





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





Indicate EOD





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





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
- Do not start automatic system back-ups or generate shore reports
- Ensure SPO payroll payments are retrieved from shore and account balances updated on payday





Automatic EOD

- Automatic End of Day is <u>Mandatory</u>
- 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





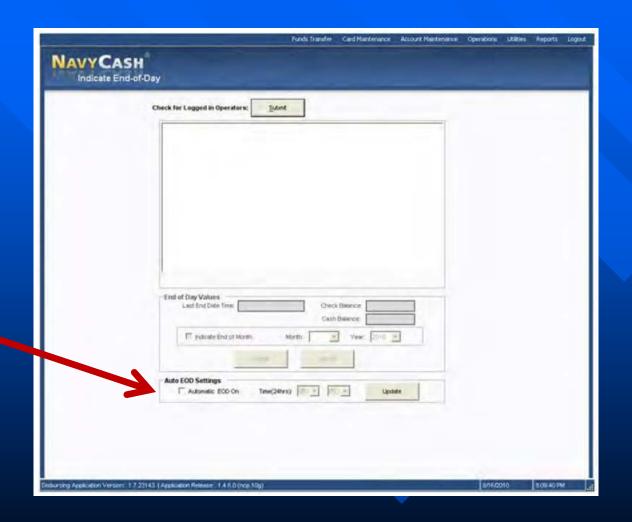
Automatic EOD (cont)

- DO 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



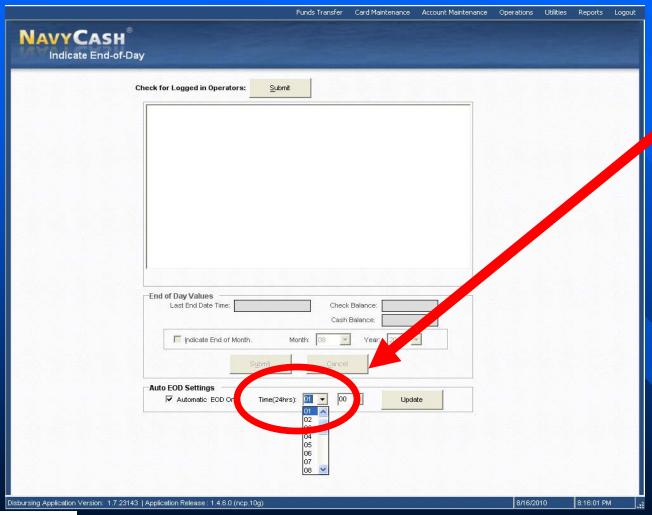


Automatic EOD Screen





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

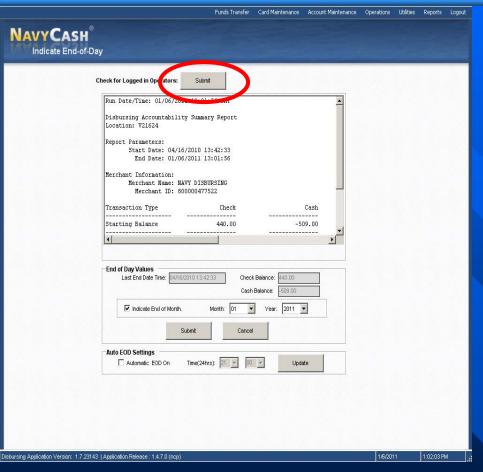


Manual End of Day

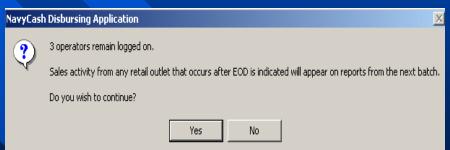
- Allows DO to initiate EOD at the end of the business day or whenever appropriate
 - DO Turnover
 - EOM
 - When it is difficult to set Automatic EOD because of operational requirements
- DO must coordinate with all Merchants to initiate a manual EOD





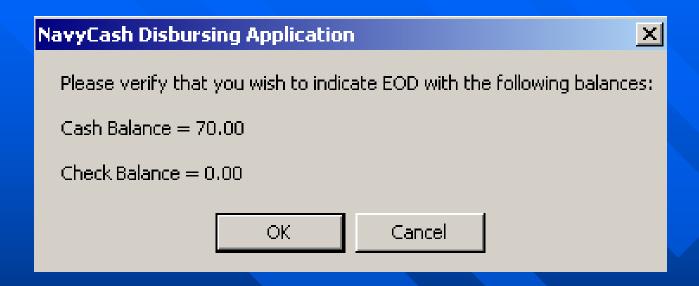


- Click the "Submit" button next to the "Check for Logged in Operators" tag
- A message is displayed informing which operators are logged on.









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





- 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





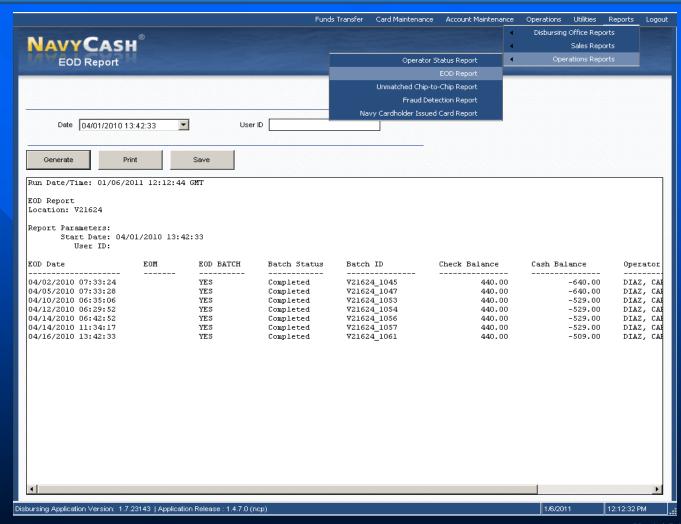
- EOD completion message is displayed
- A successful EOD returns reports from shore side.
- Access these shore reports from "Shore Reports" folder on your workstation





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





- 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





- 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





- Successful processing of the IEOD roundtrip 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



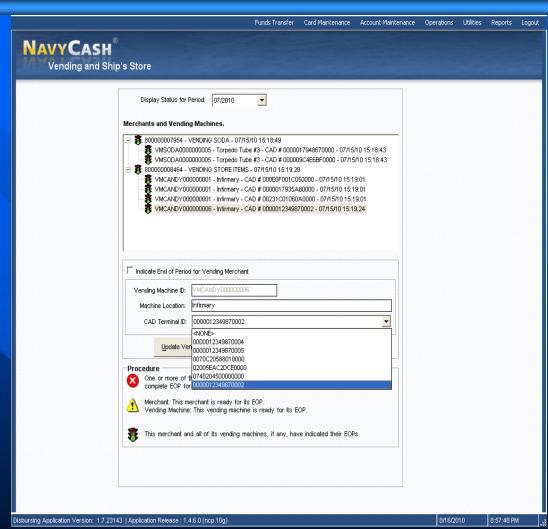


Navy Cash automatically reports all Deposit and Debit Voucher data into the Treasury's Collections Information Repository (CIR)





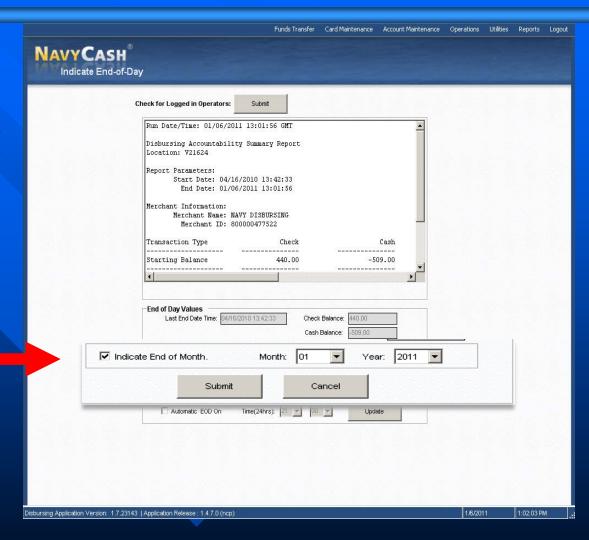
- Vending and Ship's Store
 - Allows Sales Officer
 or DISBO to close out vending machines
 and ship's store at
 EOM
- The function also allows Sales or DISBO to:
 - add, change, or remove a CAD or Vending Machine
- Used to modify description of a Vending
 Machine





Indicate **EOM**

- Indicate EOD
- Click on Indicate EOM box and select correct month/year
 - Enabled after SalesEOM 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 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX						
START TIME	END TIME	Vendor/Merchan	t	Sale Amount	Refund Amount	Net Amount
20150125 071548	20150222 140929	NAVY DISBURSING		0.00	-207.80	-207.80
20150125 071548	20150222 140929	NAVY DISBURSING	- CHIP	32974.75	-15834.28	17140.47
-	-	MARINE DISBURSIN	G - STRIP	32974.75 0.00 85093.10	0.00	0.00
20150125 071548	20150222 140929 20150222 140929	MARINE DISBURSIN	G - CHIP	85093.10	-3847.10	81246.00
20150125 071548	20150222 140929	GENERAL MESS - F	OOD	32360.30	0.00	32360.30
20150125 071548	20150222 140929	GENERAL MESS - S	URCHARGES	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 0.00 0.00	514.80
20150125 070032		VMSODA000000015		3513.40	0.00	3513.40
-	-	VMSODA0000000009		0.00 6680.30	0.00	0.00
	20150222 115546	VMSODA0000000008		6680.30	0.00	6680.30
20150125 070017	20150222 115539	VMSODA0000000007		5559.95	0.00	5559.95 0.00
-	_	VMSODA0000000001		0.00		0.00
	20150222 115512	VMSODA0000000002		1073.60	0.00	1073.60
20150125 065954	20150222 115518	VMSODA0000000003		2677.95	0.00	2677.95
20150125 070007		VMSODA0000000004		2913.90	0.00	2913.90
-	-	Vending Soda BUL		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		
20150125 065721	20150222 115505	VMCANDY000000006		8571.95	0.00	8571.95
-	_	VMCAND0000000001				0.00
20150125 065651	20150222 115444	VMCAND0000000007		0.00 8833.85	0.00	8833.85
-	_	VMCAND0000000005		0.00	0.00	0.00
20150125 065640	20150222 115427 20150222 115648	VMCAND0000000004		7932.05	0.00	7932.05 451.80
20150125 065732	20150222 115648	Vending Candy BU	LK	451.80	0.00	451.80
Voucher Description		Voucher#	Chip/Strip	Date Prepared	Voucher Amount	
Disbursing Cash-Strip is > Strip - Cash				02/22/2015	207.80	
Disbursing Strip-Cash is > Cash-Strip		-	-	-		
Disbursing Cash-Chi	p is > Chip- Cash			-		
Disbursing Chip-Cas	h is > Cash-Chip	DT210159	CHIP	02/22/2015	17140.47	
Food Service Sales	Totals	DT230159 DT240159	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	

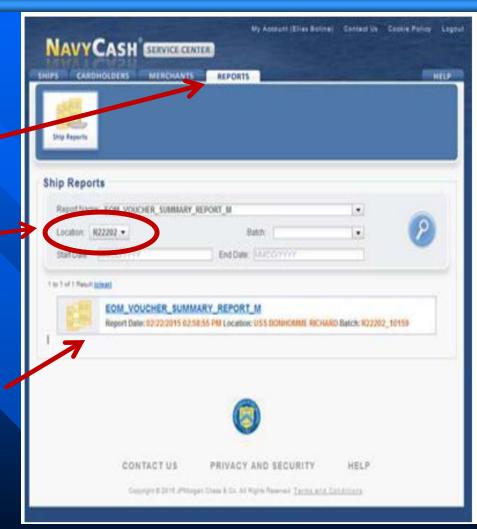




EOM Summary Report (cont)

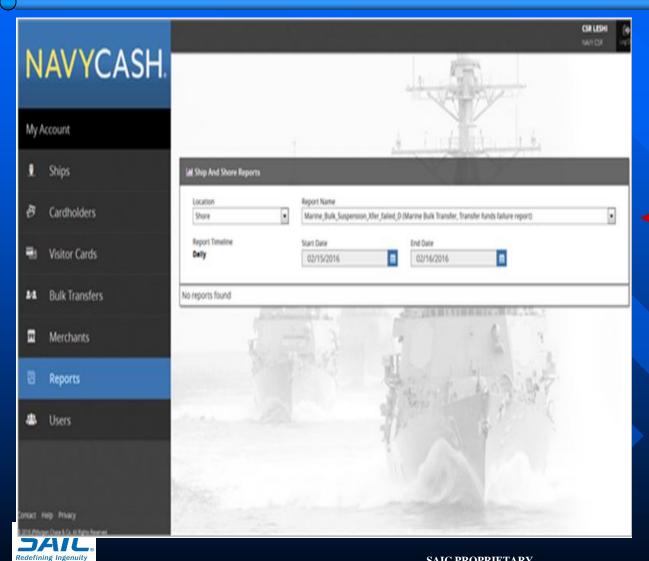
- Navy Cash Disbursing Website
 - Log on www.navycash.com
 - Under the Reports Tab
 - > Select the correct UIC
 - Print EOM Summary Report

 > FOM VOUCHER SUMMARY
 - > EOM_VOUCHER_SUMMARY_ REPORT_M





EOM Summary Report (cont)



EOM_VOUCHER_SUMMARY REPORT_M



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





EOM DASR Reset

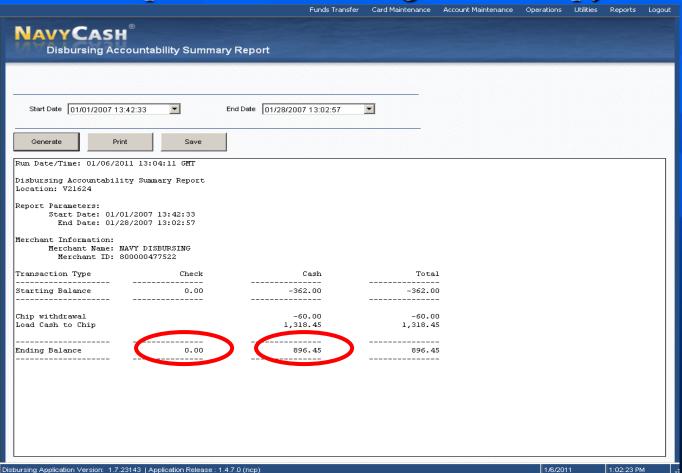


- Under Operations menu, select Safe Bank Transactions
- Reset DASR to zero (Internal memo)
 - Trans Type "Deposit to Bank" subtracts from Disbursing account (if DASR amount is positive).
 - Trans Type "Deposit to Safe" adds to Disbursing account (if DASR amount is negative).
 - Deposit ticket: N/A



EOM DASR Reset (cont)

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

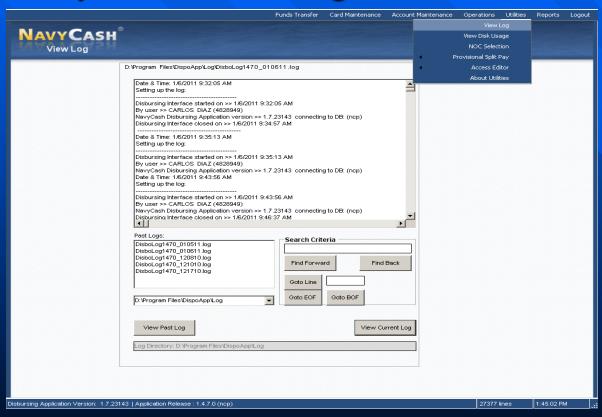






View Log

- Check the View Log Screen after running EOD/EOM
- Look for any ERROR messages











- 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





- 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



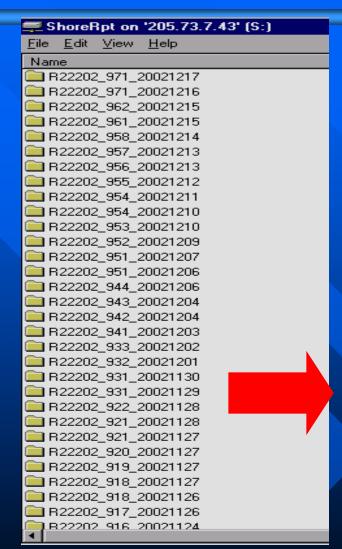


Shore Report Folder





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



R22202_OPER_MarineNegativeBalance_D_20020905_170302 R22202 OPER MarineReturnedItems D 20020905 170302 R22202_OPER_NavyNegativeBalance_D_20020905_170302 R22202 OPER NavyReturnedItems D 20020905 170302 R22202_TRAN_1stClassAssn_D_20020905_170302 R22202_TRAN_CPOMessDues_D_20020905_170302 R22202_TRAN_CPOMessFood_D_20020905_170302 R22202 TRAN FlagMess D 20020905 170302 R22202_TRAN_GeneralMessSurcharges_D_20020905_170302 R22202_TRAN_HangarBaySales_D_20020905_170302 R22202_TRAN_HusbandingAgent_D_20020905_170302 R22202_TRAN_MarineDisbursing_D_20020905_170302 R22202_TRAN_MarineMWR_D_20020905_170302 R22202_TRAN_NavyDisbursing_D_20020905_170302 R22202_TRAN_NavyMWR_D_20020905_170302 R22202_TRAN_PostalByOperatorId_D_20020905_170302 R22202_TRAN_Reconciliation_D_20020905_170302 R22202_TRAN_ReconciliationShipStore1_D_20020905_170302 R22202 TRAN ReconciliationShipStore2 D 20020905 170302 R22202_TRAN_ReconciliationVendingSoda_D_20020905_170302 R22202 TRAN ReconciliationVendingStoreItems D 20020905 170302 R22202_TRAN_RefundbySaleActivity_D_20020905_170302 R22202_TRAN_ShipStore1_D_20020905_170302 R22202_TRAN_ShipStore2_D_20020905_170302 R22202_TRAN_TaxiCompany_D_20020905_170302 R22202_TRAN_TransactionSummary_D_20020905_170302 R22202_TRAN_VendingSoda_D_20020905_170302 R22202_TRAN_VendingStoreItems_D_20020905_170302

R22202_TRAN_WardroomMessDues_D_20020905_170302

R22202_TRAN_WardroomMessFood_D_20020905_170302



- 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)





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 linked bank account is block





Merchant Settlement Report

```
Run Date: 03/0
                                                              Run Time: 16
                                       Report name: TRAN Ship Merchant Se
                                    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

    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
V21624_696_R 03/05/09 07:56
                                           $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
                 Date
                                   Amount
 V21624 696 R 03/05/09 14:58 $2,278.00
 Settlement Total
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
Merchant COLLEGE COURSES 800000477548 Total: $2,704.00
```





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

Total Amount Failed to Post: \$425.00

Data committed to database.

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





Wardroom Mess

Run Date:12/17/2002 Run Time: 00:12:33

Report Name:TRAN_WardroomMessFood_D
Detail Report - WARDROOM MESS FOOD

Navy Cash Daily Transaction

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	999999938747	12/15/2002 20:33:23	\$29.13
LINDEE	LANDEE	6054	9999999140790	12/15/2002 20:26:22	\$34.73
MANTO	TIGER	5839	999999995721	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	999999959867	12/16/2002 02:11:43	\$29.13
SLEDGE	HAMMER	5038	999999954488	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: 80000001016

Event Code:

Operator: BARBER, BRIAN

Name	SSN Account #	Transaction Date	Tran	s 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 80000001016 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 Number	Dec1 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	8000000012452	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





