

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 31 August 2007**

**I. UFC ISSUES:**

A. We participated in a conference call with Office of Management and Budget (OMB) and HQUSACE (CERM) personnel to discuss changes in reporting the Inland Waterways and Harbor Maintenance Trust Funds. For FY 2008, there will be little change, except for the appearance of the apportionment documents.

B. In FY 2009, unobligated funds in the trust funds, up to the amount expected to be disbursed in the FY, will be recorded as payable to the general fund accounts, with a counterpart receivable in the general fund accounts. If the balance in a trust fund is not sufficient at the beginning of the year to support estimated disbursements for the year, the payable will be increased as funds are deposited in the trust fund. All project execution activity (obligations, disbursements, etc.) will be recorded in the general funds. Transfers from the trust fund will be recorded as offsetting collections in the general fund. Federal Agencies Centralized Trial Balance System (FACTS II) reporting will reflect these changes, which will flow to the apportionment documents, MAX Budget System, and the Budget Appendix. UFC will request drawdown warrants for Construction and Operation and Maintenance appropriations on a monthly basis rather than semi-annually.

C. The CFO/Civil Reports staff participated in a teleconference with OMB, HQUSACE and the Secretary of the Army for Civil Works (SACW) regarding future changes for the treatment of Trust Funds in FY 2008 and FY 2009.

D. The CFO/Civil Reports Division continues to provide information to the auditors from Price PricewaterhouseCoopers (PwC) related to the USACE financial statements and footnotes through 3rd Quarter, FY 2007. The information includes: reconciliations of fund balance with Treasury at the transaction level; substantiating the investments provided by the Bureau of Public Debt; reconciliations of budgetary funding between the Statement of Budgetary Resources and the SF133 Report on Budget Execution and Budgetary Resources; and financial statement fluctuation analysis.

E. Members of the Cash and Military Reports Division continue to research the Multi-National Security Transition Command - Iraq (MNSTC-I) purchase requests and contracts and contact vendors and contracting officers to determine if all committed Iraq Security Forces Fund (ISFF) funds have been awarded and should be obligated. These items are also being reviewed to determine if any expiring funds can be deobligated before fiscal year-end.

F. On 21 Aug 07, members of the Cash and Military Reports Division and DFAS Indianapolis participated in a teleconference to discuss the Integrated Command Accounting Report (ICAR) daily tabs issues/errors and problems with the Business Enterprise Information System (BEIS). This was the first of such meetings specific to USACE issues. Previous meetings included all the DFAS centers and failed to be productive for USACE.

G. The UFC completed Fiscal Law training for all Accountants, Accounting Technicians, and any other employees whose job duties required the training. A total of 213 USACE Finance Center employees and 16 USACE Logistics Activity Center employees attended the training.

H. Based on a recent PwC audit regarding conflicting CEFMS access controls, the UFC analyzed employees' access controls records and has set procedures to ensure no employees have the conflicting roles.

I. The UFC Travel Division is processing PCS vouchers received on 20 Aug 07.

J. We are continuing the test for the UFC collection/retention of TDY supporting documentation and performance of TDY post audits for all of USACE. We are utilizing CEEMIS to identify approved TDY vouchers which required supporting documentation receipts. CEFMS has been modified to remind travel approving officials and travelers of the requirement to fax or email those documents to the UFC. We image the documents and store them for access in a database. We have also developed the audit database for sampling and compiling the results of the post audits. So far, we have completed the audits for the July sample from the test sites. Recruitment actions have been completed for staffing the audit function, and we are awaiting a list applicants from which to make selections. We have cleared space in one room to house this staff and plan to erect additional cubicles by mid to late September.

K. There is a requirement to transfer an additional 40 employees to the USACE Logistics Activity (ULA). Most of these are ED&M funded positions. Alignment of ED&M positions earmarked for the ULA was not accomplished this past April due to funding considerations. We would have preferred waiting until the middle of October to make these transfers, but the ULA conversion to NSPS requires a blackout period at that time. We are left with no choice but to transfer the ED&M personnel effective 16 September along with about ten revolving fund positions. To fund this ED&M labor, we are asking that each MSC follow the cross charge labor procedures. We will also have to accomplish all the other steps required in transferring employees including Upass requests, creations of new userid numbers, establishment of employee master records, creation of access control accounts, transfer of IBA accounts, requests for CEFMS roles, transfers of leave balances, etc. All this must be done in a compressed time period and while we are occupied with fiscal year closing tasks including the accelerated requirements to process time and attendance early in September for the remainder of the fiscal year.

L. We continue planning for the fiscal year-end closeout of the Finance Center CEFMS database. The Resource Management Division has developed a close out calendar of tasks to be accomplished and the related dates. We are analyzing and monitoring direct funds balances, facility account balances, as well as reviewing the CEFMS end-of-year pre-closing programs. Next week, we will begin the third and final phase of the Joint Reconciliation Program for FY07.

**II. ACCOUNTING OPERATIONS:**

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

LOCATION	ONBOARD
MILLINGTON:	208
HUNTSVILLE:	23
USACE HQ:	1
TOTAL:	232

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH	YEAR TO DATE
	01-28 Aug	01-Oct - 28 Aug 07
CHECKS:		
CHECKS ISSUED	7,800	84,166
PERCENT OF TOTAL	7%	7%
DOLLAR AMOUNT	\$112,885,291	\$1,086,242,117

EFT:		
TRANSFERS MADE	59,394	599,840
PERCENT OF TOTAL	93%	93%
DOLLAR AMOUNT	\$2,055,839,193	\$21,795,790,878

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

### III. CEFMS:

A. In anticipation of HQUSACE policy update for accounts receivable doubtful accounts percentage changes, we tested the automated doubtful accounts program to ensure the process of inactivating old percentages and inserting new percentages processed correctly. We corrected the process to select data manager records based on inactive indicator.

B. We added a new column 'justification\_txt' to all production transaction registers. A trigger was added to this column requiring population of the script name for all scripts run on USACE activity databases. This addition to the transaction registers will assist when researching backup for auditors.

C. We have analyzed our general ledger correlations that update GLACS 6400% based on the below Treasury reference. We will make new general ledger correlation changes for updates that are not labor specific after all databases have been opened for FY08.

Reference: Treasury Financial Manual U.S. Government Standard General Ledger Supplement S2-07-01 dated July 2007 defines the following program activities to be included in GLAC 6400:

- (1) Retirement
- (2) Life Insurance
- (3) Health Insurance
- (4) Voluntary Separation Incentive Payment (VSIP)
- (5) Federal Employee's Compensation Act (FECA)
- (6) Unemployment for Federal Employees
- (7) Social Security (old Age, survivors insurance, and disability insurance)
- (8) Medicare (Hospital Insurance, Part A)

Costs for benefits not specifically listed above are reported in GLAC 6100% 'Operating Expense/Program Costs'.

New general ledgers in place of updating GLACS 6400% for cost that is NOT labor specific:

6100.K0 Permanent Change of Station - Personnel Benefits

6100.K1 Permanent Change of Station - Personnel Benefits - Intra District (ID)

6100.K2 Permanent Change of Station - Personnel Benefits - Other Corps (OC)

6100.K3 Permanent Change of Station - Personnel Benefits - Non Corps-Other DOD (NC)

6100.K4 Permanent Change of Station - Personnel Benefits - Government - Non-DOD (GN)

6100.K5 Permanent Change of Station - Personnel Benefits - Public - (PB)

6100.KA Permanent Change of Station - Personnel Benefits - OC/ID Eliminations

D. We researched a problem on 14 Aug 07 where the Electronic Funds Transfer (EFT) File aborted at the Federal Reserve Bank. Research revealed that there were bad characters inserted into the file by users entering data in the invoice reference number field on the invoice screens. The problem was duplicated on the test databases and a problem report was written to correct the forms that were involved.

E. We created temporary userids for three PwC auditors who are at the Huntsville Systems Office this month.

F. We had five activities that had Statement of Accountability problems due to the Treasury Offset Program (TOP). Check register records on the home databases were not being updated correctly when there was no payment to the vendor. A problem report was written and the five records were corrected.

G. We modified the void contract screens to not allow processing if the payment was offset in the TOP screen. This is a temporary situation until the TOP Reversal Screens can be programmed and tested.

H. We have started testing the P2 requested change to allow management of Revolving Fund projects in P2 and accounting of these projects in CEFMS with the same restrictions as

appropriated funded projects. Use of P2 for revolving fund projects will be optional. We expect to release this change by the beginning of fiscal year 2008.

I. New standard resource codes pertaining to awards given to employees under the NSPS pay plans were added to CEFMS per request of HQUSACE. The resource codes are as follows:

NSPS-SPEC NSPS Payments of Special Act Awards not part of Basic Pay

NSPS-PERF NSPS Payments for Performance Awards not part of Basic Pay

NSPS-CASH NSPS Payments for Cash Awards that do not become a part of the Fed Employee's Basic Rate of Pay

NSPS-ORG NSPS Organization Award

NSPS-SUG NSPS Suggestion Award

These resource codes will be used for employees receiving awards under the NSPS pay plan.

**IV. PROBLEM REPORTS/IMBALANCES:**

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	688	698
Priority #1 Problems	102	103

We received 168 new problem reports and completed 178 problem reports.

B. Database Imbalances on our 59 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	57	51
One	0	5
Two	2	1
Three	0	1
Four	0	1