MANUAL

Defense Travel Management Office

DTA Manual, Chapter 10: Reports

March 2025

Version 2.3

Table of Contents

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 *DTA Manual, Chapters 4-8*.
- **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 *Training Search Tool* 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**

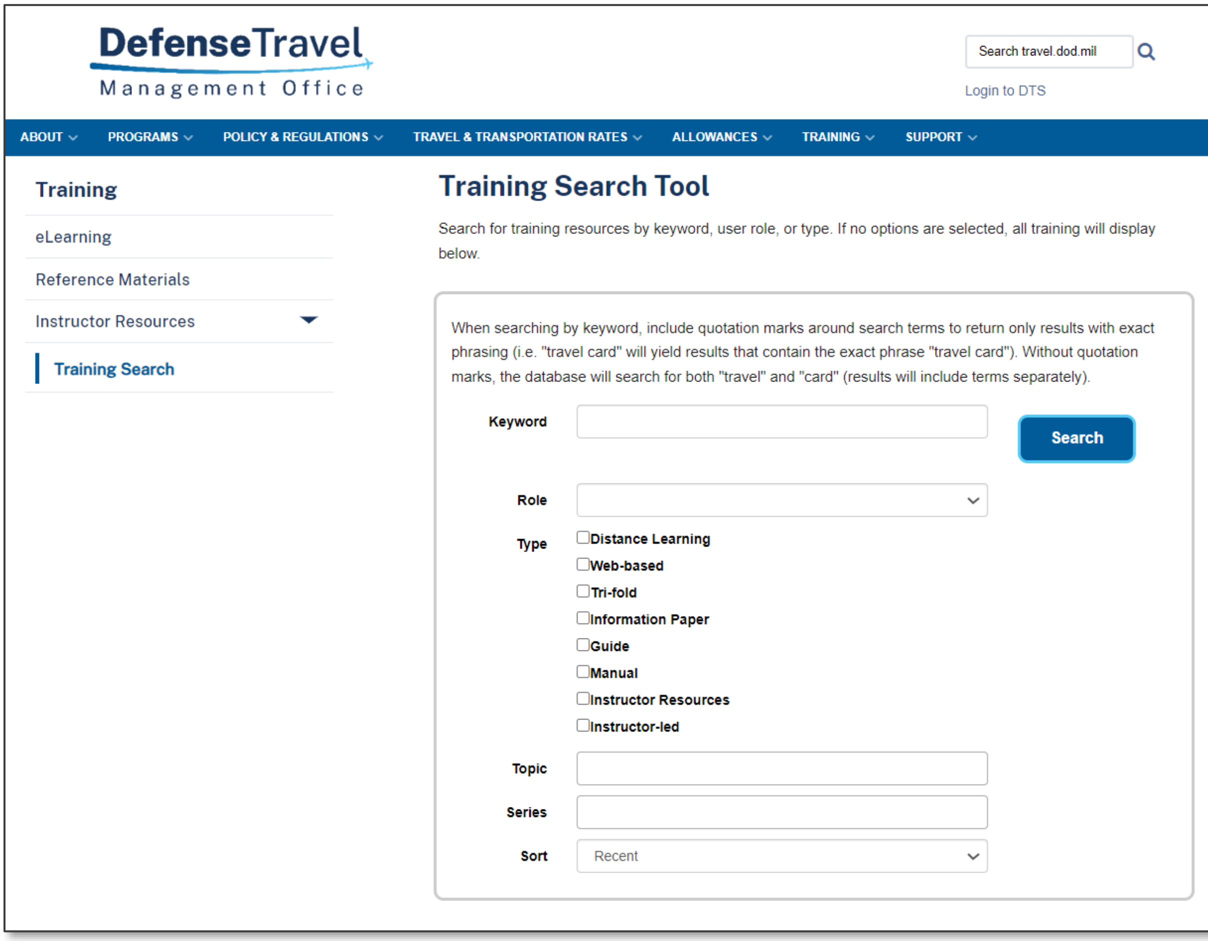


Figure 10-1: Training Search Tool

Chapter 2: Report Scheduler

You can access the *Defense Travel System (DTS)* from the DTMO website or from the **DTS Home** page at https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/. 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.

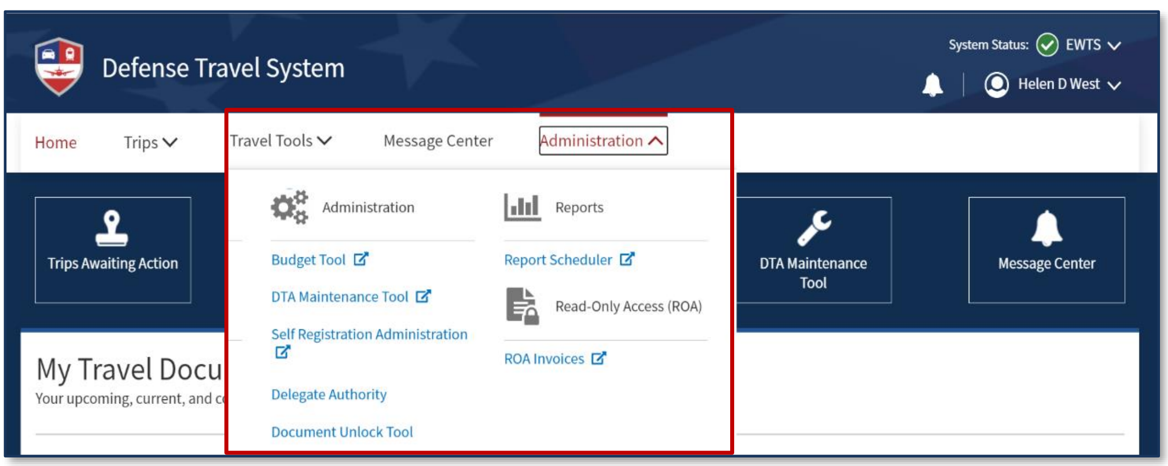


Figure 10-2: DTS Dashboard – Administrative Menu

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

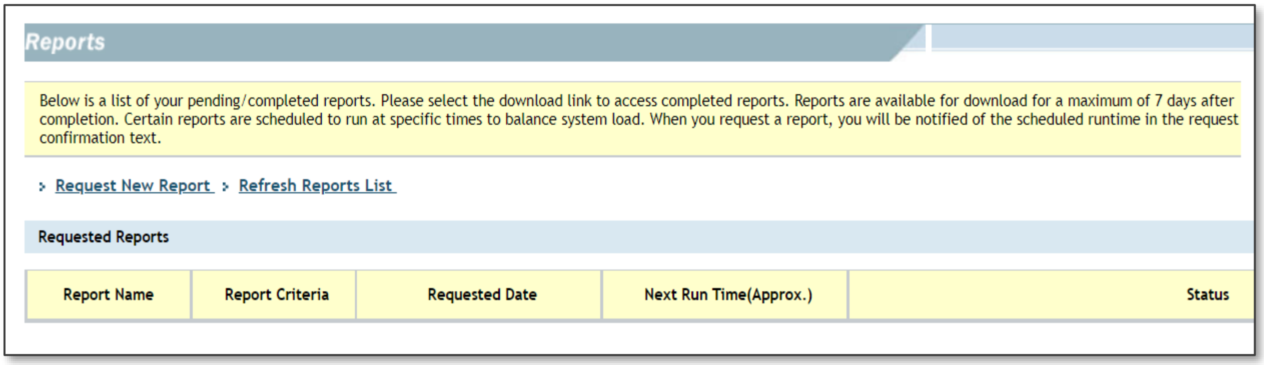


Figure 10-3: Report Scheduler Home Page

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.

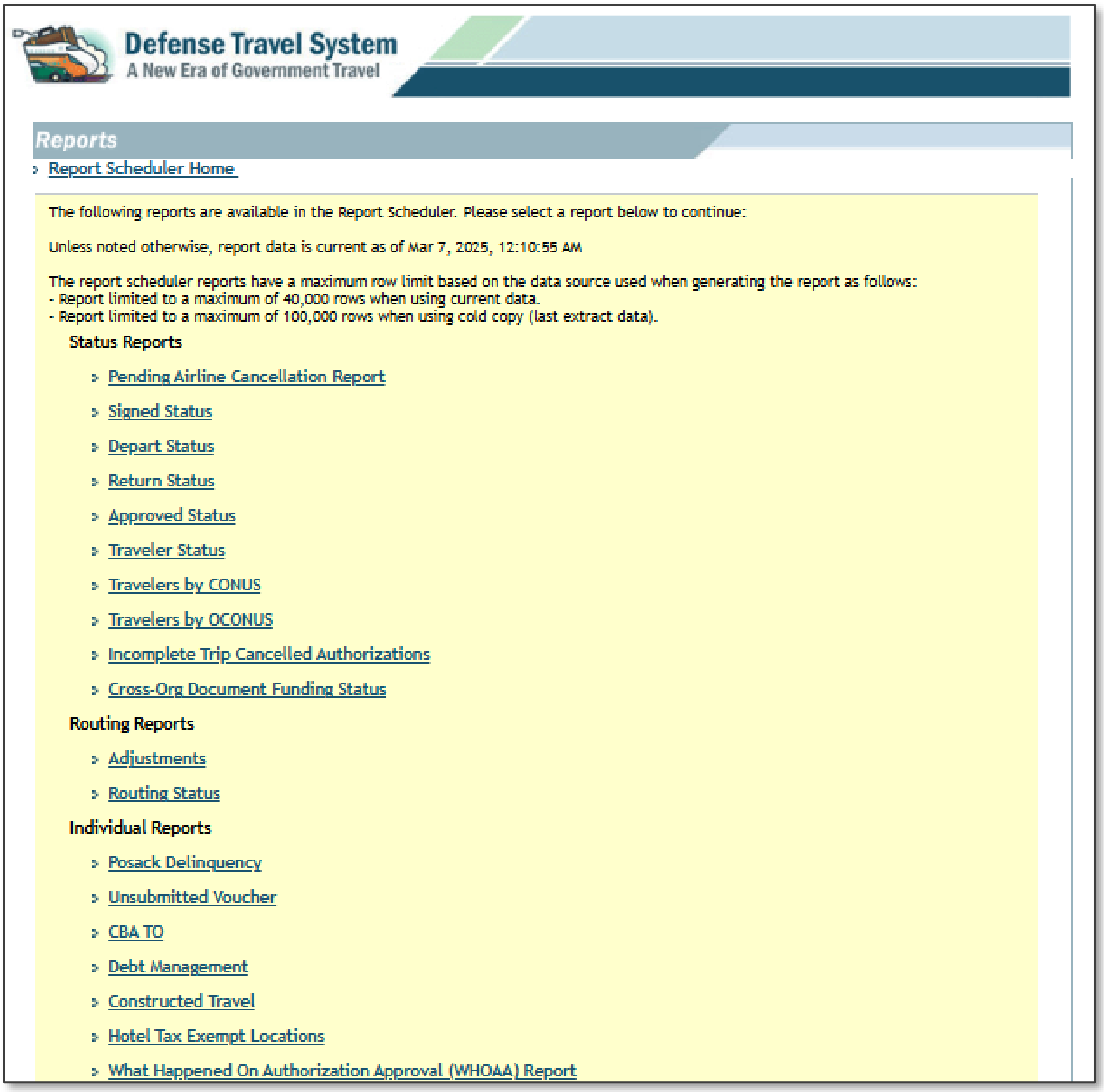


Figure 10-4: Report Scheduler Home Screen – Refreshed Partial View (Top)

4. 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).

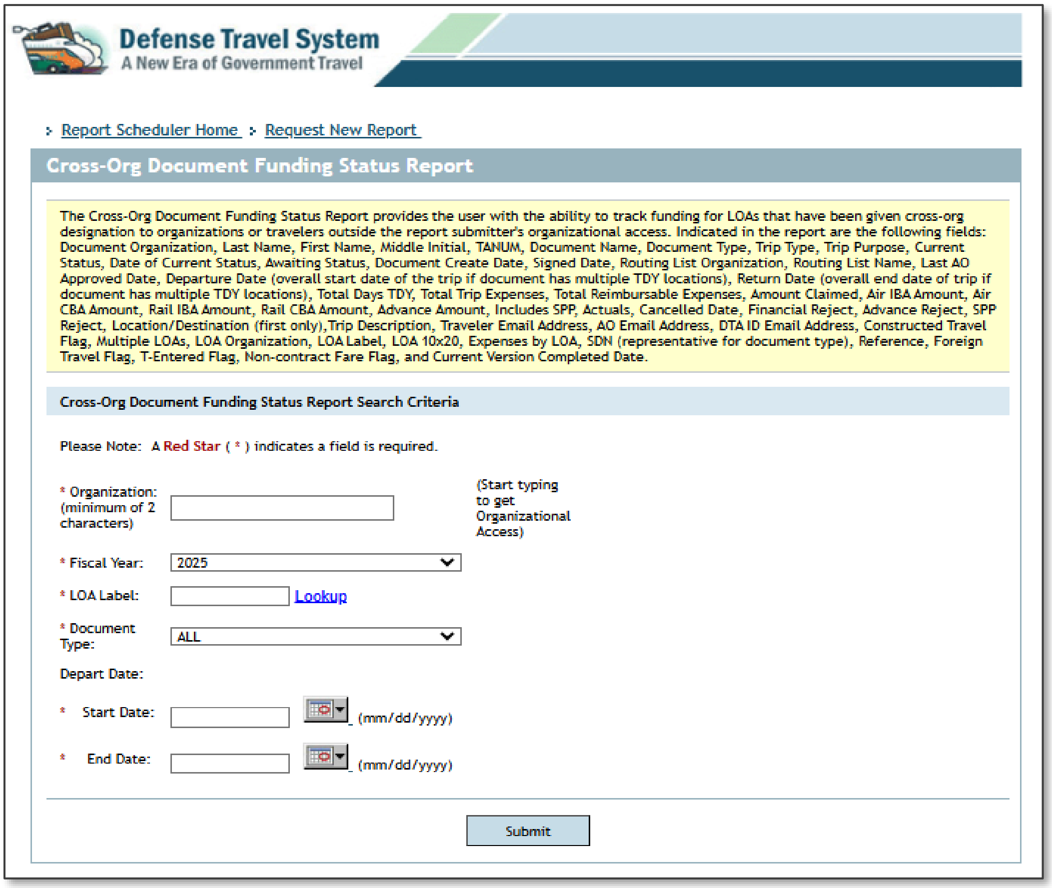


Figure 10-5: Cross-Org Document Funding Status Report Screen

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.

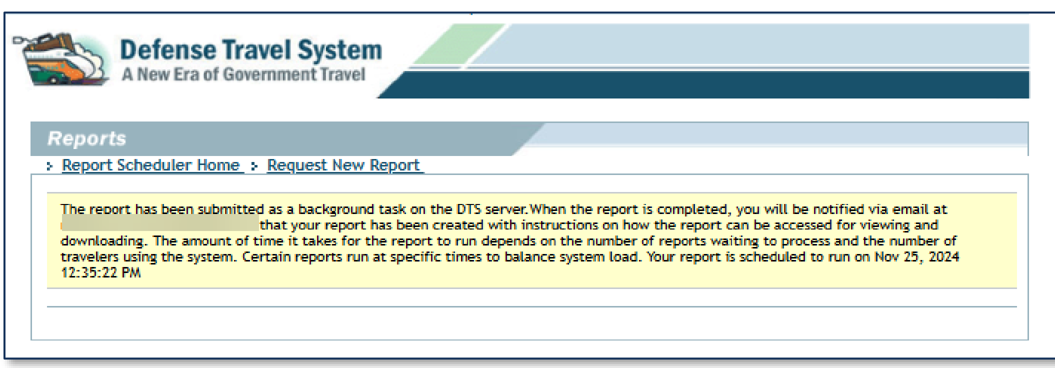


Figure 10-6: Reports Process Explanation Screen

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).

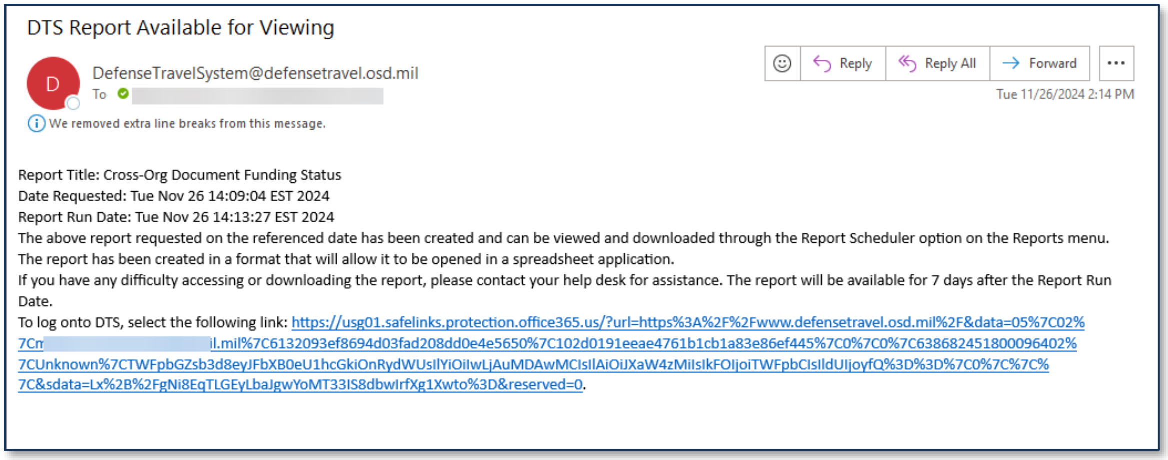


Figure 10-7a: DTS Email

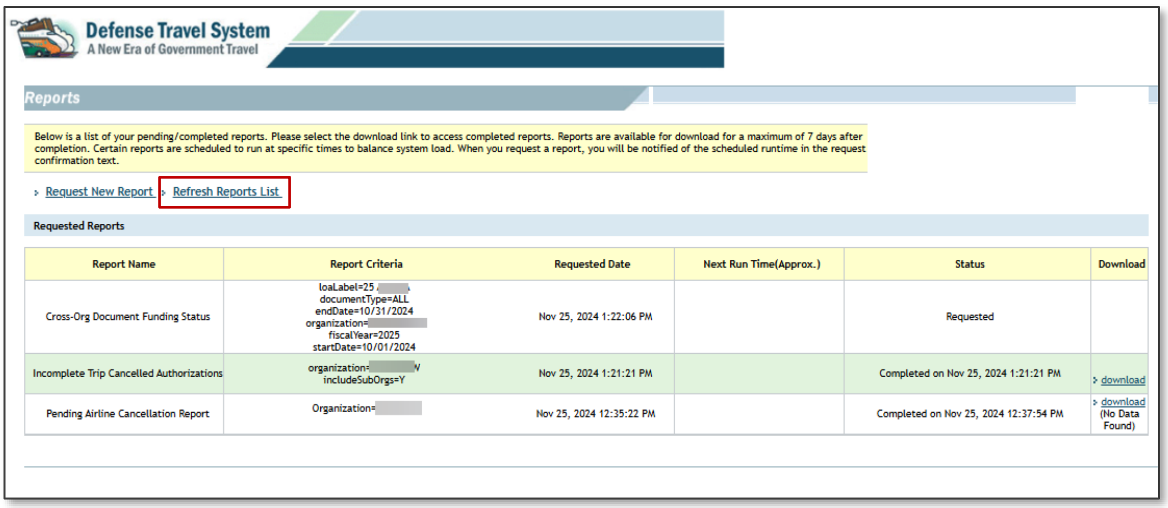


Figure 10-7b: Requested Reports Screen

- 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 PL0 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.

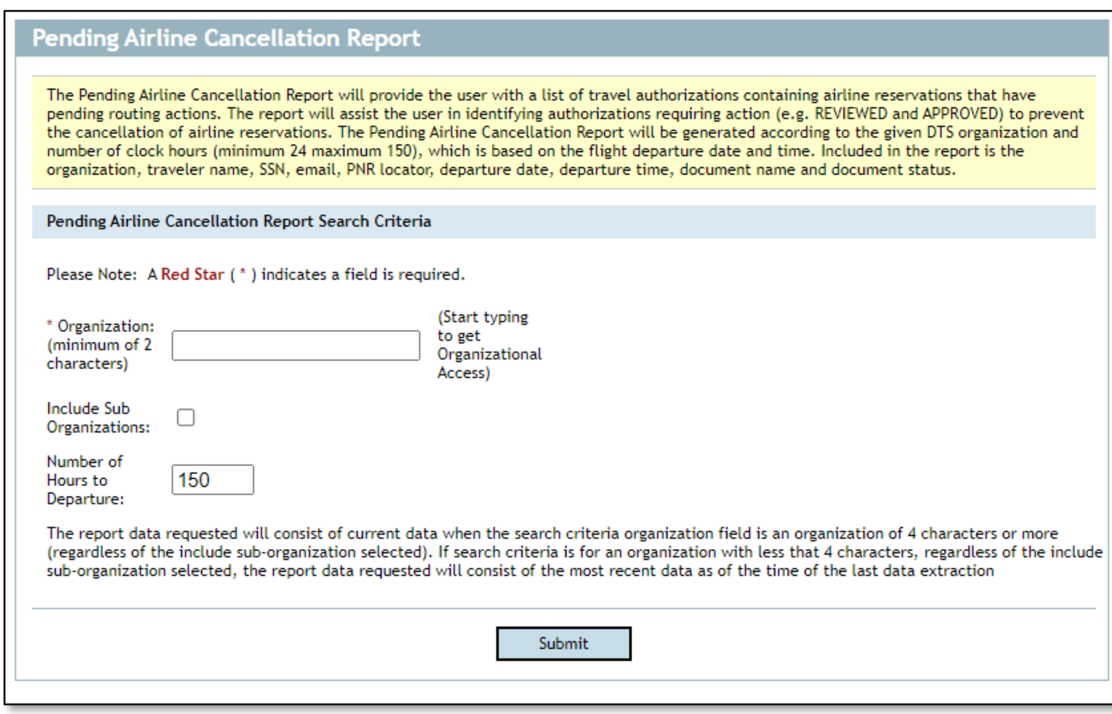


Figure 10-8: Pending Airline Cancellation Report Search Criteria Screen

Table 10-1 explains the screen fields.

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

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).

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.

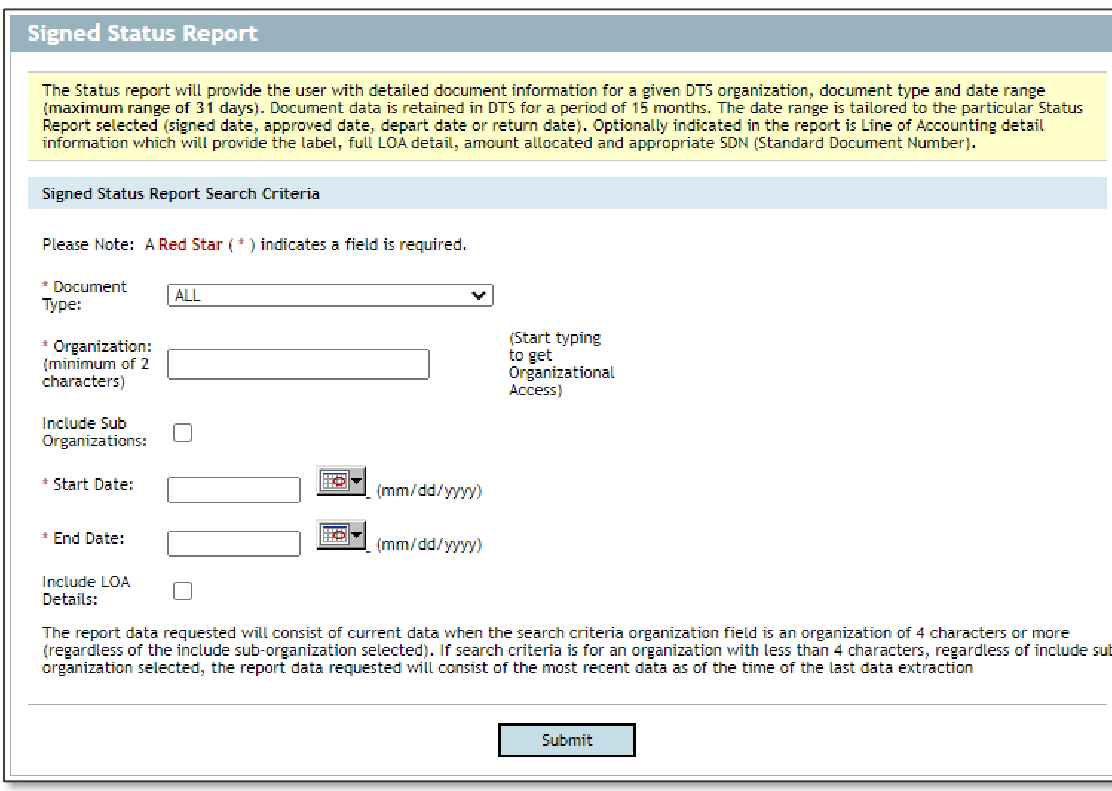


Figure 10-9: Signed Status Report Search Criteria Screen

Table 10-2 explains the screen fields.

Table 10-2: Signed Status Report Search Criteria Descriptions

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.

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.

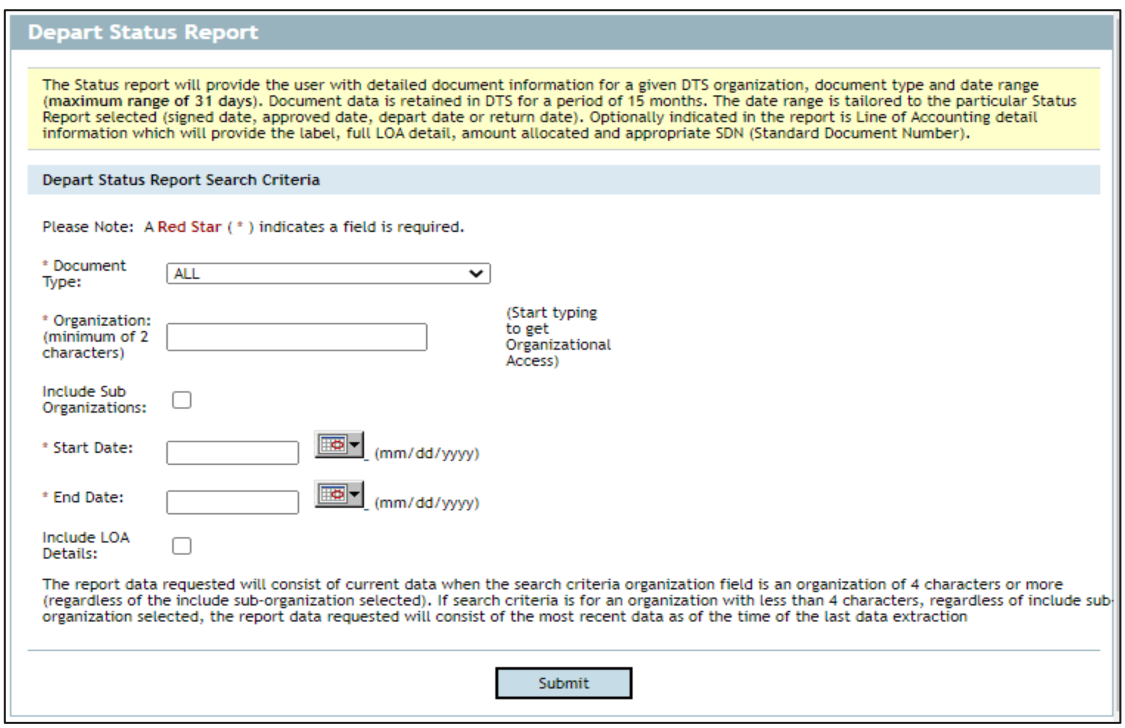


Figure 10-10: Depart Status Report Search Criteria Screen

Table 10-3 explains the screen fields.

Table 10-3: Depart Status Report Search Criteria 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.

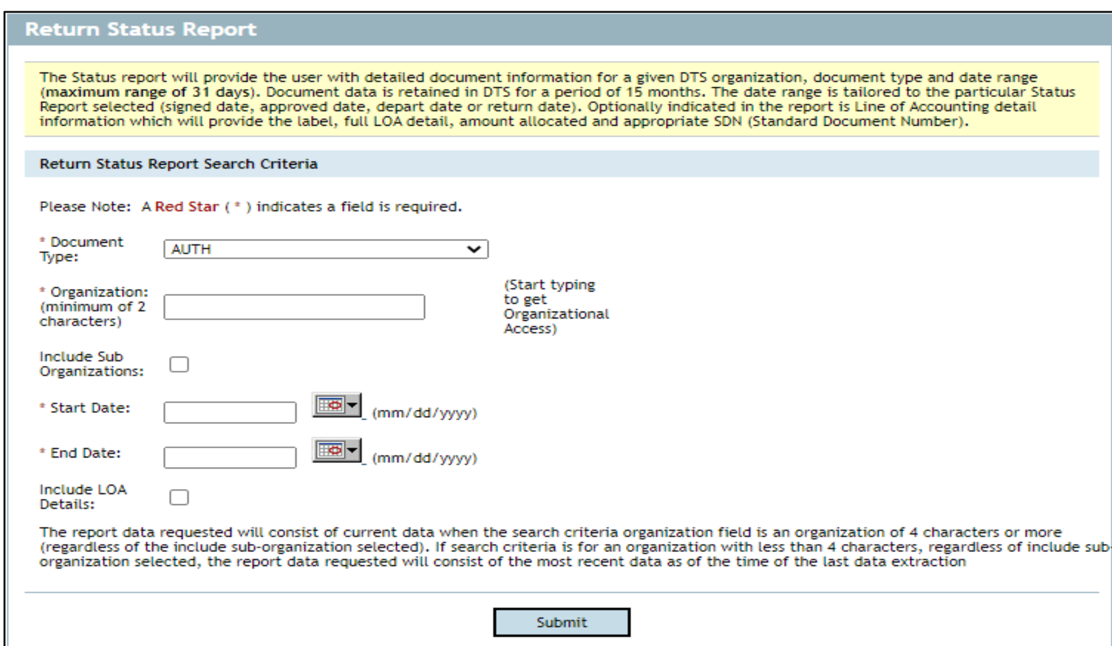


Figure 10-11: Return Status Report Search Criteria Screen

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.

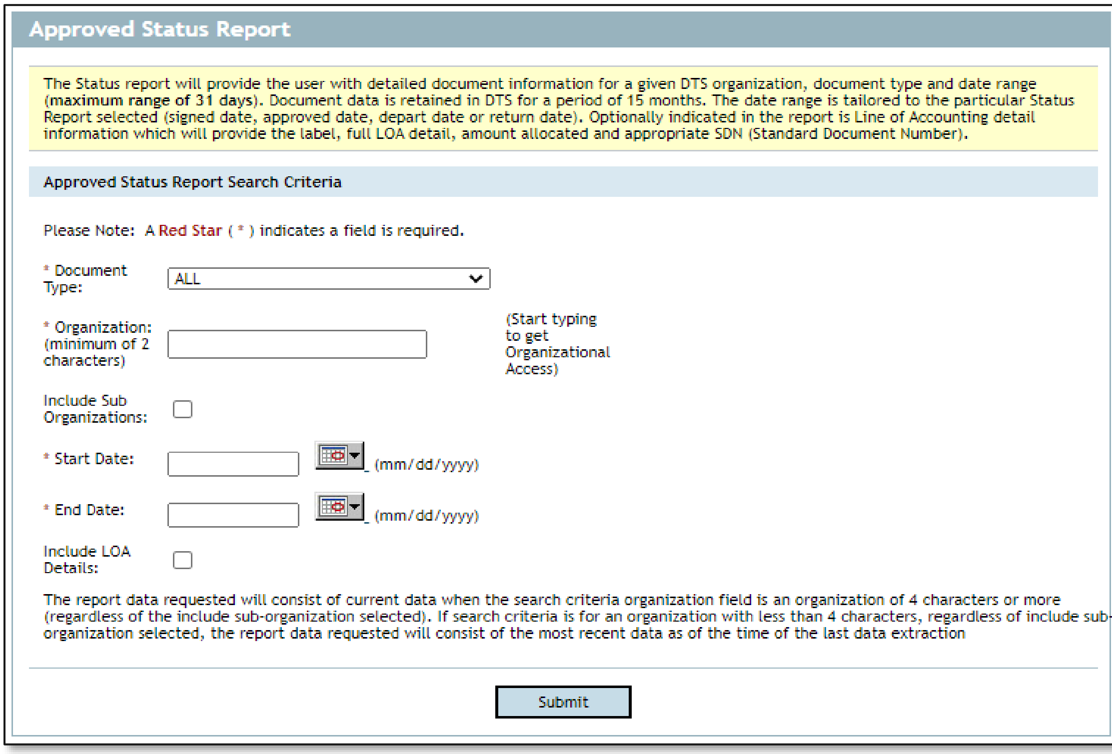


Figure 10-12: Approved Status Report Search Criteria Screen

Table 10-5 explains the screen fields.

Table 10-5: Approved Status Report Search Criteria Descriptions

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.

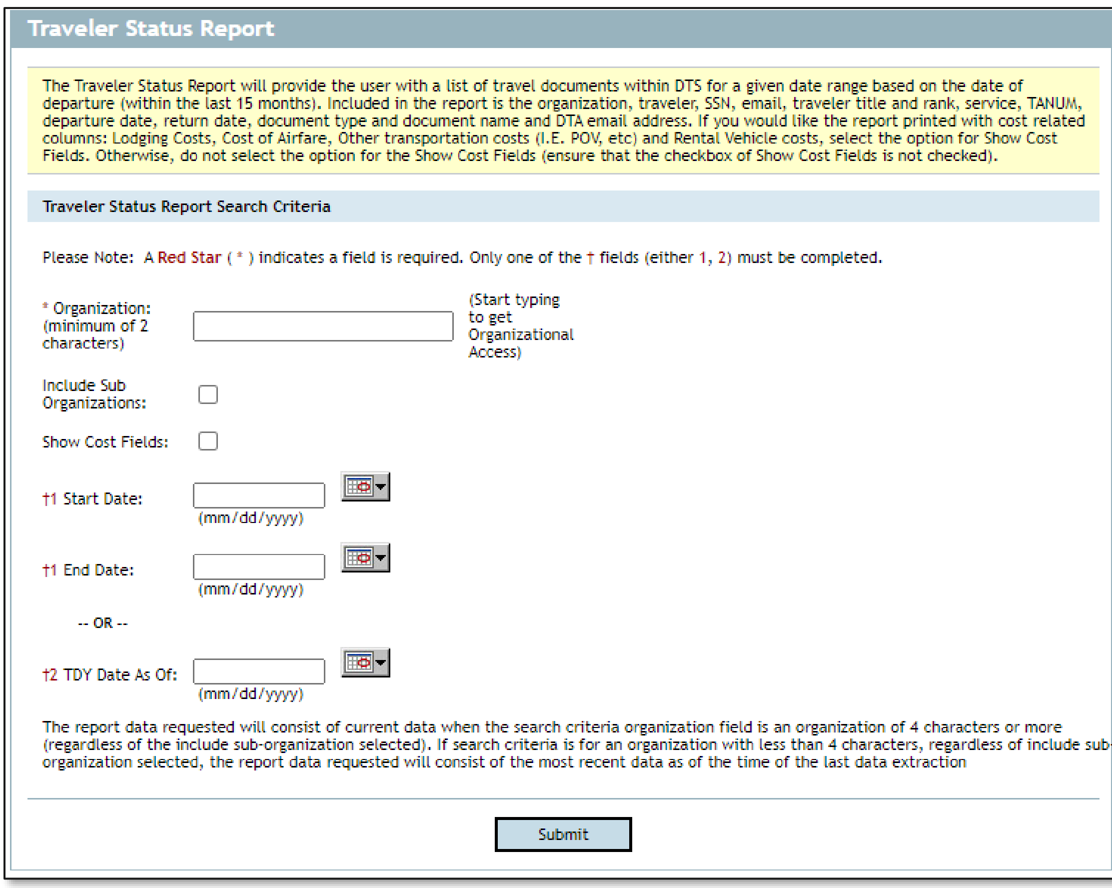


Figure 10-13: Traveler Status Report Search Criteria Screen

Table 10-6 explains the screen fields.

Table 10-6: Traveler Status Report Search Criteria Descriptions

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 T**ravelers 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.

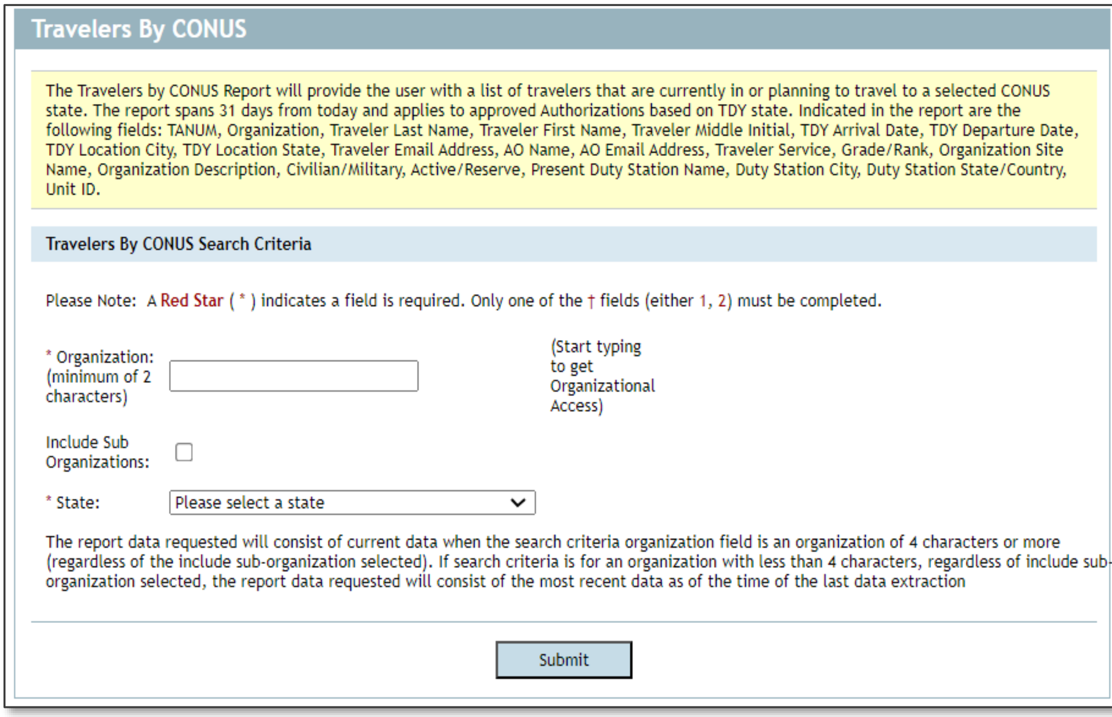


Figure 10-14: Travelers By CONUS Report Search Criteria Screen

Table 10-7 explains the screen fields.

Table 10-7: Travelers By CONUS Report Search Criteria 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.

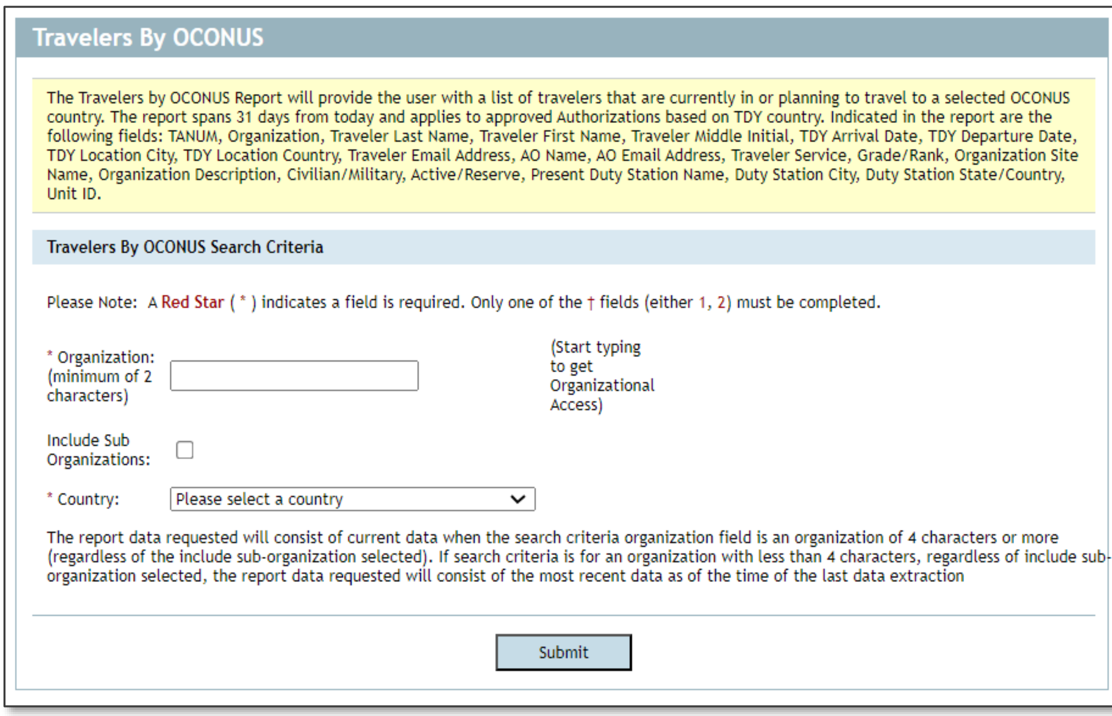
The **Travelers by OCONUS Report** display includes (as applicable) the:

- 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.



Travelers By OCONUS

The Travelers by OCONUS Report will provide the user with a list of travelers that are currently in or planning to travel to a selected OCONUS country. The report spans 31 days from today and applies to approved Authorizations based on TDY country. 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 City, TDY Location Country, 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 OCONUS 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 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 10-15: 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 a**nd 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.

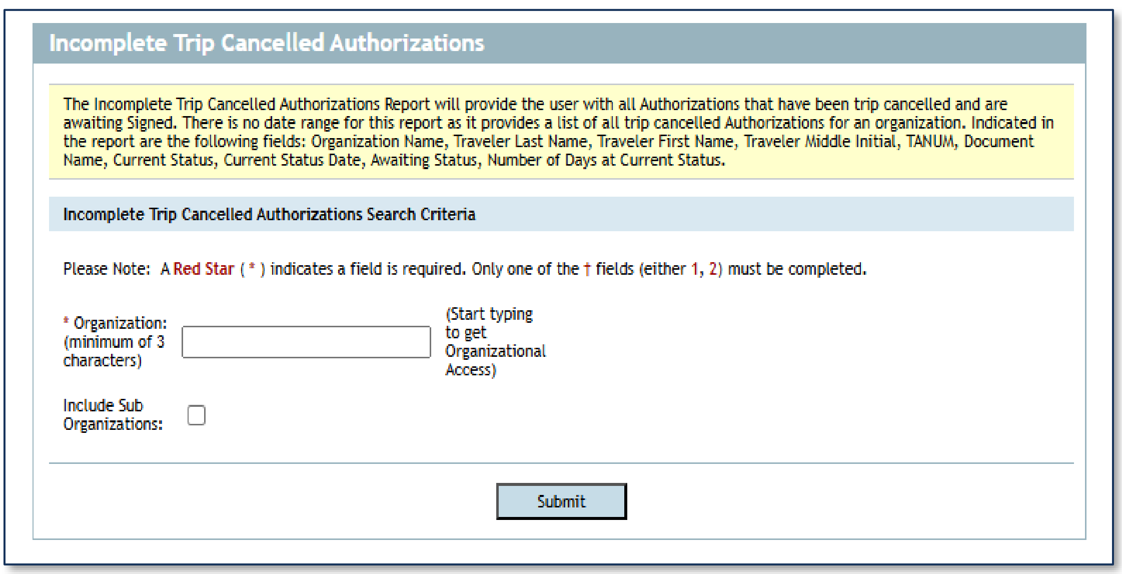


Figure 10-16: Incomplete Trip Cancelled Authorizations Report Screen

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.

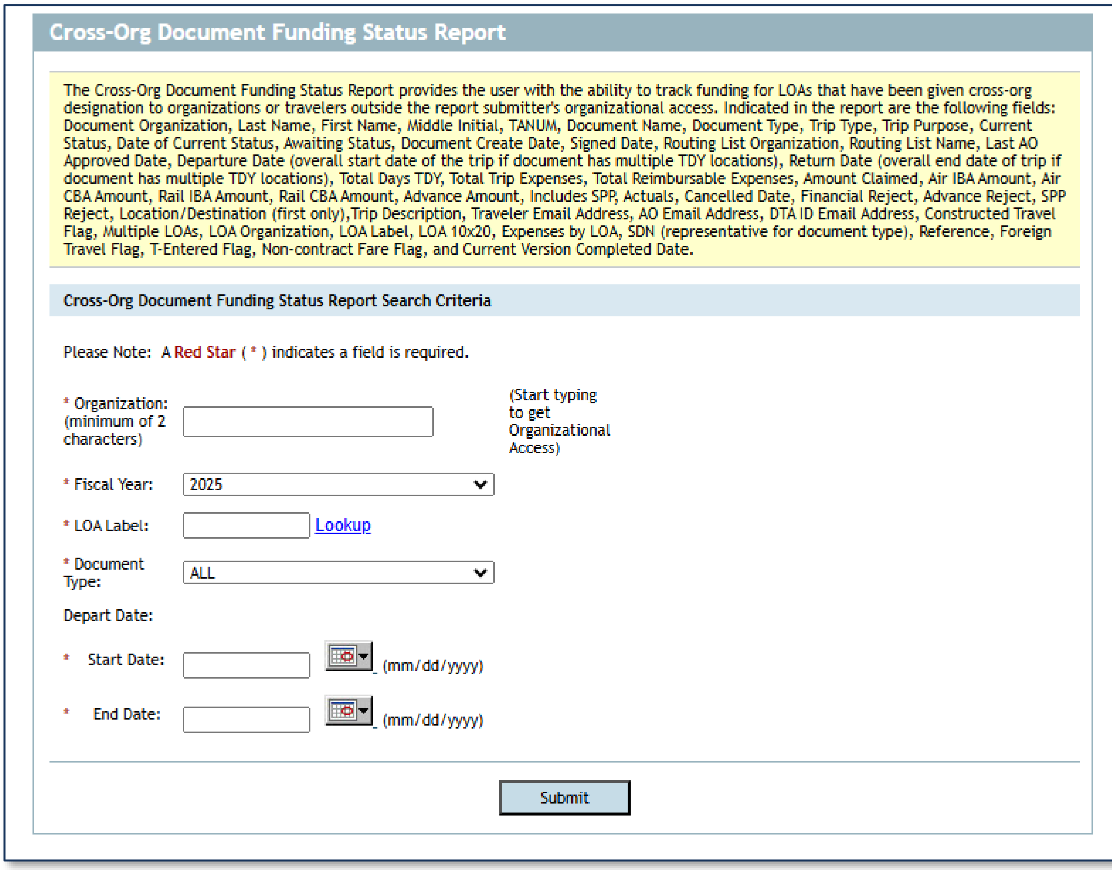


Figure 10-17: Cross-Org Document Funding Status Report Screen

Table 10-10 explains the screen fields.

Table 10-10: Cross-Org Document Funding Status Report Search Criteria Descriptions

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.

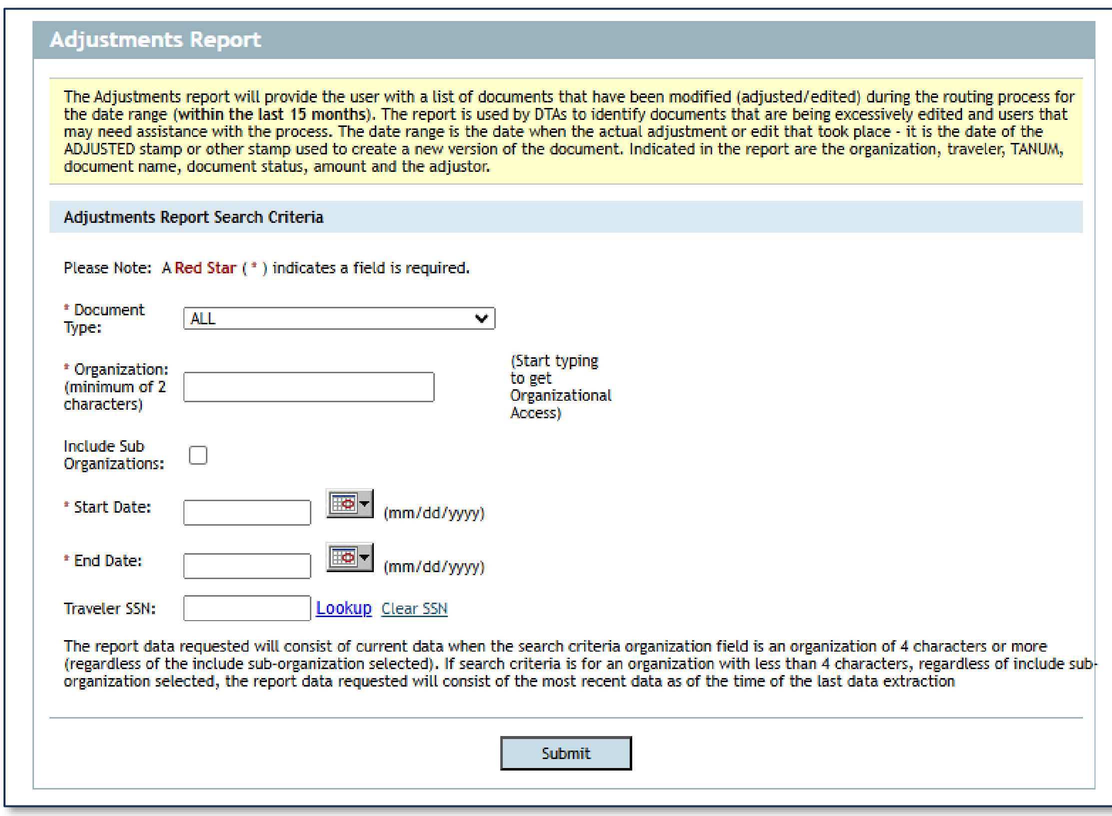


Figure 10-18: Adjustments Report Search Criteria Screen

Table 10-11 explains the screen fields.

Table 10-11: Adjustments Report Search Criteria Descriptions

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.

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.

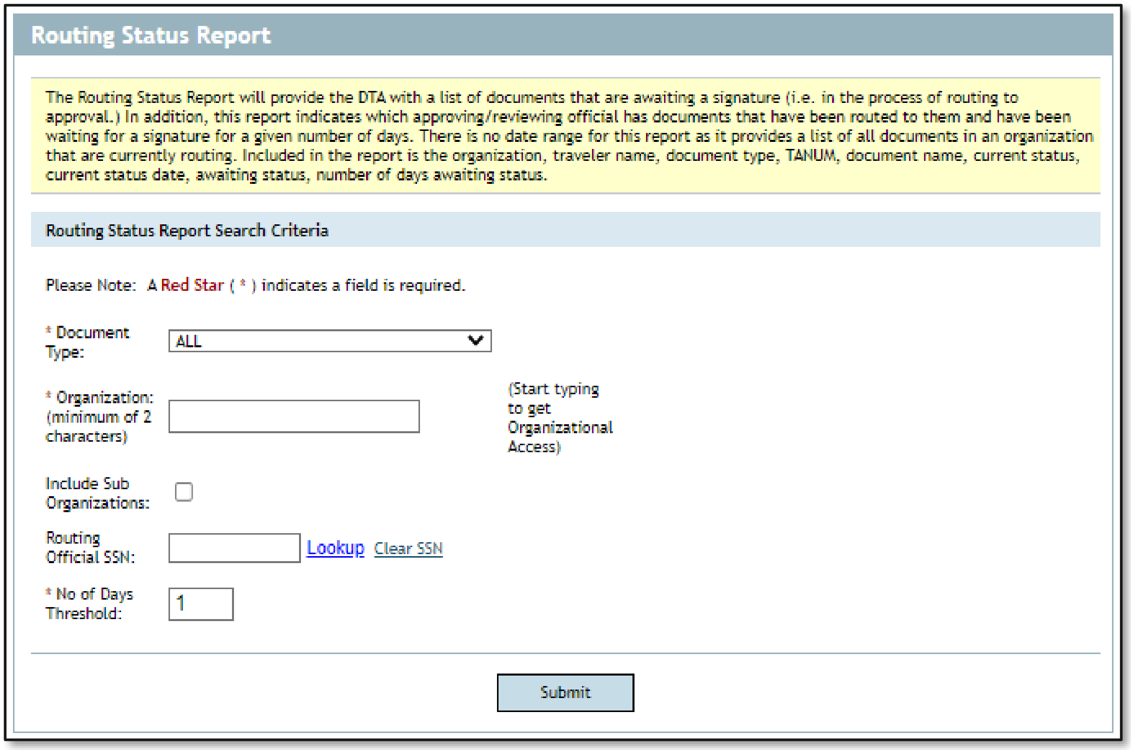


Figure 10-19: Routing Status Report Search Criteria Screen

Table 10-12 explains the screen fields.

Table 10-12: Routing Status Report Search Criteria Descriptions

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.

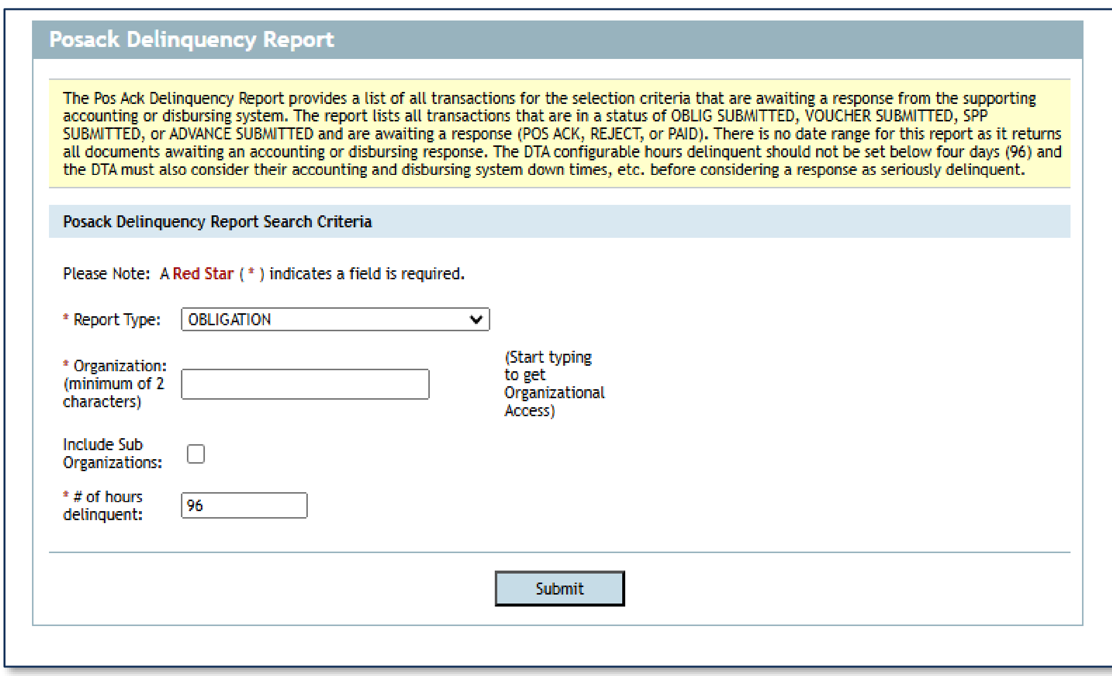


Figure 10-20: POSACK Delinquency Report Search Criteria Screen

Table 10-13 explains the screen fields.

Table 10-13: POSACK Delinquency Report Search Criteria Descriptions

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).

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 *TraX Help Ticket*.

- 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.

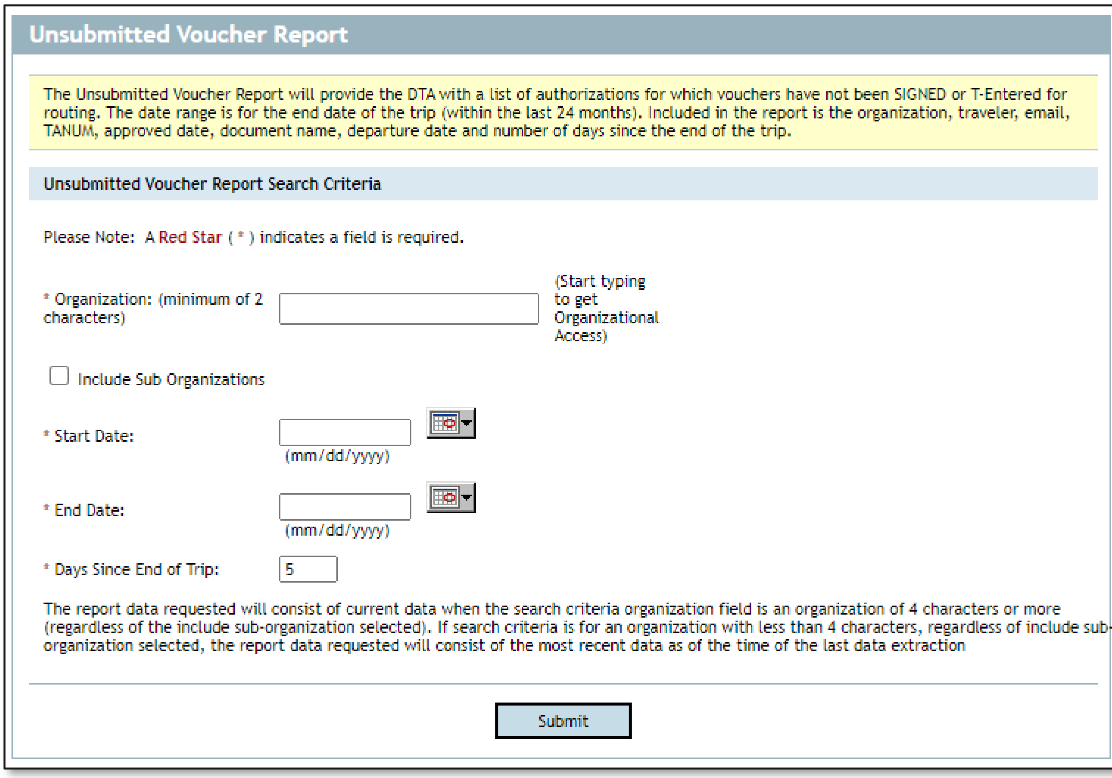


Figure 10-21: Unsubmitted Voucher Report Search Criteria Screen

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.

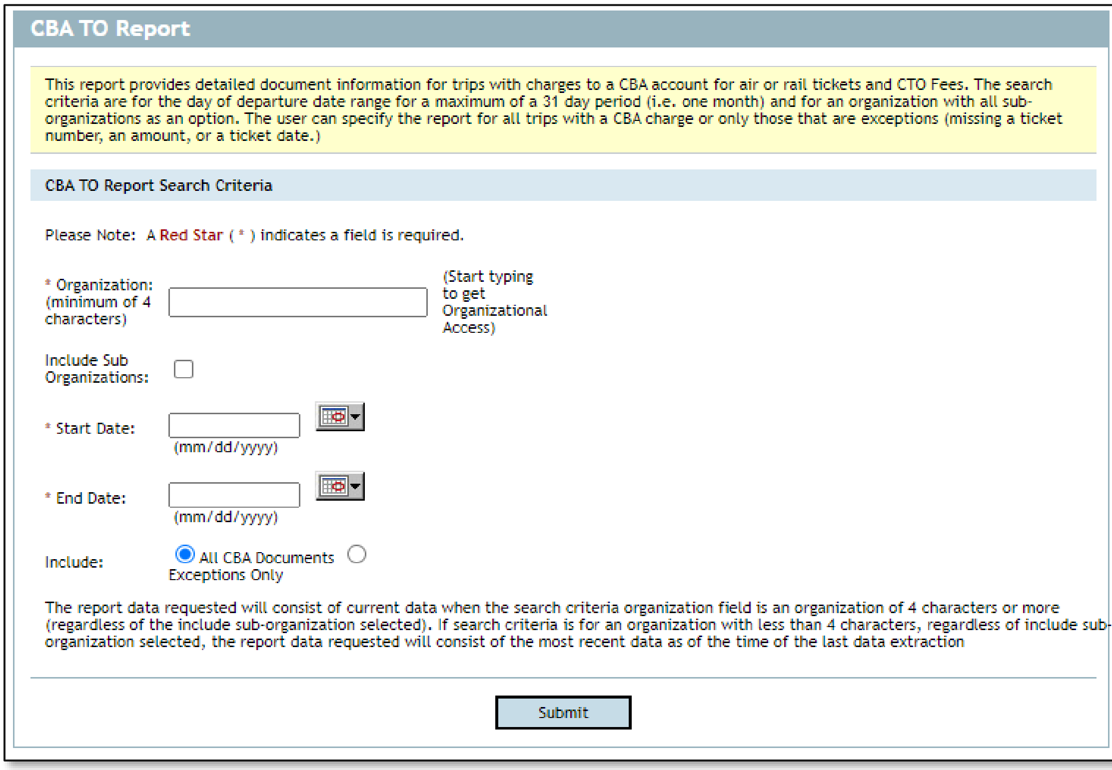


Figure 10-22: CBA TO Report Search Criteria Screen

Table 10-15 explains the screen fields.

Table 10-15: CBA TO Report Search Criteria Descriptions

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).

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:
    - Date Incurred
    - Date Traveler Notified
    - 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
    - Current Balance Due
    - 30-Day Status
    - Days Since Last Activity
    - 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.

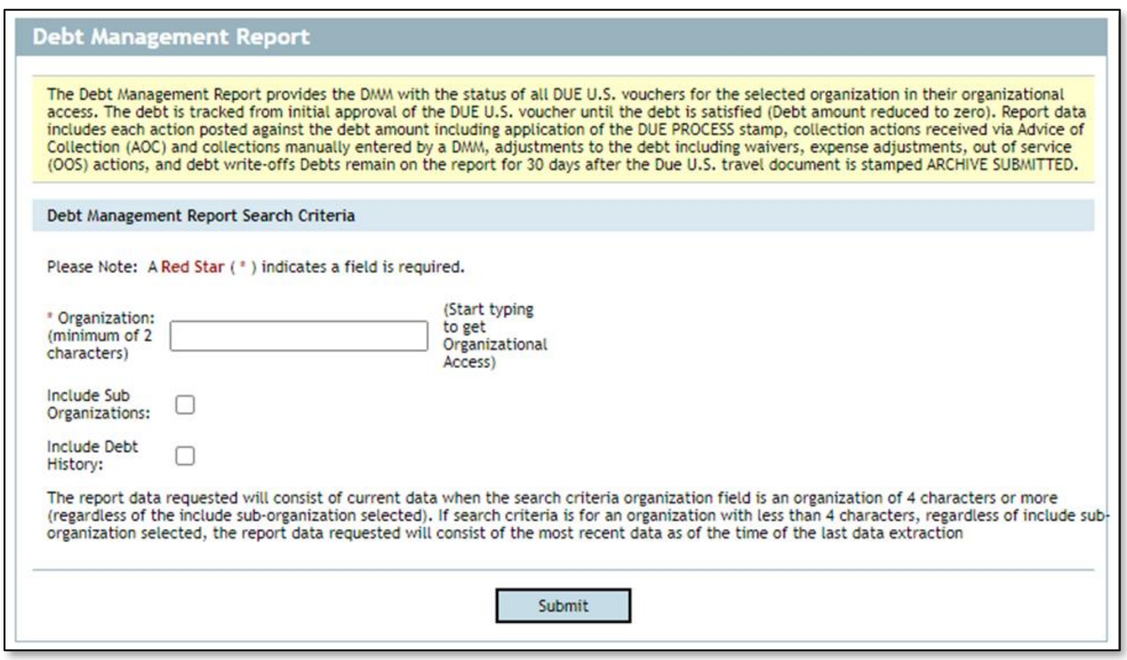


Figure 10-23: Debt Management Report Search Criteria Screen

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.

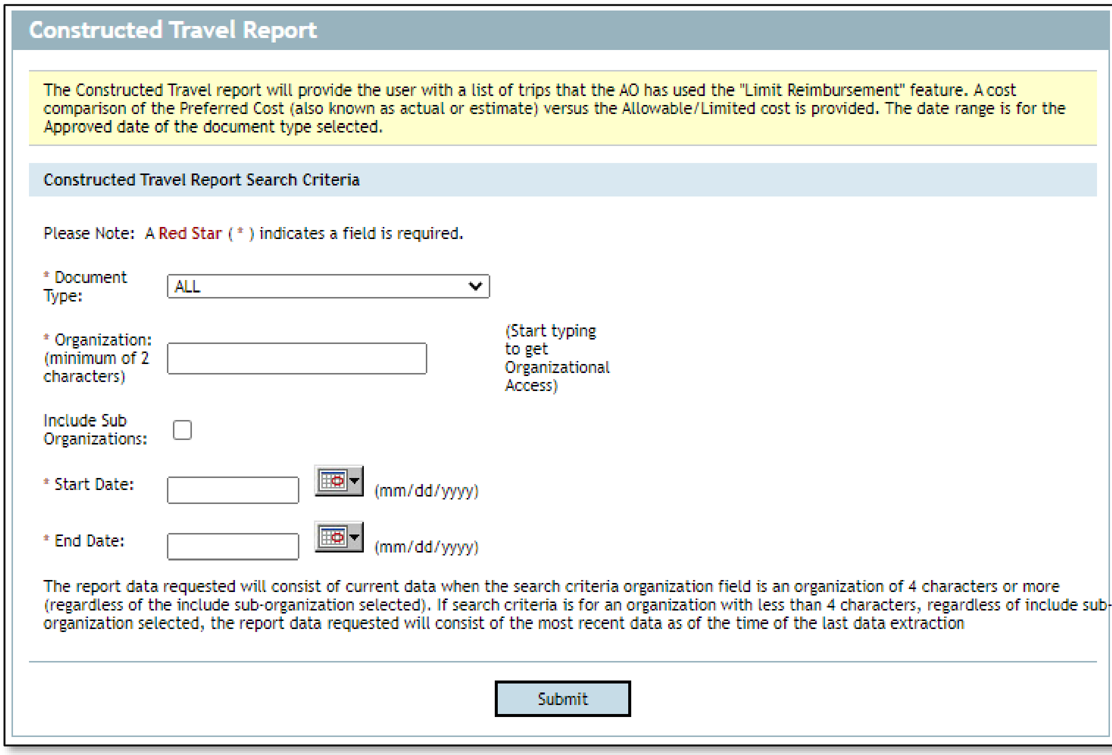


Figure 10-24: Constructed Travel Report Search Criteria Screen

Table 10-17 explains the screen fields.

Table 10-17: Constructed Travel Report Search Criteria Descriptions

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.

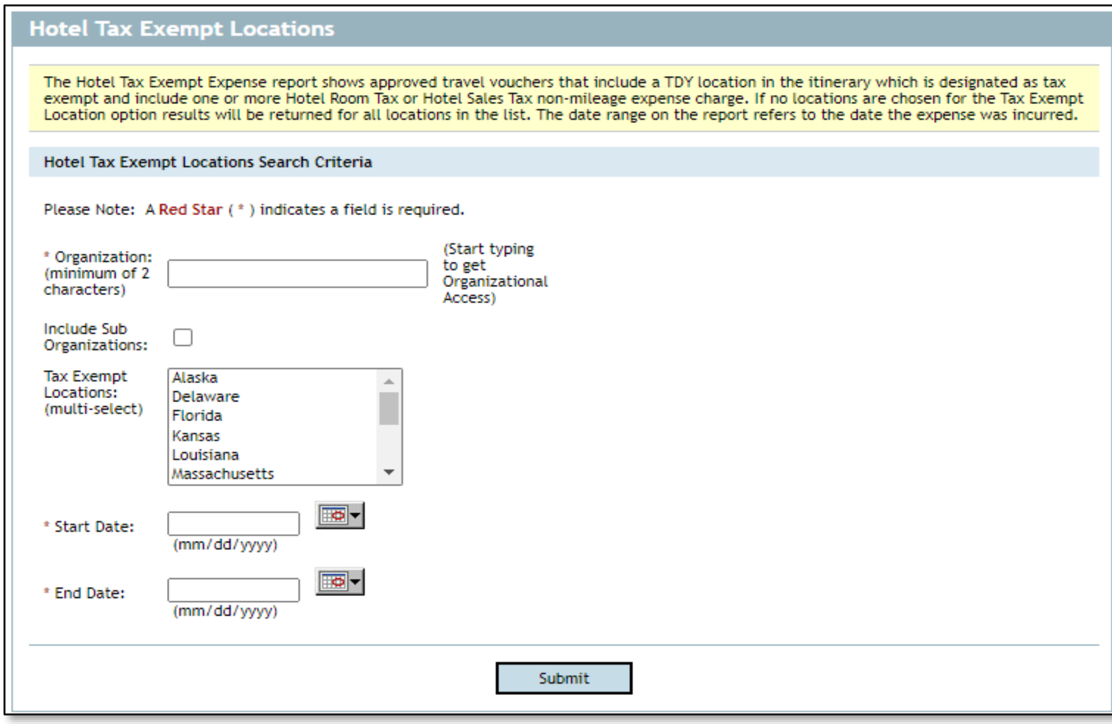


Figure 10-25: Hotel Tax Exempt Locations Report Search Criteria Screen

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

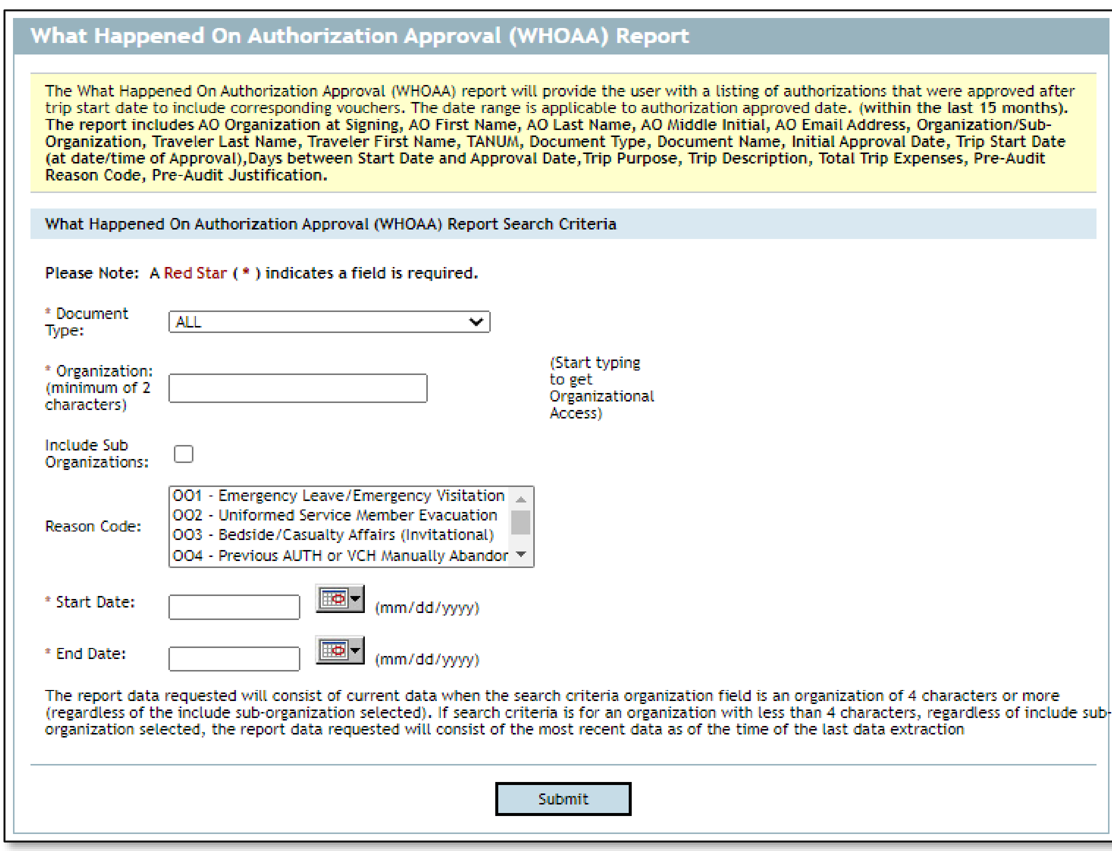
The **WHOAA Report** allows you to see the authorizations created and approved after the trip start date. The date range is based upon the authorization's approved date.

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 Happened 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 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: 001 - Emergency Leave/Emergency Visitation; 002 - Uniformed Service Member Evacuation; 003 - Bedside/Casualty Affairs (Invitational); 004 - 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.

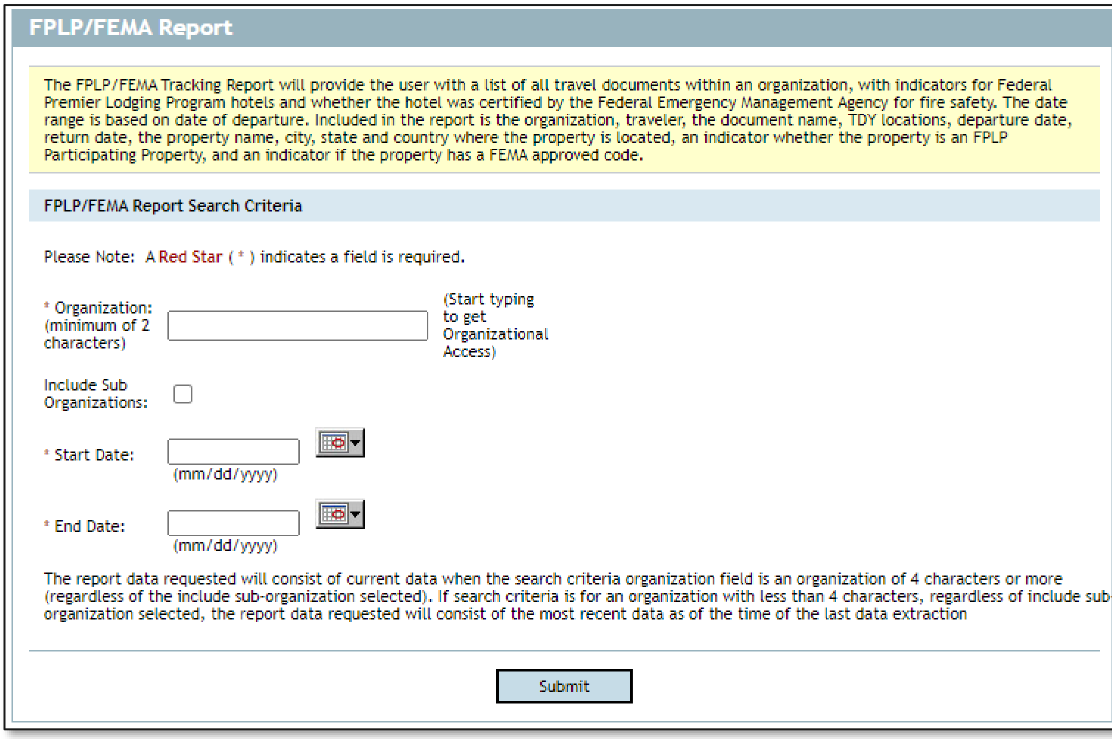


Figure 10-27: FPLP/FEMA Report Search Criteria Screen

Table 10-20 explains the screen fields.

Table 10-20: FPLP/FEMA Report Search Criteria Descriptions

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.

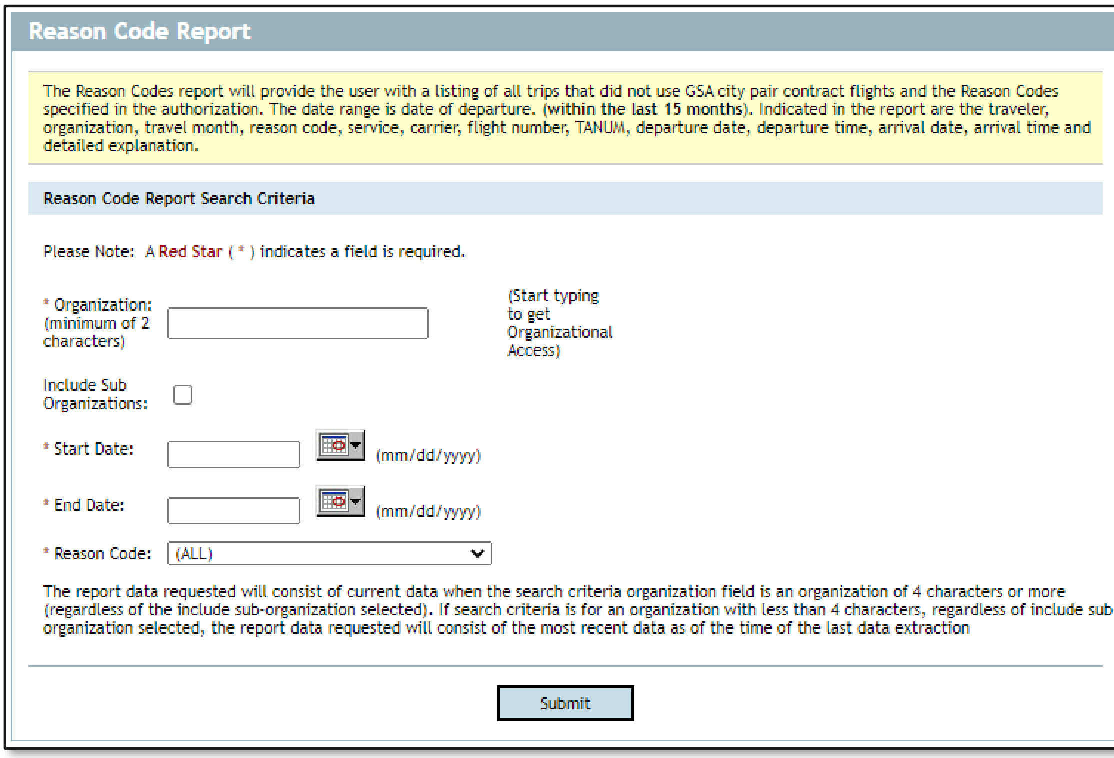


Figure 10-28: Reason Code Report Search Criteria Screen

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.

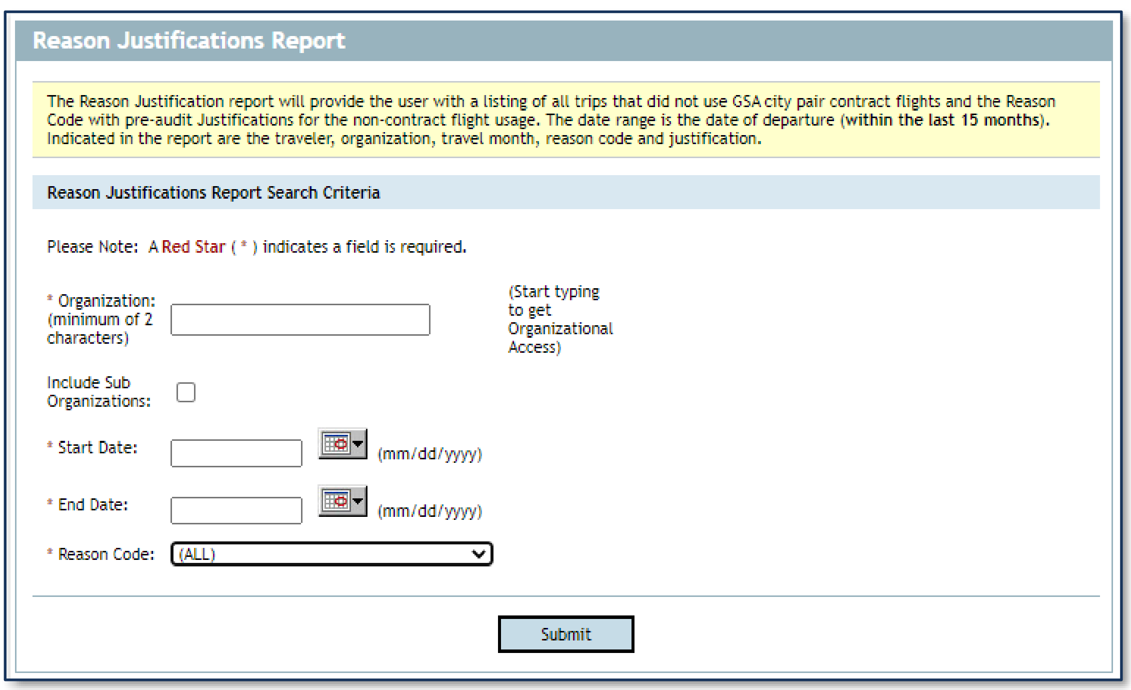


Figure 10-29: Reason Justifications Report Search Criteria Screen

Table 10-22 explains the screen fields.

Table 10-22: Reason Justifications Report Search Criteria Descriptions

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.

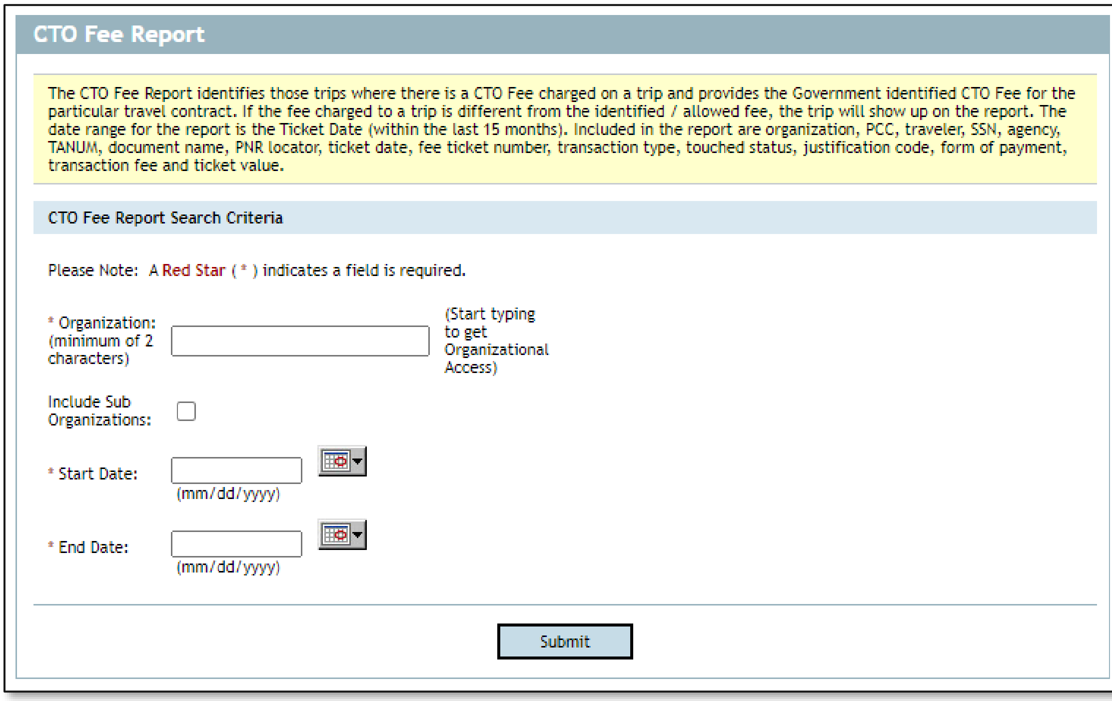


Figure 10-30: CTO Fee Report Search Criteria Screen

Table 10-23 explains the screen fields.

Table 10-23: CTO Fee Report Search Criteria Descriptions

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.

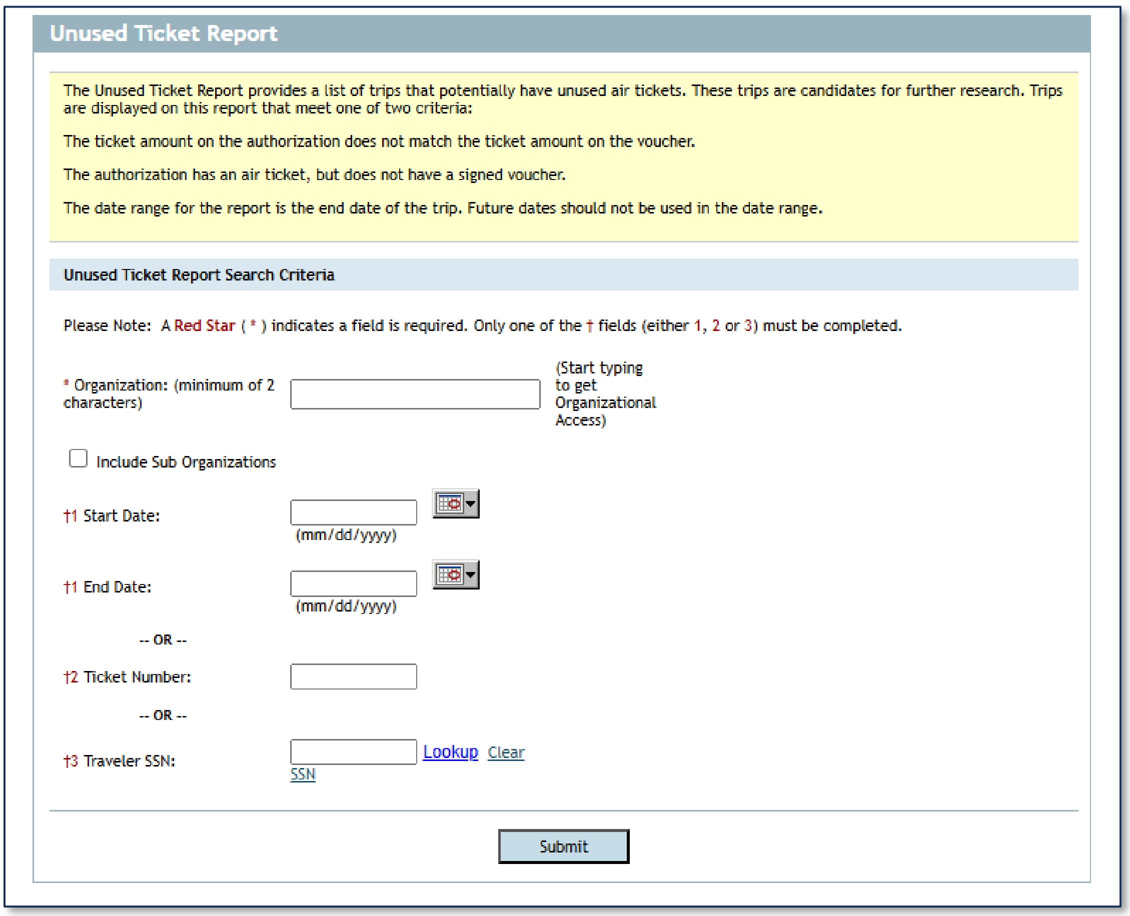


Figure 10-31: Unused Ticket Report Search Criteria Screen

Table 10-24 explains the screen fields.

Table 10-24: Unused Ticket Report Search Criteria Descriptions

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.

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 *DTA Manual, Chapter 11*).

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.

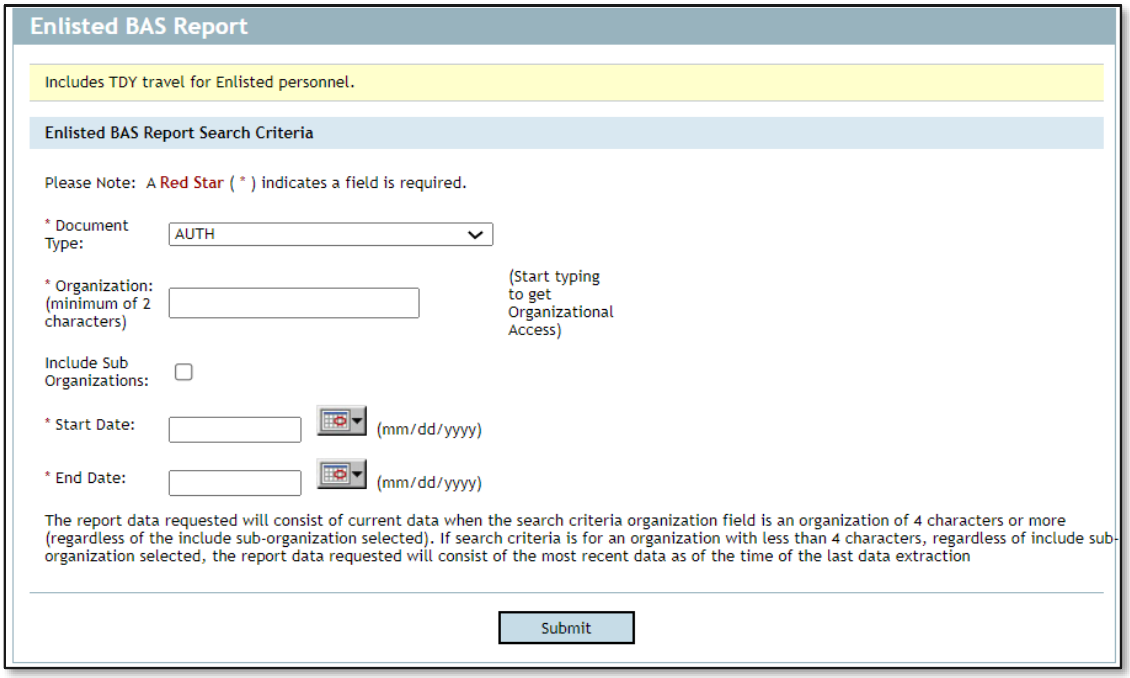


Figure 10-32: Enlisted BAS Report Search Criteria Screen

Table 10-25 explains the screen fields.

Table 10-25: Enlisted BAS Report Search Criteria Descriptions

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.

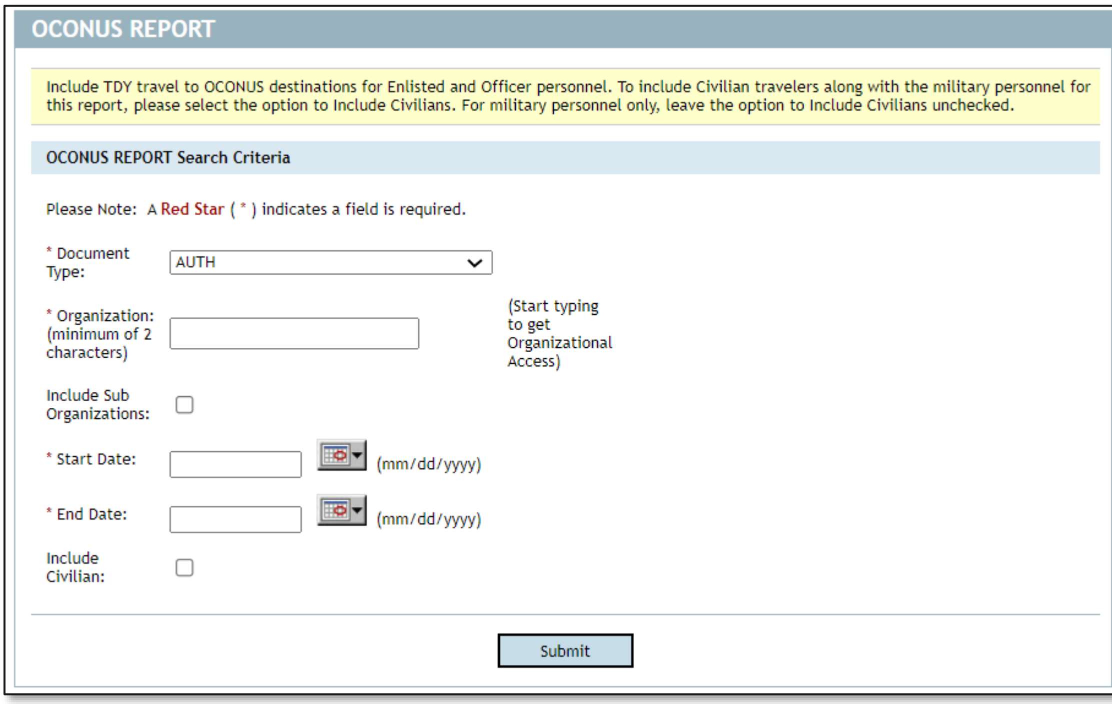


Figure 10-33: OCONUS Report Search Criteria Screen

Table 10-26 explains the screen fields.

Table 10-26: OCONUS Report Search Criteria Descriptions

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.

OCONUS 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.

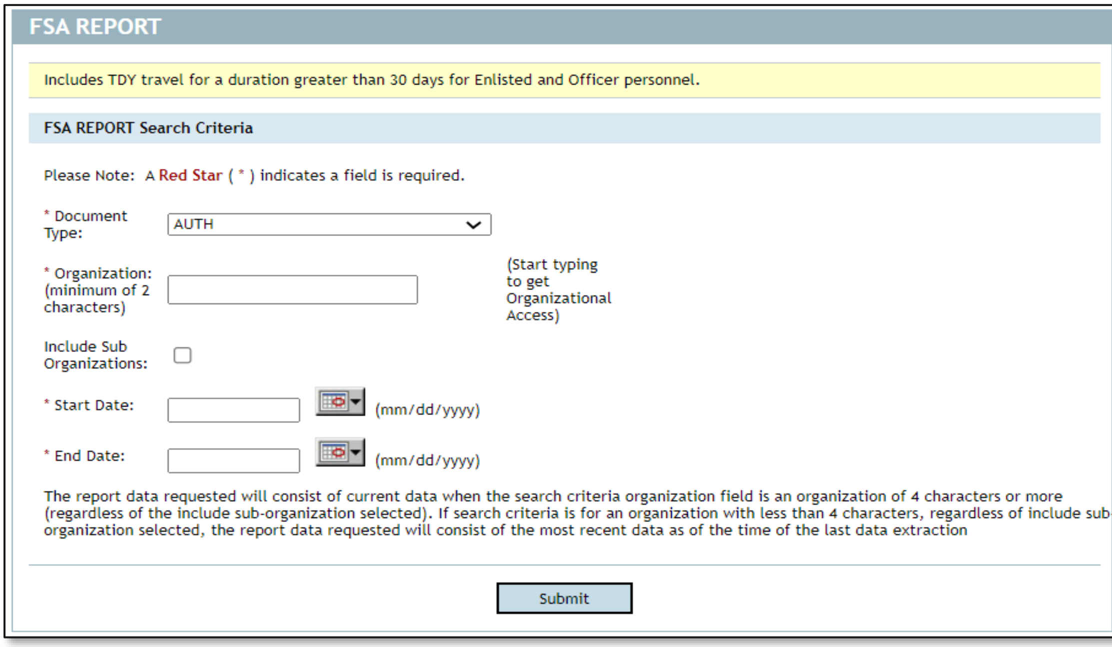


Figure 10-34: FSA Report Search Criteria Screen

Table 10-27 explains the screen fields.

Table 10-27: FSA Report Search Criteria Descriptions

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.

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.

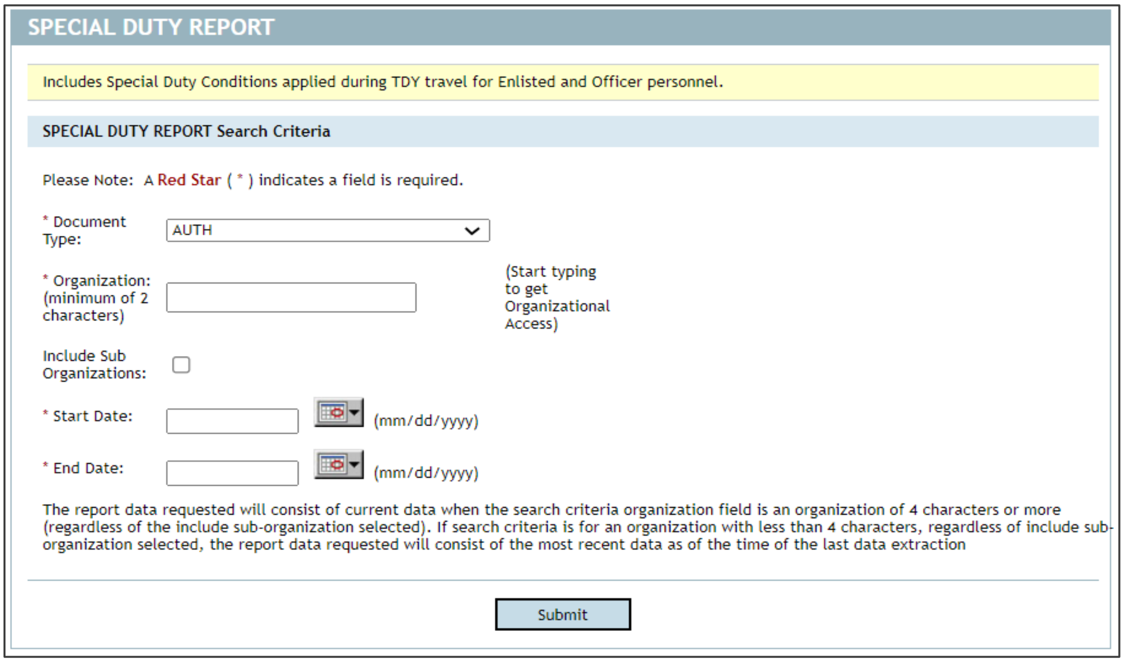


Figure 10-35: Special Duty Report Search Criteria Screen

Table 10-28 explains the screen fields.

Table 10-28: Special Duty Report Search Criteria Descriptions

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.

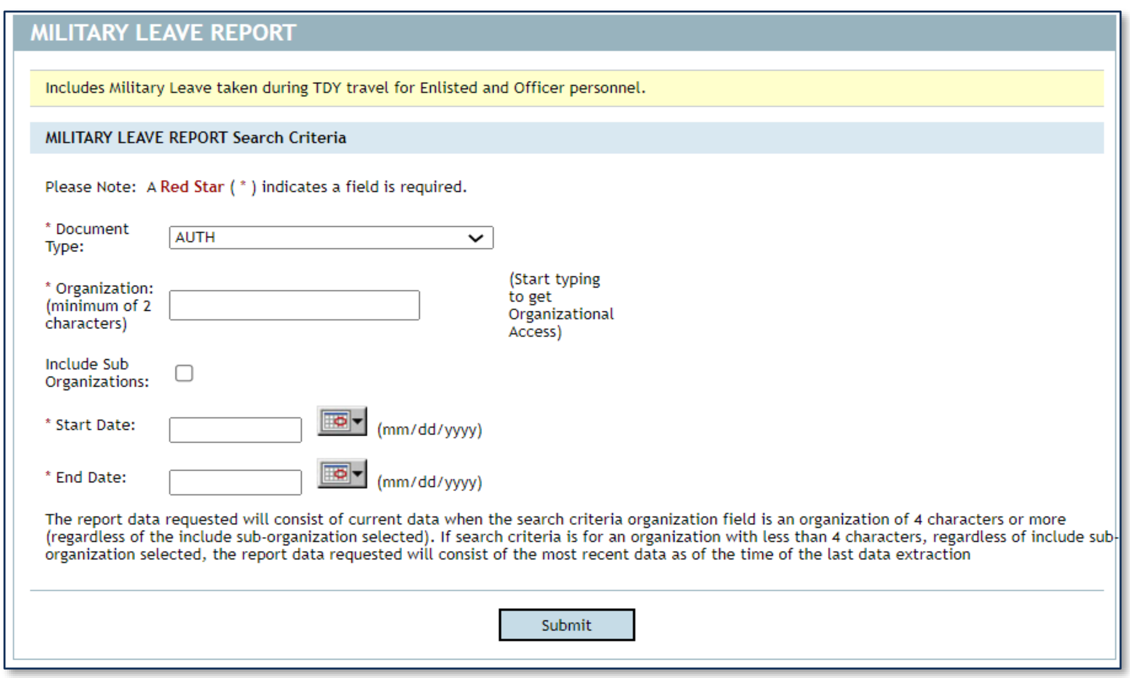


Figure 10-36: Military Leave Report Search Criteria Screen

Table 10-29 explains the screen fields.

Table 10-29: Military Leave Report Search Criteria Descriptions

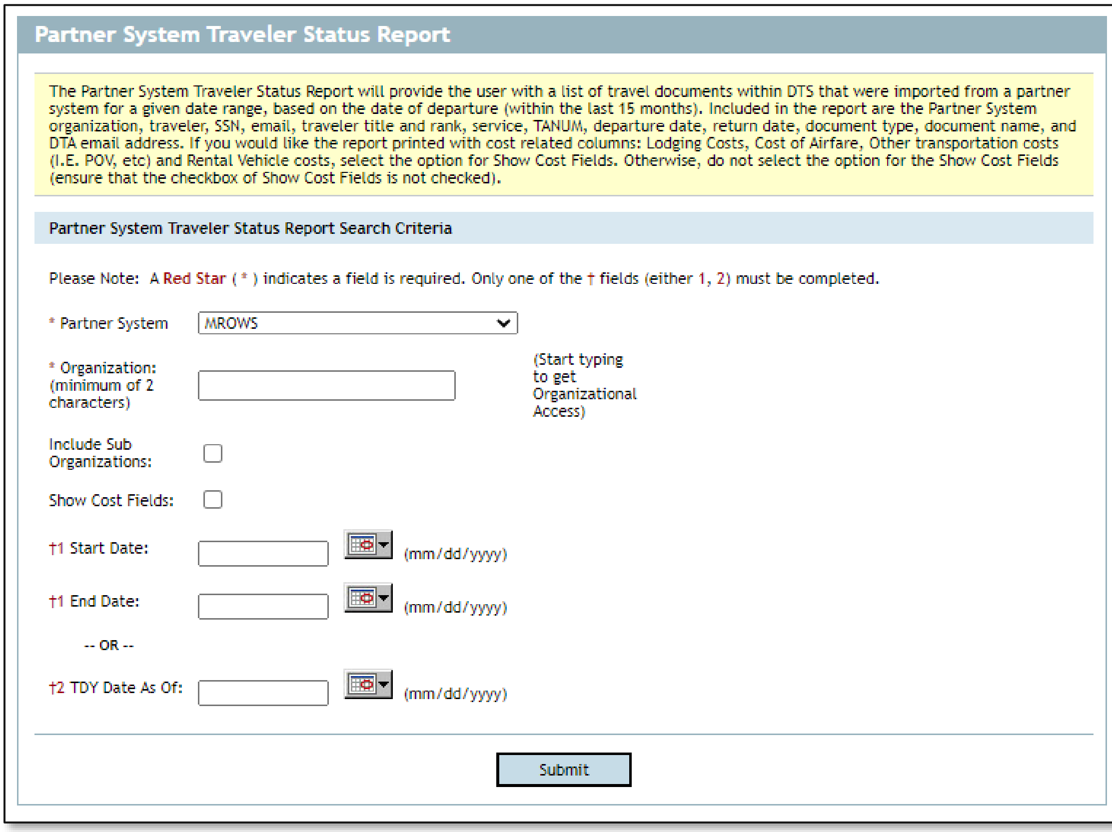
MILITARY LEAVE REPORT SEARCH CRITERIA DESCRIPTIONS	
FIELD	**DESCRIPTION**
Document Type	Select the type of document (AUTH, VCH) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and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

2.6 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 System Traveler Status Report

The Partner System Traveler Status Report will provide the user with a list of travel documents within DTS that were imported from a partner system for a given date range, based on the date of departure (within the last 15 months). Included in the report are the Partner System organization, traveler, SSN, email, traveler title and rank, service, TANUM, departure date, return date, document type, 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).

Partner System 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.

* 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)

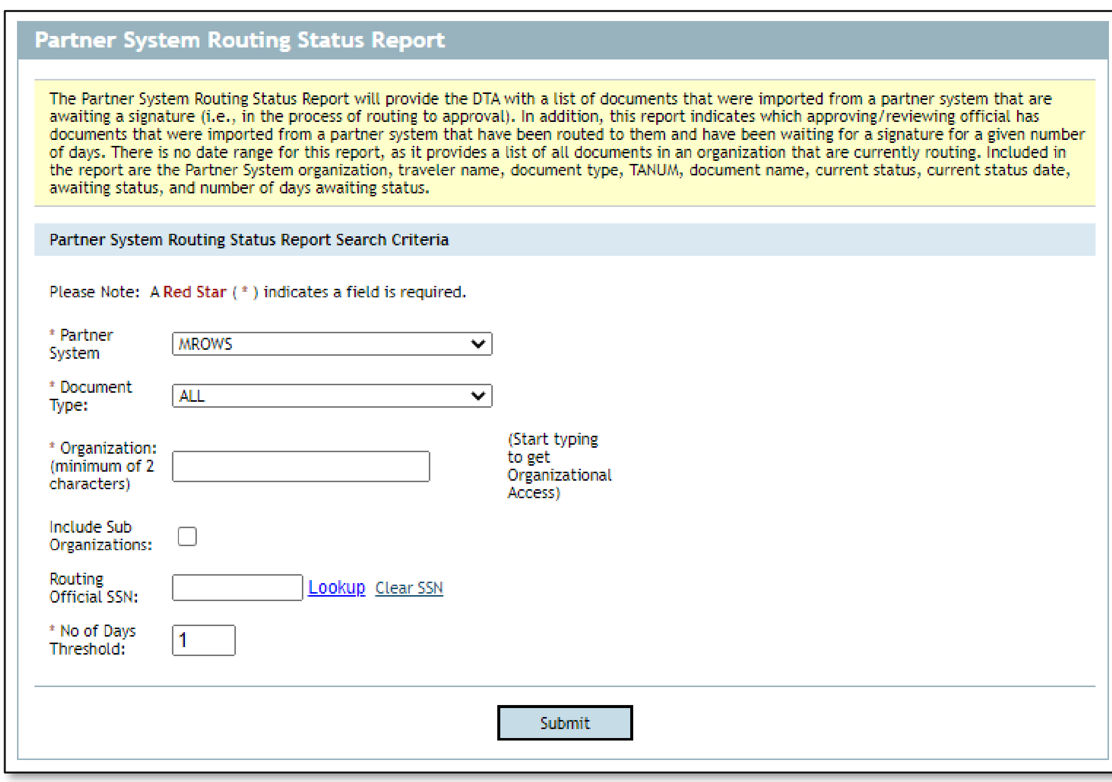
†1 End Date: (mm/dd/yyyy)

-- OR --

†2 TDY Date As Of: (mm/dd/yyyy)

Submit

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



Partner System Routing Status Report

The Partner System Routing Status Report will provide the DTA with a list of documents that were imported from a partner system 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 were imported from a partner system 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 are the Partner System organization, traveler name, document type, TANUM, document name, current status, current status date, awaiting status, and number of days awaiting status.

Partner System Routing Status Report Search Criteria

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

* Partner System: MROWS

* Document Type: ALL

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

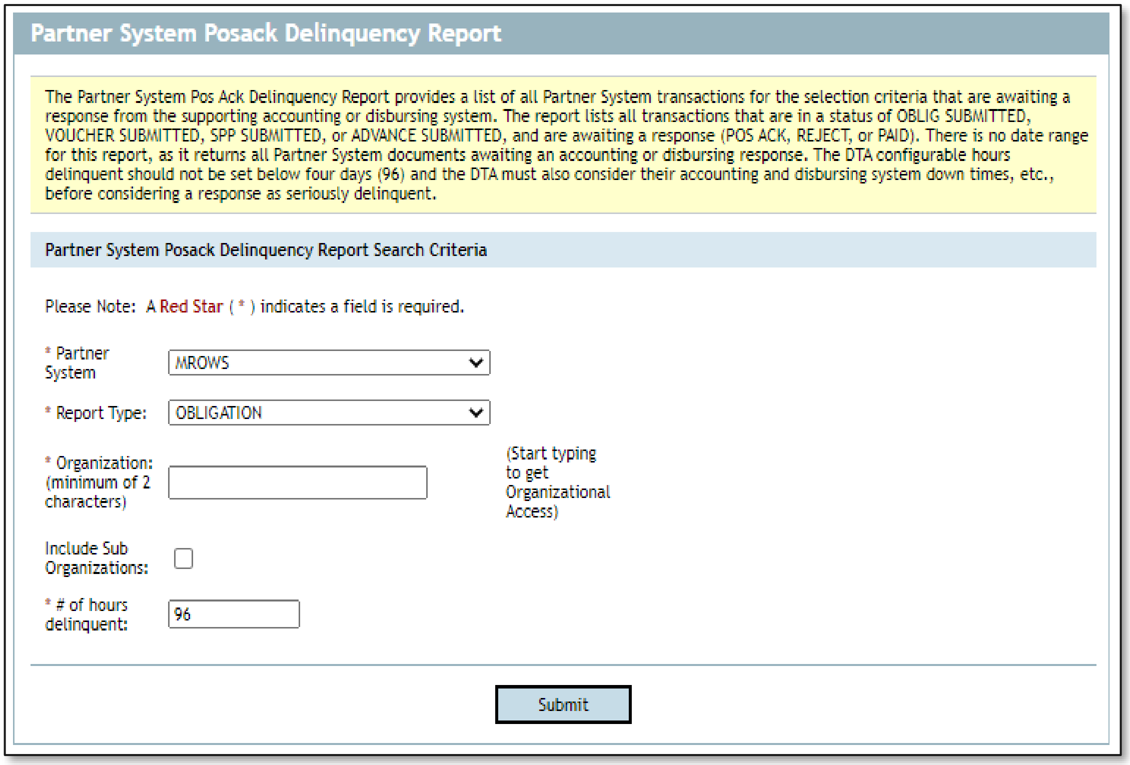
Include Sub Organizations:

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.

* Partner System: MROWS

* Report Type: OBLIGATION

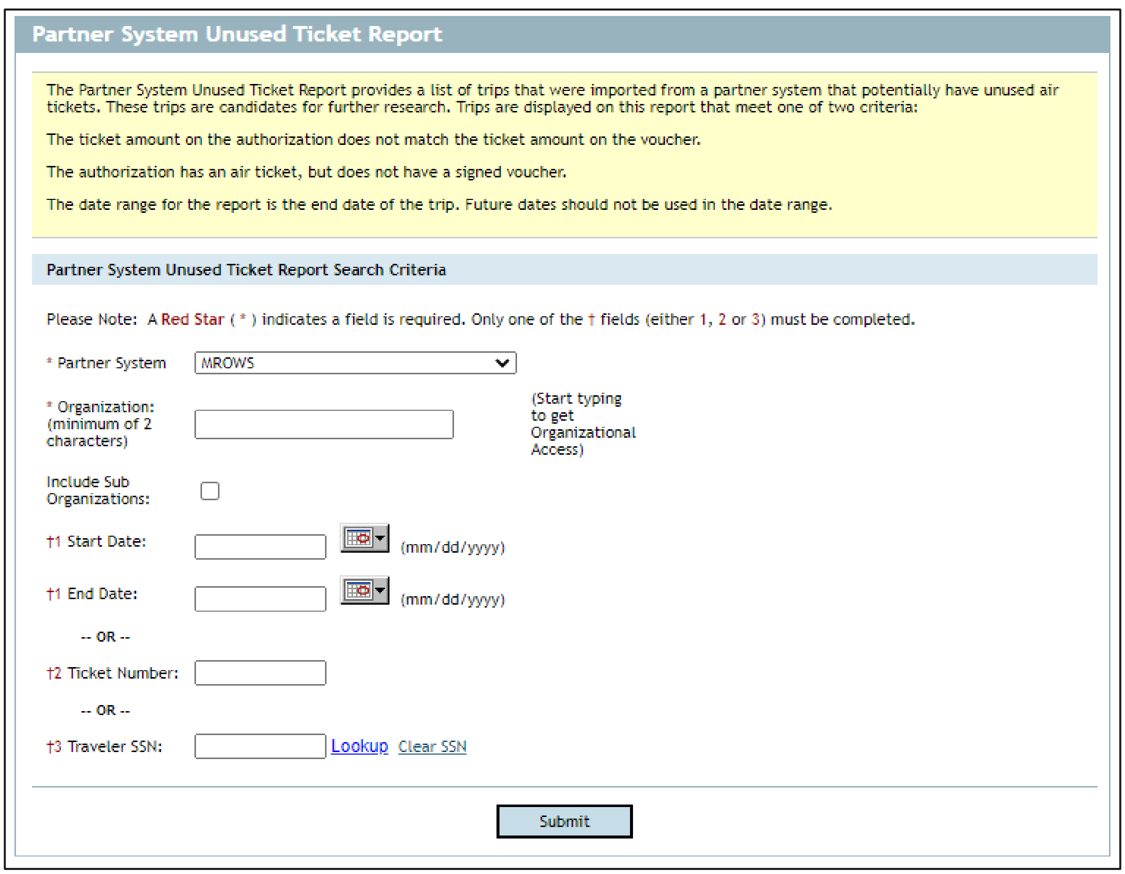
* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)

Include Sub Organizations:

* # of hours delinquent: 96

Submit

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



Partner System Unused Ticket Report

The Partner System Unused Ticket Report provides a list of trips that were imported from a partner system that potentially have unused air tickets. These trips 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 Unused Ticket Report Search Criteria

Please Note: A Red Star (*) indicates a field is required. Only one of the † fields (either 1, 2 or 3) must be completed.

* Partner System: MROWS

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

Include Sub Organizations:

†1 Start Date: (mm/dd/yyyy)

†1 End Date: (mm/dd/yyyy)

-- OR --

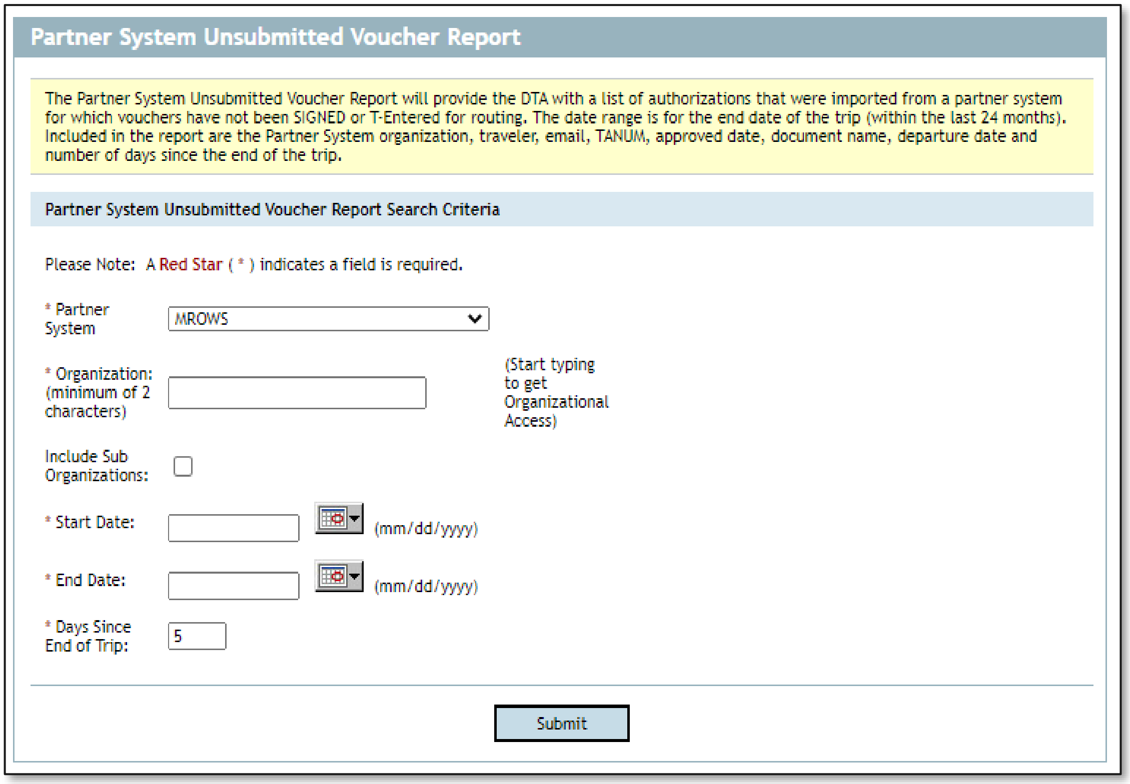
†2 Ticket Number:

-- OR --

†3 Traveler SSN: Lookup Clear SSN

Submit

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



Partner System Unsubmitted Voucher Report

The Partner System Unsubmitted Voucher Report will provide the DTA with a list of authorizations that were imported from a partner system for which vouchers have not been SIGNED or T-Entered for routing. The date range is for the end date of the trip (within the last 24 months). Included in the report are the Partner System organization, traveler, email, TANUM, approved date, document name, departure date and number of days since the end of the trip.

Partner System Unsubmitted Voucher Report Search Criteria

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

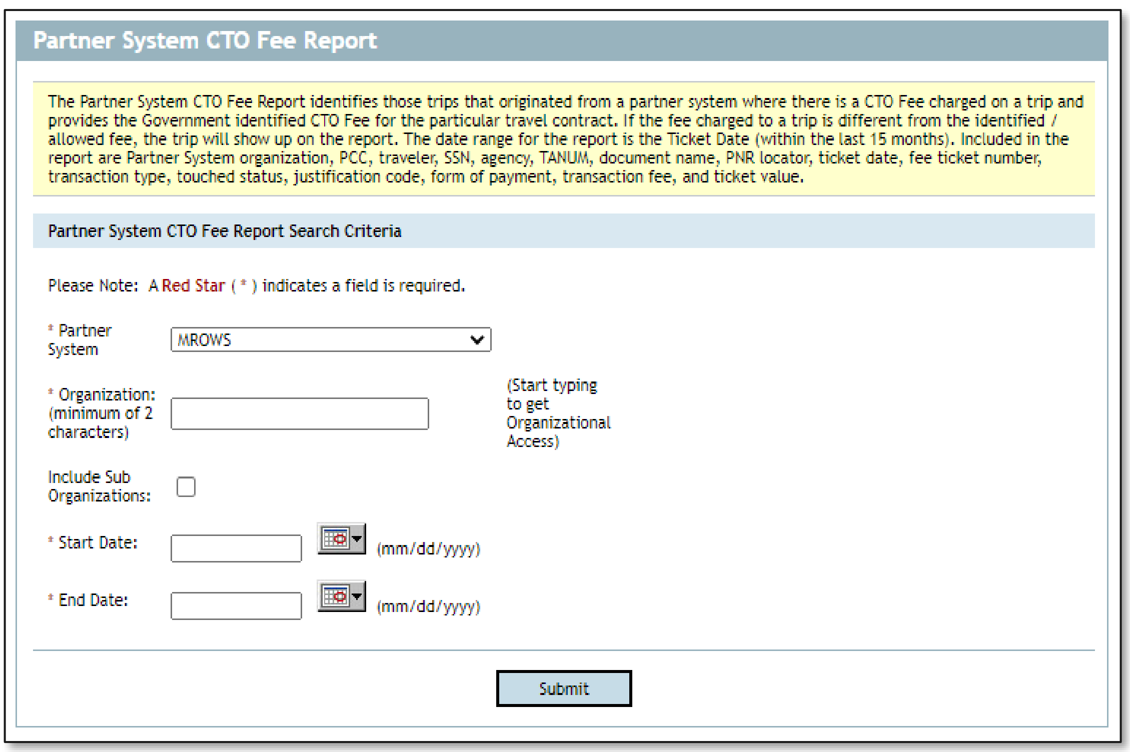
* Partner System: MROWS
* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)

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 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)

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 *DTA Manual, Chapter 7*. **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.

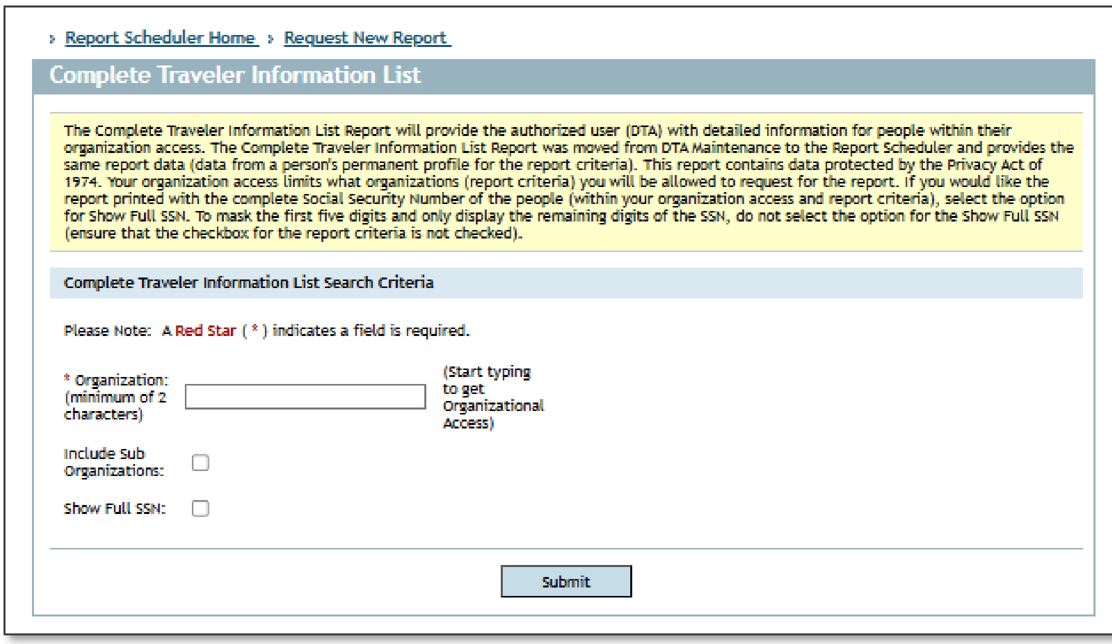


Figure 10-43: Complete Traveler Information List Report Search Criteria Screen

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.

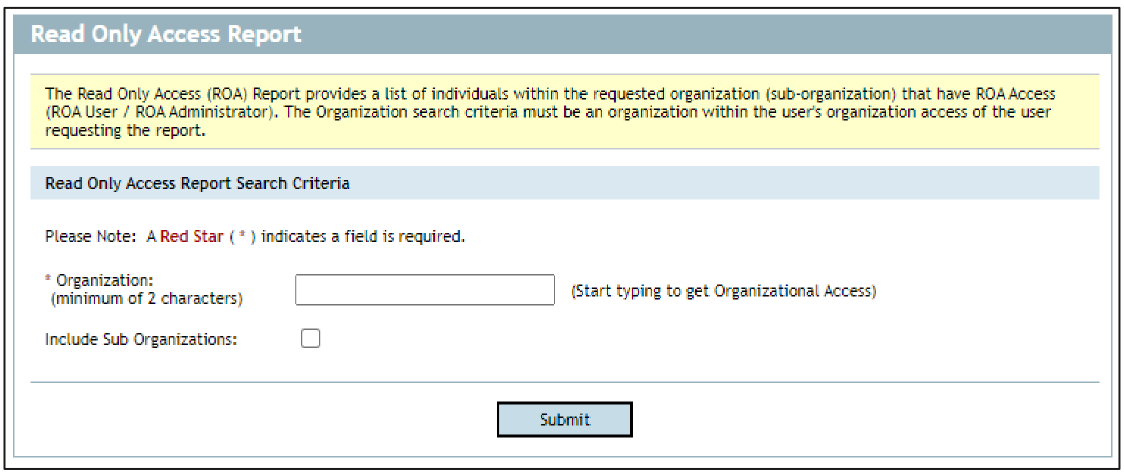


Figure 10-44: Read Only Access Report Search Criteria Screen

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.

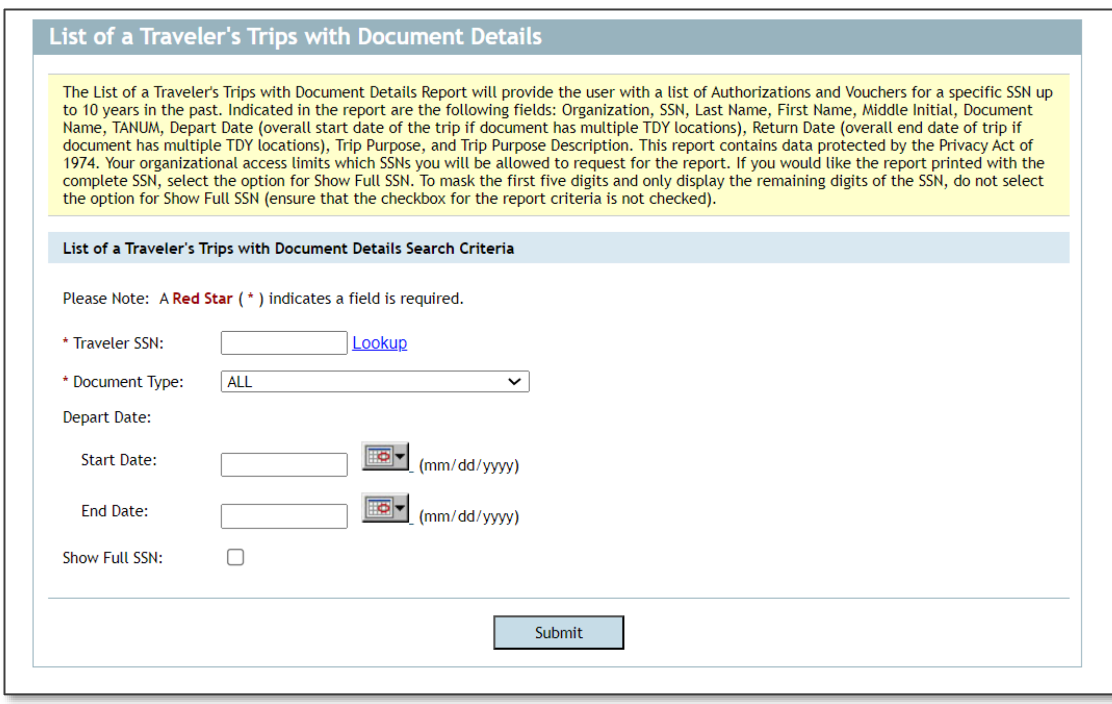


Figure 10-45: List of Traveler's Trips with Document Details Report Search Criteria Screen

Table 10-32 explains the screen fields.

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

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.

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.

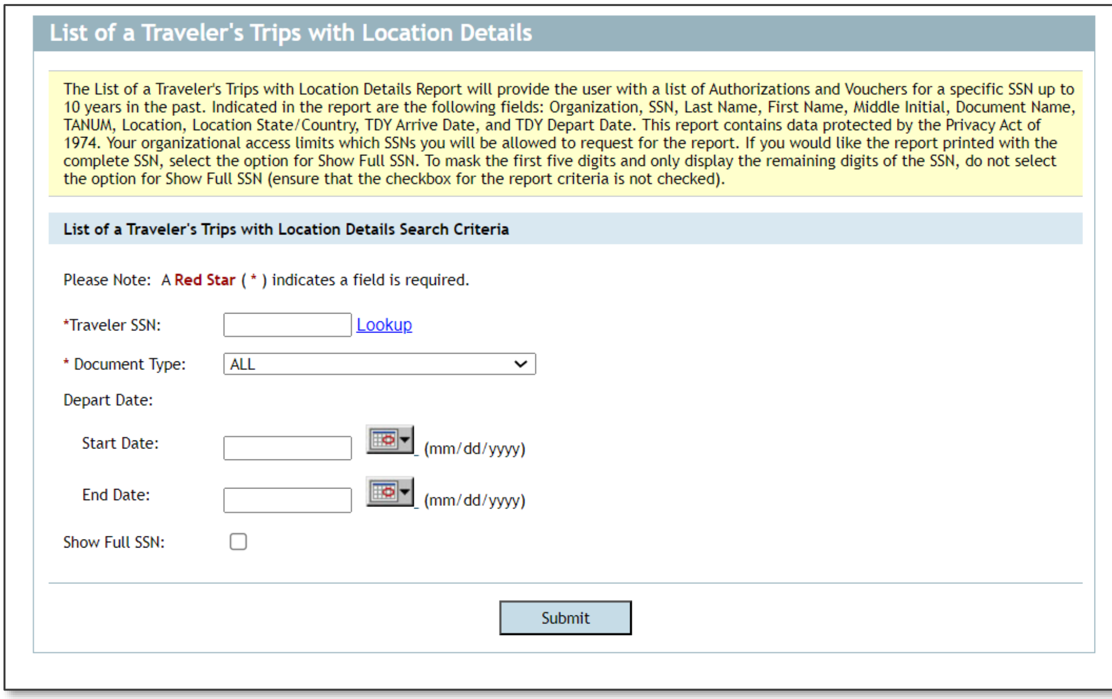


Figure 10-46: List of Traveler's Trips with Location Details Report Search Criteria Screen

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.

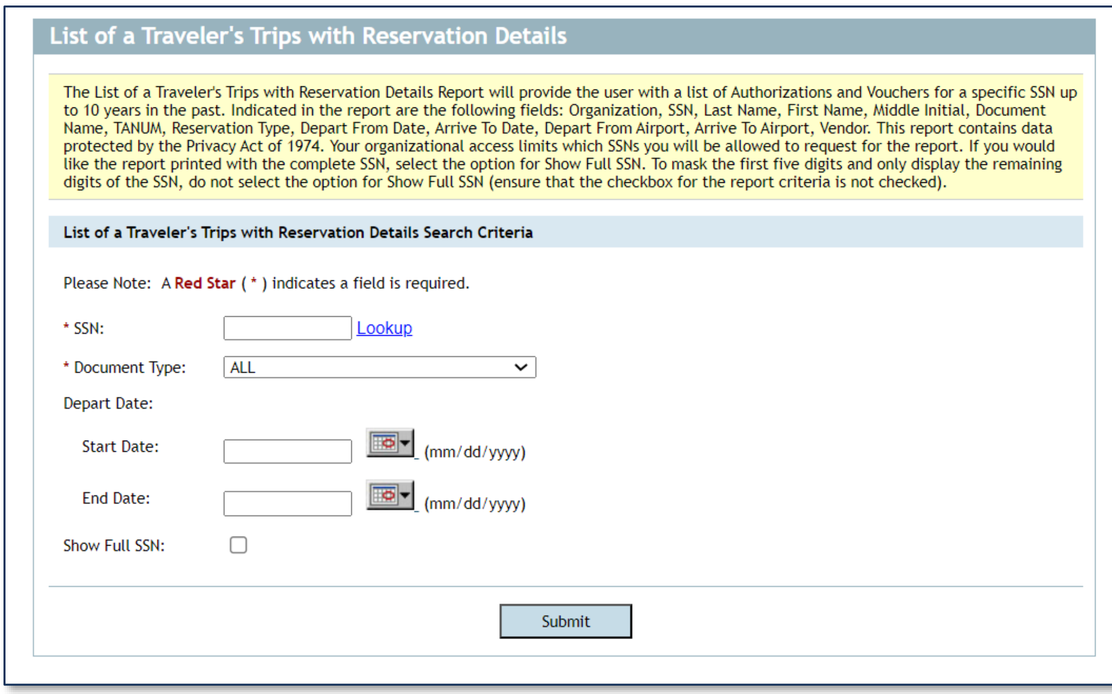
The **List of Traveler's Trips with Reservation Details Report** shows (when applicable) the:

- 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.


List of a Traveler's Trips with Reservation Details

The List of a Traveler's Trips with Reservation 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, 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 Trips with Reservation Details Search Criteria

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

* SSN: Lookup

* Document Type: ALL

Depart Date:

Start Date: (mm/dd/yyyy)

End Date: (mm/dd/yyyy)

Show Full SSN:

Submit

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.

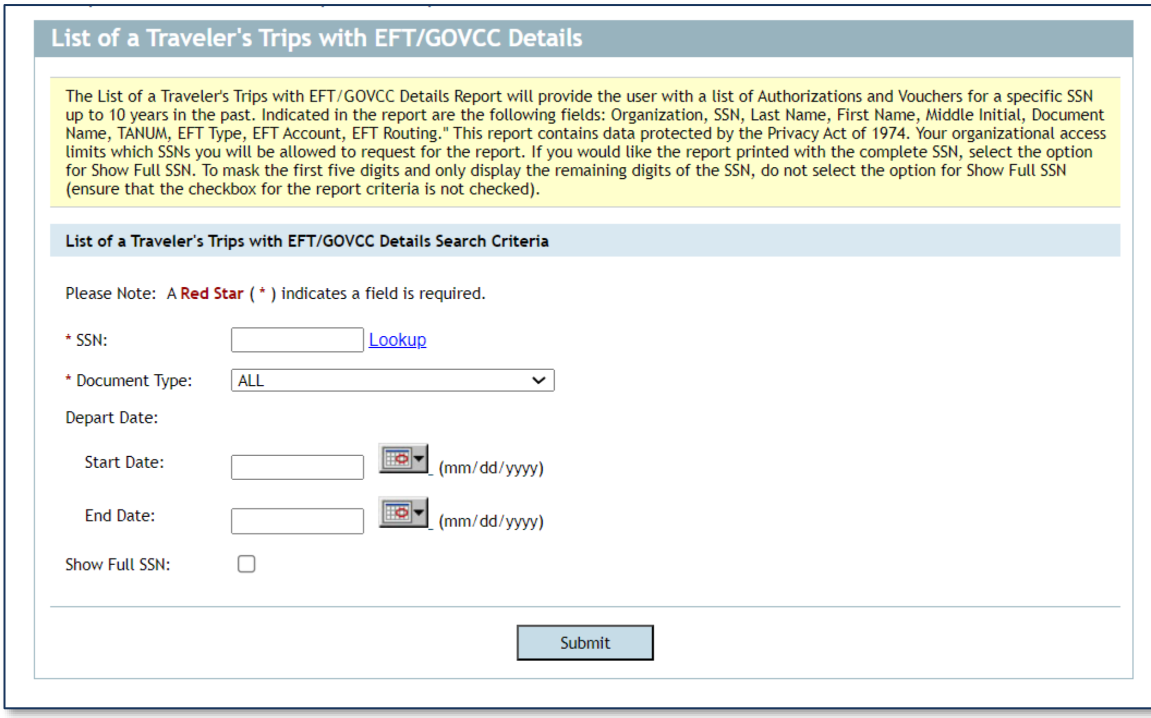


Figure 10-48: List of Traveler's Trips with EFT/GOVCC Details Report Search Criteria Screen

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 *TraX Help Ticket* 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 *DTA Manual, Chapter 7*.

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 *DTA Manual, Chapter 7*.

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 *DTA Manual, Chapter 7*.

***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
    - All Offsets and Collections, Their Dates, and Amounts
    - 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.

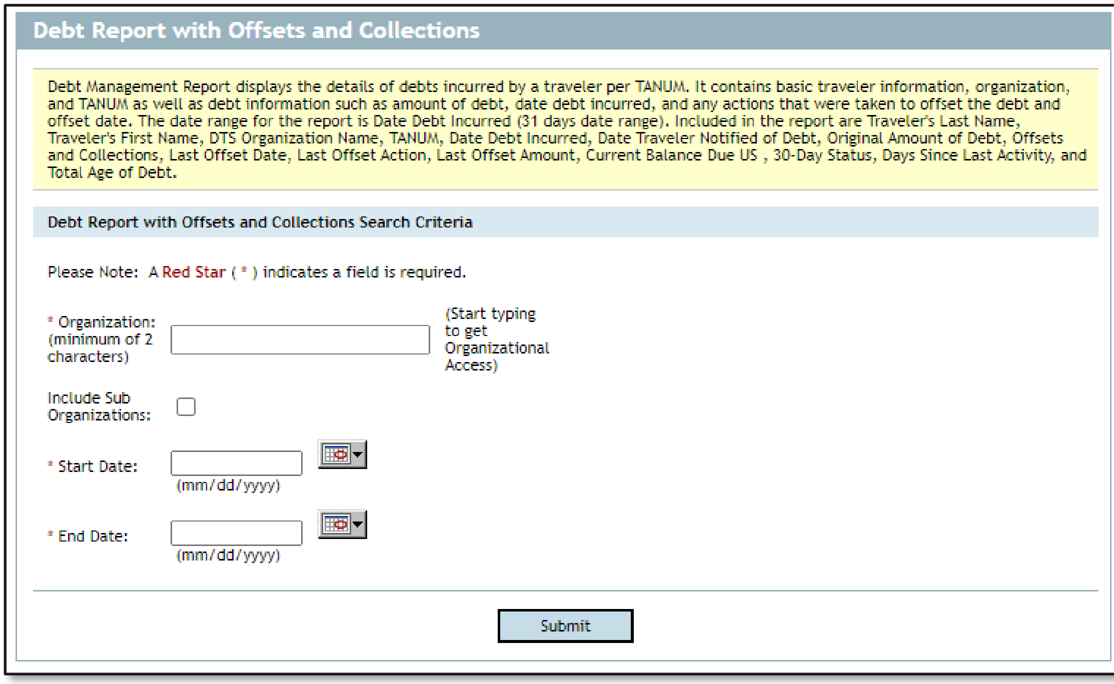


Figure 10-49: Debit Report with Offsets and Collections Report Search Criteria Screen

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.

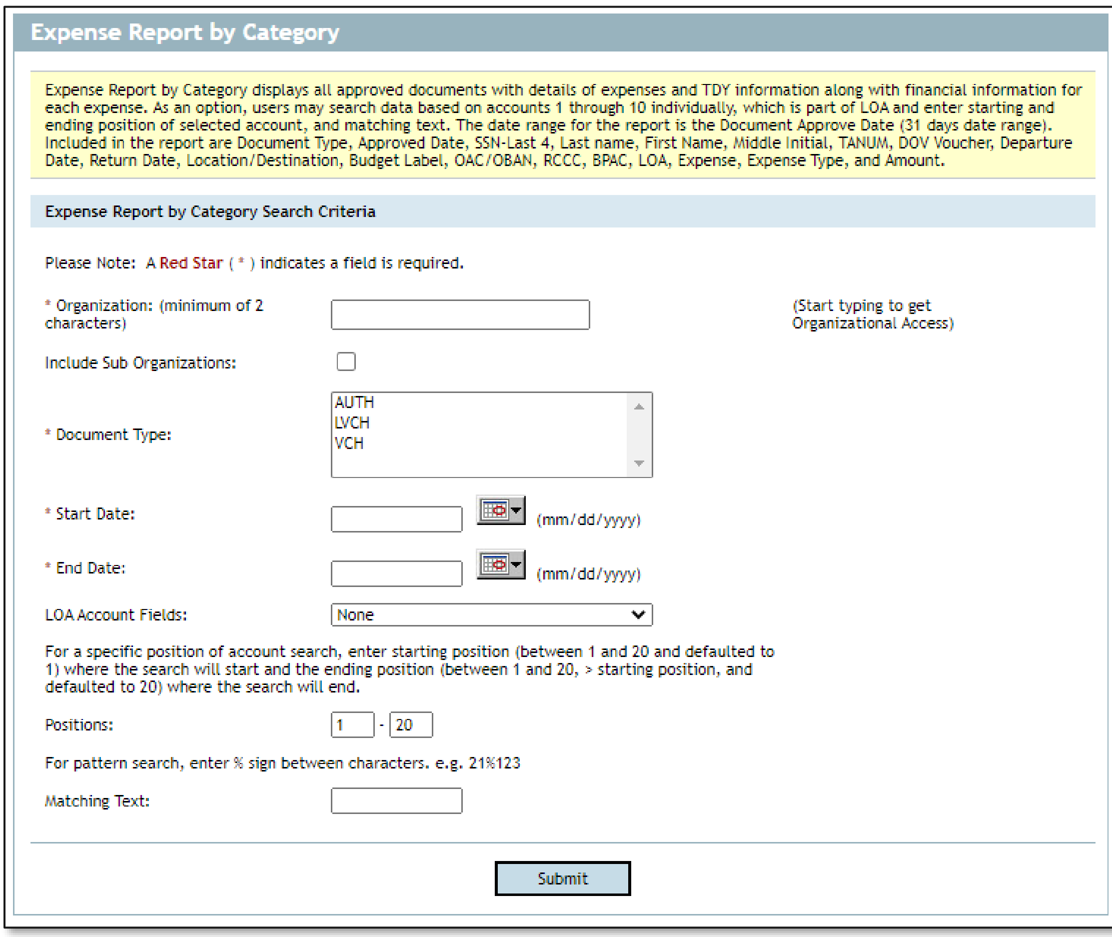


Figure 10-50: Expense Report by Category Search Criteria Screen

Table 10-37 explains the screen fields.

Table 10-37: Expense Report Search Criteria Descriptions

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.

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.

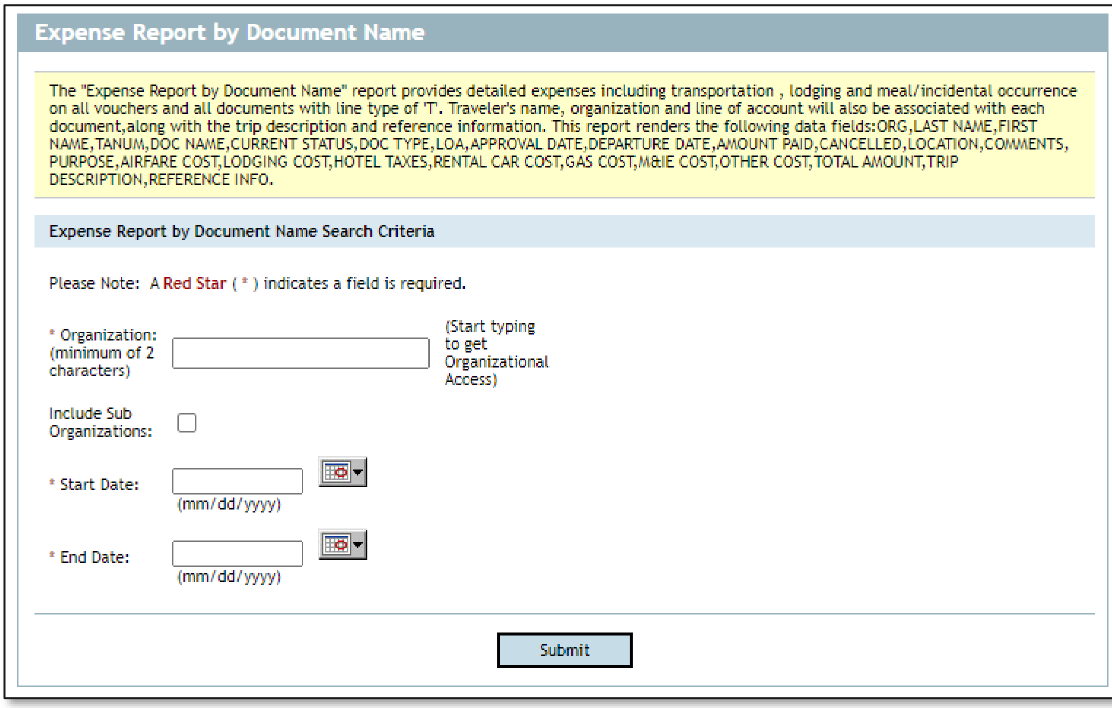


Figure 10-51: Expense Report by Document Name Search Criteria Screen

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.

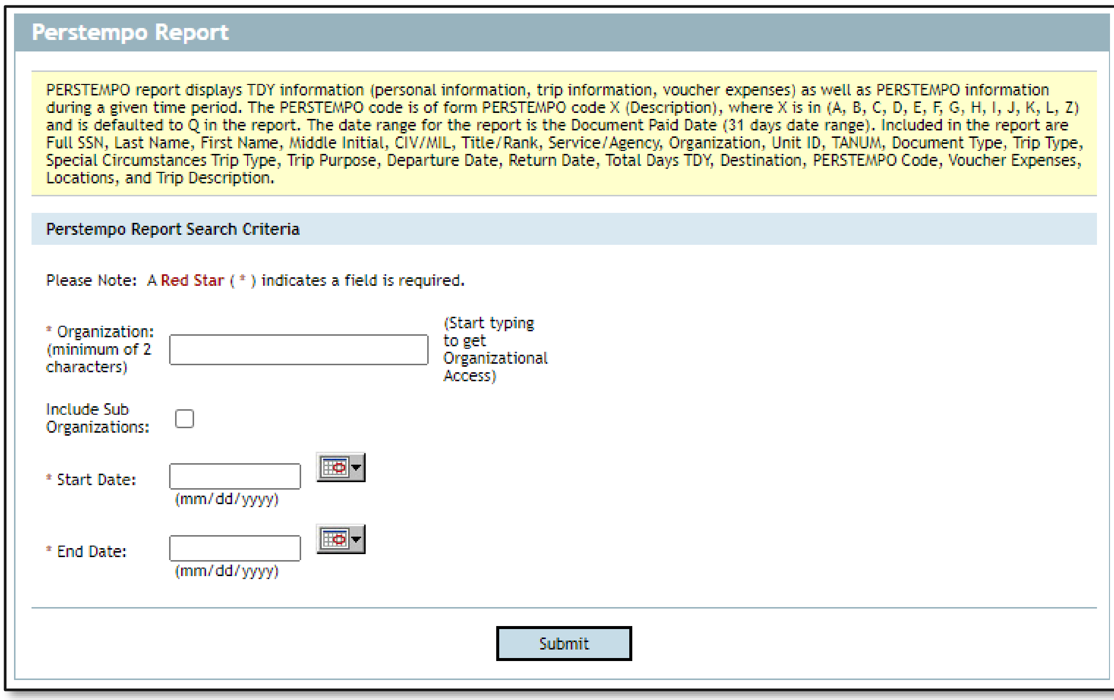


Figure 10-52: PERSTEMPO Report Search Criteria Screen

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**.

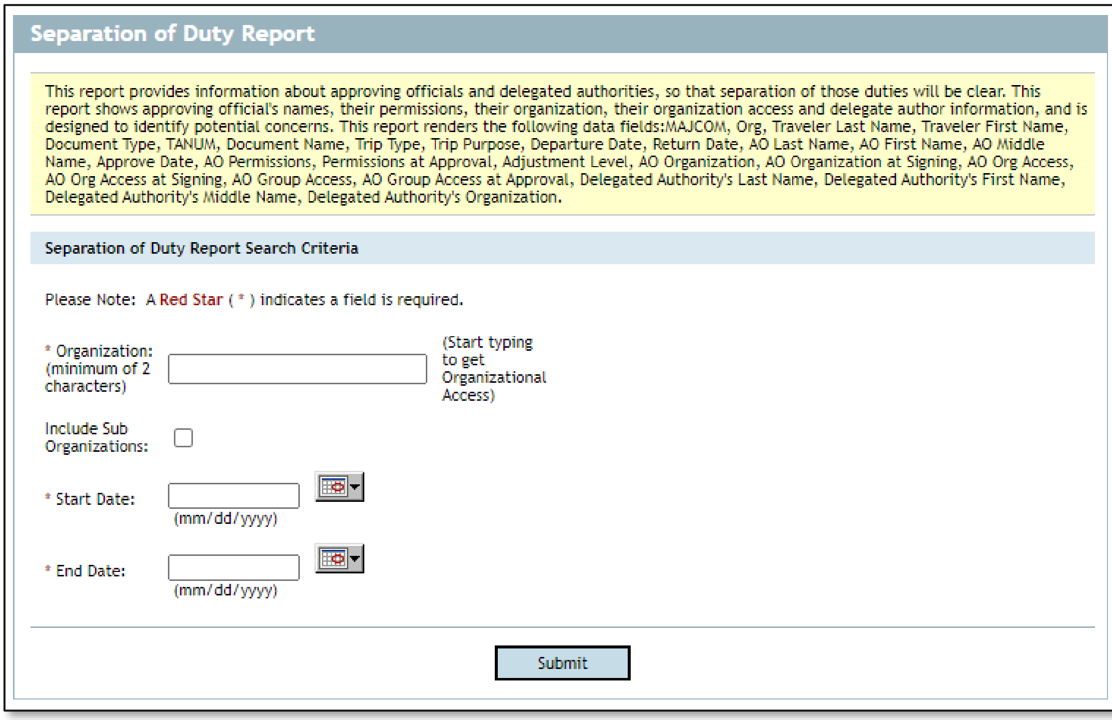


Figure 10-53: Separation of Duty Report Search Criteria Screen

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.

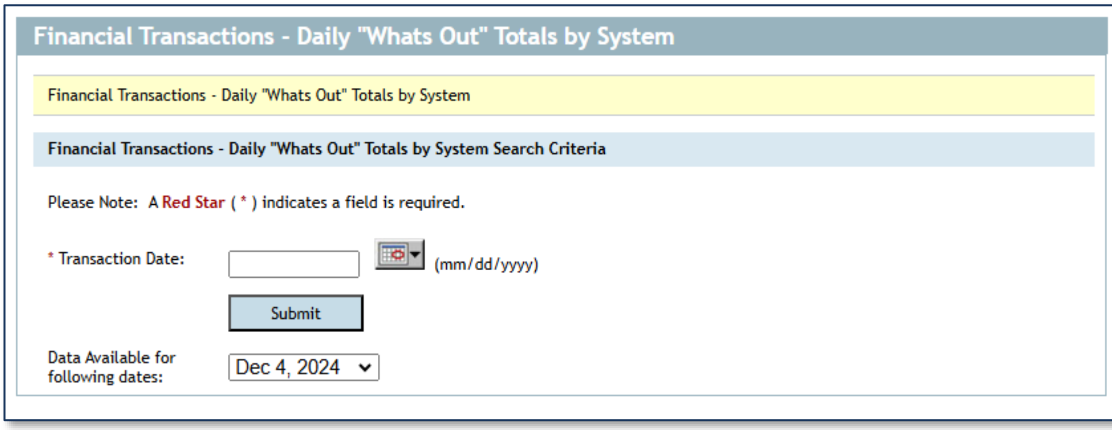


Figure 10-54: Financial Transactions – Daily "Whats Out" Total by System Report Search Criteria Screen

Table 10-41 explains the screen fields.

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

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.

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.

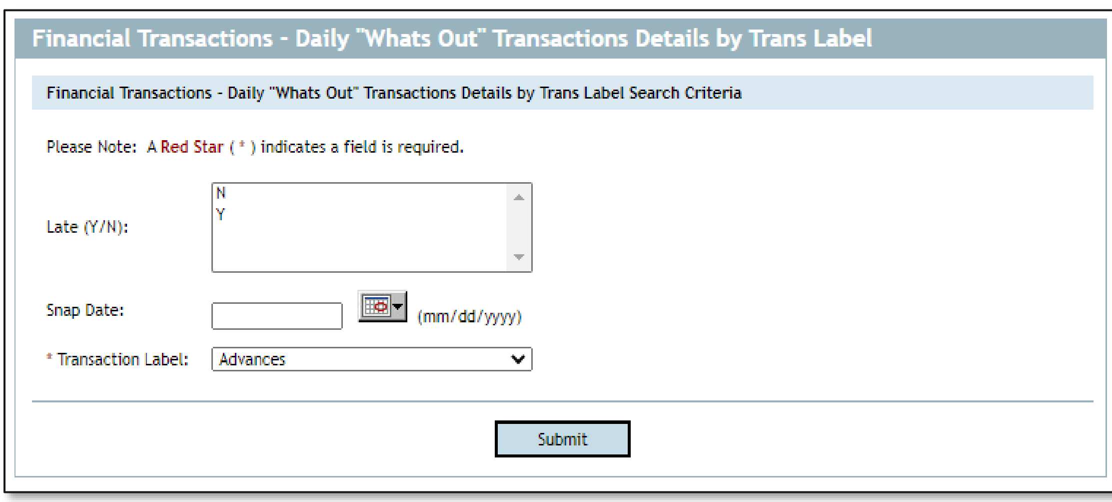


Figure 10-55: Financial Transactions – Daily "Whats Out" Transactions Details by Trans Label Report Search Criteria Screen

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.

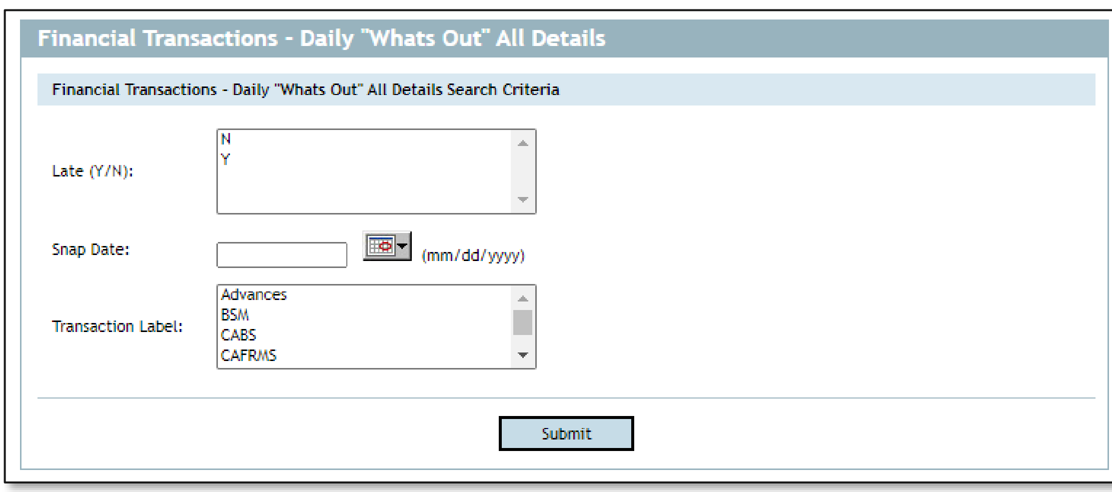


Figure 10-56: Financial Transactions – Daily "Whats Out" All Details Search Criteria Screen

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.

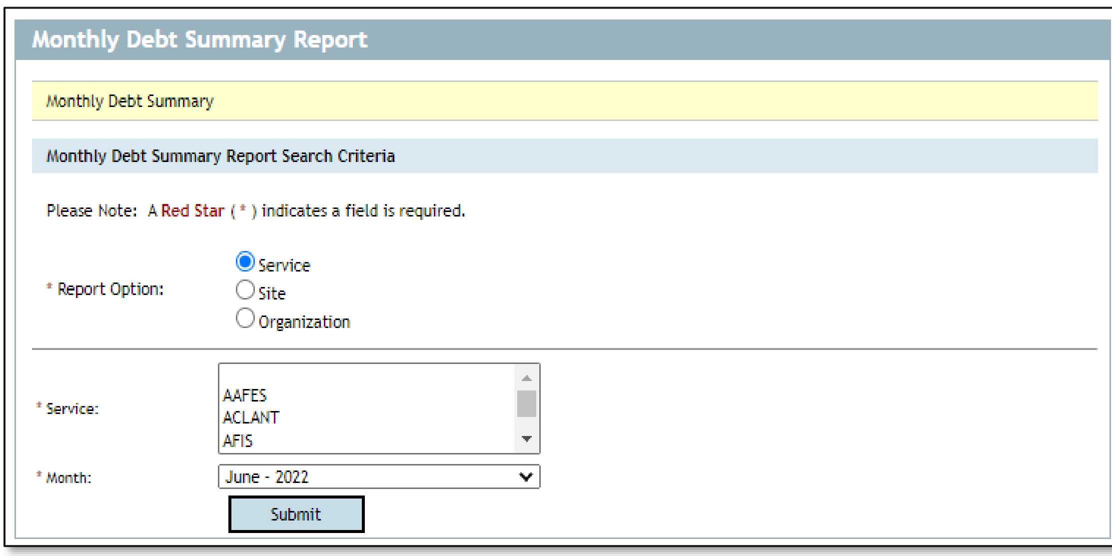


Figure 10-57: Monthly Debt Summary Report Search Criteria Screen

Table 10-44 explains the screen fields.

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

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.

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.

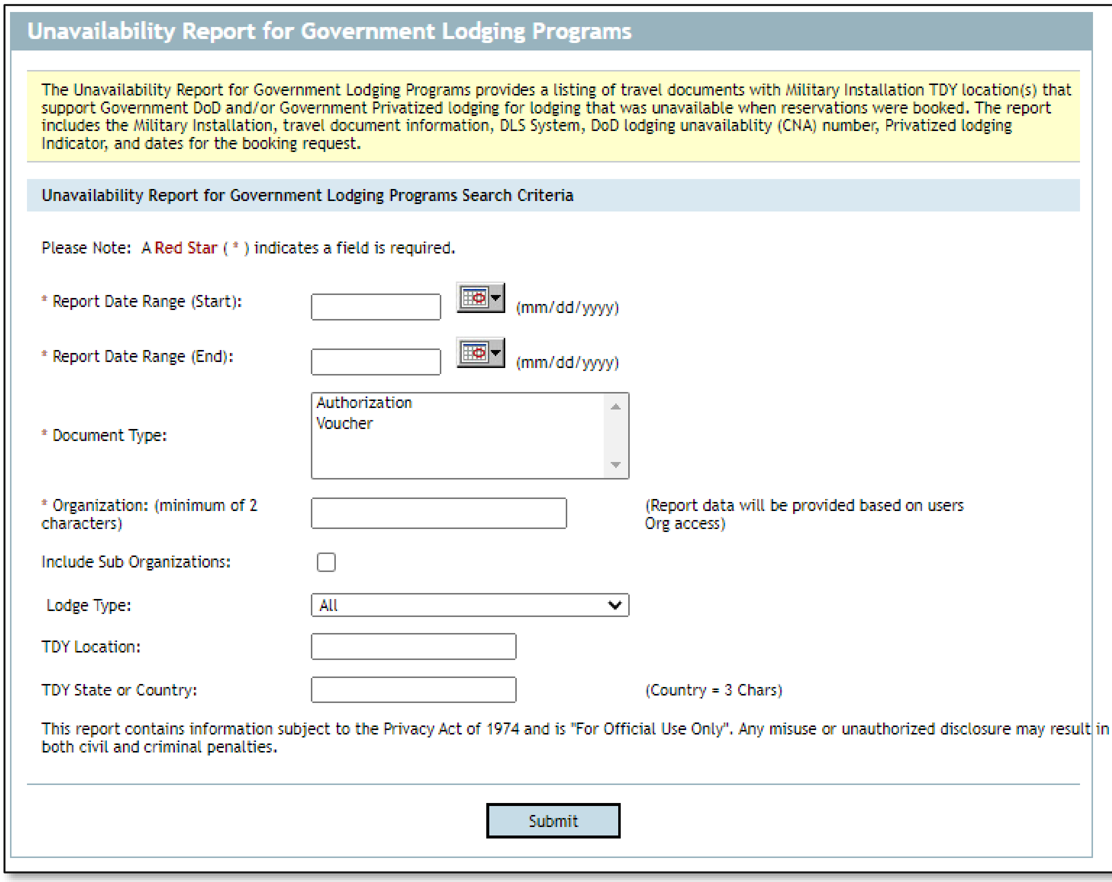


Figure 10-58: Unavailability Report for Government Lodging Programs Search Criteria Screen

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

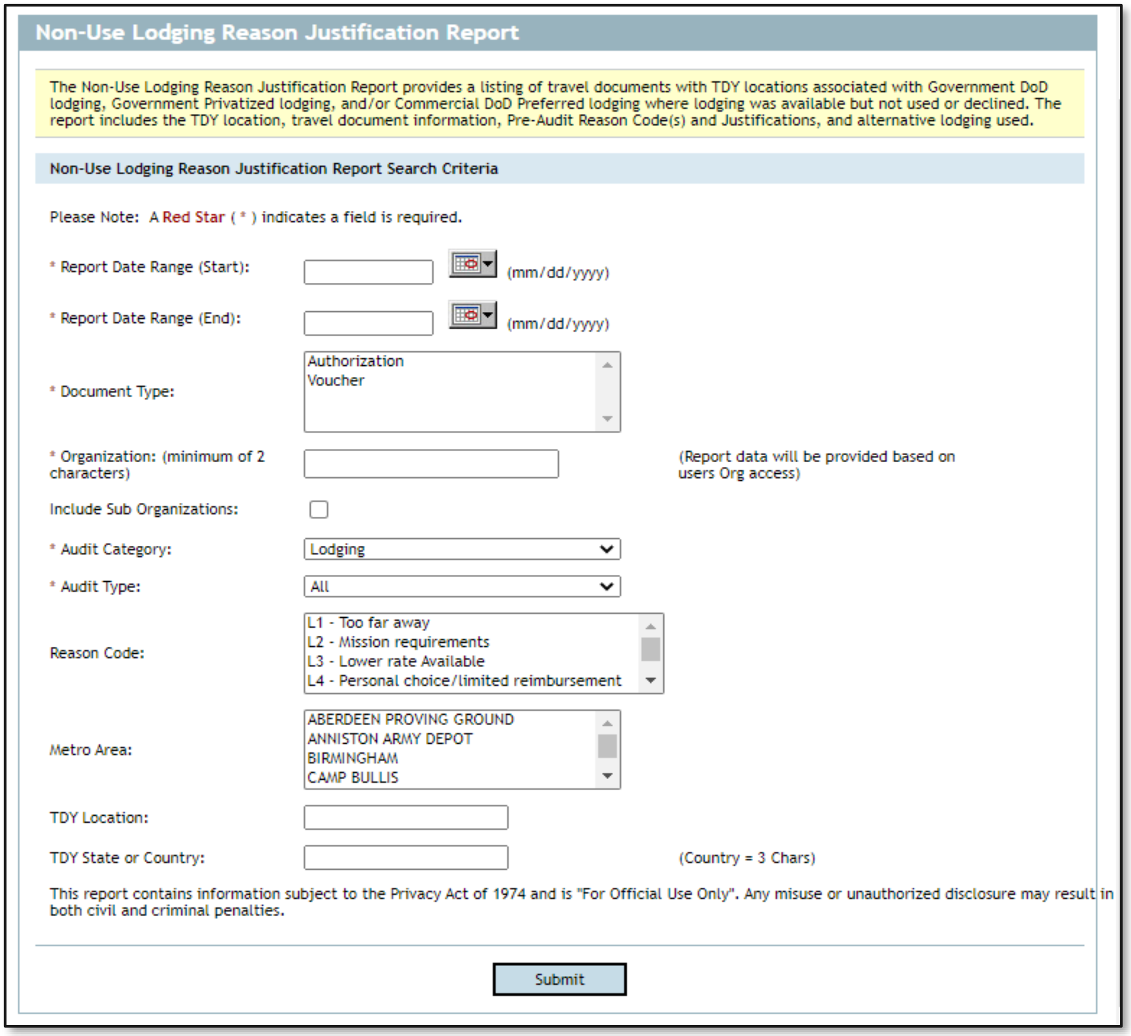
The **Non-Use Lodging Reason Justification Report** provides information from trips that do not reflect the use of required **DoD lodging or DoD Preferred Commercial** lodging, and the reason codes with justifications the travelers selected in the document.

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.



Non-Use Lodging Reason Justification Report

The Non-Use Lodging Reason Justification Report provides a listing of travel documents with TDY locations associated with Government DoD lodging, Government Privatized lodging, and/or Commercial DoD Preferred lodging where lodging was available but not used or declined. The report includes the TDY location, travel document information, Pre-Audit Reason Code(s) and Justifications, and alternative lodging used.

Non-Use Lodging Reason Justification Report Search Criteria

Please Note: A Red Star (*) indicates 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 subject to the Privacy Act of 1974 and is "For Official Use Only". Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

Submit

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.

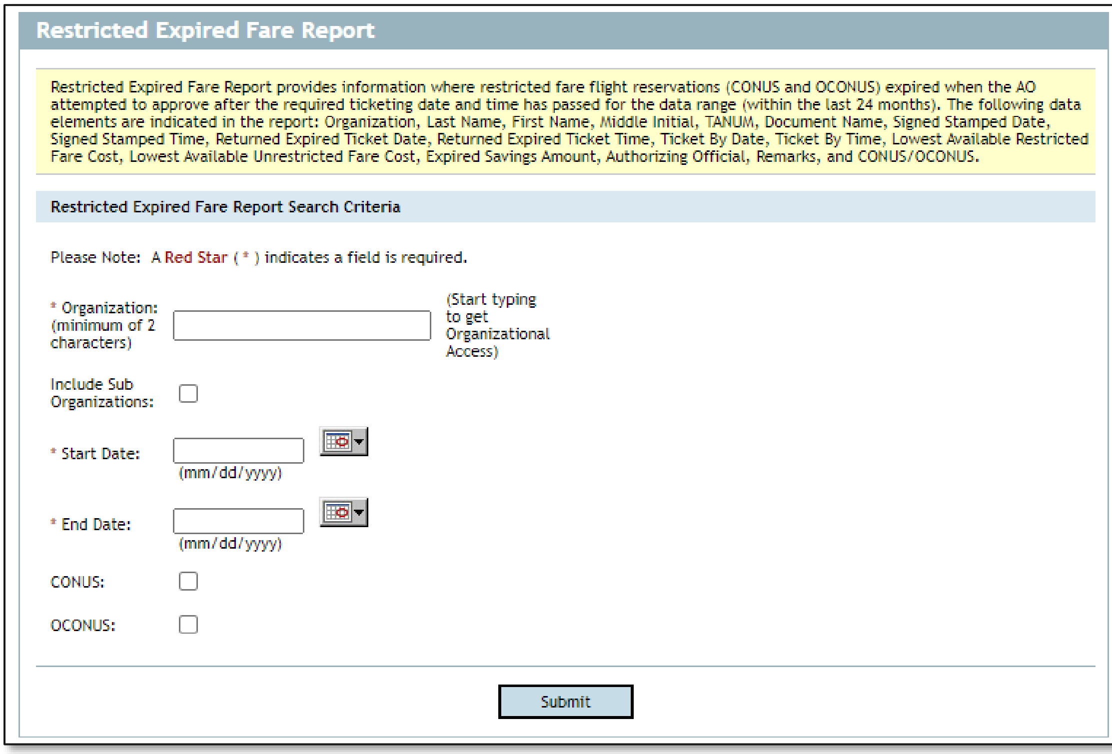


Figure 10-60: Restricted Expired Fare Report Search Criteria Screen

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.

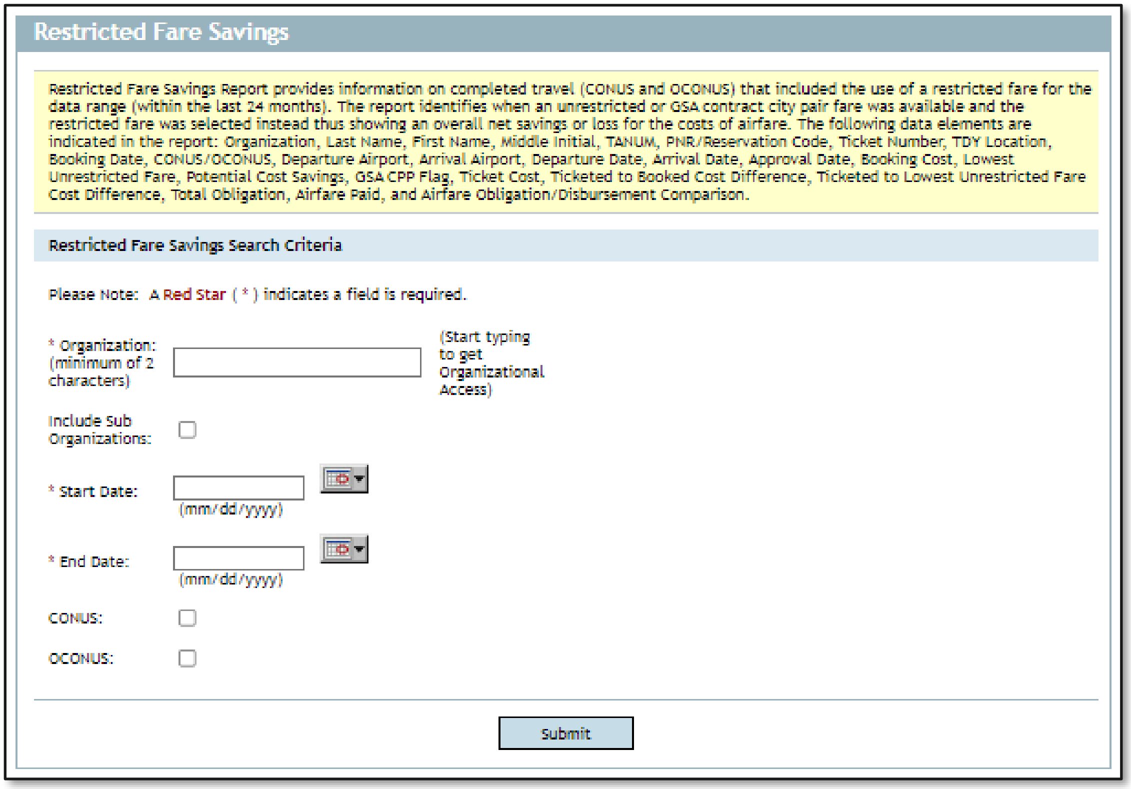


Figure 10-61: Restricted Fare Savings Report Search Criteria Screen

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.

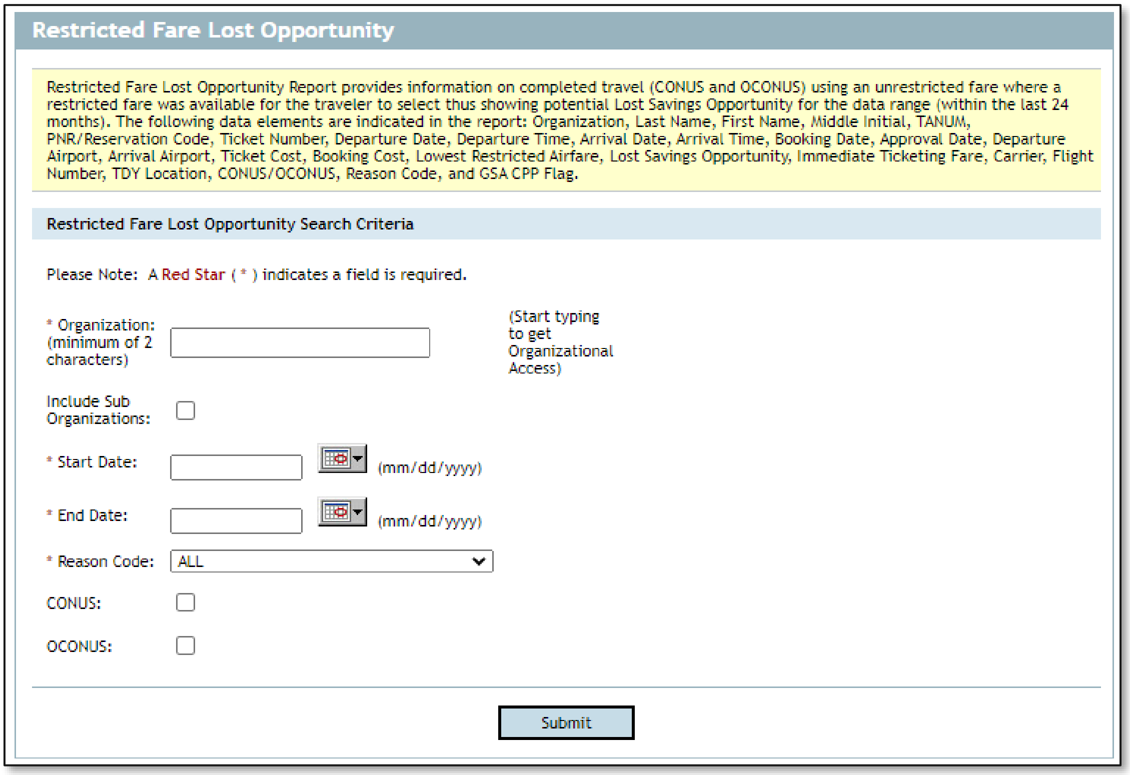


Figure 10-62: Restricted Fare Lost Opportunity Search Criteria Screen

Table 10-49 explains the screen fields.

Table 10-49: Restricted Fare Lost Opportunity 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 *Travel Policy Compliance*. 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.

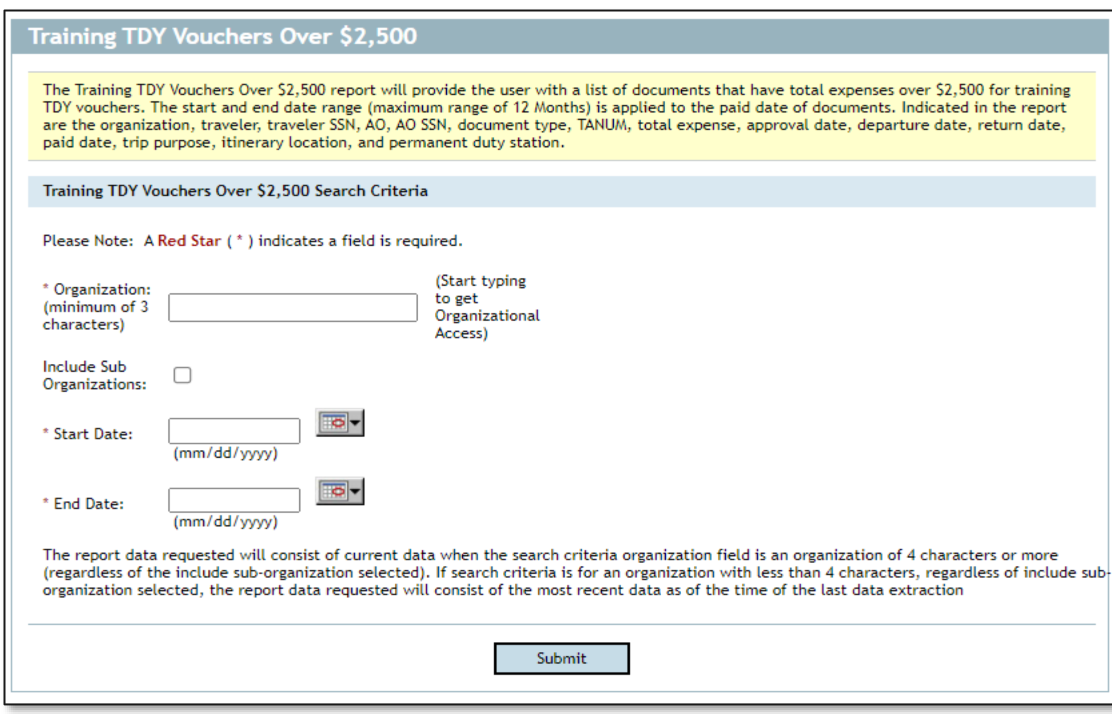


Figure 10-63: Training TDY Vouchers Over $2,500 Report Search Criteria Screen

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

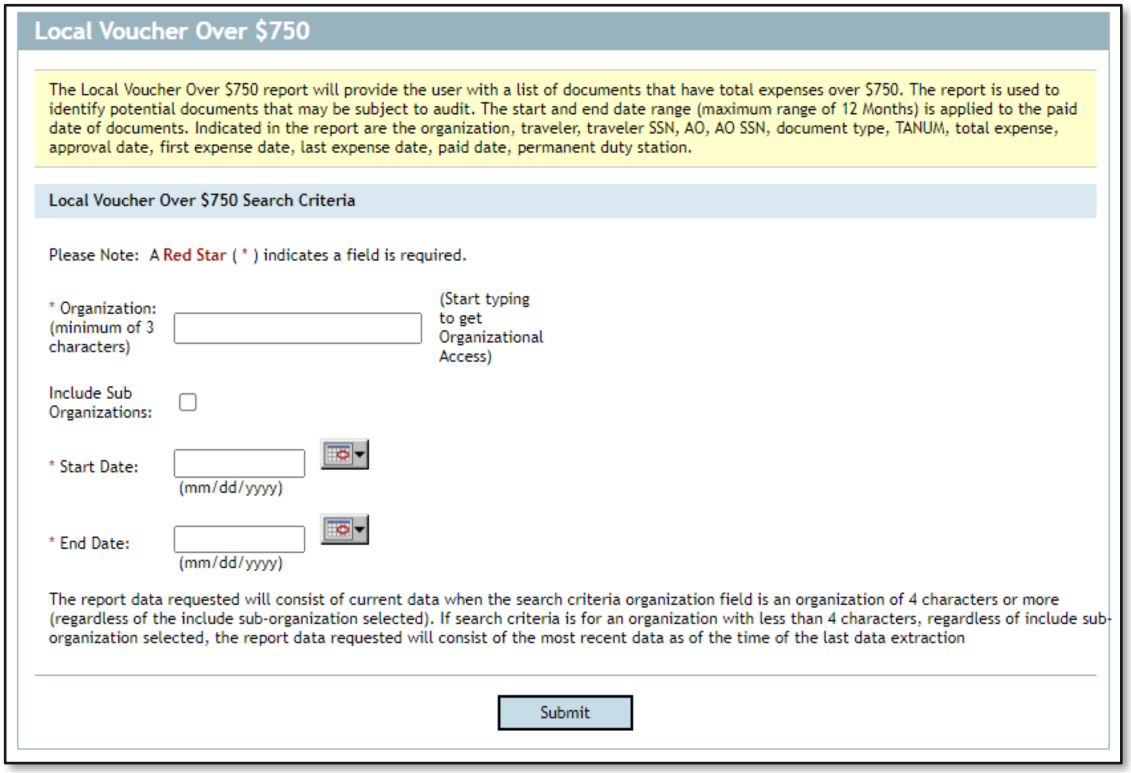
The **Local Vouchers Over 750 Report** provides a list of documents with expenses totaling $750. The start and end date range (maximum range of 12 Months) is applied to the paid date of documents.

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 Voucher Over $750

The Local Voucher Over $750 report will provide the user with a list of documents that have total expenses over $750. 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 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 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 10-64: Local Vouchers Over $750 Report Search Criteria Screen

Table 10-51 explains the screen fields.

Table 10-51: Local Vouchers Over $750 Report Search Criteria 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.

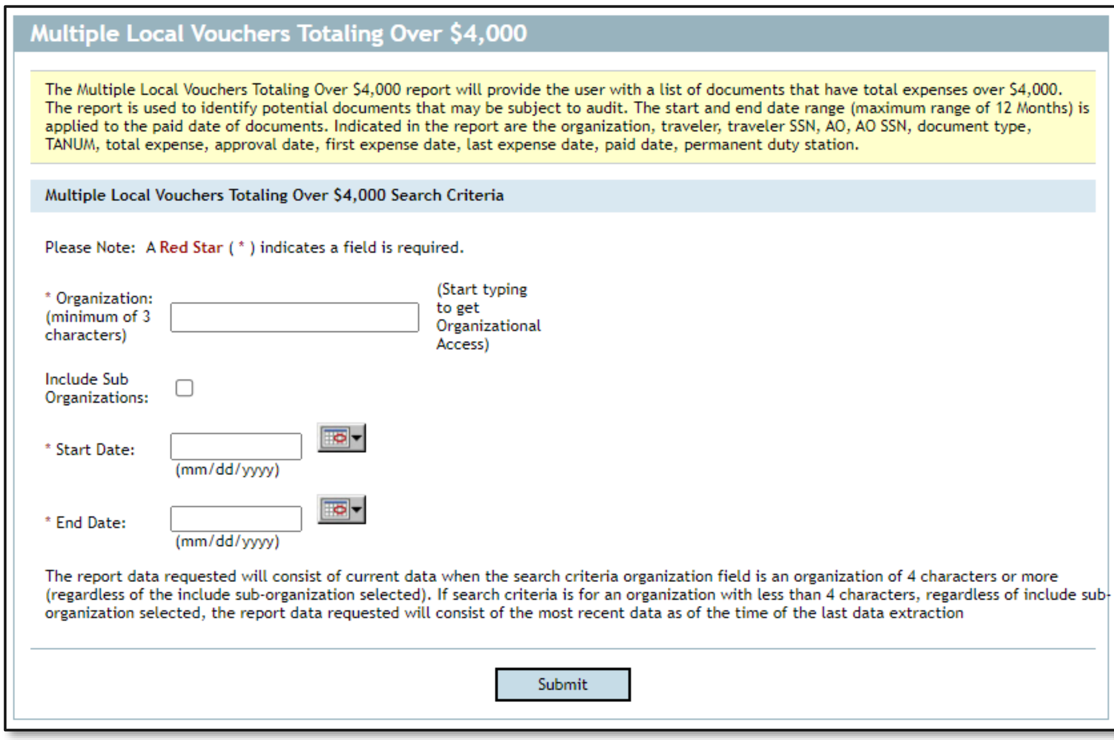


Figure 10-65: Multiple Local Vouchers Totaling Over $4,000 Report Search Criteria Screen

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.

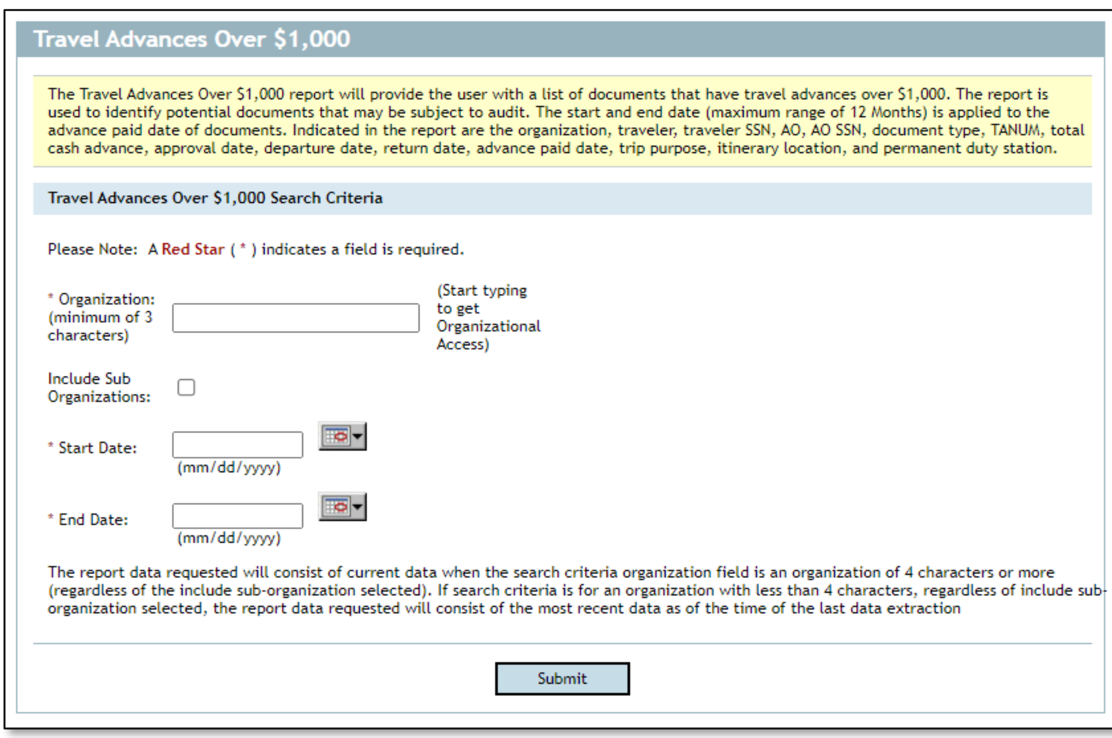


Figure 10-66: Travel Advances Over $1,000 Report Search Criteria Screen

Table 10-53 explains the screen fields.

Table 10-53: Travel Advances Over $1,000 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.

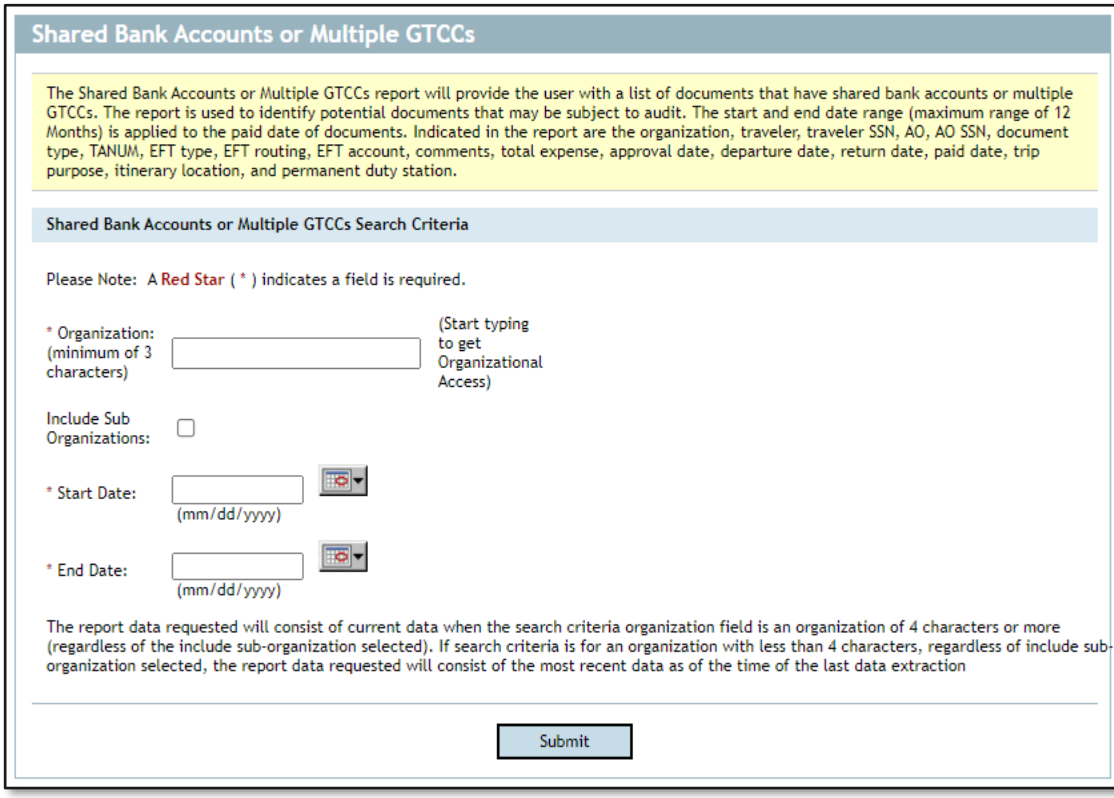


Figure 10-67: Shared Back Accounts or Multiple GTCCs Report Search Criteria Screen

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.

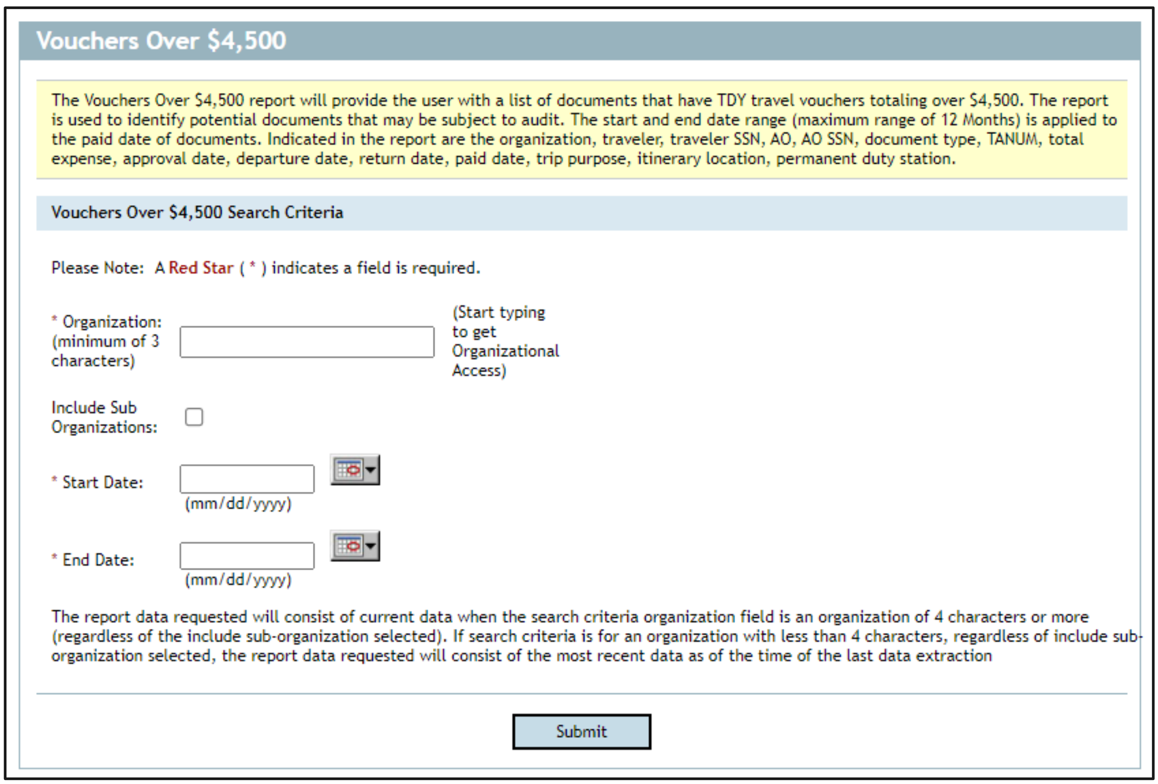


Figure 10-68: Vouchers Over $4,500 Search Criteria Screen

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.

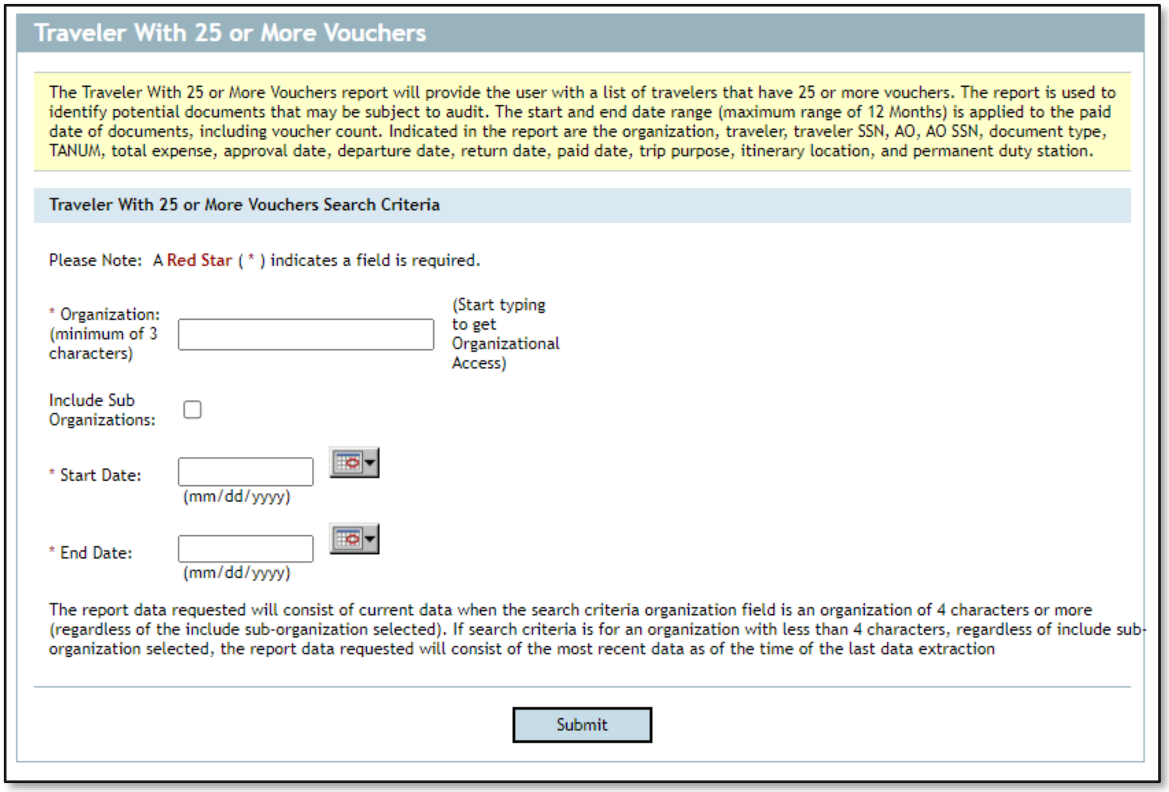


Figure 10-69: Traveler with 25 or More Vouchers Search Criteria Screen

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.

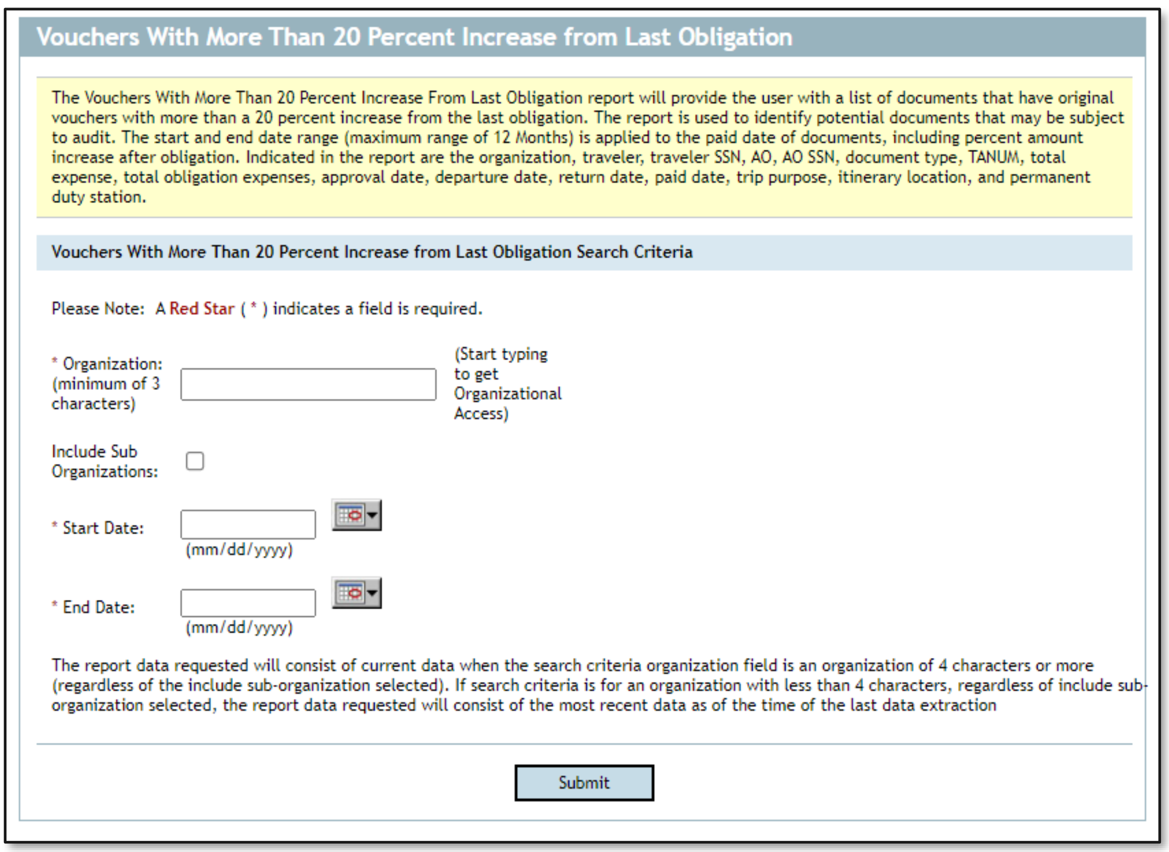


Figure 10-70: Vouchers With More Than 20 Percent Increase from Last Obligation Search Criteria Report Screen

Table 10-57 explains the screen fields.

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

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.

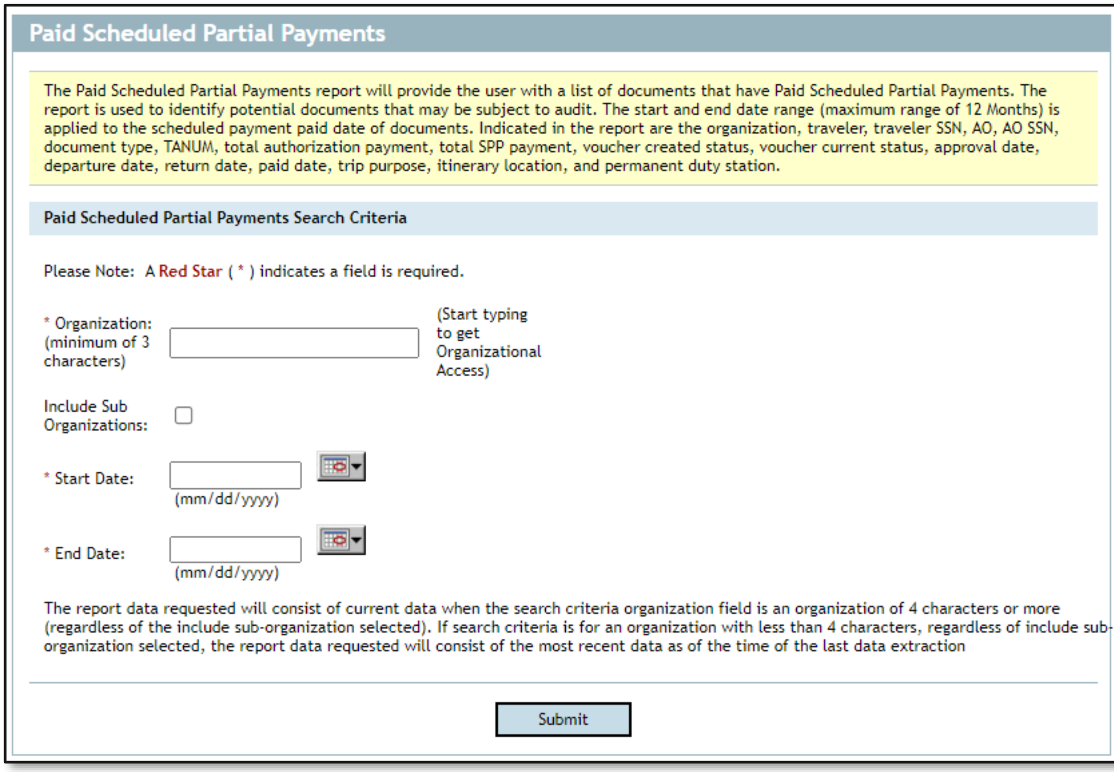


Figure 10-71: Paid Scheduled Partial Payments Report Search Criteria Screen

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.

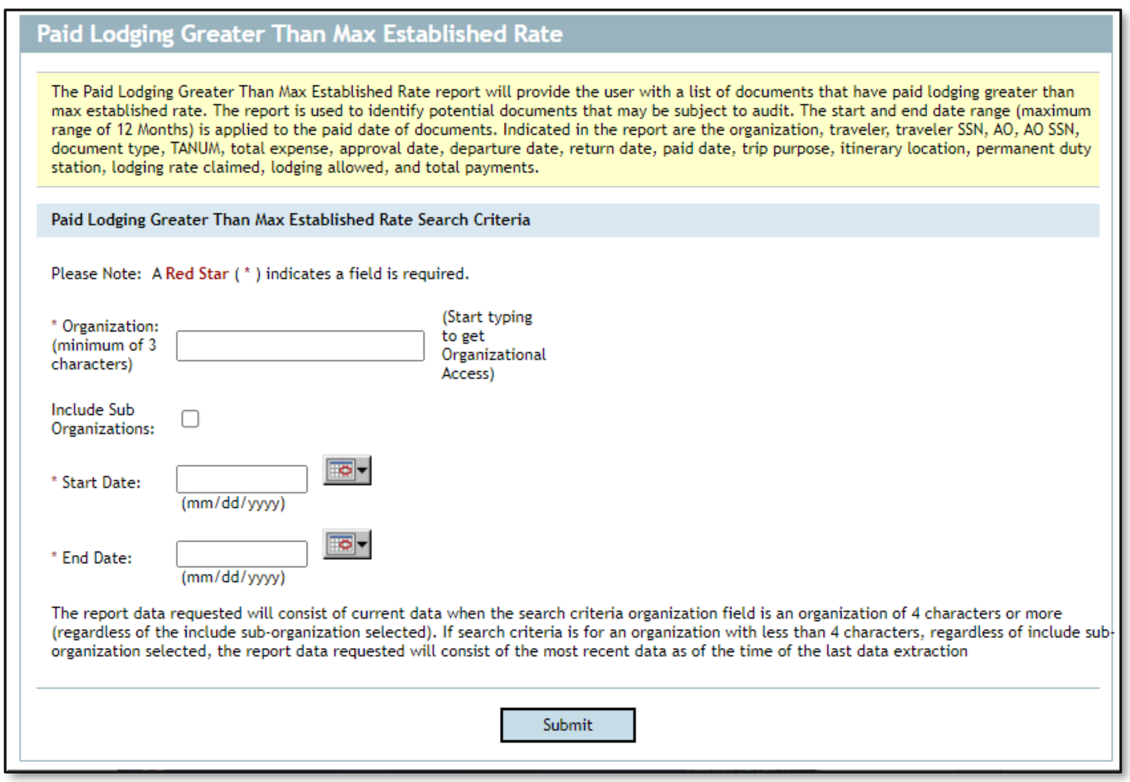


Figure 10-72: Paid Lodging Greater Than Max Established Rate Report Search Criteria Screen

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.

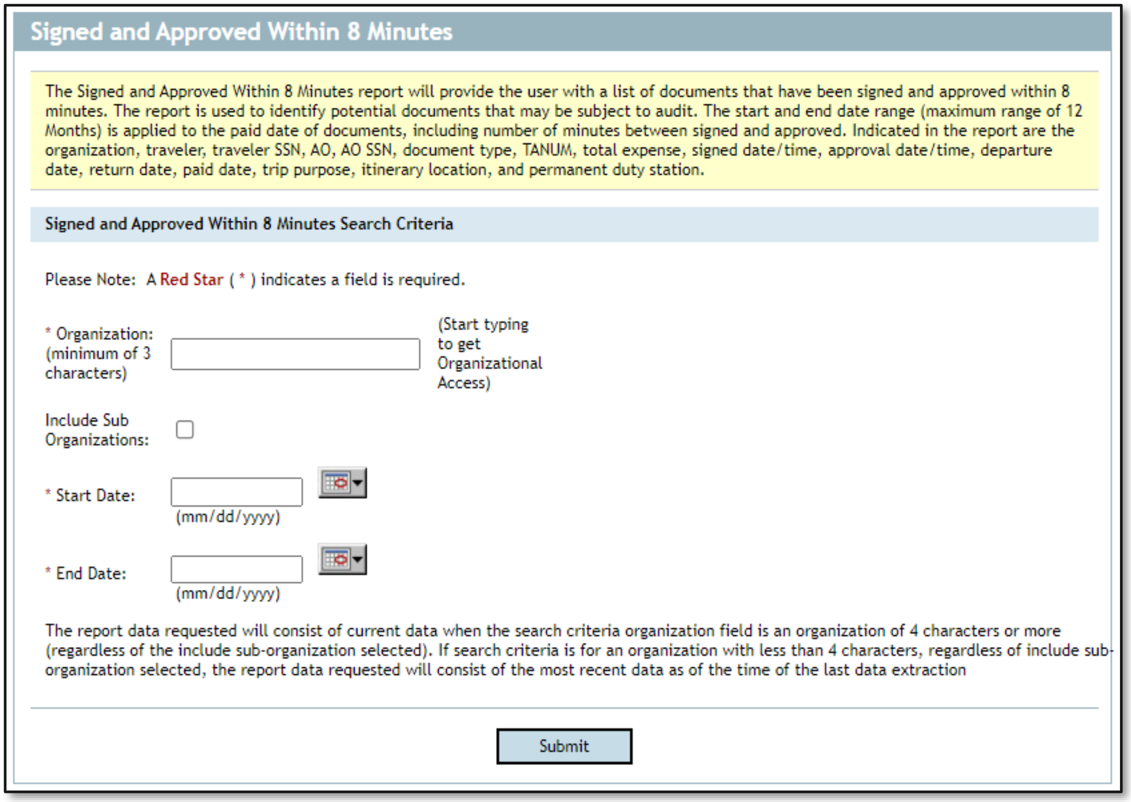


Figure 10-73: Signed and Approved Within 8 Minutes Report Search Criteria Screen

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**.

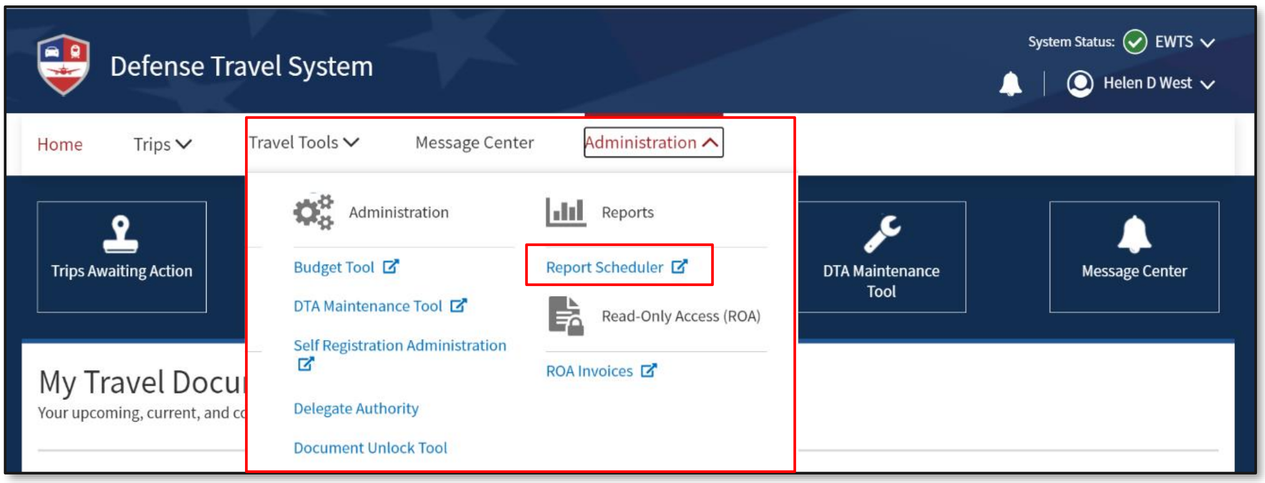


Figure 10-74: DTS Dashboard – Administration Menu Screen

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.

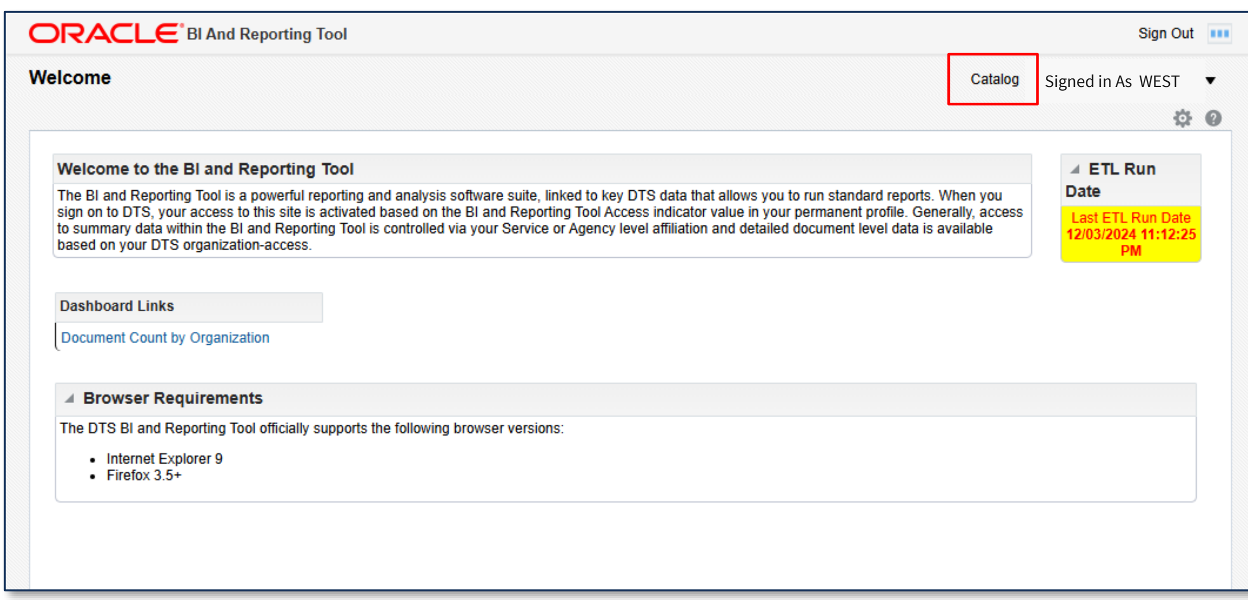


Figure 10-75: Welcome to the BI and Report Tool Screen

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.

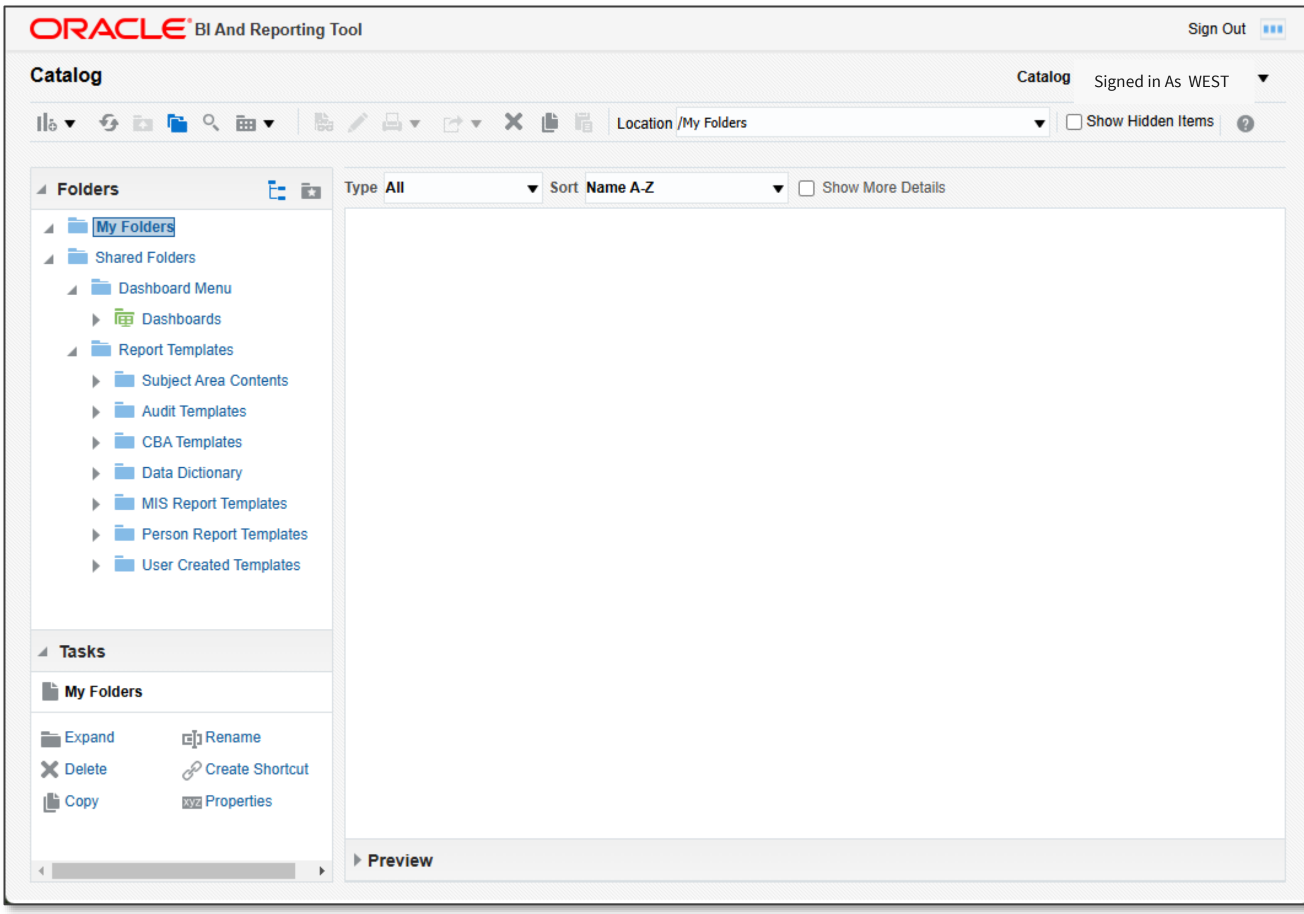


Figure 10-76: Catalog Screen

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

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.

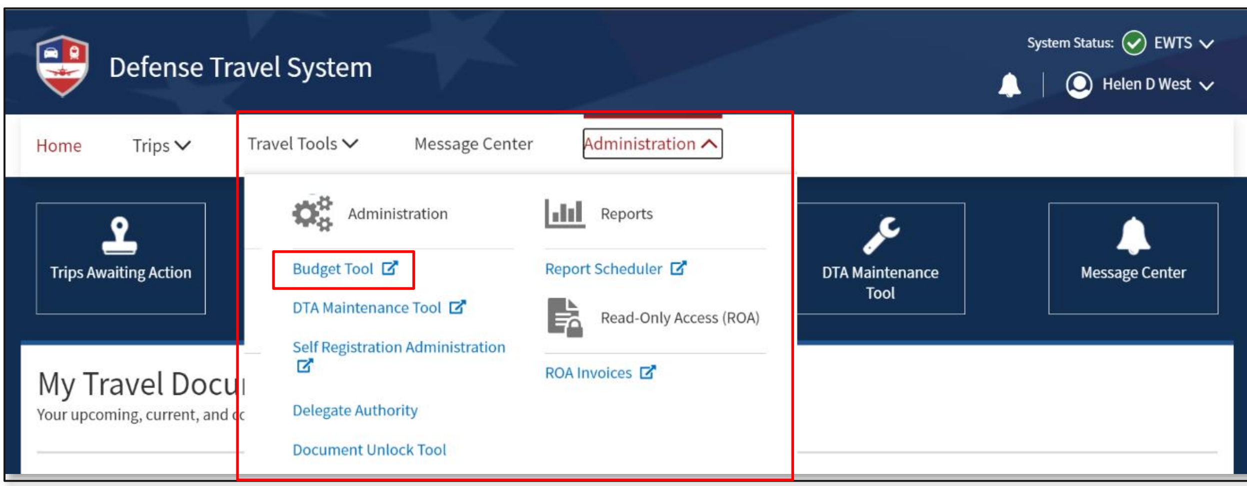


Figure 10-77: DTS Dashboard – Administration Menu Screen

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

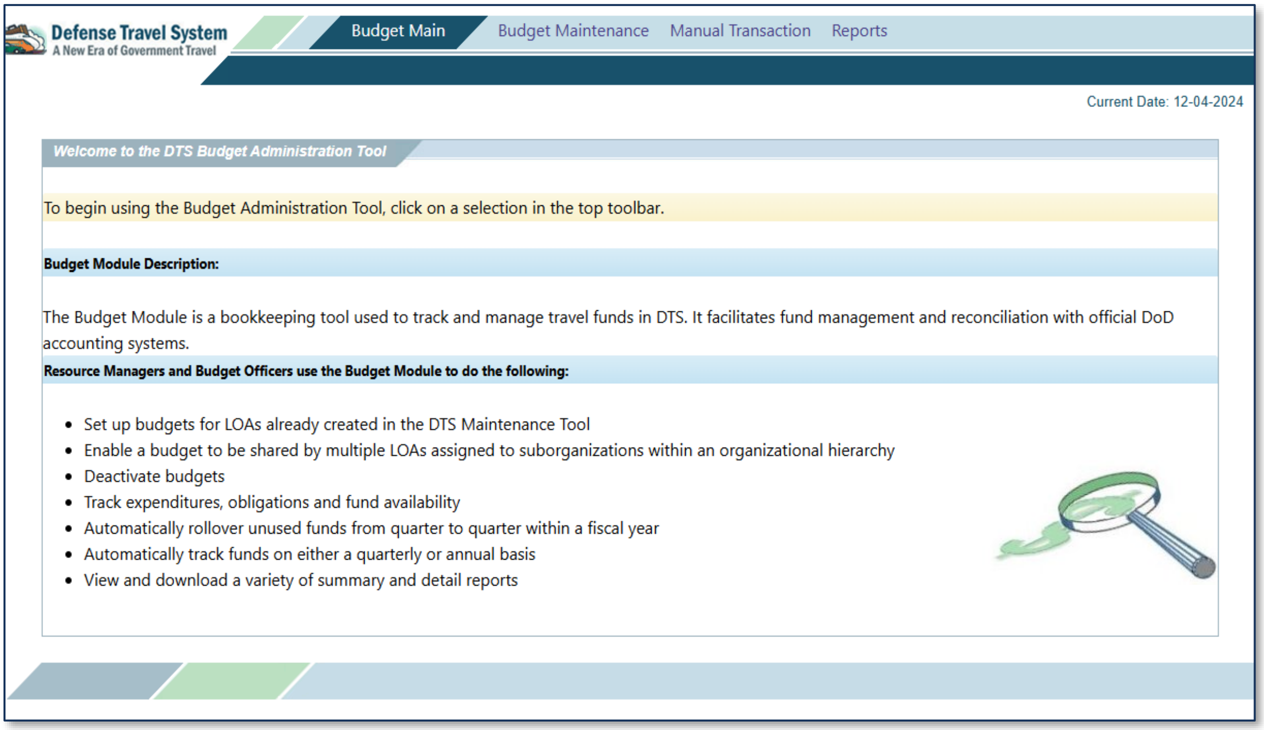


Figure 10-78: DTS Budget Administration Tool Screen

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

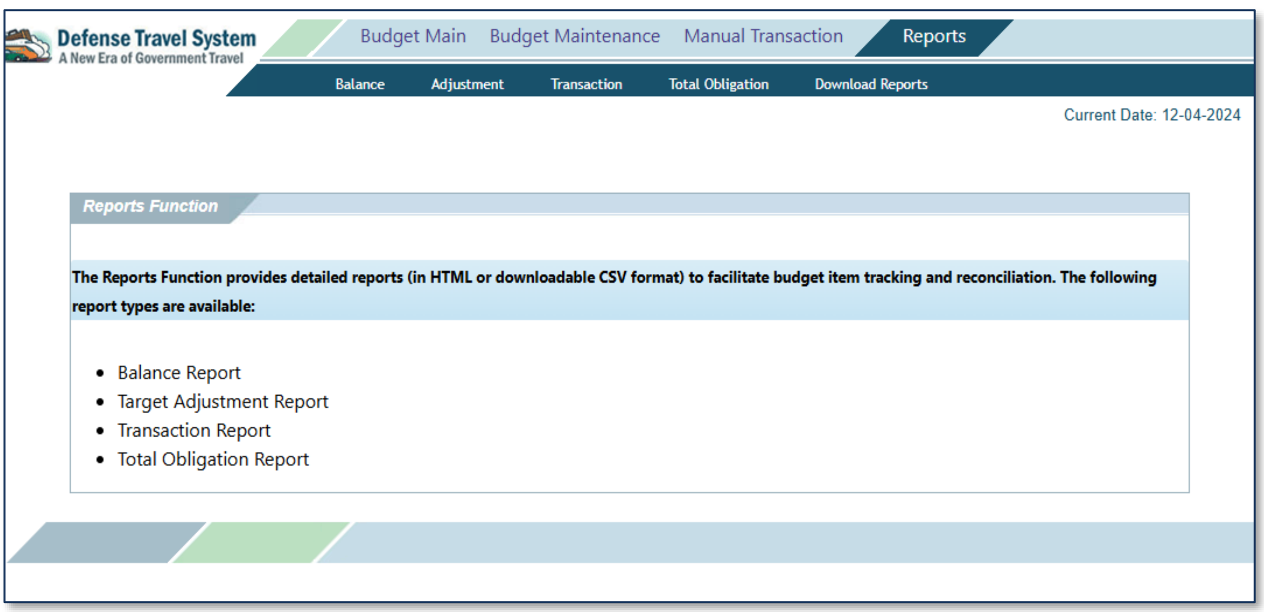


Figure 10-79: Reports Function Screen

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.

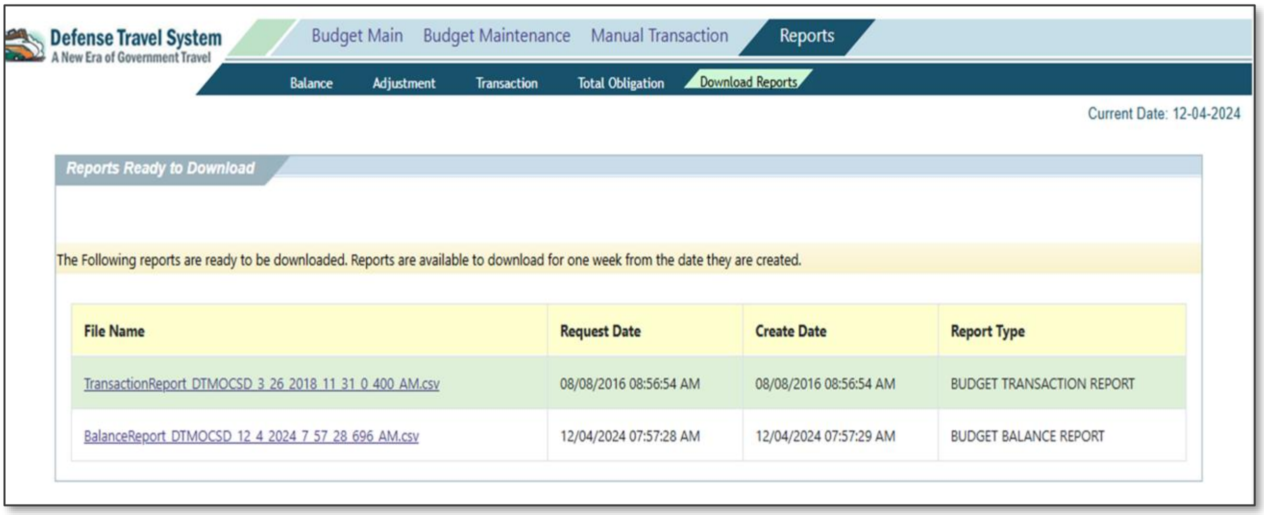


Figure 10-80: Reports Ready to Download Screen

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**:

1. 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.

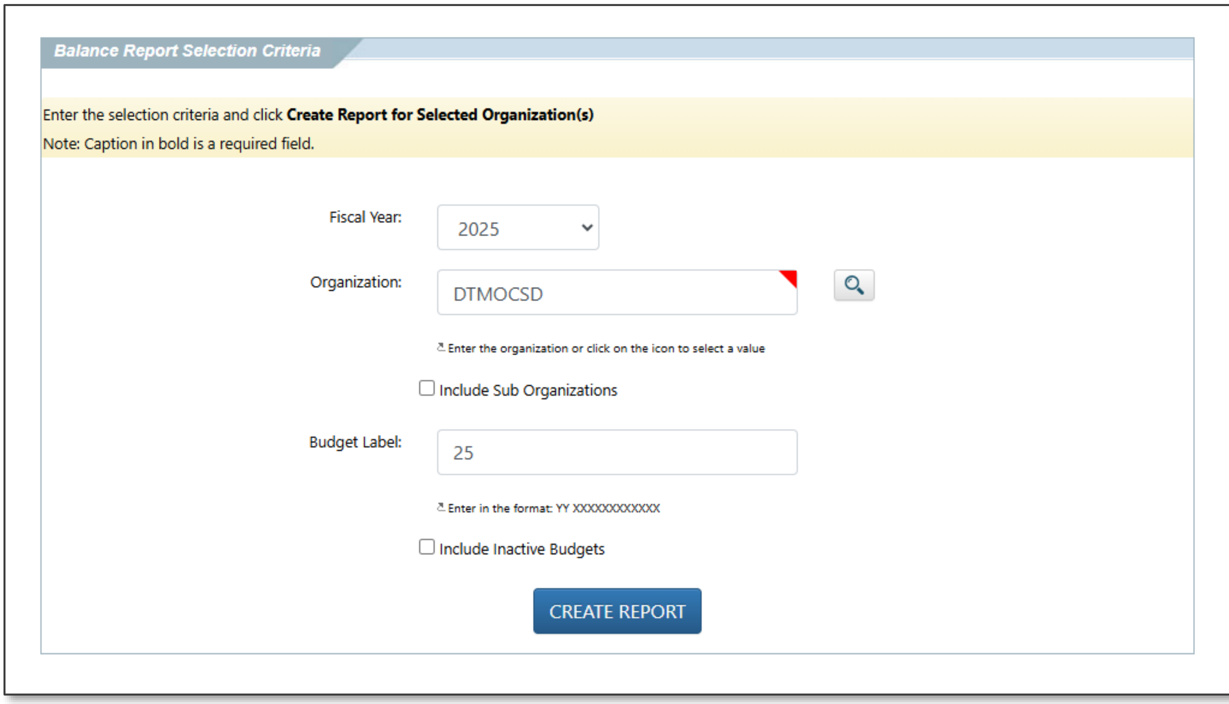


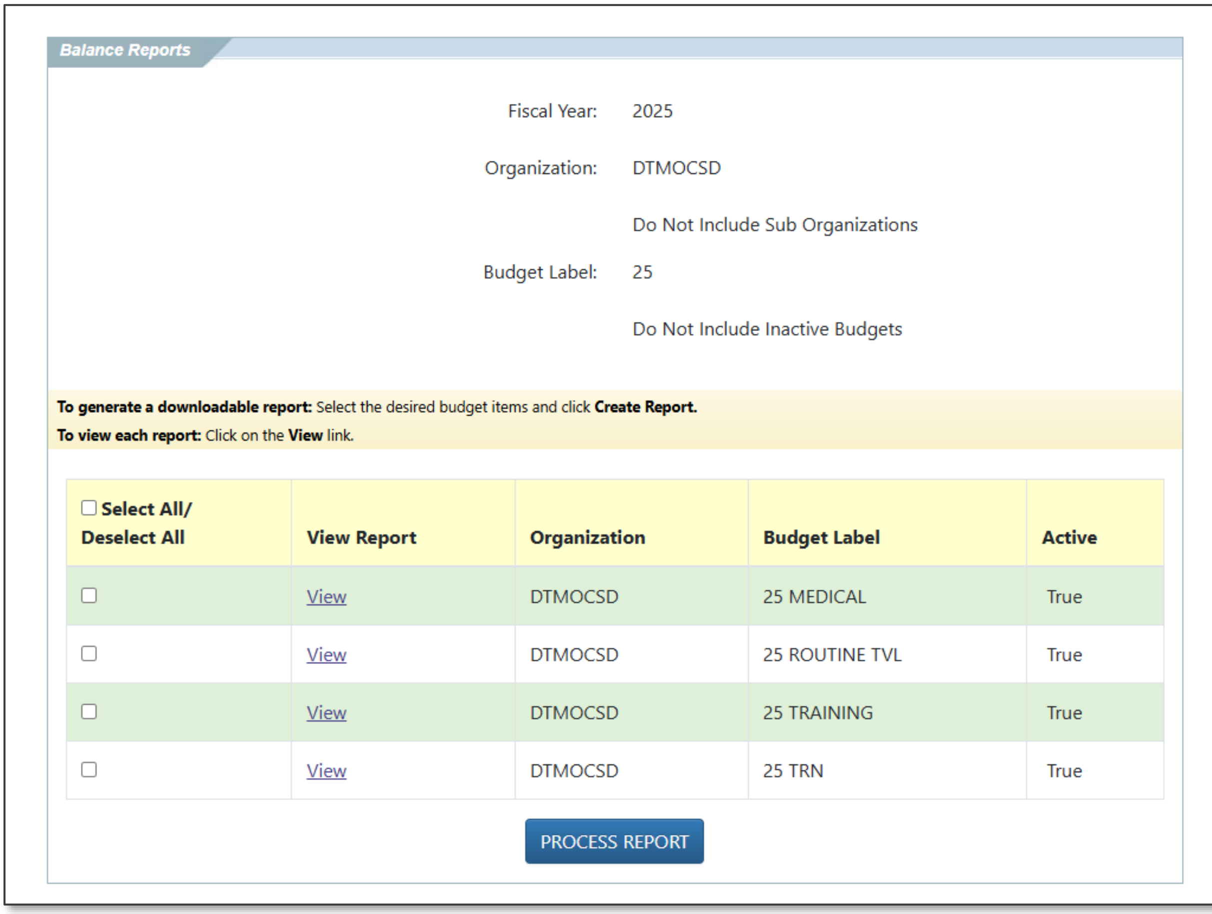
Figure 10-81: Balance Report Selection Criteria Screen

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).



Balance Reports

Fiscal Year:	2025
Organization:	DTMOCSD
	Do Not Include Sub Organizations
Budget Label:	25
	Do Not Include Inactive Budgets

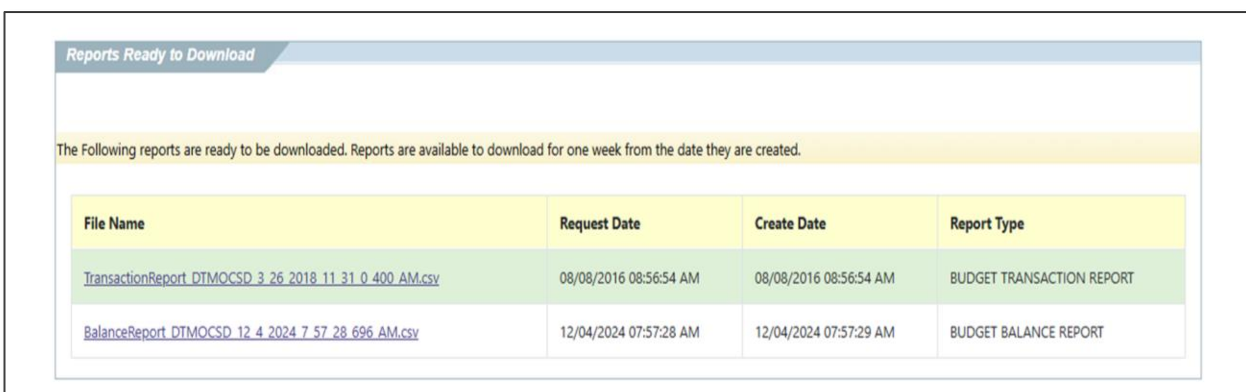
To generate a downloadable report: Select the desired budget items and click **Create Report.**
To view each report: Click on the **View** link.

Select All/ Deselect All	View Report	Organization	Budget Label	Active
☐	View	DTMOCSD	25 MEDICAL	True
☐	View	DTMOCSD	25 ROUTINE TVL	True
☐	View	DTMOCSD	25 TRAINING	True
☐	View	DTMOCSD	25 TRN	True

PROCESS REPORT

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).



Reports Ready to Download

The Following reports are ready to be downloaded. Reports are available to download for one week from the date they are created.

File Name	Request Date	Create Date	Report Type
TransactionReport_DTMOCSD_3_26_2018_11_31_0_400_AM.csv	08/08/2016 08:56:54 AM	08/08/2016 08:56:54 AM	BUDGET TRANSACTION REPORT
BalanceReport_DTMOCSD_12_4_2024_7_57_28_696_AM.csv	12/04/2024 07:57:28 AM	12/04/2024 07:57:29 AM	BUDGET BALANCE REPORT

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**:

1. 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.

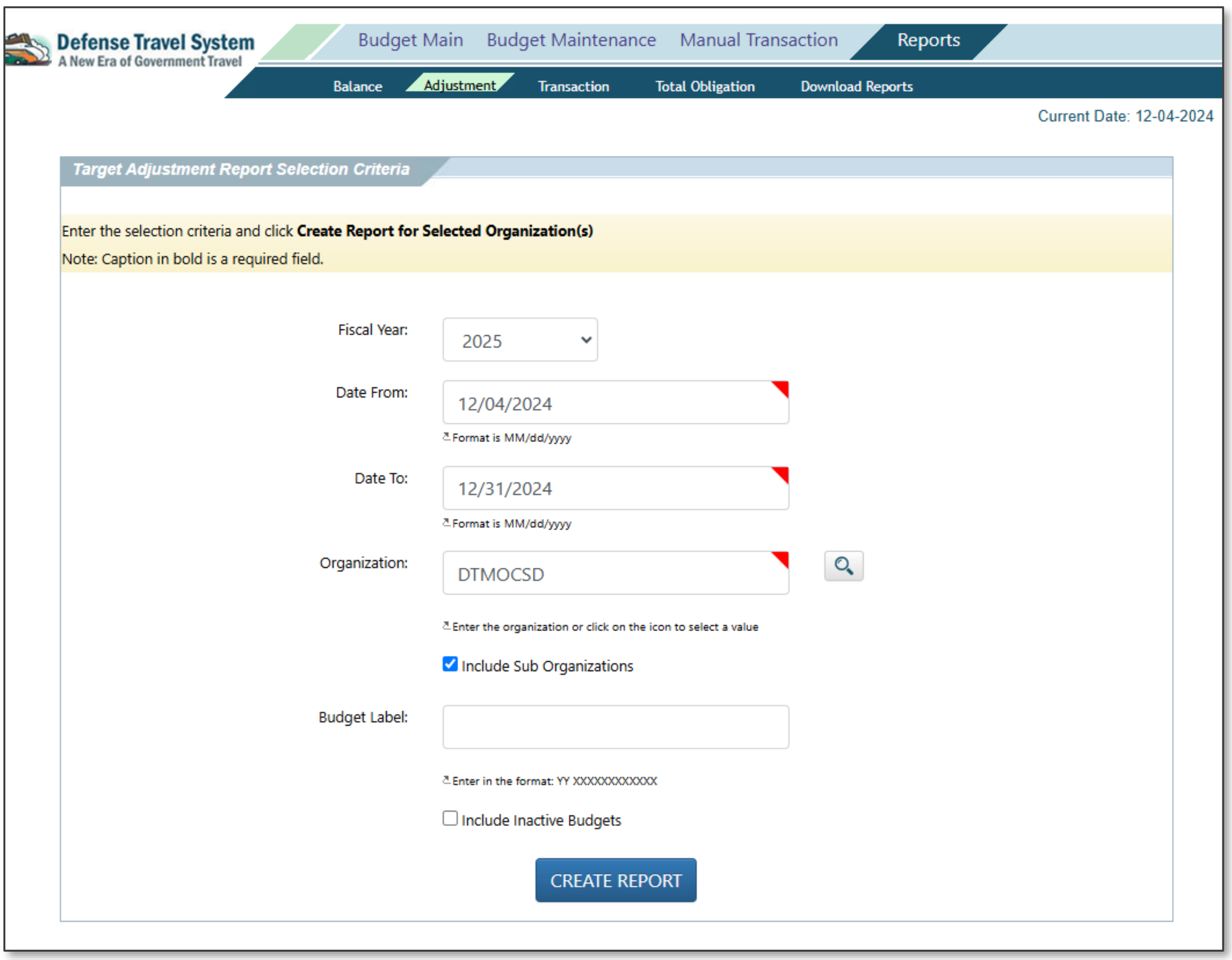


Figure 10-84: Target Adjustment Report Selection Criteria Screen

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
    - 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.

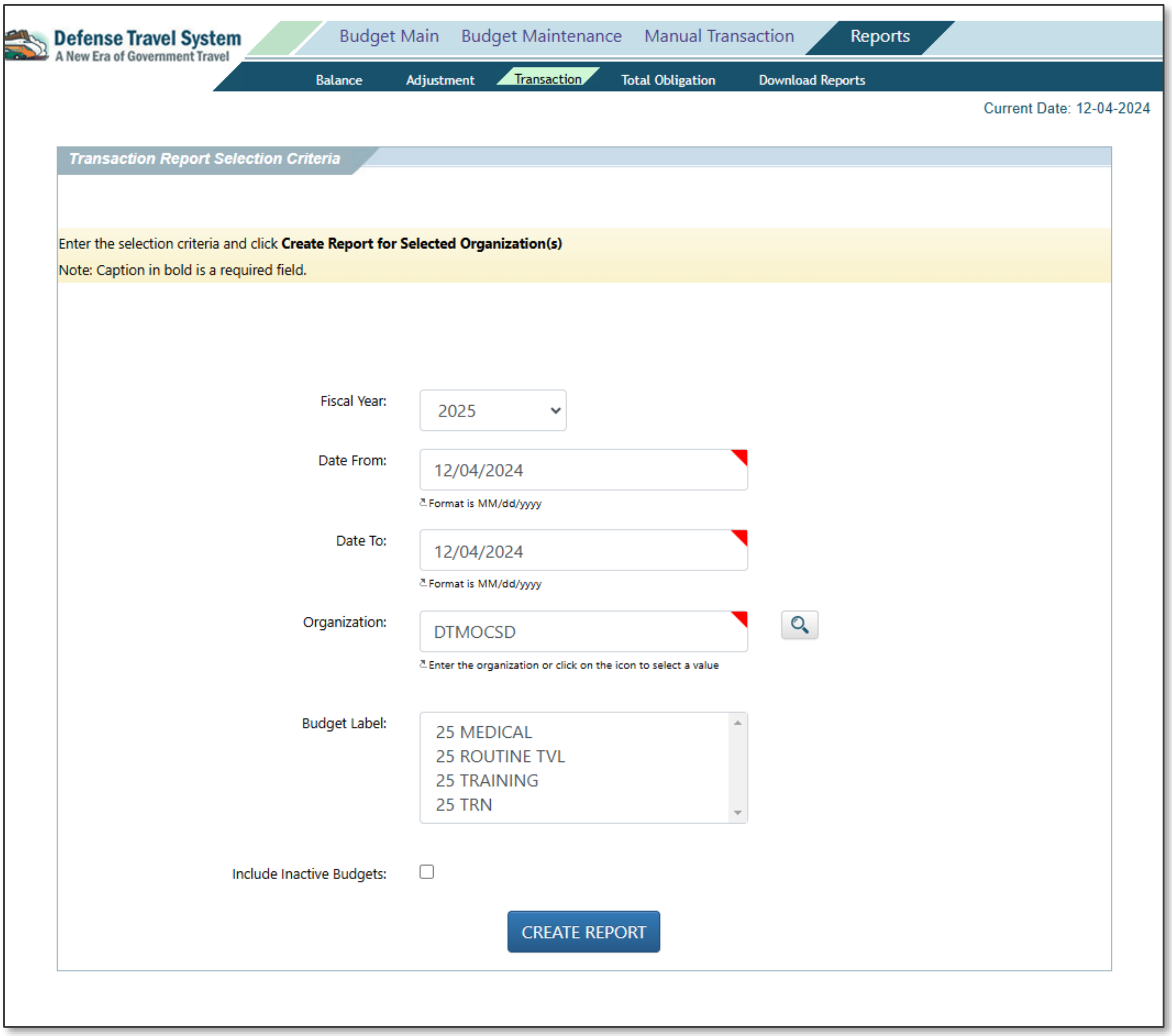


Figure 10-85: Transaction Report Selection Criteria Screen

Table 10-63 explains the screen fields.

Table 10-63: Transaction Report Search Criteria Descriptions

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.

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.

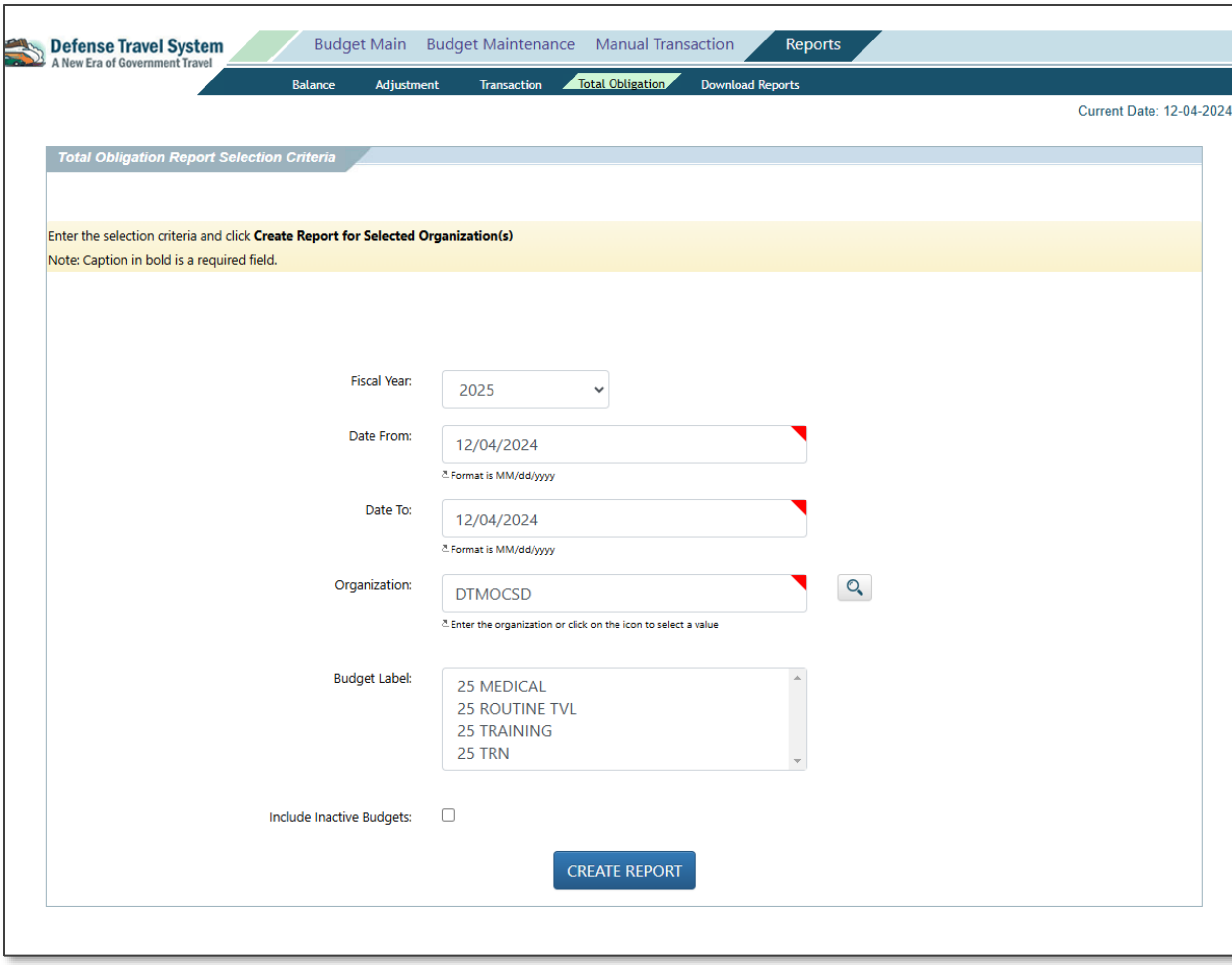


Figure 10-86: Total Obligation Report Selection Criteria Screen

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 *Training* page on the DTMO website or use the *Training Search Tool*.

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.

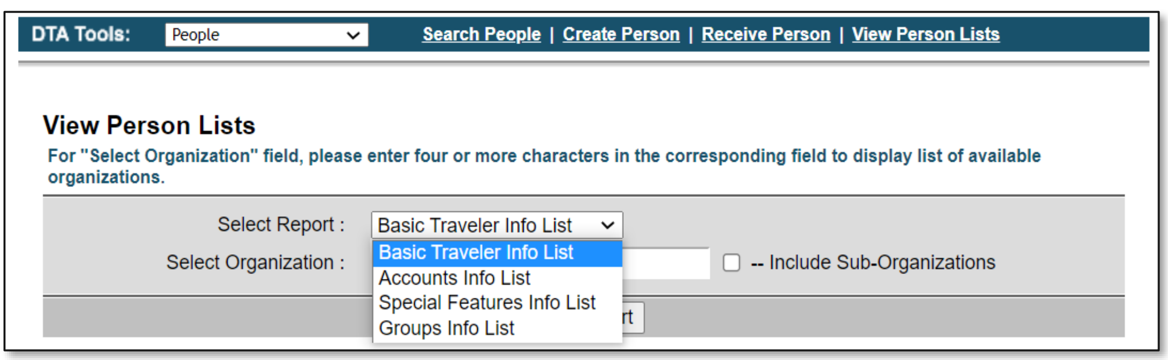


Figure 10-87a: View Person Lists Screen

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

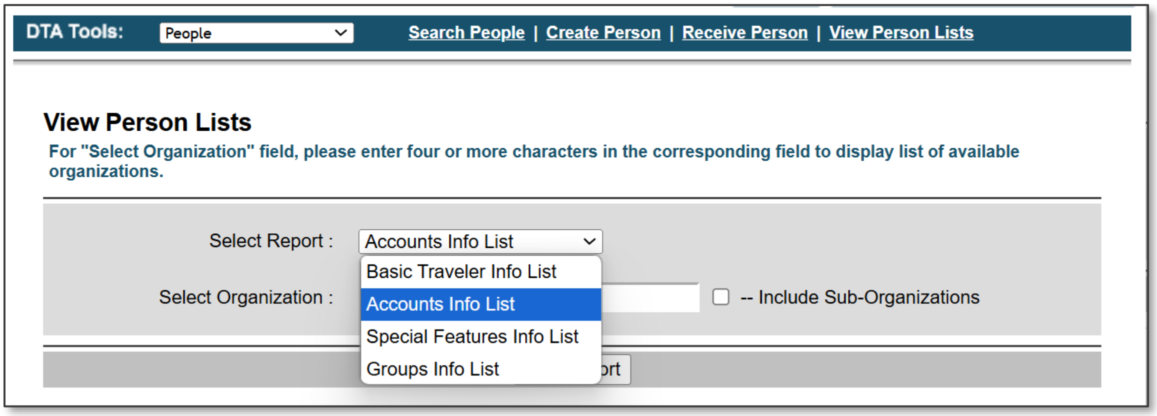


Figure 10-87b: Accounts Info List Screen

4. Select the **Organization** and check the box **Include Sub-Organizations**, if needed.
5. Select **Run Report**.
6. 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**:

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 **Lines of Accounting**. The **Search Lines of Accounting** window opens (Figure 10-88). From the menu line, select **View LOA(s) List**.

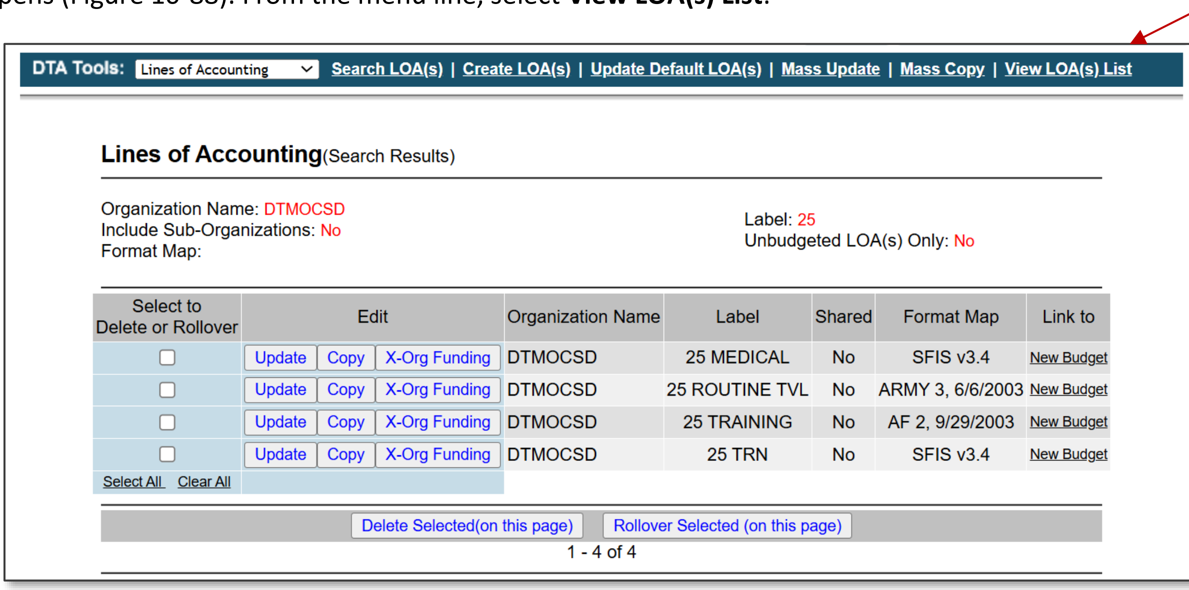


Figure 10-88: Lines of Accounting (Search Results) Screen

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).

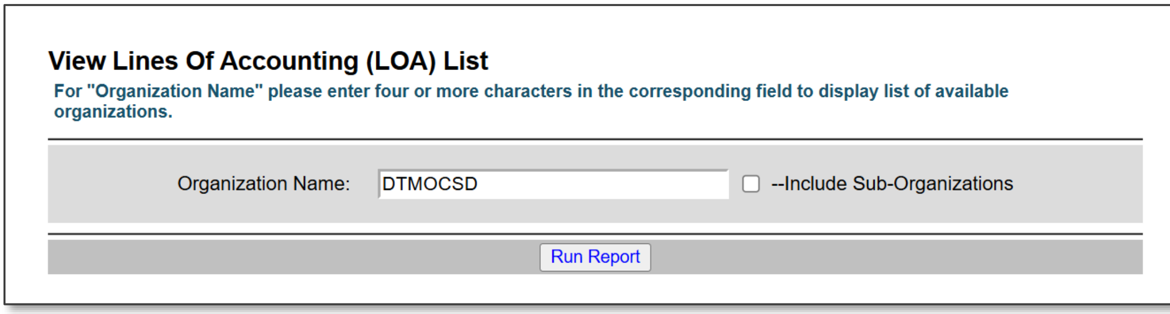


Figure 10-89a: View Lines of Accounting (LOA) List Screen

4. 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	B	C	D	E	F	G	H	I	J	K	L	M	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^	40087662^	80040517^	^OR^0000	^	KDD1F3234TRPD^	
3	DTMOCSD	25 ROUTINE TVL	ARMY 3 6/6/2003	005073^	21^2025^2	18^5048^^	17301200^	VIRQ^^21	HF0245^4	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^	80040517^	^OR^0000	^	KDD1F3234TRPD^	

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.
2. Log onto the **DMDCRS** website at *https://dmdcrs.dmdc.osd.mil/dmdcrs/public/* 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.
3. Complete the *DD-2875* following all steps to prevent processing delays. Then e-mail the completed form to the **DMDCRS Help Desk** at *dodhra.dodc-mb.dmdc.mbx.dmdcrs-helpdesk@mail.mil*. 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

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

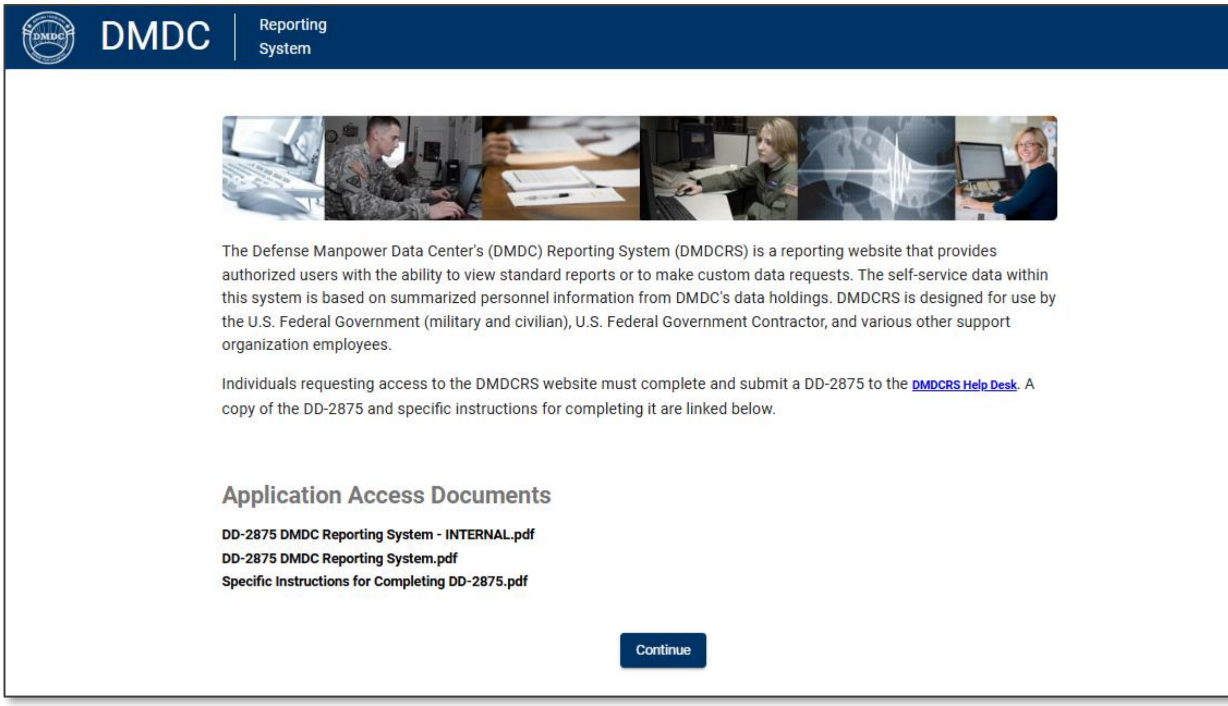


Figure 10-90: DMDCRS Home Page

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

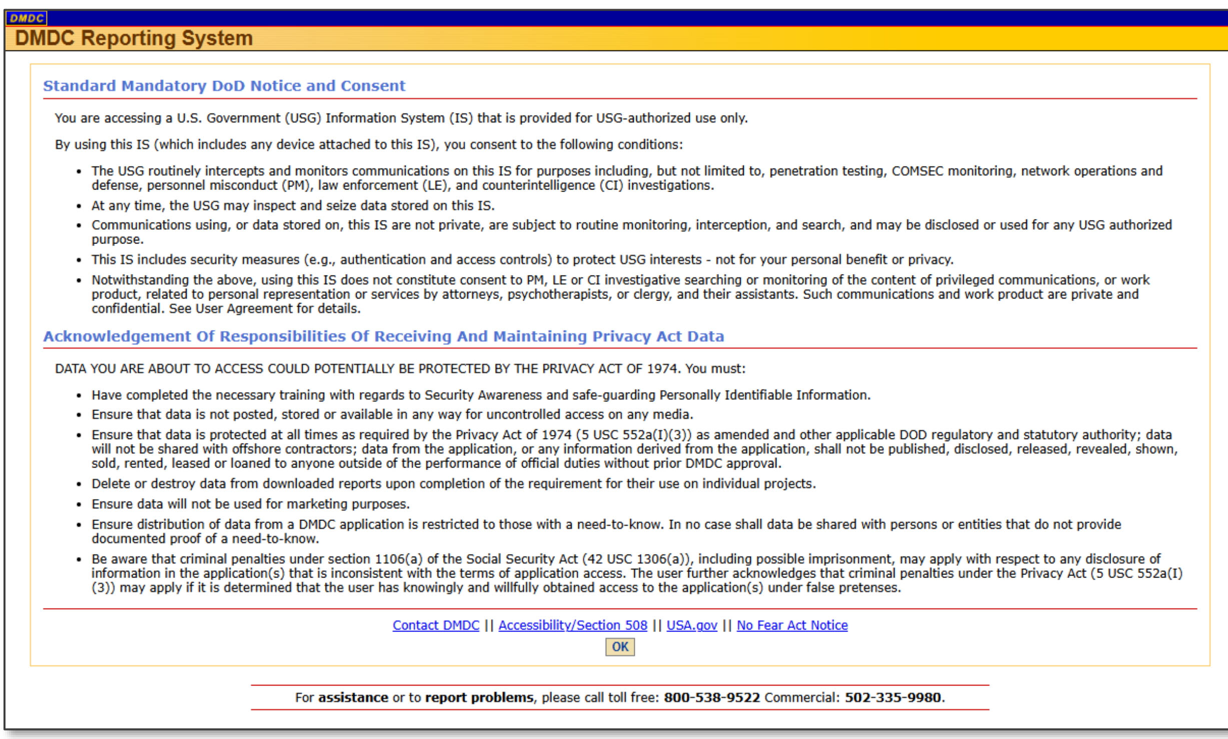


Figure 10-91: DMDCRS Standard Mandatory DoD Notice and Privacy Consent Screen

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**.

Figure 10-92: DMDCRS Registered User Logon Screen

4. 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).

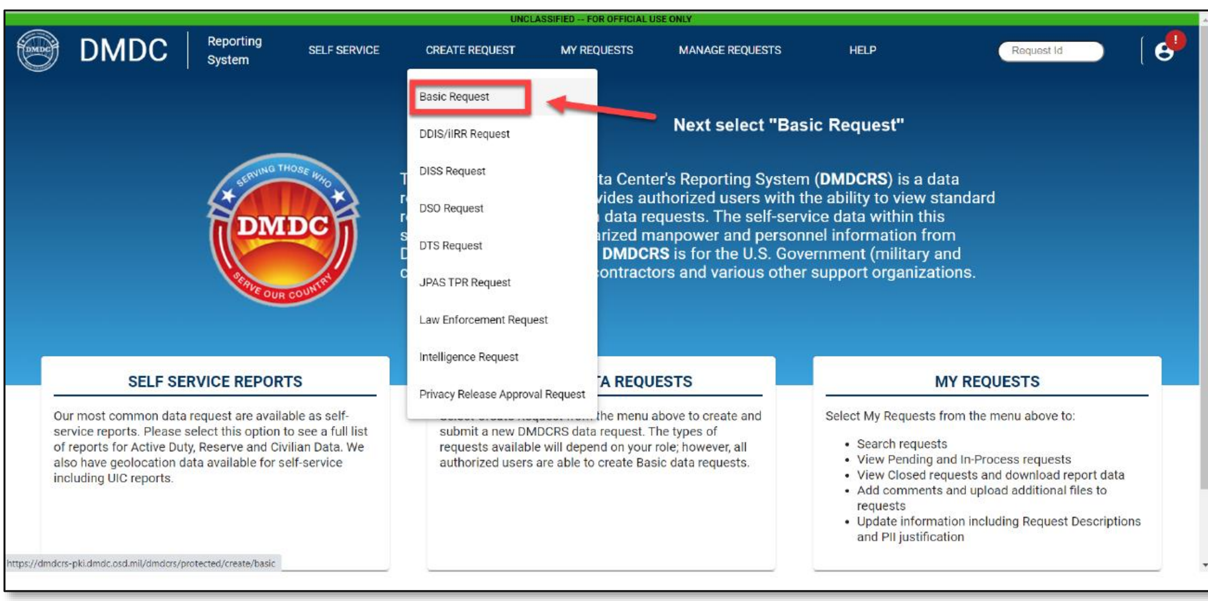


Figure 10-93: DMDCRS Main Screen - Dropdown list

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.

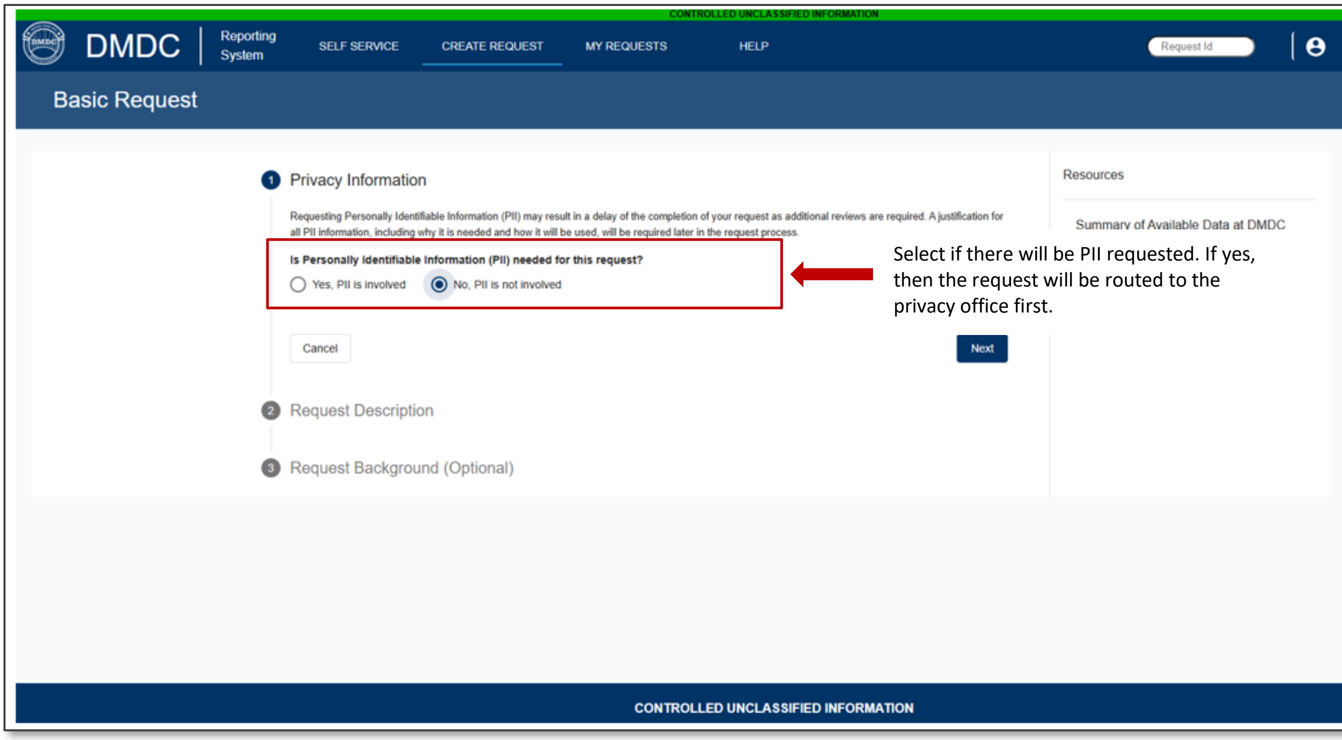


Figure 10-94: DMDCRS Basic Request Screen

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.

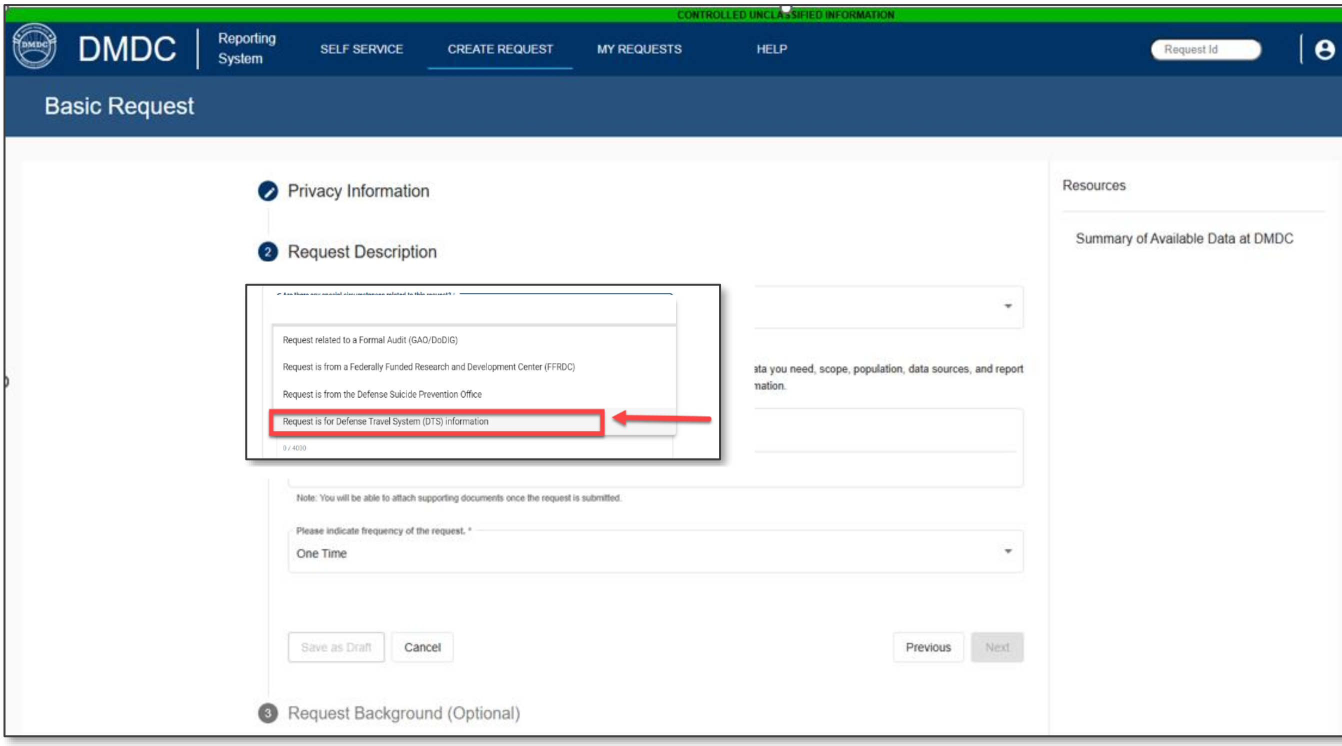


Figure 10-95: DMDCRS Basic Request Screen - Continued

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.

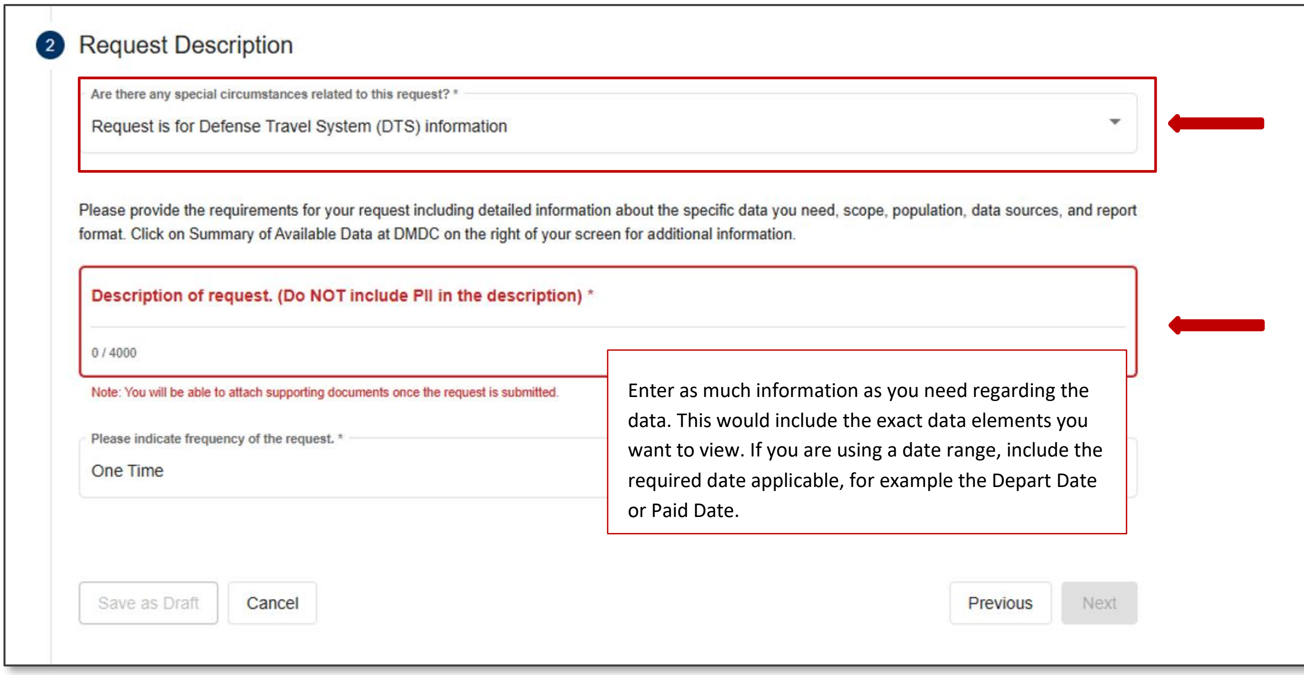


Figure 10-96a: DMDCRS Basic Request Screen – Continued

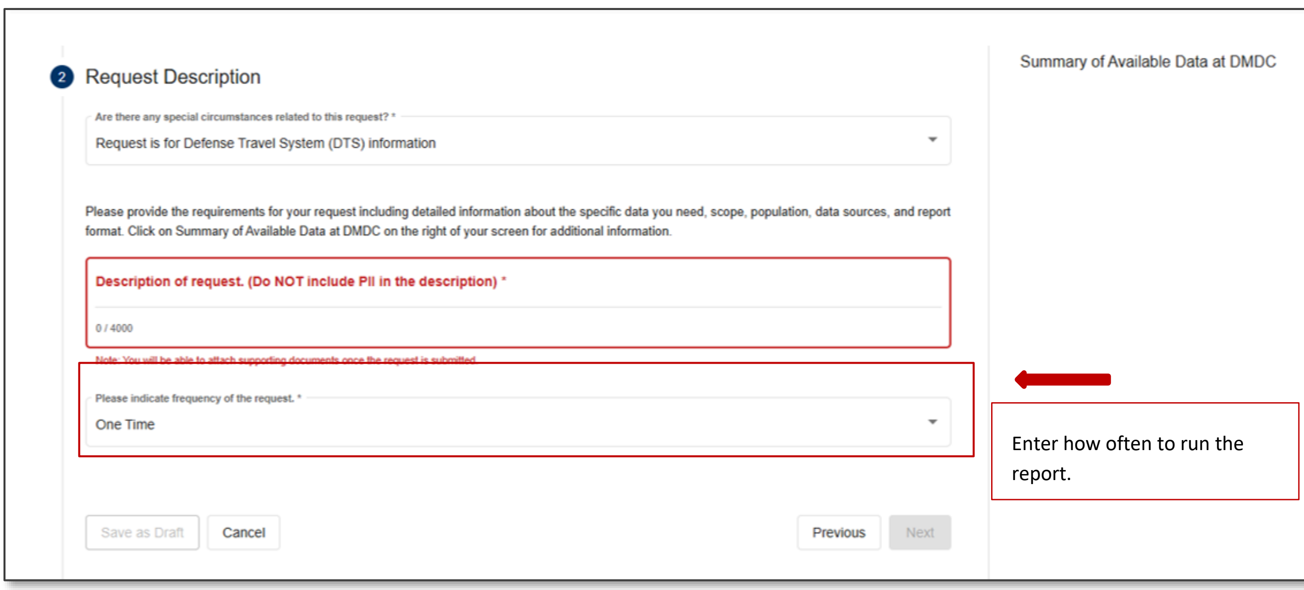


Figure 10-96a: DMDCRS Basic Request Screen – Continued

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.

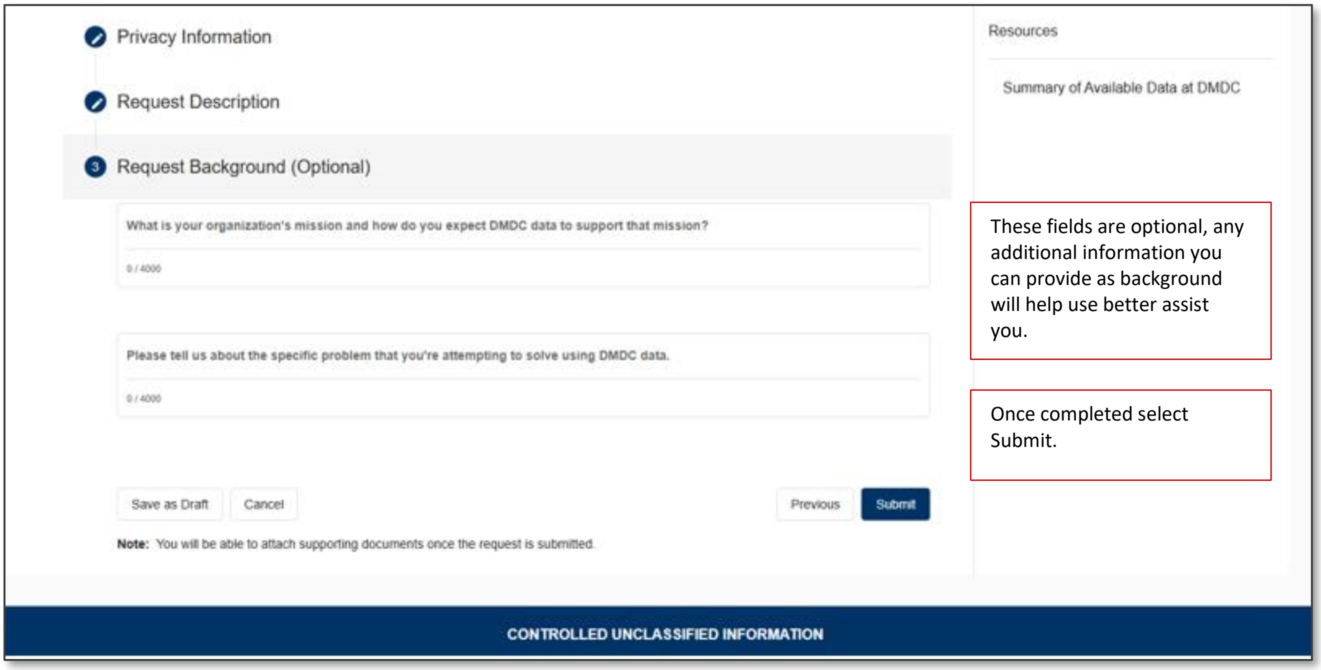


Figure 10-97: DMDCRS Basic Request Screen - Continued

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.

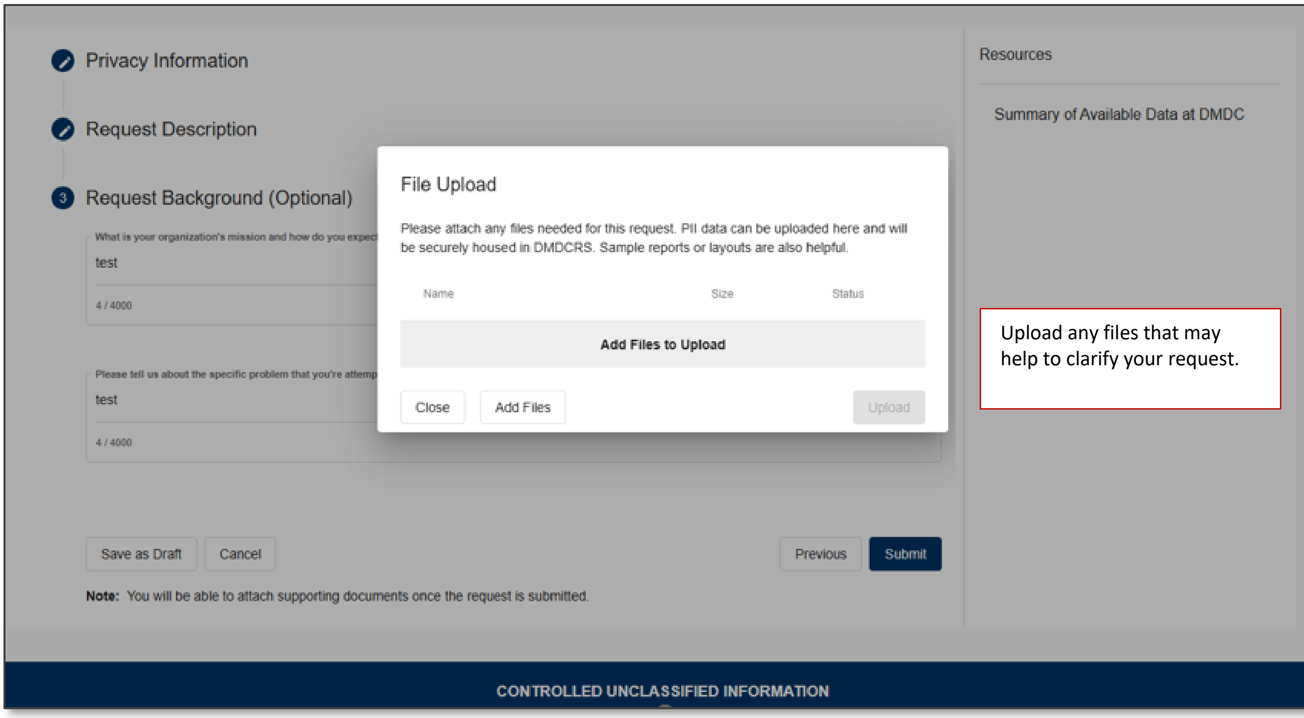


Figure 10-98: File Upload Window

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
2. 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.

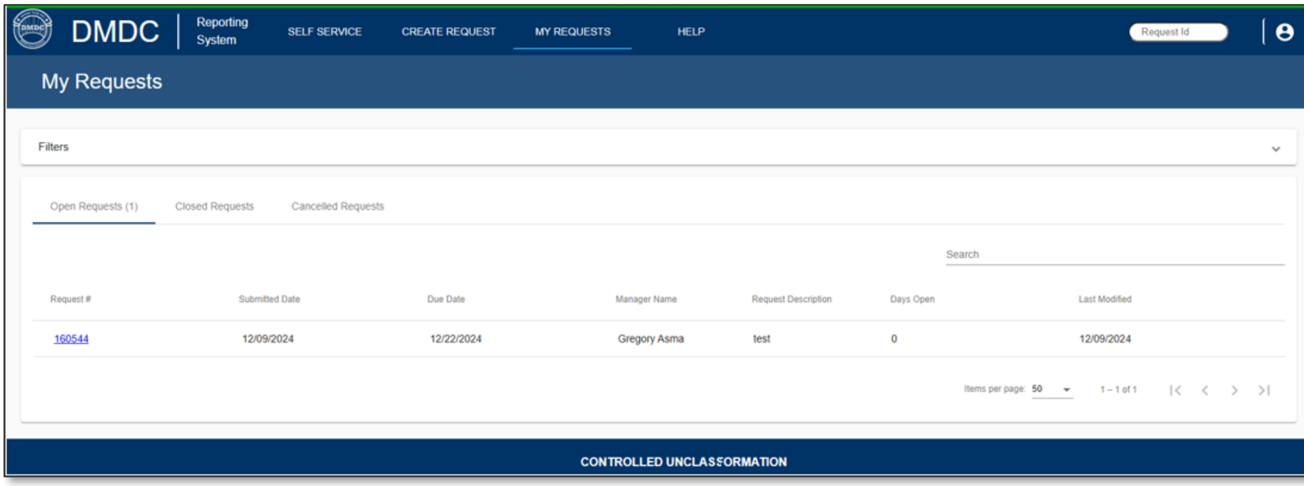


Figure 10-99: DMDCRS My Requests Page

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