

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 13 JUNE 2003**

I. CEFMS:

a. We added a new role to CEFMS, "cc_cert_auth". When a new billing official is added to CEFMS tables, the user with cc_cert_auth role will receive a mail message to generate a certifying officer appointment letter for the newly designated approver. After the "letter" is electronically signed, the approver will receive an e-mail message instructing him how to acknowledge receipt of the appointment and accept the certifying officer responsibility. This new screen eliminates the need for sending hard copy appointment letters to the Finance Center. The new functionality also allows audits on these letters --- a view screen was created to display the letters to any user.

b. We continue to respond to numerous inquiries from DoD IG auditors involved in CFO audit of Corps financial statements. We participated in several teleconference briefings given by DoD IG regarding their preliminary findings associated with audits involving property, plant and equipment (PP&E), land and CIP. We assisted numerous field sites in responding to inquiries from DoD IG auditors involved in audits of PP&E. We are continuing to develop a standard procedure for providing a universe of subsidiary data to support each line item on the Corps consolidated balance sheet.

c. We continue to develop P2/CEFMS interface routines involving work items, purchase requests, obligations, costs/expenditures, organization codes and labor rates. We updated a CEFMS/P2 interface information paper to incorporate new specifications pertaining to labor rates. We tested the automated interface procedures involving purchase requests, decommitments, obligations and appropriation refunds and developed specifications to modify the asset process to no longer require appropriation data to be linked to asset work items. We provided a demonstration to the P2 team on 3 June 2003 on the P2/CEFMS purchase request interface routine and system changes made in CEFMS to accommodate P2 budget requirements. During the briefing, we simulated the interface routine that transmits budget data from P2 to CEFMS and presented a "live"

demonstration on a CEFMS test database of several types of purchase request processes. During the demonstration, both contractual and labor purchase requests were processed using data transmitted to CEFMS from P2. The P2 team approved the interface process and the system changes implemented to control P2 budget limitations.

d. At the request of CERM-F, we modified CEFMS to allow additions and betterments to revolving fund assets to be funded by the civil operations and maintenance appropriation for work done in connection with the Homeland Security Act. Prior to this change, PRIP funding was required for all capital work involving revolving fund assets.

e. We are making CEFMS software correction based on the DODIG audit of accounts receivable and Work In Progress. (WIP). We prepared scripts to move WIP general ledger amounts from the program number to the fund account to clear extraneous data from the general ledger records for all applicable CEFMS databases. We prepared scripts to move WIP general ledger amounts to the correct WIP general ledger account based on the type of debtor per customer order for all applicable databases. We provided DOD IG auditors test accounts receivable excel data files in preparation for the June 03 universe data call. This test assisted both our office and DODIG auditors in determining the correct type of data needed and requested for universe data calls.

f. We released a new screen to record a receiving report where a corresponding obligation is not recorded in CEFMS. The accounting entries will be recorded as an 'unfunded' payable in the General Ledgers and Cost Ledgers. This screen can also be used to record earnings on a contract when there is no funding and the contractor elects to proceed at their own risk under the Continuing Contracts Clause. No payments can be made using this screen and the entries must be reversed prior to an actual payment. We have also prepared specifications for a new report to alert Finance Officers of receivers who input receiving reports with no corresponding obligations. All of these actions were the result of DODIG recommendations during the accounts payable audit.

g. We have finished the first phase of a new query that will be run on all databases. The query will identify employees who have time and attendance transactions posted on more than one database (for the same work dates). This situation has been a problem in the past, and has caused some employees not to receive a paycheck. The situation may occur when an employee transfers from one Corps office to another, and neither site realizes the other is transmitting records. For example, if the losing site posts leave without pay for an employee while the receiving site posts legitimate time and attendance records for the same time, and both sites transmit records to DCPS, the leave without pay records may overwrite the legitimate time and attendance records and the employee would not receive a paycheck. We plan to automate the query, and add it to a nightly cron job. An email notification will then be sent to each site's customer service representative (CSR), as well as to the CEFMS payroll point of contact, and will identify the employee and work dates involved. The CSRs will be instructed to coordinate with each other, as well as with DCPS, to correct the problem.

h. We reworked the CEFMS screen used by the Finance Center, Millington TN to certify Bank of America Credit Card Statements. Corrections were made to the determination of payment method; i.e., Electronic Funds Transfer, Treasury Check, and a view for payment address information was added. Query fields that had previously been removed from the screen were added back to make querying related data easier.

i. We released the final piece of functionality for the Reoccurring Obligation module. Per request by the Real Estate community, the Reoccurring Obligation/Payments module was reengineered and the first phase of changes were released to CEFMS in Oct 2002. The module is now complete with the release of the screens required to process the deobligation of funds withheld from lessors over the life of the lease.

j. As requested by the Disbursing Division at the UFC, we enhanced the WinEFT program used to generate the Corps Electronic Funds Transfer files sent to the Federal Reserve daily -the enhancement allows multiple users to generate files simultaneously. With the continuing increase of payments made by EFT and the consolidation of all disbursing offices to the UFC, the file generation process

was too lengthy when run by only one user. Now, files can be created by multiple users resulting in a considerable decrease in time spent generating the files.

k. We modified CEFMS to add a field required by Resident Management System (RMS) users, which allows the program manager to select valid payment addresses in RMS. The modification eliminates the need to reselect payment address information in CEFMS.

l. On 6 June, we met with CECI representatives to discuss the DODIG audit of the CEFMS DOD Information Technology Security Certification and Accreditation Process (DITSCAP). DODIG auditors expressed concern with the lack of supporting documentation and the review process. We have since received a draft audit report that recommends that the CEFMS accreditation be immediately withdrawn and that an interim approval to operate be issued for six months until a new DITSCAP can be performed and recertified. We have awarded a task order to Intergraph Corporation to perform an initial assessment of the cost and time required for a DITSCAP review, test and documentation.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	726	703
Priority #1 Problem Reports	67	61

Received 231 new problem reports and completed 208 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	55	52
One	4	4
Two	0	2
Three	1	0
Four	1	2
Nine	0	1

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	250
HUNTSVILLE	22
USACE HQ	1
<u>DA INTERN</u>	<u>1</u>
TOTAL	274

DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH	YEAR TO DATE
	<u>Jun 01 - Jun 11</u>	<u>Oct 01 - Jun 11</u>
BY CHECK:		
Checks Issued	4,885	111,056
Percent of Total	12%	15%
Dollar Amount	\$52,075,067	1,031,988,774
BY EFT:		
Transfers Made	18,629	366,602
Percent of Total	88%	85%
Dollar Amount	\$381,721,237	\$7,464,096,972

IV. OTHER UFC ISSUES:

a. We have completed our annual physical inventory. All property has been accounted for including remote sites. Inventory percentages remain at 100% for CMR reporting with a total of 1,377 bar tags and a book value of \$ 2.2 M.

b. Our training on the new Integrated Army Travel System (IATS) WINDOW version presented by DFAS at the finance center was completed on 6 June 03. The Systems Acceptance Test (SAT) will begin on 9 June 03 when we switch to the new WINDOW IATS software. The finance center was selected as 1 of 5 DoD sites to test the new WINDOW IATS software in a live production environment. We will have representatives on site from DFAS; IATS contract programmers and CEFMS systems accountants and programmers to assist our staff and work software problems.

c. Ms. Dottie Arnold and Ms. Sharon Cave (CEFC) will attended the Department of Treasury Government Wide Accounting System (GWA) Accountability Code Conference with DFAS and Treasury Financial Management Staff on 17 June 2003. Major topic of discussion at the conference entailed the GWA modernization project on the elimination of the monthly submission of the Statement of Accountability and Statement of Transactions (1219/1220 report). Under GWA, outlays and receipts transactions will be passed daily to Treasury. Although the conference focused on the military appropriation reporting and DFAS reporting, UFC attendance provided an opportunity to receive important

information and discuss how the Corps will manage the upcoming changes for reporting USACE civil appropriations.

d. We are continuing with the CEEMIS phase I parallel testing. The CEEMIS Phase I conversion is upgrading CEEMIS to Oracle 8i (Graphical User Interface (GUI)) and SQL Forms 6.0. The phase I conversion will maintain compatibility with CEFMS, provide a window type environment and provide the ability to view or print all financial reports at the installation, Major Subordinate Command or the Corporate Level. In Phase II, we will incorporate the DFAS CFO Load Reconciliation System (CLRS) and the Defense Department Reporting System (DDRS). Incorporating the two DoD systems in CEEMIS will assist the UFC with meeting the new CFO mandated compress reporting dates. In Phase III, we plan to provide an analysis tool that had been planned with the Executive Reporting Information System (ERIS).

e. The Finance Center had it annual Corps Day picnic to celebrate the 228th anniversary of the Corps on 5 June. We had a beautiful sunny day with an outstanding turnout of finance center staff, family members and friends. The Disbursing Division was victorious winning the horseshoe and volleyball competition and the Accounts Payable Division took the tug-of-war.