



# Navy Cash Training

## Disbursing Unit 2:

# Disbursing Application Overview

# Objectives

- Provide an overview of the Disbursing Application
- Explain the various types of Funds Transfers, including Refunds
- Discuss Navy Cash Card Maintenance procedures
- Demonstrate and explain various Utilities functions, including Provisional Split Pay
- Discuss various Ship Reports that can be generated within the Disbursing Application

# Disbursing Office Set-up

- Disbursing staff performs a majority of their customer service using the Navy Cash Disbursing Application (DA)
- Typical set-up is:
  - MX-925 Fixed POS is connected to the Navy Cash workstation or laptop
  - Printer



# Navy Cash Disbursing Application Overview

# Disbursing Application Menu

## Cross-Reference for Navy Cash Disbursing Application Pull-Down Menus

<u>Funds Transfer</u>			<u>Card Maintenance</u>			<u>Account Maintenance</u>		
	Section	Page		Section	Page		Section	Page
Funds Transfer to Chip	8.4.4	8-30	PIN Reset or Change	8.4.11	8-48	Assign Replacement Card	8.4.15	8-56
Funds Transfer from Chip	8.4.5	8-32	Change Card Status	8.4.12	8-49	Account Enrollment	8.4.17	8-64
Individual Refunds	8.4.6	8-36	Unblock Card	8.4.13	8-54	Account Information Update	8.4.18	8-76
Bulk Refunds	8.4.7	8-39	Card Report	8.4.14	8-55	Note Maintenance	8.4.19	8-83
Deposit Cash to Strip	8.4.8	8-42						
<u>Operations</u>			<u>Utilities</u>					
	Section	Page		Section	Page			
Indicate End of Day	8.4.20	8-88	View Log	8.4.27	8-121			
Safe Bank Transaction	8.4.23	8-100	View Disk Usage	8.4.28	8-122			
Operator ID Maintenance	8.4.24	8-101	NOC Selection	8.4.29	8-123			
Vending and Ship's Store	8.4.25	8-110	Process (Marine) Split Pay File	8.4.30	8-124			
Event Maintenance	8.4.26	8-119	Provisional Split Pay	8.4.31	8-130			
			Provisional Split Pay Amount Editing	8.4.31	8-131			
			Provisional Post Split Pay	8.4.31	8-133			
			Access Editor	8.4.32	8-134			
			Assigned Access Rights Editor	8.4.32	8-136			
			User Account Operations	8.4.32	8-137			
			<u>Reports</u>					
<u>Disbursing Office Reports</u>			<u>Sales Reports</u>			<u>Operations Reports</u>		
	Section	Page		Section	Page		Section	Page
Safe Bank Transaction Report	8.4.23	8-100	Merchant Sales Summary Report	8.4.22	8-98	Operator Status Report	8.4.20	8-88
SPO Payroll Report	8.4.30	8-124	Merchant Transactions Report	8.4.22	8-98	EOD Report	8.4.20	8-94
Disbursing Accountability Detail Report	8.4.20	8-95				Unmatched Chip-to-Chip Report	8.4.9	8-43
Disbursing Transactions Detail Report	8.4.20	8-95				Fraud Detection Report	8.8.1	8-176
Disbursing Accountability Summary Report	8.4.20	8-95				Navy Cardholder Issued Card Report	8.3.1	8-21
Disbursing Transactions Summary Report	8.4.20	8-95						
Replication Conflict Report	8.4.19	8-87						
Navy Cash Ship Roster Report	8.4.18	8-79						

# Disbursing Application

Funds Transfer   Card Maintenance   Account Maintenance   Operations   Utilities   Reports   Logout

**NAVY CASH**<sup>®</sup>



**NAVSUP**  
NAVAL SUPPLY SYSTEMS COMMAND  
*Ready. Resourceful. Responsive!*

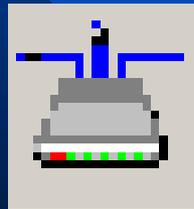
Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp.10g)      8/17/2010      7:11:25 PM

# Access to Disbursing Application

- You will need to have a distinct log-in name and password for the Disbursing Application
  - In order to get a login name, you must be enrolled into the Navy Cash system
  - Log-in name is assigned by the Disbursing Application via the Access Editor function
  - *Note: Remember that you also need a log-in name and password for Windows – do not get these two log-ins confused!*

# Disbursing Application Sign On

- Power on Disbursing workstation or laptop
- Launch Windows
  - Enter Log-on ID and Password
    - » *Created via the Navy Cash Server (Active Directory)*
  - Verify icon for “DDE Proxy” (Dynamic Data Exchange) in lower right-hand corner of screen
  - If not present, double-click DDE Proxy icon to start



# Disbursing Application Sign On (cont.)

- Double-click desktop icon for Disbursing Application to launch:



- Log in using your username and password
  - Each user must use his/her own user ID and Password

# Disbursing Application Sign Off

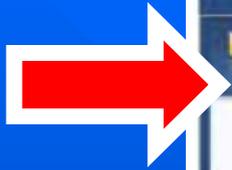
- To log out of the Disbursing Application, click “*Logoff*”



- **Note:** As a matter of policy, each user must log off the Disbursing Application when they are done working on the system.

# Funds Transfer

# Funds Transfer to Chip



The screenshot shows the NAVYCASH web application interface for 'Funds Transfer to Chip'. At the top, there is a navigation menu with links for 'Funds Transfer', 'Card Maintenance', 'Account Maintenance', 'Operations', 'Utilities', 'Reports', and 'Logout'. The main header displays the NAVYCASH logo and the page title 'Funds Transfer to Chip'. Below the header, a message reads: 'Have user insert card. Then click the "Get Chip Info" button.' There are two buttons: 'Get Chip Info' and 'Reset'. The form contains several input fields: 'Account Name', 'Account #', 'Card Number', 'Account Status', 'Card ID', 'Card Status', 'Account Balance', 'Chip Balance / Limit', and 'Social Security Number (Last 4 Digits)'. Below these fields, a section titled 'Please select a funding source.' has two radio buttons: 'Cash' (selected) and 'SSN' (with an adjacent input field). A 'Procedure' box lists six steps: 1. Have user insert card, 2. Click the 'Get Chip Info' button, 3. Verify cardholder's identity (except for Visitor card), 4. Select a funding source, 5. Specify a transfer amount, and 6. Click the 'Submit' button. At the bottom of the procedure box, there is a 'Transfer Amount' input field and a 'Submit' button. The footer of the application shows 'Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (hqpl10g)', the date '01/16/2010', and the time '7:12:32 PM'.

Select Funds Transfer to Chip to allow adding electronic value to closed-loop account

# Fund Transfer to Chip (cont.)

- Funds transfer to the closed-loop account can be done by:
  - *Cash*
  - *SSN (strip to chip)*



Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports

## NAVY CASH®

### Funds Transfer to Chip

Have user insert card. Then click the 'Get Chip Info' button.

Account Name:  Account #:   
Card Number:  Account Status:   
Card ID:  Card Status:   
Account Balance:  Chip Balance / Limit:  /   
Social Security Number:  (Last 4 Digits)

Please select a funding source.

Cash  
 SSN

**Procedure**

1. Have user insert card.
2. Click the 'Get Chip Info.' button.
3. Verify cardholder's identity (except for Visitor card).
4. Select a funding source.
5. Specify a transfer amount.
6. Click the 'Submit' button.

Transfer Amount:

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (hpc.10g)

8/16/2010 7:12:32 PM

# Funds Transfer from Chip

- With the Merchant button selected, this option is used primarily for Bulk Sales, such as bulk soda sales

The screenshot shows the NAVY CASH interface for 'Funds Transfer from Chip'. At the top, there is a navigation bar with links: Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. The main heading is 'NAVY CASH Funds Transfer from Chip'. Below this, a instruction reads: 'Have user insert card. Then click the 'Get Chip Info' button.' There are two buttons: 'Get Chip Info' and 'Reset'. The form contains several input fields: Account Name, Account #, Card Number, Account Status, Card ID, Card Status, Account Balance, Chip Balance / Limit, and Social Security Number (Last 4 Digits). Below these fields, a section titled 'Please select a transfer destination.' has two radio buttons: 'Merchant' (selected) and 'Cash'. The 'Merchant' option has a dropdown menu showing '00000043208 - 107 CLARE-HORN'. A 'Procedure' box lists six steps: 1. Have user insert card, 2. Click the 'Get Chip Info' button, 3. Verify cardholder's identity (except for Visitor card), 4. Select a funding source, 5. Specify a transfer amount, and 6. Click the 'Submit' button. At the bottom of the form, there is a 'Transfer Amount' input field and a 'Submit' button. The footer of the application shows 'Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (hq/10g)', the date '8/16/2010', and the time '7:13:29 PM'.

# Funds Transfer from Chip (cont.)

With the *Cash* button selected, this option is used to “cash out” a cardholders closed-loop account

NAVY CASH®  
Funds Transfer from Chip

Have user insert card. Then click the 'Get Chip Info' button.

Account Name:  Account #:   
Card Number:  Account Status:   
Card ID:  Card Status:   
Account Balance:  Chip Balance / Limit:  /   
Social Security Number:  (Last 4 Digits)

Please select a transfer destination.

Merchant   
 Cash

**Procedure**

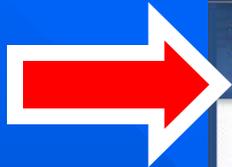
1. Have user insert card.
2. Click the 'Get Chip Info.' button.
3. Verify cardholder's identity (except for 'Visitor card').
4. Select a funding source.
5. Specify a transfer amount.
6. Click the 'Submit' button.

Transfer Amount:

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp.10g) 8/16/2010 7:13:29 PM

# Processing Refunds

# Refunds



Funds Transfer   Card Maintenance   Account Maintenance   Operations   Utilities   Reports   Logout

## NAVYCASH® Individual Refund

Have user insert card. Then click the 'Get Chip Info' button.

Account Name:    Account #:   
Card Number:    Account Status:   
Card ID:    Card Status:   
Account Balance:    Chip Balance / Limit:  /   
Social Security Number:  (Last 4 Digits)

Chip Purchase Refund    Miscellaneous Refund  

**Refund**  
Transfer Amount:   

**Procedure**  
1. Have user insert card.  
2. Click the 'Get Chip Info' button.  
3. Verify cardholder's identity.  
4. Choose refund by either a purchase or amount.

- 800000477548 - COLLEGE COURSES
- 800000477510 - CPO MESS - DUES
- 800000477512 - FOREIGN CONCESSIONAIRE
- 800000477514 - GENERAL MESS - FOOD
- 800000477516 - GENERAL MESS - SURCHARGES
- 800000477518 - HANGAR BAY SALES
- 800000477520 - HUSBANDING AGENT
- 800001229959 - MISC EVENTS

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (ncp)   1/6/2011   10:31:52 AM

# Individual Refunds

- When a cardholder requires a refund from a merchant (i.e. Ship's Store, MWR, FSO, etc), authorization must first be obtained on a standard, serialized Navy Cash Refund Chit
- Approving merchant records the refund on a Navy Cash Merchant Refund Log
- Cardholder takes and presents Refund Chit to Disbursing Officer or Deputy DO for processing

# Individual Refunds (cont.)

- For ships with separate Sales Officer, refunds will be processed at the Sales Office by Sales Officer or a designated representative
- The processed refund will be returned to the cardholder's *closed-loop* account
- The refunded amount will be deducted from the originating merchant's collections for that day

# Individual Refunds (cont.)

- Navy Cash server records the transaction and adds it to the appropriate daily merchant transaction reports
- Disbursing and Merchant should reconcile the amounts reported by Navy Cash server and the refund chits
- Original chits will be returned to the approving merchant for verification against the log

# Individual Refunds (cont.)

- DISBO (or Sales Officer) retains a copy of the approved chit, an updated Refund Log, and EOM reports summarizing all refunds
- Purchases made with Visitor Cards must be refunded individually at the Disbursing Application

# Chip Purchase Refund

- Used to select a single specific transaction
- Used to refund multiple-item purchases if all items were purchased at the same time
- This option ensures particular item is refunded only once
- Funds are credited to the *closed-loop account* immediately

# Chip Purchase Refund (cont.)

- Allows DISBO to select a single specific purchase transaction from a list of purchases
- Filters are used to limit the number of items displayed
  - *Inclusive Dates*
  - *Event Code*

NAVY CASH® Individual Refund

Have user insert card.

Get Chip Info Reset

Account Name: [ ] Account #: [ ]  
Card Number: [ ] Account Status: [ ]  
Card ID: [ ] Card Status: [ ]  
Account Balance: [ ] Chip Balance / Limit: [ ] / [ ]  
Social Security Number: [ ] (Last 4 Digits)

Chip Purchase Refund  Miscellaneous Refund Submit

**Chip Purchase Refund**

Transaction Date - D	Amount	Merchant	Event	Refunded
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**Filters**

From Date: 11/06/2010 To Date: 01/06/2011  
Event: [ ]  
Display Expired Events  Refresh

**Procedure**

1. Have user insert card. Chip Purchase Refund.  
2. Click the 'Get Chip Info' button. 1. You can narrow the list by choosing a date range  
3. Verify cardholder's identity. and by Event. Then click Refresh.  
4. Choose refund by either a purchase or by dollar amount. 2. Click 'Submit' to Refund.

Disbursing Application Version: 1.7.23143 | Application Release : (ncp) 1/6/2011 10:29:08 AM

# Miscellaneous Refund

- Generally, preferred method of refund for Ship's Store purchases
- Used for Vending purchases
- Used for a single item within a multiple-item purchase
- Allows DO to specify a transfer amount for the refund and select a specific merchant
- Funds are credited to the *closed-loop account* immediately

# Miscellaneous Refund (cont.)

NAVY CASH®  
Individual Refund

Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout

Have user insert card. Then click the 'Get Chip Info' button.

Get Chip Info Reset

Account Name: [ ] Account #: [ ]  
Card Number: [ ] Account Status: [ ]  
Card ID: [ ] Card Status: [ ]  
Account Balance: [ ] Chip Balance / Limit: [ ] / [ ]  
Social Security Number: [ ] (Last 4 Digits) [ ]

Chip Purchase Refund  Miscellaneous Refund Submit

Refund  
Transfer Amount: [150.00] [800000477548 - COLLEGE COURSES]

Procedure  
1. Have user insert card.  
2. Click the 'Get Chip Info' button.  
3. Verify cardholder's identity.  
4. Choose refund by either a purchase or amount.

800000477548 - COLLEGE COURSES  
800000477510 - CPO MESS - DUES  
800000477512 - FOREIGN CONCESSIONAIRE  
800000477514 - GENERAL MESS - FOOD  
800000477516 - GENERAL MESS - SURCHARGES  
800000477518 - HANGAR BAY SALES  
800000477520 - HUSBANDING AGENT  
800001229959 - MISC EVENTS

- Allows DISBO (or Sales Officer) to enter the amount of refund and select the merchant.

- Used when the specific purchase is difficult to identify
  - Example: Vending Machine purchases

# Bulk Refunds

- Used when a large number of cardholders need a refund
- Allows disbursing to initiate a refund to everyone who purchased a ticket on a specific event
  - Event canceled due to operational requirements or schedule change (e.g. MWR events)
  - Refunds are credited to the *Open Loop Account*

# Bulk Refunds (cont.)



- Merchant initiates Bulk Refunds
- Disbursing processes the Bulk refund

**Select Event for Refund**

Merchant	Event - A	Event Desc
1ST CLS AS	DUBAI GOLF	DUBAI
1ST CLS AS	DUBAI SCUBA	DUBAI
CG BOOKS	PACE	PACE COURSES SECOND TERM.
CG COURSES	PACE	SECOND CLASS FOR PACE.

**View Refund Request Status Details**

Merchant	Event - A	Event Status
NAVY MMR	JAGUARS FOOTBALL	Processed
NAVY MMR	HORSEBACK RIDING	Processed
NAVY MMR	PEARL SNORKLING	Processed
NAVY MMR	GOLD	Processed

Requestor Name:

Event Refunded:

Status:  Status Date:

Status Description:

Event Description:

Reset

**Procedure**

To Refund an Event:

- From the 'Select Event for Refund' box:
  1. Select a Merchant/Event.
  2. Click the 'Refund' button.

To Check Status of a Refunded Event:

- From the 'View Refund Request Status Details' box:
  1. Choose an Event being refunded.

To Refresh all the Data on the screen Click the 'Reset' button.

# Bulk Refund Exceptions Report

- Shore Report that shows transactions that cannot be refunded
  - Transactions made with a Visitor Card or transactions that have been already refunded
  - DISBO and MWR Officer must review report to ensure all transactions were refunded
- Navy Cash Server, report is found under:
  - *F:\files\navydata\report\ship\bulkrefund*
- Workstation or Laptop, report is found under:
  - **S:\files\navydata\report**

# Deposit Cash to Strip



- This function is used to deposit funds directly to the Open-Loop (strip) account
- Enables negative balances to be resolved immediately

Funds Transfer   Card Maintenance   Account Maintenance   Operations   Utilities   Reports   Logout

## NAVY CASH®

### Deposit Cash to Strip

**Card not Present**  
Enter criteria to search:

Social Security Number:  OR  
MasterCard Number:  OR  
Last Name / First Name:  AND

OR

**Card Present**  
Insert card:

751074	STEPHEN, MARK U	8000000012437	8000000437048
606254	STICKNEY, PETER I	8000000012437	8000000140170

**Member Profile**

First Name:  Social Security Number:   
Middle Initial:   
Last Name:  Account Balance:   
Deposit Amount:

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp.10g)

8/16/2010

7:33:14 PM

# Deposit Cash to Strip (cont.)

- Cardholders can plus up or deposit value directly to their Navy Cash open-loop (strip) account at the disbursing office with a check or cash
  - *Primarily, to clear a negative Navy Cash account balance*

# Deposit Cash to Strip (cont.)

- All transactions will be recorded manually on the Daily Cash Transaction Ledger, which shall be kept in the safe
- The Disbursing Officer clicks the “Process Deposit” button to initiate the deposit to the cardholder’s *open-loop account*

# Daily Accountability



# Daily Accountability (cont.)

## NAVY CASH<sup>®</sup> DAILY CASH TRANSACTION LEDGER

⑦ TOTAL CASH TO CLOSED LOOP  \$260.00	⑧ TOTAL CLOSED LOOP TO-CASH  \$90.00	⑨ TOTAL CASH TO OPEN LOOP  \$160.00	⑩ NET SUM FOR CASH TRANSACTIONS  \$330.00
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- *Disbursing Officer records Net Sum for Cash Transactions as increase/decrease to line 6.2A and decrease/increase to line 6.9 of the DD 2657*

# Daily Accountability (cont.)

## DD Form 2657 , Section II

SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO				
a. LINE NO.	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
	DESIGNATED DEPOSITARY			
6.2A	U.S. CURRENCY/COINAGE ON HAND			
6.2B	FOREIGN CURRENCY/COINAGE ON HAND			
6.3A	UNDEPOSITED COLLECTIONS - GENERAL			
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND			
6.4	CUSTODY OR CONTINGENCY CASH			
6.5	FUNDS WITH AGENTS			
6.6	ADVANCES TO CONTRACTORS			
6.7	CASH IN TRANSIT			
6.8	PAYROLL CASH			
6.9	OTHER			
7.1	DEFERRED VOUCHERS			
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
7.2B	ACCOUNTS RECEIVABLE - OTHER			
7.3	LOSS OF FUNDS			
7.4	DISHONORED CHECKS RECEIVABLE			
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	0.00	0.00	0.00



# Card Maintenance

# PIN Reset or Change

The screenshot shows the NAVY CASH web application interface for resetting or changing a PIN. At the top, there is a navigation menu with options: Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. A dropdown menu is open under 'Card Maintenance', showing options: PIN Reset or Change, Change Card Status, Unblock Card, Card Report, and About Card Maintenance. The main content area has the heading 'Reset or Change PIN' and a sub-heading 'Have user insert card. Then click the 'Get Chip Info' button. Below this are two buttons: 'Get Chip Info' and 'Reset'. The form contains several input fields: Account Name, Account #, Card Number, Account Status, Card ID, Card Status, Account Balance, Chip Balance / Limit, and Social Security Number (Last 4 Digits). A 'Procedure' section lists five steps: 1. Insert card into reader. 2. Click the 'Get Chip Info.' button. 3. Verify users identity. 4. Click the 'Submit' button. 5. User will be prompted for new PIN. A 'Submit' button is located below the procedure steps. At the bottom of the page, there is a status bar with the text: 'Disbursing Application Version: 1.7.23143 | Application Release : 1.4.7.0 (ncp) 1/8/2011 10:35:35 AM'.

## ■ Reset or Change PIN

- Primarily used when a cardholder forgets PIN
- Allows cardholder to select a PIN when an Instant Issue Card or Visitor card is issued
- New PINs are effective on the ship immediately

## ■ Note:

- *PINs for all issued Merchant Cards must be changed by relieving Accountable Official at turnover*

# Change Card Status

- Used to “activate” a new Embossed Permanent card
- To report a Navy Cash card that is lost, stolen, or damaged
- To cancel a Navy Cash Card

The screenshot shows the NAVY CASH Change Card Status web application. At the top, there is a navigation menu with links for Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. The main header displays the NAVY CASH logo and the title 'Change Card Status'.

The interface is divided into two main sections: 'Card Not Present' and 'Card Present', separated by an 'OR' indicator.

**Card Not Present:** This section contains a search form with the following fields and buttons:

- Enter criteria to search:
- Social Security Number:  OR
- MasterCard Number:  OR
- Card ID:
- Buttons: Card Search, Reset

**Card Present:** This section contains a form for card information:

- Insert card:
- Customer Name:
- Account Balance:
- Card:
- Report card status:

**Procedure:** A dropdown menu is open, showing the following options: CANCELLED, DAMAGED, LOST, and STOLEN. Below the dropdown, there are two columns of instructions:

- If card present:**
  1. Insert card.
  2. Click 'Get Card Info' button.
  3. Select the new status.
  4. Click the 'Update Card Status' button.
- If card not present or chip is damaged:**
  1. Enter customer's Social Security Number, MasterCard number, Or enter Card ID for Visitor card.
  2. Click 'Card Search' button.
  3. Select card from list.
  4. Select the new status.
  5. Click the 'Update Card Status' button.

# Unblock Card

- *Card is blocked*
  - PIN is entered incorrectly more than 3 times
- *Error Code R09*
  - First time a blocked card is inserted into a POS
- *Error Code R09A*
  - 2<sup>nd</sup> or more time a blocked card is inserted into a POS
- *Error Unusable CardR7*
  - Card is permanently blocked
  - e.g. Cardholder entered incorrect PIN 10 or more times

The screenshot shows the NAVY CASH 'Unblock Card' web application. At the top, there is a navigation menu with links for Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. A dropdown menu is open under 'Card Maintenance', showing options: PIN Reset or Change, Change Card Status, Unblock Card (highlighted), Card Report, and About Card Maintenance. The main content area is titled 'Unblock Card' and contains a search form. The form has three input fields for 'Social Security Number', 'MasterCard Number', and 'Card ID', each followed by an 'OR' label. Below these fields are 'Card Search' and 'Reset' buttons. There are also input fields for 'Customer Name' and 'Account Balance'. A section titled 'Cards found: (please select the one to unblock.)' contains an empty list box. Below this is a 'Procedure' section with five numbered steps: 1. Enter the available search criteria. 2. Click the 'Card Search' button. 3. Verify users identity. 4. Have user insert card. 5. Click the 'Submit' button. To the right of the procedure is an 'Initiate Unblock:' label and a 'Submit' button. At the bottom of the page, there is a status bar with the text: 'Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (ncp)'. On the right side of the status bar, it shows the date '1/6/2011' and the time '10:37:06 AM'.



# Card Report (cont.)

- *Note: Each quarter, the Cash Verification Team generates Card Reports for all Navy Cash Disbursing Application users to verify that no unauthorized deposits were made to their accounts since the last Quarterly Cash Verification*

# Utilities

# View Log

- Displays current and historical records of system actions and error conditions
- Used for *troubleshooting* problems with the Disbursing Application

The screenshot shows the NAVY CASH View Log application. The title bar includes menu items: Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. The main window displays the log file path: D:\Program Files\DispoApp\Log\DisboLog1470\_081610.log. The log content is as follows:

```
Date & Time: 8/16/2010 6:53:38 PM
Setting up the log:
-----
Disbursing Interface started on >> 8/16/2010 6:53:38 PM
By user >> DL - TEST D DISBO (29528)
NavyCash Disbursing Application version >> 1.7.23143 connecting to DB: (ncp.10g)
Date & Time: 8/16/2010 7:02:35 PM
Setting up the log:
-----
Disbursing Interface started on >> 8/16/2010 7:02:35 PM
By user >> DL - TEST D DISBO (29528)
NavyCash Disbursing Application version >> 1.7.23143 connecting to DB: (ncp.10g)
Date & Time: 8/16/2010 7:50:32 PM Message: DDE Error >> No connection could be made because t
```

Below the log content is a search interface with a 'Past Logs' list containing 'DisboLog1470\_081610.log'. The 'Search Criteria' section includes buttons for 'Find Forward', 'Find Back', 'Goto Line', 'Goto EOF', and 'Goto BOF'. A dropdown menu shows the current log file path: D:\Program Files\DispoApp\Log. At the bottom, there are 'View Past Log' and 'View Current Log' buttons, and a 'Log Directory' field showing D:\Program Files\DispoApp\Log.

At the bottom of the application window, the status bar displays: Disbursing Application Version: 1.7.23143 | Application Release : 1.4.6.0 (ncp.10g) | 14 lines | 9:05:40 PM

# View Disk Usage

- Show the current state of disk storage use within NC system
- Used as troubleshooting tool within the Disbursing Application

The screenshot shows the NAVY CASH application interface for 'View Disk Usage'. The top navigation bar includes links for Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. The main content area displays disk usage statistics for three drives: C:\, D:\, and E:\.

View Disk Usage		
C:\ Drive type: Fixed drive		
Total bytes	=	8,058,806,272
Free bytes	=	657,170,432
Available bytes	=	657,170,432
D:\ Drive type: Fixed drive		
Total bytes	=	51,960,541,184
Free bytes	=	51,299,700,736
Available bytes	=	51,299,700,736
E:\ Drive type: CD rom		
Remaining disk space unknown		
Free bytes	=	51,299,700,736
Available bytes	=	51,299,700,736

Below the table is a button labeled 'Get System Data'.

At the bottom of the application window, the status bar displays: Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp.10g) | 8/16/2010 | 9:06:15 PM

# Device Pairing

- Enables Disbursing Officer to pair a Navy Cash Workstation or Laptop to a Verifone MX-925 POS
- Device Pairing Tutorial is included in the NC 1473 Resource CD

The screenshot shows the NAVY CASH Device Pairing web application. At the top, there is a navigation menu with links for Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. Below the NAVY CASH logo, the page title is "Device Pairing". A dropdown menu is open, showing options: View Log, View Disk Usage, Provisional Split Pay, Access Editor, Device Pairing (highlighted), and About Utilities.

The main content area is titled "Currently paired workstations and devices:" and contains a table with the following data:

Workstation Hostname	Device IP	Device Port	
L1-V1473-QA	10.68.60.31	3000	Delete
LX-V1471-Rob	10.68.60.33	3000	Delete

Below the table is an "Add New Pair" form with the following fields:

- Workstation Hostname: L1-V1473-DV
- Device IP: 10.68.60.32
- Device Port: 3000

There is an "Add" button at the bottom right of the form. Below the form, a note reads: "Note: This function is for Verifone countertop kiosks only. One disbursing workstation can only be paired with one Verifone kiosk. DO NOT modify for navy cash systems with older generation of devices."

At the bottom of the page, there is a footer with the text: "Disbursing Application Version: 4.9.6506.25386 | Navy Cash Release Version: 1.4.7.1 - Q3-2017 (nccp)" and a system clock showing "3:51:52 PM".

# Split Pay Option (SPO) and Provisional Split Pay

# Split Pay Option (SPO)

- Allows Sailors/Marines to have a portion of their pay sent directly to their Open-Loop account each payday
- Disbursing Officer must ensure that Sailors/Marines are enrolled in Navy Cash before they sign up for SPO
- Sailors/Marines must sign a SPO Election Form
- Navy Procedures:
  - Ship forwards SPO Form to PSD Afloat
  - PSD Afloat generates a HM series FID
  - DFAS-CL processes and sends SPO file to *Treasury Agent*

# Split Pay Option (SPO) – cont.

## ■ Marine Procedures

- SPO is processed locally
- Marine DISBO creates SPO payroll file
- Payroll file is forwarded to *Treasury Agent*

## ■ *Treasury Agent* processes SPO and forwards file to the ship a day prior to payday

- *Treasury Agent* credits payroll payments to individual accounts by name, SSN (last four), and ship
- Funds are deposited to the member's *Open-Loop Account*

# Failed SPO Payments

## ■ Causes:

- Member has no active Navy Cash Account
- Name or SSN on file from DFAS do not match *name* or *SSN* in Navy Cash
- Treasury Agent does not know member is attached to a particular ship

# Failed SPO Payments (cont.)

## ■ Troubleshooting:

– Disbursing Officer shall:

» Verify the *Navy Cash Payroll Report*

■ *CLOSE\_PND or CLOSED* – Navy Cash Account has been closed

■ *Account Invalid* – Treasury Agent could not match record to a Navy Cash Account

» Ensure member is enrolled in Navy Cash

» Verify if member did a “*Ship Check-in*”

– Contact Navy Cash Central Support Unit (CSU)

# Sample NC Payroll Report

## Navy Cash Payroll Report

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

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

Payroll File Processed: R22102\_NCPAY\_NAV\_20060315\_121707.dat  
Successful Updates: 1273  
Failures: 5  
Total Amount Posted: \$140830.00  
Total Amount Failed to Post: \$425.00

Data committed to database.

# Failed SPO Payments - Squadron

- Failed SPO for Squadron or Staff Element
  - Verify that Squadron Unit/Staff Element's UIC is associated with the Ship's UIC
  - **Table 133** of Defense Joint Military Pay System (DJMS)
    - » Navy Cash SPO Table
    - » lists all unit UICs that are attached to a ship

# Sample Table 133

JUMPS TABLE 133 (INQUIRY) JRBE  
PRODUCTION  
NAVY CASH SPO TABLE

PROCESSING DATE: 2016 12 20

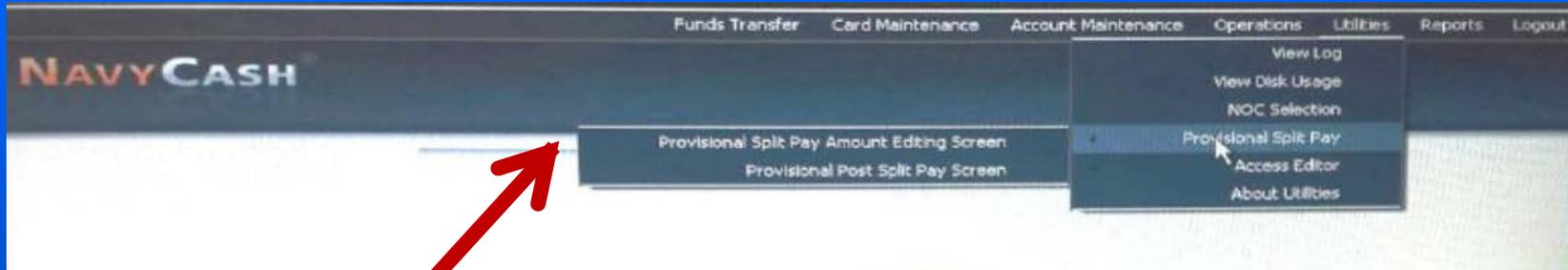
ADSN: 9054      ACTIVITY NAME: USS CARL VINSON CVN 70

UIC	TA												
20993	01	09561	01	09922	01	09092	01	09205	01	09637	01	09970	01
09221	01	09745	01	57098	01	09295	01	55146	01	0172A	01	09742	01
55183	01	55182	01	55188	01	55190	01	09113	01	09070	01	55142	01
09076	01	09459	01	09973	01	09164	01	09886	01	52947	01		

# Provisional Split Pay

- Used when:
  - Communication is down around payday
  - Ship is underway
- SPO participants are given a provisional credit in the amount of their:
  - Last SPO payroll amount, or
  - Edited amount if SPO has changed since last payday
    - » Provisional SPO edit limit of \$500.00 applies
      - *Provisional SPO can not exceed last payday's SPO plus \$500.00*
    - » Use SPO Payroll Report and SPO retained file to assist you in posting/crediting the correct amount

# Provisional Split Pay (cont.)



Two function screens:

- Provisional Split Pay Amount Editing
- Provisional Post Split Pay

# Provisional Split Pay (cont.)

## Amount Editing Screen

- Used to Update previous SPO information

Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout

**NAVY CASH**  
Provisional Split Pay Amount Editing Screen

Name - A	Social Security Number	Pay Amount	Date Modified
ADAIR, RODERICK B	2003	50.00	08/16/2010
AUGUST, RDATESTI	3041	75.00	08/16/2010
NORTON, TRIXIE L	6116	100.00	05/12/2010

**Filters**

Show only Split Pay Cardholders  **AND**

Social Security Number:

**Update Payroll Amount**

Payroll Amount:

**Procedure**

<b>Filter Options</b>	<b>Update Payroll Amount</b>
<ol style="list-style-type: none"><li>View all ship Cardholders by removing the check on 'Show only Split Pay Cardholders' box.</li><li>View only ship Cardholders participating in SPO by clicking on 'Show only Split Pay Cardholders' box.</li><li>View a single Cardholder by entering SSN.</li><li>Press the Search button to filter the list.</li></ol>	<ol style="list-style-type: none"><li>Click on Cardholder to be updated or type in Social Security Number.</li><li>Change the dollar amount in the 'Payroll Amount' box.</li><li>Click the Submit button to record your change.</li></ol>

Disbursing Application Version: 1.7.23143 | Application Release : 1.4.6.0 (ncp.10g)

8/16/2010

9:14:54 PM

# Provisional Split Pay (cont.)

## ■ *POST Split Pay*

- Used to post edited *Provisional SPO* amounts

The screenshot shows the NAVY CASH Provisional Post Split Pay application. At the top, there is a navigation bar with links for Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. The main header displays the NAVY CASH logo and the title 'Provisional Post Split Pay'.

**Previous Split Pay Requests**

Pay Date - D	User	Status	Status Date	Status Description
07/01/09	DISBO_DL - TEST D	Processed Success...	08/31/09 14:07:00	3 of 3 enrollees tota...
03/15/09	DISBO_DL - TEST D	Cancelled	03/20/09 08:38:46	
03/15/09	DISBO_DL - TEST D	Cancelled	03/17/09 08:40:20	
06/15/09	DISBO_DL - TEST D	Processed Success...	07/01/09 09:08:56	4 of 4 enrollees tota...

**Submit a Split Pay Request**

Month:  Day:  Year:

**Procedure**

Viewing Split Pay Requests	Submitting a Split Pay Request
<ol style="list-style-type: none"><li>1. If there is no Status Date, then the request has not yet been processed.</li><li>2. For all Summary and Exception Details, please refer to log files in directory: Q:\files\navydata\reportship\pspo\ by date.</li></ol>	<ol style="list-style-type: none"><li>1. You cannot skip a pay period.</li><li>2. You cannot have more than one Pay Request for a Paydate that is in a 'Not yet processed' State.</li><li>3. You cannot skip a Paydate.</li><li>4. You can only have one future Paydate.</li></ol>

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp.10g) 8/16/2010 9:18:42 PM

# Provisional Split Pay (cont.)

- When Communications are restored:
  - Provisional SPO is reversed
  - Accounts are reconciled
  - Any differences is reflected in the *Provisional Split Pay Exception Report*

# Access Editor

- Disbursing Officer *controls* access to the various functions within the Disbursing Application
- 3 sub-menus
  - Access and User Editor
  - Assigned Access Rights Editor
  - User Account Operations
- 6 User Groups, 6 levels of Access Rights
  - **Per SOP Change 17-001**



# Access and User Group Editor

- This option is not available for use locally
- Reserved for programmers

NAVY CASH®  
Access and User Group Editor

Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout

**Access Definition**

ACCESS_EDIT - Access Editor	Access Right Seq: <input type="text"/>	Clear
ACCESS_USER_GROUP_EDITOR - Access and User Group Edit	Name: <input type="text"/>	Label Index: <input type="text"/>
ACCOUNT_INFORMATION_UPDATE - Account Information Update	Description: <input type="text"/>	
ACCT_MAINTENANCE - Account Maintenance	Linkitem: <input type="text"/>	Tag: <input type="text"/>
ACCT_ENROLL - Account Enrollment		
ADD_DATABASE_USER - Add Application User		
ADD_GROUP_MEMBER - Allow Add Group Member Right		
ADD_USER_GROUP -		

Refresh Delete Update Add

**User Group**

Name:  Description:  Profile Seq:

Navy Disbursing Office	- Level 1 - 1
Marine Disbursing Office	- Level 2 - 3
Agent Cashier	- Level 3 - 1
Duty Personnel	- Level 4 - 1
Refunds	- Level 5 - 1

Delete Add Refresh

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp.10g) 8/16/2010 9:29:58 PM

# Assigned Access Rights Editor

- *Used to add or remove Group Access Rights*
  - *Access rights cannot be tailored for an individual user*
- *Used to add or remove Group Membership*

The screenshot displays the NAVY CASH Assigned Access Rights Editor interface. At the top, there is a navigation bar with links for Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. The main title is "NAVY CASH Assigned Access Rights Editor".

The interface is divided into three main sections:

- Group Access:** A dropdown menu shows "Navy Disbursing Office - Level 1 - 1". Below it, two lists are shown: "Access Rights Assigned" (containing Access Editor, Access and User Group Editor, Account Information Update, Account Maintenance, Account Enrollment, Add Application User, Allow Add Group Member Right, ADD\_USER\_GROUP, ALTER\_USER\_GROUP) and "Access Rights Available" (containing Chip to Chip Corrections, Individual Refunds:Refund, Funds Transfer to Chip:Refund, ROM II Reporting). Buttons for "Remove >>" and "<< Add" are present.
- Group Membership:** A dropdown menu shows "Navy Disbursing Office - Level 1 - 1". Below it, two lists are shown: "Users in Group" (containing BANTOS, CHAMBERA, CHAMBERK, DISBO, DISBOD, GROUPE, RINAK, SMITHJ, TWT) and "Available Users" (containing CARDHOLN, DAVIDM, DBACCESS, ENCUSER, JOHNS, MARINED, NAVYS, NCAPP, NCBATIN). Buttons for "Remove >>" and "<< Add" are present.
- Cumulative Access Rights for a User:** A dropdown menu shows "CARDHOLN". The "Access Rights" list is empty, with the text "No Access Right profile found."

At the bottom of the interface, there is a status bar with the following information: "Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp.10g)", "8/16/2010", "9:19:54 PM", and a small icon.

# User Account Operations

- *User names are assigned by the Disbursing Application when a new user is added*

- *Show the status of a user account – locked, open, or expired*

- *Used to Unlock/Lock accounts*

- *Allows passwords to be Reset or Changed*

- *Note: A user account is automatically locked if the wrong password is entered 3 times*

NAVY CASH®  
User Account Operations

Funds Transfer | Card Maintenance | Account Maintenance | Operations | Utilities | Reports | Logout

User Operations List Active Users

User Name	Account Name	Operator ID	User ID
BANTOS	BANTO, SANTO	2222	755903
CHAMBERK	CHAMBERS, KATRINA	3569	740851
DISBOD	DISBO, DL - TEST	4001	29528
MARINED	MARINE, DO	9001	348393
RINAK	RINA, KAT	7777	739599
SMITHW	SMITH, WILL	5000	79724
TESTS	TEST20, SANTO	2491	739034
TWT	TW, TEST	6666	25070

Change Password for user RINAK

Unlock Account | Lock Account | Reset Password | Change Password

Add New Disbursing Application User

First Name:  Last Name:

SMITH, DEBBIE D - 679914  
SMITH, WILL M - 79724  
SMITH, MICHAEL A - 352986  
SMITH, ROBERT A - 165810

Search | Reset | Add User

NAVY CASH Disbursing Application

Please verify that you wish to create a new user account for  
SMITH, ROBERT A

OK | Cancel

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (hpc.10g) | 8/16/2010 | 9:28:15 PM

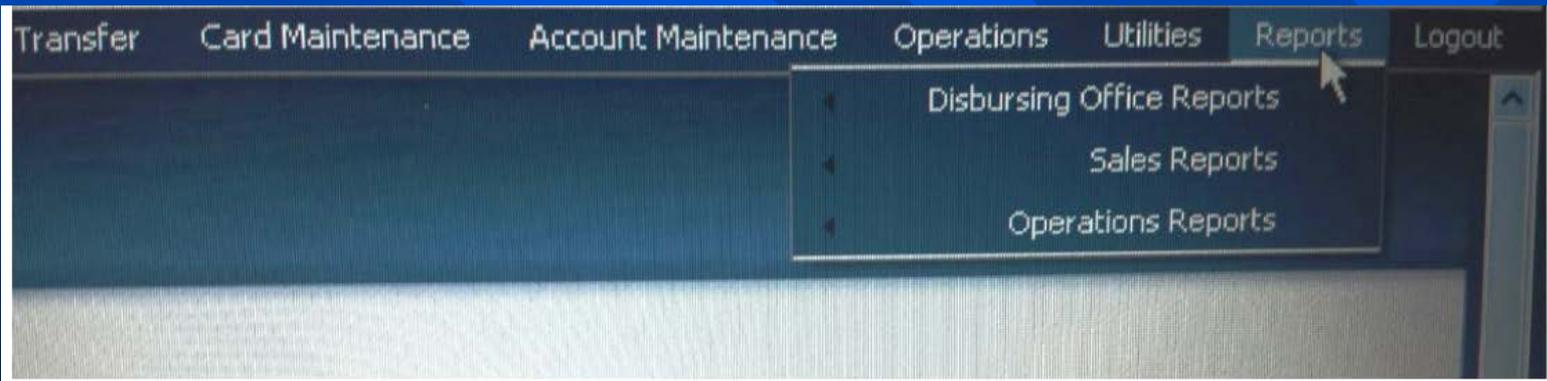
# Ship Reports

- From the Disbursing Application
  - Reports Menu
  - Reports can be generated by using one of the selection criteria
- Fill in the Start and End Dates
- Disbursing will print reports for all merchants
- Reports can also be saved electronically and sent via email

# Reports

## ■ Three Groups

- Disbursing Office Reports
- Sales Reports
- Operations Reports



# Ship Reports

Report	Purpose	Sort Capability
<b>Disbursing Office Reports</b>		
Safe Bank Transactions Report	Tracks all changes to Navy Cash funds in the disbursing office that result from deposits to bank (withdrawals), deposits to safe (deposits), funds transfers to chip, and funds transfers from chip	Transaction Date or Transaction Type
SPO Payroll Report	Lists cardholders in SPO and the last payroll amounts credited to their Navy Cash accounts	Cardholder Name or Last Pay Date
Disbursing Accountability Detail Report	Lists disbursing transactions—cash and check to chip, deposits to safe and bank, and chip to cash	Transaction Date or Transaction Type
Disbursing Accountability Summary Report	Summary of transactions shown in Disbursing Accountability Detail Report	None
Disbursing Transactions Detail Report	Lists all transactions by disbursing staff—to facilitate audit of disbursing office	Operator, Date, or Transaction Type
Disbursing Transactions Summary Report	Summary of transactions shown in Disbursing Transaction Detail Report	Operator, Date, or Transaction Type
Replication Conflict Report	Provides details of any replication conflicts in updating a cardholder's account information	None
Ship Roster Report	Provides cardholder name and SSN (last 4 digits), Navy Cash account number, and date of last chip transaction on the ship for all cardholders who are checked in to the ship.	None
<b>Sales Reports</b>		
Merchant Sales Summary Report	Summary of total sales and transaction counts shown in Merchant Transactions Report—used for EOD and EOM merchant sales receipts	Merchant Name or Merchant ID
Merchant Transactions Report	Lists all sales, refunds, and correction transactions and cardholder name and card number (last 5 digits) for both vending and non-vending merchants—includes summary section	Merchant, Operator, Date, Transaction Type, or Event Description
<b>Operations Reports</b>		
Operator Status Report	Lists operators currently logged on to POSs	None
EOD Report	Tracks the status of end-of-day requests (batches) initiated and check and cash balances at EOD	None
Unmatched Chip-to-Chip Report	Lists all failed chip-to-chip transactions—used to research unmatched chip-to-chip transfers	Cardholder Name, Date, or Card Number
Navy Cardholder Issued Card Report	Tracks cardholder name, date, and card number (last 5 digits) for all instant issue cards issued	Cardholder Name, Date, or Card Number
Fraud Detection Report	Indicates possible fraudulent ACH activity on ship. Lists questionable transactions by cardholder name and SSN (last 4 digits).	None

# Disbursing Reports

# Safe Bank Transactions Report

- Tracks all changes to Navy Cash funds in the disbursing office
  - Deposits to Bank (withdrawals)
  - Deposits to Safe (deposit)
  - Funds Transfer to Chip
  - Funds Transfer from Chip
- Zeroed out at completion of EOM

NAVY CASH®  
Safe Bank Transactions Report

Start Date: 01/16/2010 13:42:33 End Date: 01/06/2011

Generate Print Save

Run Date/Time: 01/06/2011 12:00:00 GMT

Safe Bank Transactions Report  
Location: V21624

Report Parameters:  
Start Date: 01/16/2010 13:42:33  
End Date: 01/06/2011 11:59:43

Merchant Information:  
Merchant Name: NAVY DISBURSING  
Merchant ID: 800000477522

Transaction Date	Transaction Type	Check	Cash	Total
03/02/2010 06:32:17	Withdraw	0.00	-70.00	-70.00
03/25/2010 13:34:28	Deposit	440.00	0.00	440.00
03/25/2010 13:35:46	Withdraw	0.00	-880.00	-880.00
04/01/2010 11:20:32	Deposit	0.00	400.00	400.00
04/01/2010 11:21:40	Withdraw	0.00	-400.00	-400.00
Total:		440.00	-950.00	-510.00

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (ncp) 1/6/2011 11:58:28 AM

# SPO Payroll Report

- Lists all cardholders in SPO
- The report also includes the date and amount of the last SPO payment credited to cardholders' Navy Cash account

NAVY CASH®  
SPO Payroll Report

Sort Report

SSN  Pay Date 01/06/2010  
First Name  Last Name

Generate Print Save

Run Date/Time: 01/06/2011 12:00:38 GMT

SPO Payroll Report  
Location: V21624

Report Parameters:  
SSN:  
Pay Date: 01/06/2010  
First Name:  
Last Name:

Account Name	SSN	Last Pay Date	Amount
ALDIS, SCOTT M		04/15/2010	100.00
APPLEBEE, CORY R		04/15/2010	350.00
BARBER, BRIAN L		04/15/2010	25.00
BARBER, LAURA J		04/15/2010	100.00
BLACK, AMANDA L		04/15/2010	20.00
BLOODWORTH, SHANNON L		04/15/2010	50.00
BOHRER, LAUREN M		02/12/2010	0.00
CAUSEY, LAANTHONY J		04/15/2010	75.00
COMBS, ERIC S		01/15/2010	0.00
DAVIS III, PAUL L		04/15/2010	20.00
DENIZVEGA, XAVIAN A		04/15/2010	5.00
DIETRICH, KANDI M		04/15/2010	50.00
DIETZ, BRYAN E		04/15/2010	75.00
DORSEY, JAFIOUS M		03/15/2010	0.00
ERIC, DURRETT D		04/15/2010	20.00
FULLER, JEREMY A		04/15/2010	100.00
GARCIA, ANTHONY F		04/15/2010	200.00
GLOVER, CORY L		04/15/2010	50.00
GLOVER, LEE D		04/15/2010	100.00
GRADY, LAMAR D		04/01/2010	0.00

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (ncp)

1/6/2011

12:00:16 PM

# Disbursing Accountability Detail Report

## ■ Shows all disbursing transactions

- Cash and Check to Chip
- Chip to Cash
- Deposit to Safe
- Deposit to Bank

NAVY CASH®  
Disbursing Accountability Detail Report

Sort Report

Start Date: 03/31/2010 13:42:33 End Date: 01/06/2011

Generate Print Save

Run Date/Time: 01/06/2011 12:01:30 GMT  
Disbursing Accountability Detail Report  
Location: V21624

Report Parameters:  
Start Date: 03/31/2010 13:42:33  
End Date: 01/06/2011 12:01:06

Merchant Information:  
Merchant Name: NAVY DISBURSING  
Merchant ID: 800000477522

Date	Transaction Type	Account Name	Account#	A
Starting Balance				-2
04/01/2010 11:20:32	Safe - Deposit	Bank, Safe	0	4
04/01/2010 11:21:40	Safe - Withdraw	Bank, Safe	0	-4
Sub Total				
04/06/2010 13:10:02	Load Cash to Chip	USS GETTYSBURG, VISITOR	8000010971408	
04/06/2010 14:23:40	Load Cash to Chip	USS GETTYSBURG, VISITOR	8000010971697	
04/06/2010 14:26:17	Load Cash to Chip	USS GETTYSBURG, VISITOR	8000010971689	
04/06/2010 18:57:16	Load Cash to Chip	GILL, TIFFANY	8000013829843	
Sub Total				1
04/08/2010 13:58:25	Load Cash to Chip	USS BUNKER HILL, VISITOR	8000012891976	
Sub Total				
04/14/2010 13:21:50	Load Cash to Chip	USS GETTYSBURG, VISITOR	8000010971689	

Disbursing Application Version: 1.7.23143 | Application Release : 1.4.7.0 (ncp)

1/6/2011 12:00:58 PM

# Disbursing Transaction Detail Report

- Lists all transactions by disbursing staff – to facilitate audit of disbursing transactions
- At end of each business day, this report is retained on file with the DD 2657, all transaction ledgers, and DD 2665s

NAVY CASH®  
Disbursing Transactions Detail Report

Sort Order:

Start Date:  End Date:

First Name:  Last Name:

Generate Print Save

Run Date/Time: 01/07/2011 13:36:51 GMT

Disbursing Transactions Detail Report  
Location: V21624

Report Parameters:  
Start Date: 04/05/2010 13:42:33  
End Date: 01/07/2011 13:36:39  
First Name:  
Last Name:

Operator	Date	Transaction Type	Amount	Account Name
DIAZ, CARLOS	04/06/2010 13:10:02	Load Cash to Chip	40.00	USS GETTYSBURG, VISITOR
DIAZ, CARLOS	04/06/2010 14:23:40	Load Cash to Chip	20.00	USS GETTYSBURG, VISITOR
DIAZ, CARLOS	04/06/2010 14:26:17	Load Cash to Chip	20.00	USS GETTYSBURG, VISITOR
DIAZ, CARLOS	04/06/2010 18:57:16	Load Cash to Chip	21.00	GILL, TIFFANY
DIAZ, CARLOS	04/08/2010 13:58:25	Load Cash to Chip	10.00	USS BUNKER HILL, VISITOR
DIAZ, CARLOS	04/14/2010 13:21:50	Load Cash to Chip	20.00	USS GETTYSBURG, VISITOR
Total			131.00	

Disbursing Application Version: 1.7.23143 | Application Release : 1.4.7.0 (ncp) 1/7/2011 1:37:43 PM

# Disbursing Accountability Summary Report (DASR)

- Shows the summary of all transactions shown in Disbursing Accountability Detail Report
- No longer required documentation for DISBO's accountability
- Provides a quick check on the amount of Navy Cash on Hand

NAVY CASH®  
Disbursing Accountability Summary Report

Start Date: 03/01/2010 13:42:33 End Date: 01/06/2011

Generate Print Save

Run Date/Time: 01/06/2011 12:04:52 GMT  
Disbursing Accountability Summary Report  
Location: V21624

Report Parameters:  
Start Date: 03/01/2010 13:42:33  
End Date: 01/06/2011 12:04:21

Merchant Information:  
Merchant Name: NAVY DISBURSING  
Merchant ID: 800000477522

Transaction Type	Check	Cash	Total
Starting Balance	0.00	70.00	70.00
Chip withdrawal		-200.00	-200.00
Load Cash to Chip		571.00	571.00
Safe - Deposit	440.00	400.00	840.00
Safe - Withdraw	0.00	-1,350.00	-1,350.00
Ending Balance	440.00	-509.00	-69.00

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (ncp) 1/6/2011 12:04:02 PM

# Replication Conflict Report

- Provides details of any replication conflicts in updating a member's account information
- Replication Conflicts occur when both ship and shore side update a cardholder's between two consecutive round trips

**NAVY CASH®**  
Replication Conflict Report

Start Date: 03/20/2010 06:11:54      End Date: 01/06/2011

Generate    Print    Save

Run Date/Time: 01/06/2011 12:06:07 GMT  
 Replication Conflict Report  
 Location: V21624  
 Report Parameters:  
 Start Date: 03/20/2010 06:11:54  
 End Date: 01/06/2011 12:05:55

Note Date	Name	Note Text
04/14/2010 12:17:21	WARDROOM MESS - DUES,	Identity Record First Name Value WARDROOM MESS replaced by Middle Name Value replaced by Last Name Value - DUES replaced by WARDROOM MESS - DUES Title Value replaced by SSN Value UCqqdFtSn93kyyldUlgNeQ== replaced by 000000001
04/14/2010 12:17:21	WARDROOM MESS - DUES,	Identity Record First Name Value WARDROOM MESS replaced by Last Name Value - DUES replaced by WARDROOM MESS - DUES Title Value replaced by SSN Value UCqqdFtSn93kyyldUlgNeQ== replaced by 000000001
04/07/2010 17:10:19	BAXTER, JOSEPH P	Identity Record SSN Value rueQBa+IK00+fp0ozBzwDg== replaced by 587438411
04/07/2010 17:10:19	BAXTER, JOSEPH P	Identity Record SSN Value rueQBa+IK00+fp0ozBzwDg== replaced by 587438411
04/07/2010 17:10:19	BAXTER, JOSEPH P	Identity Record SSN Value rueQBa+IK00+fp0ozBzwDg== replaced by 587438411
04/07/2010 17:10:19	BAXTER, JOSEPH P	Identity Record SSN Value rueQBa+IK00+fp0ozBzwDg== replaced by 587438411
04/07/2010 08:46:55	RIPOLI, BRIAN J	Customer Account Record Ach Allowed Value N replaced by Y Ach Decline Count Value 3 replaced by 0

Disbursing Application Version: 1.7.23143 | Application Release : 1.4.7.0 (ncp)      1/6/2011      12:05:40 PM

# Navy Cash Ship Roster Report

- Lists all cardholders who are *checked-in* or assigned to the ship within the Navy Cash system
- Used with ship's actual roster to identify cardholders who are no longer in the ship
- Provides cardholder name and SSN (last 4 digits), account number, date of last chip transaction



# Sales Reports

# Merchant Sales Summary Report

- This report shows a summary of total sales, refunds, and transaction counts

- Used for EOD and EOM merchant sales reconciliation

NAVY CASH®  
Merchant Sales Summary Report

Sort Report By: Merchant Name

Start Date: 01/06/2010 00:00:00 End Date: 01/06/2011 12:08:25

Generate Print Save

Run Date/Time: 01/06/2011 12:08:51 GMT  
Merchant Sales Summary Report  
Location: V21624

Report Parameters:  
Start Date: 01/06/2010 00:00:00  
End Date: 01/06/2011 12:08:25

Merchant Name	Merchant ID	Sales	Refunds	Total	Count
CPO MESS - DUES	800000477510	1,195.00	0.00	1,195.00	22
GENERAL MESS - FOOD	800000477514	10,991.95	0.00	10,991.95	4
NAVY MWR	800000477524	178.05	0.00	178.05	31
PRIVATE THREE	800000477554	297.11	0.00	297.11	6
SHIP STORE	800000477532	15,836.43	0.00	15,836.43	4,419
VENDING SODA	YMSODA0000000004	4,376.00	0.00	4,376.00	8,729
VENDING SODA	YMSODA0000000005	4,087.50	0.00	4,087.50	8,175
VENDING STORE ITEMS	VHCAND0000000002	2,023.90	0.00	2,023.90	3,468
WARDROOM MESS - DUES	800000477540	6,024.40	0.00	6,024.40	43
WARDROOM MESS - FOOD	800000477542	5,290.08	0.00	5,290.08	69
Totals		50,300.42	0.00	50,300.42	24,966

Disbursing Application Version: 1.7.23143 | Application Release : 1.4.7.0 (nsp) 1/8/2011 12:08:35 PM

# Merchant Transactions Report

- Detailed Report that shows all sales, refunds, and correction transactions for both Vending and Non-Vending Merchants
- Includes a Summary Section

NAVY CASH®  
Merchant Transactions Report

Merchant Type:  Vending  Non-Vending  All      Sort Order:

Start Date:       End Date:

First Name:       Last Name:

Merchant:

Run Date/Time: 01/06/2011 12:11:29 GMT

Merchant Transactions Detail Report  
Location: V21624

Report Parameters:  
Start Date: 04/01/2010 13:42:33  
End Date: 01/06/2011 12:11:05  
First Name:  
Last Name:  
Merchant Type: ALL  
Merchant ID: 800000477510

Merchant	Merchant ID	Operator	Date	Transaction Type
CPO MESS - DUES	800000477510	DIAZ, CARLOS	04/18/2010 07:51:45	Chip POS Purchase
CPO MESS - DUES	800000477510	DIAZ, CARLOS	04/19/2010 11:51:28	Chip POS Purchase
CPO MESS - DUES	800000477510	DIAZ, CARLOS	04/20/2010 17:47:24	Chip POS Purchase
				Sub Total
				Total

Run Date/Time: 01/06/2011 12:11:38 GMT

Merchant Transactions Summary Report  
Location: V21624

Report Parameters:  
4

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (nrc)      1/6/2011      12:10:59 PM

# Operations Report

# Operator Status Report

- This report lists operators currently logged on to MT 280 devices

Funds Transfer   Card Maintenance   Account Maintenance   Operations   Utilities   Reports   Logout

**NAVY CASH**  
Operator Status Report

[Disbursing Office Reports](#)  
[Sales Reports](#)  
[Operations Reports](#)

[Operator Status Report](#)  
[EOD Report](#)  
[Unmatched Chip-to-Chip Report](#)  
[Fraud Detection Report](#)  
[Navy Cardholder Issued Card Report](#)

Generate   Print   Save

Run Date/Time: 01/06/2011 12:12:10 GMT

Operator Status Report  
Location: V21624

List of Operators currently logged onto Navy Cash:

Operator Name	Date	Status	Terminal ID
CATELLIER, ASHLEY	05/08/2007 14:56:06	Logged on	8120102000000000
RICKMAN, BRADLEY	05/18/2007 12:06:03	Logged on	8120094800000000
MCBRIDE, MICHAEL	07/14/2007 22:53:05	Logged on	8120094800000000
JERNIGAN, NATASHA	08/14/2007 08:13:55	Logged on	8120030600000000
USER_TWO, USS GETTYSBURG	11/28/2007 10:16:54	Logged on	8120067200000000
SMART, DOBSON	12/18/2007 18:46:53	Logged on	8120094800000000
MASON, TREMAME	04/07/2008 13:52:18	Logged on	8120067200000000
PANOS, DENNIS	07/22/2008 17:54:03	Logged on	8120076400000000
HOUGH, JAMIE	08/25/2008 23:17:57	Logged on	8120094800000000
JERNIGAN, NATASHA	09/09/2008 15:07:48	Logged on	8120033700000000
PANOS, DENNIS	10/20/2008 13:28:13	Logged on	8119969900000000
SWIDERSKY, STEPHEN	11/05/2008 17:56:35	Logged on	8120064100000000
ROSENE, LUCKNER	01/06/2009 19:45:47	Logged on	8120102000000000
PANOS, DENNIS	01/26/2009 00:57:18	Logged on	8055323600000000
REDDICK, JEFFREY	04/23/2009 11:52:33	Logged on	8120102000000000
DIAZ, CARLOS	05/14/2009 05:49:44	Logged on	8120067200000000
USER_ONE, USS GETTYSBURG	05/18/2009 10:15:46	Logged on	8120030600000000
DIAZ, CARLOS	06/04/2009 06:20:08	Logged on	8120102000000000
USER_ONE, USS GETTYSBURG	07/01/2009 23:20:42	Logged on	8120076400000000
DIAZ, CARLOS	07/10/2009 14:25:57	Logged on	8120094800000000
COMBS, ERIC	09/06/2009 09:38:48	Logged on	8120057300000000
REDDICK, JEFFREY	10/16/2009 08:04:28	Logged on	8055323600000000
DIAZ, CARLOS	01/25/2010 11:12:58	Logged on	8120076400000000
DIAZ, CARLOS	03/30/2010 10:56:27	Logged on	8120064100000000
SLIKKER, AMANDA	04/01/2010 11:40:05	Logged on	8120064100000000
SLIKKER, AMANDA	04/01/2010 11:40:05	Logged on	8120064100000000
SCHERMUND, ROBERT	04/12/2010 09:08:42	Logged on	8120057300000000
DISBO, DISBO	10/07/2010 19:43:28	Logged on	0
DIAZ, CARLOS	01/06/2011 10:51:53	Logged on	0

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (ncp)      1/6/2011      12:12:02 PM

# EOD Report

- This report tracks the status of the IEODs (round trips) that Disbursing has initiated

- Displays manual IEOD and automated interim round trip requests

NAVY CASH®  
EOD Report

Date: 04/01/2010 13:42:33 User ID:

Generate Print Save

Run Date/Time: 01/06/2011 12:12:44 GMT

EOD Report  
Location: V21624

Report Parameters:  
Start Date: 04/01/2010 13:42:33  
User ID:

EOD Date	EOM	EOD BATCH	Batch Status	Batch ID	Check Balance	Cash Balance	Operator
04/02/2010 07:33:24	YES	Completed	V21624_1045	440.00	-640.00	DIAZ, CAI	
04/05/2010 07:33:28	YES	Completed	V21624_1047	440.00	-640.00	DIAZ, CAI	
04/10/2010 06:35:06	YES	Completed	V21624_1053	440.00	-529.00	DIAZ, CAI	
04/12/2010 06:29:52	YES	Completed	V21624_1054	440.00	-529.00	DIAZ, CAI	
04/14/2010 06:42:52	YES	Completed	V21624_1056	440.00	-529.00	DIAZ, CAI	
04/14/2010 11:34:17	YES	Completed	V21624_1057	440.00	-529.00	DIAZ, CAI	
04/16/2010 13:42:33	YES	Completed	V21624_1061	440.00	-509.00	DIAZ, CAI	

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (ncp) 1/6/2011 12:12:32 PM

# Unmatched Chip-to-Chip Report

- This report lists failed chip-to-chip transactions
- The funds are stored in the “*Escrow*” account on the Navy Cash Server as unmatched transaction

NAVY CASH<sup>®</sup>  
Unmatched Chip-to-Chip Report

Sort Report By

Start Date: 01/05/2010 00:00:00    End Date: 01/06/2011 12:13:17

Generate    Print    Save

Run Date/Time: 01/06/2011 12:13:49 GMT

Unmatched Chip-to-Chip Report  
Location: V21624

Report Parameters:  
Start Date: 01/05/2010 00:00:00  
End Date: 01/06/2011 12:13:17

Account Name	Date	Card#
DENIZWEGA, XAVIAN A	03/10/2010 21:10:22	
GLOVER, LEE D	03/16/2010 08:13:40	
WEAVER, TRAVIS J	04/05/2010 10:04:02	

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (nsp)    1/6/2011    12:12:59 PM

# Unmatched Chip-to-Chip Transactions

- Navy Cash corrects unmatched chip-to-chip transactions automatically
    - Navy Cash server scans the escrow account for unmatched chip-to-chip transactions once every 24 hours
  - Instant Issue or Embossed Permanent Card
    - The electronic value will be returned to the Cardholder's Open-Loop (Strip) Account automatically
  - Visitor Cards
    - Does not have a Open-Loop (Strip) account associated with it
    - The electronic value will be transferred to the Navy Disbursing Merchant Card Open-Loop (Strip) account
- ❖Note: Option to manually correct unmatched chip-to-chip transactions via the Disbursing Application has been removed*

# Unmatched Chip-to-Chip Transactions

- Restoring Value to a Visitor Card (cardholder is present)
  - DISBO must take action to restore the value to a cardholder's visitor card
  - DISBO takes Navy Disbursing Merchant card to the Navy Cash Kiosk and move the funds from Open-Loop (Strip) account to the Closed-Loop (Chip) account
  - 3 options to restore funds:
    - ✓ DISBO may cash out the chip and use the cash to fund the cardholder's visitor card, or
    - ✓ DISBO may cash out the chip and gives cash to the cardholder, or
    - ✓ DISBO and cardholder may do a chip-to-chip transfer at the Kiosk

# Unmatched Chip-to-Chip Transactions

- Restoring Value to a Visitor Card (cardholder not present)
  - DISBO must attempt to contact the cardholder and ask to provide a mailing address
  - Cut an Ex-cash check and mail check to the cardholder
  - If cardholder cannot be reimbursed:
    - » Overage must be collected to the U.S. Treasury Department Receipts Account, *Forfeiture of Unclaimed Money and Property*

# Unmatched Chip-to-Chip Transactions

- Automated Chip-to-Chip Corrections Report
  - Navy Cash Server generates report
    - » Lists successful chip-to-chip corrections
    - » Report should be reviewed daily
  - Navy Cash Server, report is posted under:
    - » *F:\files\navydata\report\ship\pspo*
  - Workstation or Laptop, report is posted under:
    - » *S:\files\navydata\report*

# Fraud Detection Report

- Displayed when a fraudulent ACH activity is detected
  - A pop-up window will appear on the Disbursing Application screen
- Intended to reduce the number of negative account balances when ship's communications are not available
- Can be generated, viewed, and printed at any time

NAVY CASH®  
Fraud Detection Report

Date: 01/06/2005 12:14:12

Generate Print Save

Run Date/Time: 01/06/2005 12:14:12 GMT

Fraud Detection Report

List of Questionable Actions

Cardholder Name	SSN	Reason
No Unusual Unsynchronized Transactions.		
No Unusual Actions.		

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (ncp)

1/6/2011

12:14:06 PM

# Navy Cardholder Issued Card Report

- Displays Instant Issue cards issued
- It shows the issue date, name, and card number of the card issued

NAVY CASH®  
Navy Cardholder Issued Card Report

Sort Report By

Generate Print Save

Run Date/Time: 01/06/2011 12:15:34 GMT

Navy Cardholder Issued Card Report  
Location: V21624

Assigned Date	Account Name	Card#
04/03/2009 11:50:45	1ST CLASS ASSN,	
07/13/2007 19:14:43	ABERSOLD, CASSIE J	
06/29/2009 14:53:01	ABRAHAMS, BRANDON N	
01/16/2007 21:31:03	ACORD, CHRISTIAN G	
07/05/2007 16:18:21	ADAMS, BENJAMIN D	
03/25/2009 15:43:07	ADAMS, BENJAMIN D	
06/03/2009 06:02:44	ADAMS, BENJAMIN D	
07/29/2008 16:06:53	ADAMS, JASON T	
11/23/2007 12:24:29	AGUILERA, AARON A	
08/30/2007 08:44:39	ALEXANDER, CLIFTON W	
02/04/2009 12:43:11	ALEXANDER, CLIFTON W	
06/06/2009 06:06:47	ALI, AHMED M	
08/29/2009 06:29:19	ALLENDE, ANGEL J	
05/11/2009 17:13:34	ALONZOFULLER, JUSTIN D	
05/07/2008 18:42:08	ANDERSON, SARA S	
05/10/2009 12:40:49	ANDREWS, NATHAN M	
08/11/2008 15:20:41	ANDREWS, NATHAN M	
11/30/2007 09:40:41	ARMSTRONG, JOHN A	
03/14/2009 14:12:52	ARROYO, JOSHUA A	
01/04/2008 17:01:30	ARTINO, WILLIAM C	
09/24/2007 12:38:30	ASHBY, JOERON D	
03/08/2010 09:54:52	AUSTIN, SARA M	
02/12/2008 16:19:19	AUSTIN, SAUNDERS D	
11/08/2007 07:08:23	AUSTIN, SAUNDERS D	
08/15/2007 09:08:09	AUSTIN, SAUNDERS D	
06/10/2008 13:34:18	AUSTIN, SAUNDERS D	
12/03/2007 09:43:12	BAKER, LAUREN R	
07/14/2007 14:45:37	BAKER, MARY M	
12/08/2008 16:50:36	BANKS, DESHANE R	
04/10/2007 14:44:57	BARBER, BRIAN L	
09/02/2007 13:40:43	BARBER, BRIAN L	
04/06/2009 11:37:54	BARBER, JEFFREY W	

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.7.0 (ncp) 1/6/2011 12:15:26 PM

# Questions

