CHAPTER 10: REPORTS

The Reports feature in the Defense Travel System (DTS) analyzes data and prepares reports pertaining to travel documents that have been entered or restored into the system. Reports can be used to monitor and manage travel within an organization.

This chapter covers the following topics:

10.1 Reports Overview

DTS allows users to generate reports that compile data in a variety of categories. The ability to generate reports is based on the user's organization access. In addition, some reports require certain permission levels or role appointments. To create a report in DTS, users must complete and submit a criteria search screen for the type of report needed. It is helpful to identify as many specific criteria as possible; this will return a more focused report in less time than a broad report with few parameters.

The DTS Report Scheduler generates the requested report at a scheduled time, and notifies you by email when the report is complete.

Other reports, such as Budget Reports and View List Reports, are accessible to authorized users via the Budget module and the DTA Maintenance Tool, respectively.

Note: Report Scheduler reports are gradually migrating to Cognos for DTS, which you can access through the DTS Cognos Connection module. Migrated reports will remain available in the Report Scheduler for approximately one month; during this period you may run the reports in both Report Scheduler and Cognos.Refer to the *Report Scheduler Reports in Cognos for DTS* information paper for each report's migration date. See Section 10.3 for guidance on how to access migrated reports.

Table 10-1 provides a brief description of each report type and identifies the sections of this chapter in which the complete details for each are explained.

Table 10-1: DTS Reports

DTS REPORTS			
REPORT ACCESS	**REPORT NAME**	**REPORT DESCRIPTION**	**CHAPTER SECTION**
STATUS REPORTS			
Report Scheduler	Pending Airline Cancellation Report	List of authorizations that contain reservations in a confirmed status (CTO Booked) that have not been approved within a select number of hours.	10.2.1.1
	Signed Status Report	Data about documents that were stamped SIGNED within a date range.	10.2.1.2
	Depart Status Report	Data for trips that have a departure date within a date range.	10.2.1.3
	Return Status Report	Data for trips that have a return date within a date range.	10.2.1.4
	Approved Status Report	Data for an organization about documents that were stamped APPROVED within a date range	10.2.1.5
	Traveler Status Report	List of travelers and the dates when they will be TDY. Users have the option to include cost related data.	10.2.1.6

Table 10-1: DTS Reports

DTS REPORTS			
REPORT ACCESS	REPORT NAME	REPORT DESCRIPTION	CHAPTER SECTION
ROUTING REPORTS			
Report Scheduler	Adjustments Reports	List of documents that have been modified during the routing and approval process.	10.2.2.1
	Routing Status	Current status of all documents in routing, the next stamp that each document is awaiting, and the number of days that have passed since the document was last stamped.	10.2.2.2
INDIVIDUAL REPORTS			
Report Scheduler	POSACK Delinquency Report	Data about documents that are awaiting a positive acknowledgement (POSACK) from the supporting accounting or disbursing system within a specific number of hours	10.2.3.1
	Unsubmitted Voucher Report	List of authorizations for which vouchers have not been stamped SIGNED or T-ENTERED	10.2.3.2
	CBA TO Report	Data about trips that charged a centrally billed account (CBA) and Commercial Travel Office (CTO) fees within a departure date range not to exceed 31 days. Report may include all trips with a CBA charge or the exceptions.	10.2.3.3
	Debt Management Report	Data on all debts that travelers within an organization owe the Government because of DUE U.S. vouchers.	10.2.3.4
	Constructed Travel Report	Cost savings of approved trip requests when a traveler has used Constructed Travel. It provides information about the actual and allowable costs.	10.2.3.5

Table 10-1: DTS Reports

DTS REPORTS			
REPORT ACCESS	**REPORT NAME**	**REPORT DESCRIPTION**	**CHAPTER SECTION**
CTO/TRAVEL-RELATED REPORTS			
Report Scheduler	FPLP/FEMA Report	Data that identifies if lodging used for TDY is a Federal Premier Lodging Program (FPLP) property and includes the FEMA-approved code if the property is approved by the Federal Emergency Management Agency (FEMA).	10.2.4.1
	Reason Code Report	Data about trips for which travelers did not use GSA City Pair contract flights, and the reason codes that were selected for the resulting preaudits	10.2.4.2
	Reason Justification Report	Data about reason codes and justifications that travelers entered for using non-contract City Pair flight.	10.2.4.3
	CTO Fee Report	Data about CTO transaction fees and reason(s) for CTO intervention	10.2.4.4
	Unused Ticket Report	Data about tickets that were purchased for TDY travel, but were not used.	10.2.4.5
MIS REPORTS			
Report Scheduler	Enlisted BAS Report	Data used to help determine whether or not an enlisted member's Basic Allowance for Subsistence (BAS) entitlement changes because of TDY status.	10.2.5.1
Cognos Connection and Report Scheduler	OCONUS Travel Report	Data used to help determine whether or not a member or civilian is entitled to foreign duty pay because of TDY status.	10.3.1.1 and 10.2.5.2
Report Scheduler	FSA Report	Data used to help determine whether or not a member is entitled to Family Separation Allowance (FSA) because of TDY status exceeding 30 days.	10.2.5.3
	Special Duty Report	Data about entitlement changes because of a member's special duty conditions while on TDY.	10.2.5.4
	Military Leave Report	Data for an organization about leave taken by members while on TDY.	10.2.5.5

Table 10-1: DTS Reports

DTS REPORTS			
REPORT ACCESS	**REPORT NAME**	**REPORT DESCRIPTION**	**CHAPTER SECTION**
PARTNER SYSTEM REPORTS			
Cognos Connection and Report Scheduler	Traveler Status Report	Partner system reports contain the same information as the reports of the same name described in the rows above.	10.3.2 and 10.2.6
	Routing Status Report		
	POSACK Delinquency Report		
	Unused Ticket Report		
	Unsubmitted Voucher Report		
	CTO Fee		
PERSON REPORTS			
Cognos Connection and Report Scheduler	Complete Traveler Information List Report	Displays all items from a person's permanent profile, including Privacy Act information.	10.3.3.1 and 10.2.7.1
Report Scheduler	ROA Access Report	List of individuals who have ROA Access including ROA users and ROA administrators.	10.2.7.2
AUDIT TRAIL REPORTS			
Report Scheduler	Audit Trail GOVCC and EFT Data	Displays an changes made to a traveler's GOVCC and/or EFT data in their permanent profile.	10.2.8
	Audit Trail User Specific Data	Displays any changes made to a person's specific data in their permanent profile.	
	Audit Trail Traveler Specific Data	Displays any changes made to a traveler's specific data in their permanent profile.	
	Audit Trail GOVCC and EFT Data	Displays any changes made to a traveler's GOVCC and/or EFT data in their permanent profile.	

Table 10-1: DTS Reports

DTS REPORTS			
REPORT ACCESS	**REPORT NAME**	**REPORT DESCRIPTION**	**CHAPTER SECTION**
BUDGET REPORTS			
Budget Module	Balance Report	Cumulative amount of all transactions affecting the specified budget item to date.	10.4.1
	Target Adjustment Report	Adjustments that have been made to the target amounts and transactions that have been inserted into the budget item.	10.4.2
	Transaction Report	All individual transactions that affect a given budget.	10.4.3
	Total Obligation Report	Totals for all documents that affect a given budget item.	10.4.4
VIEW LIST REPORTS			
DTA Maintenance Tool	CBA List	Displays what CBA information has been associated to the organization. Refer to Chapter 4 of this manual for more information	4.4.3
	Organization List	Displays the profile information for any selected organizations and sub-organizations. Refer to chapter 4 of this manual for more information.	4.4.4
	Routing List List	Displays all routing lists and their elements for the organization. Refer to Chapter 5 of this manual for more information.	5.10
	Delegated Authorities List	Displays the delegation of signature authority for the routing list. Refer to Chapter 5 of this manual for more information.	5.11
	Group Structure List	Displays a list of groups in a specific organization. Refer to Chapter 6 of this manual for more information.	6.3.4
	Individual Group Members List	Displays a membership list of the group. Refer to Chapter 6 of this manual for more information.	6.3.5.4
	Global Group Membership List	Displays a global group membership list for a specific organization. Refer to Chapter 6 of this manual for more information.	6.3.6.4
	Person List	Allows the creation of lists of the following types of personal information: • Basic Traveler Information List • Accounts Information List • Special Features Information List • Groups Information List Refer to Chapter 7 of this manual for more information.	7.6
	LOA(s) List	Displays a list of LOAs in a specific organization. Refer to Chapter 8 of this manual for more information.	8.6

10.2 Report Scheduler

The Report Scheduler allows users to request reports identified in the following subsections. Only users with organization access and permission level 0 can use the Reports Scheduler feature. The user selects the type of report, defines the parameters, and submits the request. DTS creates the report off-line, independent of the user's DTS session and sends an email notification to the requestor when the report is available.

Note: Reports that require a specified date range can retrieve data for travel documents that have been created in the system within the last 15 months and in increments of up to 31 days. The Unsubmitted Voucher Report and Audit Trail Reports are exceptions to this rule. Refer to the applicable section for date constraints on the Unsubmitted Voucher Report and Audit Trail Reports.

Beginning on the User Welcome screen, follow the below steps to request a report from the DTS Report Scheduler:

1. Mouse over **Reports** on the menu bar (Figure 10-1).

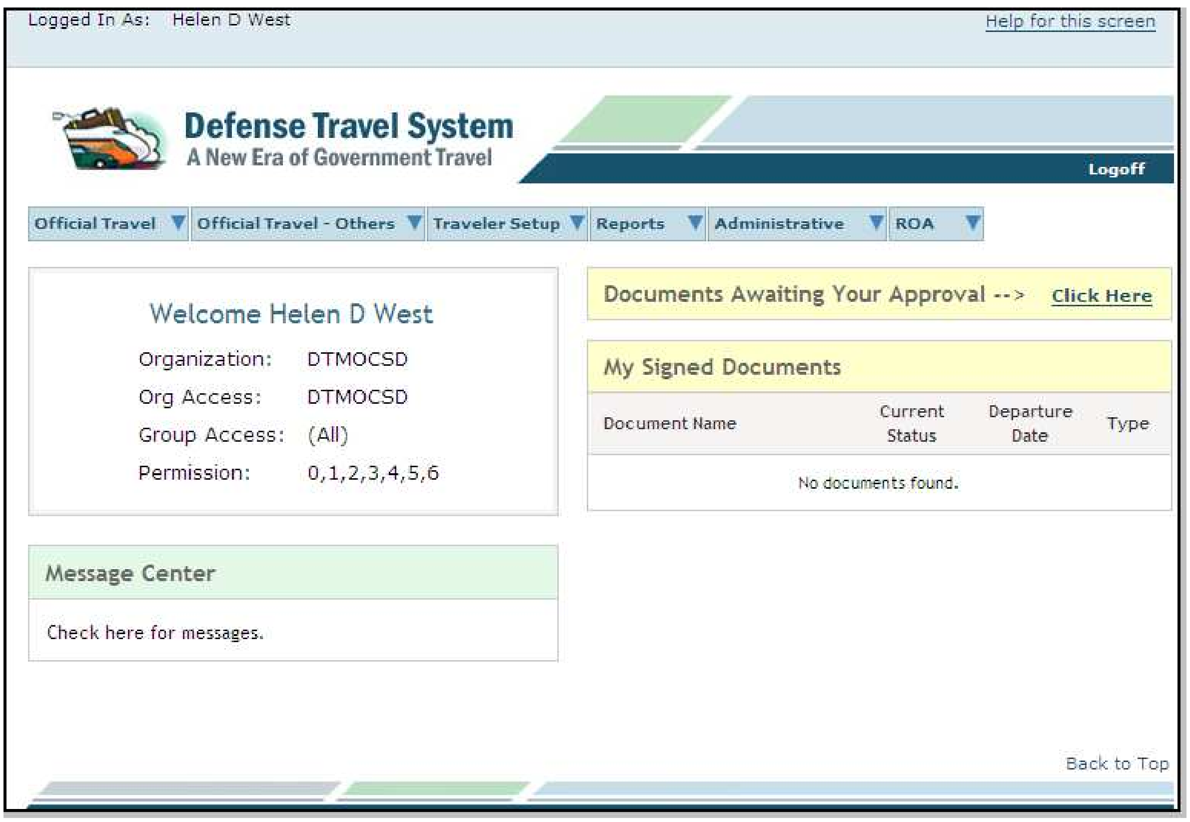


Figure 10-1: DTS User Welcome Screen

2. Select **Report Scheduler** from the drop-down list.

The Report Scheduler Home page opens (Figure 10-2).

Figure 10-2: Report Scheduler Home Page

3. Select **Request New Report**.

The Request New Report screen opens (Figure 10-3). It displays the types of reports available for request. Table 10-1 briefly describes the purpose and data for each type of report.

Figure 10-3: Request New Report Screen

4. Select the **link** for the type of report to be created.
   -OR-
   Select **Report Scheduler Home** to return to the previous screen without requesting a report.

5. Complete the report criteria screen. For instructions, see the subsection that describes the report selected.

6. Select **Submit**.

After the user submits the report request, the screen refreshes with an explanation of the remainder of the Report Scheduler process (Figure 10-4). This message identifies the email address to which the notice of the completed report will be sent. If the user's DTS profile does not contain an email address, the message will note the lack of email and suggest accessing the Report Scheduler at a later time to check the status of the report. Certain reports are scheduled to run at predetermined times. If the user requests one of these types of reports, the run date and time will be included in this explanation.

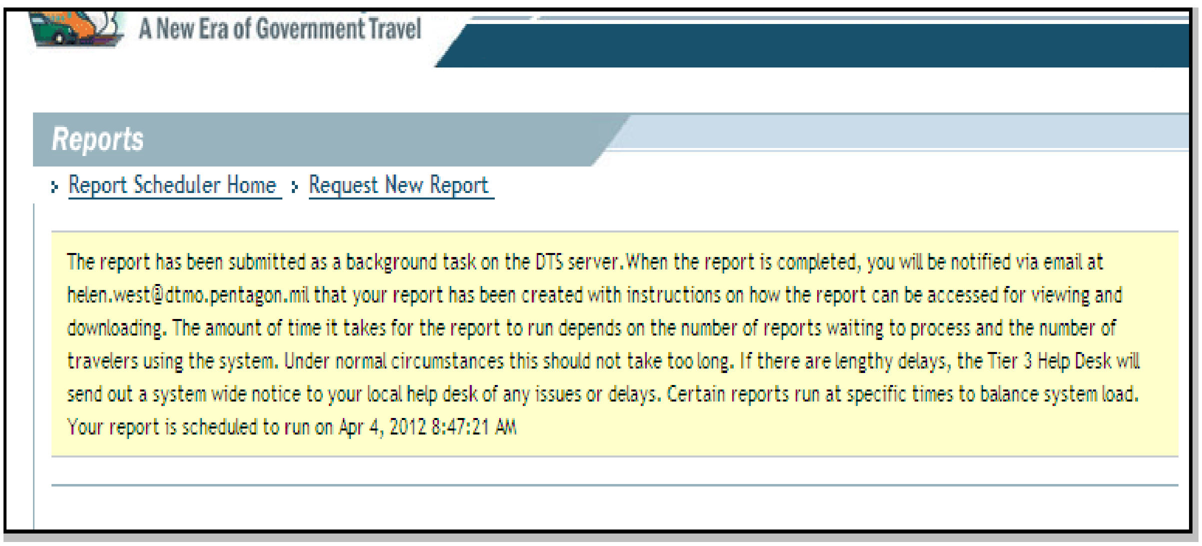


Figure 10-4: Report Scheduler Process Definition Screen

7. The user may access the Report Scheduler after receiving a notification the report is ready for download. The screen identifies the reports the user requested the criteria, date of the request, status, and a link to download reports that are complete (Figure 10-5). Reports will be available to download for seven days after the completed date.

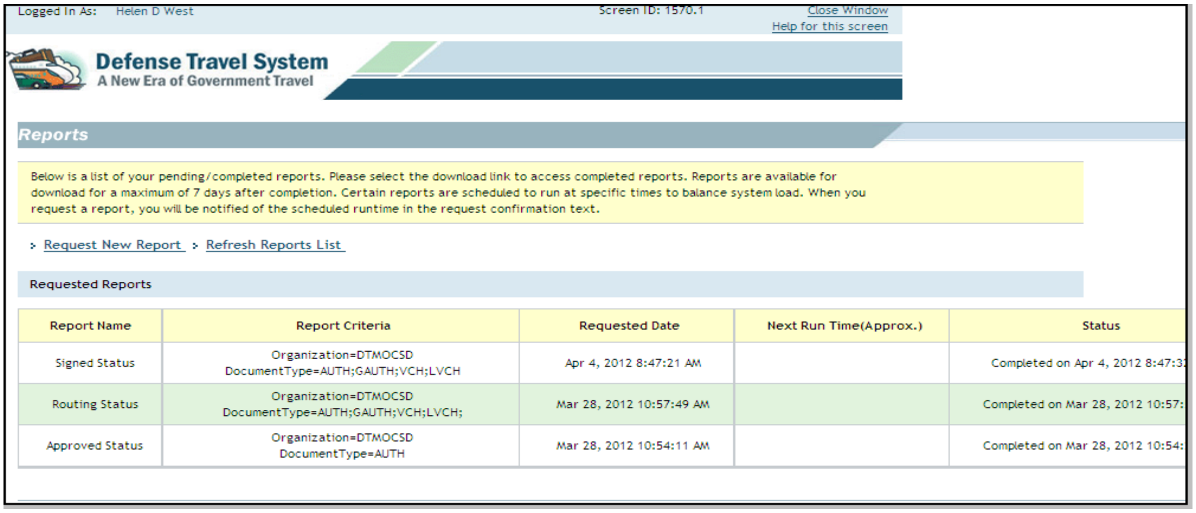


Figure 10-5: Report Scheduler Screen – Report Status

If the Download column displays the message "No Data Found," it means no information was found in DTS for the report within the parameters of the selected criteria. This information is for the convenience of the user so they will know the report is blank without having to download and open the report.

8. Read the data in the Report Name, Report Criteria, and Requested Date fields to identify the report to be downloaded (Figure 10-5).

9. Select **download** to open and download the requested report.

The user is prompted to download the report. The report may be saved on the computer or viewed in a separate window as an Excel spreadsheet.

10. Select **Open** to display the report on the screen.
    -OR-
    Select **Save** to download the file to the hard drive.
    -OR-
    Select **Cancel** to cancel the action and return to the previous screen.

10.2.1 Status Reports

The Pending Airline Cancellation Report displays the below information:

- Organization name
- Traveler name
- Traveler’s SSN (first 5 digits masked)
- Traveler’s email address
- PNR locator
- Departure date (earliest flight)
- Departure time (earliest flight)
- Document name
- Document status

The Signed Status, Depart Status, Returned Status, and Approved Status reports display the below information:

- Organization name
- Traveler's SSN (first five digits masked)
- Traveler's last name
- Traveler's first name
- TANUM
- Document name
- Document type
- Trip type
- Special Circumstances Travel trip type
- Trip purpose
- Current status
- Date of current status
- Awaiting status
- Last AO approval date (Date stamped APPROVED)
- PNR locator
- Create date
- Signed date
- Approval date
- Departure date
- Return date
- Total number of days TDY
- Total trip expenses
- Total reimbursable expenses
- Amount claimed
- Total of commercial plane (CP) and commercial rail (CR) expenses
- Total of CP and CR expenses that are being reimbursed to the GOVCC
- Advance amount
- Identification of whether or not there were scheduled partial payments (SPPs)
- Identification of whether or not the trip was cancelled
- Identification of whether or not actual costs were used
- Denotation of whether or not the document was rejected by a financial system
- Denotation of whether or not an advance request was rejected
- Denotation of whether or not an SPP request was rejected
- Location or destination
- Trip description
- Traveler’s email address
- AO’s email address

- DTA ID email address
- Denotation of whether or not Constructed Travel was used
- Denotation of whether or not multiple LOAs were used
- LOA label
- LOA format map
- Expenses by LOA
- Standard Document Number (SDN)
- Reference
- Denotation of whether or not a trip was Foreign Travel
- Denotation of whether or not the document was T-Entered
- Denotation of whether or not a non-GSA City Pair was used

10.2.1.1 Pending Airline Cancellation Report

The Pending Airline Cancellation Report provides a list of authorizations that contain reservations in a confirmed status (CTO Booked) that have not been approved within a select number of hours.

Follow the steps outlined in Section 10.2 to access the Pending Airline Cancellation Report.

The Pending Airline Cancellation Report Search Criteria screen opens (Figure 10-6). For a description of the search criteria screen, see Table 10-2.

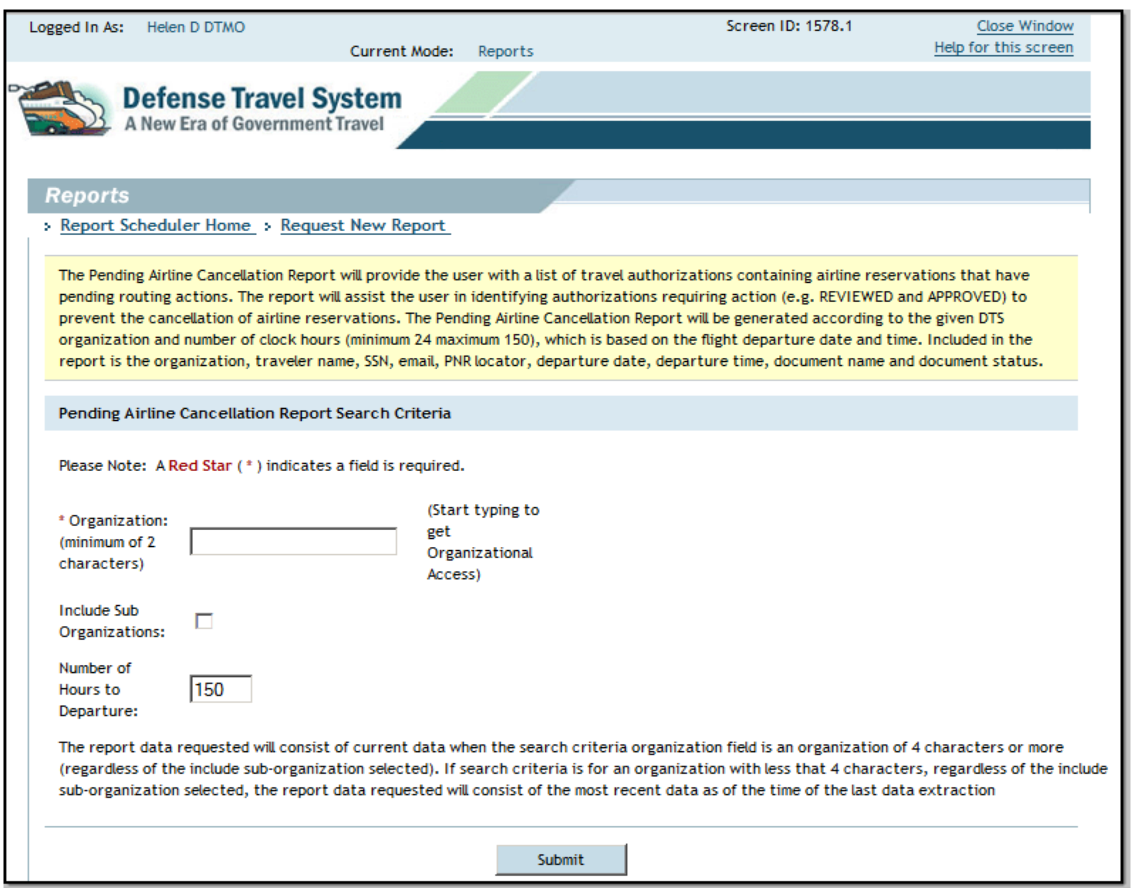


Figure 10-6: Pending Airline Cancellation Report Search Criteria Screen

Table 10-2: Pending Airline Cancellation Report Search Criteria Screen Description

PENDING AIRLINE CANCELLATION REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link to display the Report Scheduler Home page.
Request New Report	Link to display the Request New Report screen.
*Organization	Enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
Number of Hours to Departure	Used to enter the value for authorizations that have not been approved within a select number of hours from flight departure date. The value entered for this field must be between 24 and 150.
Submit	Used to send the report request to DTS.

* Required fields

10.2.1.2 Signed Status Report

Provides information about documents that were stamped SIGNED within a specified date range not to exceed 31 days.

Follow the steps outlined in Section 10.2 to access the Signed Status Report.

The Signed Status Report Search Criteria screen opens (Figure 10-7). For a description of the search criteria screen, see Table 10-3.

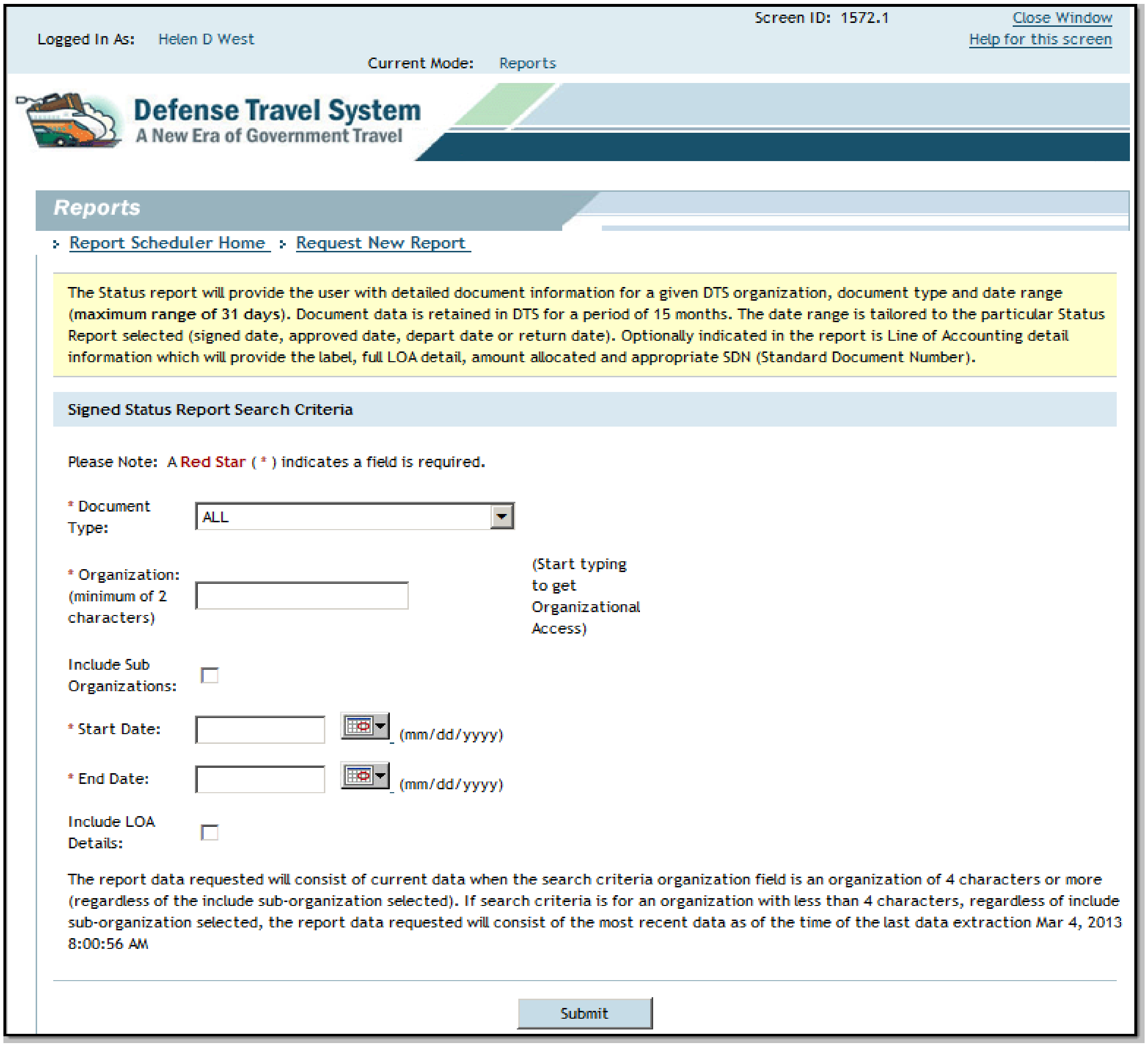


Figure 10-7: Signed Status Report Search Criteria Screen

Table 10-3: Status Report Search Criteria Screen Description

STATUS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Document Type	Drop-down list to select the type of document to include in the report.
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
*Start Date	Field to enter the earliest date in the range in which to include in the report.
Calendar Icon	Icon used to open a pop-up calendar to select the Start Date and End Date of the range to include in the report.
*End Date	Field to enter the latest date in the range in which to include in the report.
Include LOA Details	When the box checked, causes LOA details to be included in the report. LOA details such as the label, full LOA format, amount allocated, and appropriate standard document number (SDN) will display.
Submit	Button used to send the report request to DTS.

* Required fields

10.2.1.3 Depart Status Report

Provides information for an organization, document type, and a date range not to exceed 31 days. The date range for this report includes only dates during which travelers in the organization departed on a TDY trip.

Follow the steps in Section 10.2 to access the Depart Status Report.

The Depart Status Report Search Criteria screen opens (Figure 10-8). For a description of the search criteria screen, see Table 10-3.

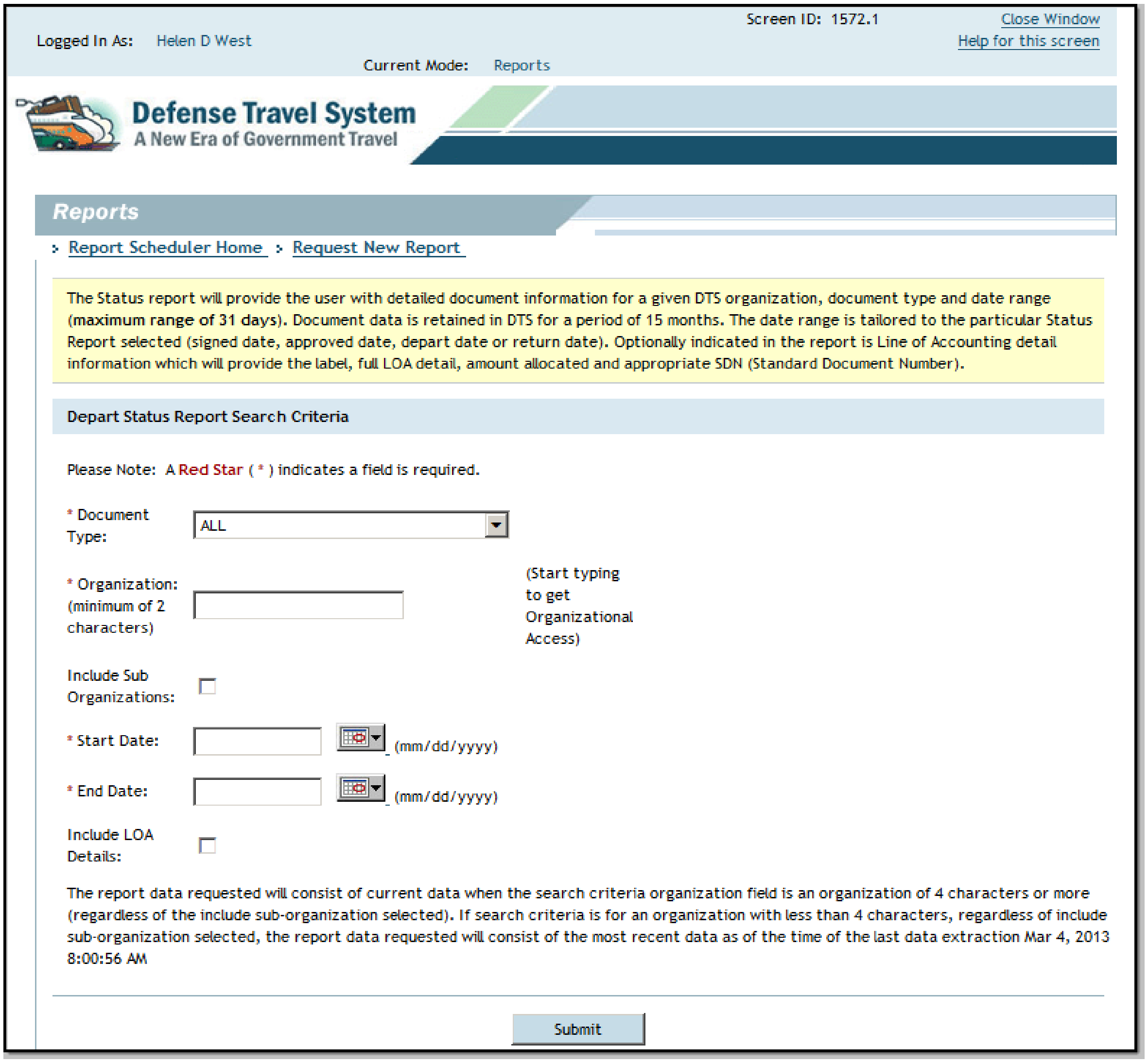


Figure 10-8: Depart Status Report Search Criteria Screen

10.2.1.4 Return Status Report

Provides information for a DTS organization, document type, and a date range not to exceed 31 days. The date range for this report includes only the dates during which travelers returned from TDY.

Follow the steps outlined in Section 10.2 to access the Return Status Report.

The Return Status Report Search Criteria screen opens (Figure 10-9). For a description of the search criteria screen, see Table 10-3.

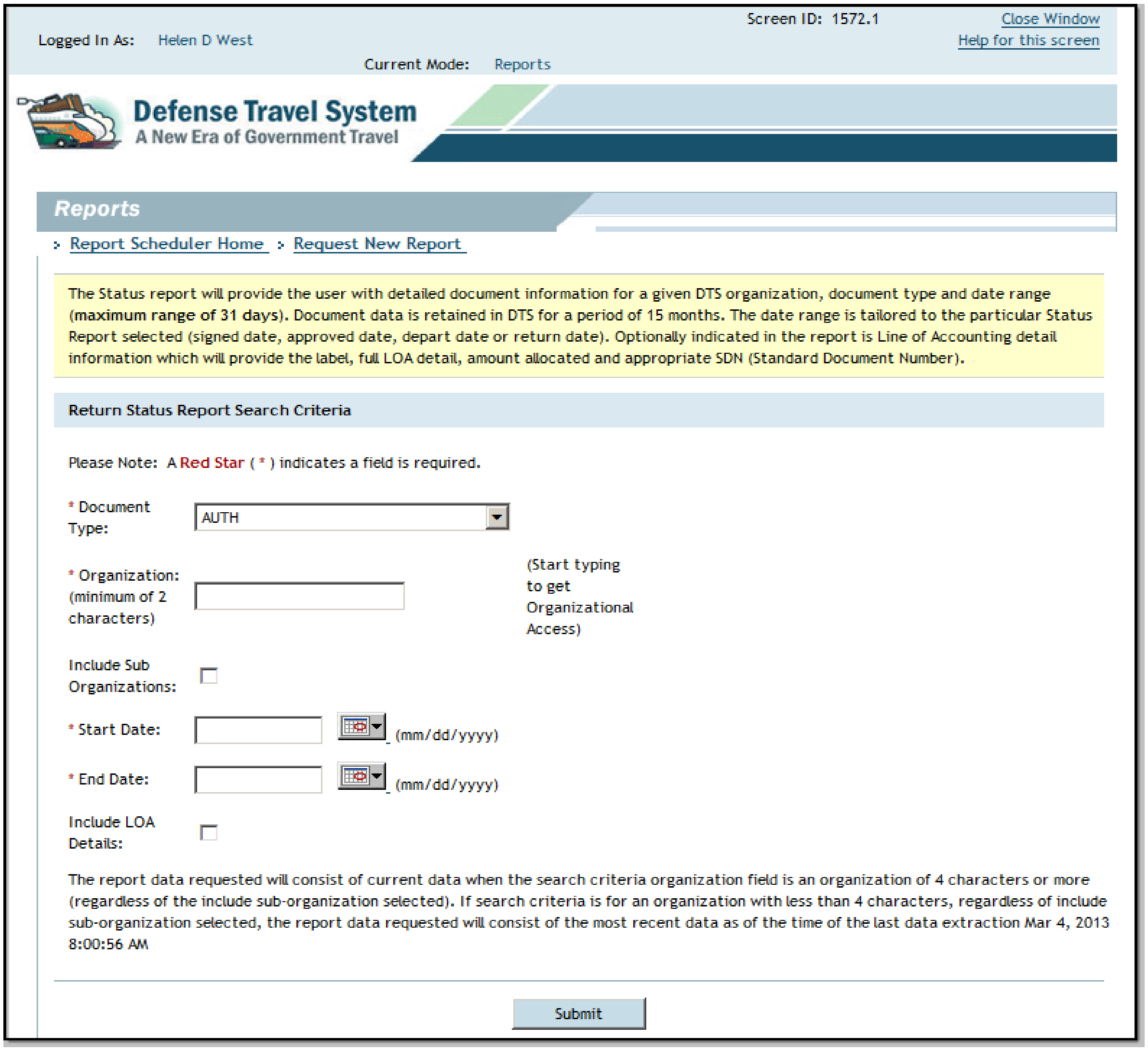


Figure 10-9: Return Status Report Search Criteria Screen

10.2.1.5 Approved Status Report

Provides information for an organization about a document type within a date range. The report provides information about documents that received any of the following status stamps within the selected date range:

- APPROVED
- PROCESSED
- CTO AMENDMENT
- AUTO APPROVED
- CANCELLED

Follow the steps outlined in Section 10.2 to access the Approved Status Report.

The Approved Status Report Search Criteria screen opens (Figure 10-10). For a description of the search criteria screen, see Table 10-3.

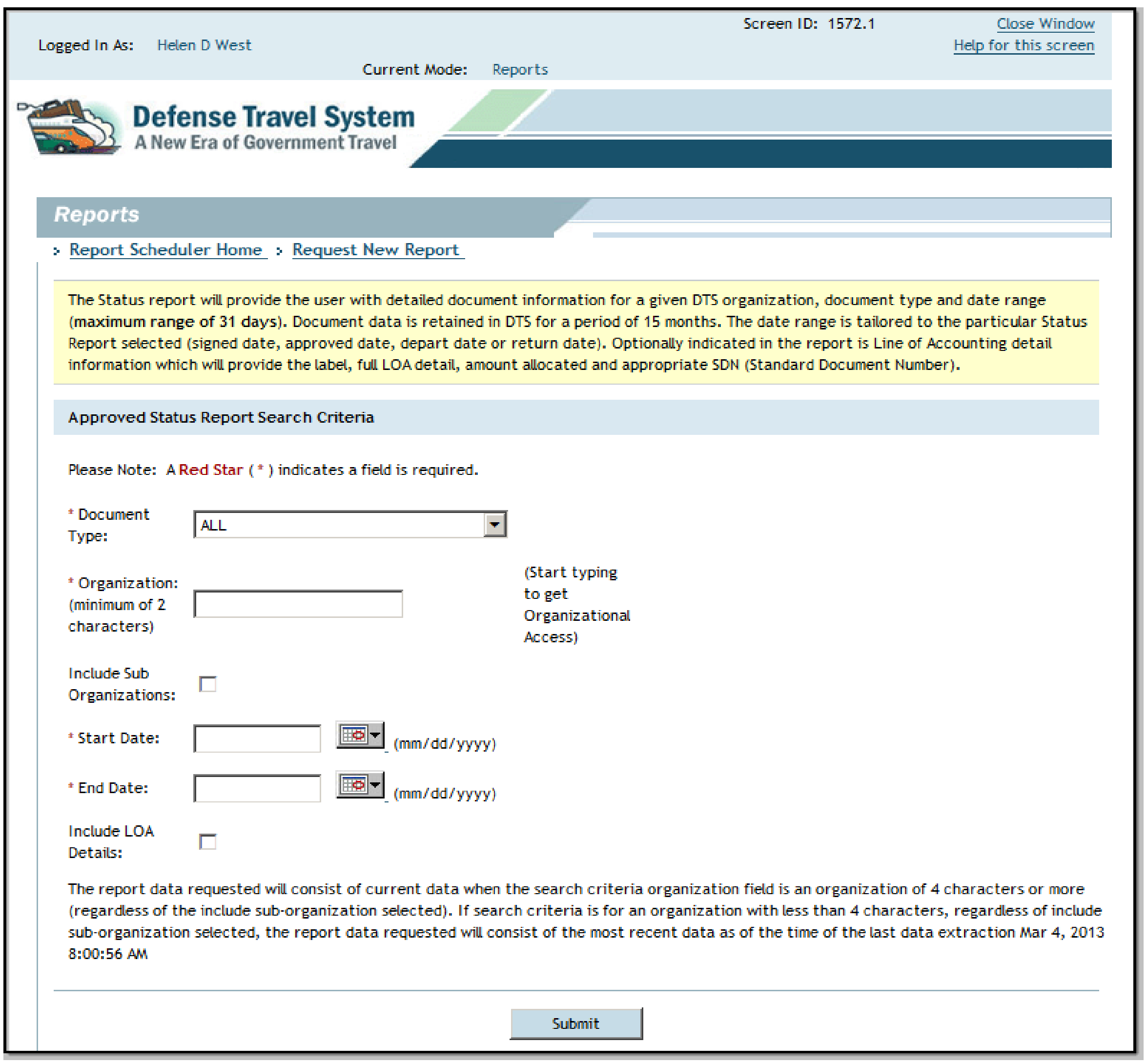


Figure 10-10: Approved Status Report Search Criteria Screen

10.2.1.6 Traveler Status Report

Provides a list of travelers who were or will be TDY on a date or range of dates. There is an option to include cost related data in the report. The Traveler Status Report provides the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (first five digits masked)
- Traveler's email address
- Traveler's title or rank
- Traveler's service or agency
- TANUM
- Departure date
- Return date
- Location city
- Location state (or country, if outside the continental United States (OCONUS)
- Arrival date
- Departure date
- Document type
- Document name
- DTA email address
- Lodging costs (total per diem lodging expense)
- Cost of airfare (total commercial plane expense)
- Other costs (total expense except lodging costs, cost of airfare, and rental vehicle costs)
- Rental vehicle costs (total commercial auto expense)
- BOQ (indicates if quarters are available for any portion of the trip)

Follow the steps in Section 10.2 to access the Traveler Status Report.

The Traveler Status Report Search Criteria screen opens (Figure 10-11). For a description of the search criteria screen, see Table 10-4

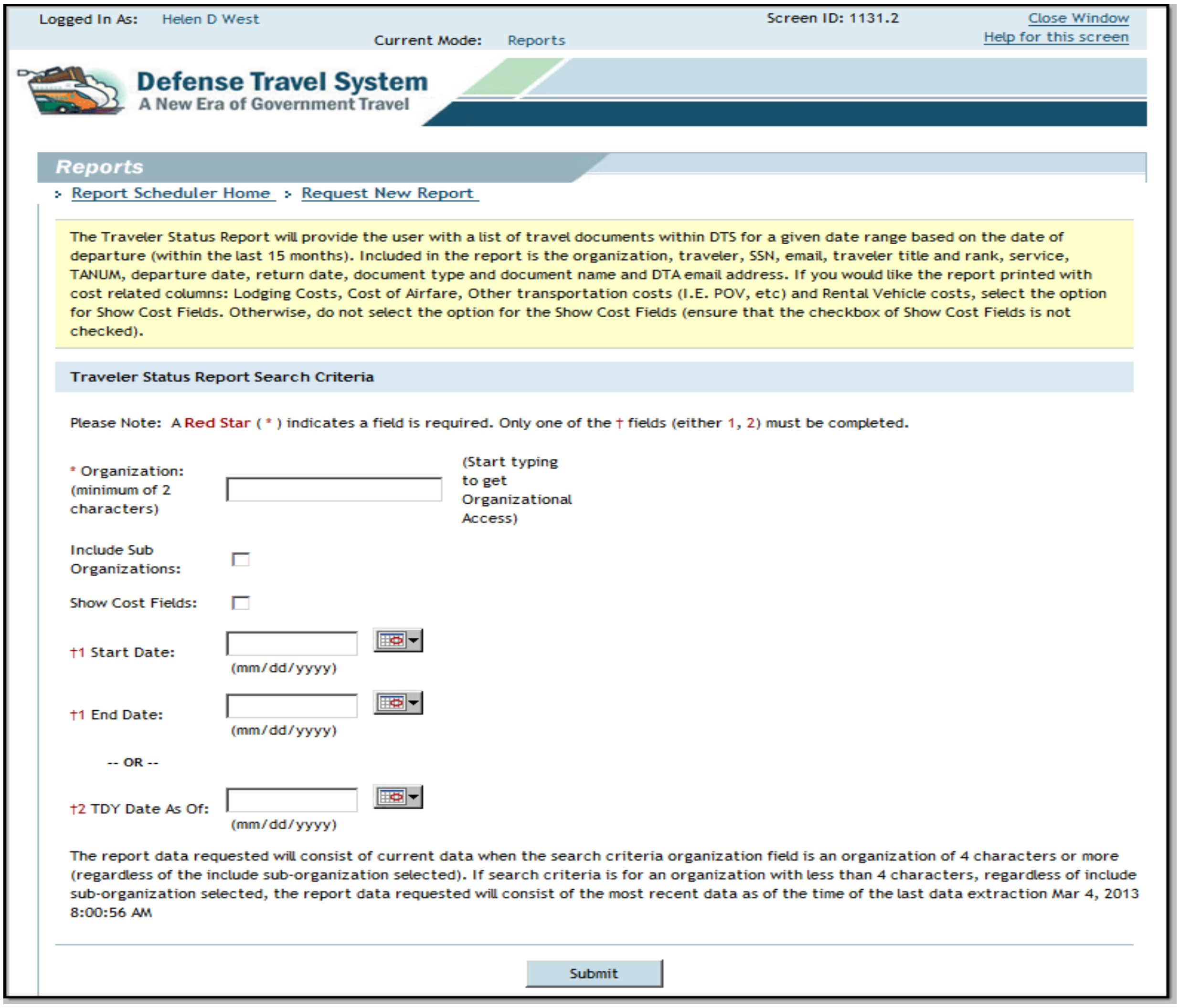


Figure 10-11: Traveler Status Report Search Criteria Screen

Table 10-4: Traveler Status Report Search Criteria Screen Description

TRAVELER STATUS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When selected, information for sub-organizations will be included in the report.
Show Cost Fields	When selected, five additional cost related columns and their corresponding data will be included in the report.
†1 Start Date †1 End Date	Fields used to identify the earliest return date and latest return date to include in the report.

Table 10-4: Traveler Status Report Search Criteria Screen Description (continued)

†2 TDY Date as of	Field used to limit the report to travelers who were or will be on TDY on one selected date.
Calendar Icon	Icon used to open a pop-up window to select the TDY Date, or the Start Date and End Date of the range to include in the report.
Submit	Button used to send the report request to DTS.

*Required field

10.2.2 Routing Reports

The Routing Reports is a tool to monitor the routing activity of travel documents.

10.2.2.1 Adjustments Report

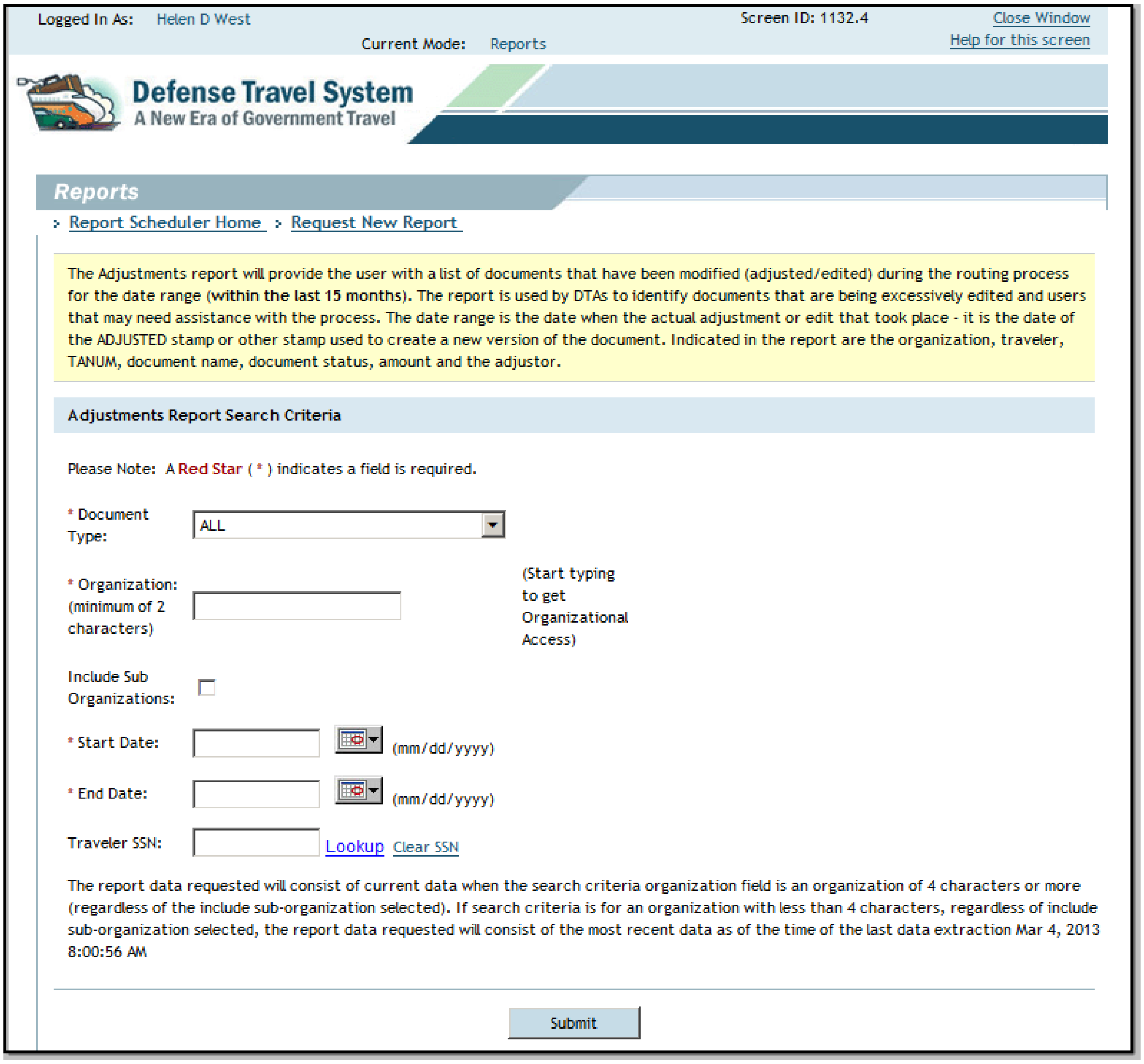
Provides a list of documents that have been modified during the routing and approval process within a specified date range. DTAs can use this report as an evaluation instrument to determine areas where travelers may need more training.

The Adjustments Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's email address
- TANUM
- Document name
- Approved date
- Amount claimed
- Adjustment date
- Adjustment time
- Adjustor's name

Follow the steps in Section 10.2 to access the Adjustments Report.

The Adjustments Report Search Criteria screen opens (Figure 10-12). For a description of the search criteria screen, see Table 10-5.



Logged In As: Helen D West

Screen ID: 1132.4

Close Window

Current Mode: Reports

Help for this screen

Defense Travel System

A New Era of Government Travel

Reports

Report Scheduler Home > Request New Report

The Adjustments report will provide the user with a list of documents that have been modified (adjusted/edited) during the routing process for the date range (within the last 15 months). The report is used by DTAs to identify documents that are being excessively edited and users that may need assistance with the process. The date range is the date when the actual adjustment or edit that took place - it is the date of the ADJUSTED stamp or other stamp used to create a new version of the document. Indicated in the report are the organization, traveler, TANUM, document name, document status, amount and the adjustor.

Adjustments Report Search Criteria

Please Note: A Red Star (*) indicates a field is required.

* Document Type: ALL

* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)

Include Sub Organizations:

* Start Date: (mm/dd/yyyy)

* End Date: (mm/dd/yyyy)

Traveler SSN: Lookup Clear SSN

The report data requested will consist of current data when the search criteria organization field is an organization of 4 characters or more (regardless of the include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction Mar 4, 2013 8:00:56 AM

Submit

Figure 10-12: Adjustments Report Search Criteria Screen

Table 10-5: Adjustment Report Search Criteria Screen Description

ADJUSTMENT REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Document Type	Drop-down list to select the type of document to be included in the report
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
*Start Date *End Date	Fields used to identify the earliest departure date and latest departure date in the range to include in the report.
Calendar Icon	Icon used to open a pop-up window to select the Start Date and End Date of the range to include in the report.
Traveler SSN	Field used to limit the report data to one traveler. Use the Lookup link to complete this field.
Lookup	Link to open a screen where the user can search for a traveler to complete the Traveler SSN field.
Clear SSN	Link used to clear an SSN from the Traveler SSN field.
Submit	Button used to send the report request to DTS.

*Required field

10.2.2.2 Routing Status Report

Identifies the status of documents in routing, the next stamp in each document's routing list and the number of days that have passed since the document was last stamped. There is no date range for this report as it provides a list of all documents that are currently routing.

The Routing Status Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Document type (authorization, voucher, or local voucher)
- TANUM
- Document name
- Current document status, e.g., the status SIGNED
- Date on which the current status stamp was applied to the document
- Awaiting status (the status stamp that will be applied to the document when the next Routing Official signs the document)
- Number of days since the current stamp was applied to the document

Follow the steps outlined in Section 10.2 to access the Routing Status Report.

The Routing Status Report Search Criteria screen opens (Figure 10-13). For a description of the search criteria screen, see Table 10-6.

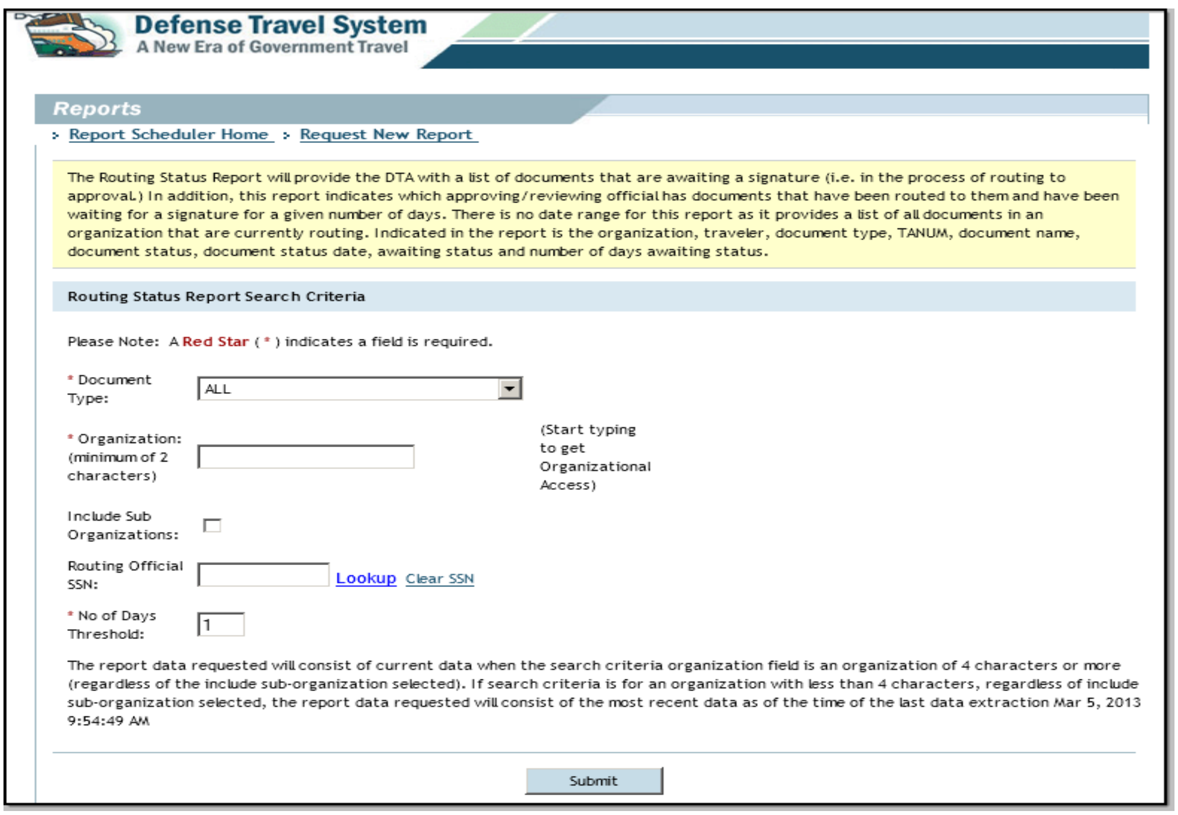


Figure 10-13: Routing Status Report Search Criteria Screen

Table 10-6: Routing Status Report Search Criteria Screen Description

ROUTING STATUS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Document Type	Drop-down list to select the type of document to be included in the report.
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
Routing Official SSN	Field used to limit the report to documents awaiting action by a specific Routing Official.
Lookup	Link used to open a screen to search for an RO to complete the Routing Official SSN field.
Clear SSN	Link used to clear an SSN from the Routing Official SSN field.
No of Days Threshold	Field to specify a minimum number of days that must have passed since a document was stamped, to be included in the report.
Submit	Button used to send the report request to DTS.

*Required field

10.2.3 Individual Reports

Each report described in these subsections has a unique purpose that does not fit into any other category of reports.

10.2.3.1 POSACK Delinquency Report

Provides data about travel documents awaiting response (i.e., a positive acknowledgement [POSACK]) from the supporting accounting or disbursing system within a specified number of hours. Users must have permission level 5 to access this report.

The POSACK Delinquency Report displays the below information:

- Traveler's organization
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (first five digits masked)
- TANUM
- Document name
- Document type
- Transaction amount
- Adjustment level
- Original document name
- XML submit date
- Number of days, hours, and minutes open
- Accountable station number
- Invoice transaction sequence
- Traveler's email address
- DTA ID email address

Beginning on the Request New Report screen(Figure 10-3), follow the below steps to request a POSACK Delinquency Report:

1. Select **POSACK Delinquency**.

The POSACK Delinquency Report Search Criteria screen opens (Figure 10-14). For a description of the search criteria screen, see Table 10-7.

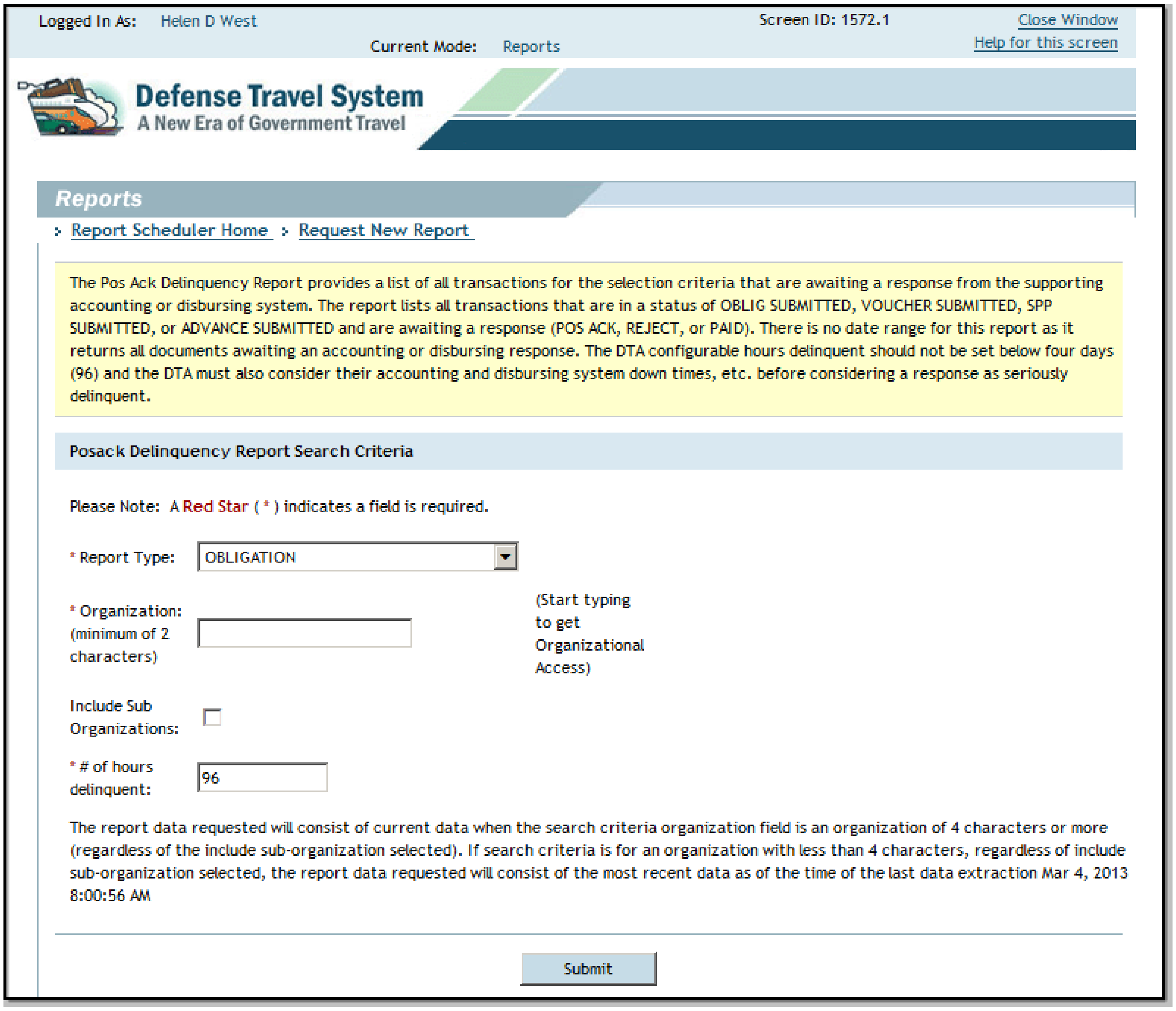


Figure 10-14: POSACK Delinquency Report Search Criteria Screen

Table 10-7: POSACK Delinquency Report Search Criteria Screen Description

POSACK DELINQUENCY REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Report Type	Drop-down list to select the type of report to run, either Obligation or Payment**.**
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
*# of hours delinquent	Text field to specify a minimum number of hours that must have passed since a document was stamped, to be included in the report.
Submit	Button used to send the report request to DTS.

*Required field

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.3.2 Unsubmitted Voucher Report

Contrary to what the title suggests, the report does not simply provide a report of unsubmitted vouchers. Instead, it provides a list of the following authorizations for which, during the specified date range:

- No voucher was created.
- A voucher exists in any status other than SIGNED or T-ENTERED. For example, vouchers in CREATED, APPROVED, and ARCHIVE ACCEPTED would all appear on the report.

The specified date range must be within the last 24 months and may be requested in increments of up to 93 days. By filtering the report entries, Budget DTA (BDTAs) may use this report to monitor open obligations that are in the system because of travelers not filing vouchers. At a minimum, this report should be run on a weekly basis.

The Unsubmitted Voucher Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's email address
- TANUM
- Approved date
- Document name
- Departure date for the travel
- Days since end of trip
- Amount of authorization

Beginning on the Request New Report screen(Figure 10-3), follow the below steps to request an Unsubmitted Voucher Report:

1. Select **Unsubmitted Voucher Report**.

The Unsubmitted Voucher Report Search Criteria screen opens (Figure 10-15). For a description of the search criteria, see Table 10-8.

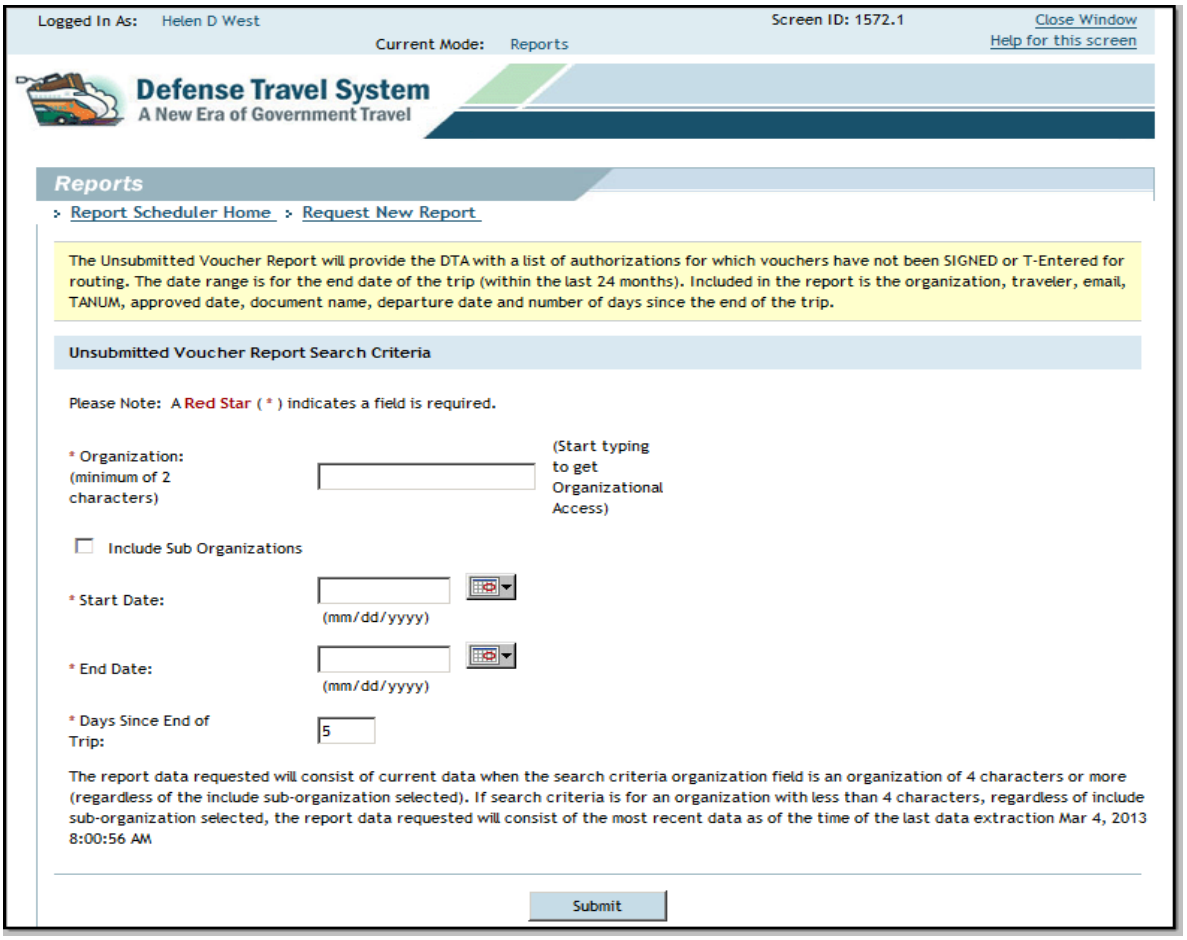


Figure 10-15: Unsubmitted Voucher Report Search Criteria Screen

Table 10-8: Unsubmitted Voucher Report Search Criteria Screen Description

UNSUBMITTED VOUCHER REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
*Start Date, *End Date	Fields used to identify the earliest return date and latest return date of trips to include in the report.
Calendar Icon	Icon used to open a pop-up window to select the Start Date and End Date of the range to include in the report.
*Days Since End of Trip	Text field used to specify a minimum number of days passed since the return date on the authorization.
Submit	Button used to send the report request to DTS.

*Required field

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.3.3 CBA TO Report

Provides data about trips that charged a CBA for air or rail tickets and CTO fees within a specified date range. The user can request a report for all trips with a CBA charge or a report of the exceptions (e.g., missing a ticket number, an amount, or a ticket date).

The CBA TO Report displays the below information:

- Traveler's last name
- Traveler's first name
- Traveler's SSN (first five digits masked)
- Document type
- Document name
- TANUM
- Passenger Name Record (PNR)
- Ticket travel mode
- Ticket number
- Ticket cost
- Ticket date
- CBA label
- Departure date
- Return date
- Current status
- AO's last name
- AO's email address
- Organization
- Traveler's email address
- DTA ID
- DTA ID email address

Beginning on the Request New Report screen (Figure 10-3), follow the below steps to request a CBA TO Report:

1. Select **CBA TO Report**.

The CBA TO Report Search Criteria screen opens (Figure 10-16). For a description of the search criteria screen, see Table 10-9.

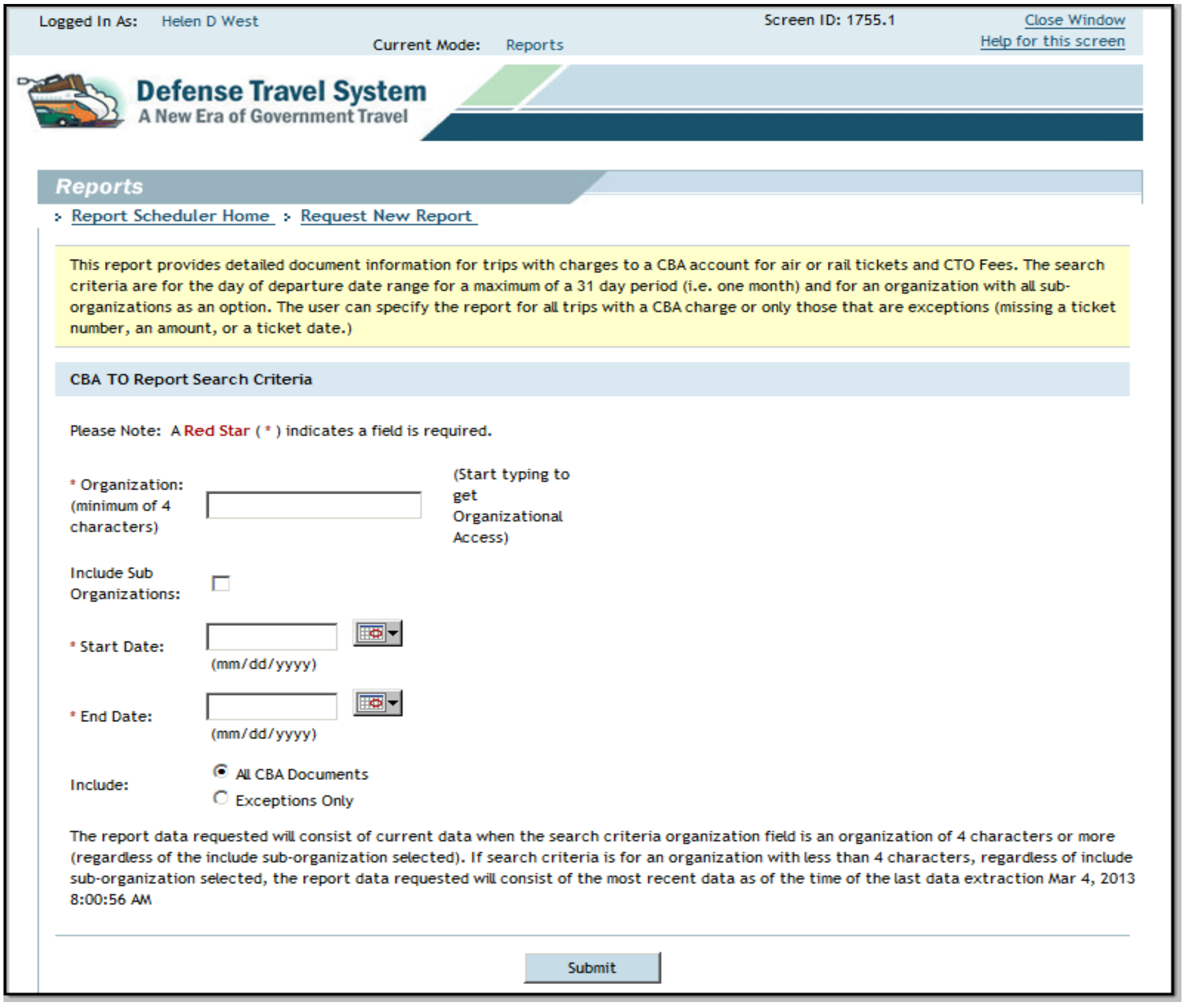


Figure 10-16: CBA TO Report Search Criteria Screen

Table 10-9: CBA TO Report Search Criteria Description

CBA TO REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
*Start Date	Text field to enter the earliest date in the range in which to include in the report.
Calendar Icon	Icon used to open a pop-up calendar to select the Start Date and End Date of the range to include in the report.
*End Date	Text field to enter the latest date in the range to include in the report.
All CBA Documents	Radio button that, when selected, causes all documents for the organization that charged a CBA within the selected date range to be included in the report.
Exceptions Only	Radio button that, when selected, causes the report to include only the CBA exceptions (i.e., missing a ticket number, an amount or ticket date).
Submit	Used to send the report request to DTS.

*Required field

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.3.4 Debt Management Report

Provides data on all debts in DTS that travelers in owe the Government because of DUE U.S. vouchers. This report lists each action posted against the debt, including the DUE PROCESS stamp, collection actions received via Advise of Collection, collections entered by a Debt Management Monitor (DMM); adjustments to the debt; and debt write-offs. Debts remain on the report for 30 days after the DUE U.S. voucher is stamped ARCHIVE SUBMITTED. Users must have permission level 6 and the Debt Management Monitor indicator set to YES in their user profile to access this report.

The Debt Management Report displays the below information:

- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (first five digits masked)
- TANUM
- Travel document name
- Date debt incurred
- Date traveler notified of debt
- Original amount of debt
- Offsets and collections
- Last offset date
- Last offset action
- Last offset amount
- Current balance due U.S.
- 30-day status
- Days since last activity
- Total age of debt
- Traveler's email address
- DTA ID email address
- History - Status Type
- History - Status Date
- History - Transaction Amount
- History - Balance Due U.S.

Beginning on the Request New Report screen(Figure 10-3), follow the below steps to request a Debt Management Report:

1. Select **Debt Management Report**.

The Debt Management Report Search Criteria screen opens (Figure 10-17). For a description of the search criteria screen, see Table 10-10.

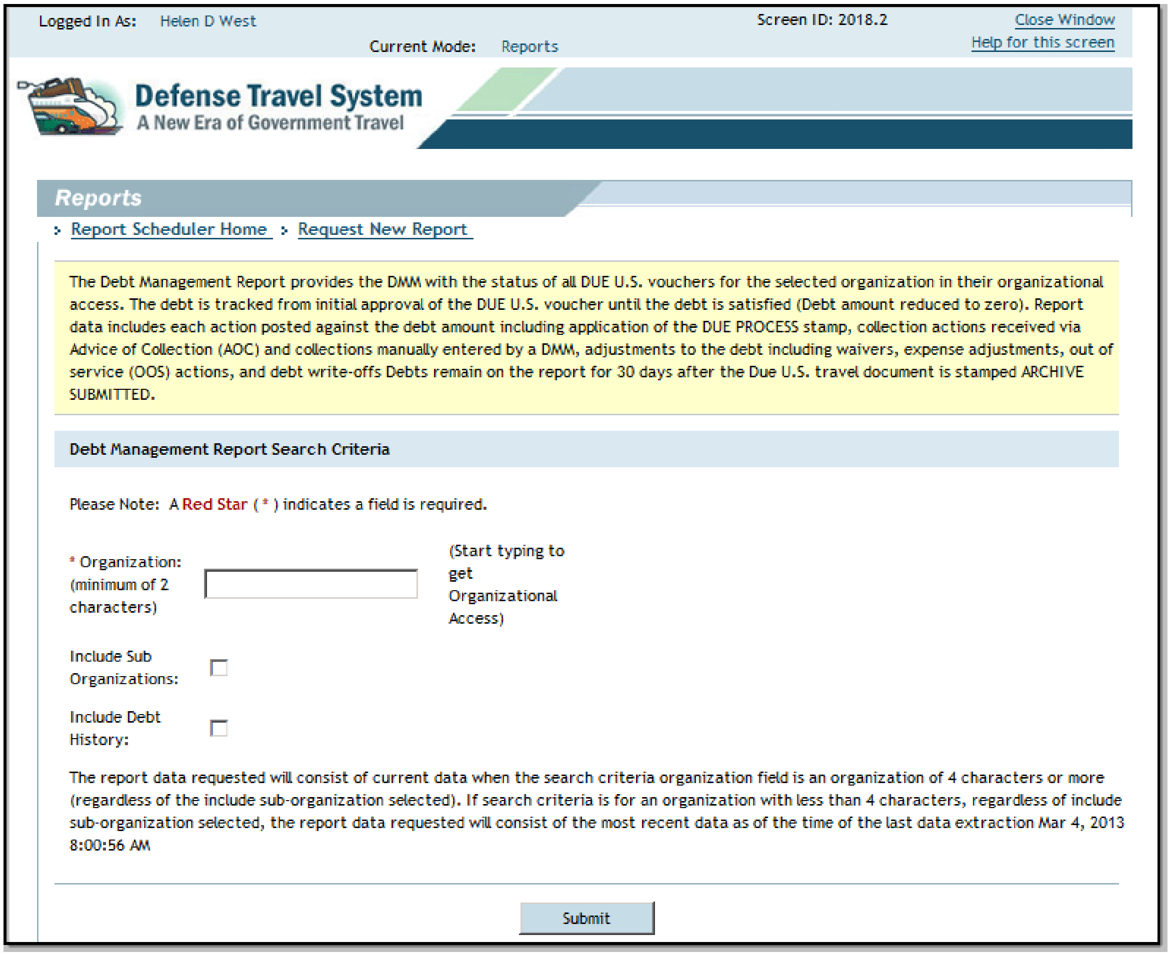


Figure 10-17: Debt Management Report Search Criteria Screen

Table 10-10: Debt Management Report Search Criteria Screen Description

DEBT MANAGEMENT REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When selected, information for sub-organizations will be included in the report.
Include Debt History	When selected, causes the report to display the date each stamp was applied to the document and the amount of the transaction and balance on that date.
Submit	Used to send the report request to DTS.

*Required field

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.3.5 Constructed Travel Report

Provides data on cost savings of approved trip requests when a traveler has used Constructed Travel within a specified date range. This report provides information about the actual and allowable costs.

The Constructed Travel Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- DTA ID email
- Document type
- Document name
- TANUM
- Departure date
- Return date
- Actual cost of the trip
- Allowable cost of the trip
- Cost difference (delta) (difference between the actual and allowable cost)
- Approval date
- Approval override (override of limited reimbursement)

Beginning on the Request New Report screen(Figure 10-3), follow the below steps to request a Constructed Travel Report:

1. Select **Constructed Travel**.

The Constructed Travel Report Search Criteria screen opens (Figure 10-18). For a description of the search criteria screen, see Table 10-11.

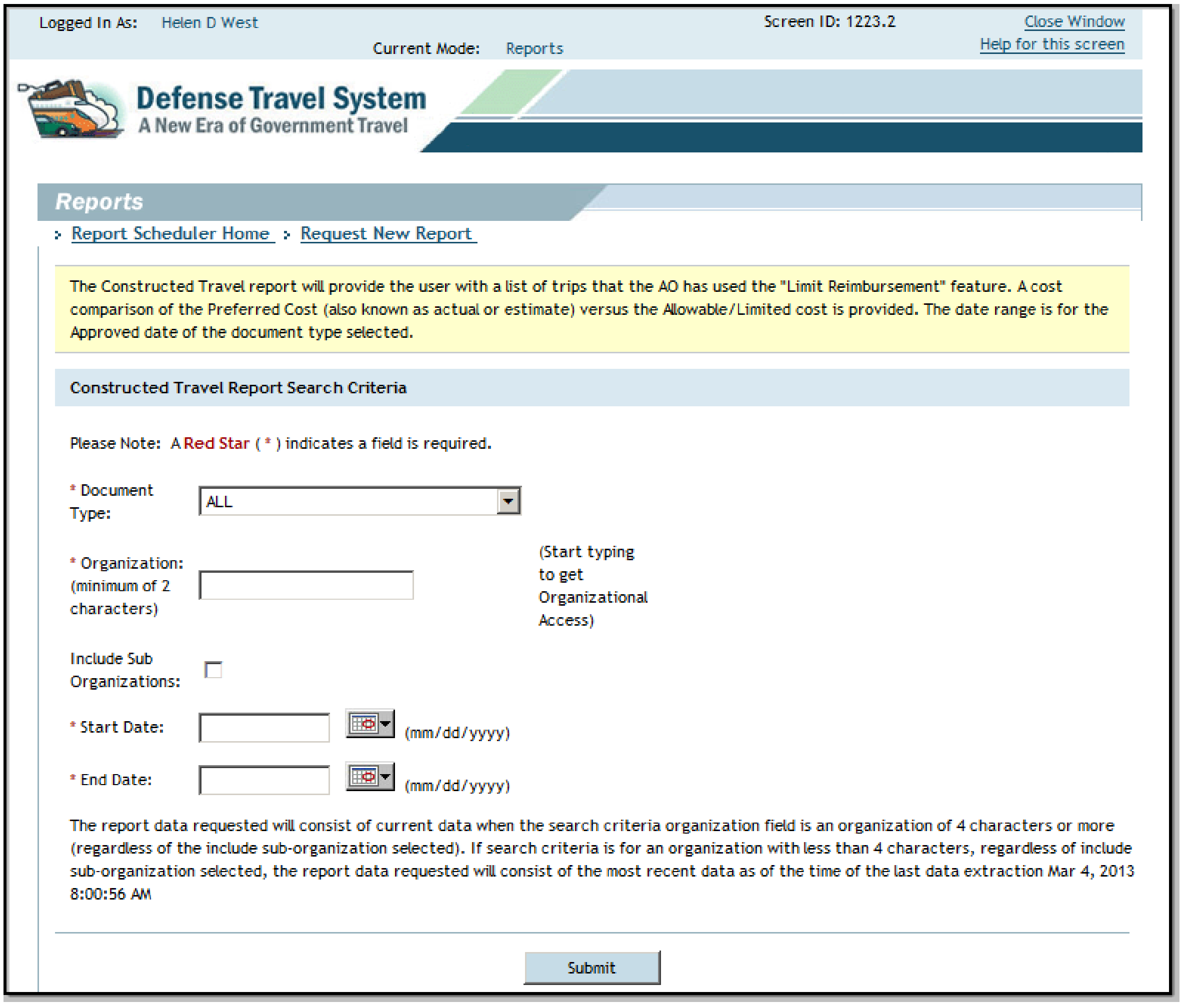


Figure 10-18: Constructed Travel Report Search Criteria Screen

Table 10-11: Constructed Travel Report Search Criteria Screen Description

CONSTRUCTED TRAVEL REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Document Type	Drop-down list to select the type of document to be included in the report.
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
*Start Date, *End Date	Fields used to identify the earliest approval date and latest approval date of documents to include in the report.
Calendar Icon	Icon used to open a pop-up window to select the Start Date and End Date of the range to include in the report.
Submit	Used to send the report request to DTS.

*Required field

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4 CTO/Travel Related Report

The reports in the following subsections provide information about particular travel and lodging details that may be associated with a traveler's TDY or a TDY document.

10.2.4.1 FPLP/FEMA Report

The FPLP/FEMA Report provides data for the selected organization for all documents that show lodging. The report identifies whether or not the property is participating in the Federal Premier Lodging Program (FPLP). If the property is approved by the Federal Emergency Management Agency (FEMA), the report will include the FEMA-approved code.

The FPLP/FEMA Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Document name
- TDY location
- Departure date
- Return date
- Property name
- City
- State
- Country
- FPLP/FEMA flag

Beginning on the Request New Report screen(Figure 10-3), follow the below steps to request an FPLP/FEMA Report:

1. Select **FPLP/FEMA Report**.

The FPLP/FEMA Report Search Criteria screen opens (Figure 10-19). For a description of the search criteria screen, see Table 10-12.

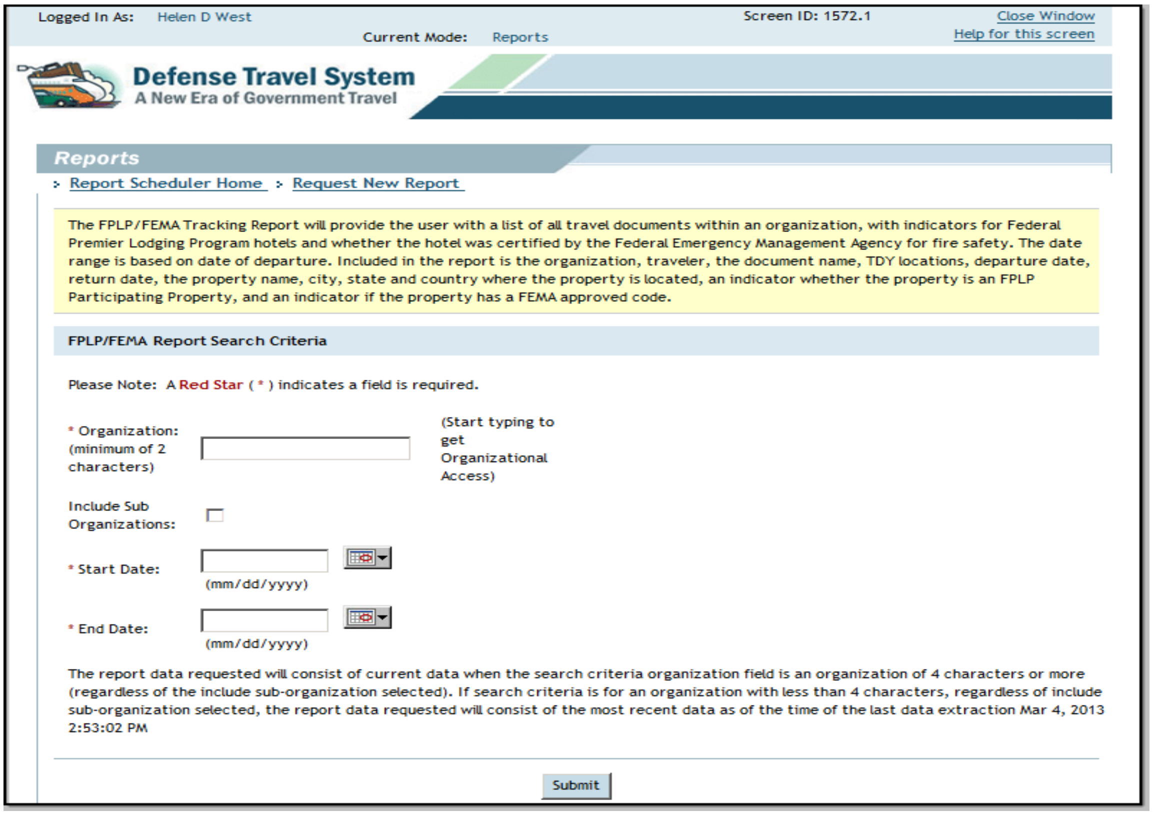


Figure 10-19: FPLP/FEMA Report Search Criteria Screen

Table 10-12: FPLP/FEMA Report Search Criteria Screen Description

FPLP/FEMA REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
*Start Date, *End Date	Fields used to identify the earliest departure date and latest departure date to include in the report.
Calendar Icon	Icon used to open a pop-up window to select the Start Date and End Date of the range to include in the report.
Submit	Used to send the report request to DTS.

*Required field

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4.2 Reason Code Report

Provides data for trips for which travelers did not use GSA city pair contract flights within a specified date range, and the reason codes that were found in the preaudits.

The Reason Code Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Service or agency
- TANUM
- Document name
- Travel month
- Carrier
- Carrier flight number
- Departure date
- Departure time
- Arrival date
- Arrival time
- Reason code
- Detailed explanation

Beginning on the Request New Report screen(Figure 10-3), follow the below steps to request a Reason Code Report:

1. Select **Reason Code Report**.

The Reason Code Report Search Criteria screen opens (Figure 10-20). For a description of the search criteria screen, see Table 10-13.

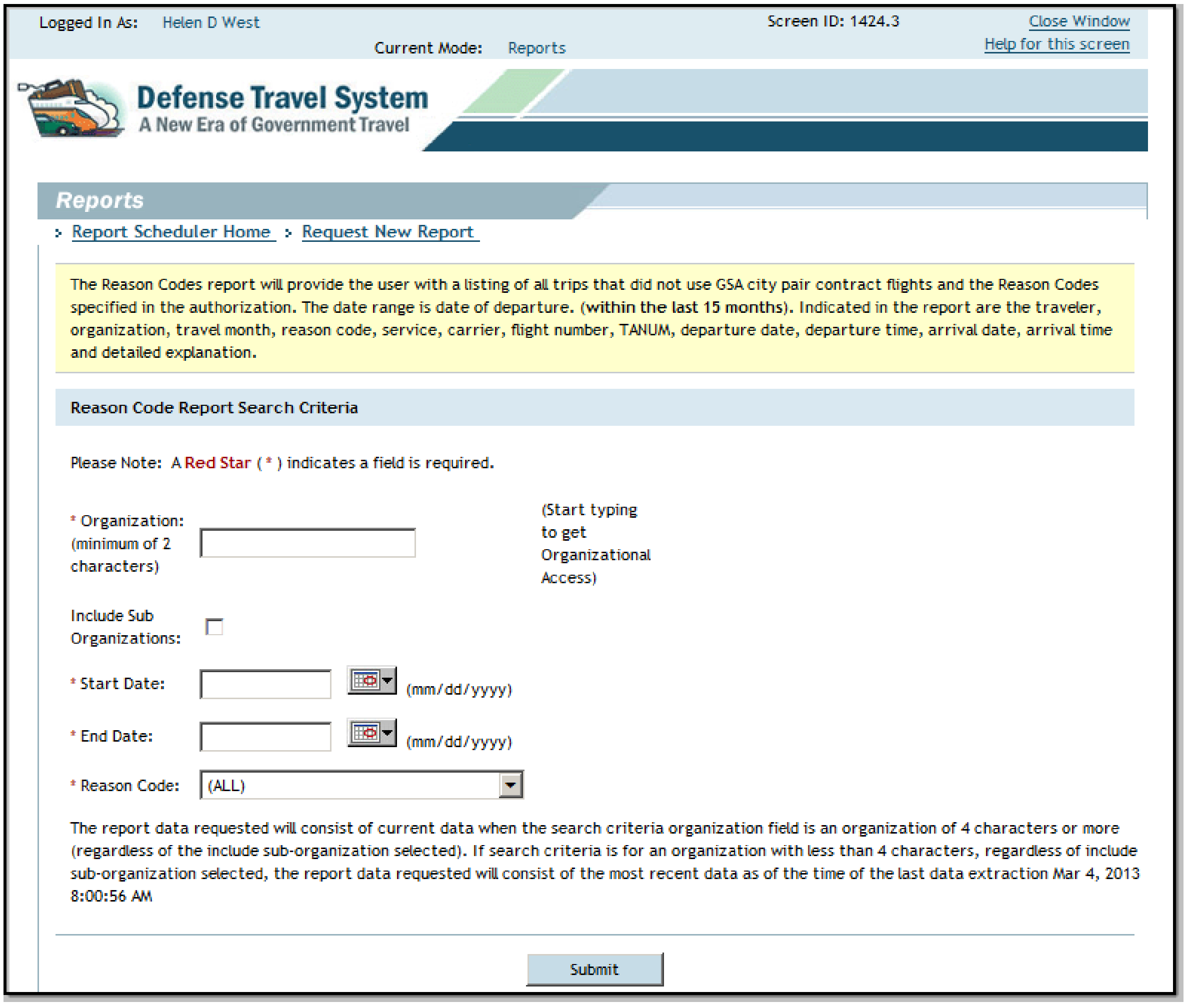


Figure 10-20: Reason Code Report Search Criteria Screen

Table 10-13: Reason Code Report Search Criteria Screen Description

REASON CODE REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Request New Report screen (Figure 10-3).
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
*Start Date *End Date	Fields used to identify the earliest departure date and latest departure date to include in the report.
Calendar Icon	Icon used to open a pop-up window to select the Start Date and End Date of the range to include in the report.
Reason Code	Drop-down list to select a code that identifies the reason for use of a non-GSA City Pair flight.
Submit	Used to send the report request to DTS.

*Required field

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4.3 Reason Justification Report

Tracks reason codes and the justifications entered into the Preaudit justification box for using a non-GSA City Pair flight within a specified date range.

The Reason Justifications Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Reason code
- TANUM
- Detailed explanation
- Travel month

Beginning on the Request New Report screen(Figure 10-3), follow the below steps to request a Reason Code Report:

1. Select **Reason Justification Report**.

The Reason Justification Report Search Criteria screen opens (Figure 10-21). For a description of the search criteria screen, see Table 10-14.

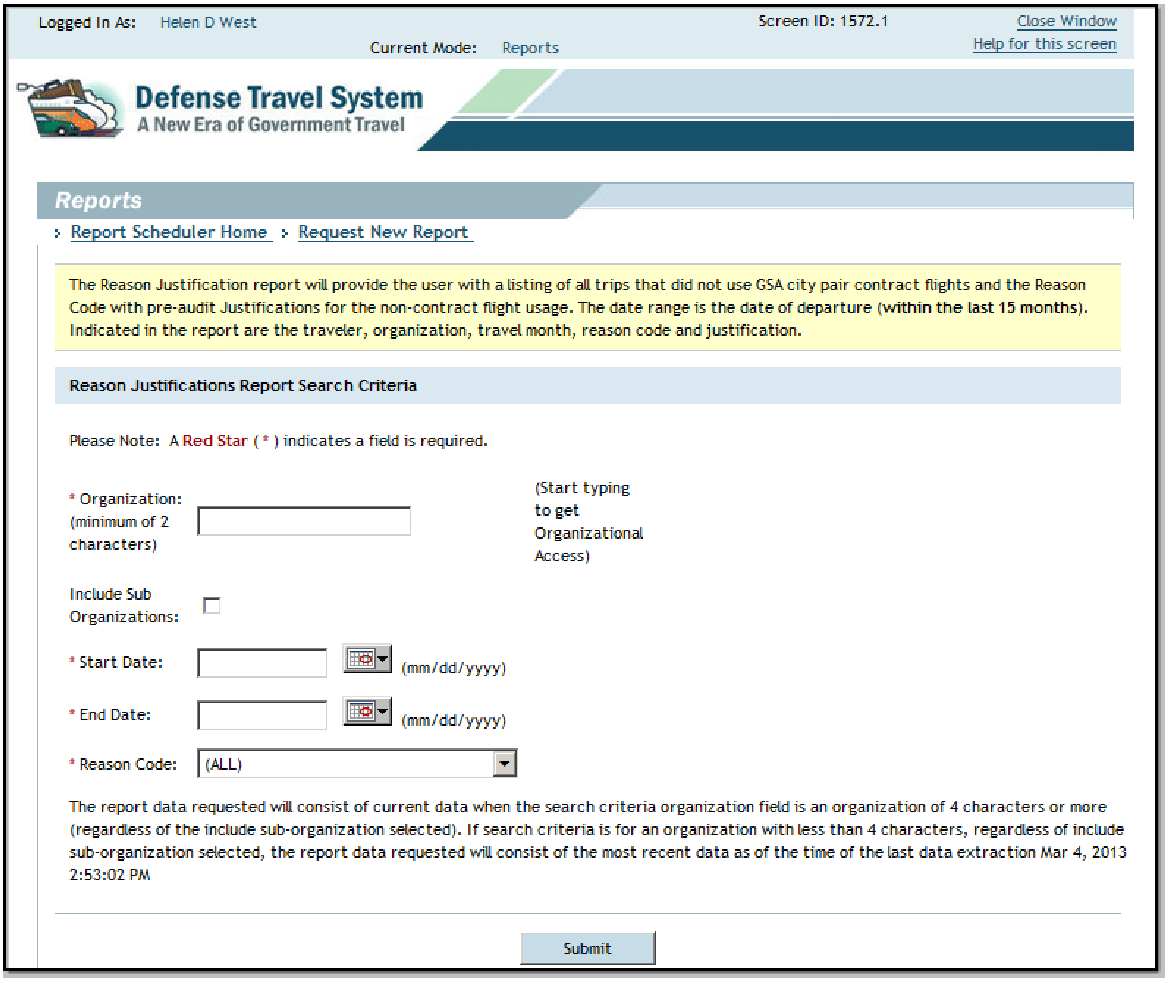


Figure 10-21: Reason Justification Report Search Criteria Screen

Table 10-14: Reason Justification Report Search Criteria Screen Description

REASON JUSTIFICATION REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When selected, information for sub-organizations will be included in the report.
*Start Date *End Date	Fields used to identify the earliest departure date and latest departure date to include in the report.
Calendar Icon	Icon used to open a pop-up window to select the Start Date and End Date of the range to include in the report.

Table 10-14: Reason Justification Report Search Criteria Screen Description

Reason Code	Drop-down list to select a code that identifies the reason for use of a non-GSA City Pair flight.
Submit	Used to send the report request to DTS.

*Required field

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4.4 CTO Fee Report

Provides data about CTO transaction fees and reason(s) for CTO intervention within a specified date range. Users must have permission level 6 to access this report.

The CTO Fee Report displays the below information:

- Organization name
- Pseudo City Code (PCC)
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (first five digits masked)
- Service or agency
- TANUM
- Document name
- PNR locator
- Ticket date
- Fee ticket number
- Transaction type
- Touched status
- Justification code
- Form of payment (FOP)
- CTO Fee amount
- Ticket value

Beginning on the Request New Report screen(Figure 10-3), follow the below steps to request a CTO Fee Report:

1. Select **CTO Fee Report**.

The CTO Fee Report Search Criteria screen opens (Figure 10-22). For a description of the search criteria screen, see Table 10-15.

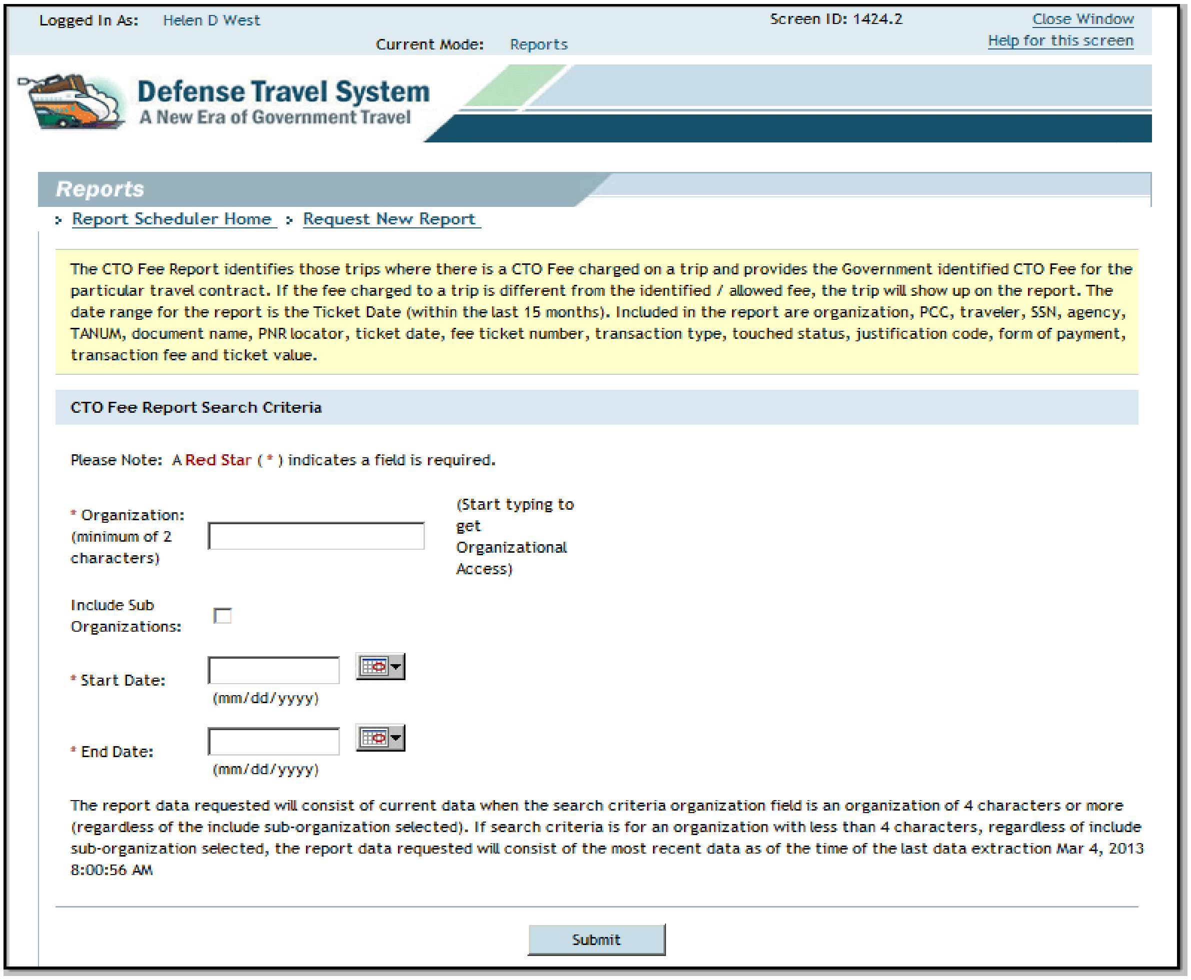


Figure 10-22: CTO Fee Report Search Criteria Screen

Table 10-15: CTO Fee Report Search Criteria Screen Description

CTO FEE REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
*Start Date *End Date	Fields used to identify the earliest departure date and latest departure date to include in the report.
Calendar Icon	Icon used to open a pop-up window to select the Start Date and End Date of the range to include in the report.
Submit	Used to send the report request to DTS.

*Required field

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4.5 Unused Ticket Report

Tracks paper tickets purchased for TDY travel, but were not used. The expenses for unused tickets must be refunded to the Government. The report also returns data about tickets that recorded a different amount on the voucher than the amount approved on the authorization. Data about a ticket will show up on this report if one of the following conditions is present:

- The authorization included an airline ticket, but no voucher has been created
- The ticket price on the authorization differs from the ticket price on the voucher

The Unused Ticket Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (first five digits masked)
- Date the traveler returned from trip
- TANUM
- Document name
- Current document status
- Date on which document was created
- Date on which document was approved
- Ticket number
- Ticket cancelled status
- Airline ticket amount
- Ticket voucher amount
- Delta (the difference between the amount of the ticket and the voucher)

Beginning on the Request New Report screen(Figure 10-3), follow the below steps to request an Unused Ticket Report:

1. Select **Unused Ticket Report**.

The Unused Ticket Report Search Criteria screen opens (Figure 10-23). For a description of the search criteria screen, see Table 10-16.

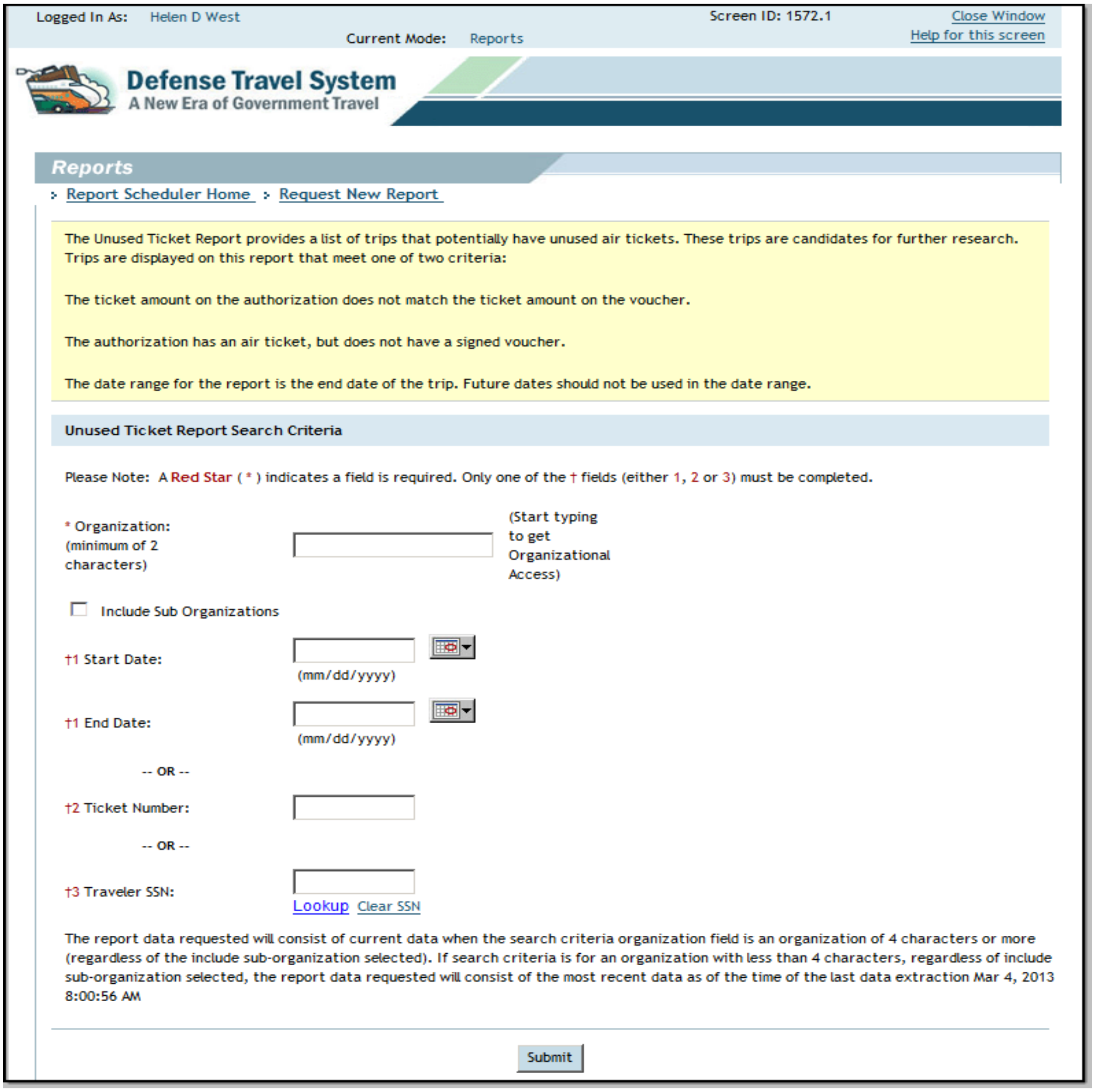


Figure 10-23: Unused Ticket Report Search Criteria Screen

Table 10-16: Unused Ticket Report Search Criteria Screen Description

UNUSED TICKET REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
†1 Start Date †1 End Date	Fields used to identify the earliest return date and latest return date to include in the report. Only one of the † fields (1, 2, or 3) must be completed.
Calendar Icon	Icon that opens a pop-up calendar. Select the departure approval date and latest departure date to include in the report.
†2 Ticket Number	Field used to limit the report data to one ticket. Enter the ticket number in this field. Fields used to identify the earliest return date and latest return date to include in the report. Only one of the † fields (1, 2, or 3) must be completed.
†3 Traveler SSN	Field used to limit the report to documents associated with one traveler. Fields used to identify the earliest return date and latest return date to include in the report. Only one of the † fields (1, 2, or 3) must be completed.
Lookup	Link used to open a screen the user can search for a traveler to complete the Traveler SSN field.
Clear SSN	Link used to clear an SSN from the Traveler SSN field.
Submit	Used to send the report request to DTS.

*Required field

2. Complete the **fields** on the criteria screen.

Note: A date range, ticket number, or a traveler SSN must be entered, although the user may complete all the fields.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.5 MIS Reports

There are five types of Management Information System (MIS) reports available that can be used to determine entitlements and/or leave. A user must have MIS Access to schedule these reports. To enable or disable a user's access to the MIS Reports, see Chapter 11 of this manual. The search criteria for Report Scheduler MIS reports may be viewed in Table 10-17.

Note: The OCONUS Travel Report can be accessed via Report Scheduler and Cognos Connection. See Section 10.3 for guidance on how to access reports through the Cognos Connection module.

10.2.5.1 Enlisted BAS Report

Can help determine whether an enlisted member's Basic Allowance for Subsistence (BAS) entitlement changes because of the member's TDY status. This report includes all enlisted members in the selected organization who have begun TDY on approved authorizations or had vouchers paid within the specified date range.

The Enlisted BAS Report displays the below information:

- Organization name
- Traveler's first name
- Traveler's last name
- Traveler's middle initial
- Traveler's full SSN
- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Location city
- Location state (or country, if OCONUS)
- Arrival date
- Departure date
- Number of days at the location

Beginning on the Request New Report screen (Figure 10-3), follow the below steps to request an Enlisted BAS report:

1. Select **Enlisted BAS**.

The Enlisted BAS Report search Criteria screen opens (Figure 10-24). For a description of the search criteria screen, see Table 10-17.

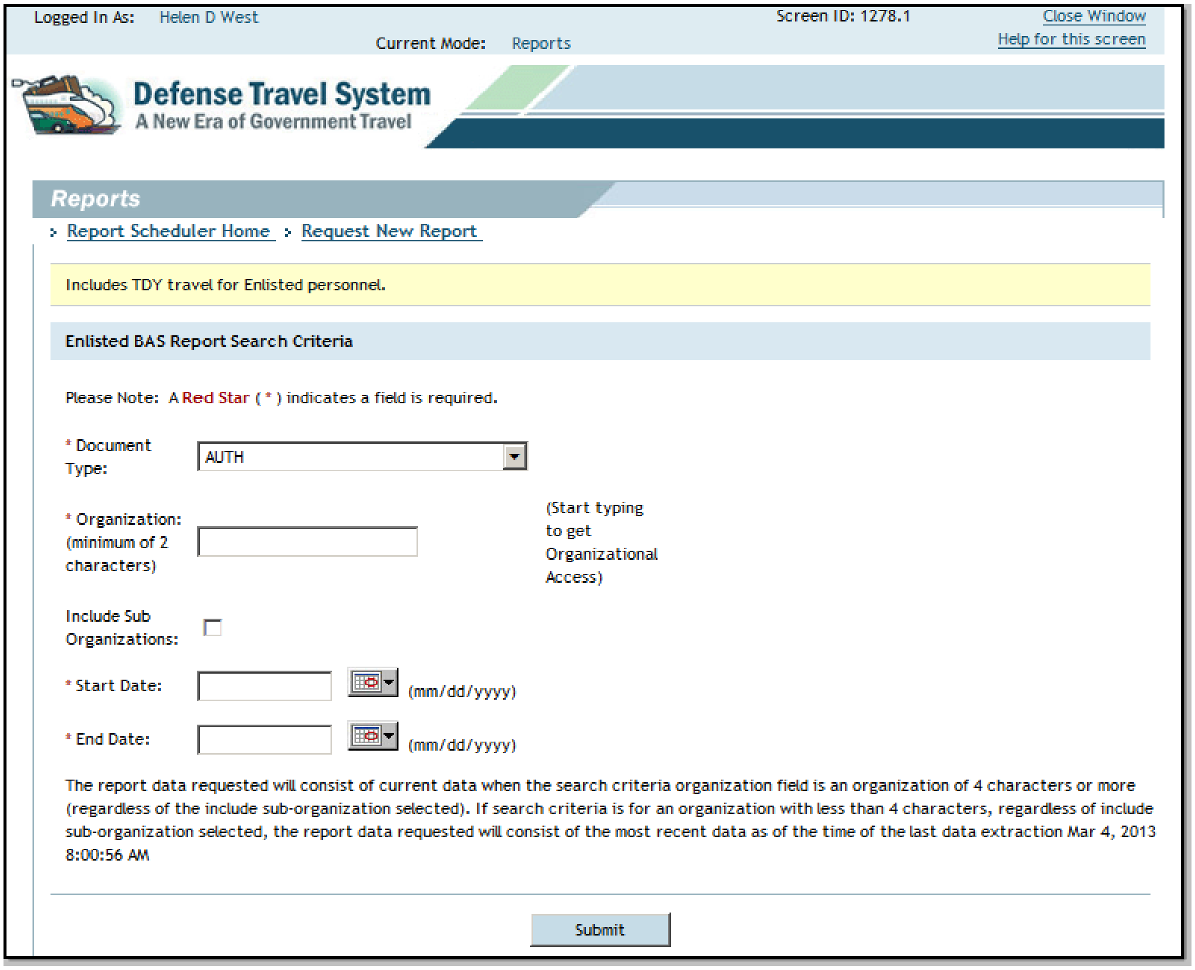


Figure 10-24: Enlisted BAS Report Search Criteria Screen

Table 10-17: MIS Report Search Criteria Screen Description

MIS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
Document Type	Drop-down list to select the type of document to include in the report.
Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
*Start Date, *End Date	Fields used to identify the earliest approval date and latest approval date of documents to include in the report. Report includes authorizations that are stamped APPROVED, PROCESSED, CTO AMENDMENT, or AUTO APPROVED within the date range.

Table 10-17: MIS Report Search Criteria Screen Description

Calendar Icon	Icon used to open a pop-up window to select the Start Date and End Date of the range to include in the report.
Include Civilian	When checked, civilian travelers will be included in the report. If left unchecked. military travelers will display. C, E, or O will display to identify if the traveler is civilian, enlisted, or officer, respectively. **Note:** This box displays for OCONUS reports only.
Submit	Used to send the report request to DTS.

*Required field

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps for requesting the report.

10.2.5.2 OCONUS Travel Report

Helps determine whether a member or civilian is entitled to foreign duty pay because of TDY status or Hostile Fire Pay / Imminent Danger Pay and Combat Zone Tax Exclusion when deployed to select areas. This report includes all individuals who traveled to OCONUS on TDY and have approved authorizations or vouchers paid within the specified date range.

The OCONUS Travel Report displays the below information:

- Organization name
- Traveler's first name
- Traveler's last name
- Traveler's middle initial
- Traveler's SSN
- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Location city
- Location state (or country, if OCONUS)
- Arrival date
- Departure date
- Number of days at the location
- Civilian/military indicator

Beginning on the Request New Report Screen (Figure 10-3), follow the below steps to request an OCONUS Travel report:

1. Select **OCONUS**.

The OCONUS Travel Report Search Criteria screen opens {Figure 10-25). For a description of the search criteria screen, see Table 10-17.

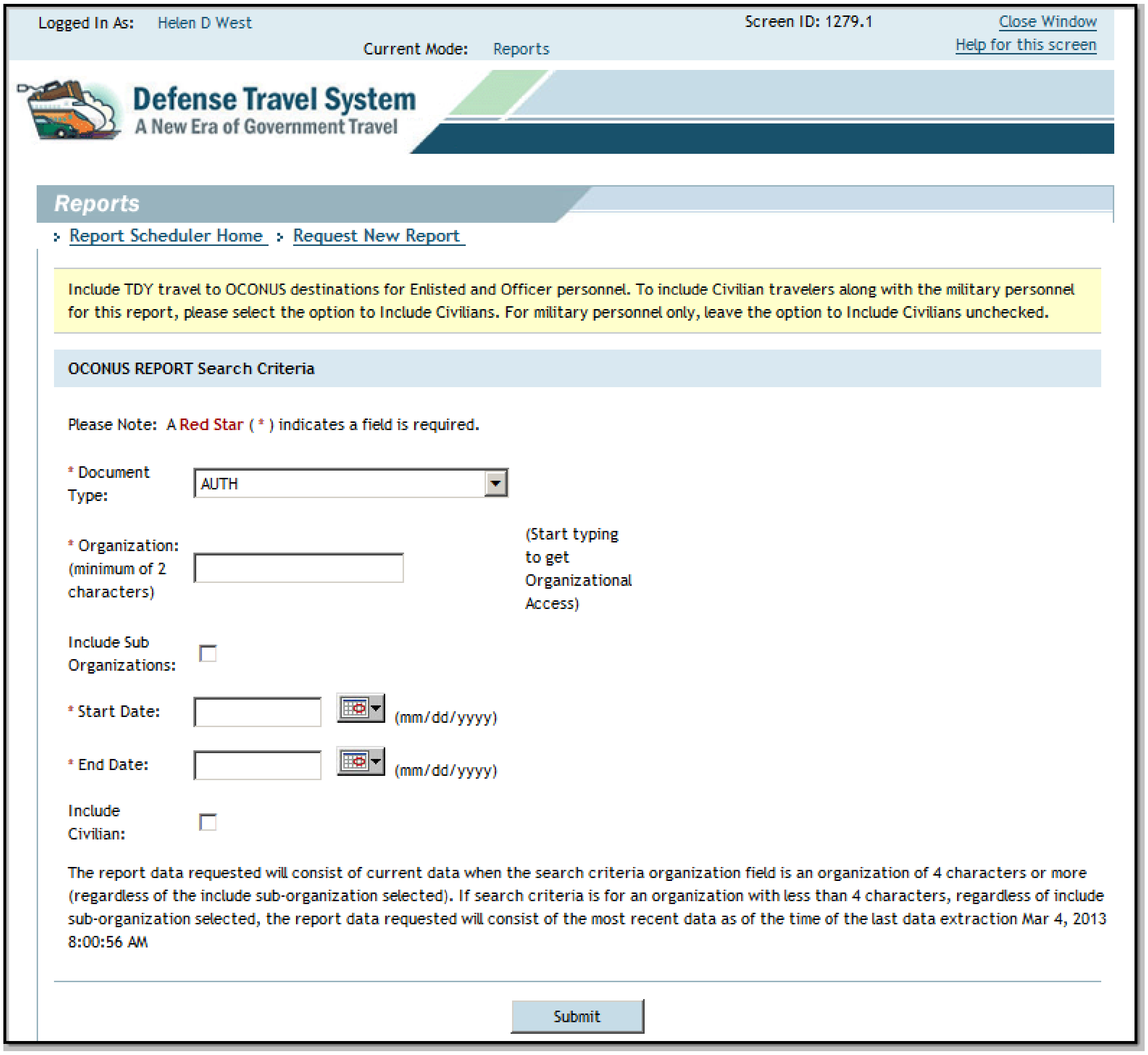


Figure 10-25: OCONUS Travel Report Search Criteria Screen

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.5.3 FSA Report

Can help determine whether a member is entitled to Family Separation Allowance (FSA) because their TDY exceeds 30 days. DTS can generate a report of authorizations for TDY for a period greater than 30 days and a report of the vouchers paid within the specified date range. DTS does not maintain records of a member's dependents; therefore the military pay technician must also determine the status, type, and location of the member's dependents.

The FSA Report displays the below information:

- Organization name
- Traveler's first name
- Traveler's last name
- Traveler's middle initial
- Traveler's full SSN
- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Location city
- Location state (or country, if OCONUS)
- Arrival date
- Departure date
- Number of days at the location

Beginning on the Request New Report screen (Figure 10-3), follow the below steps to request an FSA report:

1. Select **FSA**.

The FSA Report Search Criteria screen opens (Figure 10-26). For a description of the search criteria screen, seeTable 10-17.

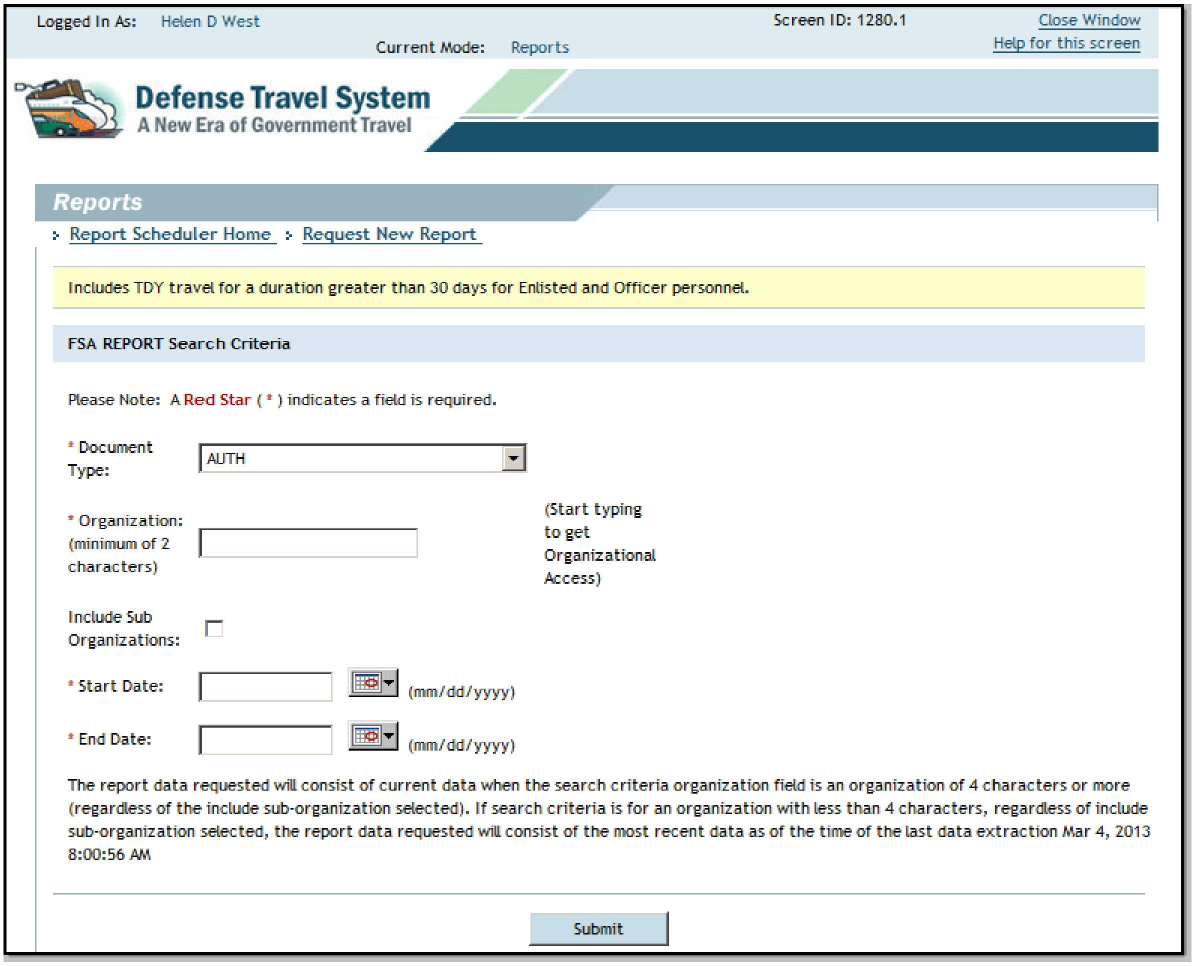


Figure 10-26: FSA Report Search Criteria Screen

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.5.4 Special Duty Report

Records entitlement changes because of special duty conditions such as field duty or hospital in-patient status while TDY. DTS can generate reports of authorizations for all members with a special duty condition and a report of vouchers paid within the specified date range.

The Special Duty Report displays the below information:

- Organization name
- Traveler’s first name
- Traveler’s last name
- Traveler’s middle initial
- Traveler’s full SSN
- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Trip departure date
- Trip return date
- Number of days TDY
- Duty condition
- Duty condition city
- Duty condition state (or country, if OCONUS)
- CONUS / OCONUS flag
- Duty condition start date
- Duty condition end date
- Number of days under the identified duty condition

Beginning on the Request New Report screen (Figure 10-3), follow the below steps to request a Special Duty report:

1. Select **Special Duty**.

The Special Duty Report Search Criteria screen opens (Figure 10-27). For a description of the search criteria screen, see Table 10-17.

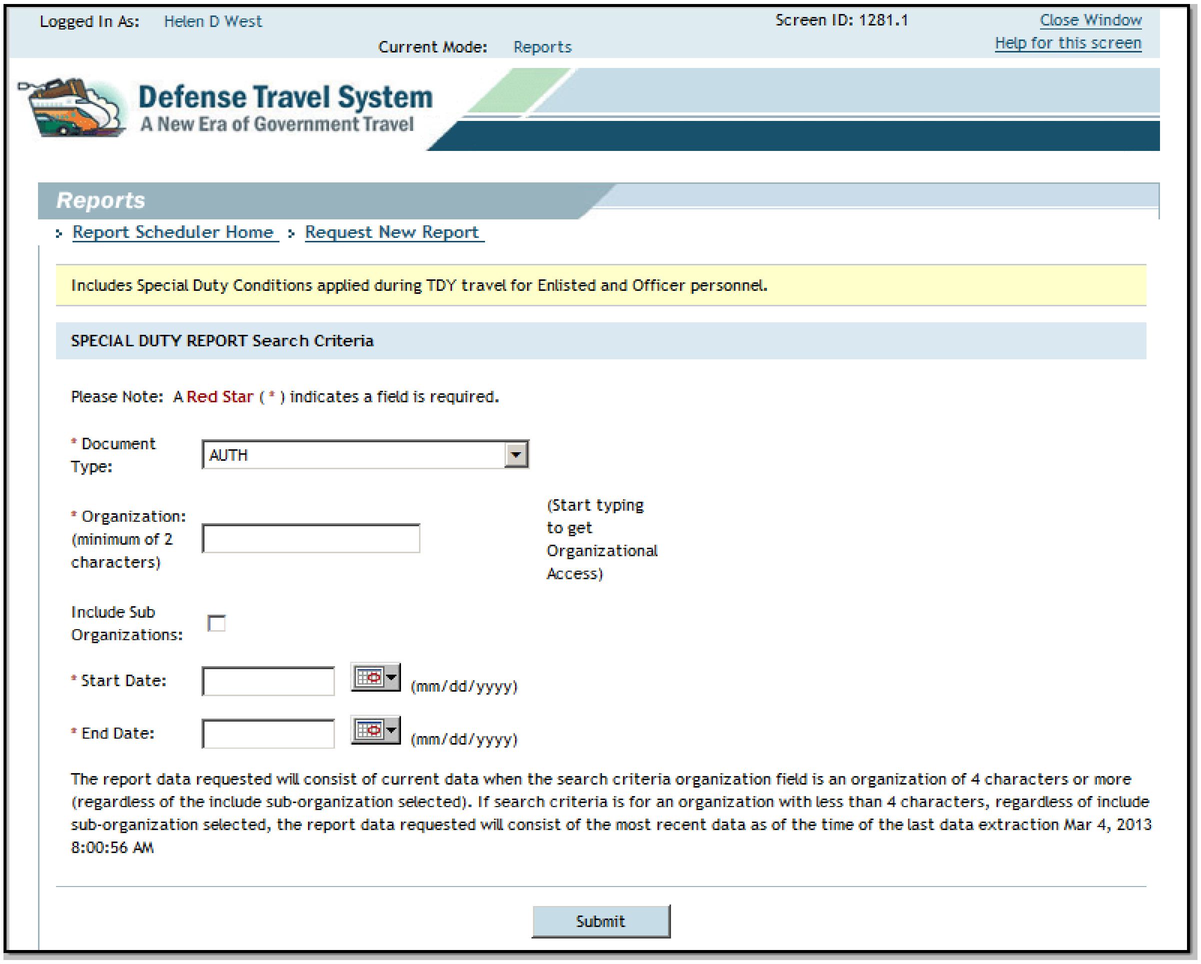


Figure 10-27: Special Duty Report Search Criteria Screen

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.5.5 Military Leave Report

Identifies military members whom DTS shows took leave in conjunction with TDY. DTS can generate a report of authorizations that included leave time for all and a report of vouchers that included leave time and were paid within the specified date range.

Note: Leave documents must still be processed in accordance with service or agency procedures.

The Military Leave Report displays the below information:

- Organization name
- Traveler’s first name
- Traveler's last name
- Traveler's middle initial
- Traveler's full SSN
- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Trip departure date
- Trip return date
- Number of days TDY
- City in which leave was taken
- State in which leave was taken (or country, if OCONUS)
- CONUS / OCONUS flag
- Leave start date
- Leave end date
- Number of days on leave

Beginning on the Request New Report screen (Figure 10-3), follow the below steps to request a Military Leave report:

1. Select **Military Leave**.

The Military Leave Report Search Criteria screen opens (Figure 10-28). For a description of the search criteria screen, see Table 10-17.

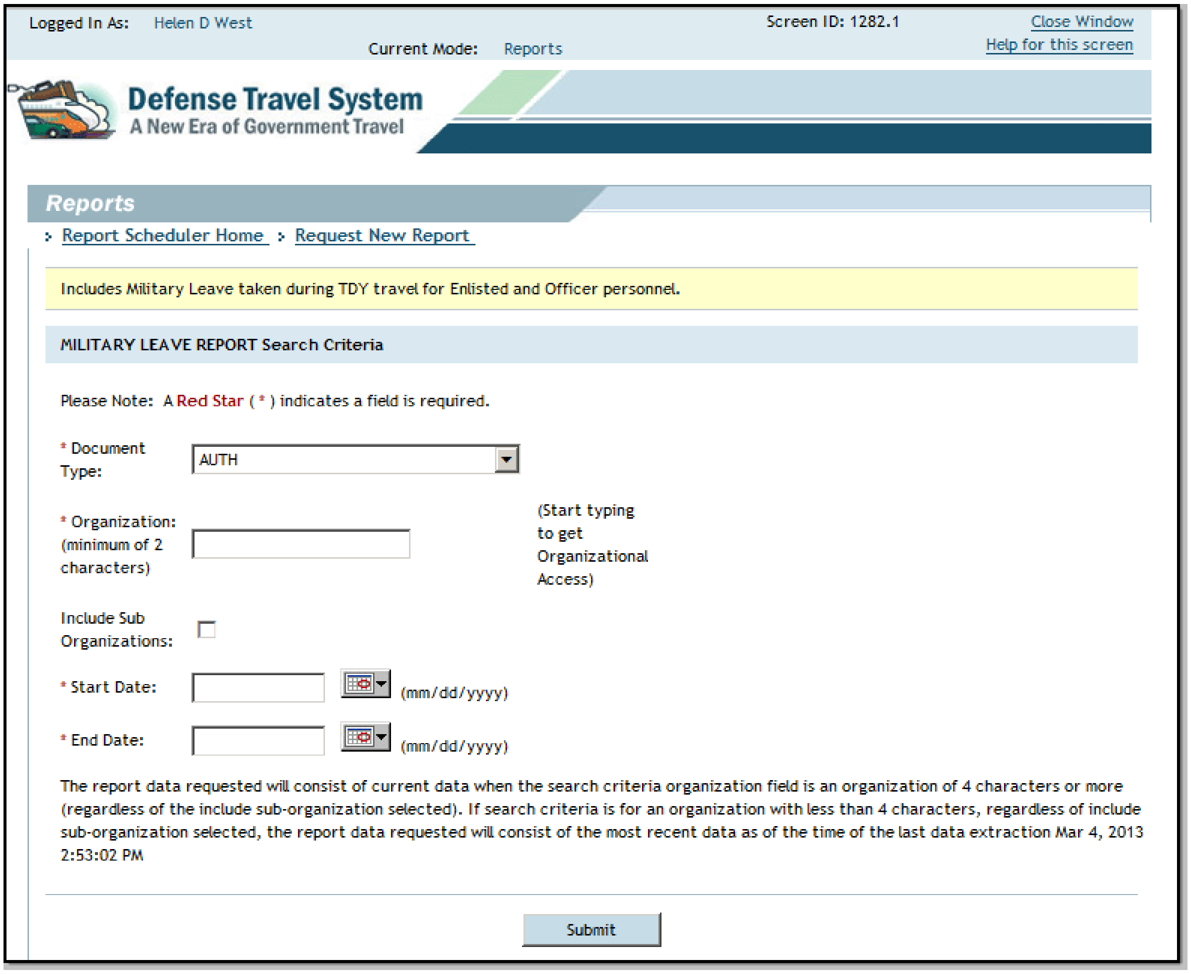


Figure 10-28: Military Leave Report Search Criteria Screen

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.6 Partner System Reports

This report feature of DTS includes six reports that can be generated for partner systems.

Note: These reports can be accessed via Report Scheduler and Cognos Connection. See Section 10.3 for guidance on how to access reports through the Cognos Connection module.

Beginning on the Request New Report screen (Figure 10-3), follow the below steps to create a Partner System Report:

1. Select the desired **Partner System Report**.

The selected Report Search Criteria screen opens.

2. Select the **Partner System** drop-down list and select the partner system (Figure 10-29).

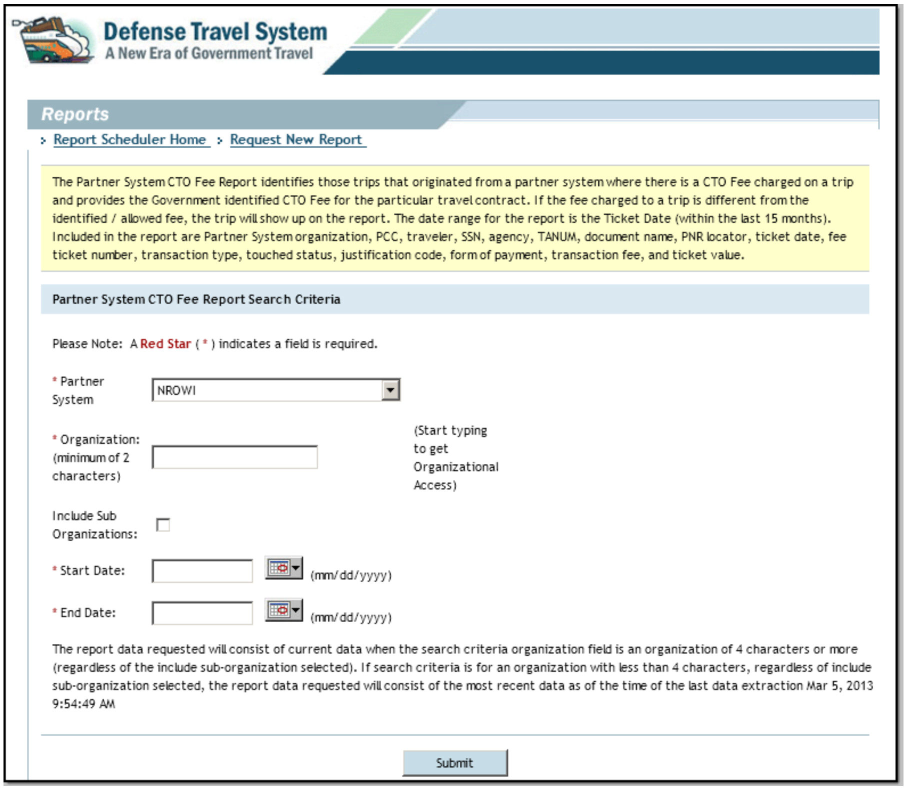


Figure 10-29: Partner System Field

3. Complete the remaining **fields** on the criteria screen.

For help with Criteria Screen Descriptions and other information about the report, refer to the applicable section below:

- **Traveler Status Report** - Section 10.2.1.6
- **Routing Status Report** - Section 10.2.2.2
- **POSACK Delinquency Report** - Section 10.2.3.1
- **Unused Ticket Report** - Section 10.2.4.5
- **Unsubmitted Voucher Report** - Section 10.2.3.2
- **CTO Fee Report** - Section 10.2.4.4

Note: The **Organization** drop-down field requires a minimum of 2 characters for Partner System Reports.

4. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

5. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.7 Person Reports

Person Reports can be used to view a person's permanent profile data or view a list of users that have ROA access.

Note: The Complete Traveler Information List Report can be accessed via Report Scheduler and Cognos Connection. See Section 10.3 for guidance on how to access reports through the Cognos Connection module.

10.2.7.1 Complete Traveler Information List Report

Provides data from a person's permanent profile. Users must have permission levels 1 and 5 to access this report.

Note: This report does not display "real time" data. The data extraction date provided at the bottom of the search criteria screen reflects the date of the request, and not the date of the extraction. Data for the report is only extracted on Sundays and Thursdays. Although this report can be requested at any time, the most current data can be obtained after these days.

The Complete Traveler Information List Report displays the below information:

- Traveler's SSN
- Traveler's first name
- Traveler's middle initial
- Traveler's last name
- Organization name
- Traveler's email address
- Organization access
- Group access organization owner name
- Group access group name
- Permission levels
- Approval override status
- Non-DTS Entry Agent status
- Debt Management Monitor status
- User ID
- Civilian/military status
- Title/rank
- Mailing address line
- Mailing address city
- Mailing address state/country
- Mailing address zip/postal code
- Routing list name
- Self-AO approval status
- Default LOA label
- Gender
- Residential address
- Residential city
- Residential state/country
- Residential zip/postal code
- Residential phone number
- Emergency contact name
- Emergency contact phone number

- Printed organization name
- Present duty station name
- Service/agency
- Number of work hours/day
- Time zone
- Duty station address
- Duty station city
- Duty station state/country
- Duty station zip/postal code
- Mail code
- Duty station phone number
- Duty station fax number
- Number of miles to closest airport
- Unit ID
- Tech status
- Air crew status
- Government charge card (GOVCC) holder
- Advance authorization
- Mandatory use of GOVCC
- GOVCC account number (last six digits)
- GOVCC expiration date
- Mandatory EFT payment
- Checking account number
- Checking routing number
- Savings account number
- Savings routing number

Beginning on the Request New Report screen, follow the below steps to request a Complete Traveler Information List Report:

1. Select **Complete Traveler Information List**.

The Complete Traveler Information List Search Criteria screen opens (Figure 10-30). For a description of the search criteria screen, see Table 10-18.

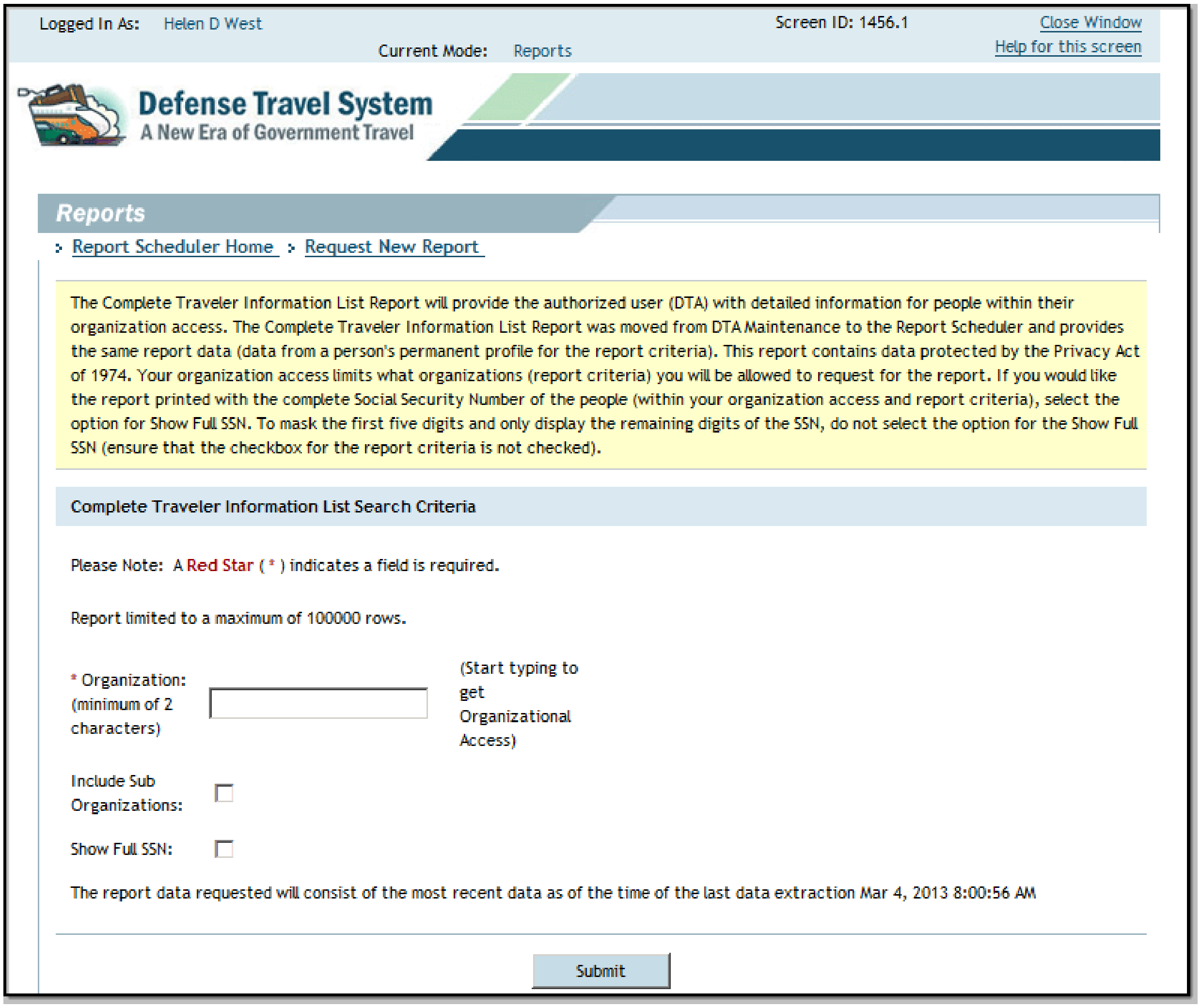


Figure 10-30: Complete Traveler Information List Search Criteria Screen

Table 10-18: Complete Traveler Information List Search Criteria Screen Description

COMPLETE TRAVELER INFORMATION LIST SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Organization	Field used to enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.

Table 10-18: Complete Traveler Information List Search Criteria Screen Description

Show Full SSN	When selected, displays the full SSN. If left unchecked, the first five digits of the SSN will be masked.
Submit	Used to send the report request to DTS.

*Required field

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.7.2 ROA Access Report

The ROA Access Report provides a list of individuals with ROA access. If a person extracted for the report has ROA access to multiple organizations, the report will show multiple rows for the person by each organization that person was assigned. If a ROA user or ROA administrator has "ALL" organization access but the individual's DTS organization does not match the report search criteria organization, the person will not be included in the report. Users must have permission level 5 to access this report.

The ROA Access Report displays the below information:

- Last name
- First name
- Middle initial
- Email address
- DTS organization code
- ROA access organization(s)
- User or Admin

Beginning on the Request New Report screen (Figure 10-3), follow the below steps to request an ROA Access Report:

1. Select **ROA Access**.

The ROA Access Report Search Criteria screen opens (Figure 10-31). For a description of the search criteria screen, see Table 10-19.

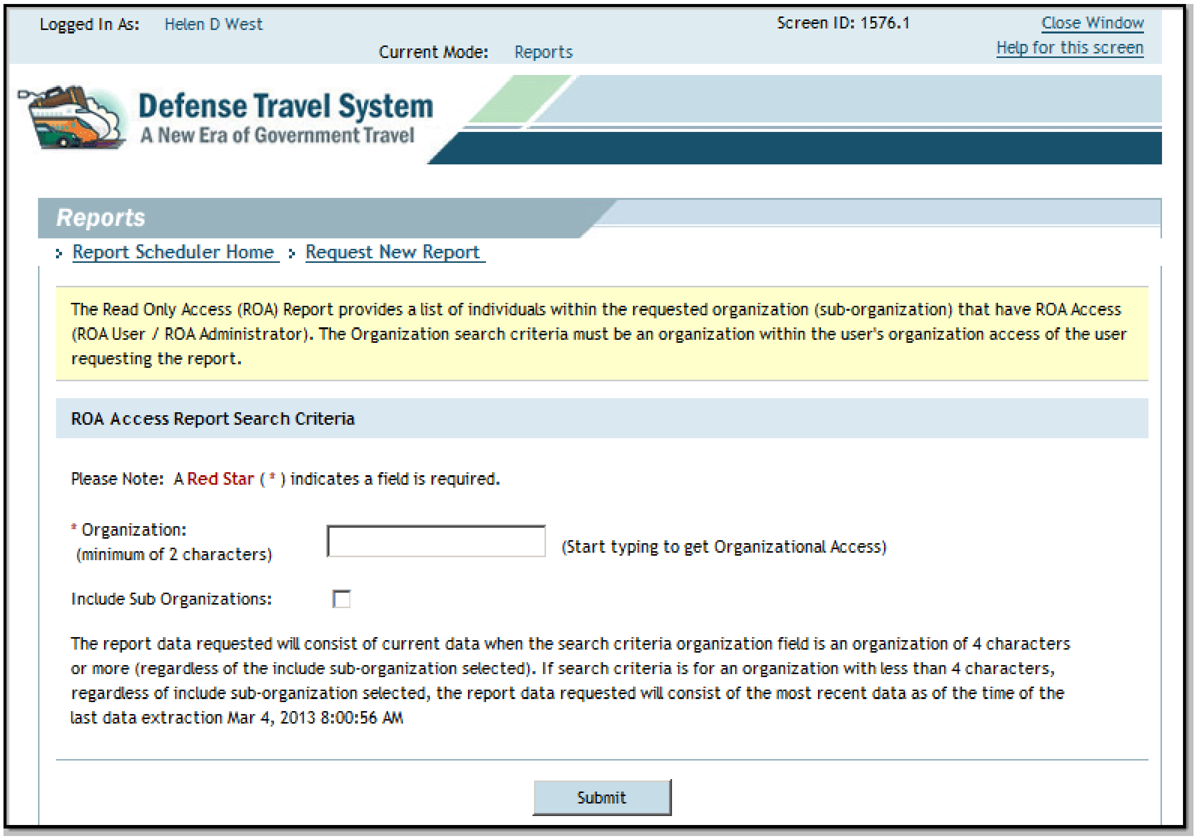


Figure 10-31: ROA Access Report Search Criteria Screen

Table 10-19: ROA Access Report Search Criteria Screen Description

ROA ACCESS SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Report Scheduler Home	Link used to display the Report Scheduler Home page.
Request New Report	Link used to display the Request New Report screen.
*Organization	Field to enter the DTS organization to include in the report.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
Submit	Used to send the report request to DTS.

*Required field

2. Select **Submit**.

The screen refreshes and describes the remainder of the report scheduler process.

3. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.8 Audit Trail Reports

Audit Trail Reports are visible but not selectable. These reports are provided after submitting the ad hoc form via a help desk ticket. The search criteria constraint is 24 months. There is no restriction on the date range. All reports have the first 5 digits of the SSN masked.

There are three audit reports available.

Audit Trail GOVCC and EFT Data

Tracks changes to a traveler's GOVCC and/or EFT data in their permanent profile.This report will show who changed and when they changed a traveler's EFT/GOVCC Account Number, EFT Routing Number, Account Status, Account Type, or Account Expiration Date. EFT/GOVCC account data will be masked with the exception of the last four digits.

Audit Trail Traveler Specific Data

Tracks changes to specific traveler data in their permanent profile. This report will show who changed and when they changed a traveler's Self AO Approval flag, Advance Type, Civilian/Military Indicator, Default Line of Accounting (LOA), Default Routing List, or Travel and Transportation Reform Act (TTRA) flag.

Audit Trail User Specific Data

Tracks changes to specific user data in their permanent profile. This report will show who changed and when they changed a user's Name, E-Mail Address, Organization, Permission Level, Group Access Owner, Group Access, Organization Access, User ID, Debt Management Monitor flag, Approval Override flag, or NDEA flag.

10.3 Cognos for DTS

Report Scheduler reports are gradually migrating to Cognos for DTS. Users can access the reports through the DTS Cognos Connection module. Users must have the Cognos Access indicator set to Yes in their user profile to access Cognos. Migrated reports are organized in the same categories as in Report Scheduler and require the same DTS permission levels or role appointments to access them. Refer to the *Report Scheduler Reports in Cognos for DTS* information paper for the migration schedule.

These reports use search criteria screens similar to those used in Report Scheduler and have the same date constraints.

Note: Information contained in Cognos reports is from data extracted up to 24 hours prior to the execute time.

Beginning on the User Welcome screen, follow the below steps to access migrated reports:

1. Mouse over **Reports** on the menu bar (Figure 10-1).

2. Select **Cognos Connection** from the drop-down list.

The Welcome to Cognos screen opens (Figure 10-32).

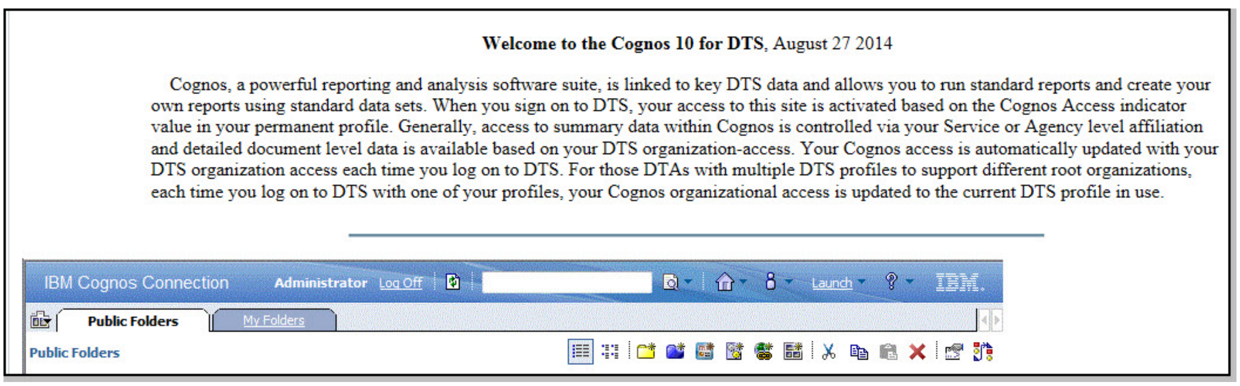


Figure 10-32: Welcome to Cognos Screen

3. Scroll to the bottom of the screen and select **Continue**.

The Public Folders screen opens (Figure 10-33).

Figure 10-33: Public Folders Screen

4. Select the **Report Scheduler Reports** link.

The Report Scheduler Reports screen opens (Figure 10-34).

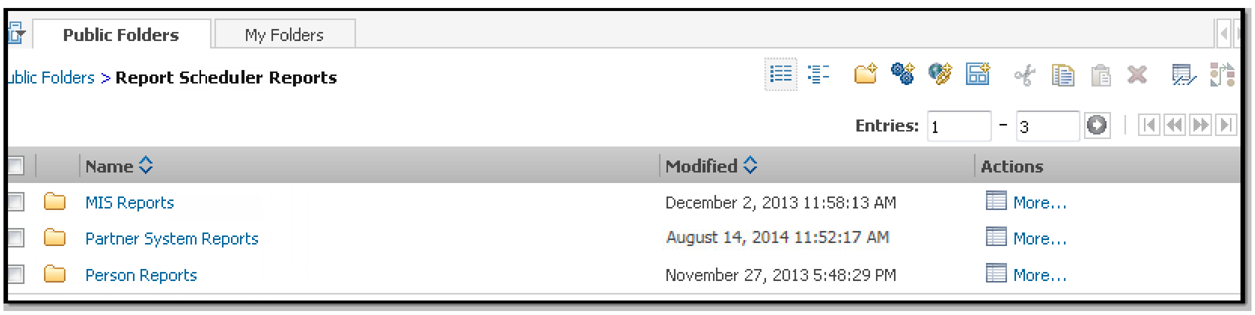


Figure 10-34: Report Scheduler Reports Screen

5. Select the link for the category of the report to be run.

The Reports screen opens and any reports that are available under that category will display (Figure 10-35).

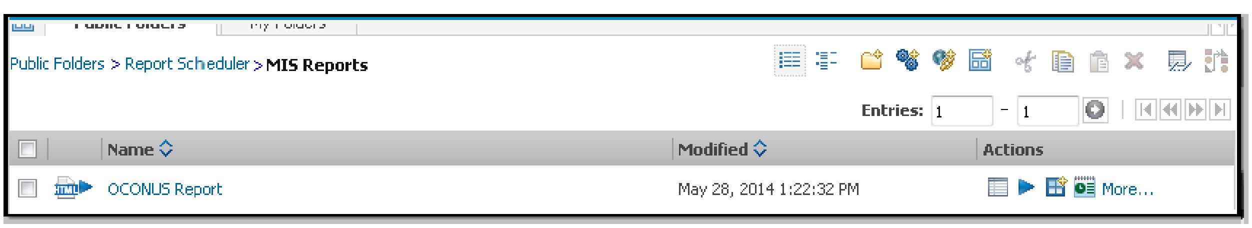


Figure 10-35: MIS Reports Screen

6. Select the link that displays the name of the report.

The Report screen opens. The following subsections provide descriptions for reports that have migrated to Cognos and guidance on how to run them.

10.3.1 MIS Reports

There are five types of Management Information System (MIS) reports available that can be used to determine entitlements and/or leave. A user must have MIS Access to schedule these reports. To enable or disable a user's access to the MIS Reports, see Chapter 11 of this manual.

Note: Only the OCONUS Traveler Report is currently available through Cognos Connection. See Section 10.2.5 for guidance on how to run MIS Reports that have not yet migrated to Cognos for DTS.

10.3.1.1 OCONUS Report

Helps determine whether a member or civilian is entitled to foreign duty pay because of TDY status or Hostile Fire Pay / Imminent Danger Pay and Combat Zone Tax Exclusion when deployed to select areas. This report includes all individuals who traveled to OCONUS on TDY and have approved authorizations or vouchers paid within the specified date range.

The OCONUS Report displays the below information:

- Organization name
- Traveler's first name
- Traveler's last name
- Traveler's middle initial
- Traveler's SSN
- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Location city
- Location state (or country, if OCONUS)
- Arrival date
- Departure date
- Number of days at the location
- Civilian/military indicator

Beginning on the MIS Reports screen, follow the below steps to request an OCONUS report:

1. Select **OCONUS Report**.

The OCONUS Report screen opens (Figure 10-36). See Table 10-20 for a description of this screen.

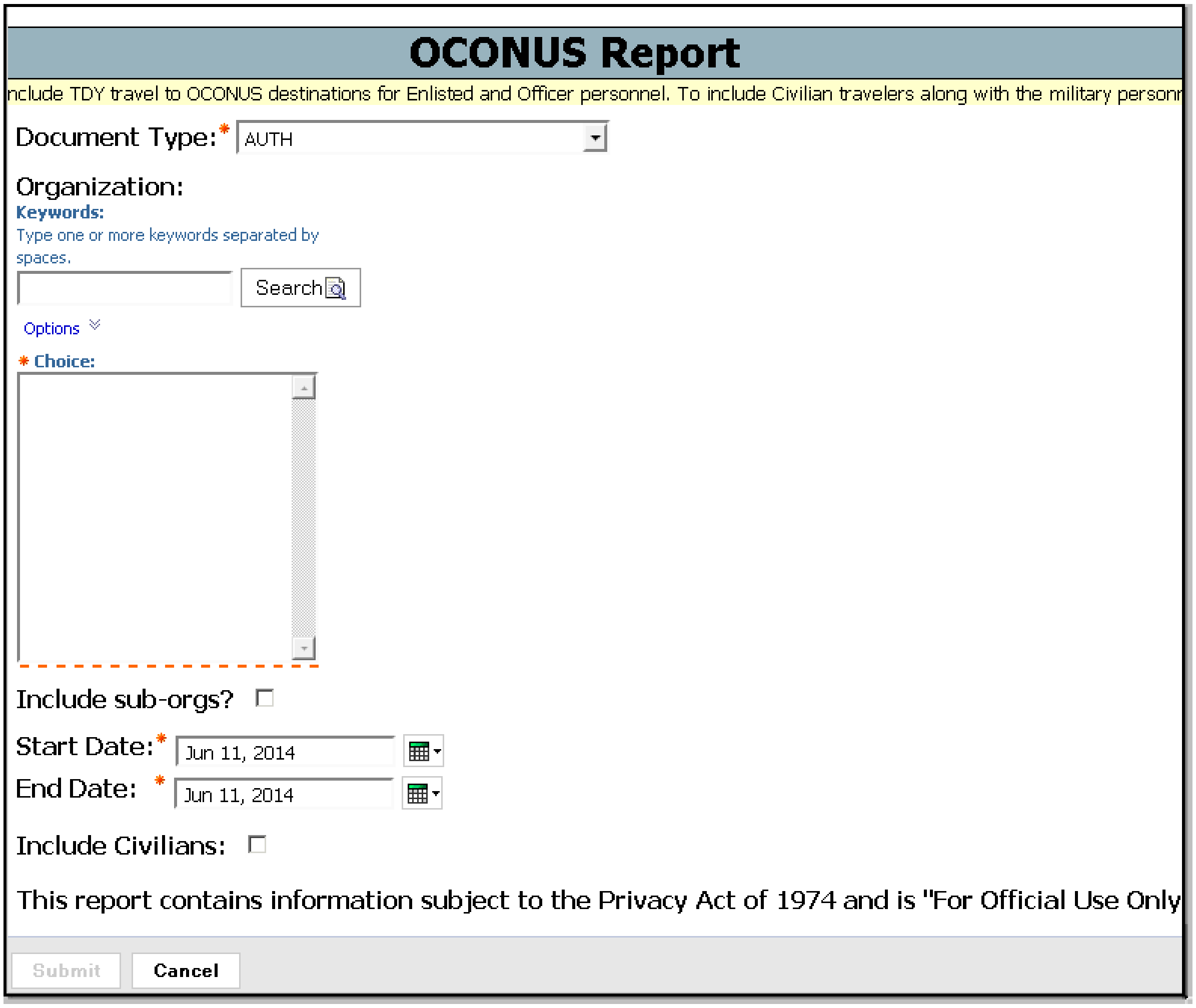


Figure 10-36: OCONUS Report Screen

Table 10-20: OCONUS Report Search Criteria Screen Description

OCONUS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
*Document Type	Drop-down list to select the type of document to include in the report.
Organization	Field used to enter the full or partial organization name.
Options	Link used to narrow organization search by specifying whether to use case sensitive rules or a particular keyword method.
Search	Button used to execute search for organization name.
*Choice	Displays results of organization search. Select one organization from the list to include in the report.
Include sub-orgs?	When checked, information for sub-organizations will be included in the report.
*Start Date *End Date	Fields used to identify the earliest approval date and latest approval date of documents to include in the report. Report includes authorizations that are stamped APPROVED, PROCESSED, CTO AMENDMENT, or AUTO APPROVED within the date range.
Calendar Icon	Icon used to open a pop-up window to select the Start Date and End Date of the range to include in the report.

Table 10-20: OCONUS Report Search Criteria Screen Description

OCONUS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Include Civilians	When checked, civilian travelers will be included in the report. If left unchecked. military travelers will display. C, E, or O will display to identify if the traveler is civilian, enlisted, or officer, respectively.
Submit	Button used to send the report request. This button cannot be selected until all required fields have been completed.

*Required field

2. Complete the fields.

3. Select **Submit**.

The report displays.

4. (Optional) Select the format icon drop-down list arrow located near the top right side of the screen to choose a different format (Figure 10-37).

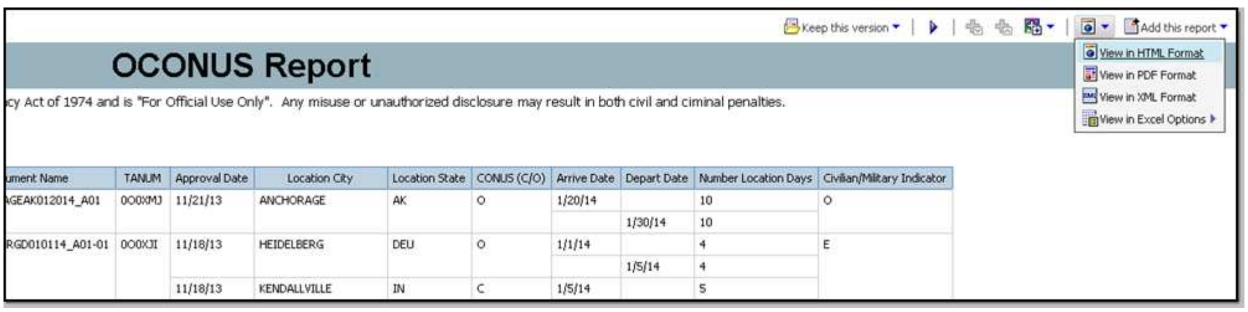


Figure 10-37: Reports' Format Icon Drop-Down List

5. The report reopens in the selected format.

10.3.2 Partner System Reports

There are six types of Partner System reports available.

Note: The Partner System CTO Fee Report will be available in Cognos for DTS on September 26, 2014. In the interim, users can run this report in Report Scheduler.

10.3.2.1 Partner System CTO Fee Report

Provides data about CTO transaction fees and reason(s) for CTO intervention within a specified date range. Users must have permission level 6 to access this report.

The Partner System CTO Fee Report displays the below information:

- Organization name
- Pseudo City Code (PCC)
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (first five digits masked)
- Service or agency
- TANUM
- Document name
- PNR locator
- Ticket date
- Fee ticket number
- Transaction type
- Touched status
- Justification code
- Form of payment (FOP)
- CTO Fee amount
- Ticket value

Beginning on the Partner System Reports screen, follow the below steps to request a Partner System CTO Fee Report:

1. Select **Partner System CTO Fee Report**.

The Partner System CTO Fee Report screen opens (Figure 10-38). For a description of this screen, see Table 10-21.

* Required Field

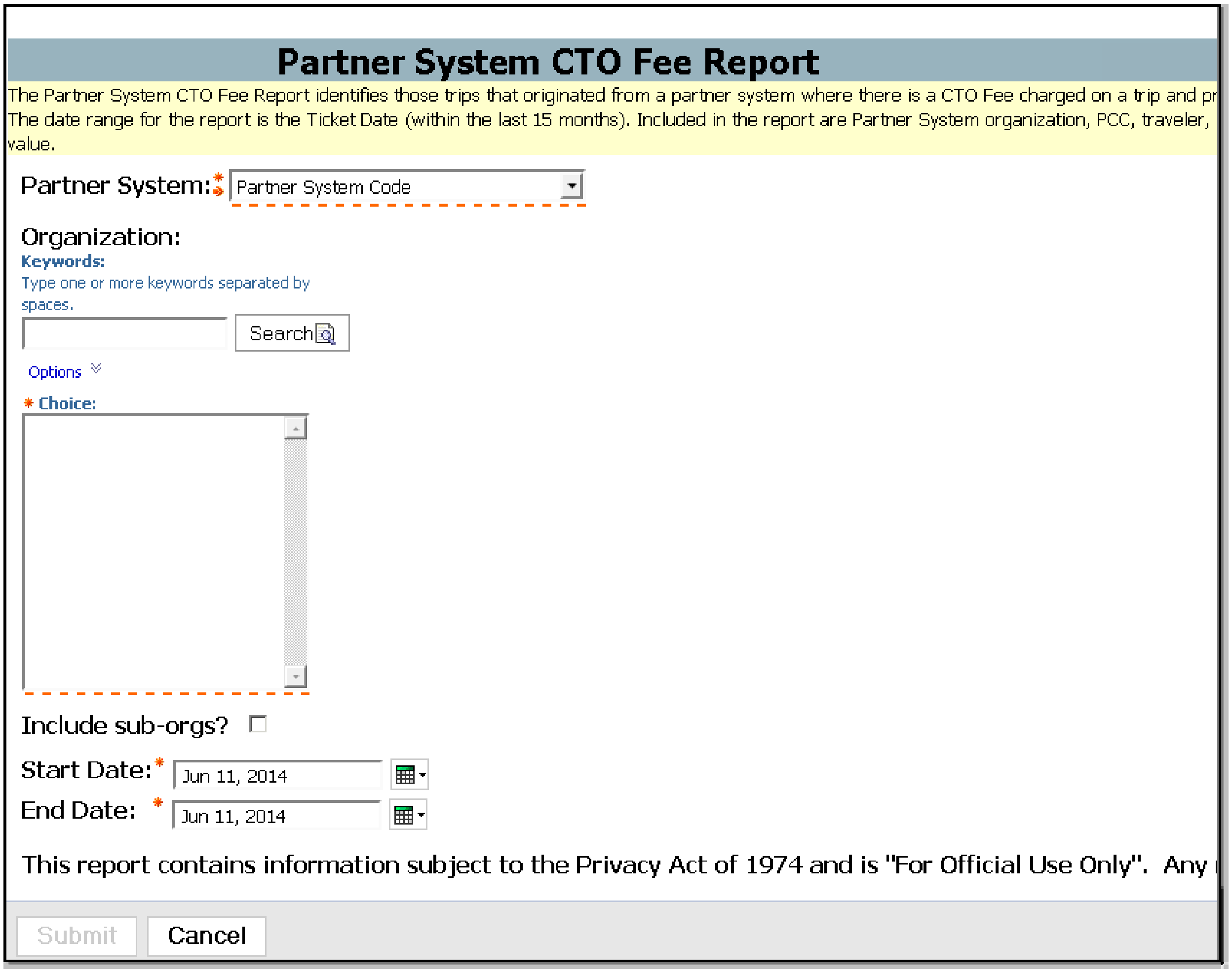


Figure 10-38: Partner System CTO Fee Report Screen

Table 10-21: Partner System CTO Fee Report Search Criteria Screen Description

CTO FEE REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
*Partner System	Drop-down list to select the partner system.
Organization	Field used to enter the full or partial organization name.
Options	Link used to narrow organization search by specifying whether to use case sensitive rules or a particular keyword method.
Search	Button used to execute search for organization name.
*Choice	Displays results of organization search.Select one organization from the list to include in the report.
Include sub-orgs?	When checked, information for sub-organizations will be included in the report.
*Start Date *End Date	Fields used to identify the earliest departure date and latest departure date to include in the report.
Calendar Icon	Icon used to open a pop-up window to select the Start Date and End Date of the range to include in the report.
Submit	Button used to send the report request. This button cannot be selected until all required fields have been completed.

10.3.2.2 Partner System Posack Delinquency Report

Provides data about travel documents awaiting response (i.e., a positive acknowledgement [POSACK] from the supporting accounting or disbursing system within a specified number of hours. Users must have permission level 5 to access this report.

The Partner System Posack Delinquency Report displays the below information:

- Traveler's organization
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (first five digits masked)
- TANUM
- Document name
- Document type
- Transaction amount
- Adjustment level
- Original document name
- XML submit date
- Number of days, hours, and minutes open
- Accountable station number
- Invoice transaction sequence
- Traveler's email address
- DTA ID email address

Beginning on the Partner System Reports screen, follow the below steps to request a Partner System Posack Delinquency Report:

1. Select **Partner System Posack Delinquency Report**.

The Partner System Posack Delinquency Report screen opens (Figure 10-39). For a description of this screen, see Table 10-22.

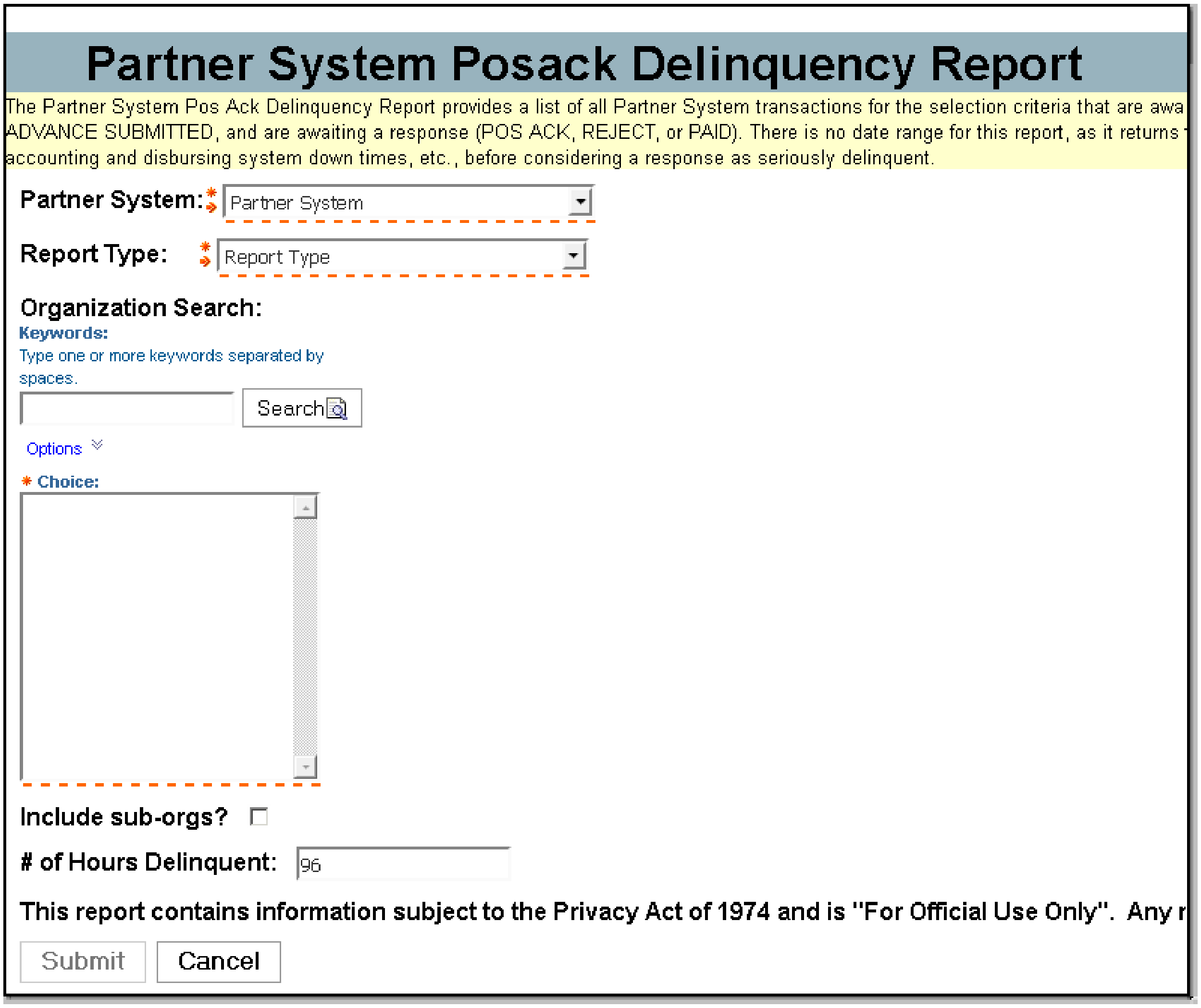


Figure 10-39: Partner System Posack Delinquency Report Screen

Table 10-22: Partner System Posack Delinquency Report Search Criteria Screen Description

PARTNER SYSTEM POSACK DELINQUENCY REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
*Partner System	Drop-down list to select the partner system.
*Report Type	Drop-down list to select the type of report to run, either Obligation or Payment**.**
Organization Search	Field used to enter the full or partial organization name.
Options	Link used to narrow organization search by specifying whether to use case sensitive rules or a particular keyword method.
Search	Button used to execute search for organization name.
*Choice	Displays results of organization search. Select one organization from the list to include in the report.
Include sub-orgs?	When checked, information for sub-organizations will be included in the report.
# of Hours Delinquent	Text field to specify a minimum number of hours that must have passed since a document was stamped, to be included in the report.
Submit	Button used to send the report request. This button cannot be selected until all required fields have been completed.

*Required field

2. Complete the fields.

3. Select **Submit**.

The report displays.

4. (Optional) Select the format icon drop-down list arrow located near the top right side of the screen to choose a different format (Figure 10-37).

The report reopens in the selected format.

10.3.2.3 Partner System Routing Status Report

Identifies the status of documents in routing, the next stamp in each document's routing list and the number of days that have passed since the document was last stamped. There is no date range for this report as it provides a list of all documents that are currently routing.

The Partner System Routing Status Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle name
- Document type (authorization, voucher, or local voucher)
- TANUM
- Document name
- Current document status, e.g., the status SIGNED
- Date on which the current status stamp was applied to the document
- Awaiting status (the status stamp that will be applied to the document when the next Routing Official signs the document)
- Number of days since the current stamp was applied to the document

Beginning on the Partner System Reports screen, follow the below steps to request a Partner System Routing Status Report:

1. Select **Partner System Routing Status Report**.

The Partner System Routing Status Report screen opens (Figure 10-40). For a description of this screen, see Table 10-23.

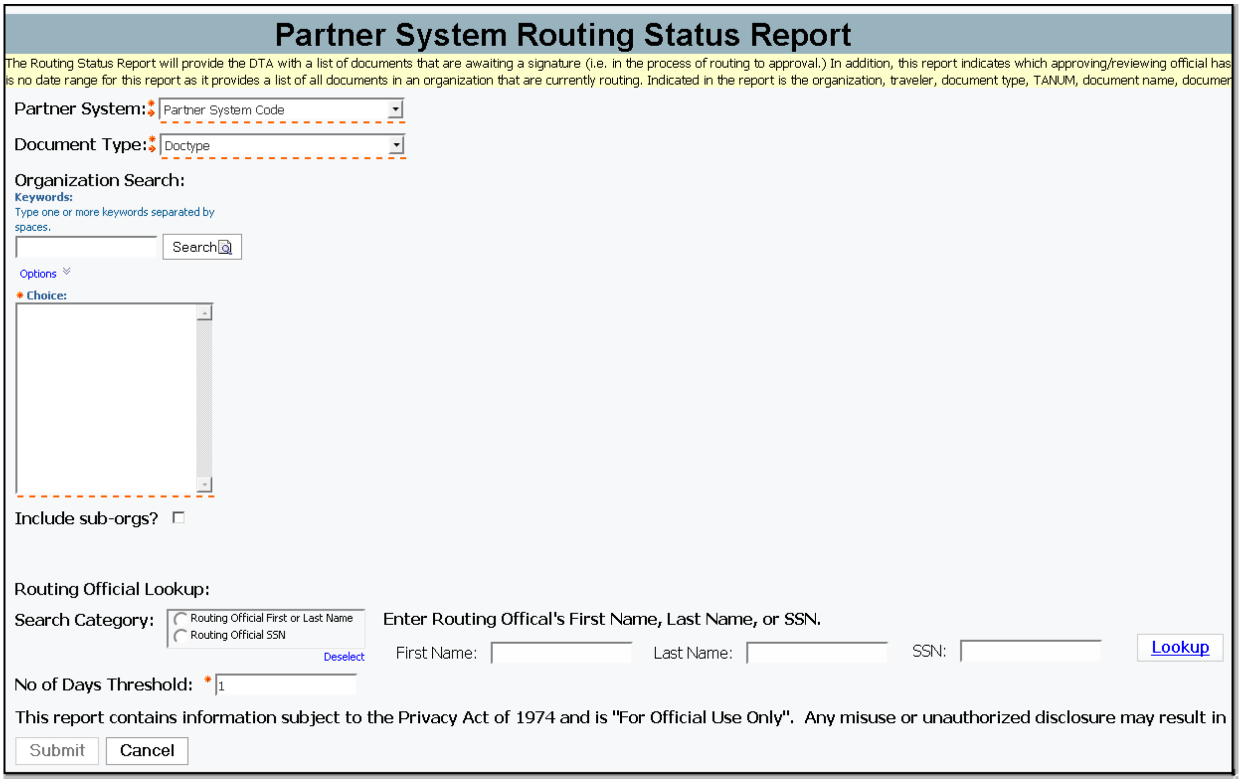


Figure 10-40: Routing Status Report

Table 10-23: Partner System Routing Status Report Search Criteria Screen Description

PARTNER SYSTEM ROUTING STATUS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
*Partner System	Drop-down list to select the partner system.
*Document Type	Drop-down list to select the type of document to be included in the report.
Organization Search	Field used to enter the full or partial organization name.
Options	Link used to narrow organization search by specifying whether to use case sensitive rules or a particular keyword method.
Search	Button used to execute search for organization name.
*Choice	Displays results of organization search. Select one organization from the list to include in the report.
Include sub-orgs?	When checked, information for sub-organizations will be included in the report.
Search Category	Used to specify whether name or SSN will be used to search for documents awaiting action by a specific Routing Official.
First Name	Field used to enter Routing Official's first name.
Last Name	Field used to enter Routing Official's last name.
SSN	Field used to enter Routing Official's SSN.
Lookup	Link used to execute search for a specific Routing Official.
*No of Days Threshold	Field used to specify a minimum number of days that must have passed since a document was stamped, to be included in the report.
Submit	Button used to send the report request. This button cannot be selected until all required fields have been completed.

*Required field

2. Complete the fields.

3. Select **Submit**.

The report displays.

4. (Optional) Select the format icon drop-down list arrow located near the top right side of the screen to choose a different format (Figure 10-37).

The report reopens in the selected format.

10.3.2.4 Partner System Traveler Status Report

Provides a list of travelers who were or will be TDY on a date or range of dates. There is an option to include cost related data in the report.

The Partner System Traveler Status Report provides the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (first five digits masked)
- Traveler’s email address
- Traveler’s title or rank
- Traveler’s service or agency
- TANUM
- Departure date
- Return date
- Location city
- Location state (or country, if outside the continental United States (OCONUS)
- Arrival date
- Departure date
- Document type
- Document name
- DTA email address
- Lodging costs (total per diem lodging expense)
- Cost of airfare (total commercial plane expense)
- Other costs (total expense except lodging costs, cost of airfare, and rental vehicle costs)
- Rental vehicle costs (total commercial auto expense)
- BOQ (indicates if quarters are available for any portion of the trip)

Beginning on the Partner System Reports screen, follow the below steps to request a Partner System Traveler Status Report:

1. Select **Partner System Traveler Status Report**.

The Partner System Traveler Status Report screen opens (Figure 10-41). For a description of this screen, see Table 10-24.

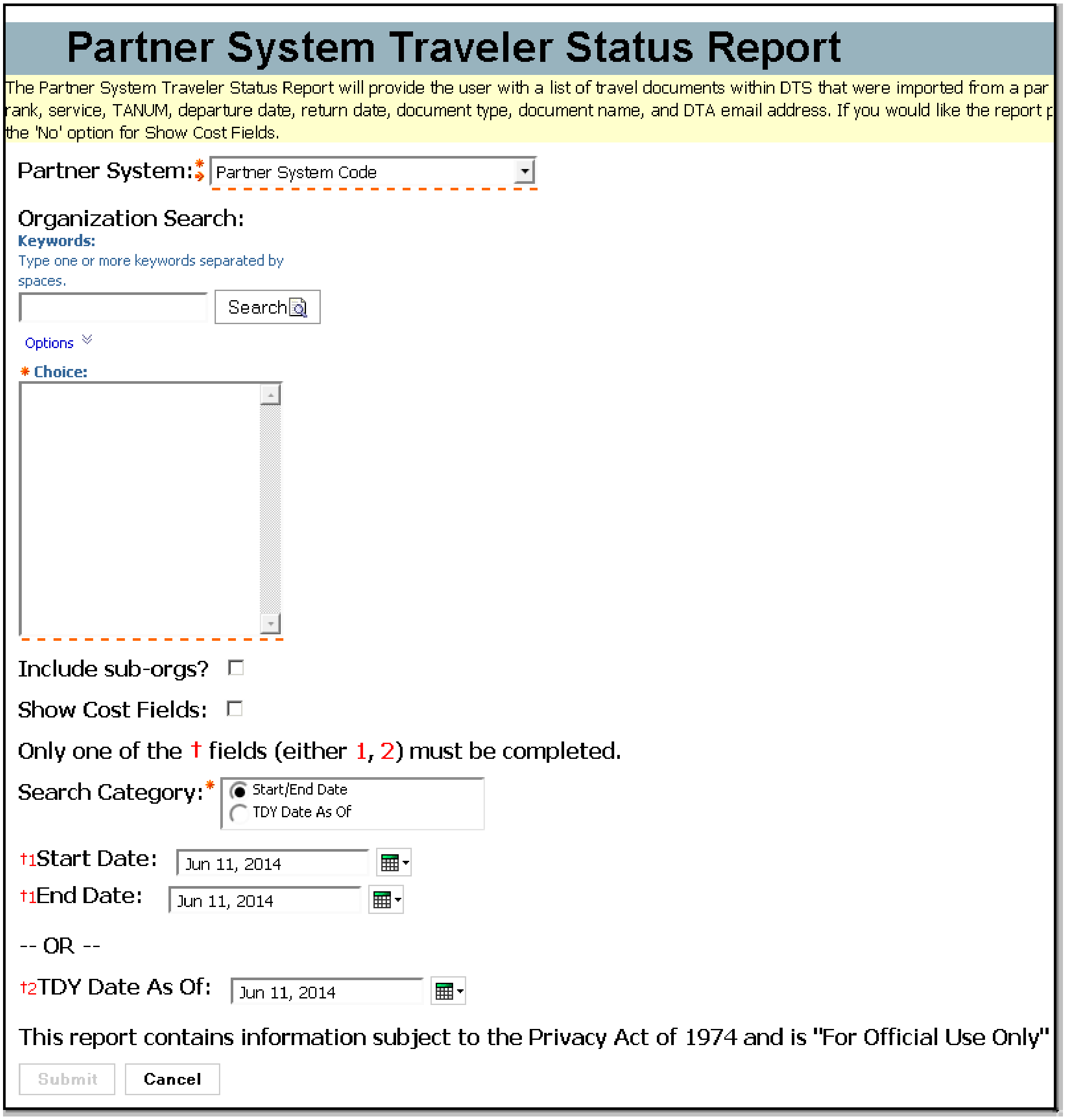


Figure 10-41: Partner System Traveler Status Report Screen

Table 10-24: Partner System Traveler Status Report Search Criteria Screen Description

PARTNER SYSTEM TRAVELER STATUS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
*Partner System	Drop-down list to select the partner system.
Organization Search	Field used to enter the full or partial organization name.
Options	Link used to narrow organization search by specifying whether to use case sensitive rules or a particular keyword method.
Search	Button used to execute search for organization name.
*Choice	Displays results of organization search. Select one organization from the list to include in the report.
Include sub-orgs?	When selected, information for sub-organizations will be included in the report.
Show Cost Fields	When selected, five additional cost related columns and their corresponding data will be included in the report.
*Search Category	Used to specify method to determine date range.
†1 Start Date †1 End Date	Fields used to identify the earliest return date and latest return date to include in the report. Only one of the † fields (1 or 2) must be completed.
†2 TDY Date as of	Field used to limit the report to travelers who were or will be on TDY on one selected date. Only one of the † fields (1 or 2) must be completed.
Calendar Icon	Icon used to open a pop-up window to select the TDY Date, or the Start Date and End Date of the range to include in the report.
Submit	Button used to send the report request. This button cannot be selected until all required fields have been completed.

*Required field

2. Complete the fields.

3. Select **Submit**.

The report displays.

4. (Optional) Select the format icon drop-down list arrow located near the top right side of the screen to choose a different format (Figure 10-37).

The report reopens in the selected format.

10.3.2.5 Partner System Unsubmitted Voucher Report

Contrary to what the title suggests, the report does not simply provide a report of unsubmitted vouchers. Instead, it provides a list of the following authorizations for which, during the specific date range:

- No voucher was created
- A voucher exists in any status other than SIGNED or T-ENTERED. For example, vouchers in CREATED, APPROVED, and ARCHIVE ACCEPTED would all appear on the report.

The specified date range must be within the last 24 months and may be requested in increments of up to 93 days. By filtering the report entries, Budget DTA (BDTAs) may use this report to monitor open obligations that are in the system because of travelers not filing vouchers. At a minimum, this report should be run on a weekly basis.

The Partner System Unsubmitted Voucher Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's email address
- TANUM
- Approved date
- Document name
- Departure date for the travel
- Days since end of trip
- Amount of authorization

Beginning on the Partner System Reports screen, follow the below steps to request a Partner System Unsubmitted Voucher Report:

1. Select **Partner System Unsubmitted Voucher Report**.

The Partner System Unsubmitted Voucher Report screen opens (Figure 10-42). For a description of this screen, see Table 10-25.

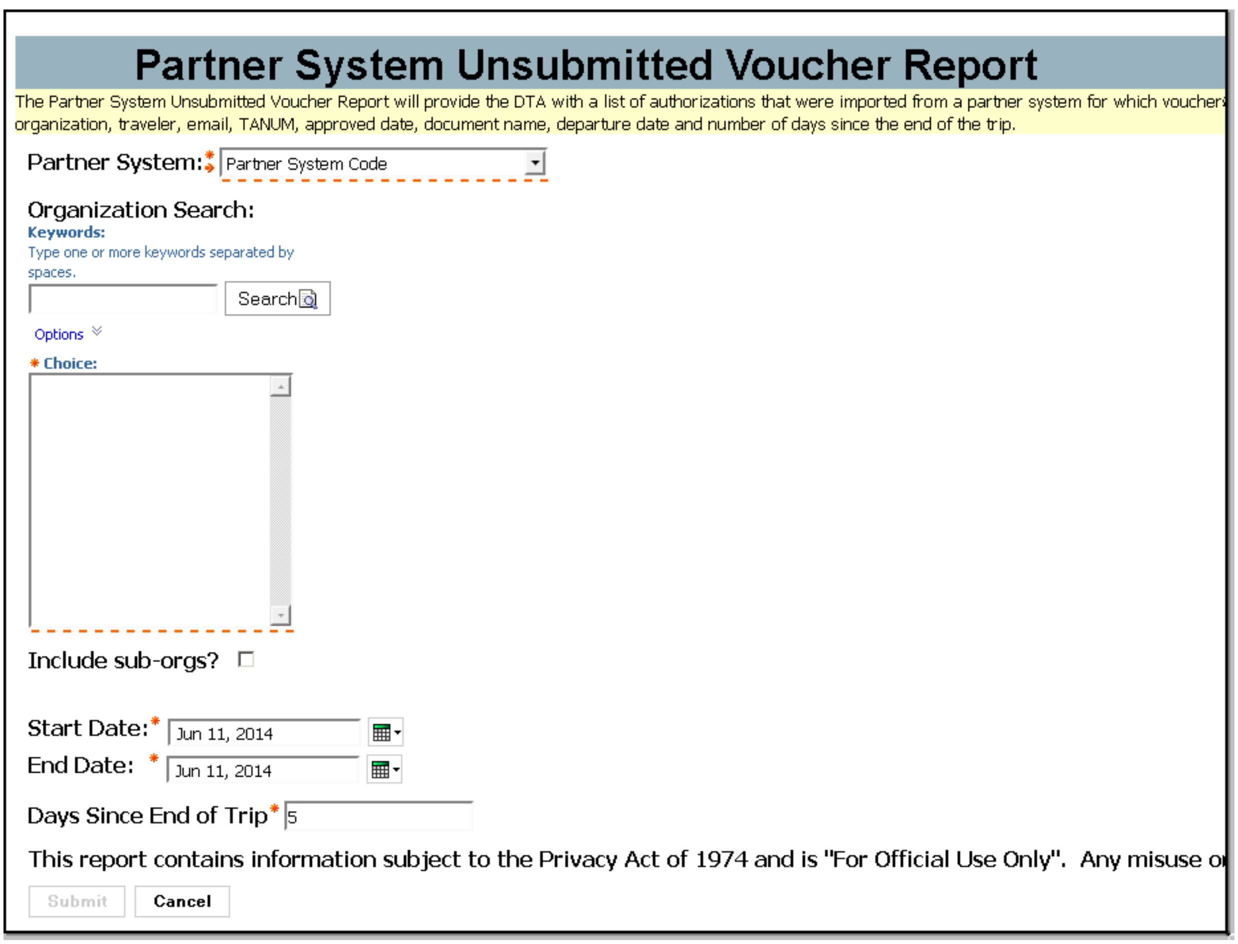


Figure 10-42: Partner System Unsubmitted Voucher Screen

Table 10-25: Partner System Unsubmitted Voucher Report Search Criteria Screen Description

PARTNER SYSTEM UNSUBMITTED VOUCHER REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
*Partner System	Drop-down list to select the partner system.
Organization Search	Field used to enter the full or partial organization name.
Options	Link used to narrow organization search by specifying whether to use case sensitive rules or a particular keyword method.
Search	Button used to execute search for organization name.
*Choice	Displays results of organization search. Select one organization from the list to include in the report.
Include sub-orgs?	When checked, information for sub-organizations will be included in the report.
*Start Date, *End Date	Fields used to identify the earliest return date and latest return date of trips to include in the report.
Calendar Icon	Icon used to open a pop-up window to select the Start Date and End Date of the range to include in the report.
*Days Since End of Trip	Text field used to specify a minimum number of days passed since the return date on the authorization.
Submit	Button used to send the report request. This button cannot be selected until all required fields have been completed.

*Required field

2. Complete the fields.

3. Select **Submit**.

The report displays.

4. (Optional) Select the format icon drop-down list arrow located near the top right side of the screen to choose a different format (Figure 10-37).

The report reopens in the selected format.

10.3.2.6 Partner System Unused Ticket Report

Tracks paper tickets purchased for TDY travel, but were not used. The expenses for unused tickets must be refunded to the Government. The report also returns data about tickets that recorded a different amount on the voucher than the amount approved on the authorization. Data about a ticket will show up on this report if one of the following conditions is present:

- The authorization included an airline ticket, but no voucher has been created
- The ticket price on the authorization differs from the ticket price on the voucher

The Partner System Unused Ticket Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (first five digits masked)
- Date the traveler returned from trip
- TANUM
- Document name
- Current document status
- Date on which document was created
- Date on which document was approved
- Ticket number
- Ticket cancelled status
- Airline ticket amount
- Ticket voucher amount
- Delta (the difference between the amount of the ticket and the voucher)

Beginning on the Partner System Reports screen, follow the below steps to request a Partner System Unused Ticket Report:

1. Select **Partner System Unused Ticket Report**.

The Partner System Unused Ticket Report screen opens (Figure 10-43). For a description of this screen, see Table 10-26.

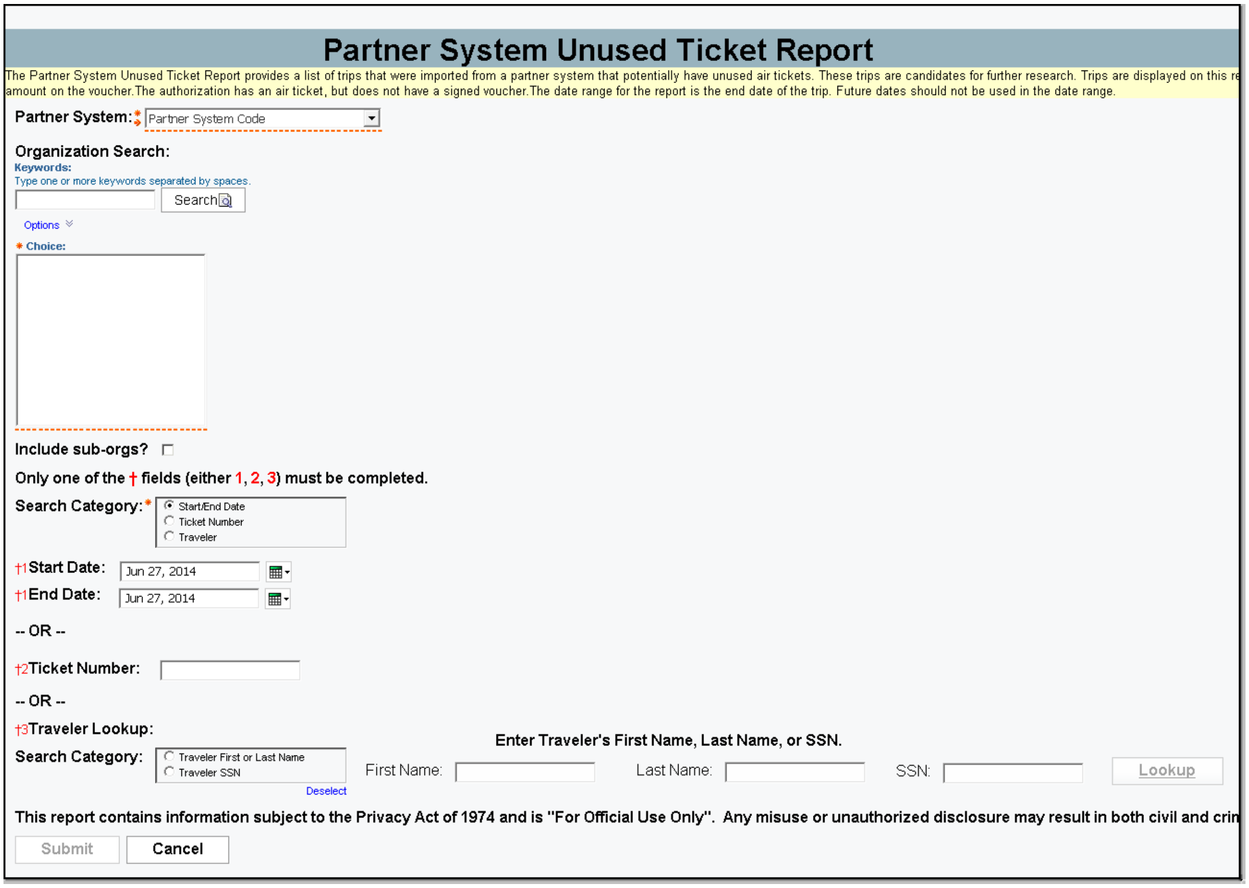


Figure 10-43: Partner System Unused Ticket Report Screen

Table 10-26: Partner System Unused Ticket Report Screen Search Criteria Screen Description

UNUSED TICKET REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
*Partner System	Drop-down list to select the partner system.
Organization Search	Field used to enter the full or partial organization name.
Options	Link used to narrow organization search by specifying whether to use case sensitive rules or a particular keyword method.
Search	Button used to execute search for organization name.
*Choice	Displays results of organization search. Select one organization from the list to include in the report.
Include sub-orgs?	When checked, information for sub-organizations will be included in the report.
Search Category	Used to specify if search is for a date range, specific ticket number, or traveler.
†1 Start Date †1 End Date	Fields used to identify the earliest return date and latest return date to include in the report. Only one of the † fields (1, 2, or 3) must be completed.
Calendar Icon	Icon that opens a pop-up calendar. Select the departure approval date and latest departure date to include in the report.
†2 Ticket Number	Field used to limit the report data to one ticket. Enter the ticket number in this field. Only one of the † fields (1, 2, or 3) must be completed.
†3 Traveler Lookup	Field used to limit the report to documents associated with one traveler. Only one of the † fields (1, 2, or 3) must be completed.
*Search Category	Used to specify whether name or SSN will be used for search of specific traveler.
First Name	Field used to enter the traveler's first name.
Last Name	Field used to enter the traveler's last name.
SSN	Field used to enter the traveler's SSN.
Lookup	Link used to open a screen the user can search for a traveler to complete the Traveler SSN field.
Clear SSN	Link used to clear an SSN from the Traveler SSN field.
Submit	Button used to send the report request to DTS. This button cannot be selected until all required fields have been completed.

*Required field

2. Complete the fields.

3. Select **Submit**.

The report displays.

4. (Optional) Select the format icon drop-down list arrow located near the top right side of the screen to choose a different format (Figure 10-37).

The report reopens in the selected format.

10.3.3 Person Reports

Person Reports can be used to view a person's permanent profile data or view a list of users that have ROA access.

Note: Only the Complete Traveler Information List Report is currently available through Cognos Connection. See Section 10.2.7.1 for guidance on how to run the ROA Access Report.

10.3.3.1 Complete Traveler Information Report

Provides data from a person's permanent profile. Users must have permission level 5 to access this report.

The Complete Traveler Information Report displays the below information:

- Traveler's SSN
- Traveler's first name
- Traveler's middle initial
- Traveler's last name
- Organization name
- Traveler's email address
- Organization access
- Group access organization owner name
- Group access group name
- Permission levels
- Approval override status
- Non-DTS Entry Agent status
- Debt Management Monitor status
- User ID
- Civilian/military status
- Title/rank
- Mailing address line
- Mailing address city
- Mailing address state/country
- Mailing address zip/postal code
- Routing list name
- Self-AO approval status
- Default LOA label
- Gender
- Residential address
- Residential city
- Residential state/country
- Residential zip/postal code
- Residential phone number
- Emergency contact name
- Emergency contact phone number
- Printed organization name
- Present duty station name
- Service/agency
- Number of work hours/day
- Time zone
- Duty station address
- Duty station city
- Duty station state/country
- Duty station zip/postal code
- Mail code
- Duty station phone number
- Duty station fax number
- Number of miles to closest airport
- Unit ID
- Tech status
- Air crew status

- Government charge card (GOVCC) holder
- Advance authorization
- Mandatory use of GOVCC
- GOVCC account number (last six digits)
- GOVCC expiration date
- Mandatory EFT payment
- Checking account number
- Checking routing number
- Savings account number
- Savings routing number
- CSA status

Beginning on the Person Reports screen, follow the below steps to request a Complete Traveler Information Report:

1. Select **Complete Traveler Information Report**.

The Complete Traveler Information Report screen opens (Figure 10-44). For a description of this screen, see Table 10-27.

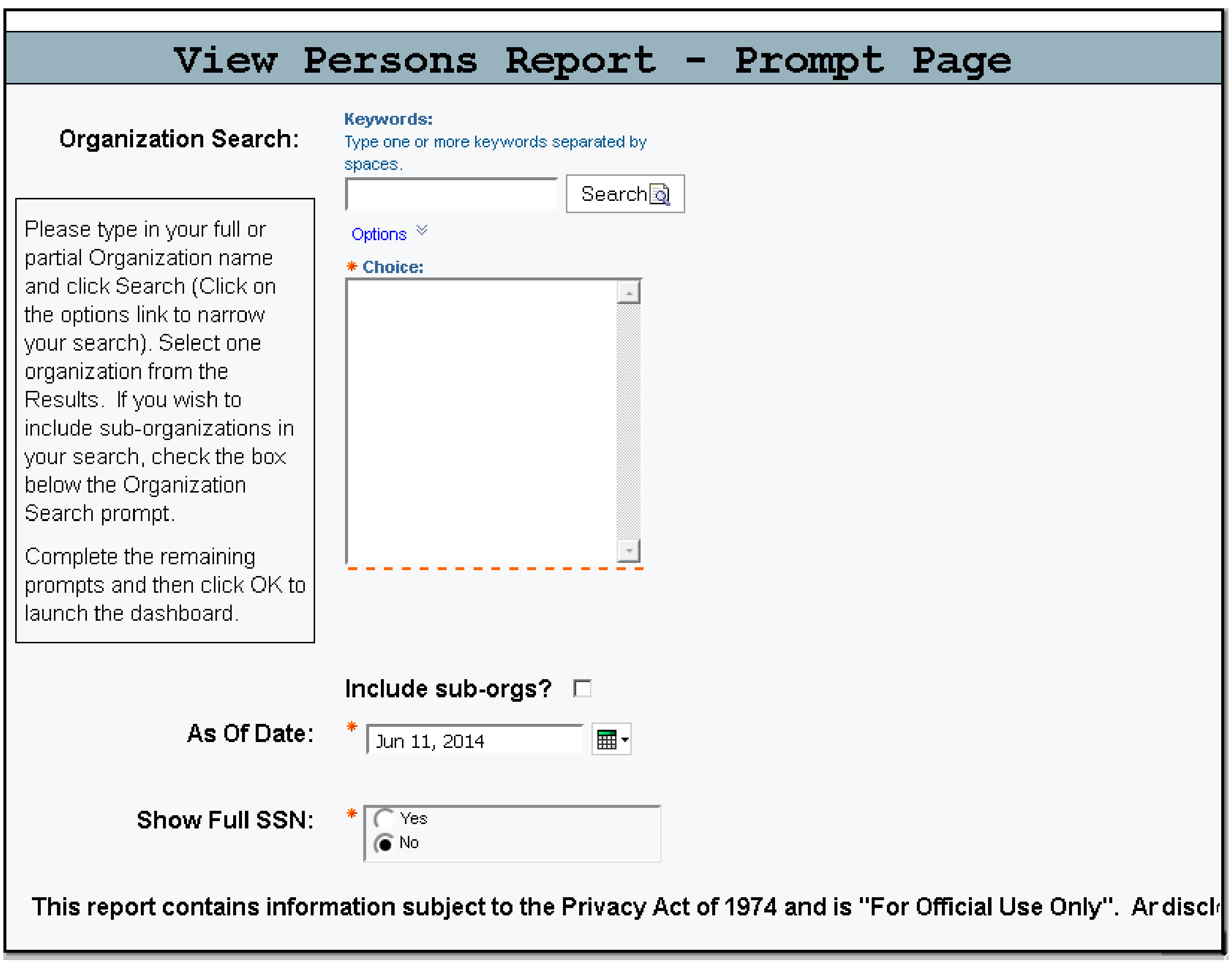


Figure 10-44: Complete Traveler Information Report Screen

Table 10-27: Complete Traveler Information Report Search Criteria Screen Description

COMPLETE TRAVELER INFORMATION SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Organization Search	Field used to enter the DTS organization to include in the report.
Options	Link used to narrow organization search by specifying whether to use case sensitive rules or a particular keyword method.
Search	Button used to execute search for organization name.
*Choice	Displays results of organization search. Select one organization from the list to include in the report.
Include sub-orgs?	When checked, information for sub-organizations will be included in the report.
*As Of Date	Field used to indicate currency of information to include in the report.
*Show Full SSN	When selected, displays the full SSN. If left unchecked, the first five digits of the SSN will be masked.
Submit	Button used to send the report request to DTS.

*Required field

2. Complete the fields.

3. Select **Submit**.

The report displays.

4. (Optional) Select the format icon drop-down list arrow located near the top right side of the screen to choose a different format (Figure 10-37).

The report reopens in the selected format.

10.4 Budget Reports

The reports feature of the DTS Budget tool allows the user to review budget activities for organizations and LOAs. See Chapter 9 for information about the DTS Budget tool. The user can specify the report size by entering the appropriate selection criteria. Users must have permission level 1 or 3 to access reports in the Budget tool.

The below reports can be accessed from the subnavigation bar:

- Balance Reports
- Target Adjustment Reports
- Transaction Reports
- Total Obligation Reports

Since some of the reports are extensive and may take some time to run, select the **Download Reports** link on the subnavigation bar. This feature will allow the user to view large reports without timing out in DTS after a prolonged period of inactivity. The available reports are discussed in the following subsections.

Beginning on the User Welcome screen (Figure 10-1). Follow the below steps to request a Balance report:

1. Mouse over **Administrative** on the menu bar.

2. Select **Budget** from the drop-down list.

The DTS Budget Tool screen opens (Figure 10-45).

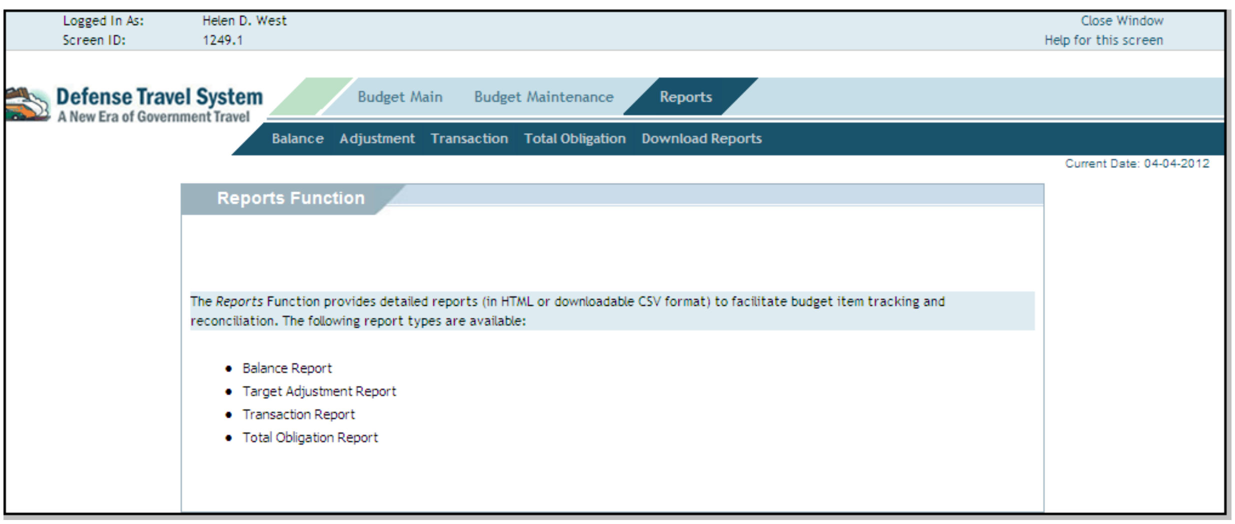


Figure 10-45: DTS Budget Tool Screen

3. Select **Reports**.

10.4.1 Balance Report

Shows the cumulative amount of all transactions affecting a specified budget item to date.

The Quarterly Balance report displays the below information:

- Date of report
- FY
- Organization
- Budget
- Budget LOA
- Quarterly funding target
- Previous quarter carryover
- Funding target adjustments
- Transaction adjustments
- Obligations outstanding
- Expenditures paid
- Total obligations
- Available funding balance

The Annual Balance report displays the below information:

- Date of report
- FY
- Organization
- Budget
- Budget LOA
- Annual funding target
- Funding target adjustments
- Transaction adjustments
- Obligations outstanding
- Expenditures paid
- Total obligations
- Available balance

Follow the below steps to request a Balance Report:

1. Select **Balance** from the subnavigation bar

The **Balance Report Selection Criteria** screen opens (Figure 10-46). See Table 10-28 for a description of the selection criteria screen.

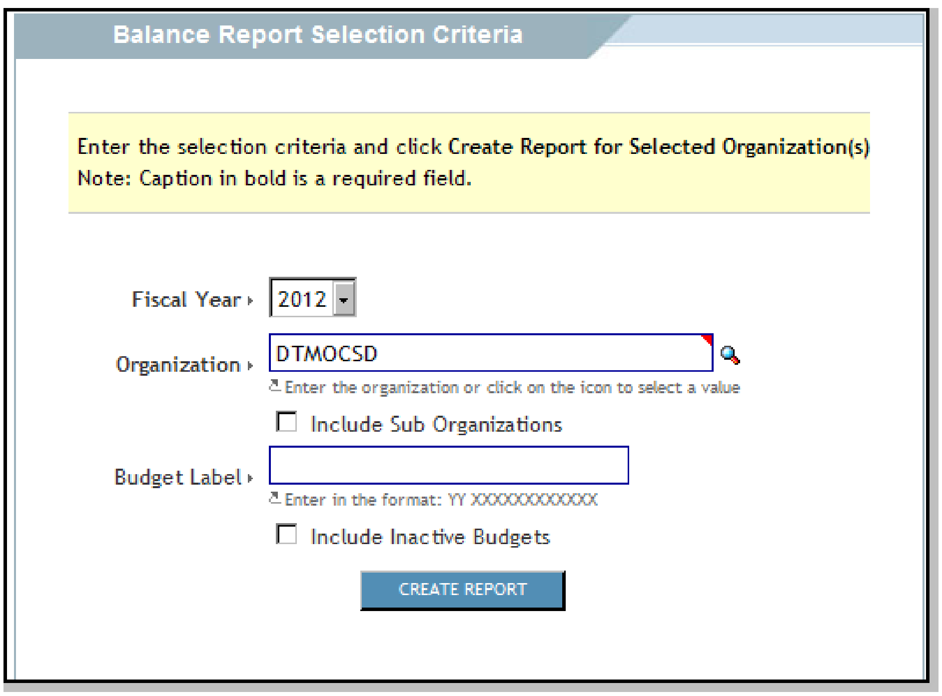


Figure 10-46: Balance Report Selection Criteria Screen

Table 10-28: Balance Report Selection Criteria Screen Description

BALANCE REPORT SELECTION CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Fiscal Year	Drop-down list to select the budget FY for the report.
Organization	Text field to enter the name of the organization for which the report will be run.
Magnifying Glass	Icon used to search for the organizations to which the user has access.
Include Sub Organizations	When checked, budgets for sub-organizations will be included in the report.
Budget Label	Text field to enter the budget name in the format shown (e.g., 13 MEDICAL). Leaving the field blank will return all budgets for the selected organization.
Include Inactive Budgets	Used to include the organization’s inactivate budgets in the report.
Create Report	Initiates the creation of the report.

2. Select the **Fiscal Year** drop-down arrow and select the **FY** for the budget.
3. Complete the **Organization** field with the name of the organization or choose the **magnifying glass** to search for the organization.
4. If necessary, check the **Include Sub Organizations** box to include adjustments to sub-organizations.
5. Complete the **Budget Label** field to narrow the report to a specific budget.
6. Check the **Include Inactive Budgets** box to display the organization’s inactivated budgets in the report.

7. Select **Create Report**.

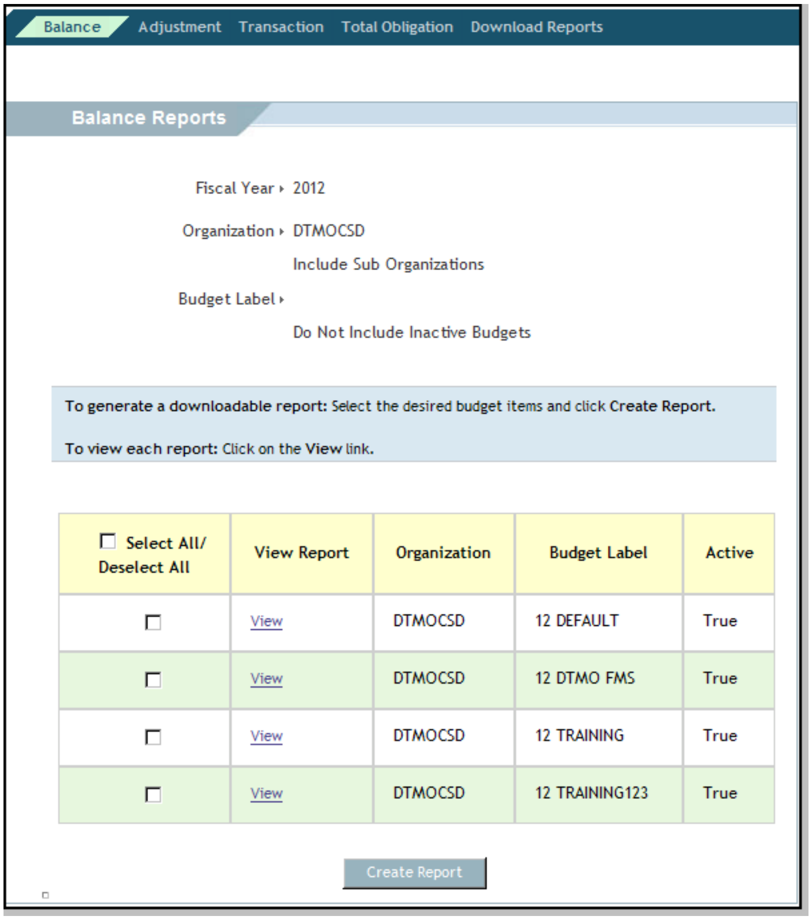


Figure 10-47: Generating Balance Reports Screen

8. Check the **box** to the left of the budget(s) or check the **Select All/De-Select all** box to choose all budgets (Figure 10-47).

9. Select **Create Report** to generate reports for download.

The Generating Balance Report screen opens (Figure 10-48). This screen lists all of the reports that have been sent for download. The text identifies the email address to which DTS will send the notification when the report is ready to download.

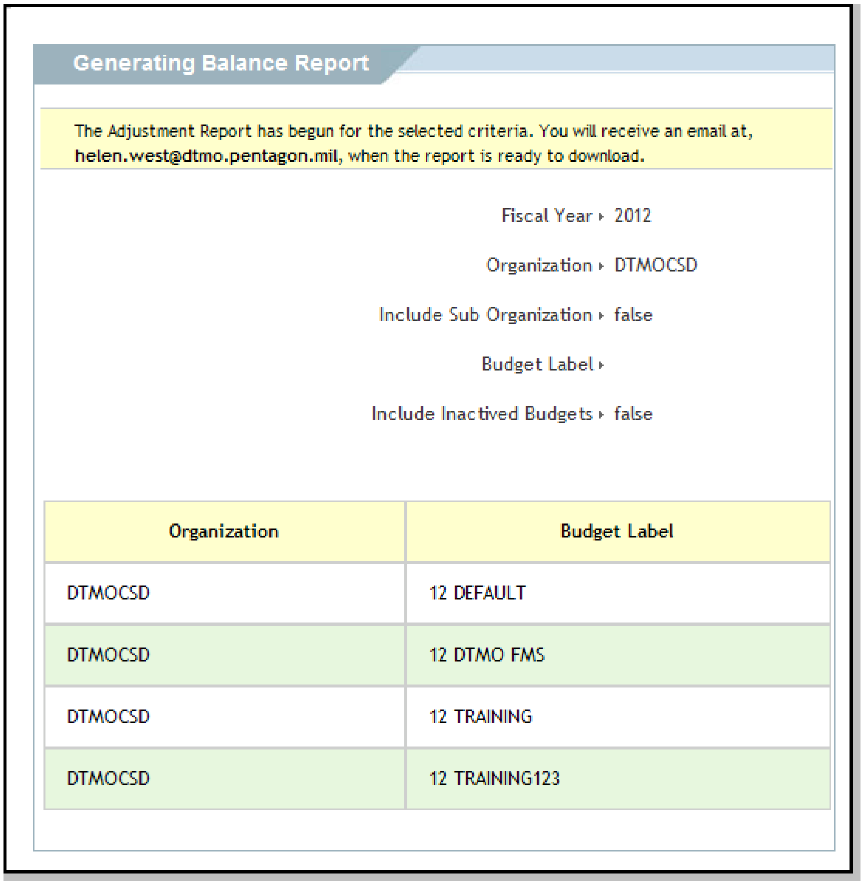
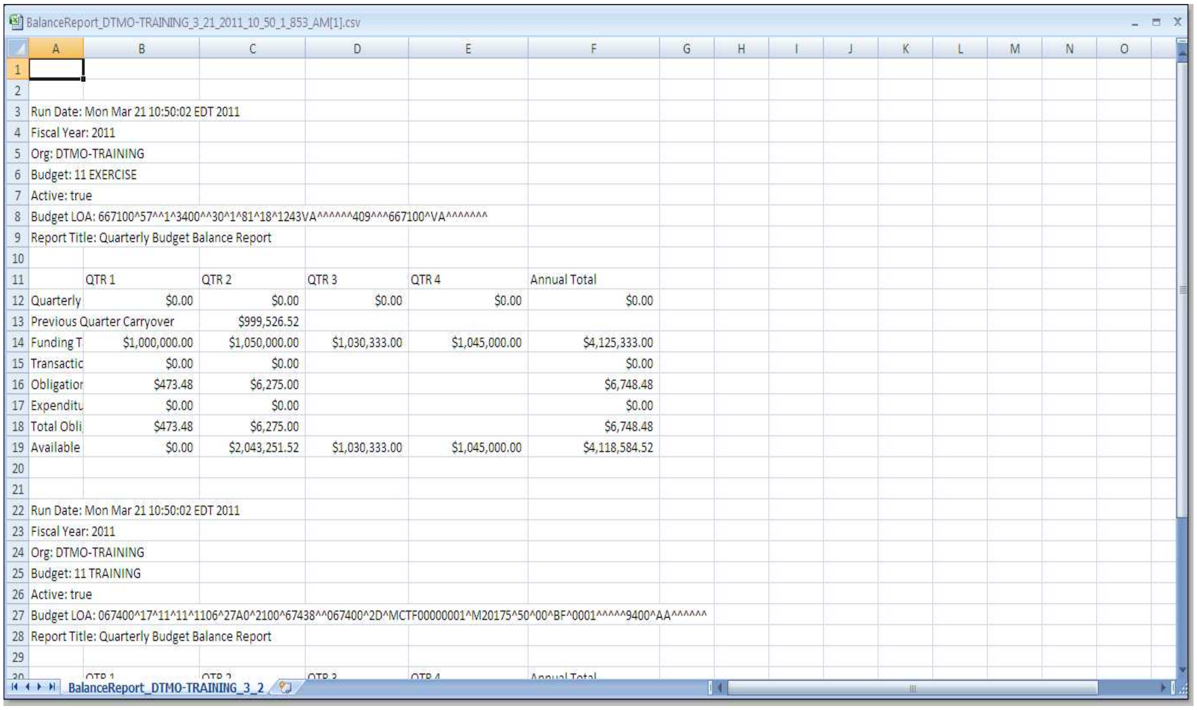


Figure 10-48: Generating Balance Report Screen

The Balance Report displays in an Excel spreadsheet (Figure 10-49).



BalanceReport_DTMO-TRAINING_3_21_2011_10_50_1_853_AM[1].csv

	A	B	C	D	E	F
1						
2						
3	Run Date: Mon Mar 21 10:50:02 EDT 2011					
4	Fiscal Year: 2011					
5	Org: DTMO-TRAINING					
6	Budget: 11 EXERCISE					
7	Active: true					
8	Budget LOA: 667100^57^^1^3400^^30^1^81^18^1243VA^^^^^^409^^^667100^VA^^^^^^^					
9	Report Title: Quarterly Budget Balance Report					
10						
11		QTR 1	QTR 2	QTR 3	QTR 4	Annual Total
12	Quarterly	$0.00	$0.00	$0.00	$0.00	$0.00
13	Previous Quarter Carryover		$999,526.52			
14	Funding T	$1,000,000.00	$1,050,000.00	$1,030,333.00	$1,045,000.00	$4,125,333.00
15	Transactic	$0.00	$0.00			$0.00
16	Obligatior	$473.48	$6,275.00			$6,748.48
17	Expenditu	$0.00	$0.00			$0.00
18	Total Obli	$473.48	$6,275.00			$6,748.48
19	Available	$0.00	$2,043,251.52	$1,030,333.00	$1,045,000.00	$4,118,584.52
20						
21						
22	Run Date: Mon Mar 21 10:50:02 EDT 2011					
23	Fiscal Year: 2011					
24	Org: DTMO-TRAINING					
25	Budget: 11 TRAINING					
26	Active: true					
27	Budget LOA: 067400^17^11^11^1106^27A0^2100^67438^^067400^2D^MCTF00000001^M20175^50^00^BF^0001^^^^^9400^AA^^^^^^					
28	Report Title: Quarterly Budget Balance Report					
29						

BalanceReport_DTMO-TRAINING_3_2

Figure 10-49: Balance Report

10.4.2 Target Adjustment Report

Shows all the adjustments that authorized users (permission level 3) have made to the target amounts and transactions that they have inserted into the budget item.

The Target Adjustment Report displays the below information:

- Transaction date
- Last name
- First name
- Traveler's SSN (first five digits masked)
- Public key infrastructure (PKI) user identification number (UIN)
- Contents of the inserted transaction, if applicable
- Adjustment transactions by quarter and the total (quarterly report only)
- Single, summarized entry of adjustments for the FY (annual report only)
- List of adjustment transactions in chronological order for the FY to date with a total at the foot of each column

Follow the below steps to request a Target Adjustment report:

1. Select **Adjustment** from the subnavigation bar.

The Target Adjustment Report Selection Criteria screen opens (Figure 10-50). See Table 10-29 for a description of the Target Adjustment Report Selection Criteria screen.

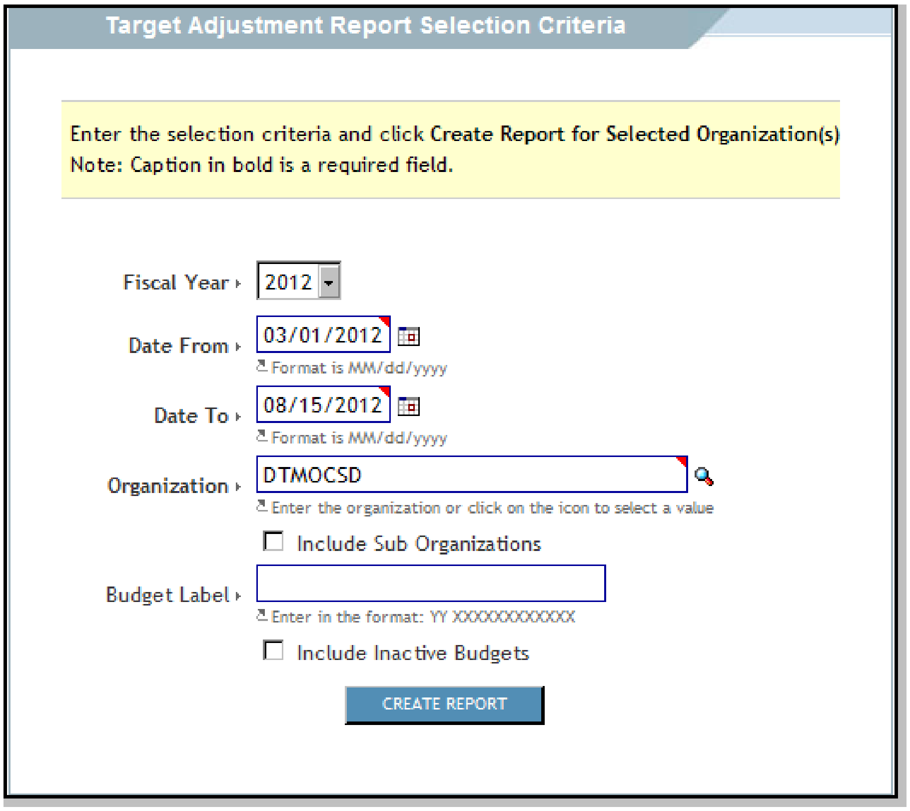


Figure 10-50: Target Adjustment Report Selection Criteria Screen

Table 10-29: Target Adjustment Report Criteria Selection Screen Description

TARGET ADJUSTMENT REPORT CRITERIA SELECTION SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Fiscal Year	Drop-down list to select the budget FY.
Date From	Field to enter the earliest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Date To	Field to enter the latest adjustment date (MM/DD/YYYY) that should be included in the report. Use the calendar icon to select dates using the pop-up calendar.
Calendar	Icons that, when selected, display a pop-up calendar from which to select the Date From and the Date To.
Organization	Text field to enter the name of the organization for which the report will be run.
Magnifying Glass	Icon used to search for the organizations to which the user has access.
Include Sub Organizations	When checked, information for sub-organizations will be included in the report.
Budget Label	Text field to enter the budget name in the format shown (e.g., 13 MEDICAL). Leaving the field blank will return all budgets for the selected organization.
Include Inactive Budgets	Includes the organization's inactivated budgets in the report.
Create Report	Used to initiate the creation of the report.

2. Select the **Fiscal Year** drop-down arrow and select the **FY** for the budget.
3. Complete the **Date To** and **Date From** fields in the format shown below the field or select the **calendar** icon and choose the **dates**.
4. Complete the **Organization** field with the name of the organization or select the **magnifying glass** to search for the organization.
5. If necessary, check the **Include Sub Organizations** box to include adjustments to sub-organizations.
6. Complete the **Budget Label** field using the format shown to narrow the report to a specific budget.
7. Check the **Include Inactive Budgets** box to display the organization's inactivated budgets in the report.
8. Select **Create Report**.

The Adjustment Report screen opens (Figure 10-51). This screen displays all changes that authorized users have made to the target amounts and allows the user to select the report(s) that they want to download.

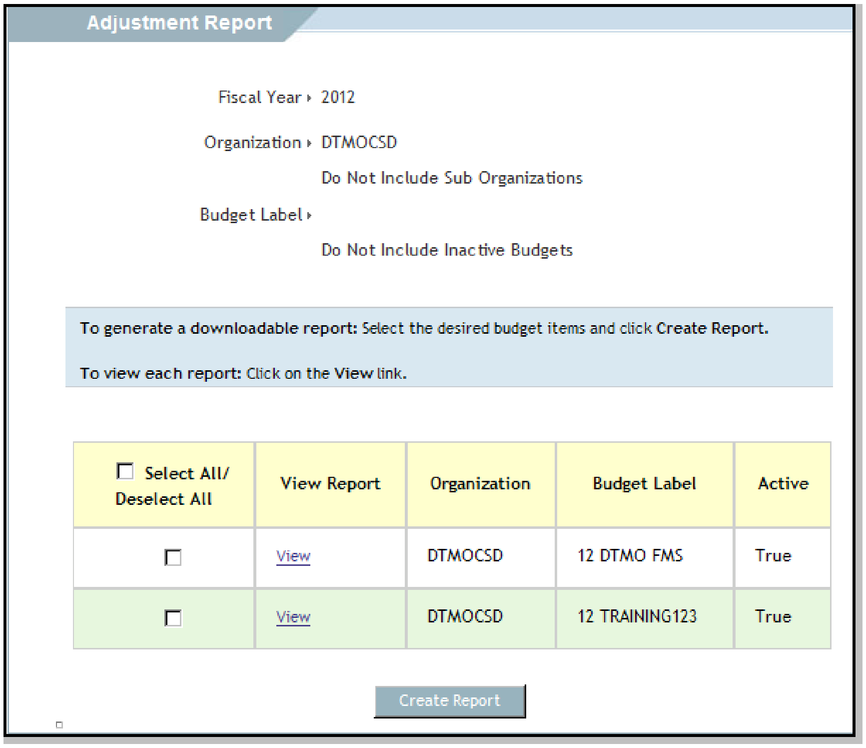
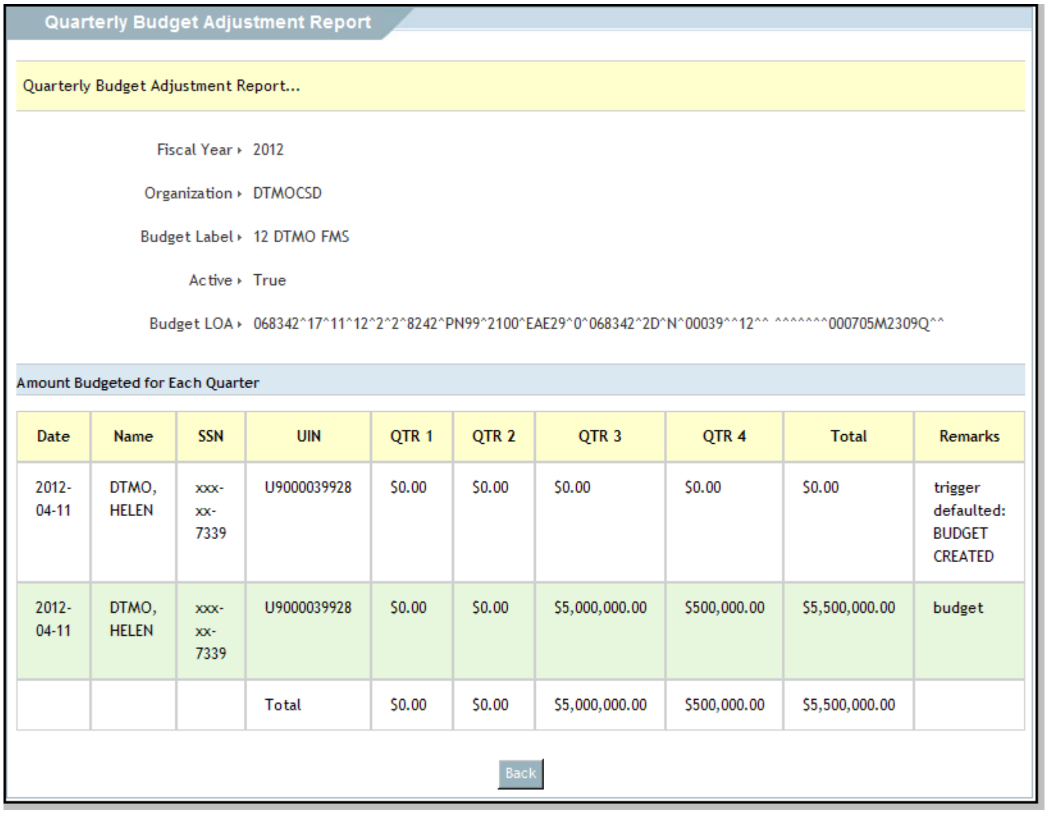


Figure 10-51: Adjustment Report Screen

9. Select **View** to the left of the budget label.

The selected report displays in view-only format on the Quarterly Budget Adjustment Report screen (Figure 10-52).



Quarterly Budget Adjustment Report

Quarterly Budget Adjustment Report...

Fiscal Year ▸ 2012

Organization ▸ DTMOCSD

Budget Label ▸ 12 DTMO FMS

Active ▸ True

Budget LOA ▸ 068342^17^11^12^2^2^8242^PN99^2100^EAE29^0^068342^2D^N^00039^^12^^ ^^^^^^^000705M2309Q^^

Amount Budgeted for Each Quarter

Date	Name	SSN	UIN	QTR 1	QTR 2	QTR 3	QTR 4	Total	Remarks
2012-04-11	DTMO, HELEN	xxx-xx-7339	U9000039928	$0.00	$0.00	$0.00	$0.00	$0.00	trigger defaulted: BUDGET CREATED
2012-04-11	DTMO, HELEN	xxx-xx-7339	U9000039928	$0.00	$0.00	$5,000,000.00	$500,000.00	$5,500,000.00	budget
			Total	$0.00	$0.00	$5,000,000.00	$500,000.00	$5,500,000.00	

Back

Figure 10-52: Quarterly Budget Adjustment Report Screen

10. Select **Back**.

The Adjustment Report screen opens (Figure 10-51).

11. Select the **check box** to the left of the budget(s) or select the **Select All/De-Select all** box to select all budgets.

12. Select **Create Report** to generate reports for download.

The Generating Target Adjustment Report screen opens (Figure 10-53). This screen lists all of the reports that have been sent for download. The text identifies the email address to which DTS will send the notification when the report is ready to download.

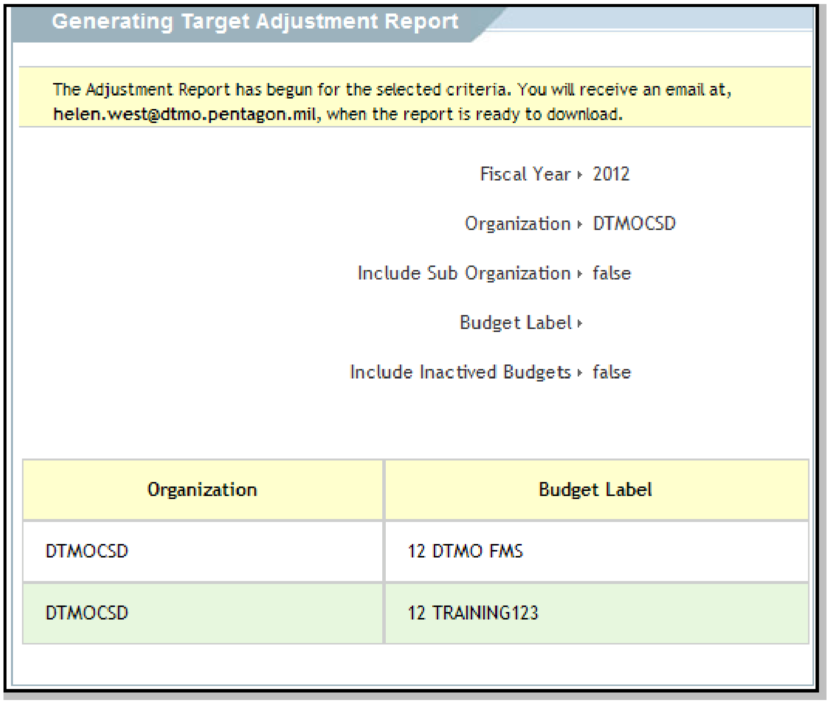


Figure 10-53: Generating Target Adjustment Report Screen

The Target Adjustment Report displays in an Excel spreadsheet (Figure 10-54). See Section 10.3.5 for guidance on downloading Budget Reports.

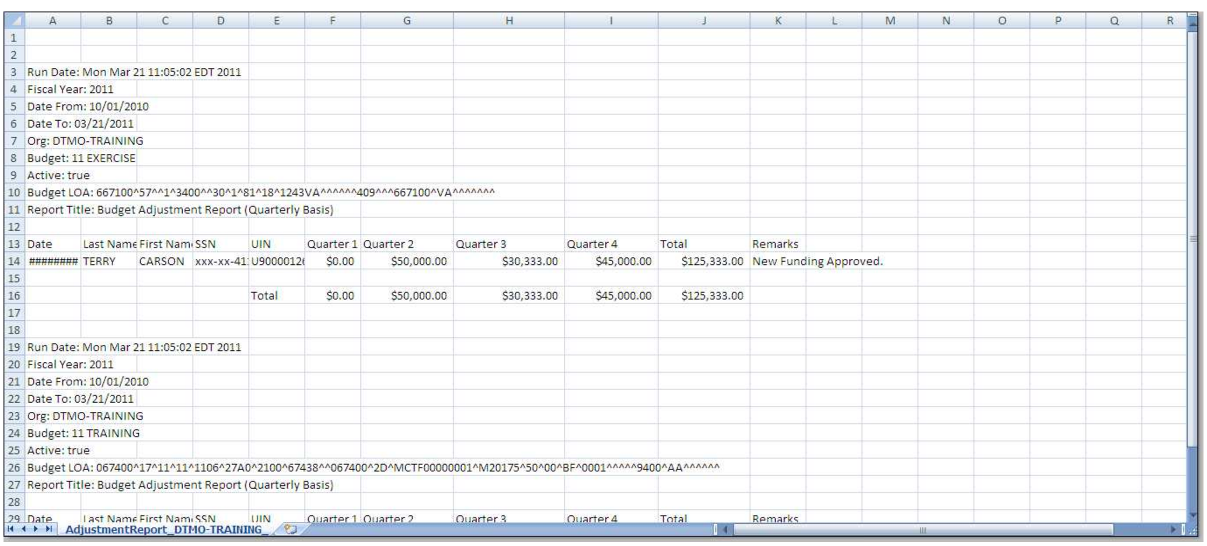


Figure 10-54: Target Adjustment Report

10.4.3 Transaction Report

The Budget Transaction report shows all individual transactions that affect a given budget.

Budget Transactions reports display the below information:

- Organization name
- Budget item label
- Approval date
- Last name(s) of traveler(s)
- First name(s) of traveler(s)
- Document type (abbreviated as written below)
    - AUTH: authorization
    - VCHR: voucher
    - LVCHR: local voucher
    - CXL: cancelled documents
    - INSERT: manually entered transactions
- Standard Document Number (SDN)
- TANUM
- Document name
- Departure date
- Location/destination of TDY (in one field)
- LOA label
- LOA
- Per diem
- Transportation
- Other
- Total obligation
- Indicator for wildcard budget items if multiple LOAs are involved (Single documents with multiple LOAs that fund against the wildcard will have separate entries.)
- Running balance total with a separate running balance for each budget item

Adjustments to targets and amounts obligated and disbursed directly from entries in the budget will display with the name of the user who made the adjustment. The document type will show the budget and the amount of the adjustment in the Total Obligation field. For insert transactions, the BDTA will be able to enter the same information as an approved transaction. At a minimum, the insert transaction will require the authorized user's last name and first name. The document type will display as *Insert* and the amount of the adjustment will show in the Total Obligation column.

Note: If the budget is maintained on a quarterly basis, the first date of the quarter will be used as the transaction date, and the date the authorized user actually entered the adjustment will be entered in the Departure Date field for all transactions that occurred before the quarter began.

Follow the below steps to request a Budget Transaction report:

1. Select **Transaction** from the subnavigation bar.

The Transaction Report Selection Criteria screen displays (Figure 10-55). See Table 10-30 for a description of the selection criteria screen.

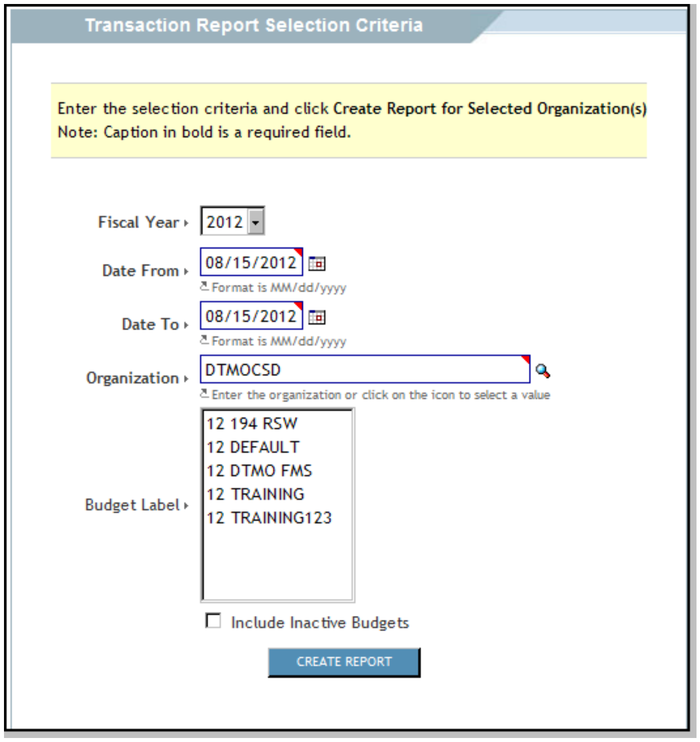


Figure 10-55: Transaction Report Selection Criteria

Table 10-30: Transaction Report Selection Criteria Screen Description

TRANSACTION REPORT SELECTION CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Fiscal Year	Drop-down list to select the budget FY.
Date From	Field to enter the earliest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Date To	Field to enter the latest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Calendar	Icons that, when selected, display a pop-up calendar from which to select the Date From and the Date To.
Organization	Text field to enter the name of the organization for which the report will be run.
Magnifying Glass	Icon used to search for the organizations to which the user has access.
Budget Label	Text field to enter the budget name in the format shown (e.g., 13 MEDICAL). Leaving the field blank will return all budgets for the selected organization.
Include Inactive Budgets	Used to include the organization’s inactivated budgets in the report.
Create Report	Used to initiate the creation of the report.

2. Select the **Fiscal Year** drop-down arrow and choose the correct fiscal year for the budget.

3. Complete the **Date To** and **Date From** fields in the format shown below the field or select the **calendar** icon and select the **dates**.

4. Complete the **Organization** field with the name of the organization or select the **magnifying glass** to search for the organization.

5. If necessary, select the **Include Sub Organizations** check box to include adjustments to sub-organizations.

6. Complete the **Budget Label** field using the format shown to narrow the report to a specific budget. Hold the Shift key down to select multiple Budget Labels.

7. Check the **Include Inactive Budgets** box to display the organization's inactivated budgets in the report.

8. Select **Create Report**.

The Generating Budget Transaction Report screen opens (Figure 10-56). The text identifies the email address to which DTS will send the notification when the report is ready to download.

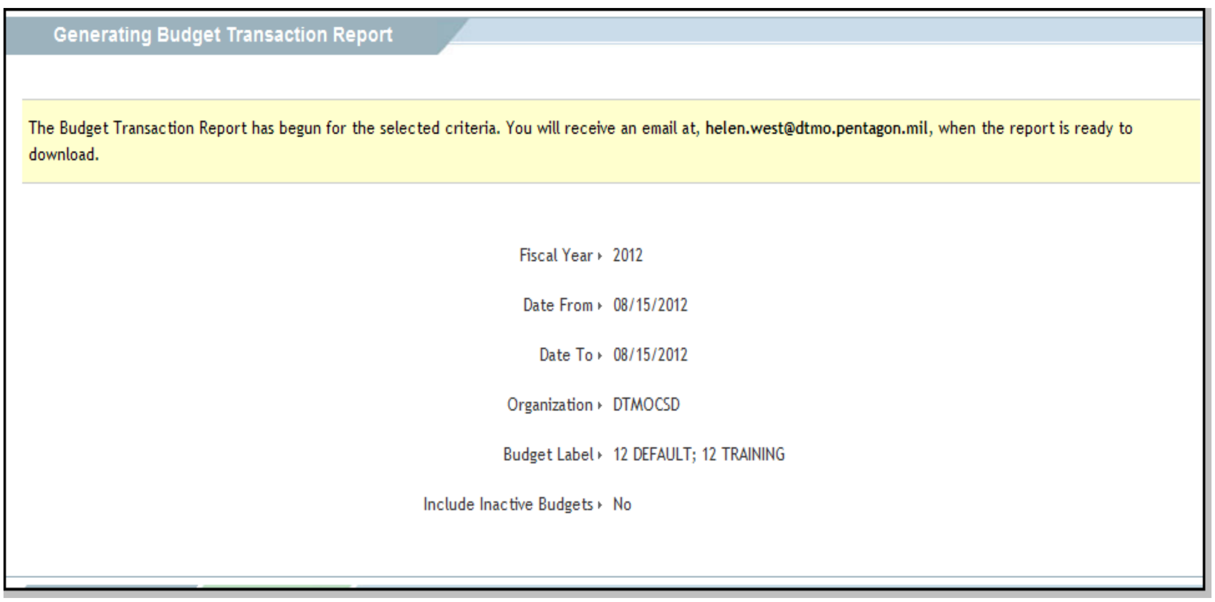
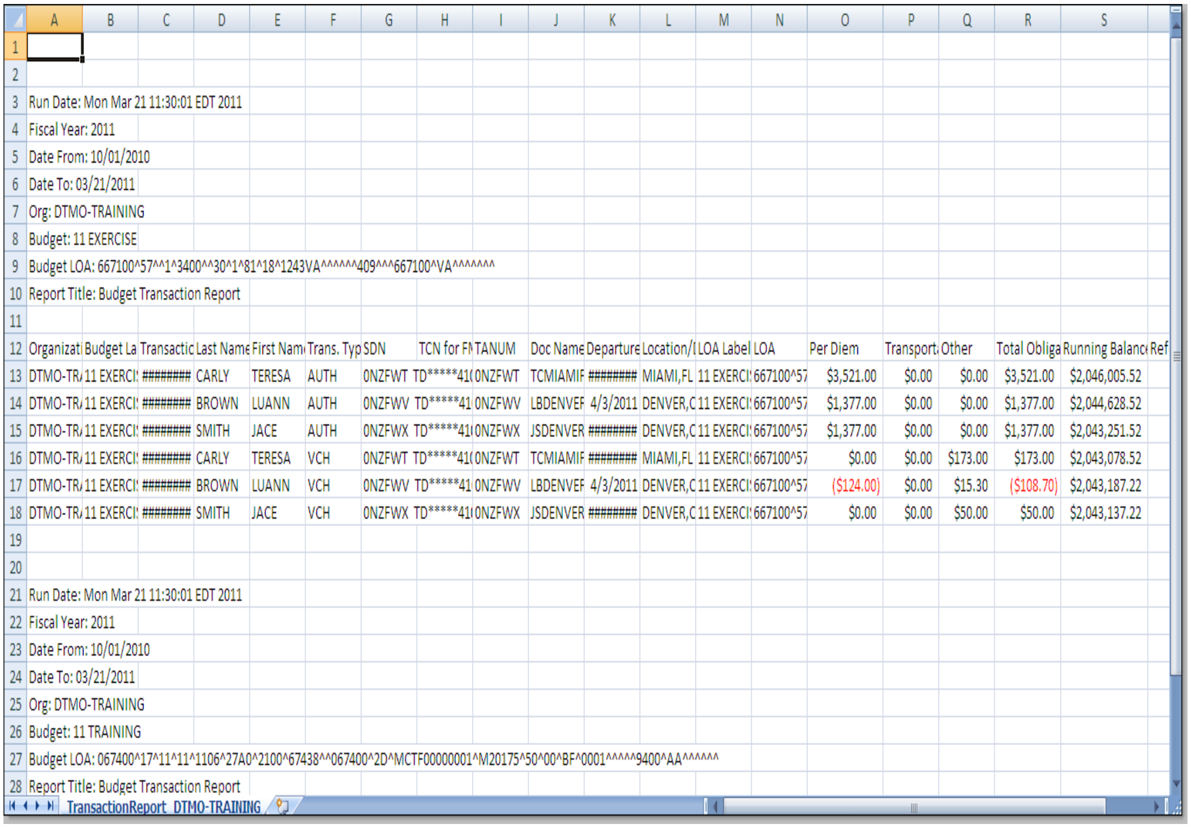


Figure 10-56: Generating Budget Transaction Report Screen

The Budget Transaction Report displays in an Excel spreadsheet (Figure 10-57). See Section 10.3.5 for guidance on downloading Budget Reports.



Run Date: Mon Mar 21 11:30:01 EDT 2011
Fiscal Year: 2011
Date From: 10/01/2010
Date To: 03/21/2011
Org: DTMO-TRAINING
Budget: 11 EXERCISE
Budget LOA: 667100^57^^1^3400^^30^1^81^18^1243VA^^^^^^409^^^667100^VA^^^^^^^
Report Title: Budget Transaction Report

Organizati	Budget La	Transactic	Last Name	First Nam	Trans. Typ	SDN	TCN for FI	TANUM	Doc Name	Departure	Location/I	LOA Label	LOA	Per Diem	Transport	Other	Total Obliga	Running Balance	Ref
DTMO-TR/	11 EXERCI!	########	CARLY	TERESA	AUTH	0NZFWT	TD*****41(	0NZFWT	TCMIAMIF	########	MIAMI,FL	11 EXERCI!	667100^57	$3,521.00	$0.00	$0.00	$3,521.00	$2,046,005.52	
DTMO-TR/	11 EXERCI!	########	BROWN	LUANN	AUTH	0NZFWV	TD*****41	0NZFWV	LBDENVEF	4/3/2011	DENVER,C	11 EXERCI!	667100^57	$1,377.00	$0.00	$0.00	$1,377.00	$2,044,628.52	
DTMO-TR/	11 EXERCI!	########	SMITH	JACE	AUTH	0NZFWX	TD*****41(	0NZFWX	JSDENVER	########	DENVER,C	11 EXERCI!	667100^57	$1,377.00	$0.00	$0.00	$1,377.00	$2,043,251.52	
DTMO-TR/	11 EXERCI!	########	CARLY	TERESA	VCH	0NZFWT	TD*****41(	0NZFWT	TCMIAMIF	########	MIAMI,FL	11 EXERCI!	667100^57	$0.00	$0.00	$173.00	$173.00	$2,043,078.52	
DTMO-TR/	11 EXERCI!	########	BROWN	LUANN	VCH	0NZFWV	TD*****41	0NZFWV	LBDENVEF	4/3/2011	DENVER,C	11 EXERCI!	667100^57	($124.00)	$0.00	$15.30	($108.70)	$2,043,187.22	
DTMO-TR/	11 EXERCI!	########	SMITH	JACE	VCH	0NZFWX	TD*****41(	0NZFWX	JSDENVER	########	DENVER,C	11 EXERCI!	667100^57	$0.00	$0.00	$50.00	$50.00	$2,043,137.22	

Run Date: Mon Mar 21 11:30:01 EDT 2011
Fiscal Year: 2011
Date From: 10/01/2010
Date To: 03/21/2011
Org: DTMO-TRAINING
Budget: 11 TRAINING
Budget LOA: 067400^17^11^11^1106^27A0^2100^67438^^067400^2D^MCTF00000001^M20175^50^00^BF^0001^^^^^9400^AA^^^^^^
Report Title: Budget Transaction Report

TransactionReport_DTMO-TRAINING

Figure 10-57: Budget Transaction Report

10.4.4 Total Obligation Report

Shows the totals for all individual documents that affect a given budget item. There is one report entry for each trip with a cumulative status (similar to the Trip Status Report).

The Total Obligation Reports displays:

- Organization name
- Budget label
- Approved date
- Last name(s) of traveler(s)
- First name(s) of traveler(s)
- Document type
- SDN
- TANUM
- Document name
- Departure date
- Location/destination of TDY
- LOA label
- LOA
- Auth per diem
- Auth transportation (cost for transportation on the authorization)

- Auth other
- Total auth (total obligation amount for the authorization)
- VCH per diem (total per diem amount on the voucher)
- VCH transportation (cost for transportation on the voucher)
- VCH other
- Total voucher (total obligation for the voucher)
- Per diem
- Transportation (total cost of transportation on the paid voucher)
- Other
- Total difference
- Total obligation for paid vouchers
- Total obligation for the document (total obligations from the voucher for paid vouchers, or if no paid vouchers exist, then the total obligation from the authorization)

The Total Obligations Report will include an indicator if multiple LOAs are used for different budget items. This report does not have a running total balance.

Follow the below steps to request a Total Obligations Report:

1. Select **Total Obligation** from the subnavigation bar.

The **Total Obligation Report Selection Criteria** screen displays (Figure 10-58). See Table 10-31 for a description of the Total Obligation Report Selection Criteria screen.

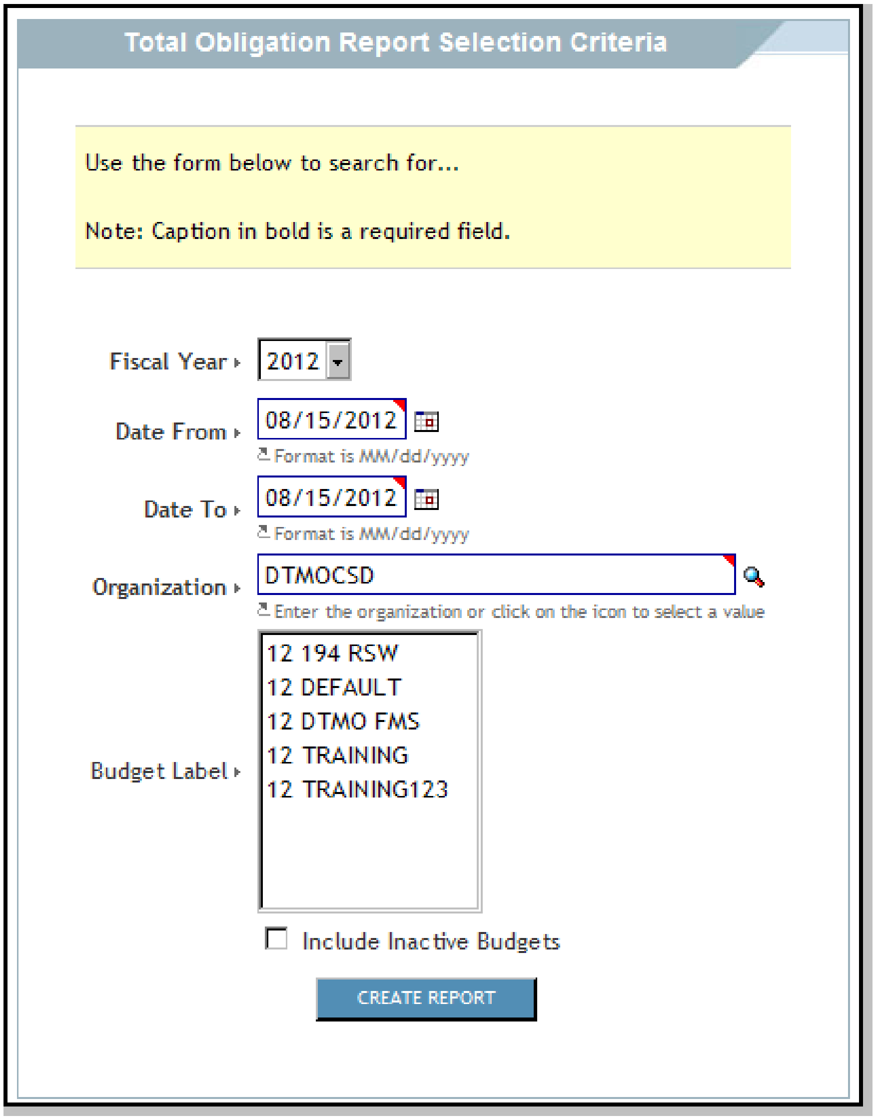


Figure 10-58: Total Obligation Report Selection Criteria Screen

Table 10-31: Total Obligation Report Selection Criteria Screen Description

TOTAL OBLIGATION REPORT SELECTION CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Fiscal Year	Drop-down list to select the budget fiscal years.
Date From	Field to enter the earliest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Date To	Field to enter the latest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Calendar	Icons that, when selected, display a pop-up calendar from which to select the Date From and the Date To.
Organization	Text field to enter the name of the organization for which the report will be run.

Table 10-31: Total Obligation Report Selection Criteria Screen Description

Magnifying Glass	Icon used to search for the organizations that the user has access.
Budget Label	Text field to enter the budget name in the format shown (e.g., 13 TRAINING). Leaving the field blank will return all budgets for the selected organization.
Include Inactive Budgets	Box used to include the organization's inactivated budgets in the report.
Create Report	Used to initiate the creation of the report.

2. Select the **Fiscal Year** drop-down list and select the **FY** in which the transactions were made.

3. Complete the **Date From** and **Date To** fields with the date range of the transactions to be included in the report, or select the **calendar** icon to select the dates.

4. Complete the **Organization** field with the name of the **organization** that owns the budget, or select the **magnifying glass** icon to search for the organization.

5. Complete the **Budget Label** field with the **budget name** (e.g., 14 DEFAULT) to narrow the report to one budget.

6. Check the **Include Inactive Budget** box to include inactivated budgets in the report.

7. Select **Create Report**.

The Generating Total Obligation Report screen opens (Figure 10-59). The text identifies the email address to which DTS will send the notification when the report is ready to download.

Figure 10-59: Generating Total Obligation Report Screen

The Total Obligation Report displays in an Excel spreadsheet (Figure 10-60). See Section 10.3.5 for guidance on downloading Budget Reports.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1																					
2																					
3	Run Date: Mon Mar 21 11:40:01 EDT 2011																				
4	Fiscal Year: 2011																				
5	Date From: 10/01/2010																				
6	Date To: 03/21/2011																				
7	Org: DTMO-TRAINING																				
8	Budget: 11 EXERCISE																				
9	Budget LOA: 667100^57^^1^3400^^30^1^81^18^1243VA^^^^^^409^^^667100^VA^^^^^^^																				
10	Report Title: Total Obligation Report																				
11																					
12	Organizati	Budget La	Approved	Last Name	First Nam	SDN	TANUM	Doc Name	Departure	Location/I	LOA Label	LOA	Auth Per D	Auth Tran	Auth Othe	Total Auth	VCH Per Die	VCH Trans	VCH Othe	Total Vou	Per Die
13	DTMO-TR/	11 EXERCI	########	CARLY	TERESA	0NZFWT	T0NZFWT	TCMIAMIF	########	MIAMI,FL	11 EXERCI	667100^57	$0.00	$0.00	$0.00	$0.00	$3,521.00	$0.00	$173.00	########	#######
14	DTMO-TR/	11 EXERCI	########	BROWN	LUANN	0NZFWV	T0NZFWV	LBDENVEF	4/3/2011	DENVER,C	11 EXERCI	667100^57	$0.00	$0.00	$0.00	$0.00	$1,253.00	$0.00	$15.30	########	#######
15	DTMO-TR/	11 EXERCI	########	SMITH	JACE	0NZFWX	T0NZFWX	JSDENVER	########	DENVER,C	11 EXERCI	667100^57	$0.00	$0.00	$0.00	$0.00	$1,377.00	$0.00	$50.00	########	#######
16																					
17																					
18	Run Date: Mon Mar 21 11:40:01 EDT 2011																				
19	Fiscal Year: 2011																				
20	Date From: 10/01/2010																				
21	Date To: 03/21/2011																				
22	Org: DTMO-TRAINING																				
23	Budget: 11 TRAINING																				
24	Budget LOA: 067400^17^11^11^1106^27^0^2100^67438^^067400^2D^MCTF00000001^M20175^50^00^BF^0001^^^^^9400^^^^^^^^^																				
25	Report Title: Total Obligation Report																				
26																					
27	Organizati	Budget La	Approved	Last Name	First Nam	SDN	TANUM	Doc Name	Departure	Location/I	LOA Label	LOA	Auth Per D	Auth Tran	Auth Othe	Total Auth	VCH Per Die	VCH Trans	VCH Othe	Total Vou	Per Die
28	DTMO-TR/	11 TRAINI	########	CARSON	TERRY	M2017511	0NZFWZ	TCFTHOOI	########	FT. HOOD	11 TRAINI	067400^17	$832.00	$0.00	$0.00	$832.00	$0.00	$0.00	$0.00	$0.00	$832.0
29																					

Figure 10-60: Total Obligation Report

10.4.5 Download Reports

Follow the below steps to download a report:

1. Select **Download Reports** from the subnavigation bar.

The Reports Ready to Download screen displays a list of all the reports that were selected for download in the previous report screens (Figure 10-61).

2. Select **download** next to the report.

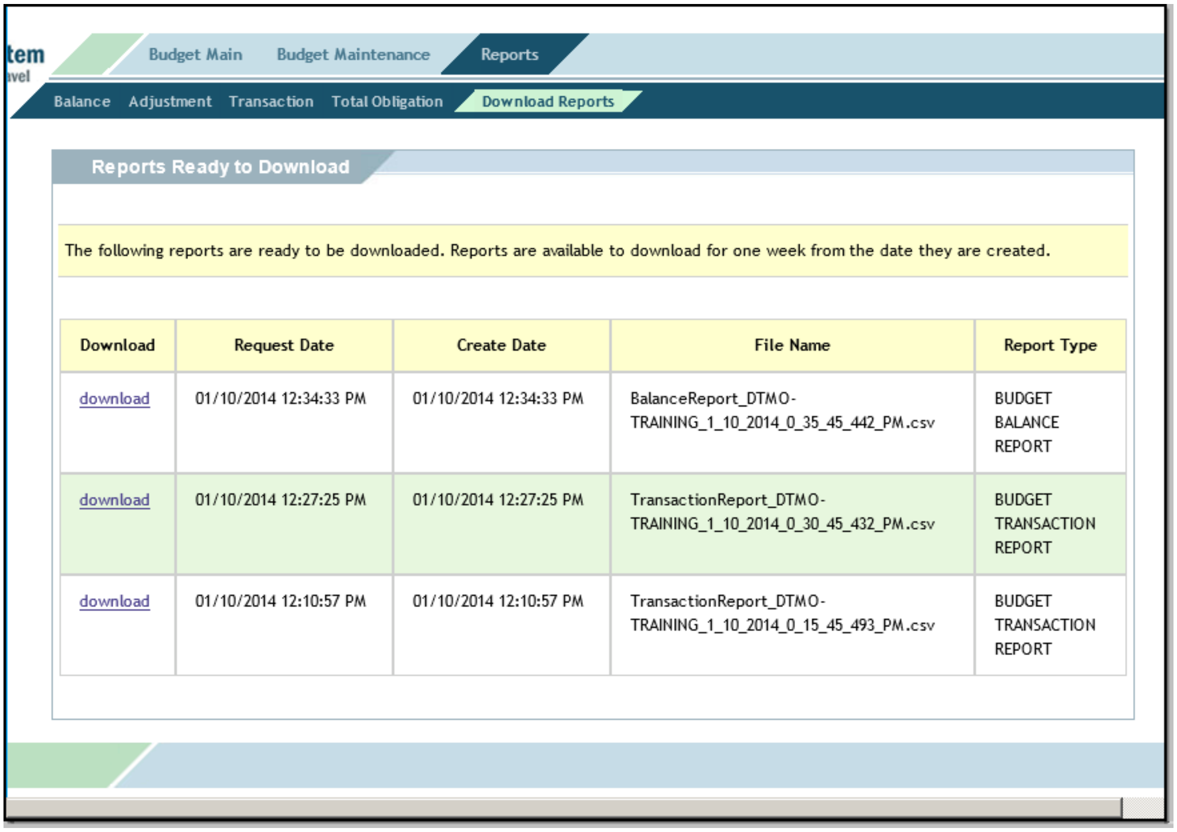
The user will be prompted to download the report. This report may be downloaded to the user's computer or viewed in a separate window as an Excel spreadsheet.

3. Select **Open** to display the report on the screen.
   -OR-
   Select **Save** to download the file to the computer.
   -OR-
   Select **Cancel** to cancel the action and return to the previous screen.

10.5 View List Reports

View List Reports provide information on groups, routing lists, organizations, people, and LOAs. This information is accessible through the DTA Maintenance Tool. A DTA may request these reports by submitting the required search criteria. View List Reports can be downloaded to the computer or viewed as an Excel spreadsheet.

See Table 10-1 at the beginning of this chapter for a description of each View List report and references to the DTA Manual sections that provide more information about each type of report.



Download	Request Date	Create Date	File Name	Report Type
download	01/10/2014 12:34:33 PM	01/10/2014 12:34:33 PM	BalanceReport_DTMO-TRAINING_1_10_2014_0_35_45_442_PM.csv	BUDGET BALANCE REPORT
download	01/10/2014 12:27:25 PM	01/10/2014 12:27:25 PM	TransactionReport_DTMO-TRAINING_1_10_2014_0_30_45_432_PM.csv	BUDGET TRANSACTION REPORT
download	01/10/2014 12:10:57 PM	01/10/2014 12:10:57 PM	TransactionReport_DTMO-TRAINING_1_10_2014_0_15_45_493_PM.csv	BUDGET TRANSACTION REPORT

Figure 10-61: Reports Ready to Download Screen

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