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 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. The data download is available for a maximum of 7 days after completion. After the 7 day timeframe, DTS removes the report from the **Requested Report** list. If you still need the information, simply re-run the report.

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. Remember to safeguard CUI//PRVCY data.

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 CONUS	**APPROVED** authorizations for travelers currently in or planning to travel to a selected CONUS state up to 31 days from report run date.

REPORT SCHEDULER		
Category	**Report Name**	**This Report Includes Data from …**
Routing Reports	Travelers By OCONUS	**APPROVED** authorizations for travelers currently in or planning to travel to a selected OCONUS country up to 31 days from report run date.
	Incomplete Trip Cancelled Authorizations	Authorizations showing trip cancelled initiated, but the AO has not stamped Cancelled or Approved. There is no date range for this report.
	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.
	FPLP/FEMA	Documents with lodging showing whether lodging is *Federal Premier Lodging Program (FPLP) hotels or

REPORT SCHEDULER		
Category	**Report Name**	**This Report Includes Data from …**
CTO/Travel Related Reports		Federal Emergency Management Agency (FEMA) approved.
	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.
Management Information System (MIS) Reports **	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	
	Partner System CTO Fee	

REPORT SCHEDULER		
Category	**Report Name**	**This Report Includes Data from …**
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.
	List of a Traveler's Trips with Document Details	Documents with trip details for a specific traveler only for up to 10 years in the past.
	List of a Traveler's Trips with Location Details	Documents with location details for a specific traveler only for up to 10 years in the past.
	List of a Traveler's Trips with Reservation Details	Documents with reservation details for a specific traveler only for up to 10 years in the past.
	List of a Traveler's Trips with EFT/GOVCC Details	Documents with payment method details for a specific traveler only for up to 10 years in the past.
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.

REPORT SCHEDULER		
Category	**Report Name**	**This Report Includes Data from …**
	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	
	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.
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.

REPORT SCHEDULER		
Category	**Report Name**	**This Report Includes Data from …**
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.
	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.

REPORT SCHEDULER		
Category	Report Name	This Report Includes Data from …

* 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

Begin by logging into DTS.

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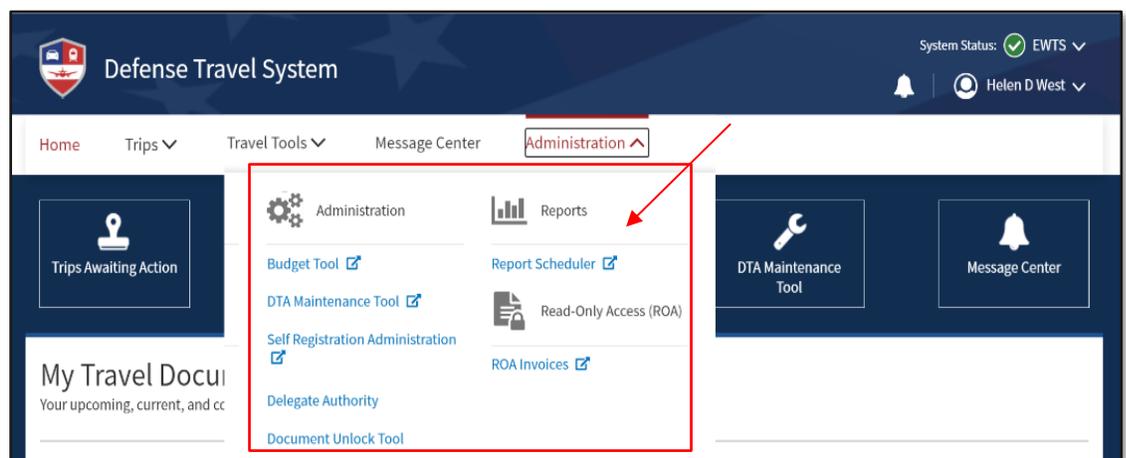

Figure 1: DTS Dashboard

2. 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).

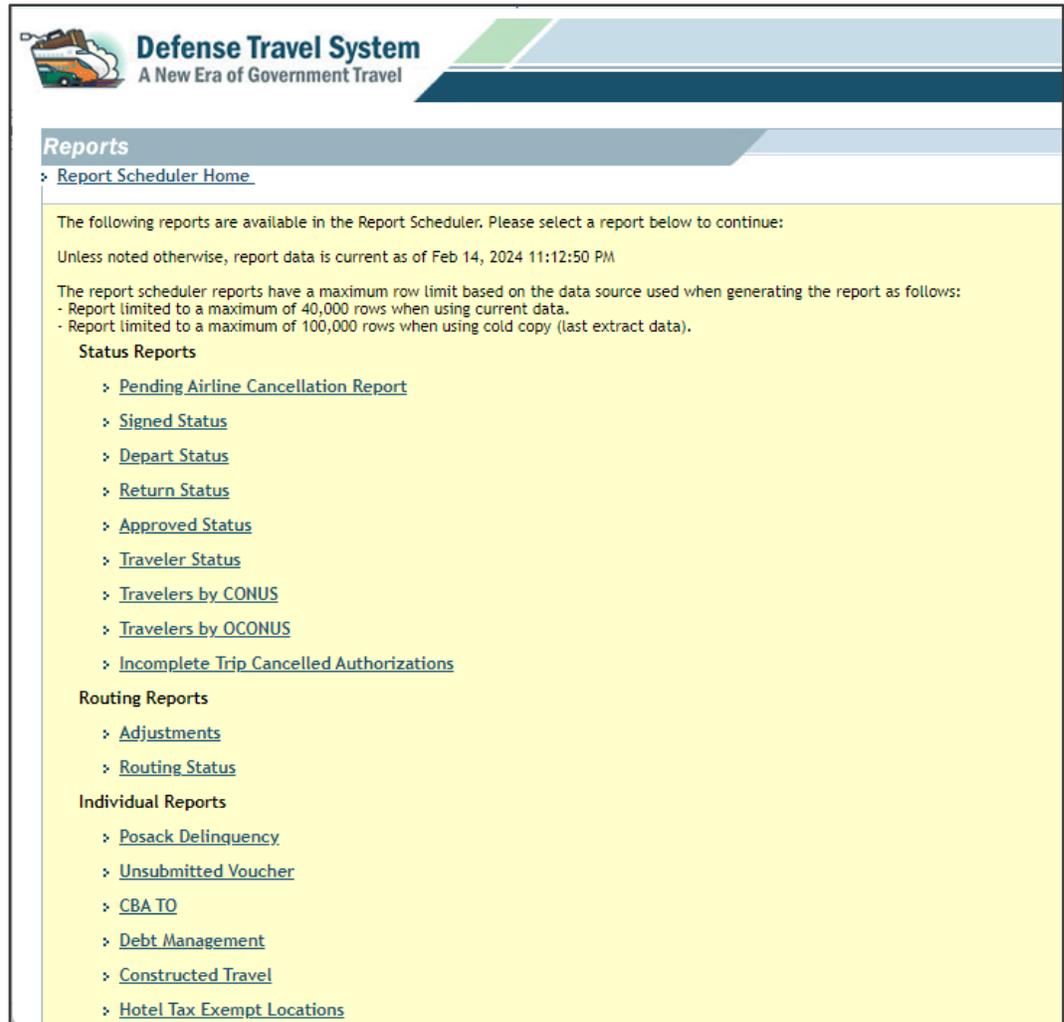**Report Scheduler Process Flow (*continued*)**

Figure 2: Report Scheduler Home Screen (Partial View)

3. 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*)

Pending Airline Cancellation Report

The Pending Airline Cancellation Report will provide the user with a list of travel authorizations containing airline reservations that have pending routing actions. The report will assist the user in identifying authorizations requiring action (e.g. REVIEWED and APPROVED) to prevent the cancellation of airline reservations. The Pending Airline Cancellation Report will be generated according to the given DTS organization and number of clock hours (minimum 24 maximum 150), which is based on the flight departure date and time. Included in the report is the organization, traveler name, SSN, email, PNR locator, departure date, departure time, document name and document status.

Pending Airline Cancellation Report Search Criteria

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

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

Include Sub Organizations: ☐

Number of Hours to Departure: [150]

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

[Submit]

Figure 3: Report Search Criteria Screen

4. 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** anytime to view the status. If your report reflects **(No Data Found)** in the **Download** column, you can either re-run the same report or change the search criteria then try again.

Reports
▸ Report Scheduler Home ▸ Request New Report

The report has been submitted as a background task on the DTS server. When the report is completed, you will be notified via email at   your report has been created with instructions on how the report can be accessed for viewing and downloading. The amount of time it takes for the report to run depends on the number of reports waiting to process and the number of travelers using the system. Certain reports run at specific times to balance system load. Your report is scheduled to run on Jun 1, 2022 10:15:21 AM

Figure 4: Report Scheduler Process Definition Screen

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

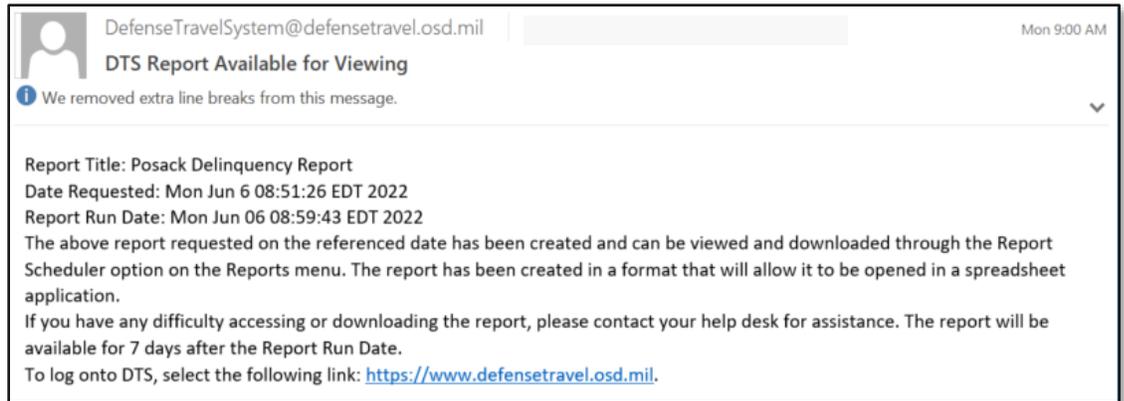**Report Scheduler Process Flow (*continued*)**

Figure 5: DTS Report Available Email

Once you receive the completion email or when you are ready, log into DTS.

1. From the DTS **Dashboard**, access **the Report Scheduler** (Figure 6).

Figure 6: Report Scheduler Home - Report Ready to Download

2. 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 in an excel sheet.

    -   The first few rows contain general information (e.g., report name, CUI//PRVCY indicator). You can remove them if you want to sort the report, but keep the header row with column titles (e.g., Organization, Traveler Name).

    -   Always safe guard PII and other vital data.

Note: Generated reports remain available in DTS for seven days. Afterward, the report is removed from the **Request Report** list. You can re-run the report as needed.

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