

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 12 MAY 2006**

I. CEFMS:

A. We released a change to the automated ENG 3013 Work Order Completion Report to allow USACE activities to prepare 3013 work orders for the following events in the lifecycle of an asset: acquisition/construction, addition and betterment, found on works, donations, transfer-ins, transfer outs, partial or full retirements, partial or full disposals, and disposal by sale. The create work item screens and place in service screens will alert users with a pop-up message that a 3013 work order must be created for all Civil Works and Revolving Fund work items with an estimated start date equal to or greater than 10-May-2006. The system will allow users to bypass the message as HQUSACE (CERM-F) is not currently requiring that the use of the automated 3013 Work Item Completion Report be mandatory. Further, we developed documentation on use of the automated 3013 Work Order/Completion Report to update the Asset Management Users Manual and to provide to asset managers and CEFMS users in the field.

B. The following changes were made in the CEFMS Asset Management Module:

- We assisted two USACE activities with the CEFMS automated property transfer process at the end of April. All property transfers must be cleared by the end of the month; otherwise, neither activity can close its database for month end.
- We updated the Asset Management Users Manual to include a new version of the CEFMS screen that allows users to trade multiple property id codes for individual assets.
- We modified CEFMS to transfer insurance balances to HQUSACE so that fund accounts were not updated.
- We created new general ledger correlations for property category code 'OA' to transfer out fixed asset without reimbursement.
- We modified the asset property phase screen for military/civil personal property to allow USACE activities to write-off power personal property with purpose codes 11 and 99 where the book cost is less than \$25K based on guidance from HQUSACE (CERM-F).

- We provided a listing of the data elements in the asset audit universe data files for Construction-in-Progress (CIP), land, buildings and structures, intangibles, and equipment to HQUSACE at the request of the Pricewaterhouse Coopers (PwC) auditors.

C. We changed the CEFMS credit card monthly statement screen to capture the obligation number, delivery order number, and obligation line number on error handling. This information will help in the research to resolve which obligation is causing an error.

D. We are developing an addition to the labor and payroll module for retrieving and displaying the unpaid accrued leave liability in CEFMS. Currently, this process is external to CEFMS and extensive manual effort is required to reconcile the DFAS unpaid leave liability and the CEFMS accounts relative to unpaid leave liability.

E. We updated all CEFMS databases to convert general ledger balances for miscellaneous receipts and special fund expenditure appropriations. These updates cleared balances in obsolete general ledger account numbers and updated the revised US Treasury general ledger account numbers.

F. We changed the Supervision and Administration (S&A) Memo Placement Screen to allow the S&A Work Type to be "H", host nation, or "A", Non-Appropriated Funds (NAF). We also changed the title of the menu option to "S&A Memo Placement for POD". We also modified the SASPREAD report program that shows S&A transfers and income to use to balance between the SA95 and the results of operations for the S&A accounts. This is a totally new format and should be very helpful to end users.

G. We are continuing our testing of Oracle Version 10g with the following problems noted. We discovered that some of the PC disbursing programs would not execute after the disbursing database was converted to Oracle 10g.

- Several database links and synonyms were not re-created after the conversion.
- Program Winchecks, which is used to print Treasury and Foreign Currency Checks, will not execute in the Oracle 10 environment. In addition to making changes to the program,

we need to go to the current version of the software for this program.

- Program Wineft, which is the program that creates the EFT Files for Treasury, executed under Oracle Version 10g; however, all records failed with esig error 60. A correction was made to the program and we will hold it until the UFC Database is converted to Oracle 10. We currently have three versions of this program, production, test (oracle 8) and test (oracle 10).

H. We researched a variety of disbursing problems at the UFC this reporting period:

- A negative government order bill, which was disbursed on 21 Apr 06, did not update the general ledgers. Research revealed that the General Ledger Post Program had an error for several days that had gone unnoticed. A particular purchase request was coded incorrectly for general ledger eliminations.
- A spoiled check for Europe District was out of balance on the check register report. The check that was spoiled had transactions that were accounting period of 01 and the new check had period 05.
- An IPAC payment on the HQUSACE database was disbursed for an incorrect amount Due to a user entering the incorrect bill amount. We voided the disbursement.
- The UFC experienced a network slowdown while generating EFT Files on 03 May 06. Previous to this date, files were running significantly faster. We have contacted the CPC network personnel to have them monitor the traffic. On 04 May 06 the files were again running faster.
- We researched a problem with the IPAC File Extract Program that would not allow the user to extract records for April 2006. At first, it appeared that there were unprocessed records from March 2006, but in this case there was an esig error 74 on one transaction record that made up a particular bill. The dollar amount of the esig error did not go onto the file in April. We have notified the UFC that those particular bills were transmitted to Treasury with an incorrect dollar amount. The bills were in balance prior to making the IPAC Files.

I. The following changes were made to the Travel Module:

- We modified the travel certification process so an email message is sent to the responsible employee of the work item and users after a travel settlement is certified if a funding account has exceeded its authorized amount.
- We modified the CEFMS Create Travel Order process to default the "Transportation Paid by Trvlr" field to "Y" if the traveler is an active credit card holder
- We have successfully deployed the latest version (6.0.6) of WinIATS for travel computations. The Systems Acceptance Test (SAT) was held at the Finance Center 24 Apr-4 May 06. All problems encountered were officially reported to the DFAS/WinIATS team via Problem Ticket Reports (PTR). Corrections were made to the code for all PTRs and we tested in CEFMS. We have one issue open at this time on a USACE process for authorized returns on trips where some days are over 12 hours, some not. DFAS is working with WinIATS programmers to resolve this problem. All others errors/problems have been corrected and all enhancement processed correctly for USACE travel.
- We modified and added travel voucher approval messages to provide clear instructions to the voucher reviewer regarding the traveler's individually billed account (IBA) credit card holder status and whether split disbursement had been specified. This change was necessary for USACE activities that are not meeting the goal for percentage of travel designating split disbursement. The new message advises the reviewer of one the following: 1) the traveler is not a credit card holder; 2) the traveler is a credit card holder and did not designate a split disbursement as required; or 3) the traveler is a credit card holder and designated a split payment but reminds reviewer that amount should be sufficient to cover all charged items for this trip.
- We updated travel rates for per diem and private auto to reflect the latest listing of rates from GSA.

J. We are working with the Central Processing Center (CPC), HQUSACE, and DA contracting personnel to implement the new Standard Procurement System (SPS) upgrade (increment 2). The new upgrade to SPS will include changes to the imported files on the CEFMS/SPS interface process. CEFMS will release a change

concurrently with the SPS upgrade so that all USACE activities will be able to properly interface CEFMS and SPS. The changes in CEFMS mainly involve an upgrade to the obligation SPS award data files imported from SPS. There were no changes to the vendors or to the files that CEFMS exports to SPS. The SPS upgrade will begin at the CPC on 22 May 06. All activities within CPC will be upgraded through the time period 22 May - 3 Jun 06. The SPS upgrade will began at the Western Processing Center (WPC) on 5 Jun 06. All activities within WPC should be upgraded by 16 Jun 2006. On-going testing has been conducted between SPS and CEFMS. Files have been imported and exported from two USACE activity test databases (Savannah and Fort Worth) using different scenarios in the normal SPS/CEFMS interface process. We have also conducted weekly and daily phone calls with CPC, HQUSACE, and DA Contracting personnel to ensure all problems and issues are worked out before the actual upgrades start on 22 May 06.

K. We formulated the FY07 Operating Budget for the CEFMS Development & Maintenance Directorate. The budgeted amount for FY07 CEFMS Site License funds reflects a small increase (4.85%) from our FY06 authorized funding level, but is still \$450,000 less than the amount authorized two years ago for FY05. We are looking at ways to reduce our FY06 costs, while still providing the level of support required and expected by our customers. Cost reduction efforts this year will continue into FY07.

L. We implemented a process to automatically email a USACE activity if the rollover of a customer order has not been completed. The email requests the rollover be completed and is generated daily until customer order rollover has been completed. Customer orders left in a partial rollover state cause general ledger imbalances which must be researched and corrected. Additionally, customer funds are not made available for execution because the rollover process has not been completed.

M. We followed up with emails to USACE activities requesting cost share advance accounts be established for nine cost share projects. Eight of the nine advance accounts were established. This will permit the automated cost share withdrawal program to execute against these cost share projects and withdraw the sponsor's share of actual cost from the sponsor's advance or work-in-kind (WIK) account. We continue to monitor and follow up with USACE Activities to insure required cost share advance accounts are established.

N. We changed the certification screen to not allow a user to certify his/her own Claim for Reimbursement of Expenditures on Official Business (SF1164).

O. We researched a problem on the Europe database (E7) for a duplicate update. The error was causing an out-of-balance between the Data Element Management Accounting Report (DELMAR) on the Military 302 Statement of Accountability (SF1219) reports. It was a foreign currency fluctuation appropriation refund with an accounting phase code of 'FLR'. It had updated in two different places on the DELMAR 302 report and we corrected the 33g error.

P. We had to load missing military transactions on the Integrated Command Accounting Report (ICAR) and the daily transaction to DFAS due to a new appropriation of 97X0512. We found it was not updating properly on several databases. We also corrected the codisrec report so it would generate regardless of current month activity. Along with the problem of missing transactions, we had errors in the Prompt Pay Report. This was causing a difference between the ipddet (detailed interest penalty report) and the Prompt Pay Reports. We corrected and regenerated the Prompt Pay Report and the two reports were back in balance.

Q. We modified the Civil and Military Cost Ledger (CMCL/MCL) Reports so that they can be generated by P2 project number or by fund account number.

R. We modified the Joint Unliquidated Obligation (ULO) review process in CEFMS so that the user/reviewer can view them all or just choose to see the ULOs that have not been reviewed by the technical POC.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	735	761
Priority #1 Problems	83	84

We received 176 new problem reports and completed 202 problem reports.

B. Database Imbalances on our 62 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	55	52
One	6	2
Two	1	4
Three	0	2
Four	0	1
Sixteen	0	1

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	224
HUNTSVILLE:	24
USACE HQ:	1
TOTAL:	249

B. DISBURSING WORKLOAD DATA

<u>PAYMENT</u>	<u>CURRENT MONTH</u> May 01-09	<u>YEAR TO DATE</u> Oct 01-May 09
CHECKS:		
CHECKS ISSUED	3,297	76,121
PERCENT OF TOTAL	7%	10%
DOLLAR AMOUNT	\$31,426,478	\$1,007,607,194
EFT:		
TRANSFERS MADE	24,146	387,447
PERCENT OF TOTAL	93%	90%
DOLLAR AMOUNT	\$866,493,554	\$15,466,678,736

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

C. MILITARY ACCOUNTING REPORT ACCURACY RATES: ENDING APRIL 06

- Unmatched Disbursements for Military Appropriations:
\$0.00 - USACE exceeds DFAS Goal
- Transactions by Others (TBO) Greater than 30 days, less than 120 days for Military Appropriations:
USACE exceeds DFAS Goal
- TBO Greater than 120 days for Military Appropriations:
USACE did not meet DFAS Goal as a result of PCO Iraq and Afghanistan but aged TBOs have decreased from March 06 by greater than 50% as a result of weekly telephone conferences with GRD/PCO Iraq.
- Integrated Command Accounting Report (ICAR) for Military Appropriations:
USACE Accuracy Rate was 99.2%
- US Standard General Ledger Trial Balance Report for Military Appropriations:
USACE Accuracy Rate was 99.8%
- Disbursing Statement of Transactions (SOT) SF1220 for Military Appropriations:
USACE Accuracy Rate was 99.9%
- Command Expenditures Errors (CER):
ICAR does not reconcile with SOT (SF1220)*

*USACE had 5 errors. All have been identified and corrections will be submitted. This goal is "0" CERs at year-end.

IV. OTHER UFC ISSUES:

A. Finance Center employee, Roberta West, who is deployed to Afghanistan, has greatly improved the TFO/TBO and IPAC processes and has reduced the problem unprocessed charges by 65%. The UFC representative has also developed a MIPR Correlation between MIPR's and contract numbers that will assist in posting future charges and in streamlining the entire process.

B. UFC completed programming and review for the automated ED&M Budget model in CEEMIS. The ED&M model is designed to support and assist the RBC user in building their GE and OMA operating budget plus out-year budgets for planning purposes. Rich Robinson from NAD will be the ED&M model's data manager and be responsible for training.

C. The CFO team completed the 2nd Quarter FY 2006 Intra-governmental Reconciliation and Material Differences Report for trading partner reciprocal categories. The major difference on our report was for discrepancies in reporting between USACE and Department of Homeland Security (DHS). We reported receivables and revenue for reimbursable work performed for Federal Emergency Management Agency (FEMA), an agency under DHS, in support of the hurricane relief effort. FEMA reported a much smaller reciprocal amount of payables and expense. In future quarters, we plan to provide our receivable, unbilled work-in-progress and revenue transactions to FEMA for them to accrue payables and expenses and incorporate them in their quarterly financial statement, reporting as the reciprocal to our transactions. FEMA also requested and we provide a copy of our billing procedures. There was a smaller discrepancy with Environmental Protection Agency. We provided them with our transaction detail and have requested they provide us the same in order to reconcile and avoid future material differences.

D. UFC submitted a report of waived entity challenges to the Office of Secretary of Defense (Comptroller). As a waived entity, USACE provides payable, expense and transfers-in figures to the other Department of Defense (DoD) agencies for them to record as receivables, revenue and transfers-out in their financial statement compilation. Any agency, waived or not, can challenge our data and we must supply the supporting transaction detail for the data we provided. A quarterly reconciliation process also takes place between USACE Civil Works and other waived entities within DoD.

E. We are working on some new reconciliations and edits that will be incorporated into the Corps of Engineers Enterprise Management Information System (CEEMIS) and CEFMS. The reconciliations are between related proprietary and budgetary accounts. The reconciliations are those that are required when compiling statements in the Defense Departmental Reporting System (DDRS). These system edits will help us detect errors that can be corrected before financial statement compilation begins.

F. We submitted reports to Federal Highways Administration (FHWA) based on their new monthly reporting requirements that we received in April. USACE receives funds from FHWA in a transfer appropriation 96-69X8083 for projects at several USACE activities. FHWA requires a monthly verification of net disbursements, monthly verification of Fund Balance with Treasury, monthly trial balance by program group, and a monthly report on budget execution.

G. The Travel Division is processing PCS vouchers received 2 May 06.

H. As a part of the revisions in the Monthly Receivable Report (MRR), Treasury Report of Receivables (TROR), and narratives reporting, USACE is now required to report monthly to DFAS Arlington any updates to the metrics, as well as planned initiatives to improve them. As of the end of March, USACE met/exceeded all goals except in the delinquent intra-governmental debt category. Over 90% of the delinquent intra-governmental receivables are due from FEMA. The problem of slow payment has been elevated to HQUSACE(CERM-F), and several initiatives are underway to address the issues.

I. On 8 May, the Accounting Quality Division issued its report on the audit of PCS vouchers paid during the first quarter of FY06. The monetary error rate was six percent with the largest number of errors related to the shipment and/or storage of household goods. The monetary error rate has been consistently low during the past four quarters audited. This demonstrates sustained improvement in the performance by the Travel Division which over the past two years has reduced monetary errors from a previous average of about thirteen percent per quarter.

J. The UFC has completed an audit of commercial payments for the second quarter of FY05 (January through March 2005). This audit identified three problem areas that merit mention. One common error noted was the frequent misuse of the Prompt Payment Act (PPA) indicator by USACE activities. Obligations were often coded PPA exempt when they should not have been; and conversely, obligations that should have been coded PPA exempt were not. In addition, lease payments were often being paid too early. This was especially prevalent for lease agreements which specified that payments be made in arrears. Prompt submission of invoices from supported activities also needs to be improved. Several late payments resulted from delayed receipt of invoices at the Finance Center.

K. The UFC has completed an update of the Travel Approving Official training presentation that is available through a link to our public website at www.fc.usace.army.mil. The revisions primarily relate to the split disbursement procedure for IBA (Individual Billed Account) credit card holders. Also, CEFMS has been changed to advise the travel approving official - when accessing vouchers for approval - whether or not the traveler is a credit card holder, if a split disbursement is required, and if the traveler has entered a split disbursement amount. The travel approving official is responsible for determining if the traveler has designated a sufficient amount for payment to the credit card issuer.

L. The UFC has revised the Standard Query Language (SQL) training material used in conducting onsite sessions of SQL training. We have posted this revised material on the Finance Center web page (www.fc.usace.army.mil), making it available for use at all USACE activities. This training material is very user friendly and can be utilized as an individual training tool or for sessions conducted for groups of employees needing to learn SQL.

M. The UFC Security Manager has requested and received funding from HQUSACE for two security related projects. The funding will be used to update the UFC's Security/Access Control system with a digital system, and to replace current nine foot doors at each entrance with standard seven foot doors which will greatly improve the security of the facility. The HQUSACE funding is from the civil operations and maintenance appropriation and is available specifically for physical security upgrades of administrative facilities. This funding is authorized under the USACE Physical Security Program which is a component of the Force Protection Program.