

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 22 Jun 2007**

III. CEFMS:

A. We released numerous changes for the credit card process. These changes include:

- Created new role CREDIT_CARD_CERTIFIER that adds another level of security in the credit card module. This role will be granted only to credit card Approvers and Alternate Approvers. The purpose of this role is two fold. Not only must the approver/alt be active in the cc_billing_statement table and have an active electronically signed letter in the document_authorization table, but they must also have this role to perform credit card functions.

- Employee (credit card approver) will now be able to have multiple records (letters) on file in the document_authorization table, but only one may be active at one time. Once the authority is granted via a letter, the data manager will be able to "suspend" the approver's certification authority by making them inactive. Reasons for doing this might be the approvers responsibilities have changed or they no longer have card holders assigned to them, etc. Once inactivated, they may not reactivate them but must instead insert a new record. This new functionality provides the Corps with a history of when the approver was active and able to certify credit cards for payment and when he could not.

- The record (letter) can be made inactive one of three ways:

1. Through the screen docappt.fmb.
2. Automatically when an approver signs their revocation letter.
3. Automatically if all of the bill statement numbers tied to an approver/alternate are made inactive.

- When the approver approves their monthly statement, the task of electronically signing the certified credit card vouchers will take place in the credit card package on the database and not in the form. A credit card approver's certification authority can be revoked but it must also be by letter and must be electronically signed by the appointing official. The appointing official and the approver/alt approver may not be the same person. Also, an active bill statement number in the cc_billing_statement table must have either an approver or an alternate that has an active and signed letter on file.

B. We created a new report to show any expiring or expired foreign currency fluctuation accounts with open obligations or commitments. Obligations or commitments with an expired foreign currency fluctuation account cannot be processed further without establishing

a new fluctuation account. The purpose of this report is to help identify those fluctuation accounts that are expired so that the users can establish a new account in a timely manner. These fluctuation accounts are linked to budget rate ids that are set to a local code of 'B'. The report shows the budget rate id, the fluctuation account, the appropriation, and the fluctuation account end date. Also, any budget rate ids with a local code of 'B' that do not have a fluctuation account are listed on the report.

C. We adjusted the accrual create update screen to not allow the entering of US dollars on foreign currency contracts. This would cause a partial update to the invoice tables in which the US dollar amount would be updated but the corresponding foreign currency amount would not be entered. When the user hits enter on the line item, the form will take the cursor to another page to enter the foreign currency amount. Users should not be able to enter US dollar amounts on a foreign currency contract.

D. We researched and corrected imbalances in the accounts payable sections. Imbalances were found on the nightly reconciliation reports for USACE databases. Research was also conducted to find differences between the general ledger balances and the open payables left at the end of the quarter by fund account. The abnormal balances for the payables were either created by debtor class code changes or by journal voucher transactions. These balances create a problem when providing an accounts payable universe to auditors. Scripts were written to correct the data.

E. We released a new functionality (order type/role) for the government order purchase request process. The new government order type is 'N' (Non-Economy Act) and the new role is 'GOVT_ORDER_APPROVER'. This type of government order will require an additional level of approval prior to PRAC certification by approvers who have been granted the 'GOVT_ORDER_APPROVER' role. This change was directed by HQUSACE Memo signed by Sandra Riley and Wesley Miller; Memo Subject: Revised Non-Economy Act Orders dated, 30-May-2007.

E. We have received the Service Level Agreement (SLA) from Treasury for the Treasury Offsets. They reference an 'Attachment 1' but did not include it in the email. We are still trying to obtain that document before we sign and return the SLA to them.

F. We completed the new travel screens for creating travel orders. The new screens are one form where we were using four. We added drop down list and check boxes. The process is fastest and clearer in these forms. Testing the new screens on production was very successful. One activity has been creating all travel orders via the new forms for two weeks. Two other activities have been using them for a week. We have received several complimentary remarks, a few suggestions and questions. Next week we plan to move the new forms

to all production data bases. At that time the old forms for Create/Update Travel Orders (screen 12.1) will be removed for the menu and only the new form (screen 12.5) will be available.

G. USACE Finance Center is establishing a new business process for the TDY Post Audit function. This function is being moved from the USACE activities to the Finance Center (UFC). We have determined the CEFMS requirements for the new process. We added options in the travel voucher process to print a TDY Fax Form. Travelers will use this form as the header for a fax or email sent to UFC with required receipts. This TDY Fax Form will include the traveler's name, travel order number, travel voucher number, travel voucher amend number and the date the voucher was created. We will also print a statement instructing the traveler to submit receipts to UFC and alter them that any unsupported reimbursement may result in a bill. Other options were added in the voucher approval process. The reviewer will be asked (by pop-up message) if he/she received the TDY Fax Form and receipts. If yes, they are instructed to submit the package to UFC by fax or email. If no, they will have an option to print the form and prepare the package. If they say no to the print option, they will not be allowed to approve the voucher. Mobile and Headquarters are scheduled to begin using this process 1 Jul 07.

H. We changed Foreign Military Sales (FMS) expenditure authority (EA) programming for appropriation 97 11 X 8242 to require EA for limitations '0002', '0002' and '00R2' and to also require EA for all FMS limitations beginning with 'AL' except limitation 'AL62'. Before this change, all FMS limitations beginning with 'AL' were exempt from EA requirements. Air Force started using FMS limitations 0002, 0002 and 00R2 for FMS cases that are not administrative; hence, EA is required. The Air Force still uses FMS limitation 'AL62' for administrative funding. All other FMS limitations beginning with 'AL.' requires EA. We also updated the Specific Expenditure Authority Users Manual to document these changes and emailed CEFMS FMS EA users to inform them of these changes.

I. We have been working all month to identify and clear all abnormal payable general ledger balances in preparation for submission of the Accounts Payable Universe to auditors as of the end of June 2007. Abnormal balances have been created when sites move payables from one payable general ledger to another in an attempt to correctly reclassify the payable but if no further corrections are made in the database (i.e. debtor class code on vendor, moa code on prac, etc.) then the payable clears from the same general ledger as the original payable. This leaves an abnormal general ledger balance that causes our universe files to be out of balance with the supporting subsidiary records, as well as create a difference between our government and public payables files if the balance was moved government to public, or vice versa.

J. We corrected and moved to production code changes in the Revolving Fund Passback certification and disbursement program that will now match the fund account for the disbursement transaction to the fund account of the payable, thus clearing the payable balance at fund account level. Of those transactions that clear thru the Revolving Fund Operations module (Labor, Distributable Adjustments, and Supervision & Administration charges) when a transaction was reversed, each transaction was processing the disbursement without a fund account. Since May 2007 when the code change was moved, all disbursement transactions should now match the fund account on the payable. As a result of this coding problem, we are also working to clear all payable balances that have accumulated since the beginning of the fiscal year that remain effectively uncleared by fund account although the disbursement has occurred in the Revolving Fund area. All balances should be moved to fund account level by the end of this month so that the Accounts Payable Universe will be generated to accurately show our open unpaid accounts payables.

K. We corrected the email notification for the unapproved pay estimate report to allow any user loaded into the email notification table to receive the emails. An edit was removed that checked to match the employee's org code to the foa code on the database. Users should receive the unapproved pay estimate emails regardless if they are in the same organization.

L. We modified the contract obligation screen to not automatically blank the Assignment Institute ID just by entering into the field. In order to clear the AI ID, press LIST (F4), and then exit on that screen without selecting any AI IDs. The list screen was modified to check valid AI IDs and to correctly process inactive assignment institutes.

M. We have been given access to the Intra-Governmental Payment and Collection (IPAC) System for testing files generated from the Treasury Offset Program (TOP). Their edits produced several errors that required minor program changes. These errors were corrected and the files were re-submitted. We have passed all of their edits.

N. We have modified the Check Register View Screen in CEFMS to display the original Payment amount to a vendor when a Treasury Offset Occurs. We also displayed a message to contact the UFC if they have any questions concerning the offset.

O. We have added a warning message to the Disbursing Officer's Check Sign Screen to advise them to exit the screen after the checks are pulled in from the subsidiary data bases. At this point in the Disbursing Process, the TOP Reports must be reviewed.

P. We corrected several Disbursing Programs that had problems related to the notary signer. These programs became inoperable on 4 June 07.

Q. We researched a problem where the UFC could not process any Foreign Currency Local Travel Checks. The error stated 'out of process memory'. Our tests on the test data bases did not reveal any errors, and we were able to convert the currency and print the checks. We asked the UFC to process the checks the following day, and they were all converted and printed.

R. We modified the obligation view screen so that when a user views an obligation that has both TBO and non TBO invoices, the TBO invoice view screen will have a button to allow viewing of the non-TBO invoice. If the obligation only has TBO invoices, the button will not be visible.

S. We modified Travel Advance Recoupment screen to populate a missing field in debt_bill_trans_reg. Travel Order Cancellation was modified for the same correction. This missing data was creating imbalances on reconciliations. We currently have no imbalances on the reports.

T. We changed the Work Location Override screen to allow queries by employee name, rather than only by employee identification number. This change will assist Customer Service Representatives in locating employees who have an all numeric ID number.

U. We created numerous scripts correcting duplicate employee identification numbers at various activities. This was related to the Public Key Infrastructure changes.

V. We corrected the inability to disburse a PRIP funded discount payment. Prior to fixing the program, the user had to wait till the offered discount term had expired due to a system failure. This led to user's losing the discount that was offered by the vendor. Users are now able to disburse a PRIP funded payment without a failure and receive the discount benefit by making an early payment.

W. We corrected the foreign funded (FF) purchase request process. Until this fix, the FF related purchase request process matched appropriation data on fc_budget_rate against source appropriation data on customer_order_item. Due to the changes in advance account related source appropriation data being updated with 'NA' on customer_order_item, the pr&c procedure had to be changed retrieving the budget rate to reference advance_acct instead of customer_order_item.

X. We assisted the USACE Finance Center in reconciling civil appropriation expenditure authority (Civil EA) to the general ledger by writing a script to adjust Civil EA estimate amounts.

Y. We implemented programming to add the customer order performing activity technical and financial points of contact to the email confirming that a deposit has been confirmed on a customer order advance account to help insure the deposit is added to the customer order before month end and help insure uneventful month end close outs.

Z. We added an edit to the customer order process to prevent use of customer Appropriation Department 96 (Army Corps of Engineers) on customer orders from non-Corps of Engineer's customers. We also added double-click functionality on the Customer Order Requesting Activity to make it easy for users to view the information about the requesting activity. These edits were requested by the USACE Finance Center.

AA. We updated the Civil Appropriation Expenditure Authority (AEA) Users Manual to cover revised year-end closing processes and general ledger updates which occur when the USACE Finance Center approves Field Operating Activity (FOA) expenditure authority estimates. We emailed AEA users to inform them of these changes.

BB. We changed expiring customer order email to use the customer order expiration date in the customer order amendment table and wrote a script for all activities to sync the customer order expiration date in the customer order and customer order amend tables. These changes will insure year-end email messages regarding expiring customer funds are correct.

CC. We added double click functionality to funding account number on the funding account create/update screen to go to the funding account financial summary. This functionality will make it easier for users to analyze the status of their funding accounts.

DD. We wrote two scripts for an activity to correct converted cost records and permit the close out of two cost share projects.

EE. We wrote two scripts to assist another activity in closing a converted cost share advance account. Script one was written to adjust the cumulative advanced amount to the confirmed deposit amount on the cost share advance account so the cost share record could close. Additionally, we wrote another script to update the general ledger to support the adjustment made to the cumulative advanced amount.

FF. We changed the Sponsor Cash, WIK, LERRD Summary Report and revised the expired electronic signature email message so both would be easier to understand.

GG. We updated the supervisor code pick list associated with the Time, Attendance, & Labor Report (cetal) and the Time, Attendance, & Labor Report with Update Details (cetaldet) to add the supervisors' name to the supervisors' codes. This was done because by not having the supervisors' name associated with the supervisors' codes caused some confusion.

HH. We are redesigning the Time and Attendance Awaiting Processing Report (ccstadet) to include generation parameters by receiving organization and responsible employee. Currently in the testing phase.

II. We are redesigning the Labor Authorization Status Report (ccstat) to include generation parameters by parent work item, responsible employee, PMPB Project Number, and organization code along with the option to include/not include charge codes with zero balances. We are in the testing phase.

JJ. We are still testing and programming the labor cost transfer module to eliminate the rounding and indirect rate not found problems.

KK. All USACE activities have completed and transmitted their phase 2 Joint Review. All but one activity utilized the new automated JRP. Phase 3 will be a 100% review of all open items.

LL. We modified the contract obligation screen to omit foreign currency line items for summing when determining if the progress payment indicator can be changed.

IV. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	713	678
Priority #1 Problems	98	92

We received 172 new problem reports and completed 137 problem reports.

B. Database Imbalances on our 59 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	55	54

One
Two

3
1

4
1