

TNOC Process

The TNOC process is run in order to update the bank account information of Coast Guard Retirees. A Treasury file is loaded through the Inbound Interface process to do so.

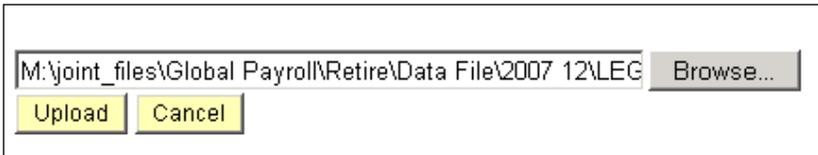
- The file contains the changes to be made to a retiree’s Bank Number, Account Number, Account Type, or any combination thereof. **See Appendix A, item 1** for change codes and descriptions.
- The file contains the payee’s original (“from”) bank number, account number, and account type.
- The file contains the payee’s new (“to”) bank number, account number, account type, or any combination thereof.

Prerequisites	<ol style="list-style-type: none"> 1. Upon receipt of the original treasury file, it is saved to the location that is designated for the file. Files are received from the treasury and the Coast Guard processes them weekly. However, this process can be run at any time. 2. The treasury file is received in 4 X 80 formatting; it will be changed to 1 x 320 formatting and loaded before the TNOC process is run.
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Load Treasury File	
STEP	ACTION
1	Sign into PeopleSoft Global Pay.
2	<p>Click on the following links to begin the TNOC Process (there is no shortcut link):</p> <p>Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Interfaces > Inbound Interfaces</p> <p>The Inbound File Interfaces Run Control page will appear.</p>
3	<p>Enter Run Control ID: TNOC Click: Search</p> <p>If no values are found: Click the “Add a New Value” tab Enter Run Control ID: TNOC Click: Add</p> <p>The Inbound Interface page will appear. See <i>Figure 1</i>.</p>



Figure 1

Load Treasury File	
STEP	ACTION
4	<p>Enter File Handle: T</p> <p>If there is a value in this field, overwrite it.</p> <p>If there is a file attached, click “delete attachment.” You will know that a file is attached if there is text in the “Attached File” column.</p>
5	<p>Click: Add Attachment</p> <p>A new page will appear to enable browsing for the TNOC file.</p> 
6	<p>Locate the Treasury file:</p> <p>Click: Browse</p> <p>A new Window will appear. In the new window, navigate to the location of the Treasury file discussed in the prerequisites.</p> <p>Double-click on the file once it is located and the window will close. The text field to the left of the “Browse” button will now be populated with the location of the TNOC file.</p>  <p>Click: Upload.</p> <p>This action will return you to the Inbound Interface Run Control Page.</p>
7	Click: Run

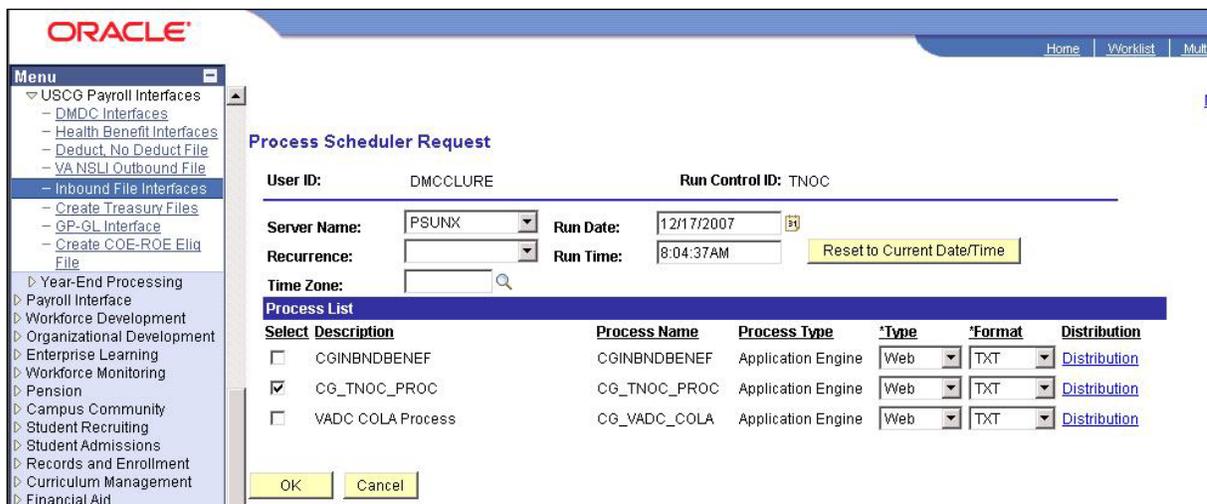


Figure 2

Load Treasury File	
STEP	ACTION
8	<p>See <i>Figure 2</i>.</p> <p>Choose value from the “Server Name” drop down: PSUNX In the “Process List” section, make sure the box is checked for the CG_TNOC_PROC process.</p> <p>Click: OK</p> <p>This action will return you to the Inbound Interface Run Control Page.</p>
9	<p>Click on the Process Monitor hypertext link located in the top right corner of the page. Click “Refresh” to view the latest process status.</p> <p>When the process has finished . . .</p> <p>(See <i>Figure 3</i> below)</p> <p>Run Status: Success Distribution Status: Posted</p> <p>. STAY ON THE PROCESS LIST PAGE!!! Go to the next section of this document for the instructions on how to validate the results by downloading and reviewing the output files.</p>

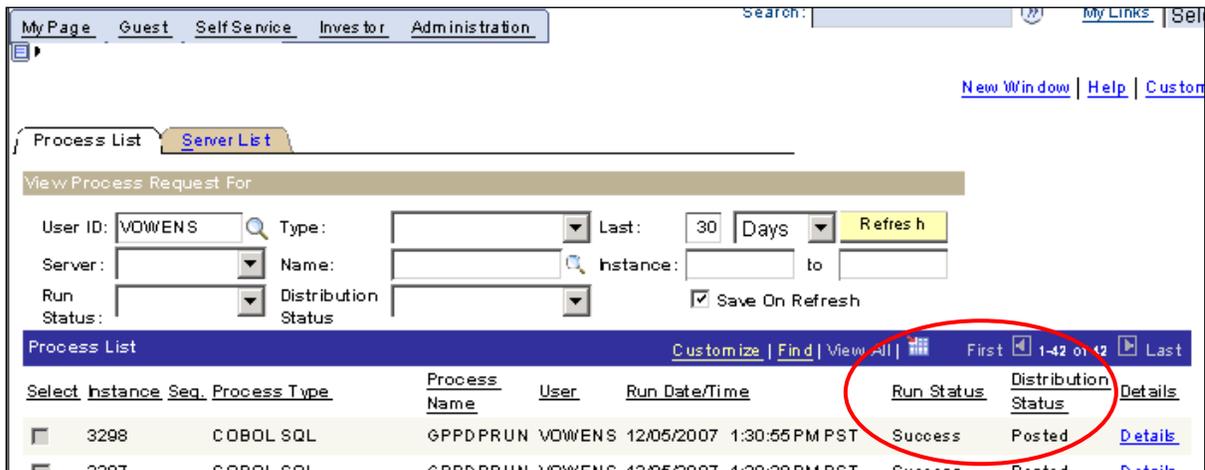


Figure 3

Review TNOC Process Output Files	
STEP	ACTION
1	<p>(See Figure 3 above.)</p> <p>You should still be on the Process List page as stated in step 9 of the previous section. The TNOC process that was just run should be the first line item on the page – in the “Process Name” column, it will say CG_TNOC_PROC. These details can also be found by identifying and noting the instance number (3298 in the above example).</p> <p>Click: Details</p> <p>The Process Details page will appear.</p> <p>Click: View Log/Trace</p> <p>The View Log/Trace page will appear (Figure 4)</p>

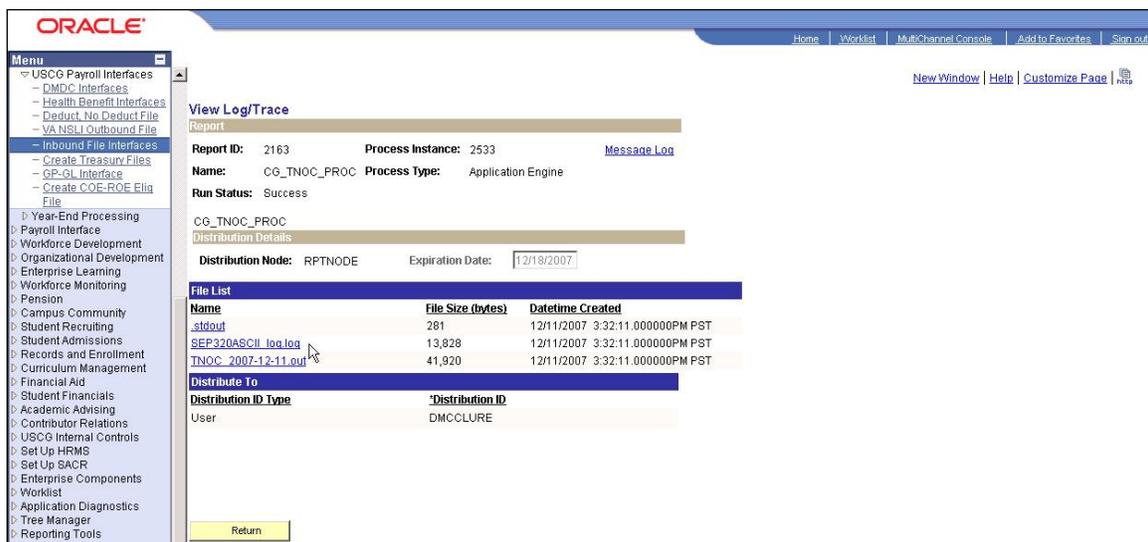


Figure 4

2	Download each of the output reports by clicking the links located in the “File List Section.” Save them where you will be able to locate them in the future.
3	See the Appendix A, item 2 for report samples and additional information.
4	Send report of unprocessed line items to the RAS/MAS Payroll Manager/Auditor responsible for reconciling such issues.

Appendix A

1. TNOC Change Codes

The Treasury file contains codes that specify the type of change that will be made to a payee's banking information.

Code	Description
C01	Account Number
C02	Bank Number
C03	Bank Number and Account Number
C05	Account Type change (Savings or Checking)
C06	Account Number and Type Change
C07	Account Number, Bank Number, and Type Change

2. TNOC Sample Output File

The samples below do not represent real Coast Guard members.

The report is broken into two sections. The report under the first heading represents those payees whose information was updated as a part of the TNOC process. The portion of the report under the second heading is representative of those rows from the file that were NOT updated as a part of the TNOC process.

Rows in the treasury file will not be processed if the "from" bank number or account number does not match what is in PeopleSoft prior to running the TNOC process.

```
***** TNOC 2007-12-06-13.52.49.000000 -- Process Instance 2480 -- *****
EMPLID   SSN     NAME                TYP  OLD BANK  OLD ACCT NUM  CORRECTED DATA
1000528  111111111 ARCHIN              C01  25607497  1111111-222   S 1111111222
1073923  222222222 WINDOR              C01  06310068  55555555555   C 9999999999
1013811  333333333 MOARN                C05  05320160  2938567201    S 22
1008250  444444444 CLAFFET             C05  05140426  60394683079001 S 52
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```
***** TNOC SSN without Account Info 2007-12-06-13.52.49.000000 -- Process Instance 2480 - *****
EMPLID   SSN     NAME                TYP  OLD BANK  OLD ACCT NUM  CORRECTED DATA
1019584  555555555 STEPPEN             C02  02120271  6093846739    C 021667718
1016652  666666666 TREES                C03  25327235  7938272986    C 053101121 4836938120730
1027975  777777777 GIVENS              C06  12110078  503968230     S 360948307   52
```