



Defense Travel Management Office



Lines of Accounting and Budgets

Joe Bulakowski

Connect 2011 Seminar

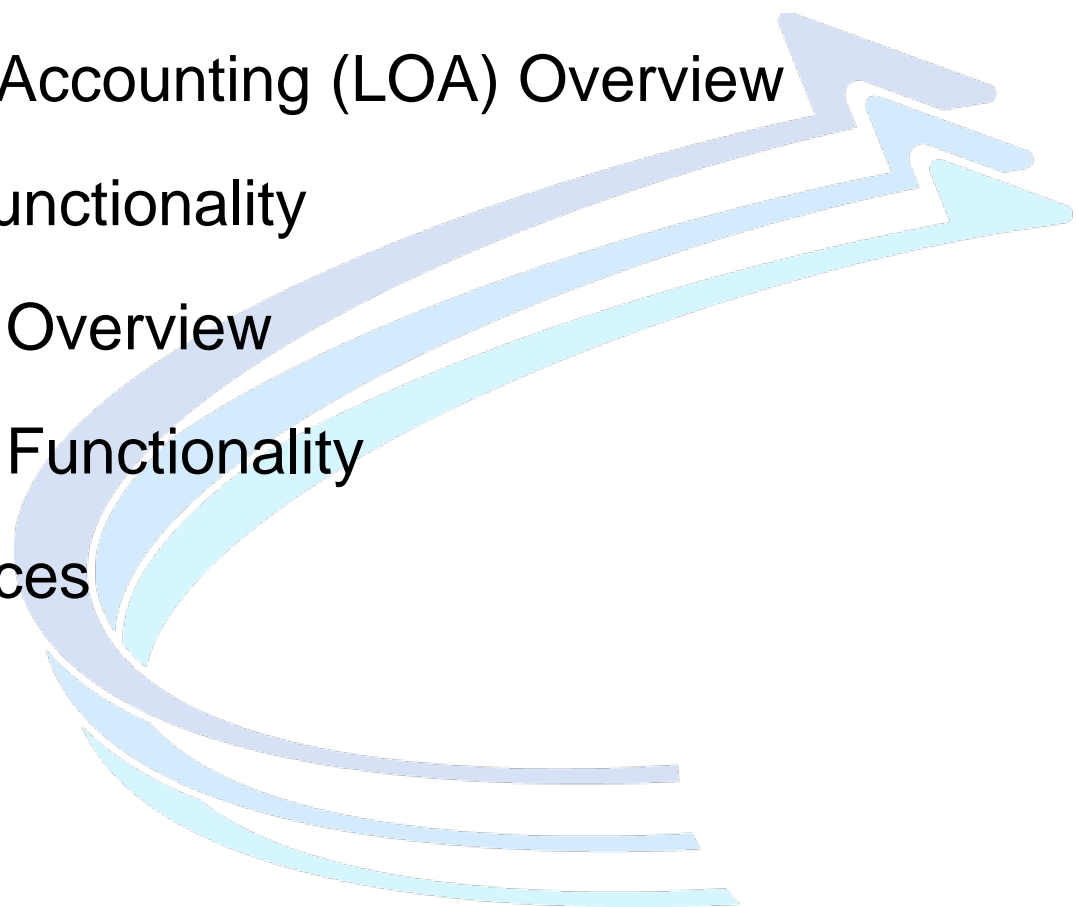
April 2011

For Official Use Only



Agenda

- Line of Accounting (LOA) Overview
- LOA Functionality
- Budget Overview
- Budget Functionality
- Resources





LINES OF ACCOUNTING





Lines of Accounting Overview

- Series of codes which depicts source of funds
- Valid LOA required to be on document prior to approval
- Must have permission level 6 to view and edit LOA
- Defined by format map, organization, fiscal year, and label
- LOA label
 - Must be unique to each org
 - Should be obvious to Travelers and ROs for selection

**Service/Agency specific LOA information available in Chapter 8 and Appendix R of DTA Manual*



Format Maps

- Uniquely formatted into one of several format maps
- Are in a 10 x 20 format
- The ^ is used to separate each element on a line
- Element Placeholders can be used where appropriate

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	AAA						^													
ACCT 2	DEPT	^	FY		^	PY		^	APPR			^	SH				^			
ACCT 3	OC/SOC			^	BCN				^	SA	^									
ACCT 4	AAA						^	TTC		^										
ACCT 5	CC											^	MAC						^	
ACCT 6	FA	^	WC		^	FC		^	CAC			^	BRC		^					
ACCT 7	RON															^	RBC	^		
ACCT 8	JNLU			^	DSSN			^	ACRN		^									
ACCT 9	IBOP			^																
ACCT 10	TF	^	LOC		^	FCN		^	FLN		^									





Obligation Process

Authorizing Official stamps authorization
APPROVED

1



Notification of successful/unsuccessful obligation received

3



2



Request for obligation sent to accounting system


4

Voucher shell completed upon positive acknowledgement (POS ACK) from accounting system





Welcome Screen



Defense Travel System

A New Era of Government Travel

[Logoff](#)

Official Travel ▼
Official Travel - Others ▼
Traveler Setup ▼
Reports ▼
Administrative ▼
CBA

Welcome Helen D Ivey

Organization: TDZCSB

Org Access: TDZCSB

Group Access: CSB

Permission: 0,1,2,3,4,5,6

Document

My Signed

Document Name	Departure Date	Type
No documents found.		


Message Center

EWTS will be unavailable for 6 hours beginning at 1800 EST on Saturday, March 19, 2011 due to a software update. This update will include functionality that allows a traveler's social security number (SSN) to be masked when printing a DTS travel document. For more information on the contents of this update, including associated frequently asked questions, read the document posted at: http://www.defensetravel.dod.mil/DTSOutreach/DTS-Masked_SSN_Software_Update.pdf.





DTA Maintenance Tool



Defense Travel System

A New Era of Government Travel

Screen ID: 7000.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

DTA Maintenance

DTA Tools:

DTA Maintenance Home

v

<< Select an option from the DTA Tools dropdown.

DTA Maintenance Home

Organizations

Routing Lists

Groups

People

Lines of Accounting

Accession Travel

DTA Maintenance Tool

Authorized DTAs with the ability to create and modify organizations, routing lists, groups, people, and lines of accounting. Please select an option from the DTA Tools dropdown menu above.

Your Maintenance Tool Permissions:

- You have the proper permissions to edit organizations
- You have the proper permissions to edit routing lists
- You have the proper permissions to edit groups
- You have the proper permissions to edit people
- You have the proper permissions to edit lines of accounting (LOAs)
- You have the proper permissions to edit permissions.
- You do **NOT** have the proper permissions access MIS
- You do **NOT** have the proper permissions access ROA





Search Lines of Accounting

Screen ID: 7700.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

DTA Maintenance

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

Search Lines of Accounting

Label: (FY + LOA Name)


Format Map:

Organization Name: --Include Sub-Organizations

Unbudgeted LOA(s) Only:



Create Line of Accounting



Defense Travel System
A New Era of Government Travel

Screen ID: 7702.1
[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

DTA Maintenance

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

Create Line of Accounting * Required

Format Map: * ▾



Create Line of Accounting (continued)

Screen ID: 7702.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

DTA Maintenance

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

Create Line of Accounting * Required

Format Map: *	Select One ...
	<ul style="list-style-type: none">Select One ...AF 2, 9/29/2003ARMY 3, 6/6/2003BSM 1, 2/6/2006Blank LOA FormatDBMS 1, 8/1/2001DIA, 3/5/2009DTRA, 7/3/2006DWAS 1, 1/1/2004MC 1, 8/1/2001MSC, 10/13/2005NAVY 1, 8/1/2001NAVY ERP1, 9/26/2006NAVY FMS, 1/3/2005NRL1, 6/8/2006SAP1, 3/10/2004SDDC-AF, 5/12/2006SDDC-ARMY, 5/12/2006SFIS v3.4WAAS 1, 8/7/2002eBiz 2, 2/20/2003



Create Line of Accounting (continued)

Create Line of Accounting (An empty budget shell will not be created if Create Budget is not checked.) * Required

Format Map: NAVY 1, 8/1/2001

Organization Name: * TDZCSB

Share LOA: Yes

Create Budget: Yes

Empty Budget Shell Fiscal Year: 2011 (4 digit year)

Label

LOA Fiscal Year: * 11 (2 digit year)

LOA Name: * Mission

LOA Data Elements

Account 1	AAA or DTST: * 033189 (6 or DTST)
	DTST Sub-field: <input type="text"/> (14)
Account 2	DEPT: 97 (2)
	TDPT: 20 (2)
	DFY: 49 (2)
Account 3	BFY: 1 (1)
	EFY: 1 (1)
	APPN: 9424 (4)
	SUBH: 7863 (4)
	OC: <input type="text"/> (4)
Account 10	IBOP: <input type="text"/> (3)
	CC: <input type="text"/> (12)
	ACRN: <input type="text"/> (2)



Search Results

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

Lines of Accounting (Search Results)

Organization Name: TDZCSB

Include Sub-Organizations: Yes

Format Map:

Label:

Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 FMS	No	NAVY FMS, 1/3/2005	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 MISSION	No	NAVY 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	12 MISSION	No	NAVY 1, 8/1/2001	New Budget

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

[Delete Selected\(on this page\)](#)

[Rollover Selected \(on this page\)](#)

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Update Line of Accounting

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

Update Line of Accounting

Format Map: AF 2, 9/29/2003
 Organization Name: TDZCSB
 Label: 11 CONFERENCE
 Share LOA: Yes

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="1"/>	(1)
	APPR:	<input type="text" value="3400"/>	(4)
	SL:	<input type="text"/>	(4)
Account 3	FC:	<input type="text" value="30"/>	(2)
	PY:	<input type="text"/>	(1)





Search Results

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

Lines of Accounting (Search Results)

Organization Name: **TDZCSB**
Include Sub-Organizations: **Yes**
Format Map:

Label:
Unbudgeted LOA(s) Only: **No**

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 FMS	No	NAVY FMS, 1/3/2005	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 MISSION	No	NAVY 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	12 MISSION	No	NAVY 1, 8/1/2001	New Budget
Select All	Clear All							

[Delete Selected\(on this page\)](#) [Rollover Selected \(on this page\)](#)

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Copy Line of Accounting

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

Copy Line of Accounting (An empty budget shell will not be created if Create Budget is not checked.) * Data Required

Format Map: AF 2, 9/29/2003

Organization Name: * TDZCSB

Share LOA: Yes

Create Budget: Yes

Empty Budget Shell Fiscal Year: * (4 digit year)

Label

LOA Fiscal Year: * 11 (2 digit year)

LOA Name: * EXERCISE

LOA Data Elements

Account 1	ADSN or DTST: * 667100 (6 or DTST)
	DTST Sub-field: (14)
Account 2	DEPT: 57 (2)
	TA: (2)
	FY: 1 (1)
	APPR: 3400 (4)
	SL: (4)





Rollover Lines of Accounting

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

Lines of Accounting (Search Results)

Organization Name: **TDZCSB**
Include Sub-Organizations: **Yes**
Format Map:

Label:
Unbudgeted LOA(s) Only: **No**

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
<input checked="" type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input checked="" type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 FMS	No	NAVY FMS, 1/3/2005	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 MISSION	No	NAVY 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	12 MISSION	No	NAVY 1, 8/1/2001	New Budget

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

[Delete Selected\(on this page\)](#)

[Rollover Selected \(on this page\)](#)

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Rollover Lines of Accounting (continued)

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

Rollover Line(s) of Accounting - Select Rules

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

Select Rollover Rules:

- Use default rule(s)
- Use custom rule(s) defined for each LOA



Rollover Lines of Accounting (continued)

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

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

Rollover LOA(s) to Fiscal Year:

Empty Budget Shell(s) Fiscal Year:

Create Budget	Shared	Organization Name	Label	Format Map	Preview
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TDZCSB	11 CONFERENCE	AF 2, 9/29/2003	Preview
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TDZCSB	11 EXERCISE	AF 2, 9/29/2003	Preview

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





Search Results

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

Lines of Accounting (Search Results)

Organization Name: **TDZCSB**
 Include Sub-Organizations: **No**
 Format Map:

Label:
 Unbudgeted LOA(s) Only: **No**

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 FMS	No	NAVY FMS, 1/3/2005	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 MISSION	No	NAVY 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	12 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	12 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	12 MISSION	No	NAVY 1, 8/1/2001	New Budget

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

[Delete Selected\(on this page\)](#)

[Rollover Selected \(on this page\)](#)

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Cross – Org Funding (X-Org)

- Allows one organization to provide LOA to another
- Differs from **Shared** LOA in that it can be shared with **any** organization in DTS
- Can be assigned to an individual or an organization
- LOA may be removed from use at any time
- Prevents possible accounting system rejects
- Specific X-Org routing can be established
- Budget will reside with funding organization



Search Results

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

Lines of Accounting (Search Results)

Organization Name: **TDZCSB**
Include Sub-Organizations: **No**
Format Map:

Label:
Unbudgeted LOA(s) Only: **No**

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 FMS	No	NAVY FMS, 1/3/2005	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 MISSION	No	NAVY 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	12 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	12 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	12 MISSION	No	NAVY 1, 8/1/2001	New Budget

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

[Delete Selected\(on this page\)](#)

[Rollover Selected \(on this page\)](#)

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Cross-Org Funding (X-Org)

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: 11 MISSION

Funding LOA Org: TDZCSB

Selected Organizations and Individuals for Funding:

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

Select Routing List:

Document Type: -Select to Add- | Routing List: -Select to Add-

Selected Routing List:

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





Cross-Org Funding (X-Org)

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

Cross Org:

Traveler First Name:	
Traveler Last Name:	
Traveler SSN(last 4 digits):	
Cross Org Name:	TDZKMB
Cross Org Description:	KMBTEAM
Funding LOA Label:	11 MISSION
Funding LOA Org:	TDZCSB





Cross-Org Funding (X-Org)

DTA Tools: Lines of Accounting

Search Cross Org:

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label: 11 MISSION

Funding LOA Org: TDZCSB

Selected Organizations and Individuals for Funding:

Select to Delete	Organization/Traveler
<input checked="" type="checkbox"/>	TDZKMB
<input type="button" value="Select All"/> <input type="button" value="Clear All"/>	

Select Routing List:

Document Type: AUTH

Routing List: -Select to Add-

Selected Routing List:

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





Search Results

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

Lines of Accounting (Search Results)

Organization Name: **TDZCSB**

Include Sub-Organizations: **No**

Format Map:

Label:

Unbudgeted LOA(s) Only: **No**

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 FMS	No	NAVY FMS, 1/3/2005	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 MISSION	No	NAVY 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	12 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	12 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	12 MISSION	No	NAVY 1, 8/1/2001	New Budget

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

[Delete Selected\(on this page\)](#)

[Rollover Selected \(on this page\)](#)

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Update Default Lines of Accounting

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

Organization Name: *  

Existing Default LOA Label: 

New Default LOA Label: 

Include All Users:



Update Default Lines of Accounting

(continued)

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"/>	TDZCSB	DIRECTOR, DANNY	XXXXX1515	11 EXERCISE	12 EXERCISE
<input checked="" type="checkbox"/>	TDZCSB	THOMAS, PETER T	XXXXX7310	11 EXERCISE	12 EXERCISE

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

1 - 2 of 2





Search Results

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

Lines of Accounting (Search Results)

Organization Name: **TDZCSB**
 Include Sub-Organizations: **No**
 Format Map:

Label:
 Unbudgeted LOA(s) Only: **No**

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 FMS	No	NAVY FMS, 1/3/2005	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	11 MISSION	No	NAVY 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	12 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	12 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	TDZCSB	12 MISSION	No	NAVY 1, 8/1/2001	New Budget

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

[Delete Selected\(on this page\)](#)

[Rollover Selected \(on this page\)](#)

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Mass Update Line of Accounting

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

Search Lines of Accounting

Format Map: AF 2, 9/29/2003

Organization Name: TDZCSB --Include Sub-Organizations





Mass Update Line of Accounting (continued)

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

Lines of Accounting (Search Results)-Mass Update

Organization Name: **TDZCSB**
Include Sub-Organizations: **No**
Format Map: **AF 2, 9/29/2003**

Select to Update	Organization Name	Label
<input checked="" type="checkbox"/>	TDZCSB	11 CONFERENCE
<input checked="" type="checkbox"/>	TDZCSB	11 EXERCISE
<input checked="" type="checkbox"/>	TDZCSB	12 CONFERENCE
<input checked="" type="checkbox"/>	TDZCSB	12 EXERCISE
Select All Clear All		

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

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Mass Update Line of Accounting (continued)

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

Mass Update Lines of Accounting – Update Values

Format Map: AF 2, 9/29/2003

	Select the fields to update	Old Value	New Value
Account 1	<input checked="" type="checkbox"/> ADSN or DTST:	(All Values) (All Values) 667100	99660
	<input type="checkbox"/> DTST Sub-field:		
Account 2	<input type="checkbox"/> DEPT:	(All Values)	
	<input type="checkbox"/> TA:	(All Values)	
	<input type="checkbox"/> FY:	(All Values)	
	<input type="checkbox"/> APPR:	(All Values)	
	<input type="checkbox"/> SL:	(All Values)	





Search Results

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

Lines of Accounting (Search Results)

Organization Name: **TDZCSB**
Include Sub-Organizations: **No**
Format Map:

Label:
Unbudgeted LOA(s) Only: **No**

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 FMS	No	NAVY FMS, 1/3/2005	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 MISSION	No	NAVY 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	12 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	12 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	12 MISSION	No	NAVY 1, 8/1/2001	New Budget

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

[Delete Selected\(on this page\)](#)

[Rollover Selected \(on this page\)](#)

1 - 7 of 7






Mass Copy Lines of Accounting

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

Search Lines of Accounting

Label: (FY + LOA Name)

Format Map:

Organization Name: 





Mass Copy Lines of Accounting (continued)

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

Lines of Accounting (Search Results) -Mass Copy

Organization Name: TDZCSB

Format Map: AF 2, 9/29/2003

Label:

Select to Copy	Label	Format Map
<input checked="" type="checkbox"/>	11 CONFERENCE	AF 2, 9/29/2003
<input checked="" type="checkbox"/>	11 EXERCISE	AF 2, 9/29/2003
<input checked="" type="checkbox"/>	12 CONFERENCE	AF 2, 9/29/2003
<input checked="" type="checkbox"/>	12 EXERCISE	AF 2, 9/29/2003
Select All Clear All		

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

1 - 4 of 4





Mass Copy Lines of Accounting (continued)

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

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

Destination Organization:* TDZATL

Empty Budget Shell Fiscal Year: 2011 (4 digit year)

Select Budget Type: Quarterly Annual

Create Budget	Source Organization Name	Label	Format Map
<input checked="" type="checkbox"/>	TDZCSB	11 CONFERENCE	AF 2, 9/29/2003
<input checked="" type="checkbox"/>	TDZCSB	11 EXERCISE	AF 2, 9/29/2003
<input checked="" type="checkbox"/>	TDZCSB	12 CONFERENCE	AF 2, 9/29/2003
<input checked="" type="checkbox"/>	TDZCSB	12 EXERCISE	AF 2, 9/29/2003

Select All Clear All

Copy LOA(s) Cancel





Search Results

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

Lines of Accounting (Search Results)

Organization Name: **TDZCSB**
 Include Sub-Organizations: **No**
 Format Map:

Label:
 Unbudgeted LOA(s) Only: **No**

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 FMS	No	NAVY FMS, 1/3/2005	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	11 MISSION	No	NAVY 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	12 CONFERENCE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	12 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZCSB	12 MISSION	No	NAVY 1, 8/1/2001	New Budget

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

[Delete Selected\(on this page\)](#)

[Rollover Selected \(on this page\)](#)

1 - 7 of 7





View Lines of Accounting List

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

View Lines Of Accounting (LOA) List

Organization Name: TDZCSB --Include Sub-Organizations

[Run Report](#)

File Download

Do you want to open or save this file?

Name: DTAMaintReport.csv
 Type: Microsoft Office Excel Comma Separated Values Fil...
 From: dtscdcwebgov.defensetravel.osd.mil

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Lines Of Accounting (LOA) Report													
2	Organizat	LOA Labe	LOA Form	Acc1	Acc2	Acc3	Acc4	Acc5	Acc6	Acc7	Acc8	Acc9	Acc10	
3	TDZCSB	11 CONF	AF 2 9/29	667100^	57^11^34(30^	64^64^R3:^^^	^^^	^^	^^	^^	^^	^^	^^	^^
4	TDZCSB	11 EXERC	AF 2 9/29	667100^	57^11^34(^^	60^60^R4:^^^	^^^	60601^^^	600100^^	^80010K^	^^	^^	^^	^^
5	TDZCSB	11 FMS	NAVY FM:045924^	17^11^	1^1^1804^	47853^0^	(D^48000^	^^^	^^	^^	^^	^^	^^	US^47853J1003E^^
6	TDZCSB	11 MISSI	NAVY 1 8,045924^	17^11^	1^1^1804^	48000^0^	(N^48000^	^^^	^^	^^	^^	^^	^^	US^48000J8003E^^
7	TDZCSB	12 CONF	AF 2 9/29	667100^	57^12^34(30^	64^64^R3:^^^	^^^	^^	^^	^^	^^	^^	^^	^^
8	TDZCSB	12 EXERC	AF 2 9/29	667100^	57^12^34(^^	60^60^R4:^^^	^^^	60601^^^	600100^^	^80010K^	^^	^^	^^	^^
9	TDZCSB	12 MISSI	NAVY 1 8,045924^	17^12^	2^2^1804^	48000^0^	(N^48000^	^^^	^^	^^	^^	^^	^^	US^48000J8003E^^
10														
11														




BUDGETS





Welcome Screen



Defense Travel System

A New Era of Government Travel

[Logoff](#)

Official Travel ▼
Official Travel - Others ▼
Traveler Setup ▼
Reports ▼
Administrative ▼

Welcome HELEN V WASHINGTON22

Organization: TDZCSB

Org Access: TDZCSB

Group Access: CSB

Permission: 0,1,2,3,4,5,6

Document [DTA Maintenance Tool](#) --> [Click Here](#)

My Signed [Route & Review](#)

[Calculate Distance](#)

Document Name	Status	Departure Date	Type
No documents found.			

Message Center

Check here for messages.

[Back to Top](#)





Budget Maintenance

The screenshot shows a web application interface for Budget Maintenance. At the top, there is a navigation bar with four tabs: "Budget Main", "Budget Maintenance" (which is highlighted in a darker blue), "Manual Transaction", and "Reports". Below the navigation bar is a dark blue bar containing four menu items: "Show Budgets", "Create Budget", "View Journal", and "Mass Update Budgets". Below this is a light blue header for the "Budget Maintenance Function". The main content area contains a light blue text box with the following text: "Budget Officers use the *Budget Maintenance* Function to work with existing budgets and create new ones. They use this section of the tool to do the following:" followed by a bulleted list of three items.

Budget Main **Budget Maintenance** Manual Transaction Reports

Show Budgets Create Budget View Journal Mass Update Budgets

Budget Maintenance Function

Budget Officers use the *Budget Maintenance* Function to work with existing budgets and create new ones. They use this section of the tool to do the following:

- View, edit or inactivate existing budgets in the *Show Budgets* section
- Create new quarterly or annual budgets, copy existing LOAs to the new budget and share the new budget with specified organizations in the *Create Budget* section
- View Budget Journal transactions and specify the number of transactions to view per screen





Show Budgets

Defense Travel System
A New Era of Government Travel

Budget Main Budget Maintenance Reports

Show Budgets Create Budget View Journal Mass Update Budgets

Show Budgets

To view a list of budgets, enter the selection criteria and click **Show Budgets for Selected Organization(s)**.

Fiscal Year ▾ 2011 ▾

Organization ▾ TDZCSB 🔍
Enter the organization or click on the icon to select a value

Include Sub Organizations

Budget Label ▾
Enter in the format: YY XXXXXXXXXXXXX

SHOW BUDGETS FOR SELECTED ORGANIZATION(S)





Show Budgets (continued)

Budget Main
Budget Maintenance
Reports

Show Budgets
Create Budget
View Journal
Mass Update Budgets

Show Budgets Results

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

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

Fiscal Year ▾ 2011
 Organization ▾ TDZCSB
 Do Not Include Sub Organizations
 Budget Label ▾

Edit	Inactivate/Delete	Organization	Budget Label	Annual/ Quarterly	Shared	Target Amount Qtr 1	Target Amount Qtr 2	Target Amount Qtr 3	Target Amount Qtr 4	Available Funding Target	Annual Funding Total
Edit	Inactivate/Delete	TDZCSB	11 CONFERENCE	Q	N	\$0.00	\$300.00	\$200,000.00	\$200,000.00	\$400,300.00	\$400,300.00
Edit	Inactivate/Delete	TDZCSB	11 EXERCISE	Q	N	\$0.00	\$300.00	\$40,100.00	\$0.00	\$40,126.90	\$40,400.00
Edit	Inactivate/Delete	TDZCSB	11 MISSION	Q	N	\$0.00	\$200,000.00	\$200,000.00	\$200,000.00	\$600,000.00	\$600,000.00



Edit Budget Item

Defense Travel System
A New Era of Government Travel

Budget Main | **Budget Maintenance** | Reports

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

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 > 2011
 Budget Label > 11 MISSION
 Shared > Yes
 No
 Organization > TDZCSB

AMOUNT BUDGETED FOR EACH QUARTER					
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Annual
Quarterly Funding Target:	\$0.00	\$200,000.00	\$200,000.00	\$200,000.00	\$600,000.00
Previous Quarter Carryover:					
Funding Target Adjustments:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		
Transaction Adjustments:	\$0.00	\$0.00			\$0.00
Obligations Outstanding:	\$0.00	\$0.00			\$0.00
Expenditures:	\$0.00	\$0.00			\$0.00
Total Obligations:	\$0.00	\$0.00			\$0.00
Available Funding Balance:	\$0.00	\$200,000.00			\$600,000.00

Remarks >

LOA ACCOUNTING CODE ELEMENTS
 FORMAT MAP: NAVY 1, 8/1/2001

Account 1

AAA or DTST (6) >

DTST Sub-field (14) >

Account 2

DEPT (2) >

TDPT (2) >

DFY (2) >



Create Budget

The screenshot shows the 'Create Budget' page in the Defense Travel System. At the top left is the logo for 'Defense Travel System: A New Era of Government Travel'. To the right are navigation tabs: 'Budget Main', 'Budget Maintenance', and 'Reports'. Below these are action buttons: 'Show Budgets', 'Create Budget' (highlighted in green), 'View Journal', and 'Mass Update Budgets'. A 'Select Format Map' section contains a yellow instruction box: 'Select a format map for the new budget or click on the link to create a budget from an existing LOA.' Below this is a 'Format Map' dropdown menu with 'AF 2, 9/29/2003' selected. A link '[Copy an existing LOA to this budget](#)' is present, along with an 'OK' button.





Create Budget (continued)

Budget Main
Budget Maintenance
Reports

Show Budgets
Create Budget
View Journal
Mass Update Budgets

Select Budget Type

Format Map ▶ AF 2, 9/29/2003

Fiscal Year ▶

Organization ▶

Enter the organization or click on the icon to select a value

A SHARED BUDGET ITEM CAN BE ACCESSED AND WILL FUND EVERY MATCHING LOA (10X20) IN THE ORGANIZATION OR SUBORDINATE ORGANIZATION IN THE ORGANIZATION HIERARCHY. EACH TIME A FUND ACTION IS INITIATED FOR AN LOA, DTS WILL CHECK AND INITIATE THE FUND ACTION FOR LOCAL BUDGET ITEMS AND SHARED BUDGET ITEMS CONTAINED IN PARENT ORGANIZATION(S).


Budget Label ▶ Sharable

Enter in the format: YY XXXXXXXXXXXXX

Budget Type ▶ Quarterly Annual



Create Budget (continued)



Defense Travel System
A New Era of Government Travel

Budget Main
Budget Maintenance
Reports

Show Budgets
Create Budget
View Journal
Mass Update Budgets

Create Budget

Fiscal Year ▶ 2011

Organization ▶ TDZCSB

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.

LOA ACCOUNTING CODE ELEMENTS
FORMAT MAP: AF 2, 9/29/2003

Copy an existing LOA to this budget ▶

⚠ Click on the icon to select an LOA to copy

Account 1


ADSN or DTST (6) ▶

DTST Sub-field (14) ▶

SAVE
CANCEL



View Journal

**Defense Travel System**
A New Era of Government Travel


[Budget Main](#) [Budget Maintenance](#) [Reports](#)

[Show Budgets](#) [Create Budget](#) [View Journal](#) [Mass Update Budgets](#)

Select Budget Journal

Load journal items yearly or quarterly...
The following list shows the budget's journal items for the specified fiscal year and organization(s). To show journal items for other fiscal years, enter the year and click View Transactions. To show journal items for another organization, select the organization and click View Transactions.

Fiscal Year >

Organization > 
Enter the organization or click on the icon to select a value

Budget Label >

Number of Transactions Returned >

[VIEW TRANSACTIONS](#)





Mass Update Budgets

Defense Travel System
A New Era of Government Travel

Budget Main | Budget Maintenance | Reports

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

Mass Update Budgets - Search

To view a list of budgets, enter the selection criteria and click Show Budgets for Selected Organization(s).

Format Map ▶ AF 2, 9/29/2003 ▼

Fiscal Year ▶ 2011 ▼

Used or Unused ▶ Show used, active, unshared budgets only
 Show unused, active, unshared budgets only

Organization ▶ TDZCSB 🔍
Enter the organization or click on the icon to select a value

Include Sub Organizations

SHOW BUDGETS FOR SELECTED ORGANIZATION(S)





Mass Update Budgets (continued)

Defense Travel System
A New Era of Government Travel

Budget Main | **Budget Maintenance** | Reports

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

Account 1	Update ?	Old Value	New Value
ADSN or DTST (6)	<input type="checkbox"/>	667100	<input type="text"/>
DTST Sub-Field (14)	<input type="checkbox"/>	BLANK	<input type="text"/>
Account 2			
DEPT (2)	<input checked="" type="checkbox"/>	57	60
TA (2)	<input type="checkbox"/>	BLANK	<input type="text"/>
FY(1)	<input type="checkbox"/>	1	<input type="text"/>
APPR (4)	<input type="checkbox"/>	3400	<input type="text"/>
SL (4)	<input type="checkbox"/>	BLANK	<input type="text"/>





Budget Reports

Logged In As: HELEN V. WASHINGTON22
Screen ID: 1249.1

Defense Travel System
A New Era of Government Travel

Budget Main

Budget Maintenance

Manual Transaction

Reports

Balance

Adjustment

Transaction

Total Obligation

Download Reports

Reports Function

The Reports Function provides detailed reports (in HTML or downloadable CSV format) to facilitate budget item tracking and reconciliation. The following report types are available:

- Balance Report
- Target Adjustment Report
- Transaction Report
- Total Obligation Report






Budget Reports - Balance



Balance Report Selection Criteria

Enter the selection criteria and click Create Report for Selected Organization(s)
Note: Caption in bold is a required field.

Fiscal Year > 2010 ▾

Organization > TDILTAV 
Enter the organization or click on the icon to select a value

Include Sub Organizations

Budget Label >
Enter in the format: YY XXXXXXXXXXXXX

Include Inactive Budgets

CREATE REPORT

- Cumulative balance of all transactions affecting the budget to date





Budget Reports - Adjustment

Budget Main Budget Maintenance Manual Transaction Reports

Balance **Adjustment** Transaction Total Obligation Download Reports

Target Adjustment Report Selection Criteria

Enter the selection criteria and click Create Report for Selected Organization(s)
Note: Caption in bold is a required field.

Fiscal Year ▶ 2010 ▼

Date From ▶ 06/23/2010 📅
Format is MM/dd/yyyy

Date To ▶ 06/23/2010 📅
Format is MM/dd/yyyy

Organization ▶ TDILTAV 🔍
Enter the organization or click on the icon to select a value

Include Sub Organizations

Budget Label ▶
Enter in the format: YY XXXXXXXXXXXXX

Include Inactive Budgets

CREATE REPORT

- Shows Adjustments to Budget
- Chronological order



Budget Reports - Transaction

Budget Main Budget Maintenance Manual Transaction Reports

Balance Adjustment **Transaction** Total Obligation Download Reports

Transaction Report Selection Criteria

Enter the selection criteria and click Create Report for Selected Organization(s)
Note: Caption in bold is a required field.

Fiscal Year ▶ 2010 ▼

Date From ▶ 06/23/2010 Format is MM/dd/yyyy

Date To ▶ 06/23/2010 Format is MM/dd/yyyy

Organization ▶ TDILTAV Enter the organization or click on the icon to select a value

Budget Label ▶ 10 TRAININGMAR
10 TRAVEL

Include Inactive Budgets

CREATE REPORT

- Shows all transactions that affect a specified budget
 - Expenditures
 - Adjustments
 - Additions



Budget Reports - Total Obligation

Budget Main Budget Maintenance Manual Transaction Reports

Balance Adjustment Transaction **Total Obligation** Download Reports

Total Obligation Report Selection Criteria

Use the form below to search for...
Note: Caption in bold is a required field.

Fiscal Year ▶ 2010 ▼

Date From ▶ 06/23/2010 Format is MM/dd/yyyy

Date To ▶ 06/23/2010 Format is MM/dd/yyyy

Organization ▶ TDILTAV Enter the organization or click on the icon to select a value

Budget Label ▶ 10 TRAININGMAR
10 TRAVEL

Include Inactive Budgets

CREATE REPORT

- Totals for all individual documents affecting budget
- Gives an indicator if multiple LOAs were used



Resources



DEFENSE TRAVEL MANAGEMENT OFFICE

www.defensetravel.dod.mil

DTMO Website

- Access elearning, instructor resources, and reference materials through Training Resource Lookup Tool



Travel Explorer (TraX)

- DTA Manual, Chapter 8: LOA and Chapter 9: Budgets
- LOA and Budget Distance Learning Courses



Travel Assistance Center (TAC)

- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX

