

By the Numbers

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

In this issue

- 1 Deadlines & Dates
- 2 Fiscal Year End Preparation
- 2 Short Takes
- 3 CIW Ad Hoc Reports Survey
- 3 Q&A: Computers & Aspirin
- 3 More Short Takes
- 4 Expenditure Control Page
- 4 Trainings
- 5 InnerView: Chris Seymour
- 6 Staffnotes

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

MAY 2007						
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27	28	29	30	31		

Deadlines & dates

Date	Day	Time ¹	Deadline Description
May 1	Tue	FYE⁴	Moratorium starts for new account codes thru June 30.
May 2	Wed	6:00	Finance System closes for April.
May 3	Thu	6:00	Gift fund expense calculation to CUF weekly upload #1.
May 4	Fri	FYE⁴	Last day to submit PO/SPO Reqs that require formal bids.
May 10	Thu	5:00	Time collection for the May 5 biweekly payroll. ²
May 10	Thu	6:00	Gift fund expense calculation to CUF weekly upload #2.
May 15	Tue	5:00	Time collection for May end-of-month payroll. ²
May 17	Thu	6:00	Gift fund expense calculation to CUF weekly upload #3.
May 18	Fri	FYE⁴	Last day to submit PO/SPO Reqs that need documented quotes
May 21	Mon	4:00	Lynda Reisinger to receive allocation changes and creates for May business. Send to Lynda.Reisinger@colorado.edu or call x28646.
May 24	Thu	5:00	Time collection for the May 19 biweekly payroll ²
May 25	Fri	4:00	Data Control to receive INs for May business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
May 29	Tue	4:00	Creation, validation, and approval to post cost transfers and payroll expense transfers for fund 30 projects & fund 34 gift journals for May. ³
May 29	Tue	6:00	Gift fund expense calculation to CUF–month final upload.
Jun 1	Fri		Budget Journal Entry cutoff for May. Note: Only Temp or Cont budget moved within the same division and account is allowed for FY07. A&S 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	Fri	FYE⁴	Last day to submit all other PO Reqs that use FY07 funds.
Jun 4	Mon	6:00	Finance System closes for May.
Jun 5	Tue	4:00	All unposted May 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.

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

² 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.

³ **Tips:** 1) Don't mix fund 30/31 or 34 JEs with other funds or with each other in the same JE. This slows approval and delays non 30/31/34 lines from posting. 2) Plan for HRMS downtimes to meet PET deadlines (see [PBS website](#)). 3) Contact hua.xu@colorado.edu 2-1679 for project cost transfers & david.mornes@colorado.edu, 2-1071 for gift journal approvals. 4) Keep checking for unposted journals to correct, validate or approvet, or that need documentation for Hua or Dave.

⁴ **FYE** indicates that this is in preparation for the fiscal year end close. Requisition comments must state that the procurement must be received by 6/30/07. Details in [April PSC Communicator](#).

Fiscal Year End
2007

Fiscal year end preparation

As June 30 approaches, there are a number of things departments can do with their FOPPS to make for a smooth fiscal year end. A [Fiscal Year End page](#) was added to the ABS website that contains the latest information and a FYE calendar. Look for the above logo-link on our [homepage](#).

1. Reconcile your Detail Statements to make sure that

- All transactions recorded in your FOPPS belong in your FOPPS
- All transactions are the correct amount and in the proper account
- No transactions are missing from the FOPPS. (Review your source documents to make sure every transaction you have initiated has been recorded in your FOPPS. Track down those that are not, and make sure they get recorded correctly by the end of the fiscal year.)
- You may find these websites useful when researching transaction errors:
 - http://www.cu.edu/System_Controller/fin-system-info.html for Journal Source Code Contact Listing (scroll to *Financial Reporting Logic Tables*)
 - <http://www.cusys.edu/psc/payable/ap/whopays.html> for *Who Pays What*

2. When the reconciling is finished

- Process Journal Entries to correct any errors
- Process PETs to correct payroll errors

3. Clear out your clearing FOPPS and clearing accounts particularly:

- 553200: Uncleared A-Card Expense
- 699999: AP system-maintained default
- 410100: Suspense Salary (see next item)

4. Update payroll funding distribution for the summer. The end of the spring semester is a key time to update your funding distributions. Accurate funding distribution information will help you avoid volumes of Payroll Suspense as we near year-end. Step-by-step guides on changing funding distribution are available at <https://www.cu.edu/pbs/sbs/> under *Organizational Development*.

5. For Fund 10 FOPPS

- Use the Revenue Expense Summary Statement to project whether or not each FOPPS will end the fiscal year overspent, on-budget, or under budget by comparing the budget for the FOPPS to the amount actually recorded in the FOPPS through mid-May.
- Determine whether or not the budget balance available in the FOPPS is adequate to cover anticipated expenses through June 30th.

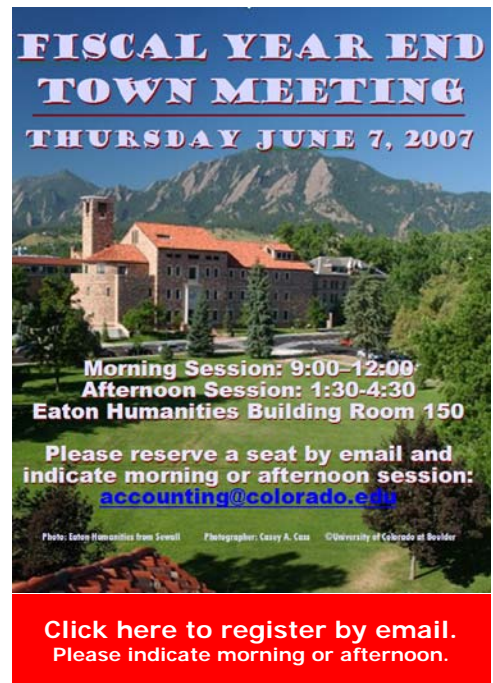
6. For Fund 2x, 72, and 78 FOPPS

- Use the Revenue Expense Summary Statement, along with the Balance Sheet Summary Statement, to project whether or not each FOPPS will end the year with a positive balance in Net Assets.
- For 2x FOPPS, count inventory and adjust your balance sheet to actual count value. If you have receivables, review past due accounts and decide if any should be written off.

7. For Fund 34 FOPPS

- Eliminate any deficits in your gift FOPPS. For linked speedtypes be sure there is enough money in the Foundation account to cover close-to-year-end expenditures. Transfer cash to Child speedtypes to cover any expenses made by these associated speedtypes.

Contact your Area Accountant if you have questions and **register for the Year-End Town Meeting held on June 7**—see the announcement on this page.



**FISCAL YEAR END
TOWN MEETING**
THURSDAY JUNE 7, 2007

Morning Session: 9:00-12:00
Afternoon Session: 1:30-4:30
Eaton Humanities Building Room 150

Please reserve a seat by email and indicate morning or afternoon session:
accounting@colorado.edu

Photo: Eaton Humanities from Sewall Photographer: Casey A. Cox ©University of Colorado at Boulder

Click here to register by email.
Please indicate morning or afternoon.

SHORT TAKES

FY08 Auxiliary Budgeting

All UCB department administrators can expect to receive an email regarding the auxiliary budgeting process the first week of May. The PBA website also will be updated to include the instructions and templates. The deadline to submit auxiliary budgets to PBA is July 2, 2007. In addition to the auxiliary instructions and templates, those departments with Fund 29 activity will receive historical financial activity and current year budget information to facilitate the budget preparation for this fund.

Fund 10 Budget News

The FY2007 General Fund continuing budget change cutoff for the campus was April 16th. After that date, 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. **The FY2008 budget ledgers are now open.** If you have any questions please contact [Jan Baker](#) by email or 2-8926.

WE'D LIKE TO HEAR FROM YOU

Do you use the CIW for ad hoc reports?

The Central Information Warehouse (CIW) is a read-only database that extracts the data from the Finance System and SIS, restructures it, and bulk loads it into the CIW. Currently, this allows employees to develop and run their own queries using this data for analysis and reporting.

The campus Controller's office is gathering information from campus users who run these ad hoc queries against the CIW data. If this describes you or someone in your department, we'd appreciate it if you would take a few minutes and answer the following questions. You may either email your response to barry.northrop@colorado.edu or fill out an [online survey form](#).

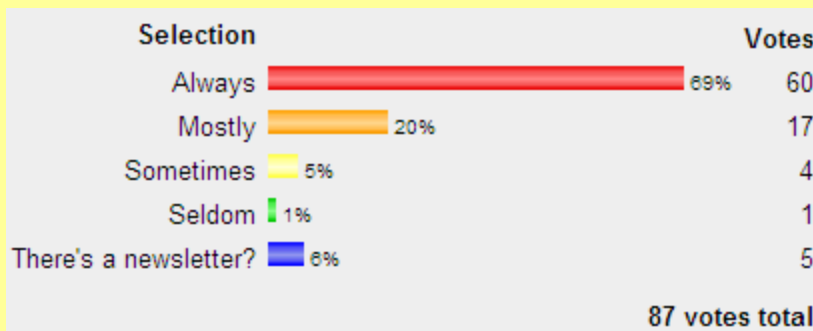
1. What kind of report(s) do you run; i.e. what's the nature of the information?
2. Is this information currently available in an existing report?
3. If your answer to #2 was *Yes*, why do you run your own report(s)?
4. How often do you run your report(s)(daily, weekly, monthly)?
5. Did you develop the query or do you just run the report and someone else wrote the query?
6. How important is this report(s) to your business operation?
7. What query program do you use (Access, Brio, etc.)?

Q & A — Over-the-counter drug purchase

Q — Can our department purchase aspirin, Advil, or antacids for use by our employees?

A — If you can answer "Yes" to all of the questions in the *Tests of Propriety* PPS <https://www.cu.edu/psc/policies/> then it would be considered allowable. However, these items appear to be more of a personal nature which requires the employee(s) to provide for their own needs. If similar items were included in an emergency first aid kit, then that would be more appropriate.

Here are the results of the informal poll that we conducted last month that asked **Do you read the ABS newsletter?**
Thanks to those who participated.



MORE SHORT TAKES

Personal Tech Guidelines

The new *Personal Technology and Telecommunications* policy requires departments to establish guidelines and the PSC offers a [template](#). Once completed, the PSC does **not** need a copy of the guidelines but be sure to keep a departmental copy on file.

F&A on Simple ST Query

The Simple Speedtype query in CUConnect was recently acquired by the Systems office. It will soon be added to the MyCU system portal (that Boulder employees can access) and will include F&A in the Balance column. Eventually the F&A will also be added to the query on CUConnect once some programming issues are resolved.

Gift Training Never Ends

The OUC Compliance Unit regularly checks that all employees with fiscal roles on gift FOPPS have completed gift training. New gift speedtypes aren't set up until training is completed. But due to employee turnover, existing speedtypes must continually be checked. Employees who need training are notified and unless they complete it, the speedtype will be inactivated. Some will likely close the first week of May for this reason. If you encounter a gift ST that is suddenly closed, this may be why.

ePERS Training Available

If you would like to schedule an ePERS training for your department, faculty group, or project team, contact [Kathy Phillips](#), 2-1403. We travel to *your* office and Kathy has been known to bring sweet treats.



EXPENDITURE CONTROL UPDATE PAGE

Expenditure control challenge: Fund 10

Expenditure control (EC) probably presents the greatest challenge to general fund 10 on the Boulder campus. This is the main fund for university business for most departments so the specter of preventing some transactions due to a deficit condition is serious. The proposed EC settings for fund 10 are DA/BL which translates to Department All Expenses/Budget Ledgers.

If EC was live today, the more than 100 orgs in deficit *right now* would have a tough time. Currently, PBA and ABS are performing an “issue identification” on these orgs in deficit, i.e. analyzing what caused the deficits. We are looking for common themes in order to formulate solutions so that departments can plan for and operate in an EC environment. Some of these may include:

- SPO/payroll/other encumbrances
- Transfers to/from Plant
- Overspending
- Expenses pending transfer
- Revenue budget
- No budget

For fund 10, the deadline to upload EC attributes is August 1 and EC starts October 8. This means we have to decide all this in the next 3 months. The complexities may seem daunting but the central theme boils down to this: don't spend and/or commit more than you have. ABS and PBA will hold a Town Meeting on May 24th to explore these and other recent and emerging topics and issues. Please see the announcement on this page.

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
May 8 8:30-4:30	Tue	Finance System Day 1 includes finance and budget	RL6, room W179 3215 Marine Map
May 10 9:00-11:00	Thu	PSLite Learn how to use this nimble reporting tool	UMS training room 4780 Pearl E
May 11 8:30-4:30	Fri	Finance System—Procurement Day 2 of Finance System training by PSC	RL6, room W179
May 23 8:30-10:30	Wed	Post-Award Project Management Presented by OCG. More information.	UMC 247 Euclid Ave Map
May 24 9:00-11:00	Thu	Financial Statement Reading Learn how to access & understand your financial statements	RL6, room W179
● May 24 1:00-3:00	Thu	Town Meeting Presented by ABS/PBA. See announcement on this page. Map	Humanities 150



LATEST ON FUND 34

Last month's newsletter stated that expenditure control for Gift fund 34 speedtypes would have an available resource basis of Net Assets (NA). While true for most, this is not the case for all.

Definite exceptions are fundraising special event fund 34 speedtypes. Not only do these require a budget, but in most cases they start out with no assets and must make expenditures in order to conduct the special event before the event generates revenue. Thus the available resource basis on special event speedtypes will be set to Budget Ledgers (BL). The expenditure control rule remains set at the program level for all expenses (PA).

Other *possible* exceptions are those gift speedtypes that derive revenue from endowments. Due to the steady flow of endowment income, many of these FOPPS have encumbrances such as salary, equipment or SPOs that can handle the encumbrance. However, if some of these were operating on a NA basis, deficits could be problematic. Therefore, PBA and ABS analyzed these endowment-driven speedtypes and are working with the VC offices to determine if any affected departments should set the resource basis to BL.

Belief is nearly the whole of the Universe, whether based on truth or not.
Kurt Vonnegut—Bluebeard

ABS INNERVIEW**Chris Seymour**

CHRIS SEYMOUR

**When did you start working at ABS and what do you do here?**

I started with ABS in the middle of August 2006. I am responsible for managing fund 50 and oversee many financial aid transactions in relation to loan funds. I also supervise the Property Accounting unit with two excellent employees, Jeanne Connely and Susan Wyn.

What are some interesting, little-known, or unexpected things in what you do?

I reconcile the Federal Perkins Loan program on a student-by-student basis and assist the Financial Aid office by completing several sections of the school's FISAP (application for federal financial aid funds)

Do you interact much with departments?

I do most of my work independently, yet sometimes I work closely with the Financial Aid accounting office and the Bursar's office. I monitor most transactions that are related to loan funds, and help the Bursar's office correct errors and inconsistencies.

What's the hardest part of your job?

Reconciling the property accounting system transactions with PeopleSoft can be a bear. We have several hundred transactions each month, and the cash transaction reconciliation must be done on a line-by-line basis.

What's the easiest or most fun part of your job?

Working with Jeanne and Susan is wonderful! They make my job so much easier, I can trust that property accounting transactions are completed in an efficient and accurate manner. I couldn't do it without them!

Is there a schedule or cycle in your workflow?

I do have a regular flow to my work. The busiest time for me is the first two weeks of each month. During this time, I am preparing auditor ready reports and work papers for many of the loan fund FOPPS. Once my normal reporting and reconciliation cycle is complete, I have time to work on special projects, like the property accounting system and working with Lynda on allocations.

Where did you work before UCB?

I transferred to ABS from the payroll department at the Colorado School of Mines. I did all of the payroll reconciliations and had many opportunities to work with other departments and students. I miss some of the customer service aspects that I previously performed, but am excited for the next year, as we will be working with many departments on new property accounting initiatives.

You recently received your Bachelor's degree and a number of honors.

I have been working on my accounting degree for five years and am happy to report that it is finally over! I have worked full-time and attended school at Regis University full-time for the past two years; it certainly was challenging at times. I strive for excellence in both my work here at CU and in my studies at Regis. I was fortunate to finish first in my class, and graduate with Summa Cum Laude honors. I was nominated and accepted into the Jesuit honor society, Alpha Sigma Nu, and will be receiving the Excellence in Accounting award

InnerView continued on next page

WHAT ABOUT CHRIS**Where'd you grow up?** Northglenn.**Where do you live?** Buying a house in Westminster.**Brothers or sisters?** One brother (National Guardsman in Iraq now), and one sister.**Married?** No time soon**Kids?** See married**Pets?** I used to have a fish named Jeff Gordon, and will think about having a pet again when I am home for more than just sleeping hours.**Recent movie you saw?** *Hot Fuzz* – very funny**Recent book you've opened?***Collapse*, by Jared Diamond**A TV show you like?** Heroes – I love my TIVO!**Favorite comfort food?** Anything Mexican**Favorite place to shop?** Online**Place you'd like to live?** Australia or Great Britain for a year or two**Dream job?** Controller for a not-for-profit or government agency**In order of importance:**

- 1 traveling
- 2 humor
- 3 investments
- 4 accounting
- 5 science
- 6 internet
- 7 fantasy
- 8 chocolate
- 9 politics

INNERVIEW CONTINUED

during the commencement ceremony at Regis on May 5th. I look forward to my next academic pursuit in the Master of Public Administration program at UCDHSC's Graduate School for Public Affairs.

Full time work and full time school—how did you handle the work load?

Working full-time and going to school full-time seems to be a daunting task, but with good time management skills, anyone can do it. Regis University has a program designed specifically for working adults in its School for Professional Studies. The program allows students to complete courses by attending one night a week, four hours at a time, for five or eight weeks. This accelerated program allowed me to take two classes at a time, for a total of four or five classes per semester. I quickly learned to write 5-10 page papers with about six hours of work. My weekends were usually filled writing papers, as I normally had at least one 7+ page paper due nearly every week. There were times that my lunch breaks were spent researching for class, and I did not have much time on the weekends to do more than study. If I had to do it again, I would have tried to attend Regis for my entire degree, rather than transferring my Associate's degree from Front Range.

What do you like to do in your free time?

I volunteer with the Boy Scouts of America for a Troop and Crew located in Northglenn. I am an Eagle Scout, and find that it is important to give back for the many great opportunities that I enjoyed as a kid. I enjoy camping and travel, and being able to make a difference in the lives of young people.

What's something most people don't know about you?

During my high school years, I had a passion for Opera singing and performed with the Denver Opera Company in a production of *The Magic Flute* in 1998. In 1999, I toured with a performance group called *Up With People*, and visited 30+ states and 5 countries singing in a Broadway-style show called *Roads*. I learned the ins and outs of professional singing during that year and quickly found out that there is way too much stress involved in professional productions. I would like to start singing with a church choir or some other choral group, maybe when I am done with my grad degree in a few years.

What are a few special things on your to-do (or wish) list?

I have a passion for travel, and love learning about new cultures and customs. I would love to travel to Southeast Asia, Australia and New Zealand, South Africa, and Eastern Europe sometime in my lifetime. I also hope to finish a couple of professional certifications for accounting (Certified Public Accountant, Certified Public Finance Officer, etc.).

Chris, thanks for your time.

Staffnotes

Dave Mornes was elected Staff Council Treasurer for 2007-08. Congrats Dave!

Nataliia Frazier, ABS' super student employee, was nominated for the Student Employee of the Year award—[shown here with Pat Dodson](#). Congrats Nataliia!

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

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