STMS REPORTS LIST

Reports by Agency

➢ Travel Expenditures by Agency
  o Report Name in STMS:
    ▪ Completed Travel by Agency Detail
    ▪ Completed Travel by Agency Summary

➢ Quarterly Travel Report by Department
  o Report Name in STMS:
    ▪ Agency Travel FQ Matrix

➢ Monthly Travel Report by Agency
  o Report Name in STMS:
    ▪ Monthly Travel Report
    ▪ Monthly Travel Report per Agency

➢ Annual Travel Expense by Agency
  o Report Name in STMS:
    ▪ Annual Travel Report FY
    ▪ Annual Travel Report FY Matrix

➢ Senior Management Quarterly Expenditures by Agency
  o Report Name in STMS:
    ▪ Quarterly Leadership Travel Report

Approvers and Agency Administrator User Reports

➢ Approvers List by Agency
  o Report Name in STMS:
    ▪ Approvers

➢ Completed Travel Forms by Agency
  o Report Name in STMS:
    ▪ Completed Travel by Agency Detail
    ▪ Completed Travel by Agency Summary
  o Authorization
    ▪ Report Name in STMS:
      • Authorizations per Agency
      • Authorization per Agency Matrix
  o Advance
    ▪ Report Name in STMS:
      • Advances per Agency Detail
      • Advances per Agency Matrix Summary
  o Reimbursement/Reimbursement with General Authorization
    ▪ Report Name in STMS:
      • Reimbursement Matrix
- Reimbursements per Agency Detail
- Reimbursements per Agency Summary

- Trip Forms Report by Status
  - Canceled Trip Forms
    - Report Name in STMS:
      - Cancelled Travel by Agency
      - Cancelled Travel by Agency Matrix

- Proxy Traveler Report
  - Report Name in STMS:
    - Proxy Traveler Report

- Users without a Contact
  - Report Name in STMS:
    - User Accounts without FLAIR Contacts

- All Users Report
  - Report Name in STMS:
    - All System Users
    - Users OLO Report

**Fiscal Auditor Reports**

- Expenditures by Budget Year
  - Report Name in STMS:
    - Expense Analysis Detail by Employee

- Voucher Summary Report
  - Report Name in STMS:
    - Voucher Audit Summary

- Travel History Report by Employee
  - Report Name in STMS:
    - Employee Annual Expense Report
    - Expense Analysis Detail by Employee

**Traveler (Employee) User Reports**

- Annual Expense Report
  - Report Name in STMS:
    - Annual Travel Report FY
    - Annual Travel Report FY Matrix

- Expense Analysis Detail by Employee
  - Report Name in STMS:
    - Expense Analysis Detail by Employee