

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

| Date | Day | Time ¹ | Deadline Description |
|---------------|-----|-------------------|---|
| Sep 4 | Tue | | Budget Journal Entry cutoff for August. Arts & Science units should submit all budget change requests to the A&S Budget Office by A&S deadline. |
| Sep 5 | Wed | 6:00 | Finance System closes for August. Do not approve August journals after 6:00PM — they will not post and will be deleted. |
| Sep 6 | Thu | 4:00 | All unposted August journals that you have not copied & assigned a future date, deleted, or saved in incomplete status will be deleted by Systems or Data Control. |
| Sep 6 | Thu | 6:00 | Gift fund expense calculation to CUF weekly upload #1. |
| Sep 13 | Thu | 5:00 | Time collection for the September 8 biweekly payroll. ² |
| Sep 13 | Thu | 6:00 | Gift fund expense calculation to CUF weekly upload #2. |
| Sep 15 | Sat | | Fiscal Certification training deadline for “middle managers.” |
| Sep 18 | Tue | 5:00 | Time collection for September end of month payroll. ² |
| Sep 20 | Thu | 6:00 | Gift fund expense calculation to CUF weekly upload #3. |
| Sep 21 | Fri | 4:00 | Lynda Reisinger to receive allocation changes and creates for current month business. Send to Lynda.Reisinger@colorado.edu or call 2-8646. |
| Sep 25 | Tue | 4:00 | Data control to receive INs for current month business. Send INs to Lynda Reisinger, Data Control, 579 UCB. |
| Sep 26 | Wed | 4:00 | Creation, validation, and approval to post cost transfers and PETs for fund 30 projects and fund 34 gift journals for current month. ³ |
| Sep 26 | Wed | 6:00 | Final monthly gift fund expense calculation to CUF. |
| Sep 27 | Thu | 5:00 | Time collection for September 22 biweekly payroll. ² |
| Sep 30 | Sun | | Fiscal Certification deadline for officers. |
| Oct 1 | Mon | | Budget Journal Entry cutoff for September. Arts & Science units should submit all budget change requests to A&S Budget Office by A&S deadline. |
| Oct 2 | Tue | 6:00 | Finance System closes for September. Do not approve September journals after 6:00PM — they will not post and will be deleted. |
| Oct 3 | Wed | 4:00 | All unposted September 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

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) Make a habit of checking for unposted journals to correct, validate or approve, or that need documentation for Hua or Dave.

| SEPTEMBER 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 |
| 23/30 | 24 | 25 | 26 | 27 | 28 | 29 |

QUESTION & ANSWER

When NOT to approve a JE?

Hint: the day after close

Q: I approved a journal on the day after month-end close but it never posted and it disappeared from the system! What happened?

A: Each month has a deadline date when no more journal entries can be made by the campus. It's usually a few days into the following calendar month. You can find this date on the calendar that appears on the first page of this newsletter with the description "Finance System closes for month." This identifies the time and day that the General Ledger closes to campus journals for that month. On the day *following* this date, the Systems office briefly opens the period periodically throughout the day to post allocation journals. This is all part of the month end close process that occurs each month following the day identified as the Close for the campus.

After 6:00PM on the Close day, anything that gets "Approved to Post" for the just-closed period is acknowledged by the Finance System (so you may think everything is fine), but in fact **the journal remains unposted in limbo** and the Systems office has to apply additional processes to get rid of these. Lynda Reisinger in ABS also must advise the journal creator and approver to copy or redo the journal in the following month's business; otherwise the person assumes that their journals were posted. The disposition of these problem journals takes a lot of effort by Systems, ABS, and the department.

The answer to the question, "When *not* to approve a JE?" is, do not approve a journal on the day after close that is dated in the just-closed period. For example, the August 2007 close date is September 5. If, on September 6, an approver opens a JE with an August date that needs her approval, she should **not** approve it. Instead, the approver should ask the creator to *copy* the journal giving it a September date and then it can be approved on the 6th, or anytime on or before October 2nd, which is September's close date. Contact [Lynda Reisinger](#), 2-8646, with questions. (THANKS TO LYNDA FOR THIS INFORMATION.)

CUF to send daily feeds beginning Sept 1

Starting September 1, the CU Foundation will begin sending daily information feeds to CU. What this means for linked gift accounts is that the Amount Available will be updated a daily basis (with a one day lag to allow for file transfer) rather than on a weekly basis. However, this will not impact the weekly draw schedule which will still be calculated based on Wednesday night processing which is sent to CUF on Thursday. The wire transfer into the linked FOPPS will still occur on Monday.

SHORT TAKES

SPO Meets EC: the Sequel

With Expenditure Control set to include funds 10 & 34 starting in October, SPO encumbrances may have a greater impact on your business operation due to reduced available balance. To reiterate an item from the August 17 [Connections newsletter](#), if your expected total spending with the vendor does not match up with a contract in your Fund 10s & 34s, "Email the appropriate purchasing agent if you need to adjust the SPO Total Amount or end date."

Expenditure Control Forums

To prepare for the October launch of Expenditure Control phase 2 for funds 10 & 34, the OUC is hosting forums on all campuses. Boulder dates are Tues Sept. 18 & 25, 9:00-11:00 in the Old Main Chapel. [Pre-registration required.](#)

New Records Retention

A new [Retention of University Records](#) APS became effective July 1, 2007. This supersedes the ABS Financial Records Management policy and includes all types of records, not just financial. New system-wide and campus specific procedures must be developed to operationalize the policy. Until such time as these procedures are in place, ABS can no longer take any action regarding finance records disposal. For now, we recommend that you review the policy and its [Retention Schedule](#) to identify those records that qualify for disposal, but hold on to them pending the release of official procedures. We will keep you posted as we learn more.

Fringe Benefit Rates

[Fringe benefit rates](#) are routinely posted on the ABS web by broad job classification. We recently added benefit rates by job code in case you weren't sure how jobs were classified. Click on the above link and then select *Benefit Rates by Job Code*. In the ABS A-Z index, see "B" for *Benefit Rates*.

Incompatible access and backup approval

In response to an audit finding, the university is minimizing incompatible access, which is when a Finance System User has the ability to both create and approve JEs. The Controller and the VCs have been working with units to meet a Sept. 1 deadline. Units unable to approve JEs due to limited staff, vacations, etc. must seek approval outside the department (i.e. *backup approval*) per the procedures established by their VC office. The following shows the progression of backup approval by Division for those units that are unable to approve JEs in-house.

Chancellor: Department → PBA or ABS
 SVC: Department → PBA or ABS
 VCA: Department → VC → ABS
 VCAA: Department → Dean → VC → ABS
 VCSA: Department → VC → ABS

If your JE needs backup approval, contact the office first in line (VC or Dean). Don't skip them because you will be referred back to them. Contact your VC office if you have questions about this process or any additional requirements.

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 |
|-------------------------|-----|---|---|
| Sep 11 8:30-4:30 | Tue | Finance System Day 1 includes finance and budget | RL6, room W179 3215 Marine Map |
| Sep 14 8:30-4:30 | Fri | Finance System—Procurement Day 2 of Finance System training by PSC | RL6, room W179 3215 Marine Map |
| ● Sep 14 10:00-12:00 | Fri | Fundraising Events Forum Learn & give input on the new procedures | Rec Center Rooms 3 & 4 Map |
| Sep 18 9:00-12:00 | Tue | Financial Statement Reading How to access & read your statements | ARC 248 3100 Marine Map |
| ● Sep 18 9:00-11:00 | Tue | Expenditure Control Forum Forum is sponsored by OUC. Pre-registration required. | Old Main Chapel Map |
| ● Sep 25 9:00-11:00 | Tue | Expenditure Control Forum Forum is sponsored by OUC. Pre-registration required. | Old Main Chapel Map |

MORE SHORT TAKES

SPOs in Phase 2

Just as was done for the Phase 1 funds prior to Expenditure Control go live, the PSC will now close SPOs in Phase 2 funds *if* the SPO meets the close criteria. To assist with this process, the PSC will run a list of SPOs in Phase 2 funds and work with departments directly to close those SPOs that appear they could /should be closed.

Fundraising Events Forum

Fundraising events sponsored by the university used to be called special events and they were handled by the Foundation. That's history. Today, compliance oversight for fundraising events rests with the Office of University Controller. The OUC is holding [campus forums](#) to present the draft policy and procedures and to solicit your input through September 30 while the [APS and FPS are in draft](#) mode. You are encouraged to read the FPS prior to the event. The Boulder forum is **Friday September 14**, 10:00-12:00 in the Rec Center rooms 3 & 4. If your department has held fundraising activities in the past, you may have received an invitation to the forum. If you didn't get one, you're invited to attend.

Portal Reports Date Tip

No, not the kind like smile a lot and maintain eye contact. This date tip is about channel 2 on the Reports tab. Keep in mind that the year displayed in the dropdown menu is the fiscal year. So "2007-02 AUG" is last year FY07. Currently the dates are arranged with the oldest on top. To get the current report, scroll to the bottom. (If the decision is made to change this feature to a descending order with the current year/period on top, we'll let you know.)



EXPENDITURE CONTROL TOOLS & TIPS

Financial Summary Report (FSR)

In [last month's issue](#), the new Fund 10 Expenditure Control Report (ECR) in PSLite was presented as a good management tool for the General Fund to show the available balance for individual Orgs or Org nodes. This month, we'll take a look at the Financial Summary Report that has also gotten coverage in a [July Connections](#) newsletter.

There's a new report in the Reporting System called the *Financial Summary Report*. This report is designed for Org-level administrators to provide an overview of the financial condition of Orgs and Org nodes. (An Org node is a functional grouping of Orgs that relate to the hierarchical administrative structure of the university as positioned on the [Org tree](#).) The report is sent to Org Officers, Org Principals, and Org Managers via the portal, but only the highest level Org or Node will burst if an employee has more than one Org/Node fiscal role. If you don't have one of these fiscal roles, you won't see the report in your portal, but you can access it in the Reporting System. Starting from the Finance folder:



Right now, the reports are just image files arranged in Org or Org node order, but this is temporary until the on-demand feature becomes operational like the other reports. In the meantime, the folder will contain the most recently closed month. The Org report contains one-line summaries of each speedtype in that Org while the Org node report lists each Org in the node with one-line summaries of each fund group.

If you can't find a particular Org report in the Org folder, open the Org Node report that contains your Org and then click on the Org link in the report itself. This opens up the Org report. You can locate your Org node by consulting the Org tree on the [ABS website](#) → O → Org Tree. The Org node appears as BXXXX. A Step-by-Step Guide on the FSR report is available under [How to Read Financial Summary Report](#). Another outstanding resource is the [UCDHSC Reporting System Tutorials Page](#); there are two Word docs on the FSR.

What is "Amount Available"?

"Amount Available" is the terminology used on Reporting System reports to indicate the amount your university financial activity has left to spend. Other reports may label it differently but they all mean the same thing:

- Available Balance
 - Spendable Balance
 - Available Resources
 - Balance Available.
- } Amount Available

What reports show the Amount Available?

The Amount Available appears on the:

- Revenue and Expense Summary Statement (by ST for Programs & Projects with subclasses)
- Finance System Resource Inquiry
- Financial Summary Report (FSR)
- Simple Speedtype Query (SSQ)
- PSLite Expenditure Control Report.

How is the Amount Available calculated?

The Amount Available calculation depends on the Fund (10, 34, etc.) and the Available Resource Basis assigned to the speedtype (i.e. budget or net asset). [Click to see the calculation logic](#) for each Fund.

Why does the Amount Available differ between some of the reports?

Keep in mind that the Amount Available that you see depends on what report you are viewing. A Revenue & Expense Summary or Simple SpeedType Query will show the amount for that speedtype whereas the Financial Summary Report displays the total for all STs in the Org.

Fund 10 must budget ID Revenue & Transfers In

This appeared in the last issue but it bears repeating. Expenditure Control calculations for Fund 10 do **not** include ID Revenue or Transfers In because the Resource Basis in Fund 10 is expense budget and only looks for that as a resource. 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. If you don't budget for it, you will find that your resources are less than you expected! Yes, it's extra work but the Budget Office has put together instructions and is ready to assist you.

- [How to Budget for ID Revenue](#)
- [How to Budget for Cash Transfer In](#)

Contact Planning, Budget and Analysis budget staff with questions either by email: UCB.Budget@Colorado.edu, or by phone: 303-492-8631.



Bumper sticker seen on Physics faculty car



Come celebrate Kathy's 33 years of service on Thursday, September 20, 3-6 PM, at Folsom Field North Club (upstairs). PSLite on tap. RSVP by September 12 to SPA@colorado.edu



KATHY PHILLIPS



PSLITE VERSION 8-24-07 AND COUNTING. DOWNLOAD THE LATEST FROM THE [ABS HOMEPAGE](#).

ABS INNERVIEW

Kathy Phillips

You've worked here 33 years, which means you started when you were 10 years old. What jobs have you held at CU?

Well, I have come full circle—my first job with CU was in SPA. I manually typed all of the invoices and Letter of Credit requests. I had an electric typewriter on the job but remember taking the typing test on a manual typewriter because not all departments had upgraded yet. I used those messy pieces of carbon paper in-between to make duplicate copies. It did not take me long to decide to go back to school, so I moved to the general accounting office and worked half-time in order to finish my undergraduate degree. Went back to work fulltime, landing in Facman for several years after graduating and while earning my Masters. Moved from there to the Bookstore for a few years, then back to the Accounting Office where I belonged.

What originally led you to work for the university and did you ever imagine that you would stay this long?

I got my foot in the door at the University because my boyfriend's mother was Secretary to the President (you could say "secretary" back then). I had no idea that I would be here this long, but by the time I finished school, I had been here for 10 years so it was tough to leave. Besides, it's been a pretty darn good place to work, and I feel very fortunate.

What inspired you to create PSLite?

For those who were around for the implementation of PeopleSoft, you may recall that it was a pretty tough transition from the old FRS Financial System. I started building queries and reports for our own internal accounting purposes because accurate and practical data was hard to come by at the time—particularly for Sponsored projects. I soon found that there was a void across the campus for information and began to share what I had developed with others. I continued to expand on it as needs arose, and as specific requests were made. It really gave me the opportunity to learn so much more about every aspect of the university's business, and to work with a bunch of great people across campus!

What about PSLite's future? Does it retire when you do?

I hope to keep up with it—at least until people feel that they no longer need it...

In general, is project management getting tougher for SPA, Pls. and Departments due to regulatory changes?

Absolutely—between heightened national security, increased federal scrutiny, Sarbanes-Oxley, SAS 112, etc. it has gotten tougher for everyone, not just sponsored projects.

InnerView continued on next page

WHAT ABOUT KATHY**Grew up where?** Kansas City**Where do you live now?** Longmont**Brothers or sisters?** Sister (Debbie)**Married?** Jim**Kids?** Katie-23, Michael-21, Laura-13, and step-daughter Caitlin-22**Pets?** Opie (Dopey)**Movie you saw recently?** Can't stand most of the new movies – just watched Apollo 13 for about the 20th time, and love the old black and white ones; *It's a Wonderful Life* is one of my favorites.**Book recently opened?** *America Alone*, by Mark Steyn**A TV show you like?** *Andy Griffith* (old Barney Fife series), *I Love Lucy*, *Law & Order***Favorite comfort food?** Pickles**Favorite place to shop?** Nordstrom, Craigslist**Favorite cartoon character?**

Roadrunner

Place you'd like to live? I love it here, but wouldn't mind having a warmer place on a beach somewhere to spend part of the year. Would I sound too old if I said Florida?**In order of importance:**

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

INNERVIEW CONTINUED**Somewhere along the way, you completed your MBA. What prompted that and how did you manage to squeeze it in?**

Not sure exactly what prompted me— temporary insanity? But I completed it while working full time and having two babies. I remember taking Katie to class asleep in her car seat, and taking my last Finance final 4 days after I had Michael—inflatable donut and all.

I seem to recall hearing that you moved to Boulder with everything you owned in a VW. True?

Almost—I moved out here with everything I owned in a 1964 Bonneville and later “upgraded” to a purple VW with no fenders. I remember driving that ugly bug for 6 months with no brakes other than the emergency hand brake. Stupid broke college kid.

How'd you pick Boulder?

An old boyfriend talked me into moving here. He moved to Aspen 6 months later.

What do you like to do on your own time?

In what little spare time I seem to have lately, I like to golf, play around on the computer, sew, read, stay tuned to the political scene.

How will your life change starting October 1?

It's going to be very strange to get up in the morning and not drive in on auto-pilot to 3100 Marine Street! I will truly miss all of the people here.

Any big plans in the future?

I do not see myself watching soaps and eating bonbons, but hope to get my golf game out of the gutter, do a bit of traveling, and spend more time with family and friends.

Kathy, thanks for your time...all 33 years worth.**Staffnotes**

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3100 Marine Street, 4th floor
579 UCB, Boulder, CO 80309-0579
Direct questions, comments, corrections to
Bary Northrop, 303-492-7119,
bary.northrop@colorado.edu
ABS website: <http://abs.colorado.edu>

Kathy Phillips' retirement celebration will be held Thursday September 20, 3:00-6:00 in the Folsom Field North Club (upstairs). RSVP to SPA@colorado.edu

Demetria Ross has been accepted into the [University Perspective](#) nine-month leadership development program beginning in August. Congratulations!

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