



# University of Puerto Rico at Cayey Show Cause Appearance

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Dr. Glorivee Rosario Pérez, Acting Chancellor  
Dr. José A. Molina Cotto, Accreditation Liaison Officer  
Prof. Irmannette Torres Lugo, Acting Dean of Academic Affairs  
Ms. María M. Santiago Morales, Budget Director

The UPR Cayey appearance before the MSCHE aims to maintain our institutional accreditation by evidencing our commitment to excellence in higher education thru our sustained budget, assessment and decision-making processes, and our support of the UPR Central Administration's efforts in achieving timely submission of the financial statements.

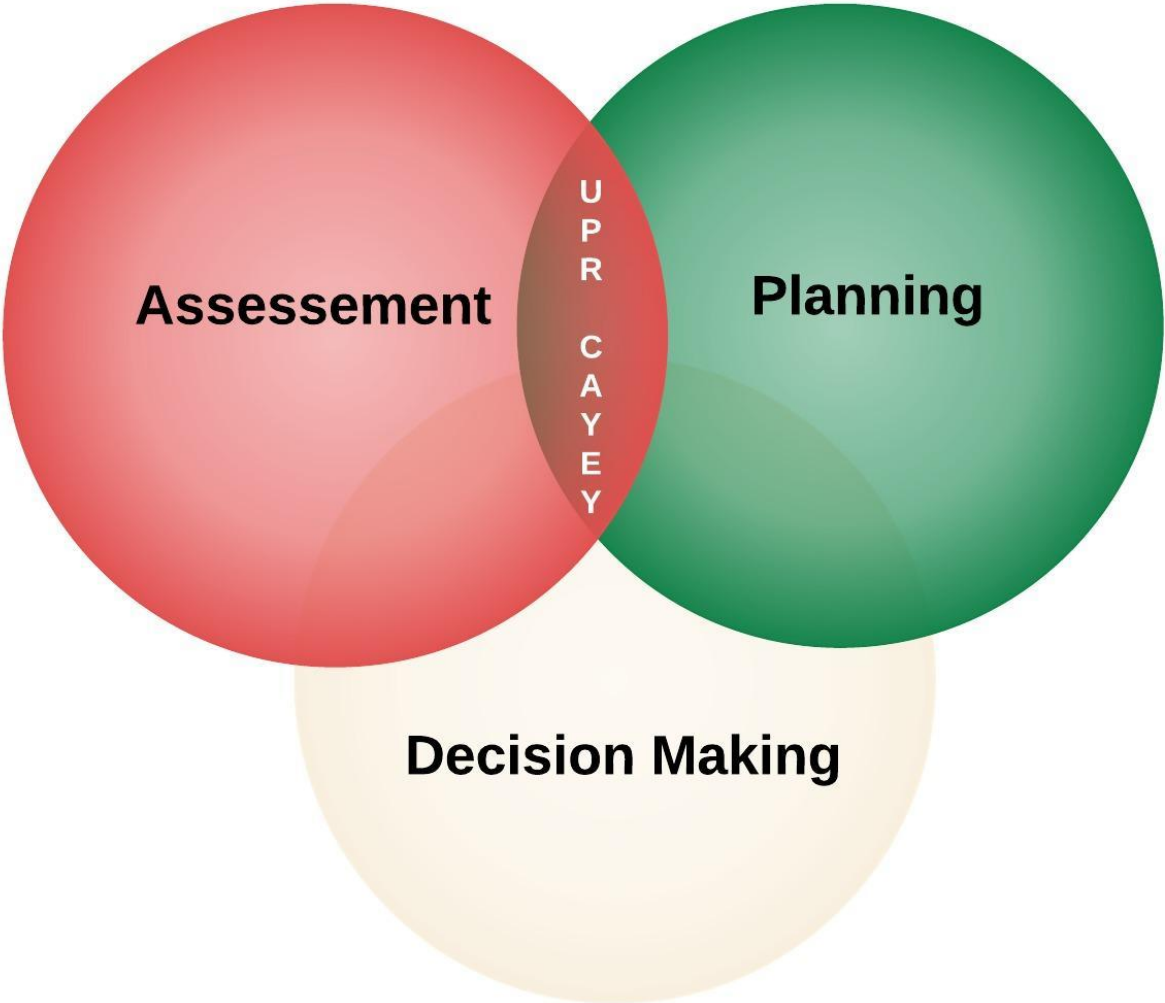
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# The planning, decision making, assessment cycle

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# Carnegie Classification-Baccalaureate Colleges: Arts and Science Focus (24 programs)

**9** Teacher Preparation Program

**4** Natural Sciences

**4** Social Sciences

**4** Humanities

**3** Business Administration





# Puerto Rican Applying to U.S. Medical Schools

Table A-2.5: Undergraduate Institutions Supplying 5 or More Puerto Rican Applicants to U.S. Medical Schools, 2017-2018



The table below displays the self-identified racial and ethnic characteristics of applicants to U.S. medical schools in 2017-2018 from select undergraduate institutions. The table below includes individuals who identified as Puerto Rican alone or in combination with any other race/ethnicity response. Please email [datarequest@aamc.org](mailto:datarequest@aamc.org) if you need further assistance or have additional inquiries.

Undergraduate Institution	Puerto Rican Applicants from the Institution	Total Applicants from the Institution	% of All Puerto Rican Applicants to U.S. Medical Schools
University of Puerto Rico-Rio Piedras Campus, Rio Piedras, PR	213	219	18.9
University of Puerto Rico-Mayaguez Campus, Mayaguez, PR	115	118	10.2
University of Puerto Rico at Cayey, Cayey, PR	50	50	4.4
Univ of Puerto Rico-Ponce, Ponce, PR	32	32	2.8
Inter American Univ of Puerto Rico / Metropolitan Campus, San Juan, PR	29	30	2.6
University of Florida, Gainesville, FL	23	839	2.0
University of Puerto Rico at Bayamon, Bayamon, PR	22	24	2.0
University of Central Florida, Orlando, FL	21	327	1.9
University of South Florida, Tampa, FL	21	407	1.9
The Pontifical Catholic University of Puerto Rico, Ponce, PR	18	20	1.6
University of Puerto Rico-Aguadilla, Aguadilla, PR	18	18	1.6
University of Puerto Rico-Humacao, Humacao, PR	16	16	1.4
Inter American University of Puerto Rico San German Campus, San German, PR	14	14	1.2
Cornell University, Ithaca, NY	13	424	1.2
Florida State University, Tallahassee, FL	13	340	1.2
University of Puerto Rico at Arecibo, Arecibo, PR	13	13	1.2
University of the Sacred Heart, San Juan, PR	12	14	1.1
University of Miami, Coral Gables, FL	11	364	1.0
Florida International University, Miami, FL	8	209	0.7
Inter American University of Puerto Rico Ponce Campus, Mercedita, PR	8	8	0.7
University of Illinois at Urbana-Champaign, Champaign, IL	8	416	0.7
Rutgers University New Brunswick Campus, New Brunswick, NJ	7	451	0.6
State University of New York at Binghamton, Binghamton, NY	7	180	0.6
Boston College, Chestnut Hill, MA	6	208	0.5
Penn State University Park, University Park, PA	6	303	0.5
University of Arizona, Tucson, AZ	6	383	0.5
University of Connecticut, Storrs, CT	6	208	0.5
Emory University, Atlanta, GA	5	380	0.4
George Washington University, Washington, DC	5	149	0.4
Georgetown University, Washington, DC	5	170	0.4
Harvard University, Cambridge, MA	5	291	0.4
Johns Hopkins University, Baltimore, MD	5	401	0.4
Stony Brook University, Stony Brook, NY	5	264	0.4
Vanderbilt University, Nashville, TN	5	267	0.4

<https://www.aamc.org>

# Hispanics Applying to US Medical Schools

**Table A-2.3: Undergraduate Institutions Supplying 10 or More Hispanic, Latino, or of Spanish Origin Applicants to U.S. Medical Schools, 2018-2019** 

The table below displays the self-identified racial and ethnic characteristics of applicants to U.S. medical schools in 2018-2019 from select undergraduate institutions. The table below includes individuals who identified as Hispanic, Latino, or of Spanish Origin alone or in combination with any other race/ethnicity response. Please email [datarequest@aamc.org](mailto:datarequest@aamc.org) if you need further assistance or have additional inquiries.

Undergraduate Institution	Hispanic, Latino, or of Spanish Origin Applicants from the Institution	Total Applicants from the Institution	% of All Hispanic, Latino, or of Spanish Origin Applicants to U.S. Medical Schools
University of Puerto Rico-Rio Piedras Campus, Rio Piedras, PR	217	218	3.8
Florida International University, Miami, FL	197	245	3.5
University of Florida, Gainesville, FL	182	852	3.2
University of California-Los Angeles, Los Angeles, CA	112	1,014	2.0
University of Texas at Austin, Austin, TX	110	747	1.9
University of Puerto Rico-Mayaguez Campus, Mayaguez, PR	95	96	1.7
Florida State University, Tallahassee, FL	92	378	1.6
University of South Florida, Tampa, FL	90	397	1.6
The University of Texas Rio Grande Valley, Edinburg, TX	83	127	1.5
University of Arizona, Tucson, AZ	82	383	1.4
University of Miami, Coral Gables, FL	81	361	1.4
University of Central Florida, Orlando, FL	77	296	1.4
Texas A & M University, College Station, TX	76	434	1.3
University of New Mexico-Main Campus, Albuquerque, NM	70	193	1.2
Johns Hopkins University, Baltimore, MD	61	388	1.1
University of Texas at El Paso, El Paso, TX	61	76	1.1
University of California-Davis, Davis, CA	56	435	1.0
University of California-San Diego, La Jolla, CA	56	578	1.0
University of California-Berkeley, Berkeley, CA	54	662	1.0
Arizona State University, Tempe, AZ	52	339	0.9
University of California-Riverside, Riverside, CA	52	216	0.9
Florida Atlantic University-Boca Raton, Boca Raton, FL	49	157	0.9
Baylor University, Waco, TX	48	293	0.8
University of California-Irvine, Irvine, CA	47	366	0.8
Cornell University, Ithaca, NY	44	435	0.8
University of Texas at San Antonio, San Antonio, TX	39	130	0.7
Stanford University, Stanford, CA	36	241	0.6
University of Puerto Rico at Cayey, Cayey, PR	35	35	0.6
Rutgers University - New Brunswick, New Brunswick, NJ	34	448	0.6
Duke University, Durham, NC	31	350	0.5
Harvard University, Cambridge, MA	31	270	0.5



# Puerto Rico Louis Stokes Alliance for Minority Participation U.S. Hispanics PhDs from UPR-Cayey



## Top 25 Baccalaureate Institutions of U.S. Hispanics PhDs (US Citizens Only) Natural Sciences 2005-010

Baccalaureate Origin Institution	Degrees Awarded	PR-LSAMP Institutions	
<b>University of Puerto Rico-Mayaguez</b>	<b>158</b>	UPR-MAYAGUEZ	158
<b>University of Puerto Rico-Rio Piedras</b>	<b>147</b>	UPR-RIO PIEDRAS	147
University of California-Los Angeles	54	UPR-HUMACAO	44
University of California-Berkeley	50	<b>UPR-CAYEY</b>	<b>28</b>
University of Florida	44	UPR-MEDICAL SC.	17
<b>University of Puerto Rico-Humacao</b>	<b>44</b>	PUCPR	15
The University of Texas at El Paso	40	IAU	10
The University of Texas at Austin	39	UPR-AGUADILLA	5
University of Arizona	39		
Cornell University	37		
New Mexico State University-Main Campus	37		
University of California-Davis	36		
Florida International University	33		
University of California-San Diego	33		
Texas A & M University	32		
University of New Mexico-Main Campus	31		
University of California-Santa Cruz	30		
Massachusetts Institute of Technology	29		
University of California-Irvine	28		
<b>University of Puerto Rico at Cayey</b>	<b>28</b>		
Harvard University	26		
University of Miami	26		
California State University-Los Angeles	24		
Rutgers University-New Brunswick	24		
The University of Texas at San Antonio	24		
<b>TOTAL TOP 25 INSTITUTIONS</b>	<b>1093</b>		
<b>TOTAL RESEARCH DOCTORATES IN SCIENCE</b>	<b>2711</b>		

Source: NSF/NIH/ USED/NEH/USDA/NASA, Survey of Earned Doctorates NORC

# NIH Funds to UPR-Cayey

NATIONAL INSTITUTES OF HEALTH

PUERTO RICO

## 2018 Federal Research Funding

The National Institutes of Health (NIH) is the nation's primary funder of biomedical research, leading to advances in scientific knowledge, better health, and economic growth.

### NIH FUNDING IN PUERTO RICO



**\$52.0M**  
TOTAL  
FUNDING



TO  
**14**  
RESEARCH  
SITES



**89**  
GRANTS &  
CONTRACTS

**1** IDeA GRANT to build research capacity

### NIH FUNDING AT SELECT SITES

<b>\$34.4M</b>	UNIVERSITY OF PUERTO RICO, MEDICAL SCIENCES CAMPUS
<b>\$6.77M</b>	PONCE HEALTH SCIENCES UNIVERSITY
<b>\$4.22M</b>	UNIVERSITY OF PUERTO RICO AT RÍO PIEDRAS
<b>\$1.30M</b>	UNIVERSITY OF PUERTO RICO COMPREHENSIVE CANCER CENTER
<b>\$1.08M</b>	UNIVERSITY OF PUERTO RICO AT CAYEY
<b>\$920K</b>	UNIVERSIDAD CENTRAL DEL CARIBE
<b>\$714K</b>	UNIVERSITY OF PUERTO RICO AT MAYAGUEZ
<b>\$624K</b>	UNIVERSITY OF PUERTO RICO AT PONCE

### BIOMEDICAL RESEARCH IN PUERTO RICO

<b>\$1.82M</b>	NIH funding for workforce training and development grants in Puerto Rico, which help prepare the scientific leaders of the future
<b>\$1.13M</b>	NIH funding to three Puerto Rico businesses for research and development of technology offering potential commercial applications
<b>37.7K</b>	Bioscience industry jobs in Puerto Rico, which offer an average annual wage \$29.4K higher than the total private sector (2018 TEconomy/BIO Report)
<b>983</b>	Bioscience industry business establishments in Puerto Rico operating in 2016 (2018 TEconomy/BIO Report)



**FASEB**

Federation of American Societies  
for Experimental Biology

Learn more & join the conversation!

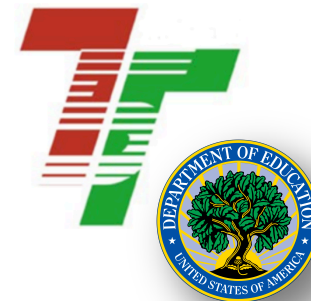
[FASEB.org/FundingFacts](http://FASEB.org/FundingFacts)

[@FASEBorg](https://twitter.com/FASEBorg)

[f@FASEB.org](https://www.facebook.com/FASEB.org)

[@FASEB](https://www.linkedin.com/company/FASEB)

# Academic and Cultural Enrichment Opportunities



# UPR Cayey Institutional Data

3,108

- 2018 fall enrollment

79%

- First time degree retention rate (2017 Cohort)

45%

- National average graduation rate (2011 Cohort)

119 Faculty

262 Non-Faculty

How are Puerto Rico's demographic projections impacting the UPR-Cayey decision-making processes?

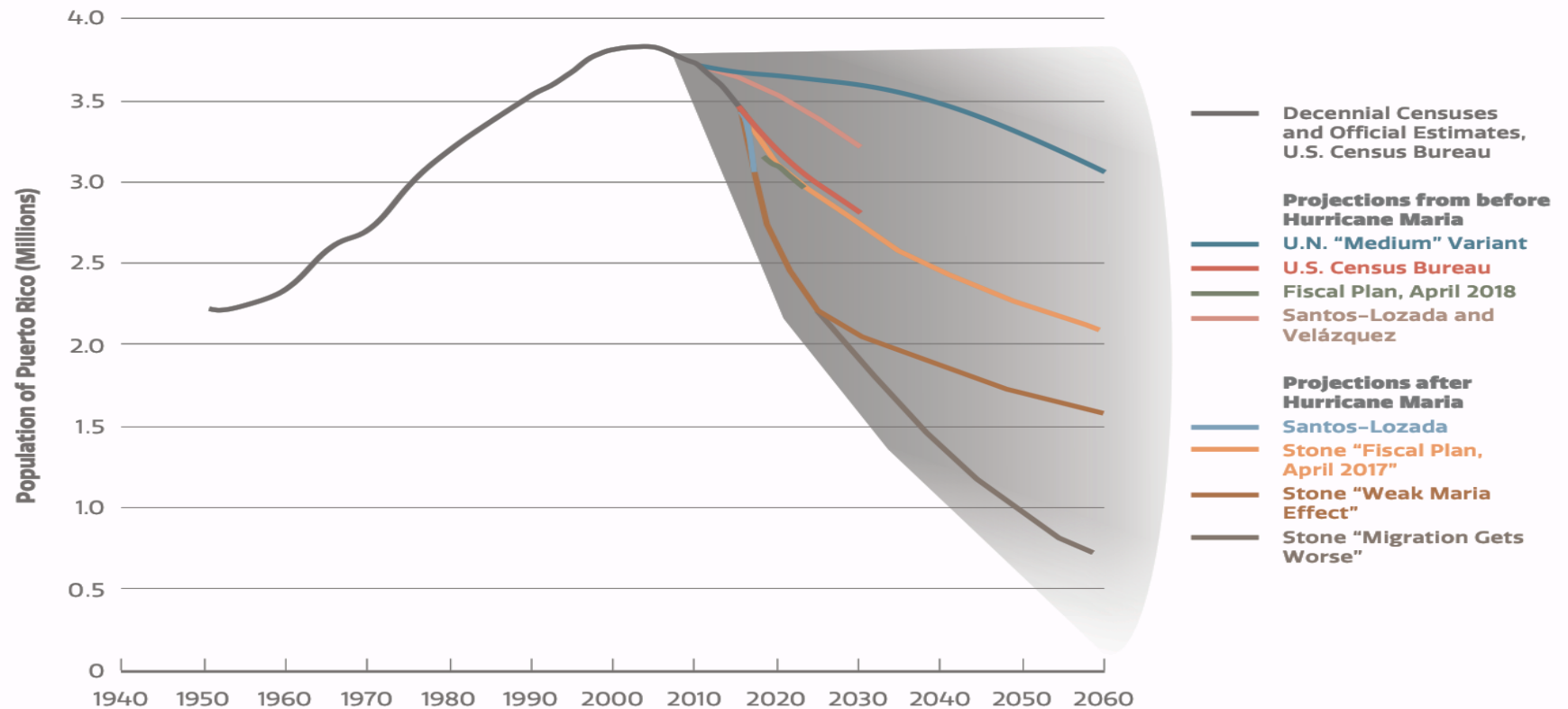
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# Puerto Rico's population projections

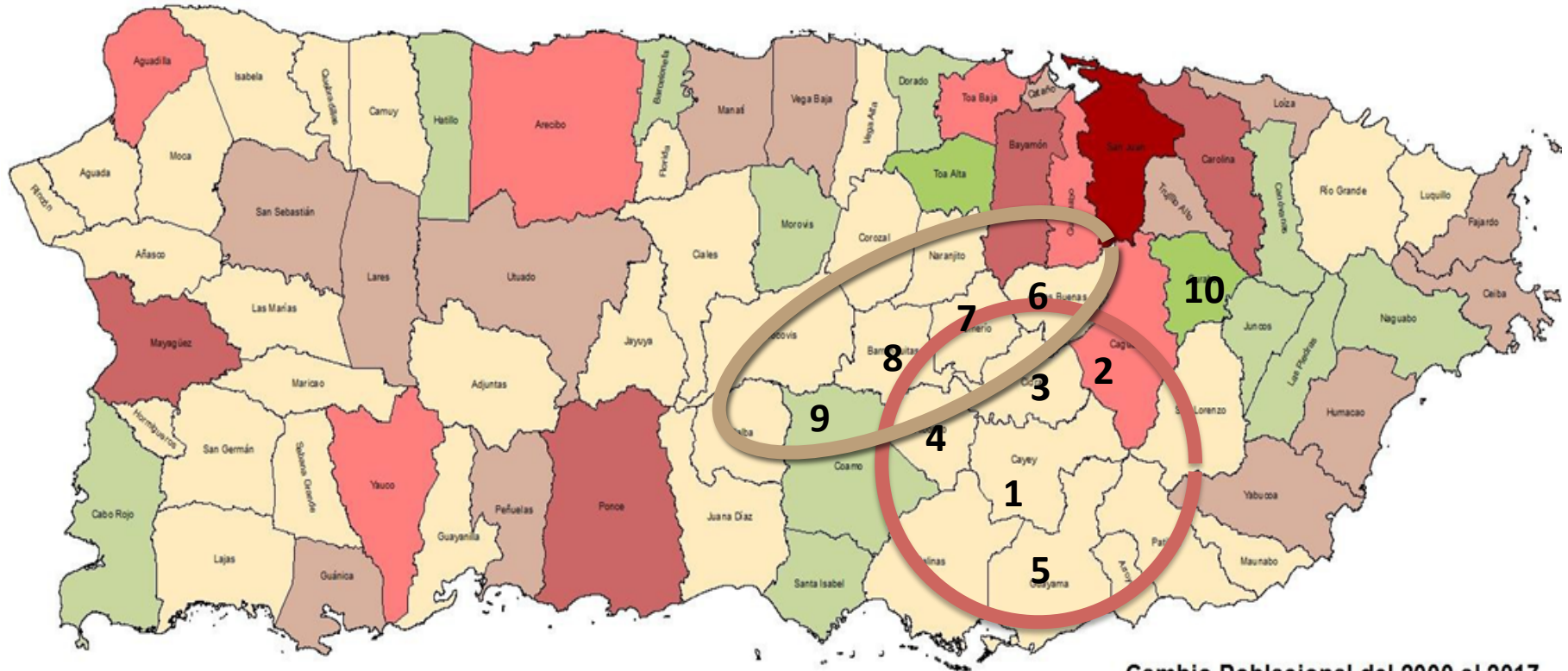
Puerto Rico's population was already declining; the hurricanes made future losses harder to project



Sources: U.S. Census Bureau International Database, 2017; U.N. World Population Prospects, 2017; Santos-Lozada and Velasquez, 2015; Santos-Lozada 2018; New Fiscal Plan for Puerto Rico, April 2018; Stone, 2017.



# UPR-Cayey Service and Population Change (2000-2017)



**Cambio Poblacional del 2000 al 2017**

- decrecimiento mas de 97000
- decrecimiento de 97000 a 20500
- decrecimiento de 20499 a 10500
- decrecimiento de 10499 a 5500
- decrecimiento de 5499 a 1
- crecimiento de 1 a 5500
- crecimiento de mas de 5500



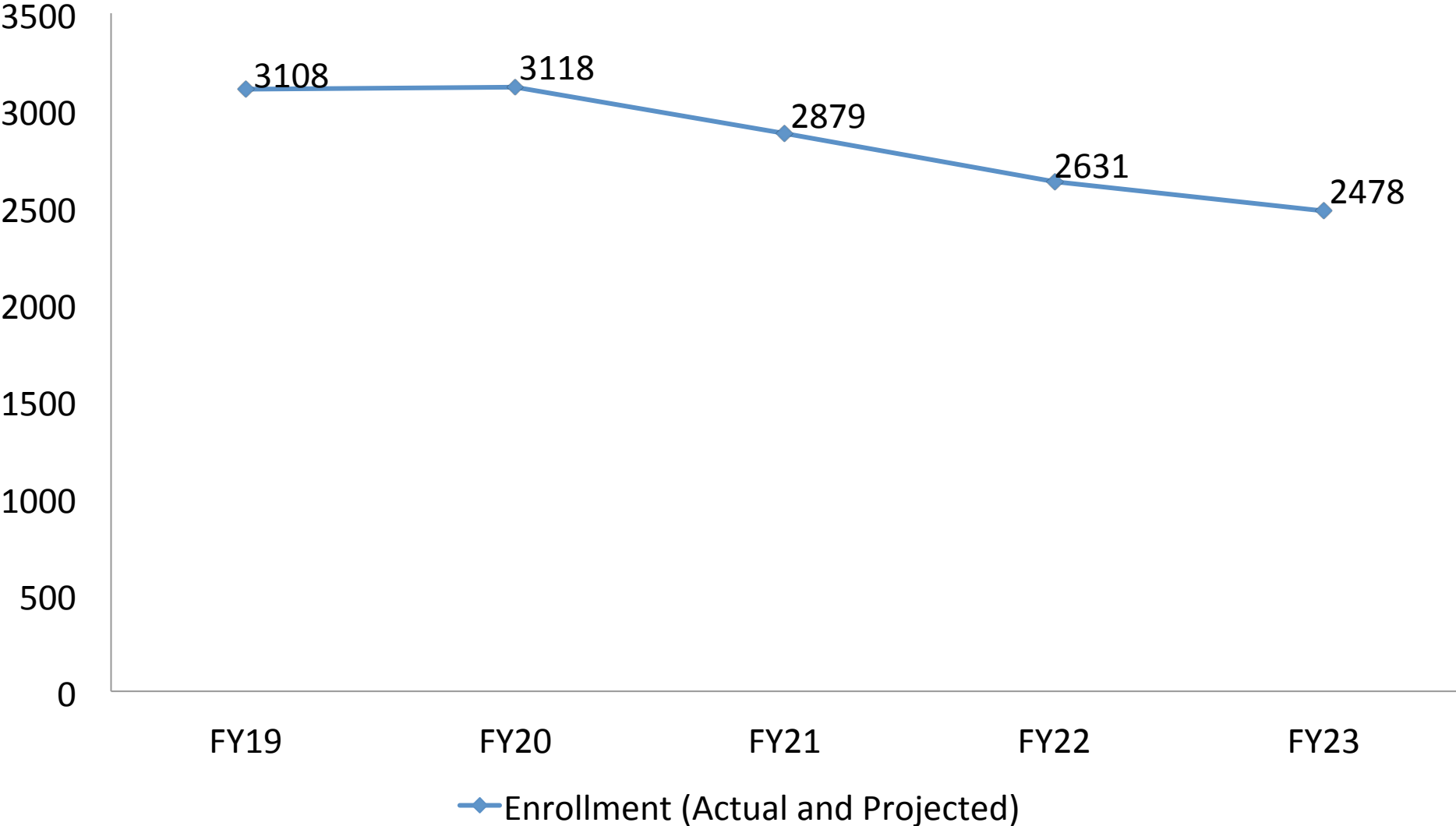
## 2018 Percent Change within the South and Southeast Region of Puerto Rico

<b>UPR</b>	<b>FALL 2017</b>	<b>FALL 2018</b>	<b>PERCENT CHANGE</b>
PONCE	3,149	2,828	-11.4
CAYEY	3,430	3,108	-10.4
HUMACAO	3,825	3,319	-15.2

**Region Percent Change: -12.4%**

**UPR Enrollment Percent Change: -6.2%**

# UPR Cayey actual and projected enrollment



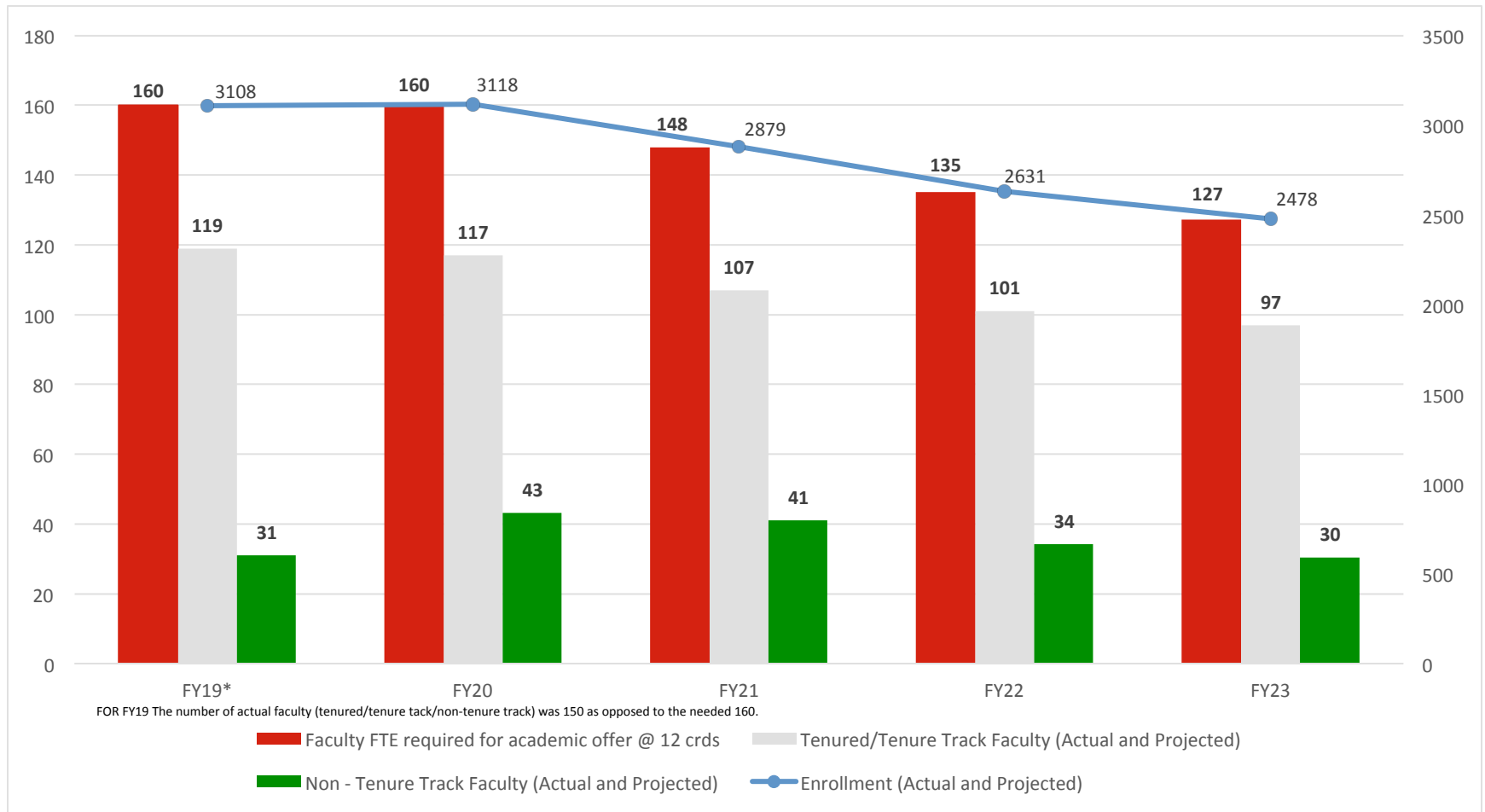
What projections should be considered to fulfill student's expectations related to course offering?

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# UPR Cayey actual and projected faculty FY19 thru FY23: FTE needed @ 12 credits vs FTE available and projected



# Programs with less than 50 students

Name of program	Total students	Students with 100+ credits	Students < 100 credits	Program is accredited by
Bachelor of Agricultural Sciences (Articulated Transfer Program)	3	0	3	Inactive
Bachelor of Arts in Elementary Education with major in History	3	2	1	(CAEP)
Bachelor of Arts in Elementary Education with major in Mathematics	10	7	3	(CAEP)
Bachelor of Arts in Elementary Education with major in English	14	6	8	(CAEP)
Bachelor of Arts in Elementary Education with major in Spanish	15	7	9	(CAEP)
Bachelor of Arts with major in Hispanic Studies	17	4	13	
Bachelor of Arts in Secondary Education with major in Mathematics	17	5	12	(CAEP)
Bachelor of Arts in Secondary Education with major in Spanish	17	6	11	(CAEP)
Bachelor of Arts with major in History	28	9	19	
Bachelor of Arts with major in English	34	13	21	
Bachelor of Arts in Secondary Education with major in English	34	10	24	(CAEP)
Bachelor of Arts in Elementary Education with major in Natural Sciences	35	9	26	(CAEP)
Bachelor of Arts with major in Social Sciences	39	16	23	
Bachelor in Business Administration	42	10	32	(ACBSP)

# Programs with 50+ students: Institutional Strengths

Name of program	Total students	Students with 100+ credits	Students < 100 credits	Program is accredited by
Bachelor of Sciences with major in Biology	595	174	421	
Bachelor in Natural Sciences	384	160	224	
Bachelor in Business Administration with major in Accounting	300	123	177	ACBSP
Bachelor of Sciences with major in Chemistry	207	65	142	
Bachelor of Arts with major in Psychology and Community Mental Health	150	78	72	
Bachelor of Arts with major in Humanities	147	6	141	
Bachelor of Technology and Office Administration with major in Office Management	133	27	106	ACBSP
Bachelor of Arts with major in Psychology	133	49	84	
Bachelor in Business Administration with major in Management	106	42	64	ACBSP
Bachelor of Arts with major in Sociology	96	16	80	
Bachelor of Arts in Elementary Education with major in Special Education	72	26	46	CAEP
Bachelor of Arts in Secondary Education with major in Physical Education	70	26	44	CAEP
Bachelor of Arts in Secondary Education with major in Natural Sciences	64	7	57	CAEP
Bachelor of Sciences with major in Mathematics	61	11	50	

How does our budget allocation process support institutional priorities?

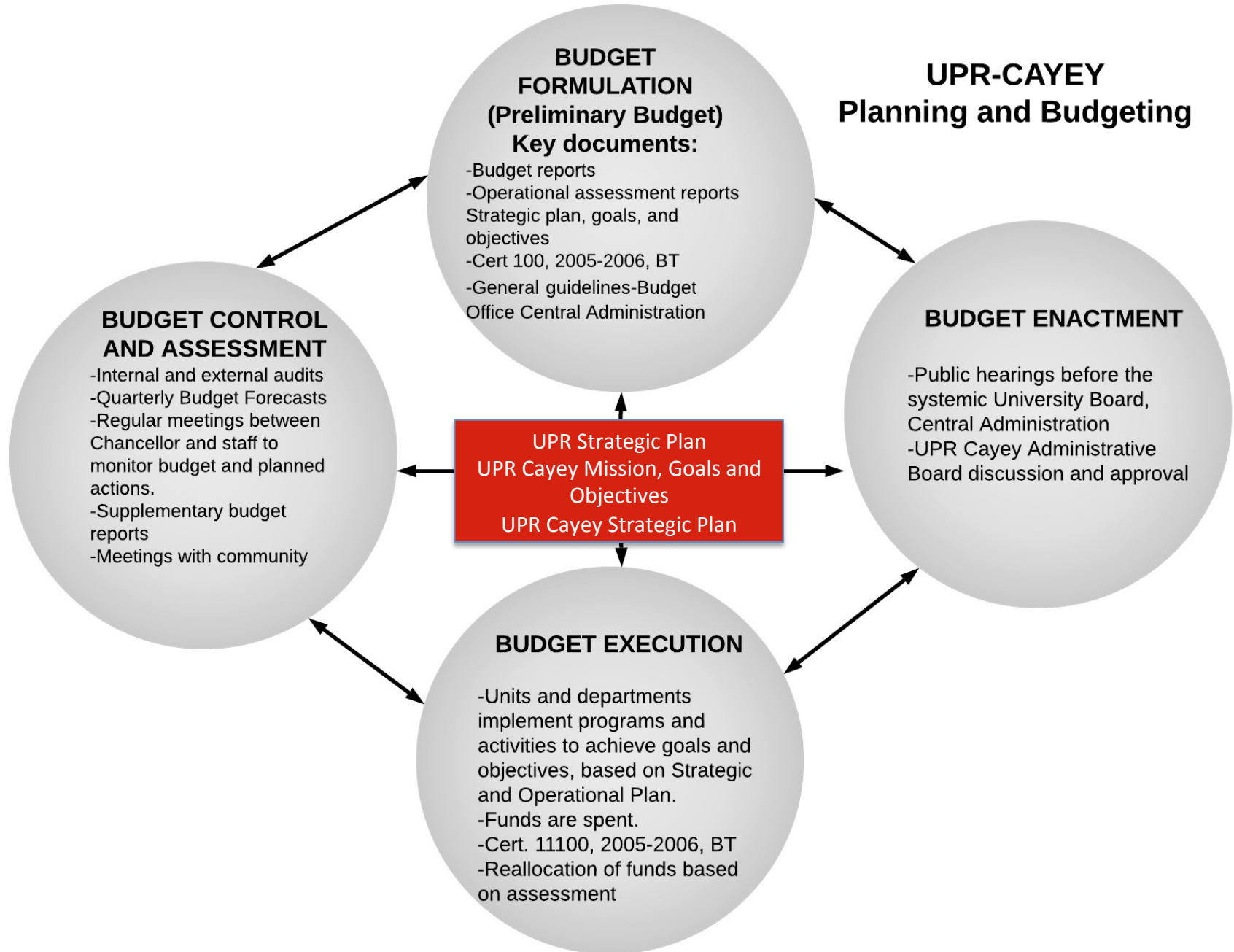
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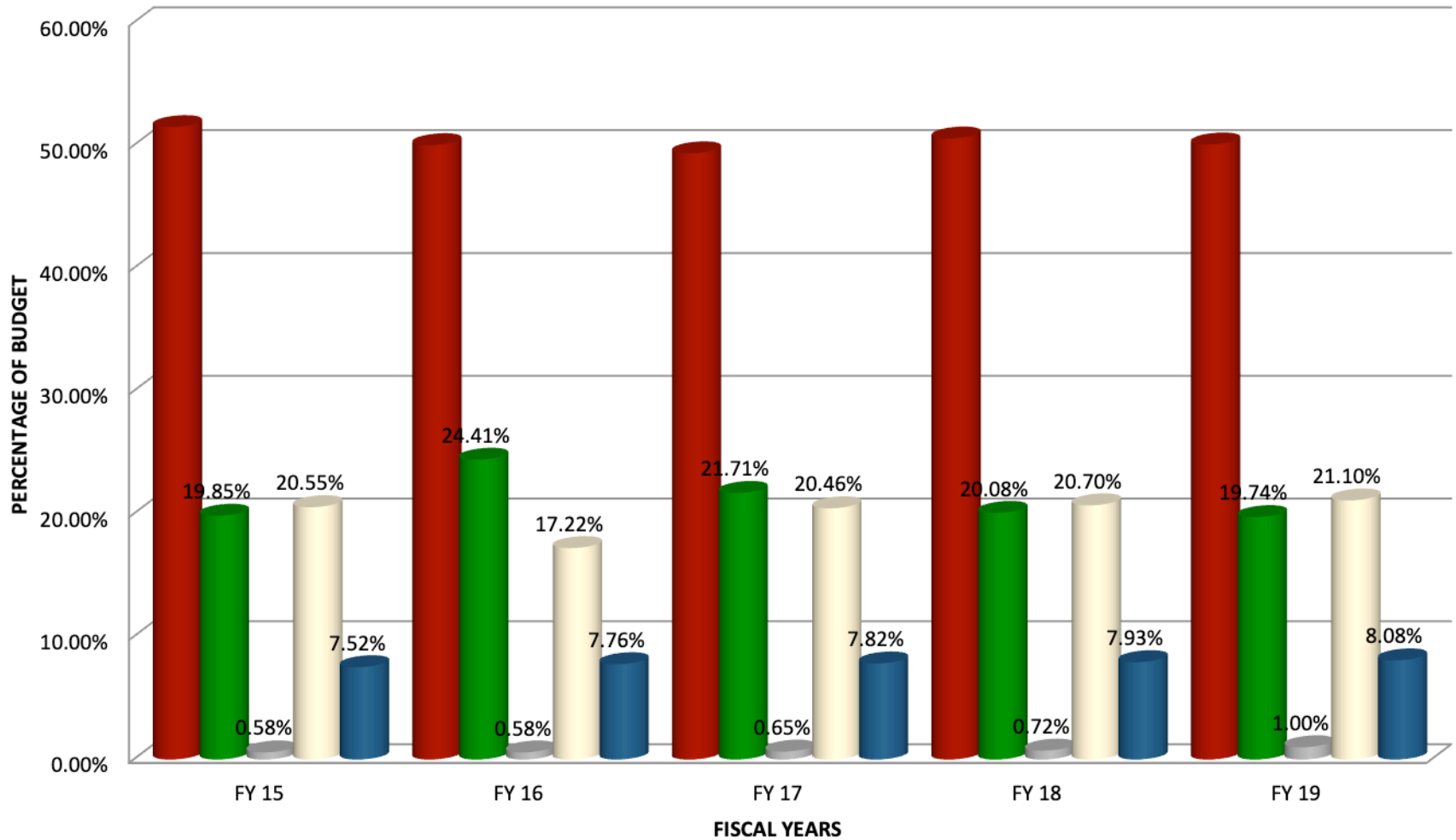




# UPR-CAYEY Planning and Budgeting

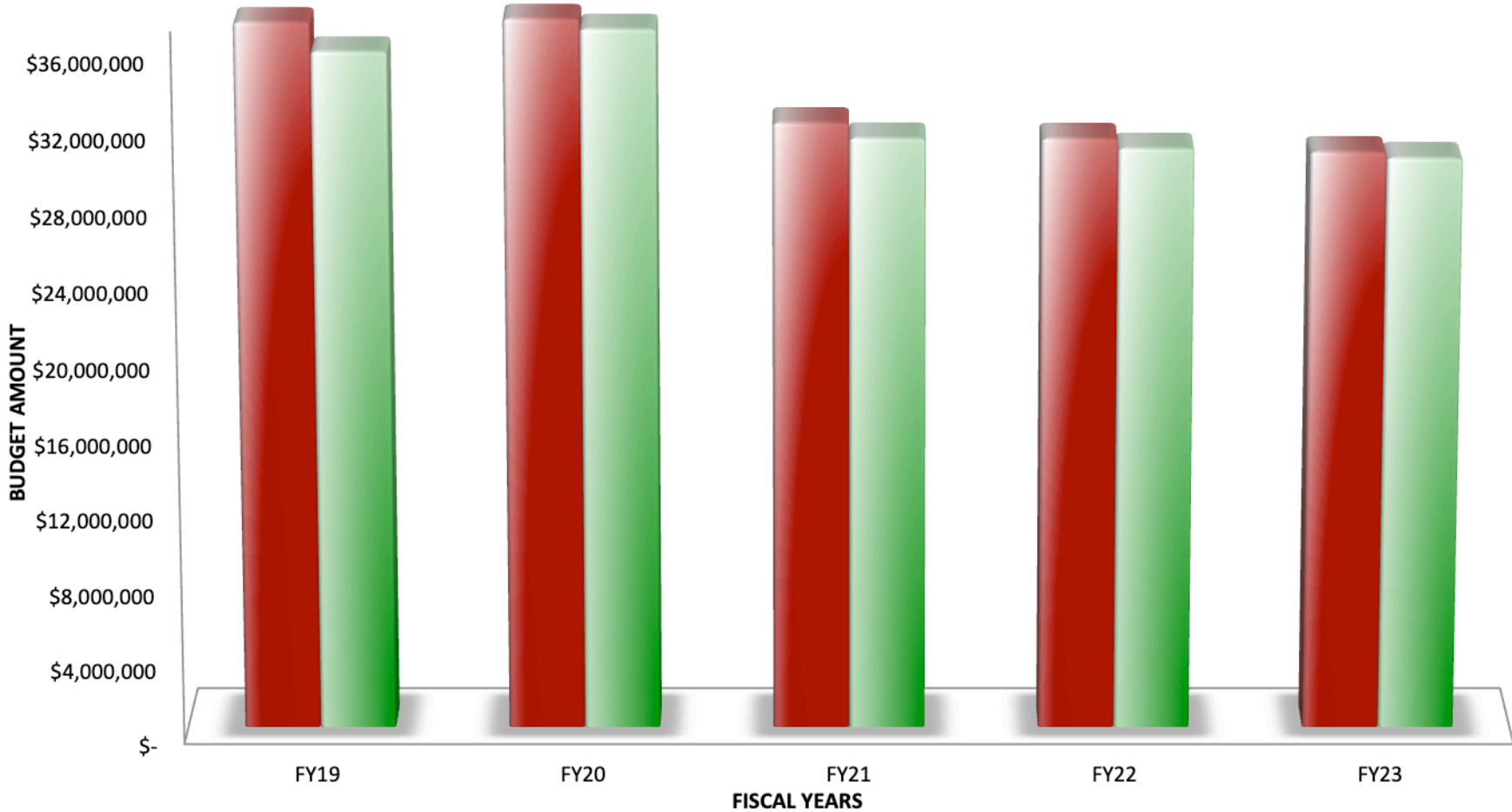


## Comparison of operational budget allocated by function: FY15-FY19



■ Instruction and Academic Support   ■ Institutional Support   ■ Research   ■ Operation and Maintenance   ■ Student Services

## Revenues and Expenses FY19 - FY23



	FY19	FY20	FY21	FY22	FY23
■ Revenues	\$37,333,093	\$38,121,285	\$32,090,391	\$31,269,006	\$30,568,063
■ Expenses	\$35,809,188	\$36,978,356	\$31,290,341	\$30,748,973	\$30,253,988

# Strategies to strengthen UPR-Cayey revenues

External funding proposals

Space Rental

Extended University

Division of Continued Education and Professional Development

Advanced courses for talented students

Donations

Fundraising

Alumni

Projected revenue from external sources FY20 to FY23: \$15,0534,564

# Revenue from external sources FY19

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Proposals submitted status FY19			
Approved	1	\$2,724,701	10%
Not Approved	3	\$839,958	30%
Pending	6	\$461,074	60%
Totals	10	\$4,025,733	100%

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Active Grants FY19			
Research	6	1,196,595.00	26%
Others	8	3,436,250.66	74%
Totals	14	4,632,845.66	100%

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Disaster recovery funds FY19			
FEMA FUNDS		\$1,381,193.00	76%
Insurance Proceeds		436,363.00	24%
Totals		\$1,817,556.00	100%

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# Actions taken to support Central Administration efforts in achieving timely submission of the financial statements

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# Calendar for FY19 closing process



Finanzas

CALENDAR FOR QUARTERLY AND END OF YEAR CLOSING PROCESS  
FICAL YEAR 2019-2020

CALENDAR FOR QUARTERLY CLOSING PROCESS				
July-September, 2019 Trimester (from September 23 to September 27, 2019)				
Due Date	Tasks to be completed	Responsible Office	Completion Date	Comments
September 23, 2019	Register invoices and pending payments (general ledger validations) and process the payments	Accounts Payable Office		
	Resolves invoices in hold status, with errors, correct exceptions and unaccounted invoices			
September 24, 2019	Other related tasks: open PO in Oracle including the Import Legacy	Accounts Payable Office Purchasing Office		
September 25, 2019	Preparation of Accounts Payable and Procurement Module closing.	Accounts Payable Office		
September 26, 2019	Check that all transactions are completed	Accounting Office		
	Create accounting from AP to GL			
September 27, 2019	Bank Account Reconciliations	Accounting Office		
	Review of items Partial reconciliation of depreciation, fixed assets			

October-December, 2019 Trimester (from December 16 to December 20, 2019)				
Due Date	Tasks to be completed	Responsible Office	Completion Date	Comments
December 16, 2019	Register invoices and pending payments (general ledger validations) and process the payments	Accounts Payable Office		
	Resolves invoices in hold status, with errors, correct exceptions and unaccounted invoices			

CALENDAR FOR QUARTERLY AND END OF YEAR CLOSING PROCESS FICAL YEAR 2019-2020				
CALENDAR FOR QUARTERLY CLOSING PROCESS				
July-September, 2019 Trimester (from September 23 to September 27, 2019)				
Due Date	Tasks to be completed	Responsible Office	Completion Date	Comments
September 23, 2019	Register invoices and pending payments (general ledger validations) and process the payments	Accounts Payable Office		
	Resolves invoices in hold status, with errors, correct exceptions and unaccounted invoices			
September 24, 2019	Other related tasks: open PO in Oracle including the Import Legacy	Accounts Payable Office Purchasing Office		
September 25, 2019	Preparation of Accounts Payable and Procurement Module closing.	Accounts Payable Office		
September 26, 2019	Check that all transactions are completed	Accounting Office		
	Create accounting from AP to GL			
September 27, 2019	Bank Account Reconciliations	Accounting Office		
	Review of items Partial reconciliation of depreciation, fixed assets			

CALENDAR FOR QUARTERLY AND END OF YEAR CLOSING PROCESS FICAL YEAR 2019-2020				
CALENDAR FOR QUARTERLY CLOSING PROCESS				
October-December, 2019 Trimester (from December 16 to December 20, 2019)				
Due Date	Tasks to be completed	Responsible Office	Completion Date	Comments
July 16, 2020	Run Manual process-Procurement Module: Corrections of exceptions and unaccounted transactions in AP. Corrections of errors (journals/encumbrances) in GL Module that remains in previous periods and in June 2020.	Compras		
July 31, 2020	Register entry for sick/ordinary licence (GASB16) and Active Employees Archive-UPR Retirement System	Human Resources Office Finance Office		
August 1, 2020	Bank account reconciliations, review of outstanding items to be accounted and prepare and register the corresponding adjustment entries.	Accounting Office		
August 3, 2020	Prepaid expenses account analysis (codes 1582-1583). Prepare journal entries to register expenses in the corresponding accounts, if service was received. Reconcile and adjust clearing accounts. Verify funds and intercompanies transactions. Analyse and reconcile matching funds to balance the accounts. Revenue code 4950 must balance expense code 9950.	Accounting Office		
	Register Indirect Cost recovery for the total amount. Revenue codes 4940 to 4942 must match (balance) expense code 90110 to 9015. Update reconciliation of the fixed assets subsidiary and report to Central Administration that the reconciliation of capitalized equipment was made.			
August 17, 2020	General Fund account balance, transfer of balance available and encumbrance registrations. Registrations of miscellaneous obligations: water and sewer, telephone, and energy, and any other expense incurred as of June 30, 2020. Object code 2107 accumulation. Reconcile accounts payable and accounts receivable with the UPR Retirement System.	Accounting Office Budget Office		
September 18, 2020	Delivery to Central Administration of Trial Balance and corresponding schedules.	Finance Office		

# Calendar for quarterly and end of year closing process FY20



Finanzas

CALENDAR FOR QUARTERLY AND END OF YEAR CLOSING PROCESS  
FICAL YEAR 2019-2020

CALENDAR FOR QUARTERLY CLOSING PROCESS				
July-September, 2019 Trimester (from September 23 to September 27, 2019)				
Due Date	Tasks to be completed	Responsible Office	Completion Date	Comments
September 23, 2019	Register invoices and pending payments (general ledger validations) and process the payments	Accounts Payable Office		
	Resolves invoices in hold status, with errors, correct exceptions and unaccounted invoices			
September 24, 2019	Other related tasks: open PO in Oracle including the Import Legacy	Accounts Payable Office Purchasing Office		
September 25, 2019	Preparation of Accounts Payable and Procurement Module closing.	Accounts Payable Office		
September 26, 2019	Check that all transactions are completed Create accounting from AP to GL	Accounting Office		
September 27, 2019	Bank Account Reconciliations	Accounting Office		
	Review of items Partial reconciliation of depreciation, fixed assets			

CALENDAR FOR QUARTERLY AND END OF YEAR CLOSING PROCESS FICAL YEAR 2019-2020				
CALENDAR FOR QUARTERLY CLOSING PROCESS				
July-September, 2019 Trimester (from September 23 to September 27, 2019)				
Due Date	Tasks to be completed	Responsible Office	Completion Date	Comments
September 23, 2019	Register invoices and pending payments (general ledger validations) and process the payments	Accounts Payable Office		
	Resolves invoices in hold status, with errors, correct exceptions and unaccounted invoices			
September 24, 2019	Other related tasks: open PO in Oracle including the Import Legacy	Accounts Payable Office Purchasing Office		
September 25, 2019	Preparation of Accounts Payable and Procurement Module closing.	Accounts Payable Office		
September 26, 2019	Check that all transactions are completed	Accounting Office		
	Create accounting from AP to GL			
September 27, 2019	Bank Account Reconciliations	Accounting Office		
	Review of items Partial reconciliation of depreciation, fixed assets			

CALENDAR FOR QUARTERLY AND END OF YEAR CLOSING PROCESS FICAL YEAR 2019-2020				
October-December, 2019 Trimester (from December 16 to December 20, 2019)				
Due Date	Tasks to be completed	Responsible Office	Completion Date	Comments
December 16, 2019	Register invoices and pending payments (general ledger validations) and process the payments	Accounts Payable Office		
	Resolves invoices in hold status, with errors, correct exceptions and unaccounted invoices			
December 17, 2019	Other related tasks: open PO in Oracle including the Import Legacy	Accounts Payable Office Purchasing Office		
	Preparation of Accounts Payable and Procurement Module closing.			
December 18, 2019	Check that all transactions are completed	Accounting Office		
	Create accounting from AP to GL			
December 20, 2019	Bank Account Reconciliations	Accounting Office		
	Review of items Partial reconciliation of depreciation, fixed assets			

CALENDAR FOR QUARTERLY AND END OF YEAR CLOSING PROCESS FICAL YEAR 2019-2020				
January-March, 2020 Trimester (from March 24 to March 27, 2020)				
Due Date	Tasks to be completed	Responsible Office	Completion Date	Comments
March 24, 2020	Register invoices and pending payments (general ledger validations) and process the payments	Accounts Payable Office		
	Resolves invoices in hold status, with errors, correct exceptions and unaccounted invoices			
March 25, 2020	Other related tasks: open PO in Oracle including the Import Legacy	Accounts Payable Office Purchasing Office		
	Preparation of Accounts Payable and Procurement Module closing.			
March 26, 2020	Check that all transactions are completed	Accounting Office		
	Create accounting from AP to GL			
March 27, 2020	Bank Account Reconciliations	Accounting Office		
	Review of items Partial reconciliation of depreciation, fixed assets			

CALENDAR FOR QUARTERLY AND END OF YEAR CLOSING PROCESS FICAL YEAR 2019-2020				
PROCESS - FY20 (JUNE 1 TO SEPTEMBER 18, 2020)				
Due Date	Tasks to be completed	Responsible Office	Completion Date	Comments
June 1, 2020	Procurement Module closing date. Any purchase after this date must come with the approval of the Budget Office.	Purchasing Office Finance		
June 15, 2020	Last day to deliver to Accounts Payable Office the payment vouchers in transit.	Budget Office Deanships, all offices		
June 22, 2020	Register invoices and pending payments (general ledger validations) and process the payments	Accounts Payable Office Finance Office		
	Resolves invoices in hold status, with errors, correct exceptions and unaccounted invoices			
	Other related tasks: open PO in Oracle including those from Import Legacy			
	Preparation for the closing of Accounts Payable and Procurement Module			
	GL Module-prepare the accumulation process for code 2108			
July 16, 2020	Identify pending requisitions and purchase orders	Compras		
	Check all transactions are completed			
	Identify orders pending receiving and with overshipment			
	Identify pending purchase orders and follow-up to obtain invoices.			
	Petty Cash liquidations, Exchange Fund, checks to be canceled.			
July 31, 2020	Register entry for sick/ordinary licence (GASB16) and Active Employees Archive-UPR Retirement System	Human Resources Office Finance Office		
August 1, 2020	Bank account reconciliations, review of outstanding items to be accounted and prepare and register the corresponding adjustment entries.	Accounting Office		
August 3, 2020	Prepaid expenses account analysis (codes 1582-1583). Prepare journal entries to register expenses in the corresponding accounts, if service was received.	Accounting Office		
	Reconcile and adjust clearing accounts. Verify funds and intercompanies transactions. Analyse and reconcile matching funds to balance the accounts. Revenue code 4950 must balance expense code 9950.			
	Register Indirect Cost recovery for the total amount. Revenue codes 4940 to 4942 must match balance expense code 90110 to 9015.			
	Update reconciliation of the fixed assets subsidiary and report to Central Administration that the reconciliation of capitalized equipment was made.			
August 17, 2020	General Fund account balance, transfer of balance available and encumbrance registrations. Registrations of miscellaneous obligations: water and sewer, telephone, and energy, and any other expense incurred as of June 30, 2020. Object code 2107 accumulation.	Accounting Office Budget Office		
September 18, 2020	Reconcile accounts payable and accounts receivable with the UPR Retirement System. Delivers to Central Administration of Total Balance and corresponding schedules.	Finance Office		



## MSCHE Follow-up Visit

- September 30 to October 3, 2018

“The University has established criteria for establishing budget priorities (enrollment, course and section needs, available faculty and staff, infrastructure, student services, and KPIs). The budget planning and monitoring process (developed in 2007) has been noted as a model for other institutions. The institution engages in longitudinal tracking and analysis of the criteria and outcomes”.



**UPR-Cayey:**  
***Our students are well-served;***  
***Society is well-served***

