

Receipt of Funds

Scope

This process defines procedures for receipt, documentation, CEFMS entry and notification of funding in support of work performed by USACE Activities. These procedures address all funds received through a Funding Authorization Document, ~~or Customer Order, which could be received as Cost Shared/Contributed funds/in-kind services from sponsors/customers, or contributed funds.~~

Funds received through the Operating Budget are covered in *Departmental Overhead & Support Service Organizations[PROC1023]*.

Policy

ER 5-1-11[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf>]

ER 37-1-26[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf>]

ER 37-2-10[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf>]

ER 37-345-10[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-345-10/entire.pdf>]

Responsibility

The Resource Management Office/Directorate (RM) is responsible for recording the receipting of all funding ~~documents~~.

The Resource Management Officer, in coordination with Program/Project Manager, is responsible for ensuring accurate recording in CEFMS under the appropriate program (e.g., MILCON, GI/CG).

The CEFMS project work item responsible employee technically approves customer orders and designates ~~or~~ alternate responsible employee(s) ~~can designate originators, approvers and certifiers~~ for their funded work item(s).

Distribution

CEFMS Project Work Item Responsible Employee*

Program Manager (PgM)

Project Manager (PM)

Resource Management Office*

Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

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System References

Acronyms and Glossary[REF1001]

CEFMS Users Manuals Online[<http://rmf31.usace.army.mil/cefmsdoc/>]

Contingency Funds, Project Level[REF1011].

Financial Management[REF1032]

Initiating a Project in P2[PROC1005].

Work Acceptance[PROC1016].

Project Execution and Control[PROC1017].

Resource Estimate Development[PROC1003].

Activity Preface

This process is performed whenever ~~Funding Authorization Documents (FAD), or Customer Orders, funds or funding documents~~ are received. The project for which funds ~~or in-kind services~~ are received ~~should~~must be ~~entered~~created in P2 prior to using this process: *Initiating a Project in P2*[PROC1005]. 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&Cs information for CEFMS defined in the *Financial Management*[REF1032] 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 needed by the PDT, including the customer. The PM is responsible for management of funds at the project level. Refer to *Financial Management*[REF1032].

~~If this is the initial receipt of funds for the project or the receipt of new Fiscal Year funds for an on-going project, you will return to *Initiating a Project in P2*~~[PROC1005] ~~to complete required processes and move into the Project Planning Phase. If you are recording on-going collections of advance amounts/in-kind services from sponsors you will continue to execute the project in accordance with *Project Execution and Control*~~[PROC1017]. This process may be called from *Initiating a Project in P2*[PROC1005] or from *Project Execution and Control*[PROC1017]. Return to calling process.

Resource Management Office

1. Record the funds/~~in-kind services~~ in CEFMS under the appropriate program. ~~For cost shared/in-kind services you must establish a Cost Share Control Record and a Sponsor's Advance Account.~~

~~Refer to Section 6, Funding, of the CEFMS Users Manual[http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf].~~

~~Refer to Section 26, Cost Sharing, of the CEFMS Users Manual[http://rmf31.usace.army.mil/cefms/doc/user_manuals/sec26-cost-share.pdf].~~

If FAD, goto task #5. Otherwise, goto task #2.

2. Notify CEFMS Project Work Item Responsible Employee to technically approve.

CEFMS Project Work Item Responsible Employee

3. Technically approve the customer order in CEFMS.

The project work items are attached to the customer order during the technical approval process. Refer to Section 6, Funding, of the CEFMS Users Manual[http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf].

Resource Management Office

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

Refer to Section 6, Funding, of the CEFMS Users Manual[http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf].

CEFMS Project Work Item Responsible Employee

4.5 Accept the customer order in CEFMS.

4.6 Notify RM customer order accepted.

Resource Management Office

5. Notify CEFMS Project Work Item Responsible Employee & PM that funds are available for the project work item ~~has been funded~~.

CEFMS Project Work Item Responsible Employee

6. Designate alternate responsible employees for the project work item and ensure the project work item is funded.

Refer to Section 6, Funding, of the CEFMS Users Manual [http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf].

End of activity.

