

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 19 MARCH 2004**

I. CEFMS:

A. The Director of Resource Management, HQ USACE, provided accounting policy for labor dispute charges to all USACE activities. We plan to modify CEFMS to remove origination of dispute labor charges. The scheduled release date of this change is 23 March 2004.

B. HQ USACE approved the Labor Cross Charge Process Document and authorized us to modify CEFMS to incorporate the labor cross charge concept. We requested comments from functional users regarding the proposed changes and the impact the changes will have in their respective areas of responsibility.

C. We coordinated with HQ USACE (CECC-R) to create a new collection type for Real Estate Embedded Administrative Fees. The Payments to States report will be modified to include this new collection type. This will ensure states will receive the 75% of lease collections and that each USACE activity will be able to retain an approved 10% administrative fee.

D. We are working on a problem report from Transatlantic Center (TAC) concerning contract payments made on a Direct Fund Cite Funding Account. The first six payments were made in cash to the vendor at an Army Disbursing Office in IRAQ. The vendor now wants payments via EFT due to security problems. Currently, there is no way to record the previous six payments in CEFMS. All payments were made prior to the contract being established on the CEFMS database.

E. We released a new option in the Operating Budget Module, which allows users to replace budget expenses with actual costs. This option should be helpful when users are preparing budget revisions at midyear.

F. We modified the Prompt Pay Interest report to exclude interest paid in FY 04 for continuing clause contracts. This is in accordance with the USACE decision that such interest should not be considered when measuring each activity's performance against USACE goals.

G. We participated in a conference call with Standard Procurement System (SPS) officials on implementation of the new Army adapter technology version of SPS. The USACE implementation previously scheduled for May has been delayed. No new date was established.

H. We assisted the P2 team in documenting the reorganization policy/problems associated with P2. We also assisted the P2 team in preparing documentation pertaining to both the P2/CEFMS Data Conversion and Data Cleanup Information Paper, and the "Emergency" Procedures for P2 Sites to manually create work items in CEFMS.

I. We released a change to the 'GOCO' process, which will transmit the performing activity's financing department code. This is the first step in modifying CEFMS to resolve problems associated with the CFO report eliminating entries in situations where the performing Corps activity finances customer orders with a different appropriation than the requesting office appropriation.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	890	903
Priority #1 Problems	103	87

Received 209 new problem reports and completed 222 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	53	55
One	7	6
Two	1	0
Three	0	1
Four	1	0

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL:

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

B. DISBURSING WORKLOAD DATA:

<u>PAYMENT</u>	<u>CURRENT MONTH</u> <u>Mar 01 - 16</u>	<u>YEAR TO DATE</u> <u>Oct 01 - Mar 16</u>
BY CHECK:		
Checks Issued	7,039	68,778
Percent of Total	13%	13%
Dollar Amount	\$64,965,652	\$601,889,522
BY EFT:		
Transfers Made	29,756	251,356
Percent of Total	87%	87%
Dollar Amount	\$971,438,214	\$7,677,046,933

IV. OTHER UFC ISSUES:

A. The Information Management Division implemented an automated screensaver with a password on all PCs. Army Regulation 25-2 requires an automated lockout of the PC after ten minutes of inactivity. When the screensaver is activated, the PC locks and the user must input the Microsoft Windows password to unlock it.

B. On 26 Mar 04, the UFC will conduct the Automated External Defibrillator (AED), Cardiopulmonary Resuscitation (CPR) & Basic First Aid reviews for its Emergency Response Team volunteers. NSA Mid-South Safety Specialist, Cliff Oliver, will instruct and certify team members. We plan to post emergency response procedures on our Inet so that the procedures are more readily available to all employees.

C. We modified the Travel Approving Official training on our public website by adding a Completion Certificate to the training presentation. Anyone who completes this web-based training can prepare and print the certificate, which can then be used locally to document the training.

D. We hosted a session of the Enhanced Defense Financial Management Training from 15-19 Mar 04. There were 31 attendees from the Finance Center and one from a local Navy command. The training covered the three modules of Resource Management Environment, Budgeting and Cost Analysis, and Accounting and Finance. USDA Graduate School instructors conducted the training.

E. We are processing the annual billing and collecting of funds from USACE activities for the Corps' Hydrologic Program. This program is resourced by about \$16.5M of project funds from Corps activities and about \$350K of General Investigation funds. The funds are used to pay the US Geological Survey (USGS) and the National Oceanic and Atmospheric Administration (NOAA) for support of the Corps' streamgaging and water control programs. We have collected the required funding from about half of the USACE activities. Payments to USGS and NOAA are scheduled for late in FY04. Although we sent instructions 30 Sep 03 explaining changes in our procedures for FY04, we are having to work with many USACE activities to properly comply with these revised procedures concerning their reimbursable orders.

F. We plan to update all USACE activities on the status of their UFC support costs for FY04. After March UFC costs have been billed, we will email a spreadsheet to all RMs and FAOs. This spreadsheet will show FY04 actual support costs billed through March and the estimated costs for April through September, based on historical monthly costs. Actual funding received from each USACE activity will be included, along with the remaining balance of funding available. This information should assist the USACE activities in making mid-year adjustments, particularly if they have potentially large surpluses or deficits in the reimbursable orders issued for the UFC support costs.

G. The USACE open accounts receivable balance increased by 32% based on February billings compared to January. Billings to the Coalitional Provisional Authority (CPA) by TAC and SWD created the majority of the increase. Anticipated collections in March from CPA should help reduce the balance.

H. The Travel Division is currently processing PCS claims received on March 15, 2004.

I. The Travel Division is identifying all employees who are required to file a Relocation Income Tax Allowance (RITA) request for their PCS move for CY 03. We will email most employees with the necessary filing information included as an attachment. Those individuals who cannot be contacted via email will be mailed hardcopy documentation.

J. We have received very positive feedback from USACE activities on the new capability for employees to verify receipt of their PCS settlement vouchers via the Finance Center website.

K. As a result of accelerated reporting requirements imposed by the President's Management Agenda, DFAS has changed the deadlines for the monthly accounting reports. The Expenditure Reports (Cash Reports) will now be due on the 1st calendar day for quarterly reports. For non-quarterly reporting months, the reports will be due on the 1st workday. The Budget Execution Reports (ICAR, General Ledger, Schedule 9) will now be due on the 2nd calendar day for quarterly reports. For non-quarterly reporting months, these reports will be due on the 2nd workday. Quarterly and annual Chief Financial Officers Financial Statements and footnotes will now be due on the 16th workday following the end of the quarter and fiscal year.