Defense Travel Management Office

WELCOME
D210 DTS Reports

D210 CLASS OVERVIEW

Topic: DTS Reports

Target Audience: DTAs
Others that run reports

Time: 60 minutes

Pre-Requisites: None, but experience with DTS, DTA Maintenance Tool, or modules containing DTS reports is helpful

TECHNICAL ISSUES

DTMO is now using DCS: Defense Collaboration Service

We are not currently providing a DISA Help Desk Number

AUDIO GAPS

SLOW SCREENS

DISCONNECTS

- ✓ *Exit class*
- ✓ *Close all other software*
- ✓ *Log back into class*
- ✓ *Check with local IT staff*

ATTENDANCE CREDIT

- **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**

HOW TO RECEIVE TIME CREDIT:

1. When prompted, at class start:
Enter: PRESENT

2. When prompted, at class end:
Enter: LEAVING

Q. What if I forget to post PRESENT or LEAVING?

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.

D-210 TRAINING OBJECTIVES

- Basic DTS report details
  - Locations
  - Requirements
  - Reasons
  - Procedures
  - Frequency
  - Content

REPORT SOURCES

- Report Scheduler
- BI and Reporting Tool (BIRT)
- 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
- Travel Explorer (TraX)
  - Audit Trail Reports
  - Ad Hoc Reports

REPORT SCHEDULER & BI AND REPORTING TOOL

REPORT MIGRATION

- Total of 37 reports in 8 categories
  - Previously all located in Report Scheduler
  - Gradually migrating to BI and Reporting Tool
- Most recent changes
  - Gray In Report Scheduler
  - Orange Scheduled for migration
  - Blue In BI and Reporting Tool

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

<table>
<tr><th>Report</th><th>Run</th><th>Identifies travel documents…</th></tr>
<tr><td>Pending Airline Cancellation</td><td>Weekly</td><td>…identifies travel authorizations containing airline reservations that have pending routing actions.</td></tr>
<tr><td>Signed Status</td><td rowspan="2">Weekly</td><td rowspan="2">… that the traveler SIGNED or the AO APPROVED during the requested time frame</td></tr>
<tr><td>Approved Status</td></tr>
<tr><td>Depart Status</td><td rowspan="3">As needed</td><td rowspan="3">… that identify trips that began, ended, or were in progress during the requested time frame</td></tr>
<tr><td>Return Status</td></tr>
<tr><td>Traveler Status</td></tr>
</table>

ROUTING REPORTS

- Routing reports help:
  - Spot documents that are delayed in routing
  - Identify travelers who edit travel documents
  - 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

INDIVIDUAL REPORTS

- Individual reports help identify travel documents requiring:
  - Troubleshooting
  - 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 within 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 the Government (Must have PL-6, DMM)
Constructed Travel		… that reflect cost savings due to use of constructed travel or AO-limited transportation reimbursement

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…
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		
CTO Fee		… that include CTO transaction fees and the reason the CTO intervened (Must have PL-6)
Unused Ticket		… that show A) tickets purchased & not used, or B) cost difference between authorization & voucher

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

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
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)
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

PARTNER SYSTEMS REPORTS

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

PERSON REPORTS

- 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. (Must have PL-5)

AUDIT TRAIL REPORTS

- 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
- 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

REPORT SCHEDULER REPORT INFO

- Require organization access
  - Some individual reports have stricter requirements
- Timeliness
  - Most can retrieve data for travel documents:
    - Created within the last 15 months in 31-day increments
  - Exceptions:
    - Unsubmitted Voucher Report (24 months; 93 days)
    - ROA Report (no time component; current profile info)
- For more information, see DTA Manual, chapter 10

ACCESS REPORT SCHEDULER

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

SELECT REPORT

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

› Request New Report › Refresh Reports List

Requested Reports

Report Name	Report Criteria	Requested Date	Next Run Time(Approx.)	Status	Download
Signed Status	Organization=DTMOCSD DocumentType=AUTH;GAUTH;VCH;LVCH	Oct 30, 2013 7:08:19 AM		Completed on Oct 30, 2013 7:08:19 AM	› download

- From Reports screen, select report name

Routing Reports

- Adjustments
- Routing Status

Individual Reports

- Posack Delinquency
- Unsubmitted Voucher
- CBA TO
- Debt Management
- Constructed Travel

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.

RUN REPORT

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

* Document Type: ALL

* Organization: (minimum of 4 characters) DTMOCSD

Include Sub Organizations:

* Start Date: (mm/dd/yyyy)

* End Date: (mm/dd/yyyy)

Include LOA Details:

Submit

- Download from Reports home screen

Request New Report · Refresh Reports List

Requested Reports

Report Name	Report Criteria	Requested Date	Next Run Time(Approx.)	Status	Download
Signed Status	Organization=DTMOCSD DocumentType=AUTH;GAUTH;VCH;LVCH	Oct 30, 2013 7:08:19 AM		Completed on Oct 30, 2013 7:08:19 AM	download

BI and REPORTING TOOL

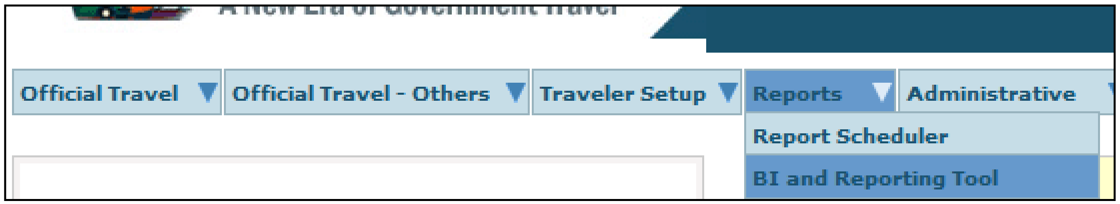
- Access must be given for BI and Reporting Tool
  - Same access requirements as Reports Scheduler

- Migrated reports are organized in same categories
  - Similar search criteria screens as Reports Scheduler

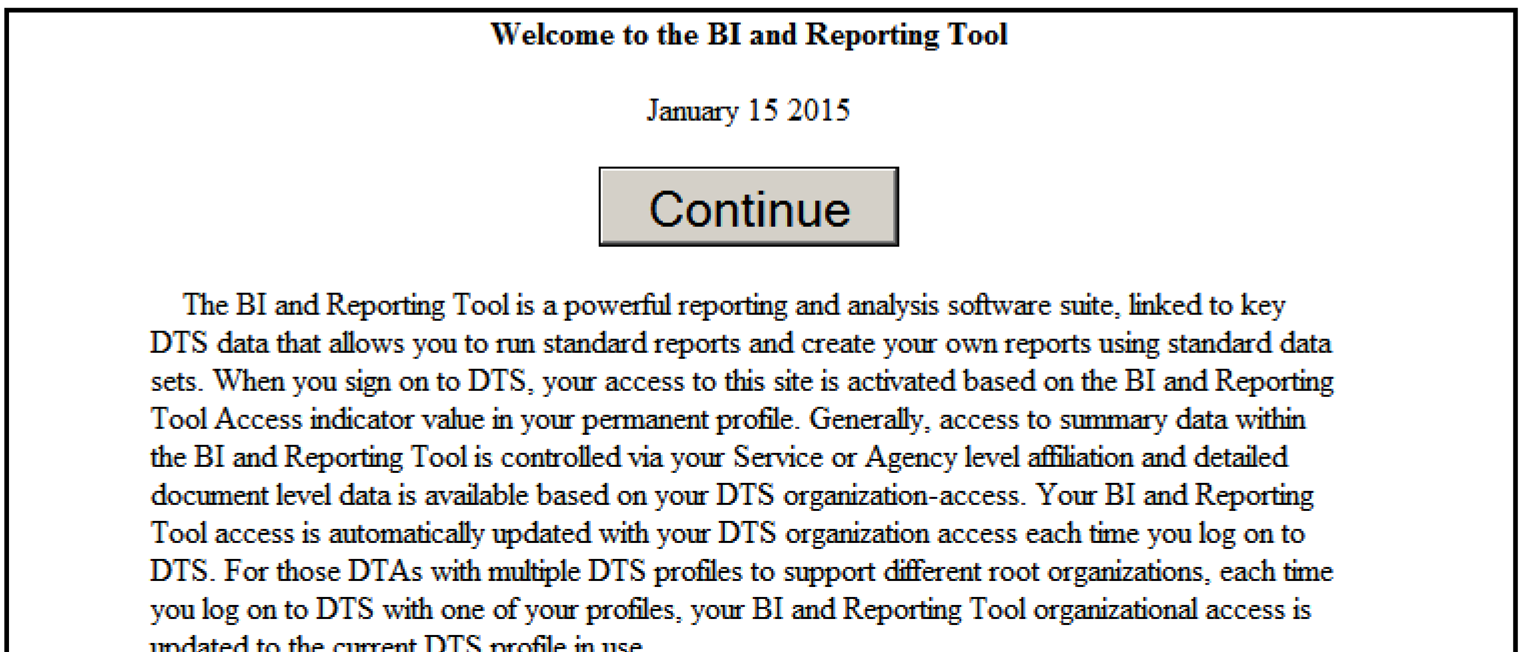
For additional guidance, contact your component

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

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.

REPORT SCHEDULER REPORTS

- On the Public Folders tab, select Report Scheduler Reports

DTS Reports Portal 4765141 Log Off Launch

Public Folders | My Folders

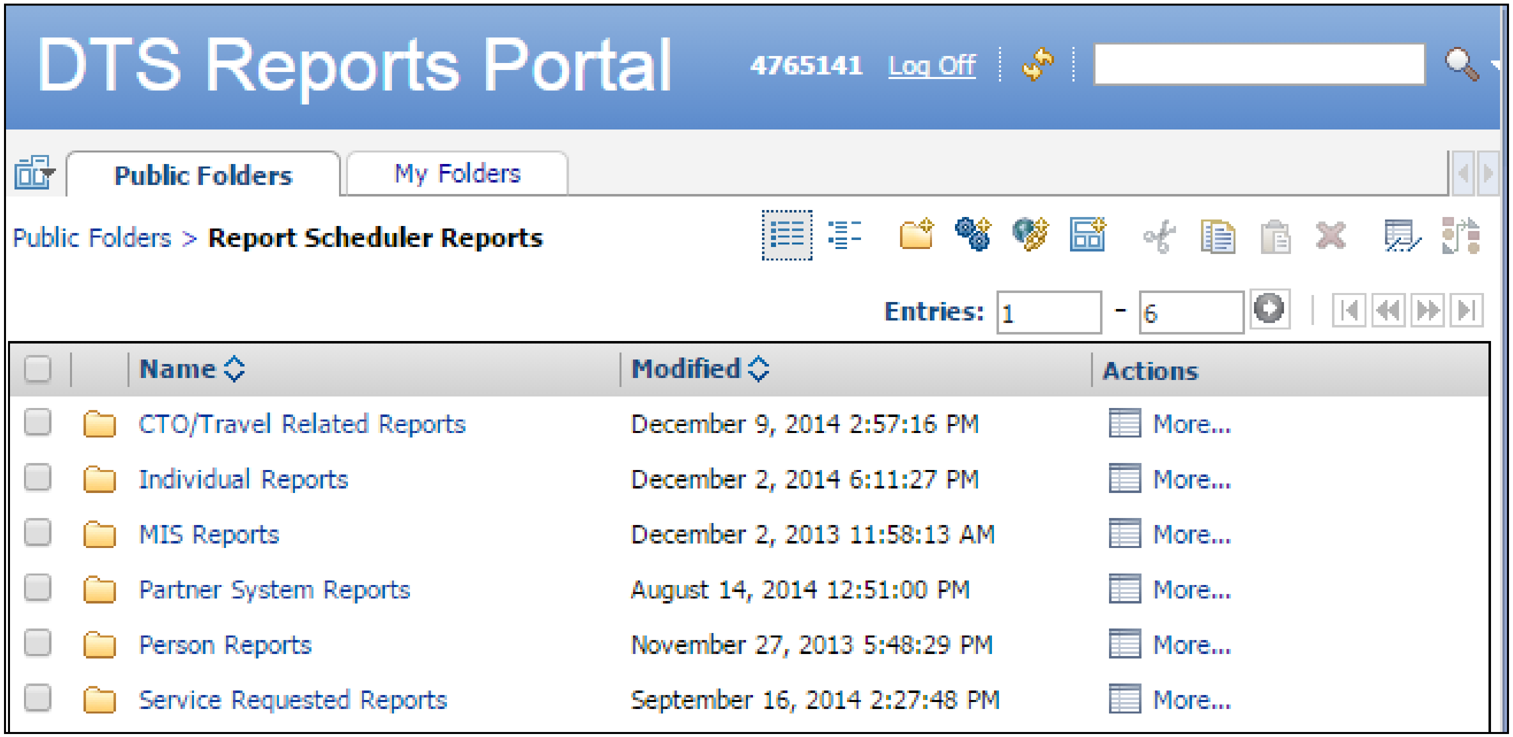
Public Folders

Entries: 1 - 15

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...
Dashboards	November 25, 2014 9:43:55 AM	More...
Document Scorecard	November 19, 2014 3:47:50 PM	More...
Person Scorecard	May 20, 2014 2:47:53 PM	More...
PNR Modify Reports	March 22, 2013 9:12:39 AM	More...
Budget Pkg	November 7, 2014 10:59:24 AM	More...
General Pkg	August 21, 2014 9:17:58 AM	More...
Payment and Debt Metrics Reports	December 4, 2012 11:07:02 AM	More...
Budget & Org Pkg	July 9, 2014 4:43:49 PM	More...
Organization Pkg	December 31, 2014 3:02:49 PM	More...
Debt Pkg	November 26, 2014 1:35:46 PM	More...
Budget & Debt Pkg	July 9, 2014 4:44:48 PM	More...
DMM Pkg	July 9, 2014 4:49:03 PM	More...
MIS Pkg	July 9, 2014 4:59:12 PM	More...

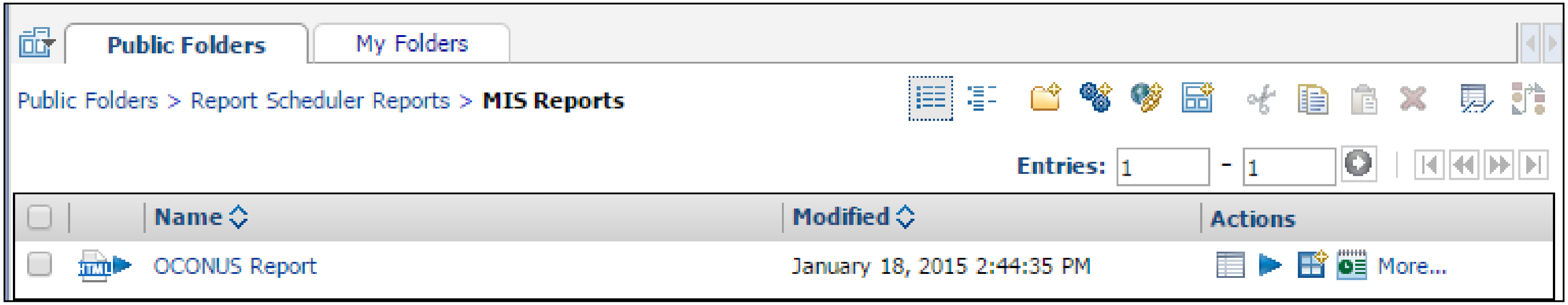
DRILL DOWN TO REPORT CATEGORY

- Select the category of the report you want to run



SELECT REPORT

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



Questions?

DTA MAINTENANCE TOOL REPORTS

DTA MAINTENANCE TOOL REPORTS

Require

- Permission Levels 1 and 5 **OR**
- Permission Levels 1 and 6 **AND**
- Organization access

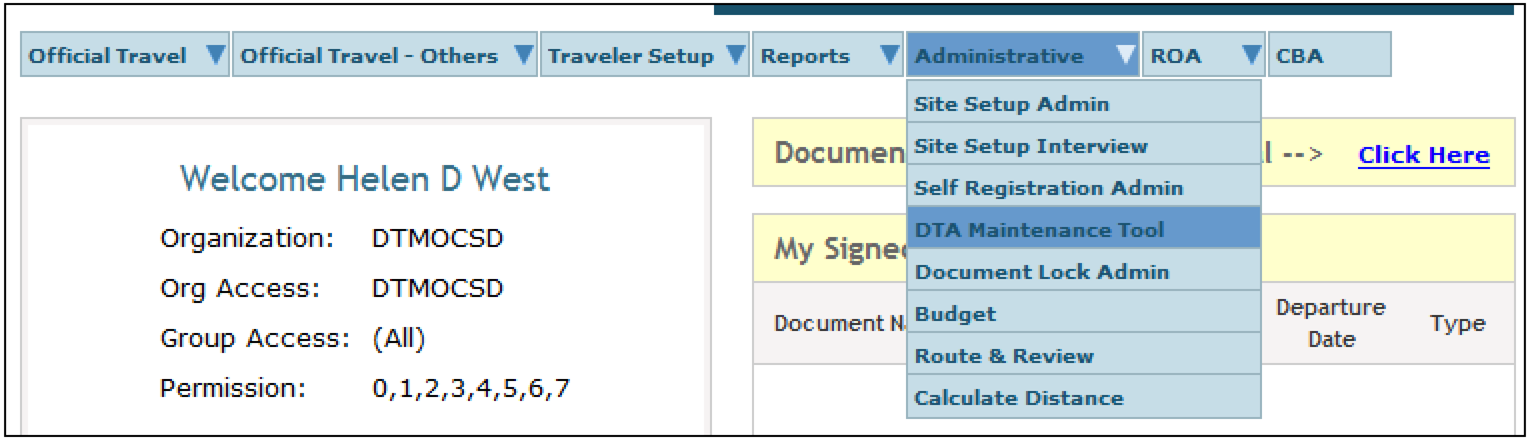
- For detailed information:
  - The DTA Maintenance Tool Web Based Training classes*****
  - DTA Manual, Chapters 4-7 and Chapter 10******

*** Passport/TraX: Training > View All > WBT**

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

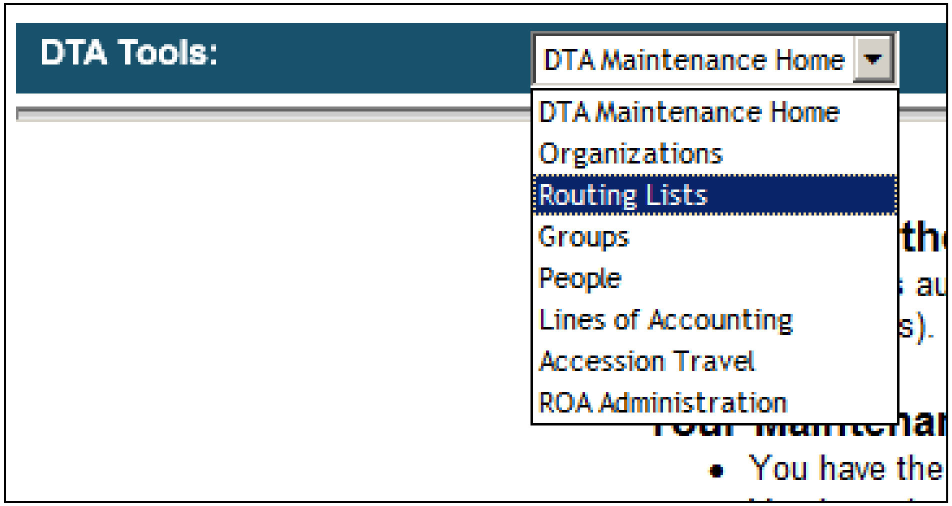
ACCESS DTA MAINTENANCE TOOL

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



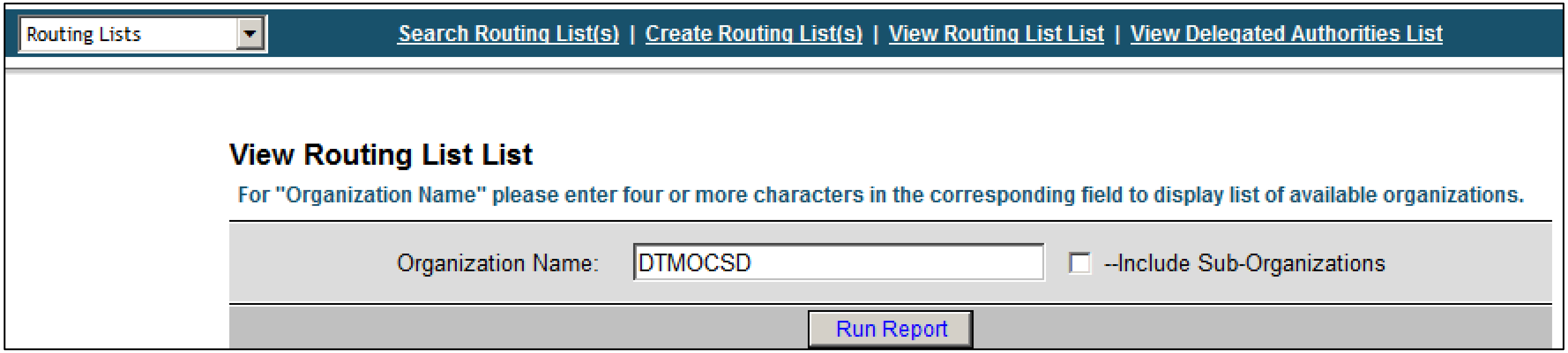
OPEN DESIRED MODULE

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



SELECT & RUN REPORT

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

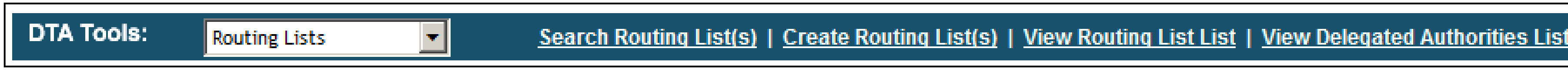


ORGANIZATION REPORTS

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.
    - Find and fix discrepancies

ROUTING LIST REPORTS



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
  - Ensure Routing Officials are using signature authority delegation correctly

GROUP REPORTS

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:
  - Identify and ensure correct group coverage
  - Ensure correct travelers are in each group
  - Verify sufficient automatic maintenance rules are in effect

PERSON REPORTS

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

- Four reports available; each with different search criteria
- Person reports help:
  - Maintain individual profiles
  - Ensure permission levels and accesses, separation of duties
  - Prevent document failure due to expired GTCC information

LINE OF ACCOUNTING REPORT

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

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

BUDGET MODULE REPORTS

BUDGET MODULE REPORTS

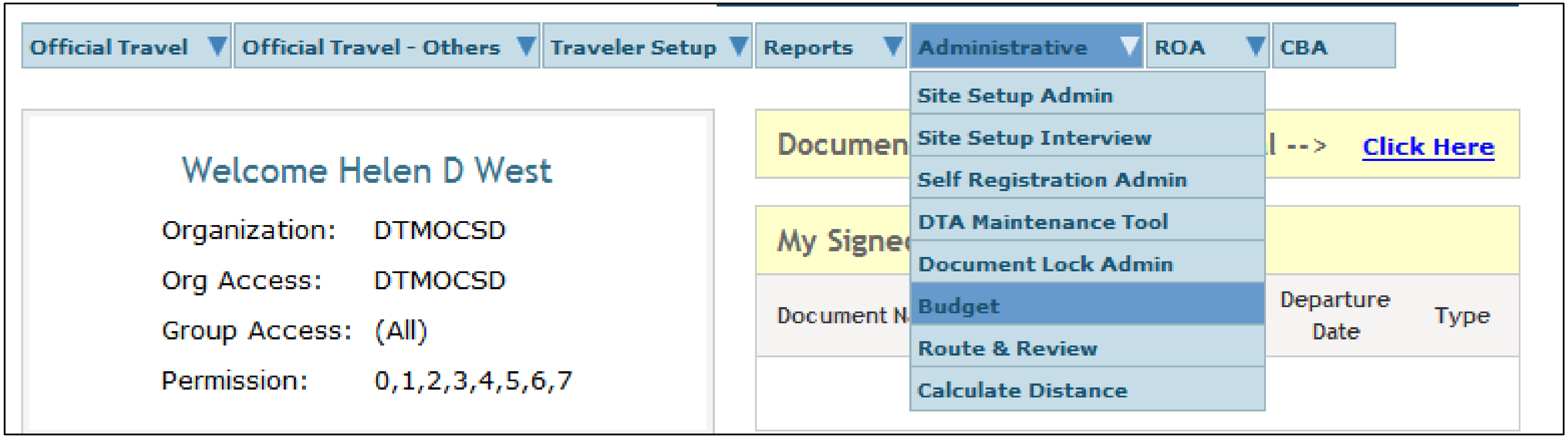
- Requires:
  - Permission levels 1 or 3 **AND**
  - Organization access

- 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**

ACCESS BUDGET MODULE

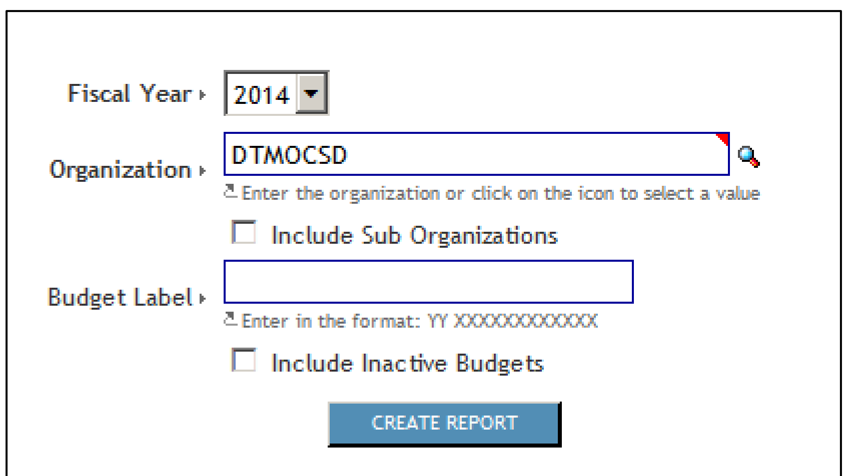
- From the DTS Welcome screen, select **Administrative > Budget**



SELECT & RUN REPORT

- Navigate to Budget Home
- Select **Reports > <Report Type>**

- Select search criteria
  - Unique to each report type
- Select **Create Report**



DOWNLOAD REPORT

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

- Select **download**

Request New Report · Refresh Reports List

Requested Reports

Report Name	Report Criteria	Requested Date	Next Run Time(Approx.)	Status	Download
Signed Status	Organization=DTMOCSD DocumentType=AUTH;GAUTH;VCH;LVCH	Oct 30, 2013 7:08:19 AM		Completed on Oct 30, 2013 7:08:19 AM	download

BUDGET REPORTS

- Budget Reports monitor DTS budget fluctuations
  - May display for one or more budgets:
    - Original target, running balance, and current balance
    - Three types of individual transactions and totals
      - Manual adjustment, manual and automatic decrement
    - 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

Questions?

CBA COMPLIANCE REPORT

CBA COMPLIANCE REPORT

- Requires
  - Permission level 4 **and**
  - Organization access

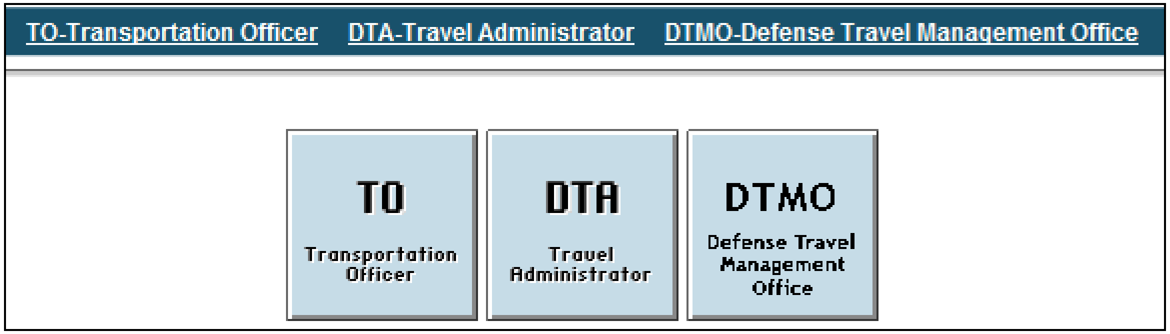
- For detailed information:
  - CBA Reconciliation Distance Learning classes; Quarterly*****
  - CBA Reconciliation Manual**

*** Passport/TraX: Training > View All > Distance Learning; Quarterly**
**** Passport/TraX: Knowledge Center > CBA Reconciliation Manual**

ACCESS CBA RECONCILIATION MODULE

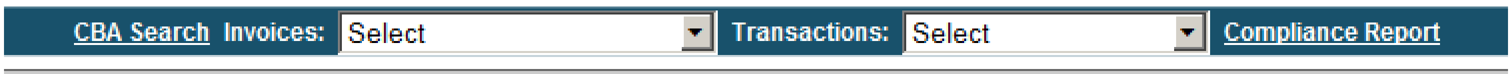
- From the DTS Welcome screen, select **CBA**
  - No drop-down

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

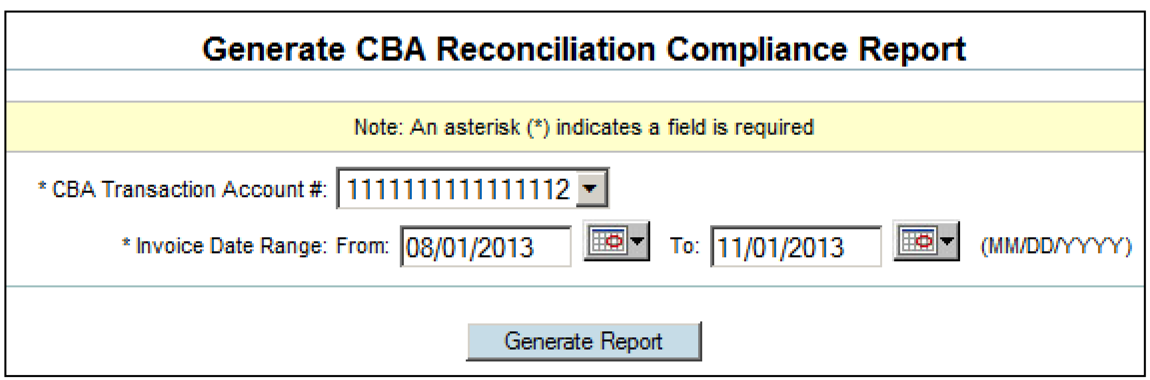


RUN CBA COMPLIANCE REPORT

- 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**



CBA COMPLIANCE REPORT

- The CBA Compliance report helps:
  - Spot bottlenecks in the reconciliation process
  - 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

ROA REPORTS

ROA REPORTS

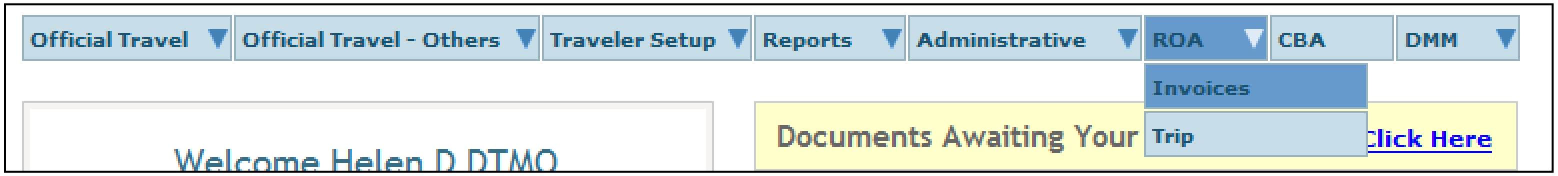
- ROA users look at, but do not edit DTS documents
  - Associated with CBA reconciliation
  - Given by user with ROA administrative rights

- For detailed information:
  - The DTA Manual, Chapter 12*

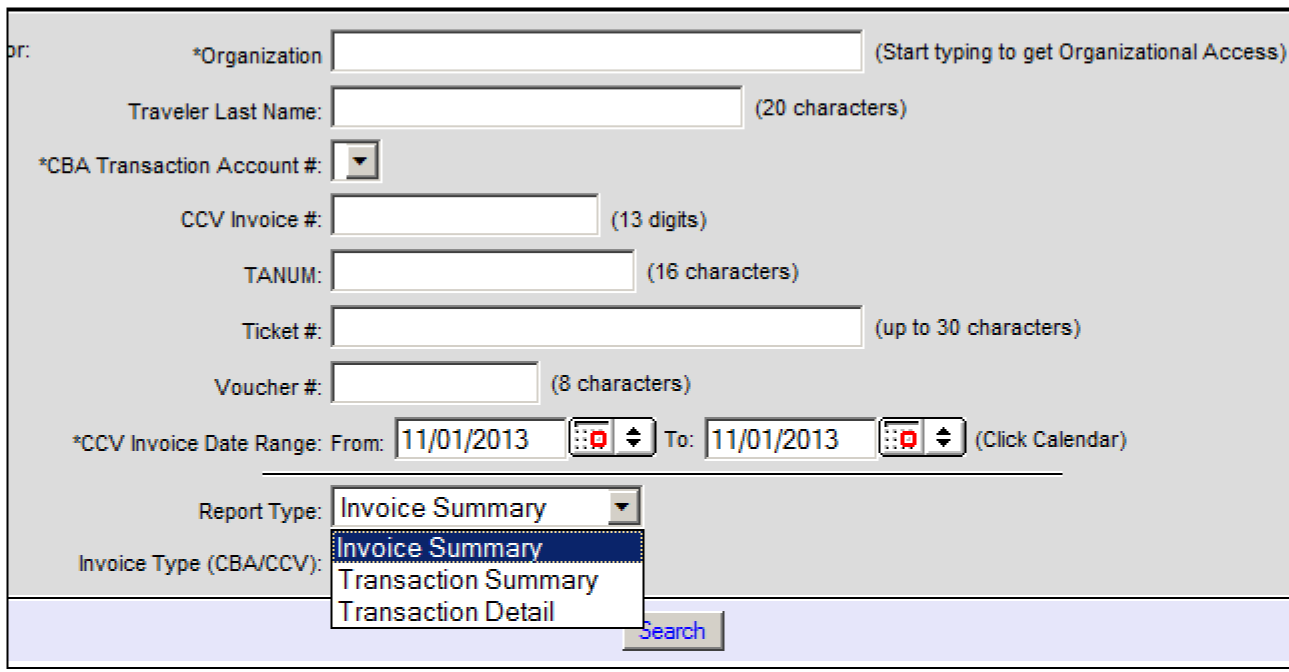
***Passport/TraX: Knowledge Center > DTA Manual > Read Only Access**

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**



ROA REPORTS

- The ROA reports help:
  - Monitor the progress of CBA reconciliation process
  - Prevent Prompt Payment Act violations
  - 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

SELF REGISTRATION METRICS REPORT

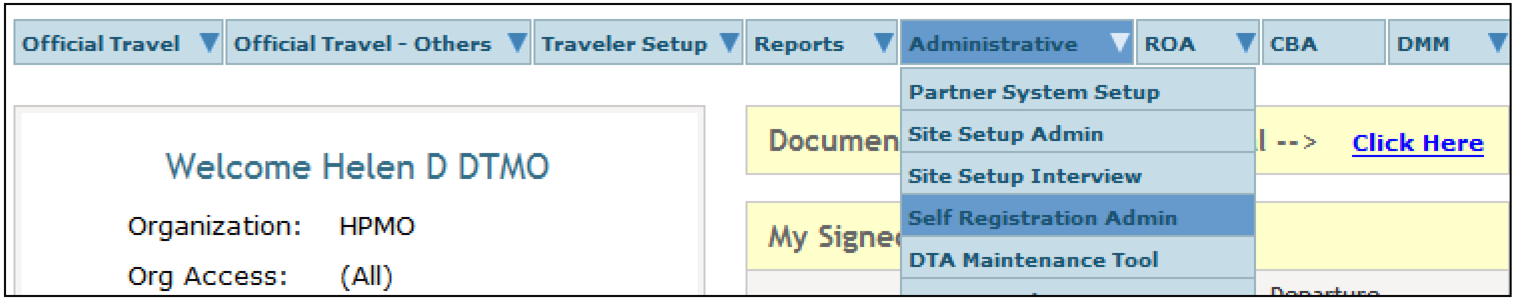
SELF REGISTRATION METRICS REPORT

- Requires permission level 1 and 5 and organization access
- For detailed information see:
  - The DTA Manual, Appendix A

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

ACCESS SELF REGISTRATION MODULE

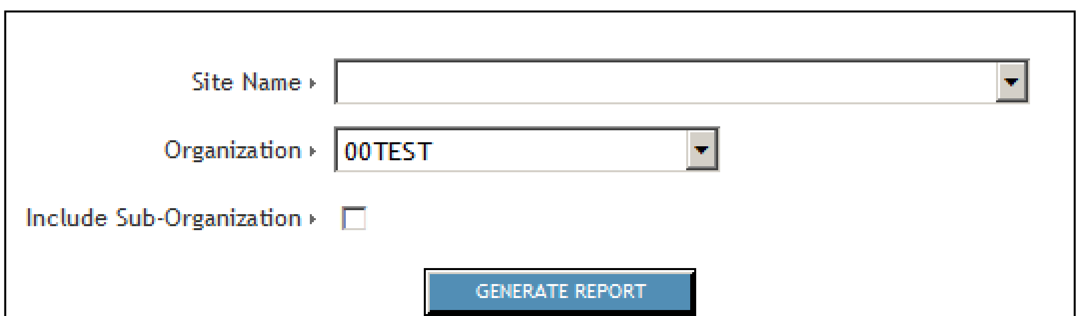
- From the DTS Welcome screen, select **Administrative** > **Self Registration Admin**



RUN REPORT

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

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



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 self registration to be accepted or refused

RUNNING AD HOC & AUDIT TRAIL REPORTS

AD HOC AND AUDIT TRAIL REPORTS

- Requested in TraX, not in DTS
  - No special DTS permission levels or access required
- Ad Hoc reports
  - Provide data not in standard reports
  - Contents and use depend on each individual request
- Audit Trail Reports
  - Introduced in Report Scheduler section of this class

CREATE AND SEND REPORT REQUEST

- Fill out DTS Report Request Form: https://www.defensetravel.dod.mil/Docs/DTS_Report_Request_Form.pdf
  - Save to your computer
- In TraX, select **Help Tickets**
- 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**
- Attach DTS Report Request Form to Help Ticket
- Select **Create Ticket**

RECEIVE REPORT RESULTS

- Several organizations review request
  - Any can approve, request clarification, or disapprove
  - Most common reason for disapproval: info already available
- If Component DTS Office approves:
  - E-mail sent to apprise of estimated processing date
  - Report processed
  - Completed report sent
    - Usually via e-mail
    - Occasionally via secure portal

SUMMARY POINTS

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

Location	#	Contain Info About:
Report Scheduler & BIRT (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 • CBA Reconciliation module • Self Registration module • TraX	 3 1 1 4	 Status of CBA reconciliation Time to reconcile invoices Time to self register Audit Trail and Ad Hoc reports

- They (mostly) require organization access
  - Some also require special permission levels or roles

CREDIT FOR CLASS ATTENDANCE:

Be sure to enter "LEAVING" in chat box…..

- To receive class credit, you must:
    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

- Credit available in TraX 3-5 days after class
- Go to TraX > Training > Completed > Print Certificate

Please complete a Class Evaluation:

- Evaluation link is in chat box; ***copy/paste to a browser***

Class Script - Instructor Guide being posted now:

- When slide changes; go to lower left corner; click second icon (black arrow)
- Click GUIDE or SLIDES; click download for local use; may be edited.

THANK YOU FOR ATTENDING

DISTANCE LEARNING

**For a three month schedule of
DTMO distance learning classes
Go to the
DTMO Website > Training Resources Center**