Reserve Orders Extract Report

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

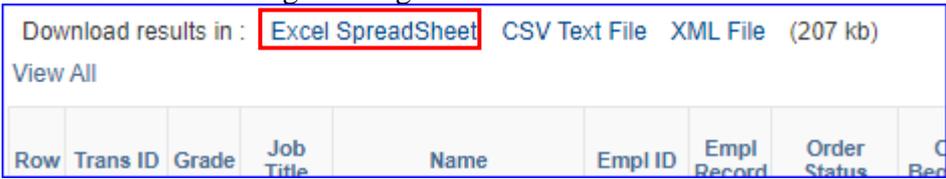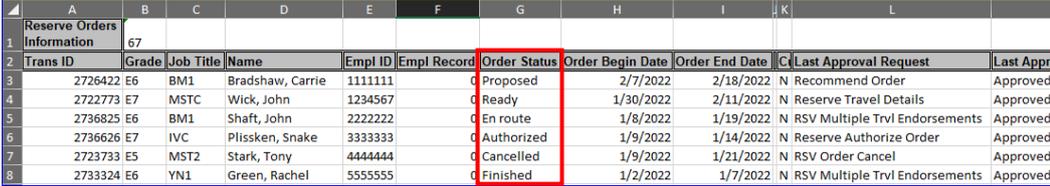|	
Information	This report identifies the status of all upcoming Reserve Orders within a DXR. It is recommended that Units/SPOs run this report at least once a week to see which orders require action. The following user roles have access to this report: • CGHRS • CGHRSUP • CGHRSVW • CGRSVISC • CGRSVMGR • CGSSCMD • Payroll Accounting Technician/Manager

Procedures	See below.

Step	Action
1	Navigate to: **NavBar icon** > **Menu**> Reserve Activities > Reports > **Reserve Orders Extract**.

Reserve Orders Extract Report, Continued

Procedures, continued

Step	Action
2	The report parameters will display. Enter a date range in the **Begin Date not less than** and the **End Date not greater than** fields. Enter the **Budget Department** (DXR's Dept ID). Click **View Results**. **CG_RSV_ORDERS_EXTRACT - Reserve Orders Information** Empl ID [ ] 🔍 Order Status [ ] 🔍 Duty Type [ ] 🔍 Begin Date not less than [01/01/2022] 📅 End Date not greater than [02/28/2022] 📅 Duty Department [ ] 🔍 Budget Department [008176] 🔍 Contigency ID [ ] 🔍 Term of Orders [ ] Funding Department [ ] 🔍 Name [ ] [View Results]
3	The results will display. Select **Excel SpreadSheet** to download the results to allow for easier sorting/filtering. Download results in : [Excel SpreadSheet] CSV Text File XML File (207 kb) View All Row | Trans ID | Grade | Job Title | Name | Empl ID | Empl Record | Order Status | ...
4	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. | Trans ID	Grade	Job Title	Name	Empl ID	Empl Record	Order Status	Order Begin Date	Order End Date	C	Last Approval Request	Last Appro
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2726422	E6	BM1	Bradshaw, Carrie	1111111	0	Proposed	2/7/2022	2/18/2022	N	Recommend Order	Approved
2722773	E7	MSTC	Wick, John	1234567	0	Ready	1/30/2022	2/11/2022	N	Reserve Travel Details	Approved
2736825	E6	BM1	Shaft, John	2222222	0	En route	1/8/2022	1/19/2022	N	RSV Multiple Trvl Endorsements	Approved
2736626	E7	IVC	Plissken, Snake	3333333	0	Authorized	1/9/2022	1/14/2022	N	Reserve Authorize Order	Approved
2723733	E5	MST2	Stark, Tony	4444444	0	Cancelled	1/9/2022	1/21/2022	N	RSV Order Cancel	Approved
2733324	E6	YN1	Green, Rachel	5555555	0	Finished	1/2/2022	1/7/2022	N	RSV Multiple Trvl Endorsements	Approved	

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.