

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 19 SEPTEMBER 2003**

I. CEFMS:

A. We modified the credit card screens to enhance the ability of users to manage the accrual and reversal process. Users with accrual authority are now able to accrue and reverse credit card transactions and accrue partial amounts for credit cards. And, we added an email notification to the user who entered an accrual when a different user processes a reversal.

B. The mass labor cost transfer functionality has been used by USACE activities to transfer 112,000 hours for about \$6M. The new function facilitates processing the large number of transactions for employees supporting the global war on terrorism.

C. We provided, to DoD IG auditors, a CIP subsidiary ledger file containing three new data elements: (1) COEMIS indicator to show CIP projects that began in COEMIS; (2) Federal/Non-Federal Code to show whether cost shared CIP projects are 100 per cent federal; and (3) Multi-Purpose Power indicator to show whether the CIP is associated with a multi-purpose power project.

D. To assist USACE activities support the book cost of an asset, we developed a sample package of supporting documentation obtained electronically from within a CEFMS database. We provide the sample package to CERM-F to determine if the sample package with supporting documentation would satisfy the DoDIG documentation audit requirements.

E. We developed specifications for modifying CEFMS to allow Department of Homeland Security (DHS) funds to be used for additions and betterments to revolving fund assets. The specifications included the ability to account for depreciation on additions and betterments funded by DHS as unfunded cost and to not include those costs when depreciation is transferred from USACE activities to HQUSACE at the end of each quarter.

F. We established a new revolving fund account (RF6017) for use as a consolidated overhead account. The new account is to be used as a test at the San Francisco District. At San Francisco, all departmental and general and administrative overhead accounts have been consolidated into one account with one overhead rate.

G. Mr. John Hughes, CEFC-S, attended the Systems Workshop on Intra-governmental Transaction System (IGTS) at DFAS Arlington the week of 08 Sep 2003. Mr. Hughes attended the meeting to determine the CEFMS software changes that will be required to interface with the IGTS. For more details, see item IV paragraph B below.

H. We implemented mandatory split disbursement changes in the CEFMS travel module. The travel voucher form was modified to notify the traveler that split disbursement is required if the traveler is military and has a government travel credit card. The travel voucher reviewer approval form was also changed to remind the reviewer that he must verify that split disbursement is being used when appropriate.

I. We are continuing to test year-end procedures and implement changes. We have tested all 61 databases and are working with the activities to correct all identified problems. Many of the implemented changes will improve run times but the time saved will be consumed by the new requirements added to the year-end process. Many of these changes are related to producing data files for subsidiary records required by DODIG auditors. The total impact of the auditor requests on this office and the rest of USACE continue to be substantial. We have also placed the 2003 version of the year-end manual on the documentation web site.

J. We have redesigned the miscellaneous disbursing form and the miscellaneous disbursing program. We enhanced the form to allow all types of miscellaneous disbursements to be scheduled for the next disbursing day. All general ledger and cost updates were moved to the miscellaneous disbursing program. Payments can also now be paid as Electronic Funds Transfer (EFT) on many types that previously defaulted to Treasury Check. Many other edits were added to prevent problems related to data entered in error, incorrect balances or incorrect disburse amounts.

K. We are continuing to reconcile accounts payable transactions related to the universe provided to DoDIG auditors. All Civil Works open unpaid amounts to public vendors and government agencies for all USACE activities were provided to the auditors, along with trial balance amounts from the CFO Statements. Any differences have been identified and the appropriate actions are being taken. We will make changes to the existing reconciliation programs to add those conditions that were not being reconciled. Most of those instances related to in-house payables in the revolving fund appropriation.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	840	861
Priority #1 Problems	103	89

Received 310 new problem reports and completed 331 problem reports.

B. Database Imbalances on our 61 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	52	48
One	6	4
Two	2	4
Three	1	2
Four	0	1
Five	0	1
Sixty-three	0	1

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	248
HUNTSVILLE	22
USACE HQ	1
<u>DA INTERN</u>	<u>4</u>
TOTAL	275

B. DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>Sep 01 - Sep 16</u>	YEAR TO DATE <u>Oct 01 - Sep 16</u>
BY CHECK:		
Checks Issued	7,990	155,537
Percent of Total	12%	14%
Dollar Amount	\$88,041,574	\$1,408,740,331
BY EFT:		
Transfers Made	30,718	526,686
Percent of Total	88%	86%
Dollar Amount	\$855,759,062	\$11,217,319,393

IV. OTHER UFC ISSUES:

A. Beginning in September 03, the finance center will begin entering PBAS civil works undistributed appropriation balances in the finance center CEFMS database to correct a DoDIG audit recommendation in the Funds Balance With Treasury audit report. Previously, the undistributed balance were recorded and accounted for in the Corps of Engineers Enterprise Management Information System (CEEMIS).

B. Ms. Cyndy Blevins, Deputy Director for Accounting, attended and presented an "As-Is Elimination Overview" at the Intragovernmental Transaction Portal (IGTP)/Intragovernmental Transaction System (IGTS) Requirement Workgroup meeting held at DFAS Arlington the week of 08 Sep 2003. IGTP is part of 24 initiatives under the e-Government goal of the President's Management Agenda. The IGTP and IGTS are electronic portals that will be responsible for handling financial transactions for federal agencies that acquire goods and services from other federal agencies. These systems are designed to fully support OMB's new business rules for intragovernmental transactions. At the conclusion of the Corps's presentation Sue Zaretki, DoD project manager for IGTS, requested CEFMS to be 1 of the 4 financial systems involved in the pilot test of the IGTP/IGTS initiative. The pilot is scheduled to commence January 1, 2004. Attendees at the meeting included DFAS-HQ, OSD, OMB and DLA.

C. DFAS and KPMG representatives visited the UFC on 16-17 September 03 to introduce the Department of Defense Reporting System (DDRS) Budgetary Module. During the visit, it was determined that the new Budgetary Module would replace and accomplish what the DFAS Collection Load Report System (CLRS)

was accomplishing. We provided the visiting representatives with the CEFMS General Ledger Chart of Accounts and Attributes for coding the new DDRS Budgetary Module. The implementation of this module and its capability is tentatively scheduled for February 04 and will eliminate the need for the UFC to convert CLRS software to execute in CEEMIS.

D. The United Way of the Mid-South Day of Caring was held on Thursday, 11 September 2003. The USACE Finance Center has supported this worthy cause for several years. This year, eleven volunteers from the Finance Center had the privilege to work with the YWCA of Greater Memphis at a shelter for abused women. The employees organized closets, cleaned and organized the basement, cleaned the grounds by raking leaves and weeding flowerbeds, and assisted in the moving of heavy furniture. As always, the volunteers reported that this event makes one appreciate the many things that are normally taken for granted.

E. We have updated the Travel Approving Official training which is available on the UFC website. This update incorporated the new guidance on the use of split disbursements in the reimbursement of temporary duty travel. The split disbursement is now mandatory for military members and is available for civilians but must first be negotiated with local bargaining units where applicable.

F. On 17 September we held a drill for the use of our automated electronic defibrillator (AED). These drills are held about every four months with the assistance of the Naval Support Activity Mid-South Safety Office. Different scenarios are employed to test the readiness of our eight-member emergency response team and reinforce/apply the techniques taught in their CPR and AED training sessions.

G. We have prepared the work orders for FY04 site license funding approved for CEFMS and CEEMIS. The work orders were prepared in the amounts determined through the AIS funding process and will be forwarded to HQUSACE for approval by CERM and CECI. These amounts will be the basis for funding the operation and maintenance of CEFMS and CEEMIS and the PRIP payback for CEFMS in FY04.

H. The USACE Finance Center submitted their year-end Federal Equal Employment Opportunity Statistical Report Of Discrimination Complaints to Memphis District on 17 September 2003. Memphis District and USACE Finance Center were the first of seven agencies to submit the reports---the reports had a suspense date of 22 September 2003.