

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 14 Sep 2007**

III. CEFMS:

A. We have determined that for some USACE activity databases, we are running out of large ranges of sequentially unique collection voucher numbers. This requires manual effort to find and update USACE activity databases with sequential ranges of collection voucher numbers in order for programs to continue processing. To alleviate our problem, we have designed a plan to create a single function that will search for unique collection voucher numbers. Utilization of this function will require modification for all programs that create/insert a collection voucher number. We have initiated the testing of the new function.

B. We have provided the PWC (Price, Waterhouse, Cooper) auditors detailed instructions, reconciliation files, transaction registers and labor subsidiary files for July and August FY07. The reconciliations consist of the following USACE corporate data files:

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

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

C. We are continuing to monitor the processing of the Treasury Offset Program (TOP) at the USACE Finance Center (UFC). We are also working on Phase II of the programming that will include the reversal of a previous offset. Since July 2007, the UFC has collected approximately \$320,000.00 of Federal Debt.

D. We assisted the UFC Disbursing Division with reconciliation of the database records when they were experiencing hardware problems at the Central Processing Center the week of 27 Aug 2007. A number of the disbursing cron runs did not execute each day, and the databases were going down in the middle of the EFT File Generation Program. Each time this happened, it was necessary to review all of the current day's records to verify that everything scheduled to be disbursed was actually processed, and no data was lost during the distributive updating between the disbursing and subsidiary databases.

E. We changed the annual leave recovery rate maintenance form to access the Defense Civilian Pay System (DCPS) Biweekly Master Employee Record/Leave Extract, load the number of employees per type of leave category and perform preliminary calculations used in

developing the annual leave recovery rate. Entry of the FOA code into the screen causes a new process to execute in the background and to access the extract file for the user's UIC code.

F. We have continued testing the closing functionality for more USACE activities. This includes but is not limited to ensuring balances are closed out of the proper general ledger accounts, verifying the information on closing reports and checking general functionality of the closing processes.

G. We implemented an improved customer order routing email process. The old process ceased working when a 'public' file permission was changed by Information Management because of an audit finding. The improved process incorporates better emailing techniques that have become available since the original programming was done. The customer order routing email process is used significantly when customer orders are adjusted in preparing for yearend closeout. The changes make this process significantly more reliable and efficient.

H. We implemented the cost share pending electronic signature summary report to permit monitoring of cost share control record electronic signatures. The report includes electronic signature information by District, Division or Corps depending on the database on which it is executed. The report provides a count of active cost share control records whose electronic signatures have expired or are within 30, 15 or 5 days of expiring. The HQUSACE Office of Council requires that active cost share control records be validated and re-electronically signed every 90 days to ensure that amounts recorded on the cost share control record are consistent with the local cost sharing agreement. All cost share control records included in the report category 'Signature Expired' violate the Office of Council policy. The report permits the HQUSACE Policy Office to monitor to insure there are no active cost share control records with an expired electronic signature. Currently, the Corps has 645 active cost share control records with an expired electronic signature.

I. We implemented the 'Calculate Closeout Adjustments' screen, which is used during cost share closeout to identify the cost adjustments required for the Corps, and cost-sharing sponsors to meet agreed upon cost sharing percentages. This screen facilitates the close out of completed cost shares and should eliminate the manual spreadsheets being used to calculate these cost adjustments. We advised the cost share users group of the screen and explained how to use it. The change was requested during the cost share training for a USACE activity.

J. We released major revisions to the Construction-in-Progress (CIP) transfer in screens for Military/Civil and the Revolving Fund. Users are now able to reverse transfer-in transactions and can

process multiple transfers-in for one reporting period for the same work item. In addition, multiple transferors can now be selected in the same accounting period for the same work item.

K. We have initiated program modifications to address the creation of an appropriation refund bill/collection for Corps disbursed interest penalty. This change will require an addition to the appropriation refund menu as a separate option. The certified collections of these bills will decrease the purchase request interest paid and return the funds as available. To process the certified collections correctly, we have created new general ledger correlations.

L. We modified the Supervision and Administration Cost Transfer screen to add the previous transferred amount to the current transfer amount and compare against the invoiced or received amount. Another modification was made to obtain the receiving and request organization code from the most recent purchase request amendment rather than the first purchase request amendment.

M. We prepared an additional worksheet at the request of ACE/IT. We have provided them information on IT Equipment that is out on loan to employees and contractors. The wall-to-wall inventory at CEFC-S is scheduled for the week of 17 Sep 2007.

N. We modified the PC Disbursing Programs update correctly the subsidiary databases when there is a Treasury Offset that results in a \$0.00 payment to the vendor. Previously these records did not update because they were not pulled in for processing.

O. We are currently testing Winsig Version 3.0 (Alpha 4) in the Disbursing Module of CEFMS.

P. We researched an IPAC issue at an activity where their bills to DFAS did not contain DFAS's Obligation Number. Research revealed that we were using their MIPR Number for the obligation number, which is correct. They have an additional document number they want us to provide to them for identification purposes. This additional reference number was loaded on the customer order in August. It was not on their prior bills, but will be on all future bills starting this month.

Q. We changed cash award functionality to bypass National Security Personnel System (NSPS) edits when an award is reversed.

R. We corrected the multiplier on the Annual Leave Recovery Rate Maintenance Screen that had been using the number 4 on the 6-hour leave calculation.

S. We changed labor cost transfers to allow the 'from' organization code to be inactive. The user will receive a warning notification, but will be allowed to continue.

T. We modified the payrecon form to display the cumulative effective date for a chose pay period, and added a radio button for easy access to the associated view screen.

U. We prepared scripts for two activities where rate changes were needed, but the new pay period had already been opened.

V. We changed the Element of Resource Correlation Screen to allow entry of any labor resource code. It previously had been limited to TIMEOFFAWD and LABOR.

W. We corrected a problem with the view screen for labor rates where the cursor would stick, and user would have to re-boot his machine to exit the screen. This had occurred when an organization had an indirect rate set up at the parent level, and if that parent had both civil and military rates.

X. We added edits to various screens not allowing entry of Department of Army interns after 30-Sep-07 (since they will no longer be paid with USACE funds effective 01-Oct-07).

Y. We changed the timekeeper's entry screen to sort employees alphabetically per timekeeper code and supervisor code. The F4 pick list was already sorted alphabetically, but this change will make entry of time and attendance easier and quicker.

Z. We revised the customer order payment office and the correct customer order processes to insure inactive payment offices cannot be recorded on a customer order. We also revised Government Customer/Performing Activity Data Manager(DM) Screen 10.144 to prevent a payment office from being inactivated if the payment office is cited on an active customer order. Additionally we developed a 'View Active Customer Orders' button on Screen 10.144 to identify the active customer orders citing the payment office that needs to be inactivated. This will permit the payment office on active customer orders to be corrected and the applicable payment office to be inactivated.

AA. We implemented email notification yype 'CSPNDESIGSUM' to identify specific users who wish to be automatically emailed the Cost Shares Pending Electronic Signature Summary Report. CEFMS users identified to 'CSPNDESIGSUM' in Data Manager Screen 10.92 will be automatically emailed the summary report on the first of each month.

BB. We monitored the cost share automated withdrawal program. This program withdraws each cost share sponsors' share of cost from their advance accounts and records the withdrawal amount as revenue on the Corps Financial Statements. For August 2007, the program withdrew \$29.8 million from sponsor advance accounts and \$14.7 million from sponsor Work-In-Kind (WIK) accounts for 1013 sponsors at 38 USACE activities. The Cost Share Automated Withdrawal Report provides this information by USACE activity.

CC. We monitored the Cost Share Completion Summary Report that provides a count of the number of cost share projects that have been completed but not closed. USACE activities closed 61 of the completed cost share projects in August 2007. This is an increase over the 30 closed in July and shows USACE activities are making progress in closing these completed projects. Closing completed cost share projects has a significant effect on the revenues we report on our financial statements. The total number of completed but not closed cost share projects at 31 August 2007 was 659. Continued management attention is needed to get these 659 completed cost share projects closed to insure we correctly report revenues on our yearend financial statements. The HQ's Financial Policy Office is planning to add cost share and cost share close out to the new information papers being developed as the Corps transitions from the audit corrective action phase to the audit maintenance phase.

DD. We provided Division Resource Managers, Division Finance Officers and the HQ's Policy Office a status report identifying the number of completed cost share projects that were closed during August and how many still need to be closed. We requested management attention be focused on this effort to insure the 659 completed cost share projects are closed by 30 September to insure our yearend financial statements correctly report cost share revenue.

EE. We removed the dependency for a successful run of a CEEMIS report preceding the start of funding account completion program (facmpltn) in the DOD Report Stack. The facmpltn was not dependent on the successful run of a CEEMIS report. The run of the CEEMIS report was failing because CPC25 was down. This prevented the facmpltn from running on other CPC machines. This change will permit facmpltn to execute independently of the success or failure of the unrelated process.

FF. We added the funding account financial summary report to the cost share reports menu per request of an activity to help in the closeout of completed cost share projects.

GG. We updated the Cost Sharing Users Manual to add coverage for the deleting or delinking a cost share control record from the direct funding register, deleting a sponsor funding register, cost Share

Pending Electronic Signature Report, and Funding Account Financial Summary Report. We also advised the cost share users group of these changes.

HH. We developed guidance for an activity to show how to set up a Revolving Fund Centralized Support Activity (RF55XX) to support the Army Corp of Engineers Information Technology (ACE-IT) activity. The guidance was based on Centralized Logistics Operation used at the UFC and contained a description of the UFC procedures and snapshots of the applicable UFC screens.

II. We coordinated a meeting with other CEFMS functional personnel, programmers and USACE activity points of contact to discuss the development of the centralized billing and distributable process approved by the CEFMS Configuration Control Board (CCB). The meeting was held on Aug 13th and action items assigned to attendees for completing the new functionality by the end of the 2nd quarter FY 2008.

JJ. On the Time, Attendance, & Labor Reports (cetal & cetaldet) the employee's name is now displayed at the top of each page associated with a particular employee.

KK. A new function has been developed that can be utilized to inform of any report stack that is currently executing to help prevent transactions from posting and causing temporary out of balances on reports. This function has been utilized in the cross charge labor distribution process to notify the performing foa that the requesting foa is currently executing GLPOST and the cross charge transactions cannot be processed at the that particular time.

LL. We are in the final stages of developing standardized labor reconciliations.

MM. We modified a civil financial report that is used by the Corps to support EPA Superfund bills to reflect cross-charged labor activity.

IV. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	670	688
Priority #1 Problems	108	102

We received 172 new problem reports and completed 190 problem reports.

B. Database Imbalances on our 59 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	57	57
One	2	0
Two	0	2