Defense Travel Management Office

Lines of Accounting and Budgets

Joe Bulakowski

Connect 2011 Seminar
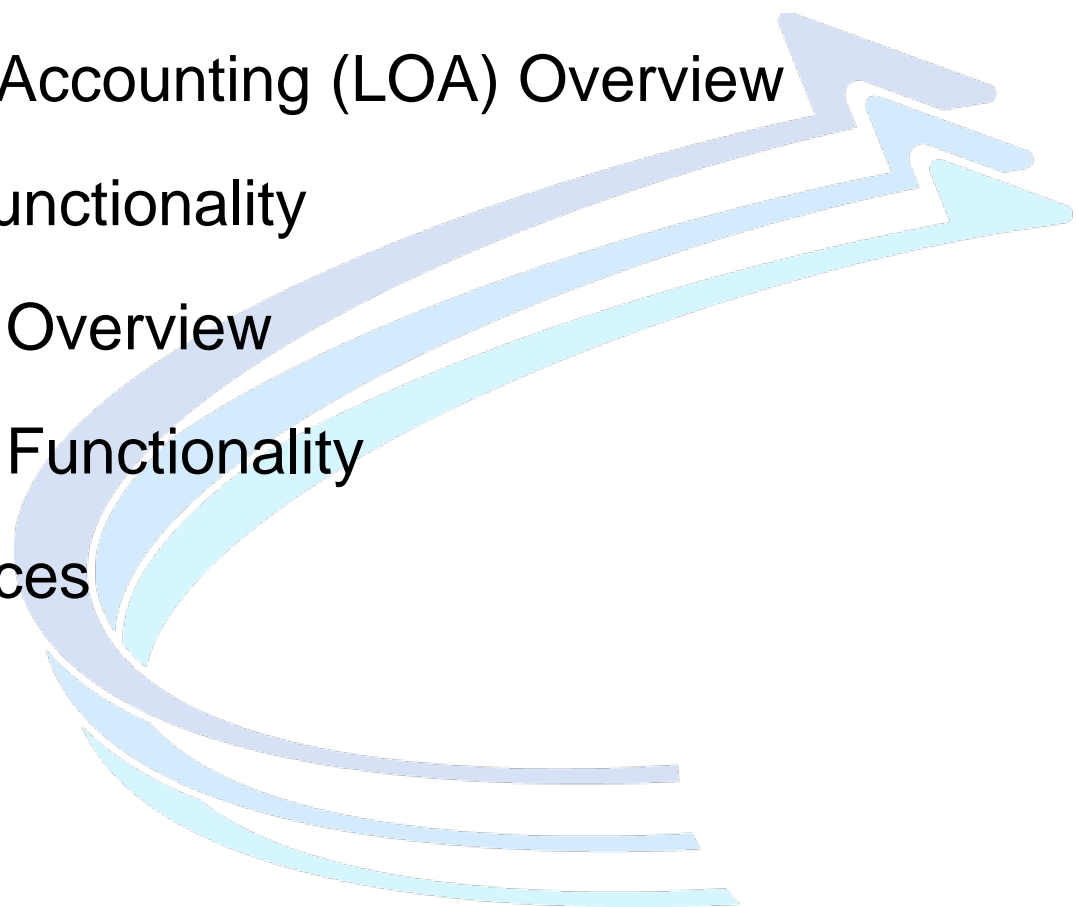
April 2011

For Official Use Only

Agenda

- Line of Accounting (LOA) Overview

- LOA Functionality

- Budget Overview

- Budget Functionality

- Resources

Office of the Under Secretary of Defense (Personnel and Readiness)

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

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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

Authoring 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

DTA Maintenance Tool

Search Lines of Accounting

Create Line of Accounting

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Create Line of Accounting (continued)

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:		(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:		(4)

Account 10	IBOP:		(3)
	CC:		(12)
	ACRN:		(2)

Save Line of Accounting   Cancel

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Search Results

Update Line of Accounting

Search Results

Copy Line of Accounting

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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
☑	Update	Copy	X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
☑	Update	Copy	X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZCSB	11 FMS	No	NAVY FMS, 1/3/2005	New Budget
☐	Update	Copy	X-Org Funding	TDZCSB	11 MISSION	No	NAVY 1, 8/1/2001	New Budget
☐	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 - 5 of 5

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

[Continue] [Cancel]

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:* `2012`

Empty Budget Shell(s) Fiscal Year: `2012`

Create Budget	Shared	Organization Name	Label	Format Map	Preview
☑	☐	TDZCSB	11 CONFERENCE	AF 2, 9/29/2003	Preview
☑	☐	TDZCSB	11 EXERCISE	AF 2, 9/29/2003	Preview
		Rollover Line(s) of Accounting	Cancel		

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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
☐	Update	Copy	X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
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☐	Update	Copy	X-Org Funding	TDZCSB	12 EXERCISE	No	AF 2, 9/29/2003	New Budget
☐	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

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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
☐	Update	Copy	X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
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☐	Update	Copy	X-Org Funding	TDZCSB	12 CONFERENCE	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZCSB	12 EXERCISE	No	AF 2, 9/29/2003	New Budget
☐	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)

Cross-Org Funding (X-Org)

Cross-Org Funding (X-Org)

Office of the Under Secretary of Defense (Personnel and Readiness)

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
☐	Update	Copy	X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
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☐	Update	Copy	X-Org Funding	TDZCSB	12 EXERCISE	No	AF 2, 9/29/2003	New Budget
☐	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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Office of the Under Secretary of Defense (Personnel and Readiness)

Update Default Lines of Accounting

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
☑	TDZCSB	DIRECTOR, DANNY	XXXXX1515	11 EXERCISE	12 EXERCISE
☑	TDZCSB	THOMAS, PETER T	XXXXX7310	11 EXERCISE	12 EXERCISE
Select All Clear All					

Submit   Cancel

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
☐	Update	Copy	X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
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☐	Update	Copy	X-Org Funding	TDZCSB	12 CONFERENCE	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZCSB	12 EXERCISE	No	AF 2, 9/29/2003	New Budget
☐	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

Mass Update Line of Accounting (continued)

Mass Update Line of Accounting (continued)

Search Results

Mass Copy Lines of Accounting

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Mass Copy Lines of Accounting (continued)

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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
☑	TDZCSB	11 CONFERENCE	AF 2, 9/29/2003
☑	TDZCSB	11 EXERCISE	AF 2, 9/29/2003
☑	TDZCSB	12 CONFERENCE	AF 2, 9/29/2003
☑	TDZCSB	12 EXERCISE	AF 2, 9/29/2003
Select All Clear All			

Copy LOA(s)   Cancel

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Office of the Under Secretary of Defense (Personnel and Readiness)

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
☐	Update	Copy	X-Org Funding	TDZCSB	11 CONFERENCE	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZCSB	11 EXERCISE	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZCSB	11 FMS	No	NAVY FMS, 1/3/2005	New Budget
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☐	Update	Copy	X-Org Funding	TDZCSB	12 EXERCISE	No	AF 2, 9/29/2003	New Budget
☐	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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View Lines of Accounting List

BUDGETS

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Welcome Screen

Budget Maintenance

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

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Show Budgets (continued)

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A New Era of Government Travel

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

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Edit Budget Item

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Create Budget

Create Budget (continued)

Create Budget (continued)

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Budget Main   Budget Maintenance   Reports

Show Budgets   Create Budget   View Journal   Mass Update Budgets

Create Budget

Fiscal Year ▸ 2011

Organization ▸ TDZCSB

Budget Label ▸ | 11 LOCAL |
↵ Enter in the format: YY XXXXXXXXXXXX
Not Sharable

AMOUNT BUDGETED FOR EACH QUARTER

First ▸ | 0.00 |

Second ▸ | 0.00 |

Third ▸ | 0.00 |

Fourth ▸ | 0.00 |

Total ▸ | 0.00 |

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

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View Journal

Mass Update Budgets

Mass Update Budgets (continued)

Budget Reports

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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

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Budget Reports - Balance

- Cumulative balance of all transactions affecting the budget to date

Budget Reports - Adjustment

- Shows Adjustments to Budget

- Chronological order

Budget Reports - Transaction

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

Budget Reports - Total Obligation

- Totals for all individual documents affecting budget

- Gives an indicator if multiple LOAs were used

Resources

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