The University of RI
Office of the Controller

Financial Administration Meeting
Sharon Bell, Controller
May 26, 2010

WELCOME

If you haven’t already, please sign in . . .
Deadlines

- URI “final” audited Financial Statements are due to RI Auditor General by 9/30
  - State will not grant extensions

- URI Year–End Deadline Memo

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

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

- Cell Phone Stipend Request Form FY2011
  - 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
  - Level 3 rate increased to $47 pp
URI FOUNDATION
2010 EXCELLENCE AWARD WINNER

Administrative Excellence Award

Ronald L. Bernier
Associate Controller
Controllers Office
Certified Fraud Examiners – CFE

Patricia Casey, CPA, CFE
- Assistant Controller Accounting Operations
- CFE October 2009

Sharon Bell, CPA, CFE
- Controller
- CFE May 2010
General Accounting

Trish Casey, Assistant Controller
Any goods delivered or services performed by June 30th need to be recorded in FY10 Financial Statements

7/9/10 – Due in Accounting Office
- Invoice Vouchers
- Imprest Cash Vouchers
- LVPO – Accounting & Receiving copies–completed and signed
- Invoices relating to PO’s
- Internal Payments (credit statements)
- PO Receiving Report
Purchase Card

PCard transactions on JPMorgan PaymentNet

- 7/1/10 – June PCard reconciliation due
- Transactions from June 26th – 30th will be recorded in FY11
Purchase Card

PCard Statistics:

- 257 PCards issued as of 5/21/10
- Average $ per transaction – $198.06
- Total # of transactions YTD – 7,376
- Violations
  - late packages
  - sales tax
  - missing receipts
  - ship to locations
TEV’s – travel completed on/or before June 30

- Failure to submit on time – TEV charged to FY11 Funds

- Document on both TAR and TEV when expenses have been paid using PCard

- 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
Short’s Travel Statistics:

- Avg. Ticket Price Domestic – $337 (RT)
- Avg. Ticket Price International – $1,027 (RT)
- Leading Carrier – Southwest Airlines
- #1 Market we fly to: Baltimore/Washington
- 80% of flights we book 14+ days in advance
- Avg. Cost of Hotel Room – $156.57
- Avg. # of Days Spent in Hotel – 3
Alternative Receiving Reports

Blanket and Contract Purchase Orders Only

- 7/14/10 – in Accounting Office – Kingston
  - 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
7/14/10 – vouchers in budget error must be cleared

PO Closing Process
- PO Guidelines on website

PO Roll after 7/20/10
- State PO
- TAR
- Other
Voucher Adjustments

7/9/10 – Accounting Office – Kingston

- Adjustments in accounting except payroll
  - Journal vouchers for A/P adjustments
  - Journal entries for all other adjustments

- Authorized Signers must approve adjustments

- Journal vouchers and journal entries forms are available on the Controller’s website.
Invoices related to FY2010

Invoices related to FY10 received after 7/14/10

- If you identify FY10 expense over $25,000 that was not recorded or reported on alternative receiving report, please provide details and documentation

- 7/15/2010 to 8/31/2010 due in Controller’s Office – 110 Carlotti

- We will determine if these expenses should be accrued for in the FY10 Financials
Internal Deposits
(MU / Dining / WAJ / Bookstore)

Clearly mark deposit slip with “FY2010” for cash received by 6/30/10

- 7/9/10 – 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 7/14/10
Continuing Effort to Reduce Paper and Streamline Processes:

- Invoice Vouchers – only one original needed (do not submit 2 additional copies)
- Pay your dues/registrations/subscriptions using your PCard
- New TAR – check out our travel website
- Receiving Reports can now be scanned and sent to aprc@etal.uri.edu or contact Judy Moore with questions
- Z Fold Checks!
Financial Reporting
Cindy Mace, Associate Controller
Clearly mark deposit slip with “FY2010” for cash received by 6/30/10

- 6/30/10 – Enrollment Services – Green Hall
  - FY10 Cash Receipts need to be done daily

- 7/16/10 – Reconciliation Office
  - Imprest Cash Reconciliation for June 30
  - Petty Cash Confirmation Forms
Miscellaneous Revenues & Receivables

Any revenue that is earned by June 30th (services performed or goods delivered) must be recorded as FY2010 revenue in the Financial Statements

- 7/9/10 due in Student Loan/Receivables Office – Roosevelt Hall
  - Information to invoice any miscellaneous receivable, indicate “FY2010” on document
  - Any documentation on old miscellaneous receivable which needs to be a write-off as bad debt or invoice corrections

  - Documentation on any revenue earned by June 30th over $5,000 which has not been collected or invoiced as miscellaneous receivable
Revenues related to FY2010 received after 7/9/10

- If you identify FY10 revenue that has not been recorded and the amount is over $25,000, please provide details and documentation.
- 7/10/10 – 8/31/10 due in Financial Reporting Department – 114 Carlotti.
- We will determine if these revenue should be accrued for in the FY10 Financials.
Miscellaneous Schedule

- **6/30/10** – Miscellaneous feeds posted to General Ledger (telephone, central mail, printing, GSO)

- **7/9/10** – 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
6/30/10 – Physical Inventories must be complete
  ◦ Dining Services, HRL, Bookstore, Health Services, WAJ, Central Stores, Automotive, Printing, Central Receiving

7/9/10 – Due to Lisa Gates – 116 Carlotti
  ◦ Detail valuations of June 30th inventory
Payroll
Jim Cacciola, Assistant Controller
Payroll

- Summer Recontracting
  - By 6/4/10 all SR–1 Summer Recontracting that affect FY10 need to be processed in PeopleSoft

- IP–1 Forms
  - Please make sure all IP–1s affecting FY10 are processed in PeopleSoft

- Overtime Transfers
  - 6/26/10 – All FY10 Overtime Transfers completed and processed
Payroll Adjustments

- 6/4/10 – due in Payroll Office
  ◦ Payroll adjustments through pay period 24

- 6/18/10 – due in Payroll Office
  ◦ Payroll adjustments for pay period 25 only

- Authorized Signers must approve adjustments
Adjustments for pay period 26

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

- MAKE SURE DISTRIBUTIONS ARE CORRECT
  - State payroll – USP2
  - PeopleSoft internal payroll – Department budget table
Payroll Accruals

- 1st Pay Period for FY11 is from 6/20/10 to 7/3/10 and will be paid on 7/9/10

- FY10 Accrual will be based on 8 working days (80%) of FY11 1st pay period
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.
PeopleSoft
Ron Bernier, Associate Controller
People Tools Upgrade

- 8.50 People Tools Upgrade
  - Operating system upgrade
  - Navigation Changes
  - Sort the Menu
    - Breadcrumbs – Top of page indicating path
    - List 5 most recent pages
  - Prompts include Type Ahead text
  - Currently Testing
  - Migrate to Production by June 12–13, 2010
Year-end Report Schedule

- FY2010 – Daily through 3rd Week in July
- FY2010 – Weekly after 3rd Week in July
- FY2011 – Weekly through 3rd Week in July
- FY2011 – Daily after 3rd Week in July
On-line Requisitions

- **Implemented May 4 – Engineering**
  - Team Effort – Purchasing/University Computing Services/Controllers Office/Dept of Engineering/Budget Office
  - Trained approximately 100 users which included Engineering (Faculty, Staff, Principle Investigators), Grants & Contract Accounting, Foundation

- **Processed 75 Requisitions**
  - Feedback positive – Approvals are faster, no more hand carrying docs around campus
  - Business Process Streamlined – On Line Entry/Approval
    - AP has setup an aprec@etal.uri.edu account to accept scanned Receiving reports
  - Other Feedback – too many email/notifications which will be discussed/revised during the next phase

- **Next Phase – Meeting with Core Team next week to discuss enhancements and rollout to the URI Community**
Grant & Contract Accounting
Tom Pitassi, Associate Controller
DHHS – F&A AUDIT

- DHHS auditors will be at URI to audit F&A proposal and interview PIs:
  - Effort Reporting
  - Space
  - Equipment

- We have contacted Business Managers:
  - Sent a list to Business Managers
  - Set up meetings with PIs.
  - Discuss interview with auditors
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 30\textsuperscript{th}.

It is very important that all information be processed in the PeopleSoft system prior to June 16\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

- 6/11/10 4:00 PM in General Accounting Office in room 103 – Carlotti
  - Invoice Vouchers and LVPOs must be approved by Grants & Contracts prior to submitting to Accounting.
  - Invoices on PO
  - Sub-contractor Invoices.
  - TEV for travel must be approved by Grants & Contracts prior to submitting to Accounting.
  - Receiving reports
  - Budget errors must be cleared
**State Grants continued**

**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 5/28/10 payroll.
- Internal Payroll (PeopleSoft) accrual will be based on the distribution in the system used for the 6/11/10 payroll.
- 5/28/10 SR–1 Summer Recontracting that affect FY10 need to be processed in PeopleSoft.
- 6/2/10 due in Payroll Office – All Payroll Adjustments for State Grants.
State Grants continued

- State closing will take place on 18th and 19th Of June.

- Billing will take place between 21st and 24th Of June.

- Reverse all journals created for this process on 6–30–10
Service Center – Revenues/Rates

- Process billing for service centers timely

- Rates for FY11 due by **7–31–10**
  - Sent to Eileen Foxx 4–2351
  - No billing until rates are approved
Questions & Answers

Reminder!
PowerPoint will be available on Controller’s website