

**Department of Health and Human Services
Aging and Disability Services Division (ADSD)**

RRR Transaction Detail and Additional Required Forms

INSTRUCTIONS

A Transaction Detail form is used to document expenses charged to ADSD funding and must be submitted with each RFR. Alternate expense detail such as a ledger may be submitted if it contains elements identical to ADSD's template.

Enter the requested information at the top of the form: Subrecipient Name (Agency); Award # (ADSD Agency Ref #, as listed on the Notice of Subaward (NOSA)); Month (Month expenses occurred) and Year (Calendar Year).

The Transaction Detail form contains a section for each budget category. Budget categories include:

Personnel = Personnel & Fringe Benefits for each employee/PCN

Travel = Staff Travel & Per Diem (**requires additional back-up*)

Operating = Occupancy, Supplies, Public Info, Equipment up to \$4999

Equipment = Equipment over \$5000 (purchased or leased), any computer or related equipment regardless of cost. For equipment over \$5000, submission of procurement information, such as bids, are required if not already on file with ADSD.

Contractual/Consultant = Contractual or Consultant Services (**requires additional back-up*)

Other Expenses = Other Direct Project Expenses

Indirect Expenses = Indirect costs at the rate listed on the Notice of Subaward (NOSA)

Enter the month's expenses on individual rows including the Check/Transaction Date; Check Number/Direct Deposit/Auto-draft/Accrued; Payee/Vendor; Description; Total Payment Amount; and Percent Charged to the ADSD Award. The last column (Amount Charged to Award) will automatically calculate using the total payment amount and percentage charged to the funding.

There are 40 rows available to list expenses for each category. Some rows are hidden from view to save space. Unhide additional rows as needed. Please hide unneeded rows. Contact your Program Coordinator if you require assistance.

For **Reimbursements**: The totals for each budget category (Amount Charged to Award) must match to the penny your Current Request on the corresponding "Financial Status Report and Request for Reimbursement" (RFR) form.

For **Advance Payment Reconciliation**: The totals for each budget category (Amount Charged to Award) must match to the penny the Advance Payment Reconciliation section of the RFR form.

*** If the below categories are included on a Transaction Detail, the required corresponding additional form (or approved equivalent) must be submitted with the RFR. These forms are included as tabs in the Transaction Detail workbook.**

| Expense Category: | Required Form: |
|--------------------------|--------------------------------------|
| Contractual/Consultant | Contract-Consultant Breakdown |
| Travel | Travel Breakdown and Travel Claim(s) |
| Training | Training Breakdown |

IMPORTANT! Mandatory Fiscal Monitoring is conducted by ADSD's auditors for each subaward after the close of the