

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 5 JANUARY 2007**

**I. CEFMS:**

A. We modified the Supervision and Administration (S&A) Cost Transfer Screen so that the unbilled amount in cost account detail for fund type 'A' and 'F' would be updated correctly. We also modified the S&A Cost Transfer Screen to prevent users from creating a zero cost transfer.

B. We modified the Miscellaneous Purchase Request Approve/Certify Screen so that users can delete an unintentional purchase request header.

C. We are involved in the testing of the translators for the upgrade to Increment 3 of the Standard Procurement System (SPS). During the initial testing, over 200 issues/problems were identified, and appropriate corrections and resolutions had to be made. After this phase of testing meets all requirements, the end-to-end testing of the entire Increment 3 upgrade process will begin. This end-to-end testing is tentatively scheduled for 17 Jan - 2 Mar 07.

D. We released changes to the CEFMS Manpower Reporting Module that allow separate manpower execution reports for the USACE Logistics Activity, which resides on the USACE Finance Center database. Actual execution data through November was generated separately for the two activities (USACE Finance Center and USACE Logistics Activity) and submitted to the Corps of Engineers Enterprise Management Information System (CEEMIS) the first week of December. Separate manpower reporting will also be available for the IM/IT organization, when it is 'stood up' on the Engineer Research and Development Center (ERDC) database. We revised the CEFMS Manpower Management Users Manual to reflect these changes and others made since the previous version was published. The revised users manual was posted on the CEFMS users manual website at <https://cefmsdev2.usace.army.mil/cefmsdoc/> on 28 Nov 06.

E. We reviewed the CEFMS Users Manual for the Civil Automated Budget (CAB), and made minor changes to reflect additional general ledgers which are being used for the CAB reports. The revised Users Manual was put on the CEFMS users manual website on 28 Nov 06.

F. We released changes to the Operating Budget Module which allow users to identify budgeted labor which will be exempt from overhead. This allows users to forecast the amount of such labor they expect to receive so that this labor is not included in calculating overhead rates. We also revised several operating budget reports to correctly include the additional cost associated with overtime labor, which is now recorded under a separate resource code - OTBENEFITS.

G. We prepared and submitted the Information Technology Investment Portfolio System (ITIPS) budget for CEFMS for FYs 2009 through 2013. The budget reflects an increase in contractor costs (the largest category) of less than 3%, and a significant reduction in PRIP payback (the second largest category) beginning in FY2009. The ITIPS budget is used as a starting point in the Capital Planning and Investment Management (CPIM) process for USACE and certain sections of the OMB 300 Business Case must agree with the approved ITIPS budget amounts.

H. We also participated in a conference call with HQUSACE (CECI) and other AIS Project Managers on OMB requirements for the '300 Business Cases', which are required for all major IT initiatives including CEFMS. The purpose of the call was to provide guidance on preparing and updating operational analysis plans, when and how to include Earned Value Management (EVM), and the appropriate sources of funding for various stages of an IT initiative. HQUSACE (CECI) intends to issue directives in early January 2007, which will require quarterly submission of OMB 300 Business Case supporting data to HQUSACE.

I. We developed a new cost share screen which identifies the detail cost share control records which are fiscally or physically complete and included on the cost share completion summary report. The screen will permit USACE activities to quickly identify the specific cost share control records which should be closed. This screen was requested by a USACE activity during a cost share training class conducted the first week in November.

J. We monitored the cost share automated withdrawal program. For 14 Dec 06, the program withdrew \$30 million from sponsor advance accounts and \$4 million from sponsor Work-In-Kind accounts for 984 sponsors for 38 USACE activities. The program also closed one cost share project. The Cost Share Automated Withdrawal Report provides this information by USACE activity.

K. We monitored the Cost Share Completion Summary Report. As of 18 Dec 06, USACE had 1854 active cost share projects. Additionally, there were 1002 cost share projects that were either fiscally or physically complete which needed to be closed. This is a decrease of 19 from the 1021 projects which needed to be closed on 16 Nov 06 and

demonstrates that USACE activities are making progress in closing these completed projects. An email is sent to cost share responsible employees each month advising which projects need to be closed. The Cost Share Completion Summary Report provides this information by USACE activity.

L. We conducted a four-day training class in Huntsville, AL on CEFMS cost sharing functionality for USACE activities within the South Atlantic Division (SAD). Fourteen people attended the training. Emphasis was placed on how to close cost share projects which have been completed but not closed in CEFMS.

M. We improved the Funding Account Status Screen. The screen is used by USACE activity managers to monitor funds availability. We added PMBP Project Number, Task Number and Responsible Employee to the screen, each of which can be queried. We also provided double click access to the work item screen and to funding account financial summary, and added an 'About this Form' button to explain how to use the screen. We also advised USACE activities of these improvements.

N. The labor and payroll team continues to respond to inquiries from HQUSACE and PricewaterhouseCoopers (PwC) auditors pertaining to CEFMS labor distribution calculations. An explanation was provided to HQUSACE as requested for audit samples.

O. We researched the process of computing the allowance for doubtful accounts on accounts receivables. This was a request from HQUSACE (CERM). The PwC Auditors were questioning the dollar amount recorded for the allowance on delinquent accounts for the Omaha District in October 2005.

## II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	767	803
Priority #1 Problems	101	100

We received 175 new problem reports and completed 211 problem reports.

B. Database Imbalances on our 59 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	55	53
One	3	2
Two	1	1
Three	0	1
Five	0	1
Six	0	1

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	209
HUNTSVILLE:	25
USACE HQ:	1
TOTAL:	235

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH Dec 01-30	YEAR TO DATE Oct 01-Dec 30
CHECKS:		
CHECKS ISSUED	8,094	23,536
PERCENT OF TOTAL	7%	8%
DOLLAR AMOUNT	\$112,272,835	\$282,603,591
EFT:		
TRANSFERS MADE	54,047	156,564
PERCENT OF TOTAL	93%	92%
DOLLAR AMOUNT	\$2,168,303,580	\$5,768,731,492

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

C. MILITARY ACCOUNTING REPORT ACCURACY RATES: ENDING NOVEMBER 06

Unmatched Disbursements for Military Appropriations:

USACE met the DFAS Goal.

Transactions by Others (TBO) Greater than 30 days for Military Appropriations:

USACE did not meet the DFAS Goal. The DFAS established goal for the month was to have no more than \$1.4 million in In-transits over 30 days old. We exceeded that amount by \$91,000, an over-aged Interfund charge for Mobile district.

Integrated Command Accounting Report (ICAR) for Military Appropriations:

USACE Accuracy Rate was 98.9%.

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 99.7%.

Command Expenditures Errors (CER):

ICAR does not reconcile with SOT (SF1220)\*

\*USACE had 0 errors.

**IV. OTHER UFC ISSUES:**

A. Finance Center personnel assisted HQUSACE (CERM-F) with research and providing invoices needed for the FY06 Civil Works audit of accrual accounting by PricewaterhouseCoopers (PwC). Finance Center personnel spent approximately 50 man-hours researching 773 invoice sample items furnished on two spreadsheets. A determination had to be made as to which items were paid via pay estimates (Eng 93) and which ones were paid based on a hard copy invoice. All hard copy invoices were researched and copies printed from the UFC image retrieval system. CEFMS screens were printed for all payments made via pay estimates. Travel orders and travel vouchers were furnished on those travel items selected. The items were compiled and documentation sent via Federal Express to the PwC auditors.

B. The Travel Division is currently working PCS vouchers received on 21 Dec 06.

C. We have begun the annual mandatory Computer Security Training required for all employees accessing DoD computer systems IAW AR 25-2. This year the training focuses on "Spear Phishing." All UFC employees must select the Computer Security Training located on our intranet and complete the training by 10 Jan 07. A roster of students is automatically created as each employee completes the course. This training was developed for use throughout DoD.

D. The UFC should be in the green rating for manpower utilization for the first quarter CMR, as our utilization is less than one percent under the FY07 plan. However, our Revolving Fund will not be within the green rating for the first quarter CMR due to undistributed costs in the Logistics HPO facility account and due to the unavailability of revenue data to accrue for the hydrologic program facility account.

E. We completed our second review of Iraqi commercial payments on 26 December and found no erroneous payments. Our review sample included twelve payments in November which were in excess of \$500,000.