

Attention Disbursing Officers and Supply Officers

**NAVY CASH[®]
SOP CHANGE NOTICE
NAVSUP PUB 727**

**Navy Cash Fleet Support Groups
NAVSUP Fleet Logistics Centers
Norfolk
San Diego
Yokosuka**

Navy Cash SOP Change Notice 2013-007

7 August 2013

**Subject: DASR AND REVISION TO THE NAVY CASH DOCUMENTATION
REQUIRED IN FINANCIAL RETURNS**

Attention: Disbursing Officers/Supply Officers

1. Background. The Disbursing Accountability Summary Report (DASR) provides a summary of the balance totals from Navy Cash Disbursing Transactions, i.e., cash (check) to chip or strip, chip to cash, and deposits to “Safe” and to “Bank” (part of the “Safe Bank Transactions” function used to reset the DASR to a zero balance for the next month's report at End Of Month (EOM) or adjust the cash amount reported within the Disbursing Application to bring the DASR back into balance if necessary to continue with the Indicate End Of Day (IEOD) process). The DASR is produced by the Navy Cash system on the ship and provides a handy tool to quickly check the amount of Navy Cash cash that should be on hand (DASR amount should always equal the amount on line 6.9 of the Daily Statement of Accountability (DD 2657).

2. Disbursing Officer Action. Upon receipt of this Navy Cash SOP Change Notice, the DASR is no longer part of the required documentation retained to substantiate the Disbursing Officer's (DO's) Navy Cash accountability in financial returns. The Disbursing Officer (DO) must continue to ensure all required Navy Cash accountability documentation is included in the monthly financial returns. The Statement of Accountability (Standard Form (SF) 1219) is a DO's official monthly recording and reporting of his/her accountability to the Treasury. The SF 1219 summarizes totals of all receipts and expenditures of public funds occurring during the accounting period (month) and the status of the DO's account at the close of the accounting period (month).

- To document the DO's Navy Cash accountability at End Of Month (EOM), a copy of the Monthly Transaction Summary Report, EOM spreadsheet, SF 215 deposit tickets and SF 5515 debit vouchers, and complete DD 2657 packages for each day of the month shall be retained as part of the monthly financial returns with the SF 1219 at EOM.
- To document the DO's Navy Cash accountability each day, a copy of the completed Daily Cash Transaction Ledger(s) and the Disbursing Transactions Detail Report sorted by operator shall be retained on file with the DD 2657, including the 2657 for the day Navy Cash is closed out for the accounting period (month).

While the DASR is no longer required for documentation of the DO's Navy Cash accountability, the DO is still required to reset the DASR to a zero balance as part of the EOM process or to adjust the cash amount reported within the Disbursing Application to bring the DASR back into balance if necessary to proceed with the IEOD process. (If the DASR is out of balance, the DO can contact the FLC points of contact listed below for assistance in clearing the discrepancy.)

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This Change Notice incorporates and modifies the information in Navy Cash SOP Change Notice 2012-001, Automatic EOD Now Mandatory, and Navy Cash SOP Change Notice 2012-002, Required Navy Cash Documentation in Financial Returns, which are hereby canceled.

3. Official Change to Navy Cash SOP. This Navy Cash SOP Change Notice represents an official change to the Navy Cash SOP (NAVSUP PUB 727). Each DO shall retain a copy of this Navy Cash SOP Change Notice on file for inspection with the current version of the SOP.

4. List of Effective Navy Cash SOP Change Notices.

- ~~2012-001 — Automatic EOD Now Mandatory CANCELED~~
- ~~2012-002 — Required Navy Cash Documentation in Financial Returns CANCELED~~
- 2012-003 Residual Funds on Visitor Cards
- 2012-004 Transfer Member Profile and Unsuspend Account Using Disbursing Web Site
- 2012-005 Automated Transfer of Dormant Profiles
- 2012-006 Navy Cash Depot Shipping Address Change
- 2012-007 Navy Cash, Marine Cash, and Navy Cash Visitor Card Cardholder Agreement
- 2012-008 Staff, Air Wing, Squadron, and Generic Private Merchants Settle Only to Merchant Strip Account
- 2012-009 Bank/Credit Union Account Information on Cardholder Web Site
- 2012-010 Automated EOM Spreadsheet Alternative
- 2012-011 Court Orders and Levies and Subpoenas on Navy Cash Accounts
- ~~2013-001 — Enrollment Forms Missing in Document Storage System Ashore CANCELED~~
- 2013-002 Updating Generic Private, Staff, Air Wing, and Squadron Merchant Linked Accounts at Turnover
- 2013-003 Use of Official Mail Manager Merchant Card Now Mandatory
- 2013-004 Update to Navy Cash Cardholder Web Site
- 2013-005 Enrollment Forms Missing in Document Storage System Ashore—Revised
- 2013-006 Distribution of Ship's Store Profits to MWR and Other Miscellaneous Payments — Revised Procedures
- 2013-007 DASR and Revision to the Navy Cash Documentation Required in Financial Returns

5. Points of Contact. If you have any questions, please contact:

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8.4.10 Daily Cash Transaction Ledger

(in version 1.14 of the Navy Cash SOP, associated with release v1.4.7.0)

e. Each individual operator, e.g., Disbursing Officer, Deputy Disbursing Officer, agent cashier, should use a separate Daily Cash Transaction Ledger. The completed Daily Cash Transaction Ledger(s), along with the supporting Disbursing Transactions Detail Report sorted by operator, shall be retained with the balanced DD 2657.

8.4.14 Daily Cash Transaction Ledger

(in version 1.13 of the Navy Cash SOP, associated with release v1.4.6.3)

f. Each individual operator, e.g., Disbursing Officer, Deputy Disbursing Officer, agent cashier, should use a separate Daily Cash Transaction Ledger. The completed Daily Cash Transaction Ledger(s), along with the supporting Disbursing Transactions Detail Report sorted by operator, shall be retained with the balanced DD 2657.

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8.4.20 Indicate End of Day

(in version 1.14 of the Navy Cash SOP, associated with release v1.4.7.0)

8.4.24 Indicate End of Day

(in version 1.13 of the Navy Cash SOP, associated with release v1.4.6.3)

a. Indicate End Of Day (IEOD) Function. Completing the IEOD function starts automatic system back-ups and begins a “round-trip” process that runs the batch file, connects through ship’s communications systems to Navy Cash shore facility, transfers all ship transactions to shore, generates and retrieves shore reports, retrieves updates from shore, and updates account data on ship and shore. Completing the IEOD function ends all business transactions for that particular day and begins recording all subsequent transactions on the next business day. The IEOD function has three components, each of which will be discussed in turn.

- Automatic Interim Round Trips
- Automatic EOD
- Manual EOD

b. Automated Interim Round Trips

(1) To ensure everyone’s Navy Cash account information is updated on a regular basis, the Navy Cash system on the ship runs interim round trips automatically at regular intervals throughout the day to synchronize the ship and shore databases.

(2) These interim round trips do not start automatic system back-ups or generate and retrieve shore reports. Automated system back-ups are initiated and shore reports are generated only when IEOD is initiated, either *manually* from the Disbursing Application or *automatically* when the automatic EOD function is selected. If IEOD is not initiated for some reason, either manually or automatically, Navy Cash continues to operate normally, but system back-ups are not completed and shore reports are not available for that business day. Transactions for that business day appear on the shore reports for the next business day.

(3) In synchronizing the ship and shore databases, these interim round trips also ensure Split Pay Option (SPO) payroll payments are retrieved from shore and account balances updated on the ship on pay day. If communications are completely down around pay day, the Disbursing Officer has the option to

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run a provisional payroll on the ship (see paragraph 8.4.31, Provisional Split Pay (*paragraph 8.4.37 in version 1.13*)).

(4) By default, automated interim round trips run every six hours. This interval can be changed by sending an e-mail request to the CSU. Any changes requested in the interval will not go into effect on board the ship until the CSU receives the information, processes the request, and a round trip is completed between ship and shore.

c. Automatic EOD

(1) Automatic EOD initiates the IEOB function automatically at a preset time and was originally developed to complete an EOD if no one from the disbursing office would be on duty at the end of the business day, e.g., on the weekend.

(a) Automatic EOD Mandatory. Automatic EOD is now MANDATORY.

(b) Automatic EOD ensures Navy Cash is closed out each business day and makes tracking down any problems at a later date much simpler, e.g., problems with reconciliation and settlement.

(c) Coordinate Time for Automatic EOD. The Disbursing Officer must coordinate with all Navy Cash merchants on the ship in determining the time to set for automatic EOD. The time selected should normally be after all merchants have closed out their operations for the day, in order to ensure all the transactions for the business day appear on the shore reports for that business day. For example, automated EOD should be set up at a preset time after the dinner meal, so that any sales receipts for the day are reported in that day's reports. If transactions occur during EOD processing, some transactions may be posted to the next day's business and the next day's shore reports, and merchants need to be aware of this possibility.

(d) In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)). Do not change the time or time zone on the Navy Cash server. Changing the clock may result in errors and delays in End-Of-Day (EOD) processing. These errors can only be resolved through manual intervention guided by technical support personnel ashore.

(2) Managing Automatic EOD Settings. The settings for automatic EOD are displayed in the "Auto EOD Settings" box in the "Indicate End-of-Day" screen (*the procedures for managing automatic EOD settings are slightly different in software versions v1.4.6 and v1.4.7 and can be found in version 1.13 and 1.14 of the Navy Cash SOP*).

(a) To change the preset time for initiating automatic EOD, select the desired time using the hours and minutes drop-down boxes for the "Time (24hrs)", and click the "Update" button. A pop-up window verifies that the automatic EOD settings were updated successfully.

(b) To *activate* automatic EOD, click on the "Automatic EOD On" check box to insert the "check" mark, and click the "Update" button. A pop-up window verifies that the automatic EOD settings were updated successfully.

(c) To *deactivate* automatic EOD, click on the "Automatic EOD On" check box to remove the "check" mark, and click the "Update" button. Click the "OK" button to verify and deactivate automatic EOD.

(3) Automatic Versus Manual EOD. There will be times when manual EOD takes precedence over automatic EOD, e.g., at the end of the month or at turnover of the Disbursing Officer or Sales Officer..

(a) At End Of Month (EOM). If a particular EOD will also be the EOM close-out, the Disbursing Officer must initiate the IEOB function manually in order to check the "Indicate End of Month" block and send the EOM indicators to the Navy Cash back end ashore and close out Navy Cash business for

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the month (see paragraph d.(8)(a) below). Navy Cash must be closed out prior to 2100Z on the 27th of each month or, if the 27th falls on a weekend or holiday, on the business day prior.

(b) Operational Requirements. In some cases, e.g., when a ship is underway, certain Navy Cash merchants like the Ship's Store may extend the hours of their retail operations. If it becomes too difficult to coordinate the end of a merchant's business day with the end of the Navy Cash business day using a preset time in the Automatic EOD function, the Disbursing Officer can opt to use the Manual EOD function in the Disbursing Application. The objective remains that IEOD must be run every day, either automatically using the automatic EOD function or manually from the Disbursing Application.

(c) With automatic EOD, if a current automated round trip is pending and the Disbursing Officer initiates a manual IEOD, the pending automated round trip will be converted into a manually initiated round trip.

d. Manual EOD

(1) The Disbursing Officer can initiate the "Indicate End of Day" function manually, at the end of the business day on the ship, or whenever appropriate, e.g., at the end of the month or at turnover of the Disbursing Officer or Sales Officer.

(2) Coordinate Time for Manual EOD. The Disbursing Officer must coordinate with all Navy Cash merchants on the ship in determining the time to initiate a manual IEOD. The time selected should normally be after all merchants have closed out their operations for the day, in order to ensure all the transactions for the business day appear on the shore reports for that business day. For example, manual EOD should be initiated after the dinner meal, so that any sales receipts for the day are reported in that day's reports. If transactions occur during EOD processing, some transactions may be posted to the next day's business and the next day's shore reports, and merchants need to be aware of this possibility

(3) To initiate the "Indicate End of Day" function, the Disbursing Officer selects "Indicate End-of-Day" in the "Operations" pull-down menu.

(4) The Disbursing Officer then clicks the "Submit" button next to "Check for Logged in Operators" tag.

(5) If operators are logged on, for example, in the ship's store, post office, MWR, Wardroom, or Chiefs Mess, an Operator Status Report is displayed in the report box to let the Disbursing Officer know who is still logged on. It is not necessary to delay EOD processing if operators are still logged in; however, if transactions occur during EOD processing, some transactions may be posted to the next day's business. It is generally recommended that operators either log out or suspend business until the DISBO completes the EOD process. The Disbursing Officer can contact the operator and request that they log out immediately, or the Disbursing Officer can proceed with the EOD process. Any transactions entered by that operator after EOD will appear on the next business day. To validate that you wish to proceed with the EOD process, click the "Yes" button.

NOTE: POSs operating in normal mode are connected to the Navy Cash server directly through the ship's LAN. 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 so that sales transactions can be processed offline the next day even if connectivity to the Navy Cash server is not available (see paragraphs 3.12, 4.16, 5.11, 6.9, or 7.7).

(6) The Disbursing Accountability Summary Report (DASR) will be displayed in the report box, and the "End of Day Values" frame will be enabled, which will contain the check balance, cash balance, and EOD date and time (a non-editable variable) reported by the DASR. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time*

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(UTC)). The DASR, which is produced by the Navy Cash system on the ship, is a handy tool that provides a quick check on the amount of Navy Cash cash on hand.

(7) Reconciliation Procedures. At this point, the Disbursing Officer should have closed out the Daily Cash Transaction Ledger in accordance with paragraph 8.4.10 (*paragraph 8.4.14 in version 1.13*). The total in block 10 (Net Sum for Cash Transactions) of the Daily Cash Transaction Ledger, the amount shown on line 6.9 of the Daily Statement of Accountability (DD 2657), and the actual amount of Navy Cash cash on hand should match the total balance amounts reported in the DASR. If the amounts do not match, the Disbursing Officer shall make every effort to identify the correct totals to be reported for the day (the Disbursing Officer can contact the NAVSUP FLC Fleet Support Group (FSG) points of contact (*see paragraph 1.6.4 in Chapter 1 of this SOP*) for assistance in clearing the discrepancy).

(a) Generate Disbursing Transaction Detail Report. Select the “Reports” pull-down menu in the Disbursing Application to generate and print a Disbursing Transactions Detail Report (see paragraph 8.4.22, Ship Reports (*paragraph 8.4.25, View Reports, in version 1.13*)). *The basic business rule is that the Navy Cash numbers reported in the Disbursing Transaction Detail Reports are correct.*

(b) Count the Navy Cash Cash. Count the amount of Navy Cash cash on hand. The total should agree with line 6.9 of the DD 2657 and block 10 (Net Sum for Cash Transactions) of the Daily Cash Transaction Ledger. *The Navy Cash cash should be counted each and every day.*

((1)) If amount of cash is greater than the amount shown on line 6.9 and the ledger, then increase line 6.9 and correct the ledger. The Disbursing Transaction Detail Report must be used to substantiate all transaction details.

((2)) If the amount of cash is less than the amount shown on line 6.9 and the ledger, then decrease line 6.9 and correct the ledger. The Disbursing Transaction Detail Report must be used to substantiate all transaction details.

(c) Compare Disbursing Transaction Detail Report with Daily Cash Transaction Ledger. If the total balance amounts shown on the DASR are less than or greater than what is shown on line 6.9 of the DD 2657, compare the Disbursing Transaction Detail Report for the period to the Navy Cash Daily Cash Transaction Ledger.

((1)) If the Disbursing Transaction Detail Report and Daily Cash Transaction Ledger agree, then go to the “Safe Bank Transactions” function (see paragraph 8.4.23 (*paragraph 8.4.27 in version 1.13*)). Select the Transaction Type and enter the amount of cash that would be needed to adjust the system value reported in the DASR. The “Transaction Type” drop down menu lists “Deposit to Bank”, which subtracts the designated amount from the Disbursing Officer account to balance the total if the DASR amount is positive, and “Deposit to Safe”, which adds the designated amount to the Disbursing Officer account to balance the total if the DASR amount is negative. Click the “Submit” button to adjust the system value. The correction will be documented in the DASR and the Disbursing Accountability Detail Report for the day for future reference.

((2)) If the Disbursing Transaction Detail Report and Daily Cash Transaction Ledger agree and the actual amount of Navy Cash cash on hand is greater than or less than that the amount shown on the reports, then follow the procedures in Chapter 6 of DOD FMR Volume 5 to report an overage or shortage (loss of funds/loss of accountability).

(8) After any necessary corrections have been made, the Disbursing Officer can proceed with the IEOD process.

(a) Indicate End of Month. If that particular IEOD will also be considered the End Of Month (EOM) close-out, the Disbursing Officer must check the “Indicate End of Month” block, and then

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enter the month and year being closed, before clicking the “Submit” button. The “Indicate End of Month” block will be grayed out and cannot be used until the Sales Officer has performed the EOM process at all vending machines and indicated EOM for each vending and ship’s store merchant (parent) in the Disbursing Application (see paragraph 8.4.25.b (*paragraph 8.4.29.b in version 1.13*)).

(b) Coordinate EOM Close-Out. As a part of the EOM process, the Disbursing Officer is responsible for coordinating all Navy/Marine Cash collections that must be registered to a Line of Accounting (LOA) through the SF 1219 Statement of Accountability, e.g., sale of meals in the general mess and sale of merchandise in the ship’s store and vending machines (see paragraph 8.9). The Disbursing Officer, Sales Officer, Food Service Officer, and Marine Disbursing Officer (when embarked) must coordinate to establish a closeout date and time each month. Again, the time selected should normally be after all merchants have closed out their operations for the day, in order to ensure all the transactions for the business day appear on the shore reports for that business day. For example, the closeout should be initiated after the dinner meal, so that any sales receipts for the day are reported in that day’s reports.

(c) Prepare and Submit Reports on Time. Disbursing Officer’s 1219 must be prepared and submitted on time at the end of each month, i.e., NLT 1000 EDST on the first calendar day of the following month or, if it falls on a weekend or holiday, on the last business day of the month. To help ensure the 1219 is submitted on time, Navy Cash must be closed out prior to 2100Z on the 27th of each month or, if the 27th falls on a weekend or holiday, on the business day prior.

(d) EOM Indicators. Completing the “Indicate End Of Day” function (IEOD) with the “Indicate End of Month” block checked, sends the EOM indicators for disbursing, food service, and Marine disbursing (when embarked) to the Navy Cash backend and closes out their Navy Cash business for that month. *EOM indicators for the vending machines and ship’s store are sent at the first IEOD completed after closing out the vending and ship’s store merchants (parents) in the Disbursing Application (see paragraph 8.4.25 (paragraph 8.4.29 in version 1.13))*. The Disbursing Officer should notify the Sales Officer, Food Service Officer, and Marine Disbursing Officer (when embarked) when this step has been completed.

(e) EOM Procedures Worksheet. A Navy Cash EOM Procedures Worksheet, which consolidates the procedures for the various steps and phases of the EOM process for disbursing, sales, and food service, is included at Appendix R.

(9) The Disbursing Officer clicks the “Submit” button to initiate the actual IEOD process.

(10) The Disbursing Officer is then prompted for verification of EOD with the balance amounts displayed. This gives the Disbursing Officer an opportunity to back out of the action if necessary.

(11) Once the balances have been verified, the DISBO will click “OK” in the verification window. After verification, an EOD completion message is displayed.

(12) The Disbursing Officer will record the total from block 10 (Net Sum for Cash Transactions) of the Daily Cash Transaction Ledger on the DD 2657 as an increase/decrease to line 6.2A, U.S. Currency on Hand. The value from block 10 will also be entered on line 6.9, “Other”, but will have the opposite sign. *Remember, when a cardholder is exchanging either a check or cash to plus up the Navy Cash card (chip or strip), “Cash” should be selected as the funding source*. Disbursing Agents will record the transaction on the DD 2665 as an increase/decrease to line 17, US Currency on Hand, as appropriate and an opposite entry to line 31, Other. Sample DD 2657 entries are included in paragraph 8.10.

(13) Since the entries on the DD 2657 are logged in section II and opposite in value, there will be no increase in total accountability. However, when the electronic funds are reported as deposited at the end of the month, the overall accountability will be updated and correct. All funds that are being carried on line 6.9 can be supported by the Daily Cash Transaction Ledger(s) and Disbursing Transactions Detail

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Report sorted by operator and therefore are auditable. If required, a detailed report can be generated under the “Ship Reports” paragraph, 8.4.22 (*paragraph 8.4.25, View Reports, in version 1.13*). This report will display every transaction recorded on the server for any given period.

(14) The completed Daily Cash Transaction Ledger(s) and Disbursing Transactions Detail Report sorted by operator shall be retained on file with the balanced DD 2657.

(15) If that particular IEOD has been indicated as the EOM close-out, the Disbursing Officer will zero out the DASR starting balance by entering a “Deposit To Bank” transaction type for the total amount being carried on the DASR at the end of the month. This action shall be done in accordance with paragraph 8.4.23, Safe Bank Transactions (*paragraph 8.4.27 in version 1.13*), to reset the Safe Bank Transactions functionality for the next month’s reports.

(16) If that particular IEOD has been indicated as the EOM close-out, ensure line 6.9 Month-to-Date column is “zero” on the DD 2657 for the day on which Navy Cash is closed out for the month and for each subsequent day until the actual end of the month. After Navy Cash close out, any Navy Cash business on the remaining days of the month is reported in the next month.

(17) The manual EOD function is normally initiated from the Disbursing Application on the Navy Cash workstation in the disbursing office. If no one from the disbursing office will be on duty, the automatic EOD function will normally be activated to initiate IEOD at a preset time. However, if the Navy Cash server or another Navy Cash workstation (desktop or laptop) is located outside the disbursing office, a manual EOD can be run remotely by duty personnel (see paragraph 8.4.32, Access Editor–Access Control for Disbursing Application (*paragraph 8.4.36 in version 1.13*)). When IEOD is run under the duty log-in, it is completed with minimal user requirements (i.e., double click the EOD icon on the desktop) and is the only functionality available.

1. End of Day (EOD) Report. A shipboard report, the EOD Report tracks the status of manual IEOD and automated interim round-trip requests (batches) initiated. An EOD Report can be generated on the ship as needed (see paragraph 8.4.22, Ship Reports (*paragraph 8.4.25, View Reports, in version 1.13*)). A column in the report identifies the batch as either an automated interim or manually initiated IEOD batch. If a prior automated round trip is pending, any subsequent round trips (either automated or manual) will not be processed until the response files are received from the shore for the prior round trip. At any time, a ship can have only one pending automated round trip or any number of pending manually initiated IEOD round trips. If a current automated round trip is pending and the Disbursing Officer initiates a manual IEOD round trip, the pending automated round trip will be converted into a manually initiated IEOD round trip.

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8.4.23 Safe Bank Transactions

(in version 1.14 of the Navy Cash SOP, associated with release v1.4.7.0)

8.4.27 Safe Bank Transactions

(in version 1.13 of the Navy Cash SOP, associated with release v1.4.6.3)

a. The “Safe Bank Transactions” functionality enables the Disbursing Officer to make adjustments to the cash amount reported by the Disbursing Application (Navy Cash system on the ship) in the Disbursing Accountability Summary Report (DASR).

(1) This functionality will be used primarily during the “End-of-Month” process to reset the DASR to a zero balance, as described in paragraphs 8.4.20.d.(15) (*paragraph 8.4.24.b(14) in version 1.13*) and 8.9.c.

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(2) In addition, this functionality can be used to make adjustments to the DASR when the cash amount reported in the DASR does not agree with the cash amount recorded in the Daily Cash Transaction Ledger (see paragraph 8.4.10 (*paragraph 8.4.14 in version 1.13*)), the amount shown on line 6.9 of the Daily Statement of Accountability (DD 2657), or the amount of Navy Cash cash on hand. Reconciliation procedures are included as of part of the manual end-of-day procedures in paragraph 8.4.20.d (*paragraph 8.4.24.b in version 1.13*). When an actual out-of-balance condition cannot be resolved, this adjustment procedure can be used, but only as a temporary fix to continue with the “End-of-Day” process (the Disbursing Officer can contact the NAVSUP FLC Fleet Support Group (FSG) points of contact (*see paragraph 1.6.4 in Chapter 1 of this SOP*) for assistance in clearing the discrepancy). The Disbursing Officer must go back and complete all required actions for an out-of-balance condition, as stated in Chapter 6 of the DOD FMR Volume 5 to report any overage or underage.

b. To initiate the adjustment transaction, the Disbursing Officer or Deputy selects “Safe Bank Transaction” in the “Operations” pull-down menu.

c. The Disbursing Officer enters the amount of cash that would be needed to zero out or “balance” the system and selects the appropriate “Transaction Type”. The “Transaction Type” drop down menu lists “Deposit to Bank”, which subtracts the designated amount from the DISBO account to balance the total if the DASR amount is positive, and “Deposit to Safe”, which adds the designated amount from the DISBO account to balance the total if the DASR amount is negative.

d. After the adjustments are completed, the Disbursing Officer clicks the “Submit” button to adjust the system value.

e. The Disbursing Officer then returns to the “Indicate End-of-Day” function described in paragraph 8.4.20, Indicate End of Day, (*paragraph 8.4.24 in version 1.13*) to complete the process for that particular day. All Safe Bank adjustment transactions will be identified on the DASR for that day.

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8.9 EOM Reconciliation and Reporting of eFunds in Disbursing Officer’s Safe

(in version 1.13, associated with v1.4.6.3, and version 1.14, associated with v1.4.7.0)

k. A copy of the Monthly Transaction Summary Report (*shore report that summarizes all merchant figures for the month*), EOM spreadsheet, SF 215 deposit tickets and SF 5515 debit vouchers, and complete DD 2657 packages for each day of the month are retained as part of monthly financial returns with each SF 1219 at EOM.

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8.15.13 Navy Cash Pre-Audit/Turnover Checklist

(in version 1.13, associated with v1.4.6.3, and version 1.14, associated with v1.4.7.0)

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NAVY CASH PRE-AUDIT/TURNOVER CHECKLIST

Tasks	SOP Reference			Yes	No
	Ver 1.13	Ver 1.14	Ver 1.15		
Letters of Authority					
Has Disbursing Officer (DO) been appointed as Navy Cash Accountable Officer?	8.2.1	8.2.1	8.2.1		
Has DO appointed Navy Cash Agent/Deputy in writing?	8.2.1	8.2.1	8.2.1		
Internal Procedures and Controls					
Has Commanding Officer set up internal procedures and controls for Navy Cash?	8.2.6	8.2.7	8.2.7		
Custodial Responsibilities					
Are Navy Cash cards kept in a safe or a secure container?	8.3.1	8.3.1	8.3.1		
Are Navy Cash cards in custody of DO or designated agents/deputy?	8.3.1	8.3.1	8.3.1		
Is the Bulk Navy Cash Card Log in agreement with actual card count?	8.3.1	8.3.1	8.3.1		
Are cards inventoried every 30 days and an entry made in the Bulk Log?	8.3.1	8.3.1	8.3.1		
Is Navy Cash Card Issue Log being maintained — does it include last four digits of card number; name, last four of SSN, issue date, and signature of recipient; date returned (visitor/temp cards); name and signature of issuer?	8.3.1	8.3.1	8.3.1		
Are unissued cards being returned to the DO on a weekly basis?	8.3.1	8.3.1	8.3.1		
Are merchant cards not currently assigned kept in safe or secure container? Was balance of merchant cards (chip and strip) in custody of DO confirmed as zero? Was Disbursing Office merchant card PIN changed at turnover of DO?	Appendix P	8.3.1.g 8.3.4 Appendix P	8.3.1.g 8.3.4 Appendix P		
Custody of Spare K22s and CADs					
Are spare K22s and CADs being kept in a safe or in a secure space?	8.3.3	8.3.3	8.3.3		
Are K22s or CADs with transactions still stored in them being kept in DO's safe?	8.3.3	8.3.3	8.3.3		
Navy Cash Disbursing Application					
Is the DO assigning individual Access Rights as appropriate?	8.4.36	8.4.32	8.4.32		
Are passwords being changed every six months?	8.4.36	8.4.32	8.4.32		
Are Daily Cash Transaction Ledgers being closed out daily and compared to the DASR and Disbursing Transactions Detail Report (<i>sorted by operator</i>)?	8.4.14 8.4.24	8.4.10 8.4.20	8.4.10 8.4.20		
Are Daily Cash Transaction Ledger totals posted to line 6.2A and 6.9 of 2657?	8.4.14	8.4.10	8.4.10		
Are Daily Cash Transaction Ledger and Disbursing Transactions Detail Report (<i>sorted by operator</i>) being retained with 2657?	8.4.14 8.4.24	8.4.10 8.4.20	8.4.10 8.4.20		
Are refunds being authorized by the Sales/MWR/Food Service Officer/etc.?	8.4.10	8.4.6	8.4.6		
Are refunds being recorded in a Refund Log by each merchant?	8.4.10	8.4.6	8.4.6		
Is the DO reviewing the Automated Chip-to-Chip Corrections Report (<i>a shore report</i>) on a daily basis and restoring value to visitor cards?	8.4.11 8.15.21 <i>Weekly</i>	8.4.9 8.15.21 <i>Daily</i>	8.4.9 8.15.21 <i>Daily</i>		

Please route immediately to the Supply Officer and Disbursing Officer

Attention Disbursing Officers and Supply Officers

NAVY CASH PRE-AUDIT/TURNOVER CHECKLIST

Tasks	SOP Reference			Yes	No
	Ver 1.13	Ver 1.14	Ver 1.15		
Are Navy Cash enrollment forms being filled out and signed by crewmembers before being entered through the Disbursing Application? <i>Not applicable for new enrollments using electronic enrollment (SOP Ver1.15).</i>	8.4.21	8.4.17	8.4.17		
Are originals of all enrollment forms signed and sent to JPMC at least once every 30 days? Are copies of all enrollment forms retained on board ship? <i>Not applicable for new enrollments using electronic enrollment (SOP Ver1.15).</i>	8.4.21	8.4.17	8.4.17		
Is Automatic EOD set up to initiate the Indicate EOD function automatically at a preset time each day to ensure Navy Cash is closed out every day? <i>Now Mandatory</i>	8.4.24	8.4.20	8.4.20		
Are Disbursing Transactions Detail Report (<i>sorted by operator</i>) and completed Daily Cash Transaction Ledger(s) being kept on file with 2657?	8.4.24	8.4.20	8.4.20		
Is the DO reviewing the Negative Balance Report and the Returned Items Detail Report on a daily basis?	8.8.1	8.8.1	8.8.1		
Does Navy Cash access to home bank or credit union account remain blocked as long as Navy Cash account balance is negative?	8.8.1	8.8.1	8.8.1		
If no representations pending, is negative balance collected within 10 days of report?	8.8.1	8.8.1	8.8.1		
Is a DS01 using Company Code D411179 being generated when appropriate to collect on debt to US Treasury funds pool resulting from a negative balance?	8.8.1	8.8.1	8.8.1		
Are all negative Navy Cash account balances cleared or in process of being cleared within 30 days of initial appearance on Negative Balance Report?	8.8.1	8.8.1	8.8.1		
Is the personnel office providing the disbursing office with the names of those personnel who will be transferred or discharged within the next 30 days?	8.8.1	8.8.1	8.8.1		
If cardholder is within 30 days of transfer/discharge, is the DO ensuring all negative balances are cleared? When appropriate, is DO closing/suspending Navy Cash account and issuing visitor card for use on ship until departure? <i>(Accounts can't be closed until negative balances are cleared).</i>	8.8.1 8.4.20	8.8.1 8.4.16	8.8.1 8.4.16		
If cardholder is within 30 days of discharge and has a negative balance, is the DO posting a DS01 prior to cardholder's separation date?	8.8.1	8.8.1	8.8.1		
Is SPO being stopped at least 30 days before a member leaves the ship?	8.4.20	8.4.16	8.4.16		
End-of-Month Reporting					
Is the EOM process started at least five days before the actual end of the month?	8.9	8.9	8.9		
Is the EOM spreadsheet being sent via e-mail to JPMC in a timely manner?	8.9	8.9	8.9		
Are Monthly Transaction Summary Report, EOM spreadsheet, 215s/5515s, and complete 2657 packages for each day of month being retained as part of monthly financial returns with each 1219 at EOM?	8.9 8.4.24	8.9 8.4.20	8.9 8.4.20		
Is the Safe Bank Transactions Report being zeroed out at completion of EOM? <i>(Select "Safe Bank Transaction" link in Disbursing Application.)</i>	8.9 8.4.27	8.9 8.4.23	8.9 8.4.23		

Please route immediately to the Supply Officer and Disbursing Officer

Attention Disbursing Officers and Supply Officers

8.15.25 Cash Verification Team (CVT) Navy Cash Checklist

(in version 1.13, associated with v1.4.6.3, and version 1.14, associated with v1.4.7.0)

CASH VERIFICATION TEAM (CVT) NAVY CASH CHECKLIST

Tasks	SOP Reference			Yes	No
	Ver 1.13	Ver 1.14	Ver 1.15		
Funds					
Navy Cash funds by actual count:	\$				
Ensure funds agree with Disbursing Accountability Summary Report (DASR)	8.4.24	8.4.20	8.4.20		
Ensure Daily Cash Transaction Ledger(s) is(are) being closed out on a daily basis and compared to the DASR and Disbursing Transactions Detail Report.	8.4.14 8.4.24	8.4.10 8.4.20	8.4.10 8.4.20		
Ensure Daily Cash Transaction Ledger totals are posted to line 6.2A and 6.9 of the DD 2657.	8.4.24	8.4.20	8.4.20		
Ensure Daily Cash Transaction Ledger(s) and Disbursing Transactions Detail Report (<i>sorted by operator</i>) are retained with each DD 2657.	8.4.24	8.4.20	8.4.20		
Ensure line 6.9 Month-to-Date column is “zero” on DD 2657 for the day on which Navy Cash is closed out for the month and for each subsequent day until the actual end of the month. After Navy Cash close out, any Navy Cash business on the remaining days of the month is reported in the next month.	8.9 8.4.24	8.9 8.4.20	8.9 8.4.20		
Ensure Monthly Transaction Summary Report (<i>shore report summarizing merchant figures for month</i>), EOM spreadsheet, SF 215s/5515s, and complete DD 2657 packages for each day of month are retained as part of monthly financial returns with each SF 1219 at EOM.	8.9 8.4.24	8.9 8.4.20	8.9 8.4.20		
Generate and print Transaction History for disbursing office merchant card and generic private merchant cards using Cardholder Web Site to confirm chip and strip balances are zero. Review disposition of funds since last CVT.	8.4.11 8.4.16.c 8.5.1	8.4.9 8.4.12.c 8.5.1	8.4.9 8.4.12.c 8.5.1		
Generate card reports for all Navy Cash Disbursing Application users (see paragraph 8.4.14, Card Report) and verify that no unauthorized deposits were made to their accounts since the last quarterly cash verification.	8.4.36	8.4.32	8.4.32		
Navy Cash Cards					
Inventory all unissued Navy Cash cards (bulk and working stock; instant issue and visitor cards) to ensure custody of cards is properly maintained.					
Ensure Bulk Navy Cash Card Log agrees with actual card count. Use Bulk Card Log to verify working stock returned weekly for audit/inventory.	8.3.1	8.3.1	8.3.1		
Ensure Navy Cash cards are kept in a safe or a secure container.	8.3.1	8.3.1	8.3.1		
Check random sample of turned-in visitor cards (at least 10 cards) to verify there are no residual funds on the card, i.e., the chip balance is zero.	8.3.1 8.4.9.b	8.3.1 8.4.5.c	8.3.1 8.4.5.c		

Attention Disbursing Officers and Supply Officers

CASH VERIFICATION TEAM (CVT) NAVY CASH CHECKLIST

Tasks	SOP Reference			Yes	No
	Ver 1.13	Ver 1.14	Ver 1.15		
Spare POSs					
Ensure spare POSs are being kept in a safe or in a secure space.	8.3.3	8.3.3	8.3.3		
Ensure POSs that have transactions still stored in them are being kept in the Disbursing Officer's safe.	8.3.3	8.3.3	8.3.3		
Navy Cash Disbursing Application					
Verify Disbursing Application users are assigned to appropriate user group.	8.4.36	8.4.32	8.4.32		
Check locally generated and maintained password change log to verify that passwords are being changed every six months.	8.4.36	8.4.32	8.4.32		
Ensure refunds processed in disbursing office are being authorized by Sales/MWR/Food Service Officer.	8.4.10	8.4.6	8.4.6		
Ensure Navy Cash enrollment forms are being filled out and signed by crewmembers before being entered through the Disbursing Application. <i>Not applicable for new enrollments using electronic enrollment.</i>	8.4.21	8.4.17	8.4.17		
Ensure originals of all enrollment forms signed manually are sent to JPMC at least once every 30 days and copies of all manual forms are retained on ship.	8.4.21	8.4.17	8.4.17		
Review EOD Report to verify mandatory Automatic EOD is performed at end of each business day (manual EOD may take precedence at EOM, etc.).	8.4.24	8.4.20	8.4.20		
Ensure the Disbursing Officer is reviewing Daily Negative Balance Report and Returned Items Detail Report on a daily basis.	8.8.1	8.8.1	8.8.1		
Review Daily Negative Balance Report to verify there are no aged negative balances over 60 days old.	8.8.1	8.8.1	8.8.1		
Review Daily Negative Balance Report to verify collection action is initiated on negative balances with no representments pending within 10 working days of receipt of Report.	8.8.1	8.8.1	8.8.1		
Ensure personnel office is providing disbursing office with the names of those personnel who will be transferred or discharged within next 30 days.	8.8.1	8.8.1	8.8.1		
Ensure Safe Bank Transactions Report is being zeroed out at end of month.	8.9	8.9	8.9		

Appendix R

End-Of-Month Procedures Worksheet

1. The Navy Cash EOM Procedures Worksheet consolidates the procedures for the various steps and phases of the EOM process for disbursing, sales, and food service.

NAVY CASH® END-OF-MONTH (EOM) PROCEDURES WORKSHEET

GENERAL

1. Navy Cash must be closed out prior to 2100Z on the 27th of each month (*if the 27th falls on a weekend or holiday, close out the business day prior*).
2. The Disbursing Officer (DISBO) is responsible for coordinating EOM for all Navy Cash operations, including collections that must be registered to a Line of Accounting (LOA) thru the SF 1219 Statement of Accountability, e.g., the sale of meals in the General Mess, the sale of merchandise in the Ship's Store and vending machines, and Marine disbursing operations (*if a Marine Disbursing Officer is embarked*).
3. Each month, the DISBO, Sales Officer, Food Service Officer (FSO), and Marine DISBO should coordinate to establish a closeout date and time for the month.
4. The DISBO's 1219 must be prepared and submitted on time at the end of each month, i.e., NLT 1000 EDST on the first calendar day of the following month or, if it falls on a weekend or holiday, on the last business day of the month.
5. An early start in S-2, S-3, and S-4 ensures that the DISBO's monthly returns (1219) are submitted on time.
6. The EOM process generally begins in the Sales Division as much as five days before 27th of the month to accommodate the inventory of all vending machines.
7. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

CLOSE OUT VENDING MACHINES Phase 1 — At Vending Machines

o **Start** on or about
22nd of the month

	<p>“EOM Not Done Yet.”</p> <p>4. When ready to activate EOM, press the right-hand hidden button on CAD. CAD will display message “End of Month Activated”, and an EOM indicator for that vending machine is sent to the Navy Cash server.</p> <p>5. An EOM indicator is sent every time the button is pressed; however, to help prevent unnecessary EOM indicator, the CAD will not send another EOM message for 15 seconds.</p> <p>6. Once EOM messages have been sent to Navy Cash server, the CAD displays the new EOM date and time. Remove the Merchant Card. The “Welcome Screen” will display on the CAD.</p> <p>7. The inventory team should perform the physical inventory for each vending machine immediately after removing merchant card.</p> <p>8. Once the machine(s) have been inventoried and closed out, they can be turned back on for business. New sales will be included in next month’s sales.</p>	
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**CLOSE OUT VENDING AND
SHIP’S STORE MERCHANTS**
Phase 2 — At Navy Cash Application

o **Complete** prior to 2100Z on 25th of the month

<u>DISBURSING</u>	<u>SALES</u>	<u>FOOD SERVICE</u>
	<p>1. When inventory is completed for all vending machines, click on the Vending and Ship’s Store link in the Navy Cash application menu.</p> <p>2. <u>For Vending</u>: Click on the “+” for each vending merchant (parent) to display all vending machines, e.g., Vending Soda and Vending Store Items.</p>	

- a. Green traffic signal at machine means machine has been closed out.
 - b. Yellow traffic sign at machine means machine must be closed out before continuing.
3. For Vending and Ship's Store:
Highlight each vending and Ship's Store merchant (parent) in turn, check Indicate End of Period for Vending Merchant block, pull down correct month and year, and click Indicate EOP.
4. Same process must be completed for all merchants (parents), e.g., Vending Soda, Vending Store Items, Ship's Store #1, Ship's Store #2, etc.
5. EOM indicators for each vending machine and for Ship's Store are sent to the Navy Cash back-end when the next Indicate End of Day (IEOD) is done.
6. Click on the "+" for each vending merchant (parent) to display all vending machines.
- a. Yellow traffic sign at parent means all machines have been closed out.
 - b. Red warning sign at parent means machines must be closed out before continuing.
 - c. Green traffic signal at parent means machines and parent have been closed out.
7. Record date/time stamps displayed just to right of each machine. Use Print Screen function or record manually. Retain for use in current and following month's EOM. *The Monthly Transaction Detail Reports received from shore after successful EOD roundtrip will document*

	<p><i>date/time stamps for Ship's Store, Vending Soda, and Vending Store Items.</i></p> <p>8. Exit the Vending and Ship's Store menu.</p> <p>9. Under the Operations menu, click on the View Reports link. Under Application Reports, click on the Merchant Sales Summary Report.</p> <p>10. For each machine, fill in Start Date from last month's screen print and End Date from this month's screen print, click on Generate and click Print to print sales report for that particular machine.</p> <p>11. When completed for all machines, add separate amounts to determine vending sales for month and enter into ROM to verify sales match inventory.</p> <p>12. If vending inventories do not balance with Navy Cash collections, any or all machines can be re-inventoried by simply restarting inventory process at Phase 1 Step 2. Date/time stamp in Navy Cash system will be reset to new date/time.</p> <p>13. Prepare preliminary memorandum cash sales invoice (DD 1149) using ROM in accordance with existing procedures.</p>	
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**DISBURSING
EOM CLOSE-OUT
Phase 3 — At Navy Cash Application**

o **Complete** prior to 2100Z on 26th of the month

<u>DISBURSING</u>	<u>SALES</u>	<u>FOOD SERVICE</u>
<p>1. At end of day, after vending and Ship's Store merchants have closed out, click on Indicate End of Day (IEOD) link in Navy Cash Application.</p>		

2. If all vending and Ship's store merchants (parents) have been closed out, the Indicate End of Month field is no longer grayed out.

3. Close out Navy Cash Daily Cash Transaction Ledger. Total on line 6.9 of the Daily Statement of Accountability (DD 2657) should match total balance on Disbursing Accountability Summary Report (DASR).

a. At the end of each business day, if there is a discrepancy between DASR and line 6.9 of DD 2657, do not click "Submit" to complete IEOD.

b. Count the Navy Cash Cash.
Count the amount of Navy Cash cash to see if the total agrees with line 6.9 of the DD 2657 and Daily Cash Transaction Ledger. *The Navy Cash cash should be counted each and every day.*

(1) If amount of cash is greater than amount shown on line 6.9 and the ledger, then increase line 6.9 and correct the ledger. The Disbursing Transaction Detail Report will show all transaction details.

(2) If the amount of cash is less than the amount shown on line 6.9 and the ledger, then decrease line 6.9 and correct the ledger. Check Disbursing Transaction Detail Report for other operator (agent) activity that hasn't been received by Disbursing Officer.

c. If cash balance shown on DASR is less than or greater than what is shown on line 6.9 of the DD 2657, go to View Reports function to generate Disbursing Transaction Detail Report for period to compare to Daily Cash Transaction Ledger. *Basic business rule is Navy Cash numbers reported in Transaction Detail Reports are correct.*

d. Compare Disbursing Transaction Detail Report and Daily Cash Transaction Ledger.

(1) If Disbursing Transaction Detail Report and Daily Cash Transaction Ledger agree, then go to Safe Bank Transactions function. Select Transaction Type and enter amount of cash needed to adjust the system value. “Transaction Type” drop down menu lists “Deposit to Bank”, which subtracts designated amount from the DISBO account to balance the total if DASR amount is positive, and “Deposit to Safe”, which adds designated amount from the DISBO account to balance the total if DASR amount is negative. Click the “Submit” button to adjust the system value.

(2) If Disbursing Transaction Detail Report and Daily Cash Transaction Ledger agree and actual Navy Cash cash is greater than or less than that the amount shown on the reports, then follow the procedures in Chapter 6 of DOD FMR Volume 5 to report an overage or underage.

Use EOM Reconciliation Record (sample form included at end of appendix) to assist in documenting steps taken to troubleshoot/resolve any issues/discrepancies.

e. After any necessary corrections have been made, complete the IEOD.

4. Click on Indicate End of Month block, pull down the correct month and year, click Submit, and verify the EOM number (line 6.9 of 2657) to complete the IEOD.

5. Completing the Disbursing EOM Close-Out at IEOD (Phase 3) sends the EOM indicators for Disbursing, Food Service, and Marine Disbursing to the Navy Cash back-end ashore. *EOM indicators for the vending machines and Ship's Store are sent to the Navy Cash back-end at the first IEOD completed after closing out the vending and Ship's Store merchants (parents) at the Navy Cash Application (Phase 2 above).*

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**CLOSING OUT
ALL LINE-OF-ACCOUNTING
MERCHANTS
Disbursing, Sales, and Food Service**

o **Complete** prior to 2100Z on 27th of the month

<u>DISBURSING</u>	<u>SALES</u>	<u>FOOD SERVICE</u>
<p>1. Reset DASR to zero using Safe Bank Transaction function.</p> <p style="padding-left: 20px;">a. Deposit to Bank if DASR is positive.</p> <p style="padding-left: 20px;">b. Deposit to Safe if DASR is negative.</p>	<p>1. Successful processing of EOD round trip sends EOM shore reports to ship.</p> <p>2. Sales will use shore report numbers in the Ship's Store, Vending Soda, Vending Store Items, and Hangar Bay Sales Monthly Transaction Detail</p>	<p>1. Successful processing of EOD round trip sends EOM shore reports to ship.</p> <p>2. Food Service will use shore report numbers in the General Mess Food and General Mess Surcharges Monthly Transaction Detail Reports to prepare the Navy Cash numbers for the 1359.</p> <p>3. Prepare the Monthly General Mess Operating Statement (NS 1359) in accordance with existing procedures.</p>

<p>1. Successful processing of the EOD round trip sends the EOM shore reports and automated EOM spreadsheet files to the ship. Once the spreadsheet files are processed, the EOM spreadsheet will be completed automatically with the <i>shore totals; deposit ticket numbers, dates, and amounts; and debit voucher numbers, dates, and amounts.</i></p>	<p>Reports to enter Navy Cash numbers into ROM for the 1149.</p> <p>3. Prepare the memorandum cash sales invoice (DD 1149) using ROM in accordance with existing procedures.</p>	<p>4. When Navy Cash is used to collect meal sales and surcharges, the Navy Cash totals are combined with cash (currency) collected, if any. In other words, for reporting purposes, treat Navy Cash collections as if they were actual cash collections.</p> <p>5. Report the combined cash and Navy Cash totals on the appropriate lines in the cash statement and accounting classification sections of the 1359 in accordance with existing procedure.</p>
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DISBURSING

Complete the Automated EOM Spreadsheet

3. To process the spreadsheet files and prepare the EOM spreadsheet for closing, follow these steps.
- a. Once EOM is indicated and a roundtrip has been completed, find the EOM spreadsheet Excel file and Comma Separated Value (CSV) file on the **Navy Cash Server computer directly** at My Computer-> Q:\files\navydata\work. *NOTE: You will not be able to access and copy these files from your desktop workstation — the workstation only allows for View Only access.*
 - Excel File Name Format: NavySettlement_Y_M_(Timestamp).xls
Sample: NavySettlement_Y_M_20080317_114830.xls
 - CSV File Name Format: ShipName_BatchID_YearMonth_EOP_SETTLEMENT_RPT_SMRY_M_(Timestamp).csv
Sample: BAINBRIDGE_V23153_935_200803_EOP_SETTLEMENT_RPT_SMRY_M_20080317_114830.csv
 - b. Right click and copy both files to a floppy disk or thumb drive, and move the files from the Q:\files\navydata\work folder to the Q:\files\navydata\report\shore\<batchid> folder that contains the monthly reports for that month.
 - c. Copy both of the files (csv file and spreadsheet file) to a thumb drive and then move them to a workstation that has Microsoft Excel. Make sure there is only one data file (*only one csv file*) in this new folder.
 - d. Open the Excel spreadsheet file. Fill in the password ('navycash' for Navy).
 - e. In Excel, enable “Macro Processing” and set the security settings to LOW. This is done with the Tools->Macro->Security pull-down menu entry.
 - f. Press the Ctrl + “F” keys on the keyboard to populate the EOM spreadsheet with the *shore totals; deposit ticket numbers, dates, and amounts; and debit voucher numbers, dates, and amounts.*
 - g. Enter the shore report numbers the ship will be reporting on the SF 1219 on the ship side of the EOM spreadsheet and any variances already agreed upon on the shore side of the spreadsheet. If there is a difference between the ship and shore totals, it must be resolved before the last day of the month. If the difference is not resolved, then you *must* report the shore totals from JPMC. The 1219 *must* be submitted NLT 1000 EDST on the first calendar day of the following month or, if it falls on a weekend or holiday, on the last business day of the month. Do not hold up your 1219 message and e-mail reports because of Navy Cash. Any difference *must* be resolved and any adjustment necessary made in the next month’s business.
 - h. Save and name the EOM spreadsheet. Include at least the month and year in the file name, e.g., EOM Spreadsheet YYYYMM.
4. Forward the EOM spreadsheet via e-mail to JPMC for settlement (navycashfin@ezpaymt.com). The EOM spreadsheet should contain the following:
- Ship totals

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- Shore totals
 - Any variances agreed upon
 - Deposit ticket numbers, dates, and amounts and debit voucher numbers, dates, and amounts
5. If the variances are not included on the EOM spreadsheet, JPMC will enter any previous variances already agreed upon on the shore side of the spreadsheet.
 6. JPMC will send final EOM spreadsheet to Navy for approval. JPMC and Navy then close EOM. JPMC enters Navy Cash 5515s and 215s into CA\$HLINK.

NOTES:

- (1) The deposit ticket and debit voucher numbers generated by the spreadsheet need to be reflected on the Disbursing Officer's SF 1219 Statement of Accountability. The preprinted deposit tickets and debit vouchers on board the ship will no longer be used for EOM merchants.
- (2) New EOM spreadsheet includes section for Strip (5a) and Chip (5b) Disbursing Activity. If a ship does not have any Strip Disbursing Activity, only the Chip Disbursing Activity section will be populated when the Ctrl "F" function is used. If a ship has Strip Disbursing activity, two deposit ticket/debit voucher numbers should be submitted on the 1219 (one for strip and one for chip). *Only ships with software release 1.4.5 build 2 or later have the "Deposit Cash or Check to Strip" functionality.*
- (3) Again, the Disbursing Officer's 1219 must be submitted on time at the end of each month, i.e., NLT 1000 EDST on the first calendar day of the following month. If you do not receive the EOM spreadsheet as part of the round trip process, use the shore reports (or use the Navy Cash application to generate ship reports if necessary), fill out a blank EOM spreadsheet, and forward it to JPMC for settlement. Here is how to create the deposit ticket and debit voucher numbers.

SF 215 Deposit Ticket Number is a six-digit number (ABCDEF) and is to be created as follows:

A = "2"

B = "1" – Disbursing Chip to Cash

 "2" – Disbursing - Concessionaires Reimbursed

 "3" – Food Service Sales total

 "4" – Food Service Surcharges total

 "5" – Sales total

C = "0" (zero)

DEF = "123" where 123 are the last three digits of the batch_ID for the batch that contained the last of the EOM/P flags

SF 5515 Debit Voucher Number is a five-digit number (ABDEF) and is to be created as follows:

A = "2"

B = "6" – Disbursing Cash to Chip

 "7" – Disbursing Check or Cash to Strip

DEF = "123" where 123 are the last 3 digits of the batch_ID for the batch that contained the last of the EOM/P flags

- (4) If you have questions, contact the Settlement Group via e-mail (navycashfin@ezpaymt.com) or your Navy Cash EOM Representative via e-mail or phone.
 - (5) **ACCESS DENIED Error.** If you experience an access error at your server station, select the Cluster Administrator Icon on your server job monitor and verify that all your Groups and Resources are in control by Owner Node 1. Highlight the Groups folder and Resources folder to verify this. All Groups and Resources need to be controlled by the same Node for you to be able to complete the EOM instructions successfully.
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<u>DISBURSING</u>	<u>SALES</u>	<u>FOOD SERVICE</u>
<p>7. Disbursing will use EOM spreadsheet and shore report numbers to report the Navy Cash Disbursing numbers and prepare debit voucher (SF 5515) or deposit ticket (SF 215) as appropriate.</p> <p>8. Disbursing will use EOM spreadsheet and shore report numbers to verify Navy Cash Sales numbers on 1149 and prepare 215.</p> <p>9. Disbursing will use EOM spreadsheet and shore report numbers to verify Navy Cash Food Service numbers on 1359 and prepare 215.</p> <p>10. Post final Navy Cash numbers on 2657 for day. 1149 and 1359 totals entered on line 4.1E; totals for 5515s/215s prepared above are entered on line 4.2A.</p> <p>11. Update Schedule of Deposit Activity (SODA) with all Navy Cash 5515s and 215s.</p> <p>12. Ensure SODA, 215s, 5515s, and EOM spreadsheet Deposit Activity all have the same amounts.</p>	<p>4. Submit 1149 to DISBO. DISBO will prepare deposit ticket based on the 1149 and the shore report numbers to register the funds to the Navy Working Capital Fund (NWCF) LOA.</p> <p>5. If the Navy Cash collections reported in the Monthly Transaction Detail Reports from shore and the Navy Cash sales reported initially in ROM don't balance (equal), an error condition exists that must be investigated and corrected by reconciling to the Navy Cash figures. See <i>Reconciling Disbursing, ROM, And FSM To Navy Cash: Disbursing, Sales, and Food Service</i> below.</p>	<p>6. Submit 1359 to DISBO. DISBO will prepare deposit ticket based on the 1359 and the shore report numbers to register the funds to Subsistence In Kind (SIK) and surcharge (O&MN) LOAs as appropriate.</p> <p>7. If the Navy Cash collections reported in the Monthly Transaction Detail Reports from shore and the Navy Cash sales reported on the 1544s, 1046s, and 1149s, don't balance (equal), an error condition exists that must be investigated and corrected by reconciling to the Navy Cash figures. See <i>Reconciling Disbursing, ROM, And FSM To Navy Cash: Disbursing, Sales, and Food Service</i> below.</p>

**PROCESSING SF 1219
DISBURSING OFFICER MONTHLY
RETURNS
Disbursing, Sales, and Food Service**

o **Submit not later than 1000 EDST on 1st calendar day of month**

<u>DISBURSING</u>	<u>SALES</u>	<u>FOOD SERVICE</u>
<p>1. At actual end of month, close out SF 1219. Send via Navy message and e-mail (include EOM spreadsheet) to DFAS Cleveland NLT 1000 EDST on first calendar</p>	<p>1. DFAS Cleveland uses CASHLINK to register Navy Cash funds collected for</p>	<p>1. DFAS Cleveland uses CASHLINK to register Navy Cash funds collected for General Mess to appropriate SIK and surcharges (O&MN) LOAs.</p>

<p>day of the following month.</p> <p>2. DFAS Cleveland uses CASHLINK to verify Navy Cash 5515s and 215s entered by JPMC Tampa and reported in 1219 and reconciles accounts.</p> <p>3. DFAS Cleveland reports monthly on status of Monthly Returns (1219s) — timeliness of reporting and any out-of-balance conditions.</p>	<p>Ship's Store and vending operations to Navy Working Capital Fund (NWCF) LOA.</p>	
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**RECONCILING DISBURSING, ROM,
AND FSM TO NAVY CASH
Disbursing, Sales, and Food Service**

- o **Start** on or about 28th of the month

1. Reconciliation is the process of confirming that Navy Cash collections balance with Navy Cash sales (transactions) and, if they don't balance, determining what caused the out-of-balance condition. The DISBO, Sales Officer, and FSO must reconcile daily.
2. At the completion of the EOM process, the DISBO, Sales Officer, and FSO must reconcile the Navy Cash numbers reported on the 1219, 1149, or 1359 at EOM to the Navy Cash numbers carried in the Disbursing Activity, ROM, or FSM.
3. The basic business rule is that the Navy Cash figures reported in the EOM spreadsheet and Monthly Transaction Detail Reports are always correct.
- 4. Any adjustments necessary must be completed within 30 days and reported in next month's 1149 or 1359 and posted on next month's 2657/1219.**

**DAILY
RECONCILIATION
Disbursing, Sales, and Food Service**

- o **Reconcile** daily

<u>DISBURSING</u>	<u>SALES</u>	<u>FOOD SERVICE</u>
<ol style="list-style-type: none"> 1. To simplify reconciliation at EOM, reconcile collections and transactions at the end of each day. 2. At the end of each business day when initiating Indicate End of Day (IEOD) link in Navy Cash Application, total on line 6.9 of Daily Statement of Accountability (DD 2657) should match total balance on DASR. If there is a discrepancy between the totals, follow reconciliation procedures in 	<ol style="list-style-type: none"> 1. To simplify reconciliation at EOM, reconcile collections and sales at the end of each day. 2. To reconcile each day, the Sales Officer or designated assistant should compare the ROM daily transaction report (sales) and the Merchant Sales by Operator Detail Report (collections). The totals from each report should match. 	<ol style="list-style-type: none"> 1. To simplify reconciliation at EOM, reconcile collections and sales at the end of each day. 2. To reconcile each day, the FSO compares recorded sales and surcharges (cash meals and bulk food) totals for the day from DD 1544s, NS 1046s, and DD 1149s, less any refunds, to Navy Cash collection totals shown on General Mess Food and General Mess Surcharges Daily Transaction Detail Reports plus any checks or cash (currency) collected. A reconciliation worksheet is provided to assist the FSO in the reconciliation process.

the <i>Disbursing EOM Close-Out: Phase 3 — At Navy Cash Application</i> section above.		
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3. If daily sales (transactions) and collections are equal (balance), the reconciliation is successful and complete.
4. If total sales (transactions) and total collections do not balance, an error condition exists that must be investigated and corrected.
5. After compensating properly for unliquidated refunds, there are two primary out of balance conditions that can occur. It is possible, however, to experience combinations of these two basic error conditions, and this must be considered when conducting the investigation.
 - a. Shortage. The total sales (transactions) amount is greater than the total collected; sales (transactions) are overstated or an amount collected is understated. This condition is caused when a sale (transaction) is recorded but nothing was collected or the amount collected was less than the amount of the sale (transaction). If cash (currency) is involved, it is possible that a cashier made change incorrectly during the transaction or that money was miscounted, misplaced, lost, or stolen.
 - b. Overage. The total sales amount is less than the total collected; sales are understated or an amount collected is overstated. This condition is caused when an amount was collected but a sale was never recorded or was recorded at an amount less than the amount collected. If cash (currency) is involved, it is possible that the cashier made change incorrectly or that the money was miscounted. As an example on the Navy Cash side, if the Wardroom Treasurer pays a portion of the General Mess Food bill in the Disbursing Office using the Chip to Merchant Account function and does not notify the FSO of the payment, the amount collected would be reflected in the General Mess Food Daily Transaction Detail Report but would not be recorded in the Food Service daily sales records.

<u>DISBURSING</u>	<u>SALES</u>	<u>FOOD SERVICE</u>
<p>c. See reconciliation procedures in the <i>Disbursing EOM Close-Out: Phase 3 — At Navy Cash Application</i> section above.</p>	<p>c. The basic Ship’s Store Business Rule is that Disbursing (Navy Cash) is always correct. ROM will always have to match what Disbursing reports.</p> <p>(1) <u>Unknown Differences</u>. Navy Cash shows a figure (collections) greater than ROM (sales).</p> <p>(a) Navy Cash captured a sale that ROM did not. This error can occur when ROM and Navy Cash are not communicating well, the operator does a “control alt delete” action, and the transaction in ROM is lost.</p> <p>(b) <u>Effect on Operation</u>. ROM does not know inventory has been sold. At the end of the accounting period, an inventory shortage (something sold but in effect not rung up) and a cash overage will exist. These will balance out with zero net effect on the operation.</p>	<p>c. For either out of balance condition, the FSO should compare the General Mess Food and General Mess Surcharges Daily Transaction Detail Reports, which list every Navy Cash transaction performed that day, and the food service daily sales records (1544, 1046, and 1149) to determine, through the process of elimination, which transactions are missing or were recorded at incorrect amounts.</p>

(c) Correction. For the total sales on that particular day, the Sales Officer will have to make the EOD collections in ROM match the Navy Cash MSO summary report.

(2) Known Differences. Differences reported in the ROM/Navy Cash Comparison Report (if the system is allowed to operate without the intervention of a “control alt delete” action). The report consists of four sections.

(a) ROM Transactions Not in Navy Cash. This section lists any ROM transaction that was included in the ROM file, but not reported in the Navy Cash system in the time period specified by the ROM start and end dates. No ship has ever reported any item being listed in this section. If a ship does see a listing here, they should contact the Navy Cash Central Support Unit (CSU).

(b) Navy Cash Transactions Not in ROM. This section lists any transactions that failed in ROM but succeeded in Navy Cash. This section lists any Navy Cash transactions that were not included in the ROM file for the time period specified in the ROM start and end dates. or failed transactions, but were matched in ROM and Navy Cash by transaction IDs and were reported as valid transactions in the Navy Cash System. These sales can be validated in POS Reconcile Till, under Navy Cash Canceled Transactions.

(c) Navy Cash and ROM Transactions with Different Dollar Amounts. This section lists transactions

that were matched in ROM and Navy Cash by transaction IDs, but the dollar amounts differ between ROM and Navy Cash. No ship has ever reported any item being listed. If a ship does see a listing here, they should contact the CSU.

(d) Transactions That Failed in ROM But Succeeded in Navy Cash.

This section lists transactions that were included in the ROM file and marked by ROM as failed transactions but that were matched in ROM and Navy Cash by transaction IDs and were reported as valid transactions in the Navy Cash system. These sales can be validated in the ROM POS Reconcile Till, under Navy Cash Cancelled Transactions.

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- d. If the investigation reveals that an insufficient amount (or nothing) was collected from a particular member for a particular sale (transaction), contact the member to request payment of the difference in Navy Cash or currency, as appropriate.
- c. If the investigation reveals that too much money was collected from a particular member for a particular sale (transaction) or that the member was charged for a sale (transaction) that did not actually occur, refund the difference to the member in Navy Cash or currency, as appropriate.
- d. If the investigation reveals that a sale (transaction) was erroneously recorded (didn't actually occur or was recorded at an incorrect amount), reverse or adjust the sale (transaction) in the appropriate sales (transaction) record.
- e. If the investigation reveals that cash (currency) was lost, misplaced or stolen, corrective action taken will be in accordance with existing procedures (outside the scope of Navy Cash).
5. Unliquidated Refunds. Unliquidated refunds require special consideration during daily reconciliation because the day a refund chit is liquidated (cash) can be different than the day the refund chit was issued, perhaps several days or weeks later. Consequently, refunds not liquidated on the day they were issued must be considered in the day-to-day reconciliation process until they are finally liquidated and reported in the Daily Transaction Detail Report. To minimize efforts associated with unliquidated refunds, the SOP requires refunds be liquidated within 2 working days.
- a. If a refund was issued and liquidated during the day of reconciliation, neither recorded sales nor cash collections require any adjustment. Given that no other balance affecting error condition exists, recorded sales (1544, 1046, 1149) and cash collections shown on Daily Transaction Detail Report will be in balance.
- b. If a refund was issued but not liquidated during the day of reconciliation, recorded sales will be understated compared to cash collections shown on the Daily Transaction Detail Report. In this case, the FSO must add the amount of the unliquidated refund to recorded sales to balance sales with collections.
- c. If a refund was liquidated during the day of reconciliation but more than one day after the original day of issuance, the daily sales total will be overstated compared to cash collections shown on the Daily Transaction Detail Report. In this case, the FSO must subtract the amount of the refund from recorded sales to balance sales with collections.
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- d. If no refunds were issued or liquidated on the day of reconciliation, the daily sales total should balance with cash collections shown on the Daily Transaction Detail Report, provided that no other balance affecting error condition exists.
6. Maintain daily reports and reconciliation worksheets for 30 days or until the monthly reconciliation is completed. The Navy Cash EOM Reconciliation Record (a sample form is included at the end of this appendix) can be used to assist in documenting the steps taken to troubleshoot and resolve any issues/discrepancies.

**MONTHLY
RECONCILIATION**
Disbursing, Sales, and Food Service

o **Start** *on or about
28th of the month*

<u>DISBURSING</u>	<u>SALES</u>	<u>FOOD SERVICE</u>
<p>1. To reconcile Navy Cash transactions for the month, the DISBO must add the daily transactions recorded throughout the month on 2657s to calculate total transactions for the month.</p> <p>2. See reconciliation procedures in the Disbursing EOM Close-Out: Phase 3 — At Navy Cash Application section above. Navy Cash EOM Reconciliation Record (sample form included at the end of this appendix) can be used to assist in documenting the steps taken to troubleshoot and resolve any issues/discrepancies.</p>	<p>1. To reconcile sales reported by ROM and collections reported by Navy Cash for the month, Sales Officer or designated assistant will do the following.</p> <p style="padding-left: 20px;">a. Verify that the monthly Navy Cash receipts were posted in the ROM back office computer correctly for the Ship’s Store and each type of vending machine, e.g., vending soda and vending store item (snack, soap, etc.). If the figures were posted incorrectly, modify the figures in ROM following the procedures outlined in the ROM User's Guide.</p> <p style="padding-left: 20px;">b. Print out ROM Over/Short Report from ROM back office and Ship’s Store Monthly Transaction Detail Report from shore reports folders and compare the totals with the ROM daily transaction reports to research and resolve discrepancies.</p> <p style="padding-left: 20px;">c. If the difference is unresolved, a signed letter/report by the Sales and Disbursing Officer will be filed in the RK, CO2/CO3/CO4 file. Navy Cash EOM Reconciliation Record can be used to document steps taken to troubleshoot/resolve any issues/discrepancies.</p>	<p>1. To reconcile cash collections and sales for the month, FSO must add the daily sales recorded throughout the month on 1544s, 1046s, and 1149s, less refunds, to calculate total sales for the month.</p> <p>2. The FSO compares the calculated monthly sales total to the monthly Navy Cash collections reported in the Monthly Transaction Detail Reports plus any cash or checks (currency) accepted during the month.</p> <p>3. If monthly cash collections and sales don’t balance (equal), an error condition exists that must be investigated and corrected. The process of investigation and correction is the same as that described in Daily reconciliation above.</p> <p>4. The FSO will maintain monthly reports and reconciliation worksheets on file for 12 months. When a month’s activity is reconciled, the daily reports for that month can be discarded. Navy Cash EOM Reconciliation Record (sample form included at the end of this appendix) can be used to assist in documenting the steps taken to troubleshoot and resolve any issues/discrepancies.</p>

USS _____

GENERAL MESS DAILY RECONCILIATION WORKSHEET

DATE: _____

SALES		COLLECTIONS	
DD 1149/NS 1282			Cash
NS 1046			Checks
DD 1544			Navy Cash (from Merchant Sales Summary Report)
TOTAL SALES			TOTAL COLLECTIONS
ADJUSTMENTS TO SALES		ADJUSTMENTS TO COLLECTIONS	
Plus refunds issued today but not liquidated today			Less amount of currency overage—exclusive of Navy Cash funds
Less refunds issued before today but liquidated today			Plus amount of currency shortage—lost, misplaced or stolen—exclusive of Navy Cash funds
Less erroneously overstated sales amounts			Plus erroneously understated Navy Cash collections
Plus erroneously understated sales amounts			Less erroneously overstated Navy Cash collections
ADJUSTED TOTAL			ADJUSTED TOTAL

USS _____

PRIVATE MESS DAILY/MONTHLY RECONCILIATION WORKSHEET

DATE: _____

RECORDED		ACTUAL	
Recorded Collections for Day/Month (Total of 'NC' Entries in Record of Collections)			Navy Cash Collected for Day/Month (Daily/Monthly Merchant Sales Summary Report)
Less Refunds <u>Liquidated</u> for Day/Month (Total Of 'NC' Refund Entries in Record of Expenditures Liquidated on/in Day/Month)			
TOTAL RECORDED COLLECTIONS			TOTAL ACTUAL COLLECTIONS
ADJUSTMENTS TO RECORDED COLLECTIONS		ADJUSTMENTS TO ACTUAL COLLECTIONS	
ADJUSTED TOTAL			ADJUSTED TOTAL

NAVY CASH EOM RECONCILIATION RECORD

1. *Basic business rule is that Navy Cash numbers reported in Monthly Transaction Detail Reports are always correct.*
2. *Use this form to document reconciliation of the Navy Cash numbers reported in Monthly Transaction Detail Reports and on your 1219, 1149, or 1359 to the Navy Cash numbers carried in Disbursing activity, ROM II, or FSM.*
3. *If there is a discrepancy, any adjustments necessary must be reported within 30 days in the next month's 1219, 1149, or 1359.*
4. *Retain this form on file with your monthly retained returns or monthly reports to document problem resolution. Forms may be reviewed by assist teams, Type Commanders, etc. to develop lessons learned to improve EOM procedures.*

SHIP NAME	EOM MONTH AND YEAR	DIVISION (e.g., S-2, S-3, S-4)
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NAME OF FISCAL CLERK/RECORDS KEEPER	RANK/RATE	PHONE	E-MAIL ADDRESS
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NAME OF DISBURSING/SALES/FOOD SERVICE OFFICER	RANK/RATE	PHONE	E-MAIL ADDRESS
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DESCRIBE NATURE OF ISSUE/DISCREPANCY: Include any error messages or error codes if possible. Attach any ROM II, FSM, or Navy Cash printouts, screen prints, or ship or shore reports as needed. Describe any suspected hardware, software, communications, or operational problems.

<i>If Navy Cash system problem is suspected, include the case number you obtained from the Navy Cash Customer Service Center when you reported the trouble call.</i>	CASE NUMBER
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DESCRIBE STEPS TAKEN TO RECONCILE AND RESOLVE ISSUE/DISCREPANCY: Include references you used in troubleshooting the problem, e.g., SOP, ship or shore reports, ROM II or FSM reports, system log files. Attach any reports, log file printouts, or screen prints as needed.