

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 27 JUNE 2003**

**I. CEFMS:**

a. We developed a Standing Operating Procedure (SOP) for providing balance sheet subsidiary files to DoD IG auditors. We will use the SOP the first time at the end of the 3rd quarter FY 03 (30 Jun 2003) to provide subsidiary data to auditors for the plant, property and equipment, as well as the accounts payable and accounts receivable line items on the quarterly consolidated balance sheet.

b. We modified CEFMS to run two of the four major disbursing programs, Contracts and Credit Card, in a nightly "cron" job. This change saves labor hours required daily for several Finance Center employees. Prior to the CEFMS change, the employees were required to login in to all 60 supported Corps activities and manually execute these disbursing programs on each database.

c. Japan District experienced several IPAC problems this month. Duplicate bills were pulled into the disbursing (UFC) database. We have an ongoing problem with this for Foreign Currency Sites. When UFC is generating an IPAC File from the Finance Center Data Base and the Foreign Currency Site is down, the distributive updates do not take place and the records from last month get extracted again. This results because the user logged onto UFC database cannot connect to the subsidiary database to make the necessary updates. The duplicate data was deleted from UFC and the POJ database was corrected.

d. We completed testing for a new report for "Receiving Reports not Supported by Obligations". This report will be used to alert Finance Officers of receipts of "unfounded supplies/services". The Finance Officers should closely monitor these transactions because the transactions denote an unfunded liability for the government and could represent potential funding violations. We also prepared an information paper for CERM-F on the deployment of the new screen and report. The screen and report were developed as the result of a DOD IG audit finding and recommendation.

e. We modified CEFMS to include a new screen that permits authorized users to view cash award information. The screen displays the current status of purchase requests for awards or VSIP.

**II. PROBLEM REPORTS/IMBALANCES:**

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	729	726
Priority #1 Problem Reports	69	67

Received 232 new problem reports and completed 229 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	51	55
One	6	4
Three	0	1
Four	2	1
Seven	1	0
Eleven	1	0

**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 24</u>	<u>Oct 01 - Jun 24</u>
BY CHECK:		
Checks Issued	11,140	117,311
Percent of Total	13%	15%
Dollar Amount	\$98,814,569	1,078,728,277
BY EFT:		
Transfers Made	41,859	389,832
Percent of Total	87%	85%
Dollar Amount	\$891,133,754	\$7,973,509,489

**IV. OTHER UFC ISSUES:**

a. WinIATS was released to production on 9 June 2003. We are a participating site in the WinIATS Software Acceptance Test (SAT). The SAT is ongoing and scheduled for completion on 27 June 2003. Representatives from the Finance Center Finance and Systems Directorates, DFAS, and Professional Software Consortium have participated in the SAT and are assisting with the WinIATS conversion. Approximately 250 problem vouchers were identified that could not be extracted from CEFMS to IATS or would not load back from IATS to CEFMS. We are processing PCS vouchers received on 28 May 03 via WINIATS. The turn-around processing time for TDY vouchers is almost back to the pre-conversion turn-around time.

b. During 16-19 June 2003, we conducted additional Grammar and Punctuation training sessions for UFC employees. These two-day sessions are also scheduled for July and August. We plan to have all employees attend this excellent refresher training.

c. We are updating our Travel Approving Official Training that is located on the UFC public website. We are incorporating recommendations received from USACE activities.

d. We have completed the FY04 UFC operating budget. The total budget is comparable to FY03 and is used as a basis for estimating the amounts which will be billed to USACE activities for operating finance and accounting support. On 20 June 2003, we submitted these estimated FY04 support costs for inclusion in the Consolidated Command Guidance (CCG). The FY04 total estimated support costs are about two percent less than had been projected in last year's CCG.

e. On 24 June 2003, we submitted the FY04 Executive Direction and Management (ED&M) budget to CERM-B. Our submission included unfinanced requirements of about 10% for General Expense and Operations and Maintenance, Army.

f. The Naval Support Activity (NSA) Mid-South conducted a follow-up safety inspection of our building and facilities on 26 June 2003. The initial inspection was on 13 May 2003. We took corrective action on all findings from the initial inspection, and the follow-up inspection confirmed our corrections. Our quarterly fire drill was conducted on 13 June 2003, and the entire UFC workforce cleared the building in less time than the maximum allowed by fire safety standards. We also had our quarterly fire alarm and smoke alarm inspection on 20 June 2003 with no problems noted.

g. On 24 June 2003, we participated in a conference call with the HQUSACE Strategic Outsourcing program office. The conference call was used to discuss costing information requirements and availability to support strategic sourcing program A-76 studies. The main topic considered was the sources, which can be used for compiling cost data. The overall conclusion was that a comprehensive table of required cost elements would be developed and a follow-on conference call will be scheduled for the second week of July to identify sources, such as CEFMS, for obtaining the cost data.

h. At our request, the NSA Mid-South provided an industrial hygienist to review the air quality in our building. On 24 June 2003, the industrial hygienist toured our building, inspected four different work areas, and monitored the work areas for carbon dioxide levels, humidity, and temperature. In all cases the building environment was within acceptable ranges. An additional assessment will be performed by the NSA Mid-South safety office to ensure all components of our HVAC system are operating properly.

i. On 17 June 2003, we completed the second phase of the FY03 Joint Review Program. The Resource Management Division reviewed about \$90M in commitments, undelivered orders, payables, and customer orders. As a result of the review, we decommitted or deobligated only about \$114K.

j. Two UFC representatives attended the GWA Accountability Code Conference with DFAS and Treasury Financial Management Staff on 17 June 2003 at the Department of Treasury. A major topic of discussion at the conference was the GWA modernization project plan to eliminate the FMS 1219/1220 reporting, as it currently exists. Although the conference focused on military funding/appropriations and DFAS reporting, our representatives received pertinent information and were able to discuss how the Corps will manage the upcoming changes for the Civil appropriations. We plan to work closely with FMS and to be a pilot site when testing of the new process begins.