

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 25 November 2005**

I. CEFMS:

A. We continue to monitor and modify the military appropriation transaction files submitted daily to DFAS via CEEMIS. We have added new general ledger accounts for appropriation refunds and also added new accounting elements to the files to ensure all data element requirements are met. Our goal is to streamline the process with one daily file to DFAS rather than submitting multiple files as currently required by DFAS.

B. This year, we plan to review all of the CEFMS automated reporting. We have already made some adjustments due to the reporting of obligations and expenditures for hurricanes Rita and Katrina. We created a new reporting program called 'CLICFUNDS' that generates reports weekly instead of nightly which will help to resolve our problems with lengthy runtimes at month end. We also reviewed and removed some reports that were no longer needed.

C. We resolved problems associated with the use of end-of-year databases at USACE activities. Most problems were due to printing of reports. We removed old pdf files and modified some parameters. All of these problems have been corrected.

D. We created a new process to transfer income for Environmental Protection Agency funds (civil works appropriation 3122) from different USACE activities to the HQUSACE (S0) database to recover the cost of administering the program. The following new items were established to record this new information: a new revolving fund account (RF3920), a new resource code (SFMSFEE), a new work category element (EPATF), a new transfer type code (EPASUP), two new accounting phase codes (EPT for the transmitting activity, and EPR for the receiving activity), a new revenue general ledger (5900.96), new correlations, a new menu option to access the transfer screen, and a new role (epa_trf_auth) to process the screen. The functionality of the new screen decreases cash and revenue general ledgers at the activity and increases the cash and revenue general ledgers on the S0 database. The income account detail table is now updated with a minus transaction on the activity and a positive transaction on the S0 database.

E. We built general ledger correlations for interest transactions where appropriation type is S (special funds) or T (trust funds). We also built correlations for revolving fund reimbursable for fund type A. All of these correlations are currently being tested.

F. We researched a problem on the Vicksburg District CEFMS database where a check could not be voided. We traced the problem to the user putting special characters in the remarks field.

G. We altered a database trigger to prevent USACE activities from deleting old employee/organizational work schedules that serve as history records. When these records were deleted prior to this change, timekeepers were not able to make prior period time and attendance corrections.

H. We revised the 'Create/Update Operating Budget' screen so that users will be able to enter negative obligation amounts to the nearest penny. This will allow users to reduce the work item's fund account to zero when the budget is approved. This is needed when a specific work item/fund account will no longer be used and the USACE activity wishes to close out the funding account and the work item. Previously, budget obligation amounts were limited to \$100 increments.

I. We provided four new Budget vs. Actual Expense reports in the Operating Budget Module at the request of users. Previously, reports could be run for work items or organization codes. The new reports allow users to combine these options by including or excluding work items (on organization code reports), and including or excluding organization codes (on work item reports).

J. We provided information to HQUSACE (CERM-M) on the total number of overtime hours worked during manpower year 2005, by FOA code. The data was required because the Safety Office at HQUSACE needed to include overtime hours in determining hours of 'exposure' for FY2005 safety reports. CERM-M has now asked us to revise the military FTE report so that it includes overtime hours attributable to military projects. This change will be made by the beginning of the second quarter. Overtime charged to civil works projects is already captured on the OPM 113G reports. With the changes, the Manpower and Safety Offices will have a more complete picture of total hours worked by each FOA.

K. Since the implementation of P2, USACE activities have not been able to send government orders to their own activity using P2 work items. We modified CEFMS to allow a USACE activity to send a government order to themselves without requiring or updating a P2 budget line.

L. We developed a query for HQUSACE that provides all credit card obligations and expenditures related to USACE efforts in assisting FEMA in hurricane relief efforts. The credit card report includes IMPAC, traveler credit cards and centrally billed travel transactions. The data is captured in an Excel spreadsheet and sent to HQUSACE each Monday. HQUSACE (CERM) personnel then send this data to FEMA each Tuesday. We are working to develop this query to a standard CEFMS report so the data can be loaded to CEEMIS.

M. We attended the Defense Travel System (DTS)/CEFMS Interface Meeting on 27-28 October. Representatives from Northrop Grumman, HQUSACE, the Finance Center, DTS-PMO office and the OSD Joint Requirements Integration Office (JRIO) were in attendance. The Northrop Grumman team made a detailed presentation describing the DTS process and possible changes to support CEFMS. The question of USACE disbursing was addressed again. A member from JRIO said USACE would not be disbursing and we should not explore interface issues that considered USACE disbursement. She also stated the process was a temporary situation and we should not use file transfer as a method of interface. Other questions on funds certification, employee profiles, and debt management were discussed. A team from Grumman also made a presentation on data mapping and process flow. No decisions or commitments will be made on the interface until the disbursing issue is resolved.

N. We developed a cost estimate for the CEFMS DTS interface for the budget module only. The estimated cost for the CEFMS changes is approximately \$250K.

O. We supported the release of WinIATS 6.05 at the Finance Center during 31 Oct - 2 Nov 05. We created several problem reports for corrections/enhancements to WinIATS during the release. After the release, we modified CEFMS where current programming created problems in this version of WinIATS. We also modified CEFMS to prevent users from changing a supplemental voucher to the status of final, and we modified the programming to allow all detail costs to load into CEFMS.

P. We met with Travel Division personnel at the UFC to discuss areas for improvements. The UFC will issue guidance to all USACE activities on explanation of travel reimbursement codes for IBA ticket and fees or fees only, proportional meals, actual expense lodging and super actual expense lodging, and a reminder not to claim mileage on both the itinerary and on the reimbursable expense CEFMS screens. We agreed to make additional programming changes for other issues. Some changes involve vouchers where POV number of miles is zero, standard remarks, other reimbursement method declared

on orders, remarks on local travel vouchers and process for canceling bills under one dollar. We also prepared and distributed a list of items for USACE activities, clarifying some areas of travel and reminding users of common mistakes made on travel orders and vouchers.

Q. We assisted the New Orleans District with KATRINA/RITA vouchers by creating a new role for their travel orders only. Due to the nature of the travel, many travel voucher approving officials do not know what items to allow and which to disallow. This role will allow only persons who have been designated as approvers for Safe Haven orders to approve these vouchers.

R. We loaded new per diem rate files, released by GSA in November, in WINIATS and then into CEFMS for computing both the travel order obligation and the travel reimbursement voucher.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	790	809
Priority #1 Problems	84	95

We received 155 new problem reports and completed 174 problem reports.

B. Database Imbalances on our 62 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	51	45
One	5	4
Two	1	9
Three	3	3
Four	2	1

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	228
HUNTSVILLE:	24
USACE HQ:	1
DA Interns:	1
TOTAL:	254

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH Nov 01-22	YEAR TO DATE Oct 01-Nov 22
CHECKS:		
CHECKS ISSUED	8,336	17,984
PERCENT OF TOTAL	9%	10%
DOLLAR AMOUNT	\$124,489,963	\$264,624,971
EFT:		
TRANSFERS MADE	45,020	90,049
PERCENT OF TOTAL	91%	90%
DOLLAR AMOUNT	\$1,656,938,105	\$3,131,038,862

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

IV. OTHER UFC ISSUES:

A. We participated in a teleconference on 15 Nov 05 with members of several divisions within the Finance Center and with personnel from the Gulf Region Division (GRD) to discuss problems with processing transactions by others (TBO). The Finance Center developed new streamlined processes and an MOA with the processes. The MOA was signed by the UFC Director and the GRD RM.

B. We also participated in a teleconference on 21 Nov 05 between Finance Center personnel and DFAS Rome to discuss implementing new processes that should streamline and expedite GRD/PCO cash payment transactions processed through DFAS Rome to the UFC. The suggested processes should also improve the GRD aged uncleared transactions on DFAS reports.

C. The UFC Deputy Director of Finance and the Disbursing Officer attended an inter-agency meeting in Washington, DC regarding the National Recreation Reservation Service (NRRS). Participating agencies and representatives of PriceWaterhouseCooper collaborated to ensure the new NRRS contract meets the needs of all member agencies. Due to the National Park Service's (NPS) unique funding constraints and the expansion of the number of parks and campsites available within the NRRS, the NPS had insisted that the new NRRS contract meet all of their needs. We wanted our USACE NRRS processes to remain unchanged. We reached an agreement with all parties that left USACE processes as is while providing a process that allowed for the special handling of NPS funds thru NRRS.

D. The UFC Disbursing Officer will visit the Federal Reserve Bank (FRB) in Minneapolis on 30 Nov 05 to meet with FRB personnel and other DoD agencies to discuss the EFT services offered through Fedline Advantage. Fedline Advantage is a web-based Treasury system that will be used to transmit the EFT/payments from CEFMS to the banks. Fedline Advantage will replace the DOS based Fedline currently used by UFC. The DoD/FRB goal is to have all DOS based Fedline terminals replaced and agencies running Fedline Advantage by 30 Sep 06.

E. Linda Stoutenburgh, CEFC-ZL, and two individuals from the UFC Accounts Payable Division will attend the annual Technical Symposium hosted by the Strategic Environmental Research and Development Program (SERDP) and the Environmental Security Technology Certification Program (ESTCP) on 30 Nov 05. They will participate in the Contracting Officer Representative (COR) session. Topics to be discussed will include the contracting process, COR duties, the invoice process and any current problems/issues.

F. The UFC Travel Division is processing PCS vouchers received on 15 Nov 05. The Division is working many overtime hours in order to process the large number of Hurricane Rita and Katrina TDY mission vouchers and the Safe Haven TDY vouchers from the New Orleans and Galveston Districts.

G. The IM office has started working on the redesign of the Finance Center web page. HQUSACE PAO developed templates for the standard banner to give all USACE web pages a consistent look and feel for the customer. Common elements on each page allow the user to easily and quickly navigate to the information they require regardless of the District, Division, Lab, or FOA. The redesign will be a collaborative effort between all directorates of the UFC. The newly designed pages will begin to be released in January 2006.

H. The UFC purchased and has received a digital sender. Currently, the IM office is working to link the digital sender to the UFC email system. This will allow users to quickly scan documents and email them to USACE activities, other agencies such as FEMA, and to vendors.

I. During 14-18 November, we conducted the fourth and final session of Introduction to Federal Accounting onsite. Fifteen accountants attended this training that will help reinforce/update their knowledge of preparation of financial statements which comply with federal accounting standards, the complete accounting cycle, and the standard general ledger. With this final session, all UFC accountants in Millington have had the opportunity to attend this valuable training course.

J. We are nearing the three year anniversary of the Common Access Card (CAC) issuance to most of our employees. On the Naval Support Activity (NSA) Mid-South, there are about 1,200 CACs which must be renewed during the next 60-90 days. This situation initially caused lengthy delays of three to four hours in obtaining new CACs. We attempted to locate a USACE activity with CAC issuing capability that might come to the UFC and renew our cards, but we were unsuccessful. Fortunately, NSA has revised its process and now is scheduling individual appointments for renewing CACs which has eliminated the long waits experienced earlier.

K. The UFC recently completed a summary report for the third quarter FY05 (April through June 2005) TDY audits. Of the 927 vouchers audited, 151 (16.3%) had a monetary error or errors. This compares to a second quarter FY05 error rate of 19.6%. As has been the case in the past, due diligence by travel voucher approving officials would have identified many of the errors prior to payment. Six USACE activities: Rock Island District, Europe District, Detroit District, South Atlantic Division Headquarters, Wilmington District and Los Angeles District did not provide audit results. This is the third consecutive quarter that Rock Island District has not provided audit results.

L. The UFC recently submitted its input for the FY08-13 POM (military funded) manpower cycle to HQUSACE. Because the Finance Center is not currently on P2/CEMRS, we provided manually updated information. Primarily as a result of efficiencies gained by the application of technology and procedural improvements, we projected military funded manpower requirements to be reduced by five man-years. Also, we submitted the UFC's manpower utilization for the month of October which was within .8% (CMR status - green) of projected utilization.