

U.S. Coast Guard



User Guide – Travel Charge Card Administrator

**36555 –Travel Charge Card Tracking,
Technology Refresh Sub-Project**

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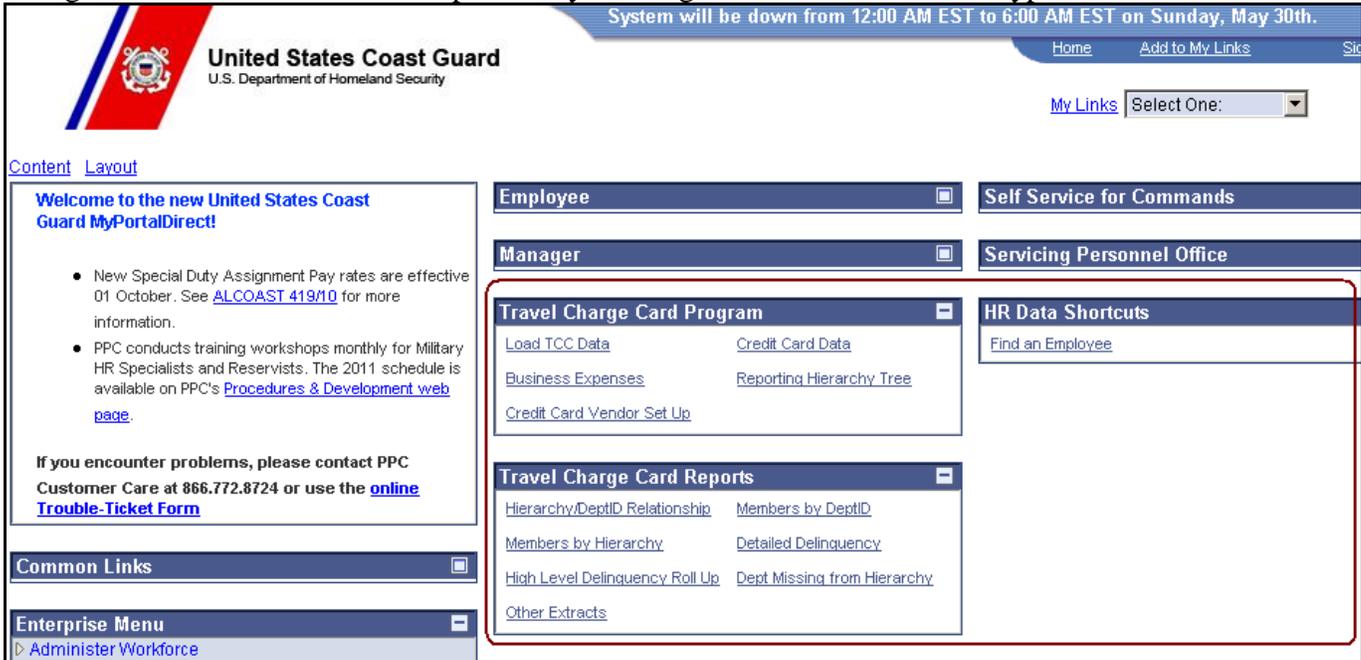
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Navigation in Portal for Travel Charge Card

Purpose The primary purpose of the Portal for Travel Charge Card users is quick and easy navigation directly to the Travel Charge Card Program and Reporting Information within Direct Access. With just a click on the hyperlink of choice, the user may navigate to processes, view online information and reports.

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



Travel Charge Card hyperlinks are housed in the following pagelets:

A) Travel Charge Card Program



B) Travel Charge Card Report



C) HR Data Shortcuts



The Portal Link Navigation for the Travel Charge Card is as follows:

| ID | Pagelet | Portal Link | Description | Navigation |
|----|----------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Travel Charge Card Program | Load TCC Data | Run Process to Upload Inbound Bank File and Load/Verify Travel Charge Card Account and Business Expense Data | Global Payroll & Absence Mgmt, USCG Payroll Interfaces, Inbound File Interfaces |
| 2 | Travel Charge Card Program | Credit Card Data | Show Travel Charge Card Data | Workforce Administration, Job Information, Credit Card |
| 3 | Travel Charge Card Program | Business Expenses | Show Travel Charge Card Business Expenses (Charge Card Balance Information) | Workforce Administration, Job Information, Business Expenses |
| 4 | Travel Charge Card Program | Reporting Hierarchy Tree | View/Modify the Hierarchy Tree for Maintaining the Travel Charge Card Hierarchy / Department Reporting Relationships | Tree Manager, Tree Manager Tree Name=CG_CARD_HIERARCHY |
| 5 | Travel Charge Card Program | Credit Card Vendor Set Up | Modify Travel Charge Card Vendor Set Up Data | Set Up HRMS, Product Related, Workforce Administration, Credit Card Vendors |
| 6 | Travel Charge Card Reports | Hierarchy/DeptID Relationship | Generate List of TCC Hierarchy Codes and all the Department IDs assigned to it | Human Resources, Human Resources Reports, Travel Charge Cards Reports, Hierarchy/DeptID Relationship Query Name: CG_TCC_HIERARCHY_TREE_LISTING |
| 7 | Travel Charge Card Reports | Members by DeptID | Generates List of Members with Travel Charge Cards based on Department ID (User is prompted to enter DEPTID). Based on the ATU/DeptID tree, all members with ATU-related DeptIDs will be included on the report. | Human Resources, Human Resources Reports, Travel Charge Cards Reports, Members by DeptID Query Name: CG_TCC_MEMBERS_BY_DEPTID |
| 8 | Travel Charge Card Reports | Members by Hierarchy | Generate List of Members with Travel Charge Cards based on their Assigned Reporting Hierarchy Code (User is prompted to enter Hierarchy code) | Human Resources, Human Resources Reports, Travel Charge Cards Reports, Members by Hierarchy Query Name: CG_TCC_HIERARCHY_DEPT_EMPLID |
| 9 | Travel Charge Card Reports | Detailed Delinquency | Generate List of Members with any Past Due Travel Charge Card Balance | Human Resources, Human Resources Reports, Travel Charge Cards Reports, Detailed Delinquency Query Name: CG_TCC_DETAIL_DELIQUENCY_ACT |
| 10 | Travel Charge Card Reports | High Level Delinquency Roll Up | Generate Summary Report of Past Due Accounts by Administrative Area (ATU) | Human Resources, Human Resources Reports, Travel Charge Cards Reports, High Level Delinquency Roll Up Query Name: CG_TCC_DELIQUENCY_ROLL_UP |
| 11 | Travel Charge Card Reports | Dept Missing from Hierarchy | Generate List of Departments that are Missing from the Reporting Hierarchy Tree | Human Resources, Human Resources Reports, Travel Charge Cards Reports, Dept Missing from Hierarchy Query Name: CG_TCC_DEPT_MISSING_HIERARCHY |
| 12 | Travel Charge Card Reports | Other Extracts | Generate the Bank/Tree Hierarchy Mismatch report and/or the Full Extract report | Human Resources, Human Resources Reports, Travel Charge Cards Reports, Other Extracts Available Process Names and Descriptions are: CG_TCC_MISMC, Bank/Tree Hierarchy Mismatch CG_TCC_EXTRT, Full Extract |
| 13 | HR Data Shortcuts | Find an Employee | Find an Employee | Human Resources, Find an Employee Query Name: CG_FIND_EMPLOYEE |

How to Return to Portal Home Page

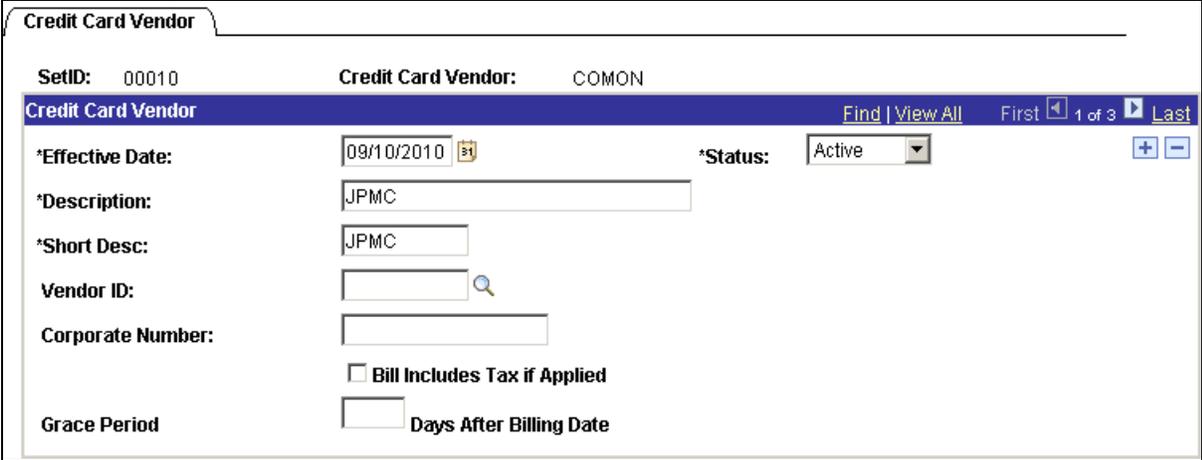
Purpose The primary purpose is to demonstrate how to return to the Portal Home page from any Direct Access function.

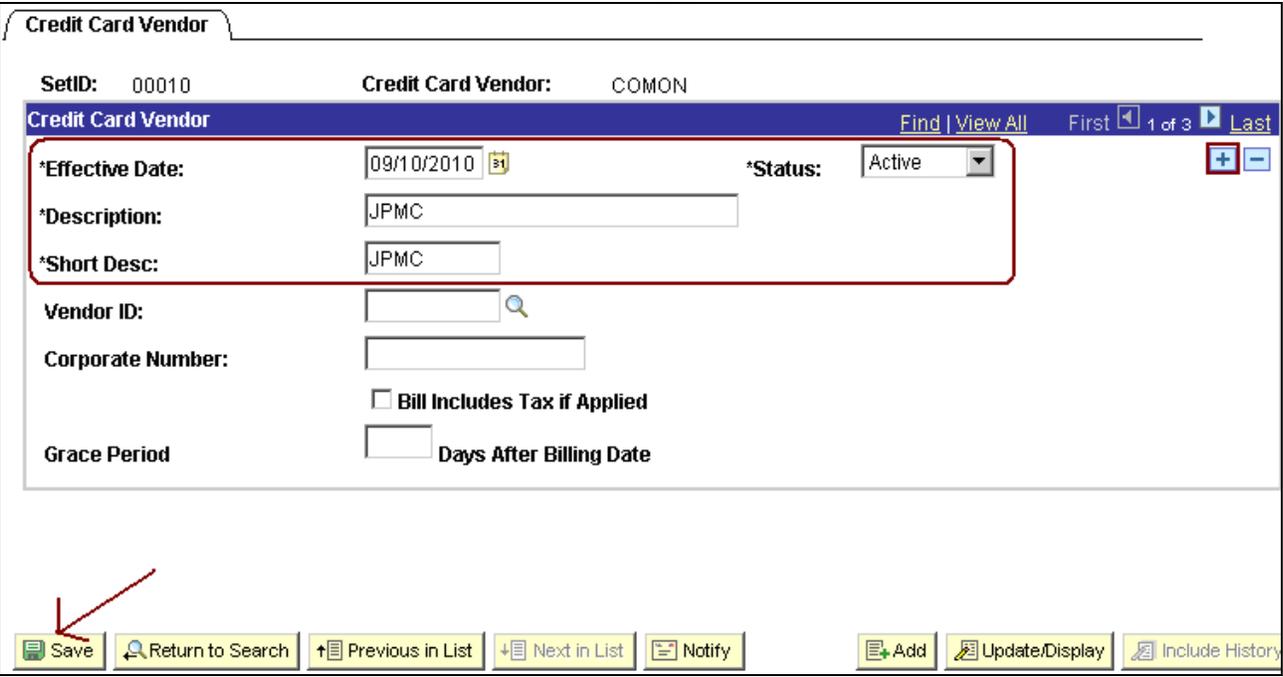
To return to the home menu, click on the [Home](#) hyperlink located in the upper right hand corner of the page.



How to View/Add Credit Card Vendor Set Up

- Purpose** This functionality will be used for the following:
- To view existing Travel Charge Card (TCC) vendor set up information
 - To insert a new vendor when the Travel Charge Card (TCC) bank has changed based on a new contract

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>To view an existing or add a new vendor, click on the Credit Card Vendor Set Up hyperlink.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> |
| 2 | <p>Enter “00010” in the SetID field. Enter “COMON” in the Credit Card Vendor field.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>Click on the Search button.</p> <p>Note: You never will be required to “Add a New Value”, so ignore this tab.</p> <p>The following current Credit Card Vendor page will be displayed:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> |

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | <p>Once on the Credit Card Vendor tab, click on the [+] button to add a new row.</p>  <p>Enter data into the Effective Date, Description, and Short Desc fields. Keep the Status as “Active”.</p> <p>Note: When inserting a new row in Direct Access, the system will bring over existing data into the new record to minimize typing for the user. Just highlight the existing data and type in the new information. In other words, type over existing information to change the information.</p> |
| 4 | <p>Click on the Save button when you have finished entering the vendor information.</p> |
| 5 | <p>To return to the home menu, click on the Home hyperlink located in the upper right hand corner of the page.</p> |

How to Maintain the Reporting Hierarchy Tree

Purpose The Reporting Hierarchy Tree consists of hierarchy codes with one or more departments assigned to the hierarchy. A Hierarchy code is equivalent to a TCC Coordinator. A department under a hierarchy is equivalent to a department assigned to a coordinator. Every Hierarchy must have at least one department assigned to it. The structure is somewhat like an organizational chart.



Refer to the Separate [TCC User Guide – Maintaining the Hierarchy Tree](#) for details.

How to Load Travel Charge Card Data

- Purpose** The Travel Charge Card Load Process allows the TCC Administrator to accomplish the following tasks:
- 1) Upload the TCC Bank file
 - 2) Run the Process to load the TCC Bank Credit Card and balance information into Direct Access
 - 3) Reconcile exception conditions reported by the load program

Prerequisite The TCC bank file containing U.S. Coast Guard Travel Charge Card and balance information from the TCC Vendor (Bank) must be saved as a text file (.txt or .csv file extension) on your local computer or network.

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>To initiate the Travel Charge Card Load/Verify process, click on the Load TCC Data hyperlink:</p> <div style="text-align: center;">  </div> |
| 2 | <p>To run the load process for the Travel Charge Card program, you must have a Run Control set up. If you have already created a Run Control ID, you may:</p> <ul style="list-style-type: none"> ○ Type the ID in the “Run Control ID begins with” field and click Search. The “Inbound Interface” page will be displayed. Go to Step 4. ○ OR you may just click Search. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Inbound File Interfaces Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> Find an Existing Value Add a New Value </p> <p>Search by: Run Control ID begins with <input style="border: 1px solid gray;" type="text"/> ←</p> <p><input type="checkbox"/> Case Sensitive</p> <p> Search Advanced Search </p> <p>Find an Existing Value Add a New Value</p> </div> <p>The available Run Control IDs will display.</p> |

| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <div data-bbox="430 170 1234 722" data-label="Image"> </div> <p data-bbox="180 762 863 793">Select your Run Control ID by clicking the hyperlink</p> <p data-bbox="180 835 350 867">Go to Step 4.</p> |
| 3 | <p data-bbox="180 926 1349 989">If you have not already created a Run Control ID, you will need to do so before proceeding. Click on the Add New Value tab:</p> <div data-bbox="404 1031 1260 1350" data-label="Image"> </div> <p data-bbox="180 1392 1146 1423">Enter “TCC_Load” in the Run Control ID: field. Click on the Add button.</p> <div data-bbox="508 1461 1156 1759" data-label="Image"> </div> <p data-bbox="180 1801 704 1833">The new Run Control ID will be created.</p> |

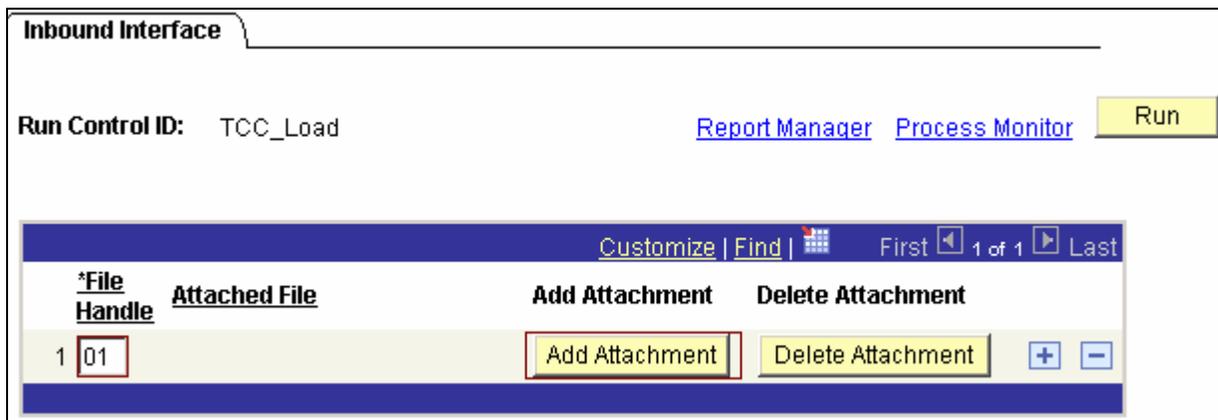
| Step | Action |
|------|--------|
|------|--------|

4 The "Inbound Interface" screen will be displayed.



Note: If a file is already attached (the file name will be listed under the **Attached File** heading), you will have to delete it first by clicking on the **Delete Attachment** button **before** attaching a new weekly file.

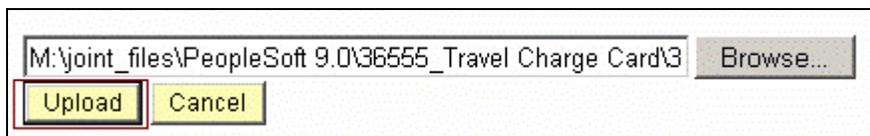
Type "01" in Line 1 of the **File Handle** field. The **File Handle** field must have a value in order for the upload to work. Click on the **Add Attachment** button.



5 The upload screen will be displayed. Click on the **Browse** button and navigate to the location of the bank TCC data file. Click **Open**.



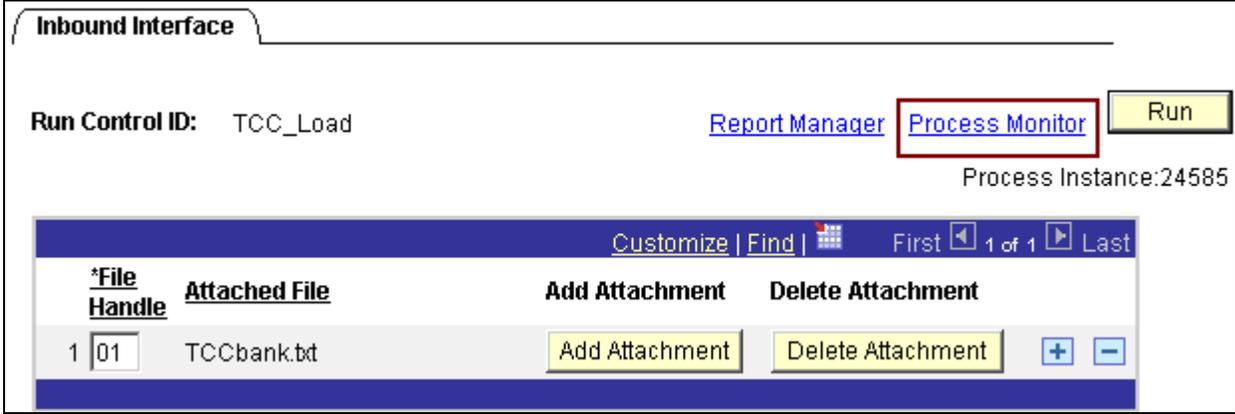
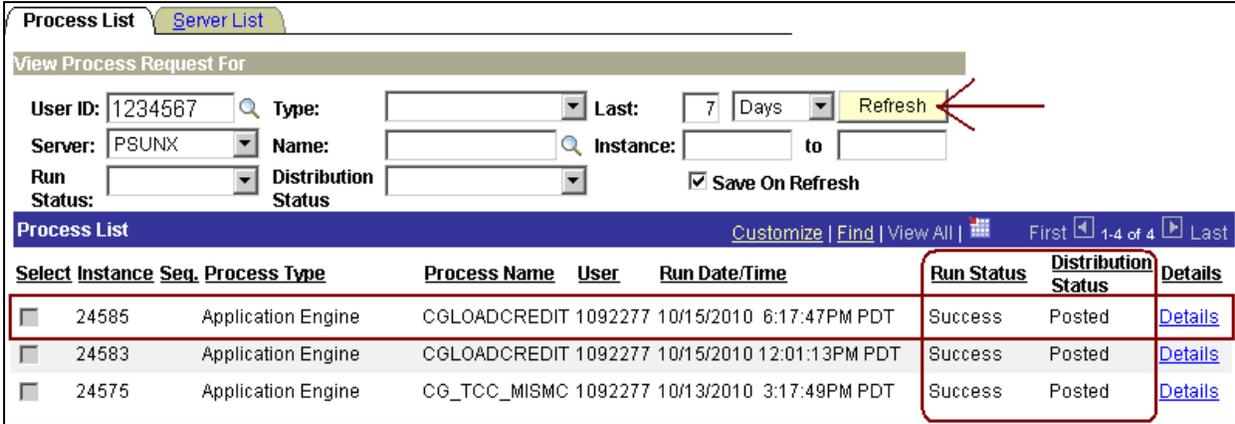
Once the file has been located, click on the **Upload** button. This will upload the TCC bank file in preparation for the TCC load process.

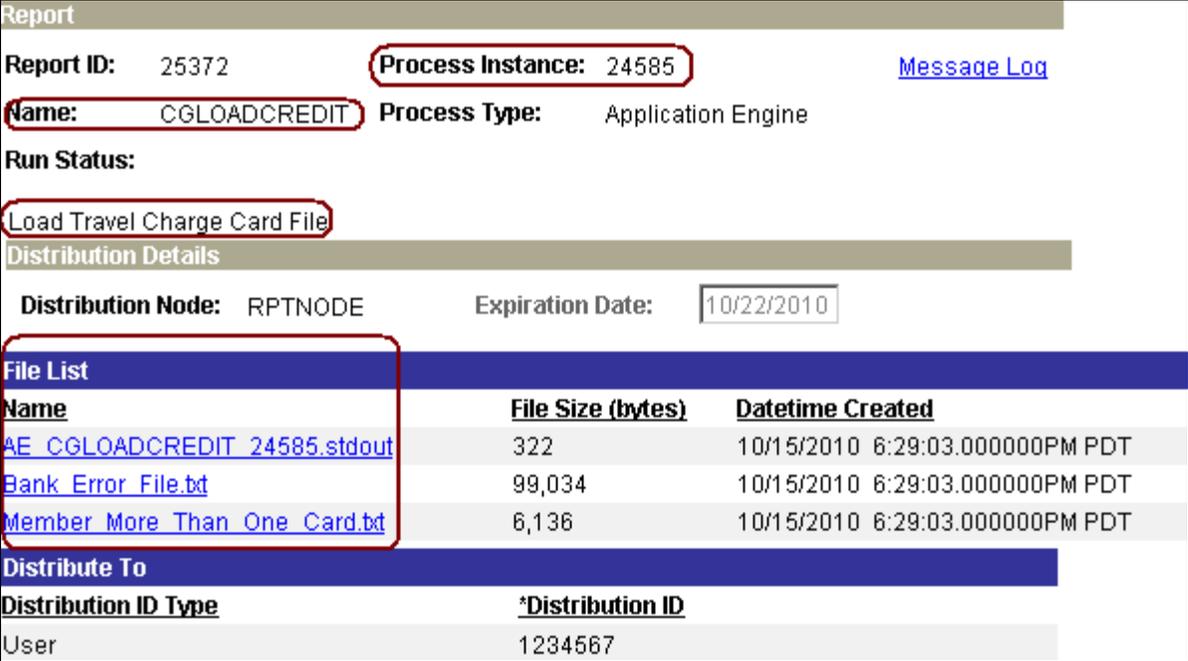


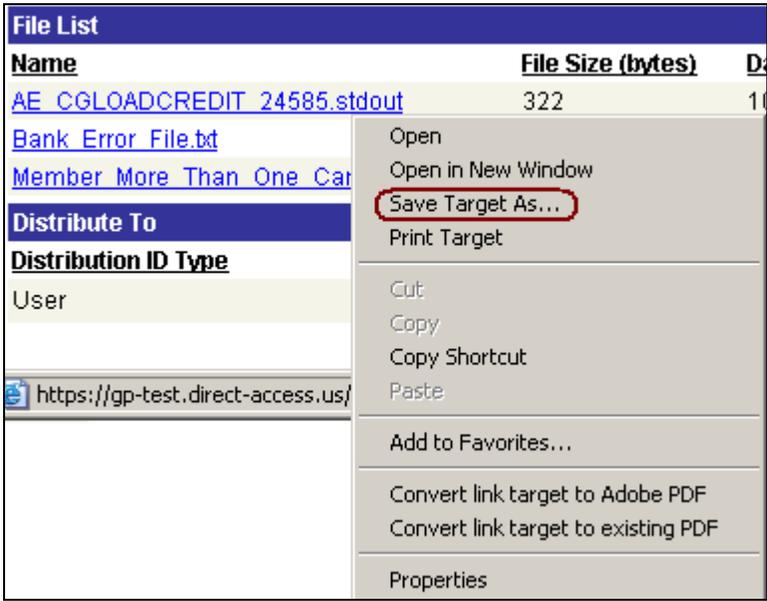
| Step | Action | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------|-------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------|-------------|--------------|--------------|-------|---------|--------------|-------------------------------------|------------------------------|--------------|--------------------|------------------------------------------------|------------------------------------------------|------------------------------|
| 6 | <p>When the file upload has completed, the Inbound Interface screen will be displayed again and the file name will appear under Attached File.</p> <div data-bbox="183 254 1419 663" style="border: 1px solid black; padding: 5px;"> <p>Inbound Interface</p> <p>Run Control ID: TCC_Load Report Manager Process Monitor Run</p> <hr/> <div style="background-color: #4a7ebb; color: white; padding: 2px;"> Customize Find First ◀ 1 of 1 ▶ Last </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th style="text-align: left;">*File Handle</th> <th style="text-align: left;">Attached File</th> <th style="text-align: center;">Add Attachment</th> <th style="text-align: center;">Delete Attachment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 01</td> <td style="border: 1px solid red; padding: 2px;">TCCbank.txt</td> <td style="text-align: center;">Add Attachment</td> <td style="text-align: center;">Delete Attachment + -</td> </tr> </tbody> </table> </div> <p>Click the Run button to begin the load process. The following page will be displayed.</p> <div data-bbox="183 737 1479 1262" style="border: 1px solid black; padding: 5px;"> <p>Process Scheduler Request</p> <p>User ID: 1234567 Run Control ID: bh</p> <hr/> <p>Server Name: PSUNX Run Date: 10/18/2010 31</p> <p>Recurrence: Run Time: 1:48:03PM Reset to Current Date/Time</p> <p>Time Zone: 🔍</p> <div style="background-color: #4a7ebb; color: white; padding: 2px;">Process List</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Load Travel Charge Card File</td> <td>CGLOADCREDIT</td> <td>Application Engine</td> <td style="text-align: center;">Web ▼</td> <td style="text-align: center;">TXT ▼</td> <td style="text-align: center;">Distribution</td> </tr> </tbody> </table> <p style="margin-top: 10px;">OK Cancel</p> </div> | *File Handle | Attached File | Add Attachment | Delete Attachment | 1 01 | TCCbank.txt | Add Attachment | Delete Attachment + - | Select | Description | Process Name | Process Type | *Type | *Format | Distribution | <input checked="" type="checkbox"/> | Load Travel Charge Card File | CGLOADCREDIT | Application Engine | Web ▼ | TXT ▼ | Distribution |
| *File Handle | Attached File | Add Attachment | Delete Attachment | | | | | | | | | | | | | | | | | | | | |
| 1 01 | TCCbank.txt | Add Attachment | Delete Attachment + - | | | | | | | | | | | | | | | | | | | | |
| Select | Description | Process Name | Process Type | *Type | *Format | Distribution | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | Load Travel Charge Card File | CGLOADCREDIT | Application Engine | Web ▼ | TXT ▼ | Distribution | | | | | | | | | | | | | | | | | |

| Step | Action | | | | | | | | | | | | | | |
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| 7 | <p>The Server Name will default to PSUNX.</p> <p>Click the check box located under “Select” to the immediate left of the description, "Load Travel Charge Card File".</p> <p>Note the Process Name for the TCC Load is “CGLOADCREDIT”.</p> <p>Click OK to schedule the Load Process.</p> <div data-bbox="181 478 1481 1033" style="border: 1px solid black; padding: 5px;"> <p>Process Scheduler Request</p> <p>User ID: 1234567 Run Control ID: bh</p> <hr/> <p>Server Name: <input type="text" value="PSUNX"/> Run Date: <input type="text" value="10/18/2010"/> <input type="button" value="B1"/></p> <p>Recurrence: <input type="text"/> Run Time: <input type="text" value="1:48:03PM"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/></p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Load Travel Charge Card File</td> <td>CGLOADCREDIT</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> | Select | Description | Process Name | Process Type | *Type | *Format | Distribution | <input checked="" type="checkbox"/> | Load Travel Charge Card File | CGLOADCREDIT | Application Engine | Web | TXT | Distribution |
| Select | Description | Process Name | Process Type | *Type | *Format | Distribution | | | | | | | | | |
| <input checked="" type="checkbox"/> | Load Travel Charge Card File | CGLOADCREDIT | Application Engine | Web | TXT | Distribution | | | | | | | | | |

| 8 | <p>The “Inbound Interface” page will re-display, but with a “Process Instance” number under the Run button. The process instance number is assigned by the system as processes are submitted to the scheduler. The process may take several minutes to complete.</p> <div data-bbox="181 1234 1409 1642" style="border: 1px solid black; padding: 5px;"> <p>Inbound Interface</p> <p>Run Control ID: TCC_Load Report Manager Process Monitor <input type="button" value="Run"/></p> <p style="text-align: right;">Process Instance: 24585</p> <hr/> <p>Customize Find <input type="button" value="First"/> 1 of 1 <input type="button" value="Last"/></p> <table border="1"> <thead> <tr> <th>*File Handle</th> <th>Attached File</th> <th>Add Attachment</th> <th>Delete Attachment</th> </tr> </thead> <tbody> <tr> <td>1 01</td> <td>TCCbank.txt</td> <td><input type="button" value="Add Attachment"/></td> <td><input type="button" value="Delete Attachment"/></td> </tr> </tbody> </table> </div> | *File Handle | Attached File | Add Attachment | Delete Attachment | 1 01 | TCCbank.txt | <input type="button" value="Add Attachment"/> | <input type="button" value="Delete Attachment"/> |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------|----------------|-------------------|--------|-------------|-----------------------------------------------|--------------------------------------------------|
| *File Handle | Attached File | Add Attachment | Delete Attachment | | | | | | |
| 1 01 | TCCbank.txt | <input type="button" value="Add Attachment"/> | <input type="button" value="Delete Attachment"/> | | | | | | |

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 9 | <p>Click on the Process Monitor hyperlink located next to the Run button to monitor the job as it is being processed by the system.</p>  <p>The screenshot shows the 'Inbound Interface' with 'Run Control ID: TCC_Load'. There are links for 'Report Manager' and 'Process Monitor' (the latter is highlighted with a red box), and a 'Run' button. Below this, a table lists an attached file 'TCCbank.txt' with 'Add Attachment' and 'Delete Attachment' buttons.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | <p>Upon clicking the Process Monitor, the Process List tab is displayed for your User ID and contains any jobs you may have submitted in the past 7 days.</p> <p>The following example displays three jobs – listed under the Process List (blue bar). Note that the instance number of the top process matches the most recently submitted Process Instance (24585).</p> <p>The Run Status could be “Queued”, “Initiated”, “Processing”, or “Success”. Click on the Refresh button periodically to reset the status.</p> <p>The load process is complete when the Run Status is “Success” and the Distribution Status is “Posted.”</p>  <p>The screenshot shows the 'Process List' tab with search filters: User ID: 1234567, Server: PSUNX, Last: 7 Days, and a 'Refresh' button (indicated by a red arrow). Below is a table with three rows of process data.</p> <table border="1" data-bbox="181 1451 1416 1625"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>24585</td> <td></td> <td>Application Engine</td> <td>CGLOADCREDIT</td> <td>1092277</td> <td>10/15/2010 6:17:47PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>24583</td> <td></td> <td>Application Engine</td> <td>CGLOADCREDIT</td> <td>1092277</td> <td>10/15/2010 12:01:13PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>24575</td> <td></td> <td>Application Engine</td> <td>CG_TCC_MISMC</td> <td>1092277</td> <td>10/13/2010 3:17:49PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> | Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | <input type="checkbox"/> | 24585 | | Application Engine | CGLOADCREDIT | 1092277 | 10/15/2010 6:17:47PM PDT | Success | Posted | Details | <input type="checkbox"/> | 24583 | | Application Engine | CGLOADCREDIT | 1092277 | 10/15/2010 12:01:13PM PDT | Success | Posted | Details | <input type="checkbox"/> | 24575 | | Application Engine | CG_TCC_MISMC | 1092277 | 10/13/2010 3:17:49PM PDT | Success | Posted | Details |
| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 24585 | | Application Engine | CGLOADCREDIT | 1092277 | 10/15/2010 6:17:47PM PDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 24583 | | Application Engine | CGLOADCREDIT | 1092277 | 10/15/2010 12:01:13PM PDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 24575 | | Application Engine | CG_TCC_MISMC | 1092277 | 10/13/2010 3:17:49PM PDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Step | Action | | | | | | | | | | | | | | | | | | |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------|------------------------------|----------------------------------------------|-----|---------------------------------|-------------------------------------|---------|---------------------------------|-----------------------------------------------|------------------------------|---------------------------------|--|--------------------|------------------------------|---------|--|--------------------|
| 11 | <p>Once complete, the system will place a link in the “My Reports” pagelet as CGLOADCREDIT, the process name.</p>  <p>The screenshot shows a window titled "My Reports" with a table of reports. The table has two columns: "Report" and "Folder". The reports listed are:</p> <table border="1"> <thead> <tr> <th>Report</th> <th>Folder</th> </tr> </thead> <tbody> <tr> <td>CGLOADCREDIT</td> <td>General</td> </tr> <tr> <td></td> <td>2010-10-15-18.29.0</td> </tr> <tr> <td>CGLOADCREDIT</td> <td>General</td> </tr> <tr> <td></td> <td>2010-10-15-18.21.1</td> </tr> <tr> <td>CGLOADCREDIT</td> <td>General</td> </tr> <tr> <td></td> <td>2010-10-15-12.21.3</td> </tr> <tr> <td>CG_TCC_MISMC</td> <td>General</td> </tr> <tr> <td></td> <td>2010-10-13-15.31.3</td> </tr> </tbody> </table> <p>At the bottom of the window is a link for Report Manager.</p> | Report | Folder | CGLOADCREDIT | General | | 2010-10-15-18.29.0 | CGLOADCREDIT | General | | 2010-10-15-18.21.1 | CGLOADCREDIT | General | | 2010-10-15-12.21.3 | CG_TCC_MISMC | General | | 2010-10-13-15.31.3 |
| Report | Folder | | | | | | | | | | | | | | | | | | |
| CGLOADCREDIT | General | | | | | | | | | | | | | | | | | | |
| | 2010-10-15-18.29.0 | | | | | | | | | | | | | | | | | | |
| CGLOADCREDIT | General | | | | | | | | | | | | | | | | | | |
| | 2010-10-15-18.21.1 | | | | | | | | | | | | | | | | | | |
| CGLOADCREDIT | General | | | | | | | | | | | | | | | | | | |
| | 2010-10-15-12.21.3 | | | | | | | | | | | | | | | | | | |
| CG_TCC_MISMC | General | | | | | | | | | | | | | | | | | | |
| | 2010-10-13-15.31.3 | | | | | | | | | | | | | | | | | | |
| 12 | <p>Click on the CGLOADCREDIT link within My Reports pagelet to view the output from the process. Validate the Process Instance number is the one you want, in case there are multiple processes.</p>  <p>The screenshot shows the details for the report "CGLOADCREDIT". Key information includes:</p> <ul style="list-style-type: none"> Report ID: 25372 Process Instance: 24585 Name: CGLOADCREDIT Process Type: Application Engine Run Status: Load Travel Charge Card File Distribution Node: RPTNODE Expiration Date: 10/22/2010 File List: <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_CGLOADCREDIT_24585.stdout</td> <td>322</td> <td>10/15/2010 6:29:03.000000PM PDT</td> </tr> <tr> <td>Bank_Error_File.txt</td> <td>99,034</td> <td>10/15/2010 6:29:03.000000PM PDT</td> </tr> <tr> <td>Member More Than One Card.txt</td> <td>6,136</td> <td>10/15/2010 6:29:03.000000PM PDT</td> </tr> </tbody> </table> Distribute To: User *Distribution ID: 1234567 <p>The links under the File List blue bar contain the output files from the TCC Load process.</p> | Name | File Size (bytes) | Datetime Created | AE_CGLOADCREDIT_24585.stdout | 322 | 10/15/2010 6:29:03.000000PM PDT | Bank_Error_File.txt | 99,034 | 10/15/2010 6:29:03.000000PM PDT | Member More Than One Card.txt | 6,136 | 10/15/2010 6:29:03.000000PM PDT | | | | | | |
| Name | File Size (bytes) | Datetime Created | | | | | | | | | | | | | | | | | |
| AE_CGLOADCREDIT_24585.stdout | 322 | 10/15/2010 6:29:03.000000PM PDT | | | | | | | | | | | | | | | | | |
| Bank_Error_File.txt | 99,034 | 10/15/2010 6:29:03.000000PM PDT | | | | | | | | | | | | | | | | | |
| Member More Than One Card.txt | 6,136 | 10/15/2010 6:29:03.000000PM PDT | | | | | | | | | | | | | | | | | |

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>You should see the following hyperlinks:</p> <ul style="list-style-type: none"> • AE_CGLOADCREDIT_#####.stdout where ##### is your process instance number: Lists the number of Bank File records which were not loaded due to the business rule of not loading Close account information with zero balances. • Bank_Error_File.txt: Lists the errors found in the bank data file, with the exception of duplicates. • Member_More_Than_One_Card.txt: Lists EmplIDs for each duplicate row from the Bank file where there is more than one record with non-zero balance information. <p>Note: Your processes and reports output will remain in the My Reports pagelet for 7 days.</p> |
| 13 | <p>Right-mouse click on each of these hyperlinks, select option “Save Target As”, and save each file as a text file in your TCC workspace.</p>  <p>The screenshot shows a web browser interface with a 'File List' table. The table has columns for 'Name', 'File Size (bytes)', and 'Date'. The first row is a blue hyperlink: 'AE_CGLOADCREDIT_24585.stdout' with a file size of 322 bytes. Below it are two more blue hyperlinks: 'Bank_Error_File.txt' and 'Member More Than One Card.txt'. A right-click context menu is open over the first link, with 'Save Target As...' highlighted by a red circle. Other menu items include 'Open', 'Open in New Window', 'Print Target', 'Cut', 'Copy', 'Copy Shortcut', 'Paste', 'Add to Favorites...', 'Convert link target to Adobe PDF', 'Convert link target to existing PDF', and 'Properties'.</p> |

Understanding and Using the Load Process Output

The TCC Data Load has an output of three data files. Below, you will find a brief explanation of each along with an example.

File Name: AE_CGLOADCREDIT_#####.stdout

Description: Note that the .stdout file contains a message showing the number of rows that were not loaded into Direct Access because the record is in "closed" status with zero balances. *This count may assist in reconciling the number of records.*

File Name: Bank_Error_File.txt

Description: Save the Bank Error File as a text (.txt) file first. Then use Excel to open the txt file and save it as an Excel (.xls) file. This file is structured as a delimited file, so you can use the Text Import Wizard and choose the Delimited file type.

If you need to research or verify a credit card number from the error file, use the text version of the saved file. If you need to sort the output or use Excel reporting tools to filter or extract data, then use the Excel file. Excel 2003 has a limitation of 15 on the number of significant digits it can accommodate within a cell. The credit card number is 16 digits. When the Bank Error file is imported into Excel 2003, the card number will display the 16th digit as '0' (zero). Note that the credit card number is masked with "X" except for the last four digits.

The bank error file contains the following types of errors found in the TCC bank file by the load process:

- "No Hierarchy" indicates the Bank has no hierarchy code associated with a TCC charge card. This data has NOT been loaded to Direct Access.
- "No SSN", "No Emplid", and/or "No Name" indicates that the SSN, Emplid, and or/ Name was not found in Direct Access and could not be loaded.
- "Invalid Status: xx" where xx is the status from the bank which cannot be translated into a USCG Status code because the code is not in the translate table.

Note: This exception data has NOT been loaded into Direct Access.

TCC Status Code Translation Table

The TCC Administrator cannot view the TCC Status Translation table online because the translation values are located in a system table called the Constants Table in Direct Access. The following table represents the Status Code Translation from the TCC Bank's status codes and USCG statuses that are in effect as of the TCC Tech Refresh Go-Live, 10/25/2010.

Status Code Translation Table

| BANK CODE | USCG STATUS |
|----------------------|------------------------|
| B1 | Open |
| B4 | Open |
| Z1 | Open |
| LG | Open |
| CC | Closed |
| FA | Closed |
| F1 | Closed |
| M9 | Closed |
| S2 | Closed |
| P9 | Closed |
| R9 | Closed |
| V9 | Closed |
| W1 | Closed |
| Y9 | Closed |
| T3 | Suspended |
| T2 | Suspended |
| V8 | Suspended |
| S1 | Suspended |

An SCP (System Change Proposal) will be required for changing this status table. The load program processes the bank file based on the status codes, so it will reject an invalid status, report the issue and keep processing the file.

File Name: Member_More_Than_One_Card.txt

Description: One of the business rules for TCC is that there cannot be more than one credit card assigned to an individual. If a card is reported as lost or stolen, the bank's policy is to re-issue a new credit card, transfer any balances from the lost/stolen card to the new card, and close the lost/stolen card.

The More Than One Card report shows any situation where there is more than one credit card with a non-zero balance for a member. For example:

- Member has closed account with balance(s) and an open account with or without a balance.
- Member has two closed accounts with balances.
- Member has two open accounts with or without balances.

This report lists a row for every duplicate row in the TCC Bank input file. Having this information assists in the count reconciliation process.

Count Reconciliation Process

Each input record from the TCC Bank file should either be loaded or not loaded.

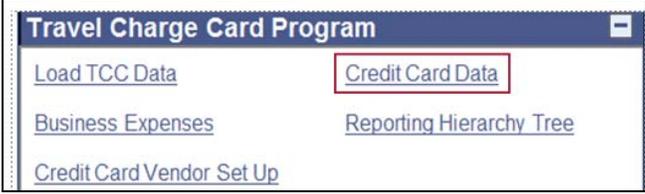
The number of records not loaded is the sum of the following:

- More than One Credit Card Report (Count each record reported)
- Bank Error Report (records not loaded due to invalid SSN/EmplID/Name/Status)
- Not Loaded as reported in the AE.CGLOADCREDIT_#####.stdout file (Closed accounts with zero balances are not loaded into Direct Access)

The number of records not loaded from each of the exception reports plus the number of Credit Card records loaded into Direct Access should equal the total number of input records from the TCC Bank file.

How to View/Update a Member's Credit Card Data

Purpose This functionality gives the TCC Program Administrator the ability to view and edit a member's Travel Charge Card information.

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>To access a member's Travel Charge Card account information, click on the Credit Card Data hyperlink:</p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">  <p>The screenshot shows a window titled "Travel Charge Card Program" with a menu containing the following items: "Load TCC Data", "Credit Card Data" (highlighted with a red box), "Business Expenses", "Reporting Hierarchy Tree", and "Credit Card Vendor Set Up".</p> </div> |
| 2 | <p>You can search for a member by entering any of the search criteria provided on the Find an Existing Value search tab. Once entered, click the Search button:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Credit Card Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>EmpID: begins with <input type="text"/></p> <p>Name: begins with <input type="text"/></p> <p>Last Name: begins with <input type="text"/></p> <p>Second Name: begins with <input type="text"/></p> <p>Alternate Character Name: begins with <input type="text"/></p> <p>Middle Name: begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> </div> |

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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-------------------|-------------------|
| | <p data-bbox="185 153 1438 222">If a list populates, select the member from the Search Results below by clicking on the hyperlink of your choice.</p> <div data-bbox="326 222 1312 1255" style="border: 1px solid black; padding: 10px;"> <p data-bbox="334 226 500 254">Credit Card</p> <p data-bbox="334 264 1295 291">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="354 331 610 359">Find an Existing Value</p> <p data-bbox="334 411 1101 443">EmplID: <input type="text" value="begins with"/></p> <p data-bbox="334 464 1101 495">Name: <input type="text" value="begins with Robert Gray"/></p> <p data-bbox="334 516 1101 548">Last Name: <input type="text" value="begins with"/></p> <p data-bbox="334 569 1101 600">Second Name: <input type="text" value="begins with"/></p> <p data-bbox="334 621 1101 653">Alternate Character Name: <input type="text" value="begins with"/></p> <p data-bbox="334 674 1101 705">Middle Name: <input type="text" value="begins with"/></p> <p data-bbox="334 716 542 743"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="342 789 1042 821"> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> <p data-bbox="334 873 553 905">Search Results</p> <p data-bbox="334 915 1308 936"> View All First <input type="button" value="◀"/> 1-8 of 8 <input type="button" value="▶"/> Last </p> <table border="1" data-bbox="334 947 1308 1251"> <thead> <tr> <th>EmplID</th> <th>Name</th> <th>Last Name</th> <th>Second Name</th> <th>Alternate Character Name</th> <th>Middle Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Robert Gray</td> <td>GRAY</td> <td>(blank)</td> <td>(blank)</td> <td>I</td> </tr> <tr> <td>1</td> <td>Robert Gray</td> <td>GRAY</td> <td>(blank)</td> <td>(blank)</td> <td>J</td> </tr> <tr> <td>1</td> <td>Robert Gray</td> <td>GRAY</td> <td>(blank)</td> <td>(blank)</td> <td>M</td> </tr> <tr> <td>1</td> <td>Robert Gray</td> <td>GRAY</td> <td>(blank)</td> <td>(blank)</td> <td>O</td> </tr> <tr> <td>1</td> <td>Robert Gray</td> <td>GRAY</td> <td>(blank)</td> <td>(blank)</td> <td>H</td> </tr> <tr> <td>1</td> <td>Robert Gray</td> <td>GRAY</td> <td>(blank)</td> <td>(blank)</td> <td>G</td> </tr> <tr> <td>1</td> <td>Robert Gray</td> <td>GRAY</td> <td>(blank)</td> <td>(blank)</td> <td>M</td> </tr> <tr> <td>2</td> <td>Robert Gray</td> <td>GRAY</td> <td>(blank)</td> <td>(blank)</td> <td>S</td> </tr> </tbody> </table> </div> <p data-bbox="185 1297 1448 1440">If your search is by name and there are several members with the same name, refer to the User Guide – Find an Employee. You can use the output from Find an Employee to determine which specific Emplid matches the member you seek. Then you can select the Credit Card Data for that specific EmplID.</p> | EmplID | Name | Last Name | Second Name | Alternate Character Name | Middle Name | 1 | Robert Gray | GRAY | (blank) | (blank) | I | 1 | Robert Gray | GRAY | (blank) | (blank) | J | 1 | Robert Gray | GRAY | (blank) | (blank) | M | 1 | Robert Gray | GRAY | (blank) | (blank) | O | 1 | Robert Gray | GRAY | (blank) | (blank) | H | 1 | Robert Gray | GRAY | (blank) | (blank) | G | 1 | Robert Gray | GRAY | (blank) | (blank) | M | 2 | Robert Gray | GRAY | (blank) | (blank) | S |
| EmplID | Name | Last Name | Second Name | Alternate Character Name | Middle Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Robert Gray | GRAY | (blank) | (blank) | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Robert Gray | GRAY | (blank) | (blank) | J | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Robert Gray | GRAY | (blank) | (blank) | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Robert Gray | GRAY | (blank) | (blank) | O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Robert Gray | GRAY | (blank) | (blank) | H | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Robert Gray | GRAY | (blank) | (blank) | G | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Robert Gray | GRAY | (blank) | (blank) | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Robert Gray | GRAY | (blank) | (blank) | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Step | Action |
|------|--------|
|------|--------|

3 The member's credit card information will display.

Maintain Employee Credit Card Data

Jane Doe Person ID: 1234567

Find | View All First 1 of 1 Last

| | | | |
|----------------------|---------------------------------------------------|-------------------|------------------------------------------------------|
| *Business Unit: | <input type="text" value="00010"/> | | |
| *Credit Card Vendor: | <input type="text" value="COMON"/> JPMC | | |
| Card Type: | <input type="text" value="Visa"/> | | |
| Credit Card Number: | <input type="text" value="XXXXXXXXXXXXXXXX8577"/> | Function: | <input type="text" value="Individually Billed Acc"/> |
| Issued Date: | <input type="text" value="10/08/2008"/> | *Expiration Date: | <input type="text" value="11/30/2011"/> |
| Limit Amount: | <input type="text" value="10000.00"/> | Currency: | <input type="text" value="USD"/> |
| Limit Per Trans: | <input type="text"/> | Bill To: | <input type="text" value="Employee"/> |

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

| Field | Description |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Unit | '00010' for Active Coast Guard Units |
| Credit Card Vendor | Name of Credit Card Company |
| Card Type | Type of credit card - MasterCard, Visa, Amex, etc. |
| Credit Card Number | Last four digits of the credit card number |
| Issued Date | Issued Date. The date the card was issued. MM/DD/YYYY format |
| Limit Amount | 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. |
| Limit Per Trans | N/A |
| Function | Shows how the account is billed. |
| Expiration Date | The date the card expires. MM/DD/YYYY format |
| Currency | The currency type (USD = U.S. Dollars) |
| Bill To | Who the account is billed to. |

Note: The TCC Administrator has the ability to update TCC data within Direct Access.

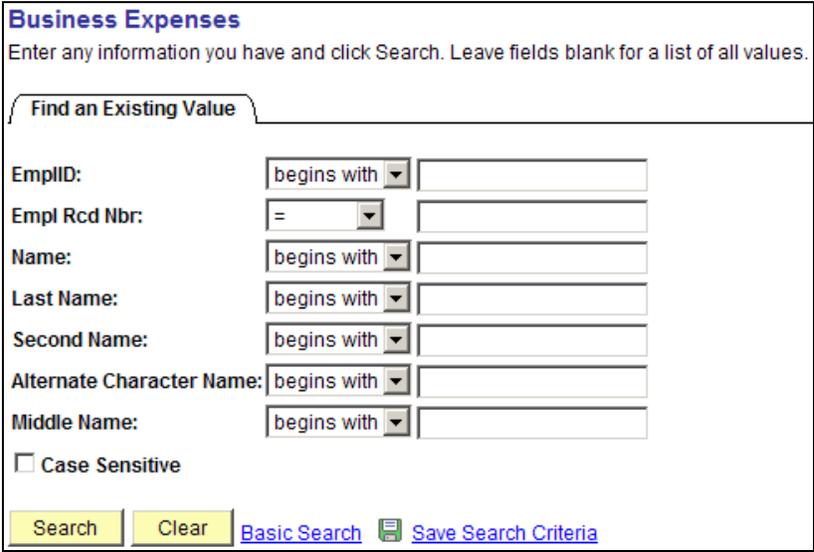
If any changes are made to the account information, be sure to save your work by clicking on **Save** prior to exiting the page.

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <p>As a shortcut, to view the Business Expense record of the same person you just viewed their Credit Card data, click on the minimized Enterprise Menu button () located in the upper left hand corner of the screen to expand the Menu.</p> <div data-bbox="399 296 1239 585" style="border: 1px solid black; padding: 10px; text-align: center;">  <p>United States Coast Guard U.S. Department of Homeland Security</p> </div> <p>Click on the Business Expenses hyperlink.</p> <div data-bbox="188 711 461 1356" style="border: 1px solid black; padding: 5px;"> <p>Menu</p> <ul style="list-style-type: none"> ▷ Administer Workforce ▷ Compensate Employees ▷ Define Business Rules ▷ Develop Workforce ▷ Monitor Workplace ▷ PeopleSoft ▷ Self Service ▷ Human Resources ▽ Workforce Administration <ul style="list-style-type: none"> ▽ Job Information <ul style="list-style-type: none"> - Business Expenses - Credit Card ▷ Global Payroll & Absence Mgmt ▷ Set Up HRMS ▷ Worklist ▷ Tree Manager ▷ Reporting Tools ▷ PeopleTools - Run a Query - Process Monitor - Change My Password - My Personalizations - My System Profile - My Dictionary </div> |

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>The Business Expenses Search page will be displayed with the EmplID already populated. Click Search to view the balance data.</p> <div data-bbox="467 260 1170 932" style="border: 1px solid black; padding: 10px;"> <p>Business Expenses Enter any information you have and click Search. Leave fields blank for a li</p> <p>Find an Existing Value</p> <p>EmplID: begins with <input type="text" value="1234567"/></p> <p>Empl Rcd Nbr: = <input type="text"/></p> <p>Name: begins with <input type="text"/></p> <p>Last Name: begins with <input type="text"/></p> <p>Second Name: begins with <input type="text"/></p> <p>Alternate Character Name: begins with <input type="text"/></p> <p>Middle Name: begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div> |
| 6 | <p>At any time, if you wish to return to the Homepage, click on the Home hyperlink located in the upper right-hand corner of the page.</p> |

How to View/Update a Member's Credit Card Balance

Purpose This functionality gives the TCC Program Administrator the ability to view and edit a member's credit card balance information.

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>To access a member's Travel Charge Card balance information, click on the Business Expenses hyperlink:</p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">  <p>The screenshot shows a window titled "Travel Charge Card Program" with a menu containing the following items: "Load TCC Data", "Credit Card Data", "Business Expenses" (highlighted with a red box), "Reporting Hierarchy Tree", and "Credit Card Vendor Set Up".</p> </div> |
| 2 | <p>You can search for a member by entering any of the search criteria provided on the Find an Existing Value search tab. Once entered, click the Search button:</p> <div style="text-align: center; border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;">  <p>The screenshot shows the "Business Expenses" search interface. It includes a search tab "Find an Existing Value" and a form with the following fields: "EmplID:" (dropdown: "begins with", text input), "Empl Rcd Nbr:" (dropdown: "=", text input), "Name:" (dropdown: "begins with", text input), "Last Name:" (dropdown: "begins with", text input), "Second Name:" (dropdown: "begins with", text input), "Alternate Character Name:" (dropdown: "begins with", text input), and "Middle Name:" (dropdown: "begins with", text input). There is a "Case Sensitive" checkbox and "Search" and "Clear" buttons. Links for "Basic Search" and "Save Search Criteria" are also present.</p> </div> <p>If a list populates, select the member from the Search Results.</p> <p>If your search is by name and there are several members with the same name, refer to the User Guide – Find an Employee. You can use the output from Find an Employee to determine which specific Emplid matches the member you seek. Then you can select the Business Expense information for that specific EmplID.</p> |

Step

Action

3 The Credit Card Business Expenses (balance information) will be displayed. Click on the heading labeled "Expense Code" to sort the balance information in expense code order.

Business Expenses

John Hancock EMP ID: 1122334 Empl Rcd #: 0

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

*Expense Period End Date: 10/17/2010

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 |
|-------------|---------------|----------------|----------------|------------------|
| 10/17/2010 | 91+ Days PD | 902.09 | USD | Closed |
| 10/17/2010 | 90 Days PD | 17.83 | USD | Closed |
| 10/17/2010 | 60 Days PD | 25.00 | USD | Closed |
| 10/17/2010 | 30 Days PD | 25.00 | USD | Closed |
| 10/17/2010 | Amount Due | 1044.92 | USD | Closed |
| 10/17/2010 | Hierarchy | | USD | 31185 |

Business Expenses

John Hancock EMP ID: 1122334 Empl Rcd #: 0

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

*Expense Period End Date: 10/17/2010

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 |
|-------------|---------------|----------------|----------------|------------------|
| 10/17/2010 | Amount Due | 1044.92 | USD | Closed |
| 10/17/2010 | 30 Days PD | 25.00 | USD | Closed |
| 10/17/2010 | 60 Days PD | 25.00 | USD | Closed |
| 10/17/2010 | 90 Days PD | 17.83 | USD | Closed |
| 10/17/2010 | 91+ Days PD | 902.09 | USD | Closed |
| 10/17/2010 | Hierarchy | | USD | 31185 |

Save Return to Search Notify

If any changes are made to the member's balance, be sure to save your work by clicking on **Save** prior to exiting the page.

| Step | Action | | | | | | | | | | | | | | | | |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------|-------------------------|--------------------------------------------------|---------------------------------|--|--------------------|--|-------------|--------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | <p data-bbox="180 149 927 184">Refer to the table below for descriptions of the data fields.</p> <table border="1" data-bbox="180 218 1481 1310"> <thead> <tr> <th data-bbox="183 222 516 264">Field</th> <th data-bbox="516 222 1477 264">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="183 264 516 338">Expense Period End Date</td> <td data-bbox="516 264 1477 338">Date of the report. The data is updated monthly.</td> </tr> <tr> <td colspan="2" data-bbox="183 338 1477 390">Business Expense Details</td> </tr> <tr> <td colspan="2" data-bbox="183 390 1477 432">Expense Tab</td> </tr> <tr> <td data-bbox="183 432 516 474">Charge Date</td> <td data-bbox="516 432 1477 474">Date of the report</td> </tr> <tr> <td data-bbox="183 474 516 921">Expense Code and Expense Amount</td> <td data-bbox="516 474 1477 921"> <p data-bbox="527 478 1325 514">A description of the entry for the associated Expense Amount.</p> <p data-bbox="527 562 1195 598"># Days PD is the number (#) of days <u>P</u>ast <u>D</u>ue (PD).</p> <p data-bbox="527 604 1365 674">Any expense amount associated with a # Days PD is the previous amount past due and unpaid for the # of Days.</p> <p data-bbox="527 722 1183 758">Amount Due refers to the total current amount due.</p> <p data-bbox="527 806 1463 905">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.</p> </td> </tr> <tr> <td data-bbox="183 921 516 963">Currency Code</td> <td data-bbox="516 921 1477 963">The type of currency (USD = U.S. Dollars)</td> </tr> <tr> <td data-bbox="183 963 516 1306">Business Purpose</td> <td data-bbox="516 963 1477 1306"> <p data-bbox="527 968 776 1003">The account status.</p> <p data-bbox="527 1010 781 1045">Possible values are:</p> <ul style="list-style-type: none"> <li data-bbox="656 1052 1130 1087">Open- Account in favorable standing <li data-bbox="656 1094 1308 1129">Suspended- Account is more than 60 days past due <li data-bbox="656 1136 1365 1220">Closed- Account is closed and the bank or card vendor cannot accept any more charges for the account <p data-bbox="527 1226 1406 1304">The 5-digit number located on the "Hierarchy" line is the credit card vendor's Reporting Hierarchy Code.</p> </td> </tr> </tbody> </table> | 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 | <p data-bbox="527 478 1325 514">A description of the entry for the associated Expense Amount.</p> <p data-bbox="527 562 1195 598"># Days PD is the number (#) of days <u>P</u>ast <u>D</u>ue (PD).</p> <p data-bbox="527 604 1365 674">Any expense amount associated with a # Days PD is the previous amount past due and unpaid for the # of Days.</p> <p data-bbox="527 722 1183 758">Amount Due refers to the total current amount due.</p> <p data-bbox="527 806 1463 905">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.</p> | Currency Code | The type of currency (USD = U.S. Dollars) | Business Purpose | <p data-bbox="527 968 776 1003">The account status.</p> <p data-bbox="527 1010 781 1045">Possible values are:</p> <ul style="list-style-type: none"> <li data-bbox="656 1052 1130 1087">Open- Account in favorable standing <li data-bbox="656 1094 1308 1129">Suspended- Account is more than 60 days past due <li data-bbox="656 1136 1365 1220">Closed- Account is closed and the bank or card vendor cannot accept any more charges for the account <p data-bbox="527 1226 1406 1304">The 5-digit number located on the "Hierarchy" line is the credit card vendor's Reporting Hierarchy Code.</p> |
| 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 | <p data-bbox="527 478 1325 514">A description of the entry for the associated Expense Amount.</p> <p data-bbox="527 562 1195 598"># Days PD is the number (#) of days <u>P</u>ast <u>D</u>ue (PD).</p> <p data-bbox="527 604 1365 674">Any expense amount associated with a # Days PD is the previous amount past due and unpaid for the # of Days.</p> <p data-bbox="527 722 1183 758">Amount Due refers to the total current amount due.</p> <p data-bbox="527 806 1463 905">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.</p> | | | | | | | | | | | | | | | | |
| Currency Code | The type of currency (USD = U.S. Dollars) | | | | | | | | | | | | | | | | |
| Business Purpose | <p data-bbox="527 968 776 1003">The account status.</p> <p data-bbox="527 1010 781 1045">Possible values are:</p> <ul style="list-style-type: none"> <li data-bbox="656 1052 1130 1087">Open- Account in favorable standing <li data-bbox="656 1094 1308 1129">Suspended- Account is more than 60 days past due <li data-bbox="656 1136 1365 1220">Closed- Account is closed and the bank or card vendor cannot accept any more charges for the account <p data-bbox="527 1226 1406 1304">The 5-digit number located on the "Hierarchy" line is the credit card vendor's Reporting Hierarchy Code.</p> | | | | | | | | | | | | | | | | |
| 5 | <p data-bbox="180 1360 1481 1438">To return to the Homepage, click on the Home hyperlink located in the upper right-hand corner of the page.</p> | | | | | | | | | | | | | | | | |

Understanding and Using the Reports

Travel Charge Card Report hyperlinks 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 the TCC Administrator User are located below.

| Travel Charge Card Reports | |
|----------------------------|------------------------------------------------|
| 1 | Hierarchy/DeptID Relationship |
| 3 | Members by Hierarchy |
| 5 | High Level Delinquency Roll Up |
| | Other Extracts |
| | Members by DeptID |
| | Detailed Delinquency |
| | Dept Missing from Hierarchy |

| Portal Link/Report Title | Description |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Hierarchy/DeptID Relationship</p> | <p>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.</p> <p>Note: TCC Administrator User and Command Users have access to run this report.</p> |
| <p>2. Members by DeptID</p> | <p>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 hyperlink. This report 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.</p> <p>Note: TCC Administrator User and Command Users have access to run this report.</p> |
| <p>3. Members by Hierarchy</p> | <p>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 hyperlink.</p> <p>Note: TCC Administrator User and Command Users have access to run this report.</p> |

| Portal Link/Report Title | Description |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4. Detailed Delinquency</p> | <p>This query generates a list of all members with a Travel Charge Card balance that is past due.</p> <p>Note: This report is only available to the TCC Administrator User.</p> |
| <p>5. High Level Delinquency Roll Up</p> | <p>This query generates a Summary Report of the past due Accounts by Administrative Area (ATU).</p> <p>Note: This report is only available to the TCC Administrator User.</p> |
| <p>6. Dept Missing from Hierarchy</p> | <p>This query generates a list of departments that are missing from the Reporting Hierarchy Tree. TCC Administrators will use this to identify when a new department has been added so the Reporting Hierarchy tree may be updated.</p> <p>Note: This report is only available to the TCC Administrator User.</p> |
| <p>7. Other Extracts / Bank/Tree Hierarchy Mismatch</p> | <p>This application engine generates a list of members whose bank hierarchy code does not match their tree hierarchy code based on member's DeptID. The user is prompted to enter a Run Control ID and to select the desired report from a list. This information may be used by the TCC Administrator and sent to the TCC Bank to correct Hierarchy codes for members at the bank.</p> <p>Note: This report is only available to the TCC Administrator User.</p> |
| <p>8. Other Extracts / Full Extract</p> | <p>This application engine generates a list of TCC Members' Card, Business Expenses, ATU, Hierarchy, and Department associated data. The user is prompted to enter a Run Control ID and to select the desired report from a list. The TCC Administrator can use this report for ad hoc reporting or validation of other reports.</p> <p>Note: This report is only available to the TCC Administrator User.</p> |

Users may also export the reports to an Excel Spreadsheet or a CSV file by clicking on the desired hyperlink as displayed below:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#)

Report Prompts

For [Members by Hierarchy](#) Report:

Enter the 5-digit Hierarchy Code at the prompt. Click View Results.

Hierarchy:

[View Results](#)

| DeptID | Department Description | EmplID | Title | Name | Class | Empl Status | Rpt Hierarchy Bank | Rpt Hierarchy Tree | Credit Limit | As of Date | Card Status | Balance Due | 1-30 Days Past Due | 31-60 Days Past Due | 61-90 Days Past Due | 91-120+ Days Past Due |
|--------|------------------------|--------|-------|------|-------|-------------|--------------------|--------------------|--------------|------------|-------------|-------------|--------------------|---------------------|---------------------|-----------------------|
|--------|------------------------|--------|-------|------|-------|-------------|--------------------|--------------------|--------------|------------|-------------|-------------|--------------------|---------------------|---------------------|-----------------------|

For [Members by DeptID](#) Report:

Enter the 6-digit DeptID at the prompt. Click View Results.

DeptID: 

[View Results](#)

| DeptID | Department Description | EmplID | Title | Name | Class | Empl Status | Rpt Hierarchy | Credit Limit | As of Date | Card Status | Balance Due | 1-30 Days Past Due | 31-60 Days Past Due | 61-90 Days Past Due | 91-120+ Days Past Due |
|--------|------------------------|--------|-------|------|-------|-------------|---------------|--------------|------------|-------------|-------------|--------------------|---------------------|---------------------|-----------------------|
|--------|------------------------|--------|-------|------|-------|-------------|---------------|--------------|------------|-------------|-------------|--------------------|---------------------|---------------------|-----------------------|

Special Considerations for “Other Extracts” Reports

For [Other Extracts](#) Reports:

A Run Control ID is required to run these reports. The first time through this process, click on **Add a New Value** tab and setup your run control. Enter **TCC** and click the **Add** button.

Travel Charge Card Reports

[Find an Existing Value](#) | **Add a New Value**

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

For subsequent times through this process, enter **TCC** on the “Find an Existing Value” tab and click **Search**, or Click **Search** and select TCC from the search results.

Travel Charge Card Reports
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

The “Prcsruncntl” (Process Run Control) tab will be displayed. Click **Run**.

Prcsruncntl

Run Control ID: TCC

[Report Manager](#) | [Process Monitor](#) | **Run**

The Process Scheduler Request page is displayed.

Process Scheduler Request

User ID: JHANCOCK | Run Control ID: TCC

Server Name: | Run Date: | Recurrence: | Run Time: | **Reset to Current Date/Time**

Time Zone:

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|--------------------------|------------------------------|--------------|--------------------|----------------------------------|----------------------------------|------------------------------|
| <input type="checkbox"/> | Full Extract | CG_TCC_EXTRT | Application Engine | <input type="text" value="Web"/> | <input type="text" value="TXT"/> | Distribution |
| <input type="checkbox"/> | Bank/Tree Hierarchy Mismatch | CG_TCC_MISMC | Application Engine | <input type="text" value="Web"/> | <input type="text" value="TXT"/> | Distribution |

OK | **Cancel**

Click within the Select box to the left of the report you wish to run. You may run either Full Extract or Bank/Tree Hierarchy Mismatch, or both reports.

Process Scheduler Request

User ID: JHANCOCK Run Control ID: TCC

Server Name: PSUNX Run Date: 09/17/2010 

Recurrence:  Run Time: 2:56:28PM [Reset to Current Date/Time](#)

Time Zone: 

Process List

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|------------------------------|--------------|--------------------|-------|---------|------------------------------|
| <input checked="" type="checkbox"/> | Full Extract | CG_TCC_EXTRT | Application Engine | Web | TXT | Distribution |
| <input type="checkbox"/> | Bank/Tree Hierarchy Mismatch | CG_TCC_MISMC | Application Engine | Web | TXT | Distribution |

[OK](#) [Cancel](#)

Once at least one process is checked, click **OK** to submit the process or processes to the process scheduler. This will take you back to the Process Run Control page, where you may log your process instance number(s). The process may take several minutes to complete. Once complete, the system will place a link in the “My Reports” pagelet as the process name, CG_TCC_EXTRT or CG_TCC_MISMC, respectively.

My Reports

| Report | Folder |
|------------------------------|-------------------------------|
| CGLOADCREDIT | General 2010-10-15-18.29.0 |
| CG_TCC_MISMC | General 2010-10-13-15.31.3 |

[Report Manager](#)

If you do not see the report output in the My Reports pagelet, click on the refresh button for the pagelet.



For the Bank/Tree Hierarchy Mismatch report, the Process Name is CG_TCC_MISMC. Click CG_TCC_MISMC hyperlink to display the process details. Select the output link, [TCC_BANK_TREE_Mismatch.csv](#). A new window will open. See below.

Report

Report ID: 25362 **Process Instance:** 24575 [Message Log](#)

Name: CG_TCC_MISMC **Process Type:** Application Engine

Run Status:

Bank/Tree Hierarchy Mismatch

Distribution Details

Distribution Node: RPTNODE **Expiration Date:** 10/20/2010

File List

| Name | File Size (bytes) | Datetime Created |
|----------------------------------------------|-------------------|---------------------------------|
| AE CG TCC MISMC 24575.stdout | 281 | 10/13/2010 3:31:31.000000PM PDT |
| TCC Bank Tree Mismatch.csv | 1,025,743 | 10/13/2010 3:31:31.000000PM PDT |

Distribute To

Distribution ID Type ***Distribution ID**

For the Full Extract report, the Process Name is CG_TCC_EXTRT. Click the CG_TCC_EXTRT hyperlink to display the process details. Select the output link, [TCC_Full_Extract.csv](#).

The report output from the two extract processes (Full Extract and Bank/File Mismatch Report) does contain the leading zeros for fields that require them. However, if you pull up either of these reports by clicking on the .csv links from the Report Details output, select “open”, Excel opens the file and does not allow the user to specify the text fields. See the following example:

Report ID: 25336 **Process Instance:** 24549 [Message Log](#)

Name: CG_TCC_EXTRT **Process Type:** Application Engine

Run Status: Success

Full Extract

Distribution Details

Distribution Node: RPTNODE **Expiration Date:** 10/14/2010

File List

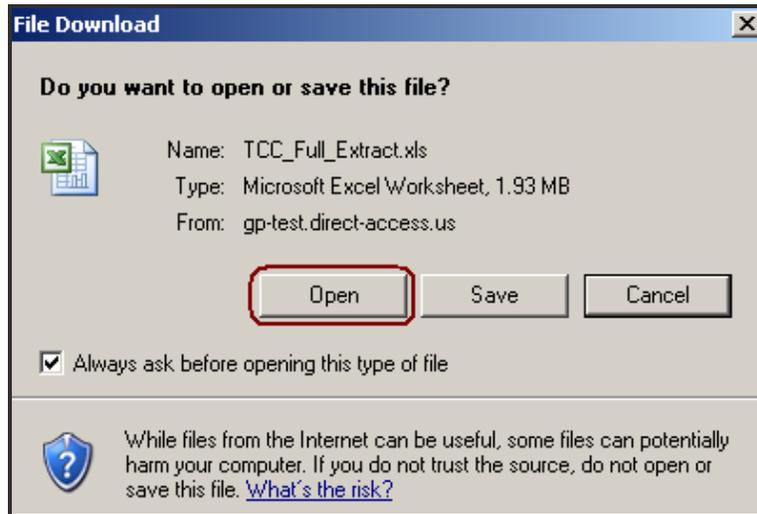
| Name | File Size (bytes) | Datetime Created |
|----------------------------------------------|-------------------|----------------------------------|
| AE CG TCC EXTRT 24549.stdout | 281 | 10/07/2010 11:13:44.000000AM PDT |
| TCC_Full_Extract.csv | 7,483,603 | 10/07/2010 11:13:44.000000AM PDT |

Distribute To

Distribution ID Type ***Distribution ID**

Click on TCC_Full_Extract.csv link from the report details.

A new window is opened as follows:



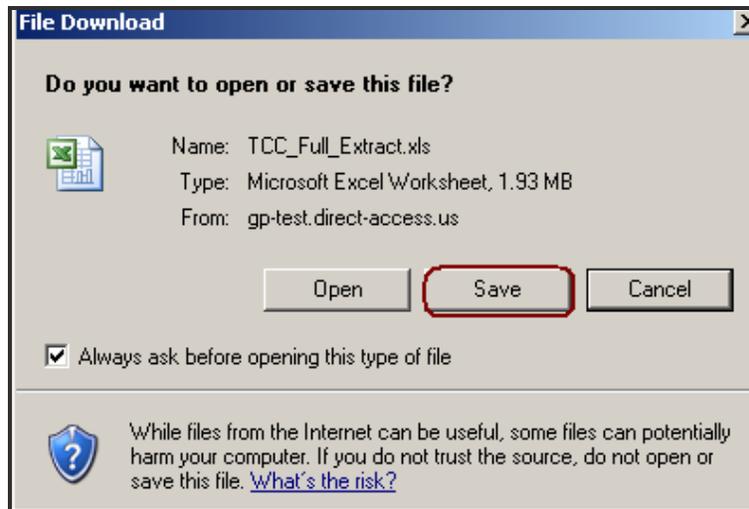
If you click on the Open button, an Excel window is opened with the TCC Full Extract data in read-only as follows:

The screenshot shows Microsoft Excel with the following data:

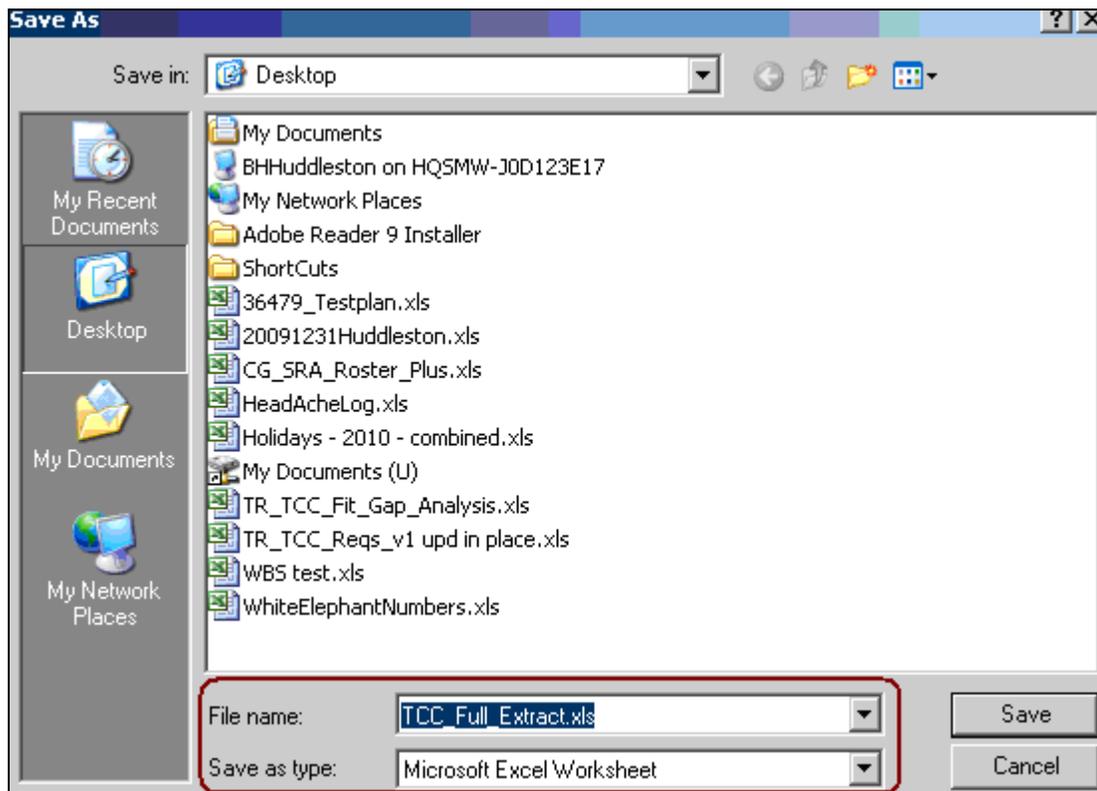
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | |
|----|-----|-------|------|--------|------------|--------|-------|------|-------|-----|-------|-----------|-------------|-------------|------------|
| 1 | ATU | OPFAC | MOD | DeptID | Department | EmplID | Rank | Name | Class | Reg | Regio | Empl Stat | Rpt Hierarc | Credit Limi | Card Statu |
| 2 | 77 | 67100 | T10 | 6150 | RECRUIT I | | SN | | AD | AD | A | 31284 | 1 | Open | |
| 3 | 21 | 11411 | | 77 | CGC JARV | | SA | | AD | AD | A | 31284 | 1 | Open | |
| 4 | 14 | 15243 | | 754 | CGC KUKI | | FN | | AD | AD | A | 31284 | 1 | Open | |
| 5 | 79 | 47919 | 10A | 10140 | PSSU KOI | | FS3 | | AD | AD | A | 31250 | 1 | Open | |
| 6 | 13 | 30486 | | 753 | CG STA P | | MK3 | | AD | AD | A | 31296 | 2 | Open | |
| 7 | 20 | 12113 | | 91 | CGC VIGC | | SN | | AD | AD | A | 31179 | 2500 | Open | |
| 8 | 9 | 15257 | | 6886 | CGC MAC | | FS3 | | AD | AD | A | 31207 | 2500 | Open | |
| 9 | 76 | 65100 | 15C | 2421 | ATC MOBI | | YN3 | | AD | AD | A | 31175 | 5000 | Open | |
| 10 | 5 | 37050 | 30B | 7320 | SEC DEL | | MST3 | | AD | AD | A | 31139 | 5000 | Open | |
| 11 | 99 | 70009 | 5231 | 9076 | COMMAND | | CS 11 | | AD | AD | A | 31180 | 2500 | Open | |

Notice, that Excel has ignored the leading zeros.

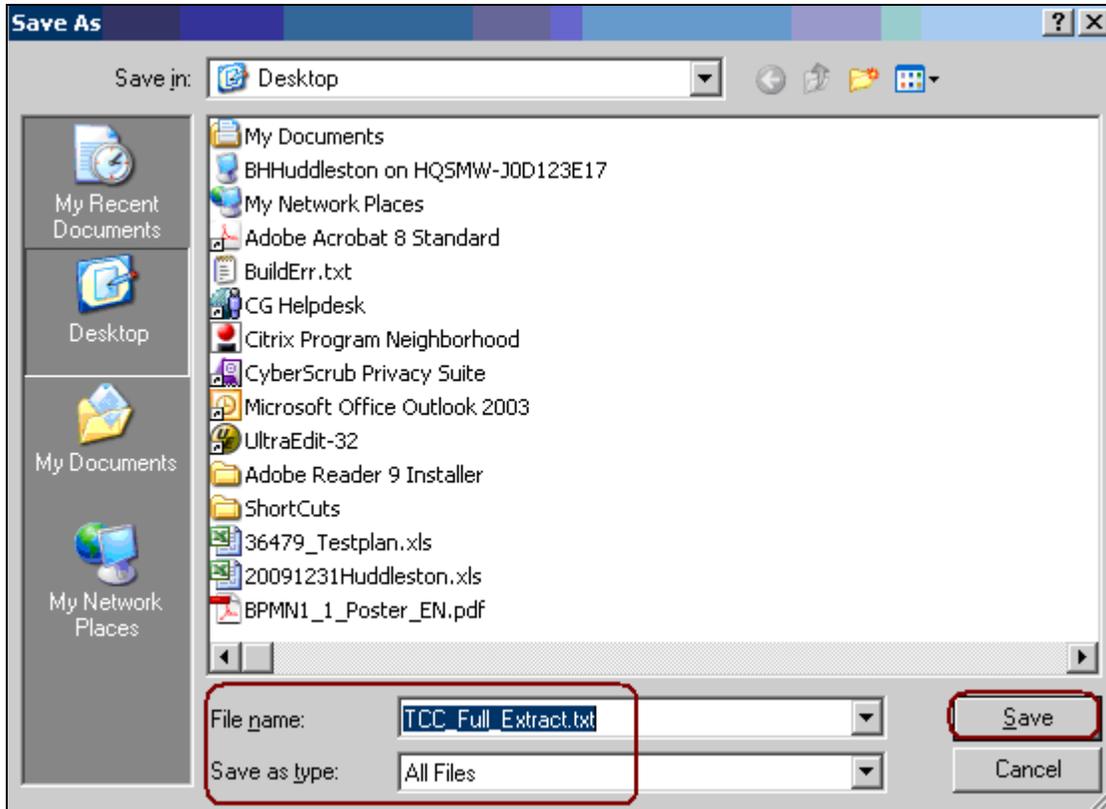
Instead, Click on Save from the File Download window.



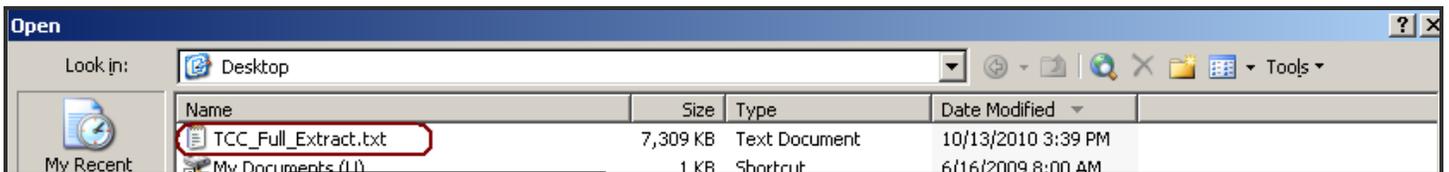
Another window opens as "Save As".



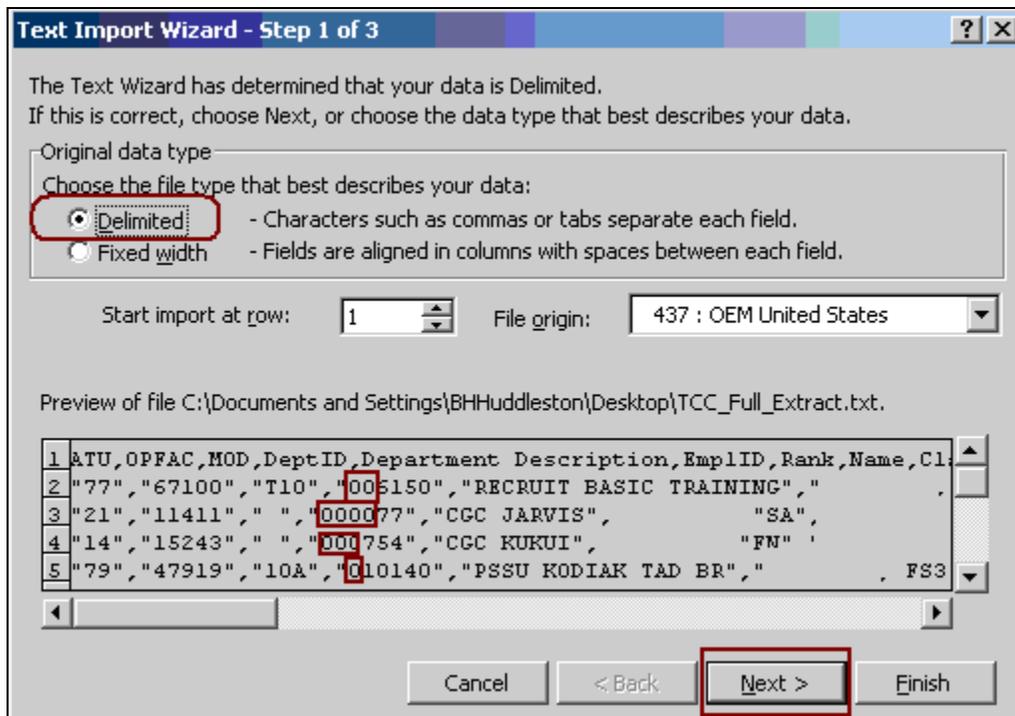
Change the **Save as type** to All Files by selecting it from the drop down. Click inside the **File name** box and change the extension from .xls to .txt. Click on the **Save** button. See example below.



This will save the file in the directory of your choice (in this case, on the Desktop) as a text file. Next, open up Excel. Click File Open and select the TCC_Full_Extract.txt file from where you just saved the file (the Desktop, in this example).



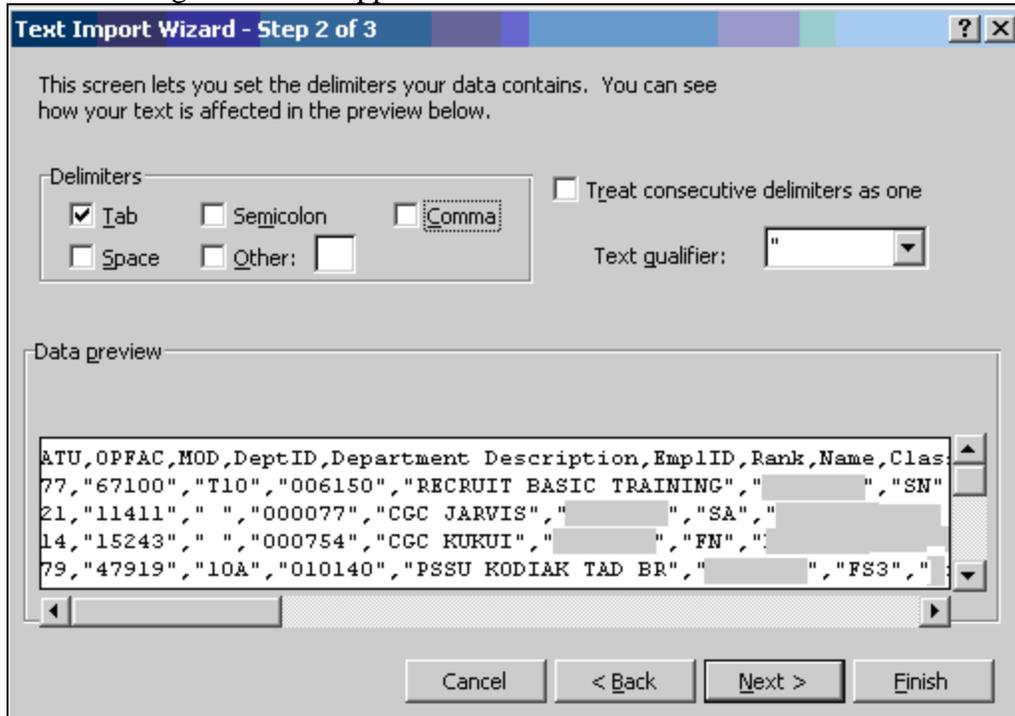
The Text Import Window is opened by Excel as follows:



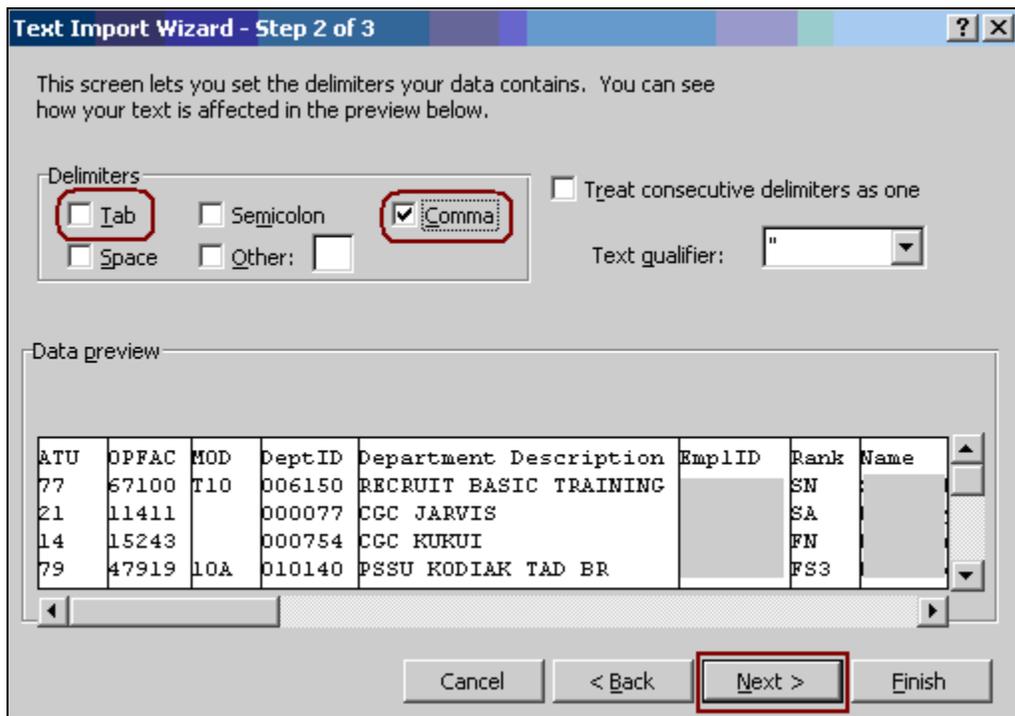
Note: You can see from this screen shot that the DeptID information is being generated with the leading zeroes.

Continue the Text Import into Excel. Choose file type of **Delimited** and click **Next**.

The following screen will appear:

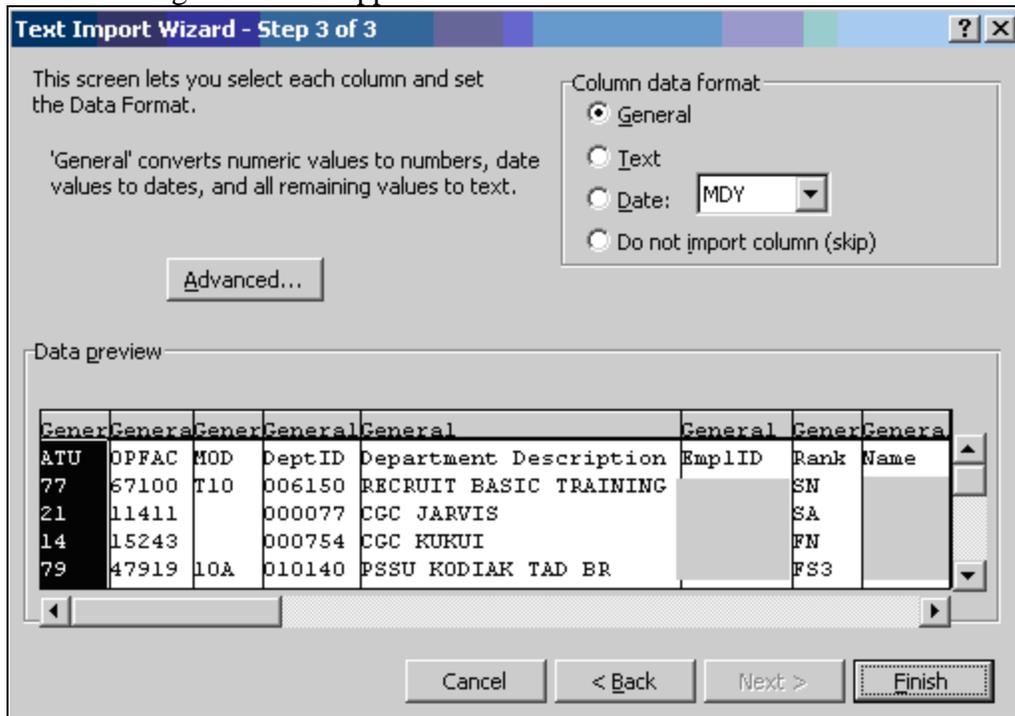


Click on the Tab Delimiter check box (to uncheck the box) and click on the Comma delimited checkbox. See following screen:

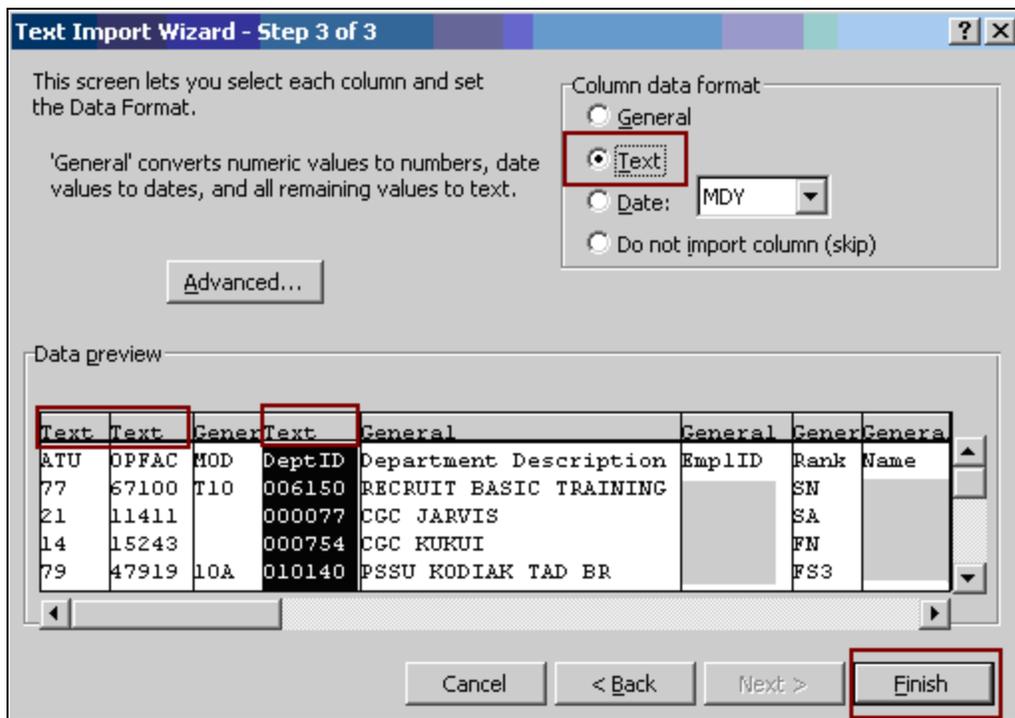


Click Next.

The following screen will appear.



For every column where you wish the leading zeroes to be preserved, click on the column and adjust the column data format to **Text**. For instance, the ATU column is already highlighted, click on Text in the column data format, click on the OPFAC column and click Text, and so on. In the following screen, ATU, OPFAC and DeptID columns have been changed from General format to Text format. Continue setting all the columns with the possibility of leading zeroes to text and click Finish.



Excel will open the file. See following example. Note that the ATU, OPFAC and DeptID columns retain the leading zeroes:

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | | |
|----|-----|-------|------|--------|------------|--------|-------|------|-------|-------|--------|-----------|------------|-------------|------------|----|
| 1 | ATU | OPFAC | MOD | DeptID | Department | EmplID | Rank | Name | Class | Reg | Region | Empl Stat | Rpt Hierar | Credit Limi | Card Statu | Ba |
| 2 | 77 | 67100 | T10 | 006150 | RECRUIT | | SN | | AD | AD | A | 31284 | 1 | Open | | |
| 3 | 21 | 11411 | | 000077 | CGC JARV | | SA | | AD | AD | A | 31284 | 1 | Open | | |
| 4 | 14 | 15243 | | 000754 | CGC KUKI | | FN | | AD | AD | A | 31284 | 1 | Open | | |
| 5 | 79 | 47919 | 10A | 010140 | PSSU KOI | | FS3 | | AD | AD | A | 31250 | 1 | Open | | |
| 6 | 13 | 30486 | | 000753 | CG STA P | | MK3 | | AD | AD | A | 31296 | 2 | Open | | |
| 7 | 20 | 12113 | | 000091 | CGC VIGC | | SN | | AD | AD | A | 31179 | 2500 | Open | | |
| 8 | 09 | 15257 | | 006886 | CGC MAC | | FS3 | | AD | AD | A | 31207 | 2500 | Open | | 2 |
| 9 | 76 | 65100 | 15C | 002421 | ATC MOBI | | YN3 | | AD | AD | A | 31175 | 5000 | Open | | |
| 10 | 05 | 37050 | 30B | 007320 | SEC DEL | | MST3 | | AD | AD | A | 31139 | 5000 | Open | | |
| 11 | 98 | 70098 | 5231 | 009076 | COMMANI | | GS-11 | | CIV | NOMIL | A | 31180 | 2500 | Open | | 1 |
| 12 | GD | 08000 | 10A | 004750 | OFFICER | | OCUI2 | | AD | AD | A | 31146 | 2500 | Open | | |

How to Schedule a Query

You can schedule a query to run via the process scheduler instead of running the query from the portal link. The results of scheduled queries are routed to the Report Manager. Refer to the [User Guide – How to Schedule a Query](#) for details.

The following queries may be scheduled:

| Report Name | Query Name | Description |
|--------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hierarchy/DeptID Relationship | CG_TCC_HIERARCHY_TREE_LISTING | Generate List of TCC Hierarchy Codes and all the Department IDs assigned to it |
| Members by DeptID | CG_TCC_MEMBERS_BY_DEPTID | Generates List of Members with Travel Charge Cards based on Department ID (User is prompted to enter DEPTID). Based on the ATU/DeptID tree, all members with ATU-related DeptIDs will be included on the report. |
| Members by Hierarchy | CG_TCC_HIERARCHY_DEPT_EMPLID | Generate List of Members with Travel Charge Cards based on their Assigned Reporting Hierarchy Code (User is prompted to enter Hierarchy code) |
| Detailed Delinquency | CG_TCC_DETAIL_DELINQUENCY_ACT | Generate List of Members with any Past Due Travel Charge Card Balance |
| High Level Delinquency Roll Up | CG_TCC_DELINQUENCY_ROLL_UP | Generate Summary Report of Past Due Accounts by Administrative Area (ATU) |
| Dept Missing from Hierarchy | CG_TCC_DEPT_MISSING_HIERARCHY | Generate List of Departments that are Missing from the Reporting Hierarchy Tree |
| Find an Employee | CG_FIND_EMPLOYEE | Find an Employee |