



Defense Travel System

Distance Learning D210 Reports



About This Guide

This Instructor Guide for Distance Learning Classes will enable you to instruct participants on one specific topic using a live instructor web based training application. The significant features of this guide are as follows:

- It provides references to the slide numbers of the PowerPoint presentation prepared to accompany this unit. Slides should be used as the content delivery method for this class.
- It provides suggestions on when to use the online highlighting tools. Whenever you encounter a bold, underlined number (e.g., “**1**”) in the script, it indicates:
 - For text-only slides – a highlight (a star, a checkmark, etc.) should appear next to each bullet on the slide.
 - For screenshot slides – a highlight (a box, a line, an arrow, etc.) should be drawn on the slide to attract student attention to a portion of the screenshot. You may accomplish this by using your web conferencing software’s highlighting tools, or by incorporating animated highlights into the PowerPoint file.
- This material was designed to be delivered using web conferencing software. This guide does not provide detailed instructions on how to set up or manage any web conferencing software. Instructors are expected to secure this information and skill set independent of this document.
- For purposes of this manual, the following assumptions are made:
 - VoIP (Voice over Internet Protocol) is being used
 - Chat and highlighting tools are available
 - Instructor computers are properly configured
 - Session is created prior to class start time
 - A quiet/private delivery space is being used
 - The invitation to attend has been distributed or posted
 - Support material is available to participants
 - The instructor is familiar with the course material
 - The instructor is experienced with the software
 - Evaluation tools are available for distribution



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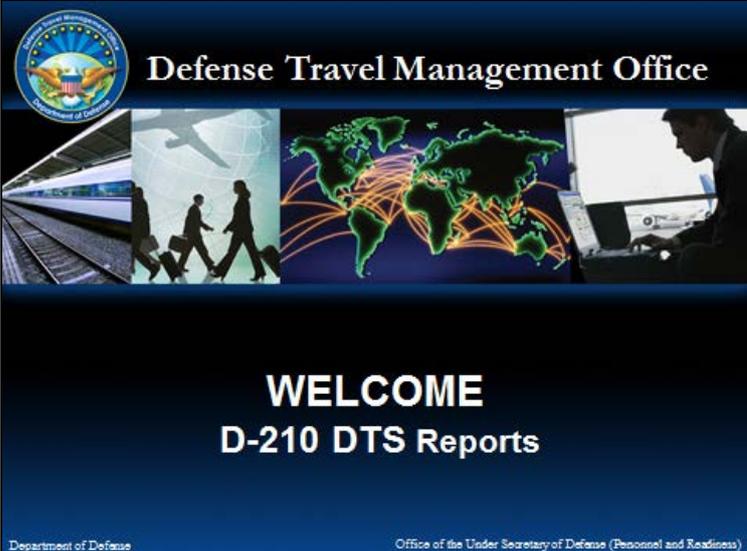
Distance Learning Pre-Class Preparation

- **Review** the script, and slides associated with this unit to ensure you are thoroughly familiar with the information to be delivered. Slide numbers are referenced throughout the guide to enable easy coordination of the script with the slides at an appropriate pace.
- **Secure** a technical assistant or co-instructor for the session. This person should monitor and respond to participant questions.
- **Conduct** at least one live practice, with your co-instructor.
- **Ensure** you have appropriate teaching conditions and equipment:
 - Quiet room with minimal background noise
 - Newer model computer with high speed Internet access
 - Headset with microphone
 - Web camera (optional)
 - Web conference software user name and password
 - PowerPoint slides for this unit
 - Website link(s) for this unit
 - Web conference URL; access instructions
 - Help Desk telephone number(s)
 - Notepad and pen
- **Check** software and hardware:
 - Computer works properly with web conference software
 - Software is configured and tested for audio and/or video
 - Headset is plugged into the computer and works
 - Volume control on the headset and computer are properly set
 - Web camera is placed for best visual of instructor
 - Participant to instructor chat room/communication mode is working
 - Highlighting tools open and work as expected
 - Welcome slide includes class name
 - Slides and script are the most current version
 - Slides are properly attached to the session
 - EWTS is up and running before class starts (if appropriate)

Opening the Class

Welcome

Display:

	Slide 1: Welcome
	

NOTE TO INSTRUCTORS ONLY

	<p>When this material is delivered via web conferencing software that depends on VOIP (Voice over Internet Protocol), it is important to do a sound check before starting the script.</p> <p>Stop and ask participants if they can hear you clearly, pause and give participants time to respond, and then proceed with the class.</p>
---	--

Welcome participants:

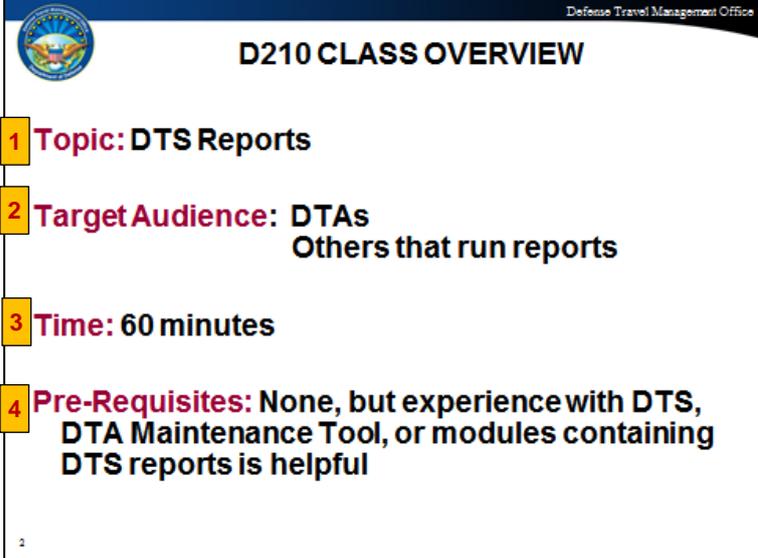
Hello, my name is (insert name); I will be your instructor today.

Also on the line today is (insert name), who will be monitoring the chat box and dealing with technical details.

Welcome to D-210 DTS Reports.

ADVANCE TO NEXT SLIDE

Display:

	Slide 2: Topic, Target Audience, Pre-Requisites
<div data-bbox="443 398 1201 956"><p>D210 CLASS OVERVIEW</p><ol style="list-style-type: none">1 Topic: DTS Reports2 Target Audience: DTAs Others that run reports3 Time: 60 minutes4 Pre-Requisites: None, but experience with DTS, DTA Maintenance Tool, or modules containing DTS reports is helpful<p>2</p></div>	

- 1** *Today's class covers reports that are available in and about DTS.*
- 2** *The content is most appropriate for Defense Travel Administrators (DTAs), and others that regularly run DTS reports.*
- 3** *The class is approximately 60 minutes long.*
- 4** *As a pre-requisite, we recommend that you have a basic knowledge of DTS, the DTA Maintenance Tool, or any of the modules that contain DTS reports.*

ADVANCE TO NEXT SLIDE

Display:


Slide 3: Technical Issues

Defense Travel Management Office



TECHNICAL ISSUES

DTMO is now using DCS: Defense Collaboration Service

*We are not currently providing
a DISA Help Desk Number*

<p>AUDIO GAPS</p> <p>SLOW SCREENS</p> <p>DISCONNECTS</p> 	<ul style="list-style-type: none"> ✓ <i>Exit class</i> ✓ <i>Close all other software</i> ✓ <i>Log back into class</i> ✓ <i>Check with local IT staff</i>
---	--

Explain:

This is a live instructor class provided by the Defense Travel Management Office.

Today's class is delivered via DCS: Defense Collaboration Service; a new DISA web conferencing platform.

If you experience any technical difficulties during class today you must exit the session and try to re-enter.

If that doesn't help, contact your local IT team; we do not have a DISA Help Desk option at this time.

We encourage you to ask questions at any time using the chat box.

However, please limit questions to class specific content.

As always, if we can not answer your questions before the end of class, we will communicate with you after call to make sure you get a response.

ADVANCE TO NEXT SLIDE

Display:

	Slide 4: Attendance Credit
<div data-bbox="496 371 1197 866" style="border: 1px solid black; padding: 10px;">  <p style="text-align: right; font-size: small;">Defense Travel Management Office</p> <h2 style="text-align: center; background-color: #003366; color: white; padding: 5px;">ATTENDANCE CREDIT</h2> <ul style="list-style-type: none"> Must be registered for the class in TraX Attendance box name must match TraX registration name Must be present for the majority of class time <div style="background-color: yellow; border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; margin: 0;">HOW TO RECEIVE TIME CREDIT:</p> <p style="text-align: center; margin: 0;">1. When prompted, at class start: Enter: PRESENT</p> <p style="text-align: center; margin: 0;">2. When prompted, at class end: Enter: LEAVING</p> </div> <p style="margin-top: 10px;">Q. What if I forget to post PRESENT or LEAVING?</p> <p>A. You may not get credit for class. The only way we can prove you were in class for the majority of class time is if you have 2 time stamps.</p> </div>	

Explain:

To receive proof of attendance, you must be pre-registered for class in TraX and your sign in name today must match your TraX registration name.

You must be present for the majority of class time as documents by the two steps outlined in the box on this slide.

When prompted enter PRESENT in the chat box; please do this now if you haven't already; and at the end of class, or whenever you leave, enter LEAVING.

Your time in class is calculated from these stamps; if you don't have both 2 time stamps you may not receive credit for this class.

No matter when you arrive or depart, always enter PRESENT and LEAVING; if you're kicked out don't enter anything else; we'll see that in the time report.

Your attendance credit will appear 3-5 business day after class in TraX under the Completed tab; with an option to print a certificate.

If it doesn't appear by then, go to TraX and submit a TAC Help Desk ticket; be sure to post Training Certificate Missing in the subject line, give the class title and date.

Yes you may attend these classes as part of a group; we don't encourage it, but we do accept that it is the easiest way for some people to get here.

Individual members of a group must be registered for class; your group leader must post all names in the chat box at the start of class and your group leader must enter PRESENT and LEAVING on behalf of the group or credit may not be awarded.

ADVANCE TO NEXT SLIDE

Training Objectives

Display:

**Slide 5: D-210 Training Objectives**

Defense Travel Management Office



D-210 TRAINING OBJECTIVES

- 1 • Basic DTS report details
- 2 – Locations
- 3 – Requirements
- 4 – Reasons
- 5 – Procedures
- 6 – Frequency
- 7 – Content

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Explain:

DTS allows you to generate reports that compile data in a variety of categories. The reports available depend on your organization access, permission levels or role appointments.

DTS reports extract and organize information from DTS travel documents and personal profiles to monitor the efficiency and cost effectiveness of travel processes.

*By the end of this lesson, you should be familiar with **1** the basis facts about DTS reports, including:*

- o **2** Where to find them;*
- o **3** How you get access to them;*
- o **4** The advantages of running them;*
- o **5** How you run them;*
- o **6** How often you should run them; and*
- o **7** What information is found in them.*

ADVANCE TO NEXT SLIDE

Display:


Slide 6: Report Sources

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REPORT SOURCES

- 1** ★ Report Scheduler
- 2** ★ BI and Reporting Tool (BIRT)
- 3** ★ DTS Modules
 - Defense Travel Administrator (DTA) Maintenance Tool
 - Budget module
 - Centrally Billed Account (CBA) Reconciliation module
 - Read Only Access (ROA) module
 - Self Registration Administration module
- 4** ★ Travel Explorer (TraX)
 - Audit Trail Reports
 - Ad Hoc Reports

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Explain:

There are a number of reports available to give you information about what is going on in DTS.

1 *The Report Scheduler and the **2** Business Intelligence and Reporting Tool (BIRT) are the primary resources that you will use to create the reports.*

*About 60% of all available reports, are found in these tools, but other reports are found in **3** specific DTS modules located in the DTA Maintenance Tool, Budget module, Centrally Billed Account Reconciliation module, Read Only Access (or ROA) module, and Self-Registration Admin module.*

4 *Other types of reports such as Audit Trail reports and Ad Hoc reports are requested through the Travel Explorer (TraX), and are not found in DTS.*

We will introduce you to the reports in all these locations during this class.

ADVANCE TO NEXT SLIDE

Report Scheduler & Cognos Connection

Display:

	Slide 7: Report Scheduler vs. BI and Reporting Tool
	

Explain:

The Report Scheduler and the BI and Reporting Tool are both located on the DTS Home Page.

ADVANCE TO NEXT SLIDE

Display:


Slide 8: Report Migration

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REPORT MIGRATION

- 1
★ Total of 34 reports in 8 categories
 - Previously all located in Report Scheduler
 - Gradually migrating to BI and Reporting Tool
- 2
★ Most recent changes
 - Gray In Report Scheduler
 - Orange Scheduled for migration
 - Blue In BIRT

Explain:

1 Together, these tools create approximately 37 reports.

Some reports are located in Reports Scheduler, while other reports that were located in Reports Scheduler are now located in the BI and Reporting Tool – eventually, all 37 reports will be accessible only through BI and Reporting Tool.

Several reports are scheduled to move with future DTS maintenance releases, which generally occur about once per quarter.

2 The charts on the following screens display the following color coding to let you know where the reports currently reside, and when they are scheduled to migrate to BI and Reporting Tool:

- Items in gray boxes are in the Report Scheduler and no migration date has been scheduled.
- Items in orange boxes are still in the Report Scheduler, and these reports do have scheduled migration dates.
- Items in blue boxes are already located in the BI and Reporting Tool.

So, let's have a look at the available reports, broken down by category.

ADVANCE TO NEXT SLIDE

Display:

Slide 9: Status Reports

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STATUS REPORTS

- Status reports:
 - Identify travel authorizations containing airline reservations that need action; so reservations will no be cancelled.
 - Identify document processing status and traveler TDY status

Report	Run	Identifies travel documents...
1 Pending Airline Cancellation	Weekly	... identifies travel authorizations containing airline reservations that have pending routing actions.
2 Signed Status	Weekly	... that the traveler SIGNED or the AO APPROVED during the requested time frame
3 Approved Status	As needed	... that identify trips that began, ended, or were in progress during the requested time frame
Return Status		
Traveler Status		

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Explain:

As a first category, the Status reports in the Reports Scheduler let you review and monitor the status of documents in several ways.

1 *You should run the Pending Airline Cancellation report weekly to identify travel authorizations containing airline reservations that have pending routing actions.*

This report assists in identifying authorizations requiring action to prevent the cancellation of airline reservations.

2 *Signed and Approved Status are reports that can be run weekly.*

These reports let you know which travel documents were signed or approved within the requested time frame.

3 *And finally, the 3 Depart, Return, and Traveler Status reports let you know about trips that started, ended, or were in progress within the requested time frame.*

ADVANCE TO NEXT SLIDE

Display:


Slide 10: Routing Reports



ROUTING REPORTS

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- Routing reports help:
 - 1 ★ Spot documents that are delayed in routing
 - 2 ★ Identify travelers who edit travel documents
 - 3 ★ Detect shortfalls in traveler or Routing Official training

Report	Run	Identifies travel documents...
Adjustments	Monthly	... that restarted the routing process because the traveler edited a SIGNED document before the AO APPROVED it
Routing Status	Weekly	... by current routing status; shows the stamp that will be applied next and the number of days since the current stamp was applied

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Explain:

The 2 Routing Reports, as listed here, can be used to monitor the routing activity of travel documents.

*The Adjustments report displays a list of document that have been modified during the routing process, while the Routing Status report is useful for **1** identifying documents that are delayed in routing, such as being stuck at CTO SUBMIT.*

You should run the Routing Status report weekly to ensure that travel documents are being approved in a timely manner; if you have a large organization, you may even consider running it daily.

*These reports will identify documents that have not completed the routing process for other reasons, **2** such as when a traveler made edits before the APPROVED stamp, or when a Routing Official has not taken action on a document.*

*In addition to being a troubleshooting tool, running these reports regularly may **3** help you determine that further training is necessary, either for your travelers or Routing Officials.*

As you probably noticed, the Adjustments report is shaded orange on the table to indicate that it is scheduled for migration to the BI & Reporting Tool; and the Routing Status Report is gray because it is still has not been scheduled to migrate to BIRT.

ADVANCE TO NEXT SLIDE

Display:



Slide 11: Individual Reports

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INDIVIDUAL REPORTS

- Individual reports help identify travel documents requiring:
 - 1 ★ Troubleshooting
 - 2 ★ Role-specific processing – e.g., CBA Specialist (CBA-S), Debt Management Monitor (DMM)

Report	Run	Identifies travel documents...
POSACK Delinquency	Weekly	... travel documents awaiting response from the supporting account or disbursing system 3 in a specified number of hours. (Must have PL-5) ★
Unsubmitted Voucher		... provides a list of authorizations where no voucher has been created.
CBA TO		... that contain charges to a CBA; can include all documents or only those missing CBA info
Debt Management	As needed	... that reflect travel-incurred debts owed to Government (Must have PL-6, DMM) ★ 4
Constructed Travel		... that reflect cost savings due to use of constructed travel or AO-limited transportation reimbursement

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Explain:

The next category is Individual reports; and each has a unique purpose that does not fit into any other category.

1 First, all these reports point out documents that require special attention, such as any document that is awaiting the Positive Acknowledgement (POSACK) or REJECT stamp, or is missing a voucher.

2 Second, they allow you to see documents that were – or need to be – reviewed by someone with a certain DTS role, such as a Centrally Billed Account Specialist or Debt Management Monitor.

3 Two of these reports require additional DTS permission levels to access, and one of those **4** requires a DTS role appointment as well.

And, as the slide indicates, the Constructed Travel report is the only Individual report currently scheduled for migration to the BI & Reporting Tool.

ADVANCE TO NEXT SLIDE

Display:


Slide 12: CTO/Travel-Related Reports

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CTO/TRAVEL-RELATED REPORTS

- Commercial Travel Office (CTO)/Travel-Related reports help:
 - Identify particular travel and lodging details associated with trips
 - Identify where additional training or coaching is needed

Report	Run	Identifies travel documents...
1 FPLP/FEMA	As needed	... shows whether the property is participating in the FPLP and if approved by FEMA.
Reason Code		... where travelers did not use GSA city pair flights and tracks reason codes and justifications for using a non-GSA city pair flight.
Reason Justification		
2 CTO Fee		... that include CTO transaction fees and the reason the CTO intervened (Must have PL-6) 3
Unused Ticket		... that show A) tickets purchased & not used, or B) cost difference between authorization & voucher

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Explain:

Reports located in the CTO/Travel-Related category provide information about particular travel and lodging details associated with a traveler's TDY or a TDY document

1 *The first three reports on this list highlight traveler choices that deviated from travel policy, such as travelers that selected a hotel that did not meet the standards of various DoD lodging programs, or travelers who did not use GSA city pair flights and had to provide a reason code and justification for selecting a different flight.*

2 *The last two reports provide data about CTO transaction fees and the reason for CTO intervention, and each tracks paper tickets purchased for TDY travel which were not used.*

These reports could be used to spot a need for further training or coaching to help your personnel travel in more fiscally responsible manner.

3 *Please note that you must have DTS permission level 6 to run the CTO Fee report.*

ADVANCE TO NEXT SLIDE

Display:


Slide 13: Management Information System (MIS) Reports

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MANAGEMENT INFORMATION SYSTEM (MIS) REPORTS

- 5 types of MIS reports
- Must have MIS Access to run any MIS Report
- MIS reports help determine:
 - ★ Enlisted Basic Allowance for Subsistence (BAS) during TDY
 - ★ Whether Family Separation Allowance (FSA) is given
 - ★ If Special Duty conditions exist
 - ★ If a travel document indicates leave

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Explain:

1 *There are 5 types of Management Information System (MIS) or MIS reports.*

2 *To run any of these reports, you must have MIS access.*

For more information on how to obtain MIS access, see Chapter 11 of the DTA Manual which can be accessed via the DT<P website.

3 *MIS reports will help you determine a traveler's entitlements and/or leave.*

4 *The Enlisted BAS Report will help you determine whether an enlisted member's Basic Allowance for Subsistence entitlement changed due to their TDY status*

5 *The FSA Report can determined whether a traveler is entitled to Family Separation Allowance because their TDY exceeds 30 days.*

6 *The Special Duty Report shows entitlement changes because of special duty conditions such as field duty or hospital in-patient staus while TDY.*

7 *The Military Leave Report identifies military members whom DTS shows took leave in ocnunction with their TDY.*

ADVANCE TO NEXT SLIDE

Display:


Slide 14: Management Information System (MIS) Reports (cont'd)

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MANAGEMENT INFORMATION SYSTEM (MIS) REPORTS (cont'd)

Report	Run	Identifies travel documents...
Enlisted BAS	As needed	... that may affect an enlisted member's Basic Allowance for Sustenance (BAS) allowance
1 OCONUS		... that indicate a military member or civilian may be entitled to certain special pay types (e.g., foreign duty pay, hostile fire pay)
FSA		... that indicate a member may be entitled to Family Separation Allowance (FSA)
2 Special Duty		... that may affect allowances related to special duty conditions (e.g., field duty, hospital in-patient status)
Military Leave		... that reflect leave taken in conjunction with TDY

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Explain:

This table shows the reports that are grouped in the MIS category.

1 The OCONUS report has migrated to the BI and Reporting Tool **2** and the Special Duty is scheduled for migration; all others in this category currently reside in Report Scheduler.

ADVANCE TO NEXT SLIDE

Display:



Slide 15: Partner Systems Reports



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PARTNER SYSTEMS REPORTS

- Partner Systems reports provide Partner Systems with the same information and benefits as standard reports

1 ★ Partner Systems create travel orders outside DTS, and use the DTS import/export module to finish them in DTS

Report	Run	Identifies travel documents...
Traveler Status	Same as non-Partner Systems Reports	Same as non-Partner Systems Reports
Routing Status		
POSACK		
Delinquency		
Unused Ticket		
Unsubmitted Voucher		
CTO Fee		

16

Explain:

1 Partner systems are simply systems outside DTS that create travel orders which are then imported into DTS to take advantage of the DTS processing capabilities.

If your organization utilizes a partner system, you can run some of the same reports on imported documents as anyone else can on documents created in DTS; the only difference is that they are called Partner Systems reports.

They provide exactly the same information, and should be run on the same schedules, as their non-partner counterparts.

All Partner Systems reports have been migrated to BI and Reporting Tool.

ADVANCE TO NEXT SLIDE

Display:



Slide 16: Person Reports



PERSON REPORTS

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1 Person reports help:

- Identify DTS users with missing or out of date personal profiles information
- Identify users that have read-only access (ROA)

Report	Run	Identifies...
Complete Traveler Information Report	As needed	... all information that is stored in each person's DTS profile
ROA Access		... all users that have ROA, their ROA role (user or administrator), and the organizations they can access. <i>(Must have PL-5)</i>

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Explain:

1 You should run Person reports as needed to help identify DTS users whose personal profile contains missing or out of date information or who have read-only access.

The Complete Traveler Information Report is particularly helpful in spotting personal profile problems that affect or prevent the creation of DTS travel documents, such as expired Government Travel Charge Card (GTCC) or erroneous electronic fund transfer (EFT) information.

2 The Complete Traveler Information Report is only available in the BI and Reporting Tool, while the ROA Access report, highlighted in gold, is scheduled to migrate in the near future.

ADVANCE TO NEXT SLIDE

Display:


Slide 17: Audit Trail Reports

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AUDIT TRAIL REPORTS

1 ★ Audit Trail reports help:

- Track changes to DTS profiles over the past 24 months
 - They also show who made the changes, and when
- Identify frequently changing information

2 ★ Listed in Report Scheduler, but requested via trouble ticket

Report	Run	Identifies changes to a traveler's...
GOVCC and EFT Data	As needed	... Government Travel Charge Card (GTCC) and electronic funds transfer (EFT) data
Traveler Specific Data		... Self AO approval, civilian/military, GTCC mandatory use indicators, advance type, default LOA and routing list
User Specific Data		... Name, e-mail address, organization, DTS permission levels and accesses, User ID, certain special role (e.g., DMM) indicators

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Explain:

You should **1** request any of the 3 Audit Trail reports as needed to let you know how information in DTS users' personal profiles was changed, and what information changed.

Although some overlap of data is inevitable, each report focuses on a different type of user information.

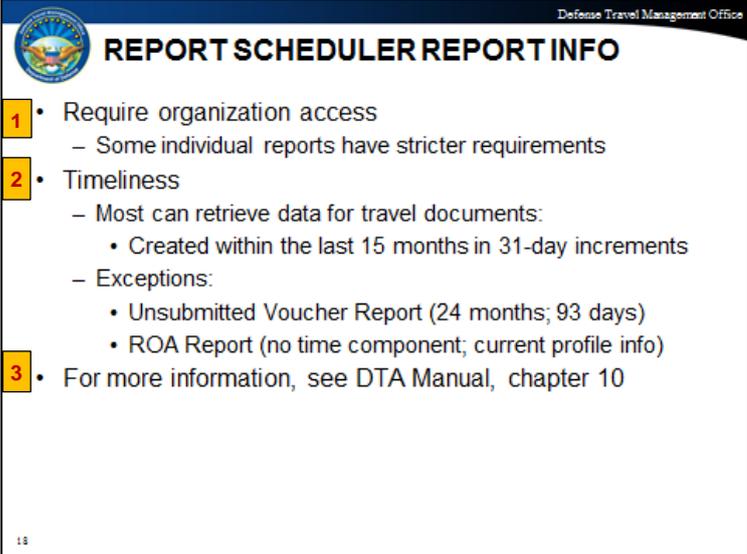
2 For now, these reports are listed in the Report Scheduler and you must request them by submitting a Travel Assistance Center (TAC) trouble ticket.

I will explain this process later in class.

All Audit Trail reports are due to be migrated to BI and Reporting Tool in the near future.

ADVANCE TO NEXT SLIDE

Display:

	Slide 18: Report Scheduler Report Info
	

Explain:

Now that I've covered the different reports in the Report Scheduler and BI and Reporting Tool, I'll address how to run reports in Report Schedule.

First, I'll cover how to access to the BI and Reporting Tool and then I will briefly review procedures for running those reports afterward.

1 *You need permission level 0 and organization access to have access to, and to run any report, in the Report Scheduler; in addition, some of these reports, as you have already seen, have additional requirements, such as particular permission levels or DTS access.*

2 ***Please take note as an important point of information:** As a rule, these reports only pull information from documents created in the past 15 months, and only for a span of up to 31 days at a time.*

The two exceptions to this general rule are the Unsubmitted Voucher Reports and the ROA Report, as noted on the slide.

3 *There is not sufficient time in this class to discuss the details of how to run any of the reports I am describing today.*

For more information on access to and contents of the Report Scheduler, you should review Chapter 10 of the DTA Manual.

ADVANCE TO NEXT SLIDE

Display:

 **Slide19: Access Report Scheduler**

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 **ACCESS REPORT SCHEDULER**

- To access report scheduler, from the DTS Welcome screen, select **Reports > Report Scheduler**



1

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Explain:

To run any report located in the Report Scheduler, with the exception of Audit Trail reports, you must first access the Report Scheduler.

Start by logging into DTS, if you have Organization Access, Reports will be an option on your Welcome Screen navigation bar.

1 *Select Reports, and then select Report Scheduler from the drop-down menu.*

ADVANCE TO NEXT SLIDE

Display:


Slide 20: Select Report



SELECTREPORT

• From Reports home screen, select **Request New Report**

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1 Request New Report Refresh Reports List

Report Name	Report Criteria	Requested Date	Next Run Time(Approx.)	Status	Download
Signed Status	Organization=DTMOCID DocumentType=TRIPADVISORDELIVER	Oct 30, 2013 7:08:19 AM		Completed on Oct 30, 2013 7:08:19 AM	Download

• From Reports screen, select report name

2 Routing Reports

- > Adjustments
- > Routine Status
- Individual Reports**
- > Back Delinquency
- > Unsubmitted Voucher
- > CBA ID
- > Debt Management
- > Constructed Travel

3 Person Reports
The Complete Traveler Information List report is now available only in the BI and Reporting Tool. Please see above notice section for further information.

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Explain:

When the Reports home screen opens, **1** select Request New Report in the top left corner of the screen.

This opens the Reports selection screen, as shown on the bottom half of this slide.

The selection screen contains links to all the reports you can access from the Report Scheduler.

From here, **2** select the name of the report that you want to run.

However, **3** if the name of the report has been replaced with a statement indicating the report is only available in the BI and Reporting Tool, like the sample shown here, you will only be able to retrieve the report by using the BI and Reporting Tool.

ADVANCE TO NEXT SLIDE

Display:


Slide 21: Run Report



RUN REPORT

Defense Travel Management Office

- Enter search criteria
 - Unique to each report
- Submit request

1

Document Type:

Organization: (minimum of 4 characters)

Include Sub Organizations:

* Start Date: (mm/dd/yyyy)

* End Date: (mm/dd/yyyy)

Include LDA Details:

2

- Download from Reports home screen

+ Request New Report + Refresh Reports List

Report Name	Report Criteria	Requested Date	Next Run (approx.)	Status	Download
Signed Status	Organization=DTAOCSD DocumentType=ALL/CA/Triv/VO/LL/VDK	Oct 30, 2013 7:08:19 AM		Completed on Oct 30, 2013 7:08:19 AM	3 <input type="button" value="Download"/>

21

Explain:

After you select a report, the next screen lets you **1** pick the search criteria you want to use to run it.

The specific search criteria available on this screen will differ slightly for each report, but you must enter 2 to 6 pieces of information such as the organization, date range, document type to get started.

After entering the search criteria, **2** select Submit, and DTS starts processing your report.

Some reports can run immediately; others require off-cycle processing; regardless of the time needed DTS will send you an e-mail when each report is ready for review.

When you get the email, return to the Reports home screen where you will find your report at the bottom.

Each completed report has a **3** download link on the far right, which can be used to open the information in a spreadsheet format such as Microsoft Excel.

Please take note as an another important point of information: Completed reports only remain on the Reports home screen for 1 week, so if you want to keep the report, remember to save it to your computer.

ADVANCE TO NEXT SLIDE

Display:

	Slide22: BI and Reporting Tool
	

Explain:

1 Before you can use the BI and Reporting Tool, your DTA must grant you access.

Access to reports in BI and Reporting Tool is essentially the same as in the Report Scheduler.

2 Migrated reports are organized in the same categories as in Report Schedule and they require the same DTS permission levels or role appointments to access them.

These reports use search criteria screens which are similar to those used in Report Scheduler and they have the same date constraints.

In this class, I will only explain how to run a standard, un-filterable report.

You must contact your component point of contact for guidance beyond what is presented in this class.

ADVANCE TO NEXT SLIDE

Display:


Slide 23: Access BI and Reporting Tool

Defense Travel Management Office



ACCESS BI and Reporting Tool

- From the DTS Welcome screen, select **Reports > BI and Reporting Tool**



- Select **Continue**

Welcome to the BI and Reporting Tool

January 15 2015

2

Continue

The BI and Reporting Tool is a powerful reporting and analysis software suite, linked to key DTS data that allows you to run standard reports and create your own reports using standard data sets. When you sign on to DTS, your access to this site is activated based on the BI and Reporting Tool Access indicator value in your permanent profile. Generally, access to summary data within the BI and Reporting Tool is controlled via your Service or Agency level affiliation and detailed document level data is available based on your DTS organization-access. Your BI and Reporting Tool access is automatically updated with your DTS organization access each time you log on to DTS. For those DTAs with multiple DTS profiles to support different root organizations, each time you log on to DTS with one of your profiles, your BI and Reporting Tool organizational access is updated to the current DTS profile in use.

24

Explain:

To access BI and Reporting Tool; begin by logging onto DTS.

1 *From the DTS Welcome screen, select Reports on the navigation bar, then select BI and Reporting Tool from the drop-down menu.*

As shown on the bottom half of this slide, this opens the BI and Reporting Tool home screen.

2 *When it appears, select Continue.*

ADVANCE TO NEXT SLIDE

Display:


Slide 24: Report Scheduler Reports

Defense Travel Management Office

REPORT SCHEDULER REPORTS

- On the Public Folders tab, select Report Scheduler Reports

DTS Reports Portal

4763141 | Log Off

Public Folders | My Folders

Public Folders

Name	Modified	Actions
Report Scheduler Reports (for advanced users)	November 28, 2014 9:57:24 AM	More...
Report Scheduler Reports	December 5, 2014 11:55:08 PM	More...
WebResource	November 25, 2014 9:43:55 AM	More...
Document Scorecard	November 18, 2014 3:47:50 PM	More...
Person Scorecard	May 20, 2014 2:47:53 PM	More...
PHR Modify Reports	March 22, 2013 9:12:39 AM	More...
Budget Plug	November 7, 2014 10:59:24 AM	More...
General Plug	August 21, 2014 9:17:58 AM	More...
Payment and Debt Metrics Reports	December 4, 2012 11:07:02 AM	More...
Budget & Org Plug	July 9, 2014 4:43:49 PM	More...
Organization Plug	December 31, 2014 3:02:49 PM	More...
Debit Plug	November 26, 2014 1:25:46 PM	More...
Budget & Debit Plug	July 9, 2014 4:44:48 PM	More...
CRM Plug	July 9, 2014 4:49:03 PM	More...
HIS Plug	July 9, 2014 4:59:12 PM	More...

Explain:

Selecting Continue opens the DTS Reports Portal screen with 2 tabs; make sure you are on the Public Folders screen.

1 *Look down the list of options and select Report Scheduler Reports from the list of links.*

ADVANCE TO NEXT SLIDE

Display:**Slide 25: Drill Down to Report Category**

DRILL DOWN TO REPORT CATEGORY

- Select the category of the report you want to run

DTS Reports Portal 4765141 Log Off

Public Folders > Report Scheduler Reports

Name	Modified	Actions
CTO/Travel Related Reports	December 9, 2014 2:57:16 PM	More...
Individual Reports	December 2, 2014 6:11:27 PM	More...
MIS Reports	December 2, 2013 11:58:13 AM	More...
Partner System Reports	August 14, 2014 12:51:00 PM	More...
Person Reports	November 27, 2013 5:48:29 PM	More...
Service Requested Reports	September 16, 2014 2:27:48 PM	More...

26

Explain:

1 *Selecting Report Scheduler Reports opens a screen with a list of report categories under the Name column.*

At this point, you must select the Report Scheduler category that contains the report you want to run; for example:

- To run the OCONUS report, select MIS Reports, OR*
- To run the Complete Traveler Information List, select Person Reports.*
- To view the reports in the other categories, simply select a category and review the available reports.*

The categories listed in BIRT are similar to those you are already familiar with in the Reports Scheduler.

ADVANCE TO NEXT SLIDE

Display:

Slide 26: Select Report

Defense Travel Management Office

SELECT REPORT

- Select a link or icon to:
 - Open the report in default format
 - Open the report with optional filters

Public Folders > Report Scheduler Reports > MIS Reports

Name	Modified	Actions
OCONUS Report	January 18, 2015 2:44:35 PM	

27

Explain:

After you select a category the screen will refresh and a the list of reports appears, you will **1** select the link for the report you wish to run.

In this example the MIS Category was selected, which gives us access to the OCONUS Report.

When you get to this point, you can change the properties of the report by selecting **2** the first icon on the right side of the screen under the Action header.

3 Moving right to left in the same column, if you want to specify a name and description for the report, select the second icon which opens the New Report View wizard.

4 And if you want to run this report with a recurring date and time, select the third icon from the right under the Action header to set up the recurring date and time.

ADVANCE TO NEXT SLIDE

Display:

	Slide 27: Questions
<div style="border: 1px solid black; padding: 10px;">  <p style="text-align: right; font-size: small;">Defense Travel Management Office</p> <h2 style="text-align: center;">Questions?</h2> <div style="text-align: center;">  </div> </div>	

TRAINER NOTE:

	<p>Instructors should stop at this point to field participant questions.</p> <p>To give participants time to formulate queries, 3 multiple choice questions are provided to test student understanding of key points. At least 1 question should be used during this break. Use of a second question is optional. There is not time to use all 3 questions. Instructors select which questions are used based on group needs or knowledge.</p> <p>If participants ask content specific questions at this point, the instructors must monitor and manage the total time for the break to ensure the total allocated class time is not exceeded.</p> <p>CREATE POLLS BEFORE CLASS. Build polls to allow selection of multiple responses. Then drag one at a time onto the screen. Always cover the slide graphic.</p>
---	---

Explain:

Before I move on I am going to stop to see if there are any questions regarding what I have reviewed to this point.

If you have questions, please enter them into the chat box now.

While I wait for your questions to appear in the Group Chat box, my co-instructor is going to post a multiple choice question on the key points I've covered so far; once the question is on the screen, select a response.

CONTINUED NEXT PAGE

Continue slide 28 with participant questions:



READ EACH QUESTION AND THE RESPONSE OPTIONS:

QUESTION #1: How do you access Report Scheduler reports that have migrated to BI and Reporting Tool?

QUESTION #1 RESPONSE OPTIONS:

- A. From the Report Scheduler, Reports screen, select BI Connection.
- B. From the DTS Welcome screen, select Reports > BI and Reporting Tool.
- C. You must open a TAC ticket to request a Report Scheduler report in BI and Reporting Tool.

QUESTION #1 CORRECT RESPONSE: "B".

QUESTION #2: Which 2 items, listed here, correctly state the time limitations of most Report Scheduler reports? They only pull information ...

QUESTION #2 RESPONSE OPTIONS:

- A. ... up to 12 months old.
- B. ... up to 15 months old.
- C. ... up to 18 months old.... for up to 15 days at a time.
- D. ... for up to 24 days at a time.
- E. ... for up to 31 days at a time.

QUESTION #2 CORRECT RESPONSES: "B" and "F".

QUESTION #3: Which of the following statements is true?

QUESTION #3 RESPONSE OPTIONS:

- A. You must have organization access to run most Report Scheduler reports.
- B. You must have permission levels 1 and 5 to run most Report Scheduler reports.
- C. You must have permission levels 1 and 5 to access Cognos Connection reports.

QUESTION #3 CORRECT RESPONSE: "A"

DTA Maintenance Tool Reports

Display:

	Slide8: DTA Maintenance Tool Reports
 <p>The slide content shows a presentation slide with the following elements: a blue header bar with the Defense Travel Management Office logo on the left and the text 'Defense Travel Management Office' on the right; the main title 'DTA MAINTENANCE TOOL REPORTS' in large, bold, black letters centered on a white background; and a small number '28' in the bottom left corner.</p>	

Explain:

From Report Scheduler reports, let's turn our attention to the next most common location from which to run reports – the DTA Maintenance Tool.

ADVANCE TO NEXT SLIDE

Display:


Slide 29: DTA Maintenance Tool Reports

Defense Travel Management Office



DTA MAINTENANCE TOOL REPORTS

- 1
★ Require
 - Permission Levels 1 and 5 **OR**
 - Permission Levels 1 and 6 **AND**
 - Organization access
- 2
★ For detailed information:
 - The DTA Maintenance Tool Web Based Training classes*
 - DTA Manual, Chapters 4-7 and Chapter 10**

* Passport/TraX: Training > View All > WBT
 ** Passport/TraX: Knowledge Center > Documentation: DTA Manual, All Chapters

30

Explain:

1 DTAs can also run reports from the DTA Maintenance Tool to collect information regarding their organization's DTS assets.

DTA Maintenance Tool reports are actually called "Lists".

In order to function as a DTA and run these reports, a user must have DTS permission levels 1 and 5 (for Lead and Organization DTAs) or 1 and 6 (for Finance DTAs).

No other permission levels or access is required to access DTA Maintenance Tool reports; although Organization access is required.

2 Each report will be reviewed in this class, but if you want more information, you can find it using either of the resources listed here.

If you are a new DTA or if you have limited experience with the DTA Maintenance Tool you can learn more about it by completing the on-demand web based trainings or WBTs which are available under the training tab in Passport / TraX.

And for a complete reference document on the DTA Maintenance Tool, you should open the Knowledge Center tab in Passport / TraX and search for DTA Manual, All Chapters.

ADVANCE TO NEXT SLIDE

Display:

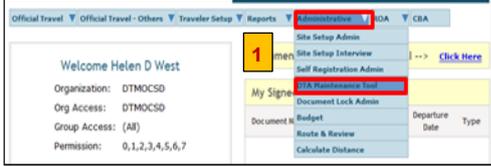

Slide 30: Access DTA Maintenance Tool

Defense Travel Management Office



ACCESS DTA MAINTENANCE TOOL

- From the DTS Welcome screen, select **Administrative > DTA Maintenance Tool**



Welcome Helen D West
 Organization: DTMOCSO
 Org Access: DTMOCSO
 Group Access: (All)
 Permission: 0,1,2,3,4,5,6,7

My Signin
 Document Lock Admin
 Budget
 Route & Review
 Calculate Distance

Site Setup Admin
 Site Setup Interview
 Self Registration Admin
 Click Here

Departure
 Date
 Type

Explain:

As the name suggests DTA Maintenance Tool reports are run from within the various modules of the DTA Maintenance Tool.

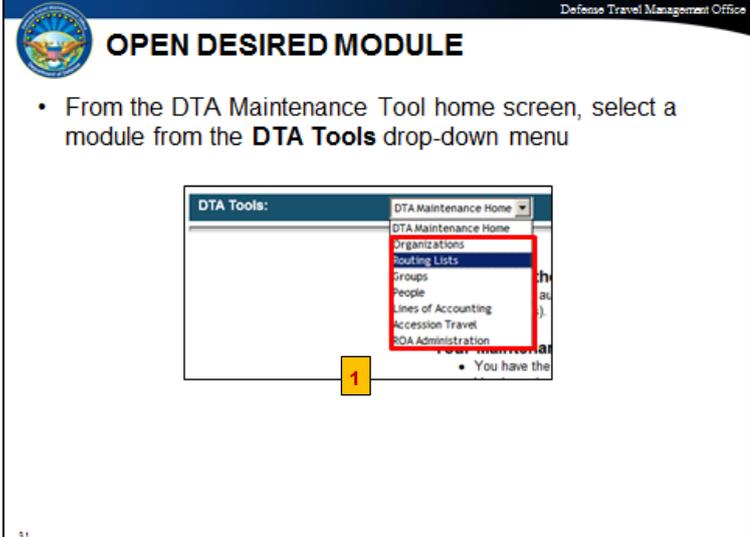
To access the Maintenance Tool, begin by logging onto DTS.

1 *From the DTS Welcome screen, select Administration in the navigation bar, then DTA Maintenance Tool in the drop down.*

ADVANCE TO NEXT SLIDE

Display:

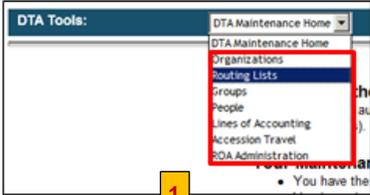
 **Slide 31: Open Desired Module**



Defense Travel Management Office

OPEN DESIRED MODULE

- From the DTA Maintenance Tool home screen, select a module from the **DTA Tools** drop-down menu


1

31

Explain:

1 When the DTA Tool screen opens, you will have the option to select one of the seven modules which comprise the DTA Maintenance Tool.

Next you must select the module that contains the report or “List” you want to run.

ADVANCE TO NEXT SLIDE

Display:

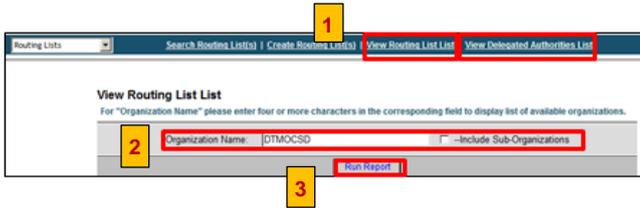

Slide 32: Select & Run Report

Defense Travel Management Office



SELECT & RUN REPORT

- From the navigation bar, select a **View <__> List** link
- Enter search criteria
 - Unique for each report type
- Select **Run Report**



22

Explain:

All DTA Maintenance Tool modules initially open on a Search screen where you can select any View List option that appears in the navigation bar.

The View List options will vary module to module.

1 *In this example from the Routing Lists module, you can see there are two options: View Routing List List, and View Delegated Authorities List.*

2 *Regardless of which List you select, you must next enter some search criteria.*

To run the Routing List List, you need to enter an organization and then decide whether to include its suborganizations in the report or not.

3 *Once the search criteria are entered, select Run Report which opens it in a spreadsheet format, like Excel.*

You can use the functions native to your spreadsheet software to manipulate the data to organize it as best suits your needs, and print or save it.

So what reports are available in the DTA Maintenance Tool?

ADVANCE TO NEXT SLIDE

Display:


Slide 33: Organization Reports



Report	Run	Shows ...
View CBA List	As needed	... centrally billed account numbers and expiration dates, active/inactive indicator, POCs
View Organization List		... all data in each organization's profile

- Organization reports help:
 - Identify details of CBAs by each organization
 - Ensure accuracy of organization information
 - CTO identity, physical location, contact information, etc.

33

Explain:

In the Organizations module, you can run two reports as needed.

1 *A CBA List provides details about your organization's Centrally Billed Accounts such as account numbers and expiration dates.*

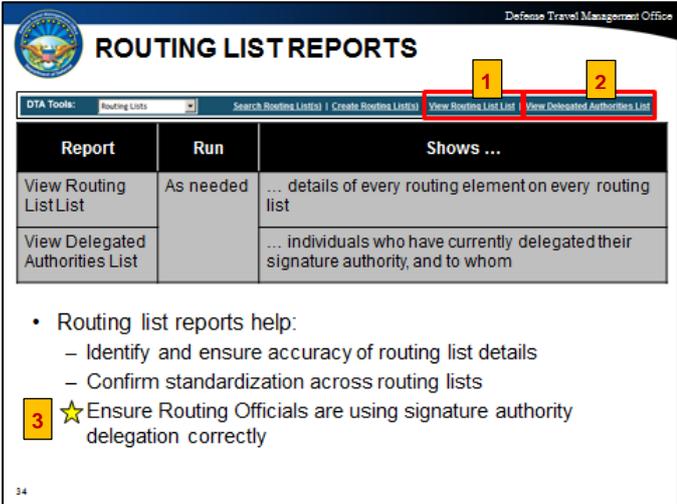
2 *And the Organization List shows all data contained in your organizations' DTS profiles which can be used for verification purposes.*

3 *And as the slide shows, running this list helps you ensure the accuracy of organization information so you can correct discrepancies.*

ADVANCE TO NEXT SLIDE

Display:


Slide 34: Routing List Reports



Defense Travel Management Office

ROUTING LIST REPORTS

DTA Tools: Routing Lists | Search Routing Lists | Create Routing Lists | View Routing List List | View Delegated Authorities List

Report	Run	Shows ...
View Routing List List	As needed	... details of every routing element on every routing list
View Delegated Authorities List		... individuals who have currently delegated their signature authority, and to whom

- Routing list reports help:
 - Identify and ensure accuracy of routing list details
 - Confirm standardization across routing lists
- 3 ★ Ensure Routing Officials are using signature authority delegation correctly

34

Explain:

The Routing Lists module also contains two reports, which you can run as needed.

1 *The Routing List List, shows the details of all the routing lists owned by the selected organizations, and it should be used to ensure the accuracy and consistency of the officials on your organizations' routing lists.*

2 *The Delegated Authorities List shows Routing Officials who have currently delegated their signature authority to other people.*

3 *This report is useful for verifying that your Routing Officials are correctly delegating their signature authority when they are out of the office and taking back that delegation upon their return.*

ADVANCE TO NEXT SLIDE

Display:


Slide 35: Group Reports

Defense Travel Management Office



GROUP REPORTS

DTA Tools: Groups
Groups Search | Create **1** View List
Individual Group Membership Search | Add **2** View List
Global Membership Search | Add | Global Edit **3** View List

Report	Run	Shows ...
View Group(s) List	As needed	... groups owned by each organization included in the search
View Individual Group Members List		... all travelers who are members of a single group
View Global Membership List		... all global group membership rules that apply to each organization

- Group reports help:
 - 4** ★ Identify and ensure correct group coverage
 - 5** ★ Ensure correct travelers are in each group
 - 6** ★ Verify sufficient automatic maintenance rules are in effect

35

Explain:

Due to space considerations, the three links on the Groups Reports navigation bar are all simply called “View List” although they are really three very different reports, which you can run as needed.

1 *The link under Group(s) provides a report of the groups owned by your organization.*

2 *Next, the Individual Group Membership link generates a list of all travelers who are members of a group.*

3 *And the link under Global Membership displays all global group membership rules that apply to each organization.*

These reports collectively help you determine:

- **4** *if you have a sufficient number of groups,*
- **5** *if your travelers are in all the correct groups, and*
- **6** *if your automatic group maintenance processes are as robust as needed.*

ADVANCE TO NEXT SLIDE

Display:


Slide 36: Person Reports

Defense Travel Management Office

PERSON REPORTS 1

DTA Tools: People
Search People | Create Person | Receive Person | View Person Lists

Report	Run	Shows ...
Basic Traveler Info List	Monthly	... individuals' names & main DTS roles (permission levels, accesses), LOAs, default routing lists
Accounts Info List		... travelers' GTCC account and expiration data, EFT bank and account numbers
Special Features Info List		... individuals' special DTS roles (permission levels, radio button selections)
Groups Info List		... groups to which each individual belongs

3 Four reports available; each with different search criteria

4 Person reports help:

- 5 ★ Maintain individual profiles
- ★ Ensure permission levels and accesses, separation of duties
- ★ Prevent document failure due to expired GTCC information

37

Explain:

*The People module is unique in the DTA Maintenance Tool, because it only has a single View List option which is labeled: **1** View Person Lists*

*But selecting it actually lets you to run one of **2** four different reports, which should be run according to your local business rules.*

For all other DTA Maintenance Tool modules, each link leads to a unique report.

The four reports all pull information from the DTS personal profiles of the personnel that belong to the selected organizations.

All of these reports show data that identify the profile owner; but each focuses on a different key aspect of the users' profiles.

*These reports should help you **3** keep consistent, complete, and accurate user profiles for your organization **4** by monitoring the types of information outlined on this slide and **5** preventing document failure based on old or incorrect entries.*

ADVANCE TO NEXT SLIDE

Display:

Slide 37: Lines of Accounting Report

LINE OF ACCOUNTING REPORT

Defense Travel Management Office

DTA Tools: Lines of Accounting | [Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | View LOA(s) List

Report	Run	Shows ...
Lines of Accounting (LOAs) List	As needed	... LOA label and all accounting codes 1 each LOA

- LOA reports help:
 - Proper LOA identification
 - Ensure accounting code accuracy

38

Explain:

The Line of Accounting module in the DTA Maintenance Tool offers one report.

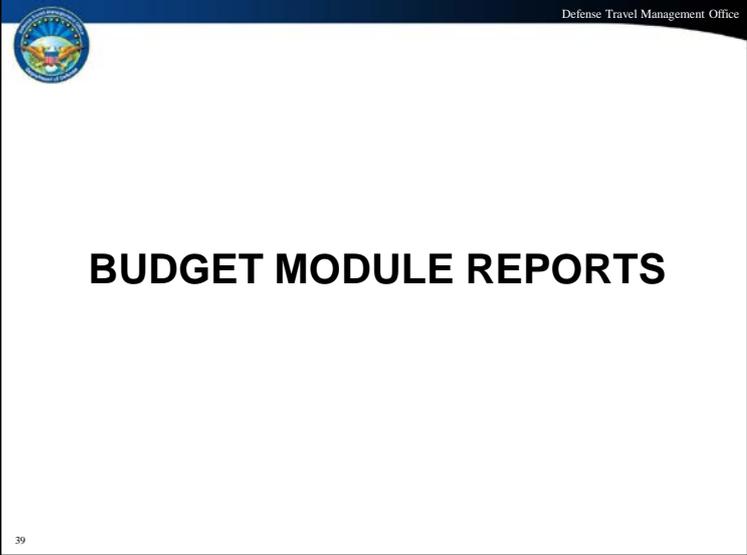
*The **1** View LOA(s) List is one which you should run as needed.*

It provides a complete list of all elements in all your organization;s LOAs; it is very useful for verifying proper LOA identification and elements.

ADVANCE TO NEXT SLIDE

DTA Budget Module Reports

Display:

	Slide 38: Budget Module Reports
	

Explain:

Our next stop on the tour of DTS reports is the Budget module, which contains four reports of its own.

ADVANCE TO NEXT SLIDE

Display:

 **Slide 39: Budget Module Reports**

Defense Travel Management Office

 **BUDGET MODULE REPORTS**

- 1  Requires:
 - Permission levels 1 or 3 **AND**
 - Organization access

- 2  For detailed information:
 - LOA & Budgets Web Based Training class*
 - DTA Manual, Chapters 9 & 10**

* Passport/TraX: Training > View All > WBT ; On demand
** Passport/TraX: Knowledge Center > Documentation: DTA Manual, All Chapters

40

Explain:

1 To run any of the DTS Budget reports you must have permission levels 1 or 3 and organization access.

2 This class covers the basics of the Budget reports, but if you need more information, you can find it in either of the training resources listed on this slide:

- LOA & Budgets web based training class or WBT in TraX, and
- DTA Manual, Chapters 9 and 10.

ADVANCE TO NEXT SLIDE

Display:

Slide 40: Access Budget Module

Defense Travel Management Office

ACCESS BUDGET MODULE

- From the DTS Welcome screen, select **Administrative > Budget**

The screenshot shows the DTS user interface for Helen D West. The navigation bar at the top includes 'Official Travel', 'Official Travel - Others', 'Traveler Setup', 'Reports', 'Administrative', 'ROA', and 'CBA'. The 'Administrative' menu is expanded, showing options like 'Site Setup Admin', 'Site Setup Interview', 'Self Registration Admin', 'DTA Maintenance Tool', 'Document Lock Admin', and 'Budget'. A red box highlights the 'Administrative' menu item, and another red box highlights the 'Budget' option in the dropdown. A yellow box with the number '1' is placed over the 'Administrative' menu item. Below the navigation bar, the user's profile information is displayed: 'Welcome Helen D West', 'Organization: DTMOCS D', 'Org Access: DTMOCS D', 'Group Access: (All)', and 'Permission: 0,1,2,3,4,5,6,7'.

40

Explain:

Begin your quest for Budget reports by accessing the DTS Budget module.

*To do that, log into DTS, then **1** hover over Administrative on the navigation bar and select Budget from the drop-down menu.*

ADVANCE TO NEXT SLIDE

Display:

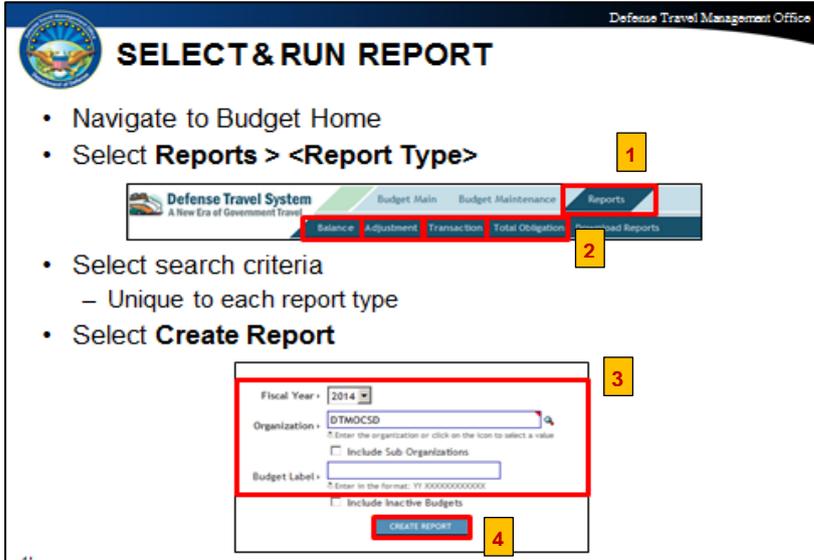

Slide 41: Select & Run Report

Defense Travel Management Office



SELECT & RUN REPORT

- Navigate to Budget Home
- Select **Reports** > <Report Type>
- Select search criteria
 - Unique to each report type
- Select **Create Report**



41

Explain:

Starting on the Budget home screen, select **1** Reports from the main navigation bar.

When the subnavigation bar updates, select **2** one of the 4 reports to run.

Next, you will see a screen where **3** you should enter specific search criteria which will be slightly different for each report.

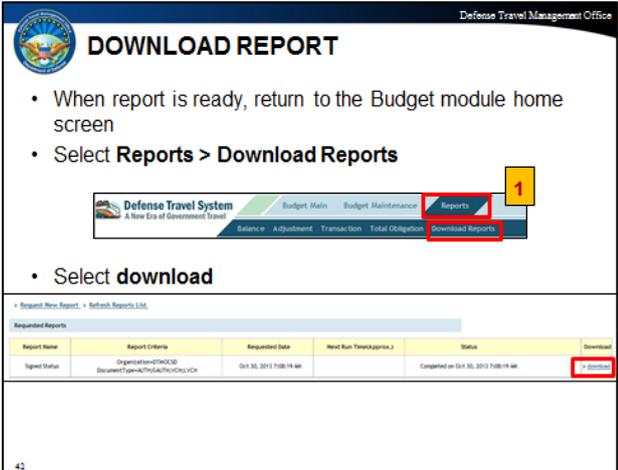
After you enter your criteria, **4** select Create Report and the screen updates with text explaining when your report will be run.

Based on the data requested, some results will be available immediately and others are run at pre-set times.

ADVANCE TO NEXT SLIDE

Display:


Slide 42: Download Report



DOWNLOAD REPORT

- When report is ready, return to the Budget module home screen
- Select **Reports > Download Reports**

Select download

Report Name	Report Criteria	Requested Date	Next Run Time(Approx.)	Status	Download
Signed Status	Department:420202 Document:SignedStatusDoc	Oct 30, 2013 7:08:19 AM	Next Run Time(Approx.)	Completed on Oct 30, 2013 7:08:19 AM	Download

42

Explain:

When you receive an email notification from DTS, you will know the report is ready for download.

*Log into DTS, open the Budget module again, **1** select Reports, and then select Download Reports.*

A list of all reports that are ready for download will always display at the bottom of this screen.

*Simply select the **2** download link you need, and follow the prompts to save the report to your computer or open it in a spreadsheet format.*

Remember, the act of downloading your results is an important best practice because these reports only remain on this list for one week.

ADVANCE TO NEXT SLIDE

Display:


Slide 43: Budget Reports

Defense Travel Management Office



BUDGET REPORTS

1 ★ Budget Reports monitor DTS budget fluctuations

– May display for one or more budgets:

2 ★ Original target, running balance, and current balance

3 ★ Three types of individual transactions and totals

– Manual adjustment, manual and automatic decrement

4 ★ Quarterly (if applicable) and annual summaries

Report	Run	Shows ...
Balance (Budget Balance)	Monthly	... adjustment totals by transaction type + current balance
Target (Budget) Adjustment		... manual adjustments and totals + current balance
(Budget) Transaction		... manual and automatic decrement transactions and totals + running balance
Total Obligation		... automatic transactions + current balance

43

Explain:

You should run Budget reports as needed to monitor fluctuations in your DTS budget fund for both availability and current balance.

*Budget reports **1** may be run for one or more budgets by selecting multiple checkboxes or holding <Control> while selecting individual budgets.*

These reports contain one or more of the following:

- **2** The original budget target,
- Individual or cumulative totals of transaction types or documents against the budget, and
- The running or current budget balance.

3 Possible transaction types on various reports include:

- manual adjustments,
- manual decrements, and
- automatic decrement.

4 Reports can be run against both quarterly and annual budgets.

ADVANCE TO NEXT SLIDE

Display:

	Slide 44: Questions
<div data-bbox="531 394 1114 842">  </div>	

TRAINER NOTES:

This break includes is an OPTIONAL interactive game designed to reinforce key points of information from the preceding content.

Instructors should encourage participants to ask content specific question. But the total time allocated to questions and the quiz should not prevent the class from closing at the designated closing time.

All set-up should occur prior to the start of class.

BOX #1: Center the following text in the box:

PARTICIPANT INSTRUCTIONS

- Instructor highlight an item in Box #1
- Participants identify matching item in Box #2
- When Participants know the answer (insert directions for how to respond)

Explain:

It's time now to take another quick break to see if there are any questions.

OPTIONAL START OF THE GAME: *And while you are formulating your questions my co-instructor is once again setting up the screen so everyone can participate in a simple matching game to see if you are really following the key points that have been covered so far. The directions are being posted on the screen now.*

Instructor #1: Reviews the game rules/procedures for responding
Instructor #2: Posts key terms and matching key points regarding the term.
Instructor #1: Verbally confirms the group is ready to start.

If participants are reluctant to respond, coach them or provide answers. Participants who do not volunteer should not be asked to respond by name. Do not cover all items.

Recommend using one “easy” item (green), one “average” item (yellow) and one “tricky” item (red).

BOX #1 DTA MAINTENANCE TOOL MODULES

1	Lines of Accounting List
2	Groups List
3	Routing Lists List
4	Organization List
5	Individual Group Membership List
6	Special Features Information List
7	Global Membership List
8	Basic Traveler Information List
9	Groups Information List
10	Delegated Authorities List
11	CBA List
12	Accounts Information List

BOX #2 CORRESPONDING LEARNING POINTS

A	Organizations
B	Routing Lists
C	Groups
D	People
E	LOAs

INSTRUCTOR KEY:

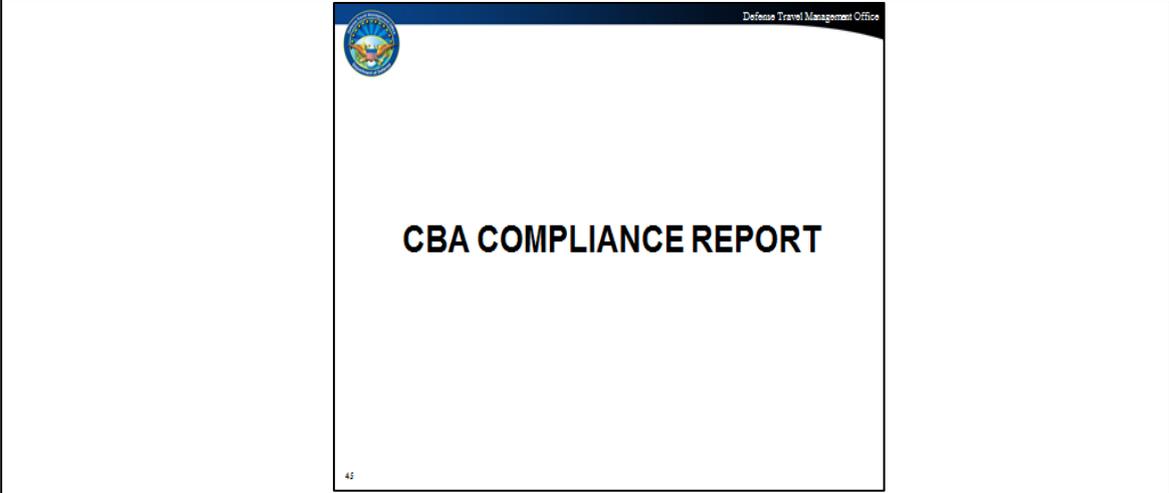
1	2	3	4	5	6	7	8	9	10	11	12
E	C	B	A	C	D	C	D	D	B	A	D

Instructor #1: After a response is provided, verbally confirm it as correct or ask a second person to respond. Do not move to the next point until a correct answer is shared.

ADVANCE TO NEXT SLIDE

CBA Compliance Report

Display:

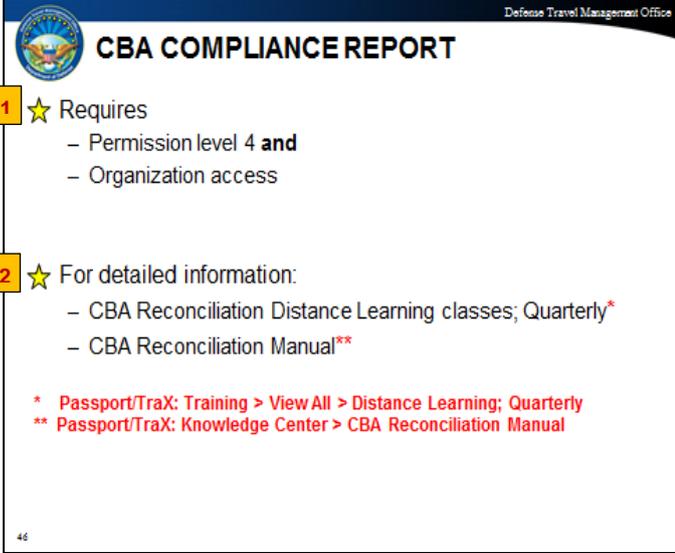
	Slide 45: CBA Compliance Report
	

Explain:

Next, let's take a look at the CBA Compliance report.

ADVANCE TO NEXT SLIDE

Display:

	Slide 46: CBA Compliance Report
<div data-bbox="512 376 1187 929"><p>CBA COMPLIANCE REPORT</p><p>1 ☆ Requires</p><ul style="list-style-type: none">- Permission level 4 and- Organization access<p>2 ☆ For detailed information:</p><ul style="list-style-type: none">- CBA Reconciliation Distance Learning classes; Quarterly*- CBA Reconciliation Manual**<p>* Passport/TraX: Training > View All > Distance Learning; Quarterly</p><p>** Passport/TraX: Knowledge Center > CBA Reconciliation Manual</p><p>46</p></div>	

Explain:

1 *You do not need to be a CBA Specialist to run the CBA Compliance report.*

You do however need permission level 4 and organization access in order to access to the CBA Reconciliation module, which is where the report is found.

2 *Complete information about the CBA Reconciliation module is available by attending the F200 CBA Reconciliation Overview distance learning class which is offered quarterly; the dates are always in TraX and on the DTMO website.*

And you can also open the TraX Knowledge Center and execute a search for the CBA Reconciliation Manual to get the full and complete details on this module.

ADVANCE TO NEXT SLIDE

Display:


Slide 47: Access CBA Reconciliation Module

Defense Travel Management Office

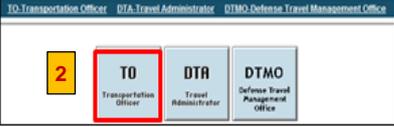


ACCESS CBA RECONCILIATION MODULE

- From the DTS Welcome screen, select **CBA**
 - No drop-down 1



- From the CBA selection screen, select your role
 - CBA Specialists select **TO**
 - Only select DTA if you have appropriate approval



47

Explain:

To access the CBA Reconciliation module, first log into DTS.

You will only see the CBA option in the navigation bar if you are a CBA Specialist or an LDTA with the correct permission levels and appropriate access rights.

1 *If it is present, select CBA from the navigation bar; unlike most selections from the DTS Welcome screen navigation bar, there is no drop-down menu for this option.*

*When the screen refreshes and you see at the 3 options shown on this slide, **2** select TO, which stands for Transportation Officer, if you are a designated CBA Specialist for your organization.*

Instructor Note: Permission Level 4 and Organization access needed

ADVANCE TO NEXT SLIDE

Display:


Slide 48: Run CBA Compliance Report

Defense Travel Management Office

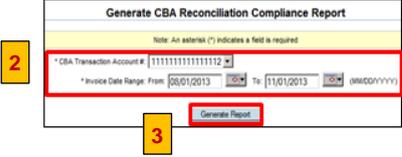


RUN CBA COMPLIANCE REPORT

- From any screen in the CBA Reconciliation module, select **Compliance Report**



- On the Generate CBA Reconciliation Compliance Report screen, enter search criteria
- Select **Generate Report**



48

Explain:

All screens in the CBA Reconciliation module have the same header.

*This means you can **1** select the Compliance Report link to open the Generate CBA Reconciliation Compliance Report screen from anywhere inside the module.*

*First, **2** enter your search criteria; including your organization's CBA account number and date range for the data you need to review; and then **3** select Generate Report.*

The report appears in a DTS format which cannot be edited; it will not appear in a spreadsheet as is usual with the other reports because you are dealing with financial data.

ADVANCE TO NEXT SLIDE

Display:



Slide 49: CBA Compliance Report



CBA COMPLIANCE REPORT

Defense Travel Management Office

- The CBA Compliance report helps:
 - 1 ★ Spot bottlenecks in the reconciliation process
 - 2 ★ Identify personnel shortages or training deficiencies

Report	Run	Shows ...
CBA Compliance Report	As needed	... the length of time each step of the reconciliation process took

49

Explain:

You can run the CBA Compliance report as often as you or your organization need.

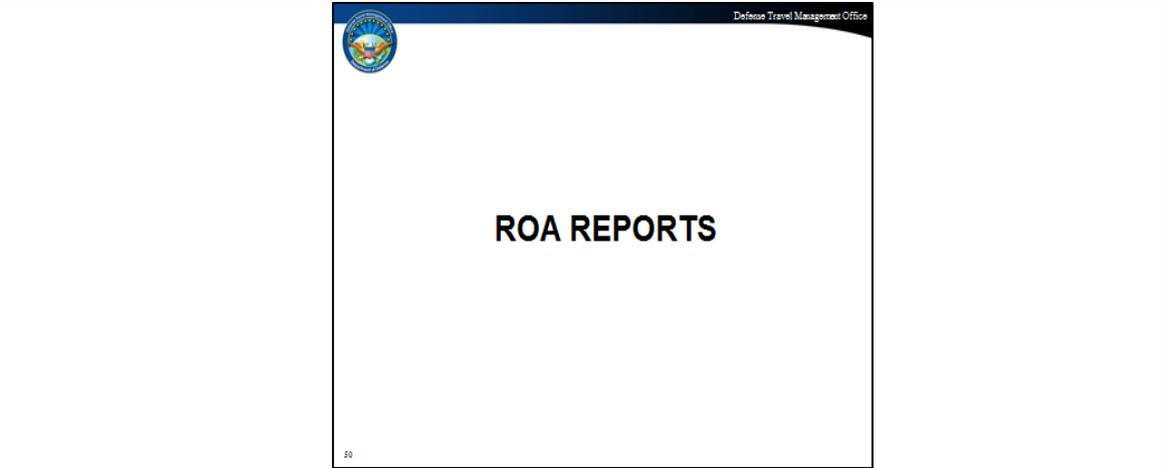
*It provides information on how much time each step in the reconciliation process took, which is useful for determining **1** process bottlenecks.*

*This information in turn should help you decide **2** whether you need more personnel or if you simply need better trained personnel.*

ADVANCE TO NEXT SLIDE

ROA Reports

Display:

	Slide 50: ROA Reports
	

Explain:

Next are ROA or Read Only Access reports.

ADVANCE TO NEXT SLIDE

Display:


Slide 51: ROA Reports

Defense Travel Management Office



ROA REPORTS

- 1
★ ROA users look at, but do not edit DTS documents
 - Associated with CBA reconciliation
 - Given by user with ROA administrative rights
- 2
★ For detailed information:
 - The DTA Manual, Chapter 12*

*Passport/TraX: Knowledge Center > DTA Manual > Read Only Access

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Explain:

1 ROA access is given to users who need to look at, but not modify DTS travel documents.

For the most part, this means post payment auditors at the Defense Finance and Accounting Service, or DFAS.

It is also closely associated with CBA reconciliation, because ROA access is also given to users who need to monitor, but not participate in the CBA reconciliation process.

The only way you can secure ROA access is via another user with ROA administrative rights.

In other words you must be granted ROA access rights before you can run reports, which you must then do through the ROA Administration module.

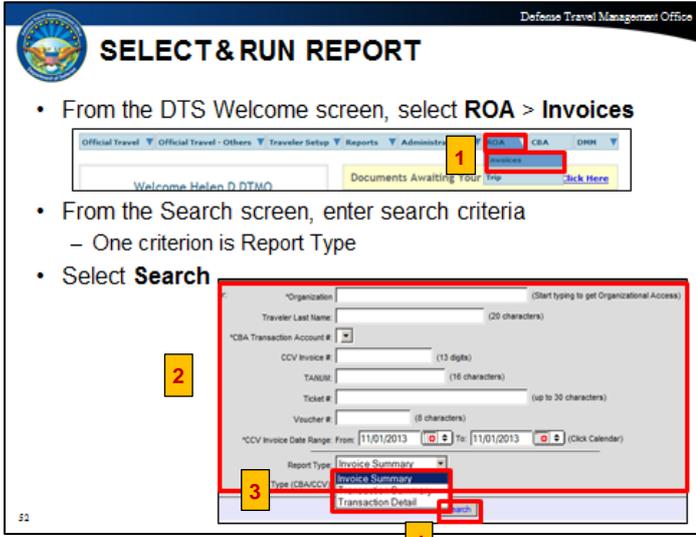
2 For more information on Read Only Access, you should review the DTA Manual, Chapter 12.

DTA Travel Certificate Program Candidates can also review the material provided in their D300 Additional Topics Distance Learning class.

ADVANCE TO NEXT SLIDE

Display:


Slide 52: Select & Run Report



- From the DTS Welcome screen, select **ROA > Invoices**
- From the Search screen, enter search criteria
 - One criterion is Report Type
- Select **Search**

Explain:

To run an ROA report, start on the DTS Welcome screen.

*Then, if you have been granted access to the module, an ROA link appears in the navigation bar; **1** where you must hover over it and then select Invoices.*

*The Invoices screen is essentially a search screen; **2** when it opens, fill in the search criteria.*

3 *One of those criteria must be the name of the report you want to run; select one of the 3 options from the drop down box.*

*When all the report criteria are set, **4** select Search.*

ADVANCE TO NEXT SLIDE

Display:


Slide 53: ROA Reports

Defense Travel Management Office



ROA REPORTS

- The ROA reports help:
 - 1 ★ Monitor the progress of CBA reconciliation process
 - 2 ★ Prevent Prompt Payment Act violations
 - 3 ★ Identify personnel or training shortages

Report	Run	Shows ...
Invoice Summary	Monthly	... total charges on an invoice by transaction category (matched, unmatched, disputed, held)
Transaction Summary		... basic details about every transaction on an entire invoice
Transaction Detail		... specific information about a single transaction

53

Explain:

*Running the three ROA reports on a monthly basis **1** lets you keep track of the progress of your CBA reconciliation process, which in turn helps **2** ensure you stay on the right side of the Prompt Payment Act.*

*And once again, tracking the process helps identify whether **3** there are sufficient people involved, and whether they are adequately trained.*

ADVANCE TO NEXT SLIDE

Self Registration Metrics Report

Display:

	Slide 54: Self Registration Metrics Report
	

Explain:

This brings us to the last DTS-based report that we will cover today, the Self Registration Metrics Report.

Display:

**Slide 55: Self Registration Metrics Report**

Defense Travel Management Office

**SELF REGISTRATION METRICS REPORT**

1 • Requires permission level 1 and 5 and organization access

2 • For detailed information see:
– The DTA Manual, Appendix A



DTMO website:
Programs & Services > Training Resources > Reference Material

55

Explain:

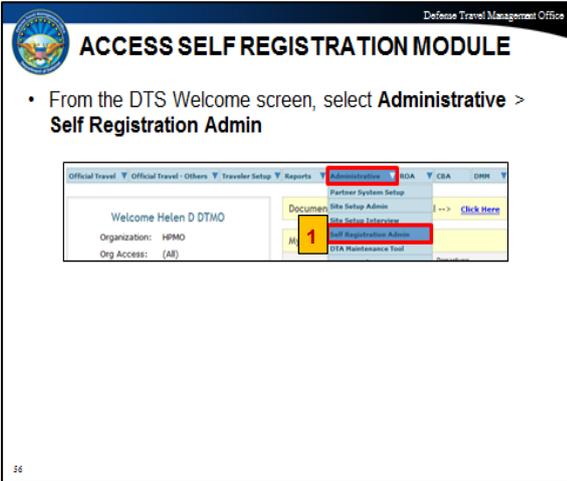
*The Self Registration Metrics report, which is available through the Self Registration module, can be accessed by anyone who has **1** permission levels 1 and 5, and organization access.*

2 *For more detailed information about the report, see the DTA Manual, Appendix A.*

ADVANCE TO NEXT SLIDE

Display:

**Slide 56: Access Self Registration Module**



Defense Travel Management Office

ACCESS SELF REGISTRATION MODULE

- From the DTS Welcome screen, select **Administrative** > **Self Registration Admin**

Official Travel | Official Travel - Others | Traveler Setup | Reports | **Administrative** | DCA | CBA | DRPM

Partner System Setup

Welcome Helen D DTMO

Organization: HPMO

Org Access: (All)

Documents

Site Setup Admin

Site Setup Interview

1 Self Registration Admin

DTA Maintenance Tool

[Click here](#)

Explain:

*Access to the Self Registration module is gained from the DTS Welcome Screen by selecting **1** Self Registration Admin on the Administrative sub-menu.*

ADVANCE TO NEXT SLIDE

Display:

 **Slide 57: Run Report**

Defense Travel Management Office

 **RUN REPORT**

- From the Self Registration Admin home screen, select **Report**



- From the Self Registration Metrics screen, select search criteria
- Select **Generate Report**



37

Explain:

When the Self Registration home screen opens, **1** select Report in the main navigation bar.

When the Self Registration Metrics screen opens, **2** enter your search criteria, and then **3** select Generate Report.

ADVANCE TO NEXT SLIDE

Display:


Slide 58: Self Registration Metrics Report



Defense Travel Management Office
SELF REGISTRATION METRICS REPORT

- The Self Registration Metrics report helps:
 - ★ Spot bottlenecks in the self registration process
 - ★ Identify personnel or training shortages

Report	Run	Shows ...
Self Registration Metrics Report	As needed	... the length of time it took for a person who requested selfregistration to be accepted or refused

1
2

Explain:

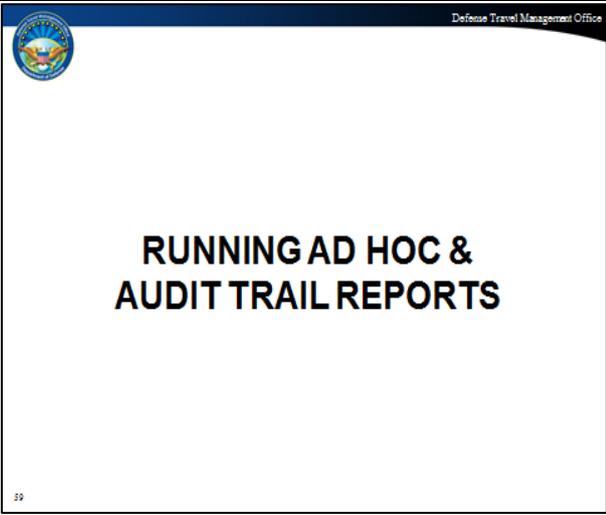
*The Self Registration Metrics report shows you how long people who have requested self registration have been waiting for a response, which helps you **1** spot bottlenecks in your process and **2** identify personnel shortages or training needs.*

ADVANCE TO NEXT SLIDE



Running Ad Hoc & Audit Trail Reports

Display:

	Slide 59: Running Ad Hoc & Audit Trail Reports
	

Explain:

The last reports we will discuss are Ad Hoc and Audit Trail reports, which are not run in DTS at all.

ADVANCE TO NEXT SLIDE

Display:

	Slide 60: Ad Hoc and Audit Trail Reports												
<table border="1"><tr><td colspan="2" data-bbox="512 398 1190 427">Defense Travel Management Office</td></tr><tr><td data-bbox="512 427 592 479"></td><td data-bbox="592 427 1190 456">AD HOC AND AUDIT TRAIL REPORTS</td></tr><tr><td data-bbox="475 479 507 524">1</td><td data-bbox="533 479 1086 546">★ Requested in TraX, not in DTS – No special DTS permission levels or access required</td></tr><tr><td data-bbox="475 546 507 591">2</td><td data-bbox="533 546 1086 647">★ Ad Hoc reports – Provide data not in standard reports – Contents and use depend on each individual request</td></tr><tr><td data-bbox="475 647 507 692">3</td><td data-bbox="533 647 1086 714">★ Audit Trail Reports – Introduced in Report Scheduler section of this class</td></tr><tr><td colspan="2" data-bbox="512 904 533 920">60</td></tr></table>		Defense Travel Management Office			AD HOC AND AUDIT TRAIL REPORTS	1	★ Requested in TraX, not in DTS – No special DTS permission levels or access required	2	★ Ad Hoc reports – Provide data not in standard reports – Contents and use depend on each individual request	3	★ Audit Trail Reports – Introduced in Report Scheduler section of this class	60	
Defense Travel Management Office													
	AD HOC AND AUDIT TRAIL REPORTS												
1	★ Requested in TraX, not in DTS – No special DTS permission levels or access required												
2	★ Ad Hoc reports – Provide data not in standard reports – Contents and use depend on each individual request												
3	★ Audit Trail Reports – Introduced in Report Scheduler section of this class												
60													

Explain:

*As briefly mentioned earlier, Ad Hoc and Audit Trail reports are **1** requested in TraX, not in DTS; therefore, requesting them does not require any special DTS permission levels or access,*

***2** Each Ad Hoc report is requested to obtain compiled DTS information that is not found in other standard reports, so the contents of each is unique, and depends entirely on your request.*

***3** Audit Trail reports are run essentially the same way as Ad Hoc reports, but come in three standard varieties; their contents were introduced in the Report Scheduler section of this class.*

ADVANCE TO NEXT SLIDE

Display:


Slide 61: Common Voucher Errors

Defense Travel Management Office



CREATE AND SEND REPORT REQUEST

- 1
 ☆ Fill out DTS Report Request Form:
https://www.defensetravel.dod.mil/Docs/DTS_Report_Request_Form.pdf
 – Save to your computer
- 2
 ☆ In TraX, select **Help Tickets**
- 3
 ☆ Fill out **Create New Ticket Form**
 – Ad Hoc reports use Subject: **DTS Administration (DTA) > Reports > Ad Hoc Report Request**
 – Audit Trail reports use Subject: **DTS Administration (DTA) > Reports > Audit Trail Request**
- 4
 ☆ Attach DTS Report Request Form to Help Ticket
- 5
 ☆ Select **Create Ticket**

61

Explain:

The request actually begins outside both DTS and TraX.

1 *Navigate to the URL shown on this slide, and fill out the electronic DTS Report Request Form you find there.*

After you and your supervisor both sign it, save it to your computer.

*The next step is to log into TraX **2** and select Help Tickets.*

3 *Fill out the Create New Ticket Form completely, being very specific about the information you want to include, if you're creating an Ad Hoc report.*

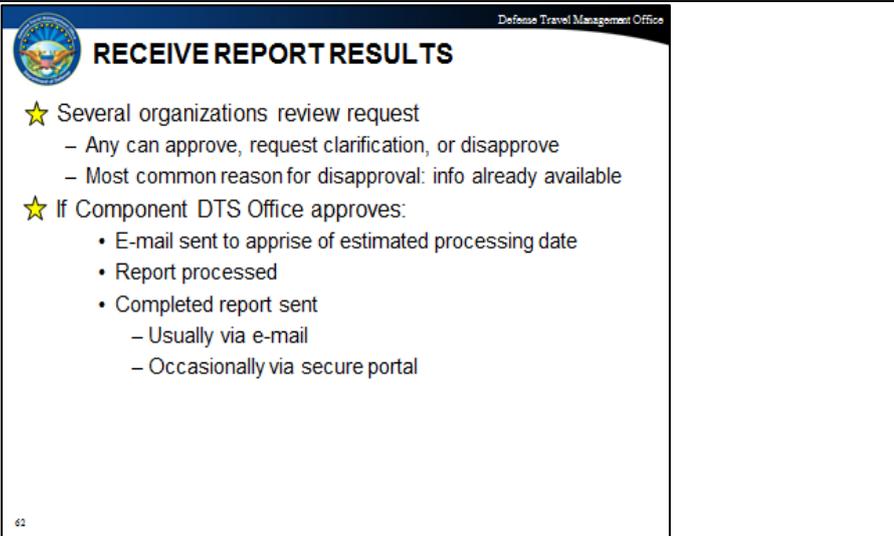
Be sure to use the correct Subject line, as shown on this slide.

4 *When the request form is filled out, attach the DTS Report Request Form you saved to your computer earlier.*

5 *When all is in place, select Create Ticket to send your request to the TAC.*

ADVANCE TO NEXT SLIDE

Display:

	Slide 62: Receive Report Results
	

Explain:

1 Several organizations review your request; any of them can approve, request clarification, or disapprove it.

The most common reason for disapproval is that the request is for information that is already available through a standard DTS report.

2 Eventually, the request will be seen by your Component DTS Office; if that office approves the request, it is forwarded to the organization that will run the reports, which will vary depending on the exact nature of the information needed.

The responsible organization will e-mail you an estimated processing date, process the information, and send you the completed reports, usually via e-mail, although if file size or security is a concern, you may receive it via Secure portal.

ADVANCE TO NEXT SLIDE

Summary – Closing - Questions

Display:


Slide 63: Summary Points



SUMMARY POINTS
Defense Travel Management Office

1 ★ DTS offers many reports to help monitor DTS processes, and identify the need for more personnel or training

Location	#	Contain Info About:
Report Scheduler & Cognos Connection (as of 06 Dec)	29 2	Documents and Personnel
DTA Maintenance Tool	9	Organization assets
Budget module	4	Budget use and balance
Other locations		
• Read-Only Access module	3	Status of CBA reconciliation
• CBA Reconciliation module	1	Time to reconcile invoices
• Self Registration module	1	Time to self register
• TraX	4	Audit Trail and Ad Hoc reports

2

3

4

5 ★ They (mostly) require organization access
– Some also require special permission levels or roles

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Explain:

Which brings us to the end to today's class, but before we head to the closing lobby, I'd like to take a moment to summarize some of the key learning points from today's class.

1 *DTS has many reports that help you monitor your DTS processes; many of them also help you spot bottlenecks that indicate a need for more personnel or better training.*

2 *The main repository of reports is the Report Scheduler and the BI and Reporting Tool; reports are currently being migrated from the former to the latter.*

3 *Many more reports can be found in the various modules of the DTA Maintenance Tool and the DTS Budget module.*

4 *A few reports are also found in various other DTS modules, while a few are requested outside DTS altogether – in TraX.*

5 *Access to most of these reports is via organization access, while a few require special permission levels or assigned roles.*

ADVANCE TO NEXT SLIDE

Display:

	Slide 64: Class Closing
<div style="border: 1px solid black; padding: 10px;"> <div style="text-align: right; font-size: small;">Defense Travel Management Office</div>  <p style="margin: 0;">CREDIT FOR CLASS ATTENDANCE:</p> <p style="margin: 0;">Be sure to enter "LEAVING" in chat box.....</p> <ul style="list-style-type: none"> o To receive class credit, you must: <ol style="list-style-type: none"> 1. Be registered for this class in TraX 2. Enter "Present" at start 3. Be in class the majority of class time 4. Enter "Leaving" before exiting o Credit available in TraX 3-5 days after class o Go to TraX > Training > Completed > Print Certificate <p style="margin: 0;">Please complete a Class Evaluation:</p> <ul style="list-style-type: none"> o Evaluation link is in chat box; <i>copy/paste to a browser</i> <p style="margin: 0;">Class Script - Instructor Guide being posted now:</p> <ul style="list-style-type: none"> o When slide changes; go to lower left corner; click second icon (black arrow) o Click GUIDE or SLIDES; click download for local use; may be edited. </div>	

Explain:

This concludes our class, which means we will close the room in a few minutes; please enter LEAVING in the chat box before you close the screen.

As we explained at the start, to receive credit for this class you must be pre-registered to attend; you must enter "PRESENT" at the start of class and you must enter "LEAVING" before you exit; and the time between those two entries equal the majority of class teaching time.

Certificates appear in TraX 3-5 days after class in Training > Completed.

The link to our evaluation tool is being pasted into the chat box now; please copy and paste it into a browser; your comments are important; we hope you'll take the time to give us some feedback.

The script from today will appear on screen in a second; when it does you can download a personal copy by going to the lower left corner of the presentation box and clicking the black arrow.

From the pop up, click GUIDE and then click DOWNLOAD; the slides used today are also there; and both can be edited for local use.

Thank you for coming, you may leave at any time now.

You are free to leave the room at any time now; please close your screen to remove your name from the attendance box.

If you are downloading material, please act quickly, we when we leave the room you will be pushed out with no way to return.

ADVANCE TO NEXT SLIDE

Display:

	Slide 65: Thank You For Attending Training	
<table border="1"><tr><td data-bbox="502 371 1216 900"><p style="text-align: right;">Defense Travel Management Office</p><p style="text-align: center;">THANK YOU FOR ATTENDING DISTANCE LEARNING</p><p style="text-align: center;">For a three month schedule of DTMO distance learning classes</p><p style="text-align: center;">Go to the DTMO Website > Training Resources Center</p><p style="text-align: left;">45</p></td></tr></table>		 <p style="text-align: right;">Defense Travel Management Office</p> <p style="text-align: center;">THANK YOU FOR ATTENDING DISTANCE LEARNING</p> <p style="text-align: center;">For a three month schedule of DTMO distance learning classes</p> <p style="text-align: center;">Go to the DTMO Website > Training Resources Center</p> <p style="text-align: left;">45</p>
 <p style="text-align: right;">Defense Travel Management Office</p> <p style="text-align: center;">THANK YOU FOR ATTENDING DISTANCE LEARNING</p> <p style="text-align: center;">For a three month schedule of DTMO distance learning classes</p> <p style="text-align: center;">Go to the DTMO Website > Training Resources Center</p> <p style="text-align: left;">45</p>		

Explain:

We appreciate your attendance today and we hope the class material was helpful.

A three month schedule of upcoming distance learning classes can be found on the website in the Training Resources Center.

Thank you and have a great day!