

# **UNITED STATES ARMY FINANCIAL MANAGEMENT SCHOOL**



**U.S. ARMY SOLDIER SUPPORT INSTITUTE**

**CASHIER INPUT GUIDE**

for

**DEPLOYABLE DISBURSING SYSTEM (DDS)**

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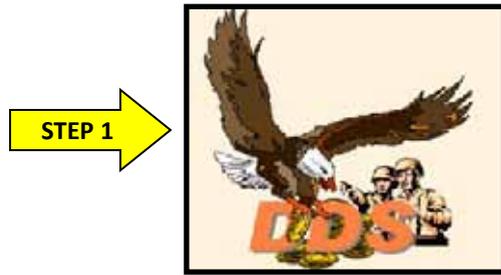
# SECTION I



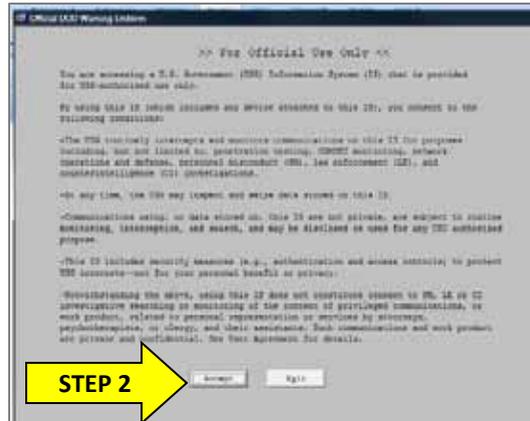
## Introduction to DDS Functions

# Logging in to DDS

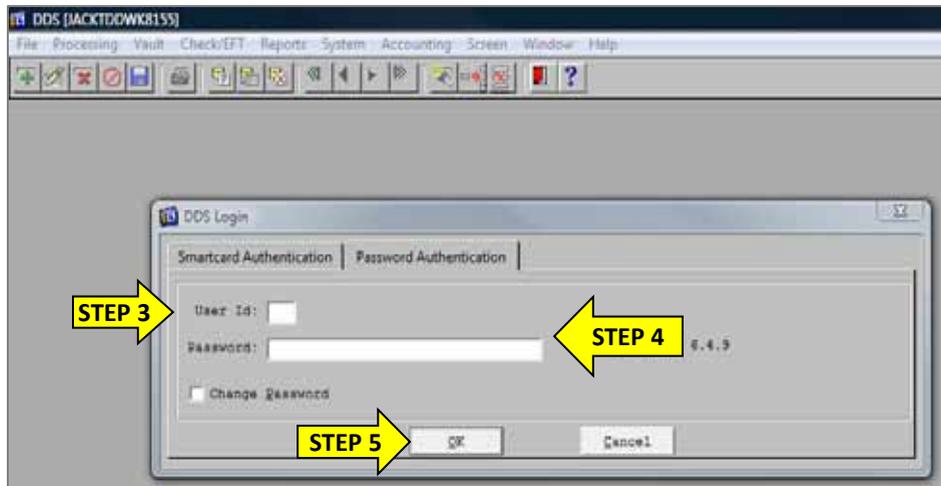
Step 1: Open the Deployable Disbursing System by double clicking the DDS icon found on the desktop.



Step 2: Click the **ACCEPT** button on the For Official Use Only DoD Warning Screen.



Step 3: Enter your three letters User ID, **XXX**. Press the TAB key. The Site ID will auto fill.



Step 4: Enter the password.

Step 5: Click on the **OK** button.

**NOTE: The User ID and Password will be provided by the instructor.**

# Changing Passwords in DDS

Step 1: The system will prompt you to change your password. Click **OK**.



Step 2: Enter new password. The password *IS* case sensitive.

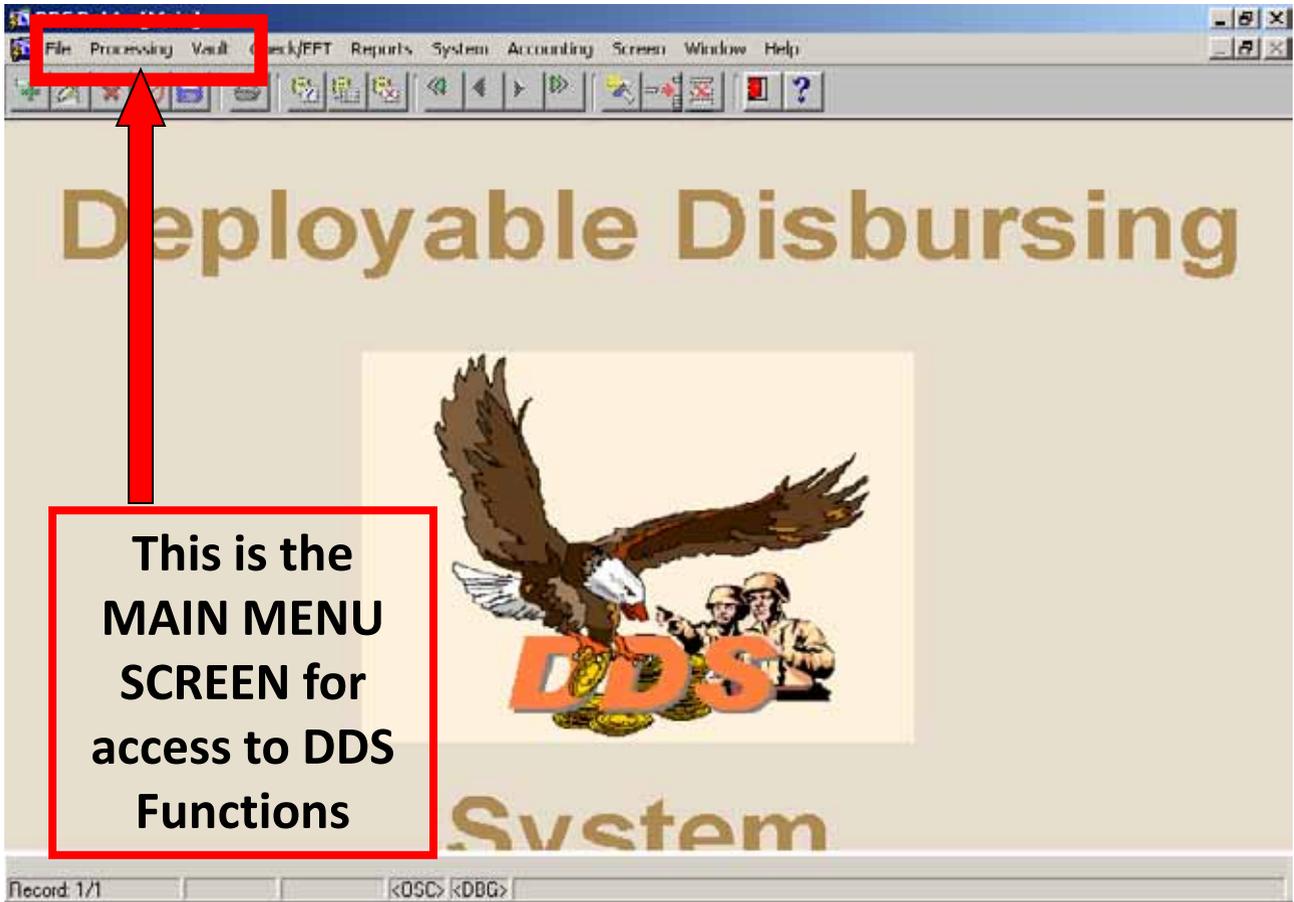


Step 3: Enter your password a second time to confirm it.

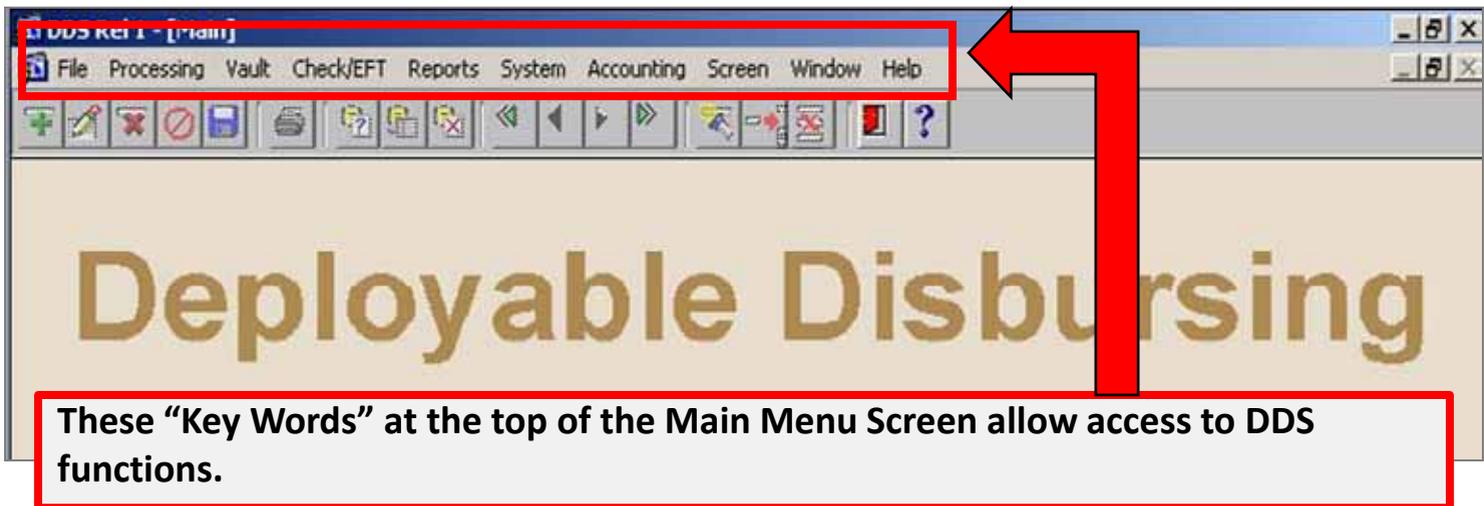
Step 4: Click on the **OK** button.

**NOTE: Password is case sensitive and must be 15-21 characters. Must contain at least one uppercase character, at least one lower case character, at least one special character of !@#\$%^&\*()+?<>.**

# DDS Main Menu



# Accessing Functions



# Accessing Functions (continued)

**STEP 1**

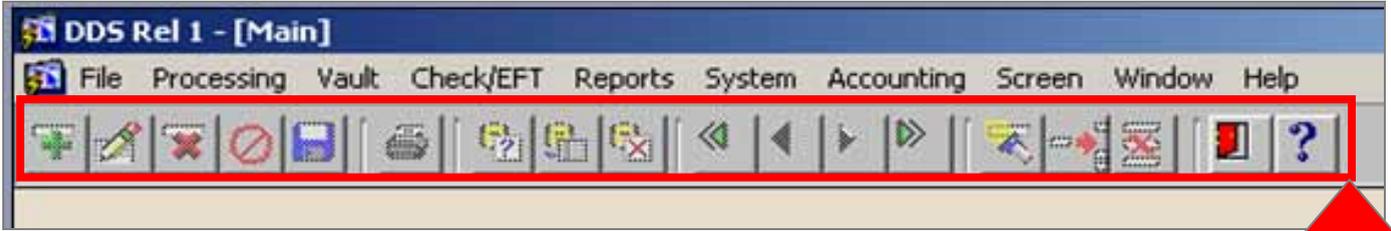
**STEP 2**

**STEP 3**

**Note:** Use the drop down menus that correspond with the appropriate functions

Record: 1/1    <OSC> <DBG>

# DDS Tool Bar



This Tool Bar can be accessed from all function screens within DDS



**ADD A NEW RECORD**



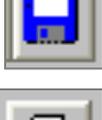
**EDIT A RECORD**



**CLOSE PREVIEWER**



**DELETE FIELDS**



**SAVE DATA**



**PRINT**



**DATA QUERY**



**EXECUTE QUERY**



**MOVE TO FIRST PAGE**



**PAGE BACK**



**PAGE FORWARD**



**MOVE TO LAST PAGE**



**EXIT QUERY**



**SEARCH**



**CREATE DETAILED RECORD**



**DELETE DETAILED RECORD**



**EXIT FUNCTION "RED DOOR OUT"**



**HELP**

# SECTION II



Advance of Funds

# Accepting an Advance of Funds in DDS

The screenshot shows the DDS software interface. At the top, the menu bar includes 'File', 'Processing', 'Reports', 'System', 'Accounting', 'Screen', 'Window', and 'Help'. A yellow arrow labeled 'STEP 1' points to the 'Reports' menu. Below the menu bar is a toolbar with various icons. The main window contains several input fields for user information, including 'Issuing User Id: DA1', 'Receiving User Id/Site: CA2000001', 'Issuing User Site: 00001', 'Name of Receiver: CASHIER TWO', and 'Name of Issuer: AGENT DISBURSING'. There are buttons for 'Generate', 'Confirm', and 'Reject'. A yellow arrow labeled 'STEP 6' points to the 'Generate' button. Below these buttons is a table titled 'STATEMENT OF AGENT OFFICER'S ACCOUNT' with columns: 'a. Transaction', 'b. Increase (Received by agent)', 'c. Beg Bal (In agent's account)', 'd. Decrease (Turned in by agent)', and 'e. Ending Bal (In agent's account)'. The table has several rows, with red boxes highlighting lines 1, 2, 3, 7a, and 12. Yellow arrows labeled 'STEP 2', 'STEP 3', 'STEP 4', and 'STEP 5' point to these respective lines. At the bottom, there are fields for 'Business Day: 10/30/2009 A' and 'Sequence Number: 1'. A red box highlights a dropdown arrow at the bottom right of the table.

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
1 Balance Forward.		00		15,325.00
2 U.S. Dollars:	10,000.00			
3 Foreign Curr(U.S. Equivalent):	0,000.00			
4 Military Payment Certificates:	.00			
2 5 Collections:				
3 6 Deposits:				
7a NI: Treasury Checks:	325.00			
7b Military Payment Orders:	00			
	325.00			

## DD Form 1081 Advance

To begin your cashier duties you will be advance money from the DO. The DO will input a DD1081 for the advance into DDS. He will print the DD1081 and after you have VERIFIED your cash/Neg.Inst., you will sign the DD1081 and take your cash.

After you log into DDS with your USERID and PASSWORD you will need to CONFIRM the DD1081 for the advance. To do this you;

**Step 1:** From the main menu Click on **REPORTS**. Then click on **DD1081**. A message appears "Incoming DD1081 must be processed." Click **OK**. The information about your advance will be displayed on the screen.

**Steps 2&3:** To verify you received currency, click on the **numbered buttons (2 or 3)** in the center of the screen. This will bring you to your vault access screen. (See next page of handout.) Repeat for each type of currency.

**Step 4:** To verify a check was received click on **line 7a**. Verify the info is correct then click "**OK**" at the bottom of the screen.

**Step 5:** Scroll to the bottom of the screen, click on **line 12 (Total)**. This is your total advance amount. It will also be displayed at the top of the screen in line 1.

# Steps 2 and 3

Curr Code	On Hand	Amount	Exch Rate	US Equiv
US	N/A	10,000.00	1	10,000.00

**NOTE: Verify amount is correct for each type of currency.**

U.S. Dollar: 10,000.00  
Foreign Currency (U.S. Equivalent):  
Military Payment Certificates:

Clear OK Cancel

## DD Form 1081 Advance – (continued)

We have chosen to look at the **US Dollars** first. The line highlighted in blue will display the Currency Code, Total amount of US Dollars in the vault, Exchange rate (if needed) and US Equivalent (if needed).

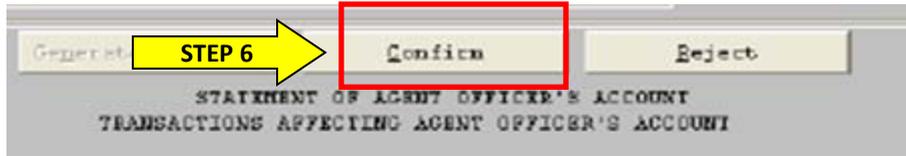
The same information will be displayed for the Foreign Currency (FC). This line will have the Exchange and the US Equiv populated.

Click on **OK** for each type of currency viewed.

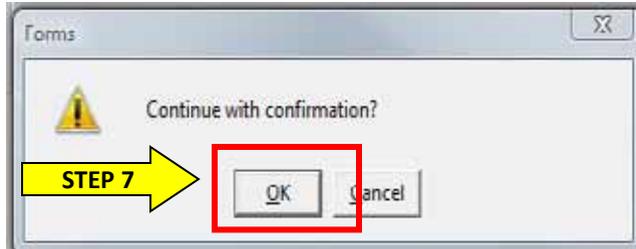
Once you verify the currency and click **OK**, the screen goes back to the main DD1081 page where you can click on other lines.

# Accepting an Advance of Funds in DDS – (continued)

Step 6: Click on the **Confirm** Button in the middle of the screen.



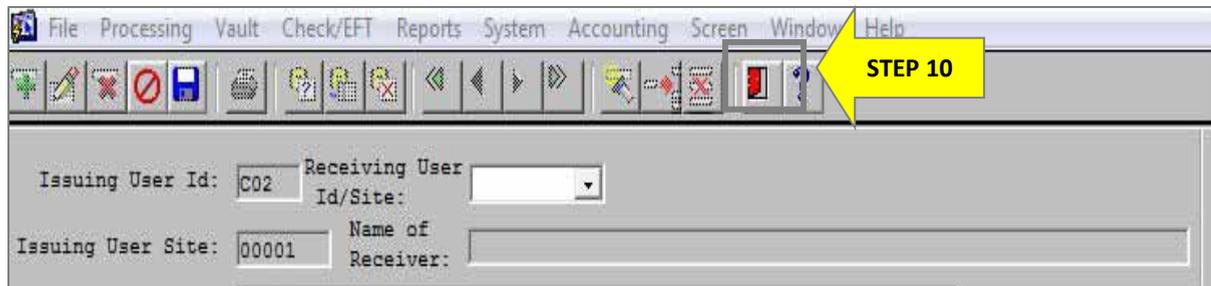
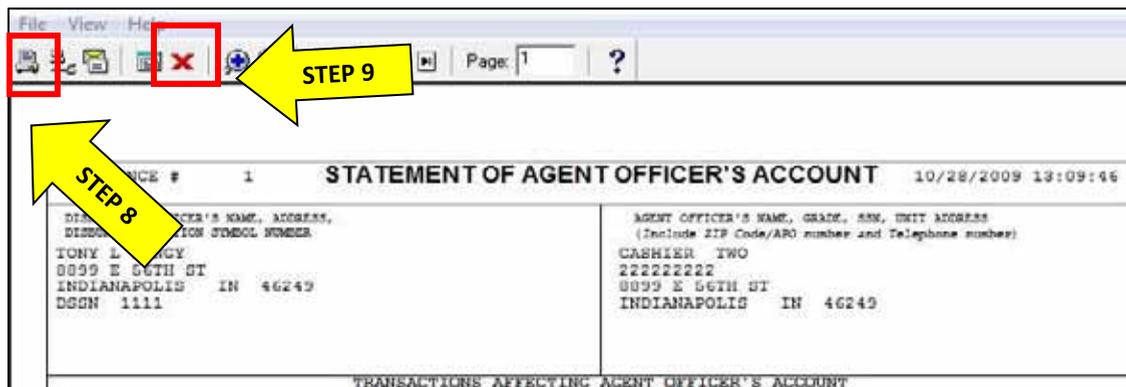
Step 7: Once you click on confirm you will be asked to CONTINUE WITH CONFIRMATION. Click on **OK**.



Step 8: A screen displaying your DD1081 will automatically come up. Click on the **PRINT** Button to print this report for your records.

**NOTE: For training purposes DO NOT print the report.**

Step 9: Next click on the RED X button to exit out of the report.



Step 10: Click on the “**RED DOOR OUT**” button to **EXIT** the screen.

# SECTION III



Exchange Transactions

# Exchange Transactions - Demonstration

Now that you have been funded you can begin to process transactions. The following Transaction will be used to demonstrate how DDS Exchange Transaction inputs are made.

1. Azumah Jerry N 123-45-6789 wants to exchange \$100.00 US Dollars for 200 Foreign Currency (FC).
2. Brown, David S 123-45-6790 wants to cash a Personal Check #301 for \$100.00 and get 200 FC.
3. Metcalf, Terry B 123-45-6796 wants to cash a Personal Check #302 for \$100.00 and get US Dollars.
4. Garza, Robert H 123-45-6800 wants to cash a Travelers Check #501 for \$100.00 and get 200 FC.
5. Edwards, Brian D. 123-45-6709 wants to cash a Travelers Check #502 for 100.00 and get US Dollars.
6. Tate Michael A 123-45-6815 wants to cash a Treasury Check #401 for \$100.00 and get 200 FC
7. Clark, Kellie A. 123-45-6702 wants to cash a Treasury Check #402 for \$100.00 and get US Dollars.
8. Haynes, Gayle N 123-45-6753 wants to cash a Money Order #601 for \$100.00 she wants 200 FC.
9. Williams, Kevin E. 123-45-6893 wants to cash a Money Order #602 for \$100.00 and get US Dollars.
10. Maynard, John L 123-45-6824 wants to add money to his Stored Value Card #101, he gives you \$100.00 US.
11. Johnson, Rebecca A 123-45-6654 is leaving the AO and wants to close out her Stored Value Card #102. She has \$100.00 US left on the card.
12. Avery, April A 123-45-2345 came in yesterday and requested a Treasury Check #\* for \$325.00 be printed. She is here to pay for her check. She is paying in US Dollars.
13. Peterson, Anthony J. 123-45-6909 Wants to cash a Personal Check # 303 for \$200.00 and get \$100.00 US and 200 FC.

**\* The check number will be different for each student. Ensure that the amount of the check, Name and SSN match the data provided.**

# EXCHANGE TRANSACTION - U.S. TO FC

The screenshot shows a software interface for processing an exchange transaction. The interface is divided into several sections:

- Menu Bar:** Contains various icons and a 'Processing' menu item. A red box highlights the 'Processing' icon, labeled 'Step 7'. A red box highlights the 'Exchange Transactions' option in the dropdown menu, labeled 'Step 9'.
- Search Form:** Includes fields for 'Find by Sponsor SSN: 123456789', 'Last Name: AZUMAH', and 'First Name: JERRY'. A 'Validate' button is highlighted with a red box and labeled 'Step 5'.
- Incoming Table:** A table with columns: '+Curr Cd', '\*Amount', 'Type', 'NI Number', 'NI Date', 'Exchange Rate', and 'US Equivalent Amount'. The first row is highlighted in cyan and labeled 'Step 3'. It shows a transaction of 100.00 US with an exchange rate of 1.
- Outgoing Table:** A table with columns: '+Curr Cd', '\*Amount', 'Type', 'NI Number', 'NI Date', 'Exchange Rate', and 'US Equivalent Amount'. The first row is highlighted in cyan and labeled 'Step 4'. It shows a transaction of 200.00 FC with an exchange rate of 2.
- Status Bar:** Contains two messages. The first is 'Information: Validation successful. Save transaction.' with an 'OK' button highlighted by a red box and labeled 'Step 6'. The second is 'FRM-40404: Database apply complete: 3 records applied.' with an 'OK' button highlighted by a red box and labeled 'Step 8'.

Click Processing from Menu Bar and click Exchange Transactions from the drop down menu.

## EXCHANGE TRANSACTION - U.S. TO FC

Step 1: Input the Soldier's Social Security Number.

Step 2: Input the Soldier's Last Name, First Name, and Middle Initial.

Step 3: Input the INCOMING information.

- (a) Select the (\*Curr Cd) as "**US**" **ALWAYS**.
- (b) Dollar amount of US Currency taken in (\$100.00), under \*Amount.
- (c) Exchange Rate is already populated.
- (d) Hit the **TAB** KEY.
- (e) The US Equivalent Amount will automatically populate.

Step 4: Input the OUTGOING information.

- (a) Select the (\*Curr Cd) for the foreign currency being given out. (For training purposes it will be "**FC**" **ALWAYS**).
- (b) Number of Foreign Currency Units being given out (200), under \*Amount.
- (c) Exchange Rate is already populated.
- (d) Hit the **TAB** KEY.
- (e) The US Equivalent Amount will automatically populate.

Step 5: Review your information to ensure it is correct. After you **are SURE** that the information is correct click on the **VALIDATE** button.

Step 6: When you click on validate, a message box appears, click on **OK**.

Step 7: **SAVE** the transaction by clicking on the BLUE floppy disc button at the top of the page.

Step 8: When you click on save a message box appears, click on **OK**.

Step 9: **EXIT** out by clicking on the RED DOOR button at the top of the page.

**NOTE: When inputting multiple exchange transactions it is NOT necessary to exit out of the function after each input, the screen will clear once you save the last transaction). RED DOOR OUT button will bring you back to the main menu.**

# EXCHANGE TRANSACTION - PC FOR FC

Step 1: Input the Soldier's Social Security Number.

Step 2: Input the Soldier's Last Name, First Name, and Middle Initial.

Step 3: Input the INCOMING information.

(a) Select the (\*Curr Cd) as "US" ALWAYS.

(b) Dollar amount of US Currency taken in (\$100.00), under \*Amount.

(c) Enter NI type (PC), Enter NI # (301), Enter NI Date (10/04/2009).

(d) Exchange Rate is already populated.

(e) Hit the **TAB** KEY.

(f) The US Equivalent Amount will automatically populate.

Step 4: Input the OUTGOING information.

(a) Select the (\*Curr Cd) for the foreign currency being given out. (For training purposes it will be "FC" ALWAYS).

(b) Number of Foreign Currency Units being given out (200), under \*Amount.

(c) Exchange Rate is already populated.

(d) Hit the **TAB** KEY.

(e) The US Equivalent Amount will automatically populate.

Step 5: Review your information to ensure it is correct. After you are SURE that the information is correct click on the **VALIDATE** button.

Step 6: When you click on validate, a message box appears, click on **OK**.

Step 7: **SAVE** the transaction by clicking on the BLUE floppy disc button at the top of the page.

Step 8: When you click on save a message box appears, click on **OK**.

Step 9: You are now ready to input the next exchange transaction or **EXIT** to the main menu.

# EXCHANGE TRANSACTION - PC FOR US

Step 1: Input the Soldier's Social Security Number.

Step 2: Input the Soldier's Last Name, First Name, and Middle Initial.

Step 3: Input the INCOMING information.

- Select the (\*Curr Cd) as "US" ALWAYS.
- Dollar amount of US Currency taken in (\$100.00), under \*Amount.
- Enter NI type (PC), Enter NI # (302), Enter NI Date (10/04/2009).
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate.

Step 4: Input the OUTGOING information.

- Select the (\*Curr Cd) US currency is being given out.
- Enter US Dollar amount (100.00) under \*Amount.
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate.

Step 5: Review your information to ensure it is correct. After you are SURE that the information is correct click on the **VALIDATE** button.

Step 6: When you click on validate, a message box appears, click on **OK**.

Step 7: **SAVE** the transaction by clicking on the BLUE floppy disc button at the top of the page.

Step 8: When you click on save a message box appears, click on **OK**.

Step 9: You are now ready to input the next exchange transaction or **EXIT** to the main menu.

# EXCHANGE TRAVELERS TV for FC

Find by Sponsor SSN: 123456800 Query

Last Name: CARZA Validate

First Name: ROBERT  Receipt Requested

MT: H  Requiring POS Sales Transaction

Incoming: 100.00  
Outgoing: 100.00  
Rounding: 0.00  
Remaining: 0.00

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Rate	US Equivalent Amount
US	100.00	TV	501	10/04/2009	1	100.00

Available NIs

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
FC	200.00				2	100.00

Available Loads

Step 1: Input the Soldier's Social Security Number.

Step 2: Input the Soldier's Last Name, First Name, and Middle Initial.

Step 3: Input the INCOMING information.

- Select the (\*Curr Cd) as "US" **ALWAYS**.
- Dollar amount of US Currency taken in (\$100.00), under \*Amount.
- Enter NI type (TV), Enter NI # (501), Enter NI Date (10/04/2009).
- Exchange Rate is already populated.
- Hit the **TAB KEY**.
- The US Equivalent Amount will automatically populate.

Step 4: Input the OUTGOING information.

- Select the (\*Curr Cd) for the foreign currency being given out. (For training purposes it will be "FC" **ALWAYS**).
- Number of Foreign Currency Units being given out (200), under \*Amount.
- Exchange Rate is already populated.
- Hit the **TAB KEY**.
- The US Equivalent Amount will automatically populate.

Step 5: Review your information to ensure it is correct. After you are SURE that the information is correct click on the **VALIDATE** button.

Step 6: When you click on validate, a message box appears, click on **OK**.

Step 7: **SAVE** the transaction by clicking on the BLUE floppy disc button at the top of the page.

Step 8: When you click on save a message box appears, click on **OK**.

Step 9: You are now ready to input the next exchange transaction or **EXIT** to the main menu.

# EXCHANGE TRANSACTION TV FOR U.S. DOLLARS

Find by Sponsor SSN: 123456709 Query

Last Name: EDWARDS Validate

First Name: BRIAN  Receipt Requested

MI: D  Merchant-POS Sales Transaction

Incoming:

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	TV	502	10/04/2009	1	100.00

Outgoing:

*Curr Cd	*Amount	NT Type	NT Number	NT Date	Exchange Rate	US Equivalent Amount
US	100.00	NT			1	100.00

Step 1: Input the Soldier's Social Security Number.

Step 2: Input the Soldier's Last Name, First Name, and Middle Initial.

Step 3: Input the INCOMING information.

- Select the (\*Curr Cd) as "US" **ALWAYS**.
- Dollar amount of US Currency taken in (\$100.00), under \*Amount.
- Enter NI type (TV), Enter NI # (502), Enter NI Date (10/04/2009).
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate.

Step 4: Input the OUTGOING information.

- Select the (\*Curr Cd) US currency is being given out.
- Enter US Dollar amount (100.00) under \*Amount.
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate

Step 5: Review your information to ensure it is correct. After you **ensure** that the information is correct click on the **VALIDATE** button.

Step 6: When you click on validate, a message box appears, click on **OK**.

Step 7: **SAVE** the transaction by clicking on the BLUE floppy disc button at the top of the page.

Step 8: When you click on save a message box appears, click on **OK**.

Step 9: You are now ready to input the next exchange transaction or **EXIT** to the main menu.

# EXCHANGE TRANSACTION - TC FOR FC

Find by Sponsor SSN: 123456815 Query

Last Name: TATE Validate

First Name: MICHAEL

MI: A

Incoming: 100.00

Outgoing: 100.00

Rounding: 0.00

Remaining: 0.00

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	TC	401	10/04/2009	1	100.00

Available NIs

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
FC	200.00	FC			2	100.00

Step 1: Input the Soldier's Social Security Number.

Step 2: Input the Soldier's Last Name, First Name, and Middle Initial.

Step 3: Input the INCOMING information.

- Select the (\*Curr Cd) as "US" **ALWAYS**.
- Dollar amount of US Currency taken in (\$100.00), under \*Amount.
- Enter NI type (TC), Enter NI # (401), Enter NI Date (10/04/2009).
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate.

Step 4: Input the OUTGOING information.

- Select the (\*Curr Cd) for the foreign currency being given out. (For training Purposes it will be "FC" **ALWAYS**).
- Number of Foreign Currency Units being given out (200), under \*Amount.
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate.

Step 5: Review your information to ensure it is correct. After you are SURE that the information is correct click on the **VALIDATE** button.

Step 6: When you click on validate, a message box appears, click on **OK**.

Step 7: **SAVE** the transaction by clicking on the BLUE floppy disc button at the top of the page.

Step 8: When you click on save a message box appears, click on **OK**.

Step 9: You are now ready to input the next exchange transaction or **EXIT** to the main menu.

# EXCHANGE TRANSACTION TC FOR U.S. DOLLARS

Find by Sponsor SSN: 123456702 Query

Last Name: CLARK Validate

First Name: KELLIE  Receipt Requested

MI: L  Merchant 90% Sales Transaction

Incoming:

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	TC	402	10/04/2009	1	100.00

Available NIs:

Outgoing:

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00				1	100.00

Incoming: 100.00

Outgoing: 100.00

Rounding: 0.00

Remaining: 0.00

Step 1: Input the Soldier's Social Security Number.

Step 2: Input the Soldier's Last Name, First Name, and Middle Initial.

Step 3: Input the INCOMING information.

- Select the (\*Curr Cd) as "US" **ALWAYS**.
- Dollar amount of US Currency taken in (\$100.00), under \*Amount.
- Enter NI type (TC), Enter NI # (402), Enter NI Date (10/04/2009).
- Exchange Rate is already populated.
- Hit the **TAB KEY**.
- The US Equivalent Amount will automatically populate.

Step 4: Input the OUTGOING information.

- Select the (\*Curr Cd) for US Dollars.
- Enter US Dollar amount (100.00), under \*Amount.
- Exchange Rate is already populated.
- Hit the **TAB KEY**.
- The US Equivalent Amount will automatically populate.

Step 5: Review your information to ensure it is correct. After you are SURE that the information is correct click on the **VALIDATE** button.

Step 6: When you click on validate, a message box appears, click on **OK**.

Step 7: **SAVE** the transaction by clicking on the BLUE floppy disc button at the top of the page.

Step 8: When you click on save a message box appears, click on **OK**.

Step 9: You are now ready to input the next exchange transaction or **EXIT** to the main menu.

# EXCHANGE TRANSACTION MO FOR FC

Find by Sponsor SSN: 123456753 Query

Last Name: HAYNES Validate

First Name: GAYLE  Receipt Requested

MI: N  Merchant POS Sales Transaction

Incoming: 100.00  
Outgoing: 100.00  
Rounding: 0.00  
Remaining: 0.00

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	MO	601	10/04/2009	1	100.00

Available NIs

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
FC	200.00				2	100.00

Step 1: Input the Soldier's Social Security Number.

Step 2: Input the Soldier's Last Name, First Name, and Middle Initial.

Step 3: Input the INCOMING information.

- Select the (\*Curr Cd) as "US" **ALWAYS**.
- Dollar amount of US Currency taken in (\$100.00), under \*Amount.
- Enter NI type (MO), Enter NI # (601), Enter NI Date (10/04/2009).
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate.

Step 4: Input the OUTGOING information.

- Select the (\*Curr Cd) for the foreign currency being given out. (For training purposes it will be "FC"**ALWAYS**).
- Number of Foreign Currency Units being given out (200), under \*Amount.
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate.

Step 5: Review your information to ensure it is correct. After you are SURE that the information is correct click on the **VALIDATE** button.

Step 6: When you click on validate, a message box appears, click on **OK**.

Step 7: **SAVE** the transaction by clicking on the BLUE floppy disc button at the top of the page.

Step 8: When you click on save a message box appears, click on **OK**.

Step 9: You are now ready to input the next exchange transaction or **EXIT** to the main menu.

# EXCHANGE TRANSACTION MO FOR U.S. DOLLARS

Find by Sponsor SSN: 123456893

Last Name: WILLIAMS

First Name: KEVIN  Receipt Requested

MI: E  Merchant POS Sales Transaction

Incoming: 100.00  
Outgoing: 100.00  
Rounding: 0.00  
Remaining: 0.00

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	MO	602	10/04/2009	1	100.00

Available NIs

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00				1	100.00

Step 1: Input the Soldier's Social Security Number.

Step 2: Input the Soldier's Last Name, First Name, and Middle Initial.

Step 3: Input the INCOMING information.

- Select the (\*Curr Cd) as "US" **ALWAYS**.
- Dollar amount of US Currency taken in (\$100.00), under \*Amount.
- Enter NI type (MO), Enter NI # (602), Enter NI Date (10/04/2009).
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate.

Step 4: Input the OUTGOING information.

- Select the (\*Curr Cd) for US Dollars.
- Enter US Dollar amount (100.00), under \*Amount.
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate.

Step 5: Review your information to ensure it is correct. After you are SURE that the information is correct click on the **VALIDATE** button.

Step 6: When you click on validate, a message box appears, click on **OK**.

Step 7: **SAVE** the transaction by clicking on the BLUE floppy disc button at the top of the page.

Step 8: When you click on save a message box appears, click on **OK**.

Step 9: You are now ready to input the next exchange transaction or **EXIT** to the main menu.

# EXCHANGE U.S. DOLLARS FOR SV

Find by Sponsor SSN: 123456784 Query

Last Name: MAYNARD Validate

First Name: JOHN Receipt Requested

MI: L

Incoming: 100.00  
Outgoing: 100.00  
Rounding: 0.00  
Remaining: 0.00

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00				1	100.00

Available NIs

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	SV	101	10/04/2009	1	100.00

Step 1: Input the Soldier's Social Security Number.

Step 2: Input the Soldier's Last Name, First Name, and Middle Initial.

Step 3: Input the INCOMING information.

- (a) Select the (\*Curr Cd) as "US" **ALWAYS**.
- (b) Dollar amount of US Currency taken in (\$100.00), under \*Amount.
- (c) Exchange Rate is already populated.
- (d) Hit the **TAB** KEY.
- (e) The US Equivalent Amount will automatically populate.

Step 4: Input the OUTGOING information.

- (a) Select the (\*Curr Cd) for US Dollars.
- (b) Enter the US Dollar amount, (100.00) under \*Amount.
- (c) Enter the NI Type (SV), NI # (101), and NI Date (10/04/2009).
- (d) Exchange Rate is already populated.
- (e) Hit the **TAB** KEY.
- (f) The US Equivalent Amount will automatically populate.

Step 5: Review your information to ensure it is correct. After you are SURE that the information is correct click on the **VALIDATE** button.

Step 6: When you click on validate, a message box appears, click on **OK**.

Step 7: **SAVE** the transaction by clicking on the BLUE floppy disc button at the top of the page.

Step 8: When you click on save a message box appears, click on **OK**.

Step 9: You are now ready to input the next exchange transaction or **EXIT** to the main menu.

# EXCHANGE TRANSACTION SV FOR U.S. DOLLARS.

Find by Sponsor SSN: 123456654 Query

Last Name: JOHNSON Validate

First Name: REBECCA  Receipt Requested

MI: A  Merchant POS Sales Transaction

Incoming: 100.00  
Outgoing: 100.00  
Rounding: 0.00  
Remaining: 0.00

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	sv	102	10/04/2009	1	100.00

Available NIs:

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	sv	102	10/04/2009	1	100.00

Step 1: Input the Soldier's Social Security Number.

Step 2: Input the Soldier's Last Name, First Name, and Middle Initial.

Step 3: Input the INCOMING information.

- Select the (\*Curr Cd) as "US" **ALWAYS**.
- Dollar amount of US Currency taken in (\$100.00), under \*Amount.
- Enter NI type (SV), Enter NI # (102), Enter NI Date (10/04/2009).
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate.

Step 4: Input the OUTGOING information.

- Select the (\*Curr Cd) for US Dollars.
- Enter US Dollar amount (100.00), under \*Amount.
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate.

Step 5: Review your information to ensure it is correct. After you are SURE that the information is correct click on the **VALIDATE** button.

Step 6: When you click on validate, a message box appears, click on **OK**.

Step 7: **SAVE** the transaction by clicking on the BLUE floppy disc button at the top of the page.

Step 8: When you click on save a message box appears, click on **OK**.

Step 9: You are now ready to input the next exchange transaction or **EXIT** to the main menu.

# EXCHANGE TRANSACTION U.S. DOLLARS FOR TC

Find by Sponsor SSN: 123452345 Query

Last Name: AVERY Validate

First Name: APRIL  Receipt Requested

MI: A  Merchant, 000 Major (Description)

Incoming: 325.00  
Outgoing: 325.00  
Rounding: 0.00  
Remaining: 0.00

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	325.00	NI			1	325.00

Available NIs:

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	325.00	TC			1	

Available Loads:

Customer Information

Check Cashing Limit

Term: Amount:

Deros:

Comments

Step 1: Input the Soldier's Social Security Number.

Step 2: Input the Soldier's Last Name, First Name, and Middle Initial.

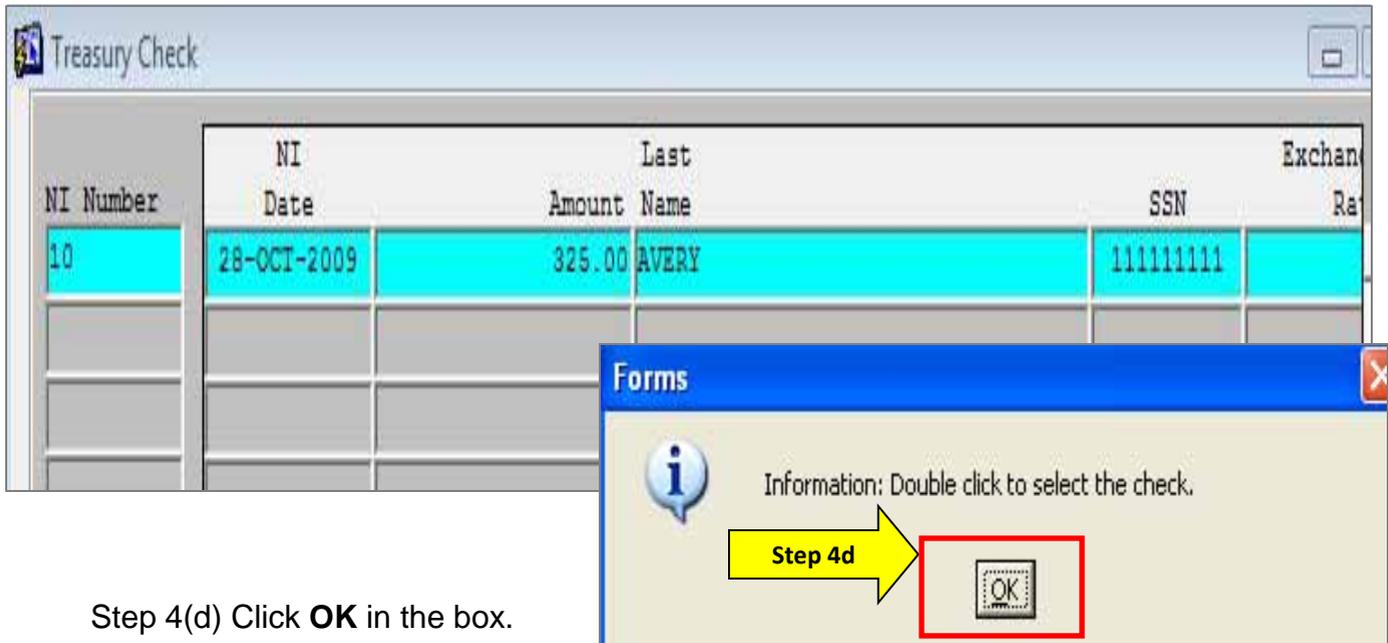
Step 3: Input the INCOMING information.

- (a) Select the (\*Curr Cd) as "US" **ALWAYS**.
- (b) Dollar amount of US Currency taken in (\$325.00), under \*Amount.
- (c) Exchange Rate is already populated.
- (d) Hit the **TAB** KEY.
- (e) The US Equivalent Amount will automatically populate.

Step 4: Input the OUTGOING information.

- (a) Select the (\*Curr Cd) for US Dollars.
- (b) Enter the US Dollar amount, (325.00) under \*Amount.
- (c) Enter the NI Type (TC).

# EXCHANGE TRANSACTION U.S. DOLLARS FOR TC (Continued Part 1)

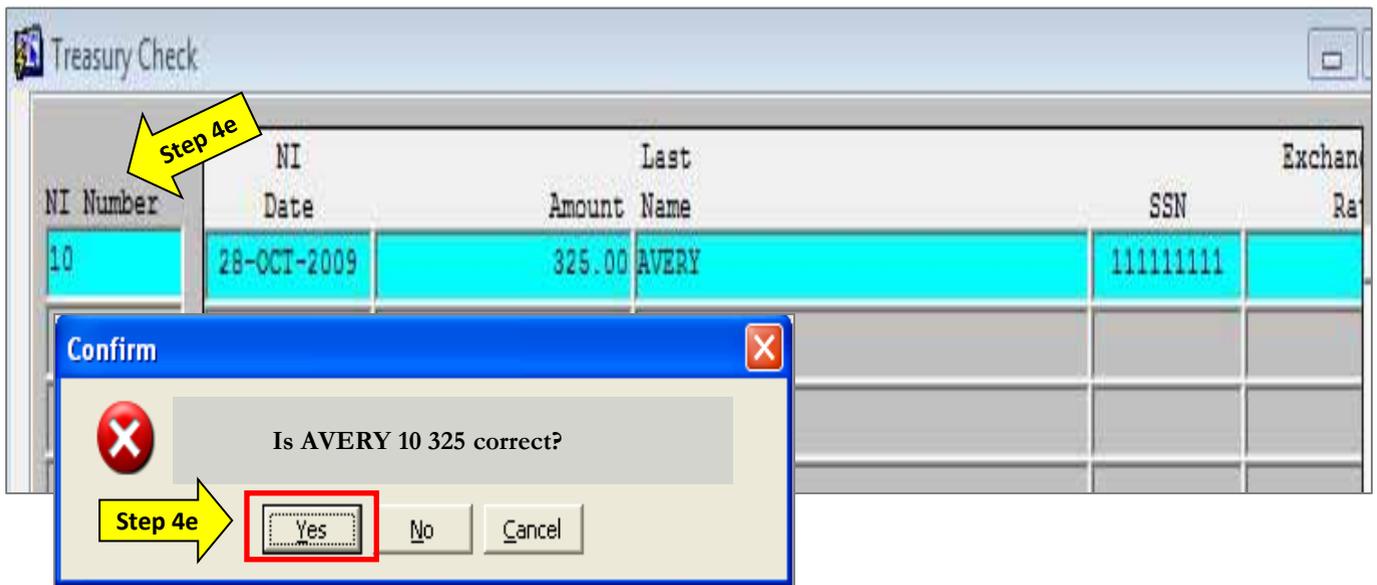


The screenshot shows the 'Treasury Check' application window. A table lists check details:

NI Number	NI Date	Last Amount	Name	SSN	Exchange Rate
10	28-OCT-2009	325.00	AVERY	111111111	

An information dialog box titled 'Forms' is overlaid on the table. It contains the text: 'Information: Double click to select the check.' Below the text is an 'OK' button, which is highlighted with a red box. A yellow arrow labeled 'Step 4d' points to the 'OK' button.

Step 4(d) Click **OK** in the box.



The screenshot shows the 'Treasury Check' application window with the same table as above. A confirmation dialog box titled 'Confirm' is overlaid on the table. It contains the text: 'Is AVERY 10 325 correct?'. Below the text are three buttons: 'Yes', 'No', and 'Cancel'. The 'Yes' button is highlighted with a red box. A yellow arrow labeled 'Step 4e' points to the 'Yes' button.

Step 4(e) **Double** left click on the check # (**NI #**). If more than one check appears double click on the correct check # for this customer. A message box will appear. Click **YES**. This takes you back to the exchange screen.

# EXCHANGE TRANSACTION U.S. DOLLARS FOR TC (Continued Part 2)

The screenshot shows a software interface for entering exchange transactions. The interface includes a search bar with "Find by Sponsor SSN: 123452345" and a "Query" button. Below the search bar are fields for "Last Name: AVERY", "First Name: APRIL", and "MI: A". A "Validate" button is highlighted with a red box. To the right, a summary table shows "Incoming: 325.00", "Outgoing: 325.00", "Rounding: 0.00", and "Remaining: 0.00". Below this are two tables: "Incoming" and "Outgoing". The "Outgoing" table has a red box around the first row with columns "NI Number" (10) and "NI Date" (10/28/2009). At the bottom, two "Forms" dialog boxes are shown: one with an information icon and "Information: Validation successful. Save transaction." (Step 6) and another with an error icon and "FRM-40404: Database apply complete: 3 records applied." (Step 8). Yellow arrows indicate the sequence of steps from 1 to 9.

Step 4(f) The NI Number and NI Date will be filled in.

Step 4(g) Exchange Rate is already populated.

Step 4(h) The US Equivalent Amount will automatically populate.

Step 5: Review your information to ensure it is correct. After you are SURE that the information is correct click on the **VALIDATE** button.

Step 6: When you click on validate, a message box appears, click on **OK**.

Step 7: **SAVE** the transaction by clicking on the BLUE floppy disc button at the top of the page.

Step 8: When you click on save a message box appears, click on **OK**.

Step 9: You are now ready to input the next exchange transaction or **EXIT** to the main menu.

# EXCHANGE PC FOR U.S. DOLLARS & FC (SPLIT DISBURSMENT)

Find by Sponsor SSN: 123456909

Last Name: PETERSON

First Name: ANTHONY  Receipt Requested

MI: J  Merchant POS Sales Transaction

Incoming: 200.00  
Outgoing: 200.00  
Rounding: 0.00  
Remaining: 0.00

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	200.00	PC	303	10/04/2009	1	200.00

Available NIs

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00				1	100.00
FC	200.00				2	100.00

Step 1: Input the Soldier's Social Security Number.

Step 2: Input the Soldier's Last Name, First Name, and Middle Initial.

Step 3: Input the INCOMING information.

- Select the (\*Curr Cd) as "US" **ALWAYS**.
- Dollar amount of US Currency taken in (\$200.00), under \*Amount.
- Enter NI type (PC), Enter NI # (303), Enter NI Date (10/04/2009).
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate.

Step 4: Input the OUTGOING information.

- First Line: Select the (\*Curr Cd) for US Dollars.
- Enter US Dollar amount (100.00), under \*Amount.
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate.
- Place your cursor in the body of the second line and double click the line will turn blue.
- Select the (\*Curr Cd) for "FC".
- Enter FC amount (200.00) under \*Amount.
- Exchange Rate is already populated.
- Hit the **TAB** KEY.
- The US Equivalent Amount will automatically populate.

Step 5: Review your information to ensure it is correct. After you **are SURE** that the information is correct click on the **VALIDATE** button.

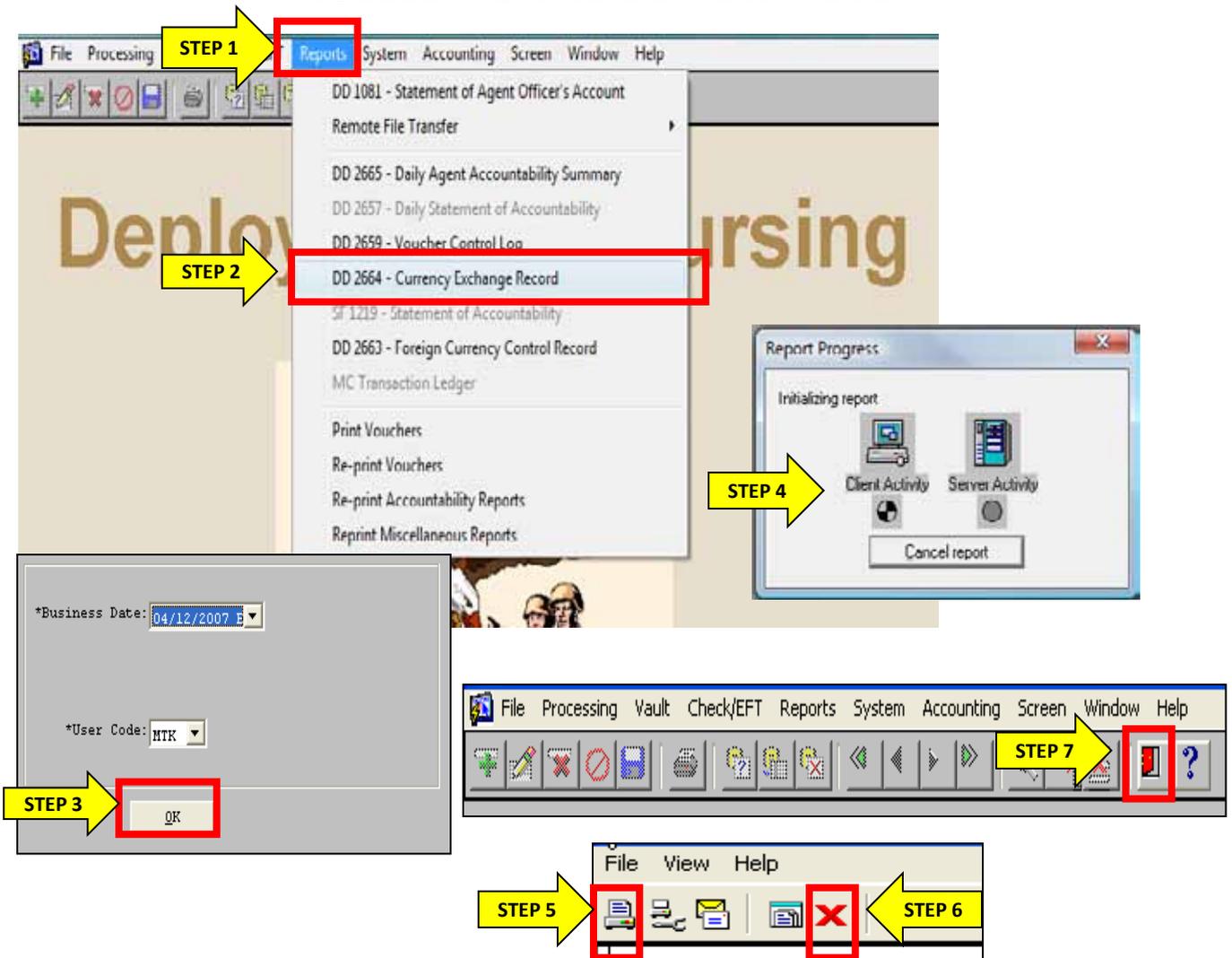
Step 6: When you click on validate, a message box appears (see next page), click on **OK**.

Step 7: **SAVE** the transaction by clicking on the BLUE floppy disc button at the top of the page.

Step 8: When you click on save a message box appears (see next page), click on **OK**.

Step 9: You are now ready to input the next exchange transaction or **EXIT** to the main menu.

# ACCESSING THE DD FORM 2664



Step 1: From the main menu select the **REPORTS** tab.

Step 2: From the drop down menu select **DD2664 - Currency Exchange Record**.

Step 3: A menu appears asking to verify the business date and user code. Click **OK**.

Step 4: A reports message box appears stating that the form is being prepared. Once the form is complete, it is displayed.

Step 5: To print the report click on the **PRINTER** button at the top left of the screen.

Step 6: You can exit the report by clicking on the red **X**. (It is not required to print the report before exiting out).

Step 7: When you exit the report you are brought back to the menu at step 3. **EXIT** to the main menu by clicking on the red door button.

**NOTE: For training purposes we will not print the forms.**

CURRENCY EXCHANGE RECORD  
RECORD OF INDIVIDUAL EXCHANGE TRANSACTION

1. DISBURSING OFFICER DESIGNATION 2. RATES OF EXCHANGE  
 TONY L DUNGY  
 TONY L DUNGY  
 8899 E 56TH ST  
 INDIANAPOLIS IN 46249  
 Diner 2 = \$1.00

3. DATE (YYYYMMDD) 4. DSSN  
 20091030A 1111

5. NAME OF CASHIER OR DEPUTY  
 CASHIER TWO

6. RECEIVED FROM CUSTOMER				7. DISBURSED TO CUSTOMER				8. NAME AND OTHER INFORMATION REQUIRED BY DISBURSING OFFICER ON PERSON FOR WHOM EXCHANGE IS MADE	
a. TYPE OF NEGOTIABLE INSTRUMENT RECEIVED (Personal check, etc.)	b. U.S. CURRENCY AND COIN	c. FOREIGN CURRENCY	d. TOTAL	a. U.S. CURRENCY AND COIN	b. FOREIGN CURRENCY	c. FOREIGN CURRENCY	d. TOTAL		
	100.00		100.00		FC 200.00		100.00	JERRY N AZUMAH 123456789	
PC	100.00		100.00		FC 200.00		100.00	DAVID S BROWN 123456790	
PC	100.00		100.00	100.00			100.00	TERRY B METCALF 123456796	
TV	100.00		100.00	100.00			100.00	ROBERT H GARZA 123456800	
TV	100.00		100.00	100.00			100.00	BRIAN D EDWARDS 123456709	
TC	100.00		100.00	100.00			100.00	MICHAEL A TATE 123456815	
TC	100.00		100.00	100.00			100.00	KELLIE L CLARK 123456702	
MO	100.00		100.00	100.00			100.00	KAYLE N HAYNES 123456753	
MO	100.00		100.00	100.00			100.00	KEVIN E WILLIAMS 123456893	
			100.00	100.00	SV		100.00	TONY L DUNGY 123456824	
			100.00	100.00			100.00		
SV	100.00		100.00	100.00			100.00		
	325.00		325.00	325.00	TC		325.00		
PC	200.00		200.00	100.00			200.00		
Totals	CASH 525.00		1,625.00	CASH 600.00	FC 1,200.00		1,625.00		
	NI 1,000.00		100.00	SV 100.00					
	SV 100.00		325.00	TC 325.00					

NEG INST



In Manual Disbursing NI's are placed in a separate column. In DDS, they are placed in the U.S. currency column and there are two FC Columns.

# SECTION IV



## Collection Transactions

# Collections

There are two types of Collection transactions. They are **manual** and using the **DD Form 1131**. Each collection has three collect types (actions) which are **refund, receipt, or reimburse**. The DD Form 1131 is also used as a receipt for the Savings Deposit Program (SDP) money collected.

The remitter will be either a person or an institution. Collections can be made by US Currency, Foreign Currency or by check. SDP collections can only be in U.S. Dollars and in \$5.00 increments up to \$10,000.00. The collection process happens in three steps: Input the data, certify the collection (Manual Collections **DO NOT** have to be certified), and collect the funds. Under normal operating conditions each step would be completed by a different individual. Input would be made by an input clerk, certification by the supervisor, and collection by the cashier. The cashier could also act as the person inputting. However, the collection would be **“SYSTEM CERTIFIED ONLY”** by the supervisor.

***NOTE: For “TRAINING PURPOSES ONLY,” you will complete all three steps. You will “EXTERNALLY CERTIFY” the collections.***

## DD1131 Collections

To access DD1131 Collections from the main menu; Click on **Processing**, then **Collections** and select **DD1131- Cash Collection Vouchers**.

Inputting the DD 1131 Collections is a three step process.

**First:** The Cash Collection Voucher information is **INPUT** into the system. This screen is broken down into two tabs DD1131 and Remitters. Both tabs must be completed before saving the transaction.

**Second:** After all DD1131's have been input for the business day they must be **CERTIFIED** by the DO or deputy (NCOIC).

**Third:** After the DO or deputy certifies the DD1131's, then the cashier must go back and **COLLECT** the DD1131's.

***NOTE: The cashier can externally certify collections with the approval of the DO. For classroom purposes you will be allowed to externally certify DD1131 collections.***

# Collections and Accounting Classifications

Remitter	Type	Last Name	First Name	MI	SSN	Collect Type	IPAC Collection	Currency Code	\$	CK#
Person	Manual	Orton	Kyle	B				US	\$100.00	
Person	Manual	Vasher	Nathan	E				Check	\$100.00	205
Person	Manual	Scott	Ian	U				FC	\$200.00	
Person	DD1131	Doe	John	E	123-45-7812	Savings Deposit Program (SDP) OR Receipt	N	US	\$350.00	125
Institution	DD1131	AAFES				Receipt	N	US	\$100.00	
Institution	DD1131	Dinning Faculty				Refund	N	US	\$100.00	
Institution	DD1131	Postal				Reimburse	N	US	\$100.00	

The address used for all collections is as follows:  
**23<sup>rd</sup> INF Division**  
**APO, AE 09808**

<b><u>ACCT CLASS for Manual Collections</u></b>									
FY	APC	EOR	US EQ	DOC REF	IBOP	ODC	MTL CD	MTL QTY	DISC
7	0Z02	1199		Blank	US	1	Blank	Blank	N

<b><u>ACCT CLASS for DD 1131 Collections</u></b>									
FY	APC	EOR	US EQ	DOC REF	IBOP	ODC	MTL CD	MTL QTY	DISC
7	0Z16	1198		Blank	US	2	Blank	Blank	N

**NOTE: For training purposes, we will only show one example of each collection. The steps can be followed for all manual and DD1131 collections with minor variations.**

# Manual Collections – Input and Collect

The screenshot shows a software interface for manual collections. It includes a toolbar at the top with a blue disc icon (STEP 10) and a red door icon (STEP 15). The main form has sections for Remitter information (STEP 1, STEP 2), Collect Type (STEP 4), Contract Number (STEP 5), and an 'Enter Collection' table (STEP 6, STEP 6a). A table with one row is highlighted in blue. A 'Forms' dialog box shows 'Information: COLLECTION VOUCHER CREATED # 000002' (STEP 13). Another 'Forms' dialog box shows 'FRM-40406: Transaction complete: 3 records applied; all records saved.' (STEP 11). A third 'Forms' dialog box shows 'Record saved and committed' (STEP 14). Buttons for 'Collect' (STEP 12) and 'Accounting Lines' (STEP 7) are visible.

## 1. Input Data

- Step 1: Select whether this is a Person or an Institution.
- Step 2: Input the full name and SSN if a Person or company name if an Institution.
- Step 3: Select whether a US or Foreign address and then input the address.
- Step 4: Using the drop down menu select the collect type (i.e. Refund, Receipt, or Reimbursement).
- Step 5: Enter the Contract Number (**THIS FIELD IS OPTIONAL**).
- Step 6: Enter the information for currency or NEG. INS.
- Step 6a: For a NEG. INS. Enter the type, number, date and name of the remitter (who gave you the item).
- Step 7: Click on the **Accounting Lines** button.

**NOTE: See Page 36 for Steps 8 and 9.**

- Step 10: **SAVE** the transaction by clicking on the blue disc at the top of the screen.
- Step 11: You will get a message that states the records applied. Click **OK**.

## 2. Collect the funds:

- Step 12: Click on the COLLECT button at the top right of the screen.
- Step 13: You will get a message "Collection Voucher Created #-----." Click **OK**.
- Step 14: You will get another message "Record saved and committed." Click **OK**.
- Step 15: Screen will go blank, input another manual collection or click on the "red door" to **EXIT**.

# Manual Collections (continued)

Payee: ORTON, KYLE B      Voucher Type: MANCOL      Curr Code: US      Voucher Amount: 100.00  
US Equivalent: 100.00

*FY	*APC	FOR	*US Equivalent	Document Reference	IBOP	*ODC	Mat Cd	Mat Qty	Mat Disc
7	1643	1199	100.00		US	1			N
...	...	...							
...	...	...							
...	...	...							
...	...	...							
...	...	...							
...	...	...							
...	...	...							
...	...	...							

**STEP 8** →

USE DROP DOWN MENUS TO SELECT CORRECT FIELDS.

INSERTING ACCOUNTING LINE      Total US Equivalent: 100.00

21 7 2010 0000 90 0000 5D2A1P00000 1199 US 1643 000000 012120

**STEP 9** →           

## Accounting Line Input

Step 8: You will be brought to another screen where you will enter the accounting class information using drop down menus. The accounting class information for this transaction is found in a note on Page 34.

Step 9: Once the accounting class information is entered click on the **OK** button at the bottom of the screen.

# Input DD1131 Collections – Receiving Office Info

DD1131 Remitters

Cash Collection Voucher

\*Collection Type: RECEIPT (STEP 1)

Disbursing Office Collection Voucher No. CV

Receiving Office OPTIONAL (STEP 2)

Activity (Name & Location) (STEP 3)

Person Institution

Institution AAFES (STEP 4)

US Foreign

23RD INF DIVISION (STEP 5)

MAIN PX

APO AE 09808 (STEP 6)

Received and Forwarded By (Printed name, title and signature)

Name AAFES

Title OPTIONAL

Date Received (STEP 7)

If different

## 1. Input Data

Step 1: Select Collection type. Use the drop down menu to select **Receipt, Refund or Reimbursement**.

Step 2: Disbursing Office Collection Voucher Number cannot be changed. Receiving Office Voucher Number is an **optional** input.

Step 3: Select whether a Person or an Institution and input the name/SSN.

Step 4: Select whether a US or Foreign address and input the address.

Step 5: Received By; Name is automatically populated, Title is **optional**.

Step 6: Date Received only needs to be input if **different** than today's date.

Step 7: Scroll down to the Disbursing Office Data.

# Input DD1131 Collections – Disbursing Office Info

DD1131 Remitters

Certify Reject Collect

Activity (Name and location, include Zip Code)  
1 1 COLTS ROCK  
8899 E 56TH ST

Disbursing Officer (Name and title)  
TONY L. DUNGY  
TONY L. DUNGY

DSSN  
1111

Date Received (subject to collection)  
10/30/2009 A

Period: From: OPTIONAL To: OPTIONAL

Total U.S. Collected:

*Curr Cd	*Amount	*Exch Rate	NI US Equiv Type	NI Number	NI Date	Name
US	100.00	1				

## Input Data (continued)

Step 8: Disbursing Office name is automatically populated.

Step 9: Disbursing Officer Name is automatically populated.

Step 10: **DSSN** is automatically populated.

Step 11: Date Received is automatically populated.

Step 12: Period From and To fields are **optional** inputs.

Step 13: Input the currency (US or Foreign) or NEG. INS. Information.

Step 14: Click on the **Remitters** tab.

# Input DD1131 Collections - Remitters Tab

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
		9	1644	1198	100.00		US	1			N

## Input Data (continued) - Remitters Tab

Step 15: Enter date collection received.

Step 16: Enter Name of Remitter.

Step 17: Enter description of collection. **For training purposes it will always be the same as in this example.**

Step 18: Click on **Accounting Lines** Button. Enter the accounting class for this type of collection. (See page 34).

**NOTE: When inputting data in the accounting lines you need to use the "TAB KEY" to move through the fields. If you don't, your data will not be saved.**

Step 19: Remitter total will auto populate.

Step 20: Remitter – of – will auto populate.

Step 21: **SAVE** the transaction (Blue Disk).

Step 22: You will get a message "Database apply Complete", click **OK**.

# Certify DD Form 1131 - Externally

DD1131 Remitters

**STEP 23** → Certify

Cash Collection Voucher

\*Collection Type: RECEIPT

Disbursing Office  
Collection Voucher No. - CV

Receiving Office  
Collection Voucher No. -

Activity (Name & Location)  
Person  Institution   
Institution  
AAFES Query  
US  Foreign   
23RD INF DIV  
MAIN PX  
APO AE 09808

Received and Forwarded By  
(Printed name, title and signature)  
Name  
AAFES  
Title  
Date Recd

\*Curr Cd \*Amount \*Exch Rate NI US Equiv Type  
US 100.00 1 100.00

**STEP 26** → OK

Confirm External Certify

Externally certify the DD1131 being displayed?

**STEP 25** → OK

Choose a Certification Method:  
**STEP 24** → External

Certifying Officer

Enter Certifying Officer's Name

\*Last Name \*First Name MI  
DUNGY TONY

**STEP 27** → Reports

CASH COLLECTION VOUCHER

## 2. Certify the DD 1131

**NOTE: For TRAINING PURPOSES ONLY you will do an external certification.**

Step 23: Click on the **Certify** button.

Step 24: **FOR TRAINING PURPOSES ONLY** choose **EXTERNAL** certification method.

Step 25: Message; "Externally certify the DD1131 being displayed", click **OK**.

Step 26: A Certifying Officer window will appear. Type the name of the certifying officer. **FOR TRAINING PURPOSES** use "Tony L. Dungy" as the **Certifying Officer**.

Step 27: Reports menu will open and display a completed DD1131.

# Collect DD Form 1131 - After Certification

DD1131 Remitters

Cash Collection Voucher

\*Collection Type: RECEIPT

Disbursing Office  
Collection Voucher No. - CV

Receiving Office  
Collection Voucher No. -

Activity (Name & Location)  
Person  Institution   
Institution  
AAFES Query  
US  Foreign   
Z3RD INF DIV  
MAIN PX  
APO AE 09808

Received and Forwarded By  
(Printed name, title and signature)  
Name  
AAFES  
Title  
Date Received

*Curr Cd	*Amount	*Exch Rate	NI US Equiv	NI Type	NI Number	NI Date	Name
US	100.00	1	100.00				

Confirm Voucher Signing

Has the current DD1131 voucher been signed?

Yes No

Information: Voucher Number 000001 assigned.

OK

## 3. Collect DD Form 1131

Step 28: Click on the “Collect” button.

Step 29: You will get a message asking “Has the current DD1131 voucher been signed?” Click “YES”

Step 30: You will get another message stating “Voucher number ----- assigned.” Click **OK**

Step 31: After the voucher is collected you may exit “Red Door Out” or input another DD1131.

**NOTE: You MUST close out of the current window before opening a new window.**



# Savings Deposit Program (SDP) Certify Collection

The screenshot displays the SDP Certify Collection software interface. At the top, there is a toolbar with various icons. Below the toolbar, the main window is titled "SDP" and contains several input fields and buttons. A yellow arrow labeled "STEP 8" points to the "Certify" button, which is highlighted with a red box. The "Collect" button is also visible. The input fields contain the following information: \*Last Name: DOE, \*First Name: JOHN, MI: E, \*SSN: 123457812. Below these fields is a "Query" button and a gold coin icon. The "Address" section contains "23RD INF DIV" and "APO" with a dropdown menu set to "AE" and "09808". The "\*Branch Of Service" dropdown is set to "ARMY" and the "\*Pay Grade" dropdown is set to "ENLISTED E4". A table below shows a single entry with columns: \*Curr, NI, Cd, \*Amount, Type, NI Number, NI Date, Name On Instrument. The entry is: US, 350.00, PC, 125, 10/30/2009, JOHN E DOE. A dialog box titled "Choose a Certification Method:" is open, with a yellow arrow labeled "STEP 9" pointing to the "External" button, which is highlighted with a red box. The "System" and "Cancel" buttons are also visible. Below the dialog box, the "Accounting Lines" section is visible. A "Certifying Officer" dialog box is open, with a yellow arrow labeled "STEP 10" pointing to the "OK" button, which is highlighted with a red box. The "Certifying Officer" dialog box contains the text "Enter Certifying Officer's Name" and input fields for \*Last Name (DUNGY), \*First Name (TONY), and MI. A toolbar at the bottom right of the main window has a yellow arrow labeled "STEP 11" pointing to a red "X" icon. Below the toolbar is a "CASH COLLECTION VOUCHER" form with fields for "ACTIVITY (Name and location)" and "RECEIVED AND FORWARDED BY (Printed name, title and signature)".

## 2. Certify SDP DD Form 1131

Step 8: Click **Certify** button.

Step 9: **FOR TRAINING PURPOSES ONLY** choose **EXTERNAL** certification method. A Message asking "Externally certify the DD1131 being displayed", click **OK**.

Step 10: A Certifying Officer window will appear. Type the name of the certifying officer. **FOR TRAINING PURPOSES** use "Tony L. Dungy" as the Certifying Officer.

Step 11: Reports menu will open and display a completed DD1131. **Exit by clicking on the Red X.**

**NOTE: For training purposes do not print.**

# Savings Deposit Program (SDP) Collection

### 3. Collect SDP DD Form 1131 (Once certified)

Step 12: Click on the “Collect” button.

Step 13: You will get a message asking “Is the current Savings Deposit the one being collected?” Click “YES”

Step 14: You will get another message stating “COLLECTION VOUCHER CREATED #####” Click **OK**.

Step 15: You will get a message “Database apply Complete: # records applied”, click **OK**.

Step 16: The SDP DD 1131 Form will be displayed to print.

Step 17: **Click the Red X** to exit the SDP DD Form 1131 form.

Step 18: When the form is exited and/or after printing the form a message box will appear stating “Transaction complete applied records saved.” **Click OK**. The Name and Address in the 'Receiving Office' section of the DD1131 voucher will be blank.

Step 19: After the voucher is collected you may **exit “Red Door Out”** or input another DD1131 using the green plus symbol on the shortcut buttons.

# SECTION V



Disbursement Transactions

# Disbursements

There are five different types of disbursements. We will look at each different type of disbursement separately.

1. **Military Payments**
2. **Manual**
3. **SF1034**
4. **SF1049**
5. **SF44**

Disbursements, like collections are entered in three phases, **Input of data**, **Certify** and **Pay**. However, the manual disbursement **DOES NOT** need to be certified. Under normal operating conditions each step would be completed by a different individual. Input would be made by an input clerk, certification by the supervisor, and payment by the cashier. The cashier could also act as the imputer. However, the collection would be **“SYSTEM CERTIFIED ONLY”** by the supervisor.

**NOTE:** For **“TRAINING PURPOSES ONLY”**, you will complete all three steps. You will **“EXTERNALLY CERTIFY”** the disbursements.

**Military payments** are the most common form of disbursement that a cashier will input. The Military Payment input is used to record **Advance** and **Casual payments** made to military members. Military Payments are input based on Branch of Service (Army, Navy, Marines, or Air Force), Duty Status (Active, Reserve, or National Guard), Pay Grade (Officer / Enlisted), and Payment (Casual or Advance). For Reserve and National Guard the length of time on active duty is broken down into two categories they are Active Duty more than 30 days and Active Duty less than 30 days. Military Payments can be given either in Cash (US Currency or Foreign), by Stored Value Card (SVC), Check or EFT.

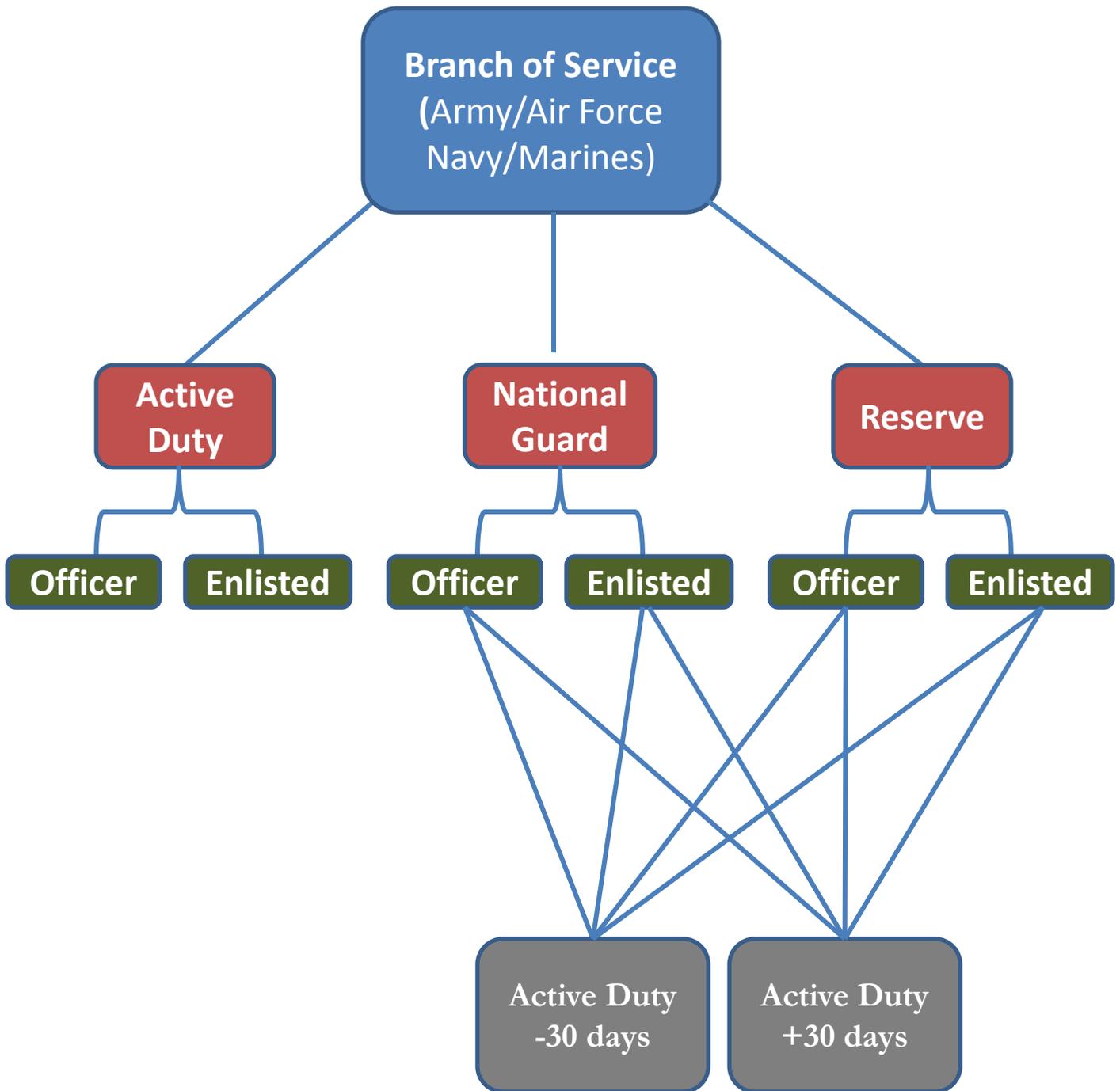
The format for the input is the same for all military payments, only the data input will change.

**Manual Disbursements.** This is the **ONLY** type of disbursement that **does not** have to be certified. Manual disbursements are entered into DDS when the disbursement document has already been physically generated and certified from an external source. Since that external source has already certified the legitimacy of the payment, the cashier is just inputting that payment into DDS and paying it. During the manual process an actual voucher is not physically generated through DDS. An Example of a Manual disbursement is a SF44. The agent goes out and purchases goods locally. Since the agent does not have a computer available the SF44 is manually filled out and signed by all parties involved. This document is considered to be certified. Input and pay the payment manually.

Each disbursement type will have its own accounting classification. As stated earlier manual disbursements are the only type of disbursements that **do not** have to be certified.

To access manual disbursements from the main menu: Click on **processing**, then **disbursements** and then **manual**.

# Casual and Advance Payments Flow Chart



***NOTE: It is very unlikely that a Reserve or National Guard Soldier who is on active duty less than 30 days would be authorized a casual pay.***

# DISBURSEMENT ACCOUNTING CLASSIFICATIONS

The accounting lines you will use for training purposes are shown below.

## **Manual Disbursement Accounting Classification:**

FY	APC	EOR	US EQ	DOC REF	IBOP	ODC	MTL CD	MTL QTY	DISC
7	1812	11B1		Blank	US	M	Blank	Blank	N

## **SF 1034 Accounting Classification:**

FY	APC	EOR	US EQ	DOC REF	IBOP	ODC	MTL CD	MTL QTY	DISC
7	2032	11B2		Blank	KU	C	Blank	Blank	N

## **SF 1049 Accounting Classification:**

FY	APC	EOR	US EQ	DOC REF	IBOP	ODC	MTL CD	MTL QTY	DISC
7	2033	11B3		Blank	US	K	Blank	Blank	N

## **SF 44 Accounting Classification:**

FY	APC	EOR	US EQ	DOC REF	IBOP	ODC	MTL CD	MTL QTY	DISC
7	2109	11B4		Blank	US	F	Blank	Blank	N

# DISBURSEMENTS – MILITARY PAYMENT WITH CASH

The screenshot shows the 'Military Payment' window with the following fields and steps:

- STEP 1:** Military Payment tab
- STEP 2:** Person radio button
- STEP 3:** Last Name: GILMORE
- STEP 4:** \*Payment Type: CASH
- STEP 5:** \*Branch of Service: ARMY
- STEP 6:** \*Duty Status: ACTIVE DUTY ON MILPAY
- STEP 7:** \*Pay Grade: OFFICER 03
- STEP 8:** \*Payment: Casual
- STEP 9:** \*Reason Pay Category Code: Casual Pay
- STEP 10:** \*Amount: 100.00
- STEP 11:** Accounting Lines button

## Input a Military Payments

Step 1: Ensure you have the **Military Payment** Tab open.

**NOTE: DD117 and Milpay Interface tabs will not be used for training.**

Step 2: Select Person and input full name and SSN.

Step 3: Select address type and input full address.

Step 4: Select Payment Type (cash).

Step 5: Select Branch of Service ( Army, Navy, Air Force, or Marines).

Step 6: Select Duty Status (Active, Active more than 30 days/less than 30 days).

Step 6a: Select sub comp if applicable (Reserve or National Guard).

Step 7: Select Pay Grade.

Step 8: Select Payment (Casual).

Step 9: Select Reason Pay Code from drop down menu (for CP's only one choice, Casual Pay, for AP's, select the code based on reason for advance, i.e. BAH, BAS, OHA etc.)For **AP's** input the number of months Input the number of months deferred (if needed).Input the collection start code (if needed). See page 76.

Step 10: Input the Dollar Amount.

Step 11: Click on **Accounting Lines** Button.

# Military Payments with Cash (Continued)

Payee: GILMORE, JASON I      Voucher Type: DD117      Curr Code: US      Voucher Amount: 100.00  
US Equivalent: 100.00

*FY	*APC	EOR	Equivalent	Document Reference	IBOP	*ODC	Mat Cd	Mat Qty	Disc
7	K186	4140	100.00	000000	012120	US	P		N
...	...	...							
...	...	...							
...	...	...							
...	...	...							
...	...	...							
...	...	...							
...	...	...							

21 9 2010 0000 90 0000 00000000000000 4140 US K186 000000 012120  
Equivalent:        
21 7 2010 0000 90 0000 00000000000000 4140 US K186 000000 012120

STEP 14      OK      Cancel

**NOTE:** All areas are pre-filled **except** the amount and the ODC. The ODC For all payments will be "P"

## Accounting Line

Step 12: FY, APC, EOR, and IBOP will be automatically populated. Input the dollar amount.

Step 13: Input the ODC from drop down menu. For Payments use "P".

Step 14: Click on **OK**.

# CERTIFYING - MILITARY PAYMENTS

Military Payment DD117 Milpay Interface

Person Institution

Last Name First Name MI SSN

GILMORE JASON I 123456906

Address

US Foreign

23RD INF DIV

APO AE 09808

\*Reason Pay Category Code \*Amount

100.00

Forms

Choose a Certification Method:

System External

Certifying Officer

Enter Certifying Officer's Name

\*Last Name \*First Name MI

DUNGY TONY L

OK Cancel

Forms

Information: Record has been Externally Certified

OK

File View Help

Page: 1

I. DEPARTMENT ARMY

MILITARY PAY VOUCHER

## Certify a Military Payment

Step 15: Save the data (Blue Disc Button).

Step 16: **Certify** the input. Click on the “certify” button.

Step 17: **FOR TRAINING PURPOSES ONLY** choose **EXTERNAL** certification.

Step 18: A Certifying Officer window will appear. Type the name of the certifying officer. **FOR TRAINING PURPOSES** use “Tony L. Dungy” as the **Certifying Officer**.

Step 19: Message will state record certified, click **OK**.

Step 20: Reports menu will open. For training purposes **DO NOT Print**. To Exit, click on red X.

# PAYING - MILITARY PAYMENTS

Military Payment DD117 Milpay Interface

Person  Institution

Last Name: GILMORE First Name: JASON MI: I SSN: 123456906

Address:  US  Foreign  
23RD INF DIV

APD AE 09808

\*Payment Type: CASH  
\*Branch of Service: ARMY  
\*Duty Status: ACTIVE DUTY ON MILPAY  
\*Sub Comp: NOT APPLICABLE  
\*Pay Grade: OFFICER O3

\*Payment:  Casual  Advance

*Reason Pay Category Code	*Amount
Casual Pay	100.00

\*Recipient Cd:

Accounting Lines

Buttons: Certify, Reject, Pay, Group Pay

Forms

Does this Voucher have a Signature?

Yes No

Forms

Information: Voucher Number is 650001

OK

## Pay a Military Payment

Step 21: **Pay** the disbursement. Click on the **Pay** Button.

Step 22: Message asks, "Voucher signed?" Click **YES**.

Step 23: Message, Voucher Number-----, click **OK**.

Step 24: **Exit** (Red door out) or input another payment.

# MILITARY PAYMENTS - SVC DISBURSEMENT

The screenshot shows the 'Military Payment' interface with the following fields and steps:

- STEP 1:** Military Payment Tab
- STEP 2:** Person radio button
- STEP 3:** Address type (US/Foreign)
- STEP 4:** Payment Type: SVC
- STEP 5:** Branch of Service: AIR FORCE
- STEP 6:** Duty Status: ACTIVE DUTY ON MILPAY
- STEP 7:** Pay Grade: ENLISTED E2
- STEP 8:** Payment: Casual (selected)
- STEP 9:** Reason Pay Category Code: Casual Pay
- STEP 10:** Amount: 100.00
- STEP 11-14:** Accounting Lines button
- STEP 15:** Save (Blue Disc) button in toolbar

## Input SVC Disbursement

Step 1: Ensure you have the **Military Payment** Tab open. **NOTE:** DD117 and Milpay Interface tabs will not be used for training.

Step 2: Select Person and input full name and SSN.

Step 3: Select address type and input full address.

Step 4: Select Payment Type (SVC).

Step 5: Select Branch of Service (Army, Navy, Air Force, or Marines).

Step 6: Select Duty Status (Active, Reserve or National Guard).

Step 7: Select Pay Grade.

Step 8: Select Payment (Casual).

Step 9: Select Reason Pay Code from drop down menu.

Step 10: Input the Dollar Amount.

Step 11: Click on **Accounting Lines** Button. When inputting data in the accounting lines you need to use the "TAB KEY" to move through the fields. If you don't, your data will not be saved. The accounting class will change based on the Branch of Service and the Duty Status entered.

Step 12: FY, APC, EOR, and IBOP will be automatically populated. Input the dollar amount.

Step 13: Input the ODC from drop down menu. For Payments use "P".

Step 14: Click on **OK**.

Step 15: Save the data (Blue Disc Button).

# CERTIFYING MILITARY PAYMENTS WITH SVC

Military Payment DD117 Milpay Interface

Person  Institution

Last Name First Name MI SSN  
ALEXANDER ERIC A 123449001

Address  
 US  Foreign  
23RD INF DIV  
APO AE 09808

\*Payment Type: SVC  
\*Branch of Service: AIR FORCE  
\*Duty Status: ACTIVE DUTY ON MILPAY  
\*Sub Comp: NOT APPLICABLE  
\*Pay Grade: ENLISTED E2

\*Payment  Casual  Advance

\*Reason Pay Category Code: Casual Pay \*Amount: 100.00

Forms: Choose a Certification Method:  
System External Cancel

STEP 16 Certify

STEP 17 External

STEP 18 OK

STEP 19 OK

STEP 20 X

1. DEPARTMENT ARMY MILITARY PAY VOUCHER

## Certify the payment

Step 16: **Certify** the input. Click on the **certify** button.

Step 17: **FOR TRAINING PURPOSES ONLY** choose **EXTERNAL** certification.

Step 18: A Certifying Officer window will appear. Type the name of the certifying officer. **FOR TRAINING PURPOSES** use "**Tony L. Dungy**" as the Certifying Officer.

Step 19: Message will state record certified, click **OK**.

Step 20: Reports menu will open. For training purposes do not print. Exit, click on red X.

# INPUT SVC NUMBER AFTER CERTIFICATION

Military Payment DD117 Milpay Interface

Person Information:  
Last Name: ALEXANDER, First Name: ERIC, MI: A, SSN: 123449001  
Address: 23RD INF DIV  
APO: APO, AE, 09808

\*Payment Type: SVC  
\*Branch of Service: AIR FORCE  
\*Duty Status: ACTIVE DUTY ON MILPAY  
\*Sub Comp: NOT APPLICABLE  
\*Pay Grade: ENLISTED E2

\*Payment: Casual  
\*Reason Pay Category Code: Casual Pay  
\*Amount: 100.00  
\*SVC Number: 218

Dialog Box 1: Does this Voucher have a Signature? [Yes] [No]

Dialog Box 2: Information: Voucher Number is 650002 [OK]

## Input the SVC Number

Step 21: After certification is complete you need to input the SVC Number being issued. Click on **Edit** to add the information to the screen.

Step 22: Input the SVC Number.

Step 23: **Save** the transaction again.

## Pay the payment

Step 24: **Pay** the disbursement. Click the **Pay** Button.

Step 25: Message asks, "Voucher signed?" Click **YES**.

Step 26: Message, voucher number-----, click **OK**.

Step 27: **Exit** (Red door out) or input another payment. You **MUST** close out of the current window before opening a new window.

# MILITARY PAYMENTS - ADVANCE PAY

The screenshot shows the 'Military Payment' interface with the following details:

- Person:** Last Name: STEWART, First Name: JEFFERY, MI: J, SSN: 123459070
- Institution:** 23RD INF DIV, APO AE 09808
- Payment Type:** CASH
- Branch of Service:** ARMY
- Duty Status:** RESERVE PAY MORE THAN 30 DAYS
- Sub Comp:** NATIONAL GUARD
- Pay Grade:** ENLISTED E6
- Payment:** Advance (selected)
- Reason Pay Category Code:** Basic Allowance for Subsistence, Amount: 375.00
- \*Nbr of Months Repay:** 1 (highlighted with STEP 9 arrow)
- Nbr of Months Deferred:** (highlighted with STEP 9a arrow)
- Collection Start Code:** 1 (highlighted with STEP 9c arrow)
- \*Recipient Cd:** (highlighted with STEP 9b arrow)

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
		9	K186	4140	375.00		US	D			N

**NOTE:** The only change for an AP is the Reason Pay code, number of months repay, deferred, and collection start code. Input as needed.

## Military Payments - Advance Pay

All information is input the same for advances as it is for casual payments with the exception of **Steps 9a-9c**.

Step 9: The reason pay code will change based on the reason for the advance i.e. BAH, BAS, OHA etc. that was not paid correctly.

Step 9a: When inputting an advance payment include the number of months for repay. Normally this is one month for payment of retroactive entitlements and travel advances.

Step 9b: Enter the number of months deferred (if needed).

Step 9c: Input the collection start code (if needed). When repay is one month the number of months deferred and collection start codes are grayed out, no input is needed.

# MANUAL DISBURSEMENT – Input and Pay

## Input and Pay Manual Disbursement

To access manual disbursements from the main menu: Click on **processing**, then **disbursements** and then **manual**. **NOTE:** Manual Disbursements DO NOT have to be certified.

Step 1: Input the Currency Code.

Step 2: Input the Payment Type (cash or check).

Step 3: Input the Voucher Series. **For training purposes use “MSC” for all transactions.**

Step 4: Select Payee (Person or Institution) and enter name/SSN.

Step 5: Select address (US or Foreign) and enter complete address.

Step 6: Input the Contract number/Requisition number

Step 7: Enter the contract date.

Step 8: Enter Invoice Number

Step 9: Enter Invoice Date

Step 10: Enter disbursement Amount.

Step 11: Click on **Accounting Lines**.

Step 12: Enter correct accounting classification from page 47 of the Cashier Input Guide. After the accounting classification is input the Total US Equivalent will auto fill. Click **OK** to return to previous screen.

Step 13: **SAVE** the transaction (Blue Disc).

Step 14: Click on the **PAY** Button.

Step 15: Confirm. Make Payment, click on **YES**.

Step 16: Voucher Number ----- assigned, click on **OK**.

Step 17: Screen will clear automatically. You may input another Manual Disbursement or **EXIT** (Red Door Out).

# INPUT A SF1034 DISBURSEMENT

The screenshot shows the SF1034 Disbursement form with the following fields and steps:

- STEP 1:** \*Currency Code: FC
- STEP 2:** Payment Type: CASH
- STEP 3:** \*Voucher Series: MSC
- STEP 4:** U.S. Department, Bureau, or Establishment: ARMY
- STEP 5:** Date Voucher Prepared: 10/30/2009
- STEP 6:** Schedule Number: Optional
- STEP 7-8:** Contract Number and Date / Requisition Number and Date
- STEP 9:** Paid By: INDIANAPOLIS IN 46
- STEP 10:** \*PAYEE'S NAME AND ADDRESS: ABC CONSTRUCTION, 123 6TH STREET, KUWAIT CITY, KUWAIT
- STEP 11:** \*Date Invoice Received: 10/30/2009
- STEP 12:** Discount Terms: 10/30
- STEP 13:** Payee's Account Number: Optional
- STEP 14:** Shipped From: KUWAIT CITY, KUWAIT; To: BAGHDAD, IRAQ

## Input the data

- Step 1: Enter Currency Code (FC for training).
- Step 2: Enter Payment type (cash or check).
- Step 3: Enter Voucher Series (MSC).
- Step 4: US Dept will auto fill.
- Step 5: Voucher date will auto fill with current business date.
- Step 6: Schedule Number is **optional**.
- Step 7 and 8: Contract Number or Requisition Number dates are required if MSC is used for voucher series, otherwise **optional**.
- Step 9: Paid by blocks will auto fill.
- Step 10: Enter Payee's Name and Address data. (Person or Institution)
- Step 11: Date Invoice Received will auto fill; cashier can change it, if applicable.
- Step 12: Enter Discount Terms if applicable.
- Step 13: Payee's Account Number is **optional**.
- Step 14: Enter the location the goods were shipped from and where they are going be delivered, weight and GBL# (**all are optional**).

# SF1034 DISBURSEMENT (continued part 1)

The screenshot shows the SF1034 Disbursement form with the following data and annotations:

Order Number	Date of Order	*Dt of Del or Svc	*Articles or Services	*Qty	*Cost	*Per	Amount
012345	10/02/2009	10/30/2009	WIDGETS	5	40.00	EA	200.00

Annotations on the form:

- STEP 15**: Points to the Order Number field.
- a**: Points to the Order Number field.
- b**: Points to the Date of Order field.
- c**: Points to the \*Dt of Del or Svc field.
- d**: Points to the \*Articles or Services field.
- e**: Points to the \*Qty field.
- f**: Points to the \*Cost field.
- g**: Points to the \*Per field.
- h**: Points to the Amount field.
- STEP 16**: Points to the \*Payment type selection (Final is selected).
- STEP 17**: Points to the APPROVED FOR field.
- STEP 18**: Points to the EXCHANGE RATE field.
- STEP 19**: Points to the \*By field (TONY L. DUNGY).
- STEP 20**: Points to the DIFFERENCES table.
- STEP 21**: Points to the Amount verified correct for field.
- STEP 22**: Points to the Date field in the certification section.

Step 15: Enter the data about the item(s) ordered.

- Enter the **order number**.
- Enter the **date order** was placed.
- Enter **date of delivery**, normally this is the same date it is paid.
- Enter the description of the **articles or services** received.
- Enter **qty** of items received, this could be different from the number ordered.
- Enter the **unit cost** of each individual item.
- Enter the **Price Per**, this auto defaults to each, it can be changed.
- The **amount** will auto fill after qty, unit cost, and price per are entered.

- Step16: Enter the Payment data, the system auto defaults to Final, cashier can change it if needed.
- Step 17: Amount Approved for will auto fill.
- Step 18: Exchange Rate will auto fill.
- Step 19: Approved By/Title will auto fill, it can be changed if needed.
- Step 20: Differences, if what was ordered or paid is different than what the contract states, enter amount and/or reason for difference here.
- Step 21: Amount verified correct for will auto fill.
- Step 22: "Pursuant to.....", disabled, will auto fill when voucher is certified.

# SF1034 DISBURSEMENT (continued part 2)

\*Currency Code:  Exchange Rate:  Payment Type:  \*Voucher Series:

Accounting Lines

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
	9	2032	11B2		100.00		KU	C			N

21 9 2020 11B2 00 0000 000000000000 11B2 KU 2032 092032 Total US Equivalent: 100.00

Check Number/Tracer Number:  On Account of U.S. Treasury:  Check Number:  On (Name of the Bank):

Paid by:

Step 23: Click on **Accounting Lines**.

**NOTE:** When inputting data in the accounting lines you need to use the “TAB KEY” to move through the fields. If you don’t, your data will not be saved.

Step 24: Enter correct accounting classification from page 47 of student Cashier Input Guide.

Step 25: Paid By is disabled.

Step 26: **SAVE** the transaction (Blue Disc).

# CERTIFY AND PAY A SF1034 DISBURSEMENT

The image is a composite of several screenshots from a software application, illustrating the steps to certify and pay an SF1034 disbursement. The main window shows a 'Standard Form 1034 PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL' form. The form includes fields for 'U.S. Department, Bureau, or Establishment' (ARMY, 1 COLIS ROCK, 8899 E 56TH ST, INDIANAPOLIS), 'Date Voucher Prepared' (10/30/2009), 'Schedule Number', 'Contract Number and Date', 'Acquisition Number and Date' (FMT09129, 10/12/2009), 'Paid By' (INDIANAPOLIS IN 46), 'DGSN' (1111), and 'Date' (10/28/2009). Other fields include 'Currency Code' (FC), 'Exchange Rate', 'Payment Type' (CASH), and 'Voucher Series' (MSC). The interface also has buttons for 'Certify', 'Reject', and 'Pay'. Several dialog boxes are overlaid on the main window, each with a step number and a highlighted button: STEP 27 points to the 'Certify' button; STEP 28 points to the 'External' button in a 'Choose a Certification Method' dialog; STEP 29 points to the 'OK' button in an 'Information: Record has been Externally Certified' dialog; STEP 30 points to a red 'X' button in the 'File' menu of a report viewer; STEP 31 points to the 'Pay' button; STEP 32 points to the 'OK' button in an 'SF1034 Signed?' dialog; and STEP 33 points to the 'OK' button in an 'Information: Voucher Number 700002 assigned.' dialog. STEP 34-35 points to a red box in the top toolbar, and STEP 36 points to a red box in the top toolbar.

## Certify the SF 1034 disbursement

Step 27: Click on the **Certify** Button.

Step 28: **FOR TRAINING PURPOSES ONLY** Choose **EXTERNAL** certification.

Step 29: Externally certify SF1034, click **OK**.

Step 30: The reports menu will open and display a completed SF1034. **NOTE:** For training purposes **do not** print. Exit, click on red **X**.

## Pay the SF 1034 payment:

Step 31: Click on the **PAY** Button.

Step 32: SF1034 Signed? Click **OK**.

Step 33: Voucher number----- assigned, click **OK**.

Step 34: Screen will clear automatically. You may input another SF1034 Disbursement or exit. To exit, click on **cancel** then;

Step 35: Click "**OK**" in the message box.

Step 36: Click on the **exit** button (Red Door Out).

# INPUT A SF1049 DISBURSEMENT

The screenshot shows the SF1049 Disbursement form with the following fields and steps:

- STEP 1:** Currency Code: US
- STEP 2:** Exchange Rate: 1.00
- STEP 3:** Payment Type: CASH
- STEP 4:** Voucher Series: MSC
- STEP 5:** Voucher No: Disabled
- STEP 6:** Voucher prepared: INDIANAPOLIS, IN
- STEP 7:** Date: 10/30/2009
- STEP 8:** U.S. Dept: 1 COLTS ROCK
- STEP 9-10:** Accounting Lines button
- STEP 11:** Person/Institution selection and Name field (DSL FOR U)
- STEP 12:** Address type selection (Foreign) and address field (23RD INF DIV, CAMP VICTORY, BAGHDAD, IRAQ)
- STEP 13:** Paid By field (1 COLTS ROCK)

DPI CD	FY	APC	EOR	US Equivalent	Document Reference	ISOP	ODC	Mat Cd	Mat Qty	DISC
	9	2032	11B3	100.00		US	K			N

Total US Equivalent: 100.00

To access SF 1049 disbursements from the main menu: Click on **processing**, then **disbursements** and then **SF 1049**.

## Input the data:

Step 1: Enter Currency Code.

Step 2: Enter Payment Type (cash or check).

Step 3: Enter Voucher Series (MSC).

Step 4: Voucher Number is disabled.

Step 5: Schedule Number is **optional**.

Step 6: Voucher prepared auto fills.

Step 7: voucher date defaults to current business date, it can be changed.

Step 8: U.S. Dept auto fills.

Step 9: Click on **Accounting Lines**. When inputting data in the accounting lines you need to use the "TAB KEY" to move through the fields. If you don't, your data will not be saved.

Step 10: Enter correct accounting classification from **page 47** of Cashier Input Guide.

Step 11: Select Person or Institution and enter name/SSN.

Step 12: Select address type and enter complete address.

Step 13: Paid By block auto fills.

**Note: Scroll down to view other areas of the form.**

# INPUT A SF1049 DISBURSEMENT (continued)

Statement of deposit(s) received and applied: Contract Number: **W40FMT09P0200** Date: **10/28/2009**

*Date of Deposit	Receipt Number	*Articles or Services	*Amount Deposited	Applied Charges	Balance Deposited
10/30/2009	R1234	BLOGS	100.00		
Total			100.00		100.00

I certify that the above statement of deposit(s) of the payee or depositor is correct and that the sum of \$  is due said depositor.

\*Approved and refund authorized for \$  (Sign original only):

US Equiv:  Title:

Refund by: Check No.  Cash \$  on  Signature of payee  (Sign original only) EFT \$

Step 14: If the voucher series is 'CA1' or 'MSC', the 'Reason for Payment' will be enabled and "**Contract Number**" and "**Date**" is a **mandatory** field. Contract/Requisition Number Field is a alpha/numeric input and will not except special characters with the exception of dashes.

Step 15: Contract Date is **optional**, however if you input a contract number you also input a date.

Step 16: Enter the data about the item(s) ordered. Use tab key to move through the fields.

- a. Date of Deposit, defaults to current business date, it can be changed.
- b. Receipt number, is **optional**.
- c. Articles or services enter description of items.
- d. Enter amount.
- e. Applied Changes, enter any change information here.
- f. Balance due auto fills.
- g. Notations enter any notes here. Press the TAB Key.

**NOTE: After you press the TAB Key the final section will auto fill.**



# INPUT A SF44 DISBURSEMENT

The screenshot shows a software interface for entering SF44 disbursement data. It includes fields for currency, payment type, voucher series, order date, order number, seller and receiver information, a table for supplies or services, agency address, and summary fields like total, U.S. equivalent, discount terms, invoice number, and ordered by information.

To access SF 44 disbursements from the main menu: Click on **processing**, then **disbursements** and then **SF 44**.

## Input the SF 44 data

- Step 1: Enter Currency Code.
- Step 2: Enter Payment Type (cash or check).
- Step 3: Enter Voucher Series (MSC).
- Step 4: Enter date the order was placed. If **no** order number is input, leave the date blank.
- Step 5: Enter an Order Number, **optional**.
- Step 6: Input the Name and Address of the **seller**.
- Step 7: Input the Name and Address of the **receiver** of the goods/services.
- Step 8: Enter information about the supplies or services here.
  - a. Description of items.
  - b. Quantity received.
  - c. Unit price, for each individual item.
  - d. Total price will auto fill.
- Step 9: Agency Name and Billing Address auto fills.
- Step 10: Total auto fills.
- Step 11: U.S. Equivalent auto fills.
- Step 12: Enter Discount Terms, **if applicable**.
- Step 13: Invoice date auto defaults to current business date.
- Step 14: Ordered By is **optional**.
- Step 15: Title is **optional**. **Note:** Scroll down to view the other areas of the form.

# INPUT A SF44 DISBURSEMENT (continued)

The screenshot shows the SF44 Disbursement input interface. At the top, a toolbar contains a blue disc icon labeled **STEP 20**. Below it, a 'Certify', 'Reject', and 'Pay' button bar is visible. The main section is titled 'Accounting Lines' with a yellow arrow labeled **STEP 16-17** pointing to it. A table of accounting lines is shown with columns: DPI CD, FY, APC, EOR, US Equivalent, Document Reference, IBOP, ODC, Mat Cd, Mat Qty, and DISC. The first row contains: 9, 2109, 11B4, 100.00, US, F, N. Below the table, a summary line reads: '21 9 2020 11B4 00 0000 000000000000 11B4 US 2109 028013' with 'Total US Equivalent: 100.00'. The 'Purchaser - To Sign Below for Over The Counter Delivery of Items' section has fields for 'Received by:' (labeled **a**), 'Title:' (labeled **b**), and 'Date:' (labeled **c**, showing 10/28/2009). The 'Seller - Please Read Instructions on Copy 2' section has 'Payment Received: CASH 100.00' and 'Payment Requested: CASH 100.00'. A 'Seller By:' field is labeled **STEP 19**. A 'Forms' dialog box is open in the foreground, displaying 'FRM-40404: Database apply complete: 5 records applied.' and an 'OK' button labeled **STEP 21**.

Step 16: Click on **Accounting Lines**. **NOTE:** When inputting data in the accounting lines you need to use the “TAB KEY” to move through the fields. If you don’t, your data will not be saved.

Step 17: Enter correct accounting classification from **page 47**.

Step 18: Enter purchaser information.

- a. Received By; enter name of person receiving items.
- b. Title; enter person’s title.
- c. The date auto fills with current business date, it can be changed.

Step 19: Seller: data auto fills.

Step 20: **SAVE** the transaction (Blue Disc).

Step 21: Database apply complete, 5 records applied. Click **OK**.

# CERTIFY AND PAY A SF44 DISBURSEMENT

## Certify the disbursement

Step 22: Click on the **Certify** Button.

Step 23: **FOR TRAINING PURPOSES ONLY** choose **EXTERNAL** certification.

Step 24: Externally certify SF44? Click **OK**.

Step 25: The reports menu will open and display a completed SF44. **NOTE:** For training purposes **do not print**. Exit, click on red **X**.

## Make the Payment

Step 26: Click on the **Pay** Button.

Step 27: Has SF44 been signed? Click **YES**.

Step 28: Voucher Number ----- assigned. Click **OK**.

Step 29: Screen will clear automatically. You may **ADD** another SF44 Disbursement or exit. To exit, click on **cancel** then;

Step 30: Click "**OK**" in the message box.

Step 31: Click on the **exit** button (Red Door Out). **NOTE:** You **MUST** close out of the current window before opening a new window.

# SECTION VI



Miscellaneous Transactions

# MISCELLANEOUS TRANSACTIONS IN DDS

## Backout Function:

This allows a cashier to backout (erase) a transaction that has been input incorrectly or should not have been input at all. When using the Backout Function a supervisor with administrator capabilities will need to approve the backout function.



## Check Privileges:

This function allows the cashier to input information for a specific person. It establishes check cashing limits and authorizes other family members to negotiate checks on behalf of the person. This function is also used to notify the cashier when a customer has been placed on the Bad Check List for having a check returned for Non-Sufficient Funds



# BACKOUT FUNCTION

**STEP 1** → Highlight the transaction you want backed out.

Site Id	Name	First Name	MI	SSN	Rep Id
00001	MAYNARD	JOHN	L	123456824	N
00001	HAYNES	GAYLE	N	123456753	N
00001	METCALF	TERRY	B	123456796	N
00001	CLARK	KELLIE	L	123456702	N
00001	BROWN	DAVID	S	123456790	N

**STEP 2** → Review the Details of the transaction to ensure you have selected the correct one.

IO Id	Curr	Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
I	US	100.00				1	100.00
O	US	100.00	SV	101	30-OCT-2009	1	100.00

**STEP 3** → Click on the **Backout** Button at the bottom right corner of the screen.

**STEP 4** → Have your Supervisor input his/her USERID and PASSWORD.

**STEP 5** → You receive a message stating "Backout authorization granted, Click **OK**."

**STEP 6** → The screen will flash and the transaction you backed out will no longer be showing.

Site Id	Name	First Name	MI	SSN	Rep Id
00001	HAYNES	GAYLE	N	123456753	N
00001	METCALF	TERRY	B	123456796	N
00001	CLARK	KELLIE	L	123456702	N
00001	BROWN	DAVID	S	123456790	N
00001	EDWARDS	BRIAN	D	123456709	N

**STEP 7** → You can backout another transaction or **EXIT** (Red Door Out).

## Backout Function

When the screen opens all transactions input for the current business day will be displayed. Scroll through the transactions by using the tool bar on the right. When you locate the transaction you wish to backout:

Step 1: Highlight the transaction you want backed out.

Step 2: Review the Details of the transaction to ensure you have selected the correct one.

Step 3: Click on the **Backout** Button at the bottom right corner of the screen.

Step 4: Have your Supervisor input his/her USERID and PASSWORD.

Step 5: You receive a message stating "Backout authorization granted, Click **OK**."

Step 6: The screen will flash and the transaction you backed out will no longer be showing.

Step 7: You can backout another transaction or **EXIT** (Red Door Out).

**NOTE: You MUST close out of the current window before opening a new window.**

# CHECK PRIVILEGES

The screenshot shows a software interface for 'Check Cashing Privileges'. The form is divided into several sections: Personal Info, Address, Personal Info, Work Info, and Check Limit. A 'Comments/Power of Attorney' tab is active, displaying a list of comments. The form is annotated with 16 numbered steps in yellow boxes with arrows pointing to specific fields or actions.

**STEP 1:** Select **Person** and input the name/SSN.

**STEP 2:** Select Address type and input the complete address.

**STEP 3:** Input the contact phone numbers for home and work.

**STEP 4:** Input the Drivers' License data.

**STEP 5:** Input whether Military or Civilian.

**STEP 6:** For Military input pay grade.

**STEP 7:** Input the customers Date of Estimated Return from Overseas (DEROS) .

**STEP 8:** Input the Unit and branch of Service for military and the Employer's Name for civilians.

**STEP 9:** Input the Supervisor's Name, if supervisor is military include the rank.

**STEP 10:** Input Supervisor's Phone number.

**STEP 11:** Check limit, indicate whether check cashing limit is for a "Daily", "Weekly", or "Monthly" basis. "None" if no limit exists.

**STEP 12:** Enter the Amount of the check cashing limit.

**STEP 13:** Click on the **Power of Attorney** Tab.

**STEP 14:** Enter any other information regarding family members here.

**STEP 15:** **SAVE** the transaction (Blue Disc).

**STEP 16:** If inputting another transaction click on the **ADD** green plus sign or **EXIT** (Red Door Out).

## Input Check Privileges

When you access this function the screen shows two tabs. Ensure that you are on the Check Cashing Privileges Tab.

- Step 1: Select "**Person**" and input the name/SSN.
- Step 2: Select Address type and input the complete address.
- Step 3: Input the contact phone numbers for home and work.
- Step 4: Input the Drivers' License data.
- Step 5: Input whether Military or Civilian.
- Step 6: For Military input pay grade.
- Step 7: Input the customers Date of Estimated Return from Overseas (DEROS) .
- Step 8: Input the Unit and branch of Service for military and the Employer's Name for civilians.
- Step 9: Input the Supervisor's Name, if supervisor is military include the rank.
- Step 10: Input Supervisor's Phone number.
- Step 11: Check limit, indicate whether check cashing limit is for a "Daily", "Weekly", or "Monthly" basis. "None" if no limit exists.
- Step 12: Enter the Amount of the check cashing limit.
- Step 13: Click on the **Power of Attorney** Tab.
- Step 14: Enter any other information regarding family members here.
- Step 15: **SAVE** the transaction (Blue Disc).
- Step 16: If inputting another transaction click on the **ADD** green plus sign or **EXIT** (Red Door Out).

# SECTION VII



End of Day Reports

# END OF DAY REPORTES

At the end of the business day you be required to balance and finalize your reports. There are four reports that you must print and finalize, they are; **DD Form 2664, DD Form 2659 (2), DD Form 1081 (Return), and DD Form 2665.**

## **DD Form 2664:**

This is a form that all the exchanges transactions were listed on as you input them into DDS. **See page 31.**

## **DD Form 2659 (2):**

This is the Voucher Control Log. The system creates two logs, one for **collections** and an other for **disbursements**. It lists by voucher number all collections and disbursements input for an entire site ID. It is **NOT** cashier/agent specific. Ensure you print **both** the control logs before exiting the report.

## **DD Form 1081:**

At the end of the business day you will turn in **ALL** Negotiable Instruments, Collection Vouchers, Paid Vouchers, and SVC Sales. You may also be required to turn in currency if you are over your cash holding limit. All of these things are listed on the DD Form 1081 and presented to the DO along with the items.

## **DD Form 2665:**

This form is your accountability for the days business. All transaction input by you will be reflected on this report. It is your proof the you accounted for all items in your care. It is also used by the DO for their accountability.

We will look at each one of these forms in detail. To access these reports; **FROM THE MAIN MENU**, Click on **Reports**, select the report desired.

# DD FORM 2664

The screenshot shows the DD Form 2664 software interface. The top window has a toolbar with a red door icon (STEP 6) and a help icon. The main window contains fields for Business Date (10/30/2009 A) and User Code (C02). The bottom window displays the form data and a table. The table has columns for received and disbursed amounts in U.S. and foreign currency.

6 RECEIVED FROM CUSTOMER				7 DISBURSED TO CUSTOMER		
a. TYPE OF NEGOTIABLE INSTRUMENT RECEIVED (Personal check, etc.)	b. U.S. CURRENCY AND COIN	c. FOREIGN CURRENCY	d. TOTAL	a. U.S. CURRENCY AND COIN	b. FOREIGN CURRENCY	c. FOREIGN CURRENCY
	100.00		100.00		200.00	

## DD Form 2664

Step 1: Ensure that the business date is correct.

Step 2: Input **cashier's initials**.

Step 3: Click on **OK**.

Step 4: The report will open. At this time you would print the report. However **for training purposes DO NOT print**.

Step 5: Exit out of the form. Red X.

Step 6: **EXIT** out to the main menu, Red Door out.

**NOTE: You MUST close out of the current window before opening a new window.**

# DD FORM 2659 - Voucher Control Log.

The image shows a screenshot of a software dialog box titled "VOUCHER CONTROL LOG" with the form number "DD 2659". The dialog box has a standard Windows-style title bar with various icons. The main content area contains two input fields: "\*Date:" with the value "10/30/2009 A" and a dropdown arrow, and "\*Site:" with the value "00001 1 COLTS ROCK" and a dropdown arrow. At the bottom, there are two buttons: "OK" and "Cancel". Three yellow arrows with black text labels point to specific elements: "STEP 1" points to the date field, "STEP 2" points to the site field, and "STEP 3" points to the "OK" button, which is also highlighted with a red rectangular border.

## DD Form 2659

Step 1: Ensure the date is correct.

Step 2: Ensure the site is correct.

Step 3: Click on **OK**.

# DD Form 2659 Voucher Control Log – Collections & Disbursements

**STEP 5** →   **STEP 6** →

VOUCHER CONTROL LOG			1. DISBURSEMENTS	3. DATE
Site Id: 00001			<b>2. COLLECTIONS</b> XXXX	10/30/2009 A
4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7. FORM OF PAYMENT OR REMITTANCE	
			a. CASH	b. CHECK
000001	AAFES	100.00	X	
000002	DINING FACILITY	100.00	X	
000003	POSTAL	100.00	X	
000004	VASHER, NATHAN E.	100.00		X
000005	ORTON, KYLE R.	100.00	X	
000006	SCOTT, IAN U.	100.00	X	
000007	DOE, JOHN E.	350.00		X
000008	VOIDED	0.00		
000009	VOIDED	0.00		
000010	VOIDED	0.00		
000011	VOIDED	0.00		
Site Total		950.00		

**STEP 4** →

**STEP 8** →   **STEP 9** →

VOUCHER CONTROL LOG			1. DISBURSEMENTS	3. DATE
Site Id: 00001			<b>2. COLLECTIONS</b> XXXX	10/30/2009 A
4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7. FORM OF PAYMENT OR REMITTANCE	
			a. CASH	b. CHECK
150001	STEWART, JEFFERY J.	375.00	X	
650001	GILMORE, JASON I.	100.00	X	
650002	ALEXANDER, ERIC A.	100.00		X
700001	HAYNES, MICHAEL S.	100.00	X	
700002	ABC CONSTRUCTION	100.00	X	
700003	DSL FOR U	100.00	X	
700004	DEPOT, HOMER I.	100.00	X	
Site Total		975.00		

**STEP 7** →

Step 4: Block 2 for **collections** automatically is checked and the document will be filled out.

Step 5: Print the report. **NOTE:** For training purposes DO NOT print.

Step 6: Exit the report, red **X**.

Step 7: Block 1 for **disbursements** is automatically checked and the document will be filled out.

Step 8: Print the report. **NOTE:** For training purposes DO NOT print.

Step 9: Exit the report, red **X**.

Step 10: Exit the report, "**Red door out.**" You **MUST** close out of the current window before opening a new window.

**NOTE:** DD Form 2659 is used to list ALL Vouchers used for the entire site ID. It is not broken down by cashier/agent.

# DD FORM 1081 - RETURN

Issuing User Id: MTK Receiving User Id/Site: **PWM00001** **STEP 1**

Issuing User Site: 1 Name of Receiver: PEYTON W MANNING

Name of Issuer: MATT T KENSETH

**STEP 2**  Return  Advance

Partial  **STEP 3** Full

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:	.00	15,325.00	.00	15,325.00
	<b>2</b> U.S. Dollars:	.00	.00	.00	.00
	3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
	4 Military Payment Certificates:	.00	.00	.00	.00
2	5 Collections:	.00	.00	.00	.00
3	6 Deposits:	.00	.00	.00	.00
4	7a NI: Treasury Checks:	.00	.00	.00	.00
	7b Military Payment Orders:	.00	.00	.00	.00

Business Day: 04/12/2007 B Sequence Number: 1

**STEP 4** (Scrolling down)

**STEP 5-9** (Clicking on Line 2)

## DD Form 1081 Return

Step 1: Select the **receiving user** from the drop down menu (**DA100001**).

Step 2: Select **Return**.

Step 3: Select **Full**.

Step 4: Scroll down the form to view the remaining lines of the DD1081.

Step 5: Click on **Line 2** for U.S. Dollars in the middle of the screen.

**NOTE: Steps 5-10 will be discussed in detail. They cover lines 2, 3, 5, 7c3, 8, and 12 of the DD1081. These are the only lines you will need to fill out for your return.**

# LINE 2 – DD Form 1081

Curr Code	On Hand	Amount	Exch Rate	US Equiv
US	9,860.00	0	1	.00

U.S. Dollar: .00  
Foreign Currency (U.S. Equivalent):  
Military Payment Certificates:

Clear OK Cancel

U.S. Currency

U.S. Currency  
Denominations  
Calculator

Denominations	Denom Value	Count	Amount
100 DOLLAR BILL	100	17	1,700.00
50 DOLLAR BILL	50	37	1,850.00
20 DOLLAR BILL	20	250	5,000.00
10 DOLLAR BILL	10	50	500.00
5 DOLLAR BILL	5	100	500.00
2 DOLLAR BILL	2	2	
1 DOLLAR BILL	1		
1 DOLLAR COIN	1		
50 CENTS	.5		
25 CENTS	.25		
10 CENTS	.1		
5 CENTS	.05		

Total Currency Amt: 9,860.00 Total US Equiv: 9,860.00

STEP 5c STEP 5d STEP 5e

OK Cancel Clear

Line 2 of the DD 1081 is used for US Currency.

Step 5a: Curr Code, On Hand, and Exch Rate will auto fill.

Step 5b: Click on the **Green Safe**.

Step 5c: Currency Denominations Calculator. Enter the bill count or the dollar amount of each type of bill/coin to be returned. You do not have to enter the bill count, you can **TAB** over and enter the dollar amount instead.

Step 5d: Total Currency Amt: and Total US Equiv: should be equal.

Step 5e: Click on **OK**.

## LINE 2 (continued) – DD Form 1081

Curr Code	On Hand	Amount	Exch Rate	US Equiv.
US	9,550.00	9,550.00	1	9,550.00

U.S. Dollar: 9,550.00  
Foreign Currency (U.S. Equivalent):  
Military Payment Certificates:

Clear OK Cancel

### U.S. Currency

Step 5f: Verify US Equiv is equal to the On Hand amount.

Step 5g: Click **OK**.

# LINE 3 – DD Form 1081

**Foreign Currency**

Curr Code	On Hand	Amount	Exch Rate	US Equiv
FC	8,800.00			4,400.00

U.S. Dollar:

Foreign Currency (U.S. Equivalent): 4,400.00

Military Payment Certificates:

**Foreign Currency Denominations Calculator**

User Id: C02 Currency Code: FC Exchange Rate: 2

Denominations	Denom Value	Count	Amount
20 KUWAITI DINARS	20	380	7,600.00
10 KUWAITI DINARS	10	80	800.00
5 KUWAITI DINARS	5	80	400.00
1 KUWAITI DINARS	1		
.5 KUWAITI DINARS	.5		
.25 KUWAITI DINARS	.25		
.10 KUWAITI DINARS	.1		
.05 KUWAITI DINARS	.05		
.01 KUWAITI DINARS	.01		
OTHER	.01		
MUTILATED	.01		

Total Currency Amt: 8,800.00 Total US Equiv: 4,400.00

**STEP 6e**

- Step 6: Click on Line 3 for Foreign Curr (U.S. Equivalent) in the middle of the screen.
- Step 6a: Curr Code, On Hand, and Exch Rate will auto fill.
- Step 6b: Click on the **Green Safe**.
- Step 6c: Enter the bill count or the foreign amount of each type of bill/coin to be returned. You do not have to enter the bill count, you can **TAB** over and enter the dollar amount instead.
- Step 6d: Total Currency Amt: is in foreign units and Total US Equiv: is the dollar value.
- Step 6e: Click on **OK**.

# LINE 3 – DD Form 1081

Curr Code	On Hand	Amount	Exch Rate	US Equiv
FC	8,800.00	8,800.00	2	4,400.00

U.S. Dollar:

Foreign Currency (U.S. Equivalent):

Military Payment Certificates:

Buttons:

## Foreign Currency

CCY Number	Date	Remitter	Curr Code	Amount	Exch Rate	US Equivalent
1	10/30/2009	ALPES	US	100.00	1	100.00
2	10/30/2009	DINING FACILITY	US	100.00	1	100.00
3	10/30/2009	POSTAL	US	100.00	1	100.00
4	10/30/2009	KATHAN E VARNER	US	100.00	1	100.00
5	10/30/2009	KYLE B ORTON	US	100.00	1	100.00
6	10/30/2009	IAM U SCOTT	US	100.00	1	100.00
7	10/30/2009	JOHN E IRON	US	350.00	1	350.00

US Equivalent of Collections Selected:

Buttons:

## Collection Vouchers

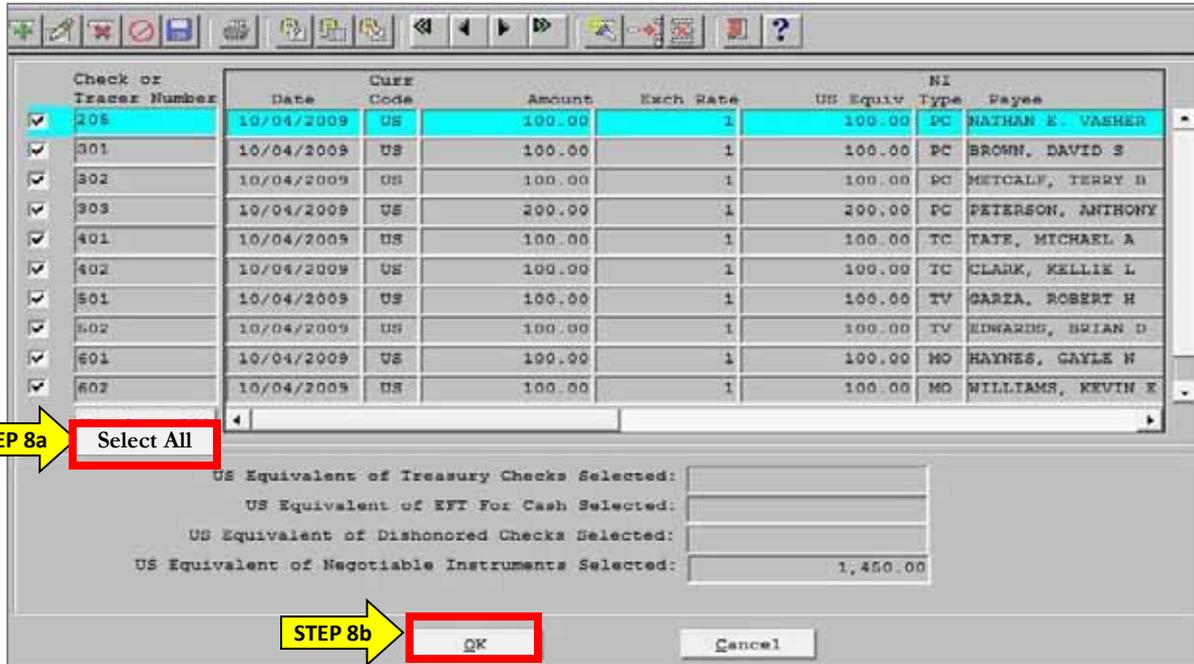
### Line 3 (continued)

Step 6f: Verify US Equiv is correct based on exchange rate for On Hand amount.  
 Step 6g: Click **OK**.

### Line 5 is used to record Cash Collection Vouchers.

Step 7: Click on **Line 5**. Verify that all collections for the day are showing then click **OK**.

# LINE 7c3 – Other Negotiable Instruments



Line 7c3 is used to record negotiable instruments.

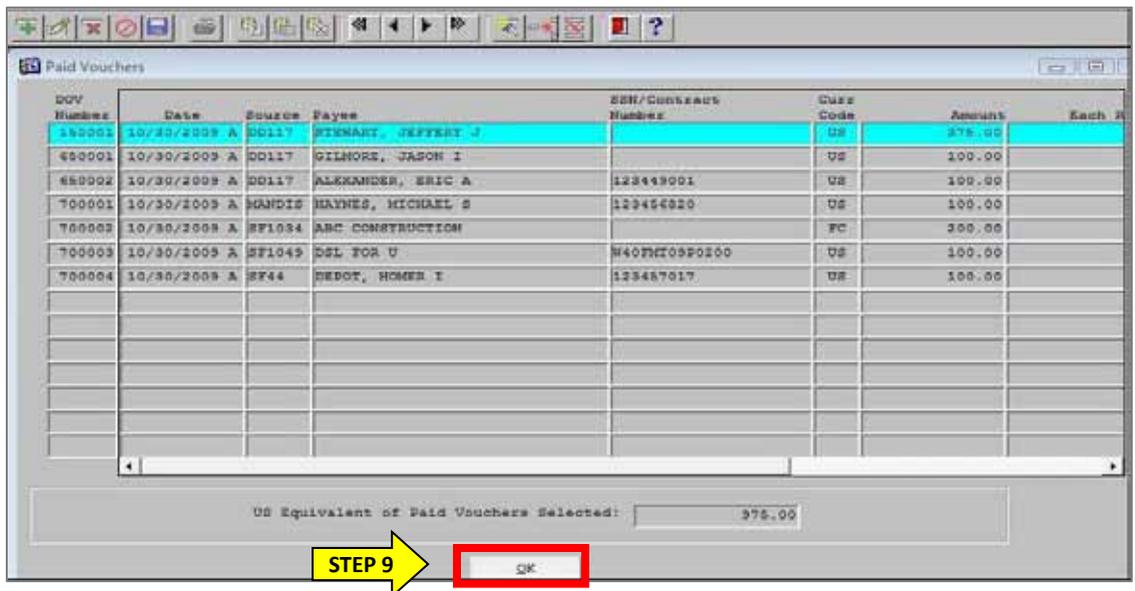
Step 8: Click on **Line 7c3**. Verify that all negotiable instruments for the day are showing.

Step 8a: Click the “**Select All**” Button.

Step 8b: Click on **OK**.

**Note: Agent must click 7c3 to attach checks to Outgoing DD 1081.**

**Paid Vouchers**



Line 8 is used to record Paid Vouchers.

Step 9: Click on **Line 8**. Verify that all Paid Vouchers for the day are showing then click **OK**.

# LINE 12 - Ending Balance

DD1081

Issuing User Site: 00001 Receiver: AGENT DISBURSING

Name of Issuer: CASHIER TWO

Return     Partial    Generate Vouchers    Confirm    Reject  
 Advance     Full

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
6	8 Paid Vouchers:	.00	.00	975.00	.00
	9 Incorrect Vouchers Ret:	.00	.00	.00	.00
	10.1 Overdrafts:	.00	.00	.00	.00
7	10.2 Loss of Funds:	.00	.00	.00	.00
	10.3 Transfers In and Out:	.00	.00	.00	.00
	10.4 Stored Value Card Load:	200.00	.00	.00	.00
	11 Stored Value Card Sales:	.00	.00	100.00	.00
	12 Total Funds:	.00	16,475.00		.00

Business Day: 10/30/2009 A    Sequence Number: 2

**NOTE: Ending Balance should be ZERO for a FULL RETURN.**

Line 12 shows the Total Funds on ending balance after the return.

Step 10: Click on **line 12** Button (total Funds). This will recalculate the cashiers' accountability.

Step 10a: The Ending Balance Total should be **ZERO** since this is a FULL return.

Step 10b: **SAVE** the data.

# DD Form 1081 – Ending Balance

**STEP 10d** →   **STEP 10e** ←

SEQUENCE # 2 STATEMENT OF AGENT OFFICER'S ACCOUNT 11/21/2011 13:26:18

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER  
 TONY L DUNGY  
 8899 E 56TH ST  
 INDIANAPOLIS IN 46249  
 DSSN 1111

AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS  
 (Include ZIP Code/AFU number and Telephone number)  
 CASHIER TWO  
 22222222  
 8899 E 56TH ST  
 INDIANAPOLIS IN 46249

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (in Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (in Agent's Account) e
1. BALANCE FORWARD		15,325.00		16,475.00
2. U.S. DOLLARS			9,550.00	
3. FOREIGN CURRENCY			4,400.00	
4. MILITARY PAYMENT CERTIFICATE				
5. COLLECTIONS	950.00			
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify) (EPT for Chk. dishdnd Chk)			1,450.00	
8. PAID VOUCHERS			975.00	
9. INCORRECT VOUCHERS RETURNED				
10. CHK ISSUE OUBRSH, LOP, TRNS, SVC LOAD	200.00			
11. STORED VALUE CARD SALES			100.00	
12. TOTAL FUND IN NAME OF AGENT OFFICER		16,475.00		.00

STATEMENTS

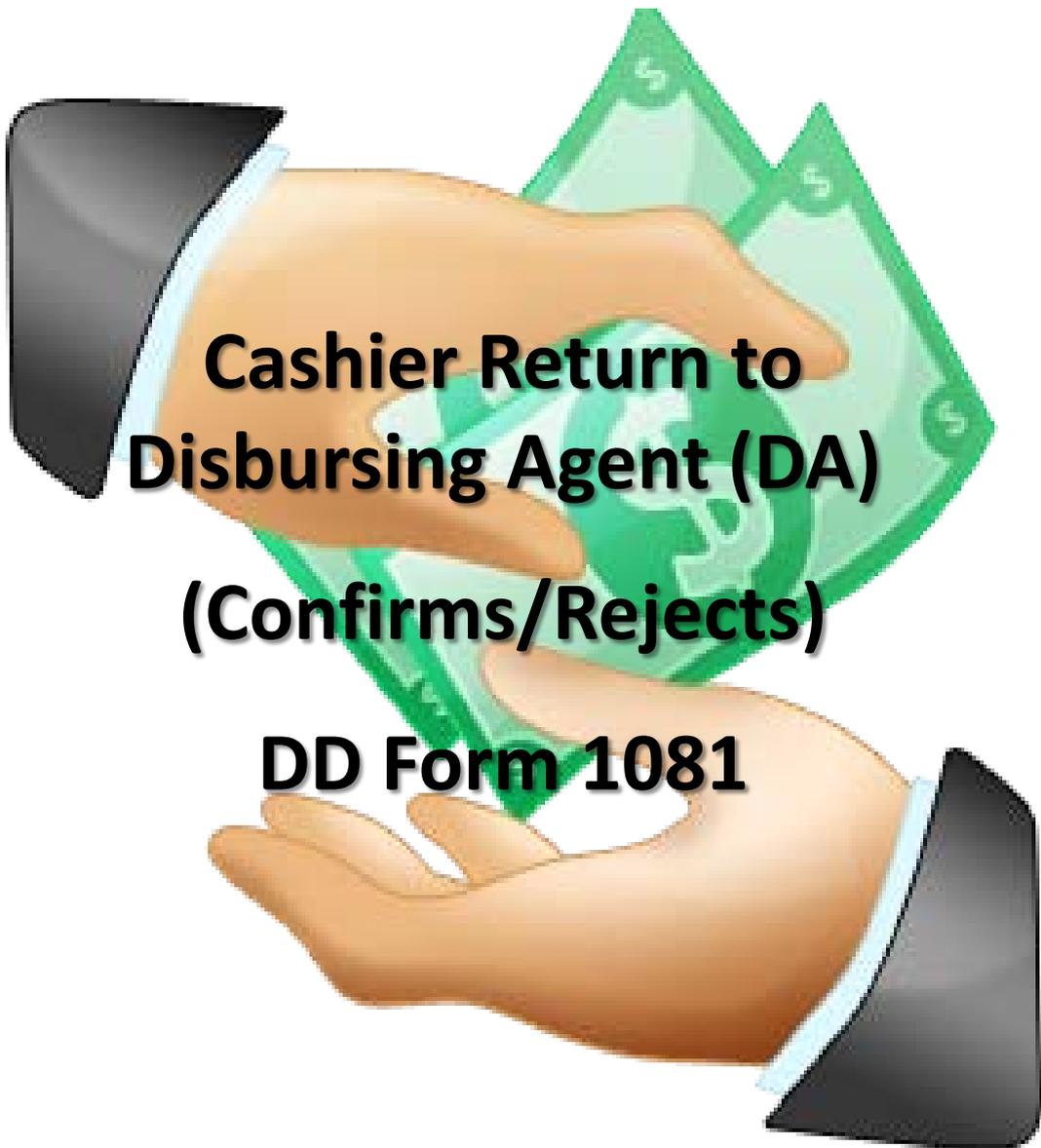
DISBURSING OFFICER		AGENT OFFICER	
<input type="checkbox"/>	ON ADVANCE: I HAVE ENTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS AGENT OFFICER.	<input type="checkbox"/>	ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFORE. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTOOD WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER
<input checked="" type="checkbox"/>	ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.	<input checked="" type="checkbox"/>	ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER
10/30/2009	Tony L. Dungy	10/30/2009	Tony L. Dungy

Input By: JACKTDDMK8155 kandra.arling

Step 10c: The report for the DD1081 will open. Verify that the **RETURN** blocks are checked and your DDS and physical ending balance are equal.

Step 10d: Print two copies of the report, one for the cashier and one for the DA/DDO.

Step 10e: Exit out of the report, red X.



**Cashier Return to  
Disbursing Agent (DA)  
(Confirms/Rejects)**

**DD Form 1081**

# DA Confirms the DD Form 1081

The screenshot shows the 'DD Form 1081' software interface. At the top, a menu bar includes 'File', 'Processing', 'Vault', 'Check/EFT', 'Reports', 'System', 'Accounting', 'Screen', 'Window', and 'Help'. Below the menu is a toolbar with various icons; a yellow arrow labeled 'STEP 1' points to a set of navigation arrows. The main form contains several input fields: 'Issuing User Id: C02', 'Receiving User Id/Site: DA100001', 'Issuing User Site: 00001', 'Name of Receiver: AGENT DISBURSING', and 'Name of Issuer: CASHIER TWO'. There are also radio buttons for 'Regular', 'Special', 'Advance', and 'Null'. A 'Generate Voucher' button is present, and a yellow arrow labeled 'STEP 5' points to a 'Confirm' button. Below the form is a table titled 'STATEMENT OF AGENT OFFICER'S ACCOUNT' with columns for 'a. Transaction', 'b. Increase', 'c. Beg Bal', 'd. Decrease', and 'e. Ending Bal'. A yellow arrow labeled 'STEP 4' points to the table rows. Two dialog boxes are overlaid on the screen: the top one is an information message 'Information: Incoming DD1081 must be processed' with an 'OK' button highlighted by a yellow arrow labeled 'STEP 2'; the bottom one is a confirmation message 'Continue with confirmation?' with 'OK' and 'Cancel' buttons, and a yellow arrow labeled 'STEP 6' points to the 'OK' button. A yellow box labeled 'STEPS 3a - 3e' is connected by a red bracket to the form fields. Another yellow box labeled 'STEP 4' is connected by a red bracket to the table.

Once logged in as the DA clicks on **Reports** and selects **DD 1081-Statement of Agent Officer's Account**. The **DD Form 1081** screen populates with the oldest unconfirmed DD1081. If there are more than one outstanding DD1081

Step 1: Click any of the **arrows** from the toolbar to navigate through unconfirmed DD1081s.

Step 2: The information message "**Incoming DD1081 must be processed. OK**" will be displayed. Click the **OK** button to either Confirm or Reject the DD1081. **Click Confirm.**

Step 3: Verify the following:

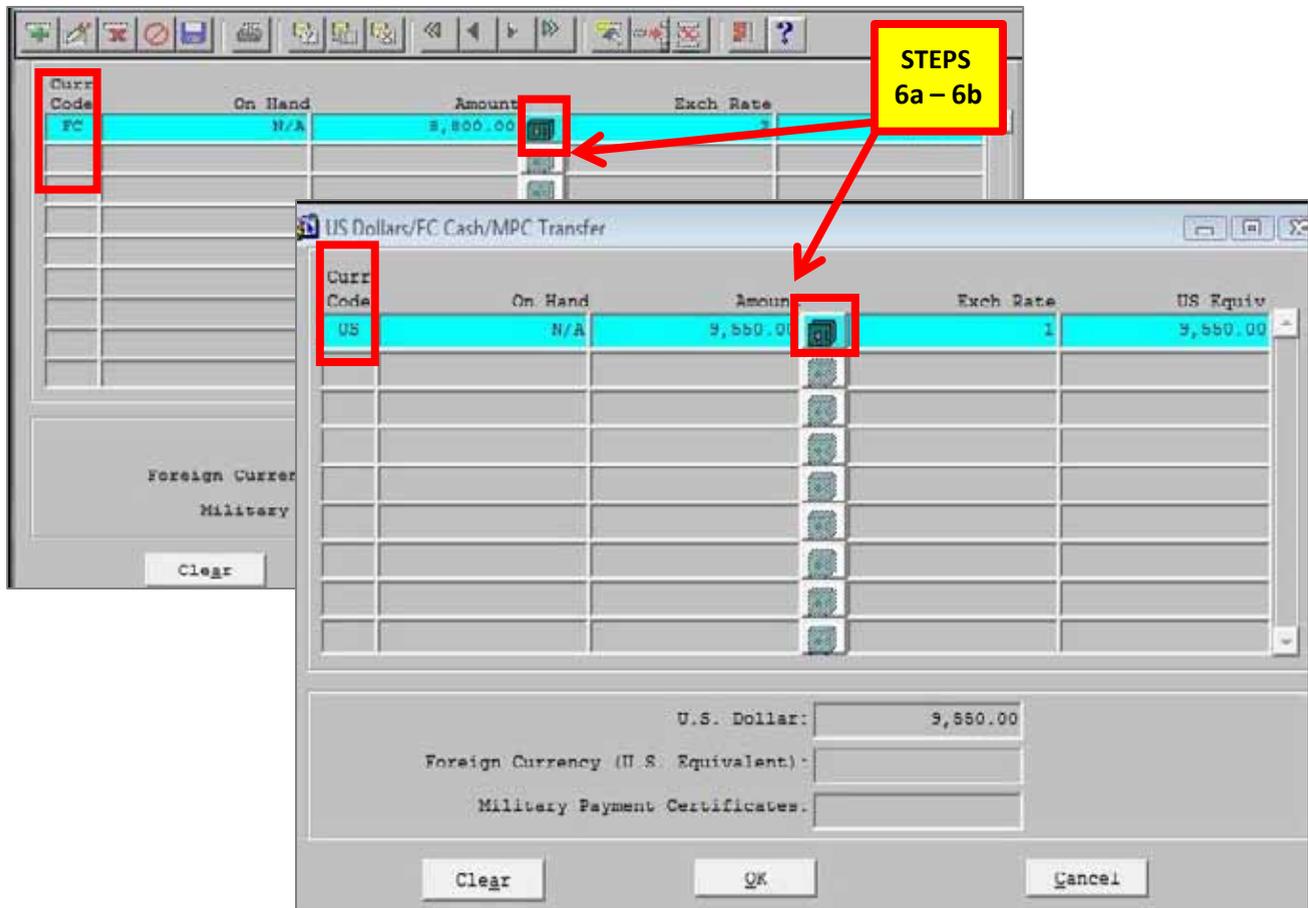
- (a) Issuing User Id: C## (Should be your cashiers User ID)
- (b) Receiving User Id/Site: JR1111111 (Should be the DA's information)
- (c) Issuing User Site Number: 0001 (Your site ID)
- (d) Name of Receiver: Agent Disbursing (DA1)
- (e) Name of Issuer: Cashier # (C##)

Step 4: Verify the totals in blocks 1 through 12 scrolling through and clicking the corresponding number(s).

- (a) The DA/DDO will click on blocks 2, 3, 5, 7c3, 8, and 12 of the DD1081 to verify the agent/cashiers returns.

Step 5: Once the DD Form 1081 is reviewed, if correct the DA will select the "**Confirm**" button to accept the DD Form 1081.

# DA Verifies the Vault



Step 6 (continued):

- (a) If the Vault user clicks the **“Confirm”** button on the **CASH returned DD1081**, the **Vault Denomination Component** screen will be opened for the first currency. The Vault user must distribute cash by denomination.
- (b) If the Vault user Confirms **more than one currency**, by clicking the **OK** button in the denomination screen, another currency Denomination screen will be displayed. Clicking the **Cancel** button in the **Vault Denomination Component** screen will cancel the entire currency denomination process and return to the DD1081 screen.

# DA Verifies Currency Denominations (US and FC)

**User Id: DAI**    **Currency Code: FC**

Currency Amt Entered for Vault: 8,800.00    US Equiv Entered For Vault: 24,400.00

Denominations	Before Qty	After Qty	Count	Amount
20 KUWAITI DINARS	2,484,000			
10 KUWAITI DINARS	4,356,000			
<b>5 KUWAITI DINARS</b>	<b>9,992,000</b>			
1 KUWAITI DINARS	60,000,000			
5 KUWAITI DINARS	0			
.25 KUWAITI DINARS	0			
.10 KUWAITI DINARS	0			
.05 KUWAITI DINARS	0			
.01 KUWAITI DINARS	0			

Total Currency Amt Entered: 8,800.00

**OK**

**User Id: C02**    **Currency Code: FC**

Denominations	Denom Value	Count	Amount
20 KUWAITI DINARS	20	380	7,600.00
10 KUWAITI DINARS	10	80	800.00
<b>5 KUWAITI DINARS</b>	<b>5</b>	<b>80</b>	<b>400.00</b>
1 KUWAITI DINARS			
5 KUWAITI DINARS	5		
.25 KUWAITI DINARS	.25		
.10 KUWAITI DINARS	.1		
.05 KUWAITI DINARS	.05		
.01 KUWAITI DINARS	.01		
OTHER	.01		
MUTILATED	.01		

Total Currency Amt: 0,000.00    Total US Equiv: 4,400.00

**OK**    Cancel    Clear

**STEPS 6a - 6b**

**DA/DDO FC**

**Cashier/Agent FC**

Step 6 (continued):

(a) If the Vault user clicks the “**Confirm**” button on the **CASH returned DD1081**, the **Vault Denomination Component** screen will be opened for the first currency. The Vault user must distribute cash by denomination.

(b) If the Vault user Confirms **more than one currency**, by clicking the **OK** button in the denomination screen, another currency Denomination screen will be displayed. Clicking the **Cancel** button in the **Vault Denomination Component** screen will cancel the entire currency denomination process and return to the DD1081 screen.

## DA Verifies NI Checks from Agent/Cashier

Vlt Code	Check/Tracer Nbr	Date	Curr Code	Amount	Exch Rate	US Equiv	Type	Payee	SSN
DA	303	20091004	US	200.00	1	200.00	PC	PETERSON, ANTHONY J	123456909
DA	401	20091004	US	100.00	1	100.00	TC	TATE, MICHAEL A	123456815
DA	402	20091004	US	100.00	1	100.00	TC	CLARK, KELLIE L	123456702
DA	501	20091004	US	100.00	1	100.00	TV	GARZA, ROBERT H	123456800
DA	502	20091004	US	100.00	1	100.00	TV	EDWARDS, BRIAN D	123456709
DA	601	20091004	US	100.00	1	100.00	MO	HAYNES, GAYLE N	123456753
DA	602	20091004	US	100.00	1	100.00	MO	WILLIAMS, KEVIN E	123456893
DA	125	20091030	US	350.00	1	350.00	PC	JOHN E DOE	
DA	205	20091004	US	100.00	1	100.00	PC	NATHAN E. VASHER	
DA	301	20091004	US	100.00	1	100.00	PC	BROWN, DAVID S	123456790
DA	302	20091004	US	100.00	1	100.00	PC	METCALF, TERRY B	123456796

Step 7: After all currencies have been confirmed, if there are Negotiable Instruments attached, the 'Accept NI Checks' screen will be displayed. Verify the following:

- (a) Vault Code - Select Vault Code from the drop down menu.
- (b) Check/Trace Number - Check number will be displayed.
- (c) Date - Date of Negotiable Instrument will be displayed.
- (d) Currency Code - Currency code of Negotiable Instrument will be displayed.
- (e) Amount - Amount of Negotiable Instrument will be displayed.
- (f) Exchange rate - Exchange rate of Negotiable Instrument processed will be displayed.
- (g) US Equivalent - US Equivalent of Negotiable Instrument will be displayed.
- (h) NI Type - It will indicate Treasury Check for Cash, EFT for Cash, Dishonored or NI Check.
- (i) Payee - Name to whom check is written will be displayed.
- (j) SSN - SSN will be displayed.
- (k) Click the **OK** button and the "NIs" will be stored in the selected Vault.

Step 8: Once the "OK" button has been selected on the NI Checks screen by the DA/DDO the message "Continue with confirmation" will be displayed." Click the "OK" button.

# DA Confirms the DD Form 1081 Return from AGENT

The screenshot shows the top toolbar of the application with a red box around the printer icon. A yellow box labeled "STEP 9" has an arrow pointing to the printer icon. Below the toolbar is the form header and a table of transactions.

STATEMENT OF AGENT OFFICER'S ACCOUNT				
SEQUENCE #	1	DATE	10/28/2009 13:12:29 <th></th>	
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER TUNY L DUNGY 8899 E 56TH ST INDIANAPOLIS IN 46249 DSON 1111		AGENT OFFICER'S NAME, GRADE, SON, UNIT ADDRESS (Include ZIP Code/AFU number and Telephone number) CASHIER FIVE 555555555 8899 E 56TH ST INDIANAPOLIS IN 46249		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		.00		16,326.00
2. U.S. DOLLARS	10,000.00			
3. FOREIGN CURRENCY	5,000.00			
4. MILITARY PAYMENT CERTIFICATE				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
8. TREASURY CHECKS	326.00			
9. MILITARY PAYMENT ORDERS				
10. OTHER (Specify) (EPY for Chk. dishonored Chk)				
11. PAID VOUCHERS				
12. INCORRECT VOUCHERS RETURNED				
13. CHK ISSUE CANCELED, LSP, TWG, FOL LEAD				
14. STORED VALUE CARD SALES				
15. TOTAL FUNDS IN HANDS OF AGENT OFFICER		16,326.00		16,326.00

Below the table are sections for "DISBURSING OFFICER" and "AGENT OFFICER" with checkboxes and text for "ON ADVANCE" and "ON RETURN" confirmations. At the bottom, there are signature lines for both parties.

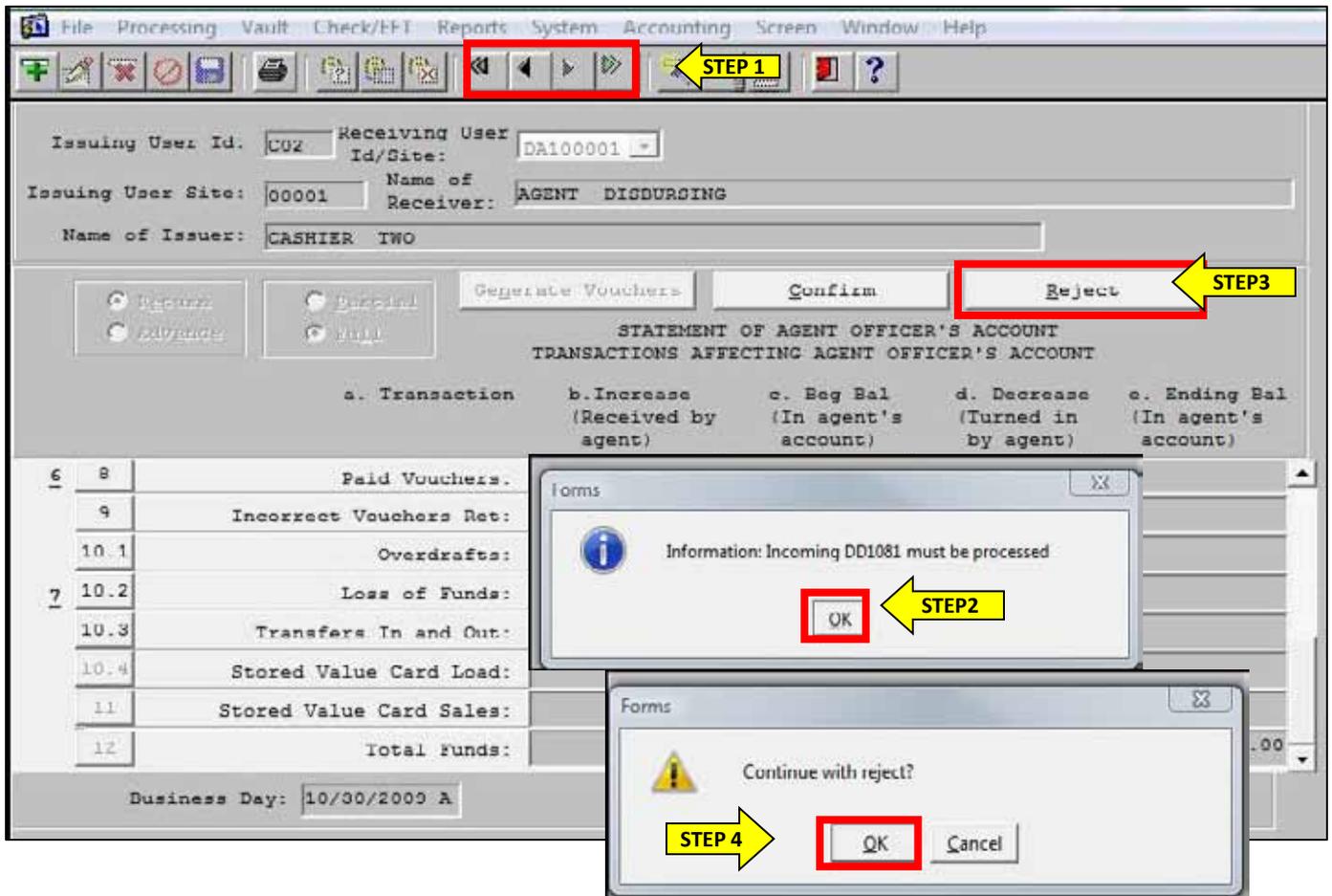
Step 9: Select the, "Printer" button, on the tool menu to print two copies of the DD Form 1081.

**NOTE: For classroom purposes you will NOT print the form.**

To continue closing out the business day on the DD Form 1081. **Re-log** in to DDS as the **Cashier (C##)**. and **'CONFIRM' the DD Form 1081** from the Disbursing Agent (**DA1**) . If the DA made an error and receives the DD Form 1081 rejected back from the cashier, the Disbursing Agent must reject the DD 1081 in DDS and **back out** the input under the Cashier login. (See slides 101 – 107 for the DA Confirm DD Form 1081)

**Re-log** in to DDS as the Disbursing Agent (**DA1**) and **'CONFIRM' the DD Form 1081** from the **Cashier (C##)**. If the Cashier makes an error and receives **their** DD Form 1081 rejected back from the DA, the cashier must log back into DDS and back out the input under their login.

# DA Rejects the DD Form 1081 from AGENT



## Rejecting the DD Form 1081:

Once logged in as the DA, click on **Reports** and select **DD 1081-Statement of Agent Officer's Account**. If there are more than one outstanding DD1081 the screen populates with the oldest unconfirmed DD1081. If there are more than one outstanding DD1081

Step 1: Click any of the arrows from the toolbar to navigate through unconfirmed DD1081s. Select the correct DD Form 1081.

Step 2: The information message "**Incoming DD1081 must be processed. OK**" will be displayed. Click the **OK** button to either verify the Incoming DD Form 1081.

Step 3: Click the **Reject** button.

Step 4: The message "**Continue with reject? OK or Cancel**" will be displayed. Click the **OK** button, and the accountability will not be updated.

# SAMPLE: DA Rejected the DD Form 1081 from AGENT

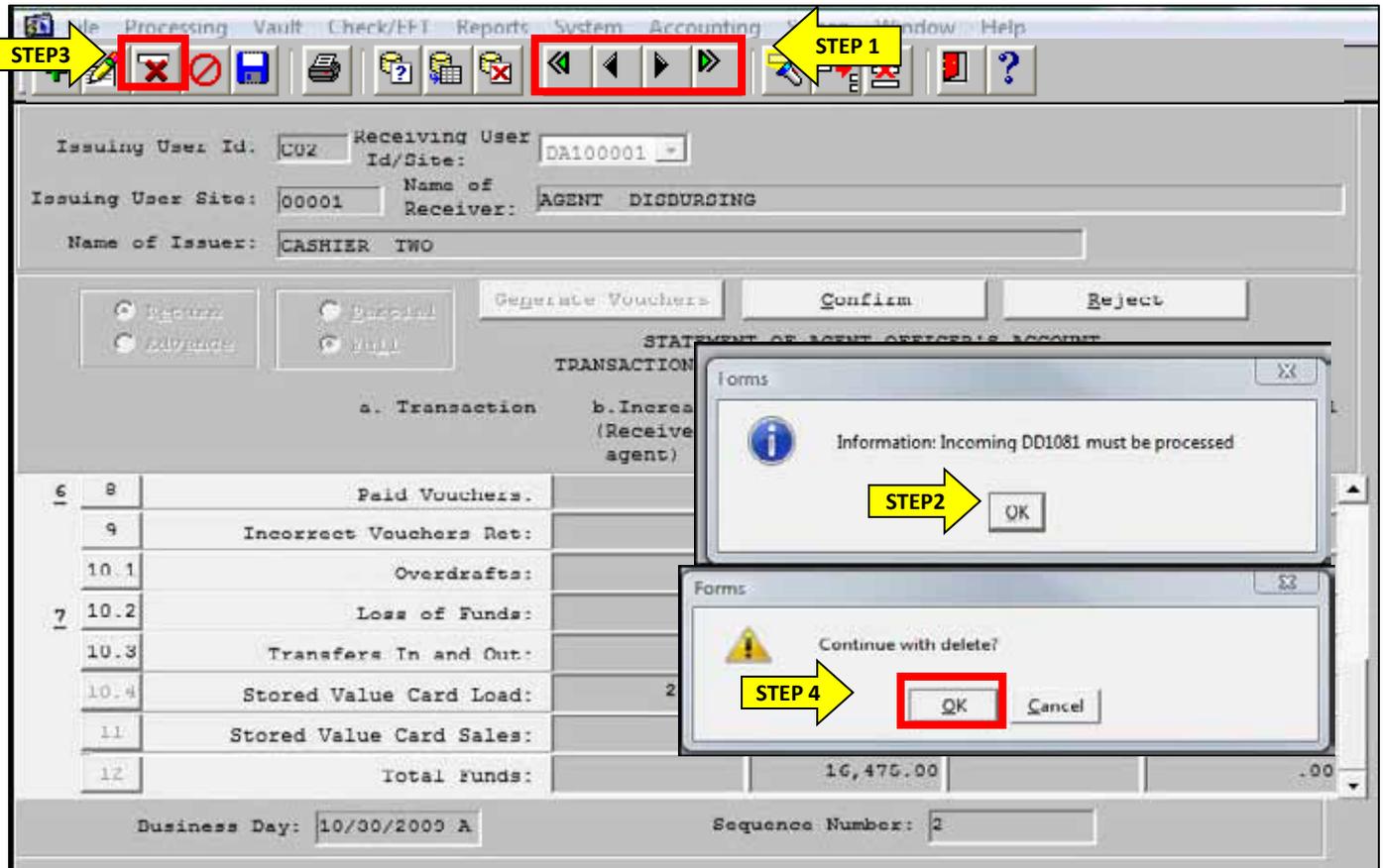
SEQUENCE #		STATEMENT OF AGENT OFFICER'S ACCOUNT			11/17/2011 18:47:02
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER:  TONY L DUNGY 8999 E 56TH ST INDIANAPOLIS IN 46249 DSSN 1111		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number) CASHIER ONE 11111111 8999 E 56TH ST INDIANAPOLIS IN 46249			
<b>REJECT</b>					
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT					
TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e	
1. BALANCE FORWARD		15,825.00		15,825.00	
2. U. S. DOLLARS					
3. FOREIGN CURRENCY					
4. MILITARY PAYMENT CERTIFICATE					
5. COLLECTIONS	500.00				
6. DEPOSITS					
7. NEGOTIABLE INSTRUMENTS					
8. TREASURY CHECKS					
9. MILITARY PAYMENT ORDERS					
10. OTHER (Specify) (EFF For Chk, dishonored Chk)					
11. PAID VOUCHERS					
12. INCORRECT VOUCHERS RETURNED					
13. CHK ISSUE OVERDRAFT, LOF, TFRS, SVC LOAD					
14. STORES VALUE CARD SALES			100.00		
15. TOTAL FUNDS IN HANDS OF AGENT OFFICER		15,825.00		15,725.00	
STATEMENTS					
DISBURSING OFFICER			AGENT OFFICER		
<input type="checkbox"/> ON ADVANCE: I HAVE ENTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.			<input type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED SECUNARY RESPONSIBILITY THEREFORE. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTOOD WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.		
DATE	SIGNATURE OF DISBURSING OFFICER		DATE	SIGNATURE OF AGENT OFFICER	
<input checked="" type="checkbox"/> ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.			<input checked="" type="checkbox"/> ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT. Input By: JACKTODNK0155 kandes.ae1ing		
DATE	SIGNATURE OF DISBURSING OFFICER		DATE	SIGNATURE OF AGENT OFFICER	
11/17/2011	TONY L DUNGY		11/17/2011	CASHIER ONE	
DD Form 1081, MAY 75					

**NOTE:** The originator of the DD1081 will have to delete it and create a new one.

Step 5: A print preview of DD1081 with the "Rejected" label will display on the screen. Select the, "Printer" button, on the tool menu to print two copies of the **REJECT** DD Form 1081.

**NOTE:** For classroom purposes you will NOT print the form.

# Deleting a DD Form 1081



Once logged into DDS, Click on **Reports** and select **DD1081 – Statement of Agent Officers Account**.

Step 1: Select the appropriate **DD1081** for **deletion**. The screen populates with the oldest rejected or unconfirmed DD1081. Clicking any of the arrows from the toolbar, allows user to navigate through unconfirmed DD1081s.

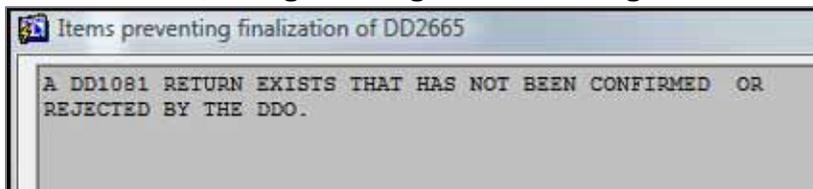
Step 2: The information message "**Incoming DD1081 must be processed. OK**" will be displayed. Click the **OK** button to either verify the Incoming DD Form 1081.

Step 3: Click the **Delete** button from menu bar.

Step 4: A message "**Continue with delete? OK or Cancel**" appears. Click **OK**.

**Cancel** - Clicking the **Cancel** button, a information message "**Delete cancelled. OK**" appears. Clicking the **OK** button returns to the DD1081 screen.

**NOTE:** If the Agent tries to finalize their DD Form 2665 before the DA/DDO confirms the DD Form 1081, the Agent will get the following error.



# Cashier Finalizes DD Form 2665



# DD FORM 2665

User Code: C02      Date of Last DD2665:      Generate System Vouchers

Name: CASHIER TWO      Business Date: 10/30/2009 A      Finalize Report

Refresh

SECTION I -- SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

LINE NO.		TODAY	CUMULATIVE
1.	Accountability -- Beginning	.00	.00
2.	Advances	15,325.00	15,325.00
	a. Cash	15,000.00	
	b. Prepositioned Checks	325.00	
	c. Other		
3.	Voucher Collections	950.00	950.00
4.	Treasury Check Issues	.00	.00
	a. Vouchered	.00	
	b. Other	.00	
5.	Transfers from Other Disbursing Officers		.00
6.	Exchange Gain Accumulations	.00	.00
7.	Other	200.00	200.00

Step 1: Verify the advances, Block 2.

Step 2: Verify the collections, Block 3.

# DD FORM 2665 (continued)

User Code: <input type="text" value="C02"/> Date of Last DD2665: <input type="text"/>			
Name: <input type="text" value="CASHIER TWO"/>		Business Date: <input type="text" value="10/30/2009 A"/>	
		<input type="button" value="Generate System Vouchers"/>	
		<input type="button" value="Finalize Report"/>	
		<input type="button" value="Refresh"/>	
	5. Transfers from Other Disbursing Officers	.00	
	6. Exchange Gain Accumulations	.00	.00
	7. Other	200.00	200.00
<b>STEP 3</b>	8. Total Increases	16,475.00	16,475.00
<b>STEP 4</b>	9. Gross Accountability	16,475.00	16,475.00
	10. Transfers to Other Disbursing		.00
	11. Exchange Loss Accumulations	.00	.00
<b>STEP 5</b>	12. Other (Explain)	100.00	100.00
<b>STEP 6</b>	13. Returns to Principal	16,375.00	16,375.00
	a. Paid Vouchers	975.00	
	b. Deposit Tickets	.00	
	c. Other (Explain)	15,400.00	
<b>STEP 7</b>	14. Total Decreases	16,475.00	16,475.00
	15. Accountability Ending	.00	.00

Step 3: Verify Total Increases, Block 8.

Step 4: Verify Gross Accountability, Block 9.

Step 5: Verify Other (Stored Value Cards will show here) Block 12.

Step 6: Verify Returns to Principal, Block 13.

Step 7: Verify Total Decreases, Block 14.

# DD FORM 2665 (continued)

User Code:  Date of Last DD2665:    
 Name:  Business Date:

SECTION II -- DISTRIBUTION OF AGENT ACCOUNTABILITY

LINE NO.	ELEMENT OF ACCOUNTABILITY	ACCOUNTABILITY BEFORE TRANSFERS	RETURNS TO PRINCIPAL	ACCOUNTABILITY AFTER TRANSFERS
16.	Limited Depository Units: <input type="text"/> Rate: <input type="text"/>			
17.	Cash on Hand (US)	9,550.00	9,550.00	.00
18.	Cash on Hand (Foreign)			
	a. Accommodating Units: <input type="text"/> Rate: <input type="text"/>	4,400.00	4,400.00	.00
	b. Operating Units: <input type="text"/> Rate: <input type="text"/>			
19.	Prepositioned Treasury Checks	.00	.00	.00
20.	Negotiable Instruments (US)	1,450.00	1,450.00	.00
21.	Negotiable Instruments (Foreign) Units: <input type="text"/> Rate: <input type="text"/>	.00	.00	.00

STEP 8

STEP 9

STEP 10

Step 8: Verify Cash on Hand (US), Block 17.

Step 9: Verify Cash on Hand (Foreign), Block 18.

Step 10: Verify Negotiable Instruments, Blocks 20 – 21.

# DD FORM 2665 (continued)



User Code:

Name:

Date of Last DD2665:

Business Date:

22. Military Pay Certificates	.00	.00	.00
23. Paid Vouchers	975.00	975.00	.00
24. Funds in Transit	.00		.00
25. Funds with Subagents	.00	.00	.00
26. Deposit Tickets (Not LDA)	.00		.00
27. Dishonored Checks Receivable	.00		.00
28. Check Overdrafts Receivable	.00		.00
29. Loss of Funds	.00		.00
30. Deferred Vouchers	.00		.00
31. Other	.00		.00
<b>32. Total Agent Accountability</b>	<b>16,375.00</b>	<b>16,375.00</b>	<b>.00</b>

**STEP 11** →

Step 11: Verify Total Agent Accountability.

# DD FORM 2665 (continued)

User Code: 
Date of Last DD2665:

Generate System Vouchers  
Finalize Report

Name: 
Business Date:

Refresh

32. Total Agent Accountability	16,375.00	16,375.00	.00	
--------------------------------	-----------	-----------	-----	--

**SECTION III -- LOCATION OF CASH/NEGOTIABLE INSTRUMENTS**

LINE NO.	LOCATION:	CASH (Foreign Units)	CASH (U.S.)	PREPOSITIONED CHECKS:	MILITARY PAY CERTIFICATES	OTHER:
33.	AGENT	.00	.00	.00	.00	.00
34.	DEPUTY AGENT	.00	.00	.00	.00	.00
35.	CASHIER	.00	.00	.00	.00	.00
36.	OTHER					
37.	TOTALS	.00	.00	.00	.00	.00

<span style="border: 2px solid red; padding: 2px;">NAME OF AGENT (Type or Print)</span>	ADDRESS OF AGENT (Type or Print):
CASHIER TWO	8899 E 56TH ST INDIANAPOLIS IN 46249

Step 12: Verify Name of Agent.

Step 13: Scroll back to the top and click on **Finalize Report**. If you do not balance you will be given a message stating the **“XXXX is out of balance.”**

# FULL Return Vault - DD FORM 2665

Cash Item

Curr Code	Amount
FC	
US	

Vault

Curr Code	Amount
US	

Negotiable Instruments

Curr Code	Amount
FC	

Prepositioned Treasury Checks

Negotiable Instruments -- US

**STEP 14** →

Step 14: The next screen is where you will input your cash on hand after turn in. If you turned in all your cash and your **Balance is ZERO**, Click **OK**.

**NOTE: For US \$ the vault will look the same at ZERO dollars for a FULL return.**

# DD FORM 2665 (continued)







Page: 1


DAILY AGENT ACCOUNTABILITY SUMMARY				1. DATE 10/30/2009 A	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS					
a. LINE NO.	b. DESCRIPTION	c. TODAY	d. CUMULATIVE		
(1)	ACCOUNTABILITY - BEGINNING				
(2)	I ADVANCES a. CASH 15000.00 b. PREPOSITIONED CHECKS 325.00 c. OTHER	15,325.00	15,325.00		
(3)	N VOUCHERED COLLECTIONS	950.00	950.00		
(4)	C TREASURY CHECK ISSUES a. VOUCHERS b. OTHER				
(5)	R TRANSFERS FROM OTHER DISBURSING OFFICERS				
(6)	E EXCHANGE GAIN ACCUMULATIONS				
(7)	S OTHER (Explain) SVC Load	200.00	200.00		
(8)	S TOTAL INCREASES	16,475.00	16,475.00		
(9)	GROSS ACCOUNTABILITY		16,475.00	16,475.00	
(10)	D TRANSFERS TO OTHER DISBURSING OFFICERS				
(11)	E EXCHANGE LOSS ACCUMULATIONS				
(12)	R OTHER (Explain) SVC Sale	100.00	100.00		
(13)	E RETURNS TO a. PAID VOUCHERS 975.00 b. DEPOSIT TICKETS				
	A PRINCIPAL c. OTHER (Explain) 15,400.00	16,375.00	16,375.00		
(14)	S TOTAL DECREASES	16,475.00	16,475.00		
(15)	ACCOUNTABILITY - ENDING			0.00	

## FULL Return – SAMPLE Completed DD FORM 2665

Step 15: If you are in balance, the report will open, print two copies. **(For training purposes DO NOT PRINT)**. If out of balance you will get a message stating why and **Exit** the report to correct your errors by follow steps 14a – 14e again.

Step 16: Exit the report by selecting the **red X** in the form.

**NOTE: If you are doing a FULL Return, your Accountability Ending should be ZERO.**

# PARTIAL Return - DD FORM 2665 (continued)

The screenshot shows the DD FORM 2665 software interface. At the top is a toolbar with various icons. The main area is divided into two panels: 'Cash Item' on the left and 'Negotiable Instruments' on the right. Below these panels are input fields for 'Prepositioned Treasury Checks' and 'Negotiable Instruments -- US'. At the bottom right are 'OK', 'Cancel', and 'Ignore' buttons.

**Cash Item**

	Curr Code	Amount
	FC	
Vault	US	

**Negotiable Instruments**

Curr Code	Amount
FC	

Prepositioned Treasury Checks:

Negotiable Instruments -- US:

Buttons:

Step 14: You will be brought to a screen showing “Cash Item” highlight “FC” and click on the ‘VAULT’ button.

# DD FORM 2665 (continued)

User Id: C02    Currency Code: FC    Exchange Rate: 2

Denominations	Denom Value	Count	Amount
20 KUWAITI DINARS	20	380	7,600.00
10 KUWAITI DINARS	10	80	800.00
5 KUWAITI DINARS	5	80	400.00
1 KUWAITI DINARS	1		
.5 KUWAITI DINARS	.5		
.25 KUWAITI DINARS	.25		
.10 KUWAITI DINARS	.1		
.05 KUWAITI DINARS	.05		
.01 KUWAITI DINARS	.01		
OTHER	.01		
MUTILATED	.01		

Total Currency Amt: 8,800.00    Total US Equiv: 4,400.00

STEP 14a

STEP 14b

OK    Cancel    Clear

Step 14a: Enter the amount of each unit on hand. You do not have to enter the bill count, you can **TAB** over and enter the dollar amount instead.

Step 14b: Click **OK**.

# DD FORM 2665 (continued)

The screenshot displays the DD FORM 2665 software interface. At the top is a toolbar with various icons. The main window is divided into two primary sections: "Cash Item" and "Negotiable Instruments".

**Cash Item Section:**

Curr Code	Amount
FC	\$8,800.00
<b>US</b>	

A red rectangular box highlights the "Cash Item" table. A yellow arrow labeled "STEP 15 US" points to the "Vault" button, which is a small icon of a vault door located to the left of the table. The "US" entry in the table is highlighted in cyan.

**Negotiable Instruments Section:**

Curr Code	Amount
FC	

The "Negotiable Instruments" table has its first row (FC) highlighted in cyan.

**Bottom Section:**

Prepositioned   
Treasury Checks   
Negotiable Instruments -- US

At the bottom right, there are three buttons: "OK", "Cancel", and "Ignore". The "OK" button is highlighted with a red rectangular box.

Step 15: You will be brought back to the “**Cash Item**” screen, highlight “**US**” and click on the vault button.

# DD FORM 2665 (continued)

The screenshot shows the DD FORM 2665 software interface. At the top, there is a toolbar with various icons. Below the toolbar, the following fields are visible:

User Id:  Currency Code:  Exchange Rate:

Denominations	Denom Value	Count	Amount
100 DOLLAR BILL	100	0	.00
50 DOLLAR BILL	50	0	.00
20 DOLLAR BILL	20	75	1,500.00
10 DOLLAR BILL	10	0	.00
5 DOLLAR BILL	5	0	.00
2 DOLLAR BILL	2	0	.00
1 DOLLAR BILL	1	0	.00
1 DOLLAR COIN	1	0	.00
50 CENTS	.5	0	.00
25 CENTS	.25	0	.00
10 CENTS	.1	0	.00
5 CENTS	.05	0	.00

Below the table, the following summary fields are visible:

Total Currency Amt:  Total US Equiv:

At the bottom, there are three buttons:

Annotations: A red bracket on the left side of the table is labeled "STEP 15a" with a yellow arrow pointing to the table. A yellow arrow labeled "STEP 15b" points to the "OK" button, which is also highlighted with a red box.

Step 15a: Enter the amount of each unit on hand. You do not have to enter the bill count, you can **TAB** over and enter the dollar amount instead.

Step 15b: Click **OK**.

## DD FORM 2665 (continued)

The screenshot shows the DD FORM 2665 software interface. At the top is a toolbar with various icons. Below the toolbar are two main sections: 'Cash Item' and 'Negotiable Instruments'. The 'Cash Item' section contains a table with columns 'Curr Code' and 'Amount'. It has two rows: 'FC' with amount '\$8,800.00' and 'US' with amount '\$1500.00'. To the left of the table is a 'Vault' icon. The 'Negotiable Instruments' section contains a similar table with columns 'Curr Code' and 'Amount', with one row containing 'FC'. Below these sections are three input fields: 'Prepositioned Treasury Checks', 'Negotiable Instruments -- US', and a third empty field. To the right of these fields are three buttons: 'OK', 'Cancel', and 'Ignore'. A yellow arrow labeled 'STEP 16' points to the 'OK' button.

Curr Code	Amount
FC	\$8,800.00
US	\$1500.00

Curr Code	Amount
FC	

Prepositioned Treasury Checks

Negotiable Instruments -- US

**STEP 16** →

### FULL RETURN - DD FORM 2665

Step 16: Report opens; scroll down to **Section III, column c, CASH (Foreign Units)** and **column d, CASH (US)** will show your cash on hand for both currencies.

Step 17: Print a **TRIAL** copy of the DD 2665, by clicking the **PRINTER** on the toolbar. Once in the **TRIAL DD 2665**, do not actually Print the document for training purposes. **Do not click FINALIZE** until your daily business has been verified (all vouchers, cash, receipts and the DD 1081) with the DA.

# DD FORM 2665 (continued)

STEP 17 →
← STEP 18

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS				04/12/2007 B		
a. LINE NO.	ACCOUNTABILITY - BEGINNING	b. DESCRIPTION	c. TODAY	d. CUMULATIVE		
(1)						
(2)	I	ADVANCES a. CASH 15000.00 b. PREPOSITIONED CHECKS 325.00 c. OTHER	15,325.00	15,325.00		
(3)	N	VOUCHERED COLLECTIONS	600.00	600.00		
(4)	C	TREASURY CHECK ISSUES a. VOUCHERS b. OTHER				
(5)	R	TRANSFERS FROM OTHER DISBURSING OFFICERS				
(6)	E	EXCHANGE GAIN ACCUMULATIONS				
(7)	A	OTHER (Explain)				
(8)	S	TOTAL INCREASES	15,925.00	15,925.00		
(9)	GROSS ACCOUNTABILITY		15,925.00	15,925.00		
(10)	D	TRANSFERS TO OTHER DISBURSING OFFICERS				
(11)	E	EXCHANGE LOSS ACCUMULATIONS				
(12)	C	OTHER (Explain) SVC Sale	100.00	100.00		
(13)	R	RETURNS TO PRINCIPAL a. PAID VOUCHERS 500.00 b. DEPOSIT TICKETS c. OTHER (Explain) 15,325.00	15,825.00	15,825.00		
(14)	E	TOTAL DECREASES	15,925.00	15,925.00		
(15)	A	ACCOUNTABILITY - ENDING			0.00	

SECTION III - LOCATION OF CASH/NEGOTIABLE INSTRUMENTS						
a. LINE NO.	b. LOCATION	c. CASH (Foreign Units)	d. CASH (U.S.)	e. PREPOSITIONED CHECKS	f. MILITARY PAYMENT CERTIFICATES	g. OTHER
(33)	AGENT					
(34)	DEPUTY AGENT					
(35)	CASHIER	8,800.00	1,500.00			
(36)	OTHER(Specify)					
(37)	TOTALS	8,800.00	1,500.00			

2. NAME OF AGENT (Type or Print) KENSETH I MATT	3. ADDRESS OF AGENT (Type or Print) 8899 E 56TH ST INDIANAPOLIS IN 46249
4. SIGNATURE OF AGENT	

Step 17: Print a **TRIAL** copy of the DD 2665, by clicking the **PRINTER** on the toolbar. Once in the **TRIAL DD 2665**, do not actually Print the document for training purposes. **Do not click FINALIZE** until your daily business has been verified (all vouchers, cash, receipts and the DD 1081) with the DA.

**NOTE: For training purposes DO NOT print.**