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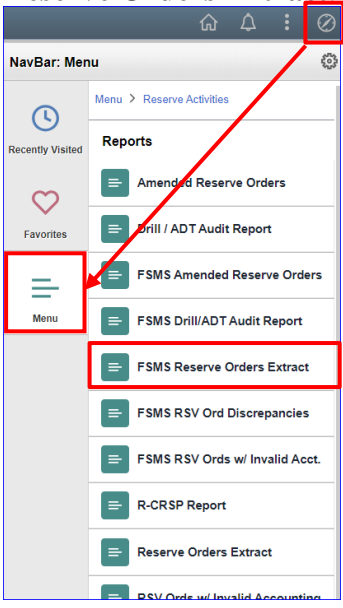
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|---|---|
| **Introduction** | This guide provides the procedures for running the FSMS Reserve Orders Extract report in Direct Access (DA). |

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|---|---|
| **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: |

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

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

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|---|---|
| **Procedures** | See below. |

| Step | Action |
|---|---|
| 1 | Navigate to: **NavBar icon** > **Menu**> Reserve Activities > Reports > **FSMS Reserve Orders Extract**.<br> |

## FSMS Reserve Orders Extract Report, Continued

**Procedures**,
continued

| Step | Action |
|------|--------|
| 2 | Enter a date range in the **Begin Date not less than** and the **End Date not greater than** fields.<br>• Command or SPO users, enter the **Duty Department**.<br>• DXR, DOL, (LOGCOM), and PAC 13, enter the **Budget Department**.<br>Click **View Results**.<br><br>CG_FMS_RSV_ORDERS_EXTRACT - FSMS Reserve Orders Info.<br><br>Empl ID [ ]<br>Order Status [ ]<br>Duty Type [ ]<br>*Begin Date not less than 03/01/2024<br>*End Date not greater than 05/31/2024<br>Duty Department 007289<br>Budget Department 008144<br>Contigency ID [ ]<br>Term of Orders [ ]<br>Funding Department [ ]<br>Name [ ]<br><br>View Results |
| 3 | The results will display. Select **Excel SpreadSheet** to download the results for easier sorting/filtering.<br><br>Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)<br>View All<br><br>Row \| Trans ID \| Grade \| Job Title \| Name \| Empl ID \| Empl Record \| Order Status \| Order Begin Date |
| 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.<br><br>Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)<br>View All<br><br>Row: 1 \| Trans ID: 2915972 \| Grade: E5 \| Job Title: MST2 \| Name: Reynolds Malcome \| Empl ID: 1234567 \| Empl Record: 0 \| Order Status: Ready \| Order Begin Date: 03/11/2024 \| Order End Date: 03/16/2024 \| Alternate ID: \| Currently In Amend Mode: N \| Last Approval Request: Reserve Travel Details \| Last Approval Status: Approved \| Last Approval Requestor OPRID: 1233456 \| Last Approval Requestor Name: Inara Serra |

# 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. | |