



# Reports in the Report Scheduler

## 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**. **Note:** Some reports require additional permission levels or role appointments. For more on granting permission levels and accesses, see the [DTA Manual, Chapter 3: DTS Site Setup](#).

## Reports

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

REPORT SCHEDULER		
Category	Report Name	This Report Includes Data from ...
Status Reports	Pending Airline Cancellation	Authorizations with reservations that have been CTO BOOKED, but have not been APPROVED within a selected number of hours.
	Signed Status	SIGNED documents within a specified date range.
	Depart Status	Documents with a departure date within a specified date range.
	Return Status	Documents with a return date within a specified date range.
	Approved Status	APPROVED documents within a specified date range.
	Traveler Status	Authorizations: shows travelers and the dates they will be TDY. There is an option to include cost data.
Routing Reports	Adjustments	Modified documents, which occurred before APPROVED.
	Routing Status	Documents in routing: shows the stamp each document is waiting for and the number of days since they were last stamped.
Individual Reports	Posack Delinquency	Documents waiting for a positive acknowledgement (POSACK) from the finance system within a specified number of hours. Requires permission level 5.
	Unsubmitted Voucher	Authorizations for which there are no submitted vouchers for the specified date range.
	CBA TO	Documents that contain a centrally billed account (CBA) charge and Travel Management Company (TMC) fee. May



REPORT SCHEDULER		
Category	Report Name	This Report Includes Data from ...
		include all such trips or just the exceptions.
	Debt Management	Vouchers with a DUE US status: i.e., the traveler owes money to the Government. Requires permission level 6 and the Debt Management Monitor indicator set to YES.
	Constructed Travel	Approved documents with constructed travel: shows cost savings to the Government by displaying actual and allowable costs.
	Hotel Tax Exempt Locations	Approved vouchers with a TDY location in a designated tax-exempt area and a Hotel Tax expense.
	What Happened On Authorization Approval (WHOAA)	Identifies authorizations approved after the trip start date to include corresponding voucher along with the Reason Codes and Justifications attached to them.
<b>CTO/Travel Related Reports</b>	FPLP/FEMA	Documents with lodging: shows whether lodging is *Federal Premier Lodging Program (FPLP) or FEMA-approved.
	Reason Code	Documents with non-GSA City Pair contract flights: shows the reason codes the traveler selected for their selection.
	Reason Justification	Documents with non-GSA City Pair contract flights: shows the justifications the traveler entered for their selection.
	CTO Fee	Documents with CTO transaction fees and reasons for CTO intervention. Requires permission level 4.
	Unused Ticket	Documents that reflect that the traveler did not use tickets that were purchased for TDY travel.
<b>Management Information System (MIS) Reports **</b>	Enlisted BAS	Documents that may support changing an enlisted member's Basic Allowance for Subsistence (BAS) pay because of TDY status.
	OCONUS	Documents that may support paying a traveler foreign duty pay because of TDY status.
	FSA	Documents that may support paying a member a Family Separation Allowance (FSA) because of TDY status.
	Special Duty	Documents that may support changing certain allowances for a member because of TDY status.



REPORT SCHEDULER		
Category	Report Name	This Report Includes Data from ...
	Military Leave	Documents that reflect leave taken by members while on TDY.
<b>Partner System Reports</b>	Partner System Traveler Status	Partner system reports contain the same information as the reports of the same name described in the rows above, but specific to each DTS Partner System.
	Partner System Routing Status	
	Partner System Posack Delinquency	
	Partner System Unused Ticket	
	Partner System Unsubmitted Voucher	
	Partner System CTO Fee	
<b>Person Reports</b>	Complete Traveler Information List	Personal profiles: shows all profile information.
	Read Only Access	Personal profiles: shows individuals who have read only access (ROA). Requires permission level 5.
<b>Audit Trail Reports ***</b>	Audit Trail GOVCC and EFT Data	Personal profiles: shows changes made to a traveler's Government Travel Charge Card (GTCC) or Electronic Fund Transfer (EFT) data.
	Audit Trail User Specific Data	Personal profiles: shows who made changes to data in the Travel Specific Data section.
	Audit Trail Traveler Specific Data	Personal profiles: shows who made changes to data in the User Specific Data section.
<b>Service Requested Reports</b>	Debt Report with Offsets and Collections	Vouchers with DUE US status: shows debt repayment information.
	Expense Report by Category	Approved documents: shows expense and TDY information, plus financial information for each expense.
	Expense Report by Document Name	Approved vouchers with a line type of "T": shows transportation, lodging, and meal/incidental expenses.
	PERSTEMPO	Vouchers with PERSTEMPO codes: shows information about the TDY, traveler, trip, and expenses.
	Separation of Duty	Personal profiles: shows information about Authorizing Officials and delegated



REPORT SCHEDULER		
Category	Report Name	This Report Includes Data from ...
		authorities to highlight separation of duties.
<b>Daily What's Out Reports</b>	Daily "What's Out" Totals by System	Financial transactions from finance and accounting systems. Requires permission level 7.
	Daily "What's Out" Transactions Details by Trans Label	
	Daily "What's Out" All Details	
<b>Monthly Debt Summary Reports</b>	Monthly Debt Summary	Documents: shows how many travel documents are in debt (DUE US status).
<b>Defense Lodging Reports</b>	Unavailability Report for Government Lodging Programs	Documents for TDYs to military installations, when travelers did not use DoD lodging due to non-availability.
	Non-Use Lodging Reason Justification	Documents that show the traveler did not use required DoD or Preferred commercial lodging, plus the Reason Code the traveler selected to justify their lodging selection.
<b>Automated Receipts Reports</b>	Expense without Required Receipt	Vouchers that do not have receipts attached to them.
<b>Lowest Logical Airfare Reports</b>	Restricted Expired Fare	Identifies trips in which restricted fares timed out, preventing their use.
	Restricted Fare Savings	Identifies trips that used restricted fares and provides the cost savings for using them.
	Restricted Fare Lost Opportunity	Identifies trips that could have used restricted fares, but did not.
<p>* The FedRooms program has replaced the Federal Premier Lodging Program (FPLP), but the report has not been renamed.            ** All reports in this category require MIS Access.            *** The report names are visible in the Report Scheduler, but you cannot select them because they contain Personally Identifiable Information (PII). You may be able to use the <b>BI and Reporting Tool</b> to obtain travel data. If not, submit a help desk ticket regarding your reporting requirements. Depending upon the need, you may be recommended use the Defense Manpower Data Center Reporting System (DMDCRS) to access the ad hoc data.</p>		



## Report Scheduler Process Flow

From the DTS **Dashboard's Administration** menu (Figure 1), select **Report Scheduler**.

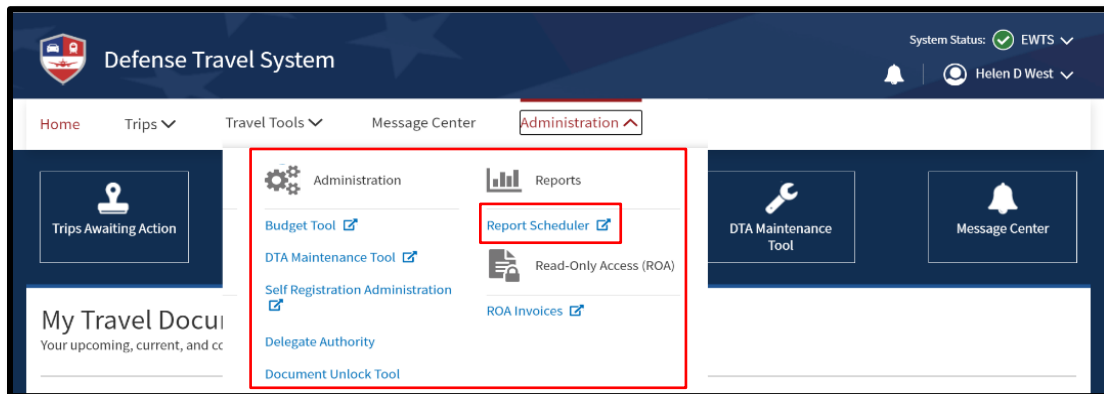


Figure 1: DTS Dashboard

On the landing page, select **Request New Report** link. The **Report Scheduler Home** page opens, displaying the categories and reports you can request (Figure 2).

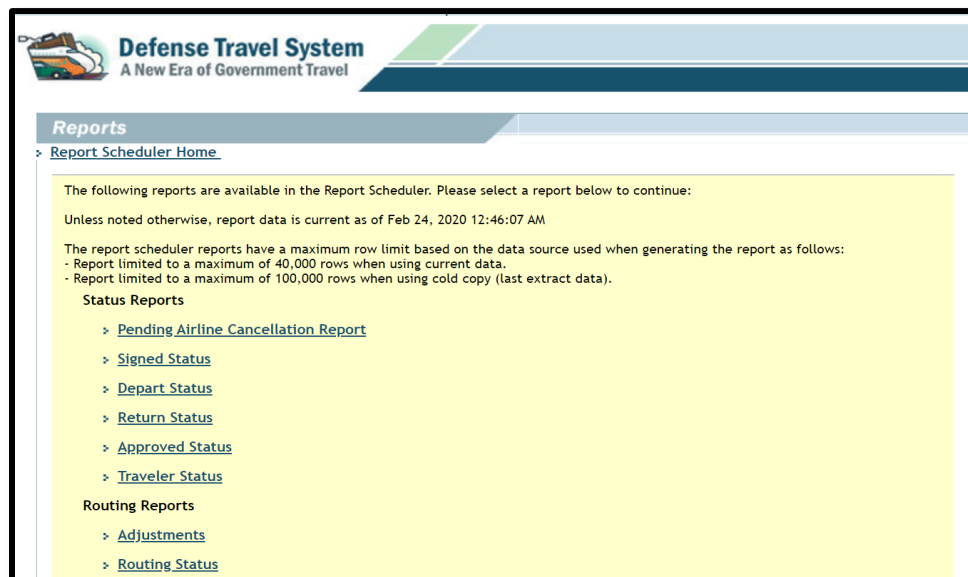


Figure 2: Report Scheduler Home Screen (Top)

Select the report link and the window opens. Enter the required search criteria, add any optional criteria you want to add, and select **Submit**. The search criteria differs for each type of report (Figure 3).



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

### Pending Airline Cancellation 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 Feb 25, 2020 12:21:57 PM

Figure 3: Report Search Criteria Screen

After you submit the request, the screen refreshes providing an explanation of the remaining **Report Scheduler** process (Figure 4). DTS creates the report by the date and time and emails you when the report is ready.

### Reports

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

The report has been submitted as a background task on the DTS server. When the report is completed, you will be notified via email at [civ@mail.mil](mailto:civ@mail.mil) that your report has been created with instructions on how the report can be accessed for viewing and downloading. The amount of time it takes for the report to run depends on the number of reports waiting to process and the number of travelers using the system. Under normal circumstances this should not take too long. If there are lengthy delays, the Tier 3 Help Desk will send out a system wide notice to your local help desk of any issues or delays. Certain reports run at specific times to balance system load. Your report is scheduled to run on Feb 25, 2020 12:43:39 PM

Figure 4: Report Scheduler Process Definition Screen

Once you receive the completion email, log into DTS, and access **Report Scheduler**. The **Report Scheduler Home** page identifies each available report, gives you some key information, and displays a download link with data or displays no data found. Select the download link to save and then view the report. **Note:** Generated reports remain available in DTS for seven days.

See the [DTA Manual, Chapter 10](#) for more information about DTS Reports.