

USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 23 JANUARY 2004

I. CEFMS:

A. On 13-14 January 2004, I met with the Deputy Director of Accounting, the CFO Division Chief, and the Deputy Director of Financial Systems in Huntsville, AL. to evaluate the compliancy of CEFMS to CFO requirements and to develop a corrective action plan as required by the DoDIG audit of Financial Management System Accounting Processes (Report No. D-2004-023). We explored solutions to improve elimination entries and to reduce adjusting errors. We reviewed and prioritized all open CEFMS CFO problem reports and in the process, closed one problem report and added one new problem report. We also developed our plan to analyze, test and reprogram the revolving fund transactions (Accounting Phase Codes) in CEFMS to ensure U.S. Standard General Ledger compliance. The recommendations for resolving issues reported in the above audit report will be documented in a corrective action plan, monitored and made available for DoDIG review.

B. We modified the disbursing programs that write check register information back to USACE activities to include the disbursing officer's signature and date. This information was not being provided and caused many questions from the activities that did not have access to the disbursing database where that signature and date were stored.

C. We modified Local Travel Voucher process in CEFMS to verify that the reviewer has the TRV_Cert and the TV_Review roles when the reviewer approves a local travel voucher. The TRV_Cert is the new role used for regular travel certification in lieu of PRAC_CERT since the travel voucher approver is certifying funds. The Local Travel Voucher process was also modified to send email to the traveler and reviewer when a local travel voucher is marked as invalid for certification by the Finance Center. This change will negate the need for Travel Division personnel to contact the traveler to advise him that a local voucher has been denied.

D. We modified Travel order - Cost Screen to insert a record for travel cost code 4 (GTR) when the mode of transportation is 'TP'. Users often forget to create a line in the reimbursable expenses for the GTR cost. The problem is not realized until the airfare billing is processed and Logistics personnel determine that there is no commitment for a specific ticket/travel order. This change creates a line on the reimbursable expense screen with the code '4' and prompts the user to enter an amount.

E. We modified the Travel Itinerary Create/Update routine so that when an itinerary is changed on a voucher where the traveler has already approved/certified the voucher, the traveler certifications will be removed. After changing the itinerary, the user will be reminded that 'voucher must be re-approved'. The reviewer received electronic signature errors if the traveler modified any part of his voucher after he had approved the voucher.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	841	846
Priority #1 Problems	81	95

Received 124 new problem reports and completed 129 problem reports.

B. Database Imbalances on our 61 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	56	57
One	2	1
Two	1	0
Three	0	1
Four	0	1
Eight	1	0
Ten	0	1
Thirty	1	0

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	242
HUNTSVILLE	23
USACE HQ	1
DA INTERN	4
TOTAL	270

B. DISBURSING WORKLOAD DATA:

<u>PAYMENT</u>	<u>CURRENT MONTH</u> <u>Jan 01 - 20</u>	<u>YEAR TO DATE</u> <u>Oct 01 - Jan 20</u>
BY CHECK:		
Checks Issued	7,348	44,633
Percent of Total	12%	13%
Dollar Amount	\$57,250,685	\$374,723,981
BY EFT:		
Transfers Made	25,005	163,602
Percent of Total	88%	87%
Dollar Amount	\$1,045,634,315	\$5,084,744,975

IV. OTHER UFC ISSUES:

A. The Department of Defense Finance and Accounting Service (DFAS) has accelerated monthly reporting dates—reports are now due on the fourth workday. Our Accounting and Finance Directorate personnel are identifying improvements in our processes to ensure we meet the accelerated reporting dates. The accelerated reporting requirement begins 1 February 2004.

B. We are compiling the first quarter FY04 Civil Works CFO statements. The preliminary statements are due 23 January 2004 and the final submission is due 27 January 2004. The second quarter submission will implement the new accelerated reporting dates for the CFO statements and footnotes. The DoDIG audit team is scheduled to visit the UFC in February to audit the 1st quarter FY04 CFO compilation process and evaluate supporting documentation of adjusting entries.

C. Eight of the fourteen UFC employees pursuing a Masters in Public Administration from the University of Memphis began their last semester and are scheduled to graduate 1 May 2004. The remaining six employees are scheduled to graduate this summer.

D. As of 20 Jan 04, we printed and mailed the majority of the 2,029 PCS W2s for calendar year 2003. The remaining W2s are being researched for address discrepancies and will be mailed before the 2 Feb 04 mailing deadline established by the IRS.

E. We received the first wire transfer from the Coalition Provisional Authority (CPA) for \$4.8M in payment of a TAC reimbursable billing for restoring electricity in Iraq.

F. Based on an OSD Letter, subject: Closeout of Aged Accounts Receivable, dated 20 Jun 03, we helped the USACE activities write off \$6.8 million in delinquent Accounts Receivable. The write-offs for civil funds included \$1.6 million public and \$5.0 million intra-governmental for a total of \$6.6 million. The military fund write-off included \$8K public and \$259K intra-governmental for a total of \$267K. Most all of the write-offs were accomplished by the 31 Dec 03 cutoff date. Our Accounts Receivable/Debt Management Division is working with the remaining 3 activities to complete their required write offs. The UFC will process IRS Form 1099C's for all accounts receivables write-offs with the public.

G. We are working with the Defense Automated Printing Service (DAPS) to research and make payments on approximately 449 old DAPS bills that total \$907K owed by various USACE activities. The bills are spread throughout 6 years, with the oldest bills dated 1997. DAPS is providing funding documents to assist in our research and processing of the bills for payment.

H. A UFC PMBP Team is currently working with GSA and DFAS Charleston to ensure Corps payment of outstanding GSA billings of approximately \$7 million. UFC has agreed to allow GSA to test pulling their IT Solutions payments via the IPAC Treasury System. At the completion of a successful trial period, we anticipate allowing GSA to continue processing transactions using IPAC. This will result in immediate payment by USACE for the IT Solution bills and reduce the outstanding USACE payables to GSA.

I. UFC Finance personnel are currently in the process of printing IRS Form 1099-MISC, Form 1099S and Form 1099C for calendar year 2003 tax reporting. We plan to have all the forms printed and mailed to recipients by the IRS deadline of 2 Feb 04.

J. We conducted basic and intermediate SQL training sessions at HQUSACE 12-16 January and at the Alaska District 20-23 January. This onsite training was specifically requested by these two activities and is in addition to the six SQL training sessions, which we will present at the Finance Center during FY04.

K. We have completed the analysis of the Finance Center's leave liability for the 2003 leave year. Our leave liability is funded at 115% as of the end of the leave year and within the tolerance required by HQUSACE policy.

L. During the first quarter of FY04, we processed about 65,000 documents into our document imaging system and over 24,000 incoming packages and envelopes in our mailroom. We also logged about 21,000 incoming checks into our checks received for deposit database. Our information management staff responded to 460 UFC help desk requests covering all types of PC and user support, telephone problems, employee moves, and support for training and special events.