

2024 Indian Health Service Partnership Conference

FBIS Overview and Dashboards

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FBIS Overview



What is FBIS?

The Financial Business Intelligence System (FBIS) is the financial enterprise Business Intelligence (BI) application for the department of Health and Human Services (HHS). It provides actionable information to stakeholders of all levels by utilizing data across HHS financial management systems.

- *FBIS utilizes a variety of BI techniques to present data, including graphs, tiles, drilldowns, view selectors, saving customizations, and the capability to create, edit, and schedule reports*
- FBIS Reports fall into two categories:

Dashboards

- Related reports are consolidated and arranged in a single location
- Tailored to specific business areas and levels of granularity
- Include elements of BI, such as drilldown, report layout modifications, and customizations

Catalog

- Repository of all reports (i.e. Discoverer-Based Reports and Answers) created by Super Users for your OpDiv
- Organized in a folder structure by functional area and OpDiv
- Features traditional financial reporting elements



Types of FBIS Reports

Data Warehouse- Reports



- These reports pull data from the FBIS data warehouse (DW)
- In production, DW is populated every night following Nightly Batch Process (NBP) and contains information from UFMS as of the previous day

EBS-Direct Reports



- When initiated, these reports pull data directly from UFMS
- These reports are also referred to as 'real-time' reports

Summary of FBIS Reports

1

2

Location	Type of Report	Source of Data	Data As Of
1. Catalog	Operational Reports • Discoverer-based	UFMS	Nightly or Real-Time
2. Dashboards	Dashboard Reports • Budget Execution, Project, General Ledger, Procure to Pay, Receivables, CAN, Data Quality, Receivables, Travel	UFMS	Nightly or Real-Time
	Monthly Financial Dashboard Reports • Found under Executive Dashboard only	CFRS	Monthly



FBIS Report Formats

Report Type	Description	Location	Example																						
Table	Displays data in a tabular view	<ul style="list-style-type: none"> Dashboard Reports Catalog Reports 	<p>945 Trial Balance Summary Report Source: USMS Time run: 7/30/2024 11:12:58 AM</p> <p>Make a New Summary for This ID</p> <table border="1"> <thead> <tr> <th>Treasury Number</th> <th>Fund</th> <th>USMS</th> <th>Description</th> <th>Begin Balance</th> <th>Period Debit</th> <th>Period Credit</th> <th>Ending Balance</th> </tr> </thead> <tbody> <tr> <td>PL 93 020</td> <td>4400000000</td> <td>100000</td> <td>FUND BALANCE WITH TREASURY AUTHORITY</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table>	Treasury Number	Fund	USMS	Description	Begin Balance	Period Debit	Period Credit	Ending Balance	PL 93 020	4400000000	100000	FUND BALANCE WITH TREASURY AUTHORITY	\$0.00	\$0.00	\$0.00	\$0.00						
Treasury Number	Fund	USMS	Description	Begin Balance	Period Debit	Period Credit	Ending Balance																		
PL 93 020	4400000000	100000	FUND BALANCE WITH TREASURY AUTHORITY	\$0.00	\$0.00	\$0.00	\$0.00																		
Graph	Displays data in a graphical view	<ul style="list-style-type: none"> Dashboard Reports 	<p>Approved PO from history</p> <p>Accounting Type Histogram</p>																						
Drilldown	Includes hyperlinks within a report that link to additional report(s) with more detailed data	<ul style="list-style-type: none"> Dashboard Reports 	<p>PO Summary</p> <p>201,771 Count of Approved Drill PO Data</p> <p>\$1.39B Amount of Approved</p> <p>Approved PO</p> <table border="1"> <thead> <tr> <th>JL Debit Count</th> <th>Count</th> </tr> <tr> <th>2021</th> <th>2022</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>88,402</td> <td>887</td> <td>11,007</td> <td>1,777</td> </tr> <tr> <td>2,568</td> <td>1,148</td> <td>8,123</td> <td>2</td> </tr> <tr> <td>3,068</td> <td>1,082</td> <td>8,181</td> <td>7,118</td> </tr> <tr> <td>1,141</td> <td>1,147</td> <td>2,280</td> <td>2,294</td> </tr> </tbody> </table> <p>Financial Adjustments Analysis</p> <p>Clicking on a hyperlink leads to additional FBIS drilldown reports</p>	JL Debit Count	Count	2021	2022	2021	2022	88,402	887	11,007	1,777	2,568	1,148	8,123	2	3,068	1,082	8,181	7,118	1,141	1,147	2,280	2,294
JL Debit Count	Count																								
2021	2022	2021	2022																						
88,402	887	11,007	1,777																						
2,568	1,148	8,123	2																						
3,068	1,082	8,181	7,118																						
1,141	1,147	2,280	2,294																						
Tile	Provides snapshot view of data	<ul style="list-style-type: none"> Dashboard Reports 	<p>Purchase Order Summary</p> <p>201,771 Count of Approved Approved PO</p> <p>\$1.39B Amount of Approved</p> <p>49 Count of Incomplete Incomplete PO</p> <p>\$14.95M Amount of Incomplete Incomplete PO</p> <p>2 Count of Pending Approval Pending Approval PO</p> <p>\$22.00M Amount of Pending Approval Pending Approval PO</p>																						




Navigating FBIS & Additional Resources



FBIS Gateway

- The FBIS Gateway can be accessed through the following link:
[https://fbis.hhs.gov/apex/f?p=1:5:::~:](https://fbis.hhs.gov/apex/f?p=1:5:::)
- This homepage includes a “Learning Center” tab where you can find trainings and reference material to help you navigate FBIS



The screenshot shows the top navigation bar of the FBIS Gateway. It includes the FBIS logo on the left, followed by links for 'FBIS Gateway', 'About', 'Get Access', 'Learning Center', 'Calendar & Events', and 'Help Center'. A blue 'Launch' button is positioned on the right side of the navigation bar. Below the navigation bar, the main heading reads 'FBIS University Learning Center'. To the left of the heading, a welcome message states: 'Welcome to the Learning Center! Here you can find trainings, tutorials, reference guide, and other job aids to help you learn about FBIS. If you have additional questions about the resources available on the FBIS University Learning Center, please visit the FAQs page.' Below this message, it says 'Coming soon: Track your course progress on the FBIS University Dashboard'. To the right of the heading, there is a graphic with several cards. One card shows a group of five people standing together. Another card shows two people looking at a computer screen. A third card shows a woman working at a desk. Below these cards is a line graph with a blue area underneath, showing a fluctuating upward trend.

IHS FBIS Financial Resource Center

- The IHS FBIS Training site can be found through the following link: https://collaborate.ihs.gov/sites/ufmsDocs/FBIS/_layouts/15/start.aspx. It includes announcements, support staff, and training documents related to FBIS.

The screenshot shows the IHS FBIS Financial Resource Center website. At the top, there is a navigation bar with the IHS logo, the text 'IHS UFMS | FBIS Financial Resource Center', and a list of menu items: IPAC, UFMS Calendar, AP, AR, BE, CM, eTravel, FA, FBIS, GL, Hyperion, Interfaces, iP, PRISM, PA, PO, UPA, Audit, G-Invoicing, and IPP. A search box is located on the right side of the navigation bar.

The main content area is titled 'Module Summary' and contains a brief description of the FBIS system. Below this, there is a section for 'FBIS Announcements' with a table of recent updates. To the right, there is a 'FBIS Support Personnel' section with contact information for Cindy Reeves and Marc Romagnoli, and a 'Links' section with various utility links.

FBIS Home
FBIS Documents
Recent
FY18 FBIS Year End Survey
FBIS Announcements
Site Contents
EDIT LINKS

Module Summary

FBIS is a business intelligence and managerial reporting system. It consolidates and standardizes financial data across the IHS. FBIS enables users to analyze financial data from several sources at once. It includes pre-made, customizable reports and visual data displays. Users can also create their own custom reports using FBIS.

FBIS Announcements

[new announcement](#) or [edit this list](#)

Title	Modified
R9.3 is Now Live!	July 25
FBIS Release 9.3 UAT is underway!	July 17
FBIS Release 5.8 is deployed!	December 18, 2018
FBIS Release 5.7 is deployed!	September 20, 2018
Release 5.6b Announcement	July 17, 2018
Release 5.6a is now LIVE!	July 11, 2018
FBIS Release 5.5 is deployed!	May 18, 2018
FBIS Release 5.4.1 is deployed!	February 5, 2018

FBIS Support Personnel

If you experience AP issues, open a ticket with the [UFMS HelpDesk](#) and the ticket will be assigned to the below support staff:

Federal FBIS Reporting Lead: [Cindy Reeves](#)
Contractor FBIS Support: [Marc Romagnoli](#)

Links

Current View ...

- URL
- UFMS Login Screen
- FBIS Login Screen
- Training Certificate Request
- PRISM
- Hyperion
- UFMS Training Survey
- UFMS UAR
- Hyperion UAR
- FBIS UAR



FBIS Home Page

- After logging into FBIS, you will be taken to the home page. Recently viewed dashboards or reports will be shown here:

FBIS HHS Financial Business Intelligence System

Search All **FBIS Gateway** [Advanced](#) [Help](#) [Sign Out](#)

Home [Alerts!](#) [Home](#) [Business Glossary](#) [Catalog](#) [Favorites](#) [Dashboards](#) [New](#) [Open](#) [Signed In As Brian Williams](#)

Create...

- [Analysis and Interactive Reporting](#)
Analysis Dashboard More
- [Published Reporting](#)
Report Report Job More
- [Actionable Intelligence](#)
Agent Action
- [Performance Management](#)
Scorecard KPI KPI Watchlist

Jobs

- [Report Jobs](#)
- [Report Job History](#)

Alerts

ORAP Services Accounts	Normal	7/29/2024 8:01:20 AM GMT-04:00	View Clear More
ORAP PRC Accounts	Normal	7/29/2024 8:01:15 AM GMT-04:00	View Clear More
IHS - Uninvoiced Receipts Report	Normal	7/29/2024 7:13:39 AM GMT-04:00	View Clear More
NAS DSFC Weekly Funds Available	Normal	7/26/2024 10:03:04 AM GMT-04:00	View Clear More
HQ IJIA Allow Status by Location	Normal	7/1/2024 8:02:10 AM GMT-04:00	View Clear More

[View All Alerts...](#)

Recent

Dashboards

Custom HomePage - FBIS ... Open More	Budget Execution Dashboa... Open More	IHS PCARD Dashboard - T... Open More
PO - IHS - Dashboard - PO... Open More	AP - IHS - Dashboard - AP ... Open More	

Others

NAS DSFC Weekly Funds ... Edit Run More	IHS - Trial Balance Summa... Open Edit More	PO - IHS - Obligations Liqui... Open Edit More
IP - IHS - Receiving Report Open Edit More	IHS - Allowance Status by L... Open Edit More	NAS DSFC Weekly Funds ... Edit Run More
NAS DSFC Weekly Funds ... Open Edit More	IHS - Site Validator - UFMS... Open Edit More	



FBIS Home Page - Overview

Navigation Bar - Includes tabs to navigate to dashboards and reports

Search bar - Users can search for reports, dashboards, and data elements

Alerts - Displays a list of reports that are run using an agent

Report Name	Severity	Timestamp	Actions
ORAP Services Accounts	Normal	7/29/2024 8:01:20 AM GMT-04:00	View Clear More
ORAP PRC Accounts	Normal	7/29/2024 8:01:15 AM GMT-04:00	View Clear More
IHS - Uninvoiced Receipts Report	Normal	7/29/2024 7:13:39 AM GMT-04:00	View Clear More
NAS DSFC Weekly Funds Available	Normal	7/26/2024 10:03:04 AM GMT-04:00	View Clear More
HQ IJJA Allow Status by Location	Normal	7/1/2024 8:02:10 AM GMT-04:00	View Clear More

Recent - Displays shortcuts to recently opened reports or dashboards

Recent Dashboards

Dashboard Name	Actions
Custom HomePage - FBIS ...	Open More
Budget Execution Dashboa...	Open More
IHS PCARD Dashboard - T...	Open More
PO - IHS - Dashboard - PO...	Open More
AP - IHS - Dashboard - AP ...	Open More

Others

Item Name	Actions
NAS DSFC Weekly Funds ...	Edit Run More
IHS - Trial Balance Summs...	Open Edit More
PO - IHS - Obligations Liqui...	Open Edit More
IP - IHS - Receiving Report	Open Edit More
IHS - Allowance Status by L...	Open Edit More
NAS DSFC Weekly Funds ...	Edit Run More
IHS - Site Validator - UFMS...	Open Edit More

Most Popular - Displays shortcuts to the users most frequently accessed reports and dashboards

No recommendations are currently available. Most Popular items will be displayed here when results become available

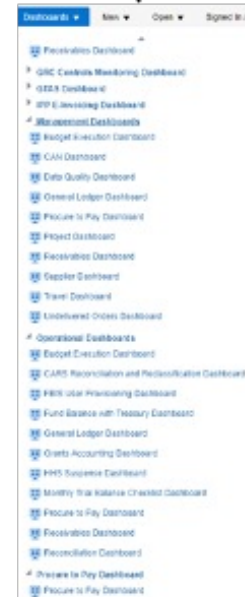
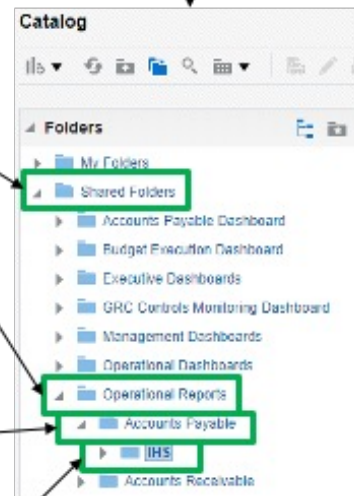
Favorites - Includes dropdown menu of reports that the user marks as a "Favorite"

Catalog vs. Dashboard Reports



FBIS Catalog: contains FBIS reports in a folder structure

1. Click on "Shared Folder"
2. Click on "Operational Reports" (Contains Discoverer based reports)
3. Click on the **subject area folder** (Accounts Payable in this case)
4. Select your **set of books** (IHS)



FBIS Dashboard: contain reports related to staff level and business area (these reports are unique to FBIS)

1. Click on a Dashboard link to access reports within a specific subject area
2. You should see additional tabs that contain reports



Running Operational Reports

1. Click on "Shared Folder"

2. Click on "Operational Reports" (Discoverer based reports sourced from UFMS)

The screenshot shows a web application interface with a top navigation bar containing 'Alerts', 'Home', 'Business Glossary', 'Catalog', and 'Favorites'. Below the navigation bar is a breadcrumb trail 'Location / Shared Folders'. The main content area displays a list of folders with columns for 'Type', 'Sort', and 'Name A-Z'. The 'Operational Reports' folder is highlighted with a green box and an arrow pointing to it from the second callout box. The left sidebar shows a tree view of folders, with 'Shared Folders' highlighted by a green box and an arrow pointing to it from the first callout box. Below the sidebar is a 'Tasks' section with options like 'Expand', 'RSS', 'Delete', 'Copy', 'Create Shortcut', 'Archive', 'Unarchive', and 'Properties'.

Type	All	Sort	Name A-Z	Show More Details
Folder	GTAS Dashboard	Last Modified	10/9/2020 5:18:07 PM	Owner System Account
Folder	IPP E-Invoicing Dashboard	Last Modified	10/15/2021 9:55:25 AM	Owner
Folder	Management Dashboards	Last Modified	12/5/2017 8:38:43 PM	Owner weblogic
Folder	Operational Dashboards	Last Modified	12/5/2017	
Folder	Operational Reports	Last Modified	12/5/2017	
Folder	Procure to Pay Dashboard	Last Modified	1/1/2020	
Folder	Program Office Dashboard	Last Modified	4/2/2020 9:36:50 AM	Owner System Account
Folder	Projects	Last Modified	12/17/2022 2:40:18 PM	Owner System Account
Folder	Shared Folder Community	Last Modified	12/5/2017 8:38:44 PM	Owner weblogic
Folder	Starter Reports	Last Modified	12/5/2017 8:38:45 PM	Owner weblogic



Running Operational Reports

4. Click "Open" on the desired report

3. Select the desired subject area

5. Enter the prompts and click "OK" to generate the report (prompts with * are required)

Page Prompts and Search Tips

- The “%” wildcard character can be used when you are unsure of the exact text of the parameter. It allows you to enter leading characters and matches the pattern of the characters entered.

FBIS HHS Financial Business Intelligence System

IHS - Allowance Status by Location

Page Prompts

Accounting Point is LIKE (pattern match) --Select Value-- ▼

* Fund is LIKE (pattern match) 0J015% ▼

* Treasury Symbol is LIKE (pattern match) --Select Value-- ▼

Location is LIKE (pattern match) 50% ▼

Budget Activity Program is LIKE (pattern match) --Select Value-- ▼

* As of Fiscal Year (2 Digit Year) 24 ▼

* As of Period JUN-24-FY-24 ▼

Type is LIKE (pattern match) --Select Value-- ▼

Object Class is LIKE (pattern match) --Select Value-- ▼

OK Reset ▼

[Edit - Refresh](#)

The text before the “%” will return all possible results that include those values

Entering “%” will return all possible results

FBIS Dashboards Summary

1. Dashboards may contain multiple tabs
2. Within the different tabs you can find global prompts (same across all tabs)
3. The report output appears below the prompts

Budget Execution Dashboard

[Alerts](#) [Home](#) [Business Glossary](#) [Catalog](#) [Favorites](#) [Dashboards](#)

Budget Execution Overview

[Status of Funds Overview](#)

Fund Category

--Select Value--

Budget Activity Program

--Select Value--

Organization

--Select Value--

Apply

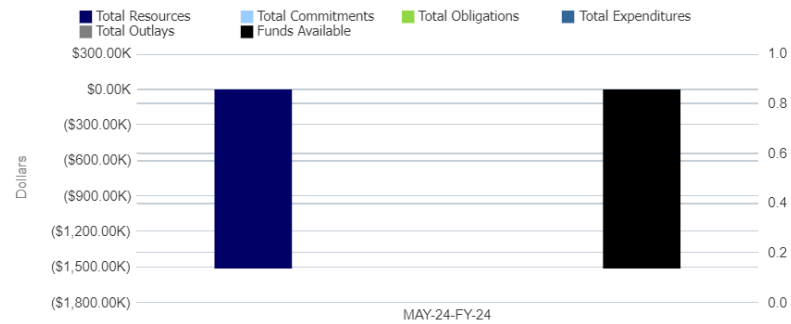
Reset

BE - Available Authority Period Comparison-Trending

Source: UFMS; Data As Of: 07/28/2024 09:30 PM

Time run: 7/29/2024 10:19:11 AM

Total Spending



Running Dashboard Reports

Budget Execution Dashboard Alerts Home Business C w Open Signed In As Brian Williams

Budget Execution Overview **Status of Funds Overview**

BE - Status of Funds - Object Class

1. Enter prompts in order (available options update after each selection)

Major Object Class Parent Code Organization Sub Activity
Select Value - Select Value - Select Value - Select Value -

Apply Reset

2. Click "Apply"

BE - Status of Funds - Object Class
Source: UFMS; Data As Of: 07/28/2024 09:30 PM
Time run: 7/29/2024 10:17:32 AM

Operating Division	Staffing Division	Major Object Class	Object Class	Object Class Description	Treasury Account Symbol	Accounting Point	Parent Code	Sub Activity	Budget Activity Program	Budget Activity Program Description	Organization	Organization Description	Total Allotment Issued	Total Allowance Issued	Apportionment Available for Allotment	Available Allotment Balance (Unexpired)	Available Allowance Balance (Unexpired)	Total Comm
IHS	N/A	20	00000	00000	75 03 0120	00	0000	0000	0000000000	DEFAULT	0000000000	DEFAULT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
											HGF00000000	IHS Headquarters	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



Shared Community Reports

- Reports generated by other IHS users can be found in the Shared Folder Community

The screenshot displays the FBIS HHS Financial Business Intelligence System interface. The top navigation bar includes 'Alerts', 'Home', 'Business Glossary', and 'Catalog'. The main content area shows a file explorer view of the 'Shared Folder Community' folder, which is highlighted with a green box. The 'Folders' pane on the left lists various report categories, with 'IHS Community' selected. The main pane displays a list of reports, including 'Alaska Custom Reports', 'Albuquerque Custom Reports', 'Alisa Litson', 'Bemidji Custom Reports', 'Billings Custom Reports', 'California Custom Reports', 'Great Plains Custom Reports', 'Headquarters Custom Reports', 'IHS OFA Qlik', and 'IHS Scheduling'. Each report entry includes its name, last modified date, and owner information.

Report Name	Last Modified	Owner
Alaska Custom Reports	12/5/2017 8:38:44 PM	Owner
Albuquerque Custom Reports	12/5/2017 8:38:52 PM	Owner
Alisa Litson	7/13/2023 1:04:15 PM	Owner ALISA LITSON
Bemidji Custom Reports	12/5/2017 8:38:52 PM	Owner
Billings Custom Reports	12/5/2017 8:38:53 PM	Owner
California Custom Reports	12/5/2017 8:39:07 PM	Owner
Great Plains Custom Reports	12/5/2017 8:39:08 PM	Owner
Headquarters Custom Reports	12/5/2017 8:39:11 PM	Owner
IHS OFA Qlik	6/8/2023 3:16:29 PM	Owner
IHS Scheduling	12/5/2017 8:39:13 PM	Owner



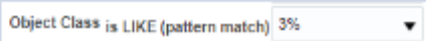


Entering Prompts and Running Reports



Submitting FBIS (UARs): Types of Prompts

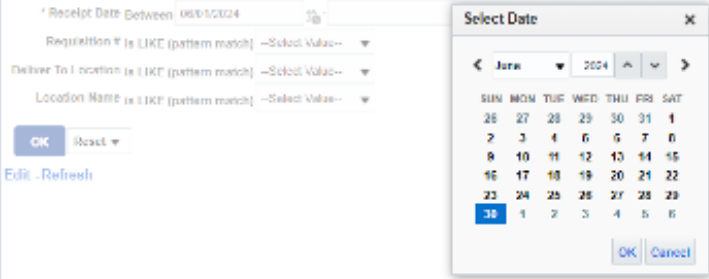

- Prompts are parameters or guidelines used to run reports and filter information in FBIS. Prompt input is often required to run reports

Prompt Type	Action	Example
Drop-Down List	Select one value from a list of values	
(Multi) Select Check Box	Select one or multiple values by clicking the checkbox to the left of a value from a drop down list	
Text Input	<p>Type, directly in the box, the value you want to include in the report. This prompt type has the ability to accept “wildcards” (e.g., enter the characters you know and enter a ‘%’ for ones you don’t %xxx or xxx%)</p> <ul style="list-style-type: none"> Operator: “is LIKE (pattern match)” will return data with only a wildcard as well as a text/wildcard combination Operator: “is equal to / is in” will return data when only a wildcard (%) is used, but not when text and a wildcard (e.g., 14%) are combined 	



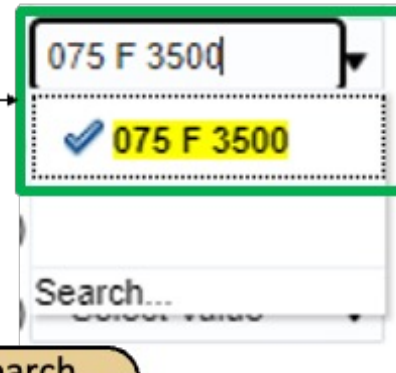
Submitting FBIS (UARs): Types of Prompts (Cont...)

- Prompts are parameters or guidelines used to run reports and filter information in FBIS. Prompt input is often required to run reports

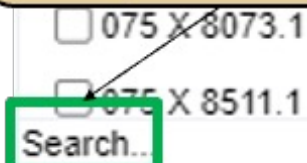
Prompt Type	Action	Example
Calendar/Date Selection	Select the date range by clicking on the calendar icon. A calendar will open and allow you to click on a date, then select 'Ok'	
Report Specific Prompts	Select report specific prompts to further refine the data in certain FBIS reports	

Using the Prompt Search Feature

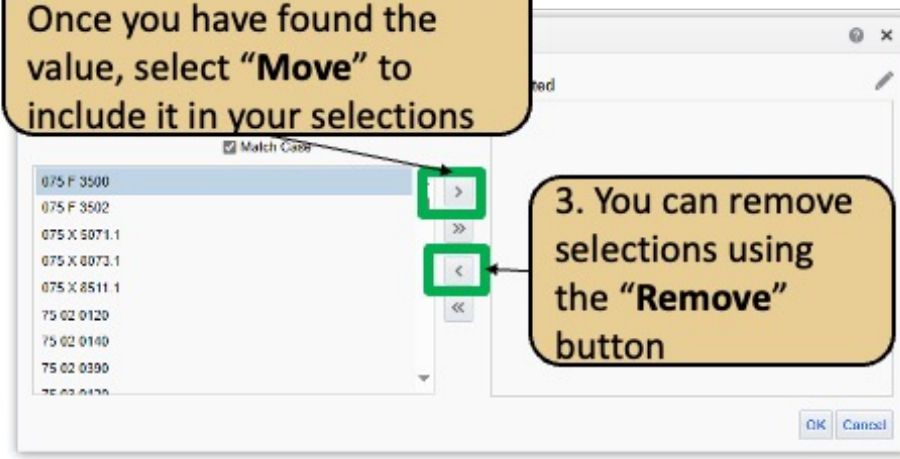
All prompts include the functionality to search for values. This is especially helpful when the dropdown list is very large



1. To search for a value, left click on the **Search** button at the bottom of the drop-down menu



2. Use blank field to search. Once you have found the value, select **"Move"** to include it in your selections



3. You can remove selections using the **"Remove"** button

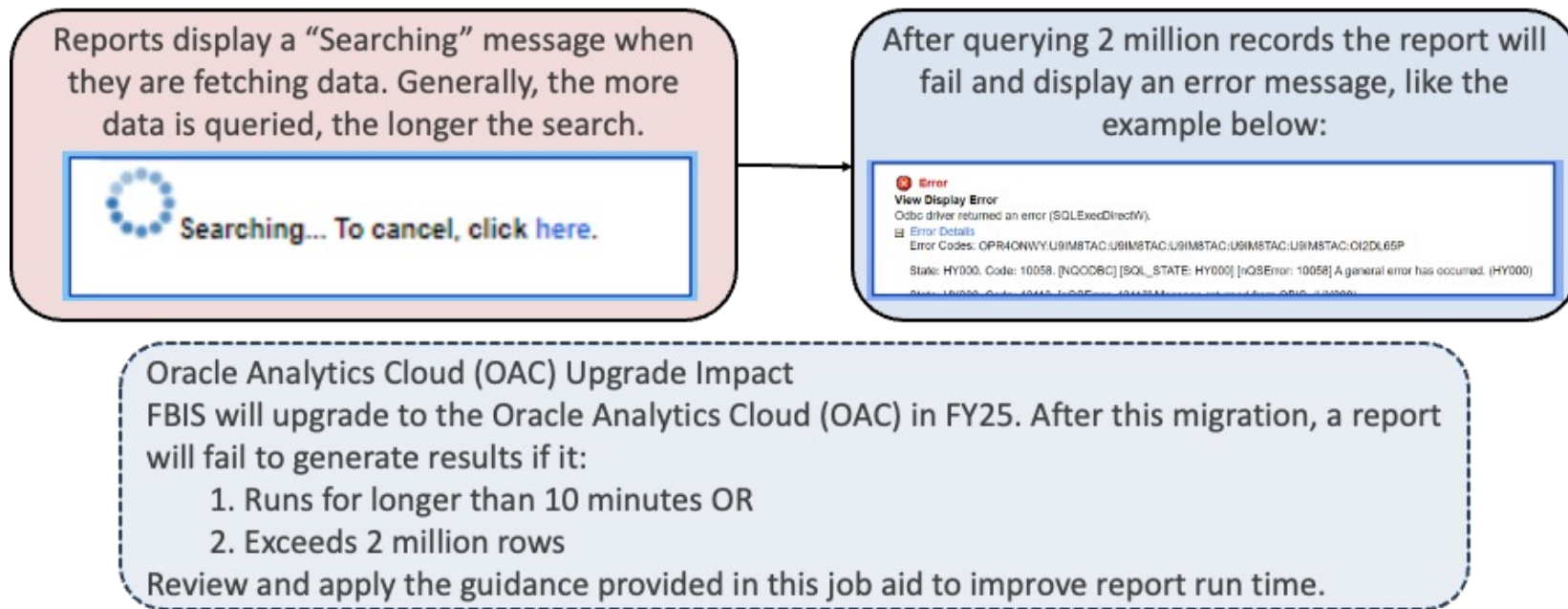
Quick Tip:
Clicking 'Search' in prompt dropdowns makes it easier to search and select multiple prompt options. Also hold down CTRL to select multiple values from that list.

Best Practices for Running FBIS Reports



Best Practices - FBIS Report Performance

- The time it takes for FBIS reports to **generate results can range from a few seconds to several minutes**. The primary driver of report run time is the **quantity of data being queried**. *If too much data is queried, reports will run slowly or will not generate results*



Best Practices - Report Error Messages

- There are multiple types of error messages you may encounter when running FBIS reports. The chart below includes examples of some common FBIS error messages and how to resolve them

Error Message	Description	What to Do?
“Bulk fetch failed”	The request exceeds the maximum query limit	Follow the best practices and troubleshooting guidance in this job aid!
“Receive timeout occurred”	The request exceeds the maximum run time	Follow the best practices and troubleshooting guidance in this job aid!
“No Results”	There is no data that meets the chosen criteria, or the user lacks permissions to view the data.	<ul style="list-style-type: none"> Ensure the report’s criteria is not so restrictive that it excludes all results. Contact the FBIS Mailbox (FBIS@hhs.gov) to confirm you have the correct access
“End-of-file on communication channel”	The network connection was interrupted, or the database instance experience an unplanned outage.	<ul style="list-style-type: none"> Engage your OpDiv Help Desk. They can assist with submitting an Incident Request to the FBIS team. If your OpDiv Help Desk is unable to support, contact the FBIS Mailbox (FBIS@hhs.gov).
“Invalid identified at OCI”	Report column is not present or has been renamed on the backend repository / database.	<ul style="list-style-type: none"> Engage your OpDiv Help Desk. They can assist with submitting an Incident Request to the FBIS team. If your OpDiv Help Desk is unable to support, contact the FBIS Mailbox (FBIS@hhs.gov)



Best Practices – Scenario #1

- The scenario described below demonstrates how the prompts you enter can impact report performance.

Scenario:

You attempt to run the **PSC Open-Closed Documents Report** to monitor the status of unliquidated obligations. You locate the report in FBIS, enter the required prompts, then click OK to run the report. The report continues 'searching,' and eventually errors out.

FBIS HHS Financial Business Intelligence System

PSC Open-Closed Documents Report

Page Prompts

* As of Date (YYYYMM) <=| 202401

* Opdiv 01,02,03,0C,0D,0I

Budget Fiscal Year --Select Value--

Document Type --Select Value--

Appropriation is LIKE (pattern match) --Select Value--

IMN is LIKE (pattern match) --Select Value--

Fund is LIKE (pattern match) --Select Value--

Allotment is LIKE (pattern match) --Select Value--

Allowance is LIKE (pattern match) --Select Value--

Sub Allowance is LIKE (pattern match) --Select Value--

Object Class is LIKE (pattern match) --Select Value--

PA Code is LIKE (pattern match) --Select Value--

Cost Center is LIKE (pattern match) --Select Value--

OK Reset

Edit - Refresh

FBIS HHS Financial Business Intelligence System

PSC Open-Closed Documents Report

Searching... To cancel, click here.

Assess These Prompts

- ✓ Values were entered for the two required prompts, As of Date and OpDiv, so the report will attempt to run.
- ✗ All OpDiv codes were selected for the OpDiv prompt.
- ✗ No additional prompts were entered.

Best Practices - Troubleshooting Tip #1 – Inputting Prompts

- Review the following troubleshooting guidance to help improve report run time by entering additional prompts

Limit the amount of data being returned by inputting additional prompts

- 1 Navigate back to the report location. Enter values for the required prompts
- 2 Enter values for additional prompts to further restrict the data being returned
- 3 Click OK to re-run the report

PSC Open-Closed Documents Report

Page Prompts

* As of Date (YYYYMM) <= 202401

* OpDiv 01

Budget Fiscal Year 2024

Document Type --Select Value--

Appropriation is LIKE (pattern match) --Select Value--

IMN is LIKE (pattern match) --Select Value--

Fund is LIKE (pattern match) --Select Value--

Allotment is LIKE (pattern match) --Select Value--

Allowance is LIKE (pattern match) --Select Value--

Sub Allowance is LIKE (pattern match) --Select Value--

Object Class is LIKE (pattern match) --Select Value--

PA Code is LIKE (pattern match) --Select Value--

Cost Center is LIKE (pattern match) --Select Value--

OK Reset

Edit - Refresh

PSC Open-Closed Documents Report

PSC Open-Closed Documents Report
Source: UFMS
Time run: 4/25/2024 2:17:57 PM

As Of Date	OpDiv	IMN	BFY	Appropriation	Fund	Allotment	Allotment Description	Allowance	Allowance Description	CAN	Sub Allowance
202401	01	0020	2024	75-N-4552-001	01002020160RAD	HAASARSF000	ASA	5980DEIAB8	EEO/DEIA Reserves	1864310	4310135
202401	01	0020	2024	75-N-4552-001	01002020160RAD	HAASARSF000	ASA	5980DEIAB8	EEO/DEIA Reserves	1864310	4310135
202401	01	0020	2024	75-N-4552-001	01002020170RAD	HAASFRRF000	ASFR	5980GSGC80	GrantSolutions Grants Closeout	1864301	4301135

Assess These Improved Prompts

- ✓ Values were entered for the two required prompts.
- ✓ **One OpDiv** code was entered for the OpDiv prompt, limiting the report data to just one OpDiv (rather than all OpDivs).
- ✓ **An additional prompt** (Budget Fiscal Year) was entered, limiting the report data to just BFY 2024 (rather than all years).

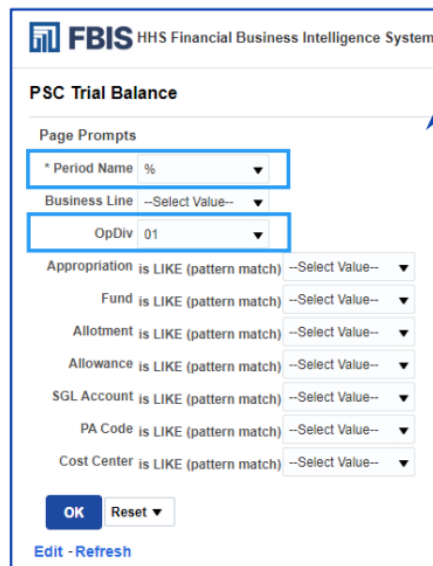


Best Practices – Scenario #2

- The scenario described below demonstrates how improper use of wildcards can impact report performance.

Scenario:

You attempt to run the **PSC Trial Balance Report** to understand the trial balance details for budgetary and proprietary accounts. You locate the report in FBIS, enter prompts, then click OK to run the report. The report continues ‘searching,’ and eventually errors out.



FBIS HHS Financial Business Intelligence System

PSC Trial Balance

Page Prompts

* Period Name %

Business Line --Select Value--

OpDiv 01

Appropriation is LIKE (pattern match) --Select Value--

Fund is LIKE (pattern match) --Select Value--

Allotment is LIKE (pattern match) --Select Value--

Allowance is LIKE (pattern match) --Select Value--

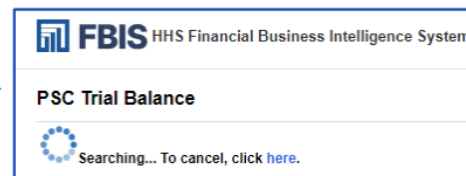
SGL Account is LIKE (pattern match) --Select Value--

PA Code is LIKE (pattern match) --Select Value--

Cost Center is LIKE (pattern match) --Select Value--

OK Reset

Edit - Refresh



FBIS HHS Financial Business Intelligence System

PSC Trial Balance

Searching... To cancel, click [here](#).

Assess These Prompts

- ✓ A value was entered for the required prompt (Period Name), so the report will attempt to run.
- ✗ A **wildcard (%)** was used improperly (entered in a field that does not include “is LIKE (pattern match)”).
- ✓ **One additional prompt (OpDiv)** was entered.

Best Practices - Troubleshooting Tip #2 – Wildcards

- Review the following troubleshooting guidance to help improve report run time by using wildcards correctly.

Limit the amount of data being returned by correcting the wildcard prompt.

- 1 Navigate back to the report location. Select values for the required prompt, removing the wildcard
- 2 Enter values for additional prompts to further restrict the data that will be returned
- 3 Click OK to re-run the report

PSC Trial Balance

Page Prompts

* Period Name: APR-24-FY:24:MA 1

Business Line: --Select Value--

OpDiv: 01

Appropriation is LIKE (pattern match): --Select Value--

Fund is LIKE (pattern match): %DED 2

Allotment is LIKE (pattern match): --Select Value--

Allowance is LIKE (pattern match): --Select Value--

SGL Account is LIKE (pattern match): --Select Value--

PA Code is LIKE (pattern match): --Select Value--

Cost Center is LIKE (pattern match): --Select Value--

OK 3 Reset

Edit - Refresh

PSC Trial Balance
Source: UFMS
Time run: 4/29/2024 9:58:33 AM

Select View: By Appropriation-Fund

Period Name	Appropriation	Business Line	Cancellation Date	Fund Category	BEA Category	Fund	SGL Account	Beginning Balance	Period Activity	Ending Balance
APR-24-FY-24	75-X-8514	06				01921020230DED	10100002	(\$2,000,000.00)	\$0.00	(\$2,000,000.00)
APR-24-FY-24	75-X-8514	06				01921020230DED	10100005	\$0.00	\$0.00	\$0.00
APR-24-FY-24	75-X-8514	06				01921020230DED	10100010	\$2,000,000.00	\$0.00	\$2,000,000.00
APR-24-FY-24	75-X-8514	06				01921020230DED	13100010	\$0.00	\$0.00	\$0.00

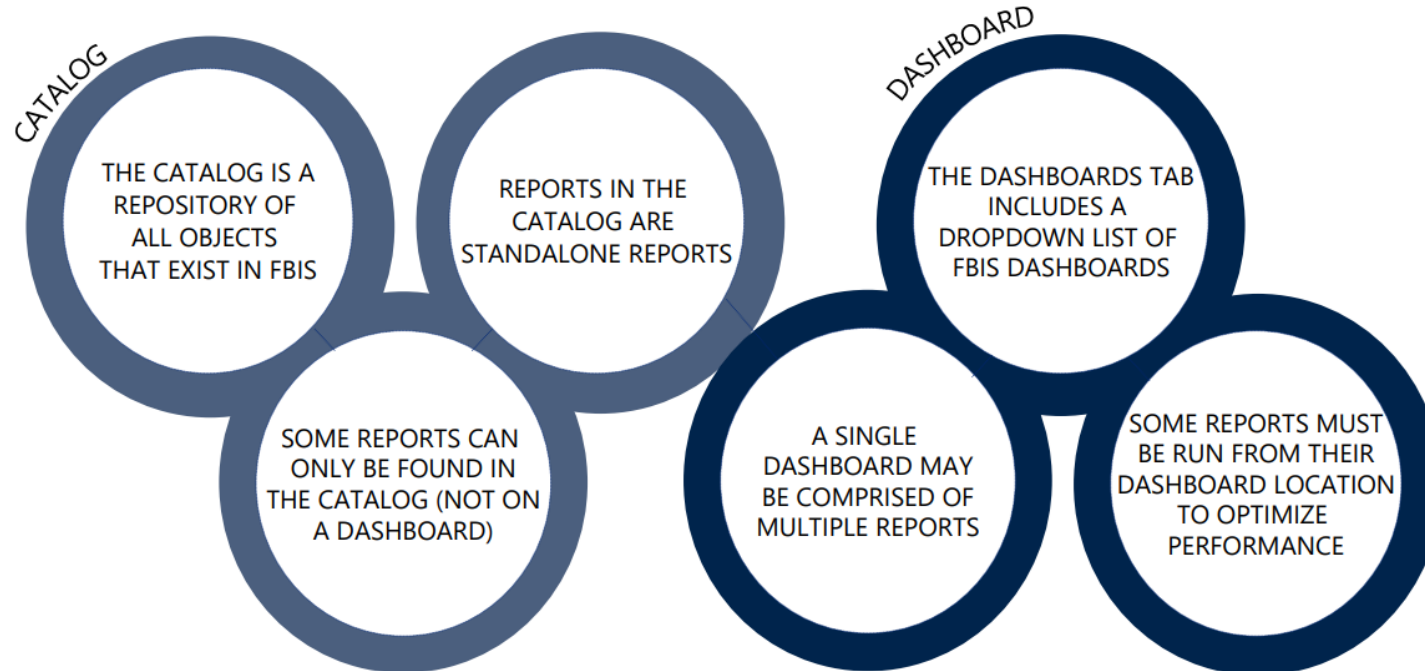
Assess These Improved Prompts

- ✓ Values were entered for the required prompt (Period Name).
- ✓ A **wildcard (%)** was **used properly** (entered in a field that includes "is LIKE (pattern match)").
- ✓ **One additional prompt (OpDiv)** was entered.

Best Practices - FBIS Catalog vs. FBIS Dashboards

- Many dashboards have session variables embedded in prompts and filters that are designed to restrict the data returned based on users' credentials. Therefore, **some reports must be accessed from a dashboard to ensure optimal report performance**

FBIS CATALOG VS. FBIS DASHBOARDS



Best Practices – Scenario #3

- The scenario below demonstrates how running a report from the wrong location can impact report performance.

Scenario:

You attempt to run the **Grants Accounting Document Balance Report** to monitor grants data. You locate the report in the Catalog and click Open to access the report. It starts running without giving the option to enter prompts. The report continues ‘searching,’ taking a long time to run, and eventually errors out.

The screenshot displays the FBIS HHS Financial Business Intelligence System interface. The main window shows a 'Catalog' view with a list of reports. The report 'Grants Accounting Document Balance' is highlighted with a blue box. A blue arrow points from this report to a smaller inset window on the right. This inset window shows the report's title and a 'Searching...' status with a circular progress indicator and the text 'Searching... To cancel, click here.'



Best Practices – Troubleshooting Tip #3 – Accessing Reports from the Correct Location

- Review the following troubleshooting guidance to help improve report run time by running reports from the correct location.

Access the FBIS Site Map

- 1 Navigate to the FBIS Gateway (FBIS.hhs.gov) and select the search icon in the upper right corner
- 2 Type **Site Map** into the search bar and click the search icon
- 3 Locate the **FBIS Site Map and Report Listings Guide** and select **Open File** to download the Site Map
- 4 In the site map file, select the drop-down arrow next to Report Name (column C)
- 5 Type the name of the report into the search bar and ensure the check box next to the report name is selected
- 6 Click **OK**

The screenshot illustrates the steps for accessing the FBIS Site Map. It shows the 'Search FBIS Gateway' page with a search bar containing 'Site Map' and a 'Launch FBIS' button. A search results panel on the right displays the 'FBIS Site Map and Report Listings Guide' with an 'Open File' button. Below this, a report selection dialog box is shown with a list of report names and a search filter. The search filter contains 'Grants Accounting Document Balance'. The dialog box includes options for sorting, filtering, and selecting search results, with 'OK' and 'Cancel' buttons at the bottom.

Report Name	Search Results
BE CAN Crosswalk GL Segments	<input checked="" type="checkbox"/>
Budget Execution Metrics By Fund S	<input type="checkbox"/>
BE Transaction Summary - Apportio	<input type="checkbox"/>
BE Transaction Summary - Allotmer	<input type="checkbox"/>
BE Transaction Summary - Allowanc	<input type="checkbox"/>
BE Transaction Summary - Sub Allo	<input type="checkbox"/>
BE Transaction Summary - Commitm	<input type="checkbox"/>
BE Transaction Summary - Obligati	<input type="checkbox"/>
BE Transaction Summary - Accrual	<input type="checkbox"/>
BE Transaction Summary - Expendit	<input type="checkbox"/>
BE Transaction Summary - Undelive	<input type="checkbox"/>
BE Transaction Summary - Undelive	<input type="checkbox"/>
BE CAN Crosswalk	<input type="checkbox"/>
CAN count	<input type="checkbox"/>
BE Transaction Details - Total Oblig	<input type="checkbox"/>
BE Transaction Summary - Total Ob	<input type="checkbox"/>
BE Transaction Details - Sub Allow	<input type="checkbox"/>
BE Details - Apportionment Level	<input type="checkbox"/>
BE Transaction Summary	<input type="checkbox"/>
BE Transaction Details	<input type="checkbox"/>
BE - Authority Report	<input type="checkbox"/>
Budget Execution Metrics	<input type="checkbox"/>
BE Comparison - Available and Spe	<input type="checkbox"/>
BE Comparison - Spending Activiti	<input type="checkbox"/>



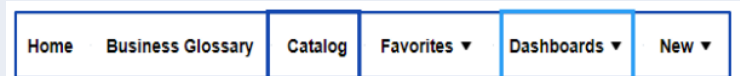
Best Practices – Troubleshooting Tip #3 – Accessing Reports from the Correct Location *Continued*

- Review the following troubleshooting guidance to help improve report run time by running reports from the correct location.

Use the Site Map to determine the correct report location (catalog or dashboard).

- Look at the Report Location (column D) to determine the correct way to access the report.
 - If you did not access the report from the correct location, proceed with the following steps.
 - If you did access the report from the correct location, Troubleshooting Tip #3 is not applicable. Check out the other troubleshooting tips and resources in this job aid.
- Review the Report Location, Report Path and Dashboard Name (columns D, E, and F) to help find the correct location.
 - In this example, you should access the report from the Dashboards tab on the navigation bar and locate it by following the report path: Operational Dashboards/Grants Accounting Reports

'Access from Dashboard' indicates the report should be accessed via the Dashboard tab on the FBIS navigation bar
'Access from Catalog' indicates the report should be accessed via the Catalog tab on the FBIS navigation bar



Set of Books Applicability	Module	Report Name	Report Location	Report Path	Dashboard Name
UFMS-Supported OpDivs	Grants Accounting	Grants Accounting Document Balance	Access from Dashboard	/shared/Operational Dashboards/Grants Accounting Reports	Operational - Grants



Best Practices – Troubleshooting Tip #3 – Accessing Reports from the Correct Location *Continued*

- Review the following troubleshooting guidance to help improve report run time by running reports from the correct location.

Access the report from the correct location

- 1 Click Dashboards
- 2 Search the drop-down list using the Report Path:
 - /shared/Operational Dashboards/Grants Accounting Reports
 - Select Operational Dashboards → Grants Accounting Dashboard
- 3 Browse the analyses displayed on the various dashboard tabs until you locate the correct report

Search All **FBI Gateway**

Home Business Glossary Catalog Favorites **1** Dashboards ▾

- G-Invoicing Dashboard
- GRC Controls Monitoring Dashboard
- GTAS Dashboard
- IPP E-Invoicing Dashboard
- Management Dashboards
- NIH Reports
- OPDIV Level Reports
- **Operational Dashboards**
- Budget Execution Dashboard
- CARS Reconciliation and Reclassification Dashboard
- FBIS User Provisioning Dashboard
- Fund Balance with Treasury Dashboard
- General Ledger Dashboard
- **Grants Accounting Dashboard**
- HHS Suspense Dashboard
- Journal Approval Override Dashboard
- Monthly Trial Balance Checklist Dashboard

Grants Accounting Dashboard

Home Business Glossary Catalog Favorites ▾ Dashboards ▾ New ▾ Op.in ▾ Signed In As Caitlin Cohn

Grants Overview Description

Page Prompts (7)

1. Ledger Name
PSC Set of Books ▾
2. Operating Division
OS ▾
3. Staffing Division
--Select Value-- ▾
4. Document Number
is LIKE (pattern match)
--Select Value-- ▾
5. Grantee Name
is LIKE (pattern match)
--Select Value-- ▾
6. Grantee EIN
is LIKE (pattern match)
--Select Value-- ▾
7. CAN
--Select Value-- ▾
8. Budget Fiscal Year
--Select Value-- ▾

Grants Overview

855 Total Grants Count	755 270+ Days Grants Count	126 Expiring UDO Count	15 Cancelling UDO Count	7 Undelivered Grants Count
\$1.36B Total Grants Amount	\$1.29B 270+ Days Grants Amount	\$35.80M Expiring UDO Amount	\$951.68K Cancelling UDO Amount	(\$21.94K) Undelivered Grants Amount

Grants Accounting Document Balance

Source: Grants Accounting Document Balance
Time run: 4/29/2024 10:58:39 AM

Operating Division	Document Number	Grants EIN	Treasury Account Symbol	Cancellation Date	Cancellation Year	Expiration Date	Fund	Budget Fiscal Year	Budget Activity Program	Organization	FAIN	URI	CAN	Accounting Point	Total Obligations	UDO Used	UDO Advance	Accrual	Total Expenditures
OS	IDSEP008A	362656030	75-2125-0000	10/01/2030	2030	09/30/2025	0101V12021508M	2523	CSJEM2001	EMDPOS2000	IDSEP23009	199D002	N/A		\$271,426,021.52	\$188,317,883.15	\$0.00	\$0.00	\$83,108,138.37



Best Practices – Troubleshooting Tip #3 – Accessing Reports from the Correct Location *Continued*

- Review the following troubleshooting guidance to help improve report run time by running reports from the correct location. **Enter prompts and run the report from the correct location.**

- 1 Enter values for all required prompts. If possible, enter values for additional prompts to further restrict the query
- 2 Click Apply to re-run the report

Grants Accounting Document Balance
Source: UFMS, Data As Of: 04/28/2024 09:31 PM
Time run: 4/29/2024 11:26:29 AM

Operating Division	Document Number	Grants EIN	Treasury Account Symbol	Cancellation Date	Cancellation Year	Expiration Date	Fund	Budget Fiscal Year	Budget Activity Program	Organization	FAIN	URI	CAN	Accounting Point	Total Obligations	UDO Unpaid	UDO Advance	Accrual	Total Expenditures
OS	IDSEP0069A	362650030	75-2125-0150	10/01/2030	2030	09/30/2025	0101V120215DBM	2023	C6J8EM2001	EMDPOS20000	IDSEP230069		199D002	N/A	\$271,426,021.52	\$188,317,883.15	\$0.00	\$0.00	\$83,108,138.37
OS	IDSEP0065A	630673043	75-2125-0150	10/01/2030	2030	09/30/2025	0101V120215DBM	2023	C6J8EM2001	EMDPOS20000	IDSEP230065		199D002	N/A	\$144,865,929.78	\$126,029,862.10	\$0.00	\$0.00	\$18,836,067.68
OS	IDSEP0067A	911956924	75-2125-0150	10/01/2030	2030	09/30/2025	0101V120215DBM	2023	C6J8EM2001	EMDPOS20000	IDSEP230067		199D003	N/A	\$115,310,995.20	\$86,501,589.47	\$0.00	\$0.00	\$28,809,405.73
OS	IDSEP0064A	262564265	75-2125-0150	10/01/2030	2030	09/30/2025	0101V120215DBM	2023	C6J8EM2001	EMDPOS20000	IDSEP230064		199D003	N/A	\$105,839,724.55	\$93,328,174.46	\$0.00	\$0.00	\$12,511,550.09

IPP E-Invoicing Dashboard



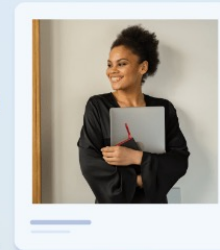
Accessing the IPP E-Invoicing Dashboard

Hi, Marc Romagnoli. Welcome to the Financial Business Intelligence System.

To understand all that FBIS has to offer, check out the full list of reports and dashboards available. Want to learn how to use FBIS more efficiently? Dashboard & Report trainings consist of online, self-directed interactive trainings that will help you in your analysis.

[View Report Listings & Descriptions](#)

[View Dashboard & Report Trainings](#)



- Most Recent(Custom HomePage - FBIS Landing Page)
- My Dashboard
 - Custom HomePage
 - Acquisitions Dashboard
 - Budget Execution Dashboard
 - COVID-19 Financial Dashboard
 - Data Act Dashboard
 - Executive Dashboards
 - FBIS University Dashboard
 - G-Invoicing Dashboard
 - GRC Controls Monitoring Dashboard
 - GTAS Dashboard
 - IPP E-Invoicing Dashboard**
 - IPP E-Invoicing Dashboard
 - Management Dashboards
 - Operational Dashboards
 - Procure to Pay Dashboard
 - Program Office Dashboard
 - Projects

In-Process IPP Invoices Dashboard

The screenshot shows the 'In-Process IPP Invoices Dashboard' within the FBIS HHS Financial Business Intelligence System. The page features a top navigation bar with 'FBIS Gateway', 'Advanced', 'Help', and 'Sign Out' options. Below this is a secondary navigation bar with 'Alerts', 'Home', 'Business Glossary', 'Catalog', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed in As: Marc Romagnoli'. The main content area includes a sidebar with 'In-Process IPP Invoices Dashboard' (highlighted), 'Rejected IPP Invoices Report', 'Suppliers Report', and 'IPP Users Report'. The dashboard itself has a 'FBIS Training Corner' section with links to training materials. Below this is a filter section with dropdown menus for '1. Set of Books', '2. Operating Division', '3. Staffing Division Name', '4. ALC Number', '5. Accounting Point', '6. FDA Centers', '7. COR Name', '8. Current Assignee Name', '9. Small Business Flag', '10. Supplier Name', and '11. Invoice Number'. An 'Apply' button and a 'Reset' dropdown are located below the filters. The 'Run Information' section shows the source as 'UP IRS - IPP Data As Of: 06/05/2023 07:26:04 AM' and a time run of '06/05/2023 11:57:22 AM'. The 'In process Summary Description' section provides details about the report name, target audience, and key use cases.

FBIS HHS Financial Business Intelligence System

Search All **FBIS Gateway** Advanced Help Sign Out

IPP E-Invoicing Dashboard Alerts Home Business Glossary Catalog Favorites Dashboards New Open Signed in As: Marc Romagnoli

In-Process IPP Invoices Dashboard Rejected IPP Invoices Report Suppliers Report IPP Users Report

FBIS Training Corner

Have questions?
View the [FBIS E-Invoicing Solution Training](#) or the full list of [Dashboard & Report Trainings](#) within FBIS
For more learning materials, you can also visit the [FBIS University Learning Center](#) on the FBIS Gateway

1. Set of Books **2. Operating Division** **3. Staffing Division Name** **4. ALC Number** **5. Accounting Point** **6. FDA Centers**
IRS Set of Books | IRS | --Select Value-- | --Select Value-- | --Select Value-- | --Select Value--

7. COR Name **8. Current Assignee Name** **9. Small Business Flag** **10. Supplier Name** **11. Invoice Number**
--Select Value-- | --Select Value-- | --Select Value-- | --Select Value-- | --Select Value--

Apply **Reset**

Run Information
Source: UP IRS - IPP Data As Of: 06/05/2023 07:26:04 AM
Time run: 06/05/2023 11:57:22 AM

In process Summary Description

Report Name: Open In-Process IPP Invoices Summary
Target Audience: All Users
Description: Provides counts and amounts for In-Process IPP Invoices sourced from Treasury IPP system
Key Use Cases: Support management of In-Process IPP Invoices to proactively follow up with Invoice approvers



In-Process IPP Invoices Dashboard - Continued

FBIS HHS Financial Business Intelligence System Search All [FBIS Gateway](#) [Advanced](#) [Help](#) [Sign Out](#)

IPP E-Invoicing Dashboard [Home](#) [Business Glossary](#) [Catalog](#) [Favorites](#) [Dashboards](#) [New](#) [Open](#) [Signed In As: Marc Romagnoli](#)

[In-Process IPP Invoices Dashboard](#) [Rejected IPP Invoices Report](#) [Suppliers Report](#) [IPP Users Report](#)

Target Audience: All Users
Description: Provides counts and amounts for In-Process IPP Invoices sourced from Treasury IPP system
Key Use Cases: Support management of In-Process IPP Invoices to proactively follow up with invoice approvers

Open In-Process IPP Invoices Summary

IPP Open Invoice Count 2054	IPP Open Invoice Amount \$21,547,849.81
---------------------------------------	---

In process Aging Buckets Description

Report Name: Open In-Process IPP Invoices Summary by Invoice Receive Date
Target Audience: All Users
Description: Provides counts and amounts by Aging buckets for In-Process IPP Invoices sourced from Treasury IPP system
Key Use Cases: Support management of In-Process IPP Invoices to proactively follow up with invoice approvers

Open In-Process IPP Invoices by Invoice Receive Date (Aging Buckets)

0 - 5 Days		6 - 13 Days		14 - 25 Days		26+ Days	
IPP Open Invoice Count	IPP Open Invoice Amount	IPP Open Invoice Count	IPP Open Invoice Amount	IPP Open Invoice Count	IPP Open Invoice Amount	IPP Open Invoice Count	IPP Open Invoice Amount
547	\$7,662,218.77	603	\$6,001,379.28	354	\$3,040,235.95	550	\$4,843,995.85



Rejected IPP Invoices Report

IPP E-Invoicing Dashboard

In-Process IPP Invoices Dashboard **Rejected IPP Invoices Report** Suppliers Report IPP Users Report

Rejected Invoices Summary

* 1. Set of Books	2. Operating Division	3. Staffing Division Name	4. ALC Number	5. Accounting Point	6. FDA Centers	* 7. Year
IHS Sat of Bool	IHS	--Select Value--	--Select Value--	--Select Value--	--Select Value--	2023
8. Period	9. COR Name	10. Small Business Flag	11. Supplier Name	12. Rejected By	13. Invoice Number	
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	

Apply Reset

Run Information

Source: UFMS - IPP Data As Of 06/05/2023 11:01:54 AM
Time run: 6/5/2023 12:42:52 PM

Rejected Invoices Report Description

Report Name: Rejected Invoice

Target Audience: All Users

Description: Provides complete set of Rejected Invoices summary and details in IPP

Key Use Cases: Supports Accounts Payable Operations of Rejected Invoices submitted through IPP



Rejected IPP Invoices Report - Continued

Rejected Invoices Summary

IPP Rejected Invoice Amount
\$48,281,354.66

IPP Rejected Invoice Count
3681



Rejected Invoices Details

Invoice Number	Award Number	Invoice Total	Payment Terms	Rejected By	PPA Invoice Received Date	Invoice Rejected Date	Days in Routing	Status	Reason
1616989	HHSD4120180004475H79522F02378	\$18,753.00	NET 30 DAYS, PROMPT PAY	Rachel OLSON	5/20/2022	2/13/2022	269	Rejected	Amount billed doesn't match the Invoice attached.
20174	75H70622P00426	\$24,496.00	NET 15 DAYS, PROMPT PAY	Yvette Wallete	5/11/2022	1/25/2022	259	Rejected	requested by helpdesk to reject
U21736154	26F79718D0395HHSD472018001896	\$39.60	NET 30 DAYS, PROMPT PAY	Barbara Schmidt	8/10/2022	9/9/2022	246	Rejected	Invoice #4267347 was paid on 8/19/22. Invoice entered using Order #U21736154 is a duplicate. Please do not use the Order # as an invoice # to avoid duplicate payment.
830835483	75H71221P00140	\$1,070.00	NET 30 DAYS, PROMPT PAY	Bridgette Bleck	7/19/2022	3/17/2022	241	Rejected	INV #830835483, reject request by HeadQuarters. 03/17/2022, 10:03am.
51152436	75H71221P00146	\$7,450.00	NET 30 DAYS, PROMPT PAY	Bridgette Bleck	9/13/2022	5/5/2022	234	Rejected	Revolving was completed in UFMS. 06/21/2022.



Suppliers Report

1. Set of Books	2. Supplier Name	3. Supplier Number	4. Active Flag	Vendor Type
IRS Set of Books	Select Value	Select Value	Select Value	CC/CCR/COMML
<input type="button" value="Apply"/> <input type="button" value="Reset"/>				

Suppliers Report Description

Report Name: Supplier Report

Target Audience: All Users

Description: Provides complete set of Suppliers to indicate if it exists in IPP or not

Key Use Cases: Supports management of eligibility of Supplier to submit invoices through IPP



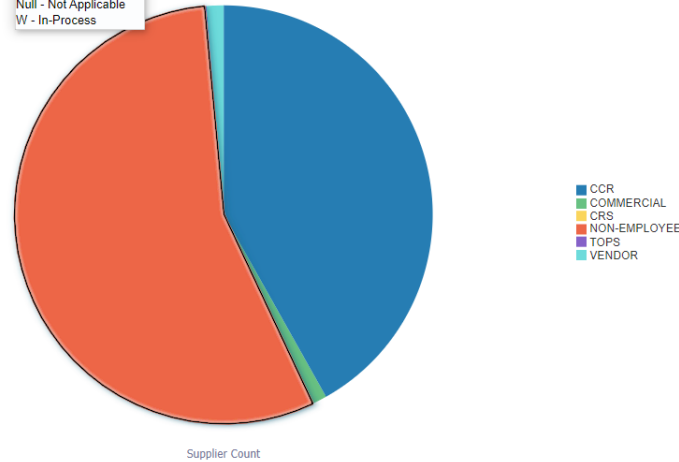
Suppliers Report - Continued

Suppliers Count By Vendor Type

Source: UFMS; Data As Of: 06/04/2023 09:30 PM
Time run: 6/5/2023 1:21:40 PM

IPP Supplier Status

- M - Matched
- N - Not Matched
- Null - Not Applicable
- W - In-Process



Vendor Type is equal to CC, CCR, COMMERCIAL, CRS, EXCEPTION, INDIVIDUAL, NON-EMPLOYEE, NON-FEDERAL EXCEPTION, TOPS, VENDOR, CASHIER and case when Org ID = '81' then 'CDC Set of Books' when Org ID = '1290' then 'FDA Set of Books' when Org ID = '2937' then 'PSC Set of Books' when Org ID = '3977' then 'IHS Set of Books' when Org ID = '103' then 'NIH Set of Books' else cast(Org ID as char) end is equal to IHS Set of Books



Suppliers Report - Continued

Summary of Suppliers Status in E-Invoicing

Set Of Books	IPP Supplier Status	Vendor Type	Supplier Count
IHS Set of Books	M - Matched	CCR	758
IHS Set of Books	M - Matched	COMMERCIAL	20
IHS Set of Books	M - Matched	CRS	1
IHS Set of Books	M - Matched	FEDERAL	0
IHS Set of Books	M - Matched	FOREIGN SUPPLIER	0
IHS Set of Books	M - Matched	NON-EMPLOYEE	1005
IHS Set of Books	M - Matched	TOPS	3
IHS Set of Books	M - Matched	VENDOR	24
IHS Set of Books	N - Not Matched	CCR	3
IHS Set of Books	Null - Not Applicable	CC	2
IHS Set of Books	Null - Not Applicable	CCR	181284
IHS Set of Books	Null - Not Applicable	COMMERCIAL	497
IHS Set of Books	Null - Not Applicable	CRS	179
IHS Set of Books	Null - Not Applicable	EMPLOYEE	0
IHS Set of Books	Null - Not Applicable	EXCEPTION	6
IHS Set of Books	Null - Not Applicable	FEDERAL	0
IHS Set of Books	Null - Not Applicable	FOREIGN SUPPLIER	0
IHS Set of Books	Null - Not Applicable	INDIVIDUAL	4
IHS Set of Books	Null - Not Applicable	NON-EMPLOYEE	22055
IHS Set of Books	Null - Not Applicable	NON-FEDERAL EXCEPTION	1
IHS Set of Books	Null - Not Applicable	TOPS	57
IHS Set of Books	Null - Not Applicable	VENDOR	3677
IHS Set of Books	Null - Not Applicable		0
IHS Set of Books	W - In-Process	CCR	2
IHS Set of Books	W - In-Process	NON-EMPLOYEE	7

Set Of Books IPP Supplier Status Vendor Type

IPP Supplier Status	Vendor Type	Supplier Name	Supplier Number	Obligation Amount
M - Matched	CCR	1ST AMERICAN MEDICAL DISTRIBUTORS, INC 910129	910129	\$1,633,166.57
M - Matched	CCR	3M COMPANY, 3M HEALTH CARE 106618	106618	\$4,481,937.03
M - Matched	CCR	4MD MEDICAL SOLUTIONS LLC 860286	860286	\$534,312.98
M - Matched	CCR	A & B BUSINESS EQUIPMENT, INC. 340703	340703	\$269,864.80
M - Matched	CCR	A P FIRE PROTECTION LLC 1308068	1308068	\$30,209.64
M - Matched	CCR	A-DEC INC 321861	321861	\$11,854,343.59
M - Matched	CCR	A-OX WELDING SUPPLY CO INC 121763	121763	\$113,775.31
M - Matched	CCR	AB STAFFING SOLUTIONS, LLC 159348	159348	\$517,263,807.05
M - Matched	CCR	ABATEMENT TECHNOLOGIES, INC. 271242	271242	\$191,896.29
M - Matched	CCR	ABBOTT LABORATORIES INC 104343	104343	\$14,395,246.16
M - Matched	CCR	ABBOTT RAPID DIAGNOSTICS INFORMATICS, INC. 419497	419497	\$728,020.64
M - Matched	CCR	ABBOTT RAPID DX NORTH AMERICA, LLC 1084242	1084242	\$55,528,464.00
M - Matched	CCR	ABILITY NETWORK INC 844850	844850	\$5,736,762.76
M - Matched	CCR	ABM FEDERAL SALES, INC 351537	351537	\$2,301,070.88
M - Matched	CCR	ACADEMY OF NUTRITION AND DIETETICS 558889	558889	\$10,406.00
M - Matched	CCR	ACCREDITATION ASSN FOR AMBULATORY HEALTH CARE 328857	328857	\$2,010,978.25
M - Matched	CCR	ACCUVEIN LLC 1204984	1204984	\$233,759.33
M - Matched	CCR	ACME ELECTRIC MOTOR INC 192636	192636	\$25,314.96
M - Matched	CCR	ACOME CONSTRUCTION INC 886420	886420	\$2,961,944.63
M - Matched	CCR	ACTEON INC 369535	369535	\$123,246.25
M - Matched	CCR	ADVANCED COMPUTER CONCEPTS, INC 171512	171512	\$2,887,348.06
M - Matched	CCR	ADVANCED INSTRUMENTS INC. 182137	182137	\$146,940.25
M - Matched	CCR	ADVANCED SURGICAL SERVICE 214828	214828	\$84,955.00



Suppliers Invoice Details

1. Set of Books	2. Operating Division	3. Invoice Year	4. Invoice Period	5. Budget Activity Program	6. Treasury Account Symbol	7. Accounting Point
IHS Set of Bool	IHS	2023	--Select Value--	--Select Value--	--Select Value--	--Select Value--
8. Staffing Division Name	9. FDA Centers	10. Fund	11. Invoice Source	12. IPP Supplier Status	13. Supplier Name	14. Supplier Account Site Code
--Select Value--	--Select Value--	--Select Value--	IPP	--Select Value--	--Select Value--	--Select Value--

Apply Reset

Run Information

Source: UFMS - IPP Data As Of 06/05/2023 11:01:54 AM
Time run: 6/5/2023 1:43:39 PM

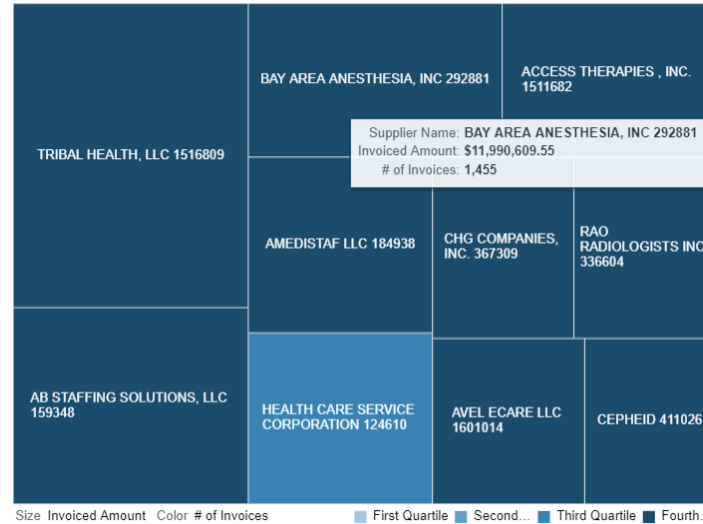
Suppliers Invoice Details Description

Report Name: Supplier Invoice Details report
Target Audience: All Users
Description: Provides details of invoices submitted through IPP
Key Use Cases: Supports Accounts Payable Operations of Invoices submitted through IPP



Suppliers Invoice Details - Continued

Top 10 suppliers by Invoice Amount



Suppliers Invoice Details - Continued

Supplier Invoice Details

Operating Division	Invoice Year	Supplier Name	Supplier Number	# of Approved Invoices	Approved Invoiced Amount	Rejected IPP Invoice Count	Rejected IPP Invoice Amount	Invoice Source	IPP Supplier Status
IHS	2023	ZUYA SICA CONSULTING LLC 1629284	1629284	1	\$5,850.00	0	\$0.00	IPP	M - Matched
IHS	2023	ZOLL MEDICAL CORPORATION 346743	346743	14	\$23,368.44	0	\$0.00	IPP	M - Matched
IHS	2023	ZOETIS INC. 1476176	1476176	2	\$1,420.00	0	\$0.00	IPP	M - Matched
IHS	2023	ZIOLO CONSULTING LLC 1617000	1617000	7	\$94,500.00	0	\$0.00	IPP	M - Matched
IHS	2023	ZEE TECHNOLOGIES, INC. 1429633	1429633	6	\$31,846.23	1	\$9,996.93	IPP	M - Matched
IHS	2023	Z & Z MEDICAL, INC. 1482424	1482424	1	\$8,042.97	0	\$0.00	IPP	M - Matched
IHS	2023	YOUNG ENVIRONMENTAL SERVICES, INC. 1408794	1408794	1	\$4,645.70	1	\$4,645.70	IPP	M - Matched
IHS	2023	YOGA ED INC 1617086	1617086	2	\$19,607.00	0	\$0.00	IPP	M - Matched
IHS	2023	YELLOWSTONE ELECTRIC CO. 106296	106296	4	\$24,606.57	0	\$0.00	IPP	M - Matched
IHS	2023	YELLOW RIBBON TRUCKING, INC. 1520714	1520714	0	\$0.00	1	\$3,005.21	IPP	M - Matched
IHS	2023	YEAROUT MECHANICAL LLC 1603356	1603356	0	\$0.00	1	\$12,544.00	IPP	M - Matched
IHS	2023	YANKTON MEDICAL CLINIC PC 335856	335856	19	\$30,400.00	0	\$0.00	IPP	M - Matched
IHS	2023	YAMASATO, FUJIWARA, HIGA & ASSOCIATES, INC. 1485834	1485834	4	\$6,663.58	3	\$6,978.76	IPP	M - Matched
IHS	2023	XEROX CORPORATION 105891	105891	184	\$61,369.56	104	\$27,687.81	IPP	M - Matched
IHS	2023	WYANDOTTE TECHNOLOGIES 1515892	1515892	16	\$143,886.20	0	\$0.00	IPP	M - Matched
IHS	2023	WRS GROUP LTD 189850	189850	1	\$5,384.98	1	\$5,384.98	IPP	M - Matched
IHS	2023	WRIGHT TECHNOLOGIES LLC 1631305	1631305	1	\$6,385.94	0	\$0.00	IPP	M - Matched
IHS	2023	WRIGGLESWORTH ENTERPRISES, INC. 1421661	1421661	3	\$42,665.61	0	\$0.00	IPP	M - Matched
IHS	2023	WORLD WIDE TECHNOLOGY LLC 297925	297925	2	\$39,859.92	1	\$19,929.96	IPP	M - Matched
IHS	2023	WORLD WIDE ENTERPRISES INC 1623979	1623979	0	\$0.00	4	\$4,700.00	IPP	M - Matched
IHS	2023	WORKSMARTRX LLC 1628599	1628599	2	\$16,000.00	1	\$8,000.00	IPP	M - Matched
IHS	2023	WOODCLIFFE HOLDINGS, INC. 1350967	1350967	0	\$0.00	1	\$1,426.32	IPP	M - Matched
IHS	2023	WOLTERS KLUWER HEALTH, INC. 525194	525194	1	\$22,236.00	0	\$0.00	IPP	M - Matched
IHS	2023	WISCO SUPPLY, INC 246721	246721	1	\$14,836.28	0	\$0.00	IPP	M - Matched
IHS	2023	WIDE CONSTRUCTION, LLC 453475	453475	0	\$44,488.40	0	\$0.00	IPP	M - Matched



IPP Users Report

In Process IPP Invoices Dashboard Rejected IPP Invoices Report Suppliers Report **IPP Users Report**

1. Set of Books	2. Operating Division	3. OpDiv Location Agency	4. IPP Role Name	5. IPP User Name	6. Email Address	7. Source	8. Request ID	9. Request Status	10. Role Status
IHS Set of Book	IHS	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--

Apply Reset

Run Information

Source: UFMS - IPP Data As Of: 06/05/2023 11:01:54 AM
Time run: 6/5/2023 1:43:39 PM

Users Report Description

Report Name: IPP Users

Target Audience: All Users

Description: Provides counts of Users Roles as submitted via User Access Requests(UAR). Count of users roles provisioned in IPP along with the status of these user roles

Key Use Cases: Assess the user base and ascertain the access control discrepancies between UFMS and IPP



IPP Users Report - Continued

IPP Users Report

IPP UAR-Requested Roles Count
273

IPP-Provisioned Roles Count
0

Matched IPP UAR-Requested & IPP-Provisioned Roles Count
1K

Set of Books	Operating Division	OpDiv Location/Agency	Email Address	First Name	Last Name	IPP User Name	IPP Role Name	Start Date	End Date	Request Type	Request ID	User Type	Supervisor Name	Source	IPP User Status	Request Status	Role Status
IHS Set of Books	IHS	ABERDEEN	andrea.whipple@ihs.gov	Andrea	Whipple	awhipp03	IHS-ABR IPP Reporting	10/18/2022	10/18/2025	NEW	7587	E	Francine Parmenter	Matched UAR:IPP	Active	Request Approved	Role Approved
IHS Set of Books	IHS	ABERDEEN	anthony.schwan@ihs.gov	Anthony	Schwan	aschwa11	IHS-ABR Procurement	10/20/2022	10/17/2025	MODIFY	10941	E	Martin Shutt	Matched UAR:IPP	Active	Request Approved	Role Approved
IHS Set of Books	IHS	ABERDEEN	anthony.stayner@ihs.gov	Anthony	Stayner	astayn01	IHS-ABR Procurement	1/26/2022	1/25/2025	NEW	3160	E	MIKE BOLAND	Matched UAR:IPP	Disabled	Request Approved	Role Approved
IHS Set of Books	IHS	ABERDEEN	austin.kaul@ihs.gov	Austin	Kaul	akaul001	IHS-ABR Procurement	10/11/2022	10/10/2025	NEW	7493	E	Corey Sawatzky	Matched UAR:IPP	Active	Request Approved	Role Approved
IHS Set of Books	IHS	ABERDEEN	bethany.lennox@ihs.gov	Bethany	Lennox	blenno01	IHS-ABR Procurement	1/26/2022	1/25/2025	NEW	3182	E	JOSHUA HARDEN	Matched UAR:IPP	Active	Request Approved	Role Approved
IHS Set of Books	IHS	ABERDEEN	billie.chasealone@ihs.gov	BILLIE	CHASE ALONE	bchase04	IHS-ABR Procurement	1/20/2023	1/12/2026	NEW	9865	E	RACHEL AKINS	Matched UAR:IPP	Active	Request Approved	Role Approved
IHS Set of Books	IHS	ABERDEEN	bobbie.ziegler2@ihs.gov	Bobbie	Ziegler	bziegl01	IHS-ABR Procurement	1/26/2022	1/25/2025	NEW	3193	E	ANTHONY STAYNER	Matched UAR:IPP	Disabled	Request Approved	Role Approved
IHS Set of Books	IHS	ABERDEEN	brad.weekley@ihs.gov	Brad	Weekley	bweek02	IHS-ABR Procurement	4/18/2022	4/18/2025	NEW	5500	E	Chris Peltier	Matched UAR:IPP	Active	Request Approved	Role Approved
IHS Set of Books	IHS	ABERDEEN	brandy.gervais@ihs.gov	Brandy	Gervais	bgerva01	IHS-ABR Procurement	1/26/2022	1/25/2025	NEW	3181	E	THERESA POIGNEE	Matched UAR:IPP	Active	Request Approved	Role Approved



G-Invoicing Dashboard



Accessing the G-Invoicing Dashboard

The screenshot displays the user interface of the FBIS HHS Financial Business Intelligence System. At the top left, the logo and name "FBIS HHS Financial Business Intelligence System" are visible. A search bar is located at the top center, and navigation links for "FBIS Gateway", "Advanced", "Help", and "Sign Out" are on the top right. Below the search bar, a navigation bar includes "Custom HomePage", "Alerts", "Home", "Business Glossary", "Catalog", "Favorites", and a "Dashboards" dropdown menu. The "Dashboards" menu is open, showing a list of dashboard options. The "G - Invoicing Dashboard" is highlighted with a green box. Other dashboards listed include "Most Recent(Custom HomePage - FBIS Landing Page)", "My Dashboard", "Custom HomePage", "Acquisitions Dashboard", "Budget Execution Dashboard", "COVID-19 Financial Dashboard", "Data Act Dashboard", "Executive Dashboards", "FBIS University Dashboard", "G-Invoicing Dashboard", "GRC Controls Monitoring Dashboard", "GTAS Dashboard", "IPP E-Invoicing Dashboard", "Management Dashboards", "Operational Dashboards", "Procure to Pay Dashboard", "Program Office Dashboard", and "Projects".

Hi, Marc Romagnoli.
Welcome to the Financial Business Intelligence System.

To understand all that FBIS has to offer, check out the full list of reports and dashboards available.
Want to learn how to use FBIS more efficiently?
Dashboard & Report trainings consist of online, self-directed interactive trainings that will help you in your analysis.

[View Report Listings & Descriptions](#) [View Dashboard & Report Trainings](#)



Buyer Order Detail

Page Prompts(25)

1. Set of Books

IHS Set of Books

2. Operating Division

IHS

3.ALC

--Select Value--

4. Fiscal Year

2023

5. Fiscal Period

--Select Value--

6.GT&C Number

--Select Value--

7.IGT Order Number

--Select Value--

8.IGT Order Status

--Select Value--

9.PO Number

--Select Value--

10. Supplier Name

--Select Value--

Buyer Order Report Description

Report Name: Buyer Order Detail Report

Target Audience: All Users

Summary: This is a summary level report, displaying a vertical view of aggregate details of orders and performance data related to the requesting agency site. This report combines purchase order and accounts payable information to allow users to view KPI Definitions:

Buyer POs before G-Invoicing before mandate - Represents count and amount of POs created in the financial system before G-Invoicing mandate (before FY 23 or October 2022). These are federal supplier orders that do not contain references to GT&C

Buyer POs after mandate but not routed through G-Invoicing - Represents count and amount of POs created in the financial system after G-Invoicing mandate (after FY 23 or October 2022). These are federal supplier orders that do not contain references to GT&C

Buyer POs not yet active in G-Invoicing - Represents count and amount of orders created in the G-Invoicing system that have not yet been transferred to G-Invoicing or not yet accepted by the Seller. These are federal supplier orders that contain references to GT&C Number or IGT Document Number. Please Note: If there are any federal POs that are not subjected to payment through IFAC/G-Invoicing, the identifiers such as Supplier name, Supplier Site, PO Source, Pay group etc. or combination thereof may be used to identify them separately.

Blue, Green - Informational/Good Standing

Yellow - Indicated Warning Attention Needed

Buyer Order Summary



Page Prompts Applicability Criteria

Buyer Order Details

Source: UFMS - Data As Of: 08/28/2023 11:25 PM



Buyer Order Lineage

FBIS HHS Financial Business Intelligence System Search: All **FBIS Gateway** Advanced Help Sign Out

G - Invoicing Dashboard Home Business Glossary Catalog Favorites Dashboards New Open Signed In As: Marc Romagnoli

Buyer Order Detail **Buyer Order Lineage** GT&C Summary Seller Agreement Detail Seller Agreement Lineage Orders Not Yet Accepted by Seller G-Invoicing User Report

Buyer Order Prompts

1. Set of Books
IHS Set of Books

2. Document Type
Purchase Order

Purchase Order Prompts

1. GT&C Number
--Select Value--

2. Purchase Requisition Number
--Select Value--

3. Purchase Order Number
HHS12472006000

4. Invoice Number
--Select Value--

5. Check Number
--Select Value--

Apply **Reset**

Document Lineage Details Description

Report Name: Buyer Order Lineage
Target Audience: All Users
Description: This is a detail level view consisting of several reports that provides users with a horizontal view of information related to order on the requesting agency side. Users can view end to end information related to requisitions, purchase orders, receipt
Key Use Cases: Support management of Purchase Orders

Document Lineage Summary Report

Source: UFMS - Data As Of: 06/28/2023 11:25 PM
Time run: 6/29/2023 4:02:50 PM

Purchase Requisition Number	Requisition Distribution Line Number	Requisition Distribution Amount	Requisition Authorization Status	Supplier Name	CAN	Purchase Order Number	GT&C Number	IGT Order Number	PO Line#	PO Shipment	Purchase Distribution Number	PO Header Authorization Status	PO Distribution Amount	PO Distribution Quantity	Purchase Unit Price	R A
				PYRAMID LAKE PAIUTE TRIBE 358002	J4H28LT	HHS24720060022C			1	1	1	APPROVED	\$90,000.00	90,000.00	1.00	
				PYRAMID LAKE PAIUTE TRIBE 358002	J4HET25	HHS24720060022C			2	1	1	APPROVED	\$18,833.00	18,833.00	1.00	

Ledger WID is equal to any Ledger WID in report prompt and Purchase Order number is equal to HHS24720060022C and Set of Books is equal to IHS Set of Books and Bank Account Name is equal to %

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

Requisition Details Report

There are no requisition details.
[Analyze](#) - [Refresh](#)



Buyer Order Lineage - Continued

Requisition Details Report

There are no requisition details.
[Analyze - Refresh](#)

Purchase Order Details Report

Source: UFMS; Data As Of: 06/28/2023 11:25 PM
 Time run: 6/29/2023 4:02:50 PM

Purchase Order Number	GT&C Number	IGT Order Number	Purchase Order Line Number	PO Shipment Number	PO Distribution Number	Purchase Requisition Number	Purchase Requisition Line Number	PO Line Cancel Flag	Supplier Name	Vendor Site Code	PO Amount	Billed Quantity	Billed Amount	Received Amount	Delivered Amount	Paid Billed Amount	Cancelled Amount	UDO Amount	Delive %
HHSI247200600022C			1	1	1			N	PYRAMID LAKE PAIUTE TRIBE 368002	GARBAUDDLGZ4	\$90,008.00	90,008.00	\$90,008.00	\$0.00	\$0.00	\$90,008.00	\$0.00	\$0.00	0.0
HHSI247200600022C			2	1	1			N	PYRAMID LAKE PAIUTE TRIBE 368002	GARBAUDDLGZ4	\$18,833.00	18,833.00	\$18,833.00	\$0.00	\$0.00	\$18,833.00	\$0.00	\$0.00	0.0
Grand Total											\$108,841.00	108,841.00	\$108,841.00	\$0.00	\$0.00	\$108,841.00	\$0.00	\$0.00	0.0

Set of Books is equal to IHS Set of Books
 and Ledger Key is equal to 6002
 and Integration ID is equal to any PO Distribution ID in [P2P Helper Report](#)

[Analyze - Refresh - Print - Export](#)

Receipt Details Report

There are no receipt details.
[Analyze - Refresh](#)



Buyer Order Lineage - Continued

Payment Details Report

Source: UFMS; Data As Of: 06/28/2023 11:25 PM
Time run: 6/29/2023 4:02:50 PM

The Discount Amount Available, Amount Taken, and Amount Lost are all at the invoice header level. While reporting distribution level information like Center/Staff Div/AP etc., for invoices with multiple distributions, this value will be repeated at the distributio

GT&C Number	IGT Order Number	Payment Batch Name	Bank Account Name	Payment Method Name	Check Number	Payment Date	Paid Amount	Invoice Amount	GL Date	Pay group	Payment Schedule
		40222007VE	PHX IHS Disbursements	Electronic Payment Method	6200263	10/14/2021	\$90,008.00	\$90,008.00	10/12/2021	PHX-IHS-VEN-EFT	2251762
		40222026VE	PHX IHS Disbursements	Electronic Payment Method	6201398	11/9/2021	\$18,833.00	\$18,833.00	11/6/2021	PHX-IHS-VEN-EFT	1609864
Grand Total							\$108,841.00	\$108,841.00			

Set of Books is equal to IHS Set of Books
and Ledger WID is equal to 6002
and Check ID is equal to any Check ID in P2P Helper Report
and AP Transaction Type is equal to / is in AP Payments
and Payment Dist Lookup Code is equal to / is in CASH
and AP Event Line Type is equal to DISCOUNT, INTEREST_EXPENSE, ITEM EXPENSE, LIABILITY, PREPAID_EXPENSE
and Payment Status Flag is equal to / is in Y

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

GL View Details

There are no GL details.
[Analyze](#) - [Refresh](#)

Performance Details Report

There are no performance details.
[Analyze](#) - [Refresh](#)



GT&C Summary

Page Prompts(14)

* 1. Set of Books

IHS Set of Books

2. Fiscal Year

2023

3. Fiscal Period

--Select Value--

4.ALC

--Select Value--

5.GT&C Number

--Select Value--

6.IGT Order Status

--Select Value--

7.PO Number

--Select Value--

8. Supplier Type

FEDERAL

9. Supplier Name

--Select Value--

10. Supplier Site

--Select Value--

11. Buyer Organization

GT&C Summary Description

Report Name: GT&C Summary

Target Audience: All Users

Description: This report provides all relevant details for federal/non-federal and IGT/non-IGT contracts. Contracts are created by Buyers as an Blanket agreement with Seller to deliver goods or services within the period of performance. As the task orders are released against contract, the remaining amount for the contract gets reduced allowing the Buyer to keep track of the performance. For the transactions routed through G-Invoicing, the GT&C is recorded as the contract.

GT&C Summary

Source: UFMS; Data As Of: 06/28/2023 11:25 PM
Time run: 6/29/2023 4:13:12 PM

Fiscal Year	Fiscal Period	GT&C Creation Date	Supplier Account Name	GT&C Number	IGT Status Desc	Advance Payment Indicator	Assisted Acquisition Indicator	Enforce Total Amount Indicator	RA Organization Group	SA Organization Group	Agreement Type Description	Agreement Start Date	Agreement End Date	Comments	Total Estimated Amount	Total Remaining amount
2023	OCT-22-FY-23	10/12/2022	NATIONAL ARCHIVES & RECORDS ADMINISTRATION (IGT) 1622323	A2210-075-088-031852.0	Open	Y	N	N	IHS/CAL	Federal Records Centers Program (FRCP)	Single	10/1/2022	9/30/2023	AF239182 California IHS	\$1,500.00	\$1,125.00
2023	OCT-22-FY-23	10/17/2022	DEPARTMENT OF VETERANS AFFAIRS TREASURY RECONCILIATION (IGT) 1622484	A2209-075-036-029398.0	Open	Y	N	N	IHS	Financial Services Center	Multiple	10/1/2022	9/30/2023	OGA - IHS/OK	\$2,798,733.92	\$1,898,733.92
2023	OCT-22-FY-23	10/22/2022	NATIONAL ARCHIVES & RECORDS ADMINISTRATION (IGT) 1622323	A2210-075-088-031585.0	Open	Y	N	N	IHS/PORT	Federal Records Centers Program (FRCP)	Single	10/1/2022	9/30/2023	AF239187 Portland IHS	\$55,000.00	\$55,000.00
2023	OCT-22-FY-23	10/25/2022	NATIONAL ARCHIVES & RECORDS ADMINISTRATION (IGT) 1622323	A2210-075-088-031599.0	Open	Y	N	N	IHS/ALB	Federal Records Centers Program (FRCP)	Single	10/1/2022	9/30/2023	AF239179 Albuquerque IHS	\$60,000.00	\$60,000.00
2023	OCT-	10/26/2022	NATIONAL ARCHIVES &	A2210-	Open	Y	N	N	IHS/OKC	Federal	Single	10/1/2022	9/30/2023	AF239185	\$200,000.00	\$200,000.00



Seller Agreement Detail

Page Prompts(11)

1.Business Unit
IHS Operating Uni

2.Operating Division
IHS

3.GT&C Number
--Select Value--

4.IGT Order Number
--Select Value--

5.Agreement Type
--Select Value--

6.Agreement Status
Open

7.Agreement Number
--Select Value--

8.Seller ALC Code
--Select Value--

9.Project Number
--Select Value--

10.Organization Group
--Select Value--

11.Customer Name

Seller Agreement Report Description

Report Name: Seller Agreement Detail
Target Audience: All Users

Summary: This is a summary level report, displaying a vertical view of aggregate details of agreements and projects related data on the servicing agency side. This report allows user to view total expenses, revenues, costs, etc. and enables users to drill down into Seller Agreement Lineage report to view further details.

KPI Definitions:
Seller Agreements not in G-Invoicing before mandate - Represents count and amount of projects + agreements created in the financial system before G-Invoicing mandate (before FY 23 or October 2022). These are agreements with federal agencies that do not contain references to GT&C Number. This set of tile metrics are strictly for informational purposes. These may be closed or transitioned to G-Invoicing by due date to be provided by Treasury
Seller Agreements not in G-Invoicing after mandate - Represents count and amount of projects + agreements created in the financial system after G-Invoicing mandate (after FY 23 or October 2022). These are agreements with federal agencies that do not contain references to GT&C Number. These are agreements that need to be transitioned to the G-Invoicing system or are in-process of transitioning.
Seller Agreements in G-Invoicing - Represents count and amount of projects + agreements created in the G-Invoicing system. These are agreements with federal agencies that contain references to GT&C Number.

Blue, Green - Informational/Good Standing
 Yellow - Indicated Warning/ Attention Needed

Working capital fund projects (WCF) are managed through 3 different types of projects - revenue, payroll and operating costs. All of them carry different project numbers. For example: Projects that have number LIKE 'W%ADR191' are total 3 in count. All these 3 can be used to fetch data in the Seller Agreement Lineage tab.
Note: The Seller Agreement Detail tab reports only those projects that have funding associated with them.

Seller Agreement Summary

3,605 Count	\$15.10B Amount	115 Count	\$87.16M Amount	6 Count	\$3.48M Amount
Seller Agreements not in G-Invoicing before mandate		Seller Agreements not in G-Invoicing after mandate		Seller Agreements in G-Invoicing	
Analyze - Refresh - Print - Export		Analyze - Refresh - Print - Export		Analyze - Refresh - Print - Export	

Page Prompts Applicability Criteria



Seller Agreement Detail - Continued

11. Customer name

--Select Value--

Apply

Reset

Page Prompts Applicability Criteria

Prompts applicability criteria for tiles:

Seller Agreements not in G-Invoicing before mandate - GT&C Number,IGT Order Number,Seller ALC Code,Organization Group prompts are not applicable.
 Seller Agreements not in G-Invoicing after mandate - GT&C Number,IGT Order Number,Seller ALC Code,Organization Group prompts are not applicable.
 Seller Agreements in G-Invoicing - All the prompts are applicable.

Seller Agreement Detail

Source: UFMS; Data As Of: 06/28/2023 11:25 PM
 Time run: 6/29/2023 4:16:47 PM

GT&C Number	IGT Order Number	Agreement Number	SA Organization Group Name	Order Creation Date	Agreement Start Date	Agreement End Date	Total Advance Amount	Project Number	Buyer Order Number	Funding Amount	Total Expenditure	Total Revenue	Total Billing	Returned Funds	Remaining Funding	Total Collections
A2210-068-075-032237	O2303-068-075-006455	AGM_000000664	IHS	03/17/2023	12/01/2022	09/30/2029	\$1,500,000.00	134416		\$1,500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500,000.00	\$0.00
A2210-068-075-032237	O2303-068-075-006456	AGM_000000665	IHS	03/17/2023	12/01/2022	09/30/2029	\$1,200,000.00	134417		\$1,200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200,000.00	\$0.00
A2301-068-075-037071	O2303-068-075-006410	AGM_000000767	IHS/ABR	03/16/2023	04/01/2023	01/09/2030	\$355,626.00	134565	A2301-068-075-037071	\$355,626.00	\$0.00	\$0.00	\$0.00	\$0.00	\$355,626.00	\$0.00
A2302-068-075-039599	O2303-068-075-006087	AGM_000000568	IHS/BIL	03/03/2023	03/01/2023	02/28/2028	\$100,000.00	134429	DW-075-GTC-039599	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00
A2303-068-075-041285	O2303-068-075-006830	AGM_000000729	IHS/ABR	03/30/2023	04/01/2023	12/31/2028	\$325,000.00	134542	DW-075-GTC-041285	\$325,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$325,000.00	\$0.00
A2303-513-075-041486	O2305-513-075-007776	AGM_000000872	IHS/ALA	05/03/2023	05/03/2023	12/31/2025	\$2,054,415.00	134642		\$2,054,415.00	\$2,054,415.00	\$2,054,415.00	\$0.00	\$0.00	\$0.00	\$0.00



Seller Agreement Lineage

Page Prompts(14)

5.GT&C Number

--Select Value--

6.Task Name

--Select Value--

7.IGT Order Number

--Select Value--

8.Agreement Number

--Select Value--

9.Seller ALC Code

--Select Value--

10.Organization Group

--Select Value--

11.Project Class

--Select Value--

12.Project Type

--Select Value--

13.Project Name

--Select Value--

14.Project Manager Name

--Select Value--

Seller Agreement Lineage Description

Report Name: Seller Agreement Lineage

Target Audience: All Users

Summary: This is a detail level report consisting of several reports that provides users with a horizontal view of information related to agreement and project. Users can view end to end information related to funding, commitment, expenditure, revenue, billing, and agency side.

Funding Detail

Source: UFMS; Data As Of: 06/28/2023 11:25 PM
Time run: 6/29/2023 4:25:02 PM

Project Number	Task Name	Agreement Number	IGT Order Number	GT&C Number	Order Status	Order Status Name	Order Creation Date	Agreement Start Date	Agreement End Date	Customer Name	TP TAS	TP TAS Description	SA Funding Approver Name	SA Program Approver Name	SA Preparer Name	Unbaselined Amount	Baselined Amount	Agreement Amount
103677	EPA MOA Contribution	DW-75-95573601								EPA Region IX	068X0000	Default Main Account TAS				\$0.00	\$1,134,600.00	\$1,815,000.00

Operating Unit Organization Name is equal to IHS Operating Unit
and Project Business Unit Name is equal to %
and Project Number is equal to 103677
and GT&C Number is equal to %
and IGT Order Number is equal to %
and Agreement Number is equal to %
and SAALC Code is equal to %
and Trading Partner TAS is equal to %
and Project Classification Name is equal to %
and Project Type Name is equal to %
and Project Long Name is equal to %
and Project Manager Name is equal to %
and Task Name is equal to %
and Operating Division is equal to IHS
and SA Group Name is equal to %



Seller Agreement Lineage - Continued

Commitment Detail

Source: UFMS; Data As Of: 06/28/2023 11:25 PM
Time run: 6/29/2023 4:25:03 PM

Project Number	Task Name	Commitment Type	Commitment Line Number	IGT Order Number	Order Status	Order Status Name	Supplier Name	Supplier Type	Supplier Site	Item Description	CAN	Total Commitment Quantity	Total Committed Cost
103677	EPA MOA Contribution	Purchase Orders	2				Unspecified	Unspecified		Travel	J41008C	31.25	\$31.25
103677	Federal Procurement	Purchase Orders	2				Unspecified	Unspecified		Travel	J41008C	13.50	\$13.50
103677	Federal Procurement	Purchase Orders	5				HYDROSCIENCE ENGINEERS INC 900929		HYDROSCIENCE ENGINEERS, INC. 10569 OLD PLACERVILLE RD	MOD#3--J41009C_41600 -- Adding service	J41009C	2,244.98	\$2,244.98
103677	IHS MOA Contribution	Purchase Orders	2				Unspecified	Unspecified		Travel	J41008C	27.00	\$27.00
103677	IHS MOA Contribution	Purchase Orders	5				Unspecified	Unspecified		Travel	J41008C	17.75	\$17.75

Expenditure Detail

Source: UFMS; Data As Of: 06/28/2023 11:25 PM
Time run: 6/29/2023 4:25:03 PM

Project Number	Task Name	IGT Order Number	GT&C Number	Order Status	Order Status Name	TAS	TAS Description	Quantity	Raw Cost	Expenditure Group	Transaction Source	Expenditure Item	Billable Flag	Expenditure Category
103677	EPA MOA Contribution					75 X 8073	CONTRIBUTIONS, INDIAN HEALTH FACILITIES	415,143.08	\$415,143.08	AP-137202V1137205	AP INVOICE	9785870	Y	25 - Consulting & other servic
103677	EPA MOA Contribution					75 X 8073	CONTRIBUTIONS, INDIAN HEALTH FACILITIES	346,310.67	\$346,310.67	AP-137738V1137741	AP INVOICE	9856007	Y	25 - Consulting & other servic
103677	EPA MOA Contribution					75 X 8073	CONTRIBUTIONS, INDIAN HEALTH FACILITIES	99,924.83	\$99,924.83	AP-138223V1138226	AP INVOICE	9982531	Y	25 - Consulting & other servic
103677	EPA MOA Contribution					75 X 8073	CONTRIBUTIONS, INDIAN HEALTH FACILITIES	2,334.48	\$2,334.48	AP-139741V1139749	AP INVOICE	10208435	Y	25 - Consulting & other servic



Seller Agreement Lineage - Continued

Revenue Detail

There are no revenue details.

[Analyze - Refresh](#)

Billing Detail

Source: UFMS; Data As Of: 06/28/2023 11:25 PM
Time run: 6/29/2023 4:25:03 PM

Project Number	GL Account	Task Name	Agreement Number	GT&C Number	Order Status Name	Order Status	TAS	TAS Description	TP TAS	TP TAS Description	Performance Number	Approved Date	Approved by Employee Name	Invoice Transfer Status	CAN	AR Invoice Number	Draft Invoice Number	Invoice Amount	IGT Order Number
103677		EPA MOA Contribution	DW-75-95573601				75 X 8073	CONTRIBUTIONS, INDIAN HEALTH FACILITIES				07/31/2008	SUTHERLAND, TRISHA J (IHS)	TRANSFERRED	J41008C	10123	1	\$1,134,600.00	

Collection Detail

Source: UFMS; Data As Of: 06/28/2023 11:25 PM
Time run: 6/29/2023 4:25:03 PM

Project Number	IGT Order Number	Order Status	Order Status Name	Agreement Number	TAS	TAS Description	GL Account Name	CAN	Transaction Date	Invoice Date	AR Amount Applied	AR Receipt Amount	Total Order Amount	Cash Receipts - Receipt Number	Treasury Schedule Number	Project Name	Organization Group
103677				DW-75-95573601	75 F 3875010	Budget Clearing Account Receipt	10100005	J419951	9/8/2008	7/31/2008	\$1,134,600.00	\$1,134,600.00		FW200800221		Tule River Lower Valley Sewer CA-07-L85	
103677				DW-75-95573601	75 X 8073	CONTRIBUTIONS, INDIAN HEALTH FACILITIES	10100005	J41008C	9/8/2008	7/31/2008	\$1,134,600.00	\$1,134,600.00		FW200800221		Tule River Lower Valley Sewer CA-07-L85	
103677				DW-75-95573601	75 X 8073	CONTRIBUTIONS, INDIAN HEALTH FACILITIES	13100010	J41008C	9/8/2008	7/31/2008	\$1,134,600.00	\$1,134,600.00		FW200800221		Tule River Lower Valley Sewer CA-07-L85	



Orders Not Yet Accepted by Seller

Page Prompts

* 1. Business Unit

(All Column Value:)

2. Primary Customer Name

--Select Value--

3. Servicing Organization Group Name

--Select Value--

4. GT&C Number

--Select Value--

Apply Reset

Orders Not Yet Accepted by Seller Description

Report Name: Orders Not Yet Accepted by Seller

Target Audience: All Users

Summary: This is an operational report providing information related to orders that need to be taken care of where the project information is not completed at the schedule level, or the order is still unaccepted by the servicing agency.

Orders Not Yet Accepted by Seller

Source: UFMS; Data As Of: 06/28/2023 11:25 PM

Time run: 6/29/2023 4:32:21 PM

Order Creation Date	GT&C Number	IGT Order Number	Order Status	Order Status Name	Requesting Agency Order Tracking ID	Servicing Agency Order Tracking ID	PoP Start Date	PoP End Date	Total Order Amount	Requesting Group Name	Servicing Group Name	Advance Payment Flag - GT&C	Advance Payment Flag - Order	Order Line Number	Item Code	Item Description	Order Schedule Number	Order Schedule Amount
11/03/2022	A2210-068-075-032237	O2211-068-075-003456	REJ	Rejected		AGM_000000134	12/01/2022	09/30/2029	\$1,200,000.00	Region 10: Water Division	IHS	Y	Y	1	Y1ND	Pipe and Freight in support for sewer main replacement project AN 22-S71 Angoon Alaska	1	\$1,200,000.00
11/03/2022	A2210-068-075-032237	O2211-068-075-003457	REJ	Rejected		AGM_000000133	12/01/2022	09/30/2029	\$300,000.00	Region 10: Water Division	IHS	Y	Y	1	Y1ND	Purchase of lift station sewer main materials in support of AN 22-S11 Tanacross Alaska	1	\$300,000.00
11/03/2022	A2210-068-075-032237	O2211-068-075-003456	REJ	Rejected		AGM_000000131	12/01/2022	09/30/2029	\$1,500,000.00	Region 10: Water Division	IHS	Y	Y	1	Y1ND	Purchase of modular	1	\$1,500,000.00



G-Invoicing User Report

Page Prompts

- * 1.Set of Books**
IHS Set of Books
- 2.Operating Division**
--Select Value--
- 3.OpDiv Location Agency**
--Select Value--
- 4.Role Name**
--Select Value--
- 5.G-Invoicing User**
--Select Value--
- 6.Email**
--Select Value--
- 7.Request ID**
--Select Value--
- 8.Source**
--Select Value--
- 9.Group Name**
--Select Value--
- 10.Request Type**
--Select Value--

G-Invoicing User Report Description

Source: UFMS - G-Invoice;Data As Of: 2023/06/24 22:30:38
Time run: 6/29/2023 4:34:33 PM

Report Name: G-Invoicing User Report
Target Audience: All Users
Summary: This is a direct report. It is used to provide users with a log of information to help with tracking of the UAR user provisioning process. It displays information such as last activity date, active roles, supervisor, etc.

User Details

UAR-Requested Role Count
100

G-Invoicing Provisioned Role Count
20

Operating Division	OpDiv Location Agency	Requested User Name	G-Invoice User ID	First Name	Last Name	Email	User Type	Phone	First Login	Last Login	Days Since Last Logon	Request Id	Request Type	Comments	Justification	UAR Stage	Source	Approval Status	UAR Request Message
IHS	ABERDEEN	BROHLF01	brohlf01	Brent	Rohlf	BRENT.ROHLFS@IHS.GOV	E	(605) 226-7581				8640	NEW		New User	GINVC-User provisioning complete in GInvoicing	Matched UAR:GINV	APR	GINV Wave2 Conversion
IHS	ABERDEEN	BROHLF01	brohlf01	Brent	Rohlf	BRENT.ROHLFS@IHS.GOV	E	(605) 226-7581				8640	NEW		New User	GINVC-User provisioning complete in GInvoicing	Matched UAR:GINV	APR	GINV Wave2 Conversion
IHS	ABERDEEN	BROHLF01	brohlf01	Brent	Rohlf	BRENT.ROHLFS@IHS.GOV	E	(605) 226-7581				8640	NEW		New User	GINVC-User provisioning	Matched UAR:GINV	APR	GINV Wave2 Conversion



Procure to Pay Dashboard



Procure to Pay Dashboard

The P2P dashboard is a centralized location for FBIS users, providing a complete view of the procurement lifecycle. The dashboard provides actionable insights across the P2P process through Key Performance Indicators (KPIs), summary analysis, drilldowns, and transaction level reports.

P2P Dashboard Provides:

- Actionable KPIs and visibility of the entire P2P lifecycle
- Consolidation of the existing AP and UDO dashboards
- Consolidation of key data into a single dashboard

P2P Lifecycle



Procure to Pay Dashboard - Reports

Document Lineage and Accounting Details Tab

Contains reports related to Document Lineage and a GL view of the information

P2P Summary Tab

Contains key and actionable metrics

Requisition Metrics Tab

Displays Requisition Summary Metrics

Purchase Order Metrics

Displays PO summary metrics and unliquidated PO details report

Receipt Metrics Tab

Displays Receipt Summary metrics

Invoice Metrics Tab

Displays Invoice Summary Metrics

Payment Metrics Tab

Displays all payment related information



Procure to Pay Dashboard Summary Tab

Procure to Pay Dashboard

Alerts Home Business Glossary Catalog Favorites Dashboards New Open Signed In As Marc Romagnoli

Document Lineage and Accounting Details **Procure to Pay Summary** Requisition Metrics Purchase Order Metrics Receipt Metrics Invoice Metrics Payments Metrics Suppliers Metrics

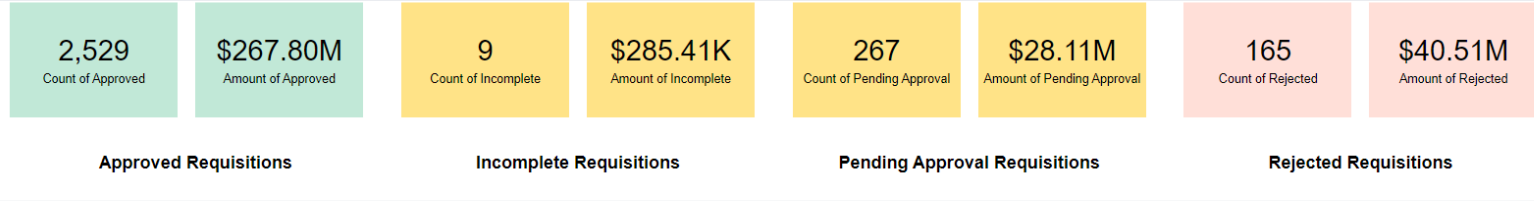
Page Prompts (15)

Procure to Pay Summary Report Description

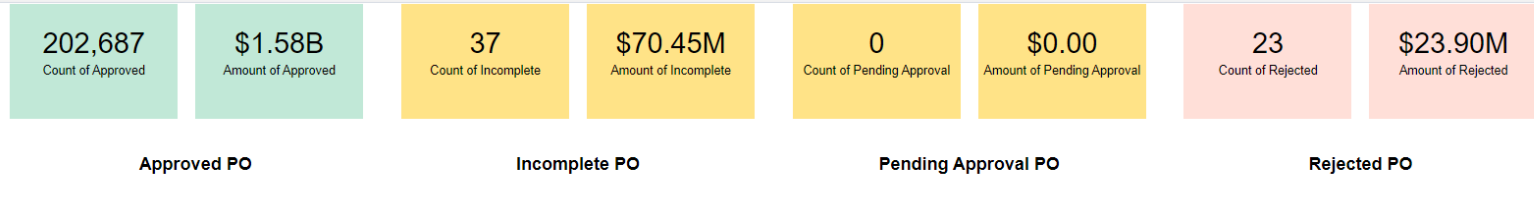
Links to Dashboards

[Budget Execution Dashboard](#) [Financial Adjustments Dashboard](#) [Grants Accounting Dashboard](#) [Reconciliation Dashboard](#) [Procure to Pay - Executive Summary](#) [Procure to Pay - Management Summary](#)

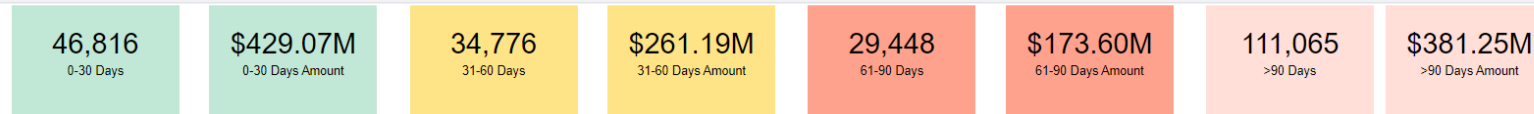
Requisition Summary



Purchase Order Summary



PO Lines by Age per Last Activity



- * 1. Set of Books
IHS Set of Books
- * 2. Operating Division
IHS
- * 3. Fiscal Year
2023
- 4. Fiscal Period
--Select Value--
- 5. Requisition Stage
Unobligated
- 6. Paid or Unpaid Invoices
Unpaid
- 7. PO Status Flag
Unliquidated PO
- 8. Budget Fiscal Year
--Select Value--
- 9. Object Class Code (5 digit)
--Select Value--
- 10. CAN
--Select Value--
- 11. Treasury Account Symbol
--Select Value--



Accessing Pre-Requisite Trainings



Guidance on Training Certificate Requirements

- Completion of pre-requisite training may be required prior to submitting your access request
- If pre-requisite training is required, your training certificate must be included as an attachment in your ServiceNow access request
- The table below outlines which training certificate must be included based on each access request scenario

Scenario	FBIS University Learning Center
• User has never had access to FBIS Yes – Essentials I	• Yes – Essentials I
• User had FBIS access but was deactivated and needs to regain access	• Yes – Essentials I
• User currently has FBIS access but has transferred to a new OpDiv	• Yes – Essentials I
• User currently has FBIS access and is requesting BI Delivers access	• Yes – BI Delivers
• User currently has FBIS access and is requesting Answers access	• Yes – Answers
• User currently has FBIS access but requires changes to basic (i.e. Essentials) roles/permissions (additional Data Groups, Special Reports access, etc.)	<ul style="list-style-type: none"> • No • Note: You must select “FBIS Essentials Training Certificate” on the form

Note: If you have already completed the pre-requisite training but can not locate your certificate, email the FBIS Mailbox (FBIS@hhs.gov) for support



Completing Required Training for New Access Requests – Essentials I

- Completion of FBIS Essentials I Training is required prior to submitting a request for Basic FBIS access. Essentials I can be completed by attending an instructor-led session or taking the web-based training through the FBIS University Learning Center that can be completed at any time. Follow the instructions below for your preferred training method

Instructor-led Session	FBIS University Learning Center
<p>1. Identify the training session you'd like to attend</p> <ul style="list-style-type: none"> • Navigate to the FBIS Gateway (FBIS.hhs.gov) and view the Calendar & Events tab. Essentials I is offered monthly 	<p>1. Access Essentials I Training</p> <ul style="list-style-type: none"> • Navigate to the FBIS University Learning Center and launch Essentials I Training from the catalog. Or launch the training directly from this link: https://ofspo.hhs.gov/fbis/resources/fbis-essentials-i
<p>2. Request the Calendar Invitation</p> <ul style="list-style-type: none"> • Email the FBIS Mailbox (FBIS@hhs.gov) to request the calendar invitation for the session you want to attend 	<p>2. Complete Essentials I Training</p> <ul style="list-style-type: none"> • Be sure to pass the knowledge check at the end, then click “Continue” until you are taken to the training completion page
<p>3. Attend the Training</p> <ul style="list-style-type: none"> • If you attend at least 75% of the training, you will receive your Certificate of Completion within five business days 	<p>3. Download and Save Certificate of Completion</p> <ul style="list-style-type: none"> • Upon completion of the training, you should receive your Certificate of Completion immediately in an automated email from FBIS@hhs.gov. If you do not receive an email, please take a screenshot of your knowledge check results and send it to FBIS@hhs.gov • Save your certificate in a location where you can easily access it again in the future
<p>4. Download and Save Certificate of Completion</p> <ul style="list-style-type: none"> • Save your certificate in a location where you can easily access it again in the future. 	

NOTE: If you experience issues or have questions regarding Essentials I Training, email the FBIS Mailbox (FBIS@hhs.gov)



Completing Required Training for Modified Access Requests – BI Delivers and Answers

- Completion of BI Delivers or Answers training is required to obtain BI Delivers or Answers FBIS access, respectively. Training courses can be completed by attending an instructor-led session or taking the web-based training through the FBIS University Learning Center that can be completed at any time. Follow the instructions below for your preferred training method.

Instructor-led Session	FBIS University Learning Center
1. Identify the training session you'd like to attend <ul style="list-style-type: none"> Navigate to the FBIS Gateway (FBIS.hhs.gov) and view the Calendar & Events tab. BI Delivers and Answers are offered Quarterly 	1. Access Essentials I Training <ul style="list-style-type: none"> Email the FBIS Mailbox (FBIS@hhs.gov) to request access to BI Delivers or Answers. The FBIS Team will validate your Supervisor and OpDiv IPT Lead's approval. You will receive an email to confirm your access. Navigate to the FBIS University Learning Center SharePoint and launch the training.
2. Request the Calendar Invitation <ul style="list-style-type: none"> Complete the registration form on the FBIS Gateway calendar event. The FBIS Team will validate your Supervisor and OpDiv IPT Lead's approval. If your Supervisor and OpDiv IPT Lead approve your registration, you will receive a calendar invitation for the session 	2. Complete BI Delivers or Answers Training <ul style="list-style-type: none"> Be sure to pass the knowledge check at the end, then click "Continue" until you are taken to the training completion page
3. Attend the Training <ul style="list-style-type: none"> If you attend at least 75% of the training, you will receive your Certificate of Completion within five business days 	3. Download and Save Certificate of Completion <ul style="list-style-type: none"> Upon completion of the training, you should receive your Certificate of Completion immediately in an automated email from FBIS@hhs.gov. If you do not receive an email, please take a screenshot of your knowledge check results and send it to FBIS@hhs.gov Save your certificate in a location where you can easily access it again in the future
4. Download and Save Certificate of Completion <ul style="list-style-type: none"> Save your certificate in a location where you can easily access it again in the future. 	

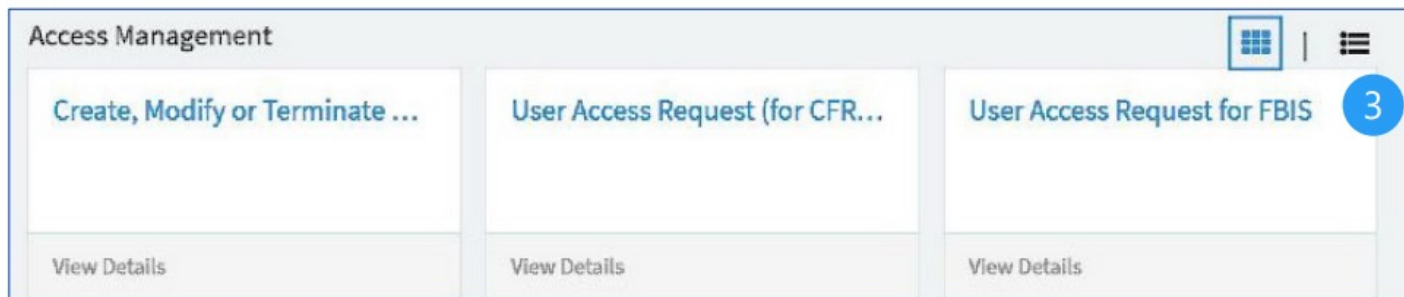
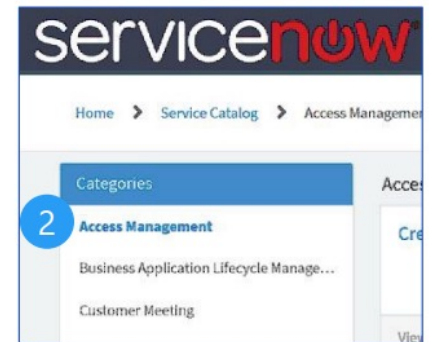
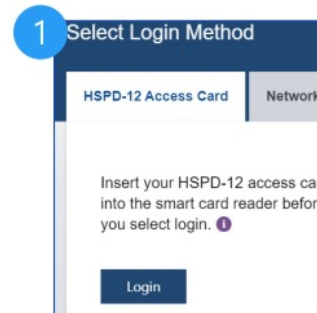
NOTE: If you experience issues or have questions regarding BI Delivers or Answers Training, email the FBIS Mailbox (FBIS@hhs.gov)



Accessing ServiceNow User – For Users WITHOUT Existing ServiceNow Accounts

- Follow the instructions below to access the UAR in ServiceNow if you do not have a ServiceNow account

- 1 Navigate to the OFSPO ServiceNow Service Portal
 - ofspo.servicenowservices.com/sp/
 - Login through AMS using your PIV card
- 2 Select Access Management from the menu on the left side of the screen
- 3 Select User Access Request for FBIS



NOTE: If you experience issues or have questions regarding Essentials I Training, email the FBIS Mailbox (FBIS@hhs.gov)



Accessing ServiceNow User – For Users WITH Existing ServiceNow Accounts

- Follow the instructions below to access the UAR in ServiceNow if you have a ServiceNow account

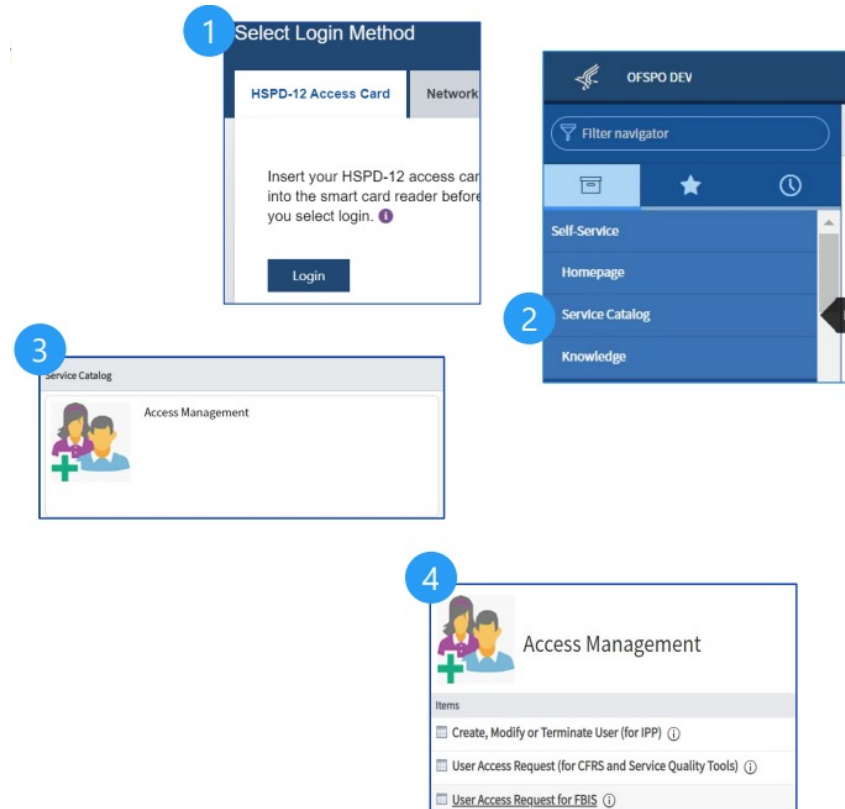
1 Navigate to OFSPO ServiceNow

- ofspo.servicenowservices.com
- Login through AMS using your PIV card

2 Select Service Catalog from the menu on the left side of the screen

3 Click Access Management

4 Click User Access Request for FBIS



Submitting an Access Request through ServiceNow

Follow the instructions below to submit your User Access Request through ServiceNow

1 Enter your personal information

- Your job title and description of role
- Your HHS ID (10 digits on the back of PIV card)
- Your name
- Your HHS email address

2 Select whether this request is for New Access or Modifying Existing Access See chart below to determine the appropriate selection based on your scenario

Scenario	Request Type
User has never had access to FBIS New Access	New Access
User had FBIS access but was deactivated and needs to regain access	New Access
User currently has FBIS access but has transferred to a new OpDiv	New Access
User currently has FBIS access and is requesting BI Delivers access	Modify Existing Access
User currently has FBIS access and is requesting Answers access	Modify Existing Access
User currently has FBIS access but requires changes to roles/permissions (additional Data Groups, Special Reports access, etc.)	Modify Existing Access

Service Catalog > Access Management > User Access Request for FBIS

Please fill out all the required fields and contact DSOMAccessManagement@hhs.gov for any help.

▼ More information

NOTE: This form is for requesting new access or modifying existing access only (removing access is a different request).

* Job Title and description of your role

Insert information here

* HHS ID of user to be provisioned (10 digits on back of PIV card)

000000000

* Is this New or Existing User Access?

New Access

* Name of user to be provisioned

Joseph Cifrino

* Email of user to be provisioned

Joseph.Cifrino@hhs.gov



Submitting an Access Request through ServiceNow

Follow the instructions below to submit your User Access Request through ServiceNow

- 3 Enter pre-requisite training Information
 - o Select the type of Training Certificate
 - o Select the date you completed pre-requisite training (date listed on Certificate of Completion)
 - o See chart below to determine which certificate (if any) to attach
- 4 Select the environment(s) you'd like to be provisioned in. This will be Production for most users.

Please indicate which access type you're requesting by selecting the corresponding certificate type (e.g., FBIS Essentials Training Certificate), which will allow you to request access to groups that match this module in the FBIS application

3 Training Certificate? Date of FBIS Training Certificate

-- None -- YYYY-MM-DD

4 Environment (Choose all that Apply)

Scenario	Request Type
User has never had access to FBIS New Access	Yes – Essentials I
User had FBIS access but was deactivated and needs to regain access	Yes – Essentials I
User currently has FBIS access but has transferred to a new OpDiv	Yes – Essentials I
User currently has FBIS access and is requesting BI Delivers access	Yes – BI Delivers
User currently has FBIS access and is requesting Answers access	Yes - Answers
User currently has FBIS access but requires changes to roles/permissions (additional Data Groups, Special Reports access, etc.)	No; Select "FBIS Essentials Training Certificate"



Submitting an Access Request through ServiceNow

Follow the instructions below to submit your User Access Request through ServiceNow

- 5 Read the relevant documents and check both Rules of Behavior boxes
- 6 Indicate whether you are requesting Groups/Roles outside of your OpDiv (e.g., CDC user requesting access to PSC data)
- 7 Select your User Community from the drop-down list

5

* Rules of Behavior

I have read the HHS Rules of Behavior (HHS RoB), version 2.2, dated June 7, 2019 and understand and agree that violations of these policies and standards may lead to disciplinary action, up to and including termination of employment; removal of access to information systems, and/or facilities; and may also include criminal penalties and/or imprisonment. I understand that violation of laws, such as the Privacy Act of 1974, copyright law, and 18 USC 2071, which the HHS RoB for Privileged User Account must be authorized in advance of the Chief Information Officer or his/her designee. I also understand that violation of laws, such as the Privacy Act of 1974, copyright law, and 18 USC 2071, which the HHS RoB for Privileged User Account must be authorized in advance of the Chief Information Officer or his/her designee. I also understand that violation of laws, such as the Privacy Act of 1974, copyright law, and 18 USC 2071, which the HHS RoB for Privileged User Account must be authorized in advance of the Chief Information Officer or his/her designee. I also understand that violation of laws, such as the Privacy Act of 1974, copyright law, and 18 USC 2071, which the HHS RoB for Privileged User Account must be authorized in advance of the Chief Information Officer or his/her designee.

* Rules of Behavior

I have read the Addendum: HHS Rules of Behavior for Privileged User Accounts (HHS RoB for Privileged User Accounts) and I understand that violations of the HHS RoB for Privileged User Accounts may lead to disciplinary action, up to and including termination of employment; removal or debarment from work on Federal contracts or projects; and/or revocation of access to information systems, and/or facilities; and may also include criminal penalties and/or imprisonment. I understand that exceptions to the HHS RoB for Privileged User Account must be authorized in advance of the Chief Information Officer or his/her designee. I also understand that violation of laws, such as the Privacy Act of 1974, copyright law, and 18 USC 2071, which the HHS RoB for Privileged User Account must be authorized in advance of the Chief Information Officer or his/her designee.

6

* Is this access request for Groups/Roles outside of your OpDiv?

No

7

* User Community

CDC



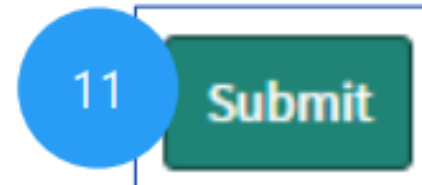
Submitting an Access Request through ServiceNow

Follow the instructions below to submit your User Access Request through ServiceNow

10 If a Certificate of Completion is required, attach it by clicking the paper clip icon



11 Click the Submit button



FBIS Access Request Approval Process



FBIS Access Request Approval Process

Once a user submits an access request, there are four (five if payroll reports are requested) stages of approval required before the user is provisioned access to the requested environments. The approval workflow is managed by the DSOM Access Management Team.

1. Access Management Team Approval

- Once a request is submitted, it will be routed to the Access Management Team to ensure the UAR Form has been completed correctly and users will be provided guidance to fix any errors identified.

2. User Community Supervisor Approval – Community Supervisor Approval Groups

- Users are routed to an approval group specific to the user community selected on the form (e.g., CDC users will be routed to CDC approvers).
- Note: Payroll Reports that require two additional approvers will be routed to the additional approval stage at this point.

3. Clearance Verification – OpDiv Security Officers

- Users are routed to OpDiv-specific security officers to have their clearances verified

4. Final Approval – OFSPO Federal

- After user community approval and clearance verification (if required), the user access request will be routed to 'OFSPO Federal' for final approval



Tracking FBIS Access Requests

As the request progresses through the approval process, you will receive emails notifying you of changes in status. Service portal users can track progress on the 'My Requests' page. Users with a ServiceNow account can check the work notes on their ticket.

Tracking Progress through Status Emails

- 1 View status updates in the Work Notes at the bottom of the email
- 2 Click the email hyperlink to go to Service Portal for new users or ServiceNow for native accounts.

Preview Email

REQ0036678 Request Created and State is in "Pending Supervisor Approval"

For Your Information:

Your access request REQ0036678 has been created and routed to OFSPO Internal Operations – User Community Approval for Supervisor Approval.

Please click [here](#) to check the status of your request.

For additional questions, please contact the DSOM Customer Service team for assistance at, DSOMCustomerService@hhs.gov.

Work notes:

2020-07-16 10:48:03 EDT - Joseph Cifrino Work notes

1 Your Request has been routed to OFSPO Internal Operations – User Community Approval group for Supervisor Approval.



Final Approval and Provisioning

You will receive an email when your request is fully approved. When provisioning is complete and your access has been granted, you will receive another email with instructions to access FBIS.

Weekly Provisioning Schedule

Approved requests are provisioned in batches every Thursday. Requests that are fully approved by EOD Wednesday will be provisioned on Thursday and users will have access by EOD Friday

1. When your request receives final approval, you will receive a notification email. You do not have access to FBIS yet.
2. When your provisioning is complete, you will receive a notification email from DSOMInfrastructureOperations@hhs.gov. You now have access to FBIS!



Qlik Overview



Agenda

- Overview
- Data Process flow
- Budget Execution Dashboard
- Hyperion / CARS Dashboard
- Invoice Processing Platform Dashboard
- nPrinting Application
- Travel Metrics Dashboard
- Qlik Access
- Questions

Overview

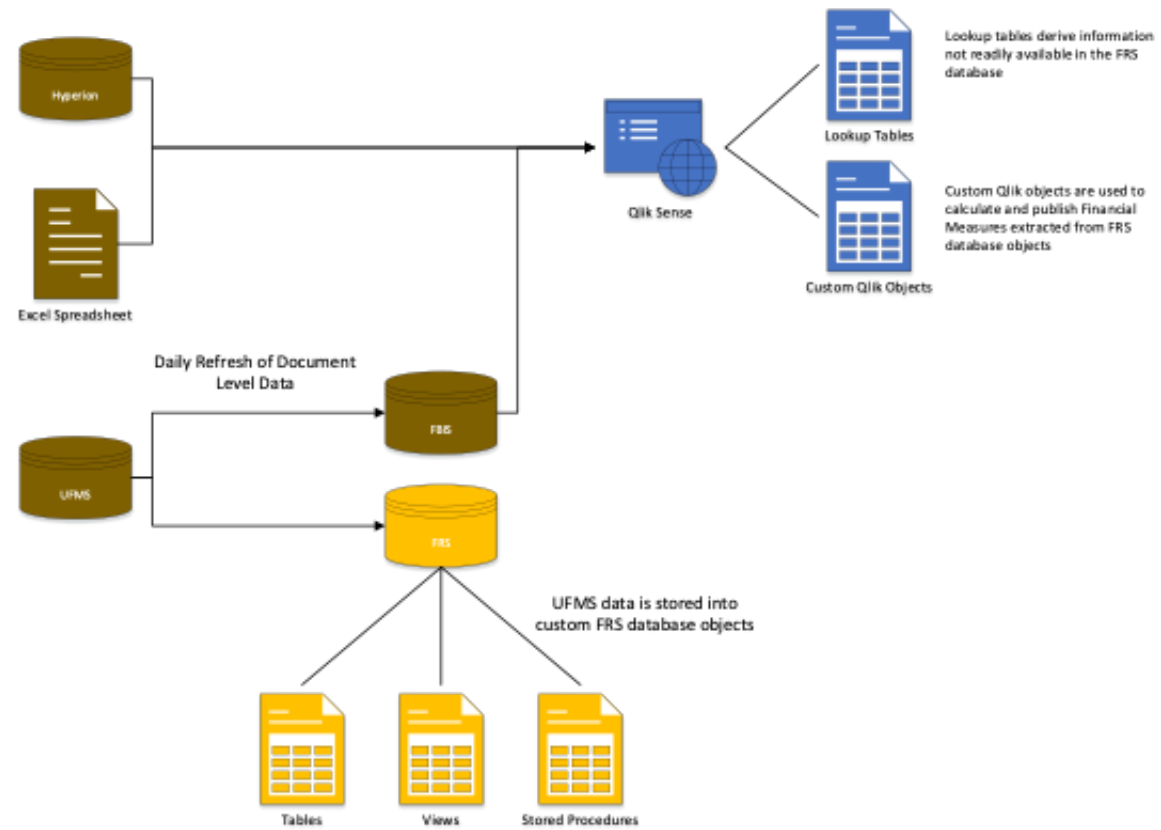
What is Qlik?

- Qlik Sense (Qlik) is a self-service data visualization and analytics platform. Qlik offers unique and ***powerful data visualization, exploration, and collaboration capabilities*** for all types of users.
- Qlik supports the full spectrum of Business Intelligence use cases by including self-service visualization and exploration, guiding analytics applications and dashboards, custom and embedded analytics, and reporting; all within a ***governed framework that drives enterprise scalability***.

Data Process Flow

Data Source systems for Qlik

- ✓ UFMS FRS
- ✓ FBIS
- ✓ Hyperion
- ✓ Excel Spreadsheet



Budget Execution Dashboard

BUDGET EXECUTION / GENERAL LEDGER DASHBOARDS

[→ Enter](#)
IHS FUNDING SNAPSHOT Dashboard

[→ Enter](#)
PROGRAMS, PROJECTS AND ACTIVITIES (PPA) Dashboard

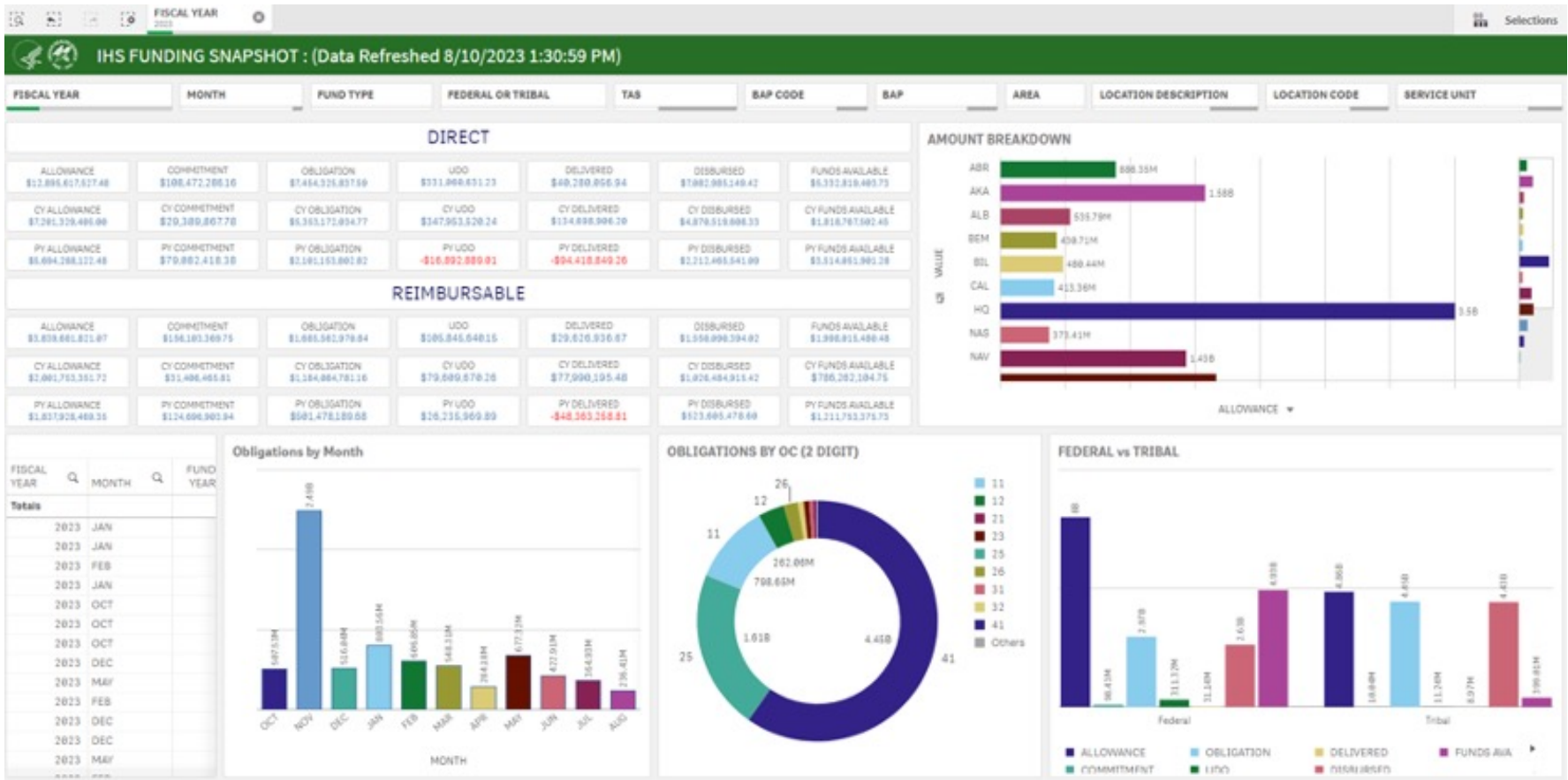
[→ Enter](#)
MONTHLY MONITORING Dashboard

[→ Enter](#)
TRIAL BALANCE Dashboard

[→ Enter](#)
IHS STATUS OF FUNDS Dashboard



IHS Funding Snapshot



IHS Funding Snapshot cont..

IHS FUNDING SNAPSHOT DETAIL DASHBOARD

FISCAL YEAR BALANCE TYPE

Program <input type="text"/> Group <input type="text"/>	Values							
Budget Line Item <input type="text"/> AREA <input type="text"/>	ALLOWANCE	OBLIGATION =	(UDO +	DELIVERED +	DISBURSED)	% OBLIGATED	COMMITMENT	FUNDS AVAILABLE
-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00
SFC	\$13,344,000.00	\$13,344,000.00	\$0.00	\$13,344,000.00	\$0.00	100.0%	\$0.00	\$0.00
FY22 IIJA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00
FY21 ARPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00
Other Services - Exp Xfer	\$3,000,000.00	\$2,500,000.00	\$2,500,000.00	\$0.00	\$4,000.00	83.5%	\$0.00	\$0.00
HCFC	\$3,006,536.00	\$1,428,700.00	\$0.00	\$0.00	\$1,428,700.00	47.5%	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00
Other Fund Sources - NEF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00
Services	\$5,199,486,791.00	\$4,089,352,439.63	\$236,041,234.00	\$106,697,713.53	\$3,746,613,492.10	78.6%	\$25,721,791.07	\$0.00
Facilities	\$851,565,274.00	\$258,783,516.06	\$30,571,225.54	\$9,997,507.52	\$218,214,783.00	30.4%	\$3,280,346.99	\$0.00
Contract Support Costs	\$967,364,123.00	\$843,564,911.26	\$2,702,208.30	\$4,281,398.00	\$836,581,304.96	87.2%	\$0.00	\$0.00
Special Diabetes Program for Indians (SDPI)	\$147,000,000.00	\$142,179,461.95	\$84,943,881.34	\$118,795.67	\$57,116,784.94	96.7%	\$600.00	\$0.00
Collections	\$2,001,753,351.72	\$1,184,084,781.16	\$79,376,114.99	\$77,990,195.48	\$1,026,718,470.69	59.2%	\$31,406,465.81	\$0.00
Other Fund Sources - IDDA	\$735,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
Other Fund Sources-Fin Adj	\$0.00	\$132,236.36	-\$8,577,883.92	\$13,830.00	\$8,696,290.19	-	\$0.00	\$0.00
COVID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00
IDDA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00
Other Services	\$15,827,681.00	\$1,882,674.51	\$6,410.25	\$245,661.39	\$1,630,602.87	11.9%	\$387,129.72	\$0.00



Monthly Monitoring

MONTHLY MONITORING DASHBOARD

Areas Monitoring Options

Treasury Account... <input type="text"/>	Areas <input type="text"/>		Values				
			Allotments	Allowances	Differences	Obligations/Commitments	Funds Available
<input type="text"/>	<input type="text"/>						
BAP Description <input type="text"/>							
75 22 0344			\$148,272,620.27	\$148,272,620.27	\$0.00	\$47,369,106.09	\$100,903,514.18
75 22/23 0390			\$572,798,534.00	\$572,260,579.00	\$537,955.00	\$180,842,920.52	\$391,955,613.48
75 X 0390			\$392,395,295.88	\$391,596,224.70	\$799,071.18	\$97,511,488.88	\$294,883,807.00
75 X 0391			\$160,905,668.00	\$160,901,509.00	\$4,159.00	\$8,262,706.40	\$152,642,961.60
75 X 5071			\$50,576.97	\$50,576.97	\$0.00	\$178,910.20	-\$128,333.23



Hyperion /CARS Dashboard

HYPERION DASHBOARDS

→ Enter
HYPERION MONITORING Report

→ Enter
HYPERION SPEND PLAN Dashboard

CARS DASHBOARDS

→ Enter
CARS SCHEDULE RECONCILIATION Dashboard

LOOKUP & REFERENCE DASHBOARDS

→ Enter
UFMS LOOKUPS Dashboard

Hyperion Monitoring

PROJECTED BUDGET

FY 2023 MONTH_STAMP JUL



Certification Report: (Data Refreshed 8/10/2023 1:28:00 PM)

FUND Q BAP Q

Values

	CY Fund Recurring	CY Fund Rec Increases	CY Fund Non Recurring	CY Fund Estimated Collections	PY Fund Estimated Collections	PY Fund Carryover	PY Fund Recoveries	Total Projected Budget (A)
Totals	\$6,480,698,396.00	\$208,149,601.00	\$6,597,567.81	\$2,896,612,588.75	\$1,695,148.90	\$6,726,987,470.56	\$336,445,167.66	\$16,657,185,940.68
Services Direct MY Federal	\$1,515,308,870.00	\$73,228,985.00	-\$8,571,503.53	\$0.00	-\$6,601.14	\$371,786,011.00	\$4,105,465.31	\$1,955,851,226.64
71000101-Hospitals & Clinics	\$1,060,174,956.00	\$56,005,253.00	-\$7,127,131.37	\$0.00	\$7,000.00	\$150,072,997.77	\$0.00	\$1,259,133,075.40
71020223-Health Education	\$4,266,587.00	\$468,899.00	\$985.00	\$0.00	\$0.00	\$1,983,362.54	\$0.00	\$6,719,833.54
71040331-Urban Health	\$15,470,889.00	\$1,500,000.00	\$0.00	\$0.00	\$0.00	\$2,885,873.87	\$0.00	\$19,856,762.87
71100640-Direct Operations	\$59,462,701.00	\$6,162,788.00	\$0.00	\$0.00	\$0.00	\$19,072,767.07	\$0.00	\$84,698,256.07
71100641-Direct Operations - MGMT & OPS	\$14,977,681.00	-\$2,776,000.00	\$0.00	\$0.00	\$0.00	\$14,818,789.44	\$0.00	\$27,020,470.44
71020222-Public Health Nursing	\$34,037,063.00	\$2,288,297.00	\$8,202.00	\$0.00	\$0.00	\$9,844,501.00	\$0.00	\$46,178,063.00
71000102-Dental Health	\$91,991,289.00	-\$585,398.00	\$114,176.00	\$0.00	\$0.00	\$21,929,951.01	\$0.00	\$113,450,018.01
71000103-Mental Health	\$46,376,788.00	-\$753,243.00	\$53,066.00	\$0.00	\$0.00	\$21,007,278.21	\$0.00	\$66,683,889.21
7100HCIF-Indian Health Care Improvement Fund	\$14,360,530.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,473,456.88	\$0.00	\$17,833,986.88
71000104-Alcohol/Substance Abuse	\$90,622,154.00	\$2,534,832.00	-\$20,435.01	\$0.00	\$0.00	\$19,807,268.42	\$0.00	\$112,943,819.41



Hyperion Monitoring Cont..

ACTUAL and PROJECTED COST

FY 2023
MONTH_STAMP
Certification Report: (Data Refreshed 8/10/2023 1:28:00 PM)
Selections

FUND Q	BAP Q	Values												Total Annual Costs (B)
		Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Projected	Sep Projected	
Totals		\$889,894,853.76	\$2,756,445,730.17	\$786,549,153.10	\$1,023,460,018.66	\$810,514,864.10	\$768,051,699.77	\$477,856,345.14	\$801,391,797.18	\$621,360,812.31	\$497,703,313.05	\$177,887,782.15	\$266,840,205.07	\$444,727,987.22
Services Direct MY Federal		\$95,388,776.72	\$98,725,994.37	\$58,087,501.90	\$99,442,692.47	\$97,126,850.89	\$66,980,309.45	\$94,896,972.84	\$63,872,872.07	\$84,772,748.86	\$115,568,040.63	\$70,103,262.57	\$98,829,799.14	\$168,983,061.71
71000101-Hospitals & Clinics		\$72,756,741.05	\$78,712,029.71	\$45,559,240.82	\$74,213,898.89	\$76,256,541.65	\$47,697,973.74	\$71,154,017.72	\$48,578,151.46	\$63,310,275.10	\$95,184,000.53	\$52,744,817.23	\$74,552,013.88	\$127,296,831.11
71020223-Health Education		\$178,829.66	\$172,172.93	\$90,873.86	\$163,510.71	\$173,294.33	\$289,677.27	\$160,735.45	\$247,976.76	\$127,842.03	\$285,310.40	\$197,943.98	\$254,204.34	\$452,148.32
71040331-Urban Health		\$166,252.95	\$145,052.46	\$328,058.99	\$615,835.82	\$221,556.00	-\$337,098.18	\$650,447.14	\$843,469.99	\$574,428.05	\$206,604.49	\$128,275.77	\$174,164.66	\$302,440.43
71100640-Direct Operations		\$4,703,961.06	\$3,903,725.88	\$2,632,917.50	\$3,943,899.87	\$3,556,821.55	\$4,011,412.26	\$4,874,285.80	\$1,540,301.57	\$4,749,415.21	\$3,965,462.17	\$3,571,292.43	\$5,101,367.06	\$8,672,659.49
71100641-Direct Operations - MGMT & OPS		\$241,255.15	\$201,067.91	\$161,117.54	\$739,929.38	\$202,728.19	\$483,889.20	\$185,929.19	\$239,601.59	\$252,235.14	\$922,716.19	\$205,206.86	\$307,810.29	\$513,017.15
71020222-Public Health Nursing		\$2,066,992.95	\$2,718,478.51	\$1,329,229.91	\$2,163,717.24	\$2,049,031.41	\$2,396,932.01	\$2,096,647.99	\$960,522.36	\$2,814,536.16	\$2,636,595.86	\$2,256,687.56	\$3,114,520.78	\$5,371,208.34
71000102-Dental Health		\$6,823,360.05	\$6,111,779.61	\$4,277,163.50	\$5,068,949.78	\$7,579,302.95	\$5,961,262.16	\$6,017,137.00	\$11,267,645.11	\$5,974,516.56	\$5,334,897.09	\$5,004,865.64	\$7,195,667.01	\$12,200,533.45
71000103-Mental Health		\$2,200,600.71	\$1,954,618.32	\$1,096,827.53	\$8,243,085.44	\$2,382,217.46	\$2,270,996.49	\$1,620,027.10	-\$1,520,584.28	\$2,372,246.00	\$1,895,513.10	\$2,419,683.58	\$3,222,737.28	\$5,642,420.86
7100HCIF-Indian Health Care Improvement Fund		\$2,377,024.88	\$1,203,090.70	\$337,714.06	\$536,071.40	\$1,527,143.53	\$776,024.12	\$531,023.67	-\$207,657.03	\$474,438.37	\$1,333,636.65	\$548,517.93	\$705,372.92	\$1,253,890.05
71000104-Alcohol/Substance Abuse		\$3,022,893.78	\$3,046,331.46	\$1,834,382.47	\$2,611,531.32	\$2,573,921.58	\$2,753,820.29	\$4,793,400.36	-\$868,030.06	\$2,875,596.13	\$2,625,010.45	\$2,314,573.02	\$3,129,841.06	\$5,444,415.68
C552TRAF-CoVID19 Test Costs		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C589VRAF-CoVID19 Vaccine Costs		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,623.56	\$47,361.34	\$57,984.90
C352AREF-CoVID19 IHS Operated Programs		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
71020224-Community Health Repa		\$88,574.13	\$68,476.40	\$91,008.32	\$136,421.17	\$74,814.00	\$103,964.41	\$27,227.46	\$284,357.23	\$149,032.54	\$254,428.02	\$130,891.84	\$175,616.61	\$306,508.45



Hyperion Spend Plan

Spend Plan - Recurring/Non-Recurring Base - Last Refreshed time : 8/10/2023 1:21:20 PM

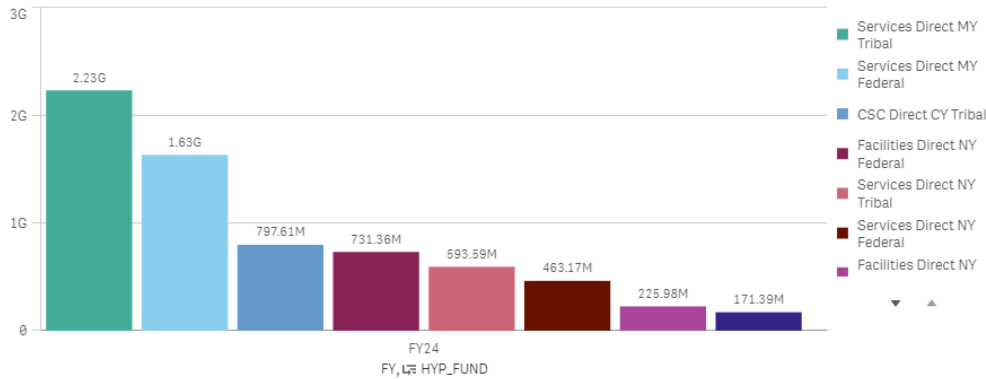


FY	Quarters	Version	FUND	Area	Direct/Reimbursable	LOCATION	BAP	...
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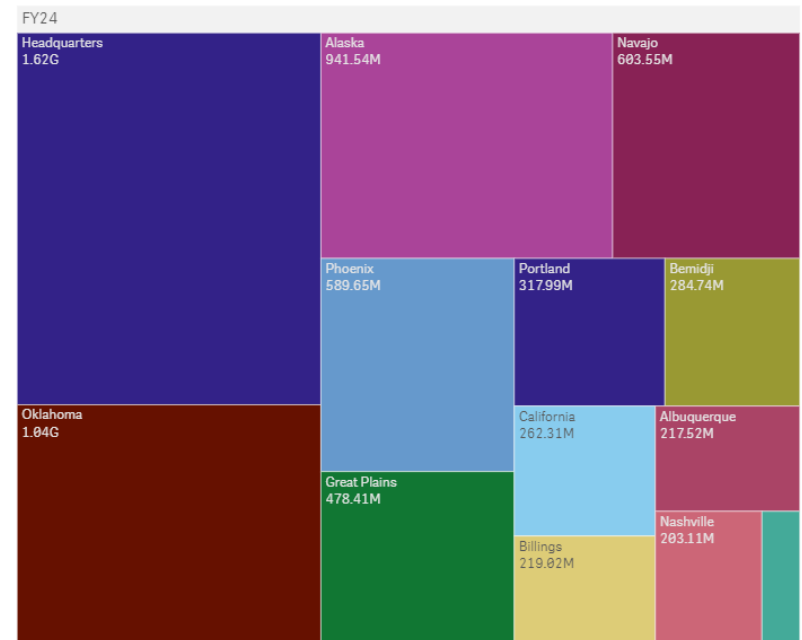
Spend Plan by FY/Quarter



Spend Plan by Fund/BAP



Spend Plan By FY/Area

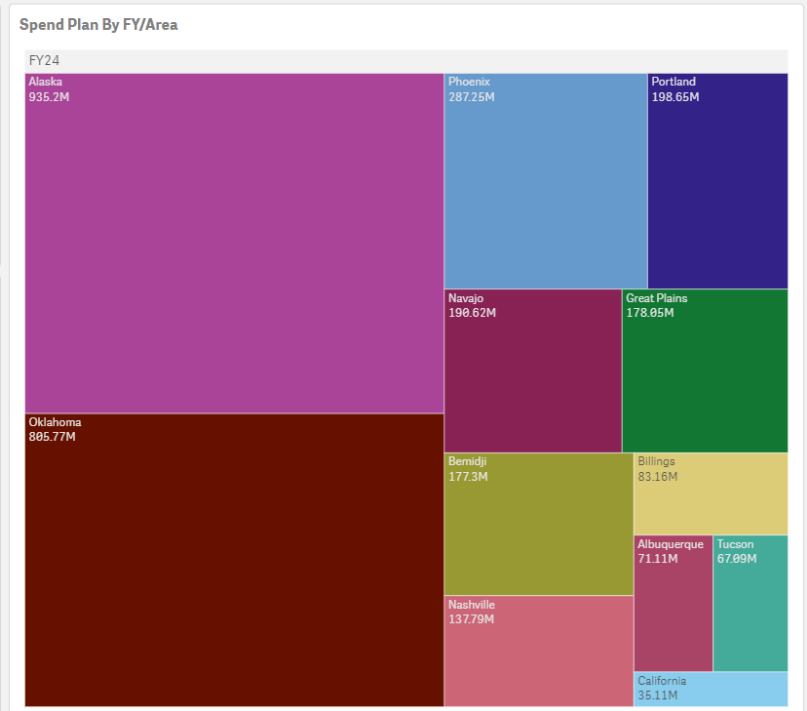
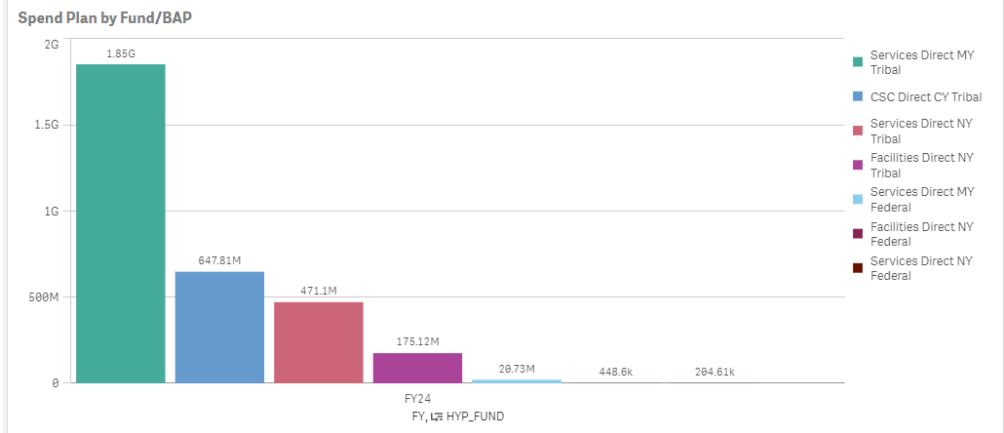
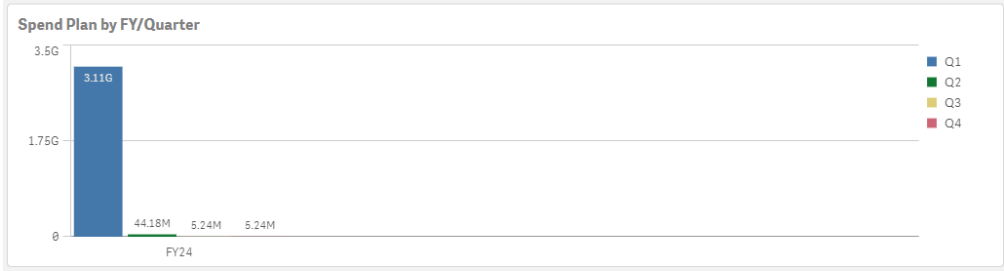


Hyperion Spend Plan (FY Tribes)

≡If[HYP_FUND II... Direct]
FY FY24
Version Review
≡If[FY/CY Indic... Fiscal Year Tribe]
Selections

Spend Plan - Recurring/Non-Recurring Base - Last Refreshed time : 8/10/2023 1:21:20 PM

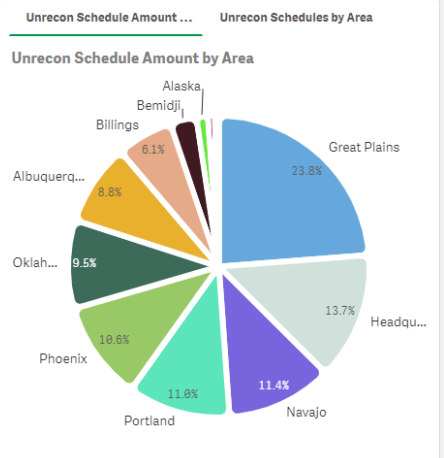
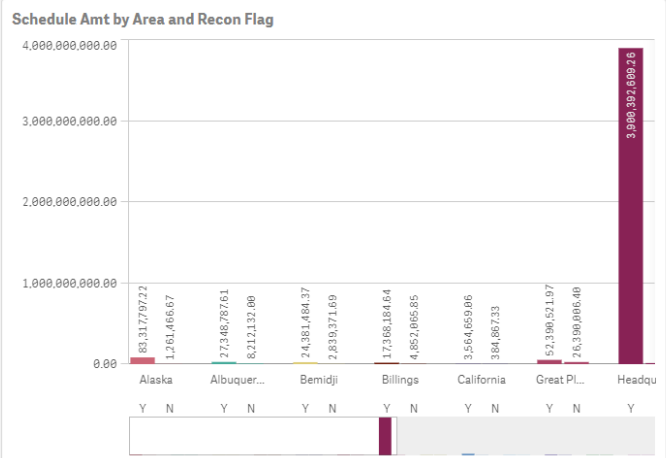
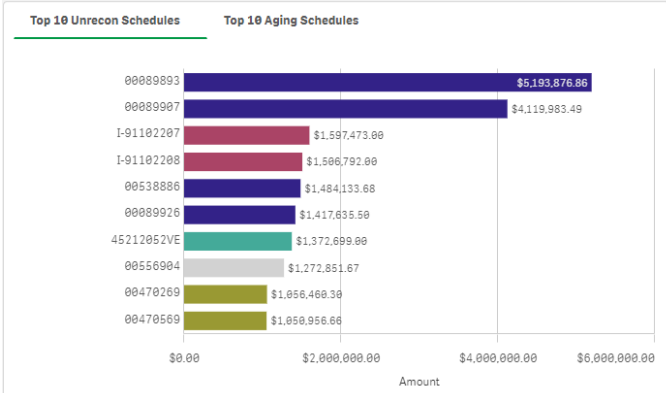
FY	Version	Area	LOCATION	LOCATION_DESCRIPTION	LOCATION_ROLLUP
Quarters	FUND	Direct/Reimbursable	BAP	TYPE OF TRIBES	



CARS

Area ALC Code Recon Flag Record Type Agency Treasury Symbol No of Unrecon Schedule **9,729** >30 Days **8,619** >60 Days **8,044** Last Update Date **08/09/2023**

Absolute Suspense **\$104,416,143.69** Actual Suspense **\$67,572,508.85**



Schedule Amt by Recon Flag

Recon Flag	Calc Treasury Amount	Calc UFMS Amount	Absolute Suspense
M	-\$44,909,285.64	-\$1,202,345,001.77	4,138,457,825.98
N	-\$7,833,297.61	-\$25,376,528.30	96,747,453.71
Y	-\$28,581,505,063.26	-\$28,594,321,492.65	269,858,525.54

CARS Schedule Reconciliation

ALC Code	Schedule Number	Agency Treasury Symbol	Calc Treasury Amount	Calc UFMS Amount	Variance	Absolute Suspense	Period	Recon Flag
Totals			-28,634,247,646.51	-29,822,043,022.72	1,187,795,376.21	4,505,063,895.23		
75030654	310-9-015	75 12 0390	0.00	175.00	-175.00	175.00	APR-19-FY-19	M
75100001	Cancelled Fund Entry reversal	75 12 0390	0.00	6,189.86	-6,189.86	6,189.86	NOV-19-FY-20	M
75100001	G-BATCH BAO 18 031	75 12 0390	0.00	1,666.44	-1,666.44	1,666.44	APR-18-FY-18	M
75030961	EXP-18	75 13 0120	-1,953.94	-1,953.94	0.00	0.00	SEP-18-FY-18	Y
75030862	4708M00117	75 13 0390	-159.65	905.35	-1,065.00	1,065.00	SEP-18-FY-18	M



UFMS Lookup



CAN-BACS Listing

Area Office

Federal or Tribal

CAN	CAN Description	Treasury Account Symbol	Fund	F... D...	BAP	BAP Description	Location	Location Description	Parent Location	Parent Description
J40AB02	FY2010 Federal Buyback Reimbursement (Project CAN)	75 X 0390	0J070020220RA0	-	71340609	Buy Backs	00000000000000	DEFAULT	000XX	DEFAULT
J40AD40	Y2 Phoenix Area Directors	75 21/22 0390	0J227020212DA0	-	71100640	Direct Operations	40102AZA020000	PHOENIX-AREA DIRECTORS	40102XX	OFFICE OF AREA DIRECTORS
J40AEH1	ARPA-FACILITIES, EQUIPMENT, M&	75 X 0391	0J03V020210DAM	-	C6530827	ARPA EHS	40105AZA000000	PHOENIX-OFFICE OF OEH&E	40105XX	OFFICE OF OEH&E
J40AFE1	FY21 2ND ARPA EQUIPMENT - PEACH SPRINGS HEALTH CENTER	75 X 0391	0J03V020210DAM	-	C6531201	ARPA Equipment	40201AZC010000	PHOENIX-PEACH SPRINGS HEALTH CENTER	40201XX	COLORADO RIVER SERVICE UNIT
J40AFE2	FY21 2ND ARPA EQUIPMENT - FORT YUMA SU	75 X 0391	0J03V020210DAM	-	C6531201	ARPA Equipment	40202CAH000000	PHOENIX-FORT YUMA SERVICE UNIT	40202XX	FORT YUMA SERVICE UNIT
J40AFE3	FY21 2ND ARPA EQUIPMENT - U & O SU	75 X 0391	0J03V020210DAM	-	C6531201	ARPA Equipment	40209UTC000000	PHOENIX-U&O SERVICE UNIT	40209XX	U&O SERVICE UNIT



BAP Lookup

CLASSIFICATION

Budget Line Item	BAP Number
Accreditation Emergencies	711BACCR
Advance Interoperability Of Hlth Info	J314AIHI
Aftercare Pilots For Yrtc	711AYRTC
Alcohol & Substance Abuse/Meth Prev.	71400826
Alcohol & Substance Abuse/Meth Prev.	71400858
Alcohol/Substance Abuse	71000104



FUND TAS Lookup

TAS	Fund	Fund Description
75 14 0390	0J227020141DA0	ACA IDDA
75 14 0390	0J227020141DA0	AHRQ IDDA
75 14 0390	0J227020141DA0	CARES ACT
75 14 0390	0J227020141DA0	CDC EPIDEMIOLOGY IDDA
75 14 0390	0J227020141DA0	CDC NCCDPHP IDDA - HQ Only
75 14 0390	0J227020141DA0	CMS/IDDA/NIHB
75 14 0390	0J227020141DA0	CONGRESSIONAL BLACK CAUCUS HIV/AIDS



Object Class Code Lookup

Object Class Code	Object Class Code Description
00000	DEFAULT
00001	DEFAULT1
10000	Personnel Compensation and Benefits
11000	Personnel Compensation
11100	Personnel Compensation - Full-Time Permanent
11101	Base Pay - Full-Time Permanent Civilian
11102	Base Pay - Full-Time Permanent Wage Board
11103	Base Pay - Full-Time Permanent Consultant
11104	R/PAV CO



UFMS Lookup (Location Lookup)

Parent Location-Location Lookup

Area Office			
Location		Location	
Parent Location	Parent Description	Location	Location Description
000XX	DEFAULT	00000000000000	DEFAULT
40XX	PHOENIX	45XXXXXXXXXXXXXX	ABERDEEN-DUMMY LOCATION-CONV ONLY
41AXX	ENVIRONMENTAL HEALTH SUPPORT OPERATING BUDGET	59XXXXXXXXXXXXXX	ALASKA-DUMMY LOCATION-CONV ONLY
41BXX	FACILITIES SUPPORT OPERATING BUDGET	94XXXXXXXXXXXXXX	HEADQUARTERS-DEFAULT LOCATION
41CXX	OEHE SUPPORT	40101AZA000000	PHOENIX-BUDGET CLEARING ACCOUNT
41DXX	REIMBURSEMENTS	40101AZA010000	PHOENIX-CENTRALLY PAID COSTS
41EXX	MAINTENANCE & IMPROVEMENT	40102AZA000000	PHOENIX-OFFICE OF AREA DIRECTORS
41FXX	SANITATION FACILITIES - HOUSING	40102AZA010000	PHOENIX-AREA RESERVES
41GXX	SANITATION FACILITIES - REGULAR	40102AZA020000	PHOENIX-AREA DIRECTORS
41HXX	CONTRIBUTIONS - OTHER	40102AZA030000	PHOENIX-EXECUTIVE DIRECTION
41DXX	OUTPATIENT CARE FACILITIES	40103AZA000000	PHOENIX-PAO ASSESSMENTS

Location to Parent Location			
Parent Location	Parent Description	Location	Location Description
000XX	DEFAULT	00000000000000	DEFAULT
40XX	PHOENIX	40000000000000	PHOENIX
41AXX	ENVIRONMENTAL HEALTH SUPPORT OPERATING BUDGET	41105CAA010000	CALIFORNIA-ENVIRONMENTAL HEALTH SUPPORT OPERATING BUDGET
41AXX	ENVIRONMENTAL HEALTH SUPPORT OPERATING BUDGET	41105CAA020000	CALIFORNIA-SANITATION SUPPORT OPERATING BUDGET
41AXX	ENVIRONMENTAL HEALTH SUPPORT OPERATING BUDGET	41105CAA070000	CALIFORNIA-EXECUTIVE DIRECTION OPERATING BUDGET
41AXX	ENVIRONMENTAL HEALTH SUPPORT OPERATING BUDGET	41105CAA080000	CALIFORNIA-OPERATIONS & MAINTENANCE OPERATING BUDGET
41AXX	ENVIRONMENTAL HEALTH SUPPORT OPERATING BUDGET	41107CAA010000	CALIFORNIA-ENVIRONMENTAL HEALTH SUPPORT - SPECIAL PROJECTS
41BXX	FACILITIES SUPPORT OPERATING BUDGET	41105CAA030000	CALIFORNIA-FACILITIES SUPPORT OPERATING BUDGET
41BXX	FACILITIES SUPPORT OPERATING BUDGET	41302CAV170000	CALIFORNIA-FACILITIES SUPPORT
41BXX	FACILITIES SUPPORT OPERATING BUDGET	41303CAL550000	CALIFORNIA-FACILITIES SUPPORT - AREA SHARES
41BXX	FACILITIES SUPPORT OPERATING BUDGET	41303CAV530000	CALIFORNIA-FACILITIES SUPPORT - AREA SHARES



Invoice Processing Platform (IPP)

Area: Current Assignee E-Mail:

Aging Buckets: Current Assignee Account Status:

Pending Invoices

2,483

Invoice Amounts

\$21,446,713.66

Counts by Area

Area	Pending Count
Navajo	1,295
Phoenix	334
Great Plains	290
Albuquerque...	267
Billings	148
Portland	69
Bemidji	32
Nashville	28
Oklahoma	13
Headquar...	11
Tucson	4
California	2
Alaska	0

Invoice Amounts by Area (\$)

Area	Invoice Amounts (\$)
Navajo	9.58M
Phoenix	4.22M
Great Plains	3.85M
Albuquerque...	1.39M
Billings	1.22M
Headquar...	1.13M
Portland	836.3k
Nashville	557.41k
Bemidji	332.56k
Oklahoma	186.76k
Tucson	41.86k
California	5.59k
Alaska	0

Open In-Process IPP Invoices by Invoice Receive Date(Aging Buckets)

Aging Buckets: Values:

0-5 Days		6-13 Days		14-25 Days		26+ Days	
IPP Open Invoice Count	IPP Open Invoice Amount	IPP Open Invoice Count	IPP Open Invoice Amount	IPP Open Invoice Count	IPP Open Invoice Amount	IPP Open Invoice Count	IPP Open Invoice Amount
688	\$7,439,551.90	1054	\$8,386,765.51	363	\$2,895,691.12	379	\$2,724,705.13

Detailed Data

ALC Payer Name	Disco...	Disco... Due Date	Days in Routing	Invoice Number	Due Date	Current Assignee Name	Current Assignee E-Mail	Current Assig... Accou...	Assig... Date	1st Escalation User	1st Escala... Date	2nd Escalation User
75030654 - Department of Health & Human Services INDIAN HEALTH SERVICE	\$	8/22/2023	8	80659556	8/30/2023	IHS-NAV-AP Review	leann.yazzie@ihs.gov	ACTIVE	8/4/2023	None	-	None
75030654 - Department of Health & Human Services INDIAN HEALTH SERVICE	\$	8/22/2023	8	80691474	8/30/2023	IHS-NAV-AP Review	Jared.Deswood@ihs.gov	ACTIVE	8/8/2023	None	-	None



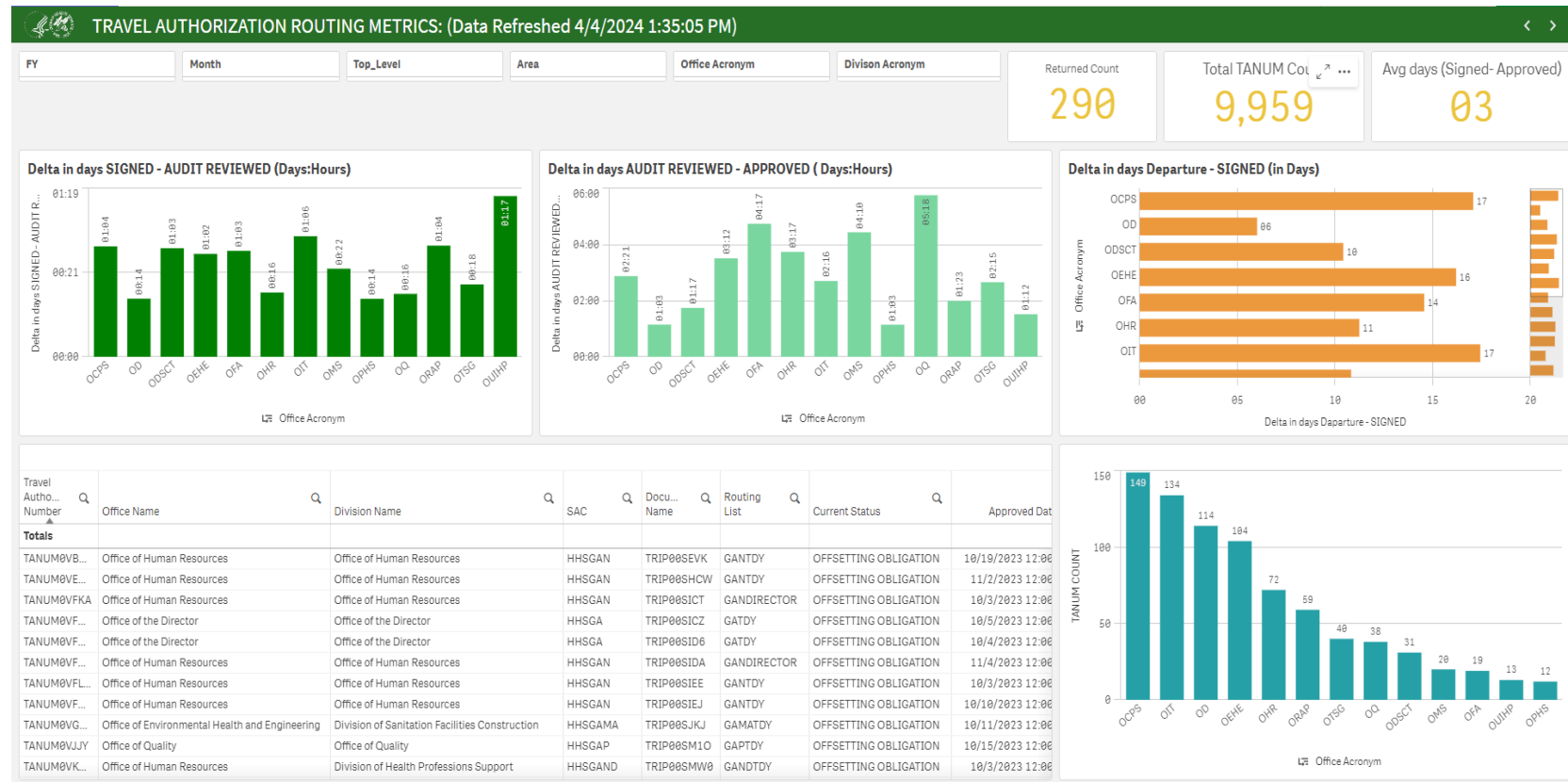
nPrinting Application

IHS TITLE I Vs PO Summary					
AREA OFFICE	OBLIGATION AMOUNT	INVOICED AMOUNT	UNINVOICED AMOUNT	PAID AMOUNT	
ABERDEEN	\$ 225,439,227.23	\$ 224,872,189.23	\$ 567,038.00	\$ 224,872,189.23	
NAVAJO	\$ 169,306,583.00	\$ 169,306,583.00	\$ -	\$ 169,306,583.00	
PHOENIX	\$ 111,792,789.00	\$ 111,792,789.00	\$ -	\$ 111,792,789.00	
BEMIDJI	\$ 106,318,629.00	\$ 106,318,629.00	\$ -	\$ 106,318,629.00	
PORTLAND	\$ 97,367,316.00	\$ 97,367,316.00	\$ -	\$ 97,367,316.00	
ALBUQUERQUE	\$ 87,766,833.00	\$ 87,766,833.00	\$ 1,937,358.00	\$ 87,766,833.00	
CALIFORNIA	\$ 83,587,307.00	\$ 83,587,307.00	\$ 504,551.00	\$ 83,587,307.00	
NASHVILLE	\$ 48,425,107.00	\$ 48,425,107.00	\$ -	\$ 48,425,107.00	
BILLINGS	\$ 36,178,032.00	\$ 34,283,017.00	\$ 1,895,015.00	\$ 34,283,017.00	
OKLAHOMA	\$ 15,813,288.00	\$ 11,276,554.00	\$ 4,536,734.00	\$ 11,276,554.00	
ALASKA	\$ 8,895,893.00	\$ 8,544,101.00	\$ 351,792.00	\$ 8,544,101.00	
	\$ 993,332,893.23	\$ 983,540,405.23	\$ 9,792,488.00	\$ 983,540,405.23	
Amounts by Area - Tribe					
AREA OFFICE	TRIBE	OBLIGATION AMOUNT	INVOICED AMOUNT	UNINVOICED AMOUNT	PAID AMOUNT
ABERDEEN	GREAT PLAINS TRIBAL CHAIRMENS HEALTH BOARD 388466	\$ 79,746,460.00	\$ 79,746,460.00	\$ -	\$ 79,746,460.00
	THREE AFFILIATED TRIBES 524151	\$ 25,752,537.00	\$ 25,752,537.00	\$ -	\$ 25,752,537.00
	OMAHA TRIBE OF NEBRASKA 538942	\$ 20,169,408.00	\$ 20,169,408.00	\$ -	\$ 20,169,408.00
	CHEYENNE RIVER SIOUX TRIBE 103718	\$ 15,057,581.00	\$ 15,057,581.00	\$ -	\$ 15,057,581.00
	OGALA SIOUX TRIBE OF PINE RIDGE INDIAN RESERVATION 151236	\$ 14,443,561.00	\$ 14,409,033.00	\$ 34,528.00	\$ 14,409,033.00
	SANTEE SIOUX TRIBE OF NEBRASKA 128495	\$ 14,218,242.23	\$ 14,218,242.23	\$ -	\$ 14,218,242.23
	FLANDREAU SANTEE SIOUX TRIBE 551190	\$ 13,280,540.00	\$ 13,280,540.00	\$ -	\$ 13,280,540.00
	PONCA TRIBE OF NEBRASKA 411248	\$ 9,932,615.00	\$ 9,932,615.00	\$ -	\$ 9,932,615.00
	SISSETON-WAMPETON OYATE 345743	\$ 5,390,831.00	\$ 5,118,605.00	\$ 272,226.00	\$ 5,118,605.00

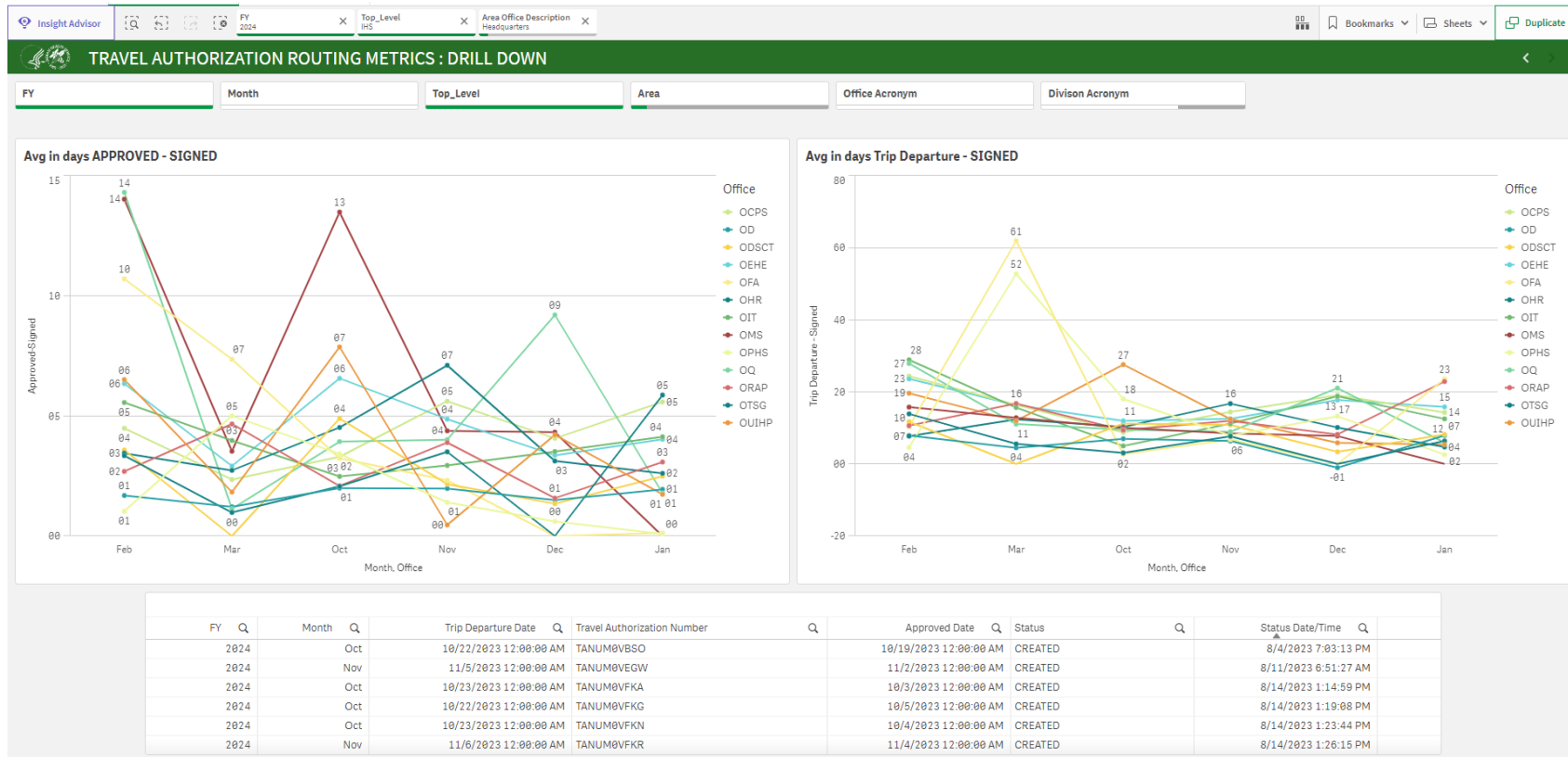
IHS TITLE V Vs PO Summary					
AREA OFFICE	OBLIGATION AMOUNT	INVOICED AMOUNT	UNINVOICED AMOUNT	PAID AMOUNT	
ALASKA	\$ 1,079,755,325.68	\$ 1,079,755,325.68	\$ -	\$ 1,079,755,325.68	
OKLAHOMA	\$ 914,314,516.00	\$ 914,314,516.00	\$ -	\$ 913,310,516.00	
PHOENIX	\$ 269,845,040.00	\$ 269,817,927.00	\$ 27,113.00	\$ 269,817,927.00	
PORTLAND	\$ 171,840,546.00	\$ 171,824,997.00	\$ 15,549.00	\$ 171,824,997.00	
NASHVILLE	\$ 141,820,872.00	\$ 141,820,872.00	\$ -	\$ 141,820,872.00	
CALIFORNIA	\$ 140,178,907.00	\$ 140,178,907.00	\$ -	\$ 140,178,907.00	
NAVAJO	\$ 119,116,908.41	\$ 119,116,908.41	\$ -	\$ 119,116,908.41	
BEMIDJI	\$ 116,845,908.00	\$ 116,845,289.00	\$ 619.00	\$ 116,826,539.00	
TUCSON	\$ 69,203,857.00	\$ 69,203,857.00	\$ -	\$ 69,203,857.00	
BILLINGS	\$ 61,072,283.00	\$ 61,072,283.00	\$ -	\$ 61,072,283.00	
ABERDEEN	\$ 42,981,309.00	\$ 42,981,309.00	\$ -	\$ 42,981,309.00	
ALBUQUERQUE	\$ 30,592,940.00	\$ 30,592,940.00	\$ -	\$ 30,592,940.00	
	\$ 3,157,568,412.09	\$ 3,157,525,131.09	\$ 43,281.00	\$ 3,156,502,381.09	
Amounts by Area - Tribe					
AREA OFFICE	TRIBE	OBLIGATION AMOUNT	INVOICED AMOUNT	UNINVOICED AMOUNT	PAID AMOUNT
ABERDEEN	WINNEBAGO TRIBE OF NEBRASKA 559541	\$ 25,685,658.00	\$ 25,685,658.00	\$ -	\$ 25,685,658.00
	SPIRIT LAKE TRIBE 141673	\$ 17,295,651.00	\$ 17,295,651.00	\$ -	\$ 17,295,651.00
		\$ 42,981,309.00	\$ 42,981,309.00	\$ -	\$ 42,981,309.00
ALASKA	YUKON KUSKOKWIM HEALTH CORP 439632	\$ 203,724,163.00	\$ 203,724,163.00	\$ -	\$ 203,724,163.00
	SOUTHCENTRAL FOUNDATION 248877	\$ 189,220,013.81	\$ 189,220,013.81	\$ -	\$ 189,220,013.81
	ALASKA NATIVE TRIBAL HEALTH CONSORTIUM INC 148366	\$ 187,970,680.87	\$ 187,970,680.87	\$ -	\$ 187,970,680.87



Travel Metrics Dashboard



Travel Metrics Dashboard (Contd..)



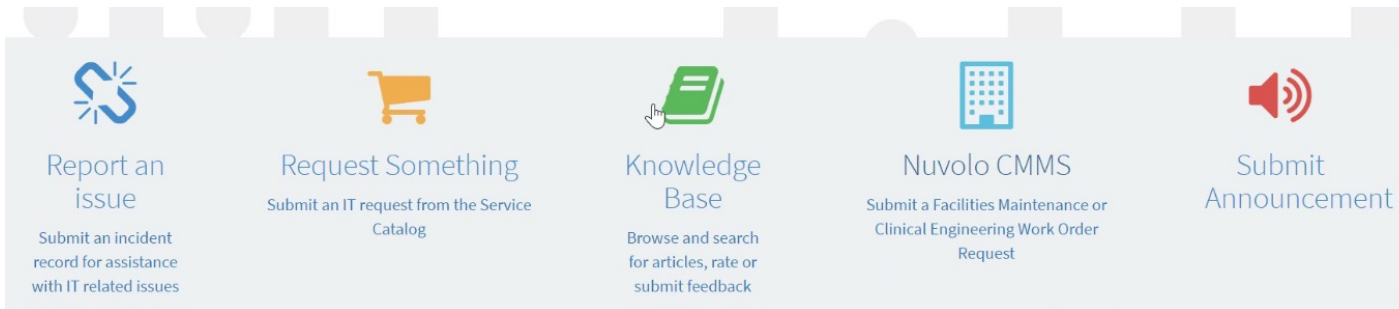
Qlik Access

1. Submit access request ticket via IHS Service Now Portal

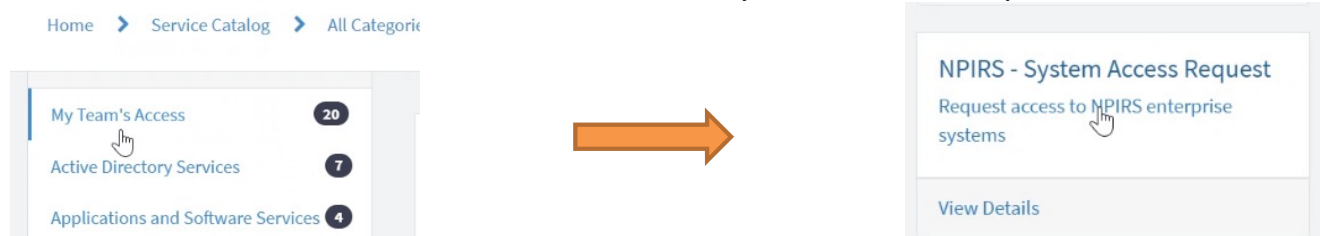
<https://ihsitsupport.servicenowservices.com/>

Note: You must be a supervisor to request access for an employee

2. Select 'Request Something'



3. Click on My Team's Access and then click "NPIRS – System Access Request"



Qlik Access

Select the name of your employee that requires access

Enter all relevant information

Ensure you select 'Add' for new access request

Select Enterprise Report Type

From the dropdown, select the OFA Qlik Dashboards

Enter the 'Justification' to support the request for access

Submit the Request

Note : After the request is submitted, the request will be routed through the appropriate workflow for approval.

Home > Service Catalog > My Team's Access > NPIRS - System Access Request

Search

NPIRS - System Access Request

Request access to NPIRS enterprise systems

Requested for [Dropdown] **Requested by** [Dropdown: Archana Shet]

Facility [Dropdown] **Phone Number** [Text]

Current Entitlements [Text]

Email Address [Text] **Title** [Text]

Service Units [Dropdown: -- None --]

Access Type [Dropdown: -- None --]

Employee Role Type
 Health Provider
 Office Worker
 Non-IHS
 Other

Employee Type Identifier [Dropdown: -- None --]

Select Enterprise Reporting [Dropdown: OFA Hyperion Spend Plan Dashboard]

Justification [Text]

Submit [Button] [Add attachments](#)



FBIS Contacts

The Help Center on the FBIS Gateway (fbis.hhs.gov) provides contact information for FBIS-related questions. For assistance with the provisioning process or FBIS trainings, reach out to the points of contact outlined below.

Topic	Point of Contact	Contact Information
Assistance completing the UAR in ServiceNow	OpDiv Help Desk	OpDiv Help Desk contact information is located on the FBIS Gateway Help Center
Provisioning progress	DSOM Access Management	DSOMAccessManagement@hhs.gov
FBIS Training and general questions	FBIS Mailbox	FBIS@hhs.gov



Contact Information

Name	Brian Williams
Title	Change Management
Email	Brian.Williams@ihs.gov
Office	Office of Finance and Accounting



Questions?



