



Office of the Controller Fiscal Year 2023 Year-End Closing Process

The University Controller's Office thanks you in advance for your assistance with fiscal year activities.

This Fiscal Year End Memo provides guidance to help ensure the year-end closing processes are as smooth as possible. 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 and divisions.

This document lists the final dates the Controller's Offices must receive various types of fiscal documents to ensure they are posted during the fiscal year ending June 30, 2023. 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. 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 Projects, Budget Office, Foundation, Purchasing, Human Resources, etc.) on a timely basis and to follow up with these intermediaries as the due dates get closer.

Please distribute this memo to faculty and staff who have fiscal responsibilities on behalf of the University of Rhode Island.

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

Controller's Financial Administration Year End Meeting
Wednesday ~ May 31, 2023 at 10:00 AM
Virtual Meeting

The year will be a virtual year-end meeting with the Controller's staff addressing your pre-solicited questions and concerns.

Send your questions and concerns to [Christine Sullivan](#), and she will gather and have them prepared for the staff to address.

All interested parties are encouraged to participate.

Please see the Controller's website for forms and other information:
web.uri.edu/controller

Fiscal Year 2023 Year-End Closing Schedule

DUE DATE	EVENT	RESPONSIBLE OFFICE
Thursday June 8	STATE GRANTS ending June 30 th - All invoices, etc. for expenditures incurred for these grants must be sent to AP <ul style="list-style-type: none"> • Invoice Vouchers • Invoices related to PO's • Subcontractor invoices • PO and LVPO Receiving Reports • Travel and Non-Travel Employee Reimbursement Reports • All PCard transactions must be approved in PeopleSoft 	Accounting Office
Friday June 16	PAYROLL <ul style="list-style-type: none"> • adjustments through pay period 25 (pay period ending June 3, 2023) • summer re-contracting affecting FY2023 needs to be processed in PeopleSoft • College Work Study Adjustments 	Payroll Office
Thursday June 29	PAYROLL - adjustments for pay period 26 only (pay period ending June 17, 2023)	Payroll Office
Thursday June 22	MISCELLANEOUS FEED - posted to General Ledger (telephone, central mail, printing, GSO)	Accounting Office
Friday June 30	CASH RECEIPTS - (clearly mark deposit slip "FY2023" for cash received by June 30 th . Cash Receipts need to be done daily, especially in June.	Enrollment Services
	PHYSICAL INVENTORIES - must be completed <ul style="list-style-type: none"> • Dining • HRL • Bookstore • Health Services • WAJ • Central Stores • Automotive • Printing • Central Receiving 	Financial Reporting Office
	PCARD - all transactions must be approved in PeopleSoft by noon on June 30 th . <ul style="list-style-type: none"> • cycle end date is the 26th of the month • statements available in afternoon on the 27th • transactions posted after the 26th will be charged to next fiscal year 	Accounting Office
Monday July 3rd	NON-CASH RECEIPTS - clearly mark "FY2023" for cash. <ul style="list-style-type: none"> • Dining • HRL • Bookstore • MU • Ryan/Boss • Health Services 	Financial Reporting Office
Wednesday July 5	PAYROLL - all FY2023 overtime transfers completed and processed	Payroll Office
Wednesday July 5	IMPREST/PETTY CASH - clearly mark deposit slip "FY2023" for cash received by June 30 th <ul style="list-style-type: none"> • Imprest Cash Reconciliation for June 30th • Petty Cash Annual Confirmation Form 	Reconciliation Office
	MISCELLANEOUS REVENUES & RECEIVABLES - any revenue that is earned by June 30 th (services performed or goods delivered) must be recorded as revenue in our FY2023 Financial Statements <ul style="list-style-type: none"> • information to invoice any miscellaneous receivable, indicate "FY2023" on document • Service Center Invoices • Documentation for: <ul style="list-style-type: none"> ○ old miscellaneous receivable which needs to be written-off as bad debt ○ any invoice corrections any revenue earned by June 30 over \$5,000 which has not been collected or invoiced as miscellaneous receivable	Financial Reporting Office
	CASH RECEIPTS – Corrections must be sent by journal entry	
	MISCELLANEOUS SCHEDULE – certain departments need to provide detailed schedules for A/R, prepaid, deferred revenue and A/P for <ul style="list-style-type: none"> • Dining • HRL • Bookstore • MU • Ryan/Boss • Health Services 	
	PHYSICAL INVENTORY - detail valuations of June 30 th inventory	
	FUND 500 JOURNAL ENTRY (OSP Approved) – Examples include Endeavor, Foreign Cash Clearing Deficit Transfer, Adjustments/Corrections	Sponsored & Cost Accounting Office

Fiscal Year 2023 Year-End Closing Schedule

DUE DATE	EVENT	RESPONSIBLE OFFICE
Friday July 7	PCARD - Reconciliation Packets due	Accounting Office
Monday July 31	REVENUE/ACCOUNTS RECEIVABLE - related to FY2023 received after July 5 th . If you identify FY2023 revenue that has not been recorded and amount is over \$25,000, please provide details and documentation.	Financial Reporting Office
Wednesday July 12	ACCOUNTS PAYABLE/TRAVEL & EXPENSES - <i>any goods or services delivered or performed by June 30th should be recorded in our FY2023 Financial Statements</i> <ul style="list-style-type: none"> Invoice Vouchers Invoices related to PO's Internal Payments PO and LVPO Receiving Reports Alternative Receiving Reports (Blanket and Contract PO's) Journal Vouchers for AP Adjustments Journal Entries for all other Adjustments Travel Expense Reports for travel completed on or before June 30th Non-Travel Employee Reimbursements purchased on or before June 30th 	Accounting Office
Friday July 14	ACCOUNTS PAYABLE - any voucher, expense report or journal entry in budget error must be cleared	
Monday July 31	ACCRUED EXPENSES - invoices related to FY23 received after July 12 th 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

Documents are **due by 4:00 PM**

Accounting Office	Room 103 Carlotti Bldg		
send invoice vouchers, invoices, receiving reports, customer statements and any questions related to invoices or purchase orders			aprec@etal.uri.edu
send PCard reconciliations			pcard@etal.uri.edu
Financial Reporting Office	Room 116 Carlotti Bldg	Dave Gentile	Financial_reporting@etal.uri.edu
Payroll Office	Room 11 Carlotti Bldg	Mary Strawderman	msilvia@uri.edu
Reconciliation Office	Mailbox in room 103 Carlotti Bldg	Savita Potty	psavita@uri.edu
Enrollment Services	Green Hall		