

ABS Newsletter

October 2004
Accounting & Budget Services



University of Colorado at Boulder
<http://abs.colorado.edu/>

Table of Contents for this Issue

Click on the link to select an article

1. [Compliance Corner – Flat Benefit Rates](#)
2. [Fraud](#)
3. [Finance System Upgrade – Implementation](#)
4. [Finance System Upgrade – Demo](#)
5. [Opening PSLite Update](#)
6. [Training and Education](#)
7. [Payroll Expense Transfers](#)
8. [Default Departmental Payroll Suspense SpeedType](#)
9. [Essential FOPPS Maintenance](#)
10. [Payroll Deadlines](#)
11. [Finance and Budget Deadlines](#)
12. [ABS Web Site and Search Tips for ABS Web Pages](#)
13. [Updated ABS Staff List](#)

SPA COMPLIANCE CORNER

1. Flat Benefit Rates

The *Compliance Corner* is designed to give departmental administrators tips for internally monitoring general areas of compliance relative to the sponsored projects housed within their units. The topic for this month is Flat Benefit Rates.

Use of the revised flat benefit rates, which include termination pay, began effect July 1, 2004. The new rate for the full-time **research faculty** is 21.6%, and the new rate for the full-time **regular faculty** is 21.2%. SPA has received a few inquiries regarding the difference between a research faculty and a regular faculty. The easiest way to tell the difference is by the job code. Faculty with a job code of 13XX are research faculty, and faculty with a job code of 11XX, 12XX, or 14XX are regular faculty.

FRAUD

2. Fraud

If you are you aware of fraud, theft, embezzlement, abuse, or waste of university resources; or if you have reasonable belief or actual knowledge that fiscal misconduct has or is occurring, then the following resources are available to you:

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Editor Cathy Marquis
Catherine.Marquis@colorado.edu

- Administrative Policy Statement titled *Reporting Fiscal Misconduct*, <http://www.cusys.edu/policies/Fiscal/fiscalmis.html>
- University of Colorado Department of Internal Audit, <http://www.cusys.edu/audit/fraud.html>
- State of Colorado Fraud Hotline Web site, <http://www.colorado.gov/dpa/dfp/sco/fraudhotline/fhotline.htm>, and phone number, 303-866-6234.

FINANCE SYSTEM UPGRADE

3. Implementation

The implementation of the Finance System upgrade is targeted for February 2005. The upgrade involves the General Ledger, Accounts Payable, and Purchasing modules of the Finance System, as well as the sub-systems that currently provide data to the Finance System. Information about the upgrade is available on the Office of the University Controller's Web site at <http://www.cusys.edu/upgrade/>. You can find documents addressing the need for the project, project leadership and management strategy, the upgrade team and departmental representatives, key system enhancements, and upgrade training philosophy.

Recent additions to the Upgrade Web Site address SPO Encumbrance Functionality, Transactional Security Functionality, ChartField Attributes, and Transfer Rule Functionality. An overview of these topics is presented below.

[SPO Encumbrance Functionality](#)

There is no longer a distinction between a Standing Purchase Order (SPO) and a Convenience SPO. The upgraded Finance System will provide one type of SPO and will encumber all SPOs for their full value to the designated FOPPS.

[Transactional Security Functionality](#)

With this new functionality, security access of end users will be administered at the journal transaction types and fund types. Journal transaction types include actuals, transfer, budget, and encumbrance. The establishment of separate security classes for transactions in Funds 30 and 31 will enhance control of journal transactions recorded in sponsored project FOPPS.

[ChartField Attributes](#)

This document contains information about the attributes attached to the Organization, Program, and SpeedType

Continued on page 2

ChartFields. Several new attributes have been added to these three ChartFields. The description of each attribute defines its name, actual character length, character type, source, and purpose.

[Transfer Rule Functionality](#)

The transfer rule table establishes which fund- pairs are permitted to do cash transfers, and which fund-pairs are prohibited from doing them. Cash transfers are allowed between funds when an indicator of “yes” is shown on the table. The upgraded Finance System will implement an edit check to enforce the transfer rules.

The Boulder Campus departmental representative to the Finance Upgrade Project Management Team is Nan Lu from the Recreation Center. Mark Detterick of Sponsored Projects Accounting is the alternate. They can be reached by email at Lun@Colorado.EDU and Mark.Detterick@Colorado.EDU respectively. You can also contact the ABS Director of Accounting, Tzuyea Yu, at Tzuyea.Yu@colorado.edu with your questions.

4. Finance System Upgrade – Demo

On November 18th, from 9:00 a.m. – noon, the Office of University Controller will be presenting a demonstration of the upgraded Finance System in room 620 of the Administrative and Research Center (ARC). The ARC is located at 3100 Marine Street on East campus. Please register in advance for the demonstration by sending an email to accounting@colorado.edu.

PSLite

5. Opening PSLite

There appears to be a new security feature in Windows that can prevent users from opening files that have been downloaded from the Internet. If this happens when downloading a new PSLite file, do the following:

1. Locate the PSLite icon on your computer.
2. Right click on the icon.
3. Go to “Properties”
4. At the bottom there should be an option to “Unblock”. Select it.
5. If you have left Access open, close it.
6. Re-open the PSLite file.

Questions? Contact Kathy Phillips at x21403.

EDUCATIONAL OPPORTUNITIES

6. Training and Education

ABS offers training and education to the campus either through formally scheduled group classes, or via individual instruction upon request.

TACKLE *The Guide*

ABS is once again offering a course designed to tackle the *Departmental Financial Management Guide* in its entirety, by taking a closer look at the material contained in each chapter. *The Guide* offers a comprehensive and thorough look at both higher education accounting and sound financial management in a university environment.

The course began in October, and will meet once per month through April. The next session is scheduled for November 17th from 8:00 a.m. – 11:45 a.m. in ARC 620. The November class will cover Chapter 4, *Fund Accounting and Revenue Accounting*.

If you have not already registered for the entire series of Tackle The Guide sessions, please register prior to attending the November session by sending an email to accounting@colorado.edu.

You must print out and bring Chapter 4 of *The Guide* with you to class on November 17th. Chapters of *The Guide* are available at http://abs.colorado.edu/ABS%20WEB/WEB_2003/ABS_Guide.htm.

Payroll Expense Transfer (PET) Training

Representatives from the Office of University Controller do this training. It provides basic information on the lifecycle of Payroll Expense Transfers from creation to approval in both the finance and human resource systems. This course covers inquiry and approval training for all types of PETs. The class runs for two hours and allows time for discussion on issues such as preventing and correcting payroll suspense.

Upcoming training dates are

- November 2 from 10:00 a.m. until noon
- December 6 from 10:00 a.m. until noon.

All sessions are held in room W179 of the Marine Street Science Center, located at 3215 Marine Street.

Registration is required as seating is limited. Register by sending an e-mail to accounting@colorado.edu.

Videos for Accounting 101 and *The Guide*

If you were unable to attend *The Guide* or Accounting 101* sessions, and want to see what you missed, check out a video and watch it on your own or with others from your department. Please keep in mind that, while it is preferable to come to the “live” sessions of these courses, for those instances in which you simply cannot attend, the tapes can be a substitute.

To check out a video, please e-mail your request to Isabel.Dunn@colorado.edu.

Standard Monthly Offerings

Training sessions addressing the PeopleSoft Finance System, including Procurement, and Reading and Understanding People Soft Statements, are offered every month.

Continued on page 3

PeopleSoft Finance System Including Procurement

This course, which provides basic information for using the PeopleSoft Financial System, runs for three days. The first two days address the finance basics of the general ledger, followed by a third day covering the procurement functions of purchasing and accounts payable. Training on the general ledger and procurement processes is required to secure authorized access to these PeopleSoft production systems, and the general ledger training is a pre-requisite for the purchasing and accounts payable training.

New employees are encouraged to repeat this training after a few months on the job. Due to the large amount of information this course disseminates, a repeat is helpful to address job-specific policies and procedures. Current users who would like a refresher course are always welcome to attend.

Upcoming Workshops and Locations include

- October 18, 19 & 22 from 8:30 a.m.-4:30 p.m.
- November 15, 16 & 19 from 8:30 a.m.-4:30 p.m.
- December 15, 16 & 17 from 8:30 a.m.-4:30 p.m.

All sessions are held in Room W179 of the Marine Street Science Center located at 3215 Marine Street.

Participants are asked to register in advance for this course by sending an e-mail to accounting@colorado.edu.

Additional information about this course, as well as a listing of future class dates, is on the ABS Web site at http://abs.colorado.edu/ABS%20WEB/WEB_2003/ABS_Training.htm#fintraining.

Reading and Understanding PeopleSoft Statements

This class covers the four PeopleSoft statements that are mailed to departments each month: Summary of Budget, Revenues, Expenditures, and Transfers; Detail of Budget, Revenues, Expenditures, and Transfers; Outstanding Encumbrances; and Balance Sheet Transactions.

Upcoming Workshops and Locations include

- November 11 from 8:30 a.m. – noon
- December 9 from 8:30 a.m. – noon.

All sessions are held in Room W179 of the Marine Street Science Center.

Participants are asked to register in advance for this course by sending an e-mail to accounting@colorado.edu.

Offerings Upon Request

Individual training and education is available on:

- Departmental Financial Management
- New Property Acquisition
- How to Inventory Equipment
- Sponsored Project Accounting.

① For more information on any of the educational offerings mentioned in the ABS Newsletter, visit http://abs.colorado.edu/ABS%20WEB/WEB_2003/ABS_Training.htm

TOPICS TO REVIEW

7. Payroll Expense Transfers

Do you know which PET process to use when you begin a Payroll Expense Transfer?

Per the Step-By-Step guides published by HR as a result of the upgrade, the following is a reminder of which PET process to use when you do your Payroll Expense Transfers:

| DATES | WHICH PET PROCESS TO USE |
|-----------------|--|
| 4/1/03-Future | Use 8.3 PET/Retro or PET/Correction or FAM PET |
| 7/1/00-4/1/03 | Use People Soft 7.0 GL FIN PET process or Batch Upload |
| Prior to 7/1/00 | Use Batch Upload |

Remember that PETs can only be done when HR Production is up. Consult HR's Payroll Calendar, at <http://www.cusys.edu/pbs/hrms/ps/calendar.html>, to stay informed about HR Production down times.

➔ Please note that pre-8.3HR Upgrade PETs (ET's) and HR Upgrade Correction PETs (PETC's) not posted prior to close during the current period, will have to be deleted and redone in the next period! Conversely, any HR Upgrade Retroactive Funding Change PETs (PETR's) not posted during the current period, prior to close, will only have to have their journal dates changed to a current date prior to posting in the next period.

8. Default Departmental Payroll Suspense SpeedType

Payroll suspense goes directly to the default payroll suspense SpeedType assigned for each department. Departments are then responsible for clearing this suspense FOPPS. PLEASE LOOK FOR SUSPENSE IN ACCOUNT 410100, SUSPENSE SALARY, which will identify payroll suspense transactions. You must either do a Correction Payroll Expense Transfer (PETC) or a Payroll Expense Transfer/Retroactive Funding Change (PETR) to transfer these suspense charges to the correct FOPPS/Account combination within your department. By using the PETC/PETR, the system will change the account from 410100 to the correct account with respect to the job-code, earnings type, etc. logic used in the regular payroll calculation

To assist you with payroll suspense, periodically run the "Summary Suspense Report" to alert you to any employees who may need to be reviewed, and also to identify those employees for whom the funding distribution must be corrected. By entering/correcting/approving the Funding Distribution in HR, payroll suspense transactions can be avoided.

Continued on page 4

9. Essential FOPPS Maintenance

Subsystem Feeds to PeopleSoft

Subsystem feeds (whether from "The Black Box" or from UMS Production Jobs) should be posted to PeopleSoft within three business days of their being loaded to PeopleSoft.

This is to ensure that all valid subsystem journals (batches) are fed efficiently and are reflected on statements in a timely manner so as to meet the reconciliation needs of our users.

Unposted Journals

Please review your Journal Source Code in the "Journal Entry/Base Currency/Update Display" screens to detect any journals that you may be responsible for correcting and/or approving and posting. During the last week of the month, it is a good idea to review this screen daily to ensure that any journals requiring posting have been addressed. This also catches any journals that have been overlooked.

Note: All outstanding journals should either be posted (or deleted) by ABS month-end close. Two to three days prior to close, Data Control attempts phone contacts and leaves voice messages when unposted journals with current month dates are detected. If voice messages have not been responded to on journals in question, and the journals are not posted by month-end close, Data Control will delete them.

Summary Suspense Report

Please run the "Summary Suspense Report" prior to biweekly and monthly payroll cutoff dates to identify employees whose payroll funding distribution will **cause** their payroll to go to suspense. Make the necessary corrections to the employee's record before the monthly or biweekly payroll cutoff date(s) found on HR's Payroll Calendar. Assistance is available from PBS at x56500.

For navigation instructions to run the "Summary Suspense Report", refer to the HR Upgrade Step-By-Step guide for "MISC-RPT". This guide is on the Web at: <http://www.cu.edu/operations/links/>.

Fringe Benefit Allocations

ABS will continue to correct allocation errors resulting from fringe benefit calculations on PETs that moved pre-July 2003 salaries. ABS encourages departments to identify pre-July 2003 salaries that may need to be moved, and to complete those PETs as soon as possible.

☞ Watch for October 2004 allocation corrections to PETs related to pre-July 2003. The Journal ID (BOUB) posted in October and should reflect a line description of "CORRECTOCTEBENALLOC".

OCTOBER MONTH - END DEADLINES

10. Payroll Deadlines

*October 14 at 12:00 noon

- Deadline for time collection entries for the October 9 bi-

weekly payroll.

*October 18 at 5:00 p.m.

- Deadline for time collection for October end-of-month payroll.

* October 28 at 12:00 noon

- Deadline for time collection for the October 23 bi-weekly payroll.

*Please note that these deadlines must be followed in order to ensure that funding distribution corrections (i.e. from payroll suspense clearing) and/or changes are in place before the next payroll is run. Refer to the PBS Website at <http://www.cusys.edu/pbs/hrms/ps/calendar.html> for the most up-to-date payroll calendar.

11. Finance and Budget Deadlines

October 21

- Deadline for Lynda Reisinger to receive allocation changes and creates for October business. Send to Lynda.Reisinger@colorado.edu or call Lynda at x28646.

October 26 by 4:00 p.m.

- Data Control's deadline to receive INs for processing with October business. INs should be forwarded to Lynda Reisinger, Data Control, 579 UCB.
- Deadline for creation of end of month Payroll Expense Transfers relating to Fund 3x. Any PET with at least one line involving a Fund 3x FOPPS must be reviewed, approved, and posted by Sponsored Projects Accounting. Please refer all questions to Jamie Chadwick at x54760.

November 1

- Deadline for October budget journals to be created. Arts & Sciences units should submit all budget change requests to the A&S Budget Office, by the A&S deadlines, for approval and entry into the finance system.

November 2 at 6:00 p.m.

- PeopleSoft closes for October.

ABS HOUSEKEEPING

12. ABS Web Site

Remember to check the home page of the ABS Web site for the most up-to-date Boulder campus accounting and finance information. For those who want to bookmark the ABS Home Page, the URL is <http://abs.colorado.edu/>. Keep in mind that the Web is a dynamic environment, and links can change frequently and without notice. Should you discover a broken link on the ABS Web site, please contact Cathy Marquis, ABS Web Master, at Catherine.Marquis@colorado.edu, so the link can be repaired.

Continued on page 5

You can search for topics in the ABS Web on a page-by-page basis using the EDIT feature found in your Web browser.

1. When viewing a Web page, go to the TOOL BAR at the top of the screen.
2. Select EDIT.
3. Select FIND ON THIS PAGE or FIND IN PAGE.
4. Type in the topic in the FIND WHAT field.

13. ABS Staff List

The most up-to-date and comprehensive listing of ABS staff is available on the ABS Web site at

http://abs.colorado.edu/ABS%20WEB/WEB_2003/ABS_Staff_Directory.htm

For a list of General Accounting Area Accountants visit

http://abs.colorado.edu/ABS%20WEB/WEB_2003/ABS_General_Accounting.htm

For a list of SPA Area Accountants visit

http://abs.colorado.edu/ABS%20WEB/WEB_2003/ABS_Sponsored_Projects_Accounting.htm

ABS MISSION STATEMENT

The mission of ABS is to provide rigorous stewardship of the university's financial resources through high quality accounting services, budget execution, and financial reporting while supporting a diverse and dynamic community of internal customers and external constituents.