

NETFOCUS Unit Supply Binder - Tab 3-5

SUBJECT: GCPC Program Audit Tool for the Agency Program Coordinator

PURPOSE: To inform NROTC Unit Agency Program Coordinators (APC) of the process for GCPC review within the Program Audit Tool (PAT).

OVERVIEW: NROTC Unit Agency Program Coordinators (APC) must, as part of their duties, complete PAT requirements.

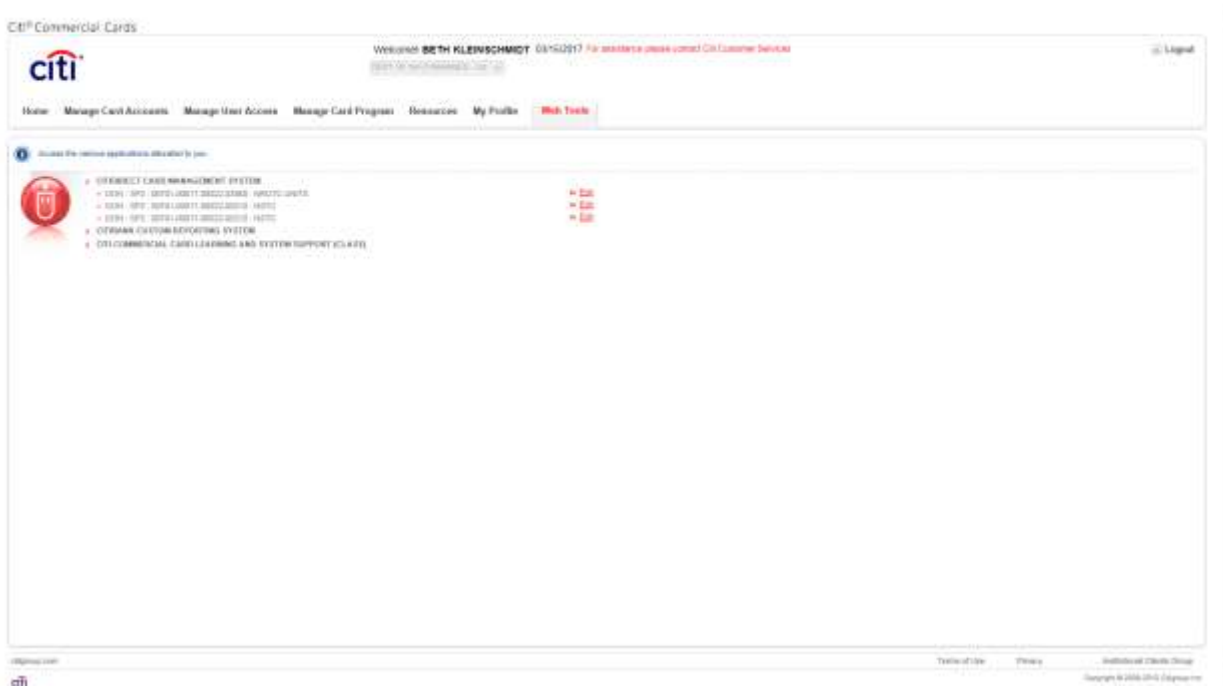
Card Holders (CHs) must complete certification within 5 work days from when the statement becomes available, on or about the 19th of each month. Approving Officials (AOs) have an additional 5 work days to complete the certification. AOs have 15 days from the statement end date to complete the Program Audit Tool (PAT). APCs have an additional 15 days to complete the PAT and monthly review. Any unit APC review not completed within 30 days of the statement end date will incur a unit CH account suspension. As a reminder for APCs, the Submit Button in CitiDirect will not appear until 2 days after the statement date. **BEST PRACTICE:** In order to properly and timely certify, it is recommended that: 1) the CH's statement is ready for certification on the day of statement availability, and 2) the CH and AO meet on the day of statement availability (that same day) for a visual and physical purchasing-document-to-Citi-certification-statement comparison.

ACTION REQUIRED:

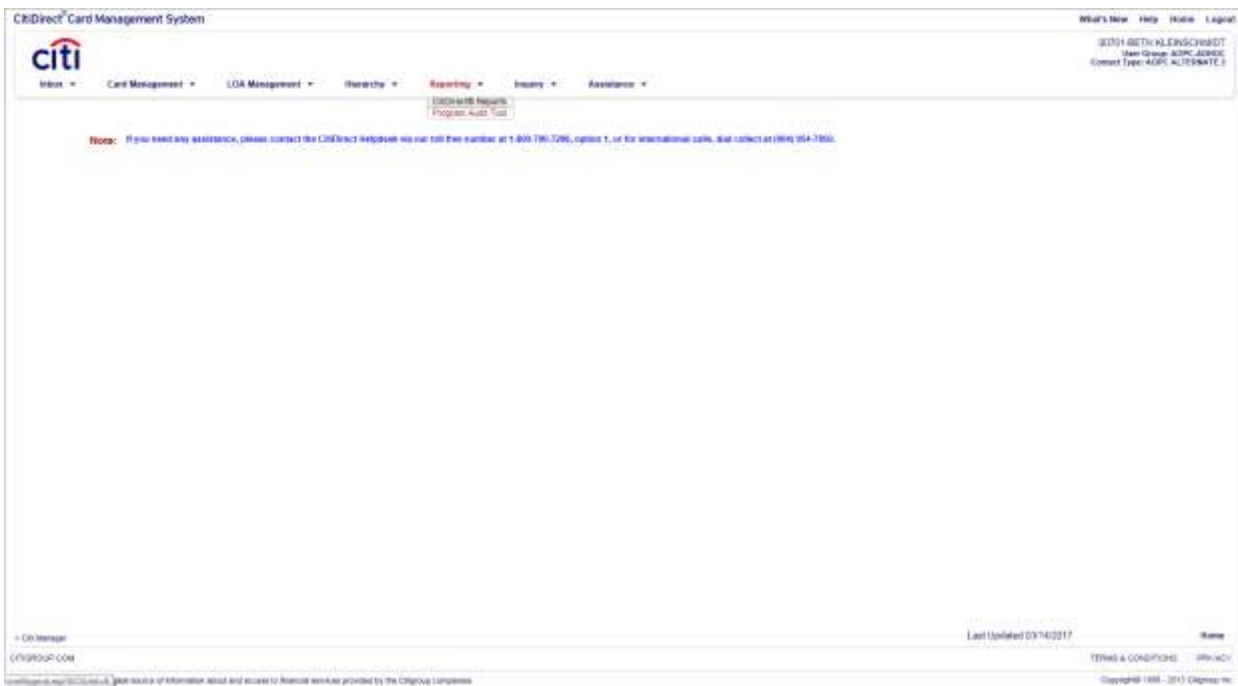
1. Log into CitiDirect at <https://home.cards.citidirect.com/CommercialCard/Cards.html?classic=2>



2. Click "Web Tools" then "CitiDirect Card Management System" then your DON SP2 Line of Accounting.



3. Click "Reporting" then "Program Audit Tool" then click "OK"



4. You will see the Level 5 Monthly Review Dashboard. This screen displays transactions that were picked for review by the system or your AO. Transactions can be in a NR (Non-Reviewed) if your AO has not completed his review; IP (In Process) if the AO initiated his review but backed out before completing; PA (Pending Approval), pending your review; or C (Complete) if you completed your transactions review.

Check to ensure you are on the correct cycle, then click on the number 1 next to PA.

The screenshot displays the 'Level 5 - Monthly Review Dashboard' within the 'Commercial Cards Program Audit Tool'. The interface includes a Citi logo, a user welcome message for 'BETH BLOMCHWET', and navigation links for 'Reports', 'Contact Us', and 'Help'. The dashboard title is 'Level 5 - Monthly Review Dashboard' and the hierarchy is '05751-00017-0600-0306-0348'. A 'Cycle' dropdown is set to '06/2017'. The main data table has columns: Transaction Status, PA Name, Level 5 Review Status, Reviewer, Level 5 Review Status, Total No. of Transactions, No. of NR Transactions, No. of PA Transactions, Estimated Min. Spend, Personal Use, Split PA's, Product Name, Estimated PA's, Reviewer, Review Date, Approval, Category, and Other. A row shows a transaction with a 'PA' status and a count of 1. Below the table are 'Monthly Review' and 'Details' buttons. A 'Status of Review Key' section defines: Not Reviewed (red), Completed (green), In Process (Saved as Draft) (yellow), Pending Approval (orange), Reported (blue), Deferred (grey), Deployed (black), and Deleted (dark grey).

5. You are now on the transaction summary screen. Click on the "PA" to review the AOs responses to the questions regarding these transactions.

7. Once transactional review is complete, click your unit's UIC in the upper left Hierarchy string, to get back to the main page. The transaction should have changed from "PA" to "C" to show the transactional review was complete.

8. Click on the "Monthly Review" tab.

Commercial Cards Program Audit Tool

Level E - Monthly Review Dashboard

Transaction Status | PL Name | Level E | Review | Level E Review Status | Total No. of Trans | No. of PA Trans | No. of CA Trans | Reviewer | Proposed Date | Split Period | Prepaid Status | Expense Audit Status | Reviewer | Review Date | Dispute | Complete | Other

Monthly Review | Review

Status of Review Key:

- Not Reviewed
- In Process (Saved as Draft)
- Rejected
- Deployed
- Completed
- Pending Approval
- Deferred
- Assigned

9. A screen will appear that notes a summary of your CH's activities for the cycle you are reviewing. Click "NEXT."

Commercial Cards Program Audit Tool

Transaction Program Summary
(For International Programs Only - for Response Request)

Total Number of Transactions (including credits) 0

Dollar Volume of Transactions (including credits) \$117.06

Total Number of Transactions Requested for review by AKI 0

Number of Transactions flagged but not reviewed for the summary 0

Number of Transactions Assessed as Issued 0

Transactions Requested as Suspended Card 0

Next

10. The APC Activity Report Card Screen will appear. Any indicator tab that has a red "A" icon will require additional action. Click on the red "A" icon, then respond to the questions, then click "Return" and "NEXT" to proceed to the next screen.

Commercial Cards Program Audit Tool

APC Activity Report Card

Indicator Key: A Action Required (Red) M Monitor (Yellow) ✓ No Action Required (Green)

Indicator	Previous Cycle	Current Cycle	Status
State of Control Policy Exceptions - Cardholders on AC (Number of Accounts over 75)	0	0	✓
Activity State of Cards - Cardholders to APC (Number of Accounts over 300.0)	0	0	✓
Number of Accounts with 20+ Days Delinquency Over 2%	0	0	✓
Number of Inactive/Never Used Cards	0	0	✓
Number of Convenience Checks Over \$1000	0	0	✓
Number of Act Accounts with excessive Credit Risk Exposure [INDICATOR]	1	1	A
Number of Transactions without Electronic Authorizations	0	0	✓
Number of Convenience Checks Under \$1000	0	0	✓
Large volume of Business with one vendor	0	0	✓

11. The APC Monthly Review Screen will appear. The PAT will auto populate some of the questions based on your Command's activity that cycle (number of CHs, Convenience Check account, etc). The APC must then answer the eleven questions. Once the questions are answered and the responses saved, click "NEXT."

Commercial Cards Program Audit Tool

APC Monthly Review

Number of Credit Card Accounts

Number of Convenience Check Accounts

Number of Accounts that have a Transaction Limit over

How many Cardholders with a Transaction Limit over

How many Cardholders are in your program?

How many Cardholders reported above have documented evidence of training per current SOH instruction?

Reason why not all Cardholders are trained

How many Primary and Alternate A/Cs are in your program?

Number of A/C Accounts Marked as Employed During the Reporting Period

Number of A/C Accounts Given More Than One Deferral During the Last Semi-Annual Review Cycle

How many A/Cs reported above have documented evidence of training per current SOH instruction?

Reason why not all A/Cs are trained

How many Primary and Alternate A/Cs are in your program?

How many A/Cs reported above have documented evidence of training per current SOH instruction?

Reason why not all A/Cs are trained

How many HAs are in your program?

How many HAs reported above have documented evidence of training per current SOH instruction?

Reason why not all HAs are trained

Submit Save Stop

12. Then click on your Command's UIC in the upper left Hierarchy string, to go back to the main page. The APC should now see the "SUBMIT" button (the SUBMIT button will not appear until both the transactional and monthly review is complete).

Commercial Cards Program Audit Tool

Level 3 - Monthly Review Dashboard

Hierarchy: 08731-00017-0000-0000-0000

Unit: 10000729007

Unit Name: NPTC SOUTH FLORIDA UNIT

Operational Status	PL Name	Level 3	Review	Level 3 Review Status	Total # of Trains	# of HAs Trains	# of A/Cs Trains	Current Mgr. Req.	Approved Date	Sign. Patch	Public Review	Complete Audit Cycle	Review Status	Issue Date	Eligible	Complete (Next Cycle)	Other
Completed	NPTC SOUTH FLORIDA	0000		Completed	0	0	0	0	0	0	0	0	0	0	0	0	0
				TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0

Monthly Review Submit

Status of Review Key:

- Not Reviewed
- Completed
- In Process (Scored as Draft)
- Pending Approval
- Rejected
- Deferred
- Deployed
- Assigned

CDN-FW000

13. Click the "SUBMIT" button, a screen will appear that asks if you are ready to submit your review to your next level APC. Ensure you check that you want to forward the review to Beth Kleinschmidt and yourself, and then click YES. You will receive an e-mail noting your review was submitted with the Commanding Officer Management Report (CO Mgmt Rpt) attached for that cycle. Maintain that e-mail and CO Mgmt Rpt, as your

next PPMAP reviewer will ask for copies, so they can verify the date you submitted your PAT was within 55 days of the cycle end date.

Point of Contact: Beth Kleinschmidt
NSTC GCPC Level IV Agency Program Coordinator
847-688-4141x187
beth.kleinschmidt@navy.mil

Jerry Long
N4 Logistics Director
847-688-4141x454
jerry.e.long@navy.mil