

By the Numbers

News to use from Accounting and Business Support (ABS)

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Note: [blue text](#) is a hyperlink.

Deadlines...

...that appear in this month's expanded deadline schedule include the usual ones plus those that apply specifically to fiscal year end.

Use this schedule together with the following companion documents that have additional details and vital information about the year-end close process for departments to use:

- ABS Department FY-end Memo
- PSC Procurement Card Year End Instructions
- PSC Automated Accruals

These are all available on the [ABS year-end webpage](#), including the year-end schedule in this issue. Any changes or updates to the deadline schedule will be posted there as well.

Upcoming deadlines — *includes FY End*

| Date | Time | Deadline Description |
|---------------|----------|--|
| Jun 1 | | Budget Journal Entry cutoff for May. Arts & Science 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. |
| Jun 1 | | Moratorium on FOPPS inactivations, Org tree changes, and new FOPPS (FOPPS may be set up if time allows, but no guarantees). |
| Jun 2 | 6:00pm | Finance System closes for May. |
| Jun 4 | 4:00pm | All unposted May Journals that you have not copied and assigned a new month or deleted yourself will be deleted by Data Control. |
| Jun 7 | 9 & 1:30 | Year-End Closing Town Meetings. Morning 9-12, afternoon 1:30-4:30. Eaton Humanities room 150. Register: accounting@colorado.edu . |
| Jun 8 | 5:00pm | Time collection for the June 3 bi-weekly payroll. * |
| Jun 12 | 4:00pm | Last day for Lynda Reisinger to receive allocation changes and creates for June business. Lynda.Reisinger@colorado.edu , 2-8646 |
| Jun 13 | 4:30pm | 407600→407700 PETs due Student Employment Office. |
| Jun 14 | 5:00pm | Time collection for June end-of-month payroll. * |
| Jun 16 | | Deadline for changes to the Property Accounting System (PAS) for FY06. For help call Jeanne Connely, 2-2424 or Susan Wyn, 2-8030. |
| Jun 20 | 12:00pm | Manual request forms to CUF for FY06 transfers. |
| Jun 21 | 4:00pm | Data Control to receive INs for June processing that have been received in the department by close of June 20 business. INs should be hand-delivered to Lynda Reisinger, ARC, 3100 Marine Street, room 433. |
| Jun 22 | 12:00pm | Time collection for the June 17 bi-weekly payroll. * |
| | | *Please note that these payroll 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. Check the PBS website for the most up-to-date payroll calendar, including HR down times. |
| Jun 22 | | Travel vouchers must be at the PSC in order to generate a check in the last check run for the year. |
| Jun 23 | 4:00pm | Data Control to receive INs for June processing that have been received in the department by close of June 22 business. INs should be hand-delivered to Lynda Reisinger, ARC, 3100 Marine Street, room 433. |
| Jun 23 | | Last day to approve PO Requisitions in the current fiscal year. |

Deadlines continued on page 6

Q & A — Foundation reimbursements

Q: Can our department use a fund 10 to record travel expenses for activity done on behalf of the University of Colorado Foundation and the travel reimbursements that we receive from CUF?

A: No. Use a 20, 26 or 29. The Administrative Policy Statement *Reimbursements for Work done on Behalf of a University of Colorado Supporting Foundation* and its *Attachments A, B, & C* (<http://www.cu.edu/policies/Fiscal/index.html> then scroll to *Reimbursements...*) sets forth the procedure for reimbursements to employees and their immediate family members for expenses incurred on behalf of a supporting foundation. The nutshell version is that the department must have an MOU in place with the Foundation defining what services will be performed on behalf of the Foundation. The individual(s) performs the service, gets reimbursed through the normal University mechanism, and then sends an invoice to the Foundation to reimburse the University. The Foundation invoice and supporting documentation is routed through the System Controllers Office (Roger Cusworth, 436 SYS) for approval.

The APS *Attachment A* states that expense account code 552666, Foundation Requested Services, must be used in a Fund 10, 20, 26, or 29. Further, the reimbursement from the foundation must be deposited to the speedtype where the expense was posted using account code 325111, Foundation Service Revenue, which falls under the Miscellaneous Income revenue classification on the account tree. However, the Boulder campus Controller has determined that Miscellaneous Income shall not be deposited to a Fund 10. Therefore, that leaves Fund 20, 26, or 29 available for your use. And you may be gratified to hear that account 552666 is exempt from GAIR.



Think highly of yourself, for the world takes you at your own estimate.

Found inside fortune cookie from Tsing Tao's

Q & A — Crediting an Expense

The last two newsletters had Q&As on the topic of crediting an expense. Because the issue is somewhat generic, it's bound to surface in a variety of circumstances. If you haven't had your coffee yet, and have trouble retaining the details and nuances, just remember this: crediting an expense is always an exception. Feel free to call your area accountant before you post something that may come back to haunt you.

Q: Our department purchased tickets from a Gift FOPPS for an annual event on behalf of the scholars for whom the gift fund was established. The FOPPS is funded by a private foundation. Also purchased at the same time were tickets for some of the foundation members who wanted to meet the students and show their support by attending the event. These members reimbursed the university for their tickets. Should their check be credited against the expense or deposited as revenue?

A: In this case, the expense should be credited. The check represents a reimbursement of a personal expense, not official university business. Normally, personal expense items should not be purchased using university funds. However, the purchase of a block of tickets for all the attendees made administrative sense to ensure that there were enough available tickets for the event rather than having two separate entities make separate purchases and take the chance that there wouldn't be enough tickets. In addition, it can be considered a basic act of courtesy and thanks, not to mention mutual convenience, to purchase the tickets for members of the foundation that supports a university program.

The Q&A That



Wouldn't die

ABS INNERVIEW

De-Constructing Pam Starbuck

Pam Starbuck is one of those people at ABS who most folks on campus rarely hear from because her work is so specialized. But she does important stuff, and I'm not just talking about work.

PAM
STARBUCK**Pam, how long have you worked at ABS?**

I started working at ABS in April of 2000 with many thanks to Sandra Godden. So that would mean I am beginning my 7th year here.

What did you do before that—and did you work anywhere else on campus?

I have worked in ABS the entire time. Additionally, I work with a fabulous and interesting group of people! Let's see, I began my journey in higher education when I was 18. I was an RA/SA for residence life at Kansas State University. I have been a social worker working with abused and neglected children in Kansas City. I have taught Head Start and started a pre-school in Colorado, have done social work and community services working with Aid to Dependent Children, Aid to the Needy and Disabled as well as the elderly population of Colorado. I lived in Claremont, California for a year working with participants of the Special Olympics at UCLA, and have worked on a cattle ranch in North Park, Colorado.

I was fortunate to work at the University of Northern Colorado for 9 years as Assistant & then Director of a sponsored program. UNC sponsored the Weld County Retired Senior Volunteer Program, a Federal Volunteer Project and United Way agency. We had, as well as placed, senior volunteers in every Weld County community.

SOME BUILDINGS IN PAM'S WORLD...

THE NEW
ATLAS
BUILDING

I transferred to Colorado State University where I worked in general, property, and gift fund accounting. While at CSU, COFRS (Colorado Financial Reporting System), the new state accounting system, was implemented. That was in 1990 and I began working with interagency, capital construction and controlled maintenance accounting at that time.

The ABS website says you work with construction projects. What do you do?

I essentially create and implement the accounting "life cycles" of capital construction projects (new Law School, new ATLAS, and new Business building for example) and controlled maintenance projects (needed repairs, remodels, upgrades). This process begins with appropriations on the yearly Long Bill which authorize spending authority. I create the appropriation documents on COFRS and send them on their way for approvals at CCHE, State Buildings and Real Estate, with them finally arriving at the State Controller's Office. Purchase orders of varying types (contracts, regular, SPOs) are then created on COFRS and PeopleSoft. I track and process any change orders, supplements or amendments to these orders. Architects, engineers, contractors and other vendors then complete the work or supply the products, and then payment vouchers are created in COFRS. A State of Colorado warrant/check is issued by COFRS and sent to pay the vendor. I create any needed COFRS journals entries, retainage accounts, vendor changes and process a monthly COFRS cash receipt for the CU and State Treasurer's offices. We also record, track and reconcile this information in PeopleSoft as well as an Access database. We provide various types of reports to those who need them. At fiscal year end I close out the finished projects, process the closed projects which have continuing encumbrances, and create the continuing projects on COFRS with the appropriation spending authority once again.

THE NEW
LAW
SCHOOL**That's sort of a niche. Outside of ABS, who do you tend to work with most?**

I work primarily with Facilities Management, Housing and IT Services staff. I also work with the staff at the State Controller's Office which is located in

InnerView continued on next page

DE LAWD'S
HOUSE (1939)
WATERCOLOR
BY PAM'S
FATHER-IN-
LAW, JAMES
PATRICK

Upcoming trainings

ABS offers training and education to the campus using formally scheduled group classes and individual instruction by request. Register early by email to accounting@colorado.edu or call **Diana Vidal** at 492-8648 for more info.

To learn about all of our training opportunities and to get complete class descriptions, the latest information and any requirements, visit our [training webpage](#). Trainings marked with ● are special limited offerings and details appear on the [ABS homepage](#) under Current Announcements.

| DATE | TRAINING | LOCATION |
|----------------------------|--|---|
| Jun 9 9-11 | PSLite Taught Kathy Phillips | UMS training room 4780 Pearl East Cir |
| Jun 15 10-12 | Payroll Expense Transfers (PET) Taught by Systems | RL6, room W179 3215 Marine St |
| Jun 16 8:30-12 | Financial Statement Reading Class | ARC, room 446 3100 Marine St |
| Jun 19 8:30-4:30 | Finance System (PeopleSoft) Day 1 of Finance System training | RL6, room W179 |
| Jun 20 8:30-12 | Finance System (PeopleSoft) Day 2 of Finance System training | RL6, room W179 |
| Jun 23 8:30-4:30 | Procurement Day 3 of Finance System training by PSC | RL6, room W179 |

| JUNE 2006 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| JULY 2006 | | | | | | |
|-----------|-----------|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23/ 30 | 24/ 31 | 25 | 26 | 27 | 28 | 29 |

INNERVIEW CONTINUED FROM PREVIOUS PAGE

Denver. Most of what I do with the Denver office has to do with new, special and supplemental appropriations given to CU as well as vendors, W-9's and lost warrants.

Do you deal much with the academic departments?

Yes, now that I am also working with the petty cash and change fund campus audits.

If you weren't doing this, what do you imagine you'd be doing?

I imagine I would be an architect or a landscape designer.

What was your childhood like? Were you a happy, balanced adolescent?

This is a loaded one! I grew up in Kansas, the daughter of an Army Colonel and an accountant. I come from a very large extended family and I have always thought of my cousins, aunts and uncles as additional brothers, sisters and parents. I was in high school and college during the late sixties and early seventies with a father sending troops to Vietnam. I believe that I was happy, balanced and well adjusted for that period of time. I couldn't wait to grow up and move to Colorado!

Where'd you go to school and what subjects did you really enjoy?

I went to college at Kansas State University in Manhattan, Kansas. I graduated with a B.S. in 1973. I had triple majors in Community Services which was a new degree program then, Education, and Social Work. Later, I went back to college to add accounting course work.

Care to share anything about your family? Who, where, what...

I am married to Ian Patrick who retired several years ago after 37 years at Ball Aerospace in Boulder. We have a daughter Sterling who is a CU graduate and owns her own business, and son-in-law Mark who works for 3M.

InnerView continued on next page

SHORT TAKES

CCS Online Forms Access

If your department has account receivables, you are probably used to going to the Central Collection Services [website](#) to access the various forms (New Account Worksheet, Write Off Request, etc.). The site now requires a User Name and Password to gain access. Use these:
 User Name: **ccs.client**
 Password: **ccscli05** (that's a zero, not the letter "O")

Gifts In Kind Equipment

All GIK equipment transactions are due by **June 30th 2006**. Gifts in kind arise when the university receives non-monetary gifts of equipment, software, or intellectual property (e.g. patents). Gift in kind equipment transactions are required to be recognized and processed in accordance with the [Gift in Kind APS](#). Please direct your questions to [Jeanne Connely](#), 2-2424, or to [Suzie McGinley](#), 2-6376.

INNERVIEW CONTINUED FROM PREVIOUS PAGE

They live in Ft. Lauderdale/Plantation, Florida. We also have brothers, sisters, nieces and nephews living in California, Nebraska, Kansas and Oregon. And of course, our 10 month old Samoyed puppy named Riley. I plan to train him to be a Pet Therapy Dog for visits to children in hospitals.

I know you've been to Italy. Where else have you been and what about traveling do you like?

I thoroughly enjoy meeting people from other countries and absorbing their language and culture, not to mention the cuisine. I've been to Alaska, British Columbia, and other areas of Canada and Mexico. Most recently an anniversary trip to Nantucket, Massachusetts to research the Starbuck family history. The Starbuck family was one of the original 9 families who settled there. They were whalers.

Where else would you like to go?

Back to Italy, Australia, Czech Republic, Russia, Norway, Israel, Ireland, Scotland and Morocco...I see an architectural theme developing here. In the US I have been fascinated with the South all my life and plan to visit the many places on my wish list. Would also like to visit all of the missions in California.

You live outside of town and ride a horse to work, is that right?

I live above Nederland and ride the N and JUMP horses to work. I feel fortunate to live in the mountains where we have the wildlife community visiting daily and where it is cool and quiet. The views are incredible.

What are some things you like to do outside of work?

Hobbies include Living History of the Old West Gatherings, doodling drawing floor plans and landscape designs, listening to music and singing, photography, fly-fishing, studying the Arts & Crafts period, and travel. I support or volunteer with The Elizabeth Glaser Pediatric AIDS Foundation, the American Red Cross, Veterans Organizations, Special Olympics and The Nederland Fire Protection District Volunteer Groups.

Do you spend any time in the land of fiction? Books, movies, etc?

I read as many books as time permits. Mysteries, art history and architecture are my favorite topics. Favorite movies include *Steel Magnolia's*, *Mrs. Brown*, and any movie with Robert Redford or Sam Elliott in them.

What's most important to you?

Life, family and friends.

Pam, thanks for your time. I'll let you get back to your travel plans.



RILEY

MORE SHORT TAKES

Property Accounting

Property Managers take note: **June 16th** is the deadline for submitting FY2006 changes/additions/deletions to the PAS office. In terms of deleted equipment, it is coded throughout the year and equipment coded as such is actually deleted from the inventory at the end of every fiscal year. If you have any questions please contact Jeanne Connely @ 2-2424 or Susan Wyn @ 2-8030.

5.50% GAIR Rate for FY07

The FY07 GAIR rates were approved last March: GAR=5.17%, GIR=0.33%. This is up from the FY06 rate of 5.28% (4.95+0.33). Planning parameters are on the PBA website www.colorado.edu/pba/budget/plan07.html. All rates will be posted to the [ABS website](#) when finalized.

Hourly Work on Projects

If an hourly employee is working on a sponsored project, you need to clearly identify the project number or speedtype of the sponsored project on the timesheet for the hours worked. That is our only record to verify effort for hourly work paid by a sponsor and that record may be subject to an audit review years after the work was performed. Therefore, please remember to clearly document where that work effort was spent for each timesheet submitted.

Staffnotes

Bev Rogers and **James Lei** were the recipients of the ABS quarterly employee recognition award that is presented to those who go above and beyond. Congratulations and thanks to those of you who submitted nominations.

Deedee Joeris reached the 20 year mark for service to the University, and **Meg Thompson** attained 5 years. Their names were inscribed on a cake that was summarily dispatched at the ABS staff meeting. Live long and prosper.

Dave Mornes was recently elected to the Boulder Campus Staff Council to represent Area VIII. His term starts July 1, 2006. Thanks for serving Dave!

Ksenia Achkasova, one of our student employees, is leaving ABS to intern with a private company in the Finance field. We wish her much success.

[Click here](#) for the latest on who's who, who's where, and who to call at ABS.

Deadlines *continued from page 1*

Jun 26 Non-travel vouchers must be at the PSC in order to generate a check in the last check run of the year.

Jun 27 4:30pm PETs that move work-study earnings (407700) to another FOPPS due to Student Employment Office.

Jun 28 4:00pm Data Control to receive INs for June processing that have been received in the department by close of June 27 business. INs should be hand-delivered to Lynda Reisinger, ARC, 3100 Marine Street, room 433.

Jun 29 Vendor information to set up new vendors due to PSC.

Jun 30 12:00pm Auxilliary fund budget sheets for FY07 are due to Jan Baker, 2-8926, Janet.Baker@colorado.edu.

Jun 30 12:00pm PSC to receive requests to cancel checks for FY06.

Jun 30 6:00pm Creation, validation, and approval to post cost transfers and payroll expense transfers for sponsored projects (fund 30, 31) and gift fund journals (fund 34) for first close. **Tips: 1)** Don't mix fund 30/31 or 34 JEs with other fund groups or with each other in the same JE. This slows down the approval process and delays those non 30/31 & 34 lines from posting. **2)** Pay attention to HR system downtimes to meet PET deadlines (see PBS website link above). **3)** Contact hua.xu@colorado.edu 2-1679 with project cost transfer questions; and david.mornes@colorado.edu 2-1071 about gift journal approvals. **4)** Keep checking for unposted journals you need to correct and validate, approve to post, or for which you need to supply info or documentation to SPA or Dave Mornes so they can approve it.

Jun 30 All Gift in Kind equipment transactions are due to the Property Accounting Office to [Jeanne Connely](mailto:Jeanne.Connely), 2-2424, or to [Suzie McGinley](mailto:Suzie.McGinley), 2-6376.

Jun 30 Physical count of inventories must be completed.

Jun 30 Internal Service Centers (fund 28 FOPPS) rate sheets for FY07 are due to Meg Thompson, 579 UCB, 2-6376, Meg.Thompson@colorado.edu.

Jun 30 Last day for Accounts Payable to run checks for FY06. All checks on hand in your department must be mailed by midnight.

Jun 30 Payment vouchers and travel vouchers for FY06 due to the PSC.

Jun 30 Last feed of BRS activity to the general ledger.

Jul 1 Start using **06/30/2006** for all your June 2006 journal entries

Jul 1 Begin the PSC accrual process.

Jul 3 9:00am Data Control's **final** deadline to receive INs for June processing that have been received in the department by the close of business day June 30. INs should be hand-delivered to Lynda Reisinger, ARC, 3100 Marine Street, room 433.

Jul 3 11:00am All money received as of midnight June 30 must be deposited with the Office of Cash Management in Regent Hall so it can be recorded as FY06 business. This is the final Cash subsystem feed for June.

Deadlines continued on next page

Don't forget to register for the Year End Closing Town Meeting. What better way to spend a summer day?

**YEAR END CLOSING
TOWN MEETING
WEDNESDAY JUNE 7, 2006**

June 7th 9:00 – 12:00
June 7th 1:30 – 4:30

Eaton Humanities room 150
Registration by email required:
accounting@colorado.edu
(more info)

Year-end Budgeting

Through June 30, 2006 General Fund continuing BJE's are limited to the same General Budget Account and Campus Division (for example, 460000 operating expense budget moved from one FOPPS to another within same org). Continuing BJE's that move budget outside of these limits (for example, 460000 operating expense budget moved to 770000 student aid general budget) should be recorded in the FY2007 current continuing budget ledger and dated within accounting period 1 (July 2006). If you have any questions please contact Jan Baker at 2-8926 or email Jan at Janet.Baker@colorado.edu.

Deadlines *continued from previous page*

Jul 14 6:00pm Finance system close for departments. This is the **last time** a department can enter a June journal entry including sponsored projects. Check all unposted journals that you may be responsible for "approving to post."

Jul 17 5:00pm Time collection for July end-of-month payroll.*

Jul 18 4:00pm Allocation changes for July business due Lynda Reisinger, 2-8646 or Lynda.Reisinger@colorado.edu.

Jul 18 5:00pm Time collection for the July 15 bi-weekly payroll.* *Please note that these payroll 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. Check the [PBS website](#) for the most up-to-date payroll calendar, including HR down times.

Jul 18 6:00pm Final campus close. Final reports will be printed from this close. Only the System Controller can enter corrections after this date and these will be entered to period 998. After this date, for any online report that is driven by accounting period, you should enter period 998 to ensure you are picking up last minute entries possibly made by the System Controller to your FOPPS.

Jul 20 Moratorium lifted on creating new account codes. Moratorium lifted on Org tree changes. FOPPS inactivations and new Orgs, etc. can be done.

Jul 21 Customer detail report requests send out by ABS to support AR, deferred/prepaid expenses, manual accounts payable, and unearned revenue.

Jul 22 Final close reports printed and sent to departments.

Jul 25 4:00pm Data Control to receive INs for July business. INs should be forwarded to Lynda Reisinger, Data Control, 579 UCB.

Jul 26 6:00pm Creation, validation, and approval to post cost transfers and payroll expense transfers for sponsored projects (fund 30, 31) and gift fund journals (fund 34) for July. **Tips: 1)** Don't mix fund 30/31 or 34 JEs with other fund groups or with each other in the same JE. This slows down the approval process and delays those non 30/31 & 34 lines from posting. **2)** Pay attention to HR system downtimes to meet PET deadlines (see PBS website link above). **3)** Contact hua.xu@colorado.edu 2-1679 with project cost transfer questions; and david.mornes@colorado.edu 2-1071 about gift journal approvals. **4)** Keep checking for unposted journals you need to correct and validate, approve to post, or for which you need to supply info or documentation to SPA or Dave Mornes so they can approve it.

Jul 28 4:00pm All unposted Journals dated 6/30/06 or earlier that you have not copied and assigned a new month or deleted yourself will be deleted by Data Control. **Tip:** As month end nears, check for any unposted journals you need to correct, "approve to post," or for which you must supply additional documentation to SPA so that SPA can approve your journal. Communicate with your SPA Approver or with Data Control if assistance is needed.

Jul 28 Customer detail reports that were sent out earlier this month and that reconcile to your balance sheet balances are due back to ABS.

Jul 28 Departmental Administration F&A will be booked before July is closed.

Jul 28 General fund cash carry forward (FY07 budget balance available before encumbrances for accounts 390000–999999) will be booked before July is closed.

Aug 1 Budget Journal Entry cutoff for July. Arts & Science 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.

Aug 2 6:00pm Finance System closes for July.

Aug 3 8:00am Take a vacation.