

Defense Travel System

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

August 21, 2020

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Revision History

Revision	Date	Authorization	Change Description	Page, Section
6.0	07/24/08	Defense Travel Management Office (DTMO)	General update for FY09 in various sections and graphics. Updated document number to version 6.0 throughout.	All
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10.0	07/15/11	DTMO	General updates for FY12 in various sections.	All
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17.0	08/26/19	DTMO	Reviewed guide for FY20. Updated LOA and Budget screenshots.	Throughout
17.0	08/21/20	DTMO	Reviewed guide for FY21. Updated LOA and Budget screenshots.	Throughout

Chapter 1: Overview for Establishing Lines of Accounting 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. Listed below are the three preferred methods. 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 the DTS **DTA Maintenance Tool > Lines of Accounting > View LOA(s) List**. The FDTA should view the LOA listing and determine if any element changes are necessary for the new fiscal year being sure to make the essential 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>.

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 modify 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.

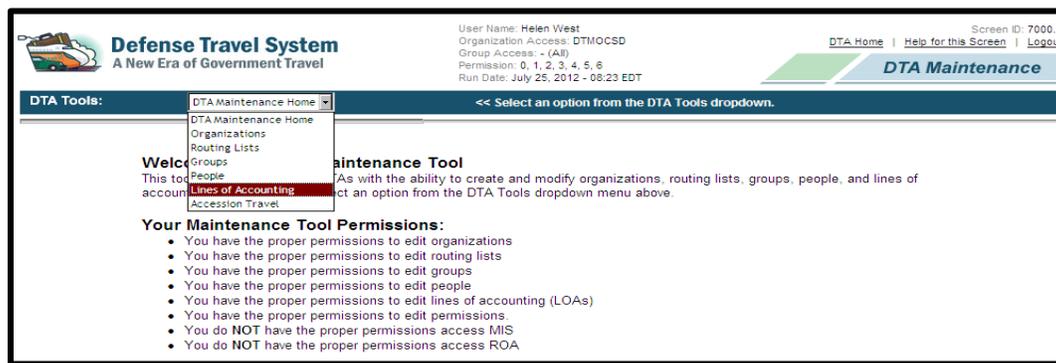


Figure 2-1: DTA Maintenance Tool Home Page

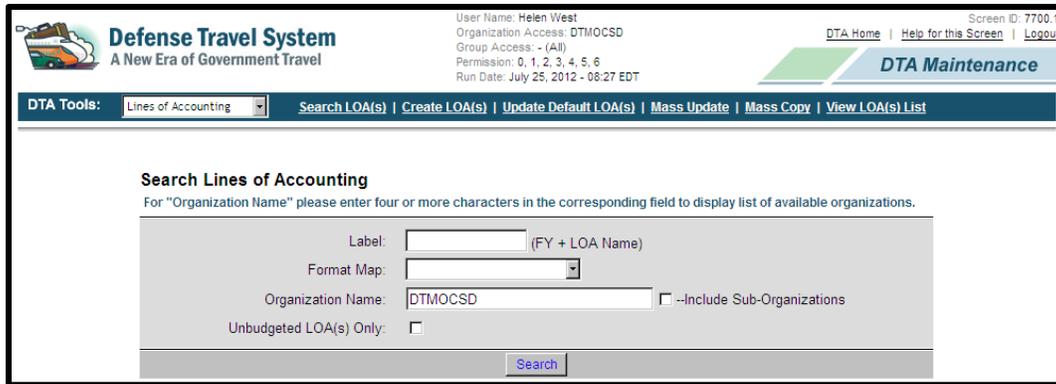


Figure 2-2: Search Lines of Accounting Screen

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 sub-orgs, check the **Include Sub-Organizations** box.
6. Select **Search**. The **Lines of Accounting (Search Results)** screen opens (Figure 2-3).

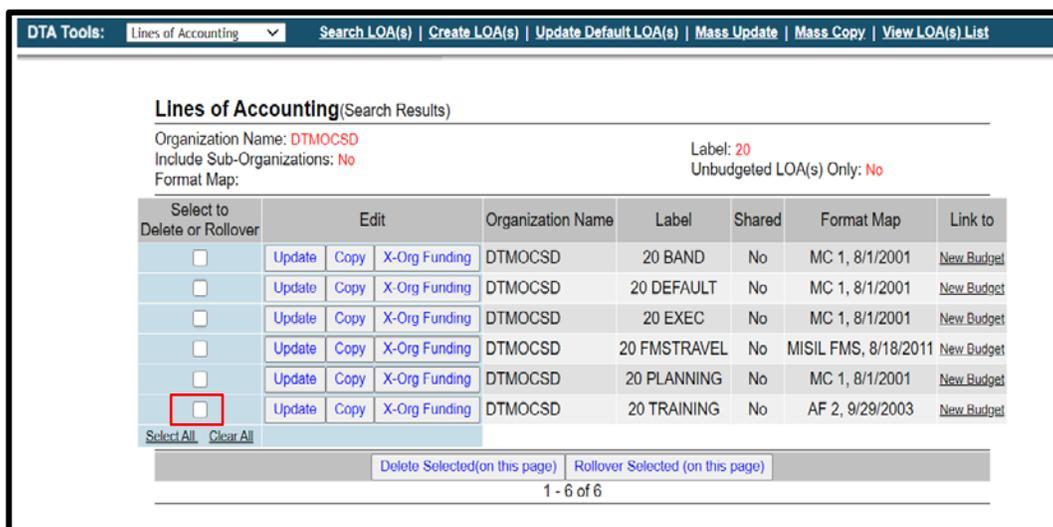


Figure 2-3: Lines of Accounting (Search Results) Screen

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.

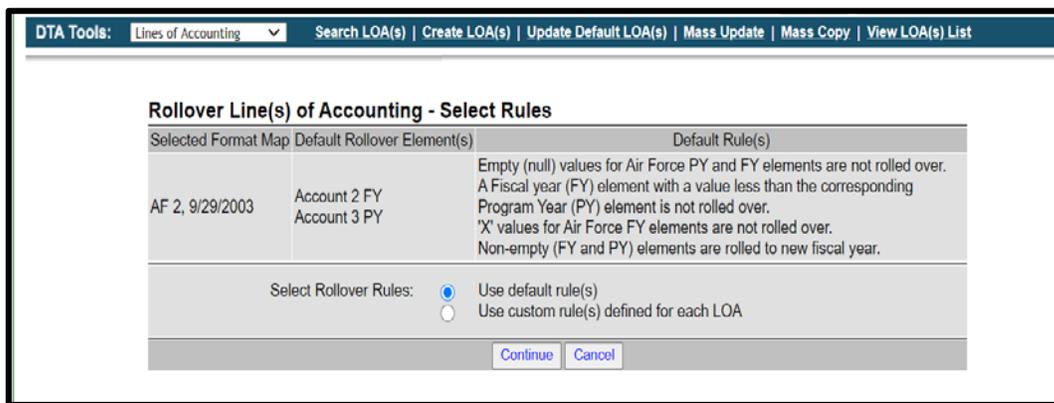


Figure 2-4: Rollover Line(s) of Accounting – Select Rules Screen

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).

Rollover Line(s) of Accounting - Default Rules (An empty budget shell will not be created if Create Budget is not checked.) Required

Rollover LOA(s) to Fiscal Year:

Empty Budget Shell(s) Fiscal Year:

Create Budget	Shared	Organization Name	Label	Format Map	Preview
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DTMOCSD	20 TRAINING	AF 2, 9/29/2003	Preview

[Rollover Line\(s\) of Accounting](#) [Cancel](#)

Figure 2-5: Rollover Line(s) of Accounting – Default Rules

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 sub-organizations, check the box in the **Shared** column. **Note:** Sharing LOAs means within “all” the sub-organizations. Once shared the LOA stays shared.
14. (Optional) If you select **Preview** (Figure 2-5), the new **LOA Data Elements** screen opens. This screen displays the format of the LOA data elements in view only. To return to the prior screen, simply select **Close Window**.
15. Select **Rollover Line(s) of Accounting** to generate the new fiscal year LOAs and empty budgets. The **Rollover Line(s) of Accounting – Confirm** page opens (Figure 2-6).

Rollover Line(s) of Accounting - Confirm

After the lines of accounting are rolled over into the new fiscal year, you will not have an option to systematically back out the changes through the DTS application. If changes are required after the rollover function is completed, modifications will have to be made to the LOAs through the LOA Mass Update or the LOA Edit functions.

Would you like to continue with the rollover action or cancel and review your LOA rollover rules prior to executing the fiscal year rollover?

[Continue](#) [Cancel](#)

Figure 2-6: Rollover Line(s) of Accounting – Confirm Screen

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 2-7).

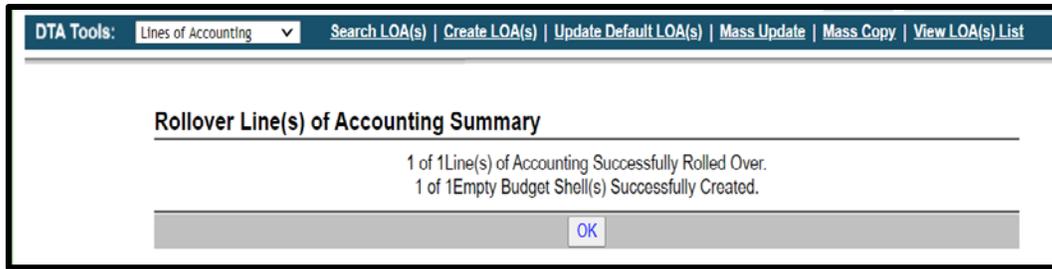


Figure 2-7: Rollover Line(s) of Accounting Summary

17. Select **OK**. The **Lines of Accounting (Search Results)** window displays the newly established LOA (Figure 2-8).

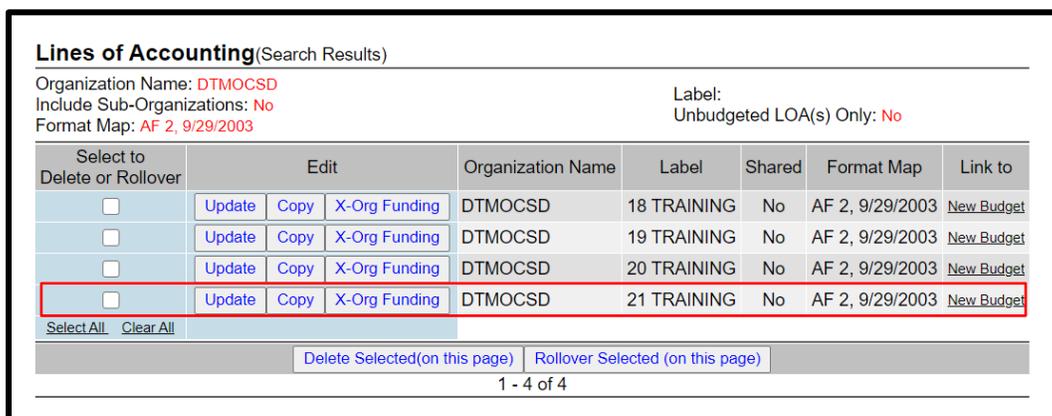


Figure 2-8: Lines of Accounting (Search Results)

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 2-9).

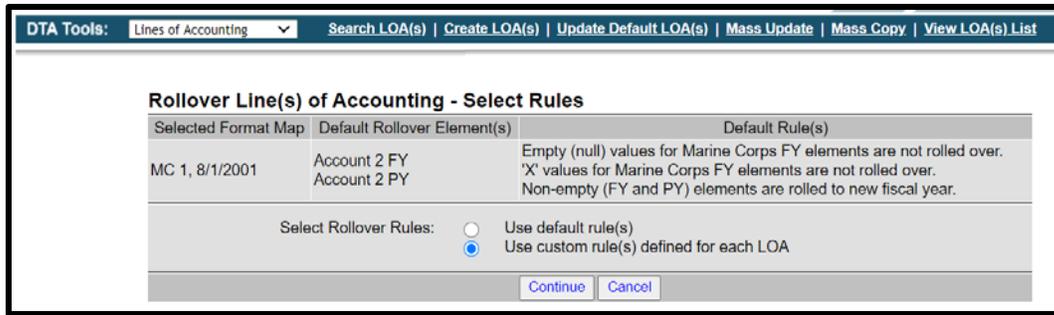


Figure 2-9: Rollover Line(s) of Accounting – Select Rules Screen

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 2-10).

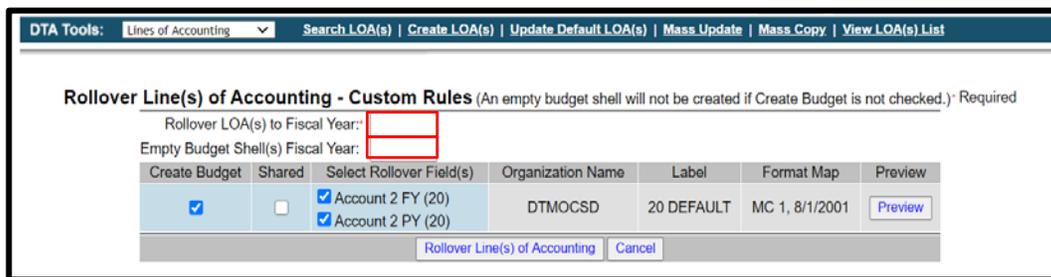


Figure 2-10: Rollover Lines of Accounting – Custom Rules Screen

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 2021 into the **Rollover LOA(s) to Fiscal Year** field, then the account element of the new LOA will be 21.

5. (Optional) Select **Preview** to view the updates to the new LOA. The new **LOA Data Elements Preview** screen opens in view only. 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 (Figure 2-11).

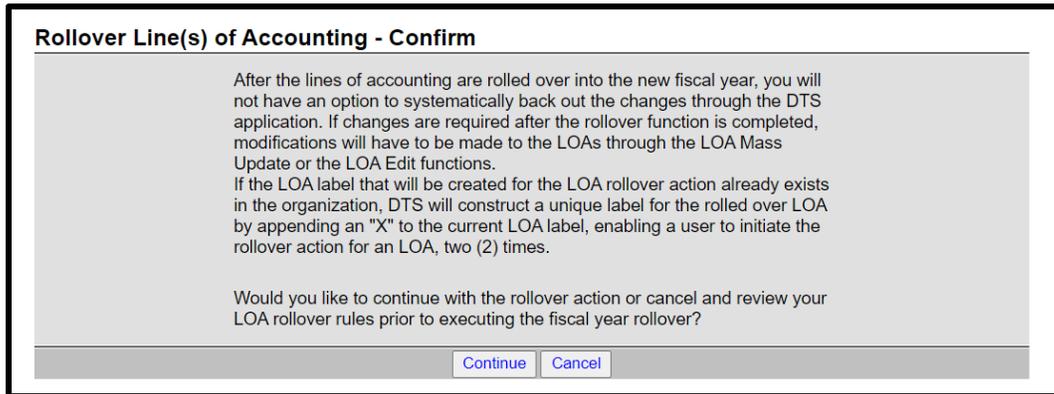


Figure 2-11: Rollover Lines of Accounting – Confirm Screen

7. Select **Continue** to complete the Roll over process.
-OR-
Select **Cancel** to end the 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.

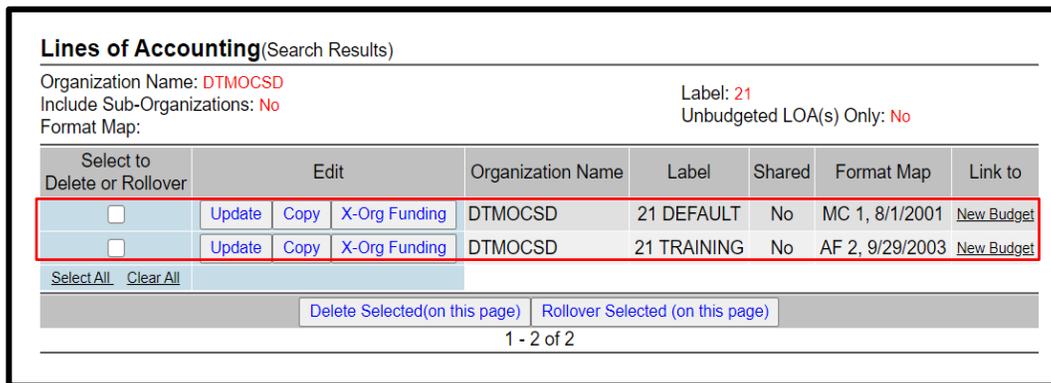


Figure 2-12: Lines of Accounting (Search Results)

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, DTS allow allows you to copy one LOA at a time.
- If the **Create Budget** box is checked, DTS creates an empty quarterly budget with the copied LOA accounting elements included. The FDTA/BDTA must access the DTS Budget Module to edit the new budget and add funds as determined by the Resource Management Office.

2.3.1 Copy to Create 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 2-13) opens.

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCSD	20 BAND	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCSD	20 DEFAULT	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCSD	20 EXEC	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCSD	20 FMSTRAVEL	No	MISIL FMS, 8/18/2011	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCSD	20 PLANNING	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCSD	20 ROUTINE TVL	No	ARMY 3, 6/6/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCSD	20 TRAINING	No	AF 2, 9/29/2003	New Budget

Select All Clear All

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

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Figure 2-13: Lines of Accounting (Search Results) Screen

2. In the **Edit** column, select **Copy** for the LOA you want to duplicate. **Note:** You can only select one LOA to copy at a time.
3. The **Copy Line of Accounting** screen opens (Figure 2-14).

Copy Line of Accounting (An empty budget shell will not be created if Create Budget is not checked.) * Data Required
 For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.

1 Format Map: ARMY 3, 6/6/2003
 Organization Name: *
 Share LOA: Yes
 Create Budget: Yes
 Empty Budget Shell Fiscal Year: * (4 digit year)

2

Label
 LOA Fiscal Year: * 20 (2 digit year)
 LOA Name: * ROUTINE TVL

LOA Data Elements

Account 1	FSN or DTST: * 005073 (6 or DTST) DTST Sub-field: <input type="text"/> (14)
Account 2	DEPT: 21 (2) FY: 2020 (4) BSN: 2065 (4) LMT: 0000 (4) PY: 0 (1)
Account 3	OA: 18 (2) ASN: 5048 (4) RSC: <input type="text"/> (4) ODC: <input type="text"/> (2)
Account 4	AMS/PA: 17301200 (11) FCA: <input type="text"/> (5)
Account 5	MDEP: VIRQ (4) SODP: <input type="text"/> (4) EOR: 21T2 (4)
Account 6	APC/P/J: HF0245 (12) CCC: 45HF02 (6)
Account 7	PMC: FA (3) TDC: 12B (3) FSN: 005073 (6)
Account 8	TF: <input type="text"/> (2) LOC: <input type="text"/> (2) FCN: <input type="text"/> (3) FLN: <input type="text"/> (3) IBOP: <input type="text"/> (4)
Account 9	SCC: <input type="text"/> (18)
Account 10	PPC/S-JON: <input type="text"/> (8) RCN: <input type="text"/> (1)

Review data in Accounts 1 – 10 and update the data

Save Copied Line of Accounting Cancel

Figure 2-14: Copy Line of Accounting Screen

4. The **Format Map** displays at the top of the page in *view only* (Indicator 1)
5. In the **Organization Name** field, enter the organization in which you want the LOA to replicate. **Note:** You can copy the LOA within the same org, but you must change the **Label** or you can copy the LOA from one org to another and keep the same **Label**.

- Carefully review the LOA details as shown in Table 2-1 and determine which fields require modifications.

Table 2-1

COPY LINE OF ACCOUNTING FIELDS SCREEN	
FIELD LABEL	COMMENTS
Share LOA	Checking this box shares the LOA to all subordinate organizations. Note: A shared LOA can be unshared at any time; however, the corresponding budget cannot be unshared once it has been shared.
Create Budget	DTS checks this box by default. DTS automatically creates an empty budget for the new LOA for the corresponding FY. Clear this box if the organization uses annual budgets. If cleared, the budget requires manual creation in the Budget module.
Empty Budget Shell Fiscal Year*	Enter the 4-digit year for the new FY. This is only required if you selected Create Budget .
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.

*Signifies required field

- 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.

- The **Lines of Accounting (Search Results)** screen (Figure 2-15) displays the copied LOA.

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCSD	21 DEFAULT	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCSD	21 ROUTINE TVL	No	ARMY 3, 6/6/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCSD	21 TRAINING	No	AF 2, 9/29/2003	New Budget

1 - 3 of 3

Figure 2-15: Lines of Accounting (Search Results)

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: Budgets](#).

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

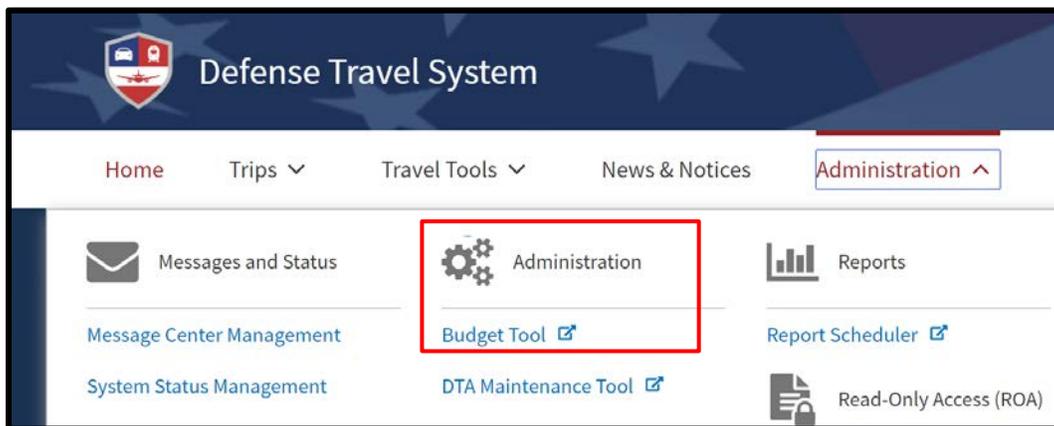


Figure 2-16: DTS Dashboard

- The **DTS Budget Administration Tool (Welcome)** screen (Figure 2-17) opens.

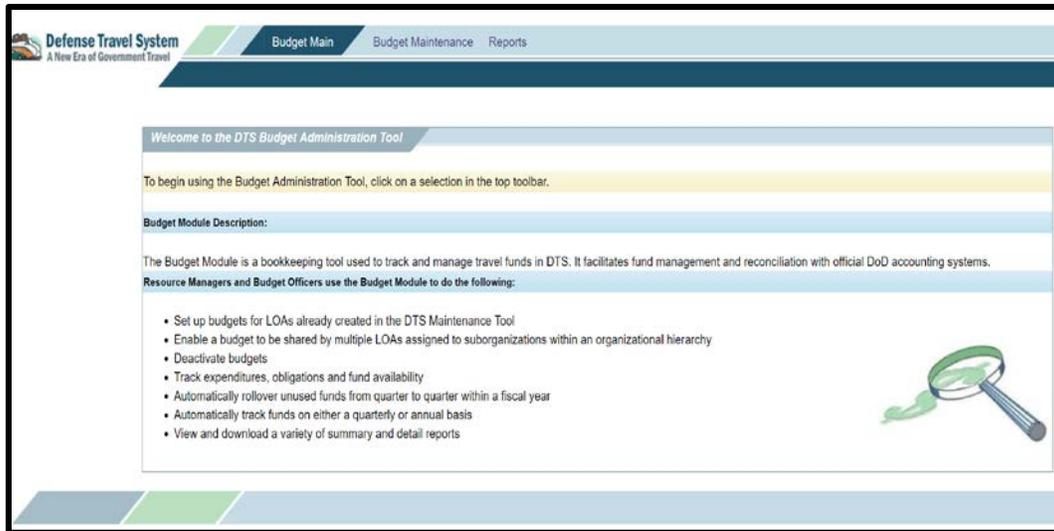


Figure 2-17: DTS Budget Administration Tool Screen

3. Select **Budget Maintenance** from the navigation bar (Figure 2-17). The **Budget Maintenance Function** screen (Figure 2-18). Opens.

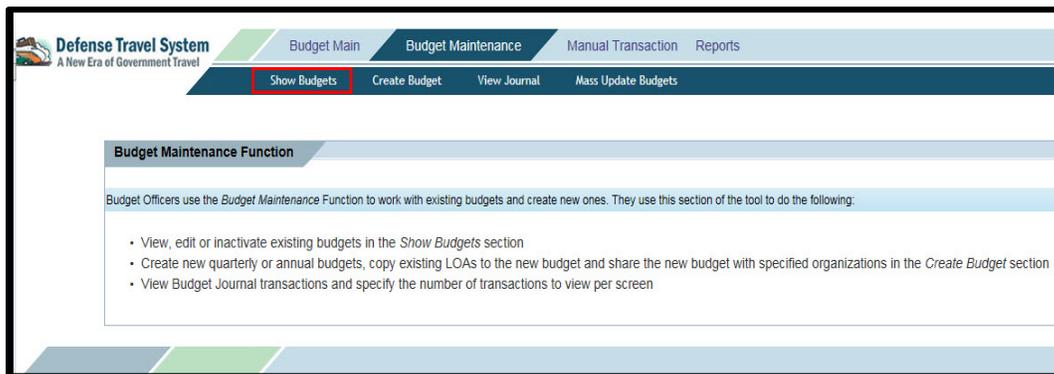


Figure 2-18: Budget Maintenance Function Screen

4. Select **Show Budgets**. The **Show Budgets** screen (Figure 2-19) appears.

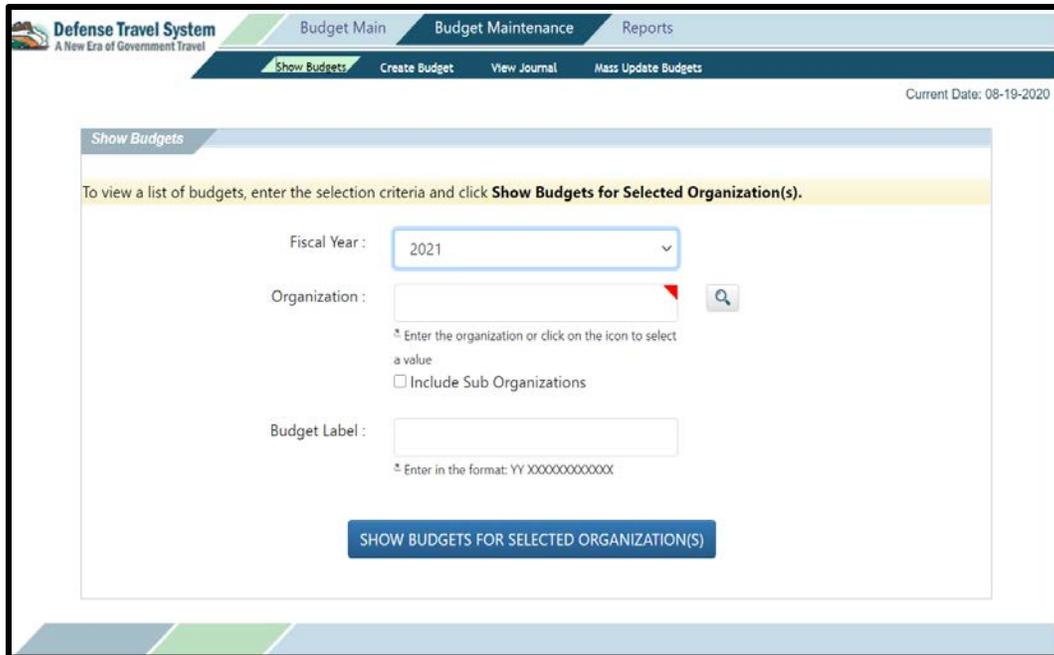


Figure 2-19: Show Budgets Screen

5. Choose the **Fiscal Year** for the budget(s) that you want to edit. The **Organization** will populate with your highest organization access. Place a check in **Include Sub Organizations** box if you have sub-organizations you need to see. Change the field and only view a single org at a time.
6. You may leave the **Budget Label** blank if you wish to see all the budgets in your organization or enter a single item to view.
7. Select **Show Budgets for Selected Organization(s)** to display available budgets. The **Show Budgets Results** screen (Figure 2-20) opens.

Show Budgets Results

The following list shows the budgets and total budgeted amounts for the specified fiscal year and organization(s). To update the budgeted amounts or accounting code elements for a budget, click **Edit**. To inactivate or delete a budget, click **Inactivate/Delete**. If a budget item has a View link in the Inactivate/Delete column, this budget has been inactivated. Click on **View** to view the inactive budget. If a budget item has a View link in the Edit column, this budget is a shared budget which belongs to a parent organization. Click on **View** to view the parent's budget.

Budget items with blank quarterly funding targets indicate that the budget is an annual budget.

Fiscal Year : 2021
 Organization : DTMOCS D
 Budget Label :

Edit	Inactivate/Delete	Organization	Budget Label	Annual/ Quarterly	Shared	Target Amount Qtr 1	Target Amount Qtr 2	Target Amount Qtr 3	Target Amount Qtr 4	Available Funding Target	Annual Funding Total
Edit	Inactivate/Delete	DTMOCS D	21 DEFAULT	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate/Delete	DTMOCS D	21 TRAINING	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Figure 2-20: Show Budgets Results Screen

8. 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.

Edit Budget Item

Use this screen to make adjustments to budget funding target. Enter the increase or decrease in the "Funding Target Adjustment" boxes below. You can also change the status of this budget item to "Shared". WARNING : THIS IS A NON-REVERSIBLE SELECTION. You can also create a new budget item with a different label and an edited LOA for the org.

Fiscal Year : 2021
 Organization : DTMOCS D
 Budget Label : 21 TRAINING

Shared : Yes
 No

AMOUNT BUDGETED FOR EACH QUARTER

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Annual
Quarterly Funding Target :	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Previous Quarter Carryover :		\$0.00	\$0.00	\$0.00	
Funding Target Adjustments :	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
Transaction Adjustments :	\$0.00				\$0.00
Obligations Outstanding :	\$0.00				\$0.00
Expenditures Paid :	\$0.00				\$0.00
Total Obligations :	\$0.00				\$0.00
Available Funding Balance :	<u>\$0.00</u>	<u> </u>	<u> </u>	<u> </u>	<u>\$0.00</u>

Figure 2-21: Edit Budget Item Screen

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.

Note: When you setup a new LOA if you don't check the box to automatically create the budget, then you must remember go back, create the budget and add funds. For complete details, see the [DTA Manual, Chapter 9: Budgets](#).

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., 20 Training rolls over to 21 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 FY20 allocate to a FY20 LOA that has a document fiscal year (DFY) data element of 20. Normal LOA roll over creates a new fiscal year LOA with a DFY of 21. Table 2-2 provides the relevant roll over data elements for the types of fiscal year trips (an all-FY20 trip, a crossover trip starting in FY20 and ending in FY21, and a new all-FY21 trip).

Table 2-2

ROLLOVER DATA ELEMENTS			
Travel FY	LOA Document FY <i>Acct 2/DFY</i>	FY (Beginning) <i>Acct 3/BFY</i>	PY (Ending) <i>Acct 3/EFY</i>
FY 20 Trip	20/20	0	0

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FY 20-21 Crossover Trip (September departure October return)	20/20 21/20	0 1	0 1
FY 21 Trip	21/21	1	1

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).

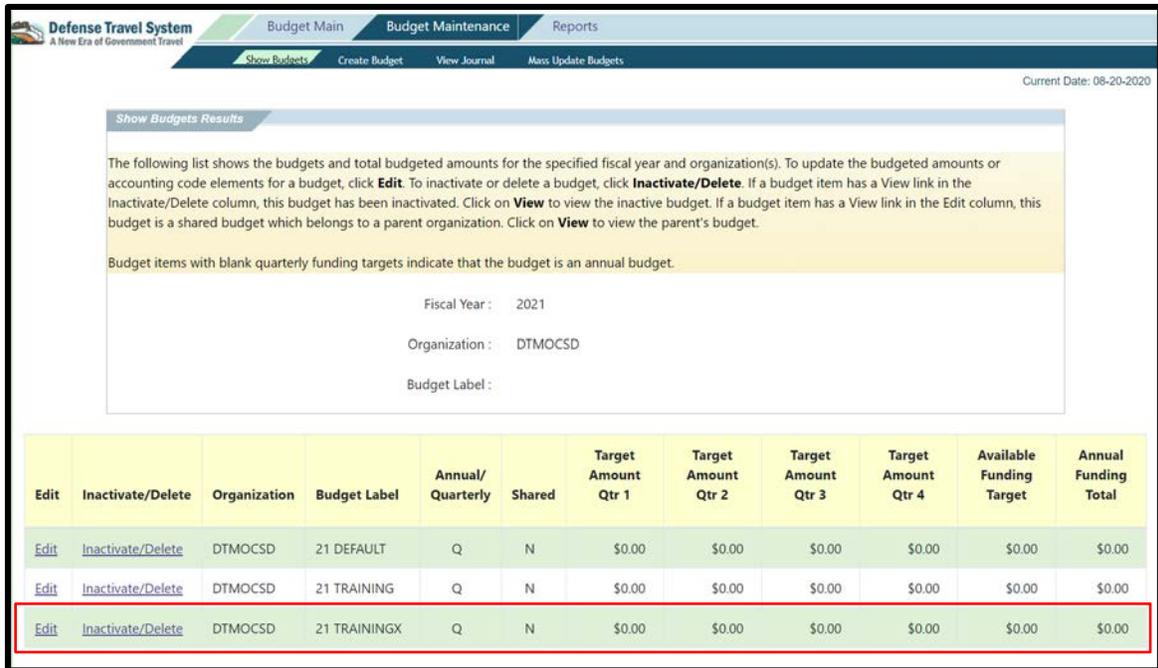


Figure 2-22: Show Budgets Results Screen

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**.

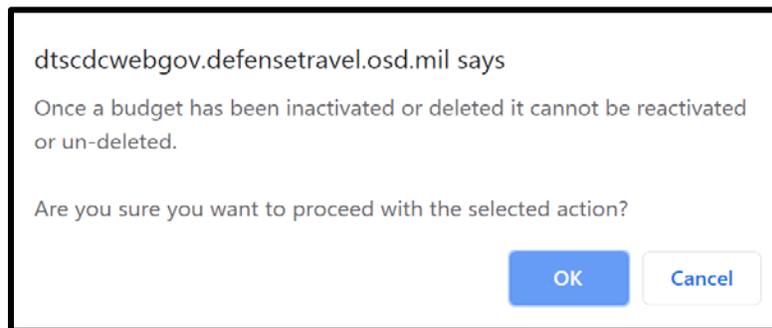


Figure 2-23: Information Message

DTS brings back the **Show Budgets Results** page. The deleted entry is no longer appears.

Chapter 3: Updating a Traveler’s Default LOA

The **DTA Maintenance Tool** allows a DTA to update the default LOA for multiple travelers’ profiles within the organization. For more on this process, see the [DTA Manual, Chapter 8: LOAs](#)

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

1. Access the **DTA Maintenance Tool** and select **Lines of Accounting**. The **Lines of Accounting (Search Results)** appears.
2. From the **Navigation Bar**, select **Update Default LOA(s)**. The **Default LOA Update** screen opens (Figure 3-1).

Figure 3-1: Default LOA Update Screen

3. The **Organization Name** will default to your highest organization access.
4. You can leave the **Existing Default LOA Label** blank or select a specific label.
5. Select the **New Default LOA Label** drop-down menu to choose the new default LOA.
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 opens (Figure 3-2).

Select to Include in Update	Organization Name	Name	SSN	Existing Default LOA Label	New Default LOA Label
<input checked="" type="checkbox"/>	DTMOCS D	Morton, Jessica T	XXXXX9920		21 TRAINING
<input checked="" type="checkbox"/>	DTMOCS D	West, Eric T	XXXXX9743		21 TRAINING
<input checked="" type="checkbox"/>	DTMOCS D	Linden, Kylee T	XXXXX9918	20 TRAINING	21 TRAINING
<input checked="" type="checkbox"/>	DTMOCS D	West, Chris A	XXXXX9741	20 TRAINING	21 TRAINING
<input checked="" type="checkbox"/>	DTMOCS D	Williams, Megan T	XXXXX9742	20 TRAINING	21 TRAINING

Figure 3-2: Default LOA Update Person (Search Results) Screen

Chapter 3: Updating a Traveler's Default LOA

8. In the **Select to Include in Update** column beside each person's default LOA, check the box to update the person's profile.
9. Select **Submit**. Repeat this process for each sub-organization.

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** you want 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 sub-organization.

Chapter 4: Deleting Prior Year Lines of Accounting

Before deleting prior year accounting lines, you should consider if there are outstanding vouchers or if any new documents may need to use these funds. If so, do not delete the prior LOAs as soon as the fiscal year 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, which contains a deleted LOA from **DTA Maintenance Tool**, a DTS pre-audit flag appears indicating, *“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.