

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 4 MARCH 2005**

I. CEFMS:

A. According to a recent audit report finding, CEFMS users are not accruing credit card transactions. To address this, we added a new message to the monthly statement screen reminding users that if an item has been received, but not invoiced, it needs to be accrued. When the user saves the monthly statement screen, the system now automatically goes to the credit card accrual screen where the user can accrue transactions or exit the form.

B. We changed CEFMS so that users must now be signed on to the system with an electronic signature card to access the supervision and administration (S&A) and credit card obligation screens. If the users are not signed on with an electronic signature card, they will get a message and the obligations screens will not be displayed.

C. We completed the general ledger correlation analysis for the revolving fund and non-revolving fund appropriations relative to the labor module. We met with the labor PDT to provide the general ledger correlation changes and detailed information regarding required CEFMS changes.

D. We changed the DA intern edits in the timekeeping area. CEFMS now checks an employee's history record to determine if the employee was a DA intern for a particular pay period. Stopping an error here prevents errors in the labor distribution area.

E. We provided a fifth option for the Budgeted Revenue vs Budgeted and Actual Expense Reports in the Operating Budget Module. This option allows users to run this report by organization and AMSCO or CWIS code. Many USACE activities prepare the Civil Works portion of their operating budgets by CWIS code. This report now provides a total of five options which allow activities to compare their expected funding with their budgeted and actual costs in various combinations of organization code, appropriation, and AMSCO or CWIS code.

F. We revised the Operating Budget approval program which creates or adjusts fund accounts for revolving fund, fund type D. The original program allowed a USACE activity to create a fund account with a negative authorized amount. The program has been revised to prevent this from occurring in the future.

G. We revised the Where Worked vs Where Assigned Report in the Manpower Module so that if users select Option #1, any cross charge labor will be identified by the requesting FOA and a description of the work performed. Option #2 of this report was revised in October to identify labor as either LOCAL or Cross Charge (CCL). The new change to Option #1 will allow users to review and analyze their labor more effectively. We also revised the Civil Funded End Strength Report in the Manpower Module so that the report data is stored in a table and can be submitted to CEEMIS on a monthly basis. Previously, this report was a local report. HQUSACE Manpower Division requested that this report be changed to an upward report and submitted to CEEMIS for their monthly review.

H. We modified the Operating Budget Module program which replaces budget amounts with actuals, so that budget obligations for labor are also replaced with actual obligations. The previous program replaced only budget expenses. This change will make it easier to use this option as the initial step in preparing for mid-year or other budget revisions.

I. We made a correction to the Payments to States (Treasury 1032 Report), which provides the amount of collections for leases payments for USACE projects, by county and state. One USACE activity had a difference between the general ledger balances and subsidiary records. We corrected the report code which cleared the variance.

J. We reviewed the USACE production databases for cost share imbalances between the subsidiary and general ledger for sponsor estimated work in kind (WIK), sponsor estimated WIK withdrawn, sponsor actual WIK/lands, easements, rights-of-way and relocations and disposal(LERRD) cost, and sponsor cumulative cash advances and sponsor cash advances withdrawn. We identified 24 USACE activities with one or more of these imbalances. We conducted this review prior to the release of a CEFMS change which will automatically withdraw the sponsor's share of actual cost incurred from their estimated WIK and/or advance accounts each month. This withdrawal process is currently manual. The CEFMS change includes precluding the monthly withdrawal from sponsor accounts if any of these imbalances exist and advising responsible USACE employees by email of the imbalance so that it can be corrected. Existing imbalances are being corrected before the release of the CEFMS change.

K. We made the following changes to the purchase request line item: (a) users with the proper roles can now change line item data when the amendment is in the originated state; (b) approvers can now detach a training request from an approved but uncertified

amendment; and (c) users now receive a prompt to either keep the default line description or to clear it and enter another when entering the line description field for a P2 work item.

L. We modified the Military DELMAR Cash Report (Treasury SF1219/1220 Report) for several out-of-balance conditions to correctly report direct fund cite cost transfers and GSA Interagency Payment and Collection (IPAC) disbursements. We also added supplemental collection data for funded reimbursements. Once all corrections were made and tested, the reports were back in balance.

M. We completed a major rewrite of the program for daily transmittal of all military transactions to DFAS. At the beginning of FY 05, DFAS changed their requirements to include all military and DoD transactions (depart code 21 and 97). We modified our programs to send all of the CEFMS daily transactions to DFAS through CEEMIS.

N. We provided the Intra-Governmental Transaction System (IGTS) Data Collection Team with an overview of the CEFMS process for the transactions that will impact government eliminations entries for CFO reporting. We used various CEFMS screens to display data, query transaction registers, and to demo the new trading partner screens within CEFMS. During the meeting, we also reviewed each data collection document that was previously provided to them so that everyone had an understanding of the necessary data to be collected.

O. We tested and released a modification to the Credit Card Disbursing Program so that it correctly processes the disposal costs charge to a Government credit card on the sale of assets.

P. We added a reference type for travel settlements that will allow the Disbursing Officer to change the pay method on payments to Bank of America. This will allow the payment to be made by Treasury Check rather than by the default method of EFT in certain circumstances.

Q. We continued to work on the Republic of Korea (ROK) functionality that will allow for the Far East District's vendors to be paid by electronic means. We have completed the modifications to the Foreign Currency EFT Verify Report; however, there were several other processes that needed to be changed for this to work correctly. The program that generates the file which is sent to Cho Hung Bank did not recognize the new currency code. This required another problem report to make the correction and complete the testing. Final release is scheduled for the first week in March.

R. We received a problem report on the program that is used to generate the IPAC files for Treasury. Due to the high dollar values in the GRD Data Base, the program was unable to correctly total a customer order billing from the Huntsville Engineering and Support Center (HNC). One bill in Dec 04 for \$27 million was dropped from the IPAC file to Treasury. The programming only allowed for a billing of approximately \$21 million on any single bill. We are currently modifying and testing the program.

S. We developed a list for users to identify all of the Access Request Management System (ARMS) approvers and appliers on any of the CEFMS production databases. This will provide USACE activities with an easier method to coordinate employees at a USACE activity having CEFMS access/permissions on another USACE activity's CEFMS database.

T. We released a CEFMS change on 3 Mar 05 which enables Database Administrators (DBAs) at USACE activities to restart database jobs through CEFMS.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	772	779
Priority #1 Problems	48	56

Received 167 new problem reports and completed 174 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	57	58
One	1	0
Two	3	2
Four	0	1
Eight	0	1
Ten	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:

<u>PAYMENT</u>	<u>CURRENT MONTH</u> Feb 01-28	<u>YEAR TO DATE</u> Oct 01-Feb 28
CHECK:		
CHECKS ISSUED	10,691	57,486
PERCENT OF TOTAL	11%	12%
DOLLAR AMOUNT	\$83,216,744	\$542,834,910
EFT:		
TRANSFERS MADE	44,288	233,348
PERCENT OF TOTAL	89%	88%
DOLLAR AMOUNT	\$1,439,320,985	\$7,247,012,527

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

IV. OTHER UFC ISSUES:

A. On 1 Mar 05, we had a Town Hall Meeting with all Finance Center employees to present the workforce announcement briefing of the UFC A-76 competitive sourcing initiative. The public announcement was published in FedBizOps on 2 Mar 05. The UFC competitive sourcing initiative affects the functions/tasks performed by about 90 accounting technicians in the Accounts Payable, Travel, Accounts Receivable, Debt Management, and Disbursing Divisions. The competitive sourcing study will take 12 months to complete.

B. The Resource Management Division completed Phase I of the Joint Review Program triennial reviews for FY05. This was accomplished using the CEFMS automated Unliquidated Obligations (ULO) review process. The responsible parties were contacted via email to review their ULOs. The system allowed each individual to input any adjustments needed on each category they reviewed. There were 136

records needing adjustments with an overall net adjustment of \$(717,817.88). A "lessons learned" information sheet is being developed to help facilitate the next phase of this review, since this is relatively new functionality in CEFMS.

C. On 24 February 2005, two representatives from the HQUSACE Strategic Sourcing Program Office provided competitive sourcing orientation/overview training to UFC employees. The training was presented twice, once in a three-hour morning session, and again in a three-hour afternoon session. In addition to covering the A-76 process, the instructors presented information on the history of the competitive sourcing initiative, including the implementation of this program in USACE.

D. Brenda Armour of the Resource Management Division is on a four-week TDY assignment to the Wilmington District. The primary purpose of this assignment is to assist the district in closing out FEMA missions related to the disaster recovery from Hurricane Ivan. She will also provide some limited assistance in the process for submitting reimbursable billings to FEMA.

E. On 1 March, we submitted our manpower utilization reports for February. Overall utilization was .3% over the FY05 plan through February which equates to a green rating at this time for CMR purposes.

F. Requests for CEFMS training databases have increased significantly over the last several weeks. The Finance Center coordinates with the CEEIS processing centers to establish temporary CEFMS databases for training by USACE activities. On average, we receive one or two requests per month for each of the four processing center machines. However, we currently have ten requests for the CEFMS training databases. Typically, the databases are made accessible to USACE activities only for two weeks due to the limited space available at the processing centers. The most frequent users, HQUSACE and the Baltimore and Europe Districts, are conducting CEFMS training about once per month.

G. Two auditors from the Army Audit Agency will revisit UFC on 7-9 March 05 to review procedures and transactions for the disbursement of the Iraq Relief and Reconstruction - II Program, FY 04-06 funding. The goal is to ensure that proper fund and accountability controls are in place as the Project and Contracting Office (PCO) executes its mission in support of the Iraq relief and reconstruction efforts.

H. The Special Inspector General Iraq Reconstruction Project (SIGIR) office contacted us to request financial data on the Iraq Relief and Reconstruction - II Program, FY 03-05 funding. We are working to provide the information requested.

I. UFC Travel Division is currently processing PCS vouchers received on 24 Feb 05.

J. Three UFC employees attended the Defense Organization Accounts Receivable Training Workshop on 23-25 Feb 05 at DFAS Indianapolis. The Department of Treasury Financial Management Service (FMS) presented a briefing on preparation of the Treasury Report on Receivables (TROR) and debt management collection tools and techniques. DFAS Arlington and other networks covered the purpose of the Monthly Receivable Report (MRR), CONOPS Overview, and compilation and definitions of DoD metrics. Pete Hirshman of DFAS Arlington emphasized the OMB goals associated with the metrics, line-by-line explanation of the MRR, and the requirement for financial statements, MRR, and TROR to reconcile with no differences. There was significant discussion on actions needed to be prepared for CFO assertion reviews.

K. The UFC Accounts Receivable Division is working with PCO personnel, DFAS and HQUSACE in an effort to identify and post disbursements in CEFMS on PCO contracts paid by Army disbursing offices in Iraq. In some cases, contracts were written but copies were not furnished to the PCO Resource Management Office so that the obligations could be entered in CEFMS. The Army disbursing offices in Iraq use the paper contract as the authority to issue a payment to the vendor. The disbursements are then charged to USACE thru the Intra-governmental Payment and Collection (IPAC) System for processing the disbursement against the obligation in CEFMS. If PCO was not furnished a contract copy then there is no obligation in CEFMS for posting. (A process is being developed in Iraq to ensure the older obligations are entered in CEFMS so the disbursement can be posted. Procedures are also being implemented to ensure that all future contracts are furnished to PCO when written.)

L. We developed a program to automate the Funds Balance with Treasury reconciliation and its audit. We plan to make the reconciliation program available on the UFC web intranet with a link from the UFC public webpage for auditors to use. The supporting documentation for the figures has been imaged and is available by clicking on the various buttons within the report. For example, you can click on SF 1151 and see the actual SF 1151s that apply to that appropriation. The user will also be able to click on the CEFMS side of the reconciliation and see the general ledger transactions that make up the total figures (i.e. receipts and disbursements).

The program also provides adequate space to fully disclose any out-of-balance conditions that exist.

M. UFC personnel have been submitting and working with DFAS in the daily submission of military transactions to DCII. They are currently working the DFAS DCII suspended errors from the 1.8 million transactions submitted. One item of note is that in the initial submission of October thru December transactions, we received suspended errors at a constant rate of 1.0% while the errors received with this last submission of 1.8 million transactions was down to only 0.4%. This is a noteworthy result of improved edits and reconciliations of the financial data prior to submission of the transactions to the DCII database. It also results from researching the crosswalk tables in DCII and updating missing data. The DARTS tool (Microsoft 1997) provided by the DFAS DCII project for researching and clearing these suspended transactions does not work properly on the USACE standard Microsoft 2000 version. Efforts to effectively and efficiently resolve these suspended transactions are therefore very cumbersome and labor intensive. The Directorate of Accounting has repeatedly requested from DFAS the permission for SQL view capabilities on the DCII database. DFAS has been reluctant to allow us this tool and it does not appear that they are willing to even consider allowing this access.

N. We conducted our 2nd and 3rd SQL classes in February. We had 15 students from other USACE activities attend both sessions.

O. The Cash Reports Division met the accelerated goals established by DFAS, in support of the President's Management Agenda (PMA) for submission of the Suspense Account Report (SAR). The Division personnel worked aggressively and have successfully cleared 93% of all TFO/TBO's (including current, 0-30 days). This success was accomplished in spite of communication difficulties with IRAQ in resolving and processing their transactions. The Reports and Analysis, Disbursing and Cash Reports Divisions have collaborated in the development of an automated IPAC reconciliation and Statement of Difference identification program. The targeted date of completion for this programming effort is early spring.