Maximizing use of Reports in the DTA Maintenance Tool

2011 Connect Seminar
April 2011

For Official Use Only
Agenda

• Benefits of DTS Reports
• Report Content
• Types of Reports
• Useful Reports
  – POSACK Delinquency Report
  – Unsubmitted Voucher Report
  – Routing Status Report
  – Status Reports
  – Complete Traveler Info list
• Ad Hoc Reports and Audit Trails
• Resources
Benefits of DTS Reports

- Identify delinquencies and delays in routing process
- Manage traveler profiles and identify missing information
- Monitor TDY travel and frequency
- Manage travel funds
- Provide better customer service
Report Content

• Search Parameters
  – Organization
  – Document type
  – Date range
  – Type of report

• Information may include:
  – Traveler name
  – Organization
  – Routing list
  – Documents status
  – Other trip information
Finding the Right Report

• Status reports
  – Generalized
  – Use to pull all documents that are at the selected status

• Routing reports
  – Specific
  – Use to identify documents that are in the routing process

• Individual reports
  – Specific
  – Various reports: Debt, Positive Acknowledgement (POS ACK), CBA, etc.
## Status Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed Status</td>
<td>Lists documents that were stamped SIGNED within a date range</td>
</tr>
<tr>
<td>Depart Status</td>
<td>Lists trips that have a departure date within a date range</td>
</tr>
<tr>
<td>Return Status</td>
<td>Lists trips that have a return date within a date range</td>
</tr>
<tr>
<td>Approved Status</td>
<td>Lists documents that were stamped APPROVED within a date range</td>
</tr>
<tr>
<td>Traveler Status</td>
<td>Lists travelers on TDY and date ranges</td>
</tr>
</tbody>
</table>
## Routing and Individual Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustments</td>
<td>Lists documents that have been modified during the routing and approval process</td>
</tr>
<tr>
<td>Routing Status</td>
<td>Documents current routing status, awaiting stamp, and days since last stamp</td>
</tr>
<tr>
<td>POSACK Delinquency</td>
<td>Lists documents that are awaiting a positive acknowledgement or “POSACK” from the GEX within a specified number of hours</td>
</tr>
<tr>
<td>Unsubmitted Voucher</td>
<td>List of authorizations for which vouchers have not been stamped SIGNED or T-ENTERED</td>
</tr>
</tbody>
</table>
### Individual Reports (continued)

<table>
<thead>
<tr>
<th>Report</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBA TO</td>
<td>Lists trips that charged a CBA for tickets and CTO fees within a departure date range not to exceed 31 days; may include all trips with a CBA charge or the exceptions</td>
</tr>
<tr>
<td>Debt Management</td>
<td>Lists all debts that travelers within an organization owe the government because of DUE U.S. vouchers</td>
</tr>
<tr>
<td>Constructed Travel</td>
<td>Identifies cost savings of approved trip requests when a traveler has used Constructed Travel; provides information about actual and allowable costs</td>
</tr>
</tbody>
</table>
# CTO / Travel Related Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPLP / FEMA</td>
<td>Lists documents that show lodging. Identifies whether or not the property is a FPLP property and applicable FEMA-approved code</td>
</tr>
<tr>
<td>Reason Code</td>
<td>Lists about trips where GSA city pairs were not used and reason codes selected for resulting preaudits</td>
</tr>
<tr>
<td>Reason Justification</td>
<td>Lists reason codes and justifications entered into the preaudit text box for using a non-contract city pair</td>
</tr>
<tr>
<td>CTO Fee</td>
<td>Lists CTO transaction fees and reason(s) for CTO intervention</td>
</tr>
<tr>
<td>Unused Ticket</td>
<td>Lists tickets that were purchased for TDY travel, but were not used</td>
</tr>
</tbody>
</table>
## Maintenance Tool Reports – Organization and Routing List Lists

<table>
<thead>
<tr>
<th>Report</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View CBA List</strong></td>
<td>Lists all CBA numbers/Exp Dates associated with the organization as well as POCs</td>
</tr>
<tr>
<td><strong>View Organization List</strong></td>
<td>Lists organizations within the hierarchy along with organizational information</td>
</tr>
<tr>
<td><strong>View Routing List List</strong></td>
<td>List all routing lists associated with the organization including the routing official, level, and process name</td>
</tr>
<tr>
<td><strong>View Delegated Authority List</strong></td>
<td>Lists all individuals who have been delegated authority as well as the person who delegated the authority and corresponding routing list</td>
</tr>
<tr>
<td>Report</td>
<td>Content</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Basic Traveler Info List</td>
<td>Lists basic traveler information</td>
</tr>
<tr>
<td>Complete Traveler Info List</td>
<td>Lists all traveler information</td>
</tr>
<tr>
<td>Accounts Info List</td>
<td>Lists credit card and bank account information</td>
</tr>
<tr>
<td>Special Features Info List</td>
<td>Lists permissions and privileges such as Approval Override and DMM</td>
</tr>
<tr>
<td>Groups Info List</td>
<td>Lists the group and GOON that people are members of</td>
</tr>
</tbody>
</table>
# Maintenance Tool Reports – Group & LOA Lists

<table>
<thead>
<tr>
<th>Report</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Group List</td>
<td>Lists all CBA account numbers/Exp Dates in the org as well as POCs</td>
</tr>
<tr>
<td>View Individual Group Member List</td>
<td>List of members in a particular Group</td>
</tr>
<tr>
<td>View Global Membership List</td>
<td>Lists groups and corresponding GOONs</td>
</tr>
<tr>
<td>View Lines of Accounting List</td>
<td>List all lines of accounting for an organization</td>
</tr>
</tbody>
</table>
POSACK Delinquency

• Positive acknowledgement (POSACK)
• Use to identify delinquent transactions
  – More than 96 hours after approval
• Frequency
  – For best results run weekly

POSACK
Returned to DTS

Transaction sent to accounting
Unsubmitted Voucher Report

- Lists authorizations that do not have a corresponding voucher stamped SIGNED or T-ENTERED
- Sorted by number of days since trip completion
Unsubmitted Voucher Report

- Benefits
  - Helps travelers get reimbursed in a timely manner
  - Ensures unit funds are available for use

Excess Funds Returned to the Unit

Acknowledgement Returned to DTS

Transaction Sent to Accounting
Unsubmitted Voucher Report

• Authorizations may need to be canceled
  – Un-liquidated authorizations may result in lost funds

• Run weekly for best results
Routing Status Report

- Determine status of documents
- Shows number of days since last stamp applied
- Ensures documents are processed in a timely manner
- Run weekly for best results

1. • SIGNED
2. • CTO SUBMIT
3. • CTO BOOKED
10. • CERTIFIED
25. • APPROVED
Status Reports

- Run reports based on status of the document
  - Signed status
  - Depart status
  - Return status
  - Approved status
  - Traveler status

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Complete Traveler Info List

• Lists all traveler data for an organization
  – GOVCC
  – EFT
  – Email Address
  – Other profile information

• Ensure accuracy of profile
• Verify and locate erroneous or incomplete profile information
• Run as needed
Ad Hoc and Audit Trail Report

• Ad Hoc Report
  – A customized report that is produced when data is not available through existing reports

• Audit Trail Report
  – A customized report that is produced for formal and informal investigative purposes

• Requesting a customized report
  – Open TAC ticket via TraX
  – Complete and upload Ad Hoc Request Form and/or memo

• Turn-around Time
  – Estimated completion date provided
  – Backlog, complexity and size of report
Ad Hoc and Audit Trail Report

DTS Ad Hoc Report Request Form

Please complete this form and attach it to a Travel Assistance Center ticket. You may log into the Ticket Management System at [https://www.defensetravel.dod.mil/passport](https://www.defensetravel.dod.mil/passport).

- Required fields are marked with an asterisk.
- Report delivery can be affected by the complexity of the report data requested and other pending report requests.
- Please provide additional justification on requests for data older than 36 months.

**Requestor’s Information**

- Last Name, First Name
- Email Address

**Report Outout.** (Desired data fields. Include any sorting, grouping, “summing by” requirements)

1. Where/how the information will be stored?
2. Who will have access to the data?
3. What controls are in place to prevent unauthorized access?

**Report Objective or Purpose** (Please be as detailed and specific as possible. Include reason why DTS menu driven report scheduler does not meet needs)

**Report Search Criteria.** (Include applicable items such as date range; document type, i.e. AUTH, VCH, LVCH; particular document status, i.e. “Paid VCHs” or AUTHs in CTO SUBMIT; organization (include sub orgs?); or service or site level)

Resources

**DTMO Website**
- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

www.defensetravel.dod.mil

**Travel Explorer (TraX)**
- Chapter 10 of the DTA Manual
- More information on report content
- Detailed directions on how to run the reports

www.defensetravel.dod.mil/Passport

**Travel Assistance Center (TAC)**
- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX