



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5722 INTEGRITY DRIVE
MILLINGTON TENNESSEE 38054-5005

CEFC-F (37)
SOP No. UFC-18

9 June 2003

Standing Operating Procedure
For Automating Intra-Corps Disbursements

1. Purpose. This Standing Operating Procedure (SOP) provides guidance for *promptly recording* government order (GO) disbursements on the requesting Corps Activity's database for work performed by another Corps Activity.
2. Applicability. This memorandum is applicable to all USACE commands.
3. References.
 - a. DOD Financial Management Regulation, Volume 14, Chapter 1 Administrative Control of Appropriations
 - b. 31 USC 1341(a), 1342, and 1517(a)
4. Background.
 - a. Beginning in FY 1999 with the requirement to eliminate debt owed between Corps activities, customer order bills were automatically collected as Intra-governmental Payment and Collection (IPAC) on the performing activity's database. The automatic IPAC collection occurred on the *first workday* of each month and prior to the IPAC GO disbursement.
 - b. The recording of the GO disbursements was a manual effort performed by USACE Finance Center (UFC), Accounts Receivable Division, during the *first two weeks* of the month. Insufficient funds on a GO obligation caused a delay in promptly recording the GO disbursement in CEFMS.
 - c. In the past, when there were insufficient funds to disburse GO payments, notification was sent from UFC to the billed activity requesting that sufficient funds be made available to process the GO disbursement. As a result of this process, long delays of recording GO disbursements persisted. Unmatched disbursements continued to occur due to failure to promptly record GO disbursements in CEFMS. As a means of resolving this issue, the UFC will begin processing GO disbursements promptly regardless of the availability of funds on the obligation.

5. Responsibilities.

a. Effective 1 September 2003, UFC will record GO disbursements in compliance with DoD Financial Management Regulation, Volume 14, Chapter 1. “*Once incurred, all obligations and expenditures shall be recorded, accurately and promptly, as of the date incurred even if recordation results in a negative amount in the accounting records for an appropriation or fund, or an administrative subdivision of an appropriation. (For this purpose, negative amount means that obligations or disbursements exceed the amount of funds that are appropriated or otherwise available.) The recording of the obligation in the accounting system merely records an obligation that already exists*”. **The recording of GO disbursements will be programmed to automatically update on the third workday of each month—similar to the automated collection side.**

b. Compliance with this policy may result in “*negative unliquidated obligation(s)*” on the database of the requesting activity. It is critical that the requesting activity clear negative unliquidated obligations immediately. Failure to resolve negative unliquidated obligations could lead to a *potential* Anti-deficiency Act violation of Title 31, U.S.C., Section 1517, *Obligation and Expenditure Limits*. Section 1517 prohibits the over-obligation and over-expenditure of an apportionment or an amount permitted by a regulation prescribed for the administrative control of appropriations.

c. In addition, requesting agencies, are mandated to use the automated process of issuing government orders to other Corps activities. When accepting government orders, select the payment method “IPAC Disburse”. See sample screen 2.34.19.

v2.1.12 Government Order Obligation Accept/Reject View 2.34.19

Action Edit Block Field Record Query ESIG Help

Obligation/Purchase Req No: W42HEM00213664 Delivery Order No: NA

Amendment No: 7

Requesting Organization: E2L0340 RD-CEO BR/DAMS LEV & CHNL SLOP

Organization Issued to: G00034 USACE VICKSBURG DISTRICT

IPAC Disbursed? Y

Govt Order Accepted/Rejected? Y Reject Reason: _____

Method of Acceptance: A Performing Activity Remarks: _____

TBO Disbursed? N

Acceptance/Rejection Date: 22-FEB-2001

Recording Official: HORN MARY R

View Purchase Request View Obligation

Prev Page Prev Next Query List Save Exit Next Page

F2/F3 a Certified Government Order Purchase Request or press F4 to list.
Record: 37/?

d. The performing agency will establish its customer orders as "IPAC Collect". See screen 2.13.10.

Customer Order No: W25PHS30457382 Fund Type: A AUTOMATIC REIMBURSEMENT
Amendment No: 00000 Order Type: E ECONOMY ACT ORDER
Departmental Overhead Override:
General Overhead Override:
Direct Cite Pay Estimates:
Debtor Type Code: FG
Debtor Class Code: OC
Payment Office: G00017
Name: USACE
Address: PHILADELPHIA DISTRICT
CENAP-RM-B
100 PENN SQ EAST
City: PHILADELPHIA
State: PA PENNSYLVANIA
Zip: 19107-3390
Payment Office Changed?:
Advance Account Number:
Advance Account Purpose:
CO Approval View Transmitted Payment Office
Prev Page Prev Next Query List Save Exit Next Page
Enter 'Y' to preclude departmental overhead charges.
Record: 1/1

e. Requesting Corps agencies are urged to reverse all accruals *by noon on the first workday of each month* in order to avoid/minimize potential over-expenditures.

6. The point of contact for this SOP is Cynthia Blevins, CEFC-A, (901) 874-8408.

FOR THE DIRECTOR:

JAMES R. GREENE
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