3.11 Monthly Validation Reminder & Next Quarter Calendar
Thursday, February 4, 2010

Good Afternoon,

As a reminder, agencies are required to perform the Monthly Financial Validations for their ARRA programs by close of business Friday February 5th. This process is done in the ARRA Hub. Attached is the monthly validation tutorial to assist you in conducting this validation.

Also attached is the ARRA Business Roadmap outlining the due dates and milestones for the next reporting period. Please review and ensure that your agency is adequately staffed to accomplish the requirements in the ARRA timeline.

If you have any questions please contact ARRA.Support@obm.state.oh.us.

Sincerely,

The ARRA Reporting Team

CC: OBM Analysts

Link: Financial Validation Tutorial.pdf
ARRA Business Roadmap-Feb-May.pdf

Monthly & Quarter's End Financial Validation

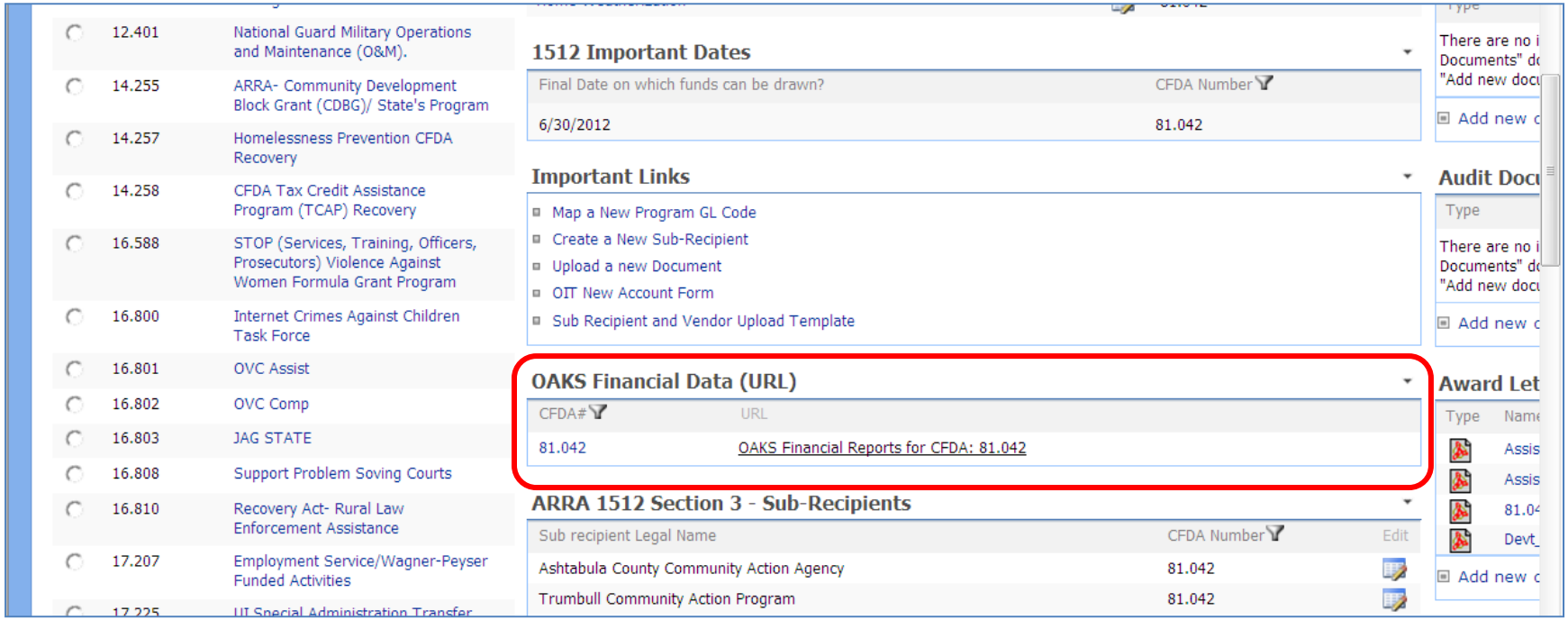
Validation Process

The Montly Financial Validation is a review process to ensure that all ARRA payments and revenue have been captured by OAKS and are available in the ARRA Hub. If errors are discovered, the process provides sufficient time to make corrections before the quarterly report is due.

The Quarter's End Financial Validation Process is a final review before the 1512 reports are assembled and transmitted to FederalReporting.gov.

Getting Started:

1) Begin by selecting your CFDA/Program in the ARRA Hub. Follow the "OAKS Financial Reports for CFDA: XX.XXX" link. This will provide you with the reports on the financial data for your program that you will need to review in order to validate.



2) The *ARRA Hub Reporting and Validation* page includes the following reports you will need to perform this validation.

- ✓ The General Ledger (GL) Information by CFDA Report will provide the financial information for each OAKS program (highlighted in green below). These reports contain the revenue and expenditures for your program and should be used for the validation process.
  - ❖ **Action Step:** Check to see if the total revenue and expenditures by month match your records.
    1. For both monthly validations and the quarter's end validation make sure all of the financial data is accurate as of the time you validate.

- ✓ The OAKS Vendor List by CFDA will provide a list of all of the vendors paid under the ARRA program code(s) associated with this CFDA (highlighted in green below).
  - ❖ **Action Step:** Make sure all of the vendors listed in the report are vendors paid by stimulus funds and check to see if there are any omissions.
    1. **Note:** In compiling your vendor and sub-recipient lists you will want to make sure every vendor that is not an individual listed in this report appears in your Sub Recipient or Vendor Report (highlighted in purple below).

3) **Run OAKS Query**
In OAKS Fin navigate to the Reporting Tool > Query > Query Viewer and search for **DB_STIMEXP_PUB** for the stimulus expenditures report and **DB_STIMREV_PUB** for the stimulus revenue report.

- ❖ **Action Step:** Filter the reports for your agency and/or stimulus program codes. This is the information available in OAKS that supplies the ARRA Hub. Compare the totals from these reports with the GL Information by CFDA report.

4) Once you have reviewed the financial information from the ARRA Hub and OAKS and all errors have been corrected proceed to "Create Snapshot" link (highlighted in red below) to confirm that the financial information for your CFDA is correct.

Note: The Update Statistics box (highlighted in yellow below) displays the most recent updates for the ARRA Hub. If you have made corrections after the most recent updates, your information will not display in the Hub. Please do not validate your financial information until all the information in the Hub is correct.

ARRA Hub Reporting and Validation
The Office of Budget and Management

Home Weatherization (CFDA: 81.042)

OAKS AP and GL Reports
Please note that OAKS reports usually reflect a 24-48 hour delay due to the tranfer process from OAKS FIN.

GL Information by CFDA
Online Report

OAKS Vendor List by CFDA
Online Report
CSV (Excel)

General Reports
The reports below are current as of the last import from the ARRA SharePoint site.

Prime Recipient Report
HTML

Sub Recipient Report
HTML
CSV (Excel)

Vendor Report
HTML
CSV (Excel)

Snapshots and Validations
Click the link below to take a snapshot of the data as it currently exists in the system. Month-end and Final validations can then be made off of these snapshots.

View Existing Snapshots and Validations

Create Snapshot

Click the link below to validate the information without taking a snapshot. Please note that this link can only be used for validating current data and cannot be used to generate XML files (use the create snapshot link if you would like to generate XML files)

Validate Current Data

Update Statistics

OAKS Vendor Data Last Updated:
12/10/2009 6:35:37 AM

OAKS Expenditure Data Last Updated:
12/10/2009 6:35:48 AM

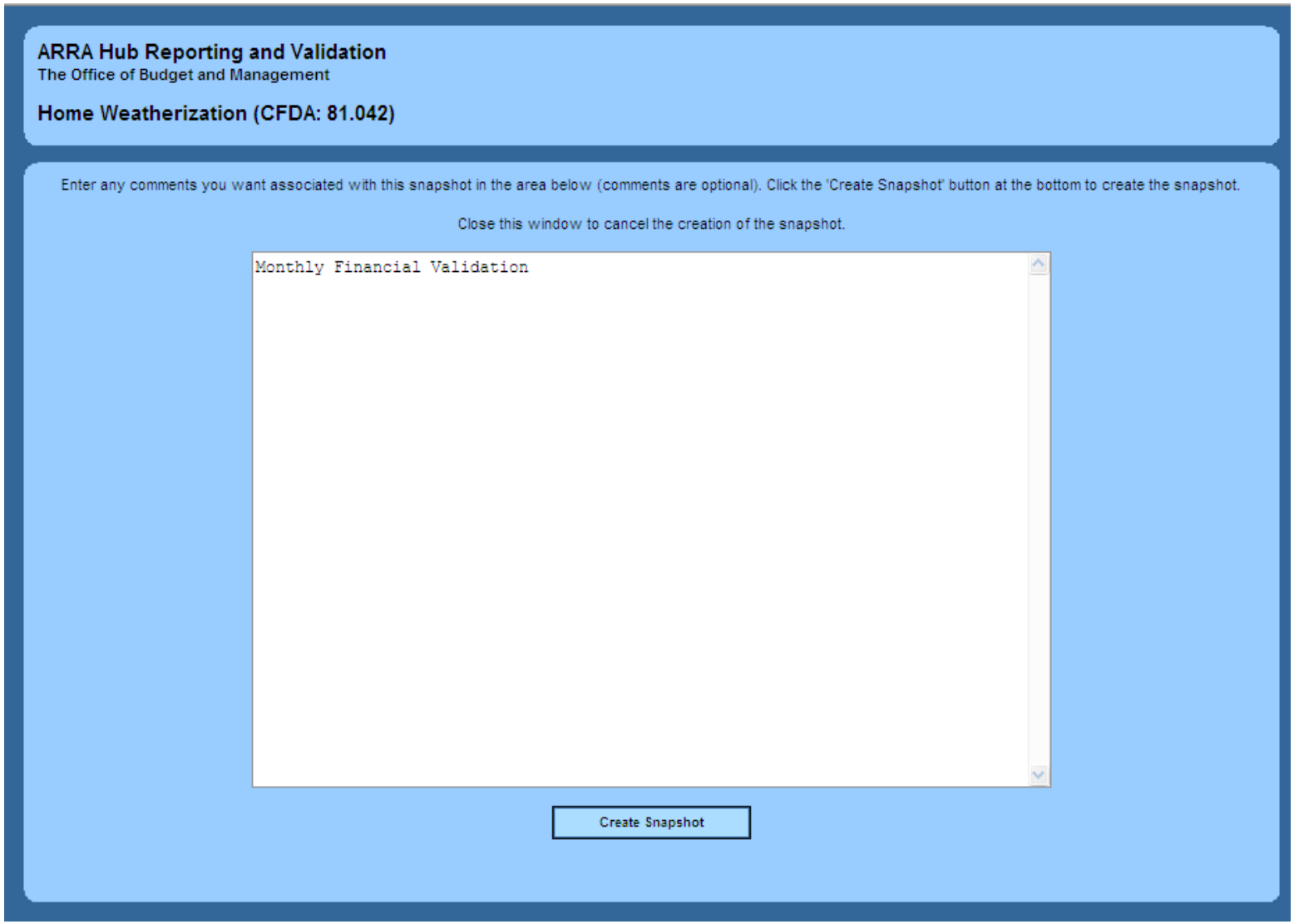
OAKS Revenue Data Last Updated:
12/10/2009 6:35:48 AM

Sharepoint Prime Data Last Updated:
12/10/2009 9:00:22 AM

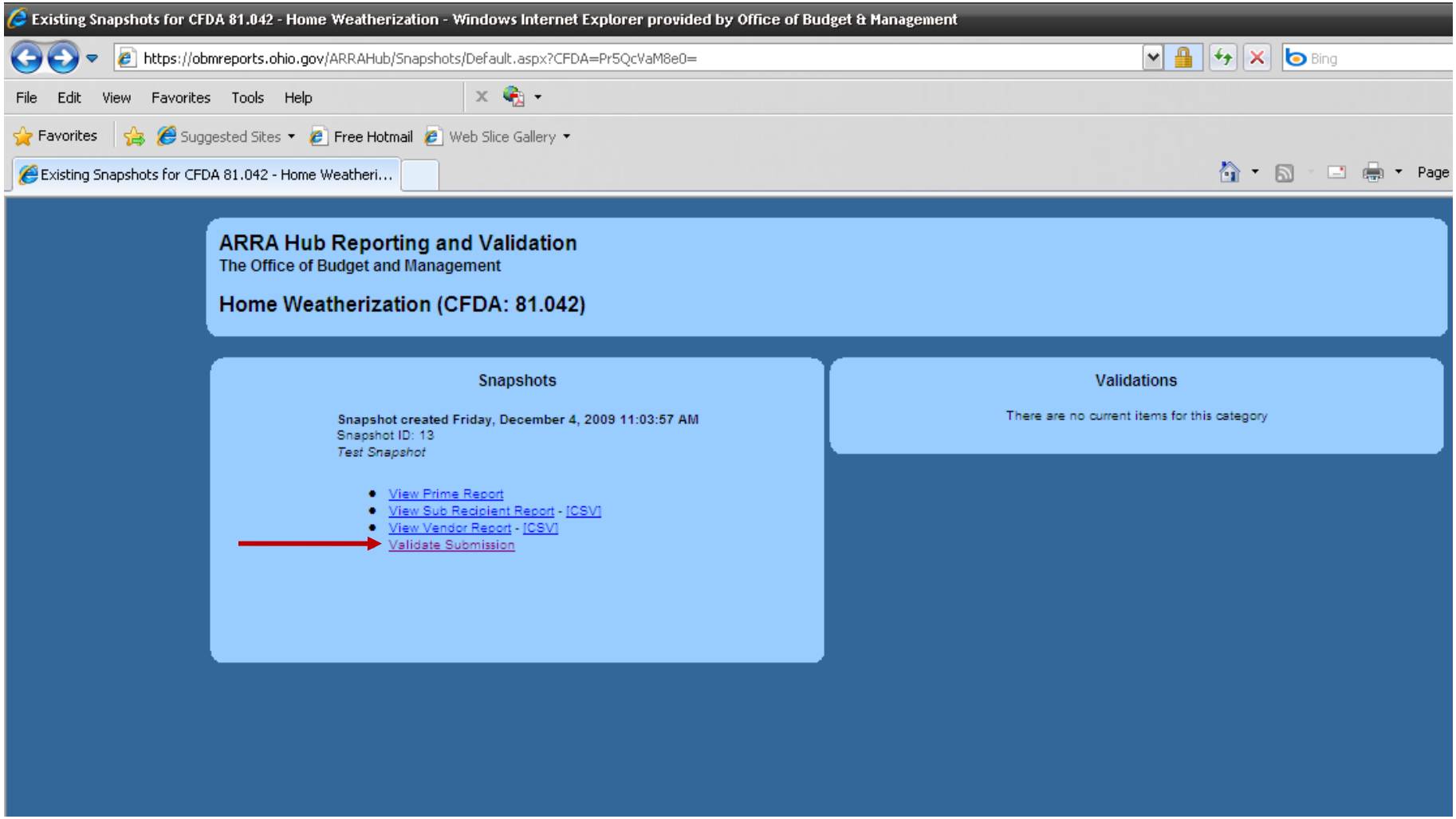
Sharepoint Section Three Data Last Updated:
12/10/2009 9:00:54 AM

Sharepoint Vendors Data Last Updated:
12/10/2009 9:01:02 AM

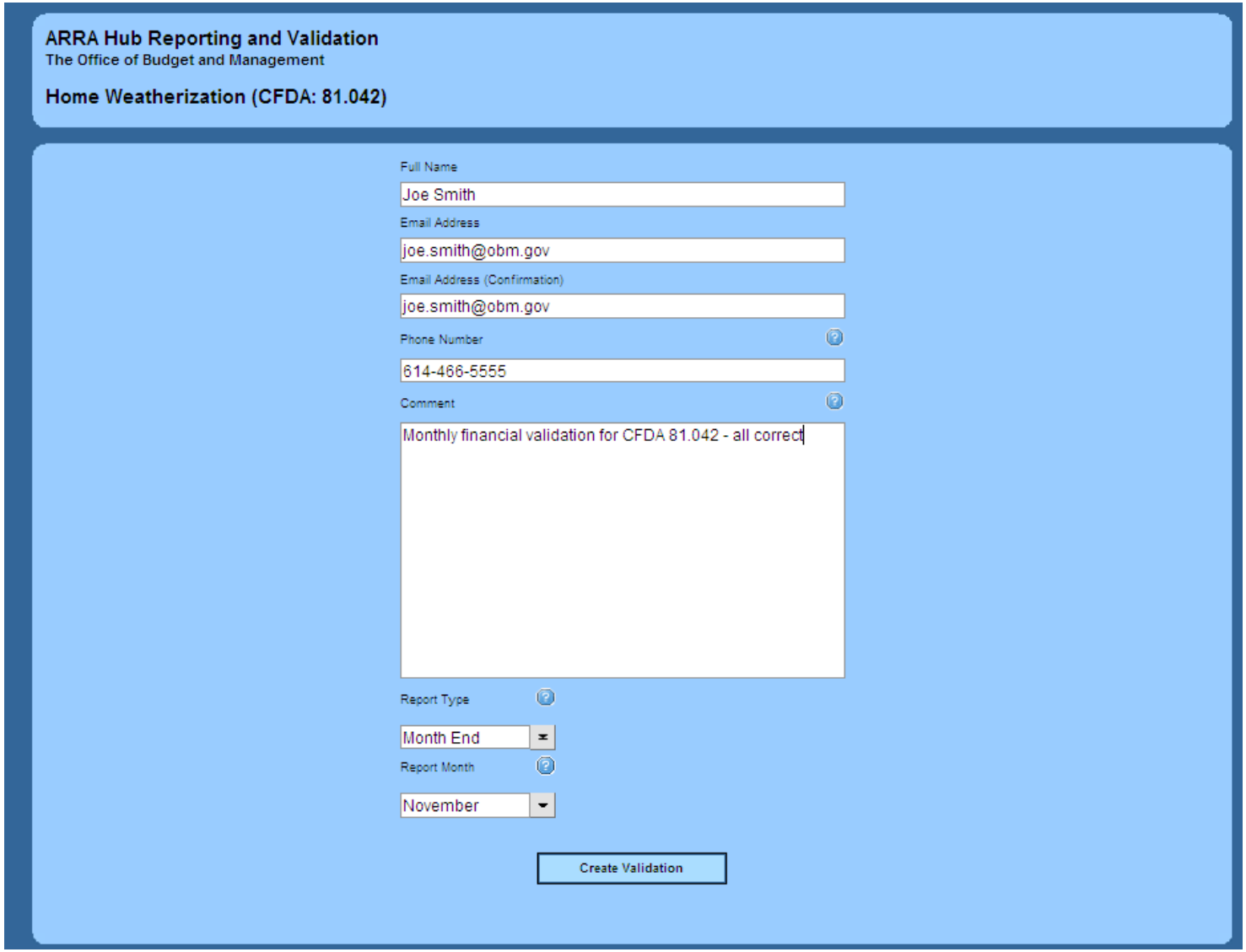
5) Next you will be directed to the comments page. Please add any comments that you, your agency, or your OBM liaison would like to include for this validation. This comment section should include additional information you might want to communicate regarding the snapshot. Once you have added your comments, click on the “Create Snapshot” link to continue.



6) Once you have created a snapshot, you will be redirected to the Existing Snapshots for CFDA XX.XXX page. These reports will be saved in the Hub for future use and represent the point in time in which it was created. To continue with the validation, please click on the "Validate Submission" link.



7) To create the validation file, please provide your name, email address, phone number and any additional comments you may wish to include. For the financial validation process, the report type will be “Month End” and the report month will be the preceding month or the month of the quarter’s end. When you are finished with the identifying information, click on the “Create Validation” link.



8) Once you have created the validation file, you will be redirected to the snapshots page. Within the Validations box you can view the Prime Report, Sub Recipient Report and Vendor Report. Following the financial validation deadline, OBM Analysts will be checking to see if you have completed the financial validation. If you find any errors, please work with either your OBM ARRA Liaison or State Accounting to make necessary modifications and corrections.

Next Steps:

This process is a monthly review of financial information prior to the quarterly reporting period. Any and all corrections need to be made prior to the end of the reporting period. If the financial data is not corrected by the last day of the reporting period, OBM **cannot make changes in time** for the report submission to FederalReporting.gov. Therefore this validation process is especially important.

If you have any problems or concerns, please contact your OBM ARRA Liaison or ARRA.Support@obm.state.oh.us.

February 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5 **January Validation**	6
7	8	9	10	11	12	13
14	15 State Holiday	16	17	18	19	20
21	22	23	24	25	26	27
28	**Feb. 5 -** Any miscoded financial information or errors from the month of January must be corrected by this point. Please confirm your validation in the ARRA Hub.					

March 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 1 – All jobs corrections for the Oct.-Dec. period must be complete. Instructions forthcoming.	1 **Completion of Q4 Jobs update**	2	3	4	5 **February Validation**	6
7	8	9	10	11	12	13
	Sub-Recipient & Vendor Validation – Non Financial Validation Dry Run					
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	**Mar. 8-12** - Please enter and review all sub-recipient and vendor information for accuracy. Also please confirm that the DUNS # for all sub-recipients and vendors of the prime are valid. **Mar. 12 -** Any miscoded financial information or errors from the month of February should be corrected by this point. Please confirm your validation in the ARRA Hub.		
	Validate Financial Information					

Mar. 29-31 - Any miscoded financial information or errors up through the month of March must be corrected by this point. **Please confirm your validation in the ARRA Hub on April 1st.** This is your **end of the quarter validation** so please ensure **all transactions are coded correctly**.

April 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr. 1 @ 12 pm – Previous quarter financial information must be corrected and accurate. **Apr. 7 @ 5 pm –** Confirm the final validation in the ARRA Hub of all 1512 ARRA programs to be submitted to Federal Reporting.gov. **1/7 – 1/10 –** OBM submits agency 1512 reports to FederalReporting.gov. Agencies **must remain on-hand** to help correct any mistakes or errors. **Once reports have been submitted by OBM are the reports considered complete.** Agencies are asked to be available and adequately staffed until this time.				1 **Final Validation of Financials**	2	3
4	5	6	7 **Confirm Final Validation for all 1512 Reports**	8 **OBM Submits Ohio Reports**	9	10
11	12 **Review Submitted Information**	13	14	15	16	17
18 **Submit Corrections**	19	20	21 **Federal Agency Review**	22	23	24
25 **Federal Agency Review**	26	27	28	29	30	

Apr. 12-20 – Initial correction period. Federal agencies will be conducting a preliminary review of submitted reports. All corrections must be made in the ARRA Hub and OBM will submit the changes to FederalReporting.gov during the week of April 19th. **Final jobs information for this quarter must be completed during this time.**
Apr. 21-28 – Federal agency review period. Federal agencies will be conducting their official review of submitted reports. All changes will be made in FederalReporting.gov after the federal agency unlocks the report as well as the ARRA Hub. Corrections can be made either by the agency or OBM.

May 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 7 - Any miscoded financial information or errors from the month of April must be corrected by this point. Please confirm your validation in the ARRA Hub.						1
2	3	4	5	6	7 **April Validation**	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 State Holiday	25	26	27	28	29
30	31					