



## FedTraveler.com

# System Administrator Reports Reference

**Version 1.0**

**November 17, 2006**



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## Revision Chart

Version	Primary Author(s)	Description of Version	Date Completed
1.0	Donna Clark, Nathan Drunsic	Initial version	11/17/06

## Reports Quick Reference

The table below lists the reports available in FedTraveler.com, a short description of the report and the fields available for each report.

Report Name	Description and Field Listing
Administration Log	Lists System Administrator-initiated changes performed in the system. <b>Fields:</b> Organization, Administrator Name, Time, Object that was modified, Description of Object, Descriptor, Action taken.
Amount of Travel By Purpose	Provides information for each Organization grouped by the Purpose of Trip selected in each Travel Plan. <b>Fields:</b> Organization, Purpose Description, Total Trips, Total Cost.
Approval Chain Summary	Displays the hierarchical structure of each approval chain in an Organization. <b>Fields:</b> Organization, Approval Chain, Path Type, Job Title Organization, Job Title, Position.
Approved Travel Plan Summary	Displays information on Travel Plans that have already gone through the final level of approval. <b>Fields:</b> Organization, Document Number, Traveler's Name, Vendor Code, Begin Date, End Date, Destination, Status, Advance Type, Advance Amount, Total Other Expense, Total Meals and Incidental Expenses (M&IE), Total Hotel expense, Total Rental Car expense, Total Transportation Expense, Total Cost, Approval Date, Final Approver, amount Due Traveler, amount Due Company, Cost Centers, Object Classes, and funding Allocations.
Approved Travel Plans by Approval Date	Displays information on Travel Plans that have already gone through the final level of approval, sorted by approval date. <b>Fields:</b> Traveler Name, Vendor Code, Organization, document Status, Document Number, Travel Type, Begin Date, End Date, Centrally Billed, Cost Center, Object Class, Project Code, Allocation, Total Allocation.
Average Cost and Duration of Travel	Provides information on the average cost and duration of all trips for a particular Organization. <b>Fields:</b> Organization, Total Documents, Total Cost, Average Cost, Average Duration.
Canceled Travel Plans	Displays a list of all canceled Travel Plans for each Organization. <b>Fields:</b> Organization, Document Number., Traveler's name, Vendor Code, Purpose, Begin Date, End Date, Destination, document Status, Advance Type, Advance Amount, Total Other Expense, Total M&IE, Total Hotel expense, Total Rental Car expense, Total Transportation expense, Total Cost, Approval Date, Final Approver, amount Due Traveler, amount Due Company, Traveler Comments, Cost Centers, Object Classes, funding Allocations, Date Canceled, Time Canceled, Name of user who initiated the cancellation.

Report Name	Description and Field Listing
Completed Expense Report Summary	<p>Displays information on Expense Reports that have already gone through the final level of approval.</p> <p><b>Fields:</b> Organization, Document Number, Traveler's name, Vendor Code, Purpose, Begin Date, End Date, Destination, Status, Advance Type, Advance Amount, Total Other Expense, Total M&amp;IE, Total Hotel, Total Rental Car, Total Transport., Total Cost, Approval Date, Final Approver, Due Traveler, Due Company, Traveler's Comments, Cost Centers, Object Classes, Allocations</p>
Completed Expense Reports By Approval Date	<p>Displays information on Expense Reports that have already gone through the final level of approval.</p> <p><b>Fields:</b> Traveler Name, Vendor Code, Organization, Doc Number, Travel Type, Beg. Date, End Date, Cost Center, Object Class, Allocation, Original Est. Amt., Owed Employee, Total Allocation</p>
Completed Local Expenses By Approval Date	<p>Displays information on Local Expense Reports that have already gone through the final level of approval.</p> <p><b>Fields:</b> Traveler Name, Vendor Code, Organization, Doc Number, Travel Type, Approval Date, Cost Center, Object Class, Allocation, Total Allocation</p>
CONUS-OCONUS Travel Expenditure	<p>Displays amount spent on CONUS and OCONUS trips by category.</p> <p><b>Fields:</b> 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</p>
Cost Center Funds Availability	<p>Lists all Cost Centers in an Organization along with the dollar amounts associated with them.</p> <p><b>Fields:</b> Organization, Cost Center, Description, Fund Certifier, Appropriation, Budget Point, Allowance Code, Initial Allocation, Current Available Funds, Revised Allocation, Spent/Obligated, Fiscal Year Range, List Status</p>
Cost Center Spent/Obligated Report	<p>Lists the dollar amounts obligated for approved travel authorizations or deducted from the Cost Center for completed Expense Reports.</p> <p><b>Fields:</b> Organization, Document Number, Traveler's name, Job Title, Project Code, Project Title, Begin Date, End Date, Trip Plan Approved Date, Expense Report Approved Date, Status, Spent/Obligated</p>
Debt Summary	<p>Lists the Travelers in an Organization with outstanding debts and the amounts due back to the Government.</p> <p><b>Fields:</b> Organization, Document Number, Traveler, End Travel Date, Est. Cost, Actual Cost, Advance, Amount Owed</p>
Extended Travel Summary	<p>Provides details for travel documents where the Traveler is on TDY for 30 or more days.</p> <p><b>Fields:</b> Document Number, Traveler, Vendor Code, Purpose, Begin Date, End Date, Destination, Status, Advance Type, Advance Amt., Total Other Expense, Total M&amp;IE, Total Hotel, Total Rental Car, Total Transport., Total Cost, Approved Date, Final Approver, Due Traveler, Due Company, Traveler Comments, Cost Centers, Object Classes, Allocations</p>

Report Name	Description and Field Listing
Est. Total Payments By Travel & Transportation	<p>Provides information on the total expected travel and transportation costs.</p> <p><b>Fields:</b> Organization, Total Cost of Travel, Total Cost of Transportation</p>
Job Title Summary	<p>Lists the approving officials contained within each Job Title.</p> <p><b>Fields:</b> Organization, Job Title, Approver Name</p>
Non-Reimbursable Expense Report	<p>Lists non-reimbursable expenses by category.</p> <p><b>Fields:</b> No., Category, Description, Document Number, Traveler, Amount, Doc. State, Doc. Type, Doc. Status, Organization</p>
NTE Travel Report	<p>Provides details of Not To Exceed (NTE) travel documents.</p> <p><b>Fields:</b> Organization, Document Number, Traveler, Vendor Code, Begin Date, End Date, Destination, Status, Advance Type, Advance Amt., Total Other Expense, Total M&amp;IE, Total Hotel, Total Rental Car, Total Transport., Total Cost, Approval Date, Final Approver, Out of Pocket, NTE, Cost Centers, Object Classes, Allocations</p>
Overdue Travel Advances	<p>Details information on overdue travel advances including the status of the document and how long the advance is outstanding.</p> <p><b>Fields:</b> Organization, Document Number, Traveler, End Travel Date, Advance, Past Due, Status</p>
Returned Documents Summary	<p>Lists all returned documents in an Organization and the data associated with them.</p> <p><b>Fields:</b> Organization, Document, Number, Traveler, Vendor Code, Begin Date, End Date, Destination, Status, Advance Type, Advance Amt., Total Other Expense, Total M&amp;IE, Total Hotel, Total Rental Car, Total Transport., Total Cost, Approval Date, Final Approver, Due Traveler, Due Company, Cost Center, Object Class, Allocations</p>
Sponsored Travel Report	<p>Provides information on Sponsored Travel for each Traveler.</p> <p><b>Fields:</b> Organization, Name, Document Number, Status, Total Amt, Sponsored Amt, Comments, Project Code</p>
Travel Documents Not Complete	<p>Provides detailed information on travel documents that do not have a status of Complete.</p> <p><b>Fields:</b> Organization, Document Number, Traveler, Vendor Code, Begin Date, End Date, Destination, Status, Advance Type, Advance Amt., Total Other Expense, Total M&amp;IE, Total Hotel, Total Rental Car, Total Transport., Total Cost, Approved Date, Final Approver, Due Traveler, Due Company, Cost Centers, Object Classes, Allocations</p>
Used Document Numbers	<p>Displays a list of all the document numbers currently in use by a particular Organization.</p> <p><b>Fields:</b> Organization, Creation Date, Document Number, Document Status, Traveler</p>

Report Name	Description and Field Listing
User Identification Report	Provides detailed information about FedTraveler.com users. <b>Fields:</b> Organization, First Name, Middle Initial, Last Name, Job Title, Employee Type, Approval Chain, Cost Center, Security Level, Vendor Code, Company Credit Card, Company Card User, Company Card Exp, Personal Card, Personal Card User, Personal Card Exp, E-Mail, Purchase Card, Purchase Card Exp, Bank Number, Routing Number, Account Type, Account Number