

Attention Disbursing Officers and Supply Officers

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 2012-010

9 November 2012

Subject: AUTOMATED EOM SPREADSHEET ALTERNATIVE

Attention: Disbursing Officers/Supply Officers

1. Automated EOM Spreadsheet Alternative. Ships have reported problems downloading the End Of Month (EOM) spreadsheet files from the Navy Cash server. The JPMorgan Chase (JPMC) Navy Cash Technical Support Team (NCTS) is aware of these issues, and several options are being explored to remedy the problem, including posting the EOM spreadsheet and monthly reports on the Navy Cash Disbursing Web Site, replacing the EOM spreadsheet with a one-page shore report with all the numbers needed to complete the EOM process, and automating the EOM processing on the ship. In the interim, rather than contacting the JPMC Settlement Group and waiting for them to send the spreadsheet, ships can download the End Of Period Settlement Summary Report for the month (EOP_SETTLEMENT_RPT_SMRY_M) from the Navy Cash Disbursing Web Site (www.navycashcenter.com). Together with a blank EOM spreadsheet, which is available from the NAVSUP FLC points of contact listed below, ships can produce the numbers needed to complete the EOM process.

2. Disbursing Officer Action. Disbursing Officers (DOs) must be aware of this interim capability, which is detailed in the Navy Cash SOP change below.

3. Official Change to Navy Cash SOP. 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.

4. List of Effective Navy Cash SOP Change Notices.

2012-001	Automatic EOD Now Mandatory
2012-002	Required Navy Cash Documentation in Financial Returns
2012-003	Residual Funds on Visitor Cards
2012-004	Transfer Member Profile and Unsuspend Account Using Disbursing Web Site
2012-005	Automated Transfer of Dormant Profiles
2012-006	Navy Cash Depot Shipping Address Change
2012-007	Navy Cash, Marine Cash, and Navy Cash Visitor Card Cardholder Agreement
2012-008	Staff, Air Wing, Squadron, and Generic Private Merchants Settle Only to Merchant Strip Account
2012-009	Bank/Credit Union Account Information on Cardholder Web Site
2012-010	Automated EOM Spreadsheet Alternative

Attention Disbursing Officers and Supply Officers

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

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8.9 EOM Reconciliation and Reporting of eFunds in Disbursing Officer's Safe

in version 1.13, associated with release v1.4.6, and version 1.14, with release v1.4.7, please add paragraph 8.9.e.(1)(h)

(h) Automated EOM Spreadsheet Alternative. If you have problems downloading the EOM spreadsheet files from the Navy Cash server, one option is to download the End Of Period (EOP) Settlement Summary Report for the month (EOP_SETTLEMENT_RPT_SMRY_M) using the "Reports" tab and "Shore Reports" button on the Navy Cash Disbursing Web Site (www.navycashcenter.com) (see Appendix E). With the Settlement Summary Report and a blank EOM spreadsheet, which is available from the Fleet Support Groups at NAVSUP FLC Norfolk, San Diego, or Yokosuka, you can produce the numbers needed to complete the EOM process.

The screenshot shows the Navy Cash Service Center interface. At the top, there are navigation tabs for SHIPS, MERCHANTS, CARDHOLDERS, REPORTS, and HELP. The REPORTS tab is selected. Below the tabs, there is a 'Ship Reports' section with a search bar. The search bar contains the following information: Report Name: EOP_SETTLEMENT_RPT_SMRY_M, Location: R21447, Batch: (empty), Start Date: 09/01/2012, End Date: 10/19/2012. A search icon is visible to the right of the search bar. Below the search bar, there is a search result for the report EOP_SETTLEMENT_RPT_SMRY_M, with a report date of 09/24/2012 01:58:26 PM, location of USS PRINCETON, and batch of R21447_2455. At the bottom of the page, there are links for CONTACT US, PRIVACY AND SECURITY, and HELP, along with a copyright notice for JPMorgan Chase & Co.

Please route immediately to the Supply Officer and Disbursing Officer