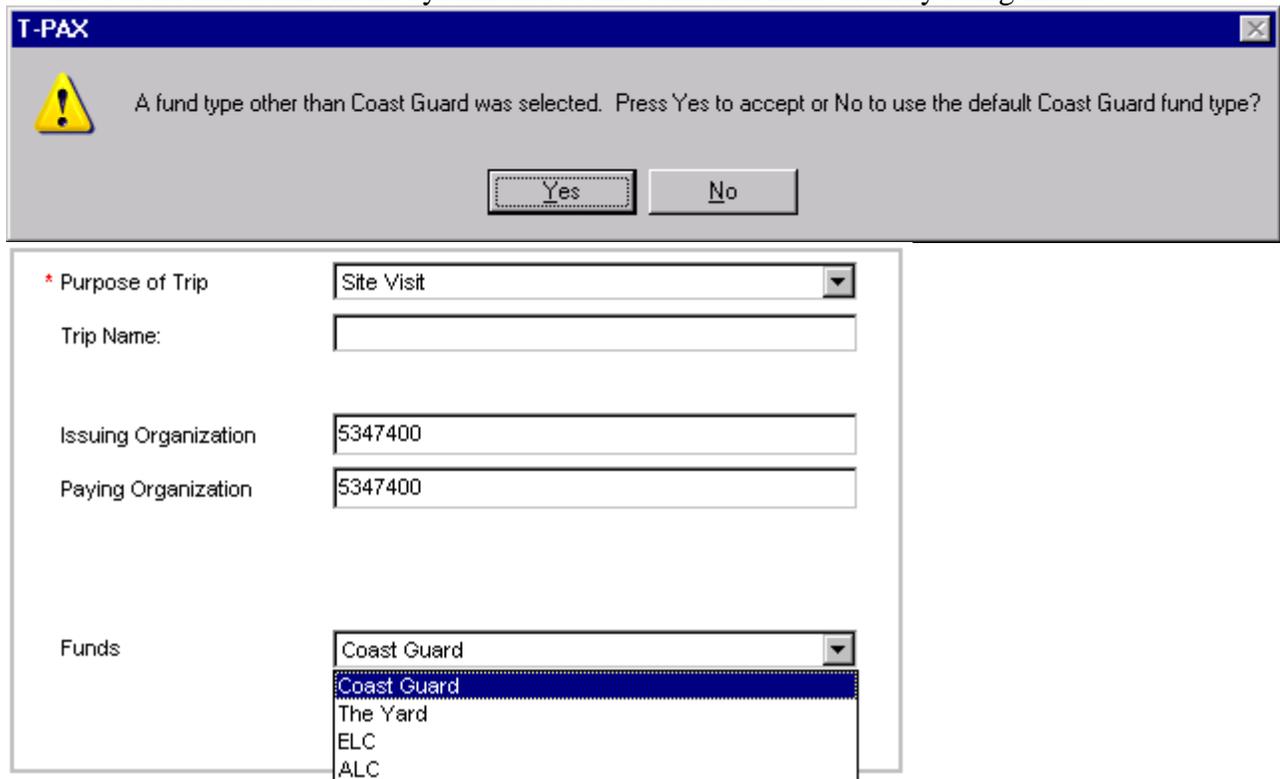


What's New in Tpx Version 6.14 upgrade

1. Please remember to have all travel claims approved by AO prior to June 18, 2010 by 1400 CDT to ensure claim is processed through to payment prior to the upgrade and does not have the potential of becoming corrupt.
2. Tpx will be unavailable for use from approximately 1400 CDT June 18, 2010 – 2359 CDT June 20, 2010.
3. When processing travel claim order information, a traveler is required to input the Fund type. This field defaults to Coast Guard Funds. Anytime a member chooses a fund type other than Coast Guard the system will give the traveler a pop up message ensuring the traveler knows they selected a fund type other than the default value of Coast Guard. Traveler will then have the ability to say Yes or No. If No is selected, the fund type will then change back to Coast Guard. Additionally, the Fund Type OTHER has been removed from selection, as it is no longer needed or valid in the system. This has been done so that claims and TONOs will not have to be deleted from the system due to this selection inadvertently being made.



The screenshot shows a window titled "T-PAX" with a warning icon and the message: "A fund type other than Coast Guard was selected. Press Yes to accept or No to use the default Coast Guard fund type?". Below the message are "Yes" and "No" buttons. The "Yes" button is highlighted with a dashed border. Below the message box is a form with the following fields:

* Purpose of Trip	Site Visit
Trip Name:	
Issuing Organization	5347400
Paying Organization	5347400
Funds	Coast Guard

The "Funds" dropdown menu is open, showing the following options: Coast Guard (highlighted), The Yard, ELC, and ALC.

4. Due to the number of "requests" (settlements/advances/authorizations) that individuals may have in their accounts, the NEXT/PREVIOUS hyperlinks have been removed and "scroll bars" have been inserted.

	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official
<input type="checkbox"/>	110822222222000	Settlement			Normal	HANSER, PATRICIA .	
<input type="checkbox"/>	110855555555000	Settlement			Normal	HANSER, PATRICIA .	
<input type="checkbox"/>	1109G89RXN084000	Settlement	11/11/2008	11/14/2008	Normal	HANSER, PATTY	
<input type="checkbox"/>	11098996PC160000	Authorization	9/7/2009	9/12/2009	Normal	HANSER, PATRICIA .	
<input type="checkbox"/>	1109444888777000	Settlement	8/12/2009	8/18/2009	Normal	HANSER, PATRICIA .	
<input type="checkbox"/>	1109456789789000	Settlement	8/10/2009	8/20/2009	Normal	HANSER, PATRICIA .	

Details	110822222222000	09/01/2009-09/03/2009	Normal	09/01/2009	5347400	Coast Guard
Details	1109222555888000	09/02/2009-09/08/2009	Normal	09/02/2009	5347400	Coast Guard
Details	1109333222111000	02/10/2009-02/28/2009	Normal	02/01/2009		Coast Guard
Details	110933333333000	02/02/2009-02/11/2009	Normal	02/01/2009	5347400	Coast Guard
Details	110944444444000	01/02/2009-01/09/2009	Normal	01/01/2009	5347400	Coast Guard
Details	1109444888777000	08/12/2009-08/20/2009	Normal	08/10/2009	5347400	Coast Guard

5. Traveler Profile has been updated to PREVENT members from changing their Unit OPFAC. This field is loaded from a import file from Direct Access or JUMPS. This is the OPFAC that determines Proxy and Signature Proxy permissions.

Personal	Address	Misc. Info	T-PAX Info
Miscellaneous		Unit:	<input type="text" value="7947400"/>

6. Traveler Profile has been updated in the “Additional Information” area for “self service” selection of permissions. Members will only be able to select a “default AO” & a “Full Signature Proxy”. The permissions that were removed were “Unit Representative” & “Full Advance Signature Proxy”. These will be command designated permissions in the future.

Additional Information

Default AO: [BUTLER, PATRICK](#)

Date Proxy Expires:

Full: Signature Proxy: [Click to select Sig. Proxy.](#)

7. Travel Order History Screen has been changed to allow the “searching” of TONOs within the history view. This “FIND” function can be done using a partial or complete TONO to take you to that area of the listing. Please be advised that if you use a partial TONO and there are no “details to display” you will get a pop up saying it can’t find that selection and will automatically put you into the listing at the “closest” possible solution.

Order Number:

	Order Number	Travel Dates	Travel Type	Issue Date	Issuer	Funds
Details	1102512QPPA51000	03/31/2002-04/05/2002	Normal	03/31/2002		Coast Guard
Details	1104514QPPB02000	06/07/2004-06/09/2004	Normal	05/05/2004		Coast Guard
Details	11053156LH041000	08/14/2005-08/20/2005	Normal	08/09/2005		Coast Guard
Details	11053356SNT37000	09/11/2005-09/17/2005	Normal	08/18/2005		Coast Guard
Details	110551500010000	01/03/2005-02/04/2005	Normal	01/04/2005		Coast Guard

Pay Method	Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied	Net Transaction	In Suspense
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Order Number:

Details	1110G80ADV999000	05/26/2010-05/28/2010	Normal	05/26/2010	5347400			Coast Guard
Details	1110G80TST555000	12/28/2009-01/06/2010	Normal	12/25/2009	5347400			Coast Guard
Details	1110G80VISTA0000	05/01/2010-05/05/2010	Normal	05/01/2010	5347400			Coast Guard
Details	1210111111111000	08/25/2009-09/23/2009	PCS	08/01/2009				Coast Guard
Details	1305515QPPA42000	02/03/2005-06/30/2005	Blanket	02/03/2005				Coast Guard
Details	1310123LTTEST000	10/01/2009-09/30/2010	Blanket	10/01/2009	5347400			Coast Guard

Pay Method	Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied	Net Transaction	In Suspense
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8. Fiscal Year Crossover – This function has had 3 changes to it:

a. Fiscal Year Amount screen bleed through has been resolved

Element of Expense	2009	2010	Total	ProgEle	CstAct	Obj	Amount
Memb/Emp TDY Per Diem	1734.25	2447.25	4,181.50				
Memb/Emp Reimbursables	110	140	250.00				
Totals Debits	1844.25	2587.25	4,431.50				

CstAct	Obj	Amount
<input type="text" value="78045"/>	<input type="text" value="2100"/>	<input type="text" value="1,844.25"/>
<small>Enter the amount to be allocated to</small>		
<input type="button" value="Accept Line"/>		<input type="button" value="Cancel Line"/>

1109G89FYXLOA001	2	P	001	299	21	0	RA	78045	2100	2587.25
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- b. 2nd fiscal year line of accounting auto fills the TONO with the appropriate suffix of 001 and will not allow member to change it

TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount		
1109G89FYXLOA000	2	P	901	299	21	0	RA	78045	2100	1844.25	Edit	Del
1109G89FYXLOA001	2	P	001	299	21	0	RA	78045	2100	2587.25	Edit	Del

- c. **WHEN PROCESSING FISCAL YEAR CROSSOVER SUPPLEMENTALS:** it is important to NOTE that there should only be ONE line of accounting even though it may span over 2 fiscal years. Note in the example below that FY09 had a \$200 positive change and FY10 had a -\$150 change. The system will automatically input the “NET” result in the first line of accounting for the first Fiscal Year. If by some chance it does not and you have a duplicate line of accounting in the system, please DELETE the second line so ONLY ONE line of accounting is submitted. This will also result in the “NET” amount. If unit commands want their accounting ledgers to be “more” accurate they will have to do a PES error report. NEGATIVE amounts in the lines of accounting will error out at FINCEN and will have to be deleted from the system for resubmission.

Element of Expense	2009	2010	Total
Memb/Emp Transportation	200	-150	50.00
Totals Debits	200	-150	50.00

TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount		
1109G80FYX000000	2	P	901	299	21	0	RA	78045	2100	50.00	Edit	Del

9. Additional notes have been placed within the system to assist members. It is important to read these messages. One example is on the CG Accounting page the below message appears. Members MUST click the EDIT button if the amount is to be changed. If members DO NOT click the EDIT button, the amount will remain the same and possibly “incorrect”.

Add Line **Note:** LOA amounts will be automatically updated only if a line is edited.

10. Voucher Remarks fields have been expanded to 750 characters allowing more room for additional comments, explanations and validations.

Voucher Remarks:

11. An error has been corrected to prevent the TONO in the line of accounting field on the Financial Tab to be different from the one on the order information screen. These two tonos (with the exception of the crossover suffix change) MUST be the same.

12. Civilian travelers who are on a reduced per diem rate may now file these types of claims through the WebTpax system by using the reduced fix per diem function and adding the

lodging and M&IE costs together and inserting it in the Per Diem Rate field. Note the lodging tax has been grayed out.

Method of Reimbursement: RedP - Reduced Fixed Diem		Per Diem Rate: 75.00
Lodging Type:		Lodging Tax: 0

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incddl	M&IE Amount	Total Amount	Lodging Tax
08/12	LDP	106.00	59.00	CM	CM	CM	99.00			Partial	Day	44.25	143.25	11.50
08/13	REDP											75.00	75.00	0.00
08/14	REDP											75.00	75.00	0.00
08/15	REDP											75.00	75.00	0.00
08/16	REDP											75.00	75.00	0.00
08/17	REDP											75.00	75.00	0.00
08/18	LDP	106.00	59.00	CM	CM	CM	0.00			Partial	Day	44.25	44.25	0.00
												Total	562.50	11.50

Previous Next

- Split-D now works correctly in both Wizard and Expert Modes in WebTpax. Wizard Mode will no longer default and change to \$1 split-d payment.
- Inadvertently members have been able to input TONOs that DO NOT meet the CG requirement of 16 digits and NO special characters. This has now been resolved so that the TONO MUST meet the correct requirements prior to saving order information.
- Voluntary Return – WebTpax now will do the cost comparison of the cost of a member going home on liberty vs. remaining at the TDY location and will pay the lesser of the two amounts when this function is used. After inputting the itinerary, member may click on the COMP link on the Settlement Request/Entitlement Screen and see how the system will pay the comparison. The arrow points to the most cost effective amount which is what the system will pay.

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
2/10/2010	DEP	Shallotte, NO...	PA	<input type="checkbox"/>		<input type="checkbox"/> RedP	GQ	GM	<input type="text" value="45.00"/>	<input type="text" value="0.00"/>	<input type="text" value="352"/>
2/10/2010	ARR	Yorktown CG R...	TD	<input checked="" type="checkbox"/>							
2/28/2010	DEP	Yorktown CG R...	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/> RedP	GQ	GM	<input type="text" value="45.00"/>	<input type="text" value="0.00"/>	<input type="text" value="341"/>
2/28/2010	>=24	Shallotte, NO...	VR	<input type="checkbox"/>							
3/2/2010	DEP	Shallotte, NO...	PA	<input type="checkbox"/>		<input type="checkbox"/> RedP	GQ	GM	<input type="text" value="45.00"/>	<input type="text" value="0.00"/>	<input type="text" value="352"/>
3/2/2010	ARR	Yorktown CG R...	TD	<input checked="" type="checkbox"/>							

Entitlement Type	Dates Encompassed	Status	Calcs	Comp
Edit Temporary Duty Trip	2/10/2010-3/26/2010	Validated Data	Calcs	Comp

From Date	To Date	Actual	POV	GTR
02/10/2010	02/10/2010	214.25	<= 214.25	0.00
02/28/2010	02/28/2010	38.25	<= 317.50	0.00
03/02/2010	03/02/2010	38.25	<= 214.25	0.00
03/26/2010	03/26/2010	208.75	<= 247.00	0.00

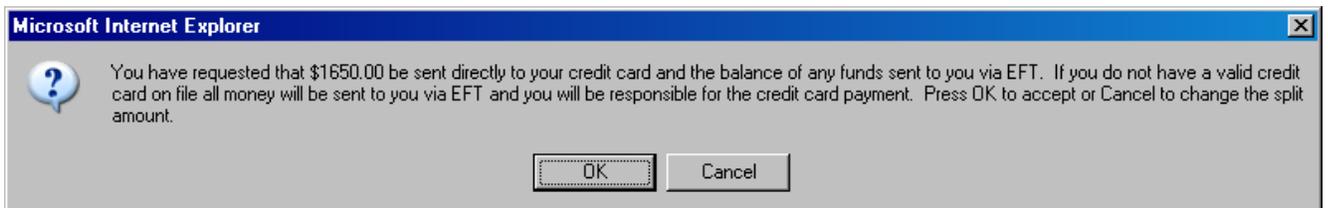
Previous Next

16. Customer Service View no longer has ability to change anything within a member's profile other than the email address.
17. PLEASE remember there is a difference between the SPLIT PAYMENT and COMPUTED SPLIT fields on the Computations tab in WinTPAX and WebTPAX. Computed split is a system generated estimate of what the system THINKS should have been paid to the GTCC. This is calculated by adding the daily lodging costs, lodging taxes and anything in the reimburseable section that is check SPLIT. For the system to make a payment to the GTCC on the members behalf, the member MUST input a dollar amount in the SPLIT PAYMENT field (this is normally defaulted to \$0.00). Once a member inputs the split payment amount, the system will provide member with a POP up box indicating the amount that is supposed to go to the GTCC and member will click OK. Then the system will automatically change the amount "due employee". In the example below: system computed estimated split to be \$1515.00, member selected \$1650.00 to go to the GTCC and the member will receive a payment of \$484.50.

Due Employee

Split Payment

Computed Split



18. TPAX will no longer allow a supplemental claim to be built against a claim that is generated in IATS by PPC Travel. You will find the system ORIGIN by scrolling to the right in the TPAX Inbox and looking in the Origin column.

Status	Status Date	Origin
INCOMPLETE	2/13/2008	T-PAX
INCOMPLETE	2/13/2008	T-PAX
Assigned to Examiner	5/24/2010	IATS
Approved by AO	8/13/2009	T-PAX
Entered into T-PAX	9/24/2009	T-PAX
Entered into T-PAX	9/25/2009	T-PAX

19. REMINDER – if a member inputs a TONO into the system and saves the “ORDER INFORMATION” and this information/TONO are incorrect, member must contact PPC Customer Care to have the TONO deleted from the system. This is NOT a member or AO self-service function.
20. In a member’s TPAX profile – please ensure that the ORGANIZATION field is the member’s OPFAC (which can be found on the TPAX INFORMATION screen). Please DO NOT input anything else in this field as it could cause errors for the member that say “object cannot be found”.

Personal	Address	Misc. Info	T-PAX Info
* Employee Status:	<input type="text" value="Employee"/>		
* Grade/Rank:	<input type="text" value="GS9"/>		
Salutation:	<input type="text"/>		
Position/Title:	<input type="text"/>		
Security Clearance:	<input type="text" value="Unknown"/>		
Credit Card Status:	<input type="text" value="Holder of Govt. Credit Card"/>		
Credit Card Num:	<input type="text" value="*****"/>		
Service:	<input type="text" value="Coast Guard"/>		
* Organization:	<input type="text" value="5347400"/>		