





IHS: Update On Unified Financial Management System
February 10, 2009




Agenda

- Payment Status Under UFMS
- Performance Metrics For Organizational Progress
- Impact To Staff Roles Due To UFMS

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Payment Status Under UFMS-Background

- IHS has been using UFMS to make payments since October 2007
- UFMS has the capability to make payments manually or electronically
- UFMS also has the ability to record Secure Payment System (SPS) payments that were made outside the system
- Currently there are 10 Area Offices that perform the payment function
- Payment batches are run every 1 to 2 days by the Area Office
- Quarterly payment summary is submitted to the Office of Management and Budget (OMB) for the payments that were made on time as well as late

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Payment Status Under UFMS-New Features

- UFMS has resulted in paperless flow of documents for Procure-To-Pay transactions
- Scanned copies of invoices can be attached to transactions within UFMS
- Appropriate approval hierarchies can be configured as required
- The invoices entered into UFMS can be automatically routed to the appropriate approvers by use of workflow technology
- Automatic notifications are sent out to the approvers informing them about the documents that needs to be approved
- Invoice approvals are performed electronically
- UFMS automatically performs the edit checks to ensure an adequate obligation exists for the invoices
- In support of the new payment features, assistance is provided by way of training, workshops, WebEx sessions, TASSs, etc.

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UFMS HHS **Payment Status Under UFMS-New Features**  (cont'd)

- UFMS also ensures necessary Receiving has been done
- Add-on functionality has been developed to send automatic notifications to the appropriate users to inform them regarding inadequate receiving or no receiving at all
- Prompt Pay Due Date is automatically calculated by UFMS to ensure payments are made on time
- UFMS provides standard reports to forecast the due dates for the invoices
- Payments requests are sent electronically to U.S. Treasury three times a day
- Audit trail functionality within UFMS facilitates speedy resolution of any issues and assists in identifying the cause
- Because UFMS is highly integrated, lines of communications must be established, and occur timely and on a frequent basis in order to achieve the highest efficiency

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UFMS HHS **Performance Metrics For**  **Organizational Progress**

Performance Metrics – Why are they important?

- Metrics provide data-driven decision making capabilities
- Metrics provide insight regarding IHS UFMS's current and future state
- Metrics measure IHS's proficiency
- Metrics help provide information of day-to-day operations
- Metrics help develop a culture of learning
- Metrics help IHS meet its mission and improve outcomes

Performance Metrics – How are they provided?

- Reports
- Dashboards
- Scorecards

What to measure? – Key Performance Indicators (KPIs)

- External Metrics - Presidents Management Agenda (PMA), Program Assessment Rating Tool (PART), Government Performance Results Act (GPRA), HHS's own Performance and Accountability Report (PAR), and from other agencies like OMB, OPM, etc.

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UFMS HHS **Performance Metrics For**  **Organizational Progress**

What to measure? – Key Performance Indicators (KPIs) cont.

- Internal IHS UFMS Metrics
 - Suspense Clearing Payments including IPACs – Dollar amount paid outside of UFMS
 - Un-obligated Requisitions – Approved requisitions that have yet to be awarded
 - Delinquent Accounts Receivable – Delinquent collections affecting cash flow
 - Number of Electronic (EFT) Payments – Number of payments processed electronically vs. checks
 - Prompt Payment Statistics – number of invoices paid on time or late (beyond agreed upon payment terms)
 - Interest Penalties Statistics – amount of interest for late payments
 - Fund Balance with Treasury / GWA Reconciliation – Ensures cash balance in UFMS is reconciled with Treasury cash balance
 - Timeliness of Treasury 224 Reporting
 - Accuracy of Treasury FMS 224 Reporting – Prevents subsequent adjustments
 - Interface Errors – count of data transmission errors to and from UFMS (EHRP, PRISM, GovTrip, etc)
 - Sub-module Reconciliation – Ensures the completeness/integrity of data

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UFMS HHS **Performance Metrics For**  **Organizational Progress**

Performance Metrics - Next Steps

- Determine acceptable efficiency measures
- Continuously measure, learn, and adjust
- Actively manage metrics through the use of reports, dashboards, and scorecards
- Assign and designate responsibilities for improving the metrics at each level within IHS
- Refine and enhance current metrics
- Add additional metrics as necessary

Performance Metrics - Benefits

- Better ability to manage our limited annual funding and improve efficiency
- Reduce the time to acquire goods and/or services
- Reduce the amount of interest paid for paying vendors late
- Reduce the number of days for collections using aging buckets

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Impact To Staff Roles Due To UFMS

- Pre-UFMS, Each Accounting Point (AP) had their own installation of ARMS and there was no integration between these installations
- With UFMS, all Area Offices are using single installation of the application and their operations are tightly integrated
- As part of the IHS go-live planning, an agency wide role mapping activity was undertaken to determine the roles and responsibilities within UFMS
- Existing user roles and responsibilities were taken into account while finalizing roles within UFMS
- UFMS employs commitment accounting as opposed to just obligations and payments allowing for better decision making regarding spending

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Impact To Staff Roles Due To UFMS (cont'd)

- Adequate measures were adhered to ensure segregation of duties
- With UFMS, end user were able to take advantage of features like:
 - End-To-End integrated operations
 - Workflow technology
 - Paperless flow of documents
 - Audit trail and accountability
 - Vacation/work-shift rules for delegating approval authority
 - Commitment accounting
- UFMS features like Funds Checking and Approval Authority have increased the integrity of the data
- In some instances it has resulted in increased responsibility for selected users

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IHS UFMS Links

- IHS UFMS Help Desk
 - UFMS_PRISMHELPDESK@IHS.GOV
 - Phone: 1-866-925-8367 (UFMS)
 - 6:00 a.m. – 6:00 p.m. (MST)
- IHS UFMS Main Site
 - <http://intranet.hhs.gov/ufms/ihs.html>
 - Access to IHS UFMS and Discoverer
 - Contact Lists and Key Communications
 - Vendor Header Request and User Request Forms
 - Other Project Documents
- IHS UFMS Training Site
 - <http://intranet.hhs.gov/ufms/ihs/training.html>
 - Online Materials
 - Instructor-led Training Materials
 - Discoverer Training Manuals
 - Procedure Guides

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Questions/Comments

Comments/Questions

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