

By the Numbers

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

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Set clocks forward one hour Sunday March 11th



Please note that [blue text](#) is a hyper-link

MARCH 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

Deadlines & dates

Date	Day	Time ¹	Deadline Description
Mar 1	Thu		Budget Journal Entry cutoff for February.
Mar 1	Thu	5:00	Time collection for the February 24 biweekly payroll. ²
Mar 1	Thu	6:00	Gift fund expense calculation to CUF weekly upload #1.
Mar 2	Fri	6:00	Finance System closes for February.
Mar 2-6	Fri-Tue		HRMS Production not available due to HR 8.9 upgrade. ²
Mar 8	Thu	6:00	Gift fund expense calculation to CUF weekly upload #2.
Mar 12	Mon		Financial reports delivered to the portal (target date).
Mar 15	Thu	5:00	Time collection for the March 10 biweekly payroll. ²
Mar 15	Thu	6:00	Gift fund expense calculation to CUF weekly upload #3.
Mar 20	Tue	5:00	Time collection for March end-of-month payroll. ²
Mar 21	Wed	4:00	Lynda Reisinger to receive allocation changes and creates for March business. Send to Lynda.Reisinger@colorado.edu or call x28646.
Mar 27	Tue	4:00	Data Control to receive INs for March business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Mar 27	Tue	6:00	Gift fund expense calculation to CUF-month final upload.
Mar 28	Wed	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 March. 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.
Mar 28	Wed	5:00	Time collection for the March 24 biweekly payroll. ²
Apr 2	Mon		Budget Journal Entry cutoff for March. 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.
Apr 3	Tue	6:00	Finance System closes for March.
Apr 4	Wed	4:00	All unposted March 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.

Sponsored Project News

Effort reporting audits continue to be a hot topic

Sponsored projects are continual targets of audits and these audits pay particular attention to a handful of cost areas that wave perennial red flags. The NSF Office of Inspector General (NSF OIG) has been conducting Effort Reporting Audits. Four additional NSF OIG audits have been initiated and information now indicates that the number of audits to be conducted will grow beyond the 5 to 6 scheduled audits, and may approach 30 over the next three years with 8 to 9 new audits in 2007. During recent ongoing audits at several institutions, unannounced auditor interviews (e.g. in the form of a telephone "cold call") of faculty and principal investigators (PIs) have been proposed. The auditors believe this is necessary to prevent administrative and post-award personnel from "coaching" the faculty and PIs. In addition to time and effort reporting, costs sharing, indirect costs, and subrecipient monitoring generally receive close scrutiny in audits. Contact your grant accountant for assistance with any of these areas of concern.

Customize CUConnect with an ePER tab

Some employees who need to certify their ePER have had a hard time finding the ePER in the portal. For faculty, the ePER channel is automatically added to the Tools & Resources tab. Non-faculty must add the ePER channel manually (see [instructions](#)). But you can take it one step further and add your own tab, label it *ePER*, and then add the ePER channel to it. That way the ePER will always be easy to find. [How to add a custom ePER tab.](#)

Validate your PETS

There are a number of PETCs and PETERs that were created and are sitting in the system as "Proposed" status. These need to be validated by someone in the department before SPA can approve them. Info: hua.xu@colorado.edu

Continue to fill in the "Reports to" field for ePER backup

We are working with Systems to create the capability to allow departments to designate an alternative backup person with the ability to access and certify an ePER on behalf of an employee who receives an ePER. That information will be pulled from the "Reports to" field on the Work Location Panel in HRMS. We encourage departments to continue to manually populate the "Reports to" field in order to allow this enhancement to ePERS to become operational as soon as possible. For more info contact: patricia.dodson@colorado.edu

Blackboard training available for ePER

Just a reminder that there is a Blackboard ePER training module. Please let folks in your department know. Visit <http://blackboard.cuonline.edu> and login using your 6-digit employee ID number for username and password. It's course ID U00055-001. For help: (303) 556-6505 or inquiry@cuonline.edu

Cost transfer journal requirements

Any JE that transfers a cost from one project to another must include certain information and be formatted correctly. For example: proper and complete explanation why the transfer is being done and how it benefits the project; why it's so late (if it's past 90 days). Some of the more common situations are explained on a [cost transfer info sheet](#). For help: hua.xu@colorado.edu, 2-1679

SHORT TAKES

Budget Change Cutoff Apr 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.

Email the Budget Office

The Budget Office has a new email address and is ready to help you with anything related to your budget. Send questions to ucb.budget@colorado.edu.

N/A = Needs Approval

A recent System change with JEs has created a new status level of *Not Applicable*. Translated, it means the department has not approved the JE, so if you see it, just read it as *Needs Approval...* and go ahead and approve it. 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.

HRMS Upgrade & Downtime

The HRMS system is going through a major upgrade and HRMS will be down from March 2-6. You can [register online for training](#).

Everyone seems normal until you get to know them – unknown

New controls for wireless telecom

A brand new *Personal Technology and Telecommunications PPS* becomes effective March 1, 2007. This was in response to a State audit that found a lack of internal controls regarding university-paid cell phone usage, among other things. This policy was originally crafted as an Administrative Policy Statement but the Controllers decided that the *Propriety of Expenses APS* really governed the larger issue so this was reformulated as a *Procedural Statement*. As such, it covers the nitty-gritty steps that must be taken to ensure compliance.

Does This Apply to Your Department?

If your department pays for expenditures related to cell phones, satellite phones, or PDAs then this PPS applies to you. It requires several things (this list is not exhaustive):

- Develop written guidelines (a template will be available)
- Complete a Personal Technologies Responsibilities (PT) form
- Review each detailed bill every month
- Complete of Fiscal Code of Ethics training for each user
- Use the Finance System to create a request for the equipment/service
- Reference the Personal Technology Authorization (PTA) number on all purchasing/payables documents
- Checkout procedures for temporary use of equipment

If your department is seeking an alternative to having to buy equipment, find a suitable service plan, etc., the PPS allows an employee, associate, or fiscal affiliate to use their own personal phone for business calls, and get reimbursed each and every month for those calls as long as they have completed the Code of Ethics training and submitted the PT form. For departments that have modest telecom needs, this may be an attractive option.

This article is just to introduce this new PPS; it is not intended to go into great detail. A step-by-step guide and flowchart are being developed and a [Systems webpage](#) is available now. More complete coverage will ensue in the *PSC Communicator* and also in the campus forums. There is a 90 day grace period (ending 6/1/07) after which, any equipment or service that falls under this PPS must satisfy the new requirements or will not be processed.

Q & A — UPI Fund 80

Question: The Expenditure Control initiative took effect on January 8 for Funds 26, 72, 78, and 80 (not UPI Fund 80). What is UPI Fund 80?

Answer: UPI stands for University Physicians Incorporated at UCDHSC.



MORE SHORT TAKES

Out with the Old

Sure, there have been a lot of new policies. But by my unofficial count, there have also been 7 rescinded policies since Dec 06. Who could ever forget *Distribution of Treasury Pooled Investment Earnings*?

Security Tip

The *IT Resource User Responsibility APS* that became effective January 1, 2007 lists several things every IT resource user must do to maintain IT security. If you use a computer at the university, this means you. Assuming you have a password associated with your user account (to log on to your computer) one thing you can get in the habit of doing when you step away from your desk is to lock your computer. For PCs, press the Windows key and the L key. This locks your computer so that you will need to supply your password to log back on. This is a quick way to secure your computer without having to shut down or log off. Consult with your IT folks to learn if this is suitable for you and to find out other security tips.

BOULDER CAMPUS TENTATIVE DATES: APRIL 6 & 11

Springtime Campus Forums

The parade of new policies and procedures continues its forward march. To keep from losing your grip, getting left behind or lost in the crowd, the Office of University Controller is hosting campus forums to let you in on recent and coming changes that affect your working world. Watch for details from Systems and on the ABS homepage.

Q & A — Gift cards & massages

Question: Our department is planning to give away \$5 iTunes cards and \$5 coffee coupons to students who complete a survey. Is this considered cash-like or non-cash since it can only be used for iTunes or coffee which, if we could give these away directly, would be non-cash.

Answer: This falls under the participation category of the *Recognition and Training PPS*. The PPS states that, "Cash-like refers to an item, such as a gift certificate or a gift card, which can be used in place of cash to purchase goods or services." Gift cards, certificates, or coupons that are redeemable for products or services are considered cash-like by default. Exceptions may be granted on a case-by-case basis depending on the circumstances. Any exceptions must be approved by the Associate Vice President and University Controller who renders a decision based upon a written request that describes the coupon/card it is handing out along with an example. Contact your area accountant if you think this might apply to you.

Question: Our Residential Academic Program (RAP) voted to honor and thank our hardworking custodial staff with chair massages. We paid \$100 for this service to benefit the custodial staff of five employees. Is this cash-like or non-cash and what are the reporting or programmatic requirements?

Answer: This falls under the Merit category of the *Recognition and Training PPS*. It is non-cash because the massages were given at the residence hall, as opposed to a certificate that could be redeemed elsewhere. For employees, non-cash awards valued at \$100 or more require the Revenue Recognition form and an approved formal recognition program. But because this \$100 was effectively split among five employees, the value to each employee was less than \$100. Thus neither a recognition program nor a revenue recognition form is required, assuming that other recognition events are not planned that could push the calendar year amount to \$100 or more for each employee.

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
Mar 13 8:30-4:30	Tue	Finance System Day 1 includes finance and budget	RL6, room W179 3215 Marine Map
Mar 16 8:30-4:30	Fri	Finance System—Procurement Day 2 of Finance System training by PSC	RL6, room W179
Mar 21 8:30-10:30	Wed	Property and Travel (by OCG) Pertains to sponsored projects. Trainings from OCG .	UMC 247
Mar 22 9:00-11:00	Thu	Financial Statement Reading Find out how to make sense of your financial statements	RL6, room W179
● Apr 6 & 11 (tentative)		Campus Forums (by OUC—plan ahead) Times & location to be determined. See page 3.	

MORE SHORT TAKES

ACARD is Not for Services

Procurement Card users/approvers are reminded that services cannot be paid for with the card. The [Procurement Card Handbook](#) states on p. 23 under SERVICES PURCHASED FROM AN INDIVIDUAL OR SOLE PROPRIETOR (1099-REPORTABLE MERCHANT): "Cardholders are not to use the Procurement Card to purchase services from vendors who use their Social Security Number to report their business to the IRS." The *Handbook* will be undergoing a revision soon, but this won't change. Purchases for services must be made directly to the service provider by the university, not with the ACARD.

College Giving Goes Up

2006 was a record fundraising year for colleges and universities, which brought in a record high \$28 billion. Stanford's \$911 million was the most ever collected by a single university. The top 10 fundraising universities collected 16.3% of all gifts. The top 20 schools accounted for more than a quarter of all gifts. Stanford charges \$43,361 this year for tuition plus room and board but says it provides full financial aid for students who need it, and does not charge families with annual income under \$45,000.

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ABS INNERVIEW

Leila McCamey



LEILA MCCAMEY

How long have you worked in SPA and what do you do?

I have been working at SPA since May 04 and I am one of the Grant Accountants. Mainly, I monitor and close projects from four agencies (NSF, Dept of ED, Forest Service and UCLA) to make sure expenditures are allowable and in line with the terms of the award or contract. Part of the monitoring process includes watching how much money is spent and drawing the funds from the agency as necessary. I also prepare and submit quarterly and final financial reports. Additionally, I work with the financial aid department to draw down funds for Direct Lending and other student aid programs.

How do you conceptually organize your work?

I first organize my work by end date. With over 800 active projects, anything else would be madness. Then I remember individual awards by departmental administrator and PI.

I've always been struck by the elegant layout of your desk. It looks either like a close-up of a circuit board made up of file folders or an accountant's version of cornrows. What's the grand design behind this?

I never thought of it that way, but cornrows are the perfect analogy. I grew up in Illinois, my family has been corn farmers for generations and my first job was detasseling (and a nasty job it was). Wow Barry, I think you just unlocked the mysteries of my life!

Sponsored project accounting is the equivalent of specialising in fuel pump repair for Austin Heals. Did you imagine doing this 5 years ago?

Uh, no. Five years ago I was still getting used to the idea of actually being an accountant. I certainly didn't grow up dreaming about general ledgers and spreadsheets and PeopleSoft. In fact, it was one of the last jobs I ever wanted to do. Turns out, my high school guidance counselor *could* look into the future.

What are some of the most common problems that come up in your job?

Overspending is the most common problem I run into. I guess if my bank covered overdrafts the way the university covers them, I might be tempted to buy that Austin Healy. I almost can't wait until expenditure control hits fund 30. Almost.

Do you ever wonder about the research on the front end of the projects?

As grants come across my desk for review, I love reading the proposals to find out about the research and the great things happening at CU. It's a wonderful feeling when listening to the news or reading an article to recognize that some of the work was done here and to know that I played a small part in something amazing like the Cassini Mission or helping students who were displaced by Hurricane Katrina.

Do you interact much with the sponsors?

I consider myself lucky because my agencies tend to be "hands off" when it comes to administration and there isn't much interaction. I figure if I do my job right, it makes their jobs easier and that's good for everyone.

How did you get into accounting?

Maybe I shouldn't admit this, but it was an accident. I've been working as an accountant in various capacities for around 10 years. Before coming to UCB, I worked in Germany for the US Air Force and before that in St. Paul, MN for an events management company. For the first five or six years I didn't think of myself as an accountant but more as an under-employed musician with a day job. As I was working for the Air Force, I noticed my day job had somehow turned into a career and had turned me into an accountant. After a slight

WHAT ABOUT LEILA

Where do you live? Westminster
Brothers or sisters? One brother
Married? Happily
Kids? No thank you
Pets? A Golden Retriever named Bella and some fish
Recent movie you saw? The Good Shepherd
Recent book you've opened? Only one? Harry Potter, Tom Clancy, Lemony Snicket, various magazines
A TV show you like? Pretty much anything on HGTV
Favorite comfort food? Something that someone else cooks
Favorite place to shop? University Bikes or Barnes & Noble
Place you'd like to live? Belgium
Dream job? Something with early retirement and a big paycheck

Rank in order of importance:

- 1 bicycle
- 2 accounting
- 3 investments
- 4 web surfing
- 5 chocolate
- 6 lists
- 7 flowers
- 8 serendipity
- 9 philosophy



INNERVIEW CONTINUED

bout of depression, I realized I could make more money as an accountant than as a musician. Strangely enough, my husband is following a similar path.

What sort of music?

Classical. My husband and I both have degrees in music. He plays clarinet and conducts and I play horn. We haven't had much opportunity to play since moving to Colorado, but it is a goal for the future.

Do you do your own taxes? Are they done? Do you use software or by hand?

I really rather enjoy doing my taxes (ugh, that sounds dull) and yes, they are done. I like to figure them by hand then use software and e-file. This year, my husband helped. He's taking "Advanced Individual Taxation" at UCD. We worked through the concepts by hand then filed using TurboTax. Keelan was amazed by how easy it was. Maybe I'll let him go it alone next year.

You've spent time outside the US. What initially took you from our shores?

When I was little, I always wanted to live in Sweden and Germany. That's where my family is from. In 1999, an opportunity came up to live in Germany and I jumped at it. It was one of the best decisions I ever made. I was able to explore my own roots as well as travel and learn about other cultures and traditions. What I didn't expect to learn, was how important it was to me to be an American. I returned to the US in 2004 with a greater appreciation for what we have as a country. For all our faults, I would rather be an American than anything else.

Where have you visited? What were some of your very favorites?

I guess I've visited 13 or 14 countries and my list of favorite places is a long one. How about a few highlights instead? I loved London and Paris for obvious reasons. I enjoyed Salzburg, Austria and Normandy, France for the history. You can't beat Hitler's Eagle's Nest and Berchtesgarden in southeast Germany for the scenery, the history too. The scuba diving in the Red Sea is incredible. The beer in Belgium, well, Belgium may actually be my very favorite place. Belgians are the friendliest people. They make great beer, have a wonderful culture and excellent local cuisine to go with the local beers. I could go on all day about Belgium, so maybe I'll stop there.

Do you like revisiting places you've been or do you prefer to go brand new?

Both. My travel wish list is even longer than my list of favorite places. Revisiting Belgium, England and Italy are at the top, as well as new places like Japan, the Great Barrier Reef in Australia and the Caribbean.

What do you like to do outside of work?

I read a lot. I also enjoy skiing, camping, fishing and scuba diving. I have a lot of fun cycling, both road and mountain, warm and cold. My husband and I had a blast riding the Fat Tire Classic last summer. We're planning on doing several such events this year.

Leila, thanks for your time.

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Staffnotes

Dave Mornes and his wife Amber welcomed [Jenelle Avery Mornes](#) into the world on Friday, February 9, at 8:11 PM. She weighed 7 lbs. 14 oz.

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