

# By the Numbers

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

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



JANUARY 2008						
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 <sup>1</sup>	Deadline Description
Jan 2	Wed		Budget Journal Entry cutoff for December. Arts & Science units should submit all budget change requests to A&S Budget Office by A&S deadline.
Jan 3	Thu		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.
Jan 3	Thu	5:00	Time collection for the December 29 biweekly payroll. <sup>2</sup>
Jan 3	Thu	6:00	Gift fund expense calc to CUF for next Monday wire transfer.
Jan 3	Thu	6:00	Finance System campus close for December. <b>Do not create, validate, approve or post Dec. journals after 6PM—they do not post and are deleted.</b>
Jan 4	Fri	4:00	System or Data Control will delete all unposted December journals that are not copied & assigned a future date or saved in incomplete status.
Jan 10	Thu	6:00	Gift fund expense calc to CUF for next Monday wire transfer.
Jan 17	Thu	5:00	Time collection for January 12 biweekly payroll. <sup>2</sup>
Jan 17	Thu	6:00	Gift fund expense calc to CUF for next Tuesday wire transfer.
Jan 18	Fri	5:00	Time collection for January end of month payroll. <sup>2</sup>
Jan 18	Fri	4:00	<a href="#">Lynda Reisinger</a> to receive allocation changes and creates for current month business. Send to <a href="mailto:Lynda.Reisinger@colorado.edu">Lynda.Reisinger@colorado.edu</a> or call 2-8646.
Jan 22-24	T-Th		HR Production down for monthly payroll processing. <sup>2</sup>
Jan 28	Mon	4:00	Data Control to receive INs for current month business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Jan 28	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. <sup>3</sup>
Jan 29	Tue	6:00	Gift fund expense calc to CUF for end of month transfer.
Jan 31	Thu	5:00	Time collection for January 26 biweekly payroll. <sup>2</sup>
Feb 1	Fri		Budget Journal Entry cutoff for January. Arts & Science units should submit all budget change requests to A&S Budget Office by A&S deadline.
Feb 4	Mon		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.
Feb 4	Mon	6:00	Finance System campus close for January. <b>Do not create, validate, approve or post Jan. journals after 6PM—they do not post and are deleted.</b>
Feb 5	Tue	4:00	System or Data Control will delete all unposted January journals that are not copied & assigned a future date or saved in incomplete status.

<sup>1</sup> Times are p.m. unless otherwise noted. No time means either the sooner the better or all day.  
<sup>2</sup> Observe payroll deadlines so funding distribution corrections from payroll suspense and/or changes are in place before the next payroll run. The [PBS web](#) has the most current & complete payroll calendar.  
<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. 3) Contact [Hua Xu](#), 2-1679 for project cost transfers & [David Sayers](#), 2-2396 for gift JE approvals. 4) Routinely check for unposted journals to correct, validate or approve, or that need info for Hua or Dave.

# JANUARY 2008

**THE KEY DATE** is the Campus Close. Do not process a journal for the closing month after the 6:00 PM cutoff.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Holiday	2 1st working day of the month	3 <b>CAMPUS CLOSE</b> 2nd working day of the month	4 <b>SYSTEM CLOSE</b> 3rd working day of the month	5
6 <b>CIW DOES NOT REFRESH</b> on the night of the 4th working day of the month.	7 <b>REPORTS READY</b> <b>CIW NO REFRESH</b> 4th working day of the month	8 <b>REPORTS ARE READY</b> no later than the Monday after the System Close.	9	10 <b>CAMPUS CLOSE</b> is on the 2nd working day of the month <b>6:00 PM</b> .  This is the campus deadline for December journals. Do not create, validate, approve, or post December journals after 6:00 PM. December journals entered after the cutoff are deleted, even if "approved to post."	11 <b>SYSTEM CLOSE</b> is the next working day after Campus Close.  Do not create, validate, approve, or post December journals. December journals entered today are deleted, even if "approved to post."  CIW refreshes this night as usual.	12
13	14	15	16	17	18	19

## Mind the Monthly Close

Monthly close processing was discussed in two previous issues (Sep & Nov 2007) and the OUC ran an article in the December 7 *Connections* newsletter. What's the big deal? When a journal dated in the month that is just about to close is "approved to post" between the campus close and the System close, problems occur. These journals must be manually deleted before the month-end close can complete its process. It's like trying to shut a door while someone keep sticking their foot in the doorway.

**The solution:** Do not create, validate, approve, or post journals for the closing month after the 6:00 p.m. campus close. Copy or recreate any unfinished journals as part of the next month's business. Each month's closing schedule follows a recurring pattern that involves the first few working days of the month. January is shown above as an example, but the general schedule/pattern applies to all months except for June due to the year-end close. [Q&A for more info.](#)

## Recognition and training

The *Recognition and Training* PPS was revised effective December 1, 2007 so that now, cash-like awards valued at less than \$100 given to non-employees do *not* need the Recognition Reporting form. The PPS also added clarifying language to the non-cash awards section for non-employees. As a result, the ABS [Recognition Grid](#) was updated with these changes. The grid is an at-a-glance aid to help determine what the PPS requires. It is reproduced in part below.

Type of Award	Value	Requirements	for Employees	for Non-Employees <sup>1</sup>
<b>Cash</b>	Any <sup>2</sup>	Program needed?	Formal recognition program approved by HR	Recognition program approved by org fiscal principal
		Form needed?	Recognition Reporting Form	Recognition Reporting Form
		Tax Reporting? <sup>3</sup>	Tax reportable. Added to W-2.	Tax reportable. PSC issues 1099-MISC if \$600 or more in calendar year
<b>Cash-Like</b>	≥ \$100 <sup>2</sup> individually or in aggregate during calendar year	Program needed?	Formal recognition program approved by HR	Recognition program approved by org fiscal principal
		Form needed?	Recognition Reporting Form	Recognition Reporting Form
		Tax Reporting? <sup>3</sup>	Tax reportable. Added to W-2.	Tax reportable. PSC issues 1099-MISC if \$600 or more in calendar year
	Less than \$100 during calendar year	Program needed?	Formal recognition program approved by HR	None
		Form needed?	Recognition Reporting Form	None
		Tax Reporting? <sup>3</sup>	Tax reportable. Added to W-2.	None
<b>Non-Cash</b> <small>1. Name-engraved plaque, trophy, or medal (base metal)</small>	Any <sup>2</sup>	Program needed?	None	None
		Form needed?	None	None
		Tax Reporting? <sup>3</sup>	None	None

## Backward cash transfers

Cash transfers often have a nasty habit of being done backwards, where instead of moving cash *from* speedtype A *to* speedtype Z, the cash ends up moving *from* Z *to* A. PBA has noticed so many of these incorrect journals lately, they have posted a [How to do a Cash Transfer](#) one-pager on their website. It describes how to transfer cash between speedtypes on-campus, which is the most common type of transfer. (Transfers to a different campus use different account codes than the ones shown in the How-To.) Here's the nutshell version. To move money **out** from a speedtype, enter a positive number using account 997100 (Cash Transfer Out). To move money **in** to the speedtype that receives the cash, enter a negative number using account 995100 (Cash Transfer In).

For those versed in debits & credits, the following explanation may help you remember which way the cash flows. Cash transfers behave much like **expenses**. If you buy an item, you debit the expense (positive number)—this uses up resources, so you end up with less money. But when you return a purchased item, for example, you credit the expense (negative number)—this adds resources back, so you end up with more money. Similarly, if you debit 997100 (Cash Transfer Out), it behaves like an expense and uses up resources by transferring cash out. On the flip side, crediting 995100 (Cash Transfer In) behaves like an expense credit and replenishes resources by transferring cash in.

## Portal to portal

A few months ago, Boulder's CUConnect portal stopped carrying some features that were owned by the university's [myCU portal](#). This was intended to reduce complexity and increase reliability. Instead of hosting the actual content, CUConnect installed links that go directly to myCU, which included ePERS, Financial Reports, SSQ, and Pay Advice. Shortly thereafter, CUConnect added a new channel on their Welcome page named *Guide to Channels*. The *CU System (MyCU)* category contains *all* the links to features that reside on

myCU which include the original four identified above, plus others listed under the *CU System* category, pictured below.

As with other portal channels, the user can remove the *Guide to Channels* that contains these links. If it is removed, and a user wants to view their Training records, for example, they will either have to add back the channel, or logon to myCU and go to the Training tab.

In the future, the CUConnect portal may undergo some changes whereby some content is "locked down" meaning that it will not be removable. The myCU links may be part of that group. Until and unless that happens, you can keep them where they are or add this channel to a different location. Also, the *My Reports* tab and separate ePERS, Pay Advice, and SSQ channels *could* go away because they are redundant. Time will tell.

**Guide to Channels**

What's New?

- Emergency Notification
- CUClicker Registration
- Request a CUClicker base

**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
- Faculty and Staff Tools

## SHORT TAKES

### Sales tax rate goes down

Starting January 1, 2008 Boulder's city sales tax rate will go down 0.15%. The combined sales tax rate will become 8.16%. If your department collects sales tax, use the new rate. More information on the [ABS sales tax webpage](#).

### New sales tax license

If your department collects sales tax and has ABS submit the tax to the state and city, please print out and post the [new sales tax license](#) in a conspicuous location. The previous license expires on December 31, 2007. The new license is valid to December 31, 2009.

### Fund 30 expenditure control

SPA has heard a few grumbles when JE approval was withheld because the sponsored project speedtype did not have enough available resources. The justification for the deficit was that fund 30 was not yet subject to Expenditure Control. Although Expenditure Control will not affect sponsored projects until October 2010, deficit spending in fund 30 is still not allowed. The [Fiscal Roles and Responsibilities APS](#) states that employees must ensure that expense transactions have "adequate funds allocated or otherwise available within regularly approved budgets to cover it."

### Certify those PETs

PETs need to be certified (check that certify box) in order for SPA to approve them. If this step is overlooked, those PETs will not show up on reports, so SPA will not even know they are out there.

### CIW got you down?

Here's a reminder that it can take until 8 or 8:30 a.m. for the CIW to complete its nightly processing. User alerts are not normally sent out until after 8 a.m. to ensure that it's not just a slow day. If you find that something isn't running (like PSLite or the Reporting System), give it until at least 8:00 a.m. You can always check [CIW status online](#) to see if it's up, down, or if the loading process got a late start and it still has old data.

*It is not what you are called, but what you answer to. African proverb*

**QUESTION & ANSWER**

**Q:** Why do I keep seeing outdated names in the Key Contact field?

The key contact culprits



**A:** If you run a financial report from the Finance System or from System Operations (logos pictured above), you will encounter a fiscal role in the header called *Contact* or *Key Contact*. This is an old data field that has not been kept current for well over a year. Do not be concerned if the Contact name belongs to a person no longer in your department. It does *not* mean that the Finance System or the Sponsored Projects Information System (SPINS) contains wrong information about fiscal roles. The *Key Contact* is no longer a valid fiscal role in the Finance System. It is just an unused field with old information that is not maintained. ABS cannot change the name. Our advice: ignore it. The January 2007 article titled [Fiscal Roles: Projects are Different Animals](#) contains more on the key contact role and SPINS.

**Do you mark journals APPROVED?**

Each month, ABS sees many journals get overlooked and fail to post because they were simply not approved! Approvers should make it a habit throughout the month to check for journals that he or she must "Approve To Post." Approvers can also query on the *Journal Source Codes* and/or *Operator IDs* that they are responsible for rather than just rely on journal preparers to notify them that a journal needs approval. In addition, funds that are subject to Expenditure Control may have approved journals fail the resource check. Approvers or journal originators of a failed journal must take appropriate action to ensure that it posts.

User ID: You can query User ID and/or Source for JEs =

Source: that need your approval. begins with

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

DATE	DAY	TRAINING	LOCATION
Jan 8	Tue	<b>Finance System</b> 8:30-4:30 Day 1 includes finance and budget	<b>RL6, room W179</b> 3215 Marine <a href="#">Map</a>
Jan 11	Fri	<b>Finance System—Procurement</b> 8:30-4:30 Day 2 of Finance System training by PSC	<b>RL6, room W179</b> 3215 Marine <a href="#">Map</a>
Jan 17	Thu	<b>Financial Statement Reading</b> 9:00-11:00 How to access & read your statements	<b>ARC 248</b> 3100 Marine <a href="#">Map</a>
● Jan 24	Thu	<b>Preparing/Submitting Proposals</b> (by OCG) 2:00-4:30 RSVP to <a href="#">Chandra Tjandrasa</a> , 492-6224	<b>UMC 247</b> Euclid/Brdwy <a href="#">Map</a>

**MORE SHORT TAKES**

**Expense System update**

The first phase of the new [Expense System](#) replaces the ACARD system, TVs, and PVs for reimbursement of university expenses paid by employees. Two technical gaps that surfaced have been delay drivers, but not show stoppers. Rollout will take place in stages by groups. The first group is Systems, UCD A&S and UCD Business School. After this shakedown cruise, rollout will continue to the second group, comprised of Boulder's College of Engineering and Applied Sciences, Leeds Business School, and INSTAAR. There are six groups in all. It is still too early in the process to specify exact dates, but you will be kept in the loop as it moves ahead. The Expense System allows users to select an approver from either HRMS or the Finance System. ABS will assist with efforts to make sure this information is current, so you may hear from us in the near future.

**Mileage rate goes to 46¢**

Effective January 1, 2008, personal vehicles used for university business can be reimbursed at 46¢ per mile. If road conditions require a 4-wheel drive, the rate is 48¢. Travel that begins before January 1 and ends after January 1 must split the mileage between the two rates. The TV form will be revised on January 1. More mileage calculation examples are on the [PSC website](#).

**Policy scoreboard**

**Administrative Policy Statements (APS)**

- Donations* – revised 12/1/07
- Expense Allowances* – rescinded 12/1/07
- Fiscal Certification* – revised 12/1/07
- Officer Disclosure of Interests* – revised 12/1/07
- Tax ID Numbers* – rescinded 12/10/07
- University-Sponsored Fundraising Events* – new

**PSC Procedural Statements (PPS)**

- Alcohol* – revised 12/1/07
- Business Expense Reimbursement* – new
- Payment Voucher* – revised 12/1/07
- Undocumented Reimbursement* – revised 11/1

**Finance Procedural Statements (FPS)**

- Fiscal Certification* – coming
- Officer Disclosure of Interests* – coming
- Fundraising Events* – coming

## ABS INNERVIEW

## Meg Thompson



Meg

**How long have you worked at ABS, and what do you do here?**

I worked in Internal Operations in SPA, and then I was promoted to an Accountant in ABS. I have 6 areas of responsibilities. The work with the chart of accounts, petty cash and change fund audits and monitoring the Fund 10 cash transfers keep me connected with the campus staff.

**Where did you work before coming to ABS?**

I was Office Manager at Chemical and Biological Engineering, Accounting Technician at Aerospace Engineering and Payroll/Human Resources for B&M Roofing Company.

**How did your experience in an academic campus department help you in your work at ABS?**

I believe that working in the departments gave me a strong background for both of my jobs in ABS. Working in a department provides an understanding of the political, academic and the business operations of a department.

**Any thoughts about the role of Office Manager on campus in general?**

I believe that an Office Manager or Program Assistant is vital to the success of a department. They need to have good communication skills since they are working with professors, students, staff and numerous people across the campus.

**What are some of the main reasons you contact campus departments?**

I contact our campus departments when I need clarification regarding establishing a Chart of Account and when I conduct a petty cash and/or change fund audit. I monitor Fund 10 cash transfers since Fund 10 to Fund 10 cash transfers aren't allowed on our campus so when a Fund 10 transfer shows up on my report, I contact the department. I also answer sales tax questions.

**Does it surprise some folks on campus to learn that sales tax is due on things their department sells?**

Yes! One of our area accountants suggested I contact a department to ask some questions about their sales activity. Consequently, I called the department to chat about the type of sales that occurred in the department. It was obvious they should be paying sales so I gave them the "sad" news that they need to collect sales tax.

**Isn't January is a big month for you?**

Yes. January 31 is my last day of employment at the University of Colorado in Boulder. February 1, 2008, I will be CU retiree!

**What influenced your plans to retire now?**

Regretfully, a best friend passed away last year, a close friend's husband passed away while they were planning a family vacation in Hawaii, and a

*InnerView continued on next page*

## WHAT ABOUT MEG

**Grew up where?** On a farm near Wellsburg, IA. Wellsburg is near Waterloo, IA.

**Where do you live now?** Boulder, CO

**Brothers or sisters?** Three sisters

**Married?** Yes, to Walter (AKA) Tom

**Kids?** 4: two stepsons, one daughter and one deceased son

**Pets?** Two miniature dachshunds

**Movie you saw recently?** Rendition

**Book recently opened?** Bible

**A TV show you like?** CSI

**Favorite comfort food?** Ice cream

**Favorite place to shop?** Rocky

Mountain Chocolate Factory

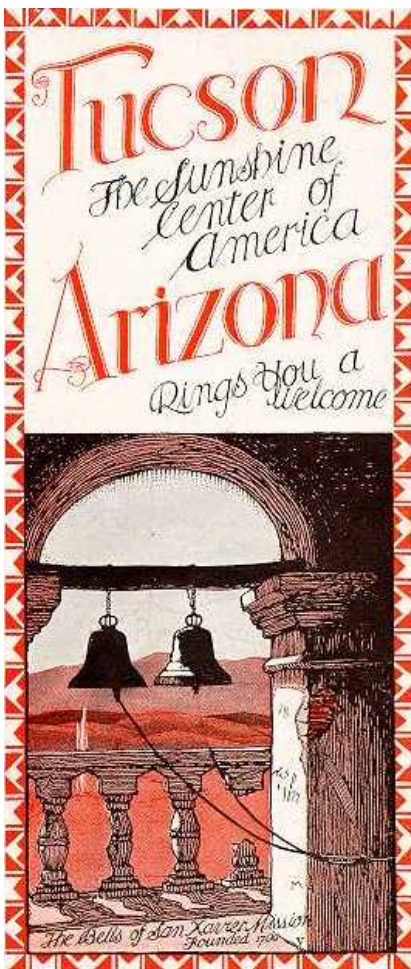
**Favorite cartoon character?** Simpsons

**Favorite season?** Summer

**Place you'd like to live?** I live in the

best place, Boulder, CO! Second best place, winter in Tucson, AZ.

**Dream job?** I have it!



### INNERVIEW *CONTINUED*

family member developed an illness that will affect their quality of life. I realized that there aren't any guarantees in life so I decided to retire while my husband and I were healthy enough to fulfill our retirement dreams.

#### What will you miss?

I'll miss my wonderful coworkers, all the people on the 4<sup>th</sup> floor. I'll also miss my work because I like my job very much. My job is rewarding, provides a good feeling of accomplishment and makes me feel like I contribute to society.

#### Thinking back on your CU career, is there anything you would have done differently?

Yes, I would have pursued a career at CU when I moved to Colorado in 1996 instead of 2001.

#### Do you plan to return as a PERA retiree and work part time?

I would consider returning to CU as a retiree to help with the fiscal year close.

#### What kinds of things do you like to do outside of work?

Currently, I am taking accordion lessons. I am active in church activities. I learned to knit and I am learning to quilt. I attend CU men's and women's basketball games. I am an avid basketball fan! I enjoy hiking and bicycling.

#### How do you envision your life post-CU?

I envision myself playing cribbage on Tuesday afternoons because I love to play cribbage. I'm considering the six day bicycle ride across Iowa in 2008 which means I will engage in training for long distant riding. I plan to join the Audubon Society Bird Watchers Club, join a bicycle and hiking club, join a bridge club, play the accordion on Pearl Street Mall (to pay for my lessons) and travel. I am planning to live a full, but different life during post-CU!

#### Any immediate (or not so immediate) big plans?

My husband and I purchased a Park Model Mobile Home in Western Way Mobile Home/RV Park in Tucson, AZ. We plan to spend our winters in Arizona since neither of us like the snow. Next year we plan to take the RV to Arizona so we can tour the southwest part of the United States. We will leave Colorado on February 1<sup>st</sup> and return to Colorado in the spring (April or May).

Meg, thanks for your time. See you on the mall.

By the Numbers is published by  
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ABS website: <http://abs.colorado.edu>

## Staffnotes

Meg Thompson will retire at the end of January. Details in the InnerView.

Jim Sheppard received his 15-year Service Recognition Award.

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