

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 7 FEBRUARY 2004**

I. CEFMS:

A. We are developing a planning schedule to convert USACE asset disposal general ledgers accounts 1990.9% recommended by an Army Audit Agency report to the OSD approved general ledgers account 1890. The change will help reduce journal voucher entries required when creating the Consolidated Chief Financial Officers Statements in the Department of Defense Reporting System. This is part of the UFC plan for reducing journal vouchers as a result of critical audit reviews by the DoDIG.

B. The revenue generating agreement (RGA) program has been modified in two ways: (1) we eliminated sending e-mails to employees with RGA roles who are in a Leave Without Pay status. The e-mail messages were filling e-mail addresses and creating error messages; and (2) we added an edit to prevent partial creation of a bill, when no matching general ledger correlations are found. The rejected RGA is also listed in the edit report that is emailed to users. This change was required because of data entered in REMIS, bypassing the CEFMS screen edits.

C. We have resolved a long-standing communication problem between the Central Processing Center (CPC) and the Central Accounting and Reporting (STAR System). The STAR System allows Treasury to pass USACE data files via a secure transfer. The Master Agency Location Code File from Treasury had not been transmitted since July 2003 due to the USACE network's increased security. We are now receiving daily files.

D. We tested the database linkage between the UFC Disbursing database and the new Gulf Regional Division (GRD) database. The tests identified missing data manager disbursing information. We are working with GRD/TAC to update the GRD database with the required information.

E. We reviewed the new formats for Euro EFT Payments, as provided by Bank of America. The Bank enhanced the file that is used to pay vendors in Euros. Bank of America now requires the file to identify which payments are going to German Banks and which payments are going to banks outside Germany. We will add the country code to the check register and reconfigure the current EFT file to comply with the new requirements.

F. We created a new screen called Post-Settlement Travel Itinerary Create/Update that allows the return date for a travel itinerary leg to be extended. This screen will be used when a traveler has filed a partial voucher but needs to extend the TDY trip more than 7 days. Currently, a traveler can file a voucher for days that are past the approved TDY return date, but only if the extended time does not exceed the original approved travel time by more than 7 days. This new functionality will allow the return date to be extended but not modified to be later than the last approved return date.

G. We added a function in the Employee Maintenance Screen so that basic data for an employee may be transferred from one USACE database to another. This process is to be used for employees being temporarily transferred (most often supporting missions for Iraq and Afghanistan) who will not be issued a new user identification on the gaining database, needs to retain access to his home database, and needs to retain work item assignments. These transferred employees will retain their active status, but their employee type will be changed from 'G' (government employee) to 'O' (other government employee) in their Employee Maintenance record. A new field titled "Assigned FOA" will identify the gaining database. An email will be system-generated and sent to the gaining sites Customer Service Representative (CSR) alerting them that the new employee's record has been transferred. These changes also assure that an active employee is not classified as 'G' on two different databases, which was identified as a security violation by auditors.

H. We revised the formula for computing overtime pay for employees exempt from the Fair Labor Standards Act, and whose rate of basic pay is more than the rate for a GS-10, step 1. This revision ensures that these employees labor will be costed in CEFMS as the correct overtime rate. This change was done in accordance with Section 1121 of the National Defense Authorization Act for FY 2004 (Public Law 108-136), which amended Section 5542(a)(2) of title 5, United States Code.

I. We assisted Korea District in processing Republic of Korea (ROK) funds within CEFMS. This effort was initiated to back out ROK funds that were temporarily collected in US dollars before yearend and then to immediately collect back as foreign currency (Korean Wons) using the new ROK fund process implemented in December 2003. All funds received from the ROK in foreign currency are now properly accounted for in the Korea District database; i.e., specifically for collecting and

accepting as reimbursable orders with an advance. These funds are now system ready for creating purchase requests in CEFMS.

J. We made program changes in support of Iraqi Freedom Support system users to process revolving fund reimbursable orders that are specifically accepted within the specific source program year 2004. The modification allows CEFMS users to process revolving fund foreign currency purchase requests and determines the appropriate foreign currency budget rate.

K. We improved the Status of Funds by Command Indicator Fund report. Prior to the CEFMS change, the funds authorized amount was not populating the report for reimbursable funds. As a result, users of the report could not obtain an accurate funds balance for the Leased Government Housing program and the Standards and Criteria program. After the change, we generated reports for October 2003 through January 2004 so report tables would have complete and accurate data for users.

L. We have initiated CEFMS changes for purchase requests whereby the Information Technology Investment Portfolio System (ITIPS) number would be validated to the USACE central database of all approved ITIPS numbers. This would prevent the input of invalid numbers and allow ITIPS costs to be accurately monitored.

M. We revised the Depreciation Verification Report to include a remarks section. If users determine the variance identified on the report will not be corrected due to addition and betterments, changes in service life, etc, they can flag that asset and the justification will be readily available for audit purposes.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	864	841
Priority #1 Problems	83	81

Received 197 new problem reports and completed 174 problem reports.

B. Database Imbalances on our 61 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	58	56
One	0	2
Two	0	1
Three	2	0
Eight	0	1
Twenty-seven	1	0
Thirty	0	1

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>Feb 01 - 03</u>	<u>YEAR TO DATE</u> <u>Oct 01 - Feb 03</u>
BY CHECK:		
Checks Issued	1,274	51,006
Percent of Total	14%	13%
Dollar Amount	\$7,963,326	
\$441,456,963		

BY EFT:		
Transfers Made	4,755	182,943
Percent of Total	86%	87%
Dollar Amount	\$103,517,944	\$5,713,138,817

IV. OTHER UFC ISSUES:

A. 27-29 January, we had representatives from each RBC, Center, FOA and Laboratory at the finance center to for the USACE 2012 global data mart initiative. We had an outstanding meeting with Dave Lichy, CEIWR, briefing the group on data mart technology and demonstrating the OMBIL data mart, which uses Oracle Express, Mr. Jim Hall, CESPCK-RM, briefing and demonstrating his Microsoft Access initiative and Mr. Wally Pratt, CEERDC-RM, briefing the ERDC warehouse initiative, which uses Oracle Discover. Each RBC presented a briefing on their leadership's financial requirements for decision analysis of the key business functions under regionalization. There were some excellent briefings, which broadened our collective understanding of requirements and enabled us to identify specific data elements that will be necessary for regional management. From the briefings, we determined a need for the following 4 specific areas of data or "cubes" in data mart technology:

Operating Budget
 Manpower
 Revolving Fund
 Cost of Doing Business

On 3 February, I requested that each RBC review the data mart Enterprise Resource Information System (ERIS) developed by Bill Holtzman several years ago and determine if the ERIS cubes would be helpful as management tools and if they should be retained and to also scrub the information we determined were needed in the data mart cubes above. I plan to have a VTC in approximately two weeks for final input by the RBC.

B. Our CFO Division completed compilation of first quarter FY 04 Civil Works CFO financial statements and footnotes. We are responding to questions from HQS USACE, DFAS Arlington, and the OSD Comptroller about the statements and the explanations of 10% variances in the footnotes for the comparative statements. DoD IG auditors are scheduled to visit the UFC 9-13 February to

review our statement compilation process and review journal vouchers processed for the first quarter statements.

C. We successfully met the accelerated reporting requirement for the Integrated Command Accounting and Reporting (ICAR) reports that are now due on 4th calendar day; and the Data Element Management Accounting Reports (DELMAR) that are due on the 1st workday. We accomplished this accelerated reporting with no overtime on the first calendar day of the month, which was Sunday. DFAS was extremely pleased and impressed with the USACE ability to meet the new accelerated report submission dates. In addition, we only had 59 errors in the DFAS Electronic Error Correction and Transaction Analysis (ELECTRA) system. Again, DFAS was very pleased with the lowest USACE error rate to date. Of the 59 errors, 37 were caused by DFAS not having valid AMSCOs loaded in their edit tables.

D. We initiated the required annual computer security training for all UFC employees accessing computer systems. We are using web-based training developed by the Fort Gordon School of Information Technology. All UFC employees log on to the Computer Security Training located on the UFC intranet and must complete the training NLT 20 February 2004. A roster is created and updated as each employee logs on and completes the training. We have also included the annual Subversion and Espionage Directed Against the US Army (SAEDA) briefing on this same website location.

E. We began the annual physical inventory of all property book items in January. All property has been scanned at the Millington location, and we plan to begin scanning at remote sites during February. The majority of the property book items are located in Millington. After the physical inventory is completed, we will reconcile the property book records in the Automated Personal Property Management System (APPMS) with the capitalized property recorded in our CEFMS database.

F. AR 25-2, Information Assurance, dated 14 Nov 03, replaced AR 380-19, Information Systems Security. This resulted in changes to the position designation and the criteria for classifying certain information technology (IT) positions based on the degree of access to and processing on IT systems. The UFC security manager will request the appropriate background investigation in accordance with AR25-2.

G. The Travel Division is processing Permanent Change of Station (PCS) vouchers received 2 Feb 04. We have eliminated

the backlog of PCS vouchers and are now processing the vouchers for payment within 3-4 days.

H. We are reorganizing the Disbursing Division effective as of 8 Feb 04. The Division will be reorganized to two branches instead of three. One of our primary goals with the reorganization is to expand the knowledge base of the entire Division. Our workload for the Intra-governmental Payment and Collection System (IPAC) is increasing. The reorganization will allow us to better handle the workload, keep our employees better trained and reduce the supervisor to employee ratio.

I. We are developing a new database for tracking the results of PCS travel voucher audits. The database will have restricted access and will be used by Accounting Quality personnel, Travel Division personnel, and the Deputy Director, Finance to complete the audit review process. All vouchers identified for audit will be loaded in the database and audit findings posted for each audited voucher. The final resolution of the findings will also be posted. This one database will provide a complete package of the audit review process and provide the capability to produce management reports for review and oversight and reduce the redundancy of multiple Excel spreadsheets.

J. SWD and TAC have billed the Coalition Provisional Authority (CPA) a total of \$697 million for Iraqi oil & electrical restoration. As of 4 Feb 04, the UFC has received \$4.8 million in wire transfer payments. We are working closely with the CPA in providing them supporting documentation and any information requested to support USACE billings. CPA is reconciling USACE billings to their orders. Currently SWD has 8 reimbursable orders and TAC has one that has been or will be billed to CPA. We do not have an estimated payment date.

K. Our Disbursing Division made the first two payments to local Iraqi vendors on 29 Jan 04. Treasury checks were printed and sent via DHL on 30 Jan 04 to the TAC-Baghdad Iraq Reconstruction Office (IRO). The checks arrived in country on 2 Feb 04. The IRO responsibility is to turn over the check to the Iraqi vendor and accompany the vendor to the Army Disbursing Officer where the check is cashed and the vendor is paid in US dollars.