

# Receipt of Funds - PROC1040

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## 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, Customer Order, or contributed funds.

Funds received through the Operating Budget are covered in *Departmental Overhead and General and Administrative Support Service Organizations – REF8015 [REF8015]*.

## Policy

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

[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf)

### **ER 37-1-26, Issuance and Acceptance of Project Orders** [\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf)

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

[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf)

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

[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-345-10/entire.pdf\]](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 receipt of all funding.

[Reviews work plan and verifies funds provided are appropriate in time, purpose and amount.](#)

[Response: reworded in master document.](#)

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

The CEFMS project work item responsible employee is responsible for technically approving customer orders and designating alternate responsible employee(s) 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 Configuration Manager 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 – REF8000 [REF8000]*

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

*Contingency Funds, Project Level – REF8003 [REF8003]*

*Financial Management – REF8014 [REF8014]*

*Initiating a Project in P2 – PROC1030 [PROC1030]*

*Work Acceptance – PROC1000 [PROC1000]*

*Project Execution and Control – PROC3000 [PROC3000]*

*Resource Estimate Development – PROC2040 [PROC2040]*

## Activity Preface

This process is performed whenever funds or funding documents are received. The project for which funds are received must be created in P2 by using this process: *Initiating a Project in P2 – PROC1030 [PROC1030]*. 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, *-and many to one response: Rejected. cannot have many projects to a single work item in CEFMS* relationships that will exist between P2 and CEFMS. P2 will generate PR&Cs information for CEFMS as defined in *Financial Management – REF8014 [REF8014]* 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 – REF8014 [REF8014]*.

When this process is complete, return to the process that brought you here: *Initiating a Project in P2 – PROC1030 [PROC1030]* or *Project Execution and Control – PROC3000 [PROC3000]*.

## Resource Management Office

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

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

Refer to *CEFMS Users Manuals Online [http://rmf31.usace.army.mil/cefmsdoc/]* for specific instructions.

*1a. Establish and record temporary sub-overhead account based on Verbal Order of the Commander to avoid unnecessary delay of work for those project where funds have not been received but*

assurance of funding has been obtained, to collect in-house costs and maintain clear audit trail for cost transfers once funding is received. Response: Reject. Not legal.

**If FAD, goto task #7. 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](http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf)].

### **Resource Management Office**

4. Financially approve 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](http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf)].

### **CEFMS Project Work Item Responsible Employee**

5. Accept the customer order in CEFMS.

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

6. Notify RM that the customer order has been accepted.

### **Resource Management Office**

7. Notify CEFMS Project Work Item Responsible Employee and PM that funds are available on the project work item.

### **CEFMS Project Work Item Responsible Employee**

8. 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](http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf)].

**End of activity.**

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