Pre-Closing Guidelines

1. Internal Payroll
   a. If jobs still encumbered, ensure job end date AND department budget table end date occur PRIOR to the project end date.
   b. If job end date OR department budget table end date occur after the project end date, the payroll will default to the department’s overhead account. You must have the department secretary end the job or change the funding source.
   c. If you need to know who the encumbrance is for, an encumbrance report can be run for your project, instructions can be found at www.egr.uri.edu.
   d. If you need to know who was paid on the project, a payroll distribution report can be run for your project. Instructions can be found at www.egr.uri.edu.
   e. Submit IP-2 (Inhouse Payroll Adjustment Form) to correct payroll errors.** Form can be found at www.egr.uri.edu.

2. State Payroll
   a. If an employee is being paid on the state payroll on a project (via a USP-2), confirm there is enough money to pay the employee through the end of the grant.
   b. If there is not enough money, process a USP-2 to end the distribution to the project earlier.

3. Accounts Payable (LVPOs, college requisitions, invoice vouchers)
   a. All items MUST be received by the project end date
   b. All services MUST be performed by the project end date
   c. Ensure all receiving reports are returned to accounting to ensure invoices are paid within 30 days after the project end date.
   d. If you have encumbrances in the operating category, ensure the items/services are received prior to project end date.
   e. If you need to know what expenses are hitting your operating category, the department secretary can run a year-to-date details transaction report for each fiscal year, going back to 7/1/03. Instructions can be found at www.egr.uri.edu.
   f. If you need to move an expense from the project to another chartfield string, a journal voucher form must be submitted. Please see Dean’s Office for assistance.**

4. Cost Centers (phones, mail, etc.) if you are charging costs to this project, inform the cost center the project is ending so they do not bill beyond the project end date.
5. Travel

   a. Travel must be completed by the project end date. Therefore, no expenses (including return date on airfare) can be post the project end date.
   b. Travel Expense Vouchers should be submitted 10 days after the completion of travel (per URI Travel Policy), but must be submitted within 30 days of project end date. If this does not occur, the encumbrance will be released and the money will be returned to the agency and the traveler will no longer be able to submit a TEV and risk several consequences:
      i. URI-paid expenses may be added to the travelers W-2 or 1099
      ii. Future TARs will not be approved
   c. If you have an encumbrance for a trip you will not be taking, submit an amended TAR with expenses of $0. Clearly handwrite at the top AMENDED TAR. This will release the encumbrance.
   d. If you have an encumbrance for a trip you still wish to take and you wish to move the expense to another fund source,** submit an amended TAR with the new chartfield string. Clearly handwrite at the top AMENDED TAR.

6. Project End Date extension if you have requested an extension, contact the Research Office. Requests should be submitted to the agency at least 30 days prior to project end date.

7. Cost Sharing/Matches

   a. If the project was subject to cost sharing/matches, confirm the cost sharing has been met. The cost share account may be viewed in Peoplesoft Reporting as well as in Peoplesoft Financials under Budget Overview.
   b. If cost sharing has not been fulfilled:
      i. For faculty release time process a USP-2

8. Complete final reports in a timely manner.

REMEMBER TWO IMPORTANT TIMING ISSUES!!

You cannot go back to a closed fiscal year beyond September 30th. The University has 90 days to close its books.

Grants must be closed out in 90 days. Therefore, you have up to 30 days after the grant end date to make corrections. However, once you sign the closeout notice and the grant is closed, the University cannot go back to book corrections.

**COST TRANSFERS

If you have determined a correction needs to be made, it is critical that you adhere to the Cost Transfer Policy which can be found at www.egr.uri.edu