

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 14 JUNE 2002**

I. CEFMS:

a. We conducted CEFMS training in Millington 3-6 June 2002. About half of the attendees were very experienced with CEFMS and the others were new employees. Consequently, the class environment for the new employees was not optimal. We will remind USACE activities that the class is intended for those employees new to CEFMS or those who do not used the system on a recurring basis. We will also attempt to screen attendees to help ensure that those employees scheduled for the training are inexperienced with CEFMS.

b. We completed coding of the CEFMS portion of P2/CEFMS interface involving work items. The coding will allow resource plans to be optional for work initiated by P2. We are continuing to develop interface routines involving labor burden rates, organization codes, funding and cost data.

c. We made several enhancements to the Asset Anomaly Report to identify instances where Construction In Progress (CIP) has been inappropriately charged or where costs have been expensed that should have been recorded as CIP. We also modified the report to include the name, office symbol and phone number of the responsible employee for work items identified on the report in connection with erroneous data conditions.

d. We eliminated redundant data from the data manager table that governs how the system determines the correct cost type to assign to a purchase request line item. We strengthened system edits that help determine whether the cost type on a purchase request line item should be classified as construction-in-progress (CIP); and provided a new system edit that enforces the business rule that revolving capital acquisitions must be funded by PRIP funds.

e. We revised the Civil Cost of Doing Business report, as requested by CERM-P, to include certain costs identified in civil work categories that begin with a 28, in calculating the Private Sector Contracting Out percentage. We also revised the internal Civil Cost of Doing Business Detail report in the same manner.

f. We created new report options for the Budgeted Revenue vs. Budgeted Expenses report. Users can now run additional options of this report by organization or by appropriation. The report provides summarized information on the site's forecasted funding and workload for the specified budget year.

g. We made a change to the Status of Funds report (58D Report). Prior to the change, if a work item was linked to more than one fund account, the report rolled funding into only one fund account. After the change, all funding accounts and the fund amounts are displayed on the report. This change will improve the usefulness of this report for fund managers at field operating activities.

h. We improved the Customer Order Transaction Listing report and the Customer Order Detailed Cost report. Prior to the improvement, cost transfer transactions and miscellaneous disbursements were not always included on the report. Now both types of transactions are being displayed on the reports.

i. We are testing the CEFMS year-end closing process on the Mississippi Valley Division and the Engineer Research Development Center databases. These tests include Oracle 8i conversion changes. We have developed a draft FY02 year-end testing plan that includes testing 31 of the 61 CEFMS databases. The plan will be fully coordinated with our systems and operating personnel that are included on the "year-end team".

j. We completed specifications for changes required due to a change in DFAS-IN 37-100(02). The change limits the use of Element of Resource (EOR) codes as inside or outside government. We have changed the CEFMS EOR table to identify EOR codes as either inside government, outside government, or both. We are now programming purchase requests to limit the use of EORs based upon the Method of Accomplishment (MOA) code. We are also developing a new screen that can be used to change the MOA code, EOR code,

and/or resource code on a purchase request, without amending the purchase request.

k. Accountants in our Directorate of Accounting, Review & Analysis Division tested the CEFMS Access Request Management System (ARMS). ARMS is a new CEFMS functionality that is used to request user access to CEFMS databases. We also held a teleconference to discuss the test and implemented several modifications and enhancements to improve the functionality.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	756	765
Priority #1 Problem Reports	77	75
GUI Relate	1	1

Received 161 new problem reports and completed 170 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	54	52
One	4	4
Two	1	1
Three	1	2
Four	0	1
Eight	0	1
Twelve	1	0

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	262
HUNTSVILLE	23
USACE HQ	<u>1</u>
TOTAL	286

DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>June 01 - 11</u>	YEAR TO DATE <u>Oct 01 - Jun 11</u>
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BY CHECK:

Checks Issued	5,429	138,149
Percent of Total	21%	23%
Dollar Amount	\$46,944,142	\$1,100,476,608

BY EFT:

Transfers Made	14,174	317,659
Percent of Total	79%	77%
Dollar Amount	\$266,992,707	\$6,084,893,324

IV. OTHER UFC ISSUES:

a. The UFC Millington office had our annual organization Corps day picnic on 7 June. We had a great turnout by the staff and their family members. We were honored to have both Chaplain Moore and CSM Dils attend from HQUSACE. The Travel Division and the Disbursing Division retain the tug-of war and horseshoe trophy for another year. Our IM Division is our volleyball champ for 2002.

b. During 18-20 June, we will again conduct SQL training for employees from various USACE activities outside the UFC. The training provides those employees with additional capabilities to query CEFMS and utilize the data available. The training is presented as a one-day basic course, followed by a two-day intermediate session.

c. We held two additional Customer Service training sessions during 10-13 June. All UFC employees have been scheduled to attend the training; those who interact with activities/customers outside the UFC, as well as those in support functions within the UFC. The final session of this training will be held in July.

d. We have completed our submission for the FY03/04 Executive Direction and Management budget. The Program Budget Guidance (PBG) is inadequate for our requirements; therefore, we have submitted unfinanced requirement documentation for both fiscal years. The PBG contains sufficient funding to cover our manpower-related costs, but there are other administrative costs that would not be funded.

e. The UFC Plant Replacement and Improvement Program (PRIP) request for FY03/04 was submitted 3 June. We only had one item, which met the PRIP threshold; i.e., replacement in FY04 of a machine that folds and inserts documents into envelopes. This equipment saves manpower and helps the UFC meet critical disbursing and other schedules.

f. We have completed the redesign of the UFC public website. We notified all USACE activities on 6 June that the new website was available. The UFC website www.fc.usace.army.mil is designed to be user friendly and to provide pertinent and up-to-date information for activities supported by the UFC.

g. Our military accounting Command Expenditure Report (CER) team has cleared over 82% of the outstanding CER errors through May. We have exceeded the goal established by the director and have less than 20% to clear before the end of the year to clear all the CER errors. CER errors are created when there is a difference between the DELMAR cash reports and the ICAR accounting reports.

h. We have cleared all the USACE military accounting Suspense History Listings from DFAS. To our knowledge, this is the first time USACE has been at a zero balance on the listings. The effort required about 12 months of to clear the Suspense Account listings. Many of the suspense accounts cleared were pre-CEFMS.

i. We have cleared over 98% of the absolute dollar amount on the Interfund Suspense Report since October 2001. And, we cleared 89% of all other suspense accounts. This reconciliation is a DOD-wide effort to clear all DFAS suspense accounts. DFAS creates many of the errors in the suspense accounts by entering certain errors and charge backs in the suspense accounts instead of in the correct appropriation for upward reporting to Treasury and DoD.

j. We implemented a change on Military General Ledgers to submit data on General Ledger Accounts at the detail (6 digit) level. Previously this data/files were "rolled to" the summary level before submission to DFAS-IN. DFAS requested that the data/files be submitted at the detail level. The detail level will help DFAS produce the Military CFO reports. We encountered some problems with the file generation, but our systems accountants are correcting the problems---we will resubmit the data after the problems are corrected.

k. The CFO/RECON Division has received requests from DFAS Arlington for additional detailed information on accounts receivable and payable to provide to the Under Secretary of Defense Comptroller (OUSD). The data was requested with a 24-hour turn around time. The data that we provided included aging of outstanding receivables, both public and intra-governmental by individual debtor agency. After providing the initially requested data, we received another request for additional detailed data on intra-governmental receivables--DFAS requested that we age our intra-governmental receivables for each of our major trading partners and briefly explain the receivable. Our DFAS POC has informed us that DFAS personnel are very impressed with our ability to supply detailed information quickly and accurately with explanations.

l. We will host another CFO Military Workshop on abnormal general ledger account balances on 17-21 June 2002. Tulsa, Alaska, Seattle Districts and the South Pacific Division will attend this workshop. We have two remaining workshops scheduled for the week of 24-28 June and another for 15-19 July.

m. We had a teleconference between UFC Huntsville and Millington offices to begin early preparations for the CEFMS FY 02 year-end close out. The close out team members from both sites have been identified. It is extremely important that we have a fast and smooth year-end closeout since we have a pay period that will end on 5 October. Our plans are to have all year-end systems changes completed by the end of 31 July and tested during the first week of August.

n. Representatives from DFAS-DE and DFAS-IN are scheduled to visit the UFC in mid-July to work on our Air Force report reconciliation issues. Jo Ann Evans, CERM-F, will

also attend the meetings. We have significantly reduced the Aged Intransits. We reduced the balance from \$1,317,742 to \$536,768 in one month. We are confident that an addition \$398,649 of the remaining balance will be cleared by 30 June 2002.