Financial Administration Meeting
March 29, 2017
Sharon B. Bell, Controller
Welcome

- Controller’s Financial Administration meetings
  - Wednesday, May 31, 2017
  - Wednesday, October 25, 2017
- Controller’s Listserv sign up
  - Controller’s website: JOIN Controller's listserv
- PowerPoint Presentation
  - Controller’s website: News & Events
Independent Contractor

• New checklist has been developed and posted
• Helps to clarify if vendor is an independent contractor or employee
Honorariums/One-time Guest Speakers

Guidelines for payments for honorariums, one-time guest speakers, lecturers & performing artists

• Honorarium
  – An honorarium represents a “thank you” gift to a guest speaker or performer who, at no charge to the University, makes a presentation. The University responds with a token payment as a gesture of appreciation.
Honorariums/One-time Guest Speakers

- A special one-time lecture, guest speaker at educational event, workshop, outreach events or presentation
- Appearance at an event by a recognized authority in a particular field of endeavor
- Assistance for set-up or supporting activities at special events
- Panelist for a workshop
- Appraisal of a manuscript for professional publication or other creative activity
- Performing artist
Honorariums/One-time Guest Speakers

One-time guest speaker /lecturers /performing artist contract

• A non-employee engaged by the University to lecture, present, or otherwise speak on a subject about which s/he is considered to be knowledgeable.

• Examples include speakers/presenters at conferences, symposiums, or lecture/speaker series and/or guest lecturers in classes or other training events.

• Guest speakers are considered to be independent contractors.
Honorariums/One-time Guest Speakers

- Process payment on Invoice Voucher
- See guidelines for information needed to be included with Invoice Voucher or complete the Honorariums/One-time Guest Speakers form (posted on web)
- Independent Contractor (IC) form not required
- W-9 required
- See requirement for payments to foreign individuals
  - Foreign National Information Form must be submitted to the Payroll Office two (2) weeks in advance and must be completed before any payment can be processed.
URI Invoicing

- We strongly encourage utilizing the A/R office for miscellaneous external billing if you are not doing so already
- **URI Invoice** template and instructions on the Controller’s Office [Forms](#) webpage
- Advantages:
  - Revenue Booked to CFS much quicker
  - Controller’s Office follows up on unpaid invoices
  - Centralization of process
Accounting
Accounts Payable
Travel & PCard

Doreen J. Bolster, Associate Controller
Centralized Amazon Business Account

• Benefits
  – Price and quantity discounts on select items
  – Savings on shipping costs for eligible purchases
  – Automatic sales tax exemption at the University level on items sold by Amazon.com or other participating resellers
  – Access to a specialized business only customer service team
Centralized Amazon Business Account

• Rollout:
  – Announcement email from the Controller’s Office went out March 27th
  – A User Invitation will be sent directly from Amazon shortly following the Announcement email
  – Goal: fully rolled out by April 30, 2017

• Method of Payment
  – Purchases must be made using URI Purchase Card
JP Morgan Conversion

• JP Morgan conversion completed March 20, 2017
• New chip-enabled Purchase and Travel cards will be rolled out May through September 2017
• We will contact you when your card is available for pick up
• 45 days to activate new card
Accounts Payable Reminders

• Information on liquidating/finalizing/canceling or changing PO’s can be found on the Controller’s Policies & Procedures website: PO Guidelines

• Purchase orders are to be issued prior to goods or services being ordered

• Invoice & Receiving reports email to aprec@etal.uri.edu (please do not send other types of communications to the etal as they will not be responded to)
Invoice Vouchers

• Seeking reimbursement via an Invoice Voucher for items paid personally should be limited
• Please use an LVPO or a PCard
• Check the Controller’s website for updates to the list of Allowable Items
WB Mason Online Ordering

• Signup & Maintenance form available on Controller’s Forms Website
  – Each user is provided with a unique user ID for WB Mason
  – An approved PO or PCard can then be used for purchases
  – PCard policies do apply
  – Fund 500 supplies must be purchased on an approved PO

• Over 70 users since rollout
• Avg. of 50 PCard purchases per month during first 3 months, which has cut down on PO/Invoice processing
Printer/Copier Maintenance Agreements

• Make sure that you are reporting your copy counts to RICOH/ISAM when requested, if not the vendor will estimate usage and this can cause billing issues.

• Please ensure that Maintenance Agreement Blanket PO’s do not expire or you may be billed separately for service and toner when ordered without PO in place, however vendor has recently been denying services in this case.

• Maintenance Agreement and Purchase of new printer can be on same PO.
Travel Reminders

• Car Rental Justification Forms
  – Approval must be obtained prior to submission of TA
  – The form must contain all the proper signatures
  – Form must be attached to both the TA and the Expense Report

• Meal per Diems
  – Only overnight, out of state travel is eligible for meal per diems on all funding types
Travel Reminders

• Every expense should have an invoice/receipt to support charge
  – Receipt should show proof and method of payment (cash, check or credit card type and last four digits of credit card #)
  – If you are not able to obtain receipt which shows method of payment, please indicate method of payment on receipt
    – Personal Check – attach copy of cancelled check
    – Credit Card – indicate whether you used a personal credit card, URI Pcard or URI Travel Card
    – Personal credit/debit card transactions will require proof of payment
Travel Reminders

- TA’s must be approved **prior** to booking travel
  - Any airfare greater than $1,000 requires approval by our office
  - If we don’t have an approved TA, we can’t approve flight
Travel Reminders

• Combined business and personal travel
  – Traveler must obtain airfare quote at the time of booking which shows cost of flight for business portion only and cost of flight for combined travel
  – Must attach both quotes to Expense Report.
  – Least costly flight will be reimbursed
  – Only seek reimbursement for business portion of all other expenses associated with trip including hotel, per diem, car rental, gas, parking, etc.
  – Every effort should be made to use your personal credit card for non-business portion of expenses
Travel and Expense Module

• Reminders
  – Make sure to associate the TA (Travel Authorization #) to the Expense Report by clicking on the link “Associate Travel Authorization”
  – Send the hard copy of the Expense Report, TA and all supporting documentation to the Travel Office as well as attaching your documents to the Expense Report in PS
  – If a Pcard was used to pay for a travel expense, please include a note in the Comments section of the Expense Report such as, “Jane Doe’s PCard was used to pay for the $400 registration”
Travel & Expense Module

- Reminders
  - Travelers need to be aware of their approved funding when charging travel expenses to their URI Individual Travel Card
  - Example, if a traveler is only approved for $500 (i.e. Not to Exceed) in travel funds from their Dept, they should not be charging more than $500 on their URI Individual Travel Card
URI Individual Travel Cards

- We are highly encouraging travelers to apply for their own URI Individual Travel Card
- Please note that training (in Sakai or in person with Ginny/Shaune) must be completed before we will order your card
- We are in the process of removing the Travel Addendum from all PCards ***
- The URI Corporate Card in Short’s profiles will also be removed as a payment option for flights

*** If there is a paper TAR and you had planned to use a PCard with a Travel Addendum, please notify the PCard Office via email and include the TAR# and traveler name
URI Individual Travel Cards

• What can you use the Travel Card for?
  – Flights
  – Conference Registrations
  – Lodging
  – Car Rental and Gas
  – Taxi/Uber
  – Parking
  – Food is not allowed (reimbursement via meal per diems)

If you choose not to obtain your own Travel Card, you can pay with a personal card or someone in your dept can book your travel with their travel
Travel and Expense – General

• Any travel authorizations received now (both paper or T&E Module) for FY18 travel will be moved to FY18
  – T&E Module: PS Financials will move TA to FY18 based on travel end date
  – Manual: all paper TAR’s for FY18 travel coming in from this point forward will be sent back to the traveler to be entered as an online TA
  – Any costs for FY18 travel (including airfare) will be expensed in FY18
• For Travel completed in FY17:
  – If we receive an Expense Report by determined July cutoff date and the Expense Report is correct, approved and has a valid Budget status, the expense should be recorded in FY17
Travel & Expense – Training and Rollout

• Training and Rollout
  – Rollout is approximately 80% complete. If your department has not yet been contacted regarding a deadline for rollout, please contact Ginny Byrnes or Shaune Hogan ASAP
  – We are no longer accepting paper TARs for those departments that have been rolled out and, as of 7/1/17, no paper TARs will be accepted University wide
  – We continue to offer live training and online training. If you feel you need training, please contact the PeopleSoft Financials Lab ASAP
Payroll

Jim Cacciola, Assistant Controller
W-2 Request for Duplicates

• State Payroll
  – Contact Nancy Gardner at Human Resources

• Internal Payroll
  – Request by email (include employee name, ID number and delivery method (address or pickup)
    • A-L Beth Ulricksen bulricksen@uri.edu
    • M-Z Chris Morelli cmorelli1@uri.edu
Payroll Accruals

- Payroll charges that occur in June (FY2017) but are paid in July (FY2018) will be accrued FY2017
- Accrual journals will be dated 6/30/17
  - State Payroll Journals – “STACC” and “STACCGR”
  - Internal Payroll Journals – “INACC” and “INACCGR”
Payroll Accruals

- Only one pay period requires accruals
- PP01 of FY2018 begins 6/25/17, ends 7/8/17 and will be paid 7/14/17
- 50% of PP01 will be accrued back to FY2017
- Reversal journals in FY2018 will be dated sometime between July 26-30
PeopleSoft Payroll Issues

• Job Data (esp. contracts)
  – Difficulties changing end dates and amounts
  – Make sure data is correct

• Time and Labor Problems
  – “Approval in Process” status
  – **Do not enter 0 (zero) hours.**
  – Enter data in days actually worked only.
Financial System Management

Dave Hansen, Associate Director
PeopleSoft Financials Projects

• Travel and Expense Implementation
Application Upgrade 9.2

- **Financials Upgrade to 9.2 – Spring 2017**
  - Work Centers – Business Processes streamlined
  - Fluid Navigations for Mobile Devices – i.e. Tiles
  - Ability to use Mobile Device for Expense reports
  - Pivot Grids Improved
  - Embedded Help which explains how to complete tasks or transactions
  - Manager Dashboards
Sponsored & Cost Accounting

Michele Wood, Associate Controller
Grant Close Outs

- OSP - Tracking expenditures, transactions through 30 days after project end date (or through final expenditure posting).
- Best practice: final expenditure posting by 30 days after project end date
- S&CA: issuing final invoices, cash drawdown and reports, closeout in PeopleSoft – follows AFTER OSP completion above
- Best practice: final invoice/draw 45 days after project end date, final report 90 days after project end date, final PeopleSoft project close-out 120 days after project end date

Still seeing transactions posted after 30 days past end date!!!!
Grant Issues

• Wrong sponsor on award; check in Cayuse to start

• Late spending solutions/recommendations
  – Request NCE 60 days prior to end of award
  – Review open encumbrances 60 days prior to end of award
    • Equipment
    • Subcontractor invoices
    • Payroll!!!
Grant Issues – Training!

- Training opportunities are available for assistance with grants
- Please send me grants training topics you are interested in and we will work to schedule
Grants Portal – new info

• Items to be available in Award Attachment:
  – New award review checklist
  – SF 425s
  – TBD – final invoice/final “other” financial report

• If you would like access to the grants portal please fill out PS security form and send to PS Financials
Billing A/R Implementation

- Implemented June 2015; generated over 7,000 invoices
- Continuing to improve! Working on emailing invoices to sponsor directly from PeopleSoft where possible
- Info on what’s billed/paid in grants portal
## Invoice & Payment Details Inquiry

### Search Options
- **Business Unit:**
- **Budget Period:**
- **Date Selection:**
- **Award ID:** AWD03956
- **Start Date:**
- **End Date:**

### Totals Summary
- **Invoiced:** $83,227.77
- **Received:** $83,227.77
- **Unpaid Amount:** 0.00

### Unpaid Invoices
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<thead>
<tr>
<th>Invoice ID</th>
<th>Invoice Date</th>
<th>Original Amount</th>
<th>Payment Amount</th>
<th>Unpaid Balance</th>
<th>Currency</th>
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### Payment Received
<table>
<thead>
<tr>
<th>Payment ID</th>
<th>Invoice ID</th>
<th>Payment Date</th>
<th>Payment Amount</th>
<th>Currency</th>
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<td>GM-00002697</td>
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</table>

Return to Non-Consolidated
Service Center – Fixed Asset / FY2018 Rate

- Timeline change for FY18 rates to be later (July 2017) due to F&A rate work
- If you would like your rate to be approved prior to the year end, please contact Ann or Michele
- Ann to be sending info out in May/June
- Try to use same process for budget office request as for service center budgets
- Surplus/deficit, if significant after year end closed, will be reviewed and rates adjusted if necessary
Agency Audits/Reviews

- August 2015  Dept of Interior – no report yet
- February 2016 NOAA – no report yet
- March 2016  Department of Justice – report; no resolution yet
- April 2016  USDA/FNS site visit – no report issued
- May 2016  SBA financial review; draft report issued – final responses underway

If you receive audit notifications forward immediately to Controller, SCA and OSP
Agency Audits/Reviews

- Common audit steps
  - Verification of payroll to source documentation
  - Review for unallowable expenditures
  - Review of supplies
  - Review of service center charges

If you have questions on whether your costs belong on the grant – do not assume – contact your OSP analyst

Ensure expenditures posted to the grant are always allowable, allocable and reasonable (Uniform Guidance Subpart E Composition of Costs)
• FY 16 is the Base Year for the upcoming F&A indirect cost proposal
• Space surveys are mostly completed at this time and reviews are underway
• Emphasis on research space functional categorization
• Work is still being done on the calculations

If you have any questions please contact Ann Cannon 4-2351