Office of the Controller
Fiscal Year 2015 Year-End Closing Process

Although there are many important dates in the fiscal closing timetable, we have developed this summary to provide an overview of the most important dates that impact most, if not all, departments/divisions.

The purpose of this document is to list the final dates by which the Controller’s Office must receive various types of fiscal documents in order to ensure they are posted during the fiscal year ending June 30, 2015. The cutoff time on each due date is 4:00 PM, unless noted. Documents received by this office after that time will be deemed to have missed the deadline and will NOT be processed. There will be no exceptions.

Please keep in mind that any documents we receive without all the necessary authorized signatures will be returned to you with a return document form. Since this could result in a deadline being missed, you are urged to route all documents to all necessary intermediaries (i.e. Office of Sponsored Research, Budget Office, Purchasing, Human Resources, etc.) on a timely basis and to follow up with these intermediaries as the due dates get closer.

You may call 874-2378 should you have any questions regarding this timetable.

Wednesday ~ May 27th at 9:00 AM in Hardge Forum in Multicultural Center
The meeting will be to discuss the Year End cutoff procedures.
The goal of these procedures is to make sure that all expenses and revenues relating to FY2015 are recorded in the proper period.
All interested parties are encouraged to attend.

Please see the Controller’s website for forms and other information:
web.uri.edu/controller
## Fiscal Year 2015 Year-End Closing Schedule

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<tr>
<th>DUE DATE</th>
<th>EVENT</th>
<th>RESPONSIBLE OFFICE</th>
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| 6/4/15   | PAYROLL  
- adjustments through pay period 24  
- summer recontracting affecting FY15 need to be processed in PeopleSoft | Payroll Office |
| 6/16/15  | STATE GRANTS ending June 30th - All invoices, etc. for expenditures incurred for these grants must be sent to AP  
- Invoice Vouchers  
- Invoices related to PO’s  
- Subcontractor invoices  
- PO and LVPO Receiving Reports  
- TEV’s for travel completed  
- All Pcard transactions must be approved in PeopleSoft | Accounting Office |
| 6/18/15  | PAYROLL - adjustments for pay period 25 only | Payroll Office |
| 6/24/15  | PAYROLL - all FY15 overtime transfers completed and processed | Payroll Office |
| 6/25/15  | STATE GRANTS - Alternative receiving reports for services/goods received must be recorded and clearly marked “STATE” | Accounting Office |
| 6/28/15  | MISCELLANEOUS FEED - posted to General Ledger (telephone, central mail, printing, GSO) | Financial Reporting Office |
| 6/30/15  | CASH RECEIPTS - (clearly mark deposit slip “FY2015” for cash received by June 30th. Cash Receipts need to be done daily, especially in June.  
- PHYSICAL INVENTORIES - must be completed  
  - Dining  
  - HRL  
  - Bookstore  
  - Health Services  
  - WAJ  
  - Central Stores  
  - Automotive  
  - Printing  
  - Central Receiving | Enrollment Services |
| 6/30/15  | PCARD - all transactions must be approved in PeopleSoft by noon  
- cycle end date is the 25th of the month  
- statements available in afternoon on the 26th  
- activity after the 25th will be charged to next fiscal year | Accounting Office |
| 7/2/15   | PCARD - Reconciliation Packets due | Accounting Office |
| 7/7/15   | NON-CASH RECEIPTS - clearly mark “FY2015” for cash  
- Dining  
- HRL  
- Bookstore  
- WAJ  
- MU  
- Ryan/Boss  
- Health Services | Accounting Office |
| 7/9/15   | ACCOUNTS PAYABLE - any goods or services delivered or performed by June 30th should be recorded in our FY2015 Financial Statements  
- Invoice Vouchers  
- Imprest Cash Vouchers  
- Invoices related to PO’s  
- Internal Payments  
- PO and LVPO Receiving Reports  
- TEV’s for travel completed on or before June 30th | Accounting Office |

Documents are **due by 4:00 PM** in the following office locations:

- **Accounting Office** | Room 103 Carlotti Bldg
- **Financial Reporting Office** | Room 116 Carlotti Bldg
- **Payroll Office** | Room 11 Carlotti Bldg
- **Reconciliation Office** | Room 121 Carlotti Bldg
- **Enrollment Services** | Green Hall
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| 7/10/15  | IMPREST/PETTY CASH - clearly mark deposit slip “FY2015” for cash received by June 30th  
|          | • Imprest Cash Reconciliation for June 30th  
|          | • Petty Cash Annual Confirmation Form | Reconciliation Office     |                |
| 7/10/15  | MISCELLANEOUS REVENUES & RECEIVABLES - any revenue that is earned by June 30th (services performed or goods delivered) must be recorded as revenue in our FY2015 Financial Statements  
|          | • information to invoice any miscellaneous receivable, indicate “FY2015” on document  
|          | • Service Center Invoices  
|          | • Documentation for:  
|          |   o old miscellaneous receivable which needs to be written-off as bad debt  
|          |   o any invoice corrections  
|          |   o any revenue earned by June 30 over $5,000 which has not been collected or invoiced as miscellaneous receivable | Financial Reporting Office |                |
| 7/11/15-8/31/15 | CASH RECEIPTS – Corrections must be sent by journal entry | Financial Reporting Office |                |
| 7/11/15-8/31/15 | MISCELLANEOUS SCHEDULE – certain departments need to provide detailed schedules for A/R, prepaid, deferred revenue and A/P for  
|          | • Dining • HRL • Bookstore • WAJ • MU • Ryan/Boss  
|          | • Health Services | Financial Reporting Office |                |
| 7/13/15  | PHYSICAL INVENTORY - detail valuations of June 30th inventory | Financial Reporting Office |                |
| 7/11/15-8/31/15 | REVENUE/ACCOUNTS RECEIVABLE - related to FY2015 received after July 10th. If you identify FY15 revenue that has not been recorded and amount is over $25,000, please provide details and documentation. | Financial Reporting Office |                |
| 7/13/15  | OTHER ADJUSTMENTS in accounting, except Payroll  
|          | • Journal vouchers for A/P adjustments  
|          | • Journal entries for all other adjustments | Accounting Office |                |
| 7/15/15  | ACCOUNTS PAYABLE - any voucher in budget error must be cleared | Accounting Office |                |
| 7/16/15  | ALTERNATIVE RECEIVING REPORT - for 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. | Accounting Office |                |
| 7/17/15-8/31/15 | ACCRUED EXPENSES - invoices related to FY15 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. | Financial Reporting Office |                |

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- Enrollment Services Green Hall