

ACES

Additional Finance Review Items

1. Under payment specifications within the instrument, wording should include similar verbiage:
“Payment to the sub-recipient shall be made after Itemized invoices are received by the Department with adequate support documentation.”
2. Close out – If the expiration date of the instrument is 9.30.xx, the close out date should be about 10.15.xx so that ADPH can meet the Comptroller deadline of 10.31.xx receipt of invoices and related posting of payment in the 13th accounting period.
3. Cash advances require advance approval from the Chief Accountant. These are very rare. Monthly invoices should be requested from the sub-recipient.
4. In addition, the cover sheet should never contain quarterly payment amounts since that is perceived as advance payment requests, regardless of services conducted. Itemized invoice with list of type of expenses should be submitted as services are delivered.
5. Funding tab – Do not put cost amounts in the cost column – that is just for the cost center.
6. Funding for contracts / grants beginning date of 10.1.17 and forward should reflect new chart of accounts.
7. When an amendment is submitted, the original instrument and other related prior amendments must be attached in ACES.
8. For an amendment, the cover sheet should reflect a total and revised amounts that are equal.
9. MOA’s are credits on the cover sheet – never positive.
10. Finance checks the CFDA number and NOA on the funding paragraph on the instrument. Be sure both are present.
11. DUNS attachment must have a physical address and agree with the cover sheet and instrument. So an alternative address may need to be entered into ACES as needed.
12. DUNS can be checked against the sams.gov website for d/b/a’s, etc. But the D&B is the source of record to be attached.
13. Maximum clause must be present on the instrument and must agree with the cover sheet and other related documents.
14. Contact the grant accountant for appropriate information to add a grant specification. Then forward that information to Arlene Judy at 206-5490 with appropriate support.