



Go-Live 2006

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This informal publication has been created to bring you UFMS implementation information from the perspective of the PSC and Its Customer Agencies. The PSC Pages is published on a quarterly basis. We welcome your suggestions and contributions! Please direct them to the following e-mail address: Mailbox.UFMS@hhs.gov



The PSC Pages



Bringing Clarity to Financial Management for PSC and Its Customer Agencies

Message From Our Program Sponsors

With less than 20 days left to Go-Live for the PSC and Its Customer Agencies' Implementation for the new Unified Financial Management System, we would like to take this opportunity to thank all those who have dedicated so much of their time and effort to this Project to ensure the success of this very important Departmental initiative. It's not only the members of the Project Team that deserve special recognition, but the managers, supervisors and other staff that have maintained daily operations for each of their respective agencies to allow key staff to dedicate their time fully to this implementation. Also, many members of FDA and CDC have provided invaluable lessons learned in order for us to reach this milestone.

As Thomas Jefferson once said, *"Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude."* With that in mind, we might think of the October 16 Go-Live date as the end of a long road we have traveled down over the past two-plus years, but we must remember this is the beginning. This is the first step for PSC and all of its Customer Agencies to transform the way we do business at HHS. With UFMS, the future is right here, right now!

In the days following Go-Live, there will be sufficient support for all end users to ensure a successful transition to the new System. Look for continued communications regarding this support in upcoming E-mails, as well as postings on the UFMS-PSC Intranet Site at:

<http://intranet.hhs.gov/ufms/psc.html>

This system and business process transformation is a significant accomplishment that will contribute to our public health mission well into the future. The UFMS will ensure we have better data and more accurate and timely measurements in our financial performance areas. This could not be accomplished without you – your hard work, dedication and tireless efforts to improve our business processes will make HHS a better Department across the nation. Thank you!

Larry Bedker
Director, Financial Management Service
Program Support Center

Maria Joyce
Director, Division of Financial Operations
Financial Management Service, PSC

UFMS Checklist - Are You Ready?

- ✓ Know your roles/responsibilities in the System
- ✓ Complete Security requirements - if not do so by September 30
- ✓ Complete online training requirements - if not do so by September 30
- ✓ Attend Instructor-Led Training as assigned
- ✓ Visit Learning Labs/Sandbox (located in your area) regularly to "practice" what you have learned
- ✓ Test J*Initiator software loaded on your computer to ensure connectivity to the UFMS test site - if not do so by October 5

PSC Customer Agencies

- Administration for Children and Families (ACF)
- Administration on Aging (AoA)
- Agency for Healthcare Research and Quality (AHRQ)
- Health Resources and Services Administration (HRSA)
- Indian Health Service (IHS)
- Office of the Secretary (OS)
- Substance Abuse and Mental Health Services Administration (SAMHSA)

- ✓ Send questions to the UFMS Mailbox at Mailbox.UFMS@hhs.gov
- ✓ Visit the UFMS-PSC Intranet site: <http://intranet.hhs.gov/ufms/psc.html>

Support at Go-Live

As the UFMS Implementation for PSC and Its Customer Agencies nears its Go-Live date of October 16, project activities are at an all time high. Go-Live is the most anticipated day in a project lifecycle, however, to ensure that the implementation remains a success, preparations need to be made for the days following Go-Live.

Once the new System goes live, each of you can contribute to the smooth operations of UFMS by utilizing the resources listed to the right should questions or concerns arise.

Information regarding all of these resources is available on the UFMS-PSC Intranet site at:

<http://www.intranet.hhs.gov/ufms/psc.html>, under “Workforce Transition”.

Each user determines the success of this new System — being proactive will put HHS at the top!

User Account Access

In preparation for Go-Live, personalized UFMS logins IDs (username) and passwords will be sent to each user via e-mail within the first two weeks of October. However, certain criteria must be met in order for users to receive this information.

UFMS Users must:

- ⇒ Complete Online Role-Based training by 9/30
- ⇒ Submit Security paperwork and fingerprints by 9/30
- ⇒ Attend scheduled Instructor-Led Training (ILT), if required

Note: New users or responsibility changes to existing users requiring ILT that were received after 8/18 will be scheduled for post Go-Live ILT.

UFMS users who are in compliance with training and security requirements by September 30 will receive a **UFMS login ID (username) on October 3 and password on October 10** via an e-mail from the UFMS Mailbox. Please do not delete or forward these e-mails.

If UFMS users are not in compliance with these requirements by the September 30 deadline, they **will not receive** a UFMS login ID (username) or password in time to **access the System at Go-Live**. Those users not in compliance by the cut-off date will be processed for UFMS access post Go-Live by Customer Services Support Staff (PSC/DFO).

Super Users/ Master Users (SU/MUs)	Help Desk 1-888-ONE- DHHS (Level 1)
Customer Services Support Staff (Level 2)	SWAT Team (Level 2b)
Stabilization Team (Level 2b)	Operations & Maintenance (Level 3)

How Do I Add New Users or Change UFMS Responsibilities?

The UFMS-PSC Project Team currently employs an organized system, the Change Control Process, to maintain the additions and updates to users' roles and responsibilities within the System, thereby defining each user's access into UFMS. As part of the transition post Go-Live, all additions or changes to users' roles and responsibilities within UFMS will be handled by the Customer Service Support Staff within the Division of Financial Operations (DFO). As of October 1, 2006, users must follow the User Provisioning Process to gain access to UFMS and/or modify their roles and responsibilities within the System.

The steps within the User Provisioning Process, as well as the necessary forms, are available on the UFMS-PSC Intranet via the following link:

<http://intranet.hhs.gov/ufms/psctransition.html>.

Key Information: Cutover

Cutover plays a vital role in the preparation for UFMS, therefore we need to stay the course and meet all the necessary deadlines to ensure a smooth transition to the new System. The UFMS Project Team has created a Cutover schedule which has been circulated for some time:

Date	CORE and UFMS Activities	Budget	Grants
September	9/20: Last day for Invoices and Vouchers	9/11-9/27: Enter FY 07 budget data for grants in CORE	9/11-9/27: CORE to send budget distribution extract to GATES for FY 07 grants
	9/22: Obligations for E-Gov Travel and MACCS	9/11-9/25: Prepare budget spreadsheets for pre-appropriated/advance and carryover funds	9/28-10/15: CORE to continue to accept FY 07 transactions from GATES, store them in the Grants Future file and forward them to PMS
	9/27: Last day for Obligations for Grants and all Procurements		
October	10/1: CORE Reports available	9/28-10/8: Enter Budget data for grants and other activities (Note - No non-grant transactions at the document level will be going into CORE)	10/16: Process Future Year Grants file in UFMS and ensure NOT to transmit these transactions to PMS
	10/2: CORE Shutdown		
	10/7-10/15: Perform data conversions	10/1-10/8: Continue to update budget spreadsheets for FY 07 funds	
	10/16: PSC GO-Live on UFMS	10/9-10/14: Load budgets in UFMS for all three types of funds - 1) Carryover 2) Pre-Appropriated/Advance 3) FY 07 funds	
	10/17-10/23: OPDIVs to receive outbound extracts from UFMS		

UFMS Budget Functional Experts will work directly with the OPDIV/STAFFDIV Budget Analysts to help them prepare, load and approve the budget spreadsheets into UFMS.

Key Budget Cutover dates:

Dates	Activities
September 5-15	Prepare budget load spreadsheets for the carryover funds based on estimates
September 25–October 4	Test FY 07 spreadsheets in production support environment
October 5–6	Rectify FY07 spreadsheets in production support environment
October 7–10	Validate for “overestimates” based on CORE GL balances
October 11	FY07 budget approvals at Downtown locations - AoA, ACF, OS, OIG
October 12	FY07 budget approvals at Rockville and Gaithersburg locations - PSC, HRSA, SAMHSA, AHRQ
October 14	Approvals for ALL OPDIVs for Carry Over by DFO

Thank you once again for your continued support and effort for this very important Implementation!

Receiving Process within UFMS

PSC's Customer Agencies, OPDIVs and STAFFDIVs have identified individuals such as Project Officers and/or Contract Officers who will use UFMS to acknowledge the receipt of goods and/or services directly in UFMS. Staff will no longer be required to fill out a "Receiving Report" to send to the Program Support Center (PSC), Division of Financial Operations (DFO) to pay vendor. Receiving goods/services in the System will allow DFO to make payments to the vendor based on payment terms.

For the following obligation types, **receiving in UFMS is not required** for Accounts Payable disbursements (payments):

- Training
- Travel
- Tuition, Scholarship, and Stipend programs (Nursing Scholarship Program-HRSA)
- Calls on Blanket Purchase Agreements (BPAs)

For the following obligation types, **receiving (and inspection if applicable) in UFMS is required** for Accounts Payable disbursements (payments):

- Simplified Acquisitions
- Stand alone/large contracts

If receiving is not entered into UFMS for required obligation types, invoices will go "on hold" in the System and prompt payment will be delayed.

If an invoice is sent to the PSC/DFO for payment and receiving data has not been entered into UFMS, an e-mail alert will be sent to the Project Officer. If the invoice requires both the Project Officer and the Contract Officer to accept and inspect the goods/services, an e-mail alert will also be sent to the Contract Officer.

For more information on Receiving please refer to the Frequently Asked Questions via the following link: <http://intranet.hhs.gov/ufms/pscfaq.html>

User Acceptance Testing

User Acceptance Testing (UAT) for UFMS for PSC and Its Customer Agencies was conducted from August 9 through September 13. The UAT provides a forum for users to test specific processes (e.g. Budget Execution; Receiving; Invoice Payment) which will run through the System and "accept" that the System meets their requirements. Representative end users tested over 217 UFMS scenarios. Strong participation was seen from across the OPDIVs and the PSC.

Find UFMS on the Intranet!

Please visit us on the Intranet to get up-to-date UFMS information at:

<http://intranet.hhs.gov/ufms/psc.html>

The Intranet will provide you with comprehensive information regarding the implementation for PSC and Its Customer Agencies. Recently added information to include:

- Instructor-Led Training materials
- Learning Labs Calendars
- User Group Presentations
- Calendar of Events (September - November)
- UFMS Connectivity Test Links
- Security Requirements Information
- Important Deadlines

Project Accounting Module Update

The Project Accounting (PA) Module is the mechanism within UFMS that is used to handle data and transactions associated with Reimbursable Agreements (RAs). Project Accounting is a remarkably dynamic Module within the UFMS application, as it interacts to some extent with every other Module in the System.

When RAs are entered into UFMS, one or more associated "projects" are created to perform billing, generate and approve revenue and expenditures, and to track the status of the project. Reimbursable agreements are extremely important in allowing many organizations within Health and Human Services to provide the services they were chartered to make available; some organizations even depend on RAs to fund their day-to-day operations.

The Project Accounting team have been involving the OPDIVs and STAFFDIVs in the following activities:

1. Documenting procedures that will be used in UFMS once RAs are entered into the System.
2. Collecting surveys detailing the volume and type of RAs they handle.
3. Helping identify users and giving them appropriate responsibilities within the PA Module.
4. Providing users with other hands-on exposure to the PA Module.

For more information regarding the Project Accounting Module, please contact Mike Peckham, UFMS Project Accounting Lead at 301-443-0515 or at mike.peckham@psc.hhs.gov.

UFMS Instructor-Led Training in Progress!

The final phase of UFMS training for PSC and Its Customer Agencies prior to Go-Live has been rolled out! Instructor-Led Training (ILT) began on July 31 with the UFMS Training Team conducting over 72 ILT sessions. The ILT will help provide users with an understanding of the business processes (“the why”) and reinforce how tasks are completed in UFMS. This training will solidify the UFMS Prerequisite and Role-Based Training and therefore it is critical that users complete both online training requirements and attend their specific ILT classes to be able to perform their roles/responsibilities in UFMS.

The ILT was rolled out to users based on the UFMS roles and responsibilities they will be performing in the System. Instructor-Led Training will continue through early October. New users and users that are now being assigned new roles and responsibilities will receive ILT post Go-Live.

NOTE: Users who are assigned “inquiry only” roles/responsibilities within UFMS do not require ILT, just the online training.

For more information concerning ILT, please e-mail the UFMS-PSC Training Team at Mailbox.UFMS@hhs.gov.



Navid Ettehad, UFMS Instructor, teaching UFMS Budget Execution class at NIH Facility



Erin McEldowney, UFMS Instructor, assists student in UFMS General Ledger Instructor-Led Training

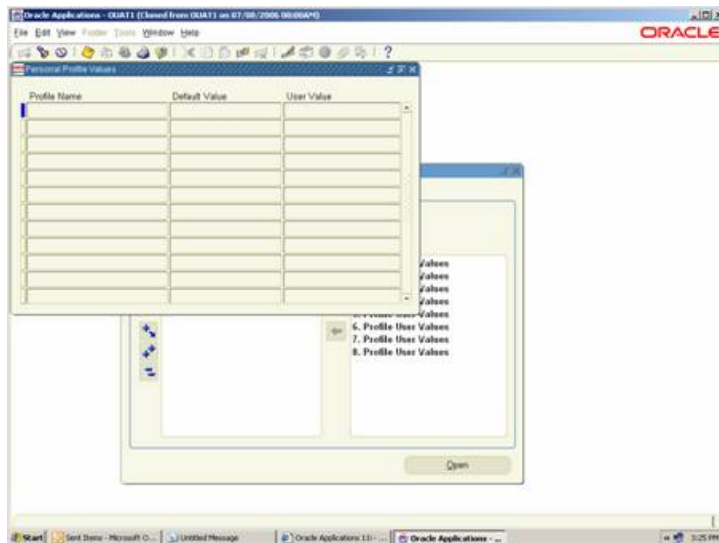


Kim Darling, Chief, Audit Liaison Branch, receives help from Navid Ettehad, UFMS Instructor, during Instructor-Led Training

UFMS Connectivity

To ensure a smooth transition to the new System on October 16, 2006, it is **critical** for ALL UFMS users to test the J* Initiator software that was recently loaded on your computer by ITSC. If you do not perform this test now, you may not be able to log on to the System at Go-Live!

- 1) Click on the following link: <http://intranet.hhs.gov/ufms/whats happening.html> to locate the specific instructions and/or to directly launch the J*Initiator test
- 2) Once the user name and password (user name = user and password = test12345) are entered, you should be able to gain access to the test site *****NOTE: the above user name and password are for THIS TEST SITE ONLY; they are NOT your OFFICIAL login (user name) and password to UFMS for October 16, 2006.**
- 3) **If you are able to gain access** to the test site, the screen on the right is what you will see.
- 4) Click "File", then select "Exit Oracle Applications"
- 5) You then must complete the following survey by clicking on: <http://www.surveymonkey.com/s.asp?u=357552381911> to indicate your success or failure to log on to the test site.



If you are unable to gain access:

- 1) You then must complete the following survey by clicking on: <http://www.surveymonkey.com/s.asp?u=357552381911> to indicate your failure to log on to the test site.
- 2) Take a picture of the screen by pressing down the "Print Scrn" or "Print Screen" key on your keyboard and Paste ("Ctrl V") this into a new e-mail message addressed to Steve Voyta at Steven.Voyta@hhs.gov explaining that you have encountered a problem with the UFMS Connectivity test.

UFMS Lessons Learned



As the UFMS for PSC and Its Customer Agencies is slated to Go-Live on October 16, the UFMS-PSC Project Team have been pursuing every avenue to ensure that all affected by the implementation are prepared for the big day as well as the days following Go-Live. In addition to a multi-medium training approach, Functional Team Meetings and specific outreach, the Project Team is utilizing lessons learned from the CDC, FDA and the System Integrator to cover every foreseeable issue that may arise either prior to or post Go-Live.

During the July Customer Leadership Coalition, CFOs from CDC and FDA (Barbara Harris and John Gentile) as well as leadership from the System Integrator took time to describe some of their Go-Live and post Go-Live experiences as well as some key lessons learned. The CDC and FDA went live with UFMS in April of 2005 and have been fully operational since that time. On the right are some of the key lessons they believe to be most important:

- Celebrate** your successes, both large and small, as you Go-Live with UFMS
- Talk** to your users – don't assume they know how to use the System
- Troubleshooting is a **team approach** – members from Budget and Accounting, etc.
- Address errors early** - harder to correct the longer they are in the System
- Fuel** focus groups to enhance training
- Involve Managers/Supervisors** and Super Users/Master Users to drive preparations of staff
- Users become very **marketable** after learning UFMS
- Continue to **validate** roles and responsibilities to ensure correct mapping
- Establish** a helpdesk to assist troubleshooting
- Ongoing **communications** post Go-Live is critical
- Expect overtime** within the first 90 days after Go-Live
- Post Go-Live training** is very important
- Data Cleanup** within outlined timeframe is critical in order to prevent issues with Travel and Receiving
- Expect great changes in your business processes with UFMS – you'll see them become more **streamlined and practical**

Each person that the UFMS Implementation affects plays a significant role in its success. "Preparation is the best tool for change" – please help make this new System a success by completing all the necessary training and asking the questions which will allow you to be prepared. Go-Live is just over 10 days away!

CALENDAR OF EVENTS - SEPTEMBER TO NOVEMBER

SPECIFIC ACTIVITY	ACTIVITY DATES
User Acceptance Testing Ends	9.13.06
Poster 6 - Pre Go-Live Released	9.18.06
Customer Leadership Coalition - September	9.20.06
UFMS User Group Call - September	9.26.06
Cutover Begins	9.27.06
PSC Pages — Fall	9.29.06
Poster 7 - Go-Live Released	10.12.06
Cutover Ends	10.16.06
 GO-LIVE 	10.16.06
Customer Leadership Coalition - October	10.18.06
UFMS User Group Call - October	10.24.06

September 2006

S	M	T	W	TH	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2006

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2006

S	M	T	W	TH	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

EVENT	Communications	Training	Workforce Transition	User Group	Leadership	Testing	Cutover
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UFMS – PSC Poster Series Numbers Five and Six Unveiled

As we enter the final days prior to implementation, your knowledge of the System and what it can do for you is critical. The Business Transformation Team has been focusing their efforts on training all end users with their assigned responsibilities. We have led our users through the Prerequisite and Online Role-Based Training and now, the Instructor-led Training. The following UFMS posters (numbers five and six in a series of seven) are geared towards the intense training required of all UFMS users. Users have had the ability to “See It”, “Try It”, and “Know It” as they experienced the online training tool these past few months. Additionally, the ability for all to “Adapt” and “Embrace” this new System will ensure a seamless transition as well as a successful transformation of the way we do business at HHS. As the old saying goes...”Success Depends on You!”, so get on board and join the UFMS Project Team as we prepare for the world’s largest financial management system implementation on October 16, 2006!

SEE IT | TRY IT | KNOW IT

Experience your system

to learn more about your personal electronic learning coach, visit <http://intranet.hhs.gov/ufms/psc.html>

UFMS
UNIFIED FINANCIAL MANAGEMENT SYSTEM

Bringing Clarity to Financial Management for PSC and Its Customer Agencies

U.S. Department of Health and Human Services

ADAPT | EMBRACE | TRANSFORM

Success depends on you

to learn more about UFMS, visit <http://intranet.hhs.gov/ufms/psc.html>

UFMS
UNIFIED FINANCIAL MANAGEMENT SYSTEM

Bringing Clarity to Financial Management for PSC and Its Customer Agencies

U.S. Department of Health and Human Services

Word Search

T T X A S U C C E S S K J W G J I P M U U A
 Q P F K F C M W R F E I H K J U H H D B Q L
 E C F H J D B G A E K X T T X G C T L E Z L
 N F U E M A E T T A W S D B I G G V Z Y N T
 O C A T S P O H S K R O W G N I V I E C E R
 E A C M J C J B M Q J X I B S W G R T M Q E
 R P C P S Z O U W B E C L C T G U L I S K P
 E L O N S U H D U B B M K H B W J I B P Z M
 C D U A P S N G T Q Y F T N A Z P C C U V C
 I Y N V R S G E K U G E S O R S I K J G J C
 F C T I E G E T M K B A P I B X F Q D N U S
 F Z A D A R N N N U U T U T A N R D A I A U
 O H C E D A T Y T V F M N A R N F F J N F N
 T Z C T S N I H V U R B A Z A S U N B O A A
 C C E T H T L F J E X Q E I H U J U I I T S
 E L S E E S E O V Q D L L L A Y P H X S J K
 J D S H E D L O U S R J C I R T K T I I H A
 O H G A T H T K I V G W A B R Y V C A V F B
 R A J D S U D P T C J I T A I K T P F O C X
 P E W P C B U M B Z A I A T S T T R U R X V
 M A L E Z V V J F H Y R D S U W L Y Z P H I
 C K Z W H H K Z S N O I T S I U Q C A X U O

ACCOUNT ACCESS
 ACQUISITIONS
 BARBARA HARRIS
 BUDGET
 CUTOVER
 DATA CLEANUP
 GRANTS
 JOHN GENTILE
 NAVID ETTEHAD
 PROJECT OFFICER
 PROVISIONING
 RECEIVING WORKSHOPS
 SPREADSHEETS
 STABILIZATION
 SUCCESS
 SWAT TEAM

