

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 14 OCTOBER 2005**

**I. CEFMS:**

A. All CEFMS databases, except for U4 (ERDC), were closed for FY05 by 0830 Central time on 1 October. The ERDC database did not complete close-out until approximately 1500 Central time. The extended processing time for ERDC was because this year-end closing included adjusting entries required for revolving fund CFO requirements. The ERDC database is extremely large, which resulted in the long run time and the enormous record count of general ledger records read and changed.

B. We corrected the Intra-Governmental Payment and Collection (IPAC) Report to extract the work in progress data for the remaining days of September that were not billed in FY 2005. During the first week of Oct 2005, we performed a live test at the UFC on several USACE activities before processing at all activities. This change saved many man-hours of labor that would have been spent inputting several thousand bills into Treasury's IPAC System using their input screens. Now these bills can be processed in the automated IPAC file.

C. We loaded and field tested a new option to the 'Winstubs' Program in the disbursing area. Winstubs emails travelers an advice notice after a travel settlement has been processed in CEFMS. This new option allows for the printing of the hard copies early in the day and for holding the emails for release later in the same business day in case there is a change to the amount of reimbursement.

D. The following are additional corrections for the new CFO General Ledger correlation release:

- We changed CEFMS software so that the UFC Travel Division can cancel appropriation refund bills. These bills are the result of either travel settlements that are less than the advance amount, or over-payments that were determined by audit findings. All appropriation refund bills had to be cancelled before year-end closing due to the new general ledger correlations. We monitored the number of uncollected travel bills for all databases and assisted UFC in processing these cancellations. We developed programming to correct reconciliation imbalances created by these actions. After the new fiscal year opened, we assisted UFC in reestablishing the bills.

- We corrected several disbursing problems the week of 03 Oct 05 related to the new general ledger correlations. At several USACE activities, we had a correlation missing for within government contracts that were funded with revolving funds. At other activities, we had duplicate sets of general ledger correlations for within government contracts funded by civil funds.
- We made sure that Revolving Fund reconciliation reports were in balance at year-end.

E. We assisted with year-end preparation in the disbursing area. Several USACE activities had vendor related problems on the error lists, and we provided assistance in resolving them. We also concentrated on clearing all certified payment vouchers that had not yet been disbursed.

F. We received notice from HQUSACE Manpower on 28 Sep 05, that the first pay period for manpower year 2006 should not be included in reports with the other 26 pay periods this year. However, USACE activities need to be able to generate some upward reports for that first pay period (which ended 1 Oct 2005) so that execution data can be provided to the Office of Personnel Management (OPM) via footnote. We are revising the Extract/Distribution program and all other Manpower Module reports so that reports can be run for pay period #1 as a stand alone; and so that cumulative FTE will be reported only for pay periods 2 through 27. We have coordinated with HQUSACE Manpower Office and UFC Staff so that USACE activities can submit pay period #1 reports during the week of 17-21 October.

G. We are revising the Operating Budget Module option to 'Revise Budget Due to Re-Org' so that it includes all worksheets, as well as budget records. The current program revises budget data and allows HQUSACE activities to include data from two of the three labor worksheets, if desired. The revised program will allow activities to include data from the third labor worksheet, as well as the travel worksheet and the other non-travel worksheet. These changes will be released before the next reorganization window in mid-November.

H. We monitored the cost share automated withdrawal program. This program automatically withdraws and pays the sponsor's share of actual cost incurred on a cost share project from the sponsors advance account and work-in-kind (WIK) accounts on the 14th of each month. It was implemented on 14 Apr 2005. On 14 Sep 2005, the program withdrew 50 million from sponsor advance accounts and 13 million from sponsor WIK accounts. These withdrawals occurred for

1113 sponsors. The program also financially completed four cost share projects. From 14 Apr 2005 thru 14 Sep 2005, the program has withdrawn \$2 billion from sponsor advance accounts and \$420 million from sponsor WIK accounts for an average of 1214 sponsor per month, and has closed a total of 138 cost share projects.

I. The new cash award redesign and the time-off award process which was fielded in FY05 caused no imbalances at year-end. The database lock put in place between cost distribution (distcost) and labor distribution (labdist) stopped the labor imbalances previously experienced at year-end due to distcost and labdist running concurrently.

J. We coordinated with the Corps of Engineers Enterprise Infrastructure Services (CEEIS) to develop an implementation plan for the new Key Translation Center (KTC) hardware, and Side Server Signer hardware, which are used for electronic signature.

K. We modified and released CEFMS software to comply with the new HQUSACE (CERM-F) policy for disposal costs. Disposal costs will no longer increase the retirement book value of an asset but will be charged directly to general ledger 7210.00, Losses on Disposition of an Asset. We modified the DISTCOST and DISTCFPY batch programs and the Sale of Fixed Asset functionality so that general ledger 1890 and the asset subsidiary are no longer updated for disposal costs.

L. We modified and released CEFMS software for the Quarterly Depreciation Transfer Screen to reflect Plant Replacement and Improvement Program (PRIP) funded depreciation only, and not direct funded acquisition depreciation that is not reimbursed to HQUSACE. We also modified the DISTDIPR batch program that generates depreciation, insurance, and plant increment expense. This modification generates an additional general ledger correlation to record a collection/sale in revolving fund, generated 4<sup>th</sup> Qtr FY05 asset audit data files and spreadsheets for Construction in Progress (CIP), land, intangibles, buildings and structures, and equipment subsidiaries. We provided this to HQUSACE (CERM-F) and Army Audit.

M. We participated in several telephone conferences in the past two months on Defense Travel System (DTS)/CEFMS implementation issues. Participants were from the DTS Project Management Office, Northrop Grumman, and UFC personnel. A meeting is planned for later this month when DTS team members will come to Huntsville and we will look at several issues in depth and determine best solutions. We continue to create listings and graphs outlining the data and data fields necessary for DTS to send and receive for CEFMS to manage USACE funds and disburse settlement payments to travelers.

N. We have almost completed testing of the Integrated Army Travel System (IATS) release 6.05, and we have reported needed corrections to DFAS. A System Accreditation and Testing (SAT) is scheduled at the UFC by DFAS in late October.

O. We released CEFMS software for Government Travel Requisition (GTR) Load Airline Tickets and GTR Process Airline Tickets so that all USACE activities can now access these screens (must have GTR\_AUTH role) and use the new GTR process for automated creation of obligation lines for the credit card payment. Airline ticket credit processing has been automated so that a credit will be taken against the original obligation that paid for the ticket. The new process streamlines the GTR process for all USACE activities.

P. The following assistance was provided by the UFC to New Orleans and Galveston Districts in support of the Katrina and Rita catastrophes:

- We assisted the New Orleans District in identifying travel order information needed for a model travel order for evacuees. We entered 1,076 travel orders for New Orleans employees, wrote scripts to change reimbursements allowed, and added dependent information as it became available. We wrote a script to create the PR&C and commitment transactions to save time and effort in getting the orders signed. We created a spreadsheet with all the evacuee orders and updated the sheet each time we received additional dependent information. This spreadsheet was distributed to UFC Travel and New Orleans management. We advised Ft Worth and Galveston personnel regarding the process for creating travel orders for RITA evacuees. We furnished a model travel order along with guidance we collected during the Katrina process.
- We wrote a script to enable a Ft. Worth District supervisor, who already had the supervisor role on the Galveston District database, to be linked to all timekeeper codes on the Galveston District database. We did this so the supervisor could assist with time and attendance certification for displaced Galveston employees who were evacuated because of Hurricane Rita.
- After it was decided that Operation Safe Haven funding would be used for displaced victims of Hurricane Rita, we changed our process that merges all time and attendance into a payroll file so that the process now recognizes those entries for Safe Haven. The process now converts the regular hours type to 'LV' (administrative leave) before transmitting to the Defense

Civilian Payroll System (DCPS). This will allow regular costing to be recorded in CEFMS, while meeting the 'LV' reporting requirement in DCPS.

Q. We updated the travel mileage rate in CEFMS for personal auto from \$.405 to \$.485. We loaded October rate files from Profit Soft in both IATS and CEFMS.

R. In our continuing effort to reduce processing time, we made the following modifications:

- We modified the Ordering Work Item List screen on Purchase Request Line Item to be more efficient in run time processing. The query time went from several minutes to seconds.
- We removed unneeded triggers from sixteen CEFMS forms which allows the forms to process quicker. Form triggers are edits or responses to data entered into the specific form. To date we have removed unneeded triggers from over 175 forms.

S. We worked closely with accountants at USACE activities who prepare multipurpose hydropower financial statements for the Department of Energy to ensure that their income and cost records were set up properly in their databases prior to year-end closing. We also modified the automated income statement to ensure that current year depreciation expense was reported.

T. We provided problem resolution when database administrators were directed to change CEFMS passwords after year-end completion. The password updates were accomplished using the database password change process we developed earlier this year. The system ensures USACE activities generate passwords that conform to password standards, and automatically updates our local password files. This replaces the manual updates that previously required coordination between multiple employees and FedEx mailing of hardcopy passwords.

U. We assisted users in accessing records to prior year databases and displaced employee records. We continue multiple tasks related to PKI enabling CEFMS. Further, we also modified the USACE activity database administrator job management process to include email notifications.

V. We completed the initial phase of the redesign for revolving fund reports as a result of the new CFO revolving fund correlations. The new CEFMS software was released to all USACE activity databases by 4 Oct 05.

W. At the request of the CEFMS Configuration Control Board or HQUSACE (CERM), the following reports changes have been made:

- We fixed the old 'ulorevue' report to print 4<sup>th</sup> and 5<sup>th</sup> year canceling appropriations.
- We changed the SA95 report to pick up the Modularity S&A.

## II. PROBLEM REPORTS/IMBALANCES:

### A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	742	739
Priority #1 Problems	83	79

We received 258 new problem reports and completed 255 problem reports.

### B. Database Imbalances on our 62 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	18	57
One	39	2
Two	1	2
Three	3	1
Four	1	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:	225
HUNTSVILLE:	24
USACE HQ:	1
DA Interns:	1
TOTAL:	251

### B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH	YEAR TO DATE
	Oct 01-11	Oct 01-Oct 11
CHECKS:		
CHECKS ISSUED	2404	2404
PERCENT OF TOTAL	11%	11%
DOLLAR AMOUNT	\$29,032,124	\$29,032,124
EFT:		
TRANSFERS MADE	12,515	12,515
PERCENT OF TOTAL	89%	89%
DOLLAR AMOUNT	\$382,040,068	\$382,040,068

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

#### IV. OTHER UFC ISSUES:

A. To comply with an Office of Management and Budget directive, the CFO/Civil Reports Division compiled and provided the outstanding unbilled accounts receivable to agencies in Department of Homeland Security. They required the data for inclusion in their FY 2005 yearend financial statements.

B. The CFO/Civil Reports Division completed submission of monthly reports. This included reconciling payable, receivable, revenue, expense, advances and transfers-in subsidiary records to the general ledger. This is done in preparation for the intra-governmental transactions elimination process.

C. The CFO team is working on compilation of year-end FY 2005 financial statements and footnotes. We are currently on schedule to meet the reporting deadlines. Draft statements and notes are due on 17 October, and the final on 20 October.

D. We participate in daily conference calls with DFAS-Arlington, the DFAS Centers, and OSD Comptroller's office on the status of the year-end financial statement compilation and any outstanding issues. The daily calls will continue until 4 November.

E. We reconciled payable to receivable and revenue to expense between the civil works appropriations and the other Defense Agencies that also have a waiver in the intra-governmental eliminations process. These agencies are Defense Contract Audit Agency, Defense Commissary Agency, Defense Finance and Accounting

Service and Defense Threat Reduction Agency. We supplied documentation, when requested, to support our balances.

F. The UFC continues to work with Special Inspector General for Iraq Reconstruction (SIGIR) auditors on their audit of Iraq Relief and Reconstruction Fund (IRRF) prompt pay interest payments made by the Project and Contracting Office (PCO) and the Gulf Region Division (GRD). No formal report has been provided. When the final report is completed, the findings will be included in the SIGIR Quarterly Report to Congress.

G. The UFC Travel Division has processed approximately 300 New Orleans District Hurricane Katrina Safe Haven settlement travel vouchers. We currently have not received any Safe Haven settlement vouchers for Hurricane Rita. The Travel Division is currently processing PCS vouchers received on 28 Sep 05.

H. During the fourth quarter of FY05, we processed about 74,000 documents into our document imaging system and 37,000 incoming packages and envelopes in our mailroom. We also logged about 33,000 incoming checks into our checks received for deposit database. Our information management staff responded to 501 help desk requests covering all types of PC and user support, telephone problems, employee moves, and support for training and special events. Facilities management employees handled 121 help desk requests for facility trouble calls/maintenance and maintenance of CEFMS electronic signature cards/employee badges and completed 115 actions related to copiers, printers, and fax machines.

I. On 12 October, we held our quarterly training committee meeting between management and bargaining unit representatives. Topics covered included completion of the two final Introduction to Federal Accounting sessions; the upcoming onsite Planning, Programming, Budget and Execution System (PPBES) training; training available online through Skillsoft; the Comptroller Accreditation Program; and one session of SQL training for UFC employees in FY06. We also discussed the centralized funding available for undergraduate degrees and the provisions covered in the UFC training SOP for tuition assistance.

J. The final FY05 Manpower Utilization Report reflected an overall utilization of .2% under our plan which will put us well within the green rating for CMR purposes. Also, our overall revolving fund facility accounts balances at fiscal year end were only about \$46K, while the required nominal balance of one percent of expenditures for FY05 was about \$1.2M.

K. On 3 October, we issued the annual announcement of SQL training which will be conducted at the UFC for USACE activities in FY06. We will hold five sessions of the one-day basic and two-day intermediate SQL training between March and August, with classes limited to about 12 students.

L. On 12 October, the Wilmington District requested assistance in closing out missions from the Hurricane Ivan recovery effort which began in early FY05. The district specifically requested Brenda Armour of our Resource Management Division for a one week TDY assignment. Ms. Armour will travel there beginning 17 Oct 05. She had worked earlier this year at the District primarily assisting with government billings, and was requested for this latest assignment because of her expertise and the outstanding job she had done previously in Wilmington.

M. The Resource Management Division has completed the tasks required for the beginning of the new fiscal year. All work item PR&C assignments were made on 3 October. We issued all government orders to various USACE and Navy agencies for FY06 support such as the support agreements with the Memphis District and the Naval Support Activity Mid-South. We also ensured that all labor PR&Cs were established for FY06 processing. We are currently developing our manpower utilization plans for FY06.

N. USACE Finance Center representatives participated in a competitive sourcing IPR teleconference with HQUSACE on 13 October. Agenda items included issues related to both the IM/IT and DPW competitions, and the Logistics HPO study. Specific topics included recruitment policies, PCS funding, and timeline updates. Also discussed was an IM/IT customer service survey to be conducted during the month of November. The UFC also participated in a 13 October manpower teleconference concerning the proposed FY08-13 POM development schedule. After consideration of each MSC's unique constraints, particularly in relation to the entering of project FTEs into P2, a timeline was agreed upon. HQUSACE (CERM-M) is to publish the final schedule within a few workdays.