

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 9 AUGUST 2002**

CEFMS:

a. We are continuing our development of P2/CEFMS interface routines involving all aspects of the interface. We provided information to P2 Oracle programmers pertaining to purchase requests and funding so the programmers could continue work on the interface of P2 and CEFMS.

b. We developed and fielded a new functionality to allow data managers to reassign responsible employees to work items. The change will provide a new data manager screen to allow the reassignment of work items from deactivated employees to active employees. The new functionality will also preclude the need for scripts to be written to reassign the work items.

c. We prepared and provided year-end guidance to all Customer Service Representatives (CSRs). The guidance provides the CSRs necessary information and schedules for properly closing out the labor and payroll accounts at year end.

d. We revised the Operating Budget Travel Worksheet report to display travel estimates for specific employees. The employees' names and forecasted travel costs are displayed on the report. Prior to the revision, only the Organization Code, Funding Account information, and costs were shown. This revision/enhancement allows managers to review and revise travel budget estimates by employee.

e. We are continuing to test the process and automated routines for the year-end closing procedure.

f. We enhanced the edits on invoice, receiving report and Form 93 date fields. The new edits will help preclude the manipulation of invoice received and F&A received dates. We also modified the receiving report screen to remove the "default" system date from the Goods and Service Received Date and Acceptance Date. The modification will require the user to enter the received date and acceptance date when the user creates a receiving report.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	805	784
Priority #1 Problem Reports	75	71
GUI Relate	1	1

Received 206 new problem reports and completed 185 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	56	52
One	1	3
Two	3	1
Three	0	1
Four	1	1
Eight	0	2
Ten	0	1

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	261
HUNTSVILLE	23
USACE HQ	1
TOTAL	285

DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>Aug 01 - 05</u>	YEAR TO DATE <u>Oct 01 - Aug 05</u>
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BY CHECK:

Checks Issued	2,564	167,712
Percent of Total	18%	18%
Dollar Amount	\$22,694,263	\$1,338,601,896

BY EFT:

Transfers Made	7,085	399,539
Percent of Total	82%	82%
Dollar Amount	\$122,345,725	\$7,686,347,400

IV. OTHER UFC ISSUES:

a. We will send three accountants from the CFO Division to represent the USACE at the Financial Statements Workshop that OUSDC is sponsoring for the DoD Components/Defense Agencies. The workshop will be held 13-14 August at DFAS HQS, Arlington, VA and will be attended by Lynda Locke, Sharon Cave and Ellen Gibson. Topics include the FY 02 accelerated reporting schedule, financial reporting requirements, form and content changes and ways to improve footnote narratives.

b. The requirement to process cross-disbursement transactions in the Defense Cash Accountability System (DCAS) is extremely labor intensive. However, the Cash Reports Division processed 12,000 DCAS cross-disbursement transactions in only 12 days. We have received favorable comments from DFAS on our ability to process such high volumes and our quick turn around time in DCAS.

c. We volunteered to process all cross-disbursement transaction in DCAS for Honolulu, Japan, and Korea Districts, as well as all supported Divisions/Districts. Additionally, our personnel are assisting the Honolulu District to establish access to various DoD research systems such as Electronic Document Access (EDA) and Centralized History On-Line Operation Search Engine (CHOOSE).

d. Our representatives met with DFAS-DE and DFAS-IN personnel to discuss Air Force Aged Intransit Problem Disbursements and reconciliation variances. Several underlying causes and solutions for the existing problems were identified during the meeting. Since April 2002, when UFC was made aware of the problem, Aged Intransits have been reduced from \$1.7 million to only \$20,000. UFC is currently working with DFAS-DE to clear the remaining amount and we plan to resolve all reconciliation issues by 30 August 2002.

e. Pete Brown, Deputy Director, Finance, has accepted a position with the Department of Agriculture. Ms. Cynthia Blevins, Deputy Director, Accounting will be acting as the Deputy Director, Finance until the position is filled. Mr. Lee Autry will be the interim Disbursing Officer, effective 1 September 2002.

f. The Huntsville Engineering Center Finance and Accounting Officer plans to visit the UFC on 12-13 August 2002 to discuss delinquent accounts receivable and ways in which we can work together to improve the accounts receivable business process. The meeting will focus on outstanding accounts receivables forth the Professional Development Support Center (PDSC).

g. We are receiving numerous IPAC charges where government order obligations do not exist. Many times these are related to contract or travel obligations. We have developed a work around process that will enable obligations to be properly charged and eliminate the need for supported activities to deobligate and re-obligate dollars on a government order. The new process should be ready to implement by 31 August 2002.

h. We are notifying supported activity Finance and Accounting Officers and Resource Managers monthly about IPAC transactions that cannot be processed due to lack of funds or no existing obligation. It is imperative that activities respond in a timely manner to amend the existing obligations and/or create obligations to facilitate payment. This is a problem both for Corps to Corps billings and billings received from other agencies. These un-processed transactions increase the overall statement of difference with the U.S. Treasury.

- i. On 31 July, the Resource Management Division participated by teleconference in the USACE junior PBAC (JPBAC) meeting. The purpose of the meeting was to brief JPBAC members on the FY03 Executive Development and Management budgets and HQUSACE program accounts and to obtain approval of recommendations to the senior PBAC (SPBAC). On 6 August, we submitted to the JPBAC the UFC choice of options/recommendations for the SPBAC.
- j. On 1 August the Resource Management Division participated in the Corps of Engineers Budget Users Group (COBUG) teleconference. The meeting agenda covered many useful topics related to current year execution, fiscal year end procedures, and plans in response to the anticipated FY03 Continuing Resolution Authority.
- k. Based on a request from CEIR, the Accounting Quality Division activated CEFMS access for ten DoD IG auditors who will be performing the review of FY02 CFO Financial Statements. CEFMS database access requests were sent to all USACE activities. We will provide SQL training for some of the auditors on 17-19 September 2002. The training will be preceded by a CEFMS overview presented by the UFC CEFMS liaison, tentatively scheduled during the week of 9 September.
- l. On 24 July, we received an additional \$33K in FY 02 Competitive Professional Development funds that will be used to help fund long-term training for thirteen accountants at the UFC who are pursuing graduate degrees in conjunction with their long-term training programs.
- m. The Resource Management Division has issued the first draft interim report on the post-audit of commercial payments processed by the UFC. This draft report is being staffed for comments with the Directorate of Finance. No monetary errors were noted during the review. However, we will use the report to improve our administrative procedures. Interim reports will be issued as each month's commercial payments are reviewed, followed by a formal report at year end summarizing the results and recommending corrective actions. We initiated this review to verify the propriety and validity of our disbursing transactions and ensure compliance with regulatory guidance.