

By the Numbers

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

Fiscal Year End
2007

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Deadlines in this issue

include the usual ones plus those that apply to the year end close. Use this schedule along with the *Departmental Year End Memo*, PSC's *Automated Accruals*, and the *PSC Procurement Card Year End Instructions*. All are available on the [ABS Year End webpage](#).

JUNE 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

Deadlines & dates

Date	Day	Time ¹	Deadline Description
Jun 1	Fri		Last day to submit PO Reqs that use FY07 funds that don't require formal bids or documented quotes.
Jun 1	Fri	3:00	Last day to submit Program FOPPS inactivations for May.
Jun 1	Fri	4:30	Last day for the Student Employment Office to receive PETs that involve hourly (407600) to work-study (407700).
Jun 4	Mon	6:00	Finance System closes for May.
Jun 6	Wed		CIW GL tables nightly refresh won't occur until Thurs night.
Jun 6	Wed	8:00a	May final information available in FIN Reporting and CIW.
Jun 7	Thu		Year-End Closing Town Meetings. Morning 9-12, afternoon 1:30-4:30. Eaton Humanities room 150. Register: accounting@colorado.edu .
Jun 7	Thu	5:00	Time collection for the June 2 biweekly payroll ²
Jun 7	Thu	6:00	Gift fund expense calculation to CUF weekly upload #1.
Jun 11	Mon	4:00	Last day for Lynda Reisinger to receive allocation changes and creates for June business. Lynda.Reisinger@colorado.edu , 2-8646.
Jun 12	Tue	4:30	PETs that move work-study earnings (407700) to another FOPPS due to Student Employment Office.
Jun 14	Thu	5:00	Time collection for June end-of-month payroll ² .
Jun 14	Thu	6:00	Gift fund expense calculation to CUF weekly upload #2.
Jun 15	Fri		Begin <i>Personal Technology PPS</i> requirements in order to process payments for wireless telecommunication devices.
Jun 15	Fri		Deadline for changes to the Property Accounting System (PAS) for FY07. For help call Jeanne Connely, 2-2424 or Susan Wyn, 2-8030.
Jun 15	Fri	12:00	Deadline to get manual transfer requests to CUF for FY07.
Jun 19	Tue	12:00	Deadline for gift transfer requests >\$500K for 6/29 wire.
Jun 20	Wed	4:00	Data Control to receive INs for June processing received in the dept by close of June 19 business. Hand deliver to Lynda Reisinger, ARC room 433.
Jun 21	Thu		Travel vouchers must be at the PSC in order to guarantee a check in the last check run for the year.
Jun 21	Thu	12:00	Time collection for June 16 biweekly payroll ² .
Jun 21	Thu	6:00	Gift fund expense calculation to CUF weekly upload #3.
Jun 22	Fri	4:00	Data Control to receive INs for June processing received in the dept by close of June 21 business. Hand deliver to Lynda Reisinger, ARC room 433.
Jun 25	Mon		Non-travel vouchers must be at the PSC in order to guarantee a check in the last check run for the year.
Jun 25	Mon		Begin to circle total dollar amount and write "June" underneath it on payment vouchers for FY07 business.
Jun 26	Tue	4:00	Data Control to receive INs for June processing received in the dept by close of June 25 business. Hand deliver to Lynda Reisinger, ARC 433.

Continued next page

Deadlines & dates *continued*

- Jun 28** Thu Vendor information to set up new vendors due to PSC.
- Jun 28** Thu 6:00 Final monthly gift fund expense calculation to CUF.

- Jun 29** Fri ISC rate sheets for FY08 due to Diana Vidal, 579 UCB
- Jun 29** Fri GIK equipment transaction memos are due to Property Accounting. For help call Jeanne Connely, 2-2424 or Chris Seymour, 2-5582.
- Jun 29** Fri 12:00 PSC to receive requests to cancel checks for FY07.
- Jun 29** Fri 6:00 Fund 30/34 JE entry deadline for 1st close³.

- Jun 30** Sat Physical count of inventory must be completed.
- Jun 30** Sat Last feed of BRS activity to the general ledger.
- Jun 30** Sat Petty cash and change funds counted by this date.
- Jun 30** Sat Last day for Accounts Payable to run checks for FY07. All checks on hand in your department must be mailed by midnight.

- Jul 1** Sun Start using **06/30/2007** for all your June 2007 JEs
- Jul 1** Sun Begin the PSC accrual process. See PSC *Automated Accruals*.

- Jul 2** Mon Auxiliary fund FY08 budget sheets are due to [Jan Baker](#), 2-8926.
- Jul 2** Mon Get a bill for actual costs or a best estimate from those entities for whom any sponsored project of yours has issued a subaward for work done through June 30 so that the expense can be manually accrued.
- Jul 2** Mon 9:00a Data Control's **final** deadline to receive INs for June processing received in the dept by close of business day June 30. Hand deliver to Lynda Reisinger, ARC room 433.
- Jul 2** Mon 11:00a All money received as of midnight June 30 must be deposited with the Office of Cash Management in Regent Hall so it can be recorded as FY07 business. This is the final Cash subsystem feed for June.
- Jul 2** Mon 6:00 Final subsystem feeds through the black box with the exception of ACARD and AP.

- Jul 5** Thu Sales tax reports due to [Meg Thompson](#), 2-6375, 579 UCB.
- Jul 5** Thu Reporting database contains data as of Tuesday July 3.
- Jul 5** Thu 5:00 Time collection for the June 30 biweekly payroll².
- Jul 5** Thu 5:00 PVs and TVs must be at PSC to ensure FY07 accrual.
- Jul 5** Thu 6:00 Gift fund expense calculation to CUF weekly upload #1.
- Jul 5** Thu 6:00 **1st June Preliminary Close**

- Jul 6** Fri Reports on inventories taken and copies of final inventory adjusting JEs due [Meg Thompson](#), 2-6375, 579 UCB.
- Jul 6** Fri Should not approve to post any journals per UMS calendar.

- Jul 7** Sat CIW GL tables not refreshed until portal reports generated.
- Jul 7** Sat 8:00a 1st Close reports in Reporting System, PS and CIW.

- Jul 9** Mon 8:00a The 1st Close pink paper statements can be picked up at ABS, 3100 Marine St, room 446. Those not picked up by 4:30 will be mailed on July 10. Direct questions to [Lynda Reisinger](#), 2-8646.
- Jul 9** Mon 12:00 1st Close reports available in the portal.
- Jul 9** Mon 3:00 Deadline to reallocate all FY07 ACARD transactions.

- Jul 10** Tue Deadline for PSC to receive SPO invoices for FY07 business.

- Jul 11** Wed 12:00 Fund 30/34 JE entry deadline for 2nd close³.

- Jul 12** Thu PSC automated accrual process ends. After today, begin manual accruals for expenses not accrued through the PSC process. Refer to the PSC *Automated Accruals* document.
- Jul 12** Thu 6:00 Deadline for FY07 PETs to be entered and approved.
- Jul 12** Thu 6:00 Deadline to complete PO online receiving. Refer to the PSC *Automated Accruals* document.

Continued next 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

Learn about accrual changes this year

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

FY08 Auxiliary Budgeting

Auxiliary **fund 29** budgeting spreadsheets were emailed to the Org Managers on May 16. If you have responsibility for fund 29 FOPPS and have not received a spreadsheet please contact Jan Baker at 2-8926 or Janet.Baker@colorado.edu.

FY08 budgeting instructions and template for **funds 20, 26 and 28** may be downloaded from the PBA website Campus Budget & Finances section at [Budget Development](#).

Completed worksheets are due by July 2, 2007 for upload to the finance system. Please submit completed worksheets via email attachment to Jan Baker, jan.baker@colorado.edu.

JULY 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 *continued*

Jul 12 Thu 6:00 Deadline to approve SPO invoices for items received by midnight June 30. Refer to the PSC *Automated Accruals* document.

Jul 12 Thu 6:00 Gift fund expense calculation to CUF weekly upload #2.

Jul 12 Thu 6:00 **2nd June Close**

Jul 13 Fri Should not approve to post any journals per UMS calendar.

Jul 14 Sat CIW GL tables not refreshed until portal reports generated.

Jul 14 Sat 8:00a 2nd Close reports in Reporting System, PS and CIW.

Jul 16 Mon 12:00 2nd Close reports available in the portal.

Jul 16 Mon 5:00 Time collection for June end-of-month payroll².

Jul 16 Mon 6:00 Fund 30/34 JE entry deadline for final campus close³.

Jul 17 Tue 5:00 Time collection for the July 14 biweekly payroll².

Jul 17 Tue 6:00 **FINANCE SYSTEM CLOSE FOR DEPARTMENTS**

This is the **last time** a dept can enter a June JE including Fund 30/34s & temp BJE's. Check all unposted journals that you may be responsible for approving.

Jul 19 Thu 4:00 [Lynda Reisinger](#) to receive allocation changes and creates for July business. Send to Lynda.Reisinger@colorado.edu or call 2-8646.

Jul 19 Thu 6:00 Gift fund expense calculation to CUF weekly upload #3.

Jul 19 Thu 6:00 **Final Campus Close**

Final reports will be printed from this close and mailed to departments. Only the System Controller can enter corrections after today which are entered to period 998. After today, for any online report driven by accounting period, enter period 998 to ensure that you pick up any 998 entries.

Jul 20 Fri Unposted June journals deleted. See August 3 entry below.

Jul 20 Fri Should not approve to post any journals per UMS calendar.

Jul 20 Fri Customer detail report requests sent out by ABS to support AR, deferred/prepaid expenses, manual accounts payable, and unearned revenue.

Jul 21 Sat Final close reports printed and sent to departments. These are the last PeopleSoft reports to be printed and distributed.

Jul 21 Sat CIW GL tables not refreshed until Monday night.

Jul 23 Mon Moratorium lifted on creating new account codes and on Org tree changes. FOPPS inactivations, new org creates, etc. can be done.

Jul 23 Mon Reporting database contains data as of Friday July 20.

Jul 26 Thu 4:00 Data control to receive INs for July business. Send INs to Lynda Reisinger, Data Control, 579 UCB.

Jul 26 Thu 6:00 Final monthly gift fund expense calculation to CUF.

Jul 27 Fri Customer detail reports sent out earlier this month and that reconcile to your balance sheet are due back to ABS [Diana Vidal](#), 579 UCB.

Jul 27 Fri Departmental Administration F&A will be booked before July close.

Jul 27 Fri General fund budget & cash carryforward will be booked by July close.

Jul 27 Fri 4:00 Creation, validation, and approval to post cost transfers and PETs for fund 30 projects and fund 34 gift journals for July³.

Aug 1 Wed Budget Journal Entry cutoff for July. Arts & Science units should submit all budget change requests to the A&S Budget Office by the A&S deadline.

Aug 2 Thu 6:00 Finance System closes for July.

Aug 3 Fri All unposted July journals that you have not copied & assigned a future date, deleted, or saved in incomplete status will be deleted by Systems or Data Control. 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, 2, 3} **Footnotes** appear in the column on the right.

SHORT TAKES

Wireless Deadline June 15

Starting June 15, payments for wireless telecommunications (cell phones/smartphones/PDAs with cell phones) will **not** be processed unless the provisions of the *Personal Technology and Telecommunications* policy are fulfilled. This policy covers voice calls, text messages, and browser services. The *Connections two May issues* and the *Communicator May #2* have good summaries on how to implement the policy and who to call if you need help. The PSC offers a [template \(Appendix A\)](#) that can be used for departmental guidelines. The PSC does **not** need a copy but keep completed guidelines on file in your department. You don't want to miss the June 15 deadline because you won't get paid!

FY07 PET Deadline July 12

All PETs for FY07 must be entered and approved before the 2nd FY Close on July 12. This is a change from prior years so get those PETs in early, especially those for Fund 30/34 that need ABS approval.

Inform Your Approvers

Let your Approver know when you create a journal so that it's approved before a deadline hits. As year end nears, you don't want a journal sitting there that the approver is either not aware of or is not available to approve before the deadline.

Calendar Footnotes

¹ **Times** are p.m. unless otherwise noted. No time means the sooner the better.

² **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](#) 2-1679 for project cost transfers & [David Sayers](#), 2-2396 for gift journal approvals. 4) Keep checking for unposted journals to correct, validate or approve, or that need documentation for Hua or Dave.

Q & A — Employee Recognition

Q — Is there a template that we can use to write up our Employee Recognition program in compliance with the *Recognition and Training PPS*?

A — No, there is not a template per se. However, the bulleted points in the Procedural Statement section B.1 (Employees) or C (Non-employees) can serve as an outline for your written program. You can format it as you choose.

Q — Is there an easy way to figure out the *Recognition* policy requirements?

A — ABS expanded on the grid used in the policy to include non-employees and also to clearly identify program, form, and tax requirements. This grid (reproduced below) may help. [On the ABS web](#), under *R – Recognition Grid*.

Recognition Requirement Grid				
How to Use Grid				
First, determine type of award: cash, cash-like, or non-cash. Next, determine the value of the award. Finally, use the column that corresponds to the recipient: employee or non-employee. Consult the grid for requirements as they pertain to programmatic needs, form needed, and tax reportability. This grid is a quick way to figure out the basic requirements but is not a substitute for the policy. Read the <i>Recognition and Training PPS</i> and FAQ on the PSC web: https://www.cu.edu/psc/policies/ .				
Type of Award	Value	Requirements	for Employees	for Non-Employees ¹
Cash	Any ²	Program needed? Form needed? Tax Reporting? ³	Formal recognition program approved by HR Revenue Recognition Form Taxable to the recipient. Added to W-2.	Recognition program approved by org fiscal principal Revenue Recognition Form Taxable to the recipient. PSC issues 1099-MISC if \$600 or more in calendar year.
Cash-Like	Any ²	Program needed? Form needed? Tax Reporting?	Formal recognition program approved by HR Revenue Recognition Form Generally taxable to the recipient. Added to W-2.	Recognition program approved by org fiscal principal Revenue Recognition Form Taxable to the recipient. PSC issues 1099-MISC if \$600 or more in calendar year.
Non-Cash	Any ²	Program needed? Form needed? Tax Reporting?	None None None	None None None
1. Name-engraved plaque, trophy, or medal (base metal)				
2. Other types of non-cash awards, rewards or prizes including those engraved on items not listed in #1 above.	≥ \$100 ² individually or in aggregate per program during calendar year or any dollar amount for an annual employee evaluation program	Program needed? Form needed? Tax Reporting?	Formal recognition program approved by HR Revenue Recognition Form Generally taxable to the recipient. Added to W-2.	Recognition program approved by org fiscal principal Revenue Recognition Form Taxable to the recipient. PSC issues 1099-MISC if \$600 or more in calendar year.
3. Other types of non-cash awards, rewards or prizes including those engraved on items not listed in #1 above.	Less than \$100 individually or in aggregate during calendar year and not associated with an annual employee evaluation program	Program needed? Form needed? Tax Reporting?	None None None	None None None

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
● Jun 7 9-12 & 1:30-4:30	Thu	Fiscal Year End Town Meeting Register to accounting@colorado.edu	Humanities 150 Map
Jun 12 8:30-4:30	Tue	Finance System Day 1 includes finance and budget	RL6, room W179 3215 Marine Map
Jun 15 8:30-4:30	Fri	Finance System—Procurement Day 2 of Finance System training by PSC	RL6, room W179
Jun 20 8:30-11:00	Wed	Compliance Issues-Sponsored Projects Presented by OCG. More information.	UMC 382 – 384 Map
Jun 21 9:00-11:00	Thu	Financial Statement Reading How to access & understand your statements	RL6, room W179

MORE SHORT TAKES

Town Meeting Handouts

If you missed the May 24 Town Meeting you can get the handouts on the ABS website under “T” for [Town Meeting Handouts](#). The main topics include:

- Expenditure Control Fund 10 & 34
- Incompatible Access
- Printed Reports,

Goodbye Printed Reports

The final PeopleSoft monthly reports to be printed and mailed to departments will roll off the assembly line on July 21. After that, reports will only be delivered to your portal reports unless your department has made arrangements with ABS Director Laura Ragin to receive the Revenue and Expense Statement Detail. Read more about it on [the Town Meeting handout page 6](#).

ISC Rate Sheets Due 6/30

Each year, all Internal Service Centers (ISC fund 28 FOPPS) are required by federal regulation to calculate and publish a rate schedule of the actual cost of providing services. If you are responsible for an ISC, please send a completed worksheet for each ISC to Diana Vidal, UCB 579 by June 30, 2007. [Worksheets are on the ABS web.](#)

5.93% FY08 GAIR Rate

New GAIR rates in effect for FY08 are GAR=5.38%, GIR=0.55% , Total=5.93%. GAIR stands for General Administrative and Infrastructure Recharge.

Updated COA form

If you’re in the habit of keeping a Chart of Accounts form on your computer for new speedtype requests, please replace it with one updated by Chris Zetterholm. He added fiscal roles and expenditure control fields on the program and speedtype pages. The changes were essential enough that Systems replaced theirs with this one. Whether you use the [ABS website](#) or [the Systems website](#), you’ll get the same new form.

Everyone dies but not everyone lives.
Unknown

THE BOULDER CAMPUS CASH POLICY use to allow for deposits of small dollar amounts (less than \$200) of cash and/or checks to be held by departments until month end at which point they were deposited at the Cash Office. Starting immediately, we recommend that amounts under \$200 be deposited daily but in all cases, must be deposited no later than the end of each week and always by the end of each month. Amounts over \$200 must be deposited daily. This change is to reduce risk and put the money to work. Small amounts add up to big amounts.



DIANE PRZYGOCKI

ABS INNERVIEW

Diane Przygocki

What do you do in SPA and how long have you been here?

I am one of the Grant Accountants responsible for monitoring expenditures on sponsored projects, drawing funds from sponsoring agencies and submitting quarterly and final reports. I've been here just under 14 months.

What did you do before you started working here?

I held various accounting and HR positions in several manufacturing companies in Ohio, Michigan, Indiana and now here. I worked at a couple of small companies that tied all the accounting, payroll and HR together which really gave me a great overall accounting/business background.

What brought you to Colorado?

My husband worked with a group of engineers based in Boulder, on a project while we were in Indiana. He wanted to change jobs and asked them for a reference and they offered him a job. The kids were ready to enter Middle school & we thought, now or never!

Do you have much contact with the departments? What sorts of things is that usually about?

I usually have daily contact with a few of the departments. When I'm preparing the financial reports for the projects, I either request explanations to verify that expenses on a project are allowable, ask for expenses to be transferred or just confirm that all expenses are in. Many times, they contact me to look at something that doesn't look right or to verify that certain charges are allowed on individual projects.

What about sponsored projects seems to be the most difficult thing for departments to deal with?

The delay in processing & closing awards. There are so many steps involved behind the scenes and all they really want to do is spend the money that they were awarded, which I can't blame them. The majority of my projects are funded by Federal agencies and believe me, if you think the lines take forever at the DMV...

How about you; what's the hardest thing about projects?

Coming from a fast paced manufacturing environment, I'm still adjusting to



HOMO SAPIENS WINGNUTUS



INTER SUB-SPECIES RIVALRY

InnerView continued on next page

WHAT ABOUT DIANE

Where'd you grow up? On a farm in northern Ohio

Where do you live now? Longmont

Brothers or sisters? One brother, 3 sisters & you guessed it, I'm the middle one.

Married? 21 years

Kids? Son 20 – CU Student; Daughter 19 – CSU Student

Pets? One very spoiled cat & several tropical fish

Recent movie you saw? Pursuit of Happiness

Recent book you've opened? *Eating for Life* by Bill Phillips

A TV show you like? CSI (the original only)

Favorite comfort food? Nachos

Favorite place to shop? Kohl's – I'm a clearance rack junkie!

Place you'd like to live? Right Here

Dream job? Personal Shopper

In order of importance:

- 1 humor
- 2 coffee
- 3 hockey
- 4 money
- 5 politics
- 6 accounting
- 7 traveling
- 8 internet
- 9 fantasy

INNERVIEW CONTINUED

the fact that everything can't be wrapped up & completed *right now*, nor should it be. I've really increased my patience level!

What do you enjoy most about your job?

There are very specific rules that need to be followed and I like researching and helping the departments spend their awards within the guidelines given. I like being the one with the answers.

If you could change one thing about the university, what would it be?

As a tuition paying parent—*lower tuition!* As an employee, the length of time it takes to fill vacant positions. I realize a thorough process is needed but the additional stress on the co-workers absorbing the workload can affect a department for months.

What exactly is a Wing Nut, and are you one?

A highly intelligent, enthusiastic Detroit RedWings Hockey fan who during the hockey season is willing to throw fashion sense to the wind and stand proud with a foam Red Wingnut hat for all to admire, while cheering on their team. Am I one? Have you seen the pictures?

Do you catch much grief from Avs fans?

This year has been mild, wonder why? Mostly it is all within the realm of good sportsmanship and I try not to be too obnoxious. (Have you seen the pictures?) Plus if I can convert just *one* person my season is successful!

Are you a sports fan in general, or is it mainly hockey?

I have always loved team sports & hockey is the ultimate in team sports. Plus normal size people willing to work hard can succeed. No one is born to skate around on ice so it is desire and love of the sport that drives the players. We have had season tickets to the CHL (Minor League Hockey) Colorado Eagles in Loveland since they began four years ago. They are currently one win away from the Presidents Cup which is the CHL equivalent to the Stanley Cup. It's great entertainment!

What else do you like to do on your own time?

My husband and I have a couple motorcycles that we enjoy riding. I've had my license and been riding my own for about 12 years. Now with both kids in college, we're hoping to get more long weekend trips on the bikes. We also dabble in mountain biking and hiking.

Diane, thanks for your time.

Staffnotes

Dave Mornes was selected for the ABS quarterly recognition award by our external constituents. Dave has also accepted an Accountant III position with Housing starting June 7. We thank him for all his contributions and wish him success in his new job. Congratulations Dave!

Pat Dodson was selected for the ABS quarterly internal recognition award by ABS staff. Congratulations Pat!

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

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