The University of RI
Office of the Controller
Financial Administration Meeting
Trish Casey, Interim Controller
May 31, 2017

End of the Year Fun!

Power Point Presentation posted on website.
Cell Phone Stipend Request
- Policy and Rates will remain the same for FY2018
- Form needs to be completed each fiscal year
- Job has to be entered in PeopleSoft after form approved
- Approved forms must be submitted to
  - Human Resources (original)
  - Controller (copy) & Payroll Office (copy)
  - Department retains copy with proof of service
URI “final” audited Financial Statements are due to RI Auditor General by September 30th
  ◦ State will not grant extensions
  ◦ Auditors – O’Connor & Drew FY15–FY17

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

“Year End Close Deadlines” memo
http://web.uri.edu/controller/news.html
General Accounting

Doreen J. Bolster, Associate Controller
Accounts Payable

Any goods or services delivered or performed by June 30th should be recorded in our FY2017 Financial Statements.

- July 11 due in Accounting Office – 103 Carlotti Bldg.
  - Invoice Vouchers
  - Imprest Cash Vouchers
  - Invoices Relating to PO’s
  - Internal Payments (credit statements)
  - PO and LVPO Receiving Reports
  - Travel Expense Reports for travel completed on or before June 30

- July 17 Any voucher in budget error must be cleared.
Voucher Adjustments

- July 14 due in Accounting Office – 103 Carlotti Bldg.
  - Adjustments in Accounting except payroll
    - A/P Correction Form for A/P, Travel and Pcard
    - Journal entries for all other adjustments

  - Required forms are available on the Controller’s website: http://web.uri.edu/controller/forms/
Alternative Receiving Reports

- July 14 due in Accounting Office – 103 Carlotti Bldg.
  - Blanket and Contract Purchase Orders Only
    - 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
June 30 all PCard transactions must be approved in PeopleSoft by noon
  ◦ cycle end date is the 26th of the month
  ◦ statements available in afternoon on the 28th
  ◦ activity after the 26th will be charged to next fiscal year

July 3 Reconciliation Packets due in Accounting Office – 103 Carlotti Bldg.
Travel Expense Reports (Paper TEV and On-line ER Module)

Travel Expense Reports—travel completed on/or before June 30

July 11 due on-line and in Accounting Office (hard copy TEV and hard copy ER) – 103 Carlotti Bldg.

- On-line ER’s must be fully approved through workflow and have a valid budget status
  - Failure to submit on time – Travel Expense charged to FY18 Funds

- Reminder: final Travel Expense Reports due within 10 days after trip
- All Travel that takes place in FY18 will be expensed to FY18
On-line Travel Authorizations (TA’s) – TA’s for trips with travel end dates ending in FY18, will automatically be rolled to FY18 by the Accounting Office.
Travel and Expense Module

- Still on track for the June 30th rollout completion date.
- Starting July 1st we will no longer accept paper TAR’s
- Exceptions will be evaluated on a case by case basis
Cash Receipts

Clearly mark deposit slip with “FY2017” for cash received by June 30

- June 30 due in Enrollment Services – Green Hall
  - FY17 Cash Receipts (Cash receipts need to be done daily, especially in June)

  - Non-Cash Receipts – Email Int_dep@etal.uri.edu

- July 12 due in Reconciliation Office – 122 Carlotti Bldg.
  - Imprest Cash Reconciliation for June 30
  - Petty Cash Confirmation Forms

- July 12 Cash Receipt corrections 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.

  - Information to invoice any miscellaneous receivable, indicate “FY2017” on document
  - Documentation for
    - old miscellaneous receivable which needs to be written-off as bad debt
    - any invoice corrections
    - any revenue earned by June 30 over $5,000 which has not been collected or invoiced as miscellaneous receivable
Revenues related to FY2017 received after July 13th

  - Revenues/Accounts Receivable – If you identify FY17 revenue that has not been recorded and the amount is over $25,000, please provide details and documentation
Miscellaneous Schedules

- July 12 Miscellaneous feed posted to General Leger (telephone, central mail, printing, GSO)

  - Certain departments need to provide a detailed schedules for A/R, Prepaid, Deferred Revenue and A/P for:
    - Dining Services, HRL, Bookstore, WAJ, MU, Ryan/Boss and Health Services
Physical Inventory

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

  - Detail valuations of June 30 inventory
Accrued Expenses

  - Invoices related to FY17 received after July 13
  - Accrued 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.
Reminders

- June 9  Summer Recontracting affecting FY17 needs to be processed in PeopleSoft

- June 13 Please make sure all IP-1s affecting FY17 are entered correctly in PeopleSoft

- June 28 All FY17 Overtime Transfers must be completed and processed
Payroll Adjustments

- June 9  Payroll adjustments through pay period 24 are due in the Payroll Office

- June 22  Payroll adjustments for pay period 25 only are due in the Payroll Office

- 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 – Employee Action Form
  - Internal payroll – Department Budget Table
Payroll Accruals

- PP 01 of FY2018 (6/25/17 – 7/8/17) Pd. 7/14/17
  - 5 working days in PP 01 = 50% Accrual

Both State and Internal payroll accruals will be calculated at 50% of pay period 1 salaries
Year-End Report Schedule

- FY2017 – Daily through 3rd Week in July
- FY2017 – Weekly after 3rd Week in July
- FY2018 – Weekly through 3rd Week in July
- FY2018 – Daily after 3rd Week in July
Updates

- Travel and Expense
- PeopleSoft 9.2 Upgrade
Signature Authorization drives our Automated Workflow for Requisitions, Travel Authorizations and Expense Reports.

Reminder: Double check your CFS’s and update those where people have changed.
Sponsored & Cost Accounting
Michele Wood, Associate Controller
Year-End Procedures & Deadlines

- State Grants
- Other Grants
- F&A Prorates
- Service Center Updates
- Space Survey
Year–End Procedures & Deadlines – State Grants

Due to some State grants requiring grant–related invoices be submitted to the State no later than June 30 – S&CA is required to prepare invoices prior to the June closing:

- Friday, June 9: EAFs must be submitted (see Payroll slides above). Please make every effort to move personnel off grants that have ended (will be ending) so the grant reflects the proper charges for final billing/reporting. Includes COST SHARE

- Tuesday, June 13: All invoices, etc. for expenditures incurred for State grants must be sent to AP

- F&A processing will primarily be run on Saturdays but more frequently end of mid – end of June
Year-End Procedures & Deadlines – State Grants

State grants ending on or prior to 6/30/17:
– Please review list as you may know of others; end dates change frequently

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<th>Award</th>
<th>Sponsor Name</th>
<th>Project</th>
<th>Project Description</th>
<th>Project Begin Date</th>
<th>Project End Date</th>
<th>Budget</th>
<th>Project Year</th>
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<th>Balance Available</th>
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<td>$16,632.00</td>
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</table>
Tuesday, June 13: Examples of what’s due in Accounting Office. For these, clearly mark “STATE”

- Invoice vouchers and TEVS (must be prior approved by Office of Sponsored Projects (OSP))
- Invoices on POs
- Subcontractor invoices (must be prior approved by Office of Sponsored Projects (OSP))
- Receiving reports
- All PCard transactions affecting state grants must be approved in PeopleSoft prior to noon June 30th (see PCard slide above)

Also factor in that any budget errors related to the above must be cleared by 6/15
Year–End Procedures & Deadlines – Other Grants

Due to the June close being scheduled for late July, there is a very short time frame to issue June invoices.

For the June 2017 month end, unless otherwise required, S&CA will be combining June and July invoices for issuance mid–August.

- If you are aware of an invoice that has to be issued between June and August 15, please send me an email with the project # and due date.

- F&A processing for July will begin around July 26th or so and will be run frequently in order to catch up F&A for the month of July.
F&A Prorates – FY18

- No changes for FY 18; will remain the same as FY 17

- Any changes to department allocation F&A prorates (i.e., dean/dept splits), must be documented and emailed to me prior to 6/20/17

- Memo from the Dean authorizing department allocation changes is required
Service Center Updates – Billing

- **July 7:** All FY 17 invoicing completed (see Miscellaneous Revenue/Receivable slide)

- **Mid August:** Target approval date of FY 18 rates (see next slide)

- **Late August:** Target date of July invoicing

*Service center billing MUST be based on approved billing rates*

*No FY17 billing until rates are approved by Service Center Committee*
Service Center Updates – FY 17 Rates

- **Monday, July 10:** All FY 17 proposed rate packages are due to Ann Cannon and me.

- **Mid August:** Target approval date of FY 18 rates.

If you require your FY 18 billing rates approved prior to mid-August, please contact me for an alternative schedule to meet your needs.
Survey is in its final stages; thank you to all that have participated.
Reviews will be taking place and we may need to contact you for further analysis.
Data review is ongoing for other parts of the survey.
FY 17 Provisional Rate of 53.50% remains in effect until new rate is negotiated (no firm date as of this time).

### SECTION I: Facilities And Administrative Cost Rates

<table>
<thead>
<tr>
<th>RATE TYPES</th>
<th>FIXED</th>
<th>FINAL</th>
<th>PROV. (PROVISIONAL)</th>
<th>PRED. (PREDETERMINED)</th>
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<table>
<thead>
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<th>TO</th>
<th>RATE(%)</th>
<th>LOCATION</th>
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<td>Until Amended</td>
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<td>Off-Campus</td>
<td>Use same rates and conditions as those cited for fiscal year ending June 30, 2017.</td>
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</tbody>
</table>
Grad Payroll updates

- Graduate Research Assistants (GRAs) and Teaching Assistants (TAs) allocation charge will be suspended for the months of June, July and August and will resume in September.

- Grad Research Assistants working in the summer for hourly pay must be coded as “Student” 5240
  - Make sure your grant budget for student worker is updated accordingly to eliminate budget errors/transfers.