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

August 26, 2024

V23.0

Table of Contents

Revision History

Revision	Date	Authorization	Change Description	Page, Section
13.0	08/11/14	DTMO	Reviewed guide for FY15	All
14.0	06/20/16	DTMO	Reviewed guide for FY16. Replaced screen shots in Chapter 3 & 4 to reflect new budget module layout	Chapter 3 Chapter 4
15.0	08/28/17	DTMO	Reviewed guide for FY18. Replaced screen shots in Chapter 3 &4 to reflect new FY	Chapter 3 Chapter 4
16.0	08/17/18	DTMO	Reviewed guide for FY19. Updated access to DTA Maintenance Tool.	Section 2.1
17.0	08/26/19	DTMO	Reviewed guide for FY20. Updated LOA and Budget screen shots.	Throughout
18.0	08/21/20	DTMO	Reviewed guide for FY21. Updated LOA and Budget screen shots.	Throughout
19.0	07/26/21	DTMO	Reviewed guide for FY22. Updated LOA and Budget screen shots.	Throughout
19.1	05/18/22	DTMO	Formatting & branding Updated LOA and Budget screen shots.	Throughout
20.0	06/24/22	DTMO	Updated Roll Over Custom Rules screen shots.	Section 2.2
21.0	07/05/23	DTMO	Reviewed guide for FY24. Updated LOA and Budget screen shots.	Throughout
22.0	08/28/23	DTMO	Removed Navy STARS examples	Section 2.7
23.0	08/26/24	DTMO	Updated slides for FY25.	Throughout

Chapter 1: Overview for Establishing Lines of Accounting and Budgets

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

1.1 FDTA and BDTA Responsibilities

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

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

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

1.2 LOA List

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

1.3 Reference Materials

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

- Defense Travel Administrator's (DTA) Manual, Chapter 8 and Chapter 9
- DTS Guide to Processing Authorizations for the New Fiscal Year

These documents are available at *https://www.travel.dod.mil/Training/Reference-Materials*.

Chapter 2: Roll Over LOA to New Fiscal Year

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

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

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

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

2.1 Roll over LOAs Using Default Rules

To roll over a LOA:

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

2. Select **DTA Maintenance Home** to open a drop-down menu, then select **Lines of Accounting** (Figure 2-1). The **Search Lines of Accounting** screen (Figure 2-2) opens.
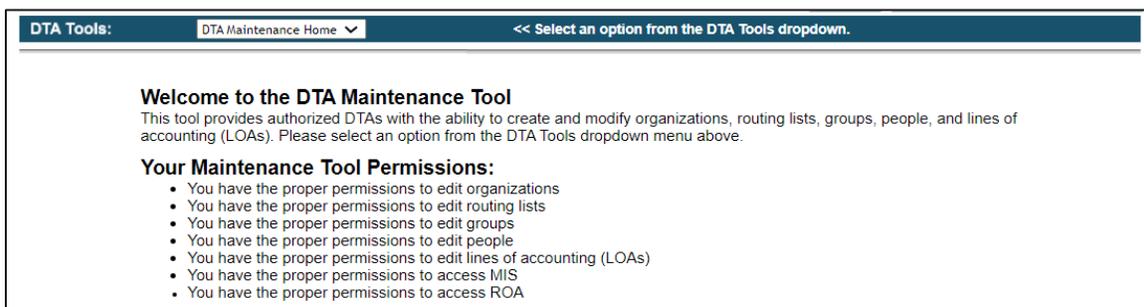

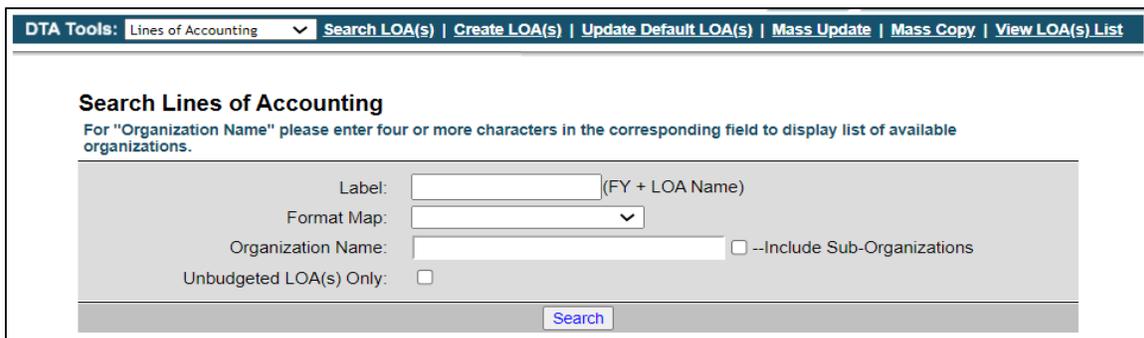*Figure 2-1: DTA Maintenance Tool Home Page*

Figure 2-2: Search Lines of Accounting Screen

3. Enter the LOA name in the **Label** field.

   -OR-

   To expand the search to include all LOAs for the selected organization, leave this field blank.

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

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

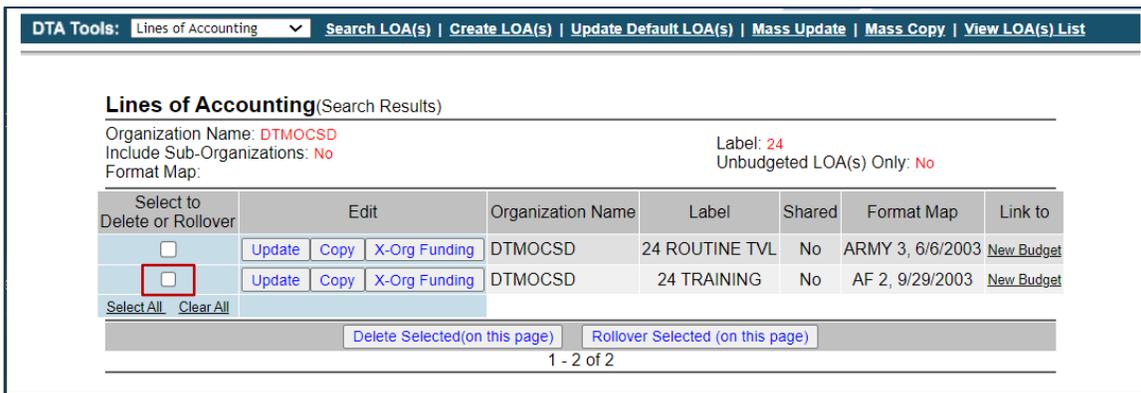6. Select **Search**. The **Lines of Accounting (Search Results)** screen opens (Figure 2-3).

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

7. Check the **box** next to each LOA you want to include in the roll over or use the **Select All** link to select all LOAs on the screen.

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

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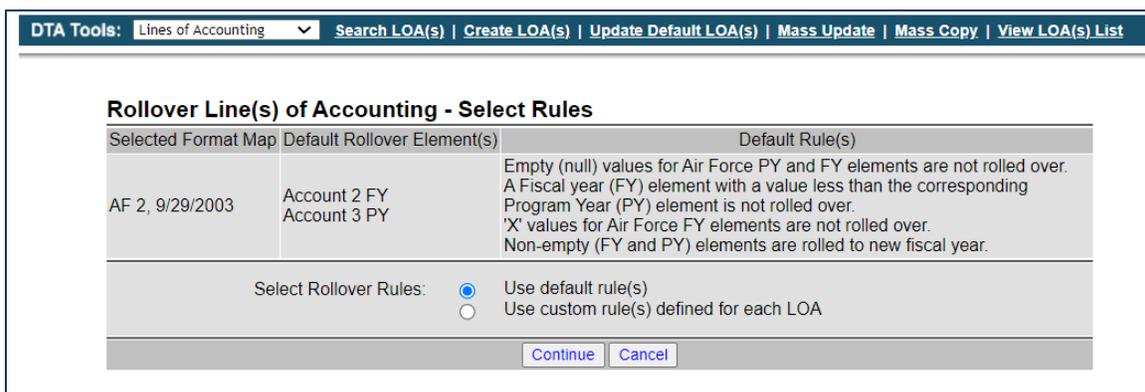

Figure 2-4: Rollover Line(s) of Accounting – Select Rules Screen

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

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

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

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

12. If the organization uses annual budgets, then uncheck the **Create Budget** box. You must manually create the budgets in the **Budget** module.

13. If sharing the LOA with the organization's sub-organizations, check the box in the **Shared** column. **Note**: Sharing LOAs means within "all" the sub-organizations. Once shared the LOA stays shared.

14. (Optional) If you select **Preview** (Figure 2-5), the new **LOA Data Elements** screen opens. This screen displays the format of the LOA data elements in view only. To return to the prior screen, simply select **Close Window.**

15. Select **Rollover Line(s) of Accounting** to generate the new fiscal year LOAs and empty budgets. The **Rollover Line(s) of Accounting – Confirm** page opens (Figure 2-6).

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

16. Select **Continue** to complete the roll over process. The **Rollover Lines(s) of Accounting Summary** screen confirms the number of LOAs rolled over and empty budgets created (Figure 2-7).
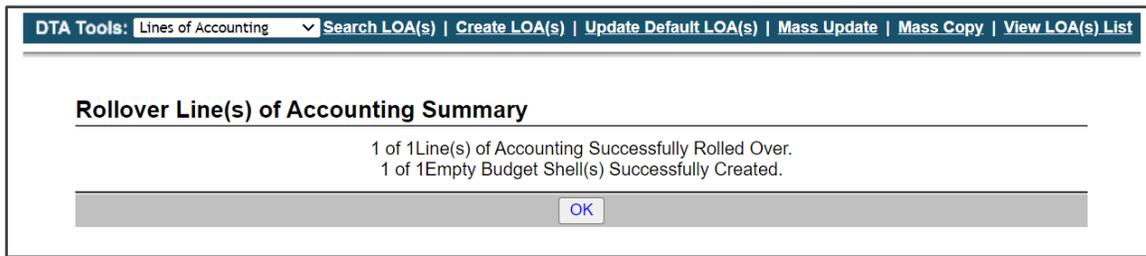

Figure 2-7: Rollover Lines(s) of Accounting Summary

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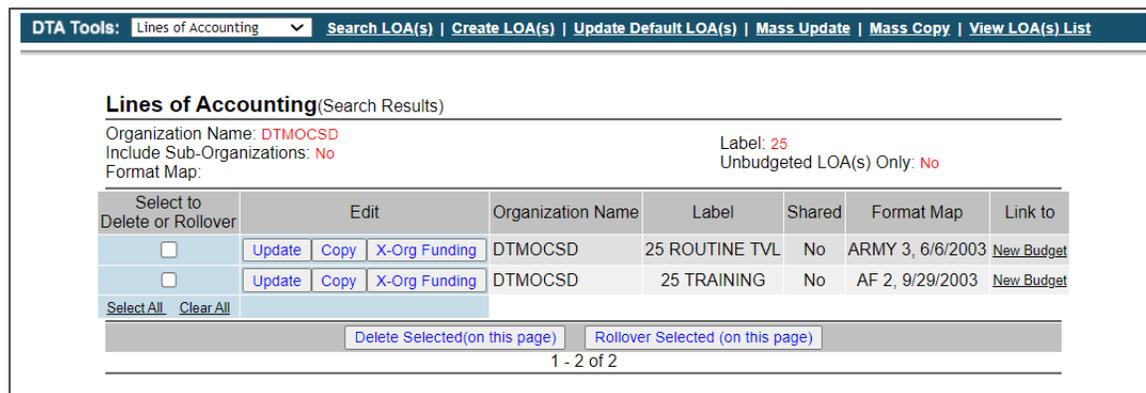

Figure 2-8: Lines of Accounting (Search Results)

2.1.1 Error Correction

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

- **Edit** the LOA and associated budgets.
  - Under **Lines of Accounting**, search for the **LOA label** for the organization.
  - When the results appear, under the **Edit** column, select the **Update** button for the required LOA.
  - The **Update Line of Accounting** screen opens.
  - Make any changes to the 10 by 20 **Accounts 1** to **Accounts 10**.
  - Be sure to **Save Changes**.

-OR-

- **Delete** the LOA and inactivate or delete any associated budgets. Also, see Figure 4-1 through 4-3.
  - To **Delete** a LOA label.
    - Under **Lines of Accounting**, search for the **LOA Label** for the organization. Once the search results appear under **Select to Delete or Rollover** column for the required LOA, check the box.

- Select the **Deleted Selections** (on this page) button.

- Follow the prompts.

- The LOA is removed from DTS. **Note**: Once you remove the LOA from DTS it is permanent. You must either **Create** the LOA, use **Copy,** or **Rollover** feature and **Update** (if needed) to establish the LOA under the organization.

- **Delete** a Budget item.

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

  o Within the **DTS Budget Administration Tool,** you will search for the Budgets under the organization. Once the screens refreshes locate the **Budget** item. Select **Inactivate/Delete.**

    - The **Inactivate/Delete Budget Item** screen opens.

      - If there are no funds in the budget item, then the option to **Delete** displays at the bottom of the page. Enter a comment and then select **Delete**. An information message displays (Figure 2-23). Select **OK**. DTS brings back the **Show Budgets Results** page. The deleted entry no longer appears.

      - If there are funds, you can only **Inactivate** the budget and it remains in listing but not useable.

2.2 Roll Over LOAs Using Custom Rules

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

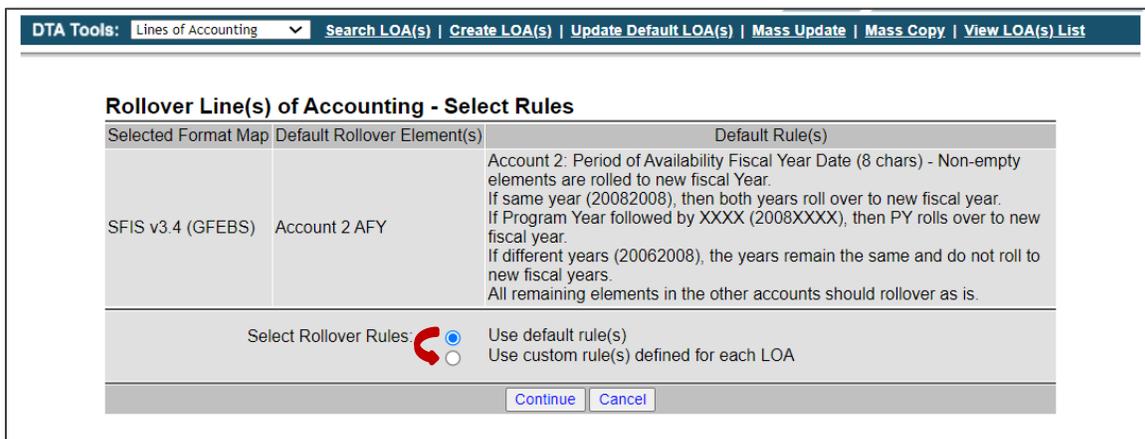2. Be sure to select the **Use custom rule(s) defined for each LOA** radio button (Figure 2-9).

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

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

4. Complete the **Rollover LOA(s) to Fiscal Year** and the **Empty budget Shell(s) Fiscal Year** fields (Figure 2-10).

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

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.

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**.

5. (Optional) Select **Preview** to view the updates to the new LOA. The new **LOA Data Elements Preview** screen opens in view only. Select **Close Window** to return to the **Custom Rules** screen.

6. Select **Rollover Line(s) of Accounting**. The **Rollover Line(s) of Accounting – Confirm** screen opens (Figure 2-11).

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

7. Select **Continue** to complete the Roll over process.

   -OR-

   Select **Cancel** to end the action.

8. On the **Rollover Lines(s) of Accounting Summary** screen, select **OK**. DTS has successfully rolled over the designated LOAs and created empty budgets, if selected. The **Lines of Accounting (Search Results)**

displays the newly established LOAs (Figure 2-12). See Section 2.4 for instructions on adding funds to the budget.

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

2.2.1 Error Correction

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

- **Edit** the LOA and associated budgets.
  - Under **Lines of Accounting**, search for the **LOA label** for the organization.
  - When the results appear, under the **Edit** column, select the **Update** button for the required LOA.
  - The **Update Line of Accounting** screen opens.
  - Make any changes to the 10 by 20 **Accounts 1** to **Accounts 10**.
  - Be sure to **Save Changes**.

-OR-

- **Delete** the LOA and inactivate or delete any associated budgets.
  - To **Delete** a LOA label.
    - Under **Lines of Accounting**, search for the **LOA Label** for the organization. Once the search results appear under **Select to Delete or Rollover** column for the required LOA, check the box.
    - Select the **Deleted Selections** (on this page) button.
    - Follow the prompts.
    - The LOA is removed from DTS. **Note**: Once you remove the LOA from DTS it is permanent. You must either **Create** the LOA, use **Copy,** or **Rollover** feature and **Update** (if needed) to establish the LOA under the organization.
- **Delete** a Budget item. See Section 2.1.1 for more details and Figure 2-22 and Figure 2-23 screen shots.

2.3 Copy LOA to New Fiscal Year

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

The **Copy LOA** feature does the following:

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

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

2.3.1 Copy to Create a LOA and a Quarterly Budget

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

1. Access the **DTA Maintenance Tool** and select **Lines of Accounting** (Figure 2-1). The **Search Lines of Accounting** screen (Figure 2-13) opens.
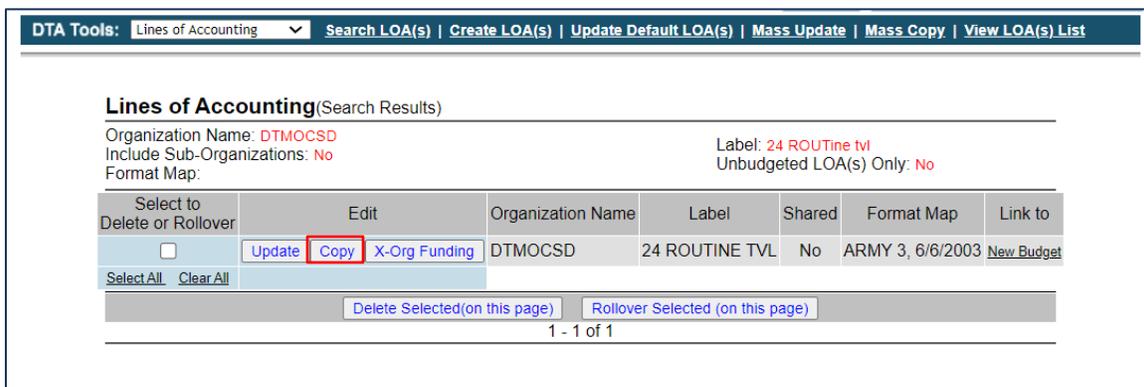
Figure 2-13: Lines of Accounting (Search Results) Screen

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

Figure 2-14: Copy Line of Accounting Screen - Partial View

3. The **Format Map** displays at the top of the page in *view only* (Indicator 1).

4. In the **Organization Name** field, enter the organization in which you want the LOA to replicate (Indicator 2).

5. The **Label** contains 2 fields. If you copy the LOA within the same org, then you must <u>change</u> the **Label** (Figure 3) or if you copy the LOA from one org to another, then you can <u>keep</u> the same **Label** (Figure 3) or change it.

6. The **Empty Budget Shell Fiscal Year** field can be completed or left blank (Figure 4).

7. Review Table 2-1 details and determine which fields you will modify.

Table 2-1

COPY LINE OF ACCOUNTING FIELDS SCREEN	
FIELD LABEL	**COMMENTS**
Share LOA	Checking this box shares the LOA to all subordinate organizations. **Note:** A shared LOA can be unshared at any time; however, the corresponding budget cannot be unshared once it has been shared.
Create Budget	DTS checks this box by default. DTS automatically creates an empty budget for the new LOA for the corresponding FY.

	Clear this box if the organization uses annual budgets. If cleared, the budget requires manual creation in the **Budget** module.
Empty Budget Shell Fiscal Year*	Enter the 4-digit year for the new FY. This is only required if you selected **Create Budget**.
LABEL	
LOA Fiscal Year*	DTS populates this field automatically, based on the selected LOA. Enter the 2-digit year for the new FY. This becomes part of the label name.
LOA Name*	DTS populates this field automatically, based on the label value of the selected LOA. If copying the LOA into the same organization, you must change the label name. Each LOA within an organization must have a distinct label name.
LOA DATA ELEMENTS	
Fiscal Year Related Elements	Update the necessary fiscal year related elements (e.g., FY, PY, DFY, BFY, EFY) in the format map to reflect the new FY. The copy function does not automatically roll over the values.
Remaining Data Elements	Make other necessary changes to the remaining data elements in the format map.

*Signifies required field

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

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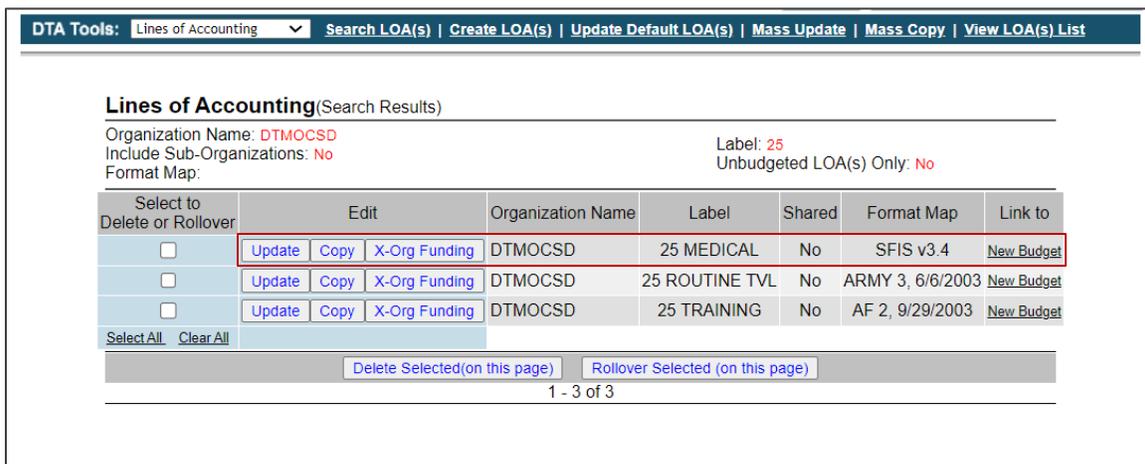
Figure 2-15: Lines of Accounting (Search Results)

2.4 Updating the Budget After Creating New Fiscal Year LOAs

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

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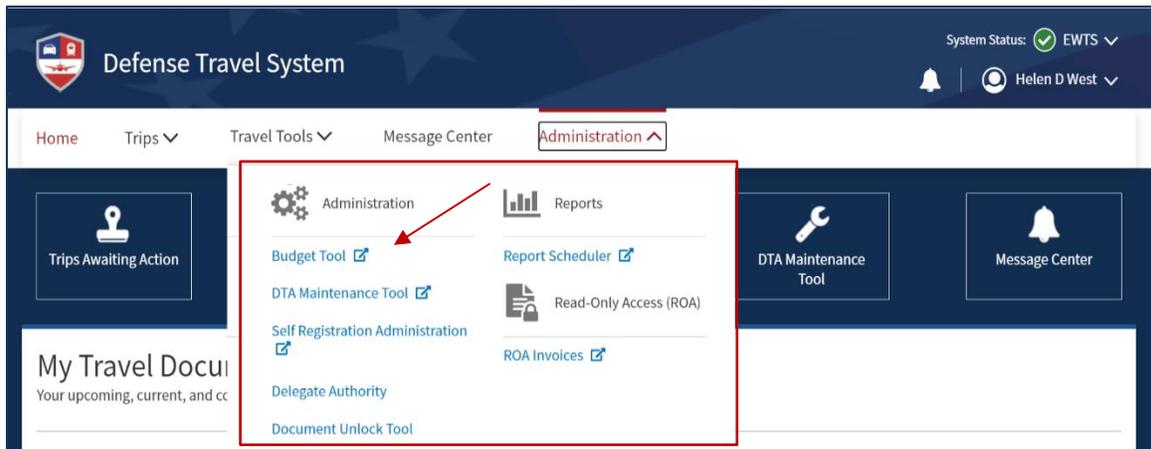

Figure 2-16: DTS Dashboard

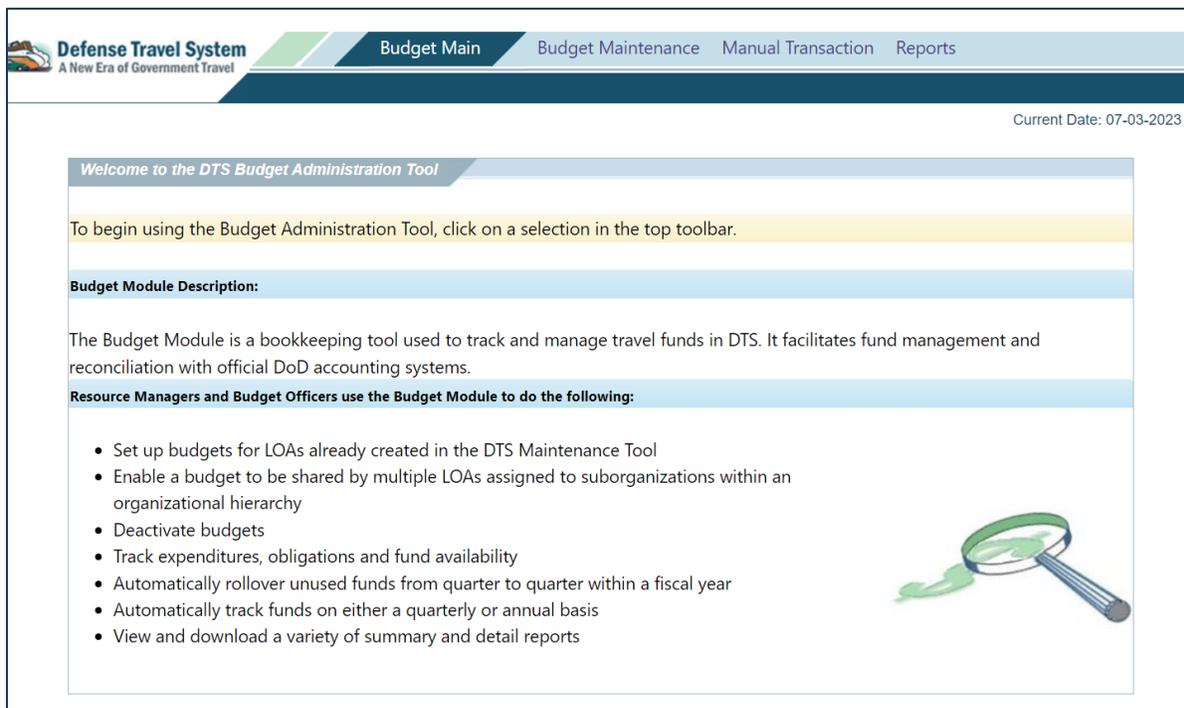2. The **DTS Budget Administration Tool** (Welcome) screen (Figure 2-17) opens.

Figure 2-17: DTS Budget Administration Tool Screen

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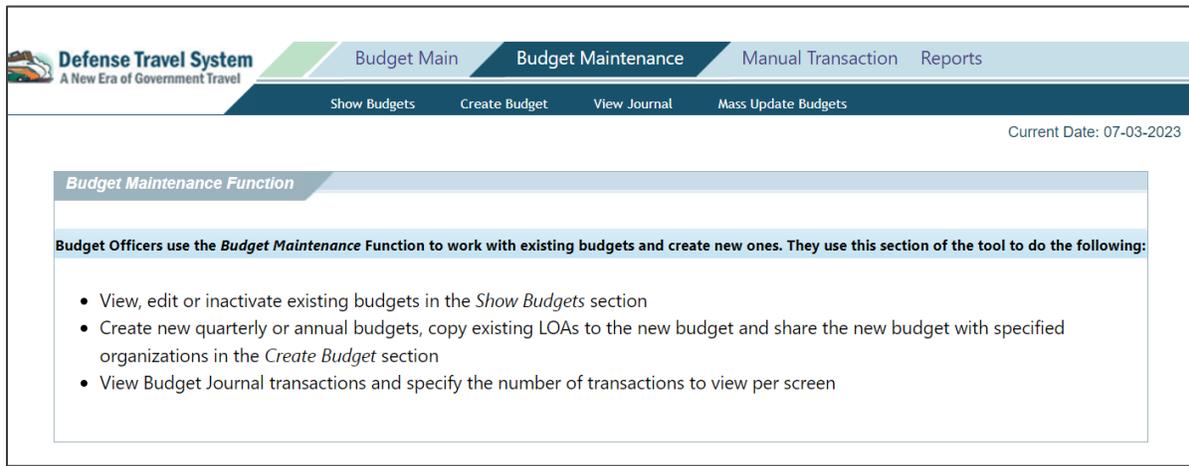
Figure 2-18: Budget Maintenance Function Screen

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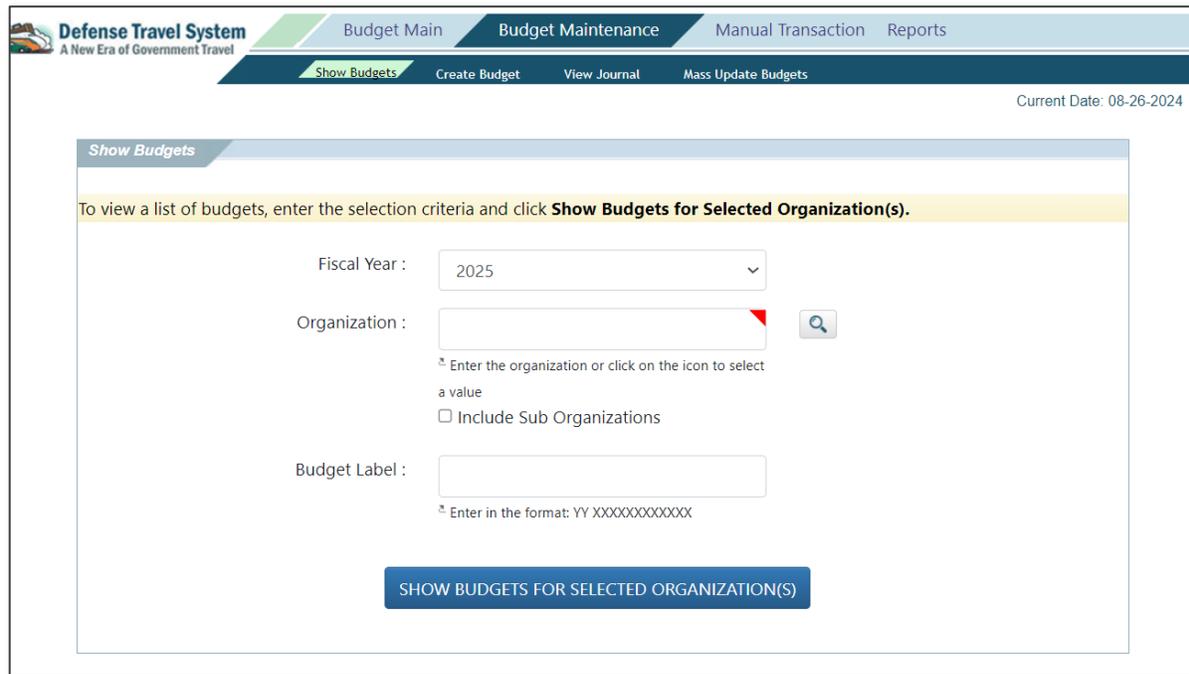
Figure 2-19: Show Budgets Screen

5. Choose the **Fiscal Year** for the budget(s) that you want to edit. The **Organization** will populate with your highest organization access. Place a check in **Include Sub Organizations** box if you have sub-organizations you need to see. Change the field and only view a single organization at a time.

6. You may leave the **Budget Label** blank if you wish to see all the budgets in your organization or enter a single item to view.

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

Figure 2-20: Show Budgets Results Screen

8. Locate the newly created budget label by the roll over or copy process. Select **Edit** next to the budget label. The **Edit Budget Item** screen (Figure 2-21) opens.

Figure 2-21: Edit Budget Item Screen

9. (Optional) Select the **Yes** radio button in the **Shared** field if you want to share the budget.

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

11. Complete the **Remarks** field.

12. Scroll to the bottom of the page and select **Save**.

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

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

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

2.5 LOA Placeholder and Budget Item Wild Cards

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

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

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

2.6 No-Year and Multi-Year Funds

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

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

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

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

2.6.1 Current Quarter Tracking: Rolls Over LOAs and Updates Labels

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

This option uses the default roll over feature in the **DTA Maintenance Tool, Lines of Accounting** module, as explained in Section 2.1. When using the roll over feature, any values in the FY or field designated in the default rules for that format map will not change. This results in a new LOA label with the new fiscal year without changing any of the LOA elements (e.g., 24 Training rolls over to 25 Training). DTS treats LOAs with the same LOA details as the same LOA, even if the label is different.

2.6.2 Fourth Quarter Tracking: Does Not Roll Over LOAs

The second option is to continue using LOAs that have the current fiscal year in the label into the next and future fiscal years. When choosing this option, once the new fiscal year begins, all document approvals using LOAs with labels containing the previous fiscal year will fund in the previous fiscal year budget item's fourth quarter only.

2.7 Account 2 Document FY (DFY) Roll Over

Check with your Component on LOA Format rules for Account 2.

Expenses incurred in FY24 allocate to a FY24 LOA that has a document fiscal year (DFY) data element of 24. Normal LOA roll over creates a new fiscal year LOA with a DFY of 25. Table 2-2 provides the relevant roll over data elements for the types of fiscal year trips (an all-FY24 trip, a crossover trip starting in FY24 and ending in FY25, and a new all-FY25 trip).

Table 2-2

ROLLOVER DATA ELEMENTS			
Travel FY	LOA Document FY Acct 2/DFY	FY (Beginning) Acct 3/BFY	PY (Ending) Acct 3/EFY
FY 24 Trip	24/24	4	4
FY 24-25 Crossover Trip *(September departure, October return)*	24/24 24/25	4 5	4 5
FY 25 Trip	25/25	5	5

If your LOA format accomplishes the roll over for LOAs from the previous fiscal year to the new fiscal year then Table 2-2 examples accommodates next fiscal year trips created in the current fiscal year.

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

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

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

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

Budget Item Removal: If a **Budget Label** ending in an X (due to a rolled over LOA) or any budget item was unintentional, just search for the **Budget** Item, and then select **Inactivate/Delete** (Figure 2-22).

Figure 2-22: Show Budgets Results Screen

The **Inactivate/Delete Budget Item** screen opens. If there are no funds in the budget item, then the option to **Delete** displays at the bottom of the page. Enter a comment and then select **Delete**. An information message displays (Figure 2-23). Select **OK**.

Figure 2-23: Information Message

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

Chapter 3: Updating a Traveler's Default LOA

The **DTA Maintenance Tool** allows a DTA to update the default LOA label for multiple travelers' profiles within the organization. Making the profile changes using the **Default LOA Update** features saves time. The default LOA label appears in the traveler's profile as soon as the update in the LOA table occurs. When a traveler creates a trip in DTS, the default LOA automatically appears on the document. Travelers can add additional LOAs to their document if necessary or switch to different LOA per mission. **Note**: Some organizations do not apply a default LOA label in a traveler's profile. Instead, at document creation based upon the mission the traveler or document creator selects the appropriate LOA.

Follow your local business rules regarding setting at default LOA in a profile. For more on lines of accounting (LOAs), see the *DTA Manual, Chapter 8: LOAs.*

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

1. Access the **DTA Maintenance Tool** and select **Lines of Accounting**. The **Lines of Accounting (Search Results)** screen appears.

2. From the **Navigation Bar**, select **Update Default LOA(s)**. The **Default LOA Update** screen opens (Figure 3-1).

Figure 3-1: Default LOA Update Screen

3. The **Organization Name** will default to your highest organization access.

4. You can leave the **Existing Default LOA Label** blank or select a specific label.

5. Select the **New Default LOA Label** drop-down menu to choose the new default LOA.

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

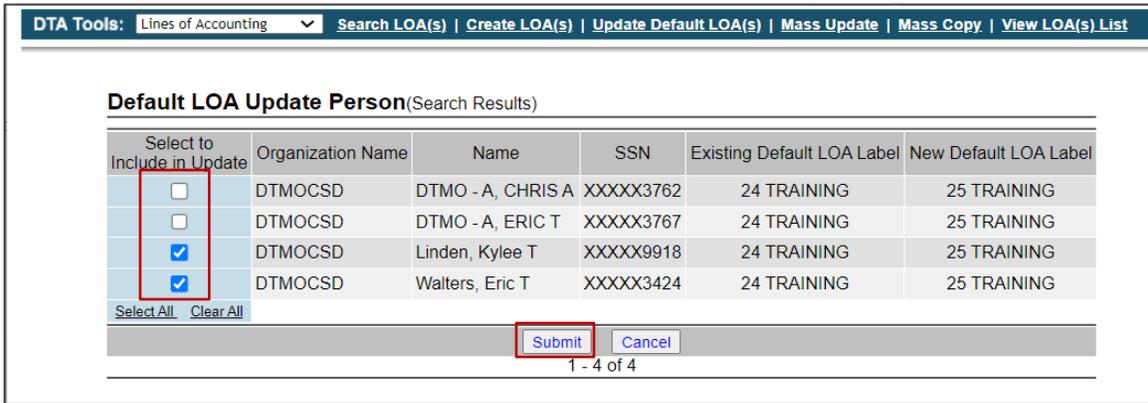7. Select **Submit**. The **Default LOA Update Person (Search Results)** screen opens (Figure 3-2).

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

8. In the **Select to Include in Update** column beside each person's default LOA, check the box to update the person's profile. Then select **Submit**. DTS updates the profiles based upon your selection.

9. If you selected every profile row to update, then DTS makes the changes and the **Search Results** page updates to reflect **No matches found for the specified search criteria** (Figure 3-3). If you only updated a few profiles, then DTS provides the update results (e.g., 2 - 2 of 5 rows updated).
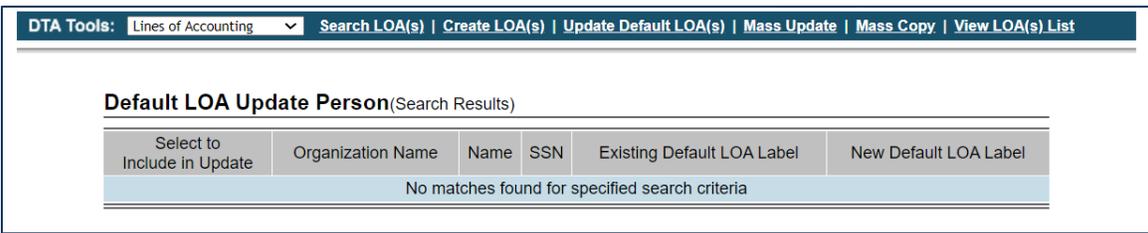

Figure 3-3: Default LOA Update Person (Search Results - After LOA Changes Applied) Screen

Repeat this process for each sub-organization.

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

1. Select the **Organization Name**; then choose the **Existing Default LOA Label** you want replaced from the drop-down list (Figure 3-4).

2. Select the **New Default LOA Label** from the drop-down list (Figure 3-4).
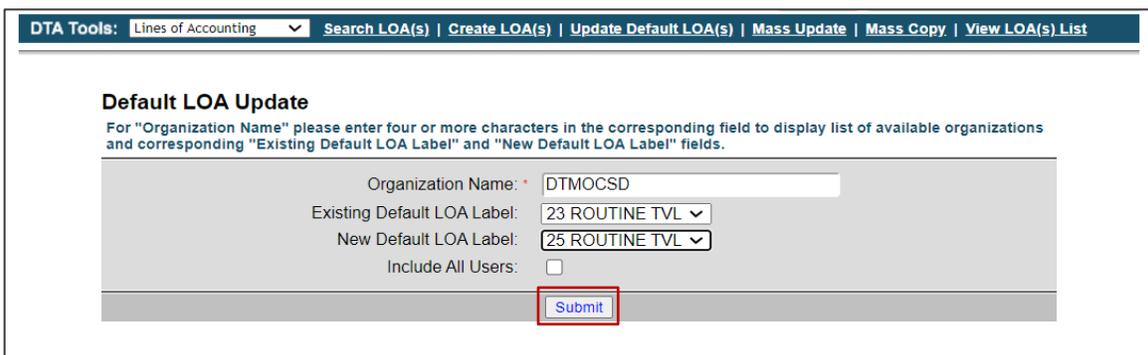

Figure 3-4: Default LOA Update (Search Results) Screen

3. Select **Submit**. DTS searches for any profiles which match the criteria and displays the results (Figure 3-5).

Figure 3-5: Default LOA Update Person (Search Results) Screen

4. In the **Select to Include in Update** column beside each person's default LOA, check the box to update the person's profile. Then select **Submit** (Figure 3-4). DTS will replace only the selected existing default LOA with the new default LOA; all other existing LOAs will remain unchanged.

Repeat this process for each new default LOA and for each sub-organization. Once you make all the LOA label updates, you can verify the changes by searching the existing LOAs under **Update Default (LOAs)** or you can view the **Default LOA** in the profiles individually or running a view listing under the **People** module. See the *DTA Manual, Chapter 7* for more on profiles.

Chapter 4: Deleting Prior Year Lines of Accounting

Based upon local procedures, organizations will provide guidance on using the new LOAs for new FY trips, cease using of the prior year LOAs, and determine when to remove older LOAs from DTS. The prior year LOAs do not require removal from DTS as soon as the fiscal year begins. In fact, some organizations wait until midway through the new fiscal year before deleting prior year LOAs while other organizations keep up to three fiscal years of LOAs in DTS to support multi-year funding and travel audits. **Note**: Be sure to follow your local guidance for maintaining LOAs and FY cross-over procedures.

DTS allows deletion of one or multiple LOAs at a time from the **DTA Maintenance Tool**, **Lines of Accounting** module. Before removing a LOA consider the following: the organization's funding type (single year vs multi-year funds), outstanding voucher payments, amended orders pending voucher submission (e.g., long term travel), and travel compliance audits. See the *DTA Manual, Chapter 8* for more on LOAs.

The DTAs should:

- Run the **DTS Unsubmitted Voucher** report to review the documents at the end of the FY at a minimum.
  - If there are vouchers not approved, notify the AOs to act.
  - If there are vouchers (for approved authorizations) not processed, notify the travelers file the vouchers and AOs to act.
  - If there are authorizations not cancelled due to non-travel then have the travelers and AOs follow the cancellation procedures in DTS. See the *Trip Cancellation Procedures in DTS* info paper.
- Verify open documents clear, and if your local process allows, remove the LOAs in DTS. To learn about the DTS Report Scheduler, see the *DTA Manual, Chapter 10*.
- Consult your local business rules on the travel audit process. If your organization is undergoing a travel audit, then do not remove any LOAs without first seeking guidance.

Here is how to delete a LOA:

1. Access the **DTA Maintenance Tool** and select **Lines of Accounting**. The **Search Lines of Accounting** screen (Figure 4-1) opens.

Figure 4-1: Lines of Accounting (Search Results) Screen

2. In the **Select to Delete or Rollover** column for each LOA **Label**, check the box to remove. Then select **Delete Selected (on this page)** (Figure 4-1). The **Delete Line(s) of Accounting** screen opens (Figure 4-2).
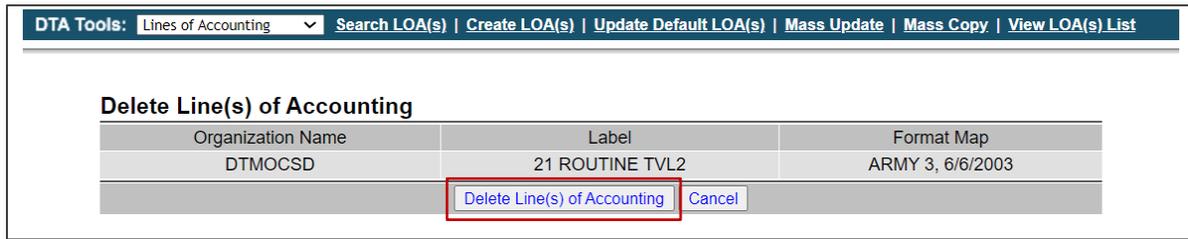
Figure 4-2: Delete Line(s) of Accounting Screen

3. Select **Delete Line(s) of Accounting**. The **Delete Line(s) of Accounting** Summary page appears (Figure 4-3). DTS provides a confirmation of the removed LOA.
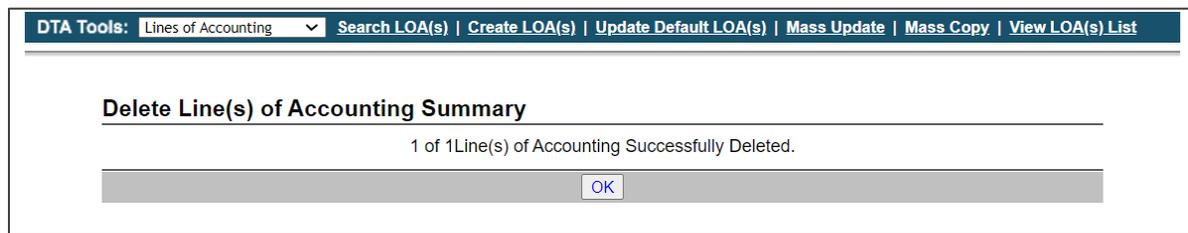
Figure 4-3: Delete Line(s) of Accounting Summary Screen

4. Select **OK**. The **Search Lines of Accounting** screen displays. The LOA no longer appears on the LOA list.

Here are a few key document processing and LOA rules:

- When approving a document, DTS checks the trip to verify there is a LOA present, the LOA on the document matches the LOA (10 by 20) in the LOA (master accounting codes) table, and there is an active Budget item with ample funds to process the document. If any of the three checks fail, then the AO can't approve the document. Contact the FDTA for support.

- Removing a LOA from the **DTA Maintenance Tool**, **Lines of Accounting** module, only removes the LOA from the module and doesn't remove the LOA from a document. Determine the correct LOA necessary to process the trip. Then ensure the proper LOA is entered into the document.

- Editing or amending a document that contains a deleted LOA from the **DTA Maintenance Tool**, triggers a **Pre-Audit** flag indicating, "*Acct code does not exist in the master table.*" To clear the flag:
    - If the removed LOA should be available, contact the FDTA to add the LOA back into the LOA master table. Re-add the LOA to the trip and proceed with document processing.
    - If a new LOA is necessary then remove the incorrect LOA from the document, add the new LOA, and proceed with document processing.

- Processing a trip with a prior year LOA, triggers a **Pre-Audit** flag. Enter a justification for using the prior year LOA on the **Pre-Audit Trip** screen. Then proceed with document processing.

To learn more about FY Cross-over, see the *[DTS Guide to Processing Authorizations in the New Fiscal Year](#)*.