

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 4 August 2006**

I. CEFMS:

A. We revised the labor purchase request module so the user can increase the dollar amount when saving a time off award to increase the dollar amount. At the time of saving the transaction, a detailed message will be displayed regarding possible cost increases that may occur. The user will have the option to STOP the transaction, to increase the dollar amount, or to continue the transaction if the dollar amount is sufficient. If the labor purchase request for a time off award is amended as a result of increasing the amount for an accrual, the additional message will be displayed and an email will be sent to the approver and certifier providing notification that the purchase request has been amended and needs to be approved and certified. This only applies to labor purchase requests with a resource code of TIMEOFFAWD.

B. We revised the time off award accrual screen 2.68 so the user has the options to STOP Accrual, INCREASE Before Accruing, or CONTINUE Accrual when saving an accrual. At the time of saving an accrual, a detailed message will be displayed regarding possible cost increases that may occur. If the user has authority to originate labor purchase requests, the user will be able to create an amendment as required or necessary. If the user does not have authority to originate labor purchase requests, an email will be sent to the previous originator of the purchase request and the specific originators associated with the work item on the purchase request for the time off award, requesting that the amount be increased. Regardless of which option is chosen, proper documentation should be readily accessible and available.

C. We tested and released a change to the Miscellaneous Disbursement Program for the SF1164 Payments. This change corrected a problem where the program was updating incorrect general ledger accounts when the funding was revolving fund with fund type 'A'.

D. The UFC had a batch reject from the Federal Reserve Bank on 21 Jul 06, containing approximately 1400 payments. The problem was traced to invalid characters in the vendor table at a USACE activity. The UFC recently converted over to

Treasury's new Fedline Advantage System, which has far superior edits than the previous system. We will also be executing a query to identify any invalid characters on the other databases.

E. We wrote a script to adjust an advance account to reflect the proper amount of earnings. This was in reference to several disbursements that had rejected due to the cumulative amount of the advance exceeded. A review of the cost account records showed that the withdrawn amount in the advance account was overstated. After some additional testing, we determined that the Cost Transfer Screen was the cause of the problem. It is now being corrected to properly update the advance account earnings.

F. We are continuing our move to Oracle Version 10g. Several converted programs have been moved to production. These were for the Check Printing and Electronic Funds Transfer Programs. These programs are only run at the UFC.

G. We made the following changes to the CEFMS travel module:

- We modified the CEFMS travel order itinerary screen so users can amend the travel dates on one leg and then create another leg without receiving a false error message. We also made changes so users do not have to save at each leg when creating the multiple legs.

- When we researched an import error received by the UFC, we discovered that a USACE activity had created four travel types other than the official types in the CEFMS tables. IATS does not recognize the new travel type and therefore, rejects it. We removed the invalid order types created by this activity and advised the activity to use itinerary purpose for specific travel situations.

- While researching Government Travel Regulations (GTR) de-commit problems, we discovered a problem with generating the new amendment number if there are more than nine amendments. We discovered the same problem with the CEFMS travel order process. We checked all programs and determined that 33 forms need to be changed. Travel order deobligation and GTR decommit code has been modified to select the correct travel order amendment number. Other changes will be made as time permits after year-end.

- We modified Work Item/PR&C Approval Fiscal Manager Assignment Screen 2.31 so that employees who have the TRV_CERT role but do not have the PRC_APPR, OTHER_PURCHASES_APPR or PRC_INHOUSE_CERT roles can be added as Approving Fiscal Managers for specific work items. This allows users who are responsible for travel order approvals, but no other type of purchase request, to commit funds and sign documents.

- The UFC reported errors in IATS computed travel settlements which had an authorized return (AR) in the itinerary. The system was not computing the correct per diem for the AR days. We processed the same vouchers using the code for Voluntary Return (VR) instead of AR and it appeared to pay correctly. We created a Partial Beginning, Partial Middle and a Partial Final voucher for test where each had an AR. Errors were identified and we forwarded the data files to DFAS, IATS PMO Office for correction. They created a SCR (problem report) requesting that this be fixed in next IATS release from the contractor.

- We are continuing work on the project to change travel order advance funding from the disbursing officer's account to travel order funding. We continue to design, program and test the Travel Advance Create/Update Screen. We are also reviewing old advance documents that were never certified. We determined that these are invalid advances and we will remove the old data.

- We made changes to pull in funding lines for TDY orders and compute advance amount per line to enable us to charge the advance payment to all funding accounts on the travel order at the percentages designated on the orders. We have direction from the UFC to remove TBO Advance Functionality from CEFMS.

H. We added another option to the 'Copy Budget' function in the Operating Budget Module so that users can lock accounting periods in the 'To' Budget, if the same accounting periods are already locked in the 'From' Budget and the budgets are in the same fiscal year. This allows users to revise operating budgets, but easily retain the capability to revise only the later months in the fiscal

year. The earlier months were locked when the activity used the 'Replace Budget with Actuals' option.

I. We met with HQUSACE (CERM-M) to discuss requirements for providing detailed historical cost information, to be used in the Corps of Engineers Manpower Requirements System (CEMRS). We provided this information in early FY06 (for FY03, FY04, and FY05) and in FY05 (for FY02, FY03, and FY04). However, the requirements have changed each time, as the CEMRS needs are refined. The information for FY04 and FY05 will be provided before 30 September. The FY06 data will be provided in October, after fiscal year-end.

J. We discussed manpower execution reporting requirements with HQUSACE (CERM-M), UFC and ERDC for the IM/IT Most Efficient Organization and the Logistics High Performance Organization, both of which are expected to 'stand up' by early FY07. The Manpower Module, and accompanying reports, will require extensive revision to allow separate reporting for these new organizations. In addition, the Corps of Engineers Enterprise Management Information System (CEEMIS) programs will have to be revised. CEFMS programming is expected to begin in August, after we request and receive permission to have a test database which replicates the unusual organization structure expected on the ERDC and UFC databases.

K. We added two new reports to the Year-End Closeout (YECO) programs which identify departmental overhead accounts, with income or cost balances, which will not be authorized at most activities in FY07. One report warns USACE activities that balances in RF6103 (ConOps) and RF6106 (Real Estate) should be cleared before fiscal year-end. The other report stops USACE activities from going through the YECO program if there are balances in any one of nine other departmental overhead accounts. These actions are at the request of HQUSACE (CERM-F) and implement the 2 Jun 06 HQUSACE memo, subject: Regional Rates Implementation Guidance.

L. We provided data to HQUSACE (CELD) on the relationship between the Army Personal Property Management System (APPMS) and CEFMS, for use in the possible conversion to a new property system called Property Book Unit Supply Enhanced (PBUSE). This information will be shared with the G4 Army and PDT team for HPO logistics. We will participate in telephone conferences periodically regarding the possible conversion to PBUSE.

M. We made a software change to prevent the resource code "TRNGNONGOV" from being used on any non-training purchase requests.

N. We reviewed, tested and modified military report software for the new labor transfer changes. We changed the Integrated Command Accounting Report (ICAR) and the daily transaction automated process for obligations and de-obligations. We also are working on the military labor to general ledger detail reconciliation report imbalances. We modified the Data Element Management Accounting Report (DELMAR) 302 Report due to the Oracle 10g upgrade. The "order by" clause had to be changed. Also, we researched and modified the SF 1219 Statement of Accountability (DSAM) report software due to a problem with government order invoice appropriation refunds duplicating in the Intra-Government Payment and Collection (IPAC) area.

O. We continue to monitor the daily military accounting transaction submission to CEEMIS. We created adjusting entries for June and July due to invalid updates or missing transactions. These daily files must pass specific edit in the Corps of Engineers Enterprise Management Information System (CEEMIS) before they are transmitted to DFAS.

P. We have begun the following year-end closing actions:

- We modified the general ledger closing correlations (glcorye) extensively.
- We added several new showstopper reports, such as the Uncertified Travel Advances Report, Invoice Closing Report and Unauthorized DOH Accounts Report.
- We modified the YESHOWSTOP report process for the user to be able to query easier. The user will need to print out the stackdrv report to see which reports failed and then go into the Report Print/View/Delete Screen and query (F2) and put in the date requested (i.e. 24-JUL-2006%) and then click on the second line of the report parameters and put in %SHOWSTOP% and then F3. This will bring up all the reports that were generated in the stackdrv report. The user can then print/view the reports for needed actions.

- Upon finishing all the above actions to the pre-closing reports, we turned on the YESHOWSTOP process so all USACE activities can begin to review and correct year-end closing their showstopper and miscellaneous reports for pre-closing actions needed in preparation for the official year-end closing.

Q. We developed a listing of business rules that are applied throughout CEFMS in the form of database triggers, procedures, forms edits, etc. We consolidated these business rules and loaded them into a CEFMS table named BUSINESS_RULE, and provided a complete listing to PwC auditors.

R. We prepared a presentation for the PwC auditors to demonstrate the application of business rules, controls and the separation of duties functionality throughout CEFMS. Using the TEST database, we set up scenarios and test data in a manner that forced edits, error conditions, and controls to display when appropriate. Roles and electronic signature card requirements were presented, as well as the entering of transactions in several CEFMS screens to demonstrate the forms level edits that are applied throughout the system.

S. We continue to make modifications to the accounts payable load procedure which extracts all open payables into a report table in CEFMS. This table is used to provide subsidiary records that are included in the universe files provided to CFO auditors in support of our consolidated financial statement balance on the CFO reports. We modified the extract to handle cash award payables differently, as the process itself was modified at the beginning of this fiscal year. Also, we modified the process for extracting contractor holdback records. We made software changes to exclude records at the subsidiary level when the summary obligation line showed no balance of holdbacks remaining.

T. We prepared a document outlining rules to identify the type of obligation record in the transaction registers based solely on other data elements within the registers. We provided PwC auditors with all transactions registers as of Sep 2005 and Jun 2006. This action was prompted by a request by auditors to assist in providing guidance on a breakout by obligation types (travel, training, miscellaneous purchases, blanket purchase agreements,

contracts, etc.) of all of the records within the transaction registers.

U. We participated in a conference call with attendees from PwC, HQUSACE (CERM-F), and the UFC in Millington to discuss the 1st Cycle Memo on Accounts Payable, Expenditures, and Cash Disbursements. The conference extended over to a second day, as many corrections were made to the document prepared by Price Waterhouse auditors on the functionality, capabilities and processes within CEFMS.

V. We added a 'NIGHT DIFF' parameter to the following reports: Time & Attendance Report - tmattlab, Time & Attendance Report with Update Details - cetaldet, Labor Cost Report - certlabr, and Labor Cost Report with Update Details - labordet. When this parameter is selected, night differential hour totals (with a breakout of the different type of hours) will be printed on the report in the summary section under each employee's time, attendance, and/or labor data. The night differential hour totals will only print when the night differential parameter is chosen when the report is requested. This new parameter will eliminate the need for timekeepers to manually calculate the number of night differential hours worked by an employee for a given pay period.

W. We reviewed the PwC life cycle memos for land, buildings and structures, equipment and addressed inaccuracies found in the memos.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	719	726
Priority #1 Problems	83	81

We received 172 new problem reports and completed 179 problem reports.

B. Database Imbalances on our 62 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	59	60
One	2	1
Two	1	0
Four	0	1

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	220
HUNTSVILLE:	22
USACE HQ:	1
TOTAL:	243

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH	YEAR TO DATE
	July 01-31	Oct 01-July 31
CHECKS:		
CHECKS ISSUED	8,513	100,702
PERCENT OF TOTAL	8%	10%
DOLLAR AMOUNT	\$84,140,849	\$1,237,358,758
EFT:		
TRANSFERS MADE	55,400	540,052
PERCENT OF TOTAL	92%	90%
DOLLAR AMOUNT	\$2,158,723,963	\$21,406,628,790

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

IV. OTHER UFC ISSUES:

A. Accountants in the CFO/Civil Reports Division reviewed cycle memos and flowcharts from PriceWaterhouseCoopers (PwC) in preparation for the FY 2006 financial statement audit. PwC provided cycle memos for Fund Balance with Treasury (FBwT), Exchange Revenue from Permits, Other Exchange Revenue, Investments, Customer Orders, Long Term Receivables, the Budgetary Process, Accounts Payable, and the Budgetary Process. We are currently in the process of making our changes to the FBwT and Investments cycle memos. These will be completed this week.

B. CFO Eliminations Team accountants are reviewing CEFMS addressee table records for Federal Government (FG) and Other Department of Defense, Non-Corps (NC) entities to identify records that have been established with the incorrect debtor class code.

C. CFO staff accountants participated in a teleconference with Appalachian Regional Commission (ARC), HQUSACE (CERM-B), and Huntington District personnel. Huntington District will be receiving funding via a non-expenditure transfer document from ARC to work on a project for them. We discussed reporting requirements and information we will provide to ARC. We will report the proprietary account activity in the civil works financial statements. ARC will report the budgetary account activity. In accordance with OMB Circular A-136, this procedure will change in FY 2007. The parent agency, ARC, will report all activity in its financial statements. We will still need to provide them our trial balances for the transfer appropriation along with obligation and disbursement information by project.

D. The USACE Finance Center FY 2006 Year-End Closeout Memorandum was prepared and sent to all RMs and FAOs on 26 July 2006.

E. On July 27, members of the Cash and Military Reports Division participated in a teleconference with DFAS to discuss the Defense Cash Availability System (DCAS) Phase 4. DCAS Phase 4 is the development of daily reporting for military appropriations Delmar 302 and Delmar 304 via DFAS Indianapolis. The meeting was held to discuss development of future reporting requirements and to solicit input from those within the DFAS Indianapolis and DFAS Columbus networks.

F. The Travel Division is processing PCS vouchers received 20 Jul 06

G. On 24 July, Liz Miller from HQUSACE (CECW-HS) visited the Finance Center to discuss various issues related to our support for the disaster and non-disaster reimbursable work done for FEMA. Topics covered included development of a monthly mission closeout status report, development of a report on the aged accounts receivable from FEMA, re-establishment of a quarterly meeting with FEMA, involvement with the proposed USACE independent assistance and assessment team, and monthly teleconferences between the UFC and CECW-HS. We also made plans for Brenda Armour of the Accounting Quality Division to travel to HQUSACE during September to help with year-end work in CECW-HS, meet HQUSACE staff, and meet FEMA counterparts.

H. On 24 July, two auditors from PwC visited the Finance Center and met with personnel of the Information Management Office. We answered questions about our IT operation and general security measures for our servers and switches. The two auditors and our IM personnel participated in the download and execution of Velosecure software to test security on two of our servers and to view the configuration of one of our switches. The Velosecure software produces a large volume of analytical data which the auditors were going to review and, if necessary, use as a basis to ask follow up questions. The auditors had no plans to issue any formal observations or other results from their review at this point. They did not ask for any further information afterwards.

I. The Finance Center has submitted two nominations for participants on the RM PRT for disaster responses. HQUSACE (CERM-BA) had requested that all USACE activities validate their participants and provide any additional participants as well.

J. We completed the reassembly of cubicles in the room which the Logistics HPO will initially occupy at the Finance Center. We have also made preparations for purchasing office furniture and equipment which the HPO will need to support the initial HPO deployment to Millington. This includes primarily task chairs, laptop computers, and telephones.

K. The USACE Finance Center (UFC) recently participated in several teleconferences with HQUSACE and MSC/RBC representatives relating to FY07 budget (dollars) and manpower (staffing) Executive Direction and Management (ED&M) allocations for Fiscal Year 2007. The UFC has also provided contractor and federal civilian position information to the HQUSACE (CERM-M) for an update to the Army Stationing and Installation Positioning Plan (ASIP). In addition, the UFC has been participating in the beta testing of the new e-IMD. To date, results have been very positive. Testing of the reports module of this new manpower system will begin soon.

L. No protests were received on the Finance Center's Accounting Support Services A-76 competition; therefore, the initial decision in favor of the Agency's Most Efficient Organization (MEO) is now final. This announcement was made on 1 August 2006 at 1300. We anticipate that the Letter of

Obligation (the official order to implement the MEO) will be signed on 16 August at HQUSACE. On 17 August, UFC affected employees will be briefed on the UFC MEO implementation plan.

M. The UFC has completed an audit of commercial payments for the third quarter of FY05 (April through June 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. 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. Also, we noted in several instances that lease agreements did not include appropriation/accounting citation data.