

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 21 July 2006**

**I. CEFMS:**

A. We made the following changes to the CEFMS credit card functionality:

- We modified CEFMS software to hide credit card numbers, in accordance with Privacy Act regulations. We also modified the credit obligation list of values so that response time is better, and we limited the number of obligations that pull into the list to those obligations that are a year old or less.
- We modified the credit list of values in the credit card monthly statement screen so that training obligations with a correct unit of measure of 'CU' pull in as candidates for credit.
- We created a view on the "EMPLOYEE\_CREDIT\_CARD" table that excludes the "CREDIT\_CARD\_NO" column only.

B. We are testing the program Winchecks which is used to print U.S. Treasury checks and foreign currency checks. We have revised several portions of the program to execute in the Oracle 10 environment. It is scheduled to be deployed on 29 Jul 06.

C. We are making modifications to the IPAC Bulk File that is transmitted to Treasury each month. On the sender side, we will add Appropriation Limitation to the Treasury Account Symbol (TAS). On the receiver side, we will add Treasury Account Symbol, which will consist of Appropriation Department Code, Beginning FY, Ending FY, Treasury Symbol, and Appropriation Limitation.

D. We researched a problem on 27 Jun 06, where no disbursements could be processed in the check printing or EFT file generation. The Check Signing Screen locked up for all users who were attempting to process these transactions. Also on this day, CEFMS was not available for one USACE activity. We determined that the problem was related to a database link between the UFC disbursing database and the activity's database. Once the activity was back online, the processes were operational.

E. We have made several software changes to update information that was created during the EFT File Generating Process on the disbursing database that did not update back to the subsidiary database. This problem usually occurs when the EFT File is being created on the disbursing database at a time when the subsidiary activity database has gone down.

F. We have released a new HQ Data Manager Screen for Business Event Type Codes (BETC). This screen will initially be used for supplying information to the Intra-Governmental Payment and Collection (IPAC) System. Treasury Financial Manual Bulletin 2006-04 mandated this field on all IPAC transactions as of 1 Aug 06.

G. We participated in a two-day training course, via conference call, sponsored by HQUSACE (CECI). The training covered details of the revised OMB 300 Business Case package for FY2008, which must be submitted to OMB on 11 Sep 06 for all major automated information systems, including CEFMS. It also included a session on project management fundamentals.

H. We revised the 'Budget vs. Actual Direct Labor' Report in the Operating Budget Module so that it excludes cross charge labor which has been identified as exempt from either G&A or departmental overhead. The previous version of this report already excluded such labor if the labor was funded and worked by the activity running the report. This change excludes 'exempt' labor which is funded by one USACE activity and worked by a different USACE activity.

I. We revised several screens in the Operating Budget Module which previously displayed the user's employee ID number. In the near future, new employees will have an employee ID number which is automatically generated and does not include any portion of their last name, first name, or social security number. We changed the screens to display the full last name and first name of the employee so that the employee being granted authority to create or modify budget records can be identified.

J. At the request of HQUSACE (CERM-F), we queried all production databases on 3 Jul 06 to determine if there are expenses or income balances on any departmental overhead accounts which will not be allowed in FY07. We provided the results to CERM-F. All such records must net to zero before USACE activities can start the year-end closing process on 30 Sep 06.

K. In-house Labor and Labor Special Cost Transfer have been added to the CEFMS On-line Users Manual which is available on the website.

J. We developed and are currently testing an addition to the labor and payroll module for retrieval and display of the Defense Civilian Pay System (DCPS) unpaid accrued leave liability data in CEFMS. Currently, this process is external to CEFMS and extensive manual effort is required to reconcile the DCPS unpaid leave liability and the CEFMS accounts and general ledger balances.

L. We released the following changes for payroll functionality:

- Based on a HQUSACE requirement, we are developing a process to allow an effective labor rate to be applied to overtime worked hours. This process will be coded and tested for a scheduled release of 1 Oct 06.
- We corrected a problem in the Employee Edit and View screen where an error message was not being cleared before the user used the 'arrow down' function to go to the next record. Before the correction, it appeared that both records had the same error message.
- We added functionality to the personnel interface process so that all data on the input file is treated as uppercase. Prior to this change, lowercase data would cause errors.
- We made a correction to the personnel interface process so that the user executing the interface is not required to execute it the next time. Prior to this change, the first user was considered the owner, and a different user would have the process aborted for insufficient permissions.
- We added the capability to transfer travel compensatory hours via the Accrued Other Leave Transfer Screen.
- We changed the 'employee' form to not require a duty station for new employees.
- We duplicated and corrected a problem in the form that opens a new pay period. Prior to the change, this action at one activity failed because of a rollback segment problem; however, the Customer Service Representative re-tried several times, resulting in partial updates. We added additional

error processing and a check for duplicate values in the current\_time\_certification table. If the problem should recur, the user would get more than one error message stating that a fatal error had occurred, and that the new pay period was not opened successfully.

M. We monitored and assisted with Civil Works Cost Sharing as follows:

- We monitored the cost share automated withdrawal program. For June 2006, the program withdrew \$1 million from sponsor advance accounts and \$27 million from sponsor Work-In-Kind accounts for 1062 sponsors. The program also closed two cost share projects. The Cost Share Automated Withdrawal Report provides this information by Field Operating Activity (FOA). The report is available for USACE activities. USACE users may print the report using the cost share reports option or have it automatically emailed by having their local data manager complete email Notification Screen 10.92.
- We Monitored the Cost Share Completion Summary Report. As of 28 Jun 06, USACE had 1777 active cost share projects. Additionally, there were 1065 cost share projects that were either fiscally or physically complete and should be closed out. An email is sent to cost share responsible employees each month advising that these projects should be closed. The Cost Share Completion Summary Report provides this information by Field Operating Activity (FOA). The report is available for USACE activities and provides a count by FOA of the number or cost share projects in various stages of completion. USACE users may print the report using the cost share reports option or have it automatically emailed by having their local data manager complete email Notification Screen 10.92.
- We updated the Cost Sharing Users Manual with documentation for the new Cost Share Completion Report.
- We assisted the Finance Center and a USACE activity in correcting a cash reporting problem for a cost share advance account by making a CEFMS software change to remove funds from the advance account. The funds had been returned to the sponsor prior to conversion of the activities' database; however, the funds were still available for return to the sponsor in the cost share advance account. These adjustments permitted the cost share control record to be closed.

N. We implemented an Unfilled Customer Order extract requested by the PricewaterhouseCoopers (PwC) auditors. The extract identifies unfilled customer orders with and without an advance, orders received, earnings and collections by customer order funding account. We created a new report table (R\_UNFILLED\_CO) and the procedure to load it (rpt\_aud\_unfco\_load.prc). We also created a new query (runfco.sqr) to call the procedure from the CEFMS-MNTH stack, and also created a query file to extract the data from the R\_UNFILLED\_CO table. We provided an extract of this report against the 30 Sep 05 and 30 Jun 06 USACE activity databases.

O. We provided asset universe data files and spreadsheets to HQUSACE (CERM-F) and to the CFO auditors (PwC) for Construction-in-Progress (CIP), land, buildings and structures, intangible assets, leasehold improvements, and equipment for the period ending 30 June.

P. We modified CEFMS to prevent the transfer out of a Revolving Fund asset to a USACE activity with debtor class = GN (Government, Non Corps) from updating the income account with a transfer out of the operating account balance. The operating account balance is only to be transferred out when the debtor class = OC (Other Corps). We also assisted two USACE activities in reconciling SGL 57% Transfers In/Out Without Reimbursement - Other Corps.

Q. We are a member of the PDT for selection and implementation of a new USACE property accountability system. We have had two conference calls to discuss the required functionality of the new system called "PBUSE" and the interface with CEFMS.

R. We developed a new user manual for Access Request Management System and updated the CEFMS Roles user manual in order to accommodate the auditors' review. We collected system level business rules and developed extensive documentation per an audit request. Several ESIG, ARMS, DBCRB, Configuration Management POC's met with auditors on several occasions to provide information related to various aspects of CEFMS.

S. We were able to get the National Institute of Standards and Technology (NIST) middleware for Public Key Infrastructure (PKI) working with the latest version of the NetSign software and coordinated with a vendor to obtain a new test version of potential PKI hardware/software for future DISB PKI utilization. We are retesting since the vendor has upgraded since our last review.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	726	772
Priority #1 Problems	81	88

We received 297 new problem reports and completed 343 problem reports.

B. Database Imbalances on our 62 Production Activities:

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

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	219
HUNTSVILLE:	22
USACE HQ:	1
TOTAL:	242

B. DISBURSING WORKLOAD DATA

<u>PAYMENT</u>	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
	Jul 01-18	Oct 01-Jul 18

CHECK:

CHECKS ISSUED	4,186	96,376
PERCENT OF TOTAL	10%	12%
DOLLAR AMOUNT	\$41,598,980	\$1,194,786,754

EFT:

TRANSFERS MADE	34,117	518,288
PERCENT OF TOTAL	90%	88%
DOLLAR AMOUNT	\$1,448,321,233	\$20,694,842,939

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

C. MILITARY ACCOUNTING REPORT ACCURACY RATES: ENDING JUNE 06

- Unmatched Disbursements for Military Appropriations:  
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 the DFAS Goal. One TBO charge and two Interfund charges were reflected on the greater than 120 listing. The Interfund transactions were cleared within the same month, but due to timing, they remain on the list until next month. The root cause for the aged TBO is a funding issue with New York District. PCO Iraq's Intransits greater than 120 days have been resolved and cleared.
- Integrated Command Accounting Report (ICAR) for Military Appropriations:  
USACE Accuracy Rate was 99.1%
- US Standard General Ledger Trial Balance Report for Military Appropriations:  
USACE Accuracy Rate was 99.9%
- 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 1 error. It has been identified and corrections will be submitted. The goal is "0" CERs at yearend.

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

A. The CFO/Civil Reports Division completed submission of the 3<sup>rd</sup> Quarter Civil Works Balance Sheet, Statement of Net Cost, Statement of Changes in Net Position, Statement of Budgetary Resources, Statement of Financing and accompanying footnotes. We met the all of the reporting deadlines. We received only three questions from OSD Comptroller after the initial review of our statements and notes. Responses were provided within the required six-hour timeframe. There are two more levels of OSD management review that will occur before statements and notes are considered final. We continue to participate in daily teleconferences regarding the statements and notes until 21 July, when the statements and notes are submitted to the Office of Management and Budget.

B. We responded to numerous requests from other Federal and DoD agencies for intra-governmental transaction information and reconciliation.

C. The U.S. Treasury Federal Agencies Centralized Trial Balance System (FACTS II) 3<sup>rd</sup> Quarter Budgetary Report and Monthly Receivable Report submissions were submitted on time and without errors.

D. We provided the Defense Departmental Reporting System (DDRS) 3<sup>rd</sup> quarter CFO journal voucher log to the PriceWaterhouseCoopers auditors. Journal vouchers are corrections or adjustments to the initial USSGL reports generated from CEFMS, which must be fully supported and documented by the UFC staff.

E. On 11 July 2006, USACE Finance Center successfully processed payments via the new web-based Fedline Advantage Federal Reserve Financial Services system. USACE was the first in DoD to convert from the DOS based FedLine to FedLine Advantage. The conversion to FedLine Advantage was an involved seven-stage process of planning and preparation, ordering equipment, setup and installing hardware, testing Federal Reserve connection, verifying user access, application training and testing, and finally production. This was a collaborative effort between Information Management, Disbursing, CEFMS team, and the Federal Reserve.

F. The JP Morgan Chase Account Representative who supports the USACE and its foreign currency Japanese Yen transactions will visit the Finance Center on 25 Jul 06 to discuss the customer service they provide and any open issues.

G. Personnel from the Department of Treasury, Financial Management Services, Debt Services are scheduled to visit the Finance Center on 22 Aug 06 to discuss the Treasury Offset Program (TOP) and the USACE proposed implementation plan. TOP fell under the Debt Collection Act of 1996, and requires that any U.S. Government disbursement to government vendors must be offset for any indebtedness to the U.S. Government.

H. The UFC Travel Division is processing PCS vouchers received on 5 Jul 06.

I. On 13 July, a representative of the Resource Management Division met with members of the Logistics High Performing Organization (HPO) to further discuss issues specific to managerial accounting for the HPO operation. Topics covered included organization and work item structure, time and attendance and labor processing, servicing CPOC/CPAC, travel, purchase cards, and reimbursable funding. There are still many open questions with the HPO needing to further consider these issues and make some decisions.

J. On 6 July, the Accounting Quality Division issued its report on the audit of PCS vouchers paid during the second quarter of FY06. The monetary error rate was four percent which is the lowest error rate ever reported. This error rate has been consistently low during the most recent five 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.

K. USACE Finance Center (UFC) employees directly affected by the Accounting Support Services A-76 competition were advised of the initial performance decision - which was in favor of the Agency Tender/Most Efficient Organization - on 6 July at 1000 CDT, as requested by HQUSACE. The Headquarters' decision briefing was presented, and copies of the Human Resource Plan Milestone Schedule were provided to affected employees and other attendees. All other UFC employees were advised of the competition's outcome by e-mail immediately after the meeting.

L. On 5 July, the UFC notified all USACE activities that they would be responsible for ordering electronic signature (esig) cards from the supplier, Litronic/Saflink. In 2004, the supplier established a minimum order level of 5,000 for the esig cards. As a result, the UFC bought a supply of cards and has

been providing those to USACE activities. However, the supplier no longer requires a minimum order so it is more efficient for the individual USACE activities to order their own cards directly from the supplier.

M. The Financial Systems Directorate Chief, Linda Brooks, and the UFC IM Chief, Mike Edge, attended the annual Regional Information Officers Symposium on 26-30 Jun 06. Ms. Brooks provided a CEFMS update briefing at the symposium. The symposium was hosted by the Jacksonville District in Miami, FL. MG Ronald Johnson's, USACE Deputy Commanding General, opening remarks were web cast throughout USACE. The Continuing Government Organization (CGO) structure was discussed including briefings for each division of the CGO. Other briefings were given on Common Access Cards, Security, e-Gov, P2, CEFMS, CEEIS, and the A-76 Human Resources Plan.

N. For the third quarter CMR, the UFC will be in the green rating for manpower utilization with an overall variance from plan of zero. Likewise, the revolving fund overall nominal balance is well within the two percent standard, and the accountable property records remain at 100% scanned and inventoried at the end of the third quarter.

O. During the third quarter of FY06, we processed about 72,000 documents into our document imaging system and about 26,000 incoming packages and envelopes in our mailroom. We also logged 33,750 incoming checks into our checks received for deposit database. Our information management staff responded to 495 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 119 help desk requests for facility trouble calls/maintenance and maintenance of CEFMS esig cards/common access cards and completed actions related to copiers, printers, and fax machines.