

ABS Newsletter

November 2004
Accounting & Business Support



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

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ABS ANNOUNCEMENTS

1. Name Change

ABS is pleased to announce its new office name as "Accounting and Business Support." This replaces its former name of "Accounting and Budget Services". The new office name reflects the March 2004 reorganization that separated accounting and business support services from the budget planning, development, and implementation functions. Accounting and Business Support will maintain the acronym of "ABS". ABS will continue to accomplish its mission by providing rigorous stewardship of the university's financial resources through high quality accounting services, budget monitoring and control, and financial reporting while supporting a diverse and dynamic community of internal customers and external constituents.

The CU-Boulder Budget Office, which is housed within the Office of Planning, Budget and Analysis, (PBA), performs the full scope of budget services. The Budget Office is dedicated to providing resource management and

planning, as well as policy analysis and consultation, on campus financial issues, in partnership with the campus community and leadership.

The Budget Office staff's primary role is to manage the campus budget planning and operations. In addition, the office provides professional decision support services for the campus community, leadership, and other constituents in order to optimize the use of the campus' resources. Visit PBA and the Budget Office at: <http://www.colorado.edu/pba/>.

SPA NEWS

2. New Staff

Please welcome Barry Northrop as a new SPA Accountant. Barry will be performing compliance checks and post audit reviews. He can be reached by phone at x21679 or by email at Barry.Northrop@colorado.edu. We are delighted to have Barry back in ABS.

3. Changes in SPA Agency Assignments

Please make note of the following changes in sponsor assignments with respect to SPA Accountants:

Project Sponsor	SPA Accountant
American Cancer Society	Chisya Delamarter
American Heart Association	Jason Cook
Freeman Foundation	Pat Dodson

4. Tuition and PETs

When doing a PET for salary for a **previous** semester, be sure to do a journal entry for the tuition charges that result from the PET. If the PET involves just a portion of the semester, calculate the proportion of the semester and make the tuition adjustment match accordingly

5. PET Approvals

Any PET with at least one line involving a Fund 30 or Fund 31 FOPPS must be reviewed, approved, and posted by SPA. Departments are responsible for approving all other non Fund 30 or Fund 31 PETs.

6. Compliance Corner

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 topics for this month are the Fly America Act and an Office of Inspector General (OIG) audit report issued August 19, 2004.

Continued on page 2

Fly America Act

The Fly America Act requires that US Flag carriers be used for foreign air travel funded with federal dollars. This includes any travel done on a federal award or a federal flow through award. Keep this in mind when buying airlines tickets, particularly when the purchase is done directly on the Web. Departments and/or the Principal Investigator become personally responsible for any airline ticket that does not comply with the Fly America Act. Additional information about this Act can be found on the Web site of the United States Department of Commerce Office of General Counsel at <http://www.ogc.doc.gov/ogc/fl/fald/itl/itlv14.pdf>.

Office of Inspector General (OIG) Audit

This past summer, as reported in the September 2004 issue of *Report on Research Compliance*, OIG concluded an audit focusing on costs claimed for reimbursement at an eastern university. ABS is sharing a selection of these audit findings in this newsletter to emphasize the importance of charging only allowable costs to sponsored projects as well as the significance of adequately documenting project expenditures.

The audit report issued by OIG recommended that the audited university pay back more than \$600,000 for unallowable costs it charged to a \$4.5 million contract. In addition, OIG recommended examining an additional \$1,786,568 of expenditures to determine how much more should be disallowed.

The audit recommended disallowance of:

- Salaries and benefits totaling \$293,377 which included \$147,335 in salaries paid to individuals who falsely billed their time to the project;
- Salaries in the amount of \$118,315 charged to the project in error because the university's effort reporting system did not adequately control which costs were charged to the project;
- An additional \$27,490 in salaries for temporary employees and clerical workers who had no **direct** relationship to the project;
- Equipment purchases of \$122,510 that were not necessary to perform the project, and equipment purchases of \$24,692 that were made in the last month of the project;
- Payment of \$20,500 to a business associate of the PI, because it was found that the associate was paid for work that had actually been performed by university staff;
- Payments of \$129,433 for indirect costs on the project. The amount of indirect costs needed to be adjusted downward due to the expenses disallowed by OIG.

Please remember that all costs charged to a sponsored project must be allowable, allocable, reasonable, treated consistently, in conformance with exclusions and limitations in *A21* or in the sponsored agreement, timely,

and of benefit with regard to the respective project. Furthermore, all costs charged to a sponsored project are subject to audit by the respective funding agency or other audit agencies.

The primary responsibility for the sound fiscal management, as well as the programmatic direction, of a sponsored project belongs to the individual faculty member who is the grant or contract principal investigator or project director. It is the responsibility of this individual to ensure that only valid costs are charged to a sponsored project.

FRAUD

7. 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: 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 phone number, 303-866-6234.

FINANCE SYSTEM UPGRADE

8. Go-Live

The Finance System upgrade will "Go Live" in March, 2005. This timing coincides nicely with payroll deadlines and the February month-end close. The Production environment of the current Finance System will go off-line effective with the February close, and the Production environment of the new Finance System will go live approximately one week after the February close. The Reporting environment, which will contain data through February 2005, will be available during the transition.

9. Campus Demos

Since the three demonstrations presently scheduled for the upgraded Finance System are all full, ABS and the Office of the University Controller are working to add one more. Keep checking the Homepage of the ABS Web site for information on when and where this fourth demonstration will be held.

10. Upgrade Training

Mandatory upgrade training for all current Finance System users will begin in mid-January. The complete training package consists of three Web-based courses: Inquiry, General Ledger, and Procurement. Your individual training requirements will be determined based upon the security you have in the current Finance System. For those who prefer learning in a classroom setting, a limited amount of instructor led training will also be offered.

Comprehensive information about training will be sent out in early January.

11. Finance System Changes

A number of changes will accompany the Finance System upgrade. Three examples include

- Introduction of a “smart” SpeedType that identifies campus and fund;
- Required Sponsored Project approval of journal entries and certain purchases; and
- Enforcement of cash transfer rules.

For more information about these items, as well as additional changes associated with the upgrade, visit the upgrade Website at www.cusys.edu/upgrade. Comments and suggestions about the upgrade can be sent via email to finance.upgrade@cusys.edu.

NEWS YOU CAN USE

12. Outstanding Wire Transfers

The Office of Cash Management will occasionally receive a wire transfer for which the purpose and intended recipient cannot be identified. Many of these payments are from the federal government or foreign entities, and may belong to a department or another campus. If you are missing a payment for any reason, please review the following list of outstanding wire transfers to see if one of these belongs to you. Contact Lora Merriweather in the Office of Cash Management, x24438, if you have questions.

1999

10/01 70.00 WT FED#00512 DAI ICHI 120117615057
KANGYO BA/ORG=JAPAN
MARINE SCIENCE AND TECHNOLOGY 0910

2000

0403 86.78 WT M34A00331A601 12688698 5057
DRESDNER BANK AG
/ORG=HARRY WIRT KONRAD

0410 1,378.00 WT FED#00148 UNION 12126760 5057
NATIONAL BAN
/ORG=TECHNOLOGICAL
EDUCATION AND
Abudhabi, United Arab Emirates
Fees deducted 11.00

0928 107.00 T 1243638652
CASSA DI 9903318157 6332 ISPARM /ORG=
IPARTIMENTO DI CIENZE DELL

1002 12.72 WT FED #02116 FLEET
NATIONAL BAN/ORG=FSC AGT FLT TR MASTERCASH
FNB RECONCILIATION UNIT NY/RO/T03A
Sandra Nickerson
00100200080474 D9373913970
Unable to identify further based on info from Dale.

2001

8/6 50.00 DOJ TREAS 220 MISC PAY 080601
846000555150100/
RMT*IV*2001108V
Invoice # 2001108V
512-342-7300 – called 6/10/03 requesting more info

2002

7/11 97.63 WT FED#03500 ISTITUTO BANCARIO
SAN PAOLO DI TORINO HEAD OFFICE
/ORG=I.U.A.V.DIP PINAIFICAZIONE S
EUR 99.90 AT .9773030
REFERENCE N.242347 PROF. SAETTA
CE 1957 30135 VENEZIA

2004

8/13 4000.00 USGS TREAS 303 MISC PAY 081304
RMR: 29-10701
Invoice Date: 7/20/04
Trace: 31036210852858

8/18 50000.00 THE FORD FOUNDATION PAYMENT
Grant # 1045-1157
Trace: 28000083092186

8/27 5000.00 USGS TREAS 303
MISC PAY 082704 846000555140800
RMT*IV*29-10701

9/7 645.00 COM4 TREAS 303
MISC PAY 090704 846000555131400
RMR*IV*45RANA000320
Trace: 31036210612927

9/10 .66 COM4TREAS 303
MISC PAY 091004 846000555131400
RMR*IV*RA133004BR0012062804
Trace: 31036210739772

9/10 120.00 COM4 TREAS 303
MISC PAY 091004 846000555131400
RMR*IV*RA133004BR0012062804
Trace: 31036210739773

9/10 6340.00 WT FED#00006 DANSKE BANK
/ORG=KOBENHAVNS UNIVERSITET
SRF# 4183 42527
Invoice for Trevor Poppasala Rydorthe Jensen
Univ of Copenhagen, Iels Bohr Inst, Dept of Geophysics
Less charges: USD 20.00

9/14 4860.00 USGS TREAS 303
MISC PAY 091404 847301230140800
RMT*IV*MRS081904
Trace: 31036210796310

9/15 50549.87 NEH1 TREAS 303
MISC PAY 091504 846000555590000
RMR*IV*FS-50017-03A
Trace: 31036210823313

Continued on page 4

10/5 541.77 DOEO TREAS 310
MISC PAY 100504 846000555890000
RMT*IV*1533113014
RF01956
REFLB 1018050156
Trace: 101036150423338

10/15 750.00 DCD VENDOR PAY 041014 1KPE3
RMR*OI*18580470909*PO*750.00
TRNG2M-04UCCOL0909
DOV200904
Trace: 61136050256048

10/15 9310.00 ECS TREAS 310
MISC PAY 101504 846000555130600
RMR*IV*5
Trace: 101036152302349

10/15 9972.00 ELM

10/18 50000.00 ELM

10/19 774.00 CITIBANK CO
EBT CC74926
COLORADO CT FAMILY HSG

10/19 17450.00 ELM

10/22 6167.17 USGS TREAS 303
MISC PAY 102204 846000555140800
RMR*IV*1540285-011

10/25 31952.00 ELM

13. Unrelated Business Income Tax (UBIT)

ABS encourages departmental program managers to review the UBIT policy and their business operations to identify unrelated business income activity because it is essential for the University of Colorado to comply with Internal Revenue Service reporting requirements relative to UBIT.

The UBIT policy defines unrelated business income as “gross income from on-going trade or business activity that is substantially unrelated to the university’s educational and other exempt purposes.” Several questions are provided in the policy to assist program managers with the determination of unrelated business income activity.

- Is the activity regularly carried on?
- Is the activity substantially related to the exempt purposes of the university?
- Is the activity conducted with volunteer services?
- Is the activity primarily for the convenience of faculty, staff, or students?
- Is the income derived from debt-financed property?
- Is the income received from a controlled corporation?
- Is the income from the rental of real property?
- Is the income from advertising?
- Is the income derived from research?

The UBIT policy requires departmental program managers to provide timely communication about the unrelated business income activity in their areas to the Boulder campus UBIT expert, Deedee Joeris. She can be reached at x 22428 or by e-mail at Dorothy.Joeris@colorado.edu. The policy also states that program managers are responsible for taxes, interest, and penalty assessments caused by the failure to identify and report taxable activity.

The UBIT policy is available on the ABS Web site at <http://abs.colorado.edu>. When you arrive at the ABS Homepage, select “U” and then “UBIT”.

EDUCATIONAL OPPORTUNITIES

14. ABS Training and Education

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

Standard Monthly Offerings

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

People Soft 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

- November 15, 16 & 19 from 8:30 a.m.-4:30 p.m.
- December 15, 16 & 21 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 email 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.

Reading and Understanding PeopleSoft Statements

This class covers the four PeopleSoft statements that

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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. The next workshop will be on December 9 from 8:30 a.m. – noon. The location for the workshop is in Room W179 of the Marine Street Science Center.

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

Payroll Expense Transfer (PET) Training

Representatives from the Office of University Controllor 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. The next training date is December 6 from 10:00 a.m. until noon. The workshop will be 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 email to accounting@colorado.edu.

Special Offerings

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.

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.

Offerings Upon Request

Individual training is available for

- Departmental Financial Management
- How to Inventory Equipment
- New Property Acquisition
- 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

15. 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, 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-HR 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 PET (PETRs) not posted prior to close during the current period, will only need to have its journal dates changed to a current date prior to posting in the next period.

16. 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.

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By using the PETC/PETR, the system will change the account from 410100 to the correct account for 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 routinely entering/correcting/approving the Funding Distribution in HR, payroll suspense transactions can be avoided.

17. 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 are 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 all 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 on running 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 November 2004 allocation corrections to PETs related to pre-July 2003. The Journal ID (BOUB) posted in November and should reflect a line description of "CORRECTNOVENALLOC".

DEADLINES

18. November Deadlines

☞ Payroll

*November 11 at 12:00 noon

- Deadline for time collection entries for the November 6 bi-weekly payroll.

*November 17 at 12:00 noon

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

* November 23 at 5:00 p.m.

- Deadline for time collection for the November 20 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.

☞ Finance and Budget

November 19

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

November 19 by 4:00 p.m.

- Data Control's deadline to receive INs for processing with November 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.

December 1

- Deadline for November 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.

December 2 at 6:00 p.m.

- PeopleSoft closes for November.

19. December Deadlines

⇒ Payroll

*December 9 at 12:00 noon

Deadline for time collection entries for the December 4 bi-weekly payroll.

*December 15 at 12:00 noon

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

* December 22 at 12:00 noon

- Deadline for time collection for the December 18 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.

⇒ Finance and Budget

December 17

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

December 28 by 4:00 p.m.

- Data Control's deadline to receive INs for processing with December 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.

January 4

- Deadline for December 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.

January 5 at 6:00 p.m.

- PeopleSoft closes for December.

ABS HOUSEKEEPING

20. ABS Web Site

Remember to check the Homepage 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.

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.

21. 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 monitoring and control, and financial reporting while supporting a diverse and dynamic community of internal customers and external constituents.

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