

**USACE Finance Center  
BIWEEKLY REPORT  
PERIOD ENDING 3 OCTOBER 2003**

**I. CEFMS:**

A. We modified the Receiving Reports with no Obligations screen to allow receiving reports to be inserted when there have been previous payments on the contract. We also made changes to the Receiving Reports not Supported by Obligations report to include an e-mail routed to the District/Division Resource Manager. However, due to inconsistencies in the description of the Finance Officer in the employee position table, we have had problems identifying the Finance Officer at all USACE activities.

B. We completed a data call for DFAS, Arlington, on the 90 CEFMS data elements that will be mapped to the DOD Intergovernmental Transaction System (IGTS). The first phase will be to transmit government orders and government order billings for rents and Information Technology Services. We attended the monthly IGTS meeting via conference call. Topics included use of DODAACs, business rules, edit validations on orders and bills, and data elements.

C. We have awarded a contract to Intergraph Corporation to perform the CEFMS DITSCAP review and documentation. We received funding for the Unfunded Requirements request for our DITSCAP contract. The military portion of the funding was available on 30 September, and we were able to obligate the funds. Upon receipt of our FY04 funding, we will be able to fully fund the contract. The estimated completion is September 2004.

D. All of our functional systems accountants have been fully engaged in resolving various USACE activities' problems in preparation for year-end closeout. As of 1400 on 01 October, only 4 sites had not completed the year-end closeout and many activities were already entering transactions for FY04.

**II. PROBLEM REPORTS/IMBALANCES:**

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	839	840
Priority #1 Problems	105	103

Received 462 new problem reports and completed 463 problem reports.

B. Database Imbalances on our 61 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	61	52
One	0	6
Two	0	2
Three	0	1

**III. ACCOUNTING OPERATIONS:**

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	247
HUNTSVILLE	22
USACE HQ	1
<u>DA INTERN</u>	<u>4</u>
TOTAL	274

B. DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH	YEAR TO DATE
	<u>Sep 01 - Sep 30</u>	<u>Oct 01 - Sep 30</u>
BY CHECK:		
Checks Issued	16,830	164,377
Percent of Total	15%	15%
Dollar Amount	\$182,673,324	\$1,503,371,082
BY EFT:		
Transfers Made	59,015	554,983
Percent of Total	85%	85%
Dollar Amount	\$1,600,820,525	\$11,962,380,855

IV. OTHER UFC ISSUES:

A. Another successful UFC and USACE Activity team effort with CEFMS year-end close out. Our finance center closing team (CEFC-A and CEFC-S) did a terrific job but our counterparts in each USACE activity also did a terrific job making sure all showstoppers were corrected making it a successful USACE team effort. All CEFMS database were successfully closed by 1600 hrs on 1 October other than the finance center database. This beats the previous year-end closeout by 2 hours. The finance center successfully completed the CEFMS year-end closeout at 1900 hrs on 1 October. We have been successful in improving our processes and closing time every year since CEFMS was deployed. The finance center was last because we were correcting a DoDIG CFO recommendation by actually having undistributed civil appropriations funds loaded in CEFMS. Previously, we had carried the civil works undistributed appropriations in CEEMIS but we made a decision in early September to correct the audit finding and carry the undistributed in the finance center CEFMS database. PBAS was down until 1600 1 October, which delayed the finance center loading the final undistributed appropriation balances and executing the year-end CEFMS closeout.

B. We prepared a memorandum to notify all USACE activities of an OSD requirement to write-off aged accounts receivables older than 2 years. The memo was signed by the USACE Director, Resource Management and transmitted to all RMs and FAOs on 9 October 2003. Aged Intragovernmental and public delinquent receivables older than 2 years old must be written off by 31 December 2003. USACE has 180 military appropriation receivables

at 17 activities of \$1.4M, and 739 civil appropriation receivables at 48 activities of \$32M.

C. We requested OSD to establish unique civil and military Dun & Bradstreet Universal Numbering System (DUNS) numbers for each USACE activity. OMB's new business rules require the use of a DUNS number for the purchase of goods and services from other federal agencies. OMB requires each DUNS be registered in the Central Contractor Registration (CCR) database. OMB established the DUNS numbers using DoD Activity Address Codes (DoDAAC) as the DUNS number for all DoD agencies. However, each DUNS number is linked to one disbursing station symbol number (DSSN) within the CCR database. USACE controls and accounts for civil appropriations and military appropriations within the same DoDAAC. Therefore, we asked OSD to establish "D96" plus the DoDAAC for our DSSN 8736 for civil appropriations; and "DoD" plus the DoDAAC for our DSSN 8735 for military appropriations.

D. We received access, security cards and instructions for transferring civil works appropriation delinquent public accounts receivables to the Department of Treasury Offset Program (TOP) system. We will pass USACE delinquent public accounts receivables directly to Treasury because DFAS does not have a means to pass any civil appropriation collections back to the finance center. We experienced some initial start-up problems involving coding, but we resolved the problems with Treasury and transferred the required civil appropriation delinquent accounts receivables to TOPS. Additional files are being prepared and reviewed for transfer of other eligible delinquent accounts receivables next month.

E. On 1 October 2003, Pamela Kildow (CEFC-F) prepared and presented invoice certification refresher training to all invoice certifiers in the Accounts Payable Division. The training reinforced the requirement for payment certifiers to review and compare the invoice address, cage code, tax identification and other critical codes for accuracy and completeness prior to certification of vendor invoices for payment. Ms. Kildow provided additional areas within CEFMS where accountants and accounting technicians could validate the above information against hardcopy invoices during their review. As a result of this training, several new procedures and controls were implemented at the finance center.

F. On 16 September 2003, DFAS and KPMG representatives met with our CFO Division staff. The division staff gathered necessary information for the deployment of the Defense Departmental Reporting System (DDRS) budgetary module for the USACE. The UFC currently uses a manual process and manually inputs the quarterly Federal Agency Centralized Trial-balance System (FACTS) II budgetary data into the Department of Treasury system. With the implementation of this budgetary module, the data will flow directly from CEEMIS into DDRS, which will create the FACTS II data for submission to Treasury. We plan to implement the Budgetary Module in December 2003.

G. On 24 September we submitted the final manpower utilization reports for FY03. Utilization of civil manpower exceeded our plan by 1.6 percent while military manpower utilization was 2.3 percent less than planned. The net variance from utilization plans should result in a green rating on the final FY03 CMR.

H. On 30 September we issued guidance to all USACE activities on the change in procedures for funding and billing UFC support costs and certain centralized activities in FY04. The major change is that government orders must be electronically transmitted to and accepted on the UFC CEFMS database. In the past the government orders were obligated manually on the issuing site's database rather than transmitted to the UFC.

I. The Naval Support Activity (NSA) Mid-South asked all tenant activities to provide a current list of essential personnel that will report to work under Threat Condition Delta (a heightened alert status). We have validated our list of essential personnel, which contains 13 individuals. There is a high probability that NSA Mid-South will conduct an exercise in the next two months to test procedures for operating under Threat Condition Delta.

J. We have begun preparations for the local Combined Federal Campaign (CFC) for 2003. The UFC goal for this year is \$25,760. The UFC has an outstanding CFC record; e.g., in 2002 we ranked third in total giving among all military activities in the Mid-South area. Our campaign will run for a two-week period following the next Town Hall meeting in late October.