

# By the Numbers

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

## Deadlines & dates

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Note that [Blue text](#) is a hyperlink

AUGUST 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	



*For all your hard work during year end close!*

Date	Day	Time <sup>1</sup>	Deadline Description
<b>Aug 1</b>	Wed		Budget Journal Entry cutoff for July. Arts & Science units should submit all budget change requests to the A&S Budget Office by their deadline.
<b>Aug 2</b>	Thu	Noon	Time collection for the July 28 biweekly payroll. <sup>2</sup>
<b>Aug 2</b>	Thu	6:00	Gift fund expense calculation to CUF weekly upload #1.
<b>Aug 2</b>	Thu	6:00	Finance System closes for July.
<b>Aug 3</b>	Fri	4:00	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.
<b>Aug 6</b>	Mon	12:00A	Expenditure Control turned back on for Phase 1 funds (26, 72, 78, and 80).
<b>Aug 9</b>	Thu	6:00	Gift fund expense calculation to CUF weekly upload #2.
<b>Aug 16</b>	Thu	5:00	Time collection for the August 11 biweekly payroll. <sup>2</sup>
<b>Aug 16</b>	Thu	6:00	Gift fund expense calculation to CUF weekly upload #3.
<b>Aug 21</b>	Tue	4:00	<a href="#">Lynda Reisinger</a> to receive allocation changes and creates for August business. Send to <a href="mailto:Lynda.Reisinger@colorado.edu">Lynda.Reisinger@colorado.edu</a> or call 2-8646.
<b>Aug 21</b>	Tue	5:00	Time collection for August end-of-month payroll. <sup>2</sup>
<b>Aug 28</b>	Tue	4:00	Data control to receive INs for August business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
<b>Aug 29</b>	Wed	4:00	Creation, validation, and approval to post cost transfers and PETs for fund 30 projects and fund 34 gift journals for August. <sup>3</sup>
<b>Aug 29</b>	Wed	6:00	Final monthly gift fund expense calculation to CUF.
<b>Aug 30</b>	Thu	5:00	Time collection for August 25 biweekly payroll. <sup>2</sup>
<b>Sep 4</b>	Tue		Budget Journal Entry cutoff for August. Arts & Science units should submit all budget change requests to the A&S Budget Office by their deadline.
<b>Sep 5</b>	Wed	6:00	Finance System closes for August.
<b>Sep 6</b>	Thu	4:00	All unposted August journals that you have not copied and 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 that you need to correct, approve, or that need additional info for SPA or gift approval.

### Footnotes

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

<sup>2</sup> **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.

<sup>3</sup> **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) Make a habit of checking for unposted journals to correct, validate or approve, or that need documentation for Hua or Dave.

PHASE 2 FOR FUNDS 10 AND 34 STARTS OCTOBER 8, 2007

## Expenditure Control success strategy

BY ERIKA SMITH AND KRISTIN EPLEY, OFFICE OF PLANNING, BUDGET, AND ANALYSIS

Expenditure Control (EC) is one of the President's fall 2005 initiatives that the Office of University Controller is implementing to **minimize deficit spending** — "don't spend what you don't have." EC Phase 2 will begin October 2007 for Funds 10 and 34, which involves a majority of the campus operations. Check out the [calculation combinations](#).

The campus has been under EC for Funds 26, 72, 78, and 80 during the second half of FY2007. The majority of the campus has not been impacted by EC until now. The campus finance offices and Division offices have been working out how EC will impact campus operations. Most recently, the Budget Office and Divisions have been meeting with finance managers to review potential Fund 10 and 34 EC impact to their units.

### Fund 10

As a result of these summer meetings, the following are the primary items that we believe will influence whether there is a seamless implementation of EC for Fund 10. Solutions for how to handle each item are included.

Item	Action
Budget alignment across orgs	<a href="#">Realign budgets</a> (and timing) so budget follows actual expenditures through either continuing or temporary budget adjustments
Encumbrances, especially SPOs	Decide whether a <a href="#">SPO</a> is needed; <a href="#">modify funding distribution(s)</a> ; change location of the encumbrance to follow available resources
ID revenue	Budget for ID revenue (" <a href="#">how to</a> " instructions)
Transfers in	Budget for transfers in (" <a href="#">how to</a> " instructions)

The [calculation](#) for EC in Fund 10 is total expense budget less expenditures, transfers out, and encumbrances. EC in Fund 10 will be at the [organization](#) level using [Budget Ledger](#). Also, remember that transactions from payroll, BRS, ACARD, and other campus approved subsystems (such as Facilities Management, Telecom, and Mailing Services) will process regardless.

In addition to regular reports that are available, you can monitor how your area is performing under EC in Fund 10 by running a new report that is available in [PSLite](#). The report is located in the "Org Tree" reporting section.

### Fund 34

EC for Fund 34 will have the same type of encumbrance issues as Fund 10. This is what we understand today, but may be subject to change before October. EC for Fund 34 will be primarily [Net Assets](#) at the [program](#) level. Flow of available resources versus expenditure also will be an issue. The CU Foundation available balance will count towards available resources if your Gift FOP is linked to a CUF account.

If you are not sure what will happen with your area under EC for Fund 10 and 34, please contact your Finance Officer or Division Office, the [Budget Office](#), or [your area accountant](#). Visit the campus Expenditure Control [web site](#) for more detail, which includes tips and resources available to help you successfully implement Expenditure Control.

## EC can be EZ

The concept behind Expenditure Control really isn't hard to grasp: Don't spend more than you have. We've been operating under this model forever. Deficit spending has always been taboo. Only now it's taboo with more rules and more immediate consequences. But if you know the rules and the strategies, you'll know it's no big deal. This is the easy part.

As a unit, the genuinely hard part continues to be determining and prioritizing goals and directing available resources toward accomplishing those goals. This is the driving force behind budgeting.

The January 2007 Phase 1 roll out (funds 26, 72, 78, & 80) was a good warm-up. Starting this October, the \$458M General Fund budget (fund 10) will have a far more extensive effect across the entire campus.

What follows is expanded coverage on the tools and strategies presented in the table on the left.

**Budget Alignment** — PSLite's new Expenditure Control report (next page) is a tool that gives a bird's eye view so that you can see emerging issues before they become problems.

**SPOs** — SPO encumbrances will demand extra attention at set up and during their life. We will strive for continued flexibility & availability in the range of SPO management tools.

**ID Revenue/Transfers In** — EC calculations for fund 10 do **not** include ID Revenue or Transfers In because the Resource Basis is expense budget and only looks for that. So in order to count, ID Revenue and Transfers In must have a corresponding BJE to create budget. This way it gets included as a resource in the EC calculation. Yes, it's an extra step but the Budget Office has put together instructions and is ready to assist.

## New fund 10 expenditure control report

Kathy Phillips added an Expenditure Control report to help with managing Fund 10s under EC. It calculates the balance available that will be used after October's launch date. The report summarizes nodes at the Org level until you reach the Org level in the tree — then it breaks it out by speedtype. From the PSLite homepage, click the **ORG TREE** button at the top. This takes you to the screen below. The report is located in the first column labeled **General Fund** in all levels, so you can dial in every Org node level on the tree. If you know your Org node, enter that in the **Node** box and hit the **Update** button which enters it at the appropriate level. Then select **EXPENDITURE CONTROL** from the dropdown box. You can also type your Org number directly in the **ORG** box and then select the report. The Balance Available is easy to find and the reports display in the usual PSLite format. Use PSLite version [7-17-07](#) or later.

The screenshot shows the PSLite interface with the following elements:

- Node:** B0123
- ORG TREE:** Fiscal Year: 2008, Accounting Period: 1
- Update** button
- General Fund column:** A column labeled 'General Fund' under the 'Reports for' header.
- Node box with Update button:** A callout pointing to the 'Node' box and 'Update' button.
- Type in Org # directly. This report breaks out by speedtype.:** A callout pointing to the 'ORG' box containing '10519'.
- Select EXPENDITURE CONTROL from dropdown menu:** A callout pointing to the dropdown menu in the 'General Fund' column, which lists options like 'BY ORG', 'BY ORG-EXPORT', 'BY SPEEDTYPE', 'BY SPEEDTYPE-EXPORT', 'BY BUDGET POOL', 'BUDGET LEDGERS', 'BUDGET LEDGERS-EXPORT', 'ENGINEERING', 'BUSINESS', and 'EXPENDITURE CONTROL'.
- REPORTS:** Columns for 'Select Reports for' with sub-columns for 'General Fund', 'Auxiliary', and 'Restricted'.

## SHORT TAKES

### Printed Report Reminder

Just a reminder that the last PeopleSoft reports were printed and delivered in late July after the FY07 3rd close. These are the final PS reports to be printed and mailed to departments (except those that requested printed reports will get the Cognos Revenue and Expense Statement Detail and Financial Statement Summary). Starting with July 2007, only Reporting System statements will be delivered to the portal.

### Fiscal Certification

Each year, Officers must complete a Fiscal Certification Statement to satisfy requirements of state law and external auditors. In addition, certain Org Principals and Managers must complete an online training and acknowledgement. For Boulder, this involves 24 Officers and 110 Principals and Managers. All these folks have received instructions by email. ABS has a [one-page resource sheet](#) to assist in this process. Deadline for Officers is September 30; for all others, the deadline is September 15 or earlier if so instructed by their Officer.

### Gone Missing

The PSC got rid of two of its policies: *Electronic Funds Transfers* and *Foreign Drafts and Express Warrants*.

### Summer Reads

Lots of new draft fiscal APSs out there just in time to catch up on your light summer reading. *Operation of University Vehicles* (comment period ends 8/6/07); *Fiscal Certification* (comments until 9/30/07); *University Sponsored Fundraising Events* (comments until 9/30/07); *Officer Disclosure of Interests* (comments until 10/31/07). All on the [Draft APS website](#).



## BUDGET NEWS BUDGET NEWS BUDGET NEWS

### General Fund Continuing Base Budget Roll Forward

The General Fund FY2007 continuing base budget roll forward to FY2008 has been posted in Period 1 (July 2007) of FY2008, in the B\_INI\_CONT ledger. The Journal ID is "BLDRFY2008" and the line description is "FY2008 CBASE BUD." These transactions can be viewed on the July 2007 Detail Statement.

### General Fund Temporary Budget Roll Forward (Cash Carry Forward)

The Budget Office expects to have the General Fund temporary budget roll forward posted in July. These are the temporary budget transactions representing budget balance available (both favorable and unfavorable) from FY2007 at the *SpeedType* level before encumbrances. These will be in the B\_INI\_TEMP ledger, primarily in the Operating Expense General Budget Account, 460000. The line description is "TROLL FR FY2007." (Note: Some Arts and Sciences program balances will be internally reallocated per directive from the A&S Dean's office.)

### Auxiliary Budgets for FY2008

Departments are asked to audit their July statements in order to verify that the FY2008 budgets in their Auxiliary Fund FOPPS are accurate. On the Detail Statement, the budget entries appear in the B\_INI\_TEMP ledger, and the line description for each budget transaction is "FY08 INITIAL BUDGET." If you discover an error, make the correction by completing an online Budget Journal Entry (BJE) in the B\_CUR\_TEMP ledger.

Please direct all questions to [Wendy Fuchs](#), x27140 or [Jan Baker](#), x28926 in PBA.

## Q&A — Print multiple reports at a time?

**Q:** Can I can print our monthly reports all at once, rather than individually?

**A:** At this time, you cannot print all of your reports with a single click of the mouse. However, there are a few ways to print more than one at a time.

In the portal, you can make multiple selections in the right-most dropdown box in the 2nd channel by holding down the Shift or Ctrl key while selecting with the mouse. The following shows all the reports selected for a single speedtype:

<b>ID-Description</b> 11025015 -- FORMS DISTR MEMO	<b>Date</b> 2007-04 OCT	<b>Report Name</b> BALANCE SHEET DETAIL REVENUE AND EXPENSE STATEMENT DETAIL REVENUE AND EXPENSE STATEMENT SUMMARY
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You can rearrange the order of the columns so, for example, you could print Revenue and Expense Statement Details for all your speedtypes if you moved ID-Description to the right-most position. Instructions on how to rearrange the columns are in the portal just above these columns.

In the Reporting System (Cognos) after you select the report type (Balance Sheet Detail for example) you can select Org/Org Node and the report will include all the STs and will break by ST. If all your STs are not in the same org, you can choose Speedtype(s) and enter them all in the ST search box. If you do the same list repeatedly, you can save a list in Word and paste the list into this box. Because STs entered into the search box must be separated by a space, the ST list in Word must be maintained as text in rows separated by a space. You can also keep the list in Excel in a row, select and paste this into Word as text, and then paste into the search box. Select PDF output.

**Report Style**  
Please select the method which you want to run this report

- Speedtype(s) Select to enter or paste a list of STs in the search box
- FOPPS (select by components)
- FOPPS (direct entry of values) Select for a report that breaks by ST in Org/Node
- Org | Org Node

## Upcoming trainings

ABS offers training and education to the campus using formally scheduled group classes and individual instruction by request. Register early by email to [ABSTraining@colorado.edu](mailto:ABSTraining@colorado.edu) or call **Diana Vidal** at 492-8648 for more info.

To learn about all of our training opportunities and to get complete class descriptions, the latest information and any requirements, visit our [training webpage](#). Trainings below marked with ● are special limited offerings and details appear on the [ABS homepage](#) under Current Announcements.

DATE	DAY	TRAINING	LOCATION
<b>Aug 16</b> 9:00-12:00	Thu	<b>Financial Statement Reading</b> How to access & read your statements	<b>ARC 248</b> 3100 Marine
<b>Aug 21</b> 8:30-4:30	Tue	<b>Finance System</b> Day 1 includes finance and budget	<b>RL6, room W179</b> 3215 Marine <a href="#">Map</a>
<b>Aug 24</b> 8:30-4:30	Fri	<b>Finance System—Procurement</b> Day 2 of Finance System training by PSC	<b>RL6, room W179</b>

## MORE SHORT TAKES

### Updated COA Form

A revised Chart of Accounts *Classic* form has been tweaked by Master Tweaker Chris “Z-man” Zetterholm. Please use the [revised form](#) to request new or to make changes to existing FOPPS. It adds new required fiscal role and expenditure control fields on the program and speedtype pages. The form was also adopted by Systems, so you’ll now get the same form whether you access it from the [ABS Forms page](#) or the [Systems page](#). If you keep a COA copy on your computer, please replace it—thanks. [Autographed copies are available.](#)

### FPS & PPS Glossary

A new glossary is now online for those pesky underlined words you run across in Finance Procedural Statements (FPS) and Procurement Procedural Statements (PPS). What is a [CTS Account](#)? See, you need it already! The glossary is on the [PSC Procedural Statements webpage](#) in the gray box, upper right corner (like the box below). Also from the [ABS website](#) → G → Glossary.

- [Administrative Policy Statements \(APS\)](#)
- [Accounting Directives](#)
- [APS Dictionary](#)
- [Finance Procedural Statements](#)
- [Finance/Procurement Procedure Glossary](#) ←

### NAL (New Acronym List)

Patty Zike of Staff Council spearheaded a project to post a list of university acronyms that are commonly used at CU. An acronym is a “word” formed from the initial letters of the several words: ABS for Accounting and Business Support, for example. Hosted by [University Communications](#), the list of acronyms is also accessible from the [ABS website](#) → A → Acronyms, where you will also find two other acronym links. (Factoid: the use of acronyms was non-existent before the 20th century except in cabalistic esoterica and acrostic poetry per [www.etymonline.com](http://www.etymonline.com).)

## ABS INNERVIEW

## Demetria Ross



DEMETRIA ROSS

## WHAT ABOUT DEMETRIA

**Grew up where?** Between South Central Los Angeles and Boulder, CO  
**Where do you live now?** Louisville, CO  
**Brothers or sisters?** 1 sister, 2 cousin sisters, 2 cousin brothers  
**Married?** NEVER  
**Kids?** 1 plus 2 cousin children.  
**Pets?** NO WAY!  
**Recent movie you saw?** Shooter (Mark Wahlberg is hot!!)  
**Recent book you've opened?** *One Day My Soul Just Opened Up* by Iyanla Vanzant  
**TV shows you like?** Law & Order and Cold Case. I love all the judge shows (I got my boyfriend hooked on 'em too!)  
**Favorite comfort food?** Ben & Jerry's ice cream, Everything But the... YUM!  
**Place you'd like to live?** The Caribbean  
**Dream job?** UN interpreter. But more realistically, I see myself working on behalf of disenfranchised communities helping them navigate the systems toward socioeconomic, psychological and personal betterment.

**In order of importance:**

- 1 humor
- 2 music
- 3 sleep
- 4 volunteerism
- 5 traveling
- 6 chocolate
- 7 accounting
- 8 cooking
- 9 money

**How long have you worked at SPA and what do you do?**

October will make 2 years that I've worked in SPA as the Cost Share Accountant. I work closely with the Office of Contracts and Grants, SPA staff, principal investigators, campus departmental staff, and awarding agency personnel in the management of awards. My job is to monitor the cost share on sponsored projects so I perform periodic reviews to ensure compliance by departmental units and PIs. I maintain matching documentation and provide it to all interested parties. I also work closely with Jim Sheppard, our PERS (Personnel Effort Reporting System) expert.

**Where did you work before coming here?**

I was the Mailing Services Accountant for 2 years.

**Do you have much contact with employees outside of ABS?**

Not as much as I would like. I'm a really social person. Most of my communication is written because it's important to maintain an audit trail of communication but I miss interacting in person with my customers or even having more phone contact. OCG is like our sister department so I'm always down the hall bugging them for something (and they love it!) But it's great to see people from campus at the various trainings OCG and SPA provide periodically.

**Do you ever get the feeling that you're nagging departments or is it more collaborative?**

Oh, you can just call me Officer Demetria! I definitely feel like the Cost Share Police and the bearer of bad news oftentimes. I try to remember that cost sharing, to many, is a nebulous concept so I often need to first educate then instruct. Most people are really appreciative of my assistance.

**What are some of common misconceptions or misunderstandings about cost sharing that people seem to have?**

Believing that it's optional, that it's not a "real" commitment. Not grasping that not fulfilling it could potentially cost the university millions or could land a principal investigator in jail in some extreme cases. YIKES!

**You are also chair of the ABS Diversity Committee. What's diversity mean to you and why do you feel it is important?**

Diversity to me means inclusion and celebration of differences. Growing up between all-white Boulder and all-black South Central Los Angeles, I often felt like an outsider, like I didn't fit in. In my adulthood I've come to appreciate my diverse experiences. Gandhi encouraged us to "be the change you want to see in the world" so at work and in my private volunteer activities, it's important to me to advocate for those who feel they don't have a voice and to help them develop it. We all benefit when all members of society feel they are valued contributors to the greater good. I just try to do what I can to facilitate that.

*InnerView continued on next page*



DEMETRIA PERFORMING WITH THE CU WEST AFRICAN  
HIGHLIFE ENSEMBLE AT A DIVERSITY SUMMIT



### INNERVIEW *CONTINUED*

#### **Don't you also go to school part time? What are you working on?**

I had begun working on becoming eligible to sit for the CPA exam (only 2 classes away) but the last couple of years have been plagued with health problems (knee surgery, etc.) I decided to take a break to feed my spirit and joined WAHE instead. I'll be starting up again this fall.

#### **Do you still perform with the West African Highlife Ensemble? Tell me a little about that and what you like most about it?**

Well, I got to fulfill my rock star fantasy performing at Macky Auditorium! We're currently not performing since our director is leading a 6-week study abroad summer program in Ghana (and *why* did he not take me with him!?) The Ensemble technically is a 1-credit class through the Music school but it's *so* much more than that; it's a lifelong community. My year and a half experience was filled with hard work, lots of fun and pure joy. None of us Highlifers can explain the spiritual connection that develops but we all share the same feeling of brotherhood. I'm going back to my graduate studies so I won't be an active member, but if they ever need me, I'll be there!

#### **As your daughter grows up, what do you find is the greatest challenge of parenting?**

Reina is 12 going on 30. I've been a single mother most of her life so I realized early that I needed to assemble a village to help me raise this remarkable child. This kid has more adopted aunts, uncles and grandparents than anyone I know! With patience, love and guidance from above, I'm cherishing this journey (although some days it's *really* hard). So I'd say the greatest challenge is finding balance.

#### **Assuming there's any time left in your life, what do you do to relax?**

I read to relax. Sometimes I even treat myself to a candlelit bubble bath.

#### **What other interests do you have or things you like to (or would like to) do?**

I love learning about difference cultures. I'm a linguist and cultural anthropologist at heart (my bachelors degree is in Spanish for Business) so I would like to start working on learning the other Romance languages and branching out from there. I have a strong affinity to Africa in particular and would love to travel there. I also love performance art, visiting friends, dancing, singing and swimming.

Demetria, thanks for your time.

## Staffnotes

**Kathy Phillips**, Manager of SPA and creator of PSLite, has announced her plans to retire on October 1, 2007 after 33 years of service to the university.

**Beth Hannon** was hired as a student assistant starting in August. Beth begins her graduate work in Speech Pathology this fall. Welcome!

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

By the Numbers is published by  
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