



Defense Travel System

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

June 20, 2016

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Revision History

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Chapter 1: Overview for Establishing Lines of Accounting and Budgets

The fiscal year for the Department of Defense (DoD) begins on 1 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. The following three options are explained further in this guide:

- *Default rules* – Update specific data elements based on the LOA's format map.
- *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.

Once the new fiscal year funding is received, target amounts for new fiscal year budgets must be added before documents using the new fiscal year LOAs can be stamped **APPROVED**.

1.2 LOA List

To assist FDTAs with fiscal year roll over, they may access a list of LOAs with labels and data elements in a spreadsheet format. This can be found in DTS in the DTA Maintenance Tool>Lines of Accounting>View LOA(s) List.

1.3 Reference Materials

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

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

These documents can be found at <http://www.defensetravel.dod.mil/site/training.cfm>.

Chapter 2: DTS Fiscal Year Roll over Feature

The DTS Fiscal Year Roll over feature provides two options for rolling over LOAs:

- *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 will be copied into the new LOA. Default rules can be customized.
- *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 Roll over 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 will be copied 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.

2.1 Roll over LOAs Using Default Rules

Use the below steps to roll over an LOA:

1. Select **DTA Maintenance Tool** from the DTS Home page.
2. When you are on the **DTA Maintenance Tool** homepage, select **Lines of Accounting** from the drop down menu (Figure 2-1).

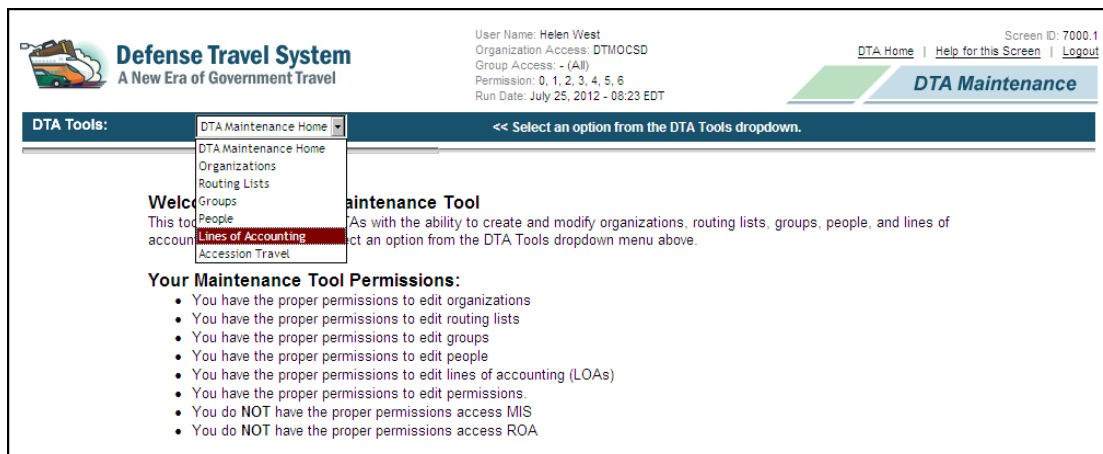


Figure 2-1: DTA Maintenance Tool Welcome screen

The **Search Lines of Accounting** screen opens (Figure 2-2).

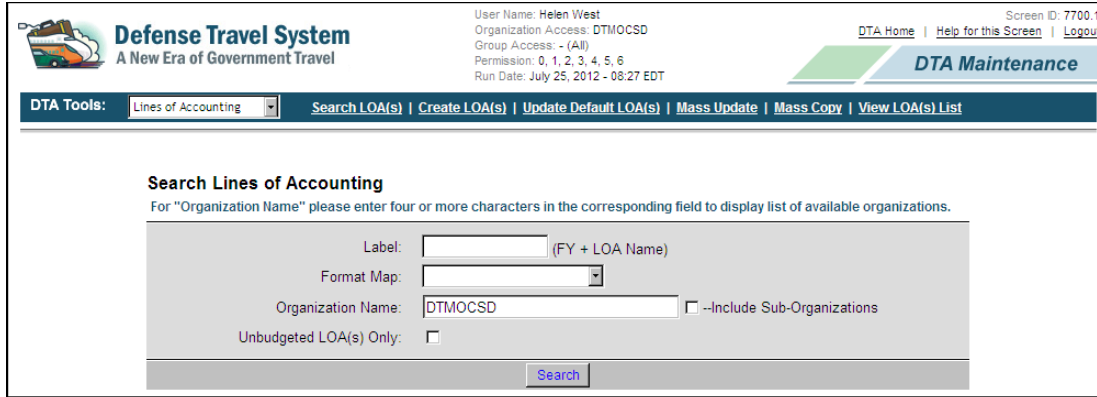


Figure 2-2: Search Lines of Accounting screen

3. Complete the **Label** field with the name of the **LOA**.
-OR-
To expand the search to include all LOAs for the selected organization, leave this field blank.
4. Select the **Format Map** drop-down arrow to select a **map type**. To expand the search to include all map types, leave this field blank.
5. Select the **Organization Name** drop-down arrow to select an organization. To expand the search to include all suborganizations, check the **Include Sub-Organizations** box.
6. Select **Search**.

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

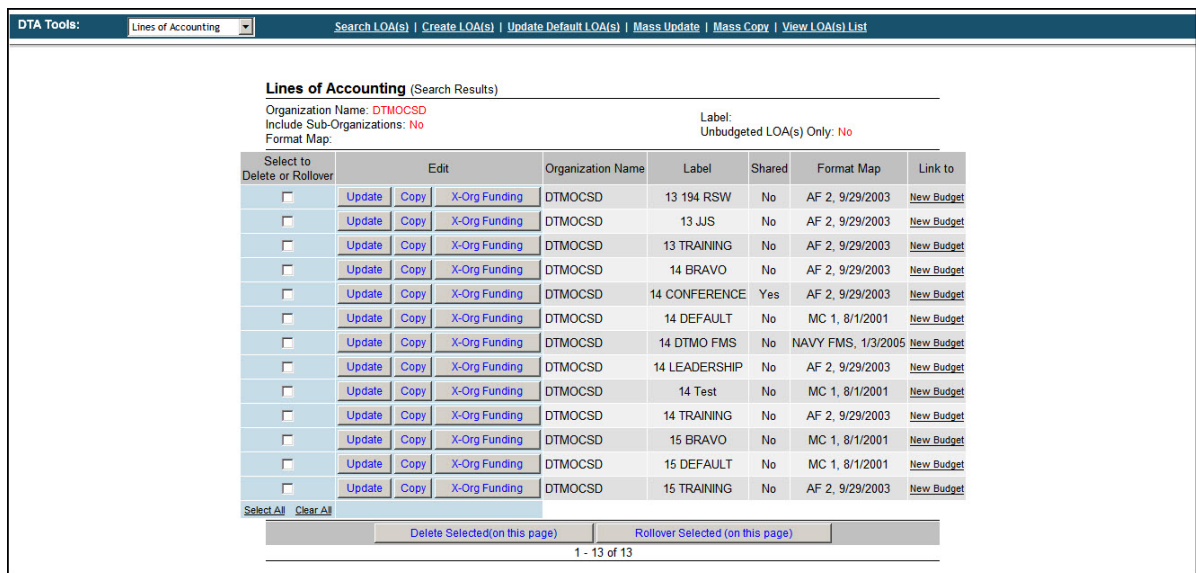


Figure 2-3: Lines of Accounting (Search Results) screen

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 are listed by organization, 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 or **Update** button to view all data elements and verify the LOA as a candidate for roll over.

8. Select **Roll over Selected (on this page)**.

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

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

Select Rollover Rules:

Use default rule(s)

Use custom rule(s) defined for each LOA

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

Figure 2-4: Roll over Line(s) of Accounting – Select Rules screen

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

10. Select **Continue**.

The **Roll over Line(s) of Accounting – Default Rules** screen opens. This screen previews the LOAs to be rolled over. It shows the list of selected LOAs with the Organization Name, Label, Format Map, and the option to preview the new fiscal LOA before roll over.

11. Enter the new fiscal year in the **Roll over LOA(s)** and **Empty Budget Shell(s)** fields (Figure 2-5)

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

Rollover LOA(s) to Fiscal Year:

Empty Budget Shell(s) Fiscal Year:

Enter the new Fiscal Year

Create Budget	Shared	Organization Name	Label	Format Map	Preview
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DTMOCS	14 DEFAULT	MC 1, 8/1/2001	Preview

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

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

12. If the organization uses annual budgets, then clear the **Create Budget** box. The budget must be created manually in the Budget module.
13. If the LOA is to be shared with the organization’s suborganizations, check the box in the **Shared** column.
14. Select **Preview**.

The new LOA Data Elements screen opens (Figure 2-6). This screen displays how the LOA data elements will be formatted. This screen is not editable. Select **Close Window** to return to the **Default Rules** screen.

Format Map: AF 2, 9/29/2003	
Organization Name: DTMOCS	
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="3"/> (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="3"/> (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)
<input type="button" value="Close Window"/>	

Figure 2-6: LOA Data Elements

15. Select **Roll over Line(s) of Accounting** to generate the new fiscal year LOAs and empty budget shells.

The **Roll over Line(s) of Accounting – Confirm** opens (Figure 2-7).

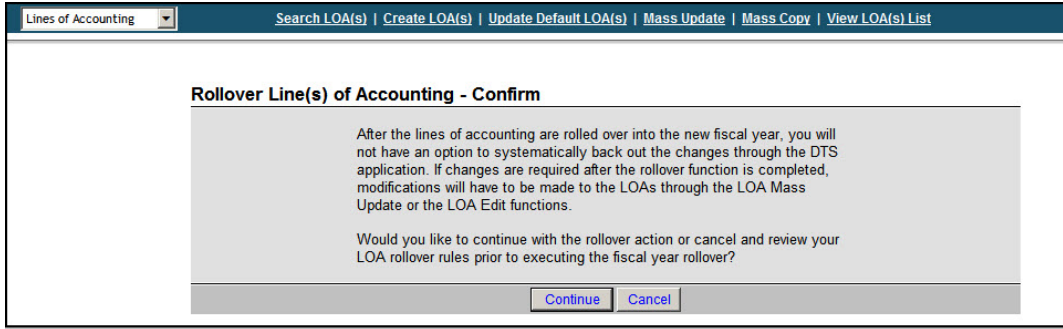


Figure 2-7: Roll over Line(s) of Accounting – Confirm screen

16. Select **Continue** to complete the roll over process.

If you selected **Continue**, the **Roll over Lines(s) of Accounting Summary** screen confirms the number of LOAs rolled over and empty budget shells created.

17. Select **OK**.

2.1.1 Error Correction

If an error was made, use one of the following options:

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

2.2 Roll Over LOAs Using Custom Rules

1. Search for the LOAs to roll over by following the steps in Section 2.1.

The **Roll over Line(s) of Accounting – Select Rules** screen displays the default rules for completing the roll over process for the selected LOAs.

2. Select the **Use custom rule(s) defined for each LOA** radio button (Figure 2-8).

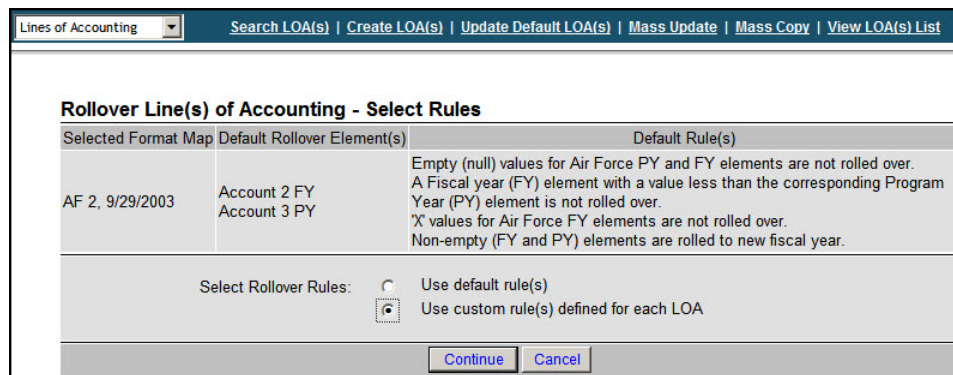


Figure 2-8: Roll over Line(s) of Accounting – Select Rules screen

3. Select **Continue**.

The Roll over Lines(s) of Accounting – Custom Rules screen opens.

4. Complete the **Roll over LOA(s) to Fiscal Year** and the **Empty budget Shell(s) Fiscal Year** field (Figure 2-9).

Figure 2-9: Roll over Lines of Accounting – Custom Rules screen

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

If a box is not checked under the Select Roll over 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 Roll over LOA(s) to Fiscal Year field. For example, if you enter 2016 into the Roll over LOA(s) to Fiscal Year field, then the account element of the new LOA will be 16.

5. (Optional) Select **Preview** to view how the new LOA will be updated.

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

6. Select **Roll over Line(s) of Accounting**.

The **Roll over Line(s) of Accounting – Confirm** screen opens (Figure 2-7).

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

-OR-

Select **Cancel** to cancel the roll over action.

8. Select **OK**. This indicates that DTS has successfully rolled over the selected LOAs and created empty budget shells if selected.

See Section 2.4 for instruction on updating the target in the budget shell.

2.2.1 Error Correction

If an error was made, use one of the following options:

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

2.3 Roll Over LOAs Using the Copy LOA Feature

The FDTA should use the Copy LOA feature when other data elements change from one fiscal year to the next (i.e., changes in addition to fiscal year and program year related elements).

The Copy LOA feature does the following:

- Allows all of the elements of an existing LOA to be copied so that a new LOA can be created for another fiscal year. This must be done individually, as only one LOA may be copied at a time. The LOA can only be copied into an organization that the FDTA has access to.

Note: This does not change the fiscal year related elements in the LOA.

- If the **Create Budget** box was left checked, an empty quarterly budget shell for the new LOA with the same accounting elements will be created. The FDTA/BDTA needs to edit the new budget shell in the DTS Budget module to add funding targets as determined by the Resource Management Office.

2.3.1 Creating an LOA and a Quarterly Budget Shell

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

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

The **Search Lines of Accounting** screen opens (Figure 2-2).

2. Complete the **Label** field with the name of the LOA to be copied.
- OR -
To expand the search to include all LOAs for the selected organization, leave this field blank.
3. Select the **Format Map** drop-down arrow to select a map type.
-OR-
To expand the search to include all map types, leave this field blank.
4. Select the **Organization Name** drop-down list to select an organization. To expand the search to include all suborganizations, check the **Include Sub-Organizations** box.

5. Select Search.

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

6. Select **Copy** next to the LOA to create the new fiscal year LOA. This must be done individually; only one LOA can be copied at a time.

The **Copy Line of Accounting** screen opens (Figure 2-10). This screen displays the selected LOA data elements based on the format map.

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

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

Label

LOA Fiscal Year: * 12 (2 digit year)
 LOA Name: * DEFAULT

LOA Data Elements

Account 1	AAA or DTST: * 023185 (6 or DTST) DTST Sub-field: (14)
Account 2	DEPT: 18 (2) FY: 12 (2) PY: 12 (2) APPR: 1106 (4) SH: 27G2 (4)
Account 3	OC/SOC: 2100 (4) BCN: 68485 (5) SA: (1)
Account 4	AAA: 023185 (6) TTC: 2D (2)
Account 5	CC: TRAVELER4 (12) MAC: M00025 (6)
Account 6	FA: 19 (2) WC: 20 (2) FC: EU (2) CAC: 2C20 (4) BRC: (2)
Account 7	RON: (15) RBC: (1)
Account 8	JNLU: 0020 (4) DSSN: 6850 (4) ACRN: (2)
Account 9	IBOP: (4)
Account 10	TF: (2) LOC: (2) FCN: (3) FLN: (3)

Save Copied Line of Accounting Cancel

Figure 2-10: Copy of Line Accounting screen

7. Select the appropriate organization from the **Organization Name** drop-down list, if necessary.
8. Check and the fields as shown in Table 2-1.

Table 2-1: Copy Lines of Accounting Screen fields

COPY LINE OF ACCOUNTING SCREEN FIELDS	
FIELD LABEL	COMMENTS
Share LOA	Check this box if the LOA will be shared 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	This box is checked by default. DTS automatically creates an empty budget shell for the new LOA for the corresponding FY. Clear this box if the organization uses annual budgets. If cleared, the budget must be created manually in the Budget module.
Empty Budge 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 the LOA is copied into the same organization, you must change the label name. Each LOA within an organization must have a distinct label name.
LOA DATA ELEMENTS	
Fiscal Year Related Elements	Update the necessary fiscal year related elements (e.g., FY, PY, DFY, BFY, EFY) in the format map to reflect the new FY. The copy function does not automatically roll over the values.
Remaining Data Elements	Make other necessary changes to the remaining data elements in the format map.

*Denotes required field

9. Select **Save Copied Line of Accounting** to create the new fiscal year LOA and the empty budget shell (if selected) for the corresponding LOA.

If you left **Create Budget** checked, DTS will create an empty quarterly budget shell for the copied LOA in the Budget module. The FDTA will have to add the target amounts prior to use.

See Section 2.4 for instruction on updating the target in the budget shell.

2.4 Updating the Budget Shell After Creating New Fiscal Year LOAs

Use the following steps to update a budget shell with budget targets.

1. Mouse over **Administrative** on the menu bar and select **Budget** from the drop-down list (Figure 2-11).

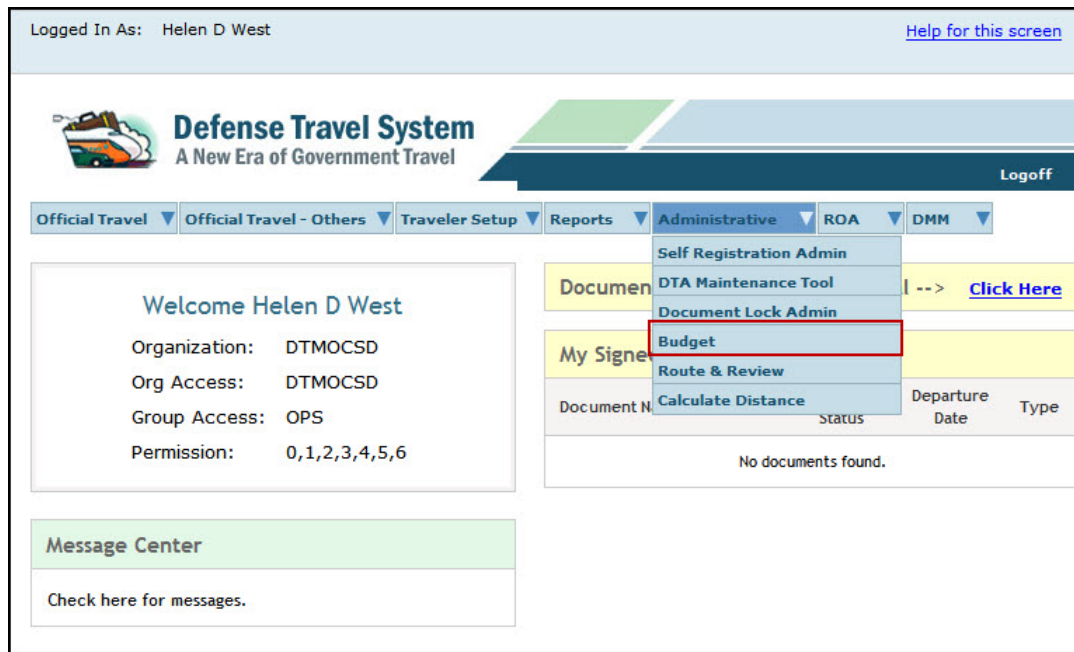


Figure 2-11: User Welcome screen

The **DTS Budget Administration Tool** screen opens

2. Select **Budget Maintenance** from the navigation bar (Figure 2-12).

Chapter 2: DTS Fiscal Year Rollover Feature

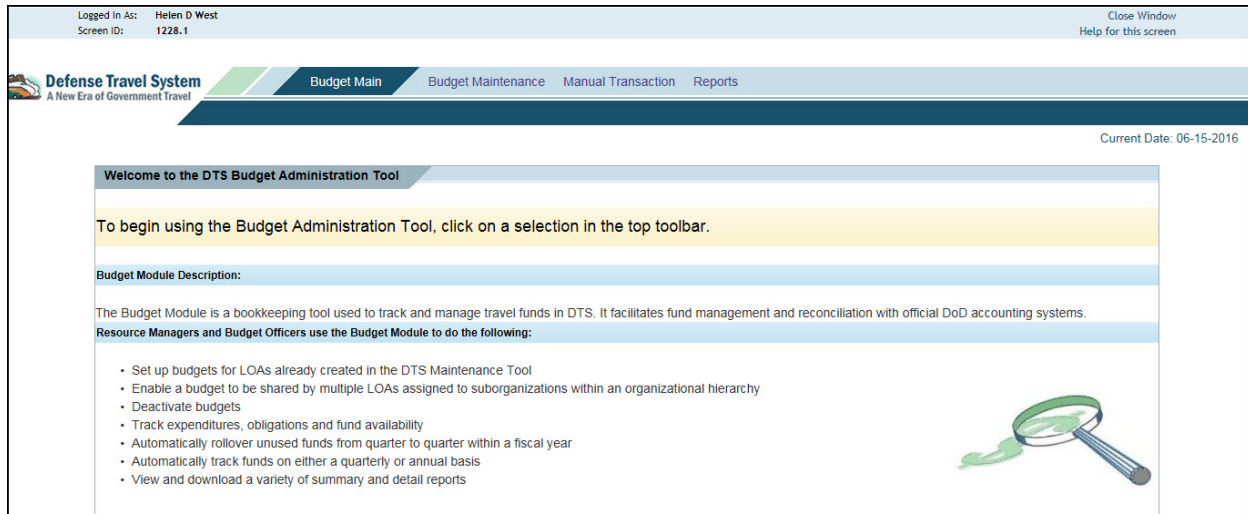


Figure 2-12: Budget Maintenance Function screen

3. Select **Budget Maintenance**.

The **Budget Maintenance Function** screen opens (Figure 2-13).

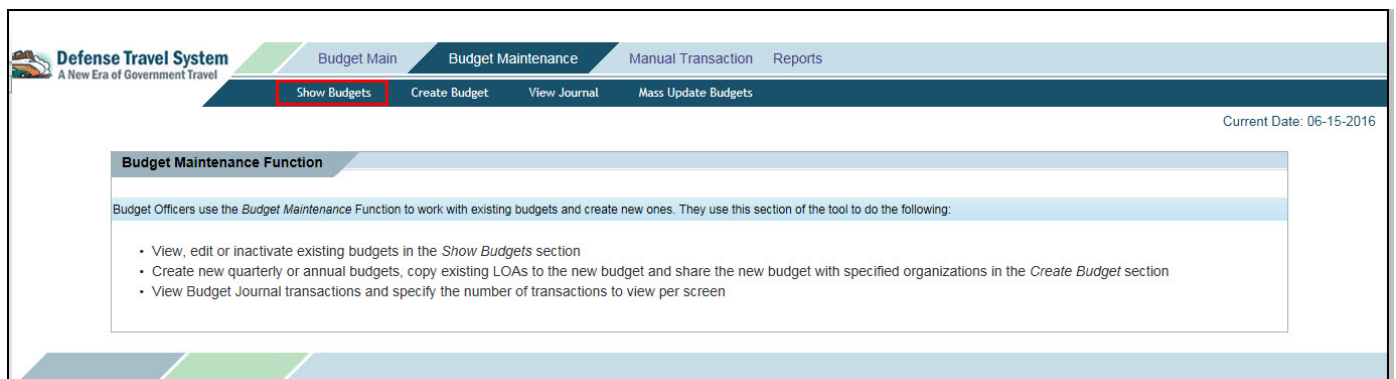


Figure 2-13: Budget Maintenance Function screen

4. Select **Show Budgets**.

The **Show Budgets** screen opens (Figure 2-14)

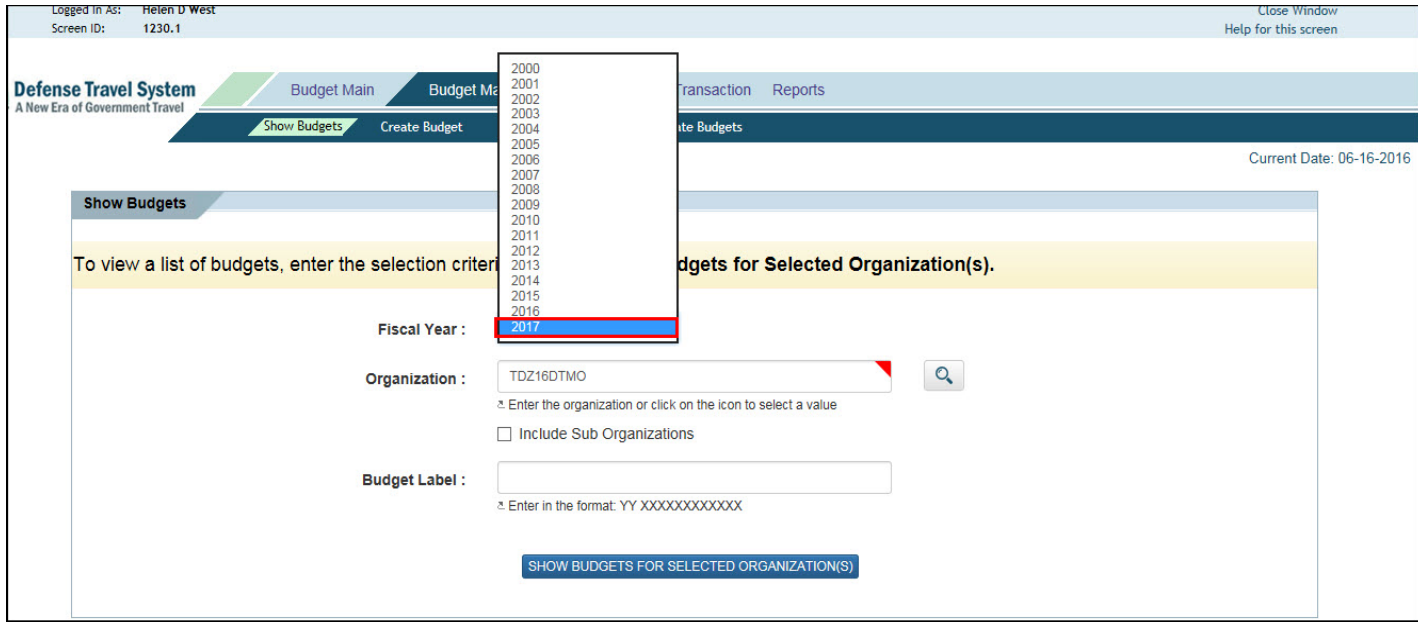


Figure 2-14: Show Budgets screen

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

The **Show Budgets Results** screen opens (Figure 2-15).

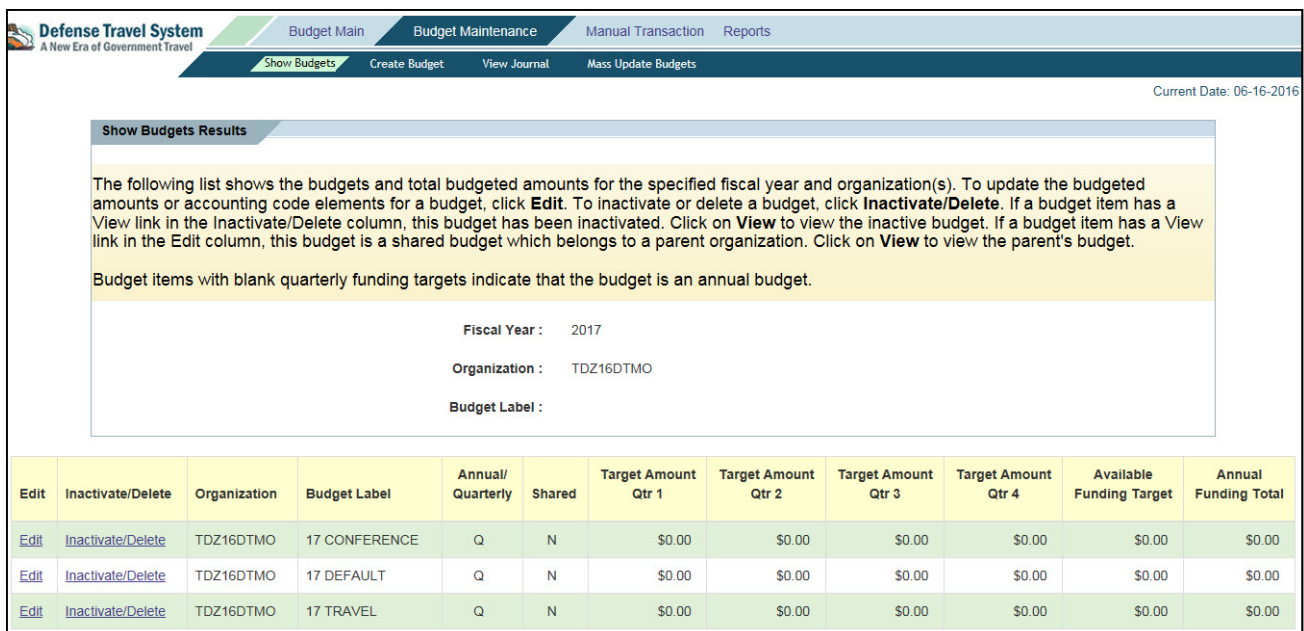


Figure 2-15: Show Budgets Results screen

Chapter 2: DTS Fiscal Year Rollover Feature

7. Look for a budget label that was created by the roll over or copy process. Select **Edit** next to the budget label.

The **Edit Budget Item** screen opens (Figure 2-16).

Logged In As: Helen D West
Screen ID: 1232.1

Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

Budget Main | Budget Maintenance | Manual Transaction | Reports

Show Budgets | Create Budget | View Journal | Mass Update Budgets

Current Date

Edit Budget Item

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

Fiscal Year : 2016
Organization : TDZ16DTMO
Budget Label : 16 CONFERENCE

Shared : Yes
 No

AMOUNT BUDGETED FOR EACH QUARTER

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Annual
Quarterly Funding Target :	\$0.00	\$50,000.00	\$35,000.00	\$25,000.00	\$110,000.00
Previous Quarter Carryover :					
Funding Target Adjustments :		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		
Transaction Adjustments :	\$0.00	\$0.00	\$0.00		\$0.00
Obligations Outstanding :	\$0.00	\$1,249.24	\$10,006.97		\$11,256.21
Expenditures Paid :	\$0.00	\$0.00	\$10,428.91		\$10,428.91
Total Obligations :	\$0.00	\$1,249.24	\$20,435.88		\$21,685.12
Available Funding Balance :	\$0.00	\$48,750.76	\$14,564.12		\$88,314.88

Remarks :

Figure 2-16: Edit Budget Item screen

8. (Optional) Select the **Yes** radio button in the **Shared** field to indicate that the budget is shared.
9. Update the **Funding Target Adjustments** fields.
10. Complete the **Remarks** field.
11. Select **Save**.

12. Repeat the process for each empty budget shell that was created by the roll over or copy process.

2.5 LOA Placeholder and Budget Item Wild Cards

LOA placeholders roll over with each LOA. If the FDTA elected to create a budget during roll over, the placeholders must be replaced in the new fiscal year budget with an asterisk (*) to indicate a wild card. This can be done using the Mass Update feature in the Budget module, or when the initial targets are added.

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

- The wild card is entered in one new fiscal year budget.
- The remainder of the budgets is deleted or inactivated.

2.6 No-Year and Multi-Year Funds

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

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

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

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

2.6.1 Current Quarter Tracking: Rolls Over LOAs and Updates Labels

This option may be used 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 Lines of Accounting module of the DTA Maintenance Tool, 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., 15 Training rolls over to 16 Training). DTS treats LOAs with the same LOA details as the same LOA, even if the label is different.

2.6.2 Fourth Quarter Tracking: Does Not Roll Over LOAs

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

2.7 Account 2 Document FY (DFY) Roll Over: Navy STARS-FL and Others

Expenses incurred in FY16 must be allocated to a FY16 LOA that has a document fiscal year (DFY) data element of 16. Normal LOA roll over creates a new fiscal year LOA with a DFY of 17. Table 2-2 provides the relevant roll over data elements for the types of fiscal year trips (an all-FY17 trip, a crossover trip starting in FY16 and ending in FY17, and a new all-FY17 trip).

Table 2-2: Roll over Data Elements

Roll over Data Elements			
Travel FY	LOA Document FY Acct 2/DFY	FY (Beginning) Acct 3/BFY	PY (Ending) Acct 3/EFY
FY 17 Trip	17/17	7	7
FY 16-17 Crossover Trip (September departure October return)	16/16 17/16	6 7	6 7
FY 17 Trip	17/17	7	7

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

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

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

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

This allows the FDTAs to roll over the current fiscal year LOAs into the next fiscal year while keeping the current fiscal year DFY. Using the custom roll over rules for trips that

cross fiscal years, the FDTA essentially rolls over the LOA twice. This functionality is available for all LOA formats.

Chapter 3: Updating a Traveler's Default LOA

The DTA Maintenance Tool allows a DTA to update the default LOA in a traveler's DTS profile. This process is also explained in Chapter 8 of the DTA Manual.

To change all personnel in the organization to a new default LOA, follow the below steps:

1. Access the DTA Maintenance Tool and select **Lines of Accounting** (Figure 2-1).
2. Select **Update Default LOA(s)** from the navigation bar.

The **Default LOA Update** screen opens (Figure 3-1).

DTA Tools: Lines of Accounting

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Default LOA Update

For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations and corresponding "Existing Default LOA Label" and "New Default LOA Label" fields.

Organization Name: TDZ16DTMO

Existing Default LOA Label: [Dropdown]

New Default LOA Label: [Dropdown]

Include All Users:

Submit

Figure 3-1: Default LOA Update screen

3. The organization name will default to the organization that you have access to.
4. Leave the **Existing Default LOA Label** blank.
5. Select the **New Default LOA Label** drop arrow and choose the new default LOA that will be used in the organization.
6. Place a check in the **Include All Users** box to display all personnel in the organization and their current default LOA.
7. Select **Submit**.

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

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

Default LOA Update Person (Search Results)

Select to Include in Update	Organization Name	Name	SSN	Existing Default LOA Label	New Default LOA Label
<input checked="" type="checkbox"/>	TDZ16DTMO	West, Eric T	XXXXX7346	16 CONFERENCE	
<input checked="" type="checkbox"/>	TDZ16DTMO	West, Molly T	XXXXX7344	16 CONFERENCE	
<input checked="" type="checkbox"/>	TDZ16DTMO	West, Chris A	XXXXX7347	16 CONFERENCE	

[Select All](#) [Clear All](#)

1 - 3 of 3

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

8. Place a check in the **Select to Include in Update** box beside each person whose default LOA you wish to update.
9. Select Submit.

This process must be repeated 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 follow the below steps:

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

This will replace only the selected existing default LOA with the new default LOA; all other existing LOAs will remain unchanged. This process must be repeated for each new default LOA and for each sub organization.

Chapter 4: Deleting Prior Year Lines of Accounting

Before deleting prior year LOAs you should consider whether any new documents need to be created using these funds. If so, the LOAs should not be deleted. An option is to wait until midway through the new fiscal year before deleting prior year LOAs. Generally, travelers in the organization should be informed not to use the prior year LOAs for current year travel.

Deleting an LOA from the DTA Maintenance Tool does not remove it from the documents that are using it. When the LOA is deleted, it will stay in documents.

When a document is amended after the LOA has been deleted, a DTS pre-audit flag appears:

“Acct code does not exist in the master table”

The traveler needs to enter justification for using the prior year LOA on the Pre-Audit Trip screen.