THE
UNIVERSITY
OF RHODE ISLAND

Office of the Controller
Sharon B. Bell

TO: URI Fiscal Personnel

FROM: Sharon Bell, Controller

DATE: April 4, 2013

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 accounting documents in order to ensure they are posted during the fiscal year ending June 30, 2013. The cutoff time on each due date is 4:00 PM. 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.

Wednesday ~ May 29th 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 FY2013 are recorded in the proper period.
All interested parties are encouraged to attend.

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

110 Carlotti Bldg, 75 Lower College Road, Kingston, RI 02881 USA
p: 401.874.2378 f: 401.874.2589
uri.edu/controller

Accounts Payable – Invoice Vouchers, Imprest Cash Voucher, 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 FY2013 Financial Statements.*

- 7/11/13 due in Accounting Office – 103 Carlotti Bldg. / 111 OSEC Bldg at GSO
  - 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 FY2013
  - PO Receiving Report for those 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)
- 7/17/13 Any voucher in budget error must be cleared

PCARD

- 6/27/13 PCARD Statements will be available in the afternoon
- 6/28/13 prior to 4:00 PM All Transactions must be approved in PeopleSoft
- 7/2/13 Reconciliation Packets due in Room 103 Carlotti
- Any PCARD activity after 6/26/13 will be charged to FY14

Alternative Receiving Report – for Blanket and Contract Purchase Orders Only

- 7/17/13 due in Accounting Office – 103 Carlotti Bldg.
  - This report should only list those expenditures where the goods or services incurred by June 30th and invoice has not been or will not be received by the year end cut off date and an accrual needs to be recorded. This form is available on the Controller's website: http://www.uri.edu/controller/forms.html

Invoices related to FY2013 received after 7/17/13

- 7/18/13 – 8/31/13 Accrual Expenses – If you identify FY13 expense over $25,000 that was not recorded or reported on alternative receiving report, please provide details and documentation to Controllers Office – 103 Carlotti Bldg.

Cash Receipts – C*learly mark deposit slip with "FY2013" for cash received by June 30th*

- 6/28/13 due in Enrollment Services – Green Hall
  - FY13 Cash Receipts (Cash receipts need to be done daily, especially in June)
- 7/5/13 due in Accounting Office – 103 Carlotti Bldg.
  - Non-Cash Receipts (Dining, HRL, Bookstore, WAJ, MU, Ryan/Boss, Health Services)
- 7/12/13 due in Reconciliation Office – 103 Carlotti Bldg.
  - Imprest Cash Reconciliation for June 30
  - Petty Cash Confirmation Forms

Miscellaneous Revenues & Receivables – *Any revenue that is earned by June 30th (services performed or goods delivered) must be recorded as revenue in the Financial Statements.*

- 7/10/13 due in Student Loan/Receivables Office – Roosevelt Hall
  - Information to invoice any miscellaneous receivable, indicate "FY2013" on document
  - Any documentation on old miscellaneous receivable which needs to be a write-off as bad debt or invoice corrections
- 7/10/13 due in Financial Reporting – 114 Carlotti Bldg.
  - Documentation on any revenue earned by June 30th over $5,000 which has not been collected or invoiced as miscellaneous receivable

Revenues related to FY2013 received after 7/10/13

- 7/11/13 – 8/31/13 Revenues/Accounts Receivable – If you identify FY13 revenue that has not been recorded and the amount is over $25,000, please provide details and documentation to Financial Reporting Department – 114 Carlotti

Adjustments - Payroll & Other - *Authorized Signers must approve adjustments*

- 6/4/13 due in Payroll Office – 11 Carlotti Bldg.
  - Payroll adjustments through pay period 24
- 6/18/13 due in Payroll Office – 11 Carlotti Bldg.
  - Payroll adjustments for pay period 25 only
- 7/11/13 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://www.uri.edu/controller/forms.html
- 6/4/13 SR-1 Summer Recontracting that affect FY13 need to be processed in PeopleSoft
- 6/25/13 All FY13 Overtime Transfers completed and processed

Miscellaneous Schedules

- 6/28/13 Miscellaneous feeds posted to General Ledger (telephone, central mail, printing, GSO)
- 7/11/13 due in Accounting Office – 103 Carlotti Bldg.
  - 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

- 6/28/13 Physical Inventories must be complete (Dining Services, HRL, Bookstore, Health Services, WAJ, Central Stores, Automotive, Printing, Central Receiving)
- 7/10/13 due to Cindy Mace – 116 Carlotti Bldg.
  - Detail valuations of June 30th inventory