

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 6 JANUARY 2006**

I. CEFMS:

A. We tested and released a change to the Travel Disbursing Program to update Accounting Phase Code MAR instead of M8N on a Collection by Other Travel Settlement. We also made modifications on updates to funding account, cost account and obligation records.

B. We participated in several teleconference calls with the Federal Reserve Bank (FRB) in reference to our deployment of their new system, Fedline Advantage. This is a web based system that will be used to transmit employee/vendor payment files to the FRB. The UFC will be using this new software, and CEFC-S will be involved in the initial testing of file transmissions to the FRB.

C. We researched a problem with the generation of an IPAC File, which was interrupted due to a power outage at the UFC. We wrote a script to re-set the flags on this one activity so they could generate the file for the November billings.

D. We are again receiving requests from Gulf Region Division (GRD) personnel to script (build) line item information data on contracts that already have been paid. Also, they are requesting the ability to make payments on certain large contracts where no government official has received or accepted the services. This is in response to the need to bring down the amount of dollars paid out as 'penalty interest'. We have requested copies of these contracts to examine the wording concerning submittal of invoices and payments to these contractors.

E. We corrected a problem on the GRD Data Base where passbacks could not be processed after month-end November.

F. We revised the Military Cost of Doing Business Report so that it accurately shows the fact that overhead rates applied to military projects now include a portion of costs for GSA Rent. The change also reflects the new policy that a single rate for G&A or each Departmental Overhead account is applied to both civil and military projects at a USACE activity. This change in policy was effective at the beginning of FY2006.

G. We provided a new option on the Budget vs. Actual Expense - Work Item Report so that the report can be displayed in work item hierarchy order. Previously, when users ran the reports for a work item and subordinates, the work items were listed on the report in alpha/numerical order. Now, users can select the new option which groups the work items based on their parent/child relationship. This will allow users to more easily review the costs associated with a specific task or project.

H. We revised the Manpower Module Military FTE report so that it includes overtime hours attributable to military projects. HQUSACE (CERM-M) requested this change. Overtime cost charged to Civil Works projects was already captured on the OPM 113G reports. With this change, CERM-M has a more complete picture of total hours worked by each USACE activity.

I. At the request of HQUSACE (CERM-M), we made changes to the Manpower Module Extract/Distribution program so that hours worked by HECSA employees in support of 'Information Management - Automation' are reported as 'Direct'; but hours worked by employees of the two processing centers (Portland and Vicksburg) are reported as 'Reimbursable'. This required changes to one of the manpower tables and to the program which uses that table. The changes were completed in time to be reflected on the December manpower reports.

J. We modified the Military Treasury Report on Accounts Receivable (Schedule 9 Report) to include source appropriation information.

K. We revised the procedure to extract obligation line items on the DCAS daily military transaction files. We had identified an error where transactions were not pulling into the table because they appeared to be duplicates where, in fact, they were new transactions.

L. We added the Integrated Command Accounting and Reporting (ICAR) to the Monday night report cron. This was needed to reconcile data more frequently due to DFAS submission timelines at the end of month. Also, after reconciling the end of month November, we found an error with cross charge labor transactions on the GRD (P0) database. We corrected the duplicate update and the reports were back in balance.

M. We corrected a report problem on 28 Dec 2005 where an EFT file creation did not populate the totals on the DD5515, Debit Voucher. We advised the UFC to reset the print flag indicator and run the process to do the distributive updates back to the database.

N. We are querying all FY03, FY04 and FY05 databases to provide cost data by specific categories, field operating activities, and overhead accounts to HQUSACE (CERM-M). They will use this data to update tables currently used in the Corps of Engineers Manpower Requirements System (CEMRS). This type of data was last provided two years ago and will likely be a recurring requirement.

O. We are working with the HQUSACE Business Practices Directorate to determine changes required to the Military Cost of Doing Business Report. The report currently does not reflect revisions to CEFMS supervision and administration (S&A) processes for the Gulf Region Division, the Afghan Engineer District, or S&A on modularity projects.

P. We released new functionality that will allow users to transfer completed projects by P2 Project Id to the applicable customer or agency. New roles are required to approve and certify the transfers. The project must be fiscally complete; there can be no outstanding accruals and only full transfers will be allowed when using the new functionality. A new DD Form 1354 Report was also released to identify the costs that were transferred, the transferee, and the person certifying the transfer.

Q. We completed a new CEFMS User Manual entitled 'Cross Charge Labor Reports'. This manual can be accessed on the CEFMS User Manual website: <https://cefmsdev2.usace.army.mil/cefmsdoc/>

R. We developed a report process so that HQUSACE receives USACE credit card obligation and expenditure data for reporting to FEMA for three hurricanes that we have mission assignments for. This information is automatically sent to CEEMIS each Monday and is then transmitted to HQUSACE Resource Management office through CEEMIS. HQUSACE then prepares and sends a report to FEMA each Tuesday, as required.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	748	808
Priority #1 Problems	78	85

We received 50 new problem reports and completed 110 problem reports.

B. Database Imbalances on our 62 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	53	42
One	3	1
Two	0	3
Three	1	2
Four	2	2
Five	1	0
Six	0	2
Seven	0	1
Eight	0	2
Nine	0	3
Ten	0	1
Twelve	1	1
Sixteen	0	1
Seventeen	1	0
Twenty one	0	1

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	227
HUNTSVILLE:	24
USACE HQ:	1
DA Interns:	1
TOTAL:	253

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH	YEAR TO DATE
	Jan 01-03	Oct 01-Jan 03
CHECKS:		
CHECKS ISSUED	2	31,705
PERCENT OF TOTAL	4%	11%
DOLLAR AMOUNT	\$1,553	\$509,547,573
EFT:		
TRANSFERS MADE	54	153,860
PERCENT OF TOTAL	96%	89%
DOLLAR AMOUNT	\$112,812	\$5,543,775,362

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

IV. OTHER UFC ISSUES:

A. The Civil Reports Section has completed validation of the general ledger and other report edits in CEEMIS used for compilation of CFO Statements. Some edits needed modification due to the release of new general ledger correlations for revolving fund.

B. We attended a video teleconference overview of Office of Management and Budget Circular A-123 Appendix A - Statement of Assurance on Internal Controls over Financial Reporting. The overview was presented by Mary Braun, OSD Comptroller's Office.

C. The CFO/Civil Reports Division is working on submission of monthly and quarterly 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.

D. The CFO Team received the quarterly guidance from DFAS Agency-wide Financial Statement Compilation Team. There are major changes to the format of the Statement of Budgetary Resources effective the first quarter of FY 2006. The other statements have minor format changes. The CFO Team has reviewed the guidance to ensure that we comply with the new requirements.

E. The CFO team is working on compilation of first quarter FY 2006 financial statements and footnotes. We are currently on schedule to meet the reporting deadlines. Draft statements and notes are due on 12 January and the final are due on 15 January. We participate in daily conference calls with DFAS-Arlington, the DFAS Centers, and OSD Comptroller's office on the status of financial statement compilation and any outstanding issues. The calls will continue through 21 January.

F. The UFC goal for mailing IRS W2's and 1099's for CY 05 is to have them all mailed by 20 Jan 06. We currently do not anticipate any problems in meeting this goal.

G. We have completed the revisions to our annual customer service survey and will again make it available for electronic completion by all USACE activities. The suspense for submission to the survey is 31 January, and we will publish results on our public website.

H. During the first quarter of FY06, we processed about 68,000 documents into our document imaging system and 33,000 incoming packages and envelopes in our mailroom. We also logged about 20,000 incoming checks into our checks received for deposit database. Our

information management staff responded to 489 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 352 help desk requests for facility trouble calls/maintenance and maintenance of CEFMS esig cards/common access cards and completed 95 actions related to copiers, printers, and fax machines.

I. Manpower utilization through December was .3% less than our FY06 plan. This will place the UFC in the green rating for the first quarter CMR.

J. We received another request from GAO auditors for information on FEMA bills related to Hurricane Katrina. Previously, we provided listings of current unpaid bills. Now, the auditors want a comprehensive list of bills issued to FEMA for the auditors' review. This information was provided to CERM-F on 4 January.

K. We are making final arrangements for the Planning, Programming, Budgeting and Execution System (PPBES) training which the UFC is hosting 23 January through 3 February. There will be 31 students attending this course which the Army Finance School will teach.

L. Renewal of common access cards (CAC) for UFC employees is progressing well. The CACs for most employees expire this month, and as of 4 January, there were only about 40 still to renew. The Naval Support Activity Mid-South has awarded a contract to repair the clerestory in our building. We have had an ongoing problem with leaks during heavy rainfall. The contractor is scheduled to begin the two week project about 9 January.