

Government Travel Charge Card

Overview

Introduction This guide provides the procedures for a member to view their Government Travel Charge Card data (GTCC) and their Government Travel Charge Card balance in Direct Access (DA).

Important Information Updating a home or mailing address in Direct Access does **NOT** update the mailing address of the GTCC. The credit card company **MUST** be notified directly of any address changes.

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My Credit Card Data

Introduction This section provides the procedures for a member to view their Government Travel Charge Card (GTCC) data in Direct Access (DA).

Address Changes Updating a home or mailing address in Direct Access does **NOT** update the mailing address of the GTCC. The credit card company **MUST** be notified directly of any address changes.


Procedures See below.

Step	Action
1	<p>Select 7 More ... under View in the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a list of tasks on the left and a 'View' column on the right. The '7 More...' link at the bottom of the 'View' column is highlighted with a red box.</p>
2	<p>Select My Credit Card Data.</p>  <p>The screenshot shows the 'CG AD Self Service: Employee' page with a grid of service options. The 'My Credit Card Data' option is highlighted with a red box.</p>

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My Credit Card Data, Continued

Procedures,
continued


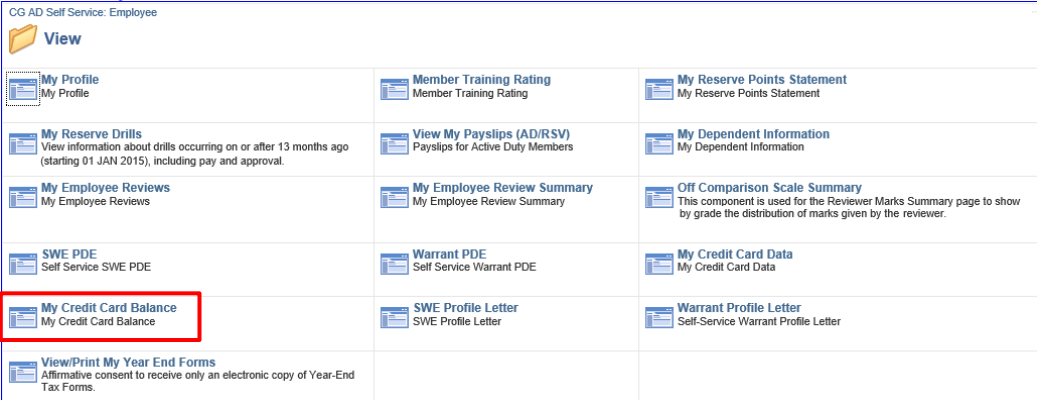
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<p>3</p>	<p>The Credit Card data will display.</p> <div data-bbox="343 526 1380 1019" style="border: 1px solid black; padding: 5px;"> <p>Maintain Employee Credit Card</p> <p>Temperance Brennan Person ID 9876543</p> <hr/> <p>Credit Card Data Q << < 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>XXXXXXXXXXXX1234</td> <td>Function</td> <td>Individually Billed Account</td> </tr> <tr> <td>Issued Date</td> <td>09/08/2017</td> <td>Expiration Date</td> <td>09/30/2020</td> </tr> <tr> <td>Limit Amount</td> <td>1.00</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="Notify"/> </p> </div> <p>Refer to the table below for descriptions of the data fields.</p> <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 are displayed</td> </tr> <tr> <td>Issued Date</td> <td>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>Date the current credit card expires</td> </tr> <tr> <td>Currency</td> <td>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	XXXXXXXXXXXX1234	Function	Individually Billed Account	Issued Date	09/08/2017	Expiration Date	09/30/2020	Limit Amount	1.00	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 are displayed	Issued Date	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	Date the current credit card expires	Currency	Currency type (USD = U.S. dollar)	Bill To	Who the account is billed to
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My Credit Card Balance

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Procedures See below.

Step	Action
1	<p>Select the 7 More... under View in the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a list of tasks on the left and a 'View' column on the right. The '7 More...' link at the bottom of the 'View' column is highlighted with a red box.</p>
2	<p>Select My Credit Card Balance.</p>  <p>The screenshot shows the 'CG AD Self Service: Employee' page with a 'View' button and a grid of links. The 'My Credit Card Balance' link is highlighted with a red box.</p>

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My Credit Card Balance, Continued

Procedures,
continued

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3	<p>The Credit Card balance(s) will display. The Expense Period End Date indicates the date of the report. See below for an explanation of each data field.</p> <div data-bbox="343 539 1385 1238" style="border: 1px solid black; padding: 5px;"> <p>My Credit Card Balance</p> <p>Temperance Brennan Employee Empl ID 9876543 Empl Record 0</p> <p>Employee Business Expense Time 1 of 1 View All</p> <p style="border: 1px solid red; padding: 2px;">Expense Period End Date 04/28/2019</p> <p>Business Expense Details 1-6 of 6</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Expense</th> <th>Dept ID</th> <th colspan="3"></th> </tr> <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>Hierarchy</td> <td></td> <td>USD</td> <td>31423</td> </tr> <tr> <td>04/28/2019</td> <td>Amount Due</td> <td>573.34</td> <td>USD</td> <td>Open</td> </tr> <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>60 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>30 Days PD</td> <td></td> <td>USD</td> <td>Open</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="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 date of the report (updated monthly)</td> </tr> <tr> <td rowspan="5">Expense Code</td> <td>Hierarchy = blank (no expense is associated with this)</td> </tr> <tr> <td>Amount Due = the current amount due (not past due)</td> </tr> <tr> <td>91+ Days PD = 91 or more days past due</td> </tr> <tr> <td>60 Days PD = between 31 and 60 days past due</td> </tr> <tr> <td>90 Days PD = between 61 and 90 days past due</td> </tr> <tr> <td></td> <td>30 Days PD = up to 30 days past due</td> </tr> <tr> <td>Expense Amount</td> <td>Current amount due at this stage (i.e. \$573.34 is the current amount due)</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>	Expense	Dept ID				Charge Date	Expense Code	Expense Amount	Currency Code	Business Purpose	04/28/2019	Hierarchy		USD	31423	04/28/2019	Amount Due	573.34	USD	Open	04/28/2019	91+ Days PD		USD	Open	04/28/2019	60 Days PD		USD	Open	04/28/2019	90 Days PD		USD	Open	04/28/2019	30 Days PD		USD	Open	Field	Description	Charge Date	Will default to the date of the report (updated monthly)	Expense Code	Hierarchy = blank (no expense is associated with this)	Amount Due = the current amount due (not past due)	91+ Days PD = 91 or more days past due	60 Days PD = between 31 and 60 days past due	90 Days PD = between 61 and 90 days past due		30 Days PD = up to 30 days past due	Expense Amount	Current amount due at this stage (i.e. \$573.34 is the current amount due)	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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