Year End Deadlines

» URI “final” audited Financial Statements are due to RI Auditor General by September 30th
  » State will *not* grant extensions
  » Auditors – O’Conner & Drew

» URI Year-End deadlines will not be extended, no exceptions

» “Year End Close Deadlines” memo
  http://web.uri.edu/controller/news.html
<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>EVENT</th>
<th>RESPONSIBLE OFFICE</th>
</tr>
</thead>
</table>
| Friday, June 7 | PAYROLL • adjustments through pay period 24  
• summer recontracting affecting FY19 needs to be processed in PeopleSoft  
• College Work Study Adjustments                                      | Payroll Office     |
| Tuesday, June 11 | STATE GRANTS ending June 30th - All invoices, etc. for expenditures incurred for these grants must be sent to AP  
• Invoice Vouchers  
• Invoices related to PC's  
• Subcontractor Invoices  
• PO and LVPO Receiving Reports  
• Travel Expense Report for travel completed  
• All PCard transactions must be approved in PeopleSoft | Accounting Office   |
| Thursday, June 20 | PAYROLL - adjustments for pay period 25 only                          | Payroll Office     |
| Wednesday, June 26 | PAYROLL - all FY19 overtime transfers completed and processed         | Payroll Office     |
| Thursday, June 27 | MISCELLANEOUS FEED - posted to General Ledger (telephone, central mail, printing, GSO) | Accounting Office   |
| Friday, June 28 | CASH RECEIPTS - (clearly mark deposit slip “FY’20-19” for cash received by June 30th). Cash Receipts need to be done daily, especially in June. | Enrollment Services |
| Phyiscal Inventories must be completed  
Dining • HRL • Bookstore • Health Services • WAIJ  
Central Stores • Automotive • Printing • Central Receiving | Financial Reporting Office |
| 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 27th  
• transactions posted after the 25th will be charged to next fiscal year | Accounting Office     |
| Monday, July 1 | PCARD - Reconciliation Packets due                                    | Accounting Office   |
| Friday, July 5 | NON-CASH RECEIPTS - clearly mark “FY2019” for cash  
Dining • HRL • Bookstore • WAIJ • MU • Ryan/Boss  
Health Services | Financial Reporting Office |
| Tuesday, July 9 | ACCOUNTS PAYABLE - any goods or services delivered or performed by June 30th should be recorded in our FY2019 Financial Statements  
• Invoice Vouchers  
• Prepaid Cash Vouchers  
• Invoices related to PC’s  
• Internal Payments  
• PO and LVPO Receiving Reports  
• Travel Expense Reports for travel completed on or before June 30th | Accounting Office  |
<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>EVENT</th>
<th>RESPONSIBLE OFFICE</th>
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</thead>
<tbody>
<tr>
<td>June 30th</td>
<td>IMPREST/PETTY CASH - clearly mark deposit slip “FY2019” for cash received by June 30th</td>
<td>Reconciliation Office</td>
</tr>
<tr>
<td></td>
<td>• Imprest Cash Reconciliation for June 30th</td>
<td></td>
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<tr>
<td></td>
<td>• Petty Cash Annual Confirmation Form</td>
<td></td>
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<tr>
<td></td>
<td>MISCELLANEOUS REVENUES &amp; RECEIVABLES - any revenue that is earned by June 30th (services</td>
<td>Financial Reporting Office</td>
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<tr>
<td></td>
<td>performed or goods delivered) must be recorded as revenue in our FY2019 Financial</td>
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<td>Statements</td>
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<td></td>
<td>• information to invoice any miscellaneous receivable, indicate “FY2019” on document</td>
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<tr>
<td></td>
<td>• Service Center Invoices</td>
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<td></td>
<td>• Documentation for:</td>
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<td></td>
<td>• old miscellaneous receivable which needs to be written-off as bad debt</td>
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<td></td>
<td>• any invoice corrections</td>
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<td>• any revenue earned by June 30 over $5,000 which has not been collected or invoiced</td>
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<td></td>
<td>as miscellaneous receivable</td>
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<td></td>
<td>CASH RECEIPTS – Corrections must be sent by journal entry</td>
<td>Financial Reporting Office</td>
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<td>MISCELLANEOUS SCHEDULE – certain departments need to provide detailed schedules for</td>
<td>Financial Reporting Office</td>
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<td>A/R, prepaid, deferred revenue and A/P for</td>
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<td></td>
<td>• Dining • HRL • Bookstore • WAJ • MU • Ryan/Boss</td>
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<td></td>
<td>• Health Services</td>
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<tr>
<td></td>
<td>PHYSICAL INVENTORY - detail valuations of June 30th inventory</td>
<td>Financial Reporting Office</td>
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<tr>
<td></td>
<td>FUND 500 JOURNAL ENTRY (OSP Approved) – Examples include Endeavor,</td>
<td>Sponsored &amp; Cost</td>
</tr>
<tr>
<td></td>
<td>Foreign Cash Clearing Deficit Transfer Adjustments/Corrections</td>
<td>Accounting Office</td>
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<tr>
<td>Wednesday</td>
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<td>July 10</td>
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<tr>
<td>July 11 thru</td>
<td>REVENUE/ACCOUNTS RECEIVABLE - related to FY2019 received after July 10th. If you identify</td>
<td>Financial Reporting Office</td>
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<tr>
<td>August 31</td>
<td>FY19 revenue that has not been recorded and amount is over $25,000, please provide details</td>
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<td></td>
<td>and documentation</td>
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<tr>
<td>Monday</td>
<td>OTHER ADJUSTMENTS in accounting, except Payroll</td>
<td>Accounting Office</td>
</tr>
<tr>
<td>July 15</td>
<td>• Journal vouchers for A/P adjustments</td>
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<td></td>
<td>• Journal entries for all other adjustments</td>
<td></td>
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<tr>
<td>Tuesday</td>
<td>ACCOUNTS PAYABLE - any voucher in budget error must be cleared</td>
<td>Accounting Office</td>
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<td>July 16</td>
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<tr>
<td>July 16 thru</td>
<td>ACCRUED EXPENSES - invoices related to FY19 received after July 15th. If you identify</td>
<td>Financial Reporting Office</td>
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<tr>
<td>August 31</td>
<td>expenses for goods or services incurred by June 30 over $25,000 that was not recorded or</td>
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<td></td>
<td>reported on alternative receiving report, please provide details and documentation</td>
<td></td>
</tr>
</tbody>
</table>
June 7th – Payroll Adjustments through PP 24

June 11th – State Grants

June 20th – Payroll Adjustments for PP 25 only

June 26th – OT Transfers completed

June 27th – Misc Feeds due

June 28th - PCard; Inventories, Cash Receipts
Calendar - July

July 1st – PCard Packets Due

July 5th – Non-cash receipts

July 9th – Accounts Payable; Travel reports

July 10th – Imprest Cash Receipts, Misc Revenues and Receivables; Cash Receipts corrections, Misc Schedules, Fund 500 JE

July 15th – ARR’s and Other Adjustments

July 16th – AP budget errors cleared

July 16th – August 31st Expenses over $25K
Cell Phone Stipends FY20

- Researching new process to pay stipends
- Working with UCS on implementing process
- Communication mid June with new process
Payroll

Jim Cacciola, Assistant Controller
Payroll Year End Deadlines

- **June 7**
  - Adjustments through pay period 24
  - Summer recontracting affecting FY19 needs to be processed in PeopleSoft!

- **June 20**
  - Adjustments for pay period 25 only

- **June 26**
  - Overtime transfers completed and processed - due in Payroll Office
  - Adjustments to pay period 26
    - cannot make any adjustments due to time constraints
    - Make sure distributions are correct
  - **Authorized signers must approve adjustments**
Payroll Accruals

- PP 01 of FY2020 (6/23/19 - 7/6/19) Paid 7/12/19
  - 5 working days in PP 01 = 50% Accrual
  - Both State and Internal payroll accruals will be calculated at 50% of pay period 1 salaries
  - Need notification of any organizational change (CFS changes) will occur at the beginning of the fiscal year (FY20)
    - Send an email to Cindy Mace with a copy to Jim Cacciola
Sponsored & Cost Accounting

Michele Wood, Associate Controller
Any fund 500 journal entries need to be submitted by **Wednesday 7/10/19** for posting

Examples include Endeavor, Foreign Cash, Clearing Deficit Transfer, Adjustments/Corrections

**State Grants** - usually invoice by 6/30 and then another in early August once June closes

**Other Grants** - if required, we will do a June invoice; if not we will do a cumulative invoice in July (i.e., letters of credit)

**F&A Prorates** - may be changing effective 7/1. If your department/PI split changes, please send me a memo from Dean by **Friday 6/14/2019**

**Service Center Updates** - rates need to be to Ann Cannon early August (after June year end)
Federal Agency Draw Deadlines

- 90 day Uniform Guidance close out period is to complete the draw process
  
  **DOES NOT MEAN YOU CAN POST TRANSACTIONS FOR 90 DAYS AFTER THE GRANT END DATE**

- assume if expense posts after 30 days after grant end date it will not be drawn

- late transactions delay issuing financial reports past due date
Update on URI Indirect Cost Rate

- Department of Health & Human Services auditor was on campus in early April to review, interview, inspect the selected Principal Investigator rooms, equipment, activities
- DHHS is analyzing the results
- Next phase is rate negotiation
Agency monitoring

Monitoring (audits, reviews - financial and/or programmatic) is active

- National Parks Service audit (2015/2016; complete)
- DoJ OIG audit 2016 (do not have final report)
- NSF desk review (March 2018; complete)
- NSF OIG review (March 2019)
- DoJ compliance visit (May 2019; do not have final report)
- SBA review - every other year

Late activity is a risk factor (reporting, draws, etc.)
Understanding of terms and conditions is key; use your agency contact if questions
General Accounting

Doreen J. Bolster, Associate Controller
Critical Deadlines

- Critical Deadlines to pay attention to:
  - State Grant Deadlines - June 11th
  - Miscellaneous Feeds - June 27th
    - Telephone, printing, automotive
  - Purchase Card - June 28th all transactions must be approved in PS by Noon
  - Accounts Payable - July 9th
    - Invoices
    - Receiving Reports
    - Invoice Vouchers
    - Travel Expense Reports
    - Budget errors cleared by July 16th
  - Alternative Receiving Reports - July 15th
  - Adjustments due - July 15th
Purchase Card

- June 28th all transactions must be approved in PeopleSoft by noon
  - cycle end date is the 25th of the month
  - statements available in afternoon on the 27th
  - transactions posted after the 25th will be charged to next fiscal year

- July 1st Reconciliation packets due in Accounting Office – 103 Carlotti Bldg.
Alternative Receiving Reports

- July 15th due in Accounting Office - 103 Carlotti Bldg
  - 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
  
- Required forms are available on the Controller’s website [https://web.uri.edu/controller/forms/](https://web.uri.edu/controller/forms/)
Travel Expense Reports - for travel completed on/or before June 30, 2019:

- **July 9th** - due on-line and hard copy in Accounting Office - 103 Carlotti Administration Building
  - Expense Reports must be fully approved through workflow and have a valid budget status
  - Failure to submit on time - Travel Expense charged to FY20

- When submitting Expense Report make sure all receipts are scanned and attached to Expense Report and all receipts are submitted with the hard copy.
- In all cases, the receipts attached electronically should mirror the hard copy receipts sent in with the Expense Report
Reminder - Review **queries** to identify the following:

- **Travel Authorizations** in place for which travel end dates have passed to follow up on the submittal of the Expense Report;
- **Unassigned Wallet Transactions** to remind traveler to start their Expense Report and if travel occurred in FY19 to submit Expense Report asap;

  - **Travel Authorizations**: U_FEX_DEPARTMENTAL_TRAVEL_DEPT
  - **Expense Reports**: U_FEX_ER_BY_DEPT
  - **Wallet Transactions**: U_FEX_MYWALL_VW_UNASN

- **Travel Agency** - The University has a contract with **Short’s Travel Management Company**. **All international flights** must be booked through Shorts for all funding sources. **All domestic flights** for travel on state funding must be booked through Short’s.
Travel

- 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
  - We require that the traveler use their personal credit card to pay for the flight in this case
  - 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)
Business Meals Reimbursement

To comply with IRS Publication 463 sufficient evidence must be provided to support that a business meal was required to conduct university business. This form must accompany all requests for business meals reimbursement.

The complete restaurant receipt should be included along with a specific business purpose and the first and last names of participants. If there are more than twelve participants, you can refer to the group with a name as long as it is descriptive enough to identify affiliation.

<table>
<thead>
<tr>
<th>Employee Name Requesting Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Title:</td>
</tr>
<tr>
<td>Employee Department:</td>
</tr>
<tr>
<td>Date of Meal:</td>
</tr>
<tr>
<td>Time of Meal:</td>
</tr>
<tr>
<td>Total Reimbursement Requested:</td>
</tr>
<tr>
<td>Location of Meal:</td>
</tr>
<tr>
<td>Business Purpose of Meal*:</td>
</tr>
<tr>
<td>Names &amp; Tites of 12 or less URI employees participating:</td>
</tr>
<tr>
<td>Name of group if 13 or more URI employees participating: Must reflect URI affiliation.</td>
</tr>
<tr>
<td>Names of URI hosted guests and their business affiliation:</td>
</tr>
</tbody>
</table>

- Refer to Food & Beverage Policy A.36 for reimbursement guidelines.
- Receipts must be submitted, itemized and show proof of payment for reimbursement.
- This document must be attached to the Invoice Voucher.

* The Controller’s Office reserves the right to request additional information if the business purpose is not clear.
PeopleSoft Financials

Dave Hansen, Associate Director
Report Schedule

- Year-End Report Schedule
  - FY2019 – Daily through 3rd week in July
  - FY2019 – Weekly after 3rd week in July
  - FY2020 – Weekly through 3rd week of July
  - FY2020 – Daily after 3rd week of July