# Sub-Recipient & Vendor / Non-Financial Validation

## Before you begin make sure you have:

1. Registered all of your vendor and sub-recipients in the ARRA Hub either directly in the ARRA Hub or via the upload template.

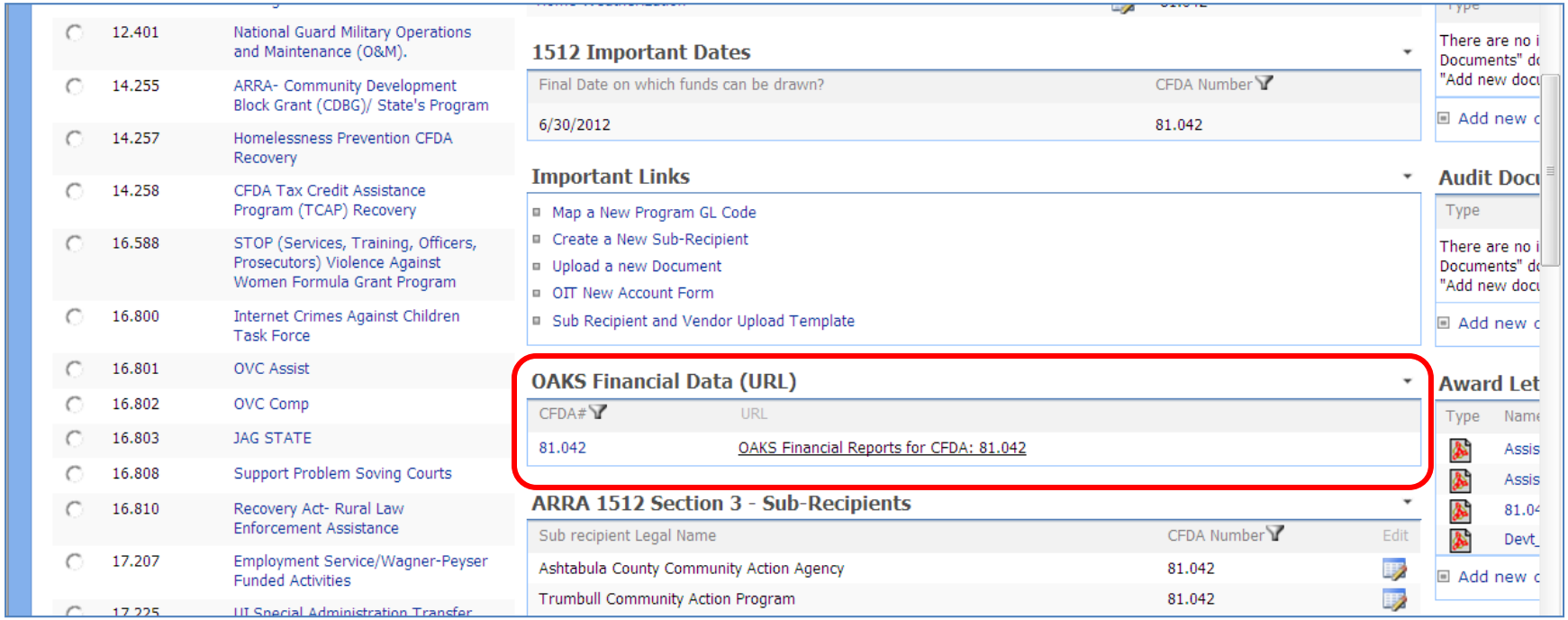
2. Completed the 1512 Program Data for the Prime Recipient information.

3. Reviewed your program information for any errors or omissions.

## Getting Started:

Since the last reporting period there have been a number of changes to the ARRA Hub. Once you have completed the three items above for each program, please follow these instructions.

1) Begin by selecting your CFDA/Program in the ARRA Hub following the "OAKS Financial Reports for CFDA: XX.XXX" link. This will provide you with all of the reports of the 1512 data for your program that you will need to review in order to validate.

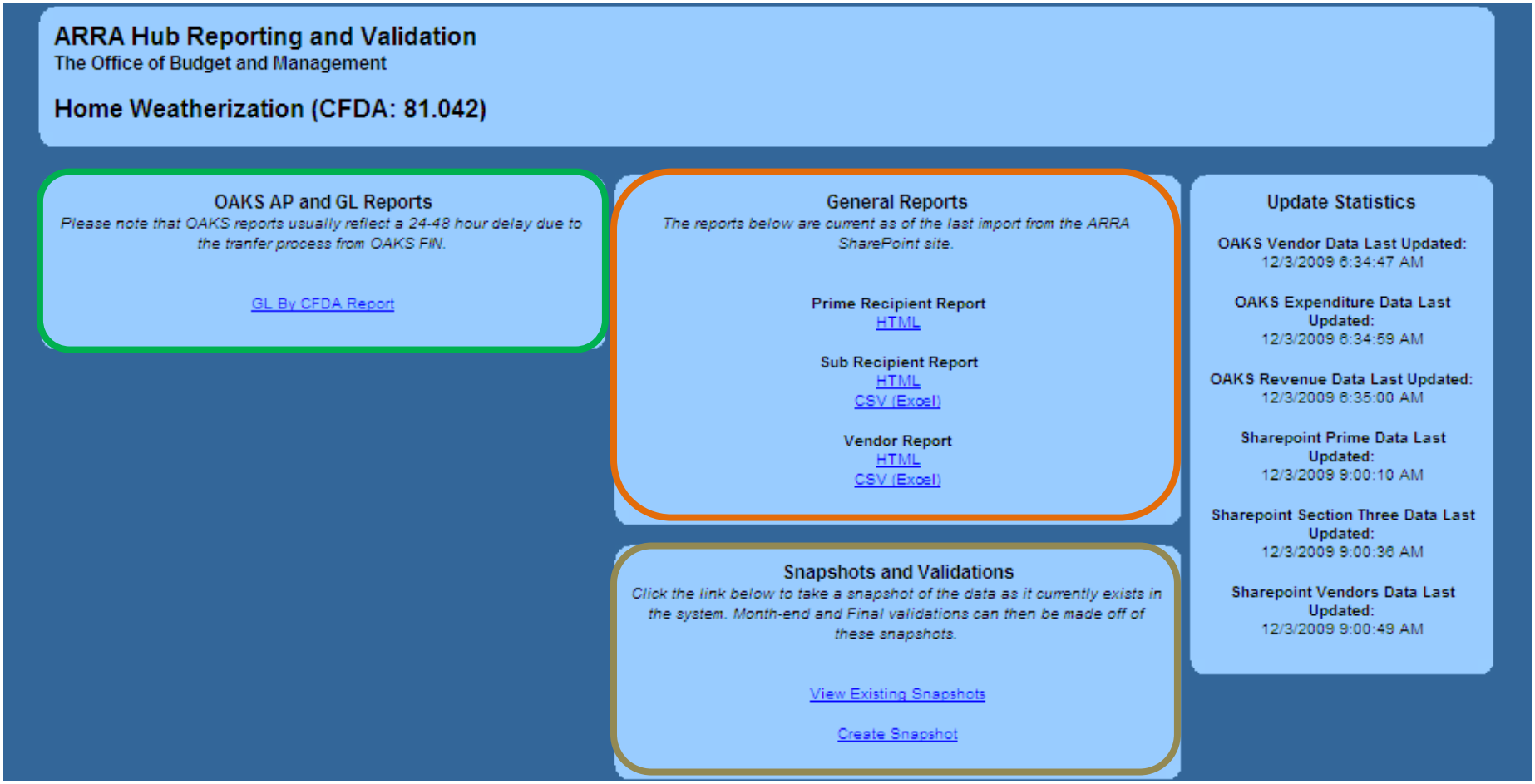


2) The *ARRA Hub Reporting and Validation* page includes the following reports you will need to perform this validation.

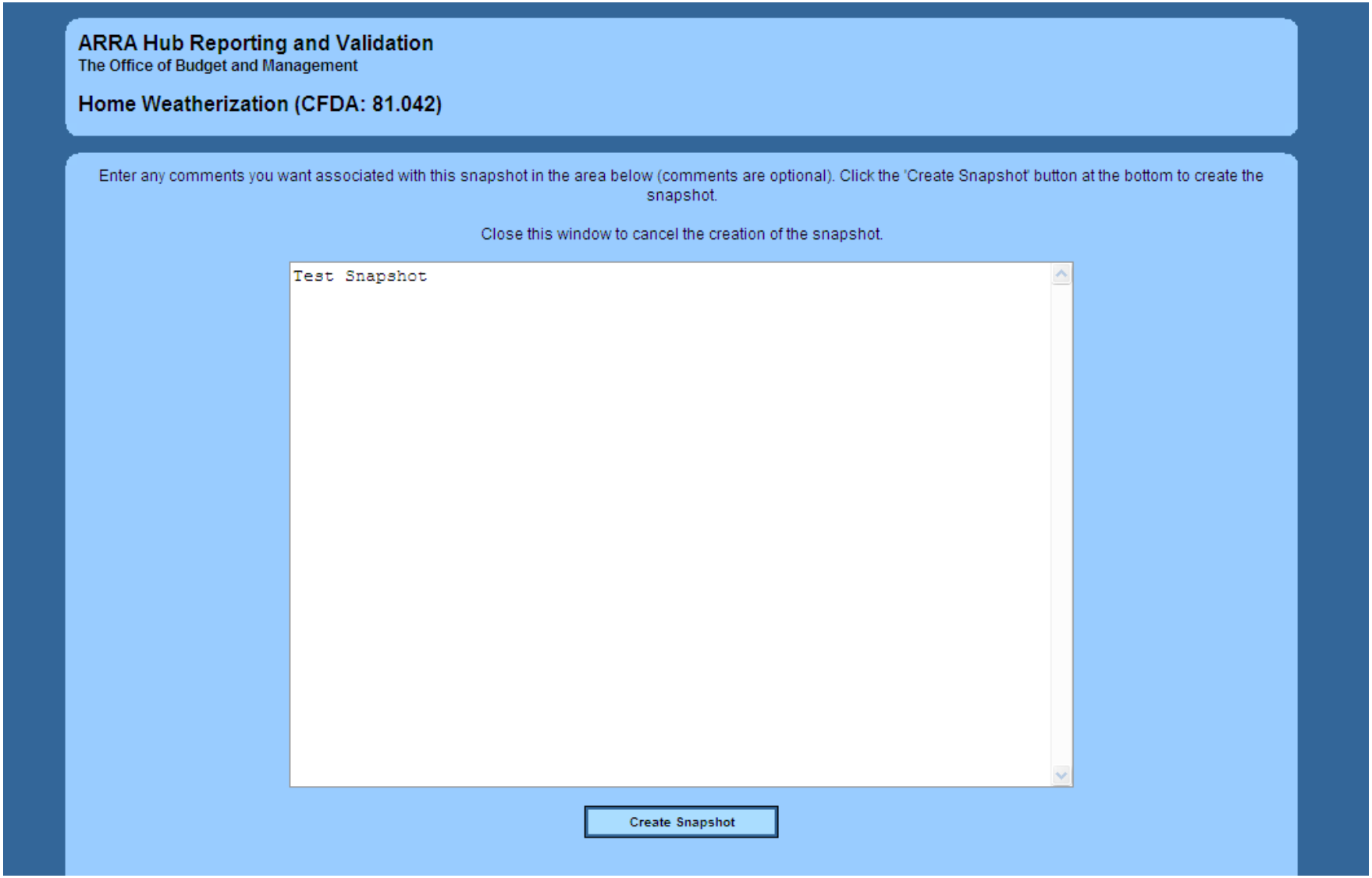
- ✓ The OAKS AP and GL Reports will provide the financial information for each OAKS program (highlighted in green below). These reports contain the revenue and expenditures for your program and should be used for the financial validation process.

- ✓ The General Reports (highlighted in orange below) should be used to confirm all of the financial and non-financial data related to your 1512 reports are correct. The Prime report will include all of your program information associated with the ARRA award and the Sub Recipient and Vendor Reports will contain information on the entities receiving ARRA dollars from the state and/or sub recipient. Please confirm that all of this information is accurate as of this point before proceeding.

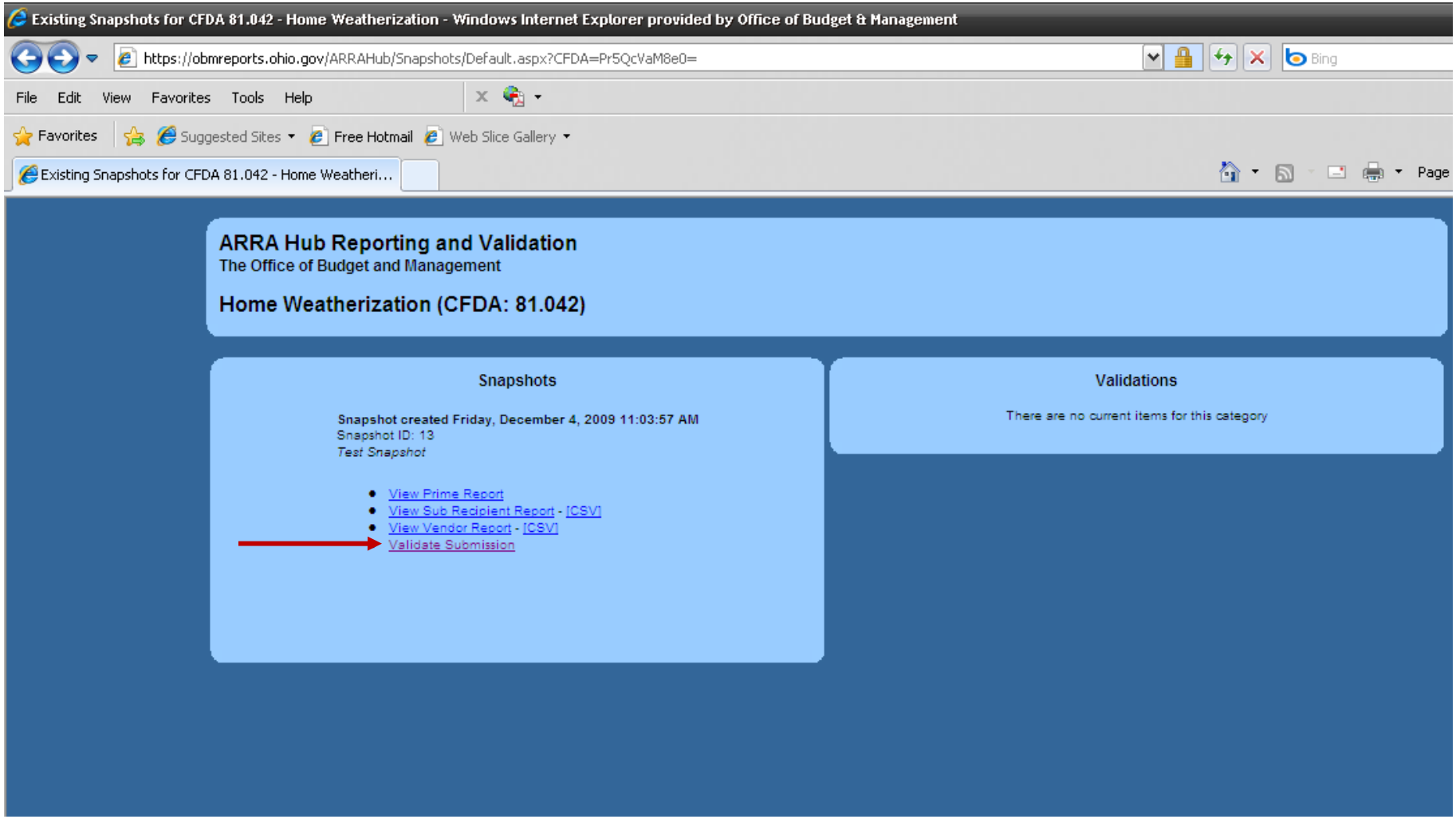
- ✓ Once you have completed your review and have determined that your report information is accurate, use the Snapshots and Validations (highlighted in tan below) to create your test report. Click on the "Create Snapshot" link to finalize your report.



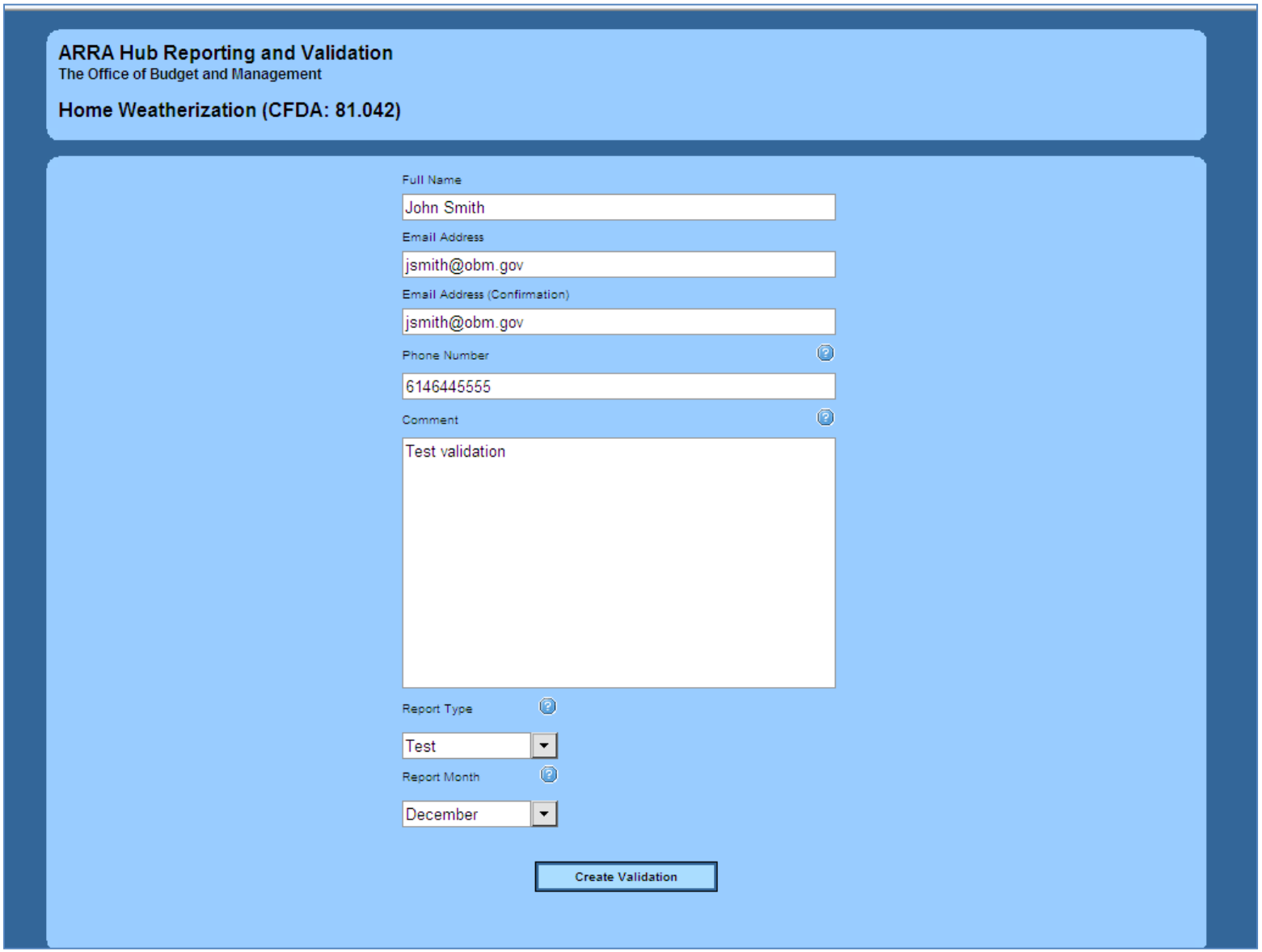
3) Next you will be directed to the comments page. Please add any comments that you, your agency, or your OBM liaison would like to include for this validation. This comment section should include additional information you might want to communicate regarding the snapshot. Once you have added your comments,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



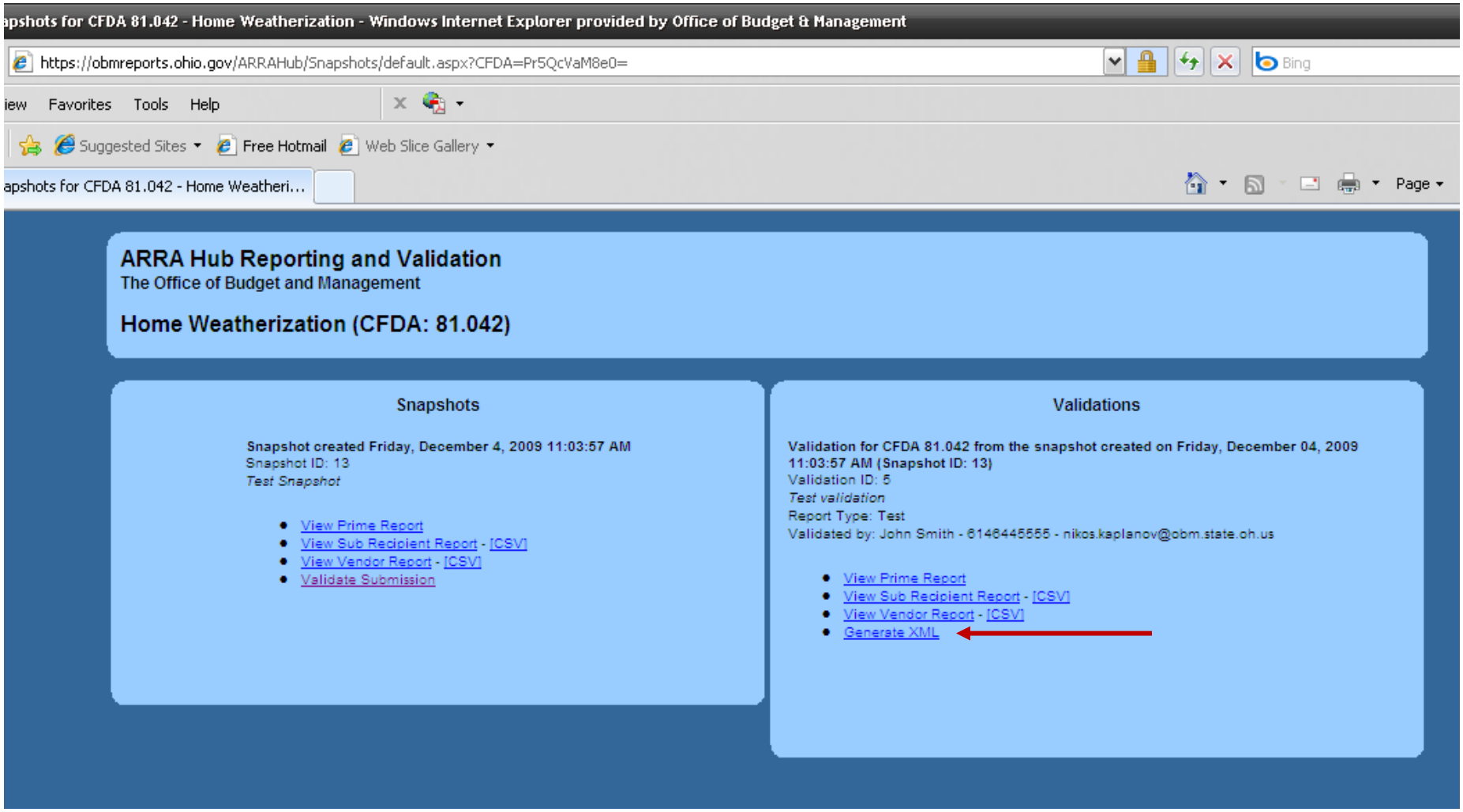
4) Once you have created a snapshot, you will be redirected to the Existing Snapshots for CFDA XX.XXX page. These reports will be saved in the Hub for future use and represent the point in time in which it was created. To continue with the validation, please click on the "Validate Submission" link.



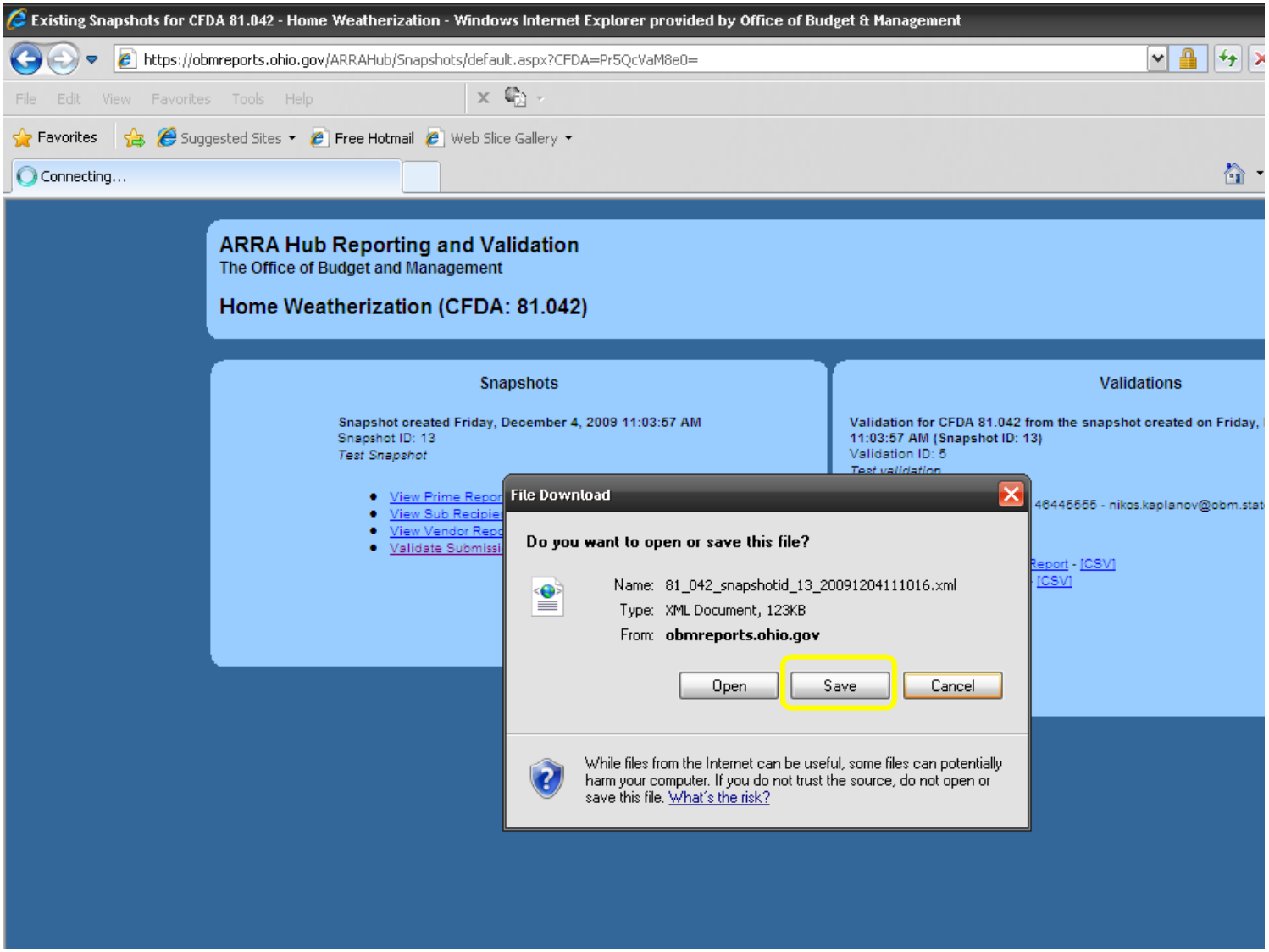
5) To create the validation file, please provide your name, email address, phone number and any additional comments you may wish to include. For the non-financial / vendors & sub-recipient validation process, the report type will be “Test” and the report month will be the month of the quarter’s end. For the monthly financial validation, the report type will also be “Test” but the report month will be the preceding month’s financial information. When you are finished with the identifying information, click on the “Create Validation” link.



6) 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. These should mirror the Snapshot reports, but if you find any inconsistencies, please let your OBM Liaison know as soon as possible. Once you have finished the review of your program, click the "Generate XML" link to create a validation XML file that you then send to your OBM Liaison.



7) In order to send the validation file to OBM, please save the XML file on your computer. Then attach this file in an email and send it to your OBM ARRA Liaison (information on OBM Liaisons forthcoming). OBM will then continue to verify your 1512 information to ensure your report does not contain any business rule violations or omissions. Should OBM find any issues, you will be instructed to make corrections and revalidate using this same process until the report clears business rules.



## Next Steps:

This process will be a dry run for the actual reporting period. If your report passes the verification process and you do not make any alterations, you should not have any business rule issues for the quarterly reporting period. If, however, through this process we discover issues, there should be sufficient time to make corrections and fix any errors. If you do not know how to correct your 1512 report, your OBM Liaison will be able to assist you in fixing any problems uncovered during this validation process.

**Note:** If you need to add additional vendors or sub-recipients following this validation please ensure that the additional information conforms with the FederalReporting.gov business rule which can be found in the Recipient Reporting Data Model.

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