

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 01 NOVEMBER 2002**

I.

I. CEFMS:

a. We developed, tested and released a new report that provides asset managers the capability to reconcile personal property asset records in CEFMS with records in the Automated Personal Property Management System (APPMS). Parameter controls are provided to allow a full reconciliation report to be generated that will reconcile both ways; or to generate a report that only reconciles one way; i.e., APPMS to CEFMS or CEFMS to APPMS. For the CEFMS to APPMS reconciliation, parameter controls are provided to allow reconciliation for a specific appropriation, property category code or property ID code.

b. We also developed, tested and released a new report that includes all reconciled (i.e., APPMS to CEFMS and CEFMS to APPMS) capital personal property owned by the Field Operating Activity. Pertinent property data, extracted from both APPMS and CEFMS databases, is displayed for each reconciled capital personal property item. The report is available to run from the Manage Asset Reports menu.

c. We modified and strengthened edits on the time entry program so that entries with a shift code '4' would no longer reject from the Defense Civilian Payroll System (DCPS). Shift code '4' is used when a shift employee works on his regularly scheduled day off--the entries had caused the CSRs a large number of inaccurate DCPS rejects. We also added an edit to the CSRs Timekeeper Assignment screen to prevent a user from creating a new record using an inactive organization code.

d. We created a new report in the Operating Budget Module, an 'Accrual Detail Report', which shows transactions posted to the Accounts Payable Transaction Registers. This report allows users to review and monitor the status of accruals and is especially helpful when monitoring non-contract accruals.

e. Implemented changes to the cost sharing process identified in paragraphs A, B, C and D of Mr. Coakley's October 21, 2002 Memorandum, subject: Corps of Engineers

Financial Management System (CEFMS) Programming for Civil Works Cost Shared Studies and Projects. These changes support policy to treat sponsor work-in-kind contributions the same as sponsor cash in cost share proportionate share calculations. The changes implemented permit production sites to identify cost share projects that do not meet proportionate share funding requirements so that corrective action can be taken. Additional changes are in process to support this policy. Effective January 13, 2003, purchase request certification will not be permitted if proportionate share funding requirements have not been met by the Corps and/or a sponsor for a cost share project.

f. We enhanced the Contracts Disbursing program to allow for disbursements less than \$1. Due to the cost associated with processing a disbursement for less than \$1, the Corps previously had edits in this program to prevent the disbursement from processing. With the majority of disbursements processing as Electronic Funds Transfers, there is no longer a need to suppress the payments for less than \$1. This resolves many problems associated with closing out contracts.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

| | <u>This Report</u> | <u>Last Report</u> |
|-----------------------------|--------------------|--------------------|
| Total Problems | 854 | 817 |
| Priority #1 Problem Reports | 88 | 79 |
| GUI Related | 0 | 0 |

Received 216 new problem reports and completed 179 problem reports.

b. Database Imbalances on our 61 Production Sites:

| # of Imbalances | <u>This Report</u> | <u>Last Report</u> |
|-----------------|--------------------|--------------------|
| None | 49 | 61 |
| One | 5 | 0 |
| Three | 2 | 0 |
| Four | 1 | 0 |
| Six | 2 | 0 |
| Eleven | 1 | 0 |
| Eighteen | 1 | 0 |

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

| <u>LOCATION</u> | <u>ONBOARD</u> |
|-----------------|----------------|
| MILLINGTON | 258 |
| HUNTSVILLE | 23 |
| USACE HQ | <u>1</u> |
| TOTAL | 282 |

DISBURSING WORKLOAD DATA:

| PAYMENT | CURRENT MONTH | YEAR TO DATE |
|---------|--------------------|------------------------|
| | <u>Oct 01 - 28</u> | <u>Oct 01 - Oct 29</u> |

BY CHECK:

| | | |
|------------------|---------------|---------------|
| Checks Issued | 12,022 | 12,022 |
| Percent of Total | 15% | 15% |
| Dollar Amount | \$122,225,644 | \$122,225,644 |

BY EFT:

| | | |
|------------------|---------------|---------------|
| Transfers Made | 40,731 | 40,731 |
| Percent of Total | 85% | 85% |
| Dollar Amount | \$777,614,156 | \$777,614,156 |

IV. OTHER UFC ISSUES:

a. On 28 October 2002, Col. Schroedel, Chief of Staff, HQUSACE, visited the finance center. Col Schroedel spent the morning in the Memphis District and the afternoon at the finance center. Col. Schroedel was given an overview briefing of our mission, accomplishments and future initiatives and a walking tour of the facility. Other topics covered during the visit were the USACE General Expense (96X3124) appropriation allocation shortfall and the effect on USACE and a discussion on USACE Automated Information Systems and budgets with particular emphasis on CEFMS.

b. The Compressed Work Schedule (CWS), a quality of life initiative was implemented at the UFC on 20 Oct 02. Approximately 30% of the UFC staff has changed to a CWS, which allows them to have a scheduled day off each pay period. The CWS initiative was presented to the IFPTE Local 259 in May 2002 for bargaining.

c. We recently reorganized four divisions as a result of shifting work from the US Treasury On-line Payment and Collection (IPAC) system and CFO reporting alignments. The reorganization required our IM Division to move 94 PC workstations and associated peripheral equipment. We also relocated telephone lines for all the employees who moved. Kevin Mack developed an extensive plan for the move that enabled the actual move to be accomplished in less than six hours. Also in connection with this reorganization, our facility management personnel constructed an additional supervisor cubicle in one office and coordinated the removal of seven cubicles in two separate offices.

d. Our IM Division is developing a database to track returned invoices. The Accounts Payable Division returns invoices to vendors that are incorrect and/or incomplete and needed a method of recording these invoices. The new returned invoice tracking system will be operational within 30 days and will provide enhanced capability to the Accounts Payable Division to track the status of invoices and be able to more readily answer customer inquiries.

e. The Accounting Quality Division processed CEFMS access requests for an additional 75 DoDIG auditors who are working on the USACE FY02 CFO Statement Audit. We used the new CEFMS Access Control Request Management System (ARMS) to request access as a means of testing ARMS. After the successful test, we will convert all of the UFC personnel to ARMS. Upon successful conversion and the training of our employees, we will discontinue the use of the present Access Control and Approval Tracking System (ARATS).

f. We have reviewed the UFC Integrated Manpower Document (IMD) in preparation for the next HQUSACE FAIR Act inventory. This IMD review was also necessary for the development of our FY03 manpower utilization plans due in November. As a result of the review, we eliminated 18 vacant positions, due primarily to efficiencies gained from CEFMS and other UFC business process changes.

g. On 28 October, the Resource Management Division participated in the periodic COBUG teleconference with CERM-B. On 30 October, we submitted the ED&M manpower utilization and GSA rent requested by CERM-B during the teleconference.

h. We are reviewing and updating our plans for operations should the Naval Support Activity (NSA), Mid-South implement Threat Condition Delta. Under this condition, access to NSA, Mid-South would be severely restricted and only employees with a specific identification decal would be allowed on base. We are updating our list of employees designated as essential under this condition and will issue applicable identification decals to those employees.

i. The initial UFC support cost bills were processed on 30 October for issue in early November. These were the first support cost bills based upon actual cost, rather than budgeted amounts. This procedure will help prevent the accumulation of any additional surplus in the UFC revolving fund facility account.

j. The Accounts Payable Division has begun processing Real Estate Lease payments under the new Recurring Obligation CEFMS Module. The volume of payments generated through this system has been minimal. However, based on communication with various districts, we expect the volume to significantly increase next month.

k. Our CFO/Civil Reports Division continues to work towards meeting the scheduled reporting dates for the FY 02 financial statements. Buyer-side intra-governmental transactions (payables and expenses) with DoD activities were provided to the DFAS centers on 25 October 2002.

l. Our staff has spent considerable time educating the DoD IG auditors on CEFMS functionalities, general ledger accounting and general Corps processes. The DoD IG teams visiting the UFC have been reviewing Funds Balance with Treasury, Unexpended Appropriations, Accounts Receivable, and Accounts Payable.