Information Paper:

Reports in the Report Scheduler

DEFENSE TRAVEL MANAGEMENT OFFICE

Introduction

The Defense Travel System (DTS) allows you to generate reports that compile data in a variety of categories. The Report Scheduler generates reports about the contents of DTS travel documents and personal profiles.

You need organization access and permission level 0 to access Report Scheduler. Some reports require additional permission levels or role appointments.

Reports

The below table provides a brief description of each available report.

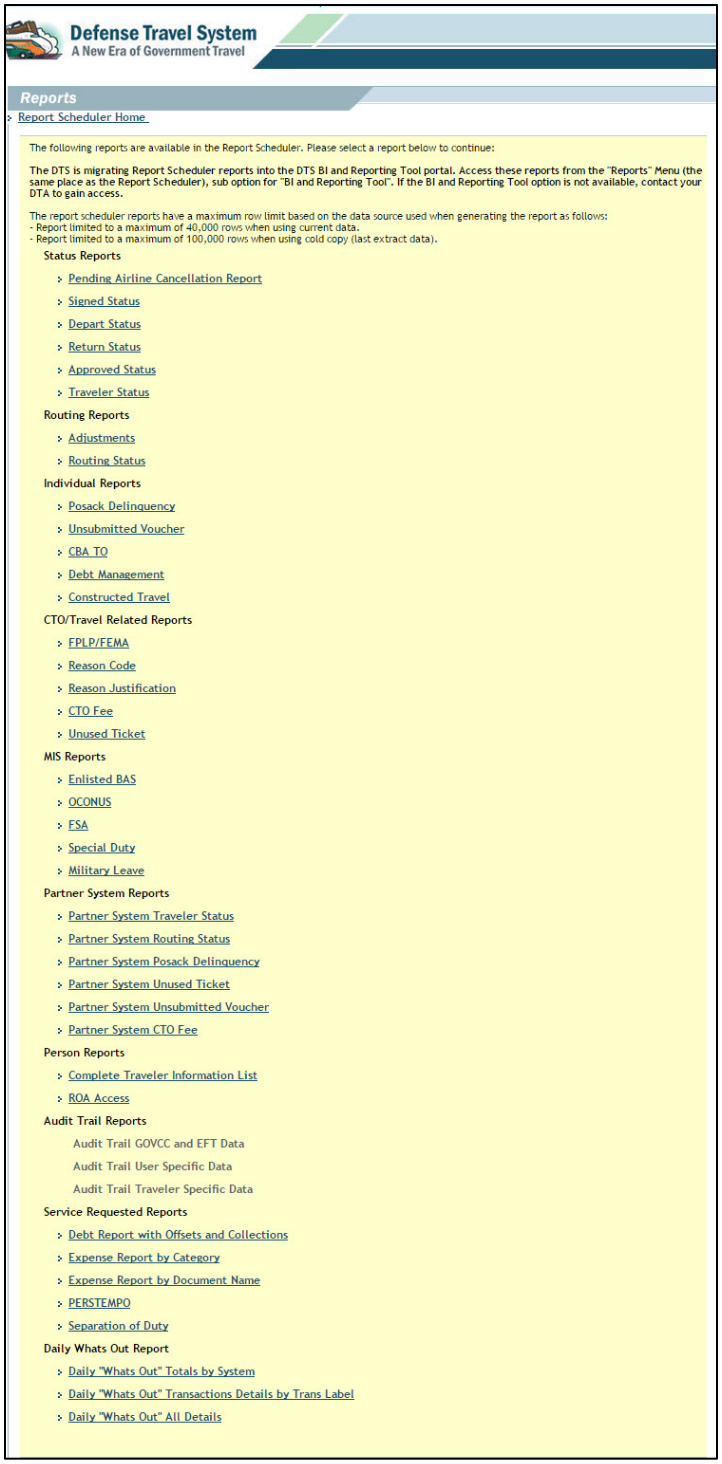
REPORT SCHEDULER		
CATEGORY	**REPORT NAME**	**REPORT DESCRIPTION**
Status Reports	Pending Airline Cancellation	List of authorizations that contain reservations in a confirmed status (CTO BOOKED) that have not been APPROVED within a selected number of hours.
	Signed Status	Data about documents that were SIGNED within a specified date range.
	Depart Status	Data for trips that have a departure date within a specified date range.
	Return Status	Data for trips that have a return date within a specified date range.
	Approved Status	Data for documents that were stamped APPROVED within a specified date range.
	Traveler Status	List of travelers and the range of dates they will be TDY. There is an option to include cost related data.
Routing Reports	Adjustments	List of documents that have been modified during the routing and approval process.
	Routing Status	Current status of all documents in routing, the next stamp that each document is awaiting, and the number of days that have passed since the document was last stamped.
Individual Reports	POSACK Delinquency	Data about documents that are awaiting a positive acknowledgement (POSACK) from the finance system within a specified number of hours. Requires permission level 5.
	Unsubmitted Voucher	Provides a list of authorizations for which no vouchers have been submitted, during the specified date range.
	CBA TO	Data about trips that charged a centrally billed account (CBA) and Commercial Travel Office (CTO) fees within a departure date range not to exceed 31 days. Report may include all trips with a CBA charge or the exceptions.
	Debt Management	Data on all debts that travelers owe the Government because of DUE US vouchers. Requires permission level 6 and the Debt Management Monitor indicator set to YES.
	Constructed Travel	Cost savings of approved trips when a traveler has used constructed travel. It provides information about the actual and allowable costs.
CTO/Travel Related Reports	FPLP/FEMA	Identifies if lodging facility is a *Federal Premier Lodging Program (FPLP) property and includes the FEMA-approved code if the property is approved by the Federal Emergency Management Agency (FEMA).
	Reason Code	Data about trips for which travelers did not use GSA City Pair contract flights and the reason codes they selected for the resulting preaudits.
	Reason Justification	Provides a listing of all trips that did not use GSA city pair contract flights and the Reason Code with pre-audit justifications for the non-contract flight use.
	CTO Fee	Shows the CTO transaction fees and reasons for CTO intervention. Requires permission level 4.
	Unused Ticket	Provides information about tickets that were purchased for TDY travel, but were not used.

REPORT SCHEDULER (continued)		
CATEGORY	**REPORT NAME**	**REPORT DESCRIPTION**
Management Information System (MIS) Reports **	Enlisted BAS	Data used to help determine whether an enlisted member's Basic Allowance for Subsistence (BAS) entitlement changed because of TDY status.
	OCONUS	Data used to help determine whether a member or civilian is entitled to foreign duty pay because of TDY status.
	FSA	Data used to help determine whether a member is entitled to Family Separation Allowance (FSA) because of TDY status exceeding 30 days.
	Special Duty	Data about potential allowance changes because of a member's special duty conditions while on TDY.
	Military Leave	Data about leave taken by members while on TDY.
Partner System Reports	Partner System Traveler Status	Partner system reports contain the same information as the reports of the same name described in the rows above.
	Partner System Routing Status	
	Partner System POSACK Delinquency	
	Partner System Unused Ticket	
	Partner System Unsubmitted Voucher	
	Partner System CTO Fee	
Person Reports	Complete Traveler Information List	Provides detailed information for people in the organization.
	ROA Access	Provides a list of individuals within the requested organization who have read only access (ROA). Requires permission level 5.
Audit Trail Reports ***	Audit Trail GOVCC and EFT Data	Displays changes made to a traveler's Government Travel Charge Card (GTCC) or Electronic Fund Transfer (EFT) data in their DTS profile.
	Audit Trail User Specific Data	Identifies personnel who made changes to data in the traveler's permanent profile Travel Specific Data.
	Audit Trail Traveler Specific Data	Identifies personnel who made changes to data in the traveler's permanent profile User Specific Data.
	Audit Trail GOVCC and EFT Data Report	Displays changes made to a traveler's GOVCC and/or EFT data in their permanent profile.
Service Requested Reports	Debt Report with Offsets and Collections	Displays the details of debts incurred by a traveler by TANUM.
	Expense Report by Category	Displays all approved documents with details of expense and TDY information along with financial information for each expense.
	Expense Report by Document Name	Provides detailed expenses including transportation, lodging, and meal/incidental occurrence on all vouchers and all documents with line type of "T".
	PERSTEMPO	Displays TDY information (personal information, trip information, and voucher expenses) as well as PERSTEMPO information during a given time period.
	Separation of Duty	Provides information about Authorizing Officials and delegated authorities to highlight separation of duties.

REPORT SCHEDULER (continued)		
CATEGORY	**REPORT NAME**	**REPORT DESCRIPTION**
Daily Whats Out Reports	Daily "Whats Out" Totals by System	Financial transactions of finance and accounting systems. Requires permission level 7.
	Daily "Whats Out" Transactions Details by Trans Label	
	Daily "Whats Out" All Details	
Monthly Debt Summary Reports	Monthly Debt Summary	Displays the number of travel documents that went into debt for the requested month.
Defense Lodging Reports	DoD Lodging Unavailability Report	Provides a list of travel documents that belong to travelers who were TDY to military installations, but who did not use DoD lodging because it was unavailable.
	Non-Use Lodging Reason Justification Report	Provides a list of all trips that do not reflect use of required DoD lodging or Preferred commercial lodging, and the Reason Codes the traveler selected in the authorization/voucher.
* Federal Premier Lodging Program (FPLP) has been replaced with the FedRooms program, although the report has not been renamed. ** Requires MIS Access. *** Visible but not selectable because they contain Personally Identifiable Information (PII). To request these reports, submit an ad hoc form via a help desk ticket. The search criteria constraint is 24 months. There is no restriction on the date range.		

Report Scheduler Process Flow

To request a report, select **Report Scheduler** from the **Reports** drop-down menu, then select the **Request New Report** link. The **Request New Report** displays the types of reports you can request (Figure 1).



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Reports

Report Scheduler Home

The following reports are available in the Report Scheduler. Please select a report below to continue:

The DTS is migrating Report Scheduler reports into the DTS BI and Reporting Tool portal. Access these reports from the "Reports" Menu (the same place as the Report Scheduler), sub option for "BI and Reporting Tool". If the BI and Reporting Tool option is not available, contact your DTA to gain access.

The report scheduler reports have a maximum row limit based on the data source used when generating the report as follows:
- Report limited to a maximum of 40,000 rows when using current data.
- Report limited to a maximum of 100,000 rows when using cold copy (last extract data).

Status Reports

- Pending Airline Cancellation Report
- Signed Status
- Depart Status
- Return Status
- Approved Status
- Traveler Status

Routing Reports

- Adjustments
- Routing Status

Individual Reports

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

CTO/Travel Related Reports

- FPLP/FEMA
- Reason Code
- Reason Justification
- CTO Fee
- Unused Ticket

MIS Reports

- Enlisted BAS
- OCONUS
- FSA
- Special Duty
- Military Leave

Partner System Reports

- Partner System Traveler Status
- Partner System Routing Status
- Partner System Posack Delinquency
- Partner System Unused Ticket
- Partner System Unsubmitted Voucher
- Partner System CTO Fee

Person Reports

- Complete Traveler Information List
- ROA Access

Audit Trail Reports

Audit Trail GOVCC and EFT Data
Audit Trail User Specific Data
Audit Trail Traveler Specific Data

Service Requested Reports

- Debt Report with Offsets and Collections
- Expense Report by Category
- Expense Report by Document Name
- PERSTEMPO
- Separation of Duty

Daily Whats Out Report

- Daily "Whats Out" Totals by System
- Daily "Whats Out" Transactions Details by Trans Label
- Daily "Whats Out" All Details

Figure1: Request New Report Screen

To create a report, enter and submit report criteria. Available criteria differ for each type of report (Figure 2).

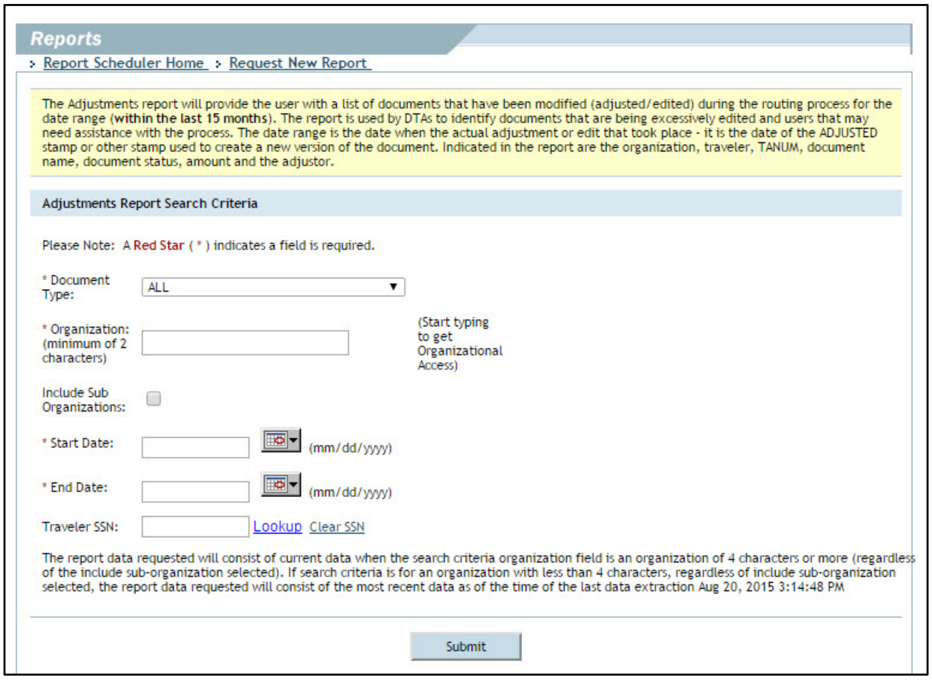

Figure 2: Report Search Criteria Screen

After you submit the report request, the screen refreshes with an explanation of the remainder of the Report Scheduler process (Figure 3). DTS creates the report off-line, independent of your user session. An email notification will be sent to the address shown in the message when the report is ready.

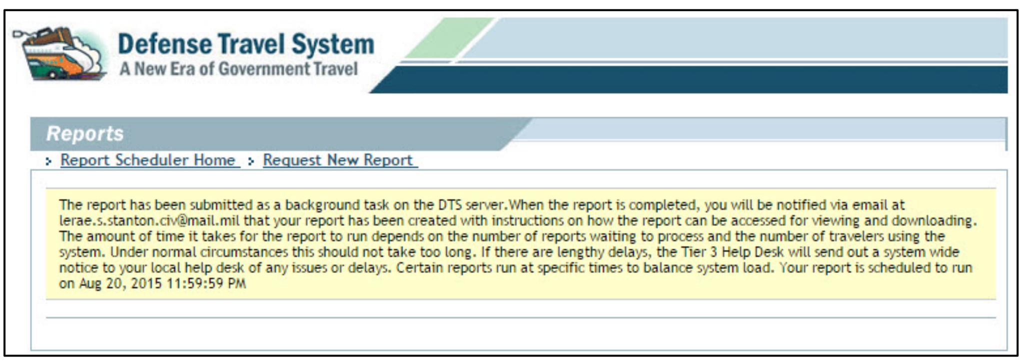

Figure 3: Report Scheduler Process Definition Screen

When your report is ready, log into DTS and access the Report Scheduler to download the report. The Report Scheduler Home screen identifies the reports available for download, search criteria, request date, status, and a download link. Reports are available to download for seven days.

See *DTA Manual, Chapter 10* for more information on Reports.