

NAVSUP Publication 727

Navy Cash[®] Financial System Standard Operating Procedure

Ready. Resourceful. Responsive!



Version 1.15
19 February 2014

RECORD OF CHANGES

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.08	31 Oct 2003	Initial Publication in Naval Logistics Library <i>NAVSUP PUB 727</i>	
1.09 <i>NAVSUP PUB 727B</i>	15 Jan 2004	<p>Minor editorial and usability changes</p> <p>Other specific changes include:</p> <p><u>Chapter 2</u></p> <ul style="list-style-type: none"> • Display screens updated • Merchant ID, event code, and amount entry and function key changes • Clear/remove a merchant ID • Event maintenance <p><u>Chapter 5</u></p> <ul style="list-style-type: none"> • Reference to bulk refund and event maintenance <p><u>Chapter 8</u></p> <ul style="list-style-type: none"> • Disbursing application screen prints updated • All funds transfer options under single link • Funds transfer to another card's chip using SSN • Individual refunds — miscellaneous and chip-purchase • Bulk refunds • Event maintenance • NOC selection information updated • Provisional split pay • Suggested courses of action for returned transactions that result in negative balance • End-of-month process to begin five days before end of month for S-2, S-3, and S-4 • Sample letter of authority to hold cash <p><u>Appendixes</u></p> <ul style="list-style-type: none"> • CAD will not allow more than one EOM message to be sent in 15 second period • Merchant ID, event code, and amount function key changes • Toll-free number changed on affidavit form • Suggested courses of action for returned transactions that result in negative balance 	<p>Throughout</p> <ul style="list-style-type: none"> • Throughout • 2.2.2, 2.2.3, 2.2.9, 2.2.11.e, and throughout • 2.2.9.a • 2.2.9.b • 5.3 and 5.5.2 • Throughout • 8.4.7 • 8.4.8 • 8.4.10 • 8.4.12 • 8.4.27 • 8.4.30 • 8.4.32 • 8.8 and Appendix L • 8.9.1 • 8.2.1 and 8.15.3 • Appendix A • Appendix B • Appendix I • Appendix L

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.10 <i>NAVSUP PUB 727C</i>	31 Oct 2005	<p>Minor editorial and usability changes</p> <p>Emphasis added that all dates and times in Navy Cash are recorded and reported in Greenwich Mean Time (GMT) / Coordinated Universal Time (UTC) / ZULU time</p> <p>Other specific changes include:</p> <p><u>Chapter 1 — Navy Cash Overview</u></p> <ul style="list-style-type: none"> • Reference to Navy Cash Preventive Maintenance System (PMS) included • Name of Navy Integrated Call Center (NICC) changed to Global Distance Support Center (GDSC) • List of Acronyms updated • Reference to Provisional Split Pay included <p><u>Chapter 2 — K22/K80 Operating Procedures</u></p> <ul style="list-style-type: none"> • Reference to Navy Cash Preventive Maintenance System (PMS) included • Proxy mode Intercept Merchant/Merchant Override and Set New Merchant ID deleted <p><u>Chapter 3 — General Mess</u></p> <ul style="list-style-type: none"> • Reference to Navy Cash Preventive Maintenance System (PMS) included • Maximum limit on chip on merchant cards increased from \$1,000 to \$9,999.99 • Meal price and surcharge separate amounts • Eliminated option to send e-mail to CSC to transfer funds from one merchant account to another to pay food invoice <p><u>Chapter 4 — Private Messes</u></p> <ul style="list-style-type: none"> • Reference to Navy Cash Preventive Maintenance System (PMS) included • Merchant Settlement Reports added and weekly settlement/deposit dates changed • Maximum limit on chip on merchant cards increased from \$1,000 to \$9,999.99 • Options added to settle daily or weekly and to checking or Navy Cash merchant account • Eliminated option to send e-mail to CSC to transfer funds from one merchant account to another to pay food invoice 	<p>Throughout</p> <p>Throughout</p> <ul style="list-style-type: none"> • 1.4 • 1.5.4.i and 1.5.9 • 1.5.9 • 1.9 • 2.2 • 2.3.2, 2.3.3, and 2.3.9 • 3.2 • 3.1, 3.4.4, and 3.5.2 • 3.3 and 3.4 • 3.5.2 • 4.2 • 4.3, 4.14, and 4.17.3 • 4.1.5 and 4.10 • 4.3 and 4.14 • 4.10.3

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1.10 (continued)	31 Oct 2005	<p><u>Chapter 5 — MWR</u></p> <ul style="list-style-type: none"> • Reference to Navy Cash Preventive Maintenance System (PMS) included • Merchant Settlement Reports added and weekly settlement/deposit dates changed • Options added to settle daily or weekly and to checking or Navy Cash merchant account <p><u>Chapter 6 — Post Office</u></p> <ul style="list-style-type: none"> • Reference to Navy Cash Preventive Maintenance System (PMS) included • Sale of USPS stamp booklets to ship's store • Two scenarios added to describe possible account shortages and corrective actions • Eliminated e-mail from Treasury Financial Agent confirming funds deposited to USPS • Procedures included for uploading unit 1412 data using the RCU disk • Attach Merchant Sales Summary Report vice Daily Transaction Detail Report to PS Form 1412 • PS Form 1412/Merchant Sales Summary Report kept on file for four vice three years • Use of visitor card to pay for official mail postage and postal services <p><u>Chapter 7 — Ship's Store</u></p> <ul style="list-style-type: none"> • Chapter reorganized • Reference to Navy Cash Preventive Maintenance System (PMS) included • Operator IDs for store operators must be established first in Navy Cash application and then entered into ROM II back office • If connectivity is a problem, don't log off K22, so business can be conducted next day • Navy Cash can be used to support non-EPOS store sales • Description of ROM II–Navy Cash Comparison Report and ROM II Reporting function in Navy Cash application added • Vending (CAD) maintenance updated • Reference added to End-of-Month (EOM) spreadsheet as a part of EOM process 	<ul style="list-style-type: none"> • 5.2 • 5.3.c, 5.9.k, and 5.12.3 • 5.3 and 5.9 • 6.2 • 6.5 • 6.7 • 6.7 • 6.7 • 6.7 • 6.7 • 6.10 • Throughout • 7.2 • 7.3 • 7.3 • 7.3.4 • 7.3.9 • 7.4.5 • 7.6.3

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1.10 (continued)	31 Oct 2005	<p><u>Chapter 8 — Disbursing</u></p> <ul style="list-style-type: none"> • Navy Cash application screen prints updated • Use visitor cards for new enrollments whenever possible • Maximum limit on chip on merchant cards increased from \$1,000 to \$9,999.99 • Reference to Navy Cash Preventive Maintenance System (PMS) included • Navy Cash cards to be inventoried once each month vice every 60 days • Damaged cards no longer need to be sent to the FISC or JPMC • Updated custodial responsibility for custody of spare K22s and CADs • Transfer of responsibility upon relief and Navy Cash Pre-Audit/Turnover Checklist • Transfer custody of SecurID token upon relief • Procedures for unclaimed value on visitor cards added • Review of Unmatched Chip-to-Chip Transaction Report changed from monthly to weekly • Procedures for unclaimed value for unmatched chip-to-chip transactions added • Change card status procedures updated • “New Enrollee Card Pick Up” function deleted • Canceled cards must be destroyed, e.g., cut up, in the presence of the cardholder • Disbursing Officer review Negative Balance Report on a daily basis • Updated addresses for Treasury Financial Agent, JPMorgan Chase Bank, N.A. (JPMC), for sending in enrollment forms and Government checks • To open account, individual must fill out and sign enrollment form; Disbursing Officer must forward signed form to JPMC • Disbursing Officer must ensure that individuals are enrolled in Navy Cash before they sign up for SPO. 	<ul style="list-style-type: none"> • Throughout • 8.2.2 and 8.4.21 • 8.2.3 • 8.2.5 • 8.3.1 • 8.3.2 • 8.3.3 • 8.3.4 • 8.3.4 • 8.4.9.b • 8.4.11 • 8.4.11 • 8.4.15 • 8.4.18 • 8.4.15 and 8.4.20 • 8.4.20 and 8.8.1 • 8.4.20 and 8.8.1 • 8.4.21 • 8.4.21 and 8.4.32

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1.10 (continued)	31 Oct 2005	<ul style="list-style-type: none"> • Individuals not part of ship's company should include company name or command name on line 2 of the address block on the enrollment forms when they enroll. • Merchant Settlement Reports added and weekly settlement/deposit dates changed • ROM II/Navy Cash Comparison Report added • To be assigned operator ID, individual must be Navy/Marine Cash cardholder; and, to be added to Navy Cash application user list, "Add as Disbursing User" block must be checked • Installing new equipment and pulling cable to nearest Navy Cash router is ship's responsibility • Vending and Ship's Store — vending maintenance and end of month procedures updated • For Marine Corps split pay, change in point of contact at FRB Boston • Procedures for money exchange by vendors in a foreign port updated • Disbursing Officer action in case of negative account balance updated • Out-of-service debt—collecting on negative account balance after member leaves service • Updated end-of-month reporting procedures • Name of Navy Integrated Call Center (NICC) changed to Global Distance Support Center (GDSC) • Navy Cash Trouble Call Worksheet • Log in to disbursing website at least monthly to keep account active • Revised letters of authority for accountable officer and agent • Bulk Card Log • Navy Cash Pre-Audit/Turnover Checklist • Navy Cash SPO enrollment/disenrollment form 	<ul style="list-style-type: none"> • 8.4.21 • 8.4.23.g and 8.15.6 • 8.4.24 and 8.15.4 • 8.4.26 • 8.4.26 and 8.5.3 • 8.4.27 and Appendix A • 8.4.31.b • 8.5.1 • 8.8.1 • 8.8.1 • 8.9.1 • 8.14 • 8.14.1 and 8.15.20 • 8.14.3 • 8.15.1 and 8.15.2 • 8.15.10 • 8.15.12 • 8.15.14

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1.10 (continued)	31 Oct 2005	<ul style="list-style-type: none"> • Currency Exchange Log • Quarterly Cash Verification Team Navy Cash Checklist <u>Appendixes</u> <ul style="list-style-type: none"> • Vending maintenance and end of month procedures updated • Proxy mode Intercept Merchant/Merchant Override and Set New Merchant ID deleted • Updated flow diagram for configuring K22 • Enrollment form updated • Disbursing Officer Checklist for Recurring Tasks updated • Sample Internal Procedures and Controls instruction updated • Suggested guidelines for negative account balances updated • Procedures for purchasing stamps in the ship's post office for sale in the ship's store • Procedures for processing official mail using a visitor card • Procedures for coordinating move of Navy Cash to barge during shipyard availabilities 	<ul style="list-style-type: none"> • 8.15.17 • 8.15.18 • Appendix A • Appendix B • Appendix B • Appendix F • Appendix J • Appendix K • Appendix L • Appendix M • Appendix N • Appendix O
1.11 <i>NAVSUP PUB 727D</i>	31 Mar 2006	<p>Minor editorial and usability changes</p> <p><u>Chapter 1 — Navy Cash Overview</u></p> <ul style="list-style-type: none"> • New personnel can now be enrolled in Navy Cash without issuing them temporary cards <p><u>Chapter 8 — Disbursing</u></p> <ul style="list-style-type: none"> • Navy Cash application screen prints updated • Do not change time or time zone on server • New personnel can now be enrolled in Navy Cash without issuing them temporary cards • Navy Cash card limits can now be modified through Navy Cash application on ship • To perform any personal Navy Cash transactions in disbursing office, PS (DK) should see Disbursing Officer or Deputy • Navy Cash card inventory procedures updated • Disbursing Notification notes 	<p>Throughout</p> <ul style="list-style-type: none"> • 1.6.3 • Throughout • 8.1 and 8.4 • 8.2.2 and 8.4.20 • 8.2.3 and 8.4.21 • 8.2.4, 8.4.35, Appendix K • 8.3.1 • 8.4.3 and 8.4.22.f

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1.11 (continued)	31 Mar 2006	<ul style="list-style-type: none"> • Monitor cardholder transfer dates • Ensure access to bank or credit union account remains blocked until Navy Cash account balance is zero or positive • Account information can now be updated through the Navy Cash application • Any change in cardholder's name will automatically generate request for new permanent card • Ensure Transfer Date and Type is current in each cardholder's member profile • For contingency purposes, cardholders should have personal checks and ATM/debit/check card on board in event Navy Cash is at or near complete mission failure • Note Maintenance enables disbursing office to view and add notes to member profiles • Disbursing Notification notes sent to ship to notify of any replication conflicts • Titles and contents of reports that can be generated on the ship updated • Deleted operator can now be reactivated at Navy Cash application • Avoiding failed split pay payroll payments • Procedures for foreign concessionaire vendors updated • Creating new merchants updated • To control negative balances, Navy Cash card limits and access to bank and credit union accounts ashore can now be modified through Navy Cash application on ship • Managing and requisitioning spares updated • Account information can now be updated through the Navy Cash application • Sample reports updated • Sample of Navy Cash Payroll Report added • Sample of SPO Payroll Report added <p><u>Appendixes</u></p> <ul style="list-style-type: none"> • To perform any personal Navy Cash transactions in disbursing office, PS (DK) should see Disbursing Officer or Deputy 	<ul style="list-style-type: none"> • 8.4.19.b and 8.4.21 • 8.4.19.c and 8.8.1 • 8.4.21 and 8.14 • 8.4.21.e • 8.4.21.f • 8.4.21.h • 8.4.22 • 8.4.22.f • 8.4.24 • 8.4.27.f • 8.4.33 • 8.5.2 • 8.5.3 • 8.8.1.e, 8.8.2 and 8.4.21 • 8.13 • 8.14 and 8.4.21 • 8.15 • 8.15.17 • 8.15.18 • Appendix K

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.11 (continued)	31 Mar 2006	<ul style="list-style-type: none"> • Updated procedures for barge support • Pre- and post-deployment grooms • Navy Cash merchants 	<ul style="list-style-type: none"> • Appendix O • Appendix P • Appendix Q
1.12 <i>NAVSUP PUB 727E</i>	31 Aug 2007	<p>Minor editorial and usability changes</p> <p><u>Chapter 1 — Navy Cash Overview</u></p> <ul style="list-style-type: none"> • Points of contact information updated • Global Distance Support Center (GDSC) menu selection numbers updated • Additional guidance for Marine enrollments <p><u>Chapter 2 — K22/K80 Operating Procedures</u></p> <ul style="list-style-type: none"> • Enforce User Logon Selection must be set to Do Not Force Logon even when ROM II and Navy Cash are integrated <p><u>Chapter 7 — Ship's Store</u></p> <ul style="list-style-type: none"> • Enforce User Logon Selection must be set to Do Not Force Logon even when ROM II and Navy Cash are integrated <p><u>Chapter 8 — Disbursing</u></p> <ul style="list-style-type: none"> • Navy Cash application screen prints updated • Navy DISBO to support Marines embarked on ship without Marine DISBO • Replacement cards can now be requested without issuing temporary cards • Navy Cash card expiration—if no activity for six months when card expires, any remaining balance transferred to linked bank or credit union account automatically • Dormant accounts • Automatic chip-to-chip corrections (includes Automated Chip-to-Chip Corrections Report) • Deposit cash or check to strip (includes revised Daily Cash Transaction Ledger) • Cardholders can activate new, pendactive, permanent Navy Cash card at K80 • Navy Cardholder Issued Card Report lists temporary cards issued through Navy Cash application • Destroy canceled cards in presence of cardholder and document destruction on Navy Cash Card Issue Log (includes revised Navy Cash Card Issue Log) 	<p>Throughout</p> <ul style="list-style-type: none"> • 1.5.4 • 1.5.4.j • 1.6.4 • 2.3.8.a • 7.3.1.a • Throughout • 8.1 • 8.2.2 and 8.4.19 • 8.2.4 • 8.2.4.d • 8.4.11.e and 8.15.20 • 8.4.13, 8.4.14, and 8.15.10 • 8.4.16 • 8.4.19.g, 8.4.25, and 8.3.1 • 8.4.16, 8.4.19, 8.3.1, and 8.15.12