NAVY CASH® **SOP CHANGE NOTICE** **NAVSUP PUB 727**	**Navy Cash Fleet Support Groups** **NAVSUP Fleet Logistics Centers** **Norfolk** **San Diego** **Yokosuka**

Navy Cash SOP Change Notice 2012-001   **21 May 2012**

Subject: **AUTOMATIC EOD NOW MANDATORY**

Attention: Disbursing Officers / Supply Officers

1. <u>Background</u>. Automatic EOD initiates the Indicate End-Of-Day (IEOD) function in the Navy Cash Disbursing Application automatically at a preset time. It was originally developed to complete an EOD if no one from the Disbursing Office would be on duty at the end of the business day, e.g., on the weekend. Mandatory automatic EOD will ensure Navy Cash is closed out each business day and will make tracking down any problems like reconciliation and settlement much simpler. By the end of June 2012, all Navy Cash ships should be on v1.4.6 or v1.4.7 and have the capability for Automatic EOD.

2. <u>Disbursing Officer Action</u>. Upon receipt of this Navy Cash SOP Change Notice, the Disbursing Officer (DO) must take the necessary steps to initiate Automatic EOD. To set up or change Automatic EOD settings, see "Managing Automatic EOD Settings" in the SOP change below in paragraph c.(e).

- The DO must coordinate with all Navy Cash merchants on the ship to determine the time to set for automatic EOD. The time selected should normally be after all merchants have closed out their operations for the day, in order to ensure all the transactions for the business day appear on the shore reports for that business day. If transactions occur during EOD processing, some transactions may be posted to the next day's business and the next day's shore reports, and merchants need to be aware of this possibility.

- There will be times when a manual EOD is still required (see "Automatic Versus Manual EOD" in the SOP change below in paragraph c.(4)). For example, if a particular EOD will also be the EOM close-out, the Disbursing Officer must initiate the IEOD function manually in order to check the "Indicate End of Month" block and send the EOM indicators to the Navy Cash back end ashore and close out Navy Cash business for the month.

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

3. <u>Official Change to Navy Cash SOP</u>. This Navy Cash SOP Change Notice represents an official change to the Navy Cash SOP (NAVSUP PUB 727). Each DO shall retain a copy of this Navy Cash SOP Change Notice on file for inspection with the current version of the SOP. The procedures for managing automatic EOD settings are slightly different in Navy Cash release v1.4.6 and v1.4.7 and can be found in version 1.13 and 1.14 of the Navy Cash SOP.

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8.4.24 **Indicate End of Day** *(in version 1.13 of the Navy Cash SOP, associated with release v1.4.6)*

8.4.20 **Indicate End of Day** *(in version 1.14 of the Navy Cash SOP associated with release v1.4.7)*

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

- Automatic Interim Round Trips
- Automatic EOD
- Manual EOD

b. <u>Automated Interim Round Trips</u>

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

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

(3) In synchronizing the ship and shore databases, these interim round trips also ensure Split Pay Option (SPO) payroll payments are retrieved from shore and account balances updated on the ship on pay day. If communications are completely down around pay day, the Disbursing Officer has the option to run a provisional payroll on the ship (see paragraph 8.4.31, Provisional Split Pay).

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

c. <u>Automatic EOD</u>

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

(2) <u>Automatic EOD Mandatory</u>. Automatic EOD is now MANDATORY *(for ships on software versions v1.4.6 and v1.4.7).*

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

(b) <u>Coordinate Time for Automatic EOD</u>. The Disbursing Officer must coordinate with all Navy Cash merchants on the ship in determining the time to set for automatic EOD. The time selected should normally be after all merchants have closed out their operations for the day, in order to ensure all the transactions for the business day appear on the shore reports for that business day. If transactions occur

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during EOD processing, some transactions may be posted to the next day's business and the next day's shore reports, and merchants need to be aware of this possibility.

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

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

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

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

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

   (4) <u>Automatic Versus Manual EOD</u>. There will be times when manual EOD takes precedence over automatic EOD.

   (a) <u>At End Of Month (EOM)</u>. If a particular EOD will also be the EOM close-out, the Disbursing Officer must initiate the IEOD function manually in order to check the "Indicate End of Month" block and send the EOM indicators to the Navy Cash back end ashore and close out Navy Cash business for the month (see paragraph d.(7) (a) below). *Navy Cash must be closed out prior to 2100Z on the 27th of each month or, if the 27th falls on a weekend or holiday, on the business day prior.*

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

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

 d. <u>Manual EOD</u>

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

   (2) Disbursing Officer selects "Indicate End-of-Day" in "Operations" pull-down menu.

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

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

NOTE: POSs operating in normal mode are connected to the Navy Cash server directly through the ship's LAN. If connectivity to the server is expected to be a problem, an operator should remain logged on to the POS at the end of the day so that sales transactions can be processed offline the next day even if connectivity to the Navy Cash server is not available (see paragraphs 3.12, 4.16, 5.11, 6.9, or 7.7).

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

(6)   At this point, the Disbursing Officer should have closed out the Daily Cash Transaction Ledger in accordance with paragraph 8.4.10. The total in block 7 of the ledger should match the sum totals generated by the DASR. If the balances do not match, the Disbursing Officer shall make every effort to identify the correct totals to be reported for the day.

(7)   Disbursing Officer clicks the "Submit" button to start the actual IEOD process.

(a)   <u>Indicate End of Month</u>. If that particular IEOD will also be considered the End Of Month (EOM) close-out, the Disbursing Officer must check the "Indicate End of Month" block, and then enter the month and year being closed. The "Indicate End of Month" block will be grayed out and cannot be used until the Sales Officer has performed the EOM process at all vending machines and indicated EOM for each vending and ship's store merchant (parent) in the Disbursing Application (see paragraph 8.4.25.b).

(b)   <u>Coordinate EOM Close-Out</u>. As a part of the EOM process, the Disbursing Officer is responsible for coordinating all Navy/Marine Cash collections that must be registered to a Line of Accounting (LOA) through the SF 1219 Statement of Accountability, e.g., sale of meals in the general mess and sale of merchandise in the ship's store and vending machines (see paragraph 8.9). The Disbursing Officer, Sales Officer, Food Service Officer, and Marine Disbursing Officer (when embarked) must coordinate to establish a closeout date each month.

(c)   <u>Prepare and Submit Reports on Time</u>. Disbursing Officer's 1219 must be prepared and submitted on time at the end of each month, i.e., not later than 1000 Eastern Time on the first calendar day of the following month or, if it falls on a weekend or holiday, on the last business day of the month. To help ensure the 1219 is submitted on time, Navy Cash must be closed out prior to 2100Z on the 27th of each month or, if the 27th falls on a weekend or holiday, on the business day prior.

(d)   <u>EOM Indicators</u>. Completing the "Indicate End Of Day" function (IEOD) with the "Indicate End of Month" block checked, sends the EOM indicators for disbursing, food service, and Marine disbursing (when embarked) to the Navy Cash back end ashore and closes out their Navy Cash business for that month. *EOM indicators for the vending machines and ship's store are sent at the first IEOD completed after closing out the vending and ship's store merchants (parents) in the Disbursing Application (see*

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paragraph 8.4.25). The Disbursing Officer should notify the Sales Officer, Food Service Officer, and Marine Disbursing Officer (when embarked) when this step has been completed.

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

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

        (9)   If the Disbursing Officer's actual cash or manual ledgers do not balance, every effort should be made to determine the cause. If the cause is not discovered and corrected immediately, a balancing transaction can be entered in accordance with paragraph 8.4.23, Safe Bank Transactions. This process will balance the Navy Cash report and allow the DISBO to complete the end of day and return the system to normal use. However, the out-of-balance condition needs to be investigated and handled in an expeditious manner. If a shortage (loss of funds/loss of accountability) or an overage occurs, it should be handled as prescribed in Chapter 6 of DODFMR Volume 5. The correction will be documented on the Disbursing Accountability Reports for future reference.

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

        (11) The Disbursing Officer will record the daily totals from the DASR cash column on the DD 2657 as an increase/decrease to line 6.2A, U.S. Currency on Hand. The value from the total column will be entered on line 6.9, "Other", but will have the opposite sign. Disbursing Agents will record the transaction on the DD 2665 as increases to line 17, US Currency on Hand, or 20, US Negotiable Instruments on Hand, as appropriate and an opposite entry to line 31, Other. Sample DD 2657 entries are included in paragraph 8.10.

        (12) Since the entries on the DD 2657 are logged in section II and opposite in value, there will be no increase in total accountability. However, when the electronic funds are reported as deposited at the end of the month, the overall accountability will be updated and correct. All funds that are being carried on line 6.9 can be supported by the DASR, and therefore are auditable. If required, a detailed report can be generated under the "Ship Reports" paragraph, 8.4.22. This report will display every transaction recorded on the server for any given period.

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

        (14) If that particular IEOD has been indicated as the End Of Month (EOM) close-out, the Disbursing Officer will zero out the Disbursing Accountability Summary Report (DASR) starting balance by entering a "Deposit To Bank" transaction type for the total amount being carried on the DASR at the end of the month. This action shall be done in accordance with paragraph 8.4.23, Safe Bank Transactions, to reset the Safe Bank Transactions functionality for the next month's reports.

        (15) The manual EOD function is normally initiated from the Disbursing Application on the Navy Cash workstation in the disbursing office. If no one from the disbursing office will be on duty, the automatic EOD function will normally be activated to initiate IEOD at a preset time. However, if the Navy Cash server or another Navy Cash workstation (desktop or laptop) is located outside the disbursing office, a manual EOD can be run remotely by duty personnel (see paragraph 8.4.32, Access Editor–Access Control

for Disbursing Application). When IEOD is run under the duty log-in, it is completed with minimal user requirements (i.e., double click the EOD icon on the desktop) and is the only functionality available.

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

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

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