

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 16 February 2007**

I. CEFMS:

A. We have initiated programming changes to address the creation of appropriation refund bills and the process of collecting the appropriation refund bills where the original disbursements were recorded as Transactions by Others (TBO).

B. We completed updates to the view accrual screen and the accrual reversal screen. The receiving report table was modified to add the fields of reverser id, reversal date, and reversal amount into the table. The accrual reversal screen will populate the fields in the receiving report table when an accrual is reversed. Prior year accruals in the receiving report table were backfilled with the information for these fields to allow users to view more information in the view accrual screen.

C. We updated the STAT.1 screen to include transactions by other (TBO)invoices and disbursements in the view form. Previously, the form did not allow users to query in a TBO invoice and completely view all information associated with the invoices. The form will tailor itself to populate the unique information of a TBO invoice.

D. We are in the process of adding additional information to the unapproved pay estimate report. The report will automatically send an email to the COR approver with any approved final progress payments that do not have a contract settlement date populated in the form. Until the contract settlement date is populated, the final progress payment will not voucher for payment.

E. We are in the process of finalizing the MOA with Department of Treasury, Financial Management Services (FMS) for utilization of the Treasury Offset Program (TOP):

- We have generated more data for the TOP Testing with FMS. We have sent several more test files to FMS to see what edits are in place and how we are notified of any discrepancies. When making some of the files, we discovered that there were numerous Tax ID Numbers that were not proper. Some had more or fewer than the required digits.
- We have configured a PC Modem to FMS Treasury specifications in preparation for sending and receiving files for the TOP System. We are still awaiting our secure PIN to make a successful connection. Until we get this

process working we will continue sending our files via email with encryption protection.

F. In accordance with DoD RFM Volume 4, chapter 5, paragraph 050308 A, requiring travel advance to be charged to the appropriation established on the authorized travel order, we released a new process on 1 Feb 07. All future travel advances will be charged to the funding account cited on the travel order. For PCS orders, the advance will be created using funds from the largest PCS PRAC line with a C2 moa_code. When an advance is disbursed, an obligation line for the TDY or PCS order is updated to reflect a 'prepaid' amount. We established new general ledger accounts to record pre-paid disbursements. New general ledger correlations were also created. We modified reports and reconciliations to include the new general ledgers accounts and the new obligation line item field. Travel Disbursing programs were modified to process with the new advance data. Travel advances will now be processed as miscellaneous disbursements and settlements creating 'DUE US' amounts will be processed as Refund Receivables. We will not have Travel Settlement (TS) bills or disburse from the Disbursing Officers Account in the future. Scripts were written and executed by the appropriate USACE activity to 'collect' advances that were issued from Disbursing Officer's Account and not fully recouped and 'reissued' the advances from the funds cited on the travel orders.

G. We added a new option to seven Operating Budget execution reports which allows users to 'Summarize Resource Codes'. The new option summarizes actual costs recorded as OTLABOR (overtime labor) and OTBENEFITS (overtime benefits) and compares the sum with the budget amount for OTLABOR. OTBENEFITS is a new resource code this fiscal year and reflects additional costs associated with overtime labor. The new report option allows users to see the total costs associated with overtime labor and compare those costs with operating budget forecast amounts.

H. We modified a foreign currency contractual process to not allow users either to create or modify both purchase requests and obligations while the rate has been expired but has not been revalued. With this change, users are now required to revalue the expired rate prior to creating or modifying purchase requests and obligations. In addition, once the rate without a specific AMSCO code has been attached to the purchase request or obligation, users are required to process a contractual process without the AMSCO code (i.e., whether or not the rate with a specific AMSCO code has been set up after the fact).

I. In support of the out-of-cycle FY 06 CFO, we have provided the following support:

- We provided a universe of multipurpose power assets for period ending 30 Sep 06 to HQUSACE (CERM-F) to support the amount disclosed in financial reports. The query included assets with purpose code '11' and '99' only, as requested by HQUSACE.
- We sent a detailed universe of bank stabilization expenses by FOA code and cost share (Federal and non-Federal) expenses by FOA code for period ending 30 Sep 06 as requested by HQUSACE (CERM-F).
- N. We provided a universe of all in-service property id codes and original book cost (where asset cost type = 'ORG') with an acquisition date less than 1 Oct 98 by FOA code as requested by HQUSACE (CERM-F).
- We provided a detailed universe by FOA code of the general ledger beginning balances, CFY debits, CFY credits, and ending balances for FY03, FY04, FY05, FY06 for SGL 1730.10 (Buildings), 1739.00 (Accumulated Depreciation on Buildings), SGL 1740.10 (Other Structures), 1749.00 (Accumulated Depreciation on Other Structures), and SGL 1720.00 (Construction in Progress) to HQUSACE and DoD IG auditors as requested.
- We provided manual depreciation computations for 105 sample items to PwC auditors as requested by HQUSACE (CERM-F).
- We provided a query to HQUSACE (CERM-F) of operating lease expense for a footnote to the Consolidated Financial Statements.
- We reviewed and responded to the preliminary findings of the PwC audit of the Consolidated Financial Statements.
- T. We completed the adjusting entries for plant increment and depreciation expense for two ERDC facilities that had been categorized incorrectly as buildings, but were in fact Leasehold Improvements.

J. We revised the cipstatr report to include the P2 project number and provided the option to run the report by appropriation and fiscal year. The changes were requested by the MILCON Project Closeout Team.

K. We created a new functionality for form prccert.fmb (PR&C approval/certify screen) to allow the certifier the option to reject certification on most PR&C types. Bulk PR&Cs and PR&Cs that have been approved within the Army Personal Property Management System (APPMS) cannot be rejected. When the certifier rejects certification, he must enter a justification, then all approvals (supervisory and technical if required) are removed and the amendment is restored to the original status. The justification is written to the pr_free_form_remarks table and the justification is emailed to the user, approver, originator, and technical approver where applicable.

L. We met with the Chenita Bennett, P2 Project Manager, Jim Perkins, P2 Functional Lead, and John Marshall, P2 Technical, to discuss future CEFMS changes required in support of P2. The major change requested was to change the level of the PM_PR_BUDGET table in CEFMS to match the level of resource entry in P2. This requires storing a unique identifier for a P2 resource in the CEFMS PM_PR_BUDGET table and PR_LINE_ITEM table. Also, they requested we modify CEFMS to display a warning message to users if they create a PR&C using a budget line outside of the P2 start and end date period. This will require storing these dates in the PM_PR_BUDGET table, as well. We are developing the specs and will coordinate further with P2 representatives when these specs are complete.

M. We made the following changes in the Employee Maintenance Screen:

- corrected error so that querying an employee's social security number no longer causes a message asking if changes are to be saved.
- changed the 'no overtime ceiling' error message to be more self-explanatory, and to identify corrective action needed.

N. We made the following changes in the timekeeping screens:

- corrected edits to match edits in the labor distribution program, using the wage board pay code in an employee's history record (rather than employee_mstr).
- added an edit not allowing entry of a time and attendance transaction with a null supervisor code.
- added an effective date to edits for cost of living allowance/entitlement code values.

O. We researched a USACE activity's personnel file where it was reported that nine of their employees who should have fallen under NSPS were still appearing as General Schedule (GS) employees. We found that the activity's data file actually had the employees entered twice, once under NSPS and once as a GS employee. The solution was for the activity to have a new data file created by their personnel office.

P. We are designing CEFMS to automatically calculate and display the number of employees who fall into each annual leave category. This will provide a tremendous benefit during the annual leave analysis process at the USACE activities by eliminating the manual process of computing this data.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	741	739
Priority #1 Problems	108	106

We received 151 new problem reports and completed 149 problem reports.

B. Database Imbalances on our 59 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	52	57
One	2	0
Two	3	2
Three	1	0
Four	1	0

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

PAYMENT	CURRENT MONTH Feb 01-13	YEAR TO DATE Oct 01-Feb 13
CHECKS:		
CHECKS ISSUED	3,596	34,877
PERCENT OF TOTAL	7%	8%
DOLLAR AMOUNT	\$46,994,013	\$432,735,510
EFT:		
TRANSFERS MADE	27,908	227,059
PERCENT OF TOTAL	93%	92%
DOLLAR AMOUNT	\$956,979,690	\$8,518,533,770

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

IV. OTHER UFC ISSUES:

A. We are defining issues and developing a plan for consolidating all CONUS USACE Logistic Activities under the ULA, which share a CEFMS database with the Finance Center. There are many issues that must be addressed beginning with the establishment of user ids in UPASS. There are matters of defining CEFMS roles, issuing Electronic Signature cards, CEFMS employee master table data, timekeeper and supervisor code assignments, access control records in CEFMS, transfer of leave balances, transfer of travel card accounts, updated of employee travel data in CEFMS, new EFT applications for travel and other reimbursement are a some of the issues that must be addressed on the Finance CEFMS database which is all scheduled for a 2 April switch over. Additionally, we are providing significant support to the ULA in providing advice and assistance in the realignment of logistics management personnel to the ULA. We are in the process of preparing Requests for Personnel Action (RPAs) to realign all logistics management personnel to the ULA effective 1 Apr 07. We will follow this up with the preparation of reassignment RPAs to reassign personnel to newly developed and classified ULA position descriptions.

B. CFO team members continued to respond to questions and data calls from PricewaterhouseCoopers, specifically reconciling the Statement of Budgetary Resources to the President's Budget, Fund Balance with Treasury, and providing financial statement "drilldowns" from the Defense Departmental Reporting System (DDRS).

C. We entered additional audit recommended adjustments for the out-of-cycle reporting of the adjusted year-end FY 2006 financial statements and footnotes. The last entry was received on 13 Feb 07 and involved a prior period adjustment to construction-in-progress, equipment, and buildings and structures. The revised rounded statements and affected notes were supplied to HQUACE (CERM-F) within four hours.

D. The UFC CFO/Civil Reports Division received a request from Office of the Secretary of Defense (Comptroller) (OSD) (C) to test a revised template for the proposed format change for the Statement of Financing. The new format contains a section that reconciles total financing sources from the Statement of Changes in Net Position to total budgetary resources on the Statement of Budgetary Resources. Another section presents a reconciliation of budgetary account obligations to proprietary account net cost of operations. We determined that the template is missing some reconciling items and we are working on identifying those items and will forward our findings to OSD.

E. Finance Center personnel participated in a conference call with three individuals from the General Accounting Office (GAO) on 13 Feb 07. GAO, in response to a Congressional mandate, is reviewing DoD compliance with the Improper Payment Information Act of 2002 (IPIA) in regards to travel. The UFC Director provided and reviewed briefing charts describing the services we provide, an overview of CEFMS, details of our Travel Program, and our status concerning possible implementation of the Defense Travel System (DTS). The Finance Center provided travel expenditure information for fiscal years 2005, 2006 and 2007 to date. We also provided information on the USACE Audit Program and our erroneous payment statistics that are required in the IPIA Survey per Office of Management and Budget (OMB) Circular A-123 and the Performance and Accountability Reports (PAR) per OMB Circular A-136. GAO was complimentary of the information provided and the thoroughness of the issues discussed during the conference call.

F. The Travel Division is currently processing PCS vouchers received on 7 Feb 07.

G. On 13 Feb 07, the Facility/Security/Safety Manager sent a reminder to employees of the ongoing Random Antiterrorism Measures being conducted on base or upon entering or exiting the building. These measures are used as another effort to keep employees safe during these times of the continued threat of terrorism. On 14 Feb 07, Naval Support Activity (NSA) Mid-South security officials and the UFC Facility/Security/Safety Manager conducted a

Vulnerability Assessment of the UFC building. Basically, the assessment rates the facility by responding to questions with regard to: Mission, Symbolism, History, Accessibility, Recognizability, Proximity and Population (MSHARPP). This assessment is particularly important, since the UFC is considered a critical asset on NSA Mid-South.

H. On 8 February, we participated in another VTC conducted by HQUSACE (CERM-M) on the management control program. We have developed our Management Control Plan for FY07 and have conducted web-based training for managers. Next week, we will distribute management control checklists to applicable managers for completion.

I. On 16 February, we submitted the FY07 ED&M spend plan for the remainder of the year. As noted previously, the General Expense funding level will be insufficient to support our ED&M operations beyond August.

J. We are reviewing the process for requesting and issuing passwords to our Document Management System (DMS). DMS is a system for the digital imaging of all invoices received by the UFC which allows all USACE activities to review online or print these invoices at their desktop. In 2005, we were required to begin establishing unique passwords for each individual user of the DMS, rather than granting a single password for use at each USACE activity. This has resulted in the issuance of about 1,000 passwords USACE-wide which has become an unmanageable process when done manually. We are investigating the possibility of automating the process through a web-based system.