

# By the Numbers

*News to use and amuse* from Accounting and Business Support (ABS)

## In this issue

- 1 Deadlines
- 2 A Look at the Reporting System
- 3 Expenditure Control Countdown
- 3 Short Takes
- 4 Q&A: Use of University Facilities
- 4 Trainings
- 5 InnerView
- 6 Staff Notes

Note: blue text is a hyperlink.

## ePERS Training *Your Way*

The [electronic Personnel Reporting System \(ePERS\)](#) is tentatively set to go live on November 1 for summer semester reporting. Employees will have 60 days to complete the effort certification. SPA offers small group training for Pls, PRAs, DAs, faculty groups—you name it. Contact [Kathy Phillips](#), 2-1403 or [Pat Dodson](#), 2-2620 to set up a training session at your location, at your convenience. Feel free to pass this on to those who may be interested.

## Upcoming deadlines

Date	Time	Deadline Description
<b>Sep 1</b>		Budget Journal Entry cutoff for August.
<b>Sep 4</b>		If you're at work, go home. It's a holiday.
<b>Sep 5</b>	6:00pm	Finance System closes for August.
<b>Sep 7</b>	6:00pm	Gift fund expense calculation to CUF—weekly transfer #1.
<b>Sep 14</b>	5:00pm	Time collection for the September 9 bi-weekly payroll. *
<b>Sep 14</b>	6:00pm	Gift fund expense calculation to CUF—weekly transfer #2.
<b>Sep 19</b>	5:00pm	Time collection for September end-of-month payroll. *
<b>Sep 21</b>	4:00pm	Lynda Reisinger to receive allocation changes and creates for September business. Send to <a href="mailto:Lynda.Reisinger@colorado.edu">Lynda.Reisinger@colorado.edu</a> or call x28646.
<b>Sep 21</b>	6:00pm	Gift fund expense calculation to CUF—weekly transfer #3.
<b>Sep 26</b>	4:00pm	Data Control to receive INs for September business. INs should be forwarded to Lynda Reisinger, Data Control, 579 UCB.
<b>Sep 27</b>	4:00pm	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 September. <b>Tips: 1)</b> 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. <b>2)</b> Pay attention to HR system downtimes to meet PET deadlines (see PBS website link below). <b>3)</b> Contact <a href="mailto:hua.xu@colorado.edu">hua.xu@colorado.edu</a> 2-1679 with project cost transfer questions; and <a href="mailto:david.mornes@colorado.edu">david.mornes@colorado.edu</a> 2-1071 about gift journal approvals. <b>4)</b> 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.
<b>Sep 27</b>	6:00pm	Gift fund expense calculation to CUF—month end transfer.
<b>Sep 28</b>	5:00pm	Time collection for the September 23 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 <a href="#">PBS website</a> for the most up-to-date payroll calendar, including HR down times.		
<b>Oct 2</b>		Budget Journal Entry cutoff for September. 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.
<b>Oct 3</b>	6:00pm	Finance System closes for September.
<b>Oct 5</b>	4:00pm	All unposted September Journals that you have not copied and assigned a new month or deleted yourself will be deleted by Data Control. <b>Tip:</b> As month end nears, check for any unposted journals you need to correct, approve, or that need additional info for SPA or gift approval.



HUA XU EXAMINES ONE OF THE NEW FINANCIAL STATEMENTS AT A RECENT SPA STAFF MEETING.

### EASY STUFF:

**CU email address** – Have one.

**reporting.system@cuso.edu** – let this email sender through.

**IdentiKey** – Know yours/get one.

**CUConnect** – Know how to logon.

**my.Reports tab** – Check it out on CUConnect when it's available.

**Internet browser** – Update to Internet Explorer 6 or later.

**Adobe Acrobat** – Install Adobe Acrobat Reader 6 or later.

**Pop-up blockers** – Add the Reporting System and Portal sites to your "allowed" list.

**Password Save** – Turn it off for security.

**Excel** – Add the Reporting System as a local intranet site to run reports in Excel.

### Need to change who gets financial reports?

After the "burst" if you discover that different people should get the financial statements, send an email to [accounting@colorado.edu](mailto:accounting@colorado.edu) and list the affected speedtype(s), identify the fiscal role(s) that need correction (Program/Org Principal/Manager, Fiscal Staff), and supply the correct name(s). ABS will aim to have the changes made by the next monthly report burst as time allows.

## THE NEW REPORTING SYSTEM—MY FIELD NOTES

### What's easy and what's not

The new [Reporting System](#) has had its share of delays due to tester feedback and technical issues. However, it is now being rolled out one campus at a time. The best guess for the Boulder release is early-mid September. When you finally get that email that says your monthly financial reports are waiting for you in the portal, don't panic. The Reporting System is not effortless, but it *is* manageable. It boils down to three parts: **easy**, **medium**, and **challenging**. The good news is that this will eventually become old hat and the Reporting System is intended to continue to evolve with improvements and features.

**EASY** The easy part is all the prosaic issues that accompany virtually any new software. Don't sweat this stuff:

- Getting your computer ready
- Exploring the program (the Portal *and* the Reporting System)
- Navigating and printing reports from CUConnect
- Entering parameters and getting reports in the Reporting System.

**MEDIUM** Most of the reports received new names, and the report presentation and data elements are quite different than the PeopleSoft reports. This takes some getting used to. I suggest that you lay the new report and the PS report side by side to compare them until you get a feel for the new look and layout.

#### Some things are in different places:

- This is no biggy, but it can be tricky. For instance, the column labeled Journal Line # also includes the Line Description, which is not labeled.

#### Some things have disappeared:

- No more debits and credits in accounting format (i.e. positive/negative). Negative numbers mean something else now—see *CHALLENGING* below.
- No more pre-encumbrance column—now combined with encumbrances.
- No more totals for the speedtypes. You need to subtract total expenses from total revenue.
- No more F&A rate, project/budget start date, award # on project reports.

#### Some things have been added:

- Some new names for old columns and some new columns.
- Calculates revenue and expense ratio differently—pay attention to the calculation formula to know what the number is telling you.
- Includes prior year information. This may add more lines (and pages) to the report. Sponsored projects may find this of limited value.
- Different (and more) line and line groupings. This adds more pages.
- The balance sheet includes all the cash lines which, by itself, isn't too useful.

**CHALLENGING** The most challenging thing to wrap your brain around is **normalized accounting**, which isn't really an *accounting* methodology so much as a *presentation* of accounting results in the form of **normalized statements**. It's intended to make it easier for non-accountants to understand financial statements, but for those of us who are happy in debit/credit land, they pose a challenge. Normalized accounting means that positive amounts always reflect what the normal balance is for any account code, expenditure or revenue. In other words, under traditional debit/credit accounting, a \$1000 credit balance in a revenue account is shown as -1000 or (1000). Under normalized accounting the same balance in the same revenue account is

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## Where you can get help

**Step-by-Step Guides for:** detailed instructions on the Reporting System.

**The Guide Chapter 16** on *Financial Statements* is being rewritten and should be done mid-September.

**Statement Reading Class:** see p. 4

**Finance/Procurement Help Desk** 303-315-2846, [PSCHelpDesk@cu.edu](mailto:PSCHelpDesk@cu.edu) for: logging in to the portal or the Reporting System & running reports.

**Your Area or SPA accountant for:** help with interpreting your reports or for any concerns—they can help, and they want to know!

## REPORTING SYSTEM CONTINUED

shown as 1000. On the new detail statements, debits and credits still appear but they are positive numbers placed in debit and credit columns.

The Reporting System uses debit and credit logic to determine if there is a potential problem (i.e. an abnormal balance) and indicates these on the statement as a highlighted negative number such as **(1000.00)**. A credit balance in an expense account would appear this way for example. This feature of highlighting problems is extended to negative variances—not just abnormal balances. These can occur if an expense posts where there is no budget. What all this means is that your reports highlight *potential* problems: it is up to you to figure out if it's a genuine problem that needs corrective action. For instance, in these two examples, the expense credit could be the result of a refund, and the budget variance may simply mean that budgeting was done at a higher budget pool level. If this were true, there would be no problem—just something that draws your attention.

Of course, your mileage may vary and you may find that all of this is really very **easy**. As time passes, normalized accounting may seem, well, *normal*.

## Expenditure control countdown

An **Expenditure Control Initiative** is about to be activated that may have been under your radar because your attention has been on the Gift Fund changes, year end close, the new Reporting Tool, semester start up, and football season. This is one of President Brown's fall 2005 initiatives for which the University Controller (OUC) is in charge of implementation. The OUC has been working with all the campus' budget, accounting, and sponsored research offices this past year to define expenditure control and the implications for campus business processes.

The intended outcome of this initiative is to reduce deficit spending. Deficit spending is when you spend (or commit) more resources than what you have. This will be achieved by building rules (edits) in the Finance System that prevent transactions from posting if they create a deficit. Up until now, there have been no formal Finance System edits to stop deficit spending. However, some transactions will be allowed even if they result in a deficit such as approved subsystem feeds or payroll journals.

This initiative will not be implemented all at once; rather it will be implemented over five years to include additional fund groups with each successive year. The first phase of this initiative starts October 1 and includes funds 26, 72, 78, and 80. For the Boulder campus, this is almost a "soft" start because these are not the heavily used funds for most of us.

The decision on how to configure the controls rests with the campus controller in cooperation with the departments. There are two basic factors that will be added to the Finance System attributes that perform the actual control via system edits. The first is the **Expenditure Control Rule** which does two things: it tells the Finance System at what level to control the spending (Org, Program/Project, or Speedtype [Subclass]), and whether the control applies to all expenses as a whole or to the individual budget pools.

The second factor is the **Available Resource Basis** which tells the Finance System whether the speedtype will use Net Assets or Budgets to determine

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## SHORT TAKES

### PSLite New Model

PSLite has a new 8-15-06 version on the [ABS homepage](#) in case you haven't noticed. Upgrades include: speedtype report now goes all the way down to the subclass; added a balance sheet report at the award level; a new report on the groups page (Projects) that can now cross fiscal years with a date range instead of accounting periods (the budget reflects the *total* budget to date). And for you fashion hounds, it sports new daring fall colors.

### Secret Stash of Cash

A recent survey by Harris Interactive for Allianz AG found that 18% of women have a secret stash of cash of which their spouse knows nothing, versus 9% of men who said they had such a stash. Hint: what not to bring up at a romantic dinner.

**EXPENDITURE CONTROL CONTINUED**

available resources. Some exceptions to this are allowed (e.g. fund 26 clearing accounts and federally funded fund 80s that get paid after expenditures). Available resources are defined as either net assets or budget authority. Encumbrances (including SPOs) will reduce these resources and result in a net amount available for spending (or encumbering).

Details for this new process are still being worked out, so please consider this a brief introduction. Expect to hear more communication about this initiative. Again, we anticipate the impact to the Boulder campus to be minimal for the first phase.

Please visit the [OUC Expenditure Control webpage](#) for more information.

**Fun, Fun, Fun**

*(by the Beach Boys – final verse)*

Well you knew all along  
 That your dad was gettin' wise to you now  
 And since he took your set of keys  
 You've been thinking that your fun is all  
 through now  
 But you can come along with me  
 'Cause we gotta a lot of things to do now  
 And we'll have fun fun fun now that daddy  
 took the T-Bird away  
 And we'll have fun fun fun now that daddy  
 took the T-Bird away



**Q & A — Personal use of university facilities**

**Question:** Can university facilities (i.e. physical space) be used for commercial or personal endeavors? For example, can a Psychology professor conduct a counseling session with a private client in his office, or can a researcher use a university lab to work on an idea she's developing for her own company?

**Answer:** No. The [Policy on the Use of University Facilities](#) states in the section on Commercial or Personal Use (VIII.A.), "University facilities may not be used for commercial, personal, or private financial gain or for commercial advertising." Also, the [Memorandum on Rules Governing the Use of University Accounts](#) from Chancellor Corbridge dated October 11, 1991 states, "Do not use University property or resources for personal business or other personal uses."

Only official university business is allowable in university facilities. This is activity that carries out the university's mission of instruction, research and service or that provides support to these activities. While certain outside activities may bear some connection to an employee's role at the university, this is not a valid reason to use university resources for these personal or business pursuits.



Building photo: Patrick Kelly © Univ. of Colorado

**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](mailto: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
Sep 19 8:30-4:30	<b>Finance System (PeopleSoft)</b> Day 1 includes finance and budget	<b>RL6, room W179</b> 3215 Marine St
Sep 22 8:30-4:30	<b>Procurement</b> Day 2 of Finance System training by PSC	<b>RL6, room W179</b>
Sep 28 8:30-12	<b>Financial Statement Reading</b> Questions about the new statements?	<b>RL6, room W179</b>

SEPTEMBER 2006						
S	M	T	W	T	F	S
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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

**ABS INNERVIEW****Maribel Markham**

MARIBEL MARKHAM

Sponsored research projects bring in a lot of money to the Boulder campus. Making sure it lands in the right place falls on the shoulders of Maribel Markham. She's another one of SPA's very capable employees who keeps the machine running with a smile and without a hitch.

**When did you start working at the university?**

I started working here at the University on November 26, 2001 as an Accounting Tech III and have not changed positions since.

**Where did you work before the university?**

I worked at Pinnacol Assurance, which used to be called Workman's Compensation Insurance, for 9½ years. I was an Audit Analyst. I mainly processed mail-in audits that the policy holder submitted and we determine their actual premium from the audit report.

**What do you actually do in SPA?**

My main responsibility is to record payments received from private and Federal Agencies, for amounts due on cost reimbursable contracts, auto pays, and Letter of Credit.

**Does your job have some kind of work cycle to it?**

I receive payments every day via electronic fund transfer, lockbox and checks. I review each payment and determine which project it applies to and enter them into SPINS. On a monthly basis, I reconcile the clearing account (cash in & cash out) and holding account (unidentified & pending) and prepare accounting reports that I submit to Laura, Kathy and Sandra.

**Do you ever have to play money detective?**

Yes. I receive checks with little or no information and so I do some research. Usually, if I can't determine what it's for, then I call the Agency and get additional information and sometimes I find that they belong to another Department or Campus. There's been couple of times where I had to return the money to the Agency because it belonged to another company.

**How about interacting with other departments?**

I make deposits to the Bursar's office. I contact other departments for account information to transfer funds to them that I receive in error.

**How do you stay organized, and are you as organized at home?**

I have a large file folder for each month that consists of five folders for each payment type (Correction, EFT, LOB, LOC and SPA). I make sure all paperwork that goes along with each cash receipt is filed in the appropriate folder and is done everyday. I'm not as organized as I would like to at home (mostly my room), because I'm usually busy. I would like to be able to get my room organized someday.

**Speaking of home, where'd you grow up and what was your childhood like?**

I was born in the Philippines and grew up with 2 brothers and a sister. My childhood was pretty fun—we stayed out all day to play with the neighbor's

*InnerView continued on next page*

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**INNERVIEW CONTINUED FROM PREVIOUS PAGE**

kids. What I miss most from the Philippines is the food and the many kinds of exotic fruits. I came here in the States when I was 16 and first lived in San Antonio, Texas for 2 months, then moved to Sacramento, California and lived there for a year and then finally moved here to Colorado.

**Who made the decision to move to the U.S. and why San Antonio?**

I was adopted by my aunt and uncle and my dad/uncle was in the Air Force and was only stationed in the Philippines for a few years and had to come back here to the U.S. With my dad being in the military we had to move a few times and San Antonio was just another place he had to go to.

**Have you been back to the Philippines to visit since you moved here?**

I have not been back to the Philippines since I came to the States. I would like to visit someday with my daughter once I overcome my fear of flying. It's about a 19 hour flight. I would like to visit because I still have a lot of relatives over there that I haven't seen in a long time. They've grown in numbers since. From what I hear, the Philippines is not the same as I remember it – they have bigger Malls and American fast foods, which they didn't have when I was growing up there.

**Tell me a little about your family.**

I have a daughter name Sydney who is 10 years old and is going on 5th grade. My immediate family, mom & dad, brothers (2) and sister and a few relatives all live here in Colorado. We have a few get-togethers throughout the year and it's our tradition to take turns hosting Thanksgiving and Christmas. There are about 30+ of us including nieces and nephews when we get together.

**What kinds of things do you enjoy doing outside of work?**

I enjoy spending time with my daughter and other family members. We like to go to Keystone during summer and go picnicking, biking, some hiking and a lot of shopping (for the girls anyway). Now and then we go bowling.

**Do you have any favorite shows, music, foods, etc?**

I really don't watch much TV, but on occasion when I do watch, I like to watch Food Network (a wannabe cook) and HGTV (home decorating) and my favorite would be *Little House on the Prairie*. I mostly like to listen to Christian music and soft music. I love food and I like all kinds but mostly I like Asian and Indian. I would eat almost anything though. I'm not too picky.

Maribel, thanks for your time.

- The University of San Carlos, founded in 1595 in Cebu City, Philippines is older than Harvard and is the oldest university in Asia.

- "What's still most impressive to me about the Philippines is the friendliness of the people, their sense of humor..." --John Griffin, Journalist.

- The Philippines is the world's 3rd largest English-speaking nation, next to the USA and the UK.

- The total land mass of the Philippine archipelago's 7,107 islands is slightly larger than Arizona.

- The Philippines has 171 native languages, and 12 have at least one million speakers: One or more of these 12 is spoken by more than 90% of the population.

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## Staffnotes

**Chris Seymour** started in mid-August as the new Loan Fund Accountant. Chris hails from the School of Mines where he worked as a payroll specialist. Chris actively volunteers in the community, and has years of accounting experience.

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

**P**lan to be spontaneous tomorrow.

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