

By the Numbers

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



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

OCTOBER 2007						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Deadlines & dates

Date	Day	Time ¹	Deadline Description
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 create, validate or approve Sept. journals after 6:00PM — they do not post & are deleted.
Oct 3	Wed	4:00	All unposted September journals that were not copied and assigned a future date, deleted, or saved in incomplete status will be deleted by Systems or Data Control.
Oct 4	Thu	6:00	Gift fund expense calc to CUF for next Monday wire transfer.
Oct 8	Mon		Expenditure Control goes live for funds 10 & 34. EC info.
Oct 11	Thu	5:00	Time collection for the October 6 biweekly payroll. ²
Oct 11	Thu	6:00	Gift fund expense calc to CUF for next Monday wire transfer.
Oct 16	Tue	5:00	Time collection for October end of month payroll. ²
Oct 18	Thu	6:00	Gift fund expense calc to CUF for next Monday wire transfer.
Oct 19	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.
Oct 25	Thu	5:00	Time collection for October 20 biweekly payroll. ²
Oct 26	Fri	4:00	Data Control to receive INs for current month business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Oct 29	Mon	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
Oct 29	Mon	6:00	Gift fund expense calc to CUF for end of month transfer.
Nov 1	Thu		Budget Journal Entry cutoff for October. Arts & Science units should submit all budget change requests to A&S Budget Office by A&S deadline.
Nov 2	Fri	6:00	Finance System closes for October. Do not create, validate or approve October journals after 6:00PM — they will not post and will be deleted.
Nov 5	Mon		All unposted October 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.

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](tel: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.*

What Reports Do You Use?

One of the tenets of the Reporting System has been that existing reports that were in use would not be turned off until comparable replacement reports were available in the Reporting System. The group in charge of this process keeps a Conversion Report that shows the status of what reports from what systems (PSLite, Fishnet, CIW, etc.) will be converted for inclusion in the Reporting System line-up. You can [view this report online](#) and are welcome to share your comments or concerns to reportingproject@cusys.edu.

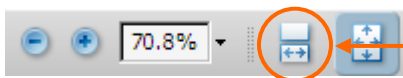
New & revised PSC Procedural Statements

The last two issues of the *PSC Communicator* announced several new and revised PSC Procedural Statements (PPS) and forms that go into effect on October 1. The *Communicator* does a fine job of describing these changes and always encourages readers to take a look at the PPS, which I did. Here are some observations on just one of them.

Advance Payment to Vendors PPS – The normal procurement steps are: order it, receive it, and pay for it. But sometimes you must pay *before* you receive it. That's what this PPS addresses. Yes, the Procurement Card is the obvious fly in the ointment because a credit card can be used to pay for something before you get it — which is an advance payment. However, the PPS thoughtfully excludes purchases of \$4,500 or less, thus Procurement Card purchases are automatically excluded from the PPS dictates. And because of the buyer protection and dispute resolution built into the card, the risk is minimized. The \$4,500 threshold also includes Department Purchase Orders (DPO), i.e. they do not need an Advance Payment to Vendors form if a DPO is used. Finally, payments that are allowed to be made with a Payment Voucher are exempt from the Advance Payment to Vendors PPS. Granted, many of the PV-allowed items are, by their nature, advance payments — for example, subscriptions or conference registrations; but not all — lab specimens, for instance. **The key thing about the exemptions to this PPS is that they still represent a risk that must be carefully evaluated. Just because it's allowed doesn't guarantee that it's prudent and doesn't remove accountability.**

Reporting System Tips & Tricks

- **If you** find that you have to click the enlarge (+) button in the Adobe toolbar to read your pdf reports, you can use the maximize button instead which fills the width of your screen.



Click to fill the width of your screen with the pdf you are viewing.

- **Heads Up:** if you keep any reports in the Reporting System's My Folders, recent or upcoming work on the servers may dump those reports.

SHORT TAKES

Need to add Fiscal Staff to sponsored projects?

If you want sponsored project financial reports delivered via the portal to someone in addition to the Fiscal Principal (the PI) and Fiscal Manager, you can add that person to the Fiscal Staff role by sending an email request to accounting@colorado.edu. Include the speedtype, position number, and employee name in the email. This applies to initially adding a person to new or existing projects, or to make changes to the Fiscal Staff in existing projects. For questions about Principal or Manager fiscal roles on projects, contact your SPA accountant.

Unposted journals deleted

On the day after the Finance System closes for the month, all unposted journals for the closed month that you have not copied and assigned a future date, deleted, or saved in incomplete status will be deleted by Systems or ABS Data Control. For instance, September 2007 closes on October 2. This means that on October 3, all unposted September journals will be deleted unless it they are handled by one of the methods listed above. Likewise, journals with a September date should not be created, validated or approved on the day after close (October 3).

Portal changes channels

Given the complexity of maintaining similar features in the Boulder campus portal (CUConnect) and the university-wide portal (myCU), the decision was made to remove those features that are owned by myCU and provide links to their portal from CUConnect. Given this, CUConnect has removed the content from several channels and users are now redirected to the myCU portal. Affected channels include ePERs, University Reporting, Simple Speedtype Query, and Pay Advice/Check. We expect this change will reduce confusion for the portal users. Clicking on a link in CUConnect does *not* require users to re-log on to myCU.

QUESTION & ANSWER

Q: Since we make most of our purchases with the Procurement Card and since it overrides Expenditure Control, what's the point? I can still spend and put my program in deficit.

A: You are correct; even with Expenditure Control, there are ways to run up a deficit, but keep the following in mind.

1. Spending within our means has always been university policy. EC simply puts more operational bite behind the policy bark.
2. If a transaction error (deficit) occurs in an approved subsystem feed, this would cause the entire feed to fail, which is not acceptable.
3. Expenses that are allowed to post even if they cause a deficit generally represent an obligation made by the university and must be honored.
4. EC for fund 10 rolls up to the org (for most UCB STs), so that individual speedtypes within the org can be in deficit while the org aggregate is not.
5. Orgs in fund 10 deficit will still be contacted by PBA to come up with a deficit elimination plan. Nothing is certain except death, taxes, and EC.
6. Ultimately, the use and control of resources rests with the org managers. For some, the Expenditure Control initiative may be perceived as a hindrance. But the hope is that it will be the welcome prompt they need to proactively exercise improved budgeting, spending, and resource management in order to prevent deficit spending. EC involves the three Ps: Policies, Processes, and People, and it will remain a dynamic interplay between these forces. Intention generally trumps.

Q: On the Finance System Resource Inquiry page, my Fund 10 shows a deficit but we have plenty of budget at this point in the year. What's going on?

A: This is a timely question! The budgets that display on the Resource Inquiry page were just loaded on Thursday evening 9/27/07. If you look again, you should see accurate figures. For Fund 10s with an Expenditure Control Rule (ECR) of DAB or DAN, the amount available rolls up to the org level so the amount you see will be for the org less any PA STs. Note that a query on just a speedtype or program won't return any results if it has an ECR of DAB or DAN.

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 below with ● are special limited offerings and details appear on the [ABS homepage](#) under Current Announcements.

DATE	DAY	TRAINING	LOCATION
Oct 9 8:30-4:30	Tue	Finance System Day 1 includes finance and budget	RL6, room W179 3215 Marine Map
Oct 12 8:30-4:30	Fri	Finance System—Procurement Day 2 of Finance System training by PSC	RL6, room W179 3215 Marine Map
Oct 18 9:00-12:00	Thu	Financial Statement Reading How to access & read your statements	ARC 248 3100 Marine Map

MORE SHORT TAKES

SPO automatic close periods

Most SPOs are closed automatically by the Finance System **45 days** after the SPO End Date. However, if you know that there are no outstanding invoices against an SPO and you want to clear a remaining encumbrance more quickly, you can manually close the SPO using the SPO Adjustment page in the Finance System. Subcontract SPOs are closed **365 days** after the SPO End Date. Departments cannot manually close these SPOs but SPA can do so at any time after the SPO End Date. These automatic close periods appear in the [SPO Inquiry step-by-step guide](#) page 4.

October 1 travel change to meal receipts & rates

The state of Colorado has released a revised Travel Fiscal Rule effective October 1, 2007. The requirement to have receipts for meals while in travel status with reimbursement for the **actual cost** of meals up to the per diem rate will be eliminated. We will return to the regular meal per diem system that was in place prior to 2005 and that is used by the Federal government where the "authorized meal **per diem rate** may be claimed for each meal..." Until the new rule is added to the complete set of State Fiscal Rules website, you may view it, the per diem rates, and an informative FAQ on the [Fiscal Rules Filing site](#). It is Fiscal Rule 5-1. The PSC Procedural Statements (PPS) and Travel Voucher (TV) form will be revised and posted on the [PSC web](#) October 1.

New SPA general purpose email address

If you want to contact Sponsored Projects Accounting (SPA) by email but aren't quite sure who to send it to, you can use SPA@colorado.edu and it will find its way to the right person. Be sure to provide project numbers and/or details about what the issue is about to help route it correctly.

"Those who can make you believe absurdities can make you commit atrocities." Voltaire

PORTAL & FORM CHANGES

electronic Personnel Effort Reporting (ePER)

Employees who work on a sponsored project are required to certify their effort on that project. This provides assurance to the sponsor that the effort matches the effort promised and/or paid for in the grant. Hourly employees' effort is certified through the time collection process. For all others, after each semester (fall, spring, summer) an electronic Personnel Effort Report (ePER) is generated based upon payroll and cost share data entered into the system. The ePER is sent to employees via the portal where it can be certified online. Summer 2007 ePERs were generated September 21 and emails to individuals were sent September 26 — a bit later than usual to accommodate some changes to the form and the portal.

Accessing the ePERs channel

Recent changes in Boulder's CUConnect portal have resulted in a number of channels that now redirect users to the System's myCU portal; the ePERs channel is among them. The ePERs channel in CUConnect now displays a message that it has been moved, along with a link that opens a new window in myCU (no sign-on needed). (See *Portal Changes Channels* on page 2.)

Other ways to access the ePER channel

- Log directly on to [myCU](#) and find the ePERs channel under the my.Tools tab
- Use the link on CUConnect's Welcome Page (the first tab you see after logging on). Under the Guide to Channels, click on the CU System (MyCU) header. This expands to show the channels available. Click on ePERs. The ePERs tab is also listed under the Faculty and Staff Tools header.

ePERs

This channel has been moved to the MyCU Portal. Click the link below to be transferred to the channel.

[Take me to MyCU](#)

Guide to Channels

What's New?

- [Emergency Notification](#)
- [CUClicker Registration](#)
- [Request a CUClicker base station](#)

Content Categories

- Academics
- Campus Communications
- CU System (MyCU)**
 - **ePers**
 - [Financial Reports](#)
 - [UMS-AIS Helpline](#)
 - [Fiscal Certification](#)
 - [Training](#)
 - [Employee Profile](#)
 - [Simple Speedtype Query](#)
 - [Pay Advice/Check](#)
 - [Direct Reports](#)
 - [University Newsletters](#)

University of Colorado
 Personnel Effort Report
 Reporting Period: ~~June - August 2006 (Summer)~~
 Certified By: ~~Batista, Deborah V on 08/03/2007~~

ePER channel improvements

The ePER channel on myCU now shows hyperlinks for ePERs that need to be certified (or recertified) instead of displaying a dropdown box. This makes the ePERs easier to identify.

ePER report improvements

The ePER header has added the PI name and award number. This will make it easier to identify the project that is being certified, especially for those who have worked on multiple projects.

In addition, a certified ePER now shows who certified it and the date it was certified.

Step-by-Steps

[Step by Step guides are available](#) for how to certify an ePER and how to read the ePER Summary report that is sent to PIs (and is also available in the Reporting System). The certification SbS needs to be updated regarding the CUConnect portal (ePERs are now only on myCU) and the pull down boxes

(there are now links). But the rest of the info is still pertinent. ePER questions? Send to: epers@colorado.edu

EPER

University of Colorado

Personnel Effort Report

PERs need to be certified

2006--Fall
2007--Spring

PERs need to be re-certified

PERs have been certified

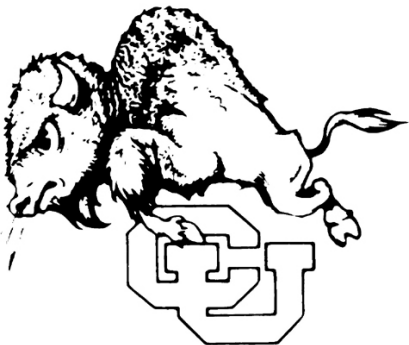
2006--Summer

Position # 00604885 Job Code # 1506 - Teaching Assistant

Speedtype	Project Number Project Description	Sponsor ID Award Number	PI Name	Payroll Distribution %	Pay with Cost Share effort/ NIH Cap	Actual Effort %
SPONSORED PROJECTS						
63062812	3534560 Climate Sets Analy	NSF <u>ATM-0417971</u>	Sain, Stephan R.	100	100	100

ABS INNERVIEW

Chris "Z-Man" Zetterholm


**How long have you worked here and what is it you do?**

I've been working at ABS since April 2006, though I've been working for CU for 14 years, and I'm the Technical Support Supervisor. My team is responsible, among other things, for chartfield management, and customer support as it applies to creating, changing or inactivating speedtypes and FOPPS. I oversee that activity, and I also monitor the reconciliation of our general accounting data to the State's COFRS system.

Where did you work and what did you do before coming to ABS?

I came to ABS after working nine years at the Office of University Controller. Prior to that, I worked nearly four years at the CU Book Store, for Mike Bussey and Kathy Phillips.

How did working at the System office prepare you for your current position?

During my years at the OUC, I set up the chartfield values for system administration speedtypes, so I already had a grasp of that. I learned how our accounting data rolls up to our financial reports, and how that information "feeds" to the COFRS system. I was involved in a lot of the system checking when PeopleSoft went live, and so I learned the account tree and FOPPS chartfields from the ground up. I also coordinated with the campuses for accounting system issues, so I was in frequent contact with the predecessors of my position here at ABS.

Is your detailed understanding of Systems operations ever a *disadvantage*?

Accounting systems come and go, but the methodology remains basically the same. Since coming back to the Boulder campus, I'm mindful of the operational, day-to-day focus we have here, compared to the policy-driven constraints of the system at the OUC. Bringing the two together is a challenge, but the support I get from both ABS and our counterparts at the OUC has helped to keep things running as smoothly as possible.

Are there cultural differences between the CU offices in which you've worked?

I've worked with many people during my 14 years, and I enjoy the University culture. People here have a passion for what they do. Whenever you get passionate people together, there's sometimes friction and conflict. I try to work with each person as an individual, and to maintain working relationships that benefit us all.

With all the new initiatives lately, how has your workload been affected?

Over the last several years, it seems that the changes have been a never-ending stream. From reporting changes required by GASB to the new reporting tool to our more recent changes driven by CU's desire for accountability and transparency in our accounting, changes are here to stay in the accounting world. As stewards to the State's resources, it's important to have effective internal controls in place that bring us to those goals, and while our workload has increased, we've been able to absorb it.

Do you ever get questions about some of the arcane codes on the COA form?

Those program attributes are normally assigned by ABS, and while some departments give input to this, most don't. These attributes are used by the

InnerView continued on next page

WHAT ABOUT Z-MAN

Grew up where? Central Long Island, New York

Where do you live now? Federal Heights (nestled between Westminster and Thornton)

Brothers or sisters? I'm the oldest of four – two brothers and a sister.

Kids? Two boys, Joe (23) and David (18)

Pets? My cat Shadow is, at best guess, 16 years old.

A TV show you like? I'm currently re-watching the X-files from the beginning. I'm up to season 7 now.

Favorite comfort food? Chocolate

Favorite place to shop? eBay

Favorite cartoon character? Charlie Brown. Really!

Place you'd like to live? I lived in New York, New Hampshire, New Jersey, Italy, Nebraska, California and Louisiana, before moving to Colorado. I've never seen anywhere as beautiful as the Rocky Mountains.

Dream job? I'd have to say I'm in it now. The work is challenging, but the people I work with are top-notch.

In order of importance:

- 1 humor
- 2 sports
- 3 internet
- 4 money
- 5 accounting
- 6 sleep
- 7 Politics
- 8 traveling
- 9 coffee

INNERVIEW CONTINUED

reporting system to identify the type of expense, and where it should be placed on campus financial reports.

You must have a lot of contact with departments.

Most of the time, departments contact me to determine how to set up their speedtypes and fiscal roles. I call departments as I gather information about issues that come up, mostly with journal entries that post oddly, or speedtypes that are (hopefully, rarely) set up incorrectly.

What would you like departments to keep in mind about what you do?

Servicing the departments on campus is a privilege I enjoy, and that they can contact me directly with any concerns, problems or comments. We aim to please, so I'm happy to hear feedback on what we do right, and what we can do better, within the system restraints that we all must bear.

How did your moniker of "Z-man" come about?

During my time in the Air Force, most people knew me as "Sergeant Z". But one particular co-worker called me "Z-man" and it stuck. I use the nickname online, too. When I first moved to the OUC (then called Central Accounting), there were two other people named Chris working there, and it became a way of distinguishing me from them.

Tell me about those autographed Buffs football cards on your wall.

I love to watch the Buffs play football and basketball, and these cards are an extension of that fandom. The card companies started producing autographed cards of rookies in the 1990s. I collect the autographed cards that show the players in their CU uniforms.

What sorts of things do you like to do outside of work?

I enjoy rock music, and catch the occasional live performance when something tickles my fancy. I'm a big fan of media artist Todd Rundgren, probably best known for his hits *Hello It's Me*, *Bang The Drum All Day*, and *I Saw The Light*. A close friend of mine is blind from diabetes, whose wife passed away from kidney complications several years ago. I take him shopping most weekends, and we usually have a great time. I also enjoy catching the Rockies at Coors Field.

Do you have a goal that you would like to pursue in the near future?

Over the past few years, I met some distant relatives from Sweden. I'd like to take a trip to Sweden and visit them in Stockholm.

Chris, thanks for your time and all that you do.

Staffnotes

James Lei has been appointed Interim Manager of SPA effective October 1, 2007 until a permanent Manager is selected following Kathy Phillips' retirement ([see retirement party pix](#)). Please direct any PSLite-related issues to James.

Bev Rogers accepted a position with Payroll and Benefit Services beginning September 24th and **Heather Lin** has accepted a position with the Arts & Sciences Budget Office beginning October 5th. We thank both for their outstanding service and wish them much success in their new endeavors.

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

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