

# Chapter 3

## General Mess

<b>3.1</b>	<b>Background.....</b>	<b>3-2</b>
<b>3.2</b>	<b>Planned Maintenance System.....</b>	<b>3-2</b>
<b>3.3</b>	<b>Establishing the General Mess as a Navy Cash Merchant .....</b>	<b>3-2</b>
3.3.1	General Mess Navy Cash Merchants .....	3-2
3.3.2	Accountable Official Navy Cash Merchant Card and Accounts.....	3-2
3.3.3	Navy Cash Accountable Official Card Limits .....	3-3
<b>3.4</b>	<b>Cash Sale of Meals.....</b>	<b>3-3</b>
3.4.1	Without Navy Cash Card .....	3-3
3.4.2	With Navy Cash Card.....	3-4
3.4.3	With Large Groups.....	3-4
3.4.4	Members of Private Messes that Subsist from the General Mess .....	3-5
<b>3.5</b>	<b>Bulk Sale of Food.....</b>	<b>3-6</b>
3.5.1	Daily or as Required.....	3-6
3.5.2	At Month End.....	3-6
<b>3.6</b>	<b>Refunds.....</b>	<b>3-7</b>
<b>3.7</b>	<b>Payment of Foreign Vendors.....</b>	<b>3-8</b>
<b>3.8</b>	<b>End-of-Day Procedure .....</b>	<b>3-8</b>
<b>3.9</b>	<b>Daily Reconciliation .....</b>	<b>3-9</b>
<b>3.10</b>	<b>Monthly Reconciliation.....</b>	<b>3-10</b>
<b>3.11</b>	<b>End of Month Procedure .....</b>	<b>3-12</b>
<b>3.12</b>	<b>Contingency Operations .....</b>	<b>3-12</b>
<b>3.13</b>	<b>General Mess Reports and Forms (examples) .....</b>	<b>3-14</b>
3.13.1	Daily Merchant Sales Summary Report .....	3-14
3.13.2	Monthly Merchant Sales Summary Report.....	3-15
3.13.3	Daily Transaction Detail Report.....	3-16
3.13.4	Monthly Transaction Detail Report.....	3-17
3.13.5	Daily Reconciliation Worksheet .....	3-18
3.13.6	Navy Cash End of Month Summary Report .....	3-19

### **3.1 Background**

This chapter of the SOP describes Navy Cash procedures for the general mess.

*NOTES:*

1. *The term Food Service Officer (FSO) used throughout this chapter refers to not only the FSO but also individuals who have been properly appointed as his or her agent in accordance with existing procedure.*
2. *Private messes are considered “subsisting” from the general mess when meals consumed in the private mess are accounted for and billed to the private mess at standard meal prices by the general mess.*
3. *Private messes are considered “private” when the general mess is reimbursed for the cost of stores (food) consumed in the private mess on a monthly basis.*
4. *The daily or monthly Navy Cash transaction reports (see paragraph 3.13 of this SOP) are the substantiating documents for food service collections. They are the equivalent of a signed NS 470 page, deposit ticket, or any other document substantiating a deposit with the Disbursing Officer.*
5. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

### **3.2 Planned Maintenance System**

Preventive maintenance for the Navy Cash Financial System is covered through the Planned Maintenance System (PMS). PMS information for Navy Cash is available from the ship’s Maintenance and Material Management (3-M) Coordinator. Maintenance Index Page (MIP) number 6541/080-14 applies to Navy Cash. In particular, proper cleaning of the card readers can significantly reduce the incidence of card readers failing to read the Navy Cash card.

### **3.3 Establishing the General Mess as a Navy Cash Merchant**

#### **3.3.1 General Mess Navy Cash Merchants**

a. The general mess is established as a Navy Cash merchant as a part of the process of implementing Navy Cash on board the ship. Generally, two merchants are set up for the general mess: General Mess–Food to record standard meal prices and General Mess–Surcharges to record meal surcharges.

b. Monthly Settlement to Lines-Of-Accounting (LOAs). The general mess merchants settle to LOAs. Receipts from the sale of meals are sent ashore as a part of each End-Of-Day (EOD) process and held in the appropriate merchant accounts within Navy Cash until the End Of the Month (EOM). At EOM, the sales receipts for the month are settled or “registered” to the appropriate LOAs through the Disbursing Officer’s monthly returns. Navy Cash receipts from the sale of meals for the month are reported in the Food Service Officer’s (FSO’s) Monthly General Mess Operating Statement (NS 1359) and the Disbursing Officer’s Statement of Accountability (SF 1219). Each month, the Food Service Officer, Sales Officer, and Disbursing Officer must coordinate their monthly reporting responsibilities to make certain that the Disbursing Officer’s monthly returns are prepared and submitted on time, so that the funds are credited to the appropriate LOAs on a timely basis.

#### **3.3.2 Accountable Official Navy Cash Merchant Card and Accounts**

Navy Cash merchant cards are issued to accountable officials who are authorized to use Navy Cash in an official capacity. Merchant cards provide accountable officials the ability to access

and move the electronic funds taken in as receipts from retail sales on the ship and pay for products and services received on, and in some cases off, the ship. Receipts from the sales of meals are public funds, and the general mess Navy Cash merchants, General Mess–Food and General Mess–Surcharges, settle directly to LOAs. These funds are automatically sent ashore each day as part of the EOD process and are held in the appropriate account within Navy Cash until the EOM process is completed and the funds are settled to the appropriate LOAs. The general mess merchants do not need accountable official Navy Cash cards in the course of their operations.

### **3.3.3 Navy Cash Accountable Official Card Limits**

a. Closed-Loop Load and Debit Limits. The standard maximum Navy Cash closed-loop load and debit (payment) limit for Navy Cash merchant Accountable Official cards is \$10,000. On a limited number of ships (CVNs, LHAs, LHDs), for a limited number of Accountable Officials (Disbursing Officers, MWR Officers, Wardroom Mess Treasurers), the closed-loop load and debit limited is \$50,000. These limits may prevent the Wardroom Mess Treasurer or MWR Officer from paying the monthly mess or bulk food item invoice or in a single payment. In these situations, the accountable official can elect to make more than one payment with the organization’s Navy Cash card or pay the amount with a check drawn on the Wardroom Mess or MWR fund bank or credit union checking account in accordance with existing procedures (in which case Navy Cash is not involved at all).

b. Standard Transfer Limits Between Closed Loop and Open Loop. The following maximum limits have been pre-set on transfers between the closed-loop and open-loop accounts.

(1) On CVNs, LHAs, LHDs. \$50,000 for MWR Officers and Wardroom Mess Treasurers, and \$5,000 for all other Accountable Officials.

(2) On All Other Ships. \$10,000 for MWR Officers and Wardroom Mess Treasurers, and \$2,500 for all other Accountable Officials.

### **3.4 Cash Sale of Meals**

The Navy Cash Point Of Sale device (POS) is the card reader and keypad device used to register sales transactions in Navy Cash. A POS is configured for the general mess during Navy Cash implementation with the General Mess–Food and General Mess–Surcharges merchants. When meal sales transactions are being collected, the cashier will be able to indicate General Mess–Food and General Mess–Surcharges as appropriate by selecting the merchants from the Merchant Selection screen during the process of entering purchase transactions. A meal sale with surcharge is entered as two separate amounts on the POS. The cardholder’s Navy Cash card is inserted into the POS, and the total amount is deducted from the cardholder’s Navy Cash card (closed-loop account). See Chapter 2 of this SOP for detailed operating instructions for the POS.

#### **3.4.1 Without Navy Cash Card**

For visitors, guests, or dependents who do not possess an instant issue or embossed permanent Navy Cash card or are not issued a visitor Navy Cash card, e.g., when a crewmember sponsors a guest or dependent for a visit to have lunch in the general mess on his duty day, either the sponsor pays for the meal with a Navy Cash card or the FSO must accept cash payment.

a. If the treasurer accepts cash payment, existing cash handling procedures must be followed.

b. If a crewmember sponsors the visitor and pays for the guest meal with a Navy Cash card:

(1) The authorized visitor and sponsor report to the FSO/cashier located at the food service office, galley office, or meal line (depending on local procedure) to purchase the meal.

(2) For each visitor, the FSO records the sale on the Cash Meal Payment Book, DD 1544, and updates the Food Service Management system (FSM) in accordance with existing procedure.

(3) The FSO keys in the meal price and the surcharge (if applicable) as two separate amounts into a properly logged-in POS device. The POS will display the total of the sale.

(4) The sponsor inserts his or her Navy Cash card into the POS, enters the PIN, and presses the "OK" key to complete the transaction.

(5) The POS deducts the total amount, that is, the meal price and the surcharge (if applicable), from the sponsor's Navy Cash card and records the transaction for download to the Navy Cash system. The Navy Cash reports will also record the collection, as if a cash collection had actually occurred and the sales proceeds for the day were deposited in disbursing. General Mess Food and General Mess Surcharges will each be reported separately.

(6) The visitor and sponsor go to the meal line to receive the meal.

### **3.4.2 With Navy Cash Card**

For visitors, guests, or dependents who possess a valid instant issue or embossed permanent Navy Cash card or a visitor Navy Cash card, e.g., a manufacturer's technical representative staying on board two weeks that is not entitled to subsist in the wardroom or chief's mess:

a. The FSO has the option to have visitors pay for meals in advance (when coming aboard), as-they-go (by individual meal), or upon departure from the ship. The FSO must consider the type of visitor, length of stay, ship's policy, and service capabilities when determining which option is most appropriate.

b. The visitor, guest, or dependent can use their Navy Cash card to purchase meal(s) from the general mess.

c. The visitor reports to the FSO/cashier located at the food service office, galley office, or meal line (depending on local procedure) to purchase the meal.

d. For each visitor, the FSO records the sale on the Cash Meal Payment Book, DD 1544, and updates FSM in accordance with existing procedure.

e. The FSO keys in the meal price and the surcharge (if applicable) as two separate amounts into a properly logged-in POS device. The POS will display the total of the sale.

f. The visitor inserts his or her Navy Cash card into the POS, enters the PIN, and presses the "OK" key to complete the transaction.

g. The POS deducts the total amount, that is, the meal price and the surcharge (if applicable), from the visitor's Navy Cash card and records the transaction for download to the Navy Cash system. The Navy Cash reports will also record the collection, as if a cash collection had actually occurred and the sales proceeds for the day were deposited in disbursing. General Mess Food and General Mess Surcharges will each be reported separately.

h. The visitor goes to the meal line and receives the meal.

### **3.4.3 With Large Groups**

For large groups of visitors, guests, and dependents it may not be feasible to issue instant issue or visitor Navy Cash cards, for example, a dependent's cruise or tiger cruise on board an aircraft carrier.

a. Generally, for these special events, the Commanding Officer (CO) assigns a “cruise coordinator” to plan for, among other things, the accounting for and payment of meals consumed from the general mess by the guests.

b. Typically, sponsors of guests pay in advance for the cost of meals to be consumed. The cruise coordinator sets up a system to count heads/meals, collect money, and pay the general mess. The process that the cruise coordinator develops varies among different ships and is not part of this Navy Cash SOP.

c. The cruise coordinator has the option to accept payment from sponsors who possess Navy Cash cards using a portable POS device. A POS can be programmed and issued by the disbursing office for this special purpose, and arrangements must be made in advance of the event. Operating procedures for the POS are located in Chapter 2 of this SOP.

d. Generic Procedure. A generic procedure for accepting Navy Cash for special cruise events is as follows:

(1) When paying with Navy Cash, the guest sponsor reports to the cruise coordinator representative to pay for his guest’s meals.

(2) For each visitor/sponsor, the cruise coordinator records the number of meals sold (to be sold) in accordance with the cruise coordinator’s policy.

(3) The cruise coordinator representative keys in the meal price and the surcharge (if applicable) as two separate amounts into a properly logged-in POS device. The POS will display the total of the sale.

(4) The sponsor inserts his or her Navy Cash card into the POS, enters the PIN, and presses the “OK” key to complete the transaction.

(5) The POS deducts the total amount, that is, the meal price and the surcharge (if applicable), from the sponsor’s Navy Cash card and records the transaction for download to the Navy Cash system.

(6) If a portable POS was programmed for this special purpose, at the end of each day funds are collected, the cruise coordinator (representative) downloads the POS, which electronically “deposits” the funds in the Navy Cash system.

(7) The Navy Cash reports will also record the collection, as if a cash collection had actually occurred, and the sales proceeds for the day were deposited in disbursing. General Mess Food and General Mess Surcharges will each be reported separately.

(8) The cruise coordinator then presents the FSO with the meal counts associated with the special event. The FSO then updates FSM in accordance with existing procedures.

e. The cruise coordinator has the option to accept cash or check directly, especially from sponsors who do not possess a Navy Cash card. In that case, existing cash collection procedures must be followed (beyond the scope of this Navy Cash SOP).

#### **3.4.4 Members of Private Messes that Subsist from the General Mess**

Shipboard private messes may include the Wardroom, CO, Unit Commander (Flag), or Chief Petty Officer (CPO) Mess depending on the size of the ship.

a. Daily, in accordance with existing procedure, the private mess treasurer records meals consumed by mess members and guests of the mess. Meal counts are forwarded to the FSO.

b. Monthly, the FSO completes the NS Form 1046(s) for the cash sale of meals to the private mess, indicating the total number of breakfasts, lunches, and dinners consumed by all members and guests in accordance with existing procedure.

c. The FSO computes the total private mess bill based on the meal consumed counts (NS Form 1046) and standard meal cost rates and presents an invoice (DD 1149) to the private mess treasurer in accordance with existing procedures.

d. If the monthly mess invoice is \$10,000 or less (\$50,000 or less for the wardroom mess treasurer on CVNs, LHAs, and LHDs), the private mess treasurer can pay the FSO with the private mess Navy Cash card.

e. If the monthly mess invoice is greater than \$10,000 (\$50,000 for the wardroom mess treasurer on CVNs, LHAs, and LHDs), the private mess treasurer can make more than one payment with the private mess Navy Cash card or pay the FSO with a check drawn on their bank or credit union checking account in accordance with existing procedures (in which case Navy Cash is not involved at all).

### **3.5 Bulk Sale of Food**

#### **3.5.1 Daily or as Required**

The FSO documents the cost of food items transferred (sold) to a private mess, MWR, or other authorized party, on a Food Item Request/Issue Document, NAVSUP (NS) Form 1282, at last receipt price in accordance with existing procedures.

#### **3.5.2 At Month End**

a. The FSO prepares and forwards an invoice (DD Form 1149) for the cost of bulk food items sold to MWR, private messes, or other authorized organizations, based on the NS 1282 documentation.

b. If the bulk food item invoice is \$10,000 or less (\$50,000 or less for the wardroom mess treasurer or Navy MWR custodian on CVNs, LHAs, and LHDs), the private mess treasurer, MWR custodian, or other authorized party reports to the FSO with their organization's Navy Cash card (e.g., USS NEVERSAIL Wardroom Mess Food Navy Cash card) to pay for the bulk sale of food. Payments must be made by the 15th of the month following the month of the sale, in accordance with existing procedure.

(1) The FSO enters the bulk food sale amount into a properly logged-in POS device.

(2) The private mess treasurer, MWR custodian or other authorized party inserts the Navy Cash card into the POS, enters their PIN and presses the "OK" key to complete the transaction.

(3) The POS deducts the sale amount from the organization's Navy Cash card and records the transaction for download to the Navy Cash system. Navy Cash records the collection as if a cash collection had actually occurred and the sales proceeds for the day were deposited in disbursing.

(4) The Navy Cash system records the sale of bulk food items, and, during month end processing, the Disbursing Officer will prepare vouchers based on the NS 1359, Monthly General Mess Operating Statement and Navy Cash system reports to register the funds to the Navy SIK and surcharge lines of accounting as appropriate.

c. If the bulk food item invoice is greater than \$10,000 (\$50,000 for the wardroom mess treasurer or Navy MWR custodian on CVNs, LHAs, and LHDs), the private mess treasurer, MWR custodian or other authorized party can make more than one payment with the organization's Navy Cash card or pay the FSO with a check drawn on their bank or credit union checking account in accordance with existing procedures (in which case NavyCash is not involved at all).

### **3.6 Refunds**

1. In response to a refund request from a cardholder, the FSO records the refund in the General Mess Refund Control Log and prepares, signs, and issues a refund chit to the cardholder. Refund chit and refund control log examples are contained in Chapter 8 of this SOP.

2. The cardholder reports to the disbursing office during normal office hours with his Navy Cash card and presents the refund chit. Disbursing personnel then follow standard Navy Cash procedure to perform the refund transaction that adds the refund value to the cardholder's Navy Cash closed-loop account. This process is known as refund liquidation. The Disbursing Officer retains the liquidated refund chit and forwards it to the FSO at the end of the business day for follow up action.

3. On the day the refund is liquidated, after receiving the liquidated refund chit from disbursing, the FSO will note the date of liquidation on the original refund record in the Refund Control Log.

4. On the day the refund is liquidated, the refund amount will be reflected in the General Mess Daily Transaction Detail Report as a negative number associated with the members name and Navy Cash account number, reducing the overall sales amount for the day.

5. The FSO will retain the General Mess Refund Control Log for five years for reconciliation and audit purposes.

6. The FSO will maintain an audit trail on refund chits by recording the status of issued refund chits in the Refund Control Log. The FSO will note whether the refund was liquidated, reissued or canceled and date of occurrence on every original refund record entry.

7. To alleviate holding unliquidated refunds for long periods of time, members will be required to liquidate refunds at the disbursing office within 2 working days. After 30 days, the FSO has the option to reverse or cancel an unliquidated refund. The FSO will note the reason for the reversal in the Refund Control Log and will cross reference the reversal entry to the original refund entry.

8. In the event that a refund is liquidated after the FSO reversed or canceled the refund, the refund can be reentered in the Refund Control Log to bring records into balance. Prior to reentering a refund, the FSO must confirm that the refund was previously canceled by comparing the General Mess Daily Transaction Detail Report that shows the negative refund amount and the name of the person issued the refund to the General Mess Refund Control Log.

9. If a refund chit is lost or destroyed prior to liquidation, the FSO can reissue the refund chit to the member. Prior to reissuing a refund chit, the FSO must confirm that the original refund chit was not previously liquidated by reviewing the status of the refund in the Refund Control Log.

10. The FSO must consider the status of unliquidated refunds when determining whether cash collections equal recorded sales during the end of day reconciliation process (see the end of day reconciliation section below).

11. In accordance with existing procedure, the FSO makes adjustments in FSM within the current month to reflect refunds issued and to modify the DD 1544 and NS 1046 and 1359 accordingly.

### **3.7 Payment of Foreign Vendors**

The existing process for paying foreign vendors is not affected by Navy Cash.

### **3.8 End-of-Day Procedure**

1. The FSO and all operators (cashiers/clerks) log-off the system. If a POS is operated offline (not directly connected to the Navy Cash server via the LAN), before end of day procedures can be completed, the operator must first download the POS to the Navy Cash server. To communicate with the Navy Cash server, a POS must be plugged into the ship's LAN (Ethernet connection) at any operating Navy Cash POS connection point or download box, e.g., in the disbursing office, general mess, private mess, MWR, post office. A POS listens on the selected TCP/IP port for incoming connections from the Navy Cash server. When the POS is connected to the server, the transaction will download automatically.

2. The general mess business is secured for the day and disbursing is notified.

3. Each day, the FSO or designated assistant should review the Navy Cash Merchant Sales Summary Report for accuracy (see paragraph 3.13.1 of this SOP for a sample report). The Merchant Sales Summary Report can be generated at the Navy Cash workstation in the disbursing office by entering the correct start and end dates in the "View Reports" link in the Navy Cash application (see paragraph 8.4.22). *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).* The more detailed Non-Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated in the same way.

4. Automatic End Of Day (EOD). The Navy Cash Disbursing Application generally initiates the Navy Cash EOD function automatically. The FSO must coordinate with the Disbursing Officer concerning the time to set for automatic EOD. The preset time selected should normally be after the dinner meal, so that any sales receipts for the day are reported in that day's reports. The daily transactions (collections and expenditures) are batched and downloaded to the Navy Cash server located ashore where the Navy Cash system automatically records and accumulates daily sales until the end of the month. At month end, the Disbursing Officer will prepare vouchers based on the NS 1359, the Monthly General Mess Operating Statement, and the monthly Navy Cash system reports to register the funds to the Navy subsistence-in-kind (SIK) and surcharge accounts.

5. The FSO should also receive a General Mess Daily Transaction Detail Report for reconciliation and management purposes. Successful processing of the EOD batch (round trip) sends a series of reports to the ship from the shore side. These shore reports are generated automatically, and, when they are received, the Navy Cash system places them into a shore reports directory by date, with one sub-directory for each report date. This report can be printed at the disbursing office. An example of this report is contained in paragraph 3.13.3 of this SOP. *Again, in Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

### 3.9 Daily Reconciliation

1. Reconciliation is the process of confirming that currency (cash/check) and Navy Cash collections balance with total sales for the day and, if they don't balance, determining what caused the out of balance condition. The FSO must reconcile daily.

2. To reconcile, the FSO compares recorded sales/surcharges (cash meal and bulk food) totals for the day from DD 1544, NS 1046, or DD1149 less refunds to total cash collections shown on the Navy Cash Merchant Sales Summary Report (paragraph 3.13.1) plus any checks or cash (currency) collected. A reconciliation worksheet is provided in paragraph 3.13.5 of this SOP to assist the FSO when conducting the reconciliation process.

3. If daily sales and collections balance (equal), the reconciliation is successful and complete.

4. If total sales and total cash collections do not balance, an error condition exists that must be investigated and corrected. After compensating properly for unliquidated refunds (see paragraph 3.6), 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 amount is greater than cash collected; sales are overstated or cash collected is understated. This condition is caused when a sale is recorded but cash was not collected or the amount collected was less than the amount of the sale. 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 cash collected; sales are understated or cash collected is overstated. This condition is caused when cash is collected but a sale was never recorded or was recorded at an amount less than the cash collected. If cash (currency) is involved, it is possible that the cashier made change incorrectly or that the money was miscounted.

c. For either out of balance condition, the FSO should compare the more detailed Navy Cash reports which list every Navy Cash transaction performed that day and the food service daily sales records (1544, 1046, 1149) to determine, through the process of elimination, which transactions are missing or were recorded at incorrect amounts. The Non-Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated on the ship at the Navy Cash workstation in the disbursing office. If the Navy Cash EOD process and round trip have already been completed, the General Mess Daily Transaction Detail Reports can also be retrieved from the shore reports directory (see paragraph 8.4.21) on the Navy Cash workstation (see paragraph 3.13.3 for a sample report).

d. If the investigation reveals that an insufficient amount (or nothing) was collected from a particular member for a particular sale, the FSO will contact the member to request payment of the difference in Navy Cash or currency, as appropriate.

e. If the investigation reveals that too much money was collected from a particular member for a particular sale or that the member was charged for a sale that did not actually occur, the FSO will refund the difference to the member in Navy Cash or currency, as appropriate.

f. If the investigation reveals that a sale was erroneously recorded (didn't actually occur or was recorded at an incorrect amount), the FSO will reverse or adjust the sales transaction in the appropriate sales record.

g. 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 many 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 finally liquidated and reported in the General Mess Daily Transaction Detail Report (paragraph 3.13.3). To minimize efforts associated with unliquidated refunds, paragraph 3.6.7 of this 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 the 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.

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. The FSO will maintain daily reports and reconciliation worksheets for 30 days or until the monthly reconciliation is completed.

### **3.10 Monthly Reconciliation**

1. Each month, the FSO and Disbursing Officer (DISBO) should coordinate to establish a closeout date for the month. The DISBO's monthly Statement of Accountability (SF 1219) must be prepared and submitted on time, 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. In order to make certain 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. 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, e.g., after the dinner meal, so that any sales receipts for the day are reported in that day's reports. The EOM process generally begins in the sales office five days before the 27th of the month. At the same time, the FSO should begin to pull together the figures needed to meet his or her monthly reporting responsibilities.

2. The FSO, or designated assistant, must wait until the monthly EOM Summary Report (see paragraph 8.15.30) and monthly Transaction Detail Reports are received from shore before finalizing the Navy Cash sales receipts numbers for Food Service and preparing the NS 1359 Monthly General Mess Operating Statement. However, to begin to pull together the figures needed to compare the monthly sales figures reported by Navy Cash and FSM, a Merchant Sales

Summary Report or more detailed Merchant Transaction Report can be generated on the ship by entering the correct start and end dates (see paragraph 8.4.22, Ship Reports). Ensure the time frame indicated is specific and inclusive. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).* The Merchant Sales Summary Report for the month provides total Navy Cash sales receipts and transaction counts for each merchant, including General Mess–Food and General Mess–Surcharges. Ship reports can be printed from the Navy Cash workstation in the disbursing office.

3. Closing Out the Navy Cash System. When the DISBO initiates the Indicate End of Day (IEOD) function and indicates the End Of Month (EOM) close-out, the EOM close-out indicators for Food Service are sent to the Navy Cash backend ashore. As soon as the EOM close-out indicators are received and processed by the Navy Cash backend ashore, the SF 215 deposit data for Food Service is automatically sent directly to Treasury’s Collections Information Repository (CIR).

4. End-of-Month Shore Reports. Successful processing of the IEOD round trip ashore at EOM sends the EOM shore reports to the ship, including the monthly General Mess Transaction Detail Reports and EOM Summary Report. These reports can be retrieved from the shore reports directory (see paragraph 8.4.21) on the Navy Cash workstation and from the Navy Cash Disbursing website (see paragraphs 3.13.4 and 3.13.6 for sample reports). Shore reports can be printed using the Navy Cash workstation in disbursing. The FSO will coordinate with the DISBO to determine when the EOM reports from shore can be printed.

a. Navy Cash End Of Month Summary Report. The EOM Summary Report contains a summary of the shore totals for Navy Disbursing, Sales, Food Service, and Marine Disbursing (*if a Marine Disbursing Officer is embarked*) and includes the deposit ticket (SF 215) numbers, dates, and amounts and the debit voucher (SF 5515) numbers, dates, and amounts that were reported to Treasury’s CIR by the Navy Cash backend ashore. The EOM Summary Report for the month provides the FSO with the totals for Navy Cash sales receipts for the month for General Mess–Food and General Mess–Surcharges to include in the 1359.

b. Monthly Transaction Detail Reports. The FSO must compare the EOM Summary Report and the General Mess–Food and General Mess–Surcharges Monthly Transaction Detail Reports. The totals from each report should match.

5. Reconciliation. To reconcile cash/check and Navy Cash collections with sales for the month, the FSO must add daily sales recorded throughout the month on DD 1544s, NS 1046s and DD 1149s, less any refunds, in order to calculate total sales for the month.

a. The FSO then compares the calculated monthly sales total to the monthly Navy Cash collections reported in the EOM Summary Report plus any cash or checks (currency) accepted during the month. If monthly cash collections and sales do not balance (equal), the process of investigation and correction is the same as described in paragraph 3.9.4 above.

b. The more detailed General Mess–Food and General Mess–Surcharges Monthly Transaction Detail Reports from shore can be used to assist in any reconciliation required.

c. Difference in EOM Summary Report and Monthly Transaction Detail Reports. If there is a difference in the Navy Cash totals reported in the EOM Summary Report from shore and the totals reported in the Monthly Transaction Detail Reports from shore, the FSO or DISBO must send an e-mail to the Treasury Agent Settlement Group at [navycashcenter@frb.org](mailto:navycashcenter@frb.org) and to the appropriate Fleet Support Group (FSG) at the NAVSUP Fleet Logistics Center (FLC) in Norfolk, San Diego, or Yokosuka to alert them about these differences and to request assistance as needed in resolving them. Since the SF 215 deposit data for the month for Food Service was

automatically sent by the Navy Cash backend ashore directly to Treasury's CIR as soon as the EOM close-out indicators were received and processed by the backend, the FSO, or designated assistant, must use the EOM Summary Report to include the Navy Cash numbers for the month in the 1359. Any difference must be resolved, and any necessary adjustment must be made, in the next month's business.

d. Difference in EOM Summary Report and ROM Reports. Similarly, if there is a difference in the Navy Cash totals reported in the EOM Summary Report and the calculated monthly sales total, the basic business rule is the Navy Cash figures reported in the EOM Summary Report are always correct. The FSO, or designated assistant, must use the EOM Summary Report to include the Navy Cash numbers for the month in the 1359. Any differences must be resolved and any necessary adjustment must be made in the next month's business. Again, the FSO or DISBO must send an e-mail to the Treasury Agent Navy Cash Settlement Group at [navycashcenter@frb.org](mailto:navycashcenter@frb.org) and to the appropriate FSG at the NAVSUP FLC in Norfolk, San Diego, or Yokosuka to alert them about these differences and to request assistance as needed in resolving them.

6. Maintain Monthly Reports and Reconciliation Records. The FSO must maintain the monthly EOM Summary Report and General Mess–Food and General Mess–Surcharges Monthly Transaction Detail Reports and any reconciliation worksheets on file for 12 months. When a month's activity is reconciled, the daily reports for that month can be discarded.

### 3.11 End of Month Procedure

1. Monthly General Mess Operating Statement. The FSO must **use the EOM Summary Report** to include the General Mess–Food and General Mess–Surcharges Navy Cash numbers for the month in the NS 1359 Monthly General Mess Operating Statement in accordance with existing procedures.

2. When Navy Cash is used to collect meal sales and surcharges, the Navy Cash totals are combined with any cash (currency) collected. In other words, for reporting purposes, treat Navy Cash collections as if they were actual cash collections.

3. Report the combined cash and Navy Cash totals on the appropriate lines in the cash statement and accounting classification sections of the NS 1359 in accordance with existing procedure.

4. The DISBO will include the numbers from the Navy Cash EOM Summary Report from shore and the NS 1359 in her/his monthly Statement of Accountability (SF 1219) to register these funds to the Navy SIK and surcharge lines of accounting as appropriate.

### 3.12 Contingency Operations

#### 1. Short-Term Outage.

a. The POS in the general mess operates in the normal mode and is connected to the Navy Cash server 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 Navy Cash payments for meals can be processed offline the next day even if connectivity is not available. A POS in normal mode operating offline can store about 741 transactions before it is full and can no longer process transactions.

b. When connectivity to the Navy Cash server is restored, sales receipts stored on the POS are forwarded automatically to the Navy Cash server. This download starts when the LAN connection to the server is made and the asterisk symbol on the POS screen disappears, usually

within a minute. The “!” symbol on the POS screen remains displayed until all transactions have been downloaded to the server.

2. Localized Network Outage.

a. The POS must be online to the Navy Cash server through the ship’s LAN for an operator to log on. If the network is down at the beginning of the day, the operator will not be able to log on to the system to conduct business. However, if the network outage is localized to the area of the general mess, an operator can go to the disbursing office and sign out a spare POS to use in the portable mode.

b. Operator Log-On. The operator can log on to the portable POS (and the merchant can be set to general mess food and surcharges) at any operating POS network connection point or download box (in the disbursing office, MWR, post office, or other locations set up during the Navy Cash installation). The operator disconnects the POS device currently in operation (if any) and connects the portable POS. Once connected, the offline log-on procedure is the same as the online procedure. After log-on is complete, the operator can disconnect the data cable and proceed to operate the POS in the offline mode. If a POS was disconnected to permit the log-on, it should be reconnected at this time. The operator should make sure that the portable POS has fresh batteries and that additional batteries are readily available.

c. Download Sales Transactions. If the network outage is localized, the sales receipts stored on the portable POS can be downloaded at the end of each day at one of the POS connection points or download boxes as described in paragraph (b) above.

3. Long-Term Outage. In the unlikely event that connectivity to the Navy Cash server is down for a lengthy period of time (days, weeks), the general mess can, with the authorization of the Commanding Officer, revert to accepting cash and/or check, following the same procedures used prior to implementing Navy Cash.

### 3.13 General Mess Reports and Forms (examples)

*In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

#### 3.13.1 Daily Merchant Sales Summary Report

Run Date: 05/17/2005                      Run Time: 17:08:16  
Report Name: NC\_133  
Start Date: 05/16/2005                      End Date:: 05/17/2005  
Merchant Sales

Merchant Name	Merchant ID	Total Amount	Transaction Count
GENERAL MESS - FOOD	800000003675	101.25	27
GENERAL MESS - SURCHARGES	800000003677	45.00	20
NAVY DISBURSING	800000003693	150.50	6
POST OFFICE - METERED MAIL	800000003699	150.00	10
SHIP STORE #1	800000003701	1120.35	110
NAVY MWR	800000003705	90.00	6
VENDING STORE ITEMS	VMCAND0000000001	10.60	20
VENDING STORE ITEMS	VMCAND0000000001	40.00	80
VENDING SODA	VMCAND0000000001	45.50	91
VENDING SODA	VMCAND0000000001	26.50	53
VENDING SODA	VMCAND0000000001	85.00	170
VENDING SODA	VMCAND0000000001	24.00	48

### 3.13.2 Monthly Merchant Sales Summary Report

Run Date: 05/31/2005      Run Time: 19:07:33  
 Report Name: NC\_133  
 Start Date: 05/01/2005      End Date:: 05/31/2005  
 Merchant Sales

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

### 3.13.3 Daily Transaction Detail Report

Run Date : 08/29/2001  
Run Time : 17:08:25  
Report Name : TRAN\_GeneralMessFood\_D

Navy Cash  
Daily Transaction Detail Report - GENERAL MESS - FOOD  
Location: USS NEVERSAIL  
Date: 08/28/2001 02:04:31 To 08/29/2001 02:01:54 Batch Id: R12345\_323

Merchant : 80000010016  
Event Code :  
Operator : BARBER, BRIAN

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

\*\*\* End of the Report \*\*\*

### 3.13.4 Monthly Transaction Detail Report

Run Date : 08/31/2001  
Run Time : 19:07:44  
Report Name : TRAN\_GeneralMessFood\_M

Navy Cash  
Monthly Transaction Detail Report - GENERAL MESS - FOOD  
Location: USS NEVERSAIL  
Date: 08/01/2001 20:01:36 To 08/31/2001 22:20:37

Merchant : 80000010016  
Event Code :  
Operator : BARBER, BRIAN

Name	SSN	Account #	Transaction Date	Trans	Amount
ALPERT, MIKE	4321	80000010003	08/28/2001 13:44:19	1	\$3.75
CASPER, STEPHEN	2314	80000010005	08/27/2001 10:12:25	1	\$3.75
GOLD, STEVE	8765	80000010001	08/28/2001 13:42:01	1	\$3.75
IZASK, MIKE	4231	80000010006	08/30/2001 13:23:27	1	\$3.75
JOHN, ROBERT	1234	80000010002	08/28/2001 13:45:05	1	\$3.75
JOSH, JIM	5678	80000010004	08/28/2001 13:44:01	1	\$3.75
Operator BARBER Subtotal:				6	\$22.50
Event Subtotal:				6	\$22.50
Merchant 80000010016 Subtotal:				6	\$22.50
Total:				6	\$22.50

\*\*\* End of the Report \*\*\*

3.13.5 Daily Reconciliation Worksheet

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)
<b>TOTAL SALES</b>			<b>TOTAL COLLECTIONS</b>
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
<b>ADJUSTED TOTAL</b>			<b>ADJUSTED TOTAL</b>

### 3.13.6 Navy Cash End of Month Summary Report

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

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

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

