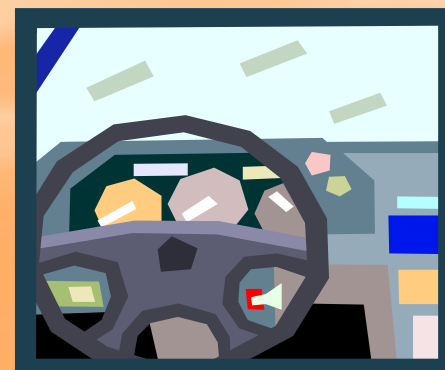




IHS AR THIRD PARTY REVENUE GENERATION AND RECONCILIATION DASHBOARD

2011 Partnership Conference
March 23, 2011

*Presented by Cynthia Larsen
Program Analyst, ORAP/DBOE*

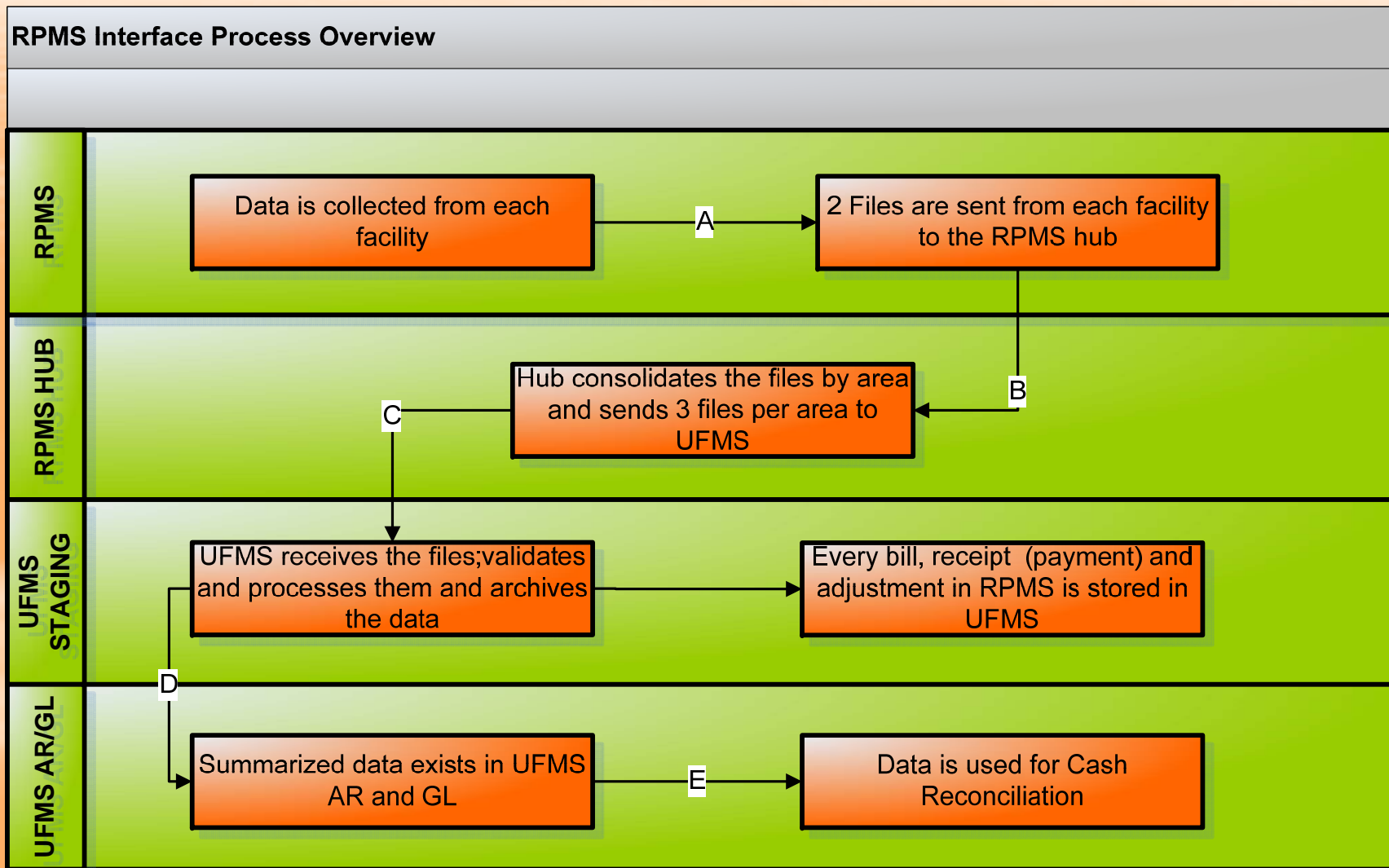




Agenda

- RPMS Interface Process Overview
- Reconciliation
- Direction on AR Reconciliation by Elizabeth Fowler (Director, OFA) and Carl Harper (Director ORAP)
- Workshops on Reconciliation
- Reconciliation Points of Contact for each area
- Reconciliation Monitoring
- **AR Dashboard**
- IHS Future State Reporting Initiative

RPMS Interface Process Overview





RECONCILIATION

File Reconciliation

Subsidiary and General Ledger

Accounts Receivable Reconciliation

Cash Reconciliation

Allowance/Allotment Reconciliation

RPMS (Third Party Collections) and Non-RPMS



AR Reconciliation Areas and Responsibilities



- RPMS AR Reconciliation
 - Daily file transfer Reconciliation – Service Units
 - Open Receivable balance in UFMS/ASM Balance in RPMS Reconciliation – Service Unit/Area Office
 - Collections – Allotments/Allowance reconciliation – Service Unit / Area Office
 - Cash reconciliation – Service Unit/ Area Office
- Non RPMS AR Reconciliation
 - Allowance reconciliation – Area Office
 - Cash reconciliation – Area Office



Memo on AR Reconciliation by Liz Fowler and Carl Harper



- Memo Stresses on the AR Reconciliation due to significant audit findings and GAO audit
- **Identification of Reconciliation Points of Contact for each area**
- Monthly monitoring shall be performed
- Reconciliation Workshop to be held at Oklahoma City (week of February 8th)
- Finance and Business Office should work together on this effort
- **Development of the Dashboard**
- Future Reporting Direction



AR Reconciliation Points of Contact



Area	Finance	Business Office
Aberdeen	Marty Moran	Kathleen Keith Dori Junker
Albuquerque	Rhonda Boal	Arlene Crawford
Bemidji	Dawn Branchaud	Jim Driving Hawk Cheryl Roberts
Billings	Clarissa Farwell	Bonnie Mckay
Nashville	Catherine Willis	Lezlie Willette Carol Teesateskie
Navajo	LeAnn Yazzie Marion Kelly-Jim	Roland Todacheenie
Oklahoma	Teresa Walker	Sandra Lahi
Phoenix	Dana Cummings	Luane Brien
Portland	Jeffrey Turner Jamie Squires	Peggy Biery
Tucson	Vivian Draper	Arlene Raymond



AR Reconciliation Monitoring Process

- **Two persons (one from Finance and One from Business Office) need to be identified who will be the primary points of contact responsible for AR & AR Cash reconciliation**
- **AR Dashboard will be circulated every month**
- **Monthly reconciliation sign off sheets will have to be provided by the Reconciliation POCs for every area that should include:**
 - Justifications for the discrepancies listed on the Dashboard
 - UFMS Open Receivable vs ASM comparison and explanation of differences if any
 - Reconciliation Performance metrics – indicators of reconciliation being performed at the service units and area offices for all types of reconciliation
- **The sign off sheets will be sent to the Federal AR lead**
- **Monthly AR-RPMS-Cash reconciliation meeting will be held where the Federal AR lead will review the reconciliation progress across areas with HQE Leadership**
- **Reconciliation workshops will be conducted on a periodic basis to facilitate the reconciliation process**

AR Dashboard

- **First AR dashboard was circulated on March 16, 2010**
- List of items include (but not limited to):
- **ALL GENERATED/EXTRACTED FROM UFMS**
 - YTD Collections by Service Unit
 - YTD Billed Amounts by Service Unit
 - YTD Adjusted Amounts by Service Unit
 - PTD Collected/Billed/Adjusted
 - Un reconciled collection schedules by area
- **MANUAL INPUT WITH AREA/SERVICE UNIT DATA**
 - RPMS Invoices, receipts and adjustment errors
 - Reconciliation Performance Matrix
 - Open Receivable Balances and ASM balances by Area, by Service Unit, by Allowance category – Inputted by Service Unit/Area Contacts
- Will be circulated every month
 - To Area Directors, CEOs, Executive Officers, FMOs, and BOCs





What does the Dashboard Look Like?



- IHS AR Dashboard 02282010.xls



What does the Dashboard Tell Us?

- Comparison of Billing, and can recognize Backlog at a Glance
- Are we in line to make our Projections
- Errors that could impact collections and A/R Balances
- Do we have a problem between RPMS and UFMS
- IS there money that has been deposited that hasn't been allotted?
- Etc.



IHS AR Future State Reporting Initiative



- Every valid bill, receipt (payment) and adjustment from RPMS exists in UFMS
- UFMS can be one centralized place to get all the reports including:
 - Revenue, Expenses, and Cash by Cost center
 - **Nationwide Aging Reports - facilitate better Tracking of Open Receivables**
 - Management reports for benchmarking of performance of Areas and Service Units - Comparative analysis of similar service units across IHS will be possible
 - Posted Collections vs. Advice allotted reports
 - Treasury vs. UFMS Reconciliation reports
 - Trend analysis reports can be generated for all the various categories identified
 - Collections Projections plans - Facilitates creation of accurate and eventually budget formulation for IHS
 - Help in Audit (CFO and GAO and OIG) - Standardization of Adjustment categories and Reason Codes

Don't Let this be You!

