

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 08 AUGUST 2003**

**CEFMS:**

a. We are developing a new process to perform labor cost transfers for an entire charge code versus transfers by individual employees. A new form and a new role will be established for the transfer process. The new form will facilitate processing the large number of transactions for employees supporting the global war on terrorism. We are also testing a coding change to labor cost transfers. The change will eliminate rounding errors.

b. We are currently assisting the P2 team with systems integration tests being conducted at Ft. Worth. We established test CEFMS databases, issued test electronic signature cards and have a programmer on site to resolve any problems encountered with the CEFMS code for the interface programs. We are also performing final tests of interfaces and all forms changed in CEFMS.

c. We have provided the DoD IG auditors subsidiary ledgers for the construction-in-progress general ledger accounts. We have also responded to numerous inquiries from DoD IG auditors concerning plant, property and equipment accounts.

d. We have developed programming specifications to write off buildings and structure assets owned by civil appropriations when the cost is less than \$25K, except for multi-purpose power project and revolving fund assets. We will also provide a new subsidiary ledger file to the DoD IG for buildings and structures that meet the new capitalization threshold criteria.

e. We analyzed the new PRIP capitalization threshold policy issued by HQS USACE to determine system change requirements. We provided a list of system change requirements to CERM for review and approval.

f. We have evaluated a proposed recommendation by DoD IG that USACE expense construction costs involving cost share projects in cases where USACE will not have title to the asset being constructed upon completion. We provided CERM a list of system changes that would be required if USACE implements this recommendation.

g. We modified CEFMS to include an "effective date" field to be used when processing transactions affecting the property phase of an asset. The field will be used to record the actual date an event occurred; e.g., retirement, transfer, disposal. Prior to this modification, the effective date of the transaction was the date the transaction was recorded. However, using this date may have caused depreciation to be overstated in cases where depreciation should have ceased earlier. For example, if an asset retirement were processed months after the asset was actually retired, the depreciation would have been overstated.

h. We have completed modifications to queries to be used by DODIG Auditors in the audit of FY 2003 CFO Statements. Changes involved adding obligation and commitment transactions and subsidiary data on purchase requests, obligations and receipt vouchers. We submitted several output files to the audit team for their review and received email confirmation that the queries meets their specifications.

i. We have completed the Treasury-mandated changes for IPAC, which take effect 1 Oct 03. New fields added included FY Obligation ID, Sender and Receiver Business Event Type Code, Sender and Receiver DUNS Number, Sender/Receiver Standard General Ledger Flag, and Federal/Non-Federal Flag. We generated several test files and are reviewing the data for correct format and spacing of the file.

j. We are testing the FY 03 year-end closeout programs. Numerous changes have been made to the closing programs and procedures since FY 02. We also released a change that reduced the runtime from 54 minutes to 17 minutes on the test database for a required reconciliation program. This program is executed numerous times during the year-end closing process; therefore, this change will help reduce the runtime for the FY 03 closeout. We are taking actions to reduce runtimes for more reconciliation programs.

**II. PROBLEM REPORTS/IMBALANCES:**

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	864	785
Priority #1 Problem Reports	97	91

Received 297 new problem reports and completed 218 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	46	51
One	6	7
Two	3	1
Three	2	1
Four	1	1
Six	1	0
Eleven	1	0
Twenty	1	0

**III. ACCOUNTING OPERATIONS:**

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	249
HUNTSVILLE	22
USACE HQ	1
<u>DA INTERN</u>	<u>1</u>
TOTAL	273

DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH	YEAR TO DATE
	<u>Aug 01 - Aug 11</u>	<u>Oct 01 - Aug 11</u>
BY CHECK:		
Checks Issued	5,204	138,897
Percent of Total	13%	14%
Dollar Amount	\$35,806,471	\$1,239,244,331
BY EFT:		
Transfers Made	18,395	465,284
Percent of Total	87%	86%
Dollar Amount	\$411,103,806	\$9,597,182,604

**IV. OTHER UFC ISSUES:**

a. On 30 July 2003, we e-mailed the finance and accounting fiscal year-end 2003 closeout plan of operations to all USACE resource managers and finance and accounting officers. The memorandum with enclosures provides detail instructions and guidance on the 2003 closeout plan of operation. Preparation of the CEFMS database and following the guidance and instructions will help to ensure that USACE supported activities and the finance center have a smooth and timely fiscal year-end closing.

b. We participated in the strategic sourcing VTC held by HQUSACE on 31 July. The program manager for strategic sourcing provided answers to many questions regarding this initiative. Two representatives from the Finance Center will attend a training session conducted by HQUSACE 19-21 August, which will provide an orientation for the newly revised A-76 process.

c. On 4 August we submitted the monthly manpower utilization report for July. The net of over and under utilization places the Finance Center in the green rating to date for FY 03.

d. We have started planning for the fiscal year end closeout of the Finance Center CEFMS database. Resource Management Division has developed a closeout calendar of tasks to be accomplished and the related dates. We will meet with all timekeepers near year-end to ensure time and attendance is processed properly.

e. The newly assigned Naval Support Activity-Mid South Base Commander, Navy Captain Helen Dunn visited the Finance Center for a tour of the facility and a briefing on the UFC mission. Captain Dunn assured me that her mission was to ensure exceptional support to all base tenants. Captain Dunn also discussed base security and other upcoming base changes.

f. Ellen Gibson and Susan Davis, CEFC-AO, will represent USACE at the 25-29 August DoD CFO workshop in Washington, DC. The annual DoD CFO workshop provides an opportunity for representatives from the DoD services to discuss new Treasury updates to the form and content of the CFO statements and footnotes, elimination entries for trading partners between the DoD services and improvements needed or new changes in the Department of Defense Reporting System (DDRS) for CFO reporting.

g. Mr. Lee Autry, CEFC-FD, disbursing officer for the finance center had a very beneficial visit to the Japan and Korea Districts 28 Jul-7 Aug. The on-site visit offered the opportunity to discuss various OCONUS issues face-to-face. Some of those issues will be worked at the finance center by various divisions. Mr. Autry also had meeting with DFAS Japan to discuss support they are currently providing Japan District but would prefer transferring that support to the UFC. He also had meeting with both JP Morgan Chase Tokyo and the Cho Hung Bank in Seoul, Korea who we have our foreign currency accounts with. DFAS recently moved their foreign currency operation in Japan from JP Morgan Chase to Bank America as a result of increase charges. The UFC will remain with JP Morgan Chase Tokyo since their charges to the UFC will be less than Bank America. While in Korea District, he also performed an on-site post audit of commercial and collections vouchers.

