TO: URI Fiscal Personnel  
FROM: Sharon Bell, Controller  
DATE: May 6, 2014  
RE: Year End Close Deadlines

The purpose of this memorandum 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, 2014. 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 and Sponsor & Cost Accounting Office, 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.

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**Wednesday ~ May 28th 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 FY2014 are recorded in the proper period. **All** interested parties are encouraged to attend.

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Please see the Controller’s website for forms and other information: [web.uri.edu/controller](http://web.uri.edu/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 30th should be recorded in our FY2014 Financial Statements.

- July 10th 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 16th Any voucher in budget error must be cleared

PCARD

- July 2nd Reconciliation Packets due in Accounting Office – 103 Carlotti Bldg.
  - June 25th PCARD cycle end date
  - June 26th PCARD Statements will be available in the afternoon
  - June 30th prior to NOON - All transactions must be approved in PeopleSoft
  - June 26th Any PCARD activity after this date will be charged to FY15

Alternative Receiving Report – for Blanket and Contract Purchase Orders Only

- July 16th 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

Invoices related to FY2014 received after July 16th

- July 17th – August 31st due in Accounting Office – 103 Carlotti Bldg.
  - 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.
Cash Receipts – Clearly mark deposit slip with “FY2014” for cash received by June 30

- June 30th due in Enrollment Services – Green Hall
  - FY14 Cash Receipts (Cash receipts need to be done daily, especially in June)
- July 7th due in Accounting Office – 103 Carlotti Bldg.
  - Non-Cash Receipts (Dining, HRL, Bookstore, WAJ, MU, Ryan/Boss, Health Services)
- July 11th due in Reconciliation Office – 121 Carlotti Bldg.
  - Imprest Cash Reconciliation for June 30
  - Petty Cash Confirmation Forms

Miscellaneous Revenues & Receivables – 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
**Adjustments - Payroll & Other** - *Authorized Signers must approve 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
- **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/](http://web.uri.edu/controller/forms/)
- **June 3rd** Summer Recontracting that affect FY14 need to be processed in PeopleSoft
- **June 24th** All FY14 Overtime Transfers completed and processed

**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