# Indian Health Service Navajo Area Cash Reconciliation Best Practice

MARION KELLEY-JIM ACCOUNTANT, NAVAJO AREA FINANCE JULY 11, 2024



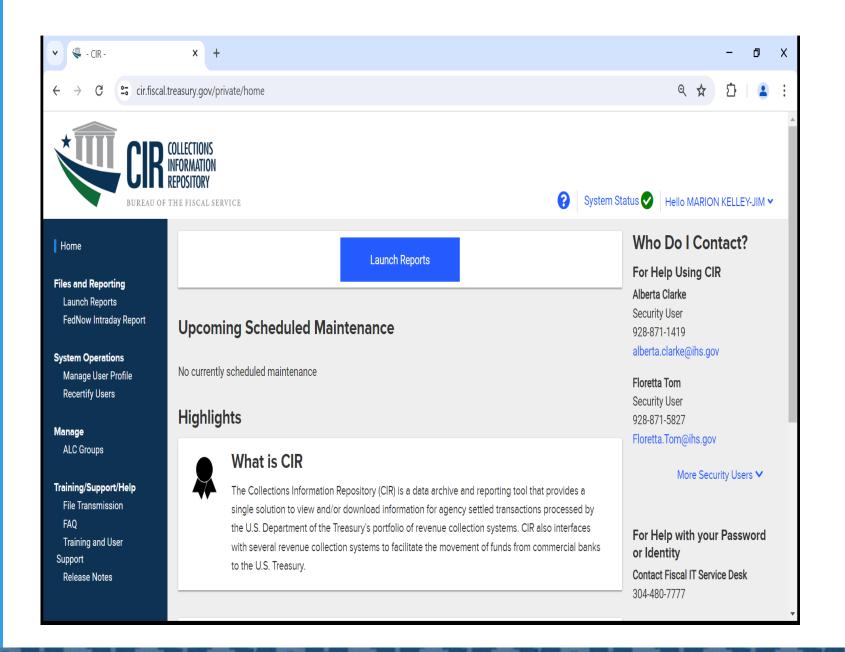
# **Financial Acronyms**

Acronym	Meaning
ACH	Automated Clearing House
ALC	Agency Location Code
BETC	Business Event Type Code
CARS	Central Accounting Reporting System
CIR	Collections Information Repository
EFT	Electronic Funds Transfer
FBIS	Financial Business Intelligence System
IPAC	Intra-Government Payments and Collections
PSC	Program Support Center
RPMS	<b>Resource and Patient Management System</b>
TAS	Treasury Accounting Symbol
TDN	Treasury Deposit Number
UFMS	Unified Financial Management System

### Treasury Reporting System

Collections Information Repository (CIR)

Provides a listing of all deposits that are received for a particular Agency Location Code (ALC)



### Voucher Download Report\_V2

Displays a listing of deposits for:

PNC ACH

PNC Lockbox

Credit Gateway

Fed Tax

Credit Cards

Regular/Manual

Debit Vouchers

Daily/Weekly/Monthly

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	Jul 9, 2024	1:57 AM			Nov 20, 2021 3:06 AM							
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### Download the CSV File in CIR to Excel

Contains detail information on where the deposits originated from

Add two columns to include the Service Unit and Deposit Type

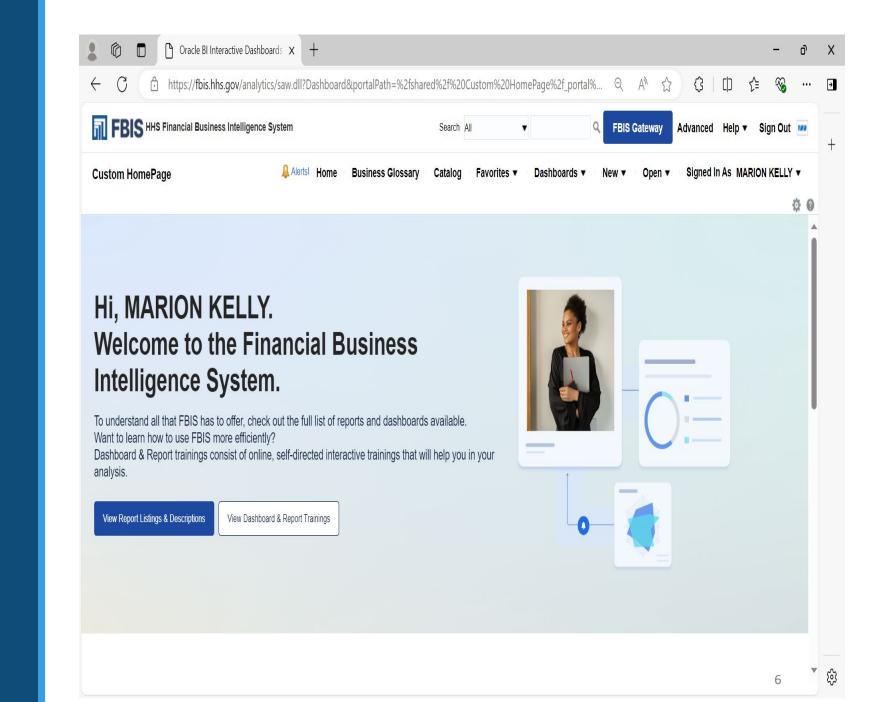
Assists Service Unit Finance and Business Office key staff in their Cash Reconciliation efforts

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	Voucher	7.52839E+14		333216	7/3/2024 0:00	1359.25	75030654	0F938B001	215	7/3/2024 0:00	10121	72000096	0F938B001		N	Card Acquiring S	S
	Voucher	7.52601E+14		332546	7/2/2024 0:00	1571.62	75030654	0F734B001	215	7/2/2024 0:00	10121	72000096	0F734B001		N	Card Acquiring S	S
	Voucher	7.52601E+14		332624	7/2/2024 0:00	1354.25	75030654	0F938B001	215	7/2/2024 0:00	10121	72000096	0F938B001		N	Card Acquiring S	S
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	Voucher	7.52611E+14		508975	7/1/2024 0:00	4034.54	75030654	7503065402	215	7/2/2024 0:00	409	41036017			N	ECP	
	Voucher	7.52611E+14		510987	7/1/2024 0:00	3385.18	75030654	7503065403	215	7/2/2024 0:00	409	41036017			N	ECP	
	Voucher	7.52611E+14		540971	7/1/2024 0:00	4588.85	75030654	7503065406	215	7/2/2024 0:00	409	41036017			N	ECP	
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	Voucher	7.52785E+14 B	ank Deposit	769061	7/2/2024 0:00	231.75	75030654		215	7/2/2024 0:00	6082	51400549			N	OTCnet	
	Voucher	7.52848E+14		508976	7/2/2024 0:00	5522.04	75030654	7503065402	215	7/3/2024 0:00	409	41036017			N	ECP	
	Voucher	7.52848E+14		510988	7/2/2024 0:00	4441.09	75030654	7503065403	215	7/3/2024 0:00	409	41036017			Ν	ECP	
	Voucher	7.52674E+14 B	ank Deposit	768469	7/1/2024 0:00	209	75030654		215	7/2/2024 0:00	6082	51400549			Ν	OTCnet	
	Voucher	7.52674E+14 B	ank Deposit	768471	7/1/2024 0:00	283	75030654		215	7/2/2024 0:00	6082	51400549			Ν	OTCnet	
	Voucher	7.52271E+14		510986	6/28/2024 0:00	7745.12	75030654	7503065403	215	7/1/2024 0:00	409	41036017			Ν	ECP	
	Voucher	7.52674E+14 B	ank Deposit	768897	7/2/2024 0:00	2157	75030654		215	7/2/2024 0:00	11243	43000096			Ν	OTCnet	
'	Voucher	7.52674E+14 B	ank Deposit	768900	7/2/2024 0:00	17975	75030654		215	7/2/2024 0:00	11243	43000096			Ν	OTCnet	
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)	Voucher	7.52674E+14 B	ank Deposit	768415	7/1/2024 0:00	1172.6	75030654		215	7/2/2024 0:00	6082	51400549			Ν	OTCnet	
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!	Voucher	7.52915E+14 B	ank Deposit	769761	7/3/2024 0:00	811306.18	75030654		215	7/3/2024 0:00	11243	43000096			Ν	OTCnet	
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•	Voucher	7.52915E+14 B	ank Deposit	769772	7/3/2024 0:00	300822.09	75030654		215	7/3/2024 0:00	11243	43000096			Ν	OTCnet	
-		7.52839E+14		333143	7/3/2024 0:00	761	75030654	0F737B001	215	7/3/2024 0:00	10121	72000096	0F737B001		Ν	Card Acquiring S	S
-		7.52915E+14 B		769775	7/3/2024 0:00	224214.6	75030654		215	7/3/2024 0:00	11243	43000096			Ν	OTCnet	
7	Voucher	7.52915E+14 B			7/3/2024 0:00	134728.9	75030654		215	7/3/2024 0:00	11243	43000096			N	OTCnet	
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Financial Business Intelligence System

Provides Reports for all Modules Business Office related reports are: Cash Management

Accounts Receivable (RPMS/UFMS)



### Cash Management Dashboard

Various report parameters to utilize for user specific tasks

Consolidated Schedules Report

Agency Location Code

Other user specific report parameters

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### Consolidated Schedules Report

#### Displays the Area Collections by:

Area

ALC

#### Schedule Number (TDN)

Treasury Symbol

Period

Recon Flag

Record Type

Financial Data (Variance Amount)

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-	Area	ALC Code	Schedule Number	Treasury Symbo	Period F	Recon Flag	Record Type	Туре	Treasury Amount	UFMS Amount	Variance Amount	Absolute Variance						
	Navajo	75030654	00051894	75 F 3875010	MAY-24-FY-24		COLLECTIONS	Post CARS	\$7.35	\$0.00	\$7.35							
	Nav	75030654	00051894	75 F 3875010	MAY-24-FY-24		COLLECTIONS	Post CARS	(\$14.70)	\$0.00	(\$14.70							
-	Navajo	75030654	00051894	75 X 3220.10	MAY-24-FY-24		COLLECTIONS	Post CARS	\$7.35	\$7.35	\$0.00							
_	Navajo	75030654	00078869	75 F 3875010	MAY-24-FY-24		COLLECTIONS	Post CARS	(\$6.50)	\$0.00	(\$6.50							
-	Navajo	75030654	00080206	75 F 3875010	JUL-24-FY-24		COLLECTIONS	Post CARS	(\$286.27)	\$0.00	(\$286.27							
)	Navajo	75030654	00087561	75 20/21 0390	JUN-24-FY-24	(	DISBURSEMENTS	Post CARS	(\$29.19)	(\$29.19)	\$0.00	\$0.00						
	Navajo	75030654	00087561	75 21/22 0390	JUN-24-FY-24		DISBURSEMENTS	Post CARS	(\$113.16)	(\$113.16)	\$0.00	\$0.00						
1	Navajo	75030654	00087561	75 24/25 0390	JUN-24-FY-24	(	DISBURSEMENTS	Post CARS	(\$6,428.50)	(\$6,428.50)	\$0.00	\$0.00						
2	Navajo	75030654	00087561	75 F 3875010	JUN-24-FY-24	N	DISBURSEMENTS	Post CARS	\$0.01	\$0.00	\$0.0	\$0.01						
3	Navajo	75030654	00087763	75 F 3875010	JUL-24-FY-24	N	DISBURSEMENTS	Post CARS	(\$6,539.04)	\$0.00	(\$6,539.04	\$6,539.04						
4	Navajo	75030654	00314924	75 F 3875010	MAY-24-FY-24	N	COLLECTIONS	Post CARS	\$1,009.00	\$0.00	\$1,009.00	\$1,009.00						
5	Navajo	75030654	00318025	75 23 0390	JAN-19-FY-19	(	COLLECTIONS	Post CARS	\$145.00	\$145.00	\$0.00	\$0.00						
6	Navajo	75030654	00318025	75 24 0390	JAN-19-FY-19	(	COLLECTIONS	Post CARS	\$440.32	\$440.32	\$0.00	\$0.00						
7	Navajo	75030654	00318025	75 F 3875010	JAN-19-FY-19	(	COLLECTIONS	Post CARS	\$0.00	\$0.00	\$0.00	\$0.00						
8	Navajo	75030654	00318025	75 F 3875010	JUN-24-FY-24	N	COLLECTIONS	Post CARS	\$40.00	\$0.00	\$40.00	\$40.00						
9	Navajo	75030654	00318025	75 X 0390	JAN-19-FY-19	(	COLLECTIONS	Post CARS	\$247.20	\$247.20	\$0.00	\$0.00						
0	Navajo	75030654	00327511	075 X 5071.1	JUN-24-FY-24	(	COLLECTIONS	Post CARS	\$1,055.81	\$0.00	\$1,055.81	\$1,055.81						
1	Navajo	75030654	00327511	75 24 0390	JUN-24-FY-24	(	COLLECTIONS	Post CARS	\$294.25	\$294.25	\$0.00	\$0.00						
-	Navajo	75030654	00327511	75 F 3875010	JUN-24-FY-24	N	COLLECTIONS	Post CARS	\$54.67	\$0.00	\$54.67	\$54.67						
3	Navajo	75030654	00327511	75 F 3875010	JUN-24-FY-24	(	COLLECTIONS	Post CARS	\$0.00	\$0.00	\$0.00	\$0.00						
	Navajo	75030654	00327511	75 X 5071	JUN-24-FY-24	(	COLLECTIONS	Post CARS	\$0.00	\$1,055.81	(\$1,055.81	\$1,055.81						
5	Navajo	75030654	00329404	75 F 3875010	JUN-24-FY-24	N	COLLECTIONS	Post CARS	\$903.93	\$0.00	\$903.93	\$903.93						
6	Navajo	75030654	00329407	75 24 0390	JUN-24-FY-24	(	COLLECTIONS	Post CARS	\$664.50	\$664.50	\$0.00	\$0.00						
7	Navaio	75030654	00329407	75 F 3875010	JUN-24-FY-24	N	COLLECTIONS	Post CARS	\$26.76	\$0.00	\$26.76	5 \$26.76						_
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Unreconciled Collection Schedules – All FY's

Service Unit

Schedule Number (TDN)

Voucher Date

Period

Area

Recon Flag

Record Type

Voucher Amount

Variance Amount

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Comments

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1 Area 🔻 Service Un	-	-			Record Type		Variance Amount			- -		
7 Navajo Chinle	510985	06/27/24	JUN-24-FY-24	N	COLLECTIONS	227.50		PNC Lockbox				
8 Navajo Chinle	766077	06/27/24	JUN-24-FY-24	N	COLLECTIONS	703,221.98	122,509.67					
9 Navajo Chinle	510986	06/28/24	JUL-24-FY-24	N	COLLECTIONS	7,745.12	7,745.12	PNC Lockbox				
0 Navajo Chinle	766864	06/28/24	JUN-24-FY-24	N	COLLECTIONS	1,553,193.25	95,763.41	PNC ACH				
1 Navajo Chinle	510987	07/01/24	JUL-24-FY-24	N	COLLECTIONS	3,385.18	3,385.18	PNC Lockbox				
2 Navajo Chinle	768198	07/01/24	JUL-24-FY-24	N	COLLECTIONS	19,650.44	,	PNC ACH				
3 Navajo Chinle	510988	07/02/24	JUL-24-FY-24	N	COLLECTIONS	4,441.09	4,441.09	PNC Lockbox				
4 Navajo Chinle	768897	07/02/24	JUL-24-FY-24	N	COLLECTIONS	2,157.00	2,157.00	PNC ACH				
5 Navajo Chinle	769019	07/02/24	JUL-24-FY-24	N	COLLECTIONS	102,045.32	71,342.56	PNC ACH				
6 Navajo Chinle	333141	07/03/24	JUL-24-FY-24	N	COLLECTIONS	1,413.26			Due Date 7/19/24			
7 Navajo Chinle	510989	07/03/24	JUL-24-FY-24	N	COLLECTIONS	7,504.56	7,504.56	PNC Lockbox				
8 Navajo Chinle	769767	07/03/24	JUL-24-FY-24	N	COLLECTIONS	863,089.13	564,680.49	PNC ACH				
9 Navajo Chinle	333736	07/05/24	JUL-24-FY-24	N	COLLECTIONS	372.69	58.69	Credit Card	Due Date 7/19/24			
0 Navajo Chinle	510990	07/05/24	JUL-24-FY-24	N	COLLECTIONS	403.10	403.10	PNC Lockbox				
1 Navajo Chinle	770994	07/05/24	JUL-24-FY-24	Ν	COLLECTIONS	258,217.41	258,217.41	PNC ACH				
2 Navajo Chinle	080206	07/05/24	JUL-24-FY-24	Ν	COLLECTIONS	(286.27)	(286.27)	Credit Card				
3 Navajo Chinle	334688	07/08/24	JUL-24-FY-24	N	COLLECTIONS	426.81	426.81	Credit Card	Due Date 7/19/24			
4 Navajo Chinle	335090	07/08/24	JUL-24-FY-24	Ν	COLLECTIONS	170.25	170.25	Credit Card	Due Date 7/19/24			
5 Navajo Chinle	771966	07/08/24	JUL-24-FY-24	N	COLLECTIONS	38,287.13	38,287.13	PNC ACH				
6 Navajo Chinle	772327	07/08/24	JUL-24-FY-24	N	COLLECTIONS	131.00	131.00	Regular	Due Date 7/19/24			
7 Navajo Chinle	772330	07/08/24	JUL-24-FY-24	Ν	COLLECTIONS	106.25	106.25	Regular	Due Date 7/19/24			
8 Navajo Crownpoin	t 552234	07/24/23	JUL-24-FY-24	Ν	COLLECTIONS	17,630.81	(27.95	PNC ACH				
9 Navajo Crownpoin	t 665856	01/23/24	JAN-24-FY-24	N	COLLECTIONS	270,149.09	102,741.07	PNC ACH				
00 Navajo Crownpoin	t 666688	01/24/24	JAN-24-FY-24	Ν	COLLECTIONS	62,379.61	11,004.25	PNC ACH				
01 Navajo Crownpoin	t 667369	01/25/24	JAN-24-FY-24	N	COLLECTIONS	11,095.98	10,435.18	PNC ACH				
02 Navaio Crownpoin		02/21/24	FEB-24-FY-24	N	COLLECTIONS	84.89	84.89	PNC ACH				
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### Email Notification

Assists Service Unit Finance and Business Office key staff in their Cash Reconciliation efforts

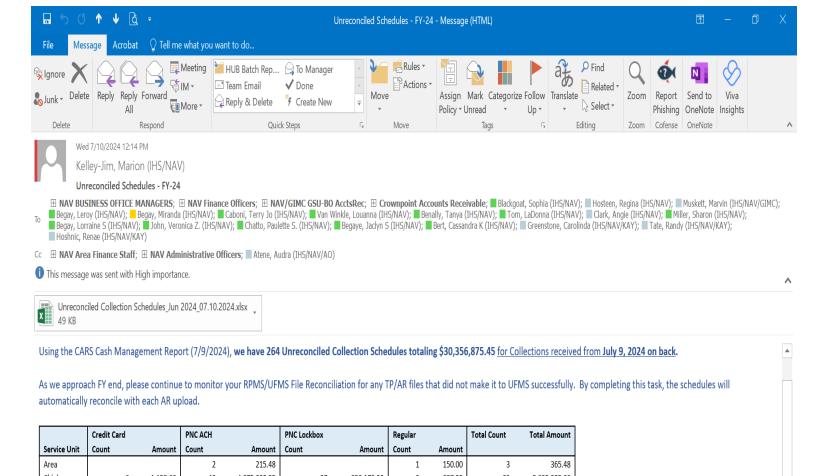
Includes Area and Service Unit Leadership for awareness and planning

Provide reasonable due dates for Credit Card and Regular Deposits

Assists with identifying RPMS Collection Batches that are near the Lockdown date

Service Unit Finance Collection Agents work with their Business Office Accounts Receivable staff to provide weekly updates

Navajo Area Finance assists as needed



	Credit Card		PNC ACH		PNC Lockbox		Regular		Total Count	Total Amount
Service Unit	Count	Amount	Count	Amount	Count	Amount	Count	Amount		
Area			2	215.48			1	150.00	3	365.48
Chinle	6	1,159.60	48	4,975,808.25	37	358,179.99	2	237.25	93	5,335,385.09
Crownpoint			26	1,017,080.69	2	8,445.56	1	26.50	29	1,025,552.75
Gallup	7	3,587.62	43	14,517,339.91	18	3,722,060.71	3	889.25	71	18,243,877.49
Kayenta	2	947.01	8	198,024.03	8	26,927.67			18	225,898.71
Shiprock	7	7,340.00	35	5,492,070.96	4	20,963.15	4	5,421.82	50	5,525,795.93
Grand Total	22	13,034.23	162	26,200,539.32	69	4,136,577.08	11	6,724.82	264	30,356,875.45

lf you have any questions, or need help reconciling any collection schedules, let me know. Thank you for all your dedication and hard work. It is appreciated. 🕲

### Accounts Management Reconciliation

#### File Reconciliation

Ensures all INV, REC, ADJ files have successfully uploaded to UFMS

Service Unit are encouraged to complete their Reconciliation Daily/Weekly/Monthly to ensure Service Units receive their TP Allowances

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	IN\	/OICE											COUNT	AMOUNT	COU
20230926													0	\$0.00	
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20231001													0	\$0.00	
20231002													0	\$0.00	
20231003													0	\$0.00	
20231004													0	\$0.00	
20231005													0	\$0.00	
20231006 20231007													0	\$0.00	
20231007													0	\$0.00 \$0.00	
RETRANS													0	\$0.00	
1ST WK TOTAL			0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
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20231015													0	\$0.00	
RETRANS													0	\$0.00	
2ND WK TOTAL			0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
20231016													0	\$0.00	
20231017													0	\$0.00	
20231018													0	\$0.00	

## Questions?



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