



Financial Reporting Quicksteps

The Financial Reporting data is the culmination of all of the revenue and spending data by program submitted to FederalReporting.gov. It is the State's responsibility, and specifically OBM as the central reporting agency, to collect this and transmit the report to the federal government as provided by Section 1512 of the American Recovery & Reinvestment Act of 2009.

To validate the financial information for each ARRA reporting period, begin by running the following reports:

1. 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.Filter the reports for your respective ARRA programs.
2. In the ARRA Hub, follow the link *OAKS Financial Reports for CFDA*: in the "OAKS Financial Data (URL)" section and run the following reports.
 - ✓ "GL Information by CFDA"
 - ✓ "OAKS Vendor List by CFDA" *CSV extract*
 - ✓ "Sub Recipient Report" *CSV extract*
 - ✓ "Vendor Report" *CSV extract*

To perform your financial review, complete each of the following steps to before the final report transmission.

- Compare the "GL Information by CFDA" report with the "DB_STIMEXP_PUB" and "DB_STIMREV_PUB" reports for the ARRA programs. Are the total revenues and expenditures the same for each report?
- Calculate the Total Payment Amount from the "Vendor Report" *CSV extract*. Calculate the Total Sub Award Funds Disbursed from the "Sub Recipient Report" *CSV extract*. Does the sum of these two numbers add up to the total expenditures in the "GL Information by CFDA" report?
- If not, is the difference accounted for by the administrative expenses for the program?

Note: If there is not sufficient administrative costs to cover the differing amounts, there is probably a sub-recipient or vendor that is not accurately registered or an improperly coded expenditure.

- Review the "OAKS Vendor List by CFDA" *CSV extract* and compare it with the "Sub Recipient Report" *CSV extract* and the "Vendor Report" *CSV extract*. Do all of the



vendors in the “OAKS Vendor List by CFDA” appear on either one or the other *CSV extracts*?

- Does the Grant Total of the “OAKS Vendor List by CFDA” equal the sum of the Total Payment Amount from the “Vendor Report” *CSV extract* plus the Total Sub Award Funds Disbursed from the “Sub Recipient Report” *CSV extract*? **If not, that means there is something missing.**