Navy Cash Training
Disbursing Unit 4:
Merchant Management
Objectives

- Explain how to administer various merchant accounts
- Demonstrate how to create and maintain Operator IDs
- Discuss requirements for Rules of Behavior
- Demonstrate how to program an IPA 280 for various merchant accounts
- Explain merchant operations and procedures
Merchant Account Administration
Definitions

- Merchant - refers to Navy Cash Merchants. They are accountable officials authorized to use Navy Cash in official capacity. Examples of merchants are:
  - Ship’s Store
  - MWR
  - Miscellaneous Events
  - Private One
  - SQDN1 CPO Mess Dues

- Operator - is a person enrolled in Navy Cash and assigned an operator ID who can then sign-in to a POS and use it in retail operations
Navy Cash Merchants

- **Merchants**
  - Set up for each retail location on the ship as part of the initial implementation process
  - Reports at the end of each day confirms receipts from Sales for the day
  - Funds are settled electronically on a daily, weekly, or monthly basis
Navy Cash Merchants (cont.)

- **Navy Cash Merchant Cards**
  - Must be kept in a safe or secure container when not in use
  - Merchant cards not assigned must be in the custody of the Disbursing Officer

- **Merchant Turnover (Relief)**
  - Merchants (including Disbursing Officer) should ensure the Merchant Card has zero amounts on closed-loop and open-loop accounts
  - Relieving Official must sign a FS 2888 (if applicable)
  - Relieving Official must change the PIN number of the Merchant Card
Navy Cash Merchants (cont.)

- Merchant Turnover (Relief)
  - DO must change the linked bank account number to all “9’s” (enter the number 9, 17 times in the “Bank Account Number” field)
    » By using the Disbursing Application, or
    » Via the Navy Cash Disbursing Website, or
    » By sending a request to the CSU by phone or e-mail
Navy Cash Merchants (cont.)

**LOA Merchants**
- NAVY DISBURSING
- MARINE DISBURSING
- GENERAL MESS – FOOD
- GENERAL MESS – SURCHARGES
- SHIP STORE
- SHIP STORE #1
- SHIP STORE #2
- BEVERAGE BAR
- HANGAR BAY SALES
- VENDING STORE ITEMS
- VENDING SODA

**Private Merchants**
- NAVY MWR
- MARINE MWR
- POST OFFICE – STAMPS
- POST OFFICE – MONEY ORDERS
- POST OFFICE – METERED MAIL
- VENDING STAMPS
- WARDROOM MESS – FOOD
- WARDROOM MESS – DUES
- CPO MESS – FOOD
- CPO MESS – DUES
- FLAG MESS – FOOD
- FLAG MESS – DUES
- 1ST CLASS ASSN
- 2ND CLASS ASSN
- OFFICIAL MAIL MANAGER
- TAXI MERCHANT (to be used only for taxi services set up to support the ship’s crew)
- DUTY FUND
- PROT RELIGIOUS SERVICES
- ORTH RELIGIOUS SERVICES
- CATH RELIGIOUS SERVICES

**Generic Private Merchants**
- PRIVATE SIX through FIFTEEN generally assigned to large-deck ships only.
  - PRIVATE ONE
  - PRIVATE TWO
  - PRIVATE THREE
  - PRIVATE FOUR
  - PRIVATE FIVE
  - PRIVATE SIX
  - PRIVATE SEVEN
  - PRIVATE EIGHT
  - PRIVATE NINE
  - PRIVATE TEN
  - PRIVATE ELEVEN
  - PRIVATE TWELVE
  - PRIVATE THIRTEEN
  - PRIVATE FOURTEEN
  - PRIVATE FIFTEEN

**Flag, Air Wing, and Squadron Merchants**
- CVW CPO MESS DUES
- CVW WARDROOM DUES
- CVW 1ST CLASS DUES
- CVW MWR FUND
- SQDN1 CPO MESS DUES
- SQDN1 WARDROOM DUES
- SQDN1 1ST CLASS DUES
- SQDN1 MWR FUND

**Transient Merchants**
- FOREIGN CONCESSIONAIRE
- HUSBANDING AGENT
- COLLEGE COURSES
- COLLEGE BOOKS
- MISC EVENTS
LOA Merchants

- Merchants who settle to Line of Accounting (LOA)
- Receipts from Sales are sent ashore as part of EOD
- Sales are held within Navy Cash until EOM
- Sales are settled to the appropriate LOA through the DO’s monthly returns
Private Merchants

- May settle either to bank or open-loop account
- Settles Daily (default)
- Funds settled to open-loop account are available as soon as EOD is completed
- Funds settled to Bank is not immediately available for use
  - Could take 48 – 72 hours before funds are posted and available
Transient Merchants

- Used on as-needed basis to pay a vendor or concessionaire without delay for services or goods provided
- Settle to the Disbursing Office Merchant open-loop account on a Daily basis
- Does not settle to Bank
- DO provides Ex-Cash Check or Cash for total transactions collected by the vendor
Transient Merchants (cont.)

- Transient Merchants refers to the following:
  - Husbanding Agent (for Foreign Currency Exchange)
  - Foreign Concessionaire
  - College Courses, College Books
  - Miscellaneous Events (for Fund-Raising Events)
**Generic Private Merchants**

- Used to activate a Merchant not specifically named in the Navy Cash Merchant Listing
  - Example: Family Support Group or Cruise Book Sales
- Set up to Settle Daily to the Merchant’s open-loop account
- Merchant Card must be returned to the Disbursing Officer
  - Funds in Merchant Card must be zero before returning
Staff, Air Wing, and Squadron Merchants

- Set up to Settle Daily to the Merchant’s open-loop account
- Merchant Card must be returned to the Disbursing Office
  » Funds in Merchant Card must be zero out before returning
FS Form 2888

- FS 2888 – Accountable Official Application Form for U.S. Department of the Treasury Stored Value Card (SVC)
  - Must be completed and signed by accountable merchants before being issued a Merchant Card
  - DO forwards the original FS 2888 to Treasury Agent
  - Maintain copy of completed and signed FS 2888 onboard
    » Kept on board ship for 3 years from date of signature
Forwarding of FS 2888

- Ensure each FS 2888 is signed by accountable official
- Forward completed FS 2888 to Treasury Agent at least once every 30 days (separate from other forms)
- Must be sent via traceable means (contains PII info)
- Send e-mail to Treasury Agent for each package sent
Forwarding of FS 2888 (cont.)

MEMORANDUM
From: ________________________________
   Ship's Name

To: FRB-TCC
   Attention: Forms
   3913 Riga Blvd.
   Tampa, FL 33619
   (866) 662-8922 (Phone number for FedEx, UPS, etc. packages)
   navycashcenter@frb.org

Subject: Forwarding Accountable Official Enrollment Forms (2888s) For Scanning And Archiving

1. This memorandum and email confirm the forwarding of Navy Cash enrollment forms for accountable official merchant cardholders (FS Form 2888s) to the Navy Cash CSU Scanning Center.
   a. Date Package Was Sent: ____________________________
   b. Number of Enrollment Forms in Package: 2888s __________________
   c. Carrier Name: ____________________________
      e.g., FedEx, UPS, USPS registered mail
   d. Tracking Information: ____________________________

2. If you have any questions, please contact me at:
   a. Ship's Name: ____________________________
   b. Point of Contact on the Ship: ____________________________

   Phone Number: ____________________________
   Email: ____________________________
# Accountable Official Card Limits

## Accountable Official Standard Card Limits

### CLOSED-LOOP LOAD/DEBIT LIMITS

<table>
<thead>
<tr>
<th>LARGE DECKS (CVNs, LHAs, LHDs)</th>
<th>SMALL DECKS (LPDs, LSDs, LCCs, ASs, CGs, DDGs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000&lt;br&gt;• MWR&lt;br&gt;• Wardroom Mess–Food&lt;br&gt;• Navy Disbursing Office</td>
<td>$10,000&lt;br&gt;• All Accountable Officials</td>
</tr>
<tr>
<td>$10,000&lt;br&gt;• Rest of Accountable Officials</td>
<td></td>
</tr>
</tbody>
</table>

## TRANSFER LIMITS BETWEEN CLOSED AND OPEN LOOP

<table>
<thead>
<tr>
<th>LARGE DECKS (CVNs, LHAs, LHDs)</th>
<th>SMALL DECKS (LPDs, LSDs, LCCs, ASs, CGs, DDGs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000&lt;br&gt;• MWR&lt;br&gt;• Wardroom Mess–Food</td>
<td>$10,000&lt;br&gt;• MWR&lt;br&gt;• Wardroom Mess–Food</td>
</tr>
<tr>
<td>$5,000&lt;br&gt;• Rest of Accountable Officials</td>
<td>$2,500&lt;br&gt;• Rest of Accountable Officials</td>
</tr>
</tbody>
</table>
Standard Navy Cash Merchants List

- The Disbursing Officer is required to track:
  - Individuals assigned as Accountable Officials
  - Accountable Officials who have signed a FS 2888 and issued a Navy Cash Merchant Card

- Sample rosters were developed to:
  - Show Merchants who have no need for a Navy Cash card (not required to sign FS 2888)
  - Help track Accountable Officials who have been issued cards and signed a FS 2888

- Updated roster is retained by DO
  - Subject to inspection
## Navy Cash Standard Merchants (CG, DDG, FFG, LPD, LSD, AS)

<table>
<thead>
<tr>
<th>NAVY CASH STANDARD MERCHANTS — CG, DDG, FFG, LPD, LSD, AS — ACCOUNTABLE OFFICIALS, CARDS, AND ENROLLMENT FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MERCHANT</strong></td>
</tr>
<tr>
<td>ACCOUNTABLE OFFICIAL (AO)</td>
</tr>
<tr>
<td>NAME</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>NAVY DISBURSING</td>
</tr>
<tr>
<td>GENERAL MESS—FOOD</td>
</tr>
<tr>
<td>GENERAL MESS—SURCHARGES</td>
</tr>
<tr>
<td>SHIP STORE</td>
</tr>
<tr>
<td>VENDING SODA</td>
</tr>
<tr>
<td>VENDING STORE ITEMS</td>
</tr>
<tr>
<td>HANGAR BAY SALES</td>
</tr>
<tr>
<td><strong>PRIVATE MERCHANTS</strong></td>
</tr>
<tr>
<td>NAVY MWR</td>
</tr>
<tr>
<td>WARDROOM MESS—FOOD</td>
</tr>
<tr>
<td>WARDROOM MESS—DUES</td>
</tr>
<tr>
<td>CPO MESS—FOOD</td>
</tr>
<tr>
<td>CPO MESS—DUES</td>
</tr>
<tr>
<td>1ST CLASS ASSN</td>
</tr>
<tr>
<td>TAXI MERCHANT</td>
</tr>
<tr>
<td>DUTY FUND</td>
</tr>
<tr>
<td>OFFICIAL MAIL MANAGER</td>
</tr>
<tr>
<td>POST OFFICE STAMPS</td>
</tr>
<tr>
<td>POST OFFICE—MONEY ORDERS</td>
</tr>
<tr>
<td>VENDING STAMPS</td>
</tr>
<tr>
<td><strong>TRANSIENT MERCHANTS</strong></td>
</tr>
<tr>
<td>FOREIGN CONCESSIONAIRE</td>
</tr>
<tr>
<td>HUSBANDING AGENT</td>
</tr>
<tr>
<td>COLLEGE COURSES</td>
</tr>
<tr>
<td>COLLEGE BOOKS</td>
</tr>
<tr>
<td>MISCELLANEOUS EVENTS</td>
</tr>
<tr>
<td><strong>GENERIC PRIVATE MERCHANTS</strong></td>
</tr>
<tr>
<td>PRIVATE ONE</td>
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<tr>
<td>PRIVATE TWO</td>
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<tr>
<td>PRIVATE THREE</td>
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<tr>
<td>PRIVATE FOUR</td>
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<tr>
<td>PRIVATE FIVE</td>
</tr>
</tbody>
</table>
# Navy Cash Standard Merchants (LHA, LHD, LCC)

## NAVY CASH STANDARD MERCHANTS – LHA, LHD, LCC – ACCOUNTABLE OFFICIALS, CARDS, AND ENROLLMENT FORMS

<table>
<thead>
<tr>
<th>MERCHANT</th>
<th>ACCOUNTABLE OFFICIAL (AO)</th>
<th>NAME ON ACCOUNT</th>
<th>ROUTING NUMBER</th>
<th>ACCOUNT NUMBER</th>
<th>AO ENROLLMENT FORM AND MERCHANT CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy Disbursing</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Yes, Signed? □ Issued? □</td>
</tr>
<tr>
<td>General Mess–Food</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
<tr>
<td>General Mess–SurCharges</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
<tr>
<td>Ship Store #1</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
<tr>
<td>Ship Store #2</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
<tr>
<td>Vending Soda</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Yes, Signed? □ Issued? □</td>
</tr>
<tr>
<td>Vending Store Items</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Yes, Signed? □ Issued? □</td>
</tr>
<tr>
<td>Hangar Bay Sales</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
</tbody>
</table>

### Private Merchants

<table>
<thead>
<tr>
<th>MERCHANT</th>
<th>ACCOUNTABLE OFFICIAL (AO)</th>
<th>NAME ON ACCOUNT</th>
<th>ROUTING NUMBER</th>
<th>ACCOUNT NUMBER</th>
<th>AO ENROLLMENT FORM AND MERCHANT CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy MWR</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Yes, Signed? □ Issued? □</td>
</tr>
<tr>
<td>Wardroom Mess–Food</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Yes, Signed? □ Issued? □</td>
</tr>
<tr>
<td>Wardroom Mess–Dues</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Yes, Signed? □ Issued? □</td>
</tr>
<tr>
<td>CPO Mess–Food</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Yes, Signed? □ Issued? □</td>
</tr>
<tr>
<td>CPO Mess–Dues</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
<tr>
<td>Flag Mess–Food</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
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<td>Yes, Signed? □ Issued? □</td>
</tr>
<tr>
<td>Flag Mess–Dues</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Yes, Signed? □ Issued? □</td>
</tr>
<tr>
<td>1st Class Assn</td>
<td></td>
<td>Settles to LOA only</td>
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<td>Yes, Signed? □ Issued? □</td>
</tr>
<tr>
<td>Taxi Merchant</td>
<td></td>
<td>No linked bank/credit union account</td>
<td></td>
<td></td>
<td>Yes, Signed? □ Issued? □</td>
</tr>
<tr>
<td>Duty Fund</td>
<td></td>
<td>No linked bank/credit union account</td>
<td></td>
<td></td>
<td>Yes, Signed? □ Issued? □</td>
</tr>
<tr>
<td>Official Mail Manager</td>
<td></td>
<td>No linked bank/credit union account</td>
<td></td>
<td></td>
<td>Yes, Signed? □ Issued? □</td>
</tr>
<tr>
<td>Post Office-Stamps</td>
<td></td>
<td>Settles to USPS PFO account only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
<tr>
<td>Post Office-Money Orders</td>
<td></td>
<td>Settles to USPS PFO account only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
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<tr>
<td>Post Office-Metered Mail</td>
<td></td>
<td>Settles to USPS PFO account only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
<tr>
<td>Vending Stamps</td>
<td></td>
<td>Settles to USPS PFO account only</td>
<td></td>
<td></td>
<td>Yes, Signed? □ Issued? □</td>
</tr>
</tbody>
</table>

### Transient Merchants

<table>
<thead>
<tr>
<th>MERCHANT</th>
<th>ACCOUNTABLE OFFICIAL (AO)</th>
<th>NAME ON ACCOUNT</th>
<th>ROUTING NUMBER</th>
<th>ACCOUNT NUMBER</th>
<th>AO ENROLLMENT FORM AND MERCHANT CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Concessionaire</td>
<td></td>
<td>Settles to Navy Disbursing strip account only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
<tr>
<td>Husbonding Agent</td>
<td></td>
<td>Settles to Navy Disbursing strip account only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
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<tr>
<td>College Courses</td>
<td></td>
<td>Settles to Navy Disbursing strip account only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
<tr>
<td>College Books</td>
<td></td>
<td>Settles to Navy Disbursing strip account only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
<tr>
<td>Misc Events</td>
<td></td>
<td>Settles to Navy Disbursing strip account only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
</tbody>
</table>
### Navy Cash Standard Merchants (LHA, LHD, LCC) - continued

<table>
<thead>
<tr>
<th>MERCHANT</th>
<th>ACCOUNTABLE OFFICIAL (AO)</th>
<th>NAME ON ACCOUNT</th>
<th>ROUTING NUMBER</th>
<th>ACCOUNT NUMBER</th>
<th>AO ENROLLMENT FORM AND MERCHANT CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>NAME</td>
<td>PHONE</td>
<td>E-MAIL ADDRESS</td>
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<tr>
<td>PRIVATE ONE</td>
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<td>PRIVATE TWO</td>
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<td>PRIVATE THREE</td>
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<td>PRIVATE FOUR</td>
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<td>PRIVATE FIVE</td>
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<td>PRIVATE SIX</td>
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<td>PRIVATE SEVEN</td>
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<td>PRIVATE EIGHT</td>
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<td>PRIVATE NINE</td>
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<tr>
<td>PRIVATE TEN</td>
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</tbody>
</table>

**GENERIC PRIVATE MERCHANTS**
- Settles to strip only–bank/credit union not linked
- Yes. Signed? ☐ Issued? ☐
### Navy Cash Standard Merchants (CVN)

<table>
<thead>
<tr>
<th>MERCHANT</th>
<th>ACCOUNTABLE OFFICIAL (AO)</th>
<th>NAME</th>
<th>PHONE</th>
<th>E-MAIL ADDRESS</th>
<th>NAME ON ACCOUNT</th>
<th>ROUTING NUMBER</th>
<th>ACCOUNT NUMBER</th>
<th>AO ENROLLMENT FORM AND MERCHANT CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVY DISBURSING</td>
<td></td>
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<tr>
<td>GENERAL MESS–FOOD</td>
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<tr>
<td>GENERAL MESS–SURCHARGES</td>
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<tr>
<td>SHIP STORE #1</td>
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<td>SHIP STORE #2</td>
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<tr>
<td>VENDING SODA</td>
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<td>VENDING STORE ITEMS</td>
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<tr>
<td>BEVERAGE BAR</td>
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<tr>
<td>HANGAR BAY SALES</td>
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<td>Yes. Signed? Issued? ☐</td>
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<tr>
<td>WARDROOM MESS–FOOD</td>
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**PRIVATE MERCHANTS**

- NAVY MWR
- WARDROOM MESS–FOOD
- WARDROOM MESS–DUES
- CPO MESS–FOOD
- CPO MESS–DUES
- FLAG MESS–FOOD
- FLAG MESS–DUES
- 1ST CLASS ASSN
- PROT RELIGIOUS SERVICES
- CATH RELIGIOUS SERVICES
- ORTH RELIGIOUS SERVICES
- TAXI MERCHANT
- DUTY FUND
- OFFICIAL MAIL MANAGER
- POST OFFICE-STAMPS
- POST OFFICE-MONEY ORDERS
- POST OFFICE-METERED MAIL
- VENDING STAMPS

**TRANSIENT MERCHANTS**

- FOREIGN CONCESSIONAIRE
- HUSBANDING AGENT
- COLLEGE COURSES
Navy Cash Standard Merchants (CVN) - continued

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<tr>
<th>Merchant</th>
<th>Accountable Official (AO)</th>
<th>Name on Account</th>
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<th>Account Number</th>
<th>AO Enrollment Form and Merchant Card</th>
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Flag, Air Wing, Squadron Merchants

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Operator ID Maintenance
Operator ID Maintenance

- Each Navy Cash operator must be identified by a unique Operator ID and registered at the Disbursing Office.
- The four-digit Operator ID must not begin with zero (0).
- To be assigned an Operator ID, an individual must be a Navy/Marine Cash cardholder.
- Every Navy Cash operator must sign the Navy Cash Rules of Behavior (ROB).
Operator ID Maintenance (cont.)

- Allows Disbursing Officer to add or delete Operators (i.e. Merchants)
- Allows Disbursing Officer to add or delete Disbursing App users (i.e. DO and Agents)
Operator ID Maintenance (cont.)

- **Note:** The list of configured operators must be reviewed at least once a month. Navy Cash operators who are no longer involved in Navy Cash operations, e.g., individuals who have been relieved, transferred, separated, or discharged, must be deleted.
Creating Operator IDs

For USMC, Select: MARINE DISBURSING
Creating Operator IDs (cont.)
Creating Operator IDs (cont.)

- Step 1: Select “Operator ID Maintenance” from DA menu.
- Step 2: Click “List Configured Operators” to verify operators.
- Step 3: Search using First Name, Last Name, and SSN
  - For generic operators (i.e. foreign merchants) search by entering ship’s name under “First Name” field (i.e. USS ENTERPRISE)
Creating Operator IDs (cont.)

- Step 4: Press “Search” button to display a list of possible matches.
- Step 5: Highlight correct name
- Step 6: Assign four-digit Operator ID number
- Step 7: Select Navy Disbursing or Marine Disbursing and “Add as Disbursing User” as applicable
- Step 8: Press “Submit”
- Step 9: Sign Rules of Behavior (ROB)
Re-activate an Operator
Rules of Behavior
**Rules of Behavior**

- **Navy Cash is U.S. Government information system that is provided to authorized users only**

- **Navy Cash operators:**
  - Must only conduct official business on the Navy Cash system
  - Must not introduce or use any unauthorized software or hardware
  - By their signature, they indicate that they have read, understand, and agree to abide by the Rules of Behavior
Disbursing Officer and Deputy:

- On a new install (including Tech Refresh), DO and Deputy will not be able to log in to the Navy Cash system until they have signed the Rules of Behavior form.

- If Rules of Behavior form have been signed previously on another ship, they will not be required to sign the form again.
If Disbursing Officer or Deputy have not signed a Rules of Behavior form electronically, the following message will be displayed when they attempt to log in.
Rules of Behavior (cont.)

- For all Navy Cash System users:
  - The Disbursing Officer must ensure every Navy Cash system user assigned an Operator ID has signed the Rules of Behavior
    - The Navy Cash POS device will not be able to determine if a Navy Cash operator has signed the Rules of Behavior
  - The Rules of Behavior form is signed electronically in the disbursing office
Rules of Behavior (cont.)

- The "Rules of Behavior Form" screen will be displayed, pre-populated with the user’s name and current date.

- If the information on the form is correct, click the "Capture Signature" button.

- The main screen of the POS device connected to the Disbursing Application workstation/laptop will display a signature pad.
Rules of Behavior (cont.)

12. Ensure that all documents, equipment, system media, or other output containing PII are properly cleared, sanitized, marked, controlled, stored, transported, and destroyed based on sensitivity and need-to-know.

13. You must protect Navy Cash information and system resources from unauthorized access or occurrences of misuse, sabotage, tampering, denial of service, fraud, misappropriation, or release to unauthorized persons. Immediately report all such occurrences to the Disbursing Officer or Information Assurance Manager (IAM).

ACCEPTANCE

I have read the above Rules of Behavior for the Navy Cash System. By my signature below, I acknowledge and agree that my access to the Navy Cash system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to administrative or civil and/or criminal actions and may result in the termination or suspension of my access to the Navy Cash system at any time without notice.

User’s Name: GEORGE K ALEXANDER

SIGN HERE

User’s Signature: __________________________

Date: 2012 Jul 26
Rules of Behavior (cont.)

- After you read and agree to abide by the *Rules of Behavior*, use a stylus to sign the form electronically.

- If the signature is satisfactory, touch the “I Accept” button on the POS device.

- If the signature is not satisfactory, touch the “Clear” button on the POS device to discard the signature:
  - Click on “Re-Capture Signature” button
  - Use the signature pad to re-sign the *Rules of Behavior* form.
Rules of Behavior (cont.)

12. Ensure that all documents, equipment, system media, or other output containing PII are properly cleared, sanitized, marked, controlled, stored, transported, and destroyed based on sensitivity and need-to-know.

13. You must protect Navy Cash information and system resources from unauthorized access or occurrences of misuse, sabotage, tampering, denial of service, fraud, misappropriation, or release to unauthorized persons. Immediately report all such occurrences to the Disbursing Officer or Information Assurance Manager (IAM).

ACCETPANCE
I have read the above Rules of Behavior for the Navy Cash System. By my signature below, I acknowledge and agree that my access to the Navy Cash system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to administrative or civil and/or criminal actions and may result in the termination or suspension of my access to the Navy Cash system at any time without notice.

User's Name: GEORGE K ALEXANDER

User's Signature: [Signature]

Date: 2012 Jul 26
Rules of Behavior (cont.)

- To print the form, click on *Print Document* button
- Once an electronic signature has been embedded, the document is sealed and can no longer be altered
- To complete the process, click the *Submit* button
- A message screen displays “*Rules of Behavior Form submission completed successfully*” to indicate the process is complete
- The completed *Rules of Behavior* will be filed electronically in the document storage system ashore
Rules of Behavior (cont.)

- Under Operations Menu
  - Select Operator ID Maintenance
  - Click the “List Configured Operators” button to display all operators
  - Select the correct name in the list of configured operators
  - If the operator has not signed Rules of Behavior, the “Sign ROB” button is displayed
    » Note: The Disbursing Officer must contact operator to sign ROB
  - If the operator has signed Rules of Behavior, the “View ROB” button is displayed
Rules of Behavior (cont.)
Rules of Behavior (cont.)
Event Processing
Event Maintenance

- Enables Disbursing Officer to establish and update *Events* for any Merchant on the ship
  - Allows merchants to report transactions by event

- To facilitate bulk refunds
Event Processing (cont.)

- Allows a merchant to make a collection for specific events, report transactions by event, and make bulk refunds
- DO sets up event name and event description and create an event code
- Event Codes
  - allows reporting of sales transaction by event
  - allows DO to perform bulk refund if event is canceled
  - Are not reusable… each event code must be unique
  - Up to 10 event codes can be programmed in each POS
Creating an Event

- Step 1: On Disbursing Application, Select “Event Maintenance”
- Step 2: Choose a Merchant from drop down menu
- Step 3: Enter a unique Event description
  - Shore description of the event, 20 Characters
- Step 4: Enter a long description of the event
- Step 5: Default Expiration date is 30 days from current date
- Step 6: Click “Add”
Creating an Event (cont.)

1. Indicate End of Day
2. ROM II Reporting
3. Safe Bank Transactions
4. Operator ID Maintenance
5. Vendor and Goods Store
6. Event Maintenance
7. Audit Operations

**Procedure**

To Update an existing Event:
- From the Listing of existing Events to be updated box:
  1. Choose an existing Event by using the scroll bar or typing the merchant name.
  2. Single Click an Event you want to update.
  3. From the Add or Update an Event box:
     - Choose a Merchant.
     - Enter a short description of the Event for promotion (required)
     - Enter a long description of the Event for promotion (required)
     - Please enter an expiration date for this Event (when the promotion ends) (required)

4. To Add a new Event:
- From the Add or Update an Event box:
  1. Enter a short description of the Event for promotion (required)
  2. Enter a long description of the Event for promotion (required)
  3. Please enter an expiration date for this Event (when the promotion ends) (required)
  4. *required field
iPA 280 Programming
POS Screen Layout

- Header
- Main Screen
- Status Bar
Status Bar Indicators

- POS is Offline
- SD Card is missing
- There are messages in the Internal queue
- There are messages in the SD Card queue
Programming an IPA 280

- Access the Admin Menu
  - Allows a user that knows the admin password to view and configure device settings
  - The following options are available:
    » Change Password
    » Terminal ID
    » Diagnostic
    » State
    » IP Address
Admin Menu Screen
Proxy Mode vs Normal Mode

Welcome to Navy Cash
Proxy Mode
Please Insert Navy Cash Card

Welcome to Navy Cash
DISBO, DL - TEST
Insert Card or Select Begin Sale

08/24/2009
15:19 GMT

08/19/2009
14:17 GMT
Proxy Mode

- POS is connected to a Navy Cash Workstation in Disbursing Office

- The Navy Cash Proxy application handles communication between POS and Navy Cash Server

- POS must be online to send and receive messages to and from the Disbursing Application
Normal Mode

- Normal Mode (Online)
  - POS is connected to the ship’s LAN via Ethernet connection to communicate with the Navy Cash Server

- Normal Mode (Offline)
  - POS is not connected to a designated LAN drop (i.e. MWR, money changers, foreign vendors)
  - Powered by battery
  - POS must be connected to LAN:
    » To download transactions
    » To log on/off the POS
Normal Mode Set-up
Normal Mode

- Power on the POS
- Connect POS to Navy Cash Network drop
- Once communication with the Navy Cash Server is established (offline indicator disappears), access the Admin Menu
- From Admin Menu, touch “State”
- From Device State Screen, select “Normal Mode”
Normal Mode Menu

- **Normal Mode**
  - DO can configure Merchants, Events, Amounts
  - At least one Merchant should be configured on the POS
    » If no merchant is configured, “Error initializing device state, no configured merchant” is displayed
To configure Merchant:

- Step 1: Touch Merchant from Normal Mode Screen
- Step 2: Select one or more Merchants from the list of current Merchants
- Step 3: Touch OK button to add the new Merchant(s)

- Note: You can add up to ten (10) Merchants on the POS
Events

To configure Events:

- Step 1: Select a Merchant and touch ok
- Step 2: After Merchant is set, select Events
  » Events are created in the Disbursing Application
- Step 3: Events list is displayed for the selected Merchant
- Step 4: Select the Event(s)
  » Up to 10 Events
- Step 5: Touch Add button
- Step 6: Touch Done button
To configure Amounts:

- Step 1: After the Merchant and Events are configured, Touch *Amounts* on Normal Mode Menu
- Step 2: Touch keypad button
- Step 3: Enter the Amount
- Step 4: Touch *OK*

*Note: The POS can be configured with up to ten (10) pre-defined amounts for each Event.*
POS Custody

- Disbursing has the responsibility of verifying that all IPA 280s (POS) are correctly programmed

- Disbursing maintains a locally prepared iPA 280 (POS) custody log
POS User Log Off

- If POS is Online:
  - Step 1: Provided there are no messages in the queue, touch the Logoff option on the header bar
  - Step 2: Touch the “Yes” button when prompted to Logoff

- If POS is Offline:
  - Step 1: Connect POS to a LAN drop
  - Step 2: Power on the POS
  - Step 3: Wait until the Offline Indicator disappear
  - Step 4: Wait until the and Message Indicators disappear
  - Step 5: Continue with the Online steps above
Short-Term Outage

- If connectivity to the server is expected to be a problem, an operator should remain logged on to the POS at the end of the day
  - This will allow operator to conduct business the next day
  - A POS in normal mode operating offline can store up to 10,000 messages in the internal and SD Card message queues
Daily Business

Normal Mode

- Step 1: Connect POS to a LAN drop
- Step 2: Power on the POS
- Step 3: Key in Operator ID when prompted
- Step 4: POS can now be used Online or Offline

- Note: When operating POS Offline, ensure battery is fully charged before disconnecting POS from the LAN
End of Day Procedures

- All operators must log-off the system

- If POS is offline:
  - Plug POS into any operating Navy Cash POS connection point or download box (Disbursing Office, General Mess, Private Mess, MWR, Post Office)
  - When POS is connected to the server, the transaction will download automatically
Merchant Operations Illustrated
NAVY MWR

- Settles daily to the open-loop account
  - Has option to settle through bank daily or weekly
- MWR Officer must complete a FS Form 2888
- MWR Card Maximum Chip Load and Debit Limit
  - Smaller Ships = $10,000
  - CVN, LHD, LHA = $50,000
- MWR Card Standard ACH Transfer Limit
  - $5,000
NAVY MWR (cont.)

- **Daily Business**
  - MWR Officer or designated assistant signs out POS from the Disbursing Office
  - DO sets up POS for Navy MWR, including Events and/or Amounts
  - MWR conducts business in Normal Mode
    - Large Ships
      » MWR conducts business Online or Offline
    - Small Ships
      » MWR conducts business offline
End of business day, MWR Officer:

- Downloads POS transactions to the Navy Cash Server
  » POS transactions can be downloaded at any Navy Cash LAN drop
- Logs off the Navy Cash System
- Obtains and reviews a copy of the daily Navy Cash Merchant Sales Summary Report for accuracy
- Compares Report Total with Sales Receipts (e.g. Record Log) and Refund Log
End of business day, MWR Officer:

- Obtains a copy of the MWR Daily Transaction Report for reconciliation and management purposes
- Validates that the total sales less refunds for the day equals the total reported on the Daily Transaction Report
  » *Any difference must be investigated and resolved*

- Reviews the Monthly Transaction Detail Report
- Reviews the Merchant Settlement Report
Transient Merchants
Foreign Vendors and Concessionaires

- DO sets up POS with an appropriate Transient Merchant and issues an Operator ID
  (Generic USER Accounts, *i.e.* USER ONE, USER TWO, etc)

- DO issues POS using a locally generated log

- DO is responsible for training vendors on how to conduct Sales using the portable POS device

- DO ensures POS battery is fully charged. For extended periods, additional batteries may be provided
Transient Merchants
Vendors and Foreign Concessionaires – cont.

- End of business day/port visit:
  - DO downloads transactions into Navy Cash Server
  - Vendor logs off from the POS
  - DO prints Merchant Sales Summary Report and compares it with the Vendor Log
  - If total amount matches, DO pays the vendors
  - Differences must be resolved prior to payment
    » Generate Merchant Transaction Report and compare it with Vendor Log
    » Keep the Reports and Logs for 12 months
Post Office

- There are three (3) Post Office Merchants
  - Stamps, Money Orders, and Metered Mail
- Currently, only *PO Metered Mail* merchant is being used
  - Stamps and Money Orders are no longer sold in the post office
- Stamps are sold in the Ship’s Store IAW NAVSUP P487
- Refunds are processed through USPS only, using PS Form 3533
  - *Post Office is the only merchant onboard that does not process refunds through Navy Cash*
Post Office (cont.)

- End of business day, the Postal Officer or designated assistant:
  - Get a printout of Merchant Sales Summary Report from Disbursing Office
  - Totals of the following reports must match:
    » Daily/Weekly Postage Meter Report
    » Merchant Sales Summary report
  - Differences must be investigated, resolved, and corrected before reports are submitted to the servicing Postal Financial Officer
  - Reports are kept on file for four years
Questions
DISBURSING UNIT 4 REVIEW

1. Name two LOA Merchants?
2. By default, how often are Private Merchant accounts settled?
3. How long are FS-2888’s retained onboard the ship?
4. What is the closed-loop account limit for a large deck MWR Merchant?
5. How often should you review and update your list of configured users with operator IDs?
6. What is the maximum number of events you can program on a POS device?