URI Controller’s Office

Financial Administration Meeting
Sharon Bell, Controller
March 16, 2011
Controller Updates

- Awards paid with URI Foundation Funds
- URI Conferences – Conferences and Special Program Development (CSPD)
- Cell Phone Stipend Forms
- Miscellaneous Receivables
- Credit Card Payments on-line
Awards

- Awards paid with URI Foundation Funds
  - University Employees (paid on State Payroll)
  - Students
  - Travel

- Process has been revised | Options defined
  - Finding from IRS audit W–2 and 1099 earning employees
  - Complexity of reporting award on State W–2
  - Document is available on URI Controller’s website
Awards to University Employees (State)

- **Option 1**
  - Deposit in new or existing URI Foundation account for employee to use for educational purposes (conferences, books, seminars, etc)
  - Process URI Foundation payment order to transfer award

- **Option 2**
  - Process additional wages on State Form AP–3
  - Award paid to employee in their paycheck
  - Taxable and W–2 reportable income
Awards to University Students

Option 1
- Award posted as scholarship on Student’s Term Bill
  - Applied to Student’s open balance, if any, if difference
    Student will receive refund
- Process Scholarship memo to URI Enrollment
  Services with Fund 401 chartfield string, account
  6582

Option 2
- Process URI Foundation Payment Order (taxable)
  - If employee, reported on W–2
  - If not employee, reported on form 1099
Awards for Travel

Employees / Students

- Original Receipts required
  - Out-of State Travel – TAR/TEV required
  - In-State Travel – URI Foundation Payment Order

- Award is not IRS reportable or taxable
URI Conferences

- Revenue and expenses need to be processed through Fund 101, 500 or 900 (Conferences and Special Program Development)
  - Exception – If donation is received by URI Foundation to sponsor conference, then donation and related expenses need to be processed through Fund 401.
- If participants are paying fee to attend – fee cannot be deposited into URI Foundation
URI Conferences

URI is opening “RegOnline” Corporate Account

- Joe Pittle, Manager of URI Conferences and Special Program Development, point of contact
- “RegOnline” Fee (currently negotiating )–admin fee per registration & credit card processing fee

Features
- Build custom on-line registration form
- Easy navigation for attendees
- Accepts Check or Credit Card payments
  - net remitted to URI
- Custom reports and web surveys
- Ability to E-mail participants
Forms must be approved (all) prior to entering job in PeopleSoft

Forms must be submitted to
- Human Resources (original)
- Payroll
- Controller’s Office

If form is not on file in above offices
- Contact will be attempted
- Job may be terminated
The Student Loan/Misc. Receivable Office is available to assist all URI departments with:
- Invoicing
- Recording income and account receivable in PS
- Collecting and deposit payments
- Outstanding Aging Reports
- Allowances for bad debt – annual
- Write-off for uncollectable

Miscellaneous receivables include all monies owed to any URI department by another Rhode Island State agency or non-URI entity.
Outstanding Account Receivable Aging reports
- Report will be sent to “billing” department listing all unpaid invoices
- Report needs to be reviewed by department to determine
  - Verify invoice is correct and mailing address
  - Contact company to resolve non-payment issue
  - Identify incorrect invoices & uncollectible accounts to be written off
  - Provide an annual estimate – allowance for bad debt
  - Identify accounts to send to collection agency

For more information contact Cindy Crowe, Manager
Credit Cards Payments on-line

- If you are looking to accept credit card and electronic check payments on-line, contact Mary Stiller Chief Accountant

- In order to set up the ePayments process
  - Forms to complete
  - Gateways
  - Mapping to correct bank account
  - Mapping to PeopleSoft general ledger system
  - Testing

- ePayment process can take from 30–90 days
  - Plan accordingly
Accounting Operations
Trish Casey, Associate Controller
HigherOne is our student refund processor

- When a student signs up for their refund preference through HigherOne they are actually setting up a bank account.
- Students on the payroll who do not have direct deposit and have a HigherOne card can elect to have their payroll direct deposited to their HigherOne card.
- Easy to sign up for direct deposit, Ecampus self service > payroll and compensation > direct deposit
Travel Updates

- MEDEX Global Solutions – International Medical and Security Service Provider
  - Anne Gregson, Risk Manager, will be direct contact person anne@uri.edu
  - Requirement for all international travel
  - Optional additional coverage – Accident and Sickness Insurance Plan
  - More to come…….
Hotels & Rental Cars

- Advances for hotels and rental cars for domestic travel will no longer be approved.
- Traveler should use their Pcard to pay for expenses [www.uri.edu/controller/purchase_card.html](http://www.uri.edu/controller/purchase_card.html).
- Advances for hotels and per diem for International Travel will be reviewed and approved on a case by case basis.
- No advances or TAR’s can be outstanding when requesting additional advances.
State of RI ACH Payments

- Most State of RI payments by will now be ACH
- If you are expecting a payment from State of RI please contact pcasey@mail.uri.edu with the amount and chartfield where the deposit should be made
- I will send you a copy of the journal entry and any backup once posted
- All should consider using Cindy Crowe (Student Loans and Receivables) to assist with billing and collections
Other – Contracts

- **All** contracts must go through legal review
- Dooley, Weygand, Wyman, Alfonso, Bell and Barrett **only** URI employees authorized to sign contracts
- Forward all contracts to Lou Saccoccio’s office for review and approval
- Deposits, payments or special requests will not be made unless the contracts are reviewed and signed by the above
Other

- **Pcard**
  - Please make sure you check the coding on all transactions in Paymentnet. This includes the account code and full chartfield.
  - Any travel paid by the Pcard should coincide with the approved TAR.
  - All Fund 500 transactions must have a detailed explanation in Paymentnet.
Other

- Amazon Account through Purchasing
  - No new accounts will be set up
  - Current accounts to be transitioned out – future orders to be placed using Pcard only
    - Contact Purchasing for further questions

- Receiving reports can be scanned to aprec@etal.uri.edu

- TEV’s due in Room 103 Carlotti or GSO within 10 days from returning from trip.
Payroll

Jim Cacciola
Assistant Controller
Payroll Direct Deposit

- Internal (Higher One Refund Card)
- State

CONVENIENT
COST EFFECTIVE
ACCESSIBLE
SECURE
Encumbrances

- Process – HR to Financials

- CONVOLUTED (Complicated, Long-Winded, Elaborate, Complex, Difficult, **Tortuous**)

- ACCURATE ONLY WITH PROPER DATA/TIMING
Encumbrances

- Contract Employees and Hourly Employees

- Timing of job entry and Department Budget Tables critical

- Hourly Employees – Assumes a consistent work week for reestablishing encumbrances
### Encumbrances

- Example of hourly encumbrance process
- Beginning of FY2011 (7/01/10)

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<th>Encumb</th>
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**PAY-Acutals (paid)**
**PEY-Actuals Liquidation (-paid)**
**PNY-Nightly Encumbrance**
Encumbrances

- After journals have been entered, budget checked, overridden, and posted
  - Budget Detail
  - One day to enter reporting tables
  - Report Manager
W–2 Addresses / Duplicates

- PeopleSoft Payroll
- Many errors on student W–2 addresses
  - In excess of 200 returns and/or reissues
- Reissue request – Email or drop-in Payroll Office
  - Duplicates usually processed weekly
  - Can be mailed to CORRECT address, or picked-up with picture ID
As of January 1, 2011 employees can have a different number of exemptions for Federal and State withholding.

- Can claim exempt on State
- State Payroll – New RI W-4 Form
- PeopleSoft Payroll – New self-service screen soon
PeopleSoft Projects

- State Payroll Time Sheets
- Employee Action Forms
TIME SHEETS

- Automated time sheets
- Testing with UCS employees
- Will phase in by College/Department
- Security/Approval tree must be developed
EMPLOYEE ACTION FORMS

- Most significant improvement for Payroll will be the automated USP–2
- Expedite processing
- Easily locate forms and identify status
- Distribution process
PeopleSoft
Dave Hansen
Assistant Controller
Production Issues

- Reporting – Still Experiencing Issues – working with UCS and Oracle Support
On–line Requisitions

- Phase 2 Rollout 75% Complete – Department Listing on Purchasing Website
  - [http://www.uri.edu/purchasing/on-line_requisitions.htm](http://www.uri.edu/purchasing/on-line_requisitions.htm)
  - Completed Over 3200 On–Line Requisitions
  - Approx. 175 Requesters have entered Reqs
  - Approx. 275 Unique Approvers
  - Approx. 11,000 Approvals
On-line Requisition Project

- View Printable Requisition
  - Please don’t keep clicking!!
  - REN server – We are working on Resolution
  - Workaround – Report goes to Report Mgr
  - Requisition Print – SQR – See Below

![Image of Requisition System](image-url)
PCard Project

- Working on Implementing Functionality in PeopleSoft
- Currently utilize JP Morgan – Paymentnet.com
- Future – Approvers and Reconcilers would only need to use URI PeopleSoft

Advantages
- No Third Party Software
- Automated Daily Feeds
- Transaction details will be in Accounts Payable currently they are loaded in the GL
Upgrade PeopleSoft 9.1

- Timeframe – Fall of 2011 / Early 2012
  - Additional Functionality
  - Streamlined Business Processes
Sponsored & Cost Accounting

Tom Pitassi
Associate Controller
ARRA

- .5% administration fee paid to state
  - Applies to all ARRA Awards
  - Approved by congress as part of stimulus legislation
  - Needs to be budgeted under FIXFEE
  - Charged on a quarterly basis
Travel Advance Repayment

- If a person receives an advance and upon return has funds left over
  - Department needs to deposit remainder to Account 13xx with employee ID included in deposit
University Research Grants

- Grants administered by VP for Research office
  - Council for Research
  - Special grants from VP for Research
  - Student competition grants

- The budget Office will assign a new program
  - To track these funds
  - Report the funds on different federal reports
  - Include the funds in the research base of the University F&A proposal
Heather Davis will coordinate the award of these grants
  ◦ Communicate with Business Managers
  ◦ Send Award Letters to recipients
  ◦ Send Forms to Departments/Business Managers
    • Transfer Form
    • Signature authorization
    • Other information required

This procedure will begin in FY 2012
Conferences and Special Program Development

Joe Pittle
Conferences and Special Program Development (CSPD) Comprehensive Support

✓ Program planning & timeline
✓ Site selection & negotiation
✓ Marketing and Promotion
✓ Financial management
  o **Prepare budget**
  o Receive, receipt, & deposit all funds (900, 101, other)
  o Provide online & onsite registration services
  o **Track registrations for BE outcome, adjust budget**
  o Pay all approved expenses
  o Provide comprehensive reconciled financial report

✓ Consultation/Coordination
  o Serve on planning committee
  o Onsite event coordination
  o Liaison with hotel (URI), audio visual vendors, transportation services, and others
  o Menu meals, negotiate food and beverage cost
  o Exhibit management
  o Program evaluation
  o Proceedings

✓ Cost for services
  o Percentage of budget
  o Head tax
  o Combination – $ left on the table
ActiveNetwork “RegOnline”

- Interactive Online Registration System
  - Automates all aspects of data collection
  - Easy to use, offering countless reports
  - Extremely powerful information management tool for running events
  - Collect all credit/debit cards, checks, purchase orders, etc.
  - Instant online confirmation, name tags, financials, etc.