U.S. Coast Guard

User Guide – Command Role

36555 –Travel Charge Card Tracking,

Technology Refresh Sub-Project

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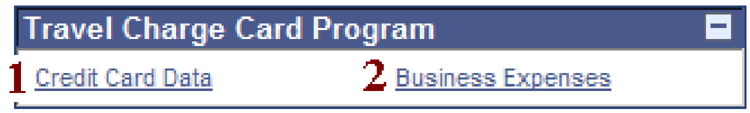
Navigation in Portal for Travel Charge Card

Navigation in V9.0 Portal is accomplished by clicking on the Portal short-cut links.

Travel Charge Card Program links are housed in the Travel Charge Card Program pagelet:

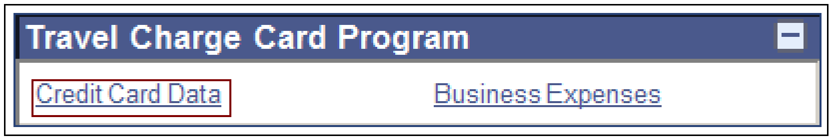
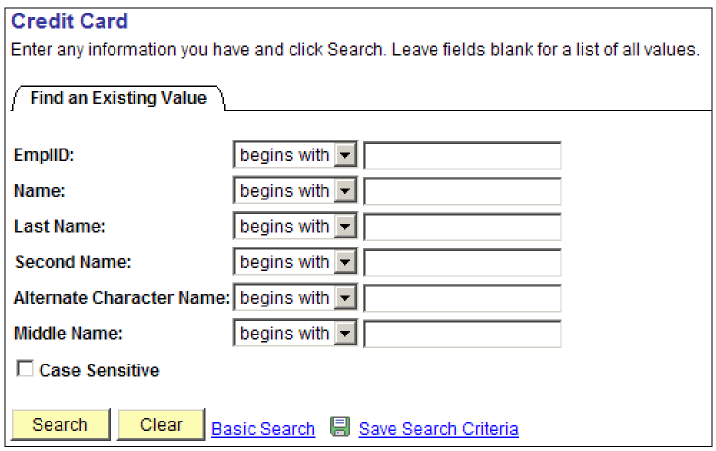


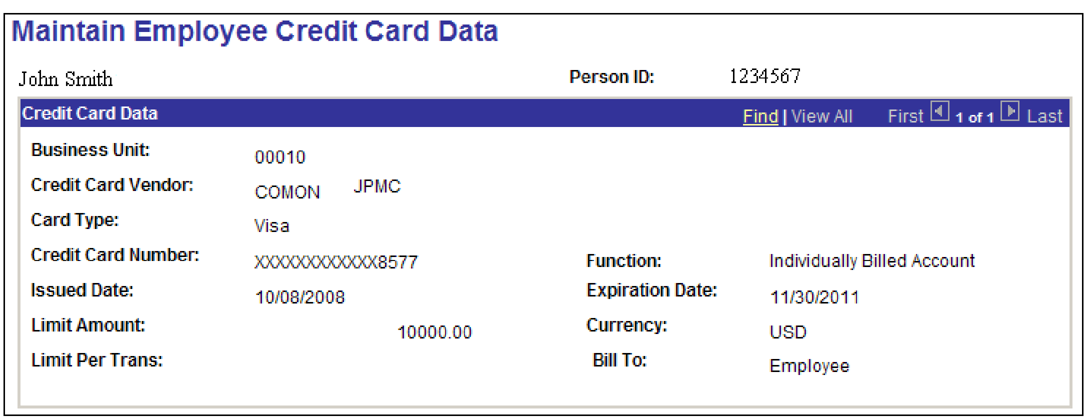
1. For individual Travel **Charge Card** account information, click on the Credit Card Data link.

2. For Travel Charge Card **Balance** data, click on the Business Expenses link.

How to View a Member's Credit Card Data

Purpose This functionality gives command users the ability to view a member's Travel Charge Card information. This information is *VIEW ONLY* and cannot be edited.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>To view a member's Travel Charge Card account information, click on the Credit Card Data link:

</td></tr>
<tr><td>2</td><td>You can search for a member by entering their EmplID, Name, and/or Last Name. Once entered, click the Search button:


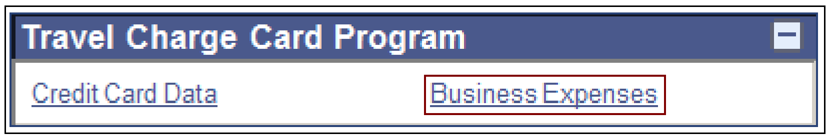
If a list populates, select the member from the Search Results.</td></tr>
<tr><td>3</td><td>The member's credit card information will display.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>Refer to the table below for descriptions of the data fields.
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Business Unit</td><td>'00010' for Active Coast Guard Units</td></tr>
<tr><td>Credit Card Vendor</td><td>Name of Credit Card Company</td></tr>
<tr><td>Card Type</td><td>Type of credit card - MasterCard, Visa, Amex, etc.</td></tr>
<tr><td>Credit Card Number</td><td>Last four digits of the credit card number</td></tr>
<tr><td>Issued Date</td><td>Issued Date. The date the card was issued. MM/DD/YYYY format</td></tr>
<tr><td>Limit Amount</td><td>Current credit limit amount.
Note: '0' is used to show no limit or a closed account. '1' is used when the account hasn't been activated.</td></tr>
<tr><td>Limit Per Trans</td><td>N/A</td></tr>
<tr><td>Function</td><td>Shows how the account is billed.</td></tr>
<tr><td>Expiration Date</td><td>The date the card expires. MM/DD/YYYY format</td></tr>
<tr><td>Currency</td><td>The currency type (USD = U.S. Dollars)</td></tr>
<tr><td>Bill To</td><td>Who the account is billed to.</td></tr>
</table>
</td></tr>
<tr><td>5</td><td>To return to the Homepage, click on the Home link located in the upper right-hand corner of the page.</td></tr>
</table>

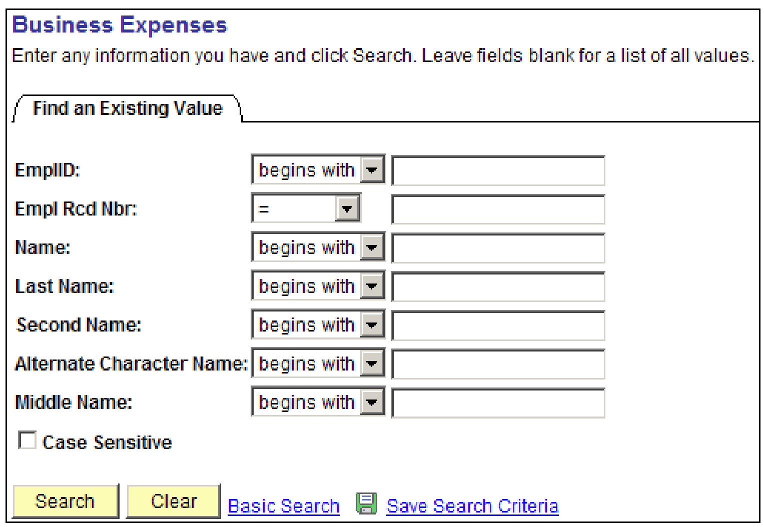
How to View a Member’s Credit Card Balance

Purpose This functionality gives command users ability to view a member’s credit card balance information. This information is *VIEW ONLY* and cannot be edited.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>To view a member’s Travel Charge Card account information, click on the Business Expenses link:

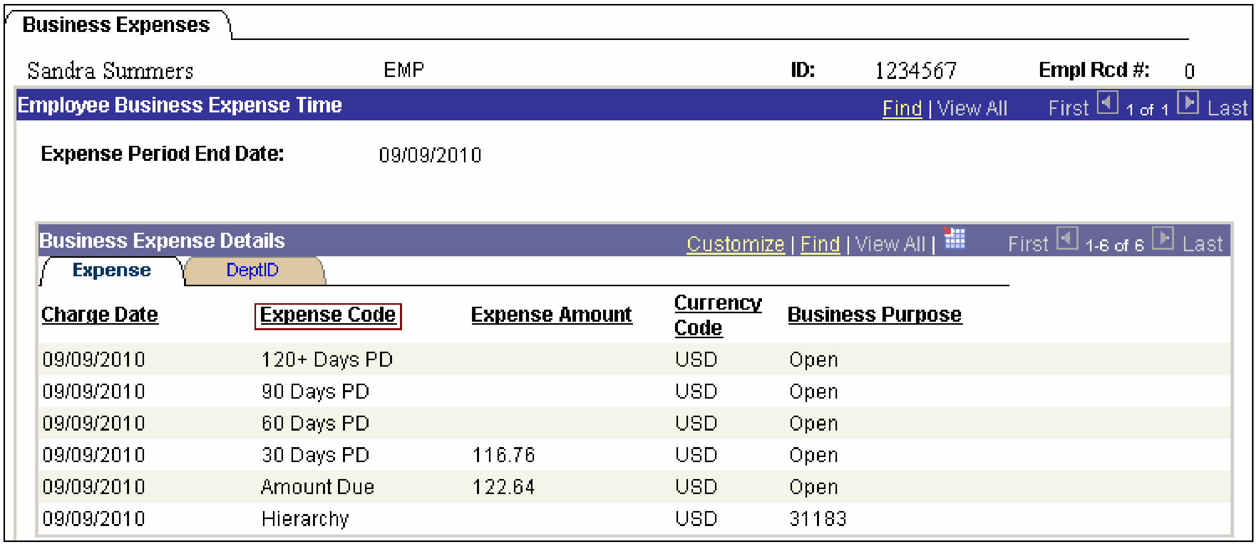


</td></tr>
<tr><td>2</td><td>You can search for a member by entering their EmplID, Name, and/or Last Name. Once entered, click the **Search** button:



If a list populates, select the member from the Search Results.</td></tr>
</table>

Step	Action
3	The member’s Credit Card balance(s) will display. Click on the heading labeled “Expense Code” to sort the balance information in expense code order.



Business Expenses

Sandra Summers EMP ID: 1234567 Empl Rcd #: 0

Employee Business Expense Time — Find | View All — First 1 of 1 Last

Expense Period End Date: 09/09/2010

Business Expense Details — Customize | Find | View All | First 1-6 of 6 Last

Expense | DeptID

Charge Date	Expense Code	Expense Amount	Currency Code	Business Purpose
09/09/2010	120+ Days PD		USD	Open
09/09/2010	90 Days PD		USD	Open
09/09/2010	60 Days PD		USD	Open
09/09/2010	30 Days PD	116.76	USD	Open
09/09/2010	Amount Due	122.64	USD	Open
09/09/2010	Hierarchy		USD	31183

Refer to the table below for descriptions of the data fields.

Field	Description
Expense Period End Date	Date of the report. The data is updated monthly.
Business Expense Details	
Expense Tab	
Charge Date	Date of the report
Expense Code and Expense Amount	A description of the entry for the associated Expense Amount. # Days PD: # is the number of days and PD is Past Due Any expense amount associated with a # Days PD is the previous amount past due and unpaid for the # of Days. Amount Due refers to the total current amount due. Hierarchy is the credit card vendor’s Reporting Hierarchy Code. There is no associated expense amount for the Hierarchy. The hierarchy code is displayed under Business Purpose.
Currency Code	The type of currency (USD = U.S. Dollars)
Business Purpose	The account status. Possible values are: Open- Account in favorable standing Suspended- Account is more than 60 days past due Closed- Account is closed and the bank or card vendors cannot accept anymore charges for the account The 5-digit number located on the “Hierarchy” line is the credit card vendor’s Reporting Hierarchy Code.

Step	Action
4	To return to the Homepage, click on the Home link located in the upper right-hand corner of the page.

Understanding and Using the Reports

Travel Charge Card Report links are housed in the Travel Charge Card Reports pagelet. Click on the hyperlink of the desired report to run the report and retrieve the output. Descriptions of the reports accessible to Command users are located below.

Portal Link/Report Title	Description
1. Hierarchy/DeptID Relationship	This query generates a list of hierarchy codes and their associated departments for 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.
2. Members by DeptID	This query generates a list of members with travel charge cards based on their Department ID. The user is prompted to enter the Department ID upon clicking on the portal link. This report may be run by the TCC Administrators or Command and is used to identify 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 Administrator. Hierarchy codes are assigned to TCC Coordinators and Commands to track TCC usage and spot any past due accounts.
3. Members by Hierarchy	This query generates a list of members with travel charge cards based on their assigned Reporting Hierarchy Code. The user is prompted to enter the Hierarchy Code upon clicking on the portal link. This report may be run by the TCC Administrators or Command and sent to the TCC Bank to correct Hierarchy Codes for members at the bank.

Command users can also export the reports to an Excel Spreadsheet or a CSV file by clicking on the desired hyperlink. A screenshot is below.