Sub-recipient and Vendor Quicksteps

Prime recipients are required to report certain information about the sub-recipients and vendors in their project. They upload spreadsheets into the Hub, which is later integrated with OAKS AP data coded to the specific CFDA through an OAKS program code. These quicksteps will help you to identify errors that occur when there are omissions, duplicates, general typos and/or business rule violations in the Sub-recipient and vendor database.

Setting up the reports for comparison (See PowerPoint for screenshots to help you navigate)

- Some CFDA's have both vendors and sub-recipients, some have one or the other, and some will have neither.
- Open both the "sub recipient/vendor report" under the General Reports and the "SharePoint export report" (see the Power Point for detailed instructions to download these reports)
- Do this for both the Sub reports and the Vendor reports
- Make sure the SharePoint export report is filtered by the CFDA number for which you ran the "sub recipient report"
- Sort by the "Sub-award number" field, this is the unique field for each row, then by amount

Check List

- If the Financials from the GL do not match the financials from the AP, compare the two reports to determine if a sub/vendor has been omitted (See the other Financials Quickstep to determine if these do not match)
- Check for duplicates in the Sub-award number field.
    - Use conditional formatting (in Excel, under the Home< Styles<Highlight Cell Rules<Duplicate)
- Spot check the sub-award numbers to see if they are consistent
  The sub award number format: GRANT/PROJECT NUMBER_PROGRAM_VENDOR
  GRANT/PROJECT NUMBER Some may have none, some may be long
  PROGRAM 5 digits (usually 4 numeric 1 alpha)
  VENDOR 10 numeric digits

Making Corrections

- For minor errors, business rules, etc. make the corrections yourself and make a note for your own reference as needed
- For other more substantial errors, i.e duplicate vendor information or vendors/subs with $0.00 expenditures, please inform the agency

  - Do they have an explanation or what the corrections should be?

  - Ask them to make the corrections in the Hub where applicable and to let you know when they have been completed

- If you would like to make corrections on the agency's behalf, follow the steps included below.

- Keep a list of any substantial corrections you make for your own reference

- If both you and the agency are unsure of what the correction should be, contact the ARRA reporting team

Technical instructions: Making corrections

- Open the Access database:
- Enable the content (below the main toolbar there is a tab that Says: Security Warning…Options)
- For Sub-recipients open the table: ARRA 1512 Section 3
- For Vendors open the table called Vendors
- You may make modifications directly in the Access Table
- For deletions, select the entire row and right click for the delete option
- If you make a deletion and realize later that it is was not needed. You CAN undo the action.
  - Go to the recycle bin in the SharePoint hub and restore the selection