

CASH COLLECTION AGENT



■ FLEET
ASSIST
TEAM

LESSON OBJECTIVE

- Upon completion of this course you will be able to perform the functions and responsibility of a cash collection agent (CCA) in accordance of the P-487.



Responsibility for Collection

- The Sales Officer is responsible for the collection and deposits of cash received from sales in the ships store operation.
- If desired the sales office may designate an officer or enlisted assistant in writing.



WHAT IS A CASH COLLECTION AGENT?



- The CCA is responsible to the sales officer for all cash collected from the sales outlets and dollar bill changers.

LETTER OF ASSIGNMENT

- The Cash Collection Agent should have a letter of designation from the Sales Officer signed and filed in the Correspondence File (WF 3) (AO).



VOCABULARY

EPOS - Electronic Point of Sales (ship's store)

Non-Epos - Non Electronic Point of Sales (vending / soda machines, pier sales)

Till Assignment - Computer disk containing information used to run the POS register.

Reconciling Till - The process of retrieving the POS data to the Back Office CPU for an updated Epos Inventory and Sales activity.

CASH COLLECTION SAFE

- Must meet requirements set forth in the DOD Financial Management Regulation, Volume 5, Chapter 3.
- CCA will be the only person with the combination to the safe.
- If there is more than one CCA, each agent will have their own safe.

WHAT CAN BE ACCEPTED AS PAYMENT FOR SALES?



- American currency (including pennies)
- Personal Checks
- Travelers Checks

CHANGE FUNDS

- Change funds should not exceed \$50.00 unless approval has been granted from TYCOM (\$100.00)
- Change funds should not remain in the register if the store is closed for more than 72 hours.

AUDITS

- Monthly audits of the change funds will be conducted by an officer other than the sales officer who is designated by the Commanding Officer.
- A copy of the audit will be kept in the Sales Officer Correspondence File (WF-3).

DEFICIT IN CHANGE FUNDS

- Deficits in the change fund should be taken from sales from retail outlet and noted on the Navsup Form 469
- CCA may voluntarily commit personal funds to liquidate the deficit upon written approval of the CO
- If the deficit is less than \$250.00 no report is required to be sent to NEXCOM.
- If the deficit is \$250.00 or more a report will be made under paragraph 1205 of the P-487.

ASSIGNING THE TILL

- From ROM 2 main menu click on the POS till assignment.
- Select store operator, store and register.
- Click Import till information to diskette.
- **DO NOT REMOVE DISK UNTIL**
THE GREEN LIGHT GOES
OFF!!!

WHAT INFORMATION NEEDS TO GO ON A CUSTOMER'S CHECK?

NAME

BANK
ACCOUNT
NUMBER

SOCIAL
SECURITY
NUMBER

DUTY
STATION
ASSIGNED

SIGNATURE
AND
TELEPHONE
NUMBER

PROCEDURES FOR PROCESSING AN UNCOLLECTED CHECK

- Payment for the check will be made from the Retail Store register to the Disbursing Officer.
- Checks will be place inside of the register until collected by the CCA.
- The following entry will be made in the 469
 - - Date - Enter date check returned to the store.
 - Under Column - Enter the amount of the check.
 - Amount in Figures - “Uncollectable Check”

How are uncollected checks settled?

- The Sales Officer will immediately take the following actions:
 - - Contact the individual
 - Personally
 - Telephone
 - If the individual has transferred, forward a letter to their new command.

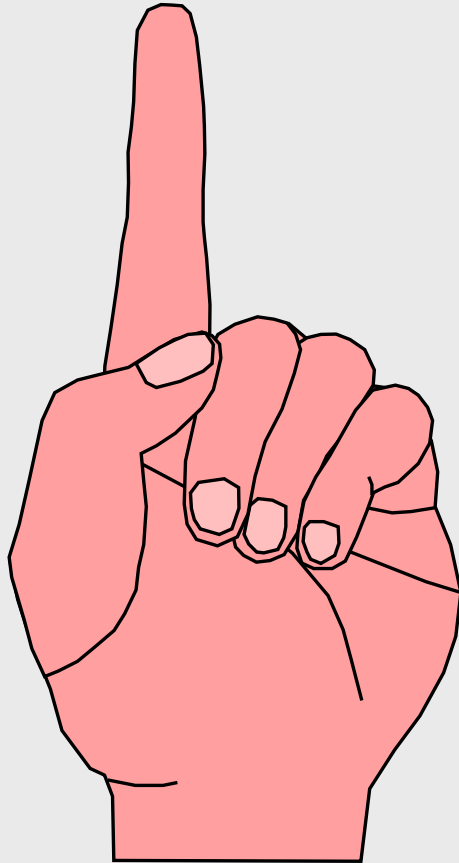
When reimbursement is received?

- Reimbursement must be made in the form of cash, certified check or money order.
- Check is returned to the individual.
- Following entries will be made on the 469:
 - Date -Enter date check is settled
 - Over Column - Enter amount of settled check.
 - Amount in Figures - “Settled Check”

Unsettled Checks

- Sales Officer can request a checkage of pay on the individual from the Disbursing Officer.
- After collection has been made the check will be returned to the originator.
- If the checks cannot be settled within a reasonable amount of time, the check is destroyed by shredding and accounted for as a loss in retail gross profits.

POS Manager Form



- Ensure ship's name, store and register numbers are the same as what is on the disk.
- Used to download past till assignment from last 30 business days.

Reconciling Till

- Must import till before you can reconcile it.
- Enter the amount counted in amount field.
- Click check totals.
- Ensure the amount is correct before saving.
- ***DO NOT RECONCILE A TILL ON THE SAME DAY YOU CLOSEOUT AN ACCOUNTING PERIOD!!!***

Required information for 469 (EPOS)

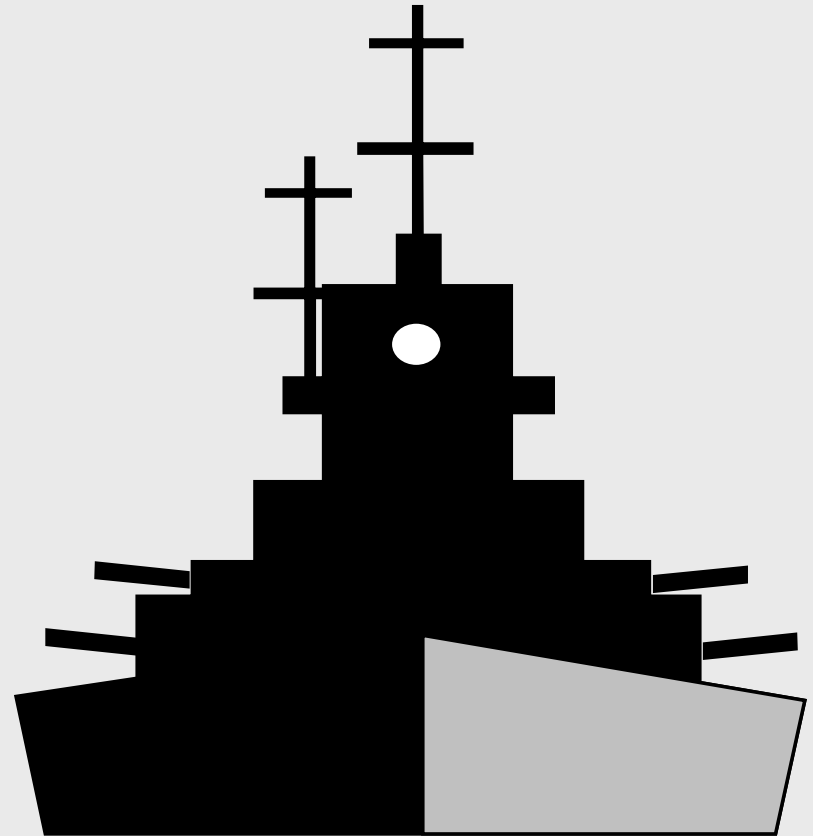
- Date - Enter date of collection
- Actual Cash in Register - Enter actual cash counted minus the change fund (if any).
- Cash left in register for Change - Enter amount left in outlet for change fund.
- Amount in Figures
- Amount in words
- Signature of outlet operator / CCA

Closing out 469 (EPOS)

- Add the amount in the figure columns to get the total dollar value.
- The total amount on the 469 should match the total dollar amount on the Cash Overage / Shortage EPOS Report.
- Signatures and Initials required
- ***ENSURE YOUR TOTALS MATCH THE CASH COLLECTIONS REPORTS!!!!***

NON-EPOS 469 ENTRIES

- Same as EPOS with the following additions.
- Register reading - machine reading
- Over/Under - Difference between the cash collected and meter reading.

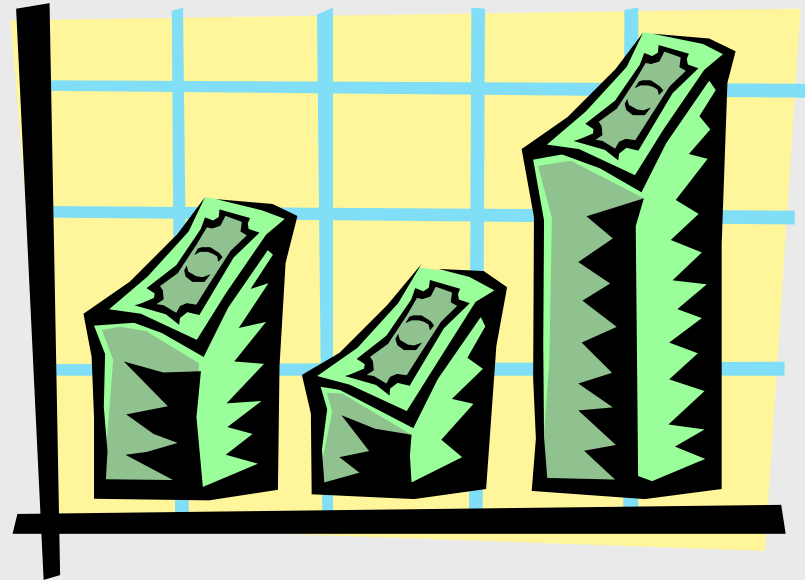


NON-EPOS Close out of 469

- Subtract the beginning meter reading from ending meter reading.
- Add in all entries in over column
- Subtract out all entries in under column
- Total should match total amount collected for the month.
- Add all columns and enter amount in total line.

Vending Machines

- Collections need only be posted to ROM 2 prior to creating cash sales invoice, or prior to doing inventory.
- Machines need to be collected prior to making any repairs to machine or coin mechanism.



Vending Machines

- Keys to the coin mechanisms kept by CCA.
- Soda machine meter readings must be multiplied by price of soda to get reading.
- Collections must be done each business day unless amount is less than \$10.00. Must be collected at least twice weekly.

Cash Overage / Shortage

- \$5.00 Short or Over will be investigated by the Sales Office.
- Cash received from sales will be deposited daily with the Disbursing Officer and enter daily in the Cash Receipt Book (Navsup Form 470).

Cash Sales Invoice

- Needs to be created Monthly, Upon relief of the Sales Officer or Disbursing Officer, or when cash is deposited with a different Disbursing Officer.
- Dates cannot overlap or be gapped.
- Should be audited against the 469,470 and ROM 2 reports prior to submission to DFAS.

SUMMARY

- Cash from sales will be deposited daily with the Disbursing Officer.
- Sales Officer will audit cash books weekly.
- The Sales Officer is responsible for the deposit and collection of cash.
- Letter of assignment will be file in the Correspondence File (WF3).