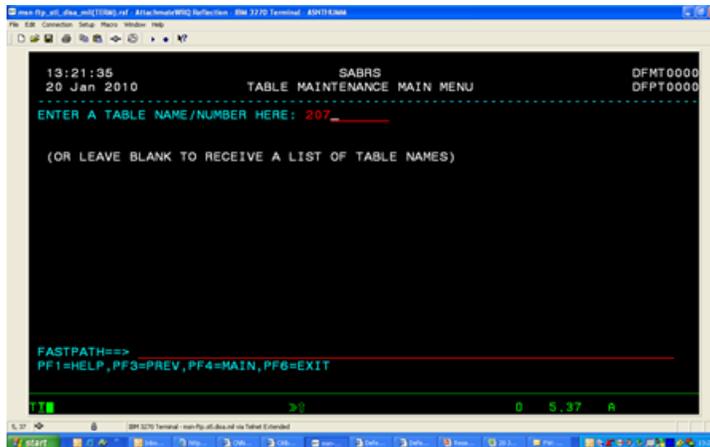
023, MISSING/INVALID REIMBURSEMENT BILLING CODE

The Reimbursement Billing Code (RBC) is a data element located in Account 7 of the DTS Line of Accounting. An RBC will only be used with a Reimbursable Line of Accounting.

027, MISSING/INVALID FUND AMINISTRATOR

The Fund Administrator is a data element located in Account 6 of the DTS Line of Accounting. It is also referred to as a BEA.

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

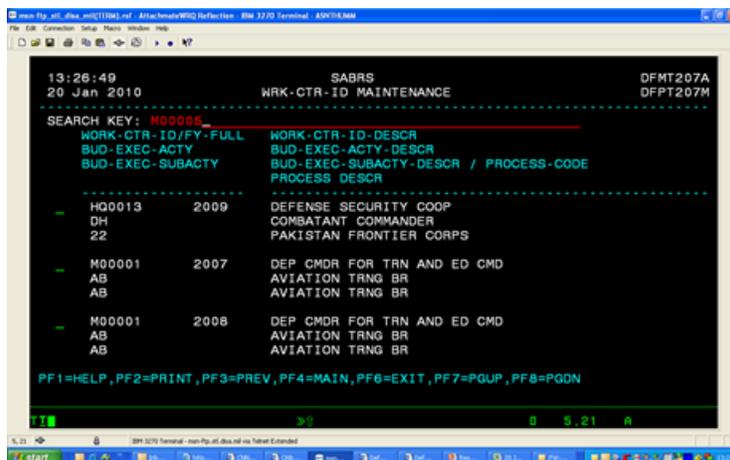


```
13:21:35          SABRS          DFMT0000
20 Jan 2010      TABLE MAINTENANCE MAIN MENU  DFPT0000
-----
ENTER A TABLE NAME/NUMBER HERE: 207_

(O R LEAVE BLANK TO RECEIVE A LIST OF TABLE NAMES)

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

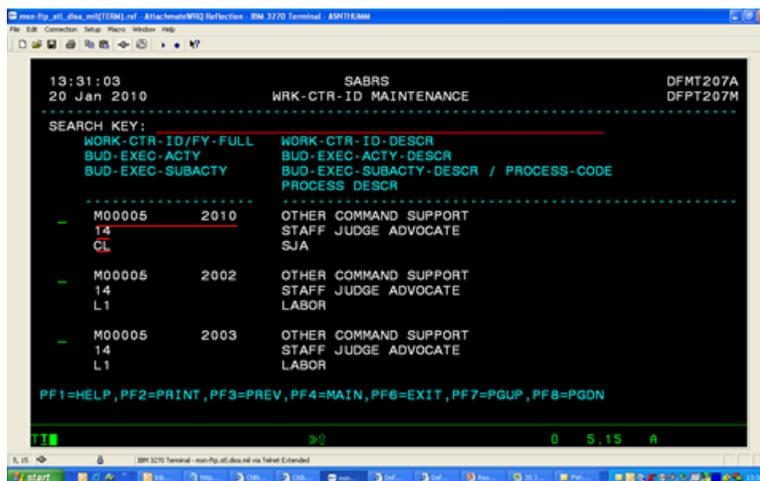
Enter the Work Center of the command (this is the data element named MAC located in Account 5 of the Line of Accounting).



```
13:26:49          SABRS          DFMT207A
20 Jan 2010      WRK-CTR-ID MAINTENANCE  DFPT207M
-----
SEARCH KEY: M00005_
WORK-CTR-ID/FY-FULL  WORK-CTR-ID-DESCR
BUD-EXEC-ACTY        BUD-EXEC-ACTY-DESCR
BUD-EXEC-SUBACTY     BUD-EXEC-SUBACTY-DESCR / PROCESS-CODE
                     PROCESS DESCR
-----
- HQ0013      2009  DEFENSE SECURITY COOP
  DH          22    COMBATANT COMMANDER
                PAKISTAN FRONTIER CORPS
-----
- M00001      2007  DEP CMDR FOR TRN AND ED CMD
  AB          AB    AVIATION TRNG BR
  AB          AB    AVIATION TRNG BR
-----
- M00001      2008  DEP CMDR FOR TRN AND ED CMD
  AB          AB    AVIATION TRNG BR
  AB          AB    AVIATION TRNG BR

PF1=HELP, PF2=PRINT, PF3=PREV, PF4=MAIN, PF6=EXIT, PF7=PGUP, PF8=PGDN
```

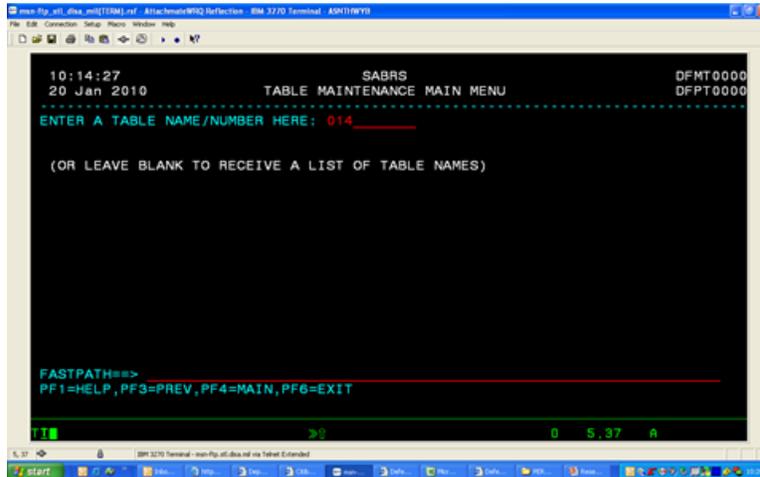
In this example, use the F8 Key to page down until you find the unit's BEA/BESA and to see that it was valid for this FY. If you cannot find a BEA/BESA combination on this table, the LOA was probably built incorrectly. The unit should print the LOA from DTS and request that their Comptroller or Fund Administrator verify what the BEA/BESA should be.



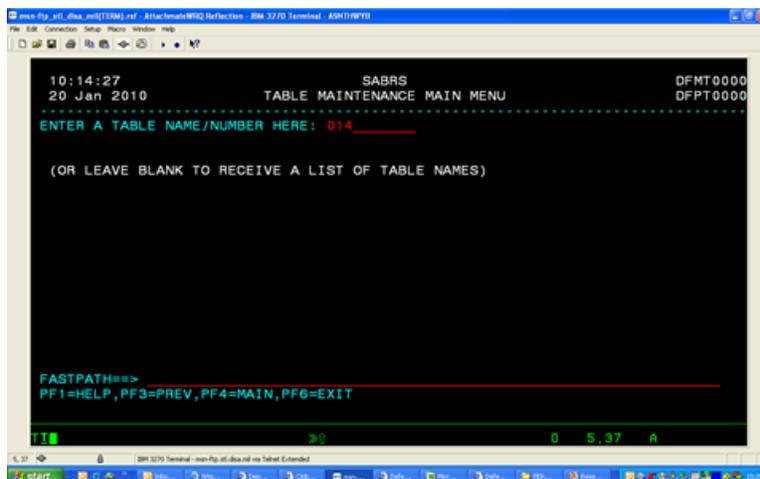
029, MISSING/INVALID COST ACCOUNT CODE

The Cost Account Code (CAC) is a data element located in Account 6 of the DTS Line of Accounting.

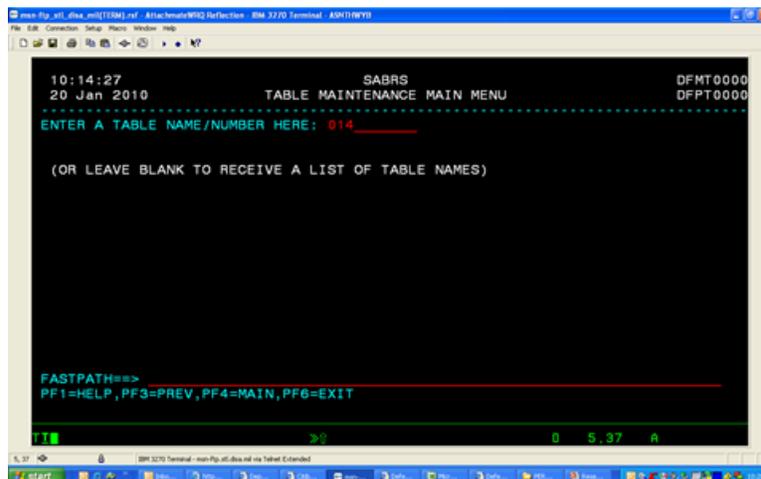
To verify the CAC, you will need to view Table 014.



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

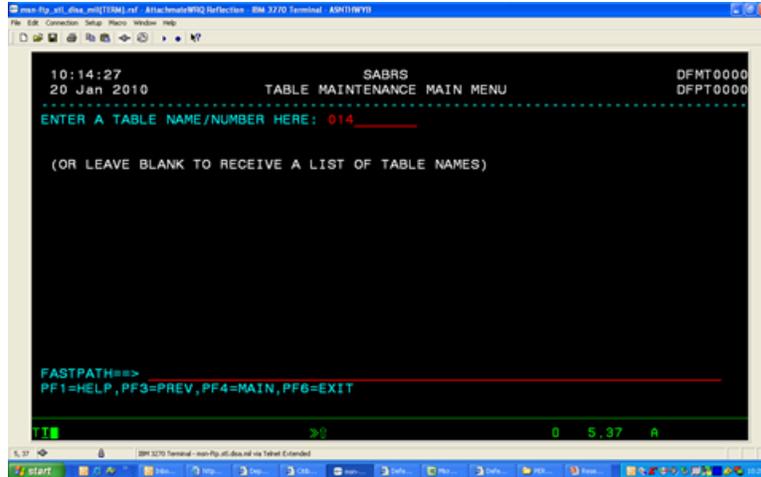


This message always comes up, even if the code is on file.
Disregard message and hit enter.



NOTE: The most common CAC reject is when the document has a TECOM WWT LOA and the CAC field is not updated but uses a wildcard in the LOA.

In this example, the CAC is on file (we were searching for 1A40). If you have a CAC reject, make sure it is listed for the FY contained in the LOA. If this CAC was not on file, the search would have defaulted to the next code in numerical/alphabetical order.



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, 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 please contact the funding command financial point of contact 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 have the unit financial manager verify they are using the correct BRC Code, and if it is a new code then they 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

While in the rejected document, look at the SSN of the traveler by clicking on Traveler Name in the upper left corner. Does the SSN have the correct number of digits? For example, ####3025. In that example the profile contains an 8 digit SSN, so you know for a fact that it is invalid. If the SSN appears to have the correct number of digits, you will then go to the maintenance tool and search for the traveler's profile. When you locate their profile, choose detach to look at the full SSN that is in DTS. Ensure that you choose cancel and do not detach the profile yet.

Next, contact the traveler to obtain their correct SSN. Print the authorization or voucher, and save all of the substantiating records that may be attached to the record. Since a travel document was created with the invalid profile, you will need to contact the USMC Travel Support Team and request that they move the invalid profile to the DMX Organization. Be sure to reset the User ID in the maintenance tool before you request that the profile is moved. Once you have obtained the valid SSN, you will need to create a new profile for the traveler. After the profile is created, you will need to re-create the authorization. Once it receives a POS ACK from the accounting system, the voucher can be created, and any substantiating records you saved should be attached.

075, DOC ALREADY COMPLETED

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

In order to view and reactivate a document, you will first access SABRS.

```
----- Actions Options Commands Features Help -----
KLSVSEL1          CL/SUPERSESSION Main Menu MSB          Here:
Select sessions with a '/' or an action code.
-----
Session ID  Description                               Type  Status
-----
- CICS      CICS USMC PRODUCTION                       Mult1
- CICS2     CICS USMC PRODUCTION                       Mult1
- INFOPAC   INFOPAC RDS                                 Mult1
- INFOPACH  INFOPAC RDS MAINTENANCE                   Mult1
- ALA       SUPERSESSION ALA                           Mult1
- KCT       SUPERSESSION KCT                           Mult1
-----
Command ==>
Enter  F1 Help  F2 Exit  F3 Refresh  F4 Retrieve  F10 Action
MSB/ASHT3502
```

Select Option 02 to access SABRS

```
06/08/88          CICS SELECTION MENU          01/15/2008
TTOA9H000000000  ASBCLP00                                00:46:30
01. LOGOFF OF CICS
02. PRODUCTION SABRS DB=160
03. SET UP PRINTER(S)
04. CMA-SPOOL MENU
SELECTION=>          (PA2) DEFAULT PRINTER=>  PORT0850
PF: 1 LOGOFF          F7 BND  F8 FND
```

Select Option 1

```
09:08      CIGS SELECTION MENU      01/15/2009
TRAPRBU00      ASBCLP00      09:40:39

01. LOGOFF OF CIGS
02. PRODUCTION SABRS DB=100
03. SET UP PRINTER(S)
04. CMA-SPOOL MENU

SELECTION=>      (PA2) DEFAULT PRINTER=>  POST0050

PF: 1 LOGOFF      F BHD 0 FND
```

Select Option 5 to view a document.

```
09:48:43      SABRS      DFPS0000
15 Jan 2009      MAIN MENU      DFPS0000

-----
SELECT AN OPTION: 5

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

FASTPATH=>
PF1=HELP,PF2=EXIT
```

Select Option 1

```
09:49:57          SABRS          DFMS0005
15 Jan 2009      REPORTS INQUIRY MENU DFPS0005
-----
SELECT AN OPTION: 1
                  1. SPENDING REPORTS
                  2. FUND CONTROL REPORTS
                  3. GENERAL LEDGER REPORTS
                  4. EXPENDITURE AND COLLECTION REPORTS
                  5. REIMBURSABLES INQUIRIES
                  6. RA COST ACCOUNT REPORTS

FASTPATH=>>>
F1=HELP, F2=PREV, F4=MAIN, F6=EXIT
```

Select Option 1

```
09:50:51          SABRS          DFMR012
15 Jan 2009      SPENDING REPORT INQUIRY DFPR009
-----
SELECT AN OPTION: 1
                  1. ACTIVE/HISTORY FILE INQUIRY
                  2. SPENDING TRANSACTIONS MENU
                  3. SUMMARIZED DOCUMENT NUMBER INQUIRY

FASTPATH=>>>
F1=HELP, F2=PREV, F4=MAIN, F6=EXIT
```

Select Option 1, Enter the DTS SDN and then enter

```

09:51:51          SABRS          DFMOR108
15 Jan 2009      ACTIVE / HISTORY FILE INQUIRY  DFFR0041
-----
SELECT AN OPTION: 1          REQUIRED FIELDS
-----
1.  INQUIRE BY SDN          A, G
2.  INQUIRE BY SDN / ACRN   A, B
3.  INQUIRE BY SDN / ACRN / PTH  A, B, C
4.  INQUIRE BY PTH / CLTH    C
5.  INQUIRE BY PTH / ACRN    B, C
6.  INQUIRE BY RON          D, G
7.  INQUIRE BY SSH          E
8.  INQUIRE BY DGC          H

CRITERIA:
(A) SDN : _____ (B) ACRN: _____
(C) PTH : _____ (D) RON:  _____
(E) SSH : XXXX         (F) FILE INDIC: _____
(G) PE/BA: PT         (H) DGC:  _____
(I) CLTH : _____

FASTPATH=>
PF1-HELP,PF2-PRV,PF3-PRV,PF4-MAIN,PF5-EXIT

```

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.

```

09:54:55          SABRS          DFMOR112
15 Jan 2009      ACTIVE FILE INQUIRY (TRAVEL) SCREEN  DFFR0041
-----
SDN: H0785608T010KZA  NAME: HIGGINBOTHAM, DAVID, M  0228
PRO DATE: 20080921  COMP DATE: 20080928  EST NO DAYS: 8  ACRN: AA
ORR: _____  RON: _____  DGC: _____  FILE INDIC: A
DEPT CODE: 17  FY FULL: 2008  BASIC SVR: 1100  SUBHEAD: 2780
ORR: 07856  FUND FUND: 2040  SA: _____  AI: 007443
RCR: H07856  ARI: H07856  SRI: H07856  HCI: H07856
BEA: VZ  BESA: VZ  MAJ RSC: _____  RBC: _____
FC: PB  OC: 210  SOC: 2100  GAG: YH03
JBLU: XH03  STC: _____  FAN: _____  BAC: 03
LAST UPDT: 20080113  VIEW HIST FILE: _____  DIC: _____
PER DICH _____  TRAVL _____  TOTAL _____
ORR: $ 564.81  $ 0.00  COR: $ 564.81
EXP: $ 0.01  $ 0.00  $ 0.01
LIG: $ 0.00  $ 0.00  $ 0.00
ADV: $ _____
REFUND RCV: $ 0.00

FASTPATH=>
PF1-HELP,PF2-PRINT,PF3-PRV,PF4-MAIN,PF5-ADD MEMO,PF6-EXIT,PF7-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.

```
09:58:59          SABRS          DFMS0000
15 Jan 2009      MAIN MENU      DFPS0000
-----
SELECT AN OPTION: 4
1. AUTHORIZATION PROCESSING
2. BUDGET EXECUTION ACTIVITY AUTHORIZATION PROCESSING
3. BUDGETARY COMMITMENTS/OBLIGATIONS/EXPENSES
4. CORRECTION PROCESSING
5. REPORTS INQUIRY
6. TABLE MANAGEMENT
7. OTHER ALLOCATIONS
8. REIMBURSABLES
9. TRAVEL

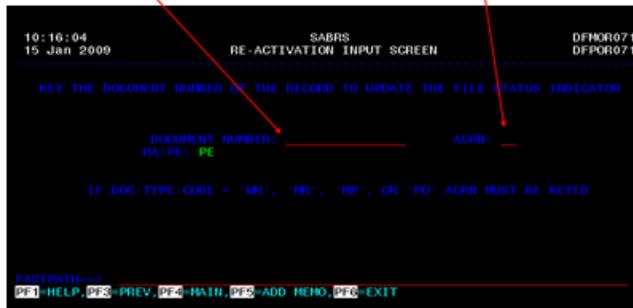
FASTPATH=>>
PF1=HELP,PF2=MAIN,PF6=EXIT
```

Select Option 8 to reactivate the document.

```
10:14:44          SABRS          DFMS0004
15 Jan 2009      CORRECTION MENU DFPS0004
-----
SELECT AN OPTION: 8
1. GL/JV DATA ENTRY PROCESS
2. REDISTRIBUTE DNR PROCESS
3. CORRECTION NOTICE PROCESS
4. DELETE CORRECTION NOTICE PROCESS
5. DR CORRECTION PROCESS
6. SPENDING ERROR CORRECTION PROCESS
7. TRANSMIT CORRECTION NOTICE PROCESS
8. REACTIVATE DOCUMENT NUMBER PROCESS
9. SUB-SYSTEM 17 SUMMARY
10. ACRN / DTC CHANGE PROCESS
11. REDISTRIBUTE LABOR DNR PROCESS
12. UNFUNDED LEAVE LIABILITY PROCESS
13. REDISTRIBUTE LABOR REGISTER PROCESS
14. P/LN CHANGE PROCESS

FASTPATH=>>
PF1=HELP,PF2=PREV,PF4=MAIN,PF6=EXIT
```

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



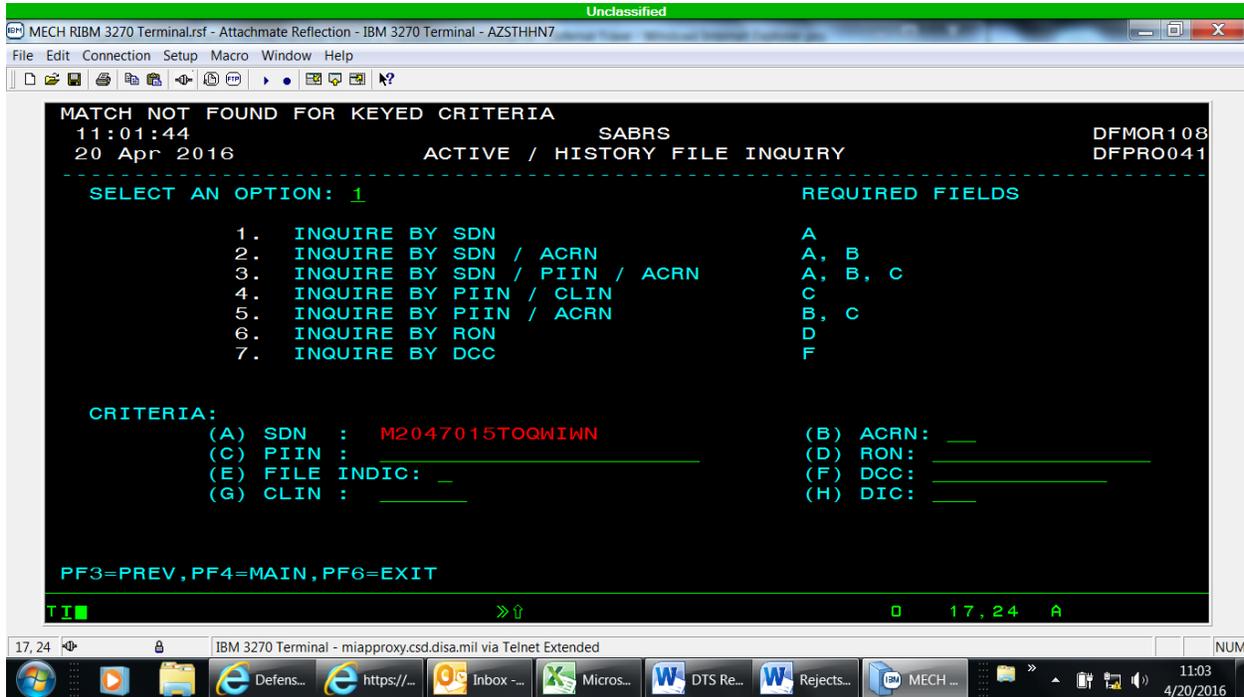
Once the record is reactivated, you can go back and view the record in the active file to make sure that the file indicator has changed to "A". After you verify that the file indicator has updated, the DTS document should be amended and routed back for approval.

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.

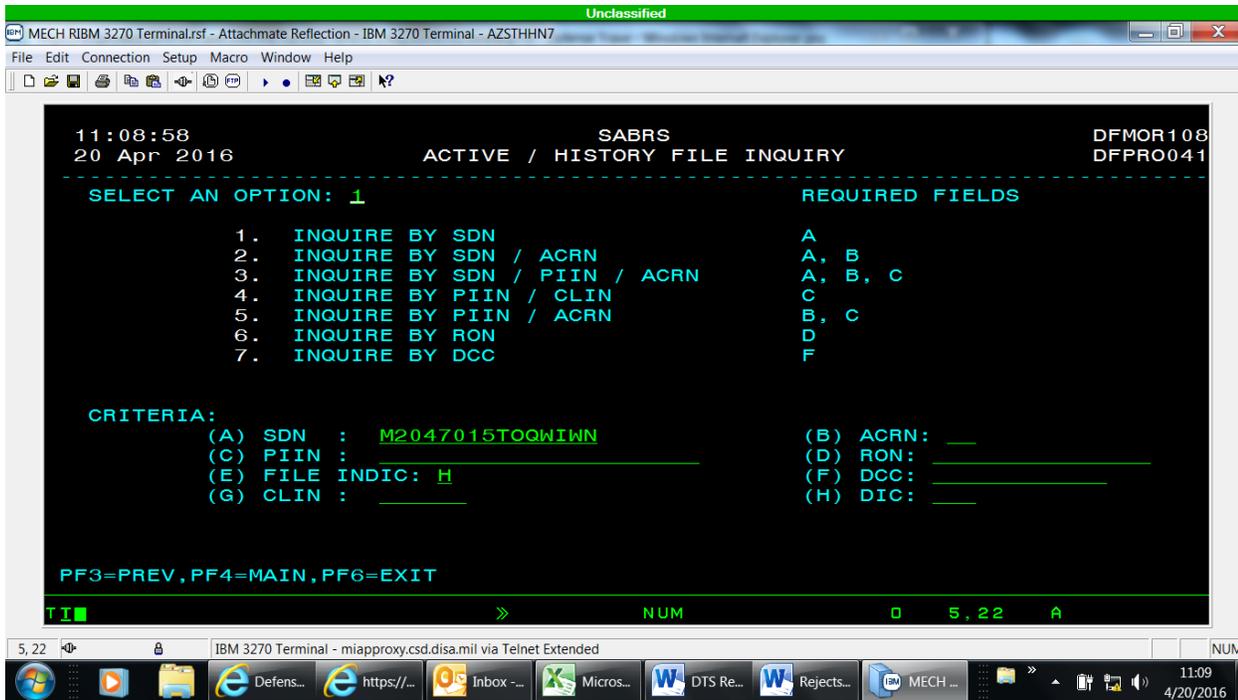
076, DOC NOT ON FILE

This error happens for different reasons, in the case below a zero voucher was processed and the document fell off the active file.

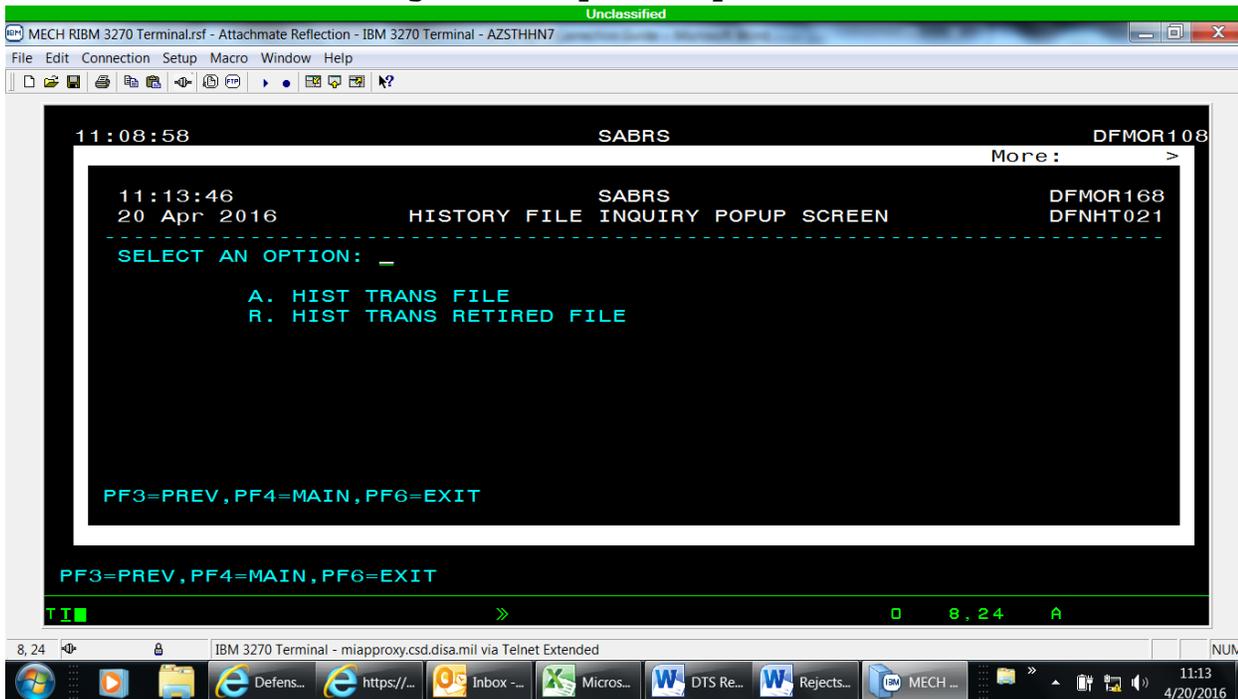
Other times this frequently happens on TECOM WWT vouchers when the unit funds a rental car and when the voucher processes and TECOM removes the expense due to a lack of receipt. Another example of this is when a traveler does not settle travel and someone with SABRS access goes into SABRS and manually zeros out the obligation instead of contacting the traveler and then the traveler decides to submit a voucher after the document has been zeroed in SABRS. The below screen shot shows that the SDN is not on the Active file.



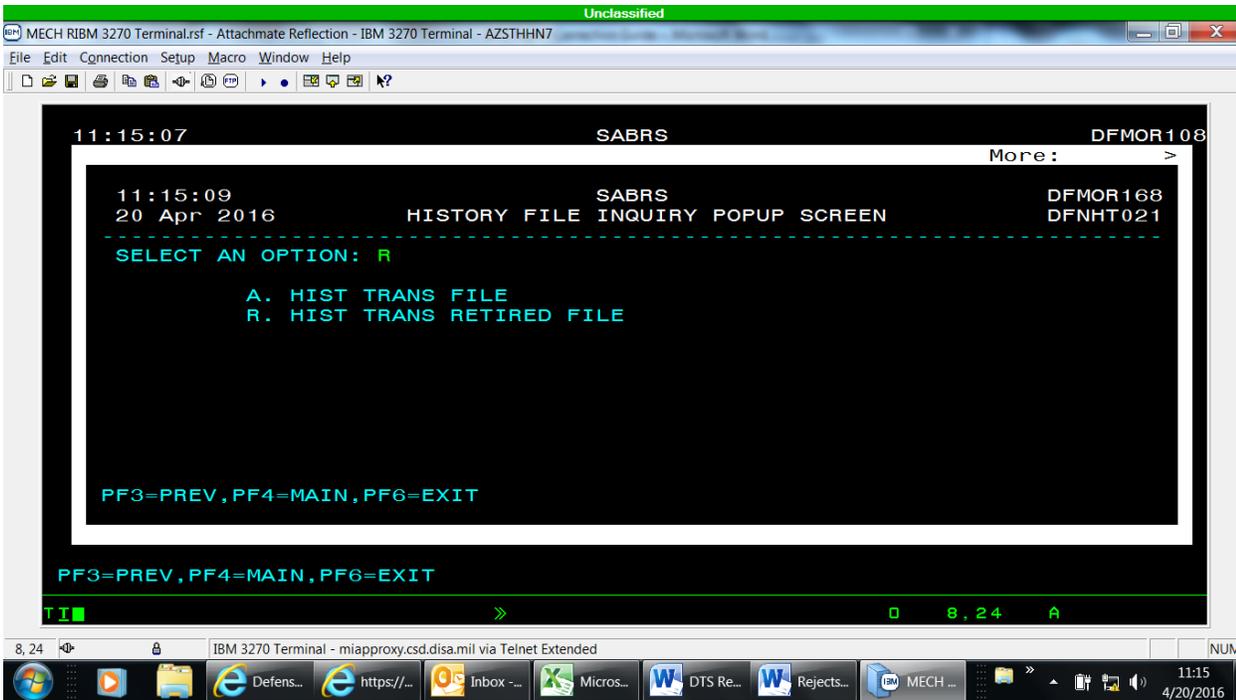
Then below shows that you can search the history file by putting an "H" in field "E"



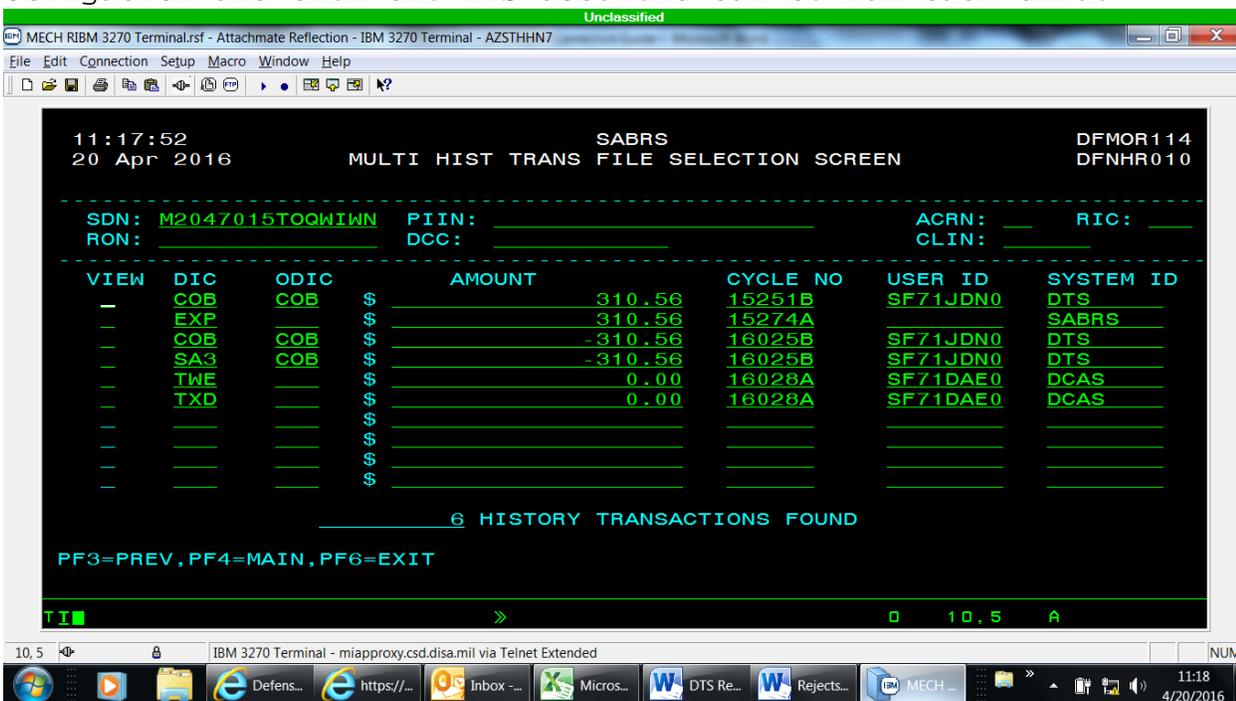
And then the following screen pulls up



Then enter "R" to search the Retired file



Then the retired file comes up and you can see that DTS had zeroed out the SDN. To fix the error, the command will have to go into SABRS and add the document back to the active file with a .01 obligation and then the DTS document can be run back thru.



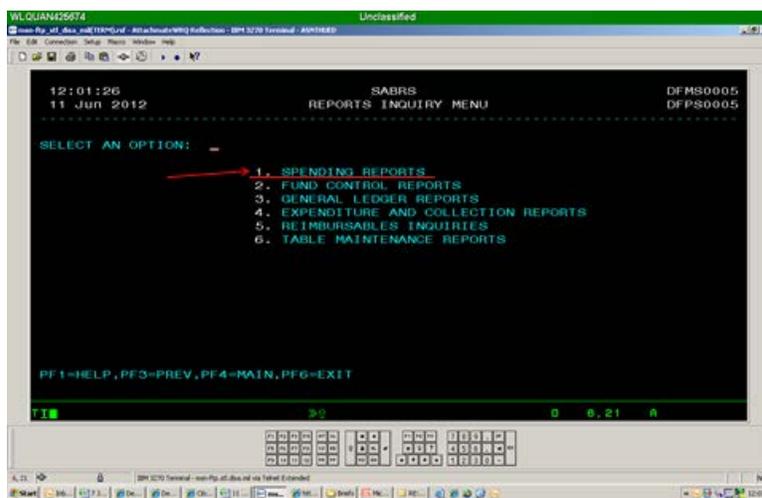
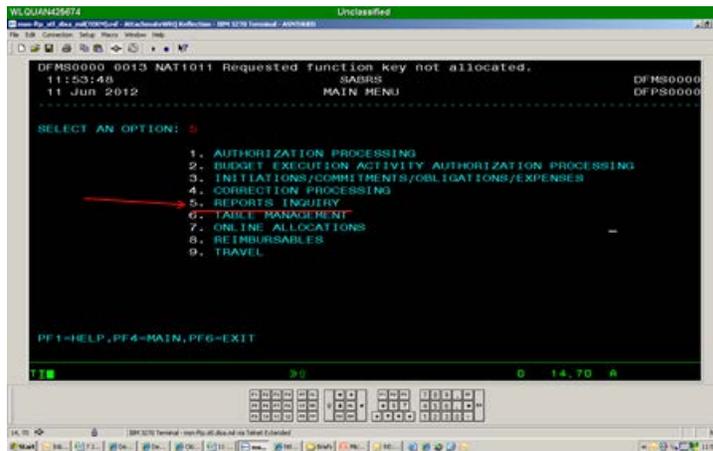
077, DUPLICATE TON NUMBER

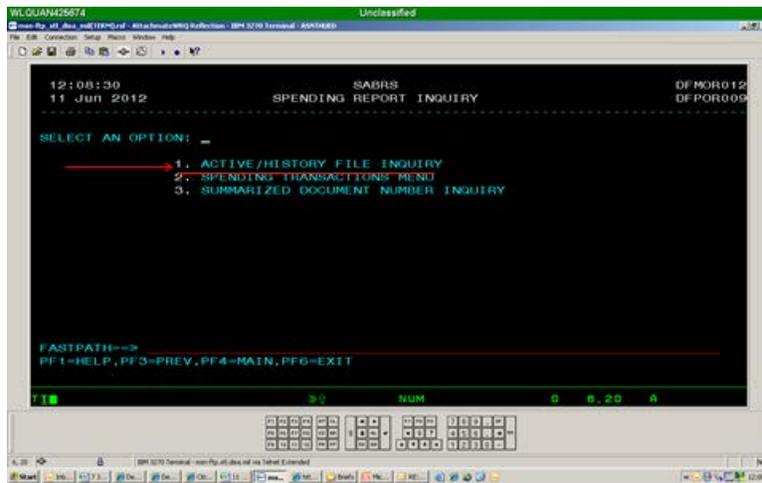
This error will usually occur when DTS is interfacing with SABRS and the obligation is established in SABRS but DTS does not get the acknowledgement back and then tries to run the obligation again and gets this error because the obligation exists in SABRS and DTS does not think it should be there. In some cases a DTS document has rejected for various reasons and a Financial person incorrectly takes initiative and manually obligates a DTS voucher. In both these cases the fix is that a financial person must go into SABRS and remove the SDN from the active file (by zeroing out the CMT, OBL, EXP) then running the document back thru. In cases where a partial payment was made and this error is received the only fix is for that Financial person to move any liquidations off the SDN in SABRS to a holding document then remove the SDN from the active file and then run the document thru and if it POSACKs then the liquidations can be moved back from the holding document.

078, DOCUMENT NOT CANCELED

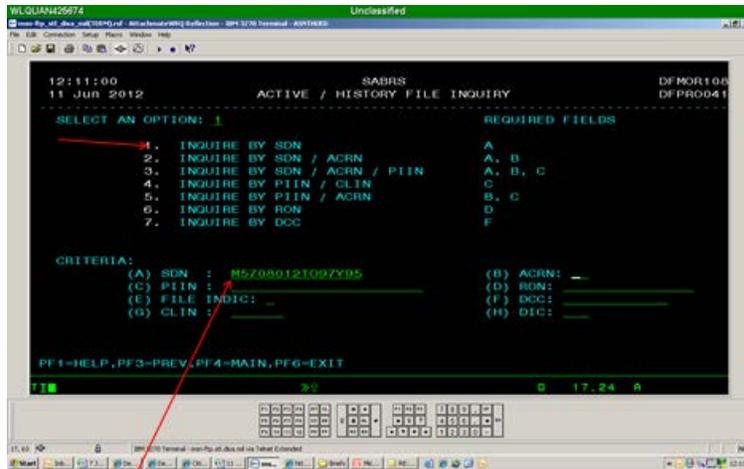
Most of the time a 078 error is the result of a Centrally Billed Account (CBA) charge in SABRS being greater than the amount on the DTS voucher. To correct this error, you will need to look in SABRS and identify the CBA liquidation (to include CTO fees). If it is different than the amount on the DTS voucher, the voucher will need to be amended, the amounts corrected and then signed and routed for approval.

NOTE: For a canceled trip, if a ticket was issued on a CBA, the ticket charge will have to be on the DTS voucher (as long as the liquidation is in SABRS) until DMO issues a credit back to the accounting system.

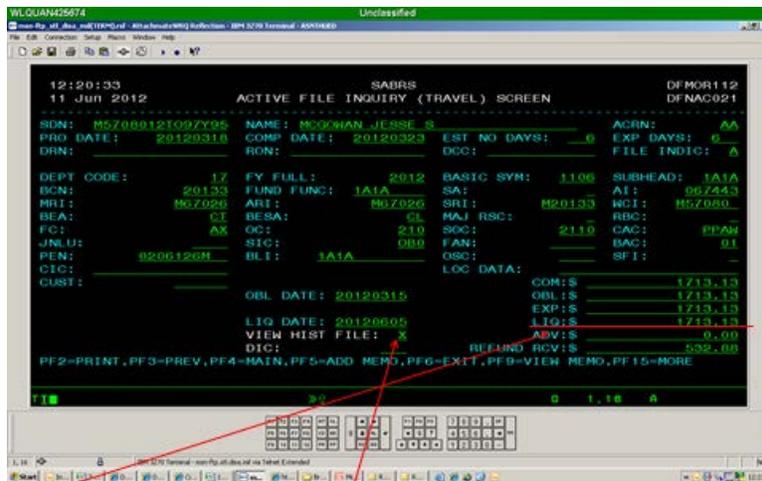


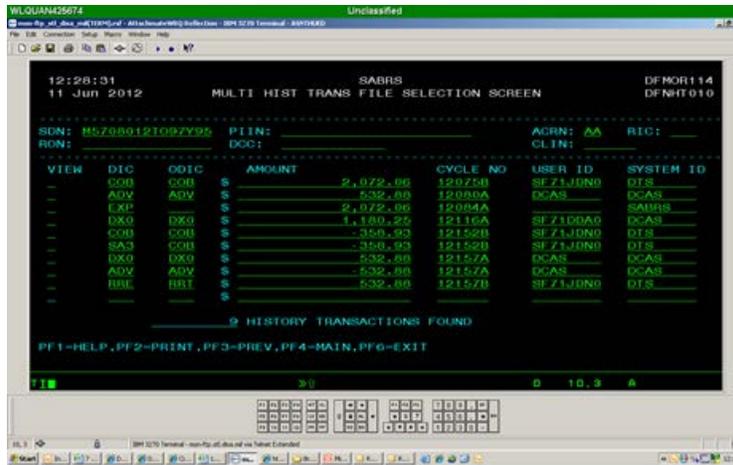


Enter the SDN of the rejected document.

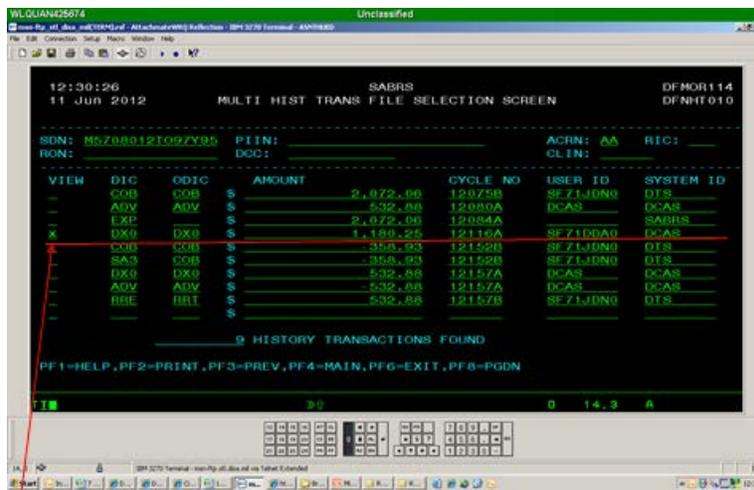


Look on the right hand side for the field named "LIQ:\$". This is the liquidation amount. Usually if the voucher has not previously paid, this amount will be less than the obligation. In this example, the voucher has been paid. You will need to go into the document details to find the transportation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



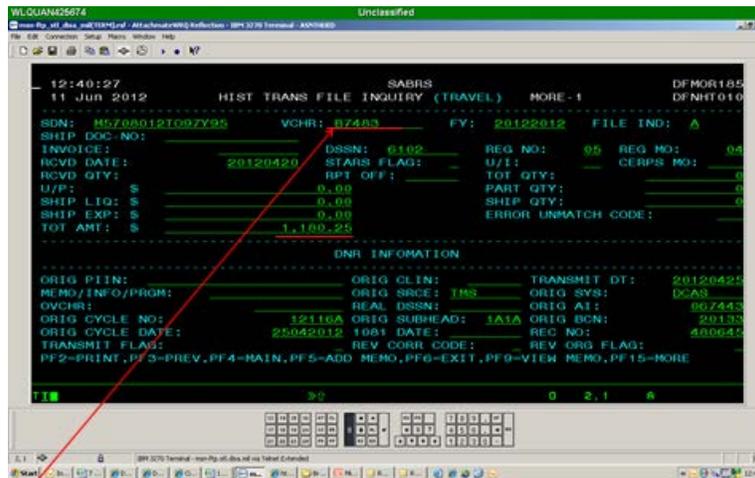


Entries with DIC/ODIC of "DXO" are liquidations. In this case you are going to look at the first liquidation listed to see if it is a CBA charge. Put an "X" to view and enter.



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.



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.

https://dtsproweb.defensetravel.osd.mil/?service=direct/1/AuthorizationList/viewAmendment&asp=0 - Windows Internet Explorer pro

File Edit View Favorites Tools Help

Is this for Conference Attendance: Yes
Conference/Event Name: REGIONAL TRIAL COURSEL TRAINING

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 San Diego	Camp pendleton, CA	Private Auto Mileage - Owner/Operator	RTC Training	50.0	0	0.575	\$28.75
12/10/15	Camp pendleton, CA	MCRD San Diego	Private Auto Mileage - Owner/Operator	RTC Training	50.0	0	0.575	\$28.75
			Total:					\$111.20

Accounting Summary

Accounting Code:	15 LSSS TRNG View
MILEAGE:	\$111.20
15 LSSS TRNG Sub Total:	\$111.20
Calculated Trip Cost:	\$111.20

In this example, the expenses are from FY15 and a FY15 LOA was used. Since they both match, you will need to check the document name.

Expenses

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	DOC 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 Code: 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, 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.

Document Name: BA100115_LOI_10

Document Type: Local Voucher

Screen ID: 1065.6

Defense Travel System

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. 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 and add back in the FY16 LOA and zero out all entitlements for the 1st and put notes in the voucher that the travel really ended on the 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. Simply put, if the dates of the expenses do not match the FY of the LOA the voucher will reject.

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 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
Total:								

View 07/23/16	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 07/23/16	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

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(S): \$533.56

Individual GOVCC(S): \$0.00

Total(S): \$533.56

Document Totals

MILEAGE: \$533.56

Calculated Trip Cost: \$533.56

**128, INSUFFICIENT FUNDS AT APPROPRIATION LEVEL/LIVING LAPSED
APPROPRIATION**

In order to research this reject, you will need the following information; most of this data can be found in the DTS LOA:

Basic Sym (this is the field APPR found in Account 2 of the LOA)

FY (use the full fiscal year)

Subhead (this is the field SH found in Account 2 of the LOA)

Fund Function (AG/SAG)

*This is not found on the DTS LOA. You will need to look up the fund code on Table 20 in SABRS and then you will see the corresponding Fund Function.

Bureau Control Number (BCN) (This is found in Account 3 of the LOA)

SRI (This is normally the BCN from Account 3 of the LOA with the letter "M" added in front)

```
DFMS0000 0014 NAT1011 Requested function key not allocated.
12:00:26          SABRS          DFMS0000
19 Jan 2010      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

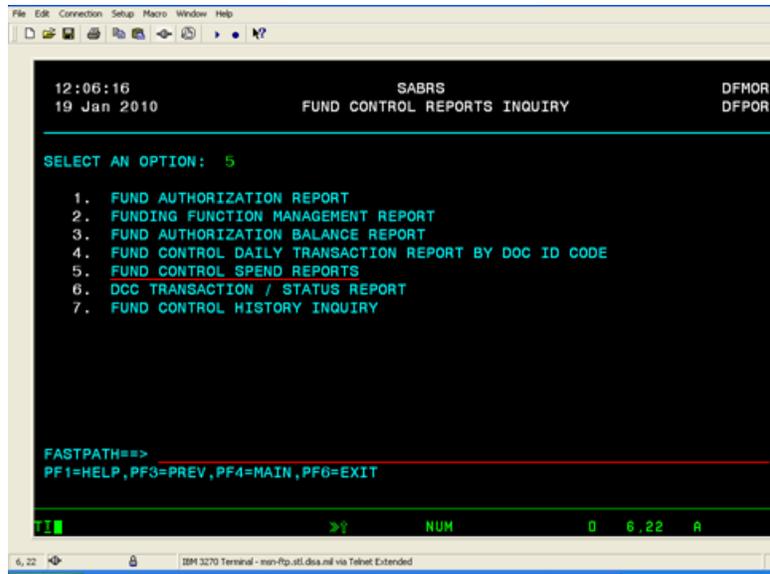
TI 0 22.14 A
```

```
12:05:48          SABRS          DFMS0005
19 Jan 2010      REPORTS INQUIRY MENU  DFPS0005
-----
SELECT AN OPTION: 2

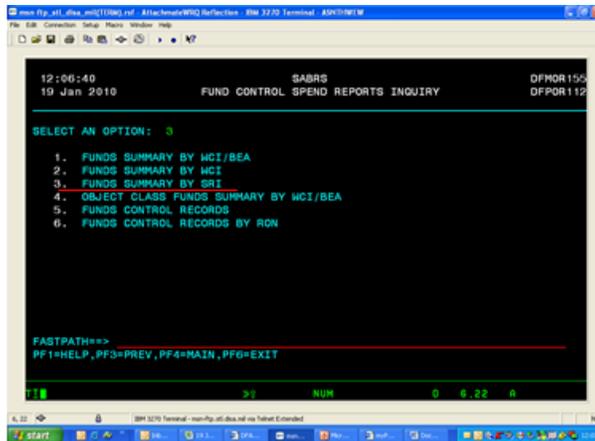
1. SPENDING REPORTS
2. FUND CONTROL REPORTS
3. GENERAL LEDGER REPORTS
4. EXPENDITURE AND COLLECTION REPORTS
5. REIMBURSABLES INQUIRIES
6. RA COST ACCOUNT REPORTS

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

TI 0 22.14 A
```

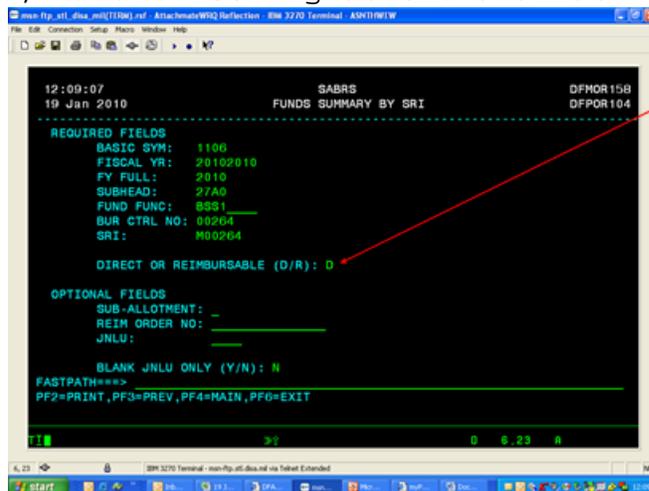


It is recommended that you look at funds by SRI, because even if funds are available at the Work Center (WCI) level a document will reject if there is no money available at the SRI level.



The "DIRECT OR REIMBURSABLE (D/R)" field will be "D" almost all of the time. The exception is when a reimbursable is tied to the LOA. In those few cases, you have to use the "REIM ORDER NO:" field to see if any money is available in the Reimbursable Order Number (RON).

In this example, we are looking at the availability of BSS1 funds.



If the uncommitted balance has a "-" sign in front, that means the funds are over-committed and any document will reject.

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

If you determine that the fund is over-committed, the fund administrator should contact their Comptroller or Fund Administrator for assistance. The document should not be amended and routed for approval until funding is available.

12:09:41 FUND CTRL SPEND REPORT OFPOR104
 19 Jan 2010 DIRECT FUNDS SUMMARY - SRI
 FOR: COMMANDING GENERAL, MCCDC

SRI: M00264 FISCAL YEAR: 20102010 BSYM: 1106 SUBHEAD: 27A0
 SUB-ALLOTMENT: FUND-FUNC: BSS1 JNLU:
 BCN: 00264 RON: BLANK JNLU ONLY (Y/N): N

AUTHORIZATION TO DATE	COMMITMENTS TO DATE	OBLIGATIONS TO DATE	EXPENSES TO DATE	LIQUIDATIONS TO DATE	UNCOMMITTED BALANCE	% OBL TO DATE	UNOBL BAL TO DATE	ANNUAL CHD PLAN	% OBL CHD PLAN
39,736,447.00	37,436,217.42	33,316,770.21	27,062,462.42	22,711,183.31	2,300,229.58	83.84	6,419,676.79	39,736,447.00	83.84

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 are identical, and SABRS cannot process that.

The screenshot shows a web browser window displaying a 'Per Diem Entitlements' page. The page is titled 'Unclassified' and the URL is 'https://dtsproweb.defensetravel.osd.mil/?service=direct/1/Adjustments/view&sp=2 - Defense Trave - Windows Internet Explorer pro'. The page content includes a table for 'Lodging M&IE' and an 'Accounting Summary' section. The Accounting Summary is divided into two columns: 'Actual/Estimate' and 'Allowed'. Two entries in the 'Allowed' column are circled in red, both showing identical Accounting Codes: '16 KEY RES CTP' and '16 KEY RES SIF', both with SDN: M2837516TOT696A and CIC: M2837516TOT696A. The page also shows 'Document Totals' and a taskbar at the bottom with various application icons and a system clock showing 8:32 on 4/20/2016.

Start Date	End Date	Total Lodge	Total M&IE
03/06/16	03/18/16	\$0.00	\$73.50

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

Actual/Estimate	Baseline Trip
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

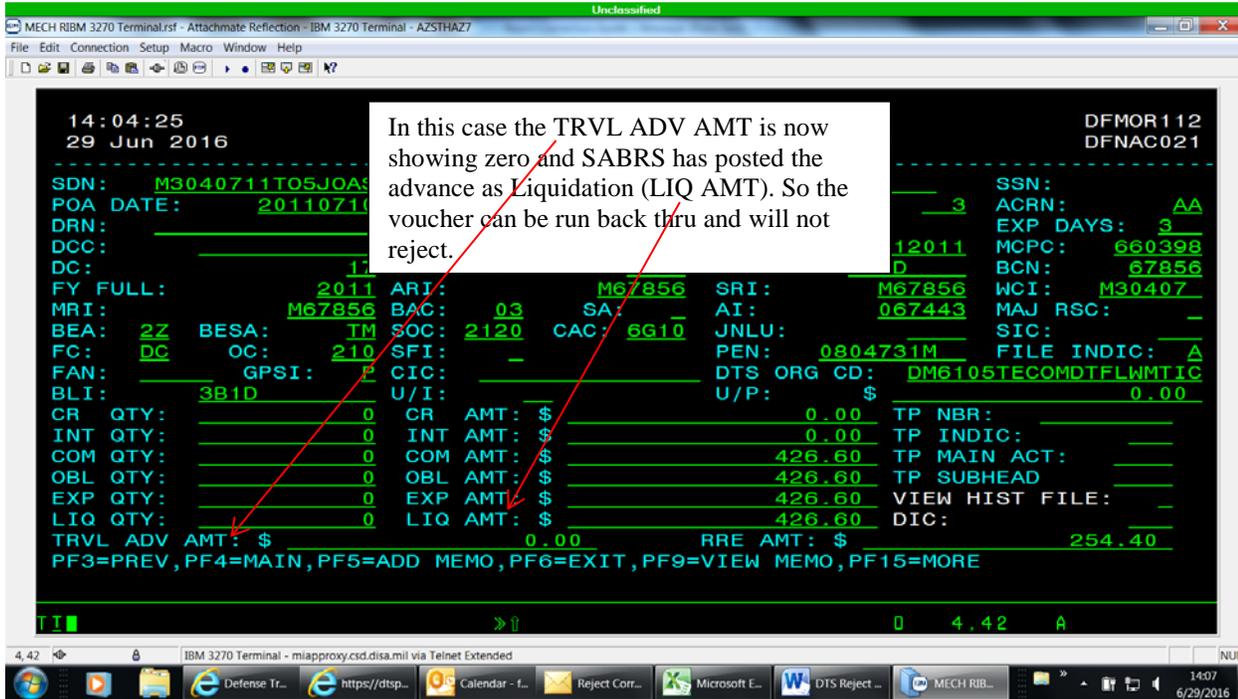
This error means the Appropriation is closed (in O&M case over 5 years since expiration) and cannot be adjusted. If funds are due they must be paid with current FY funds. The correction for this reject would be to print a copy of the rejected voucher and pay the

amount due with a local voucher. The local voucher would have to use a date in the current FY for the expense to prevent an invalid proceed on or about date. A copy of the approved local voucher (with the payment information on the digital signature page) would have to be faxed into the rejected voucher for audit trail purposes.

151, CANNOT PROCESS ACCOUNTS RECEIVABLE

This error occurs when an authorization pays out an advance, and when the voucher is settled the voucher amount is Due US and the advance has not moved to the liquidation column in SABRS. Usually the only action required is verify in SABRS that the advance has been posted as a liquidation, then the voucher can be amended and

processed back thru the system as long as the SABRS record no longer shows an outstanding advance.



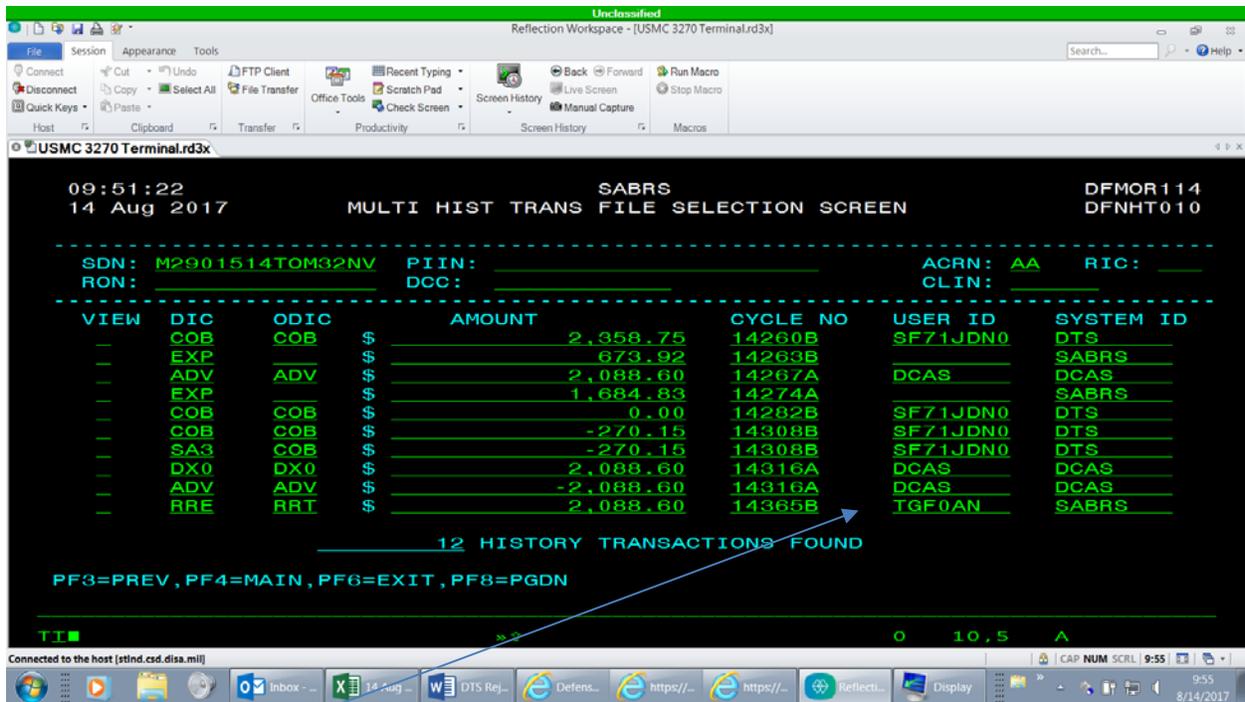
152, CANNOT PROCESS ACCOUNTS RECEIVABLE

A 152 error is received when the liquidation (disbursement) amount in SABRS is equal to zero. There are various causes for this error.

Could be that too large of a CBA credit (being applied to the wrong document) has put the liquidation amount to zero or in a negative status. Also this can occur when a document has had a EFT return and there was no split, or even if the unit manually adjusts the SABRS record and moves the liquidation to a different record. In any of these cases the record in SABRS must be corrected to show a liquidation. To fix this can come in the form of many different ways, it just depends on the determination of why the liquidation amount is showing zero in SABRS and exactly what needs to be done to fix the problem, whether it be having DMO correct any erroneous CBA refunds, or having the unit accounting personnel move back a liquidation that was moved off the record, or in the case of a EFT return that did not feed into DTS but posted to SABRS an additional expense will have to be added for the amount of the EFT return or possibly reducing the amount to reflect what should have been paid to clear the Due US voucher. Each case is different and there are too many scenarios to cover, but to put it simply the liquidation needs to equal what DTS thinks it should be.

153, DUPLICATE AR RECEIVED

This is a rare error, usually the result of accounting personnel manually adding a RRE entry to the SDN in SABRS. The only way to fix is to have the RRE set to zero in SABRS then run the Due Us voucher back thru the system.



RRE Entry shows it was manually added by a User at DFAS vice a system generated RRE. To fix DFAS will need to be contacted to remove the RRE entry then run the voucher back thru the system.

171, AMOUNT MUST BE EQUAL TO \$225

171 Errors usually occur when multiple lines of accounting are used on one voucher and more than one line has a debt

174, REFUND AMOUNT INCORRECT

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 Airforce 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. These errors are usually received at the beginning of the FY. When many of these errors occur at one time then many times during the FY after you can see the LOA has processed before it can be a system glitch and the documents can be pushed back thru.

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