The University of RI
Office of the Controller

Financial Administration Meeting
Sharon Bell, Controller
May 23, 2012

WELCOME

Power Point Presentation will be posted on website
If you haven’t already, please sign in . . .
Reminders

- URI Legal Office needs to review **ALL** contracts
  - Please do not send contracts directly to Controller’s Office

- Cell Phone Stipend Request
  - Rate will remain same for FY2013
  - Form needs to be completed each fiscal year
  - Job has to be entered on PeopleSoft (after form has been approved by all)
  - Approved forms must be submitted to Human Resources (original) Controller & Payroll Office (copy)
The e–Campus Student & HR module is slated to be upgraded to PeopleSoft 9.0 version over the summer.

What does this mean for you as Faculty and Staff who utilize e–Campus?

This means that over the course of the next few months, you will receive emails updating you on important facts and dates you will need to know in regards to the e–Campus Student and Human Resource upgrade. These communications will include highlights of any new functionality the new version, as well as any changes in navigation or to current processes that you utilize everyday.

Information Resources:
There will also be a website dedicated to the e–Campus Student & HR upgrade that will contain the following:

- all communications (emails and otherwise) sent out to the campus community
- target dates for the upgrade as well as any other dates that are deemed relevant to users of e–Campus Student and Human Resources
- contact information for the student systems, payroll, budget and human resource areas
- training and online documentation including sneak–peaks

The e–Campus Human Resource and Student module upgrade will take place July 19, 2012 to July 24, 2012.

Please note: this upgrade is ONLY to the Student and Human Resources systems. The Financials Administration system was upgraded in February 2012 and will continue to be available during this time period. However, while the upgrade is underway, the Student and Human Resources systems will be unavailable.

Please mark your calendar and be on the look–out for emails keeping you updated and informed of the upgrade process!
URI “final” audited Financial Statements are due to RI Auditor General by September 30th. State will **not** grant extensions

- Auditors – O’Connor & Drew

URI Year-End deadlines will **not** be extended, no exceptions

“Year End Close Deadlines” memo
[http://www.uri.edu/controller/news.html](http://www.uri.edu/controller/news.html)
Financial Reporting
Cindy Mace, Associate Controller
Clearly mark deposit slip with “FY2012” for cash received by June 30th

- 6/29/12 – Enrollment Services – Green Hall
  - FY12 Cash Receipts need to be done daily

- 7/13/12 – Reconciliation Office
  - Imprest Cash Reconciliation for June 30
  - Petty Cash Confirmation Forms
Any revenue that is earned by June 30th (services performed or goods delivered) must be recorded as FY2012 revenue in the Financial Statements.

- **7/11/12** due in Student Loan/Receivables Office – Roosevelt Hall
  - Information to invoice any miscellaneous receivable, indicate “FY2012” on document
  - Any documentation on old miscellaneous receivable which needs to be a write-off as bad debt or invoice corrections

- **7/11/12** due in Financial Reporting – 114 Carlotti Bldg.
  - Documentation on any revenue earned by June 30th over $5,000 which has not been collected or invoiced as miscellaneous receivable
Revenues related to FY2012 received after 7/11/12

- If you identify FY12 revenue that has not been recorded and the amount is over $25,000, please provide details and documentation
- 7/11/12 – 8/31/12 due in Financial Reporting Department – 114 Carlotti
- We will determine if these revenue should be accrued for in the FY12 Financials
Miscellaneous Schedule

- 6/29/12 – Miscellaneous feeds posted to General Ledger (telephone, central mail, printing, GSO)

- 7/11/12 – Accounting Office
  - Departments that need to provide a detailed schedule such as A/R, Prepaid, Deferred Revenue and A/P for Dining Services, HRL, Bookstore, Health Services, WAJ, MU and Ryan/Boss
6/29/12 – Physical Inventories must be complete
  ◦ Dining Services, HRL, Bookstore, Health Services, WAJ, Central Stores, Automotive, Printing, Central Receiving

7/11/12 – Due to Cindy Mace – 116 Carlotti
  ◦ Detail valuations of June 30th inventory
General Accounting

Trish Casey, Associate Controller
Invoices / Receiving Reports

Any goods delivered or services performed by June 30th need to be recorded in FY12 Financial Statements

7/11/12 – Due in Accounting Office

- Invoices
- Invoice Vouchers
- Imprest Cash Vouchers
- Internal Payments (credit statements)
- PO Receiving Report (Limited PO’s, Blanket PO’s and Standard PO’s)
Purchase Card Transactions for Year End

- The June Statement will be made available by 6/26/12 in afternoon
- All transactions must be approved in PeopleSoft by 6/29/12
- Transactions from June 26th – 30th will be recorded in FY13
- Reconciliation due by 7/2/12
PCard Statistics:

- Active Pcards as of today: 411
- Avg. dollar amount per transaction: $235
- Most frequent violations:
  - Late reconciliation packages
  - Inadequate receipts
  - TAR copies missing from packet
TAR/ TEV

7/11/12 – Due in Accounting Office
TEV’s – travel completed on/or before June 30

◦ Failure to submit on time – TEV charged to FY13 Funds

◦ Document on both TAR and TEV when expenses have been paid using Pcard and or Shorts Travel

◦ Copies of registrations, hotel charges, rental charges paid using PCard must be attached to TEV – originals go with PCard reconciliation.

➢ Reminder: final TEV’s due within 10 days after trip
Alternative Receiving Reports
Blanket and Contract Purchase Orders Only

7/18/12 – Due in Accounting Office
- only list expenditures where goods/services incurred by June 30th
- invoice has not been or will not be received by the year end cut off date
- an accrual needs to be recorded
- form available on the Controller’s website
- Call with any questions
Accounts Payable

- 7/18/12 – vouchers in budget error must be cleared

- PO Closing Process

- PO Roll after 07/23/12
  - State PO
  - TAR
  - Other Standard PO’s where goods/services received after June 30th
Voucher Adjustments

- 7/11/12 – Accounting Office – Kingston
  - Adjustments in accounting except payroll
    - AP Correction Form for A/P adjustments – Judy Moore
    - Journal entries for all other adjustments – Mary Stiller
  - Authorized Signers must approve adjustments
  - AP Correction Form and Journal Entry Form with instructions can be found on the Controller’s website
Invoices related to FY2012

Invoices related to FY12 received after 7/18/12

- If you identify FY12 expense over $25,000 that was not recorded or reported on alternative receiving report, please provide details and documentation

- 7/18/2012 to 8/31/2012 due in Controller’s Office – 110 Carlotti

- We will determine if these expenses should be accrued for in the FY12 Financials
Internal Deposits
(MU / Dining / WAJ / Bookstore)

Clearly mark deposit slip with “FY2012” for cash received by 6/30/12

- 7/6/12 – Due in Accounting Office
  - Non-Cash Receipts (Dining, HRL, Bookstore, WAJ, MU, Ryan/Boss, Health Services)

- Email Int_dep@etal.uri.edu

- Corrections to deposits must be sent by journal entry to this email address by 7/13/12
Payroll

Jim Caccio, Assistant Controller
Payroll–Reminders

- **Summer Recontracting**
  - By 6/5/12 all SR–1 Summer Recontracting that affect FY12 need to be processed in PeopleSoft

- **IP–1 Forms**
  - Please make sure all IP–1s affecting FY12 are processed in PeopleSoft

- **Overtime Transfers**
  - 6/25/12 – All FY12 Overtime Transfers completed and processed
Payroll Adjustments

- 6/5/12 – due in Payroll Office
  - Payroll adjustments through pay period 24

- 6/19/12 – due in Payroll Office
  - Payroll adjustments for pay period 25 only

- Authorized Signers must approve adjustments
Adjustments for pay period 26 & 27

- Adjustments to Pay period 26 & 27
  - Due to time constraints on processing our year-end reports, we cannot make any adjustments to pay period 26 & 27 charges

- MAKE SURE DISTRIBUTIONS ARE CORRECT
  - State payroll – USP2
  - PeopleSoft internal payroll – Department budget table
FY12 Accrual will be based on 10 working days (100%) of pay period 27 paid on 7/6/12
Effort Certification Reports must be approved and returned to Payroll Office in a timely manner

Federal oversight concerning the timing of returns

Each year our auditor, and other agency auditors focus on our procedures to ensure the ECR are returned and approved
ENCUMBRANCE PROBLEMS

- Identify if problem is just in Financials
  - Run URI ENCUMBRANCE REPORT (HR tables)
  - Run BUDGET DETAIL REPORT (Financial tables)
    - If a discrepancy exists that can’t be explained by timing issues with journals being posted:
      - E-MAIL Jim Cacciola cacc@uri.edu
      - Identify problems listing complete chart field strings and amounts.
        EXAMPLE:
        - 500–2800–00000001453–5240 – Grant ended 3/31/11, HR encumbrances = 0, Financial encumbrances = $888.00
Year-end Report Schedule

- FY2012 – Daily through 3rd Week in July
- FY2012 – Weekly after 3rd Week in July

- FY2013 – Weekly through 3rd Week in July
- FY2013 – Daily after 3rd Week in July
Indexes discovered for Reporting tables – Reports are generating properly

9.1 New Functionality

- GL Attachments
- GL Workflow
- AP Attachments
- AP ACH Layout and Email Notifications
Sponsored & Cost Accounting
Michele Wood, Assistant Controller
Grants and Contract Accounting Office must perform a quasi-close in order to bill the State of RI for all State Grants on or before June 22\textsuperscript{nd}.

It is very important that all information be processed in the PeopleSoft system no later than June 15\textsuperscript{th}.

If any expenditure has not been recorded or accrued, there is a chance that URI will not be able to receive funds from these grants after June 30\textsuperscript{th}.

Please review your grants to make sure everything is current.
State Grants continued

Accounts Payable

- 6/12/12 4:00 PM in General Accounting Office in room 103 – Carlotti
  - Invoice Vouchers must be approved by Office of Sponsored Projects prior to submitting to Accounting.
  - Invoices on POs
  - Sub-contractor Invoices
  - TEV for travel must be approved by Office of Sponsored Projects prior to submitting to Accounting
  - Receiving reports
  - Budget errors must be cleared
  - All PCard transactions affecting state grants must be approved in PeopleSoft no later than June 14th
**Payroll** – In order to bill the State for these grants, payroll accruals will have to enter into the system.

- The “State” Payroll accrual will be based on the distribution in the system used for the pay period ending 6/2/12
- Internal Payroll (PeopleSoft) accrual will be based on the distribution in the system used for the 6/2/12 payroll
- 6/5/12 due in HR Office: SR–1 Summer Recontracting that affect FY12 need to be processed in PeopleSoft
- 6/5/12 due in Payroll Office: all Payroll Adjustments for State Grants
- If there is a USP2 in process for state grants that might not be processed by 6/5/12, contact Jim Cacciola and Michele Wood with a copy of the USP2
State Grants continued

- State closing will take place on 16\textsuperscript{th} and 17\textsuperscript{th} of June.

- Billing will take place between 18\textsuperscript{th} and 22\textsuperscript{nd} of June.

- Reverse all journals created for this process by 6–30–12
Service Center – Revenues/Rates

- Process billing for service centers timely

- Rates for FY13 due by 7–31–12
  - Sent to Eileen Foxx 874–2351 efoxx@uri.edu
  - No billing until rates are approved
FY2013 Overhead Prorates

- We will receive by 5/31/12 from the Budget Office new allocations beginning 7-1-2012
- Any changes to Department Allocation Overhead prorates, must be received in Sponsored & Cost Accounting by June 15th.
- Letter from the Dean authorizing allocation is required
GRAs. and TAs. Allocation

- Graduate Research Assistants and Teaching Assistants allocation charge (9.42%) will be suspended for the months of June, July and August and will resume in September.
Questions & Answers

Reminder!
PowerPoint will be available on Controller’s website