

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 10 June 2005**

I. CEFMS:

A. We added an improved Joint Review Process (JRP) for Unliquidated Obligations (ULO). The improved process provides new review and follow-up capabilities, and is located under the Other Reports menu. Now, a user can create a review using a variety of options, including who is responsible for the items (i.e.; CEFMS responsible employee, Purchase Request (PRAC) Approver, or PRAC originator.) Also, the review criteria can include a full review, a partial review filtered by minimum dollar amount or inactivity date, or a review of canceling and 4th year expired appropriations. Current account balance information is available, and remarks and emails for corrective action can be created for ease of follow-up and audit. The electronic signature function is used for the technical and financial reviewer's certification statement. There is also electronic signature for the fund holder once the review has been completed. This requires the role of ULO_CHIEF_FINANCIAL_OFFICER. Once the ULO review has been signed, a report of the above information can be printed and used for upward reporting.

B. We tested accounts payable general ledger changes for Trust Funds, Special Funds and Cost Share with Military and Civil appropriations. We were able to complete the testing and determine that new correlations are updating the correct general ledger accounts.

C. We changed the travel order deobligation screen so non-travel obligations will not query. This eliminates the problem some users were experiencing when they selected a contractual obligation that had the same obligation number as an old conversion travel order.

D. A user reported that the travel voucher reviewer does not always receive the split disbursement message. After researching the problem, we determined that if the credit card-holding traveler signs the voucher, the reviewer will not see the split disbursement message. We changed CEFMS so reviewers will always receive the split disbursement message when certifying a voucher if a disbursement is to be made to the credit card company.

E. We continued with the development of the Government Transportation Request (GTR) functionality by assisting our test USACE activity in processing an airline bill. We modified the process for processing GTR credits so that credits would be fully applied to the appropriate obligation lines when previous

disbursements had been made against multiple ticket numbers and the travel order had

multiple lines of funding. We also made the new GTR Airline Ticket functionality available to GTR users at another USACE activity. We assisted users in creating and processing credits totaling over \$11,000 that had not been taken during GTR processing in the last year. We modified the GTR Obligation Create/Update screen so that users cannot enter payment or discount terms, since this information is not required for GTR Obligations. Disbursements are made for these obligations as soon as all appropriate records are created and certified, and discounts do not apply at this time.

F. Travel vouchers for Afghan national employees were not importing into IATS for processing because complete employee addresses had not been entered in CEFMS. IATS will not accept a voucher with an incomplete employee address. The Transatlantic Program Center (TAC) wanted the reimbursement checks to be mailed to the field office instead of directly to the travelers. Therefore, to correct the problem, we advised TAC to either enter an employee address or the field office address or a dummy address to get the vouchers imported for processing.

G. We wrote the following software change requests (SCRs) for WINIATS 6.0.5 and sent them to the IATS DFAS project office.

- Identify partial and supplemental vouchers based on data sent from CEFMS and do not require examiners to identify the voucher.
- Correct a supplemental to partial voucher computation problem.
- Restrict 'accrual' message to pop up only when an 'accrual' problem actually exists.
- Send only one daily per diem record back in the .iat file from IATS to CEFMS for a specific day of per diem. When two records for same date are sent in .iat file for certain stop codes, vouchers do not load successfully into CEFMS.

H. We completed the Logistics Travel User Manual. The new version was released on the CEFMS website on 3 Jun 05.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	739	754
Priority #1 Problems	69	69

We received 119 new problem reports and completed 134 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	57	56
One	4	3
Two	0	0
Three	1	1
Four	0	0
Five	0	0
Six	0	1
Seven	0	1

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	230
HUNTSVILLE:	24
USACE HQ:	1
DA Interns:	3
TOTAL:	258

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH	YEAR TO DATE
	Jun 01-07	Oct 01-Jun 07
CHECK:		
CHECKS ISSUED	2,969	96,094
PERCENT OF TOTAL	8%	11%
DOLLAR AMOUNT	\$22,320,556	\$830,520,888
EFT:		
TRANSFERS MADE	17,521	410,856
PERCENT OF TOTAL	92%	89%
DOLLAR AMOUNT	\$751,196,826	\$12,934,421,346

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

IV. OTHER UFC ISSUES:

A. In a recent update of the CCG, we received notice of an unexpected ten percent reduction in AIS funding for both CEFMS and CEEMIS in FY06. The funding for FY06 had been approved last year by HQUSACE through the ITIPS/CFAT/PBAC process, and last month we prepared our FY06 operating budget based on those amounts of funding. We are now reviewing our FY06 plans to determine and submit to you the impact of this ten percent funding reduction on services provided by the UFC.

B. We submitted the annual update for the Army Stationing and Installation Plan (ASIP) to HQUSACE (CERM-M) on 1 Jun 05. The ASIP is the official Army database for population data at all Army installations. On 3 June, we submitted the May manpower utilization report which reflected a net over utilization of .1% which is within the green rating for CMR purposes.

C. We recently established a training committee composed of management and bargaining unit members. The committee will jointly consider plans for training which will further develop the skills and knowledge of the UFC workforce and continue management's practice of fairly allocating training opportunities.

D. The UFC Debt Management Division Chief attended an Accounts Receivable Meeting at DFAS Denver on 7-9 Jun 05. The objective of the meeting was to develop a plan to initiate and finalize solutions for processing and reducing Intra-governmental Receivables within the next 90 days. Other areas covered included a review of accounts receivable metrics, reporting requirements and public receivable issues.

E. The UFC Travel Division is processing Permanent Change of Station (PCS) vouchers received on 26 May 05. They are processing Relocation Income Tax Allowance (RITA) vouchers received the week ending 28 May 05. The staff is working with TAC Human Resources Management and Resource Management in an effort to resolve open issues on Temporary Change of Station (TCS) vouchers for employees deployed to Iraq.

F. As of 10 Jun 05, there are approximately 115 USACE employees who have not filed their 2003 Relocation Income Tax Allowance (RITA) in association with Permanent Change of Station (PCS) moves. We sent a reminder in May 05 to these employees and their respective Finance and Accounting Officers, reminding them of the requirement to file the RITA for Withholding Tax Allowance (WTA) previously paid to IRS

on their behalf. The UFC Travel Division will be submitting bills to these employees during the week ending 17 Jun 05 for the WTA previously paid by the UFC.

G. The Deputy Director of Finance, the Travel Division Chief and a supervisor in the Travel Division attended a Defense Travel System (DTS) training session for Authorizing and Certifying Officials on 8 Jun 05 conducted at the Naval Support Activity Mid-South. We attended the training to determine if the training would assist us in planning for the eventual conversion of USACE to DTS. We determined that the training will not benefit us in the future conversion to DTS.

H. The CFO/Civil Reports Division responded to a request from the Office of Secretary of Defense Comptroller (OSD(C)) for imputed cost information on non-reimbursed or under-reimbursed costs. We also gathered information in response to a request from OSD(C) for aged receivable data on outstanding bills with the Federal Emergency Management Agency.

I. We are currently working on another request from OSD(C) regarding budgetary reporting in the Federal Agencies Trial Balance System in comparison with the Statement of Budgetary Resources in the Defense Departmental Reporting System (DDRS).

J. We also gathered data to be presented at a DFAS meeting concerning delinquent receivables and reconciliation between the Treasury Report on Receivables, the Monthly Receivable Report to DFAS and the financial statements prepared in DDRS.

K. We have completed the imaging and indexing of all USACE Civil Works government order acceptances. By maintaining the acceptance of all outgoing government orders, we will be able to instantly provide our Trading Partners with supporting documentation of their financing appropriation in support of expenses to revenue, and accounts payable to accounts receivable. We will use this database to support our CFO eliminating entries. The database will also assist us in maintaining our OSD waived entity status.