Navy Cash Training

Disbursing Unit 5:
EOD and Reporting

Objectives

- Demonstrate the following Scheduled procedures:
    - End of Day (EOD)
    - End of Month (EOM)
- Discuss the various Navy Cash Reports

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Indicate EOD

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Indicate End-of-Day (IEOD)

- Ends all business transactions for the day
- Begins recording subsequent transactions for next business day
- Generates the batch file that will be sent off ship for fund transfers, PIN changes, etc.
- Starts system back-ups and begins a "round trip" process
- Transfers all transactions to shore
- Generates and retrieves shore reports, updates, and updates account data on ships and shore

Indicate End-of-Day (cont.)

- **Indicate End-of-Day function has three components:**
  - Automated Interim Round Trips
  - Automatic EOD
  - Manual EOD

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Automated Interim Round Trips

- Synchronize the ship and shore databases
  - By default, it runs every 6 hours
- Ensure everyone's Navy Cash account information is updated on a regular basis
- Does not start automatic system back-ups or generate shore reports
- Ensure SPO payroll payments are retrieved from shore and account balances updated on payday

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Automatic EOD

- Automatic End of Day is *Mandatory*
- Initiates IEOD function automatically at a preset time
- Developed to complete an EOD when no one in Disbursing Office would be on duty at the end of the business day, i.e. weekends
- Ensures Navy Cash is closed-out each business day
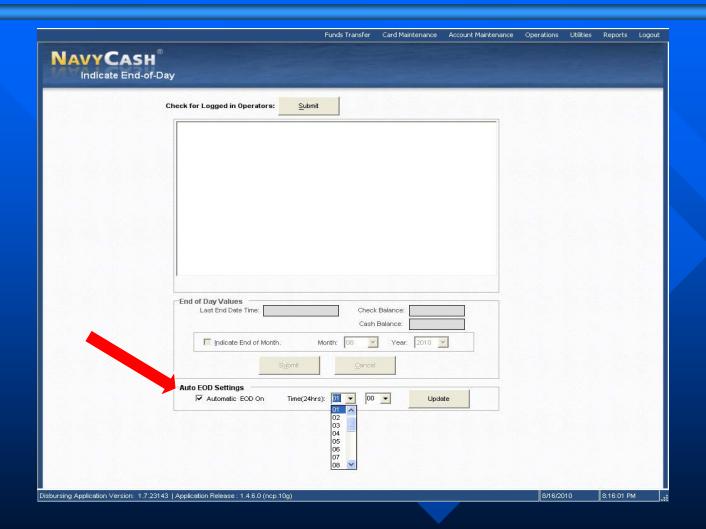 - Makes tracking down any issues much simpler

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Automatic EOD (cont.)

- Disbursing Officer must coordinate with the merchants to determine the time to set Automatic EOD
  - Normally set after all merchants have closed out their business for the day
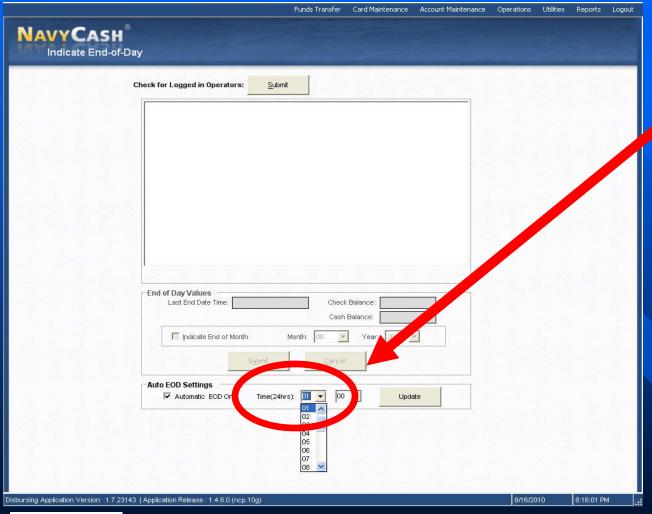 - Ensure all transactions are posted on the shore report for the same day

Automatic EOD Screen

Automatic EOD Screen (cont.)

- *Automatic EOD can be activated and deactivated at any time and can be scheduled to occur at a specific time each day*

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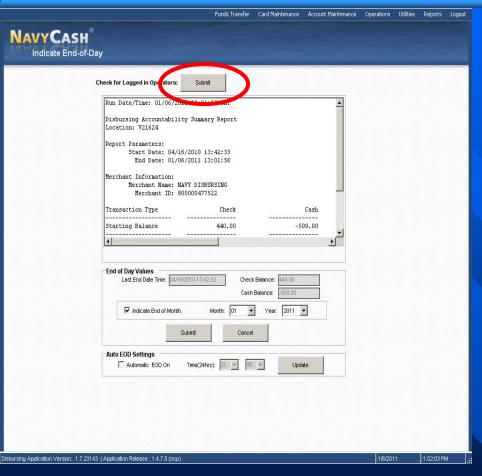
Manual End of Day

- Allows DO to initiate EOD at the end of the business day or whenever appropriate
  - DO Turnover
  - EOM

- DO must coordinate with all Merchants to initiate a manual EOD

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Manual End of Day (cont..)

- Click the "Submit" button next to the "Check for Logged in Operators" tag
- A message is displayed informing which operators are logged on.

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Manual End of Day (cont.)

NavyCash Disbursing Application ✕

Please verify that you wish to indicate EOD with the following balances:

Cash Balance = 70.00

Check Balance = 0.00

[OK]   [Cancel]

- You are prompted to verify your EOD totals. EOD totals must match the total Navy Cash cash-on-hand.
- Click on *OK* button

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Manual End of Day (cont.)

- **If needed, make adjustments to cash amount via the Safe Bank Transactions option**
  - The Safe Bank screen allows you to add (Deposit to Safe) or subtract (Deposit to Bank) the required amount in order to balance the Disbursing Officer account
- **After adjustments are completed and totals are correct, proceed with IEOD process**

Manual End of Day (cont..)

- EOD completion message is displayed
- A successful EOD returns reports from shore side.
- Access these shore reports from "Shore Reports" folder on your workstation

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End of Day Report

The EOD Report tracks the status of Manual IEOD and Automated Interim Round-trip batches

EOD Accountability Documents

- **Required Daily Accountability Documents**
  - Daily Transaction Ledger (s)
  - Disbursing Transaction Detail Report (sorted by Operator)
  - DD 2657

  - *Note: Navy Cash on hand should equal Line 6.9 of the DD 2657 and the total balance on the DASR*

Indicate End of Month

End of Month Procedures

- Ends all Navy Cash business transactions for that particular month and begins recording subsequent transactions for the next month

- Each month, the DISBO, Sales Officer, Food Service Officer (FSO) and Marine DISBO (when embarked) coordinate to establish a close-out date and time for the month

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End of Month Procedures (cont..)

- Navy Cash must be closed prior to 2100Z on the 27th of each month

- Generally, EOM process begins in Sales Division as much as five days prior to the 27th of the month for vending machines and ship's store

- DISBO's SF 1219 must be submitted NLT than 1000 EDST on the 1st calendar day of the following month

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End of Month Procedures (cont..)

- Navy Cash enforces a sequence of steps for closing out each month or period:
  - *First,* all vending machines must be closed-out
  - *Second,* all merchants must be closed-out (including Vending and Ship's Store merchants) using the Disbursing Application
  - *Third,* an EOM close-out can be performed as part of the IEOD function at the Disbursing Application

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End of Month Procedures (cont..)

- Successful processing of the IEOD round-trip ashore automatically generates the EOM Summary Report and Monthly Transaction Detail Report used to prepare the required EOM Reports

- DISBO will zero out the DASR to reset the Safe Bank Transactions functionality for next month's reports

End of Month Procedures (cont..)

- Navy Cash automatically reports all Deposit and Debit Voucher data into the Treasury's Collections Information Repository (CIR)

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End of Month Procedures (cont.)

- *Vending and Ship's Store*
  - *Allows Sales Officer or DISBO to close-out vending machines and ship's store at EOM*

- *The function also allows Sales or DISBO to:*
  - *add, change, or remove a CAD or Vending Machine*
  - *Used to modify description of a Vending Machine*

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Indicate EOM

- Indicate EOD

- Click on Indicate EOM box and select correct month/year
  - *Enabled after Sales EOM is completed*

- Click "Submit"

EOM Summary Report

- **The Navy Cash EOM Summary Report**
  - Provides a summary of shore totals for:
    - » Navy Disbursing
    - » Marine Disbursing
    - » Food Service (Food and Surcharge)
    - » Sales (Ship's Store, Vending, and/or Hangar Bay Sales)
  - Includes deposit ticket (SF 215) and debit voucher (SF 5515) numbers, dates, and amounts
  - Contains Navy Cash numbers that must be reported in Sales Officer's DD 1149, FSO's NS 1359, and DO's SF 1219
    - » *Basic Rule: Navy Cash figures reported in EOM Summary Report are always correct*

EOM Summary Report (cont.)

```
                NAVY CASH END OF MONTH SUMMARY REPORT FOR 02/2015
                             USS XXXXXXXXXXXXXXX
                                 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     VMCANDY000000006                   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
```
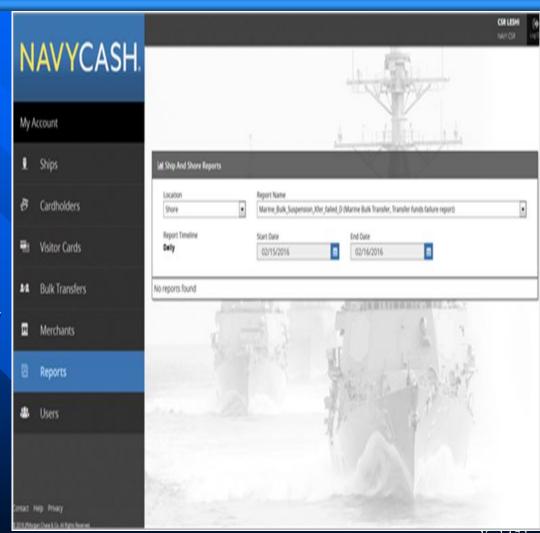
EOM Summary Report (cont.)

- **Navy Cash Disbursing Website**
  - *Log on - www.navycash.com*

  - *Under the Reports Tab*

  - *Print EOM Summary Report*
    - *EOM_VOUCHER_SUMMARY_REPORT_M*

EOM Summary Report (cont.)

- The EOM Summary Report can also be printed from the following locations:

    - Disbursing Workstation or Laptop:
        » S:\files\navydata\report
    - Navy Cash Server
        » F:\files\navydata\report

EOM Accountability Documents

- Retained Monthly Financial Returns include:
  - Monthly Transaction Summary Report
    - » Shore Report that summarizes all merchant figures for the month
  - EOM Summary Report
  - Deposit Tickets (SF 215)
  - Debit Vouchers (SF 5515)
  - DD 2657 package
  - Statement of Accountability (SF 1219)
  - Schedule of Deposit Activity
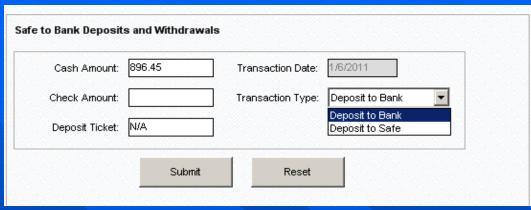
Safe Bank Transactions

- Enables the Disbursing Officer to make adjustments to the cash amount reported in the Disbursing Accountability Summary Report (DASR)

- Used primarily at EOM processing to reset DASR back to a zero balance

- Also used when an actual out-of-balance condition exists
  - Temporary fix
  - Contact NAVSUP FLC Fleet Support Group for assistance

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EOM DASR Reset

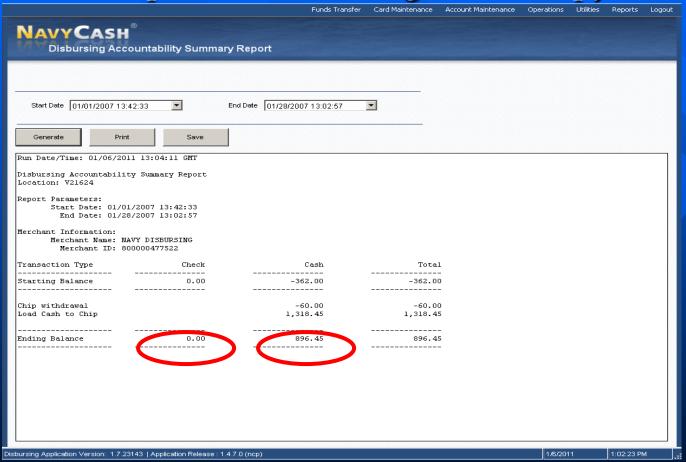- **Under Operations menu, select Safe Bank Transactions**

- **Reset DASR to zero (Internal memo)**
  - Trans Type "Deposit to Bank" subtracts from Disbursing account (if DASR amount is positive).
  - Trans Type "Deposit to Safe" adds to Disbursing account (if DASR amount is negative).
  - Deposit ticket: N/A

EOM DASR Reset (cont.)

Go to "View Reports" menu and generate copy of DASR

Shore Reports

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Shore Reports

- After a successful IEOD Batch round trip, Navy Cash automatically generates reports

- Reports Directory
  - Disbursing Workstation or Laptop:
    - » S:\files\navydata\report
  - Navy Cash Server
    - » F:\files\navydata\report

- Create a shortcut on your desktop

Shore Reports

- Disbursing will print reports for all merchants
- All reports generated and sent to ship from shore server are placed into a reports directory by date, with one sub-directory for each report date:

```
<UIC>_<REPORT TYPE>_<REPORT
NAME>_<D/M>_yyyymmdd_HHMMSS.txt
```

i.e. R21198_TRAN_ShipStore_D_20010828_171708.txt

Shore Report Folder

- Select date to view/print
- Select report to view/print

Shore Reports

- **Transaction Reports for all ship Merchants:**
  - LOA Merchants (Disbursing, Vending, etc)
  - Private Merchants (Wardroom, MWR, etc)
  - Transient Merchants (Foreign Vendors)
  - Generic Private (Private One, Private Two, etc)
  - Flag, Air Wing, and Squadron (Flag Mess, etc)
  - Transaction Summary
  - Negative Balances (* Reviewed Daily)
  - Returned Items (*Reviewed Daily)

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Shore Reports (cont.)

- **Merchant Settlement Reports**
  - For all merchants, whether they settle to bank or merchant strip accounts

- **Reconciliation Reports**
  - For all merchants
  - Transactions that were collected in offline mode but were not processed on the same day

- **Linked Blocked Account Report**
  - Reviewed daily
  - Lists all cardholders whose bank account is block

Merchant Settlement Report

Run Date: 03/0
Run Time: 16
Report name: TRAN_Ship_Merchant_Se
Pa

Navy Cash
Daily Transaction Detail Report - Merchant Settlement
Location: USS NEVERSAIL
Date: 03/05/2009 14:53:49 To 03/06/2009 16:28:36

Merchant: WARDROOM MESS - DUES 800000026283
  Settlement Date: 05-MAR-09
  Settlement Type: NAVY CASH

  Batch   Date   Amount   C
  ---------------- ---------------- ---------------- -
  V21624_696_R   02/28/09 23:01 $255.55
  V21624_696_R   03/01/09 21:13 $30.00
  V21624_696_R   03/02/09 10:19 $338.95
  V21624_696_R   03/04/09 00:07 $196.80
  V21624_696_R   03/05/09 07:56 $263.85
  ---------------- ---------------- ---------------- -
  Settlement Total $1,085.15

Merchant WARDROOM MESS - DUES 800000026283 Total: $1,085.15

Merchant: COLLEGE BOOKS 800000477546
  Settlement Date: 05-MAR-09
  Settlement Type: DISBO OFF

  Batch   Date   Amount   C
  ---------------- ---------------- ---------------- -
  V21624_696_R   03/05/09 14:58 $2,278.00
  ---------------- ---------------- ---------------- -
  Settlement Total $2,278.00

Merchant COLLEGE BOOKS 800000477546 Total: $2,278.00

Merchant : COLLEGE COURSES 800000477548
  Settlement Date: 05-MAR-09
  Settlement Type: DISBO OFF

  Batch   Date   Amount   C
  ---------------- ---------------- ---------------- -
  V21624_696_R   03/05/09 14:58 $2,704.00
  ---------------- ---------------- ---------------- -
  Settlement Total $2,704.00

Merchant COLLEGE COURSES 800000477548 Total: $2,704.00

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Payroll Report

```
                                    Run Date: 03/13/2006
                                    Run Time: 09:45:00
                                    Report Name: Navy Payroll Funding


                          Navy Cash
                        Payroll Report


Location: R22102 USS NEVERSAIL
Pay Date: 03/15/2006
Payroll Number: 0070


Failed to post funds for JONES JOHN PAUL SSN 000-00-4253 Account
bad_stat:CLOSE_PND Amount: $100.00
Failed to post funds for FARRAGUT ADAM JOHN SSN 000-00-3703 Account
bad_stat:CLOSE_PND Amount: $120.00
Failed to post funds for FLORES MELINDA MARIA SSN 000-00-4901 Account
bad_stat:CLOSE_PND Amount: $20.00
Failed to post funds for MUSTIN JOHN THOMAS SSN 000-00-2832 Account invalid
Amount: $145.00
Failed to post funds for SMITH ANGELA ANN SSN 000-00-8851 Account invalid
Amount: $40.00
Warning!  Some records could not be processed.


Payroll File Processed:  R22102_NCPAY_NAV_20060315_121707.dat
Successful Updates:  1273
Failures:  5
Total Amount Posted:  $140830.00
Total Amount Failed to Post:  $425.00

Data committed to database.
```

Wardroom Mess

```
Run Date:12/17/2002
Run Time:  00:12:33
Report Name:TRAN_WardroomMessFood_D                              Navy Cash Daily Transaction
Detail Report - WARDROOM MESS FOOD
                              Location: USS TITAN
         Date: 12/15/2002 04:53:25 To 12/16/2002 07:09:45 Batch Id: R22202_971
Last Name        First Name     SSN      Account #       Date and Time        Value
----------       -----------    -------  -----------     ----------------     -------
BOARDWAY         BOARDWALK      7095     9999999961244   12/15/2002 15:04:53   $30.53
GRUBB            SCRUBB         3055     9999999938747   12/15/2002 20:33:23   $29.13
LINDEE           LANDEE         6054     9999999140790   12/15/2002 20:26:22   $34.73
MANTO            TIGER          5839     9999999995721   12/15/2002 20:57:35   $30.53
PAGANO           MAGANO         1043     9999999163396   12/15/2002 14:46:22   $34.73
RIVERA           RICKY          8209     9999999135550   12/15/2002 20:43:39   $33.28
SLAYDON          SLAYER         3901     9999999959867   12/16/2002 02:11:43   $29.13
SLEDGE           HAMMER         5038     9999999954488   12/15/2002 20:23:21   $29.13
SNIPES           WESLEY         2957     9999999185274   12/15/2002 20:20:25   $31.93
**********       ********** *************                                      ----------
Total Transactions                                                            $283.12

                        *** End of the Report ***
```

Postal Monthly Transaction Report

```
                                    R21198_ TRAN_Postal_D.txt
Run Date    : 07/12/2004
Run Time    : 15:34:25
Report name:    TRAN_ Postal_D
Page        : 1                              Navy Cash
                              Monthly Transaction Detail Report  -  Postal
                                       Location:  USS RENTZ
                                       Month:  June          2004
                          Date:  06/01/2004  22:55:22  To  06/30/2004  17:47:43

Merchant   : 800000001016
Event Code:
 Operator  :  BARBER, BRIAN
Name                                      SSN   Account #         Transaction  Date            Trans    Amount
----------------------------------------------  --------  --------------------  ------------------------  -----------------  ----------
 WITTOCK, TREVOR J                        8256  8000000560286        06/18/2004    17:12:29         1          $0.37
 WITTOCK, TREVOR J                        8256  8000000560286        06/18/2004    17:22:16         1          $0.37

----------------------------------------------                                                    --------------    -----------
Operator BARBER Subtotal:                                                                             2          $0.74

----------------------------------------------                                            --------------    -----------
E vent Subtotal:                                                                            2          $0.74
----------------------------------------------                                            --------------    -----------
Merchant  800000001016 Subtotal:                                                            2          $0.74
                                                                                        -------------    -----------

Total                                                                                       2          $0.74
```

Daily Transaction Summary

```
Run Date:09/05/2002        Run Time:  17:09:53
Report Name:TRAN_TransactionSummary_D
                           Navy Cash
                 Daily Transaction Summary Report
                      Location: USS TITAN
    Date: 09/04/2002 20:10:25 To 09/05/2002 20:05:09 Batch Id: R22202_775
Sale Type                      Transactions       Value
---------------------------  ------------- -----------------
POST OFFICE                            2        $  0.74
SHIP STORE #1                        125        $467.00
VENDING SODA                         535        $267.50
VENDING STORE ITEMS                  262         $92.35
                             ------------- -----------------

Total Transactions                   924        $827.59



                    *** End of the Report ***

Page#    1
```

Daily Blocked Account Report

```
                                            Run Date:08/14/2006
                                            Run Time:  17:27:01
                                            Report Name: D21198


                             Navy Cash
                   Daily Blocked Account Report
                       Location: USS SHIP



Last Name                First Name       MI    SSN4   Account        Decl
                                                       Number         Cnt
------------------------  ------------------  --   ----   -------------  ----
BACON                    KERRI            S     4567   8000000012817   97
BAIRD1                   ROBERT           A     6789   8000000012858   98
BUBBLE                   MYRON            A     2222   8000000013278   97
ELDRIGESCOTT             EDWARD           A     1111   8000000012478   3
FINAN                    JOHN             A     7850   8000000020489   94
GLENDALE                 JACKIE           A     6782   8000000020562   97
KEGGER                   MILTON           A     4444   8000000013211   97
NICHOLSON                JAMES            A     6542   800000012452    98
OCHOA                    ROBERT           A     7055   8000000125452   96
RUBBLE                   BARNEY           A     7122   8000000013252   96
SAILOR                   NAVY             A     4178   8000000012791   98
WERKLJ                   DERKLJE          A     1111   8000000020547   97



Decline Count Legend
--------------------------------------------------
1-3   NSFs
95    Linked account not provided during enrollment
96    Unacceptable NFCU account supplied
97    Technical error processing account
98    Account blocked for invalid account #
99    Block requested by Disbursing


                   *** End of the Report ***
```

Questions

DISBURSING UNIT 5 REVIEW

1. Name the 3 different types of Indicate End of Day?

2. Navy Cash must be closed out prior to what date/time each month?

3. When is the SF 1219 due?

4. What are the 2 ways you can obtain the EOM Summary Report?

5. Describe the 3 sequence of steps Navy Cash enforces for closing the end of month?

6. What is the purpose of submitting a Safe Bank Transaction?

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