

# Chapter 3

## General Mess

<b>3.1</b>	<b>Background.....</b>	<b>3-2</b>
<b>3.2</b>	<b>Planned Maintenance System.....</b>	<b>3-2</b>
<b>3.3</b>	<b>Establishing the General Mess as a Navy Cash Merchant .....</b>	<b>3-2</b>
<b>3.4</b>	<b>Cash Sale of Meals.....</b>	<b>3-3</b>
3.4.1	Without Navy Cash Card .....	3-3
3.4.2	With Navy Cash Card.....	3-3
3.4.3	With Large Groups .....	3-4
3.4.4	Members of Private Messes that Subsist from the General Mess .....	3-5
<b>3.5</b>	<b>Bulk Sale of Food.....</b>	<b>3-6</b>
3.5.1	Daily or as Required.....	3-6
3.5.2	At Month End.....	3-6
<b>3.6</b>	<b>Refunds.....</b>	<b>3-6</b>
<b>3.7</b>	<b>Payment of Foreign Vendors.....</b>	<b>3-7</b>
<b>3.8</b>	<b>End-of-Day Procedure .....</b>	<b>3-8</b>
<b>3.9</b>	<b>Daily Reconciliation .....</b>	<b>3-8</b>
<b>3.10</b>	<b>Monthly Reconciliation.....</b>	<b>3-10</b>
<b>3.11</b>	<b>End of Month Procedure .....</b>	<b>3-11</b>
<b>3.12</b>	<b>Contingency Operations .....</b>	<b>3-11</b>
<b>3.13</b>	<b>General Mess Reports and Forms (examples).....</b>	<b>3-13</b>
3.13.1	Daily Merchant Sales Summary Report.....	3-13
3.13.2	Monthly Merchant Sales Summary Report.....	3-14
3.13.3	Daily Transaction Detail Report.....	3-15
3.13.4	Monthly Transaction Detail Report.....	3-16
3.13.5	Daily Reconciliation Worksheet .....	3-17

### **3.1 Background**

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

#### *NOTES:*

- 1. The term Food Service Officer (FSO) used throughout this chapter refers to not only the FSO but also individuals that have been properly appointed as his or her agent in accordance with existing procedure.*
- 2. Private messes are considered “subsisting” from the general mess when meals consumed in the private mess are accounted for and billed to the private mess at standard meal prices by the general mess.*
- 3. Private messes are considered “private” when the general mess is reimbursed for the cost of stores (food) consumed in the private mess on a monthly basis.*
- 4. The NAVSUP Navy Cash Program Office acknowledges that Navy Cash and Food Service Management Information System (FSMIS) should be integrated to optimize system capabilities and to avoid manual and double entry of data/information. Navy Cash and FSMIS integration may be developed in a later Navy Cash version that is implemented in the Fleet after prototype.*
- 5. The Navy Cash card e-purse (chip) sets a maximum load and debit (payment) limit of \$50,000 for merchant cards issued after 24 September 2008 and \$9,999.99 for merchant cards issued before 24 September 2008. This monetary limit may prevent private messes, MWR, or other merchants from using Navy Cash cards to make larger purchases on board the ship in a single payment. For example, a CVN wardroom treasurer pays a monthly food invoice to the general mess that can be as much as \$30,000 or more. In these situations, more than one payment with the organization’s Navy Cash card or payment by check are authorized.*
- 6. The daily or monthly Navy Cash reports of electronic transactions (see paragraph 3.13 of this SOP) are the substantiating documents for food service collections. It is the equivalent of a signed NS 470 page, deposit ticket, or any other document substantiating a deposit with the Disbursing Officer.*
- 7. In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

### **3.2 Planned Maintenance System**

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

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

1. The general mess is established as a Navy Cash merchant as a part of the process of implementing Navy Cash on board the ship.

2. A K22 Point Of Sale (POS) device will be configured for the general mess during Navy Cash implementation. Generally, one function key is programmed for recording standard meal prices, and one, for recording meal surcharges, that is, General Mess Food and General Mess Surcharges. Thus, a cash meal sale with surcharge is entered as two separate amounts on the K22. The cardholder's Navy Cash card is then inserted into the K22, and the total amount is then deducted from the cardholder's Navy Cash card (e-purse). See Chapter 2 of this SOP for K22 detailed operating instructions.

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

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

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

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

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

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

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

(3) The FSO keys in the meal price and the surcharge (if applicable) as two separate amounts into a properly logged-in K22 device. The K22 will display the total of the sale.

(4) The sponsor inserts his or her Navy Cash card into the K22, enters the PIN, and presses the "OK" key to complete the transaction.

(5) The K22 deducts the total amount, that is, the meal price and the surcharge (if applicable), from the sponsor's Navy Cash card and records the transaction for download to the Navy Cash system. The Navy Cash reports will also record the collection, as if a cash collection had actually occurred and the sales proceeds for the day were deposited in disbursing. General Mess Food and General Mess Surcharges will each be reported separately.

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

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

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

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

- b. The visitor, guest, or dependent can use their Navy Cash card to purchase meal(s) from the general mess.
- c. The visitor reports to the FSO/cashier located at the food service office, galley office, or meal line (depending on local procedure) to purchase the meal.
- d. For each visitor, the FSO records the sale on the Cash Meal Payment Book, DD 1544, and updates FSMIS in accordance with existing procedure.
- e. The FSO keys in the meal price and the surcharge (if applicable) as two separate amounts into a properly logged-in K22 device. The K22 will display the total of the sale.
- f. The visitor inserts his or her Navy Cash card into the K22, enters the PIN, and presses the “OK” key to complete the transaction.
- g. The K22 deducts the total amount, that is, the meal price and the surcharge (if applicable), from the visitor’s Navy Cash card and records the transaction for download to the Navy Cash system. The Navy Cash reports will also record the collection, as if a cash collection had actually occurred and the sales proceeds for the day were deposited in disbursing. General Mess Food and General Mess Surcharges will each be reported separately.
- h. The visitor goes to the meal line and receives the meal.

### **3.4.3 With Large Groups**

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

- a. These are special events for which the Commanding Officer (CO) assigns a “cruise coordinator” to plan for, among other tasks, the accounting for and payment of meals consumed from the general mess by the guests.
- b. Typically, sponsors of guests pay in advance for the cost of meals to be consumed. The cruise coordinator sets up a system to count heads/meals, collect money, and pay the general mess. The process that the cruise coordinator develops varies among different ships and is not part of this Navy Cash SOP.
- c. However, the cruise coordinator has the option to accept payment from sponsors that possess Navy Cash cards using a portable K22 POS device. A K22 can be programmed and issued by the disbursing office for this special purpose, and arrangements must be made in advance of the event. Operating procedures for the K22 are located in Chapter 2 of this SOP.
- d. Generic Procedure. A generic procedure for accepting Navy Cash for special cruise events is as follows:
  - (1) When paying with Navy Cash, the guest sponsor reports to the cruise coordinator representative to pay for his guest’s meals.
  - (2) For each visitor/sponsor, the cruise coordinator records the number of meals sold (to be sold) in accordance with the cruise coordinator’s policy.

(3) The cruise coordinator representative keys in the meal price and the surcharge (if applicable) as two separate amounts into a properly logged-in K22 device. The K22 will display the total of the sale.

(4) The sponsor inserts his or her Navy Cash card into the K22, enters the PIN, and presses the “OK” key to complete the transaction.

(5) The K22 deducts the total amount, that is, the meal price and the surcharge (if applicable), from the sponsor’s Navy Cash card and records the transaction for download to the Navy Cash system.

(6) If a portable K22 was programmed for this special purpose, at the end of each day funds are collected, the cruise coordinator (representative) downloads the K22, which electronically “deposits” the funds in the Navy Cash system.

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

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

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

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

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

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

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

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

d. If the monthly mess invoice is less than \$10,000, the private mess treasurer can pay the FSO with the private mess Navy Cash card.

e. Due to the \$50,000 load and debit limit on merchant cards issued after 24 September 2008 and the \$9,999.99 load and debit limit on merchant cards issued before 24 September 2008, if the monthly mess invoice is larger than the limit, the private mess treasurer can make more than one payment with the private mess Navy Cash merchant card following the procedures in the paragraph directly below or pay the FSO with a check drawn on the private mess fund bank or credit union checking account (existing procedures).

## **3.5 Bulk Sale of Food**

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

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

### **3.5.2 At Month End**

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

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

(1) The FSO enters the bulk food sale amount into a properly logged-in K22 device.

(2) The private mess treasurer, MWR custodian or other authorized party inserts the Navy Cash card into the K22, enters their PIN and presses the "OK" key to complete the transaction.

(3) The K22 deducts the sale amount from the organization's Navy Cash card and records the transaction for download to the Navy Cash system. Navy Cash records the collection as if a cash collection had actually occurred and the sales proceeds for the day were deposited in disbursing.

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

c. If the bulk food item invoice is \$10,000 or greater, the private mess treasurer, MWR custodian, or other authorized party can make more than one payment with the organization's Navy Cash card or pay the FSO with a check drawn on the organization's bank checking account (existing procedures).

(1) Pay the FSO with a check drawn on their commercial bank checking account in accordance with existing (normal) procedures. Navy/Marine Cash is not involved.

## **3.6 Refunds**

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

2. The cardholder reports to the disbursing office during normal office hours with his Navy Cash card and presents the refund chit. Disbursing personnel then follow standard Navy Cash

procedure to perform the refund transaction that adds the refund value to the cardholder's Navy Cash e-purse (chip). This process is known as refund liquidation. The Disbursing Officer retains the liquidated refund chit and forwards it to the FSO at the end of the business day for follow up action.

3. On the day the refund is liquidated, after receiving the liquidated refund chit from disbursing, the FSO will note the date of liquidation on the original refund record in the Refund Control Log.
4. On the day the refund is liquidated, the refund amount will be reflected in the General Mess Daily Transaction Detail Report as a negative number associated with the members name and Navy Cash account number, reducing the overall sales amount for the day.
5. The FSO will retain the General Mess Refund Control Log for five years for reconciliation and audit purposes.
6. The FSO will maintain an audit trail on refund chits by recording the status of issued refund chits in the Refund Control Log. The FSO will note whether the refund was liquidated, reissued or canceled and date of occurrence on every original refund record entry.
7. To alleviate holding unliquidated refunds for long periods of time, members will be required to liquidate refunds at the disbursing office within 2 working days. After 30 days, the FSO has the option to reverse or cancel an unliquidated refund. The FSO will note the reason for the reversal in the Refund Control Log and will cross reference the reversal entry to the original refund entry.
8. In the event that a refund is liquidated after the FSO reversed (canceled), the refund can be reentered in the Refund Control Log to bring records into balance. Prior to reentering a refund, the FSO must confirm that the refund was previously canceled by comparing the General Mess Daily Transaction Detail Report that shows the negative refund amount and the name of the person issued the refund to the General Mess Refund Control Log.
9. If a refund chit is lost or destroyed prior to liquidation, the FSO can reissue the refund chit to the member. Prior to reissuing a refund chit, the FSO must confirm that the original refund chit was not previously liquidated by reviewing the status of the refund in the Refund Control Log.
10. The FSO must consider the status of unliquidated refunds when determining whether cash collections equal recorded sales during the end of day reconciliation process (see the end of day reconciliation section below).
11. In accordance with existing procedure, the FSO makes adjustments in FSMIS within the current month to reflect refunds issued and to modify the DD 1544 and NS 1046 and 1359 accordingly.

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

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

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

1. The FSO and all operators (cashiers/clerks) log-off the system. If a K22 is operated offline (not directly connected to the Navy Cash server via the LAN), before end of day procedures can be completed, the operator must first download the K22 to the Navy Cash server by following the K22 operating procedure, paragraph 2.3.1.

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

3. Each day, the FSO or designated assistant should review the Navy Cash Merchant Sales Summary Report for accuracy (see paragraph 3.13.1 of this SOP for a sample report). The Merchant Sales Summary Report can be generated at the Navy Cash workstation in the disbursing office by entering the correct start and end dates in the “View Reports” link in the Navy Cash application (see paragraph 8.4.25). *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).* The more detailed Non-Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated in the same way.

4. The Disbursing Officer initiates end of day processing. The daily transactions (collections and expenditures) are batched and downloaded to the Navy Cash server located ashore where the Navy Cash system automatically records and accumulates daily sales until the end of the month. At month end, the Disbursing Officer will prepare vouchers based on the NS 1359, the Monthly General Mess Operating Statement, and the monthly Navy Cash system reports to register the funds to the Navy subsistence-in-kind (SIK) and surcharge accounts.

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

### **3.9 Daily Reconciliation**

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

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

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

4. If total sales and total cash collections do not balance, an error condition exists that must be investigated and corrected. After compensating properly for unliquidated refunds (see

paragraph 3.6), there are two primary out of balance conditions that can occur. It is possible, however, to experience combinations of these two basic error conditions and this must be considered when conducting the investigation.

a. Shortage. The total sales amount is greater than cash collected; sales are overstated or cash collected is understated. This condition is caused when a sale is recorded but cash was not collected or the amount collected was less than the amount of the sale. If cash (currency) is involved, it is possible that a cashier made change incorrectly during the transaction or that money was miscounted, misplaced, lost, or stolen.

b. Overage. The total sales amount is less than cash collected; sales are understated or cash collected is overstated. This condition is caused when cash is collected but a sale was never recorded or was recorded at an amount less than the cash collected. If cash (currency) is involved, it is possible that the cashier made change incorrectly or that the money was miscounted.

c. For either out of balance condition, the FSO should compare the more detailed Navy Cash reports which list every Navy Cash transaction performed that day and the food service daily sales records (1544, 1046, 1149) to determine, through the process of elimination, which transactions are missing or were recorded at incorrect amounts. The Non-Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated on the ship at the Navy Cash workstation in the disbursing office. If the Navy Cash EOD process and round trip have already been completed, the General Mess Daily Transaction Detail Reports can also be retrieved from the shore reports directory (see paragraph 8.4.24.n) on the Navy Cash workstation (see paragraph 3.13.3 for a sample report).

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

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

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

g. If the investigation reveals that cash (currency) was lost, misplaced or stolen, corrective action taken will be in accordance with existing procedures (outside the scope of Navy Cash).

5. Unliquidated Refunds. Unliquidated refunds require special consideration during daily reconciliation because the day a refund chit is liquidated (cashed) can be different than the day the refund chit was issued, perhaps many days or weeks later. Consequently, refunds not liquidated on the day they were issued must be considered in the day-to-day reconciliation process until finally liquidated and reported in the General Mess Daily Transaction Detail Report (paragraph 3.13.3). To minimize efforts associated with unliquidated refunds, paragraph 3.6.7 of this SOP requires refunds be liquidated within 2 working days.

a. If a refund was issued and liquidated during the day of reconciliation, neither recorded sales nor cash collections require any adjustment. Given that no other balance affecting error condition exists, recorded sales (1544, 1046, 1149) and cash collections shown on the Daily Transaction Detail Report will be in balance.

b. If a refund was issued but not liquidated during the day of reconciliation, recorded sales will be understated compared to cash collections shown on the Daily Transaction Detail Report. In this case, the FSO must add the amount of the unliquidated refund to recorded sales to balance sales with collections.

c. If a refund was liquidated during the day of reconciliation but more than one day after the original day of issuance, the daily sales total will be overstated compared to cash collections shown on the Daily Transaction Detail Report. In this case, the FSO must subtract the amount of the refund from recorded sales to balance sales with collections.

d. If no refunds were issued or liquidated on the day of reconciliation, the daily sales total should balance with cash collections shown on the Daily Transaction Detail Report, provided that no other balance affecting error condition exists.

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

### **3.10 Monthly Reconciliation**

1. Each month, the FSO and Disbursing Officer should coordinate to establish a closeout date for the month. The EOM process generally begins in the sales office five days before the actual end of the month. At the same time, the FSO should begin to pull together the figures needed to meet his or her monthly reporting responsibilities.

2. The FSO should obtain a copy of the Navy Cash Merchant Sales Summary Report for the month (see paragraph 3.13.2 of this SOP for a sample report). The Merchant Sales Summary Report can be generated at the Navy Cash workstation in the disbursing office by entering the correct start and end dates in the “View Reports” link in the Navy Cash application (see paragraph 8.4.25). Ensure the time frame indicated is specific and inclusive. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

3. To reconcile cash collections and sales for the month, the FSO must add daily sales recorded throughout the month on 1544, 1046 and 1149 less refunds to calculate total sales for the month.

4. The FSO compares the calculated monthly sales total to monthly Navy Cash collections reported in the Merchant Sales Summary Report plus any cash or checks (currency) accepted during the month. If monthly cash collections and sales don't balance (equal), the process of investigation and correction is the same as described in paragraph 3.9.4 above. To assist in any reconciliation required, the more detailed Navy Cash Non-Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated in the same way as the Merchant Sales Summary Report (see paragraph 3.10.2 above). If the final Navy Cash EOD process and round trip for the month have already been completed, the General Mess Monthly Transaction Detail Reports can also be retrieved from the shore reports directory (see paragraph 8.4.24.n) on the Navy Cash workstation (see paragraph 3.13.4 for a sample report).

5. The FSO will maintain monthly reports and reconciliation worksheets on file for 12 months. When a month's activity is reconciled, the daily reports for that month can be discarded.

### **3.11 End of Month Procedure**

1. Prepare the NS 1359, Monthly General Mess Operating Statement, in accordance with existing procedure.

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

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

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

### **3.12 Contingency Operations**

#### **1. Short-Term Outage.**

a. The K22 in the general mess operates in the normal mode and is connected to the Navy Cash server through the ship's LAN. If connectivity to the server is expected to be a problem, an operator should remain logged on to the K22 at the end of the day so that Navy Cash payments for meals can be processed offline the next day even if connectivity is not available. A K22 in normal mode operating offline can store about 741 transactions before it is full and can no longer process transactions.

b. When connectivity to the Navy Cash server is restored, sales receipts stored on the K22 are forwarded automatically to the Navy Cash server. This download starts when the LAN connection to the server is made and the asterisk symbol on the K22 screen disappears, usually within a minute. The "!" symbol on the K22 screen remains displayed until all transactions have been downloaded to the server.

#### **2. Localized Network Outage.**

a. The K22 must be online to the Navy Cash server through the ship's LAN for an operator to log on. If the network is down at the beginning of the day, the operator will not be able to log on to the system to conduct business. However, if the network outage is localized to the area of the general mess, an operator can go to the disbursing office and sign out a spare K22 to use in the portable mode.

b. Operator Log-On. The operator can log on to the portable K22 (and the merchant can be set to general mess food and surcharges) at any operating K22 network connection point or download box (in the disbursing office, MWR, post office, or other locations set up during the Navy Cash installation). The operator disconnects the K22 device currently in operation (if any) and connects the portable K22. Once connected, the offline log-on procedure is the same as the online procedure. After log-on is complete, the operator can disconnect the data cable and

proceed to operate the K22 in the offline mode. If a K22 was disconnected to permit the log-on, it should be reconnected at this time. The operator should make sure that the portable K22 has fresh batteries and that additional batteries are readily available.

c. Download Sales Transactions. If the network outage is localized, the sales receipts stored on the portable K22 can be downloaded at the end of each day at one of the K22 connection points or download boxes as described in paragraph (b) above.

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

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

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

#### 3.13.1 Daily Merchant Sales Summary Report

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

Merchant Name	Merchant ID	Total Amount	Transaction Count
GENERAL MESS - FOOD	800000003675	101.25	27
GENERAL MESS - SURCHARGES	800000003677	45.00	20
NAVY DISBURSING	800000003693	150.50	6
POST OFFICE - STAMPS	800000003695	11.10	6
POST OFFICE - MONEY ORDERS	800000003697	611.22	5
POST OFFICE - METERED MAIL	800000003699	150.00	10
SHIP STORE #1	800000003701	1120.35	110
NAVY MWR	800000003705	90.00	6
VENDING STORE ITEMS	VMCAND0000000001	10.60	20
VENDING STORE ITEMS	VMCAND0000000001	40.00	80
VENDING SODA	VMCAND0000000001	45.50	91
VENDING SODA	VMCAND0000000001	26.50	53
VENDING SODA	VMCAND0000000001	85.00	170
VENDING SODA	VMCAND0000000001	24.00	48

### 3.13.2 Monthly Merchant Sales Summary Report

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

Merchant Name	Merchant ID	Total Amount	Transaction Count
GENERAL MESS - FOOD	800000003675	345.00	92
GENERAL MESS - SURCHARGES	800000003677	117.00	52
VENDING SODA	800000003691	240.00	1
NAVY DISBURSING	800000003693	-19922.57	183
POST OFFICE - STAMPS	800000003695	35.49	13
POST OFFICE - MONEY ORDERS	800000003697	4200.00	36
POST OFFICE - METERED MAIL	800000003699	2250.00	150
SHIP STORE #1	800000003701	36610.47	3242
NAVY MWR	800000003705	2773.00	178
VENDING STORE ITEMS	VMCAND0000000001	202.20	530
VENDING STORE ITEMS	VMCAND0000000001	932.10	2300
VENDING SODA	VMCAND0000000001	1340.00	2690
VENDING SODA	VMCAND0000000001	793.50	1587
VENDING SODA	VMCAND0000000001	2475.50	4951
VENDING SODA	VMCAND0000000001	725.50	1451

### 3.13.3 Daily Transaction Detail Report

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

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

Merchant : 80000010016  
Event Code :  
Operator : BARBER, BRIAN

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

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

### 3.13.4 Monthly Transaction Detail Report

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

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

Merchant : 80000010016  
Event Code :  
Operator : BARBER, BRIAN

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

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

3.13.5 Daily Reconciliation Worksheet

USS \_\_\_\_\_

**GENERAL MESS DAILY RECONCILIATION WORKSHEET**

DATE: \_\_\_\_\_

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

