

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 6 MARCH 2004**

**I. CEFMS:**

A. In support of the USACE 2012 initiative for the Regional Business Centers (RBC) concept of operation, we were tasked to develop a CEFMS design concept to cross charge labor within the RBC without the requirement to transfer funds by a reimbursable order. We have submitted a design concept to HQ USACE (CERM-F) to expand the functionality from cross-charging labor within the RBC to cross-charging labor between all USACE activities.

B. We prepared instructions to assist the Gulf Region Division (GRD) in entering time and attendance and submitting payroll. We will provide additional support to GRD throughout the initial pay period.

C. We completed and tested CEFMS programming which removes origination of dispute labor charges. This modification will be implemented after the release of HQ USACE (CERM-F) policy to all USACE activities.

D. We converted asset disposal general ledgers 1990.9% to 1890.8% in accordance with OSD guidance. This eliminates the necessity to prepare general journal vouchers when creating the CFO statements.

E. We created three new Operating Budget roles, which in combination with two new budget tables will allow USACE activities to identify individuals who have authority to create budget records and perform other budget module functions. These changes will be released gradually over the next several months.

F. We replaced data in the UFC database that was lost due to the CEEIS processing center's hardware failure on 26 Feb 04. Disbursements from several USACE activities were processed 26 Feb 04 and since the payments were already in the hands of the vendors, we had to replace the data, rather than process it again.

G. A program change to streamline our foreign currency payment certification process created a number of imbalances in our system for a few months. We have resolved these imbalance problems and reduced the overall certification processing time and respective system stoppages for a multi-line foreign currency payment.

H. We developed specifications for a new EPA Superfund Progress Report that will provide detailed information for monthly billings. The corporate agreement with EPA requires USACE to provide a backup report for billings generated by USACE for the EPA Superfund Program. Currently, manual reports are submitted to the ten EPA regional offices. This new CEFMS report should help to alleviate the problems associated with nonstandard, manual reports and should help to ensure that billings are paid timely.

I. The Finance Center will be the lead test site for WinIATS release 6.02. The SAT will begin 29 MAR 04.

**II. PROBLEM REPORTS/IMBALANCES:**

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	903	919
Priority #1 Problems	87	85

Received 194 new problem reports and completed 210 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	55	51
One	6	7
Two	0	3
Three	1	0
Ninety-Eight	0	1

**III. ACCOUNTING OPERATIONS:**

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	242
HUNTSVILLE	22
USACE HQ	1
DA INTERN	4
TOTAL	269

B. DISBURSING WORKLOAD DATA:

<u>PAYMENT</u>	<u>CURRENT MONTH</u> <u>Mar 01 - 02</u>	<u>YEAR TO DATE</u> <u>Oct 01 - Mar 02</u>
BY CHECK:		
Checks Issued	932	62,662
Percent of Total	13%	13%
Dollar Amount	9,480,529	\$546,404,399
BY EFT:		
Transfers Made	3,475	225,075
Percent of Total	87%	87%
Dollar Amount	\$216,791,265	\$6,922,400,985

**IV. OTHER UFC ISSUES:**

A. The Phase 2 (verification) tasks of the UFC DoD Information Technology System Certification Accreditation Process (DITSCAP) project are 90-95 percent complete. Phase 3 (validation) will be completed within the next two weeks. Some of the Phase 3 tasks have been completed with only the analysis reports to be generated. No major issues have been identified thus far. We anticipate having the "Approval To Operate" letter by the end of March 2004. We are also considering using this same contractor to perform the required DITSCAP for the Corps of Engineers Management Information System (CEEMIS).

B. On 1 March, we received the initial HQUSACE guidance regarding the FY04 management control program. The guidance indicated that the HQUSACE FY04 Management Control Plan (MCP) would be issued 15 March. When this is received, we will use it to develop our local MCP and then begin the assessment process. The DoDIG recently requested information on our FY04 MCP, management control training, and USACE and Finance Center policy statements. We will provide this information to the DoDIG when we have developed our FY04 MCP.

C. The Finance Center has completed the TDY audit reporting process for the fourth quarter FY03. Results for the next audit period (first quarter FY04) are due from supported USACE activities by 17 March. The commercial payment audit program is complete through March 2003. The next annual audit begins with the month of July 2003. Supporting contract documentation for the period July through December 2003 has been requested and largely received from appropriate USACE activities. The Finance Center has begun reviewing these payment transactions and the related documentation.

D. We provided responses to the DoDIG regarding the Audit of the Follow-up of the GAO and AAA Recommendations for the Corps of Engineers. At the Finance Center this follow-up audit covered two recommendations for our LAN and related servers. We furnished explanations and documentation to support our corrective actions, which should close out the follow-up audit process.

E. Weekly inspections conducted by the UFC Security Officers (DSOs) continue to be effective in reducing the number of violations for CEFMS electronic signature cards (e-sig) left unattended in PC card readers. Unattended e-sig cards in the PC were a USACE wide finding several years ago during CFO audit reviews by the DoDIG.

F. We sent an automated notification to all USACE Travel Approving Officials (TAO) regarding Power Point training available on the UFC web page. The training provides instructions about the role and responsibilities of the TAO as well as frequently asked questions relating to travel settlement vouchers.

G. The UFC is hosting two sessions of Enhanced Defense Financial Management (EDFM) Training this fiscal year. The sessions are 15-19 March and 26-30 July. UFC will take this opportunity to ensure that all accountants located at the UFC-Millington office complete the EDFM training.

H. The Cash Reports Division has forwarded a letter through DFAS to Treasury to close out the final USACE Disbursing Station Symbol Number (DSSN) 6417, Honolulu District. Treasury identified a check issue discrepancy for the Transatlantic Program Center DSSN 6436, which has been resolved and cleared, and the closing of DSSN 6436 is imminent. This will complete the closing of all USACE DSSNs with the exception of the active finance center DSSNs.

I. DFAS intends to accelerate distribution of cross disbursement transactions in the Defense Cash Accountability System (DCAS) from 15 days to 3 days. To meet this accelerated schedule, UFC will require all USACE activities to provide copies of cross DoD MIPRs to the UFC within 3 days. The information provided on the MIPR is necessary to input and distribute transactions in DCAS.

J. We are meeting all goals and processing all unmatched disbursements within 120 days. DFAS intends to reduce the number of days to clear transactions from 120 days to 60 days and we will strive to meet that goal as well. Although the Unmatched Disbursements have significantly decreased over the past three years, we may see a substantial increase in the TBO Uncleared Listing if direct fund cite and the TBO system are used to process financial activity in Iraq. Retrieving the necessary documents to process the transactions from another country is very difficult.

K. As a part of the DoD initiative to correct the material weakness in CFO intra-governmental eliminations, five members of the DFAS Intra-governmental Transaction System (IGTS) Team for DoD visited the Finance Center on 23- 24 Feb 04. The team gathered information about CEFMS and Intra-governmental Payment and Collection System (IPAC) processes with reference to government orders and billings and the CEFMS data elements passed to IPAC. USACE has been selected to serve as a pilot for DoD IGTS. Beginning in July 04, GSA rent and information technology services are scheduled to be processed through IGTS. The IGTS data will feed into the Intra-governmental Transaction Exchange (IGTE) portal for all intra-governmental transactions. Discussions included current USACE procedures, a comparison of

IGTE and CEFMS file formats and USACE concerns about process/procedure/system changes needed to meet IGTE requirements.

L. A recent UFC audit of commercial payments identified several instances of CEFMS obligations recorded incorrectly by USACE activities. These findings included CEFMS obligations erroneously coded as fast pay, utility obligations that should have been coded as prompt pay exempt, CEFMS obligations erroneously coded as prompt pay exempt, leases that should have been coded advance pay and obligations that should have been coded progress pay. USACE activities will be advised of the errors and asked to correct CEFMS as needed. These issues will also be discussed at the F&A Officers Conference in Apr 04.

M. We are developing and testing a new database to record and track audited PCS vouchers. The database will be used to ensure all audited vouchers needing adjustments have corrections processed timely and to ensure that travelers are billed for overpayments or paid for underpayments. The new database will eliminate two Excel spread sheets currently used and consolidate the data in one place.

N. The Travel Division is currently processing PCS vouchers received on 27 Feb 04.

O. Both Linda Brooks and Linda Stoutenburgh are representing the finance center with telephone conference calls in support of the Gulf Region Division and Transatlantic Program Center for CEFMS and finance center issues concerning operations in Iraq and Afghanistan.