UFMS
HHS UNIFIED FINANCIAL MANAGEMENT SYSTEM

The PSC Pages

Bringing Clarity to Financial Management for PSC and Its Customer Agencies

Spring 2006

Inside This Edition

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

PROGRAM SUPPORT CENTER
PSC
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office of the Assistant Secretary for Administration and Management

Super User/Master User Introductory Training Completed!

Introductory training for Super Users/Master Users (SU/MUs) for PSC and Its Customer Agencies was held from February 9 to March 16. This next step in the SU/MU training program allows for hands-on experience within UFMS. Approximately 74 SU/MUs attended the introductory training, held at the NIH facilities, for the UFMS Modules. These Modules included Budget Execution (BE), General Ledger (GL), Accounts Payable (AP), Accounts Receivable (AR), Purchasing (PO) and Project Accounting (PA). This classroom training focused on understanding the basics of the UFMS Module functionality. Instructors also reviewed UFMS navigation, discussed key UFMS terminology, and reinforced learning through repetition of lessons. Finally, the participants were also able to gain experience within the System by running transactions.

In April, the SU/MUs will participate in the Individual and Group Coaching and take the UFMS Online Module training to continue preparation for their role as "On-Site Support" after Go-Live. The Individual and Group Coaching will give the SU/MUs the skill-sets needed to facilitate individual and group learning, while the Online Module training will provide the SU/MUs with additional hands-on experience in UFMS.

For more information, please contact Heather Mai, UFMS Training Lead, at Heather.Mai@hhs.gov or at 301-443-4558.

SU/MUs Michelle Moten, Tenna Smith and Derrick Murdock attending SU/MU training.

Heather Mai, UFMS Training Lead, assists Maria Olmedo at SU/MU training.

Navid Ettehad, Instructor at the UFMS SU/MU training, explaining the processes of General Ledger to the class.

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)

Reporting Update

In preparation for UFMS, many activities are running simultaneously in order to meet our deadlines. The reporting group, led by Kim Darling, Chief, Audit Liaison Staff, and John Cummings, Accountant, Reports and Control Branch, are in the process of finalizing and prioritizing the Operational Reports to be used post Go-Live. Operational Reports are those reports that are used by the OPDIVs to track and monitor the status of day to day operations within the Modules of UFMS. In addition, the reporting group is also hard at work preparing functional designs for Federally Mandated Reports— those reports that the OPDIVs are required to file with the Office of Management and Budget and the Department of the Treasury.

The following Federally Mandated Reports have been approved to date for UFMS –

- ✦ Elimination Report (IRAS)
- ✦ TROR Extract
- ✦ Balance Sheet
- ✦ Statement of Net Cost
- ✦ Statement of Changes in Net Position
- ✦ Statement of Net Financing
- ✦ Statement of Budgetary Resources
- ✦ FACTS I Report
- ✦ FACTS II Report
- ✦ SF224 Report

If you would like to become a part of the Reporting Workgroup, please contact Kim Darling at 301-443-6648 or John Cummings at 301-443-6201.

UFMS-PSC Project Team Relocates to the Parklawn Building

With less than 210 days left to Go-Live for the PSC and Its Customer Agencies Implementation, activities are in high gear! To increase the cohesiveness of the UFMS-PSC Project Team, all team members were relocated from the Twinbrook Building to the Parklawn Building in the latter part of January.

This central location will allow the Project Team members easier access to the PSC business points-of-contact, user group members, key decision-makers and headquarters staff as we continue to kick-off additional project-related activities moving down the road toward Go-Live. Such activities include the UFMS User Group Teleconference – a monthly UFMS information session; Role Mapping for the Division of Financial Operations, PSC and each of the Customer Agencies – a process designed to assign user profiles in the System; and Townhall gatherings – a large scale project awareness information session for all users, just to name a few.

For a listing of additional upcoming activities, or to locate team members, room and phone numbers, please visit the UFMS-PSC Implementation Intranet site at: http://intranet.hhs.gov/ufms/psc.html.

UFMS Prerequisite Training Being Released to End Users

During the month of March, prerequisite courses to UFMS training are being released to end users within PSC, Division of Financial Operations and the Customer Agencies. These prerequisite courses will provide users information on using the System and therefore will help guide the learning process through UFMS. Once all users have completed the prerequisites they will be ready for the next step in the training process which is OnDemand, the online learning tool. Although a rigorous schedule has been outlined, end users appear to be meeting the challenge from the feedback forms received thus far. Should the identified users have questions regarding these courses, please contact Eric Capati, UFMS Online Training Lead, at eric.capati@hhs.gov or at 301-443-6269.

Test Your Knowledge!

Q1: What is replacing the Common Accounting Number (CAN)?

Q2: What does the Business Analysis Team (BAT) do?

Submit your answers to Mailbox.ufms@hhs.gov. The first participant to submit the correct answer to both questions will be eligible to receive a UFMS prize.

Widening the UFMS Reach

On February 14, the UFMS User Group for PSC and Its Customer Agencies began their initial conference call gathering. This monthly teleconference provides users with necessary information regarding UFMS on a regular basis. The purpose is to disseminate information regarding UFMS implementation schedules and activities, generate and expand awareness, prepare and equip users for UFMS, and immediately answer any questions or concerns they may have. The UFMS User Group will be conducted monthly until the month of May and bi-weekly thereafter until the end of October 2006.

The UFMS Project Team conducts two teleconference calls, one for the Division of Financial Management representation and another for representatives from the Customer Agencies. There are approximately two representatives from each Agency that serve as key points-of-contact for this teleconference series. These representatives are essential in the successful outreach of UFMS information across users within their agencies. Their assistance in expanding awareness and understanding of the System, as well as identifying any potential issues or challenges, is extremely valuable for a successful implementation.

For more information, please contact Marianne Linger, UFMS Workforce Transition Lead, at Marianne.Linger@hhs.gov or at 301-443-0561. For a list of representatives (to date) and key UFMS Project Team contacts, please refer to the following page.

UFMS User Group Teleconference Schedule	
February 14, 2006 – Kick off	July 11, 2006
February 28, 2006	July 25, 2006
March 28, 2006	August 15, 2006
April 25, 2006	August 29, 2006
May 16, 2006	September 12, 2006
May 30, 2006	September 26, 2006
June 13, 2006	October 17, 2006
June 27, 2006	October 31, 2006

Role Mapping Progresses for PSC and Its Customer Agencies

The UFMS implementation for PSC and Its Customer Agencies recently initiated its User Role Mapping exercise. Managers were given an orientation session to introduce them to the concept and process through which users impacted by UFMS are identified and assigned a responsibility within the System, based on their job requirements. This process is similar to setting up user profiles and identifying what type of access users will have within UFMS - such as access to various menus, data, forms, and reports. The UFMS-PSC project team worked very closely with managers when assigning these roles and responsibilities for their staff, and careful consideration was given to security and audit issues.

Role Mapping for the Division of Financial Operations, PSC was conducted on February 16 and for the Customer Agencies, including the PSC Business Office, on February 17, 22, 23 and 24. Results from these sessions will be reviewed and approved by leadership in the Division of Financial Operations and in each of the Agencies.

For more information, please contact Marianne Linger, Workforce Transition Lead, Business Transformation Team at Marianne.Linger@hhs.gov or at 301-443-0561.

Useful Contacts - UFMS User Group Representatives

Name	Organization	Phone	Email
Aletha Thomas	DFO-Customer Service Support Staff	301.443.3050	AThomas@psc.gov
Joseph Cavanaugh	DFO-Customer Service Support Staff	301.443.6435	JCavanaugh@psc.gov
Michelle Moten	DFO-Systems Accounting Branch	301.443.0225	MMoten@psc.gov
Terry Shiflett-Moats	DFO-Debt Management Branch	301.443.3083	TShiflett-Moats@psc.gov
Heather Szeto (alt)	DFO-Debt Management Branch	301.443.5907	HSzeto@psc.gov
Dean Errigo	DFO-Audit Liaison Staff	301.443.0357	DErrigo@psc.gov
Lydia Peele	DFO-Government Accounting Branch	301.443.7605	LPeele@psc.gov
Cathie Kaulfuss	DFO-Reports and Control Branch	301.443.1657	CKaulfuss@psc.gov
James Secula	DFO-Reports and Control Branch	301-443-5941	jsecula@psc.gov
Maria Nelson	ACF	202.401.5086	mtnelson@acf.hhs.gov
Lawanna Kimbro	ACF	301.443.0411	LKimbro@acf.hhs.gov
Tomeca Turner	ACF	202.401.4882	TTurner@acf.hhs.gov
Gwendolyn Prather	AHRQ	301.427.1771	gprather@ahrq.gov
Lucie Levine	AHRQ	301.427.1774	llevine@ahrq.gov
Steve Hagy	AoA	202.357.3420	steve.hagy@aoa.hhs.gov
Adrienne Lewis (alt)	AoA	202.357.3424	adrienne.lewis@aoa.hhs.gov
Noreen Burns	HRSA	301-443-4548	NBurns@hrsa.gov
Sharon Totten	HRSA	301-443-4947	stotten@hrsa.gov
Debra Church	OS	202-690-7656	Debra.Chuch@hhs.gov
Gloria Ferguson	OS	202-690-8682	Gloria.Ferguson@hhs.gov
Theresa Lincoln	OS/OGHA	301.443.1142	TLincoln@osophs.dhhs.gov
Brian Trent	OS/OGHA	301-443-4560	BTrent@osophs.dhhs.gov
Michon Kretschmaier	OS/OPHS	301.443.1474	MKretschmaier@osophs.dhhs.gov
Barbara O'Hara (alt)	OS/OPHS	301.443.1474	BOHara@osophs.dhhs.gov
Mary Woolston	PSC Business Office	301.443.1471	MWoolston@psc.gov
Mary Akel (alt)	PSC Business Office	301-443-0890	makel@psc.gov
Helio Chaves (alt)	PSC Business Office	301.443.8567	HChaves@psc.gov
Donna Doughtery (alt)	PSC Business Office	301-443-0393	DDougherty@psc.gov
Annette Brown	SAMHSA	240.276.2308	Annette.Brown@samhsa.hhs.gov
Sandra Dinisio	SAMHSA	240.276.1005	Sandra.Dinisio@samhsa.hhs.gov

Useful Contacts - Key UFMS Project Team Members

Name	Organization	Role	Phone	Email
Mike Fullem	HHS/PSC	Federal Implementation Lead (PSC)	301.443.0354	mfullem@psc.gov
Matt Zakielarz	HHS/PSC	BAT Team Lead (PSC)	301.443.0228	Matthew.zakielarz@psc.hhs.gov
Jessie Pryor	HHS/PSC	BTT Team Lead (PSC)	301.443.8208	Jessie.pryor@hhs.gov
Valerie Ostach-Fagan	HHS/PSC	BTT Communications Lead (PSC)	301.443.4574	Vostach-fagan@psc.gov
Scott Brna	HHS/PSC	Conversion Team Lead (PSC)	301.443.0229	SBrna@psc.gov
Stefanie Bradley	PSC/BearingPoint	BTT Team Lead (BE)	301.443.2673	SBradley@psc.gov
Vinod Viragi	PSC/BearingPoint	BAT Team Lead (BE)	301.443.4449	Vinod.Viragi@hhs.gov
Anne Legates	PSC/BearingPoint	Conversion Team Lead (BE)	301.443.0496	Anne.legates@hhs.gov
Heather Mai	PSC/BearingPoint	BTT Training Lead (BE)	301.443.4558	HMai@psc.gov
Eric Capati	PSC/BearingPoint	BTT Online Training Lead (BE)	301.443.6269	Eric.Capati@hhs.gov
Marianne Linger	PSC/BearingPoint	BTT Workforce Transition Lead (BE)	301.443.0561	MLinger@psc.gov
Karuna Sodhi	PSC/BearingPoint	BTT Communications Lead (BE)	301.443.6275	KSodhi@psc.gov

Workshop 3

A final look at UFMS system functionality will be held for the Customer Agencies in an all day session on April 27 at the Substance Abuse and Mental Health Services Administration headquarters in Gaithersburg, Maryland. The morning session will demonstrate the process through which Grants will flow through UFMS and users will also be able to view the Custom Operational Reports for Budget Execution in the afternoon.

The PSC, Division of Financial Operations will get its final look at the System in May. Those topics not being demonstrated at the Workshop will be covered in Functional Team Meetings throughout the month of April. Look for follow-up communications containing more information on Workshop 3 and Functional Team Meetings in the near future.

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:

- General and Modular FAQs
- UFMS User Group Reference Guide
- UFMS Calendar of Events

CRP2 Participant Recognition Ceremony

On January 26 an awards ceremony was held in recognition of the hard work and dedication of the UFMS-PSC project team that made the second Conference Room Pilot (CRP2) a success.

Opening remarks were provided by Larry Bedker, Director, Financial Management Service, Program Support Center (PSC) and program sponsor. Maria Joyce, Director, Division of Financial Operations, PSC and Vicki Frost, Managing Director, BearingPoint, joined Mr. Bedker in presenting certificates to 50+ UFMS-PSC project team members.

Maria Joyce, Director, Division of Financial Operations, congratulating Scott Brna, Deputy Chief of the Systems Accounting Branch, DFO, and UFMS General Ledger Lead, on a job well done.

The ceremony was then followed by a knowledge exercise in which the UFMS-PSC project team engaged in a competitive match of the '$100,000 UFMS Pyramid' – an interactive replica of the infamous television game show in which clues were revealed in order to guess correct UFMS-related words. Mr. Bedker and Ms. Joyce relished "dinging" and "gonging" correct and incorrect guessed words. The activity helped build team spirit and allowed for some well-deserved entertainment!

With only nine months until the Go-Live date, the UMFS-PSC team is continuously working hard to ensure all details are complete for a smooth and successful transition to the new UFMS!

Vicki Frost, Managing Director, BearingPoint, acknowledges Rosemary Gregory, UFMS-PSC Technical Analysis Lead and IT Specialist, BTO, on her outstanding contribution to CRP2.
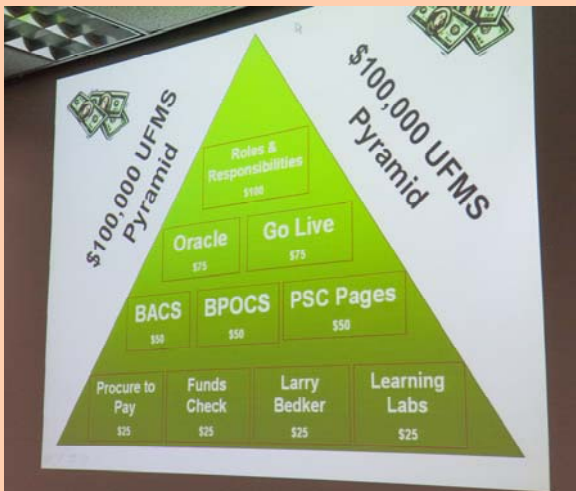

Larry Bedker, Director, Financial Management Service, recognizing Elvis Davis, Supervisory Accountant, Debt Management Branch, DFO, and UFMS Accounts Receivable Lead, on his outstanding contribution to CRP2.

CRP2 Participant Recognition Ceremony (continued)

The UFMS-PSC project team listening to opening remarks at the CRP2 Recognition Ceremony.

The '$100,000 UFMS Pyramid' was the team building activity played by attendees at the Recognition Ceremony.

Matt Zakielarz, Chief, Systems Accounting Branch, DFO, providing his team clues to the '$100,000 UFMS Pyramid'.
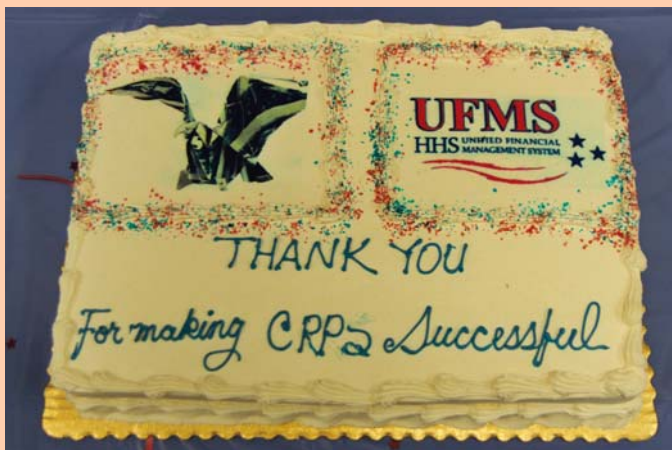
A beautifully designed cake ordained with UFMS logos in celebration of a successful CRP2!

Stefanie Bradley, Business Transformation Lead, BearingPoint, cluing in her team on UFMS words during the team building exercise.

CALENDAR OF EVENTS– MARCH TO MAY

SPECIFIC ACTIVITY	ACTIVITY DATES
PSC Pages 2 –Spring	3.16.06
Building Monitors - Townhalls	3.16.06
Mock Conversion 3.4	3.17.06 - 4.24.06
SAMHSA Townhall - Executive Team	3.21.06
Validation Sessions of Role Mapping – DFO & Customer Agencies	THRU 3.23.06
DFO Townhall	3.23.06
SAMHSA Townhall - Operations Management Team & Center Policy Officers	3.23.06
AHRQ Townhall	3.28.06
UFMS User Group Call - March	3.28.06
Poster 4 – Training	4.3.06 - 6.2.06
Individual and Group Coaching	4.11.06 - 4.13.06
UFMS User Group Call - April	4.25.06
Release OnDemand Training	4.28.06
Learning Labs	4.28.06 - 10.31.06
Building Monitors - Training	5.11.06
CODE FREEZE	5.12.06
UFMS User Group Call - May	5.16.06
Workforce Transition Communications	5.15.06
Integration Testing (Round 1)	5.30.06 - 7.3.06

March 2006

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April 2006

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30						

May 2006

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21	22	23	24	25	26	27
28	29	30	31			

EVENT	Communications	Training	Workforce Transition	User Group	Mock Conversions	Testing

UFMS General Awareness – Poster Series Number Three Unveiled

In order to continue our commitment to the UFMS-PSC Project, the Business Transformation Team communications staff has unveiled poster series number three of seven. As you'll notice, the new image on this general awareness poster is a reflection of the transformation that is taking place as we forge ahead in learning new business processes within the new System. Look for posters four and five in the next few months as we continue to focus our efforts on training Super Users/Master Users and all end users on UFMS.

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to learn more, visit http://intranet.hhs.gov/ufms

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Bringing Clarity to Financial Management for PSC and Its Customer Agencies

U.S. Department of Health and Human Services

Word Search

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E Z P B C Z X P U F Q O G Y Y R R A L E
I N C P U J P K X U C P X W O S S B F A
V O R S S N I B I N N O V A T E L E E Y
R I P C T S X L O C K P Q N H S L A S L
V T W D O K I M Y T H K K M J J A R X M
V I R F M H B C K I N D G I V K H I R H
T S Y O E Z C I Q O A T X Y U D N N N S
S N U X R R Y U C N O N X I U J W G O C
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BEARINGPOINT
COLLABORATE
CUSTOMER AGENCIES
FUNCTIONAL TRAINING
INTEGRATE
INNOVATE
MARIA JOYCE
OUTREACH
PARKLAWN
PSC DFO
ROLE MAPPING
TOWNHALLS
TWINBROOK
VICKI FROST
WORKFORCE TRANSITION
USER GROUP

Assistant Secretary for Budget, Technology and Finance
Unified Financial Management System
Program Management Office, 12300 Twinbrook Parkway • Rockville, MD 20852

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