

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 16 SEPTEMBER 2005**

I. CEFMS:

A. We are assisting in the Hurricane Katrina relief effort as follows:

- Our labor team is assisting New Orleans District with inputting and transmitting time and attendance for the district for the fiscal year for the employees to be paid and to prepare the database for fiscal year closing. We submitted a partial payroll file containing actual time and attendance (T&A) entered for pay period ending 3 Sep 05 prior to the hurricane. Emergency time for the remainder of the pay period was entered into the Defense Civilian Payroll System (DCPS). We provided a script that set tour of duty completion indicators (which allowed the partial file to be submitted), since very few timekeepers were able to actually run their tour of duty edits.
- After it was decided that Operation Safe Haven funding would be used for displaced victims of Hurricane Katrina, we changed our process that merges all T&A into a payroll file to recognize those entries for Safe Haven. Our process will convert the regular hours type to 'LV' (administrative leave) before the file is transmitted to the DCPS. This will allow regular costing to be recorded in CEFMS, while meeting the 'LV' reporting requirement in DCPS.
- The labor team and others have been recruited to enter the T&A for the New Orleans District for pay period ending 17 September for the 71 timekeepers who are unable to input T&A. We are running all tour of duty edits, making corrections for those employees that have submitted T&A sign-in sheets, and merging the records for transmission. We also developed an automated procedure to allow certification by the F&A Officer on all T&A records. This will permit the distribution of the payroll charges to be posted in CEFMS on time. We plan to do this for pay period ending 1 October as well, and we will process the early labor cut-off for New Orleans. We are working closing with New Orleans' RM employees in coordinating all efforts.
- We have input 1077 Safe Haven travel orders. These were done by the CEFMS Travel Team. They also wrote scripts to approve, certify and obligate the approximately \$33.6 million for the travel evacuation of employees and their families. We worked closely with the New Orleans Resource Manager to ensure that

the orders were properly prepared to reflect the Safe Haven account and contained all appropriate remarks and authorizations. We will be involved in modifying the orders to update for family members as the information is obtained, and in terminating the orders once employees and their families return to their homes or alternate work sites.

- We are coordinating the effort to bulk load EFT routing information for displaced New Orleans District personnel. This is only for employees who have previously not signed up for the EFT payment capability. This will enable the UFC to transmit travel payments directly to the employee's bank. This data was provided by DFAS based on a request from the Resource Manager at New Orleans District.
- We added the Federal Emergency Management Agency (FEMA) Mission Assignment Number to the customer order process. This is the Actual Mission Assignment Number (AMAN) issued by the FEMA accounting system. FEMA uses the AMAN to control and manage the funds it issues to USACE. It was added because the AMAN often differs from the FEMA verbal assignment number initially provided to USACE and will facilitate both USACE and FEMA management of FEMA dollars.
- We setup several UFC users in Huntsville and Millington to assist on the New Orleans database if an emergency arises with access requests or electronic signature card assignments. We have also assisted other USACE activities with various problems and questions associated with Esig and access for the hurricane relief efforts.

B. The CEFMS Users Manual On-line has been updated to incorporate the instructions for the accrual and/or reversal of time off award charge codes. The In-house Labor Section and the Purchase Request-Labor Authorization Section were updated and are available for user access.

C. We added an edit in the timekeeper's entry screen to check for a wage board pay code other than '0000' in the employee maintenance screen when a graded employee uses the diving environmental hazard code of 'FW'. Prior to this edit, the FW code would cause rejects on the labor distribution error report.

D. In accordance with recommendations made by the National Leave Account Product Delivery Team, we added functionality to accrue time-off awards.

E. We provided assistance to a USACE activity in preparing their FY06 Operating Budget. For the past two years, this activity operated with a single G&A overhead account and no Departmental Overhead accounts - the only District within USACE of this type. Their current organization code structure reflects this and all org codes are identified as either G&A or Facility. For FY06, they will move to a more standard organization structure and method of applying both G&A and Departmental Overhead. We prepared and sent them special instructions on how to calculate their proposed Departmental and G&A overhead rates for FY06, while still functioning within an organization code structure which reflected only G&A organizations.

F. We completed the Joint Review of Unliquidated Obligations, including commitments and accounts payable, for the Financial Systems Development and Maintenance Directorate of the UFC. We contacted several other USACE activities to which we had sent Government Orders, asking them to return excess funds and/or record costs so that we could be billed. We also assisted the UFC Resource Management Division in their review of a Customer Order received in April 2005 from HQDA, which had not been used and will expire for obligation on 30 Sep 2005.

G. We monitored the recently implemented cost share automated withdrawal program. This program automatically withdraws and pays the sponsor's share of actual cost on a cost share project from the sponsor's advance and work-in-kind (WIK) accounts. For the period 14 Jul thru 14 Aug 05, \$77 million was withdrawn from sponsor advance accounts and \$37 million from sponsor WIK accounts to pay the sponsor's share of actual cost. These withdrawals were made for 1105 cost share sponsors. Additionally the program closed two cost share projects. We also verified emails were sent on 15 Aug 05 advising cost share responsible employees of the reason withdrawals could not be made for specified cost share projects so that cost share records could be adjusted to ensure sponsor withdrawals could process in September.

H. We rearranged P2 information included on over-certified funding account emails to make it easier to read and to provide additional information to permit these over-certifications to be promptly corrected.

I. We implemented a customer order process to change performing activity (PA) and requesting activity (RA) technical and financial points of contact (POC) recorded on a customer order. USACE activities needed to be able to change these POCs in mass when a technical or financial POC is identified to a multitude of customer

orders and must be changed. Excessive time was required to change the old POC to a new POC one customer order at a time. We also developed a release notice to explain these changes to USACE activities.

J. We completed required programming changes and testing of the reengineered appropriation refund process for foreign currency disbursements.

K. We worked extensively on correcting rounding problems on foreign currency contracts when partial payments are processed. The foreign currency to US dollar conversion creates rounding problems when amounts are obligated to the contract or paid out to the vendor in multiple transactions. The calculations and formulas for the foreign currency to US dollar conversion in the progress payment screen of CEFMS and the upload procedure from the Resident Management System (RMS) have been modified and/or rewritten to correctly determine a US difference, when appropriate, so that contracts can be closed without hanging pennies or shortages.

L. We received and resolved a large number of problem reports which were submitted by USACE activities working to clear old, invalid payable records. We provided scripts and guidance which will help to clear a large number of records reported on the CFOAPAY (Open Accounts Payable report), as well as in various other reports used by the USACE activities and reviewed closely by the DoDIG auditors.

M. We modified the Unapproved Pay Estimate Report which is used by almost every USACE activity to identify progress payments which require approval within CEFMS. The report was not accurately reflecting all of the pay estimates due to a problem discovered with missing userid information on those payments uploaded from the Resident Management System (RMS). We worked with the RMS workgroup to have the missing information included on the payment record so that payments can be linked to the proper approving officials and/or their organizations. Also, we revised the report criteria to list those payments at the end of the Finance & Accounting Officer's report so that they can be identified and directed to the proper approving official.

N. We continue to update general ledger correlations with new general ledgers, as identified during the rewrite of the Revolving Fund module for CFO purposes. Along with the updates, we completed the testing of Oracle forms within CEFMS which required changes due to additional data fields.

O. We revised the Reoccurring Obligation Approval screen to allow zero payments to query in for approval, when payment was entered but the total amounts were placed on hold. The Real Estate community has identified the need within CEFMS to record a payment that is being withheld from payment to the lessor. Existing screens only allowed the approval of a payment record when a payment was greater than zero. Changes made now allow the approval when the total amount is placed on hold.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	752	759
Priority #1 Problems	73	86

We received 194 new problem reports and completed 201 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	59	54
One	1	3
Two	0	2
Three	1	2
Four	1	0
Five	0	0
Six	0	0
Seven	0	1

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	225
HUNTSVILLE:	24
USACE HQ:	1
DA Interns:	3
TOTAL:	253

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH Sep 01-13	YEAR TO DATE Oct 01-Sep 13
CHECKS:		
CHECKS ISSUED	4,282	132,520
PERCENT OF TOTAL	11%	11%
DOLLAR AMOUNT	\$45,573,435	\$1,168,561,078
EFT:		
TRANSFERS MADE	26,833	590,767
PERCENT OF TOTAL	89%	89%
DOLLAR AMOUNT	\$993,877,013	\$19,658,762,225

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

IV. OTHER UFC ISSUES:

A. The CFO Team attended Defense Departmental Reporting System (DDRS) training on 7-9 September. The training focused on enhancements to the DDRS in the last year. Everyone gained an understanding of trading partner levels and the effect of trading partner elimination data on the financial statements.

B. We are currently testing the changes to revolving fund correlations and adjusting/closing entries by compiling statements from general ledgers generated on the some of the CEFMS test databases.

C. Civil Reports completed submission of monthly reports for August. We are working on abnormal general ledger balances and running queries in order to explain variances in accounts from last year to this year. We are also working with Cash Reports Division to validate some questionable state and county data on the Payments to States Report.

D. Auditors from the DoDIG are visiting the Finance Center the week of 12 Sep 05. Their objective is to determine whether internal controls over Army cash and other monetary assets provide reasonable assurance that accounting data are recorded, accumulated, and reported properly and that assets are safeguarded. The audit includes a review of the management control program as it relates to the audit objective. The Army Strategic Plan states that the Army is ready to assert that cash is ready for audit. This audit is

necessary since there has been no recent audit work on Army cash. The Army accounted for \$1.57B of the \$2.16B of DoD cash on the FY 2005 Mid-Year Financial Statements. USACE (DSSN 8735) accounted for \$367.1M (23.4 percent) of Army cash. All of the \$367.1M is foreign currency in foreign banks. The majority of the foreign currency is burden sharing WON contributions from the Republic of Korea.

E. The Los Angeles District has requested that UFC begin sending bills to all out grantees and collect the rent due on all revenue generating agreements, except those showing as term payments in REMIS. This process will allow for timelier posting of checks received and better controls in order to prevent duplicate billings.

F. On 1 Sep 05, the Debt Management Division began transferring USACE individual out-of-service debts directly to the Treasury Offset Program (TOP) for offset. Previously, we had been sending text files to DFAS Denver. DFAS would then transfer the debt to TOP on behalf of USACE. UFC recently reviewed the process and determined that our transferred debts are not included in any DFAS reports (they only provide the service); therefore, we can transfer them ourselves. This will help to make out process more efficient, allow for better control and flexibility in managing out debts transferred, and will reduce our dependence on DFAS.

G. As a result of Hurricane Katrina, UFC Travel Division personnel met with the New Orleans District Finance and Accounting Officer on 12 Sep 05 at the temporary New Orleans office established at the Memphis District. They established procedures for processing New Orleans District employees Safe Haven travel settlement vouchers. It is anticipated that the majority of the vouchers will be received at the Finance Center after 1 Oct 05.

H. The UFC has established a temporary office for seven New Orleans employees who will enter and approve travel vouchers into CEFMS for Safe Haven employees. This effort is necessary due to Safe Haven employees' lack of access to CEFMS. All Safe Haven travel vouchers will be mailed, faxed or sent via email to the UFC for entry in CEFMS by this staff. By providing several alternatives for submitting Safe Haven travel vouchers, it should lessen the burden on the Safe Haven families during an extremely stressful time in their lives.

I. The UFC Travel Division is currently processing PCS travel vouchers received on 29 Aug 05. The mileage rate for POV travel has been increased from \$.405 to \$.485 effective for travel performed on or after 1 Sep 05.

J. Brenda Ponder of the Accounting Quality Division is temporarily assigned to the Memphis District to assist with the Hurricane Katrina recovery efforts. She is working with the New Orleans District F&A Officer. Her duties include quality assurance to ensure that FEMA funding is properly charged, review of documents and the USACE activities' CEFMS databases, attendance in F&A recovery team meetings, and research of problems on a day to day basis as they relate to FEMA and Safe Haven funding/projects.

K. Resource Management completed the third Joint Review Program phase for FY05 on 15 September. The review included undelivered orders, customer orders, accounts payable and commitments as of 31 August. Total amount reviewed was about \$95M with adjusts made of about \$21K. We submitted required reports and certifications of the results in CEFMS and CEEMIS on 16 September.

L. The Finance Center will host a session of the Planning, Programming, Budgeting, and Execution System (PPBES) course sponsored by the U.S. Army Finance School during 23 Jan - 3 Feb 06. Class size will be 35 students. We will nominate all accountants who have not previously completed this training. Completion of the course will benefit our accountants in their efforts to fulfill the requirements for the Comptroller Accreditation Program.

M. We continue execution of our fiscal year-end closeout plan for the Finance Center CEFMS database. On 16 September, we cutoff all input of PR&Cs and receiving reports. We will post actual and estimated time and attendance through 30 September on 20 September, so that labor cost will be recorded before issuance of the final UFC support cost bills on 21 September. All cost transfers and accruals will also be recorded before 21 September to be included in the support cost bills.