



ABS Newsletter

December 2004
Accounting & Business Support

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

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GENERAL ACCOUNTING NEWS

1. BRS Detail of GL Transactions

Recently, some departmental users have requested detail information of BRS feeds for the purpose of managing student accounts receivable or documenting student awards. Departments can run one of the following reports to obtain BRS to GL detail information. None of the reports listed include social security numbers for the BRS student accounts receivable transactions.

1) Run a “BRS To GL – Detail” report from FishNet by visiting its direct link at <https://qf.cusys.edu/queries/qf.asp?queryid=825>. Parameters provided for this user-friendly report include Dept ID, PGM Code, PROJ ID, SUBCODE, BRS Account (student ID), Journal ID, and/or Accounting periods. Users who have standard CIW access can run this report at any time. Users can also access this “BRS To GL-Detail” report by visiting the ABS Website at <http://abs.colorado.edu>, clicking “F”, “Report-FishNet”, and “Report Index”.

In addition to the “BRS To GL-Detail”, two other reports, “BRS To GL – All Subcode Summary” and “BRS To GL – All FOPPS Summary”, are also provided.

If you have questions about these canned reports or about CIW access, please direct them to Carl Sorenson of Information Resource Management, at x29357 or via e-mail at carl.sorenson@cusys.edu.

2) Run a “BRS DETAIL” report from PSLite, which can be downloaded from the ABS Website at <http://abs.colorado.edu>. This report is found on the PSLite “HOME” page under the “Reports Detail for Acct Period”. Enter information about the Dept ID, PGM Code, PROJ ID, SpeedType, Fiscal year, and/or Accounting periods. Contact Kathy Phillips at x21403 or via e-mail at Kathy.Phillips@colorado.edu for assistance with using PSLite.

3) Create a CIW query to meet your own unique departmental needs. Use the ARTEMIS_BRS_ACCOUNTING_DETAIL_LINES table from the IRM data warehouse for query creation and running. Contact Carl Sorenson at x29357 with questions about CIW access.

2. Collection Fees

In its recent audit, the State Auditor found that there may be insufficient legal basis for some of the delinquency and collection fees being added to accounts by agencies and institutions when they forward these accounts to the Department of Personnel & Administration for collection. The audit recommends that all state agencies provide documentation establishing their authority to add collection or delinquency fees to these accounts. Information about what is allowed by State Statute in terms of delinquency fees can be found in CRS 24-79.5-102. The text of this Statute follows:

(1) Notwithstanding any other provision to the contrary, the state shall not impose a delinquency charge except as provided in this section.

(2) No delinquency charge may be collected by the state on any amount due that is paid in full within five days after the scheduled due date.

(3) No delinquency charge shall exceed fifteen dollars or up to five percent per month, or fraction thereof, not to exceed a total of twenty-five percent of the amount due, whichever is greater.

(4) No more than the amount set forth in subsection (3) of

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this section shall be collected by the state on any amount due regardless of the period of time during which the amount due remains in default.

(5) In the event that an amount due is one of a series of payments to be made toward the satisfaction of a single fee, fine, penalty, or other charge assessed by the state, no more than the amount set forth in subsection (3) of this section shall be collected by the state on any one of such payments regardless of the period of time during which the payment remains in default.

(6) No interest shall be assessed on a delinquency charge.

(7) Nothing in this section shall be construed to prohibit the state from charging interest on an amount due. In no event shall such interest be charged upon a delinquency charge or any amount other than the amount due. In no event shall any such interest charge exceed an annual percentage rate of eighteen percent or the equivalent for a longer or shorter period of time.

(8) Nothing in this section shall be construed to prohibit the state from recovering the costs of collection, including but not limited to disconnection or reconnection fees or penalties assessed where fraud is involved.

ABS is providing an Excel file to departments for the purpose of recording information about the type of fees, the percentage or dollar amount of the fees, and the justification for the fees they charge. Please return the completed file by December 31st to Bill Hewes via campus mail, at ABS, 579 UCB or by email to Bill.Hewes@colorado.edu.

3. Outstanding Wire Transfers

The Office of Cash Management occasionally receives a wire transfer for which the purpose of the payment cannot be identified. Many of these payments are from the federal government or foreign entities. 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, at x24438, if you have questions.

Fiscal Year –99/00

10/01/1999 70.00 WT FED#00512 DAI ICHI 120117615057
KANGYO BA/ORG=JAPAN
MARINE SCIENCE AND
TECHNOLOGY 0910

Fiscal Year – 00/01

04/03/2000 86.78 WT M34A00331A601 12688698 5057
DRESDNER BANK AG
/ORG=HARRY WIRT KONRAD

4/10/2000 1,378.00 WT FED#00148 UNION 12126760 5057
NATIONAL BAN
/ORG=TECHNOLOGICAL
EDUCATION AND
Abudhabi, United Arab Emirates Fees deducted 11.00

09/28/2000 107.00 WT 1243638652 CASSA DI 9903318157 6332
ISPARM /ORG=
IPARTIMENTO DI
CIENZE DELL

10/02/2000 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

Fiscal Year – 01/02

8/6/2001 50.00 DOJ TREAS 220 MISC PAY 080601
846000555150100/
RMT*IV*2001108V
Invoice # 2001108V
512-342-7300 – called 6/10/03 requesting more info

Fiscal Year – 02/03

7/11/2002 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

Fiscal Year – 04/05

8/13/2004 4000.00 USGS TREAS 303 MISC PAY 081304
RMR: 29-10701
Invoice Date: 7/20/04
Trace: 31036210852858

8/27/2004 5000.00 USGS TREAS 303
MISC PAY 082704 846000555140800
RMT*IV*29-10701

9/7/2004 645.00 COM4 TREAS 303 MISC PAY 090704
846000555131400 RMR*IV*45RANA000320
Trace: 31036210612927

9/10/2004 .66 COM4TREAS 303 MISC PAY 091004 846000555131400
RMR*IV*RA133004BR0012062804
Trace: 31036210739772

9/10/2004 120.00 COM4 TREAS 303 MISC PAY 091004 846000555131400
RMR*IV*RA133004BR0012062804
Trace: 31036210739773

10/19/2004 774.00 CITIBANK CO EBT CC74926
COLORADO CT FAMILY HSG

10/28/2004 61174.60 TCS TREAS 449 MISC PAY 102804
846000555201849
RMT*IV*INFOFAX 3037350323 (SPA)
Inv Date 10/12/04
Trace: 62736010197636

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11/1/2004 20.00 EDUCATION GAPS 041029 2004102974950
Trace: 51036361769154

11/1/2004 70.00 EDUCATION GAPS 041029 2004102974949
Trace: 51036361769153

11/9/2004 3.06 BOR TREAS 312
MISC PAY 110904 846000555140609
RMT*IV*INV#1534603-027
Inv Date 10/18/04

11/9/2004 16.99 BOR TREAS 312
MISC PAY 110904 846000555140609
RMT*IV*INV#1534601-033
Inv Date 10/21/04

11/9/2004 4095.33 BOR TREAS 312
MISC PAY 110904 846000555140609
RMT*IV*INV#1534995-018
Inv Date 10/13/04

11/9/2004 12323.15 BOR TREAS 312
MISC PAY 110904 846000555140609
RMT*IV*INV#1534600-032
Inv Date 10/21/04

11/12/2004 3191.54 ECS TREAS 310
MISC PAY 111204 846000555130600
RMR*IV*DUE BY 11/15/04
Trace: 101036152176652

11/15/2004 805.00 WT FED #06794 BANCO SUDAMERICANO
ORG=GWI GROUND WATER INTERNATIONAL
S0743200D41501 PERU

11/15/2004 10536.55 SOUTHWEST RESEAR EFT 135676
INV/DATE 1540923002 09/08/04
Trace: 111000025564268

11/15/2004 28064.00 ELM

11/16/2004 840.00 COM4 TREAS 303 MISC PAY 111604
846000555131400
RMR*IV*DEPPSYCHOLOGYSE

4. 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.

SPA NEWS

5. 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 topic for this month is the newly published chapter of the *Departmental Financial Management Guide*, "Sponsored Projects Accounting".

Chapter 14 provides guidelines for sponsored project post-award administration and applies to anyone who is involved in the authorization and/or management of sponsored project funds; serves as a member of the research team; or is a staff member in Sponsored Projects Accounting or the Office of Contracts and Grants. These key players should make sure that their sponsored project activities are in compliance with the guidelines provided in the chapter. Topics covered by the chapter are listed below:

- Responsibility of key players in sponsored project post-award management
- Type of external support
- Award funding and payment
- Research team roles and responsibilities
- Rules and regulations
- An in-depth look at A-21
- An in-depth look at A-110
- Award acceptance
- Setting up the project
- Beginning work on a project
- Spending the award – compliance responsibilities
- Managing the project – personnel
- Managing the project – purchasing
- Managing the project – financial matters
- Managing the project – reporting
- Special topics in project administration – cost transfers, cost sharing, and program income
- Subcontracts
- Property and equipment
- Project changes
- Project closeout
- Records
- Audits.

Chapter 14 is accessible through the ABS Web site at http://abs.colorado.edu/ABS%20WEB/WEB_2003/ABS_Guide.htm#chapters

Please print out the chapter and add it to your copy of the *Departmental Financial Management Guide*.

6. PET Approval

Departments are responsible for approving their own PETs *except for* any PET having at least one line involving a Fund 30 or a Fund 31 FOPPS. When a PET contains a Fund 30 or Fund 31 line, it must be reviewed and approved by SPA. SPA does PET approvals on a daily basis. Keep in mind, however, that it is not possible for SPA to do PET approvals when HRMS is down, such as for payroll processing or system maintenance.

TRAVEL

7. New Meal Reimbursement Policy for Travelers

On January 1st, a new statewide policy for meal reimbursement will become effective for university employees while traveling. In order to receive 100% of what you spend on meals - up to the daily allowance for the area in which you are traveling – you must submit receipts for all meals. If you do not retain and submit receipts, you will only be reimbursed for 80% of the daily meal allowance associated with the geographical location of the trip.

When traveling internationally, a Meal Diary has been approved as alternative documentation to meal receipts. The traveler uses this form to record actual meal expenses incurred during an international business trip.

Additional information about these new travel policies, which become effective on January 1, 2005, is available on the PSC Web site at www.cu.edu/psc.

Q&A

ABS receives questions from departmental staff on a variety of topics. ABS reports these questions and their answers in its monthly newsletter, and also posts them to the Q&A section on the ABS Web site. The goal is to ensure all departments are provided the same answers, and also to document those answers for future reference. The most prevalent question this month concerns sensitive expenditures and meals for spouses or significant others.

8. Sensitive Expenditures and Meals for Spouses or Significant Others

Q - Accounting & Business Support recently has received a number of questions from departments about meals paid for spouses or significant others. The following is an example of the questions and the responses to those questions. The references cited are to the matrix found within the Procurement Service Center's *Sensitive Expenditure Policy*. The policy can be found at <http://www.cu.edu/psc/policies/sensitive.html>

A - Departments must satisfy the following seven conditions prior to arranging food purchases for university business functions.

1. The event is for official state business purposes only.
2. The event necessary to meet or further the program objectives.
3. Costs are reasonable and appropriate under the circumstances
4. Attendance by university associates or employees is limited to a minimum.
5. The event includes only those individuals necessary to, and directly involved with, the objectives of the program.

6. The proposed official function involves more than only university associates or employees discussing state/university business during a meal.
7. You would be comfortable justifying the expenditures to a reporter and being associated with the expenditures in a newspaper article,

Eight sample scenarios, involving official functions attended by spouses or significant others, follow.

1. Dinner for a student recruitment function that includes two faculty members, a graduate student, and their spouses.
Answer: Allowable as a student function for faculty members and students under 7.d.iv. Meals provided for spouses are allowable only when the above seven conditions are met.
2. Dinner for recruiting faculty members involving the recruits, the recruits' spouses, faculty members, and faculty members' spouses. Spouses invited for fostering a sense of community.
Answer: Allowable as a recruitment function for faculty members, the recruits, and the recruits' spouses under 7.i.v. Meals provided for spouses are allowable only when the above seven conditions are met.
3. A department chair hosted a reception to include faculty members from the department, faculty members from other campuses, a guest speaker, and the chair's spouse.
Answer: Allowable as an official function for faculty members, the speaker, and the chair's spouse under 7.d. and 7.d.x.
4. Dinner for a large number of departmental members, a guest speaker, and a few employees' spouses.
Answer: Allowable for the employees and the speaker as an official function 7.d. Meals provided for spouses are allowable if the above seven conditions are met. The event invitation should be limited to those employees/individuals necessary to and directly involved with the event functions.
5. Food for a faculty and a non-CU employee colleague to conduct research for a book at the faculty member's home during a two-week project time. The faculty member's spouse occasionally joined their meals.
Answer: Not allowable as an official function for all attending under 7.a. and 7.d.viii. However, meals for a non-CU employee in travel status can be allowed by complying with applicable Procurement Service Center travel policy and procedure statements.
6. Food for a welcome back picnic held at the beginning of the fall semester to which faculty, staff, students, and their families are invited.
Answer: Allowable as a student function 7.d.ix.
7. Food for a holiday party to celebrate a university-recognized holiday.
Answer: Allowable as an official function. Each operating department is allowed to have one holiday party in any

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any fiscal year. Participants of this event may include employees and associates. Examples of associates are Board of Regent members, employees of University affiliates, official business guests, donors, sponsors, congressional or state legislative members, or off-campus work-study employers. Associates do not include university vendors, non-employee students, alumni, student parents, conference attendees, or members of the general public. Departments may invite non-employee guests such as retirees, employees' spouses, and their children to attend the party.

8. Dinner for a fundraising function including a guest speaker, the speaker's spouse, some donors, board members of a Center, board members' spouses, some faculty members, and faculty members' spouses.
Answer: Allowable as an official function under 7.d. for the speaker, the speaker's spouse, donors, the Center's board members, and faculty members. Meals provided for faculty members' spouses and the Center's board members' spouses who meet the definition of associates are allowed.

In general, official function expenditures are treated as unallowable costs to sponsored research projects and internal service center (ISC) programs according to the OMB (Office of Management and Budget) *Circular A-21*.

UPGRADE

9. Upgrade Timing and Training

Each month until the go-live date, the ABS newsletter will feature information about key topics pertaining to the upgrade. The topics for this month are Timing and Training. In addition, the latest news about the upgrade is always available on the Office of the University Controller's Web site at <http://www.cusys.edu/upgrade/>. Items recently added to the OUC Upgrade Web site include an SPO Encumbrance Update and a Report Conversion Update.

Timing

The switch from the Citrix platform to the Web-based Finance System will take place in March 2005. The Production area of the current Finance System will go off line effective with the February close, and the upgraded Finance System will come on-line in mid-March. The Reporting area of the current system, with data through February's close, will remain available throughout the transition. Purchasing using the ACARD will also continue as usual during the switch. For departments who use subsystems, these will keep running. Each day's business will be captured and held for upload to the upgraded system when it goes live.

Training

The main method of doing training for the upgrade will be through Web-based instruction, which is being developed through a shared effort of the part of the Office of the University Controller, the Procurement Service Center, and the University Leadership Development Institute. There are three courses in the upgrade training program: Inquiry, General Ledger, and Procurement. Not all Finance System users will be required to take all three courses. The courses you take will depend upon the security access you have in the current system, and you will be pre-enrolled in the necessary courses by the upgrade training coordinators. For those who prefer instructor-led learning, a limited number of classroom training sessions will be available on each campus.

Training for the upgrade is scheduled to begin in mid-January. You will receive email notification and specific instructions about accessing the training program at that time.

EDUCATIONAL OPPORTUNITIES

10. 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 PeopleSoft 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
-January 14, 19, 20.

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.

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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 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 January 13th from 8:30 a.m. – noon. The location for the workshop is 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 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. The January training date has not yet been set. Keep checking the ABS Website, at http://abs.colorado.edu/ABS%20WEB/WEB_2003/ABS_Training.htm#pet, for the most current information. PET workshops 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 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 January 19th from 8:00 a.m. – 12:00 noon in ARC 620. The January class will cover Chapter 8, *Budget Theory* and Chapter 9, *Balance Sheet Accounts*.

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

You must print out and bring Chapters 8 and 9 of *The Guide* with you to class on January 19th. Chapters of *The Guide* are available at http://abs.colorado.edu/ABS%20WEB/WEB_2003/ABS_Guide.htm.

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

11. Training Videos

If you are unable to attend *The Guide* or *Accounting 101* sessions, and you want to see what you missed, then check out a video and watch it on your own or with others from your department. While it's always preferable to attend training sessions in person, the tapes can serve as a substitute when you are unable to be there.

TOPICS TO REVIEW

12. 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 HRMS, 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 the PBS 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.

13. Default Departmental Payroll Suspense SpeedType

Payroll suspense goes directly to the default payroll

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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 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 HRMS, payroll suspense transactions can be avoided.

14. 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 PBS' 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 December 2004 allocation corrections to PETs related to pre-July 2003. The Journal ID (BOUB) will post in December and should reflect a line description of "CORRECTDECBENALLOC".

DEADLINES

15. December Deadlines

⇒ 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.

16. January Deadlines

⇒ Payroll

*January 6 at 12:00 noon

Deadline for time collection entries for the January 1 bi-weekly payroll.

*January 14 at 6:00 p.m.

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

* January 19 at 12:00 noon

- Deadline for time collection for the January 15 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

January 21

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

January 26 by 4:00 p.m.

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

February 1

- Deadline for January 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.

February 2 at 6:00 p.m.

- PeopleSoft closes for January.

ABS HOUSEKEEPING

17. 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, 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.

18. 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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