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*Defense Travel System*

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DTA Manual, Chapter 8: Lines of Accounting

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October 04, 2019

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## Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	04/25/18	Defense Travel Management Office (DTMO)	Change format, updated language & screenshots	All
1.1	06/01/18	DTMO	Updated cross-organization routing list info	Section 3.4.4
1.2	07/09/18	DTMO	Updated URLs to “https” vs. “http”	Throughout
1.3	08/17/18	DTMO	Changed access to DTA Maintenance Tool to DTS dashboard	Section 3
1.4	09/04/19	DTMO	Updated format and screenshots	Section 2.3 Section 3 Section 4

## 1 LINES OF ACCOUNTING

A DTS line of accounting (LOA), when tied to a funding source (a funded budget), is the means through which expenses in a travel document are paid. Although DTS tracks an organization's travel funds and communicates with the Defense Finance and Accounting System (DFAS) to make payments, **DTS is not an official accounting system**. DTS resource managers – Finance and Budget Defense Travel Administrators (FDTAs and BDTAs) – must reconcile the budgets they maintain with their Component's accounting system.

This chapter focuses on LOAs. For more information about budgets, see [DTA Manual, Chapter 9](#).

A DTS FDTA must have permission levels 0, 1, 3, 5, and 6, plus organization access, to work with LOAs and budgets. A DTS BDTA must have permission levels 0, 1, and 3, plus organization access, to work with DTS budgets.

## 2 LOA Format, Identification, and Use

In DTS, a format map determines the content and format of each LOA. Each format map consists of a fixed number of **Accounts and Elements**, which identify the actual funding source. You can easily identify a LOA's fiscal year and purpose by looking at the LOA label. Below is a detailed explanation of these items.

### 2.1 Format Map

DTS recognizes 20 different format maps, which direct travel obligation and disbursement requests to the Component's financial system enabling the travel payment process to take place through DTS.

DTS recognizes the following LOA format maps:

AF 2, 9/29/2003	ARMY 3, 6/6/2003
BSM 1, 2/6/2006	DBMS 1, 8/1/2001
DTRA, 7/03/2006	DWAS 1, 1/1/2004
eBiz 2, 2/20/2003	FACTS, 6/30/2011
MC 1, 8/1/2001	MISIL FMS, 8/18/2011
MSC, 10/13/2005	NAVY 1, 8/1/2001
NAVY ERP1, 9/26/2006	NAVY FMS, 1/3/2005
NRL 1, 6/8/2006	SAP 1, 3/10/2004
SDDC - AF, 5/12/2006	SDDC - ARMY, 5/12/2006
SFIS v3.4	WAAS 1, 8/7/2002

Once you **Create** a LOA and select the **Format Map**, you can't change the field. Additionally, the **Format Map** is not editable when copying and rolling over LOAs.

When you create a LOA, DTS automatically checks **Yes** for **Create Budget** for a new LOA. However, if you uncheck the box, DTS allows you to create a new LOA without a budget. You can always create a budget for the LOA later.

See [DTA Manual, Appendix R](#) for more information on Component LOA formats.

## 2.2 Format Map Accounts and Elements

A LOA contains 10 sections (called *Accounts*), each of which has space for up to 20 characters of information (called *data elements*). Carats (^) separate data elements. The format map determines which data elements go into which accounts, the order they appear in, their allowable lengths, etc.

Table 8-1 shows an example format map as you may be used to seeing it. Remember, other format maps are very different. This is just an example.

Table 8-1

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
ACCT 1	ADSN						^															
ACCT 2	DEPT	^	TA	^	FY	^	APPR			^	SL			^								
ACCT 3	FC	^	PY	^																		
ACCT 4	OAC	^	OBAN	^	RC/CC						^	BA		^								
ACCT 5	BPAC					^	CDC		^	CC		^	Line#		^							
ACCT 6	EEIC/SRAN					^	SC		^	SMC/CSN						^						
ACCT 7	ADSN					^	ESP		^													
ACCT 8	FM							^	PEC						^							
ACCT 9	IBOP		^																			
ACCT 10	JON												^	Obj-Class			^	COC		^		

Figure 8-1 shows the same format map as shown in DTS.

**Note:** The numbers in parentheses indicate the maximum number of characters you may include for each element.

LOA Data Elements		
Account 1	ADSN or DTST: *	<input type="text"/> ( 6 or DTST )
	DTST Sub-field:	<input type="text"/> ( 14 )
Account 2	DEPT:	<input type="text"/> ( 2 )
	TA:	<input type="text"/> ( 2 )
	FY:	<input type="text"/> ( 1 )
	APPR:	<input type="text"/> ( 4 )
	SL:	<input type="text"/> ( 4 )
Account 3	FC:	<input type="text"/> ( 2 )
	PY:	<input type="text"/> ( 1 )
Account 4	OAC:	<input type="text"/> ( 2 )
	OBAN:	<input type="text"/> ( 2 )
	RC/CC:	<input type="text"/> ( 6 )
	BA:	<input type="text"/> ( 2 )
Account 5	BPAC:	<input type="text"/> ( 6 )
	CDC:	<input type="text"/> ( 3 )
	CC:	<input type="text"/> ( 2 )
	Line #:	<input type="text"/> ( 3 )
Account 6	EEIC/SRAN:	<input type="text"/> ( 6 )
	SC:	<input type="text"/> ( 3 )
	SMC/CSN:	<input type="text"/> ( 6 )
Account 7	ADSN:	<input type="text"/> ( 6 )
	ESP:	<input type="text"/> ( 2 )
Account 8	FM:	<input type="text"/> ( 8 )
	PEC:	<input type="text"/> ( 6 )
Account 9	IBOP:	<input type="text"/> ( 3 )
Account 10	JON:	<input type="text"/> ( 12 )
	OBJ-CLASS:	<input type="text"/> ( 3 )
	CNTR-OTH-CD:	<input type="text"/> ( 2 )

Figure 8-1: LOA Elements as Displayed in DTS

The accountable station number (ASDN) is the element that directs the LOA to the appropriate finance system. Because each format map places the ASDN in a different place (in the example above, it's the first element in Account 7), DTS duplicates the ASDN in the first element of Account 1. This allows DTS to easily identify and correctly interact with the Component's finance system.

The Accounts 2 through 10 contain the LOA’s fiscal coding structure, as developed by the Component and validated by DFAS.

**Note:** You must enter all LOA elements in upper case format. If you try to save lower case letters in the LOA elements, DTS displays an error message to explain this fact.

See [DTA Manual, Appendix R](#) for detailed information about the element codes and the element structures for each format map.

### 2.3 Format for LOA Labels

In DTS, a LOA label (name) has two parts consisting of a 2-digit fiscal year, plus up to 12 characters that provide a descriptive name. For example, a valid LOA label is *20 Training*, available to pay travel cost for training during Fiscal Year 2020.

The LOA label and the 10 x 20 data elements must be unique within an organization in order to properly process documents and track funding. Sub-organizations may create a LOA label named the same as another organization, but since they are different orgs, the labels are separate, so there is no problem with the naming structure. For example, if the organization DTMOCS D uses the LOA *20 Training*, that label supports travel under DTMOCS D (Figure 8-2) for those travelers. Then if organizations subordinate to DTMOCS D also name their LOAs *20 Training*, those LOAs support their travelers, so there are no conflicts.

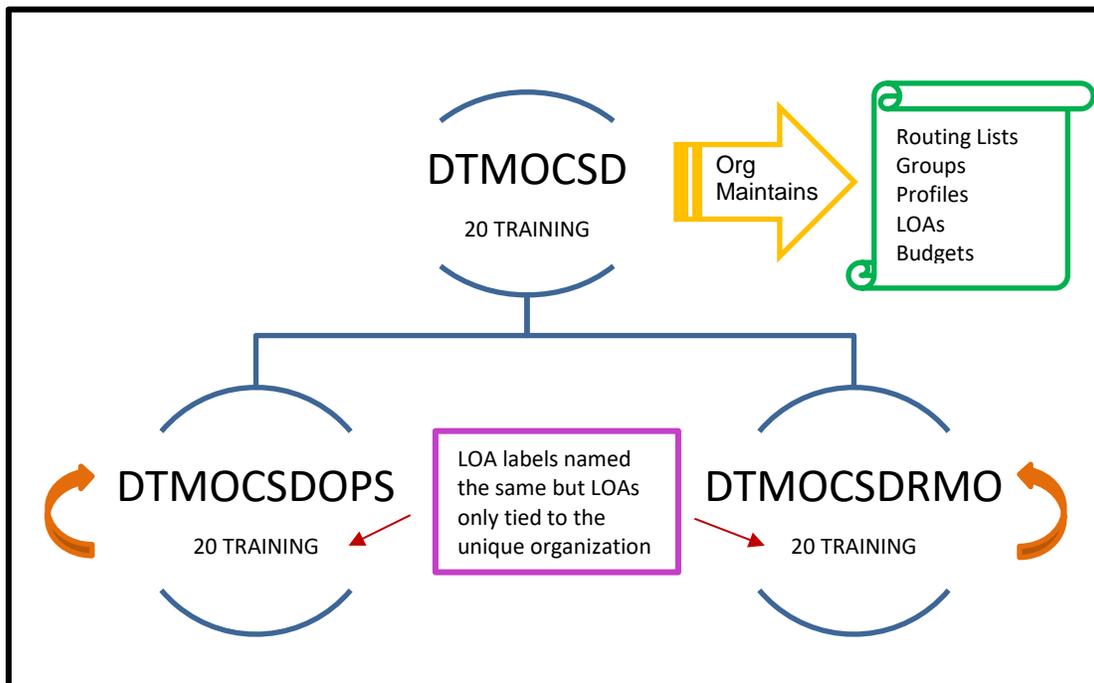


Figure 8-2: Organizations and LOAs Chart

**Note:** Although it's not a DTS requirement, you should always try to clearly define the LOA label, so users know the proper LOA to select for travel.

## 2.4 LOA Use

LOAs are only available for use in a DTS travel document if one of the following is true:

- The LOA belongs to the organization the traveler is assigned
- A senior-level organization shared the LOA with its subordinate organizations
- An organization releases LOA access to the traveler or the traveler's organization using the DTS Cross-Organization Funding feature

This chapter covers all three options.

## 3 Working with LOAs in DTS

You use the DTS **DTA Maintenance Tool** to manage and maintain organization resources. You use the **Lines of Accounting** module to find, update, copy, delete, and create LOAs. The various sections of this chapter discuss all these options.

To access the **DTA Maintenance Tool**, from the **Administration** menu on the **DTS Dashboard** (Figure 8-3), select **DTA Maintenance Tool**.

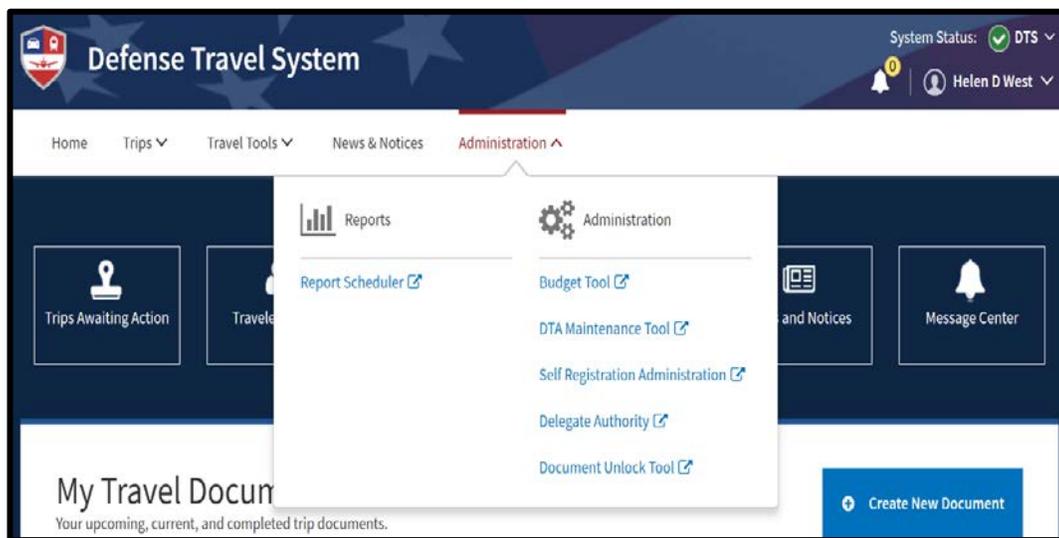


Figure 8-3: DTS Dashboard – Administration Menu

The **DTA Maintenance Tool Home** page (Figure 8-3) opens. From the **DTA Tools** bar (appears on every screen in the **DTA Maintenance Tool**), you can access all the **DTS Maintenance Tool** modules you need, without returning to the **DTS Dashboard** screen (Figure 8-4).

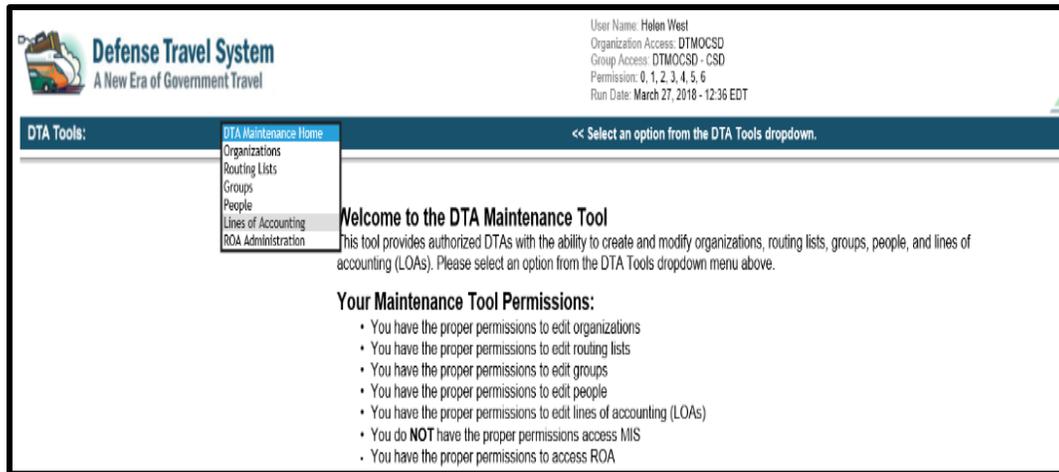


Figure 8-4: DTA Maintenance Tool Home Page

Select **Lines of Accounting** from the DTA Tools drop-down list. The **Search Lines of Accounting** screen (Figure 8-5) opens and the **DTA Tools** bar updates displaying tools that let you:

- Search for a LOA.
- Create a LOA from scratch.
- Update travelers' default LOAs.
- Update or copy multiple LOAs at once.
- Create a report that shows you the LOAs an organization owns.

Listed below are details for each of these options.

### 3.1 Search for a LOA

Before you can update or copy a LOA's data or implement cross-organization funding, you must locate the LOA. To help you do that, the **Search Lines of Accounting** screen (Figure 8-5) automatically displays when you open the **Lines of Accounting** module. You can also access this screen from any screen in the **Lines of Accounting** module by selecting **Search LOA(s)** in the **DTA Tools** bar.

### Search Lines of Accounting

For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.

Label:  (FY + LOA Name)

Format Map:

Organization Name:   --Include Sub-Organizations

Unbudgeted LOA(s) Only:

Figure 8-5: Search Lines of Accounting Screen

To search for a LOA:

1. (optional) Enter a full or partial **Label** to see LOAs that begin with those characters. Example: Enter "20" to find all FY20 LOAs, but no LOAs from other fiscal years.
2. (optional) Select a **Format Map** to view LOAs built using the selected format map.
3. (optional) Your main organization's name appears by default in the **Organization Name** text field. Change it if you need to search for LOAs owned by a different organization.
4. (optional) If you want to view organizations subordinate to the one in the **Organization Name** field, check the **Include Sub-Organizations** box.
5. (optional) Check the **Unbudgeted LOA(s) Only** box to see only LOAs that have no associated budget.
6. Select **Search**. The **Lines of Accounting (Search Results)** screen (Figure 8-6) opens.

### Lines of Accounting (Search Results)

Organization Name: **DTMOCS D**      Label: **20**  
 Include Sub-Organizations: **No**      Unbudgeted LOA(s) Only: **No**  
 Format Map:

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">X-Org Funding</a>	DTMOCS D	20 BAND	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">X-Org Funding</a>	DTMOCS D	20 DEFAULT	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">X-Org Funding</a>	DTMOCS D	20 EXEC	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">X-Org Funding</a>	DTMOCS D	20 TRAINING	No	AF 2, 9/29/2003	<a href="#">New Budget</a>

[Select All](#)   [Clear All](#)

1 - 4 of 4

Figure 8-6: Lines of Accounting (Search Results) Screen

See Table 8-2 for a list of the **Lines of Accounting (Search Results)** screen field, column, and object names and their descriptions.

Table 8-2

LINES OF ACCOUNTING (SEARCH RESULTS) SCREEN DESCRIPTION	
Field or Object	Description
Text items at the top of the screen (e.g., Organization Name)	Identify the search criteria you entered on the Search Lines of Accounting screen. Displays red text if you used the field in your search, or left blank if you did not.
Select to Delete or Rollover	When you need to delete or roll over one or more LOAs, check the box next to each LOA you need to change. These boxes work with the two buttons (also listed in gray on this table) at the bottom of the screen.
Edit	Column containing buttons that let you <b>Update</b> , <b>Copy</b> , or <b>Apply X-Org</b> (cross-organization) <b>Funding</b> to a single LOA.
Organization Name	Column that displays the organizations that own the displayed LOAs.
Label	Column that shows the routing lists that match your search criteria.
Shared	Column that identifies whether ( <b>Yes</b> ) or not ( <b>No</b> ) the owning organization shared the LOA with its subordinate organizations.
Format Map	Column that shows the format map used to create the LOA.
Link to	Column that provides a <b>New Budget</b> link for each LOA. Select one to create a new budget that links to the LOA.
Two buttons at the bottom of the screen	When you check at least one box in the <b>Select to Delete or Rollover</b> column (also listed in gray on this table), select <b>Delete Selected (on this page)</b> to delete the items you checked or <b>Rollover Selected (on this page)</b> to create a new LOA for with updated FY elements.

### 3.2 Update a LOA

To update a LOA:

1. From the **Lines of Accounting (Search Results)** screen (Figure 8-6) select **Update** next to the LOA you need to update. **The Update Line of Accounting Screen** opens. It shows key information about the LOA (Figure 8-7) and the current LOA's elements (Figure 8-1, but with the elements filled in).

**Update Line of Accounting**

For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.

---

Format Map: MC 1, 8/1/2001  
 Organization Name: DTMOCS D  
 Label: 20 EXEC  
 Share LOA:  Yes

Figure 8-7: Update Line of Accounting Screen (Top)

- (optional) Check the **Share LOA** box if subordinate organizations should be able to use this LOA. **Note:** If you choose to share the LOA, you must also share the budget. If you do not, obligation or disbursement attempts by the subordinate organization will fail.
- Modify the LOA data elements as necessary. **Note:** Ensure that you duplicate any changes you made to the LOA's elements in the budget's elements. Budget and LOA elements must always match perfectly. If they do not, the obligation or disbursement attempt will fail.
- Select **Save Changes** at the bottom of the screen. The **Lines of Accounting (Search Results)** screen (Figure 8-6) appears.

### 3.3 Copy a LOA

Copying is a way to create a new LOA from an existing LOA. DTS begins with information pulled from the source LOA and allows you to change what you need to change to create a new, unique LOA. To create a new LOA by copying an existing LOA:

- From the **Lines of Accounting (Search Results)** screen (Figure 8-6) select **Copy** next to the LOA you want to duplicate. The **Copy Line of Accounting Screen** opens. It lets you enter key information about the new LOA (Figure 8-8) and displays the elements in the source LOA (Figure 8-1, but with the elements filled in).

**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.

Format Map: MC 1, 8/1/2001  
 Organization Name: \* DTMOCSD  
 Share LOA:  Yes  
 Create Budget:  Yes  
 Empty Budget Shell Fiscal Year: \*  (4 digit year)

**Label**

LOA Fiscal Year: \*  (2 digit year)  
 LOA Name: \* EXEC

Figure 8-8: Copy Line of Accounting Screen (Top)

- (optional) Your main organization's name appears by default in the **Organization Name** text field. Change it if you need to copy the LOA into a different organization. **Note:** The format map is not editable. If you need to use a different format map, you cannot copy this LOA.
- (optional) Check the **Share LOA** box if organizations subordinate to the one in the **Organization Name** field should be able to use this LOA. **Note:** Sharing the LOA means

allowing all sub-organizations within the organization structure to use the LOA. Also, if you choose to share the LOA, you must also share the budget. If you do not, obligation or disbursement attempts by the subordinate organization will fail.

4. (optional) DTS checks the **Create Budget** box by default. Uncheck the box if you don't want DTS to automatically create a budget for the new LOA. **Note:** The organization cannot use LOAs without associated funded budgets to obligate or disburse travel funds.
5. Enter the 4-digit fiscal year for the new budget.
6. The **LOA Fiscal Year** and **LOA Name** display the label name information from the source LOA. You must to change the information in either or both fields to create the new LOA's label.
7. Modify the LOA data elements (as seen in Figure 8-1) as necessary. **Note:** If you left the **Create Budget** box checked in step 3, DTS duplicates all the LOA elements in the budget when you save the changes in step 7. This ensures that the LOA and budget elements match perfectly, as required to enable obligations and disbursements.

The screenshot shows the 'LOA Data Elements' screen with 10 accounts. Each account has a set of data fields with values and lengths in parentheses. The fields are as follows:

Account	Field	Value	Length
Account 1	AAA or DTST:	023185	(6 or DTST)
	DTST Sub-field:		(14)
Account 2	DEPT:	20	(2)
	FY:	20	(2)
	PY:	20	(2)
	APPR:	1106	(4)
	SH:	27G2	(4)
Account 3	OC/SOC:	2100	(4)
	BCN:	68915	(5)
	SA:		(1)
Account 4	AAA:	023185	(6)
	TTC:	2D	(2)
Account 5	CC:	TRAVELER4	(12)
	MAC:	M00025	(6)
Account 6	FA:	19	(2)
	WC:	20	(2)
	FC:	EU	(2)
	CAC:	2C20	(4)
	BRC:		(2)
Account 7	RON:		(15)
	RBC:		(1)
Account 8	JNLU:	0020	(4)
	DSSN:	6850	(4)
	ACRN:		(2)
Account 9	IBOP:		(4)
Account 10	TF:		(2)
	LOC:		(2)
	FCN:		(3)
	FLN:		(3)

At the bottom of the screen, there are two buttons: 'Save Copied Line of Accounting' (highlighted with a red box) and 'Cancel'.

Figure 8-9: Copy Line of Accounting Screen (Bottom)

8. Select **Save Copied Line of Accounting** at the bottom of the screen (Figure 8-9). The **Lines of Accounting (Search Results)** screen (as seen in Figure 8-6) displays. It shows the newly created LOA.

### 3.4 Cross-Organization Funding

Cross-organization (**X-Org**) **Funding** allows an organization to release access of a LOA to an outside organization or to a specific traveler in DTS. Use this feature when your organization pays for travel of one or more of another organization's travelers. **X-Org Funding** is different from sharing a LOA in two major ways:

- An organization can only share its LOAs with organizations subordinate to it. **X-Org Funding** allows LOA access to any organization in DTS.
- An organization cannot designate a shared LOA for the use of a single traveler, as is the case with **X-Org Funding**.

At any time, the organization can remove or update the **X-Org** designation. Also, the organization who set up the **X-Org Funding** always retains control of both the LOA and the associated budget, and can run reports to monitor **X-Org** LOA use.

Finally, the funding organization may (but does not have to) determine which routing list documents that contain the **X-Org** LOA must follow. This allows the funding organization to determine who approves the travel it is funding.

When a DTA sets up **X-Org Funding**, DTS:

1. Emails the recipient organization's DTA to clarify the funding organization and released LOA label, provide the name and email address of the funding organization's FDTA, and issue a blanket warning that the receiving organization must strictly follow any limitations and guidance the funding organization puts in place for the LOA's use.
2. The LOA label becomes available to the designated recipients in the **Cross Org LOA** drop-down list on every DTS document's **Accounting** screen.

#### 3.4.1 Cross Org LOA Access to an Organization

To release LOA access to a DTS organization:

1. From the **Lines of Accounting (Search Results)** screen (Figure 8-10) select **X-Org Funding** next to the LOA you want to allow the organization to access.



**Cross Org:**

Traveler First Name:	
Traveler Last Name:	
Traveler SSN(last 4 digits):	
Cross Org Name:	DTMOCS DOPS
Cross Org Description:	Operations Group
Funding LOA Label:	20 TRAINING
Funding LOA Org:	DTMOCS D

Figure 8-12: Cross Org Screen – Organization Result

5. Select **Save Org**. The **Search Cross Org** screen opens (Figure 8-13). Under the section *Selected Organizations and Individuals for Funding*: the selected organization displays. Select **Return List** to exit the screen. The **Search Cross Org** screen appears. **Note:** To remove the LOA access by an organization, use the **Select to Delete** option (see Figure 8-17).

**Search Cross Org:**

Cross Org For Funding:	<input type="text"/>
Or	
Search Cross Org By Traveler SSN:	<input type="text"/>
Funding LOA Label:	20 TRAINING
Funding LOA Org:	DTMOCS D

**Selected Organizations and Individuals for Funding:**

Select to Delete	Organization/Traveler
<input type="checkbox"/>	DTMOCS DOPS

Figure 8-13: Saved Organization - Search Cross Org Screen

### 3.4.2 Cross Org LOA Access to a Traveler

To release LOA access to a Traveler:

1. From the **Lines of Accounting (Search Results)** screen (see Figure 8-10), select **X- Org Funding** next to the LOA you want to allow the traveler to access.
2. The **Search Cross Org** screen (Figure 8-14) opens. On the **Search Cross Org** screen, enter the SSN of the traveler you want to release LOA access in the **Search Cross Org By Traveler SSN** field.

**Search Cross Org:**

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label: 20 TRAINING

Funding LOA Org: DTMOCS D

---

**Selected Organizations and Individuals for Funding:**

Select to Delete	Organization/Traveler
<input type="button" value="Delete Selected"/>	

---

**Select Routing List:**

Document Type:  Routing List:

---

**Selected Routing List:**

Select to Delete	Document Type/Routing List
<input type="button" value="Delete Selected"/>	

Figure 8-14: Search Cross Org Screen

3. Select **Search**. The **Cross Org** screen (Figure 8-15) opens.

**Cross Org:**

Traveler First Name: Eric

Traveler Last Name: Linden

Traveler SSN(last 4 digits):

Cross Org Name: DTMOCS DOPS

Cross Org Description: Operations Group

Funding LOA Label: 20 TRAINING

Funding LOA Org: DTMOCS D

Figure 8-15: Cross Org Screen – Traveler Result

4. Select **Save Selected SSN** or **Save Org**. The **Search Cross Organization** screen opens (Figure 8-16). Under the section *Selected Organizations and Individuals for Funding:* the selected traveler displays. Select **Return List** to exit the screen. The **Search Cross Org** screen appears. **Note:** To remove the LOA access by the traveler, use the **Select to Delete** option (see Figure 8-17).

**Search Cross Org:**

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label: 20 TRAINING

Funding LOA Org: DTMOCS D

**Selected Organizations and Individuals for Funding:**

Select to Delete	Organization/Traveler
<input type="checkbox"/>	DTMOCS DOPS/Linden Eric XXXXX9743

Figure 8-16: Saved Traveler - Search Cross Org Screen

### 3.4.3 Remove Cross Org LOA Access

To remove the LOA access:

1. On the **Search Cross Org** screen, locate the *Selected Individuals and Organizations for Funding* section (Figure 8-17). Check the box **Select to Delete** next to every organization or traveler you want to remove LOA access (Figure 8-17).

**Search Cross Org:**

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label: 20 TRAINING

Funding LOA Org: DTMOCS D

**Selected Organizations and Individuals for Funding:**

Select to Delete	Organization/Traveler
<input checked="" type="checkbox"/>	DTMOCS DOPS
<input checked="" type="checkbox"/>	DTMOCS DOPS/Linden Eric XXXXX9743

**Select Routing List:**

Document Type:  Routing List:

**Selected Routing List:**

Select to Delete	Document Type/Routing List
------------------	----------------------------

Figure 8-17: Delete Organization and Traveler - Search Cross Org Screen

2. Select **Delete Selected**. The **Search Cross Org** screen refreshes (Figure 8-18). All checked organizations and travelers are no longer on the list.

Search Cross Org:	
Cross Org For Funding:	<input type="text"/>
Or	
Search Cross Org By Traveler SSN:	<input type="text"/>
Funding LOA Label:	20 TRAINING
Funding LOA Org:	DTMOCSD
<input type="button" value="Search"/> <input type="button" value="Return List"/>	
Selected Organizations and Individuals for Funding:	
Select to Delete	Organization/Traveler
<input type="button" value="Delete Selected"/>	
Select Routing List:	
Document Type:	-Select to Add- ▼ Routing List: -Select to Add- ▼
<input type="button" value="Save Routing List"/>	
Selected Routing List:	
Select to Delete	Document Type/Routing List
<input type="button" value="Delete Selected"/>	

Figure 8-18: Search Cross Org Screen – Deleted Orgs and Travelers

#### 3.4.4 Designate a Routing List

You can attach one of your organization's routing lists to a cross-organization LOA. When you do, every time someone uses that cross-organization LOA in a document, DTS automatically selects your organization's routing list as the document's default routing list. However, the traveler can still choose not to use your routing list, and can instead select any available routing list from the **Routing List** drop-down on the **Digital Signature** screen.

If you do not specify a routing list, DTS will use the default routing list from the traveler's permanent profile as the default routing list instead. The traveler may still choose to select any available alternate routing list.

To designate a routing list for a cross-organization LOA:

1. From the **Lines of Accounting (Search Results)** screen (Figure 8-10) select **X-Org Funding** next to the LOA you want to attach a routing list. The **Search Cross Org** screen (Figure 8-16) opens.
2. Select the **Document Type** that must use the routing list. Options are **AUTH** (authorizations), **VCH** (vouchers), and **LVCH** (local vouchers). **Note:** You can only select one, but you can perform these steps again to include a second or third document type.
3. Select the **Routing List** you want the selected document to follow. You can select

any routing list associated to the organization that owns the cross org'd LOA.

4. Select **Save Routing List**.

### 3.4.5 Remove a Designated Routing List

To remove a designated routing list for a cross org'd LOA:

1. On the **Search Cross Org** screen, in the **Selected Routing List** section, under **Select to Delete**, check the box next to every item you want to remove.
2. In the **Selected Routing List** section, select **Delete Selected**. The **Search Cross Org** screen refreshes. The items you removed are no longer on the list.

## 3.5 Create a New Budget for a LOA

A LOA must always have at least one associated, funded budget before it can fund travel in DTS. If you created a LOA without creating a budget, or if you need a second budget tied to a single LOA, DTS provides an easy way to make sure all elements match in the LOA and budget, as required.

To create a new budget for an existing LOA:

1. On the **Lines of Accounting (Search Results)** screen (Figure 8-6) select the **New Budget** link in the **Link to** column. The **Budget** module opens on the **Select Budget Type** screen (Figure 8-19).

The screenshot shows the 'Select Budget Type' interface. At the top, the title 'Select Budget Type' is visible. Below it, the 'Format Map' is set to 'MC 1, 8/1/2001'. The 'Fiscal Year' is a dropdown menu currently showing '2020'. The 'Organization' field contains 'DTMOCS' and has a search icon to its right. Below the organization field is a small instruction: 'Enter the organization or click on the icon to select a value'. A prominent blue banner with white text reads: 'A SHARED BUDGET ITEM CAN BE ACCESSED AND WILL FUND EVERY MATCHING LOA (10X20) IN THE ORGANIZATION OR SUBORDINATE ORGANIZATION IN THE ORGANIZATION HIERARCHY. EACH TIME A FUND ACTION IS INITIATED FOR AN LOA, DTS WILL CHECK AND INITIATE THE FUND ACTION FOR LOCAL BUDGET ITEMS AND SHARED BUDGET ITEMS CONTAINED IN PARENT ORGANIZATION(S)'. Below the banner, the 'Budget Label' field contains '20 EXEC' and has a 'Shareable' checkbox to its right. A small instruction below the label field says 'Enter in the format: YY XXXXXXXXXXXXX'. The 'Budget Type' section has two radio buttons: 'Quarterly' (which is selected) and 'Annual'. At the bottom center, there are two buttons: 'SAVE' and 'CANCEL'.

Figure 8-19: Select Budget Type Screen

2. (optional) The following fields are populated with information that match the source LOA, but you can change it if you need to:

- **Fiscal Year**
  - **Organization**
  - **Budget Label**
  - **Shareable**
3. (optional) DTS selects the radio button that will create a **Quarterly** budget by default. Change it to **Annual** if you need to.
  4. Select **Save**. DTS saves the information and opens the **Create Budget** screen (Figure 8-20).

The screenshot shows the 'Create Budget' interface. At the top, it says 'Enter the amount budgeted for each quarter and add/edit the lines of accounting.' Below this are several input fields: 'Fiscal Year' with '2020', 'Organization' with 'DTMOCSD', and 'Budget Label' with '20 EXEC'. A note below the Budget Label says 'Enter in the format: YY XXXXXXXXXXXXX'. There is a 'Not Shareable' checkbox. Below these fields is a section titled 'AMOUNT BUDGETED FOR EACH QUARTER' with five rows: 'First', 'Second', 'Third', 'Fourth', and 'Total', each with a text input field containing '0.00'. At the bottom, there is a blue banner with the text: 'DTS BUDGETS ARE ADJUSTED BY EXPENSES ALLOCATED BY LOAs WHEN A DOCUMENT IS APPROVED. CLICK ON THE LINK TO SELECT AN EXISTING LINE OF ACCOUNTING (LOA) TO USE FOR THIS BUDGET.' Below the banner is a link 'Copy an existing LOA to this budget:' with a magnifying glass icon and a note: 'Click on the icon to select an LOA to copy'.

Figure 8-20: Create Budget Type Screen (Top)

5. (optional) Enter a new **Budget Label**.
6. Complete any available **Amount Budgeted** fields with budget target amounts. If this is a quarterly budget, you cannot enter budget targets in quarters that have already ended, and DTS will calculate the **Total** for you. If this is an annual budget, there are no quarterly amounts, so you must enter the **Total**.
7. Do not use the **Copy an existing LOA to this budget** option. DTS has already populated the budget elements.

8. Although not pictured in Figure 8-20, the budget elements are at the bottom of the screen. You can change them, but if you make changes, they will not match the LOA elements, and funding will fail.
9. Select **Save**.
10. Select **Show Budgets**

### 3.6 Delete one or more LOAs

To delete one or more LOAs:

1. On the **Lines of Accounting (Search Results)** screen (Figure 8-21) in the **Select to Delete or Rollover** column, check the box next to each LOA that you want to delete. **Note:** You can only check items on this screen. If you have a long list of LOAs, you may not be able to view them all on the screen at one time.

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
<input checked="" type="checkbox"/>	Update Copy X-Org Funding	DTMOCS	18 BAND	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCS	18 DEFAULT	No	MC 1, 8/1/2001	New Budget
<input checked="" type="checkbox"/>	Update Copy X-Org Funding	DTMOCS	18 EXEC	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCS	18 TRAINING	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCS	19 DEFAULT	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCS	19 TRAINING	No	AF 2, 9/29/2003	New Budget

Select All Clear All

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

1 - 10 of 10

Figure 8-21: Lines of Accounting (Search Results) – Delete Option

2. Select **Delete Selected (on this page)**. The **Delete Line(s) of Accounting** screen (Figure 8-22) opens. It lists all the LOAs you marked for deletion.

Organization Name	Label	Format Map
DTMOCS	18 BAND	MC 1, 8/1/2001
DTMOCS	18 EXEC	MC 1, 8/1/2001

Delete Line(s) of Accounting Cancel

Figure 8-22: Delete Line(s) of Accounting Screen

3. Select **Delete Line(s) of Accounting**. The **Delete Line(s) of Accounting Summary** screen (Figure 8-23) opens. DTS tells you how many LOAs DTS was able to delete. You can't

delete a LOA that appears in an active travel document.

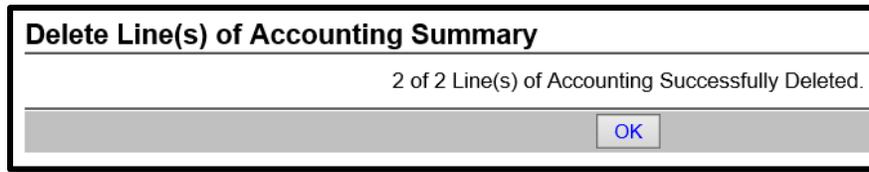


Figure 8-23: Delete Line(s) of Accounting Summary Screen

4. Select **OK**. The **Lines of Accounting (Search Results)** screen refreshes. Any deleted LOAs no longer display on the list.

### 3.7 Roll Over One or More LOAs

Rolling over is a way to create new LOAs at the start of a new fiscal year. DTS starts by entering element information (including blank elements) from last year’s LOAs, then updating fiscal year and program year information to reflect the new funding year. DTS has two ways to create new LOAs by rolling over existing LOAs:

- Using default rules (pre-determined rules determine which elements will change)
- Using custom rules (you can select which elements will change)

Below explains both of these options.

#### 3.7.1 Roll Over using Default Rules

To roll over a LOA using default rules:

1. On the **Lines of Accounting (Search Results)** screen (Figure 8-24), select the boxes next to all the LOAs you want to roll over.

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCS D	18 BAND	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCS D	18 DEFAULT	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCS D	18 EXEC	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DTMOCS D	18 TRAINING	No	AF 2, 9/29/2003	New Budget
<input checked="" type="checkbox"/>	Update Copy X-Org Funding	DTMOCS D	19 DEFAULT	No	MC 1, 8/1/2001	New Budget
<input checked="" type="checkbox"/>	Update Copy X-Org Funding	DTMOCS D	19 TRAINING	No	AF 2, 9/29/2003	New Budget

Figure 8-24: Lines of Accounting (Search Results) – Rollover Option

2. Select **Rollover Selected (on this page)**. The **Rollover Lines(s) of Accounting - Select Rules** screen opens (Figure 8-25). The top section displays the rules DTS will apply to the selected LOAs.

Selected Format Map	Default Rollover Element(s)	Default Rule(s)
MC 1, 8/1/2001	Account 2 FY Account 2 PY	Empty (null) values for Marine Corps FY elements are not rolled over. 'X' values for Marine Corps FY elements are not rolled over. Non-empty (FY and PY) elements are rolled to new fiscal year.

Select Rollover Rules:  Use default rule(s)  
 Use custom rule(s) defined for each LOA

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

Figure 8-25: Rollover Lines of Accounting - Select Rules Screen

**Note:** DTS selects the **Use default rule(s)** radio button by default – do not change it.

3. Select **Continue**. The **Rollover Line(s) of Accounting – Default Rules** screen (Figure 8-26) opens.

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"/>	DTMOCS	19 DEFAULT	MC 1, 8/1/2001	<a href="#">Preview</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DTMOCS	19 TRAINING	AF 2, 9/29/2003	<a href="#">Preview</a>

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

Figure 8-26: Rollover Lines(s) of Accounting - Default Rules Screen

4. Enter the **Rollover LOA(s) to Fiscal Year** field. This is the fiscal year for the new LOA.
5. Enter the **Empty Budget Shell(s) Fiscal Year** field. This is the fiscal year for the new LOA’s budget. This usually matches the entry in step 4.
6. (optional) DTS selects the **Create Budget** box by default. You can uncheck it, but if you do, DTS will not create a matching budget for the new LOA.
7. (optional) Check the **Shared** box if you want to allow subordinate organizations to use this LOA. **Note:** Sharing the LOA means “all” the subordinate organizations can use the LOA. Once you share, there is no unsharring. In addition, when you share the LOA, you must also share the budget. If you do not, obligation or disbursement attempts by the subordinate organization will fail.

- (optional) Select **Preview**. The **LOA Data Elements** screen displays. It looks like the screen as seen in Figure 8-1, but with the fields filled in. In addition, it looks editable, but is not. When you finish looking at the preview, select **Close Window**.
- Select **Rollover Lines of Accounting** to create the new fiscal year LOAs and budgets. The **Rollover Line(s) of Accounting – Confirm** screen (Figure 8-27) opens. Read the warning carefully.

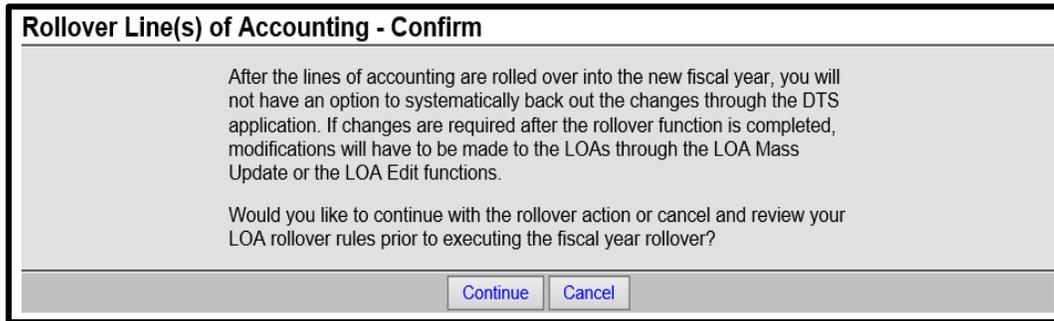


Figure 8-27: Rollover Line(s) of Accounting – Confirm Screen

- Select **Continue**. The **Rollover Line(s) of Accounting Summary** screen (Figure 8-28) confirms the number of LOAs rolled over and budgets created.

**Note:** If you receive an error, you must delete or edit the LOA and its associated budget.

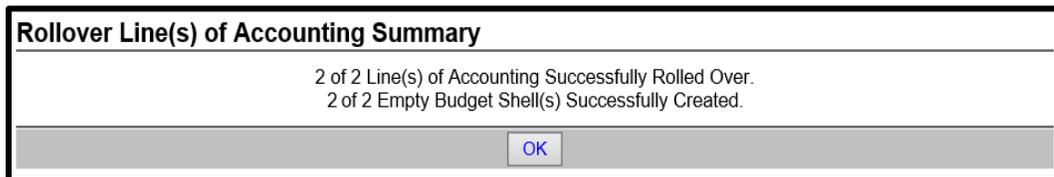


Figure 8-28: Rollover Line(s) of Accounting Summary Screen

- Select **OK**. The **Lines of Accounting (Search Results)** screen opens. **Note:** If the newly established LOAs don't appear on the listing, from the **Lines of Accounting, DTA Tool** navigation bar, select **Search LOAs** and the **Search Lines of Accounting** screen opens. **Search** for the new LOAs.

**Note:** You can't use the new LOA to fund travel until its associated budget contains funds. See the [DTA Manual, Chapter 9](#) for instructions on entering budget targets.

### 3.7.2 Roll Over using Custom Rules

To roll over a LOA using default rules:

1. On the **Lines of Accounting (Search Results)** screen (Figure 8-6), select the boxes next to all the LOAs you want to roll over.
2. Select **Rollover Selected (on this page)**. The **Rollover Lines(s) of Accounting - Select Rules** screen opens (Figure 8-24). The top section displays the rules DTS would apply to the selected LOAs if you used the default rules.
3. Select the **Use custom rule(s) defined for each LOA** radio button (Figure 8-29).

Selected Format Map	Default Rollover Element(s)	Default Rule(s)
MC 1, 8/1/2001	Account 2 FY Account 2 PY	Empty (null) values for Marine Corps FY elements are not rolled over. 'X' values for Marine Corps FY elements are not rolled over. Non-empty (FY and PY) elements are rolled to new fiscal year.
AF 2, 9/29/2003	Account 2 FY Account 3 PY	Empty (null) values for Air Force PY and FY elements are not rolled over. A Fiscal year (FY) element with a value less than the corresponding Program Year (PY) element is not rolled over. 'X' values for Air Force FY elements are not rolled over. Non-empty (FY and PY) elements are rolled to new fiscal year.

Select Rollover Rules:  Use default rule(s)  
 Use custom rule(s) defined for each LOA

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

Figure 8-29: Rollover Lines of Accounting - Select Rules Screen

4. Select **Continue**. The **Rollover Line(s) of Accounting – Custom Rules** screen (Figure 8-30) opens.

Rollover LOA(s) to Fiscal Year:

Empty Budget Shell(s) Fiscal Year:

Create Budget	Shared	Select Rollover Field(s)	Organization Name	Label	Format Map	Preview
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Account 2 FY (19) <input checked="" type="checkbox"/> Account 2 PY (19)	DTMOCS	19 DEFAULT	MC 1, 8/1/2001	<a href="#">Preview</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Account 2 FY (9) <input checked="" type="checkbox"/> Account 3 PY (9)	DTMOCS	19 TRAINING	AF 2, 9/29/2003	<a href="#">Preview</a>

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

Figure 8-30: Rollover Lines(s) of Accounting Customs Rules Screen

5. Enter the **Rollover LOA(s) to Fiscal Year** field. This is the fiscal year for the new LOA.
6. Enter the **Empty Budget Shell(s) Fiscal Year** field. This is the fiscal year for the new LOA's budget. This usually matches the entry in step 4.
7. (optional) DTS selects the **Create Budget** box by default. You can uncheck it, but if you do, DTS will not create a matching budget for the new LOA.

8. (optional) Check the **Shared** box if subordinate organizations should be able to use this LOA. **Note:** If you choose to share the LOA, you must also share the budget. If you do not, obligation or disbursement attempts by the subordinate organization will fail.
9. (optional) In the **Select Rollover Field(s)** column, DTS lists all the fields earmarked for rolling over and checks them. Uncheck any that you do not want DTS to update.
10. (optional) Select **Preview**. The new **LOA Data Elements** screen displays. It looks like the screen as seen in Figure 8-1, but with the fields filled in. In addition, it looks editable, but is not. When you finish looking at the preview, select **Close Window**.
11. Select **Rollover Lines of Accounting** to create the new fiscal year LOAs and budgets. The **Rollover Line(s) of Accounting – Confirm** screen (Figure 8-31) opens. Read the warning carefully.

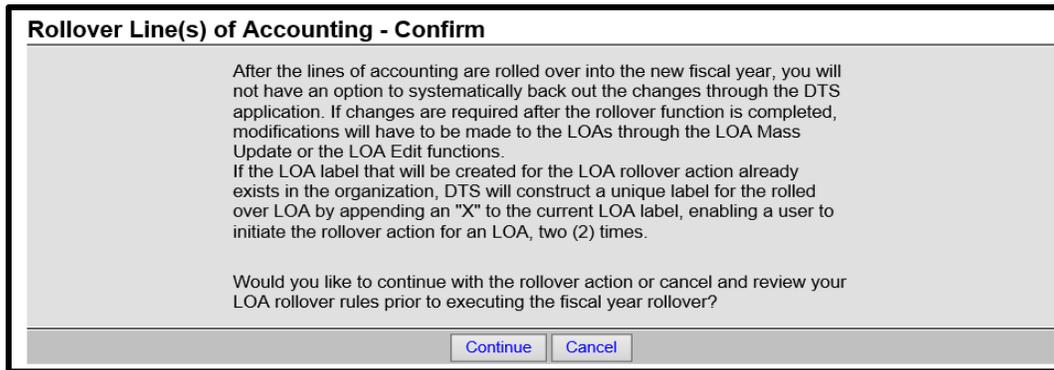


Figure 8-31: Rollover Lines(s) of Accounting – Confirm Screen

12. Select **Continue**. The **Rollover Line(s) of Accounting Summary** screen (same as seen in Figure 8-28) confirms the number of LOAs rolled over and budgets created.

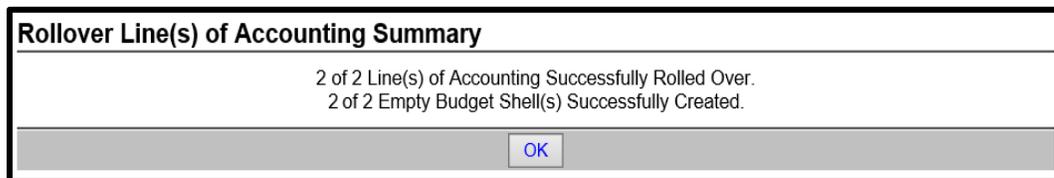


Figure 8-28: Rollover Lines(s) of Accounting Summary Screen

**Note:** If you receive an error, you must delete or edit the LOA and its associated budget.

13. Select **OK**. The **Lines of Accounting (Search Results)** screen opens, showing the LOA results. **Note:** If the newly established LOAs don't appear on the listing, from the **Lines of Accounting, DTA Tool** navigation bar, select **Search LOAs** and the

**Search Lines of Accounting** screen opens. **Search** for the new LOAs.

**Note:** You can't use the new LOA to fund travel until its associated budget contains funds. See the [DTA Manual, Chapter 9](#) for instructions on entering budget targets.

### 3.8 Create a LOA

Creating allows you to build a new LOA from scratch.

To create a LOA:

1. Select **Create LOA(s)** on the **DTA Tools** navigation bar from any screen in the **Lines of Accounting** module. The **Create Line of Accounting** screen (Figure 8-32) opens.

Figure 8-32: Create Line of Accounting Screen

2. Select the **Format Map** you want to use.
3. Select **Continue**. The **Create Line of Accounting** screen opens (Figure 8-33). **Note:** The **Format Map** displays as view only. If you choose the wrong **Format Map**, you can't edit the field. You should scroll to the bottom of the page and select **Cancel**. For a saved LOA with the wrong **Format Map**, delete the LOA and create a new funding line.

Figure 8-33: Create Line of Accounting Screen

4. (optional) Your main organization's name appears by default in the **Organization Name** text field. Change it if you need to create the LOA in a different organization.

5. (optional) Check the **Share LOA** box if you want organizations subordinate to the one in the **Organization Name** field to use this LOA. **Note:** If you choose to share the LOA, you must also share the budget. If you do not, obligation or disbursement attempts by the subordinate organization will fail.
6. (optional) DTS checks the **Create Budget** box by default. Uncheck the box if you don't want DTS to automatically create a budget for the new LOA. **Note:** The organization can't use LOAs without associated funded budgets to obligate or disburse travel funds.
7. Enter the 4-digit fiscal year for the new budget. Although it's usually mandatory (and is marked as such), this step is optional if you don't want to create a budget.
8. Enter a **LOA Fiscal Year** and **LOA Name** to create a label for the new LOA.
9. Enter the LOA data elements (Figure 8-1). **Note:** If you left the **Create Budget** box checked in step 3, DTS duplicates all the LOA elements in the budget when you save the changes in step 7. This ensures that the LOA and budget elements match perfectly, as required to enable obligations and disbursements.
10. Select **Save Line of Accounting** at the bottom of the screen. The **Lines of Accounting (Search Results)** screen (Figure 8-6) opens. It shows the new LOA you just created.

### 3.9 Update Default LOA

Every traveler's profile contains a default LOA. Some profiles contain the organization's default LOA; other travelers use different default LOAs. Whichever one they use, DTS automatically assigns it to all of that person's travel documents.

For more information about default LOAs in personal profiles, see [DTA Manual, Chapter 5](#).

An organization generally changes its default LOA when the fiscal year changes, but may happen more (or even less) often than that, or for different reasons (such as a reorganization). Regardless of when it happens, DTS provides a way to change the default LOA for some or all of an organization's travelers at the same time.

**Note:** Before updating travelers' default LOA, be sure the new default LOA is associated with a funded budget or financial transactions that use the LOA will fail.

To change the default LOA for an organization's travelers:

1. Select **Update Default LOA(s)** on the **DTA Tools** navigation bar from any screen in the **Lines of Accounting** module. The **Default LOA Update** screen (Figure 8-34) opens. This is a search screen. It helps you find the travelers you want to include in the global update.

Figure 8-34: Default LOA Update Screen

2. (optional) Your main organization’s name appears by default in the **Organization Name** text field. Change it if you need to update the profiles of travelers in a different organization.
3. (optional) Select an **Existing Default LOA Label** to only find travelers with a specific LOA in their profiles or leave it blank to only find travelers that have no default LOA listed in their profiles. Skip this step if you need to see all travelers that belong to the organization.
4. Select a **New Default LOA Label** that all the selected travelers will use.
5. Check the **Include All Users** box to display all personnel assigned to the organization. Checking this box overrides any selection you made in step 3.
6. Select **Submit**. The **Default LOA Update Person (Search Results)** screen (Figure 8-35) opens. The search results display the travelers who met your search criteria, along with their truncated SSN, current default LOA, and new default LOA, if you include them in the update.

Select to Include in Update	Organization Name	Name	SSN	Existing Default LOA Label	New Default LOA Label
<input checked="" type="checkbox"/>	DTMOCS D	Linden, Kylee T	XXXXX9918	19 DEFAULT	20 TRAINING
<input checked="" type="checkbox"/>	DTMOCS D	Plummer, Chris A	XXXXX9741	19 DEFAULT	20 TRAINING
<input checked="" type="checkbox"/>	DTMOCS D	Ring, Molly T	XXXXX9742	19 DEFAULT	20 TRAINING
<input checked="" type="checkbox"/>	DTMOCS D	Linden, Eric T	XXXXX9743	19 TRAINING	20 TRAINING
<input checked="" type="checkbox"/>	DTMOCS D	Morton, Jessica T	XXXXX9920	19 TRAINING	20 TRAINING

Select All Clear All

Submit Cancel

1 - 5 of 5

Figure 8-35: Default LOA Update Person (Search Results) Screen

7. (optional) DTS checks all the **Select to Include in Update** boxes by default. Clear the

box next to any person you do not want to include in the update.

8. Select **Submit**. The **Default LOA Update Person (Search Results)** screen refreshes. It displays the new LOA in both the **Existing Default LOA Label** and **New Default LOA Label** columns for all personnel you updated.

### 3.10 Mass Update LOAs

Although DTS allows you to update multiple LOAs at the same time, you cannot include any shared LOAs in that update.

**Key note:** When you change LOA data elements using this feature, DTS does not make the same changes in the associated budgets. Unless you are performing the mass update to correct an element error in the LOA that didn't exist in the budget, you must also make the same changes to the budgets. If the LOA and budget elements do not match exactly, any financial transaction that try to use the LOA will fail.

To perform a LOA mass update.

1. Select **Mass Update** on the **DTA Tools** navigation bar from any screen in the **Lines of Accounting** module. The **Search Lines of Accounting** screen (Figure 8-36) opens.

Figure 8-36: Search Lines of Accounting Screen

2. Select a **Format Map**. You can only mass update LOAs built from the same format map.
3. (optional) Your main organization's name appears by default in the **Organization Name** text field. Change it if you need to update the profiles of travelers in a different organization.
4. (optional) If you want to include organizations subordinate to the one in the **Organization Name** field, check the **Include Sub-Organizations** box.
5. Select **Search**. The **Lines of Accounting (Search Results) – Mass Update** screen (Figure 8-37) opens. It lists all the LOA you can update.

**Lines of Accounting**(Search Results)-Mass Update

Organization Name: **DTMOCSD**  
 Include Sub-Organizations: **No**  
 Format Map: **MC 1, 8/1/2001**

Select to Update	Organization Name	Label
<input type="checkbox"/>	DTMOCSD	18 BAND
<input type="checkbox"/>	DTMOCSD	18 DEFAULT
<input type="checkbox"/>	DTMOCSD	18 EXEC
<input type="checkbox"/>	DTMOCSD	19 DEFAULT
<input type="checkbox"/>	DTMOCSD	20 BAND
<input type="checkbox"/>	DTMOCSD	20 DEFAULT
<input type="checkbox"/>	DTMOCSD	20 EXEC

Select All Clear All

Update Select LOA(s)

1 - 7 of 7

Figure 8-37: LOAs (Search Results) – Mass Update Screen

- In the **Select to Update** column check the box next to each LOA you want to include in the update.
- Select **Update Select LOA(s)** at the bottom of the screen. The Mass Update Lines of Accounting – Update Values screen (Figure 8-38) opens.

**Mass Update Lines of Accounting - Update Values**

Format Map: **MC 1, 8/1/2001**

	Select the fields to update	Old Value	New Value
Account 1	<input type="checkbox"/> AAA or DTST:	(All Values) v	<input type="text"/>
	<input type="checkbox"/> DTST Sub-field:	(All Values) v	<input type="text"/>
Account 2	<input type="checkbox"/> DEPT:	(All Values) v	<input type="text"/>
	<input type="checkbox"/> FY:	(All Values) v	<input type="text"/>
	<input type="checkbox"/> PY:	(All Values) v	<input type="text"/>
	<input type="checkbox"/> APPD:	(All Values) v	<input type="text"/>

Figure 8-38: Mass Update Lines of Accounting – Update Values Screen (Top)

- In the **Select the fields update** column, check the box next to every element you want to change. DTS will not update any unchecked elements.
- In the **Old Value** column, select the data element value you want to replace. Options are:
  - (All Values)**. Tells DTS to change the element in every selected LOA, regardless of its

- current value.
  - **<Value>**. Tells DTS which element value to change. All the values that exist for that element across your selected LOAs are on the drop-down list. Select the one you want to change. For example, if the drop-down offers values of 3, 4, and 5, and you select “3”, DTS will only change elements with the value “3” and leave those with values 4 and 5 unchanged.
  - **Blank**. Tells DTS to only change LOAs with no value listed in that element.
10. In the **New Value** column, enter the value that will replace the **Old Value**. If you leave the text field blank, DTS clears the value out of the elements for the selected LOAs.
  11. Select **Update** at the bottom of the screen. A pop-up (Figure 8-39) appears. It reminds you that you may need to update the budgets associated with the LOAs you are about to update.

For information on how to update budgets, see [DTA Manual, Chapter 9](#).

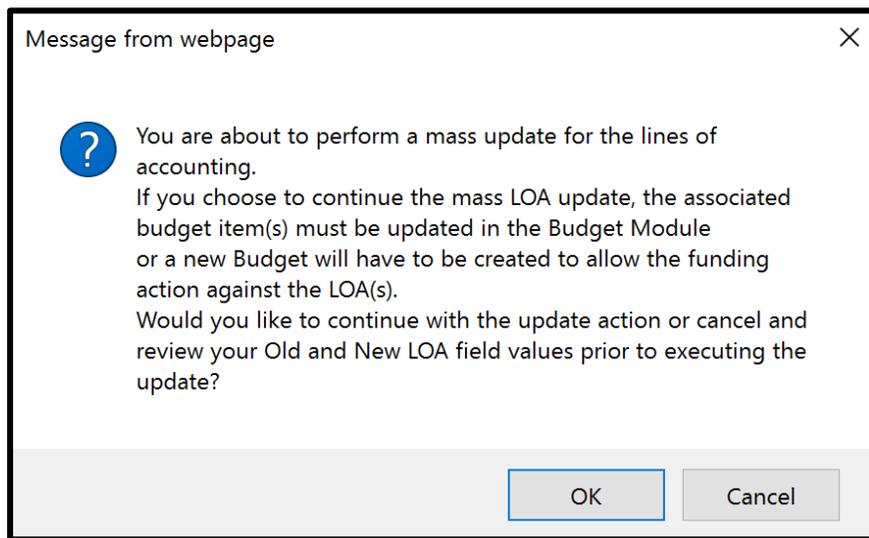


Figure 8-39: Update Budget Message

12. Select **OK**. The **Mass Update Lines of Accounting Summary** screen displays (Figure 8-40). It provides a summary of updated LOAs.

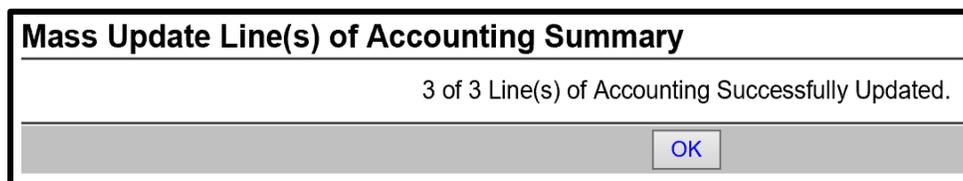


Figure 8-40: Mass Update LOA(s) Summary Screen

13. Select **OK**. The **Line of Accounting (Search Results) Mass Update** screen opens.

### 3.11 LOA Mass Copy

The Mass Copy tool lets you copy multiple LOAs from multiple organizations to a single destination organization. Similar to the mass update tool, however, you cannot include shared LOAs in the mass copy. Likewise, DTS also prevents you from copying Foreign Military Sales (FMS) LOAs that are not properly constructed.

To copy LOAs from one or more organizations to another organization:

1. Select **Mass Copy** on the **DTA Tools** navigation bar from any screen in the **Lines of Accounting** module. The **Search Lines of Accounting** screen (Figure 8-41) opens.

**Search Lines of Accounting**

For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.

Label:  (FY + LOA Name)

Format Map:

Organization Name:

*Figure 8-41: Search Lines of Accounting Screen*

2. (optional) Enter a full or partial **Label** to see LOAs that begin with those characters. Example: Enter "20" to find all FY20 LOAs, but no LOAs from other fiscal years.
3. (optional) Select a **Format Map** to limit your search results to LOAs created using the selected format map.
4. (optional) Your main organization's name appears by default in the **Organization Name** text field. Change it if you need to find LOAs that belong to a different organization.
5. Select **Search**. The **Lines of Accounting (Search Results) – Mass Copy** screen (Figure 8-42) opens. The list displays the FY20 LOAs.

**Lines of Accounting**(Search Results) -**Mass Copy**

Organization Name: **DTMOCSD**  
 Format Map:  
 Label: **20**

Select to Copy	Label	Format Map
<input type="checkbox"/>	20 BAND	MC 1, 8/1/2001
<input type="checkbox"/>	20 DEFAULT	MC 1, 8/1/2001
<input type="checkbox"/>	20 EXEC	MC 1, 8/1/2001
<input type="checkbox"/>	20 TRAINING	AF 2, 9/29/2003
<a href="#">Select All</a> <a href="#">Clear All</a>		

[Copy Select LOA\(s\)](#)

1 - 4 of 4

Figure 8-42: LOA (Search Results) – Mass Copy Screen

- In the **Select to Copy** column, select the box next to each LOA that you want to copy to the new organization.
- Select **Copy Select LOA(s)**. The **Mass Copy Lines(s) of Accounting** screen (Figure 8-43) opens.

**Mass Copy Line(s) of Accounting** (An empty budget shell will not be created if Create Budget is not checked.)<sup>Required</sup>

For "Destination Organization" please enter four or more characters in the corresponding field to display list of available organizations.

Destination Organization:\*

Empty Budget Shell Fiscal Year:  (4 digit year)

Select Budget Type:  Quarterly  Annual

Create Budget	Source Organization Name	Label	Format Map
<input type="checkbox"/>	DTMOCSD	20 EXEC	MC 1, 8/1/2001
<input type="checkbox"/>	DTMOCSD	20 BAND	MC 1, 8/1/2001
<a href="#">Select All</a> <a href="#">Clear All</a>			

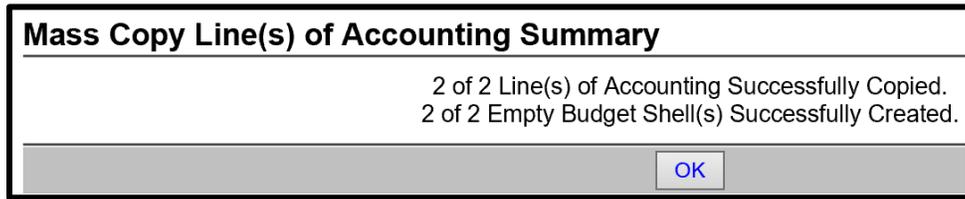
[Copy LOA\(s\)](#) [Cancel](#)

Figure 8-43: Mass Copy Lines(s) of Accounting Screen

- (optional) Your main organization’s name appears by default in the **Destination Organization** text field. Change it if you need to copy these LOAs to a different organization.
- In the **Empty Budget Shell Fiscal Year** field, enter the 4-digit fiscal year for the budget.
- (optional) DTS defaults the **Select Budget Type** option to **Quarterly**. Select the **Annual** radio button instead if you want to create annual budgets for these LOAs.
- In the **Create Budget** column, check a box next to each copied LOA that you want to

associate with a budget. **Note:** The organization cannot use LOAs without associated funded budgets to obligate or disburse travel funds.

10. Select **Copy LOA(s)**. The **Mass Copy Line(s) of Accounting Summary** screen (Figure 8-44) opens. It reflects the total copied LOAs and created budgets. Either might fail if the destination organization already owns an item with the same name.



*Figure 8-44: Mass Copy Lines(s) of Accounting Summary Screen*

11. Select **OK**. The **Lines of Accounting (Search Results) – Mass Copy** screen displays, showing the results of your previous search (not the new LOAs).

## 4 Lines of Accounting Module Reports

### 4.1 View LOA(s) List

The LOA List shows you key information about the LOAs your organizations own, such as each LOAs format map and its data elements.

To run a LOA Report:

1. From any screen in the **Lines of Accounting** module, select **View LOA(s) List** in the **DTA Tools** bar. The **View Lines of Accounting (LOA) List** screen (Figure 8-45) opens.

Figure 8-45: View Lines of Accounting (LOA) List Screen

2. (optional) Your main organization name appears by default in the **Organization Name** text field. You can enter a different organization instead.
3. (optional) Check the **Include Sub-Organizations** box to include search results from organizations subordinate the selected organization.
4. Select **Run Report**. Once you save the report, you can open the file. The LOA report provides the following information in an Excel spreadsheet:
  - Organization
  - LOA Label
  - LOA Format Map
  - Acc1 – Acc10 (Data Elements)

## 5 Foreign Military Sales in Lines of Accounting

The Government uses the term Foreign Military Sales (FMS) when it sells Defense items and services to a foreign country or international organization.

DTS identifies a LOA as a FMS LOA when certain values are present in the label and account elements. These elements inform the Defense Cash Accounting System from which account to draw these funds.

When a FMS LOA is set up for a DTS organization, the FMS LOA label is available for selection in travel documents on the Accounting and Advances screens.

DTS identifies a LOA as a FMS LOA when the following is true:

- The LOA label includes the letters “FMS” as the first three letters after the fiscal year (e.g., 20 FMSNAVY5).
- Certain characters are included in specific positions in each format map. Table 8-3 clarifies those characters and positions for different LOAs.

Table 8-3

VALUES FOR FMS LOA FORMAT MAPS				
LOA FORMAT MAP	LOA ACCOUNT NUMBER	FIELD NAME	POSITIONS	VALUES
AF 2, 9/29/2003 SDDC-AF, 5/12/2006	2	Department Code (DEPT)	1-2	9 7
	2	Transferring Agency (TA)	4-5	1 1
	2	Fiscal Year (FY)	7	X
	2	Appropriation Symbol (APPR)	9-12	8 2 4 2
ARMY 3, 6/6/2003 DTRA, 7/3/2006 SDDC-ARMY, 5/12/2006	2	Department Code (DEPT)	1-2	9 7
	2	Fiscal Year (FY)	4-7	X X X X
	2	Basic Symbol Number (BSN)	9-12	8 2 4 2
	8	Transferring Agency (TF)	8	1 1
MC, 8/1/2001	2	Department Code (DEPT)	1-2	9 7
	2	Fiscal Year (FY)	4-5	X X
	2	Appropriation Symbol (APPR)	10-13	8 2 4 2
	10	Transfer Agency - FMS (TF)	1-2	1 1
BSM 1, 2/6/2006	2	Department Code (DEPT)	1-2	9 7
	2	Fiscal Year (FY)	4-7	X X X X
	2	Basic Symbol (BS)	9-12	8 2 4 2
	9	Transfer Department (TD)	6-7	1 1
MISIL FMS, 8/18/2011 NAVY FMS, 1/3/2005	2	Department Code (DEPT)	1-2	9 7
	2	Transferring Department (TDPT)	4-5	1 1
	3	Beginning Fiscal Year (BFY)	1	X
	3	Appropriation Number (APPN)	5-8	8 2 4 2
NAVY ERP1, 9/26/2006	2	Department Code (DEPT)	1-2	9 7
	2	Transferring Department (TDPT)	4-5	1 1
	3	Beginning Fiscal Year (BFY)	1	X
	3	Appropriation Number (APPN)	5-8	8 2 4 2
	8	Foreign Military Sales Case (FCN)	6-8	Empty
SFIS v3.4	8	FMS Location (Country Code) (LOC)	10-11	Empty
	1	Department Regular Code (DEPT RG)	8-10	0 9 7
	1	Department Transfer Code (DEPT TRS)	12-14	0 1 1
	1	Main Account Code (MN ACCT)	16-19	8 2 4 2
	2	Period of Availability Fiscal Year Date (AFY)	5-12	YYYYXXXX
	2	FMS Customer Code (CUST)	14-15	Empty
3	FMS Case Identifier (CASE)	1-3	Empty	

See [DTA Manual, Appendix R](#) for details about all format maps in DTS.

DTS will not save the character sequence “FMS” into the first three positions of the LOA label if the FMS values in Table 8-3 are not included or if you select one of the following format maps:

- DBMS 1, 8/1/2001
- eBiz 2, 2/20/2003
- WAAS 1, 8/7/2002
- DWAS, 1/1/2004
- SAP1, 3/10/2004
- NAVY1, 8/01/2001
- MSC, 10/13/2005
- NRL1, 6/8/2006
- FACTS, 6/30/20

## 6 The DTA Manual: Contents & Links

DTA MANUAL CHAPTER: TOPIC	URL (SELECT OR CUT & PASTE)
Chapter 1: DTS Overview	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_1.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_1.pdf</a>
Chapter 2: DTS Access	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_2.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_2.pdf</a>
Chapter 3: DTS Site Setup	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_3.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_3.pdf</a>
Chapter 4: Organizations	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_4.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_4.pdf</a>
Chapter 5: Routing Lists	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_5.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_5.pdf</a>
Chapter 6: Groups	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf</a>
Chapter 7: People	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_7.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_7.pdf</a>
Chapter 8: LOAs	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf</a>
Chapter 9: Budgets	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_9.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_9.pdf</a>
Chapter 10: Reports	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_10.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_10.pdf</a>
Chapter 11: MIS Administration	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_11.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_11.pdf</a>
Chapter 12: ROA Administration	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_12.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_12.pdf</a>

DTA MANUAL APPENDIX: TOPIC	URL (SELECT OR CUT & PASTE)
Appendix A: Self-Registration	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_A.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_A.pdf</a>
Appendix B: Acronyms	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_B.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_B.pdf</a>
Appendix C: Definitions	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_C.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_C.pdf</a>
Appendix E: Emails	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_E.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_E.pdf</a>
Appendix F: Import / Export Module	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_F.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_F.pdf</a>
Appendix G: Error Codes	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_G.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_G.pdf</a>
Appendix J: Help Process	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_J.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_J.pdf</a>
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Appendix R: LOA Formats	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_R.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_R.pdf</a>