

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

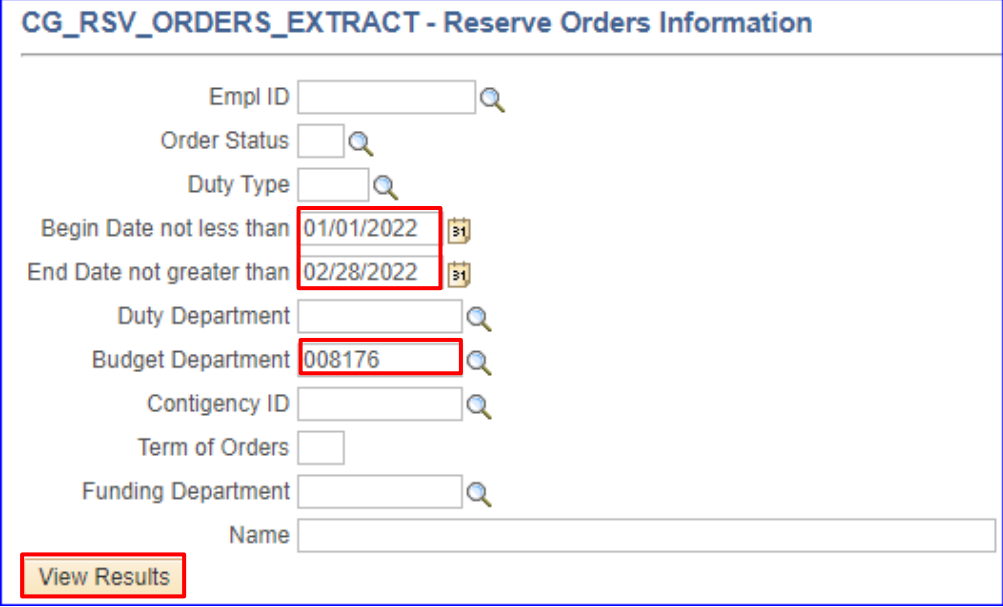
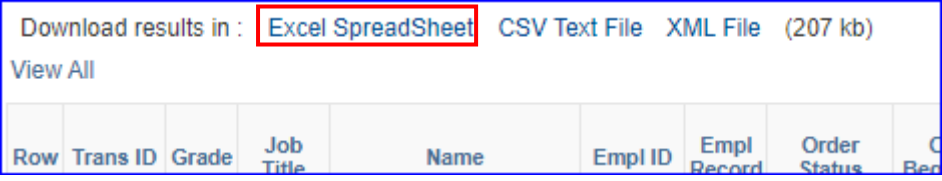
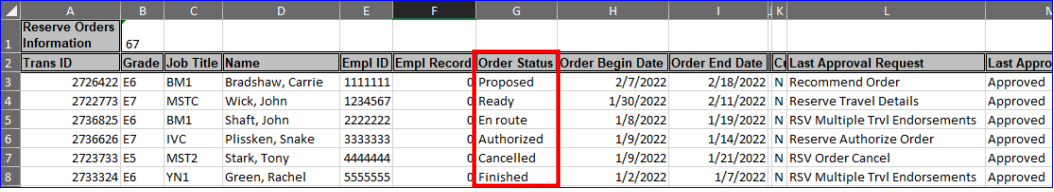
Procedures See below.

Step	Action
1	<p>Under the Menu located on the My Page tab, navigate to: Reserve Activities > Reports > Reserve Orders Extract.</p>  <p>The screenshot shows a 'Menu' section with a search bar and a list of categories. The 'Reserve Activities' category is expanded to show a 'Reports' sub-menu. Within this sub-menu, 'Reserve Orders Extract' is highlighted with a red rectangular box. Other items in the sub-menu include 'View Member Drills', 'RSV Ords w/ Invalid Accounting', 'Amended Reserve Orders', 'RSV order discrepancies', 'R-CRSP Report', and 'Drill / ADT Audit Report'.</p>

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Procedures,
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Step	Action																																																																													
2	<p>The report parameters will display. Enter a date range in the Begin Date not less than and End Date not greater than fields. Enter the Budget Department (DXR's Dept ID). Click View Results.</p> 																																																																													
3	<p>The results will display. Select Excel Spreadsheet to download the results to allow for easier sorting/filtering.</p>  <table border="1" data-bbox="331 1422 1276 1496"> <thead> <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>Last Approval Request</th> <th>Last Appro</th> </tr> </thead> </table>	Row	Trans ID	Grade	Job Title	Name	Empl ID	Empl Record	Order Status	Order Begin Date	Order End Date	Last Approval Request	Last Appro																																																																	
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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>  <table border="1" data-bbox="331 1641 1388 1832"> <thead> <tr> <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>Last Approval Request</th> <th>Last Appro</th> </tr> </thead> <tbody> <tr> <td>2726422</td> <td>E6</td> <td>BM1</td> <td>Bradshaw, Carrie</td> <td>1111111</td> <td></td> <td>Proposed</td> <td>2/7/2022</td> <td>2/18/2022</td> <td>N Recommend Order</td> <td>Approved</td> </tr> <tr> <td>2722773</td> <td>E7</td> <td>MSTC</td> <td>Wick, John</td> <td>1234567</td> <td></td> <td>Ready</td> <td>1/30/2022</td> <td>2/11/2022</td> <td>N Reserve Travel Details</td> <td>Approved</td> </tr> <tr> <td>2736825</td> <td>E6</td> <td>BM1</td> <td>Shaft, John</td> <td>2222222</td> <td></td> <td>En route</td> <td>1/8/2022</td> <td>1/19/2022</td> <td>N RSV Multiple Trvl Endorsements</td> <td>Approved</td> </tr> <tr> <td>2736626</td> <td>E7</td> <td>IVC</td> <td>Plissken, Snake</td> <td>3333333</td> <td></td> <td>Authorized</td> <td>1/9/2022</td> <td>1/14/2022</td> <td>N Reserve Authorize Order</td> <td>Approved</td> </tr> <tr> <td>2723733</td> <td>E5</td> <td>MST2</td> <td>Stark, Tony</td> <td>4444444</td> <td></td> <td>Cancelled</td> <td>1/9/2022</td> <td>1/21/2022</td> <td>N RSV Order Cancel</td> <td>Approved</td> </tr> <tr> <td>2733324</td> <td>E6</td> <td>YN1</td> <td>Green, Rachel</td> <td>5555555</td> <td></td> <td>Finished</td> <td>1/2/2022</td> <td>1/7/2022</td> <td>N RSV Multiple Trvl Endorsements</td> <td>Approved</td> </tr> </tbody> </table>	Trans ID	Grade	Job Title	Name	Empl ID	Empl Record	Order Status	Order Begin Date	Order End Date	Last Approval Request	Last Appro	2726422	E6	BM1	Bradshaw, Carrie	1111111		Proposed	2/7/2022	2/18/2022	N Recommend Order	Approved	2722773	E7	MSTC	Wick, John	1234567		Ready	1/30/2022	2/11/2022	N Reserve Travel Details	Approved	2736825	E6	BM1	Shaft, John	2222222		En route	1/8/2022	1/19/2022	N RSV Multiple Trvl Endorsements	Approved	2736626	E7	IVC	Plissken, Snake	3333333		Authorized	1/9/2022	1/14/2022	N Reserve Authorize Order	Approved	2723733	E5	MST2	Stark, Tony	4444444		Cancelled	1/9/2022	1/21/2022	N RSV Order Cancel	Approved	2733324	E6	YN1	Green, Rachel	5555555		Finished	1/2/2022	1/7/2022	N RSV Multiple Trvl Endorsements	Approved
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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.
