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*Defense Travel System*

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DTA Manual, Chapter 10: Reports

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February 13, 2020

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## Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	04/25/18	Defense Travel Management Office (DTMO)	Change format, updated language & screenshots	All
1.1	08/17/18	DTMO	1. Added 3 LLA reports 2. Changed access to Budget Tool, Report Scheduler, and BIRT through DTS dashboard	Section 2.14 Sections 2,3,4
1.2	01/04/19	DTMO	Minor change to Reason Code Report description	Section 2.4.2
1.3	12/03/19	DTMO	Updated section on What Happened on Authorization Approval  General Review	Section 2.3.7  All
1.4	02/13/20	DTMO	Update LLA reports	Section 2.14

## 1 Reports Overview

The DTS Reports module analyzes and presents data from DTS travel documents and personal profiles. The reports it allows you to generate are vital tools for monitoring and managing your organization's travel program.

All DTS reports require you to have organization access – and in addition, some require additional permission levels or role appointments. To create a report in DTS, you must enter search criteria, which vary depending on the type of report you need. For the best results, you should always try to identify as many specific criteria as possible, to return a more focused report in less time.

DTS offers many different reports, which you run from different locations. As a quick summary:

- Your main source of reports is the **DTS Report Scheduler**. From it, you can run about 50 different reports, loosely grouped into approximately 15 categories. These reports primarily provide information about the DTS travel documents and personal profiles of your organization's personnel. This chapter provides information about all of them.
- If you have access to the **DTS Budget module**, you can run four budget-related reports. This chapter also provides information about them.
- As a DTA, you can run up to 12 reports (aka, *View List* reports) that provide details about your organization's DTS assets (e.g., routing lists, lines of accounting (LOAs) through the **DTA Maintenance Tool**. You will find information about them in the *DTA Manual, Chapters 4-8*.
- If you have access to it, you can also run more advanced reports, and possibly even create your own unique reports through the Business Intelligence Reporting Tool (BIRT). Since BIRT use varies widely, your local organization or Component must provide you information about BIRT.

In addition, if you have access to them, you can also run reports specialized DTS modules such as the **Centrally-Billed Accounts module**. An explanation of such reports appear in Manuals, Guides and other training resources for use. For example, see the [CBA Reconciliation Manual](#).

## 2 Report Scheduler

The **Report Scheduler** allows you to request some 50 different reports. You must have organization access to access the Reports Scheduler. In addition, some reports require specialized permission levels or role appointments.

To run a **Report Scheduler** report, select a report to run, define the parameters of the report, and submit the request. DTS creates the report off-line – sometimes immediately, sometimes overnight. Either way, DTS emails you when the report is available.

Reports that require a specified date range can only retrieve data for travel documents created in the last 15 months and for a date range of up to 31 days. The **Unsubmitted Voucher Report** and the **Audit Trail Reports** are exceptions to this rule. Reasons for date constraints for those reports are in the report descriptions below.

To request and download a **Report Scheduler** report:

1. From the **DTS dashboard** (Figure 10-1), mouse over **Administration** on the menu bar and select **Report Scheduler**. The **Report Scheduler Home** page opens (Figure 10-2).

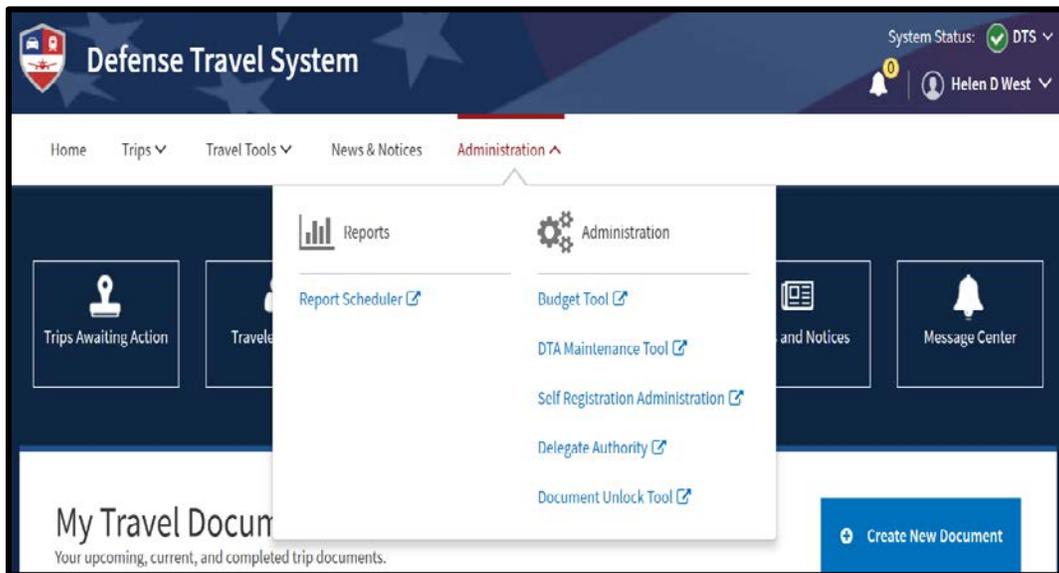


Figure 10-1: DTS Dashboard – Administration Menu

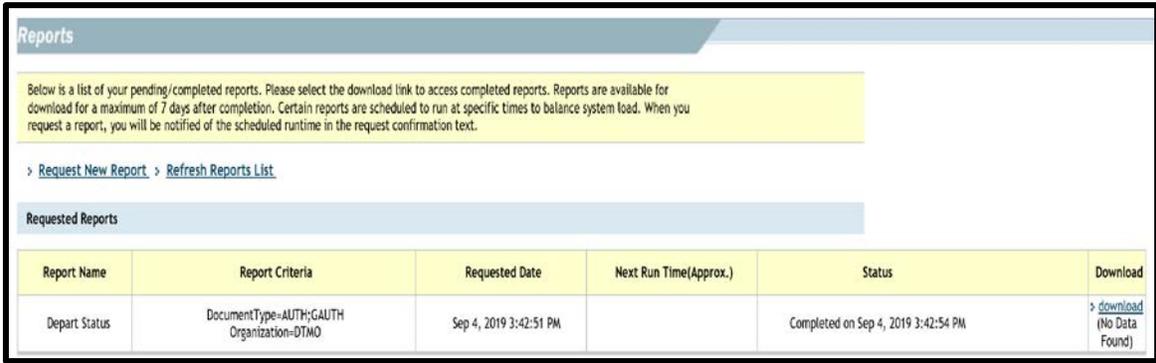


Figure 10-2: Report Scheduler Home Page

2. Select **Request New Report**. The **Request New Report** screen (Figure 10-3) opens. It displays the types of reports available. Blue links are selectable. Grey text is view only.

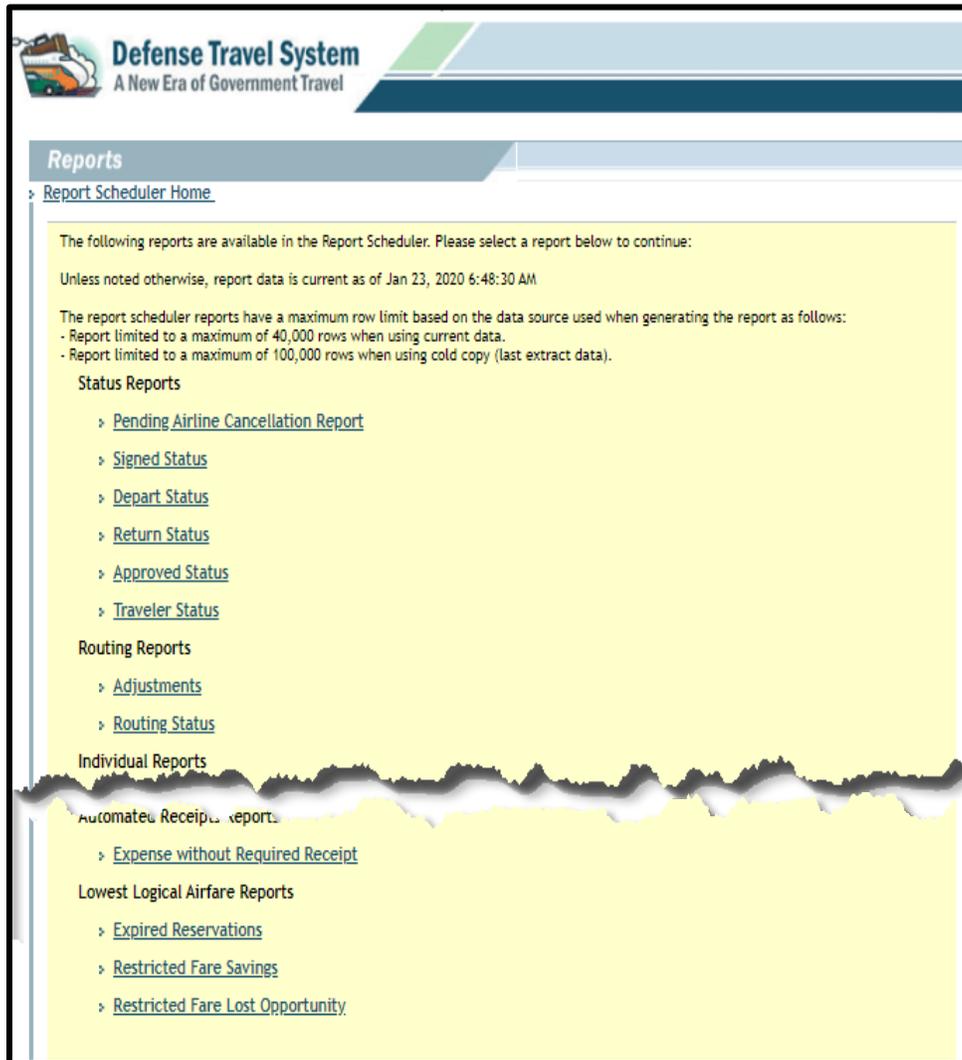
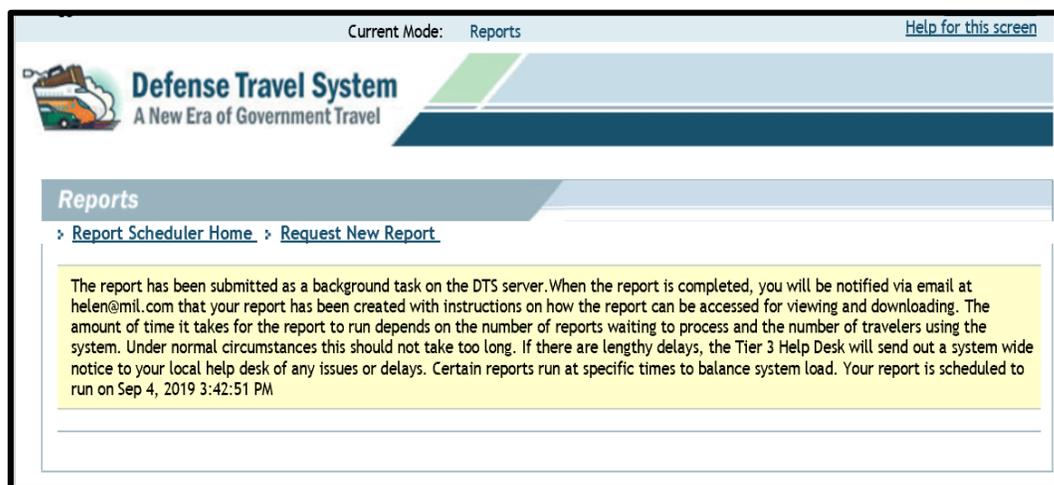


Figure 10-3: Request New Report Screen (Top and Bottom)

3. Select the link identifying the report you want to run. A search criteria screen opens (exact

details vary per report type; see descriptions below). **Note:** DTS marks required information with a red asterisk. Items without a red asterisk are optional.

4. Fill in the report criteria and then select **Submit**. A screen (Figure 10-4) displays the remainder of the process and lets you know when DTS will run the report and the email address DTS will use to notify you that the report is ready. If your personal profile does not contain an email address, the message notes that fact and suggests a time to return to the **Report Scheduler** to check the report status.



*Figure 10-4: Reports Process Explanation Screen*

5. When you get the email (or any time after the report has run), return to the **Report Scheduler** home page (Figure 10-2). It lists the reports you requested and their current status:
  - If the report is not yet ready, the **Status** column shows **Requested**, and the **Download** column is empty.
  - If the report is ready, a **download** link appears.
    - Reports remain available for download for 7 days after the completed date.
    - If DTS found no information within the search parameters you entered, the **Download** column also displays the comment **(No Data Found)**.
6. Select **download** to open a report. Open it to view it now, or Save it to view it later. **Note:** If the comment **(No Data Found)** appeared in step 5, you can still download, view, or save the report, but will contain no data.

Sections 2.1 through 2.13 contain specific information about all the reports available through the **Reports scheduler**.

## 2.1 Status Reports

**Status reports** provide information about the routing process from the point of view of a trip, trip documents, or travelers.

### 2.1.1 Pending Airline Cancellation Report

The **Pending Airline Cancellation Report** provides a list of authorizations containing reservations in a confirmed status (**CTO BOOKED**) that the AO has not stamped **APPROVED** within a selected number of hours.

The **Pending Airline Cancellation Report** displays the:

- Traveler's name, last-4 of SSN, organization, and email address
- Document's name and current status
- TDY departure date and time (earliest flight)
- PNR locator

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Pending Airline Cancellation Report**.

Figure 10-5 shows the **Pending Airline Cancellation Report Search Criteria** screen. Table 10-1 explains the screen fields.

**Reports**  
 > [Report Scheduler Home](#) > [Request New Report](#)

The Pending Airline Cancellation Report will provide the user with a list of travel authorizations containing airline reservations that have pending routing actions. The report will assist the user in identifying authorizations requiring action (e.g. REVIEWED and APPROVED) to prevent the cancellation of airline reservations. The Pending Airline Cancellation Report will be generated according to the given DTS organization and number of clock hours (minimum 24 maximum 150), which is based on the flight departure date and time. Included in the report is the organization, traveler name, SSN, email, PNR locator, departure date, departure time, document name and document status.

**Pending Airline Cancellation Report Search Criteria**

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

\* Organization:  (Start typing to get Organizational Access)  
 (minimum of 2 characters)

Include Sub Organizations:

Number of Hours to Departure:

The report data requested will consist of current data when the search criteria organization field is an organization of 4 characters or more (regardless of the include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of the include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction Apr 4, 2018 9:31:27 AM

Figure 10-5: Pending Airline Cancellation Report Search Criteria Screen

Table 10-1

PENDING AIRLINE CANCELLATION REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Number of Hours to Departure	Enter a number between 24 and 150 to find authorizations that the AO has not approved within that many hours before the flight departure time (i.e., enter 48 to find all documents that are both unapproved and within 48 hours of flight time).

### 2.1.2 Signed Status Report

The **Signed Status Report** provides information about documents that were stamped **SIGNED** within a specified date range not to exceed 31 days.

The **Signed Status** shows (as applicable) the:

- Traveler's name, last-4 SSN, email address, organization, and TDY location or destination
- AO's email address
- Document's:
  - Name, type, and TANUM
  - Trip type, purpose, and description
  - Current status, date of that status, and awaiting status
  - Last AO approval date (Date stamped **APPROVED**)
  - PNR locator
  - **CREATED, SIGNED, APPROVED** dates
  - Departure and return dates, as well as total number of days TDY
  - Total trip expenses, total reimbursable expenses, and total amount claimed
  - Total of commercial plane (CP) and commercial rail (CR) expenses
  - Total of CP and CR expenses that are being reimbursed via Government Travel Charge Card (GTCC; though DTS sometimes uses the abbreviation *GOVCC*)
  - Amount of advances and scheduled partial payments (SPPs)
  - Standard Document Number (SDN)
- Indicator of whether:
  - The trip was cancelled
  - Actual costs were used
  - The document or an advance or SPP request was rejected by a financial system
  - Constructed Travel was used
  - Multiple LOAs were used
  - The trip was Foreign Travel
  - The document was T-Entered
  - A non-GSA City Pair was used
- DTA ID email address
- LOA label, format map, and expenses

- Reference

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Signed Status Report**.

Figure 10-6 shows the **Signed Status Report Search Criteria** screen. Table 10-2 explains the screen fields.

**Reports**  
 > Report Scheduler Home > Request New Report

The Status report will provide the user with detailed document information for a given DTS organization, document type and date range (maximum range of 31 days). Document data is retained in DTS for a period of 15 months. The date range is tailored to the particular Status Report selected (signed date, approved date, depart date or return date). Optionally indicated in the report is Line of Accounting detail information which will provide the label, full LOA detail, amount allocated and appropriate SDN (Standard Document Number).

**Signed Status Report Search Criteria**

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

\* Document Type:

\* Organization: (minimum of 2 characters)  (Start typing to get Organizational Access)

Include Sub Organizations:

\* Start Date:  (mm/dd/yyyy)

\* End Date:  (mm/dd/yyyy)

Include LOA Details:

The report data requested will consist of current data when the search criteria organization field is an organization of 4 characters or more (regardless of the include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction Apr 4, 2018 9:52:57 AM

Figure 10-6: Signed Status Report Search Criteria Screen

Table 10-2

SIGNED STATUS REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Document Type	Select the type of document (ALL, AUTH, GAUTH, VCH, or LVCH) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Include LOA Details	Checked it to include LOA details such as the label, LOA format, amount allocated, and standard document number.

### 2.1.3 Depart Status Report

The **Depart Status Report** provides information on trips that are due to begin (or began) within the selected date range.

The **Depart Status Report** shows the same information as the **Signed Status Report** (see section 2.1.2).

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Depart Status Report**.

Figure 10-7 shows the **Depart Status Report Search Criteria** screen. Table 10-3 explains the screen fields.

**Reports**  
» [Report Scheduler Home](#) » [Request New Report](#)

The Status report will provide the user with detailed document information for a given DTS organization, document type and date range (maximum range of 31 days). Document data is retained in DTS for a period of 15 months. The date range is tailored to the particular Status Report selected (signed date, approved date, depart date or return date). Optionally indicated in the report is Line of Accounting detail information which will provide the label, full LOA detail, amount allocated and appropriate SDN (Standard Document Number).

#### Depart Status Report Search Criteria

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

\* Document Type:

\* Organization: (minimum of 2 characters)  (Start typing to get Organizational Access)

Include Sub Organizations:

\* Start Date:   (mm/dd/yyyy)

\* End Date:   (mm/dd/yyyy)

Include LOA Details:

The report data requested will consist of current data when the search criteria organization field is an organization of 4 characters or more (regardless of the include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction Apr 4, 2018 9:52:57 AM

Figure 10-7: Depart Status Report Search Criteria Screen

Table 10-3

DEPART STATUS REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
<b>Document Type</b>	Select the type of document ( <b>ALL</b> , <b>AUTH</b> , <b>GAUTH</b> , <b>VCH</b> , or <b>LVCH</b> ) to include in the report.
<b>Organization</b>	Enter a DTS organization name.
<b>Include Sub Organizations</b>	Check it to include information for subordinate organizations.
<b>Start Date and End Date</b>	Enter (or use the calendar tool to select) the date range to search.
<b>Include LOA Details</b>	Checked it to include LOA details such as the label, LOA format, amount allocated, and standard document number.

#### 2.1.4 Return Status Report

The **Return Status Report** provides information on trips that are due to end (or ended) within the selected date range.

The **Return Status Report** shows the same information as the **Signed Status Report** (see section 2.1.2).

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Return Status Report**.

Figure 10-8 shows the **Return Status Report Search Criteria** screen. Table 10-4 explains the screen fields.

Figure 10-8: Return Status Report Search Criteria Screen

Table 10-4

RETURN STATUS REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Document Type	Select the type of document ( <b>ALL</b> , <b>AUTH</b> , <b>GAUTH</b> , <b>VCH</b> , or <b>LVCH</b> ) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Include LOA Details	Checked it to include LOA details such as the label, LOA format, amount allocated, and standard document number.

### 2.1.5 Approved Status Report

The **Approved Status Report** provides information about documents that received any of the following status stamps within the selected date range:

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

The **Approved Status Report** shows the same information as the **Signed Status Report** (see section 2.1.2).

Follow the steps outlined in Section 2, Numbers 1-6 to run an **Approved Status Report**.

Figure 10-9 shows the **Approved Status Report Search Criteria** screen. Table 10-5 explains the screen fields.

**Reports**  
 > [Report Scheduler Home](#) > [Request New Report](#)

The Status report will provide the user with detailed document information for a given DTS organization, document type and date range (maximum range of 31 days). Document data is retained in DTS for a period of 15 months. The date range is tailored to the particular Status Report selected (signed date, approved date, depart date or return date). Optionally indicated in the report is Line of Accounting detail information which will provide the label, full LOA detail, amount allocated and appropriate SDN (Standard Document Number).

**Approved Status Report Search Criteria**

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

\* Document Type:

\* Organization: (minimum of 2 characters)  (Start typing to get Organizational Access)

Include Sub Organizations:

\* Start Date:  (mm/dd/yyyy)

\* End Date:  (mm/dd/yyyy)

Include LOA Details:

The report data requested will consist of current data when the search criteria organization field is an organization of 4 characters or more (regardless of the include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction Apr 4, 2018 9:52:57 AM

Figure 10-9: Approved Status Report Search Criteria Screen

Table 10-5

APPROVED STATUS REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Document Type	Select the type of document (ALL, AUTH, GAUTH, VCH, or LVCH) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Include LOA Details	Checked it to include LOA details such as the label, LOA format, amount allocated, and standard document number.

### 2.1.6 Traveler Status Report

The **Traveler Status Report** provides information about all travelers. You can also include cost data in the report. The **Traveler Status Report** display includes (as applicable) the:

- Traveler's name, last-4 SSN, email address, title or rank, organization, and Component
- Document's:
  - Name, type, and TANUM
  - Trip dates, TDY dates, and TDY location
  - Total cost of lodging, airfare, rental car, and "other"
- DTA ID email address

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Traveler Status Report**.

Figure 10-10 shows the **Traveler Status Report Search Criteria** screen. Table 10-5 explains the screen fields.

Figure 10-10: Traveler Status Report Search Criteria Screen

Table 10-6

TRAVELER STATUS REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
<b>Organization</b>	Enter a DTS organization name.
<b>Include Sub Organizations</b>	Check it to include information for subordinate organizations.
<b>Show Cost Fields</b>	Check to include additional cost information.
<b>Start Date and End Date</b>	Enter (or use the calendar tool to select) the date range to search.
<b>TDY Date as of</b>	Enter (or use the calendar tool to select) the select a single date to search.

## 2.2 Routing Reports

Routing Reports allow you to monitor the routing activity of your organizations' travel documents.

### 2.2.1 Adjustments Report

The **Adjustments Report** provides a list of documents that travelers (or others acting on their behalf) modified during the routing and approval process. Frequent adjustments may be indicator that your travelers may need more training.

The **Adjustments Report** shows (when applicable) the:

- Traveler's name, email address, and organization
- Document's name, TANUM, and APPROVED date
- The total amount claimed
- Date and time of each adjustment, with the name of the adjustor

Follow the steps outlined in Section 2, Numbers 1-6 to run an **Adjustments Report**.

Figure 10-11 shows the **Adjustments Report Search Criteria** screen. Table 10-7 explains the screen fields.

**Reports**  
 > [Report Scheduler Home](#) > [Request New Report](#)

The Adjustments report will provide the user with a list of documents that have been modified (adjusted/edited) during the routing process for the date range (within the last 15 months). The report is used by DTAs to identify documents that are being excessively edited and users that may need assistance with the process. The date range is the date when the actual adjustment or edit that took place - it is the date of the ADJUSTED stamp or other stamp used to create a new version of the document. Indicated in the report are the organization, traveler, TANUM, document name, document status, amount and the adjustor.

**Adjustments Report Search Criteria**

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

\* Document Type:

\* Organization:  (Start typing to get Organizational Access)  
 (minimum of 2 characters)

Include Sub Organizations:

\* Start Date:   (mm/dd/yyyy)

\* End Date:   (mm/dd/yyyy)

Traveler SSN:  [Lookup](#) [Clear SSN](#)

The report data requested will consist of current data when the search criteria organization field is an organization of 4 characters or more (regardless of the include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction Apr 4, 2018 12:26:40 PM

Figure 10-11: Adjustments Report Search Criteria Screen

Table 10-7

ADJUSTMENTS REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Document Type	Select the type of document ( <b>ALL</b> , <b>AUTH</b> , <b>GAUTH</b> , <b>VCH</b> , or <b>LVCH</b> ) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Show Cost Fields	Check to include additional cost information.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Traveler SSN	Enter to limit the report to a single traveler. You can't type in it – you must use <b>Lookup</b> to find it. Use <b>Clear SSN</b> to remove a SSN.

### 2.2.2 Routing Status Report

The **Routing Status Report** (both “Legacy” and standard versions) identifies the status of documents that are in routing, the next stamp in each document's routing list, and the number of days that have passed since the document was last stamped. This is good for evaluating the health of your routing process.

The **Routing Status Report** shows (when applicable) the:

- Traveler's name and organization
- Document's name, type (e.g., voucher), TANUM, current status (latest stamp applied), and awaiting status (the next stamp due to be applied)
- Date the current stamp was applied and the number of days since

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Routing Status Report**.

Figure 10-12 shows the **Routing Status Report Search Criteria** screen. Table 10-8 explains the screen fields.

Figure 10-12: Routing Status Report Search Criteria Screen

Table 10-8

ROUTING STATUS REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Document Type	Select the type of document ( <b>ALL</b> , <b>AUTH</b> , <b>GAUTH</b> , <b>VCH</b> , or <b>LVCH</b> ) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Routing Official SSN	Enter to limit the report to documents awaiting action by a single Routing Official. You can't type in it – you must use <b>Lookup</b> to find it. Use <b>Clear SSN</b> to remove a SSN.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
No of Days Threshold	Enter the number of days that must have passed (i.e., enter 5 to get a report that only includes documents with a current date stamp at least 5 days old).

## 2.3 Individual Reports

Individual reports each have a unique purpose that does not fit into any other report category.

### 2.3.1 POSACK Delinquency Report

The **POSACK Delinquency Report** provides data about travel documents that DTS has forwarded for financial processing, but have not yet received either a positive acknowledgment (POSACK) or a reject within a specified number of hours.

You need permission level 5 to run this report.

The **POSACK Delinquency Report** shows (when applicable) the:

- Traveler's organization, name, email address, and masked SSN
- Document's current and original names, TANUM, type (e.g., voucher), and adjustment level
- Transaction amount, submission date, time open, accountable station number, and invoice sequence
- DTA ID email address

Follow the steps outlined in Section 2, Numbers 1-6 to run a **POSACK Delinquency Report**.

Figure 10-13 shows the **POSACK Delinquency Status Report Search Criteria** screen. Table 10-9 explains the screen fields.

**Reports**  
 > Report Scheduler Home > Request New Report

The Pos Ack Delinquency Report provides a list of all transactions for the selection criteria that are awaiting a response from the supporting accounting or disbursing system. The report lists all transactions that are in a status of OBLIG SUBMITTED, VOUCHER SUBMITTED, SPP SUBMITTED, or ADVANCE SUBMITTED and are awaiting a response (POS ACK, REJECT, or PAID). There is no date range for this report as it returns all documents awaiting an accounting or disbursing response. The DTA configurable hours delinquent should not be set below four days (96) and the DTA must also consider their accounting and disbursing system down times, etc. before considering a response as seriously delinquent.

**Posack Delinquency Report Search Criteria**

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

\* Report Type: OBLIGATION

\* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)

Include Sub Organizations:

\* # of hours delinquent: 96

Submit

Figure 10-13: POSACK Delinquency Report Search Criteria Screen

Table 10-9

POSACK DELINQUENCY REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Report Type	Select an <b>Obligation</b> (i.e., authorizations) or <b>Payment</b> (i.e., vouchers) report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Routing Official SSN	Enter to limit the report to documents awaiting action by a single Routing Official. You can't type it in – you must use <b>Lookup</b> to find it. Use <b>Clear SSN</b> to remove a SSN.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
# of hours delinquent	Enter the number of hours that must have passed (i.e., enter 72 to get a report that only includes documents submitted at least 72 hours ago).

### 2.3.2 Unsubmitted Voucher Report

The **Unsubmitted Voucher Report** provide a list of authorizations for which either no voucher exists, or for which a voucher exists in a status other than a **SIGNED** or **T-ENTERED** status. For example, vouchers in **CREATED**, **APPROVED**, and **ARCHIVE ACCEPTED** statuses all appear on the report.

The specified date range of the report must be within the last 24 months and with a maximum date range of 93 days. After evaluating the report entries, you can use this report to monitor obligations that remain open because the traveler did not file a voucher. At a minimum, you should run this report on a weekly basis.

The **Unsubmitted Voucher Report** shows (when applicable) the:

- Traveler's name, email address, and organization
- Document's name, APPROVED date, and TANUM
- TDY departure date and the number of days since the trip end date
- Amount of authorization

Follow the steps outlined in Section 2, Numbers 1-6 to run an **Unsubmitted Voucher Report**.

Figure 10-14 shows the **Unsubmitted Voucher Report Search Criteria** screen. Table 10-10 explains the screen fields.

**Reports**  
 > [Report Scheduler Home](#) > [Request New Report](#)

The Unsubmitted Voucher Report will provide the DTA with a list of authorizations for which vouchers have not been SIGNED or T-Entered for routing. The date range is for the end date of the trip (within the last 24 months). Included in the report is the organization, traveler, email, TANUM, approved date, document name, departure date and number of days since the end of the trip.

**Unsubmitted Voucher Report Search Criteria**

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

\* Organization: (minimum of 2 characters)  (Start typing to get Organizational Access)

Include Sub Organizations

\* Start Date:  (mm/dd/yyyy)

\* End Date:  (mm/dd/yyyy)

\* Days Since End of Trip:

The report data requested will consist of current data when the search criteria organization field is an organization of 4 characters or more (regardless of the include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction Apr 4, 2018 1:07:54 PM

Figure 10-14: Unsubmitted Voucher Report Search Criteria Screen

Table 10-10

UNSUBMITTED VOUCHER REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
<b>Organization</b>	Enter a DTS organization name.
<b>Include Sub Organizations</b>	Check it to include information for subordinate organizations.
<b>Start Date and End Date</b>	Enter (or use the calendar tool to select) the date range to search.
<b>Days Since End of Trip</b>	Enter the number of days that must have passed (i.e., enter 5 to get a report that only includes trips that ended at least 5 days ago).

### 2.3.3 CBA TO Report

The **CBA TO Report** provides data about trips that charged a CBA for air or rail tickets and TMC fees. You can run this report one of two ways:

- Include all documents that charged a CBA
- Include only documents with missing information (e.g., ticket number, amount)

The **CBA TO Report** shows (when applicable) the:

- Traveler's name, email address, masked SSN, and organization
- AO's name and email address
- Document's name, type (e.g., voucher), TANUM, and current status
- TDY departure and return dates
- Ticket's Passenger Name Record (PNR), travel mode, number, cost, and date
- CBA label
- DTA ID email address

Follow the steps outlined in Section 2, Numbers 1-6 to run a **CBA TO Report**.

Figure 10-15 shows the **CBA TO Report Search Criteria** screen. Table 10-11 explains the screen fields.

**Reports**  
 > Report Scheduler Home > Request New Report

This report provides detailed document information for trips with charges to a CBA account for air or rail tickets and CTO Fees. The search criteria are for the day of departure date range for a maximum of a 31 day period (i.e. one month) and for an organization with all sub-organizations as an option. The user can specify the report for all trips with a CBA charge or only those that are exceptions (missing a ticket number, an amount, or a ticket date.)

**CBA TO Report Search Criteria**

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

\* Organization:  (minimum of 4 characters) (Start typing to get Organizational Access)

Include Sub Organizations:

\* Start Date:  (mm/dd/yyyy)

\* End Date:  (mm/dd/yyyy)

Include:  All CBA Documents  Exceptions Only

The report data requested will consist of current data when the search criteria organization field is an organization of 4 characters or more (regardless of the include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction Apr 4, 2018 1:07:54 PM

Figure 10-15: CBA TO Report Search Criteria Screen

Table 10-11

CBA TO REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
All CBA Documents	Select it to include all documents that charged a CBA.
Exceptions Only	Select it to include only documents that charged a CBA and are missing key information (e.g., ticket cost).

### 2.3.4 Debt Management Report

The **Debt Management Report** (both “Legacy” and standard versions) provides data about travelers that are in debt to the Government because of a **DUE US** DTS voucher. Debts remain on the report for 30 days after the **DUE US** voucher is stamped **ARCHIVE SUBMITTED** (meaning the debt has been satisfied).

You need permission level 6 and the **Debt Management Monitor** indicator set to **YES** in your profile to run this report.

The **Debt Management Report** shows (when applicable) the:

- Traveler's name, email address, and masked SSN
- Document's name and TANUM
- Debt information including:
  - Date incurred
  - Date traveler notified
  - Original amount
  - Offset and collection (e.g., payroll deduction, write-off) history, to include stamp applied, date, amount, balance remaining
  - Last offset date, action, and amount
  - Current balance due
  - 30-day status
  - Days since last activity
  - Total age of debt
- DTA ID email address

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Debt Management Report**.

Figure 10-16 shows the **Debt Management Report Search Criteria** screen. Table 10-12 explains the screen fields.

**Reports**

» [Report Scheduler Home](#) » [Request New Report](#)

The Debt Management Report provides the DMM with the status of all DUE U.S. vouchers for the selected organization in their organizational access. The debt is tracked from initial approval of the DUE U.S. voucher until the debt is satisfied (Debt amount reduced to zero). Report data includes each action posted against the debt amount including application of the DUE PROCESS stamp, collection actions received via Advice of Collection (AOC) and collections manually entered by a DMM, adjustments to the debt including waivers, expense adjustments, out of service (OOS) actions, and debt write-offs Debts remain on the report for 30 days after the Due U.S. travel document is stamped ARCHIVE SUBMITTED.

**Debt Management Report Search Criteria**

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

\* Organization:  (Start typing to get Organizational Access)  
 (minimum of 2 characters)

Include Sub Organizations:

Include Debt History:

The report data requested will consist of current data when the search criteria organization field is an organization of 4 characters or more (regardless of the include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction Apr 4, 2018 2:13:38 PM

Figure 10-16: Debt Management Report Search Criteria Screen

Table 10-12

DEBT MANAGEMENT REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Include Debt History	Check it to include the date each stamp was applied to the document and the balance that remained on that date.

### 2.3.5 Constructed Travel Report

The **Constructed Travel Report** provides data on trip costs and cost savings of approved trip requests when a traveler has used Constructed Travel.

The **Constructed Travel Report** shows (when applicable) the:

- Traveler's name and organization
- DTA ID email
- Document's name, type (e.g., voucher), TANUM, and APPROVED date
- TDY:
  - Departure and return dates
  - Actual and allowable costs, as well as the difference (delta) between them
  - An indicator of whether approval override was used

Follow the steps outlined in Section 2.1 to run a **Constructed Travel Report**.

Figure 10-17 shows the **Constructed Travel Report Search Criteria** screen. Table 10-13 explains the screen fields.

Figure 10-17: Constructed Travel Report Search Criteria Screen

Table 10-13

CONSTRUCTED TRAVEL REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Document Type	Select the type of document ( <b>ALL</b> , <b>AUTH</b> , <b>GAUTH</b> , <b>VCH</b> , or <b>LVCH</b> ) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

### 2.3.6 Hotel Tax Exempt Locations Report

The **Hotel Tax Exempt Locations Report** shows approved vouchers that include both a tax exempt TDY location and one or more Hotel Sales Tax non-mileage expense charges.

The **Hotel Tax Exempt Locations Report** shows (when applicable) the:

- Traveler’s organization
- Selected (or all) Tax Exempt Locations
- Trip start and end dates

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Hotel Tax Exempt Locations Report**.

Figure 10-18 shows the **Hotel Tax Exempt Locations Search Criteria** screen. Table 10-14 explains the screen fields.

Figure 10-18: Hotel Tax Exempt Locations Report Search Criteria Screen

Table 10-14

HOTEL TAX EXEMPT LOCATIONS REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Tax Exempt Locations	Select an available TDY location to limit results to that location, or leave blank to return results for all TDY locations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

### 2.3.7 What Happened on Authorization Approval (WHOAA)

The **WHOAA Report** allows you to see the authorizations created and approved after the trip start date. The date range is based upon the authorization’s approved date.

The **WHOAA Report** shows (when applicable) the:

- AO’s name, organization, and email address
- Travelers name and organization
- Document name, type (e.g., voucher), TANUM
- Trip purpose, description, and expense total
- Dates: Approved and trip start, plus number of days between those dates
- Pre-audit justification and Reason Code

Follow the steps outlined in Section 2, Numbers 1-6 to run **What Happened on Authorization Approval Report**.

Figure 10-19 shows the **WHOAA Report Search Criteria** screen. Table 10-15 explains the screen fields.

**Reports**  
 > Report Scheduler Home > Request New Report

The What Happened On Authorization Approval (WHOAA) report will provide the user with a listing of authorizations that were approved after trip start date to include corresponding vouchers. The date range is applicable to authorization approved date. (within the last 15 months). The report includes AO Organization at Signing, AO First Name, AO Last Name, AO Middle Initial, AO Email Address, Organization/Sub-Organization, Traveler Last Name, Traveler First Name, TANUM, Document Type, Document Name, Initial Approval Date, Trip Start Date (at date/time of Approval), Days between Start Date and Approval Date, Trip Purpose, Trip Description, Total Trip Expenses, Pre-Audit Reason Code, Pre-Audit Justification.

**What Happened On Authorization Approval (WHOAA) Report Search Criteria**

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

\* Document Type: ALL

\* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)

Include Sub Organizations:

Reason Code: OO1 - Emergency Leave/Emergency Visitation, OO2 - Uniformed Service Member Evacuation, OO3 - Bedside/Casualty Affairs (Invitational), OO4 - Previous AUTH or VCH Manually Abandon

\* Start Date: (mm/dd/yyyy)

\* End Date: (mm/dd/yyyy)

The report data requested will consist of current data when the search criteria organization field is an organization of 4 characters or more (regardless of the include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction Sep 4, 2019 1:12:28 PM

Submit

Figure 10-19: WHOAA Report Search Criteria Screen

Table 10-15

WHAT HAPPENED ON AUTHORIZATION APPROVAL REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Document Type	Select the type of document ( <b>AUTH, VCH</b> ) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Reason Code	Select one or more Reason Code to include in the report.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

## 2.4 CTO/Travel Related Reports

The CTO/Travel Related reports provide information about travel and lodging associated with a traveler's TDY or a TDY document.

### 2.4.1 FPLP/FEMA Report

The **FPLP/FEMA Report** provides limited lodging data for documents that belong to one or more organizations. Specifically, the report identifies whether or not a selected property participates in the Federal Premier Lodging Program (FPLP) and is approved by the Federal Emergency Management Agency (FEMA).

The **FPLP/FEMA Report** shows (when applicable) the:

- Traveler's name, organization, and TDY location
- Document's name
- TDY departure and return date
- Each lodging property's name, location, and whether it is a FPLP participant and FEMA approved

Follow the steps outlined in Section 2, Numbers 1-6 to run a **FPLP/FEMA Report**.

Figure 10-20 shows the **FPLP/FEMA Report Search Criteria** screen. Table 10-16 explains the screen fields.

Figure 10-20: FPLP/FEMA Report Search Criteria Screen

Table 10-16

FPLP/FEMA REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

### 2.4.2 Reason Code Report

The **Reason Code Report** provides data on trips by travelers who needed to enter reason codes for various actions such as not using GSA city pair contract flights or required lodging types, to name just two. The report also provides the justifications they entered for their selections. This report lists all instances of every reason code and justification.

The **Reason Code Report** shows (when applicable) the:

- Traveler's name, organization, and Component
- Document's name, TANUM, and departure and arrival dates and times
- TDY travel month
- Carrier's name and flight number
- Selected reason code and justification

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Reason Code Report**.

Figure 10-21 shows the **Reason Code Report Search Criteria** screen. Table 10-17 explains the screen fields.

Figure 10-21: Reason Code Report Search Criteria Screen

Table 10-17

REASON CODE REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Reason Code	Select an available reason code to limit results to documents that contain that code, or leave blank to return results for all documents.

### 2.4.3 Reason Justifications Report

The **Reason Justifications Report** provides similar information as seen in the Reason Code Report, but provides fewer data categories and only lists unique instances of the reason codes and justifications.

The **Reason Justifications Report** shows (when applicable) the:

- Traveler's name and organization
- Document's TANUM
- TDY travel month
- Selected reason code and justification

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Reason Justifications Report**.

Figure 10-22 shows the **Reason Justifications Report Search Criteria** screen. Table 10-18 explains the screen fields.

Figure 10-22: Reason Justifications Report Search Criteria Screen

Table 10-18

REASON JUSTIFICATIONS REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
<b>Organization</b>	Enter a DTS organization name.
<b>Include Sub Organizations</b>	Check it to include information for subordinate organizations.
<b>Start Date and End Date</b>	Enter (or use the calendar tool to select) the date range to search.
<b>Reason Code</b>	Select an available reason code to limit results to documents that contain that code, or leave blank to return results for all documents.

### 2.4.4 CTO Fee Report

The **CTO Fee Report** provides data about TMC transaction fees and the reasons for TMC intervention.

You need permission level 6 to run this report.

The **CTO Fee Report** shows (when applicable) the:

- Traveler’s name, organization, Component, and justification
- Document’s name, TANUM, and PNR locator
- TMC fee amount (+ whether this constitutes a “touch fee”) and pseudo city code
- Ticket date, number, value, form of payment, and transaction type

Follow the steps outlined in Section 2, Numbers 1-6 to run a **CTO Fee Report**.

Figure 10-23 shows the **CTO Fee Report Search Criteria** screen. Table 10-19 explains the screen fields.

**Reports**  
› [Report Scheduler Home](#) › [Request New Report](#)

The CTO Fee Report identifies those trips where there is a CTO Fee charged on a trip and provides the Government identified CTO Fee for the particular travel contract. If the fee charged to a trip is different from the identified / allowed fee, the trip will show up on the report. The date range for the report is the Ticket Date (within the last 15 months). Included in the report are organization, PCC, traveler, SSN, agency, TANUM, document name, PNR locator, ticket date, fee ticket number, transaction type, touched status, justification code, form of payment, transaction fee and ticket value.

**CTO Fee Report Search Criteria**

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

\* Organization:  (Start typing to get Organizational Access)  
(minimum of 2 characters)

Include Sub Organizations:

\* Start Date:  (mm/dd/yyyy)

\* End Date:  (mm/dd/yyyy)

Figure 10-23: CTO Fee Report Search Criteria Screen

Table 10-19

CTO FEE REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
<b>Organization</b>	Enter a DTS organization name.
<b>Include Sub Organizations</b>	Check it to include information for subordinate organizations.
<b>Start Date and End Date</b>	Enter (or use the calendar tool to select) the date range to search.

### 2.4.5 Unused Ticket Report

The **Unused Ticket Report** provides information about trips that could have unused air tickets. These trips are candidates for further research. This report also includes data about tickets with a different cost on the voucher than was approved on the authorization. Trips in this report meet one of two of criteria:

- The authorization included an airline ticket, but no voucher has been created
- The ticket prices on the authorization and voucher differ

The **Unused Ticket Report** shows (when applicable) the:

- Traveler's name, masked SSN, and organization
- Document's name, TANUM, current status, and **CREATED** and **APPROVED** dates
- TDY return date
- On authorization, ticket cost, number, and whether it was cancelled
- On voucher, ticket cost
- Delta (the difference between the ticket costs on the authorization and voucher)

Follow the steps outlined in Section 2, Numbers 1-6 to run an **Unused Ticket Report**.

Figure 10-24 shows the **Unused Ticket Report Search Criteria** screen. Table 10-20 explains the screen fields.

Figure 10-24: Unused Ticket Report Search Criteria Screen

Table 10-20

UNUSED TICKET REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Ticket Number	Enter to limit results to a single ticket.
Traveler SSN	Enter to limit the report to a single traveler. You can't type in it – you must use <b>Lookup</b> to find it. Use <b>Clear SSN</b> to remove a SSN.

## 2.5 MIS Reports

The **Management Information System (MIS) Reports** can help determine a military traveler's eligibility for certain allowances. You must have MIS Access to run these reports (see *DTA Manual, Chapter 11*).

### 2.5.1 Enlisted BAS Report

The **Enlisted Basic Allowance for Sustenance (BAS) Report** can help determine whether an enlisted uniformed member's TDY status changes their BAS. It includes information about trips by enlisted uniformed members who started their travel within the specified date range.

The **Enlisted BAS Report** shows (when applicable) the:

- Traveler's name, rank, full SSN, organization, and Component
- Document name, type (e.g., voucher), TANUM, and APPROVED date
- TDY location, arrival and departure dates, and number of days at that location

Follow the steps outlined in Section 2, Numbers 1-6 to run an **Enlisted BAS Report**.

Figure 10-25 shows the **Enlisted BAS Report Search Criteria** screen. Table 10-21 explains the screen fields.

**Reports**  
> Report Scheduler Home > Request New Report

Includes TDY travel for Enlisted personnel.

#### Enlisted BAS Report Search Criteria

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

\* Document Type: AUTH

\* Organization: (minimum of 2 characters) (Start typing to get Organizational Access)

Include Sub Organizations:

\* Start Date: (mm/dd/yyyy)

\* End Date: (mm/dd/yyyy)

The report data requested will consist of current data when the search criteria organization field is an organization of 4 characters or more (regardless of the include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction Apr 5, 2018 1:27:04 PM

Submit

Figure 10-25: Enlisted BAS Report Search Criteria Screen

Table 10-21

ENLISTED BAS REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
<b>Document Type</b>	Select the type of document ( <b>AUTH, LVCH</b> ) to include in the report.
<b>Organization</b>	Enter a DTS organization name.
<b>Include Sub Organizations</b>	Check it to include information for subordinate organizations.
<b>Start Date and End Date</b>	Enter (or use the calendar tool to select) the date range to search.

### 2.5.2 OCONUS Report

The **OCONUS Report** can help determine a traveler's entitlement to foreign duty pay, hostile fire pay, imminent danger pay, and/or a combat zone tax exclusion. It includes information about trips by OCONUS travelers who traveled, or who had authorizations approved or vouchers paid, within the specified date range.

The **OCONUS Report** shows (when applicable) the:

- Traveler's name, rank, masked SSN, organization, Component, and Civilian/Military status
- Document's name, type (e.g., voucher), TANUM, and APPROVED date
- TDY location, arrival and departure dates, and number of days at that location

Follow the steps outlined in Section 2, Numbers 1-6 to run an **OCONUS Report**.

Figure 10-26 shows the **OCONUS Report Search Criteria** screen. Table 10-22 explains the screen fields.

Figure 10-26: OCONUS Report Search Criteria Screen

Table 10-22

OCONUS REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Document Type	Select the type of document ( <b>AUTH</b> , <b>VCH</b> ) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Include Civilians	Check it to include information for civilian travelers.

### 2.5.3 FSA Report

The **FSA Report** can help determine whether a uniformed member is entitled to a Family Separation Allowance (FSA). It includes information about authorizations for TDYs over 30 days long or vouchers paid within the specified date range. **Note:** The report does not include information about the member's dependents' status, type, and location.

The **FSA Report** shows (where applicable) the:

- Traveler's name, rank, full SSN, organization, and Component
- Document's name, type (e.g., voucher), TANUM, and APPROVED date
- TDY location, arrival and departure days, and number of days at that location

Follow the steps outlined in Section 2, Numbers 1-6 to run an **FSA Report**.

Figure 10-27 shows the **FSA Report Search Criteria** screen. Table 10-23 explains the screen fields.

Figure 10-27: FSA Report Search Criteria Screen

Table 10-23

FSA REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
<b>Document Type</b>	Select the type of document ( <b>AUTH, VCH</b> ) to include in the report.
<b>Organization</b>	Enter a DTS organization name.
<b>Include Sub Organizations</b>	Check it to include information for subordinate organizations.
<b>Start Date and End Date</b>	Enter (or use the calendar tool to select) the date range to search.

### 2.5.4 Special Duty Report

The **Special Duty Report** informs you when your organization’s travelers received altered allowances due to duty conditions such as field duty or hospital in-patient status while TDY. It includes authorizations or vouchers with a qualifying duty condition within the specified date range.

The **Special Duty Report** shows (when applicable) the:

- Traveler’s name, rank, full SSN, organization, and Component
- Document’s name, type (e.g., voucher), TANUM, and APPROVED date
- TDY location, departure and return dates, and the number of days at that location
- The qualifying duty condition, location, start and end dates, and number of days under that condition

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Special Duty Report**.

Figure 10-28 shows the **Special Duty Report Search Criteria** screen. Table 10-24 explains the screen fields.

Figure 10-28: Special Duty Report Search Criteria Screen

Table 10-24

SPECIAL DUTY REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Document Type	Select the type of document (AUTH, VCH) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

## 2.5.5 Military Leave Report

The **Military Leave Report** identifies uniformed members whose travel documents record they took annual leave while TDY.

The **Military Leave Report** shows (when applicable) the:

- Traveler’s name, rank, full SSN, organization, and Component
- Document’s name, type (e.g., voucher), TANUM, and APPROVED date
- TDY location, departure and return dates, and number of days TDY
- Leave location, start and end dates, and number of days leave

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Military Leave Report**.

Figure 10-29 shows the **Military Leave Report Search Criteria** screen. Table 10-25 explains the screen fields.

**Reports**  
> [Report Scheduler Home](#) > [Request New Report](#)

Includes Military Leave taken during TDY travel for Enlisted and Officer personnel.

### MILITARY LEAVE REPORT Search Criteria

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

\* Document Type:

\* Organization:  (Start typing to get Organizational Access)

Include Sub Organizations:

\* Start Date:   (mm/dd/yyyy)

\* End Date:   (mm/dd/yyyy)

The report data requested will consist of current data when the search criteria organization field is an organization of 4 characters or more (regardless of the include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction Apr 5, 2018 1:27:04 PM

Figure 10-29: Military Leave Report Search Criteria Screen

Table 10-25

MILITARY LEAVE REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Document Type	Select the type of document ( <b>AUTH, VCH</b> ) to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

## 2.6 Partner System Reports

You can generate the following reports to find information about travelers and trips that belong to DTS partner systems:

- Traveler Status Report (section 2.1.6)
- Routing Status Report (section 2.2.2)
- POSACK Delinquency Report (section 2.3.1)
- Unsubmitted Voucher Report (section 2.3.2)
- CTO Fee Report (section 2.4.4)
- Unused Ticket Report (section 2.4.5)

The only difference when running a report for a partner system is that on the applicable search criteria screen (Figure 10-30), you must select which partner system (e.g., NROWS, for Navy Reserve Order Writing System) owns the subject documents and travelers.

For all other details about these reports, refer to the section listed next to each report's name.

**Reports**

> [Report Scheduler Home](#) > [Request New Report](#)

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

**Partner System Traveler Status Report Search Criteria**

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

\* Partner System:

\* Organization: (minimum of 2 characters)  (Start typing to get Organizational Access)

Include Sub Organizations:

Show Cost Fields:

†1 Start Date:  (mm/dd/yyyy)

†1 End Date:  (mm/dd/yyyy)

-- OR --

†2 TDY Date As Of:  (mm/dd/yyyy)

Figure 10-30: Partner System Field on Traveler Status Report Search Criteria Screen

## 2.7 Person Reports

Person Reports provide a complete list of information from individuals' DTS profiles or a list of people with Read-Only Access (ROA).

### 2.7.1 Complete Traveler Information List Report

This report provides all of the information in a person's DTS profile. For a complete list of information that can be in a DTS profile, see *DTA Manual, Chapter 7*.

You need permission level 5 to run this report.

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Complete Traveler Information List Report**.

Figure 10-31 shows the **Complete Traveler Information List Search Criteria** screen. Table 10-26 explains the screen fields.

Figure 10-31: Complete Traveler Information List Search Criteria Screen

Table 10-26

COMPLETE TRAVELER INFORMATION LIST SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Show Full SSN	Check it to show unmasked SSNs. Leave it unchecked to show masked SSNs.

### 2.7.2 Read Only Access Report

The **Read Only Access Report** provides a list of individuals with read-only access (ROA) in DTS. If a person on the report has ROA to multiple organizations, the report will show one row for each organization that person has access to. ROA Users and ROA Administrators with “ALL” organization access only appear on the report if their assigned DTS organization matches the search criteria.

You need permission level 5 to access this report.

The **Read Only Access Report** shows (when applicable) each person’s:

- Name, email address, and assigned organization
- ROA status (User or Administrator) and organizations

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Read Only Access Report**.

Figure 10-32 shows the **Read Only Access Search Criteria** screen. Table 10-27 explains the screen fields.

Figure 10-32: Read Only Access Search Criteria Screen

Table 10-27

READ ONLY ACCESS REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.

## 2.8 Audit Trail Reports

You can see Audit Trail Reports in the Report Scheduler, but you can't select them or run them from here. To run these reports, you must submit an ad hoc report form via a help desk ticket. The search criteria time constraint is 24 months. There is no restriction on the date range. All reports will have the first 5 digits of individuals' SSNs masked.

### 2.8.1 Audit Trail GOVCC and EFT Data

The **Audit Trail GOVCC and EFT Data Report** shows all changes to the **Government Charge Card (GOVCC) Data** or the **Electronic Funds Transfer Data** sections of the selected travelers' DTS profiles. It also shows who made the changes and when they made them. DTS masks all account numbers except for the last four digits. For more information about the contents of DTS personal profiles, see the *DTA Manual, Chapter 7*.

### 2.8.2 Audit Trail Traveler Specific Data

The **Audit Trail Traveler Specific Data Report** shows changes to various fields in selected travelers' DTS profiles. Specifically, it shows changes to the **Advance Authorization, Civilian/Military, Default Line of Accounting, or Default Routing List** fields, or the **Self AO Approval** yes/no radio button. It also shows who made the changes and when they made them.

### 2.8.3 Audit Trail User Specific Data

The **Audit Trail User Specific Data Report** shows all changes\* to the **Common Data** or **User Specific Data** sections of the selected people's DTS profiles. The report also shows who made the changes and when they made them. For more information about the contents of DTS personal profiles, see the *DTA Manual, Chapter 7*.

**\*Exceptions:** The report does not show changes to the Business Intelligence and Reporting Tool (BIRT) access or the User ID.

## 2.9 Service Requested Reports

**Service Requested Reports** are reports that were previously only available via an Ad Hoc Report request, but due to their popularity, are now available in the **Report Scheduler**.

### 2.9.1 Debt Report with Offsets and Collections

The **Debt Report with Offsets and Collections** shows details of **DUE US** vouchers and the actions taken against them. The maximum date range for the report is 31 days.

You need permission level 6 to run this report.

The **Debt Report with Offsets and Collections** shows (when applicable) the:

- Traveler's name, organization, and date notified of the debt
- Document's TANUM
- Debt's
  - Date incurred, original amount, and total age
  - All offsets and collections, their dates, and amounts
  - Current balance
  - Date since last activity and 30-day clock status

Follow the steps outlined in Section 2, Numbers 1-6 to run a **Debt Report with Offsets and Collections**.

Figure 10-33 shows the **Debt Report with Offsets and Collections Search Criteria** screen. Table 10-28 explains the screen fields.

**Reports**  
 > [Report Scheduler Home](#) > [Request New Report](#)

Debt Management Report displays the details of debts incurred by a traveler per TANUM. It contains basic traveler information, organization, and TANUM as well as debt information such as amount of debt, date debt incurred, and any actions that were taken to offset the debt and offset date. The date range for the report is Date Debt Incurred (31 days date range). Included in the report are Traveler's Last Name, Traveler's First Name, DTS Organization Name, TANUM, 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 US , 30-Day Status, Days Since Last Activity, and Total Age of Debt.

**Debt Report with Offsets and Collections Search Criteria**

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

\* Organization: (minimum of 2 characters)  (Start typing to get Organizational Access)

Include Sub Organizations:

\* Start Date:  (mm/dd/yyyy)

\* End Date:  (mm/dd/yyyy)

Figure 10-33: Debt Report with Offsets and Collections Search Criteria Screen

Table 10-28

DEBT REPORT WITH OFFSETS AND COLLECTIONS SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

### 2.9.2 Expense Report by Category

The **Expense Report by Category** provides TDY and detailed expense information from approved documents.

You need permission level 1 to run this report.

The **Expense Report by Category** shows (where applicable) the:

- Traveler's name, masked SSN, and organization
- Document's TANUM, type (e.g., voucher), and APPROVED date
- Trip departure and return dates, and TDY location
- LOA and budget labels
- Each expense, expense type, and amount

Follow the steps outlined in Section 2, Numbers 1-6 to run an **Expense Report by Category**.

Figure 10-34 shows the **Expense Report by Category Search Criteria** screen. Table 10-29 explains the screen fields.

**Reports**  
 > Report Scheduler Home > Request New Report

Expense Report by Category displays all approved documents with details of expenses and TDY information along with financial information for each expense. As an option, users may search data based on accounts 1 through 10 individually, which is part of LOA and enter starting and ending position of selected account, and matching text. The date range for the report is the Document Approve Date (31 days date range). Included in the report are Document Type, Approved Date, SSN-Last 4, Last name, First Name, Middle Initial, TANUM, DOV Voucher, Departure Date, Return Date, Location/Destination, Budget Label, OAC/OBAN, RCCC, BPAC, LOA, Expense, Expense Type, and Amount.

**Expense Report by Category Search Criteria**

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

\* Organization: (minimum of 2 characters)  (Start typing to get Organizational Access)

Include Sub Organizations:

\* Document Type:   
 AUTH  
 LVCH  
 VCH

\* Start Date:  (mm/dd/yyyy)

\* End Date:  (mm/dd/yyyy)

LOA Account Fields:

For a specific position of account search, enter starting position (between 1 and 20 and defaulted to 1) where the search will start and the ending position (between 1 and 20, > starting position, and defaulted to 20) where the search will end.

Positions:  -

For pattern search, enter % sign between characters. e.g. 21%123

Matching Text:

Submit

Figure 10-34: Expense Report by Category Search Criteria Screen

Table 10-29

EXPENSE REPORT BY CATEGORY SEARCH CRITERIA DESCRIPTIONS	
Field	Description
<b>Organization</b>	Enter a DTS organization name.
<b>Include Sub Organizations</b>	Check it to include information for subordinate organizations.
<b>Document Type</b>	Select the type of document ( <b>AUTH, LVCH, VCH</b> ) to include in the report.
<b>Start Date and End Date</b>	Enter (or use the calendar tool to select) the date range to search.
<b>LOA Account Fields</b>	Select an Account line (1-10) or leave blank to include all Account lines.
<b>Positions</b>	Include the range of positions to include or leave blank to include all positions.
<b>Matching Text</b>	Limit search by text or leave blank.

### 2.9.3 Expense Report by Document Name

The **Expense Report by Document Name** provides TDY and transportation expenses and per diem allowance information from vouchers.

You need permission level 1 or 3 to run this report.

The **Expense Report by Document Name** shows (when applicable) the:

- Traveler’s name and organization
- Document’s name, type (e.g., voucher), TANUM, status, LOA, and APPROVED date, comments, and reference information
- Trip’s departure date, TDY location, purpose, description
- Following costs: airfare, lodging, hotel taxes, rental car, gas, meals and incidentals, “other costs”, and total
- Indicator of whether the document was cancelled

Follow the steps outlined in Section 2, Numbers 1-6 to run an **Expense Report by Document Name**.

Figure 10-35 shows the **Expense Report by Document Name Search Criteria** screen. Table 10-30 explains the screen fields.

**Reports**  
> [Report Scheduler Home](#) > [Request New Report](#)

The "Expense Report by Document Name" report provides detailed expenses including transportation , lodging and meal/incidental occurrence on all vouchers and all documents with line type of "T". Traveler's name, organization and line of account will also be associated with each document, along with the trip description and reference information. This report renders the following data fields:ORG, LAST NAME, FIRST NAME, TANUM, DOC NAME, CURRENT STATUS, DOC TYPE, LOA, APPROVAL DATE, DEPARTURE DATE, AMOUNT PAID, CANCELLED, LOCATION, COMMENTS, PURPOSE, AIRFARE COST, LODGING COST, HOTEL TAXES, RENTAL CAR COST, GAS COST, M&IE COST, OTHER COST, TOTAL AMOUNT, TRIP DESCRIPTION, REFERENCE INFO.

#### Expense Report by Document Name Search Criteria

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

\* Organization: (minimum of 2 characters)  (Start typing to get Organizational Access)

Include Sub Organizations:

\* Start Date:  (mm/dd/yyyy)

\* End Date:  (mm/dd/yyyy)

Figure 10-35: Expense Report by Document Name Search Criteria Screen

Table 10-30

EXPENSE REPORT BY DOCUMENT NAME SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

#### 2.9.4 PERSTEMPO Report

The **PERSTEMPO Report** provides TDY, expense, and PERSTEMPO information from all travel documents.

You need permission level 5 to run this report.

The **PERSTEMPO Report** shows (when applicable) the:

- Traveler's name, full SSN, title/rank, civilian or military affiliation, Component, organization, and Unit ID
- Document's type (e.g., voucher), TANUM, type (including special circumstance type), purpose, and description, voucher expenses, and PERSTEMPO code
- Trip's departure and return dates, total number of days TDY, TDY location

Follow the steps outlined in Section 2, Numbers 1-6 to run a **PERSTEMPO Report**.

Figure 10-36 shows the **PERSTEMPO Report Search Criteria** screen. Table 10-31 explains the screen fields.

Figure 10-36: PERSTEMPO Report Search Criteria Screen

Table 10-31

PERSTEMPO REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

### 2.9.5 Separation of Duty Report

The **Separation of Duty Report** provides information about a travel document’s approving officials and delegated authorities, to highlight separation of duties.

You need permission level 5 to run this report.

The **Separation of Duty Report** shows (when applicable) the:

- Traveler’s name, organization, and senior organization
- AO’s name, permission levels\*, group access\*, organization\*
- Delegated authority’s name and organization
- Document’s name, type (e.g., voucher), TANUM
- Trip’s type, purpose, departure and return dates, current adjustment level, and APPROVED date

\* Includes both current and when they signed the document

Follow the steps outlined in Section 2.1 to run a **Separation of Duty Report**.

Figure 10-37 shows the **Separation of Duty Report Search Criteria** screen. Table 10-32 explains the screen fields.

Figure 10-37: Separation of Duty Report Search Criteria Screen

Table 10-32

SEPARATION OF DUTY REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

## 2.10 Daily Whats Out Reports

Most people with organization access can see **Daily Whats Out Reports** in the Report Scheduler, but can't select them or run them. They show the status of transactions in the accounting systems that interact with DTS.

You need permission level 7 to run all **Daily Whats Out Reports**.

### 2.10.1 Daily "Whats Out" Totals by System Report

The **Daily "Whats Out" Totals by System Report** provides the status, on a specific date, of the financial systems that DTS supports. It shows the number of transactions processed on that date, and the number of transactions that experienced a processing delay of >96 hours.

Follow the steps outlined in Section 2.1 to run a **Daily "Whats Out" Totals by System Report**.

Figure 10-38 shows the **Financial Transactions – Daily "Whats Out" Totals by System Search Criteria** screen. Table 10-33 explains the screen fields.

Figure 10-38: Financial Transactions – Daily "What's Out" Totals by System Search Criteria Screen

Table 10-33

FINANCIAL TRANSACTIONS – DAILY "WHATS OUT" TOTALS BY SYSTEM SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Transaction Date	Enter (or use the calendar tool to select) the date to search.
Data Available for following dates:	Scroll through a list of dates to make sure information is available for the date you follow.

### 2.10.2 Daily “Whats Out” Transactions Details by Trans Label Report

The **Daily “Whats Out” Transactions Details by Trans Label Report** provides the details of one day’s financial transactions, either to a financial system, or for a document or transaction type. It shows (when applicable) information to identify the document, the transaction type, and whether each transaction was sent or paid (and if so, when).

Follow the steps outlined in Section 2.1 to run a **Daily “Whats Out” Transactions Details by Trans Label Report**.

Figure 10-39 shows the **Financial Transactions – Daily “Whats Out” Transactions by Trans Label Search Criteria** screen. Table 10-34 explains the screen fields.

Figure 10-39: Financial Transactions – Daily “What’s Out” Transactions Details by Trans Label Search Criteria Screen

Table 10-34

FINANCIAL TRANSACTIONS – DAILY “WHATS OUT” TRANSACTIONS DETAILS BY TRANS LABEL SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Late (Y/N)	Select <b>N</b> (o) or <b>Y</b> (es) to limit results to items that are or aren’t late.
Snap Date	Enter (or use the calendar tool to select) the date to search.
Transaction Label	Select the finance system or a document or transaction type to include.

### 2.10.3 Daily “Whats Out” All Details Report

The **Daily “Whats Out” All Details Report** provides the same information as provided by the **Daily “Whats Out” Transactions Details by Trans Label Report**, but does not require you to limit your search to a financial system, or for a document or transaction type.

Follow the steps outlined in Section 2.1 to run a **Daily “Whats Out” All Details Report**.

Figure 10-40 shows the **Financial Transactions – Daily “Whats Out” All Details Search Criteria** screen. Table 10-35 explains the screen fields.

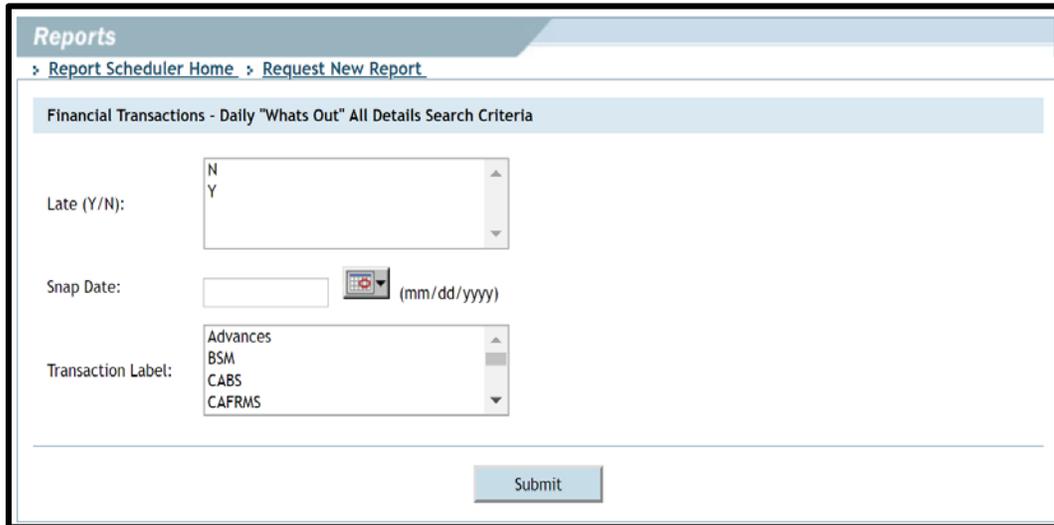


Figure 10-40: Financial Transactions – Daily “What’s Out” All Details Search Criteria Screen

Table 10-35

FINANCIAL TRANSACTIONS – DAILY “WHATS OUT” ALL DETAILS SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Late (Y/N)	Select N(o) or Y(es) to limit results to items that are or aren’t late.
Snap Date	Enter (or use the calendar tool to select) the date to search.
Transaction Label	Select the finance system or a document or transaction type to limit results to a specific transaction type or financial system.

## 2.11 Monthly Debt Summary Report

There is only one **Debt Summary Report**. You need permission level 7 to run it.

### 2.11.1 Monthly Debt Summary Report

The **Monthly Debt Summary Report** displays the number of travel documents that went into debt in the requested month. It shows (when applicable) the organization and the number of travel documents that went into debt.

Follow the steps outlined in Section 2.1 to run a **Monthly Debt Summary Report**.

Figure 10-41 shows the **Monthly Debt Summary Report Search Criteria** screen. Table 10-36 explains the screen fields.

Figure 10-41: Monthly Debt Summary Report Search Criteria Screen

Table 10-36

MONTHLY DEBT SUMMARY REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Report Option	Select whether to run the report for a <b>service</b> , a <b>site</b> , or an <b>organization</b> . Your selection determines which items listed in gray (below) display.
Service	Displays when you select <b>Service</b> Select the Service or Agency to search.
Site	Displays when you select <b>Site</b> Select the site, installation, or larger organization to search.
Organization + Include Sub Organizations	Displays when you select <b>Organization</b> Enter a DTS organization name. Check it to include information for subordinate organizations.
Month	Select the month to search.

## 2.12 Defense Lodging Reports

There are two Defense Lodging reports. They help you monitor travelers’ lodging use.

### 2.12.1 Unavailability Report for Government Lodging Programs

The **Unavailability Report for Government Lodging Programs** provides information about travel documents that belong to travelers who were TDY to military installations, but who did not use DoD lodging because it was unavailable.

The **Unavailability Report for Government Lodging Programs** shows (when applicable) the:

- TDY installation
- Document information
- Lodging dates requested, DLS System ID, and certificate of non-availability number

Follow the steps outlined in Section 2.1 to run an **Unavailability Report for Government Lodging Programs**.

Figure 10-42 shows the **Unavailability Report for Government Lodging Programs Search Criteria** screen. Table 10-37 explains the screen fields.

**Reports**  
 > [Report Scheduler Home](#) > [Request New Report](#)

The Unavailability Report for Government Lodging Programs provides a listing of travel documents with Military Installation TDY location(s) that support Government DoD and/or Government Privatized lodging for lodging that was unavailable when reservations were booked. The report includes the Military Installation, travel document information, DLS System, DoD lodging unavailability (CNA) number, Privatized lodging Indicator, and dates for the booking request.

**Unavailability Report for Government Lodging Programs Search Criteria**

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

\* Report Date Range (Start):  (mm/dd/yyyy)

\* Report Date Range (End):  (mm/dd/yyyy)

\* Document Type:

\* Organization: (minimum of 2 characters)  (Report data will be provided based on users Org access)

Include Sub Organizations:

Lodge Type:

TDY Location:

TDY State or Country:  (Country = 3 Chars)

This report contains information subject to the Privacy Act of 1974 and is "For Official Use Only". Any misuse or unauthorized disclosure may result both civil and criminal penalties.

Figure 10-42: Unavailability Report for Government Lodging Programs Search Criteria Screen

Table 10-37

UNAVAILABILITY REPORT FOR GOVERNMENT LODGING PROGRAMS SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Report Date Range (Start) and (End)	Enter (or use the calendar tool to select) the date range to search.
Document Type	Select whether to look for authorizations or vouchers.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Lodge Type	Select whether to run the report for <b>all</b> lodging, or whether to limit to <b>Government Lodging</b> or <b>Government Privatized</b> lodging.
TDY Location and TDY State or Country	Enter a TDY location to include in the search, or leave blank to search all.

### 2.12.2 Non-Use Lodging Reason Justification Report

The **Non-Use Lodging Reason Justification Report** provides information from trips that do not reflect the use of required DoD lodging or DoD Preferred Commercial lodging, and the reason codes and justifications the travelers selected in the document.

The **Non-Use Lodging Reason Justification Report** shows (when applicable) the:

- Traveler's name and organization, reason code, and justification
- Document's TANUM and TDY location
- Lodging start and end date, property name, confirmation number, and rate

Follow the steps outlined in Section 2.1 to run a **Non-Use Lodging Reason Justification Report**.

Figure 10-43 shows the **Non-Use Lodging Reason Justification Report Search Criteria** screen. Table 10-38 explains the screen fields.

Figure 10-43: Non-Use Lodging Reason Justification Report Search Criteria Screen

Table 10-38

NON-USE LODGING REASON JUSTIFICATION REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
<b>Report Date Range (Start) and (End)</b>	Enter (or use the calendar tool to select) the date range to search.
<b>Document Type</b>	Select whether to look for authorizations or vouchers.
<b>Organization</b>	Enter a DTS organization name.
<b>Include Sub Organizations</b>	Check it to include information for subordinate organizations.
<b>Audit Category</b>	<b>Lodging</b> is the only option.
<b>Audit Type</b>	Select <b>All</b> to see all available pre-audit flags, or select a single one to limit the search.
<b>Reason Code</b>	Select one to limit the search or leave blank to see all available reason codes.
<b>Metro Area</b>	Select the TDY metro area.
<b>TDY Location and TDY State or Country</b>	Enter a TDY location to include in the search, or leave blank to search all.

## 2.13 Automated Receipts Report

This report shows you vouchers that do not have receipts attached to them.

### 2.13.1 Expense without Required Receipt

The **Expense without Required Receipt Report** provides a list of vouchers that have expenses without attached required receipts. This report can help identify potential non-policy-compliant documents and Authorizing Officials.

The **Expense without Required Receipt Report** shows (when applicable) the:

- Traveler’s name and organization
- Authorizing Official
- Document’s name, type (e.g., voucher), TANUM, and APPROVED date
- Trip’s departure and return dates, and expense types and costs

Follow the steps outlined in Section 2.1 to run an **Expense without Required Receipt Report**.

Figure 10-44 shows the **Expense without Required Receipt Report Search Criteria** screen. Table 10-39 explains the screen fields.

**Reports**  
» [Report Scheduler Home](#) » [Request New Report](#)

The Expense without Receipt report will provide the user with a list of documents that have expenses without supporting receipts. The report is used to identify potential non-compliant documents and Approving Officials for further actions (e.g., training, adjusting expenses on documents). The start and end date range is applied to the approval date of documents. Indicated in the report are the organization, traveler, TANUM, document name, document type, expense type, expense cost, departure date, return date, AO, and approval date.

#### Expense without Required Receipt Report Search Criteria

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

\* Document Type:

\* Organization:  (Start typing to get Organizational Access)  
(minimum of 4 characters)

Include Sub Organizations:

\* Start Date:   (mm/dd/yyyy)

\* End Date:   (mm/dd/yyyy)

Figure 10-44: Expense without Required Receipt Report Search Criteria Screen

Table 10-39

EXPENSE WITHOUT REQUIRED RECEIPT REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Document Type	Voucher (VCH) is the only option.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.

## 2.14 Lowest Logical Airfare Reports

The three Lowest Logical Airfare reports show you key information regarding travelers' use (or non-use) of restricted airfares in DTS.

### 2.14.1 Restricted Expired Fare Report

The **Restricted Expired Fare Report** provides a list of authorizations with restricted fares that time out before AO approval. This report can help identify lost savings and required rework due to slow document approval.

The **Restricted Expired Fare Report** shows (when applicable) the:

- Organization
- Traveler Last Name, First name and Middle Initial
- TANUM
- Document's name
- Signed Stamp Date and Signed Stamp Time
- Returned Expired Ticket Date and Returned Expired Ticket Time
- Ticket by Date and Ticket By Time
- Lowest Available Restricted Fare Cost
- Lowest Available Unrestricted Fare Cost
- Expired Savings Amount
- Authorizing Official
- CONUS/OCONCUS

Follow the steps outlined in Section 2.1 to run a **Restricted Expired Fare Report**.

Figure 10-45 shows the **Restricted Expired Fare Report Search Criteria** screen. Table 10-40 explains the screen fields.

> [Report Scheduler Home](#) > [Request New Report](#)

### Restricted Expired Fare Report

Restricted Expired Fare Report provides information where restricted fare flight reservations (CONUS and OCONUS) expired when the AO attempted to approve after the required ticketing date and time has passed for the data range (within the last 24 months). The following data elements are indicated in the report: Organization, Last Name, First Name, Middle Initial, TANUM, Document Name, Signed Stamped Date, Signed Stamped Time, Returned Expired Ticket Date, Returned Expired Ticket Time, Ticket By Date, Ticket By Time, Lowest Available Restricted Fare Cost, Lowest Available Unrestricted Fare Cost, Expired Savings Amount, Authorizing Official, Remarks, and CONUS/OCONUS.

#### Restricted Expired Fare Report Search Criteria

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

\* Organization:  (Start typing to get Organizational Access)  
(minimum of 2 characters)

Include Sub Organizations:

\* Start Date:    
(mm/dd/yyyy)

\* End Date:    
(mm/dd/yyyy)

CONUS:

OCONUS:

Figure 10-45: Restricted Expired Fare Report Search Criteria Screen

Table 10-40

RESTRICTED EXPIRED FARE REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
CONUS	Check to include domestic flights in the report.
OCONUS	Check to include internal flights in the report.

### 2.14.2 Restricted Fare Savings Report

The **Restricted Fare Savings Report** identifies when an unrestricted or GSA contract city pairs was available and the restricted fare was selected instead. This report can help identify travel cost savings generated by using restricted fares.

The **Restricted Fare Savings Report** shows (when applicable) the:

- Organization
- Traveler Last Name, First name and Middle Initial
- TANUM
- PNR/Reservation Code
- Ticket Number
- TDY Location
- Booking Date

- Departure Airport and Arrival Airport
- Departure Date and Arrival Date
- Approval Date
- Booking Cost
- Lowest Unrestricted Fare
- Potential Cost Savings
- GSA CPP Flag
- Ticket Cost
- Ticketed to Booked Cost Difference
- Ticketed to Lowest Unrestricted Fare Cost Difference
- Total Obligation
- Airfare Paid
- Airfare Obligation/Disbursement Comparison
- CONUS/OCONCUS

Follow the steps outlined in Section 2.1 to run a **Restricted Fare Savings Report**.

Figure 10-46 shows the **Restricted Fare Savings Report Search Criteria** screen. Table 10-41 explains the screen fields.

> [Report Scheduler Home](#) > [Request New Report](#)

### Restricted Fare Savings

Restricted Fare Savings Report provides information on completed travel (CONUS and OCONUS) that included the use of a restricted fare for the data range (within the last 24 months). The report identifies when an unrestricted or GSA contract city pair fare was available and the restricted fare was selected instead thus showing an overall net savings or loss for the costs of airfare. The following data elements are indicated in the report: Organization, Last Name, First Name, Middle Initial, TANUM, PNR/Reservation Code, Ticket Number, TDY Location, Booking Date, CONUS/OCONUS, Departure Airport, Arrival Airport, Departure Date, Arrival Date, Approval Date, Booking Cost, Lowest Unrestricted Fare, Potential Cost Savings, GSA CPP Flag, Ticket Cost, Ticketed to Booked Cost Difference, Ticketed to Lowest Unrestricted Fare Cost Difference, Total Obligation, Airfare Paid, and Airfare Obligation/Disbursement Comparison.

#### Restricted Fare Savings Search Criteria

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

\* Organization:  (minimum of 2 characters) (Start typing to get Organizational Access)

Include Sub Organizations:

\* Start Date:  (mm/dd/yyyy)

\* End Date:  (mm/dd/yyyy)

CONUS:

OCONCUS:

Figure 10-46: Restricted Fare Savings Report Search Criteria Screen

Table 10-41

RESTRICTED FARE SAVINGS REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
CONUS	Check to include domestic flights in the report.
OCONUS	Check to include internal flights in the report.

### 2.14.3 Restricted Fare Lost Opportunity Report

The **Restricted Fare Lost Opportunity Report** provides a list of authorizations cancelled due to selection of a restricted fare that timed out before AO approval. It also identifies the amount of savings that were lost due to the timeout.

The **Restricted Fare Lost Opportunity Report** shows (when applicable) the:

- Organization
- Traveler Last Name, First name and Middle Initial
- TANUM
- PNR/Reservation Code
- Ticket Number
- Approve date
- Departure Date, Departure Time
- Arrival Date and Arrival Time
- Departure Airport and Arrival Airport
- Ticket Cost
- Booking Cost
- Lowest Restricted Airfare
- Lost Savings Opportunity
- Immediate Ticketing Fare
- Carrier
- Flight Number
- TDY Location
- CONUS/OCONCUS
- Reason Code
- GSA CPP Flag

Follow the steps outlined in Section 2.1 to run a **Restricted Fare Lost Opportunity Report**.

Figure 10-47 shows the **Restricted Fare Lost Opportunity Report Search Criteria** screen. Table 10-42 explains the screen fields.

> [Report Scheduler Home](#) > [Request New Report](#)

### Restricted Fare Lost Opportunity

Restricted Fare Lost Opportunity Report provides information on completed travel (CONUS and OCONUS) using an unrestricted fare where a restricted fare was available for the traveler to select thus showing potential Lost Savings Opportunity for the data range (within the last 24 months). The following data elements are indicated in the report: Organization, Last Name, First Name, Middle Initial, TANUM, PNR/Reservation Code, Ticket Number, Departure Date, Departure Time, Arrival Date, Arrival Time, Booking Date, Approval Date, Departure Airport, Arrival Airport, Ticket Cost, Booking Cost, Lowest Restricted Airfare, Lost Savings Opportunity, Immediate Ticketing Fare, Carrier, Flight Number, TDY Location, CONUS/OCONUS, Reason Code, and GSA CPP Flag.

#### Restricted Fare Lost Opportunity Search Criteria

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

\* Organization:  (minimum of 2 characters) (Start typing to get Organizational Access)

Include Sub Organizations:

\* Start Date:   (mm/dd/yyyy)

\* End Date:   (mm/dd/yyyy)

\* Reason Code:

CONUS:

OCONUS:

Figure 10-47: Restricted Fare Lost Opportunity Report Search Criteria Screen

Table 10-42

RESTRICTED FARE LOST OPPORTUNITY REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Start Date and End Date	Enter (or use the calendar tool to select) the date range to search.
Reason Code	Select to restrict search results to documents that contain a specific Reason Code.
CONUS	Check to include domestic flights in the report.
OCONUS	Check to include internal flights in the report.

### 3 Business Intelligence and Reporting Tool

The **Business Intelligence and Reporting Tool (BIRT)** houses advanced reports and the tools that allow you to create your own DTS reports. You must have organization access and your DTS profile set to **Yes** for BIRT access.

To access BIRT reports:

1. On the **DTS Dashboard** (Figure 10-48) hover over **Administration** on the menu bar and select **BI and Reporting Tool** from the menu. The **Welcome to the BI and Reporting Tool** screen (Figure 10-49) opens.

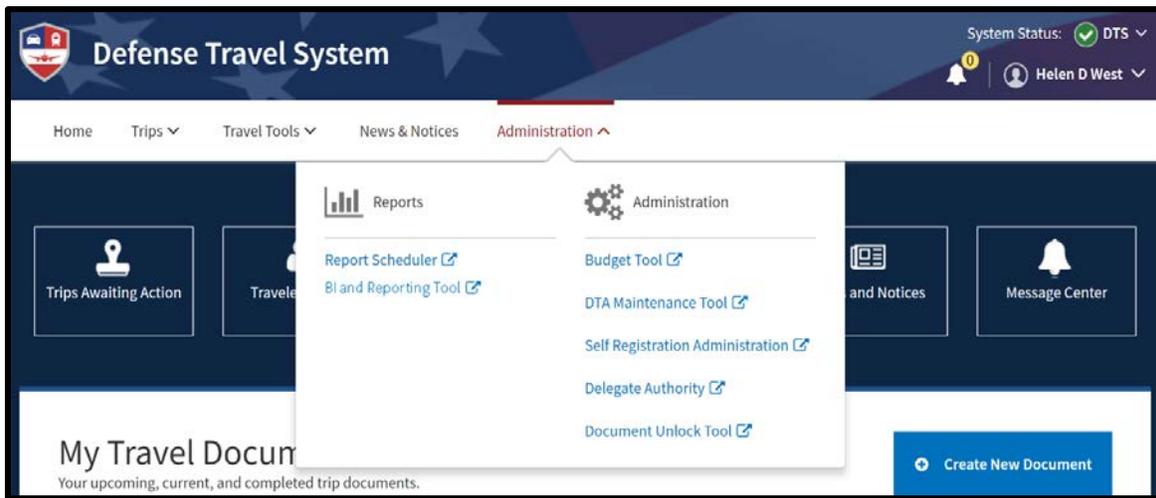


Figure 10-48: DTS Dashboard – Administration Menu

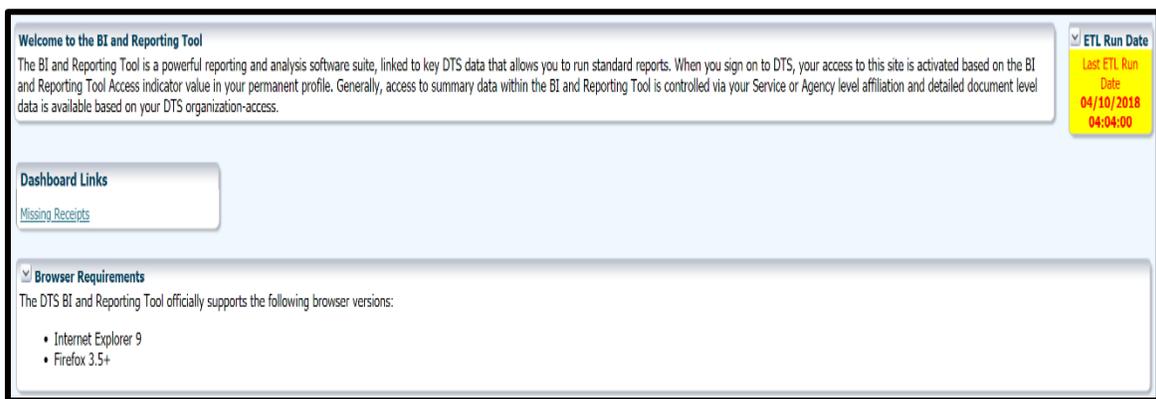


Figure 10-49: Welcome to the BI and Reporting Tool Screen

If you are interested in learning how to create and run advanced reports, contact your Component representative.

## 4 Budget Reports

The DTS Budget module allows you to run reports that help you monitor the budget activities for your organizations and LOAs. You must have permission level 1 or 3 to run Budget reports. Available reports include:

- **Balance report:** Shows the cumulative amount of all transactions that affect a specified budget.
- **(Target) Adjustment report:** Shows all the budget target adjustments and manual transactions executed against the budget.
- **(Budget) Transaction report:** Shows all the individual transactions that affect a given

budget.

- **Total Obligation report:** Shows the totals for all travel documents that affect a given budget. There is one entry for each trip, plus a cumulative status.

To run a budget report:

1. Beginning on the **DTS Dashboard** (Figure 10-50), hover over **Administration** on the menu bar and select **Budget Tool** on the menu. The **Welcome to the DTS Budget Administration Tool** screen (Figure 10-51) opens.

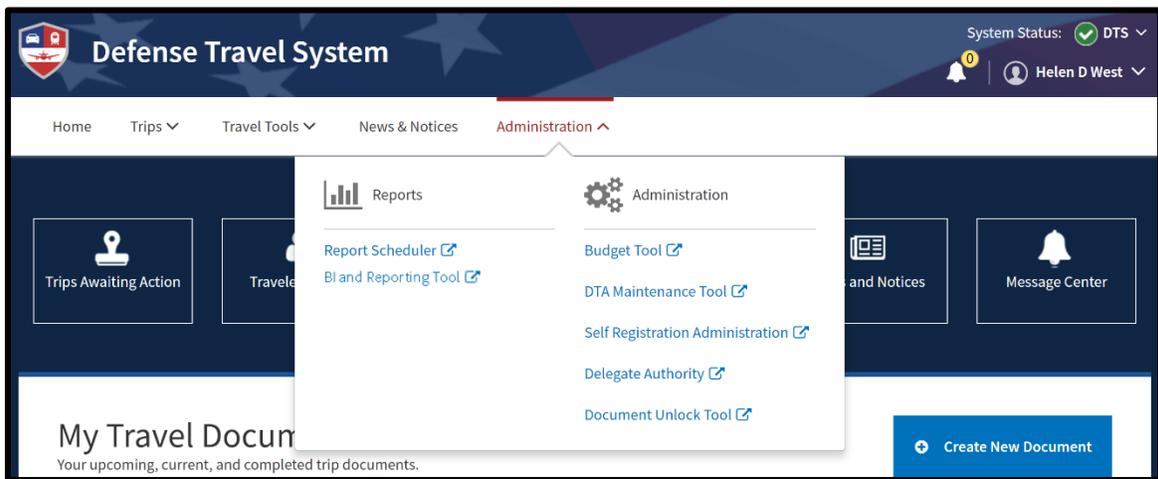


Figure 10-50: DTS Welcome Screen

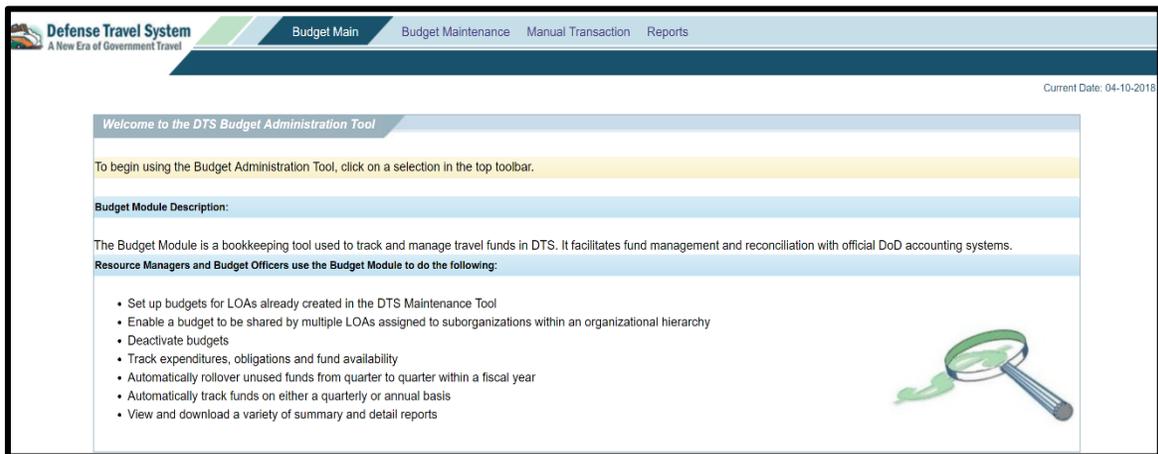


Figure 10-51: DTS Budget Tool Screen

2. Select **Reports**. The **Reports Function** screen (Figure 10-52) opens.

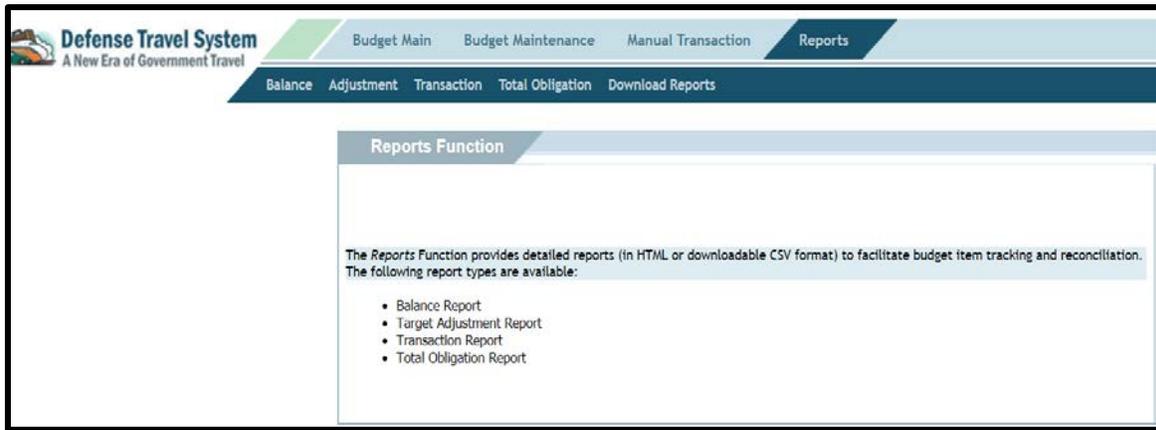


Figure 10-52: Reports Function Screen

3. From the dark blue navigation bar, select the link identifying the report you want to run (**Balance, Adjustment, Transaction, or Total Obligation**). A search criteria screen opens (exact details vary per report type; see descriptions below). **Note:** DTS marks required information with a red triangle. Items without a red triangle are optional.
4. Fill in the report criteria, then select **CREATE REPORT**.
5. If DTS displays a second search criteria screen, select which budgets to include, then select **CREATE REPORT**. (If it does not, skip this step.)
6. A screen displays to inform you that DTS has started running the report, what will be in it, and the email address that will receive the notification that it is ready for download. When you get that email (or any time after the report has run), return to the Reports Functions screen (Figure 10-52).
7. Select **Download Reports**. The **Reports Ready to Download** screen (Figure 10-53) opens. It lists all reports that DTS has finished running.

Reports Ready to Download				
The following reports are ready to be downloaded. Reports are available to download for one week from the date they are created.				
Download	Request Date	Create Date	File Name	Report Type
<a href="#">download</a>	04/08/2018 08:56:54 AM	04/08/2018 08:56:54 AM	TransactionReport_DTMOCSD_3_26_2018_11_31_0_400_AM.csv	BUDGET TRANSACTION REPORT
<a href="#">download</a>	04/23/2018 09:39:07 AM	04/23/2018 09:39:07 AM	TotalObligationReport_DTMOCSD_8_13_2015_4_57_2_130_PM.csv	TOTAL OBLIGATIONS REPORT

Figure 10-53: Reports Ready to Download Screen

8. Select **download** to open a report. The requested report will download. Your browser will

determine your options for viewing and saving the report.

Sections 4.1 through 4.4 contain specific information about the reports available in the Budget module.

## 4.1 Balance Report

The **Balance Report** shows the cumulative amount of all transactions affecting a specified budget to date. It shows (when applicable) the:

- Report date
- Budget's name, associated LOA, fiscal year, and owning organization
- Quarterly or annual funding targets, and for quarterly budgets, the previous quarter carryover amount
- Funding target adjustments (both manual and via DTS transaction), and remaining balance
- Outstanding and total obligations

To run a **Balance Report**:

1. From the **Reports Function** screen (Figure 10-52) select **Balance** on the dark blue navigation bar. The **Balance Report Selection Criteria** screen (Figure 10-54) opens. Table 10-43 provides a description of the selection criteria screen options.

**Balance Report Selection Criteria**

Enter the selection criteria and click **Create Report for Selected Organization(s)**  
Note: Caption in bold is a required field.

Fiscal Year ▾ 2020

Organization ▾ DTMOCSD   
Enter the organization or click on the icon to select a value

Include Sub Organizations

Budget Label ▾   
Enter in the format: YY XXXXXXXXXXXX

Include Inactive Budgets

**CREATE REPORT**

Figure 10-54: Balance Report Selection Criteria Screen

Table 10-43

BALANCE REPORT SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Fiscal Year	Select the year to include in the report.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Budget Label	Enter a label to limit the report to one budget or leave blank to see all budgets.
Include Inactive Budgets	Check if you want to include budgets that are no longer in service.

2. Select **CREATE REPORT**. The **Balance Reports** screen (Figure 10-55) opens.

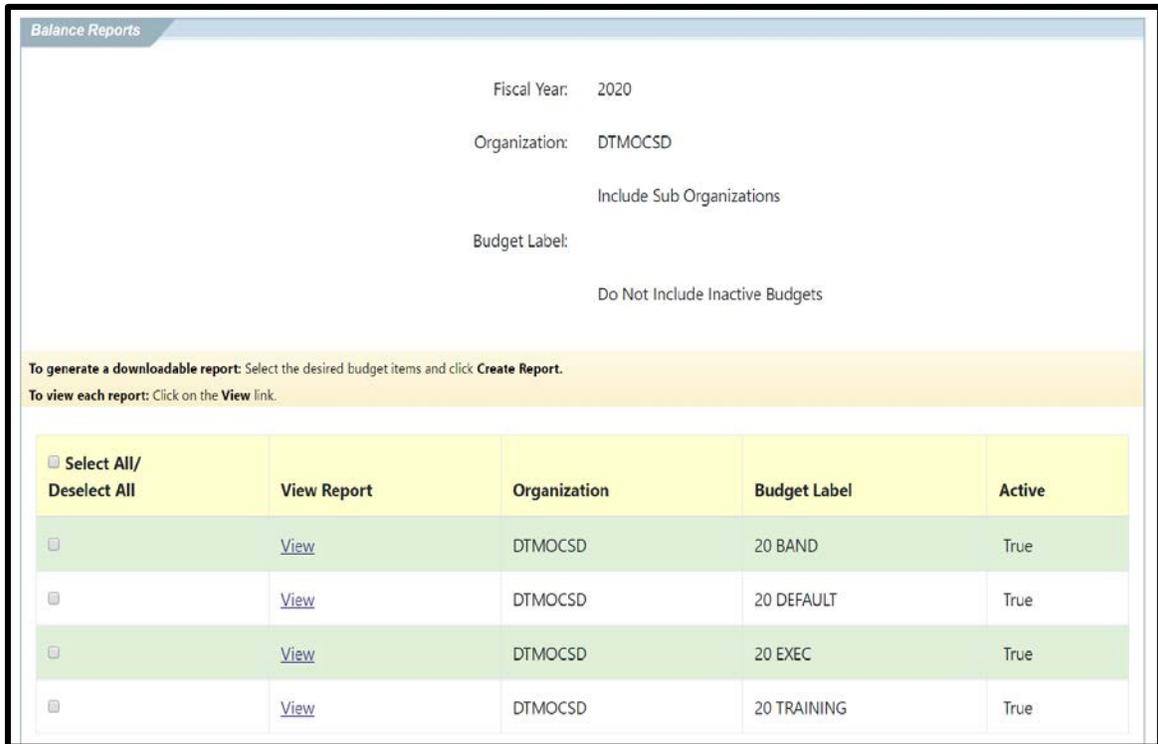


Figure 10-55: Balance Reports Screen

3. Check the box to the left of each budget you want to include in the report.
4. Select **Create Report** to run the report. The **Generating Balance Report** screen (Figure 10-56) opens. It tells you that DTS has started running the report, what will be in it, and the email address that will receive the notification that it is ready for download.

Generating Balance Report	
The Balance Report has begun for the selected criteria. You will receive an email at helen.west@dtmo.pentagon.mil when the report is ready to download.	
Fiscal Year ▾ 2020	
Organization ▾ DTMOCS D	
Include Sub Organization ▾ true	
Budget Label ▾	
Include Inactivated Budgets ▾ false	
Organization	Budget Label
DTMOCS D	20 BAND
DTMOCS D	20 DEFAULT

Figure 10-56: Generating Balance Report Screen

## 4.2 Target Adjustment Report

The **Target Adjustment Report** shows the manual and document-related adjustments that affect the pertinent budgets. It shows (when applicable) the:

- Transaction date
- Traveler's name and masked SSN
- Adjustor's: Public key infrastructure (PKI) user identification number (UIN)
- Total adjustment amount by quarter (only for quarterly budget) and year
- Each adjustment's amount, content (if manual), and total for the fiscal year to date

To run a **Target Adjustment Report**:

1. From the **Reports Function** Screen (Figure 10-52), select **Adjustment** on the dark blue navigation bar. The **Target Adjustment Report Selection Criteria** screen (Figure 10-57) opens. Table 10-44 provides a description of the selection criteria screen options.

**Target Adjustment Report Selection Criteria**

Enter the selection criteria and click **Create Report for Selected Organization(s)**

Note: Caption in bold is a required field.

Fiscal Year:

Date From:   
Format is MM/dd/yyyy

Date To:   
Format is MM/dd/yyyy

Organization:    
Enter the organization or click on the icon to select a value

Include Sub Organizations

Budget Label:   
Enter in the format: YY XXXXXXXXXXXXXXX

Include Inactive Budgets

**CREATE REPORT**

Figure 10-57: Target Adjustment Report Selection Criteria Screen

Table 10-44

TARGET ADJUSTMENT REPORT SELECTION SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Fiscal Year	Select the year to include in the report.
Date From and Date To	Enter (or use the calendar tool to select) the date range to search.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Budget Label	Enter a label to limit the report to one budget or leave blank to see all budgets.
Include Inactive Budgets	Check if you want to include budgets that are no longer in service.

2. Select **CREATE REPORT**. The Adjustment Report screen (Figure 10-58) opens.

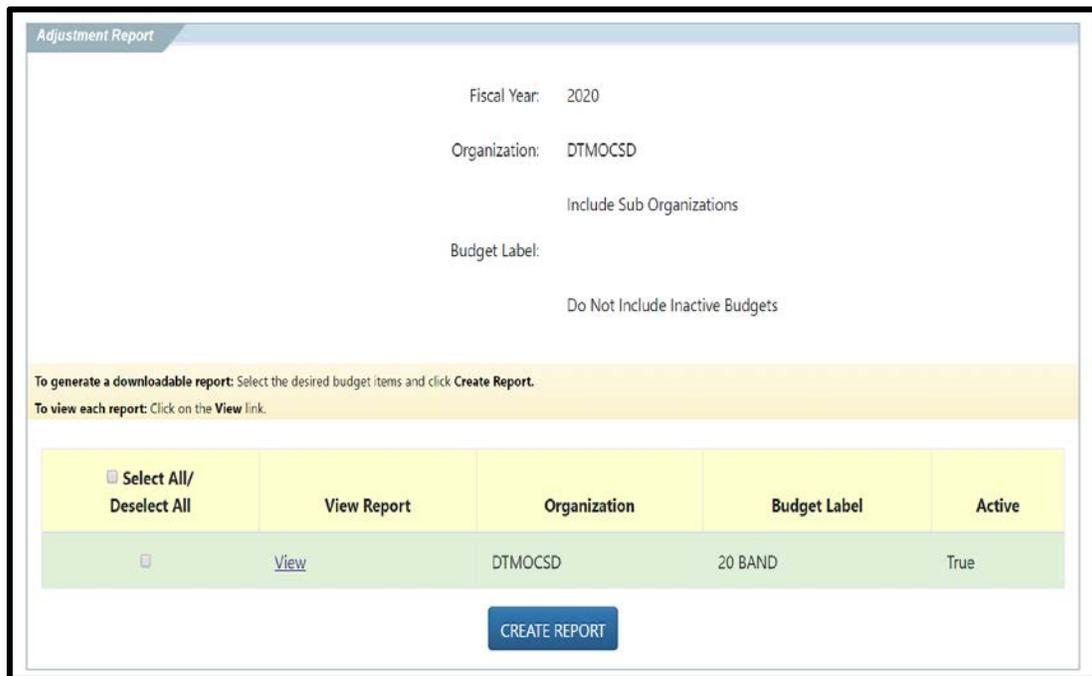


Figure 10-58: Adjustment Report Screen

3. Check the box to the left of each budget you want to include in the report.
4. Select **Create Report** to run the report. The **Generating Target Adjustment Report** screen (Figure 10-59) opens. It tells you that DTS has started running the report, what will be in it, and the email address that will receive the notification that it is ready for download.

Generating Target Adjustment Report	
The Adjustment Report has begun for the selected criteria. You will receive an email at, <a href="mailto:helen.west@dtmo.pentagon.mil">helen.west@dtmo.pentagon.mil</a> , when the report is ready to download.	
Fiscal Year ▶ 2020	
Organization ▶ DTMOCS D	
Include Sub Organization ▶ true	
Budget Label ▶	
Include Inactivated Budgets ▶ false	
Organization	Budget Label
DTMOCS D	20 BAND
DTMOCS D	20 TRAVEL

Figure 10-59: Generating Target Adjustment Report Screen

### 4.3 Budget Transaction Report

The **Budget Transaction** report shows all individual transactions that affect one or more budgets. It shows (when applicable) the:

- Traveler's name
- Document's name, type (see below), standard document number, TANUM, and APPROVED date
  - AUTH = authorization
  - VCHR = voucher
  - LVCHR = local voucher
  - CXL = cancelled document
  - INSERT = manually entered transaction
- Trip's departure date<sup>1</sup>, TDY location, LOA label and elements, and total trip cost (plus breakdowns for per diem, transportation, and "other")
- Budget's owning organization, label, running balance (both total and per expense item), and an indicator showing if wildcards caused funding against multiple LOAs<sup>2</sup>
- Transaction date<sup>1</sup>
- Adjustor's name (for manual adjustments only)

#### Notes:

1. For manually entered transactions in quarterly budgets, the transaction date displays as the first date of the quarter, while the departure date displays the date the

- adjustment was entered (if the transaction occurred before the quarter began).
- 2. If so, each LOA will have a separate entry.

To run a **Budget Transaction** report:

1. From the **Reports Function** Screen (Figure 10-52), select **Transaction** on the dark blue navigation bar. The **Transaction Report Selection Criteria** screen (Figure 10-60) opens. Table 10-45 provides a description of the selection criteria screen options.

The screenshot shows a web-based form titled "Transaction Report Selection Criteria". At the top, there is a yellow box with the text: "Enter the selection criteria and click Create Report for Selected Organization(s) Note: Caption in bold is a required field." Below this, the form contains several input fields: "Fiscal Year" is a dropdown menu set to "2020"; "Date From" is a date picker set to "10/01/2019" with a note "Format is MM/dd/yyyy"; "Date To" is a date picker set to "12/02/2019" with a note "Format is MM/dd/yyyy"; "Organization" is a text input field containing "dtmocsd" and a search icon, with a note "Enter the organization or click on the icon to select a value"; "Budget Label" is a list box showing "20 BAND", "20 DEFAULT", "20 EXEC", and "20 TRAINING". At the bottom left, there is an "Include Inactive Budgets" checkbox which is currently unchecked. At the bottom center, there is a blue button labeled "CREATE REPORT".

Figure 10-60: Transaction Report Selection Criteria Screen

Table 10-45

TRANSACTION REPORT SELECTION SEARCH CRITERIA DESCRIPTIONS	
Field	Description
Fiscal Year	Select the year to include in the report.
Date From and Date To	Enter (or use the calendar tool to select) the date range to search.
Organization	Enter a DTS organization name.
Include Sub Organizations	Check it to include information for subordinate organizations.
Budget Label	Select one or more labels (use CTRL to select more than one) to only see the selected budgets or leave blank to see all budgets.
Include Inactive Budgets	Check if you want to include budgets that are no longer in service.

2. Select **CREATE REPORT**. The **Generating Budget Transaction Report** screen (Figure 10-61) opens. It tells you when DTS will run the report, what will be in it, and the email address that will receive the notification that it is ready for download.

Generating Budget Transaction Report

The Budget Transaction Report has begun for the selected criteria. You will receive an email at, helen.west@dtmo.pentagon.mil, when the report is ready to download.

Fiscal Year: 2020

Date From: 12/02/2019

Date To: 12/02/2019

Organization: DTMOCS D

Budget Label:

Include Inactive Budgets: No

Figure 10-61: Generating Budget Transaction Report Screen

#### 4.4 Total Obligation Report

The **Total Obligation Report** shows the total costs for each document that affects one or more budgets. There is one report entry for each trip, and a total obligated amount. The **Total Obligation Report** shows (when applicable) the:

- Traveler's name
- Document's name, standard document number, TANUM, and APPROVED date
- Trip's TDY location, LOA label and elements, and total trip cost (plus breakdowns for per diem, transportation, and "other" for each authorization and voucher, and the cost difference between the authorization estimate and voucher claim)
- Budget's owning organization, label, and an indicator showing if wildcards caused funding against multiple LOAs

To run a **Total Obligation Report**:

1. From the Reports Function Screen (Figure 10-48), select **Total Obligation** on the dark blue navigation bar. The **Transaction Report Selection Criteria** screen (Figure 10-62) opens. Table 10-46 provides a description of the selection criteria screen options.

Figure 10-62: Total Obligation Report Selection Criteria Screen

Table 10-46

TOTAL OBLIGATION REPORT SELECTION SEARCH CRITERIA DESCRIPTIONS	
Field	Description
<b>Fiscal Year</b>	Select the year to include in the report.
<b>Date From and Date To</b>	Enter (or use the calendar tool to select) the date range to search.
<b>Organization</b>	Enter a DTS organization name.
<b>Budget Label</b>	Select one or more labels (use CTRL to select more than one) to only see the selected budgets or leave blank to see all budgets.
<b>Include Inactive Budgets</b>	Check if you want to include budgets that are no longer in service.

2. Select **CREATE REPORT**. The **Generating Total Obligation Report** screen (Figure 10-63) opens. It tells you when DTS will run the report, what will be in it, and the email address that will receive the notification that it is ready for download.

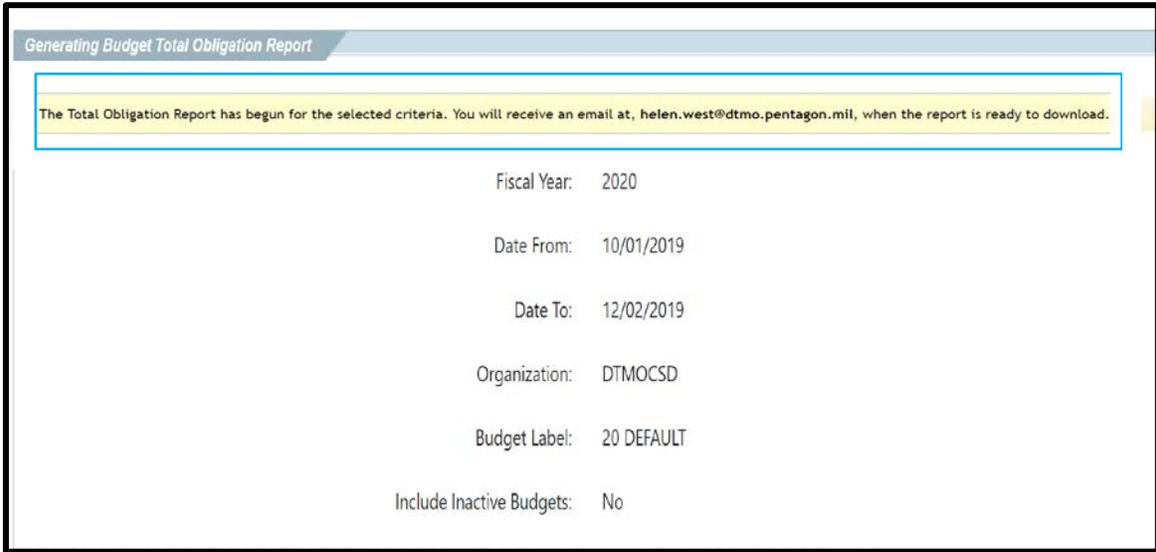


Figure 10-63: Generating Total Obligation Report Screen

## 5 View List Reports

View List Reports provide information on groups, routing lists, organizations, people, and LOAs. You can run these reports through the **DTA Maintenance Tool**. The pertinent DTA Manual chapters (e.g., Chapter 5 for routing lists reports) explain how to run these reports.

## 6 The DTA Manual: Contents & Links

DTA MANUAL CHAPTER: TOPIC	URL (SELECT OR CUT & PASTE)
Chapter 1: DTS Overview	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_1.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_1.pdf</a>
Chapter 2: DTS Access	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_2.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_2.pdf</a>
Chapter 3: DTS Site Setup	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_3.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_3.pdf</a>
Chapter 4: Organizations	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_4.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_4.pdf</a>
Chapter 5: Routing Lists	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_5.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_5.pdf</a>
Chapter 6: Groups	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf</a>
Chapter 7: People	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_7.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_7.pdf</a>
Chapter 8: LOAs	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf</a>
Chapter 9: Budgets	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_9.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_9.pdf</a>
Chapter 10: Reports	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_10.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_10.pdf</a>
Chapter 11: MIS Administration	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_11.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_11.pdf</a>
Chapter 12: ROA Administration	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_12.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_12.pdf</a>

DTA MANUAL APPENDIX: TOPIC	URL (SELECT OR CUT & PASTE)
Appendix A: Self-Registration	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_A.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_A.pdf</a>
Appendix B: Acronyms	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_B.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_B.pdf</a>
Appendix C: Definitions	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_C.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_C.pdf</a>
Appendix E: Emails	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_E.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_E.pdf</a>
Appendix F: Import / Export Module	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_F.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_F.pdf</a>
Appendix G: Error Codes	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_G.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_G.pdf</a>
Appendix J: Help Process	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_J.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_J.pdf</a>
Appendix K: DTS Tables	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf</a>
Appendix L: Reorganizations	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_L.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_L.pdf</a>
Appendix M: Ranks and Grades	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_M.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_M.pdf</a>
Appendix N: Country Codes	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_N.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_N.pdf</a>
Appendix Q: Org Naming Sequence	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_Q.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_Q.pdf</a>
Appendix R: LOA Formats	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_R.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_R.pdf</a>