



Navy Cash Training

Disbursing Unit 2:

Disbursing Application Overview

Objectives

- Demonstrate how to Log on to the *Disbursing Application* on the stand alone Navy Cash Workstation
- Describe the types of *Funds Transfers* that the user can perform utilizing the *Disbursing Application* or K80
- Describe the various functions involved with *Card* and *Account* maintenance using the *Disbursing Application*
- Describe the *Disbursing Application Operations* and *Utility* functions, and the various ship and shore reports

Disbursing Application Logon

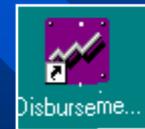
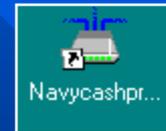
Disbursing Application Login

- You need a distinct login name and password for the *Disbursing Application (DA)*
 - You must first be *enrolled* into the system
 - Last name and first initial is login name
 - DISBO (“System Administrator”) grants access to DA functions

Note: You need a separate login name and password for the Windows OS

DA Sign On/Off

- Verify that the K22 has power and is turned on
 - “Welcome to Navy Cash – Proxy Mode – Offline”
- Start Windows, enter Windows NT password
- Verify the ‘DDE Proxy’ (Dynamic Data Exchange) icon is visible in lower right-hand corner of screen
 - If not, double-click ‘*Navycashproxy*’ icon to start DDE
- Click *Disbursing Application* icon
- Log in with your username and password
- To log out, click Logout, then [Ok]



Disbursing Office Equipment

- Username is displayed at top
- Disbursing personnel perform the majority of their customer service needs using the NC Disbursing Application (DA)
- Typical setup is:
 - Desktop w/ NC DA loaded
 - K22 connected to the same computer
 - Printer

NavyCash Disbursing Application

Welcome, DISBO

Logout

Funds Transfer

Funds Transfer

Card Maintenance

PIN Reset or Change

Change Card Status

Unblock Card

Card Report

Account Maintenance

Assign Replacement Card

Account Enrollment

Account Information Update

Note Maintenance

Operations

Indicate End of Day

View Reports

RDM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

Shore Communication

Process Marine Split Pay

Provisional Split Pay

Access Editor

Disbursing Application

NAVSUP

NAVAL SUPPLY SYSTEMS COMMAND
HEADQUARTERS

Ready. Resourceful. Responsive!

You are using version 1.5.0 of the Disbursing Application. (nct.5718t) 1/17/2006 12:43 AM

Funds Transfer

Funds Transfer Overview

Funds Transfer Options.

1. Funds Transfer to Chip.

Used to plus up the electronic value of the chip on a Navy Cash card with a check, cash or refund.

2. Funds Transfer from Chip.

Used to convert the electronic value of the chip on a Navy Cash card to cash or restore funds to a Merchant account.

3. Individual Refunds.

Used to refund an Event, a Purchase or a Miscellaneous Refund for a single card.

4. Chip to Chip Corrections.

Used to correct an unmatched electronic value transfer between two cardholders. The transaction value is returned to the chip on the original card.

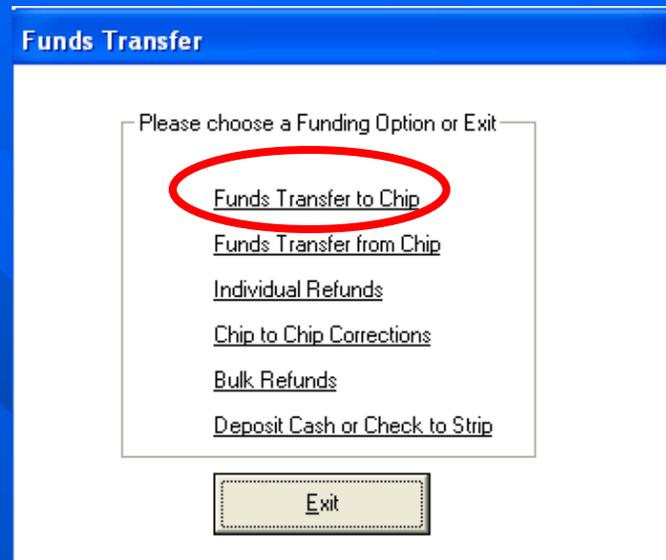
5. Bulk Refunds.

Used to refund an Event in Bulk. This feature refunds all participants for an Event.

6. Deposit Cash or Check to Strip.

Used to deposit funds to a Navy Cash Strip Account.

Funds Transfer to Chip



- Select *Funds Transfer to Chip* to allow adding value to chip

Funds Transfer to Chip (cont)



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: /

Please select a funding source.

Cash
 Check
 SSN

Procedure

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

Transfer Amount:

- Funds transfer to the chip can be done by:
 - Cash
 - Check
 - SSN (or ‘strip to chip’ – usually done at K80. Must be done in DA to transfer funds to a *Visitor card*)

Note: Procedures

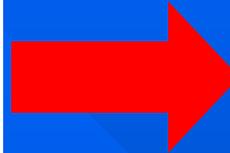
Note: Process cash/check receipt *first*, update *Daily Cash Transaction Ledger*

Funds Transfer from Chip...

Please choose a Funding Option or Exit

- Funds Transfer to Chip
- Funds Transfer from Chip**
- Individual Refunds
- Chip to Chip Corrections
- Bulk Refunds
- Deposit Cash or Check to Strip

Exit



NAVY CASH

Funds Transfer from Chip

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: /

Please select a transfer destination.

Merchant 800000008740 - CPD MESS - DUES
 Cash 800000008760 - FOREIGN CONCESSIONAIRE
 800000008736 - GENERAL MESS - FOOD
 800000008738 - GENERAL MESS - SURCHARGES
 800000008758 - HANGAR BAY SALES
 800000008756 - HUSBANDING AGENT
 800000009788 - MARINE DISBURSING
 800000009790 - MARINE MWR

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

Transfer Amount: Submit

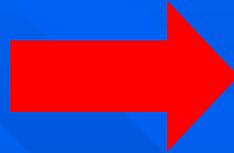
...to Merchant

- This option is used primarily for Bulk Sales
- Select *Merchant* button and then the *Merchant*
- Follow remaining procedures

Funds Transfer from Chip...

Please choose a Funding Option or Exit

- [Funds Transfer to Chip](#)
- [Funds Transfer from Chip](#)
- [Individual Refunds](#)
- [Chip to Chip Corrections](#)
- [Bulk Refunds](#)
- [Deposit Cash or Check to Strip](#)



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: /

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:

...to Cash

- Select *Cash* button to “cash out” card chip (usually *Visitor's Card*)
- Follow remaining procedures



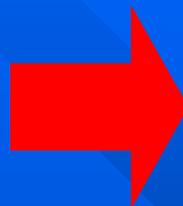
Note: update the Daily Cash Transaction Ledger

Individual Refund

Please choose a Funding Option or Exit

- Funds Transfer to Chip
- Funds Transfer from Chip
- Individual Refunds**
- Chip to Chip Corrections
- Bulk Refunds
- Deposit Cash or Check to Strip

Exit



NAVY CASH 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: /

Chip Purchase Refund Miscellaneous Refund

Chip Purchase Refund

Transaction Date - D	Amount	Merchant	Event	Refunded
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Filters

From Date: / / (mm/dd/yyyy) To Date: / / (mm/dd/yyyy)

Event:

Display Expired Events

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 by dollar amount.

Chip Purchase Refund.
1. You can narrow the list by choosing a date range and by Event. Then click Refresh.
2. Click 'Submit' to Refund.

For a specific Transaction...

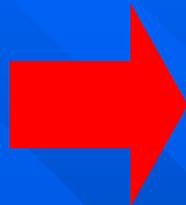
- Select *Chip Purchase Refund*
- Select Transaction (reduce list by using dates, or select *Event* and click [*Refresh*])
- Click [*Submit*]

Individual Refund (cont)

Please choose a Funding Option or Exit

- Funds Transfer to Chip
- Funds Transfer from Chip
- Individual Refunds**
- Chip to Chip Corrections
- Bulk Refunds
- Deposit Cash or Check to Strip

Exit



NAVY CASH 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: /

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 by d amount.

For *partial* transaction refund...

- Select *Miscellaneous Refund*
- Enter transfer amount
- Selected associated *Merchant*
- Click [*Submit*]

Note: This option best for refunds for vending or portions of multi-item purchases at Ship Store

Chip to Chip Corrections

Please choose a Funding Option or Exit

- [Funds Transfer to Chip](#)
- [Funds Transfer from Chip](#)
- [Individual Refunds](#)
- [Chip to Chip Corrections](#)
- [Bulk Refunds](#)
- [Deposit Cash or Check to Strip](#)





Chip to Chip Corrections

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

Account Name: <input type="text" value="SHEILA DICKSON"/>	Card Number: <input type="text" value="5113950000000222"/>
Account #: <input type="text" value="8000000012510"/>	Balance: <input type="text" value="615.05"/>
Account Status: <input type="text" value="OPEN"/>	Card Status: <input type="text" value="ACTIVE"/>
Card ID: <input type="text" value="000000002329"/>	Card Hold Limit: <input type="text" value="1000"/>

Click on the 'Find' button to locate unmatched transactions for this card.

Procedure

1. Have user insert card into reader.
2. Click the 'Get Chip Info.' button.
3. Verify card holders identity.
4. Click the 'Find' button.
5. Select a transaction from the drop-down box.
6. Click the 'Submit' button.

\$25 will be placed back on the specified card.

Used to make *manual* corrections...

Sailors can transfer funds to one another 'Chip to Chip' at K80. But, if interrupted before completion (i.e. power failure, GQ) funds are stored in an escrow account on NC server until next day

Then, funds are automatically transferred back to member's *strip* account unless DISBO does a 'Chip to Chip' **prior**

(Note: *Visitor card* escrow amounts are transferred to *DISBO Merchant*)

Chip to Chip Corrections (cont)

- The automatic correction process generates an *Automated Chip-to-Chip Corrections Report*
 - Found in the Q:\files\navydata\report\ship\pspo folder
- DISBO should review these reports daily
- For every *Visitor card* chip-to-chip correction, the DISBO must take action to return the value to the cardholder (e.g. do chip-to-chip from *DISBO Merchant*, or cash out)

Funds Transfer – Bulk Refunds

Please choose a Funding Option or Exit

- [Funds Transfer to Chip](#)
- [Funds Transfer from Chip](#)
- [Individual Refunds](#)
- [Chip to Chip Corrections](#)
- [Bulk Refunds](#)**
- [Deposit Cash or Check to Strip](#)



NAVY CASH™ Bulk Refunds

Select Event for Refund

Merchant - A	Event	Event Desc
NAVY MWR	KISS CONCERT	COORS AMPHITHEATER MAY 12
NAVY MWR	FUN TOUR	PUERTO VALLARTA MEXICO PORT VI...
NAVY MWR	TIGER CRUISE	HOTEL FLT & TRANSPORTATION FO...

View Refund Request Status Details

Merchant - A	Event	Event Status
NAVY MWR	TIGER CRUISE	Not yet processed

Requestor Name:

Event Refunded:

Status: Status Date:

Status Description:

Event Description:

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.

For multi-card duplicate refunds...

■ Bulk Refunds

- require an **Event* be setup (and properly used)
- Returns funds to member *strip*

■ Review Bulk Refund Exceptions Report

- Visitor Cards require Individual Refund function

**Note: Creating an Event covered under Operations*

Funds Transfer – Deposit Cash or Check to Strip

- [Funds Transfer to Chip](#)
- [Funds Transfer from Chip](#)
- [Individual Refunds](#)
- [Chip to Chip Corrections](#)
- [Bulk Refunds](#)
- [Deposit Cash or Check to Strip](#)



- Deposit member funds directly to their *strip*
 - Enables negative balances to be immediately resolved
 - Use care on accepting funds if prior NSF caused Auto-Representation process to start

Note: update the Daily Cash Transaction Ledger first

The screenshot shows the 'NAVY CASH' interface for depositing funds. It features a search section for 'Card not Present' with fields for Social Security Number, MasterCard Number, and Last Name / First Name, along with 'Account Search' and 'Reset' buttons. Below this is a section for 'Card Present' with an 'Insert card:' label and a 'Get Card Info' button. The 'Member Profile' section includes fields for First Name, Middle Initial, Last Name, Social Security Number, Account Balance, and Deposit Amount, with radio buttons for 'Check' and 'Cash'. A 'Process Deposit' button is located at the bottom right.

Card Maintenance

Card Maintenance

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)

[Card Report](#)

Card Maintenance Options.

1. PIN Reset or Change.

Used to change or reset the PIN associated with a Navy Cash card.

2. Change Card Status.

Used to report a customer's Navy Cash card as lost, stolen, damaged or canceled. A new card may be issued using the 'Assign Replacement Card' option.

3. Unblock Card.

Used to unblock a customer's Navy Cash card when the PIN has been incorrectly entered more than three times.

4. Card Report.

Used to examine the transactions associated with a card over a specified date range.

PIN Reset or Change



Reset or Change PIN

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

<input type="button" value="Get Chip Info"/>	<input type="button" value="Reset"/>
Account Name: <input type="text" value="SHEILA DICKSON"/>	Card Number: <input type="text" value="511395000000222"/>
Account #: <input type="text" value="8000000012510"/>	Balance: <input type="text" value="615.05"/>
Account Status: <input type="text" value="OPEN"/>	Card Status: <input type="text" value="ACTIVE"/>
Card ID: <input type="text" value="000000002329"/>	Card Hold Limit: <input type="text" value="1000"/>

Procedure

To CHANGE or RESET card PIN:

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.

(on K22)

Initiate PIN Change or Reset:

- *Reset or Change PIN:*
 - Normally done at K80
 - *Visitor cards* require assistance to reset PIN

Note: If card *blocked*, must be *Unblocked* for PIN reset to work

Change Card Status

NAVY CASH
Change Card Status

Card Not Present
Enter criteria to search:
Social Security Number: OR
MasterCard Number: OR
Card ID:

OR
Card Present
Insert card:

Customer Name:
Account Balance:

Card: **8058 : ACTIVE : JARROD KEITH JONES : 31-JAN-04 : 0**

Report card status:

Procedure
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.

■ *Change Card Status*

- used primarily to report *damaged, lost, or stolen* cards or
- To cancel *Instant Issue card* and activate Embossed Perm card*
- See SOP for *Visitor Cards*

Note: Sailors can activate *initial* card at K80

* For same day fund access, they must transfer funds from *Instant Issue card* using chip to *strip* (account) at K80 before coming to DISBO

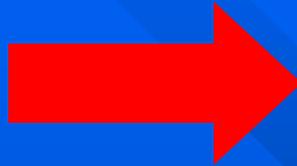
Unblock Card

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)



Required when PIN entered incorrectly > 3 times

Can unblock if < 10 attempts

- Verify cardholder identity
- Error R09? Perform *Unblock Card* several times (see SOP) before deciding to replace card

Unblock Card

Enter criteria to search:

Social Security Number: OR

MasterCard Number: OR

Card ID:

Customer Name:

Account Balance:

Cards found: (please select the one to unblock.)

Procedure

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.

Initiate Unblock:

Card Report

- Report shows **ONLY** chip transactions
- Used for research purposes
 - Used by Cash Verification Team during quarterly audits
- Can be done using Card Name, SSN, or NC Card ID

Card Report

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: /

Customer First Name: and Search Results:
Customer Last Name: or
SSN: or
Card ID:

Start Date: End Date: Card ID:

Description
Transfer Chip to NavyCash - Chip Debit
Transfer Chip to NavyCash - Chip Debit
Transfer Chip to NavyCash - Chip Debit
Chip POS Purchase
Transfer NavyCash to Chip - Chip Credit
Chip POS Purchase
Transfer Chip to NavyCash - Chip Debit
Transfer Chip to NavyCash - Chip Debit
Transfer NavyCash to Chip - Chip Credit
Transfer Chip to NavyCash - Chip Debit
Transfer Chip to NavyCash - Chip Debit
Transfer Chip to NavyCash - Chip Debit
Transfer NavyCash to Chip - Chip Credit

Account Maintenance

Account Maintenance

Account Maintenance

Assign Replacement Card

Account Enrollment

Account Information Update

Note Maintenance

Account Maintenance Options.

1. Assign Replacement Card.

Used to replace a card which has been reported Lost, Stolen, Damaged or Canceled with a generic card.

2. Account Enrollment.

Used to collect enrollment information and allocate a generic card to the new enrollee.

3. Account Information Update.

Used to modify information for a cardholder.

4. Note Maintenance.

Used to create Disbursing Notifications and resolve Replication Conflicts

Assign Replacement Card

Account Maintenance

Assign Replacement Card

Account Enrollment

Use of *Assign Replacement Card* allowed after using [*Change Card Status*]...reporting a lost, stolen, damaged, or cancelled card...

- Discuss pros/cons of issuing
**Instant Issue card vs. requesting embossed perm card and issuing Visitor card in interim*

**Note: Preferred option. Update Navy Cash Card Issue Log*

The screenshot shows the 'Assign Replacement Card' page. At the top left is the Navy Cash logo. The page title is 'Assign Replacement Card'. Below the title, there is a section 'Enter a criteria to search:' with two input fields: 'Social Security Number: [111111111]' and 'Merchant ID: [dropdown]'. There are 'Card Search' and 'Reset' buttons. Below this, the 'Customer Name' is shown as 'GREGORY HUTCHINS'. A section 'Cards found: (please select the card you wish to replace.)' contains a list with one entry: '337-511395000000868-LOST-GREGORY JEAN HUTCHINS'. A 'Procedure' section lists six steps: 1. Enter the available search criteria. 2. Click the 'Card Search' button. 3. Select the card you wish to replace. 4. Place the Generic card into the reader. 5. Click the 'Get Chip Info.' button. 6. Click the 'Assign Card to Account.' button. A note states: 'Note: the card ID will be displayed if and only if the card is unassigned. Otherwise the current assignment status will be displayed.' Below the procedure are 'Get Card Info' and 'Reset' buttons. At the bottom, there are 'Account Name: Navy CardHolder' and 'Card Number: [input]' fields, and a 'Request New Card' button.

Close or Suspend Account

For cardholders pending *Discharge*, or who no longer want a Navy Cash card

- Member should move funds from ‘*chip to strip*’, then *strip* to home bank account at K80
- DISBO should monitor ship’s *Prospective Gains/Losses report*
- Verify daily those within 30 days prior to *Discharge* not on *Negative Balance* report
 - If so, take prompt action

Account Enrollment Form

Account Maintenance

[Assign Replacement Card](#)

[Account Enrollment](#)

- If member has no middle initial, use a hyphen (-)
- Bank account info is not required if member does not want transfer option
 - User may sign up later in Disbursing Office

Note Procedures

New Account Enrollment

For SPO, name must match Military Pay Account

Applicant Information:

*SSN: 123456789 Title: MR
*First Name: MICKEY *Middle Initial: C
*Last Name: MOUSE *Date of Birth (mmdd): 02 02
*Mother's Maiden Name: RAT *Home Phone: 212-555-1212
Email Address: MICKEY.MOUSE@AOL *Military Branch: NAVY
*Pay Grade: E-1

Address:

*Address: 100 MANI ST
*City: NE *Zip Code: 100

Bank Account Information:

ABA: 256074974 Account Type: Checking
Account No: 1234567009 Account Name: MICKEY MOUSE

Procedure:

1. Enter the required information.
2. Place the generic card into the card reader.
3. Click the 'Get Card Info.' button.
4. Click the 'submit' button.
5. Place allocated generic card in a separate location. Enrollee may retrieve card when the application has been processed and returned from shore.

Note: the card ID will be displayed if the card is unassigned. Otherwise the current assignment status will be displayed and another generic card must be used.

Get Card Info Reset

*Generic Card #: _____

Submit Reset

You cannot use a NAVY FEDERAL SAVINGS ACCOUNT at this time

Must be same as on account or check

Account Enrollment

- When enrolling a member stationed aboard ship use the ship's mailing address and enter the ship's name in address line 1
- To make mail sorting easier, include their assigned division in address line 2
- Issue an *Instant Issue* card
- Print form, have member sign, send to JPMC
 - Keep copy of signed form on board for 3 years (or longer if member still assigned)

Account Information Update

Account Information Update

Card not Present

Enter criteria to search:

Social Security Number: OR

Merchant: OR

MasterCard Number: OR

Last Name / First Name: AND

OR

Card Present

Insert card:

Member Profile

First Name: Branch of Service:

Middle Name: Social Security Number:

Last Name: Transfer Type:

Chip Load Limit: Transfer Date:

DDA Account to Navy Cash Transfer Amount:

Bank Account Information

Bank Account No.: Bank Account Type:

Bank Account Name: Customer Type:

ABA:

Block Account Request ACH Decline Count: ACH Allowed:

Unblock Account

You are using version 1.5.0 of the Disbursing Application. (ncp.d1380) 4/20/2006 11:10 AM

■ First, enter changes...

Note Chip Load Limit, and Transfer Amount limit

■ When done, Click [Account Update]

ACH Declines

3rd NSF forces ACH block

Other reasons:

ACH decline codes:

94: DSI request to disallow ACH funding -
Do not allow unblock

95: Funding information not supplied.
Allow unblock if acct & ABA changed

96: Unacceptable NFCU account supplied -
Allow unblock if acct number changed

97: Technical error processing account -
Allow unblock if error corrected

98: Invalid Account Number.
Allow unblock if acct & ABA changed

99: Manually blocked by DISBO
Allow unblock

NavyCash Disbursing Application

Welcome, DISBOD

Logout

Funds Transfer

Funds Transfer

Card Maintenance

Reset or Change

Change Card Status

Unlock Card

Card Report

Account Maintenance

Assign Replacement Card

Account Enrollment

Account Information Update

Note Maintenance

Operations

Indicate End of Day

View Reports

RDM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

NDC Selection

Process Marine Split Pay

Provisional Split Pay

Access Editor

Account Information Update

Card not Present:

Enter criteria to search:

Social Security Number: OR

Merchant: OR

MasterCard Number: OR

Last Name / First Name: AND

Account Search Reset

Card Present:

Insert card: Get Card Info

Member Profile:

First Name: Branch of Service:

Middle Name: Social Security Number:

Last Name: Transfer Type:

Chip Load Limit: Transfer Date:

DDA Account to Navy Cash Transfer Amount:

Bank Account Information:

Bank Account Number: Bank Account Type:

Bank Account Name: Customer Type:

ABA:

Block Account Request ACH Decline Count: ACH Allowed:

Unblock Account

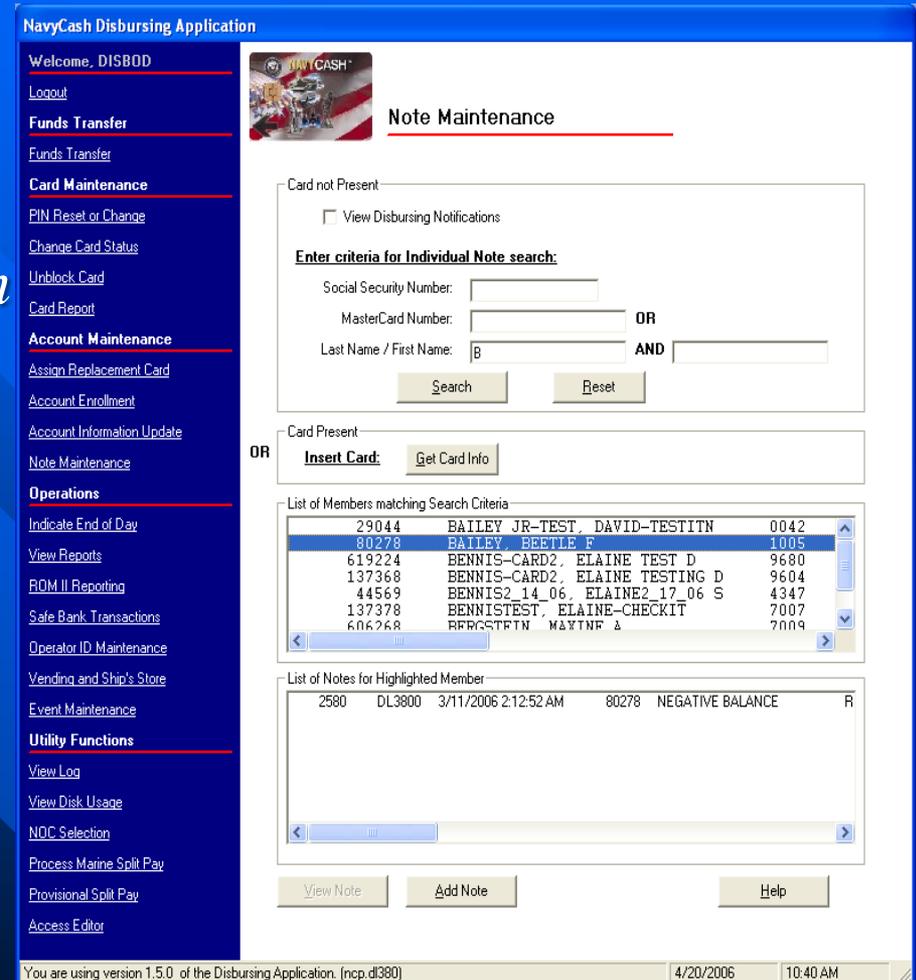
Account Update

You are using version 1.5.0 of the Disbursing Application. (ncp.d380) 4/20/2006 11:11 AM

Note Maintenance

- Internal memos are stored in cardholder's profile
- Use to record efforts to clear *negative* balances or *Replication Conflicts*
 - What, who, when (date), etc.
 - Once entered, can not change notes
- Disbursing Notifications* are sent from shore

Note: [Help] button - displays help for current screen. Content will change if the *View Disbursing Notifications* block is checked



NavyCash Disbursing Application

Welcome, DISBOD

Logout

Funds Transfer

Funds Transfer

Card Maintenance

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Card Report

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Account Enrollment

Account Information Update

Note Maintenance

Operations

Indicate End of Day

View Reports

ROM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

NOC Selection

Process Marine Split Pay

Provisional Split Pay

Access Editor

Note Maintenance

Card not Present

View Disbursing Notifications

Enter criteria for Individual Note search:

Social Security Number:

MasterCard Number: OR

Last Name / First Name: B AND

Search Reset

Card Present

OR **Insert Card:**

List of Members matching Search Criteria

29044	BAILEY JR-TEST, DAVID-TESTITN	0042
80278	BAILEY, BEETLE F	1005
619224	BENNIS-CARD2, ELAINE TEST D	9680
137368	BENNIS-CARD2, ELAINE TESTING D	9604
44569	BENNIS2_14_06, ELAINE2_17_06 S	4347
137378	BENNISTEST, ELAINE-CHECKIT	7007
606268	BERGSTETIN, M&YNE A	7009

List of Notes for Highlighted Member

2580	DL3800	3/11/2006 2:12:52 AM	80278	NEGATIVE BALANCE	R
------	--------	----------------------	-------	------------------	---

View Note Add Note Help

You are using version 1.5.0 of the Disbursing Application. (ncp.dl380) 4/20/2006 10:40 AM

View Disbursing Notifications

- Check the box
- *Start Date* defaults to last *Logout* day
- *End Date* defaults to current login day
- Click [*Search*]
- Associated Replication Conflict errors will display
 - Contain respective EOD batch ID

NavyCash Disbursing Application

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Card Present

View Disbursing Notifications

Enter Criteria for Disbursing Note search:

Disbursing Note Start Date: 04/20/2005 14:34:44

Disbursing Note End Date:

Search Reset

OR

Insert Card: Get Card Info

List of Members matching Search Criteria

29044	BAILEY JR-TEST, DAVID-TESTITN	0042
44569	BENNIS2_14_06, ELAINE2_17_06 S	4347
606268	BERGSTEIN, MAXINE A	7009
606266	BERGSTEIN, ROBERTA M	7008
29522	DLUAT, DANIEL	0059
606256	FREEMAN, MARCIA I	7003
29568	GRNEPAT MFSS - FOOD DT	2321

List of Notes for Highlighted Member

4405	DL3800	4/12/2006 8:27:31 PM	606256	REPLICATION CONFLICT
4404	DL3800	4/12/2006 8:27:30 PM	606256	REPLICATION CONFLICT
4402	DL3800	4/12/2006 8:13:23 PM	606256	REPLICATION CONFLICT

View Note Add Note Help

You are using version 1.5.0 of the Disbursing Application. (ncp.dl380) 4/20/2006 11:01 AM

Note: *Disbursing Notification Alerts* show on logon

More about Replication Conflicts

The screenshot displays two overlapping windows from a software application. The background window is titled "Help for Note Maintenance" and contains a "Procedure" section with the following text:

Options for Replication Conflict Notes

1. The 'Account Information Update' button will take you to the 'Account Information Update' screen where you can check and fix any Replication errors.
2. The 'Cancel' button takes you back to the 'Note Maintenance' screen.
3. The 'Help' button takes you to this screen.

An "Exit" button is located at the bottom of this window. The foreground window is titled "View Note" and shows details for a note:

Note for FREEMAN, MARCIA I

Note Date: 4/12/2006 8:27:31 PM

Note Type: REPLICATION CONFLICT

Note Subject: REPLICATION CONFLICT

Note Comments: Date Detected:<0412006 20:27:31>Batch Id:<DL3800_322>Record Type:<12>Ship Record<src_acct_name: FREEMAN MARCIAL>Shore Record<src_acct_name: FREEMAN MARCIA>

At the bottom of the "View Note" window are three buttons: "Account Information Update", "Cancel", and "Help".

More info can be added to these notes. Follow the 3 steps in the procedure box under “Options for Replication Conflict Notes.”

Once the note is added, click the [Account Information Update] button

Return to Note Maintenance

- If you did not finish the notes on a member earlier, click [Return to Note Maintenance]

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Account Information Update

Card not Present

Enter criteria to search:

Social Security Number: OR

Merchant: OR

MasterCard Number: OR

Last Name / First Name: AND

OR

Card Present

Insert card:

606256	FREEMAN, MARCIA	7003	8000000012437	8000000140196
--------	-----------------	------	---------------	---------------

Member Profile

First Name: Branch of Service:

Middle Name: Social Security Number:

Last Name: Transfer Type:

Chip Load Limit: Transfer Date:

DDA Account to Navy Cash Transfer Amount:

Bank Account Information

Bank Account No: Bank Account Type:

Bank Account Name: Customer Type:

ABA:

Block Account Request ACH Decline Count: ACH Allowed:

Unblock Account

You are using version 1.5.0 of the Disbursing Application. (ncp.dl380) 4/20/2006 11:05 AM

Operations

Operations

Operations Options.

1. Indicate end-of-day.

Used to launch EOD scripts, transfer data and generate EOD-specific reports. This will end all business transactions for that particular day and begin recording all subsequent transactions for the next business day.

2. View Reports.

Used to generate, save or print Disbursing and Application reports.

3. ROM II Reporting.

Used to generate a report on discrepancies between ROM II and NavyCash.

4. Safe Bank Transactions.

Used to facilitate the deposit of funds to the Bank or the Safe. This option enables the Disbursing Officer to make adjustments to the check and cash amounts in the Safe Audit Summary Report (SASR) in order to force-balance the Navy Cash application prior to completing the 'Indicate End-of-Day' function. The reason for the out-of-balance condition can be investigated after the fact as required.

5. Operator ID Maintenance.

Used to register new or modify existing system operators.

6. Vending and Ship's Store.

Used to indicate End of Period for configured Vending Merchants. In addition, you can bind CADs to Vending Machines.

7. Event Maintenance.

Used to enter/update Events in Navycash.

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Indicate End-of-Day

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Indicate End of Day

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Event Maintenance

- Three versions:
 - Manual EOD
 - Automatic EOD [*Similar to Manual*]
 - Automated Interim **Round Trips** [**limited*]
- Manual: Run at 'end' of business day
 - Ends business transaction capture for that day
 - » New transactions recorded for next day
 - Starts automatic system back-ups
 - Begins 'round-trip' process
 - Transfers all ship transactions to shore
 - Retrieves shore reports and updates
 - Updates account data on ship and shore

*Runs every 6 hours unless CSU changes it. Synchronizes ship/shore accounts with latest activity. No reports generated or received.

Automatic End of Day (cont)

The screenshot displays the 'NavyCash Disbursing Application' interface. The main window is titled 'Indicate End-of-Day' and features a 'Check for Logged in Operators:' button. A 'Manage EOD Settings' dialog box is open, showing the 'Automatic EOD On' checkbox checked. Below this, the 'Time for EOD' section includes 'Current EOD Time' (Hrs: 00, Min: 00) and 'New EOD' (Hrs: 00, Min: 00) with an 'Update' button. A red arrow points from the 'Update' button in the dialog to the 'Change' button in the 'Auto EOD Settings' section of the main window. The 'Auto EOD Settings' section also has the 'Automatic End of Day' checkbox checked and 'Time(24hrs): 00:00'. The 'End of Day Values' section includes fields for 'Last End Date Time', 'Check Balance', and 'Cash Balance', along with 'Indicate End of Month' checkboxes and 'Month' and 'Year' dropdowns. The status bar at the bottom indicates 'You are using version 1.5.48 of the Disbursing Application. (ncp.10g)' and the date/time '10/24/2008 2:24 PM'.

Used when DISBO and Deputy absent (e.g. weekends)

- *Automatic End of Day* can be activated and deactivated at any time

- Click [*Change*] to turn on/off or set schedule

➤ Remember to turn off on return

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You are using version 1.5.34 of the Disbursing Application. (noc.demo)



View Reports

Click on the Report you wish to view.

Disbursing Office Reports

[Safe Bank Transactions Report](#)

[SPO Payroll Report](#)

[Disbursing Accountability Detail Report](#)

[Disbursing Transactions Detail Report](#)

[Disbursing Accountability Summary Report](#)

[Disbursing Transactions Summary Report](#)

[Replication Conflict Report](#)

Sales Reports

[Merchant Sales Summary Report](#)

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Operations Reports

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[Unmatched Chip-to-Chip Report](#)

[Fraud Detection Report](#)

[Navy Cardholder Issued Card Report](#)

- To select, generate, view, copy, and/or print a report, click the report name

Safe Bank Transactions Report

Tracks all changes to Navy Cash funds in disbursing that result from:

- Deposits to bank (*withdrawals*)
- Deposits to safe (*deposits*)
- Funds transfers to/from chip

For most reports...

- Enter Start Date/End Date
- Click [*Generate*], [*Print*], or [*Save*]

Run Date/Time: 01/17/2006 12:32:20 GMT

Safe Bank Transactions Report
Location: 5718T

Report Parameters:
Start Date: 01/12/2005 21:35:15
End Date: 01/17/2006 12:32:11

Merchant Information:
Merchant Name: NAVY DISBURSING
Merchant ID: 800000000821

Transaction Date	Transaction Type	Check
04/04/2005 20:53:19	Withdraw	0.00
04/04/2005 20:53:53	Withdraw	-37.63
04/04/2005 20:54:48	Withdraw	-0.10
04/04/2005 20:55:05	Deposit	0.20
04/04/2005 21:03:51	Deposit	0.00
04/04/2005 21:04:31	Withdraw	0.00
04/04/2005 21:05:30	Withdraw	0.00
09/07/2005 14:11:11	Withdraw	-1.00
09/07/2005 14:17:59	Withdraw	0.00

Sort Report By: Transaction Date

Start Date: 01/12/2005 21:35:15 End Date: 01/17/2006 12:32:11

Buttons: Generate, Print, Save, Exit

Disbursing Accountability Detail

Lists disbursing transactions:

- cash and check to chip
- deposits to safe and bank
- chip to cash

Note: If Navy Cash cash and checks are separated from other funds in the safe, this report will show the Navy Cash amounts that should be in the safe

Run Date/Time: 01/17/2006 12:33:08 GMT

Disbursing Accountability Detail Report
Location: 5718T

Report Parameters:
Start Date: 01/12/2005 21:35:15
End Date: 01/17/2006 12:33:00

Merchant Information:
Merchant Name: NAVY DISBURSING
Merchant ID: 800000000821

Date	Transaction Type	Account Name

Starting Balance		

04/04/2005 20:53:19	Safe - Withdraw	Bank, Safe
04/04/2005 20:53:53	Safe - Withdraw	Bank, Safe
04/04/2005 20:54:48	Safe - Withdraw	Bank, Safe
04/04/2005 20:55:05	Safe - Deposit	Bank, Safe
04/04/2005 21:03:51	Safe - Deposit	Bank, Safe
04/04/2005 21:04:31	Safe - Withdraw	Bank, Safe
04/04/2005 21:05:30	Safe - Withdraw	Bank, Safe

Sort Report By: Transaction Date

Start Date: 01/12/2005 21:35:15 End Date: 01/17/2006 12:33:00

Account Name
Transaction Date
Transaction Type

Generate Print Save Exit

Disbursing Accountability Summary

Summary of transactions shown
in *Disbursing Accountability
Detail Report*

Disbursing Accountability Summary Report

Run Date/Time: 01/17/2006 12:33:42 GMT
Disbursing Accountability Summary Report
Location: 5718T

Report Parameters:
Start Date: 01/12/2005 21:35:15
End Date: 01/17/2006 12:33:34

Merchant Information:
Merchant Name: NAVY DISBURSING
Merchant ID: 800000000821

Transaction Type	Check	Cash
Starting Balance	250.00	650.00
Safe - Deposit	0.20	10.00
Safe - Withdraw	-38.73	-4,354.16
Ending Balance	211.47	-3,694.16

Start Date: 01/12/2005 21:35:15 End Date: 01/17/2006 12:33:34

Generate Print Save Exit

Replication Conflict Report

Occurs when *both* ship & shore update member account information during same Batch Cycle

Replication Conflicts generate a *Disbursing Notification Alert*

Run Date/Time: 04/20/2006 15:05:18 GMT

Replication Conflict Report
Location: D14500

Report Parameters:
Start Date: 04/15/2006 22:08:17
End Date: 04/20/2006 15:05:11

Note Date	Name	Note Text
04/15/2006 22:15:27	POPPIN, MARY B	Record Type <04>Ship Record<last_namePOPPIN>Shore Record<tr
04/15/2006 22:15:27	POPPIN, MARY B	Ship Record<transfer_date20060515 000000>Shore Record<tr
		Record Type <04>Ship Record<last_namePOPPIN>Shore Record
		Ship Record<transfer_date20060515 000000>Shore Record<tr

Start Date: 04/15/2006 22:08:17 End Date: 04/20/2006 15:05:11

Generate Print Save Exit

SPO Payroll Report

Lists cardholders participating in SPO

Provides the last payroll amount credited to their Navy Cash account

Note: Useful reference if you have to run a *Provisional Split Pay*

Run Date/Time: 01/18/2006 15:47:37 GMT

SPO Payroll Report
Location: 5718T

Report Parameters:
SSN:
Pay Date:
First Name:
Last Name: B

Account Name	SSN	Last Pay Date	Amount
BACON, KERRIE	0001	07/12/2002	12.00
			12.00

Sort Report By: Account Name

SSN: Pay Date:

First Name: Last Name:

Generate Print Save Exit

Disbursing Transactions Detail Report

Used to assist audit of the Disbursing Office

Shows all transactions conducted by each operator

Note: File this report with your DD form 2665 and DD form 2657 and Navy Cash Logs

Run Date/Time: 01/17/2006 12:36:07 GMT

Disbursing Transactions Detail Report
Location: 5718T

Report Parameters:
Start Date: 01/12/2002 21:35:15
End Date: 01/17/2006 12:35:57
First Name:
Last Name:

Operator	Date	Transaction Type
DISBO, DISBO	05/28/2002 23:21:12	Load Check to Chip
DISBO, DISBO	05/28/2002 23:27:50	Misc Correction Credit
DISBO, DISBO	05/28/2002 23:28:56	Misc Correction Credit
LENTZ, CAROL	05/30/2002 00:00:40	Misc Correction Credit
DISBO, DISBO	05/30/2002 18:13:30	Load Check to Chip
DISBO, DISBO	05/30/2002 18:15:38	Load Check to Chip
DISBO, DISBO	06/10/2002 23:09:02	Misc Correction Credit
DISBO, DISBO	06/10/2002 23:17:49	Misc Correction Credit
DISBO, DISBO	06/20/2002 00:05:06	Misc Correction Credit
DISBO, DISBO	06/20/2002 00:37:54	Misc Correction Credit
DISBO, DISBO	06/20/2002 00:55:36	Misc Correction Credit
DISBO, DISBO	06/21/2002 19:04:49	Misc Correction Credit

Sort Order:

Start Date: End Date:

First Name: Last Name:

Generate Print Save Exit

Note scroll bars

Disbursing Transaction Summary Report

Summary of the data in the *Disbursing Transactions Detail Report*

Disbursing Transactions Summary Report

Run Date/Time: 01/18/2006 15:49:15 GMT

Disbursing Transactions Summary Report
Location: 5718T

Report Parameters:
Start Date: 01/18/2002 15:04:37
End Date: 01/18/2006 16:18:46
First Name:
Last Name:

Operator	Date	Transaction Type
DISBO, DISBO	05/28/2002	Load Check to Chip
DISBO, DISBO	05/28/2002	Misc Correction Credit
DISBO, DISBO	05/30/2002	Load Check to Chip
LENTZ, CAROL	05/30/2002	Misc Correction Credit
DISBO, DISBO	06/10/2002	Misc Correction Credit
DISBO, DISBO	06/20/2002	Misc Correction Credit
DISBO, DISBO	06/21/2002	Misc Correction Credit
DISBO, DISBO	08/08/2002	Misc Correction Credit
DISBO, DISBO	08/09/2002	Misc Correction Credit
DISBURSING OFFICE	10/31/2002	Chip withdrawal

Sort Order:

Start Date: End Date:

First Name: Last Name:

Buttons: Generate, Print, Save, Exit

Merchant Transaction Detail Report

Lists detail on all:

- Sales,
 - Refunds and
 - Correction transactions
- for all *Merchants* (vending and non-vending)
- Includes cardholder name and card number (last 5 digits)

Run Date/Time: 01/18/2006 17:13:30 GMT

Merchant Transactions Detail Report
Location: 5718T

Report Parameters:
Start Date: 01/18/2004 15:04:37
End Date: 01/18/2006 16:18:46
First Name:
Last Name:
Merchant Type: ALL
Merchant ID: 800000000815

Merchant	Merchant ID	Operator	Date
CPO MESS	800000000815	DISBO, DISBO	02/04/2004 14:39:35
CPO MESS	800000000815	DISBO, DISBO	02/04/2004 14:40:00
CPO MESS	800000000815	DISBO, DISBO	02/04/2004 14:40:17
CPO MESS	800000000815	DISBO, DISBO	02/04/2004 14:40:34
CPO MESS	800000000815	DISBO, DISBO	02/04/2004 14:40:50
CPO MESS	800000000815	DISBO, DISBO	02/04/2004 14:41:08
CPO MESS	800000000815	DISBO, DISBO	02/04/2004 14:41:35
CPO MESS	800000000815	DISBO, DISBO	02/04/2004 14:42:04
CPO MESS	800000000815	DISBO, DISBO	02/04/2004 14:42:20

Merchant Type: Vending Non-Vending All
Sort Order: Merchant

Start Date: 01/18/2004 15:04:37 End Date: 01/18/2006 16:18:46
First Name: Last Name:
Merchant: 800000000815 - CPO MESS

Generate Print Save Exit

Merchant Sales Summary Report

Summary of Merchant Transaction Detail Report

- Used for EOD and EOM Merchant sales receipts

Merchant Sales Summary Report

Run Date/Time: 01/17/2006 12:39:18 GMT

Merchant Sales Summary Report
Location: 5718T

Report Parameters:
Start Date: 01/12/2002 21:35:15
End Date: 01/17/2006 12:39:12

Merchant Name	Merchant ID	Sales
CPO MESS	800000000815	629.35
GENERAL MESS	800000000807	6,993.48
HUSBANDING AGENT	800000000835	7,728.61
MARINE DISBURSING	800000000811	0.00
MARINE MWR	800000000813	25.37
MERCHANT ONE	800000032454	6.00
MERCHANT ONE	VMSoda0000000001	28.68
MERCHANT ONE	VMSoda0000000002	284.50
MERCHANT TWO	800000032460	70.10
MERCHANT TWO	VMCandy0000000001	378.00
MERCHANT TWO	VMCandy0000000003	189.60
MERCHANT TWO	VMCandy0000000004	26.00
POST OFFICE - METERED MAIL	800000000825	12.00

Sort Report By: Merchant Name

Start Date: 01/12/2002 21:35:15 End Date: 01/17/2006 12:39:12

Generate Print Save Exit

Operator Status Report

List of operators currently logged on K22 devices

Operator Status Report

Run Date/Time: 01/17/2006 12:46:35 GMT

Operator Status Report
Location: 5718T

List of Operators currently logged onto Navy Cash:

Operator Name	Date	Status	Terminal ID
DO, DISBURSINGOFFICE	11/01/2001 19:30:00	Logged on	667
DO, DISBURSINGOFFICE	11/30/2001 09:40:24	Logged on	000000001234
LENTZ, CAROL	01/08/2003 08:54:40	Logged on	3333333333333333
LENTZ, CAROL	01/10/2003 00:00:00	Logged on	000001
LENTZ, CAROL	01/13/2003 00:00:00	Logged on	1
LENTZ, CAROL	05/22/2003 11:21:53	Logged on	1234567890564321
LENTZ, CAROL	05/22/2003 12:01:47	Logged on	9876543210123456
LENTZ, CAROL	05/22/2003 14:44:08	Logged on	DEVICESIN0000001
LENTZ, CAROL	06/25/2003 13:58:45	Logged on	1234567890123466
LENTZ, CAROL	06/26/2003 14:19:29	Logged on	0675224800000000
Smith, Bob	10/10/2003 19:04:19	Logged on	0647375400000000
LENTZ, CAROL	12/18/2003 10:53:11	Logged on	1234567890123456
ONE, TESTUSER	01/25/2005 16:07:20	Logged on	0748272400000000
DISBO, DISBO	01/17/2006 17:01:35	Logged on	0

Generate Print Save Exit

Unmatched Chip-to-Chip Report

List of all failed 'Chip-to-Chip' transfers

Used for research

- For every Visitor card chip-to-chip correction, the DISBO must take action to return the value to the cardholder (e.g. do chip-to-chip from *DISBO Merchant*, or cash out)

Run Date/Time: 01/18/2006 15:59:14 GMT

Unmatched Chip-to-Chip Report
Location: 5718T

Report Parameters:
Start Date:
End Date: 01/18/2006 15:59:13

Account Name	Date	Card#
HUTCHINS, GREGORY	06/25/2003 12:28:58	01486
HUTCHINS, GREGORY	06/25/2003 14:04:02	01486
HUTCHINS, GREGORY	06/27/2003 17:37:48	01486
USS RENTZ,	08/19/2002 19:18:17	359

Sort Report By: (Dropdown menu options: Account Name, Date, Card#)

Start Date: End Date:

Buttons: Generate, Print, Save, Exit

Instant Issue Issued Card Report

Lists all personnel issued
Instant Issue cards

Shows the issue date, name,
account number and card
number of the card issued

Run Date/Time: 01/17/2006 12:47:40 GMT
Navy Cardholder Issued Card Report
Location: 5718T

Assigned Date	Account Name	Card#
07/31/2002 20:59:17	GUY, TEST T	01304
07/31/2002 21:25:05	TEST, GUY T	01437
07/31/2002 21:26:09	TEST, GUY T	01445
11/16/2004 19:57:59	E, E E	01452
07/31/2002 21:39:48	TEST, GUY T	01460
07/31/2002 21:44:09	TEST, GUY T	01478
12/19/2005 16:33:57	MOUSE, MICKY M	01486
08/13/2002 21:50:40	TEST2, TEST T	01536
08/07/2002 20:33:56	WE, FRJE W	01809
07/17/2002 20:53:56	GROUP, MICHAEL C	03391
03/25/2003 17:14:35	SMITH, MIKE C	03797
02/02/2004 19:18:58	GROUP, MICHAEL C	03839
07/17/2002 21:10:29	MOUSE, MICKEY M	04043
06/18/2002 00:43:06	wer, wer r	22553
03/10/2003 21:28:47	GROUP, MIKE -	38054
04/12/2004 20:17:52	SDFKJH, DSFKH H	40035
04/12/2004 20:16:13	GROUP, MICHAEL C	46073

Sort Report By: Card#
Card#
Account Name
Assigned Date

Generate Print Save Exit

EOD Report

Provides information on:

- status of the EODs (round trips) that Disbursing initiated
- check and cash balances at EOD
- most recent EOD date used to retrieve starting safe balances shown in *Disbursing Accountability Detail and Summary Reports*

Run Date/Time: 01/17/2006 12:48:04 GMT

EOD Report
Location: 5718T

Report Parameters:
Start Date: 01/12/2006 21:35:15
User ID:

EOD Date	EOM	Batch Status	Batch ID
01/12/2006 21:35:15	200510	Pending	5718T_479

Date: User ID:

Fraud Detection Report

NavyCash Disbursing Application

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View Reports

Click on the Report you wish to view.

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In the event Navy Cash detects possible fraudulent ACH activity, a pop-up window will appear.

Click [Yes] to view a report

You are using version 1.5.9 of the Disbursing Application. (http://1930)

10/5/2006

10:07 AM



Fraud Detection Report (cont)

The screenshot shows the NavyCash Disbursing Application interface. A 'Fraud Detection Report' window is open, displaying a table of questionable transactions. The report includes the run date/time (10/06/2006 10:09:14 GMT) and a list of transactions with columns for Cardholder Name, SSN, and Reason. The report lists three transactions: FLOYD, PINK A (SSN 3265, Reason: More than \$1000.00 in transaction), GROUPPP, MICHAELL A (SSN 7111, Reason: More than \$400.00 in transaction), and MORTENSEN, KEITH X (SSN 7512, Reason: More than \$400.00 in transaction). The report window has 'Generate', 'Print', 'Save', and 'Exit' buttons at the bottom.

The *Fraud Detection Report* can be viewed, and printed at any time

Click [*Fraud Detection Report*] found in Operations, *View Reports*

The report will display the record of any possible fraudulent transaction events

Lists member name and last four of SSN

ROM II Reporting

- Compares NC against ROM II – requires ROM II data disk
- These comparison reports can be run:
 - ROM II transactions not in NC
 - NC transactions not in ROM II
 - NC and ROM II transactions with different amounts
 - Transactions that failed in ROM II but succeeded in NC.

Operations

[Indicate End of Day](#)

[View Reports](#)

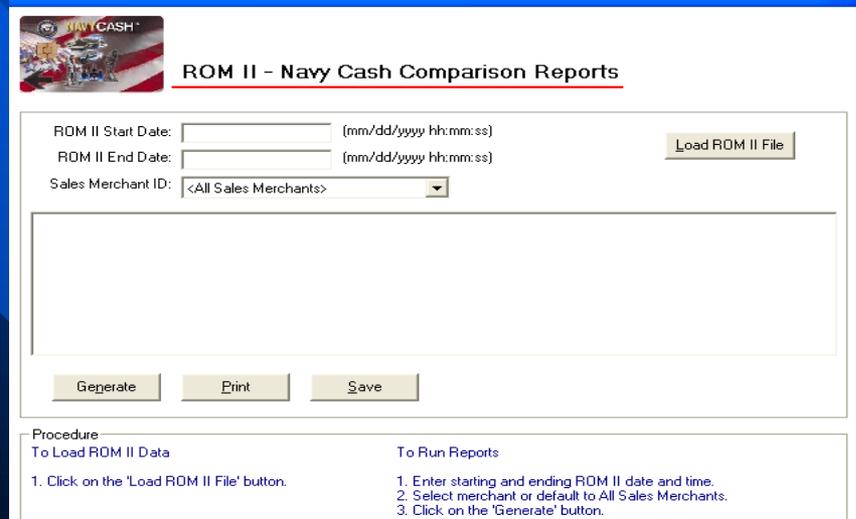
[ROM II Reporting](#)

[Safe Bank Transactions](#)

[Operator ID Maintenance](#)

[Vending and Ship's Store](#)

[Event Maintenance](#)



NAVY CASH

ROM II - Navy Cash Comparison Reports

RDM II Start Date: (mm/dd/yyyy hh:mm:ss)

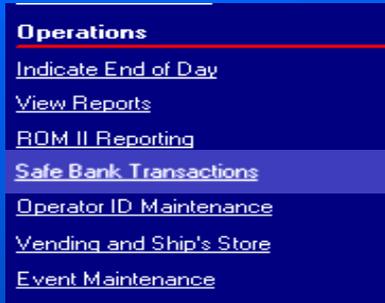
RDM II End Date: (mm/dd/yyyy hh:mm:ss)

Sales Merchant ID:

Procedure

To Load ROM II Data	To Run Reports
1. Click on the 'Load ROM II File' button.	1. Enter starting and ending ROM II date and time. 2. Select merchant or default to All Sales Merchants. 3. Click on the 'Generate' button.

Safe Bank Transactions



A screenshot of the "Safe Bank Transactions" form. The form is titled "Safe Bank Transactions" and has a sub-header "Safe to Bank Deposits and Withdrawals". It contains the following fields: "Cash Amount" (2500.00), "Transaction Date" (9/26/2003), "Check Amount" (empty), "Transaction Type" (a dropdown menu with "Deposit to Safe" selected, and "Deposit to Bank" and "Deposit to Safe" visible in the list), and "Deposit Ticket" (N/A). There are "Submit" and "Reset" buttons at the bottom.

- Used primarily at EOM to reset *cash* amount on *Disbursing Accountability Summary Report (DASR)* to zero for next month
- Used as ‘last resort’, *temporary* fix if DASR “out-of-balance” and stops EOD process. Use *Transaction Type*:
 - *Deposit to Bank* if DASR amount positive, to subtract from account
 - *Deposit to Safe* if DASR amount negative, to add to account
- Data stays onboard and works like an internal memo

Operator ID Maintenance

Operations

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NavyCash Disbursing Application

Welcome, DISBO

[Logout](#)

[Funds Transfer](#)

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[Card Maintenance](#)

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Operator ID Maintenance

Currently Configured Operators: View Only Deleted Operators [List Configured Operators](#)

Operator ID	Last Name	First Name
*****	*****	*****
5555	CHANG	ANN
6666	CHANG	ANN
9999	GIFFIN	JOHN
1111	GIFFIN	JOHN
2222	GIFFIN	JOHN
2312	Jones	Sam
1267	Jones	Sam
1113	KINNEY	KYLE
1114	KINNEY	KYLE
1117	KINNEY	KYLE
1116	KINNEY	KYLE
1115	KINNEY	KYLE
1000	LENTZ	CAROL
*****	*****	*****

Operator ID: Merchant ID:

User ID: Delete this Operator Add as Disbursing User

First Name: Social Security Number:

Last Name:

If checked, equates to 'Inactive'. To re-activate, uncheck box

The operator 5555 has NOT been associated with a Merchant ID 1/17/2006 12:51 AM

Every NC device operator has a unique 4 digit ID (like an SSN)
- ID can not be reassigned or shared
Use this function to add/delete/modify NC operators
- Operators must be NC cardholders
- Operator ID cannot begin with a "0"



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Ver 1.4.6.3

Vending and Ship's Store

Operations

[Indicate End of Day](#)

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- Used to perform vending EOM procedures
- Must be used to update CAD and vending machine IDs right after replacement

NavyCash Disbursing Application

Welcome, DISBO

[Logout](#)

[Funds Transfer](#)

[Funds Transfer](#)

[Card Maintenance](#)

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[Change Card Status](#)

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Vending and Ship's Store

Merchants and Vending Machines.

✖	800000007954 - VENDING SODA - 03/31/04 18:36:24
⚠	VMSDDA0000000001 - NC LAB - No CAD Assigned
⚠	800000008458 - SHIP STORE #1 - 03/31/04 18:36:08
⚠	800000008460 - SHIP STORE #2 - 03/31/04 18:35:58
✖	800000008464 - VENDING STORE ITEMS - 03/31/04 18:35:50
⚠	VMCANDY0000000001 - MAIN HALL - No CAD Assigned
⚠	VMSIMAX0000000001 - Maximus CAD JE - CAD # 0070C20588350000
⚠	800000011315 - VENDING STAMPS - 03/31/04 18:35:34
🚦	VMSTAMPS000000003 - NAVY LAB - CAD # 0070C20581FA0000 - 04/01/04 21:48:42

Indicate End of Period for Vending Merchant

Vending Machine ID:

Machine Location:

CAD Terminal ID:

Procedure

- ✖ One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
- ⚠ Merchant: This merchant is ready for its EOP.
Vending Machine: This vending machine is ready for its EOP.
- 🚦 This merchant and all of its vending machines, if any, have indicated their EOPs.

You are using version 1.4.6 of the Disbursing Application. (ncp.dl380) 4/1/2004 4:42 PM

Event Maintenance

(usually MWR...) *Events* allow bulk refunds, much easier than individually

Also allows transaction reporting by *Event*

■ Use *Event Maintenance* to add or update *Events* (see Procedures)

■ Event Codes are used once

Note: Best practice: create new *Event* for recurring events (e.g. “tour”) to keep ‘*Event*’ unique; or risk defeating bulk refund benefit or refunding wrong transactions (e.g. **all** tours)

Event Maintenance

Listing of Existing Events to be Updated

Merchant - A	Event	Event Desc	Event Exp Date
NAVY MWR	KISS CONCERT	COORS AMPHITHEA...	10/25/2003
NAVY MWR	FUN TOUR	PUERTO VALLARTA ...	11/25/2003
NAVY MWR	TIGER CRUISE	HOTEL FLT & TRAN...	12/25/2003

Display Expired Events Refresh

Add or Update an Event

* Merchant: [800000008740 - CPO MESS - DWES]

* Event:

* Event Description:

* Expiration Date: [10/26/2003] (mm/dd/yyyy)

Add Reset

Procedure

To Update an existing Event:

From the 'Listing of existing Events to be updated' box:

1. Choose an existing Event by using the scroll bar or typing the merchant name.
2. Single Click an Event you want to update.
3. Change any of the fields and click Update.

To Add a new Event:

From the 'Add or Update an Event' box:

1. Choose a Merchant.
2. Enter a short description of the Event for promotion (required).
3. Enter a long description of the Event for promotion (required).
4. Please enter an expiration date for this Event (when the promotion ends) (required).

* required field

Utility Functions

Utility Functions

Utility Functions

[View Log](#)

[View Disk Usage](#)

[NOC Selection](#)

[Process Marine Split Pay](#)

[Provisional Split Pay](#)

[Access Editor](#)

Utility Options.

1. View Log.

Allows read-only access to the configured file directories:

Application Log files - C:\Program Files\DispoApp\Log
Enrollment files - C:\Program Files\DispoApp\enrollment
Listener Log file - C:\ncservice\logs
Saved Report files - C:\Program Files\DispoApp\Report
Processed Split Pay files - C:\Program Files\dispoapp\payroll

2. View Storage Usage.

Displays current disk usage.

3. NOC Selection.

Allows the user to select the network operations center (NOC) with which data transfer occurs.

4. Process Split Pay Data File.

Allows the user to process split pay data files. Note: the data file MUST be on diskette.

5. Access Level Editor.

Allows the Disbursing Officer to establish access levels and alter the functionality available to a user.

View Log

Utility Functions

- [View Log](#)
- [View Disk Usage](#)
- [NOC Selection](#)
- [Process Marine Split Pay](#)
- [Provisional Split Pay](#)
- [Access Editor](#)



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

NAVYCASH

View Log

D:\NavyCash\Logs\ncservice_Mar_07_2001.log

00:00:00 TID=479- Message Data - **** RECEIVING MESSAGE ****

Message Type: 1304
Terminal ID: 0538930800000000
IP Address: 172.20.5.88
Port: 3000
System Trace #: 0002022001030700000000

field 0: 1304
field 11: 000202
field 12: 010307000000
field 24: 304
field 43: 0538930800000000
field 62: 0002022001030700000000
field 93: 009
field 94: 010
field 101: 010302103003

Response:
DB Return Code: 0
Action Code: 300
Reason: Success

**** FINISHED PROCESSING MESSAGE ****

Past Logs:

- DispoLog031501.log
- DispoLog031601.log
- DispoLog031901.log
- DispoLog032001.log
- DispoLog032901.log
- DispoLog033001.log
- failed_transactions Mar_23_2001.log
- ncservice_Mar_07_2001.log**

D:\NavyCash\Logs

View Past Log

View Current Log

View Disk Usage

Utility Functions

[View Log](#)

[View Disk Usage](#)



- *View Storage Usage* displays current disk usage
 - Problems start to occur when there is < 1GB free space on the drives
 - If less, verify backups are occurring

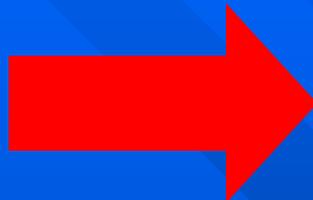
Drive	Drive type	Total bytes	Free bytes	Available bytes
C:\	Fixed drive	20,003,848,192	9,884,524,544	9,884,524,544
D:\	CD rom	Remaining disk space unknown	9,884,524,544	9,884,524,544
M:\	Remote mapped drive	436,334,620,672	246,215,720,960	246,215,720,960
U:\	Remote mapped drive	436,334,620,672	246,215,720,960	246,215,720,960

At least 2 GB of free space is required

Network Operations Center (NOC) Selection

Utility Functions

- [View Log](#)
- [View Disk Usage](#)
- [NOC Selection](#)**
- [Process Marine Split Pay](#)
- [Provisional Split Pay](#)
- [Access Editor](#)



NAVY CASH

NOC Selection

Current NOC Selection: WEBT (192.6.34.99)

Change NOC selection:

Note: Changing the NOC selection will effect transfer of data from the ship to the shore. Please make sure that the current selection reflects the position status of the ship - underway or docked.

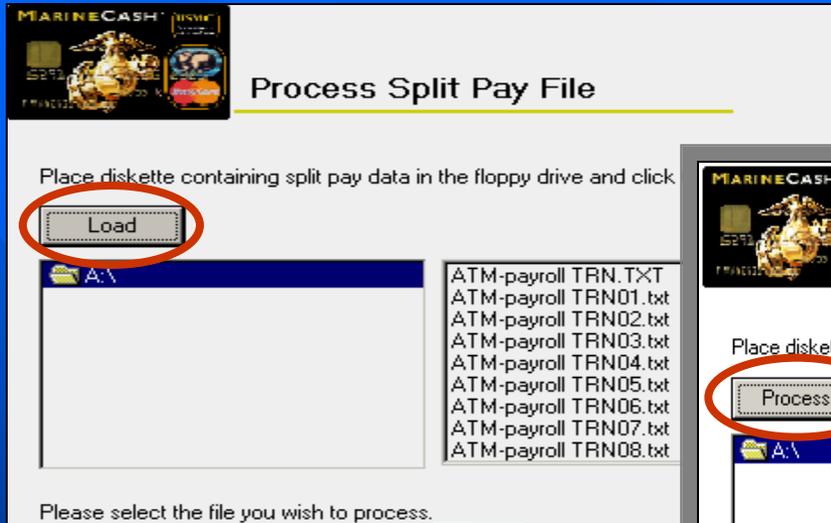
The ship's NC server can use multiple comm paths to exchange data with NC shore server. The ship NC server automatically switches paths if any one path is inoperable for any reason (e.g. ship changes OP areas). Occasionally, DISBO (&IT/ETs) must take action to force path change. This screen assists that process.

PRNOC – West Coast/PAC
UARNOC – East Coast/LANT

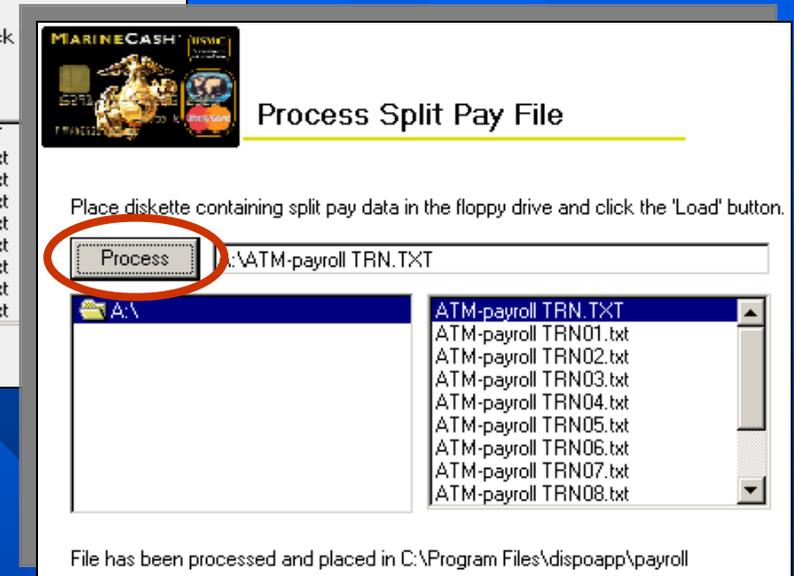
Process USMC Split Pay

Utility Functions

- View Log
- View Disk Usage
- NOC Selection
- Process Marine Split Pay**
- Provisional Split Pay
- Access Editor



Note: USMC DISBO will also need to create SF 5515 debit voucher for total Marine pay going to NC

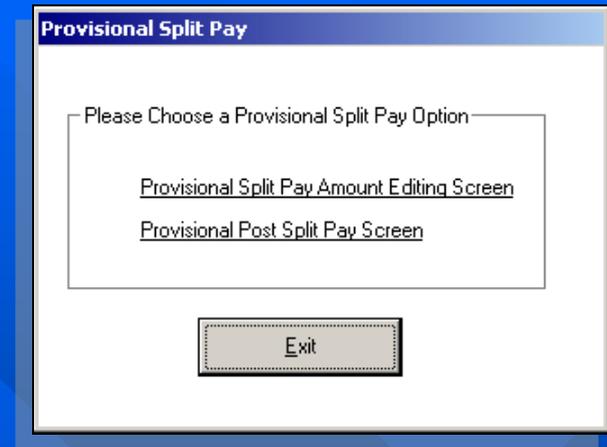
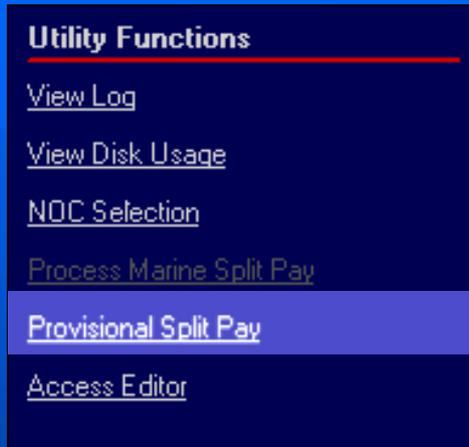


Processing Marine SPO takes three steps on USMC laptop:

- Insert USMC DDS RAPTRS disk
- Click [*Load*]
- Click [*Process*]

(RAPTRS) = Remote Access Pay Transactions and Reporting System, found on portable USMC Deployable Disbursing System (DDS)

Provisional Split Pay



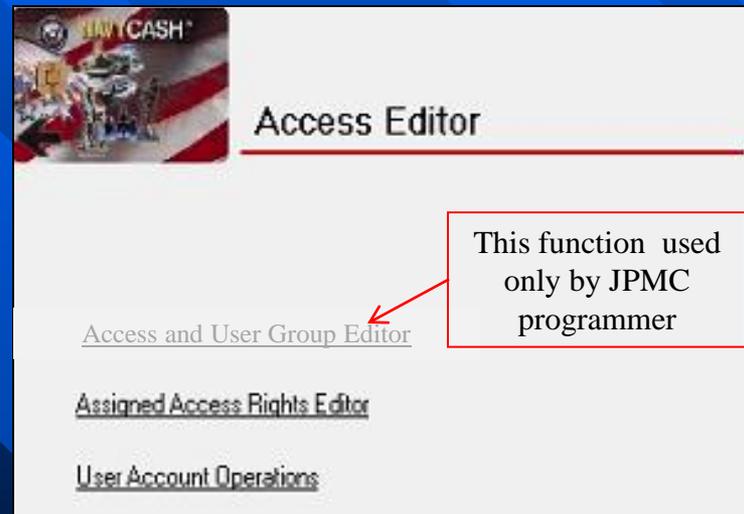
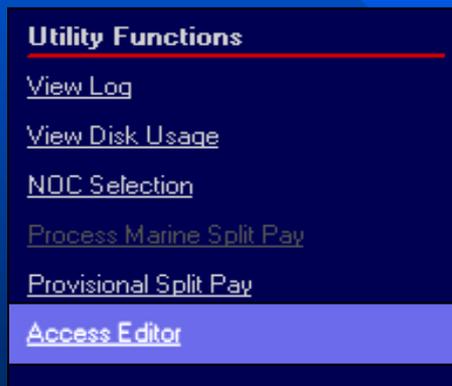
- Used *only* when comms are down on or just before payday
 - SPO funds will have posted ashore but are not reflected aboard due to lack of off-ship comms
- Two function screens are provided:
 - *Provisional Split Pay Amount Editing Screen*
 - *Provisional Post Split Pay Screen*

Note: SPO Payroll Report is a useful reference if you have to run a Provisional Split Pay

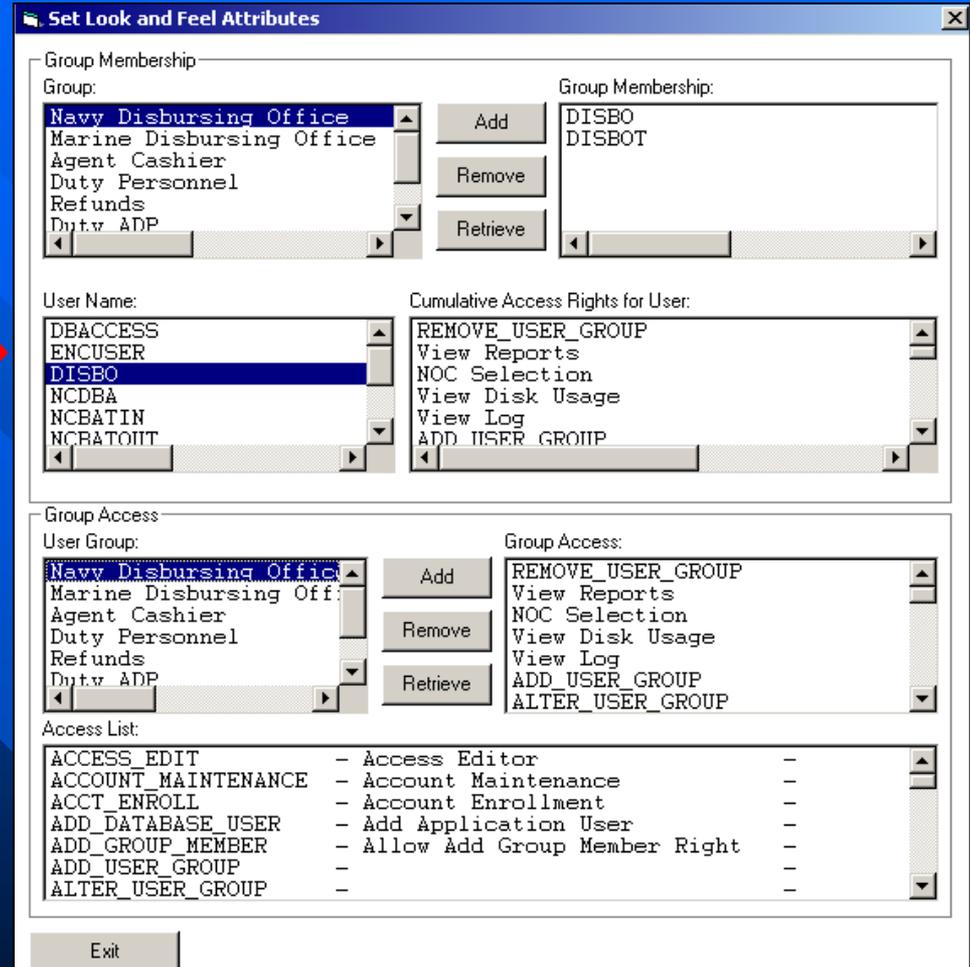
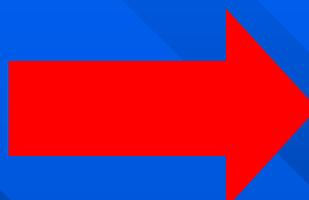
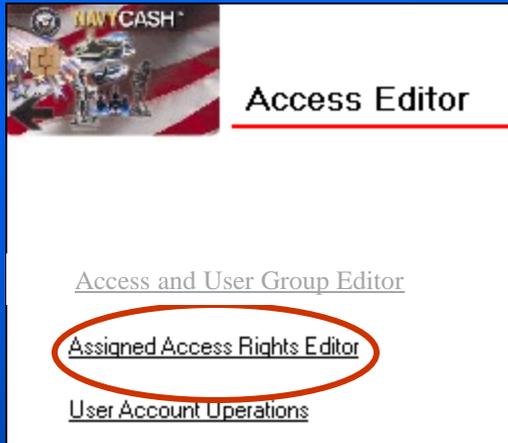
DISBO can update member's SPO info using changes entered into DMO since last payroll post

Access Editor

Disbursing controls who has access to various functions within the Disbursing Application. Menu items are “grayed” out if the user does not have access.



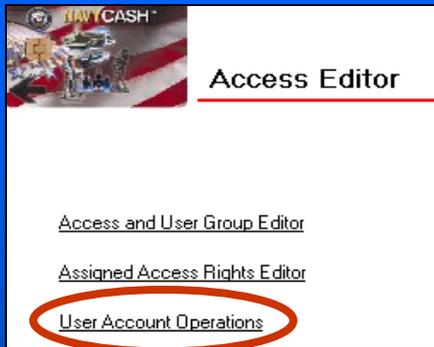
Assigned Access Rights Editor



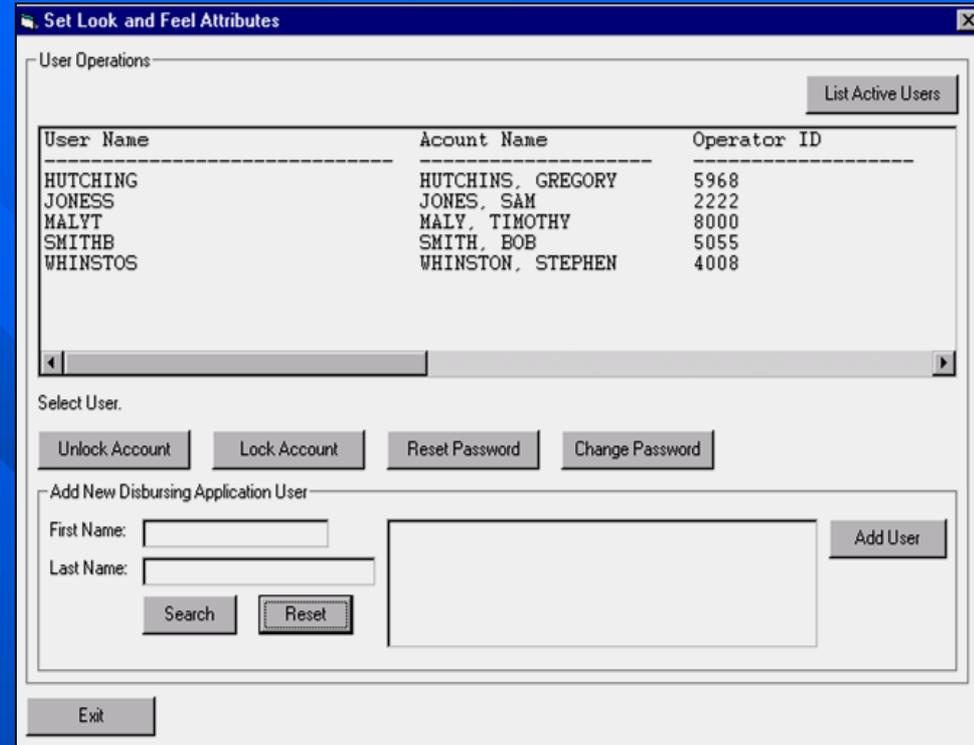
Used to add, remove, or retrieve access rights to users and groups within the DA

Note: For individual's User Name to show, must have been assigned Operator ID and the 'Add as Disbursing User' block checked

User Account Operations



- *User Account Operations* show the User name account status
- It is used to Unlock/Lock accounts
- Allows passwords to be Reset and/or Changed



Cash Verification Team

- Each calendar quarter, the Cash Verification Team will generate *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 assessment
 - Team will also use the *Navy Cash Transaction Ledger* as well as the Disbursing Officer's *Disbursing Accountability Reports*, including the *Disbursing Transaction Detail Report*, among others

Questions

