

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 9 DECEMBER 2005**

**I. CEFMS:**

A. We completed the Revolving Fund reimbursable general ledger correlation changes for the labor/payroll module. We continue testing and verifying the accuracy of the general ledger correlations and monitoring the CEFMS reports.

B. We tested and released changes for Phase I of the Revolving Fund Reimbursable Budgetary General Ledger changes related to the payment of Prompt Pay Interest. We tested and released changes for the payment of Prompt Pay Interest when the funding account has Appropriation Type S (special funds) or T (trust funds). Further, we tested and released changes required to pay Prompt Pay Interest when the cost type is INS (insurance). One USACE activity had set up a Revolving Fund '95' account to capture costs related to damage to a structure and parking lot. This cost type is seldom used and we have never had a situation where there was late payment made for this type of contract.

C. We updated a two-page summary of CEFMS instructions for preparation of the Civil Automated Budget (CAB) and provided the summary to HQUSACE (CERM-B). HQUSACE issued these instructions to all USACE activities, and directed them to submit the CAB for Budget Year 2007 to CEEMIS by COB 13 December. The CAB includes historical obligation data on civil works appropriations for FY 2005, and projected obligations for FY 2006 and FY 2007.

D. We developed a new form for government order Transactions by Others (TBO) to correct the TBO indicator on government order obligations where users erroneously entered the wrong indicator. The change can be made only on obligations that have not been received and invoiced. This new form is located on the government order obligation menu screen in CEFMS.

E. We modified the pmprrrec reconciliation report, which reconciles the P2 budget table to subsidiaries, to include labor. Due to the complexities of cross charge labor process, labor PR&CS were not included in the initial release of this reconciliation report.

F. As a result of the yearend adjusting entries provided for CFO compliance, we excluded Revolving Fund reimbursable accounts from some of our reconciliation programs. We processed general journal transactions to correct the problems with reconciling the funding

subsidiary to general ledger accounts (glsubrec). We also modified this reconciliation program to again include Revolving Fund reimbursable accounts. We have identified the problem adjustments which caused the Financial Report (finrpt) problems and are in the process of making the required corrections. We are still analyzing the problems with the glrecon reconciliation program caused by the yearend adjusting entries.

G. We ran corrective programs across all USACE CEFMS databases to address imbalances caused by appropriation refunds recorded in Oct 2005. Those refunds placed funds back on the obligation from which they were disbursed but failed to update the obligation and subsidiary tables in a manner that allows for further processing of those funds. We have corrected all lump sum obligations, but we still have quantity 'x' unit price contracts and government orders to address.

H. We made changes to forms within CEFMS where the user will have the ability to query system generated appropriation refund records. We edited these forms to prevent users from changing any data on these records, as they were generated specifically to balance the obligation records to the subsidiary tables, as well as for audit purposes.

I. We developed two new reports that will assist the Real Estate community in identifying and monitoring their obligations that are paid as reoccurring payments. One report specifically identifies all obligations that have been converted to or created as reoccurring obligations. The second report identifies payment information, last paid date, withheld amounts and total disbursements, as compared to total obligated amounts.

## II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

|                      | <u>This Report</u> | <u>Last Report</u> |
|----------------------|--------------------|--------------------|
| Total Problems       | 808                | 790                |
| Priority #1 Problems | 85                 | 84                 |

We received 151 new problem reports and completed 133 problem reports.

B. Database Imbalances on our 62 Production Activities:

| <u># of Imbalances</u> | <u>This Report</u> | <u>Last Report</u> |
|------------------------|--------------------|--------------------|
| None                   | 42                 | 51                 |
| One                    | 1                  | 5                  |
| Two                    | 3                  | 1                  |
| Three                  | 2                  | 3                  |
| Four                   | 2                  | 2                  |
| Six                    | 2                  | 0                  |
| Seven                  | 1                  | 0                  |
| Eight                  | 2                  | 0                  |
| Nine                   | 3                  | 0                  |
| Ten                    | 1                  | 0                  |
| Twelve                 | 1                  | 0                  |
| Sixteen                | 1                  | 0                  |
| Twenty one             | 1                  | 0                  |

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

| <u>PAYMENT</u> | <u>CURRENT MONTH</u> | <u>YEAR TO DATE</u> |
|----------------|----------------------|---------------------|
|                | Dec 01-06            | Oct 01-Dec 06       |

CHECKS:

|                  |              |               |
|------------------|--------------|---------------|
| CHECKS ISSUED    | 2,807        | 22,979        |
| PERCENT OF TOTAL | 10%          | 11%           |
| DOLLAR AMOUNT    | \$37,008,779 | \$346,375,254 |

EFT:

|                  |               |                 |
|------------------|---------------|-----------------|
| TRANSFERS MADE   | 16,110        | 115,020         |
| PERCENT OF TOTAL | 90%           | 89%             |
| DOLLAR AMOUNT    | \$522,242,304 | \$4,059,614,327 |

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

#### **IV. OTHER UFC ISSUES:**

A. CFO Team members participated with DFAS Centers and OSD Comptroller personnel in a Statement of Financing workgroup teleconference. The workgroup is tasked with identifying reasons for adjustments necessary to balance the CFO Statement of Financing net cost to the net cost line on Statement of Net Cost and Statement of Changes in Net Position. Once the reasons are determined, corrective action should be implemented. The rewrite of the CEFMS Revolving Fund general ledger correlations and additional corrections to some accounts phase codes have eliminated adjustments to the Civil Works Statement of Financing. Team members also participated in teleconference regarding Unsupported Journal Vouchers. This also relates to adjustments made to balance the CFO Statement of Financing.

B. We coordinated with DFAS Indianapolis and the Defense Departmental Reporting System (DDRS) Program Office on updating the schedule in the CFO Footnote 7 (Cash and Other Monetary Assets). The schedule was previously not in compliance with OMB Form and Content Circular A-136.

C. The CFO/Civil Reports Division is working with the CEEMIS Systems Team to automate the data query and CFO compilation process for the expense, revenue, payable and receivable elimination data. The team also answered questions from several USACE activity Internal Review Offices regarding the validation of elimination data to maintain our status as a waived entity.

D. We are working on a process to extract aged accounts receivable data from the Monthly Report on Receivables to satisfy a new reporting requirement for an aging schedule in footnote 5 (Accounts Receivable) of the CFO statements and footnotes.

E. We entered a problem report in CEFMS to modify general ledger updates for the offset to long term receivables. Current update is to general ledger 2990 - Other Liabilities. The new update will be to general ledger 2980 - Custodial Liability. The long term receivables are custodial in nature because the funds will be deposited in the general fund of the Treasury when collected. Previous restrictions on using account 2980 have been rescinded. This correction will eliminate adjustments required to clear reconciliations in DDRS that compare 2990 - Other Liabilities to 6800 Future Funded Expense and 6850 - Employer Contributions for Benefits Expense. Neither of these expense accounts pertains to long term receivables.

F. The UFC Travel Division is processing PCS vouchers received on 29 Nov 05. The Division is continuing to process the Hurricane Rita and Katrina TDY mission vouchers and the Safe Haven TDY vouchers from the New Orleans and Galveston Districts.

G. The UFC participated in the DoD Information Security Stand-down the week of 2 December. This effort was required because of recent attempts to compromise various networks within DoD. We received guidance on conducting the stand-down from HQUSACE on Monday, 28 November. There were five tasks for the UFC. The first task was completed on 29 November and three of the remaining four were completed on 2 December. The UFC Information Assurance staff validated the identity of all users with the exception of several employees on extended leave and the DoD IG auditors. All accounts for those not validated were disabled. For those accounts that were validated, UPASS was set to expire all passwords on 2 December requiring each user to change their passwords by that date. The other tasks included scans of our network, personal computers, routers, switches and firewalls to detect any compromised systems.

H. To comply with current Anti-Terrorism (AT) requirements, all Military and Civilian personnel, to include contractors, are required to complete Level I AT Awareness Training annually until the Terrorism Threat Level has been assessed as "MODERATE" or below. The UFC conducted this training using a presentation posted to our Inet during the month of November. Each employee accessed the presentation and completed the training. We automatically compiled an electronic record of each employee's completion of the training.

I. Resource Management continues discussions with HQUSACE regarding the Civilian Illness and Injury Compensation (CIIC) program funding. We held discussions with CERM earlier this year and made a decision to change the way the Finance Center processes annual payments for this program. In the past, we had collected amounts from USACE activities representing the portion of liability identified as military-funded. However, based on reviews of appropriation language, we concluded that the full amount of the USACE's annual liability for this program should be funded from Construction General (CG) appropriated for this purpose. Since the total amount of the USACE liability was not included in the FY06 COE budget, we continued to collect from the USACE activities for the military-funded portion last fiscal year. But beginning this fiscal year, we have presumed the FY07 USACE budget will cover the entire liability for funding the CIIC. However, we were contacted on 6 December by CECW personnel who still are concerned about this change in funding procedures and wish to review further.

J. We have one employee deployed to Baton Rouge, LA supporting the Hurricane Katrina recovery effort. Her duties include: making contacts with each of the 13 other federal agencies (OFA) that have received MIPRs (totaling over \$61 million) from the New Orleans District to inform them of the required supporting documentation for bills to FEMA; (assisting the New Orleans District in obtaining the required documentation from OFA; and meeting the Bureau of Reclamation's budget analyst in resolving billing issues. Other responsibilities are assisting the New Orleans District with bills having variances appearing on the customer order detailed costs report; answering FEMA inquiries on missing property documentation, refund checks, and other FEMA billing issues; and reviewing other CEFMS entries to provide guidance to billing POCs on their OFA billings

K. We participated in the in-process review (IPR) teleconference for competitive sourcing on 7 December. The Strategic Sourcing Program Office conducted the IPR primarily with the strategic sourcing project managers from divisions and FOAs. The major topic of discussion was the current requirement to validate the names/positions of the affected employees for the IM/IT study. Other issues discussed included a request for an update on the High Performing Organization for Logistics; requests for updates to the questions and answers appearing on the Competitive Sourcing website; time periods allowed for protests following competitive sourcing study decision; and financing/budgeting following the IM/IT competitive sourcing study decision.