

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officer
All Agencies

DATE: July 19, 2017

FROM: Louise M. Sawtelle
Associate Controller - Operations

SUBJECT: CFO 18-01 Adil Reports Posted on the Controller's Website

Starting with the first pay period of FY 2018, the Controller's Office will post the following reports regarding the Adil contract payroll to the website:

Activity Report (fka Payment Report):

Each pay period, Adil provides the State a detailed listing of each employee, the total hours worked for the pay period and the purchase order information provided by the agency. This represents what Adil has paid the employee. This may not represent what has been paid to Adil, matched to your purchase orders and charged to your accounts.

Kick-out Report:

For each applicable pay period, the Controller's Office will prepare a list of each line of the activity report which was not able to be billed. This may be due to an invalid PO, release or line number, an incorrect unit price, or insufficient quantities remaining on the release.

It is the agencies' responsibility to monitor the kick-out report, reconcile any issues and forward corrected information to Adil so the vendor can submit re-bill files.

The above reports can be found at:

<http://controller.admin.ri.gov/Communications/ADILActivityReports.php>