

INFORMATION PAPER

CEFC-Z
29 October 2001

SUBJECT- US Bank Customer Automation and Reporting Environment (CARE) Payment and Certification System

1. PURPOSE: To provide the Resource Managers and Finance & Accounting Officers with a background and current status on the implementation of the US Bank CARE payment and certification system.

2. BACKGROUND/FACTS:

In FY2001, DoD and Army began implementation (roll out) of the US Bank CARE payment and certification system.

CARE is commercial off-the-shelf software owned by US Bank and currently used by the Agency Program Coordinators (APC), at each USACE activity, as the system for managing the IMPAC (small purchases) credit card program. It is the tool used to establish the accounts of the billing official and setting limits and issuing cards to the credit cardholder.

The CARE payment and certification system provides access to the APC, cardholders, and billing officials. Cardholders and billing officials are required to use the system for approving all purchase card transactions and certifying invoices for payment to US Bank. The system is designed to feed all financial and accounting systems via Electronic Data Interchange (EDI) for both obligation and invoice transactions.

HQ USACE (CEPO, CERM-F, CEFC) has been working with Secretary Army, Acquisition, Logistics and Technology (SAALT) to obtain a waiver on the CARE payment and certification system implementation because it duplicates our credit card business processes in CEFMS, creates additional requirements for programming CEFMS for EDI transactions, and provides no added value to USACE. USACE is tentatively scheduled for implementation of the CARE payment and certification system in late FY02. If we are not granted a waiver, the impact on USACE activities will be an increase in workload due to the lack of ability to interface directly with CARE. Cardholders and billing officials will have to use both CEFMS and CARE for all business processes under the IMPAC credit card program, unless CEFMS is programmed to accept EDI transactions. All efforts will be made to minimize the increase in workload as much as possible.

3. Attached is the CEFMS/ CARE business process guide.

4. APPROVED BY: Stephen Coakley, Director of Resource Management.

LINDA STOUTENBURGH
CEFMS Liaison

CEFMS/CARE
BUSINESS PROCESS GUIDE

All business processes originating in CEFMS under the IMPAC credit card program for initiating purchase requests and creating obligations will continue to be followed. This guide supports the business processes at the time of initiating the cardholder monthly statement and the billing official invoice.

In C.A.R.E. cardholders must approve each daily transaction posted to their account prior to approving their monthly statement. The approval process in CARE can be done either daily as the transactions are posted or at the end of the month. After the cardholder has approved the transactions in CARE, the cardholder can process the same transactions in CEFMS daily or wait until the end of the month. Current programming will allow either.

If the cardholder wants to process transactions daily, he/she can go into the credit card monthly statement screen. The cardholder must enter a statement date for the invoice reference period for which he/she is creating an invoice. The cardholder should enter the sum of the daily transactions in the "Total" field. Then the cardholder will mark each obligation with a "Y" and when the "Total" field matches the "Statement Total" field, the cardholder will save the transactions.

v2.1.14 Credit Card Holder Monthly Statement 2.045

Action Edit Block Field Record Query ESIG Help

Credit Card No: 4716-3333-3333-3333 FEENB6404 BRENDA SCHIMMING

Credit Card Co: US BANK IMPAC Bill Statement No: 4716555555555555

Invoice Ref Period: 2001JUN Statement Date: 02-JUN-2001 Received: 02-JUN-2001

Total Charges: 675.00 Credits: .00 Total: 675.00

Obligation	Del Ord	Ln #	Cr Ind	Vendor Name	Obligation Quantity	Unit Cost	Statement Amount	D B
Y W45XMA10511166	NA	1		MATT FEES	15.00	35.000	525.00	
Y W45XMA10551219	NA	1		MATT FEES	60.00	2.500	150.00	
W45XMA10551219	NA	2		MATT FEES	23.00	4.500	103.50	
W45XMA10551220	NA	1		OFFICE DI	5.00	23.000	115.00	
W45XMA10551220	NA	2		OFFICE DI	12.00	5.400	64.80	
W45XMA10551221	NA	1		HOME DEP	5.00	5.470	27.35	

Credit Amt: .00
Statement Total: 675.000

Process Credits

Prev Page Prev Next Query List Save Exit Next Page

Enter "Y" for an invoice otherwise leave blank. Press <ENTER> to adjust the invoice amount.

Record: 2/6 List of Values

Once the cardholder has saved the daily transactions, the obligations marked for invoice will disappear from the cardholder screen, but will accumulate on the billing approving official's screen until he approves the transactions.

v2.1.5 Approving Officials Credit Card Invoice Approval Screen 2.046

Action Edit Block Field Record Query ESG Help

Approver's Invoice Info

Bill Statement No: 47165555555555555555 Approver ID: FEENB6404 BRENDA SCHIMMING

Invoice Ref Period: 2001JUN Inv Recvd Date: Approval Date: 13-JUN-2001

Total Charges: Credits: Total:

Card Holder's Invoice Info

Credit Card Emp: FEENB6404 BRENDA SCHIMMING Credit Card Code: US

Obligation No	Line No	Inv No	Vendor Name	Inv Qty	Unit Cost	Inv Amt
W45XMA10511166	1	1	MATT FEENY	15.000	35.000	525.000
W45XMA10551219	1	1	MATT FEENY	60.000	2.500	150.000

Total Charges This Invoice: 675.000 Total Credits This Invoice: .000 Total Charges This Card No: 675.000

Approve Invoice

Prev Page Prev Next Query List Save Exit Next Page

Enter the ACTUAL Invoice Received Date. (DD-MON-YYYY)

Record: 1/1

The next day the cardholder can access the monthly statement screen and invoice for the next day's transactions in CEFMS and save the records.

v2.1.14 Credit Card Holder Monthly Statement 2.045

Action Edit Block Field Record Query ESIG Help

Credit Card No: 4716-3333-3333-3333 FREMB6404 BRENDA SCHIMMING

Credit Card Co: US BANK IMPAC Bill Statement No: 4716555555555555

Invoice Ref Period: 2001JUN Statement Date: 03-JUN-2001 Received: 03-JUN-2001

Total Charges: 218.50 Credits: .00 Total: 218.50

	Obligation	Del Ordr	Ln #	Cr Ind	Vendor Name	Obligation Quantity	Unit Cost	Statement Amount	D B
Y	W45XMA10551219	NA	2		MATT FEE	23.00	4.500	103.50	
Y	W45XMA10551220	NA	1		OFFICE D	5.00	23.000	115.00	
	W45XMA10551220	NA	2		OFFICE D	12.00	5.400	64.80	
	W45XMA10551221	NA	1		HOME DEP	5.00	5.470	27.35	

Credit Amt: .00
Statement Total: 218.500

Process Credits

Prev Page Prev Next Query List Save Exit Next Page

Enter "Y" for an invoice otherwise leave blank. Press <ENTER> to adjust the invoice amount.

Record: 3/4 List of Values

These transactions will appear on the billing approving official's screen along with any other transactions invoiced by the cardholder. The transactions will accumulate by the invoice reference period until the approver approves the statement in CEFMS. The approver would not do this step until the end of the billing cycle. At that point, the approver would access CARE and approve the transactions for the billing cycle. The approver would then access CEFMS and make sure that the total approved in C.A.R.E. is the same as the "Total Charges This Invoice" in CEFMS. If the total does not agree in CEFMS, the approver can look at the charges for each cardholder by accessing the "Credit Card Emp" field and check the "Total Charges This Card No" for each cardholder. If the totals agree, the approver will approve the invoice in CEFMS.

v2.1.5 Approving Officials Credit Card Invoice Approval Screen 2.046

Action Edit Block Field Record Query ESIG Help

Approver's Invoice Info

Bill Statement No: 4716555555555555 Approver ID: FEENB6404 BRENDA SCHIMMING

Invoice Ref Period: 2001JUN Inv Recvd Date: Approval Date: 13-JUN-2001

Total Charges: Credits: Total:

Card Holder's Invoice Info

Credit Card Emp: FEENB6404 BRENDA SCHIMMING Credit Card Code: US

Obligation No	Line No	Inv No	Vendor Name	Inv Qty	Unit Cost	Inv Amt
W45XMA10511166	1	1	MATT FEENY	15.000	35.000	525.000
W45XMA10551219	1	1	MATT FEENY	60.000	2.500	150.000
W45XMA10551219	2	2	MATT FEENY	23.000	4.500	103.500
W45XMA10551220	1	1	OFFICE DEPOT	5.000	23.000	115.000

Total Charges This Invoice: 893.500 Total Credits This Invoice: .000 Total Charges This Card No: 893.500

Approve Invoice

Prev Page Prev Next Query List Save Exit Next Page

Enter the ACTUAL Invoice Received Date. (DD-MON-YYYY)

Record: 1/1

At any time during the month, the cardholder can access the Approving Officials Credit Card Invoice View Screen. By selecting his/her approver's billing statement number and the invoice reference period, this screen will display a total for each cardholder tied to the billing statement number displayed in the "Bill Statement No" field. By accessing the "Credit Card Employee" field, the cardholder can arrow down until his/her name appears and check the "Total Charges This Card No" field to ensure that the cardholder total agrees with what has been approved in C.A.R.E.

v2.1.2 Approving Officials Credit Card Invoice View Screen 2.046B

Action Edit Block Field Record Query ESIG Help

Bill Statement No: 4716555555555555 Approver Id: POND0002 TOMMY POND

Invoice Ref Period: 2001JUN

Invoice Charges: 893.500 Invoice Credits: .000 Invoice Total: 893.50

Card Holder Info

Credit Card Employee: FEENB6404 BRENDA SCHIMMING Credit Card Code: US

Appr Ind	Obligation No	Line	Inv No	Vendor Name	Quantity	Unit Cost	Inv Amount
N	W45XMA10511166	1	1	MATT FEENY	15.000	35.000	525.000
N	W45XMA10551219	1	1	MATT FEENY	60.000	2.500	150.000
N	W45XMA10551219	2	2	MATT FEENY	23.000	4.500	103.500
N	W45XMA10551220	1	1	OFFICE DEPOT	5.000	23.000	115.000

Total Charges This Card No: 893.500

Prev Page Prev Next Query List Save Exit Next Page

Enter value for Card Holder ID No...

Record: 1/1