

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 10 OCTOBER 08**

I. UFC ISSUES:

A. The CFO/Civil Reports Division staff monitored all Civil Works Funding Authorization Documents (FAD) that were issued in PBAS prior to year-end closing to ensure they were loaded in CEFMS. This effort was initially implemented during year-end processing FY 2007 because in the past, multiple districts had funding discrepancies due to FADs not loaded or errors in loading. This would cause reconciliation errors on the general ledgers and 3011a, and result in adjustments to the CFO financial statements and footnotes. Due to the extra efforts taken at year-end, there were no funding discrepancies again this year.

B. The Civil Reports team completed submission of monthly, quarterly and year-end civil and revolving fund reports. All revolving fund reports were completed on 1 October this year. The implementation of 'corporate' level reconciliations enables the team to complete the process on all activities at the same time, thus reducing the reporting time by approximately two days. The civil reports were completed 6 October.

C. The CFO team completed the monthly Revolving Fund (RF) cash reconciliations and forwarded these to all activities. There were 9 activities with RF cash discrepancies with an absolute value of approximately \$77 thousand. Cash discrepancies cause differences between USACE and Treasury and result in adjustments to the CFO financial statements.

D. The CFO team is working on compilation of the FY 2008 year-end financial statements and footnotes. We are currently on schedule to meet the reporting deadlines. We participate in teleconferences with DFAS-Indianapolis, the DFAS Centers, and OSD Comptroller's office on the status of the year-end financial statement compilation and any outstanding issues. The teleconferences are currently scheduled to continue through 23 October.

E. Cash and Military Reports Division provided to DFAS the subsidiary records for construction in progress for all Air Force, Army and other defense organization appropriations. The data is used in preparation of the other organizations' financial statements. We also provided a listing to HQUSACE of journal vouchers and cost transfers over \$2 million to respond to a Department of Army requirement.

F. The year-end certification statement was provided to DFAS on 3 Oct 08 for the Air Force year-end reports.

G. The UFC has been tasked with providing supporting documentation for the disbursement of Economic Support Funds (ESF) in support of the GAO audit.

H. The Travel Division is processing PCS vouchers received on 23 Sep 08.

I. IATS programmers will be at the UFC from 20-31 Oct 08 to test the functionality of new programming changes.

J. We identified and zeroed out bills associated with appropriation reimbursements in correlation with the programming changes to support the HQUSACE policy on these types of transactions. This data was provided to the CFO/Civil Reports Division to ensure a journal voucher was processed and to accurately update the financial records/statements. We will be recreating the bills under the new programming this month.

II. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

LOCATION	ONBOARD
MILLINGTON:	228
HUNTSVILLE:	23
USACE HQ:	1
TOTAL:	252

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH 01-10 Oct 08	YEAR TO DATE 01-10 Oct 08
CHECKS:		
CHECKS ISSUED	1,742	1,742
PERCENT OF TOTAL	6%	6%
DOLLAR AMOUNT	\$16,205,995	\$16,205,995
EFT:		
TRANSFERS MADE	16,900	16,900
PERCENT OF TOTAL	94%	94%
DOLLAR AMOUNT	\$498,511,121	\$498,511,121

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

III. CEFMS:

A. A culmination of two months of testing and modifications of the year-end closing processes was completed on 1 Oct 08, to include the verification of pre-closing reports and edits, activity actions to be taken, and the fiscal year end closing of the 59 USACE databases.

B. We tested the closing programs on all 59 USACE databases by importing the production databases to a test location and running each through the year-end closing menus in CEFMS. We actively worked with each activity and assisted in resolving all reconciliation errors and clearing all "showstoppers" reports that identified all actions that had to be completed by activities before closing for the fiscal year. We coordinated our efforts with the UFC Millington in the establishment of policies, procedures, and cutoff dates to best meet the goal of closing year-end with minimal disruption to users and their day-to-day activities.

C. The Year-End Closing Team coordinated their efforts with the HQUSACE (CERM_B) to establish an automated process to implement the HQUSACE requirement that all activities request HQUSACE approval prior to proceeding with year-end closing. This process was implemented by adding two new steps to the site actions menu in CEFMS. The steps when executed: (1) created an email notification to HQUSACE from the site, and (2) included a report of direct, expiring in one year appropriation balances. These were to be reviewed by HQUSACE, to assist in their verification that the site was ready to close. These two additional steps allowed tracking of requests by sites, and the approval from HQUSACE.

D. Our office began receiving the requests to close databases as early as the morning of 30 Sep 08 from activities operating in the Far East, and completed closing the last database at 0940 hours on 01 Oct 08. Further, all FY08 archived databases were imported to their archived location, set in a privacy-protected, read-only access mode, and made available to all users by the evening of 01 Oct 08.

E. We provided labor reconciliations pertaining to September 2008 transactions for submission to PwC for audit purposes.

F. We developed a new labor report. The Labor Charges for CIP Report (laborcip) was developed because of the CFO audit requests pertaining to CIP. This report lists labor charges for cost type of CIP ONLY. The report parameter selections are funding account, work item code, and/or charge code. The data displayed on the report is funding account, work item code, charge code, employee name, pay period end date, hours and total dollar amount. The hours' column is a combined total of all hours' type worked against the corresponding charge code for a particular pay period. This report is totaled by employee, charge code, work item code and funding account. Because of the databases linkage, generation of this report could exceed one minute. This report is located under the Reports Selection from menu ID 'AACG'.

G. We provided year-end assistance to the UFC Disbursing Division. We researched showstopper reports at several activities, provided guidance on error log files, researched problems with automated processing, and investigated various issues related to IPAC billings.

H. In Sep 08, we were advised that the UFC had appointed a new Disbursing Officer to be effective on 01 Oct 08. We prepared a problem report, wrote scripts and executed them on all activities. All reports and the TOP (Treasury Offset Program) Notification Letters should now reflect the new name.

I. We created a spreadsheet listing Employee id, last name, first name and org code for all employees on Galveston database to include all employee meeting the following criteria: emp_type = 'G', inactive_ind = '1', org_code like 'M3'. We generated Safe Haven travel orders for these employees. We furnished other scripts to list appropriate remarks for Safe Haven orders and to commit and obligate funds for the Hurricane Ike Safe Haven travel orders we generated. In this process, we issued over 320 orders with an obligation total of \$1.9 million dollars.

J. In preparation for receiving and reviewing vouchers on the Safe Haven travel orders, we modified CEFMS to restrict voucher approval to employees with TV_KATRINA_REVIEW_ROLE. CEFMS determines if a voucher is for a Safe Haven order based on funding. The CEFMS modification added the work items used for Ike Safe Haven Travel on Galveston and ERDC databases.

K. We continue to work on the CITIBANK credit card implementation. We have coordinated with USACE HQ and CITI Bank personnel. In our test data, we have successfully loaded several records from CITI bank test file. We created a temporary table to store data that

is sent from CITIBANK with the BOA account numbers, the new CITIBANK account numbers, employee, expiration date and FOA code. We also created a control file that will load data from CITA bank provided text file into our new table. We have test the load program, reading from the CITIBANK file, inserting the new account number into the CEFMS travel credit card table. Code will create an output file that will contain lines where:

- No BOA card is found.
- BOA card is found, but is inactive.
- BOA card is found but the SSN from the file does not match the SSN of the employee in CEFMS.

IV. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	662	696
Priority #1 Problems	88	92

We received 254 new problem reports and completed 288 problem reports.

B. Database Imbalances on our 59 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	52	55
One	3	3
Two	2	1
Three	1	0
Ten	1	0