2024
Indian Health Service Partnership Conference

PRC Reconciliation

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PRC Reconciliation

Karla Hall

HQ/ORAP Division of Contract Care

Advice of Allowance

- PRC AOAs (Advice of Allowance) are distributed to the Area Finance Office.
- Area level distribution is normally based on a quarterly spending plan.
- There may be several types of allocation received i.e., (Recurring Base dollars, recurring or non-recurring funds, CHEF and FMCRA)
- At the SU level once allowance is received the amount is posted into the RPMS PRCMIS (ALU- allowance menu option), this updates the PRC accounts. Staff must know what the day to day funds availability is.
- Allowance in Register must match Allowance in UFMS.
  - Generate an Allowance Status by Location Report in FBIS

RPMS CHSMIS Account Balance

(your facility name)
CHS REGISTER BALANCES
Sep 05, 1996@15:25:28

Fiscal Year 1996 Register Number 6-001
Last document issued: 6-ANY-00019 Advice of Allow: 250,000.00

Register	Initial Balance	Obligated Amount	Current Balance
HOSPITAL CARE	25,000.00	35,406.44	(10,406.44)
E.R. ROOM	15,000.00	985.00	14,015.00
PHYS INPATIENT	20,000.00	11,275.35	8,724.65
PHYS OUTPATIENT	20,000.00	31,125.00	(11,125.00)
DENTAL CARE	5,000.00	115.00	4,885.00
P&E TRAVEL	12,000.00	18,000.00	(6,000.00)
OTHER	3,000.00	0.0	03,000.00
TOTAL	$250,000.00	$96,906.79	$153,093.21

IHS – PRC Manual

2-3.13 FOLLOW-UP OF OUTSTANDING AUTHORIZATIONS

Each IHS PRC program will establish a follow-up system for all authorizations that have not been completed and returned within 90 days of issuance. Manual Exhibit 2-3-L has a recommended form letter for use in these follow-ups.

2-3.14 RECONCILIATION OF CHS/MIS to UFMS REGISTER

The PRC Commitment Register (CHS/MIS) will be reconciled with the official financial management report, each month of the fiscal year. The recommended procedures for reconciliation of the Commitment Register are provided in Manual Exhibit 2-3-M.

Open Document Report to Vendors

Vendor Usage Report

- RPMS report utilized to create an Open Document Report/Vendor Usage Report
- Report is an excel spreadsheet with all the information that is on the Purchase Order.
- Report can be sent via secure data transfer email to the vendor billing staff for review.

Electronic Vendor Usage Report Example

*** CONTRACT HEALTH MANAGEMENT SYSTEM ***
XYZ Service Unit
VENDOR USAGE REPORT - OPEN DOCUMENTS ONLY
Provider: ABC Hospital
Oct 21, 2020@12:23:07
For the period Oct 07, 2020 through Oct 14, 2020

DOCUMENT #	PO ISSUE DATE	PATIENT NAME	HRN	DOB	LAST-4SSN	TYPE	OC	AUTHORIZATION FROM-TO	STAFF	DOLLARS *=PAID	ALTERNATE RESOURCE	POLICY NUMBER	ELIG START	ELIG END
20-C0X-XXXXX	10/8/2020	Last Name, First Name	XXXXX	X/XX/XXXX	XXXX	64	252L	08/03/2020-08/13/2020	XXX	49.73	MEDICARE A	X0X0X0X0X0X0	6/1/2002	
											MEDICARE B	X0X0X0X0X0X0	6/1/2002	
											MEDICAID 73	XXXXXXX	9/1/2002	10/31/2009
											ABC Insurance Co.	XXXXXXX	1/1/2007	1/1/2007
											ABC Insurance Co.	XXXXXXX	12/5/2012	12/5/2012
20-C0X-XXXXX	10/8/2020	Last Name, First Name	XXXXX	X/XX/XXXX	XXXX	64	254D	09/02/2020-09/12/2020	XXX	354.25	No Alt Resource			
20-C0X-XXXXX	10/9/2020	Last Name, First Name	XXXXX	X/XX/XXXX	XXXX	64	252L	05/26/2020-06/05/2020	XXX	75.02	MEDICARE A	X0X0X0X0X0X0	6/1/2002	
											MEDICARE B	X0X0X0X0X0X0	6/1/2002	
											MEDICAID 73	XXXXXXX	9/1/2002	10/31/2009
											ABC Insurance Co.	X0X0X0X0X0X0	1/1/2007	1/1/2007
											ABC Insurance Co.	XXXXXXX	12/5/2012	12/5/2012
20-C0X-XXXXX	10/9/2020	Last Name, First Name	XXXXX	X/XX/XXXX	XXXX	64	252L	07/01/2020-07/11/2020	XXX	122.38	ABC Insurance Co.	XXXXXXX	9/1/1994	1/21/1995
											ABC Insurance Co.	XXXXXXX	2/1/1995	2/28/1998
											ABC Insurance Co.	X0X0X0X0X0X0	6/1/1998	10/1/2001
											ABC Insurance Co.	XXXXXXX	11/1/2001	7/16/2002
											ABC Insurance Co.	XXXXXXX	3/1/2011	
20-C0X-XXXXX	10/9/2020	Last Name, First Name	XXXXX	X/XX/XXXX	XXXX	64	252L	07/29/2020-08/08/2020	XXX	54.68	MEDICARE A	X0X0X0X0X0X0	9/1/2005	9/30/2004
											MEDICARE B	X0X0X0X0X0X0	1/1/2001	9/30/2004
											MEDICARE A	X0X0X0X0X0X0	9/1/2005	
											MEDICARE B	X0X0X0X0X0X0	9/1/2005	
											ABC Insurance Co.	XXXXXXX	4/1/1993	1/21/1995
											ABC Insurance Co.	XXXXXXX	2/1/1995	2/28/1998
											ABC Insurance Co.	X0X0X0X0X0X0	6/1/1998	10/31/1998
20-C0X-XXXXX	10/13/2020	Last Name, First Name	XXXXX	X/XX/XXXX	XXXX	43	252G	9/24/2020	XXX	200	ABC Insurance Co.	XXXXXXX	1/1/2001	12/1/2006
											ABC Insurance Co.	XXXXXXX	1/1/2001	1/1/2001
											ABC Insurance Co.	X0X0X0X0X0X0	12/1/2006	1/1/2018
											ABC Insurance Co.	X0X0X0X0X0X0	12/1/2006	12/1/2006
											ABC Insurance Co.	XXXXXXX	5/12/2019	
											ABC Insurance Co.	XXXXXXX	5/13/2018	
20-C0X-XXXXX	10/7/2020	Last Name, First Name	XXXXX	X/XX/XXXX	XXXX	64	252L	10/26/2020-11/05/2020	XXX	1000	ABC Insurance Co.	XXXXXXX	1/3/2010	9/10/2013
											ABC Insurance Co.	XXXXXXX	1/3/2010	9/10/2013
20-C0X-XXXXX	10/7/2020	Last Name, First Name	XXXXX	X/XX/XXXX	XXXX	64	254D	10/26/2020-11/05/2020	XXX	300	ABC Insurance Co.	XXXXXXX	1/3/2010	9/10/2013
											ABC Insurance Co.	XXXXXXX	1/3/2010	9/10/2013
20-C0X-XXXXX	10/7/2020	Last Name, First Name	XXXXX	X/XX/XXXX	XXXX	64	252L	10/07/2020-10/17/2020	XXX	800	ABC Insurance Co.	XXXXXXX	6/1/1996	6/28/1996
											ABC Insurance Co.	XXXXXXX	6/1/1996	2/28/1998
											ABC Insurance Co.	X0X0X0X0X0X0	6/1/1998	6/1/1998
											ABC Insurance Co.	XXXXXXX	9/1/1997	9/1/1997
											ABC Insurance Co.	XXXXXXX	5/11/2015	5/11/2016

TOTAL PAID DOCUMENTS:	0	DOLLARS:	$0.00
TOTAL OUTSTANDING DOC's:	9	DOLLARS:	$2,956.06
GRAND TOTALS DOCUMENTS:	9	DOLLARS:	$2,956.06

EXAMPLE of VURS Report in EXCEL Format

Reconciliation Process

- Each Service Unit should implement a Reconciliation Process.
- Suggested documents used for Reconciling Open Purchase Orders
- CHS-MIS Reports
  - Vendor Usage Report
  - Document Status Report (Open documents)
- PO – IHS Obligations Liquidation Status Report
- CHS-MIS and FI GEH Error Lists
- UFMS PO Inquiry option to monitor the “IHS Pay” type PO’s
  - These reports require access to UFMS
- Fiscal Intermediary Pended Claims Report
  - Access to the FI Online site

QUESTIONS?

Contact Information

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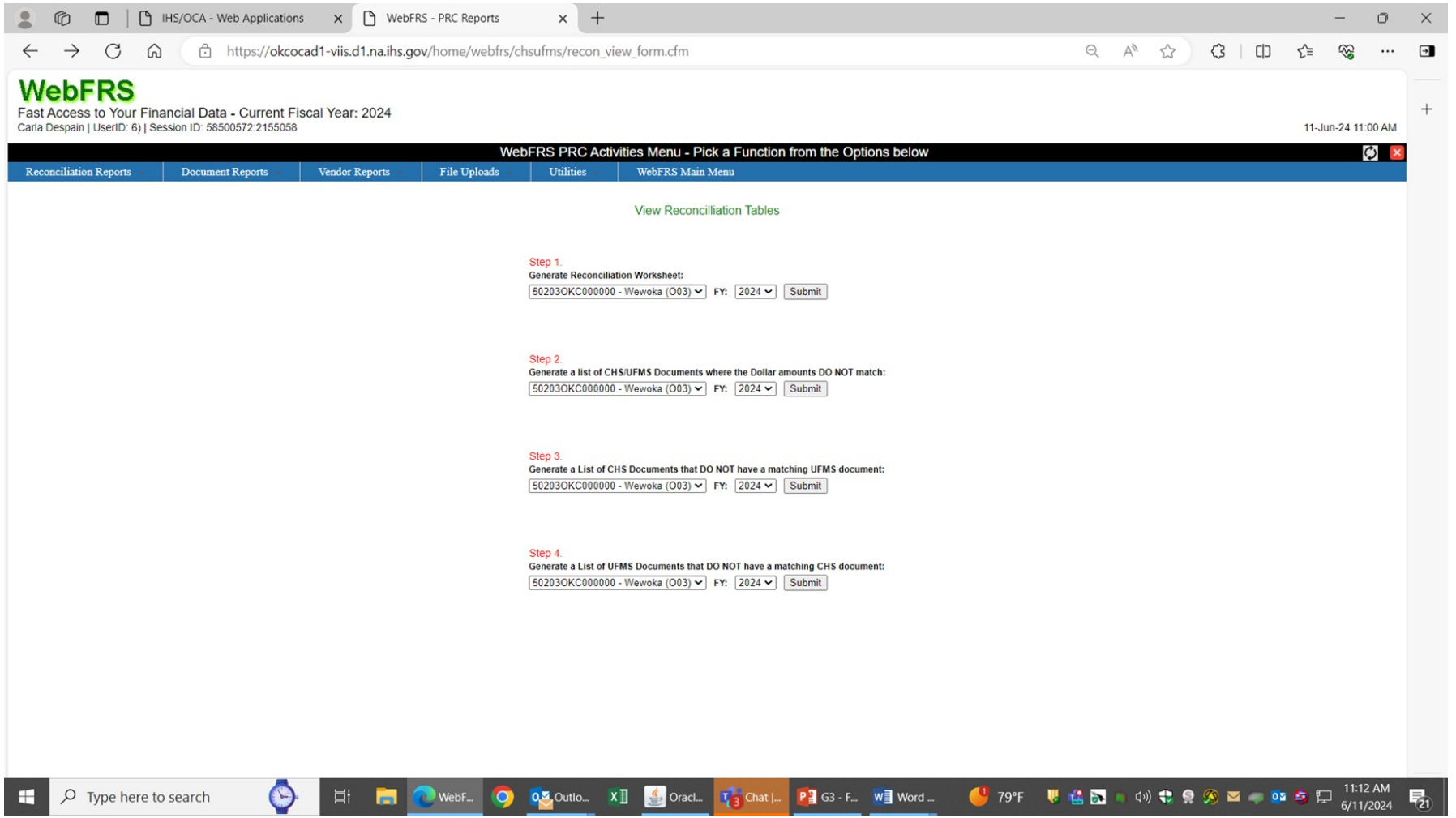
PRC Reconciliation

Carla Despain
Director, Office Financial Management
Oklahoma City Area IHS

Reconciliation – CHSMIS to UFMS

- OKC Area Uses WebFRS to reconcile PRC documents.
- WebFRS reconciles the past 10 years of data.
- WebFRS pulls data directly from RPMS into the database.
- UFMS information is obtained from an FBIS report—IHS – CHS Balance Report
- FBIS report is uploaded into the WebFRS database
- WebFRS then does a document by document comparison of obligations and payments in each system for each doc.
- WebFRS provides 3 lists (called Steps) of unmatched documents.
- When docs are corrected, they will automatically fall off the reconciliation the next time it is run.


IHS/OCA - Web Applications
WebFRS - PRC Reports
https://okcocad1-viis.d1.na.ihs.gov/home/webfrs/chsufms/recon_view_form.cfm
WebFRS
Fast Access to Your Financial Data - Current Fiscal Year: 2024
Carla Despain | UserID: 6) | Session ID: 58500572:2155058
11-Jun-24 11:00 AM
WebFRS PRC Activities Menu - Pick a Function from the Options below
Reconciliation Reports
Document Reports
Vendor Reports
File Uploads
Utilities
WebFRS Main Menu
View Reconcilliation Tables
Step 1.
Generate Reconciliation Worksheet:
50203OKC000000 - Wewoka (O03)
FY:
2024
Submit
Step 2.
Generate a list of CHS/UFMS Documents where the Dollar amounts DO NOT match:
50203OKC000000 - Wewoka (O03)
FY:
2024
Submit
Step 3.
Generate a List of CHS Documents that DO NOT have a matching UFMS document:
50203OKC000000 - Wewoka (O03)
FY:
2024
Submit
Step 4.
Generate a List of UFMS Documents that DO NOT have a matching CHS document:
50203OKC000000 - Wewoka (O03)
FY:
2024
Submit
Type here to search
79°F
11:12 AM
6/11/2024

Step 1: Reconciliation Worksheet

PRC Reconciliation Worksheet

Location: WEWOKA (50203OKC000000)
Fiscal year: 2024

Step 1:		
Total UFMS Obligations		**$639,735.98**
Total PRC Obligations		**$641,979.21**
Difference		**($2,243.23)**
Step 2: PRC and UFMS Dollars DO NOT match		
Column 1: PRC Obligated	**$2,390.07**	
Column 2: UFMS Obligated	**($9,928.33)**	
Difference		**($7,538.26)**
Step 3: PRC Documents with no matching UFMS document		**$9,790.00**
Step 4: UFMS Documents with no matching PRC document		**($8.51)**
Total: (should be $0.00)		**$0.00**

Step 2: Both Systems

Step 2: Generate a list of PRC/UFMS Documents where the Dollar amounts DO NOT match Listings for the location **WEWOKA-(50203OKC000000)** during the **FY-2024**

No.	Document No.	FY	CHS Obligated	UFMS Obligated	CHS Disbursed	UFMS Disbursed
1	04O00300526	2024	150	28.2	0	0
2	04O00301058	2024	116.22	350	116.22	116.22
3	04O00301117	2024	0	125	0	0
4	04O00301356	2024	0	1,200.00	0	0
5	04O00301636	2024	0	50	0	0
6	04O00301720	2024	0	255	0	0
7	04O00301833	2024	143.29	560	143.29	143.29
8	04O00301873	2024	50	282.19	0	0
9	04O00302054	2024	197.93	196.68	197.93	196.68
10	04O00302149	2024	39.95	50	39.95	39.95
11	04O00302205	2024	0	1,600.00	0	0
12	04O00302273	2024	0	361.36	0	0
13	04O00302407	2024	50	58.1	0	0
14	04O00302491	2024	0	50	0	0
15	04O00302615	2024	850	522.96	0	0
16	04O00302662	2024	0	150	0	0
17	04O00302669	2024	50	20.21	0	0
18	04O00302844	2024	652.68	659.65	652.68	652.68
19	04O00303086	2024	0	1,771.99	0	0
20	04O00303089	2024	0	12.19	0	12.19
21	04O00303096	2024	90	124.8	0	0
22	04O00303158	2024	0	1,500.00	0	0
Totals			$2,390.07	$9,928.33	$1,150.07	$1,161.01

Step 2: Both Systems

Step 2: Generate a list of PRC/UFMS Documents where the Dollar amounts DO NOT match Listings for the location **WEWOKA-(50203OKC000000)** during the **FY-2024**

No.	Document No.	FY	CHS Obligated	UFMS Obligated	CHS Disbursed	UFMS Disbursed	Comments
1	04O00300526	2024	150	28.2	0	0	Timing?
2	04O00301058	2024	116.22	350	116.22	116.22	UFMS Cancel
3	04O00301117	2024	0	125	0	0	UFMS Cancel
4	04O00301356	2024	0	1,200.00	0	0	UFMS Cancel
5	04O00301636	2024	0	50	0	0	UFMS Cancel
6	04O00301720	2024	0	255	0	0	UFMS Cancel
7	04O00301833	2024	143.29	560	143.29	143.29	UFMS Cancel
8	04O00301873	2024	50	282.19	0	0	Timing?
9	04O00302054	2024	197.93	196.68	197.93	196.68	Research Required
10	04O00302149	2024	39.95	50	39.95	39.95	UFMS Cancel
11	04O00302205	2024	0	1,600.00	0	0	UFMS Cancel
12	04O00302273	2024	0	361.36	0	0	UFMS Cancel
13	04O00302407	2024	50	58.1	0	0	Timing?
14	04O00302491	2024	0	50	0	0	UFMS Cancel
15	04O00302615	2024	850	522.96	0	0	Timing?
16	04O00302662	2024	0	150	0	0	UFMS Cancel
17	04O00302669	2024	50	20.21	0	0	Timing?
18	04O00302844	2024	652.68	659.65	652.68	652.68	UFMS Cancel
19	04O00303086	2024	0	1,771.99	0	0	UFMS Cancel
20	04O00303089	2024	0	12.19	0	12.19	Pay Adj or SLO
21	04O00303096	2024	90	124.8	0	0	Timing?
22	04O00303158	2024	0	1,500.00	0	0	UFMS Cancel
Totals			$2,390.07	$9,928.33	$1,150.07	$1,161.01	

Step 3: RPMS Documents

Step 3: Generate a List of PRC Documents that DO NOT have a matching UFMS document
Documents returned for the location **WEWOKA-(50203OKC000000)** during the period **FY-24**

No.	Document No.	Fiscal Year	CHS Obligated	CHS Disbursed
1	04O00303166	2024	50	0
2	04O00303167	2024	200	0
3	04O00303168	2024	75	0
4	04O00303169	2024	50	0
5	04O00303170	2024	40	0
6	04O00303171	2024	150	0
7	04O00303172	2024	350	0
8	04O00303173	2024	150	0
9	04O00303174	2024	300	0
10	04O00303175	2024	175	0
33	04O00303198	2024	110	0
34	04O00303199	2024	110	0
35	04O00303200	2024	1,400	0
36	04O00303201	2024	350	0
37	04O00303202	2024	450	0
38	04O00303203	2024	400	0
39	04O00303204	2024	350	0
40	04O00303205	2024	200	0
41	04O00303206	2024	500	0
42	04O00303207	2024	250	0
43	04O00303208	2024	40	0
Totals			**$9,790.00**	**$0.00**

Step 3: RPMS Documents

Step 3: Generate a List of PRC Documents that DO NOT have a matching UFMS document
Documents returned for the location **WEWOKA-(50203OKC000000)** during the period **FY-24**

No.	Document No.	Fiscal Year	CHS Obligated	CHS Disbursed	Comments
1	04O0303166	2024	50	0	Timing–Issued 6/9
2	04O0303167	2024	200	0	|
3	04O0303168	2024	75	0	|
4	04O0303169	2024	50	0	|
5	04O0303170	2024	40	0	|
6	04O0303171	2024	150	0	|
7	04O0303172	2024	350	0	|
8	04O0303173	2024	150	0	|
9	04O0303174	2024	300	0	|
10	04O0303175	2024	175	0	|
					|
33	04O0303198	2024	110	0	|
34	04O0303199	2024	110	0	|
35	04O0303200	2024	1,400	0	|
36	04O0303201	2024	350	0	|
37	04O0303202	2024	450	0	|
38	04O0303203	2024	400	0	|
39	04O0303204	2024	350	0	|
40	04O0303205	2024	200	0	|
41	04O0303206	2024	500	0	|
42	04O0303207	2024	250	0	V
43	04O0303208	2024	40	0	Timing–Issued 6/10
Totals			$9,790.00	$0.00	

Step 4: UFMS Documents

Step 4: Generate a List of UFMS Documents that DO NOT have a matching PRC document
Documents returned for the location **WEWOKA-(50203OKC000000)** during the period **FY-2024**

No.	Document No.	Obligated UFMS	Disbursed UFMS	FY
1	FI20244045404197_INT1	1.25	1.25	2024
2	FI20244073404975_INT1	7.26	7.26	2024
Totals		**$8.51**	**$8.51**	

Step 4: UFMS Documents

Step 4: Generate a List of UFMS Documents that DO NOT have a matching PRC document
Documents returned for the location **WEWOKA-(50203OKC000000)** during the period **FY-2024**

No.	Document No.	Obligated	Disbursed	FY	Comments
1	FI20244045404197_INT1	1.25	1.25	2024	HHSI2462024O0302054
2	FI20244073404975_INT1	7.26	7.26	2024	HHSI2462024O0303036
Totals		$8.51	$8.51		

Reconciliation – Other Considerations

- These steps are repeated for Prior Year documents.
- Steps 1-4 performed for CY and PY docs at least once per month per PRC Manual.

- Access Required for WebFRS Reconciliation:
  - WebFRS
  - UFMS
  - FBIS
  - CHS-MIS
  - FI

Questions

Contact Information

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2024
Indian Health Service Partnership Conference

IHS PRC Reconciliation - CHS/MIS FI Errors and Error Correction Walk-Through

ABHISHEK KRISHNAN

OFFICE OF FINANCE AND ACCOUNTING

DIVISION OF SYSTEMS, REVIEW AND PROCEDURES (DSRP)

SATURDAY, SEPTEMBER 14, 2024

Agenda

- Speaker Introduction
- Course Topics and Objectives
- FBIS Reports for CHS/MIS and FI Errors
- CHS – FI Interface Errors and using Job Aid to correct CHS/MIS FI Errors
- Suspending errors using GEH (Global Error Handling) form in UFMS
- Support Contact Information
- Q&A

Course Topics and Objectives

By the end of this presentation, participants will be able to:

- Run FBIS Reports for CHSMIS and FI Errors
- Run other FBIS Reports related to CHSMIS and FI
- Review the FBIS CHSMIS and FI GEH Errors report for respective Area Offices
- Use the Job Aid to correct CHSMIS FI Errors
- Suspend errors using the GEH (Global Error Handling) form in UFMS
- Contact the correct POCs for help and support

FBIS Reports for CHS/MIS and FI Errors

CHS/MIS GEH Errors

To view GEH errors from CHS/MIS, please follow the below navigation from Catalog reports:

- Shared Folders → Operational Reports → Interface → IHS folder and click "Expand“
- FBIS Report Names:
  - IHS - CHS - MIS Interface GEH Errors - CHS Details
  - IHS - CHS - MIS Interface GEH Errors - Errors

FI GEH Errors

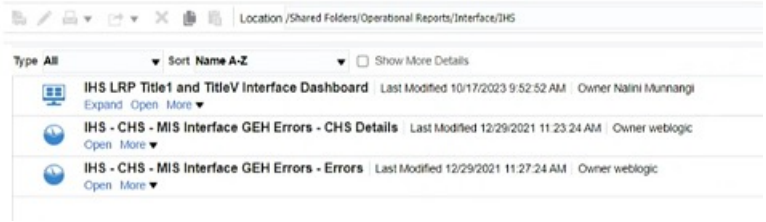
To view GEH errors from FI, please follow the below navigation from Catalog reports:

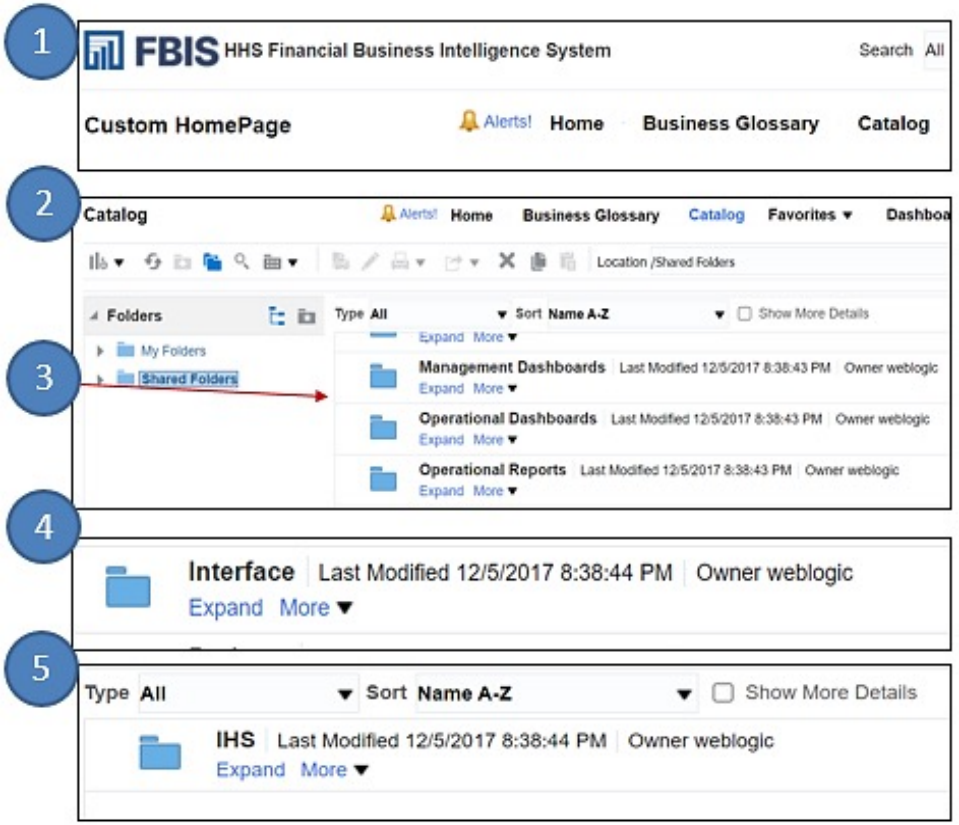
- Shared Folders → Operational Reports → Accounts Payable → IHS folder and click "Expand“
- FBIS Report Names:
  - IHS FI Interface GEH Errors - FI Details
  - IHS FI Interface GEH Errors - Errors

FBIS Reports for CHS/MIS and FI Errors, cont.

Locate the IHS – CHS – MIS Interface GEH Errors – CHS Details report

- UFMS: https://ufms.hhs.gov/
- FBIS: https://fbis.hhs.gov/
  1. If prompted, click on ‘Catalog’ from the FBIS homepage
  2. Click on Shared Folders under the Folders section
  3. Select the Operational Reports folder
  4. Select the Interface folder
  5. Select the IHS folder and then select ‘Open’ on the report you would like to run





FBIS Reports for CHS/MIS and FI Errors, cont.

Area Office Code	Area Office Name
C	Aberdeen (Great Plains)
A	Alaska
Q	Albuquerque
D	Bemidji
B	Billings
L	California
U	Nashville
N	Navajo
O	Oklahoma
X	Phoenix
P	Portland
S	Tucson

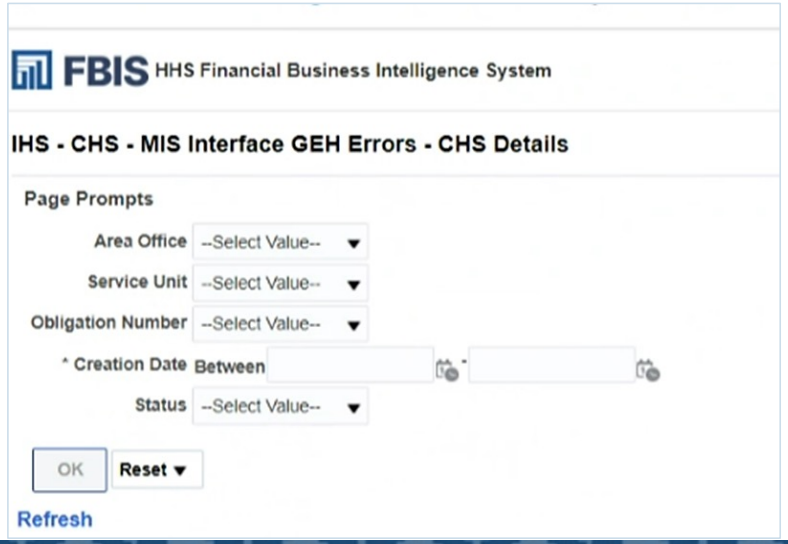
Quick Tips:

- ✓ *Know your Area Office Code and Area Office Name for running FBIS Reports*

FBIS Reports for CHS/MIS and FI Errors, cont.

Enter the selection criteria in the **Page Prompts** screen to run the report

1. Select dropdown or enter **Area Office** (e.g., N for Navajo) in the Area Office field
2. Select or enter the **Creation Date** values for the “From” and “To” parameters
3. Select the appropriate **Status** in the in the status field
4. Click OK (the report may take a few minutes to complete and generate results)



FBIS Reports for CHS/MIS and FI Errors, cont.

Department of Health and Human Services IHS CHS-MIS Interface GEH Errors (CHS Details)
Source: UFMS
Time run: 7/17/2024 1:54:07 PM

Table Type	Status	Record ID	Obligation Number	Type	Amount	CAN	Object Class	Fiscal Year	Rev Code	Mod Code	UEI	EIN	Received Date	Creation Date	Error Code	Error Message
Staging	Error	10769576	HHSI2392020D6007864	F	$1,460.00	J46UH60	256R	2024	1	3		1450422944A2	16-Jul-2024	16-Jul-2024	NEW_PO_EXIST_ERROR	Document received as NEW already exists in UFMS
Staging	Error	10769404	HHSI2392023D0611266	F	$250.00	J46XH06	256R	2024	2	4		1450226909A5	16-Jul-2024	16-Jul-2024	MOD_PO_NOT_EXIST_ERROR	Document received as MOD does not exists in UFMS
Staging	Error	10769495	HHSI2392023D0611325	F	$350.00	J46XH06	256R	2024	2	4	FFUMC3JX5NZ1	141126600902	16-Jul-2024	16-Jul-2024	MOD_PO_NOT_EXIST_ERROR	Document received as MOD does not exists in UFMS
Staging	Error	10769561	HHSI2392024D3203954	F	$200.00	J46XK10	256R	2024	2	4		141160861501	16-Jul-2024	16-Jul-2024	MOD_PO_NOT_EXIST_ERROR	Document received as MOD does not exists in UFMS
Staging	Error	10757340	HHSI2412020C1305016	F	$150.00	J45XH13	256R	2024	2	4	MNG1KMML14E7	1460226283A2	13-Jul-2024	13-Jul-2024	MULTIPLE_ERROR	Document received as MOD already Cancelled UFMS *** Document received as MOD does

FBIS Reports for CHS/MIS and FI Errors, cont.

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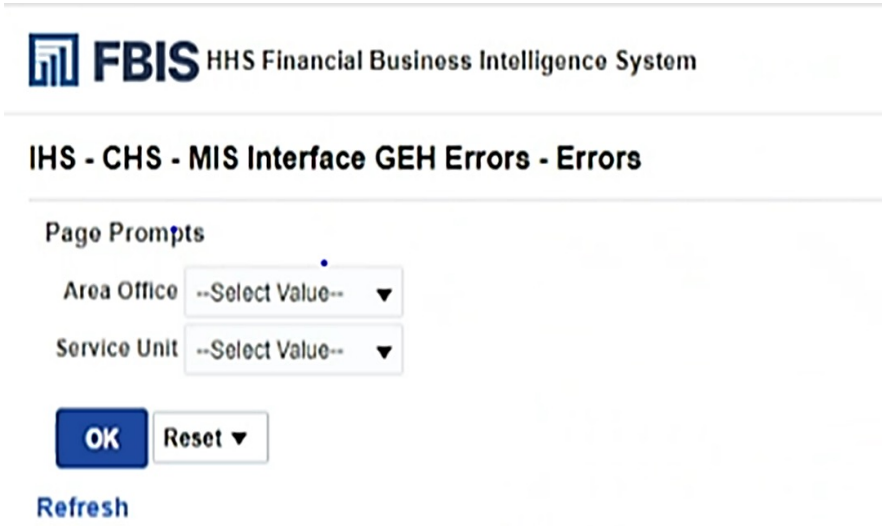

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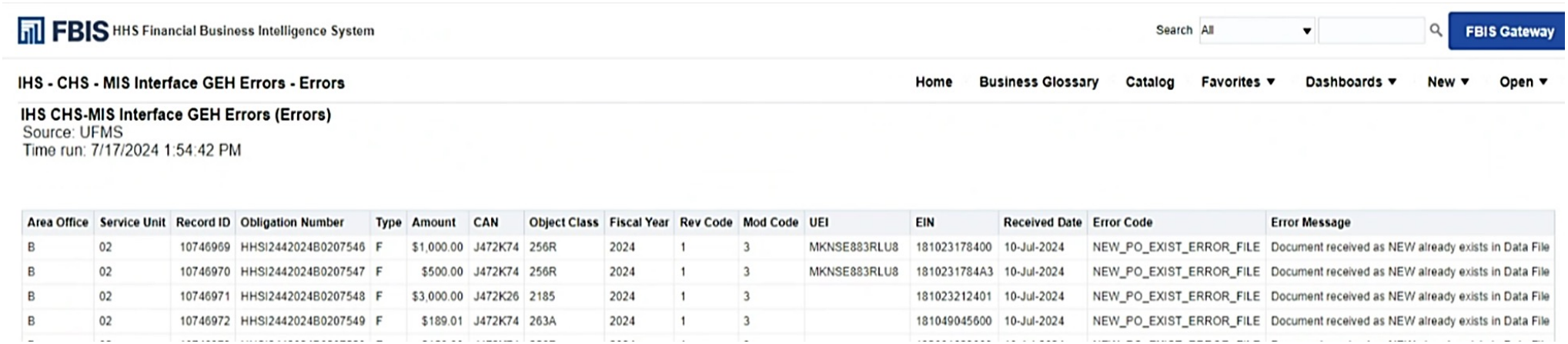

FBIS HHS Financial Business Intelligence System

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IHS - CHS - MIS Interface GEH Errors - Errors

Home | Business Glossary | Catalog | Favorites | Dashboards | New | Open

IHS CHS-MIS Interface GEH Errors (Errors)
Source: UFMS
Time run: 7/17/2024 1:54:42 PM

Area Office	Service Unit	Record ID	Obligation Number	Type	Amount	CAN	Object Class	Fiscal Year	Rev Code	Mod Code	UEI	EIN	Received Date	Error Code	Error Message
B	02	10746969	HHSI2442024B0207546	F	$1,000.00	J472K74	256R	2024	1	3	MKNSE883RLU8	181023178400	10-Jul-2024	NEW_PO_EXIST_ERROR_FILE	Document received as NEW already exists in Data File
B	02	10746970	HHSI2442024B0207547	F	$500.00	J472K74	256R	2024	1	3	MKNSE883RLU8	1810231784A3	10-Jul-2024	NEW_PO_EXIST_ERROR_FILE	Document received as NEW already exists in Data File
B	02	10746971	HHSI2442024B0207548	F	$3,000.00	J472K26	2185	2024	1	3		181023212401	10-Jul-2024	NEW_PO_EXIST_ERROR_FILE	Document received as NEW already exists in Data File
B	02	10746972	HHSI2442024B0207549	F	$189.01	J472K74	263A	2024	1	3		181049045600	10-Jul-2024	NEW_PO_EXIST_ERROR_FILE	Document received as NEW already exists in Data File

FBIS Reports for CHS/MIS and FI Errors, cont.

Locate the IHS – FI Interface GEH Errors – FA Details report:

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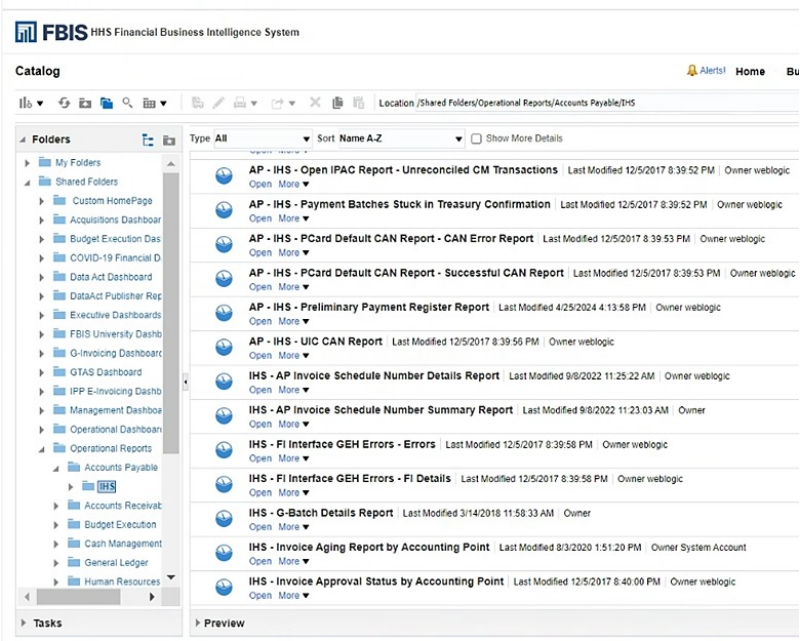

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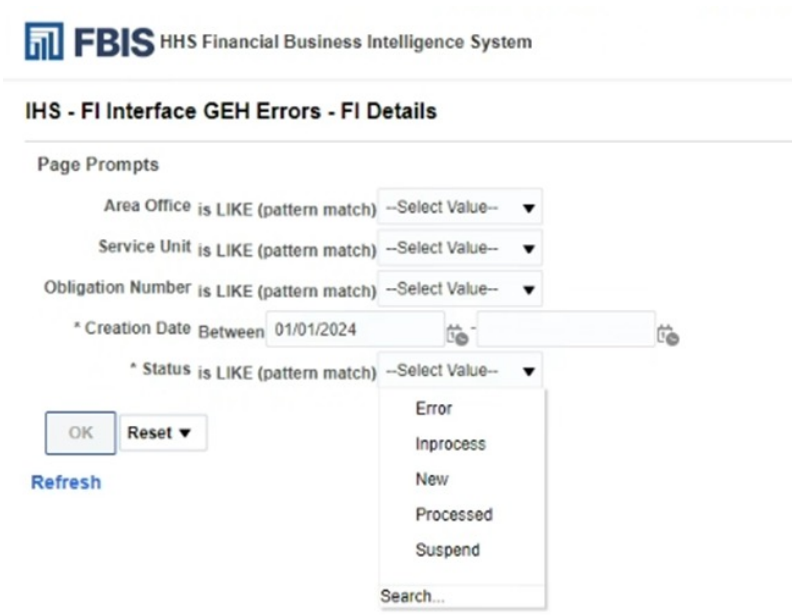
4. Select the appropriate **Status** in the in the status field
5. Click OK (the report may take a few minutes to complete and generate results)



FBIS Reports for CHS/MIS and FI Errors, cont.

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IHS - FI Interface GEH Errors - FI Details

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IHS FI Interface GEH Errors (FI Details)
Source: UFMS
Time run: 7/23/2024 9:37:13 AM

Table Type	Status	Record ID	FI Batch	Obligation Number	Tcode	Action	FI Inv	Amount	Invoice Num	Pay Group	CAN	Object Class	Fiscal Year	Received Date	Creation Date	Error Code	Error Message	Last Updated By	Data File Name
Staging	Error	6190553	CH2406I	HHSI2392020D6001739	191	A	20200115030002	$0.00	20200115030002	BEM-IHS-FI-CTX	J46XK60	256R	2020	12-Jun-2024	13-Jun-2024	PO_APPROVE_ERROR	PO Not Approved in UFMS : PO Present Status is : Approved, Closed, Cancelled	HHSOPERATOR	IHS.FI.AP.INV.20240612.212232.dat
Staging	Error	6201277	CH2406O	HHSI2392020D6002391	191	A	20244155402654	$0.00	20244155402654	BEM-IHS-FI-CTX	J46XK60	256R	2020	21-Jun-2024	24-Jun-2024	PO_APPROVE_ERROR	PO Not Approved in UFMS : PO Present Status is : Approved, Closed, Cancelled	HHSOPERATOR	IHS.FI.AP.INV.20240621.212530.dat
Staging	Error	6204784	CH2406Q	HHSI2392021D0604015	191	A	20233187407920	$0.00	20233187407920	BEM-IHS-FI-CTX	J46XK06	256R	2021	25-Jun-2024	26-Jun-2024	PO_APPROVE_ERROR	PO Not Approved in UFMS : PO Present Status is : Approved, Closed, Cancelled	HHSOPERATOR	IHS.FI.AP.INV.20240625.213250.dat

Job Aid to Correct CHS/MIS FI Errors

- How to use Job Aid to correct CHS/MIS FI Errors
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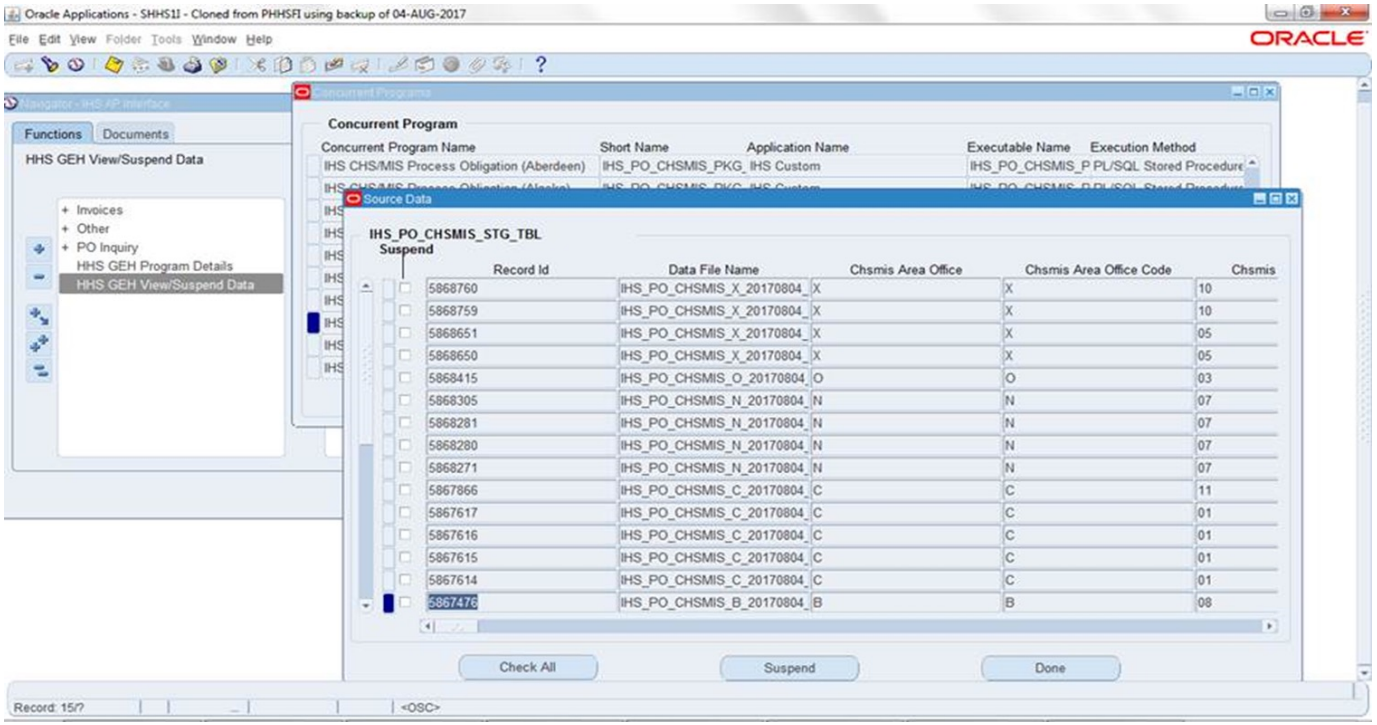
How to suspend errors using GEH (Global Error Handling) form in UFMS for your Area Office



Contact Information

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UFMS_PRISMHELPDESK@ihs.gov

Questions?

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Indian Health Service Partnership Conference

IHS PRC Reconciliation - CHS/MIS FI Errors and Error Correction Walk-Through

ABHISHEK KRISHNAN

OFFICE OF FINANCE AND ACCOUNTING

DIVISION OF SYSTEMS, REVIEW AND PROCEDURES (DSRP)

SATURDAY, SEPTEMBER 14, 2024

Agenda

- Speaker Introduction
- Course Topics and Objectives
- FBIS Reports for CHS/MIS and FI Errors
- CHS – FI Interface Errors and using Job Aid to correct CHS/MIS FI Errors
- Suspending errors using GEH (Global Error Handling) form in UFMS
- Support Contact Information
- Q&A

Course Topics and Objectives

By the end of this presentation, participants will be able to:

- Run FBIS Reports for CHSMIS and FI Errors
- Run other FBIS Reports related to CHSMIS and FI
- Review the FBIS CHSMIS and FI GEH Errors report for respective Area Offices
- Use the Job Aid to correct CHSMIS FI Errors
- Suspend errors using the GEH (Global Error Handling) form in UFMS
- Contact the correct POCs for help and support

FBIS Reports for CHS/MIS and FI Errors

CHS/MIS GEH Errors

- To view GEH errors from CHS/MIS, please follow the below navigation from Catalog reports
  - Shared Folders → Operational Reports → Interface → IHS folder and click "Expand“
  - FBIS Report Names:
    - IHS - CHS - MIS Interface GEH Errors - CHS Details
    - IHS - CHS - MIS Interface GEH Errors - Errors

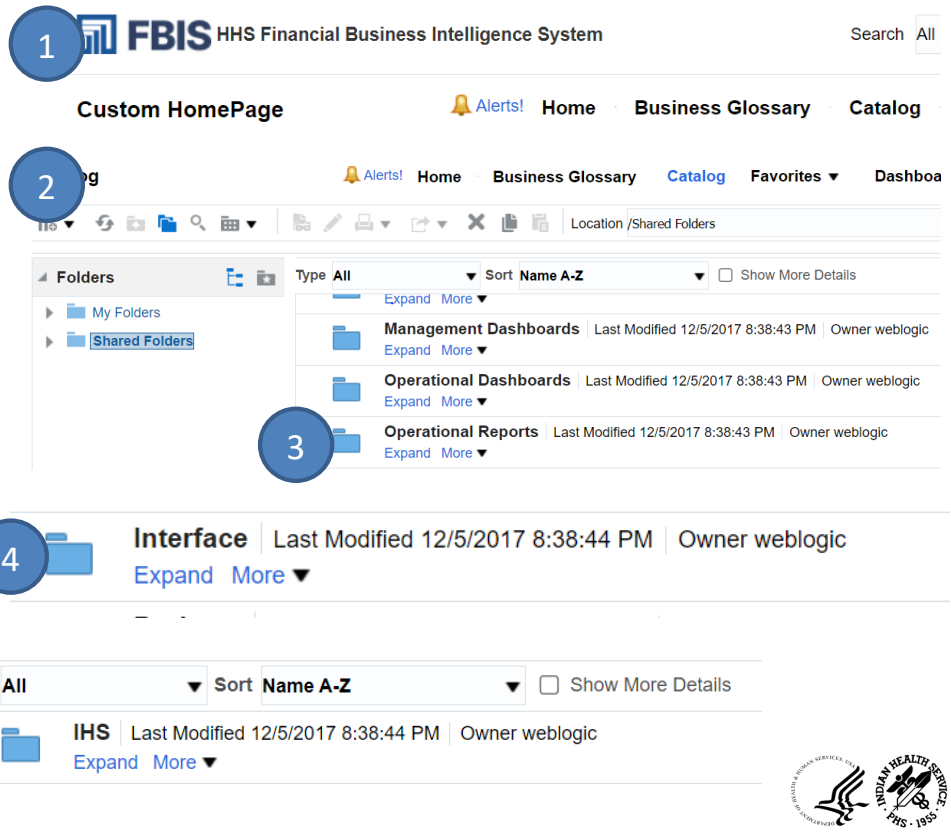
FI GEH Errors

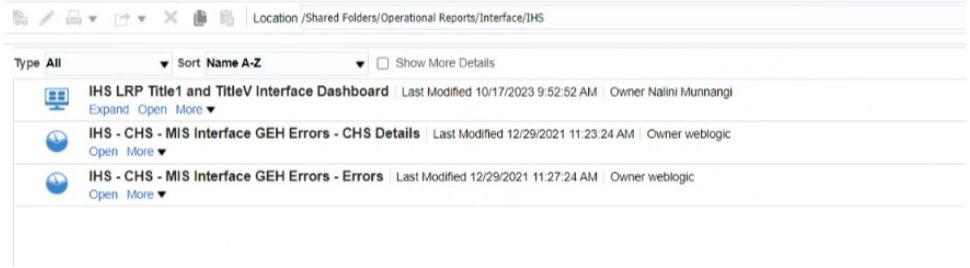
- To view GEH errors from FI, please follow the below navigation from Catalog reports
  - Shared Folders → Operational Reports → Accounts Payable → IHS folder and click "Expand“
  - FBIS Report Names:
    - IHS FI Interface GEH Errors - FI Details
    - IHS FI Interface GEH Errors - Errors

FBIS Reports for CHS/MIS and FI Errors – Cont.

Locate the IHS – CHS – MIS Interface GEH Errors – CHS Details report

- UFMS: https://ufms.hhs.gov/
- FBIS: https://fbis.hhs.gov/
  1. If prompted, click on ‘Catalog’ from the FBIS homepage
  2. Click on Shared Folders under the Folders section
  3. Select the Operational Reports folder
  4. Select the Interface folder
  5. Select the IHS folder and then select ‘Open’ on the report you would like to run





FBIS Reports for CHS/MIS and FI Errors – Cont.

Area Office Code	Area Office Name
C	Aberdeen (Great Plains)
A	Alaska
Q	Albuquerque
D	Bemidji
B	Billings
L	California
U	Nashville
N	Navajo
O	Oklahoma
X	Phoenix
P	Portland
S	Tucson

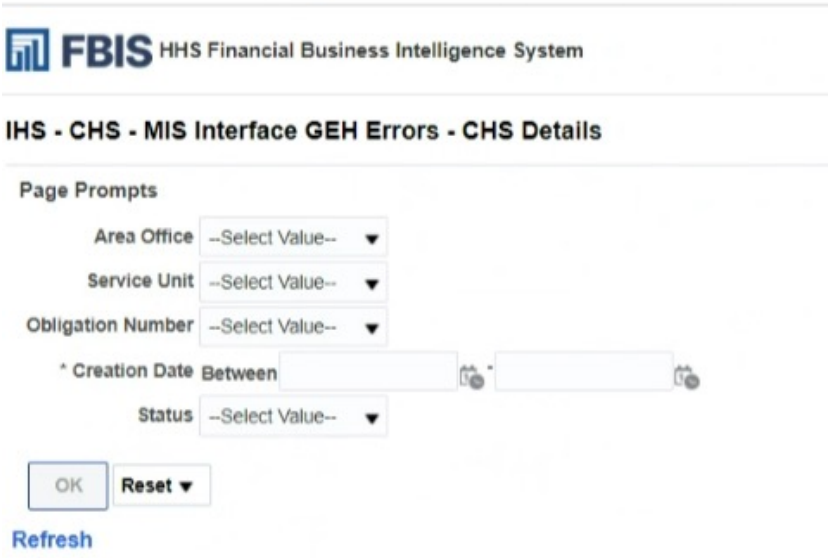
Quick Tips:

- ✓ *Know your Area Office Code and Area Office Name for running FBIS Reports*

FBIS Reports for CHS/MIS and FI Errors – Cont.

Enter the selection criteria in the **Page Prompts** screen to run the report

1. Select dropdown or enter **Area Office** (e.g., N for Navajo) in the Area Office field
2. Select or enter the **Creation Date** values for the “From” and “To” parameters
3. Select the appropriate **Status** in the in the status field
4. Click OK (the report may take a few minutes to complete and generate results)



FBIS Reports for CHS/MIS and FI Errors – Cont.

Department of Health and Human Services IHS CHS-MIS Interface GEH Errors (CHS Details)
Source: UFMS
Time run: 7/17/2024 1:54:07 PM

Table Type	Status	Record ID	Obligation Number	Type	Amount	CAN	Object Class	Fiscal Year	Rev Code	Mod Code	UEI	EIN	Received Date	Creation Date	Error Code	Error Message
Staging	Error	10769576	HHSI2392020D6007864	F	$1,460.00	J46UH60	256R	2024	1	3		1450422944A2	16-Jul-2024	16-Jul-2024	NEW_PO_EXIST_ERROR	Document received as NEW already exists in UFMS
Staging	Error	10769404	HHSI2392023D0611266	F	$250.00	J46XH06	256R	2024	2	4		1450226909A5	16-Jul-2024	16-Jul-2024	MOD_PO_NOT_EXIST_ERROR	Document received as MOD does not exists in UFMS
Staging	Error	10769495	HHSI2392023D0611325	F	$350.00	J46XH06	256R	2024	2	4	FFUMC3JX5NZ1	141126600902	16-Jul-2024	16-Jul-2024	MOD_PO_NOT_EXIST_ERROR	Document received as MOD does not exists in UFMS
Staging	Error	10769561	HHSI2392024D3203954	F	$200.00	J46XK10	256R	2024	2	4		141160861501	16-Jul-2024	16-Jul-2024	MOD_PO_NOT_EXIST_ERROR	Document received as MOD does not exists in UFMS
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FBIS Reports for CHS/MIS and FI Errors – Cont.

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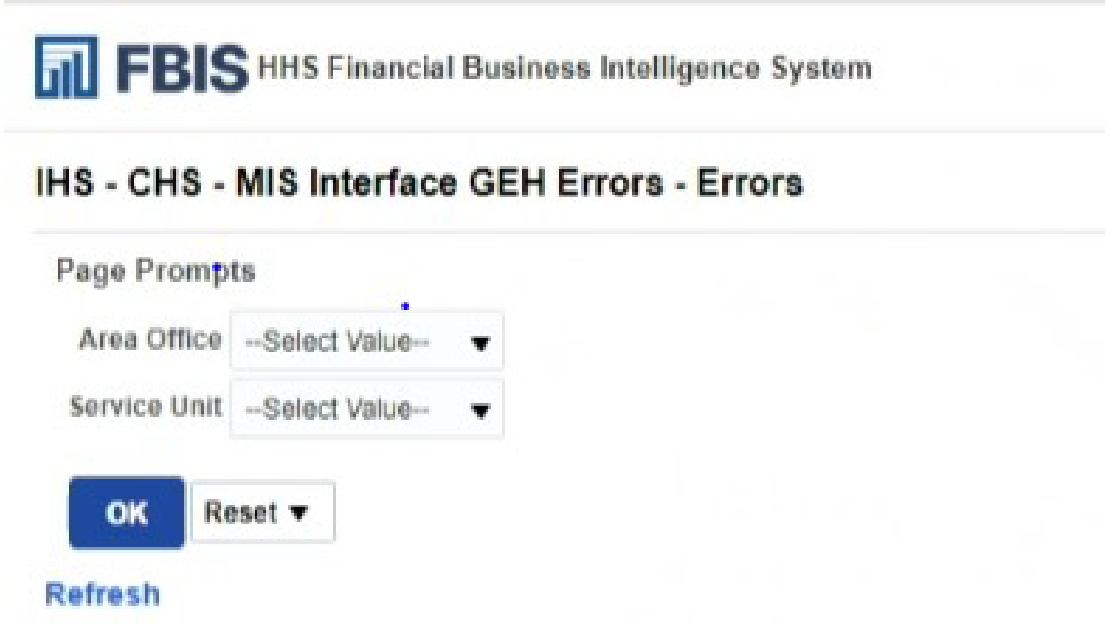
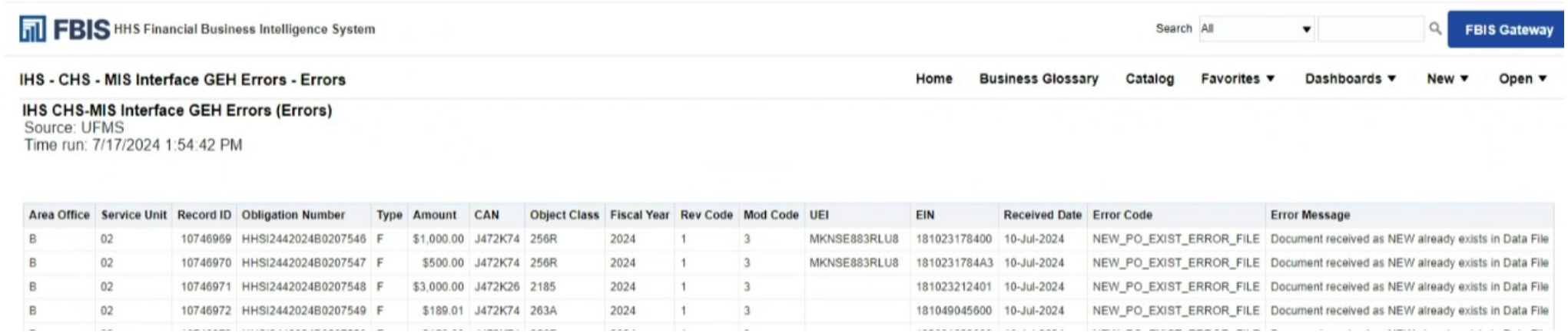


FBIS Reports for CHS/MIS and FI Errors – Cont.



Area Office	Service Unit	Record ID	Obligation Number	Type	Amount	CAN	Object Class	Fiscal Year	Rev Code	Mod Code	UEI	EIN	Received Date	Error Code	Error Message
B	02	10746969	HHSI2442024B0207546	F	$1,000.00	J472K74	256R	2024	1	3	MKNSE883RLU8	181023178400	10-Jul-2024	NEW_PO_EXIST_ERROR_FILE	Document received as NEW already exists in Data File
B	02	10746970	HHSI2442024B0207547	F	$500.00	J472K74	256R	2024	1	3	MKNSE883RLU8	1810231784A3	10-Jul-2024	NEW_PO_EXIST_ERROR_FILE	Document received as NEW already exists in Data File
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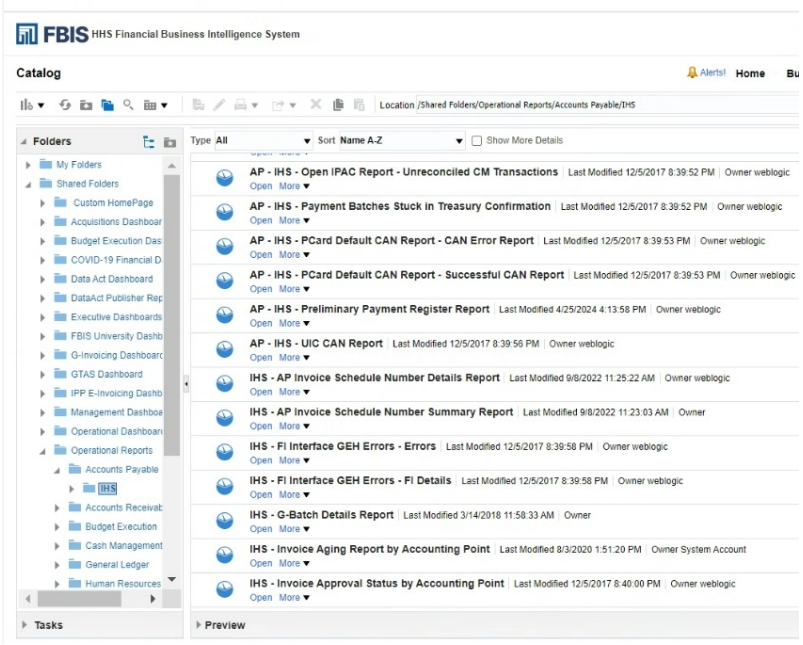

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IHS FI Interface GEH Errors (FI Details)
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Time run: 7/23/2024 9:37:13 AM

Table Type	Status	Record ID	FI Batch	Obligation Number	Tcode	Action	FI Inv	Amount	Invoice Num	Pay Group	CAN	Object Class	Fiscal Year	Received Date	Creation Date	Error Code	Error Message	Last Updated By	Data File Name
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Staging	Error	6201277	CH2406O	HHSI2392020D6002391	191	A	20244155402654	$0.00	20244155402654	BEM-IHS-FI-CTX	J46XK60	256R	2020	21-Jun-2024	24-Jun-2024	PO_APPROVE_ERROR	PO Not Approved in UFMS : PO Present Status is : Approved, Closed, Cancelled	HHSOPERATOR	IHS.FI.AP.INV.20240621.212530.dat
Staging	Error	6204784	CH2406Q	HHSI2392021D0604015	191	A	20233187407920	$0.00	20233187407920	BEM-IHS-FI-CTX	J46XK06	256R	2021	25-Jun-2024	26-Jun-2024	PO_APPROVE_ERROR	PO Not Approved in UFMS : PO Present Status is : Approved, Closed, Cancelled	HHSOPERATOR	IHS.FI.AP.INV.20240625.213250.dat

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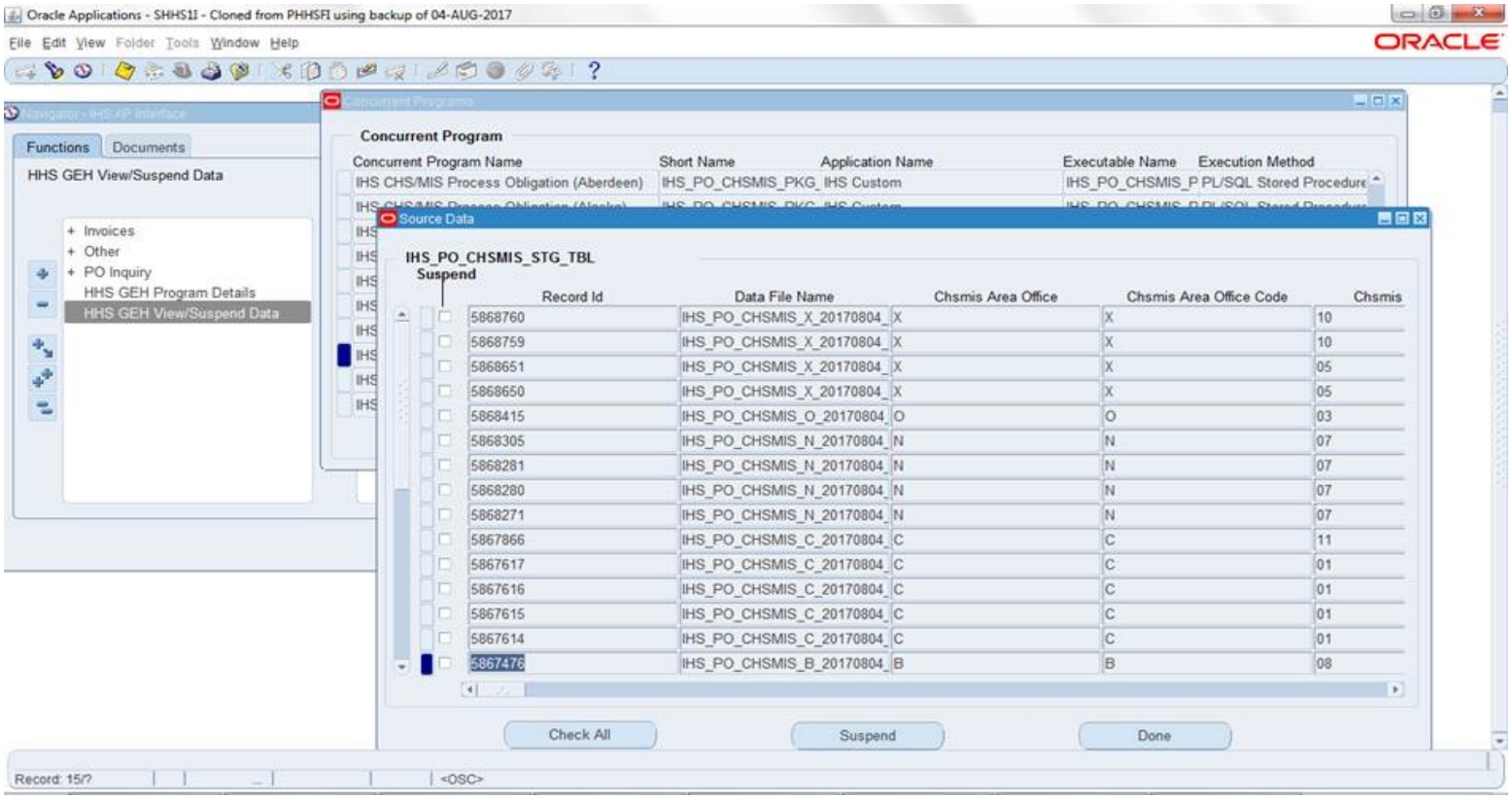

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