Reports in the Report Scheduler

Introduction

The Defense Travel System (DTS) allows you to generate reports that compile data in a variety of categories from the contents of DTS travel documents and personal profiles. The Report Scheduler is a vital tool for monitoring and managing your organization's travel program and supporting Travel Compliance audits.

You need organization access and permission level 0 to access **Report Scheduler**. **Note**: Some reports require additional permission levels or role appointments. For more on granting permission levels and accesses in profiles, see the *DTA Manual, Chapter 3: DTS Site Setup*.

***In this information paper, "you" are a DTA or someone required to run DTS Reports*.

Reports

The following table provides a brief description of each available report in **Report Scheduler**.

Table 1: Report Scheduler Report Categories

REPORT SCHEDULER		
Category	**Report Name**	**This Report Includes Data from …**
Status Reports	Pending Airline Cancellation	Authorizations with reservations that have been **CTO BOOKED**, but have not been **APPROVED** within a selected number of hours.
	Signed Status	**SIGNED** documents within a specified date range.
	Depart Status	Documents with a departure date within a specified date range.
	Return Status	Documents with a return date within a specified date range.
	Approved Status	**APPROVED** documents within a specified date range.
	Traveler Status	Authorizations showing travelers and the dates they will be TDY. There is an option to include cost data.
	Travelers By Country	**APPROVED** authorizations for travelers currently in or planning to travel to a *single* OCONUS location up to 31 days from report run date.

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REPORT SCHEDULER		
Category	**Report Name**	**This Report Includes Data from …**
Routing Reports	Adjustments	Modified documents which occurred before **APPROVED**.
	Routing Status	Documents in routing showing the stamp each document is waiting and the number of days since they were last stamped.
Individual Reports	Posack Delinquency	Documents waiting for a positive acknowledgement (POSACK) from the finance system within a specified number of hours. Requires permission level 5.
	Unsubmitted Voucher	Authorizations for which there are no submitted vouchers for the specified date range.
	CBA TO	Documents that contain a centrally billed account (CBA) charge and Travel Management Company (TMC) fee. May include all such trips or just the exceptions.
	Debt Management	Vouchers with a **DUE US** status (i.e., the traveler owes money to the Government). Requires permission level 6 and the Debt Management Monitor (DMM) indicator set to **YES**.
	Constructed Travel	**APPROVED** documents with constructed travel showing cost savings to the Government by displaying actual and allowable costs.
	Hotel Tax Exempt Locations	**APPROVED** vouchers with a TDY location in a designated tax-exempt area and a Hotel Tax expense.
	What Happened On Authorization Approval (WHOAA) Report	**APPROVED** authorizations after the trip start date to include corresponding vouchers. The report also includes Authorizing Official (AO) details.
Daily Whats Out Reports	What Happened On Authorization Approval (WHOAA)	**APPROVED** authorizations after the trip start date to include corresponding voucher along with the **Reason Codes** and **Justifications** attached to them.
CTO/Travel Related Reports	FPLP/FEMA	Documents with lodging showing whether lodging is *Federal Premier Lodging Program (FPLP) or FEMA-approved.

REPORT SCHEDULER		
Category	**Report Name**	**This Report Includes Data from …**
Management Information System (MIS) Reports **	Reason Code	Documents with non-GSA City Pair contract flights showing the **Reason Codes** the traveler chose.
	Reason Justification	Documents with non-GSA City Pair contract flights showing the justifications the traveler entered.
	CTO Fee	Documents with CTO transaction fees and reasons for CTO intervention. Requires permission level 4.
	Unused Ticket	Documents reflecting that the traveler did not use tickets purchased for TDY travel.
	Enlisted BAS	Documents reflecting changes an enlisted member's Basic Allowance for Subsistence (BAS) pay because of TDY status.
	OCONUS	Documents that may support paying a traveler foreign duty pay because of TDY status.
	FSA	Documents that may support paying a member a Family Separation Allowance (FSA) because of TDY status.
	Special Duty	Documents that may support changing certain allowances for a member because of TDY status.
	Military Leave	Documents reflecting leave taken by members while on TDY.
Partner System Reports	Partner System Traveler Status	Documents created in the Partner system and finalized in DTS. These reports contain the same information as the traditional DTS reports, but are specific to each DTS Partner System.
	Partner System Routing Status	
	Partner System Posack Delinquency	
	Partner System Unused Ticket	
	Partner System Unsubmitted Voucher	

REPORT SCHEDULER		
Category	**Report Name**	**This Report Includes Data from …**
	Partner System CTO Fee	
Person Reports	Complete Traveler Information List	Personal profiles showing all profile information (i.e., same information as found in the View Person List in the DTA MT)
	Read Only Access	Personal profiles showing individuals who have read only access (ROA). Requires permission level 5.
Audit Trail Reports ***	Audit Trail GOVCC and EFT Data	Personal profiles showing changes made to a traveler's Government Travel Charge Card (GTCC) or Electronic Fund Transfer (EFT) data.
	Audit Trail User Specific Data	Personal profiles showing who made changes to data in the **Traveler Specific Data** section.
	Audit Trail Traveler Specific Data	Personal profiles showing who made changes to data in the **User Specific Data** section.
Service Requested Reports	Debt Report with Offsets and Collections	Vouchers with **DUE US** status showing debt repayment information.
	Expense Report by Category	**APPROVED** documents showing expense and TDY information, plus financial information for each expense.
	Expense Report by Document Name	**APPROVED** vouchers with a line type of "T" showing transportation, lodging, and meal/incidental expenses.
	PERSTEMPO	Vouchers with **PERSTEMPO** codes showing information about the TDY, traveler, trip, and expenses.
	Separation of Duty	Personal profiles showing information about Authorizing Officials and delegated authorities to highlight separation of duties.
Daily What's Out Reports	Daily "What's Out" Totals by System	Financial transactions from finance and accounting systems. Requires permission level 7.
	Daily "What's Out" Transactions Details by Trans Label	

REPORT SCHEDULER		
Category	**Report Name**	**This Report Includes Data from …**
	Daily "What's Out" All Details	
Monthly Debt Summary Reports	Monthly Debt Summary	Documents showing how many travel documents are in debt (**DUE US**) status.
Defense Lodging Reports	Unavailability Report for Government Lodging Programs	Documents for TDYs to military installations, when travelers did not use DoD lodging due to non-availability.
	Non-Use Lodging Reason Justification	Documents showing the traveler did not use required DoD or Preferred commercial lodging, plus the **Reason Code** the traveler selected to justify their lodging selection.
Automated Receipts Reports	Expense without Required Receipt	Vouchers that do not have receipts attached to them.
Lowest Logical Airfare Reports	Restricted Expired Fare	Documents in which restricted fares timed out preventing their use.
	Restricted Fare Savings	Documents that used restricted fares and provides the cost savings for using them.
	Restricted Fare Lost Opportunity	Documents that could have used restricted fares, but did not.
Audit of DTS Payments Reports****	Training TDY Vouchers Over $2,500	TDY vouchers with the trip type **Training** containing expenses over $2,500.00.
	Local Voucher Over $750	Local vouchers with expenses over $750.00.
	Multiple Local Vouchers Totaling Over $4,000	Local vouchers with total expenses over $4,000.00.
	Travel Advances Over $1,000	Documents containing advances over $1,000.00.
	Shared Bank Accounts or Multiple GTCC's	Documents with shared bank accounts or multiple GTCCs.
	Vouchers Over $4,500	TDY vouchers with expenses over $4,500.

REPORT SCHEDULER		
Category	**Report Name**	**This Report Includes Data from …**
	Traveler With 25 or More Vouchers	Documents in which the traveler has 25 or more vouchers.
	Vouchers With More Than 20 Percent Increase from Last Obligation	Documents with the original vouchers having more than a 20 percent increase from the last obligation.
	Paid Scheduled Partial Payments	Documents containing paid SPPs (Scheduled Partial Payments).
	Paid Lodging Greater Than Max Established Rate	Documents containing paid lodging greater than the max established rate.
	Signed and Approved Within 8 Minutes	Documents that have been **SIGNED** and **APPROVED** within 8 minutes.

* The FedRooms program has replaced the Federal Premier Lodging Program (FPLP), but the report has not been renamed.

** All reports in this category require MIS Access.

*** The report names are visible in the Report Scheduler, but you cannot select them because they contain Personally Identifiable Information (PII). You may be able to use the **Business Intelligence Reporting Tool (BIRT** or **BI and Reporting Tool**) to obtain travel data. If not, submit a help desk ticket regarding your reporting requirements. Depending upon the need, you may be recommended use the Defense Manpower Data Center Reporting System (DMDCRS) to access the ad hoc data.

**** All reports in this category can be used to identify potential documents that may be subject to audit.

Report Scheduler Process Flow

From the DTS **Dashboard's Administration** drop down (Figure 1), select **Report Scheduler**.
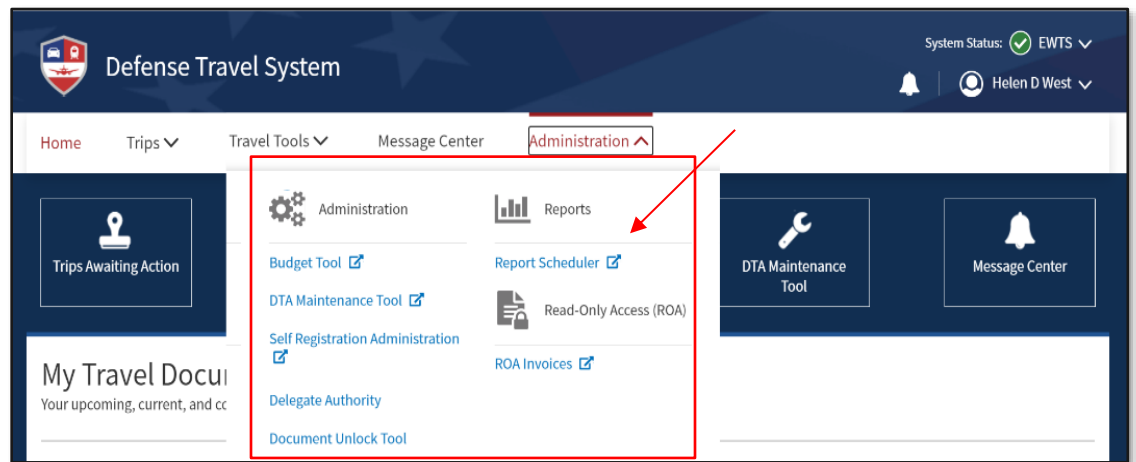
Figure 1: DTS Dashboard

On the landing page, select **Request New Report** link. The **Report Scheduler Home** page opens, displaying the categories and reports you can request (Figure 2).
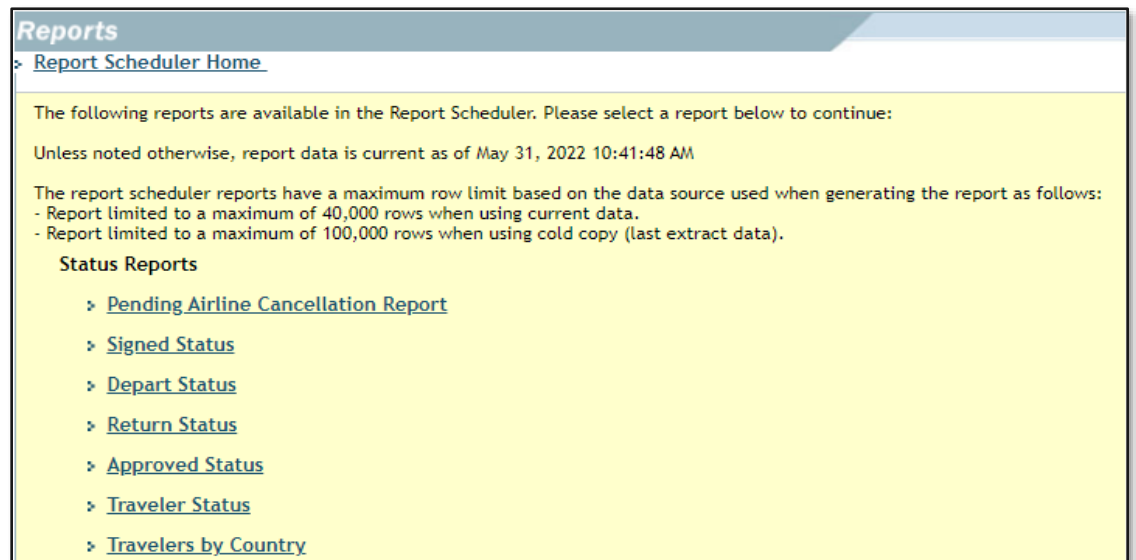
Figure 2: Report Scheduler Home Screen (Top)

Select the report link you need and the window opens. Enter the required search criteria, add any optional criteria you want to add, and select **Submit**. Based upon the type of report, the search criteria may differ (Figure 3).

Report Scheduler Process Flow (*continued*)

Figure 3: Report Search Criteria Screen

After you submit the request, the screen refreshes providing an explanation of the remaining **Report Scheduler** process (Figure 4).

Note: Some reports may take a few minutes to hours to generate depending on how much data is being compiled. A few reports may run during off hours or overnight. You can wait for the email to inform you or access **Report Scheduler** to view the status. If your report fails to run the status updates and you receive an email. You can either re-run the same report or change the search criteria then try again.

Figure 4: Report Scheduler Process Definition Screen

DTS creates the report by the date and time and emails (Figure 5) you when the report is ready.

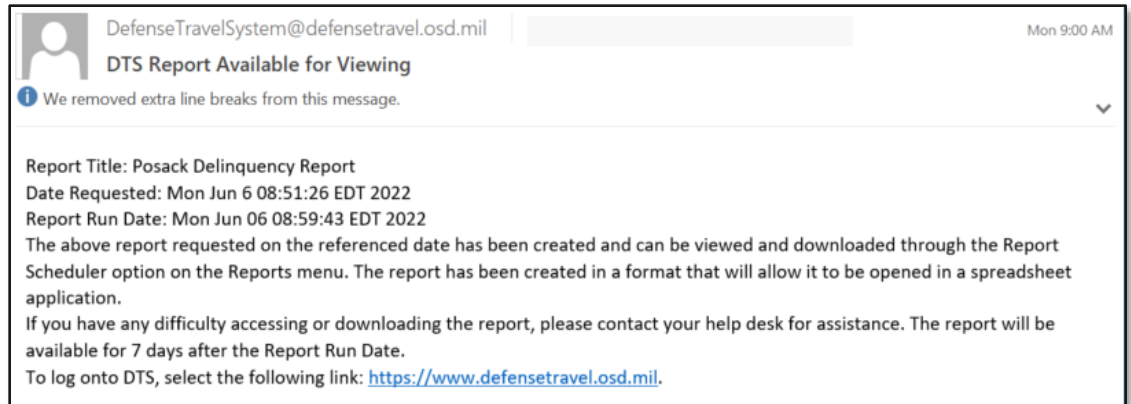**Report Scheduler Process Flow (*continued*)**

Figure 5: DTS Report Available Email

Once you receive the completion email or when you are ready, log into DTS, and access **Report Scheduler** (Figure 6).

Figure 6: Report Scheduler Home - Report Ready to Download

The **Report Scheduler Home** page identifies each available report, gives you some key information, and displays a download link with data or displays no data found.

- Select the download link to save the file to your preferred location.
- Go to the saved folder location to open and view the report.
- Always safe guard PII and other vital data.

Note: Generated reports remain available in DTS for seven days.

For more information about DTS Reports, see the *DTA Manual, Chapter 10*.