

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 2 February 2007**

I. CEFMS:

A. The following changes were made to CEFMS travel/PCS advances to incorporate DoDFMR requirements:

- We created new general ledger correlations to record prepaid/advanced obligations. These correlations will be used to process updates for the new travel advance procedure, to record travel advances as a prepayment citing the funds of the travel order obligation instead of appropriation 96X9999 (Disbursing Officer Account).
- We modified the appropriation refund billing (Screen 9.12) and the certified collection process (Screen 8.6) for the new prepaid travel advance process.
- We have run final tests on the Travel Advance Funding Changes to include processing spoiled checks, voided checks, Employee EFT Screen, Misc Disb Voucher Screen, and various view screens

B. We modified the Collection by Others (CBO) process (Screen 2.99.1) to record the collection of an appropriation refund bill in accordance with FY06 redesign. The creation/certification of a CBO collection that cites an appropriation refund bill will require the role of disb_officer and electronic signature card.

C. We are continuing to modify the view accrual screen to assist users with providing audit information on accruals. The database has been modified to include a reverser id, reversal date, and a reversal amount when accruals are reversed. Currently, this information is not stored for future use. Foreign currency accruals will also include a reversal amount in the foreign currency.

D. We updated the progress payment screen to always save a unit cost when a payment is marked final and is saved with total zero amounts. This will allow users to go back to a final progress payment that has not been disbursed and enter a quantity to calculate a total dollar amount for the payment. The screen will not save if the progress payment is not final.

E. We added a new message to the progress payment create screen for obligations that have no lines to be queried into the screen. These obligations are obligated as direct fund cite that are not marked for progress payments or are TBO disbursements.

F. The following provides ongoing updates to CEFMS to meet Treasury Offset Program (TOP) requirements:

- We are working with Treasury FMS to prepare and sign a Memorandum of Agreement between their agency and USACE for the Treasury Offset Program (TOP). Currently it is in their legal department.
- We have set up test data to generate the necessary data files that will be sent to the TOP System. Treasury has provided us with a number of vendor tax IDs that will be on the list of vendors indebted to the US Government.
- We have sent one test file into the TOP System. Turnaround time on this first file was about 30 hours. The file was accepted. The TOP system provides no information on records we submitted that did not match or a reason why they didn't match. We purposely set up one record with a valid TIN and invalid vendor name and nothing came back on it. We are holding weekly meetings to keep all functional and contract personnel up to date on the progress in the TOP functionality.

G. Because of many negative comments heard at the 2006 Customer Service Representative (CSR) conference in Denver, we readdressed the issue of a CEFMS enhancement to allow employees to enter their own time and attendance (T&A) with the Configuration Control Board. It was the consensus of the Board to go ahead with the enhancement, as long as it was designed for optional use. They recommended that each USACE activity decide whether or not to allow their employees to enter their own T&A.

H. We assisted several USACE activities with resetting their pay period from 03 Feb 07 back to 20 Jan 07. This was done so that a personnel interface input file with the new National Security Personnel System (NSPS) data could be executed, and so that updates made by the interface would have 21 Jan 07 as the effective date.

I. We loaded the latest overtime ceiling rates for General Schedule (GS) employees in the appropriate HQUSACE data manager table, and latest wage grade rates for wage grade employees.

J. We updated the holiday data manager table with all holidays for 2007.

K. We modified the process of determining the supervisor who last certified T&A for a labor cross charge code by taking into consideration the employee's organization code in their employee table history record at the time of T&A certification.

L. We modified the Contractor Liquidated Damages (LD) Screen so that users enter the foreign currency LD amount only in a foreign currency. This modification corrected an out-of-balance condition that resulted from entering a dollar amount into this screen for foreign currency.

M. We conducted a four-day training class in Huntsville on CEFMS cost sharing functionality for USACE activities within the North Atlantic Division (NAD) and the Great Lakes and Ohio River Division (LRD). Ten people attended the training. Emphasis was placed on how to close cost share projects which have been completed but not closed in CEFMS. USACE currently has over 1,000 cost share projects which have been completed but not closed.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	739	774
Priority #1 Problems	106	106

We received 146 new problem reports and completed 181 problem reports.

B. Database Imbalances on our 59 Production Activities:

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

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	209
HUNTSVILLE:	24
USACE HQ:	1
TOTAL:	234

B. DISBURSING WORKLOAD DATA

<u>PAYMENT</u>	<u>CURRENT MONTH</u> Jan 01-30	<u>YEAR TO DATE</u> Oct 01-Jan 30
CHECKS:		
CHECKS ISSUED	7,749	31,285
PERCENT OF TOTAL	9%	9%
DOLLAR AMOUNT	\$103,283,082	\$385,886,673
EFT:		
TRANSFERS MADE	42,484	199,048
PERCENT OF TOTAL	91%	91%
DOLLAR AMOUNT	\$1,762,960,770	\$7,531,692,262

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

C. MILITARY ACCOUNTING REPORT ACCURACY RATES: ENDING DEC 06

Unmatched Disbursements for Military Appropriations:

- USACE met the DFAS Goal.

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

- USACE met the DFAS Goal.

Integrated Command Accounting Report (ICAR) for Military Appropriations:

- USACE Accuracy Rate was 99.3%.

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. The CFO team worked with PricewaterhouseCoopers (PwC) auditors and DoDIG regarding the out-of-cycle reporting for the adjusted year-end FY 2006 financial statements and footnotes. The UFC staff worked with DFAS Arlington employee, Stephanie Pryor, to enter adjustments in a training version of the Defense Departmental Reporting System (DDRS). Ms. Pryor's support in accomplishing this monumental effort was critical to the USACE overall success in meeting the PwC short suspense. A copy of the USACE FY06 year-end data was entered into a DDRS training environment database for UFC staff use since the DDRS production database is closed for adjustments to FY06 statements. The UFC staff entered 24 adjustments to the FY06 statements, clearing all the required DDRS edits and recons and

made adjustment to the accompanying footnotes based on auditor recommendations.

B. UFC Deputy Director, Cynthia Blevins, and CFO/Civil Reports Division Chief, Ellen Gibson, conducted numerous telephone conferences with Department of the Treasury, Bureau of Public Debt, HQ USACE, Department of Interior, GAO personnel and PwC auditors regarding the reporting of the Sport Fish and Boat Safety Trust Fund. Interior is proposing that the USACE Civil Works report a share of the trust fund, based on Statement of Federal Financial Accounting Standards #29, Accounting for Earmarked Funds. To date, Interior has not provided a complete trial balance, to include budgetary accounts. Therefore, we were unable to include any portion of this trust fund in our out-of-cycle adjusted FY06 statements as requested by PwC auditors.

C. We are supporting the USACE Logistics Activity (ULA) in capitalizing about 370 employees to that organization on 1 Apr 07. The employees must be established on the UFC CEFMS database as well as in UPASS. We must create UFC user-ids for them and ensure that they all have ARMS requests processed through CEFMS. We also must issue electronic signature cards to ULA employees at each USACE activity. The ULA employees' time and attendance will be entered on the UFC CEFMS database at the USACE activity where they are physically located and will be certified by a supervisor there. The UFC Customer Service Representative will be responsible for merging and transmitting all of the certified time and attendance. All of these actions require extensive coordination with CHRA, CEEIS, and the ULA employees stationed at every USACE activity, as well as within the UFC. The scope of this capitalization is probably unprecedented largely because ULA employees are dispersed throughout USACE but still residing on a single CEFMS database.

D. We are working on the 1st Quarter, FY 2007 Intra-governmental Reconciliation and Material Differences Report from Department of the Treasury. This report compares intra-governmental trading partner differences between federal agencies.

E. We submitted the 1st Quarter, FY 2007 intra-DoD waived entity challenges report to the Office of Undersecretary of Defense Comptroller. We were able to reconcile with the other DoD agencies that hold a waiver for buyer side elimination entries. These agencies are Defense Finance and Accounting Service, Defense Contract Audit Agency and Defense Contract Management Agency.

F. Two Department of Army interns had a rotational assignment in the Civil Reports Section. The interns were provided the USACE FY2006 CFO financial statements and notes for review. They received instruction on the abnormal balance queries and analysis, review of daily reconciliation reports for receivables, payables, performing activity appropriation data and various other reconciliation reports. We shared standard SQL queries and guidance on writing new queries.

G. The Travel Division is currently processing PCS vouchers received on 22 Jan 07.

H. The Finance Directorate completed the mailing of approximately 20,000 IRS Forms 1099 and W2 on 26 Jan 07 for tax year 2006.

I. The UFC recently compiled summary reports for the second and third quarter FY06 TDY audit results. Of the 4,622 vouchers audited for the second quarter, 1,360 (29.4%) had a monetary error or errors. For the third quarter, audits were completed on 2,249 vouchers. There were monetary errors on 560 (24.9%) of the third quarter vouchers. These percentages compare to a 29.0% first quarter FY06 error rate. As has been the case in the past, due diligence by travel voucher approving officials would have identified many of the errors prior to payment. The following USACE activities have not provided audit results for at least these two quarters: Memphis District, Huntington District, Detroit District, South Atlantic Division, Los Angeles District, Sacramento District, Tulsa District, Water Resource Support Center, USACE Headquarters, HECSA, and the U.S. Army Center for Public Works.

J. We have begun the annual inventory of accountable property at the UFC. There are 1,325 items of accountable property with a total value of about \$1.6m. We will conduct part of the inventory during evening hours to minimize disruption of mission activities.