



Navy Cash Training

Sales Unit 2:

EOM Process and Reports

Objectives

- Discuss the Navy Cash End of Month (EOM) process
- Demonstrate the sequence of events in completing End of Month (EOM) process
- Discuss End of Month (EOM) reporting
- Discuss Navy Cash Reports related to Sales and Food Service

Navy Cash End of Month (EOM) Process

Navy Cash End of Month

- Sales Officer, Food Service Officer (FSO), and Disbursing Officer will *establish* a closeout date for the month
- Generally, Navy Cash EOM begins in the Sales Office as much as 5 days before the 27th of the month
- Food Service division should also close before the 27th of the month

Navy Cash End of Month

- Navy Cash EOM must be completed by 2100Z on the 27th of the month or the last business day prior if it falls on a weekend or holiday
- DISBO's Statement of Accountability (SF-1219) must be submitted NLT 1000 EDST on the first calendar day of the following month or the last business day of the month

Vending Merchant Cards

- Vending Merchant cards are used for vending EOM reporting only
 - Looks like a regular Navy Cash card
 - Associated with a particular vending machine
 - Two Cards:
 - » *Vending Soda* – works in all soda machines only
 - » *Vending Store Items* – works in snack machines only
 - Not funded or used to buy products in vending machines
- **Note: Food service division is not issued a merchant card**

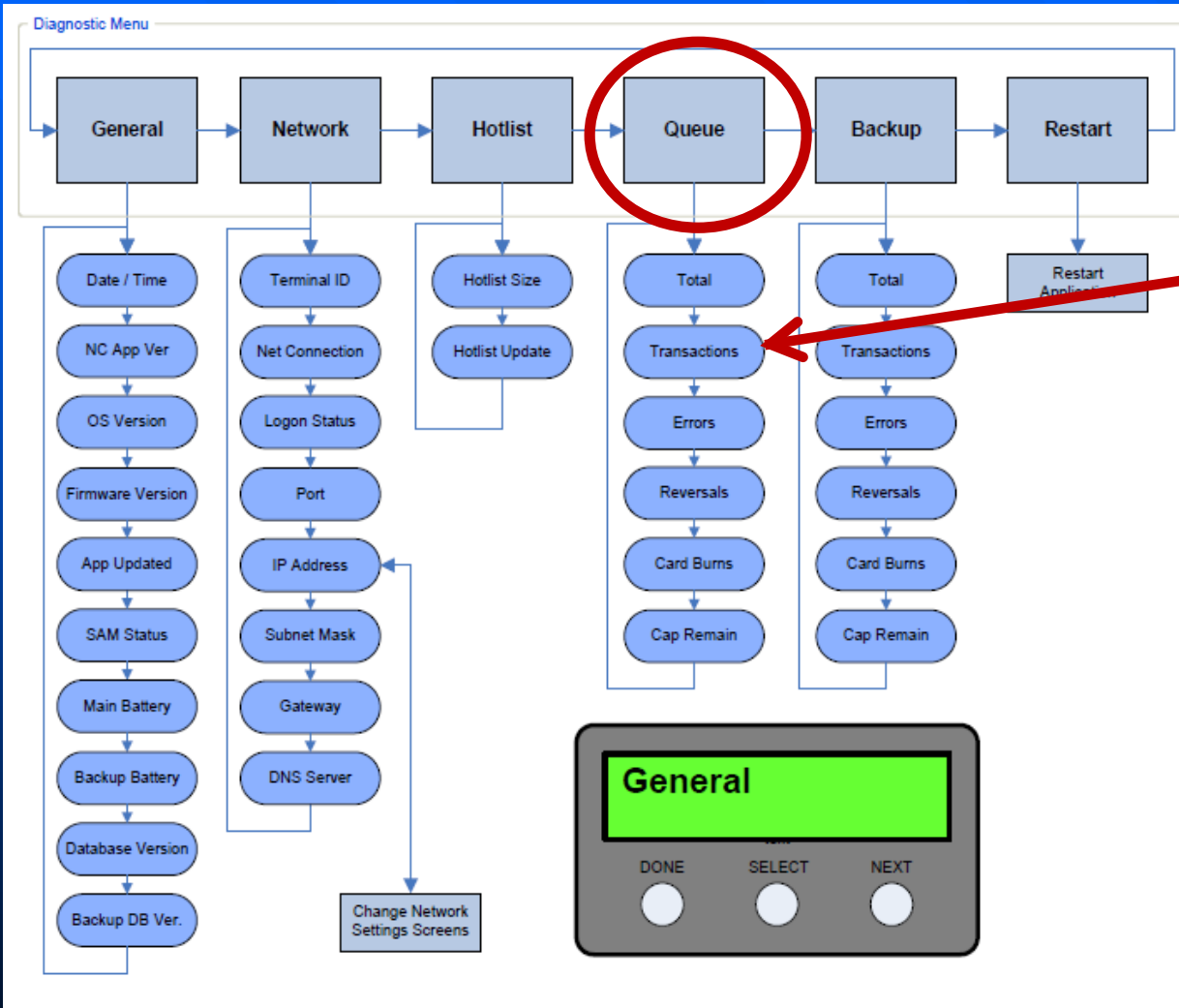
The EOM Process

- Navy Cash enforces a sequence of steps to execute and complete EOM
 - Phase One – Close-out all Vending Machines
 - Phase Two – Close-out all Vending and Ship's Store Merchants
 - Phase Three – Disbursing Navy Cash close-out
 - » Note: FSO provides an advance copy of the NS 1359 marked *“for deposits only”*

EOM Procedures - Phase One

- Step 1: Verify offline queue in CAD is empty
 - From the CAD diagnostic menu, go to QUEUE group
 - Transaction queue should display “0” before proceeding with EOM and inventory
 - This process ensures all transactions are included in the current accounting period

The Queue Group



Transactions should display "0"

EOM Procedures - Phase One

- Step 2: Close out each vending machine
 - Use the correct merchant card associated with the particular vending machine

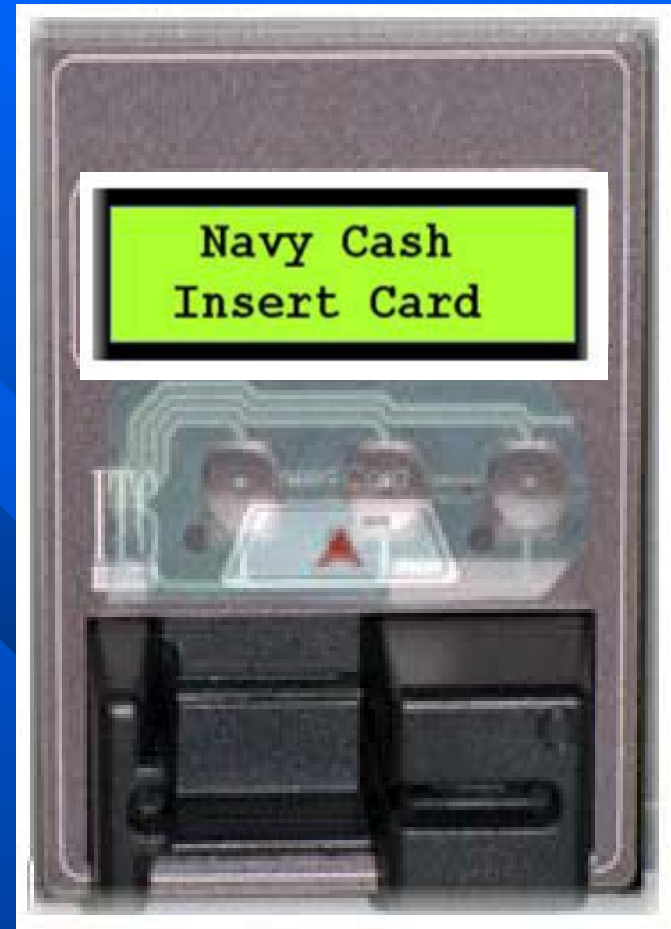


Vending Soda/
Ship Store Items

- The steps are further illustrated in the following screens:

EOM Procedures - Phase One

a. *Insert the correct merchant card associated with the particular type of Vending Machine*



EOM Procedures - Phase One

b. A “Processing Please Wait” message is displayed

During processing, the merchant card is authenticated and the NC Server verifies that card is not in the “hotlist”



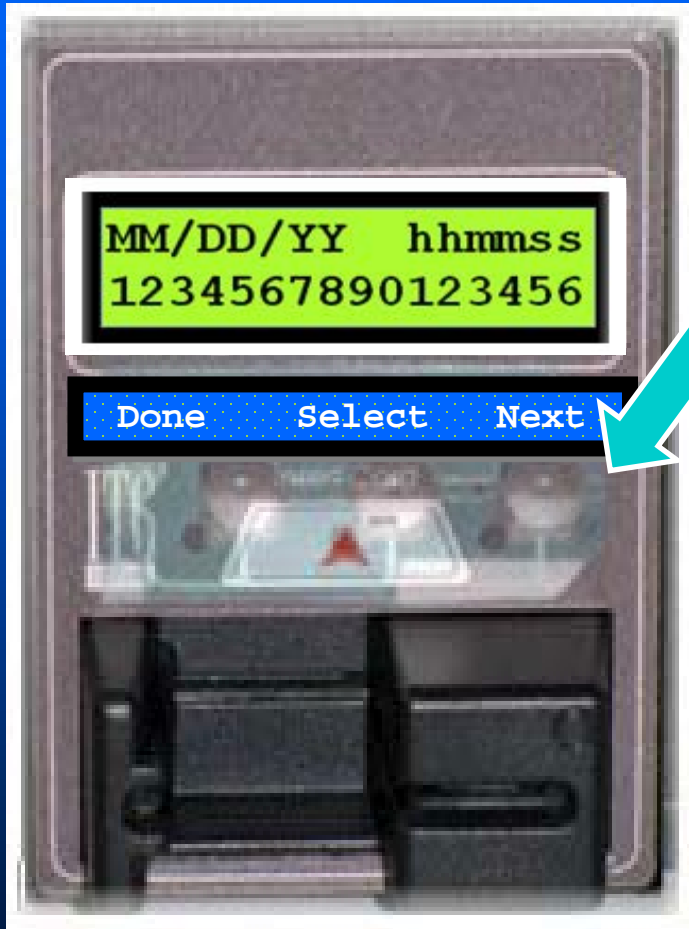
EOM Procedures - Phase One

c. The CAD displays the date and time of the last EOM message and the 16-digit Terminal ID

If no previous EOM has been performed, the CAD will display the message, "EOM Not Done Yet"



EOM Procedures – Phase One



d. Activate the EOM function by pressing the right (**Next**) button

- *“EOM Activation Notification” message is displayed*

e. Once the EOM messages have been sent to the server, the CAD displays the new EOM date and time

- *Sales or Disbursing personnel should record the new date/time stamp and Terminal ID*
- *Repeat steps for each Vending Machine*

EOM Processing - Phase One



f. Remove VM Merchant Card and “Welcome Screen” is displayed

g. The inventory team can now count the merchandise in the machine

- *After the inventory of each or all of the machines are done, the team will provide the new date/time stamp and terminal IDs to the Sales Officer*

h. Sales Officer can now close the Vending Merchants (parent) and Ship’s Store

- *This is performed via the Disbursing Application (Phase Two)*

EOM Procedures – Phase Two

- Step 1: On the Disbursing Application, select “Vending and Ship’s Store”
- Step 2: Close the Vending Machine Merchant (parent)
- Step 3: Verify month and year information
- Step 4: Indicate End of Period
 - Print Merchant Summary Report
 - Proceed with close-out using current ROM procedures

EOM Procedures – Phase Two

1. Select Vending and Ship's Store



Funds Transfer Card Maintenance Account Maintenance **Operations** Utilities Reports Logout

NAVY CASH® Vending and Ship's Store

Display Status for Period: 07/2010

Merchants and Vending Machines.

- 800000007954 - VENDING SODA - 07/15/10 15:18:49
 - VMSODA0000000005 - Torpedo Tube #3 - CAD # 0000017948670000 - 07/15/10 15:18:43
 - VMSODA0000000005 - Torpedo Tube #3 - CAD # 000009C4E6BF0000 - 07/15/10 15:18:43
- 800000008464 - VENDING STORE ITEMS - 07/15/10 15:19:28
 - VMCANDY0000000001 - Infirmary - CAD # 000E6F001C050000 - 07/15/10 15:19:01
 - VMCANDY0000000001 - Infirmary - CAD # 0000017935A80000 - 07/15/10 15:19:01
 - VMCANDY0000000001 - Infirmary - CAD # 00231C01060A0000 - 07/15/10 15:19:01
 - VMCANDY0000000006 - Infirmary - CAD # 0000012349870002 - 07/15/10 15:19:24

Indicate End of Period for Vending Merchant

Vending Machine ID:

Machine Location:

CAD Terminal ID: <NONE>

Procedure

- One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
- Merchant: This merchant is ready for its EOP.
Vending Machine: This vending machine is ready for its EOP.
- This merchant and all of its vending machines, if any, have indicated their EOPs.

EOM Procedures – Phase Two

b. The screen displays the Vending Merchants (parents) and all its associated machines

- Verify month and Year

Note:

- *This is also where you would add/change vending machine or CAD information*

NAVY CASH®
Vending and Ship's Store

Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout

Display Status for Period: 07/2010

Merchants and Vending Machines.

- 80000007954 - VENDING SODA - 07/15/10 15:18:49
 - VMSODA000000005 - Torpedo Tube #3 - CAD # 0000017948670000 - 07/15/10 15:18:43
 - VMSODA000000005 - Torpedo Tube #3 - CAD # 000009C4E6BF0000 - 07/15/10 15:18:43
- 80000008464 - VENDING STORE ITEMS - 07/15/10 15:19:28
 - VMCANDY000000001 - Infirmary - CAD # 000E6F001C050000 - 07/15/10 15:19:01
 - VMCANDY000000001 - Infirmary - CAD # 0000017935A80000 - 07/15/10 15:19:01
 - VMCANDY000000001 - Infirmary - CAD # 00231C01060A0000 - 07/15/10 15:19:01
 - VMCANDY000000006 - Infirmary - CAD # 0000012349870002 - 07/15/10 15:19:24

Indicate End of Period for Vending Merchant

Vending Machine ID: VMCANDY000000006
Machine Location: Infirmary
CAD Terminal ID: 0000012349870002

Update Vendor

Procedure

- One or more of the complete EOP for 0000012349870002
- Merchant: This merchant is ready for its EOP.
Vending Machine: This vending machine is ready for its EOP.
- This merchant and all of its vending machines, if any, have indicated their EOPs.

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp.10g)

8/16/2010

8:57:48 PM

Ver 1.4.7.1

EOM Procedures– Phase Two









- c. Click on “+” each parent merchant to display all machines
 - Click on “+” or “-” to expand/collapse the list of machines
 - Parent merchants are displayed as the top-level accounts

Merchants and Vending Machines.

The screenshot displays a hierarchical tree view of merchants and vending machines. The root level shows two parent merchants, each with a yellow warning icon. The first parent merchant is '800000007954 - VENDING SODA - 07/15/10 15:18:49'. It has two sub-accounts, both with traffic light icons: 'VMSODA0000000005 - Torpedo Tube #3 - CAD # 0000017948670000 - 07/15/10 15:18:43' and 'VMSODA0000000005 - Torpedo Tube #3 - CAD # 000009C4E6BF0000 - 07/15/10 15:18:43'. The second parent merchant is '800000008464 - VENDING STORE ITEMS - 07/15/10 15:19:28', which is circled in red. It has four sub-accounts, all with traffic light icons: 'VMCANDY0000000001 - Infirmary - CAD # 000E6F001C050000 - 07/15/10 15:19:01', 'VMCANDY0000000001 - Infirmary - CAD # 0000017935A80000 - 07/15/10 15:19:01', 'VMCANDY0000000001 - Infirmary - CAD # 00231C01060A0000 - 07/15/10 15:19:01', and 'VMCANDY0000000006 - Infirmary - CAD # 0000012349870002 - 07/15/10 15:19:24'.

EOM Procedures – Phase Two

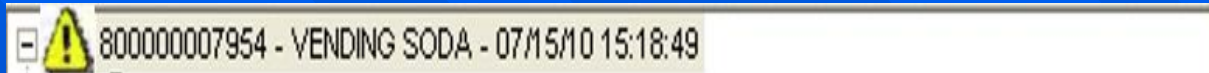
Merchants and Vending Machines.

E		800000007954 - VENDING SODA - 07/15/10 15:18:49
		YMSODA0000000005 - Torpedo Tube #3 - CAD # 0000017948670000 - 07/15/10 15:18:43
		YMSODA0000000005 - Torpedo Tube #3 - CAD # 000009C4E6BF0000 - 07/15/10 15:18:43
E		800000008464 - VENDING STORE ITEMS - 07/15/10 15:19:28
		YMCANDY0000000001 - Infirmary - CAD # 000E6F001C050000 - 07/15/10 15:19:01
		YMCANDY0000000001 - Infirmary - CAD # 0000017935A80000 - 07/15/10 15:19:01
		YMCANDY0000000001 - Infirmary - CAD # 00231C01060A0000 - 07/15/10 15:19:01
		YMCANDY0000000006 - Infirmary - CAD # 0000012349870002 - 07/15/10 15:19:24

- d. Ensure each machine has been closed (Phase 1)
 - A green traffic light icon next to a machine indicates EOP has been completed

EOM Procedures– Phase Two

2. Highlight parent merchant displaying a yellow caution sign



a. Check “Indicate EOP for Vending Merchant”

b. Click on “Indicate EOP”

A screenshot of a web form titled "Indicate End of Period (EOP) for VENDING SODA". The form contains several input fields: "Vending Machine ID", "Machine Location", and "CAD Terminal ID". At the bottom of the form, there are two buttons: "Indicate EOP" and "Cancel". A red arrow points from the text "a. Check 'Indicate EOP for Vending Merchant'" to a checked checkbox at the top of the form. Another red arrow points from the text "b. Click on 'Indicate EOP'" to the "Indicate EOP" button.

EOM Procedures – Phase Two

3. Repeat steps until all merchants are closed
 - A green traffic light icon next to the parent merchant indicates the merchant and all it's machines have indicated their EOM
4. Print the screen to record the vending EOM date and time
5. Close any other parent merchants (if applicable)
 - Beverage Bar, Hangar Bay, etc.
6. Close the Ship's Store merchant
7. Notify the Disbursing Officer that EOM for all Vending and Ship's Store merchants has been completed

EOM Procedure – Phase Three

- **DISBO**
executes EOM
close-out
 - *EOM reports will not be available until the DISBO completes EOM*



Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout

NAVY CASH®

Indicate End-of-Day

Check for Logged in Operators:

Run Date/Time: 01/06/2011 13:01:56 GMT

Disbursing Accountability Summary Report
Location: V21624

Report Parameters:
Start Date: 04/16/2010 13:42:33
End Date: 01/06/2011 13:01:56

Merchant Information:
Merchant Name: NAVY DISBURSING
Merchant ID: 800000477522

Transaction Type	Check	Cash
Starting Balance	440.00	-509.00

End of Day Values

Last End Date Time: 04/16/2010 13:42:33 Check Balance: 440.00
Cash Balance: 509.00

Indicate End of Month. Month: 01 Year: 2011

Auto EOD Settings

Automatic EOD On Time(24hrs): 21 00

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (hcp) 1/6/2011 1:02:03 PM

Navy Cash End of Month (EOM) Reporting

EOM Reporting - Sales

- Generate and print the *Merchant Sales Summary Report*
 - Remember to enter the correct start and end dates
 - Time frame indicated is specific and inclusive
- Generate and Print the *ROM Navy Cash EOM Report*
- Print the *Navy Cash EOM Summary Report*

Daily Merchant Sales Summary Report

Daily Merchant Sales Summary Report

Run Date: 05/17/2005 Run Time: 17:08:16
Report Name: NC_133
Start Date: 05/16/2005 End Date:: 05/17/2005
Merchant Sales

Merchant Name	Merchant ID	Total Amount	Transaction Count
WARDROOM MESS - FOOD	800000003675	102.75	3
WARDROOM MESS - DUES	800000003677	28.50	2
NAVY DISBURSING	800000003693	150.50	6
POST OFFICE - METERED MAIL	800000003699	150.00	10
SHIP STORE #1	800000003701	1120.35	110
NAVY MWR	800000003705	90.00	6
VENDING STORE ITEMS	VMCAND0000000001	10.60	20
VENDING STORE ITEMS	VMCAND0000000001	40.00	80
VENDING SODA	VMCAND0000000001	45.50	91
VENDING SODA	VMCAND0000000001	26.50	53
VENDING SODA	VMCAND0000000001	85.00	170
VENDING SODA	VMCAND0000000001	24.00	48

Ship's Store

Vending

EOM Summary Report

NAVY CASH END OF MONTH SUMMARY REPORT FOR 02/2015
 USS XXXXXXXXXXXXXXXX
 DSSN: 8888

START TIME	END TIME	Vendor/Merchant	Sale Amount	Refund Amount	Net Amount
20150125 071548	20150222 140929	NAVY DISBURSING - STRIP	0.00	-207.80	-207.80
20150125 071548	20150222 140929	NAVY DISBURSING - CHIP	32974.75	-15834.28	17140.47
-	-	MARINE DISBURSING - STRIP	0.00	0.00	0.00
20150125 071548	20150222 140929	MARINE DISBURSING - CHIP	85093.10	-3847.10	81246.00
20150125 071548	20150222 140929	GENERAL MESS - FOOD	32360.30	0.00	32360.30
20150125 071548	20150222 140929	GENERAL MESS - SURCHARGES	275.10	0.00	275.10
20150125 070100	20150222 115615	SHIP STORE #1	176530.26	0.00	176530.26
20150125 070110	20150222 115634	SHIP STORE #2	56314.75	0.00	56314.75
-	-	HANGAR BAY SALES	0.00	0.00	0.00
20150125 070038	20150222 115604	VMSODA00000000016	514.80	0.00	514.80
20150125 070032	20150222 115555	VMSODA00000000015	3513.40	0.00	3513.40
-	-	VMSODA00000000009	0.00	0.00	0.00
20150125 070025	20150222 115546	VMSODA00000000008	6680.30	0.00	6680.30
20150125 070017	20150222 115539	VMSODA00000000007	5559.95	0.00	5559.95
-	-	VMSODA00000000001	0.00	0.00	0.00
20150125 065940	20150222 115512	VMSODA00000000002	1073.60	0.00	1073.60
20150125 065954	20150222 115518	VMSODA00000000003	2677.95	0.00	2677.95
20150125 070007	20150222 115528	VMSODA00000000004	2913.90	0.00	2913.90
-	-	Vending Soda BULK	0.00	0.00	0.00
20150125 065713	20150222 115454	VMCAND00000000008	13860.45	0.00	13860.45
-	-	VMSOAP00000000001	0.00	0.00	0.00
-	-	VMPHON00000000001	0.00	0.00	0.00
20150125 065721	20150222 115505	VMCANDY00000000006	8571.95	0.00	8571.95
-	-	VMCAND00000000001	0.00	0.00	0.00
20150125 065651	20150222 115444	VMCAND00000000007	8833.85	0.00	8833.85
-	-	VMCAND00000000005	0.00	0.00	0.00
20150125 065640	20150222 115427	VMCAND00000000004	7932.05	0.00	7932.05
20150125 065732	20150222 115648	Vending Candy BULK	451.80	0.00	451.80

Voucher Description	Voucher#	Chip/Strip	Date Prepared	Voucher Amount
Disbursing Cash-Strip is > Strip - Cash	DV27159	STRIP	02/22/2015	207.80
Disbursing Strip-Cash is > Cash-Strip	-	-	-	-
Disbursing Cash-Chip is > Chip- Cash	-	-	-	-
Disbursing Chip-Cash is > Cash-Chip	DT210159	CHIP	02/22/2015	17140.47
Food Service Sales Totals	DT230159	CHIP	02/22/2015	32360.30
Food Surcharges Total	DT240159	CHIP	02/22/2015	275.10
Sales Totals	DT250159	CHIP	02/22/2015	295429.01

EOM Reporting – Sales

- Total Sales shown in the following reports must agree:
 - ROM Navy Cash EOM Report
 - Merchant Sales Summary Report
 - Navy Cash EOM Summary Report
 - » Basic business rule is that Navy Cash totals reported in the EOM Summary Report are always correct
 - » EOM Report is available in Disbursing

EOM Reporting - Sales

- Prepare Cash Sales Memorandum Invoice (DD 1149)
 - Sales and vending collections are credit to the Navy Working Capital Fund (NWCF)

EOM Reporting – Food Service

- FSO shall confirm Navy Cash collections using the Merchant Sales Summary Report
- Total Navy Cash collections in the following reports must agree:
 - Navy Cash EOM Summary Report
 - Combined Totals shown in General Mess-Food and General Mess-Surcharge Monthly Transaction Reports

Monthly Merchant Summary Report

Monthly Merchant Sales Summary Report

Run Date: 05/31/2005 Run Time: 19:07:33
 Report Name: NC_133
 Start Date: 05/01/2005 End Date:: 05/31/2005
 Merchant Sales

Merchant Name	Merchant ID	Total Amount	Transaction Count
-----	-----	-----	-----
GENERAL MESS - FOOD	800000003675	345.00	92
GENERAL MESS - SURCHARGES	800000003677	117.00	52
VENDING SODA	800000003691	240.00	1
NAVY DISBURSING	800000003693	-19922.57	183
POST OFFICE - METERED MAIL	800000003699	2250.00	150
SHIP STORE #1	800000003701	36610.47	3242
NAVY MWR	800000003705	2773.00	178
VENDING STORE ITEMS	VMCAND0000000001	202.20	530
VENDING STORE ITEMS	VMCAND0000000001	932.10	2300
VENDING SODA	VMCAND0000000001	1340.00	2690
VENDING SODA	VMCAND0000000001	793.50	1587
VENDING SODA	VMCAND0000000001	2475.50	4951
VENDING SODA	VMCAND0000000001	725.50	1451

General Mess →

Ship Store →

Vending →



EOM Summary Report

NAVY CASH END OF MONTH SUMMARY REPORT FOR 02/2015
 USS XXXXXXXXXXXXXXXX
 DSSN: 8888

START TIME	END TIME	Vendor/Merchant	Sale Amount	Refund Amount	Net Amount
20150125 071548	20150222 140929	NAVY DISBURSING - STRIP	0.00	-207.80	-207.80
20150125 071548	20150222 140929	NAVY DISBURSING - CHIP	32974.75	-15834.28	17140.47
-	-	MARINE DISBURSING - STRIP	0.00	0.00	0.00
20150125 071548	20150222 140929	MARINE DISBURSING - CHIP	85093.10	-3847.10	81246.00
20150125 071548	20150222 140929	GENERAL MESS - FOOD	32360.30	0.00	32360.30
20150125 071548	20150222 140929	GENERAL MESS - SURCHARGES	275.10	0.00	275.10
20150125 070100	20150222 115615	SHIP STORE #1	176530.26	0.00	176530.26
20150125 070110	20150222 115634	SHIP STORE #2	56314.75	0.00	56314.75
-	-	HANGAR BAY SALES	0.00	0.00	0.00
20150125 070038	20150222 115604	VMSODA0000000016	514.80	0.00	514.80
20150125 070032	20150222 115555	VMSODA0000000015	3513.40	0.00	3513.40
-	-	VMSODA0000000009	0.00	0.00	0.00
20150125 070025	20150222 115546	VMSODA0000000008	6680.30	0.00	6680.30
20150125 070017	20150222 115539	VMSODA0000000007	5559.95	0.00	5559.95
-	-	VMSODA0000000001	0.00	0.00	0.00
20150125 065940	20150222 115512	VMSODA0000000002	1073.60	0.00	1073.60
20150125 065954	20150222 115518	VMSODA0000000003	2677.95	0.00	2677.95
20150125 070007	20150222 115528	VMSODA0000000004	2913.90	0.00	2913.90
-	-	Vending Soda BULK	0.00	0.00	0.00
20150125 065713	20150222 115454	VMCAND0000000008	13860.45	0.00	13860.45
-	-	VMSOAP0000000001	0.00	0.00	0.00
-	-	VMPHON0000000001	0.00	0.00	0.00
20150125 065721	20150222 115505	VMCANDY0000000006	8571.95	0.00	8571.95
-	-	VMCAND0000000001	0.00	0.00	0.00
20150125 065651	20150222 115444	VMCAND0000000007	8833.85	0.00	8833.85
-	-	VMCAND0000000005	0.00	0.00	0.00
20150125 065640	20150222 115427	VMCAND0000000004	7932.05	0.00	7932.05
20150125 065732	20150222 115648	Vending Candy BULK	451.80	0.00	451.80

Voucher Description	Voucher#	Chip/Strip	Date Prepared	Voucher Amount
Disbursing Cash-Strip is > Strip - Cash	DV27159	STRIP	02/22/2015	207.80
Disbursing Strip-Cash is > Cash-Strip	-	-	-	-
Disbursing Cash-Chip is > Chip- Cash	-	-	-	-
Disbursing Chip-Cash is > Cash-Chip	DT210159	CHIP	02/22/2015	17140.47
Food Service Sales Totals	DT230159	CHIP	02/22/2015	32360.30
Food Surcharges Total	DT240159	CHIP	02/22/2015	275.10
Sales Totals	DT250159	CHIP	02/22/2015	295429.01

EOM Reporting – Food Service

- Total collections for the month include cash and Navy Cash collections
 - Combined total is reported in the NS 1359
- Prepare a NS 1359 before the 27th of the month or a date specified by DISBO
 - labeled “Deposit Only”
 - This is not the final report

EOM Reporting – Food Service

- Once Disbursing closes out for the month, FSO will hold all remaining transactions
 - This amount will remain as undeposited sales until the beginning of the next month
 - Disbursing will not allow/accept any S-2 transactions after closing

EOM Reporting – Food Service

- Generate and print the final NS 1359 to present to DISBO
 - Cash statement must match the “Deposit Only” 1359
 - Must contain required signatures of
 - » XO, SUPPO, LEADING CS, DISBO
 - Surcharge collections are credited to OM&N LOA
 - Food collections are credited to Subsistence-in-Kind (SIK) LOA

NAVSUP 1359

NAVSUP 1359

F84G0001 TIME: 11:21 AM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)						DATE: 08/28/2014	
ACTIVITY USS [REDACTED]		PERIOD 06/01/2014 THROUGH 08/31/2014		DAYS OPERATED 26		JIC MERGED RETURN? 14		21855	
CORRECTED REPORT? N		TEMPORARY CLOSURE? N		DAYS IN PORT N		FINAL RETURN? N			
RATIONS ALLOWED STATEMENT Navy Rations Allowed Other Rations Allowed Total Rations Allowed 391		RECEIPTS Inventory (Balance Brought Forward) Receipts with Charge Receipts without Charge Total \$ 81153 90215 0 \$ 131368		LEVEL OF PROCUREMENT Receipts with Charge Less: Transfers w/ Reimbursement Less: Bulk Sales Total Receipts Less Transfers and Bulk Sales 0 - 0 - 0 0		Allowances Less Under/Over/CF 0			
RATION BREAKDOWN Type Code Rations Fed Navy Regular 1 4655 Ration for Cash 2 331 Navy Reserve 3 Navy ROTC 4 Naval Academy 5 Marine Regular 6 Marine Reserve 7 Army Regular 8 Army Reserve 9 Army National Guard 10A Air Force National Guard 10B Air Force Regular 11 Coast Guard 12 Foreign 13 Miscellaneous 1/ 14 TARS 15 Total Other Personnel 2/ 391 Grand Total 3/ 80567		BASIC FOOD ALLOWANCE 5057 9.05 UNDER/OVER ISSUE CARRIED FORWARD 1 TO 99 RATIONS 506 1.35 100 TO 149 RATIONS 893 0.55 SYSCO HAMILTON HONDS, VA 507 2.29		VALUE 45766 + 9801 663 491 11378		LAST FULL PHYSICAL INVENTORY Date: 08/25/2014 Number of Days Since: 5 Inventory Accuracy Rate: %			
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 466, Chapter 2, Volume 1. 2/ Codes 2 through 15. 3/ Codes 1 and 15. * The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. For the NAVSUP Publication 466, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		Total Allowances Food Cost (338) Under/Over Issue 68119 + 65959 2160		Stores Consumed (1059) % Difference Between Food Cost & Stores Consumed % Under/(Over) Issue 66075 0.18% 3.17%					
CASH STATEMENT Undeposited Bal Fwd \$ 4175 Sales of Meals + 397 Bulk Sales + 0 Cash Deposited with D.O. - 4372 Total Sales + 37 Undeposited Sales - 37		COUNTRY CODE: US ACCOUNTING CLASSIFICATION SALES 1741453 SURCHARGES D&M 1741894 TOTAL		APPROP SUB HEAD OBJ CLASS BGN SUB ALLOT AAA TRANS TYPE FAA COST CODE AMOUNT 2241 160 00022 0 068566 2D 004243 219554516497 3 4365.35 4080 400 53925 5 060951 2D Y53825 00327430818C 3 6.80					
CERTIFICATION Disbursing Officer (Signature), (Date) Collection Youcher # DO Symbol Date 0029 0791 08/28/2014 Standard Doc. No. V2195514M00011 CERTIFICATION: I certify that I have received cash in the amount of 4372.15, representing deposits described above, which will be included in my statement of accountability for the period of 06/01/2014 through 08/31/2014.		SIGNATURE / COMMENTS Comments (Hand Written Note): The figures contained in the "Rations Allowed" column are correct to the best of my knowledge and belief. Reviewed By Leading CS (Signature) I CERTIFY that the above information is correct to the best of my knowledge and belief. Certified by (Signature) (Rank and Title) (Date)							

Amounts for Food Service Sales and Food Service Surcharge should agree with Deposit Tickets and NC Spreadsheet or Shore Reports

Cash Deposited with DO is what DISBO is accountable and should agree with total amount deposited (Deposit Tickets)!!!

EOM Differences

- Any differences must be investigated
 - Verify Refund Log, records, and any outstanding adjustments from the previous month
- Email Treasury Agent Settlement Group (navycashcenter@frb.org) and appropriate Fleet Support Group (FSG)
- Report amount reported in EOM Summary Report
 - Make adjustments in next month's business

Navy Cash Reports Ship Reports

Ship Reports

Go to Reports menu

- 3 types of Reports
 - » Disbursing Office
 - » Sales
 - » Operations

Select Sales Reports

- *Merchant Sales Summary Report*
- *Merchant Transactions Report*

The screenshot displays the NAVY CASH application interface. At the top, there is a navigation bar with the following menu items: Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. The Reports menu is expanded, showing three sub-items: Disbursing Office Reports, Sales Reports, and Operations Reports. The Sales Reports sub-item is highlighted. Below the navigation bar, the main content area features the NAVY CASH logo on the left and the NAVSUP logo on the right. The NAVSUP logo includes the text "NAVSUP" in large blue letters, "NAVAL SUPPLY SYSTEMS COMMAND" in smaller blue letters, and the slogan "Ready. Resourceful. Responsive!" in red. A red arrow points from the text "Merchant Sales Summary Report" in the list to the "Merchant Sales Summary Report" item in the application's Reports menu. At the bottom of the application window, there is a status bar with the following information: Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (ncp), 1/6/2011, 11:56:48 AM, and Ver 1.4.7.1.

Ship Reports

Sales Reports		
Merchant Sales Summary Report	Summary of total sales and transaction counts shown in Merchant Transactions Report—used for EOD and EOM merchant sales receipts	Merchant Name or Merchant ID
Merchant Transactions Report	Lists all sales, refunds, and correction transactions and cardholder name and card number (last 5 digits) for both vending and non-vending merchants—includes summary section	Merchant, Operator, Date, Transaction Type, or Event Description

Ship Reports

Merchant Sales Summary Report

NAVY CASH[®] Merchant Sales Summary Report

Sort Report By: Merchant Name

Start Date: 01/06/2010 00:00:00 End Date: 01/06/2011 12:08:25

Generate Print Save

Run Date/Time: 01/06/2011 12:08:51 GMT
 Merchant Sales Summary Report
 Location: V21624
 Report Parameters:
 Start Date: 01/06/2010 00:00:00
 End Date: 01/06/2011 12:08:25

Merchant Name	Merchant ID	Sales	Refunds	Total	Count
CPO MESS - DUES	800000477510	1,195.00	0.00	1,195.00	22
GENERAL MESS - FOOD	800000477514	10,991.95	0.00	10,991.95	4
NAVY MWR	800000477524	178.05	0.00	178.05	31
PRIVATE THREE	800000477554	297.11	0.00	297.11	6
SHIP STORE	800000477532	15,836.43	0.00	15,836.43	4,419
VENDING SODA	VMSODA000000000004	4,376.00	0.00	4,376.00	8,729
VENDING SODA	VMSODA000000000005	4,087.50	0.00	4,087.50	8,175
VENDING STORE ITEMS	VMCAND000000000002	2,023.90	0.00	2,023.90	3,468
WARDROOM MESS - DUES	800000477540	6,024.40	0.00	6,024.40	43
WARDROOM MESS - FOOD	800000477542	5,290.08	0.00	5,290.08	69
Totals		50,300.42	0.00	50,300.42	24,966

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (ncp) 1/6/2011 12:08:35 PM

Ship Reports

Merchant Transactions Report

Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout

NAVY CASH
Merchant Transactions Report

Merchant Sales Summary Report
Merchant Transactions Report

Disbursing Office Reports
Sales Reports
Operations Reports

Merchant Type: Vending Non-Vending All Sort Order: Merchant

Start Date: 04/01/2010 13:42:33 End Date: 01/06/2011 12:11:05

First Name: Last Name: Merchant: 800000477510 - CPO MESS - DUES

Generate Print Save

Run Date/Time: 01/06/2011 12:11:29 GMT

Merchant Transactions Detail Report
Location: V21624

Report Parameters:
Start Date: 04/01/2010 13:42:33
End Date: 01/06/2011 12:11:05
First Name:
Last Name:
Merchant Type: ALL
Merchant ID: 800000477510

Merchant	Merchant ID	Operator	Date	Transaction Type
CPO MESS - DUES	800000477510	DIAZ, CARLOS	04/18/2010 07:51:45	Chip POS Purchase
CPO MESS - DUES	800000477510	DIAZ, CARLOS	04/19/2010 11:51:28	Chip POS Purchase
CPO MESS - DUES	800000477510	DIAZ, CARLOS	04/20/2010 17:47:24	Chip POS Purchase
				Sub Total
				Total

Run Date/Time: 01/06/2011 12:11:38 GMT

Merchant Transactions Summary Report
Location: V21624

Report Parameters:

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (ncp) 1/6/2011 12:10:59 PM

Ship Reports

- Enter correct *start and end dates* to check total sales figures for a particular day

Date/time Stamp (GMT Time)

The screenshot shows the NAVY CASH Merchant Sales Summary Report interface. The 'Start Date' field is set to 01/06/2010 00:00:00 and the 'End Date' field is set to 01/06/2011 12:08:25. These fields are circled in red, and a red arrow points to them from the text 'Date/time Stamp (GMT Time)'. The interface includes a navigation menu with 'Reports' selected, a 'Sort Report By' dropdown set to 'Merchant Name', and buttons for 'Generate', 'Print', and 'Save'.

Navy Cash Reports Shore Reports

Shore Reports

- After a successful *Indicate End of Day (IEOD)* batch (*round-trip*), Treasury Agent sends shore reports to the ship
 - Navy Cash Workstation /Laptop:
 - » *S:\files\navydata\report*

 - Navy Cash Server:
 - » *F:\files\navydata\report*

Shore Reports

- Transaction Reports
 - Ship's Store
 - Foreign Vendors
 - Vending Store Items (i.e. Snack, Candies, etc.)
 - Vending Soda
 - Transaction Summary
 - Refund by Sale Activity
 - General Mess – Food
 - General Mess – Surcharges

Shore Reports

- Reconciliation Reports
 - Reconciliation Vending soda
 - Reconciliation Vending store items
 - Reconciliation Ship's Store

Shore Reports

- Compare daily reports (Navy Cash) with reports from other existing systems (ROM or FSM) to verify accuracy
- Shore reports are generated automatically and are placed into a shore reports directory by date, with one subdirectory for each report date:

**<UIC>_<REPORT TYPE>_<REPORT
NAME>_<D/M>_YYYYMMDD_HHMMSS.txt**

Example: *R21198_TRAN_ShipStore_D_20010828_171708.txt*

R21198_TRAN_General MessFood_M_20010831_1919-08.txt

Shore Reports

Daily Transaction Detail Report

**Merchant Name
(Ship's Store #1)**

**Operator 1
(name)**

**Operator 2
(name)**

```

Run Date      : 08/29/2001
Run Time     : 17:08:25
Report Name  : TRAN_ShipStore1_D

                                Navy Cash
Daily Transaction Detail Report  Ship Store #1
                                Location: USS NEVERSAIL
Date: 08/28/2001 02:04:31 To 08/29/2001 02:01:54  Id: R12345_323

Merchant      : 80000010016
Event Code   :
Operator     : WOOD, MIKE

Name          SSN  Account #  Transaction Date  Trans  Amount
-----
ROCK, JIM     2341 80000010012 08/28/2001 11:42:25  1     $18.95
TEMPLE, MIKE  7865 80000010014 08/28/2001 11:43:00  1     $4.50
SCHU, STEVE   3628 80000010043 08/28/2001 12:42:41  1     $2.75
USS NEVERSAIL,VISITOR 80000011062 08/28/2001 12:45:21  1     $10.60
-----
Operator WOOD Subtotal:                                4     $36.80
-----

Merchant      : 80000010016
Event Code   :
Operator     : BARBER, BRIAN

Name          SSN  Account #  Transaction Date  Trans  Amount
-----
JOHN, ROBERT  1234 80000010002 08/28/2001 13:42:25  1     $10.95
JOSH, JIM     5678 80000010004 08/28/2001 13:43:00  1     $6.50
USS NEVERSAIL,VISITOR 80000011022 08/28/2001 13:45:21  1     $39.60
ALPERT, MIKE  4321 80000010003 08/28/2001 13:42:41  1     $18.75
GOLD, STEVE   8765 80000010001 08/28/2001 13:42:01  1     $3.65
-----
Operator BARBER Subtotal:                                5     $79.45
-----

Event Subtotal:                                9     $79.45
-----

Merchant 80000010016 Subtotal:                        9     $79.45

Total:                                9     $116.25
    
```

Daily Transaction Detail Report

Vending Machine Daily Transaction Detail Report

Run Date : 08/29/2001
Run Time : 17:08:20
Report Name : TRAN_VendingSoda_D
Page : 1

Navy Cash
Daily Transaction Detail Report - Vending Soda
Location: USS NEVERSAIL
Date: 08/28/2001 22:04:31 To 08/29/2001 22:01:54 Batch Id: R12345_323

Vending Machine	CAD ID	Transactions	Value
-			
VENDING SODA VMSODA0000000002	000003FFC9B10000	183	\$91.50
VENDING SODA VMSODA0000000001	0070C2057DA80000	137	\$68.50
VENDING SODA Refunds		10	\$-5.00
-			
Total Transactions		330	\$155.00

Daily Refund Report

Daily Refund Report by Sales Activity

Run Date : 08/29/2001
Run Time : 17:08:29
Report Name : TRAN_RefundbySaleActivity_D

Navy Cash
Daily Refund Report - By Sales Activity
Location: USS NEVERSAIL
Date: 08/28/2001 22:04:31 to 08/29/2001 22:01:54

Sale Type	Transactions	Value
MWR - Refunds	6	\$-63.25
SHIP STORE #1 Refunds	2	\$-75.00
SHIP STORE #2 Refunds	1	\$-50.00
SHIP STORE - VENDING STORE ITEMS Refunds	1	\$-.50
SHIP STORE - VENDING SODA Refunds	4	\$-2.00
Total Transactions	14	-\$190.75

Daily Transaction Detail Report

General Mess – Food

Run Date : 08/29/2001
Run Time : 17:08:25
Report Name : TRAN_GeneralMessFood_D

Navy Cash

Daily Transaction Detail Report - GENERAL MESS - FOOD

Location: USS NEVERSAIL

Date: 08/28/2001 02:04:31 To 08/29/2001 02:01:54 Batch Id: R12345 323

Merchant : 80000010016
Event Code :
Operator : BARBER, BRIAN

Name	SSN	Account #	Transaction Date	Trans	Amount
JOHN, ROBERT	1234	80000010002	08/28/2001 13:42:25	1	\$3.75
JOSH, JIM	5678	80000010004	08/28/2001 13:43:00	1	\$3.75
ALPERT, MIKE	4321	80000010003	08/28/2001 13:42:41	1	\$3.75
GOLD, STEVE	8765	80000010001	08/28/2001 13:42:01	1	\$3.75
Operator BARBER Subtotal:				4	\$15.00
Event Subtotal:				4	\$15.00
Merchant 80000010016 Subtotal:				4	\$15.00
Total:				4	\$15.00

Questions



SALES UNIT 2 REVIEW

1. Navy Cash must be closed prior to what date/time each month?
2. What are vending merchant cards used for?
3. What is the purpose of doing a physical EOM phase one closeout on the vending machines?
4. Which button on the CAD do you press to activate the vending EOM for phase one?
5. Is Food Service Division issued a merchant card?
6. What form does S2 Division turn in to Disbursing to support their EOM collections?