

DTS-L Business Procedures

APPENDIX H

REPORTS

Defense Travel System-Limited includes a selection of reports designed to provide travel activity information for a traveler or a group of travelers. These reports may also aid managers in monitoring and controlling travel within an organization. Reports summarize information on all of the documents that have been entered, imported, or restored into the DTS-L database. Each report lets you specify criteria that limit the documents included in the report. All reports can be printed and/or viewed on the screen. DTS provides several reports, each with its own set of selection criteria.

The following is a summary description of the reports that can be generated on the Document Preparation Administration and Electronic Processing modules.

Document Preparation Administration Module Reports

Travel Ledger	Provides information on all travel advances and vouchers for a travel where the authorization number has not been stamped "reconciled". A "reconciled document is a document for which reimbursement has been received.
Accounting Summary	Provides a list of expense category sub-totals within each line of accounting. Includes accounting information for one document type only (e.g., travel authorization, travel voucher, local voucher).
Document Summary	Provides a one-line summary by authorization number for each traveler. Information displayed on the Traveler report depends on the document type selected and includes Departure Date, Return Date, Number of Travel Days, Estimated Cost, Total Expenses, Amount Claimed, Advance Requested, Advance Applied and Net Amount to Traveler.
Document Summary - Account Code	Provides a one-line summary by accounting classification code (lines of accounting). Information displayed in this report includes Traveler Name, Voucher Number, Departure Date, Total Expenses, and Net to Traveler.
Document Summary - Location	Provides a one-line summary of documents for each per diem location, the name of all travelers going to each location, the Document Name for each trip, and the Arrival Date.
Document Summary - Trip Purpose	Provides a one-line summary entry for each trip purpose by document and sub-totals all documents specifying the same trip purpose.

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Electronic Processing Module Reports

Audit Failures Provides a list of documents that have failed the audit. It can also produce letters to be sent to the traveler(s) noting the reasons for the failures.

Adjustments Provides a list of documents that have been adjusted (modified) during the electronic routing and approval processing. Includes the reason for the changes and can produce letters to the travelers explaining why changes were made.

Unsubmitted Vouchers Provides a list of authorizations for which vouchers have not been submitted. The software checks each authorization to determine when travel should have ended and displays documents in the order of number of days since trip completion.

Outstanding Advances Provides a list of travelers who have outstanding cash advances and sends letters to those travelers notifying them of the outstanding advances. The report looks at the date the advance was prepared and determines if there is a balance that has not been applied to vouchers. The number of days that the cash advance has been outstanding can be specified.

Routing Status Provides information on where there are bottlenecks in the routing of documents. It shows which authorizing officials have had documents waiting for their signature more than a user specific number of days.

Paid Vouchers Provides information on all vouchers and local vouchers that have been stamped PAID in a quarter and fiscal year.

Payment Method Lists the total dollar value associated with a given expense category broken down by payment method. Payment method expenses can be set for: Add/Update Ticket Information; Add/Update Expenses; Update Lodging and M&IE Expenses; and, Update Lodging and M&IE Expenses Override.

WARNING!!! Failure to enter specific parameters in the report fields will result in longer report generation time and unwanted information in the report detail. As much information should be included as possible (i.e. use a specific status instead of all, use shorter date ranges).

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The following table lists the reports, module within which they may be generated, the permission level necessary to access the reports, and a suggested frequency to produce and audit the reports.

Report Name	Module	Permission Level	Suggested Frequency
Travel Ledger	Doc Prep/Doc Prep Admin	0	Yearly
Accounting Summary	Doc Prep/Doc Prep Admin	0	Quarterly
Document Summary By Traveler	Doc Prep/Doc Prep Admin	0	Yearly
Document Summary By Accounting Code	Doc Prep/Doc Prep Admin	0	Quarterly
Document Summary By TA Number	Doc Prep/Doc Prep Admin	0	Quarterly
Document Summary By Location	Doc Prep/Doc Prep Admin	0	Yearly
Document Summary By Trip Purpose	Doc Prep/Doc Prep Admin	0	Yearly
Audit Failures	Electronic Processing	0-5	Quarterly
Adjustments	Electronic Processing	0-5	Yearly
Unsubmitted Vouchers	Electronic Processing	0-5	Quarterly
Outstanding Advances	Electronic Processing	0-5	Quarterly
Routing Status	Electronic Processing	0-5	Quarterly
Paid Vouchers	Electronic Processing	0-5	Quarterly
Payment Methods	Electronic Processing	0-5	Quarterly
Budget	Budget	0-5	Quarterly