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# Indian Health Service File Reconciliation

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PAULETTE CHATTO, BUDGET ANALYST

AUGUST 22, AUGUST 23



## 3 Sections to AR reconciliation (Team effort between Business Office and Finance)

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1. **File Reconciliation**
2. Open AR Recon - Metrics
3. *Cash Management – TDN Unreconcile Schedules*

# File Reconciliation Overview

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- Reports
- File Transmission
- Track files from RPMS to HUB
- Track files from HUB to UFMS
- Reconcile Receipts
- Reconcile Allowance upload into UFMS
- File Errors
- Recommendations

# REPORTS

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- - Daily RPMS/UFMS exports (RPMS)
- - HUB Report ([Integration Engine / 3PB/AR Export \(ihs.gov\)](#))
- - IHS RPMS Invoice File Reconciliation Report (FBIS)
- - IHS RPMS Receipts File Reconciliation Report (FBIS)
- - IHS RPMS Adjustments File Reconciliation Report (FBIS)
- - IHS RPMS Cumulative Receipts-Allowance Report (FBIS)
- - IHS RPMS Invoice Error Report (FBIS)
- - IHS RPMS Receipt Error Report (FBIS)
- - IHS RPMS Adjustment Error Report (FBIS)
- - BE – IHS – Budget Execution Transaction Register Report (FBIS)
- - IHS RPMS Invoice Detail Report (FBIS)

# FILE TRANSMISSION

- Business Office

## RPMS export to the HUB

- 3<sup>rd</sup> Party Invoices (1<sup>st</sup> Transmission)

```
SHIPROCK SERVICE UNIT
DATE: 08/02/2023
INVOICES:
***** UFMS EXPORT RECONCILIATION PAGE *****
LOCATION: NNMCSHIPROCK
EXPORT DATE: AUG 02, 2023@06:59:22
FILE NAME: IHS_TPB_RPMS_INV_808601_20230802_065922_2.06.36k.DAT
=====
Approved | Excluded | Cancelled
```

- AR Receipts and Adjustments (2<sup>nd</sup> Transmission)

```
RECEIPTS AND ADJUSTMENTS:
GRAND TOTAL ALL FILES REPORT
REPORT DATE: AUG 2, 2023@07:16:47
PRINTED BY : JOHNSON, HEATHER L
DATE RANGE FROM : AUG 2, 2023 TO AUG 2, 2023
FILE: IHS_AR_RPMS_RCV_3033_808601_20230802_070026_1.08.34.DAT
-----
TRANSMISSIONS: 08/02/2023@07:11:06; 08/02/2023@07:11:07; 08/02/2023@07:11:
08/02/2023@07:11:12; 08/02/2023@07:11:13; 08/02/2023@07:11:
-----
SESSION TOTALS DS TOTALS NS TOTALS TRANS. TOT
```

# TRACK FILES FROM RPMS TO HUB

- Business Office (Con't)

## RPMS file name (Invoices, Receipts and Adjustments)

- Count/Amount – Medicaid(Invoices, Receipts and Adjustments)
- Count/Amount – Medicare (Invoices, Receipts and Adjustments)
- Count/Amount – Pvt Ins (Invoices, Receipts and Adjustments)
- Count/Amount – Other (Invoices, Receipts and Adjustments)
- Count/Amount – VA (Invoices, Receipts and Adjustments)

SHIPROCK - 808601													RPMS TOTAL	
RPMS UEMS RECONCILIATION														
JUL, AUG, SEP (4th Qtr FY2023)														
HUB File Name	RPMS File Name	COUNT	MEDICAID	COUNT	MEDICARE	COUNT	PVT INS	COUNT	VA	COUNT	OTHE		COUNT	AMOUNT
INVOICE														
20230629	IHS_AR_RPMS_INV_N_20230629_120758.da	IHS_TPB_RPMS_INV_808601_20230629_065242_2.06.36k.DAT	852	\$381,315.69	483	\$182,259.75	275	\$103,459.23	0	\$0.00	0	\$0.00	1610	\$667,034.67
20230630	IHS_AR_RPMS_INV_N_20230630_120819.da	IHS_TPB_RPMS_INV_808601_20230630_065430_2.06.36k.DAT	808	\$405,346.34	685	\$285,923.10	198	\$51,339.89	0	\$0.00	0	\$0.00	1691	\$742,609.33
20230701	NO TRANSMISSION	NO TRANSMISSION											0	\$0.00
20230702	NO TRANSMISSION	NO TRANSMISSION											0	\$0.00
20230703	IHS_AR_RPMS_INV_N_20230703_120528.da	IHS_TPB_RPMS_INV_808601_20230703_070522_2.06.36k.DAT	891	\$289,832.97	702	\$258,126.09	490	\$149,574.10	0	\$0.00	2	\$421.18	2085	\$697,954.34
20230704	NO TRANSMISSION	NO TRANSMISSION											0	\$0.00
20230705	IHS_AR_RPMS_INV_N_20230705_120516.da	IHS_TPB_RPMS_INV_808601_20230705_070301_2.06.36k.DAT	886	\$492,556.27	407	\$167,282.94	124	\$54,495.29	1	\$180.00	0	\$0.00	1418	\$714,514.50
RETRANS													0	\$0.00
1ST WK TOTAL			3437	\$1,569,051.27	2277	\$893,591.88	1087	\$358,868.51	1	\$180.00	2	\$421.18	6804	\$2,822,112.84

- Daily file transmission to the HUB

# Business Office (Con't)

## - HUB – Count/Amount (Invoices, Receipts, and Adjustments)

Successful Transaction Records				06/29/2023	
UFMS RPMS Hub File (Batch File)					
IHS_AR_RPMS_INV_N_20230629_120758.dat					
Successful RPMS File (IHS_TPB_RPMS_INV...)	C	E	RPMS Amt	Rec Count	
...808401_20230629_050518_2.06.36k	1	A	\$768,435.34	1,467	
...808601_20230629_065242_2.06.36k	1	A	\$667,034.67	1,610	
...808510_20230629_065803_2.06.36k	1	A	\$54,749.64	316	
...808201_20230629_065931_2.06.36k	1	A	\$134,010.84	381	
...808101_20230629_070507_2.06.36k	1	A	\$450,793.99	1,640	
<b>Sub Total</b>				<b>Subtotal Count</b>	
			\$2,075,024.48	5,414	

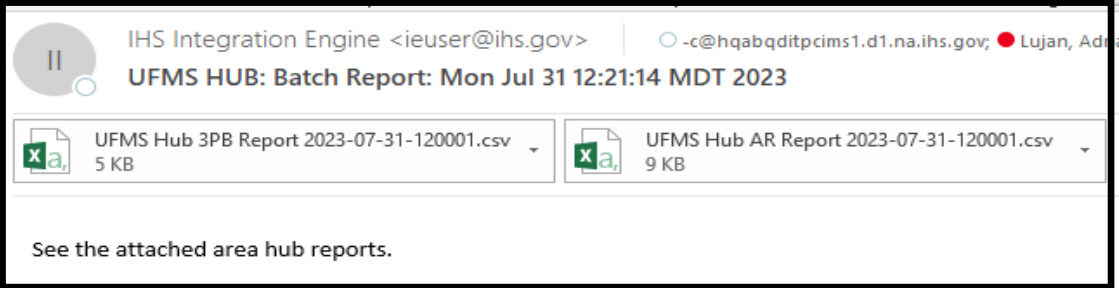
SHIPROCK - 808601  
RPMS UFMS RECONCILIATION  
JUL, AUG, SEP (4th Qtr FY2023)

HUB File Name	RPMS File Name	COUNT	MEDICAID	COUNT	MEDICARE	COUNT	PVT INS	COUNT	VA	COUNT	OTHER	RPMS TOTAL		
INVOICE													COUNT	AMOUNT
20230629	IHS_AR_RPMS_INV_N_20230629_120758.dat	IHS_TPB_RPMS_INV_808601_20230629_065242_2.06.36k.DAT	852	\$381,315.69	483	\$182,259.75	275	\$103,459.23	0	\$0.00	0	\$0.00	1610	\$667,034.67
20230630	IHS_AR_RPMS_INV_N_20230630_120819.dat	IHS_TPB_RPMS_INV_808601_20230630_065430_2.06.36k.DAT	808	\$405,346.34	685	\$285,923.10	198	\$51,339.89	0	\$0.00	0	\$0.00	1691	\$742,609.33
20230701	NO TRANSMISSION	NO TRANSMISSION											0	\$0.00
20230702	NO TRANSMISSION	NO TRANSMISSION											0	\$0.00
20230703	IHS_AR_RPMS_INV_N_20230703_120528.dat	IHS_TPB_RPMS_INV_808601_20230703_070522_2.06.36k.DAT	891	\$289,832.97	702	\$258,126.09	490	\$149,574.10	0	\$0.00	2	\$421.18	2085	\$697,954.34
20230704	NO TRANSMISSION	NO TRANSMISSION											0	\$0.00
20230705	IHS_AR_RPMS_INV_N_20230705_120516.dat	IHS_TPB_RPMS_INV_808601_20230705_070301_2.06.36k.DAT	886	\$492,556.27	407	\$167,282.94	124	\$54,495.29	1	\$180.00	0	\$0.00	1418	\$714,514.50
RETRANS													0	\$0.00
1ST WK TOTAL			3437	\$1,569,051.27	2277	\$893,591.88	1087	\$358,868.51	1	\$180.00	2	\$421.18	6804	\$2,822,112.84

HUB	
COUNT	AMOUNT
1610	\$667,034.67
1691	\$742,609.33
2085	\$697,954.34
1418	\$714,514.50
<b>6804</b>	<b>\$2,822,112.84</b>

# Two forms of verification, files were rec'd at the HUB Business Office (Con't)

- Emails rec'd from IHS Integration/HUB



## [Integration Engine / 3PB/AR Export \(ihs.gov\)](http://ihs.gov)





# TRACK FILES FROM HUB TO UFMS

- Finance

- HUB vs UFMS count/amount (**Invoices, Receipts, Adjustments**)

HUB		RPMS vs HUB		UFMS A/R		HUB vs UFMS	
COUNT	AMOUNT	COUNT	AMOUNT	COUNT	AMOUNT	COUNT	AMOUNT
1610	\$667,034.67	0	\$0.00	1610	\$667,034.67	0	\$0.00
1691	\$742,609.33	0	\$0.00	1691	\$742,609.33	0	\$0.00
		0	\$0.00	0	\$0.00	0	\$0.00
		0	\$0.00	0	\$0.00	0	\$0.00
2085	\$697,954.34	0	\$0.00	2085	\$697,954.34	0	\$0.00
		0	\$0.00	0	\$0.00	0	\$0.00
1418	\$714,514.50	0	\$0.00	1418	\$714,514.50	0	\$0.00
		0	\$0.00			0	\$0.00
<b>6804</b>	<b>\$2,822,112.84</b>	<b>0</b>	<b>\$0.00</b>	<b>6804</b>	<b>\$2,822,112.84</b>	<b>0</b>	<b>\$0.00</b>

- IHS RPMS Invoice File Reconciliation Report (FBIS)

- IHS RPMS Receipts File Reconciliation Report (FBIS)

- IHS RPMS Adjustments File Reconciliation Report (FBIS)

UFMS File Name	Sum of Count	Sum of Amount
IHS_AR_RPMS_INV_N_20230629_120758.dat	1610	667,034.67
IHS_AR_RPMS_INV_N_20230630_120819.dat	1691	742,609.33
IHS_AR_RPMS_INV_N_20230703_120528.dat	2085	697,954.34
IHS_AR_RPMS_INV_N_20230705_120516.dat	1418	714,514.50
<b>Grand Total</b>	<b>6804</b>	<b>2,822,112.84</b>

- Weekly Collection run

# RECONCILE RECEIPTS

- Finance (Con't)

- Cumulative Receipts (**M'care, M'caid, Pvt Ins, Other and VA**) If any differences in this section, refer to emails re: error reports/cut off dates.

(Data in black)

OTHER 2021	OTHER 2022	OTHER 2023	TOTAL OTHER	Total AOA	Trans vs AOA	HUB vs AOA	UFMS vs AOA		
	898.79	101.21	1,000.00	1,351,593.70	\$0.00	-	-	non-ben	\$ (898.79)
		101.21	101.21	1,350,694.91	BET - 07/06/23				
			(898.79)	(898.79)	diff				

IHS RPMS Cumulative Receipts-Allowance Report (FBIS)

Sum of Amount	BAP						Grand Total
Fund	7100540109	7120540121	7122540222	7132540515	7170540000		
0J070020220RA0		73.76	14,456.69	1,347.82			15,878.27
0J070020230RA0		365,519.92	833,498.14	134,505.97	1,191.40		1,334,715.43
0J227020221RA0	898.79						898.79
0J227020231RA0	101.21						101.21
<b>Grand Total</b>	<b>1,000.00</b>	<b>365,593.68</b>	<b>847,954.83</b>	<b>135,853.79</b>	<b>1,191.40</b>		<b>1,351,593.70</b>

# RECONCILE ALLOWANCE UPLOAD INTO UFMS

- Finance (Con't)

- Compare Black vs Blue (research the difference) (Data in blue)

OTHER 2022	OTHER 2023	TOTAL OTHER	Total AOA	Trans vs AOA	HUB vs AOA	UFMS vs AOA		
898.79	101.21	1,000.00	1,351,593.70	\$0.00	-	-	non-ben	\$ (898.79)
	101.21	101.21	1,350,694.91	BET - 07/06/23				
		(898.79)	(898.79)	diff				

- BE – IHS – Budget Execution Transaction Register Report (FBIS)

Sum of Amount					Total
BAP	Fund	Document #	GL Date		Total
7100540109	0J227020231RA0	CY-7100540109-070623	7/6/2023		101.21
<b>7100540109 Total</b>					<b>101.21</b>
7120540121	0J070000000RA0	PY-7120540121-070623	7/6/2023		73.76
	0J070020230RA0	CY-7120540121-070623	7/6/2023		365,519.92
<b>7120540121 Total</b>					<b>365,593.68</b>
7122540222	0J070000000RA0	PY-7122540222-070623	7/6/2023		14,456.69
	0J070020230RA0	CY-7122540222-070623	7/6/2023		833,498.14
<b>7122540222 Total</b>					<b>847,954.83</b>
7132540515	0J070000000RA0	PY-7132540515-070623	7/6/2023		1,347.82
	0J070020230RA0	CY-7132540515-070623	7/6/2023		134,505.97
<b>7132540515 Total</b>					<b>135,853.79</b>
7170540000	0J070020230RA0	CY-7170540000-070623	7/6/2023		1,191.40
<b>7170540000 Total</b>					<b>1,191.40</b>
<b>Grand Total</b>					<b>1,350,694.91</b>

# FILE ERRORS

- Research any errors by using the error reports
  - IHS RPMS Invoice Error Report (FBIS)
  - IHS RPMS Receipt Error Report (FBIS)
  - IHS RPMS Adjustment Error Report (FBIS)
- Ex: "Invoice Amount due remaining cannot be negative" is an error referring to the Master Invoice.
- Work with Business Office when an error is at the HUB level.

RPMS Bill Number	RPMS Batch	Schedule Number	Location Code	Location Description	ASUFAC Code	Fund	BAP	BAP Description	Error Message	Amount		
NULL	OTHER-10/15/2013-1	I-23645616	54201AZH000000	NAVAJO-CHINLE	808101808101	0J227020081RA0	7100540109	NAVAJO-REIMBURSEMENTS RPMS ONLY	Receipt amount is negative	31.92		
NULL	OTHER-10/15/2013-1	I-23645616	54201AZH000000	NAVAJO-CHINLE	808101808101	0J227020081RA0	7100540109	NAVAJO-REIMBURSEMENTS RPMS ONLY	Receipt amount is negative	68.00		
NULL	OTHER-10/15/2013-1	I-23645616	54201AZH000000	NAVAJO-CHINLE	808101808101	0J227020081RA0	7100540109	NAVAJO-REIMBURSEMENTS RPMS ONLY	Receipt amount is negative	6.32		
NULL	OTHER-10/15/2013-1	I-23645616	54201AZH000000	NAVAJO-CHINLE	808101808101	0J227020081RA0	7100540109	NAVAJO-REIMBURSEMENTS RPMS ONLY	Receipt amount is negative	16.99		
NULL	OTHER-10/16/2013-3	I-23645807	54201AZH000000	NAVAJO-CHINLE	808101808101	0J227020081RA0	7100540109	NAVAJO-REIMBURSEMENTS RPMS ONLY	Receipt amount is negative	70.00		
NULL	OTHER-07/25/2013-3	I-23645110	54202NMH000000	NAVAJO-CROWNPOINT	808201808201	0J227020081RA0	7100540109	NAVAJO-REIMBURSEMENTS RPMS ONLY	Receipt amount is negative	26.48		
KA5119726A	MEDICAID -12/31/2013-1	295306	54205AZC025000	NAVAJO-KAYENTA	808510808510	0J070020120RA0	7122540222	NAVAJO-MEDICAID	Invoice Amount due remaining cannot be negative	94.00		
KA5145202A	MEDICAID -12/31/2013-1	295306	54205AZC025000	NAVAJO-KAYENTA	808510808510	0J070020120RA0	7122540222	NAVAJO-MEDICAID	Invoice Amount due remaining cannot be negative	94.00		
KA5339846A	PI -09/27/2013-2	193147	54205AZC025000	NAVAJO-KAYENTA	808510808510	0J070020130RA0	7132540515	NAVAJO-PRIVATE INSURANCE COLLECTIONS	Receipt amount is negative	17.00		
IH5362453A	PI -09/27/2013-2	193147	54205AZC025000	NAVAJO-KAYENTA	808510808510	0J070020130RA0	7132540515	NAVAJO-PRIVATE INSURANCE COLLECTIONS	Receipt amount is negative	0.79		
8457158A	MEDICAID-12/24/2013-4	290453	54206NMH000000	NAVAJO-SHIPROCK	808601808601	0J070020100RA0	7122540222	NAVAJO-MEDICAID	Invoice Amount due remaining cannot be negative	89.00		
8400924A	MEDICAID-12/24/2013-4	290453	54206NMH000000	NAVAJO-SHIPROCK	808601808601	0J070020100RA0	7122540222	NAVAJO-MEDICAID	Invoice Amount due remaining cannot be negative	92.51		
9115273B	PVT INSURANCE-12/24/2013-2	287118	54206NMH000000	NAVAJO-SHIPROCK	808601808601	0J070020120RA0	7132540515	NAVAJO-PRIVATE INSURANCE COLLECTIONS	Invoice Amount due remaining cannot be negative	54.60		
8415871A	MEDICAID-12/24/2013-2	287118	54206NMC044000	NAVAJO-DZILTH-NA-O-DITH-HLE CLINIC	808601808611	0J070020100RA0	7122540222	NAVAJO-MEDICAID	Invoice Amount due remaining cannot be negative	85.57		
										21.68		
4	\$868.50	13708	\$2,653,634.79	8001	\$1,507,312.70	977	\$237,470.94	4248	\$835,932.49	3753	\$671,380.21	
COUNT OTHER		RPMS TOTAL		HUB		RPMS vs HUB		UFMS A/R		HUB vs UFMS		MEDI
		COUNT	AMOUNT	COUNT	AMOUNT	COUNT	AMOUNT	COUNT	AMOUNT	COUNT	AMOUNT	20
0	\$0.00	588	\$124,914.39	588	\$124,914.39	0	\$0.00	587	\$124,859.79	1	\$54.60	
0	\$0.00	457	\$64,904.39	457	\$64,904.39	0	\$0.00	456	\$64,618.82	1	\$285.57	
		0	\$0.00			0	\$0.00			0	\$0.00	
0	\$0.00	907	\$296,628.42	907	\$296,628.42	0	\$0.00	905	\$296,246.91	2	\$381.51	
0	\$0.00	1011	\$87,715.91	1011	\$87,715.91	0	\$0.00	1011	\$87,715.91	0	\$0.00	
		0	\$0.00			0	\$0.00			0	\$0.00	
		0	\$0.00			0	\$0.00			0	\$0.00	
		0	\$0.00			0	\$0.00			0	\$0.00	
0	\$0.00	2963	\$574,163.11	2963	\$574,163.11	0	\$0.00	2959	\$573,441.43	4	\$721.68	

# RECOMMENDATIONS

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- Work on closing out old invoices (non-ben/cancelling year)
- Team work between Business Office and Finance Office
- When creating a Helpdesk Ticket – please be very descriptive in the email. Include all attachments of your research, this will eliminate any confusion to the helpdesk.
  - Include the following ticket requirements

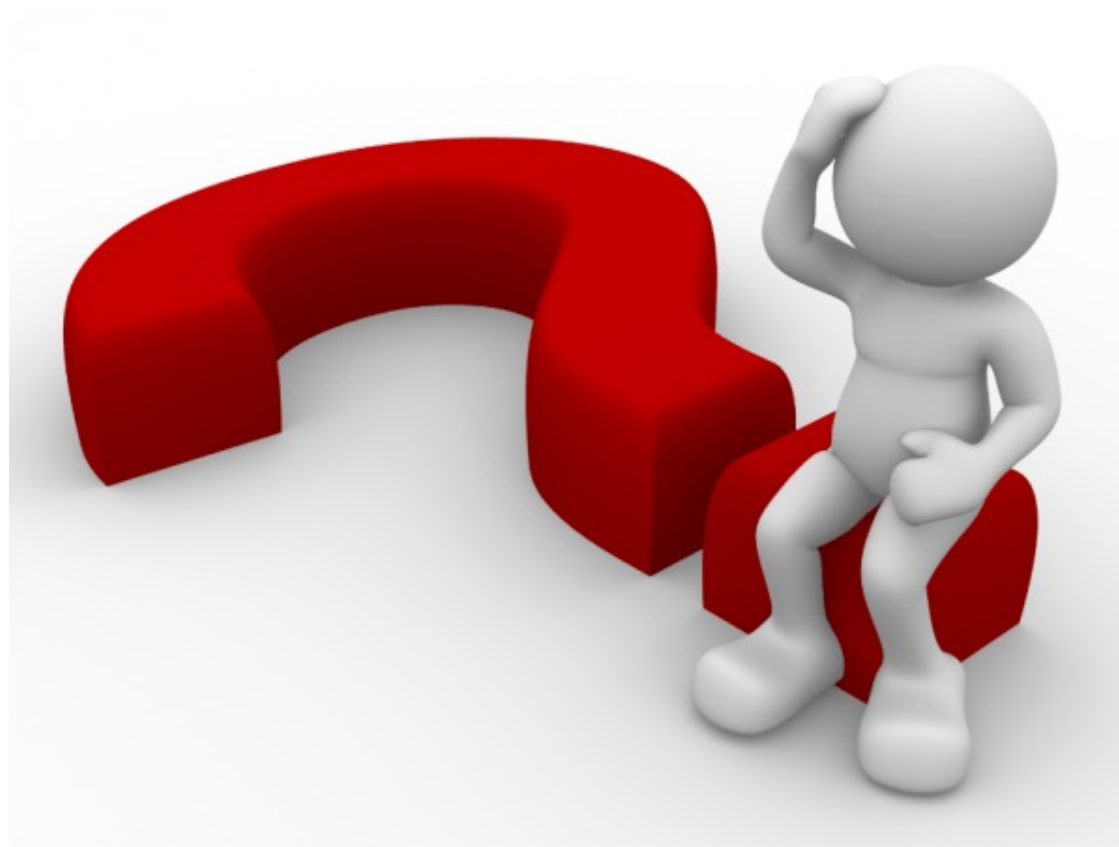
IHS\_TPBRPMS\_INV\_808601\_20230712\_065852\_2.06.36k.DAT  
IHS\_AR\_RPMS\_RCV\_1807\_808601\_20230712\_065931\_1.08.34.DAT

RPMS Package: Accounts Receivable System  
RPMS Version: 1.8  
RPMS Patch No: 34  
Site Affected: Northern Navajo Medical Center  
POC: Paulette Chatto (505) 368-6570



# QUESTIONS

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Angie Clark – Business Office

Angie.Clark@ihs.gov

Northern Navajo Medical Center – Shiprock

505-368-6043

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Paulette Chatto – Finance Office

Paulette.Chatto@ihs.gov

Northern Navajo Medical Center – Shiprock

505-368-6570