

Attention Disbursing Officers and Supply Officers

NAVY CASH[®] FLASH!
Naval Supply Systems Command

Navy Family Support Mechanicsburg
Code 56
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA 17055-0791

Navy Cash[®] Flash 08-1

09 April 08

SUBJECT: NEW END OF MONTH (EOM) PROCESS

Beginning with the April EOM, the EOM spreadsheet will no longer be emailed separately to the ship. Rather, the spreadsheet will be sent as part of the EOD roundtrip, with the rest of the shore reports.

To retrieve and complete the spreadsheet, please follow the steps below:

1. In the report folder of the end of the month round trip batch, you will receive the data file (.csv file), which is named

ShipName BatchID YearMonth EOP SETTLEMENT RPT SMRY M (TimeStamp).csv

For example:

BAINBRIDGE_V23153_935_200803_EOP_SETTLEMENT_RPT_SMRY_M_20080317_114830.csv

2. In the same folder, please find the NavySettlement.xls (A Microsoft Excel spreadsheet document).
3. Copy both the (csv file and the excel spreadsheet) in a new folder at your preferred location.
4. Make sure there is **only one data file** (Only one .cvs file) in the new folder.
5. Open the excel spreadsheet.
6. Fill in the password (navycash for Navy)
7. Press Ctrl + 'F' keys on the keyboard to populate the excel spreadsheet with the shore numbers, voucher totals, voucher numbers and the voucher dates.
8. Data entry the ship numbers and any variances already agreed upon.
9. Save and name the EOM Spreadsheet.
10. Forward the EOM Spreadsheet to JPMC for settlement. The EOM Spreadsheet should contain the following:
 - Ship totals
 - Shore totals
 - Any variances agreed upon
 - Voucher totals, voucher numbers, and voucher dates
11. If the variances are not included on the EOM Spreadsheet, JPMC will enter any previous variances already agreed upon into the excel spreadsheet

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12. JPMC will send the final version of the EOM Spreadsheet to the Navy for approval.
13. JPMC and the Navy close EOM.

NOTE: The new EOM Spreadsheet will include a section for Strip and Chip Disbursing activities. If your ship does not have any Strip Disbursing activity, only the Chip Disbursing section will be populated when the Ctrl "F" function is used. If a ship does have Strip Disbursing activity, two voucher numbers should be submitted (one for strip and one for chip).

If there are any questions, please contact your EOM Navy Cash Representative via email or telephone.



Daniel Olson
Navy Cash Program Manager

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