Defense Travel System

DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year

August 26, 2019
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<tr>
<td>6.0</td>
<td>07/24/08</td>
<td>Defense Travel Management Office (DTMO)</td>
<td>General update for FY09 in various sections and graphics. Updated document number to version 6.0 throughout.</td>
<td>All</td>
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<tr>
<td>7.0</td>
<td>07/15/09</td>
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<td>General updates for FY10 in various sections.</td>
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<tr>
<td>8.0</td>
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<td>General updates for FY11 in various sections.</td>
<td>All</td>
</tr>
<tr>
<td>9.0</td>
<td>01/12/11</td>
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<td>Update to website link</td>
<td>Section 1.1</td>
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<tr>
<td>10.0</td>
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<td>General updates for FY12 in various sections.</td>
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<td>11.0</td>
<td>07/15/12</td>
<td>DTMO</td>
<td>Reviewed guide for FY13, updated screenshots.</td>
<td>All</td>
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<tr>
<td>12.0</td>
<td>07/31/13</td>
<td>DTMO</td>
<td>Reviewed guide for FY14, updated FY examples and screenshot in Chapter 2.</td>
<td>Chapter 2</td>
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<td>13.0</td>
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<tr>
<td>14.0</td>
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<td>Reviewed screenshots in Chapter 3 &amp; 4 to reflect new budget module layout</td>
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<td>15.0</td>
<td>08/28/17</td>
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<td>Reviewed guide for FY18. Replaced screenshots in Chapter 3 &amp; 4 to reflect new FY</td>
<td>Chapter 3</td>
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<tr>
<td>16.0</td>
<td>08/17/18</td>
<td>DTMO</td>
<td>Reviewed guide for FY19. Updated access to DTA Maintenance Tool.</td>
<td>Section 2.1</td>
</tr>
<tr>
<td>17.0</td>
<td>08/26/19</td>
<td>DTMO</td>
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Chapter 1: Overview for Establishing LOAs and Budgets

The fiscal year for the Department of Defense (DoD) begins on 01 October and ends on 30 September the following calendar year. Every fiscal year, elements in the lines of accounting (LOAs) and corresponding budgets require modification to reflect the new fiscal year. This document assists Finance Defense Travel Administrators (FDTAs) and Budget DTAs (BDTAs) when setting up the LOAs and budgets in the Defense Travel System (DTS) for the new fiscal year.

1.1 FDTA and BDTA Responsibilities

The process begins with the FDTA obtaining a list of LOAs (Section 1.2) and then determining the appropriate method to create the new LOAs for the new fiscal year. Although the FDTA can Create LOAs from scratch, there is a faster way to establish LOAs from year to year. There are three preferred methods listed below. A more detailed explanation appears later in this guide.

- **Rollover Default rules** – Update specific data elements based on the LOA’s format map.
- **Rollover Custom rules** – Allow the FDTA to customize the default rules to the fiscal year (FY) and program year (PY).
- **Copy** – Used for LOAs that require custom changes to fields other than FY or PY.

Upon receipt of the new fiscal year funding, money is loaded into the new fiscal year DTS budgets, so the AO can approve documents using new fiscal year LOAs.

1.2 LOA List

To assist FDTAs with fiscal year setup, they may access a current list of LOAs with labels and data elements in a spreadsheet format. This can be found in DTS in the DTA Maintenance Tool > Lines of Accounting > View LOA(s) List. The FDTA should view the LOA listing and determine if any element changes are required for the new fiscal year being sure to make the necessary changes when rolling over and then updating or copying the new LOAs.

1.3 Reference Materials

The following documents provide additional supporting information about the fiscal year crossover process:

- *Defense Travel Administrator’s (DTA) Manual*
- *DTS Guide to Processing Authorizations for the New Fiscal Year*

These documents are available at [https://www.defensetravel.dod.mil/site/training.cfm](https://www.defensetravel.dod.mil/site/training.cfm).
Chapter 2: Roll Over LOA To New Fiscal Year

One method in forming the new FY LOAs is the rollover feature. Rollover allows the FDTA to select one or many LOAs at the same time. DTS provides two means of rolling over LOAs to the new fiscal year:

- **Default rules** automatically update fiscal year and program year account elements in each LOA to the designated fiscal year defined for each LOA format map. Any empty elements in the LOA will remain empty. All other data elements within the LOA copy into the new LOA. You can customized default rules.

- **Custom rules** allow users to turn off individual fiscal/program year account element rules from the default rule set. Custom rules can apply to one or more LOAs when selected in the Rollover feature. Once the user has turned off the LOA element rules, DTS will not automatically update fiscal/year account elements in each LOA with a specified fiscal year value.

Note: All other data elements in the LOA move over into the new LOA. If the LOA has the fiscal year designator embedded in a data element not covered by the custom rules, follow the procedures in Section 2.3 to execute the roll over. If needed, use Update to modify LOA Data Elements, Accounts 1 – 10.

2.1 Roll over LOAs Using Default Rules

To roll over an LOA:

1. Select DTA Maintenance Tool (quick link) from the DTS Dashboard, or select Administration and then DTA Maintenance Tool.

2. Using the drop-down menu from DTA Maintenance Tool Home, select Lines of Accounting (Figure 2-1). The Search Lines of Accounting screen (Figure 2-2) opens.

![Figure 2-1: DTA Maintenance Tool Home Page](image-url)
3. Complete the **Label** field with the name of the LOA.
   -OR-
   To expand the search to include all LOAs for the selected organization, leave this field blank.

4. Select the **Format Map** drop-down arrow to select a map type. To expand the search to include all map types, leave this field blank.

5. Select the **Organization Name** drop-down arrow to select an organization. To expand the search to include all suborganizations, check the **Include Sub-O rganizations** box.

6. Select **Search**. The **Lines of Accounting (Search Results)** screen (Figure 2-3) opens.
7. Check the box next to each LOA you want to include in the roll over or use the Select All link to select all LOAs on the screen.

**Note:** The LOAs display by Organization Name, LOA Label, and Format Map. You cannot view all data elements of the LOA once roll over is selected. Use the View LOA(s) List link to view all data elements and verify the LOA as a candidate for roll over.

8. Select Rollover Selected (on this page). The Rollover Line(s) of Accounting – Select Rules screen (Figure 2-4) opens. It displays the default rules for how DTS will complete the roll over process for the selected LOAs.

![Figure 2-4: Rollover Line(s) of Accounting – Select Rules Screen](image)

9. Select the Use default rule(s) radio button.

10. Select Continue. The Rollover Line(s) of Accounting – Default Rules screen opens. This screen previews the LOAs requiring roll over. It shows the list of selected LOAs with the Organization Name, LOA Label, Format Map, and the option to Preview the new fiscal LOA before rollover.

11. Enter the new fiscal year in the Rollover LOA(s) and Empty Budget Shell(s) fields (Figure 2-5) if there are no LOA data element changes. **Note:** If you need to update a LOA field (Accounts 1-10), only add the new FY in Rollover LOA(s) to Fiscal Year field, uncheck the Create Budget box and don’t create the Empty Budget Shell at this point. Instead, after LOA rollover, Update the LOA element(s), and then create the budget shell using the Link to column, New Budget link (Figure 2-3).
12. If the organization uses annual budgets, then uncheck the Create Budget box. You must manually create the budgets in the Budget module.

13. If sharing the LOA with the organization’s suborganizations, check the box in the Shared column. Note: Sharing LOAs means within “all” the suborganizations. Once shared the LOA stays shared.

14. Select Preview. The new LOA Data Elements screen (Figure 2-6) opens. This screen displays the format of the LOA data elements. This screen is not editable. Select Close Window to return to the Default Rules screen.
15. Select **Rollover Line(s) of Accounting** to generate the new fiscal year LOAs and empty budgets. The **Rollover Line(s) of Accounting – Confirm** (Figure 2-7) opens.
Chapter 2: DTS Fiscal Year Rollover Feature

16. Select **Continue** to complete the roll over process. The **Rollover Lines(s) of Accounting Summary** screen confirms the number of LOAs rolled over and empty budgets created (Figure 2-8).

17. Select **OK**. The **Lines of Accounting (Search Results)** window displays the newly established LOA (Figure 2-9).
Chapter 2: DTS Fiscal Year Rollover Feature

2.1.1 Error Correction

If you made an error, use one of the following options to fix it:

- Delete the LOA and inactivate or delete any associated budgets
- Edit the LOA and associated budgets

2.2 Roll Over LOAs Using Custom Rules

1. Search for the LOAs to roll over by following the steps in Section 2.1. The Rollover Line(s) of Accounting – Select Rules screen displays the default rules for completing the roll over process for the selected LOAs.

2. Select the Use custom rule(s) defined for each LOA radio button (Figure 2-10).
Chapter 2: DTS Fiscal Year Rollover Feature

3. Select Continue. The Rollover Lines(s) of Accounting – Custom Rules screen opens.

4. Complete the Rollover LOA(s) to Fiscal Year and the Empty budget Shell(s) Fiscal Year fields (Figure 2-11).

If a box under the Select Rollover Fields(s) columns is checked when the screen opens, the value populated for the LOA account element rolls over in the new LOA. Clear the check from a box to prevent the value from changing.

If a box is unchecked under the Select Rollover Field(s) column when the screen opens, there is no current value for the LOA account element and it will remain empty after the roll over. If you check one of these boxes, the account element will roll over with the value that you enter in the Rollover LOA(s) to Fiscal Year field. For example, if you enter 2020 into the Rollover LOA(s) to Fiscal Year field, then the account element of the new LOA will be 20.

5. (Optional) Select Preview to view the updates to the new LOA. The new LOA Data Elements Preview screen (Figure 2-6) opens. This screen is not editable.
Select Close Window to return to the Custom Rules screen.

6. Select Rollover Line(s) of Accounting. The Rollover Line(s) of Accounting – Confirm screen opens.

7. Select Continue to complete the Roll over process.
   -OR-
   Select Cancel to cancel the roll over action.

8. Select OK. This indicates that DTS has successfully rolled over the selected LOAs and created empty budgets if selected. The Lines of Accounting (Search Results) displays the newly established LOAs (Figure 2-12). See Section 2.4 for instructions on adding funds to the budget.

![Lines of Accounting (Search Results)](image)

**Figure 2-12: Lines of Accounting (Search Results)**

### 2.2.1 Error Correction

If you made an error, use one of the following options to fix it:

- Delete the LOA and inactivate or delete any associated budgets
- Edit the LOA and associated budgets

### 2.3 Copy LOA to New Fiscal Year

Copy is another method to establish the new LOAs. Using the Copy LOA feature is much faster than using the Create LOAs process to form the FY LOAs.
The Copy LOA feature does the following:

- Allows copying all of the data elements of an existing LOA to create a new LOA for another fiscal year and edit the elements. You can copy a LOA from one organization to another based upon organization access. However, the FDTA can only copy one LOA at a time.

- If the Create Budget box is unchecked, an empty quarterly budget or the new LOA with the same accounting elements is created. The FDTA/BDTA needs to edit the new budget in the DTS Budget module to add funds as determined by the Resource Management Office.

### 2.3.1 Creating an LOA and a Quarterly Budget

Use the following steps to use the Copy LOA feature to create an LOA and a quarterly budget:

1. Access the DTA Maintenance Tool and select Lines of Accounting (Figure 2-1). The Search Lines of Accounting screen (Figure 2-2) opens.

2. Complete the Label field with the name of the LOA to be copied.
   - OR -
   To expand the search to include all LOAs for the selected organization, leave this field blank.

3. Select the Format Map drop-down arrow to select a map type.
   - OR -
   To expand the search to include all map types, leave this field blank.

4. Select the Organization Name drop-down list to select an organization. To expand the search to include all suborganizations, check the Include Sub-O rganizations box.

5. Select Search. The Lines of Accounting (Search Results) screen (Figure 2-13) opens.
6. Select **Copy** next to the LOA to create the new fiscal year LOA. **Note:** You can only select one LOA to copy at a time. The **Copy Line of Accounting** screen (Figure 2-14) opens. This screen displays the selected LOA data elements based on the format map.
7. Select the appropriate organization from the **Organization Name** drop-down list, if necessary.

8. Check and update the fields as shown in Table 2-1.
Table 2-1

<table>
<thead>
<tr>
<th>COPY LINE OF ACCOUNTING SCREEN FIELDS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field Label</strong></td>
</tr>
<tr>
<td>Share LOA</td>
</tr>
<tr>
<td>Create Budget</td>
</tr>
<tr>
<td>Empty Budget Shell Fiscal Year*</td>
</tr>
</tbody>
</table>

**Label**

| LOA Fiscal Year* | DTS populates this field automatically, based on the selected LOA. Enter the 2 digit year for the new FY. This becomes part of the label name. |
| LOA Name* | DTS populates this field automatically, based on the label value of the selected LOA. If copying the LOA into the same organization, you must change the label name. Each LOA within an organization must have a distinct label name. |

**LOA Data Elements**

| Fiscal Year Related Elements | Update the necessary fiscal year related elements (e.g., FY, PY, DFY, BFY, EFY) in the format map to reflect the new FY. The copy function does not automatically roll over the values. |
| Remaining Data Elements | Make other necessary changes to the remaining data elements in the format map. |

*Denotes required field

9. Select **Save Copied Line of Accounting** to create the new fiscal year LOA and the empty budget (if selected) for the corresponding LOA. If you left **Create Budget** checked, DTS will create an empty quarterly budget for the copied LOA in the Budget module. The FDTA will have to add funds to the budgets prior to use. **Note:** See Section 2.4 for instructions on adding funds to the budget.

10. The **Lines of Accounting (Search Results) screen** (Figure 2-15) displays the copied LOA.
Chapter 2: DTS Fiscal Year Rollover Feature

2.4 Updating the Budget After Creating New Fiscal Year LOAs

Use the following steps to add funds to a budget in DTS. For additional information on the DTS Budget Tool, see the DTA Manual, Chapter 9.

1. From the DTS Dashboard, select Administration and then select Budget Tool from the drop-down (Figure 2-16).

2. The DTS Budget Administration Tool (Welcome) screen (Figure 2-17) opens.
3. Select **Budget Maintenance** from the navigation bar (Figure 2-17). The **Budget Maintenance Function** screen (Figure 2-18) opens.

4. Select **Show Budgets**. The **Show Budgets** screen (Figure 2-19) appears.
5. Choose the Fiscal Year for the budget(s) that you want to edit. The Organization will populate with your organization. Place a check in Include Sub Organizations box if you have sub-organizations you need to see. You may leave the Budget Label blank if you wish to see all the budgets in your organization.

6. Select Show Budgets for Selected Organization(s) to display available budgets. The Show Budgets Results screen (Figure 2-20) opens.

7. Locate the newly created budget label by the roll over or copy process. Select Edit next to the budget label. The Edit Budget Item screen (Figure 2-21) opens.
8. (Optional) Select the **Yes** radio button in the **Shared** field if you want to share the budget.

9. Update the **Funding Target Adjustments** fields.

10. Complete the **Remarks** field.

11. Select **Save**.

12. DTS returns you to the **Show Budget Results** screen reflecting the updated funding targets.

13. Repeat the process of updating funding targets for each newly created empty budget by the roll over or copy process.

### 2.5 LOA Placeholder and Budget Item Wild Cards

LOA placeholders roll over with each LOA. If the FDTA elected to create a budget during roll over, the placeholders must be replaced in the new fiscal year budget with an asterisk (*) to indicate a wild card. You can add the wild card using the **Mass Update** feature in the **Budget** module, or when initially setting up funds.

For organizations using multiple LOAs that roll up to single budget using wild cards, the FDTA should coordinate and decide whether to create budgets at roll over. If creating
budgets, the FDTA/BDTA must ensure the following:

- The wild card is entered in one new fiscal year budget.
- Delete or inactivate the remainder of the budgets not required.

### 2.6 No-Year and Multi-Year Funds

Some organizations travel on funds that are available for multiple-year obligations. These are No-Year or Multi-Year funds. Users may choose one of the following options for using these funds types:

- Current quarter tracking that rolls over LOAs (this updates the labels only)
- Fourth quarter tracking (does not roll over the LOAs)

Sections 2.6.1 and 2.6.2 explain how to use these types of funds. The FDTA/BDTA must determine the appropriate option for the site.

**Note:** Sites using Multi-Year or No-Year funds cannot use an LOA more than once on one document. Users who roll over the LOAs cannot use a current and next fiscal year LOA on a document if all the data elements in the LOAs are the same. Use one or the other for the entire trip.

#### 2.6.1 Current Quarter Tracking: Rolls Over LOAs and Updates Labels

Use this option for sites that want to track funds quarterly in the new fiscal year budget. The advantage is that the BDTA can track funds in the actual quarter in which the documents are stamped **APPROVED**.

This option uses the default roll over feature in the **DTA Maintenance Tool, Lines of Accounting** module, as explained in Section 2.1. When using the roll over feature, any values in the FY or field designated in the default rules for that format map will not change. This results in a new LOA label with the new fiscal year without changing any of the LOA elements (e.g., 19 Training rolls over to 20 Training). DTS treats LOAs with the same LOA details as the same LOA, even if the label is different.

#### 2.6.2 Fourth Quarter Tracking: Does Not Roll Over LOAs

The second option is to continue using LOAs that have the current fiscal year in the label into the next and future fiscal years. When choosing this option, once the new fiscal year begins, all document approvals using LOAs with labels containing the previous fiscal year will fund in the previous fiscal year budget item’s fourth quarter only.
2.7 Account 2 Document FY (DFY) Roll Over: Navy STARS-FL and Others

Expenses incurred in FY19 allocate to a FY19 LOA that has a document fiscal year (DFY) data element of 19. Normal LOA roll over creates a new fiscal year LOA with a DFY of 20. Table 2-2 provides the relevant roll over data elements for the types of fiscal year trips (an all-FY19 trip, a crossover trip starting in FY19 and ending in FY20, and a new all-FY20 trip).

<table>
<thead>
<tr>
<th>Travel FY</th>
<th>LOA Document FY Acct 2/DFY</th>
<th>FY (Beginning) Acct 3/BFY</th>
<th>PY (Ending) Acct 3/EFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 19 Trip</td>
<td>19/19</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>FY 19-20 Crossover Trip (September departure October return)</td>
<td>19/19 20/19</td>
<td>9 0</td>
<td>9 9</td>
</tr>
<tr>
<td>FY 20 Trip</td>
<td>20/20</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Current functionality for the Navy LOA format accomplishes the roll over for LOAs from the previous fiscal year to the new fiscal year. This accommodates next fiscal year trips created in the current fiscal year.

For the next fiscal year costs in crossover trips, a second custom roll over of the LOA is necessary.

Since duplicate LOA labels are not permissible, when an LOA label already exists (from roll over only), DTS should display the following prompt:

“A duplicate label already exists. If you want to proceed, DTS will automatically add an X to the end of the label. If the label is at the maximum length, the last character of the label is replaced with an X (XX Training becomes XX Training X). Select OK to proceed, Cancel to return.”

This allows the FDTAs to roll over the current fiscal year LOAs into the next fiscal year while keeping the current fiscal year DFY. Using the custom roll over rules for trips that cross fiscal years, the FDTA essentially rolls over the LOA twice. This functionality is available for all LOA formats.

Note: If a Budget Label ending in an X (due to a rolled over LOA) or any budget item was unintentional, just search for the Budget Item, and then select Inactivate/Delete (Figure 2-22).
The **Inactivate/Delete Budget Item** screen opens. If there are no funds in the budget item, then the option to **Delete** displays at the bottom of the page. Enter a comment and then select **Delete**. An information message displays (Figure 2-23). Select **OK**.

DTS brings back the **Show Budgets Results** page.
Chapter 3: Updating a Traveler’s Default LOA

The DTA Maintenance Tool allows a DTA to update the default LOA in a traveler’s DTS profile. An explanation of this process is in DTA Manual, Chapter 8.

To change all personnel in the organization to a new default LOA:

1. Access the DTA Maintenance Tool and select Lines of Accounting (Figure 2-1).

2. Select Update Default LOA(s) from the navigation bar. The Default LOA Update screen (Figure 3-1) opens.

3. The organization name will default to your highest organization access.

4. Leave the Existing Default LOA Label blank.

5. Select the New Default LOA Label drop-down menu and choose the new default LOA for use in the organization.

6. Place a check in the Include All Users box to display all personnel in the organization and their current default LOA.

7. Select Submit. The Default LOA Update Person (Search Results) screen (Figure 3-2) opens.
8. In the **Select to Include in Update** column beside each person’s default LOA you wish to update, be sure to check the box.

9. Select **Submit**. Repeat this process for each suborganization.

To change some of the personnel in the organization to a new default LOA, follow Steps 1 through 3 above then:

4. Select the **Organization Name**; then choose the **Existing Default LOA Label** to be replaced from the drop-down list.

5. Select the **New Default LOA Label** from the drop-down list.

6. Select **Submit**.

This will replace only the selected existing default LOA with the new default LOA; all other existing LOAs will remain unchanged. Repeat this process for each new default LOA and for each suborganization.
Chapter 4: Deleting Prior Year Lines of Accounting

Before deleting prior year LOAs you should consider whether any new documents need to be created using these funds. If so, don’t delete the prior LOAs as soon as the FY begins. An option is to wait until midway through the new fiscal year before deleting prior year LOAs. Additionally, prior to deleting the LOAs, DTAs can run the DTS Unsubmitted Voucher report to verify if all the travelers closed out their trips and notify them of any open records requiring action.

Generally, once the new FY starts, travelers use new LOAs and should receive information not to use the prior year LOAs for current year travel, unless instructed to so for example, using multi-year funding.

FDTAs can delete one or many LOAs at a time. However, deleting a LOA from the DTA Maintenance Tool does not remove it from travel documents. LOAs stay in documents even though they no longer exist in the DTA Maintenance Tool.

When amending a document after a LOA is deleted from DTA Maintenance Tool, a DTS pre-audit flag appears: “Acct code does not exist in the master table”.

The traveler should contact their DTA for assistance with the LOA. Then in the document, enter a justification for using the prior year LOA on the Pre-Audit Trip screen.