

# By the Numbers

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

## Upcoming deadlines

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Note that blue text is a hyperlink.



| JANUARY 2007 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 | 31 |    |    |    |

| Date   | Day | Time <sup>1</sup> | Deadline Description   |
|--------|-----|-------------------|--|
| Jan 2  | Tue |                   | Budget Journal Entry cutoff for December.  |
| Jan 3  | Wed | 6:00              | Finance System closes for December.  |
| Jan 4  | Thu | 5:00              | Time collection for the December 30 biweekly payroll. <sup>2</sup>   |
| Jan 4  | Thu | 6:00              | Gift fund expense calculation to CUF weekly upload #1.   |
| Jan 8  | Mon |                   | Expenditure control turned on for Funds 26, 72, 78, 80.  |
| Jan 11 | Thu | 6:00              | Gift fund expense calculation to CUF weekly upload #2.   |
| Jan 16 | Tue | 5:00              | Time collection for January end-of-month payroll. <sup>2</sup>   |
| Jan 17 | Wed | 12:00             | Time collection for the January 13 biweekly payroll. <sup>2</sup>  |
| Jan 18 | Thu | 6:00              | Gift fund expense calculation to CUF weekly upload #3.   |
| Jan 19 | Fri | 4:00              | Lynda Reisinger to receive allocation changes and creates for January business. Send to <a href="mailto:Lynda.Reisinger@colorado.edu">Lynda.Reisinger@colorado.edu</a> or call x28646.   |
| Jan 26 | Fri | 4:00              | Data Control to receive INs for January business. Send INs to Lynda Reisinger, Data Control, 579 UCB.  |
| Jan 29 | Mon | 4:00              | Creation, validation, and approval to post cost transfers and payroll expense transfers for sponsored projects (fund 30, 31) & gift fund 34 journals for January. <b>Tips:</b> <b>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 the approval process and delays those non 30/31/34 lines from posting. <b>2)</b> Plan for HR system downtimes to meet PET deadlines (see <a href="#">PBS website</a> ). <b>3)</b> For project cost transfer questions contact <a href="mailto:hua.xu@colorado.edu">hua.xu@colorado.edu</a> 2-1679; call <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 to correct and validate, approve to post, or that need info or documentation for SPA or Dave Mornes so they can approve it. |
| Jan 29 | Mon | 6:00              | Gift fund expense calculation to CUF-month final upload.   |
| Feb 1  | Thu |                   | Budget Journal Entry cutoff for January. 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.   |
| Feb 2  | Fri | 6:00              | Finance System closes for January.   |
| Feb 5  | Mon | 4:00              | All unposted January journals that you have not copied and assigned a future date, deleted, or saved in incomplete status will be deleted by Systems. <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.   |

<sup>1</sup>All times are p.m. unless otherwise noted. No time means the sooner the better.

<sup>2</sup>These payroll deadlines must be followed so that funding distribution corrections (from payroll suspense) and/or changes are in place before the next payroll is run. The [PBS website](#) has the most current payroll calendar, including HR down times.

ABS will continue to monitor & contact departments regarding journals about to be deleted.

## REPORTING SYSTEM TO BE SAFARI & FIREFOX COMPATIBLE Mac to get more support

**Question:** What kind of car does the average Apple Macintosh user drive?

- Answer:**
- A. Studebaker OS X
  - B. Bicycle
  - C. Depends on who gives them a ride
  - D. There is no such thing as a Mac user who is average

If you answered E, you are correct. The new Reporting System and financial reporting channels in CUConnect were designed with Windows and Internet Explorer in mind. The Mac operating system did not receive the same level of attention. At the December 19 Reporting System campus forum, the University Controller announced that from now on, Safari and Firefox web browsers will get official support. Obviously there is some catch up required in terms of system enhancements and documentation. But Mac users can now look forward to an increase level of functionality.

### CUCONNECT PORTAL

In the meantime, I received several replies to my plea for help in December's special edition newsletter—thank you all for responding. It seems that there are some tricks that allow Macs to jump through the necessary hoops in order access the reports in the portal. The following tips are taken from an instruction sheet put together by Jon Roberts in The Computer Laboratory for Instruction in Psychological Research (CLIPR) for use by Psychology department Mac users who needed to access their portal reports.

- The reporting system does not currently work on Macs using Safari as your web browser. While they do not support the Mac, the system does work on Macs if you use the **Firefox** web browser. You can download Firefox at: <http://www.firefox.com>
- When you try to access one of the reports using Firefox it will bring up a dialog asking you if you want to save the report as a pdf file or open it with an application (either Preview or Adobe Acrobat should work fine).
- If you want the pdf reports to open within the context of the Firefox web browser then download and install this free PDF Viewer plug-in. <http://www.schubert-it.com/download/pdf-plugin-223.dmg>
- Read the included "Read Me" file for simple instructions regarding installation of the plug-in. The first time you use the plug-in it will ask you about licensing. Check the "Academic use only" box and then OK.

### REPORTING SYSTEM

The above tips are intended for accessing the reports in the portal. I also heard from two users who were able to use the Reporting System itself. In these cases, the common theme is the use of Firefox. In one case, the person allowed pop-ups, but in the other, the person did nothing special and was still able to open reports from the Reporting System as a pdf. The bottom line is that you may have to experiment a little and see what works for you until more rigorous Mac testing is done.

Feel free to pass along your Mac tips and tricks related to the portal or the Reporting System to [barry.northrop@colorado.edu](mailto:barry.northrop@colorado.edu), 303-492-7119. And wave at the next Studebaker that drives by.

## SHORT TAKES

### Expenditure Control Forum

Expenditure control goes live on January 8 for funds 26, 72, 78, & 80. This is just the first step in a long march that will eventually include all fund groups. Expenditure control's purpose is to minimize deficit spending and still keep the university functioning. Find out what this is, how it works, and the impact it will have to your department, programs, and projects. Attend one of two Boulder campus OUC forums. No registration required; just show up. Get more information on the OUC training website under [Campus Forums](#).

**When:** Monday, January 8  
**Where:** Chemistry 142  
**Session 1:** 8:30 – 10am  
**Session 2:** 10:30 – 12pm

### PS Headers are Out of Date

The header information in PeopleSoft Finance System reports has not been updated since July 2006. Since then, all updates and changes to fiscal roles have been made only to the new Reporting System. If you see old manager or contact names on PS reports, don't worry about it. You can check for correct names either by running a report in the new Reporting System or by checking in the Finance System **General Ledger > Chartfields > SpeedTypes** and then look under *Add'l SpeedType Attributes* and *Org/Program/Project Attributes* tabs for fiscal role names.

### ePERS Email & Training

If you have any questions or need assistance with the electronic Personnel Effort Reporting System (ePERS) and you want to email the right people in SPA, please send to: [epers@ofbs.colorado.edu](mailto:epers@ofbs.colorado.edu). Also, a new ePERS Blackboard training course is now available. Sign in with your 6 digit employee ID for both Username and Password at <http://blackboard.cuonline.edu/>.

## Fiscal roles: projects are different animals

As the new Reporting System gains traction, make sure that the right people get the reports they need in the portals. There is a fundamental difference between sponsored projects and non-fund 30 programs in the way fiscal roles are treated. Fiscal roles are what drive the reports to an employee's portal.

Sponsored projects must abide by the conditions set forth by the sponsor as well as those applicable at the federal, state, and university levels. Whereas *program* fiscal role assignments are generally an internal university decision, the *sponsored project* Principal Investigator (PI) is designated as the Project Fiscal Principal in the Finance System and cannot be changed without agency (sponsor) approval. SPA enters the PI information into the Finance System when the project is set up in the Sponsored Project Information System (SPINS). SPINS data uploads to the Finance System nightly. SPA also maintains a table in SPINS that lists Key Contact names for each department. Key Contacts from the SPINS table become the Project Fiscal Manager in the Finance System through the upload process. Don't be confused by the term "Key Contact." Key Contact used to be a valid field in the Finance System but that field and position was eliminated. However, Key Contact continues its status in SPINS and serves as a way for SPA to disseminate project-related information to departments. There is only one Key Contact per department (except for a few large orgs with many projects). If you want to change the employee listed as Fiscal Manager (Key Contact), this will change *all* the Key Contact/Fiscal Managers for *all* the projects under that org to that employee.

If you want financial reports delivered (via the portal) to someone in addition to the PI (Fiscal Principal) and Key Contact (Fiscal Manager), you can add that person to the Fiscal Staff role by sending an email listing the speedtype, position number, and employee name to [accounting@colorado.edu](mailto:accounting@colorado.edu). For all other fiscal role questions or concerns, contact your SPA accountant.

## MORE SHORT TAKES

### PSLite's Newest Cool Tool

PSLite version 12-18-06 now sports a FIND FISCAL ROLES tool under the LOOK-UPS tab. You have the option to "lookup" the Employee ID and/or Position number by typing in the last name in the grey box, then selecting one or both dropdowns below it. Or, if you already know the numbers, enter them directly below in the lighter area. To make sure that you get everything assigned to the employee, use both Employee ID and Position number (Project PIs are assigned by Employee ID). Push the "Report" button and you will see all fiscal roles assigned to the individual by Org, Program, Project & SpeedType. PSLite is available on the [ABS website](#).

## 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 [ABSTraining@colorado.edu](mailto:ABSTraining@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                 | DAY | TRAINING   | LOCATION   |
|----------------------|-----|--|--|
| ● Jan 8<br>8:30-10   | Mon | <b>Expenditure Control Campus Forum</b><br>Presented by the OUC. Registration <i>not</i> required. | <b>Chemistry 142</b><br><a href="#">Map</a>              |
| ● Jan 8<br>10:30-12  | Mon | <b>Expenditure Control Campus Forum</b><br>Presented by the OUC. Registration <i>not</i> required. | <b>Chemistry 142</b><br><a href="#">Map</a>              |
| Jan 9<br>8:30-4:30   | Tue | <b>Finance System</b><br>Day 1 includes finance and budget   | <b>RL6, room W179</b><br>3215 Marine <a href="#">Map</a> |
| Jan 12<br>8:30-4:30  | Fri | <b>Finance System—Procurement</b><br>Day 2 of Finance System training by PSC                       | <b>RL6, room W179</b>                                    |
| Jan 18<br>9:00-11:00 | Thu | <b>Financial Statement Reading</b><br>Find out how to make sense of your financial statements      | <b>RL6, room W179</b>                                    |
| Jan 25<br>1:30-3:30  | Thu | <b>Accounting 101</b><br>Basic accounting concepts for the beginner                                | <b>UMC 247</b><br><a href="#">Map</a>                    |

### Mileage Rate Goes Up

The new state mileage rate of 39¢ for 2WD and 41¢ for 4WD takes effect 1/1/07 or when the [Travel PPS](#) is updated, whichever occurs later.

### Sales Tax Rate Higher

The Boulder city sales tax went up 0.15% up on 1/1/07. The combined rate is now 8.31%. If your department collects sales tax, use the new rate. More information on the [ABS website](#).

### Need a New Gift FOPPS?

Before a new gift fund 34 can be set up, all the people identified with a fiscal role in the proposed new FOPPS must have completed the [Gift Fund Management Training](#). ABS will check this before setting up the new FOPPS in the Finance System.

ABS INNERVIEW CALLED ON  
ACCOUNT OF SNOW.  
LOOK FOR IT NEXT MONTH.



**I've learned not to worry about  
what might come next.**

*Oprah Winfrey*

## Q&A: Wire Transfers

**Question:** One of our visiting researchers received a \$2000 commitment from his home institute in China to pay for some support for shared laboratory supplies ordered through our department. His institute prefers to wire these funds to our department rather than pay by check. Is this possible and if so, how do we accomplish this?

**Answer:** Yes, this is certainly possible. Bank wires such as these are handled by the Bursar's Office of Cash Management. (Note: Bank wires in support of sponsored projects do *not* go through the Bursar. Contact [SPA](#) or the [project grant accountant](#) for assistance.) To receive a wire transfer, you need to do the following:

1. Complete a cash receipt form indicating the
  - amount to be received
  - the speedtype where it should be deposited
  - the account code
  - If this is a payment for a student, include the student's full name and student ID number.

Include a description of the sender and the purpose of the transaction. Provide as much information about the sender as possible to assist in identifying the funds when they arrive because some bank wires have very little or hard-to-decipher information. Send or take this form to the Bursar's Office of Cash Management in Regent Hall room 150 (41 UCB). You can also order or pick up cash receipts from them in person or call 492-7219.

2. Provide the following wire transfer information to the sender:
  - Routing Number: 121000248
  - Bank Name: Wells Fargo Bank, N.A.
  - City, State: San Francisco, CA
  - Beneficiary Account Name: University of Colorado - Boulder
  - Beneficiary Account Number (BNF): 182-3472752
  - International SWIFT code: WFBIUS6S

## Staffnotes

**Maggie Young** joined SPA's billing area. Maggie completed a degree in sculpture from Texas Christian University in 1999, and has been bookkeeping for the last five years. She and her husband Jeff just moved to Nederland from Estes Park where they owned a landscaping business. She also plays fiddle.

**Kathy Phillips** continues her temporary assignment with the OUC. The good news is that someone was recently hired for that position. After Kathy assists with training the new employee, she will transition back to SPA. ***If you need Kathy's assistance, please also contact James.Lei@colorado.edu, 5-6435 to be sure your request is not delayed.***

**Click here** for the latest on who's who, who's where, and who to call at ABS.

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Accounting & Business Support (ABS)  
3100 Marine Street, 4<sup>th</sup> floor  
579 UCB, Boulder, CO 80309-0579  
Direct questions, comments, corrections  
to Barry Northrop, 303-492-7119,  
[barry.northrop@colorado.edu](mailto:barry.northrop@colorado.edu)  
ABS website: <http://abs.colorado.edu>