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START SENDING MONTHLY TRANSMITTALS TO DFAS ELECTRONICALLY – STOP THE PAPER

Ships may start sending electronic monthly transmittals to DFAS upon receipt of this bulletin and stop sending any paper or floppy discs. The P-487 will reflect these changes later this year. There are two ways to send files electronically: PDF or MS Word, using only the (.doc) format.

The Best Method - PDF: Use ship's scanner to scan all hard copy documents into a PDF file (DFAS systems can not accept other formats such as TIF or JPEG etc.), save it to a floppy disc with the normal end of month disc information and send it to: shipstores@dfas.mil

If A Scanner is not readily available: Convert ROM files to Microsoft Word documents (.doc) and send them to DFAS. Any ROM report can be converted to a MS word document (.doc) and saved to the floppy disc. Documents (receiving report, each receiving document, accounting adjustments, credit memos and the normal disc download) can all be saved to a floppy disc and sent via email to: shipstores@dfas.mil. Converting ROM documents to MS word documents (.doc) however can be tricky if one has not done it before. Accordingly, a guide to this type of conversion is provided below:

ROM II REPORTS TO MS WORD CONVERSION.

Summary Letter: In ROM go to the menu Financial Accounting, choose Receipt Transmittal and select the range for the month. Then click on the print button. When the letter opens, note that at the top of the screen there is a Microsoft "W" icon. Click on this "W" to create a word document that will include the summary letter and list of receipts. In this Word document, go to the top of the screen and click on "File". In the drop down box, go to "save as". A text block will appear where the user chooses the destination (the A drive where the floppy disc is) and the name of the file to be saved. Give the file a name DFAS can recognize, e.g. Ship UIC and date. Click on "save" and MS Word will save the (.doc) file to the floppy disc. Signature on electronic copy sent to DFAS is not required.

Individual receiving reports, Accounting Adjustments and Credit Memos: In ROM go to main menu, inventory movement, receipts. Find each receipt in the drop down box. Choose the first receipt for the month and open it. When open, note that at the top of the screen is the Microsoft letter "W". Follow the same procedures for saving a MS word document as above. Name each file by UIC and P.O. number, e.g. V87987-9701. For Accounting Adjustments: In ROM go to main menu, financial accounting, to accounting adjustments. Once, your are in the accounting adjustments function, use the page up and page down keys to navigate and find your accounting adjustments, then click on the DD 1149 button and follow same procedures as saving a MS word document. Name each accounting adjustment file by UIC, P.O. number that it reflects and identify as accounting adjustments, e.g. AA/V87987-9702. For Credit Memos, go to main menu, inventory movement, expenditures. Find the credit memo and follow procedures as above. Name the file "CM and put in the expenditure number". For credit memos, you must either scan the vendor invoice, as ROM does not have the means to make a MS word document from paperwork received from a vendor, or request the vendor to provide you a scanned copy of the vendor invoice for submission to DFAS.

Transmission to DFAS

- Save all the documents to a floppy disc for sending via email
- Download the monthly text file to a floppy disc as normal
- Send an email to DFAS and attach all files. In the subject line of the email, give ships name, UIC and month. If sending more than 1 email, number the emails.

NOTES:

Send all documents via email to DFAS: shipstores@dfas.mil

DFAS advises that if possible, ships should scan/transmit all prime vendor invoices to help DFAS match payments.