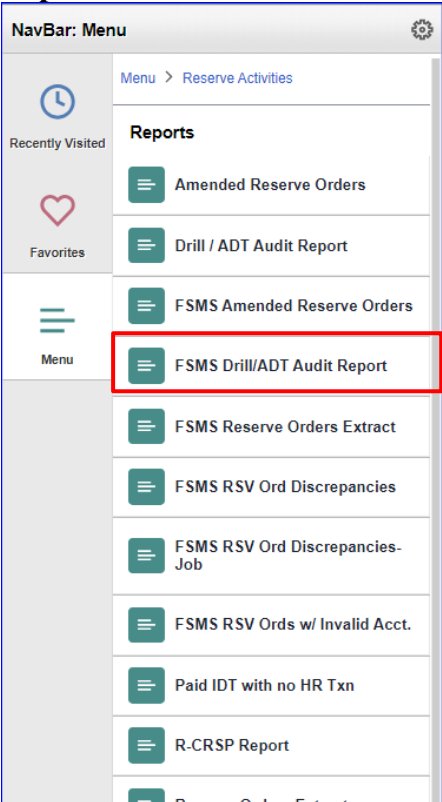


FSMS Drill/ADT Audit Report

Introduction This guide provides the procedures for running the FSMS Drill/ADT Audit Report in Direct Access (DA).

Information The FSMS IDT/ADT Audit report is used to identify both Inactive-Duty and ADT-AT Orders to assist with mission readiness.

Procedures See below.

Step	Action
1	<p>Navigate to: Menu > Reserve Activities > Reports > FSMS Drill/ADT Audit Report.</p>  <p>The screenshot shows a mobile application interface with a 'NavBar: Menu' at the top. Below the navigation bar, there are sections for 'Recently Visited', 'Favorites', and 'Menu'. The 'Menu' section is expanded, showing a list of reports. The 'FSMS Drill/ADT Audit Report' option is highlighted with a red rectangular box.</p>

Continued on next page

FSMS Drill/ADT Audit Report, Continued

Procedures,
continued

Step	Action
2	<p>Enter a Run Control ID and click Search. If no matching values found, select the Add a New Value tab, create a Run Control ID, then click Add.</p> <div data-bbox="316 595 1370 1075" style="border: 1px solid blue; padding: 5px;"> <p>FSMS Drill/ADT Audit Report</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Find an Existing Value Add a New Value </div> <p>▼ Search Criteria</p> <p>Search by: Run Control ID begins with KBV</p> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; margin-top: 10px;"> Search Advanced Search </div> </div> <div data-bbox="316 1115 1070 1447" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>FSMS Drill/ADT Audit Report</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Find an Existing Value Add a New Value </div> <p>*Run Control ID KBV</p> <div style="margin-top: 10px;"> Add </div> </div>

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FSMS Drill/ADT Audit Report, Continued

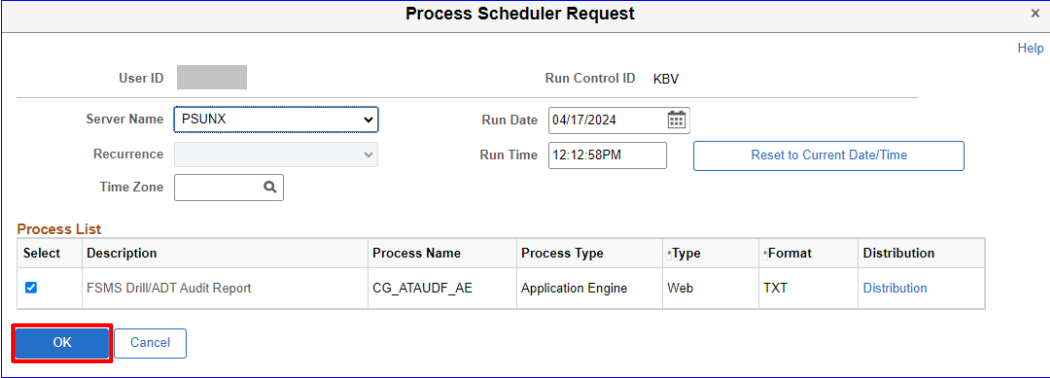
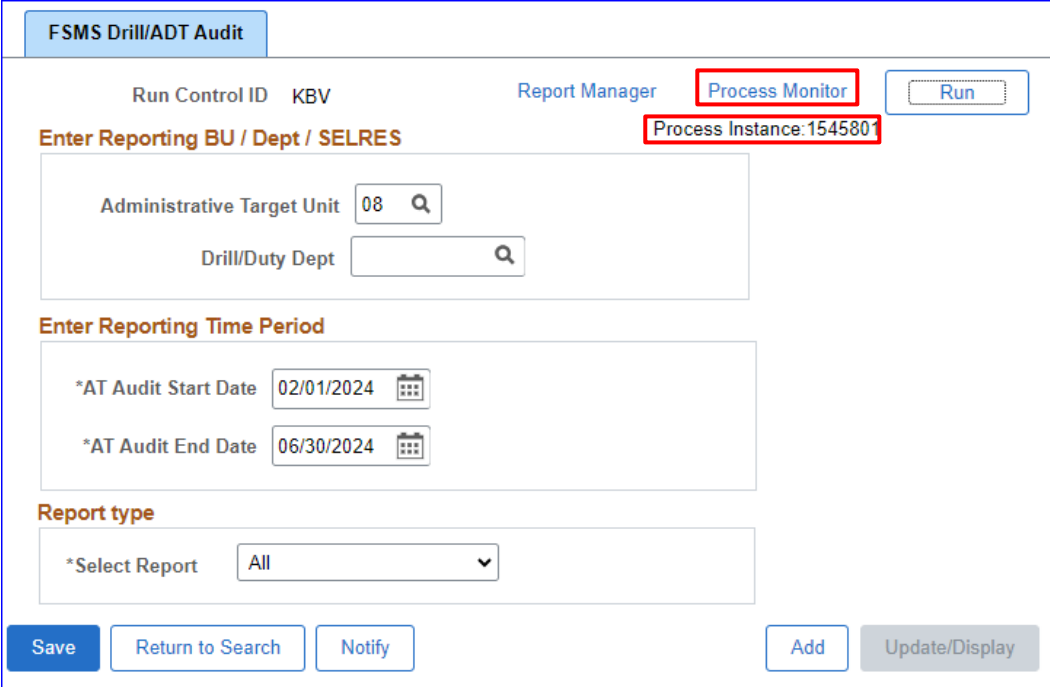
Procedures,
continued

Step	Action
3	<ul style="list-style-type: none"> • Enter the Administrative Target Unit (DISTRICT) OR Drill/Duty Dept (DEPT ID). • Enter the *AT Audit Start Date (the begin date of the period to be captured). • Enter the *AT Audit End Date (the end date of the period to be captured). • *Select Report – Select from the drop-down options. <ul style="list-style-type: none"> – All – FSMS Report Only – displays AD Orders only – IDT Drill Only – displays Drills only • Click Run. <div data-bbox="316 842 1370 1610" style="border: 1px solid blue; padding: 5px;"> <p>FSMS Drill/ADT Audit</p> <p>Run Control ID KBV Report Manager Process Monitor Run</p> <p>Enter Reporting BU / Dept / SELRES</p> <p>Administrative Target Unit 08 <input type="text"/></p> <p>Drill/Duty Dept <input type="text"/></p> <p>Enter Reporting Time Period</p> <p>*AT Audit Start Date 02/01/2024 <input type="text"/></p> <p>*AT Audit End Date 06/30/2024 <input type="text"/></p> <p>Report type</p> <p>*Select Report All <input type="text"/></p> <p style="font-size: small;">All FSMS Report Only (TranID Incl) IDT Drill Only (No TranID)</p> <p>Save Return to Search Notify Add Update/Display</p> </div> <div data-bbox="316 1648 1339 1908" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Enter Reporting BU / Dept / SELRES</p> <p>Administrative Target Unit <input type="text"/></p> <p>Drill/Duty Dept 036238 <input type="text"/></p> </div>

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FSMS Drill/ADT Audit Report, Continued

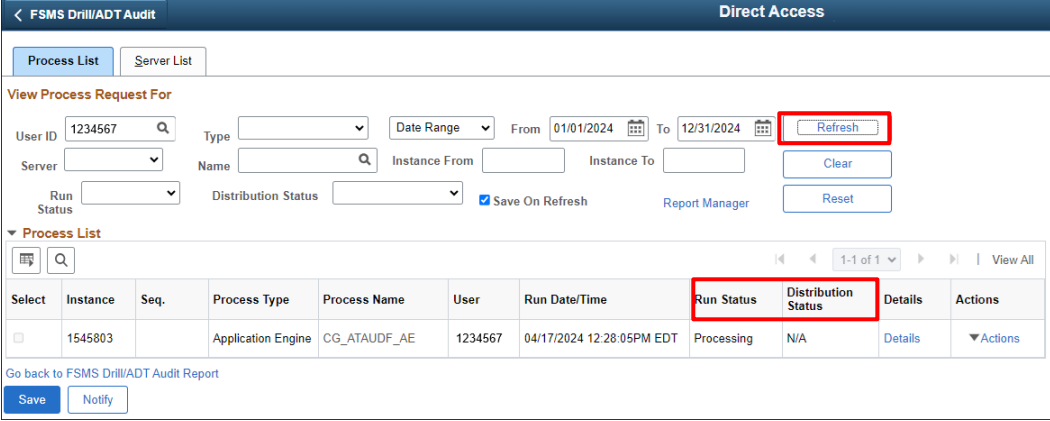
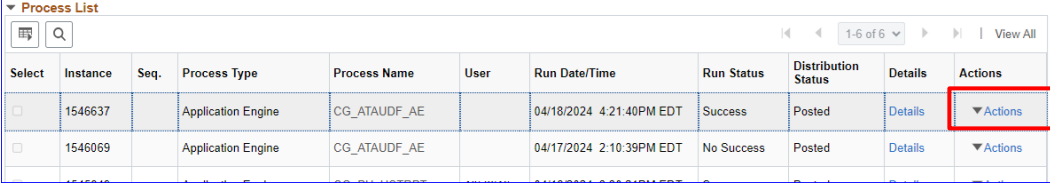
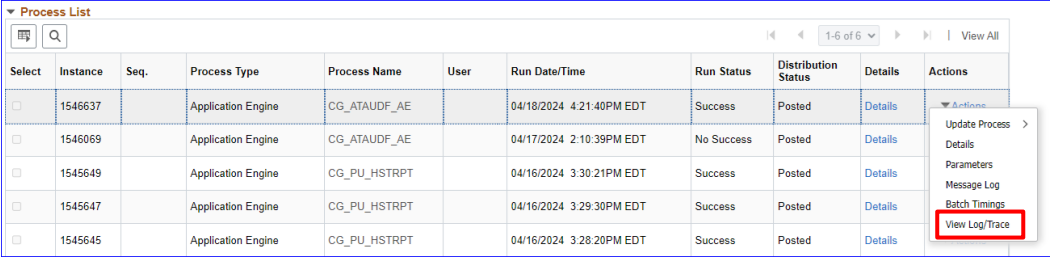
Procedures,
continued

Step	Action
4	<p>Process Scheduler will display – click OK.</p> 
5	<p>The FSMS Drill/ADT Audit page will display again. A Process Instance number should populate. Click Process Monitor.</p> 

Continued on next page

FSMS Drill/ADT Audit Report, Continued

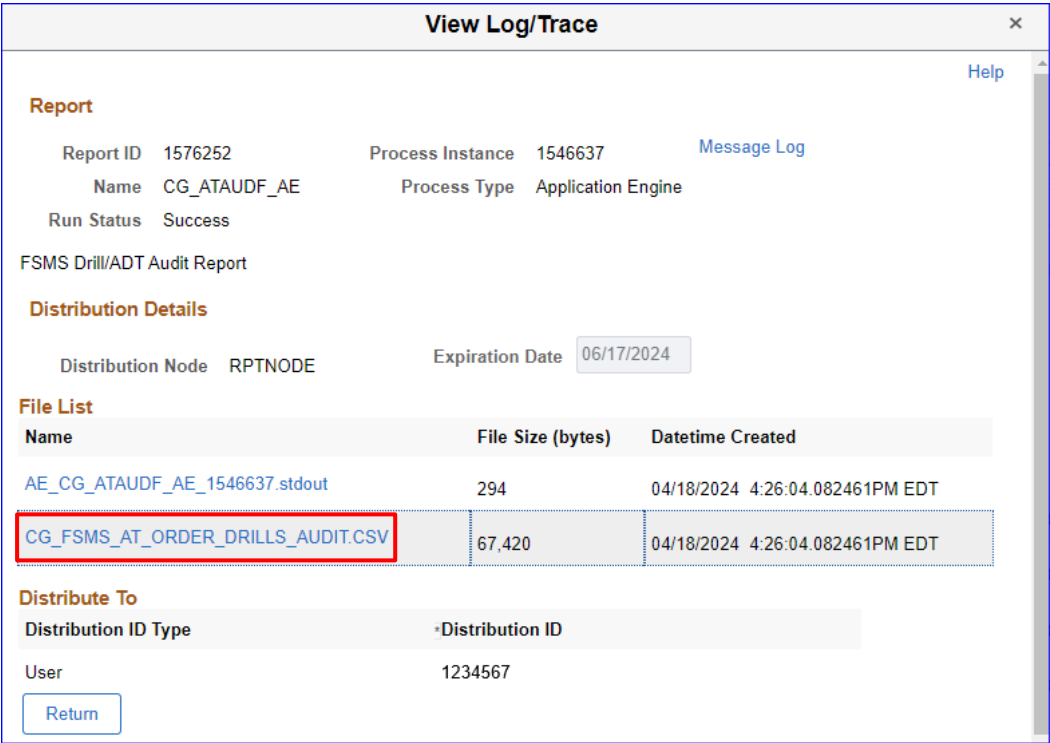
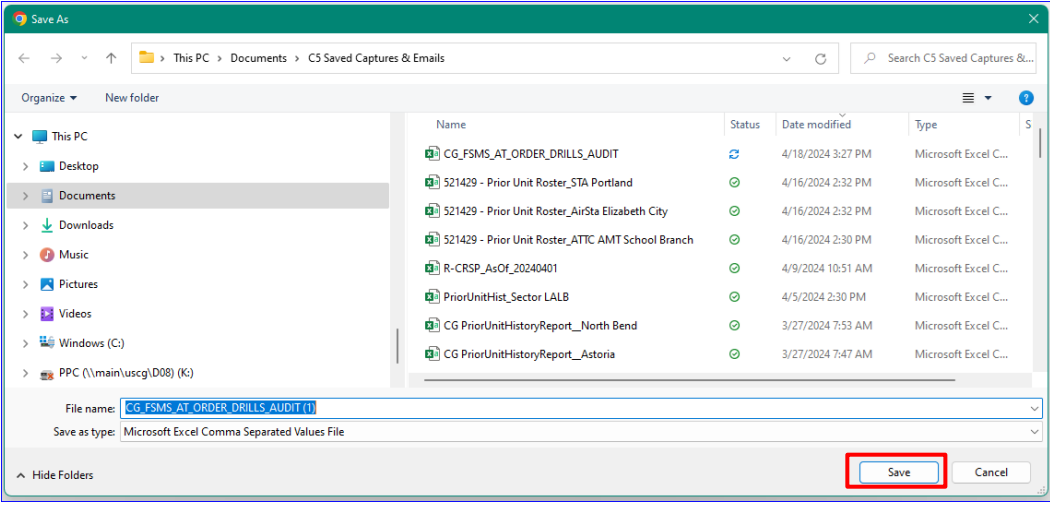
Procedures,
continued

Step	Action
<p>6</p>	<p>The Process List will display. Click Refresh periodically until Run Status displays Success and Distribution Status indicates Posted.</p>  <p>The screenshot shows the 'Process List' section of the FSMS Drill/ADT Audit interface. At the top, there are filters for 'View Process Request For' including 'User ID' (1234567), 'Type', 'Date Range' (From 01/01/2024 to 12/31/2024), and a 'Refresh' button. Below the filters is a table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The first row shows Instance 1545803, Process Type Application Engine, Process Name CG_ATAUDF_AE, User 1234567, Run Date/Time 04/17/2024 12:28:05PM EDT, Run Status Processing, and Distribution Status N/A. The 'Refresh' button and the 'Run Status' and 'Distribution Status' columns are highlighted with red boxes.</p>
<p>7</p>	<p>Once Run Status indicates Success and Distribution Status indicates Posted – click the Action drop-down.</p>  <p>The screenshot shows the 'Process List' table with two rows. The first row has Instance 1546637, Process Type Application Engine, Process Name CG_ATAUDF_AE, User, Run Date/Time 04/18/2024 4:21:40PM EDT, Run Status Success, and Distribution Status Posted. The 'Actions' drop-down menu for this row is highlighted with a red box.</p>
<p>8</p>	<p>Select View Log/Trace.</p>  <p>The screenshot shows the 'Process List' table with the 'Actions' drop-down menu open for the first row. The 'View Log/Trace' option is highlighted with a red box.</p>

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FSMS Drill/ADT Audit Report, Continued

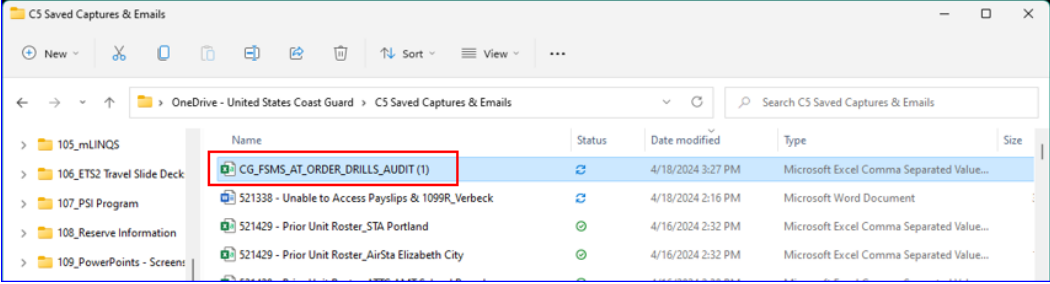
Procedures,
continued

Step	Action									
<p>9</p>	<p>Click on the .csv file link.</p>  <p>The screenshot shows a 'View Log/Trace' window with the following details:</p> <ul style="list-style-type: none"> Report: Report ID 1576252, Name CG_ATAUDF_AE, Run Status Success, Process Instance 1546637, Process Type Application Engine. Distribution Details: Distribution Node RPTNODE, Expiration Date 06/17/2024. File List: <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_CG_ATAUDF_AE_1546637.stdout</td> <td>294</td> <td>04/18/2024 4:26:04.082461PM EDT</td> </tr> <tr style="border: 2px solid red;"> <td>CG_FSMS_AT_ORDER_DRILLS_AUDIT.CSV</td> <td>67,420</td> <td>04/18/2024 4:26:04.082461PM EDT</td> </tr> </tbody> </table> Distribute To: Distribution ID Type, User 1234567. 	Name	File Size (bytes)	Datetime Created	AE_CG_ATAUDF_AE_1546637.stdout	294	04/18/2024 4:26:04.082461PM EDT	CG_FSMS_AT_ORDER_DRILLS_AUDIT.CSV	67,420	04/18/2024 4:26:04.082461PM EDT
Name	File Size (bytes)	Datetime Created								
AE_CG_ATAUDF_AE_1546637.stdout	294	04/18/2024 4:26:04.082461PM EDT								
CG_FSMS_AT_ORDER_DRILLS_AUDIT.CSV	67,420	04/18/2024 4:26:04.082461PM EDT								
<p>10</p>	<p>A Save As prompt will open requiring you to save the file. Select a location and click Save.</p>  <p>The screenshot shows a 'Save As' dialog box with the following details:</p> <ul style="list-style-type: none"> Location: This PC > Documents > C5 Saved Captures & Emails File name: CG_FSMS_AT_ORDER_DRILLS_AUDIT (1) Save as type: Microsoft Excel Comma Separated Values File The 'Save' button is highlighted with a red box. 									

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FSMS Drill/ADT Audit Report, Continued

Procedures,
continued

Step	Action																																																																																																																																																																																																																																																																				
<p>11</p>	<p>Locate and open the file. It will display in a .csv format (see the Converting .csv files to .xls files user guide to convert .csv to .xls to prevent any loss of formatting).</p> 																																																																																																																																																																																																																																																																				
<p>12</p>	<p>The report contains the following data columns to view, sort, and/or filter as needed. See Step 13 for descriptions of the column values below.</p> <table border="1" data-bbox="316 992 1369 1104"> <thead> <tr> <th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th><th>H</th><th>I</th><th>J</th><th>K</th><th>L</th><th>M</th><th>N</th><th>O</th> </tr> </thead> <tbody> <tr> <td>Trans ID</td><td>Name</td><td>JOB ABBREV</td><td>Empl ID</td><td>Empl Record</td><td>Deptid</td><td>Dept Name</td><td>Order Status</td><td>Entry Date</td><td>Drill Date</td><td>Order Begin Date</td><td>Order End Date</td><td>Alternate ID</td><td>Currently In Amend Mode</td><td>MANAGER_APPR_IND</td> </tr> <tr> <td>0</td><td>BM1</td><td></td><td></td><td></td><td>0000212</td><td>CG STA BUFFALO</td><td></td><td>2/17/2024</td><td>2/17/2024</td><td>1/1/1900</td><td>1/1/1900</td><td></td><td></td><td>Y</td> </tr> <tr> <td>0</td><td>BM1</td><td></td><td></td><td></td><td>0000212</td><td>CG STA BUFFALO</td><td></td><td></td><td>6/15/2024</td><td>1/1/1900</td><td>1/1/1900</td><td></td><td></td><td>N</td> </tr> </tbody> </table> <table border="1" data-bbox="316 1144 1369 1256"> <thead> <tr> <th>P</th><th>Q</th><th>R</th><th>S</th><th>T</th><th>U</th><th>V</th><th>W</th><th>X</th> </tr> </thead> <tbody> <tr> <td>'Sch Approval Oprid</td><td>Sch Approval</td><td>Last Approval Request</td><td>Last Approval Status</td><td>Last Approval Requestor</td><td>Last Approval Requestor Name</td><td>Last Approval Date</td><td>Authorize Approver OPRID</td><td>Authorize Approver Name</td> </tr> <tr> <td>.</td><td>.</td><td>ak</td><td>A</td><td></td><td></td><td>v 2024-02-20T07:</td><td></td><td>1</td> </tr> <tr> <td></td><td></td><td>i</td><td>P</td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <table border="1" data-bbox="316 1301 1369 1397"> <thead> <tr> <th>Y</th><th>Z</th><th>AA</th><th>AB</th><th>AC</th><th>AD</th><th>AE</th><th>AF</th><th>AG</th><th>AH</th><th>AI</th> </tr> </thead> <tbody> <tr> <td>CG_IDT_DRL</td><td>CG_IDT_DRL</td><td>Duty Type</td><td>Term of Order</td><td>Duty Purpose</td><td>Descr</td><td>CG_PURPOS E_CD2</td><td>Descr1</td><td>Payment for Duty</td><td>Payment for Travel</td><td>Days of ADT-AT Satisfied</td> </tr> <tr> <td>D</td><td>C</td><td></td><td></td><td>AT</td><td>STRUCTURED TRAINING - GENERAL</td><td>AT</td><td>STRUCTURED TRAINING - GENERAL</td><td></td><td></td><td>0</td> </tr> <tr> <td>D</td><td>S</td><td></td><td></td><td>AT</td><td>STRUCTURED TRAINING - GENERAL</td><td>AT</td><td>STRUCTURED TRAINING - GENERAL</td><td></td><td></td><td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="316 1435 1369 1547"> <thead> <tr> <th>AJ</th><th>AK</th><th>AL</th><th>AM</th><th>AN</th><th>AO</th><th>AP</th><th>AQ</th><th>AR</th><th>AS</th><th>AT</th><th>AU</th><th>AV</th><th>AW</th> </tr> </thead> <tbody> <tr> <td>CG_IDT_ PAY_CD</td><td>CG_MEAL_ELIG_CD</td><td>GP_ UNIT</td><td>CALC_RS LT_VAL</td><td>Emp Status</td><td>CG_DUTY_ATU</td><td>CG_DUTY_OPFAC</td><td>Duty Department</td><td>Benefiting Department</td><td>Funding Department</td><td>Authority (Ref)</td><td>Authority</td><td>Contingency ID</td><td>Conting. Notification Dt</td> </tr> <tr> <td>F</td><td>B</td><td>2</td><td>323.76</td><td>Active</td><td>09</td><td>30349</td><td>000212</td><td>000212</td><td>000212</td><td></td><td></td><td></td><td></td> </tr> <tr> <td>F</td><td>B</td><td>0</td><td>0</td><td>Active</td><td>09</td><td>30349</td><td>000212</td><td>000212</td><td>000212</td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <table border="1" data-bbox="316 1585 1369 1682"> <thead> <tr> <th>AX</th><th>AY</th><th>AZ</th><th>BA</th><th>BB</th><th>BC</th><th>BD</th><th>BE</th><th>BF</th><th>BG</th><th>BH</th><th>BI</th><th>BJ</th><th>BK</th><th>BL</th><th>BM</th> </tr> </thead> <tbody> <tr> <td>CHI1607 Status Code</td><td>Elig Date</td><td>Days of Leave Sold</td><td>FICA Document ID</td><td>FICA POET</td><td>FICA Cost</td><td>PAY Document ID</td><td>Pay POET</td><td>Pay Cost</td><td>Travel Document ID</td><td>Travel POET</td><td>Travel Cost</td><td>Reimbursable Agreement Number</td><td>Project Code</td><td>Linked Order Trans ID</td><td>Linked Order Type</td> </tr> <tr> <td></td><td></td><td>0</td><td></td><td></td><td>0</td><td></td><td></td><td>0</td><td></td><td></td><td>0</td><td></td><td></td><td></td><td>0</td> </tr> <tr> <td></td><td></td><td>0</td><td></td><td></td><td>0</td><td></td><td></td><td>0</td><td></td><td></td><td>0</td><td></td><td></td><td></td><td>0</td> </tr> </tbody> </table>	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Trans ID	Name	JOB ABBREV	Empl ID	Empl Record	Deptid	Dept Name	Order Status	Entry Date	Drill Date	Order Begin Date	Order End Date	Alternate ID	Currently In Amend Mode	MANAGER_APPR_IND	0	BM1				0000212	CG STA BUFFALO		2/17/2024	2/17/2024	1/1/1900	1/1/1900			Y	0	BM1				0000212	CG STA BUFFALO			6/15/2024	1/1/1900	1/1/1900			N	P	Q	R	S	T	U	V	W	X	'Sch Approval Oprid	Sch Approval	Last Approval Request	Last Approval Status	Last Approval Requestor	Last Approval Requestor Name	Last Approval Date	Authorize Approver OPRID	Authorize Approver Name	.	.	ak	A			v 2024-02-20T07:		1			i	P						Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	CG_IDT_DRL	CG_IDT_DRL	Duty Type	Term of Order	Duty Purpose	Descr	CG_PURPOS E_CD2	Descr1	Payment for Duty	Payment for Travel	Days of ADT-AT Satisfied	D	C			AT	STRUCTURED TRAINING - GENERAL	AT	STRUCTURED TRAINING - GENERAL			0	D	S			AT	STRUCTURED TRAINING - GENERAL	AT	STRUCTURED TRAINING - GENERAL			0	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	CG_IDT_ PAY_CD	CG_MEAL_ELIG_CD	GP_ UNIT	CALC_RS LT_VAL	Emp Status	CG_DUTY_ATU	CG_DUTY_OPFAC	Duty Department	Benefiting Department	Funding Department	Authority (Ref)	Authority	Contingency ID	Conting. 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13	<p>Description of column values from Step 12:</p> <table border="1" data-bbox="316 521 1369 1014"> <thead> <tr> <th>FIELDNAME</th> <th>FIELDVALUE</th> <th>EFFDT</th> <th>EFF_STATUS</th> <th>XLATLONGNAME</th> <th>XLATSHORTNAME</th> <th>LA</th> </tr> </thead> <tbody> <tr><td>CG_IDT_DRL_TYPE_CD J</td><td></td><td>01-JUN-23</td><td>A</td><td>AFTP - Single</td><td>AFTP-Singl</td><td>19-</td></tr> <tr><td>CG_IDT_DRL_TYPE_CD K</td><td></td><td>01-JUN-23</td><td>A</td><td>AFTP - Multiple</td><td>AFTP-Multi</td><td>19-</td></tr> <tr><td>CG_IDT_DRL_TYPE_CD L</td><td></td><td>01-JUN-23</td><td>A</td><td>IDT Single + AFTP Single</td><td>IDT+AFTP</td><td>19-</td></tr> <tr><td>CG_IDT_DRL_TYPE_CD M</td><td></td><td>01-JUN-23</td><td>A</td><td>AFTP Single + ATP Single</td><td>AFTP+ATP</td><td>19-</td></tr> <tr><td>CG_IDT_DRL_TYPE_CD N</td><td></td><td>01-JUN-23</td><td>A</td><td>AFTP Single + Funeral</td><td>AFTP+FHD</td><td>19-</td></tr> <tr><td>CG_IDT_DRL_TYPE_CD A</td><td></td><td>01-JAN-01</td><td>A</td><td>Funeral Duty</td><td>Funeral</td><td>14-</td></tr> <tr><td>CG_IDT_DRL_TYPE_CD B</td><td></td><td>01-JAN-01</td><td>A</td><td>IDT Single + Funeral</td><td>Single+FHD</td><td>14-</td></tr> <tr><td>CG_IDT_DRL_TYPE_CD C</td><td></td><td>01-JAN-01</td><td>A</td><td>IDT - Single</td><td>Single</td><td>14-</td></tr> <tr><td>CG_IDT_DRL_TYPE_CD D</td><td></td><td>01-JAN-01</td><td>A</td><td>IDT - Multiple</td><td>Multiple</td><td>14-</td></tr> <tr><td>CG_IDT_DRL_TYPE_CD E</td><td></td><td>01-JAN-01</td><td>A</td><td>RMP</td><td>RMP</td><td>14-</td></tr> <tr><td>CG_IDT_DRL_TYPE_CD F</td><td></td><td>01-JAN-01</td><td>A</td><td>ATP - Single</td><td>ATP-Single</td><td>14-</td></tr> <tr><td>CG_IDT_DRL_TYPE_CD G</td><td></td><td>01-JAN-01</td><td>A</td><td>ATP - Multiple</td><td>ATP-Multi</td><td>14-</td></tr> <tr><td>CG_IDT_DRL_TYPE_CD H</td><td></td><td>01-JAN-01</td><td>A</td><td>IDT Single + ATP Single</td><td>IDT + ATP</td><td>14-</td></tr> <tr><td>CG_IDT_DRL_TYPE_CD I</td><td></td><td>01-JAN-01</td><td>A</td><td>EBDL</td><td>EBDL</td><td>14-</td></tr> </tbody> </table> <table border="1" data-bbox="316 1059 1369 1256"> <thead> <tr> <th>FIELDNAME</th> <th>FIELDVALUE</th> <th>EFFDT</th> <th>EFF_STATUS</th> <th>XLATLONGNAME</th> <th>XLATSHORTNAME</th> <th>LA</th> </tr> </thead> <tbody> <tr><td>CG_IDT_DRL_STAT_CD C</td><td></td><td>01-JAN-01</td><td>A</td><td>Completed</td><td>Completed</td><td>1</td></tr> <tr><td>CG_IDT_DRL_STAT_CD S</td><td></td><td>01-JAN-01</td><td>A</td><td>Scheduled</td><td>Scheduled</td><td>1</td></tr> <tr><td>CG_IDT_DRL_STAT_CD U</td><td></td><td>01-JAN-01</td><td>A</td><td>Unexcused</td><td>Unexcused</td><td>1</td></tr> <tr><td>CG_IDT_DRL_STAT_CD W</td><td></td><td>01-JAN-01</td><td>A</td><td>Cancelled</td><td>Cancelled</td><td>1</td></tr> </tbody> </table>	FIELDNAME	FIELDVALUE	EFFDT	EFF_STATUS	XLATLONGNAME	XLATSHORTNAME	LA	CG_IDT_DRL_TYPE_CD J		01-JUN-23	A	AFTP - Single	AFTP-Singl	19-	CG_IDT_DRL_TYPE_CD K		01-JUN-23	A	AFTP - Multiple	AFTP-Multi	19-	CG_IDT_DRL_TYPE_CD L		01-JUN-23	A	IDT Single + AFTP Single	IDT+AFTP	19-	CG_IDT_DRL_TYPE_CD M		01-JUN-23	A	AFTP Single + ATP Single	AFTP+ATP	19-	CG_IDT_DRL_TYPE_CD N		01-JUN-23	A	AFTP Single + Funeral	AFTP+FHD	19-	CG_IDT_DRL_TYPE_CD A		01-JAN-01	A	Funeral Duty	Funeral	14-	CG_IDT_DRL_TYPE_CD B		01-JAN-01	A	IDT Single + Funeral	Single+FHD	14-	CG_IDT_DRL_TYPE_CD C		01-JAN-01	A	IDT - Single	Single	14-	CG_IDT_DRL_TYPE_CD D		01-JAN-01	A	IDT - Multiple	Multiple	14-	CG_IDT_DRL_TYPE_CD E		01-JAN-01	A	RMP	RMP	14-	CG_IDT_DRL_TYPE_CD F		01-JAN-01	A	ATP - Single	ATP-Single	14-	CG_IDT_DRL_TYPE_CD G		01-JAN-01	A	ATP - Multiple	ATP-Multi	14-	CG_IDT_DRL_TYPE_CD H		01-JAN-01	A	IDT Single + ATP Single	IDT + ATP	14-	CG_IDT_DRL_TYPE_CD I		01-JAN-01	A	EBDL	EBDL	14-	FIELDNAME	FIELDVALUE	EFFDT	EFF_STATUS	XLATLONGNAME	XLATSHORTNAME	LA	CG_IDT_DRL_STAT_CD C		01-JAN-01	A	Completed	Completed	1	CG_IDT_DRL_STAT_CD S		01-JAN-01	A	Scheduled	Scheduled	1	CG_IDT_DRL_STAT_CD U		01-JAN-01	A	Unexcused	Unexcused	1	CG_IDT_DRL_STAT_CD W		01-JAN-01	A	Cancelled	Cancelled	1
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