Attention Disbursing Officers and Supply Officers

NAVY CASH® FLASH!

Naval Supply Systems Command

Navy Family Support Mechanicsburg
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Navy Cash® Flash 10-019 **22 November 2010**

Subject: **DO NOT USE NCDBA LOGIN TO PROCESS DISBURSING TRANSACTIONS**

Attention: Disbursing Officers / Supply Officers

1. Background. From reports gathered at JPMorgan Chase (JPMC), it has come to our attention that some Disbursing Officers are erroneously processing Disbursing transactions under the NCDBA account login, which prevents the transactions from being captured properly in the system.

NCDBA is an admin-only account that is needed to repair access roles for Navy Cash users, e.g., Disbursing Officer, Agent Cashier, Merchant, etc. On the rare occasion a Disbursing Officer would need to login to the NCDBA account, he/she must pay close attention to any system warnings while logged in. If a Disbursing Officer processes transactions while logged into the NCDBA account, the system will warn of an unauthorized transaction, but will still allow the transaction to be processed if the Disbursing Officer continues past the system warning. At the end of the month, the shore reports generated by JPMC will not pick up any transactions processed under the NCDBA login, because the two different systems do not interact with one another. In future Navy Cash upgrades, there will be a fix to prevent this potential for error, but in the meantime we request your assistance in this matter as it does impact your overall numbers.

2. Action. All Disbursing Application users need to make sure they perform transactions on the Navy Cash Disbursing Application under the distinct login name and password assigned to them for the Disbursing Application. Pay close attention to any system warnings you might see while logged into the system. A good best practice if using the NCDBA account for admin functions would be to sign off immediately after the required actions have been completed, which should reduce the likelihood of processing Disbursing transaction in error under the NCDBA account login.

3. If you have any questions, please contact Carrie Kunze: carrie.kunze@navy.mil or (717) 605-3506.

Marlene Higgins
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Director, Quality of Life Systems

Please route immediately to the Supply Officer and Disbursing Officer