USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 11 Apr 2008

III. CEFMS:

A. We have provided PWC (Price, Waterhouse, Cooper) auditors reconciliation files, transaction registers and labor subsidiary files for March 2008. The reconciliations consist of the following USACE corporate data files:

- Reconciliation of the civil labor hours detail data to the civil labor transaction registers for expense general ledgers.

- Reconciliation of the civil and military labor hours detail data to the labor transaction registers to balance revolving fund revenue general ledgers.

B. We have received confirmation from Cynthia Blevins and Ellen Gibson that our document detailing the general ledger updates for the proposed Policy on Civil Works Appropriation Reimbursement meets the CFO Financial reporting requirements. We are finalizing the analysis and documentation for CEFMS modifications.

C. We have generated the asset universe data files and Excel spreadsheets (CIP, land, buildings and structures, equipment, intangibles, internal use software, leasehold improvements, and other assets) for 2nd Qtr FY08. The subsidiary and general ledgers for all universe files agreed. The CIP, land, buildings and structures, and equipments files will be provided to PwC auditors, HQ-RM, and HQ-Logistics.

D. We have generated and reconciled the CIP Summary Data and Asset Summary Data for 2nd Qtr FY08 for the PwC auditors. The CIP and Asset Summary Data files are a listing of all current quarter transactions by transaction register and transaction type.

E. We modified the receiving report edits to disallow changes to receiving reports once the receiving report has been vouchered. This edit was put in place to enforce audit standards. If changes are necessary to the receiving report before payment is made, the user must have the voucher reversed and then make changes to the receiving report.

F. We have released to production program modifications and database changes to increase the column size in all programs and tables that utilize a collection voucher number. This change addressed the final phase to alleviate the problem where USACE activity databases were running out of large ranges of sequentially unique collection voucher numbers. The modifications included the creation of an automatic sequence generator for the collection voucher number, eliminating the manual process of updating the collection voucher number control table.

G. We corrected the purchase request approval and certification screen to disallow changes to the approval indicator once the approval was successfully put in place. Previously, users could tab down to the certification indicator field and then go back to the approval field to make changes. The form would error for the changes and no transactions would be posted, but the navigation through the screen allowed changes to be made. The screen will not allow any changes to the approval field once the approval is in place.

H. We corrected an accrual imbalance on a USACE activity. The accrual was entered at the end of the month and then reversed. The reversal did not update the accounts payable transactions, but did reverse the accrual on the obligation and the receiving report.

I. We are continuing with the Disbursing PKI Functionality Testing. We have processed a number of payments in CEFMS on the PKI Data Bases. We ran the necessary check register reports and will proceed on to the next steps in the process. This would include the check printing, spoiled checks and voided checks processing. We have also tested the IPAC Bulk File Functionality. We ran into various data base problems when testing IPAC, and they have been corrected.

J. We have received a request from the Department of Energy (DOE) to provide them with their Government Order Number when submitting them an IPAC Billing through Treasury. It appears that when the USACE activity had set up the customer order they assigned a different order number. When we report back to DOE, we are sending them our customer order number, and not their original government order number. The original DOE Government Order Number is furnished to them in a field called ‘Transaction Description’ but it does not appear in the field ‘Obligating Document Number’.

K. The customer order listing report (custordr) was changed. It now includes the financing appropriation along with the source appropriation. Financing appropriation is used for budgeting purposes.

L. The Receiving Reports with No Matching Invoices Report was changed. The report now not only includes the date the receiving report is received by the USACE activity, but the date that the receiving report is entered in CEFMS. This additional information was requested by the Finance Center to assist in researching.

M. We corrected unit cost obligations on two USACE activities that had penny differences based on quantities.

N. We added edits into the purchase request approval and certification screen for other miscellaneous purchases. A purchase request header was created under the credit card menu option, which placed another purchases code on the purchase request amendment. The purchase request header was then pulled into the labor authorizations screen to create the line items. The purchase request approval and certification screen allowed the purchase request to them be pulled into the screen. The new edit will disallow any I2 (Inhouse labor) purchase requests to be pulled into the approval and certification screen.

O. We modified the purchase request line item screen to allow users to change the purchase request line item description when amending. This change was implemented due to the large number of problem reports entered to request a script to change the description. The amendment must be approved and certified.

P. We worked with a USACE activity to correct a purchase request with a partial update. The purchase request was amended and approved, but after approval, a line item was changed. The line item change did not remove the approval from the purchase request amendment. Users could not reject the line amendment under certification. A script was created to delete the amendment.

Q. We corrected a report “Disbursing Officers Accountability” for a USACE activity. The imbalance resulted from a flux transaction that updated with a Fiscal Station Number (FSN) of 068892. The users corrected the flux account by expiring the old flux account and creating a new one with the correct FSN of 99999. A script was written to move the flux transactions from the old flux account to the new flux account.

R. We corrected the field masks for the invoice screen. Each field had a different set up for the number format and rounding. All the screen fields and underlying hold fields were changed to all have the same format as the database fields that the coding inserts into the database.

S. We corrected government orders on a USACE activity that had been incorrectly modified with a Transaction by Others (TBO) indicator. The customer did not have the TBO indicator on the orders and billings were delayed due to the differences between the two activities. A script was written to correct the government order TBO indicator.

T. We worked with a USACE activity to correct Blanket Purchase Agreement purchase requests. The purchase requests did not carry the SAACONS indicator to allow the purchase requests to be transmitted to the SAACONS system. We recommended the user obligate the purchase requests in CEFMS and then deobligate them to return the funds to the funding account. During the research for this problem, the SPS Indicator modification screen was found with errors. The screen was corrected to disallow changes to the other purchases code. Edits were put in place to disallow an SPS indicator to be put in place if the receiving org code is not a SAACONS activity. Users can remove the SPS indicator from a purchase request regardless of the receiving org code. The receiving org code was added to this screen to better inform users. Obligated purchase requests will not pull into this screen. The screen was moved from the other miscellaneous purchases menu to the main purchase request menu.

U. We have prepared and assigned out problems reports to add the Treasury Account Symbol (TAS) and the Business Event Type Code (BETC) to the IPAC Bulk File. These are currently optional fields except for Agencies that are participating in the pilot. If we submit a billing to an agency participating in the pilot, these new codes are mandatory. Treasury has modified the format of the TAS but will not allow users to submit the new format until late in 2009. We will keep the current format of the TAS and then modify it next year. The TAS is one of the data elements that are edited when the IPAC File is submitted. We had previously created a CEFMS Data Manager Screen for the BETC.

V. We released functionality allowing employees to enter their own time and attendance (T&A) into CEFMS. Previously, this function was limited only to users with the timekeeper role. Each activity has a switch to set in a data manager table that will allow the new functionality to be used by employees, and then each timekeeper also has a way to allow or disallow. We also added electronic signature for employees to certify their own T&A. This can be done even if an activity or timekeeper disallows employee-entry of T&A.

W. We built a new general ledger correlation to solve labor distribution errors at an activity.

X. We lifted the edit in the labor adjustment/correction screen so that dollar amounts are no longer limited to $9,999.99.

Y. We added prompts and made some cosmetic changes in the cash award entry screen to help users remember to enter the pay period ending date from the SF1166. We also added another field for the pay period in which the award was earned. The new field has an edit to determine the employee’s pay plan at the time of the award, and to determine if the resource code on the labor purchase request should be one for a National Security Personnel System or general schedule employee.

Z. We added an edit to the cost of living allowance rate data manager table requiring the rate to be less than one. Some activities entered the rate as a whole number, rather than a percentage, which caused over-costing by labor distribution, and which had to be corrected by a data base script.

AA. We added edits to prevent timekeepers from using more than one shift code per day during T&A entry. This condition was causing rejected transactions from the Defense Civilian Pay System prior to the edit change.

BB. We added additional edits to the T&A process so that timekeepers could not change certified T&A records without first reversing the entry using proper procedures. This was a sporadic problem that we could not identify for a long period, and then finally determined that some users were clicking on the scroll bar beside the charge code block, and then pressing ‘enter’.

CC. We added a reminder message for timekeepers trying to approve tour of duty (TOD) edits, who click ‘yes’ to electronically sign T&A, but whose esig card is not logged in. Timekeepers can now exit the TOD edit screen, log in with their esig card, and then re-run edits. Prior to this, they had to get the customer service representative to re-set their TOD certification indicator in order to re-run their edits and electronically sign.

DD. We modified the time, attendance and labor report (cetal) and the time, attendance and labor report with update details (cetaldet) to include changes made on the time entry module to display the electronic signature from the employee when data has been signed electronically. When the employee uses the option to electronically sign data after the tour of duty edits have been completed by the timekeeper, that electronic signature will be displayed on the cetal and cetaldet reports. If the employee does not electronically sign the data, a signature block for a written signature and date will print on the reports for the employee to manually sign. The signatures (either electronically or written) of the employee, timekeeper, and supervisor are required to be on the cetal report.

EE. We are testing the last change on the labor cost detail reports for additional parameters and to ensure they are more user friendly.

FF. We are in the initial stages of changing the statement on the time, attendance and labor report (cetal) and the time, attendance and labor report with update details (cetaldet) to adequately reflect the changes relating to the capability of the employee to input his/her time, attendance, and labor data.

IV. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	This Report	Last Report
Total Problems	698	697
Priority #1 Problems	101	92

We received 192 new problem reports and completed 191 problem reports.

B. Database Imbalances on our 59 Production Activities:

# of Imbalances	This Report	Last Report
None	58	57
One	0	2
Three	1	0