CHAPTER 10: REPORTS

The Reports feature in the Defense Travel System (DTS) creates reports pertaining to all travel documents that have been entered or restored into the system within the past 15 months. The ability to generate reports is based on the user's organization access. Managers may use reports to monitor and control travel within an organization.

This chapter covers the following topics:

10.1 Reports Overview

DTS allows users to generate reports that compile data in a variety of categories. To create a report in DTS, users must complete and submit a criteria search screen for the type of report that is needed. It is helpful to identify as many specific criteria as possible; this will return a more focused report in less time than a broad report with few parameters.

The DTS Report Scheduler generates the requested reports at a scheduled time, and then notifies the requestor by e-mail when the report is complete.

Authorized users can create Budget Reports through the Budget module.

Table 10-1 provides a brief description of each report type and identifies the sections of this chapter in which the complete details for each are explained.

Table 10-1: DTS Reports

DTS REPORTS		
REPORT NAME	REPORT DESCRIPTION	SECTION
STATUS REPORTS		
Signed Status Report *(Signed Date)*	Data about documents that were stamped SIGNED within a date range.	10.2.1.1
Depart Status Report *(Departure Date)*	Data for trips that have a departure date within a date range.	10.2.1.2
Return Status Report (*Return Date)*	Data for trips that have a return date within a date range.	10.2.1.3
Approved Status Report *(Approved Date)*	Data for an organization about documents that were stamped APPROVED within a date range.	10.2.1.4
*Traveler Status Report	List of travelers and the range of dates on which they will be on TDY.	10.2.1.5
ROUTING REPORTS		
Adjustments Report	List of documents that have been modified during the routing and approval process.	10.2.2.1
Routing Status Report	Current status of all documents in routing, the next stamp that each document is awaiting, and the number of days that have passed since the document was last stamped.	10.2.2.2
INDIVIDUAL REPORTS		
*POSACK Delinquency Report	Data about documents that are awaiting a positive acknowledgement or “POSACK” from the Global Exchange (GEX) within a specified number of hours.	10.2.3.1
*Unsubmitted Voucher Report	List of authorizations for which vouchers have not been stamped SIGNED or T-ENTERED.	10.2.3.2
CBA TO Report	Data about trips that charged a CBA for tickets and CTO fees within a departure date range not to exceed 31 days. Report may include all trips with a CBA charge or the exceptions.	10.2.3.3
Debt Management Report	Data on all debts that travelers within an organization owe the government because of DUE U.S. vouchers.	10.2.3.4

Table 10-1: DTS Reports (Continued)

DTS REPORTS		
REPORT NAME	REPORT DESCRIPTION	SECTION
INDIVIDUAL REPORTS		
Constructed Travel Report	Cost savings of approved trip requests when a traveler has used Constructed Travel. It provides information about the actual and allowable costs.	10.2.3.5
CTO / TRAVEL RELATED REPORTS		
FPLP / FEMA Report	Data for an organization about documents that show lodging. Identifies whether or not the property is a Federal Premier Lodging Program (FPLP) property and includes the FEMA-approved code if the property is approved by the Federal Emergency Management Agency (FEMA).	10.2.4.1
Reason Code Report	Data about trips for which travelers did not use GSA city pair contract flights, and the reason codes that were selected for the resulting preaudits.	10.2.4.2
Reason Justification Report	Data about reason codes and justifications that travelers entered into the Preaudit text box for using a non-contract city pair flight.	10.2.4.3
*CTO Fee Report	Data about Commercial Travel Office (CTO) transaction fees and reason(s) for CTO intervention.	10.2.4.4
*Unused Ticket Report	Data about tickets that were purchased for TDY travel, but were not used.	10.2.4.5
MIS REPORTS		
Enlisted BAS Report	Data used to determine whether or not an enlisted member's Basic Allowance for Subsistence (BAS) entitlement changes because of the member's TDY status.	10.2.5.1
OCONUS Travel Report	Data used to determine whether or not a member is entitled to foreign duty pay because of TDY status.	10.2.5.2
FSA Report	Data used to determine whether or not a member is entitled to Family Separation Allowance (FSA) because of TDY status exceeding 30 days.	10.2.5.3
Special Duty Report	Data about entitlement changes because of a traveler's special duty conditions while on TDY.	10.2.5.4
Military Leave Report	Data for an organization about leave taken by members while on TDY.	10.2.5.5
BUDGET REPORTS		
Balance Report	Cumulative amount of all transactions affecting the specified budget item to date.	10.3.1
Target Adjustment Report	Adjustments that have been made to the target amounts and transactions that they have inserted into the budget item.	10.3.2
Transaction Report	All individual transactions that affect a given budget.	10.3.3
Total Obligation Report	Totals for all documents that affect a given budget item.	10.3.4

* Also available as a Partner System Report (Section 10.2.6).

10.2 Report Scheduler

The Report Scheduler allows users to request reports that are identified in the following subsections. Each organization determines the organization access that a user will have. In order to run reports, the user must have the appropriate permission level and organization access. The user selects the type of report, defines the parameters, and submits the request. DTS creates the report offline, independent of the user's DTS session and an e-mail notification is sent when the report is available.

Beginning on the User Welcome screen, use the following steps to request a report from the DTS Report Scheduler:

1. Mouse over **Reports** on the menu bar (Figure 10-1).

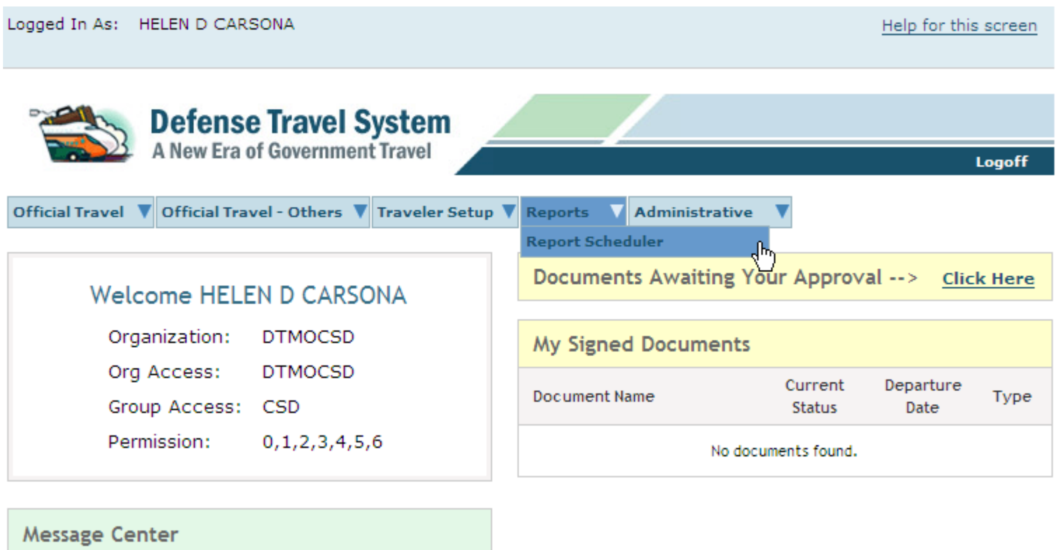


Figure 10-1: DTS User Welcome Screen

2. Select **Report Scheduler** from the drop-down list.

The Report Scheduler Home page opens (Figure 10-2).

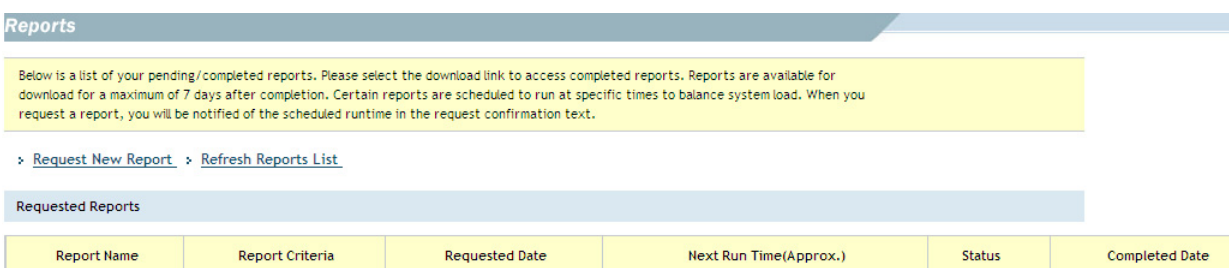


Figure 10-2: Report Scheduler Home Page

3. Select **Request New Report**.

The Report Scheduler Selections screen opens (Figure 10-3). It displays the types of reports available for request. Table 10-1 briefly describes the purpose and data for each type of report.

Figure 10-3: Report Scheduler Selections Screen

4. Select the **link** for the type of report to be created.
   -OR-
   Select **Report Scheduler Home** to return to the previous screen without requesting a report.

The criteria screen differs for each type of report, as described in the following subsections.

5. Complete the report criteria screen. For instructions, see the subsection that describes the report selected.

6. Select **Submit**.

After the user submits the report request, the screen refreshes with an explanation of the remainder of the Report Scheduler process (Figure 10-4). This message identifies the e-mail address that the notice of the completed report will be sent to. If the user's DTS personal profile does not contain an e-mail address, the message will acknowledge the lack of e-mail and suggest accessing the Report Scheduler at a later time to check the status of the report. Certain reports are scheduled to run at predetermined times. If the user requests one of these types of reports, the run date and time are included in this explanation.

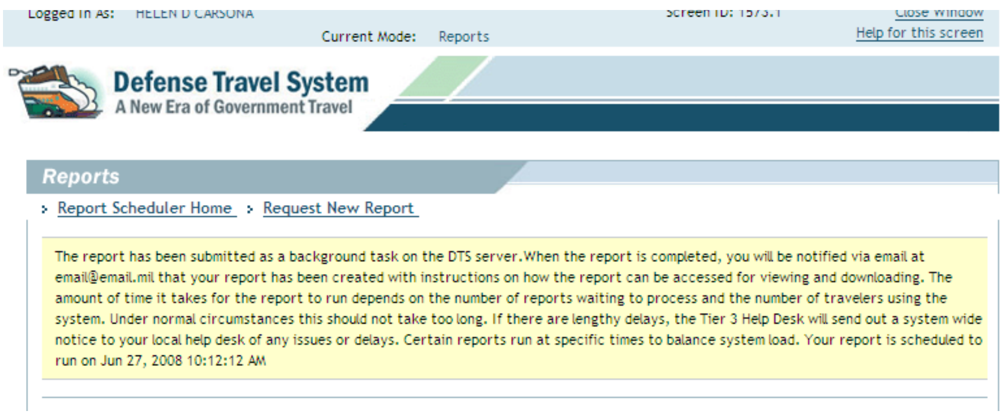


Figure 10-4: Report Scheduler Process Definition Screen

7. The user may access the Report Scheduler after receiving a notification that the report is ready for download. The screen displays the reports that have been requested within the past seven days, the criteria, date of the request, status and includes a link to download those that are complete (Figure 10-5).

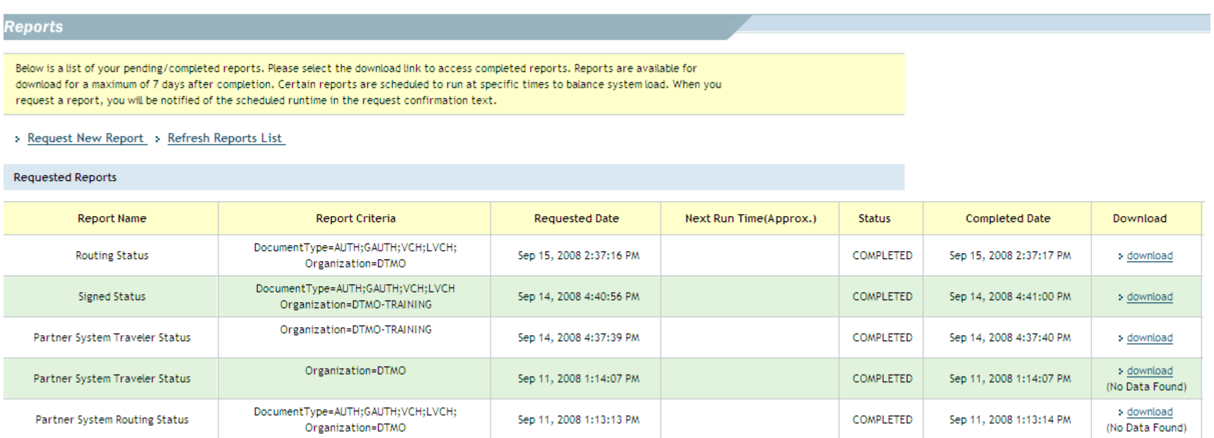


Figure 10-5: Report Scheduler Screen – Report Status

If the Download column displays the message "No Data Found," it means that no information was found in DTS for the report within the parameters of the selected criteria. This is for the convenience of the user to know that the report is blank without having to download and open it.

8. Read the data in the Report Name, Report Criteria, and Requested Date fields to identify the report to be downloaded (Figure 10-5).

9. Select **download** to open and download the requested report.

The report opens in an Excel spreadsheet.

10. The user may save the report to an appropriate place on the computer or a data storing device.

10.2.1 Status Reports

The Signed Status, Depart Status, Returned Status, and Approved Status reports display the below information, about the selected document types for the selected date range:

- Organization name
- Traveler's SSN (last four digits)
- Traveler's last name
- Traveler's first name
- TANUM
- Document name
- Document type
- Trip type
- Special Circumstances Trip Type
- Trip purpose
- Current status
- Date of current status
- Awaiting status
- Last AO Approval date (Date stamped APPROVED)
- PNR record locator
- Create date
- Signed date
- Approval date
- Departure date
- Return date
- Total number of days TDY
- Total trip expenses
- Total reimbursable expenses
- Amount claimed
- Total of commercial plane (CP) and commercial rail (CR) expenses
- Total of CP and CR expenses that are being reimbursed to the GOVCC
- Advance amount
- Identification of whether or not there were SPPs
- Identification of whether or not the trip was cancelled
- Identification of whether or not actual costs were used
- Denotation of whether or not the document was rejected by a financial system
- Denotation of whether or not an advance request was rejected

- Denotation of whether or not an SPP request was rejected
- Location or destination
- Trip description
- E-mail address of the traveler
- E-mail address of the AO
- E-mail address of the DTA ID
- Denotation of whether or not Constructed Travel was used
- Denotation of whether or not multiple LOAs were used
- LOA label
- LOA format map
- Expenses by LOA
- Standard Document
- Reference
- Denotation of whether or not Foreign Travel is
- Denotation of whether or not the document was T-Entered
- Denotation of whether or not a Non-contract Fare was used

10.2.1.1 Signed Status Report

The Signed Status Report provides information for an organization about a document type, within a date range not to exceed 31 days. The report will provide information about documents that were stamped SIGNED within the selected date range.

Follow the steps outlined in Section 10.2.

The Signed Status Report Search Criteria screen opens (Figure 10-6). For a description of the search criteria screen, see Table 10-2.

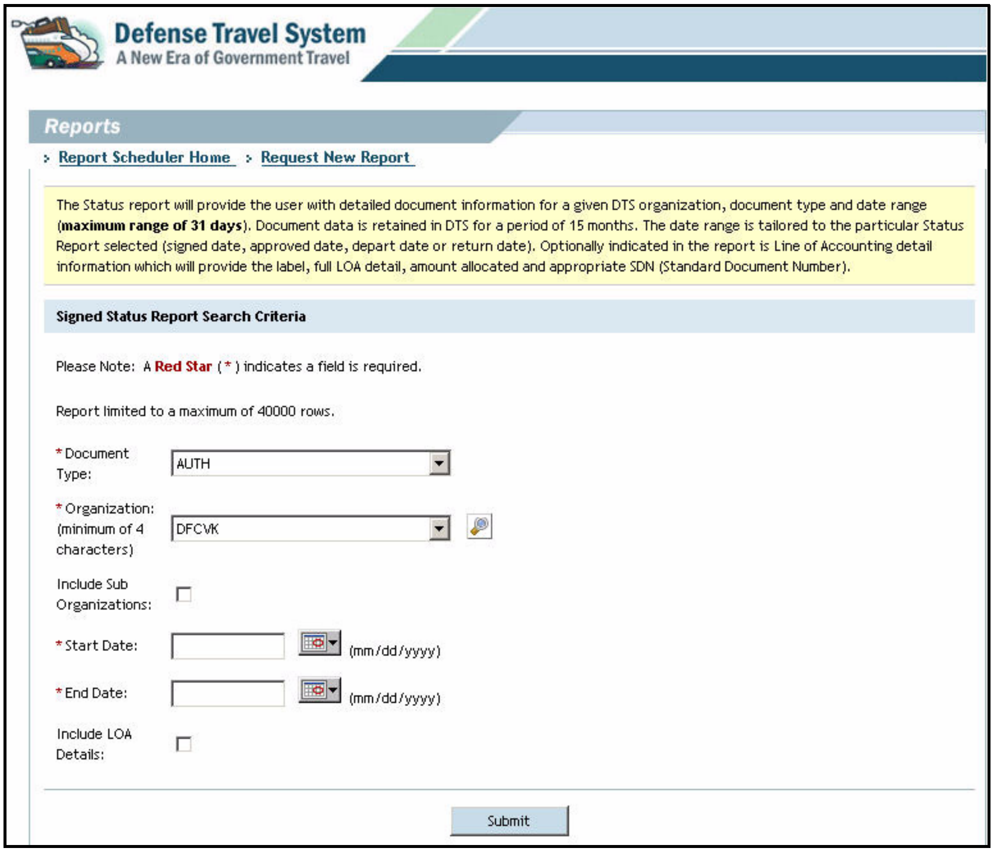


Figure 10-6: Signed Status Report Search Criteria Screen

Table 10-2: Status Report Search Criteria Screen Description

STATUS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Report Scheduler Home	Link used to display the Report Scheduler Home Page (Figure 10-2)
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3)
*Document Type	Drop-down list from which to select the type of document to include in the report.
*Organization	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user can enter the name of the organization instead of selecting it from the drop-down list.
Include Sub Organizations	Check box that, when checked, causes information for suborganizations to be included in the report.
*Start Date	Field in which to enter the earliest date in the range in which to include in the report.
Calendar Icon	Icon used to open a pop-up calendar from which to select the Start Date and End Date of the range to include in the report.
*End Date	Field in which to enter the latest date in the range in which to include in the report.
Include LOA Details	Check box that, when checked, causes LOA details to be included in the report. LOA details such as the label, full LOA format, amount allocated, and appropriate SDN will display.
Submit	Button used to send the report request to DTS.
*Required field	

10.2.1.2 Depart Status Report

The Depart Status Report provides information for an organization, document type, and a date range not to exceed 31 days. The date range for this report includes only dates during which travelers in the organization departed on a TDY trip.

Follow the steps outlined in Section 10.2.

The Depart Status Report Search Criteria screen opens (Figure 10-7). For a description of the search criteria screen, see Table 10-2.

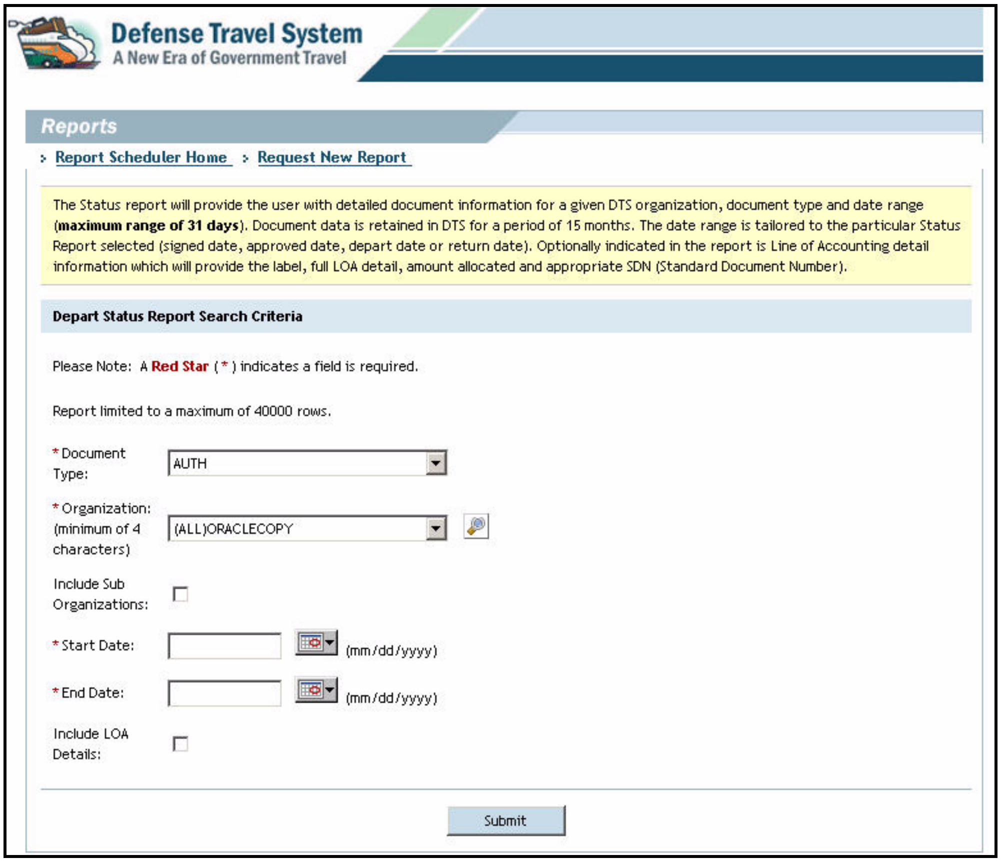


Figure 10-7: Depart Status Report Search Criteria Screen

10.2.1.3 Return Status Report

The Return Status Report provides information for a DTS organization, document type, and a date range not to exceed 31 days. The date range for this report includes only the dates during which travelers in the selected organization returned from a TDY trip.

Follow the steps outlined in Section 10.2.

The Return Status Report Search Criteria screen opens (Figure 10-8). For a description of the search criteria screen, see Table 10-2.

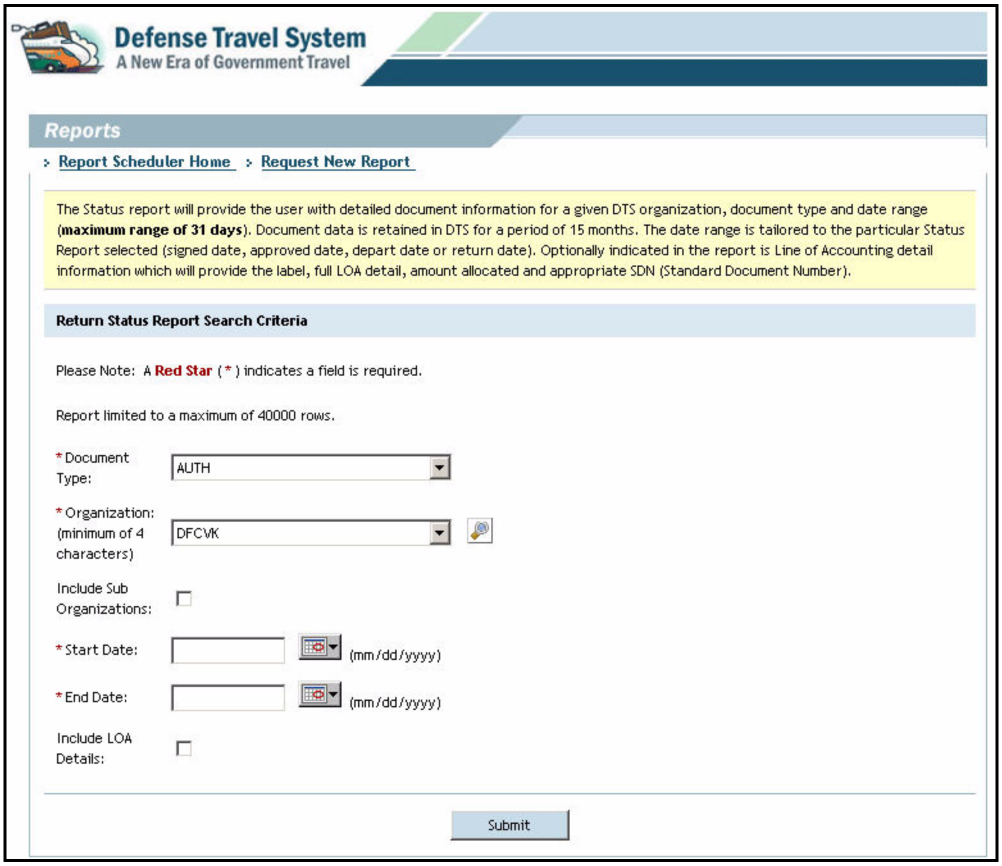


Figure 10-8: Return Status Report Search Criteria Screen

10.2.1.4 Approved Status Report

The Approved Status Report provides information for an organization about a document type within a date range not to exceed 31 days. The report will provide information about documents that received any of the following approval status stamps within the selected date range:

- APPROVED
- PROCESSED
- CTO AMENDMENT
- AUTO APPROVED
- CANCELLED

Follow the steps outlined in Section 10.2.

The Approved Status Report Search Criteria screen opens (Figure 10-9). For a description of the search criteria screen, see Table 10-2.

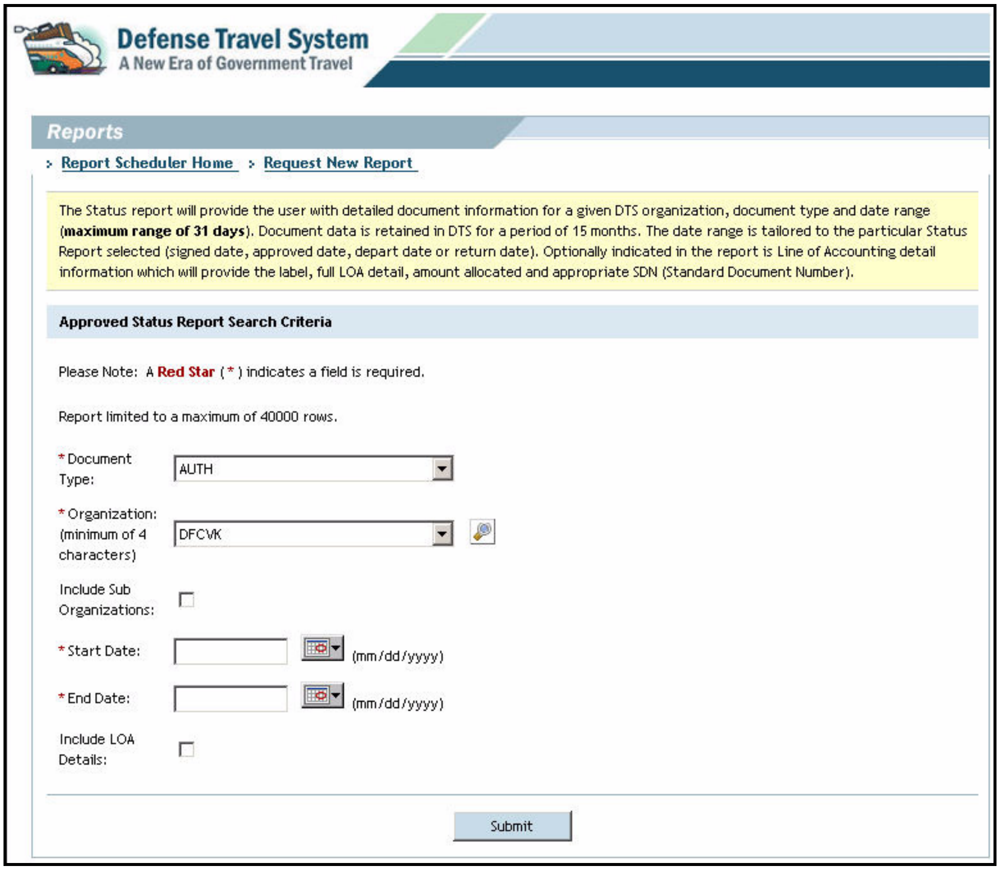


Figure 10-9: Approved Status Report Search Criteria Screen

10.2.1.5 Traveler Status Report

The Traveler Status Report provides a list of travelers for a date or range of dates on which travelers were or will be on TDY. The Traveler Status Report provides the below listed information.

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's SSN (last four digits)
- Traveler e-mail address
- Traveler title or rank
- Traveler service or agency
- TANUM
- Departure date
- Return date
- Location city
- Location state (or country, if OCONUS)
- Arrival date

- Departure date
- Document type
- Document name
- DTA e-mail address

Follow the steps outlined in Section 10.2.

The Traveler Status Report Search Criteria screen opens (Figure 10-10). For a description of the search criteria screen, see Table 10-3

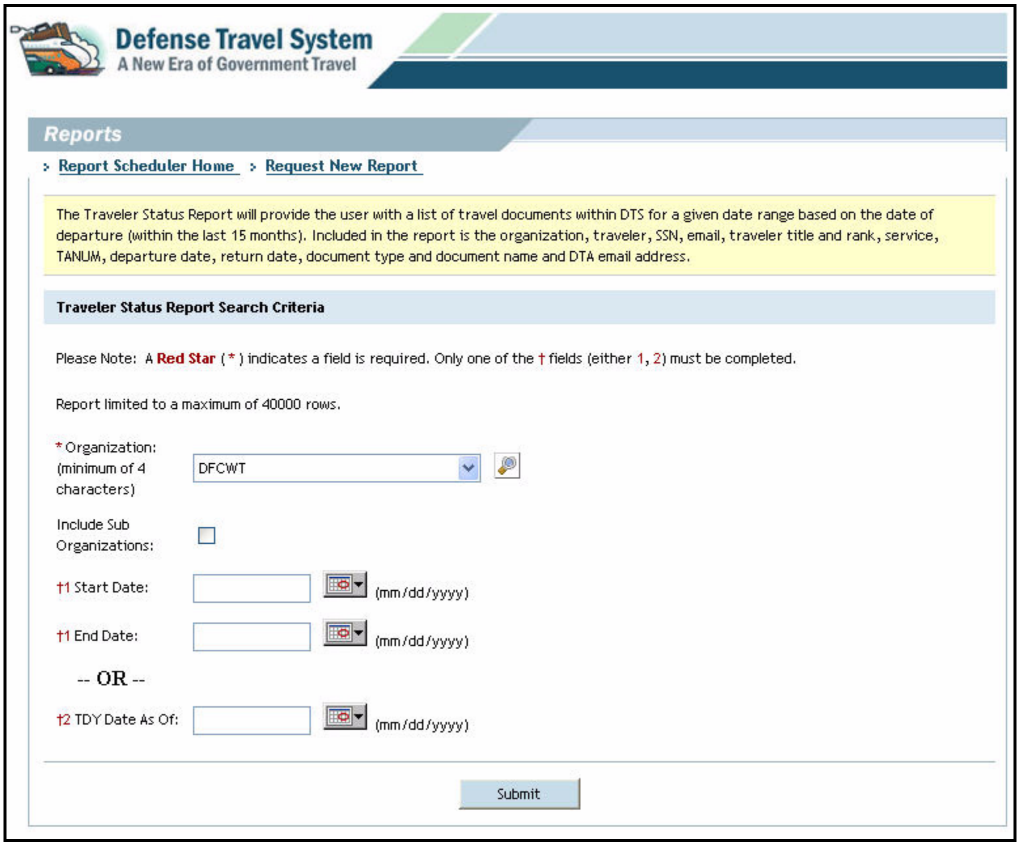


Figure 10-10: Traveler Status Report Search Criteria Screen

Table 10-3: Traveler Status Report Search Criteria Screen Description

TRAVELER STATUS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Report Scheduler Home	Link used to display the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	Check box that, when checked, causes information for suborganizations to be included in the report.

Table 10-3: Traveler Status Report Search Criteria Screen Description (Continued)

TRAVELER STATUS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
†1 Start Date, †1 End Date	Fields used to identify the earliest return date and latest return date to include in the report.
†2 TDY Date as of	Field used to limit the report to travelers who were or will be on TDY on one selected date.
Calendar Icon	Icon used to open a pop-up window from which to select the TDY Date, or the Start Date and End Date of the range to include in the report.
Submit	Button used to send the report request to DTS.
*Required field.	

10.2.2 Routing Reports

DTAs use the Routing reports as a tool to monitor the routing activity of travel documents.

10.2.2.1 Adjustments Report

The Adjustments Report provides a list of documents that have been adjusted during the electronic routing and approval process. DTAs can use this report as an evaluation instrument to determine areas in which travelers may need more training.

The Adjustments Report displays the below listed information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's e-mail address
- TANUM
- Document name
- Approved date
- Amount claimed
- Adjustment date
- Adjustment time
- Adjustor's name

Follow the steps outlined in Section 10.2.

The Adjustments Report criteria screen opens (Figure 10-11). For a description of the search criteria screen, see Table 10-4.

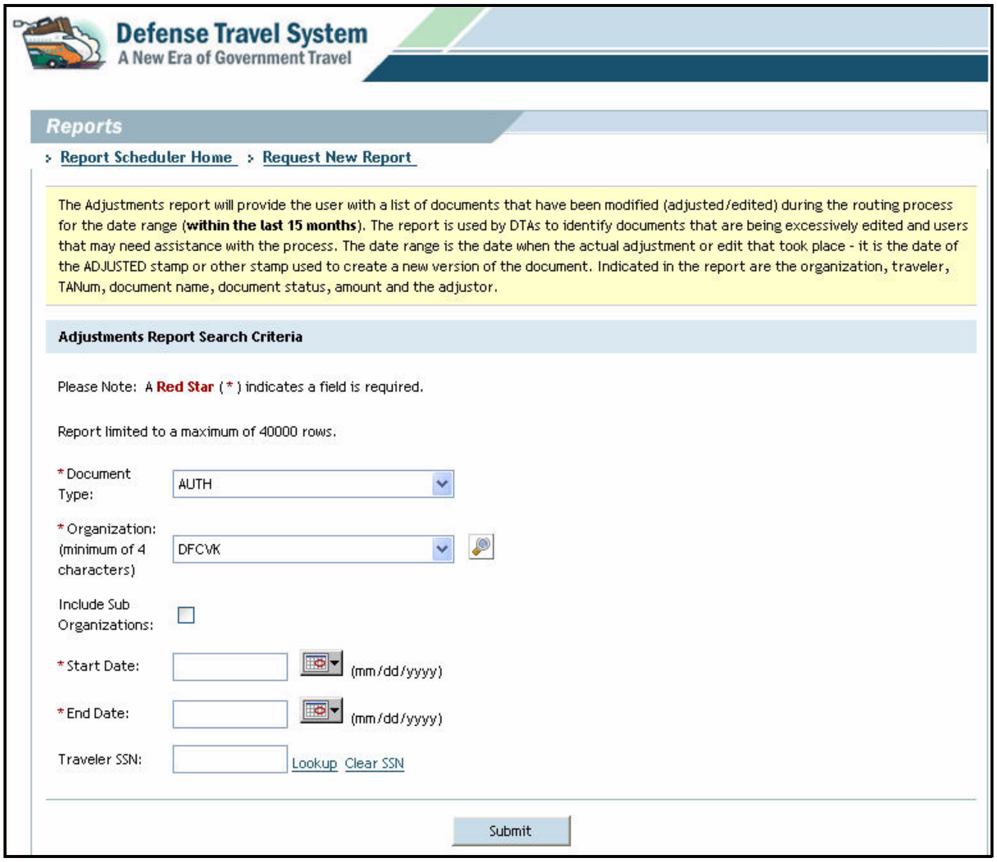


Figure 10-11: Adjustments Report Criteria Screen

Table 10-4: Adjustment Report Criteria Screen Description

ADJUSTMENT REPORT CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
*Document Type	Drop-down list from which to select the type of document to be included in the report.
*Organization (minimum of 4 characters)	Drop-down list from which to select the organization of documents to be included on the report. Leaving this field blank indicates that documents of all organizations should be included.
Magnifying Glass Icon	Icon that opens a search field in which the user may enter text to search for an organization name. A minimum of 4 characters is required to search.
Include Sub Organizations	Check box that, when checked, will include data for suborganizations in the report.
*Start Date, *End Date	Fields used to identify the earliest departure date and latest departure date in the range to include in the report.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
Status	Drop-down list from which to select the status of documents to be included on the report. Leaving this field blank indicates that documents of all status codes should be included.
Traveler SSN	Field used to limit the report data to that of one traveler. Use the Lookup link to complete this field.
Lookup	Link to open a screen from which the user can search for a traveler to complete the Traveler SSN field.
Clear SSN	Link used to clear an SSN from the Traveler SSN field.
Submit	Button used to send the report request to DTS.
* Required field.	

10.2.2.2 Routing Status Report

This report identifies the current status of documents in routing. It also identifies the next stamp in each document's routing list, and the number of days that have passed since the document was last stamped.

The Routing Status Report displays the below listed information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Document type (authorization, voucher, or local voucher)
- TANUM
- Document name
- Current document status, e.g., the status SIGNED
- Date on which the current status stamp was applied to the document
- Awaiting status (the status stamp that will be applied to the document when the next
- RO signs the document)
- Number of days since the current stamp was applied to the document

Follow the steps outlined in Section 10.2.

The Routing Status Report Search Criteria screen opens (Figure 10-12). For a description of the search criteria screen, see Table 10-5.

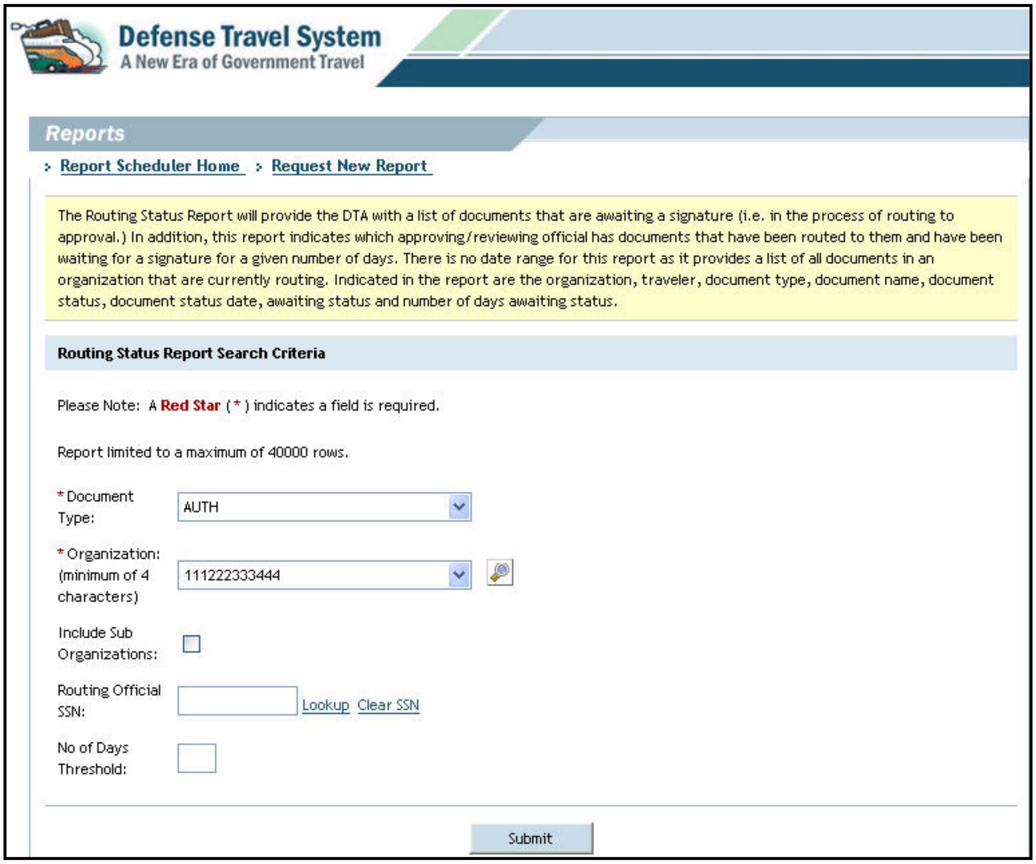


Figure 10-12: Routing Status Report Search Criteria Screen

Table 10-5: Routing Status Report Search Criteria Screen Description

ROUTING STATUS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Document Type	Drop-down list from which to select the type of document to be included in the report.
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	Check box that, when checked, causes information for suborganizations to be included in the report.
Routing Official SSN	Field used to limit the report to documents awaiting action by a specific RO.
Lookup	Link used to open a screen to search for an RO to complete the Routing Official SSN field.
Clear SSN	Link used to clear an SSN from the Routing Official SSN field.
No of Days Threshold	Field in which to specify a minimum number of days that must have passed since a document was stamped, to be included in the report.
Submit	Button used to send the report request to DTS.
* Required field.	

10.2.3 Individual Reports

Each report described in these subsections has a unique purpose that does not fit into any other category of reports.

10.2.3.1 POSACK Delinquency Report

The POSACK Delinquency Report provides data about travel documents that are awaiting response (positive acknowledgement or "POSACK") from the Global Exchange (GEX) within a specified number of hours.

The POSACK Delinquency Report displays the below information:

- Traveler's organization
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Last 4 digits of traveler's SSN
- TANUM
- Document name
- Document type
- Transaction amount
- Adjustment level
- Original document name
- XML submit date
- Number of days, hours, and minutes open
- Accountable station number
- Invoice transaction sequence
- Traveler's e-mail address
- DTA ID e-mail address

Beginning on the Report Scheduler Selections screen (Figure 10-3), use the below steps to create a POSACK Delinquency Report:

1. Select **POSACK Delinquency**.

The POSACK Delinquency Report Search Criteria screen opens (Figure 10-13). For a description of the search criteria screen, see Table 10-6.

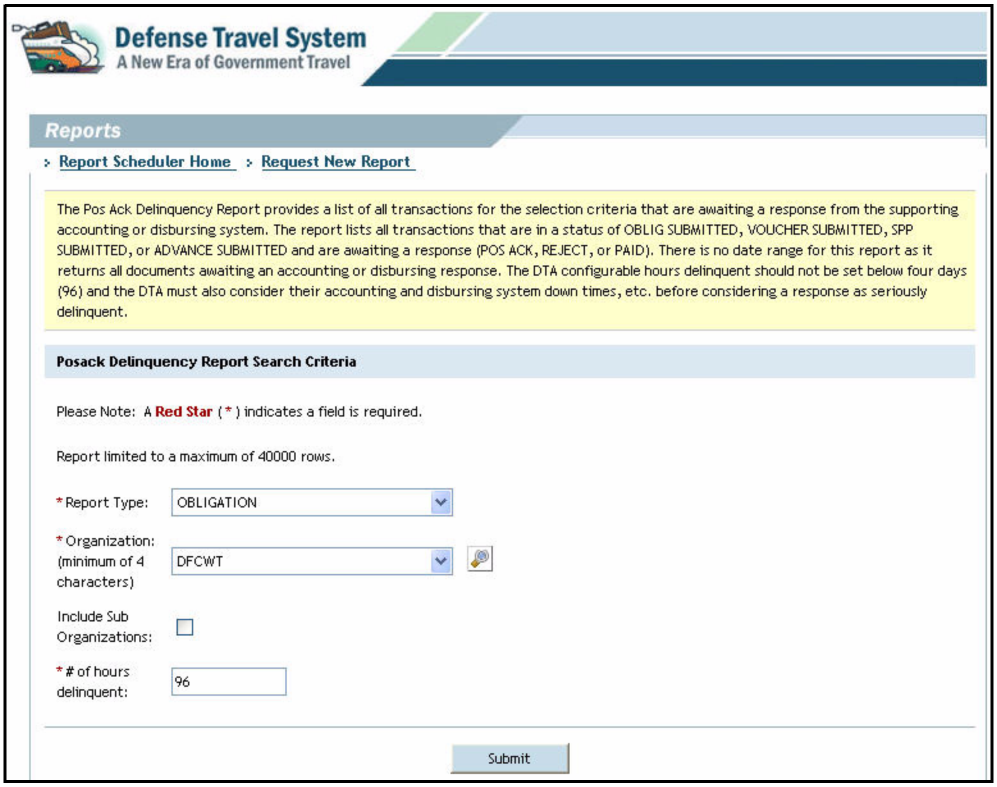


Figure 10-13: POSACK Delinquency Report Search Criteria Screen

Table 10-6: POSACK Delinquency Report Search Criteria Screen Description

POSACK DELINQUENCY REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Report Type	Drop-down list from which to select the type of report to run, either Obligation or Payment.
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	Check box that, when checked, causes information for suborganizations to be included in the report.
*# of hours delinquent	Field in which to specify a minimum number of hours that must have passed since a document was stamped, to be included in the report.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit.**

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.3.2 Unsubmitted Voucher Report

The Unsubmitted Voucher Report provides a list of authorizations for which vouchers have not been stamped SIGNED or T-ENTERED. It displays authorizations in the order of number of days since trip completion. DTS checks each authorization to determine when travel should have ended. Budget DTAs (BDTAs) should use this report to monitor any open obligations that are in the system because of travelers not filing vouchers. At a minimum, this report should be run on a weekly basis.

The Unsubmitted Voucher Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Traveler's e-mail address
- TANUM
- Approved date
- Document name
- Departure date for the travel
- Days since end of trip

Beginning on the Report Scheduler Selections screen (Figure 10-3), use the below steps to create an Unsubmitted Voucher Report:

1. Select **Unsubmitted Voucher Report**.

The Unsubmitted Voucher Report Search Criteria screen opens (Figure 10-14). For a description of the search criteria, see Table 10-7.

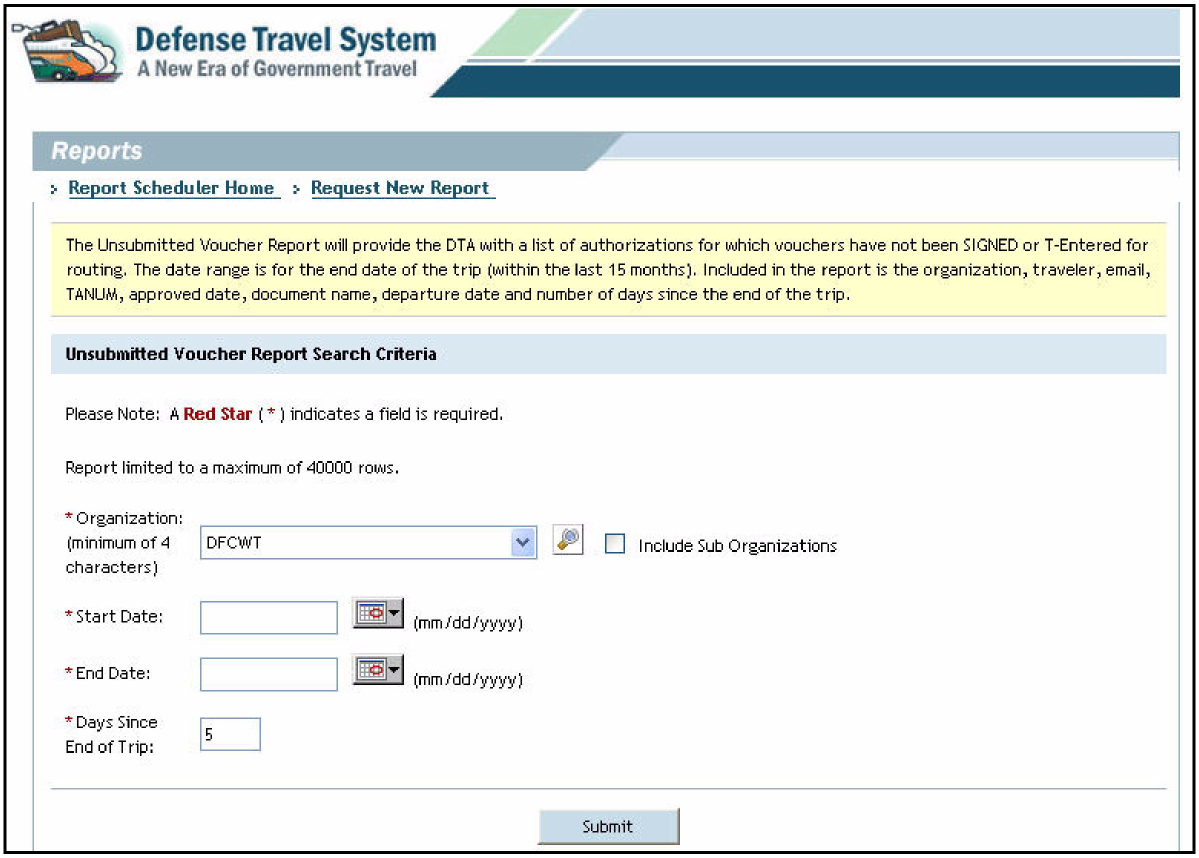


Figure 10-14: Unsubmitted Voucher Report Search Criteria Screen

Table 10-7: Unsubmitted Voucher Report Search Criteria Screen Description

UNSUBMITTED VOUCHER REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	Check box that, when checked, causes information for suborganizations to be included in the report.
*Start Date, *End Date	Fields used to identify the earliest return date and latest return date of trips to include in the report.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
*Days Since End of Trip	Field used to specify a minimum number of days that must have passed since the return date on the authorization.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit.**

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.3.3 CBA TO Report

The CBA TO Report provides information about trips that charged a CBA for air or rail tickets and CTO fees within a departure date range not to exceed 31 days. The user can request a report for all trips with a CBA charge or a report of the exceptions (e.g., missing a ticket number, an amount, or a ticket date).

The CBA TO Report displays the below information:

- Traveler's last name
- Traveler's first name
- Traveler's last four SSN digits
- Document type
- Document name
- TANUM
- PNR record locator
- Ticket travel mode
- Ticket number
- Ticket cost
- Ticket date
- CBA label
- Departure date
- Return date

- Current status
- AO's last name
- E-mail address of the AO
- Organization
- E-mail address of the traveler
- DTA ID
- E-mail address of the DTA ID

Beginning on the Reports Scheduler Selection screen (Figure 10-3), use the below steps to request a CBA TO Report:

1. Select **CBA TO Report**.

The CBA TO Report Search Criteria screen opens (Figure 10-15). For a description of the search criteria screen, see Table 10-8.

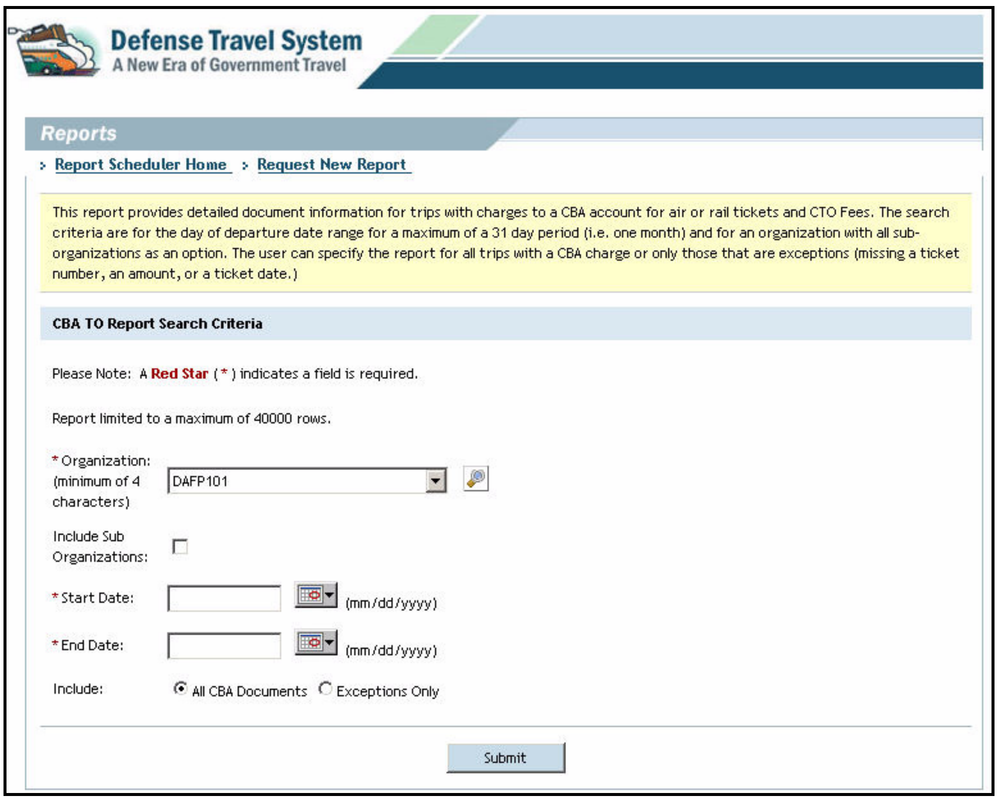


Figure 10-15: CBA TO Report Search Criteria Screen

Table 10-8: CBA TO Report Search Criteria Description

CBA TO REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Report Scheduler Home	Link used to display the Report Scheduler Home Page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user can enter the name of the organization instead of selecting it from the drop-down list.
Include Sub Organizations	Check box that, when checked, causes information for suborganizations to be included in the report.
*Start Date	Field in which to enter the earliest date in the range in which to include in the report.
Calendar Icon	Icon used to open a pop-up calendar from which to select the Start Date and End Date of the range to include in the report.
*End Date	Field in which to enter the latest date in the range in which to include in the report.
All CBA Documents	Radio button that, when selected, causes all documents for the organization that charged a CBA within the selected date range to be included in the report.
Exceptions Only	Radio button that, when selected, causes the report to include only the CBA exceptions (i.e., missing a ticket number, an amount or ticket date).
Submit	Button used to send the report request to DTS.
* Required field	

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

All report requests display on the Report Scheduler Home page. DTS will send the user an e-mail when the requested report is available.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.3.4 Debt Management Report

The Debt Management Report provides data on all debts that travelers within a selected organization owe the government because of DUE U.S. vouchers. The report lists each action posted against the debt, including the DUE PROCESS stamp, collection actions received via Advice of Collection and collections entered manually by a Debt Management Monitor (DMM), adjustments to the debt, and debt write-offs. Debts remain on the report for 30 days after the DUE U.S. voucher is stamped ARCHIVE SUBMITTED.

The Debt Management Report displays the below information:

- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Last four digits of the traveler's SSN
- TANUM
- Travel document name
- Date debt incurred
- Date traveler notified of debt

- Original amount of debt
- Offsets and collections
- Last offset date
- Last offset action
- Last offset amount
- Current balance due U.S.
- 30-day status
- Days since last activity
- Total age of debt
- Traveler e-mail
- DTA ID e-mail
- History - Status Type
- History - Status Date
- History - Transaction Amount
- History - Balance Due U.S.

Beginning on the Report Scheduler Selections screen (Figure 10-3), use the below steps to create a Debt Management Report:

1. Select **Debt Management Report**.

The Debt Management Report Search Criteria screen opens (Figure 10-16). For a description of the search criteria screen, see Table 10-9.

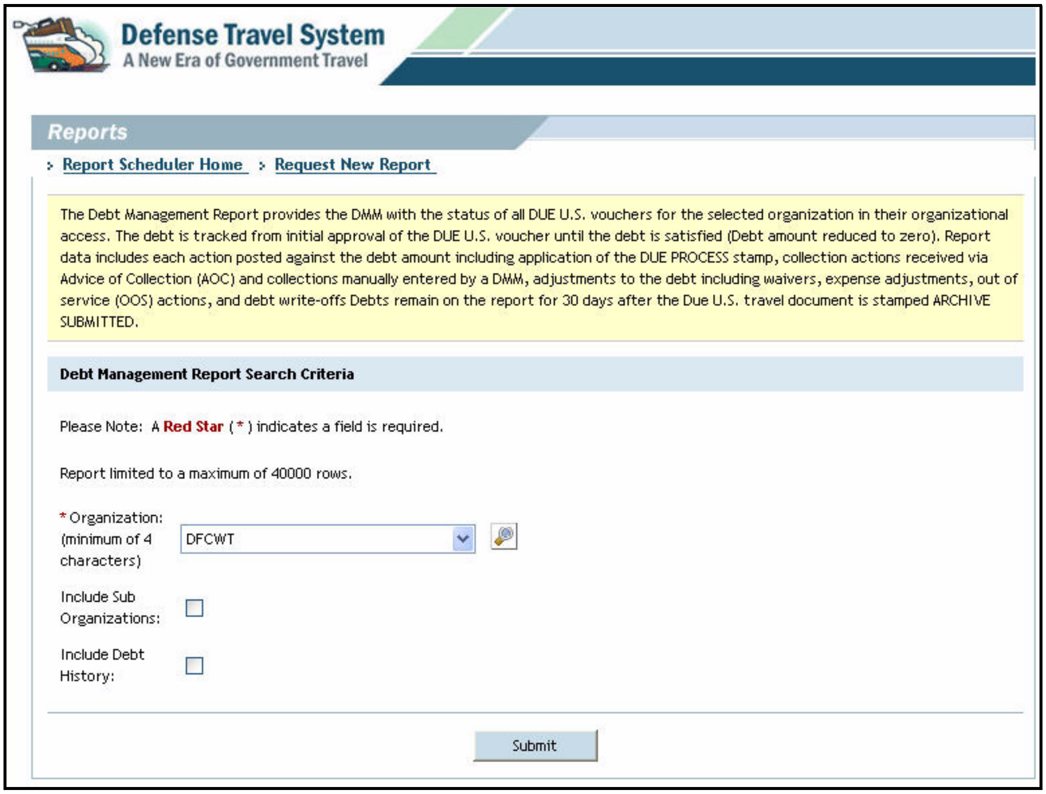


Figure 10-16: Debt Management Report Search Criteria Screen

Table 10-9: Debt Management Report Search Criteria Screen Description

DEBT MANAGEMENT REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	Check box that, when checked, causes information for suborganizations to be included in the report.
Include Debt History	Check box that, when checked, causes the report to display the date on which each stamp was applied to the document and the amount of the transaction and balance on that date.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit.**

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.3.5 Constructed Travel Report

The Constructed Travel Report displays the cost savings of approved trip requests when a traveler has used Constructed Travel. It provides information about the actual and allowable costs.

The Constructed Travel Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- DTA ID e-mail
- Document type
- Document name
- TANUM
- Departure date
- Return date
- Actual cost of the trip
- Allowable cost of the trip
- Cost difference (delta) (difference between the actual and allowable cost)
- Approval date
- Approval override (override of limited reimbursement)

Beginning on the Report Scheduler Selections screen (Figure 10-3), use the below steps to create a Constructed Travel Report:

1. Select **Constructed Travel**.

The Constructed Travel Report Search Criteria screen opens (Figure 10-17). For a description of the search criteria screen, see Table 10-10.

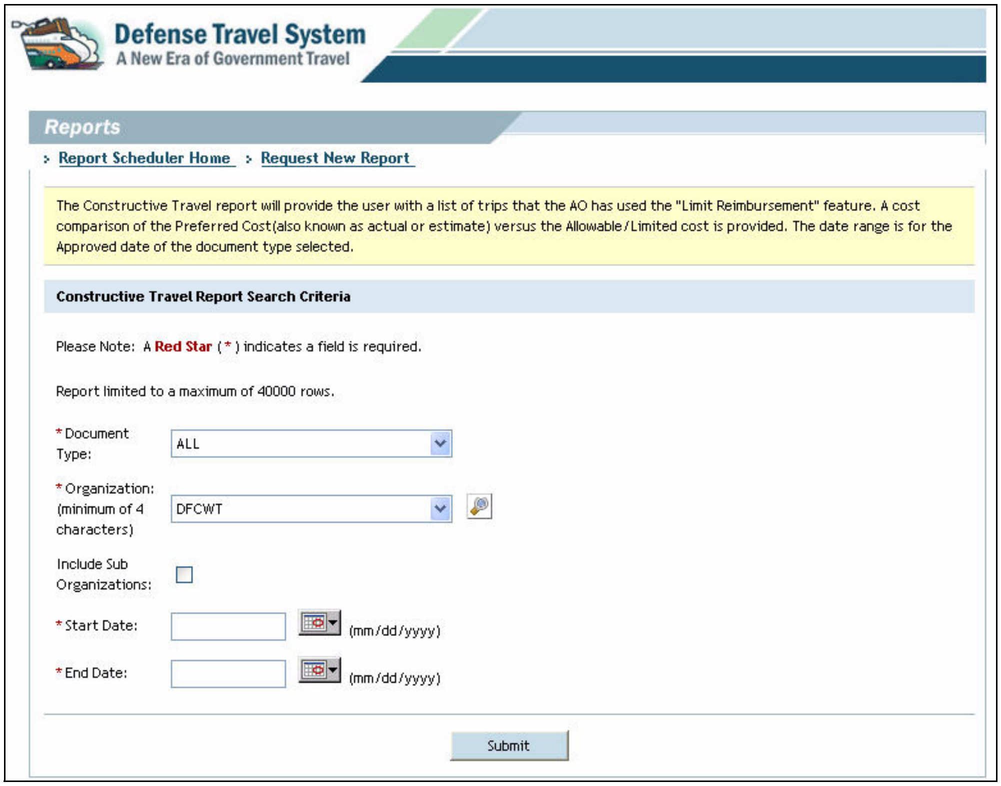


Figure 10-17: Constructed Travel Report Search Criteria Screen

Table 10-10: Constructed Travel Report Search Criteria Screen Description

CONSTRUCTED TRAVEL REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Document Type	Drop-down list from which to select the type of document to be included in the report.
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	Check box that, when checked, causes information for suborganizations to be included in the report.
*Start Date, *End Date	Fields used to identify the earliest approval date and latest approval date of documents to include in the report.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit.**

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4 CTO/Travel Related Report

The reports in the following subsections provide information about particular travel and lodging details that may be associated with a traveler's TDY travel or a travel document.

10.2.4.1 FPLP/FEMA Report

The FPLP/FEMA Report provides data for the selected organization for all documents that show lodging. The report identifies whether or not the property is participating in the Federal Premier Lodging Program (FPLP). If the property is approved by the Federal Emergency Management Agency (FEMA), the report will include the FEMA-approved code.

The FPLP/FEMA Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Document name
- TDY location
- Departure date
- Return date
- Property name

- City
- State
- Country
- FPLP/FEMA flag

Beginning on the Report Scheduler Selections screen (Figure 10-3), use the below steps to create an FPLP/FEMA Report:

1. Select **FPLP/FEMA Report**.

The FPLP/FEMA Report Search Criteria screen opens (Figure 10-18). For a description of the search criteria screen, see Table 10-11.

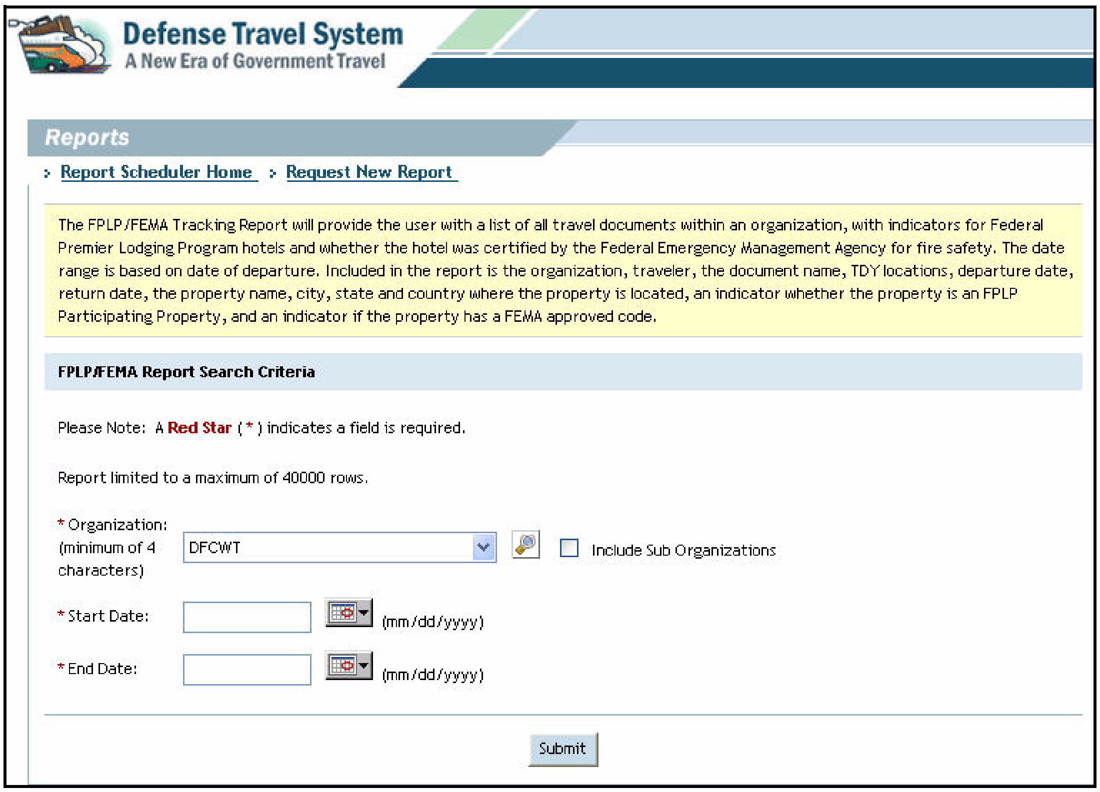


Figure 10-18: FPLP/FEMA Report Search Criteria Screen

Table 10-11: FPLP/FEMA Report Search Criteria Screen Description

FPLP/FEMA REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	Check box that, when checked, causes information for suborganizations to be included in the report.
*Start Date, *End Date	Fields used to identify the earliest departure date and latest departure date to include in the report.

Table 10-11: FPLP/FEMA Report Search Criteria Screen Description (Continued)

FPLP/FEMA REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit.**

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4.2 Reason Code Report

The Reason Code Report provides data about trips for which travelers did not use GSA city pair contract flights, and the reason codes that were selected for the resulting preaudits.

The Reason Code Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Service or agency
- TANUM
- Document name
- Travel month
- Carrier
- Carrier Flight Number
- Departure date
- Departure time
- Arrival date
- Arrival time
- Reason code
- Detailed explanation

Beginning on the Report Scheduler Selections screen (Figure 10-3), use the following steps to create a Reason Code Report:

1. Select **Reason Code Report**.

The Reason Code Report Search Criteria screen opens (Figure 10-19). For a description of the search criteria screen, see Table 10-12.

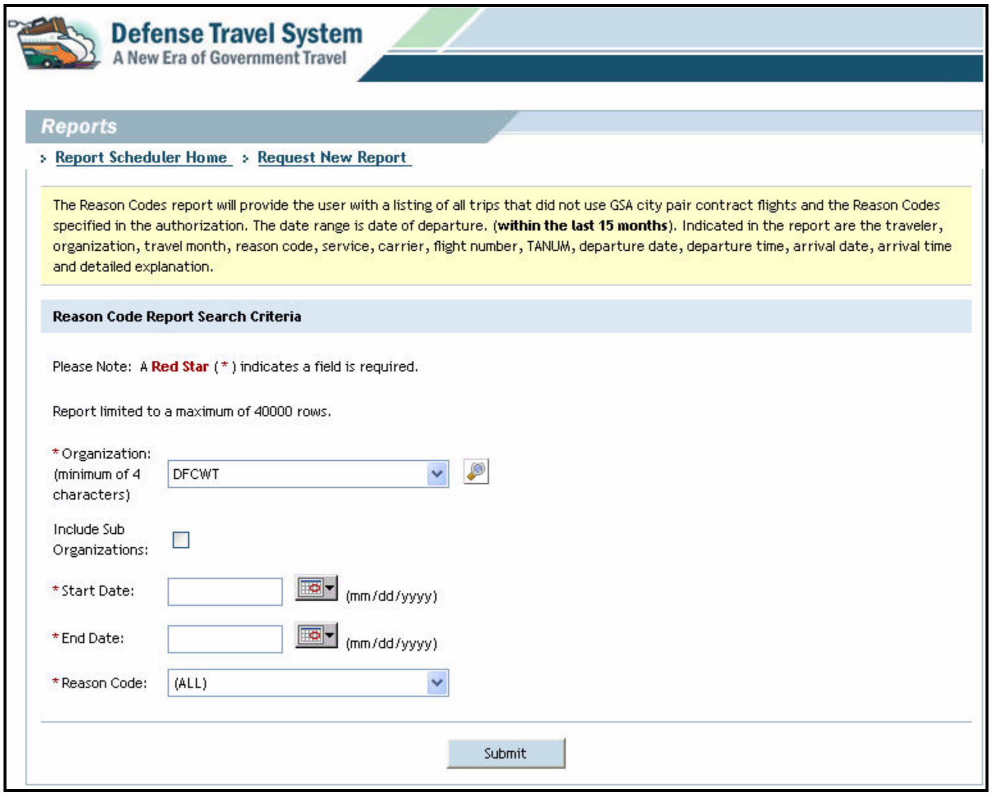


Figure 10-19: Reason Code Report Search Criteria Screen

Table 10-12: Reason Code Report Search Criteria Screen Description

REASON CODE REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	Check box that, when checked, causes information for suborganizations to be included in the report.
*Start Date, *End Date	Fields used to identify the earliest departure date and latest departure date to include in the report.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
Reason Code	Drop-down list from which to select a code that identifies the reason for use of a non-GSA city pair flight.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit.**

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4.3 Reason Justification Report

The Reason Justification Report tracks reason codes and the justifications that a traveler entered into the Preaudit text box for using a non-contract city pair flight.

The Reason Justifications Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Reason code
- TANUM
- Detailed explanation
- Travel month

Beginning on the Report Scheduler Selections screen (Figure 10-3), use the below steps to create a Reason Code Report:

1. Select **Reason Justification Report**.

The Reason Justification Report Search Criteria screen opens (Figure 10-20). For a description of the search criteria screen, see Table 10-13.

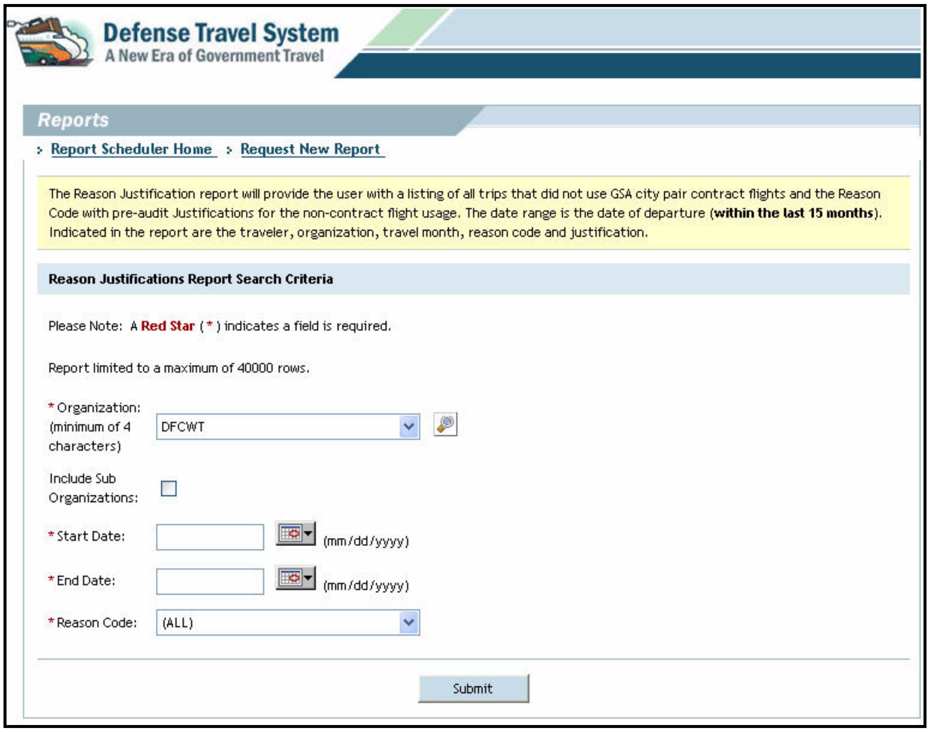


Figure 10-20: Reason Justification Report Search Criteria Screen

Table 10-13: Reason Justification Report Search Criteria Screen Description

REASON JUSTIFICATION REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	Check box that, when checked, causes information for suborganizations to be included in the report.
*Start Date, *End Date	Fields used to identify the earliest departure date and latest departure date to include in the report.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
Reason Code	Drop-down list from which to select a code that identifies the reason for use of a non-GSA city pair flight.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit.**

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4.4 CTO Fee Report

The CTO Fee Report is a fee tracking report that enables the user to monitor, track, and verify the Commercial Travel Office (CTO) transaction fees and reason(s) for CTO intervention.

The CTO Fees Report displays the below information:

- Organization name
- PCC (Pseudo City Code)
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Last four digits of the traveler's SSN
- Service or agency
- TANUM
- Document Name
- PNR (Passenger Name Record) Locator
- Ticket date
- Fee ticket number
- Transaction Type
- Touched Status
- Justification Code
- Form of Payment (FOP)
- CTO Fee amount
- Ticket value

Beginning on the Report Scheduler Selections screen (Figure 10-3), use the below steps to create a CTO Fee Report:

1. Select **CTO Fee Report**.

The CTO Fee Report Search Criteria screen opens (Figure 10-21). For a description of the search criteria screen, see Table 10-14.

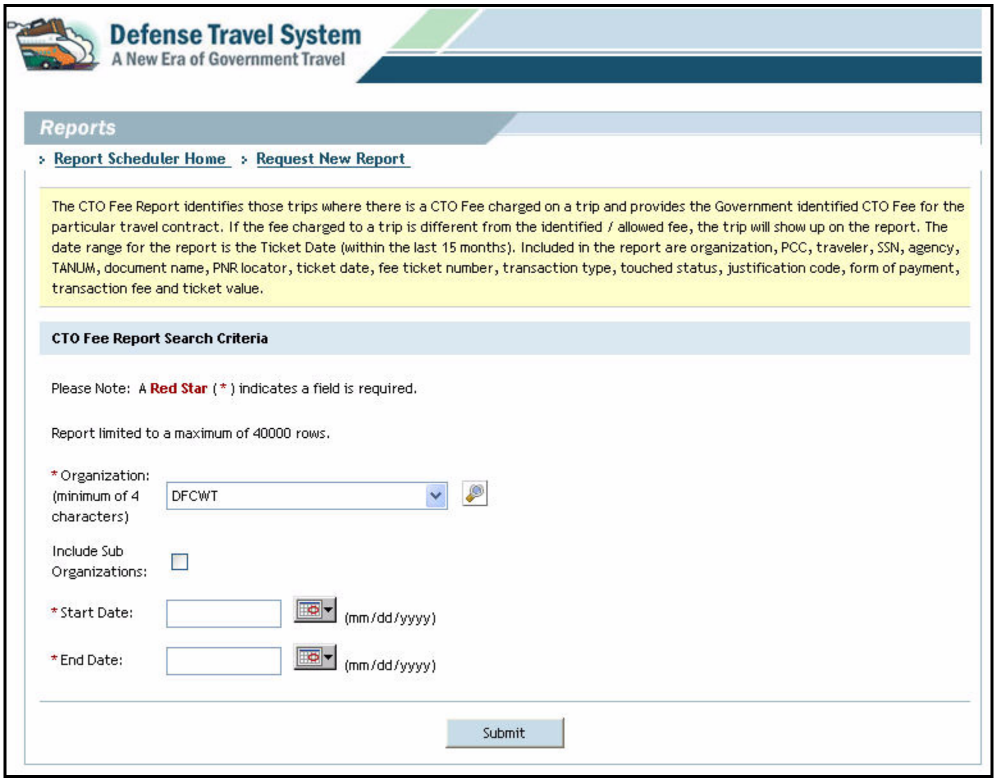


Figure 10-21: CTO Fee Report Search Criteria Screen

Table 10-14: CTO Fee Report Search Criteria Screen Description

CTO FEE REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	Check box that, when checked, causes information for suborganizations to be included in the report.
*Start Date, *End Date	Fields used to identify the earliest departure date and latest departure date to include in the report.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit.**

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.4.5 Unused Ticket Report

The Unused Ticket Report allows for the tracking of tickets that were purchased for TDY travel, but were not used. The expenses for unused tickets must be refunded to the government. The report also returns data about tickets that recorded a different amount on the voucher than the amount approved on the authorization. Data about a ticket will show up on this report if one of the following conditions is present:

- The authorization included an airline ticket, but no voucher has been created yet.
- The ticket price on the authorization differs from the ticket price on the voucher.

The Unused Ticket Report displays the below information:

- Organization name
- Traveler's last name
- Traveler's first name
- Traveler's middle initial
- Last four digits of the traveler's SSN
- Date the traveler returned from trip
- TANUM
- Document name
- Current document status
- Date on which document was created
- Date on which document was approved
- Ticket number
- Ticket cancelled status
- Airline ticket amount
- Ticket voucher amount
- Delta (the difference between the amount of the ticket and the voucher)

Beginning on the Report Scheduler Selections screen (Figure 10-3), use the below steps to create an Unused Ticket Report:

1. Select **Unused Ticket Report**.

The Unused Ticket Report Search Criteria screen opens (Figure 10-22). For a description of the search criteria screen, see Table 10-15.

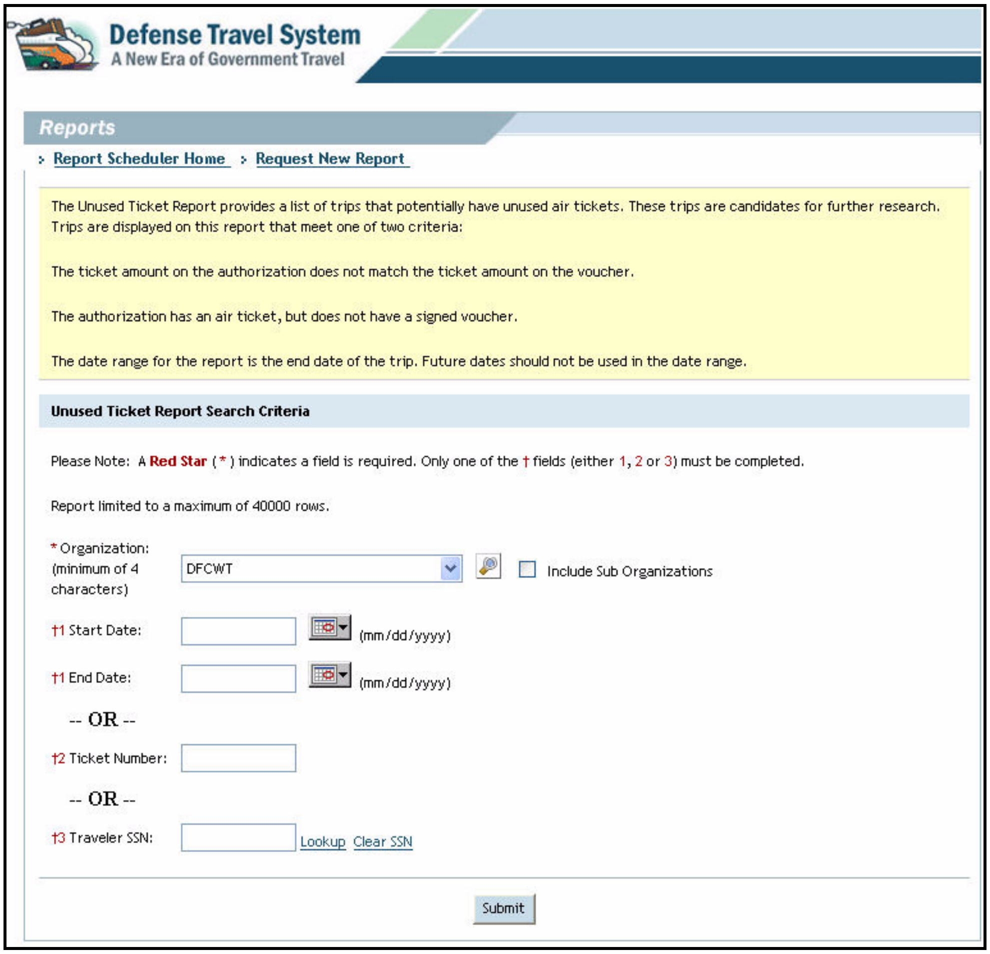


Figure 10-22: Unused Ticket Report Search Criteria Screen

Table 10-15: Unused Ticket Report Search Criteria Screen Description

UNUSED TICKET REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
*Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass Icon	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	Check box that, when checked, causes information for suborganizations to be included in the report.
†1 Start Date, †1 End Date	Fields used to identify the earliest return date and latest return date to include in the report. Only one of the † fields (1, 2, or 3) must be completed.
Calendar Icon	Icon that opens a pop-up calendar. Select the departure approval date and latest departure date to include in the report.
UNUSED TICKET REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
†2 Ticket Number	Field used to limit the report data to one ticket. Enter the ticket number in this field. Fields used to identify the earliest return date and latest return date to include in the report. Only one of the † fields (1, 2, or 3) must be completed.
†3 Traveler SSN	Field used to limit the report to documents associated with one traveler. Fields used to identify the earliest return date and latest return date to include in the report. Only one of the † fields (1, 2, or 3) must be completed.
Lookup	Link used to open a screen from which the user can search for a traveler to complete the Traveler SSN field.
Clear SSN	Link used to clear an SSN from the Traveler SSN field.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

Note: Although the user may complete all the fields, a date range, ticket number, or a traveler SSN must be entered.

3. Select **Submit.**

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.5 MIS Reports

DTS can generate five types of Management Information Systems (MIS) reports. These reports are described in the below subsections. A user must have MIS Access to schedule aa MIS Report. To enable or disable a user's access to the MIS Reports, see Chapter 11 of this manual. The search criteria for any MIS report may be viewed in Table 10-16.

10.2.5.1 Enlisted BAS Report

This report is used to determine whether or not an enlisted member's Basic Allowance for Subsistence (BAS) entitlement changes because of the member's TDY status. DTS can generate a report of authorizations for travel within the specified date range and a report of vouchers paid within the specified date range. This report includes all enlisted members in the selected organization who have begun TDY on approved authorizations or had vouchers paid within the date range.

The Enlisted BAS Report displays the below information:

- Organization name
- Traveler's first name
- Traveler's last name
- Traveler's middle initial
- Traveler's complete SSN
- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Location city
- Location state (or country, if OCONUS)
- Arrival date
- Departure date
- Number of days at the location

Beginning on the Reports Scheduler Selection screen (Figure 10-3), the below steps will guide the user to create an Enlisted BAS report:

1. Select **Enlisted BAS**.

The search criteria screen opens (Figure 10-23).

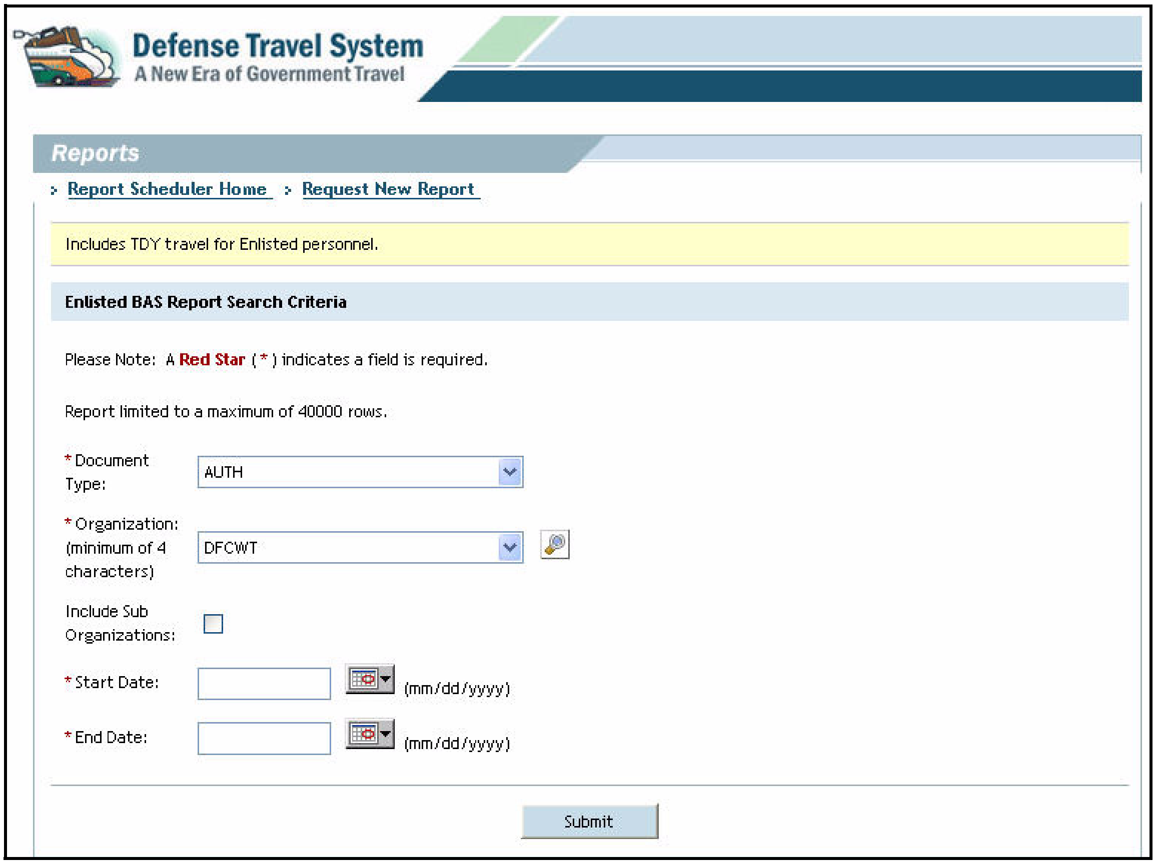


Figure 10-23: Enlisted BAS Report Search Criteria Screen

Table 10-16: MIS Report Search Criteria Screen Description

MIS REPORT SEARCH CRITERIA SCREEN DESCRIPTION	
Report Scheduler Home	Link used to display to the Report Scheduler Home page (Figure 10-2).
Request New Report	Link used to display the Report Scheduler Selection screen (Figure 10-3).
Document Type	Drop-down list from which to select the type of document to include in the report.
Organization (minimum of 4 characters)	Drop-down list from which to select the DTS organization to include in the report.
Magnifying Glass	Icon used to open a window in which the user enters the name of the organization instead of selecting it from the drop-down list. The user must enter the first 4 characters, at a minimum.
Include Sub Organizations	Check box that, when checked, causes information for suborganizations to be included in the report.
*Start Date, *End Date	Fields used to identify the earliest approval date and latest approval date of documents to include in the report. Report includes authorizations that are stamped APPROVED, PROCESSED, CTO AMENDMENT, or AUTO APPROVED within the date range.
Calendar Icon	Icon used to open a pop-up window from which to select the Start Date and End Date of the range to include in the report.
Submit	Button used to send the report request to DTS.
* Required field.	

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes, and will define the remainder of the Report Scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.5.2 OCONUS Travel Report

This report is used to determine whether or not a member is entitled to foreign duty pay because of TDY status. It is also used to follow up on Hostile Fire Pay / Imminent Danger Pay and Combat Zone Tax Exclusion for members deployed to select areas. DTS can generate a report of authorizations for travel within the specified date range and a report of vouchers paid within the specified date range. This report includes all service members in the selected organization who traveled on TDY outside the continental United States and who have approved authorizations or vouchers paid within those dates for that TDY.

The OCONUS Travel Report displays the below information:

- Organization name
- Traveler's first name
- Traveler's last name
- Traveler's middle initial
- Traveler's complete SSN
- Traveler's rank
- Branch of service
- Document type
- Document name

- TANUM
- Approval date
- Location city
- Location state (or country, if OCONUS)
- Arrival date
- Departure date
- Number of days at the location

Beginning on the Reports Scheduler Selection screen (Figure 10-3), the below steps will guide the user to create an OCONUS Travel report:

1. Select **OCONUS**.

The OCONUS Travel Report Search Criteria screen opens (Figure 10-24).

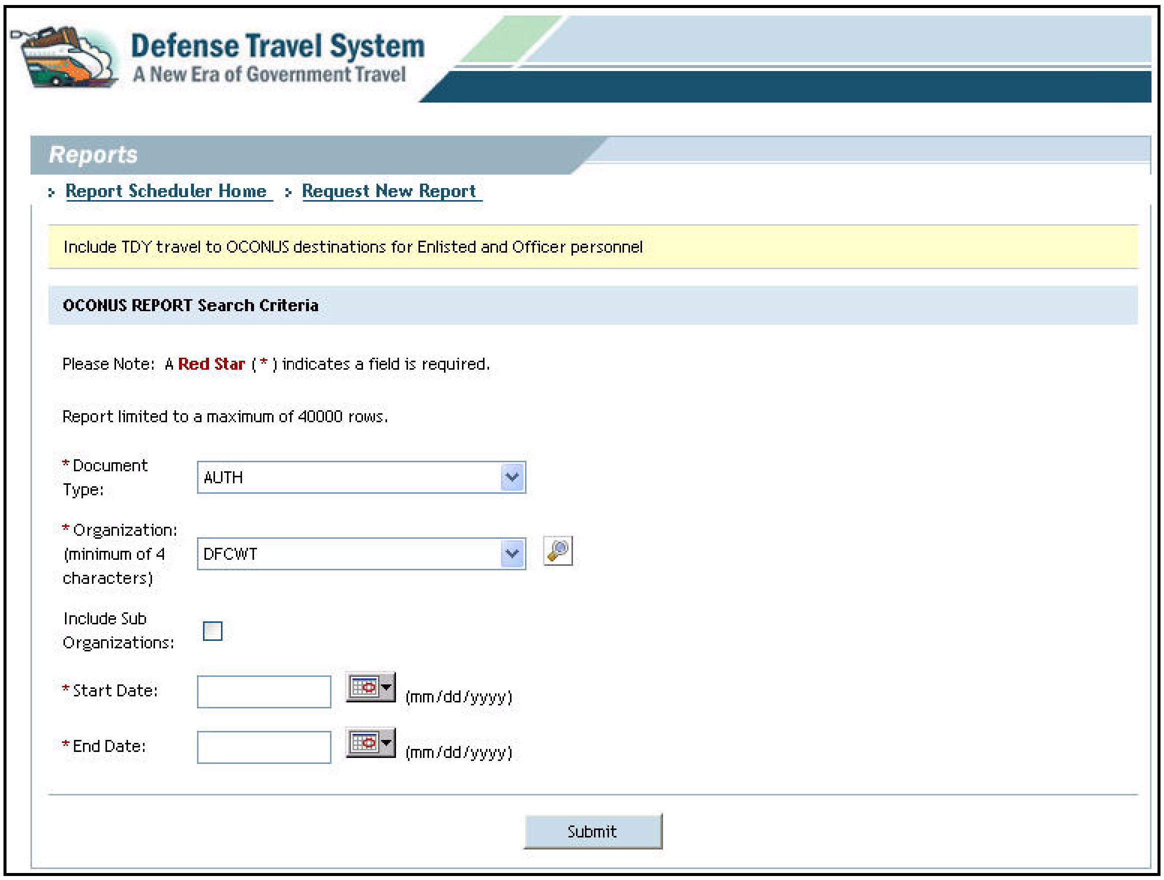


Figure 10-24: OCONUS Travel Report Search Criteria Screen

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes and defines the remainder of the Report Scheduler process.

4. See the text that follows Step 6 in Section 10.2 for the final steps in requesting a report.

10.2.5.3 FSA Report

This report is used to determine whether or not a member is entitled to Family Separation Allowance (FSA) because their TDY exceeds 30 days. DTS can generate a report of authorizations for TDY for a period greater than 30 days within the specified date range and a report of the vouchers paid within the specified date range. The computer user interface does not maintain records of a member's dependents; therefore the military pay technician must also determine the status, type, and location of the member's dependents.

The FSA Report displays the below information:

- Organization name
- Traveler's first name
- Traveler's last name
- Traveler's middle initial
- Traveler's complete SSN
- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Location city
- Location state (or country, if OCONUS)
- Arrival date
- Departure date
- Number of days at the location

Beginning on the Reports Scheduler Selection screen (Figure 10-3), the below steps will guide the user in creating a FSA report:

1. Select **FSA**.

The FSA Report Search Criteria screen opens (Figure 10-25).

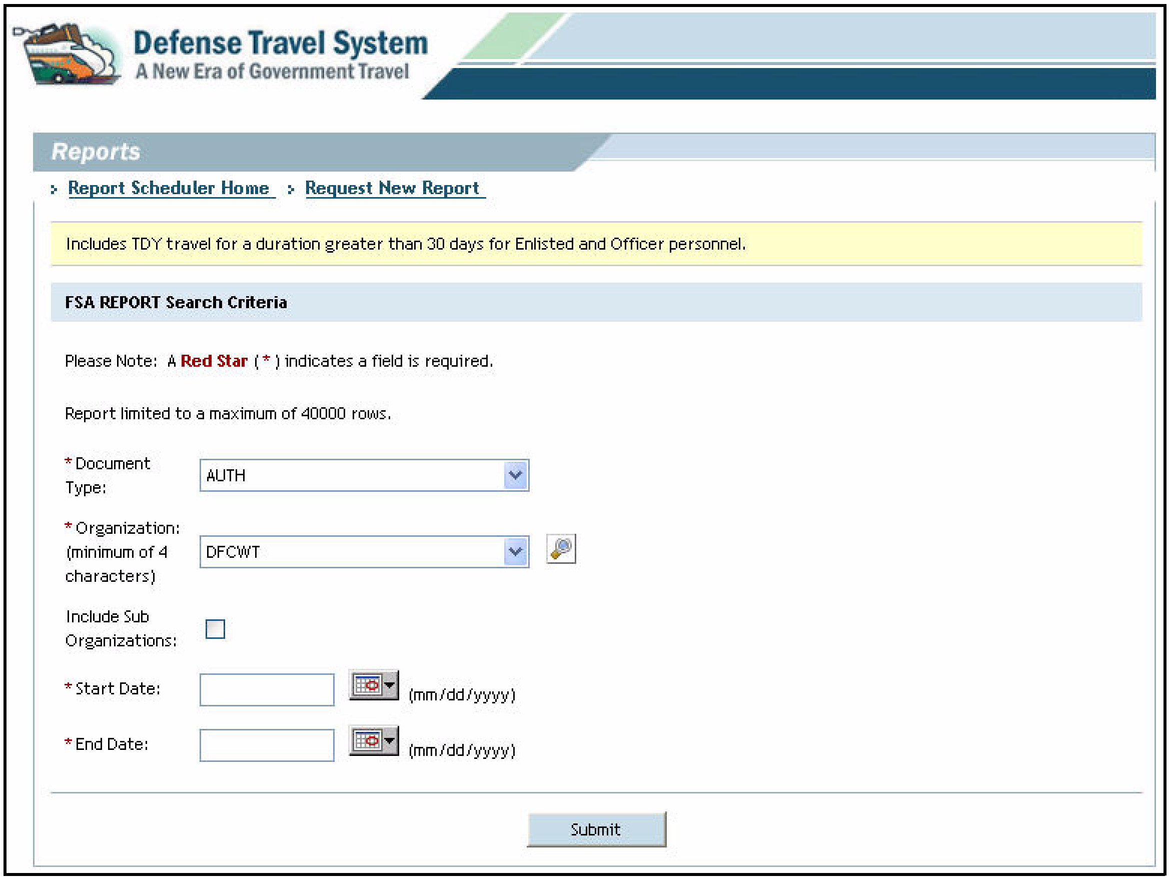


Figure 10-25: FSA Report Search Criteria Screen

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes, and will define the remainder of the Report Scheduler process.

10.2.5.4 Special Duty Report

This report is used to record entitlement changes because of special duty conditions such as field duty or hospital in-patient status while TDY. DTS can generate reports of authorizations for travel for all members with a special duty condition within the specified date range and a report of vouchers paid within the specified date range.

The Special Duty Report displays the below information:

- Organization name
- Traveler’s first name
- Traveler’s last name
- Traveler’s middle initial
- Traveler’s complete SSN

- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Trip departure date
- Trip return date
- Number of days TDY
- Duty condition
- Duty condition city
- Duty condition state (or country, if OCONUS)
- CONUS / OCONUS flag
- Duty condition start date
- Duty condition end date
- Number of days under the identified duty condition

Beginning on the Reports Scheduler Selection screen (Figure 10-3), the below steps will guide the user in creating a Special Duty report:

1. Select **Special Duty**.

The Special Duty Report Search Criteria screen opens (Figure 10-26).

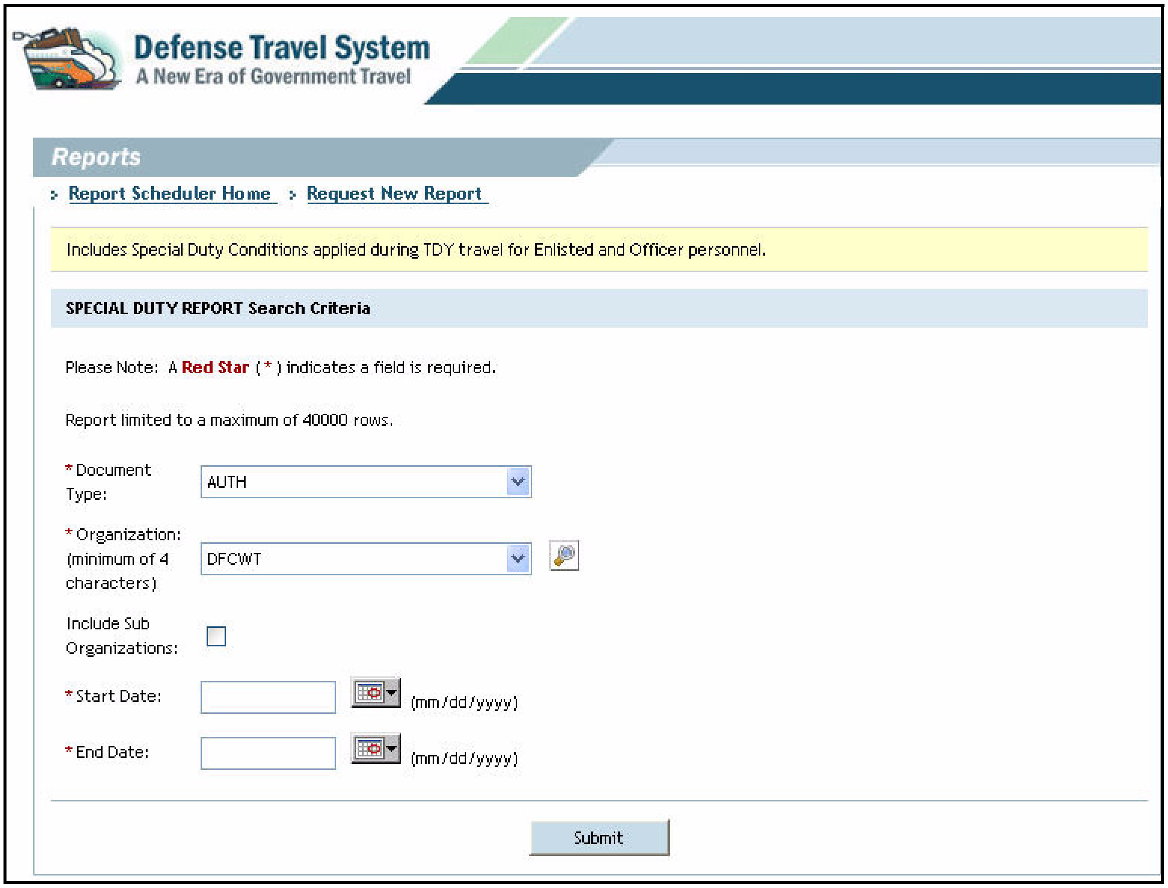


Figure 10-26: Special Duty Report Search Criteria Screen

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes. It defines the remainder of the Report Scheduler process.

10.2.5.5 Military Leave Report

This report may be used to identify military members who are identified by DTS as having taken leave in conjunction with TDY. DTS can generate a report of authorizations that included leave time for all members within the specified date range and a report of vouchers that included leave time and were paid within the specified date range.

Note: Normal leave documents must still be processed in accordance with service or agency procedures.

The Military Leave Report displays the below information:

- Organization name
- Traveler's first name

- Traveler's last name
- Traveler's middle initial
- Traveler's complete SSN
- Traveler's rank
- Branch of service
- Document type
- Document name
- TANUM
- Approval date
- Trip departure date
- Trip return date
- Number of days TDY
- City in which leave was taken
- State in which leave was taken (or country, if OCONUS)
- CONUS / OCONUS flag
- Leave start date
- Leave end date
- Number of days on leave

Beginning on the Reports Scheduler Selection screen (Figure 10-3), the below steps will guide the user to create a Military Leave report:

1. Select **Military Leave**.

The Military Leave Report Search Criteria screen opens (Figure 10-27).

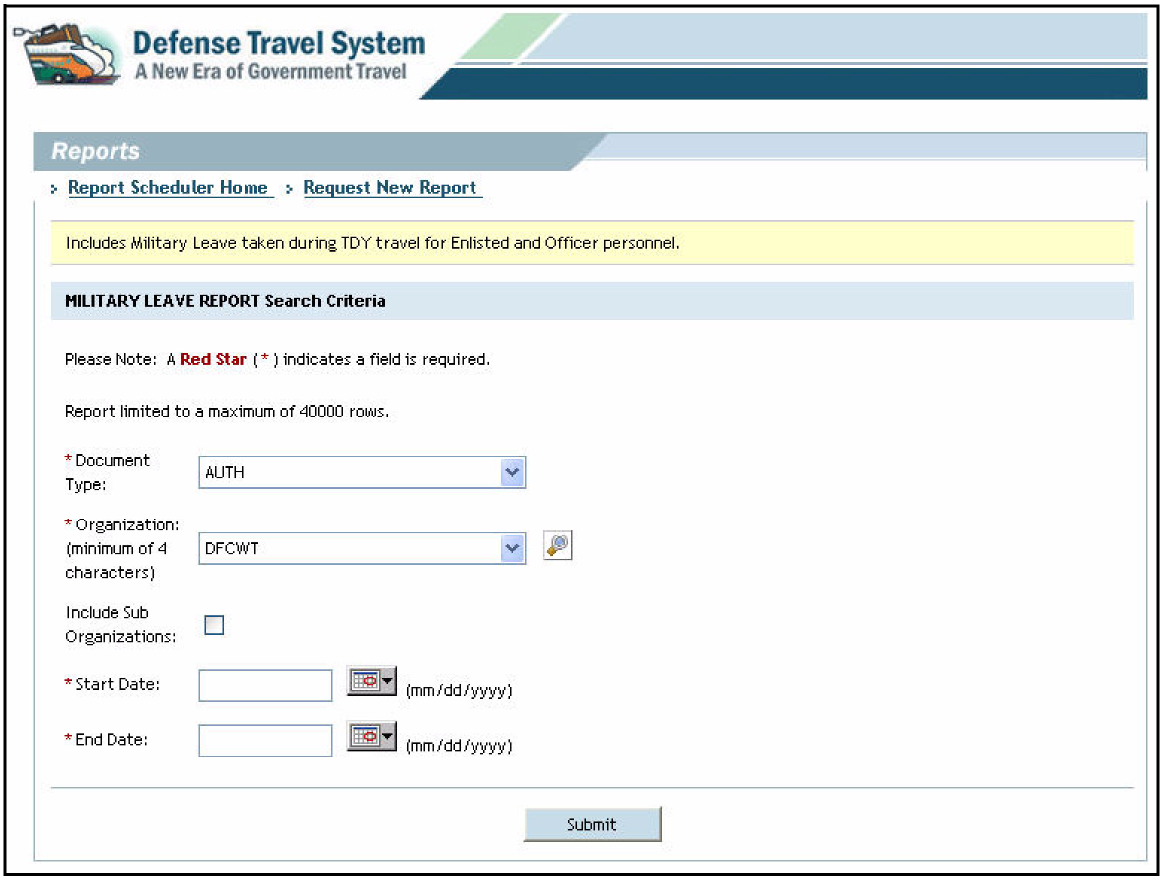


Figure 10-27: Military Leave Report Search Criteria Screen

2. Complete the **fields** on the criteria screen.

3. Select **Submit**.

The screen refreshes. It defines the remainder of the Report Scheduler process.

10.2.6 Partner System Reports

This report feature of DTS includes six (6) reports that can be generated for partner systems.

Beginning on the Reports Scheduler Selection screen (Figure 10-3), the below steps will guide the user in creating a Partner System Report:

1. Select the desired **Partner System Report**.

The selected Report Search Criteria screen opens.

2. Select the Partner System drop-down list arrow and select the partner system (Figure 10-28).

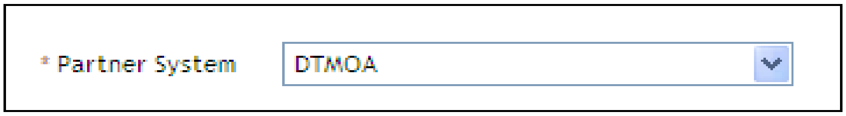


Figure 10-28: Partner System Field

3. Complete the remaining **fields** on the criteria screen.

For help with Criteria Screen Descriptions and other information about the report, refer to the applicable section below:

- **Traveler Status Report -** Section 10.2.1.5
- **Routing Status Report -** Section 10.2.2.2
- **Posack Delinquency Report -** Section 10.2.3.1
- **Unused Ticket Report** - Section 10.2.4.5
- **Unsubmitted Voucher Report -** Section 10.2.3.2
- **CTO Fee Report** - Section 10.2.4.4

Note: The **Organization** drop-down field requires a minimum of 2 characters for Partner System Reports.

4. Select **Submit.**

The screen refreshes, and the remainder of the report scheduler process is described.

10.3 Budget Reports

The reports feature of the DTS Budget Administration tool allows the user to review budget activities for organizations and LOAs. See Chapter 9 for information about the DTS Budget Administration Tool. The user can specify the report size by entering the appropriate selection criteria. The budget data displays as a summary report, but the user may request to view transaction details. The below reports can be accessed from the subnavigation bar:

- Transaction Reports
- Total Obligation Reports.

Since some of the reports are extensive and may take a long time to run, select the **Download Reports** link on the subnavigation bar. This feature will enable the user to view large reports without being timed out by DTS after 12 minutes of inactivity. The Budget Reports are discussed in the below sections.

To create a Budget Report, access the User Welcome screen (Figure 10-1). Use the below steps:

1. Mouse over **Administrative** on the menu bar.

2. Select **Budget** from the drop-down list.

The DTS Budget Administration Tool screen opens (Figure 10-29).

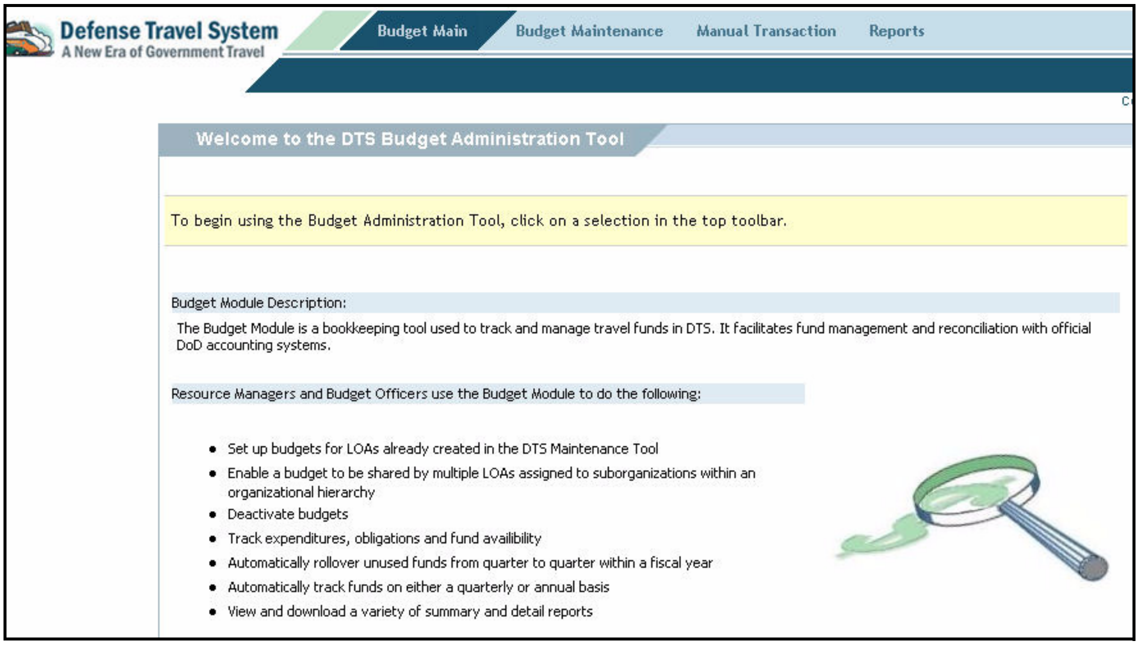


Figure 10-29: DTS Budget Administration Tool Screen

3. Select **Reports**.

The Budget Reports screen opens (Figure 10-30).

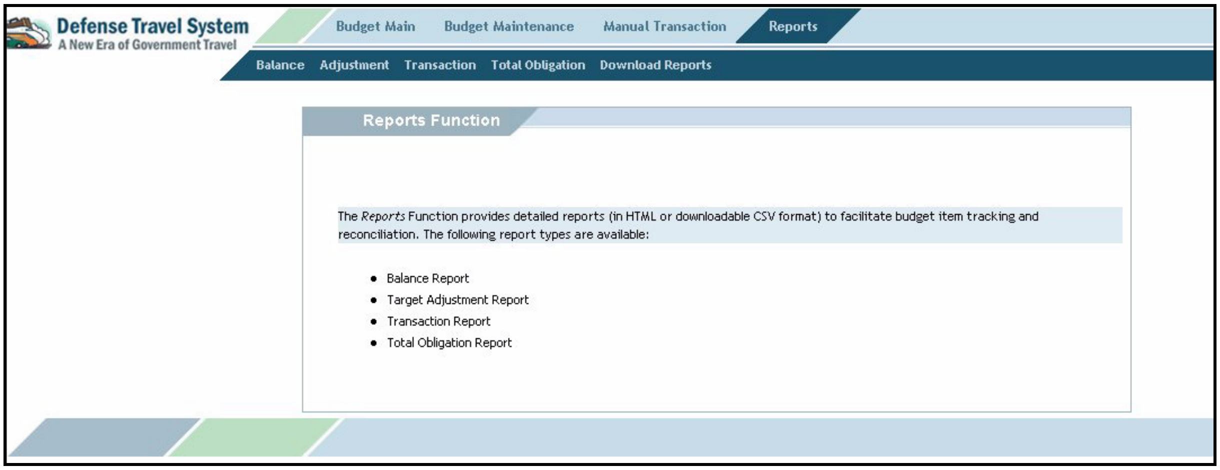


Figure 10-30: Budget Reports Screen

10.3.1 Balance Report

The Balance Report shows the cumulative amount of all transactions affecting the specified budget item to date. Users with permission level 1 have view-only access to this report. The Balance Report displays as a quarterly t and annual report.

Users of this report select the budget FY for the report and then will select either a single organization, a single suborganization, or all suborganizations. If the user selects a single organization, they may specify either a single budget item or the budget (including all budget items) within that organization. If the user selects all suborganizations, they will receive a report for the budget (all budget items) for that FY to date.

The Quarterly Balance Report displays the below information:

- Date of report
- FY
- Organization
- Budget
- Budget LOA
- Quarterly funding target
- Previous quarter carryover
- Funding target adjustments
- Transaction adjustments
- Obligations outstanding
- Expenditures paid
- Total obligations
- Available funding balance

The Annual Balance Report displays the below information:

- Date of report
- FY
- Organization
- Budget
- Budget LOA
- Annual funding target
- Funding target adjustments
- Transaction adjustments
- Obligations outstanding
- Expenditures paid
- Total obligations
- Available balance

Beginning on the Budget Reports screen (Figure 10-32), use the below steps to request a Balance Report:

1. Select **Balance** from the subnavigation bar (Figure 10-30).

The **Balance Report Selection Criteria** screen opens (Figure 10-31). See Table 10-17 for a description of the selection criteria screen.

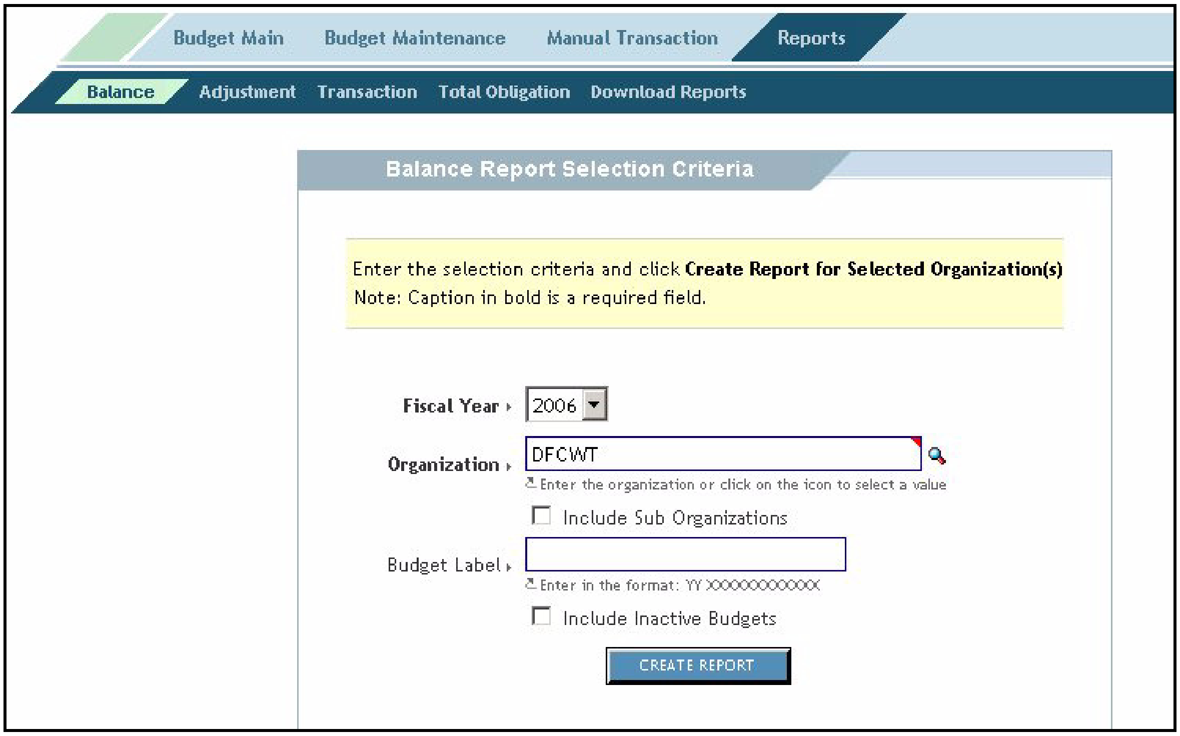


Figure 10-31: Balance Report Selection Criteria Screen

Table 10-17: Balance Report Selection Criteria Screen Description

BALANCE REPORT SELECTION CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Fiscal Year	Drop-down list from which to select the budget FY for the report.
Organization	Field in which to enter the name of the organization for which the report will be run.
Magnifying Glass	Icon used to search for the organizations to which the user has access.
Include Sub Organizations	Check box used to include suborganization budgets in the search results.
Budget Label	Field in which to enter the budget name in the format shown (e.g., 06 MEDICAL). Leaving the field blank will return all budgets for the selected organization.
Include Inactive Budgets	Check box used to include the organization’s inactivated budgets in the report.
Create Report	Button used to initiate the creation of the report.

2. Select the **Fiscal Year** drop-down arrow and select the **FY** for the budget.

3. Complete the **Organization** field with the name of the organization or choose the **magnifying glass** to search for the organization.

4. If necessary, check the **Include Sub Organizations** check box to include adjustments to suborganizations.

5. Complete the **Budget Label** field using the format shown to narrow the report to a specific budget.

6. Check the **Include Inactive Budgets** check box to display the organization's inactivated budgets in the report.

7. Select **Create Report**.

The Balance Reports screen opens. This screen displays all the budgets that meet the selected criteria (Figure 10-32).

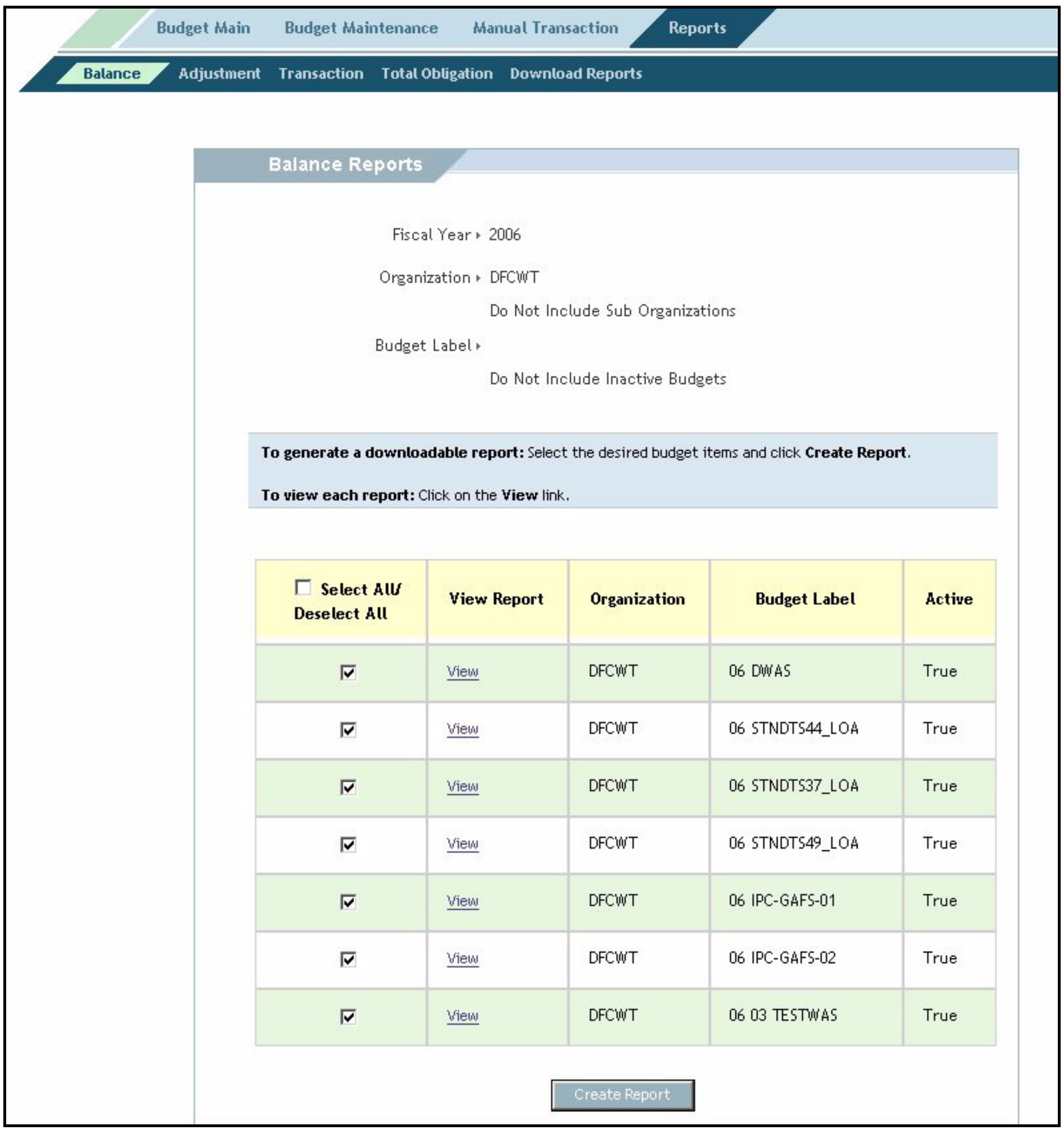


Figure 10-32: Balance Reports Screen

8. Select **View** to the left of the desired budget label.

The selected report displays in view-only format on the Quarterly Balance Report screen (Figure 10-33).

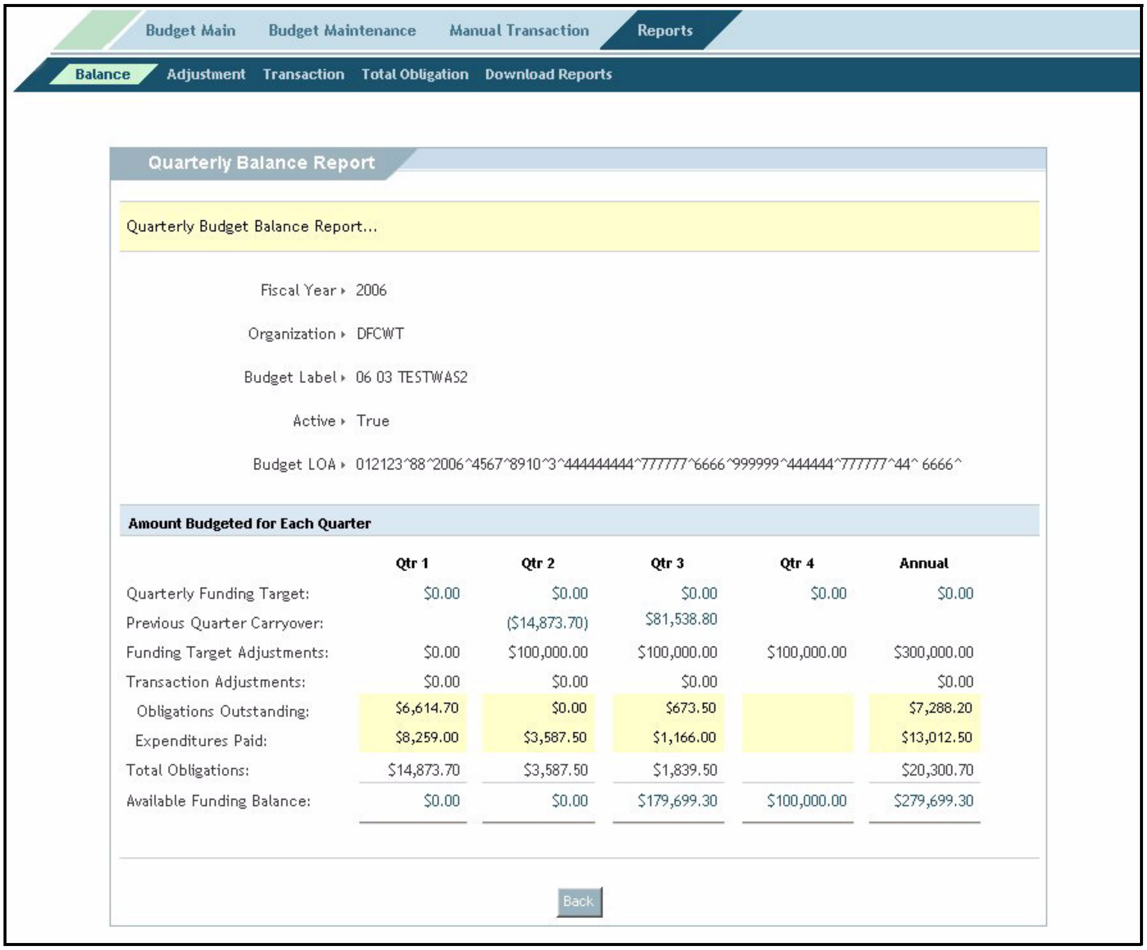


Figure 10-33: Quarterly Balance Report Screen

9. Select **Back**.

The Balance Reports screen opens (Figure 10-32). This screen allows the user to select the report(s) that they want to download.

10. Select the **check box** to the left of the desired budget(s) or check the **Select All/De-Select all** check box to select all budgets.

11. Select **Create Report** to generate reports for download.

The Generating Balance Report screen opens (Figure 10-34). This screen lists all of the reports that have been sent for download. The text identifies the e-mail address to which DTS will send the notification when the report is ready to download.

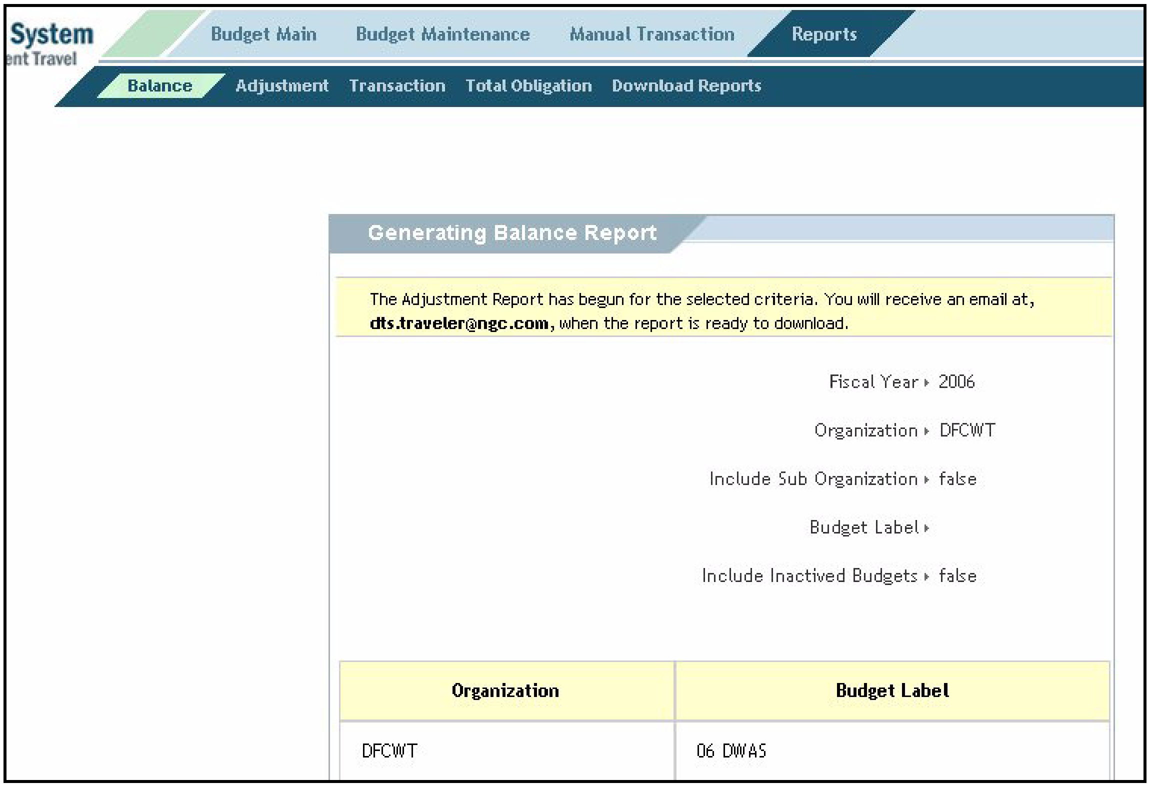
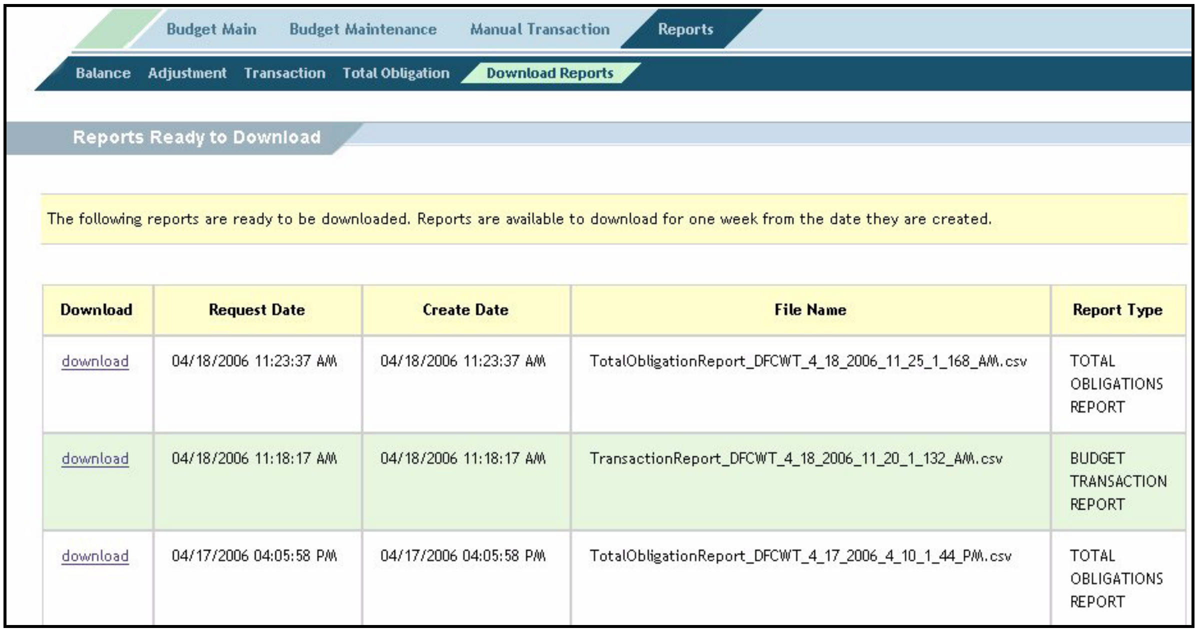


Figure 10-34: Generating Balance Report Screen

12. Select **Download Reports** on the subnavigation bar.

The Reports Ready to Download screen opens (Figure 10-35). The screen displays the file names of the reports, not the actual reports. The reports are available for downloading as comma separated value (CSV) files that can be opened and sorted with standard spreadsheet software, and printed.



Download	Request Date	Create Date	File Name	Report Type
download	04/18/2006 11:23:37 AM	04/18/2006 11:23:37 AM	TotalObligationReport_DFCWT_4_18_2006_11_25_1_168_AM.csv	TOTAL OBLIGATIONS REPORT
download	04/18/2006 11:18:17 AM	04/18/2006 11:18:17 AM	TransactionReport_DFCWT_4_18_2006_11_20_1_132_AM.csv	BUDGET TRANSACTION REPORT
download	04/17/2006 04:05:58 PM	04/17/2006 04:05:58 PM	TotalObligationReport_DFCWT_4_17_2006_4_10_1_44_PM.csv	TOTAL OBLIGATIONS REPORT

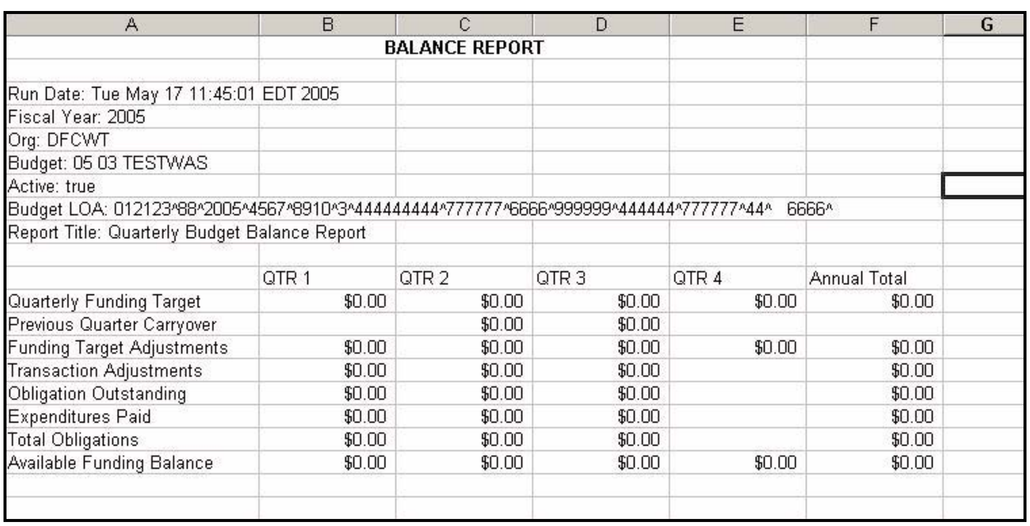
Figure 10-35: Reports Ready to Download Screen

13. Select **download** next to the desired report.

A download message displays, prompting the user to open the file, save it, or cancel.

14. Select **Open** or **Save**.

The CSV Balance Report displays in an Excel spreadsheet (Figure 10-36).



A	B	C	D	E	F	G
		BALANCE REPORT				
Run Date: Tue May 17 11:45:01 EDT 2005						
Fiscal Year: 2005						
Org: DFCWT						
Budget: 05 03 TESTWAS						
Active: true						
Budget LOA: 012123^88^2005^4567^8910^3^444444444^777777^6666^999999^444444^777777^44^ 6666^						
Report Title: Quarterly Budget Balance Report						
	QTR 1	QTR 2	QTR 3	QTR 4	Annual Total	
Quarterly Funding Target	$0.00	$0.00	$0.00	$0.00	$0.00	
Previous Quarter Carryover		$0.00	$0.00			
Funding Target Adjustments	$0.00	$0.00	$0.00	$0.00	$0.00	
Transaction Adjustments	$0.00	$0.00	$0.00		$0.00	
Obligation Outstanding	$0.00	$0.00	$0.00		$0.00	
Expenditures Paid	$0.00	$0.00	$0.00		$0.00	
Total Obligations	$0.00	$0.00	$0.00		$0.00	
Available Funding Balance	$0.00	$0.00	$0.00	$0.00	$0.00	

Figure 10-36: CSV Balance Report

10.3.2 Target Adjustment Report

The Adjustment Report shows all of the adjustments that authorized users (permission level 3) have made to the target amounts and transactions that they have inserted into the budget item. Users with permission level 1 have view-only access to this report in the Budget Administration tool.

The Target Adjustment Report displays the below information:

- Transaction date
- Last name
- First name
- Social security number (SSN), displayed as xxx-xx-last four digits
- Public key infrastructure (PKI) user identification number (UIN)
- Contents of the inserted transaction, if applicable
- Adjustment transactions by quarter and the total (quarterly report only)
- Single, summarized entry of adjustments for the FY (annual report only)
- List of adjustment transactions in chronological order for the FY to date with a total at the foot of each column

Beginning on the Budget Reports screen (Figure 10-30), use the below steps to create a Target Adjustment Report:

1. Select **Adjustment** from the subnavigation bar (Figure 10-30).

The Target Adjustment Report Selection Criteria screen opens (Figure 10-37). See Table 10-18 for a description of the Target Adjustment Report Selection Criteria screen.

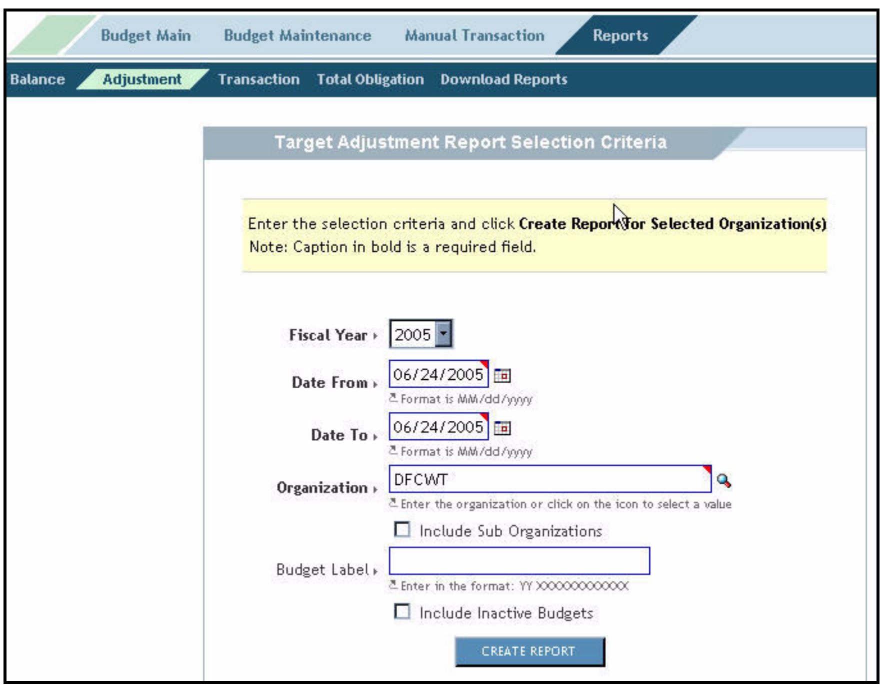


Figure 10-37: Target Adjustment Report Selection Criteria Screen

Table 10-18: Target Adjustment Report Criteria Selection Screen Description

TARGET ADJUSTMENT REPORT CRITERIA SELECTION SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Fiscal Year	Drop-down list from which to select the budget fiscal years.
Date From	Field in which to enter the earliest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Date To	Field in which to enter the latest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Calendar	Icons that, when selected, display a pop-up calendar from which to select the Date From and the Date To.
Organization	Field in which to enter the name of the organization for which the report will be run.
Magnifying Glass	Icon used to search for the organizations to which the user has access.
Include Sub Organizations	Check box used to include suborganization budgets in the search results.
Budget Label	Field in which to enter the budget name in the format shown (e.g., 06 MEDICAL). Leaving the field blank will return all budgets for the selected organization.
Include Inactive Budgets	Check box used to include the organization's inactivated budgets in the report.
Create Report	Button used to initiate the creation of the report.

2. Select the **Fiscal Year** drop-down arrow and select the **FY** for the budget.

3. Complete the **Date To** and **Date From** fields in the format shown below the field or click the **calendar** icon and select the **dates**.

4. Complete the **Organization** field with the name of the organization or select the **magnifying glass** to search for the organization.

5. If necessary, check the **Include Sub Organizations** check box to include adjustments to suborganizations.

6. Complete the **Budget Label** field using the format shown to narrow the report to a specific budget.

7. Check the **Include Inactive Budgets** check box to display the organization's inactivated budgets in the report.

8. Select **Create Report**.

The Adjustment Report screen opens (Figure 10-38). This screen displays all changes that authorized users have made to the target amounts and enables the user to select the report(s) that they want to download.

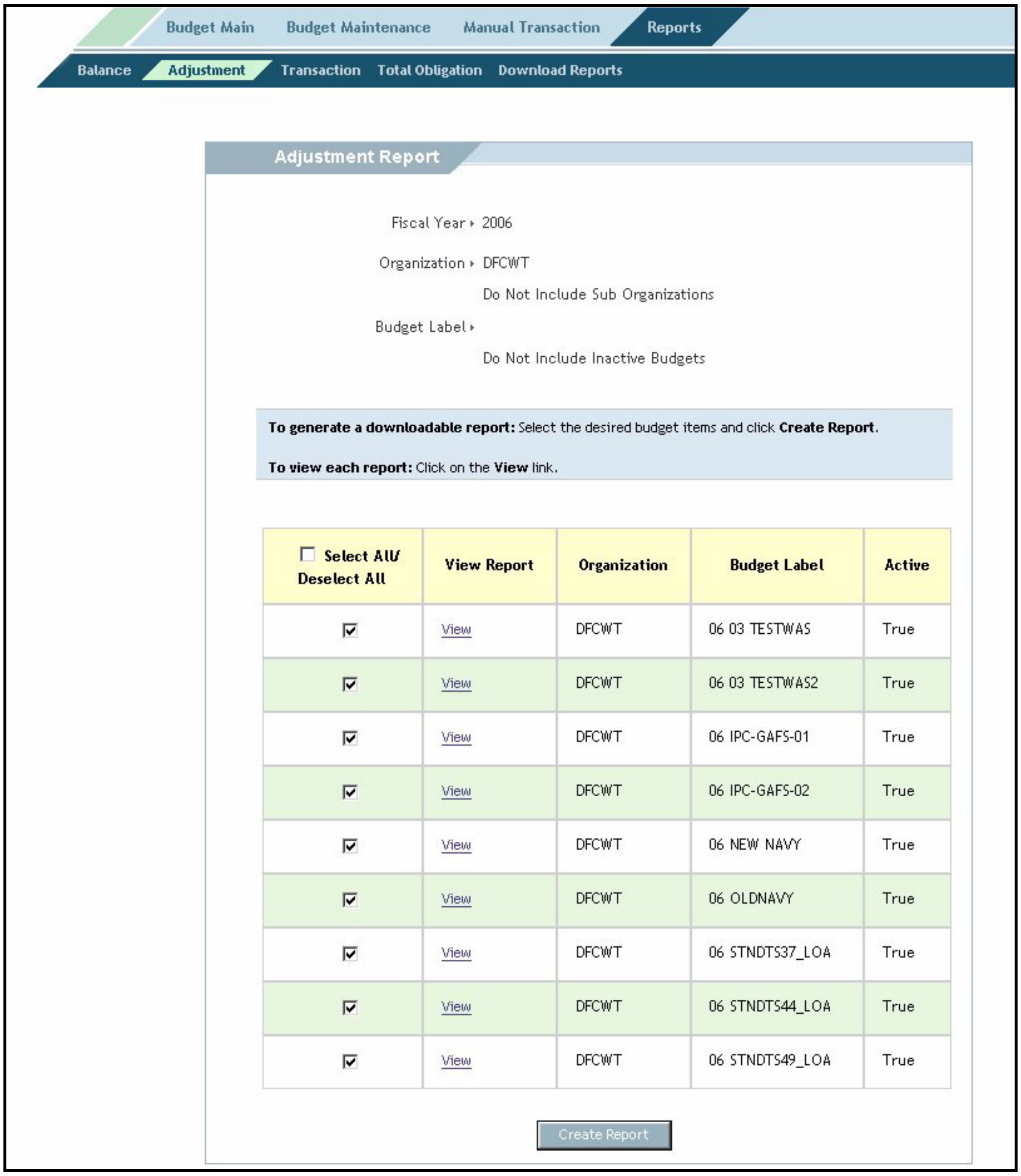


Figure 10-38: Adjustment Report Screen

9. Select **View** to the left of the desired budget label.

The selected report displays in view-only format on the Quarterly Budget Adjustment Report screen (Figure 10-39).

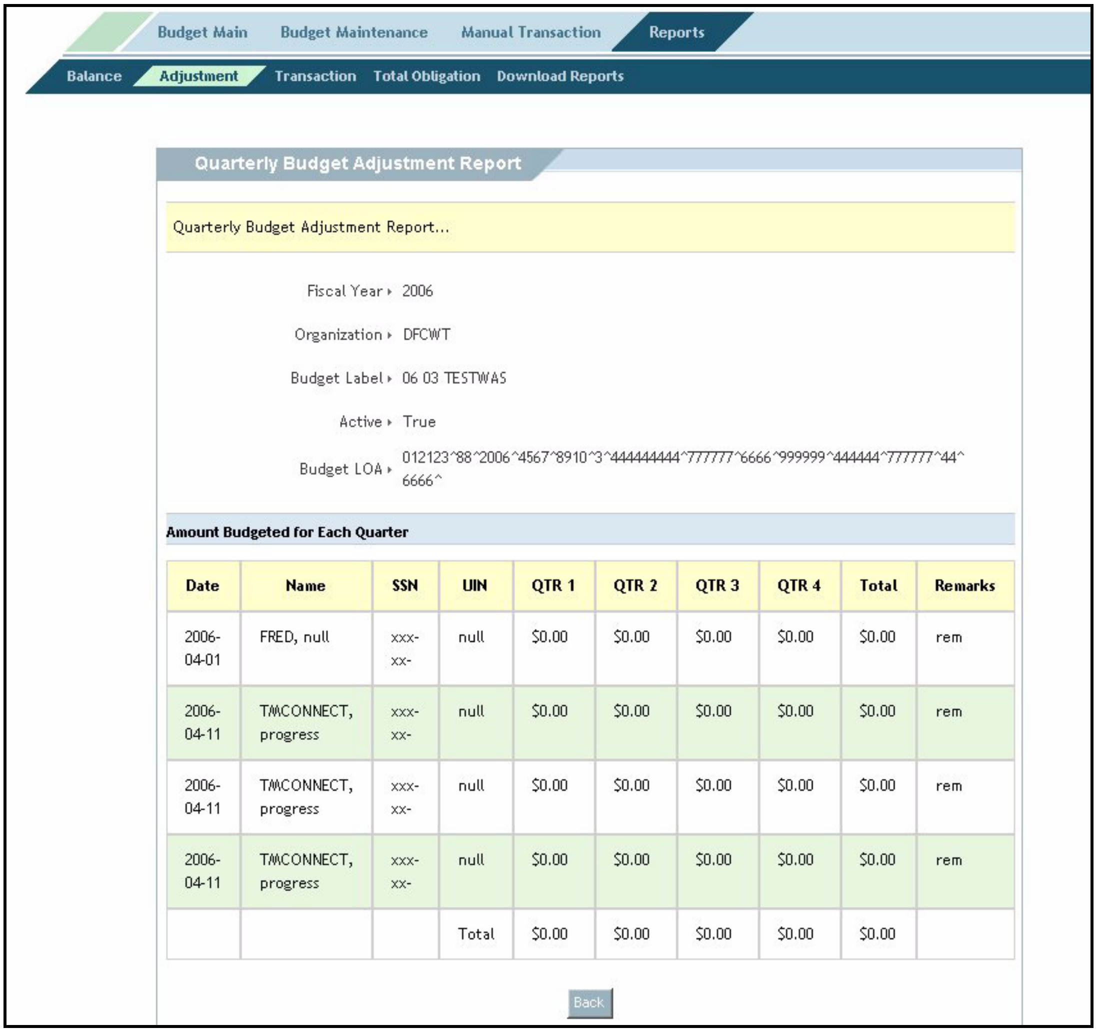


Figure 10-39: Quarterly Budget Adjustment Report Screen

10. Select **Back**.

The Adjustment Report screen opens (Figure 10-38).

11. Check the **check box** to the left of the desired budget(s) or check the **Select All/De-Select all** check box to select all budgets.

12. Select **Create Report** to generate reports for download.

The Generating Target Adjustment Report screen opens (Figure 10-40). This screen lists all of the reports that have been sent for download. The text identifies the e-mail address to which DTS will send the notification when the report is ready to download.

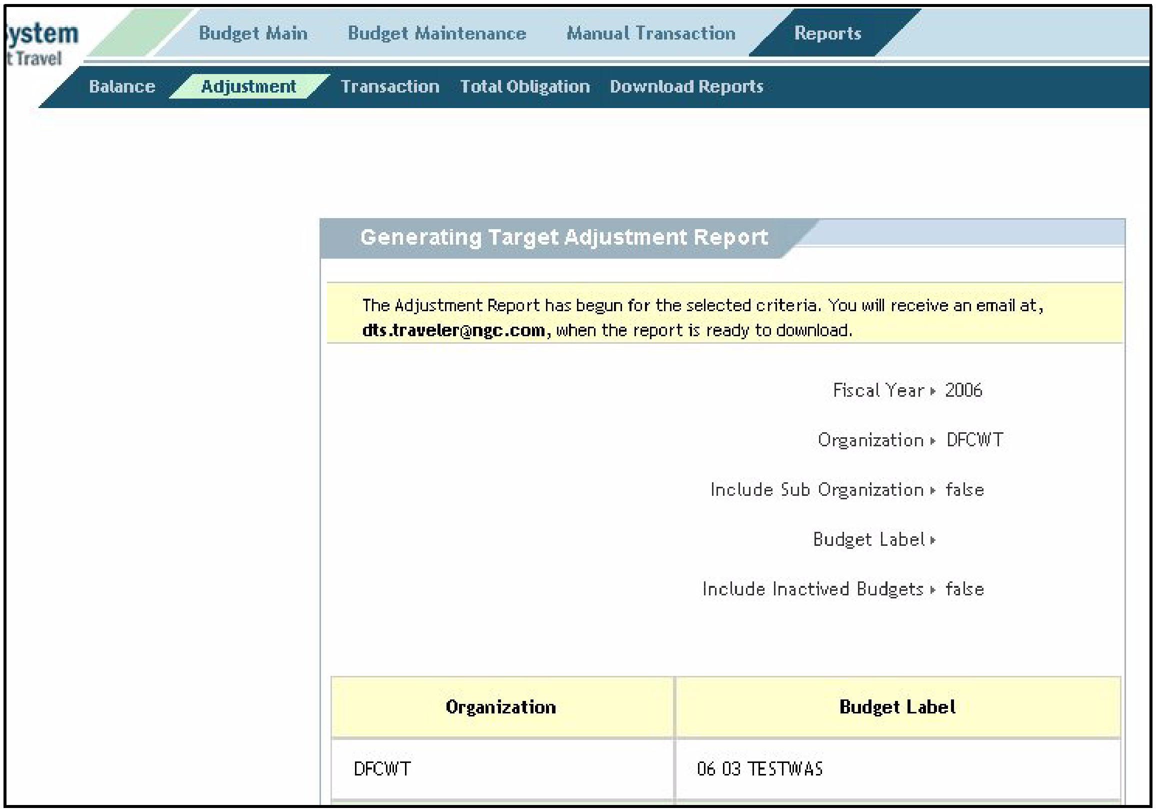


Figure 10-40: Generating Target Adjustment Report Screen

The CSV Target Adjustment Report displays in an Excel spreadsheet (Figure 10-41).

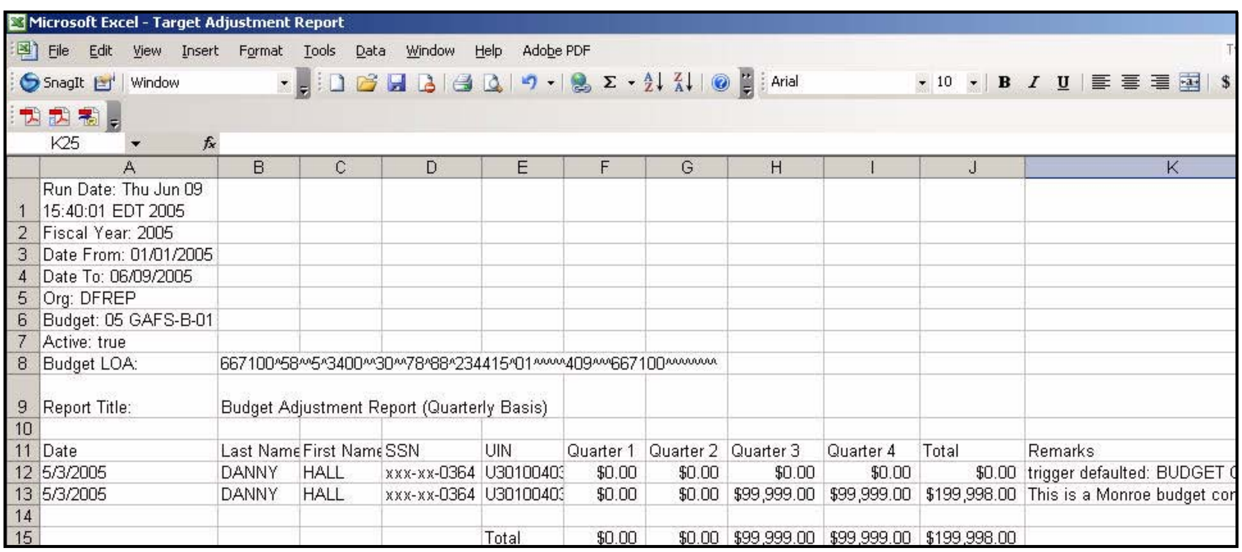


Figure 10-41: CSV Target Adjustment Report

10.3.3 Transaction Report

The Budget Transaction Report shows all individual transactions that affect a given budget. Users with permission level 1 have view-only access to this report in the Budget Administration tool.

Budget Transactions Reports display the below information:

- Organization name
- Budget item label
- Approval date
- Last name(s) of traveler(s)
- First name(s) of traveler(s)
- Document type (abbreviated as written below)
  - AUTH: Authorization
  - VCHR: Voucher
  - LVCHR: Local Voucher
  - CXL: Cancelled documents
  - INSERT: Manually inserted (entered) transactions
- Standard Document Number (SDN)
- TANUM
- Document name
- Departure date
- Location/destination of TDY (in one field)
- LOA label
- LOA
- Per diem
- Transportation
- Other
- Total obligation
- Indicator (if multiple LOAs are involved) for wildcard budget items (Single documents with multiple LOAs that fund against the wildcard will have separate entries)
- Running balance total with a separate running balance for each budget item

Adjustments to targets and amounts that were obligated and disbursed directly from entries in the budget will display with the name of the user who made the adjustment. The document type will show the budget and the amount of the adjustment in the Total Obligation field. For insertion transactions, the BDTA will be able to enter the same information as an approved transaction. At a minimum, the insert transaction will require the authorized user's last name and first name. The document type will display as *Insert* and the amount of the adjustment will show in the Total Obligation column.

Note: If the budget is maintained on a quarterly basis, the first date of the quarter will be used as the transaction date, and the date the authorized user actually entered the adjustment will be entered in the Departure Date field for all transactions that occurred before the quarter began.

Beginning on the Budget Reports screen (Figure 10-30), use the below steps to create a Budget Transaction Report:

1. Select **Transaction** from the subnavigation bar.

The Transaction Report Selection Criteria screen displays (Figure 10-42). See Table 10-19 for a description of the selection criteria screen.

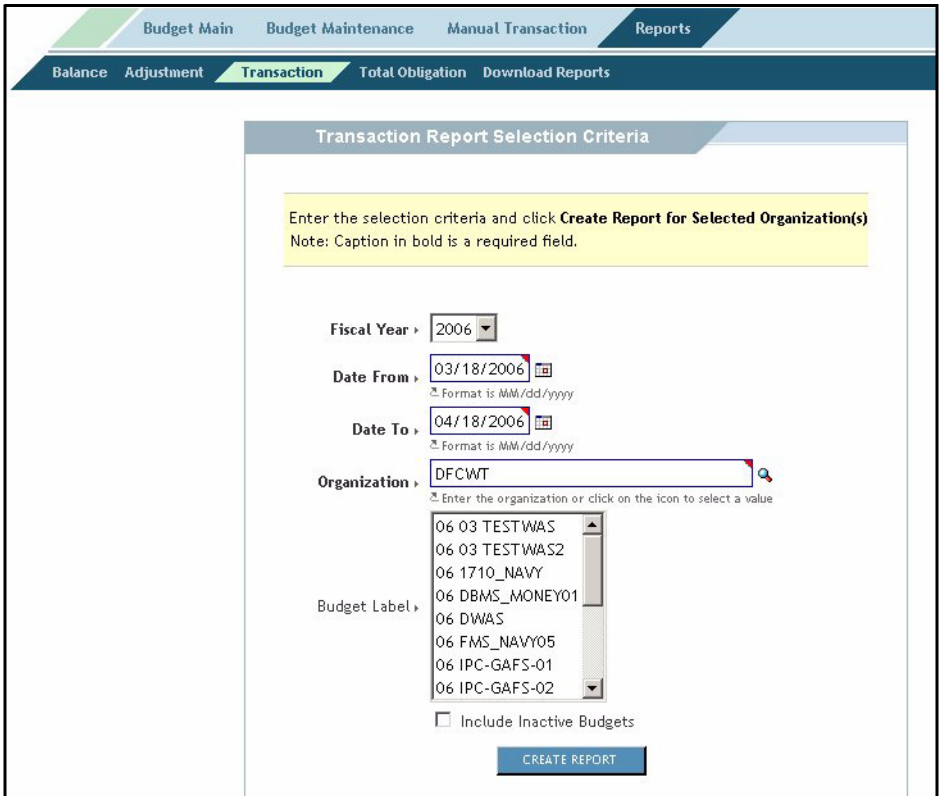


Figure 10-42: Transaction Report Selection Criteria

Table 10-19: Transaction Report Selection Criteria Screen Description

TRANSACTION REPORT SELECTION CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Fiscal Year	Drop-down list from which to select the budget FY.
Date From	Field in which to enter the earliest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Date To	Field in which to enter the latest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Calendar	Icons that, when selected, display a pop-up calendar from which to select the Date From and the Date To.
Organization	Field in which to enter the name of the organization for which the report will be run.
Magnifying Glass	Icon used to search for the organizations to which the user has access.
Budget Label	Field in which to enter the budget name in the format shown (e.g., 05 MEDICAL). Leaving the field blank will return all budgets for the selected organization.
Include Inactive Budgets	Check box used to include the organization's inactivated budgets in the report.
Create Report	Button used to initiate the creation of the report.

2. Select the **Fiscal Year** drop-down arrow and select the **FY** for the budget.

3. Complete the **Date To** and **Date From** fields in the format shown below the field or select the **calendar** icon and select the **dates**.

4. Complete the **Organization** field with the name of the organization or select the **magnifying glass** to search for the organization.

5. If necessary, select the **Include Sub Organizations** check box to include adjustments to suborganizations.

6. Complete the **Budget Label** field using the format shown to narrow the report to a specific budget.

7. Check the **Include Inactive Budgets** check box to display the organization's inactivated budgets in the report.

8. Select **Create Report**.

The Generating Transaction Report screen opens (Figure 10-43). The text identifies the e-mail address to which DTS will send the notification when the report is ready to download.

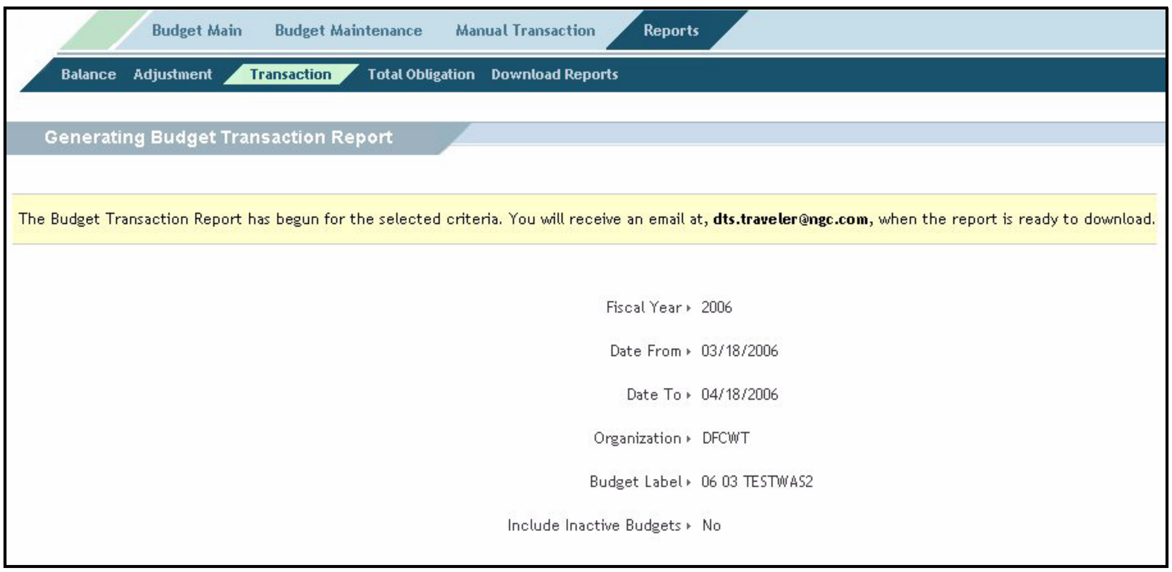


Figure 10-43: Generating Transaction Report Screen

The CSV Transaction Report displays in an Excel spreadsheet (Figure 10-44 and Figure 10-45).

	A	B	C	D	E	F	G	H	I	J
1						TRANSACTION REPORT				
2										
3	Run Date: Tue May 17 11:45:01 EDT 2005									
4	Fiscal Year: 2005									
5	Date From: 05/17/2005									
6	Date To: 05/17/2005									
7	Org: DFCWT									
8	Budget:									
9	Budget LOA:									
10	Report Title: Budget Transaction Report									
11										
12	Organization	Budget	Approval Date	Last Name	First Name	Doc Type	SDN	TANUM	Doc Name	Departure Date
13	DFCWT	05 05-MGRT2	5/17/2005	BEAR	FOZZIE	AUTH		0NUPEN	FBDAYTONOH(	5/17/2005
14	DFCWT	05 DM2MIKE1	5/17/2005	BEAR	FOZZIE	AUTH		0NUPEN	FBDAYTONOH(	5/17/2005
15	DFCWT	05 DM2MIKE2	5/17/2005	BEAR	FOZZIE	AUTH		0NUPEN	FBDAYTONOH(	5/17/2005
16	DFCWT	05 MIKE1	5/17/2005	BEAR	FOZZIE	AUTH		0NUPEN	FBDAYTONOH(	5/17/2005
17	DFCWT	05 05 DM2MIKE	5/17/2005	BEAR	FOZZIE	AUTH		0NUPEN	FBDAYTONOH(	5/17/2005
18	DFCWT	05 05-MGRT2	5/17/2005	BEAR	FOZZIE	VCH		0NUPEN	FBDAYTONOH(	5/17/2005
19	DFCWT	05 DM2MIKE1	5/17/2005	BEAR	FOZZIE	VCH		0NUPEN	FBDAYTONOH(	5/17/2005
20	DFCWT	05 DM2MIKE2	5/17/2005	BEAR	FOZZIE	VCH		0NUPEN	FBDAYTONOH(	5/17/2005
21	DFCWT	05 MIKE1	5/17/2005	BEAR	FOZZIE	VCH		0NUPEN	FBDAYTONOH(	5/17/2005
22	DFCWT	05 05 DM2MIKE	5/17/2005	BEAR	FOZZIE	VCH		0NUPEN	FBDAYTONOH(	5/17/2005
23										

Figure 10-44: CSV Transaction Report

Departure Date	Location/Destin	LOA Label	LOA	Per Diem	Transportation	Other	Total Obligation	Running Balance
5/17/2005	DAYTON,OH	05 05-MGRT2	033181^34^2005	$127.50	$0.00	$472.50	$600.00	$1,485,434.50
5/17/2005	DAYTON,OH	05 05 DM2MIKE	029040^56^2005	$0.00	$0.00	$500.00	$500.00	$993,727.50
5/17/2005	DAYTON,OH	05 05 DM2MIKE	029040^56^2005	$0.00	$0.00	$500.00	$500.00	$993,727.50
5/17/2005	DAYTON,OH	05 05 DM2MIKE	029040^56^2005	$0.00	$0.00	$500.00	$500.00	$993,727.50
5/17/2005	DAYTON,OH	05 05 DM2MIKE	029040^56^2005	$0.00	$0.00	$500.00	$500.00	$997,377.50
5/17/2005	DAYTON,OH	05 05-MGRT2	033181^34^2005	$0.00	$0.00	($50.00)	($50.00)	$1,485,484.50
5/17/2005	DAYTON,OH	05 05 DM2MIKE	029040^56^2005	$0.00	$0.00	($200.00)	($200.00)	$993,927.50
5/17/2005	DAYTON,OH	05 05 DM2MIKE	029040^56^2005	$0.00	$0.00	($200.00)	($200.00)	$993,927.50
5/17/2005	DAYTON,OH	05 05 DM2MIKE	029040^56^2005	$0.00	$0.00	($200.00)	($200.00)	$993,927.50
5/17/2005	DAYTON,OH	05 05 DM2MIKE	029040^56^2005	$0.00	$0.00	($250.00)	($250.00)	$997,627.50

Figure 10-45: CSV Transaction Report (Continued)

10.3.4 Total Obligation Report

The Total Obligation Report shows the totals for all individual documents that affect a given budget item. There is one report entry for each trip with a cumulative status (similar to the Trip Status Report and FY Crossover Report (pending). Users with permission level 1 have view-only access to this report in the Budget Administration tool.

The Total Obligation Reports display the below information:

- Organization name
- Budget label
- Approved date
- Last name(s) of traveler(s)
- First name(s) of traveler(s)
- Document type
- SDN
- TANUM
- Document name
- Departure date
- Location/destination of TDY
- LOA label
- LOA
- Auth per diem
- Auth transportation - Cost for authorized transportation on Auth.
- Auth other
- Total auth - Total obligation for the authorization
- VCH per diem - Total per diem on voucher
- VCH transportation - Cost for authorized transportation on voucher
- VCH other
- Total voucher - Total obligation for the voucher
- Per diem
- Transportation - Total cost of transportation on the paid voucher
- Other
- Total difference
- Total obligation for paid vouchers
- Total obligation for the document - Total obligations from the voucher for paid vouchers (or, if
- no paid vouchers exist, then the total obligation from the authorization)

The Total Obligations Report will include an indicator if multiple LOAs are used for different budget items. This report will not have a running total balance.

Beginning on the Budget Reports screen (Figure 10-30), use the below steps to create a Total Obligations Report:

1. Select **Total Obligation** from the subnavigation bar (Figure 10-30).

The **Total Obligation Report Selection Criteria** screen displays (Figure 10-46). See Table 10-20 for a description of the Total Obligation Report Selection Criteria screen.

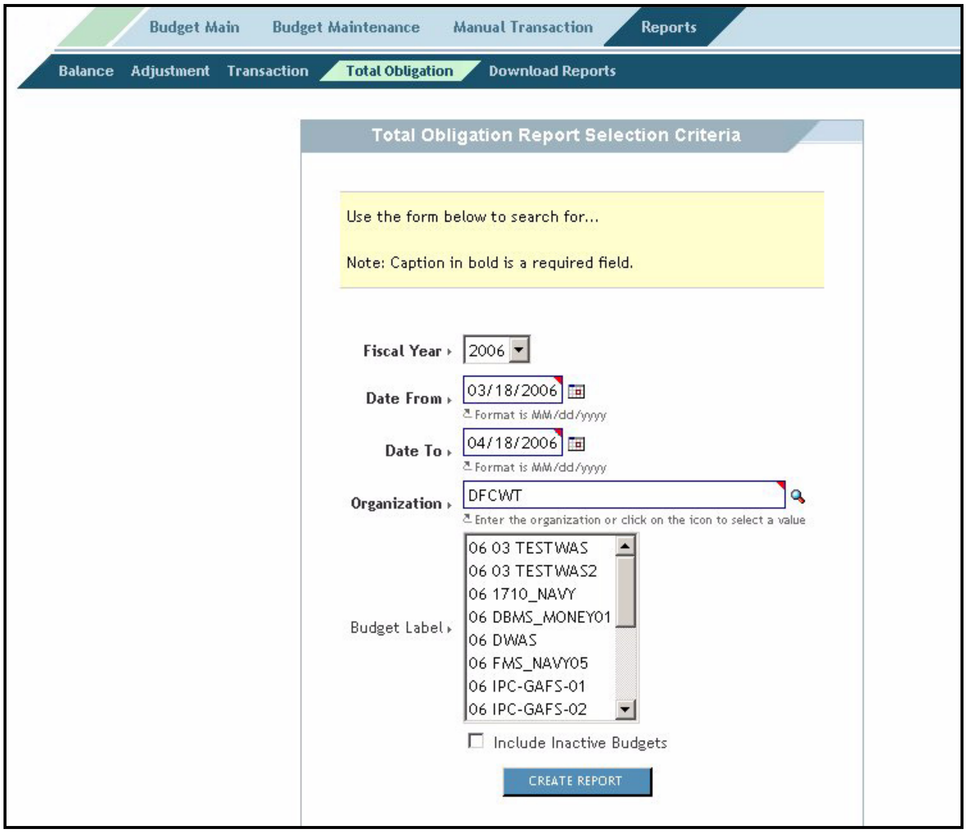


Figure 10-46: Total Obligation Report Selection Criteria Screen

Table 10-20: Total Obligation Report Selection Criteria Screen Description

TOTAL OBLIGATION REPORT SELECTION CRITERIA SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Fiscal Year	Drop-down list from which to select the budget fiscal years.
Date From	Field in which to enter the earliest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Date To	Field in which to enter the latest adjustment date (MM/DD/YYYY) that should be included in the report. Select the calendar icon to select dates using the pop-up calendar.
Calendar	Icons that, when selected, display a pop-up calendar from which to select the Date From and the Date To.
Organization	Field in which to enter the name of the organization for which the report will be run.
Magnifying Glass	Icon used to search for the organizations to which the user has access.
Budget Label	Field in which to enter the budget name in the format shown (e.g., 05 MEDICAL). Leaving the field blank will return all budgets for the selected organization.
Include Inactive Budgets	Check box used to include the organization's inactivated budgets in the report.
Create Report	Button used to initiate the creation of the report.

2. Select the **Fiscal Year** drop-down list and select the **FY** in which the transactions were made.

3. Complete the **Date From** and **Date To** fields with the date range of the transactions to be included in the report, or select the **calendar** icon to select the dates.

4. Complete the **Organization** field with the name of the **organization** that owns the budget, or select the **magnifying glass** icon to search for the organization.

5. Complete the **Budget Label** field with the **budget name** (e.g., 08 MEDICAL) to narrow the report to one budget.

6. Check the **Include Inactive Budget** check box to include inactivated budgets in the report.

7. Select **Create Report**.

The Generating Total Obligation Report screen opens (Figure 10-47). The text identifies the e-mail address to which DTS will send the notification when the report is ready to download.

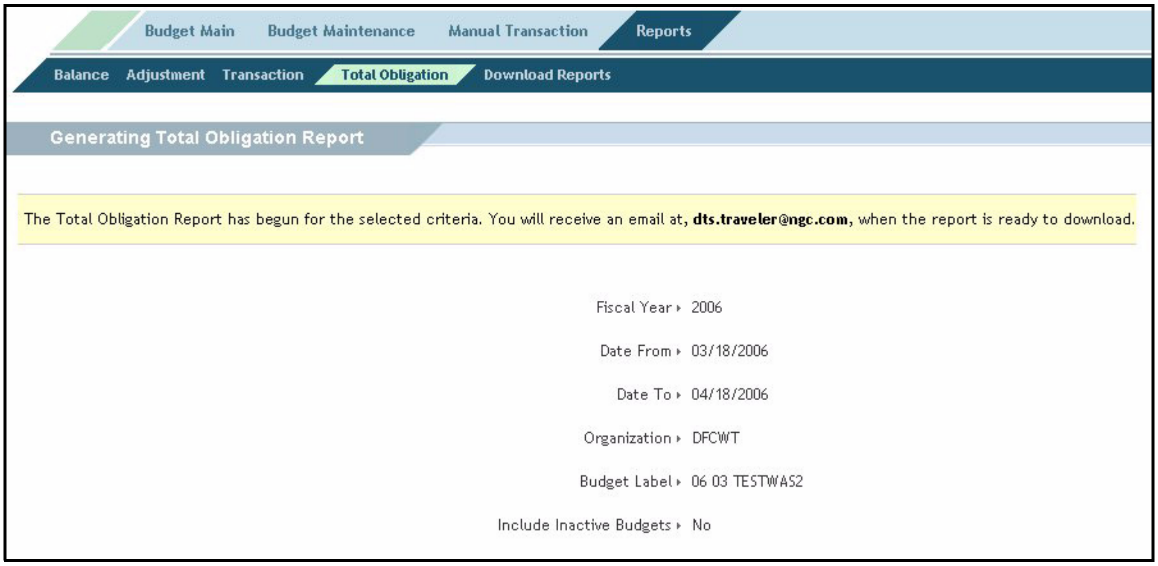


Figure 10-47: Generating Total Obligation Report Screen

The CSV Total Obligation Report displays in an Excel spreadsheet (Figure 10-47 and Figure 10-48).

	A	B	C	D	E	F	G	H	I	J
1				TOTAL OBLIGATION REPORT						
2										
3	Run Date: Tue May 17 11:45:01 EDT 2005									
4	Fiscal Year: 2005									
5	Date From: 05/17/2005									
6	Date To: 05/17/2005									
7	Org: DFCWT									
8	Budget:									
9	Budget LOA:									
10	Report Title: Total Obligation Report									
11										
12	Organization	Budget Label	Approved Date	Last Name	First Name	SDN	TANUM	Doc Name	Departure Date	Location/Destination
13	DFCWT	05 05 DM2MIKE2	5/17/2005	BEAR	FOZZIE		0NUPEN	FBDAYTONOH051705_A01	5/17/2005	DAYTON,OH
14	DFCWT	05 05 DM2MIKE2	5/17/2005	BEAR	FOZZIE		0NUPEN	FBDAYTONOH051705_V01	5/17/2005	DAYTON,OH
15	DFCWT	05 05-MGRT2	5/17/2005	BEAR	FOZZIE		0NUPEN	FBDAYTONOH051705_A01	5/17/2005	DAYTON,OH
16	DFCWT	05 05-MGRT2	5/17/2005	BEAR	FOZZIE		0NUPEN	FBDAYTONOH051705_V01	5/17/2005	DAYTON,OH
17	DFCWT	05 DM2MIKE1	5/17/2005	BEAR	FOZZIE		0NUPEN	FBDAYTONOH051705_A01	5/17/2005	DAYTON,OH
18	DFCWT	05 DM2MIKE1	5/17/2005	BEAR	FOZZIE		0NUPEN	FBDAYTONOH051705_V01	5/17/2005	DAYTON,OH
19	DFCWT	05 DM2MIKE2	5/17/2005	BEAR	FOZZIE		0NUPEN	FBDAYTONOH051705_A01	5/17/2005	DAYTON,OH
20	DFCWT	05 DM2MIKE2	5/17/2005	BEAR	FOZZIE		0NUPEN	FBDAYTONOH051705_V01	5/17/2005	DAYTON,OH
21	DFCWT	05 MIKE1	5/17/2005	BEAR	FOZZIE		0NUPEN	FBDAYTONOH051705_A01	5/17/2005	DAYTON,OH
22	DFCWT	05 MIKE1	5/17/2005	BEAR	FOZZIE		0NUPEN	FBDAYTONOH051705_V01	5/17/2005	DAYTON,OH

Figure 10-48: Total Obligation Report Screen

LOA (10X20) (accounting LOA)	Auth Per Diem	Auth Transportation	Auth Other	Total Auth.	VCH Per Diem	VCH Transportation	VCH Other	Total Voucher	Per Diem	Transportation	Other	Total Difference	Total Obligation
029040^56^2005^9898	$0.00	$0.00	$500.00	$500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	$500.00
029040^56^2005^9898	$0.00	$0.00	($500.00)	($500.00)	$0.00	$0.00	$250.00	$250.00	$0.00	$0.00	($250.00)	$250.00	($250.00)
033181^34^2005^4343	$127.50	$0.00	$472.50	$600.00	$0.00	$0.00	$0.00	$0.00	$127.50	$0.00	$472.50	$600.00	$600.00
033181^34^2005^4343	($127.50)	$0.00	($472.50)	($600.00)	$127.50	$0.00	$422.50	$550.00	$0.00	$0.00	($50.00)	$50.00	($50.00)
029040^56^2005^9898	$0.00	$0.00	$500.00	$500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	$500.00
029040^56^2005^9898	$0.00	$0.00	($500.00)	($500.00)	$0.00	$0.00	$300.00	$300.00	$0.00	$0.00	($200.00)	$200.00	($200.00)
029040^56^2005^9898	$0.00	$0.00	$500.00	$500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	$500.00
029040^56^2005^9898	$0.00	$0.00	($500.00)	($500.00)	$0.00	$0.00	$300.00	$300.00	$0.00	$0.00	($200.00)	$200.00	($200.00)
029040^56^2005^9898	$0.00	$0.00	$500.00	$500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	$500.00
029040^56^2005^9898	$0.00	$0.00	($500.00)	($500.00)	$0.00	$0.00	$300.00	$300.00	$0.00	$0.00	($200.00)	$200.00	($200.00)

Figure 10-49: Total Obligation Report Continued

10.3.5 Download Reports

Beginning on the Budget Reports screen (Figure 10-30), use the following steps to download a report:

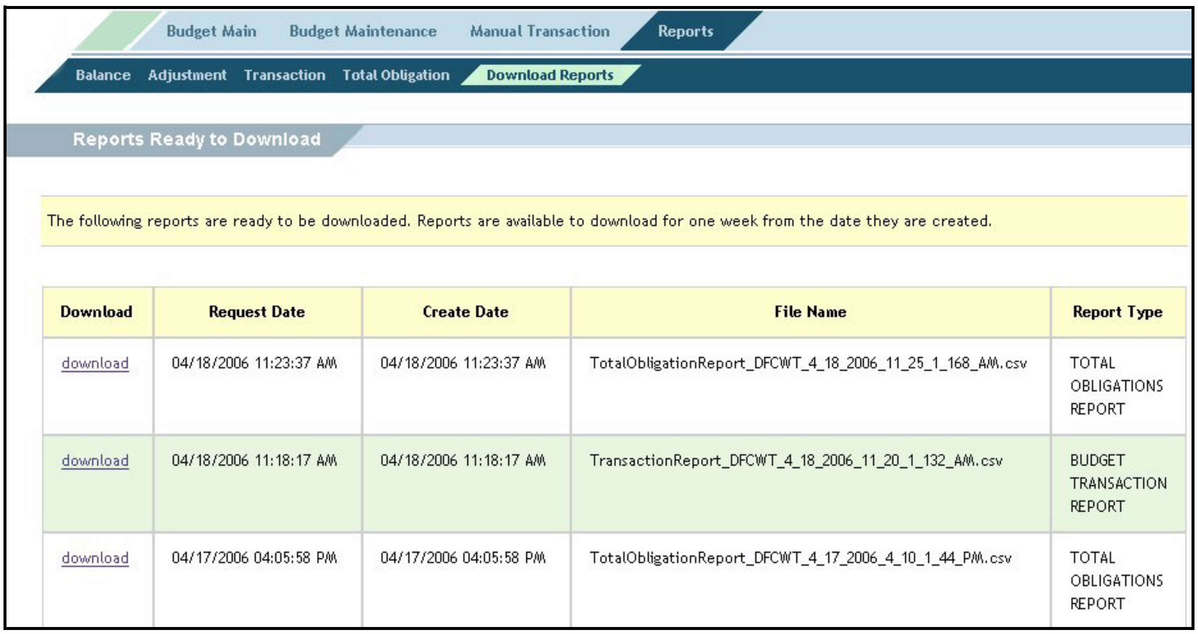
1. Select **Download Reports** from the subnavigation bar (Figure 10-50).

The Download Report screen displays a list of all the reports that were selected for download in the previous report screens (Figure 10-50).

2. Select **download** next to the desired report.

A download message displays, prompting the user to open the file, save it, or cancel.

3. Select **Open** or **Save**.



Download	Request Date	Create Date	File Name	Report Type
download	04/18/2006 11:23:37 AM	04/18/2006 11:23:37 AM	TotalObligationReport_DFCWT_4_18_2006_11_25_1_168_AM.csv	TOTAL OBLIGATIONS REPORT
download	04/18/2006 11:18:17 AM	04/18/2006 11:18:17 AM	TransactionReport_DFCWT_4_18_2006_11_20_1_132_AM.csv	BUDGET TRANSACTION REPORT
download	04/17/2006 04:05:58 PM	04/17/2006 04:05:58 PM	TotalObligationReport_DFCWT_4_17_2006_4_10_1_44_PM.csv	TOTAL OBLIGATIONS REPORT

Figure 10-50: Download Reports Screen

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