



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF ADMINISTRATION

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TO: Chief Financial Officers

FROM: Peter Keenan, CPA

DATE: April 28, 2017

SUBJECT: Fiscal Year Closing Time Table / Deadlines

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The purpose of this memorandum is to communicate the dates by which the Office of Accounts & Control must receive various types of accounting documents and other information in order to ensure (1) that they are posted during the fiscal year ending June 30, 2017, and (2) that the State's Comprehensive Annual Financial Report (CAFR) is completed by December 31, 2017.

You will notice that this year's fiscal closing timetable is a good deal shorter than the ones we've sent you over the last several years. We became aware that our previous timetables contained a lot of information that was relevant only to our own office or to just one or two specific agencies, with the result that agencies would occasionally overlook crucial year end tasks that in fact do apply to all State agencies. This new timetable has been edited to show only such tasks.

In addition to this generic agency year end timetable certain agencies that perform unique tasks affecting fiscal closing will also be sent a supplemental year end timetable specially tailored for their specialized tasks. We request that any agency receiving such a supplemental timetable be diligent in performing all the tasks by the dates listed on **both** the generic and the supplemental timetable.

While agencies should be performing account analysis throughout the fiscal year, it becomes especially important during the fiscal closing period for agencies to remove nonessential purchase orders, accounts payable, and journal entries from RIFANS. It is also just as important to make sure that all financial transactions that have occurred, such as cash receipts, inter-fund transfers, and incurred liabilities have, in fact, been properly recorded in the State's accounting records. Failure to keep the accounting records up to date before fiscal closing results in delays and inefficiency for all parties concerned.

Please refer to Attachments A and B, which you will find on pages 6 and 7 of this memo. In those cases where you will be sending paper invoices and/or backup to our Accounts Payable Section during the fiscal closing period, please attach a copy of either the FY 2017 cover sheet or the FY 2018 cover sheet, as appropriate, to help ensure that the related transaction is posted in the correct fiscal year.

All FY18 documents that require a fiscal year in the naming convention must contain an "18" in the document ID number in the appropriate position.

Please see Attachment C on page 8. This is a certification form that should be submitted with certain types of communications submitted to the Office of Accounts and Control throughout the fiscal closing period.

You may contact either Jennifer Findlay, Associate Controller-Finance at [jennifer.findlay@doa.ri.gov](mailto:jennifer.findlay@doa.ri.gov), or Louise Sawtelle, Associate Controller-Operations at [louise.sawtelle@doa.ri.gov](mailto:louise.sawtelle@doa.ri.gov) should you have any questions regarding these tasks and their associated deadlines.

Thank you!

<i>Due Date</i>	<i>Procedure</i>	<i>Accounts and Control or Treasury Contact</i>
May 1, 2017	Agencies should forward any account receivable write-off requests to A&C. Notification of write-off request approvals and/or denials will be sent to the agencies by 06/02.	Alicia Araujo
June 2, 2017	Agency CFOs will receive a report of the balances in their Source 03, 05, and 09 accounts as of 05/31 so that they have an opportunity to research negative balances and resolve any issues by 06/30.	John Monse
June 2, 2017	Resolve issues and process any remaining FY2017 journal entries (including receipt journal entries) created on or before 05/31 that still have not been posted to the General Ledger, either by: a) removing any obstacles that exist in getting the entries posted, or b) canceling them.	Peter Hodosh
June 15, 2017	Submit updated lists of CFDA numbers for federal accounts to A&C.	John Monse
June 16, 2017	Internal service fund billings for the period ended 05/31 are due at A&C.	Louise Sawtelle
June 23, 2017	Last day for agencies to order office supplies from W.B. Mason in FY 2017. Orders may resume on 7/01.	Louise Sawtelle
June 30, 2017	<u>In order for a cash deposit to be counted as FY2017 revenue, it must be deposited in the bank on or before 06/30.</u> The effective date of the related journal entry must be the date the deposit was made, i.e., 06/30 or earlier. Treasury will reject any FY2017 receipt journal entries that relate to deposits that were posted by the bank after 06/30.	Jexsy Armstrong
July 1, 2017	On and after this date, all "CSH" documents must be done as FY2018 transactions.	Steven Blazer
July 1, 2017	Agencies may begin entering Fiscal Year 2018 transactions in the Accounts Payable system. See Attachment B on page 7.	Louise Sawtelle
July 1, 2017	Agencies may resume ordering office supplies from W.B. Mason.	Louise Sawtelle
July 3, 2017	Receipt journal entries and supporting documentation related to any outstanding FY 2017 cash deposits must be approved by all relevant agency approvers in order to bring them into Treasury's FY 2017 workflow.	Jexsy Armstrong
July 7, 2017	Agency CFOs will receive a report of the balances in their Source 03, 05, and 09 accounts as of 06/30 so that they may take steps to eliminate all negative balances prior to the closing of the June period.	John Monse
July 11, 2017	Last day for Accounts Payable section to receive FY17 invoices from vendors and agencies for State agencies utilizing the State's centralized pay system.	Louise Sawtelle
July 12, 2017	Internal service fund billings for the period ended 06/30 are due at A&C.	Louise Sawtelle
July 14, 2017	Last day for iSuppliers to enter FY17 invoices into the portal.	Louise Sawtelle

July 18, 2017	Last day for State agencies utilizing the State's centralized pay system to complete the AP receiving function for each invoice that relates to goods and services received prior to July 1.	Louise Sawtelle
July 18, 2017	Last day for State agencies that do not utilize the State's centralized pay system to enter vendor payment transactions (including revenue refund transactions) for FY2017. <b><i>Be sure to enter 30-JUN-2017 in the GL date field for any such FY 2017 transactions initiated on or after 6/30/2017.</i></b> This is also the deadline for submitting any required backup documentation for such transactions to A&C.	Louise Sawtelle
July 18, 2017	Last Day to FTP Batches for FY2017. This is also the deadline for submitting all required backup documentation for batches to A&C.	Louise Sawtelle
July 21, 2017	Last day to final approve invoices and batches for FY 2017.	Louise Sawtelle
July 21, 2017	Submit ADI spreadsheets for accounts payable greater than or equal to \$250,000 (the \$250,000 threshold does not apply to Internal Service Funds) as of 06/30 to A&C's dedicated year-end payables mailbox. Purchase order numbers must be provided for those payables that have them. The spreadsheet must be accompanied by a signed copy of Attachment C. Even agencies with no payables exceeding the \$250,000 threshold must still send in a memo or spreadsheet asserting this fact. Agencies must be especially careful to include estimates of construction costs and retainage for which invoices may not yet have been received. <b>ACCOUNTS PAYABLE ACCRUAL SUBMISSIONS RECEIVED AFTER THIS DATE WILL BE ACCEPTED ONLY IF SUBMITTED BY AN AGENCY'S DIRECTOR.</b>	Alicia Araujo
July 24, 2017	Accounts Payable Section will resolve all remaining vendor payment transactions for all agencies. All FY 2017 invoices not in approved status will be cancelled.	Louise Sawtelle
July 24, 2017	Submit final journal entries to eliminate negative balances in source 03, 05, and 09 accounts. Agencies booking a receivable from another State agency must indicate which agency owes them the money so that A&C can make sure that that agency has booked a matching payable.	John Monse
July 24, 2017	All agencies <u>except</u> DOR must submit ADI spreadsheets for accounts receivable as of 06/30 to A&C's dedicated year-end receivables mailbox.	John Monse
July 25, 2017	Send annual imprest cash fund report(s) to A&C.	Sanford Karp
July 28, 2017	Last day for agencies to initiate and/or approve journal entries for FY2017.	Steven Blazer
July 28, 2017	Submit Operating Leasing information requested in A&C email on July 13.	Benjamin Quattrucci
August 4, 2017	Preliminary financial reports will be sent to each agency for review.	Peter Hodosh

August 22, 2017	Date for submitting final Federal Grants Information Schedules (FGIS Reports) for FY2017 to A&C.	John Monse
August 31, 2017	A&C will forward preliminary closing statement to the appropriate personnel in the Legislative branch, in accordance with RIGL 35-6-1(a)(8).	Jenn Pate
December 31, 2017	The State's Comprehensive Annual Financial Report (CAFR) for FY2017 will be available for viewing on the A&C website.	Jennifer Findlay

ATTACHMENT A

INVOICE DOCUMENTS

FY 2017

BILLINGS/PAYMENTS

ATTACHMENT B

INVOICE DOCUMENTS

FY 2018

BILLINGS/PAYMENTS

**ATTACHMENT C**

**To: Jennifer Findlay, Associate Controller-Finance  
Office of Accounts and Control**

**From:** \_\_\_\_\_

\_\_\_\_\_  
(Department)

**Subject: Certification of data submitted for fiscal year end closing**

I hereby certify that the data listed below which is being submitted to the Office of Accounts and Control in the \_\_\_\_\_ attached document(s) or \_\_\_\_\_ e-mail (check one) dated \_\_\_\_\_ is complete and accurate to the best of my knowledge.

I further certify that my agency will conduct a complete review of all payments that meet or exceed \$250,000.00 that are paid from July 1<sup>st</sup> thru August 15<sup>th</sup>. If these goods or services are for FY 2017 expenses, I will report this no later than August 18<sup>th</sup> as a material accounts payable for FY 2017.

Included below is a brief description of the data/other information that is the subject of this certification:

I understand that this data/information has been requested by the State Controller to assist in preparing the State's Comprehensive Annual Financial Report.

I have reviewed the data/information and, where applicable, compared it to the previous year's information. I have identified any significant differences, researched the reasons for such differences, and I am satisfied with the result of this research.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**