

DESK OPERATING PROCEDURE 015R (R3)
REPORTS AND ANALYSIS DIVISION
April 2004

CIVIL WORKS FUNDS
INLAND WATERWAYS TRUST FUND
(96-20X8861)

DISBURSING AUTHORITY:

The Department of the Treasury has established a trust fund that is derived from revenue collected into the Treasury General Account and invested into marketable securities. Inland Waterways is one of these funds. Funds are transferred from the Treasury to the Corps in accordance with the Memorandum of Agreement between these two agencies. The following Districts receive disbursing authority from the Inland Waterways (IWW) Trust Fund:

Huntington	(LRH)	St. Louis	(MVS)
Louisville	(LRL)	Rock Island	(MVR)
Nashville	(LRN)	Portland	(NWP)
Pittsburgh	(LRP)	Mobile	(SAM)
New Orleans	(MVN)	Galveston	(SWG)
St. Paul	(MVP)		

Weekly:

The District submits a request through CEFMS to the UFC for disbursing authority on a weekly basis. The request should be received prior to close of business on Tuesday so that authority can be requested Wednesday morning NLT 0930 central time.

Disbursing authority is requested to run from Wednesday through the following Tuesday (or end of month).

To access the CEFMS requests log in to T0 database and:

[Select 1](#) - *Financial Management Functions.*

[Select 3](#) - *Financial Management.*

[Select 1](#) – *Funding.*

[Select 12](#) - *Expenditure Authority Control.*

[Select appropriation 8861 for IWW.](#)

Arrow keys (up & down) can be used to move between appropriations.

100-DESK SOP 015

Hit **Ctrl-F7** and wait for screen to populate (This takes a few moments) after researching all databases for disbursing authority requests. If requests are pending the field will say 'YES'.

Hit **Ctrl-F1** to view total disbursements and authority estimates for all Districts. Hit **Alt Print Screen** and save for file. Be sure disbursement estimates are greater than actual disbursements. If not notify the district POC that they are over disbursed and must submit a request for disbursing authority and or funding. Hit **F10** to return to EXP.APA screen.

TO VIEW REQUESTS:

Hit **F9** in Period Begin Date Field.

Hit **F4** and select date (YES PENDING) from list. **Page Down** to view individual District requests. Arrow down to the "YES" to view current request. Hit **Alt print screen** to obtain a copy of each request. To escape enter F10 or **EXIT** and select **No changes**.

Go into WORD and open "**ufcops\sharedoc\radi\civil\RandyC\pbas&funding\IWWW requests fyXX**" and open the previous weeks request. Save the file with the current weeks date and modify the request amounts and districts with the new request.

This is the letter to be **mailed to the Treasury**, referencing your conversation, the date of the disbursement and the disbursement amount. Get the letter signed by Cyndy Blevins or Tom Brockman. The original is mailed to treasury. **FAX the letter** to the Treasury. Make a hard **copy** of the letter for our file.

Mail the original letter to the Treasury.

Locate & use the following label: **U.S. Dept of Treasury**
Bureau of Public Debt
Govt SEC MGMT BR Trust Fund Team
PO BOX 1328
Parkersburg WV 26106-1328

The labels and fax headers are kept in the top draw of the large file cabinet in cubical 148-40.

Call the Department of the Treasury, Bureau of Public Debt, Government Securities Management Branch, Trust Fund Management Team's POC **Jennifer Flescher (304-480-5127)** or **Ryan Hanna (304-480-5127)** to request funding. If there is no answer, depress "0" to make the request from someone else.

Once verbal approval has been received from Treasury:

Get the weekly disbursing authority request signed by Cyndy Blevins or Tom Brockman.

Hit **F9** in Period Begin Date Field.

Hit **F4** and select date (YES PENDING) from list.

Hit **tab** to populate the weekly request are if there is no adjustments to the request.

Input the **amount** (If the amt is adjusted) in Treasury Disb Amount field and **Enter**.

Input **date** of request in Treasury Disb Date and **Enter**.

100-DESK SOP 015

Input Verbal in Treasury Approval # field. (When hard copy of the SF1151 is received from Treasury, go back and update this field with the SF1151 number and fax a copy of it to Evelyn Specht (FAX 202-761-1833). **End to save.**

Record the 1151 document numbers and amounts in the EXCEL **cashbal.xls** spreadsheets located on the "M" drive:

"ufcops\sharedoc\radi\civil\trustfund\cashbal\IWW .xls"

"ufcops\sharedoc\radi\civil\trustfund\IWW \IWW1151's 2002.xls"

"ufcops\sharedoc\radi\civil\RandyC\pbas&funding\IWW request recon fy02. xls"

SF1151's are not loaded in PBAS. FAD's issued for Disbursing Authority (per Tom Brockman).

Districts will be notified via CEFMS when the disbursing authority is approved. The approval field will be populated with a "Y"

Monthly:

At monthend, retrieve the actual disbursement reported on the SF1220 through CEEMIS.

Sign on to **cpc25**.

Enter your **8-digit ID** at the login prompt.

Enter your **8-digit password** at the password prompt.

Enter **orase ceemis2** at the % prompt

Enter your **8-digit ID** at the login prompt.

Enter your **8-digit Password** at prompt.

Type **sqlplus**

Enter your **8-digit ID** at the login prompt.

Enter your **8-digit Oracle Password** at prompt.

Type **sta.cumdisbXX.sql** at the sql prompt.

Enter **8861** at the Enter Value for Appropriation prompt by-pass the limit request.

Data will scroll across screen.

To print, type **WinPrint output.lst** at the SQL prompt

Enter **quit** to exit the query menu.

Enter **lo** to logoff the system.

Post the actual disbursements for each district to the EXCEL *cashbal.xls* spreadsheet (mentioned above). Subtract the amount of disbursing authority requested from the actual disbursement amount to calculate the amount of available authority. (If actual exceeds available, the district should provide a written explanation.)

When you receive the Income Statement from the Treasury, **verify** that the “NONEXPENDITURE TRANSFERS” to the Corps of Engineers agrees with our records of the SF1151’s received. (The Treasury financial statement is now being received via e-mail in PDF format. If a problem occurs in receiving the statements, contact Amy Miller at the Treasury, 304-480-5211). If it does not agree, contact Randa Yoak or Kim Poling, the Treasury POC, to resolve the discrepancy.

Mid-Year:

Furnish the Treasury Department with the total amount of disbursing authority received based upon the SF1151s issued during the period October through March. The Treasury POC is Sam Tremble, 202-874-9785. Treasury will issue a credit warrant to 96X3122 to drawdown the amount of funds authorized for that account. When the warrant is received, decrease the amount of obligation authority issued to 96X3122 appropriation in PBAS, CECW963-03.

Yearend:

Furnish the Treasury with the total amount of disbursing authority received based upon the SF1151s issued during the period April through September. The Treasury POC is Sam Tremble, 202-874-9785. Treasury will issue a credit warrant to 96X3122 to drawdown the amount of funds authorized for that account. Decrease the amount of obligation authority issued to 96X3122 appropriation in PBAS, CECW963-03, prior to receipt of the Treasury Warrant.

At the end of the fiscal year, enter the IWW disbursing authority in PBAS [prior to receipt of the SF1151](#). Also, make sure that no undistributed amount is reflected in the 8861 account. If there is an undistributed amount, reduce it to “0”.

BUDGETARY AUTHORITY:

The District receives budgetary authority through issuance of a Work Allowance by HQUSACE. We receive a copy of the work allowance document from Bill Caldwell. Work allowance documents are filed in the top drawer of the file cabinet in workstation 148-40. This document serves as the basis to adjust the amount of budgetary authority loaded in PBAS. We do not issue the FAD for budgetary authority. HQUSACE Budget office issues these FADs.

However, we **load** the funds under CECW963-03. (NOTE : *If the work allowance is decreasing funds you must wait until Deborah Woods (202 761-8794) issues the negative FAD before entering into PBAS.*)

Funds Distribution User Name: **CECW963 03** [enter]

ENTER COMMAND NUMBER: **10**

BASIC SYMBOL: **8861**

FISCAL-YR: **X** [space] [enter]

ENTER OPTION: **3** ADD MODIFY AUTHORITY [enter]

Enter Option **04**, Apportionment of Budgetary Resources, in the lower right corner [enter]

Enter the Work Allowance document # as the DOC NO [tab]

Enter **WKAL** as the DOC TYPE [tab]

Enter the amount of the work allowance on the BUDGET AUTH line

[enter]

If data entered is correct, enter **END** [enter]

Annotate the **Load Number** (LD NO: xxLxxxxx) appearing at the top of this screen on the Work Allowance document

Post each districts' work allowances to the Excel spreadsheet, filename *cashbal.xls* (mentioned above).

To update the weekly request date in CEFMS go into screen **10.EADT**.

Select INSET RECORD (You must have permissions for this action)

Enter **DD-MMM-YYYY**

Hit **Save** to update

***** This screen is already updated through 2008.

Created by: Lynda Locke

Revised by: Sharon Cave

Revised by: Randy Collins March 20, 2002

Revised by: Randy Collins April 22, 2004