



Information Paper:

Report Scheduler Enhancements

On 17 August 2012, the DTS Report Scheduler will have additional reports and data.

New Reports

- **Audit Trail**
- **ROA Access**

Modified Reports

- **OCONUS**
- **Traveler Status**
- **Unsubmitted Voucher**

New Reports

Audit Trail Reports

Audit Trail Reports on the **Request New Report** screen (Figure 1) are visible but not selectable, due to PII considerations. This report is only provided after submitting the ad hoc form via a help desk ticket. There will be three new reports:

- **Audit Trail GOVCC and EFT Data**
- **Audit Trail User Specific Data**
- **Audit Trail Traveler Specific Data**

Audit Trail GOVCC and EFT Data report is used to track changes to a traveler's GOVCC and/or EFT data in their permanent profile. This report shows who changed and when they changed a traveler's EFT/GOVCC Account Number, EFT Routing Number, Account Status, Account Type, or Account Expiration Date. EFT/GOVCC account data is masked with the exception of the last four digits.

Audit Trail Traveler Specific Data report is used to track changes to specific traveler data in their permanent profile. This report shows who changed and when they changed a traveler's Self AO Approval Flag, Advance Type, Civilian/Military Indicator, Default Line of Accounting (LOA), Default Routing List, or Travel and Transportation Reform Act (TTRA) Flag.

Audit Trail User Specific Data report is used for tracking changes to specific user data in their permanent profile. This report shows who changed and when they changed a user's Name, E-mail Address, Organization, Permission Level, Group Access Owner, Group Access, Organization Access, User ID, Debt Management Monitor Flag, Approval Override Flag, or NDEA Flag.



Audit Trail Search Criteria screens include **From Date** and **To Date** fields, and a field to identify the individual for the selected audit trail report. The **From Date** search criteria constraint is 24 months to allow authorized users to request data from a previous year. There is no restriction on the date range.

All reports have the first five digits of the SSN masked.



Figure 1: Request New Report Screen

ROA Access Report

The **ROA Access** report is located under **Person Reports** (Figure 1). This report is available for users with permission level 5 and organization access.

The **ROA Access Report Search Criteria** screen includes the **Organization** field and an **Include Sub Organizations** option (Figure 2). A minimum of two characters must be entered in the **Organization** field before **Submit** is selected. The **Organization** search criteria must be an organization within the user's organization access of the user requesting the report.



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The Read Only Access (ROA) Report provides a list of individuals within the requested organization (sub-organization) that have ROA Access (ROA User / ROA Administrator). The Organization search criteria must be an organization within the user's organization access of the user requesting the report.

ROA Access 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:

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 Aug 6, 2012 6:14:32 PM

Figure 2: ROA Access Report Search Criteria Screen

The ROA Access report (Figure 3) includes:

- **Last Name**
- **First Name**
- **Middle Initial**
- **Email Address**
- **DTS Organization Code**
- **ROA Access Organization(s)**
- **User or Admin**

If a person named in the report has ROA access to multiple organizations, the report will show one row for each of the person's assigned organizations. For this reason, the output will always be sorted by last name then first name.

If a ROA user or ROA administrator has "ALL" organization access but the individual's DTS organization does not match the report search criteria organization, the person will not be included in the report.



Search Criteria: Organization=DETE IncludeSubOrgs=Y						
For Official Use Only - Contains Personally Identifiable Information covered by the Privacy Act of 1974.						
Last Name	First Name	Middle Initial	Email Address	DTS Organization Code	ROA Access Organization(s)	User or Admin
DAMON	SAM		sam.damon.@mil.com	DETESABRE	(All)	A
ONTRAV	HENRY	C	henry.ontrav@mil.com	DETE	(All)	A

Figure 3: ROA Access Report

Modified Reports

OCONUS Report

The OCONUS Report Search Criteria screen contains an **Include Civilian** option (Figure 4).

Reports

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Include TDY travel to OCONUS destinations for Enlisted and Officer personnel. To include Civilian travelers along with the military personnel for this report, please select the option to Include Civilians. For military personnel only, leave the option to Include Civilians unchecked.

OCONUS REPORT Search Criteria

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

* Document Type:

* Organization: (Start typing to get Organizational Access)

Include Sub Organizations:

* Start Date: (mm/dd/yyyy)

* End Date: (mm/dd/yyyy)

Include Civilian:

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 Aug 8, 2012 11:35:15 AM

Figure 4: OCONUS Report Search Criteria Screen



**DEFENSE TRAVEL
MANAGEMENT OFFICE**

When this box is checked, the report includes documents belonging to civilians. This column will display on all OCONUS reports. When the **Include Civilian** box is not checked, the report results will include documents meeting the search criteria for military travelers. The **Civilian/Military Indicator** column (Figure 5) indicates whether the traveler is civilian or military by using one of the following three (3) codes:

- **C = Civilian**
- **E = Enlisted**
- **O = Officer**

Organization Name	Traveler First Name	Traveler Last Name	Traveler Middle	SSN	Rank	Service	Document Type	Document Name	TANUM	Approval Date	Location City	Location State	OCONUS/ OCONUS Flag	Arrive Date	Depart Date	Number Location Days	Civilian/ Military Indicator	
DETESABRE	DAWN	SYSREG	C	1040004	MC-00	AFIS	AUTH	DSPARISF RA070512 A01	0NZVQ0	8/7/2012	PARIS	FRA	O	7/5/2012	7/25/2012	21	E	
DETESABRE	DAWN	SYSREG	C	1040004	MC-00	AFIS	AUTH	DSPARISF RA070512 A01	0NZVQ0	8/7/2012	RES: Fairfax	VA	C	7/25/2012			1	E
DETESABRE	EILEEN	SYSREG	C	1040005	GS-01	AFIS	AUTH	ESSYDNEY AUS07151 2_A01	0NZVQ2	8/7/2012	SYDNEY	AUS	O	7/15/2012	7/30/2012	16	C	

Figure 5: OCONUS Report

Traveler Status Report

The **Traveler Status Report Search Criteria** screen includes **Show Cost Fields** option (Figure 6).

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The Traveler Status Report will provide the user with a list of travel documents within DTS for a given date range based on the date of departure (within the last 15 months). Included in the report is the organization, traveler, SSN, email, traveler title and rank, service, TANUM, departure date, return date, document type and document name and DTA email address. If you would like the report printed with cost related columns: Lodging Costs, Cost of Airfare, Other transportation costs (I.E. POV, etc) and Rental Vehicle costs, select the option for Show Cost Fields. Otherwise, do not select the option for the Show Cost Fields (ensure that the checkbox of Show Cost Fields is not checked).

Traveler Status Report Search Criteria

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

* Organization: (minimum of 2 characters) (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)

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 Aug 7, 2012 10:34:40 AM

Figure 6: Traveler Status Report Search Criteria Screen



When this option is checked, the report displays five (5) additional cost related columns and their corresponding data (Figure 7):

- **Lodging Costs** (Total Per Diem Lodging Expense)
- **Cost of Airfare** (Total Commercial Plane Expense)
- **Other Costs** (Total Expenses except Lodging Costs, Cost of Airfare and Rental Vehicle Costs)
- **Rental Vehicle Costs** (Total Commercial Auto Expense)
- **BOQ** (Indicates if Quarters are available for any portion of the trip)

Service/ Agency	TANUM	Departure Date	Return Date	Document Type	Document Name	DTA Email Address	Location City	Location State	Arrive Date	Depart Date	Lodging Costs	Cost of Airfare	Other Costs	Rental Vehicle Costs	BOQ
AIR FORCE	0NZSA1	9/25/2012	9/30/2012	AUTH	MSDUVALLWA0 92512_A01-01		DUVALL	WA	9/25/2012	9/30/2012	\$695.00	\$100.00	\$0.00	\$0.00	N
AIR FORCE	0NZSA1	9/25/2012	9/30/2012	AUTH	MSDUVALLWA0 92512_A01-01		STERLING	VA	9/30/2012		\$695.00	\$100.00	\$0.00	\$0.00	N
AIR FORCE	0NZSA1	9/25/2012	10/14/2012	AUTH	MSDUVALLWA0 92512_A01-02		DUVALL	WA	9/25/2012	10/14/2012	\$2,641.00	\$100.00	\$0.00	\$0.00	N

Figure 7: Traveler Status Report

Unsubmitted Voucher Report

The **Unsubmitted Voucher** report displays a new **Amount of Authorization** column that shows the total expenses for that document (Figure 8).

Organization	Traveler L	Traveler F	Traveler M	Traveler E	TANum	Document	Approval	Departure	Days Since	Amount of Au
DETE	Sysreg	Ivan		pamela.cc	0NZOLC	ISCHAMBE	#####	7/1/2011	359	\$5,558.00
DETE	Sysreg	Florence		pamela.cc	0NZOPW	FSSANFRA	#####	#####	308	\$2,945.50
DETE	Sysreg	Gloria		pamela.cc	0NZOR0	GSMIAMI	6/1/2011	8/1/2011	364	\$1,793.00
DETE	Sysreg	Henry		pamela.cc	0NZOZW	HSORANG	#####	9/1/2011	335	\$532.50
DETE	Sysreg	Florence		pamela.cc	0NZPE8	FSMANHA	#####	#####	303	\$3,235.50
DETEAPOL	Bear	Fozzie		James.Ch	0NZPZ3	FBBREMEF	#####	#####	321	\$1,000.00
DETESABR	SYSREG	LISA		DTSTRAVE	0NZO3G	LSDOVERA	5/6/2011	8/3/2011	361	\$1,033.00
DETESABR	Sysreg	Gloria	C	christine.r	0NZOJW	GSSALTLA	#####	#####	354	\$1,278.50

Figure 8: Unsubmitted Voucher Report

The value of the **Amount of Authorization** matches the **Total Expenses** shown on the **Accounting > Trip Totals** screen of the documents meeting the search criteria.

The **Start Date** search criteria constraint was increased from 15 months to 24 months to allow authorized users to request data from a previous year.

The **Start Date/End Date** search criteria range constraint was increased from 31 days to 93 days to allow authorized users to request quarterly reports.

The **Days Since End of Trip** search criteria constraint was increased from 15 months to 24 months to remain consistent with the **Start Date** search criteria constraint.