

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 8 JULY 2005**

I. CEFMS:

A. We released to the field the new Cost Transfer Certification Screen that incorporates the disbursement and collection transactions updates within the screen. These updates were previously done in the Process Miscellaneous Disbursing Program and will now occur when costs are transferred between military and civil Disbursing Station Symbol Numbers (DSSN).

B. We corrected the Void Contract Payment Screen to correctly update Prompt Pay Interest when the work category element in the cost account records is identified as 'S&A'.

C. We tested the PC Disbursing Programs on Windows XP, Service Pack 2, against the Information Assurance Vulnerability Alert (IAVA) Releases that were installed on 15 Jun 05. There were no problems in executing any of the programs.

D. We furnished a report of Master Agency Locations Codes to the DoD Intra-governmental Payment and Collection (IPAC) Manager.

E. We modified the CEFMS travel program so users do not receive the "reduce funding percentage" message after pressing "Enter" when the total percent funded equals 100 on new travel orders.

F. We researched per diem inconsistencies on Travel Orders. We determined there was a problem with the files received from Profit Soft for updating per diem rates. Profit Soft is the contractor who maintains IATS for the Army. It appears that if an error is made in a per diem rate, Profit Soft personnel make a manual change to correct it. We have corrected the rate in question and requested that any manual changes made in the future be reported to USACE so we can make corrections to CEFMS also.

G. We are working with Profit Soft to help correct problems identified in the latest IATS release. We have provided them with files of every type of CEFMS TDY voucher to help identify the type of voucher for which IATS computes an incorrect settlement amount.

H. The new CEFMS Government Transportation Request (GTR) process is now being used at CEHNC, CESWD, CESWF and CESP. Users reported that they are pleased with the new functionality. Two more USACE activities will be processing this month's billing with the new process. Most USACE activities use Carlson-Wagonlit as their agent and receive a diskette each month. The new process uses the disk to load ticket information automatically. We have determined that USACE

activities serviced by a SATO do not always receive a disk and the SATO disk format is different from the Carlson-Wagonlit disk we used to develop the new programming. We contacted SATO offices to determine why some offices do not receive the diskette. SATO personnel are working with us to determine if the disk can be provided.

I. The Defense Civilian Payroll System (DCPS) has now been programmed to accept the new codes for travel compensatory time. As a result, we have changed CEFMS to no longer convert the new compensatory time codes back to the old codes prior to transmittal to DCPS. We also made a change to the CEFMS payroll transmittal program so that when the payroll file for pay period ending 25-Jun-05 was transmitted, a script was automatically generated to create prior period time and attendance adjustments for the new travel compensatory codes. USACE activities were instructed to then transmit these adjustments to DCPS. This process kept the Customer Service Representatives from having to make hundreds of manual corrections in DCPS.

J. We revised the Operating Budget Module so that Japan District Local National labor charged to G&A or Departmental Overhead accounts does not include the Local National COLA rate. This revision adjusts our earlier change to accommodate Local National labor at Japan District to include both the MLC (Master Labor Contract) labor and its COLA (Cost of Living Adjustment) rates. The Operating Budget Module now calculates both amounts only on hours that are not charged to Departmental Overhead or G&A accounts.

K. We modified the Budget Module report which reflects labor budgeted by full-time equivalent (FTE). Previously, the report reflected the total dollars for each type of FTE (civil or military). The revised report now provides more detail and displays the dollar amount associated with each work item or program against which FTE are budgeted.

L. We provided the first draft of the FY2007 OMB 300 Business Case for CEFMS and CEEMIS to HQUSACE (CEIM), and discussed possible changes with CEIM staff and their contractor. This will be the first submission which includes the full cost of the AIS. In previous years, the budgeted and actual costs reflected only the portion of costs which supported the Civil Works mission (60%). Additional changes will be made after CEIM decides which of the years represented in this year's submission should include 100% of the costs (civil and military) and which should include only the Civil Works portion (60%). This year's submission, which is due to OMB in early September, will include forecast amounts from FY2006 through FY2012, and historical costs for all earlier years.

M. We made the following redesign and other Standard General Ledger changes that are necessary for USACE to be CFO compliant.

- We added two new fields to the general ledger correlation table to permit cost transfer general ledger correlations to be built and programming changes to be made for Special Funds and Trust Funds. These funds are not appropriated by Congress and general ledger updates must exclude updates to general ledger accounts 3107 (Unexpended Appropriations Used) and 5700 (Expended Appropriations). These changes are being made to satisfy the requirements of a DoDIG Audit Finding.
- We built new cost transfer general ledger correlations for Special Funds and Trust Funds, made programming changes to properly record these general ledger updates, developed a test plan to test these programs/general ledger correlations and assigned responsibility for performing these tests. The new general ledger correlations exclude updates to general ledger accounts 3107 (Unexpended Appropriations Used) and 5700 (Expended Appropriations) and were made to satisfy the requirements of a DoDIG Audit Finding. The estimated completion date for these tests is July 2005.
- We analyzed and rebuilt reimbursable accounts payable general ledger correlations to remove the match to appropriation type for non in-house method of accomplishment type general ledger correlations, and changed the required programs to no longer use appropriation type to determine these general ledger updates. These correlations no longer used appropriation type to determine the general ledger accounts to be updated. This eliminated approximately 33,000 general ledger correlation entries. Removing the match to appropriation type also eliminated the requirement to build additional general ledger correlations for Special Funds and Trust Funds, appropriation types 'S' and 'T'. We also completed testing the changes to programming and general ledger correlations.
- We developed revolving fund operations billing general correlations for Special Funds and Trust Funds, and changed the required programming to use these general ledger updates. When a billing for in-house resources occurs, general ledger effects for revolving fund operation billing transactions differ depending on whether a civil or military special fund or trust fund is being billed. These programming changes/general ledger correlations ensure these requirements are met. We also developed a test plan and are currently testing these changes. The estimated completion date for these changes is July 2005.

- We developed in-house appropriation refund general ledger correlations for Special Funds and Trust Funds and made programming changes to update using these new correlations. We also developed a test plan, assigned responsibility and are currently testing these changes. The estimated completion date for these tests is July 2005.

- We successfully tested new general ledger correlations for the Revolving Fund-PRIP account on the TESTCORR database.

N. We continue to test and verify the accuracy of the general ledger correlations for the revolving fund labor payroll module. We are reviewing the general ledger recon reports to determine if we have created any imbalances. We also provided information to the disbursing team for the general ledger changes involved in disbursing labor transactions.

O. We modified the government order/customer order integration process to transmit Federal Emergency Management Agency (FEMA) customer order reference information on government orders sent to other USACE activities. The transmitted reference information is then printed on all FEMA billings. This change was requested by the UFC.

P. We developed an email notification process to tell cost share responsible and alternate responsible employees why the cost share automated withdrawal program could not execute for their cost share control projects. The email identifies the cost share project and the reason the withdrawal for the sponsor's share of actual cost incurred could not be made from the sponsor's advance account. The email also requests that the responsible employee correct the cost share data.

Q. We changed the APPMS Hand Receipt Maintenance Screen to display the property id description for all appropriation types. The forms genie and unneeded triggers were removed.

R. We changed the purchase request line item so that the system determines if the employee designated as a technical approver is active before generating a pr_review record and generating an email for technical approval.

S. We modified the Defense Cash Accountability System (DCAS) file transfer of expenditure transactions to DFAS. One fiscal station code was reporting as a 36C and it should have been a 36B. This was causing problems when reconciling to the Unreconciled Input Data Report (UIDR) at DFAS.

T. We modified the S&A cost query per instructions from the Kansas City District. The query is now only needed for the monthly placement, expense and Design During Construction (DDC) for S&A costs. This will save time and resources when generating the query.

U. We continue to monitor the daily transaction load to CEEMIS. We had to load missing transactions for April and May 05 after reconciliations reflected out-of-balances between daily transactions and the Integrated Command Accounting and Reporting (ICAR) report.

V. We continue to respond to customer inquiries regarding the CEFMS labor cross charge process. We researched labor/payroll data and answered questions for in-house labor and time and attendance. We also worked with problem report points of contact in resolving problems for specific labor issues and submitted CEFMS changes, when warranted.

W. We completed revisions to the following CEFMS user manuals and have placed them on the CEFMS website: Travel Manual, Obligation Manual and the Homeowners Assistance Program Manual.

X. We made improvements to the automated multipurpose power financial statements in CEFMS. We made these changes to ensure that asset costs for asset work items generated in P2 are included in the statements.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	748	729
Priority #1 Problems	81	65

We received 187 new problem reports and completed 168 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	59	60
One	2	2
Two	1	0
Three	0	0
Four	0	0
Five	0	0
Six	0	0
Seven	0	0

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	227
HUNTSVILLE:	24
USACE HQ:	1
DA Interns:	3
TOTAL:	255

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH	YEAR TO DATE
	Jun 01-30	Oct 01-Jun 30

CHECK:

CHECKS ISSUED	11,851	104,976
PERCENT OF TOTAL	11%	11%
DOLLAR AMOUNT	\$87,258,843	\$895,459,175

EFT:

TRANSFERS MADE	55,290	449,119
PERCENT OF TOTAL	89%	89%
DOLLAR AMOUNT	\$2,146,195,972	\$14,378,283,590

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

IV. OTHER UFC ISSUES:

A. The CFO/Civil Reports Division completed reconciliation of receivables and payables for third quarter data. We are currently working on compilation of third quarter CFO financial statements, notes and trading partner elimination data. We have begun participation in the daily conference calls with DFAS-Arlington, the DFAS Centers, and OSD Comptroller's office on the status of the quarterly financial statement compilation and any outstanding issues. The compilation and submission are going fairly smoothly and we do not foresee any problems or reasons why we will not finalize our submission on time.

B. The CFO/Civil Reports Division staff has also been engaged in teleconferences and responses to various requests from DoDIG. They have provided DoDIG auditors with requested query results for general ledger correlation updates by account phase code, desk standard operating procedures and CEEMIS to Defense Departmental Reporting System (DDRS) crosswalks.

C. UFC Deputy Director, Cynthia Blevins, prepared and briefed Ms. Terri McKay, the Deputy Chief Financial Officer (DCFO) OSD, and her staff in Washington DC on 24 Jun 05. The briefing covered the current status and challenges associated with the delinquent accounts receivables, the UFC reconciliation process for the Monthly Report of Receivables (MRR), the CFO Financial Statements and the Treasury Report on Receivables (TROR). Ms. Blevins also presented the USACE automated billing and collect process in CEFMS, as well as the level of data that is captured during the entire process to include the follow-up actions on delinquent receivables. USACE received six due outs from this meeting. We are currently working with HQUSACE (CERM) staff to address these due outs.

D. We conducted a teleconference with personnel from Seattle District regarding the Regional Data Mart. Their overall response to the system was positive.

E. We conducted a teleconference with Dani Villiva of HQUSACE (CERM-M) to discuss the CMOD procedures. We made some programming changes in CEEMIS concerning the data that is being retrieved. The labor that is charged to prior year's appropriations was not getting counted in the target figure; therefore, the target was overstated.

F. We have been working closely with the Antenon Program Manger, the contractor for the CEEMIS DITSCAP, and anticipate that the DITSCAP will be completed before the deadline for all USACE AIS to obtain their Designated Approving Authority by the CIO. Antenon has informed us that they may be completed by the end of July, which is a month earlier than expected. Additionally, per Antenon, the contract may come in under cost.

G. The OSD target date is 28 Jul 05 for the write-off of public receivables older than 2 years. The UFC will coordinate with the Civil Works Staff at HQUSACE to discuss the impact of a write-off based on OMB Circular A-129 and the 28 Apr 05 OSD Policy Letter on the write-off of aged public receivables from Ms. Mckay, DCFO OSD

H. The Finance Center has just received the USACE Uncleared Transactions by Others (TBO) and Interfund listings from DFAS for the end of June. Overall, USACE looks good. On the Interfund listing, we only have five transactions aged greater than 60 days. On the TBO Listing, we have thirty-four transmittals aged greater than 60 days. Of the total \$160M in Uncleared TBOs, \$142M belongs to the Gulf Region Division (GRD), and \$8M of the \$9M in transactions aged over 30 days also belongs to GRD. In our explanation to DFAS, we described our problem of obtaining documentation from GRD, poor communication due to time differences and frequent changes in personnel, and an overall hardship caused by the element of war. We explained that we are working these issues in an effort to keep TBO balances under 30 days.

I. The Travel Division is currently working PCS vouchers received 24 Jun 05 and 2004 RITA vouchers received 30 Jun 05.

J. A conference call between various USACE organizations regarding the EPA Superfund and Oil Pollution Act accounts receivable billings is scheduled for 12 Jul 05. Discussions will include ways to streamline our processes and the use of the Intra-governmental Payment and Collection (IPAC) System for the collection of USACE funds from EPA. Our goal is to obtain EPA's concurrence that USACE can pull our funds via IPAC and thereby reduce our aged receivables.

K. USACE Finance Center representatives recently participated in two competitive sourcing in-process reviews (IPRs). The first was a teleconference with all functional proponent project managers of A-76 studies that are either in the preliminary planning or the competition phase. Participants discussed upcoming major milestones for each study, and concerns and potential problem areas. The second teleconference involved strategic sourcing project managers (Corps of Engineers Major Subordinate Command competitive sourcing points of contact), and included discussions on Division/District Commander concerns and the status of ongoing studies.

L. On 8 Jul 05, the Resource Management Division participated in the Executive Direction and Management (ED&M) Program Advisory Working Group (PAWG) teleconference regarding the FY06 ED&M budget. The primary purposes of the meeting were to validate budget increases of more than \$100K in certain cost categories and to validate the Program Accounts budget.

M. We submitted the June Manpower Utilization Reports to HQUSACE (CERM-M) on 6 July. The combined civil and military FTE utilization was .1% over the FY05 plans and puts the UFC in the green category for the third quarter CMR.

N. We received an additional supply of 2,000 Esig cards on 27 June. We initially purchased 5,000 Esig cards in early 2004 to furnish to all of USACE activities pending the implementation of Public Key Infrastructure (PKI). This initial stock had been depleted to less than 1,000 on hand. The cards are kept at the two CEEIS processing centers and issued to USACE activities through the ordering system we developed when we made the initial card purchase.

O. The third quarter CMR Property Performance Report for the UFC reflects that 99.6% of accountable property has been inventoried/scanned. This will place the UFC in the green category for CMR purposes. At the end of the third quarter the UFC had 1,377 property records representing accountable property costing about \$1.7M.