

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 1 OCTOBER 2004**

I. CEFMS:

A. As of 0921 on 1 Oct 04, all 62 CEFMS databases had successfully completed yearend close out. This was the fastest closeout ever. The Finance Center staff, government contractors and USACE activities worked as a cohesive, energetic and motivated team to make this happen. The USACE should be extremely proud of this accomplishment. It demonstrates teamwork at the highest level.

B. Contracts for the Gulf Region Division (GRD) are awarded and paid on the TAC (N0) database. Expenses for inspecting these contracts are recorded on the GRD (P0) database. We created a new data link between the N0 and P0 databases to transfer income on the GRD revolving fund accounts from the TAC database to the GRD database. We modified an existing screen in CEFMS used to transfer income from military sites to UFC to allow income transfers from N0 to P0. The two different data links are identified by the "TO" side of the transfer. These transfers can be done once a month from October through August and multiple times in September.

C. The CEFMS labor team presented demonstrations of the Cross Charge Labor (CCL) functionality to other CEFMS team members. They discussed software modifications made to the labor screens to process labor distribution and time entry to accommodate the new requirements, and they reviewed the documentation describing the procedure. This information will be placed on the CEFMS documentation web page and be available for all USACE activities to review or download. Comprehensive testing of CEFMS coding continues. We will continue testing and document results until the new functionality is released in mid October.

D. We called Bank of America officials for clarification on the requirements for a mandatory field on the Euro Payment File. This field is necessary because vendors do not always provide accurate banking information. We will not be able to populate all 60,000 plus bank names in the CEFMS Data Base. However, we will create a new Data Manager Table/Screen where a user can populate the Bank Routing Codes and associated Bank Name for the Euro Customers.

E. On 22 Sep 04, we opened a problem ticket with the Defense Information Security Agency, Defense Enterprise Computer Center (DECC) in Mechanicsburg after discovering that the Agency Location Code (ALC) Master File from Treasury has not been received since 27 Aug 04. The most up-to-date ALC Master file is imperative to assign the correct ALC to Government/Customer Orders. A problem ticket was opened at Central Processing Center (CPC) in order to trace the batch job coming from DECC. CPC traced the associated IP

Addresses on the night of 23 Sep 04 and found no traffic. DECC checked to verify the job was still scheduled to run each night. After five days, all parties participated in a conference call and resolved the issue. The job had aborted on the DECC Mainframe on 30 Aug 04, and did not transfer anytime after that. The problem has now been resolved.

F. Mary Young met with USACE Finance Center personnel involved in development of the Regional Business Center (RBC) Data Mart. She reviewed the current status of development and provided comments regarding format, data integrity, and concerns regarding USACE-wide application. She identified data elements and sources for the Manpower Execution and Strength Reports that will become a part of the RBC data mart.

G. In preparing for fiscal yearend closing, we were notified of some data problems on the Schedule of Payments to States Report. This report provides a listing of receipts from leases for land acquired for flood control, navigation and allied purposes. Data for this report is cumulative from 1 October of the fiscal year through the end of the reporting quarter and must reconcile with the cumulative transactions for the fiscal year on the SF1220 (Statement of Transactions) for receipt account 96 5090. Some of the data on the report was incorrect because the USACE project displayed on the report where the collection occurred did not agree with the State or County name displayed on the report. In most cases, the error was due to a collection account posting error. We worked with UFC, Millington and other USACE activities to identify the data problem and assisted them in getting errors corrected. This effort will help ensure that the correct county and state governments receive appropriate lease payments.

H. We resolved a problem with the Funding Account Financial Summary Report related to a calculation of obligations on this report. The report provides the authorized amount, obligations, accrued expenditures, undelivered orders and commitments, by funding account, that are linked to a work item. It also provides an error message if there is a problem with the account. In this case, the report indicated that certain funding accounts were out of balance because of prior fiscal year refunds due. We found this to be an incorrect error reporting and we corrected the error message.

I. We continue to work on generating the gross payroll report (SF1166) from CEFMS. Currently, the SF1166 is generated by an old Cobalt programs developed by the Omaha District. After the gross payroll information is transferred from Defense Civilian Pay System (DCPS) to the Western Processing Center the SF1166 is generated and USACE activities print the SF1166 and post their actual gross payroll to their Revolving Fund. The new procedure will import the gross payroll file directly into CEFMS and the gross payroll SF1166 will be generated internally from the Finance Center CEFMS

database. The report will be available immediately for posting purposes and for online viewing. The next step will be to develop automated posting procedures where possible. This will assist the Finance Center in posting gross payroll more timely and in balancing USACE Revolving Fund cash with Treasury. The reason for the change is the Omaha District programmer is retiring and Omaha does not want to maintain the program any longer.

J. USACE activities cleared all labor dispute accounts throughout USACE prior to 30 Sep 04. There will no longer be any labor dispute procedure in CEFMS because labor now posts to the appropriate funding account whether or not funds are available. The elimination of labor dispute accounts in CEFMS was a result of the new Cross Charging of Labor functionality for the support of the Regional Business Center RBC.

K. As a result of a question by a USACE activity, we consulted with the UFC Travel Division about which should occur first on a travel settlement: the advance recoupment or a split disbursement. A traveler, who does not have a sufficient credit limit on his government travel charge card, has asked for an advance and also plans to make charges on his government charge card. When settlements are paid, the entire entitlement should go toward the advance recoupment unless UFC designates that a lesser amount should be recouped. Split disbursements should not be made to the credit card company until the advance recoupment is collected.

L. We modified CEFMS so that Supervision and Administration (S&A) users no longer have to create an obligation for S&A and then go to a different screen to approve the obligation. Users now go into the S&A obligation screen, create an obligation, press "SAVE", and the obligation is also approved. Users must have the S&A obligation authority role to do this.

M. Sandra Eckley and Linda Brooks received notification of awards for their P2 involvement by Lieutenant General Robert Flowers. Sandy was presented a Commander's Award and Linda received a Certificate of Appreciation for their involvement in the development and implementation to the CEFMS/P2 interfaces. Both also received personalized Commander's coins. Tom Pennington, a CEFMS contractor, also received a coin for his efforts in the project.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	856	861
Priority #1 Problems	86	80

Received 306 new problem reports and completed 311 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	62	54
One	0	5
Two	0	0
Three	0	2
Four	0	1
Five	0	0
Six	0	0

III. ACCOUNTING OPERATIONS

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	234
HUNTSVILLE:	24
USACE HQ:	1
DA Interns:	4
TOTAL:	263

B. DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH Sep 01-28	YEAR TO DATE Oct 01-Sep 28
CHECK:		
CHECKS ISSUED	13,897	152,924
PERCENT OF TOTAL	11%	12%
DOLLAR AMOUNT	\$168,668,857	\$1,381,156,381
EFT:		
TRANSFERS MADE	61,902	595,239
PERCENT OF TOTAL	89%	88%
DOLLAR AMOUNT	\$1,781,023,707	\$17,152,549,170

*percentages adjusted for utility checks which do not have to participate in EFT.

IV. OTHER UFC ISSUES:

A. On 28 Sep 04, we submitted the FY05 manpower utilization plan which forecasts 164 civil and 91 military FTEs for the Finance Center. We have also completed the manpower utilization report for September. The final result for FY04 is an under-utilization of 1.4% for combined civil and military FTEs. This should place the Finance Center in the amber rating for CMR purposes.

B. We are still working on the preparation of a continuation of operations plan (COOP) for the Finance Center. We are developing plans for two basic scenarios, depending on the impact of hypothetical events. The plan will contain a basic document describing the concept and principles together with appendices which address the more detailed requirements such as procurement resources, facilities, information technology, etc.

C. During the first quarter of FY04, we developed special teams to address and focus on our Intra-government Payment and Collection (IPAC) \$1.8M Statement of Difference with Treasury that dated back to FY99. Our goal was to research the difference and work with USACE activities to obligate the funds so that we could clear the unprocessed IPAC transactions by 30 Sep 04. As a result of joint team effort by CERM-B, CERM-F, the Finance Center and all USACE activities, we were successful in resolving the \$1.7M difference. During FY04, we also exceeded the DFAS Accounting Improving Metric (AIM) Statistics by which all DFAS Centers are graded. The DFAS FY04 goal for USACE on uncleared Transactions for Others (TFO) and Transactions by Others (TBO) was to clear 95% of the transactions. The UFC cleared 99.12% of TBOs and we also exceeded the DFAS goal for Interfund transactions by 3.26%

D. The Accounts Receivable and Debt Management Divisions worked closely together for special year-end processing. Customer order billings were generated on 1 Sep for the month of August and again on 22 Sep for September business. The Disbursing Division was then able to process the necessary transactions to Treasury via the Intra-governmental Payment and Collection (IPAC) system. The 2nd billing for the September costs was the most demanding and contained critical deadlines. By working long hours, the teams were able to generate bills, prepare transmittals, and process 6,180 IPAC bills to Treasury in less than 36 hours. This is a process that normally requires 10-12 days. The 2nd billing was accomplished in addition to the daily mission requirements.

E. The Travel and Accounts Payable Divisions worked to ensure that traveler and vendor payments were processed timely to cover any

downtime due to yearend processing. The Travel Division worked with activities that have personnel assisting in the Florida hurricane relief effort by issuing travel advances to individuals whose vouchers could not be processed due to early yearend cutoffs. The Accounts Payable Division worked closely with GRD and with USACE activities in support of hurricane relief efforts in Florida to ensure vendors had their proper payments prior to yearend downtime and they could continue their support of these efforts.

F. On 23 Sep 04, the Deputy Directors of both the Accounting and Finance Directorates at the UFC met with Tom Powers, DFAS, Accounting Business Lines, Strategic Business Office. The purpose of the meeting was to discuss the status of the DFAS Intra-governmental Transaction System (IGTS). The current concept is for CFO level I, II and III elimination transactions to be included in the DoD IGTS system at a summary level. Mr. Powers and newly hired IGTS contractors plan to visit the Finance Center in mid October to gather information on the USACE elimination process.

G. The Travel Division is processing PCS vouchers received on 20 Sep 04.

H. The UFC staff monitored the CEFMS Yearend Show-Stopper reports for every CEFMS database. The staff provided daily feedback on each database. Periodic reports were forwarded to the USACE activity POCs, keeping them informed of the yearend progress from the UFC view. These reports were extremely beneficial and informative, and helped ensure that the communication channels were open and engaged between the USACE activities and the UFC.

I. The DFAS Corporate Database (DCD) project manager inquired when USACE will begin submitting daily military transactions to the Defense Corporate Database (DCD) because other DFAS sites are slipping their dates. We advised DFAS that we are on schedule and plan to start submission on 5 Oct 04. DFAS intends to generate the Budget Execution (112/218 - ICAR) from this daily transaction submission. Although we tried to convince DFAS to take the USACE general ledgers, they refused. Ultimately, DFAS plans to try to create both the proprietary and budgetary general ledgers balances from the daily submission in order to prepare the military appropriations CFO Financial Statements within the Defense Departmental Reporting System (DDRS).

J. We participated in a conference call with personnel from the Audited Financial Statements Division Defense Agencies - Indianapolis Operations to discuss the transfer in and out (General Ledger 5730 and 5720) of asset data that USACE reports for Treasury Index "97" (Other Defense Organizations). Indianapolis Operations has requested detailed subsidiary transaction data to support balances reported in those general ledgers for FY04 business. We

have prepared the Structured Query Language (SQL) to retrieve and provide the requested data.

K. We researched and prepared a response to GAO auditor questions on Revolving Fund disbursements. GAO is attempting to reconcile total disbursements to outlay reported to OMB. GAO also requested an explanation of USACE Offsetting Receipts reported in the Treasury Annual Report and their relationship to the President's Budget Appendix. We provided this information and explanation in the same response. We also responded to a request from DoDIG for information and supporting documentation on appropriations received amounts reported in the financial statements.

L. Three members of the CFO team participated in Functional Validation Testing of Release 5.31 of DDRS. The testing checks that new system enhancements are working properly.

M. We completed an updated yearend process task listing for statement compilation. The list will be loaded in the DFAS e-Portal. The purpose of the e-Portal is to share information, and to allow DFAS and ODS to monitor progress of the financial statement compilation. It assures that all deadlines are met. Also, CFO Financial Statement and Footnote compilation status teleconferences will be held daily, except Sundays, beginning at 1030 Eastern time starting on 2 Oct 04. The teleconferences typically last approximately 30 minutes. The primary attendees of these daily teleconferences are DFAS, OSD, the DDRS PMO and USACE. The daily teleconferences will continue through 25 Oct 04. Issues and problems identified and experienced during compilation are the primary topic discussed during these sessions.