The University of RI
Office of the Controller
Financial Administration Meeting
Sharon Bell, Controller
May 27, 2015

Power Point Presentation posted on website.
If you’re not receiving listserv emails, 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 FY2016
  - 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 FY15–FY17

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

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

Trish Casey, Associate Controller
Organizational Setup

- **Trish Casey, Assoc Controller**
  - General Accounting Operations

  - **Judy Moore, Manager**
    - Travel, PCard and Non PO Payments

  - **Kevin Caswell, Manager**
    - Invoices related to POs

  - **Wendy Asting, Manager**
    - Payment Disbursements, Vendor Registration, ACH Setups
Accounts Payable

Any goods or services delivered or performed by June 30th should be recorded in our FY2015 Financial Statements.

- **July 9th**  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
  - TEV’s for travel completed on or before June 30
    - if TEV not received, then TAR will roll to next Fiscal Year

- **July 15th**  Any voucher in budget error must be cleared
TAR/ TEV

July 9th due in Accounting Office – 103 Carlotti Bldg.
TEV’s – travel completed on/or before June 30

- Failure to submit on time – TEV charged to FY16 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
**Purchase Card**

- June 30\(^{th}\) all Pcard transactions must be approved in PeopleSoft by noon
  - cycle end date is the 25\(^{th}\) of the month
  - statements available in afternoon on the 26\(^{th}\)
  - activity after the 25\(^{th}\) will be charged to next fiscal year

- July 2nd Reconciliation Packets due in Accounting Office – 103 Carlotti Bldg.
Voucher Adjustments

- July 13th 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/](http://web.uri.edu/controller/forms/)
Alternative Receiving Reports

- July 16th 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
Consultant – Research

- Independent Contractor
  - Persons who are in business for themselves
  - College Requisitions require review and approval of HR
  - Questionnaire must be prepared by department and attached to College requisition
  - If sole source/memo of explanation/justification must be attached
- No work can commence until all approvals are received and Purchase Order is issued
- Proper planning will allow sufficient time for processing
- If written into grant, make sure PO issued before commencement of work
- If Grant not set up – utilize Dean’s pledge

http://web.uri.edu/purchasing/manual/
Encourage use of PCard for:
- Dues and Subscriptions
- Memberships
- Conference Registrations (TAR required for out of state)
- Professional Licenses
- Postage

Email PCard requests or questions to PCard@etal.uri.edu
- Quicker response
- 3 of us monitor the etal account
Approved TARs can be scanned to travel@etal.uri.edu

TARs must be approved prior to booking any travel related expenses

PCard module and travel expenses – make sure the TAR # is entered when verifying expenses

TAR and use of another’s PCard – please note the cardholder name on the TAR

International travel must be booked through PanAm

Don’t forget Export Control form for International Travel [link](http://web.uri.edu/researchecondev/offices/sponproj/exportcontrols/)

Reminder: final TEV’s due within 10 days after trip
Accounts Payable – Purchase Order

- Receiving reports should be sent to APREC@etal.uri.edu as soon as items is received. Do not wait for invoice as most invoices are sent directly to Carlotti.

- Only accept what was ordered – if additional items are charged on the invoice we will require a new/updated PO

- Shipping/Freight charges must be estimated on the PO if expected to be charged or it is provided with a quote

- When processing LVPOs, make sure you’re using latest pricing sheets
  - This will eliminate price differences between PO and Invoice

- Purchasing or PO questions, please contact Purchasing

Reminder – No Work or Purchase of Goods without PO
Payment Disbursements and Vendor Registration

- AP Checks held in Departments – if check not distributed to vendor, needs to be send back to Accounting

- Encourage all vendors’ and employees’ reimbursements to be paid by ACH – Form on website http://web.uri.edu/controller/files/ACH_Auth.pdf

- All vendors where a PO is to be issued are required to be registered. If you don’t find the vendor then send them to the website to register http://web.uri.edu/controller/vendor-registration/

- If you have asked a vendor to be setup, email Robin Santini and she will provide you the vendor number when registration is complete
Financial Reporting
Cindy Mace, Associate Controller
Cash Receipts

Clearly mark deposit slip with “FY2015” for cash received by June 30

- June 30th due in Enrollment Services – Green Hall
  - FY15 Cash Receipts (Cash receipts need to be done daily, especially in June)

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

- July 10th due in Reconciliation Office – 122 Carlotti Bldg.
  - Imprest Cash Reconciliation for June 30
  - Petty Cash Confirmation Forms

- July 10th 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 “FY2015” 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 FY2015 received after July 10th

- July 11th – August 31st due in Financial Reporting Office – 116 Carlotti
  - Revenues/Accounts Receivable – If you identify FY15 revenue that has not been recorded and the amount is over $25,000, please provide details and documentation
June 28th 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 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
Accrued Expenses

  - Invoices related to FY15 received after July 16th
  - 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.
Payroll

Jim Cacciola, Assistant Controller
Reminders

- June 4th  
  Summer Recontracting that affect FY15 need to be processed in PeopleSoft

- June 24th  
  All FY15 Overtime Transfers completed and processed

- IP-1 Forms  
  Please make sure all IP-1s affecting FY15 are processed in PeopleSoft
Payroll Adjustments

- June 4\textsuperscript{th} due in Payroll Office – 11 Carlotti Bldg.
  - Payroll adjustments through pay period 24

- June 18\textsuperscript{th} 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
**State Payroll Accruals**

- FY15 Accruals involves 2 pay periods

  - 10 working days in PP 26 = 100% Accrual
  - 2 working days in PP 01 = 20% Accrual

We will accrue 120% of PP 26
**Internal Payroll Accruals**

- FY15 Accruals involves 2 pay periods

  10 working days in PP26 = 100% Accrual

  2 working days in PP26 = 20% Accrual
  Contract payments – 20% of biweekly amt.
  Hourly employees – based on days worked
Effort Certification Reporting and A-133 Audit

- 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
Student Paychecks

- Distribution procedures are on Controller’s web site – Policies & Procedures > Paycheck Distribution Procedures

- Distribute checks to students
- Mail remaining checks – verify addresses
- After 90 days – return checks to Payroll
PeopleSoft Payroll Issues

- Upgrade Changes

- Job Data (esp. contracts)
  - Difficulties changing end dates and amounts
  - Make sure data is correct

- Time and Labor Problems
  - “Approval in Process” status
  - Do not enter 0 (zero) hours. Enter data in days actually worked only.
Human Resources
Laura Kenerson
Director
PeopleSoft
David Hansen, Associate Director
Year-end Report Schedule

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

- FY2016 – Weekly through 3rd Week in July
- FY2016 – Daily after 3rd Week in July
Updates

- Travel and Expense – CELS Beta Production
- AR/Billing – 2\textsuperscript{nd} Parallel Test Ongoing – “Go Live” Weekend of 6/13
Sponsored & Cost Accounting
Michele Wood, Assistant Controller
6/13/15: Implementing PS Billing & Receivable Module
  • May billing cycle

Summer 2015 Grants Portal Updates:
  • Will be adding certain billing data to the portal
  • URI Cost share – budget & actuals are in portal
  • Non-financial cost share budgets will not be reported in the portal at this time. This includes:
    • 3rd party cost share (actuals will not be in portal)
    • URI Waived F&A budget (actuals will be in portal)
  • Portal will be rolling out to colleges – dates TBD.
  • If interested in utilizing portal, send an email to mgwood@uri.edu
Sponsored & Cost Accounting Updates

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| Total Direct: | 107,162.00 | 105,429.94 | 1,055.41 | 0.00 | 676.85 |
|               | 0.00       | 0.00       |         | 0.00 | 0.00   |
| Totals:       | 107,162.00 | 105,429.94 | 1,055.41| 0.00 | 676.85 |

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|               | 0.00 | 0.00      | 0.00 | 0.00 | 0.00      |
| Totals:       | 0.00 | 50,013.86 | 0.00 | 0.00 | -50,013.86 |

| Total Amount  | Budgeted: 107,162.00 | Expended: 155,443.80 |
|               | Encumbered: 1,055.41 | Pre-Encumbered: 0.00 |
|               | Remaining Balance: -49,337.21 |
State Grants Year-End Procedures & Deadlines

State grants ending 6/30/2015:
Due to State required timing for year end, 6/30/15 invoices for the State must be submitted by July 10

- 6/16/15: All invoices, etc. for expenditures incurred for these grants must be sent to AP
- 6/18/15: EAFs must be submitted (see Payroll slides above) so that no further payroll charges are posted to grants where final invoice has been submitted
- 6/25/15: All accruals (alternative receiving reports) for services/goods received must be recorded
- 7/7 – 7/10/15: June State invoices prepared by S&CA
- 7/10/15: June State invoices submitted to State of RI
State Grants Year–End Procedures & Deadlines

State grants ending 6/30/2015 – please review list as you may know of others as end dates change frequently:

- 0002647
- 0004560
- 0004567
- 0004571
- 0004600
- 0004652
- 0004668
- 0004736
- 0004802
- 0004909
- 0004935
- 0004985
- 0005024
- 0005029
- S000198
- S000228
State Grants Year–End Procedures & Deadlines

State Grants ending 6/30/2015:

- **6/16/15:** Due in Accounting Office. 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)

*Budget errors must be cleared!!*
State Grants ending 6/30/2015:

For expenditures (non payroll) incurred but not recorded by 6/16/15 an Alternative Receiving Report must be completed and submitted by 6/25/15 in the Accounting Office

- clearly marked “STATE”
Service Center – Revenues / Rates

- **7/10/15**: All FY 15 invoicing completed (see Miscellaneous Revenue/Receivable slide)

- **7/31/15**: All FY 16 rates due in Sponsored & Cost Accounting Office

Send packages to Ann Cannon 874-2351 [acannon@uri.edu](mailto:acannon@uri.edu)

*No FY 16 billing until rates are approved by Service Center Committee*
FY16 Overhead Prorates

- Any changes to department allocation overhead prorates (i.e., dean/dept splits), must be received by Sponsored & Cost Accounting prior to 6/10/2015

- Memo from the Dean authorizing allocation is required for any changes
Grad Payroll

- Graduate Research Assistants (GRAs) and Teaching Assistants (TAs) allocation charge (11.37%) 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/transfer.
Questions & Answers

Reminder!
PowerPoint will be available on Controller’s website