

SSoA Payables & Travel Reports Catalog

Report	Link	Description
PAYABLES		
Average Current Processing Times	Daily Report	Calculates the average current processing times for each document type submitted via the portal.
Returned to Department	Hourly Report	Identifies a department's payable portal tickets where SSoA is unable to process the invoice, has reached out to the department and is awaiting a response.
Open Tickets by Department Division	Daily Report	Lists a department's pending payable tickets, the status, and if available the IRIS document number.
Expedited Open Tickets by Department Division	Daily Report	Lists a department's pending <u>expedited</u> payable tickets, the expedited justification, the status, and if available the IRIS document number.
Closed Tickets by Department Division	Daily Report	Lists a department's processed payable tickets, the IRIS document number, and the date the ticket was closed.
Expedited Closed Tickets by Department Division	Daily Report	Lists a department's processed <u>expedited</u> payable tickets, the expedited justification, the IRIS document number, and the date the ticket was closed.
TRAVEL		
Travel Reports: <ul style="list-style-type: none"> • TAPO Aging • Final TA • In Process • TAPO Details 	Weekly Report	TAPO Aging: List of trips where SSOA is awaiting receipts from departments. Final TA: Lists all trips processed by SSOA since 7/1/2019. In Process: Lists the trips currently in process and being reconciled by SSOA (receipts received but not yet closed). TAPO Details: All SSOA FY20 & FY21 TAPO requests with the associated status.
Travel Dashboard	Weekly Report	Current processing times, the number of overdue trips for both SSOA and each Department, and trip volume.
Returned to Department	Hourly Report	Identifies a department's travel portal tickets where SSoA is unable to process the travel, has reached out to the department and is awaiting a response
Travel Tickets by Department Division	Daily Report	Lists all department's travel portal tickets, the ticket status, and the associated TAPO and TRQS number. Can search by TAPO or TRQS number.
Executive Travel Tickets by Department Division	Hourly Report	Lists all executive travel portal tickets a department has submitted, the executive travel reason, the status of the ticket, and the TAPO and TRQS number.
PAYABLES & TRAVEL		
OTPAY Report	Weekly Report	Division of Finance Report listing all employee reimbursements paid via OTPAYs.
Outstanding PCard Pivot	Weekly Report	Summary of all outstanding pending PCard transactions.