

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 23 JULY 2004**

**I. CEFMS:**

A. The South Atlantic Division (K0) experienced problems during a reorganization on their database on 6 Jul 04. They restored their database back to the last backup which was 2 Jul 04. The UFC had processed thirty-five contract and travel payments on 6 Jul 04 which were lost. We attempted to restore all of the missing transactions on the evening of 7 Jul 04. The travel settlement vouchers could not be restored which required reprocessing and certification on the morning of 8 Jul 04. We also had to write and execute several scripts to restore the EFT files on the database.

B. We researched problems related to the recording of a \$7,400,000 Contractor Financing Payment for a Coalition Provisional Authority (CPA) contract. Although services have not been received; the CPA wanted to make this payment in July. The \$92,000,000 contract is described as 'PMO Security' and has only one line item in CEFMS for a lump sum amount. The hard copy contract shows 15 line items for equipment such as armored vehicles and IM Equipment. The contract authorizes up to \$27,000,000 to be paid by advance pay. The functionality to make advance payments to vendors is not currently in CEFMS. In this case, the COR signed the ENG93, thereby accepting the services. Accounts payables were recorded and the disbursement was made. We have sent a request to HQ USACE RM and legal for a determination as to the legality of the payment and the contract.

C. We tested PCS household goods payments in CEFMS to see if it is possible to make a payment in U.S. currency, and then to convert the payment to YEN. This process failed and a problem report has been entered.

D. We participated in a teleconference with the DFAS Intra-Governmental Transaction System (IGTS) Project Office. We discussed the fact that OMB has paused the implementation of the Intra-Governmental Transaction Exchange (IGTE) and is currently conducting a study to evaluate the initial concept. Although we have suspended our participation as one of the "proof of concept" pilot study, we have agreed to review and provide input

on IGTS. Also, we will continue to develop and implement the storage of DUNS Numbers in CEFMS. Although the DUNS Number is not currently required in the IPAC process, it may be at a future date.

E. We have prepared a problem report for modification to the EFT Verify Report to handle the Korean ROK Funds. This was not included in the first release of ROK functionality. Currently on those funds, only a paper check can be used for payments.

F. We are reviewing the process of reconciling Government Transportation Request (GTR) travel payments. We visited the Huntsville Engineering Center, and discussed with personnel from the Sacramento District, reconciling the Bank of America credit card bill and the file from Carlson of airline tickets to ultimately creating a GTR obligation in CEFMS. We contacted Ms. Shirley Hall from DOD, Logistics and Material Readiness Command regarding the Government Travel Services (GTS) disk provided to USACE activities for use in processing GTR billing payments. We are designing screens and code to create a file from the GTS disk. Screens will allow the user to reconcile the billings and then load the data into CEFMS for obligation. This process will result in more accurate and timely payments to the credit card company. We plan to have the screens in place for users at the beginning of FY 05.

G. We researched changes and addressed issues relating to loading payment vouchers into CEFMS from WinIATS that have a net zero settlement amount. We have successfully loaded zero vouchers into CEFMS as a test for the latest version to be released. This option will show travelers, who do not receive a settlement for a specific settlement voucher, the zero settlement and the reasons for non-payment. We also modified the Travel Settlement Certification to query settlements with a zero dollar amount to provide a view of the zero settlements.

H. Korean Nationals (KN) do not have valid SSNs. With the implementation of WinIATS, we constructed dummy SSNs for these employees with leading zeros and a four digit number that was specific to each employee. This month, a user changed all the SSNs for the KN employees without notice. This created processing errors in WinIATS. We also found travelers with duplicate SSNs. These records were stored as one person in WinIATS. After determining who changed the SSNs, a new plan was designed where employees without a valid SSN MUST contact the UFC for an identification number.

I. We are compiling a spreadsheet and instructions to provide to USACE activities with un-cleared labor transaction disputes remaining in their labor dispute account. Weekly status reports will be sent to each USACE activity starting 2 Aug 04. Daily status reports will be sent starting 20 Sep 04. Any un-cleared disputes will be a showstopper this year and must be cleared before an activity can begin year-end closeout.

J. We sent instructions to all functional staff to remove unneeded or outdated user manuals from the CEFMS website. We have also established procedures to require a review and update of all manuals at least every four years and more frequently when major changes are released. We are updating the problem report system to add a tab for test plans/results. This will be a required tab and must be completed before any code changes are released to the field. Both of these requirements address the findings in the latest DoD IG FISCAM audit.

**II. PROBLEM REPORTS/IMBALANCES:**

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	857	828
Priority #1 Problems	72	65

Received 179 new problem reports and completed 150 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	59	57
One	2	1
Two	0	0
Three	1	1
Four	0	0
Five	0	1
Six	0	1
Twelve	0	1

### III. ACCOUNTING OPERATIONS

#### A. NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	234
HUNTSVILLE	23
USACE HQ	1
DA INTERN	4
TOTAL	262

#### B. DISBURSING WORKLOAD DATA:

<u>PAYMENT</u>	<u>CURRENT MONTH</u> <u>July 01 - 20</u>	<u>YEAR TO DATE</u> <u>Oct 01 - July 20</u>
BY CHECK:		
Checks Issued	7,727	120,534
Percent Of Total	10%	12%
Dollar Amount	\$80,980,475	\$1,018,916,759
BY EFT:		
Transfers Made	35,770	460,770
Percent of Total	90%	88%
Dollar Amount	\$ 1,059,255,053	\$13,355,559,648

### IV. OTHER UFC ISSUES:

A. On 12 Jul 04, the UFC Resource Management Division revised several slides in the Travel Approving Official training which is posted on our website. The changes were necessitated by the recent requirement to implement split disbursements on all TDY vouchers.

B. On 26-30 Jul 04, the UFC will host another session of the Enhanced Defense Financial Management Training (EDFMT). UFC employees will comprise most of the class, but there will also be six students from other USACE activities or DoD organizations.

C. On 15 July, we submitted an unfinanced requirement (UFR) of \$250K for year-end Executive Direction and Management (ED&M) funding. This UFR is for the DoD Information Technology Security Certification and Accreditation Process (DITSCAP) which must be completed for the Corps of Engineers Enterprise Management Information System (CEEMIS) and is similar to the request last fiscal year to help fund the CEFMS DITSCAP. We completed the evaluation of the CEEMIS DITSCAP contract proposals. We have forwarded the results of our review to GSA. As soon as they complete their part of the contract selection procedure, we will have a contract in place

D. We obtained examples of the Continuation of Operations Plans (COOP) from DFAS and the U.S. Department of Agriculture National Finance Center. We will use these documents to help develop a comprehensive COOP for the UFC which will have the added benefit of clearing the one CFO Act issue that the UFC has not been able to rate as compliant. This will be a lengthy effort, and we do not anticipate completion until sometime in FY05.

E. The UFC participated in a User Interface Workshop held by the Department of Treasury Financial Management Service (FMS) IPAC Team with seven other IPAC users in Hyattsville, MD on 12 Jul 04 . The purpose of the workshop was for the FMS IPAC team to gather user-interface/interaction issues; to better understand agency IPAC usage; and to collect any other ideas or needs that could be improved within the IPAC user interface. The workshop was successful at capturing users' issues and prioritizing the main areas of difficulty that could be addressed in the upcoming redesign efforts.

F. The UFC Travel Division is working on PCS vouchers received 15 Jul 04 and Relocation Income Tax Allowance (RITA) claims received in Jun 04.

G. The CFO/Civil Reports Division completed submission of the 3<sup>rd</sup> quarter Civil Works Balance Sheet, Statement of Net Cost, Statement of Changes in Net Position, Statement of Budgetary Resources, Statement of Financing and accompanying footnotes. We met the reporting deadlines of the accelerated schedule of 14 days. We continue to participate in daily teleconferences with OSD and DFAS centers regarding the statements and notes until 21 July, when the statements are submitted to the Office of Management and Budget.

H. We received numerous requests from other Federal and DoD agencies for intra-governmental transaction information and reconciliation. The UFC staff retrieved from CEFMS the accounts payable, expense, accounts receivable, revenue, transfers-in, and transfers-out data for each agency that contacted us. We began working with them to reconcile their balances with the USACE balances. In all cases, we were able to support and reconcile our numbers back to the government order or customer order. There has been a significant increase in these types of requests as more entities strive to identify and reconcile their elimination data and pursue a favorable audit opinion

I. Federal Agencies Centralized Trial Balance System (FACTS II) 3<sup>rd</sup> quarter budgetary reporting and the Quarterly Receivable Report (QRR) were completed and submitted on time.

J. Representatives from the Missile Defense Agency (MDA) visited the Finance Center the week of 6 July to gather financial information on the Funds Balance with Treasury, Accounts Receivables and Accounts Payables for their CFO statements. MDA utilizes the Defense Joint Accounting System (DJAS), a system that's foundation began with the code from CEFMS. The staff from MDA stated that DJAS had deviated from the original CEFMS code and had not been maintained; therefore, it was not as robust as CEFMS. They plan to return in the August timeframe for some additional testing.

K. All of the UFC Division Chiefs met to discuss the Year-End Closeout guidance and procedures. We established the closeout dates to be published in the Year-End Memo. UFC plans to send the memo out to the USACE activities prior to 31 July.