

# **U.S. Coast Guard**



## **User Guide for Travel Charge Card Command / Area Coordinators**

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

Prepared by  
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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 Reports



C) HR Data Shortcuts



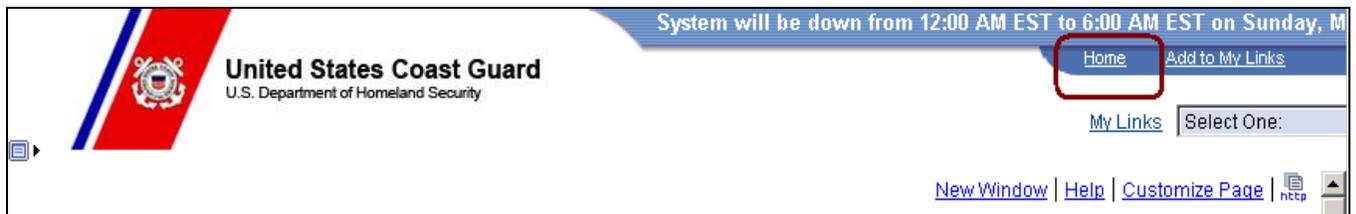
The Portal Link Navigation for the Travel Charge Card is as follows:

ID	Pagelet	Portal Link	Description	Navigation
1	Travel Charge Card Program	Credit Card Data	Show Travel Charge Card Data	Workforce Administration, Job Information, Credit Card
2	Travel Charge Card Program	Business Expenses	Show Travel Charge Card Business Expenses (Charge Card Balance Information)	Workforce Administration, Job Information, Business Expenses
3	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
4	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
5	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
6	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

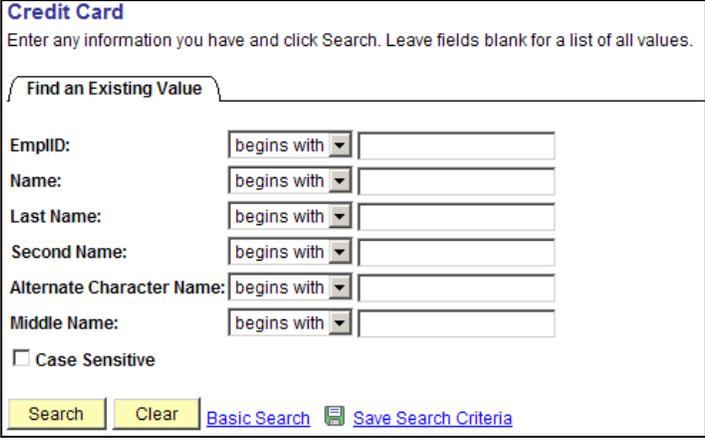
**Purpose** The primary purpose is to demonstrate how to return to the Portal Home page from any Direct Access function.

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



## How to View a Member's Credit Card Data

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

Step	Action
1	<p>To view a member's Travel Charge Card account information, click on the <a href="#">Credit Card Data</a> link:</p> 
2	<p>You can search for a member by entering their EmplID, Name, and/or Last Name. Once entered, click the <b>Search</b> button:</p> 

**Step**

**Action**

If a list populates, select the member from the Search Results below by clicking on the hyperlink of your choice.

**Credit Card**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmplID: begins with [ ]

Name: begins with [ Robert Gray ]

Last Name: begins with [ ]

Second Name: begins with [ ]

Alternate Character Name: begins with [ ]

Middle Name: begins with [ ]

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

**Search Results**

[View All](#) First ◀ 1-8 of 8 ▶ Last

EmplID	Name	Last Name	Second Name	Alternate Character Name	Middle Name
<a href="#">1</a>	<a href="#">Robert Gray</a>	<a href="#">GRAY</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">I</a>
<a href="#">1</a>	<a href="#">Robert Gray</a>	<a href="#">GRAY</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">J</a>
<a href="#">1</a>	<a href="#">Robert Gray</a>	<a href="#">GRAY</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">M</a>
<a href="#">1</a>	<a href="#">Robert Gray</a>	<a href="#">GRAY</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">O</a>
<a href="#">1</a>	<a href="#">Robert Gray</a>	<a href="#">GRAY</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">H</a>
<a href="#">1</a>	<a href="#">Robert Gray</a>	<a href="#">GRAY</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">G</a>
<a href="#">1</a>	<a href="#">Robert Gray</a>	<a href="#">GRAY</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">M</a>
<a href="#">2</a>	<a href="#">Robert Gray</a>	<a href="#">GRAY</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">S</a>

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.

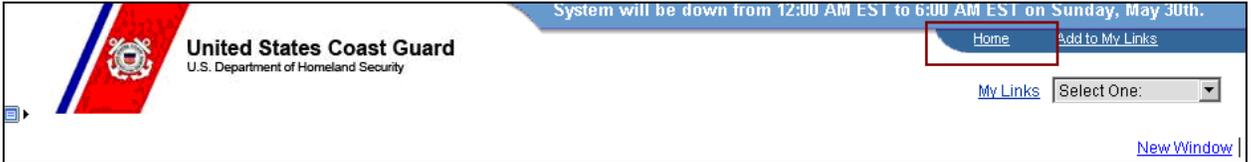
Step	Action																												
3	<p>The member's credit card information will display.</p> <div data-bbox="363 268 1438 667" style="border: 1px solid black; padding: 5px;"> <p><b>Maintain Employee Credit Card Data</b></p> <p>John Smith <span style="float: right;">Person ID: 1234567</span></p> <p><b>Credit Card Data</b> <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <table border="0" style="width: 100%;"> <tr> <td><b>Business Unit:</b></td> <td>00010</td> <td><b>Function:</b></td> <td>Individually Billed Account</td> </tr> <tr> <td><b>Credit Card Vendor:</b></td> <td>COMON JPMC</td> <td><b>Expiration Date:</b></td> <td>11/30/2011</td> </tr> <tr> <td><b>Card Type:</b></td> <td>Visa</td> <td><b>Currency:</b></td> <td>USD</td> </tr> <tr> <td><b>Credit Card Number:</b></td> <td>XXXXXXXXXXXX8577</td> <td><b>Bill To:</b></td> <td>Employee</td> </tr> <tr> <td><b>Issued Date:</b></td> <td>10/08/2008</td> <td></td> <td></td> </tr> <tr> <td><b>Limit Amount:</b></td> <td>10000.00</td> <td></td> <td></td> </tr> <tr> <td><b>Limit Per Trans:</b></td> <td></td> <td></td> <td></td> </tr> </table> </div>	<b>Business Unit:</b>	00010	<b>Function:</b>	Individually Billed Account	<b>Credit Card Vendor:</b>	COMON JPMC	<b>Expiration Date:</b>	11/30/2011	<b>Card Type:</b>	Visa	<b>Currency:</b>	USD	<b>Credit Card Number:</b>	XXXXXXXXXXXX8577	<b>Bill To:</b>	Employee	<b>Issued Date:</b>	10/08/2008			<b>Limit Amount:</b>	10000.00			<b>Limit Per Trans:</b>			
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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="480 344 1318 634" style="border: 1px solid black; padding: 10px; text-align: center;">  </div> <p>Click on the <a href="#">Business Expenses</a> hyperlink.</p> <div data-bbox="277 758 550 1402" style="border: 1px solid black; padding: 5px;"> <p><b>Menu</b></p> <ul style="list-style-type: none"> <li>▷ Administer Workforce</li> <li>▷ Compensate Employees</li> <li>▷ Define Business Rules</li> <li>▷ Develop Workforce</li> <li>▷ Monitor Workplace</li> <li>▷ PeopleSoft</li> <li>▷ Self Service</li> <li>▷ Human Resources</li> <li>▽ Workforce Administration <ul style="list-style-type: none"> <li>▽ Job Information <ul style="list-style-type: none"> <li>- <a href="#">Business Expenses</a></li> <li>- Credit Card</li> </ul> </li> </ul> </li> <li>▷ Global Payroll &amp; Absence Mgmt</li> <li>▷ Set Up HRMS</li> <li>▷ Worklist</li> <li>▷ Tree Manager</li> <li>▷ Reporting Tools</li> <li>▷ PeopleTools</li> <li>- <a href="#">Run a Query</a></li> <li>- <a href="#">Process Monitor</a></li> <li>- <a href="#">Change My Password</a></li> <li>- <a href="#">My Personalizations</a></li> <li>- <a href="#">My System Profile</a></li> <li>- <a href="#">My Dictionary</a></li> </ul> </div>

Step	Action
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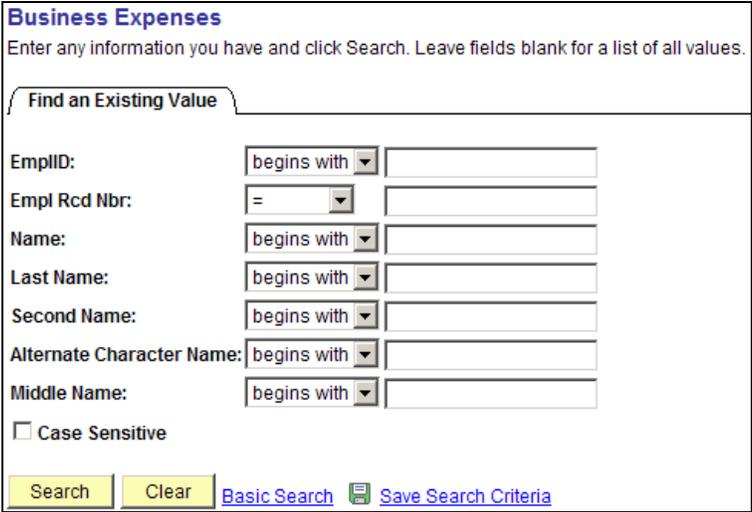
The Business Expenses Search page will be displayed with the EmplID already populated. Click Search to view the balance data.

6 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.



## How to View a Member's Credit Card Balance

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

Step	Action
1	<p>To view a member's Travel Charge Card account information, click on the <a href="#">Business Expenses</a> link:</p> <div style="text-align: center;">  </div>
2	<p>You can search for a member by entering their EmplID, Name, and/or Last Name. Once entered, click the <b>Search</b> button:</p> <div style="text-align: center;">  </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 <a href="#">User Guide – Find an Employee</a>. 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>

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**

Sandra Summers EMP ID: 1234567 Empl Rcd #: 0

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

Expense Period End Date: 10/19/2010

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

Charge Date	Expense Code	Expense Amount	Currency Code	Business Purpose
10/19/2010	Hierarchy		USD	31185
10/19/2010	91+ Days PD	902.09	USD	Closed
10/19/2010	90 Days PD	17.83	USD	Closed
10/19/2010	60 Days PD	25.00	USD	Closed
10/19/2010	30 Days PD	25.00	USD	Closed
10/19/2010	Amount Due	1044.92	USD	Closed

**Business Expenses**

Sandra Summers EMP ID: 1234567 Empl Rcd #: 0

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Save Return to Search Notify

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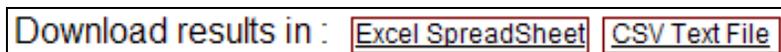
## Understanding and Using the Reports

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



Portal Link/Report Title	Description
<b>1.</b> Hierarchy/DeptID Relationship	This query generates a list of hierarchy codes and their associated departments for TCC Administrators. This program level report is produced from information stored in the Reporting Hierarchy Tree and may be used to validate data input into the tree. This report information may be uploaded to the USCG Government Travel Charge Card web site for access by TCC coordinators and commands for identifying which departments are located under what hierarchy code.
<b>2.</b> Members by DeptID	This query generates a list of members with travel charge cards based on their Department ID. The user is prompted to enter the Department ID upon clicking on the portal link. This report may be run by the TCC Administrators or Command and is used to identify a travel charge card holder who may not be in the correct hierarchy code at the TCC bank. Departments are assigned to Hierarchy codes by the TCC Administrator. Hierarchy codes are assigned to TCC Coordinators and Commands to track TCC usage and spot any past due accounts.
<b>3.</b> Members by Hierarchy	This query generates a list of members with travel charge cards based on their assigned Reporting Hierarchy Code. The user is prompted to enter the Hierarchy Code upon clicking on the portal link. This report may be run by the TCC Administrators or Command and sent to the TCC Bank to correct Hierarchy Codes for members at the bank.

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



## Report Prompts

For [Members by Hierarchy](#) Report:

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

Hierarchy: <input type="text"/>																
<input type="button" value="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: <input type="text"/> <input type="button" value="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

## 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)
Find an Employee	CG_FIND_EMPLOYEE	Find an Employee