

## INFORMATION PAPER

CEFC-F  
4 February 2002

**SUBJECT:** Modification of CEFMS to expedite Credit Card Billing Payment Process

1. **PURPOSE:** To provide the USACE Director of Resource Management and the Principal Assistant Responsible for Contracting with background information and an explanation of planned changes to the credit card approval and payment processes within CEFMS.

### 2. BACKGROUND:

a. The current Credit Card Approval process is:

1. Billing Official/Credit Card Approver receives a consolidated statement for all cardholders.
2. Each Credit Cardholder receives a billing statement.
3. Each Credit Cardholder reconciles his statement and forwards the reconciled statement to the Billing Officials/Credit Card Approver.
4. Billing Official/Credit Card Approver reconciles all cardholders' statements to his consolidated statement and forwards the billing official's statement to the USACE Payment Office.
5. USACE Payment Office generates a CEFMS Credit Card Receipt Voucher, ensures that the billing statement and the receipt voucher balance and then certifies the voucher for payment.
6. The certified receipt voucher is processed and paid the next business day by the USACE Payment Office and an EFT is sent to First Bank.

This process can take more than 10 business days to complete if all parties are not available immediately to take action.

### 3. FACTS.

a. The USACE Finance Center has received numerous requests to speed up the credit card payment/disbursement process. Therefore, we plan to modify the CEFMS process to expedite payments.

b. The modified Credit Card Approval process is:

1. Billing Official/Credit Card Approver receives a consolidated statement for all cardholders.
2. Each Credit Cardholder receives a billing statement.
3. Each Credit Cardholder reconciles his statement and forwards the reconciled statement to the Billing Official/Credit Card Approver.
4. Billing Official/Credit Card Approver reconciles all cardholders' statements to his consolidated statement and certifies the statement for payment (the new process will automatically create the CEFMS Credit Card receipt voucher).

5. The Certified Statement (CEFMS Credit Card receipt voucher) is available within CEFMS for disbursement on the next scheduled disbursing day.

c. We believe the modified process will significantly reduce the delay in payment of credit card bills. A Billing Official/Credit Card Approver will no longer be required to forward documentation to the USACE Payment Office.

d. The new process requires a Billing Official/Credit Card Approver to become a certifying official, appointed by their commander. The Department of Defense Financial Management Regulation (DoDFMR) volume 5, chapter 33, designates the billing official as certifying official. Each command must delegate their Billing Official/Credit Card Approver as certifying officer. The delegation must be in writing and must inform the Billing Official/Credit Card Approver of this responsibilities and the pecuniary liability he is subject to as a certifying officer.

4. CURRENT STATUS: We are modifying CEFMS to accommodate the new business process. We plan to have CEFMS changed and ready to implement the new process by November 2002.

5. APPROVED BY: Thomas L. Brockman, Jr., Director, USACE Finance Center.

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