Welcome

- Next Controller's Financial Administration meeting -- 5/20/15

- Controller’s Listserv
  - To join – link on website JOIN Controller's listserv

- PowerPoint presentation available on Controller’s website “News & Events”
  http://web.uri.edu/controller/news/
Contracts & Purchasing

- My office is still receiving many purchasing violations
- If purchasing goods or services you must follow URI Purchasing Policy & Procedures.
  - College Req. (CR) or Limited Value PO (LVPO)
  - If there is a vendor contract, CR must be processed prior to signing contract.
    - Contact Purchasing for assistance
  - Purchasing Office will forward contract to URI Legal for review (if processed on CR)
- URI Legal review is required for all contracts
Fund 101 Questionnaire

Controller’s Office has started sending out Fund 101 questionnaires

- Need your assistance to make sure it gets to the right person
- Need to update the purpose of the Fund 101 or determine if fund should be closed
- Signature Authorization – if needed, updated especially responsible person
- Internal Banks – review if needed
Closing Chartfield String

- Instructions on Budget website: [http://web.uri.edu/budget/forms/](http://web.uri.edu/budget/forms/)
- To close a CFS:
  - Please review the CFS in detail to ensure all adjustments have been made to zero out any activity in all categories (i.e. expense, encumbrances, payroll, revenue, etc.). Contact Cindy Mace, Associate Controller to ensure all transactions have been closed.
  - After receiving confirmation from Cindy Mace that CFS is clear, please send an email to the following Budget & Financial Planning staff indicating that you want to close a CFS and the reason why. The person sending the email must be the responsible person on the CFS or copy in the responsible person on the CFS.
    - lindab@uri.edu  car@uri.edu  crobillard@uri.edu
Payroll

Jim Cacciola
Assistant Controller
ENCOURAGE!!!

State Payroll – HR form
Internal Payroll – Self Service
W2 – Request for Duplicates

- **STATE PAYROLL**
  - Contact – Human Resources Office (Nancy Gardner)

- **INTERNAL PAYROLL – Request by email**
  - A–L Chris Morelli cmorelli1@uri.edu
  - M–Z Beth Ulricksen bulricksen@uri.edu
Time Card Submitting / Approval

- SCHEDULES MUST BE ADHERED TO

- Review and update departments’ approval structures

- State Payroll – Use delegates when necessary
PeopleSoft Payroll Issues

- Upgrade Changes

- 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.
Payroll Cost transfers over 90 days

- Information required in the Memo request waiver
  - Grant project number and end date
  - **Background** – what and why is the cost transfer being requested.
    - Was effort certified for the period?
    - Was there a prior adjustment for the same period?
  - **Cause of error & how discovered** – Explain the circumstances
  - **Internal Controls to be implemented or action taken to mitigate future errors** – What steps is the PI or department taking to make sure this doesn’t happen in the future or to detect error sooner
Financial Reporting

Cindy Mace
Associate Controller
How to Spot a Counterfeit Bill
(click above for video)
Cash Handling Policy

- Effective 2/1/2015
- Checks should be made payable “University of Rhode Island”.
- Departments accepting cash and checks must use proper segregation of duties.
  - The same person should not be:
    - Opening mail
    - Endorsing checks
    - Preparing deposits
    - Reconciling to PeopleSoft budget statements

- All checks/cash should be kept in a safe or locked drawer. (> $1,000 must be kept in a safe).
- Money collected must be recorded in:
  - Cash register
  - Receipt book (Pre-numbered)
  - Manual cash receipts journal (low volume of transactions)
Checks and money orders are restrictively endorsed as soon as they are received. Endorsement stamps are obtained from the Controller’s Office.

Departments need to deposit all collections with Enrollment Service – Cashier Office within three business days.

- Do not send cash or checks through campus mail

Access to safe should be restricted to essential employees.
Forms
- URI Invoice – used for external vendors only.
- Internal Vendor Credit Statement – used for internal vendors only.
- Instructions and forms can be found on the Controller’s website.

Departments will be receiving monthly lists of open AR based on CFS.

Collections – currently reviewing old balances.
# University Invoice Form

**To:** ABC Company  
3234 Lower College Road  
Kingston, RI 02881  
Attn: John Smiths  
(123) 978-1000

**From:** URI Invoice No:  
Date Prepared: March 23, 2015

**Vendor Ref No:**  
URI Department: Jane Doe  
Dept Telephone: X5999

---

**INVOICE**

All bills are due and payable upon receipt. Any questions should be directed to the department indicated above.

<table>
<thead>
<tr>
<th>Date</th>
<th>URI Acc #</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/23/15</td>
<td>45004-100-4002.001</td>
<td>Sale of Cookies (boxes)</td>
<td>30</td>
<td>5.00</td>
<td>150.00</td>
</tr>
</tbody>
</table>

Please Pay This Amount: $150.00

Make checks payable to: University of Rhode Island  
Mail checks to: Student Loans & Account Receivables (Misc)  
W3 Lower College Road, Suite 018B  
Kingston, RI 02881-0188

**To insure proper credit, return a copy of this invoice with your payment.**

**DO NOT WRITE BELOW THIS LINE FOR ACCOUNTING USE ONLY**  
<table>
<thead>
<tr>
<th>DR.</th>
<th>AMOUNT</th>
<th>CR.</th>
<th>DATE.</th>
<th>DEP. SLIP.</th>
<th>BY.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$150.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $150.00
## Accounts Receivable
### Transaction Detail by Account
#### All Transactions

<table>
<thead>
<tr>
<th>Class</th>
<th>Num</th>
<th>Name</th>
<th>Due Date</th>
<th>Aging</th>
<th>Open Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>101-4035-7261 Police Details</td>
<td>19343</td>
<td>FMA - ALPHA PHI</td>
<td>03/06/2015</td>
<td>17</td>
<td>312.00</td>
</tr>
<tr>
<td>101-4035-7261 Police Details</td>
<td>19345</td>
<td>THE RYAN CENTER</td>
<td>03/06/2015</td>
<td>17</td>
<td>10,041.25</td>
</tr>
<tr>
<td>101-4035-7261 Police Details</td>
<td>19346</td>
<td>THE RYAN CENTER</td>
<td>03/06/2015</td>
<td>17</td>
<td>2,251.25</td>
</tr>
<tr>
<td>101-4035-7261 Police Details</td>
<td>19400</td>
<td>THE RYAN CENTER</td>
<td>03/16/2015</td>
<td>7</td>
<td>1,485.00</td>
</tr>
<tr>
<td>101-4035-7261 Police Details</td>
<td>19401</td>
<td>STUDENT SENATE</td>
<td>03/16/2015</td>
<td>7</td>
<td>195.00</td>
</tr>
<tr>
<td>101-4035-7261 Police Details</td>
<td>19402</td>
<td>TRAC BUILDERS</td>
<td>03/16/2015</td>
<td>7</td>
<td>1,813.50</td>
</tr>
<tr>
<td>101-4035-7261 Police Details</td>
<td>19433</td>
<td>THE RYAN CENTER</td>
<td>03/23/2015</td>
<td>1</td>
<td>1,454.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>17,552.50</strong></td>
</tr>
</tbody>
</table>

2:51 PM
03/23/15
Accrual Basis
Should equipment be capitalized or expensed?

- Capitalized (Account code 9654)
  - Cost > $5,000
  - Estimated life > 1 year

- Expensed (Account code 5XXX)
  - Cost <$5,000

- Acquisition cost (including costs to ready the asset for intended purpose)
  - Price of equipment
  - Attachments
  - Accessories
  - Auxiliary apparatus
  - Freight
  - Installation costs
Capital Assets – continued

- Issues
  - Unable to identify type of equipment on PO – ”Assorted Lab instruments and supplies”
  - All of these items are charged to 9654 and some of these items should be expensed (<$5,000)
  - Items >$5,000 charged to 5XXX
THE UNIVERSITY OF RHODE ISLAND 2015 JAN 6 AM 7 59

Vendor: 0000002328
Fisher Scientific Company LLC
300 Industry Drive
Pittsburgh PA 15275

Bill To: Accounting - aprec@etal.uri.edu
URI, Carlotti Admin. Bldg.,
75 Lower College Rd., Suite 1
Kingston RI 02881
(401) 874-7553

Ship To: URI Central Receiving
Kingston, RI 02881

Attention:

<table>
<thead>
<tr>
<th>Line-Sch</th>
<th>Item/Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>PO Price</th>
<th>Extended Amt</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>Miscellaneous Research Equipment</td>
<td>1.00</td>
<td>TOT</td>
<td>13,988.29</td>
<td>13,988.29</td>
<td>12/18/2014</td>
</tr>
<tr>
<td>Period</td>
<td>Accounts</td>
<td>Projects</td>
<td>Activity</td>
<td>Category</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>FY2015</td>
<td>9654-500</td>
<td>0002975</td>
<td>RESEARCH</td>
<td>654A</td>
<td>13,988.29</td>
<td></td>
</tr>
<tr>
<td>SHIPMENT NBR</td>
<td>FROM</td>
<td>ON</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>------</td>
<td>------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>003</td>
<td>VND</td>
<td>12/09/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANALYTICAL BAL 120 G X 0.01 HG</td>
<td>01 911 370</td>
<td>1 EA</td>
<td>5,179.25</td>
<td>5,179.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>SBD</td>
<td>12/05/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VAC PUMP MAXIMA DRCT DRV M6C</td>
<td>01 257 79</td>
<td>1 EA</td>
<td>2,010.31</td>
<td>2,010.31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>MND</td>
<td>12/05/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VACUUM PUMP 115VAC 60HZ</td>
<td>01 100</td>
<td>1 EA</td>
<td>2,299.93</td>
<td>2,299.93</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004</td>
<td>VND</td>
<td>01/13/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XBO VAC OVEN MDL 282 115V 60HZ</td>
<td>13 262 52</td>
<td>1 EA</td>
<td>4,498.80</td>
<td>4,498.80</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13,988.29
URI Purchase Card is designed for small-dollar one-time purchases (etc.)
  ◦ Dues and Subscriptions
  ◦ Postage
  ◦ Magazines, books, publications
  ◦ Advertising
  ◦ Local conference fees

No Sales Tax – please make sure you carry tax exempt certificate

Personal use **will** result in permanent suspension of card

2015 Agreements will be going out soon, additional information may be required in accordance with Federal regulations (i.e. mother’s maiden name, etc.)

Late packages will result in temporary suspension of card, possibly without notice
Required: Comments for all Fund 500
  ◦ Strongly encouraged for other Funds to reduce the questions from audit

Applications
  ◦ Please review for completeness
  ◦ Attempt to keep all forms together (i.e.: application, DA agreement, Cardholder agreement, etc.)
  ◦ Please don’t white out or cross out for errors – will need form to be refilled out

Purchasing Policies
  ◦ Must follow purchasing policies
  ◦ Can attach quotes to reconciliation packages – not required but strongly encouraged
Travel

- TAR’s must be approved prior to travel booked
  - Any airfare over $500 requires approval by our office
  - If we don’t have TAR, we can’t approve flight
- International Travel must be booked through PanAm
  - TAR requires Export Control document
  - Fly America Act
  - Fund 401 (Foundation) Funding
- Registration for Conferences should be paid using PCard after TAR is approved
ACH / Direct Deposit

- Employees – travel and other reimbursements
- Vendors/Suppliers – payment for services and goods
- Checks are processed once per week
  - mailed checks (delivery takes 5–10 days)
- ACH Payments – processed once per week
  - in bank account within 24–48 hours
- ACH signup form on Controller’s website
Invoice Voucher Update

- Sample list of allowable items paid on invoice voucher:
  - Books, texts, library books
  - Dues, Subscriptions, Licenses, Memberships
  - Employee reimbursements (however prefer employee to have Pcard)
  - Honorariums (foreign requires add’l info)
  - Insurance
  - Legal services
  - Meals – not does include catering
  - Postage
  - Payments to cities and towns (with no written agreement)
  - Student and parent refunds
  - Registration and conference seminar fees (Pcard strongly encouraged)
  - Reprints of books and periodicals, this is not printing services
  - Education and Study Abroad payments

Check the website often for updates of **Allowable Items**

Extraordinary payments need to be approved by the URI Controller
Vendors

- All Vendors requiring a Purchase Order must register through the vendor registration
- A URI W–9 is required for all new vendors
- Make sure vendor gets registration number
- One time vendors under $1,000 that meet criteria of PCard strongly encouraged to use PCard
  - Please follow Purchasing regulations (quotes, etc.)
- Address changes for existing vendors can be updated using the Vendor Change Request Form
- International vendors only need W–8BEN: no registration required
  - New W–8BEN forms are out – we are still trying to get IRS guidance on the different forms
  - More to come
Changes in Department

- Judy Moore – Manager of Accounting, PCard, Travel and Invoice Vouchers
- Kevin Caswell – Interim Manager of Accounts Payable (PO)
- Wendy Asting – Manager of Accounting, Payment Disbursements, Vendor Maintenance, Filing, Cancel and Reissue
Human Resources
Laura Kenerson
Director, Personnel Services
Human Resources Updates

- 2015 – 16 Academic Year Employment Dates for faculty & staff now posted on the HR website

- New Hires:
  Delays in processing employee action forms (both PAF and EAF) results:

  Delayed paychecks

  I-9 (Employment Eligibility Verification) form must be completed in HR (for state ees) or the hiring department (IP-1) no later than the first day of employment. Failure to comply makes URI in violation of federal law – fines

  Benefits issue – all paperwork (including benefits enrollment forms) must be processed and in State Payroll (after State HR receives from URI HR) prior to the 30th day of employment. Failure to comply in this regard will result in requirement to wait for Open Enrollment to begin receiving benefits.
Human Resources Updates

- Tuition Waivers:
  Instructions and eligibility listed on HR website. Questions should be addressed to Diego Jones (x45567) or Laura Kenerson (x45271)

  Both the electronic tuition waiver form and the FERPA form (this form must be notarized – available in HR) must be completed each semester for each student and each institution (i.e., URI, RIC or CCRI)

- Internal Payroll (IP-1)
  No employment commitment should be made prior to conferring with either Laura Kenerson (x45271) or Anne Marie Coleman (x42414) in HR, as stated on the top of the IP-1 form)
PeopleSoft Financials Projects

- Grant Billing & Receivables Module
  - Project started 1/2015

- Payroll Encumbrances

- Employee Travel & Expense Module
  - early stages of implementation – Beta Test CELS

- Signature Authorization – Update Form
Implementation kicked off in December, 2013.

The Goal of implementing the Travel and Expense Module is to streamline the process of preparing Travel Authorization Requests (TARs) and Expense Reports (ERs) as well as the process of approving these documents.
Travel and Expense Module – Benefits

- Email Notifications and workflow functionality to Travelers and Approvers of TAR and ER.
- Automatic encumbrance of TARs upon approval and valid budget check.
- All approved TARs are associated with an ER and once submitted and budget checked, the TAR is automatically unencumbered.
- Greater granularity of Travel transactions which will provide better reporting analytics.
Travel and Expense Module – Travel Authorization

View Travel Authorization

Travel Authorization Details
Alisha Stebbins

<table>
<thead>
<tr>
<th>General Information</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>Annual PCard Conference</td>
<td>Comment: Entered by Shaune Hogan as a part of the Travel and Expense Pilot program 1/30/15, for the Annual PCard Conference</td>
</tr>
<tr>
<td>Business Purpose:</td>
<td>Conference/Workshop</td>
<td></td>
</tr>
<tr>
<td>Status:</td>
<td>Closed</td>
<td>Last Updated: 01/30/2015, By: pcasey</td>
</tr>
<tr>
<td>City:</td>
<td>San Antonio</td>
<td>State: Texas, Country: United States</td>
</tr>
<tr>
<td>Date From:</td>
<td>02/08/2015</td>
<td>Date To: 02/11/2015 Budget Status: Valid</td>
</tr>
</tbody>
</table>

Accounting Defaults

<table>
<thead>
<tr>
<th>Details</th>
<th>Date</th>
<th>Amount</th>
<th>Currency</th>
<th>Attachments</th>
<th>Payment Type</th>
<th>Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare - Domestic</td>
<td>02/08/2015</td>
<td>500.00</td>
<td>USD</td>
<td>View</td>
<td>Prepaid Expenditures</td>
<td>Internal</td>
</tr>
<tr>
<td>Agent Fee - Domestic</td>
<td>02/08/2015</td>
<td>20.00</td>
<td>USD</td>
<td></td>
<td>Prepaid Expenditures</td>
<td>Internal</td>
</tr>
<tr>
<td>AutoMileage - Domestic</td>
<td>02/08/2015</td>
<td>34.50</td>
<td>USD</td>
<td></td>
<td>Cash</td>
<td>Internal</td>
</tr>
<tr>
<td>Taxi - Domestic</td>
<td>02/08/2015</td>
<td>50.00</td>
<td>USD</td>
<td></td>
<td>URI Travel Visa</td>
<td>Internal</td>
</tr>
<tr>
<td>Registration - Domestic</td>
<td>02/09/2015</td>
<td>545.00</td>
<td>USD</td>
<td>View</td>
<td>Prepaid Expenditures</td>
<td>Internal</td>
</tr>
<tr>
<td>RI PerDiem - Domestic</td>
<td>02/09/2015</td>
<td>120.00</td>
<td>USD</td>
<td></td>
<td>Cash</td>
<td>Internal</td>
</tr>
<tr>
<td>Lodging - Domestic</td>
<td>02/09/2015</td>
<td>540.00</td>
<td>USD</td>
<td>View</td>
<td>URI Travel Visa</td>
<td>Internal</td>
</tr>
<tr>
<td>Baggage - Domestic</td>
<td>02/09/2015</td>
<td>50.00</td>
<td>USD</td>
<td>View</td>
<td>URI Travel Visa</td>
<td>Internal</td>
</tr>
</tbody>
</table>

Totals

| Authorized Amount: | 1,859.50 USD |
| Less Non-Approved: | 0.00 USD |

Due Employee: 1,859.50 USD
Travel and Expense Module - Travel Authorization - Cont

<table>
<thead>
<tr>
<th>Profile</th>
<th>Name</th>
<th>Action</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hogan, Shaune</td>
<td>Submitted</td>
<td>01/30/2015 3:04:07PM</td>
<td></td>
</tr>
<tr>
<td>HR Supervisor And/Or Sig Auth.</td>
<td>Moore, Judith</td>
<td>Sent Back For Revision</td>
<td>01/30/2015 3:30:43PM</td>
</tr>
<tr>
<td>Hogan, Shaune</td>
<td>Resubmitted</td>
<td>01/30/2015 3:39:22PM</td>
<td></td>
</tr>
<tr>
<td>HR Supervisor And/Or Sig Auth.</td>
<td>Moore, Judith</td>
<td>Approved</td>
<td>01/30/2015 3:48:02PM</td>
</tr>
<tr>
<td>Travel Authorization Level 01</td>
<td>Casey, Patricia</td>
<td>Approved</td>
<td>01/30/2015 3:50:41PM</td>
</tr>
</tbody>
</table>
Travel and Expense Module – Travel Expense

**Expense Report Detail**
Alisha Stebbins

<table>
<thead>
<tr>
<th>General Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Dates:</td>
<td>2/8/15-2/11/15</td>
</tr>
<tr>
<td>Business Purpose:</td>
<td>Conference/Workshop</td>
</tr>
<tr>
<td>Status:</td>
<td>Paid</td>
</tr>
<tr>
<td>City:</td>
<td>San Antonio</td>
</tr>
<tr>
<td>Post State:</td>
<td>Posted</td>
</tr>
<tr>
<td>Comment:</td>
<td>Professional Development Group, P-Cards on Campus Conference</td>
</tr>
<tr>
<td>Reference:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td>Texas</td>
</tr>
<tr>
<td>Country:</td>
<td>United States</td>
</tr>
<tr>
<td>Budget Status:</td>
<td>Valid</td>
</tr>
<tr>
<td>Last Updated:</td>
<td>02/25/2015</td>
</tr>
<tr>
<td>Authorization ID:</td>
<td>00000000001</td>
</tr>
</tbody>
</table>

**Accounting Defaults**

**Details**

<table>
<thead>
<tr>
<th>*Expense Type</th>
<th>*Expense Date</th>
<th>*Amount Spent</th>
<th>*Currency</th>
<th>Attachments</th>
<th>*Payment Type</th>
<th>*Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare - Domestic</td>
<td>02/08/2015</td>
<td>437.70</td>
<td>USD</td>
<td>View (2)</td>
<td>Prepaid Expenditures</td>
<td>Internal</td>
</tr>
<tr>
<td>Agent Fee-Domestic</td>
<td>02/08/2015</td>
<td>6.02</td>
<td>USD</td>
<td>View (1)</td>
<td>Prepaid Expenditures</td>
<td>internal</td>
</tr>
<tr>
<td>Registration - Domestic</td>
<td>02/06/2015</td>
<td>545.00</td>
<td>USD</td>
<td>View (1)</td>
<td>Prepaid Expenditures</td>
<td>Internal</td>
</tr>
<tr>
<td>AutoMileage-Domestic</td>
<td>02/08/2015</td>
<td>43.70</td>
<td>USD</td>
<td></td>
<td>Cash</td>
<td>internal</td>
</tr>
<tr>
<td>RI PerDiem-Domestic</td>
<td>02/06/2015</td>
<td>120.00</td>
<td>USD</td>
<td></td>
<td>Cash</td>
<td>Internal</td>
</tr>
<tr>
<td>Baggage - Domestic</td>
<td>02/08/2015</td>
<td>25.00</td>
<td>USD</td>
<td>View (1)</td>
<td>URI Travel Visa</td>
<td>internal</td>
</tr>
<tr>
<td>Lodging - Domestic</td>
<td>02/11/2015</td>
<td>572.78</td>
<td>USD</td>
<td>View (1)</td>
<td>URI Travel Visa</td>
<td>Internal</td>
</tr>
<tr>
<td>Baggage - Domestic</td>
<td>02/11/2015</td>
<td>25.00</td>
<td>USD</td>
<td>View (1)</td>
<td>URI Travel Visa</td>
<td>Internal</td>
</tr>
<tr>
<td>Lodging - Domestic</td>
<td>02/12/2015</td>
<td>-50.90</td>
<td>USD</td>
<td>View (1)</td>
<td>URI Travel Visa</td>
<td>Internal</td>
</tr>
</tbody>
</table>
Travel and Expense Module – Travel Expense – Workflow

Action History

<table>
<thead>
<tr>
<th>Profile</th>
<th>Name</th>
<th>Action</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stebbins, Alisha</td>
<td>Submitted</td>
<td>02/19/2015 1:08:03PM</td>
<td></td>
</tr>
<tr>
<td>HR Supervisor And/Or Sig Auth.</td>
<td>Moore, Judith</td>
<td>Reassigned</td>
<td>02/19/2015 1:56:04PM</td>
</tr>
<tr>
<td>HR Supervisor And/Or Sig Auth.</td>
<td>Casey, Patricia</td>
<td>Sent Back For Revision</td>
<td>02/19/2015 2:09:30PM</td>
</tr>
<tr>
<td>Stebbins, Alisha</td>
<td>Resubmitted</td>
<td>02/19/2015 2:59:00PM</td>
<td></td>
</tr>
<tr>
<td>HR Supervisor And/Or Sig Auth.</td>
<td>Moore, Judith</td>
<td>Reassigned</td>
<td>02/19/2015 3:00:35PM</td>
</tr>
<tr>
<td>HR Supervisor And/Or Sig Auth.</td>
<td>Hansen, David</td>
<td>Approved</td>
<td>02/19/2015 3:01:56PM</td>
</tr>
<tr>
<td>Expense Report Level 01</td>
<td>Bell-Mayewski, Sharon</td>
<td>Approved</td>
<td>02/20/2015 9:13:38AM</td>
</tr>
<tr>
<td>Prepay Auditor</td>
<td>Duggan, Catherine F</td>
<td>Approved</td>
<td>02/25/2015 1:45:38PM</td>
</tr>
<tr>
<td>AP Manager</td>
<td>Moore, Judith</td>
<td>Approved</td>
<td>02/25/2015 2:51:01PM</td>
</tr>
</tbody>
</table>

Return to Expense Report

Return to Search  Previous in List  Next in List  Notify
### Travel and Expense Module – Travel Expense – My Wallet

#### Review My Wallet Receipts
Sharon Bell-Mayewski

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Merchant</th>
<th>Additional Details</th>
<th>Attachments</th>
<th>Amount</th>
<th>Doc Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/12/2014</td>
<td>Airfare-Other Domestic</td>
<td>SOUTHWEB 52624604711671</td>
<td></td>
<td>Add</td>
<td>452.20</td>
<td>USD</td>
</tr>
<tr>
<td>11/07/2014</td>
<td>Airfare/Aft Fee-Domestic</td>
<td>SOUTHWEB 5262394003391</td>
<td></td>
<td>Add</td>
<td>336.60</td>
<td>USD</td>
</tr>
<tr>
<td>11/07/2014</td>
<td>Airfare/Aft Fee-Domestic</td>
<td>SOUTHWEB 5262394003378</td>
<td></td>
<td>Add</td>
<td>336.60</td>
<td>USD</td>
</tr>
<tr>
<td>11/07/2014</td>
<td>Airfare/Aft Fee-Domestic</td>
<td>SOUTHWEB 5262394003389</td>
<td></td>
<td>Add</td>
<td>336.60</td>
<td>USD</td>
</tr>
<tr>
<td>11/07/2014</td>
<td>Airfare/Aft Fee-Domestic</td>
<td>SOUTHWEB 5262394003381</td>
<td></td>
<td>Add</td>
<td>336.60</td>
<td>USD</td>
</tr>
<tr>
<td>11/07/2014</td>
<td>Airfare/Aft Fee-Domestic</td>
<td>SOUTHWEB 5262394003383</td>
<td></td>
<td>Add</td>
<td>336.60</td>
<td>USD</td>
</tr>
<tr>
<td>11/07/2014</td>
<td>Airfare/Aft Fee-Domestic</td>
<td>SOUTHWEB 5262394003380</td>
<td></td>
<td>Add</td>
<td>336.60</td>
<td>USD</td>
</tr>
<tr>
<td>11/07/2014</td>
<td>Airfare/Aft Fee-Domestic</td>
<td>SOUTHWEB 5262394003374</td>
<td></td>
<td>Add</td>
<td>336.60</td>
<td>USD</td>
</tr>
<tr>
<td>11/07/2014</td>
<td>Airfare/Aft Fee-Domestic</td>
<td>SOUTHWEB 5262394003375</td>
<td></td>
<td>Add</td>
<td>336.60</td>
<td>USD</td>
</tr>
<tr>
<td>11/07/2014</td>
<td>Airfare/Aft Fee-Domestic</td>
<td>SOUTHWEB 5262394003380</td>
<td></td>
<td>Add</td>
<td>336.60</td>
<td>USD</td>
</tr>
</tbody>
</table>
Signature Authorization – Update Form – Query
U_FFS_SIGNATORIES_BY_EMPLID
Grant Close Outs

Joint process between OSP and SCA

- **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

- *We are still seeing transactions posted after 30 days past end date!!!!*

- Create dean’s pledge if expecting new award, or request NCE as early as possible (at least 60 days as some agencies require at least 30 days notice)

- If you are experiencing difficulty with this please contact me to see if there are PS reporting solutions, etc.
Grant Issues

- Payroll posting on expired grants….this continues to happen…..even with online employee action forms

- Please monitor your grants to minimize transfers after grant end date

- Phone, mail and printing charges on expired grants…..

- Be sure to communicate changes to these departments when grants end
Functionality for cost share for non-financial transactions (third party, waived F&A, etc.) has been added for both budgets and actuals.

What this means – total budget can be viewed in Grants Portal, total actuals can be monitored, and used for internal and external reporting.

Training – for OSP and SCA in few weeks, for community with portal rollout in May. OSP will need to add cost share budgets and actuals for active awards.

Additional functionality for billing and a/r will be added after go-live. Will likely communicate via email.
Billing A/R Implementation

- Integrated system = errors are more visible and need to be addressed early in process (not at end)

- Incorrect sponsor – extra work
  - *Why problem* – sponsor chosen at proposal is hard coded to billing system once proposal is submitted/award generated in PeopleSoft
  - *Problem is currently fixed by* – creating new award (and new projects) once error is detected by SCA, which typically is after spending has started
  - *Problem can be avoided or mitigated by (best practice)* – confirmation of sponsor at proposal stage, comparison of sponsor to NOA prior to proposal submission/award generation in PS, etc.
  - In future releases of PS, we have been informed sponsor will be editable

- **Sponsor** is federal, state and local governments, industry, foundations and other non-profit research institutions. The sponsor provides URI the funds and signs the research agreement
If you wonder if your grant is subject to the new rules, please contact OSP

Updated policies  
http://web.uri.edu/controller/policies/

FAQs and text – Sponsored & Cost Accounting  
http://web.uri.edu/controller/departments/

NIH – 120 close out period without exception. 
We will continue with a 90 day close out period – issues  
http://grants.nih.gov/grants/policy/faq_grants_uniform_guidance.htm#4448
Service Centers

- Form to request new Service Center:

- Friendly reminder: Service Center annual rate renewals will be due in July (after fiscal year end)

- Please ensure billing and expenditure posting up to date as we approach 6/30/2015
Advances – ClinCard

Incentive payments on grants to participants can be processed more efficiently via ClinCard

- CPRC has tested the process

**Benefits:** no cash advance held by employee or excess cash having to be repaid by EE to URI at end of grant period, no gift cards to purchase or safeguarded, reports available from system, can load multiple/periodic incentives on existing participants card

**Costs:** could be included in grant budget – cost of card and load fees
Questions???

Please do not hesitate to contact me
874-2353
mgwood@mail.uri.edu