

DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
FINANCE CENTER  
5720 INTEGRITY DRIVE  
MILLINGTON, TENNESSEE 38054-8001

CEFC-AO

8 March 1999

MEMORANDUM THRU: Director Resource Management and Finance and Accounting Officers

FOR: Information Management Officers

SUBJECT: Financial Memorandum (FM99-003), Amendment 2 to Operating Instructions Information for Mandatory Electronic Fund Transfer (EFT) Payments for All United States Postal Services Postal Commercial Meters, Remotely Set (CMRS) and Centralized Automated Payment System (CAPS) by January 2, 1999

1. References:

a. CEIM-IR (25-1) memorandum dated 24 November 1998, subject: Establish Accounts for Postal Commercial Meters, Remotely Set (CMRS) and the Centralized Automated Payment System (CAPS)

b. CERM-F memorandum dated 14 December 1998, subject: Mandatory EFT payments for all United States Postal services for Postal Commercial Meter, Remotely Set (CMRS) and Centralized Automated Payment System (CAPS) by EFT beginning January 1, 1999

c. CEFC-AO memorandum dated 22 December 1998, SAB

2. All activities supported by the UFC should follow these operating instructions. Activities that will be supported by the UFC in the future should use these operating instructions to establish CEFMS Postal obligations and follow referenced messages to ensure sufficient balances are available in postal accounts until consolidated by the UFC. **This message is provided to the Transatlantic Program Center (TAC) and Pacific Ocean Division (POD) for information only, however all Disbursing Stations will have to incorporate these CEFMS program changes to properly obligate, expend and disburse CMRS and CAPS charges.**

3. This memo provides revised guidance/instructions for the CMRS/CAPS obligation, expenditure and disbursement process. This message incorporates all changes found during program development and testing. After each site has received their respective CAPS and CMRS accounts the following steps should be followed:

a. Establish unique vendor ids in CEFMS to be used for CAPS and CMRS vendors. Most organizations will have other contracts with these vendors. The account numbers that will be used for these POSTAL obligations are unique to postal payments. Having unique vendor ids will preclude other vendor payments from being mixed in with the postal payments. The vendor id should be established as a commercial vendor. Once the vendor id is established, the vendor id, account number and EFT enrollment form should be forwarded to the following address:

U.S. Army Corps of Engineers, Finance Center  
ATTN: Disbursing Division, Lee Autry  
5720 Integrity Drive  
Millington, TN 38054-5005

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Please ensure that the EFT enrollment form is annotated with the EROC code of the CEFMS database where the vendor id is loaded.

b. Create a C2 purchase request that will be awarded manually in CEFMS.

c. Once the purchase request has been through the approval/certification process, create a manual obligation in CEFMS. The obligation number will be the CMRS or CAPS account number. This obligation number will be used throughout the life of the account. Each time a payment is made a new delivery order number will have to be created. This enables UFC to site the same invoice reference number every time a payment is made. Recommend establishing a delivery order series that will identify the number of payments made against the obligation. The initial \$1.00 test will be the first delivery order for every obligation. Every time additional funds are sent a new delivery order will be created. The obligation number will be structured as follows:

CMRS Obligation # > 12345678  
CAPS Obligation # > CTAS12345

The obligation should also be marked fast pay; this will enable UFC to make payment even if the receiving report has not been entered in CEFMS.

d. The UFC will accept SF1034 form or Memo Invoices to make payment. Each 1034 or Memo Invoice should state the specific account number, obligation, payee and dollar amount to be disbursed. UFC will enter the invoice and use the obligation number as the **Invoice Reference Number. The obligation number and invoice reference number must match for CMRS and CAPS Vendors to properly credit our accounts.**

4. Additional information or amendments to this guidance will be published on an as needed basis. The UFC POC for questions or information is Mr. Pete Brown, CEFC-AF, 901-874-8591.

FOR THE DIRECTOR:



Thomas L. Brockman Jr.  
Deputy Director for Accounting Operations