

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 17 MARCH 2006**

**I. CEFMS:**

A. We created new accounting phase codes, general ledger correlations, transfer type codes, transfer type correlations and new work category element codes for each of the five regional transfer of Revolving Fund accounts for general overhead, consolidated technical, operations, emergency management, and regulatory accounts. These new items will be used in the regional transfer of gains/losses from districts to the Region Business Center (RBC) accounts. We have established an RBC test database to test this functionality from a district to the RBC database.

B. At the request of USACE Inspector General (IG), we developed an additional CEFMS query for the labor hours recorded as telework hours and the total number of employees recording hours for each telework code. We forwarded the output of this query to the IG for USACE activity.

C. We modified the Interest Paid (iplddet) reports for both civil and military to include the needed enhancements per the CEFMS Configuration Control Board (CCB). We added delivery order number, receipt voucher number, work item, responsible employee, receiver and fund\_acct\_no. This will increase efficiency and management of the Prompt Payment Act (PPA).

D. There was a problem reported with Treasury check register records from the Europe District database not pulling into the Finance Center disbursing database. The error condition was related to some older records that had missing data. We corrected the problem by inserting missing country codes in certain payments going to vendors within Germany.

E. A UFC EFT file containing 1260 disbursements aborted due to missing records. This was related to three payments that had pulled in from the Albuquerque District database. Upon research, we discovered that these payments were actually processed in February 2004, but they were not marked as 'processed' on that database. This caused the query to bring them into the disbursing database a second time. We marked the payments as processed and in the database and then deleted them from the file to eliminate duplicate payments.

F. We continued to monitor the timing issue on the generation of the EFT files for the weeks of 27 Feb 06 and 6 Mar 06 that significantly increase execution time in creating the EFT file. CEEIS has reversed a network configuration change that was performed on 16 Feb 06. This improved process time somewhat, but not up to the speed that it was prior to 16 Feb 2006. Several more network tests are scheduled for the week of 13 Mar 06.

G. We researched a report execution problem at the Topographic Engineering Center (TEC). The U.S. Treasury Check Issue Report Summary report had not executed since December 2005. We discovered that a user at TEC had marked the org code of the user running the job as 'inactive'. The TEC Data Manager has since removed the inactive indicator and the problem has been resolved.

H. We completed testing on the check register view screen, where a change was made to correctly display the name and date of the disbursing officer that had electronically signed the CEFMS check register records. Previously, this field did not populate for certain foreign currencies disbursements.

I. We made changes so that Customer Service Representatives (CSRs) can add/edit an end-of-month (EOM) status date in the Pay Period Control screen after a new pay period has been opened. Previously, the EOM date could only be added at the time the CSR opened a pay period.

J. We added two new columns to display a supervisor's first and last names in the Supervisor Identification Maintenance screen and its associated view screen. Previously, only the employee identification (ID) number was displayed. With the current structure of the ID number, employees can be identified fairly easily. However, with the future implementation of Public Key Infrastructure (PKI) requirements (where new employee ID numbers will be a series of numbers, rather than the current structure), it will be difficult to identify someone without their name being displayed. We are also making a similar change to the timekeepers' Tour of Duty Edits screen.

K. We provided an option to the Manpower Module 'Labor Hours Audit - Employee Detail' report so that the printed report shows only employee names, not the employee ID. A USACE activity was concerned because the employee ID includes the last 4 digits of the employee Social Security Number, and this report is used as part of the activity's monthly PBAC meetings. This option allows the activity to continue using this report for the PBAC

meetings without displaying any portion of the employee Social Security Number.

L. We revised several of the Budget Module cost execution reports so that the report always includes the overhead costs assessed against cross charge labor worked by the USACE activity. The actual labor costs, charged against another activity's projects, were already appearing on the execution reports. By now including the overhead costs, USACE activities are able to clearly see the income to their overhead accounts which is associated with this labor.

M. We generated files and spreadsheets for the asset universe (CIP, land, intangibles, buildings & structures, and equipment) for period ending 28 Feb 06 and provided this to CERM-F as requested.

N. We modified the CEFMS Property Transfer Screen 2.22 to prevent users from updating the fields on this screen. Several users had circumvented the asset transfer process by incorrectly updating fields on this screen.

O. We activated property category code 'OA' at the request of CERM-F to allow users to capitalize Fish Mitigation Studies using this property category code.

P. We modified the transfer forms, which enable activities to transfer plant increment to the Finance Center, to correctly pull in the total amount of plant increment expense less previous quarter transfers.

Q. We completed testing and released a CEFMS change that allows the collection of an appropriation refund for both government order and foreign currency disbursements. We previously disabled this functionality when we determined that the change released in October 2005 was creating imbalances on the obligation record. The systems change for government order disbursements now creates a negative government order billing which supports the decrease to the obligations invoiced, received and disbursed amounts. There were extensive changes required for the processing of the foreign currency appropriation refunds because existing general ledger correlations were no longer valid for the refund of fluctuation which is returned to the funding account. All other appropriation refunds are returned to the obligation effective October 2005 under the new process.

R. We worked closely with GAO auditors who requested information related to the use of the Continuing Contracts Clause from all USACE activities. We provided the information in text file format and placed it on the public website. The requested information included contracts identified in CEFMS as having been awarded with the continuing contract clause, funding source, and data elements that identify the project, project name, resource code and element of resource, civil work category and sub-category. A second file provided the payment information related to those contracts identified as having the clause. The payments were all inclusive and those payments made subject to the provisions of the continuing contract clause were specifically identified. A third file identified all other contracts awarded in the appropriation accounts requested, but not marked in CEFMS as having the continuing contracts clause.

S. We continue to work on reported problems and telephone calls related to the clearing of old/aged accounts payable transactions. Whether by script or walking activity personnel through the process required to correct these transactions, we are clearing many. This effort will directly affect CFO reports. Many USACE activities have stepped up and are working hard to clear old and erroneous records.

T. We released changes to the generation of reports and extract of T1099-MISC (report to IRS on vendor payments) in relation to the collection of appropriation refunds. In prior calendar years, the extract of a T1099 required the system to go back through the collections area to determine whether refunds had been processed linked to the vendor to whom we are reporting 1099 amounts. With the release in October 2005 of the new process of recording appropriation refunds which restores the amount of the refund to the obligation from which it was paid, all disbursement and refund information can now be found directly on the obligation record and supporting tables.

U. Per policy message from DFAS, we revised the Military Data Element Management/Accounting Reporting System (DELMAR) 302 to start reporting the allotment serial number on appropriation 21F3875.3960 (Budget Clearing Account, Forestry Program-Army). We had to remove reimbursable collections from the International Balance of Payments (IBOP) report because collections from another government agency should not affect payments to foreign vendors.

V. We continue to make added modifications to the general ledger chart of accounts per the CFO initiative. We are in the process of reviewing the pending changes to the funded and reimbursable funding modules to determine if changes will be needed to the reports.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	744	708
Priority #1 Problems	84	74

We received 208 new problem reports and completed 172 problem reports.

B. Database Imbalances on our 62 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	57	60
Two	3	2
Three	1	0
Seven	1	0

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	228
HUNTSVILLE:	23
USACE HQ:	1
DA Interns:	1
TOTAL:	253

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH Mar 01-14	YEAR TO DATE Oct 01-Mar 14
CHECKS:		
CHECKS ISSUED	5,330	57,360
PERCENT OF TOTAL	9%	16%
DOLLAR AMOUNT	\$ 44,437,956	\$806,791,792
EFT:		
TRANSFERS MADE	31,699	281,182
PERCENT OF TOTAL	91%	89%
DOLLAR AMOUNT	\$1,059,308,299	\$11,230,002,539

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

**IV. OTHER UFC ISSUES:**

A. On 14 March 06, the USACE Finance Center submitted a test file to the U.S. Treasury as a Payment Agency in compliance with the Treasury Offset Program (TOP). TOP is a mandatory, government wide debt collection program that compares delinquent debtor data to Federal payment data. When a delinquent debtor record matches a payment record, TOP recovers the delinquent debt by offsetting the Federal payment scheduled to be issued to the debtor. The USACE Finance Center has been participating in the TOP program as a Creditor Agency (those that submit debt records to TOP for collection by offset) for approximately two years. The implementation of USACE as a Payment Agency in the program (those that submit payment records for matching and offset) will put into operation the complete mandated TOP cycle.

B. Cynthia Blevins, UFC Deputy Director, and Ellen Gibson, CFO/Civil Reports Division Chief, attended the Financial Reporting and Lessons Learned Conference in Indianapolis on 14-17 March. There were representatives from the DFAS Centers and Office of Secretary of Defense (Comptroller) (OSD(C) at the conference. One major issue presented at the conference is a new capitalization threshold of \$20,000 for real property effective in FY 2007. There is a new financial statement scorecard where we will be rated on executive review, accuracy, completeness, variance explanations, readability, timeliness and action item resolution for our quarterly statement and note submission. The scorecard is effective with 2<sup>nd</sup> Quarter, FY 2006

reporting. There was a demonstration of enhancements to the Defense Departmental Reporting System (DDRS) that will be effective for 2<sup>nd</sup> Quarter, FY 2006. Cynthia Blevins gave a presentation on our process of accounting for military construction. The presentation was very informative, well-received and generated much discussion. Ms. Terri McKay, Deputy Chief Financial Officer (OSD(C) attended the second day of the conference and lead a panel discussion on current financial reporting topics. She stated that USACE Civil Works statements have been asserted as ready for audit for FY 2006 and that this is a major accomplishment for the Department of Defense.

C. The CFO/Civil Reports Division continues to work on the Treasury Tie-Point-Project. The project consists of completing a set of 20 reconciliations for each civil works appropriation. The reconciliations compare prior year ending balance to current year beginning balance; ensure assets equal liabilities, net position, revenues, expenses, gains and losses; and compare budgetary cash to proprietary cash and other various comparisons between budgetary and proprietary general ledger accounts. Results are documented on template provided by Treasury. All accountants in CFO and Civil Reports are participating in this effort. It is approximately 60% complete. The deadline for submission to Treasury is 10 April 2006. We anticipate no problems in meeting the deadline.

D. The UFC's automation of the Defense Departmental Reporting System (DDRS) import process for CFO statements is in the final stages of testing for all eight civil works trial balance groupings. The process takes the DDRS program group summary general ledger from Corps of Engineers Enterprise Management Information System (CEEMIS) and adds the unique attribute codes for each program group that we report. The result will be a spreadsheet that can be loaded directly into DDRS reducing the effort to manually load the data in DDRS.

E. The USACE Finance Center issued CEFC-Z memorandum, dated 9 March 06, subject: Implementation of Electronic Funds Transfer (EFT) for Federal Payments to all USACE activities. This memorandum requested USACE F&A Officers and Resource Managers to disseminate the memorandum to all of their activity employees. The goal is to inform USACE employees of the benefit of EFT for travel reimbursement and to encourage them to voluntarily sign up for EFT. The letter established a timetable for voluntary sign up. If the employees do not sign up for EFT for travel and other payments by 30 April 06, the Finance Center will begin

loading the EFT banking information from the Defense Finance and Accounting Services (DFAS) for the employee's payroll deposits.

F. The UFC Disbursing Division is currently mailing vendors EFT forms with all Treasury checks issued throughout the month of March 06. Vendors are providing positive feedback. Our goal is to increase our EFT contract payment percentages.

G. The UFC Travel Division is currently working PCS vouchers received on 8 Mar 06.

H. On 6 Mar 06, the UFC Emergency React Team (8 volunteers) attended Automated External Defibrillator (AED), Cardiopulmonary Resuscitation (CPR) and Basic First Aid training conducted by the Mid-South Chapter of the American Red Cross. We will also continue our practice of conducting emergency drills about three times a year to keep the team updated on their skills and knowledge in these important responsibilities.

I. On 14 March, we participated in a VTC on management controls conducted by CERM-P. There was a detailed explanation of management control administrator responsibilities and of the requirements for the management control cycle currently in progress for FY06. There was also an extensive explanation of the planned test of internal controls over financial reporting which will be conducted at various USACE activities during April and May. Finally CEIR gave a presentation on the planned AAA audit of USACE internal controls in FY07 and the steps that USACE activities should take in preparation for this audit.

J. During 14-16 March, we conducted the first sessions of Structured Query Language (SQL) training this year. We will teach sessions here at the UFC in April and May. At the request of the Far East District, we will present this training there in June. However, we have cancelled SQL training planned at the UFC in June and August, since there was insufficient response for those training dates. We have now also scheduled a mid-career retirement seminar at the UFC for 23 May. There are about 32 employees scheduled for this training at this point. We also were able to place five employees in a pre-retirement seminar conducted by the Naval Support Activity Mid-South on 14 March. There was no fee for this training.

K. On 3 March and 14 March, the USACE Finance Center participated in competitive sourcing teleconferences with HQUSACE. The 3 March call, which included participants from all USACE MSCs, provided an update on the ongoing competitions and

included discussions of Continuing Government Organization (CGO) job descriptions, notification of existing contractors that are affected by the competitions, and questions relating to MEO implementation if the government wins the competitions. Competition officials and functional proponent project managers participated in the 10 March teleconference to discuss the Strategic Sourcing Program Office's "Post Competition Accountability" guide.