

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 1 APRIL 2005**

I. CEFMS:

A. We changed CEFMS to separate duties on credit card transactions to comply with DoDIG audit findings and HQUSACE (CEFM-F) policy memorandum. Now, if a credit card user originates a purchase request, that same user cannot approve/certify the transaction; if a user approves/certifies the transaction, that same user cannot obligate it. Individual purchases must be certified before purchase with the credit card. These changes affected the bulk credit card process which had been popular with credit card users. The changes basically eliminated the streamline of the process. In telephone conferences with USACE activities and CERM-F, we have offered possible solutions for again streamlining the process which CEFM-F will approach with the auditors.

B. We made the following CEFMS changes in the labor area:

- We improved labor distribution error messages. Now, if the org code does not match on a P2 work item, the user receives a message specifying either: (1) the correct organization code (if it is an organization labor authorization); or (2) the employee identification (if it is an employee authorization).
- When the pay period end date extends into the future month, CEFMS will now use a CEFMS system date for period determination. This prevents problems associated with labor transactions being posted with the incorrect accounting period.
- We released a revised Reorganization Users Manual which can be accessed on the CEFMS Users Manual website at: <http://rmf31.usace.army.mil/cefmsdoc>. The updated version, dated 4 Mar 05, incorporates new instructions related to P2.

C. We revised the Manpower Module so that additional information on Cross Charge Labor is now maintained in a CEFMS manpower table. We are developing a set of four new reports which will tell USACE activities how many hours they have spent working for other USACE activities, using Cross Charge Labor. The reports will provide detailed information including the organization code of the requesting site, the funding source, and how the FTE was reported to HQUSACE.

D. We are working on a presentation for the PMBP/P2 Users Conference which will be held 4-7 Apr 05 in New Orleans. Sandy Eckley and Tom Pennington will discuss upcoming changes in CEFMS and the P2/CEFMS interface and will also participate in a work group to address P2-CEFMS interface questions.

E. We corrected a P2 interface edit which would not allow the government order/customer order (GOCO) process to transmit Military Interdepartmental Purchase Requests (MIPRs) if the work item for all line items did not exist on the performing activity's database. We changed CEFMS to allow transmission of the MIPR if the missing work item on a line item is for supervision and administration (S&A) at the requesting activity.

F. We are continuing to have discussions with the P2 group on their requirement to restrict the creation of purchase requests to the funding source identified in P2 and our requirement to allow multiple fund types at the individual resource level. P2 has indicated they may not be able to meet the requirement of multiple fund types at the resource level. We are insisting that we will not restrict the funding source without the multiple funding capabilities as agreed upon in the Requirements Document unless the P2 Steering Committee approves the new process.

G. We completed testing of all Progress Payment (ENG93) form changes and released these changes to the production databases on 17 Mar 05. We enhanced the process of finalizing construction contracts within CEFMS (processing the Release of Claims on construction contracts). A new menu option has been added, and the process streamlined. CEFMS now stores the name and the date that the authorized individual signs off on the release for audit purposes. Users without electronic signature cards now have a new menu option to create and/or update progress payments in CEFMS, as approved by the CEFMS Configuration Control Board in November 2004.

H. We revised the form that is used to enter unfunded liabilities in CEFMS. Previously, only the user who entered the unfunded liability could reverse it. This caused a problem when users changed jobs or left USACE. Now, a user within the same organization can reverse these unfunded transactions.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

| | <u>This Report</u> | <u>Last Report</u> |
|----------------------|--------------------|--------------------|
| Total Problems | 812 | 793 |
| Priority #1 Problems | 72 | 63 |

Received 180 new problem reports and completed 161 problem reports.

B. Database Imbalances on our 62 Production Sites:

| <u># of Imbalances</u> | <u>This Report</u> | <u>Last Report</u> |
|------------------------|--------------------|--------------------|
| None | 58 | 56 |
| One | 3 | 1 |
| Two | 0 | 1 |
| Five | 0 | 1 |
| Six | 1 | 1 |
| Ten | 0 | 0 |
| Twenty-one | 0 | 1 |
| Sixty | 0 | 1 |

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 Mar 01-29 | YEAR TO DATE Oct 01-Mar 29 |
|------------------|----------------------------|-------------------------------|
| CHECK: | | |
| CHECKS ISSUED | 12,402 | 69,888 |
| PERCENT OF TOTAL | 11% | 12% |
| DOLLAR AMOUNT | \$95,543,201 | \$638,378,111 |
| EFT: | | |
| TRANSFERS MADE | 54,815 | 288,163 |
| PERCENT OF TOTAL | 89% | 88% |
| DOLLAR AMOUNT | \$1,816,501,313 | \$9,060,513,839 |

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

IV. OTHER UFC ISSUES:

A. We conducted two Structured Query Language (SQL) training sessions during March. On 8-10 Mar 05, we taught the one-day basic course and two-day intermediate course. On 29 Mar 05, we taught the basic course. There are two more sessions scheduled for this year, and both will be conducted in April.

B. On 22 Mar 05, we completed preparation of the Continuity of Operations Plan (COOP) for the Finance Center. The UFC Coop covers the three conditions of initial transition, recovery, and reconstitution. We still have a few small issues to resolve for disbursing if we move to an alternate work location. We hope to have the disbursing issues resolved within the next month. Completion of the plan allows us now to resolve the one red rating which had appeared on our monthly self-assessment of CFO Act issues.

C. We have developed our FY05 Management Control Program (MCP). Our MCP is based on the mandatory reviews contained in the HQUSACE program. All MCP reviews are scheduled for completion in mid-May so that we can prepare and submit our annual assurance statement to HQUSACE by the 1 June suspense date. We also have posted a video on our Inet which all managers are required to view as part of our management controls training for this fiscal year.

D. On 1 Apr 05, we participated in the Program Advisory Working Group teleconference. The objective of the teleconference was to review and validate unfinanced requirements (UFR) for ED&M funding. We submitted a UFR to fund labor both for GE and OMA positions through the fiscal year end. During the teleconference, we further explained/defended our need for these funds.

E. On 28 Mar 05, we provided HQUSACE (CELD) with information on utilization of the administrative and other space occupied by the Finance Center in Millington. Since we are a tenant on a military installation, we are not subject to the USACE space utilization standards. However, CELD requested this data to help complete the space utilization information compiled on a USACE-wide basis.

F. Effective the beginning of FY05, the GSA rent billings are split between GSA and the Department of Homeland Security (DHS). GSA continues to bill for all rent-related items except the security charges for which DHS now bills. We currently receive one customer order from each USACE activity and use the funds to pay both charges. Our obligations for the Civil funds are established with GSA and DHS using our RF account. We then distribute the costs to the USACE activities through a distributable billing process. This occurs each time we process a payment to either agency. Our work for about 30 other Army agencies has doubled at the UFC as a result

of this change because these agencies previously provided multiple incrementally funded MIPR to cover the GSA rent cost and now we receive multiple incrementally MIPRs on two types of cost. It also requires addition resources to accept the additional MIPRs and amendments and to ensure they are accurately posted.

G. We participated in teleconferences on 17 Mar 05 and 23 Mar 05 with the DFAS Intra-Governmental Transaction System (IGTS) Project Office. The IGTS Phase II Concept received a non concurrence by most members of the DFAS community and USACE. As a result, some of the basic concepts for the DoD Intra-governmental Transaction System (IGTS) have changed. The IGTS Project Office has regrouped and now has divided the project into three Working-Level Integrated Product Teams (WIPT). They will meet on a weekly basis. A tasking of one of the working groups is to develop a method for automating the MIPR process within DoD. DFAS and OSD requested UFC input with reference to the government order/customer order (GOCO) process currently used by the USACE. An objective of the group is to use the GOCO concept within DoD with the possibility of expansion to all U.S. Government Agencies.

H. The National Recreation Reservation Service (NRRS) national contract will hopefully be signed within the next 4 to 6 weeks. Once the contract is signed, the National Park Service (NPS) will be the first agency to use the new contract. NPS would like to change part of the processes under the new contract to fit their current operating procedures. USACE is opposed to some of their proposed changes because if made, the changes will affect the way our parks collect and deposit fees. USACE is currently working with the NRRS/National Contract Management Office Finance Officer in an effort to ensure that our processes/procedures do not have to change with the eventual implementation of the new contract for USACE in FY 06.

I. Beginning 31 Mar 05, the UFC will submit electronic files to the Social Security Administration (SSA) for income and Social Security tax withheld from USACE employees' PCS vouchers.

J. The DoD Intra-governmental Payment and Collection (IPAC) Conference is scheduled to be held the week of 25 Apr 05 in Columbus, OH. The UFC Disbursing Officer and an Accountant from the Disbursing Division will attend. They will present information on the methods used by USACE in conducting IPAC business.

K. The UFC Travel Division is processing PCS vouchers received on 16 Mar 05. During the week of 18 Apr 05, the Travel Division will send USACE activities notification that UFC will accept 2004 Relocation Income Tax Allowance (RITA) submissions for processing.

L. DFAS personnel will visit UFC beginning 8 Apr 05 for the deployment of the WinIATS 6.04 travel release.

M. Tony Roberson, SWD, the USACE R6 Oil Pollution Act (OPA) Program Manager, will visit the National Pollution Funds Center (NPFC) Headquarters on 6-8 Apr 05 for an Environmental Protection Agency (EPA) meeting. He will request an update by NPFC on the payment of aged USACE OPA bills. The update should include information on the progress being made by the NPFC "Tiger Team" established to ensure payment of the aged USACE bills.