The University of RI
Office of the Controller

Financial Administration Meeting
Sharon Bell, Controller
May 28, 2014

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 FY2015
  - 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)
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://web.uri.edu/controller/news.html
General Accounting

Trish Casey, Associate Controller
Accounts Payable

Invoice Vouchers, Imprest Cash Vouchers, Limited Value Purchase Orders, Travel and Expense Vouchers, and Purchase Order Invoice Vouchers: *Any goods or services delivered or performed by June 30*<sup>th</sup> *should be recorded in our FY2014 Financial Statements.*

- **July 10<sup>th</sup>** due in Accounting Office – 103 Carlotti Bldg.
  - Invoice Vouchers for goods or services received by June 30
  - Imprest Cash Vouchers for goods or services received by June 30
  - Invoices relating to PO’s
  - Internal Payments (credit statements) for FY2014
  - PO Receiving Report for goods or services received on or before June 30
  - TEV’s for travel completed on or before June 30 (if not received, the TAR will roll to next Fiscal Year)

- **July 16<sup>th</sup>** Any voucher in budget error must be cleared
Purchase Card

- **July 2\textsuperscript{nd}** Reconciliation Packets due in Accounting Office – 103 Carlotti Bldg.

- **June 25\textsuperscript{th}** PCARD cycle end date
- **June 26\textsuperscript{th}** PCARD Statements will be available in the afternoon
- **June 30\textsuperscript{th}** prior to NOON – All transactions must be approved in PeopleSoft
- **June 26\textsuperscript{th}** Any PCARD activity after this date will be charged to FY15
July 10th due in Accounting Office – 103 Carlotti Bldg. 
TEV’s – travel completed on/or before June 30

- Failure to submit on time – TEV charged to FY15 Funds

- Document on both TAR and TEV when expenses have been paid using Pcard and or PanAm 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

- July 16\textsuperscript{th} due in Accounting Office - 103 Carlotti Bldg.
  - This report should only list those expenditures for goods or services incurred by June 30 and invoice has not been or will not be received by the year end cutoff date and an accrual needs to be recorded. Available on Controller’s website: web.uri.edu/controller/forms.html
Voucher Adjustments

- July 11th due in Accounting Office – 103 Carlotti Bldg.
  - Adjustments in accounting except payroll (Journal vouchers for A/P adjustments; Journal entries for all other adjustments) Required forms for non-payroll journal vouchers and journal entries are available on the Controller’s website: [http://web.uri.edu/controller/forms/]
Faculty/Staff/Researchers reimbursement for emergency items only

Any expenses not paid by PO or Pcard/sales tax will not be reimbursed

Only exceptions would be those that are not allowed by Pcard

Effective July 1, 2014

Pcard should be utilized for small dollar purchases
Travel and PanAm

- Effective April 1st new travel agency – PanAm
- Other than research and foundation (fund 500, 110 and 401), travel must go through travel agency
- Personal combined with Business Travel
- TEVs must be in within 10 days of return from trip – failure to submit on time could result in non-reimbursement
- TARs must be approved prior to booking travel
Individuals traveling internationally are “exporters”

- Any item (e.g., research equipment) taken to a foreign country is considered an “export” even if the traveler is planning on bringing it back upon return.
- Technical information located on laptops or a hard copy notebook is considered to be an export of “technology”/ “technical data”, once the laptop or notebook leaves the U.S.
- Even technical know-how that is in your head, if shared with a foreign national, is considered to be a type of export.

As part of a broad program to ensure compliance with export control regulations, the Office of Research Integrity (ORI), which has oversight in export control compliance, will review all international travel and provide guidance, as needed.

Questions ORI considers:

- Will the travel be to a country subject to economic or trade sanctions (Dept. of Treasury, Office of Foreign Assets Control)?
- Will the traveler be taking equipment or technical information that is subject to export control regulations (Depts. of State and Commerce)?
- Does the traveler expect to make transactions with persons or entities that the federal government has determined must be excluded from such transactions (Depts. of State, Commerce and Treasury)?

Process:

- ORI will review non fund 500 foreign travel TARs. For most situations, ORI will provide general export control and data security information to the traveler. Based on review, some travelers will be contacted for more information or guidance.
- For travel funded by a sponsored research agreement, ORI will request Principal Investigators verify they have read guidance specific to international travel related to research at the time a newly awarded grant is set up.

For more information, visit the ORI Export Control website: http://www.uri.edu/research/tro/offices/researchintegrity/exportcontrols/index.html
Financial Reporting
Cindy Mace, Associate Controller
Clearly mark deposit slip with “FY2014” for cash received by June 30

- **June 30**th due in Enrollment Services – Green Hall
  - FY14 Cash Receipts (Cash receipts need to be done daily, especially in June)

- **July 7**th due in Accounting Office – 103 Carlotti Bldg.
  - Non–Cash Receipts – Email Int_dep@etal.uri.edu

- **July 11**th due in Reconciliation Office – 122 Carlotti Bldg.
  - Imprest Cash Reconciliation for June 30
  - Petty Cash Confirmation Forms

- **July 11**th corrections to deposits must be sent by journal entry
Any revenue that is earned by June 30 (services performed or goods delivered) must be recorded as revenue in the Financial Statements.

- **July 11th** due in Student Loan/Receivables Office – Roosevelt Hall
  - Information to invoice any miscellaneous receivable, indicate “FY2014” 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 30 over $5,000 which has not been collected or invoiced as miscellaneous receivable
Revenues related to FY2014 received after July 10th

- July 11th – August 31st due in Financial Reporting Office – 116 Carlotti

  - Revenues/Accounts Receivable – If you identify FY14 revenue that has not been recorded and the amount is over $25,000, please provide details and documentation
Miscellaneous Schedules

- June 28th Miscellaneous feed posted to General Leger (telephone, central mail, printing, GSO)

  - 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
Physical Inventory

- June 30th Physical Inventories must be complete (Dining Services, HRL, Bookstore, Health Services, WAJ, Central Stores, Automotive, Printing, Central Receiving)

  - Detail valuations of June 30 inventory
Invoices related to FY2014 received after July 16th

  - Accrual Expenses – If you identify expenses for goods or services incurred by June 30 over $25,000 that was not recorded or reported on alternative receiving report, please provide details and documentation.
  - This documentation and notification should be directed to Cindy Mace
Payroll
Jim Cacciola, Assistant Controller
Reminders

- **June 3rd**: Summer Recontracting that affect FY14 need to be processed in PeopleSoft

- **June 24th**: All FY14 Overtime Transfers completed and processed

- **IP–1 Forms**: Please make sure all IP–1s affecting FY14 are processed in PeopleSoft
Payroll Adjustments

- **June 3rd** due in Payroll Office – 11 Carlotti Bldg.
  - Payroll adjustments through pay period 24

- **June 17th** due in Payroll Office – 11 Carlotti Bldg.
  - 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

- FY14 Accruals involves 2 pay periods
  - PP 01 of FY2015 (6/29/14–7/12/14) Pd. 7/18/14
    - 10 working days in PP26 = 100% Accrual
    - 1 working day in PP 01 = 20% Accrual

We will accrue 110% of PP 26
Union Salary Increase Accruals

- Required to post retroactive components of union salary increases in FY14

- C94, ACT – Estimate of retroactive pay from 4/06/14

- AAUP – Estimate of retroactive pay from 6/19/11
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

David Hansen, Associate Director
Year–end Report Schedule

- FY2014 – Daily through 3rd Week in July
- FY2014 – Weekly after 3rd Week in July
- FY2015 – Weekly through 3rd Week in July
- FY2015 – Daily after 3rd Week in July
Updates

Signature Collection

Employee Signature Collection & Display

Empl ID: 100230135
Name: Hansen, David
User ID: dhansen

Effective Date: 05/08/2013
Status: Active
Attached Document Name: dhansen-Signature.pdf

Delete Signature  View Signature

Last Updated By: dhansen  Last Update Timestamp: 12/10/13 12:55PM
Updates

- Security Audit – Production
- Signature Authorization Forms Workflow
  - CELS Beta Production – Update
- Budget Transfer – Prod Testing Phase
- Travel and Expense
  - Development Phase
Sponsored & Cost Accounting
Michele Wood, Assistant Controller
State grants ending 6/30/2014:

- No quasi-close for FY 14
  - HOWEVER there are special procedures for STATE grants ending 6/30/14

- 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 6/30/14

- Please review your State grants that end 6/30/14 to ensure all expenditures are recorded in the next 2 weeks

- Please ensure no payroll being charged to state grants ending 6/30/14
State Grants Year–End Procedures & Deadlines

State grants ending 6/30/2014 – if any are going to receive a no–cost extension please let me know by May 31st:

- S000109
- S000122
- S000156
- S000162
- S000173
- S000181
- S000182
- S000191
- S000192
- S000194
- S000197
- S000207
- S000209
- 0003519
- R039429
State Grants Year-End Procedures & Deadlines

State Grants ending 6/30/2014:

- June 17th – due in Accounting Office
  - Invoice vouchers and TEVS
    - must be prior approved by Office of Sponsored Projects (OSP)
  - Invoices on POs
  - Subcontractor invoices
  - Receiving reports
  - Budget errors must be cleared
  - All PCard transactions affecting state grants must be approved in PeopleSoft no later than June 30th
State Grants Year–End Procedures & Deadlines

State Grants ending 6/30/2014:

- June 25th – due in Accounting Office
  - Alternative receiving reports for invoices not received by June 16th
    - Clearly mark “State Grants”

- Due dates for Payroll
  - Need to follow all June deadlines for Payroll in slides above
State Grants Year-End Procedures & Deadlines

State Grants ending 6/30/2014:

- 7/7 – 7/10/14 – June State invoices prepared

- 7/11/14 – final due date for June invoices to State of RI
Service Center – Revenues / Rates

- 7/11/14 – all FY 14 invoicing should be completed (see Miscellaneous Revenue/Receivable slide)

- 7/31/14 – FY 15 rates due in Sponsored & Cost Accounting Office
  - Send packages to Ann Cannon 874–2351 acannon@mail.uri.edu

No FY 15 billing until rates are approved by Service Center Committee
FY 15 rates from budget office same as FY14

Any changes to department allocation overhead prorates (i.e., dean/dept splits), must be received by Sponsored & Cost Accounting no later than 6/16

Memo from the Dean authorizing allocation is required for any changes
Other Payroll Allocations

- Graduate Research Assistants (GRAs) and Teaching Assistants (TAs) allocation charge (12.53%) 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