

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 11 MAY 2001**

CEFMS:

a. We have created two new CEFMS fields 'OPAC DSSN' and 'OPAC Date' that must be populated in the Collection for Self and Collection By Others screens. These two new fields will significantly reduce hours of research required at the Finance Center when preparing monthly Disbursing Officers cash reports (SF1219/1220).

b. We modified the collection module to correctly process collections citing a cancelled appropriation. This procedure ties the original bill number to the collection and automatically generates a new collection to miscellaneous receipts (general fund).

c. We also created three new view screens for CEFMS users:

(1) Open Account Receivables Canceled Appropriation. Data in this view screen consists of uncollected customer order and refund receivable billings where the financing appropriation has been canceled.

(2) Open Accounts Receivables. This screen shows all uncollected accounts receivables.

(3) Customer Order Unbilled/Uncertified TFO. Data shown includes all costs incurred for customer orders that, as of the time of viewing, has not been billed to the customer. The screen also displays any TFO billings that have not been certified.

d. Our CEFMS Foreign Currency Team is on schedule with the Euro dollar conversion and plans to meet the 6 Jun 01 date for the Europe District to convert contracts from the DM to the Euro dollar. The CEFMS team successfully completed the initial conversion test on 27 Apr 01 and is currently testing other various scenarios and making code modifications as well as verifying and scrubbing the data before the CEFMS programs are released for production.

e. Phase I of the Travel Split Disbursement was fielded on 17 Apr 01. This function allows USACE activities to load credit card data for each traveler.

f. We released a Customer Order Transaction Listing report. This report provides detailed cost information by Customer Order Number or Work Item for an accounting period. This report is particularly beneficial for cost recovery efforts for the EPA Superfund program. Prior to release of this report, USACE CEFMS users had to print screens in order to obtain the level of detailed cost information needed by the US Justice Department in pursuing court cases to recoup EPA Superfund costs. The USACE is required to document every EPA Superfund reimbursable order. This report will save a significant number of man hours of effort that were being expended by USACE personnel to obtain detailed cost information. In addition, users can generate this report against prior fiscal year CEFMS databases to obtain detailed cost information.

g. We have begun migration to Oracle 8i on all CEFMS databases. We have converted 9 databases on cpc25. We have encountered problems with the matching program, but believe we now have a temporary fix that the Oracle developers will use to develop a permanent patch.

h. We are coordinating with Logistics Directorate on the CEFMS conversion to Oracle 8i because the Vehicle Information Management System (VIMS) can not execute in the Oracle 8i environment. VIMS is still operating in a character based mode with SQL Forms 3.0. We received confirmation from the VIMS PM to proceed with the Oracle conversion and they will incorporate workarounds until they convert VIMS to a GUI version. We can now proceed and meet our deadline of full conversion to Oracle 8i by 1 Jun 01.

PROBLEM REPORTS/IMBALANCES:

a. The open problem report inventory is 822 versus 749 on the last report. The inventory includes 154 Priority #1 problem reports. The open inventory also includes 6 problem reports related to the CEFMS Modernization/GUI work management effort. Open problem reports have increased because we are focusing on our conversion to the new standard general ledgers and the recent problems associated with the conversion to Oracle 8i.

b. Fifty (52) of the sixty-one (61) active databases have no imbalances. Eight (8) have one, one (1) has four. Total of database imbalances across the system is 12 versus 33 on the last report.

ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

LOCATION:	NUMBER:
MILLINGTON :	283
HUNTSVILLE:	25
USACE HQ:	1
TOTAL:	309

DISBURSING WORKLOAD DATA:

PAYMENT	Current Month Ending 05/10/01	Year to Date
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BY CHECK:

Checks Issued	6,925	145,973
Percent of Total	31%	38%
Dollar Amount	\$ 90,383,709	\$1,484,748,773

BY EFT:

Transfer Made	15,413	241,030
Percent of Total	69%	62%
Dollar Amount	\$247,195,951	\$4,062,041,712

OTHER UFC ISSUES:

a. On 23-26 April 01, we held two Accrued Leave Liability training sessions at the UFC. The training was open to all USACE activities. approximately 30 students attended the classes. We also hosted the BUTRAN course 7-11 May which was an on-site course for the Memphis District. In addition to Memphis employees, there were extra spaces available so that we could have seven UFC employees attend this training.

b. On 17-18 April 01, representatives from the Office of the Deputy Chief Financial Officer, Directorate for Accounting Policy, OSD visited the UFC. Their objectives were to gain an understanding of CEFMS and its capabilities and to understand the USACE accounting mission. We gave them a briefing and a tour of the Finance Center and then provided them an overview of the functionality in CEFMS, how the elimination data is extracted and supported, and internal control processes within CEFMS.

c. On 17 May 01, the Memphis District CPAC chief will present a two-hour training session on interview skills and techniques. This initial session will be open to all UFC supervisors. Additional classes will be scheduled for all UFC professional employees.

d. Our CFO Reconciliation Division is currently preparing to conduct Military CFO Workshops for all USACE activities with Military Appropriations by the 1st of June 01. The focus will be on researching and resolving all abnormal general ledger balances.

e. The CFO Reconciliation Division is working to meet the HQ DFAS 25 May 01 suspense date for the DoD CFO statement elimination exercise.

f. Two Army Audit Agency (AAA) teams are scheduled to be at the Finance Center the week of 21 May 01. The teams plan to review internal controls at the center as part of their audit of the FY 01 Financial Statements. Each team will be four auditors.

One AAA team will be reviewing the Expense and Disburse process (Accounts Payable, Disbursing, Travel, and our process for reconciling payroll). The other team will be reviewing the procedures and processes in our Review and Analysis Division and CFO Reconciliation Division.

g. Our IM Division has completed development of the UFC intranet for applications and information pertinent to the Finance Center. Applications accessible via the intranet include a Help Desk and our Overtime Reporting System. The intranet is also used to distribute information such as SOPs, policies, news, special emphasis programs, etc. to all Finance Center employees.

h. On 3 and 10 May 01, health screenings, to include blood pressure, blood glucose, and cholesterol, were conducted at the UFC by nurses from the Memphis District. Approximately 150 UFC employees took advantage of these free health screenings. Our intent is to continue with these health screenings on at least a semi-annual basis.

i. We held the second annual Teacher Appreciation Program at our adopted school, Millington Central High School (MCHS), on 8 May 01. The program consisted of a salute to teachers, music selections, and presentations to four

teachers chosen as the most outstanding teachers for 2001. The four teachers were selected by the UFC from nominations by MCHS students.

j. Formulation of the UFC FY02 operating budget was completed on 24 April. The operating budget was used as a basis for computing the amounts which will be billed to supported activities in FY02 for operating finance and accounting services. These support costs were provided to CERM-P for inclusion in the FY02 Consolidated Command Guidance.

k. We are working with CERM-B in their efforts to develop a COOP for HQUSACE that includes the UFC. We have provided a list of functions which are considered essential operations, and have identified the resources and capabilities needed to perform those essential functions.

l. Mid-point performance evaluations have been completed for positions grade 13 and higher. During May we will complete these evaluations for all positions GS-12 and below.

m. During April and May 01, we worked with CERM-F on the revision to ER 37-2-10, specifically the chapter on civil funded military officers pay. We have provided the current procedures for analyzing, billing and collecting for these costs and for making payments to DFAS on behalf of the USACE.

n. We are continuing preparations for deployment of Modern DCPDS on 25 May 01. This is an additional challenge for us, since our Customer Service Representative will be retiring on 29 May 01.

o. The final submission to CERM-M for the FY02 and outyears civil and military manpower requirements was completed 26 April 01. UFC manpower requirements were developed to include the additional FTE necessary to support the remaining sites which will be consolidated in FY02 and FY03. We also have completed our local testing of the CERM-M Integrated Manning Document. Access was easy and quick, editing was no problem, and the reports generation/formats were well designed.

p. Our UFC IM Division applied the necessary upgrades and patches to the servers and workstations to bring us into Information Assurance Vulnerability Assessment (IAVA) compliance. This included applying patches to the IIS web servers, upgrading Internet Explorer, and maintaining up to date antivirus signatures on servers and PCs. Information Assurance personnel implemented appropriate security procedures immediately in response to the Army's increasing the INFOCON from NORMAL to ALPHA on 30 April 2001.

q. Two of our UFC employees will attend drug testing training 23-24 May presented by CEHR in Huntsville, AL. There will be workshops primarily for the Drug Program Coordinator and also for Human Resources representatives.

r. On 17 April 01, an attorney from the Federal Service Impasses Panel met with International Federation of Professional and Technical Engineers Local 259 representatives and the USACE Finance Center management negotiating team (including an Office of Counsel representative) to resolve an impasse on labor contract bargaining ground rules. Agreement was reached on all outstanding issues. Contract negotiations will begin on 12 Jun 01, with a target completion date of 9 Aug 01.

s. We have established a travel "Hot Line" phone number for Travel Approving Officials (TAOs). We intend for the "Hot Line" to be used by TAOs to inquire about expenses that may be authorized on Permanent Change of Station (PCS) and Temporary Duty (TDY) travel orders. The line can be used by Human Resources offices, Logistics offices and other organizations that create and/or approve travel orders and vouchers. The "Hot Line" number is (901) 874-8620.

t. We will have six employees attending the Intergovernmental Payment and Collection System (IPAC) training in New Orleans on 6 Jun 01. IPAC will replace the current On-Line Payment and Collection System (OPAC). IPAC is scheduled for implementation in September 2001.