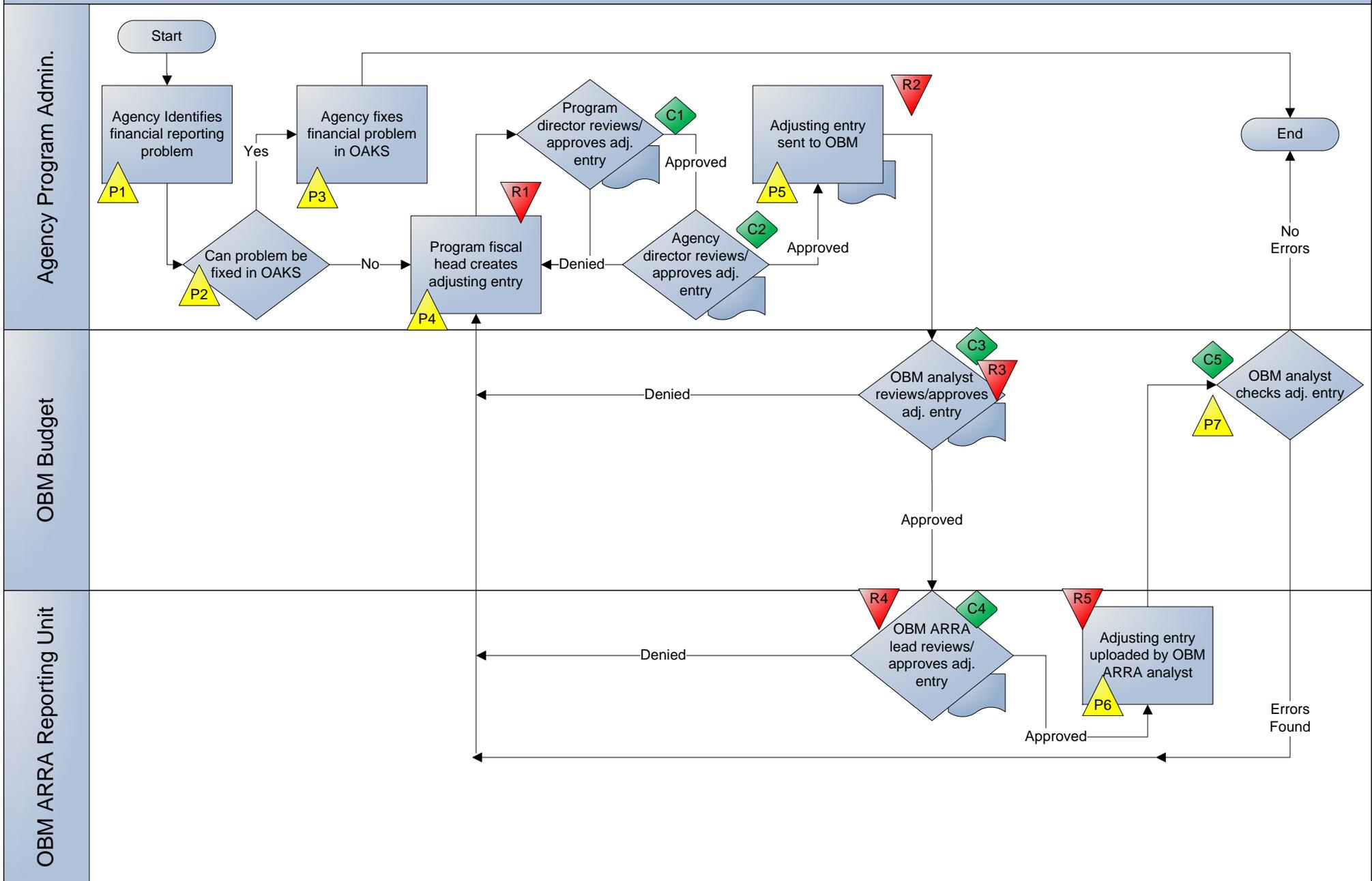


Adjusting Entry Process Flow



ARRA Adjusting Entry Process
Process Descriptions



Activity Box #	Activity Name	Responsible Function	Summary Activity Description	Guidance Hyperlink
P1	Agency Identifies financial reporting problem	Agency Program Administration	Agencies reviews OAKS and ARRA reports to determine if information being reported is accurate and complete.	
P2	Determine appropriate tool to correct reporting inaccuracy	Agency Program Administration	Agencies determine if the correction to the data can be made in OAKS using standard financial adjustments. In the event that the correction cannot be made in OAKS, it should be determined if the adjusting entry process can be used to accurately report information.	
P3	Agency fixes financial problem in OAKS	Agency Program Administration OBM State Accounting	Agency program staff work with OBM State Accounting to make the needed corrections in OAKS to accurately reflect the program activity.	
P4	Agency creates adjusting entry to correct the financial problem seen in the ARRA hub reports	Agency Program Administration	Agency program staff work to make the needed adjusting entry in the ARRA hub to accurately adjust the program activity.	
P5	Adjusting entry sent to OBM	Agency Program Administration	Agency program staff upload the adjustment document and approval sheet to the ARRA hub.	
P6	Adjusting entry uploaded by OBM analyst	OBM Budget OBM ARRA Reporting Unit	OBM budget analyst confers with OBM ARRA reporting analyst to verify the adjusting entry document. Upon verification the adjusting entry is entered into the OAKS Expenditures Override Ttable.	
P7	Adjusting entry impact verified by OBM analyst	OBM Budget OBM ARRA Reporting Unit	OBM budget analyst confers with OBM ARRA reporting analyst to verify that the impact of adjusting entry coincides with the expected impact.	

Ohio Office of Budget and Management

Risk List

ARRA Adjusting Entry Process



Risk #	Description
R1	Adjusting entry correction contains errors or does not accurately reflect desired correction.
R2	Adjusting entry data is not complete and accurate, or data is not communicated to OBM accurately.
R3	Adjusting entry data is not complete and accurate.
R4	Adjusting entry data does not comply with the ARRA reporting requirements.
R5	Adjusting entry data does not correctly adjust the OAKS financials data in the final report output.

OBM Federal Stimulus Guidance Links
OBM Federal Stimulus Guidance Document #1
OBM Federal Stimulus Guidance Document #2
OBM Federal Stimulus Guidance Document #3
OBM Federal Stimulus Guidance Document #4
OBM Guidance Memo #5
OBM Guidance Memo #6
OBM Guidance Memo #7
OBM Guidance Memo #8
OBM Guidance Memo #9

Control List

Centralized ARRA Reporting



Control #	Control Activity	Key?	Process	Control Owner	Frequency	Control Operation	COSO Component	Control Type
C1	Agency program director reviews the adjusting entry for accuracy and impact to the OAKS financials. Upon completion of review the agency program director must sign off on the Adjusting Entry Form to indicate that the adjustment has been reviewed for accuracy and has been approved.	Yes	Adjusting entry review	Agency Program Director	For each adjusting entry	Manual	Control Activity	Preventive
C2	Agency director reviews the adjusting entry for accuracy and impact to the OAKS financials. Upon completion of review the agency director must sign off on the Adjusting Entry Form to indicate that the adjustment has been reviewed for accuracy and has been approved.	Yes	Adjusting entry review	Agency Director	For each adjusting entry	Manual	Control Activity	Preventive
C3	OBM budget analyst reviews the adjusting entry for accuracy and impact to the OAKS financials. Upon completion of review the budget analyst must sign off on the Adjusting Entry Form to indicate that the adjustment has been reviewed for accuracy and has been approved.	Yes	Adjusting entry review	OBM Budget	For each adjusting entry	Manual	Control Activity	Preventive
C4	OBM ARRA analyst reviews the adjusting entry for accuracy and impact to the OAKS financials. Upon completion of review the ARRA analyst must sign off on the adjustment to indicate that the adjustment has been reviewed for accuracy and has been approved.	Yes	Adjusting entry review	OBM ARRA Reporting Unit OBM Budget	For each adjusting entry	Manual	Control Activity	Preventive
C5	OBM budget analyst reviews the impact of the adjusting entry in the final report for accuracy and verifies the impact to the OAKS financials is what was originally communicated by the agency. The report will be printed, with the field(s) that reflects the changes initialed and attached to the signed adjusting entry form.	Yes	Adjusting entry review	OBM ARRA Reporting Unit OBM Budget	For each adjusting entry	Manual	Control Activity and Monitoring	Preventive