HNC PROC 1040

Receipt of Funds

Scope

This process defines procedures for receipt, documentation, CEFMS entry and notification of funding in support of work performed by Huntsville Engineering and Support Center (HNC). These procedures address all funds received through any method except the Operating Budget that is covered in Operating Budget - HNC PROC 6120.

Funds received through the Operating Budget are covered in Departmental Overhead and General and Administrative Support Service Organizations – REF 8015G.

Policy

DFAS-IN 37-1, Finance and Accounting Policy Implementation

DoD 7000.14-R, Department of Defense Financial Management Regulation

ER 5-1-11, U. S. Army Corps of Engineers Business Process

ER 37-1-26, Issuance and Acceptance of Project Orders

ER 37-2-10, Accounting and Reporting – Civil Works Activities

ER 37-345-10, Accounting and Reporting – Military Activities

ER 1165-2-30, Acceptance and Return of Required, Contributed, or Advance Funds

Responsibility

The Resource Management Directorate (RM) is responsible for:

- Recording the receipt of all funding.
- Verifying the funds are appropriate in time, purpose and amount.
- Recording funds in CEFMS under the appropriate program (e.g., MILCON, etc.) in coordination with the Program/Project Manager.

The CEFMS Program/Project Technical Approver is responsible for technically approving customer orders.

Project Work Item Responsible Employee is responsible for designating alternate responsible employee(s) for their funded work item(s).

Distribution

CEFMS Project Work Item Technical Approver

CEFMS Project Work Item Responsible Employee

Program Manager (PgM)

Project Manager (PM)

Resource Management Directorate (RM)

Ownership

The Office of the Deputy for Programs and Technical Management (DPTM) is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

System References

Acronyms and Glossary – REF 8000G

CEFMS Users Manuals Online

Contingency Funds, Project Level – REF 8003G

Departmental Overhead and General and Administrative Support Service Organization - REF 8015G

Work Management - Financial Management Interface – REF8014G

Initiating a Project in P2 – HNC PROC 1030

Work Acceptance – HNC PROC 1000

Project Execution and Control – HNC PROC 3000

Resource Estimate Development – HNC PROC 2040

Operating Budget - HNC PROC 6120

Activity Preface

This process is performed whenever funds or funding documents, or Customer Orders, are received. The project for which funds are received must be created in P2 by using the process: Initiating a Project in P2 – HNC PROC 1030.

(By entering the project information in P2, the PDT will be establishing the manner in which they want to manage and report on the project including the one-to-one and one-to-many relationships that will exist between P2 and CEFMS. P2 will generate PR&C information for CEFMS as defined in Work Management - Financial Management Interface – REF8014G in accordance with these relationships. The PDT will need to plan carefully to ensure they are establishing the P2/CEFMS relationships that will allow them to obtain financial management data. The PM is responsible for management of funds at the project level. Refer to Work Management - Financial Management Interface – REF8014G.)

When this process is complete, return to the process that brought you here: Initiating a Project in P2 – HNC PROC 1030, PMP/PgMP Development – HNC PROC 2000 or Project Execution and Control – HNC PROC 3000.

Resource Management (RM)

1. Record receipt of funds in CEFMS under the appropriate program.

   When funds are received, regardless of source, assure they are loaded to the Project Work Item that has been created in CEFMS from P2.

   Refer to the CEFMS Users Manuals Online.

If there is a FAD, go to Task #5. Otherwise, go to Task #2.

2. Notify CEFMS Funds Technical Approver.

Program/Project Technical Approver

3. Technically approve and accept the customer order in CEFMS.

   The project work items are attached to the customer order during the technical approval process. Refer to the CEFMS Users Manuals Online.

Resource Management (RM)

4. Financially approve and accept the customer order in CEFMS.

   Refer to the CEFMS Users Manuals Online.

5. Notify CEFMS Project Work Item Responsible Employee and PM that project work item has been funded.

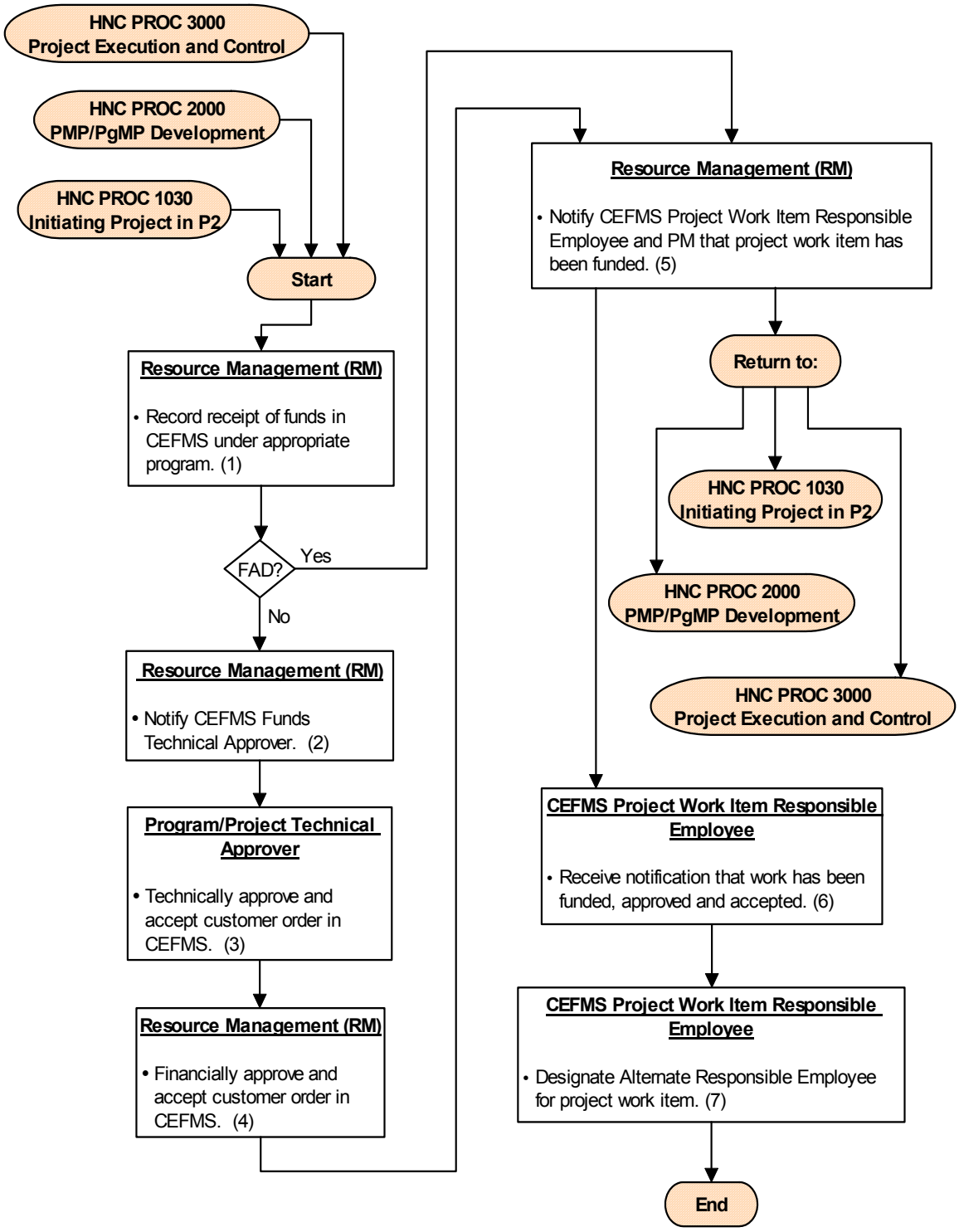
Return to Initiating a Project in P2 - HNC PROC 1030, PMP/PgMP Development – HNC PROC 2000, and Project Execution and Control – HNC PROC 3000, as appropriate.

CEFMS Project Work Item Responsible Employee

6. Receive notification that work has been funded, approved and accepted.

7. Designate Alternate Responsible Employees for the project work item.

   Refer to the CEFMS Users Manuals Online.

End of activity.

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