

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.

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 receiving all funding documents.

The Resource Management Officer, **in coordination with Program Management, Response: Accepted. Reworded. See master document.** is responsible for ensuring accurate recording in CEFMS under the appropriate program (e.g., MILCON, GI/CG).

The CEFMS project work item responsible employee 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) **Response: will receive notification**

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.

System References

Acronyms and Glossary[REF1001]

CEFMS Users Manuals Online[<http://rmf31.usace.army.mil/cefmsdoc/>] **Response: web link not available at lower level**

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, are received. The project for which funds or in-kind services are received should be entered in P2 prior to using this process: *Initiating a Project in P2*[PROC1005]. **Response: Rejected, also added to 'Activity Development'** 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] **Response: Reworded, paragraph reworded** 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].

Resource Management Office

1. Record the funds/in-kind services in CEFMS under the appropriate program. 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].

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

CEFMS Project Work Item Responsible Employee

6. Designate alternate responsible **and identify CEFMS authorities (eg PRC creation, certification and approval)** **Response: Accepted , included in 'Team Establishment'** employees for the project work item.

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

End of activity. What happens after this is complete? Return to PROC 1005 or 1017?
Response: yes, returns to calling process as specified in Activity Preface.

