Financial Administration Meeting
Sharon Bell, Controller
March 24, 2010
Controller’s Updates

Signature Authorization (SA) Forms
- Internal Audit conducted a review of Fund 101 SA forms and found many “terminated employees” still listed as responsible person
- Please make sure forms are updated for responsible person and authorized signatories
- New Form designed for On-Line Requisition workflow

Imprest/Petty Cash Checklist
- OHE conducted an audit
- Developed Post-audit checklist http://www.uri.edu/controller/general_accounting.html
Cell Phone Stipends

- Stipend only available to Full-time State employees who meet the criteria
- Form must be approved by President, Vice President or Provost
- Stipend form must be approved by authorized signer prior to entering job on PeopleSoft
  - Stipend is for Fiscal Year only and must be renewed annually
  - Contact Wendy Belue in Payroll – many departments are entering the incorrect contract amount
- Forms must be sent to Human Resources (original), Controller & Payroll (copy)
Miscellaneous Accounts Receivable

**REMINDER**

The Accounts Receivable Office is available to assist all URI departments with invoicing and collecting their miscellaneous departmental accounts receivable.

Miscellaneous receivables include all monies owed to any URI department by another Rhode Island State agency or non-URI entity.

For more information contact Cindy Crowe, Manager.
ARRA Grants  *(American Recovery and Reinvestment Act)*

- March 31 Quarterly reporting deadline is April 9\textsuperscript{th}
- Strict deadline to file reports with Federal & State Govt.
- Please make sure all invoices, PO, LVPO, USP-2 are processed in timely manner
- Various information is needed in order to complete 1512 reports, in addition to financial details. If Tom Pitassi, Associate Controller, contacts you or the PI regarding ARRA grants, please respond quickly.
Accounting Operations
Travel Updates

Coming Soon!

Short’s Travel On-line Booking

**Book Online:** $9 *Transaction Fee*
- Concur Cliqbook Travel is a leading online corporate booking tool
  - Book your travel any time, day or night
  - Hold reservations for up to 24 hours
  - Concur has a partnership with Southwest Airlines
  - View options and pricing immediately
  ***Agents must assist with online exchanges and international trips

**Book with an Agent:** $30 *Transaction Fee*
Travel Updates (cont.)

- Travel Authorization Request (TAR) Forms
  - New on-line form replaces multi-part form

- Reminder - TAR’s must have final approval prior to any booking with Short’s Travel
University of Rhode Island
TRAVEL AUTHORIZATION REQUEST

Instructions:
(1) All University Travelers must comply with the Travel Policy
(2) Registration fees and lodging should be paid with Pcard or personal funds.
(3) Receipts required for all expenditures other than meal per diem.
(4) Travel cannot be booked without approved TAR (Fund 500 requires G&C approval and Fund 401 requires Foundation approval).
(5) Completed TEV must be sent to General Accounting no later than 10 business days from completion of trip.

Section 1 - Required Information:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Email</th>
<th>PS Vendor ID Number</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th>URI Employee Department</th>
<th>4-digit Department Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>First Day of Travel</th>
<th>Last Day of Travel</th>
<th>Destination (City, State, Country) required</th>
<th>Campus telephone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Check here if Traveler wants to be notified of approved TAR

Purpose of Travel (be specific):

Chartfield:

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

= $0.00

Section 2 - Estimated Expenses:

Controller's Website-Policies and Procedures

<table>
<thead>
<tr>
<th>Train</th>
<th>Payment by:</th>
<th>Traveler</th>
<th>Pcard or Short's</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

| Air   |             |          |                  |          |

| Auto Mileage |             |          |                  |          |

| Taxi/Shuttles |             |          |                  |          |

| Registration |             |          |                  |          |

| Car Rental |             |          |                  |          |

| Lodging |             |          |                  |          |

<table>
<thead>
<tr>
<th>Meal Per Diem</th>
<th>State (eq. To)</th>
<th>Domestic</th>
<th>Foreign</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

| Miscellaneous |             |          |                  |          |
|               |                |          |         |          |

Total Estimated Expenses:

| $0.00 | $0.00 |

= $0.00

Section 3 - Advance Request:

See Travel Policy for Advance Requirements

<table>
<thead>
<tr>
<th>Amount</th>
<th>Date Needed (*)</th>
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</thead>
<tbody>
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</tbody>
</table>

Advances require at least 2 weeks notice. If TEV is not completed within 10 business days of return from trip, then advance and other prepaid travel charges may be considered income to traveler.
Travel Updates (cont.)

- Travel Expense Vouchers (TEV)
  - Revised TEV—minor changes
    - List Payments by P-Card and by URI Travel Card
    - Replaced “Meal” column with airfare/auto
    - Fixed Formulas

- Reminder - TEV’s must be completed and sent to accounting no later than 10 business days from return date of trip
  - Failure to submit the TEV on time will prevent further travel approvals and advances
  - If TEV is not completed, advance and other prepaid travel charges may be considered income to traveler
Travel Updates (cont.)

Mileage Reimbursement – Reminder

- **State Travel Policy A-46** amendment effective July 1, 2008
  - Claims for mileage reimbursement MUST BE submitted within 90 days in which the travel occurred.
  - If the request for mileage reimbursement is not received by our office within the 90-days, it will not be paid.
ACH Direct Deposit

- Many vendors and employees have signed up for payment by Automated Clearing House – ACH
- Direct Deposit to your checking or savings account within 48 hours
- Reduces time receiving payments of travel and other reimbursements
- Form on Controller’s website in Accounts Payable – forms
  http://www.uri.edu/controller/accounts_payable.html
Accounts Payable Payments

- All Accounts Payable checks, Wires and ACH payments will be processed on Fridays **only**
- If an invoice needs to be paid on Friday
  - Accounting needs **ALL** approved documents
  - Invoice must pass budget checking
  - Required by Thursday prior to noon
- Small dollar purchases that meet P-Card program guidelines can be paid with P-Card
Wish List

- Clear budget errors quickly
- Send in receiving reports as soon as item is received
- Purchase Card, documentation of some purchases needs to be clearer
PAYROLL
PAYROLL

State Payroll Distribution Reports
- No more paper
- Request access from Steve Thompson, Budget Office

Social Security numbers
- Can be fined by IRS for using incorrect name/ssn data
- Must be identical to their records
- Need to insure that search-match is used correctly
Expired USP-2s

- Significant number of employees have expired distributions
  - Require extensions to process payroll
  - Produces unauthorized charges to research accounts
  - Results in erroneous letter of credit draw-downs and billings
  - Need to resume discussions on use of college/departmental clearing accounts
Updates on Projects

- New USP-2, 5 & 12 forms
  - Working on on-line process
  - Workflow approvals
  - Development stage
  - Mike Motta will be contacting select Business Managers to review prototype

- Time Cards
  - Development stage – likely to be implemented in stages by employee type – non-classified & classified
  - Workflow approvals
  - Includes on-line accruals for vacation, sick, personal, comp, etc. with on-line approval (Requests for leave will follow)
Updates

- New Staff – Shaune Hogan

- PeopleSoft Add-on Tool – Commitment control download - Gridfix.xla

- Approval of P-Card transactions on PeopleSoft
  - Eliminates need to access JPMorgan website
  - All detail will reside in PS Financials
Update on On-line Requisition

- On-line Requisition
  - Working on on-line process LVPO and College Req.
  - Pilot program – College of Engineering starting May 2010
- New Signature Authorization Forms
  - Workflow approvals
    - Level 1 – Signatory
    - Level 2 – Final Review (Optional)
# Update on On-line Requisition

## Signature Authorization Form

**ChartField**: Fund, Dept, Program, Project, ChartField String Name:

Personnel whose names and signatures appear on this form are authorized to approve for processing the items indicated by the document code check box(es).

<table>
<thead>
<tr>
<th>Responsible Person</th>
<th>Employee ID #</th>
<th>Title:</th>
<th>Signature:</th>
<th>Document Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>1 2 3 4 5 6</td>
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</tbody>
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Contact Phone Number: __________  Contact Email: __________

### Designated Signatories:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee ID #</th>
<th>Title:</th>
<th>Signature:</th>
<th>Document Codes</th>
<th>Final Review (Optional)</th>
</tr>
</thead>
<tbody>
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<td>1 2 3 4 5 6</td>
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**Final Review**: ChartField Strings can be assigned a Final Reviewer(s) which would add another level of Approval Authority for electronic work flow routings. If a Final Review is selected a primary and backup signatory should be assigned to cover when the primary is absent i.e. Sick/Vacation etc.

<table>
<thead>
<tr>
<th>Document Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (Col Req)</td>
<td>College Requisition/LVPO</td>
</tr>
<tr>
<td>2. (Inv Vehr)</td>
<td>Invoice Voucher/Order Request - TAR</td>
</tr>
<tr>
<td>3. (Inv Req)</td>
<td>Travel Authorization Request - TAR</td>
</tr>
<tr>
<td>4. (Trav Vehr)</td>
<td>Travel Expense Voucher - TEV</td>
</tr>
<tr>
<td>5. (Pac Vehr)</td>
<td>Payroll Authorization - EI/Weekly Time</td>
</tr>
</tbody>
</table>

**Budget Office/Grants & Accounting only**: Entered by: ___________________________ Date: ___________________________

PeopleSoft/Financials Signature Authorization

Revised 3/22/2010
Questions?