FedTraveler.com

System Administrator Reports

Version 1.0

November 17, 2006

Revision Chart

Version	Primary Author(s)	Description of Version	Date Completed
1.0	Donna Clark	Initial draft	11/17/06

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Exhibits

1.0 Introduction

FedTraveler.com is a Web-based system for managing Federal employees' official travel. With Federal travel regulations built into the system, FedTraveler.com provides an automated approach that operates efficiently to reduce Agencies' travel processing costs. When fully implemented, the system will satisfy the President's E-Gov Travel initiative.

This document provides a sample of each of the reports available to System Administrators. The document contains three parts: the introduction, reports pertaining to travel documents (FedTraveler Reports), and reports pertaining to the online booking tool (QualityAgent Reports).

1.1 Purpose

This document describes all of the Systems Administrator reports available through FedTraveler.com and QualityAgent.

1.2 Scope

This document includes instructions on how to access each report, and screens shots of each report, where applicable.

2.0 Report Access

To access the online reports you must first log in to FedTraveler.com. Once logged in, the **Organizer** page appears. You may access both the FedTraveler.com reports and the QualityAgent reports from this page.

1. From the **Organizer** page, select **Reports** from the menu on the left.

*The **Reports** page appears.*

2. In the report list, click on the report you wish to run.
3. To display the report in an MS Excel viewer, click the **Save as MS Excel Spreadsheet** checkbox.

Reports ⋮⋮

- Next
- Organizer

Choose a report then press 'Next'.

```
Administration Log
Amount of Travel By Purpose
Approval Chain Summary
Approved Travel Plan Summary
Approved Travel Plans by Approval Date
Average Cost and Duration of Travel
Canceled Travel Plans
Completed Expense Report Summary
Completed Expense Reports By Approval Date
Completed Local Expenses By Approval Date
```
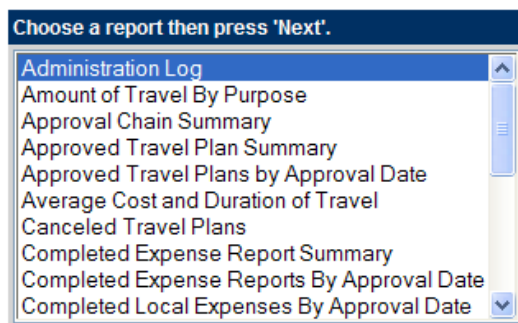
☐ Save as MS Excel Spreadsheet

4. Select **Next** from the menu on the left.

2.1 Search Criteria

Most FedTraveler.com reports are immediately displayed when selected. However, the following FedTraveler.com reports prompt you to specify a search criterion (either date, statistical or report data-specific).

Date Searches: Reports based on the document approval date prompt you for the begin date and end dates of the report. All records with approval dates falling between the dates you specify appear in the report. The reports listed below use this type of search feature:

- Administration Log

- Approved Travel Plans by Approval Date

- Completed Expense Reports by Approval Date

- Completed Local Expenses by Approval Date

Statistical Searches: Reports based on search parameters that permit you to view random samplings of data, set cost comparison parameters, specify travel end dates or end date ranges. The reports listed below use this type of search feature:

- Approved Travel Plan Summary

- Canceled Travel Plans

- Completed Expense Report Summary

- Extended Travel Summary

- Not to Exceed (NTE) Travel Report

- Returned Documents Summary

- Travel Documents Not Complete

Data Specific Reports: Reports based on unique search criteria. These reports, listed below, and their search criteria are described in Section 3.0:
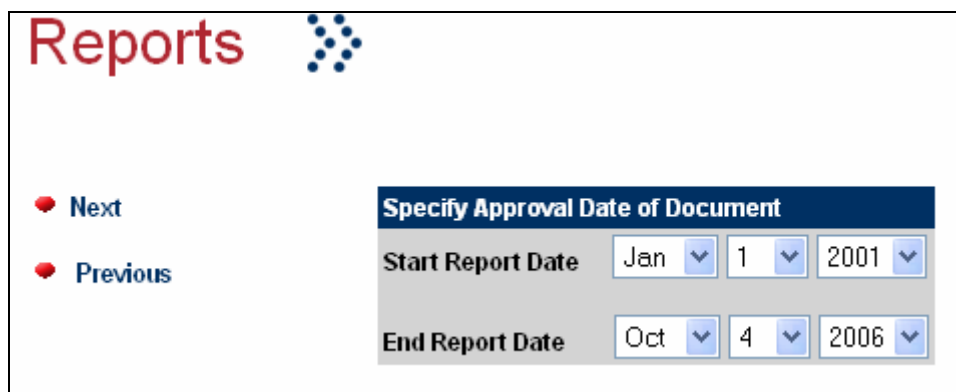
- Cost Center Funds Availability

- Cost Center Spent/Obligated

- User Identification

2.1.1 Date Searches

Date searches allow you to select a date range for your report.

To set the start and end approval date for a report:

1. In the Month, Day and Year boxes, select the report start and end dates.

2. To continue, select **Next** from the menu on the left.

2.1.2 Statistical Searches

Statistical searches allow you to set one or more of the following criteria:

- **Search for every XX records** – This option provides a random sampling of data. The system searches for and returns records at a specified interval represented by XX; for example, "**Search for every 5 record(s).**"

- **Search for records with Total Cost** – Records with a total trip cost meeting the criteria you specify appear in the report.

- **Search for records with End Date** – Records with a trip return date meeting the criteria you specify appear in the report.

- **Search for records with End Dates between** – Records with a trip return date between the dates you specify appear in the report.

To create a statistical search:

1. On the **Statistical Amount** page, click the check box for the type of search:

    a. Random Sample Search: Type a number to set the record search interval.

    b. Total Cost Search: In the Total Cost parameter list, select your search parameter (Equal, Greater than, Less than) and type the dollar amount.

    c. End Date Search: In the End Date parameter list, select your search parameter (Equal, Greater than, Less than, etc) and select the date.

    d. End Date Range Search: In the End Date list, select the range begin and end dates.

2. Once you have specified your preferences, select **Next** from the menu on the left.

2.1.3 Setting the Report Display

The next page allows you to select the fields you would like to appear in your report, the field on which you would like the report sorted, and whether to filter the report on CONUS, OCONUS or both.

To set the report display:

1. To select report fields, do one of the following

    o To select a single item, click the field you want included in your report.

    o To choose multiple items, click one field, and hold the **CTRL** key down as you click each additional field.

    o To include all available fields in the report, click **Select All**. If you change your mind, click **Deselect All** to reset the field selection form for you.

2. To sort your report, select the field on which to sort the report in the **Sort data in your report by** list. The default sort order is based on Document Number, however, you may

choose from Begin Travel Date, End Travel Date, Document Status, Final Approval Date, Traveler Name, and others.

3. To filter the report data, select a filter for your report in the **Filter data in your report by** list.

4. To display the report, select **Next** from the menu on the left.

3.0 FedTraveler.com Reports

3.1 Administration Log

The Administration Log report provides information on System Administrator initiated changes performed in the system. The data displayed in this report includes the Organization name, administrator's name, the date and time the administrator made modifications to the system, the Object modified, a description of the object affected, the descriptor identified with each, and the action performed.

Exhibit 3-1: Administration Log Report

Organization	Name	Time	Object	Description	Descriptor	Action
DOCO ORGANIZATION	TRAVELER, CHRIS	04/11/2006 04:43:17 PM	ORGANIZATION PROFILE	DOCO ORGANIZATION	ZEDSDOCO ZDOCO	MOD
DOCO ORGANIZATION	TRAVELER, JACK	04/25/2006 08:58:00 AM	USER PROFILE	DAVE A. TRAVELER	*****0006	MOD

3.2 Amount of Travel by Purpose

The Amount of Travel by Purpose report provides information for each Organization grouped by the Purpose of Trip selected in each Travel Plan. Data displayed in this report includes the Organization Name, the Purpose Description, the Total Trips having this purpose and the Total Cost of the trip.

Exhibit 3-2: Amount of Travel by Purpose Report

Organization	Purpose Description	Total Trips	Total Cost
QA TESTING	OPER/MANAGERIAL	1	$2,462.50
QA TESTING	SITE VISIT	19	$46,787.50

3.3 Approval Chain Summary

The Approval Chain Summary report displays the hierarchical structure of each approval chain in an Organization. Each document path (Travel Plan and Expense Report) is displayed individually. Data displayed in this report includes the Organization Name, the Approval Chain name, the Path Type (Travel Plan or Expense Report), the Job Titles in each path and the position of the Job Title in the path.

Exhibit 3-3: Approval Chain Summary Report

	Organization	Approval Chain	Path Type	Job Title / Workgroup	Position
1.	DOCO ORGANIZATION	DOCO_DEFAULT	Travel Plan Path	DOCO_DEFAULT	1
			Expense Report Path	DOCO_DEFAULT	1
2.	DOCO ORGANIZATION	GREGTEST	Travel Plan Path	GREGTEST	1
			Expense Report Path	GREGTEST	1

3.4 Approved Travel Plan Summary

The Approved Travel Plan Summary report displays information pertaining to travel authorizations that have already gone through the final level of approval. The user selects the data to be displayed in this report and the report output varies according to the selections made. Exhibit 3-4: Approved Travel Plan Summary Available Fields displays all available fields.

Exhibit 3-4: Approved Travel Plan Summary Available Fields

Record 1 of 16		Document Nbr.	Traveler	Vendor Code	Purpose
		ZZZZZZZZZZZZZZZZZ0000008	*VOYAGER, KARL		SITE VISIT
Begin Date		End Date	Destination	Status	
04/10/2006		04/12/2006	CLEVELAND, OH	On Hold Expense Report	
Advance Type		Advance Amt.	Tot. Other Exp.	Tot. M&IE	
NONE		$0.00	$0.00	$135.00	
Tot. Hotel		Tot. Rental Car	Total Transport.	Total Cost	
$192.00		$56.00	$390.00	$784.01	
Approval Date		Final Approver	Due Traveler	Due Company	
04/13/2006		*APPROVER, MATT	$135.00	$0.00	
Traveler's Comments					
Cost Center(s)	Object Class(es)	Allocation(s)			
12345678901234567890	ALL	$784.01			

3.5 Approved Travel Plans by Approval Date

The Approved Travel Plans by Approval Date report displays information pertaining to travel authorizations that have already gone through the final level of approval, sorted by approval date. This report contains the Record number, Traveler Name, Vendor Code, Organization, document Status, Document Number, Travel Type (Travel Plan, Expense Report, etc), Begin/End Dates of travel, amount Centrally Billed, Per Diem Code (Segment Type used), Cost Center, Object Class, Project Code (if applicable), and Allocation amount, and Total Allocation.

Exhibit 3-5: Approved Travel Plans by Approval Date Report

Organization: DOCUMENTATION

Record	Traveler Name	Vendor Code	Organization		Status	
1 of 14	*KARL VOYAGER		DOCUMENTATION		Amended Travel Plan	
Doc Nbr.			Travel Type	Beg. Date	End Date	Centrally Billed
ZZZZZZZZZZZZZZZZZ0000007			Travel Plan	04/24/2006	04/30/2006	$0.00
Per Diem Code	Cost Center			Object Class	Project Code	Allocation
Include Meals & Lodging	12345678901234567890			ALL	0311	$3,590.51
Return Home					Total Allocation	$3,590.51

3.6 Average Cost and Duration of Travel

The Average Cost and Duration of Travel report provides information pertaining to the average cost and duration of all travel for a particular Organization. Data displayed in this report includes the Organization name, Total Documents, Total Cost, Average Cost and Average Duration.

Exhibit 3-6: Average Cost and Duration of Travel Report

Organization	Total Documents	Total Cost	Average Cost	Average Duration
DOCUMENTATION	5	$9,110.68	$1,822.20	5.8

3.7 Canceled Travel Plans

The Canceled Travel Plans report displays a list of all the canceled Travel Plans for each Organization in the system. The user selects the data to be displayed in this report and the report output varies according to the selections made. Exhibit 3-7: Canceled Travel Plans Report Available Fields displays all available fields.

Exhibit 3-7: Canceled Travel Plans Report Available Fields

3.8 Completed Expense Report Summary

The Completed Expense Report Summary report displays information pertaining to Expense Reports that have already gone through the final level of approval. This is the final stage in the life cycle of the travel document and identifies any reimbursable amounts due to the Traveler. The user selects the data to be displayed in this report and the report output varies according to the selections made. Exhibit 3-8: Completed Expense Report Summary Report Available Fields displays all available fields.

Exhibit 3-8: Completed Expense Report Summary Report Available Fields

3.9 Completed Expense Reports by Approval Date

The Completed Expense Reports by Approval Date report displays information on Expense Reports that have already gone through the final level of approval sorted by approval date. This report contains the Record number, Traveler Name, Vendor Code, Organization, Document Number, Travel Type (Travel Plan, Expense Report, etc), Begin/End Dates of travel, Cost Center, Object Class, Allocation amount, Original Estimated Amount and the amount Owed Employee.

Exhibit 3-9: Completed Expense Reports by Approval Date Report

Record	Traveler Name	Vendor Code	Organization		
1 of 48	N/A N/A		EDS TRAINING		

Doc Nbr.			Travel Type	Beg. Date	End Date
EDSSANDBOXT06ZZZZ0002317			Expense Report	03/03/2006	03/10/2006

Cost Center	Object Class	Allocation	Original Est. Amt.	Owed Employee
123456786026	6101	$1,191.00	$1,120.50	$841.00
	Total Allocation	$1,191.00		

Record	Traveler Name	Vendor Code	Organization		
2 of 48	N/A N/A		EDS TRAINING		

Doc Nbr.			Travel Type	Beg. Date	End Date
EDSSANDBOXT06ZZZZ0002318			Expense Report	03/03/2006	03/03/2006

Cost Center	Object Class	Allocation	Original Est. Amt.	Owed Employee
123456786036	6101	$393.00	$541.00	$68.00
	Total Allocation	$393.00		

3.10 Completed Local Expenses by Approval Date

The Completed Local Expenses by Approval Date report displays information on Local Expense Reports that have already gone through the final level of approval, sorted by final approval date. This report contains the Record number, Traveler Name, Vendor Code, Organization, Document Number, Travel Type (Travel Plan, Expense Report, etc), Approval Date, Cost Center, Object Class and Allocation amount, and Total Allocation.

Exhibit 3-10: Completed Local Expenses by Approval Date Report

Record	Traveler Name	Vendor Code	Organization
1 of 3	JOHN EXPLORER		DOCUMENTATION

Doc Nbr.

////////////////////0000027

	Travel Type	Approval Date
	Local Expense	04/19/2006

Cost Center	Object Class	Allocation
12345678901234567890	2150	$4.84
	Total Allocation	**$4.84**

3.11 CONUS - OCONUS Travel Expenditure

The CONUS-OCONUS Travel Expenditure report displays information on amounts spent on CONUS and OCONUS in each Category. This report contains the Category, Total CONUS 30 Days or Less, Total CONUS More than 30 Days, Total CONUS, Total OCONUS 30 Days or Less, Total OCONUS More than 30 Days, Total OCONUS, and Total of both CONUS and OCONUS.

Exhibit 3-11: CONUS-OCONUS Travel Expenditure Report

Conus-Oconus Travel Expenditure
DOCUMENTATION
11/7/2006 10:25:44 AM E.S.T

Category	Total Conus 30 Days or less	Total Conus More than 30 Days	Total Conus	Total Oconus 30 Days or less	Total Oconus More than 30 Days	Total Oconus	Total
Contract	$1,675.00	$0.00	$1,675.00	$1,524.40	$0.00	$1,524.40	$3,199.40
NonContract	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Train	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Bus	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Ship	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Pov	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Rental Car	$462.00	$0.00	$462.00	$0.00	$0.00	$0.00	$462.00
Lodging	$2,079.00	$0.00	$2,079.00	$1,352.96	$0.00	$1,352.96	$3,431.96
Meals and Incidentals	$1,171.75	$0.00	$1,171.75	$910.00	$0.00	$910.00	$2,081.75
Other (Tolls, Parking etc.)	$113.00	$0.00	$113.00	$128.53	$0.00	$128.53	$241.53
		Total Conus	$5,500.75		Total Oconus	$3,915.89	$9,416.64
		Total Conus Trips	4		Total Oconus Trips	1	5
		Average	$1,375.19		Average	$3,915.89	$1,883.33

3.12 Cost Center Funds Availability

The Cost Center Funds Availability report lists all Cost Centers in an Organization and the dollar amounts associated with them. It uses search criteria slightly different from those previously mentioned. Once you have selected this report, you are immediately presented with the field selection list of fields that pertain only to Cost Center data. A partial list appears in the image below. The sorting options also differ slightly, pertaining only to Cost Center data and include such fields as Cost Center Description, Appropriation Number and Fiscal Year among others. Last, you may limit which Cost Centers appear in the report by specifying the Fiscal Year.

Data elements displayed include the Record number, Cost Center, Cost Center Description, the Fund Certifier Job Title (if applicable), Appropriation number, Budget Point, Allowance Code, Initial Allocation, Current Available Funds, Revised Allocation (if any), the amount Spent/Obligated, the Fiscal Year Range, and the List Status (Show or Hide).

Exhibit 3-12: Cost Center Funds Availability Report Available Fields

Record 1 of 1	Cost Center	Description
	DEFAULT COST CENTER	123456789012345
Fund Certifier	**Appropriation**	**Budget Point**
Allowance Code	**Initial Allocation**	**Current Available Funds**
	$10,000.00	$7,345.90
Revised Allocation	**Spent/Obligated**	**Fiscal Year Range**
$10,000.00	$2,654.10	2006 - 2006
List Status		
Show		

3.13 Cost Center Spent/Obligated

The Cost Center Spent/Obligated report lists the dollar amounts obligated for approved travel authorizations or deducted from the Cost Center for completed Expense Reports. This report uses search criteria slightly different from those previously mentioned. In order to run this report, you must select one specific Organization from the Org. list (may not be "All Organizations"). If not, you will receive the following error message:

You must choose a specific organization to run the Cost Center Spent/Obligated Report. Please click on the 'Previous' menu option and select an organization other than 'ALL ORGANIZATIONS'.
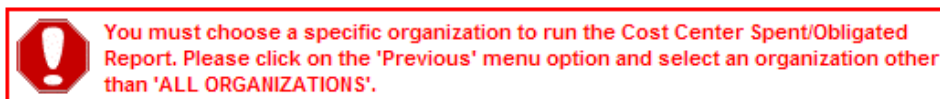
Once you have selected this report, you are immediately presented with the Cost Center selection list. Choose the specific Cost Center for which you will run the report by clicking on the description as indicated in the image below.
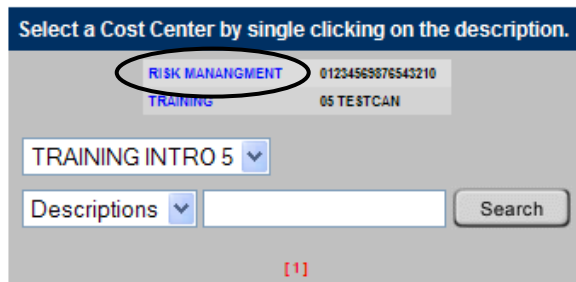
After selecting the Cost Center, the report immediately generates displaying information for only the individual Cost Center indicated by the user. Data elements displayed include the Organization name, Document Number, Traveler name, Job Title (if applicable), Project Code and Title (if applicable), Begin/End Dates of travel, Trip Plan Approval Dates for the Travel Plan and Expense Report, document Status and the amount Spent/Obligated.

Exhibit 3-13: Cost Center Spent/Obligated Report

Organization	Document Nbr.	Traveler	Job Title	Project Code	Project Title	Begin Date	End Date	Trip Plan Approval Date	Expense Report Approval Date	Status	Spent/Obligated
DOCUMENTATION	ZZZZZZZZZZZZZZZZ0000007	*VOYAGER, KARL		0311	EDS TEST LAB VISIT	04/24/2006	04/30/2006	04/13/2006	N/A	Amended Travel Plan	$3,590.51
DOCUMENTATION	ZZZZZZZZZZZZZZZZ0000008	*VOYAGER, KARL		0211	SITE VISIT	04/10/2006	04/12/2006	04/13/2006	N/A	On Hold Expense Report	$784.01
DOCUMENTATION	ZZZZZZZZZZZZZZZZ0000008	*VOYAGER, KARL		0211	VHA INFRASTRUCTURE	04/10/2006	04/12/2006	04/13/2006	N/A	On Hold Expense Report	$784.01
DOCUMENTATION	ZZZZZZZZZZZZZZZZ0000009	*VOYAGER, KARL		0211	SITE VISIT	05/01/2006	05/05/2006	04/13/2006	N/A	Approved Travel Plan	$1,013.01

3.14 Debt Summary

The Debt Summary report lists the Travelers in an Organization with outstanding debts and the amounts due back to the Government. Data displayed in this report contains the Organization name, Document Number, Traveler name, End Travel Date, Estimated Cost of trip, Actual Cost of trip, any Advance received by the Traveler and the Amount Owed by the Traveler back to the Government.

Exhibit 3-14: Debt Summary Report

Organization	Document Nbr.	Traveler	End Travel Date	Est. Cost	Act. Cost	Advance	Amount Owed
EDS TRAINING	EDSSANDBOXT06ZZZZ0002318-AE01	N/A N/A	03/03/2006	$541.00	$10.00	$0.00	$10.00
EDS TRAINING	EDSSANDBOXT06ZZZZ0002460-1-AE01	*KC BOYD	04/13/2006	$485.00	$100.00	$0.00	$100.00

3.15 Extended Travel Summary

The Extended Travel Summary report provides details for travel documents of a Traveler who is on TDY for 30 or more consecutive days. Data displayed in this report is selected by the user and varies according to the selections made. Exhibit 3-15: Extended Travel Summary Report Available Fields displays all available fields.

Exhibit 3-15: Extended Travel Summary Report Available Fields

Record 1 of 1	Document Nbr. ZZZZZZZZZZZZZZZ0000038-B01	Traveler EXPLORER, JOHN	Vendor Code	Purpose UAT
Begin Date 04/20/2006	End Date 06/15/2006	Destination AUSTIN, TX	Status Incomplete Expense Report
Advance Type NONE	Advance Amt. $0.00	Tot. Other Exp. $0.00	Tot. M&IE $2,692.22
Tot. Hotel $2,533.08	Tot. Rental Car $0.00	Total Transport. $0.00	Total Cost $5,236.31
Approval Date 04/21/2006	Final Approver APPROVER, ERIC	Due Traveler $0.00	Due Company $0.00
Traveler's Comments			
Cost Center(s) 1234567390123456739O	Object Class(es) A_L	Allocation(s) $5,180.01	

3.16 Est. Total Payments by Travel and Transportation

The Est. Total Payments by Travel and Transportation Report provide information pertaining to the total expected travel and transportation costs for a particular Organization. Data displayed in this report includes the Organization name, Total Travel Cost, and Total Transportation Cost.

Exhibit 3-16: Est. Total Payments by Travel and Transportation Report

	Total Cost	
Organization	Travel	Transportation
DOCUMENTATION	$5,514.00	$3,311.00

3.17 Job Title Summary

The Job Title Summary report lists the approving officials contained within each Job Title. These Job Titles appear in the Approval Chain Summary Report detailed earlier in this chapter. Data displayed in this report includes the Organization name, the Job Titles in that Organization, and the Approver Name for each approving official in that Job Title.

Exhibit 3-17: Job Title Summary Report

Organization	Job Title	Approver Name
DOCUMENTATION	1.) DOCO_DEFAULT	APPROVER, ERIC A.
DOCUMENTATION	2.) GUM SCRAPER	TESTER, GREG
		EXPLORER, JOHN T.
DOCUMENTATION	3.) TEST	TESTER, GREG

3.18 Non-Reimbursable Expense

The Non-Reimbursable Expense report lists the amount of non-reimbursable expenses listed by Category for all Organizations. Data displayed in this report includes the record No., Category, Description, Document Number, Traveler name, Amount of non-reimbursable expense, the Document State, Document Type (Travel Plan, Expense Report), Document Status and Organization name.

Exhibit 3-18: Non-Reimbursable Expense Report

No.	Category	Description	Document Nbr.	Traveler	Amount	Doc. State	Doc. Type	Doc. Status	Organization
1	TRANSPORTATION	TICKETS	ZZZZZZZZZZZZZZZZZZ0000111	VOYAGER, KEN	$350.00	Complete	Expense Report	ECOMP	DOCUMENTATION

3.19 NTE Travel

The NTE Travel Report details travel records that contained an NTE amount on them. Data elements in this report include the Record number, Organization name, Document Number, Traveler name, Vendor code, Begin and End Dates of travel, Destination, Status, Advance Type, Advance Amount, Total Other Expense, Total M&IE costs, Total Hotel expense, Total Rental Car expense, Total Transportation cost, Total Cost, Approval Date, Final Approver, Out of Pocket amount (if any), NTE amount, Cost Centers, Object Classes and Allocations.

Exhibit 3-19: NTE Travel Report Available Fields

Record 1 of 3	Document Nbr. ZZZZZZZZZZZZZZZZZ0000080	Traveler TRIPPER, CHRIS	Vendor Code
Begin Date 05/15/2006	End Date 05/19/2006	Destination BOSTON, MA	Status Incomplete Travel Plan
Advance Type NONE	Advance Amt. $0.00	Tot. Other Exp. $66.58	Tot. M&IE $288.00
Tot. Hotel $660.00	Tot. Rental Car $0.00	Total Transport. $240.00	Total Cost $1,265.59
Approval Date	Final Approver	Out Of Pocket $265.59	NTE $1,000.00
Cost Center(s) 12345678901234567890	Object Class(es) ALL	Allocation(s) $1,000.00	

Record 2 of 3	Document Nbr. ZZZZZZZZZZZZZZZZZ0000114	Traveler PREPARER, KARL	Vendor Code
Begin Date 06/12/2006	End Date 06/16/2006	Destination ATLANTA, GA	Status Incomplete Travel Plan
Advance Type NONE	Advance Amt. $0.00	Tot. Other Exp. $169.00	Tot. M&IE $220.50
Tot. Hotel $460.00	Tot. Rental Car $0.00	Total Transport. $325.00	Total Cost $1,185.51
Approval Date 06/05/2006	Final Approver APPROVER, ERIC	Out Of Pocket $0.00	NTE $1,200.00
Cost Center(s) 9876543210	Object Class(es) ALL	Allocation(s) $1,185.51	

3.20 Overdue Travel Advances

The Overdue Travel Advances report details information pertaining to overdue travel advances including the status of the document and how long the advance is outstanding. Data elements in this report include the Organization name, Document Number, Traveler name, End Travel Date, amount of Advance, the number of days Past Due and the Status of the travel document.

Exhibit 3-20: Overdue Travel Advances Report

	Organization	Document Nbr.	Traveler	End Travel Date	Advance	Past Due	Status
1.	QA TESTING	ZZZZZZZZZZZZZZZZZ0000097	RIFFEL, TERRY	03/31/2004	$200.00	121 Days	Incomplete Expense Report
2.	QA TESTING	ZZZZZZZZZZZZZZZZZ0000104	IVIE, RHONDA	05/05/2004	$350.00	86 Days	Approved Travel Plan

3.21 Returned Documents Summary

The Returned Documents Summary report lists all returned documents in an Organization and the data associated with them. Data displayed in this report is selected by the user and varies according to the selections made. Exhibit 3-21: Returned Document Summary Report Available Fields displays all available fields.

Exhibit 3-21: Returned Document Summary Report Available Fields

Record 1 of 1	Organization EDS TRAINING	Document Nbr. EDSSANDBOXT07ZZZZ0000033	Traveler ALTOID, BRENDA
Vendor Code	Begin Date 12/09/2006	End Date 12/16/2006	Destination MIAMI, FL
Status Returned Travel Plan	Advance Type NONE	Advance Amt. $0.00	Tot. Other Exp. $0.00
Tot. M&IE $442.50	Tot. Hotel $756.00	Tot. Rental Car $0.00	Total Transport. $650.00
Total Cost $1,848.50	Approval Date	Final Approver	Due Traveler $0.00
Due Company $0.00			
Cost Center(s) EDS TRAINING	Object Class(es) 4356	Allocation(s) $1,848.50	

3.22 Sponsored Travel

The Sponsored Travel report provides information pertaining to Sponsored Travel for each Traveler. The information included in this report consists of the Traveler's Organization name, the Traveler Name, the Document Number, the Status of the document, the Total Amount of the trip, the Sponsored Amount, Comments and the Project Code (if applicable).

Exhibit 3-22: Sponsored Travel Report

Organization	Name	Document Number	Status	Total Amt	Sponsored Amt	Comments	Project Code
DOCUMENTATION	VENTURER, ANNA	///////////////////0000001	Incomplete Travel Plan	$66.14	$0.00		NONE
DOCUMENTATION	VENTURER, ANNA	///////////////////0000127	Incomplete Travel Plan	$727.51	$0.00		
DOCUMENTATION	TRIPPER, CHRIS	///////////////////0000016	Incomplete Travel Plan	$573.64	$0.00		NONE
DOCUMENTATION	VOYAGER, KEN	///////////////////0000043	Incomplete Travel Plan	$1,122.01	$662.00		0211

3.23 Travel Documents Not Complete

The Travel Documents Not Complete report provides detailed information pertaining to travel documents that do not have a status of Complete. The user selects the data displayed in this report and the report output varies according to the selections made. The sample below displays all available fields.

Exhibit 3-23: Travel Documents Not Complete Report Available Fields

Record 1 of 44	**Document Nbr.** ZZZZZZZZZZZZZZZZZ0000001	**Traveler** VENTURER, ANNA	**Vendor Code**
Begin Date 10/06/2006	**End Date** 10/06/2006	**Destination** CHICAGO, IL	**Status** Incomplete Travel Plan
Advance Type NONE	**Advance Amt.** $0.00	**Tot. Other Exp.** $0.00	**Tot. M&IE** $55.50
Tot. Hotel $0.00	**Tot. Rental Car** $0.00	**Total Transport.** $0.00	**Total Cost** $66.14
Approval Date	**Final Approver**	**Due Traveler** $0.00	**Due Company** $0.00

Cost Center(s)	**Object Class(es)**	**Allocation(s)**
12345678901234567890	ALL	$66.14

3.24 Used Document Numbers

The Used Document Numbers report displays a list of all the Document Numbers currently in use by a particular Organization. Data displayed in this report includes the Organization name, the Creation Date of the document, the Document Number, the Document Status and the Traveler name.

Exhibit 3-24: Used Document Numbers Report

Organization	Creation Date	Document Number	Document Status	Traveler
DOCUMENTATION	10/6/2006 4:41:21 PM	ZZZZZZZZZZZZZZZZZ000000100000	Incomplete travel plan	VENTURER, ANNA
DOCUMENTATION	4/11/2006 3:05:49 PM	ZZZZZZZZZZZZZZZZZ000000200000	Travel plan on hold	*TRIPPER, LUIS
DOCUMENTATION	4/11/2006 4:22:27 PM	ZZZZZZZZZZZZZZZZZ000000300000	Travel plan on hold	*EXPLORER, MARK
DOCUMENTATION	4/11/2006 4:44:32 PM	ZZZZZZZZZZZZZZZZZ000000400000	Cancelled travel plan	*VOYAGER, KARL
DOCUMENTATION	10/6/2006 4:50:32 PM	ZZZZZZZZZZZZZZZZZ000000500000	Incomplete travel plan	VENTURER, ANNA
DOCUMENTATION	4/12/2006 12:55:13 PM	ZZZZZZZZZZZZZZZZZ000000600000	Incomplete blanket document	*TRAVELER, KARLO

3.25 User Identification

The User Identification report provides detailed information about User Profiles. This report uses search criteria slightly different from those previously mentioned. Once you have selected this report, you are immediately presented with the field selection list of user data. A partial list appears in the image below. The sorting options also differ slightly in that they pertain mainly to user data and include such fields as Organization, Traveler First Name, Traveler Last Name, Vendor Code and Security Clearance, among others.

Exhibit 3-25: User Identification Report Available Fields

Data displayed in this report is selected by the user and varies according to the selections made. Exhibit 3-26: User Identification Report Available Fields displays all available fields.

Exhibit 3-26: User Identification Report Available Fields