

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 28 MAY 2004**

I. CEFMS:

A. We created the new CEFMS view screen 'T&A Awaiting Processing For Charge Code CEFMS Screen 3B' to display time and attendance transactions that are awaiting processing by the labor distribution program. The new screen may be accessed from the 'Labor Authorization Status View Screen 17.14.' The screen can be used now to view unprocessed labor transaction, but the screen purpose is for the future Cross Charging of Labor functionality.

B. We created two new CEFMS screens, 'Active/Inactive Revolving Fund Charge Code 6.35.1' and 'Active/Inactive Direct/Reimbursable Charge Code 6.35.2' to allow users to activate/deactivate labor charge codes based on the appropriation type.

C. We revised the June 2001 CEFMS Manpower Users Manual. The revision includes an explanation of the automated upward report program, descriptions of new reports, and tips and hints on using the Manpower Module to provide strength and manpower execution data for both upward reports and internal management.

D. We participated in a meeting at HQUSACE on P2 functional requirements for support services. Topics included a discussion of whether Revolving Fund accounts should be entered into P2 and possible CEFMS/P2 interfaces for the Operating Budget. Additional discussion and meetings will be required before final decisions are made and implemented.

E. We revised the Operating Budget module to require a special role (Super Operating Budget) for five options that are normally performed by the Budget Office. This is the second in a series of changes to the Operating Budget Module that will eventually replace budget formulation levels with CEFMS roles and provide more flexibility at each USACE activity. Changes are scheduled to be complete on or before the 30 September 2004.

F. We created a new report in the Operating Budget Module that allows users to compare budget expenses with actual expenses by AMSCO (Army Management Structure Code) or by CWIS (Civil Work Information System) code. This is the first report in the Operating Budget Module that allows users to focus on AMSCO/CWIS - instead of work item, organization code, or

appropriation. For USACE activities that budget Civil Works appropriations primarily by CWIS code, this report should prove helpful in both the formulation and execution phase of the budget cycle. The report can also provide information by Military AMSCO. For example, all work budgeted and/or costed under DERP (Defense Environmental Restoration Program) can be identified by AMSCOs starting with 493008.

G. We attended a two-day joint meeting with South Atlantic Division and the Southeastern Power Administration (SEPA) Power Marketing Agency for multipurpose power reporting requirements. We presented information on current reporting capabilities within CEFMS, to include automated financial statements. We also received updates on end-of-year reporting requirements and changes that will affect USACE regarding direct funding for power costs from Preference Customers of SEPA.

H. We modified the multipurpose power automated financial statements to remove accounts receivables from the funds with Treasury computation for the assets statement, and changed the accounts receivable line to ensure that open retainage amounts are included in the report. Both of these changes will ensure more accurate reporting at fiscal year end.

I. The CEFMS Expenditure/Disbursement Menu was rearranged to group options by functionality and role assignment. This modification made menu options more user friendly.

J. We created the new expend and disburse menu option, Accrual Reversal (Partial). This allows users to reverse specific lines of a multi-line accrual. This modification was based on HQ USACE (CERM-F) policy that requires accruals to remain recorded until actual goods or services are received.

K. We created the new expend and disburse menu option, Audit/Certify Advance Pay Rec Voucher, to allow Finance Center certifiers to identify and certify vouchers in advance of the contractual pay date when the obligation is authorized to be paid in advance (i.e. Cost Reimbursable Contracts, Small Disadvantage Companies, and Leases). Ultimately, this process will eliminate the problem created when USACE activities alter contract pay terms in CEFMS to try to make payments schedule early.

II. PROBLEM REPORTS/IMBALANCES :

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	862	841
Priority #1 Problems	62	67

Received 168 new problem reports and completed 147 problem reports.

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	34	49
One	3	7
Two	1	2
Three	10	1
Four	3	0
Five	0	2
Six	7	0
Nine	2	0
Twelve	1	0
Fifteen	1	0
Fifty-three	0	1

III. ACCOUNTING OPERATIONS :

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	241
HUNTSVILLE	21
USACE HQ	1
DA INTERN	4
TOTAL	267

B. DISBURSING WORKLOAD DATA:

PAYMENT	<u>CURRENT MONTH</u> <u>May 01 - 25</u>	<u>YEAR TO DATE</u> <u>Oct 01 - May 25</u>
BY CHECK:		
Checks Issued	10,543	98,515
Percent of Total	11%	13%
Dollar Amount	\$89,363,689	\$819,631,108
BY EFT:		
Transfers Made	44,647	366,833
Percent of Total	89%	87%

Dollar Amount \$1,236,057,983 \$11,027,607,505

IV. OTHER UFC ISSUES:

A. We are preparing to meet with affected employees to announce the proposed USACE Information Management/Information Technology (IM/IT) competitive sourcing study. The Finance Center Director will conduct this meeting on 1 Jun 04. Representatives from Human Resources, Office of Counsel and Contracting will attend. We will use the announcement template from HQ USACE that we have updated with Finance Center specific data. Following the meeting, we will send a message to all Finance Center employees to advise them of the Finance Center's involvement in the IM/IT study.

B. To ensure payments are processed timely, we are providing weekly updates to Gulf Region Division (GRD) and Central Command personnel on the status of the GRD database. GRD personnel, who are located in country, are responsible for entering contract/obligation data and receiving reports processed by the Finance Center. Issues addressed in the updates include: Finance Center receipt of vendor invoices for contracts that have not been entered and obligated in CEFMS; progress payments not entered; incorrect delivery orders in the system compared to the contract; questions concerning the receipt of goods or services; and other miscellaneous payment issues. The items addressed by the Finance Center personnel are based on paper documents received, review of the database and reports generated. We are also working to resolve GRD Restore Iraqi Oil/Restore Iraqi Electricity (RIO/RIE) problems associated with CAGE codes, duplicate vendors, prompt payment and billing issues.

C. We have initiated a cross-training program for Accounting Technicians at the Finance Center. Technicians are shadowing equal and higher graded technicians in all Divisions of the Finance Directorate. This program provides growth opportunities for participants based on the knowledge they gain in the various Divisions and the overall operation of the Finance Center. The cross-training program is a result of a cooperative initiative between management and the International Federation of Professional and Technical Engineers (IFPTE) Local 259.

D. We participated in the DoD Intra-governmental Payment and Collection System (IPAC) Conference on 11-13 May in Kansas City, and received positive feedback from our trading partners on our IPAC process and the processing of their transactions. The conference provided an excellent opportunity for us to network with our DoD trading partners and address/resolve individual partner issues.

E. Due to the significant increase in vendors who request electronic payments to overseas accounts, we developed a new form: UFC-DISB-07, Wire Transfer Authorization. This form provides all of the necessary banking information for the international wire transfer of funds. It will be posted on the Finance Center public website.

F. On 18 May 04, we participated via teleconference in the DoD/GAO entrance meeting for the GAO review of DoD contractor delinquent tax debt. GAO is continuing previous efforts to determine whether there are DoD payment system weaknesses that prevent DoD from reasonably assuring that contractor payments are offset for delinquent tax debt. As part of this review, GAO tasked us with providing sample data which we will send on 26 May 04. After GAO determines that the data meets their requirements, we will provide required data for all of USACE.

G. The Travel Division is processing PCS travel settlement vouchers received on 24 May 04. The IATS System Acceptance Test (SAT) 6.02 was successfully completed on 21 May 04. No major problems or issues were encountered. Any open issues will be added to the SAT 6.03 interim change package scheduled for September 04. The DFAS representatives and Professional Software Consortium (PSC) contractors commended the UFC Travel Division for the support they provided during the test.

H. Relocation Income Tax Allowance (RITA) is currently being processed in IATS. In previous years, the National Aeronautical and Space Administration (NASA) has provided diskettes for RITA calculations; however, we are using IATS this year because NASA was not able to send the diskettes until 21 May 04.

I. Finance Center IM personnel have been assigned as USACE Systems Administrators for the Families First Power Track Program through US Bank. We are in the process of granting Power Track access to other Finance Center personnel for the implementation of the program.

J. On 19-21 May 04, we attended "P2 Project Delivery Team (PDT) Lite" training. We still have not determined what our involvement will be in the deployment of P2. We are trying to contact the P2 management office to determine what our next step should be.

K. We completed preparation of our operating budget for the next fiscal year and we are in the process of developing input for the FY05 Consolidated Command Guidance (CCG) relating to Finance Center charges to supported sites. We anticipate meeting the HQUSACE suspense of 11 Jun 04 for CCG input.

L. The Corps Network & Security Stack (CNSS) was installed at the Finance Center on 22 May 04. The CNSS creates a standard CEEIS point of presence for all CEEIS connected sites. It also provides for redundancy of service to reduce network outages due to hardware failure. The CEEIS staff will manage CNSS remotely.

M. We have made additional progress in the background investigations required by AR 25-2, Information Assurance. This new regulation established personnel security standards for positions requiring access to information technology (IT) and for positions which process information within IT systems. Our Security Manager is coding the final group of government employee applications and contractor fingerprint documents, and will forward these to OPM for processing in accordance with AR 25-2.