URI Controller’s Office

Financial Administration Meeting
October 26, 2011
Controller’s Office
Senior Management

Controller
Sharon Bell

Executive Assistant
Christine Sullivan

Associate Controller
Accounting Operations
Trish Casey

Associate Controller
Financial Reporting
Cindy Mace

Associate Director
Financial Systems
Dave Hansen

Assistant Controller
Payroll
Jim Cacciola

Assistant Controller
Sponsored & Cost Accounting
Michele Wood

Associate Director
Finance & Operations
Athletics
Sue Bergen
The University’s financial statements received an unqualified opinion from the independent auditor. This affects URI’s:
- Accreditation
- Bond rating
The University’s financial statements were completed on time, Sept 30th.
- Audited Financial Statements on the Controller’s website – Financial Reporting
- A-133 Single Audit due November 30th
If a company / vendor is paying URI by an ACH or wire, they need to provide the URI department a remit or confirmation with the following:

- company name
- invoice number (if applicable)
- exact amount
- date of ACH/wire

URI department completes an Internal Deposit Slip and attaches the remit or confirmation information.
Credit Card Payments

- Departments accepting credit card payments need to be processed daily
  - credit card terminals need to be closed daily
  - internal deposit slips need to be processed daily
  - credit card receipts must be attached to the internal deposit slip
Internal Deposit Slips

- Repayment of Advances by check or money order ONLY!!

- Deposits need to be processed timely
  - State law requires monies deposited into bank within 7 business days

- Fill in tender information on internal deposit slip as pertains to the deposit
THE UNIVERSITY OF RHODE ISLAND

DEPOSIT SLIP

<table>
<thead>
<tr>
<th>Speed Type</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>(Restricted) Receivable No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GL Business Unit</td>
<td>URIPS</td>
<td></td>
</tr>
<tr>
<td>Ledger</td>
<td>LOCAL</td>
<td></td>
</tr>
<tr>
<td>Account Number (4 digits)</td>
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<td></td>
</tr>
<tr>
<td>Fund Number (3 digits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Number (4 digits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Number (4 digits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project/Grant (Res Grant Acct)</td>
<td>REQUIRED FOR FUND 500</td>
<td></td>
</tr>
<tr>
<td>Employee/Student ID (Advances)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Amount</strong></td>
<td>$</td>
<td></td>
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</tbody>
</table>

**Tender**

| Total Cash-Dept |               |               |
| Total Check-Dept|               |               |
| Total Visa/M/C-Dept|             |               |
| Total Discover-Dept|               |               |
| Total Amer/Exp-Dept|               |               |
| Total Wire-Dept  |               |               |

**PRINT CLEARLY**

| Enrollment Services Initials |               |               |
| Date Processed               |               |               |

| Description                  |               |

| Preparer Signature           |               |
| Phone #                      |               |

Print Department Name & Mailing Address

Distribution | Orig.-Acct | Copy-Dept
Questions???
Accounting
Accounts Payable/Travel
Trish Casey
Associate Controller
From the A/P Office:

- W-9’s should be submitted for all new vendors (scan to vendorW9@etal.uri.edu)
- Check run Friday mornings at 8:00am; emergency or rush payments need to get to us prior to noon on Thursday
- Reminder to set up vendors on ACH (direct deposit)
- Receiving reports can be scanned to aprec@etal.uri.edu
No one should be billing the State of RI

All invoices on POs will be processed in the state RIFANS system by:

- Trish Casey – Accounting/AP
- Cindy Crowe – Student Loan and Receivables
- Michele Wood – Sponsored & Cost Accounting
Cindy Crowe and Trish will be attending a training session on November 2\textsuperscript{nd} at the State.

If you are currently billing the State for items on a PO, please send invoice and PO to Cindy Crowe for processing. The invoice must include the chartfield where the payment should be applied.
From the Travel Office

- URI Foundation procedures for TARs/TEVs
  - TARs and TEVs are required to be signed off by Foundation prior to processing

- Reminders
  - Once the TAR has been signed off by the last approver (Sponsored Research, Foundation, Dean, etc) the TAR is deemed “approved”
  - Until the TAR is approved you should not be making any travel arrangements
  - Please get these TARs into Accounting ASAP so we can encumber
From the PCard Office

- Joelle Brown – Assistant Manager of Travel and PCard
- Thank you all for making the implementation of the PCard Module so successful

Few Reminders

- Approve transactions periodically to insure timely posting to your accounts
- Travel related transactions should be referenced back to the TAR
- PCard can be used for International Hotels and Vehicle Rentals with caution (JP Morgan # on back of card prior to travel)
- All International Travel – air must be booked through Shorts
- No advances to international travelers if there are open advances outstanding
Please don’t hesitate to contact any of us with questions, concerns...

New fiscal staff – call us for training on paper processing
W–2 Reminders

- Address – Employees need to make sure their addresses are current
  - State employees update addresses – [HR Personal Update form](#)

- Internal/Student Employees
  - Address is based upon mailing/home address on PeopleSoft system
  - Mailing address will be used first, then home address
  - PeopleSoft employees update addresses – [HR e–Campus](#) self service
Some State employees may receive more than one W–2 (State of RI, URI, RIC or CCRI)

- Earnings paid through the State of RI payroll system will be reported on the W–2 issued by the State of RI.
- Earnings paid through the URI PeopleSoft Internal Payroll systems will be reported on the W–2 issued by the University.
- Rhode Island College and the Community College will be reporting their internal payroll earnings on the W–2 issued by their college.
When rehiring employees on the internal payroll, please remind them to verify their direct deposit banking information in PeopleSoft is correct.

Direct Deposit information cards are being attached to internal and student paychecks to encourage direct deposit.
ATTENTION
Student, Graduate Assistants, and Internal Payroll Employees paid through the PeopleSoft payroll system

Are you still receiving a paper payroll check? Adding Stress in Your Life?

☑️ Will you be on campus on payday Friday after 2pm to get your check?
☑️ Will you make it to the financial institution before it closes to cash your paycheck?
☑️ Will you have to wait in line?
☑️ Do you drive in bad weather or ask a friend for a ride to deposit your paycheck in the bank?
☑️ Do you have the time to wait for a replacement check if you lose your paycheck or it goes through the laundry, again?

IT IS TIME TO GO GREEN!
REDUCE STRESS IN YOUR LIFE!

EASY TO ENROLL: Direct Deposit is online, log onto E-Campus>Home>Self Service
INSTRUCTIONS:  www.uri.edu/controller/forms/payroll/direct_deposit_for_inhouse.pdf
FAQ: www.uri.edu/ecampus/pdf/faq.timecard.pdf

Enroll in Direct Deposit and Receive the Benefits:

Reliability: On payday, funds are automatically deposited into your selected financial account.
Security: No worries about lost or stolen checks: funds are automatically deposited into the account. With Direct Deposit, you are in control.
Privacy: Direct Deposit is one of the most confidential methods of processing your paycheck.
Convenience: No matter where you are on payday, your pay will be in your account on payday. Because your pay is deposited as cash, it may begin earning interest right away, if it is in an interest bearing account.

Contact Info: URI Payroll Office - Wendy Belue 401.874.4148 or wbel@uri.edu
USP–2 needs to go through normal process for approvals

Attach “Over 90 day memo” to back of original USP–2 or attach copies of USP–2 to “Over 90 day memo”
PeopleSoft Project Update

- Online Time Cards – doing great
  - 42% online timecards
  - anticipated completion by February 2012

- Employment forms
  - on hold

- Upgrade to HR 9.0
  - scheduled to go live July 2012
Questions???
Financial System Management

Dave Hansen
Associate Director
Staff Updates

PeopleSoft Financial Team

Associate Director Financial Systems
Dave Hansen
NUNC

PeopleSoft Functional Experts

Financial Reporting Analyst
Deb Cole
NUNC

Manager of Financial Informational Services Ctr.
Shaune Hogan
PSA

Financial Functional Support Specialist
Ginny Brynes
PSA
Year–end Reports

- FY2010 YE Reports have been removed from report manager
- FY2011 Closed and YE Reports are in Prior Year Folder
- Only FY2012 reports will be updated
## Budgets Overview

<table>
<thead>
<tr>
<th>Ledger Group</th>
<th>Account</th>
<th>Account Description</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Budget Period</th>
<th>Budget</th>
<th>Expense</th>
<th>Encumbrance</th>
<th>Pre-Encumbrance</th>
<th>Available Budget</th>
<th>Percent Available</th>
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<tbody>
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<td>Postage</td>
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<td>2,536.50</td>
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<td>117.70</td>
<td>0.00</td>
<td>2,947.48</td>
<td>84.21</td>
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</tbody>
</table>
We would like to reduce the number of reports that we generate.

Dept Statement Reports will be run weekly on Mondays.

Developing Macro to utilize with the Budgets Overview page.
Financial System Management

- PeopleSoft Financial Upgrade 9.1
  - Target date February 2012
  - Currently testing
Questions???
Sponsored & Cost Accounting

Michele Wood
Assistant Controller
Financial month and year end closing of subsidiary ledgers

Journal entry posting to PeopleSoft throughout month for grant related transactions

PeopleSoft Grant module – testing, training, etc.

Service center review

ARRA reporting

F&A rate proposal preparation

Disclosure statement updates
Billing/Receivables, Compliance

Key responsibilities

- Grant related billing, receivables, cash draws on letters of credit, cash deposits (and collection follow up)
- Approval of cost transfers > 90 days
- Financial reports (SF 425s and others)
- Post award audit of expenditures
- External & internal audits
- URI Financial & Administration Policies and Procedures
Cases of project activity occurring after the project end date have resulted in charges to department overheads

Invoices must be submitted to A/P within 30 days after project end date to avoid overhead charges

Final reporting to federal agencies is due within 90 days of project end date and is based on project end date, not necessarily the end of the calendar quarter (i.e. 12/28/11 rather than 12/31/11)

If reports are not submitted timely, subsequent year funding has been placed on hold

Funding may be deobligated if reports are not submitted timely

Reviewing procedures and forms to communicate deadlines more clearly
ARRA Grants

- ARRA Grants received as of 9/30/2011:
  - 57 Projects totaling $33.5 million
  - Expenditures total $17.9 million (53%)
  - Executive order M–11–34 Accelerating Spending on Remaining Funds from ARRA Discretionary Grant Programs directs spending in full no later than 9/30/2013
ARRA Grants continued

- Challenges remain
  - Federal quarterly reporting required by the 10th day of the following month
  - Jobs reporting required on the 28th day of the calendar quarter end
  - PI’s data has not always been submitted timely
  - State reporting required by the 5th day of the following month
  - Meeting deadlines requires much inter/intra-departmental cooperation
ARRA Grants continued

- Accountability and transparency a major focus
  - Offices of Inspector General are reviewing funds to ensure they are
    - awarded and distributed in promptly, fairly and reasonably
    - used for authorized purposes and that steps are in place to prevent fraud, waste and abuse
  - Oversight likely to increase, not decrease
Questions???