Defense Travel System

DTA Manual, Chapter 10: Reports

February 02, 2021
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| 1.5          | 11/13/20   | DTMO                               | Updated Unsubmitted Voucher wording  
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| 1.6          | 02/02/21   | DTMO                               | Updated Message Center screen shots                                                             | Section 2  
Section 3  
Section 4    |
1 Reports Overview

The DTS Reports module analyzes and presents data from DTS travel documents and personal profiles. The reports generated 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 a variety of reports, which you run from different locations. As a quick summary:

- **DTS Report Scheduler** is the main source for reports on travel documents. From it, a DTA can run about 50 different reports, loosely grouped into approximately 15 categories. These reports primarily provide details on travel and personal profiles of your organization’s personnel. This chapter provides information about all of them.

- **DTS Budget Module** allows a DTA to run four budget-related reports. This chapter addresses these reports.

- **DTA Maintenance Tool** allows a DTA to request to up to 12 reports (e.g., View List reports) that provide details about your organization’s DTS assets (e.g., Routing lists, People, and LOAs). You will find information about the running the list view in the *DTA Manual, Chapters 4-8*.

- **Business Intelligence Reporting Tool (BIRT)** if you have access to it, provides more advanced reports, and possibly even create your own unique reports through the tool. Since BIRT use varies widely, your local organization or Component must provide you information about BIRT.

- **Specialized DTS Modules** (if you have access) permits a DTA to run reports in modules such as the Centrally-Billed Accounts and Debt Management. For more on these modules, see the *CBA Reconciliation Manual* and the *Guide to Managing Travel Incurred Debt*.

On the DTMO website, under *Training Resources Lookup Tool* are many manuals, guides and other training resources.

2 Report Scheduler

The **Report Scheduler** allows you to request some 50 different reports. You must have organization access to select the **Report Scheduler**.
In addition, you may need specialized permission levels or role appointments to run a report.

To run a report, select the required one, 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 for download.

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](image1)

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 10-2: Report Scheduler Home Page](image2)
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.
5. When you get the email (or once the report is available), 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 to view the report now, or Save it to view later. Note: If the comment (No Data Found) appeared in step 5, you can still download, view, or save the report, but the report will contain no data.

Sections 2.1 through 2.13 contain specific information about all the reports available through the Report 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
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.

![Figure 10-5: Pending Airline Cancellation Report Search Criteria Screen](image)

<table>
<thead>
<tr>
<th>PENDING AIRLINE CANCELLATION REPORT SEARCH CRITERIA DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
</tr>
<tr>
<td>Organization</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
</tr>
<tr>
<td>Number of Hours to Departure</td>
</tr>
</tbody>
</table>

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.
Table 10-2

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

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.

![Depart Status Report Search Criteria Screen](image)

**Figure 10-7: Depart Status Report Search Criteria Screen**

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

### 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**.
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.

![Return Status Report Search Criteria Screen](image)

**Figure 10-8: Return Status Report Search Criteria Screen**

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

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.

Figure 10-9: Approved Status Report Search Criteria Screen
Table 10-5

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Show Cost Fields</td>
<td>Check to include additional cost information.</td>
</tr>
<tr>
<td>Start Date and End Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
<tr>
<td>TDY Date as of</td>
<td>Enter (or use the calendar tool to select) the select a single date to search.</td>
</tr>
</tbody>
</table>

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.
### Table 10-7

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

#### 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)
- Applied date the current stamp 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.
### Table 10-8

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type</td>
<td>Select the type of document (ALL, AUTH, GAUTH, VCH, or LVCH) to include in the report.</td>
</tr>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Orgs</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Routing SSN</td>
<td>Enter to limit the report to documents awaiting action by a single Routing Official. You can't type in it – you must use Lookup to find it. Use Clear SSN to remove a SSN.</td>
</tr>
<tr>
<td>Start Date + End Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
<tr>
<td>No of Days Threshold</td>
<td>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).</td>
</tr>
</tbody>
</table>

### 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.
### Table 10-9

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Type</td>
<td>Select an <strong>Obligation</strong> (i.e., authorizations) or <strong>Payment</strong> (i.e., vouchers) report.</td>
</tr>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Routing Official SSN</td>
<td>Enter to limit the report to documents awaiting action by a single Routing Official. You can’t type in it – you must use Lookup to find it. Use Clear SSN to remove a SSN.</td>
</tr>
<tr>
<td>Start Date and End Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
<tr>
<td># of hours delinquent</td>
<td>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).</td>
</tr>
</tbody>
</table>

#### 2.3.2 Unsubmitted Voucher Report

The **Unsubmitted Voucher Report** provides a list of authorizations and amended authorizations for which no voucher exists and 5 days have passed since the trip end date. The report also displays authorizations or amended authorizations when vouchers are only in a **CREATED** status (e.g., not **SIGNED** or **T-ENTERED**). When submitting a report, the specified date range must be within the last 24 months and with a maximum date range of 93 days. **Note:** This report provides information as per the defined requirements. Accessing the current version of trips may be necessary, in order to obtain more details.

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

Based upon the report’s results, you view the documents to verify the actual travel status (e.g., especially the Digital Signature page) to determine any further action. Findings may show:

- The amended authorization requires approval preventing voucher creation.
- The voucher is created, but not signed or T-Entered.
- There is no voucher, but travel occurred.
- The document is stuck and no other action is possible. Create a TraX Help Ticket.
- There is no voucher because travel did not occur. In this situation, the traveler should cancel the trip indicating with expenses requiring a voucher or without expenses to close out the trip.

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.

![Figure 10-14: Unsubmitted Voucher Report Search Criteria Screen](image)

Table 10-10

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Start Date and End Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
<tr>
<td>Days Since End of Trip</td>
<td>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).</td>
</tr>
</tbody>
</table>

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.

![CBA TO Report Search Criteria Screen](image)

**Table 10-11**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Start Date and End Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
<tr>
<td>All CBA Documents</td>
<td>Select it to include all documents that charged a CBA.</td>
</tr>
<tr>
<td>Exceptions Only</td>
<td>Select it to include only documents that charged a CBA and are missing key information (e.g., ticket cost).</td>
</tr>
</tbody>
</table>
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.
Table 10-12

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Include Debt History</td>
<td>Check it to include the date each stamp was applied to the document and the balance that remained on that date.</td>
</tr>
</tbody>
</table>

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.

![Constructed Travel Report Search Criteria Screen](image)

**Figure 10-17: Constructed Travel Report Search Criteria Screen**

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

**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.

![Hotel Tax Exempt Locations Search Criteria Screen](image)

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Tax Exempt Locations</td>
<td>Select an available TDY location to limit results to that location, or leave blank to return results for all TDY locations.</td>
</tr>
<tr>
<td>Start Date and End Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
</tbody>
</table>

*This document is maintained on the DTMO website at [https://www.defensetravel.dod.mil](https://www.defensetravel.dod.mil). Printed copies may be obsolete.*
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.
Table 10-15

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type</td>
<td>Select the type of document (AUTH, VCH) to include in the report.</td>
</tr>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Reason Code</td>
<td>Select one or more Reason Code to include in the report.</td>
</tr>
<tr>
<td>Start Date and End Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
</tbody>
</table>

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.
Table 10-16

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Start Date and End Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
</tbody>
</table>

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](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Start Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
<tr>
<td>End Date</td>
<td></td>
</tr>
<tr>
<td>Reason Code</td>
<td>Select an available reason code to limit results to documents that contain that code, or leave blank to return results for all documents.</td>
</tr>
</tbody>
</table>

### 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.

![Reason Justifications Report Search Criteria Screen](image)

**Figure 10-22: Reason Justifications Report Search Criteria Screen**

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

Table 10-18
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.

![Figure 10-23: CTO Fee Report Search Criteria Screen](image-url)
### 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.

---

**Table 10-19**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Start Date and End Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
</tbody>
</table>
### Unused Ticket Report Search Criteria Screen

![Image of Unused Ticket Report Search Criteria Screen]

**Table 10-20**

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

### 2.5 MIS Reports

The Management Information System (MIS) Reports can help determine a military traveler’s eligibility 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.

*Figure 10-25: Enlisted BAS Report Search Criteria Screen*
Table 10-21

<table>
<thead>
<tr>
<th>ENLISTED BAS REPORT SEARCH CRITERIA DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field</strong></td>
</tr>
<tr>
<td>Document Type</td>
</tr>
<tr>
<td>Organization</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
</tr>
<tr>
<td>Start Date and End Date</td>
</tr>
</tbody>
</table>

### 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.
Table 10-22

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

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](image)

Table 10-23

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Type</strong></td>
<td>Select the type of document (AUTH, VCH) to include in the report.</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td><strong>Include Sub Organizations</strong></td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td><strong>Start Date and End Date</strong></td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
</tbody>
</table>

### 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](image)

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

![Figure 10-29: Military Leave Report Search Criteria Screen](image)
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.
2.7 Person Reports

Person Reports provide a complete list of information available from 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.
Table 10-26

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Show Full SSN</td>
<td>Check it to show unmasked SSNs. Leave it unchecked to show masked SSNs.</td>
</tr>
</tbody>
</table>

2.7.2 Read Only Access Report

The Read Only Access Report provides a listing of people 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) the:

- 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
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 a TraX Help Ticket for assistance. 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.
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.

![Figure 10-34: Expense Report by Category Search Criteria Screen](image)

### Table 10-29

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

![Figure 10-35: Expense Report by Document Name Search Criteria Screen](Image)
Table 10-30

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Start Date and End Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
</tbody>
</table>

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.
Table 10-31

<table>
<thead>
<tr>
<th>Field</th>
<th>PERSTEMPO REPORT SEARCH CRITERIA DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Start Date and End Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
</tbody>
</table>

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](image)

**Table 10-32**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Start Date and End Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
</tbody>
</table>
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 supported by DTS. 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](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date</td>
<td>Enter (or use the calendar tool to select) the date to search.</td>
</tr>
<tr>
<td>Data Available for following dates:</td>
<td>Scroll through a list of dates to make sure information is available for the date you want.</td>
</tr>
</tbody>
</table>
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](image)

Table 10-34

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late (Y/N)</td>
<td>Select N(o) or Y(es) to limit results to items that are or aren’t late.</td>
</tr>
<tr>
<td>Snap Date</td>
<td>Enter (or use the calendar tool to select) the date to search.</td>
</tr>
<tr>
<td>Transaction Label</td>
<td>Select the finance system or a document or transaction type to include.</td>
</tr>
</tbody>
</table>

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, 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late (Y/N)</td>
<td>Select N(o) or Y(es) to limit results to items that are or aren’t late.</td>
</tr>
<tr>
<td>Snap Date</td>
<td>Enter (or use the calendar tool to select) the date to search.</td>
</tr>
<tr>
<td>Transaction Label</td>
<td>Select the finance system or a document or transaction type to limit results to a specific transaction type or financial system.</td>
</tr>
</tbody>
</table>

**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.
2.12 Defense Lodging Reports

There are two Defense Lodging reports. They help you monitor the use of lodging by your travelers.

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.

![Figure 10-42: Unavailability Report for Government Lodging Programs Search Criteria Screen](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Date Range (Start) and (End)</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
<tr>
<td>Document Type</td>
<td>Select whether to look for authorizations or vouchers.</td>
</tr>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Lodge Type</td>
<td>Select whether to run the report for all lodging, or whether to limit to Government Lodging or Government Privatized lodging.</td>
</tr>
<tr>
<td>TDY Location and TDY State or Country</td>
<td>Enter a TDY location to include in the search, or leave blank to search all.</td>
</tr>
</tbody>
</table>
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 with 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.
Table 10-38

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

![Figure 10-44: Expense without Required Receipt Report Search Criteria Screen](image-url)
Table 10-39

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type</td>
<td>Voucher (VCH) is the only option.</td>
</tr>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Start Date and End Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
</tbody>
</table>

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.
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
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.

---

**Figure 10-46: Restricted Fare Savings Report Search Criteria Screen**
Table 10-41

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Start Date and End Date</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
<tr>
<td>CONUS</td>
<td>Check to include domestic flights in the report.</td>
</tr>
<tr>
<td>OCONUS</td>
<td>Check to include internal flights in the report.</td>
</tr>
</tbody>
</table>

### 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.
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. The Welcome to the BI and Reporting Tool screen (Figure 10-49) opens.
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](image)

2. Select **Reports**. The **Reports Function** screen (Figure 10-52) opens.
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 and then select **CREATE REPORT**.

5. If DTS displays a second search criteria screen, select which budgets to include and 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.
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.

![Figure 10-54: Balance Report Selection Criteria Screen](image-url)
Table 10-43

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>Select the year to include in the report.</td>
</tr>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Budget Label</td>
<td>Enter a label to limit the report to one budget or leave blank to see all budgets.</td>
</tr>
<tr>
<td>Include Inactive Budgets</td>
<td>Check if you want to include budgets that are no longer in service.</td>
</tr>
</tbody>
</table>

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

![Figure 10-55: Balance Reports Screen](image)

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.
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.
Figure 10-57: Target Adjustment Report Selection Criteria Screen

Table 10-44

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>Select the year to include in the report.</td>
</tr>
<tr>
<td>Date From and Date To</td>
<td>Enter (or use the calendar tool to select) the date range to search.</td>
</tr>
<tr>
<td>Organization</td>
<td>Enter a DTS organization name.</td>
</tr>
<tr>
<td>Include Sub Organizations</td>
<td>Check it to include information for subordinate organizations.</td>
</tr>
<tr>
<td>Budget Label</td>
<td>Enter a label to limit the report to one budget or leave blank to see all budgets.</td>
</tr>
<tr>
<td>Include Inactive Budgets</td>
<td>Check if you want to include budgets that are no longer in service.</td>
</tr>
</tbody>
</table>

2. Select **CREATE REPORT**. The Adjustment Report screen (Figure 10-58) opens.
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.
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\(^1\), 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\(^2\)
- Transaction date\(^1\)
- 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.
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.
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.
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.
5 View List Reports

View List Reports provide information on organizations, routing lists, groups, 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. See the DTMO website, Training page to access the DTA Manual Chapters.
# The DTA Manual: Contents & Links

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