

Government Travel Charge Card

Overview

Introduction This guide provides the procedures for a Personnel & Admin (P&A) Office/SPO to view a member's credit card data and credit card balance in Direct Access (DA).


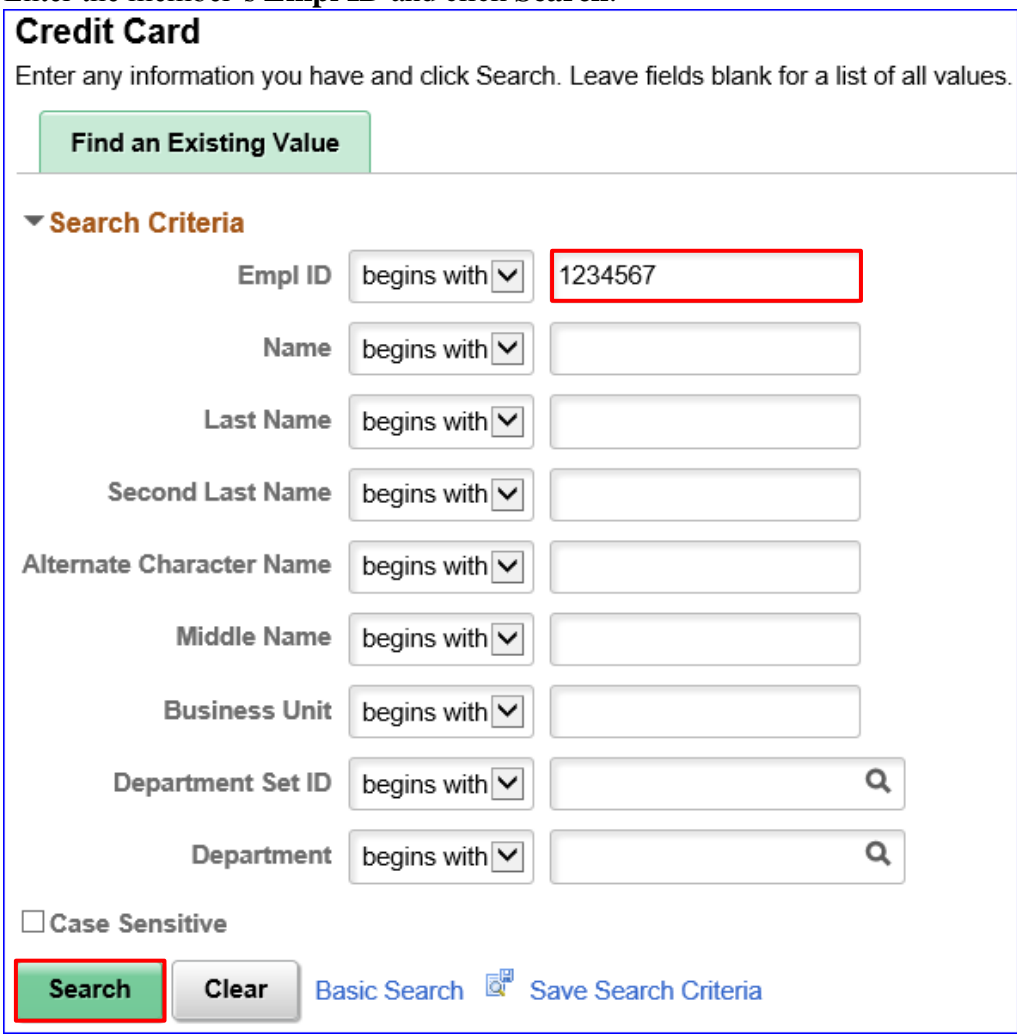
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View a Member's Credit Card Data

Introduction This section provides the procedures for a P&A Office/SPO to view a member's credit card data in Direct Access (DA).

Procedures See below.

Step	Action
1	<p>Select Credit Card Data from the Travel Charge Card Program pagelet.</p>  <p>The screenshot shows a pagelet titled "Travel Charge Card Program" with a gear icon and a dropdown arrow. Below the title, there are two buttons: "Credit Card Data" (highlighted with a red box) and "Business Expenses".</p>
2	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows a search form titled "Credit Card" with the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a green button labeled "Find an Existing Value". Below this is a section titled "Search Criteria" with a dropdown arrow. It contains several search criteria, each with a "begins with" dropdown and a text input field:</p> <ul style="list-style-type: none"> Empl ID: begins with [dropdown] [1234567] (highlighted with a red box) Name: begins with [dropdown] [input field] Last Name: begins with [dropdown] [input field] Second Last Name: begins with [dropdown] [input field] Alternate Character Name: begins with [dropdown] [input field] Middle Name: begins with [dropdown] [input field] Business Unit: begins with [dropdown] [input field] Department Set ID: begins with [dropdown] [input field] [magnifying glass icon] Department: begins with [dropdown] [input field] [magnifying glass icon] <p>At the bottom, there is a checkbox for "Case Sensitive", a red-bordered "Search" button, a "Clear" button, and links for "Basic Search" and "Save Search Criteria".</p>

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View a Member's Credit Card Data, Continued

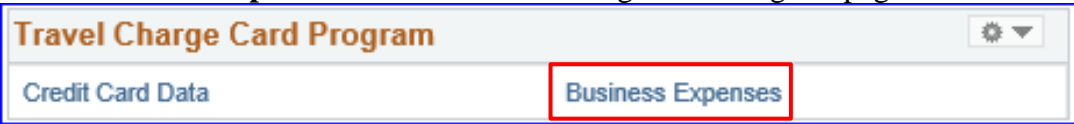
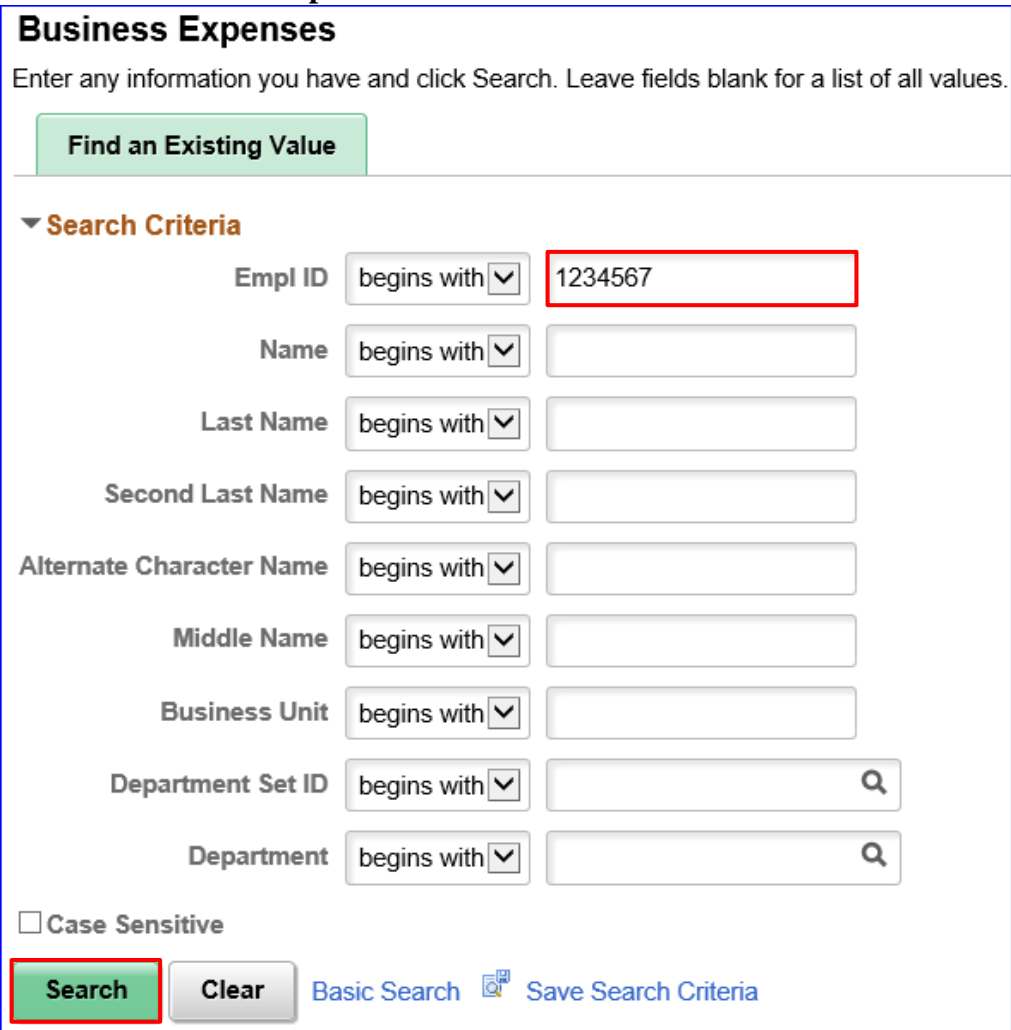
Procedures,
continued

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3	<p>The member's Employee Credit Card data will be displayed.</p> <div data-bbox="316 524 1396 1064" style="border: 1px solid black; padding: 5px;"> <p>Maintain Employee Credit Card</p> <p><u>Oliver Twist</u> Person ID 1234567</p> <hr/> <p>Credit Card Data Q << < 1 of 1 > >> View All</p> <table border="0" style="width: 100%;"> <tr> <td>Business Unit</td> <td>00010</td> <td></td> <td></td> </tr> <tr> <td>Credit Card Vendor</td> <td>COMON</td> <td></td> <td></td> </tr> <tr> <td>Card Type</td> <td>Visa</td> <td></td> <td></td> </tr> <tr> <td>Credit Card Number</td> <td>XXXXXXXXXXXX6543</td> <td>Function</td> <td>Individually Billed Account</td> </tr> <tr> <td>Issued Date</td> <td>10/09/2008</td> <td>Expiration Date</td> <td>10/31/2020</td> </tr> <tr> <td>Limit Amount</td> <td>5000.00</td> <td>Currency</td> <td>USD</td> </tr> <tr> <td>Limit Per Trans</td> <td></td> <td>Bill To</td> <td>Employee</td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> </p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Business Unit</td> <td>00010 for Active Coast Guard Units</td> </tr> <tr> <td>Credit Card Vendor</td> <td>Name of the credit card company</td> </tr> <tr> <td>Card Type</td> <td>Type of credit card, i.e. Visa, MasterCard, Amex, etc.</td> </tr> <tr> <td>Credit Card Number</td> <td>Last four digits of member's credit card number</td> </tr> <tr> <td>Issued Date</td> <td>The date the credit card was issued to member</td> </tr> <tr> <td>Limit Amount</td> <td>Current credit card limit</td> </tr> <tr> <td>Limit Per Trans</td> <td>N/A</td> </tr> <tr> <td>Function</td> <td>Indicates how the account is billed</td> </tr> <tr> <td>Expiration Date</td> <td>The date the credit card expires</td> </tr> <tr> <td>Currency</td> <td>The currency type (USD = U.S. dollar)</td> </tr> <tr> <td>Bill To</td> <td>Who the account is billed to</td> </tr> </tbody> </table>	Business Unit	00010			Credit Card Vendor	COMON			Card Type	Visa			Credit Card Number	XXXXXXXXXXXX6543	Function	Individually Billed Account	Issued Date	10/09/2008	Expiration Date	10/31/2020	Limit Amount	5000.00	Currency	USD	Limit Per Trans		Bill To	Employee	Field	Description	Business Unit	00010 for Active Coast Guard Units	Credit Card Vendor	Name of the credit card company	Card Type	Type of credit card, i.e. Visa, MasterCard, Amex, etc.	Credit Card Number	Last four digits of member's credit card number	Issued Date	The date the credit card was issued to member	Limit Amount	Current credit card limit	Limit Per Trans	N/A	Function	Indicates how the account is billed	Expiration Date	The date the credit card expires	Currency	The currency type (USD = U.S. dollar)	Bill To	Who the account is billed to
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View a Member's Credit Card Balance

Introduction This section provides the procedures for a P&A Office/SPO to view a member's credit card balance in Direct Access (DA).

Procedures See below.

Step	Action
1	<p>Select Business Expenses from the Travel Charge Card Program pagelet.</p>  <p>The screenshot shows a pagelet titled "Travel Charge Card Program" with a gear icon and a dropdown arrow. Below the title are two tabs: "Credit Card Data" and "Business Expenses". The "Business Expenses" tab is highlighted with a red box.</p>
2	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows the "Business Expenses" search interface. It includes a "Find an Existing Value" button, a "Search Criteria" section with various dropdown menus and text input fields, and a "Search" button highlighted with a red box. The "Empl ID" field is set to "1234567" and is also highlighted with a red box. Other fields include Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Business Unit, Department Set ID, and Department. There are also checkboxes for "Case Sensitive" and "Basic Search", and a "Save Search Criteria" button.</p>

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View a Member's Credit Card Balance, Continued

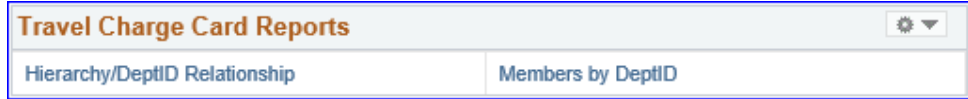
Procedures,
continued

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3	<p>The member's credit card balance(s) will display. The Expense Period End Date indicates the date of the report. Click the Expand All link to view all the fields.</p> <p>Note: The data provided by this report is updated monthly.</p> <div data-bbox="316 622 1393 1267" style="border: 1px solid black; padding: 5px;"> <p>Business Expenses</p> <p><u>Oliver Twist</u> Employee Person ID 1234567 Empl Record 1</p> <p>Employee Business Expense Time 1 of 1 View All</p> <p>Expense Period End Date 04/28/2019</p> <p>Business Expense Details</p> <p>Expense Dept ID ▶</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Charge Date</th> <th>Expense Code</th> <th>Expense Amount</th> <th>Currency Code</th> <th>Business Purpose</th> </tr> </thead> <tbody> <tr> <td>04/28/2019</td> <td>91+ Days PD</td> <td></td> <td>USD</td> <td>Open</td> </tr> <tr> <td>04/28/2019</td> <td>90 Days PD</td> <td></td> <td>USD</td> <td>Open</td> </tr> <tr> <td>04/28/2019</td> <td>60 Days PD</td> <td></td> <td>USD</td> <td>Open</td> </tr> <tr> <td>04/28/2019</td> <td>30 Days PD</td> <td></td> <td>USD</td> <td>Open</td> </tr> <tr> <td>04/28/2019</td> <td>Amount Due</td> <td></td> <td>USD</td> <td>Open</td> </tr> <tr> <td>04/28/2019</td> <td>Hierarchy</td> <td></td> <td>USD</td> <td>31423</td> </tr> </tbody> </table> <p style="text-align: center;"> Save Return to Search Previous in List Next in List Notify </p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Charge Date</td> <td>Will default to the current date</td> </tr> <tr> <td rowspan="5">Expense Code</td> <td>120+ Days PD = between 91 to 120+ days past due</td> </tr> <tr> <td>90 Days PD = between 61 and 90 days past due</td> </tr> <tr> <td>60 Days PD = between 31 and 60 days past due</td> </tr> <tr> <td>30 Days PD = up to 30 days past due</td> </tr> <tr> <td>Amount Due = the current amount due (not past due)</td> </tr> <tr> <td></td> <td>Hierarchy = blank (there is no expense associated with this)</td> </tr> <tr> <td>Expense Amount</td> <td>The current amount due at this stage</td> </tr> <tr> <td>Currency Code</td> <td>USD indicates U.S. dollars</td> </tr> <tr> <td rowspan="4">Business Purpose</td> <td>Open = account is in favorable standing</td> </tr> <tr> <td>Suspended = account is more than 60 days past due</td> </tr> <tr> <td>Closed = account is closed and the bank or card vendor cannot accept any more charges for this account</td> </tr> <tr> <td>5-digit number is the credit card vendor's reporting Hierarchy code</td> </tr> </tbody> </table>	Charge Date	Expense Code	Expense Amount	Currency Code	Business Purpose	04/28/2019	91+ Days PD		USD	Open	04/28/2019	90 Days PD		USD	Open	04/28/2019	60 Days PD		USD	Open	04/28/2019	30 Days PD		USD	Open	04/28/2019	Amount Due		USD	Open	04/28/2019	Hierarchy		USD	31423	Field	Description	Charge Date	Will default to the current date	Expense Code	120+ Days PD = between 91 to 120+ days past due	90 Days PD = between 61 and 90 days past due	60 Days PD = between 31 and 60 days past due	30 Days PD = up to 30 days past due	Amount Due = the current amount due (not past due)		Hierarchy = blank (there is no expense associated with this)	Expense Amount	The current amount due at this stage	Currency Code	USD indicates U.S. dollars	Business Purpose	Open = account is in favorable standing	Suspended = account is more than 60 days past due	Closed = account is closed and the bank or card vendor cannot accept any more charges for this account	5-digit number is the credit card vendor's reporting Hierarchy code
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Travel Charge Card Reports

Introduction This section of the guide explains the types of travel charge card reports available in Direct Access (DA).

Travel Charge Card Reports



Report	Description
Hierarchy/DeptID Relationship	<p>This report generates a list of hierarchy codes and their associated departments for Travel Charge Card (TCC) Administrators. This program level report is produced from information stored in the Reporting Hierarchy Tree and may be used to validate data input into the tree. This report information may be uploaded to the USCG Government Travel Charge Card web site for access by TCC Coordinators and Commands for identifying which departments are located under what hierarchy code.</p> <p>The results of the report may be downloaded to allow for easier viewing/sorting/filtering.</p> <p>CG_TCC_HIERARCHY_TREE_LISTING- Hierarchy/DeptID Relationship</p> <p>Download results in : Excel Spreadsheet CSV Text File XML File (1052 kb)</p> <p>View All</p>

Continued on next page

Travel Charge Card Reports, Continued

Travel Charge Card Reports, continued

Report	Description
Members by DeptID	<p>This report generates a list of members and employees with travel charge cards based on their Department ID. This report is used to identify:</p> <ul style="list-style-type: none"> • Accounts that may be past due (it is recommended that this report be run monthly). • A travel charge card holder who may not be in the correct hierarchy code at the TCC bank. Departments are assigned to hierarchy codes by the TCC Coordinators and Commands to track TCC usage. <p>Enter the Dept ID and click View Results. The results of the report may be downloaded to allow for easier viewing/sorting/filtering.</p> <div data-bbox="762 965 1391 1120" style="border: 1px solid black; padding: 5px;"> <p>CG_TCC_MEMBERS_BY_DEPTID - Members by DeptID</p> <hr/> <p>Dept ID <input type="text" value="000450"/></p> <p><input type="button" value="View Results"/></p> <p>Download results in : Excel SpreadSheet CSV Text File XML File (71 kb)</p> </div>