URI Controller’s Office

Financial Administration Meeting
October 29, 2014
Welcome

- Next Controller's Financial Administration meetings
  - 3/25/15
  - 5/20/15

- Controller’s Listserv
  - To join – link on website [JOIN Controller's listserv](http://web.uri.edu/controller/news/)
Audited Financial Statement Highlights

- The University’s financial statements received an unqualified opinion from the independent auditor.
- The University’s financial statements were completed on time, Sept 30th.
- Audited Financial Statements on the Controller’s web site – Financial Reporting
- A-133 Single Audit due November 30th
Fund 101 Questionnaire

Coming soon……

- Controller’s Office will be 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 – need to be updated especially responsible person
Financial Reporting

Cindy Mace
Associate Controller
ACH \ Credit Card Payments

- If department needs to collect payment by credit card or ACH
  - Contact Mary Stiller, Chief Accountant

- Contract with vendors
  - RBS Worldpay
  - Sallie Mae (HigherOne)
  - Reg–Online– conferences & registrations
  - BunkOne –camp registration

- **DO NOT CONTRACT** with 3rd party vendor without prior approval from Controller’s Office
New Cash Handling Policy

- No bank accounts may be opened by anyone other than the Controller’s Office
- All checks/cash should be deposited within 5 business days
  - Do not use campus mail
  - Payable to “University of Rhode Island”
- Funds should be kept in a safe or locked area
  - Access essential employees
  - Turnover – change combinations
New email address for sending invoices to be billed: Accounts_Receivable@etal.uri.edu
Questions???
Accounting
Accounts Payable/Travel
Trish Casey
Associate Controller
## Statistics

### Payments/Checks:

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<tbody>
<tr>
<td></td>
<td>QTY</td>
<td>Amount</td>
<td>QTY</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>16,920</td>
<td>$71,922,733</td>
<td>17,202</td>
</tr>
<tr>
<td>Rush - Special Handling</td>
<td>2,655</td>
<td>22,354,430</td>
<td>3,565</td>
</tr>
<tr>
<td>ACH (Started FY09)</td>
<td>6,026</td>
<td>64,157,131</td>
<td>6,038</td>
</tr>
<tr>
<td>Student Refunds</td>
<td>1,096</td>
<td>1,931,537</td>
<td>1,194</td>
</tr>
<tr>
<td>Internal Vendors</td>
<td>904</td>
<td>10,337,828</td>
<td>898</td>
</tr>
<tr>
<td>Bank Wires</td>
<td>722</td>
<td>66,866,447</td>
<td>766</td>
</tr>
<tr>
<td>RIFAN - GO Bonds/COPS</td>
<td>31</td>
<td>8,398,876</td>
<td>87</td>
</tr>
<tr>
<td><strong>Total Payments</strong></td>
<td><strong>28,354</strong></td>
<td><strong>$245,968,981</strong></td>
<td><strong>29,750</strong></td>
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### Transactions:

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<tbody>
<tr>
<td></td>
<td>QTY</td>
<td>Amount</td>
<td>QTY</td>
</tr>
<tr>
<td>Fund 100 Unrestricted</td>
<td>18,752</td>
<td>51,735,583</td>
<td>19,673</td>
</tr>
<tr>
<td>Fund 101 - Self Supporting</td>
<td>2,487</td>
<td>3,519,943</td>
<td>3,237</td>
</tr>
<tr>
<td>Fund 110 - Overhead</td>
<td>3,128</td>
<td>3,977,849</td>
<td>3,064</td>
</tr>
<tr>
<td>Other Fund1XX</td>
<td>2,032</td>
<td>5,561,392</td>
<td>1,182</td>
</tr>
<tr>
<td>Auxiliaries and Enterprise</td>
<td>13,740</td>
<td>50,560,931</td>
<td>12,213</td>
</tr>
<tr>
<td>Fund 4XX Gifts and Foundation</td>
<td>5,409</td>
<td>14,313,563</td>
<td>5,543</td>
</tr>
<tr>
<td>Fund 500 Research</td>
<td>9,542</td>
<td>25,867,735</td>
<td>10,780</td>
</tr>
<tr>
<td>Fund 9XX Agency/Other</td>
<td>428</td>
<td>429,744</td>
<td>456</td>
</tr>
<tr>
<td>RICAP/RIHEBC/GO BONDS</td>
<td>1,965</td>
<td>26,480,908</td>
<td>2,208</td>
</tr>
<tr>
<td>Fund 6XX</td>
<td>95</td>
<td>178,424</td>
<td>71</td>
</tr>
<tr>
<td>PCard Transactions</td>
<td>29,118</td>
<td>6,941,752</td>
<td>26,420</td>
</tr>
<tr>
<td><strong>Total Transactions Processed</strong></td>
<td><strong>86,696</strong></td>
<td><strong>189,567,824</strong></td>
<td><strong>84,847</strong></td>
</tr>
</tbody>
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**YOY % growth**

- 2.2%
- 1.9%
- 3.8%
- -17.2%
- 3.9%
- 27.2%

**TAR’s Processed**

- FY2014: 3,382 $4,832,647
- FY2013: 3,166 $4,372,286
- FY2012: 3,556 $5,033,509

**Active PCard (Started FY09)**

- FY2014: 458
- FY2013: 434
- FY2012: 412
International Travel

FY 2014 Trips out of US based on opened TARs

Canada: 39
Germany: 30
China: 27
France: 23
Italy: 21
Ghana: 19
Indonesia: 19
England: 18
Mexico: 17
Spain: 17
Guatemala: 12
Japan: 12
BVI: 11
Tanzania: 11
Turkey: 9
Senegal: 8
Dominican Republic: 8
Gambia: 7
Chile: 7
South Africa: 5
Austria: 5
Bermuda: 4
Bonaire: 4
Czech Republic: 4
Faroe Islands: 4
Iceland: 4
Israel: 4
Norway: 4
Poland: 4
Saudi Arabia: 4
Taiwan: 54

Other: 54

# of Trips
International Travel – Africa

FY 2014 Trips to Africa based on opened TARs

- Ghana: 19 trips
- Tanzania: 11 trips
- Senegal: 8 trips
- Gambia: 7 trips
- South Africa: 5 trips
- Kenya: 3 trips
- Malawi: 2 trips

# of Trips
Travel Office

- All non research funds must use PanAm for all domestic travel
- All international travel regardless of Funding must go through PanAm
- New Emergency Evacuation company – HTH Worldwide
  [http://web.uri.edu/riskmanagement/insurance-coverages/](http://web.uri.edu/riskmanagement/insurance-coverages/)
- Tab down to International Travel
- Rhody Rates
Sometimes business travel can be interrupted by unforeseen circumstances. When this happens, instead of waiting in the long lines at the airport please call PanAm’s Emergency Services number: 855–767–5280.

Emergencies are defined as situations dealing with in–transit, same–day, or next–day travel situations. Please don’t use the Emergency number for routine travel calls.

We highly encourage URI Travelers to call PanAm first instead of trying to call the airlines or wait in long lines at the counter. To the best of their ability, PanAm can often get you re–routed in quicker ways than the airlines can.
Accounts Payable Update

- LVPOs and POs are to be issued prior to goods or services ordered
- All Contracts need to be reviewed by legal
- Receiving reports emailed to aprec@etal.uri.edu
Examples of Allowable Items on Invoice Voucher:

- Books, textbooks, library books, periodicals & media subscriptions
- Dues, subscriptions, professional licenses and employee related memberships (not maintenance or annual license subscriptions)
- Employee reimbursements (no tax)
- Honorariums
- Foundation (Fund 401 for unrestricted funds only)
- Insurance
- Legal services and settlements
- Payment to State with no written agreement
- Student/Parent refunds
- Royalties
- Utilities charges (not cell phones)

ONE INVOICE VOUCHER TO ONE INVOICE – DON’T PUT MULTIPLE INVOICES ON ONE INVOICE VOUCHER
Accounts Payable – Return Document Form
Questions???

Please don’t hesitate to contact any of us with questions, concerns...

New fiscal staff – call us for training on paper processing
Payroll

Jim Cacciola
Assistant Controller
State Payroll
- 604 employees paid on 9/26/2014
- 35 paid after 9/26/2014
- 6 scheduled to be paid on 11/07/2014
- 6 awaiting CS3/system data changes

Internal Payroll – Summer Re–Contracting
- 24 Employees paid in due to grants expiring in Sept 2014
- Issue with processing was timing of PeopleSoft upgrade
- 431 employees with 933 chartfield strings scheduled to be paid on 11/21/2014
Direct Deposit Requirement

- **State memo** applies to all new State employees hired after September 30, 2014

- Current employees have 2 years from this date to initiate a request for direct deposit

- Applies to employees on Internal PeopleSoft payroll
Paystub RI

New process for displaying and printing State generated paystubs

- Web based access with links to State documents
- For Direct Deposits Only
- Communication to URI community from HR in near future
- Links for RI Paystub for State EE with Direct Deposit
  https://www.ri.gov/app/DOA/payroll/
  - Paystub RI Announcement
  - Paystub RI Quick Start Guide
  - How to Register Cheat Sheet
PS Upgrade

- Upgrade is complete
- Recovering from conversion to 9.2
  - Time and Labor
  - Contract Pay
W–2 Reminder

- Separate W–2s for State and PeopleSoft payrolls.

- **ADDRESSES**
  - Address changes need to be in system by 12/15/14
  - State Payroll – Form USP–5 processed HR
  - PeopleSoft – On–line
Financial System Management

Ginny Byrnes
Signature Authority Process

- Signature Authorization Form Workflow continues to be rolled out to departments.

- Important to update the signatories going forward as workflow routing is driven by Signature Authorization.
Signature Authorization update Form – Requirements

- All Signatories must have attached their signature in Employee Self Service before a CFS can be updated.

- This form can only be utilized for existing CFSs. New/Additional CFSs must be added/reviewed by the Budget Office using the paper process.
Signature Authority Process

- Effective Date: 05/24/2013
- Status: Active
- Descr: Civil Graduate Fellowship
- Responsible Person EmplID:
- Delegate EmplID:
- Authorized Signatories
  - Title: Professor
  - Signatory
  - 1 College Requisition
  - 2 Invoice Voucher
  - 3 Travel Authorization Request
  - 4 Travel Expense Voucher
  - 5 Purchase Order Receiving Rpt
  - 6 Biweekly Payroll Attendance
Travel & Expense Module

- Provides online preparation of both Travel Authorization Requests and Expense Reports by a traveler, or an authorized delegate.
- Streamlines process and moves away from paper system
- Utilizes workflow for online approval of these documents.
- HR Supervisor acts as initial approver
Travel & Expense Module

- Receipts to be attached online
- Provides greater granularity of travel data.
- Separate credit cards to be issued for Travel Expenditures
- Implementation process will be incremental starting with smaller departments first.
Year-End Reports

- FY2013 – We have archived these reports on our secure drive.

- FY2014 – Closed – Y/E Reports have been run and are in your Report Manager.

If you are missing any reports or have questions, please contact Deb Cole.
Please call with any questions.

Thank you.
Sponsored & Cost Accounting

Michele Wood
Assistant Controller
Who We Are and What We Do

- Facilities & Administration Rate Proposal, including University space study and negotiations of research rates
- Disclosure Statement CASB form DS–2
- Review University cost/service centers including rates
- Financial month–end and year–end closing of PeopleSoft Grant Module and subsidiary ledgers
- Posting of grant related journal entries to financial system
- Approval of cost transfers over 90–days
- Sponsored projects related billing receivables and cash management
- Financial Report SF–425 and other reports required
- Financial closeout of sponsored projects
- Audit of sponsored project expenditures on grants for compliance
- URI Financial & Administration Policies, Procedures & Manuals
Who We Are and What We Do

- PeopleSoft Grants Module, including implementation of upgrades/new functionality, testing, training, etc.
- Sub-recipient monitoring of A-133 reports after initial year of contract
- External & Internal Audits on sponsored projects
- Provide training to University community

- **Billing questions** – Eileen Tobin 4-4908 [etobin@uri.edu](mailto:etobin@uri.edu)
- **Monthly closing** – Chen 4-9139 [cgu@uri.edu](mailto:cgu@uri.edu)
- **Service center** – Ann 4-2351 [acannon@mail.uri.edu](mailto:acannon@mail.uri.edu)
Life of a Sponsored Project

Vice-President of Research – Division of Research – Office of Sponsored Projects

- PI/dept submits proposal to OSP Pre-award
- OSP Pre-award submits to agency
- Agency makes award to URI
- OSP Post-award sets up award in PS & monitors
- OSP Post-award “soft” close when grant ends

Vice-President for Administration and Finance – Controller’s Office – Sponsored & Cost Accounting

- S&CA reviews new award data & billing terms
- S&CA prepares monthly billing & cash draws
- S&CA prepares financial reports
- Grant Ends completes billing, report & PS closeout
- A-133 Audit & agency audits report

You are here
Current Projects

- Service center rates completed for FY 15 – related compliance reviews underway
- FY 14 F&A Rate Proposal – received extension to FY 16
  - Space survey follow up
- PeopleSoft Grants Module Enhancements
  - Grants Portal
  - A/R and Billing
- Sponsored Projects Close-outs
- Uniform Guidance (2 CFR Part 200)
Goal is to finish rolling out Grants Module after testing
Testing of cost share is not complete – few problems with budget items
- Portal will enable departments to track cost share by award and project compared to budget

Feedback
- milestones – mixed reviews.
- Working on addressing some user issues

Please continue to provide me feedback
- Email mgwood@mail.uri.edu
- Schedule training/site visit for rollouts
PS Billing & Receivables

- Starts November 2014
- Expected to last 9 to 12 months
- Would like to link data to Grants Portal
- Benefits – one system (eliminate duplicate entry and minimize errors), better reporting and visibility
- Risks – more complex and precise. May need more controls and reconciliations throughout process
Joint process between Office of Sponsored Projects (OSP) and S&CA:

- OSP works with department to ensure all transactions properly recorded to project by project end date & open encumbrances are cleared

- S&CA prepares final bill, draw, report by agency due date and closes in PeopleSoft which is necessary for internal control and system resources

Late transactions are problematic
# Grant Close out Timing Example

| Example of Sponsored & Cost Accounting's Internal Timelines Affecting Project Close-Outs |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Project end date               | Budget definitions end date     | January grants close completed  | Final invoice to be generated by S&CA | Cash to be received on final invoice | SF-425 Federal Deadline |
| Transactions posted month following project end date for final payroll, encumbrances, etc. | F&A is posted to project for January transactions | After close is completed, the expenditure data is summarized by invoice and sent to agency with any requested supporting documentation | Typical cash receipt terms are net 30 days; letter of credit draw is normally completed within 15 days of billing cycle | Per SF-425 instructions, final SF-425 forms are due 90 days after the project/grant end date |

**End date +**

- 30 days
- 40 days
- 45 days
- 75 days
- 90 days
OMB Uniform Guidance Circular
Uniform Guidance Circular 2 CFR Part 200

Issued 12/26/13 – streamlines 8 circulars into 1 to ease administrative burden and reduce waste fraud and abuse:

This uniform guidance was developed in response to the November 23, 2009 Executive Order 13520 on *Reducing Improper Payments* and the February 28, 2011 Presidential Memorandum on *Administrative Flexibility, Lower Costs, and Better Results for State, Local, and Tribal Governments*.

- **Uniform implementation 12/26/14** – applicable to new awards and to incremental funding awarded on or after 12/26/14

- Audits requirements will apply to audits of fiscal years beginning on or after December 26, 2014 *(for URI, fiscal year beginning 7/1/2015)*
Uniform Guidance Circular 2 CFR Part 200

The UG is organized as follows:

Subpart A 200.000 – Acronyms and Definitions
Subpart B 200.100 – General Provisions
Subpart C 200.200 – Pre-award Requirements & Contents of Federal Awards
Subpart D 200.300 – Post Federal Award Requirements
Subpart E 200.400 – Cost Principles
Subpart F 200.500 – Audit requirements

Appendices
- Funding Opportunities
- Contract Provisions
- Indirect Costs (F&A)
Major Changes to General/Pre/Post Award Requirements

- General emphasis on prior approval (used 66 times)
- 200.112, all agencies are to establish a conflict of interest policy for Federal awards
- 200.201 (b) Fixed Price Awards – must be supported by budgets with assurance that the non–federal entity will realize not increment (residual balance or profit) above actual cost. The non–federal entity must certify in writing to the Federal awarding agency or pass–through entity (PTEs) at the end of the Federal award that the project or activity was completed or the level of effort was expended. If not, the amount of the Federal award must be adjusted.
- 200.303, Internal Controls (internal control used 46 times in guidance)
  - Establish and maintain effective controls
  - Comply with federal regulations, etc., evaluate and monitor compliance, take prompt action on audit findings, safeguard protected personally identifiable information (new)
- 200.314, Supplies
  - All tangible personal property that fall below the threshold for equipment. As computing devices fall below $5k, they shall be considered supplies (also 200.453 Materials and supplies costs, including costs of computing devices)
- 200.317– 200.326 – Procurement standards (various); delayed implementation by 1 year
  - UG will need to be compared to current URI and State policies
Major Changes to Post Award Requirements

- **200.331**, Increased burdens for subaward issuance and monitoring
  - Subrecipients without a negotiated rate can get an automatic 10% MTCD F&A rate or can negotiate rate with pass-through entity
  - Substance over form when categorizing subawards and contracts (vendors)

- **200.343**, Closeout. The non-federal entity **MUST submit, no later than 90 days** after period of performance, all financial, performance and other reports
  - This is not a change but accompanied by “must”
Major Changes to Cost Principles

- **200.413**, Direct costs
  - **Salaries of admin and clerical** – 4 conditions must be met including explicitly presented in budget or prior approval in writing

- **200.430 – 200.431**, Compensation – A-21 examples have been removed. *No changes to current system of effort reporting/certification*

- **200.453** Supplies, Computing devices qualify as supplies and are allowable if under $5k capitalization threshold. These costs will need to be justified as part of the budget documentation and deemed allocable (justified usage) to the award
Major changes to Audit Requirements

- **200.501, Audit requirements**
  - Single audit threshold – raised to $750,000
  - Increases subrecipient monitoring burden

- **200.516, Audit findings**
  - Increases the threshold for reporting known and likely questioned costs from $10,000 to $25,000 (200.516(a)(3) & (4)).
  - High risk audit finding *could* lead to a modified audit opinion and reported material weakness in internal control
Inspector General Topics

- NSF OIG – Data analytics for establishing non-federal entity risk assessment for audits
- FY 14 National audit plan focused on:
  - 22 audits of ARRA funded projects (URI has 18 NSF ARRA awards)
  - P Card audits
  - Travel card audits
  - Robert Noyce Teacher Scholarships (URI has 1)
Inspector General Topics

- HHS OIG – NIH colleges’ and universities’ compliance with cost principles
- ARRA audits (URI received funding for 13 ARRA awards)
- Affordable Care Act audits (URI received funding for 1 award)
Questions????

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