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 FY2014
  - 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 30\textsuperscript{th} 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
Clearly mark deposit slip with “FY2013” for cash received by June 30th

- 6/28/13 – Enrollment Services – Green Hall
  - FY13 Cash Receipts need to be done daily
- 7/5/13 – Accounting Office – 103 Carlotti
  - Non-Cash Receipts (Dining, HRL, Bookstore, WAJ, MU Ryan/Boss, Health Services)
- 7/12/13 – Reconciliation Office
  - Imprest Cash Reconciliation for June 30
  - Petty Cash Confirmation Forms
Any revenue that is earned by June 30th (services performed or goods delivered) must be recorded as FY2013 revenue in the Financial Statements.

- 7/10/13 due in Student Loan/Receivables Office – Roosevelt Hall
  - Information to invoice any miscellaneous receivable, indicate “FY2013” on document
  - Any documentation on old miscellaneous receivable which needs to be a write-off as bad debt or invoice corrections

- 7/10/13 due in Financial Reporting – 114 Carlotti Bldg.
  - Documentation on any revenue earned by June 30th over $5,000 which has not been collected or invoiced as miscellaneous receivable
Revenues related to FY2013

Revenues related to FY13 received after 7/10/13
- If you identify FY13 revenue that has not been recorded and the amount is over $25,000, please provide details and documentation

- 7/11/13 – 8/31/13 due in Financial Reporting – 114 Carlotti

- We will determine if these revenue should be accrued for in the FY13 Financials
Miscellaneous Schedule

- **6/28/13** – Miscellaneous feeds posted to General Ledger (telephone, central mail, printing, GSO)

- **7/11/13** – Accounting Office
  - 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
6/28/13 – Physical Inventories must be complete
  ◦ Dining Services, HRL, Bookstore, Health Services, WAJ, Central Stores, Automotive, Printing, Central Receiving

7/11/13 – Due to Cindy Mace – 116 Carlotti
  ◦ Detail valuations of June 30th inventory
General Accounting

Trish Casey, Associate Controller
Any goods delivered or services performed by June 30th need to be recorded in FY13 Financial Statements

7/11/13 – Due in Accounting Office

- Invoices
- Invoice Vouchers
- Imprest Cash Vouchers
- Internal Payments (credit statements)
- PO Receiving Report (Limited PO’s, Blanket PO’s and Standard PO’s)
Purchase Card Transactions for Year End

- The June Statement will be made available by 6/26/13 in afternoon
- All transactions must be approved in PeopleSoft by 6/28/13
- Transactions from June 26th – 30th will be recorded in FY14
- Reconciliation due by 7/2/13
7/11/13 – Due in Accounting Office
TEV’s – travel completed on/or before June 30

- Failure to submit on time – TEV charged to FY14 Funds
- Document on both TAR and TEV when expenses have been paid using Pcard and or Shorts 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

- 7/17/13 – Due in Accounting Office – Room 103 Carlotti
  - only list expenditures where goods/services incurred by June 30th
  - invoice has not been or will not be received by the year end cut off date
  - an accrual needs to be recorded
  - form available on the Controller’s website
  - Call with any questions
Accounts Payable

- 7/17/13 – vouchers in budget error must be cleared

- PO Closing Process

- PO Roll after 07/23/13
  - State PO
  - TAR
  - Other Standard PO’s where goods/services received after June 30th
Voucher Adjustments

7/12/13 – Accounting Office – Kingston

- Adjustments in accounting except payroll
  - AP Correction Form for A/P adjustments – Judy Moore
  - Journal entries for all other adjustments – Mary Stiller

- Authorized Signers must approve adjustments

- AP Correction Form and Journal Entry Form with instructions can be found on the Controller’s website
Invoices related to FY2013

Invoices related to FY13 received after 7/17/13

- If you identify FY13 expense over $25,000 that was not recorded or reported on alternative receiving report, please provide details and documentation

- 7/18/2013 to 8/31/2013 due in Controller’s Office – 110 Carlotti

- We will determine if these expenses should be accrued for in the FY13 Financials
Internal Deposits
(MU / Dining / WAJ / Bookstore)

Clearly mark deposit slip with “FY2013” for cash received by 6/30/13

- 7/5/13 – Due in Accounting Office
  ◦ Non-Cash Receipts (Dining, HRL, Bookstore, WAJ, MU, Ryan/Boss, Health Services)

- Email Int_dep@etal.uri.edu

- Corrections to deposits must be sent by journal entry to this email address by 7/12/13
Payroll

Jim Cacciola, Assistant Controller
Reminders

- **Summer Recontracting**
  - By 6/4/13 all SR–1 Summer Recontracting that affect FY13 need to be processed in PeopleSoft

- **IP–1 Forms**
  - Please make sure all IP–1s affecting FY13 are processed in PeopleSoft

- **Overtime Transfers**
  - 6/25/13 – All FY13 Overtime Transfers completed and processed
Payroll Adjustments

- 6/4/13 – due in Payroll Office
  - Payroll adjustments through pay period 24

- 6/18/13 – due in Payroll Office
  - 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
FY13 Accrual will be based on 10 working days (100%) of pay period 26 paid on 7/5/13
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.
IDENTIFY IF PROBLEM IS JUST IN FINANCIALS
  ◦ Run URI ENCUMBRANCE REPORT (HR tables)
  ◦ Run BUDGET DETAIL REPORT (Financial tables)
    • If a discrepancy exists that can’t be explained by timing issues with journals being posted:
      • E-MAIL Jim Cacciola cacc@uri.edu

• Identify problems listing complete chart field strings and amounts.
  EXAMPLE:
  • 500-2800-00000001453-5240 – Grant ended 3/31/11, HR encumbrances = 0, Financial encumbrances = $888.00
PeopleSoft

David Hansen, Associate Director
Year–end Report Schedule

- FY2013 – Daily through 3rd Week in July
- FY2013 – Weekly after 3rd Week in July

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

- Signature Collection
- Signature Authorization Workflow
- Tools 8.53
Sponsored & Cost Accounting
Michele Wood, Assistant Controller
STATE GRANTS
YEAR-END PROCEDURES & DEADLINES

State grants ending 6/30/2013:

- No quasi-close for FY 13
  - HOWEVER there are special procedures for STATE grants ending 6/30/13

- 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 6/30/13

- Please review your State grants that end 6/30/13 to ensure all expenditures are recorded
State Grants ending 6/30/2013:

- 6/19/2013 – due in Accounting Office
  - Invoice vouchers and TEVS
    - must be approved by Office of Sponsored Projects (OSP) prior to submitting to Accounting
  - Invoices on POs
  - Sub-contractor invoices
  - Receiving reports
  - Budget errors must be cleared
  - All PCard transactions affecting state grants must be approved in PeopleSoft no later than 6/28
State Grants continued

State Grants ending 6/30/2013:

- 6/26/13 – due in Accounting Office
  - Alternative receiving reports for invoices not received by 6/18/13
    - Clearly mark “State Grants”

- Due dates for Payroll
  - Need to follow all June deadlines for Payroll in slides above
State Grants continued

State Grants ending 6/30/2013:

- 7/8 – 7/11/13 – June State invoices prepared
- 7/12/13 – final due date for June invoices to State of RI
**Service Center – Revenues/Rates**

- **7/11/13** – all FY 13 invoicing should be completed

- **7/31/13** – FY 14 rates due in Sponsored & Cost Accounting Office
  - Send packages to Eileen Foxx 874–2351 efoxx@uri.edu
  - No FY 14 billing until rates are approved by Service Center Committee
FY14 Overhead Prorates

- FY 14 rates from budget office **same as FY13**

- Any changes to department allocation overhead prorates (i.e., dean/dept splits), must be received by Sponsored & Cost Accounting no later than 6/14

- Memo from the Dean authorizing allocation is required
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