

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 01 AUG 2008**

**I. UFC ISSUES:**

A. We prepared and submitted the 3rd Quarter, FY 2008 Civil Works Balance Sheet, Statement of Net Cost, Statement of Changes in Net Position, Statement of Budgetary Resources, and the 25 accompanying footnotes. We also prepared and submitted a Variance Analysis for the statements and footnotes. This analysis is prepared for specific lines on the statements and footnotes with a variance of +/- 10% and/or 2% of total assets. We responded to questions and requests for information from DFAS Agency-wide compilation team the Office of the Under Secretary of Defense Comptroller (OSD-C). We participated in daily teleconferences through 17 July 2008 with DFAS-Indianapolis, the DFAS Centers, and OSD Comptroller's office on the status of the financial statement compilation and any outstanding issues. We responded to questions and requests for information from DFAS Agency-wide compilation team and OSD before our statements and notes were incorporated into the Agency-wide statements and submitted to the Office of Management and Budget.

B. UFC personnel met with an auditor from the Internal Revenue Service the week of 21-25 Jul 08 regarding the IRS audit of the USACE for CY 2005 and 2006. During this visit, the auditor looked at PCS settlement vouchers and Information Returns. Issues identified include vendor records with no Tax Identification Numbers (TINs), vendor records with invalid TINs, and vendor records where the name and TIN in CEFMS does not match the name and TIN on file with the IRS.

C. UFC personnel worked with the ULA regarding the new policy on Commercial Air Baggage Fees. CEFMS is being modified to include the charges in the F4 pick list in the miscellaneous expenses on the travel settlement voucher.

D. The Accounts Payable Division continues to work with the supported activities to reduce the number of problem invoices. Currently, the majority of problem invoices reside within eleven databases and the primary issue is a lack of receiving reports.

E. The UFC is working with HQUSACE Contracting on the upcoming implementation of Wide Area Work Flow and its impact on the supported activities and vendors.

F. The Travel Division is processing PCS vouchers received on 9 Jul 08. Personnel in this division are also in the process of identifying employees who received PCS reimbursement in 2007 in order to send out notification to file RITA 2007.

G. The UFC Year-End Closeout Guidance Memo was sent out to all RMs, FAOs, and Budget Officers on 24 Jul 08. This memo gives the cutoff dates for the various UFC functions.

## II. ACCOUNTING OPERATIONS:

### A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

LOCATION	ONBOARD
MILLINGTON:	221
HUNTSVILLE:	23
USACE HQ:	1
TOTAL:	245

### B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH 01-29 Jul 08	YEAR TO DATE 01-Oct - 29 Jul 08
CHECKS:		
CHECKS ISSUED	6338	60235
PERCENT OF TOTAL	5%	5%
DOLLAR AMOUNT	\$75,121,636	\$789,987,668
EFT:		
TRANSFERS MADE	62065	565542
PERCENT OF TOTAL	95%	95%
DOLLAR AMOUNT	\$2,600,261,605	\$22,031,736,668

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

### III. CEFMS:

A. We are beginning to prepare for fiscal year-end closing FY08. We have updated the general ledger correlation year-end report to include all general ledger changes/additions for this fiscal year. We have continued to make modifications as needed to year-end reports.

B. We are modifying programs and testing changes in the billing and collection module based on new HQUSACE policy issued 21 May 08 for Collection of Civil Works Appropriation Reimbursements.

C. We modified the travel itinerary code in CEFMS to correct navigation problems when using the F4 option for stop codes. Users previously were able to insert lodging cost on legs where the stop code was Mission Complete.

D. We created new remarks to be selected from the Standard Remark list for travel orders for authorizing the baggage fee now charged by most airlines. The remark reads: COMMERCIAL AIR BAGGAGE FEE IS AUTHORIZED FOR 1 BAG. (as travel remark code 151); COMMERCIAL AIR BAGGAGE FEE IS AUTHORIZED FOR 2 BAGS. (As travel remark code 152). We also inserted a new reimbursable expense that can be used if the travel order authorizes miscellaneous expense (cost code 6): COMMERCIAL AIR BAGGAGE FEE. This complies with Guidance for Claiming Baggage Fees memo dated 26 Jun 08 from Director, USACE Logistics Activity. These remarks and reimbursable expense description were added to all USACE activity databases.

E. We released a new Oracle report titled 'Unfiled Travel Vouchers' to identify travelers who completed travel more than 14 days ago and who have not filed a travel voucher. The report is accessible from the Travel Report Selection Menu. The Unfiled Travel Voucher Report will list travel order no, traveler's name, org code and travel order estimated return date. The following criteria will determine if an order is listed on the report:

- must be Temporary Duty Order
- return date must be >14 days prior to current date
- no voucher can exist for the travel order
- no settlement can exist for the travel order
- an obligation for this travel order must exist
- travel order cannot be cancelled.

In addition, we created a process to run each Friday at 1700 which generates an email to all travelers who have traveled and NOT created a voucher. The process will send email to the same travelers who would be listed on the Unfiled Travel Voucher Report.

F. We redesigned the Receiving Report Create/Update screen to allow multiple obligation line items to show on the screen. Previously, the screen only showed one obligation line item and received amounts could only be entered on one obligation line item at a time. Users can now view information for all obligation line items and enter the respective received amounts for each line item. The new screen allows for easier access to each obligation line item and streamlines processing for the receiving reports.

G. We added another a new reimbursable expense code for 'HOTEL CHARGE FOR INTERNET CONNECT'. Reimbursable expense code is 'IN'. To select this reimbursable expense, Miscellaneous Expenses (cost code '6') must be authorized on the traveler's orders. Most hotels are charging a separate fee for this service even if the service is not used.

**IV. PROBLEM REPORTS/IMBALANCES:**

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	701	696
Priority #1 Problems	88	80

We received 157 new problem reports and completed 152 problem reports.

B. Database Imbalances on our 59 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	55	59
One	1	0
Two	3	0