Welcome

Next meeting moved to week of commencement or week of Memorial Day
  Next Meeting discussion of year end deadlines
Presentation available on Controller’s website under [News & Updates](#)
Controller’s Website
  Travel & Expense Module Training Videos
  Policy and Procedure Updates
  Staff Contact Information
Mike Khalfayan (Internet Security) will present at May meeting
Purchasing Department

Tracey Angell
Interim Director
Purchasing Updates

- Fiscal Year Deadlines
- PeopleSoft Changes - FAB # and Screening Form
- Purchasing 201 - Coming in April
  - Consultants vs. Independent Contractors
  - RFP Process
  - Writing specifications
Fiscal Year Deadlines

- The memo with the deadlines is available on our website: [https://web.uri.edu/purchasing/news/](https://web.uri.edu/purchasing/news/)
- The first deadline was last Friday, March 16th for FY 19 Blanket POs effective 7/1/18.
- Next deadline is April 2nd for FY 18 purchases over $5000.
PeopleSoft Changes

FAB Numbers, required for items purchased as part of a fabrication on a grant, are now to be entered in PeopleSoft in a designated field. The number will also print on the requisition and on the PO.

Instructions are available on our website and have also been incorporated in the On-Line Requisition manuals.
Purchase Order

Date Ordered: 02/13/2019
Revision: P.O. # 0000101170

Payment Terms: Net 30
Freight Terms: Ship Via
P.O. DESTINATION: Phone

Buyer: Apresso, Tracey
Phone: 401/874-2326
Due Date: 02/28/2018

Bill To: Accounting - arec@etal.uri.edu
URI, Carotti Admin. Bldg.
76 Lower College Rd., Suite 1
Kingston RI 02881
(401) 874-7553

Ship To: University of Rhode Island
Purchasing Department
10 Toottell Rd., Suite 3
Kingston RI 02881

Tax Exempt? Y Tax Exempt Id: 189

Line # Item/Description Quantity UOM PO Price Extended Amt Due Date
1-1 Fabrication Equipment (Test) 1.00 EA 5,000.00 5,000.00 02/28/2018

Amount: 5,000.00

NOTES TO VENDOR:
THE ABOVE PO MUST APPEAR ON ALL INVOICES

Rhode Island law requires that an MSDS be provided for each product containing hazardous chemicals as defined by OSHA and Rhode Island regulations. Please include a copy with the shipment and send an additional copy to the Department of Public Safety, Environmental Health and Safety, 177 Plains Road, Kingston, RI 02881.

This purchase is made in accordance with the General Conditions of Purchase of the Board of Governors for Higher Education, copies of which are available at http://web.uri.edu/purchasing/.

Every person or business entity providing goods or services at a cost of $5000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable campaign contributions have been made. (RI General Law 17-27) Forms can be obtained at the Board of Elections, Campaign Finance Division, 50 Branch Avenue, Providence, RI, 02904 (401-222-2056).

INTERNAL USE ONLY
Period Accounts Projects Activity Category Requisition # PO Type FAB
FY2016 9663-100-4055-0000 669A 5,000.00 97314 81 123
Purchasing 201 - Coming Soon

- Consultants vs. Independent Contractors
- RFP Process
- Writing Specifications
Consultants vs. Independent Contractors

Hiring of an individual requires that the Questionnaire be completed first. If it is determined that it is a contract employee, it will be processed on internal payroll. If not, it is to be submitted to Purchasing with a college requisition.

**Consultant**
- Offers expert advice to be used at the discretion of the contracting department.
- Cannot be processed on an LVPO.
- Requires approvals outside URI - through the Council on Postsecondary Education.

**Independent Contractor**
- Provides a service or product (analysis, data, etc.)
- Can be processed on an LVPO.
RFP Process

- New template - available on our website.
- How to determine when you should be doing an RFP.
- How to evaluate an RFP.
- New requirements from the MBE and EEO Offices.
Writing Specifications

- What does Purchasing need?
- What resources are available to you?
- How to assess what is needed to ensure that the bid you receive is for the product or service that you want.
Human Resources

Laura Kenerson
Director of Personnel Services
Paula Murray
Senior Information Technologist
Sponsored & Cost Accounting

Michele Wood
Associate Controller
F&A (Indirect) Cost Rate Update

- Rate package was submitted to US Dept of Health & Human Services end of December 2017
- Calculated rate for research submitted was approximately 60%
- Expect the negotiation process to result in an approved rate between current rate of 53.5% and 60%
- No date communicated yet for review, site visit and negotiation phase
- Provisional rate of 53.5% remains
- Increase in rate due mainly to depreciation on new buildings, library study and utility cost adjustment
- Working on F&A rate projection and updated DS-2 statement
Issues & Trends in Sponsored Projects

Invoicing

- Notices of awards with accompanying purchase orders are becoming more problematic
  - Start and end dates are very important to confirm if not clear
- Some state invoicing periods end 6/30/18 - should review now for spending/closeout actions
- More documentation is being asked for on a routine basis
- If you have a grant that has a very short period of performance (less than a year), please email me
Grants Portal - review/update

- Grants portal enables you to view grants at the award level, and drill to project
- Invoice and payment details are available
- Payroll transactions by employee are available
- Award attachment links to our billing analysis/review
- Security assigned by department/PI
- Training is available; contact me
Grants Portal - award detail

<table>
<thead>
<tr>
<th>Sponsor</th>
<th>Budgeted</th>
<th>Expended</th>
<th>Encumbered</th>
<th>Pre-Encumbered</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOTRAV</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>EQUIP</td>
<td>14,121.78</td>
<td>14,121.78</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>FRINGE</td>
<td>1,651.19</td>
<td>1,651.19</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>GRADST</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>OSRPER</td>
<td>0.00</td>
<td>2,310.00</td>
<td>0.00</td>
<td>0.00</td>
<td>-2,310.00</td>
</tr>
<tr>
<td>OTHER</td>
<td>17,727.02</td>
<td>24,162.00</td>
<td>0.00</td>
<td>0.00</td>
<td>-6,434.98</td>
</tr>
<tr>
<td>OTPERS</td>
<td>2,310.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,310.00</td>
</tr>
<tr>
<td>SUPL</td>
<td>6,435.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,435.00</td>
</tr>
<tr>
<td>UNGRAD</td>
<td>27,754.11</td>
<td>27,754.11</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Direct: 70,000.00 69,999.08 0.00 0.00 0.92
Total FA: 0.00 0.00 0.00 0.00 0.00
Total: 70,000.00 69,999.08 0.00 0.00 0.92
Grants Portal - invoicing & payment
Grants Portal - award attachment

<table>
<thead>
<tr>
<th>Award Title</th>
<th>Contact PI</th>
<th>Sponsor</th>
<th>Award Status</th>
<th>Department</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Total Funded Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tom Alston</td>
<td>Brown University</td>
<td>Accepted</td>
<td>Food Science And Nutrition</td>
<td>08/01/2014</td>
<td>05/01/2017</td>
<td>$553,791.28</td>
</tr>
</tbody>
</table>

**Award Type:** SubContract  
**Purpose:** BARE  
**Basic Rate:** $20,000  
**Financial Calculating Option:**  
- Balance: $20,000  
- Budget Period: As of Date  
- Account:  
- Include FA:  
- Recalculate: [Button]
Service Centers

- Timeline change for FY19 rates to be later (July 2018)
- If you would like your rate to be approved prior to the year end, please contact Ann and I
- Ann to be sending info out in May/June
- Try to use same process for budget office request as for service center budgets
- Surplus/deficit if significant after year end closed will be reviewed and rates adjusted if necessary
Agency Audits

- August 2015  Dept of Interior - report issued; questions remedied
- February 2016  NOAA - no report yet
- March 2016  Department of Justice - report; no resolution yet
- April 2016  USDA/FNS site visit - no report issued
- May 2016  SBA financial review; refund of approximately $400 and various recommendations
- March 2018  NSF virtual visit - in process

*If you receive audit notifications forward immediately to Controller, SCA and OSP*
Agency Audits/Reviews

- **Common audit steps**
  - Verification of payroll to source documentation
  - Review for unallowable expenditures
  - Review of supplies
  - Review of service center charges

If you have questions on whether your costs belong on the grant - do not assume - contact your OSP analyst

Ensure expenditures posted to the grant are always **allowable, allocable and reasonable** *(Uniform Guidance Subpart E Composition of Costs)*
Accounting
Doreen Bolster
Associate Controller
PCards and Travel Cards

- Currently have 463 PCards and 831 travel cards for a combined total of 1,294 active cards
- 22% increase in total cards over prior year mainly due to increase in # of travel cards
- We ask that new travel card applications be completed only if a Travel Authorization (TA) is in place, if travel will be occurring in the near future or if the nature of the traveler’s work includes having to travel on short notice.
- New travel card applications take at least 3 weeks before card is issued. Also, note that training is required before the travel card is ordered.
PCard Violations

- Items to be aware of when using PCard:
  - Include proof of delivery
  - Delivery should be to URI location (unless pre-approval has been obtained)
  - Sales tax should not be charged
  - Make sure all purchases have a supporting receipt, receipts have proper detail and are legible
  - Make sure to scan Fund 500 receipts to PeopleSoft
  - Non-allowable purchases
  - Make sure all hard copy documentation is signed
  - Packets are filed on a timely basis
Travel Reminders

- Travel Authorization **must** be in place prior to booking any travel
- Any incidental or room service charges incurred at hotel **must** be charged to a personal credit card at checkout
- Itemized/detailed receipts must be provided for all purchases **even if purchase was made with URI travel card**
- Combined business and personal travel
  - Must obtain 2 airfare quotes **at the time of booking**
    1. Quote for business dates only
    2. Quote with combined business and personal dates (this would be the actual flight cost)
  - Must attach both quotes to Expense Report
  - Least costly flight will be reimbursed
  - Only seek reimbursement for business portion of all other expenses associated with the trip
  - Also, see information regarding the combination of personal and business travel on the Controller’s website

[http://web.uri.edu/controller/files/Personal_Time_with_Business_Travel.pdf](http://web.uri.edu/controller/files/Personal_Time_with_Business_Travel.pdf)
International Travel Reminders

- International Travel Insurance (URI sponsored carrier is CISI)
  - Mandatory for all URI employees and students
  - Coverage includes - Medical, emergency evacuation and repatriation
  - Optional coverage (non-reimbursable) includes - trip cancellation, trip delay, personal property coverage, liability, phone coverage, etc.
  - Eligibility - URI employees and students, and their dependents and spouses (non-reimbursable)
  - Pricing - $10.60 weekly; (additional fee for dependents and spouses)
  - Payment - URI Travel card or personal credit card
  - Enrollment - Online via the Risk Management website
International Travel Reminders

- Export Control Form:
  - Export Control International Travel Form required for all international travel regardless of funding source
  - Attach completed form to Travel Authorization
Foreign Currency Conversions

- Traveler needs to complete all foreign currency conversions into US dollars
- Make sure to use date closest to date of purchase
- Backup documentation needs to be attached
- Most popular conversion website is www.oanda.com
Invoice Vouchers

- **Signature Authority**
  - We are finding an increase in Invoice vouchers with unauthorized signatures
  - Please ensure approval signatures are in accordance with the signature authority for the respective chartfield strings being charged before sending to Accounting
  - If charging Fund 500 and/or Fund 401, please obtain OSP and/or URI Foundation signature before sending to Accounting
Payments for Goods and Services

- Increase in Invoice Vouchers received for payments for services. Many have been sent back to respective Department.
- Purchases of goods and services should be done via a Purchase Order prior to actual purchase.
- When hiring individuals, complete the Independent Contractor Form and forward to HR for determination of whether individual should be treated as an employee or independent contractor.
- If determined to be an independent contractor, vendor should complete the vendor registration process and a purchase order should be completed.
- Determine proper type of purchase order based on dollar amount of purchase, invoicing/payment terms and funding source.
Supporting Documentation

- Receipts need to be legible
  - Receipts must be itemized - restaurants, hotels, etc.
  - Backup documentation must be single sided
  - When taping receipts on to an 8½ x 11 paper, do not cover wording with tape
  - Do not write any information on back of receipt
  - Do not have receipts overlap each other
  - When listing attendees make sure full name, job title and department/company/outside agency are listed
W-2 Request for Duplicates

- BOTH State and Inhouse Payrolls

- Request by email include employee name, ID number, delivery method (address or pickup) and whether it’s the State or University W-2
  - A-L Beth Ulricksen bulricksen@uri.edu
  - M-Z Chris Morelli cmorelli1@uri.edu

- State and Inhouse employees should change their addresses as needed.
  - State employees - paper USP-5 forms
  - Inhouse employees - online in eCampus
PeopleSoft Payroll Issues

- Inhouse Payroll
  - JOB DATA (esp. contracts)
  - Difficulties changing any contract job data elements without adversely affecting the University’s ability to pay correctly.

MAKE SURE DATA IS CORRECT BEFORE ENTRIES ARE SAVED!!

- We are currently working with HR, the Provost Office and the Grad School to develop system improvements.
PeopleSoft Financials

Dave Hansen
Associate Director
PeopleSoft 9.2 Upgrade

- Move to Supported version of PeopleSoft
  - 9.1 Support ended 12/31/2017
- Maintain Current Functionality from 9.1
  - Most customizations will be brought forward if possible -
- Timeline is extremely short - Oct Go live
  - Limit Scope creep by sticking to the plan.
  - Freeze production to allow team to focus on Upgrade.
  - Oct 1 - Oct 8 - Expense report processing will be stopped first week in Oct during accounting close to prepare for Upgrade - can’t have Expense reports in Workflow.
Timeline

- Pre-Upgrade Planning Hypergen BPTs: 1/1/2017 – 3/31/2017
- Pass 1 Functional and Technical Assessment: 10/31/2017 - 3/14/2017
- Development Unit Testing/Customization Process tested: 3/24/18 6/30/18
- Test Move **Dry Run Pass**: 9/28/2018 – 10/01/2018
- Go-live **PROD**: 10/9/2018

Project Management / Change Management