

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 18 FEBRUARY 2005**

I. CEFMS:

A. We added a new field to the CEFMS purchase request view screen which shows the contract line item to which an S&A line item is attached. This change was requested by the Gulf Region Division (GRD). Prior to the change, users were required to go into the actual purchase request to obtain this information.

B. Previously in CEFMS, a record could not be deleted from the Blanket Purchase Agreement data manager table 10.21B even though it had bad data and no obligation tied to it. We changed this so that records entered incorrectly with no obligations can be deleted. This will allow users to eliminate unneeded records.

C. We made the S&A obligation screen more user friendly by changing it from a two-screen to a one-screen format. Previously, the user had to go to the second screen to see dollar amount fields. Now, there is one main screen for data entry with a button to look at funding information.

D. Users requested that the credit card monthly statement screen show the total for an obligation. The obligation is now listed by each line item. The user can now double click on the obligation number and the screen displays the total for the entire obligation, but still shows each line item by detail so that users can change information as needed.

E. We changed CEFMS so that the system will back out production general ledgers that are incorrect, and repost them to the correct general ledgers in the current period for the income generated from the cross charge labor process. We released this change to the Engineer Research and Development Center (ERDC) only. General ledgers will be reviewed for the ERDC database before this change is released to the remaining applicable USACE activities. This change was necessary because the system was transferring the revenue general ledger amounts from the requesting to the performing database but not moving the cash general ledgers from one revolving fund to the other.

F. We created the 'CEFMS Universe Data files' web page to store accounts receivable data files at the 5th and 6th position of the general ledger code. We developed a new procedure to send these files in excel spreadsheet form on a monthly basis. These files are to be used by the UFC CFO Reports Team to reconcile subsidiary

accounts receivable in preparation of the CFO financial statements. The files in a spreadsheet format will help reduce a current manual effort.

G. On 03 Feb 05, we researched a problem at GRD where two large dollar amount contracts would not process through the disbursing program. The particular error indicated that there were no general ledger correlations for this transaction. We traced the problem to GRD staff who used SQL to change a debtor type on a customer order, which made it a 'Public' Customer rather than a DoD Customer. This change affected the general ledger accounts in the accounts payable. Also, a public customer requires an advance account and there was none for this funding account. We instructed that budget personnel at GRD change the debtor type back to DOD-NC so that the disbursement could be made.

H. We prepared data collection forms for the DFAS Intra-Governmental Transaction System (IGTS) Team. They requested data elements on fourteen different types of accounting transactions, as well as basic financial system information.

I. We participated in a one-day teleconference on 10 Feb 04 with the DoD IGTS Project Team on Phase II Revised Functional Requirements. There was some excellent discussion on what constitutes a common document number within DoD. It was clear from the meeting that for IGTS to succeed there will have to be common business rules adhered to by all parties. OSD is pushing for common business rules to be developed, and has formed a working group for that purpose. They requested that Cyndy Blevins, Deputy Director, be a member of the group. Several DoD entities stated that they had received a request from DFAS for the costs associated with modifying their systems to meet the input requirements of IGTS. OSD has not established a deployment date for the IGTS.

J. We changed CEFMS so that a PCS travel order is now required to have at least 3 Travel Cost Codes (TCC). Under the new standardized PCS line item obligation, there are 4 TCCs and 12 different resource codes available. Only TCCs designated as PCS Codes will be available for PCS PR&Cs. CEFMS will not accept detail costs; i.e., Per Diem, rental car, miscellaneous expenses, etc., for PCS cost. Instead, PCS costs will be categorized in broader terms. An information paper on standardizing PCS Orders was sent to all USACE activities on 3 Feb 05. This document explains the TCCs, Resource Codes, and the steps for processing GTR payments associated with the PCS orders.

K. We changed CEFMS for travel advances so that users cannot collect more than the remaining advance amount. This change was necessary because we have encountered problems when a recoupment amount that was greater than the advance balance was entered on the settlement in error.

L. We continue work on the new CEFMS Government Travel Request (GTR) screens. The new process, which is currently only executable from the Huntsville Engineering and Support Center (HNC) at this time, will allow users to load the diskette received from the USACE activity's travel agent (SATO, Carlson Wagonlit, etc.) into a file. This file will be formatted and loaded from the PC into CEFMS. Then, the program will interpret the data, recreate the travel order number, post the traveler's name and the ticket amount, run edits and create obligations against selected lines. We will work with HNC again this month processing GTR payments via new process. Our plan is to open this option to all USACE activities within next couple of months. The process should eliminate the requirement for manual spreadsheets created by USACE activities logistics staffs and automatically create the obligation line item in CEFMS.

M. Effective 28 Jan 05, federal employees can now earn a new form of compensatory time while in a travel status. We changed CEFMS to accept two new time codes: 'CB' for (travel comp time earned and 'CF' for travel comp time taken after 28 January 05. We updated the time and attendance correlation table to accept the new codes. We changed the CEFMS process that merges time and attendance transactions into one payroll file for submission to the Defense Civilian Pay System (DCPS) to change new codes 'CB' and 'CF' to 'CE' (comp time earned) and 'CT' (comp time taken)...which are existing comp hours types. This was done because DCPS is not scheduled to be updated to accept the new codes until June 2005. Without this change to the merge process, all Customer Service Representatives would have to wait until June to go online in DCPS to enter any travel comp time earned/taken from 28 Jan 05 through Jun 05.

N. We provided two additional options for the Budgeted Revenue vs Budgeted and Actual Expense report in the Operating Budget Module. These options allow users to run this report by AMSCO or CWIS code. Many USACE activities prepare the Civil Works portion of their Operating Budgets by CWIS code. This report now allows them to compare the expected funding with the budgeted costs and the actual costs.

O. We modified the DA Intern report in the Manpower Module so that compensatory hours during travel will be included in the report. This change was required because new hours types were added to CEFMS to accommodate the change in procedures for compensatory time during travel.

P. We provided a new option for users when they transfer non-labor expenses from a Budget Module worksheet to the Operating Budget. This option allows users to delete all records from the budget for an org code and resource code and replace them with records from the budget worksheets, for the same org code and resource code. Previously, the only option available required an exact match on additional data elements, such as department code, appropriation symbol, AMSCO, limit, and fund type.

Q. We revised the way the Manpower Module distributes hours charged to flat rate S&A accounts so that any projects funded by non-Military appropriations are not included in the distribution. The change was required because GRD had several reimbursable projects funded by non-military appropriations, which were carried under a military appropriation and coded to indicate they were construction subject to S&A.

R. We updated the data manager table in CEFMS for useful life years to correspond with the DoD FMR Recovery Periods for Depreciable General PP&E Assets table and Corps Unique Assets table.

S. We modified the Revolving Fund asset work item create/update screen to change the work item category when the parent work item is changed.

T. We changed Screen 2.34.14(Government Order Obligation Acceptance) to allow users to reject a government order without having to enter the performing appropriation department. Prior to this change, the user would receive the misleading error message "field is required" before the user could navigate to the respective field.

U. We changed the training purchase request line item to allow the approver to detach a training request from an approved (uncertified) purchase request. Previously, only the requestor could detach the training request.

V. Linda Brooks attended the Corps of Engineers Enterprise Infrastructure Services (CEEIS) Control Configuration Board (CCB) meeting in Seattle on 3-4 Feb 05. She presented an update on the future directions of CEFMS and ongoing efforts to obtain DoD

Information Technology Security Certification & Accreditation Process (DITSCAP) certification, Public Key Infrastructure/Common Access Card (PKI/CAC) implementation and upgrades to Oracle versions.

W. We participated in the P2SC meeting via telephone on 10 Feb 05. The briefings involved the restriction of civil funding in CEFMS to agree with P2 data, changes to P2 to allow multiple fund sources on P2 activities and the incorporation of Support Services into P2. The Support Services issue was tabled until a future date.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	779	774
Priority #1 Problems	56	52

Received 201 new problem reports and completed 196 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	58	59
One	0	1
Two	2	1
Four	1	0
Six	0	1
Eight	1	0

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	232
HUNTSVILLE:	24
USACE HQ:	1
DA Interns:	4
TOTAL:	261

B. DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH Feb 01-15	YEAR TO DATE Oct 01-Feb 15
CHECK:		
CHECKS ISSUED	6003	52,798
PERCENT OF TOTAL	9%	12%
DOLLAR AMOUNT	\$45,856,154	\$505,474,320
EFT:		
TRANSFERS MADE	28,600	217,660
PERCENT OF TOTAL	91%	88%
DOLLAR AMOUNT	\$974,543,644	\$6,782,235,186

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

IV. OTHER UFC ISSUES:

A. On 7-10 Feb 05, 28 UFC employees attended a fiscal law course held locally at the Air National Guard facility. This distance learning was conducted by VTC. The Army Judge Advocate General presented the training at Maxwell Air Force Base, and the training was broadcast to various VTC sites. We also had six employees attend Introduction to Federal Accounting training at the Naval Support Activity Mid-South on 8-11 Feb 05. This training covered key concepts such as accruals; maintaining accurate journals and journal vouchers; managing accounts and ledgers; running trial balances and adjusting entries; and reading financial statements. Both of these training opportunities were obtained with no tuition cost to the UFC.

B. Brenda Ponder of our Accounting Quality Division attended a meeting conducted by HQUSACE (CERM-B) to update EP 37-1-6, Resource Management Functional Guide for Civil Emergency Management Programs. This meeting was held 14-18 Feb 05. On 15 February, she also took time out to visit FEMA headquarters in an attempt to resolve some ongoing issues concerning reimbursable billings.

C. On 8 February, the Accounting Quality Division issued the report on the audit of paid PCS vouchers for the fourth quarter of FY04. The monetary errors of seven percent were consistent with the improved level of audit results averaging at about an eight percent

error rate during FY04. Examples of monetary errors concerned shipment and storage of household goods and temporary quarter's subsistence expenses. It should also be noted that there has been a significant decrease in monetary errors related to real estate expenses as a result of UFC staff questioning specific reimbursement authorization by USACE activities real estate approvers.

D. We have begun development of an automated process to produce the required CFO reconciliation of civil appropriations funds balance with Treasury. The resulting reconciliation will be available to external auditors and satisfy their requirement for detailed, summarized data supporting the reconciliation. Imaged documents such as Treasury reports 6653 and 6654, Warrants, SF1151 transfer documents and Statement of Transactions SF1220 (gross collections and disbursements) will be electronically retrievable as well as the individual general ledger transactions extracted from CEEMIS. Estimated completion of this project is early-April. We will provide access to the reconciliation information via a link from the UFC public web page. We plan to demonstrate for both CERM and OSD.

E. On Tuesday, 15 February, the NSA Mid-South Safety Office, in coordination with UFC Safety Manager, conducted a Workstation Ergonomics Training session. The session focused on the proper adjustment and posture for maximum comfort and productivity. The session also provided attendees with various exercises and stretching techniques that could be performed throughout the day to minimize fatigue and stress. A total of 48 employees attended this training session.

F. We are making progress in preparing our continuation of operations plan (COOP) which is one of the issues on the monthly CFO Act self-assessment. We have a working draft for the basic concept of operations plan covering survival/transition, recovery, and reconstitution. We are working on two additional annexes to the plan which will describe the services/functions performed during the 30-day recovery period and the requirements for establishing a subsequent reconstituted operation.

G. Three auditors from U.S. Army Audit visited UFC the week of 7 Feb 05. They gathered data for further review of the disbursements of Iraq Relief and Reconstruction - II Program FY 04-06 funds by the Project and Contracting Office (PCO). The out briefing on 10 Feb 05 included no major findings or recommendations. UFC personnel are working with the audit staff via phone and email to provide additional information as requested. Once the review is completed, UFC will be provided a copy of their findings for comment before finalization of the report. Roger Pillar, part of the PCO RM

community, visited the UFC at the same time as the auditors to address issues the auditors raised from the PCO perspective as well as to gain a better understanding of USACE and UFC processes prior to returning to Iraq in mid March 05.

H. As reported in the 21 Jan 05 Biweekly Report, the UFC began collecting funds for aged Oil Pollution Act (OPA) bills via the Intra-Governmental Payment and Collection (IPAC) System in January. This was based on an agreement between HQUSACE, SWD, Environmental Protection Agency (EPA) and the Coast Guard (CG) which serves as the EPA's finance center. We had collected approximately 400 bills when the CG began to reject our IPAC transactions. At this point, we are uncertain as to the reason for the rejections. Unless this issue is resolved, UFC will have to reopen all of the collected bills. Personnel from HQUSACE, SWD, EPA, CG National Pollution Funds Center and the USACE/USEPA R6 OPA Program Manager plan to meet to discuss the issue of non payment on the OPA bills. Discussions will include the possibility of a work stoppage by USACE unless a procedure is developed that will allow for prompt payment of OPA bills by CG on behalf of EPA.

I. A team of four DFAS contractors visited the UFC 14-15 Feb 05 to gather information on CEFMS and the data contained within the system as part of the Intra-governmental Transaction System (IGTS) - Phase II initiative. The focus of the Phase II initiative is to develop a DoD solution supporting elimination of out-of-balance financial transactions among DoD organizations. USACE has non-concurred in the IGTS Concept of Operations via a teleconference on 15 Feb 05 and via email. There are multiple reasons for non-concurrence with the concept but the primary reason is that it appears DoD is building a system prior to fully identifying the process and the required data needed to complete the process. Without properly planning the processes and data requirements, the effort could lead to extensive labor rework and excessive unnecessary costs at the UFC.

J. The UFC Travel Division IATS 6.04 System Acceptance Testing (SAT) has been rescheduled for 8-15 Apr 05. DFAS will provide on-site assistance on these dates. The Division is currently working on processing PCS travel settlement vouchers received on 10 Feb 05.