

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 22 June 2007**

I. UFC ISSUES:

A. The CFO/Civil Reports staff participated in Standard Financial Information Structure (SFIS) training provided by Stefanie Pryor of the DFAS Department of Defense Reporting System (DDRS) team. SFIS is a comprehensive "common business language" that standardizes financial reporting DoD-wide. Our staff is in the process of reviewing SFIS modifications and testing the 2nd quarter FY 2007 financial statements.

B. The CFO/Civil Reports staff participated in a conference with auditors from PricewaterhouseCoopers (PwC) and the DoDIG to discuss the FY 2007 financial statement audit. The conference provided walkthroughs of significant accounting cycles regarding Fund Balance with Treasury, Investments, Budgetary Funding, and Financial Reporting.

C. The CFO/Civil Reports staff completed the monthly report submission of civil and revolving fund reports.

D. The Travel Division is processing PCS vouchers received on 6 Jun 07.

II. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

LOCATION	ONBOARD
MILLINGTON:	211
HUNTSVILLE:	23
USACE HQ:	1
TOTAL:	235

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH	YEAR TO DATE
	01-19 Jun	01 Oct - 19 Jun 07
CHECKS:		
CHECKS ISSUED	4,022	65,561
PERCENT OF TOTAL	5%	8%
DOLLAR AMOUNT	\$59,168,225	\$845,813,312
EFT:		
TRANSFERS MADE	38,518	461,054
PERCENT OF TOTAL	95%	92%
DOLLAR AMOUNT	\$1,389,129,353	\$17,157,019,194

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

III. CEFMS:

A. We released numerous changes for the credit card process. These changes include:

- Created new role CREDIT_CARD_CERTIFIER that adds another level of security in the credit card module. This role will be granted only to credit card approvers and alternate approvers. The purpose of this role is twofold. Not only must the approver/alt be active in the cc_billing_statement table and have an active electronically signed letter in the document_authorization table, but they must also have this role to perform credit card functions.

- Employee (credit card approver) will now be able to have multiple records (letters) on file in the document_authorization table, but only one may be active at one time. Once the authority is granted via a letter, the data manager will be able to "suspend" the approver's certification authority by making the approver inactive. Reasons for doing this might be that the approver's responsibilities have changed or that the approver no longer has cardholders assigned to him, etc. Once inactivated, the data manager may not reactivate the approver, but must instead insert a new record. This new functionality provides USACE with a history of when the approver was active and able to certify credit cards for payment and when he could not.

- The record (letter) can be made inactive in one of three ways:
 - Through the screen docappt.fmb.
 - Automatically when an approver signs their revocation letter.
 - Automatically if all of the bill statement numbers tied to an approver/alternate are made inactive.

- When the approver approves their monthly statement, the task of electronically signing the certified credit card vouchers will take place in the credit card package on the database and not in the form. A credit card approver's certification authority can be revoked but it must also be by letter and must be electronically signed by the appointing official. The appointing official and the approver/alt approver may not be the same person. Also, an active bill statement number in the cc_billing_statement table must have either an approver or an alternate that has an active and signed letter on file.

B. We created a new report to show any expiring or expired foreign currency fluctuation accounts with open obligations or commitments. Obligations or commitments with an expired foreign currency fluctuation account cannot be processed further without establishing a new fluctuation account. The purpose of this report is to help identify those fluctuation accounts that are expired so that the users can establish a new account in a timely manner. These fluctuation accounts are linked to budget rate ids that are set to a local code of 'B'. The report shows the budget rate id, the fluctuation account, the appropriation, and the fluctuation account end date. Also, any budget rate ids with a local code of 'B' that do not have a fluctuation account are listed on the report.

C. We adjusted the accrual create update screen to not allow the entering of US dollars on foreign currency contracts. Entering US dollars on a foreign currency contract can cause a partial update to the invoice tables in which the US dollar amount is updated but the corresponding foreign currency amount is not entered. Now, when the user hits enter on the line item, the form will take the cursor to another page to enter the foreign currency amount.

D. We researched and corrected imbalances in the accounts payable sections. Imbalances were found on the nightly reconciliation reports for USACE databases. Research was also conducted to find differences between the general ledger balances and the open payables left at the end of the quarter by fund account. The abnormal balances for the payables were

either created by debtor class code changes or by journal voucher transactions. These balances create a problem when providing an accounts payable universe to auditors.

E. We released a new functionality (order type/role) for the government order purchase request process. The new government order type is 'N' (Non-Economy Act) and the new role is 'GOVT_ORDER_APPROVER'. This type of government order will require an additional level of approval prior to PRAC certification by approvers who have been granted the 'GOVT_ORDER_APPROVER' role. This change was directed by HQUSACE Memorandum signed by Sandra Riley and Wesley Miller; Subject: Revised Non-Economy Act Orders dated, 30 May 2007.

E. We have received the Service Level Agreement (SLA) from Treasury for the Treasury Offsets. They reference an 'Attachment 1' but did not include it in the email. We are still trying to obtain that document before we sign and return the SLA to them.

F. We completed the new travel screens for creating travel orders. The new screens are one form where we were using four. We added drop down lists and check boxes. The process is fastest and clearer in these forms. One USACE activity has been creating all travel orders via the new forms for two weeks. Two other activities have been using them for a week. We have received several complimentary remarks, a few suggestions and questions. Next week, we plan to move the new forms to all production data bases. At that time, the old forms for Create/Update Travel Orders (screen 12.1) will be removed for the menu and only the new form (screen 12.5) will be available.

G. The USACE Finance Center is establishing a new business process for the TDY Post Audit function. This function is being moved from the USACE activities to the Finance Center (UFC). We have determined the CEFMS requirements for the new process. We added options in the travel voucher process to print a TDY Fax Form. Travelers will use this form as the header for a fax or email sent to UFC with required receipts. This TDY Fax Form will include the traveler's name, travel order number, travel voucher number, travel voucher amend number and the date the voucher was created. We will also print a statement instructing the traveler to submit receipts to UFC and alert them that any unsupported reimbursement may result in a bill. Other options were added in the voucher approval process. The reviewer will be asked (by pop-up message) if he/she received the TDY Fax Form and receipts. If yes, they are instructed to submit the package to UFC by fax or email. If no, they will have an option to

print the form and prepare the package. If they say no to the print option, they will not be allowed to approve the voucher. The Mobile District and Headquarters are scheduled to begin using this process 1 Jul 07.

H. We changed Foreign Military Sales (FMS) expenditure authority (EA) programming for appropriation 97 11 X 8242 to require EA for limitations '0002', '0002' and '00R2' and to also require EA for all FMS limitations beginning with 'AL' except limitation 'AL62'. Before this change, all FMS limitations beginning with 'AL' were exempt from EA requirements. Air Force started using FMS limitations 0002, 0002 and 00R2 for FMS cases that are not administrative; hence, EA is required. The Air Force still uses FMS limitation 'AL62' for administrative funding. All other FMS limitations, beginning with AL, require EA. We also updated the Specific Expenditure Authority Users Manual to document these changes and emailed CEFMS FMS EA users to inform them of these changes.

I. We are working to identify and clear all abnormal payable general ledger balances in preparation for submission of the Accounts Payable Universe to auditors as of the end of June 2007. Abnormal balances have been created when USACE activities move payables from one payable general ledger to another in an attempt to correctly reclassify the payable but if no further corrections are made in the database (i.e. debtor class code on vendor, moa code on prac, etc.) then the payable clears from the same general ledger as the original payable. This leaves an abnormal general ledger balance that causes our universe files to be out of balance with the supporting subsidiary records, as well as create a difference between our government and public payables files if the balance was moved government to public, or vice versa.

J. We are proceeding with changes in the Revolving Fund Passback certification and disbursement program that will now match the fund account for the disbursement transaction to the fund account of the payable, thus clearing the payable balance at fund account level. Of those transactions that clear thru the Revolving Fund Operations module (Labor, Distributable Adjustments, and Supervision & Administration charges) when a transaction was reversed, each transaction was processing the disbursement without a fund account. Since May 2007 when the code change was moved, all disbursement transactions should now match the fund account on the payable. As a result of this coding problem, we are also working to clear all payable balances that have accumulated since the beginning of the fiscal

year that remain effectively uncleared by fund account although the disbursement has occurred in the Revolving Fund area. All balances should be moved to fund account level by the end of this month so that the Accounts Payable Universe will be generated to accurately show our open unpaid accounts payables.

IV. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	713	678
Priority #1 Problems	98	92

We received 172 new problem reports and completed 137 problem reports.

B. Database Imbalances on our 59 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	55	54
One	3	4
Two	1	1