



MANUAL



# DTA Manual, Chapter 8: Lines of Accounting

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## Revision History

Revision	Date	Authorization	Change Description	Page, Section
1.5	11/17/20	DTMO	General review Updated Table of Contents format Updated screenshots	All Page 2 Throughout
1.6	01/28/21	DTMO	Updated Message Center screen shots	Section 3
1.7	05/10/22	DTMO	Re-formatted, added new template Updated screen shots and added new wording	All Throughout
1.8	09/19/23	DTMO	General review	All Throughout
1.9	12/12/24	DTMO	General review Updated to new 508 Compliance template Updated screenshots	All Throughout Throughout

## Chapter 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 the [DTA Manual, Chapter 9](#).

A DTS FDTA must have permission levels 0, 1, 3, and 6, plus organization access, to work with LOAs and DTS Budgets. **Note:** Some FDTAs may have permission level 5, if permitted by their local business rules.

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

## Chapter 2: LOA Format, Identification, and Use

A DTS **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. We discuss these items in detail below.

### 2.1 Format Map

DTS recognizes 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 (Figure 8-1):

The screenshot shows the 'DTA Tools' interface with a 'Lines of Accounting' dropdown menu. The main heading is 'Search Lines of Accounting'. Below it, a note states: 'For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.' The search form includes the following fields and options:

- Label:** A text input field with the placeholder '(FY + LOA Name)'.
- Format Map:** A dropdown menu currently showing a list of format maps: AF 2, 9/29/2003; ARMY 3, 6/6/2003; BSM 1, 2/6/2006; Blank LOA Format; DBMS 1, 8/1/2001; DTRA, 7/3/2006; DWAS 1, 1/1/2004; 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; NRL1, 6/8/2006; SAP1, 3/10/2004; SDDC-AF, 5/12/2006; SDDC-ARMY, 5/12/2006; SFIS v3.4; WAAS 1, 8/7/2002.
- Organization Name:** A text input field.
- Unbudgeted LOA(s) Only:** A checkbox.
- Include Sub-Organizations:** A checkbox.

Figure 8-1: Format Maps Screen (Partial View)

Once you Create a LOA and select the **Format Map**, you can't change the **Format Map** 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. If you need create the budget later, then uncheck the box, DTS allows you to create a new LOA without a budget. You can always create a budget for the LOA later.

For more information on Component LOA formats, see the [DTA Manual, Appendix R](#).

## 2.2 Format Map Account 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 a sample LOA format. Remember that format maps are not all the same meaning different Components have their own LOA format.

*Table 8-1: Accounts and Elements for a LOA*

	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			^	CNTR-OTH-CD			^		

Figure 8-2 shows the same format map as shown in DTS.

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

Format Map: NAVY ERP1, 9/26/2006  
 Organization Name: \*   
 Share LOA:  Yes  
 Create Budget:  Yes  
 Empty Budget Shell Fiscal Year:  (4 digit year)

**Label**

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

**LOA Data Elements**

Account 1	AAA or DTST: * <input type="text"/> ( 6 or DTST) DTST Sub-field: <input type="text"/> ( 14 )
Account 2	DEPT: <input type="text"/> ( 2 ) TDPT: <input type="text"/> ( 2 ) DFY: <input type="text"/> ( 2 )
Account 3	BFY: <input type="text"/> ( 1 ) EFY: <input type="text"/> ( 1 ) APPN: <input type="text"/> ( 4 ) SUBH: <input type="text"/> ( 4 ) OC: <input type="text"/> ( 4 )
Account 4	BCN: <input type="text"/> ( 5 ) SA: <input type="text"/> ( 1 ) AAA: <input type="text"/> ( 6 ) TT: <input type="text"/> ( 2 )
Account 5	BPA: <input type="text"/> ( 1 ) CI: <input type="text"/> ( 5 )
Account 6	CC: <input type="text"/> ( 12 )
Account 7	PCO: <input type="text"/> ( 19 )
Account 8	PCOT: <input type="text"/> ( 1 ) FCN: <input type="text"/> ( 3 ) LOC: <input type="text"/> ( 2 ) FLN: <input type="text"/> ( 3 )
Account 9	SCO: <input type="text"/> ( 19 )
Account 10	SCOT: <input type="text"/> ( 1 ) IBOP: <input type="text"/> ( 3 ) ACRN: <input type="text"/> ( 2 )

Figure 8-2: LOA Elements as Displayed in DTS

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

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 - 10 contain the LOA's fiscal coding structure, as made 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 the [DTA Manual, Appendix R](#) for details about the elements 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 **25 TRAINING**, available to pay travel cost for training during *Fiscal Year 2025*.

The LOA label and the 10 x 20 data elements must be unique within an organization 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 **25 TRAINING**, that label supports travel under DTMOCS D (Figure 8-3) for those travelers. Then if organizations subordinate to DTMOCS D also name their LOAs **25 TRAINING**, those LOAs support their travelers, so there are no conflicts.

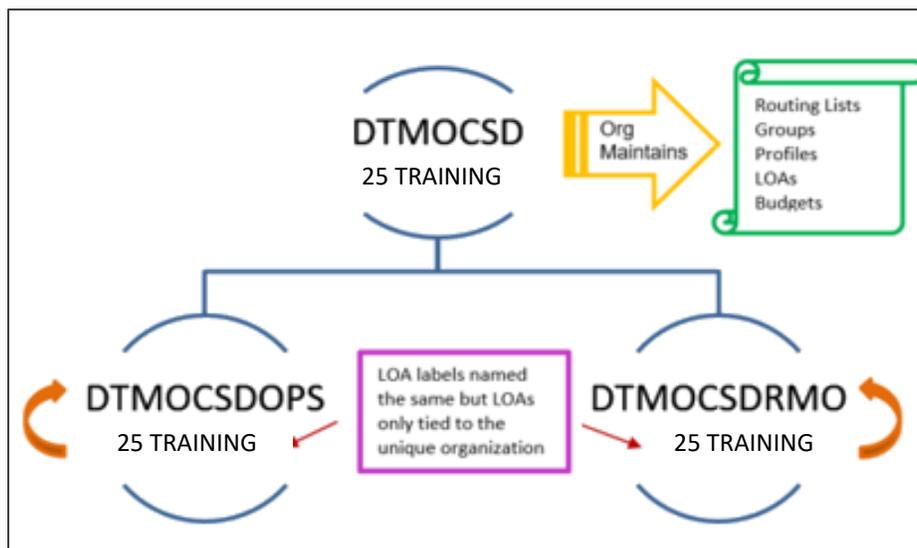


Figure 8-3: Organizations and LOAs Chart

**Note:** Although it's not a DTS requirement, name the LOA label so users know the proper LOA to select.

### 2.4 Using LOAs

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.

## Chapter 3: Working with LOAs in DTS

You access DTS at <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>. Once logged into the system, you can perform administrative actions. The DTS **DTA Maintenance Tool** assists you in managing and maintaining your organization's resources. You access the Lines of Accounting module to find, update, copy, delete, and create LOAs. The various sections of this chapter discuss all these options.

1. On the **DTS Dashboard** (Figure 8-4), hover over **Administration**, then select **DTA Maintenance Tool** from the drop down list or use the quick tile link.

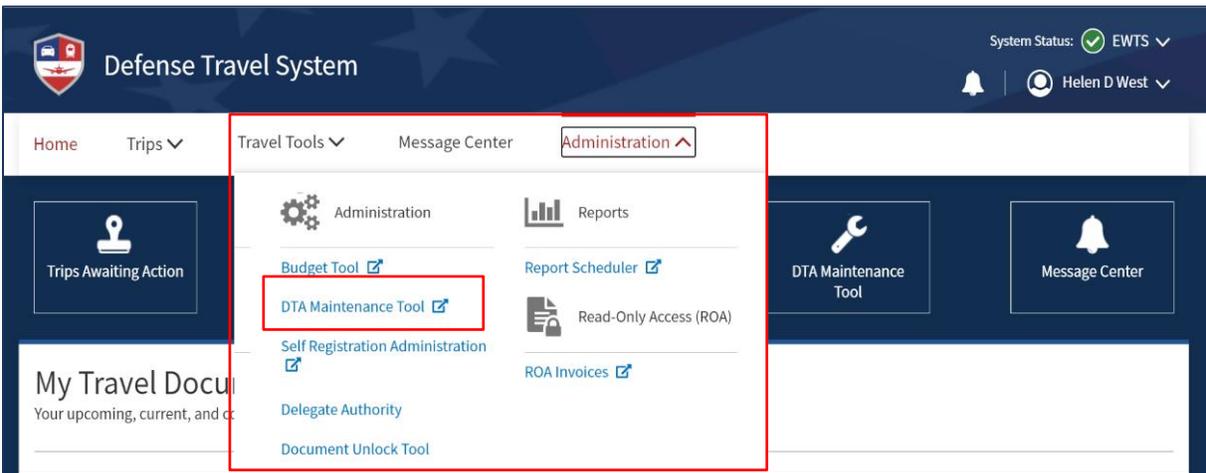


Figure 8-4: DTS Dashboard – Maintenance Menu

2. The **DTA Maintenance Tool Home** page (Figure 8-5) opens. From the **DTA Tools Bar** (appears on every screen in the **DTA Maintenance Tool**), you can access all the **DTA Maintenance Tool** modules you need, without returning to the **DTS Dashboard** screen (Figure 8-4).

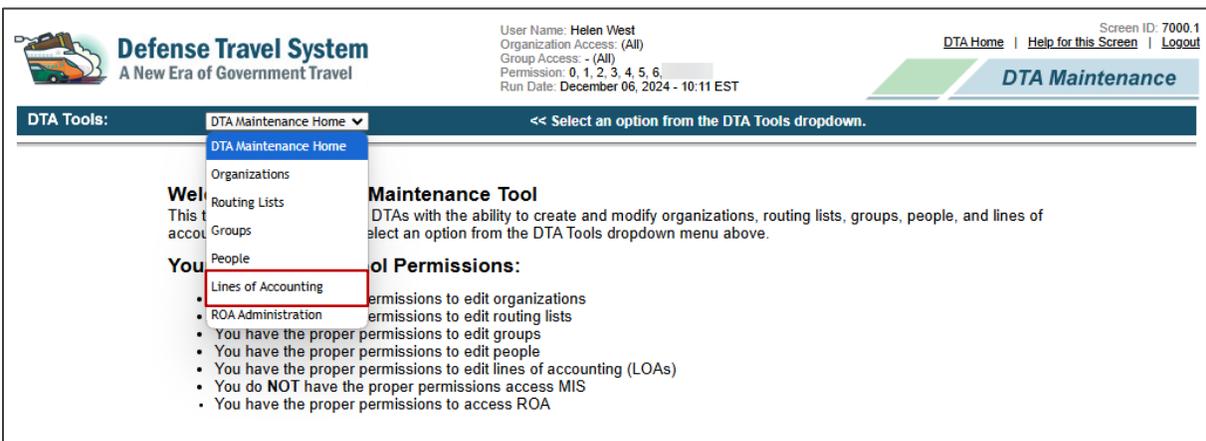


Figure 8-5: DTA Maintenance Tool Home Page

3. Select **Lines of Accounting** from the DTA Tools drop-down list. The **Search Lines of Accounting** screen (Figure 8-6) 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 View Listing (report) that shows you the LOAs an organization owns

Details for the LOA options are discussed in the next few sections of this manual.

### 3.1 Searching LOAs

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 8-6) 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**.

The screenshot shows the 'Search Lines of Accounting' screen. At the top, there is a 'DTA Tools' bar with a dropdown menu set to 'Lines of Accounting' and several action buttons: 'Search LOA(s)', 'Create LOA(s)', 'Update Default LOA(s)', 'Mass Update', 'Mass Copy', and 'View LOA(s) List'. Below this, the main heading is 'Search Lines of Accounting'. A note reads: 'For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.' The search form includes the following fields and options:

- Label:** A text input field followed by '(FY + LOA Name)'
- Format Map:** A dropdown menu
- Organization Name:** A text input field with a checkbox labeled '--Include Sub-Organizations' to its right.
- Unbudgeted LOA(s) Only:** A checkbox.

A 'Search' button is positioned at the bottom center of the form area.

Figure 8-6: Search Lines of Accounting Screen

Here's how to search for a LOA:

1. (Optional) Enter a full or partial Label to see LOAs that begin with those characters. Example: Enter "25" to find all FY25 LOAs, but no LOAs from other fiscal years. Leave blank to see all LOAs for the organization.
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 8-7) opens.

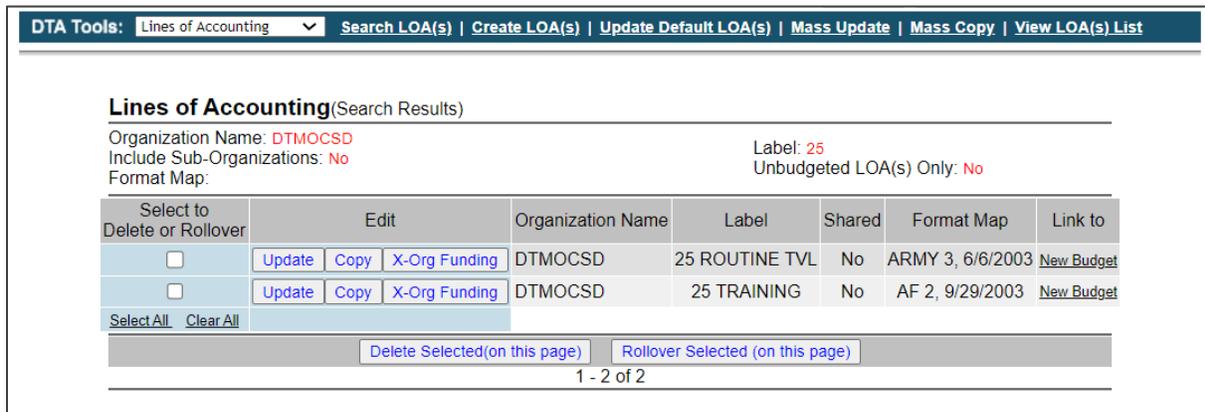


Figure 8-7: Lines of Accounting (Search Results) Screen

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 Descriptions

LINES OF ACCOUNTING (SEARCH RESULTS) SCREEN DESCRIPTIONS	
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 Update, Copy, or Apply X-Org (cross-organization) Funding 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 (Yes) or not (No) 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 New Budget 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 Select to Delete or Rollover column (also listed in gray on this table), select Delete Selected (on this page) to delete the items you checked or Rollover Selected (on this page) to create a new LOA for with updated FY elements.

## 3.2 Updating LOAs

When a LOA has missing or wrong information, then you need to correct the data. Invalid LOA data sent to the accounting system will cause a reject and requires additional actions to process the document successfully.

Here's how to update a LOA:

1. From the **Lines of Accounting (Search Results)** screen (Figure 8-7) select **Update** next to the LOA you need to change. The **Update Line of Accounting Screen** opens (Figure 8-2).

Same Figure 8-7: Lines of Accounting (Search Results) Screen

2. The **Update Line of Accounting Screen** reflects key information about the LOA (Figure 8-8) and the current LOA's elements (Figure 8-2, but with the elements filled in). View and determine which items require changes.

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

3. (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.
4. In Account 1- 10 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.

LOA Data Elements	
Account 1	ADSN or DTST: <input type="text" value="667100"/> ( 6 or DTST) DTST Sub-field: <input type="text"/> ( 14)
Account 2	DEPT: <input type="text" value="57"/> ( 2) TA: <input type="text"/> ( 2) FY: <input type="text" value="5"/> ( 1) APPR: <input type="text" value="3840"/> ( 4) SL: <input type="text"/> ( 4)
Account 3	FC: <input type="text" value="58"/> ( 2) PY: <input type="text" value="5"/> ( 1)
Account 4	OAC: <input type="text" value="41"/> ( 2) OBAN: <input type="text" value="L8"/> ( 2) RC/CC: <input type="text" value="201500"/> ( 6) BA: <input type="text" value="01"/> ( 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" value="409"/> ( 6) SC: <input type="text"/> ( 3) SMC/CSN: <input type="text"/> ( 6)
Account 7	ADSN: <input type="text" value="667100"/> ( 6) ESP: <input type="text"/> ( 2)
Account 8	FM: <input type="text"/> ( 8) PEC: <input type="text" value="59220F"/> ( 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 8-8b: Update Line of Accounting Screen (Bottom)

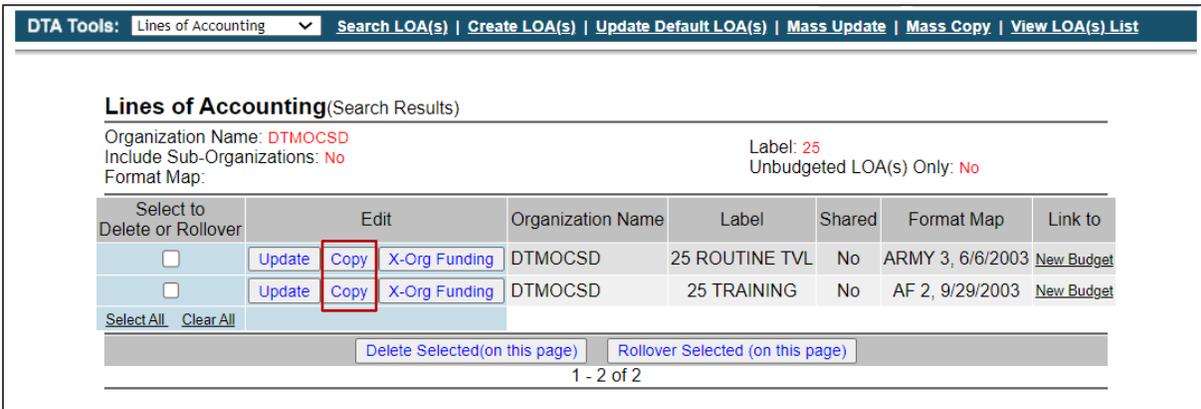
5. Select **Save Changes** at the bottom of the screen. The **Lines of Accounting (Search Results)** screen (Figure 8-7) appears.

### 3.3 Copying LOAs

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.

Here is how to create a new LOA by copying an existing LOA:

1. From the **Lines of Accounting (Search Results)** screen (Figure 8-7), select **Copy** next to the LOA you want to duplicate.



Same Figure 8-7: Lines of Accounting (Search Results) Screen

2. The **Copy Line of Accounting Screen** opens. It lets you enter key information about the new LOA (Figure 8-9) and displays the elements in the source LOA (Figure 8-2, but with the elements filled in).

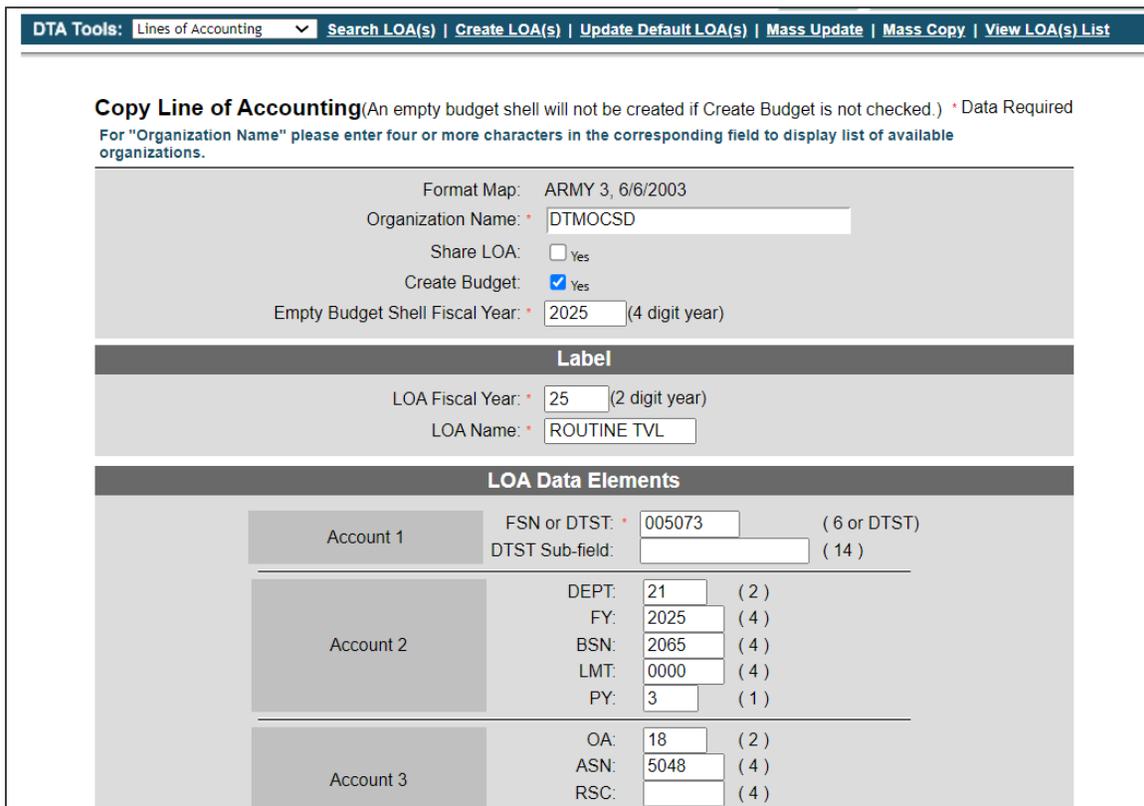


Figure 8-9: Copy Line of Accounting Screen (Top)

Review Table 8-3 details and determine which fields you will modify.

Table 8-3: Copy Line of Accounting Screen Descriptions

COPY LINE OF ACCOUNTING SCREEN DESCRIPTIONS	
FIELD LABEL or LOA DATA ELEMENT	COMMENTS
Format Map	Non-editable field. If the format map is not correct then create a new LOA.
Organization Name	Organization that owns the displayed LOA. You can copy a LOA within the same org or to another org you have access to.
Share LOA	Allows the LOA to be shared with 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*	DTS provides a 4-digit field for the new FY. If you checked Create Budget then enter the data.
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.
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 <u>does not</u> automatically roll over the values.

\*Signifies required field

- (Optional) Your main organization's name appears by default in the **Organization Name** text field. Change the org name 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. Instead, you must create a new 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. In addition, if you choose to share the LOA, you must also share the budget. If you don't complete the set up correctly, obligation or disbursement attempts by the subordinate organization will fail.

5. (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.
6. Enter the 4-digit fiscal year for the new DTS **Budget**.
7. The **LOA Fiscal Year** and **LOA Name** display the label name information from the source LOA. You must change the information in either or both fields to create the new LOA's label.
8. Modify the LOA data elements (as seen in Figure 8-2) 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.
9. Select **Save Copied Line of Accounting** at the bottom of the screen. The **Lines of Accounting (Search Results)** screen (as seen in Figure 8-8) 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. In addition, 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 which permits the funding organization to determine the AO.

Here's what occurs when a DTA sets up **X-Org Funding**:

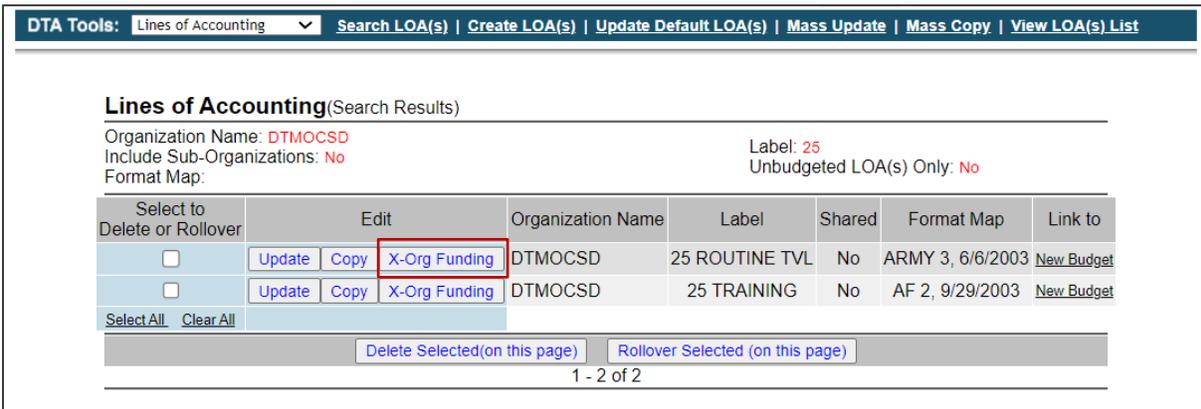
1. DTS emails the recipient organization's DTA to clarify the funding organization and released LOA label, provides the name and email address of the funding organization's FDTA, and issues a blanket warning that the receiving organization must strictly follow any limitations and guidance the funding 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 of the traveler's document under the **Accounting** screen.

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

When allowing an organization to use your LOA consider providing thorough instructions such as available time for use, covered and not allowable expenses, and a not to exceed dollar amount. Below discusses the process for allowing an entire organization to use your LOA then the steps for traveler only.

Here's how to release LOA access to a DTS Organization:

1. From the **Lines of Accounting (Search Results)** screen (Figure 8-7) select **X-Org Funding** next to the LOA you want to allow the organization to access.



Same Figure 8-7: Lines of Accounting (Search Results) Screen

2. The **Search Cross Org** screen (Figure 8-10) opens.

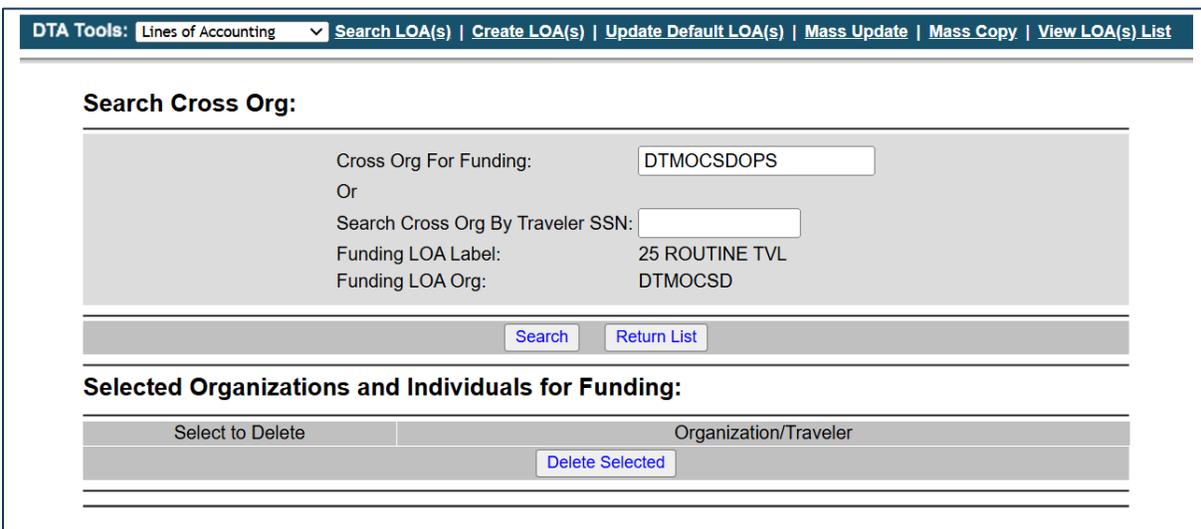


Figure 8-10: Search Cross Org Screen

3. Enter the full name of the organization you want to allow LOA access in the **Cross Org For Funding** field.
4. Select **Search**. The **Cross Org** screen (Figure 8-11) opens.

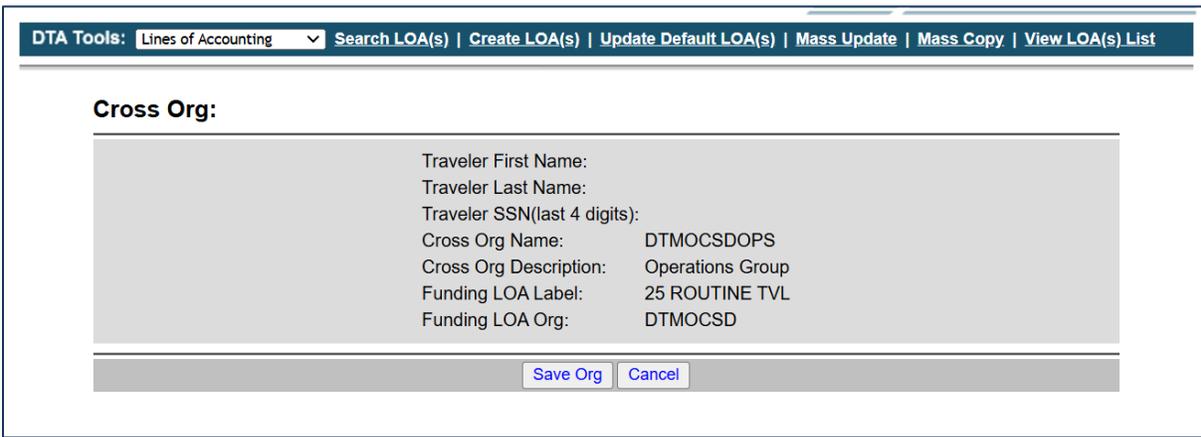


Figure 8-11: Cross Org Screen – Organization Result

5. Select **Save Org**. The **Search Cross Org** screen opens. Under the section **Selected Organizations and Individuals for Funding** the selected organization displays (Figure 8-12). 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.

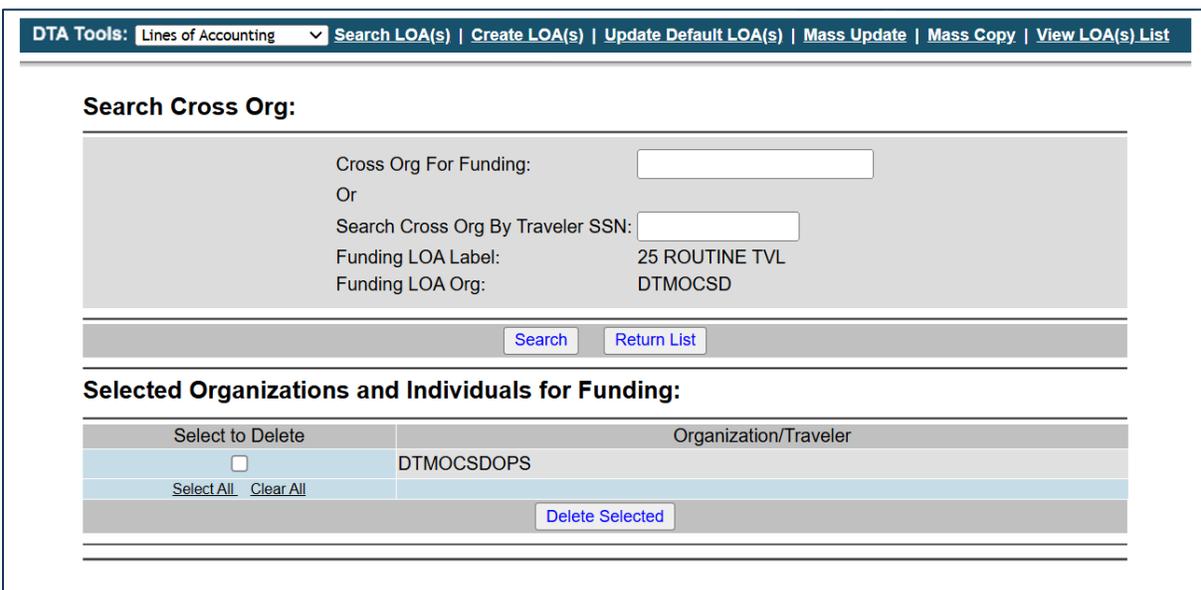


Figure 8-12: Saved Organization – Search Cross Org Screen

### 3.4.2 Cross Org LOA Access to a Traveler

Here’s how to release LOA access to a Traveler:

1. From the **Lines of Accounting (Search Results)** screen (see Figure 8-7), select **X-Org Funding** next to the LOA you want to allow the traveler to access.
2. The **Search Cross Org** screen (Figure 8-10) 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.

Same Figure 8-10: Search Cross Org Screen

3. Select **Search**. The **Cross Org** screen (Figure 8-13) opens.

Figure 8-13: Cross Org Screen – Traveler Result

4. Select **Save Selected SSN** or **Save Org**. The **Search Cross Organization** screen opens (Figure 8-14a). 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.

DTA Tools:
Lines of Accounting
| [Search LOA\(s\)](#)
| [Create LOA\(s\)](#)
| [Update Default LOA\(s\)](#)
| [Mass Update](#)
| [Mass Copy](#)
| [View LOA\(s\) List](#)

**Search Cross Org:**

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label: 25 ROUTINE TVL

Funding LOA Org: DTMOCS D

---

**Selected Organizations and Individuals for Funding:**

Select to Delete	Organization/Traveler
<input type="checkbox"/>	DTMOCS DOPS/Howard - A Eric XXXXX6324
<a href="#">Select All</a> <a href="#">Clear All</a>	
<input type="button" value="Delete Selected"/>	

Figure 8-14a: Saved Traveler - Search Cross Org Screen

### 3.4.3 Remove Cross Org LOA Access

Once the organization or a traveler have been paid for travel and no longer need to use your LOA, the LOA access should be revoked.

Here’s how to remove the LOA access:

1. On the **Search Cross Org** screen, locate the **Selected Individuals and Organizations for Funding** section. Check the box **Select to Delete** (Figure 8-14b) next to every organization or traveler you want to remove LOA access.

DTA Tools:
Lines of Accounting
| [Search LOA\(s\)](#)
| [Create LOA\(s\)](#)
| [Update Default LOA\(s\)](#)
| [Mass Update](#)
| [Mass Copy](#)
| [View LOA\(s\) List](#)

**Search Cross Org:**

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label: 25 ROUTINE TVL

Funding LOA Org: DTMOCS D

---

**Selected Organizations and Individuals for Funding:**

Select to Delete	Organization/Traveler
<input checked="" type="checkbox"/>	DTMOCS DOPS/Howard - A Eric XXXXX6324
<a href="#">Select All</a> <a href="#">Clear All</a>	
<input type="button" value="Delete Selected"/>	

Figure 8-14b: Saved Traveler - Search Cross Org Screen – With box checked to Delete

2. Select **Delete Selected**. The **Search Cross Org** screen refreshes (Figure 8-10). All checked organizations and travelers no longer appear in the list.

### 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.

**Note:** Follow your local business rules regarding using this DTS function. The traveler’s AO must be involved with the travel process to ensure accountability (e.g., leave form).

Here’s how to designate a routing list for a cross-organization LOA:

1. From the **Lines of Accounting (Search Results)** screen (Figure 8-7) select **X-Org Funding** next to the LOA you want to attach a routing list. The **Search Cross Org** screen (Figure 8-14a) opens. Determine if you are allowing the entire organization or a specific traveler to use your LOA.

Same Figure 8-14a: Saved Traveler - Search Cross Org Screen

- Under **Select Routing List**, use the drop down menu to choose 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 document type at a time, but you can perform these steps again to include a second or third document type.
- 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.
- Select **Save Routing List**. The **Selected Routing List** section refreshes and the **Document Type/Routing List** to use the cross-org'd LOA appear.

### 3.4.5 Remove a Designated Routing List

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

- 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 (Figure 8-14c).

The screenshot shows the 'Search Cross Org' interface. At the top, there is a navigation bar with 'DTA Tools' and several menu items: 'Lines of Accounting', 'Search LOA(s)', 'Create LOA(s)', 'Update Default LOA(s)', 'Mass Update', 'Mass Copy', and 'View LOA(s) List'. Below this is the 'Search Cross Org' section with input fields for 'Cross Org For Funding', 'Search Cross Org By Traveler SSN', 'Funding LOA Label' (set to '25 TRAINING'), and 'Funding LOA Org' (set to 'DTMOCS D'). There are 'Search' and 'Return List' buttons. The next section is 'Selected Organizations and Individuals for Funding', which contains a table with columns 'Select to Delete' and 'Organization/Traveler'. The table has one row: 'DTMOCS DOPS/Howard - A Eric XXXXX6324'. Below the table is a 'Delete Selected' button. The third section is 'Select Routing List', with 'Document Type' set to 'AUTH' and 'Routing List' set to 'Routine - 1'. There is a 'Save Routing List' button. The final section is 'Selected Routing List', which contains a table with columns 'Select to Delete' and 'Document Type/Routing List'. The table has one row: 'AUTH/Routine - 1'. Below the table is a 'Delete Selected' button.

Figure 8-14c: Saved Organization - Search Cross Org Screen

- 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 Creating Budgets for LOAs

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.

Here’s how to create a new budget for an existing LOA:

1. On the **Lines of Accounting (Search Results)** screen (Figure 8-15) locate the LOA to establish a budget.

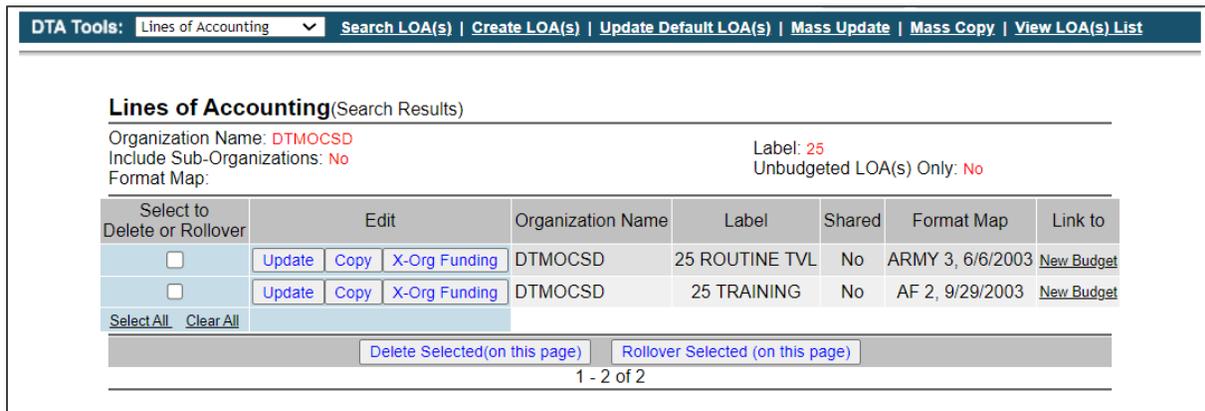


Figure 8-15: Lines of Accounting (Search Results) Screen

2. Select the **New Budget** link in the Link to column. The **Budget** module opens on the **Select Budget Type** screen (Figure 8-16). **Note:** The **Fiscal Year** defaults to the oldest one. You must use the drop-down menu to select the proper **Fiscal Year**.

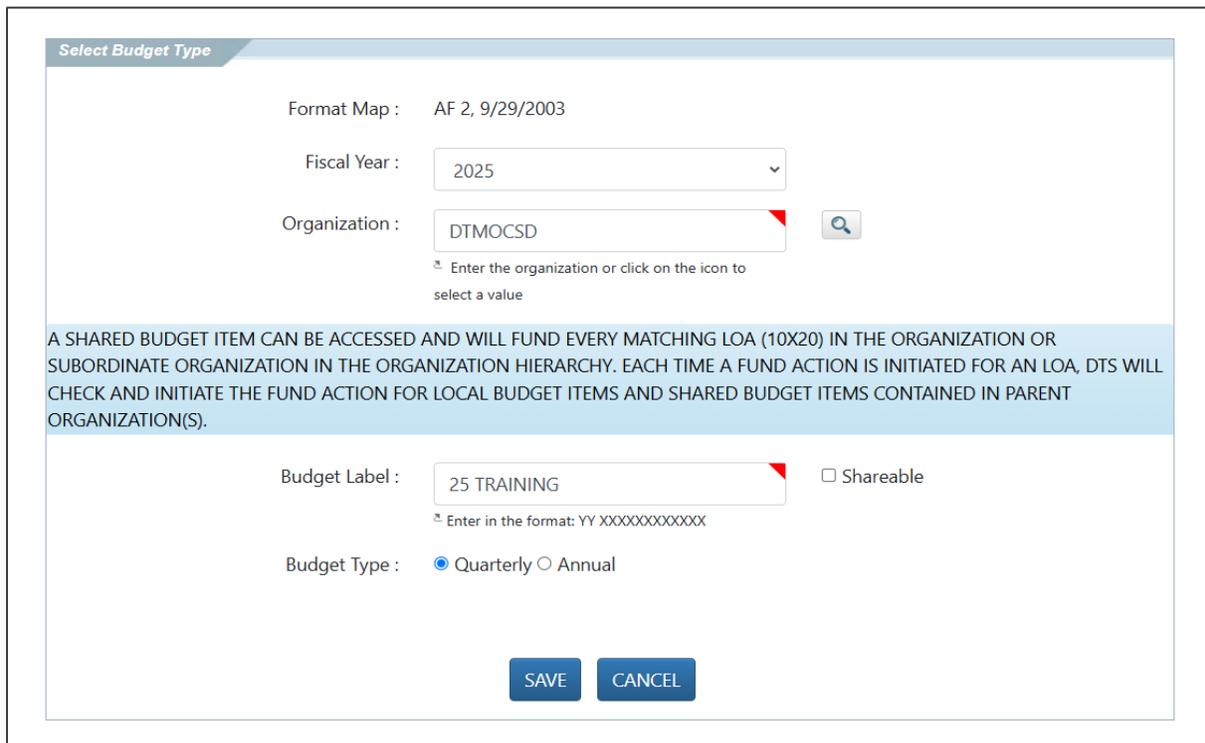


Figure 8-16: Select Budget Type Screen

3. (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
4. (Optional) DTS selects the radio button that will create a **Quarterly** budget by default. You can change the **Budget Type** to **Annual** if necessary.
5. Select **Save**. DTS saves the information and opens the **Create Budget** screen (Figure 8-17).

**Create Budget**

Enter the amount budgeted for each quarter and add/edit the lines of accounting.

Fiscal Year :

Organization : DTMOCS D

**Budget Label :**

Enter in the format: YY  
XXXXXXXXXXXX

Not Sharable

**AMOUNT BUDGETED FOR EACH QUARTER**

First :

Second :

Third :

Fourth :

---

Total :

**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.**

Copy an existing LOA to this budget :  Click on the icon to select an LOA to copy

Figure 8-17: Create Budget Type Screen (Top)

6. (Optional) Enter a new **Budget Label**.
7. Complete any available **Amount Budgeted** field 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**.
8. Do not use the **Copy an existing LOA to this budget** option. DTS has already populated the budget elements.
9. Although not pictured in Figure 8-17, 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. **Note:** LOAs and Budget items must match unless you are using wildcards in the **Budget** item. See the [DTA Manual, Chapter 9](#) for more on DTS **Budgets**.
10. Select **Save**.
11. Select **Show Budgets** to view budget information

### 3.6 Deleting LOAs

There are times when you will find it necessary to remove a LOA from your organization. For example, the LOA was created using the wrong **Format Map** or when you have LOAs which are no longer used for travel (e.g., over 3 years old) and you want to prevent travelers from selecting them in a document, you can remove them from DTS.

Here’s how to delete one or more LOAs:

1. On the **Lines of Accounting (Search Results)** screen (Figure 8-18) 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.

The screenshot shows the 'Lines of Accounting (Search Results)' interface. At the top, there is a navigation bar with 'DTA Tools:' and a dropdown menu set to 'Lines of Accounting'. To the right of the dropdown are links for 'Search LOA(s)', 'Create LOA(s)', 'Update Default LOA(s)', 'Mass Update', 'Mass Copy', and 'View LOA(s) List'. Below the navigation bar, the title 'Lines of Accounting (Search Results)' is displayed. Underneath, there are fields for 'Organization Name: DTMOCS D', 'Include Sub-Organizations: No', 'Format Map:', 'Label: 21', and 'Unbudgeted LOA(s) Only: No'. The main content is a table with the following columns: 'Select to Delete or Rollover', 'Edit', 'Organization Name', 'Label', 'Shared', 'Format Map', and 'Link to'. The table contains five rows of LOA data. A red box highlights the checkboxes in the 'Select to Delete or Rollover' column for all five rows. Below the table, there are 'Select All' and 'Clear All' buttons. At the bottom of the table area, there are buttons for 'Delete Selected (on this page)' and 'Rollover Selected (on this page)'. The page number '1 - 5 of 5' is displayed at the bottom center.

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	21 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	21 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	21 ROUTINE TVL	No	ARMY 3, 6/6/2003	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">X-Org Funding</a>	DTMOCS D	21 TEST	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	21 TRAINING	No	AF 2, 9/29/2003	<a href="#">New Budget</a>

Figure 8-18: Lines of Accounting (Search Results) – Delete Option

2. Select **Delete Selected** (on this page). The **Delete Line(s) of Accounting** screen (Figure 8-19) opens. It lists all the LOAs you marked for deletion.

Organization Name	Label	Format Map
DTMOCS D	21 DEFAULT2	MC 1, 8/1/2001

Figure 8-19: Delete Line(s) of Accounting Screen

3. Select **Delete Line(s) of Accounting**. The **Delete Line(s) of Accounting Summary** screen (Figure 8-20) opens. DTS tells you how many LOAs successfully removed. **Note:** You can't delete a LOA that appears in an active travel document. Review the document before proceeding with LOA removal.

1 of 1Line(s) of Accounting Successfully Deleted.

Figure 8-20: Delete Line(s) of Accounting Summary Screen

### 3.7 Rolling Over LOAs

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, then use the **Copy** feature and update as needed to modify **LOA Data Elements, Accounts 1 – 10**.

#### 3.7.1 Rollover Using Default Rules

Here's how to roll over a LOA using **Default Rules**:

1. On the DTS **Dashboard**, select **Administration** and then **DTA Maintenance Tool** or choose the **DTA Maintenance Tool** (quick tile link).
2. Select **DTA Maintenance Home** to open a drop-down menu, then select **Lines of Accounting**. The **Search Lines of Accounting screen** (Figure 8-21) opens.

Figure 8-21: Search Lines of Accounting Screen

3. To search for the existing LOAs you can:
  - 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. Leave **Label** and **Format Map** fields blank to see all the available options and choose **Search**.

-OR-

  - Enter the **Label** field with the name of the **LOA**, select the **Organization Name**, check the box or omit **Include Sub-Organizations**, and choose **Search**.

-OR-

  - Choose the **Format Map** drop-down arrow to select a map type, select the **Organization Name**, check the box or omit **Include Sub-Organizations**, and choose **Search**.
4. The **Lines of Accounting (Search Results)** screen displays (Figure 8-22) based upon your chosen criteria.

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	24 ROUTINE TVL	No	ARMY 3, 6/6/2003	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">X-Org Funding</a>	DTMOCS D	24 TRAINING	No	AF 2, 9/29/2003	<a href="#">New Budget</a>

Figure 8-22: Lines of Accounting (Search Results) Screen

- 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.

- Select **Rollover Selected** (on this page). The **Rollover Line(s) of Accounting – Select Rules** screen (Figure 8-23) opens. It displays the default rules for how DTS will complete the roll over process for the selected LOAs.

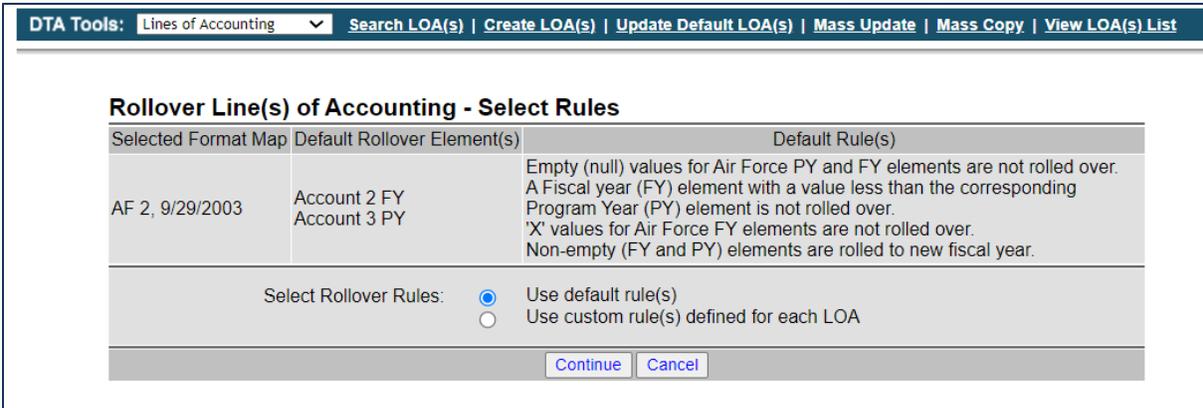


Figure 8-23: Rollover Lines of Accounting - Select Rules Screen

- Select the **Use default rule(s)** radio button.
- 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.
- Enter the new fiscal year in the **Rollover LOA(s) to Fiscal Year** field and if you want to create the **Empty Budget Shell(s)** (Figure 8-24), but only if there are no required 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 8-22).

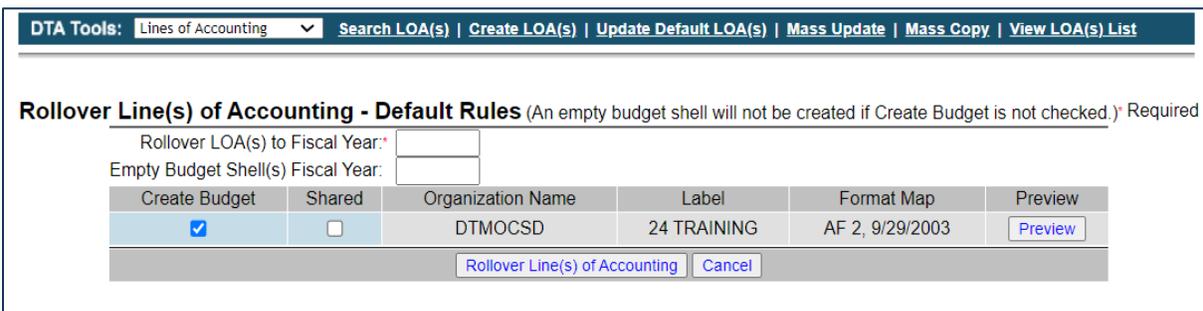


Figure 8-24: Rollover Line(s) of Accounting – Default Rules

10. If the organization uses annual budgets, then uncheck the **Create Budget** box. You must manually create the budgets in the **Budget** module.
11. 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.
12. (Optional) If you select **Preview** (Figure 8-24) then a new **LOA Data Elements** screen opens displaying format of the LOA data elements in view only. When finished, simply select **Close Window**.
13. 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 8-25).

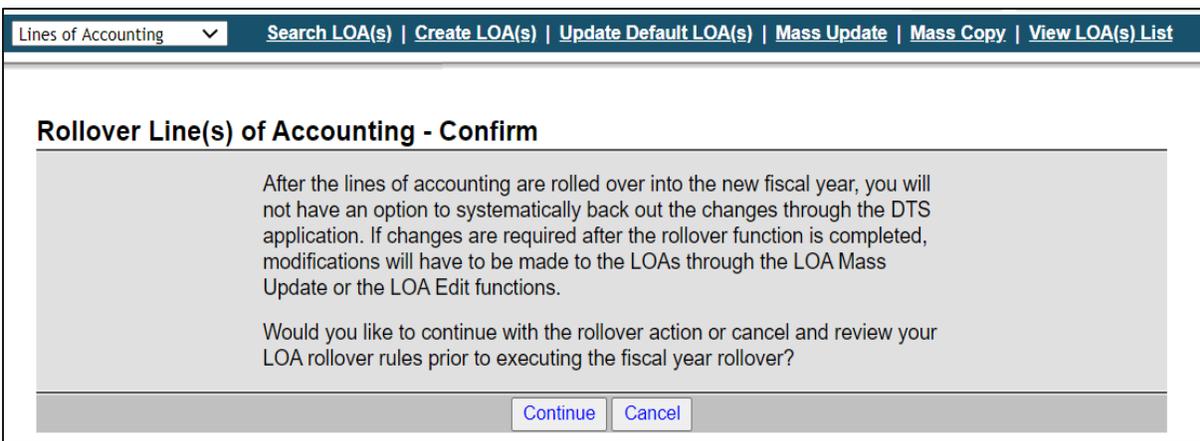


Figure 8-25: Rollover Line(s) of Accounting – Confirm Screen

14. 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 8-26).

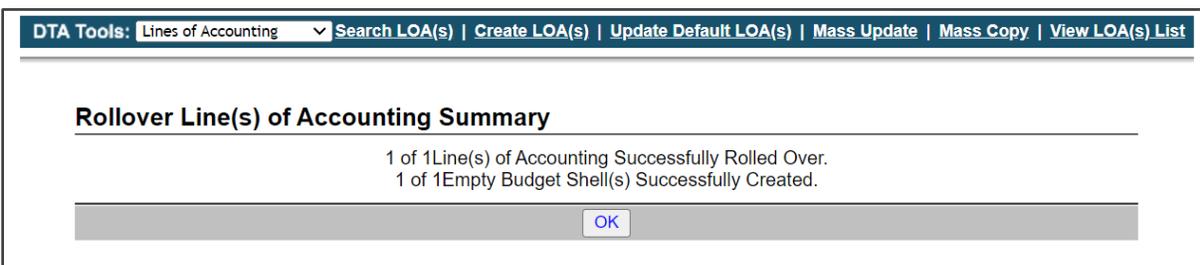


Figure 8-26: Rollover Lines(s) of Accounting Summary

Select **OK**. The **Lines of Accounting (Search Results)** window displays the newly established LOA (Figure 8-27). **Note:** If you made an error when establishing the LOA, 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

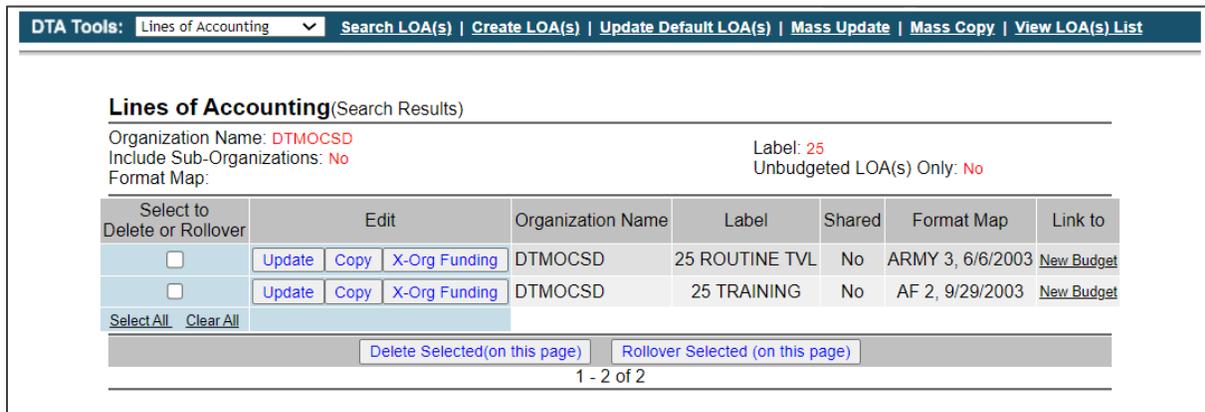


Figure 8-27: Lines of Accounting (Search Results) – Rolled Over LOA

**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 Rollover Using Custom Rules

Here’s how to roll over a LOA using **Custom Rules**:

1. From the **Lines of Accounting (Search Results)** screen, select the boxes next to all the LOAs you want to roll over.
2. Select **Rollover Selected (on this page)**. The **Rollover Line(s) of Accounting - Select Rules** screen opens (Figure 8-28). 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 8-28).

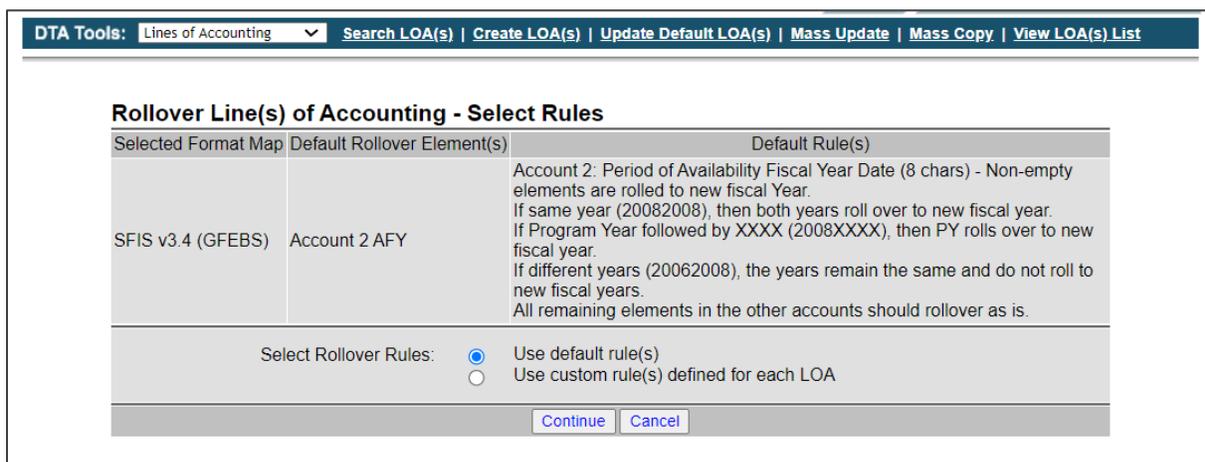


Figure 8-28: Rollover Line(s) of Accounting – Select Rules Screen

4. Select **Continue**. The **Rollover Line(s) of Accounting – Custom Rules** screen opens (Figure 8-29).

Figure 8-29: Rollover Lines of Accounting – Custom 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 5.
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.

**Key Note 1:** 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.

**Key Note 2:** 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 2025 into the **Rollover LOA(s) to Fiscal Year** field, then the account element of the new LOA will be 25.

10. (Optional) Select **Preview**. The new **LOA Data Elements** screen displays but is not editable. When you finish, 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 8-30) opens. Read the warning carefully.

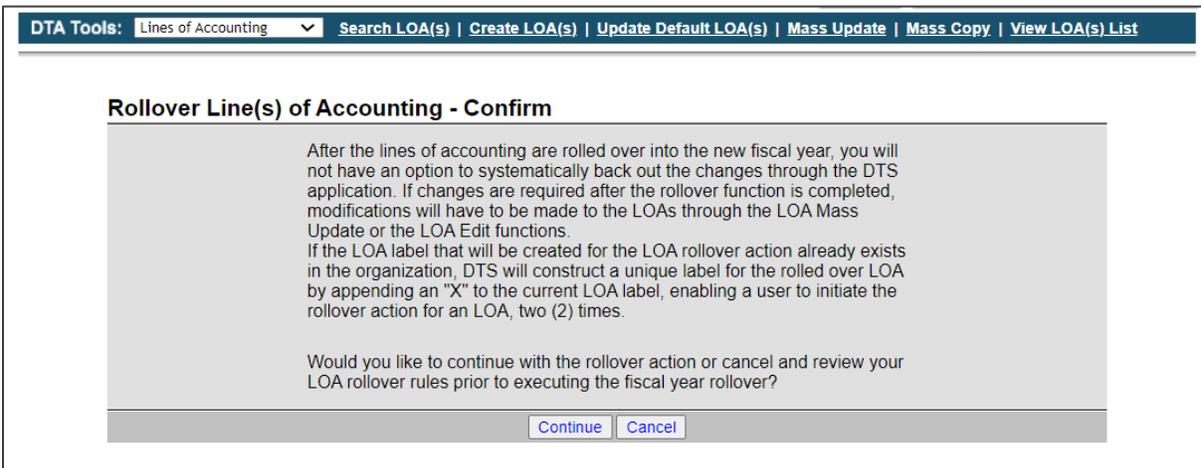


Figure 8-30: Rollover Lines(s) of Accounting Summary – Confirm Screen

12. Select **Continue**. The **Rollover Line(s) of Accounting Summary** screen (Figure 8-31) confirms the number of LOAs rolled over and budgets created.

**Note:** If you made an error when establishing the LOA, 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

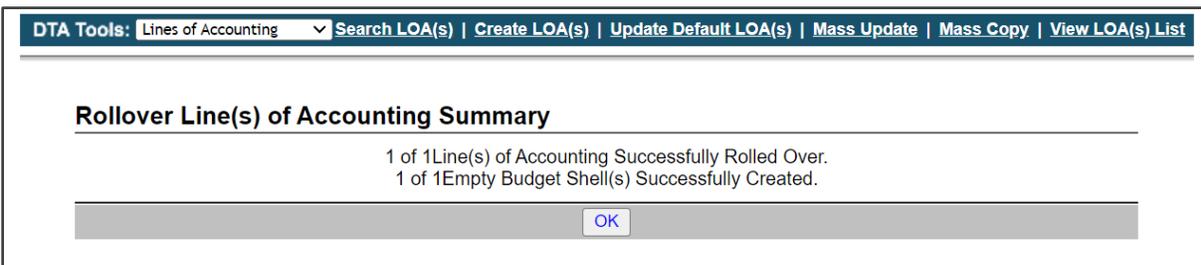


Figure 8-31: Rollover Lines(s) of Accounting Summary

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.

### 3.8 Creating LOAs

The **Create** option permits you to build a new LOA in your organization. Examples when you would start from scratch rather than use the **Copy** feature could include:

- Your organization has a new **Format Map**
- New data elements in an existing **Format Map**
- Establishing LOAs in a new organization

Here's how 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) displays.

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** name 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.

 Yes', 'Create Budget:  Yes', and 'Empty Budget Shell Fiscal Year:  (4 digit year)'. A section titled 'Label' contains 'LOA Fiscal Year: \*  (2 digit year)' and 'LOA Name: \* '."/>

Figure 8-33: Create Line of Accounting Screen

4. (Optional) Your main organization's name appears by default in the **Organization Name** text field. **Note:** Change the organization name, 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 8-2). **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 opens. It shows the new LOA you just created.

### 3.9 Updating a Default LOA

Every traveler's profile contains a default Routing List which defines how a document flows in the system. DTS provides the option to set a default LOA in the traveler's profile as well. When a traveler creates a document, DTS automatically assigns the default LOA to the person's trip. If a traveler needs to use a different LOA, under the Accounting section of the document, they just remove the default LOA and add the required LOA to the trip. Due to different types of travel, travelers in the same organization may have different default LOAs assigned in their profiles.

For more information about default LOAs in personal profiles, see the [DTA Manual, Chapter 7](#).

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 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 the document approval will fail.

Here's how to change a 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 type="checkbox"/>	DTMOCS	DTMO - A, CHRIS A	XXXXX3762	24 TRAINING	25 TRAINING
<input type="checkbox"/>	DTMOCS	DTMO - A, ERIC T	XXXXX3767	24 TRAINING	25 TRAINING
<input checked="" type="checkbox"/>	DTMOCS	Linden, Kylee T	XXXXX9918	24 TRAINING	25 TRAINING
<input checked="" type="checkbox"/>	DTMOCS	Walters, Eric T	XXXXX3424	24 TRAINING	25 TRAINING

Select All Clear All

Submit Cancel

1 - 4 of 4

Figure 8-35: Update 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.
9. Repeat this process for each new default LOA and for each sub-organization.

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

1. Select the **Organization Name**; then choose the **Existing Default LOA Label** you want replaced from the drop-down list.
2. Select the **New Default LOA Label** from the drop-down list.
3. Select **Submit**. This will replace only the selected *existing* **Default LOA** with the *new* **Default LOA**; all other existing LOAs will remain unchanged.
4. Repeat this process for each *new* **Default LOA** and for each sub-organization.

### 3.10 Mass Update LOAs

If you need to change an element in multiple LOAs (e.g., Fund Code [FC]) you can use the **Mass Update** option with one exception. You cannot include any shared LOAs in that update.

**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.

Here's how 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 LOAs you can update.

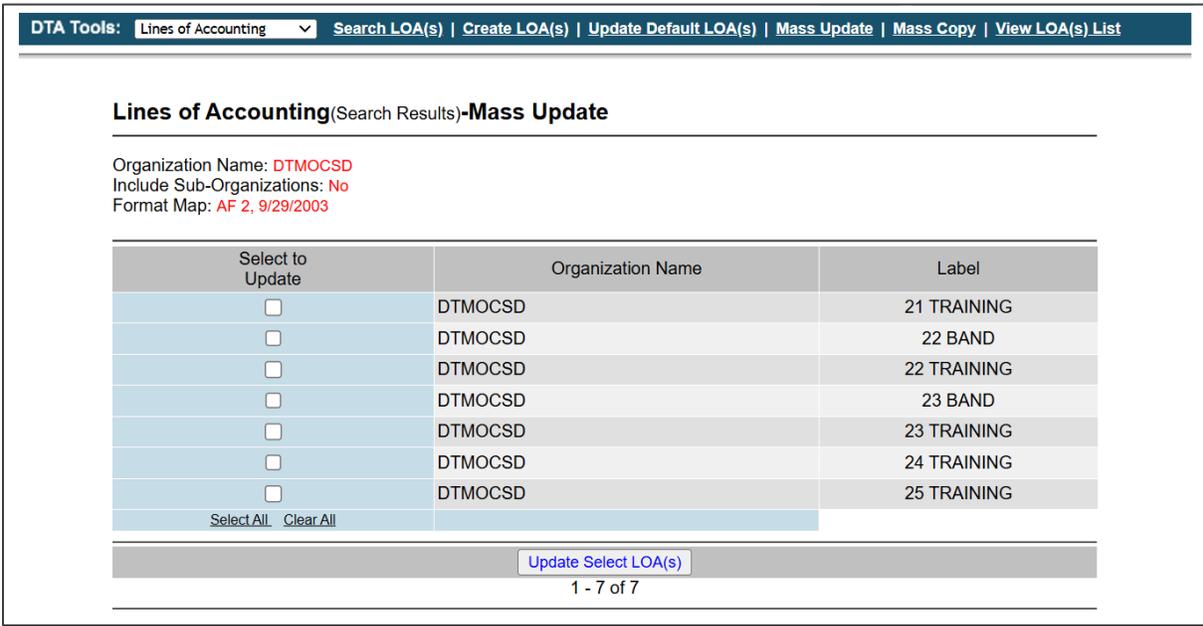


Figure 8-37: Lines of Accounting (Search Results) – Mass Update Screen

- 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.

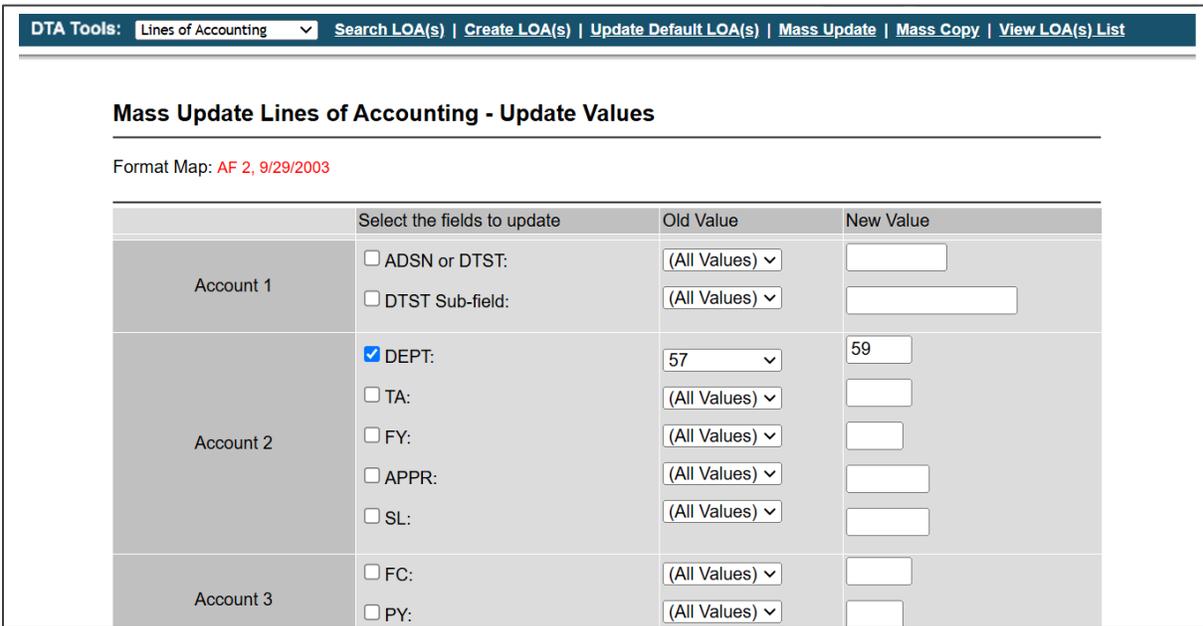


Figure 8-38: Mass Update Lines of Accounting – Update Values Screen (Top)

- 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 change only the 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.

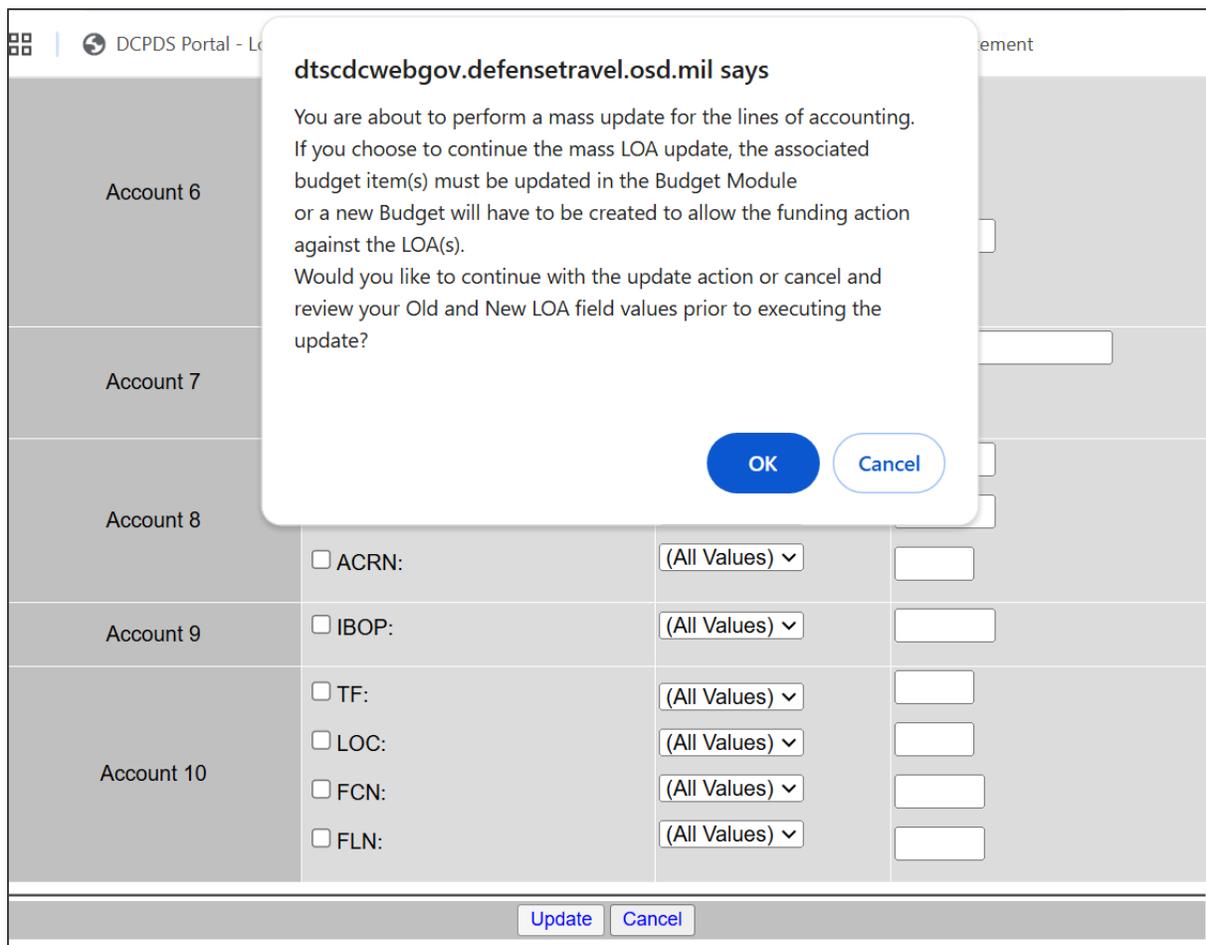


Figure 8-39: Update Budget Message

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

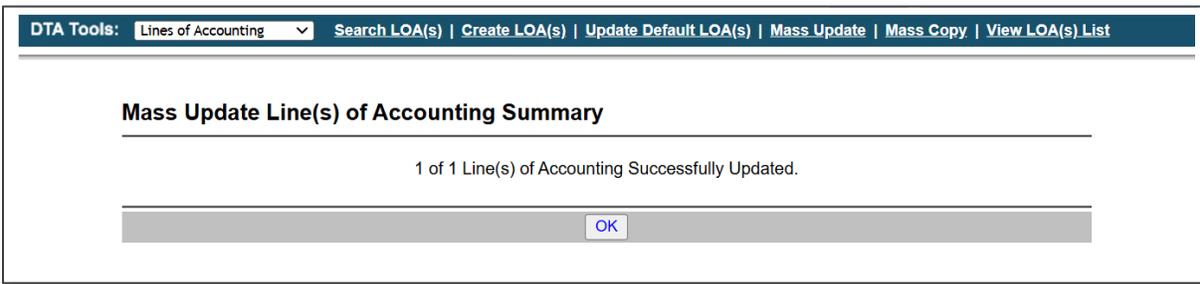


Figure 8-40: Mass Update LOA(s) Summary Screen

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

For information on how to update DTS **Budgets**, see the [DTA Manual, Chapter 9](#).

### 3.11 Mass Copy LOAs

The **Mass Copy** tool lets you copy multiple LOAs from multiple organizations to a single destination organization, like the **DTS 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.

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.

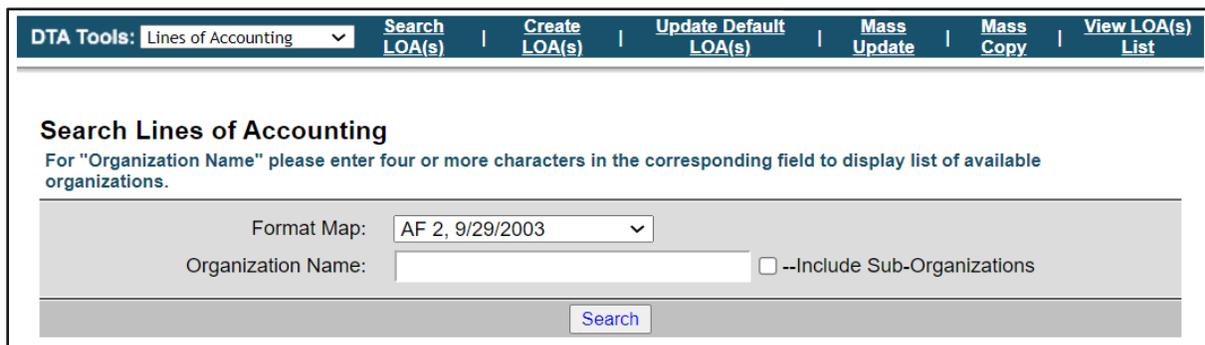


Figure 8-41: Search Lines of Accounting Screen

2. (Optional) Enter a full or partial Label to see LOAs that begin with those characters. Example: Enter "24" to find all FY25 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 FY24 LOAs.

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

Organization Name: **DTMOCSD**  
 Format Map:  
 Label: **24**

Select to Copy	Label	Format Map
<input type="checkbox"/>	24 ROUTINE TVL	ARMY 3, 6/6/2003
<input type="checkbox"/>	24 TRAINING	AF 2, 9/29/2003
<a href="#">Select All</a> <a href="#">Clear All</a>		
<input type="button" value="Copy Select LOA(s)"/>		
1 - 2 of 2		

Figure 8-42: Lines of Accounting (Search Results) – Mass Copy Screen

6. In the **Select to Copy** column, select the box next to each LOA that you want to copy to the new organization.
7. 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	24 ROUTINE TVL	ARMY 3, 6/6/2003
<a href="#">Select All</a> <a href="#">Clear All</a>			
<input type="button" value="Copy LOA(s)"/> <input type="button" value="Cancel"/>			

Figure 8-43: Mass Copy Lines of Accounting – Mass Copy Screen

8. (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.
9. In the **Empty Budget Shell Fiscal Year** field, enter the 4-digit fiscal year for the budget.
10. (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.
11. 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.
12. 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.

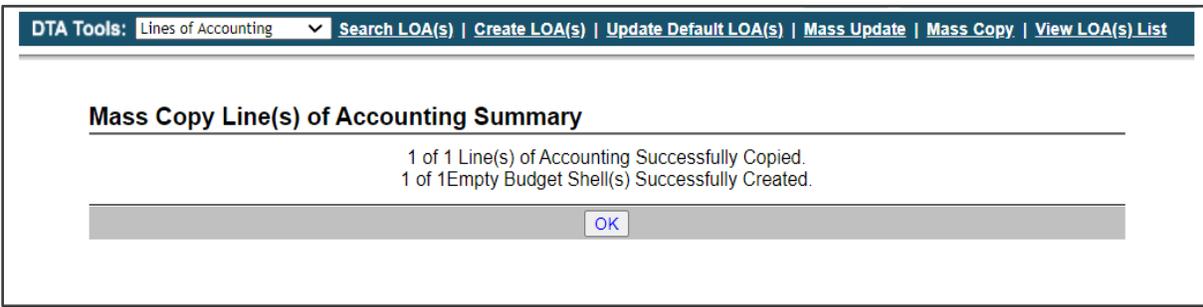


Figure 8-44: Mass Copy Lines(s) of Accounting Summary Screen

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

## Chapter 4: Lines of Accounting Module Reports

LOAs are accessible from the DTS **Dashboard**, **Administration**, **DTA Maintenance Tool** and the **Lines of Accounting** module. Once you locate the LOAs then you can choose **Update** to view the details. If you are trying to see the details of many LOAs to do a comparison or see the full inventory, then the better option is to run a report or a **View LOA(s) List**.

A good time to run the report is when preparing for *Fiscal Year (FY) cross-over*. You can easily sort the list by organization and LOA label, so the oldest lines appear at the top of the page. Then determine which LOAs you need for the new FY, ones you no longer need, and those which require updates. Once you have setup the new LOAs, run the report again to ensure each organization has their proper LOAs.

**Note:** The **DTS Budget Tool** provides four reports. For a full explanation on how to run **Budget Reports** see the [DTA Manual, Chapter 10: Reports](#).

### 4.1 View LOA(s) List

The LOA List provides the LOAs your organization owns, including the **Format Map** and the data elements.

Here's how 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**. The **LOA** report provides the following information in an Excel spreadsheet:
  - Organization
  - LOA Label
  - LOA Format Map
  - Acc1 – Acc10 (Data Elements)
5. The LOA Accounts 1 – 10 contain characters based upon the **Format Map**, but some fields may be blank containing carats (^) separating the data elements (Figure 8-46).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Organization	LOA Label	LOA Format Map	Acc1	Acc2	Acc3	Acc4	Acc5	Acc6	Acc7	Acc8	Acc9	Acc10	
2	DTMOCS	25 MEDICAL	SFIS v3.4	021001^02000^20252^^			1F3^	A23ED^	40087662^80040517^^OR^0000^				KDD1F3234TRPD^	
3	DTMOCS	25 ROUTINE TVL	ARMY 3 6/6/2003	005073^	21^2025^218^5048^^		17301200^	VIRQ^^21	HF0245^4;FA^12B^01^					
4	DTMOCS	25 TRAINING	AF 2 9/29/2003	667100^	57^^5^38458^5^		41^L8^201^^		409^^	667100^^	^59220F^			
5	DTMOCS	25 TRN	SFIS v3.4	021001^02000^20252^^			1F3^	A23ED^	40087662^80040517^^OR^0000^				KDD1F3234TRPD^	
6														

Figure 8-46: LOA Details in Excel

## Chapter 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.

**Note:** You should consult with your Component before setting up **FMS LOAs** in DTS and follow your local business rules for any additional requirements when using this type of funding.

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 a travel document on the **Accounting** and **Advances** screens.

DTS identifies a LOA as a **Foreign Military Sales (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., 25 FMSNAVY).
- Certain characters are included in specific positions in each format map. Table 8-3 provides an example. See the [DTA Manual, Appendix R](#) for details about all format maps in DTS.

Table 8-3: Values for FMS LOAs Format Maps

VALUES FOR FMS LOA FORMAT MAPS SCREEN DESCRIPTIONS				
LOA FORMAT MAP	LOA Account Number	Field Name	Positions	Values
AF, 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)	4-5	X X
	2	Basic Symbol (BS)	9-12	8 2 4 2

VALUES FOR FMS LOA FORMAT MAPS SCREEN DESCRIPTIONS				
LOA FORMAT MAP	LOA Account Number	Field Name	Positions	Values
	9	Transfer Department (TD)	6-7	1 1
MISIL FMS, 8/18/2011	2	Department Code (DEPT)	1-2	9 7
	2	Transferring Department (TDPT)	4-5	1 1
NAVY FMS, 1/3/2005	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
	8	FMS Location (Country Code) (LOC)	10-11	Empty
SFIS v3.4	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	YYYYXX XX
	2	FMS Customer Code (CUST)	14-15	Empty
	3	FMS Case Identifier (CASE)	1-3	Empty

DTS will not save the character sequence “FMS” into the first three positions of the LOA label if the FMS values are not correct 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

## Appendix A: Additional Resources

This appendix contains the full DTA Manual, Chapters and Appendices which DTAs may find useful when managing travel for their organization.

DTA MANUAL	
CHAPTER	URL
Chapter 1: DTS Overview	<a href="https://media.defense.gov/2022/May/11/2002994773/-1/-1/0/DTA_1.PDF">https://media.defense.gov/2022/May/11/2002994773/-1/-1/0/DTA_1.PDF</a>
Chapter 2: DTS Access	<a href="https://media.defense.gov/2022/May/11/2002994797/-1/-1/0/DTA_2.PDF">https://media.defense.gov/2022/May/11/2002994797/-1/-1/0/DTA_2.PDF</a>
Chapter 3: DTS Site Setup	<a href="https://media.defense.gov/2022/May/11/2002994799/-1/-1/0/DTA_3.PDF">https://media.defense.gov/2022/May/11/2002994799/-1/-1/0/DTA_3.PDF</a>
Chapter 4: Organizations	<a href="https://media.defense.gov/2022/May/11/2002994824/-1/-1/0/DTA_4.PDF">https://media.defense.gov/2022/May/11/2002994824/-1/-1/0/DTA_4.PDF</a>
Chapter 5: Routing Lists	<a href="https://media.defense.gov/2022/May/11/2002994853/-1/-1/0/DTA_5.PDF">https://media.defense.gov/2022/May/11/2002994853/-1/-1/0/DTA_5.PDF</a>
Chapter 6: Groups	<a href="https://media.defense.gov/2022/May/11/2002994838/-1/-1/0/DTA_6.PDF">https://media.defense.gov/2022/May/11/2002994838/-1/-1/0/DTA_6.PDF</a>
Chapter 7: People	<a href="https://media.defense.gov/2022/May/11/2002994837/-1/-1/0/DTA_7.PDF">https://media.defense.gov/2022/May/11/2002994837/-1/-1/0/DTA_7.PDF</a>
Chapter 8: LOAs	<a href="https://media.defense.gov/2022/May/11/2002994836/-1/-1/0/DTA_8.PDF">https://media.defense.gov/2022/May/11/2002994836/-1/-1/0/DTA_8.PDF</a>
Chapter 9: Budgets	<a href="https://media.defense.gov/2022/May/11/2002994835/-1/-1/0/DTA_9.PDF">https://media.defense.gov/2022/May/11/2002994835/-1/-1/0/DTA_9.PDF</a>
Chapter 10: Reports	<a href="https://media.defense.gov/2022/May/11/2002994832/-1/-1/0/DTA_10.PDF">https://media.defense.gov/2022/May/11/2002994832/-1/-1/0/DTA_10.PDF</a>
Chapter 11: MIS Administration	<a href="https://media.defense.gov/2022/May/11/2002994834/-1/-1/0/DTA_11.PDF">https://media.defense.gov/2022/May/11/2002994834/-1/-1/0/DTA_11.PDF</a>
Chapter 12: ROA Administration	<a href="https://media.defense.gov/2022/May/11/2002994833/-1/-1/0/DTA_12.PDF">https://media.defense.gov/2022/May/11/2002994833/-1/-1/0/DTA_12.PDF</a>

DTA MANUAL	
APPENDIX	URL
Appendix A: Self-Registration	<a href="https://media.defense.gov/2021/Nov/15/2002893136/-1/-1/0/DTA_APP_A.PDF">https://media.defense.gov/2021/Nov/15/2002893136/-1/-1/0/DTA_APP_A.PDF</a>

DTA MANUAL	
APPENDIX	URL
Appendix B: Acronyms	<a href="https://media.defense.gov/2021/Nov/15/2002893141/-1/-1/0/DTA_APP_B.PDF">https://media.defense.gov/2021/Nov/15/2002893141/-1/-1/0/DTA_APP_B.PDF</a>
Appendix C: Definitions	<a href="https://media.defense.gov/2021/Nov/15/2002893143/-1/-1/0/DTA_APP_C.PDF">https://media.defense.gov/2021/Nov/15/2002893143/-1/-1/0/DTA_APP_C.PDF</a>
Appendix E: Emails	<a href="https://media.defense.gov/2021/Nov/15/2002893222/-1/-1/0/DTA_APP_E.PDF">https://media.defense.gov/2021/Nov/15/2002893222/-1/-1/0/DTA_APP_E.PDF</a>
Appendix F: Import / Export Module	<a href="https://media.defense.gov/2021/Nov/15/2002893234/-1/-1/0/DTA_APP_F.PDF">https://media.defense.gov/2021/Nov/15/2002893234/-1/-1/0/DTA_APP_F.PDF</a>
Appendix G: Error Codes	<a href="https://media.defense.gov/2021/Nov/15/2002893232/-1/-1/0/DTA_APP_G.PDF">https://media.defense.gov/2021/Nov/15/2002893232/-1/-1/0/DTA_APP_G.PDF</a>
Appendix J: Help Process	<a href="https://media.defense.gov/2021/Nov/15/2002893231/-1/-1/0/DTA_APP_J.PDF">https://media.defense.gov/2021/Nov/15/2002893231/-1/-1/0/DTA_APP_J.PDF</a>
Appendix K: DTS Tables	<a href="https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF">https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF</a>
Appendix L: Reorganizations	<a href="https://media.defense.gov/2021/Nov/15/2002893229/-1/-1/0/DTA_APP_L.PDF">https://media.defense.gov/2021/Nov/15/2002893229/-1/-1/0/DTA_APP_L.PDF</a>
Appendix M: Ranks and Grades	<a href="https://media.defense.gov/2021/Nov/15/2002893228/-1/-1/0/DTA_APP_M.PDF">https://media.defense.gov/2021/Nov/15/2002893228/-1/-1/0/DTA_APP_M.PDF</a>
Appendix N: Country Codes	<a href="https://media.defense.gov/2021/Nov/15/2002893227/-1/-1/0/DTA_APP_N.PDF">https://media.defense.gov/2021/Nov/15/2002893227/-1/-1/0/DTA_APP_N.PDF</a>
Appendix Q: Org Naming Sequence	<a href="https://media.defense.gov/2021/Nov/15/2002893226/-1/-1/0/DTA_APP_Q.PDF">https://media.defense.gov/2021/Nov/15/2002893226/-1/-1/0/DTA_APP_Q.PDF</a>
Appendix R: LOA Formats	<a href="https://media.defense.gov/2021/Nov/15/2002893225/-1/-1/0/DTA_APP_R.PDF">https://media.defense.gov/2021/Nov/15/2002893225/-1/-1/0/DTA_APP_R.PDF</a>