



Management Office



# **DTA Manual, Chapter 10: Reports**

March 2025

Version 2.3



## **Table of Contents**

Chapter 1: Introduction to Reports	5
Chapter 2: Report Scheduler	7
2.1 Status Reports	. 12
2.1.1 Pending Airline Cancellation Report	. 12
2.1.2 Signed Status Report	. 13
2.1.3 Depart Status Report	. 15
2.1.4 Return Status Report	. 16
2.1.5 Approved Status Report	. 17
2.1.6 Traveler Status Report	. 18
2.1.7 Travelers By CONUS Report	. 20
2.1.8 Travelers By OCONUS Report	. 21
2.1.9 Incomplete Trip Cancelled Authorizations Report	. 23
2.1.10 Cross-Org Document Funding Status Report	. 24
2.2 Routing Reports	. 26
2.2.1 Adjustments Report	. 27
2.2.2 Routing Status Report	. 28
2.3 Individual Reports	. 29
2.3.1 POSACK Delinquency Report	. 29
2.3.2 Unsubmitted Voucher Report	. 31
2.3.3 CBA TO Report	. 33
2.3.4 Debt Management Report	. 34
2.3.5 Constructed Travel Report	. 36
2.3.6 Hotel Tax Exempt Locations Report	. 37
2.3.7 What Happened on Authorization Approval (WHOAA) Report	. 39
2.4 CTO Travel Related Reports	. 40
2.4.1 FPLP/FEMA Report	. 40
2.4.2 Reason Code Report	. 41
2.4.3 Reason Justification Report	. 43
2.4.4 CTO Fee Report	. 44
2.4.5 Unused Ticket Report	. 45
2.5 MIS Reports	. 47
2.5.1 Enlisted BAS Report	. 47
2.5.2 OCONUS Report	. 48
2.5.3 FSA Report	. 50
2.5.4 Special Duty Report	. 51
2.5.5 Military Leave Report	. 53

2.6 Partner System Reports	54
2.7 Person Reports	58
2.7.1 Complete Traveler Information List Report	58
2.7.2 Read Only Access Report	59
2.7.3 List of a Traveler's Trips with Document Details Report	60
2.7.4 List of a Traveler's Trips with Location Details Report	61
2.7.5 List of a Traveler's Trips with Reservation Details Report	62
2.7.6 List of a Traveler's Trips with EFT/GOVCC Details Report	64
2.8 Audit Trail Report	65
2.8.1 Audit Trail GOVCC and EFT Data	66
2.8.2 Audit Trail Traveler Specific Data	66
2.8.3 Audit Travel User Specific Data	66
2.9 Service Requested Reports	66
2.9.1 Debt Report with Offsets and Collections	66
2.9.2 Expense Report by Category	67
2.9.3 Expense Report by Document Name	69
2.9.4 PERSTEMPO Report	70
2.9.5 Separation of Duty Report	72
2.10 Daily Whats Out Report	73
2.10.1 Daily "Whats Out" Totals by System Report	73
2.10.2 Daily "Whats Out" Transactions Details by Trans Label Report	75
2.10.3 Daily "Whats Out" All Details Report	76
2.11 Monthly Debt Summary Report	77
2.12 Defense Lodging Reports	78
2.12.1 Unavailability Report for Government Lodging Programs	78
2.12.2 Non-Use Lodging Reason Justification Report	80
2.13 Lowest Logical Airfare Reports	82
2.13.1 Restricted Expired Fare Report	82
2.13.2 Restricted Fare Savings Report	83
2.13.3 Restricted Fare Lost Opportunity Report	85
2.14 Audit of DTS Payment Reports	87
2.14.1 Training TDY Vouchers Over 2500	87
2.14.2 Local Voucher Over 750	89
2.14.3 Multiple Local Vouchers Totaling Over 4000	90
2.14.4 Travel Advances Over 1000	92
2.14.5 Shared Bank Accounts or Multiple GTCCs	93
2.14.6 Vouchers Over 4500	94
2.14.7 Traveler With 25 or More Vouchers	96

2.14.8 Vouchers With More Than 20 Percent Increase from Last Obligation	. 97
2.14.9 Paid Scheduled Partial Payments	. 99
2.14.10 Paid Lodging Greater Than Max Established Rate	100
2.14.11 Signed and Approved Within 8 Minutes	102
Chapter 3: Business Intelligence and Reporting Tool	104
Chapter 4: Budget Reports	106
4.1 Balance Report	108
4.2 Target Adjustment Report	111
4.3 Budget Transaction Report	112
4.4 Total Obligation Report	114
Chapter 5: View List Reports	117
5.1 View Person Lists	117
5.2 View LOA List	118
Chapter 6: Requesting Ad Hoc Reports	121
6.1. Request Access to DMDCRS	121
6.2 Generate a Report	121
6.3 View My Requests	128
Appendix A: Additional Resources	130

### **Revision History**

Revision	Date	Authorization	Change Description	Page, Section
1.10	12/06/23	DTMO	Renumbered the screen shots Added 5 new Report Scheduler reports (Status Report and Person Reports) Updated DTMO Training page Updated Report Scheduler Home screen shot	Throughout Sections 2.1 and 2.7 Page 6 Page 8
1.11	03/01/24	DTMO	General Review Updated Data Retention in DTS Updated Data Limitation section	Throughout Page 5 Page 7
2.0	12/05/24	DTMO	Converted data to the new 508 template Added additional reports Updated What Out Report Permission Level change	All Page 9 Page 36
2.1	12/09/2024	DTMO	Updated DMDCRS Section	Pages 118-125
2.2	01/21/2025	DTMO	Updated Reports containing CP and CR	Pages 12 – 17 Page 53 Page 104
2.3	03/07/2025	DTMO	Update Report Scheduler page Updated Complete Traveler Report screen shot and wording Gender to Sex	Page 9 Page 58

## **Chapter 1: Introduction to Reports**

The Defense Travel System (DTS) Reports analyze and present data from DTS travel documents and personal profiles. The reports generated are vital tools for managing your organization's travel program. All DTS reports require organization access and permission level 0, and in addition, some reports require additional permission levels or role appointments. DTS retains document data for 10 years after the last status stamp is applied to meet reporting requirements. After the retention period, per records management guidelines, the documents are purged from the system, unless there is an exemption (e.g., open debt).

To create a report in DTS, you must enter search criteria, which can vary depending on the type of report. For the best results, identify as many specific criteria as possible, to return a more focused report in less time. While many reports return results quickly others may take longer depending upon the amount of data being compiled and could run during non-peak hours. For most reports, DTS emails you when the report is ready for you to retrieve the data. You can return to DTS to check on the reporting status at any time.

DTS offers a variety of reports, which you run from different locations. As a quick summary:

- **DTS Report Scheduler** is the main source for reports on travel documents. From it, there are 69 different reports, grouped into 14 categories for DTAs with the proper access to run. These reports primarily provide details on travel and personal profiles of your organization's personnel. This manual provides information about all of them.
- **DTS Budget Module** allows a DTA to run four budget-related reports. This manual addresses these reports.
- DTA Maintenance Tool allows a DTA to request to up to 12 reports (e.g., View List reports) that provide details about your organization's DTS assets (e.g., Routing lists, People, and LOAs). This manual in Chapter 5 addresses running a view list, but the entire process is available in the <u>DTA Manual, Chapters</u> <u>4-8</u>.
- **Business Intelligence Reporting Tool (BIRT)** if you have access to it, provides more advanced reports, and possibly even create your own unique reports through the tool. Since BIRT use varies widely, your local organization or Component must provide you detailed information about BIRT.
- **Specialized DTS Modules** (if you have access) permits a DTA to run reports in modules such as the Centrally-Billed Accounts and Debt Management. For more on these modules, see the *CBA Reconciliation Manual* and the *Guide to Managing Travel Incurred Debt*.

On the Defense Travel Management Office (DTMO) website, under the <u>Training Search Tool</u> are various manuals, guides, and other training resources (Figure 10-1) to support travel.

#### To use the **Training Search Tool**:

- 1. You can leave all fields unchecked or blank and then select **Search**. A list of resources appears below the tool.
- 2. If you want to limit the results:
  - Enter a Keyword
  - Define a Role, Type, Topic, or Series
  - Select Search

	Defen	<b>se</b> Travel						Search travel.dod.mil	Q
	Manageı	ment Office					L	ogin to DTS	
ABOUT 🗸	PROGRAMS ~	POLICY & REGULATION S $\sim$	TRAVEL & TRANSPORTAT	ION RATES 🗸	ALLOWANCES ~	TRAINING $\sim$	SUPPORT	~	
Traini	ing		Training S	Search	Tool				
eLearn	ing		Search for training below.	resources by	keyword, user role, o	or type. If no opt	tions are sele	ected, all training will d	lisplay
Referei Instruc	nce Materials tor Resources	•	When searching	by keyword ir	clude quotation ma	rks around sear	ch terms to r	eturn only results with	exact
Train	ning Search		phrasing (i.e. "tra marks, the databa	vel card" will y ase will search	ield results that con for both "travel" an	tain the exact pl d "card" (results	hrase "travel will include	card"). Without quotat terms separately).	tion
			Keyword					Search	
			Role					~	-
			Туре	Distance I	_earning d				
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				□Guide □Manual					
				Instructor	Resources -led				
			Торіс						
			Series						
			Sort	Recent			`	~	

Figure 10-1: Training Search Tool

## **Chapter 2: Report Scheduler**

You can access the <u>Defense Travel System (DTS)</u> from the DTMO website or from the **DTS Home** page at <u>https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/</u>. Once logged into the system, you can perform administrative actions. The **Report Scheduler** allows you to request a variety of reports. You must have organization access and permission level 0 to select the **Report Scheduler**. In addition, you may need specialized permission levels or role appointments to run a report.

All reports have a **Title**, **Description** (data fields), **Search Criteria** fields to check or select for the report request. **Note**: The **Search Criteria** fields vary based upon the type of report. Most reports that require a specified date range can only retrieve data for travel documents created in the last 15 months and for a date range of up to 31 days. There are a few exceptions for date range limitations such as:

- Incomplete Trip Cancellations Authorizations
- Unsubmitted Voucher Report
- Cross-Org Document Funding Status
- Audit Trail Reports

Once you submit a request, DTS creates the report off-line and emails you when the report is available for download.

To request and download a Report Scheduler report:

1. From the **DTS Dashboard** (Figure 10-2), hover over **Administration**, then select **Report Scheduler** from the **Reports** options. The **Report Scheduler Home** screen (Figure 10-3) opens.



Figure 10-2: DTS Dashboard – Administrative Menu

2. The **Report Scheduler Home** screen provides a link to run new report, refresh the report list see a report already ran, and <u>download</u> the data if available. <u>Blue</u> links are *selectable*. <u>Grey</u> text is *view* only.

Reports				
Below is a list of your completion. Certain confirmation text.	pending/completed report reports are scheduled to run port. > <u>Refresh Reports</u>	s. Please select the download link 1 at specific times to balance system List	to access completed reports. Reports m load. When you request a report, y	are available for download for a maximum of 7 days after ou will be notified of the scheduled runtime in the request
Requested Reports				
Report Name	Report Criteria	Requested Date	Next Run Time(Approx.)	Status



- 3. Select **Request New Report** link (Figure 10-3). The **Report Scheduler Home** screen (Figure 10-4) refreshes to provide a list of 69 available reports to run.
  - The reports you access may be limited due to your role assignment and data needs.
  - If you believe you should have access to a report and don't contact another DTA or your Component rep to review your profile setup (i.e., permissions, accesses, including special indicators) for correctness.

A New Era of Government Travel
Reports
> <u>Report Scheduler Home</u>
The following reports are available in the Report Scheduler. Please select a report below to continue:
Unless noted otherwise, report data is current as of Mar 7, 2025, 12:10:55 AM
The report scheduler reports have a maximum row limit based on the data source used when generating the report as follows: - Report limited to a maximum of 40,000 rows when using current data. - Report limited to a maximum of 100,000 rows when using cold copy (last extract data).
Status Reports
> Pending Airline Cancellation Report
> <u>Signed Status</u>
> Depart Status
> <u>Return Status</u>
> Approved Status
> <u>Traveler Status</u>
> <u>Travelers by CONUS</u>
> <u>Travelers by OCONUS</u>
> Incomplete Trip Cancelled Authorizations
> Cross-Org Document Funding Status
Routing Reports
> Adjustments
> Routing Status
Individual Reports
> Posack Delinquency
> Unsubmitted Voucher
> <u>CBATO</u>
> Debt Management
> Constructed Travel
> Hotel Tax Exempt Locations
What Happened On Authorization Approval (WHOAA) Report

Figure 10-4: Report Scheduler Home Screen – Refreshed Partial View (Top)

- Select the link identifying the report you want to run. A search criteria screen opens (exact details vary per report type; see descriptions below). Note: DTS marks required information with a red asterisk. Items without a red asterisk are optional.
- 5. Fill in the report criteria and then select **Submit** (Figure 10-5).

A New Era of Government Travel			
> Report Scheduler Home > Request New Report			
Cross-Org Document Funding Status Report			
The Cross-Org Document Funding Status Report provides the user with the ability to track funding for LOAs that have been given cross-org designation to organizations or travelers outside the report submitter's organizational access. Indicated in the report are the following fields: Document Organization, Last Name, First Name, Middle Initial, TANUM, Document Name, Document Type, Tip Type, Tip Type, Current Status, Date of Current Status, Awaiting Status, Document Create Date, Signed Date, Routing List Organization, Routing List Name, Last AO Approved Date, Departure Date (overall start date of the trip if document has multiple TDY locations), Return Date (overall end date of trip if document has multiple TDY locations), Total Days TDY, Total Trip Expenses, Total Reimbursable Expenses, Amount Claimed, Air IBAAmount, Air CBA Amount, Rail IBA Amount, Rail CBA Amount, Advance Amount, Includes SPP, Actuals, Cancelled Date, Financial Reject, Advance Reject, SPP Reject, Location/Destination (first only), Trip Description, Traveler Email Address, AD Email Address, Oral Die Email Address, Constructed Travel Flag, Multiple LOAs, LOA Organization, LOA Label, LOA 10x20, Expenses by LOA, SDN (representative for document type), Reference, Foreign Travel Flag, Noncortact Fare Flag, and Current Version Completed Date.			
Cross-Org Document Funding Status Report Search Criteria			
* Organization: (Start typing (minimum of 2 Organizational characters) Access)			
* Fiscal Year: 2025			
* Document Type:			
Depart Date:			
* Start Date: (mm/dd/yyyy)			
* End Date: (mm/dd/yyyy)			
Submit			

Figure 10-5: Cross-Org Document Funding Status Report Screen

6. DTS informs you of when the report will run and the email address to receive an update when the report is ready (Figure 10-6). If your personal profile does not contain an email address, the message notes that fact and suggests a time to return to the **Report Scheduler** to check the report status.

A New Era of Govern	el System ment Travel
Reports	equest New Deport
The report has been submitted a that downloading. The amount of tim travelers using the system. Certa 12:35:22 PM	s a background task on the DTS server. When the report is completed, you will be notified via email at it your report has been created with instructions on how the report can be accessed for viewing and e it takes for the report to run depends on the number of reports waiting to process and the number of in reports run at specific times to balance system load. Your report is scheduled to run on Nov 25, 2024

#### Figure 10-6: Reports Process Explanation Screen

7. When you receive the DTS email (DefenseTravelSystem@defensetravel.osd.mil) (Figure 10-7a) or once the report is available, return to the **Report Scheduler Home** page. It lists the reports you requested, if needed select **Refresh Reports List** to see the status (Figure 10-7b).





A New Era of Government Travel						
Reports	Reports					
Below is a list of your pending/completed completion. Certain reports are scheduled confirmation text.	Below is a list of your pending/completed reports. Please select the download link to access completed reports. Reports are available for download for a maximum of 7 days after completion. Certain reports are scheduled to run at specific times to balance system load. When you request a report, you will be notified of the scheduled runtime in the request confirmation text.					
Requested Reports						
Report Name	Report Criteria	Requested Date	Next Run Time(Approx.)	Status	Download	
Cross-Org Document Funding Status	loaLabel=25, documentType=ALL endDate=10/31/2024 organization=1 fiscalYear=2025 startDate=10/01/2024	Nov 25, 2024 1:22:06 PM		Requested		
Incomplete Trip Cancelled Authorizations	organization= V includeSubOrgs=Y	Nov 25, 2024 1:21:21 PM		Completed on Nov 25, 2024 1:21:21 PM	> download	
Pending Airline Cancellation Report	Organization=	Nov 25, 2024 12:35:22 PM		Completed on Nov 25, 2024 12:37:54 PM	> <u>download</u> (No Data Found)	

#### Figure 10-7b: Requested Reports Screen

- If the report is not yet ready, the **Status** column shows **Requested**, and the **Download** column is empty.
- If the report is ready, a download link appears.
  - Reports remain available for download for 7 days after the completed date.
  - If DTS found no information within the search parameters you entered, the **Download** column also displays the comment (**No Data Found**).
- 8. Select **download** to open a report. Open to view the report now, or **Save** it to view later. **Note**: If the comment (**No Data Found**) appeared in step 5, you can still download, view, or save the report, but the report will contain no data. You may need to change the criteria and run the report again to achieve the results.

*Sections 2.1* through *2.13* contain specific information about all the reports available through the **Report Scheduler**.

#### 2.1 Status Reports

**Status Reports** provide information about the routing process from the point of view of a trip, trip documents, or travelers.

You need PLO and Organization Access to run the reports.

#### 2.1.1 Pending Airline Cancellation Report

The **Pending Airline Cancellation Report** provides a list of authorizations containing reservations in a confirmed status (**CTO BOOKED**) that the AO has not stamped **APPROVED** within a selected number of hours.

The Pending Airline Cancellation Report displays the:

- Organization Name
- Traveler Name (Last/First/MI) and Last 4 SSN
- Traveler Email Address
- PNR Locator
- Document Name and Document (Current) Status
- Flight Departure Date and Flight Departure Time (earliest flight)

Follow the steps outlined in Section 2, Numbers 1-6 to run a Pending Airline Cancellation Report.

Figure 10-8 shows the Pending Airline Cancellation Report Search Criteria screen.

Pending Airline Cancellation Report
The Pending Airline Cancellation Report will provide the user with a list of travel authorizations containing airline reservations that have pending routing actions. The report will assist the user in identifying authorizations requiring action (e.g. REVIEWED and APPROVED) to prevent the cancellation of airline reservations. The Pending Airline Cancellation Report will be generated according to the given DTS organization and number of clock hours (minimum 24 maximum 150), which is based on the flight departure date and time. Included in the report is the organization, traveler name, SSN, email, PNR locator, departure date, departure time, document name and document status.
Pending Airline Cancellation Report Search Criteria
Please Note: A Red Star (*) indicates a field is required.
* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)
Include Sub Organizations:
Number of Hours to 150 Departure:
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 that 4 characters, regardless of the include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction
Submit

Figure 10-8: Pending Airline Cancellation Report Search Criteria Screen

Table 10-1 explains the screen fields.

PENDING AIRLINE CANCELLATION REPORT SEARCH CRITERIA DESCRIPTIONS			
FIELD	DESCRIPTION		
Organization	Enter a DTS organization name.		
Include Sub Organizations	Check it to include information for subordinate organizations.		
Number of Hours to Departure	Enter a number between 24 and 150 to find authorizations that the AO has not approved within that many hours before the flight departure time (i.e., enter 48 to find all documents that are both unapproved and within 48 hours of flight time).		

#### Table 10-1: Pending Airline Cancellation Report Search Criteria Descriptions

#### 2.1.2 Signed Status Report

The **Signed Status Report** provides information about documents that were stamped **SIGNED** within a specified date range not to exceed 31 days.

The Signed Status shows (as applicable) the:

- Organization
- Traveler Name (Last/First/MI) and Last 4 SSN
- Traveler Email Address
- TDY Location or Destination
- AO Email Address
- Document Name and Document Type
- TANUM
- Trip Type, Trip Purpose, and Description
- Current Status, Date of that Status, and Awaiting Status
- Last AO Approve Date (Date stamped Approved)
- PNR Locator
- Created, Signed and Approved Dates
- Departure and Return Dates
- Total Days TDY
- Total trip Expenses, Total Reimbursable Expenses, and Total Amount Claimed
- Total of Commercial Plane (CP) and Commercial Rail (CR) Expenses
- Total of CP and CR expenses that are being reimbursed via Government Travel Charge Card (GTCC); though DTS sometimes uses the abbreviation GOVCC)
- Amount of Advances and Scheduled Partial Payments (SPPs)
- Standard Document Number (SDN)
- Indicator of whether:

- The trip was cancelled
- Actual costs were used
- The document or an advance or SPP request was rejected by a financial system
- Constructed Travel was used
- Multiple LOAs were used
- The trip was Foreign Travel
- The document was T-Entered
- A non-GSA City Pair was used
- DTA ID Email Address
- LOA Label, Format Map, and Expenses
- Reference

Note: This report also provides a breakout of Commercial Plane (CP) and Commercial Rail (CR) Expenses.

#### Follow the steps outlined in Section 2, Numbers 1-6 to run a Signed Status Report.

Figure 10-9 shows the Signed Status Report Search Criteria screen.

Signed Status Report			
The Status report will provide the user with detailed document information for a given DTS organization, document type and date range (maximum range of 31 days). Document data is retained in DTS for a period of 15 months. The date range is tailored to the particular Status Report selected (signed date, approved date, depart date or return date). Optionally indicated in the report is Line of Accounting detail information which will provide the label, full LOA detail, amount allocated and appropriate SDN (Standard Document Number).			
Signed Status Report Search Criteria			
Please Note: A Red Star (*) indicates a field is required.			
* Document Type: ALL 🗸			
Organization:     (Start typing     to get     Organizational     characters)     Access)			
Include Sub Organizations:			
* Start Date: (mm/dd/yyyy)			
* End Date: (mm/dd/yyyy)			
Include LOA Details:			
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			
Submit			

#### Figure 10-9: Signed Status Report Search Criteria Screen

Table 10-2 explains the screen fields.

SIGNED STATUS REPORT SEARCH CRITERIA DESCRIPTIONS		
FIELD	DESCRIPTION	
Document Type	Select the type of document (ALL, AUTH, GAUTH, VCH, or LVCH) to include in the report.	
Organization	Enter a DTS organization name.	
Include Sub Organizations	Check it to include information for subordinate organizations.	
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.	
Include LOA Details	Checked it to include LOA details such as the label, LOA format, amount allocated, and standard document number.	

#### Table 10-2: Signed Status Report Search Criteria Descriptions

#### 2.1.3 Depart Status Report

The **Depart Status Report** provides information on trips that are due to begin (or began) within the selected date range.

The **Depart Status Report** shows the same information as the **Signed Status Report** (see *Section 2.1.2*). **Note**: This report also provides a breakout of Commercial Plane (CP) and Commercial Rail (CR) Expenses.

Follow the steps outlined in *Section 2, Numbers 1-6* to run a **Depart Status Report**.

Figure 10-10 shows the **Depart Status Report Search Criteria** screen.

Depart Status Report			
The Status report will provide the user with detailed document information for a given DTS organization, document type and date range (maximum range of 31 days). Document data is retained in DTS for a period of 15 months. The date range is tailored to the particular Status Report selected (signed date, approved date, depart date or return date). Optionally indicated in the report is Line of Accounting detail information which will provide the label, full LOA detail, amount allocated and appropriate SDN (Standard Document Number).			
Depart Status 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)			
Include LOA Details:			
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			
Submit			

Figure 10-10: Depart Status Report Search Criteria Screen

#### Table 10-3 explains the screen fields.

Tuble 10-3. Depuit Status Report Search Chiena Descriptions	Table 10-3	8: Depart S	Status Report	Search Crit	teria Descriptions
---	------------	-------------	---------------	-------------	--------------------

DEPART STATUS REPORT SEARCH CRITERIA DESCRIPTIONS		
FIELD	DESCRIPTION	
Document Type	Select the type of document (ALL, AUTH, GAUTH) to include in the report.	
Organization	Enter a DTS organization name.	
Include Sub Organizations	Check it to include information for subordinate organizations.	
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.	
Include LOA Details	Checked it to include LOA details such as the label, LOA format, amount allocated, and standard document number.	

#### 2.1.4 Return Status Report

The **Return Status Report** provides information on trips that are due to end (or ended) within the selected date range.

The **Return Status Report** shows the same information as the **Signed Status Report** (see *Section 2.1.2*). **Note**: This report also provides a breakout of Commercial Plane (CP) and Commercial Rail (CR) Expenses.

Follow the steps outlined in Section 2, Numbers 1-6 to run a Return Status Report.

Figure 10-11 shows the **Return Status Report Search Criteria** screen.

Return Status Report			
The Status report will provide the user with detailed document information for a given DTS organization, document type and date range (maximum range of 31 days). Document data is retained in DTS for a period of 15 months. The date range is tailored to the particular Status Report selected (signed date, approved date, depart date or return date). Optionally indicated in the report is Line of Accounting detail information which will provide the label, full LOA detail, amount allocated and appropriate SDN (Standard Document Number).			
Return Status Report Search Criteria			
Please Note: A Red Star (*) indicates a field is required.			
* Document Type: AUTH 🗸			
* Organization: (minimum of 2 characters)			
Include Sub Organizations:			
* Start Date: (mm/dd/yyyy)			
* End Date: (mm/dd/yyyy)			
Include LOA Details:			
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			
Submit			

Figure 10-11: Return Status Report Search Criteria Screen

#### Table 10-4 explains the screen fields.

#### Table 10-4: Return Status Report Search Criteria Descriptions

RETURN STATUS REPORT SEARCH CRITERIA DESCRIPTIONS		
FIELD	DESCRIPTION	
Document Type	Select the type of document (AUTH) to include in the report.	
Organization	Enter a DTS organization name.	
Include Sub Organizations	Check it to include information for subordinate organizations.	
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.	
Include LOA Details	Checked it to include LOA details such as the label, LOA format, amount allocated, and standard document number.	

#### 2.1.5 Approved Status Report

The **Approved Status 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

The **Approved Status Report** shows the same information as the **Signed Status Report** (see *Section 2.1.2*). **Note**: This report also provides a breakout of Commercial Plane (CP) and Commercial Rail (CR) Expenses.

Follow the steps outlined in Section 2, Numbers 1-6 to run an Approved Status Report.

Figure 10-12 shows the **Approved Status Report Search Criteria** screen.

Approved Status Report			
The Status report will provide the user with detailed document information for a given DTS organization, document type and date range (maximum range of 31 days). Document data is retained in DTS for a period of 15 months. The date range is tailored to the particular Status Report selected (signed date, approved date, depart date or return date). Optionally indicated in the report is Line of Accounting detail information which will provide the label, full LOA detail, amount allocated and appropriate SDN (Standard Document Number).			
Approved Status 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)			
Include LOA Details:			
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			
Submit			

Figure 10-12: Approved Status Report Search Criteria Screen

Table 10-5 explains the screen fields.

APPROVED STATUS REPORT SEARCH CRITERIA DESCRIPTIONS		
FIELD	DESCRIPTION	
Document Type	Select the type of document (ALL, AUTH, VCH, or LVCH) to include in the report.	
Organization	Enter a DTS organization name.	
Include Sub Organizations	Check it to include information for subordinate organizations.	
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.	
Include LOA Details	Checked it to include LOA details such as the label, LOA format, amount allocated, and standard document number.	

#### 2.1.6 Traveler Status Report

The **Traveler Status Report** provides a list of documents for a specific date range based on the date of departure (within the last 15 months). You can also include cost data in the report if you check the **Show Cost Fields** box. The **Traveler Status Report** display includes (as applicable) the:

• Organization and Component

- Traveler Name and Last 4 SSN
- Traveler Email Address
- Title/ Rank
- Document Name and Document Type
- TANUM
- Trip Dates, TDY Dates, and TDY Location
- Total Cost of Lodging, Airfare, Rental Car, and "other"
- DTA ID Email Address

Note: This report also provides a breakout of Commercial Plane (CP) and Commercial Rail (CR) Expenses.

Follow the steps outlined in *Section 2, Numbers 1-6* to run a **Traveler Status Report**.

Figure 10-13 shows the Traveler Status Report Search Criteria screen.

Traveler Status Report			
The Traveler Status Report will provide the user with a list of travel documents within DTS for a given date range based on the date of departure (within the last 15 months). Included in the report is the organization, traveler, SSN, email, traveler title and rank, service, TANUM, departure date, return date, document type and document name and DTA email address. If you would like the report printed with cost related columns: Lodging Costs, Cost of Airfare, Other transportation costs (I.E. POV, etc) and Rental Vehicle costs, select the option for Show Cost Fields. Otherwise, do not select the option for the Show Cost Fields (ensure that the checkbox of Show Cost Fields is not checked).			
Traveler Status Report Search Criteria			
Please Note: A Red Star (*) indicates a field is required. Only one of the † fields (either 1, 2) must be completed.			
* Organization: (minimum of 2 characters)			
Include Sub Organizations:			
Show Cost Fields:			
†1 Start Date: (mm/dd/yyyy)			
†1 End Date: (mm/dd/yyyy)			
OR			
12 TDY Date As Of: (mm/dd/yyyy)			
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			
Submit			

Figure 10-13: Traveler Status Report Search Criteria Screen

Table 10-6 explains the screen fields.

Table 10-6:	<b>Traveler Status</b>	Report Search	Criteria	Descriptions
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TRAVELER STATUS REPORT SEARCH CRITERIA DESCRIPTIONS				
FIELD	DESCRIPTION			
Organization	Enter a DTS organization name.			
Include Sub Organizations	Check it to include information for subordinate organizations.			
Show Cost Fields	Check to include additional cost information.			
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.			
TDY Date As of	Enter (or use the calendar tool to select) the select a single date to search.			

#### 2.1.7 Travelers By CONUS Report

The **Travelers by CONUS Report** provides a list of travelers currently in or planning to travel to a selected **CONUS** state. The report is 31 days from current date and applies to **APPROVED** authorizations based on a *single* selected state. **Note**: Location is limited to **CONUS** states and the District of Columbia.

The Travelers by CONUS Report display includes (as applicable) the:

- Organization Name, Organization Site Name, and Description
- Traveler Name
- Traveler Email Address
- TANUM
- TDY Arrival and Departure Dates
- TDY Location City and State
- AO Name
- AO Email Address
- Traveler Service and Active/Reserve
- Grade/Rank and Civilian/Military
- Present Duty Station Name, City, and State/County
- Unit ID

Follow the steps outlined in Section 2, Numbers 1-6 to run a Travelers by CONUS Report.

Figure 10-14 shows the **Travelers By CONUS Report Search Criteria** screen.

Fravelers By CONUS				
The Travelers by CONUS Report will provide the user with a list of travelers that are currently in or planning to travel to a selected CONUS state. The report spans 31 days from today and applies to approved Authorizations based on TDY state. Indicated in the report are the following fields: TANUM, Organization, Traveler Last Name, Traveler First Name, Traveler Middle Initial, TDY Arrival Date, TDY Departure Date, TDY Location State, Traveler Email Address, AO Name, AO Email Address, Traveler Service, Grade/Rank, Organization Site Name, Organization Description, Civilian/Military, Active/Reserve, Present Duty Station Name, Duty Station City, Duty Station State/Country, Unit ID.				
Travelers By CONUS Search Criteria				
Please Note: A <b>Red Star</b> (*) indicates a field is required. Only one of the † fields (either 1, 2) must be completed. * Organization:				
(minimum of 2 Organizational Access) Access)				
Include Sub Organizations:				
* State: Please select a state 🗸				
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				
Submit				

Figure 10-14: Travelers By CONUS Report Search Criteria Screen

Table 10-7 explains the screen fields.

Table 10-7:	Travelers	<b>Bv</b> CONUS	Report Search	Criteria	Descriptions
	maverers	<i>by</i> con 05	neport scuren	Cincina	Descriptions

TRAVELERS BY CONUS REPORT SEARCH CRITERIA DESCRIPTIONS				
FIELD	DESCRIPTION			
Organization	Enter a DTS organization name.			
Include Sub Organizations	Check it to include information for subordinate organizations.			
State	Use the drop to select a state.			

#### 2.1.8 Travelers By OCONUS Report

The **Travelers by OCONUS Report** provides a list of travelers currently in or planning to travel to a selected **OCONUS** country. The report is 31 days from current date and applies to **APPROVED** authorizations based on a single selected country. **Note**: Location is limited to OCONUS U.S. States and U.S. Territories, and OCONUS countries.

The Travelers by OCONUS Report display includes (as applicable) the:

- Organization Name, Organization Site Name, and Description
- Traveler Name
- Traveler Email Address
- TANUM

- TDY Arrival and Departure Dates
- TDY Location City and Country
- AO Name
- AO Email Address
- Traveler Service and Active/Reserve
- Grade/Rank and Civilian/Military
- Present Duty Station Name, City, and State/County
- Unit ID

Follow the steps outlined in Section 2, Numbers 1-6 to run a Travelers by OCONUS Report.

Figure 10-15 shows the Travelers By OCONUS Report Search Criteria screen.

The Travelers by country. The rep following fields: TDY Location Cit Name, Organizat Unit ID.	OCONUS Report will provide the user with a list of travelers that are currently in or planning to travel to a selected OCONUS oort spans 31 days from today and applies to approved Authorizations based on TDY country. Indicated in the report are the TANUM, Organization, Traveler Last Name, Traveler First Name, Traveler Middle Initial, TDY Arrival Date, TDY Departure Date, ty, TDY Location Country, Traveler Email Address, AO Name, AO Email Address, Traveler Service, Grade/Rank, Organization Site tion Description, Civilian/Military, Active/Reserve, Present Duty Station Name, Duty Station City, Duty Station State/Country,
Travelers By OC	CONUS Search Criteria
Please Note: A	Red Star ( * ) indicates a field is required. Only one of the † fields (either 1, 2) must be completed.
* Organization: (minimum of 2 characters)	(Start typing to get Organizational Access)
Include Sub Organizations:	
* Country:	Please select a country
The report data (regardless of th organization sele	requested will consist of current data when the search criteria organization field is an organization of 4 characters or more include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include ected, the report data requested will consist of the most recent data as of the time of the last data extraction
	Submit

Figure 10-15: Travelers By OCONUS Report Search Criteria Screen

Table 10-8 explains the screen fields.

#### Table 10-8: Travelers By OCONUS Report Search Criteria Descriptions

TRAVELERS BY OCONUS REPORT SEARCH CRITERIA DESCRIPTIONS				
FIELD	DESCRIPTION			
Organization	Enter a DTS organization name.			
Include Sub Organizations	Check it to include information for subordinate organizations.			
Country	Use the drop to select a country.			

#### 2.1.9 Incomplete Trip Cancelled Authorizations Report

The **Incomplete Trip Cancelled Authorizations Report** provides a list of all Authorizations that have been trip cancelled, and are either **CREATED** and awaiting **SIGNED** or **RETURNED** and awaiting **SIGNED**. There is no date range for this report as it provides a list of all trip cancelled Authorizations for an organization.

You need PL 0 and organization access to run the report.

The Incomplete Trip Cancelled Authorizations Report display includes (as applicable) the:

- Organization Name
- Traveler Name
- TANUM
- Document Name
- Current Status
- Current Status Date
- Awaiting Status
- Number of Days at Current Status

Follow the steps outlined in Section 2, Numbers 1-6 to run an Incomplete Trip Cancelled Authorizations Report.

Figure 10-16 shows the Incomplete Trip Cancelled Authorizations Report Search Criteria screen.

The Incomplete awaiting Signed the report are f Name, Current	Trip Cancelled Authorizations Report will provide the user with all Authorizations that have been trip cancelled and are 1. There is no date range for this report as it provides a list of all trip cancelled Authorizations for an organization. Indicat the following fields: Organization Name, Traveler Last Name, Traveler First Name, Traveler Middle Initial, TANUM, Docume Status, Current Status Date, Awaiting Status, Number of Days at Current Status.	ted in ent
Incomplete Tri	p Cancelled Authorizations Search Criteria	
* Organization: (minimum of 3 characters)	(Start typing to get Organizational Access)	

Figure 10-16: Incomplete Trip Cancelled Authorizations Report Screen

Table 10-9 explains the screen fields.

#### Table 10-9: Incomplete Trip Cancelled Authorizations Report Search Criteria Descriptions

INCOMPLETE TRIP CANCELLED AUTHORIZATIONS REPORT SEARCH CRITERIA DESCRIPTIONS				
FIELD	DESCRIPTION			
Organization	Enter a DTS organization name.			
Include Sub Organizations	Check it to include information for subordinate organizations.			

#### 2.1.10 Cross-Org Document Funding Status Report

The **Cross-Org Document Funding Status Report** provides a list of all documents using LOAs by an organization other than the traveler's assigned organization with a departure date within a specified date range for a fiscal year.

You need PL 6 and organization access to run the report.

The Cross-Org Document Funding Status Report display includes (as applicable) the:

- Organization Name
- Traveler Name
- TANUM
- Document Name
- Document Type
- Trip Type
- Trip Purpose
- Document Create Date
- Signed Date
- Current Status
- Current Status Date
- Awaiting Status
- Routing List Organization
- Routing List Name
- Last Approved Date
- Departure Date (overall start date of the trip if document has multiple TDY locations)
- Return Date (overall end date of trip if document has multiple TDY locations)
- Total Days TDY, Total Trip Expenses
- Total Reimbursable Expenses
- Amount Claimed
- Air IBA Amount

- Air CBA Amount
- Rail IBA Amount
- Rail CBA Amount
- Advance Amount
- Includes SPP
- Actuals
- Cancelled Date
- Financial Reject
- Advance Reject
- SPP Reject
- Location/Destination (first only)
- Trip Description Traveler Email Address
- AO Email Address
- DTA ID Email Address
- Constructed Travel Flag
- Multiple LOAs LOA Organization
- LOA Label
- LOA 10x20
- Expenses by LOA
- SDN (representative for document type)
- Reference
- Foreign Travel Flag
- T-Entered Flag
- Non-contract Fare Flag
- Current Version Completed Date

Follow the steps outlined in Section 2, Numbers 1-6 to run a Cross-Org Document Funding Status Report.

Figure 10-17 shows the **Cross-Org Document Funding Status Report** screen.

The Cross-Org D designation to o Document Orgar Status, Date of ( Approved Date, document has m CBA Amount, Ra Reject, Locatior Flag, Multiple L( Travel Flag, T-Fr	ocument Funding Status Report provides the rganizations or travelers outside the report tization, Last Name, First Name, Middle Init Current Status, Awaiting Status, Document ( Departure Date (overall start date of the tr uiutiple TDY locations), Total Days TDY, Tota IBA Amount, Rail CBA Amount, Advance Ar /Destination (first only), Trip Description, T OAs, LOA Organization, LOA Label, LOA 1002 Hered Flag. and Ou	e user with the ability to track funding for LOAs that have been given cross-org submitter's organizational access. Indicated in the report are the following fields: ial, TANUM, Document Name, Document Type, Trip Type, Trip Purpose, Current Create Date, Signed Date, Routing List Organization, Routing List Name, Last AO ip if document has multiple TDY locations), Return Date (overall end date of trip if Trip Expenses, Total Reimbursable Expenses, Amount Claimed, Air IBAAmount, Air nount, Includes SPP, Actuals, Cancelled Date, Financial Reject, Advance Reject, SPP raveler Email Address, AO Email Address, DTA ID Email Address, Constructed Travel 10, Expenses by LOA, SDN (representative for document type), Reference, Foreign repet Version Completed Date
nuver riag, 1°EI	increaring, non-contract rare riag, and cu	nene reision completed bate.
Cross-Org Docu	ment Funding Status Report Search Criter	ia
Please Note: A * Organization: (minimum of 2	Red Star (*) indicates a field is required.	(Start typing to get Organizational
characters)		Access)
* Fiscal Year:	2025	•
* LOA Label:	Lookup	
* Document Type:	ALL	2
Depart Date:		
* Start Date:	(mm/dd/yyyy	)
* End Date:	(mm/dd/yyyy	)

Figure 10-17: Cross-Org Document Funding Status Report Screen

Table 10-10 explains the screen fields.

Tahle	10-10.	Cross-Ora	Document	Funding	Status	Renart	Sparch	Criteria	Descrintio	nnc
iubie .	10-10.	Cross-Ory	Document	rununny	Stutus	περυπ	Seurch	Cinteriu	Description	JIIS

CROSS-ORG DOCUMENT FUNDING STATUS REPORT CRITERIA DESCRIPTIONS				
FIELD	DESCRIPTION			
Organization	Enter a DTS organization name.			
Fiscal Year	Use the dropdown to select a Fiscal Year to search.			
LOA Label	Use the Lookup link to search for a LOA label and include LOA details (i.e., LOA format, amount allocated, and standard document number) in the report.			
Document Type	Select the type of document (AUTH, VCH, or LVCH) to include in the report.			
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.			

#### 2.2 Routing Reports

**Routing Reports** allow you to monitor the routing activity of your organizations' travel documents.

#### 2.2.1 Adjustments Report

The Adjustments Report provides a list of documents that travelers (or others acting on their behalf) modified during the routing and approval process. Frequent adjustments may be an indicator that your travelers may need more training.

The Adjustments Report shows (when applicable) the:

- Organization
- Traveler Name
- Traveler Email Address
- Document Name
- TANUM
- Approved Date
- Total Amount Claimed
- Date and Time of each Adjustment, with the Adjustor's Name

Follow the steps outlined in Section 2, Numbers 1-6 to run an Adjustments Report.

Figure 10-18 shows the Adjustments Report Search Criteria screen.

The Adjustment the date range may need assist ADJUSTED stam document name	; report will provide the user with a list of doc within the last 15 months). The report is use ance with the process. The date range is the d or other stamp used to create a new version , document status, amount and the adjustor.	suments that have been modified (adjusted/edited) during the routing process for d by DTAs to identify documents that are being excessively edited and users that late when the actual adjustment or edit that took place - it is the date of the of the document. Indicated in the report are the organization, traveler, TANUM,
Adjustments Re	port 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 (regardless of th organization sel	requested will consist of current data when th e include sub-organization selected). If search ected, the report data requested will consist o	he search criteria organization field is an organization of 4 characters or more h criteria is for an organization with less than 4 characters, regardless of include s of the most recent data as of the time of the last data extraction

Figure 10-18: Adjustments Report Search Criteria Screen

Table 10-11 explains the screen fields.

ADJUSTMENTS REPORT SEARCH CRITERIA DESCRIPTIONS		
FIELD	DESCRIPTION	
Document Type	Select the type of document (ALL, AUTH, GAUTH, VCH, or LVCH) to include in the report.	
Organization	Enter a DTS organization name.	
Include Sub Organizations	Check it to include information for subordinate organizations.	
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.	
Traveler's SSN	Enter to limit the report to a single traveler. You can't type in it – you must use Lookup to find it. Use Clear SSN to remove a SSN.	

#### Table 10-11: Adjustments Report Search Criteria Descriptions

#### 2.2.2 Routing Status Report

The **Routing Status Report** (both "Legacy" and standard versions) identifies the status of documents that are 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. This is good for evaluating the health of your routing process.

The Routing Status Report shows (when applicable) the:

- Traveler Name
- Organization
- Document Name, Document Type (e.g., voucher)
- TANUM
- Current Status (latest stamp applied)
- Awaiting Status (the next stamp due to be applied)
- Applied Date the Current stamp and the Number of Days Since

Follow the steps outlined in *Section 2, Numbers 1-6* to run a **Routing Status Report**.

Figure 10-19 shows the Routing Status Report Search Criteria screen.

Routing Status Report
The Routing Status Report will provide the DTA with a list of documents that are awaiting a signature (i.e. in the process of routing to approval.) In addition, this report indicates which approving/reviewing official has documents that have been routed to them and have been waiting for a signature for a given number of days. There is no date range for this report as it provides a list of all documents in an organization that are currently routing. Included in the report is the organization, traveler name, document type, TANUM, document name, current status, current status date, awaiting status, number of days awaiting status.
Routing Status Report Search Criteria
Please Note: A Red Star (*) indicates a field is required.  * Document Type:
* Organization: (minimum of 2 characters)
Include Sub Organizations:
Routing Official SSN: Lookup Clear SSN
* No of Days Threshold: 1
Submit

Figure 10-19: Routing Status Report Search Criteria Screen

Table 10-12 explains the screen fields.

Table 10-12:	Routing Stat	us Report Searcl	h Criteria	Descriptions
	5	,		,

ROUTING STATUS REPORT SEARCH CRITERIA DESCRIPTIONS		
FIELD	DESCRIPTION	
Document Type	Select the type of document (ALL, AUTH, GAUTH, VCH, or LVCH) to include in the report.	
Organization	Enter a DTS organization name.	
Include Sub Organizations	Check it to include information for subordinate organizations.	
Routing Official's SSN	Enter to limit the report to documents awaiting action by a single Routing Official. You can't type in it – you must use Lookup to find it. Use Clear SSN to remove a SSN.	
No of Days Threshold	Enter the number of days that must have passed (i.e., enter 5 to get a report that only includes documents with a current date stamp at least 5 days old).	

#### 2.3 Individual Reports

Individual Reports have a unique purpose that does not fit into any other report category.

#### 2.3.1 POSACK Delinquency Report

The **POSACK Delinquency Report** provides data about travel documents that DTS has forwarded for financial processing, but have not yet received either a positive acknowledgment (**POSACK**) or a reject within a specified number of hours.

You need permission level 5 to run this report.

The **POSACK Delinquency Report** shows (when applicable) the:

- Organization
- Traveler Name and Last 4 SSN
- Traveler Email Address
- Document Current and Original Names
- TANUM
- Document Type (e.g., voucher), and Adjustment Level
- Transaction Amount, Submission Date, time open, Accountable Station Number, and Invoice Sequence
- DTA ID Email Address

#### Follow the steps outlined in Section 2, Numbers 1-6 to run a POSACK Delinquency Report.

Figure 10-20 shows the POSACK Delinquency Status Report Search Criteria screen.

The Pos Ack Del accounting or d SUBMITTED, or a all documents a the DTA must al	inquency Report provides a list of all tran isbursing system. The report lists all tran ADVANCE SUBMITTED and are awaiting a n waiting an accounting or disbursing respo so consider their accounting and disbursi	sactions for the selection criteria that are availing a response from the supporting sactions that are in a status of OBLIG SUBMITTED, VOUCHER SUBMITTED, SPP esponse (POS ACK, REJECT, or PAID). There is no date range for this report as it return inse. The DTA configurable hours delinquent should not be set below four days (96) and g system down times, etc. before considering a response as seriously delinquent.
Posack Delingu	ency Report Search Criteria	
Please Note: A	Red Star (*) indicates a field is required	L
* Report Type:	OBLIGATION	<b>▼</b>
* Organization: (minimum of 2 characters)		(Start typing to get Organizational Access)
Include Sub Organizations:		
* # of hours delinquent:	96	

#### Figure 10-20: POSACK Delinquency Report Search Criteria Screen

Table 10-13 explains the screen fields.

POSACK DELINQUENCY REPORT SEARCH CRITERIA DESCRIPTIONS		
FIELD	DESCRIPTION	
Report Type	Select an Obligation (i.e., authorizations) or Payment (i.e., vouchers) report.	
Organization	Enter a DTS organization name.	
Include Sub Organizations	Check it to include information for subordinate organizations.	
# of Hours Delinquent	Enter the number of hours that must have passed (i.e., enter 72 to get a report that only includes documents submitted at least 72 hours ago).	

#### Table 10-13: POSACK Delinquency Report Search Criteria Descriptions

#### 2.3.2 Unsubmitted Voucher Report

The **Unsubmitted Voucher Report** provides a list of authorizations and amended authorizations for which no voucher exists and 5 days have passed since the trip end date. The report also displays authorizations or amended authorizations when vouchers are only in a **CREATED** status (e.g., not **SIGNED** or **T-ENTERED**). When submitting a report, the specified date range must be within the last 24 months and with a maximum date range of 93 days. **Note**: This report provides information as per the defined requirements. Accessing the current version of trips may be necessary, to obtain more details.

At a minimum, you should run this report on a weekly basis. The **Unsubmitted Voucher Report** shows (when applicable) the:

- Organization
- Traveler Name
- Traveler Email Address
- Document Name
- Approved Date
- TANUM
- TDY Departure Date and the Number of Days Since the Trip End Date
- Amount of Authorization

Based upon the report's results, you view the documents to verify the actual travel status (e.g., especially the **Digital Signature** page) to determine any further action.

Findings may show:

- The amended authorization requires approval preventing voucher creation.
- The voucher is created, but not signed or **T-ENTERED**.
- There is no voucher, but travel occurred.
- The document is stuck and no other action is possible. Create a <u>TraX Help Ticket</u>.

• There is no voucher because travel did not occur. In this situation, the traveler should cancel the trip indicating with expenses requiring a voucher or without expenses to close out the trip.

Follow the steps outlined in *Section 2, Numbers 1-6* to run an **Unsubmitted Voucher Report**.

Figure 10-21 shows the **Unsubmitted Voucher Report Search Criteria** screen.

Unsubmitted Vouche	r Report
The Unsubmitted Voucher Rep routing. The date range is for TANUM, approved date, docur	port will provide the DTA with a list of authorizations for which vouchers have not been SIGNED or T-Entered for the end date of the trip (within the last 24 months). Included in the report is the organization, traveler, email, ment name, departure date and number of days since the end of the trip.
Unsubmitted Voucher Report	t Search Criteria
Please Note: A Red Star (*)	indicates a field is required.
* Organization: (minimum of 2 characters)	2 (Start typing to get Organizational Access)
Include Sub Organization	s
* Start Date:	(mm/dd/yyyy)
* End Date:	(mm/dd/yyyy)
* Days Since End of Trip:	5
The report data requested wi (regardless of the include sub organization selected, the rep	ll consist of current data when the search criteria organization field is an organization of 4 characters or more -organization selected). If search criteria is for an organization with less than 4 characters, regardless of include su oort data requested will consist of the most recent data as of the time of the last data extraction
	Submit

Figure 10-21: Unsubmitted Voucher Report Search Criteria Screen

Table 10-14 explains the screen fields.

Table 10-14: Unsubmitted Voucher Report Search Criteria Descriptions

UNSUBMITTED VOUCHER REPORT SEARCH CRITERIA DESCRIPTIONS		
FIELD	DESCRIPTION	
Organization	Enter a DTS organization name.	
Include Sub Organizations	Check it to include information for subordinate organizations.	
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.	
Days Since End of Trip	Enter the number of days that must have passed (i.e., enter 5 to get a report that only includes trips that ended at least 5 days ago).	

#### 2.3.3 CBA TO Report

The **CBA TO Report** provides data about trips that charged a CBA for air or rail tickets and TMC fees. You can run this report one of two ways:

- Include All Documents that Charged a CBA
- Include Only Documents with Missing Information (e.g., Ticket Number, Amount)

The CBA TO Report shows (when applicable) the:

- Organization
- Traveler Name and Last 4 SSN
- Traveler Email Address
- AO Name
- AO Email Address
- Document Name, Document Type (e.g., Voucher)
- TANUM
- Current Status
- TDY Departure and Return Dates
- Ticket's Passenger Name Record (PNR), Travel Mode, Number, Cost, and Date
- CBA Label
- DTA ID Email Address

Follow the steps outlined in Section 2, Numbers 1-6 to run a CBA TO Report.

Figure 10-22 shows the **CBA TO Report Search Criteria** screen.

CBA TO Rep	ort
This report prov criteria are for organizations as number, an amo	vides detailed document information for trips with charges to a CBA account for air or rail tickets and CTO Fees. The search the day of departure date range for a maximum of a 31 day period (i.e. one month) and for an organization with all sub- s an option. The user can specify the report for all trips with a CBA charge or only those that are exceptions (missing a ticket sunt, or a ticket date.)
CBA TO Report	Search Criteria
Please Note: A	Red Star (*) indicates a field is required.
* Organization: (minimum of 4 characters)	(Start typing to get Organizational Access)
Include Sub Organizations:	
* Start Date:	(mm/dd/yyyy)
* End Date:	(mm/dd/yyyy)
Include:	All CBA Documents     Exceptions Only
The report data (regardless of ti organization sel	requested will consist of current data when the search criteria organization field is an organization of 4 characters or more he include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include su lected, the report data requested will consist of the most recent data as of the time of the last data extraction
	Submit

Figure 10-22: CBA TO Report Search Criteria Screen

Table 10-15 explains the screen fields.

CBA TO REPORT SEARCH CRITERIA DESCRIPTIONS		
FIELD	DESCRIPTION	
Organization	Enter a DTS organization name.	
Include Sub Organizations	Check it to include information for subordinate organizations.	
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.	
All CBA Documents	Select it to include all documents that charged a CBA.	
Exceptions Only	Select it to include only documents that charged a CBA and are missing key information (e.g., ticket cost).	

#### Table 10-15: CBA TO Report Search Criteria Descriptions

#### 2.3.4 Debt Management Report

The **Debt Management Report** (both "Legacy" and standard versions) provides data about travelers that are in debt to the Government because of a **DUE US DTS** voucher. Debts remain on the report for 30 days after the **DUE US** voucher is stamped **ARCHIVE SUBMITTED** (meaning the debt has been satisfied).

You need permission level 6 and the **Debt Management** Monitor indicator set to **YES** in your profile to run this report.

#### The Debt Management Report shows (when applicable) the:

- Traveler Name and Last 4 SSN
- Traveler Email Address
- Document Name
- TANUM
- Debt Information:
  - o Date Incurred
  - o Date Traveler Notified
  - o Original Amount
  - Offset and Collection (e.g., Payroll Deduction, Write-Off) History, to Include Stamp Applied, Date, Amount, Balance Remaining
  - Last Offset Date, Action, and Amount
  - o Current Balance Due
  - o 30-Day Status
  - Days Since Last Activity
  - o Total Age of Debt
- DTA ID Email Address

Follow the steps outlined in Section 2, Numbers 1-6 to run a Debt Management Report.

Figure 10-23 shows the Debt Management Report Search Criteria screen.

The Debt Management Report provi access. The debt is tracked from in includes each action posted against Collection (AOC) and collections ma (OOS) actions, and debt write-offs I	des the DMM with the status of all DUE U.S. vouchers for the selected organization in their organizational tital approval of the DUE U.S. voucher until the debt is satisfied (Debt amount reduced to zero). Report dat the debt amount including application of the DUE PROCESS stamp, collection actions received via Advice of unually entered by a DMM, adjustments to the debt including waivers, expense adjustments, out of service Debts remain on the report for 30 days after the Due U.S. travel document is stamped ARCHIVE SUBMITTED.
Debt Management Report Search (	riteria
Please Note: A <mark>Red Star</mark> (*) indica	tes a field is required.
Organization: (minimum of 2 characters)	(Start typing to get Organizational Access)
Include Sub Organizations:	
Include Debt	
The report data requested will con- (regardless of the include sub-orgar organization selected, the report d	ist of current data when the search criteria organization field is an organization of 4 characters or more ization selected). If search criteria is for an organization with less than 4 characters, regardless of include at a requested will consist of the most recent data as of the time of the last data extraction
	Submit

Figure 10-23: Debt Management Report Search Criteria Screen

Table 10-16 explains the screen fields.
# Table 10-16: Debt Management Report Search Criteria Descriptions

DEBT MANGEMENT REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Include Debt History	Check it to include the date each stamp was applied to the document and the balance that remained on that date.

# 2.3.5 Constructed Travel Report

The **Constructed Travel Report** provides data on trip costs and cost savings of approved trip requests when a traveler has used **Constructed Travel**.

The **Constructed Travel Report** shows (when applicable) the:

- Organization
- Traveler Name
- DTA ID Email
- Document Name, Document Type (e.g., Voucher)
- TANUM
- Approved Date
- Departure and Return Dates
- Actual Costs, Allowable Costs, and the Difference (Delta) Between Them
- An Indicator of Whether Approval Override was Used

Follow the steps outlined in *Section 2.1* to run a **Constructed Travel Report**.

Figure 10-24 shows the **Constructed Travel Report Search Criteria** screen.

Constructed Travel Report	
The Constructed Travel report will provide the user with a list of trips that the AO has used the "Limit Reimbursement" feature. A cost comparison of the Preferred Cost (also known as actual or estimate) versus the Allowable/Limited cost is provided. The date range is for the Approved date of the document type selected.	
Constructed Travel Report Search Criteria	
Please Note: A Red Star (*) indicates a field is required.	
* Document Type:	
* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)	
Include Sub Organizations:	
* Start Date: (mm/dd/yyyy)	
* End Date: (mm/dd/yyyy)	
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	
Submit	

Figure 10-24: Constructed Travel Report Search Criteria Screen

Table 10-17 explains the screen fields.

CONSTRUCTED TRAVEL REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Document Type	Select the type of document (ALL, AUTH, or VCH) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check the to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

## 2.3.6 Hotel Tax Exempt Locations Report

The **Hotel Tax Exempt Locations Report** shows approved vouchers that include both a tax exempt TDY location and one or more **Hotel Sales Tax** non-mileage expense charges.

The Hotel Tax Exempt Locations Report shows (when applicable) the:

- Organization
- Traveler Name

- Selected (or all) Tax Exempt Locations
- Trip Start and End Dates

Follow the steps outlined in *Section 2, Numbers 1-6* to run a Hotel Tax Exempt Locations Report.

Figure 10-25 shows the Hotel Tax Exempt Locations Search Criteria screen.

Hotel Tax Ex	kempt Locations
The Hotel Tax Exempt Expense report shows approved travel vouchers that include a TDY location in the itinerary which is designated as tax exempt and include one or more Hotel Room Tax or Hotel Sales Tax non-mileage expense charge. If no locations are chosen for the Tax Exempt Location option results will be returned for all locations in the list. The date range on the report refers to the date the expense was incurred.	
Hotel Tax Exem	pt Locations Search Criteria
Please Note: A	Red Star ( * ) indicates a field is required.
* Organization: (minimum of 2 characters)	(Start typing to get Organizational Access)
Include Sub Organizations:	
Tax Exempt Locations: (multi-select)	Alaska  Delaware Florida Kansas Louisiana Massachusetts
* Start Date:	(mm/dd/yyyy)
* End Date:	(mm/dd/yyyy)
	Submit

Figure 10-25: Hotel Tax Exempt Locations Report Search Criteria Screen

Table 10-18 explains the screen fields.

Table 10-18: Hotel Tax Exempt Locations Report Search Criteria Descriptions

HOTEL TAX EXEMPT LOCATIONS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Document Type	Select the type of document (ALL, AUTH, or VCH) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check the to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

## 2.3.7 What Happened on Authorization Approval (WHOAA) Report

The **WHOAA Report** allows you to see the authorizations created and approved after the trip start date. The date range is based upon the authorization's approved date.

The WHOAA Report shows (when applicable) the:

- Organization
- Traveler Name
- AO Organization, AO Name and AO Email Address
- Document Name, Document Type (e.g., voucher)
- TANUM
- Trip Purpose and Trip Description
- Total Trip Expenses
- Trip Start Dates (at the time of approval) and Days between Start Date and Approval Date
- Pre-Audit Reason Code and Pre-Audit Justification

Follow the steps outlined in Section 2, Numbers 1-6 to run What Happened on Authorization Approval Report.

Figure 10-26 shows the WHOAA Report Search Criteria screen.

What Happe	ened On Authorization Approval (WHOAA) Report
The What Happened On Authorization Approval (WHOAA) report will provide the user with a listing of authorizations that were approved after trip start date to include corresponding vouchers. The date range is applicable to authorization approved date. (within the last 15 months). The report includes AO Organization at Signing, AO First Name, AO Last Name, AO Middle Initial, AO Email Address, Organization/Sub-Organization, Traveler Last Name, Traveler First Name, TANUM, Document Type, Document Name, Initial Approval Date, Trip Start Date (at date/time of Approval). Days between Start Date and Approval Date, Trip Purpose, Trip Description, Total Trip Expenses, Pre-Audit Reason Code, Pre-Audit Justification.	
What Happened	d On Authorization Approval (WHOAA) 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:	
Reason Code:	OO1 - Emergency Leave/Emergency Visitation         OO2 - Uniformed Service Member Evacuation         OO3 - Bedside/Casualty Affairs (Invitational)         OO4 - Previous AUTH or VCH Manually Abandor ▼
* Start Date:	(mm/dd/yyyy)
* End Date:	(mm/dd/yyyy)
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	
	Submit

Figure 10-26: WHOAA Report Search Criteria Screen

### Table 10-19 explains the screen fields.

Table 10-19: What Happened on Authorization Approval Report Search Criteria Descriptions

WHAT HAPPENED ON AUTHORIZATION APPROVAL REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Document Type	Select the type of document (ALL, AUTH, VCH) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Reason Code	Select one or more Reason Code to include in the report.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

# 2.4 CTO Travel Related Reports

The **CTO Travel Related Reports** provide information about travel and lodging associated with a traveler's TDY or a TDY document.

## 2.4.1 FPLP/FEMA Report

The **FPLP/FEMA Report** provides limited lodging data for documents that belong to one or more organizations. Specifically, the report identifies whether a selected property participates in the *Federal Premier Lodging Program (FPLP)* and is approved by the *Federal Emergency Management Agency (FEMA)*.

The FPLP/FEMA Report shows (when applicable) the:

- Organization
- Traveler Name
- TDY Location
- Document Name
- TDY Departure and Return Dates
- Each Lodging Property's Name and Location
- Whether It Is A FPLP Participant and FEMA Approved

Follow the steps outlined in *Section 2, Numbers 1-6* to run a **FPLP/FEMA Report**.

Figure 10-27 shows the FPLP/FEMA Report Search Criteria screen.

FPLP/FEMA Report	
The FPLP/FEMA Tracking Report will provide the user with a list of all travel documents within an organization, with indicators for Federal Premier Lodging Program hotels and whether the hotel was certified by the Federal Emergency Management Agency for fire safety. The date range is based on date of departure. Included in the report is the organization, traveler, the document name, TDY locations, departure date, return date, the property name, city, state and country where the property is located, an indicator whether the property is an FPLP Participating Property, and an indicator if the property has a FEMA approved code.	
FPLP/FEMA Report Search Criteria	
Please Note: A Red Star (*) indicates a field is required.	
* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)	
Include Sub Organizations:	
* Start Date: (mm/dd/yyyy)	
* End Date: (mm/dd/yyyy)	
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	
Submit	

Figure 10-27: FPLP/FEMA Report Search Criteria Screen

Table 10-20 explains the screen fields.

FPLP/FEMA REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

## 2.4.2 Reason Code Report

The **Reason Code Report** provides data on trips by travelers who needed to enter reason codes for various actions such as not using GSA city pair contract flights or required lodging types, to name just two. The report also provides the justifications they entered for their selections. This report lists all instances of every reason code and justification.

The Reason Code Report shows (when applicable) the:

- Organization Name and Component
- Traveler Name
- Document Name

- TANUM
- Departure Date and Time
- Arrival Date and Time
- TDY Travel Month
- Carrier Name and Carrie Flight Number
- Reason Code
- Detailed Explanation (Justification)

Follow the steps outlined in Section 2, Numbers 1-6 to run a Reason Code Report.

Figure 10-28 shows the **Reason Code Report Search Criteria** screen.

Reason Code Report
The Reason Codes report will provide the user with a listing of all trips that did not use GSA city pair contract flights and the Reason Codes specified in the authorization. The date range is date of departure. (within the last 15 months). Indicated in the report are the traveler, organization, travel month, reason code, service, carrier, flight number, TANUM, departure date, departure time, arrival date, arrival time and detailed explanation.
Reason Code Report Search Criteria
Please Note: A Red Star (*) indicates a field is required.
* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)
Include Sub Organizations:
* Start Date: (mm/dd/yyyy)
* End Date: (mm/dd/yyyy)
* Reason Code: (ALL)
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
Submit

Figure 10-28: Reason Code Report Search Criteria Screen

Table 10-21 explains the screen fields.

## Table 10-21: Reason Code Report Search Criteria Descriptions

REASON CODE REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.

REASON CODE REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Reason Code	Select an available reason code to limit results to documents that contain that code, or leave blank to return results for all documents.

## 2.4.3 Reason Justification Report

The **Reason Justifications Report** provides similar information as seen in the **Reason Code Report**, but provides fewer data categories and only lists unique instances of the reason codes and justifications.

The Reason Justifications Report shows (when applicable) the:

- Organization
- Traveler Name
- TANUM
- TDY Travel Month
- Reason Code
- Detailed Explanation (Justification)

Follow the steps outlined in Section 2, Numbers 1-6 to run a Reason Justifications Report.

Figure 10-29 shows the **Reason Justifications Report Search Criteria** screen.

Reason Justifications Report	
The Reason Justification report will provide the user with a listing of all trips that did not use GSA city pair contract flights and the Code with pre-audit Justifications for the non-contract flight usage. The date range is the date of departure (within the last 15 mo Indicated in the report are the traveler, organization, travel month, reason code and justification.	Reason nths).
Reason Justifications Report Search Criteria	
Please Note: A Red Star (*) indicates a field is required.	
* Organization: (minimum of 2 characters)	
Include Sub Organizations:	
* Start Date: (mm/dd/yyyy)	
* End Date: (mm/dd/yyyy)	
* Reason Code: (ALL)	
Submit	

## Figure 10-29: Reason Justifications Report Search Criteria Screen

## Table 10-22 explains the screen fields.

Table 10-22: Reason J	lustifications	Report Search	Criteria Descriptions
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REASON JUSTIFICATIONS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Reason Code	Select an available reason code to limit results to documents that contain that code, or leave blank to return results for all documents.

# 2.4.4 CTO Fee Report

The **CTO Fee Report** provides data about TMC transaction fees and the reasons for TMC intervention.

You need permission level 6 to run this report.

The CTO Fee Report shows (when applicable) the:

- Organization and Component
- Traveler Name
- Justification
- Document Name
- TANUM
- PNR Locator
- TMC fee Amount (+ Whether This Constitutes a "Touch Fee") and Pseudo City Code (PCC)
- Ticket Date, Number, Value, Form of Payment, and Transaction Type

Follow the steps outlined in *Section 2, Numbers 1-6* to run a **CTO Fee Report**.

Figure 10-30 shows the CTO Fee Report Search Criteria screen.

CTO Fee Report
The CTO Fee Report identifies those trips where there is a CTO Fee charged on a trip and provides the Government identified CTO Fee for the particular travel contract. If the fee charged to a trip is different from the identified / allowed fee, the trip will show up on the report. The date range for the report is the Ticket Date (within the last 15 months). Included in the report are organization, PCC, traveler, SSN, agency, TANUM, document name, PNR locator, ticket date, fee ticket number, transaction type, touched status, justification code, form of payment, transaction fee and ticket value.
CTO Fee Report Search Criteria
Please Note: A Red Star (*) indicates a field is required.
* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)
Include Sub Organizations:
* Start Date: (mm/dd/yyyy)
* End Date: (mm/dd/yyyy)
Submit

Figure 10-30: CTO Fee Report Search Criteria Screen

Table 10-23 explains the screen fields.

CTO FEE REASON JUSTIFICATIONS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

# 2.4.5 Unused Ticket Report

The **Unused Ticket Report** provides information about trips that could have unused air tickets. These trips are candidates for further research. This report also includes data about tickets with a different cost on the voucher than was approved on the authorization. Trips in this report meet one of two of criteria:

- The authorization included an airline ticket, but no voucher has been created
- The ticket prices on the authorization and voucher differ

The Unused Ticket Report shows (when applicable) the:

- Organization
- Traveler Name and Last 4 SSN

- Document's Name
- TANUM
- Current Status
- Created and Approved Dates
- TDY Return Date
- On Authorization, Ticket Cost, Number, and Whether it was Cancelled
- On Voucher the Ticket Cost
- Delta (The Difference Between the Ticket Costs on the Authorization and Voucher)

Follow the steps outlined in *Section 2, Numbers 1-6* to run an **Unused Ticket Report**.

Figure 10-31 shows the **Unused Ticket Report Search Criteria** screen.

are displayed on this repo	rt that meet one of two criteria:
The ticket amount on the	authorization does not match the ticket amount on the voucher.
The authorization has an a	ir ticket, but does not have a signed voucher.
The date range for the rep	port is the end date of the trip. Future dates should not be used in the date range.
Unused Ticket Report Sea	arch Critaria
onused nexet report set	
Please Note: A Red Star (	* ) indicates a field is required. Only one of the † fields (either 1, 2 or 3) must be completed.
* Organization: (minimum	of 2 (Start typing
characters)	Organizational Access)
🗌 Include Sub Organizat	tions
+1 Start Date:	
Ti Stare Buce.	(mm/dd/yyyy)
†1 End Date:	
	(mm/dd/yyyy)
OR	
†2 Ticket Number:	
OR	
†3 Traveler SSN:	SSN Clear

Figure 10-31: Unused Ticket Report Search Criteria Screen

Table 10-24 explains the screen fields.

UNUSED TICKET REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Ticket Number	Enter to limit results to a single ticket.
Traveler SSN	Enter to limit the report to a single traveler. You can't type in it – you must use Lookup to find it. Use Clear SSN to remove a SSN.

## Table 10-24: Unused Ticket Report Search Criteria Descriptions

# 2.5 MIS Reports

The **Management Information System (MIS) Reports** can help determine a military traveler's eligibility allowances. You must have **MIS Access** to run these reports (see the <u>DTA Manual, Chapter 11</u>).

# 2.5.1 Enlisted BAS Report

The **Enlisted Basic Allowance for Sustenance (BAS) Report** can help determine whether an enlisted uniformed member's TDY status changes their BAS. It includes information about trips by enlisted uniformed members who started their travel within the specified date range.

The Enlisted BAS Report shows (when applicable) the:

- Organization and Component
- Traveler Name and Full SSN
- Rank
- Document Name and Document Type (e.g., Voucher)
- TANUM
- Approved Date
- TDY Location
- Arrival and Departure Dates
- Number of Days at TDY Location

Follow the steps outlined in Section 2, Numbers 1-6 to run an Enlisted BAS Report.

Figure 10-32 shows the Enlisted BAS Report Search Criteria screen.

Enlisted BAS Report
Includes TDY travel for Enlisted personnel.
Enlisted BAS Report Search Criteria
Please Note: A Red Star (*) indicates a field is required.
* Document Type:
* Organization: (Start typing (minimum of 2 characters) (Start typing to get Organizational Access)
Include Sub Organizations:
* Start Date: (mm/dd/yyyy)
* End Date: (mm/dd/yyyy)
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
Submit

Figure 10-32: Enlisted BAS Report Search Criteria Screen

Table 10-25 explains the screen fields.

ENLISTED BAS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Document Type	Select the type of document (AUTH, VCH) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

## 2.5.2 OCONUS Report

The **OCONUS Report** can help determine a traveler's entitlement to foreign duty pay, hostile fire pay, imminent danger pay, and/or a combat zone tax exclusion. It includes information about trips by OCONUS travelers who traveled, or who had authorizations approved or vouchers paid, within the specified date range.

The OCONUS Report shows (when applicable) the:

- Organization and Component
- Traveler name and Last 4 SSN
- Rank and Civilian/Military Status

- Document Name and Document Type (e.g., voucher)
- TANUM
- Approved Date
- TDY Location
- Arrival and Departure Dates
- Number of Days at that TDY Location

Follow the steps outlined in *Section 2, Numbers 1-6* to run an **OCONUS Report**.

Figure 10-33 shows the OCONUS Report Search Criteria screen.

OCONUS REI	PORT	
Include TDY trav this report, plea	vel to OCONUS destinations for Enlisted and C se select the option to Include Civilians. For	Officer personnel. To include Civilian travelers along with the military personnel for military personnel only, leave the option to Include Civilians unchecked.
OCONUS REPOR	T Search Criteria	
Please Note: A	Red Star (*) indicates a field is required.	
* Document Type:	AUTH 🗸	]
* Organization: (minimum of 2 characters)		(Start typing to get Organizational Access)
Include Sub Organizations:		
* Start Date:	(mm/dd/yyyy)	
* End Date:	(mm/dd/yyyy)	
Include Civilian:		
		Submit

Figure 10-33: OCONUS Report Search Criteria Screen

Table 10-26 explains the screen fields.

Table 10-26: OCONUS Report Searc	h Criteria Descriptions
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OCONUS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Document Type	Select the type of document (AUTH, VCH) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.

OCONU	S REPORT SEARCH CRITERIA DESCRIPTIONS
FIELD	DESCRIPTION
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

## 2.5.3 FSA Report

The **FSA Report** can help determine whether a uniformed member is entitled to a *Family Separation Allowance* (*FSA*). It includes information about authorizations for TDYs over 30 days long or vouchers paid within the specified date range. **Note**: The report does not include information about the member's dependents' status, type, and location.

The **FSA Report** shows (where applicable) the:

- Organization and Component
- Traveler Name and Full SSN
- Rank
- Document Name and Document Type (e.g., voucher),
- TANUM
- Approved Date
- TDY Location
- Arrival and Departure Dates
- Number of Days at that TDY Location

Follow the steps outlined in Section 2, Numbers 1-6 to run an FSA Report.

Figure 10-34 shows the **FSA Report Search Criteria** screen.

FSA REPORT
Includes TDY travel for a duration greater than 30 days for Enlisted and Officer personnel.
FSA REPORT Search Criteria
Please Note: A Red Star (*) indicates a field is required.
* Document Type: AUTH 🗸
* Organization: (minimum of 2 characters)
Include Sub Organizations:
* Start Date: (mm/dd/yyyy)
* End Date: (mm/dd/yyyy)
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
Submit

Figure 10-34: FSA Report Search Criteria Screen

Table 10-27 explains the screen fields.

FSA REPORT SEARCH CRITERIA DESCRIPTIONS		
FIELD	DESCRIPTION	
Document Type	Select the type of document (AUTH, VCH) to include in the report.	
Organization	Enter a DTS organization name.	
Include Sub Organizations	Check it to include information for subordinate organizations.	
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.	

## Table 10-27: FSA Report Search Criteria Descriptions

# 2.5.4 Special Duty Report

The **Special Duty Report** informs you when your organization's travelers received altered allowances due to duty conditions such as field duty or hospital in-patient status while TDY. It includes authorizations or vouchers with a qualifying duty condition within the specified date range.

The **Special Duty Report** shows (when applicable) the:

- Traveler Name and Full SSN
- Rank
- Organization and Component
- Document Name and Document Type (e.g., voucher)

- TANUM
- Approved Date
- TDY Location
- Departure and Return Dates
- Number of Days at that TDY Location
- Qualifying Duty Condition, Location, Start and End Dates, and Number of Days Under that Condition

Follow the steps outlined in *Section 2, Numbers 1-6* to run a **Special Duty Report**.

Figure 10-35 shows the **Special Duty Report Search Criteria** screen.

SPECIAL DUTY REPORT
Includes Special Duty Conditions applied during TDY travel for Enlisted and Officer personnel.
SPECIAL DUTY REPORT Search Criteria
Please Note: A <b>Red Star</b> (*) indicates a field is required.
* Document Type: AUTH 🗸
* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)
Include Sub Organizations:
* Start Date: (mm/dd/yyyy)
* End Date: (mm/dd/yyyy)
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 su organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction
Submit

Figure 10-35: Special Duty Report Search Criteria Screen

Table 10-28 explains the screen fields.

Table 10-28: Special Duty	Report Search Criteria	Descriptions
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SPECIAL DUTY REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Document Type	Select the type of document (AUTH, VCH) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

## 2.5.5 Military Leave Report

The **Military Leave Report** identifies uniformed members whose travel documents record they took annual leave while TDY.

The Military Leave Report shows (when applicable) the:

- Organization and Component
- Traveler Name and Full SSN
- Rank
- Document Name, Document Type (e.g., voucher)
- TANUM
- Approved Date
- TDY Location
- Departure and Return Dates
- Number of Days TDY
- Leave Location, Start and End Dates, and Number Leave Days

Follow the steps outlined in Section 2, Numbers 1-6 to run a Military Leave Report.

Figure 10-36 shows the **Military Leave Report Search** Criteria screen.

MILITARY LEAVE REPORT
Includes Military Leave taken during TDY travel for Enlisted and Officer personnel.
MILITARY LEAVE REPORT Search Criteria
Please Note: A Red Star (*) indicates a field is required.
* Document Type:
* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)
Include Sub Organizations:
* Start Date: (mm/dd/yyyy)
* End Date: (mm/dd/yyyy)
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
Submit

### Figure 10-36: Military Leave Report Search Criteria Screen

Table 10-29 explains the screen fields.

# MILITARY LEAVE REPORT SEARCH CRITERIA DESCRIPTIONSFIELDDESCRIPTIONDocument TypeSelect the type of document (AUTH, VCH) to include in the report.OrganizationEnter a DTS organization name.Include Sub<br/>OrganizationsCheck it to include information for subordinate organizations.Start Date and End<br/>DateEnter (or use the calendar tool to select) the date range to search.

## Table 10-29: Military Leave Report Search Criteria Descriptions

# 2.6 Partner System Reports

You can generate the following reports to find information about travelers and trips that belong to DTS partner systems:

- Traveler Status Report (*Section 2.1.6*). **Note**: This report also provides a breakout of Commercial Plane (CP) and Commercial Rail (CR) Expenses.
- Routing Status Report (Section 2.2.2)
- POSACK Delinquency Report (*Section 2.3.1*)
- Unsubmitted Voucher Report (*Section 2.3.2*)
- CTO Fee Report (Section 2.4.4)
- Unused Ticket Report (*Section 2.4.5*)

The only difference when running a partner system report versus the legacy reports is that on the applicable search criteria screen (Figures 10-37 through 10-42), you must select which partner system (e.g., NROWS, for Navy Reserve Order Writing System) owns the subject documents and travelers.

Partner Syster	m Traveler Status Report	
The Partner System system for a given organization, trave DTA email address. (I.E. POV, etc) and (ensure that the ch	n Traveler Status Report will provide the user with a list of travel documents within DTS that were imported from a partner date range, based on the date of departure (within the last 15 months). Included in the report are the Partner System eler, SSN, email, traveler title and rank, service, TANUM, departure date, return date, document type, document name, and If you would like the report printed with cost related columns: Lodging Costs, Cost of Airfare, Other transportation costs Rental Vehicle costs, select the option for Show Cost Fields. Otherwise, do not select the option for the Show Cost Fields heckbox of Show Cost Fields is not checked).	
Partner System Tra	aveler Status Report Search Criteria	
Please Note: A Rec	d Star (*) indicates a field is required. Only one of the † fields (either 1, 2) must be completed.	
* Partner System	MROWS	
* Organization: (minimum of 2 characters)	(Start typing to get Organizational Access)	
Include Sub Organizations:		
Show Cost Fields:		
†1 Start Date:	(mm/dd/yyyy)	
†1 End Date:	(mm/dd/yyyy)	
OR		
12 TDY Date As Of: (mm/dd/yyyy)		
	Submit	

Figure 10-37: Partner System Traveler Status Report Search Criteria Screen

Partner Syst	tem Routing Status Report	
The Partner Sys awaiting a signa documents that of days. There i the report are t awaiting status,	tem Routing Status Report will provide th ature (i.e., in the process of routing to ap were imported from a partner system th is no date range for this report, as it prov the Partner System organization, traveler , and number of days awaiting status.	e DTA with a list of documents that were imported from a partner system that are proval). In addition, this report indicates which approving/reviewing official has at have been routed to them and have been waiting for a signature for a given number ides a list of all documents in an organization that are currently routing. Included in name, document type, TANUM, document name, current status, current status date,
Partner System	Routing Status Report Search Criteria	
Please Note: A	Red Star (*) indicates a field is required	4.
* Partner System	MROWS	<b>v</b>
* Document Type:	ALL	<b>▼</b>
* Organization: (minimum of 2 characters)		(Start typing to get Organizational Access)
Include Sub Organizations:		
Routing Official SSN:	Lookup Clear SSN	
* No of Days Threshold:	1	
		Submit

Figure 10-38: Partner System Routing Status Report Search Criteria Screen

Partner System Posack Delinquency Report
The Partner System Pos Ack Delinquency Report provides a list of all Partner System transactions for the selection criteria that are awaiting a response from the supporting accounting or disbursing system. The report lists all transactions that are in a status of OBLIG SUBMITTED, VOUCHER SUBMITTED, SPP SUBMITTED, or ADVANCE SUBMITTED, and are awaiting a response (POS ACK, REJECT, or PAID). There is no date range for this report, as it returns all Partner System documents awaiting an accounting or disbursing response. The DTA configurable hours delinquent should not be set below four days (96) and the DTA must also consider their accounting and disbursing system down times, etc., before considering a response as seriously delinquent.
Partner System Posack Delinquency Report Search Criteria
Please Note: A Red Star (*) indicates a field is required.
* Report Type: OBLIGATION
* Organization: (Start typing to get (minimum of 2 characters) (Start typing to get Organizational Access)
Include Sub Organizations:
* # of hours delinquent: 96
Submit

## Figure 10-39: Partner System Posack Delinquency Report Search Criteria Screen

The Partner System	n Haurad Tielest Dapart provider a list of trins that were imported from a partner surteen that potentially have upweed air
tickets. These trip:	s are candidates for further research. Trips are displayed on this report that meet one of two criteria:
The ticket amount	on the authorization does not match the ticket amount on the voucher.
The authorization	has an air ticket, but does not have a signed voucher.
The date range for	the report is the end date of the trip. Future dates should not be used in the date range.
Partner System Ur	iused Ticket Report Search Criteria
Please Note: A Re	d Star (*) indicates a field is required. Only one of the † fields (either 1, 2 or 3) must be completed.
* Partner System	MROWS
* Organization:	(Start typing
(minimum of 2 characters)	Organizational Access)
Include Sub Organizations:	
†1 Start Date:	(mm/dd/yyyy)
†1 End Date:	(mm/dd/yyyy)
OR	
†2 Ticket Number:	
OR	
†3 Traveler SSN:	Lookup Clear SSN

Figure 10-40: Partner System Unused Ticket Report Search Criteria Screen

Partner Syst	tem Unsubmitted Voucher Repo	prt
The Partner Syst for which vouch Included in the number of days	tem Unsubmitted Voucher Report will provide t ers have not been SIGNED or T-Entered for rout report are the Partner System organization, tra since the end of the trip.	the DTA with a list of authorizations that were imported from a partner system ting. The date range is for the end date of the trip (within the last 24 months). awler, email, TANUM, approved date, document name, departure date and
Partner System	Unsubmitted Voucher Report Search Criteria	a
Please Note: A	Red Star (*) indicates a field is required.	
* Partner System	MROWS 🗸	
* Organization: (minimum of 2 characters)		(Start typing to get Organizational Access)
Include Sub Organizations:		
* Start Date:	(mm/dd/yyyy)	
* End Date:	(mm/dd/yyyy)	
* Days Since End of Trip:	5	
	[	Submit

Figure 10-41: Partner System Unsubmitted Voucher Report Search Criteria Screen

Partner System CTO Fee Report
The Partner System CTO Fee Report identifies those trips that originated from a partner system where there is a CTO Fee charged on a trip and provides the Government identified CTO Fee for the particular travel contract. If the fee charged to a trip is different from the identified / allowed fee, the trip will show up on the report. The date range for the report is the Ticket Date (within the last 15 months). Included in the report are Partner System organization, PCC, traveler, SSN, agency, TANUM, document name, PNR locator, ticket date, fee ticket number, transaction type, touched status, justification code, form of payment, transaction fee, and ticket value.
Partner System CTO Fee Report Search Criteria
Please Note: A Red Star (*) indicates a field is required.
* Partner MROWS 🗸
* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)
Include Sub Organizations:
* Start Date: (mm/dd/yyyy)
* End Date: (mm/dd/yyyy)
Submit

Figure 10-42: Partner System CTO Fee Report Search Criteria Screen

For all other details about these reports, refer to the section listed next to each report's name.

# 2.7 Person Reports

**Person Reports** provide a complete list of information available from DTS profiles, specific traveler trip details and people with **Read-Only Access (ROA)**.

# 2.7.1 Complete Traveler Information List Report

The **Complete Traveler Information List Report** provides all the information in a person's DTS profile. For a complete listing of profile data, see the <u>DTA Manual, Chapter 7</u>. Note: The report contains 62 fields of which **Gender** was replaced with **Sex** and the additional field **Profile Last Updated Date** added.

You need permission level 5 and organization access to run this report.

Follow the steps outlined in Section 2, Numbers 1-6 to run a Complete Traveler Information List Report.

Figure 10-42 shows the **Complete Traveler Information List Report Search Criteria** screen.

The Complete Traveler Inform organization access. The Comp same report data (data from a 1974. Your organization access report printed with the compl for Show Pull SSN. To mask the (ensure that the checkbox for	ation List Report will provide the authorized user (DTA) with detailed information for people within their plete Traveler Information List Report was moved from DTA Maintenance to the Report Scheduler and provides th person's permanent profile for the report criteria). This report contains data protected by the Privacy Act of s limits what organizations (report criteria) you will be allowed to request for the report. If you would like the ete Social Security Number of the people (within your organization access and report criteria), select the optior first five digits and only display the remaining digits of the SSN, do not select the option for the Show Full SSN the report criteria is not checked).
Complete Traveler Informatio	on List Search Criteria
Please Note: A Red Star (*) i	indicates a field is required.
Please Note: A Red Star (*) i * Organization: (minimum of 2	indicates a field is required. (Start typing to get Organizational
Please Note: A Red Star (*) i * Organization: (minimum of 2 characters)	indicates a field is required. (Start typing to get Organizational Access)
Please Note: A Red Star (*) i * Organization: (minimum of 2 characters) Include Sub Organizations:	(Start typing to get Organizational Access)
Please Note: A Red Star (*) i * Organization: (minimum of 2 characters) Include Sub Organizations: Show Full SSN:	indicates a field is required. (Start typing to get Organizational Access)

Figure 10-43: Complete Traveler Information List Report Search Criteria Screen

Table 10-30 explains the screen fields.

 Table 10-30: Complete Traveler Information List Report Search Criteria Descriptions

COMPLETE TRAVELER INFORMATION LIST REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Show Full SSN	Check it to show unmasked SSNs. Leave it unchecked to show masked SSNs.

## 2.7.2 Read Only Access Report

The **Read Only Access Report** provides a listing of people with read-only access (ROA) in DTS. If a person on the report has ROA to multiple organizations, the report will show one row for each organization that person has access to. ROA Users and ROA Administrators with "ALL" organization access only appear on the report, if their assigned DTS organization matches the search criteria.

You need permission level 5 and organization access to run this report.

The Read Only Access Report shows (when applicable) the:

- Assigned Organization
- Name
- Email Address
- ROA Status (User or Administrator)
- ROA Access Organization (s)

Follow the steps outlined in Section 2, Numbers 1-6 to run a Read Only Access Report.

Figure 10-44 shows the Read Only Access Report Search Criteria screen.

Read Only Access Rep	ort
The Read Only Access (ROA) Re (ROA User / ROA Administrator requesting the report.	port provides a list of individuals within the requested organization (sub-organization) that have ROA Access ). The Organization search criteria must be an organization within the user's organization access of the user
Read Only Access Report Sear	ch Criteria
Please Note: A Red Star (*) i	ndicates a field is required.
* Organization: (minimum of 2 characters)	(Start typing to get Organizational Access)
Include Sub Organizations:	
	Submit

Figure 10-44: Read Only Access Report Search Criteria Screen

Table 10-31 explains the screen fields.

### Table 10-31: Read Only Access Report Search Criteria Descriptions

READ ONLY REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.

## 2.7.3 List of a Traveler's Trips with Document Details Report

The **List of Traveler's Trips with Document Details Report** provides the user with a list of Authorizations and Vouchers for a specific SSN up to 10 years in the past.

You need permission level 5 and organization access to run this report.

The List of Traveler's Trips with Document Details Report shows (when applicable) the:

- Organization
- Traveler Name and SSN
- Document Name
- TANUM
- Depart and Return Dates
- Trip Purpose and Trip Description

Follow the steps outlined in *Section 2, Numbers 1-6* to run a **List of Traveler's Trips with Document Details Report**.

Figure 10-45 shows the List of Traveler's Trips with Document Details Report Search Criteria screen.

to 10 years in the pa Name, TANUM, Depa document has multi 1974. Your organizat complete SSN, select the option for Show	Is this with bocument because keptor with provide the user with a list of Authorizations and volcine's for a specific SN up ist. Indicated in the report are the following fields: Organization, SSN, Last Name, First Name, Middle Initial, Document rt Date (overall start date of the trip if document has multiple TDY locations), Return Date (overall end date of trip if ole TDY locations), Trip Purpose, and Trip Purpose Description. This report contains data protected by the Privacy Act of ional access limits which SSNs you will be allowed to request for the report. If you would like the report printed with the t the option for Show Full SSN. You mask the first five digits and only display the remaining digits of the SSN, do not select Full SSN (ensure that the checkbox for the report criteria is not checked).
Lint of a Transfordation	The south Descent Details Frank Otherin
List of a Traveler's	rips with Document Details Search Criteria
Please Note: A Red	Star ( * ) indicates a field is required.
* Traveler SSN:	Lookup
* Document Type:	ALL
Depart Date:	
Start Date:	(mm/dd/yyyy)
End Date:	(mm/dd/yyyy)

Figure 10-45: List of Traveler's Trips with Document Details Report Search Criteria Screen

Table 10-32 explains the screen fields.

LIST OF TRAVELER'S TRIPS WITH DOCUMENT DETAILS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Traveler SSN	Use the Lookup feature to search for and enter a traveler's SSN.
Document Type	Select the type of document (ALL, AUTH, VCH) to include in the report.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Show Full SSN	Check it to show unmasked SSN. Leave it unchecked to show masked SSN.

Table 10-32: List of Traveler's Trips with Document Details Report Search Criteria Descriptions

# 2.7.4 List of a Traveler's Trips with Location Details Report

The **List of Traveler's Trips with Location Details Report** provides the user with a list of Authorizations and Vouchers for a specific SSN up to 10 years in the past.

You need permission level 5 and organization access to run this report.

The List of Traveler's Trips with Location Details Report shows (when applicable) the:

- Organization
- Traveler Name and SSN
- Document Name
- TANUM
- Location
- Location State/Country
- TDY Arrive and Depart Dates

Follow the steps outlined in Section 2, Numbers 1-6 to run a List of Traveler's Trips with Location Details Report.

Figure 10-46 shows the List of Traveler's Trips with Location Details Report Search Criteria screen.

The List of a Travele 10 years in the past TANUM, Location, Lo 1974. Your organizat complete SSN, select the option for Show	r's Trips with Location Details Report will provide the user with a list of Authorizations and Youchers for a specific SSN up to . Indicated in the report are the following fields: Organization, SSN, Last Name, First Name, Middle Initial, Document Name scation State/Country, TDY Arrive Date, and TDY Depart Date. This report contains data protected by the Privacy Act of cional access limits which SSNs you will be allowed to request for the report. If you would like the report printed with the t the option for Show Full SSN. To mask the first five digits and only display the remaining digits of the SSN, do not select Full SSN (ensure that the checkbox for the report criteria is not checked).
List of a Traveler's	Trips with Location Details Search Criteria
Please Note: A <b>Red</b>	Star (*) indicates a field is required.
*Traveler SSN:	
* Document Type:	ALL   V
Depart Date:	
Start Date:	(mm/dd/yyyy)
End Date:	(mm/dd/yyyy)
Show Full SSN:	

Figure 10-46: List of Traveler's Trips with Location Details Report Search Criteria Screen

Table 10-33 explains the screen fields.

Table 10-33: List of Traveler's Trips with Location Details Report Search Criteria Descriptions

LIST OF TRAVELER'S TRIPS WITH LOCATION DETAILS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Traveler SSN	Use the Lookup feature to search for and enter a traveler's SSN.
Document Type	Select the type of document (ALL, AUTH, VCH) to include in the report.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Show Full SSN	Check it to show unmasked SSN. Leave it unchecked to show masked SSN.

## 2.7.5 List of a Traveler's Trips with Reservation Details Report

The **List of Traveler's Trips with Reservation Details Report** provides the user with a list of Authorizations and Vouchers for a specific SSN up to 10 years in the past.

You need permission level 5 and organization access to run this report.

The List of Traveler's Trips with Reservation Details Report shows (when applicable) the:

• Organization

- Traveler Name and SSN
- Document Name
- TANUM
- Reservation Type
- Depart From Date and Arrive to Date
- Depart From Airport
- Arrive to Airport
- Vendor

Follow the steps outlined in *Section 2, Numbers 1-6* to run a **List of Traveler's Trips with Reservation Details Report**.

Figure 10-47 shows the List of Traveler's Trips with Reservation Details Report Search Criteria screen.

to 10 years in the past. Indicated in the report are the following fields: Organization, SSN, Last Name, First Name, Middle Initial, Document Name, TANUM, Reservation Type, Depart From Date, Arrive To Date, Depart From Airport, Arrive To Airport, Vendor. This report contains data protected by the Privacy Act of 1974. Your organizational access limits which SSNs you will be allowed to request for the report. If you would like the report printed with the complete SSN, select the option for Show Full SSN. To mask the first five digits and only display the remaining digits of the SSN. do not select the option for Show Full SSN (ensure that the checkbox for the report criteria is not checked).		
List of a Traveler's 1	Trips with Reservation Details Search Criteria	
Please Note: A Red	• • • • • • • • • • • • • • • • • • •	
* SSN:		
* Document Type:	ALL	
Depart Date:		
Start Date:	(mm/dd/yyyy)	
End Date:	(mm/dd/yyyy)	
Show Full SSN:		

Figure 10-47: List of Traveler's Trips with Reservation Details Report Search Criteria Screen

Table 10-34 explains the screen fields.

Table 10-34: List of Traveler's Trips with Reservation Details Report Search Criteria Descriptions

LIST OF TRAVELER'S TRIPS WITH RESERVATION DETAILS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Traveler SSN	Use the Lookup feature to search for and enter a traveler's SSN.

LIST OF TRAVELER'S TRIPS WITH RESERVATION DETAILS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Document Type	Select the type of document (ALL, AUTH, VCH) to include in the report.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Show Full SSN	Check it to show unmasked SSN. Leave it unchecked to show masked SSN.

## 2.7.6 List of a Traveler's Trips with EFT/GOVCC Details Report

The **List of Traveler's Trips with EFT/GOVCC Details Report** provides the user with a list of Authorizations and Vouchers for a specific SSN up to 10 years in the past.

You need permission level 3 and 5 as well as organization access to run this report.

The List of Traveler's Trips with EFT/GOVCC Details Report shows (when applicable) the:

- Organization
- Traveler Name and SSN
- Document Name
- TANUM
- EFT Type (i.e., GOVCC, CHECKING, and/or SAVINGS)
- EFT Account (number)
- EFT Routing (i.e., number for CHECKING or SAVINGS)

Follow the steps outlined in *Section 2, Numbers 1-6* to run a List of **Traveler's Trips with EFT/GOVCC Details Report**.

Figure 10-48 shows the List of Traveler's Trips with EFT/GOVCC Details Report Search Criteria screen.

The List of a Traveler's Trips with EFT/GOVCC Details Report will provide the user with a list of Authorizations and Vouchers for a specific SSN up to 10 years in the past. Indicated in the report are the following fields: Organization, SSN, Last Name, First Name, Middle Initial, Document Name, TANUM, EFT Type, EFT Account, EFT Routing," This report contains data protected by the Privacy Act of 1974. Your organizational access limits which SSNs you will be allowed to request for the report. If you would like the report printed with the complete SSN, select the option for Show Full SSN. To mask the first five digits and only display the remaining digits of the SSN, do not select the option for Show Full SSN (ensure that the checkbox for the report criteria is not checked).		
List of a Traveler's Trips with EFT/GOVCC Details Search Criteria		
Flease hole. A Reu	Star () indicates a neto is required.	
* SSN:	Lookup	
* Document Type:	ALL	
Depart Date:		
Start Date:	(mm/dd/yyyy)	
End Date:	(mm/dd/yyyy)	
Show Full SSN:		

Figure 10-48: List of Traveler's Trips with EFT/GOVCC Details Report Search Criteria Screen

Table 10-35 explains the screen fields.

Table 10-35: List of Traveler's Trips with EFT/GOVCC Details Report Search Criteria Descriptions

LIST OF TRAVELER'S TRIPS WITH EFT/GOVCC DETAILS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Traveler SSN	Use the Lookup feature to search for and enter a traveler's SSN.
Document Type	Select the type of document (ALL, AUTH, VCH) to include in the report.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Show Full SSN	Check it to show unmasked SSN. Leave it unchecked to show masked SSN.

# 2.8 Audit Trail Report

You can see **Audit Trail Reports in the Report Scheduler**, but you can't select them or run them automatically. If you need access to these specialized reports, you need to submit a <u>TraX Help Ticket</u> for assistance. The TAC will respond to your ticket request.

Key aspects for these reports:

• The search criteria time constraint is 24 months.

- There is no restriction on the date range.
- All reports mask the first 5 digits of an individual's SSN.

## 2.8.1 Audit Trail GOVCC and EFT Data

The **Audit Trail GOVCC and EFT Data Report** shows all changes to the *Government Charge Card (GOVCC) Data* or the *Electronic Funds Transfer Data* sections of the selected travelers' DTS profiles. It also shows who made the changes and when they made them. DTS masks all account numbers except for the last four digits. For more information about the contents of DTS personal profiles, see the <u>DTA Manual, Chapter 7</u>.

## 2.8.2 Audit Trail Traveler Specific Data

The **Audit Trail Traveler Specific Data Report** shows changes to various fields in selected travelers' DTS profiles. Specifically, it shows changes to the *Advance Authorization, Civilian/Military, Default Line of Accounting, Default Routing List* fields, or the *Self AO Approval yes/no* radio button. It also shows who made the changes and when they made them. For more information about the contents of DTS personal profiles, see the <u>DTA Manual</u>, <u>Chapter 7</u>.

## 2.8.3 Audit Travel User Specific Data

The **Audit Trail User Specific Data Report** shows all changes\* to the **Common Data** or **User Specific Data** sections of the selected people's DTS profiles. The report also shows who made the changes and when they made them. For more information about the contents of DTS personal profiles, see the <u>DTA Manual, Chapter 7</u>.

\*Exceptions: The report does not show changes to the Business Intelligence and Reporting Tool (BIRT) access or the User ID.

# 2.9 Service Requested Reports

**Service Requested Reports** are reports that were previously only available via an **Ad Hoc Report** request, but due to their popularity they are now available in the **Report Scheduler**.

## 2.9.1 Debt Report with Offsets and Collections

The **Debt Report with Offsets and Collections** shows details of **DUE US** vouchers and the actions taken against them. The maximum date range for the report is 31 days.

You need permission level 6 to run this report.

The Debt Report with Offsets and Collections shows (when applicable) the:

- Organization
- Traveler Name
- Date Notified of the Debt
- TANUM
- Debt's:
  - Date Incurred, Original Amount, and Total Age
  - o All Offsets and Collections, Their Dates, and Amounts
  - o Current Balance

Date Since Last Activity and 30-Day Clock Status

Follow the steps outlined in *Section 2, Numbers 1-6* to run a **Debt Report with Offsets and Collections**.

Figure 10-49 shows the **Debt Report with Offsets and Collections Search Criteria** screen.

Debt Report with Offsets and Collections		
Debt Management Report displays the details of debts incurred by a traveler per TANUM. It contains basic traveler information, organization, and TANUM as well as debt information such as amount of debt, date debt incurred, and any actions that were taken to offset the debt and offset date. The date range for the report is Date Debt Incurred (31 days date range). Included in the report are Traveler's Last Name, Traveler's First Name, DTS Organization Name, TANUM, 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 US , 30-Day Status, Days Since Last Activity, and Total Age of Debt.		
Debt Report with Offsets and Collections Search Criteria		
Please Note: A Red Star (*) indicates a field is required.		
Organization:     (Start typing     to get     Organizational     characters)     Access)		
Include Sub Organizations:		
* Start Date: (mm/dd/yyyy)		
* End Date: (mm/dd/yyyy)		
Submit		

Figure 10-49: Debit Report with Offsets and Collections Report Search Criteria Screen

Table 10-36 explains the screen fields.

Table 10-36: Debit Report with Offsets and Collections Report Search Criteria Descriptions

DEBIT REPORT WITH OFFSETS AND COLLECTIONS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

## 2.9.2 Expense Report by Category

The **Expense Report by Category** provides TDY and detailed expense information from approved documents.

You need permission level 1 to run this report.

The **Expense Report by Category** shows (where applicable) the:

Organization

- Traveler Name and Last 4 SSN
- Document Name and Document Type (e.g., voucher)
- TANUM
- Approved Date
- Trip Departure and Return Dates
- TDY Location
- LOA and Budget Labels
- Each Expense, Expense Type, and Amount

Follow the steps outlined in *Section 2, Numbers 1-6* to run an **Expense Report by Category**.

Figure 10-50 shows the **Expense Report by Category Search Criteria** screen.

Expense Report by Category Expense Report by Category displays all approved documents with details of expenses and TDY information along with financial information for each expense. As an option, users may search data based on accounts 1 through 10 individually, which is part of LOA and enter starting and ending position of selected account, and matching text. The date range for the report is the Document Approve Date (31 days date range). Included in the report are Document Type, Approved Date, SSN-Last 4, Last name, First Name, Middle Initial, TANUM, DOV Voucher, Departure Date. Deture Date. Losting Vorticitation. Budget Label. OVC/08/ML DOCC. Budget Stores. Two acade Amounts Approved Date, SSN-Last 4, Last name, First Name, Middle Initial, TANUM, DOV Voucher, Departure		
Expense Report by Category Sear	ch Criteria	Apende, Expende Type, and Amount
Please Note: A Red Star (*) indic	ates a field is required.	
* Organization: (minimum of 2 characters)		(Start typing to get Organizational Access)
Include Sub Organizations:		
* Document Type:	AUTH LVCH VCH	
* Start Date:	(mm/dd/yyyy)	
* End Date:	(mm/dd/yyyy)	
LOA Account Fields:	None 🗸	
For a specific position of account search, enter starting position (between 1 and 20 and defaulted to 1) where the search will start and the ending position (between 1 and 20, > starting position, and defaulted to 20) where the search will end.		
Positions:	1 - 20	
For pattern search, enter % sign between characters. e.g. 21%123		
Matching Text:		
Submit		

Figure 10-50: Expense Report by Category Search Criteria Screen

Table 10-37 explains the screen fields.

EXPENSE REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Document Type	Select the type of document (AUTH, LVCH, VCH) to include in the report.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
LOA Account Fields	Select an Account line (1-10) or leave blank to include all Account lines.
Positions	Include the range of positions to include or leave blank to include all positions.
Matching Text	Limit search by text or leave blank.

## Table 10-37: Expense Report Search Criteria Descriptions

# 2.9.3 Expense Report by Document Name

The **Expense Report by Document Name** provides TDY and transportation expenses and per diem allowance information from vouchers.

You need permission level 1 or 3 to run this report.

The Expense Report by Document Name shows (when applicable) the:

- Organization
- Traveler Name
- Document Name and Document Type (e.g., voucher)
- TANUM
- Status
- LOA
- Approved Date
- Comments and Reference Information
- Trip's Departure Dates
- TDY Location, Purpose, and Description
- Following Costs: Airfare, Lodging, Hotel Taxes, Rental Car, Gas, Meals and Incidentals, "Other Costs", And Total
- Indicator of Whether the Document was Cancelled

Follow the steps outlined in *Section 2, Numbers 1-6* to run an **Expense Report by Document Name**.

### Figure 10-51 shows the Expense Report by Document Name Search Criteria screen.

Expense Report by Document Name		
The "Expense Report by Document Name" report provides detailed expenses including transportation, lodging and meal/incidental occurrence on all vouchers and all documents with line type of 'T'. Traveler's name, organization and line of account will also be associated with each document, along with the trip description and reference information. This report renders the following data fields:ORG, LAST NAME, FIRST NAME, TANUM, DOC NAME, CURRENT STATUS, DOC TYPE, LOA, APPROVAL DATE, DEPARTURE DATE, AMOUNT PAID, CANCELLED, LOCATION, COMMENTS, PURPOSE, AIRFARE COST, LODGING COST, HOTEL TAXES, RENTAL CAR COST, GAS COST, M&IE COST, OTHER COST, TOTAL AMOUNT, TRIP DESCRIPTION, REFERENCE INFO.		
Expense Report by Document Name Search Criteria		
Please Note: A Red Star (*) indicates a field is required.		
* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)		
Include Sub Organizations:		
* Start Date: (mm/dd/yyyy)		
* End Date: (mm/dd/yyyy)		
Submit		

Figure 10-51: Expense Report by Document Name Search Criteria Screen

Table 10-38 explains the screen fields.

Table 10-38: Expense Report by Document Name Search Criteria Descriptions

EXPENSE REPORT BY DOCUMENT NAME SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

### 2.9.4 PERSTEMPO Report

The **PERSTEMPO Report** provides TDY, expense, and **PERSTEMPO** information from all travel documents.

You need permission level 5 to run this report.

The **PERSTEMPO Report** shows (when applicable) the:

- Organization and Component
- Traveler Name and Full SSN
- Title/Rank, Civilian or Military Affiliation
- Unit ID

- Document Type (e.g., voucher)
- TANUM
- Trip Purpose and Description
- Voucher Expenses
- PERSTEMPO Code
- Departure and Return Dates
- Total Number of Days TDY
- TDY Location

Follow the steps outlined in *Section 2, Numbers 1-6* to run a **PERSTEMPO Report**.

Figure 10-52 shows the **PERSTEMPO Report Search Criteria** screen.

PERSTEMPO report displays TDY information (personal information, trip information, voucher expenses) as well as PERSTEMPO information during a given time period. The PERSTEMPO code is of form PERSTEMPO code X (Description), where X is in (A, B, C, D, E, F, G, H, I, J, K, L, Z) and is defaulted to Q in the report. The date range for the report is the Document Paid Date (31 days date range). Included in the report are Full SSN, Last Name, First Name, Middle Initial, CIV/MIL, Title/Rank, Service/Agency, Organization, Unit ID, TANUM, Document Type, Trip Type, Special Circumstances Trip Type, Trip Purpose, Departure Date, Return Date, Total Days TDY, Destination, PERSTEMPO Code, Voucher Expenses, Locations, and Trip Description.		
Perstempo Report Search Criteria		
Please Note: A Red Star (*) indicates a field is required.		
* Organization: (minimum of 2 characters)	(Start typing to get Organizational Access)	
Include Sub Organizations:		
* Start Date:	(mm/dd/yyyy)	
* End Date:	(mm/dd/yyyy)	
	Submit	

Figure 10-52: PERSTEMPO Report Search Criteria Screen

Table 10-39 explains the screen fields.

### Table 10-39: PERSTEMPO Report Search Criteria Descriptions

PERSTEMPO REPORT SEARCH CRITERIA DESCRIPTIONS			
FIELD	DESCRIPTION		
Organization	Enter a DTS organization name.		
Include Sub Organizations	Check it to include information for subordinate organizations.		
PERSTEMPO REPORT SEARCH CRITERIA DESCRIPTIONS			
---	--		
FIELD	DESCRIPTION		
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.		

### 2.9.5 Separation of Duty Report

The **Separation of Duty Report** provides information about a travel document's approving officials and delegated authorities, to highlight separation of duties.

You need permission level 5 to run this report.

The Separation of Duty Report shows (when applicable) the:

- Organization and Senior Organization
- Traveler Name
- AO Name, Permission Levels\*, Group Access\* and Organization\*
- Delegated Authority's Name and Organization
- Document Name and Document Type (e.g., voucher)
- TANUM
- Trip Purpose
- Departure and Return Dates
- Current adjustment level, and Approved Date

Note: Includes both current and when they signed the document

Follow the steps outlined in *Section 2.1* to run a **Separation of Duty Report**.

Figure 10-53 shows the Separation of Duty Report Search Criteria screen.

Separation of Duty Report
This report provides information about approving officials and delegated authorities, so that separation of those duties will be clear. This report shows approving official's names, their permissions, their organization, their organization access and delegate author information, and is designed to identify potential concerns. This report renders the following data fields:MAJCOM, Org, Traveler Last Name, Traveler First Name, Document Type, TANUM, Document Type, TANUM, Document Type, TANUM, Document Name, Trip Type, Trip Purpose, Departure Date, Return Date, AO Last Name, AO First Name, AO Middle Name, Approve Date, AO Permissions, Permissions at Approval, Adjustment Level, AO Organization, AO Organization at Signing, AO org Access, AO Group Access, AD Group Access, AD Group Access, Delegated Authority's Last Name, Delegated Authority's First Name, Delegated Authority's Middle Name, Delegated Authority's Organization.
Separation of Duty Report Search Criteria
Please Note: A Red Star (*) indicates a field is required.
* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)
Include Sub Organizations:
* Start Date: (mm/dd/yyyy)
* End Date: (mm/dd/yyyy)
Submit

Figure 10-53: Separation of Duty Report Search Criteria Screen

Table 10-40 explains the screen fields.

Table 10-40: Separation of Duty	Report Search Criteria Descriptions
---------------------------------	-------------------------------------

SEPARATION OF DUTY REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

# 2.10 Daily Whats Out Report

Most individuals with organization access can see **Daily Whats Out Reports** in the Report Scheduler, but can't select them or run them. They show the status of transactions in the accounting systems that interact with DTS.

You need permission level 6 to run all **Daily Whats Out Reports**.

#### 2.10.1 Daily "Whats Out" Totals by System Report

The **Daily "Whats Out" Totals by System Report** provides the status on a specific date of the financial systems supported by DTS. It shows the number of transactions processed on that date, and the number of transactions that experienced a processing delay of >96 hours.

Follow the steps outlined in *Section 2.1* to run a **Financial Transactions – Daily "Whats Out" Totals by System Report**.

Figure 10-54 shows the **Financial Transactions – Daily "Whats Out" Totals by System Report Search Criteria** screen.

Financial Transaction	- Daily "Whats Out" Totals by System
Thanciat Transaction.	baky mads out lotals by System
Financial Transaction	is - Daily "Whats Out" Totals by System Search Criteria
Please Note: A Red S	tar (*) indicates a field is required.
* Transaction Date:	(mm/dd/yyyy)
	Submit
Data Available for	D 4.0004

Figure 10-54: Financial Transactions – Daily "Whats Out" Total by System Report Search Criteria Screen

Table 10-41 explains the screen fields.

WHATS OUT BY SYSTEM REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Transaction Date	Enter (or use the calendar tool to select) the date to search.
Data Available for following dates:	Scroll through a list of dates to make sure information is available for the date you want.

#### Table 10-41: Financial Transactions – Daily "Whats Out" Total by System Report Search Criteria Descriptions

# 2.10.2 Daily "Whats Out" Transactions Details by Trans Label Report

The **Daily "Whats Out" Transactions Details by Trans Label Report** provides the details of one day's financial transactions, either to a financial system, or for a document, or transaction type. It shows (when applicable) information to identify the document, the transaction type, and whether each transaction was sent or paid (and if so, when).

Follow the steps outlined in *Section 2.1* to run a **Financial Transactions – Daily "Whats Out" Transactions Details by Trans Label Report**.

Figure 10-55 shows the Financial Transactions – Daily "Whats Out" Transactions by Trans Label Report Search Criteria screen.

Financial Transactions - Daily "Whats Out" Transactions Details by Trans Label	
Financial Transactions - Daily "Whats Out" Transactions Details by Trans Label Search Criteria	
Please Note: A Red Star (*) indicates a field is required.	
Late (Y/N):	N Y
Snap Date:	(mm/dd/yyyy)
* Transaction Label:	Advances 🗸
Submit	

Figure 10-55: Financial Transactions – Daily "Whats Out" Transactions Details by Trans Label Report Search Criteria Screen

Table 10-42 explains the screen fields.

 Table 10-42: Financial Transactions – Daily "Whats Out" Transactions Details by Trans Label Search Criteria

 Descriptions

WHATS OUT TRANSACTIONS DETAILS BY TRANS LABEL REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Late (Y/N)	Select N(o) or Y(es) to limit results to items that are or aren't late.
Snap Date	Enter (or use the calendar tool to select) the date to search.
Transaction Label	Select the finance system, a document, or transaction type to include.

#### 2.10.3 Daily "Whats Out" All Details Report

The **Daily "Whats Out" All Details Report** provides the same information as provided by the **Daily "Whats Out" Transactions Details by Trans Label Report**, but does not require you to limit your search to a financial system, a document, or transaction type.

Follow the steps outlined in Section 2.1 to run a Financial Transactions – Daily "Whats Out" All Details Report.

Figure 10-56 shows the Financial Transactions – Daily "Whats Out" All Details Report Search Criteria screen.

Financial Transactions - Daily "Whats Out" All Details Search Criteria	
Late (Y/N):	N Y T
Snap Date:	(mm/dd/yyyy)
Transaction Label:	Advances BSM CABS CAFRMS

Figure 10-56: Financial Transactions – Daily "Whats Out" All Details Search Criteria Screen

Table 10-43 explains the screen fields.

Table 10-43: Financial Transactions – Daily "Whats Out" All Details Report Search Criteria Descriptions

WHATS OUT ALL DETAILS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Late (Y/N)	Select N(o) or Y(es) to limit results to items that are or aren't late.

WHATS OUT ALL DETAILS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Snap Date	Enter (or use the calendar tool to select) the date to search.
Transaction Label	Select the finance system, a document, or transaction type to include.

# 2.11 Monthly Debt Summary Report

There is only one **Debt Summary Report**. You need permission level 7 to run it.

The **Monthly Debt Summary Report** displays the number of travel documents that went into debt in the requested month. It shows (when applicable) the organization and the number of travel documents that went into debt.

Follow the steps outlined in Section 2.1 to run a Monthly Debt Summary Report.

Figure 10-57 shows the Monthly Debt Summary Report Search Criteria screen.

Monthly Debt	Summary Report
Monthly Debt Sum	mary
Monthly Debt Sun	nmary Report Search Criteria
Please Note: A Re	ed Star (*) indicates a field is required.
* Report Option:	Service     Site     Organization
* Service:	AAFES ACLANT AFIS
* Month:	June - 2022 V Submit

Figure 10-57: Monthly Debt Summary Report Search Criteria Screen

Table 10-44 explains the screen fields.

MONTHLY DEBT SUMMARY REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Report Option	Select whether to run the report for a service, a site, or an organization. Your selection determines which items listed in gray (below) display.
Service	Displays when you select Service. Select the Service or Agency to search.
Site	Displays when you select Site. Select the site, installation, or larger organization to search.
Organization and Include Sub Organization	Displays when you select Organization. Enter a DTS organization name.
Month	Check it to include information for subordinate organizations.

#### Table 10-44: Monthly Debt Summary Report Search Criteria Descriptions

# 2.12 Defense Lodging Reports

There are two **Defense Lodging** reports. These reports identify lodging use by your travelers.

# 2.12.1 Unavailability Report for Government Lodging Programs

The **Unavailability Report for Government Lodging Programs** provides information about travel documents that belong to travelers who were TDY to military installations, but who did not use DoD lodging because it was unavailable.

The Unavailability Report for Government Lodging Programs shows (when applicable) the:

- Organization
- Traveler Name
- Traveler Service
- Traveler Pay Grade
- Document Type
- TANUM
- Check-in Date and Check-out Date
- Military Installation
- Military Installation Location (State/Country)
- DLS System, DoD CNA (Certificate of Non-Availability) Number
- Government Privatized Unavailability Flag

Follow the steps outlined in *Section 2.1* to run an **Unavailability Report for Government Lodging Programs**.

Figure 10-58 shows the Unavailability Report for Government Lodging Programs Search Criteria screen.

Unavailability Report fo	r Government Lodging Programs
The Unavailability Report for Gov support Government DoD and/or includes the Military Installation, Indicator, and dates for the book	ernment Lodging Programs provides a listing of travel documents with Military Installation TDY location(s) that Sovernment Privatized lodging for lodging that was unavailable when reservations were booked. The report travel document information, DLS System, DoD lodging unavailablity (CNA) number, Privatized lodging ng request.
Unavailability Report for Govern	ment Lodging Programs Search Criteria
Please Note: A Red Star (*) indi	cates a field is required.
* Report Date Range (Start):	(mm/dd/yyyy)
* Report Date Range (End):	(mm/dd/yyyy)
* Document Type:	Authorization Voucher
* Organization: (minimum of 2 characters)	(Report data will be provided based on users Org access)
Include Sub Organizations:	
Lodge Type:	All
TDY Location:	
TDY State or Country:	(Country = 3 Chars)
This report contains information both civil and criminal penalties.	ubject to the Privacy Act of 1974 and is "For Official Use Only". Any misuse or unauthorized disclosure may result i
	Submit

Figure 10-58: Unavailability Report for Government Lodging Programs Search Criteria Screen

Table 10-45 explains the screen fields.

Table 10-45: Unavailability Report for Government Lodging Programs Search Criteria Descriptions

UNAVAILABILITY REPORT FOR GOVERNMENT LODGING PROGRAMS SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Report Date Range (Start) and (End)	Enter (or use the calendar tool to select) the date range to search.
Document Type	Select whether to look for authorizations or vouchers.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Lodge Type	Select whether to run the report for all lodging, or whether to limit to Government Lodging or Government Privatized lodging.
TDY Location and TDY State or Country	Enter a TDY location to include in the search, or leave blank to search all.

# 2.12.2 Non-Use Lodging Reason Justification Report

The **Non-Use Lodging Reason Justification Report** provides information from trips that do not reflect the use of required **DoD lodging or DoD Preferred Commercial** lodging, and the reason codes with justifications the travelers selected in the document.

The Non-Use Lodging Reason Justification Report shows (when applicable) the:

- Organization
- Traveler Name
- Traveler Service
- Traveler Pay Grade
- Document Type
- TANUM
- Check-in Date and Check-out Date
- Booked Lodging Type
- TDY City and TDY State
- Booked Lodging Name and Booked Lodging Property Address
- Confirmation Number
- Metro Area
- Rate Paid
- Pre-Audit Reason Name, Reason Code, and Detailed Justification

Follow the steps outlined in *Section 2.1* to run a **Non-Use Lodging Reason Justification Report**.

Figure 10-59 shows the Non-Use Lodging Reason Justification Report Search Criteria screen.

report includes the TDY location	, travel document information, Pre-Audit Reason Code(s) and Justifications, and alternative lodging used.
Non-Use Lodging Reason Justifi	cation Report Search Criteria
Please Note: A Red Star (*) ind	ficates a field is required.
* Report Date Range (Start):	(mm/dd/yyyy)
* Report Date Range (End):	(mm/dd/yyyy)
* Document Type:	Authorization Voucher
* Organization: (minimum of 2 characters)	(Report data will be provided based on users Org access)
Include Sub Organizations:	
* Audit Category:	Lodging
* Audit Type:	All
Reason Code:	L1 - Too far away L2 - Mission requirements L3 - Lower rate Available L4 - Personal choice/limited reimbursement
Metro Area:	ABERDEEN PROVING GROUND ANNISTON ARMY DEPOT BIRMINGHAM CAMP BULLIS
TDY Location:	
TDY State or Country:	(Country = 3 Chars)
This report contains information both civil and criminal penalties	subject to the Privacy Act of 1974 and is "For Official Use Only". Any misuse or unauthorized disclosure may result

Figure 10-59: Non-Use Lodging Reason Justification Report Search Criteria Screen

Table 10-46 explains the screen fields.

Table 10-46: Non-Use Lodging Reason Justification Report Search Criteria Descriptions

NON-USE LODGING REASON JUSTIFICATION REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Report Date Range (Start) and (End)	Enter (or use the calendar tool to select) the date range to search.
Document Type	Select whether to look for authorizations or vouchers.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Audit Category	Lodging is the only option.

NON-USE LODGING REASON JUSTIFICATION REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Audit Type	Select All to see all available pre-audit flags, or select one to limit the search.
Reason Code	Select one to limit the search or leave blank to see all available reason codes.
Metro Area	Select the TDY metro area.

# 2.13 Lowest Logical Airfare Reports

There are three **Lowest Logical Airfare Reports** which provide key information regarding travelers' use (or non-use) of restricted airfares in DTS.

# 2.13.1 Restricted Expired Fare Report

The **Restricted Expired Fare Report** provides a list of authorizations with restricted fares that time out before AO approval. This report can help identify lost savings and required rework due to slow document approval.

The Restricted Expired Fare Report shows (when applicable) the:

- Organization
- Traveler Name
- TANUM
- Document Name
- Signed Stamp Date and Signed Stamp Time
- Returned Expired Ticket Date and Returned Expired Ticket Time
- Ticket by Date and Ticket By Time
- Lowest Available Restricted Fare Cost
- Lowest Available Unrestricted Fare Cost
- Expired Savings Amount
- Authorizing Official
- Remarks
- CONUS/OCONUS

Follow the steps outlined in *Section 2.1* to run a **Restricted Expired Fare Report**.

Figure 10-60 shows the **Restricted Expired Fare Report Search Criteria** screen.

estricted E	xpired Fare Report
Restricted Expir attempted to ap elements are ind Signed Stamped Fare Cost, Lowe	ed Fare Report provides information where restricted fare flight reservations (CONUS and OCONUS) expired when the AO prove after the required ticketing date and time has passed for the data range (within the last 24 months). The following data dicated in the report: Organization, Last Name, First Name, Middle Initial, TANUM, Document Name, Signed Stamped Date, Time, Returned Expired Ticket Date, Returned Expired Ticket Time, Ticket By Date, Ticket By Time, Lowest Available Restricted st Available Unrestricted Fare Cost, Expired Savings Amount, Authorizing Official, Remarks, and CONUS/OCONUS.
Restricted Expi	red Fare Report Search Criteria
Please Note: A	Red Star (*) indicates a field is required.
* Organization: (minimum of 2 characters)	(Start typing to get Organizational Access)
Include Sub Organizations:	
* Start Date:	(mm/dd/yyyy)
* End Date:	(mm/dd/yyyy)
CONUS:	
OCONUS:	
	Submit

Figure 10-60: Restricted Expired Fare Report Search Criteria Screen

Table 10-47 explains the screen fields.

#### Table 10-47: Restricted Expired Fare Report Search Criteria Descriptions

RESTRICTED EXPIRED FARE REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
CONUS	Check to include domestic flights in the report.
OCONUS	Check to include internal flights in the report.

#### 2.13.2 Restricted Fare Savings Report

The **Restricted Fare Savings Report** identifies when an unrestricted or GSA contract city pairs was available and the restricted fare was selected instead. This report can help identify travel cost savings generated by using restricted fares.

The Restricted Fare Savings Report shows (when applicable) the:

Organization

- Traveler Name
- TANUM
- PNR/Reservation Code
- Ticket Number and Ticket Cost
- TDY Location
- Booking Date and Booking Cost
- Departure Airport and Arrival Airport
- Departure Date and Arrival Dates
- Approval Date
- Lowest Unrestricted Fare
- Potential Cost Savings
- GSA CPP Flag
- Ticketed to Booked Cost Difference
- Ticketed to Lowest Unrestricted Fare Cost Difference
- Total Obligation
- Airfare Paid
- Airfare Obligation/Disbursement Comparison
- CONUS/OCONUS

Follow the steps outlined in Section 2.1 to run a Restricted Fare Savings Report.

Figure 10-61 shows the **Restricted Fare Savings Report Search Criteria** screen.

Restricted F	are Savings
Restricted Fare data range (wit restricted fare i indicated in the Booking Date, C Unrestricted Fa Cost Difference	Savings Report provides information on completed travel (CONUS and OCONUS) that included the use of a restricted fare for the hin the last 24 months). The report identifies when an unrestricted or GSA contract city pair fare was available and the was selected instead thus showing an overall net savings or loss for the costs of airfare. The following data elements are e report: Organization, Last Name, First Name, Middle Initial, TANUM, PNR/Reservation Code, Ticket Number, TDY Location, ONUS/OCONUS, Departure Airport, Arrival Airport, Departure Date, Arrival Date, Approval Date, Booking Cost, Lowest re, Potential Cost Savings, GSA CPP Flag, Ticket Cost, Ticketed to Booked Cost Difference, Ticketed to Lowest Unrestricted Fare , Total Obligation, Airfare Paid, and Airfare Obligation/Disbursement Comparison.
Restricted Fare	e Savings Search Criteria
Please Note: A	Red Star (*) indicates a field is required.
* Organization: (minimum of 2 characters)	(Start typing to get Organizational Access)
Include Sub Organizations:	
* Start Date:	(mm/dd/yyyy)
* End Date:	(mm/dd/yyyy)
CONUS:	
OCONUS:	
	Submit

Figure 10-61: Restricted Fare Savings Report Search Criteria Screen

Table 10-48 explains the screen fields.

Table 10-48: : Restricted Fare Savings	Report Search Criteria Descriptions
--	-------------------------------------

RESTRICTED FARE SAVINGS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
CONUS	Check to include domestic flights in the report.
OCONUS	Check to include internal flights in the report.

# 2.13.3 Restricted Fare Lost Opportunity Report

The **Restricted Fare Lost Opportunity Report** provides a list of authorizations cancelled due to selection of a restricted fare that timed out before AO approval. It also identifies the amount of savings that were lost due to the timeout.

The **Restricted Fare Lost Opportunity Report** shows (when applicable) the:

• Organization

- Traveler Name
- TANUM
- PNR/Reservation Code
- Ticket Number
- Approval Date
- Departure Date and Departure Time
- Arrival Date and Arrival Time
- Departure Airport and Arrival Airport
- Booking Date and Booking Cost
- Ticket Cost
- Lowest Restricted Airfare
- Lost Savings Opportunity
- Immediate Ticketing Fare
- Carrier and Flight Number
- TDY Location
- CONUS/OCONUS
- Reason Code
- GSA CPP Flag

Follow the steps outlined in *Section 2.1* to run a **Restricted Fare Lost Opportunity Report**.

Figure 10-62 shows the **Restricted Fare Lost Opportunity Report Search Criteria** screen.

Restricted Fare Lost Opportunity		
Restricted Fare Lost Opportunity Report provides information on completed travel (CONUS and OCONUS) using an unrestricted fare where a restricted fare was available for the traveler to select thus showing potential Lost Savings Opportunity for the data range (within the last 24 months). The following data elements are indicated in the report: Organization, Last Name, First Name, Middle Initial, TANUM, PNR/Reservation Code, Ticket Number, Departure Date, Departure Time, Arrival Airport, Ticket Cost, Booking Cost, Lowest Restricted Airfare, Lost Savings Opportunity, Immediate Ticketing Fare, Carrier, Flight Number, TDY Location, CONUS/OCONUS, Reason Code, and GSA CPP Flag.		
Restricted Fare Lost Opportunity Search Criteria		
Please Note: A Red Star (*) indicates a field is required.		
* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)		
Include Sub Organizations:		
* Start Date: (mm/dd/yyyy)		
* End Date: (mm/dd/yyyy)		
* Reason Code: ALL		
CONUS:		
OCONUS:		
Submit		

Figure 10-62: Restricted Fare Lost Opportunity Search Criteria Screen

Table 10-49 explains the screen fields.

Table 10-49: Restricted Fare Lost Opportunity S	Search Criteria Descriptions
---	------------------------------

RESTRICTED FARE LOST OPPORTUNITY SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
CONUS	Check to include domestic flights in the report.
OCONUS	Check to include internal flights in the report.

# 2.14 Audit of DTS Payment Reports

There are 11 **Audit of DTS Payments Reports** which can identify documents that may be subject to audits or may not meet <u>*Travel Policy Compliance*</u>. These reports provide information typically requested by *Travel Auditors*.

You need permission level 5 and organization access to run this these reports.

#### 2.14.1 Training TDY Vouchers Over 2500

The **Training TDY Vouchers Over 2500 Report** provides a list of documents with total expenses over \$2,500 for training TDY vouchers. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents.

The Training TDY Vouchers Over \$2,500 Report shows (when applicable) the:

- Organization
- Traveler Name and SSN
- TANUM
- AO Name and Last 4 SSN
- Document Type
- Approved Date
- Departure and Return Dates
- Total Expenses
- Paid Date
- Trip Purpose
- TDY Itinerary Location
- Permanent Duty Status

Follow the steps outlined in Section 2.1 to run a Training TDY Vouchers Over \$2,500 Report.

Figure 10-63 shows the Training TDY Vouchers Over \$2,500 Report Search Criteria screen.

Fraining TD	Y Vouchers Over \$2,500
The Training TE TDY vouchers. are the organiz paid date, trip	DY Vouchers Over \$2,500 report will provide the user with a list of documents that have total expenses over \$2,500 for training The start and end date range (maximum range of 12 Months) is applied to the paid date of documents. Indicated in the report ation, traveler, traveler SSN, AO, AO SSN, document type, TANUM, total expense, approval date, departure date, return date, purpose, itinerary location, and permanent duty station.
Training TDY V	ouchers Over \$2,500 Search Criteria
Please Note: A	Red Star (* ) indicates a field is required.
* Organization: (minimum of 3 characters)	(Start typing to get Organizational Access)
Include Sub Organizations:	
* Start Date:	(mm/dd/yyyy)
* End Date:	(mm/dd/yyyy)
The report data (regardless of t organization se	a requested will consist of current data when the search criteria organization field is an organization of 4 characters or more he include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include s lected, the report data requested will consist of the most recent data as of the time of the last data extraction
	Submit

Figure 10-63: Training TDY Vouchers Over \$2,500 Report Search Criteria Screen

Table 10-50 explains the screen fields.

# Table 10-50: Training TDY Vouchers Over \$2,500 Report Search Criteria Descriptions

TRAINING TDY VOUCHERS OVER \$2,500 REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

# 2.14.2 Local Voucher Over 750

The **Local Vouchers Over 750 Report** provides a list of documents with expenses totaling \$750. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents.

The Local Vouchers Over \$750 Report shows (when applicable) the:

- Organization
- Traveler Name and SSN
- TANUM
- AO Name and Last 4 SSN
- Document Type
- Approved Date
- Total Expenses
- First Expense Date and Last Expense Date
- Paid Date
- Permanent Duty Status

Follow the steps outlined in *Section 2.1* to run a **Local Vouchers Over \$750 Report**.

Figure 10-64 shows the Local Vouchers Over \$750 Report Search Criteria screen.

Local Vouch	er Over \$750		
The Local Vouch identify potentia date of documer approval date, f	The Local Voucher Over S750 report will provide the user with a list of documents that have total expenses over S750. The report is used to identify potential documents that may be subject to audit. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents. Indicated in the report are the organization, traveler, traveler SSN, AO, AO SSN, document type, TANUM, total expense, approval date, first expense date, last expense date, paid date, permanent duty station.		
Local Voucher O	Over \$750 Search Criteria		
Please Note: A	Red Star (*) indicates a field is required.		
* Organization: (minimum of 3 characters)	(Start typing to get Organizational Access)		
Include Sub Organizations:			
* Start Date:	(mm/dd/yyyy)		
* End Date:	(mm/dd/yyyy)		
The report data (regardless of th organization sele	requested will consist of current data when the search criteria organization field is an organization of 4 characters or more ie include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include sub- ected, the report data requested will consist of the most recent data as of the time of the last data extraction		
	Submit		

Figure 10-64: Local Vouchers Over \$750 Report Search Criteria Screen

Table 10-51 explains the screen fields.

Table 10-51: Local	Vouchers Over	\$750 Rei	port Search	Criteria	Descriptions
10010 10 011 2000		<i>φ, σο πε</i> ρ	0010000000000	er reer ra	Descriptions

LOCAL VOUCHERS OVER \$750 REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

#### 2.14.3 Multiple Local Vouchers Totaling Over 4000

The **Multiple Local Vouchers Totaling Over 4000 Report** provides a list of documents with expenses totaling \$4,000. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents.

The Multiple Local Vouchers Over \$4,000 Report shows (when applicable) the:

- Organization
- Traveler Name and SSN
- TANUM
- AO Name and Last 4 SSN

- Document Type
- Approved Date
- Total Expenses
- First Expense Date and Last Expense Date
- Paid Date
- Permanent Duty Status

Follow the steps outlined in *Section 2.1* to run a **Multiple Local Vouchers Over \$4,000 Report.** 

Figure 10-65 shows the Multiple Local Vouchers Over \$4,000 Report Search Criteria screen.

Multiple Local Vouchers Totaling Over \$4,000		
The Multiple Local Vouchers Totaling Over \$4,000 report will provide the user with a list of documents that have total expenses over \$4,000. The report is used to identify potential documents that may be subject to audit. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents. Indicated in the report are the organization, traveler, traveler SSN, AO, AO SSN, document type, TANUM, total expense, approval date, first expense date, last expense date, paid date, permanent duty station.		
Multiple Local Vouchers Totaling Over \$4,000 Search Criteria		
Please Note: A Red Star (*) indicates a field is required.		
* Organization: (minimum of 3 characters) (Start typing to get Organizational Access)		
Include Sub Organizations:		
* Start Date: (mm/dd/yyyy)		
* End Date: (mm/dd/yyyy)		
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		
Submit		

Figure 10-65: Multiple Local Vouchers Totaling Over \$4,000 Report Search Criteria Screen

Table 10-52 explains the screen fields.

Table 10-52: Multiple Local Vouchers Totaling Over \$4,000 Report Search Criteria Descriptions

MULTIPLE LOCAL VOUCHERS TOTALING OVER \$4,000 REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

#### 2.14.4 Travel Advances Over 1000

The **Travel Advances Over 1000 Report** provides a list of documents with advances over \$1,000. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents.

The Travel Advances Over \$1,000 Report shows (when applicable) the:

- Organization
- Traveler Name (Last/First) and SSN
- TANUM
- AO Name (Last/First) and Last 4 SSN
- Document Type
- Approved Date
- Departure and Return Dates
- Total Cash Advance
- ADV (Advance) Paid Date
- Trip Purpose
- Itinerary Location
- Permanent Duty Status

Follow the steps outlined in Section 2.1 to run a Travel Advances Over \$1,000 Report.

Figure 10-66 shows the Travel Advances Over \$1,000 Report Search Criteria screen.

	nces Over \$1,000
The Travel Advan used to identify advance paid da cash advance, a	nces Over \$1,000 report will provide the user with a list of documents that have travel advances over \$1,000. The report is potential documents that may be subject to audit. The start and end date (maximum range of 12 Months) is applied to the ite of documents. Indicated in the report are the organization, traveler, traveler SSN, AO, AO SSN, document type, TANUM, tot pproval date, departure date, return date, advance paid date, trip purpose, itinerary location, and permanent duty station.
Travel Advances	s Over \$1,000 Search Criteria
Please Note: A	Red Star ( * ) indicates a field is required.
* Organization: (minimum of 3 characters)	(Start typing to get Organizational Access)
Include Sub Organizations:	
* Start Date:	(mm/dd/yyyy)
* End Date:	(mm/dd/yyyy)
The report data (regardless of th organization sele	requested will consist of current data when the search criteria organization field is an organization of 4 characters or more e include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include ected, the report data requested will consist of the most recent data as of the time of the last data extraction
	Submit

Figure 10-66: Travel Advances Over \$1,000 Report Search Criteria Screen

#### Table 10-53 explains the screen fields.

Table 10-53: Travel Advances Over \$1,000	<b>)</b> Report Search Criteria Descriptions
---	--

TRAVEL ADVANCES OVER \$1,000 REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

# 2.14.5 Shared Bank Accounts or Multiple GTCCs

The **Shared Bank Accounts or Multiple GTCCs Report** provides a list of documents with shared bank accounts (checking or savings) or multiple GTCCs. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents.

The Shared Bank Accounts or Multiple GTCCs Report shows (when applicable) the:

- Organization
- Traveler Name and SSN
- TANUM
- AO Name and Last 4 SSN
- Document Type
- EFT Type (Checking or Savings)
- EFT Routing and Account
- Comments
- Total Expenses
- Approved Date
- Departure and Return Dates
- Paid Date
- Trip Purpose
- Itinerary Location
- Permanent Duty Status

Follow the steps outlined in Section 2.1 to run a Shared Bank Accounts or Multiple GTCCs Report.

Figure 10-67 shows the Shared Bank Accounts or Multiple GTCCs Report Search Criteria screen.

Shared Bank Accounts or Multiple GTCCs		
The Shared Bank Accounts or Multiple GTCCs report will provide the user with a list of documents that have shared bank accounts or multiple GTCCs. The report is used to identify potential documents that may be subject to audit. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents. Indicated in the report are the organization, traveler, traveler SSN, AO, AO SSN, document type, TANUM, EFT type, EFT routing, EFT account, comments, total expense, approval date, departure date, return date, paid date, trip purpose, itinerary location, and permanent duty station.		
Shared Bank Accounts or Multiple GTCCs Search Criteria		
Please Note: A Red Star ( * ) indicates a field is required.		
* Organization: (minimum of 3 characters) (Start typing to get Organizational Access)		
Include Sub Organizations:		
* Start Date: (mm/dd/yyyy)		
* End Date: (mm/dd/yyyy)		
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		
Submit		

Figure 10-67: Shared Back Accounts or Multiple GTCCs Report Search Criteria Screen

Table 10-54 explains the screen fields.

Table 10-54: Shared Back Accounts or Multiple GTCCs Report Search Criteria Descriptions

SHARED BACK ACCOUNTS OR MULTIPLE GTCCS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

#### 2.14.6 Vouchers Over 4500

The **Vouchers Over 4500 Report** provides a list of documents with TDY voucher expenses over \$4,500. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents.

The Vouchers Over \$4,500 Report shows (when applicable) the:

- Organization
- Traveler Name and SSN
- TANUM

- AO Name and Last 4 SSN
- Document Type
- Total Expenses
- Approved Date
- Departure and Return Dates
- Paid Date
- Trip Purpose
- Itinerary Location
- Permanent Duty Status

Follow the steps outlined in *Section 2.1* to run a **Vouchers Over \$4,500 Report**.

Figure 10-68 shows the Vouchers Over \$4,500 Report Search Criteria screen.

expense, appro	val date, departure date, return date, paid date, trip purpose, itinerary location, permanent duty station.
/ouchers Over	\$4,500 Search Criteria
Please Note: A	Red Star (*) indicates a field is required.
Organization: minimum of 3 :haracters)	(Start typing to get Organizational Access)
nclude Sub Organizations:	
Start Date:	(mm/dd/yyyy)
End Date:	(mm/dd/yyyy)
The report data regardless of t	a requested will consist of current data when the search criteria organization field is an organization of 4 characters or more he include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of inclu-

Figure 10-68: Vouchers Over \$4,500 Search Criteria Screen

Table 10-55 explains the screen fields.

#### Table 10-55: Vouchers Over \$4,500 Report Search Criteria Descriptions

VOUCHERS OVER \$4,500 REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.

VOUCHERS OVER \$4,500 REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

# 2.14.7 Traveler With 25 or More Vouchers

The **Traveler With 25 or More Vouchers Report** provides a list of travelers having 25 or more vouchers. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents.

The Traveler With 25 or More Vouchers Report shows (when applicable) the:

- Organization
- Traveler Name and SSN
- TANUM
- AO Name and Last 4 SSN
- Document Type
- Total Expenses
- Approved Date
- Departure and Return Dates
- Paid Date
- Trip Purpose
- Itinerary Location
- Permanent Duty Status

Follow the steps outlined in Section 2.1 to run a Traveler With 25 or More Vouchers Report.

Figure 10-69 shows the Traveler With 25 or More Vouchers Report Search Criteria screen.

Traveler With 25 or More Vouchers
The Traveler With 25 or More Vouchers report will provide the user with a list of travelers that have 25 or more vouchers. The report is used to identify potential documents that may be subject to audit. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents, including voucher count. Indicated in the report are the organization, traveler, traveler SSN, AO, AO SSN, document type, TANUM, total expense, approval date, departure date, return date, paid date, trip purpose, itinerary location, and permanent duty station.
Traveler With 25 or More Vouchers Search Criteria
Please Note: A Red Star (*) indicates a field is required.
* Organization: (minimum of 3 characters) (Start typing to get Organizational Access)
Include Sub Organizations:
* Start Date: (mm/dd/yyyy)
* End Date: (mm/dd/yyyy)
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
Submit

Figure 10-69: Traveler with 25 or More Vouchers Search Criteria Screen

Table 10-56 explains the screen fields.

Table 10-56: Traveler with 25 or More Vouchers Report Search Criteria Descriptions

TRAVELER WITH 25 OR MORE VOUCHERS SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

#### 2.14.8 Vouchers With More Than 20 Percent Increase from Last Obligation

The **Vouchers With More Than 20 Percent Increase from Last Obligation Report** provides a list documents with vouchers with more than a 20 percent increase from the last obligation. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents, including the percent amount increase after obligation.

The With More Than 20 Percent Increase from Last Obligation Report shows (when applicable) the:

- Organization
- Traveler Name and SSN

- TANUM
- AO Name and Last 4 SSN
- Document Type
- Total Expenses
- Total Obligation Expenses
- Approved Date
- Departure and Return Dates
- Paid Date
- Trip Purpose
- Itinerary Location
- Permanent Duty Status

Follow the steps outlined in *Section 2.1* to run a **With More Than 20 Percent Increase from Last Obligation Report**.

Figure 10-70 shows the **With More Than 20 Percent Increase from Last Obligation Report Search Criteria** screen.

Vouchers With More Than 20 Percent Increase from Last Obligation	
The Vouchers With More Than 20 Percent Increase From Last Obligation report will provide the user with a list of documents that have original vouchers with more than a 20 percent increase from the last obligation. The report is used to identify potential documents that may be subject to audit. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents, including percent amount increase after obligation. Indicated in the report are the organization, traveler, traveler SSN, AO, AO SSN, document type, TANUM, total expense, total obligation expenses, approval date, departure date, return date, paid date, trip purpose, itinerary location, and permanent duty station.	
Vouchers With More Than 20 Percent Increase from Last Obligation Search Criteria	
Please Note: A Red Star (*) indicates a field is required.	
* Organization: (minimum of 3 characters) (Start typing to get Organizational Access)	
Include Sub Organizations:	
* Start Date: (mm/dd/yyyy)	
* End Date: (mm/dd/yyyy)	
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	
Submit	



Table 10-57 explains the screen fields.

Table 10-57: Vouchers With More Than 20 Percent Increase from Last Obligation Report Search CriteriaDescriptions

VOUCHERS WITH MORE THAN 20 PERCENT INCREASE FROM LAST OBLIGATION REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

# 2.14.9 Paid Scheduled Partial Payments

The **Paid Scheduled Partial Payments Report** provides a list documents with paid Scheduled Partial Payments. The start and end date range (maximum range of 12 Months) is applied to the scheduled payment paid date of documents.

The Paid Scheduled Partial Payments Report shows (when applicable) the:

- Organization
- Traveler Name and SSN
- TANUM
- AO Name and Last 4 SSN
- Document Type
- Total Auth Payment
- Total SPP Payment
- Voucher Created Status (Y or N)
- Voucher Current Status (Blank or Status Stamp)
- Approved Date
- Departure and Return Dates
- Paid Date
- Trip Purpose
- Itinerary Location
- Permanent Duty Status

Follow the steps outlined in *Section 2.1* to run a **Paid Scheduled Partial Payments Report**.

Figure 10-71 shows the Paid Scheduled Partial Payments Report Search Criteria screen.

Paid Scheduled Partial Payments	
The Paid Scheduled Partial Payments report will provide the user with a list of documents that have Paid Scheduled Partial Payments. The report is used to identify potential documents that may be subject to audit. The start and end date range (maximum range of 12 Months) is applied to the scheduled payment paid date of documents. Indicated in the report are the organization, traveler, traveler SSN, AO, AO SSN, document type, TANUM, total authorization payment, total SPP payment, voucher created status, voucher current status, approval date, departure date, return date, paid date, trip purpose, itinerary location, and permanent duty station.	
Paid Scheduled Partial Payments Search Criteria	
Please Note: A Red Star (*) indicates a field is required.	
* Organization: (minimum of 3 characters) (Start typing to get Organizational Access)	
Include Sub Organizations:	
* Start Date: (mm/dd/yyyy)	
* End Date: (mm/dd/yyyy)	
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	
Submit	

Figure 10-71: Paid Scheduled Partial Payments Report Search Criteria Screen

Table 10-58 explains the screen fields.

Table 10-58: Paid Scheduled Partial Payments Report Search Criteria Descriptions

PAID SCHEDULED PARTIAL PAYMENTS REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	DESCRIPTION
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

# 2.14.10 Paid Lodging Greater Than Max Established Rate

The **Paid Lodging Greater Than Max Established Rate Report** provides a list documents with paid lodging greater than the max established rate. The start and end date range (maximum range of 12 Months) is applied to the scheduled payment paid date of documents.

The Paid Lodging Greater Than Max Established Rate Report shows (when applicable) the:

- Organization
- Traveler Name and SSN
- TANUM

- AO Name and Last 4 SSN
- Document Type
- Total Expenses
- Approved Date
- Departure and Return Dates
- Paid Date
- Trip Purpose
- Itinerary Location
- Permanent Duty Status
- Lodging Rate Claimed
- Lodging Allowed
- Total Payments

Follow the steps outlined in *Section 2.1* to run a **Paid Lodging Greater Than Max Established Rate Report**.

Figure 10-72 shows the Paid Lodging Greater Than Max Established Rate Report Search Criteria screen.

Paid Lodging Greater Than Max Established Rate
The Paid Lodging Greater Than Max Established Rate report will provide the user with a list of documents that have paid lodging greater than max established rate. The report is used to identify potential documents that may be subject to audit. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents. Indicated in the report are the organization, traveler, traveler SSN, AO, AO SSN, document type, TANUM, total expense, approval date, departure date, return date, paid date, trip purpose, itinerary location, permanent duty station, lodging rate claimed, lodging allowed, and total payments.
Paid Lodging Greater Than Max Established Rate Search Criteria
Please Note: A Red Star (*) indicates a field is required.
* Organization: (minimum of 3 characters) (Start typing to get Organizational Access)
Include Sub Organizations:
* Start Date: (mm/dd/yyyyy)
* End Date: (mm/dd/yyyyy)
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
Submit

Figure 10-72: Paid Lodging Greater Than Max Established Rate Report Search Criteria Screen

Table 10-59 explains the screen fields.

Table 10-59: Paid Lodging Greater Than Max Established Rate Report Search Criteria Descriptions

PAID LODGING GREATER THAN MAX ESTABLISHED RATE REPORT SEARCH CRITERIA DESCRIPTIONS			
FIELD	DESCRIPTION		
Organization	Enter a DTS organization name.		
Include Sub Organizations	Check it to include information for subordinate organizations.		
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.		

# 2.14.11 Signed and Approved Within 8 Minutes

The Signed and Approved Within 8 Minutes Report provides a list documents signed and approved within 8 minutes. The start and end date range (maximum range of 12 Months) is applied to the scheduled payment paid date of documents, including the number of minutes between signed and approved.

The Signed and Approved Within 8 Minutes Report shows (when applicable) the:

- Organization •
- Traveler Name and SSN •
- TANUM •
- AO Name and Last 4 SSN
- Document Type
- Total Expenses •
- Approved Date and Time •
- **Departure and Return Dates** •
- Signed Date and Time •
- Paid Date
- Trip Purpose
- Itinerary Location
- Permanent Duty Status •

Follow the steps outlined in Section 2.1 to run a Signed and Approved Within 8 Minutes Report.

Figure 10-73 shows the Signed and Approved Within 8 Minutes Report Search Criteria screen.

Signed and Approved Within 8 Minutes				
The Signed and Approved Within 8 Minutes report will provide the user with a list of documents that have been signed and approved within 8 minutes. The report is used to identify potential documents that may be subject to audit. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents, including number of minutes between signed and approved. Indicated in the report are the organization, traveler, traveler SSN, AO, AO SSN, document type, TANUM, total expense, signed date/time, approval date/time, departure date, return date, paid date, trip purpose, itinerary location, and permanent duty station.				
Signed and Approved Within 8 Minutes Search Criteria				
Please Note: A Red Star (*) indicates a field is required.				
* Organization: (Start typing (minimum of 3 to get characters)				
Include Sub Organizations:				
* Start Date: (mm/dd/yyyy)				
* End Date: (mm/dd/yyyy)				
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				
Submit				

Figure 10-73: Signed and Approved Within 8 Minutes Report Search Criteria Screen

Table 10-60 explains the screen fields.

Table 10-60: Signed and Approved Within 8 Minutes Report Search Criteria Descriptions

SIGNED AND APPROVED WITHIN 8 MINUTES REPORT SEARCH CRITERIA DESCRIPTIONS			
FIELD	DESCRIPTION		
Organization	Enter a DTS organization name.		
Include Sub Organizations	Check it to include information for subordinate organizations.		
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.		

# **Chapter 3: Business Intelligence and Reporting Tool**

The **Business Intelligence and Reporting Tool (BIRT)** houses advanced reports and tools allowing you to create your own tailored DTS reports without date restrictions and schedule specific times for your reports to run. You must have organization access and your DTS profile set to **Yes** for **BIRT** access.

To access the **BIRT** reports:

1. On the **DTS Dashboard** (Figure 10-74) hover over **Administration** on the menu line and select **BI and Reporting Tool**.



Figure 10-74: DTS Dashboard – Administration Menu Screen

2. Once the **Welcome to the BI and Reporting Tool** screen (Figure 10-75) opens review the information. **Note**: Do not use *Internet Explorer (IE)* to access DTS.

		Sign Out	•••
Nelcome	Catalog	Signed in As WEST	•
		¢	0
Welcome to the BI and Reporting Tool	✓ ETL Run Date		
sign on to DTS, your access to this site is activated based on the BI and Reporting Tool Access indicator value in your permanent profile. Gener to summary data within the BI and Reporting Tool is controlled via your Service or Agency level affiliation and detailed document level data is av based on your DTS organization-access.	Last ETL Run Date 12/03/2024 11:12:25 PM		
Dashboard Links			
Document Count by Organization			
The DTS BI and Reporting Tool officially supports the following browser versions: <ul> <li>Internet Explorer 9</li> <li>Firefox 3.5+</li> </ul>			

Figure 10-75: Welcome to the BI and Report Tool Screen

3. Select Catalog (Figure 10-75) at the top right of the screen to access the tool.

4. From the main **Catalog** page (Figure 10-76), on the left side of the screen, you can access your **My Folders** (your saved work), and **Shared Folders** (dashboard menu and templates [to run reports]).

**Note 1**: Your organization may have specific reporting requirements. To ensure compliance, contact your Component representative on creating and running advanced reports as well as managing data for your organization.

**Note 2**: The **OINC Indicator for Trip in Progress Report** template allows users to query the total per diem amounts of travelers who are currently traveling to an OCONUS. The report also breaks out the Air Total IBA Cost, Air Total CBA Cost, Rail Total IBA Cost, and Rail Total CBA Cost.

ORACLE	BI And Reporting	ool			Sign Out
Catalog	Catalog Signed in As WEST				
lla ▼ 9 in ¶	<b>९ ⊞ ▼</b> 18a	/ 4 . 0	🔹 🗶 🎼 Location /My F	olders	▼ Show Hidden Items ②
✓ Folders	t: ia	Type All	▼ Sort Name A-Z	Show More Details	
My Folders					
Shared Folde	ers				
Dashboar	ra Menu				
Pier Dasht	malatas				
Report le	ct Area Contents				
Subje	Templates				
	Templates				
Data I	Dictionary				
	Report Templates				
Perso	n Report Templates				
User	Created Templates				
∡ Tasks					
My Folders					
Expand	📺 Rename				
🗙 Delete	P Create Shortcut				
🕒 Сору	NV Properties				
		Proview			
4	•	Fleview			

Figure 10-76: Catalog Screen

5. If you experience a problem within the BI Tool, you can reach out to the TAC by submitting a Help Ticket through <u>*TraX*</u>.

# **Chapter 4: Budget Reports**

The **DTS Budget Module** allows you to run reports that help you monitor the budget activities for your organizations and LOAs. You must have permission level 1 to view or 3 to run Budget reports.

Available reports include:

- Balance Report: Shows the cumulative amount of all transactions that affect a specified budget.
- (Target) Adjustment Report: Shows all the budget target adjustments and manual transactions executed against the budget.
- (Budget) Transaction Report: Shows all the individual transactions that affect a given budget.
- **Total Obligation Report**: Shows the totals for all travel documents that affect a given budget. There is one entry for each trip, plus a cumulative status.

#### To run a DTS Budget Report:

1. Begin on the **DTS Dashboard** (Figure 10-77), and hover over **Administration** on the menu line, then select **Budget Tool** on the menu.



Figure 10-77: DTS Dashboard – Administration Menu Screen

2. Once the **Welcome to the DTS Budget Administration Tool** screen (Figure 10-78) opens review the information.

Defense Travel System     Budget Main     Budget Maintenance Manual Transaction Reports
Current Date: 12-04-2024
Welcome to the DTS Budget Administration Tool
To begin using the Budget Administration Tool, click on a selection in the top toolbar.
Budget Module Description:
The Budget Module is a bookkeeping tool used to track and manage travel funds in DTS. It facilitates fund management and reconciliation with official DoD accounting systems.
Resource Managers and Budget Officers use the Budget Module to do the following:
<ul> <li>Set up budgets for LOAs already created in the DTS Maintenance Tool</li> <li>Enable a budget to be shared by multiple LOAs assigned to suborganizations within an organizational hierarchy</li> <li>Deactivate budgets</li> <li>Track expenditures, obligations and fund availability</li> <li>Automatically rollover unused funds from quarter to quarter within a fiscal year</li> <li>Automatically track funds on either a quarterly or annual basis</li> <li>View and download a variety of summary and detail reports</li> </ul>

Figure 10-78: DTS Budget Administration Tool Screen

3. Select **Reports**. The **Reports Function** screen opens (Figure 10-79).

Defense Travel System     A New Era of Government Travel	Budge	et Main Budg	get Maintenan	ce Manual Trans	action Reports		
	Balance	Adjustment	Transaction	Total Obligation	Download Reports		
						Current Date: 12-04	4-2024
Departs Function							
Reports Function							
The Penerts Function provides de	tailed reports (	in HTML or down	nloadable CSV fo	rmat) to facilitate bu	daat itom tracking and roo	consiliation. The following	
report types are available:	taneu reports (		Inoadable CSV 10	rmat/ to racintate bu	uget item tracking and re	onemation. The following	
Balance Report							
<ul> <li>Target Adjustment Rep</li> </ul>	ort						
Transaction Report							
Iotal Obligation Report	E						

#### Figure 10-79: Reports Function Screen

- 4. From the dark blue Navigation Bar, select the link identifying the report you want to run (Balance, Adjustment, Transaction, or Total Obligation). A search criteria screen opens (exact details vary per report type; see descriptions below). Note: DTS marks required information with a red triangle. Items without a red triangle are optional.
- 5. Fill in the report criteria and then select **CREATE REPORT**.
- 6. If DTS displays a second search criteria screen, select which budgets to include and then select **CREATE REPORT**. (If it does not, skip this step.)
- 7. A screen displays to inform you that DTS has started running the report, what will be in it, and the email address that will receive the notification that it is ready for download. When you get that email (or any time after the report has run), return to the **Reports Function** screen (Figure 10-79).
- 8. Select **Download Reports**. The **Reports Ready to Download** screen (Figure 10-80) opens. It lists all reports that DTS has finished running.

Defense Travel System     A New Era of Government Travel	Budge	et Main Budge	et Maintenance	e Manual Tran	saction	Reports		
	Balance	Adjustment	Transaction	Total Obligation	Downloa	d Reports		
							Cur	rrent Date: 12-04-2024
Reports Ready to Down	nload							
The Following reports are rea	dy to be downloaded.	Reports are available	e to download for	one week from the	date they ar	e created.		
File Name			5	Request Date		Create Date	Report Type	
								-
TransactionReport_DTMC	OCSD 3 26 2018 11 31	0 400 AM.csv	C	08/08/2016 08:56:54	AM	08/08/2016 08:56:54 AM	BUDGET TRANSACTION REP	PORT
BalanceReport DTMOCS	D 12 4 2024 7 57 28	696 AM.csv	1	2/04/2024 07:57:28	AM	12/04/2024 07:57:29 AM	BUDGET BALANCE REPORT	

Figure 10-80: Reports Ready to Download Screen

9. Under the column **File Name** select the hyperlink for the .csv file. Your browser will determine your options for viewing and saving the report. For example, Chrome will display a Save As window prompting you to save the file to a folder, then from the folder location open the report.

Sections 4.1 through 4.4 contain specific information about the reports available in the DTS Budget Module.

## 4.1 Balance Report

The **Balance Report** shows the cumulative amount of all transactions affecting a specified budget to date. It shows (when applicable) the:

- Report Date
- Budget Name, associated LOA, fiscal year, and Owning Organization
- Quarterly or annual funding targets, and for quarterly budgets, the previous quarter carryover amount
- Funding target adjustments (both manual and via DTS transaction), and remaining balance
- Outstanding and Total Obligations

#### Here's how to run a Balance Report:

 From the Reports Function screen (Figure 10-79) select Balance on the dark blue Navigation Bar. The Balance Report Selection Criteria screen (Figure 10-81) opens.

Balance Report Selection Criteria	
Note: Caption in bold is a required field.	r Selected Organization(5)
Fiscal Year:	2025 🗸
Organization:	DTMOCSD
Budget Label:	Enter the organization or click on the icon to select a value       Include Sub Organizations
	CREATE REPORT

Figure 10-81: Balance Report Selection Criteria Screen

Table 10-61 explains the screen fields.

Table	10-61:	Balance	Report	Search	Criteria	Descriptions

BALANCE REPORT SEARCH CRITERIA DESCRIPTIONS					
FIELD	DESCRIPTION				
Fiscal Year	Select the year to include in the report.				
Organization	Enter a DTS organization name.				
Include Sub Organizations	Check it to include information for subordinate organizations.				
Budget Label	Enter a label to limit the report to one budget or leave blank to see all budgets.				
Include Inactive Budgets	Check if you want to include budgets that are no longer in service.				

### 2. Select **CREATE REPORT**. The **Balance Reports** screen opens to allow selection of items (Figure 10-82).

		2025				
Organization:			DTMOCSD			
			Do Not Include Sub Organizations			
F			lget Label: 25			
		Do Not Inclue	le Inactive Budgets			
View Report	Organizat	ion	Budget Label	Active		
View	DTMOCSE			True		
View	DTMOCSE	)	25 ROUTINE TVL	True		
View	DTMOCSE	)	25 TRAINING	True		
	DTMOGGE		25 TRN	True		
	report: Select the desired budg       the View link.       View Report       View       View       View       View	Preport: Select the desired budget items and click Creating ink.   Preport: Select the desired budget items and click Creating ink.   Preport: View Report   View DTMOCSE   View DTMOCSE   View DTMOCSE	Organization: DTMOCSD   Do Not Inclue   Budget Label:   25   Do Not Inclue   Do Not Inclue   Provint Select the desired budget iters and click Create Report.   View Report   View   DTMOCSD   View   DTMOCSD	Organization: DTMOCSD   Budget Label: Do Not Include Sub Organizations   Budget Label: 25   Do Not Include Budgets Do Not Include Budgets <b>View Report</b> View Organization   View DTMOCSD   View DTMOCSD		

Figure 10-82: Balance Report Selection Screen

- 3. Check the box to the left of each budget you want to include in the report.
- 4. Select **PROCESS REPORT** to run the report. The **Generating Balance Report** screen opens. It tells you that DTS has started running the report, what will be in it, and the email address that will receive the notification that it is ready for download.
- 5. Once the report is ready to view, return to the **Budget Module**, **Reports**, **Download Reports** tab to retrieve the information (Figure 10-83).

e Following reports are ready to be downloaded. Reports are available to d	ownload for one week from the date the	y are created.	
File Name	Request Date	Create Date	Report Type
TransactionPapart DTMOCCD 2 35 2018 11 21 0 400 AM cou	08/08/2016 08:56:54 AM	08/08/2016 08:56:54 AM	BUDGET TRANSACTION REPORT
Transaction Report DTWOCSD 3 20 2018 11 51 0 400 AMASY			

Figure 10-83: Reports Ready to Download Screen

## 4.2 Target Adjustment Report

The **Target Adjustment Report** shows the manual and document-related adjustments that affect the pertinent budgets. It shows (when applicable) the:

- Transaction Date
- Traveler Name and Masked SSN
- Adjustor's: Public key infrastructure (PKI) User Identification Number (UIN)
- Total Adjustment amount by quarter (only for quarterly budget) and year
- Each Adjustment's amount, content (if manual), and total for the fiscal year to date

#### To run a Target Adjustment Report:

 From the Reports Function screen (Figure 10-79), select Adjustment on the dark blue Navigation Bar. The Target Adjustment Report Selection Criteria screen (Figure 10-84) opens.

Defense Travel System Bud	get Main Budget Maintenance Manual Transaction Reports	
Balance	Adjustment Transaction Total Obligation Download Reports	
		Current Date: 12-04-2024
Target Adjustment Report Selection Crite	ria	
Enter the selection criteria and click <b>Create Repor</b> Note: Caption in bold is a required field.	for Selected Organization(s)	
Fiscal Ye	ar: 2025 🗸	
Date Fro	m: 12/04/2024 2.Format is MM/dd/yyyy	
Date	To: 12/31/2024	
Organizati	DTMOCSD	
	Enter the organization or click on the icon to select a value Include Sub Organizations	
Budget Lab	el:	
	<sup>2</sup> Enter in the format: YY X00000000000 ☐ Include Inactive Budgets	
	CREATE REPORT	

Figure 10-84: Target Adjustment Report Selection Criteria Screen

Table 10-62 explains the screen fields.

#### Table 10-62: Target Adjustment Report Search Criteria Descriptions

TARGET ADJUSTMENT REPORT SEARCH CRITERIA DESCRIPTIONS						
FIELD	DESCRIPTION					
Fiscal Year	Select the year to include in the report.					
Date From and Date To	Enter (or use the calendar tool to select) the date range to search.					
Organization	Enter a DTS organization name.					
Include Sub Organizations	Check it to include information for subordinate organizations.					
Budget Label	Enter a label to limit the report to one budget or leave blank to see all budgets.					

- 2. Select **CREATE REPORT**. The Adjustment Report screen opens.
- 3. Check the box to the left of each budget you want to include in the report.
- 4. Select **CREATE REPORT**. to run the report. The **Generating Target Adjustment Report** screen opens. It tells you that DTS has started running the report, what will be in it, and the email address that will receive the notification that it is ready for download.
- 5. Once the report is ready to view, return to the **Budget Module**, **Reports**, **Download Reports** tab to retrieve the information.

# 4.3 Budget Transaction Report

The **Budget Transaction** report shows all individual transactions that affect one or more budgets. It shows (when applicable) the:

- Traveler Name
- Document Name, Document Type (see below), Standard Document Number (SDN), TANUM, and Approved Date
  - AUTH = authorization
  - $\circ$  VCHR = voucher
  - LVCHR = local voucher
  - CXL = cancelled document
  - INSERT = manually entered transaction
- Trip Departure Date (Key Note 1), TDY Location, LOA Label and elements, and total trip cost (plus breakdowns for per diem, transportation, and "other")
- Budget Owning Organization, label, running balance (both total and per expense item), and an indicator showing if wildcards caused funding against multiple LOAs (Key Note 2)
- Transaction Date (Key Note 1)
- Adjustor Name (for manual adjustments only)

**Key Note 1**: For manually entered transactions in quarterly budgets, the transaction date displays as the first date of the quarter, while the departure date displays the date the adjustment was entered (if the transaction occurred before the quarter began).

Key Note 2: If so, each LOA will have a separate entry.

#### To run a Transaction Report:

1. From the **Reports Function** screen (Figure 10-79), select **Transaction** on the dark blue Navigation Bar. The **Transaction Report Selection Criteria** screen (Figure 10-85) opens.

Defense Travel System	Budget N	Nain Budget M	Maintenance	Manual Tra	nsaction	Reports	
	Balance	Adjustment Tra	ansaction	Total Obligation	Download	d Reports	
							Current Date: 12-04-2024
Transaction Report Selection	Criteria						
Enter the selection criteria and click <b>C</b>	reate Report for S	elected Organizati	on(s)				
Note: Caption in bold is a required fie	eld.						
	Fiscal Year:	2025	~				
	Date From:	12/04/2024					
		존 Format is MM/dd/y	עע				
	Date To:	12/04/2024					
		존Format is MM/dd/y	עע				
	Organization:	DTMOCSD		,	Q		
		은 Enter the organization	on or click on the i	on to select a value			
	Budget Label:	25 MEDICAI			•		
		25 ROUTINE	TVL				
		25 TRAININ 25 TRN	G		-		
include ir	nactive Budgets:						
			CREATE REPO	ORT			

Figure 10-85: Transaction Report Selection Criteria Screen

Table 10-63 explains the screen fields.

TRANSACTION REPORT SEARCH CRITERIA DESCRIPTIONS					
FIELD	DESCRIPTION				
Fiscal Year	Select the year to include in the report.				
Date From and Date To	Enter (or use the calendar tool to select) the date range to search.				
Organization	Enter a DTS organization name.				
Budget Label	Enter a label to limit the report to one budget or leave blank to see all budgets.				
Include Inactive Budgets	Check if you want to include budgets that are no longer in service.				

### Table 10-63: Transaction Report Search Criteria Descriptions

# 4.4 Total Obligation Report

The **Total Obligation Report** shows the total costs for each document that affects one or more budgets. There is one report entry for each trip, and a total obligated amount. The **Total Obligation Report** shows (when applicable) the:

- Traveler Name
- Document Name, Standard Document Number (SDN), TANUM, and Approved Date
- Trip TDY Location, LOA Label and elements, and total trip cost (plus breakdowns for per diem, transportation, and "other" for each authorization and voucher, and the cost difference between the authorization estimate and voucher claim)
- Budget Owning Organization, label, and an indicator showing if wildcards caused funding against multiple LOAs

### To run a Total Obligation Report:

1. From the **Reports Function** screen (Figure 10-78), select **Total Obligation** on the dark blue **Navigation Bar**. The **Transaction Report Selection Criteria** screen (Figure 10-86) opens.

Rudget Main	Pudget Maintenance Manual Transaction Personts
A New Era of Government Travel	
Balance Adjustme	nt Transaction Lotal Obligation Download Reports Current Date: 12-04-2024
Total Obligation Report Selection Criteria	
Enter the selection criteria and click Create Report for Selected O	rganization(s)
Note: Caption in bold is a required field.	
Fiscal Year:	
	2025 •
Date From:	12/04/2024
	존 Format is MM/dd/yyyy
Date To:	12/04/2024
	≥ Format is MM/dd/yyyy
Organization:	
	2 Seture the comparison or click on the idea to collect a value.
Budget Label:	25 MEDICAL
	25 ROUTINE TVL
	25 TRAINING
Include Inactive Budgets:	
	CREATE REPORT

Figure 10-86: Total Obligation Report Selection Criteria Screen

Table 10-64 explains the screen fields.

Table 10-64: Total Obligation Report Search Criteria Descriptions

TOTAL OBLIGATION REPORT SEARCH CRITERIA DESCRIPTIONS					
FIELD	DESCRIPTION				
Fiscal Year	Select the year to include in the report.				
Date From and Date To	Enter (or use the calendar tool to select) the date range to search.				
Organization	Enter a DTS organization name.				
Budget Label	Enter a label to limit the report to one budget or leave blank to see all budgets.				
Include Inactive Budgets	Check if you want to include budgets that are no longer in service.				

- 2. Select **CREATE REPORT**. The **Generating Total Obligation Report** screen opens. It tells you when DTS will run the report, what will be in it, and the email address that will receive the notification that it is ready for download.
- 3. Once the report is ready to view, return to the **Budget Module**, **Reports**, **Download Reports** tab to retrieve the information.

# **Chapter 5: View List Reports**

The **View List Reports** provide information on organizations, routing lists, groups, people, and Lines of Accounting (LOAs). You can run these reports through the **DTA Maintenance Tool**. You must have organization access and permission levels 1 and 5 to access the **DTA Maintenance Tool** tables except for LOAs. To access LOAs you need organization access and permission levels 1 and 6.

Although each of the tables in the **DTA Maintenance Tool** provides view listings, for the purpose of this manual we provide two examples: Person and LOAs. The *DTA Manual, Chapters 4-8* deliver more table details and examples of each view listing. To access the *DTA Manual Chapters*, go the main <u>Training</u> page on the DTMO website or use the <u>Training Search Tool</u>.

## **5.1 View Person Lists**

The **View Person** list provides four different reports to help you manage the organization's profiles: **Basic Traveler Info List, Accounts Info List, Special Features Info List,** and **Groups Info List**. You can run these reports as often as you need, just be mindful to safe guard personal information ensuring travel compliance. An example for running a report would be if you need to see a list of travelers in your organization who have a GTCC (to check expiration dates) then run the **Accounts Info List**. After you save the list and open the file in excel, you can sort the list by **GOVCC Expiration Date** and have the accounts closest to expiring filter to the top of the page. You can notify those travelers who need to act *promptly* to prevent travel delays. If you run the report monthly, you can track the accounts requiring action *directly* and those requiring *action soon*. Be sure to notify the travelers of required action. **Note**: DTS refers to the Government Travel Charge Card (GTCC) as GOVCC in certain reports and tables available in documents. You can learn more about profiles in the *DTA Manual, Chapter 7*.

Here is how to run a View List for People:

- 1. On the **DTS Dashboard** (Figure 10-2), hover over **Administration**, then select the **DTA Maintenance Tool**. The **DTA Maintenance Home** page displays.
- 2. Use the dropdown menu and select **People**. The **Search People** window opens. Select **View Person Lists** (Figure 10-87a), choose **Select Report** to see the full list of items.

DTA Tools:	People 🗸	<u>Search People</u>   <u>Create</u>	e Person   Receive Person   View Person Lists
View Per For "Select ( organization	son Lists Drganization'' field, please s.	enter four or more characters	in the corresponding field to display list of available
	Select Report : Select Organization :	Basic Traveler Info List Basic Traveler Info List Accounts Info List Special Features Info List Groups Info List	rt

Figure 10-87a: View Person Lists Screen

3. Use the dropdown of **Select Report** to choose the **Accounts Info List** (Figure 10-87b).

DTA Tools:	People	Search People   Create Person   Receive Person	<u>View Person Lists</u>
View Per For "Select organization	<b>son Lists</b> Organization" field, pleas 15.	e enter four or more characters in the corresponding field to	display list of available
- 3			
	Select Report :	Accounts Info List	
		Basic Traveler Info List	
	Select Organization :	Accounts Info List	Sub-Organizations
		Special Features Info List	
		Groups Info List	

Figure 10-87b: Accounts Info List Screen

- 4. Select the **Organization** and check the box **Include Sub-Organizations**, if needed.
- 5. Select Run Report.
- Depending upon the browser, you will be prompted to save the file before opening. For example,
   Chrome displays a Save As window. You will need to choose the folder to save the file. Then select
   Save. From the saved folder location, open the file to view the details.
- 7. The **View List**, **Accounts Info List** provides the following:
  - Organization
  - Last Name, First Name and Middle Initial
  - Traveler's Last 4 SSN
  - Government Charge Card (GOVCC) Holder (Yes or No)
  - Advanced Authorization
  - Mandatory use of GOVCC
  - Government Charge Card (GOVCC) (Last 6 digits)
  - GOVCC Expiration Date
  - Mandatory EFT Payment
  - Checking and Savings Routing Numbers\*
  - Checking and Saving Account Numbers\*
  - Traveler Email Address
  - CSA Status (set to No)

**\*Note**: Travelers should only enter a checking or savings account and routing number. They should not add both accounts to their profile. If they do add both, DTS will default the payment to checking.

### 5.2 View LOA List

A Line of Accounting (LOA) consists of a **Format Map** (based upon the Component and servicing accounting/disbursing system), **Label** and **Accounts 1-10** with up to 20 characters per account. The LOA must exist in the **DTA Maintenance Tool**, **Lines of Accounting** table along with a corresponding **Budget Item** (with

funds), and the LOA must appear on a document to fund travel. Your organization may have a few or many LOAs available, have access to shared LOAs, or use LOAs cross-org'd for certain individual's travel. If you serve as a Financial DTA (FDTA) you might be responsible for managing many organizations' LOAs.

You can see the available LOAs in one or more DTS organizations using **Search LOA(s)** and scrolling through the pages. If you are trying to see the details of many LOAs then the better option is to run a **View LOA(s) List**. An example of when to run the report would be to prepare for Fiscal Year (FY) cross-over. After you save the list and open the file in excel, you can sort the list by organization and LOA label and the oldest lines will come to the top of the page. You can determine which LOAs are necessary for the new FY, which ones you no longer need, and those which may require updates before establishing the new LOAs. Once you have setup the new LOAs, run the report again to ensure each organization has their proper LOAs. You can learn more about LOAs in the *DTA Manual, Chapter 8*.

Here is how to run a View List for LOAs:

- On the DTS Dashboard (Figure 10-2), hover over Administration, then select the DTA Maintenance Tool. The DTA Maintenance Home page displays.
- 2. Use the dropdown menu and select Lines of Accounting. The Search Lines of Accounting window opens (Figure 10-88). From the menu line, select View LOA(s) List.

COOLS: Lines of Account	ting 🗸	Searc	<u>h LOA(s)   Crea</u>	<u>te LOA(s)   Update D</u>	<u>efault LOA(s)   Mas</u>	s Update	<u>e   Mass Copy</u>   <u>Vie</u>	<u>ew LOA(s) Lis</u>
Include Sub-Organ Format Map:	nizations: I	No			Label: <mark>25</mark> Unbudge	eted LO/	A(s) Only: <mark>No</mark>	
Select to Delete or Rollover		Ed	lit	Organization Name	Label	Shared	Format Map	Link to
	Update	Сору	X-Org Funding	DTMOCSD	25 MEDICAL	No	SFIS v3.4	New Budget
	Update	Сору	X-Org Funding	DTMOCSD	25 ROUTINE TVL	No	ARMY 3, 6/6/2003	New Budget
	Update	Сору	X-Org Funding	DTMOCSD	25 TRAINING	No	AF 2, 9/29/2003	New Budget
	Update	Сору	X-Org Funding	DTMOCSD	25 TRN	No	SFIS v3.4	New Budget
Select All Clear All								
	Delete Selected(on this page)         Rollover Selected (on this page)							

Figure 10-88: Lines of Accounting (Search Results) Screen

3. When the page opens, in the **Organization Name** choose the correct organization, check the box include **Sub-Organizations**, if necessary. Select **Run Report** (Figure 10-89a).

View Lines Of Accounting For "Organization Name" please enter organizations.	(LOA) List four or more charac	cters in the correspond	ing field to display list of available
Organization Name:	DTMOCSD		Include Sub-Organizations
		Run Report	

Figure 10-89a: View Lines of Accounting (LOA) List Screen

- Depending upon the browser, you will be prompted to save the file before opening. For example, Chrome displays a Save As window. You will need to choose the folder to save the file. Then select Save. From the saved folder location, open the file to view the details.
- 5. The View Lines of Accounting (LOA) List provides the following:
  - Organization
  - LOA Label
  - LOA Format Map
  - Acc1 though Acc10
- 6. The LOA Accounts 1 10 contain characters based upon the **Format Map** (Figure 10-89b), but some fields may be blank containing carats (^) separating the data elements.

	A	В	С	D	E	F	G	Н	I	J	К	L	М	N
1	Organization	LOA Label	LOA Format Map	Acc1	Acc2	Acc3	Acc4	Acc5	Acc6	Acc7	Acc8	Acc9	Acc10	
2	DTMOCSD	25 MEDICAL	SFIS v3.4	021001^02	000^20252	^^	1F3^	A23ED^	400876621	800405171	^OR^0000	^	KDD1F3234	4TRPD^
3	DTMOCSD	25 ROUTINE TVL	ARMY 3 6/6/2003	005073^	21^2025^2	18^5048^/	17301200/	VIRQ^^21	HF0245^45	FA^12B^0	~~~~	^	~~	
4	DTMOCSD	25 TRAINING	AF 2 9/29/2003	667100^	57^^5^384	58^5^	41^L8^201	~~~~	409^^^	667100^^	^59220F^	^	~~~	
5	DTMOCSD	25 TRN	SFIS v3.4	021001^02	000^20252	^^	1F3^	A23ED^	40087662^	800405171	^OR^0000	^	KDD1F3234	4TRPD^

Figure 10-89b: LOA Details in Excel

# Chapter 6: Requesting Ad Hoc Reports

DTS **Report Scheduler** provides the ability to run pre-defined reports which compile and retrieve data quickly and in most cases, meets the standard data reporting needs for pre-travel and post-travel. LDTAs can obtain the typical travel information for their organization and run the reports as often as needed.

When there is a distinctive need beyond the traditional reporting methods, Components (i.e., higher level) may request access to the **Defense Manpower Data Center Reporting System (DMDCRS)**.

- DMDCRS is an alternate means to request DTS information that cannot be obtained using **Report** Scheduler or the **Business Intelligence Reporting Tool (BIRT)**.
- These are normally more complicated requests.
- When requesting these reports a detailed description of what information is needed is required to get desired outcomes.
- The report can generate for up to 12 month of data at a time and go back for 10 years' worth of data.

Note: Follow your Component business rules on who should have DMDCRS access.

# 6.1. Request Access to DMDCRS

- 1. To access the **DMDCRS** website and request information, you must complete a *DD-2875* form (your supervisor, security manager and you sign the form), complete *Information Assurance (IA) Training* (or equivalent), and have an established account.
- Log onto the DMDCRS website at <u>https://dmdcrs.dmdc.osd.mil/dmdcrs/public/</u> and look for Application Access Documents at the bottom left side of the page, to access a copy of the DD-2875 form and the Specific Instructions for Completing a DD-2875.pdf. Note: Download and save to a folder on your pc then open the file.
- Complete the *DD-2875* following all steps to prevent processing delays. Then e-mail the completed form to the **DMDCRS Help Desk** at <u>dodhra.dodc-mb.dmdc.mbx.dmdcrs-helpdesk@mail.mil</u>. Upon receipt of your request, the POCs will review and process the application. Note: **DMDCRS Help Desk** no longer accepts faxed or scanned forms.
- 4. You receive notification once your account is established.

# 6.2 Generate a Report

 Log onto the DMDCRS website at <u>https://dmdcrs.dmdc.osd.mil/dmdcrs/public/</u>. The Defense Manpower Data Center's (DMDC) Reporting System (DMDCRS) Home page appears (Figure 10-90). Select Continue.





2. A DMDCRS Standard Mandatory DoD Notice and Privacy Consent page opens. Review the information and then select OK (Figure 10-91).

bmac
DMDC Reporting System
Standard Mandatory DoD Notice and Consent
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
<ul> <li>The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.</li> </ul>
<ul> <li>At any time, the USG may inspect and seize data stored on this IS.</li> </ul>
<ul> <li>Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.</li> </ul>
This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
<ul> <li>Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.</li> </ul>
Acknowledgement Of Responsibilities Of Receiving And Maintaining Privacy Act Data
DATA YOU ARE ABOUT TO ACCESS COULD POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You must:
<ul> <li>Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.</li> </ul>
<ul> <li>Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.</li> </ul>
<ul> <li>Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(I)(3)) as amended and other applicable DOD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.</li> </ul>
Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
Ensure data will not be used for marketing purposes.
<ul> <li>Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.</li> </ul>
• Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a(I) (3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.
Contact DMDC    Accessibility/Section 508    USA.gov    No Fear Act Notice
OK
For assistance or to report problems, please call toll free: 800-538-9522 Commercial: 502-335-9980.

Figure 10-91: DMDCRS Standard Mandatory DoD Notice and Privacy Consent Screen

3. The **Registered User Logon** screen opens (Figure 10-92). In the **Select Logon Method** box, choose your **CAC** or **User Name/Password**. Select **Continue**.

DC Reporting Sys	serving Trose who serve Our Country	
AUTHORITY PURPOSE/ROUTINE USE DISCLOSURE Prevent illegal access of Priva	5 USC 301 Information you provide is used to verify your identity and usage of this website. Voluntary. However, if you fail to provide the requested information, DMDC will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.	Select Logon Method  Smartcard (CAC, PIV) Continue  Username / Password Logon Help
The material/information con S40021.	tained herein falls within the purview of the Privacy Act of 1974 and will be safeguarded in accordance v For <b>assistance</b> or to <b>report problems</b> , please call toll free: <b>800-538-9522</b> Commercial:	vith the applicable system of records notice and DL 502-335-9980.

Figure 10-92: DMDCRS Registered User Logon Screen

 The DMDCRS main page displays. At the top of the screen is a menu line in which you can Create Request (standard or create custom reports), view My Requests, Manage Requests, a see a list of the Self Service Reports, and request Help (Figure 10-93).

**Note**: When you submit a request, you receive an email notification regarding the successful submission. Then once your files are ready for viewing, you receive a second notification.

5. From the menu line under the **Create Request**, select **Basic Request** (Figure 10-93).



#### Figure 10-93: DMDCRS Main Screen - Dropdown list

On the **Basic Request** main page, view and complete the **Privacy Information**, *Section 1* (Figure 10-94). Once you select the appropriate radio button, select **Next** to proceed. After you complete then section, the number icon changes to the pencil icon in case you need to edit any information.

**Note 1**: If PII is involved, you will be asked to accept the *PII Agreement* and answer additional questions related to the **Privacy Information** section.

**Note 2**: If you are requesting the data from *outside* the DoD or in a non-DoD capacity, or if the request needs to be recurring, you will be asked to acknowledge that a *Support Agreement* is required between DMDC and your organization.

					CONT	ROLLED UNCLASSIFIED I	NFORMATION		
😁 DI	MDC	Reporting System	SELF SERVICE	CREATE REQUEST	MY REQUESTS	HELP		Request Id	<b>e</b>
Basic	Request								
		•	Privacy Informatio Requesting Personally Ident all PII information, including Is Personally Identifiabil Yes, PII is involved	In Iffable Information (PII) may res why it is needed and how it will e Information (PII) needed f No, PII is not involved	uit in a delay of the completion be used, will be required later or this request?	n of your request as addition in the request process.	nal reviews are required. A justification for Select if there will then the request privacy office first Next	Resources Summary of Available Data at DMD I be PII requested. If yes, will be routed to the	ic
		0	Request Descripti	on					
		9	Request Backgrou	ind (Optional)					
					CONTROL		DINFORMATION		

Figure 10-94: DMDCRS Basic Request Screen

- 6. View the **Request Description** screen, *Section 2* (Figure 10-95).
  - 6.1. Complete the information using the dropdown selection or manually typing in the data.

Contraction of the local distribution of the					CONTRO	DLLED UNCLASSIFIED INFORM	ATION		
	DMDC	Reporting System	SELF SERVICE	CREATE REQUEST	MY REQUESTS	HELP		Request Id	<b>B</b>
В	asic Request								
			Privacy Information Request Descriptio Request related to a Formal Audit (GAO Request la from a Federally Funded Res Request la from the Defense Suicide Pri Request la from the Defense Suicide Pri Request la for Defense Travel System (1 Presse indicate frequency of the One Time Save as Draft) Can	DoDIG) exerct and Development Center (FFRDC) evention Office DTD) Information pporting documents once the request is request. *	submitted	ala you need, scope, po nation.	opulation, data sources, and report	Resources Summary of Available Data at DMDC	
		3	Request Backgrour	nd (Optional)					

#### Figure 10-95: DMDCRS Basic Request Screen - Continued

For the **Request Description** information details, see Figures 10-96a, 10-96b).

- DO select, **Request is for DTS** information.
- DON'T add PII in the **Request Description** section.
- DO add **Description of Request Dates** be specific dates (i.e., depart date, return date, and data elements)
- Recurring report with PII = MOR
- DO indicate whether there are special circumstances about the request.
- DO provided a detailed description up to 4,000 characters
- DO select the frequency of the request.
- Once you complete the section, select **Next** to proceed.

Once you complete the section, select **Next** to proceed.

Request is for Defense Travel System (DTS) information	· · · · · · · · · · · · · · · · · · ·
lease provide the requirements for your request including detailed informal prmat. Click on Summary of Available Data at DMDC on the right of your so Description of request. (Do NOT include PII in the description)	tion about the specific data you need, scope, population, data sources, and report creen for additional information.
0 / 4000 Note: You will be able to attach supporting documents once the request is submitted.	Enter as much information as you need regarding the
Please indicate frequency of the request. * One Time	data. This would include the exact data elements you want to view. If you are using a date range, include the required date applicable, for example the Depart Date or Paid Date.

#### Figure 10-96a: DMDCRS Basic Request Screen – Continued

Request Description		Summary of Available Data at D
Are there any special circumstances related to this request? *		
Request is for Defense Travel System (DTS) information	•	
Please provide the requirements for your request including detailed information about the specific data format. Click on Summary of Available Data at DMDC on the right of your screen for additional information of the state of	a you need, scope, population, data sources, and report ation.	
Description of request. (Do NOT include Pil in the description) *		
0 / 4000		
Note: You will be able to attach supporting documents once the request is submitted.		
Note: You will be able to attach supporting documents once the request is submitted Please indicate frequency of the request. *		<b>—</b>
Note: You will be able to affact supporting documents once the request is submitted Please indicate frequency of the request. * One Time	•	Enter how often to run the
Note: You will be able to affach supporting documents once the request is submitted Please indicate frequency of the request. * One Time	•	Enter how often to run the report.

Figure 10-96a: DMDCRS Basic Request Screen – Continued

- 7. The **Request Background**, *Section 3* is optional (Figure 10-97). Remember, any additional information may better assist DMDC with fulfilling your request.
  - DO answer the questions in the text fields, up to 4,000 characters.
  - DON'T include any *PII* in this section.

0	Privacy Information	Resources
0	Request Description	Summary of Available Data at DMDC
3	Request Background (Optional)	
	What is your organization's mission and how do you expect DMDC data to supp 0/4000 Please tell us about the specific problem that you're attempting to solve using D	These fields are optional, any additional information you can provide as background will help use better assist you.
	0 / 4000	Once completed select Submit.
	Save as Draft Cancel Note: You will be able to attach supporting documents once the request is submitted.	Previous

Figure 10-97: DMDCRS Basic Request Screen - Continued

8. When you are satisfied with the entry, select **Submit** to complete your request (Figure 10-98). **Note**: You must **Submit** the request first, before you can attach files.

Other options on the page include:

- Save as Draft: Save your request as a Draft Request, so that you can complete and submit it later.
- **Cancel**: Cancel your request. Be aware that all the data you entered will be discarded.
- **Previous**: Go back to the previous screens to change your answers.
- 9. After selecting Submit, at the bottom of the page, displays a Request# (Figure 10-98). In addition, the File Upload window appears. Select Add Files to Upload (Figure 10-98). On your pc, go to the folder which contains the necessary files. Follow the prompts to open and then attach the supporting record(s) which can assist in fulfilling your request. Once you add the files, you should see the file name display on the page. When you are finished, exit the request form.

Privacy Information				Resources
<ul> <li>Request Description</li> <li>Request Background (Optional)</li> <li>What is your organization's mission and how do you expect</li> </ul>	File Upload Please attach any files needed for this be securely housed in DMDCRS. Sam	rèquest. Pil data can be u ple reports or layouts are a	ploaded here and will iso helpful.	Summary of Available Data at DMDC
4 / 4000 Please tell us about the specific problem that you're attemptest	Name Add Close Add Files	Size	Status Upload	Upload any files that may help to clarify your request.
4 / 4000 Save as Draft Cancel		[	Previous Submit	
Note: You will be able to attach supporting documents once the request is submitted. CONTROLLED UNCLASSIFIED INFORMATION				

Figure 10-98: File Upload Window

## 6.3 View My Requests

The **DMDCRS My Requests** allows you to access a draft form, submitted, closed, and cancelled requests. Here is how to access **My Requests**:

- 1. From the **DMDCRS Home** page, from the menu line, select **My Requests**. Once the page opens, select the appropriate option:
  - Draft requests
  - Open requests
  - Closed requests
  - Cancelled requests
- Once you select the specific option, the page opens. For example, view a submitted or **Open Request** (Figure 10-99). To view the status and details of a request, select the **Request#** on the left side of the entry.

9	DMDC	Reporting SELF SERVICE	CREATE REQUEST	MY REQUESTS	HELP		Reque	st ld	<b>B</b>
N	ly Requests								
Filt	ers								*
	Open Requests (1)	Closed Requests Cancelled Requests							
							Search		
F	tequest #	Submitted Date	Due Date	Manager Nar	ne Request Description	Days Open	Last Modified		
	160544	12/09/2024	12/22/2024	Gregory As	ima test	0	12/09/2024		
							ltems per page: 50 → 1 − 1 of 1	K < >	×
	CONTROLLED UNCLASSORMATION								

Figure 10-99: DMDCRS My Requests Page

- 3. On the **Requests** details screen, you can see the status of the request and who is associated to the request as **Customers**, **Request Manager**, or **Analysts**. From this screen you can:
  - Number of comments appears Navigation Bar.
  - View entered comments.
  - Add your own comments.
  - Attach files.
- 4. Once you finish reviewing the request, exit the **My Requests** screen.
- 5. If you experience any problems with the site, contact the DMDCRS Helpdesk at mailto:dmdc.dmdcrshelpdesk@mail.mildmdc.dmdcrshelpdesk@mail.mil

# Appendix A: Additional Resources

This appendix contains the full DTA Manual, Chapters and Appendices which DTAs may find useful when managing travel for their organization.

DTA MANUAL			
CHAPTER	URL		
Chapter 1: DTS Overview	https://media.defense.gov/2022/May/11/2002994773/-1/-1/0/DTA_1.PDF		
Chapter 2: DTS Access	https://media.defense.gov/2022/May/11/2002994797/-1/-1/0/DTA_2.PDF		
Chapter 3: DTS Site Setup	https://media.defense.gov/2022/May/11/2002994799/-1/-1/0/DTA_3.PDF		
Chapter 4: Organizations	https://media.defense.gov/2022/May/11/2002994824/-1/-1/0/DTA_4.PDF		
Chapter 5: Routing Lists	https://media.defense.gov/2022/May/11/2002994853/-1/-1/0/DTA_5.PDF		
Chapter 6: Groups	https://media.defense.gov/2022/May/11/2002994838/-1/-1/0/DTA_6.PDF		
Chapter 7: People	https://media.defense.gov/2022/May/11/2002994837/-1/-1/0/DTA_7.PDF		
Chapter 8: LOAs	https://media.defense.gov/2022/May/11/2002994836/-1/-1/0/DTA_8.PDF		
Chapter 9: Budgets	https://media.defense.gov/2022/May/11/2002994835/-1/-1/0/DTA_9.PDF		
Chapter 10: Reports	https://media.defense.gov/2022/May/11/2002994832/-1/-1/0/DTA_10.PDF		
Chapter 11: MIS Administration	https://media.defense.gov/2022/May/11/2002994834/-1/-1/0/DTA_11.PDF		
Chapter 12: ROA Administration	https://media.defense.gov/2022/May/11/2002994833/-1/-1/0/DTA_12.PDF		

DTA MANUAL			
APPENDIX	URL		
Appendix A: Self-Registration	https://media.defense.gov/2021/Nov/15/2002893136/-1/- 1/0/DTA_APP_A.PDF		

DTA MANUAL		
APPENDIX	URL	
Appendix B: Acronyms	https://media.defense.gov/2021/Nov/15/2002893141/-1/- 1/0/DTA_APP_B.PDF	
Appendix C: Definitions	https://media.defense.gov/2021/Nov/15/2002893143/-1/- 1/0/DTA_APP_C.PDF	
Appendix E: Emails	https://media.defense.gov/2021/Nov/15/2002893222/-1/- 1/0/DTA_APP_E.PDF	
Appendix F: Import / Export Module	https://media.defense.gov/2021/Nov/15/2002893234/-1/- 1/0/DTA_APP_F.PDF	
Appendix G: Error Codes	https://media.defense.gov/2021/Nov/15/2002893232/-1/- 1/0/DTA_APP_G.PDF	
Appendix J: Help Process	https://media.defense.gov/2021/Nov/15/2002893231/-1/- 1/0/DTA_APP_J.PDF	
Appendix K: DTS Tables	https://media.defense.gov/2021/Nov/15/2002893230/-1/- 1/0/DTA_APP_K.PDF	
Appendix L: Reorganizations	https://media.defense.gov/2021/Nov/15/2002893229/-1/- 1/0/DTA_APP_L.PDF	
Appendix M: Ranks and Grades	https://media.defense.gov/2021/Nov/15/2002893228/-1/- 1/0/DTA_APP_M.PDF	
Appendix N: Country Codes	https://media.defense.gov/2021/Nov/15/2002893227/-1/- 1/0/DTA_APP_N.PDF	
Appendix Q: Org Naming Sequence	https://media.defense.gov/2021/Nov/15/2002893226/-1/- 1/0/DTA_APP_Q.PDF	
Appendix R: LOA Formats	https://media.defense.gov/2021/Nov/15/2002893225/-1/- 1/0/DTA_APP_R.PDF	