

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 30 SEPTEMBER 2005**

I. CEFMS:

A. We developed scripts to correct Gulf Region Division (GRD) work category codes, resource codes, and element of resource codes for electricity contracts. We also corrected cost account detail records and income account detail records to agree with these new codes.

B. We completed the required CEFMS software modifications in preparation for FY06 new general ledger correlations for CFO reporting. Changes incorporated in our modification include the following:

- General ledger correlation changes for revolving fund direct appropriation. This entailed redefining the revolving fund business process for labor distribution, facility accounts, S&A and USACE transfers.

- General ledger correlation changes for civil, military and revolving fund appropriations for assets, disposals, cost capitalization, appropriation refund billing and collection.

- General ledger correlation changes for special and trust funds to update as non appropriated funds.

- New business process to establish cutoff dates for passback processing. This enhancement provides the Finance Center a process to ensure required passbacks are certified and disbursed prior to the disbursement cutoff date.

- Process to convert current revolving fund budgetary general ledger balances for September 2005.

- Addition and/or modification of over 40,000 general ledger correlations. This required extensive testing for all modules in CEFMS

C. We had numerous problems in the disbursing area this period with electronic signature (esig) errors. On 19 Sep 05, SF1164 Payments would not process due to an esig error. On 21 Sep 05, additional USACE activities had all the Travel Payments fail due to the same esig error. We determined that the errors were related to the esig failing on the check register detail table. To correct the problem,

we increased the default timeout limit for distributive transactions. This allowed the programs to finish, but also produced some very long run times.

D. We added a new standard query report program to the IPAC Extract to the year-end processing procedure. This process will populate a database table with any remaining Work-in-Progress Unbilled Dollar Amounts. This table will then be used in the IPAC Extract Process for the 1 Oct 05 IPAC Customer Order Billings. Previously, these costs were lost due to the rollup of the Cost Account Detail Table at year-end.

E. We completed changes to the Revolving Fund reports to accommodate new General Ledgers and transactions required for CFO reporting. The new general ledgers and transactions will be moved to each CEFMS database as the database finishes the FY05 year-end close out process. The revised Revolving Fund reports will be moved to all databases as part of the first regular CEFMS release during the first week of October.

F. We made changes to the Operating Budget Module's Budget vs. Actual Obligation reports so that they will correctly reflect new FY06 obligation transactions. These changes were required because of the changes in general ledgers and obligation transactions effective at the beginning of FY06. We made the same type of changes to the Civil Automated Budget (CAB) module program.

G. We completed final revisions to the 48-page 300 Business Case package for CEFMS and CEEMIS that was sent to the Office of Management and Budget (OMB) on 12 Sep 05. The 300 Business Case requires detailed information on automated information systems and includes sections on risk assessment, security, acquisition, performance, budget, and adherence with the President's Management Agenda.

H. We monitored the recently implemented Federal Emergency Management Agency (FEMA) Mission Assignment Number which was added to the customer order. This is the Actual Mission Assignment Number (AMAN) issued by the FEMA accounting system. The AMAN was recorded on 138 customer orders. The majority of these customer orders (67 of the 138) were recorded by USACE Lower Mississippi Valley activities. 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. The AMAN should help to facilitate both USACE and FEMA management of FEMA dollars.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	739	752
Priority #1 Problems	79	73

We received 301 new problem reports and completed 314 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	57	59
One	2	1
Two	2	0
Three	1	1
Four	0	1
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:	226
HUNTSVILLE:	24
USACE HQ:	1
DA Interns:	2
TOTAL:	253

B. DISBURSING WORKLOAD DATA

<u>PAYMENT</u>	<u>CURRENT MONTH</u> Sep 01-27	<u>YEAR TO DATE</u> Oct 01-Sep 27
CHECKS:		
CHECKS ISSUED	12,046	140,286
PERCENT OF TOTAL	11%	11%
DOLLAR AMOUNT	\$146,695,116	\$1,270,162,456
EFT:		
TRANSFERS MADE	62,930	626,864
PERCENT OF TOTAL	89%	89%
DOLLAR AMOUNT	\$2,360,772,452	\$21,025,657,663

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

IV. OTHER UFC ISSUES:

A. Employees in every directorate of the entire Finance Center have been very diligent in their efforts to support the FY 05 year-end close out in addition to providing support to the Iraq, Afghanistan, Hurricane Katrina and Hurricane Rita missions. The staff has worked many long and demanding hours in an effort to ensure all of our customers have the assistance they need to accomplish their missions. This support has been provided while the Finance Center has been undergoing three A76 competitive sourcing studies. The staff's efforts have reflected a "can/will" do attitude.

B. The CFO Team participated in a Statement of Financing (SOF) Workgroup teleconference with DFAS Headquarters. The workgroup developed a comparison of Treasury statement of financing maps and local crosswalks. Some changes were identified by the Finance Center and made to Treasury statement mapping as a result of the workgroup's efforts.

C. The UFC Deputy Director, Cynthia Blevins, and CFO/Civil Reports Division Chief, Ellen Gibson, participated with DFAS Centers in a teleconference on Allowance for Doubtful Accounts. The purpose was to develop a standard methodology of calculating the allowance and to implement the procedure department-wide. We shared the automated method that USACE utilizes within CEFMS of calculating the allowance using the Aging of Receivables method (Balance Sheet Approach). We further discussed the other GAAP methods, Percentage of Sales Method (Income Statement Approach) and Percentage of Accounts Receivable at Year-End Method (Balance Sheet Approach). The group consensus and the DoD FMR support the use of the Aging of Receivable method. However, the aging categories proposed in the teleconference differ from what is currently USACE policy and therefore, established in CEFMS. A system change will be necessary if the proposal is implemented Department-wide.

D. On 19 Sep 05, Cynthia Blevins, Program Manager for the Corps of Engineers Enterprise Management Information System (CEEMIS), received notification from HQUSACE that CEEMIS had received Authority to Operate (ATO) accreditation. Both CEFMS and CEEMIS have completed the DOD Information Technology Security Certification and Accreditation Process (DITSCAP).

E. The CFO Team was unable to participate in functional validation testing of the Defense Departmental Reporting System (DDRS) due to

restrictions on accessing the test database. Our request for access was coordinated through the CEEIS Network Operations Security Center. It was denied by Defense Information Security Agency. No specific reason was provided. Consequently, we missed the opportunity to learn what changes and enhancements have been made to the system for year-end.

F. We initiated the return of expiring funds in transfer appropriation 96-72 99/00 1021 from the Agency for International Development. Treasury requires that the unobligated balance be returned to the parent agency before the funds are cancelled.

G. During the last two weeks of September, UFC personnel assisted New Orleans personnel, who temporarily relocated to the Finance Center, in entering Hurricane Katrina Safe Haven travel settlement vouchers. UFC Travel Division worked to get Safe Haven vouchers processed and paid before year-end cutoffs. As of 27 Sep 05, all evacuation vouchers received at the Finance Center had been processed. The first week of October, New Orleans personnel will be returning to the District Office and the majority of the travel vouchers will be input and approved there for UFC settlement processing.

H. UFC is working closely with various USACE activities in processing the necessary travel advances in support of the Hurricane Rita relief efforts.

I. The Travel Division is currently processing PCS travel vouchers received on 19 Sep 05.

J. We completed all fiscal year actions for the UFC CEFMS database. We returned any excess funds received on customer orders for the centralized activities and the UFC support costs. We recorded all applicable accrued expenditures as well as income for certain centralized activities. All final government order billings were processed. Pre-close reports were reviewed each day and any showstoppers or warnings were resolved. The last complete payroll for FY05 was recorded and the FY06 operating budget has been approved. Advance accounts were linked to customer orders, and we notified HQUSACE when business was completed for FY05 military funds and ED&M funds.

K. The UFC has completed an audit of commercial payments for the first quarter of FY05 (October through December 2004). This audit identified three problem areas that merit mention. One common error was the frequent misuse of the Prompt Payment Act (PPA) indicator. Obligations were often coded PPA exempt when they should not have

been; and conversely, obligations that should have been coded PPA exempt were not. In addition, several instances were noted where vendor addresses in CEFMS were not the same as those reflected in the hard copy obligating document. This was especially prevalent for ENG 93s and lease transactions. There were also credit card payment transactions where proper separation-of-duty procedures were not followed; i.e., the same individual approved the PR&C, certified fund availability, and approved the obligation. USACE activities will be notified where errors are found.

L. On 29 September, we responded to a data call from HQUSACE (CERM-B) regarding the FY06 continuing resolution authority. We provided requirements for all civil funding. Our requirements covered General Expense, Construction General (for the Civilian Illness and Injury Compensation payment), and FCCE civil funding for increments of 30, 60 and 90 days into FY06.