



# Defense Travel Management Office



## Maximizing use of Reports in the DTA Maintenance Tool

2011 Connect Seminar

April 2011

**For Official Use Only**



# Agenda

- Benefits of DTS Reports
- Report Content
- Types of Reports
- Useful Reports
  - POSACK Delinquency Report
  - Unsubmitted Voucher Report
  - Routing Status Report
  - Status Reports
  - Complete Traveler Info list
- Ad Hoc Reports and Audit Trails
- Resources



# Benefits of DTS Reports

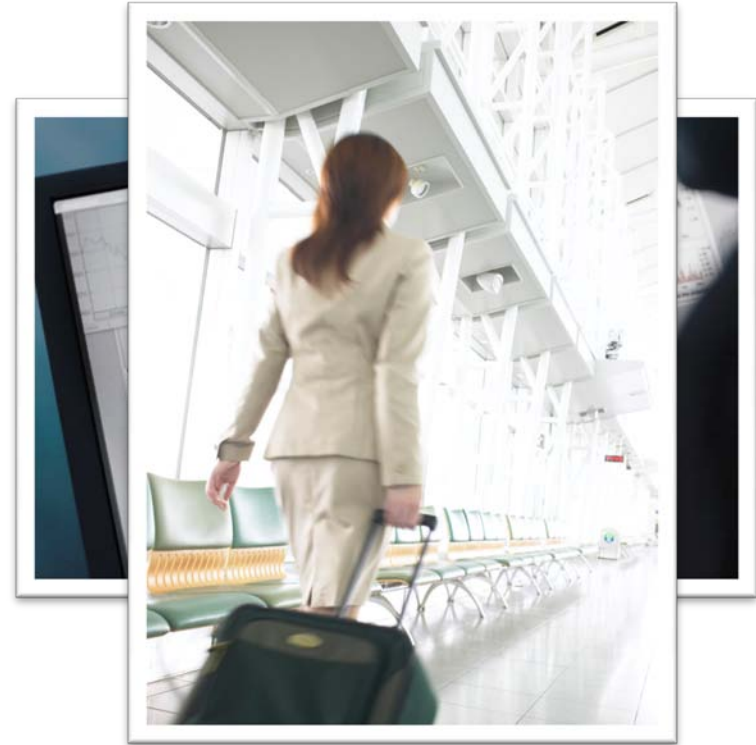
- Identify delinquencies and delays in routing process
- Manage traveler profiles and identify missing information
- Monitor TDY travel and frequency
- Manage travel funds
- Provide better customer service





# Report Content

- Search Parameters
  - Organization
  - Document type
  - Date range
  - Type of report
- Information may include:
  - Traveler name
  - Organization
  - Routing list
  - Documents status
  - Other trip information





# Finding the Right Report

- Status reports
  - Generalized
  - Use to pull all documents that are at the selected status
- Routing reports
  - Specific
  - Use to identify documents that are in the routing process
- Individual reports
  - Specific
  - Various reports: Debt, Positive Acknowledgement (POS ACK), CBA, etc.





# Status Reports

Report	Content
<b>Signed Status</b>	Lists documents that were stamped SIGNED within a date range
<b>Depart Status</b>	Lists trips that have a departure date within a date range
<b>Return Status</b>	Lists trips that have a return date within a date range
<b>Approved Status</b>	Lists documents that were stamped APPROVED within a date range
<b>Traveler Status</b>	Lists travelers on TDY and date ranges





# Routing and Individual Reports

Report	Content
<b>Adjustments</b>	Lists documents that have been modified during the routing and approval process
<b>Routing Status</b>	Documents current routing status, awaiting stamp, and days since last stamp
<b>POSACK Delinquency</b>	Lists documents that are awaiting a positive acknowledgement or "POSACK" from the GEX within a specified number of hours
<b>Unsubmitted Voucher</b>	List of authorizations for which vouchers have not been stamped SIGNED or T-ENTERED





# Individual Reports (continued)

Report	Content
<b>CBA TO</b>	Lists trips that charged a CBA for tickets and CTO fees within a departure date range not to exceed 31 days; may include all trips with a CBA charge or the exceptions
<b>Debt Management</b>	Lists all debts that travelers within an organization owe the government because of DUE U.S. vouchers
<b>Constructed Travel</b>	Identifies cost savings of approved trip requests when a traveler has used Constructed Travel; provides information about actual and allowable costs







# CTO / Travel Related Reports

Report	Content
<b>FPLP / FEMA</b>	Lists documents that show lodging. Identifies whether or not the property is a FPLP property and applicable FEMA-approved code
<b>Reason Code</b>	Lists about trips where GSA city pairs were not used and reason codes selected for resulting preaudits
<b>Reason Justification</b>	Lists reason codes and justifications entered into the preaudit text box for using a non-contract city pair
<b>CTO Fee</b>	Lists CTO transaction fees and reason(s) for CTO intervention
<b>Unused Ticket</b>	Lists tickets that were purchased for TDY travel, but were not used



# Maintenance Tool Reports – Organization and Routing List Lists

Report	Content
<b>View CBA List</b>	Lists all CBA numbers/Exp Dates associated with the organization as well as POCs
<b>View Organization List</b>	Lists organizations within the hierarchy along with organizational information
<b>View Routing List List</b>	List all routing lists associated with the organization including the routing official, level, and process name
<b>View Delegated Authority List</b>	Lists all individuals who have been delegated authority as well as the person who delegated the authority and corresponding routing list





# Maintenance Tool Reports – Person Lists

Report	Content
<b>Basic Traveler Info List</b>	Lists basic traveler information
<b>Complete Traveler Info List</b>	Lists all traveler information
<b>Accounts Info List</b>	Lists credit card and bank account information
<b>Special Features Info List</b>	Lists permissions and privileges such as Approval Override and DMM
<b>Groups Info List</b>	Lists the group and GOON that people are members of





# Maintenance Tool Reports – Group & LOA Lists

Report	Content
<b>View Group List</b>	Lists all CBA account numbers/Exp Dates in the org as well as POCs
<b>View Individual Group Member List</b>	List of members in a particular Group
<b>View Global Membership List</b>	Lists groups and corresponding GOONs
<b>View Lines of Accounting List</b>	List all lines of accounting for an organization





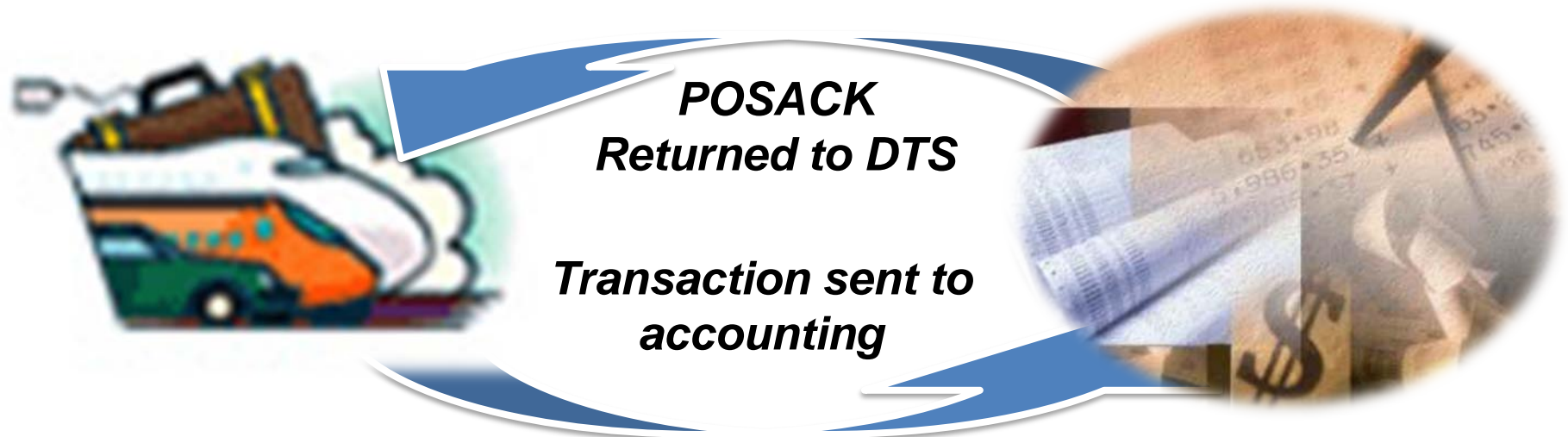
# USEFUL REPORTS





# POSACK Delinquency

- Positive acknowledgement (POSACK)



- Positive acknowledgement (POSACK)
- Use to identify delinquent transactions
  - More than 96 hours after approval
- Frequency
  - For best results run weekly





# Unsubmitted Voucher Report

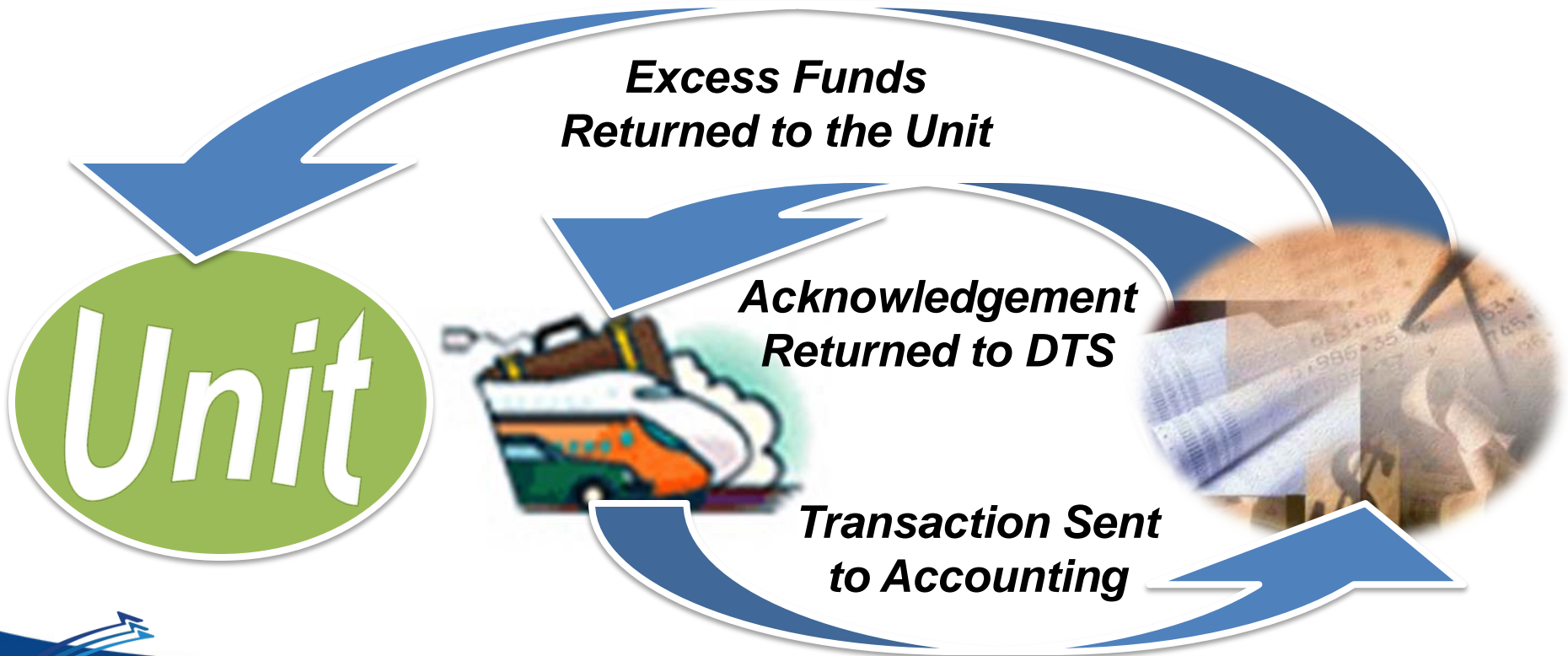
- Lists authorizations that do not have a corresponding voucher stamped SIGNED or T-ENTERED
- Sorted by number of days since trip completion





# Unsubmitted Voucher Report

- Benefits
  - Helps travelers get reimbursed in a timely manner
  - Ensures unit funds are available for use







# Unsubmitted Voucher Report

- Authorizations may need to be canceled
  - Un-liquidated authorizations may result in lost funds
- Run weekly for best results





# Routing Status Report

- Determine status of documents
- Shows number of days since last stamp applied
- Ensures documents are processed in a timely manner
- Run weekly for best results





# Status Reports



- Run reports based on status of the document
  - Signed status
  - Depart status
  - Return status
  - Approved status
  - Traveler status





# Complete Traveler Info List

- Lists all traveler data for an organization
  - GOVCC
  - EFT
  - Email Address
  - Other profile information
- Ensure accuracy of profile
- Verify and locate erroneous or incomplete profile information
- Run as needed





# Ad Hoc and Audit Trail Report

- Ad Hoc Report
  - A customized report that is produced when data is not available through existing reports
- Audit Trail Report
  - A customized report that is produced for formal and informal investigative purposes
- Requesting a customized report
  - Open TAC ticket via TraX
  - Complete and upload Ad Hoc Request Form and/or memo
- Turn-around Time
  - Estimated completion date provided
  - Backlog, complexity and size of report





# Ad Hoc and Audit Trail Report



## DTS Ad Hoc Report Request Form

Please complete this form and attach it to a Travel Assistance Center ticket. You may log into the Ticket Management System at <https://www.defensetravel.dod.mil/passport>.

- Required fields are marked with an asterisk. \*
- Report delivery can be affected by the complexity of the report data requested and other pending report requests.
- Please provide additional justification on requests for data older than 36 months.

### \* Requestor's Information

<input type="text"/>	<input type="text"/>	<input type="text"/>
	Comm/DSN	Date
<input type="text"/>	<input type="text"/>	
Last Name, First Name	Email Address	
<input type="text"/>	<input type="text"/>	
(Installation/ Activity)	(DTS Role (LDTA, S/A Rep, Site POC, etc))	

\* **Report Objective or Purpose** (Please be as detailed and specific as possible. Include reason why DTS menu driven report scheduler does not meet needs)

\* **Report Search Criteria.** (Include applicable items such as date range; document type, i.e. AUTH, VCH, LVCH; Particular document status, i.e. "Paid VCHs" or AUTHs in CTO SUBMIT; Organization (include sub orgs?), or service or site level.)

\* Report Search Criteria. (Include applicable items such as date range; document type, i.e. AUTH, VCH, LVCH; Particular document status, i.e. "Paid VCHs" or AUTHs in CTO SUBMIT; Organization (include sub orgs?), or service

\* **Report Output.** (Desired data fields. Include any sortina, groupina, 'summina bu' requirements)

\* **Information Assurance.** (The following questions are mandatory.)

1. Where/ how the information will be stored?
2. Who will have access to the data?
3. What controls are in place to

Report Objective or Purpose (Please be as detailed and specific as possible. Include reason why DTS menu driven report scheduler does not meet needs)

\* Requestor Signature

\* Supervisor Signature

- [http://www.defensetravel.dod.mil/Docs/Ad\\_Hoc\\_Request\\_Form.pdf](http://www.defensetravel.dod.mil/Docs/Ad_Hoc_Request_Form.pdf)





# Resources



## DTMO Website

- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)



## Travel Explorer (TraX)

- Chapter 10 of the DTA Manual
- More information on report content
- Detailed directions on how to run the reports

[www.defensetravel.dod.mil/Passport](http://www.defensetravel.dod.mil/Passport)



## Travel Assistance Center (TAC)

- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX

