

FSMS Reserve Orders Extract Report

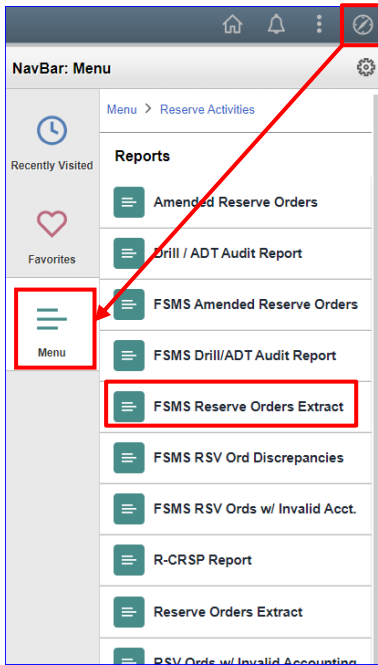
Introduction This guide provides the procedures for running the FSMS Reserve Orders Extract report in Direct Access (DA).

Information This report identifies the status of all FSMS Reserve Orders for a department. It is mainly used by LOGCOM, but it is recommended that Units/SPOs run this report at least once a week to see which orders require action. The following user roles have access to this report:

- CGHRS
- CGHRSUP
- CGHRSVW
- CGRSVISC
- CGRSVMGR
- CGSSCMD
- Payroll Accounting Technician/Manager

The Reserve Orders Extract option is available for historical data prior to 2020.

Procedures See below.

Step	Action
1	<p>Navigate to: NavBar icon > Menu > Reserve Activities > Reports > FSMS Reserve Orders Extract.</p> 

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FSMS Reserve Orders Extract Report, Continued

Procedures,
continued

Step	Action																																
2	<p>The report parameters will display. Enter a date range in the Begin Date not less than and the End Date not greater than fields.</p> <ul style="list-style-type: none">• Command or SPO users, enter the Duty Department.• DXR, DOL, (LOGCOM), and PAC 13, enter the Budget Department. <p>Click View Results.</p> <div><p>CG_FMS_RSV_ORDERS_EXTRACT - FSMS Reserve Orders Info.</p><div><div>Empl ID <input type="text"/></div><div>Order Status <input type="text"/></div><div>Duty Type <input type="text"/></div><div>*Begin Date not less than <input type="text" value="10/01/2023"/></div><div>*End Date not greater than <input type="text" value="11/30/2023"/></div><div>Duty Department <input type="text" value="007289"/></div><div>Budget Department <input type="text" value="008144"/></div><div>Contingency ID <input type="text"/></div><div>Term of Orders <input type="text"/></div><div>Funding Department <input type="text"/></div><div>Name <input type="text"/></div><div>View Results</div></div></div>																																
3	<p>The results will display. Select Excel SpreadSheet to download the results for easier sorting/filtering.</p> <div><p>Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)</p><p>View All</p><table><tr><th>Row</th><th>Trans ID</th><th>Grade</th><th>Job Title</th><th>Name</th><th>Empl ID</th><th>Empl Record</th><th>Order Status</th><th>Order Begin Date</th></tr></table></div>	Row	Trans ID	Grade	Job Title	Name	Empl ID	Empl Record	Order Status	Order Begin Date																							
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4	<p>Sort/Filter the results as needed. The Order Status will identify what action needs to be taken. Using the chart in Step 5, research each order to determine what action is required.</p> <div><p>Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)</p><p>View All</p><table><tr><th>Row</th><th>Trans ID</th><th>Grade</th><th>Job Title</th><th>Name</th><th>Empl ID</th><th>Empl Record</th><th>Order Status</th><th>Order Begin Date</th><th>Order End Date</th><th>Alternate ID</th><th>Currently In Amend Mode</th><th>Last Approval Request</th><th>Last Approval Status</th><th>Last Approval Requestor OPRID</th><th>Last Approval Requestor Name</th></tr><tr><td>1</td><td>2900523</td><td>E5</td><td>MST2</td><td>Reynolds Malcome</td><td>1234567</td><td>0</td><td>Ready</td><td>11/12/2023</td><td>11/17/2023</td><td></td><td>N</td><td>Reserve Travel Details</td><td>Approved</td><td>1233456</td><td>Inara Serra</td></tr></table></div>	Row	Trans ID	Grade	Job Title	Name	Empl ID	Empl Record	Order Status	Order Begin Date	Order End Date	Alternate ID	Currently In Amend Mode	Last Approval Request	Last Approval Status	Last Approval Requestor OPRID	Last Approval Requestor Name	1	2900523	E5	MST2	Reynolds Malcome	1234567	0	Ready	11/12/2023	11/17/2023		N	Reserve Travel Details	Approved	1233456	Inara Serra
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FSMS Reserve Orders Extract Report, Continued

Procedures,
continued

Step	Action	
5	Status	Meaning
	Proposed	Initial order request created by member, command or SPO.
	Authorized	Authorized by DXR. Indicates financial and command authority. Order now appears in airport terminal.
	Ready	Travel details approved by SPO supervisor. Order is ready for member to depart. Funding established, leave approved.
	En route	Member has Departed home/Reported for duty (sequence 1 & 2 approved by SPO supervisor). Actual depart date entered, departing pay entitlements established and/or stopped. Will be in En route status until reported home.
	Finished	Stops automatically upon end date or when the end date is adjusted by the SPO and approved (sequence 98 & 99). Order execution completed. All actual dates completed and approved. No more changes allowed to the order. Pay entitlements stopped/started.
	Cancelled	Cancel approval by SPO supervisor or DXR. Pay entitlements cancelled. No more changes to order allowed. TONO still active unless cancelled with order action.
