

By the Numbers

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

In this issue

- 1 Deadlines
- 2 Expenditure Control Override
- 2 Short Takes
- 3 Did Your Journal Post?
- 3 Q&A: Emergency Procurements
- 4 CIW Blues
- 4 Upcoming Trainings
- 4 More Short Takes
- 5 InnerView: Hua Xu
- 6 Meet Steve McNally

Note that blue text is a hyperlink.

FEBRUARY 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			

Upcoming deadlines

Date	Day	Time ¹	Deadline Description
Feb 1	Thu		Budget Journal Entry cutoff for January.
Feb 1	Thu	5:00	Time collection for the January 27 biweekly payroll. ²
Feb 1	Thu	6:00	Gift fund expense calculation to CUF weekly upload #1.
Feb 2	Fri	6:00	Finance System closes for January.
Feb 5	Mon		Financial reports delivered to the portal.
Feb 8	Thu	6:00	Gift fund expense calculation to CUF weekly upload #2.
Feb 13	Tue	5:00	Time collection for February end-of-month payroll. ²
Feb 14	Wed	12:00	Time collection for the February 10 biweekly payroll. ²
Feb 15	Thu	6:00	Gift fund expense calculation to CUF weekly upload #3.
Feb 21	Wed	4:00	Lynda Reisinger to receive allocation changes and creates for February business. Send to Lynda.Reisinger@colorado.edu or call x28646.
Feb 23	Fri	4:00	Data Control to receive INs for February business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Feb 26	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 February. 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 the approval process and delays those non 30/31/34 lines from posting. 2) Plan for HR system downtimes to meet PET deadlines (see PBS website). 3) For project cost transfer questions contact hua.xu@colorado.edu 2-1679; call david.mornes@colorado.edu 2-1071 about gift journal approvals. 4) 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.
Feb 26	Mon	6:00	Gift fund expense calculation to CUF-month final upload.
Mar 1	Thu		Budget Journal Entry cutoff for February. 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.
Mar 2	Fri	6:00	Finance System closes for February.
Mar 5	Mon	4:00	All unposted February journals that you have not copied and assigned a future date, deleted, or saved in incomplete status will be deleted by Systems. Tip: As month end nears, check for any unposted journals you need to correct, approve, or that need additional info for SPA or gift approval.

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

²These 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.

GUIDANCE FOR BOULDER CAMPUS DEPARTMENTS

Expenditure Control Override

Background

Under new rules created by the Expenditure Control initiative as set forth in the [Expenditure Control Finance Procedural Statement \(FPS\)](#), certain kinds of transactions that create deficits in speedtypes are prevented from posting. Expenditure Control went live on January 8, 2007 for funds 26, 72, 78, and 80, and the remaining fund groups will be phased in over the next four years.

Journals that fail to post due to insufficient resources will automatically generate a failure notice sent by email to the journal creator and approver. If no other action is taken, the journal (except BJE) will continue to recycle through the Finance System on a daily basis until either sufficient resources become available and allow it to post, or until it is deleted by the System at month-end if it never managed to post. The [Resource Check Matrix](#) breaks this process down by journal type (JE, BJE, PO, etc.) and the [JE Flowchart](#) overview shows the entire pass/fail/recycle/delete process.

First step: Departmental solution

Despite best efforts, a journal may still fail to post due to insufficient net assets or budget. If this happens, and you thought there were sufficient resources, investigate the cause. What other expense, encumbrance, or transfer posted to cause the journal to fail the resource check?

- Can this transaction, or an earlier transaction, be transferred in whole or in part to another appropriate funding source?
- Can part of this transaction be moved to a future period when additional resources will become available?
- Can money be transferred in from an appropriate source?
- Is a budget adjustment called for that is reasonable?
- Feel free to work with PBA or ABS for ideas and assistance.
- *Note that for Phase I there are no expenditure controls using budget authority.*

Next steps: Dean/Director then Vice Chancellor

If circumstances prevent the department from eliminating the deficit in time for the journal to post, but it remains critical that the journal posts during the month, consult your Dean/Director to inform them of the situation and to find out if additional resources are available.

If the Dean/Director cannot supply additional resources and there are no other options, then the Dean/Director shall contact the Vice Chancellor's Office to seek approval to override expenditure control. The FPS states that, "...the use of override must be fully documented with appropriate justification, i.e. a permanent or temporary financing plan." If the VC supports this change, the VC Office should make a request to ABS for final evaluation and override if appropriate. In no case should departments contact ABS directly to seek an override. ABS shall notify the department, Dean/Director, and VC of any final action taken.

Overrides are exceptions

An override is an exception to be used as a last resort and in limited circumstances. It should not become a routine business practice to rely upon. Because this is a new initiative and a new process, it is not possible to imagine every approvable scenario. Requests for overrides should be held to a minimum and will:

- Be considered on a case-by-case basis.
- Examine all the pertinent facts and surrounding circumstances.
- Employ professional judgment weighing alternatives and university business needs.
- Seek long term solutions using sound fiscal management.

The new expenditure control policy is unforgiving for certain journal types: if you don't have the resources, the journal doesn't post. The adage "rules are meant to be broken" doesn't apply, but this rule can be made a bit more pliable and Expenditure Control Override explains how. Don't start jumping up and down just yet: it's not a cakewalk. And you still have to find the money eventually. One adage does apply: ain't no free lunch.

SHORT TAKES

Budget Change Cutoff 4/16

The FY2007 General Fund continuing budget change cutoff for the campus is April 16th. After the cutoff, General Fund continuing budget may only be moved within the same General Budget Account and Campus Division. If you have a continuing budget change past the deadline, you are advised to do a *temporary* budget change in FY2007 and a *continuing* budget change effective and dated for July 1, 2007 (i.e. FY2008). We will let you know when the FY2008 budget ledgers are open in the finance system. If you have any questions regarding this cutoff please contact Jan Baker at 2-8926, Janet.Baker@colorado.edu.

Strange Approval Status

Recent System changes with JEs has created a new status level of *Not Applicable* which *itself* is not quite applicable. Apparently it means the department has not approved the JE, so if you see it, just read it as *Pending Approval*. SPA will not approve sponsored project JEs until that first level approval is completed. Departments need to approve these in a timely manner so SPA can process them. Same goes for Gift JEs that need ABS approval.

Save time: Approve journals promptly & check that they posted

Expenditure control may require more time and more vigilance to be sure that your journal posts. Approving Authorities should approve the journals they are responsible for promptly throughout the month and *especially as we approach month end close*.

It is no longer enough to just "Approve to Post" and then forget about a journal. Approvers (or someone) need to take another look to make sure that journal actually *did* post. If it fails the final resource check after approval, it may still sit there in limbo after the general ledger closes for the period. Creators and approvers should receive an email from Systems advising of the failed JE, but delays in emails can happen. **Journals approved after noontime on the day of close won't get their final resource check until that evening.** If it fails the final resource check, it will be too late to change the journal for that period and it will be deleted unless action is taken (see next paragraph).

If an "Approved To Post" journal remains unposted at close because it failed the final resource check, **by 4:00pm on the day after close** the approver (or someone) must either copy the journal and give it a future date *and* go back and delete the old journal (the preferred option) *or* save it in "Incomplete Status." Otherwise, the journal will be deleted by Systems if Data Control (Lynda Reisinger) hasn't already done so.

Q & A — Emergency Procurements & SPOs

There is concern on campus that encumbering SPOs for health & safety emergencies that rarely (if ever) occur can place an operational strain on the department by reducing available resources. As expenditure control expands to include additional fund groups, this becomes more pressing. Emergencies occupy a special procurement niche and on the Boulder campus there are only a handful of departments that this might apply to: Environmental Health & Safety, the Police, and Facilities Management among them. Emergency Procurements are not casual or frequent occurrences. On average, they have happened once a year for the entire CU system. **So don't get the idea that you can call something an emergency just to get around an SPO encumbrance.**



QUESTION: We want to have a Standing Purchase Order (SPO) with an environmental cleanup company in case there's a chemical accident on campus. The problem is that we would use Fund 10 for this SPO. Looking ahead to October 2007, when Fund 10 is subject to expenditure control, having a large encumbrance here *that we may never need* will hamper department operations. So now what?

ANSWER: You don't need an existing SPO if you have a *true* emergency. [University Procurement Rules](#) identify the steps to follow when an emergency condition arises and the need cannot be met through normal procurement methods. There are stringent requirements that must be met in order to qualify as an emergency procurement. One rather obvious one is that it must be for an *emergency*. We recommend that you read Section VI.E.2 (pages 15-16 of the Procurement Rules), on Emergency Procurements, and then discuss your department situation and concerns with the appropriate purchasing agent.

QUESTION: Our department has always had an SPO to a certain firm for disaster recovery purposes. Under current SPO processing guidelines, we can't renew it because we didn't use it last year. We think we need this SPO to protect us during an emergency. What do we do?

ANSWER: See the answer above, on emergency procurements. And consult with Purchasing. It's true that a never-used SPO is not eligible for renewal. If you are concerned about responding to a disaster situation, you need to understand the University's procurement procedures for accommodating true emergencies. If you've already read this section of the Procurement Rules and you still have questions – contact your purchasing agent: The buyer is identified on the SPO Inquiry page in the Finance System. You can also look up the purchasing agent for a specific commodity – e.g., waste disposal – on the Procurement Service Center web site at <https://www.cusys.edu/psc> - *Purchasing Services, I Need to Buy Something Now What?*

CIW got you down?

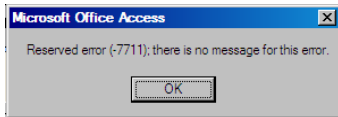
The Central Information Warehouse (CIW) has taken center stage because it provides data to the new Reporting System. When the CIW goes down, you can't get reports. The old Finance System reports used Finance System data and worked when the CIW didn't. Of course if PeopleSoft was down, you were still out of luck. When the CIW was down recently, I tried using a variety of CIW-dependent tools and got the following responses. Don't ask me why, but Paul Simon's *50 Ways to Leave Your Loverran* through my head as I did this.



CIW GL Status

The CIW database is unavailable.

CIW Status page



PSLite

University Reporting - Primary



Error: This channel failed to render

Refresh the Channel
Reboot the Channel

CU Connect

Cognos ReportNet

RSV-DR-0002



Unable to execute this request.

Reporting System

Bookmark https://www.cu.edu/irm/CUonly/dwhse/gl/gl_status.cgi so that if you get something funny when you try to run a report, you can confirm the CIW status. When it's up, you'll see the green light... which reminds me of Captain Kangaroo. Don't ask me why.



MORE SHORT TAKES

ePERS@colorado.edu

Last month we published an email address to use for questions about the electronic Personnel Effort Reporting System (ePERS). That email address got even simpler: epers@colorado.edu.

My Training Tab

The last *Connections* announced that the myCU portal added a My.Training tab that shows the trainings you have taken. Boulder's CUConnect will add similar content as a channel (not a tab) at a future time to be determined. In the meantime use myCU or HRMS.

F&A to be Included

The F & A encumbrances will now be included on the Reporting System's Outstanding Encumbrance report starting with the January 2007 report.

PSLite 01-26-07

You can download the latest PSLite 01-26-07 from the [ABS homepage](#). Also, a few slots remain in the PSLite training on February 8, 1-3pm class.

Trainings from OCG

The Office of Contracts and Grants has scheduled a few brown bag lunches and some formal trainings through June. The trainings include a variety of topics suitable for PIs, newer faculty, and dept. administrators. Events are held at the UMC. Check out the [complete schedule here](#). Contact [Chandra Tjandrasa](#), 492-6224 for info or to register.

New Petty Cash Form

A new Petty Cash and Change Funds form is available from the [ABS forms page](#) or *The Guide Chapter 10*, Cash Control. The revised form now sports highlighted fields that are easier to fill out using Word. Contact [Phensiri Phanichpatom](#), 2-3568, if you have questions or need help with the form.

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 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
Feb 1 1:30-3:30	Thu	Accounting 101 Basic accounting concepts for the beginner class 2	UMC 247 Map
Feb 8 1:30-3:30	Thu	Accounting 101 Basic accounting concepts for the beginner class 3	UMC 247
Feb 8 9-11 (FULL) & 1-3	Thu	PSLite Learn the ins & outs of this spiffy reporting & query tool	UMS training room Map
Feb 13 8:30-4:30	Tue	Finance System Day 1 includes finance and budget	RL6, room W179 3215 Marine Map
Feb 15 1:30-3:30	Thu	Accounting 101 Basic accounting concepts for the beginner last class 4	UMC 425 Map
Feb 16 8:30-4:30	Fri	Finance System—Procurement Day 2 of Finance System training by PSC	RL6, room W179
Feb 27 9:00-11:00	Tue	Financial Statement Reading Find out how to make sense of your financial statements	RL6, room W179

ABS INNERVIEW

Hua Xu



HUA XU

How long have you worked at ABS and what do you do here?

Two years. I am the sponsored projects cost transfer accountant.

Are most journals that you review complete enough for you to approve?

About one-third to one-half of them requires me to contact the departments for extra documentation or changes.

When you contact departments, what sorts of reactions do you get?

Most of them are very cooperative and pleasant to work with.

What are some of the most frequent errors you encounter?

Format problems; incomplete descriptions; lack of documentation for travel-related JEs.

How do you handle extra stubborn problems?

I am just persistent but friendly and keep after the people until they fix the problem.

Where did you grow up and what was your childhood like?

Jinan, China. I was raised by my grandparents on my father's side. I had a very pleasant and loving environment in my childhood.

What did you do as adult in China and what made you move to Colorado?

I taught English in China. I came to Colorado because my husband pursued his PhD here at CU.

Wasn't there some sort of visa problem that your current position solved?

Yes. The department had to apply for an H1B working visa for non-resident aliens—which allows me to work here.

What do you miss about China and do you think you'll move back?

Relatives, food, friends and the convenience of some services. We will move back to China for sure, either in a few years or quite a few years (when we retire).

What similarities & differences do you see between Chinese and Americans?

It is interesting that you ask this question because in a writing class, we just talked about the importance of realizing the similarities and differences between different cultures.

To answer your question, the similarities are that we are all people and we all have feelings, and we don't know each other very well (for most people), just what we learned from books or news which is not always the truth. The differences are that we have different traditions. For example, both cultures like to exchange gifts. But in China it is considered poor manners to open the gift in front of the person who gave it. While in America it is preferable to open a gift in the presence of the person who gave it.

Chinese New Year starts February 18th. Do you do anything special?

Fortunately it is a Sunday (we don't get any days off here). It is the biggest holiday in China. For the family, we always gather together. Chinese people

InnerView continued on next page

WHAT ABOUT HUA

Where do you live? Boulder

Brothers or sisters? A brother

Married? Yes

Kids? None

Pets? None

Last movie you saw? Don't remember.

Probably *Inside Man*

Most recent book opened? *Considering Cultural Difference* by Pauline Uchmanowicz

A TV show you like? *Cosby Show*

Favorite comfort food? I don't eat because I am anxious or stressed. I only eat when I am hungry.

Favorite place to shop? Costco

Place you'd like to visit? Caribbean

Dream job? Retire

Rank in order of importance:

- 1 Family
- 2 Dreams
- 3 Retirement fund
- 4 Fate
- 5 Automobile
- 6 Internet
- 7 Accounting
- 8 Coffee
- 9 The Big Bang





INNERVIEW *CONTINUED*

get seven days off for the Spring Festival, which is just another name for the Chinese New Year. Actually, the real name is Spring Festival—Chinese New Year is another name for the Spring Festival.

The actual celebration starts on New Year's Eve (this is a really important evening). We watch a 4-½ celebration program on the New Year's Eve and make dumplings (North China), and always go to bed after 2am. On New Year's Day, we get up early—usually 6am, we all go to neighbors' and friends' houses to say "Happy New Year!" The second day is for married daughters to go back to their parents', and the fifth day, we eat dumplings again—the tradition called "Break the fifth" which means you can break all rules or taboos. For instance, during the first four days of the New Year, people cannot sweep, and all the stores cannot open and sell stuff.

We actually celebrate the Chinese New Year until the 15th day after the start. The last day is also called Lanterns Day—most of the companies and individuals make all sorts of lanterns which can move and make sound. We have huge exhibits in all the major cities. The unique ones are in the very North of China like Heilongjiang province which has ice sculptures lanterns. We also eat sticky rice balls that morning. While I'd love to do these things here, many factors prevent us from doing so.

What do you like to do when you're not at work?

Rest, watch TV, decorate cakes, and read.

Hua, thanks for your time. And happy new year!

Meet Steve McNally: Jud's replacement

(Note: Whatever you used to send to Jud for signatures, etc. should now go to Steve: 15 UCB, 303-492-5489, steve.mcnally@colorado.edu)

Steve McNally started as the Associate Vice Chancellor for Budget and Finance on January 15th. Although it doesn't say it, the title includes campus Controller. Prior to joining the campus, Steve was the Associate Vice President for System Operations, which meant he was responsible for Payroll and Benefits Services (PBS), Administrative Information Services (AIS), University Management Services (UMS) and the Office of Information Security. Steve has been at the University of Colorado for the last six years. Prior to that, Steve spent several years working for the State of Colorado general government performing a variety of different financial, budgetary and information technology roles.

Steve is very excited to be working on the Boulder campus and looking forward learning more about and working with the many campus departments. Steve says his first few days have been very fast-paced and enjoyable. He clearly understands that the shoes left by Jud Hurd will be very hard to fill. Steve is looking forward to meeting many of you over the upcoming days and weeks.

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

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