

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 23 AUGUST 2002**

I. CEFMS:

a. We are continuing our development of P2/CEFMS interface routines. The routines involve work items, funding, labor burden rates, organization codes, purchase requests and cost data.

b. We coordinated with CERM-F on implementing a policy that provides a discount on depreciation charged to hopper dredges. We modified CEFMS to allow for the discount on the dredges.

c. We modified CEFMS to standardize screens for shop/facility management functions. The modifications were necessary in order to prepare for an upcoming update to the Facility Management User's Manual.

d. We developed, tested and approved a procedure to automatically calculate the estimated allowance for doubtful accounts. The calculation will be based on the cumulative balance of delinquent public receivables by delinquent number of days and percentages in accordance with USACE policy. This procedure will be incorporated into the year-end process to estimate the balance as of the end of September.

e. We are finalizing the updated CEFMS user's manual for Customer Order Billing. The updated manual will be available on our web page within 30 days.

f. We conducted a Multipurpose Hydroelectric Power Accounting workshop the week of 12 August 2002, which was hosted by the Mobile District. Thirty-five accountants representing 14 districts attended the workshop. Mr. Aaron Polley, CERM-F, also attended. A representative from the Southeastern Power Administration presented various topics; such as, direct funding by power marketing agencies, procedures for proper accounting and reporting of Homeland Security costs and the production of automated annual financial statements in CEFMS. We reviewed the updated draft ER, helped resolve site-specific accounting issues and reviewed preparations for the year end process.

Workshop attendees also learned about the new reporting capabilities in CEFMS.

g. We drafted an Operational Instructions Manual for Multipurpose Hydropower Accounting. The comprehensive manual includes instructions and explanations on the use of all of the CEFMS reports and screens for Multipurpose Hydropower Accounting, steps to prepare for fiscal year end reporting, methods for including special transactions needed for full reporting and disclosure of income and costs, procedures to prepare for an audit and many other helpful topics. The manual was reviewed at the Power Accounting workshop in Mobile and the workshop attendees were generally pleased.

h. We released an automated balance sheet for Multipurpose Hydropower Accounting and tested it at the workshop. We still must complete all the required programming, but after completion the automated process will save significant time and resources in preparing annual financial statements and will help the power accounting districts meet accelerated reporting requirements that are being driven by OMB and the Federal Energy Regulatory Commission.

i. We completed revisions to the FY 02 Year End User's Manual and provided the revised document to KELTEK for publication. The manual is scheduled for release on 1 September 2002.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	793	805
Priority #1 Problem Reports	76	75
GUI Related	1	1

Received 258 new problem reports and completed 270 problem reports.

b. Database Imbalances on our 61 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	52	56
One	4	1
Two	1	3
Three	3	0
Four	1	1

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

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

DISBURSING WORKLOAD DATA:

<u>PAYMENT</u>	<u>Current Month</u> <u>1-20 Aug</u>	<u>Year to Date</u> <u>1 Oct-20 Aug</u>
BY CHECK:		
Checks Issued	10,131	175,279
Percent of Total	14%	17%
Dollar Amount	\$94,376,588	\$1,410,284,221
BY EFT:		
Transfers Made	31,647	424,127
Percent of Total	86%	83%
Dollar Amount	\$631,733,305	\$8,199,237,100

IV. OTHER UFC ISSUES:

a. Linda Stoutenburgh and Ed Vogel met with the CPAC staff to discuss the status and lessons learned from the Human Resources Activity Base Modeling Test. Even though the ABC system being used is user friendly, the staff stated that it could take them up to 30-45 minutes a day to record their time & attendance. The HECSA CPAC has been in the test phase since 1 June 2002. Ed and Linda will be meeting with the proponent's office to discuss the testing results and determine the next steps.

b. On 15 August we mailed to CERM-M the final documentation for the USAMAA manpower certification survey scheduled for November 2002. Our documentation package included the complete baseline submission packages for all the entire UFC organization in the revised format stipulated by CERM-M. We incorporated the changes recommended by CERM-M, based on its review of our previous baseline submission package provided in May.

c. We have begun the fiscal year end planning for closing the UFC CEFMS database. This planning is based upon the UFC guidance to all USACE activities for the fiscal year end close. Included in our plan are the dates for processing time and attendance, recording receiving reports, submitting purchase requests, completing the joint reviews of obligations/commitments, and recording accruals. We also plan to execute the end of year pre-closing CEFMS process periodically during September.

d. The CFO & Reconciliation Division participated in a newly formed Footnotes Narrative Working Group. Other participants of this working group were from DFAS-Arlington and the various DFAS Centers. The objective of this work group was to develop a standard procedure for footnote preparation, and to develop footnote narrative that identifies and discusses data fluctuations and abnormalities within the financial statements. The workgroup meets weekly via a conference call.

e. Members of the UFC staff attended the FY 02 Audited Financial Statement Workshop 13-14 August 2002 in Arlington, VA. Some of the topics covered were:

1) Accelerated reporting schedule for FY 02 and future years

2) Financial statement form and content changes for FY 02

3) Defense Departmental Reporting System (DDRS) updates and enhancements

4) DDRS new Data Collection Module

5) Improvement of footnote narratives

6) Prior period adjustments

7) Accounting for Inventory, Operating Materials &

Supplies, and General Property, Plant and Equipment

8) DDRS Proprietary to Budgetary account reconciliation

f. We sent accountants from the Directorate of Accounting, CFO Division and the Directorate of Finance, Debt Management Divisions to represent the USACE at the Accounts Receivable Conference held at the Columbus Conference Center 20-22 August. The conference was established to enable agencies to obtain a detailed understanding of the accounts receivable process of each network. The need for this understanding resulted from analyzes completed by the Office of Under Secretary of Defense (Comptroller) of the detailed support for the accounts receivable values reported in the 31 March 2002 financial statements.

g. Representatives from the USACE Finance Center Directorate of Finance, the CEFMS Development Office and Linda Stoutenburgh are working with HQ USACE Real Estate Directorate representatives to develop the new Recurring Lease Payment CEFMS functionality and Business Process Guidance. We plan to release the CEFMS functionality 1 Oct 02. The new CEFMS functionality will streamline the payment process for both the Real Estate offices and the UFC for Military Recruiting Station leases, associated utilities and janitorial contracts. We are reviewing the Business Process Guidance to be released by the Real Estate Directorate and we suggested they host a VTC on 12 September 02 with all USACE real estate activities that have a Military Recruiting Lease Program. UFC representatives will be included in the VTC to help ensure that the users understand the Business Process Guidance and the CEFMS functionality.