



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
**DEPARTMENT OF ADMINISTRATION**

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TO: Chief Financial Officers

FROM: Peter B. Keenan, CPA, State Controller  
Department of Administration

DATE: June 18, 2018

SUBJECT: Accounts Payable and Receivable as of June 30, 2018  
CFO Memo 18-12

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This memo is to remind State agencies of the submission requirements for accrued accounts payable and accounts receivable amounts as of June 30. These procedures, which were introduced in FY2015, have greatly improved the submission process. Agencies are required to adhere strictly to these procedures so that tracking and posting will go as efficiently as possible.

All State agencies **must** report to the Office of Accounts and Control 1) all their accounts **payable** balances that are in excess of \$250,000 as of June 30, 2018, and 2) their accounts **receivable** balances as of June 30, 2018. The deadline for sending in these reports is July 20, 2018 for accounts payable and July 24, 2018 for accounts receivable.

**For Accounts Payable:**

1. Agencies must submit their accounts payable **electronically**, on an Excel RIFANS ADI template to the following dedicated e-mail address: [Yearend.Payables@doa.ri.gov](mailto:Yearend.Payables@doa.ri.gov). The template is available on the Office of Accounts and Control website under Accounting Forms. Submissions sent to any other e-mailbox, or hard copy submissions delivered to the Office of Accounts and Control, will be returned to the sender. Submissions must also include a scan of a completed Accounts Payable Journal Cover Form (see attached template) and all supporting documentation.
2. If an agency happens to have **no** accounts payable exceeding the established dollar threshold at year end, it must still submit a memo or spreadsheet attesting to this fact to the dedicated e-mail address.
3. Agencies must **not** combine year-end accounts payable information on the same ADI spreadsheets as their year-end accounts receivable information. Please refer to the procedures outlined below for reporting year-end accounts receivable balances.

**For Accounts Receivable:**

1. Agencies must submit their accounts receivable **electronically**, on an Excel RIFANS ADI template to the following dedicated e-mail address: [Yearend.Receivables@doa.ri.gov](mailto:Yearend.Receivables@doa.ri.gov). The template is available on the Office of Accounts and Control website under Accounting Forms. Submissions sent to any other e-mailbox, or hard copy submissions delivered to the Office of Accounts and Control, will be returned to the sender. Submissions must also include a scan of a completed Accounts Receivable Journal Cover Form (see attached template) and all supporting documentation.
2. If an agency happens to have **no** accounts receivable at year end, it must still submit a memo or spreadsheet attesting to this fact to the dedicated e-mail address.
3. Agencies must **not** combine year-end accounts receivable information on the same ADI spreadsheets as their year-end accounts payable information. Please refer to the procedures outlined above for reporting year-end accounts payable balances.

If you have questions regarding these procedures, please contact Steve Blazer, Office of Accounts and Control at 222-2267 or [steven.blazer@doa.ri.gov](mailto:steven.blazer@doa.ri.gov).

## Accounts Payable Journal Cover Form

Fiscal Year \_\_\_\_\_

Agency Number \_\_\_\_\_

Submitted by (Name) \_\_\_\_\_

General Description

Net Total \_\_\_\_\_

Date Received at Accounts &  
Control \_\_\_\_\_

## Accounts Receivable Journal Cover Form

Fiscal Year \_\_\_\_\_

Agency Number \_\_\_\_\_

Submitted by (Name) \_\_\_\_\_

General Description

Net Total \_\_\_\_\_

Date Received at Accounts  
& Control \_\_\_\_\_