

By the Numbers

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

Deadlines & dates

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Lose an hour on Sunday, March 9
Adjust clocks one hour forward on Sunday, March 9 for Daylight Savings.

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

MARCH 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	1	2	3		

Date	Day	Time ¹	Deadline Description
Mar 3	Mon		Budget Journal Entry cutoff for February. Arts & Science units should submit all budget change requests to A&S Budget Office by A&S deadline.
Mar 3	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. ⁴
Mar 4	Tue	6:00	Finance System campus close for February. Do not create, validate, approve or post Feb. journals after 6PM—they do not post and are deleted.
Mar 5	Wed	4:00	System or Data Control will delete all unposted February journals that are not copied & assigned a future date or saved in incomplete status.
Mar 6	Thu	6:00	Gift fund expense calc to CUF for next Monday wire transfer.
Mar 13	Thu	5:00	Time collection for March 8 biweekly payroll. ²
Mar 13	Thu	6:00	Gift fund expense calc to CUF for next Monday wire transfer.
Mar 18	Tue	5:00	Time collection for March end of month payroll. ²
Mar 19	W-F	3 days	March 19-21 HR Production down for payroll processing. ²
Mar 20	Thu	6:00	Gift fund expense calc to CUF for next Monday wire transfer.
Mar 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.
Mar 25	Tue	4:00	Data Control to receive INs for current month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Mar 25	Tue	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
Mar 26	Wed	5:00	Time collection for March 22 biweekly payroll. ²
Mar 27	Thu	6:00	Gift fund expense calc to CUF for end of month transfer.
Apr 1	Tue		Budget Journal Entry cutoff for March. Arts & Science units should submit all budget change requests to A&S Budget Office by A&S deadline.
Apr 1	Tue		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. ⁴
Apr 2	Wed	6:00	Finance System campus close for March. Do not create, validate, approve or post March journals after 6PM—they do not post & are deleted.
Apr 3	Thu	4:00	System or Data Control will delete all unposted March journals that are not copied & assigned a future date or saved in incomplete status.

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

² 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.

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. 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.

Auxiliary budgeting

FY09 Auxiliary Budgeting

All UCB department administrators can expect to receive an email regarding the auxiliary budgeting process during March. At that time, the PBA website will be updated to include the FY09 instructions and templates. The deadline to submit auxiliary budgets to PBA is **June 30, 2008**. Expenditure Control goes live in Funds 20, 28, and 29 in October making budgeting in these funds even more important. Look forward to important information about budgeting in these funds, including a new user option of budgeting in both the continuing and temporary budget ledgers (more below), a new combined ISC (Fund 28) rate sheet and budget template, and links to helpful websites.

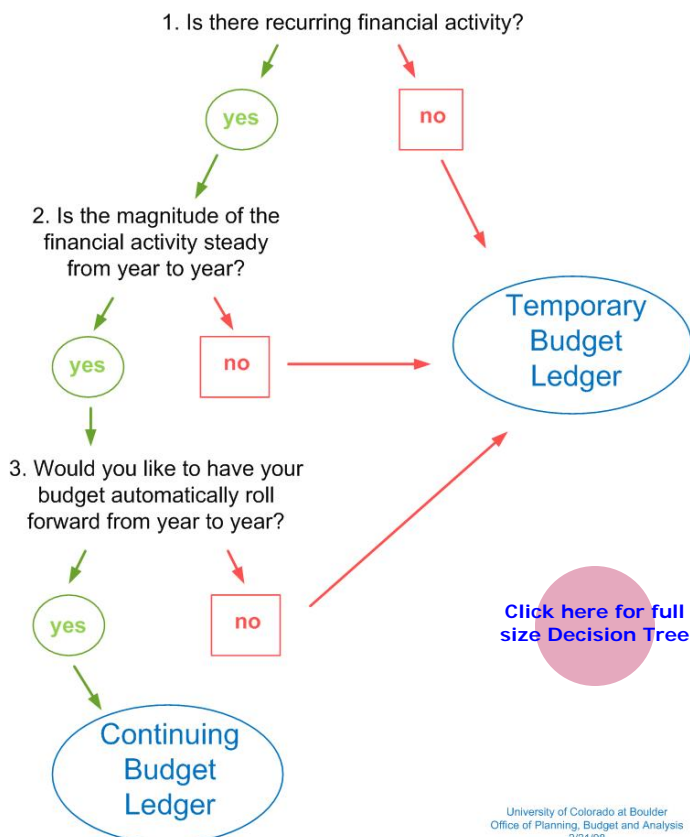
Use of Both the Continuing and Temporary Budget Ledgers

Units will be able to use both temporary and continuing budget ledgers in Auxiliary Funds 20 and 29. For instance, are your unit's expenses very similar from one year to the next, in terms of type of expense, and dollar magnitude? For example, say your department holds an annual conference that typically costs about \$50,000 to run; or your entire unit's salaries, benefits and operating expense—while more complex than the annual conference—are close to \$2 million annually. Would you prefer to set up next year's budget such that it won't need to be re-created and resubmitted every year? Refer to the [decision tree](#) below to help guide you through whether you want to establish continuing or temporary budgets.

Units are encouraged now to request that such budgets for FY 2009 be set up in the continuing budget ledgers, a notable departure from the campus-wide Auxiliary Fund use of temporary budget ledgers only. Budgets in the continuing ledgers are systematically rolled forward from one fiscal year to the next, eliminating the need to resubmit them annually.

Budget Ledger Decision Tree

Guidelines for determining which budget ledger to use for Auxiliary budgets



SHORT TAKES

FY09 GAIR rates are set

This table shows the current FY08 and the upcoming FY09 GAR/GIR and combined GAIR rates. The last column shows change from the prior year.

FY	GAR	GIR	GAIR	Change
07-08	5.38%	0.55%	5.93%	0.43%
08-09	5.46%	0.44%	5.90%	-0.03%

Continuing budget cutoff

The FY 2008 General Fund continuing budget change cutoff for the campus is **April 15**. After the cutoff, General Fund continuing budget may only be moved within the same General Budget Account and Campus Division. If you have a continuing budget change past the deadline, you are advised to do a temporary budget change in FY 2008 and a continuing budget change effective dated July 1, 2008 (i.e. FY 2009). The FY 2009 budget ledgers are open in the finance system. If you have any questions regarding this cutoff, please contact Jan Baker at 492-8926, Janet.Baker@colorado.edu

Fund 28 EC attributes

As phase 3 of Expenditure Control (EC) moves ahead for Funds 20, 28, & 29, EC attributes are now required for new Fund 28 speedtypes (Internal Service Centers). As explained in last month's newsletter, the default EC attributes for these funds are DAB (aggregated at the org level for all expenses) and BL (available resources based on expense budget). These default attributes will be assigned for new Fund 28 speedtypes unless something else is requested at the time of set-up. [ABS EC webpage](#).

New ePER step-by-steps

Two new step-by-step guides for ePERs are available. The [ePER Summary by Org](#) report lists payroll totals for each individual and its allocation to projects, and whether or not their effort has been certified. The [Uncertified ePERs by Org or Campus](#) is a cut-to-the-chase status report of individuals, who have not yet certified or must re-certify an ePER. If you work with ePERs, check out these and [all the ePERs step-by-steps](#).

Approval is not a RUBBERSTAMP

Fund 30/31 sponsored project JEs and PETs require Sponsored Project Accounting (SPA) approval. About half of those that SPA reviews are approvable right off the bat. However, some arrive with clerical errors that probably could have been caught by the department during the JE approval process by reviewing the accuracy of the Business Purpose and/or the journal lines. Here are some examples of JE deficiencies that SPA has seen recently:

- details in Business Purpose field don't match journal lines (different speedtypes or project numbers)
- using same project number for both debit and credit side, when trying to move to a different project or program
- business purpose just doesn't make sense; need more details or better explanation
- expense transferred (in error) to a speedtype in an entirely different department than the one that created the JE.

Mistakes are bound to happen and that is what the approval process helps control. If you are an approver, please verify the basic information *as well as* the appropriateness of the journal itself. Not only is it required by the [Fiscal Roles and Responsibilities APS](#), it will help speed up the SPA approval process.

QUESTION & ANSWER

Q: I changed my password for the Finance System and now I get an "ODBC--call failed" error message in PSLite. What should I do?

A: That error message usually indicates an incorrect password or user ID. On occasion, the password must be changed twice before the system recognizes it. Try logging out of PS and PSLite and changing your password again. Make sure all the boxes are checked in the self-service password [P-Synch system](#).

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
Mar 11 8:30-4:30	Tue	Finance System Day 1 includes finance and budget	RL6, room W179 3215 Marine Map
Mar 17 8:30-4:30	Mon	Finance System—Procurement Day 2 of Finance System training by PSC	RL6, room W179 3215 Marine Map
Mar 20 9:00-11:00	Thu	Financial Statement Reading How to access & read your statements	ARC 248 3100 Marine Map
● Mar 20 8:30-11:00	Thu	Travel and Property (by OCG) RSVP to Chandra Tjandrasa , 492-6224	ARC 620 3100 Marine Map

Please note: Accounting 101 scheduled during Feb/Mar is **full**. To be notified about future classes, please send an email to ABSTraining@colorado.edu

MORE SHORT TAKES

Policy scoreboard

New/updated since January 31, 2008

Administrative Policy Statements (APS)
Sponsored Project Revenues – revised 2/1/08
(moved Appendix content to FPS)

PSC Procedural Statements (PPS)
Payment Voucher – latest version 1/31/08
(changes to #21 Reimbursements)
Travel Auth. & Expense – update 2/1/08
(new #15; changes to #8, 27, 28, 34, 36, 37)

Finance Procedural Statements (FPS)
Sponsored Project Revenues – new 2/1/08

Draft Policies of Interest (DRAFT)
Cash Control APS & FPS (comment period ended)
Sponsored Research Policies APS

Non-capital cleanup

Property Accounting is cleaning up Non-Capital items (less than \$5,000) from the Property Accounting System. To get a list of your Non-Capital items or to give permission to have these items deleted, please contact [Jeanne Connelly](#), 2-2424. All Non-Capital items can be removed except items marked as Off Campus. OCG has already given permission to delete all items purchased by 153 or 154xxx projects. Items must still be disposed through Property Services. Feel free to contact Jeanne with any questions.

Abnormal balances

Eligible computers ordered through the [faculty computer purchase program](#) receive a credit from ITS into account code 501800 - UCB Faculty Computer Program. However, if the original computer expense was recorded in a different account code, that results in an abnormal balance in 501800 (i.e. a *credit* balance instead of a normal *debit* balance). If your 501800 shows a credit balance, please prepare a JE to move the entire purchase cost to account code 501800. ABS monitors and investigates abnormal balances and welcomes your help. If you have questions about moving or recording costs for the faculty computer program feel free to contact [Susan Wyn](#), 2-8030.

CU EthicsLine

Remember, to report violations of law or serious/recurring violations of policy call 1-800-677-5590 or go online to <http://www.EthicsPoint.com>.

ABS INNERVIEW

Jim Sheppard



Jim and Freddy

WHAT ABOUT JIM

Grew up where? Arvada

Where do you live now? Westminster

Brothers or sisters? 1 older sister

Married? No

Kids? No

Pets? Freddy

Movie you saw recently? HBO...I forgot the name of the movie

Book recently opened? Haven't had time to read

A TV show you like? HGTV channel

Favorite comfort food? Ice cream

Favorite place to shop? Aahhhh I hate shopping!

Favorite cartoon character? Simpsons

Favorite season? Summer

Place you'd like to live? Grand Cayman

Dream job? What job?

How long have you worked for ABS and what do you do?

Eleven years on March 31. I work with PERs and ePERs (Personnel Effort Reports). This is either everyone's favorite or nightmare.

Have you worked for other departments while at the CU?

For the first five years, I worked at the Wardenburg Health Center Business Office. I worked closely with all the doctors and nurses and coded all the bills for the students and staff who had visited the office.

Have the recent changes in Effort Reporting made your job easier?

Yes, it's much easier now than in the past. We used to generate PERS every month and send them out each month. We received the signed PERS back and that filled up our old office so much that you couldn't walk through it.

What are some common problems that you encounter with effort reporting?

I am not sure where to begin. I think the most common problems are with terminated employees. People who are listed as their supervisor can go into the portal and certify for those terminated people. And people sometimes keep incorrectly certifying the same ePER multiple times so we keep working with them to get it right. We try our best to get them to certify ePERs on time.

What do departments usually contact you about?

We got a lot of questions when ePERs first started but we don't get so many now. Mostly, they request a list of terminated employees and copies of their ePERs, and they contact us when they think their ePER looks odd and they need help because the ePERs aren't showing the correct numbers.

What are some misconceptions that hearing people have about deaf people?

There are a lot. For instance that all deaf people can read lips; that sign language is universal (each country has its own); that deaf people can't drive; not realizing that many deaf people don't feel they are disabled... that it is their culture and identity.

What do you like to do in your time away from work?

I like fixing up the house, hanging out with friends and family, and love to travel.

Jim, thanks for your time.

Staffnotes

Dave Sayers and **Suzie McGinley** are recipients of the ABS employee quarterly award for service above and beyond. Congratulations to Dave and Suzie and thank you all for participating in this official ABS recognition program.

James Lei was promoted 2/1/08 to Assistant Director, Sponsored Projects Accounting replacing Kathy Phillips who recently retired from the university. James had been the Customer Support Manager for SPA for 4 years.

Jenny Shao joined ABS on January 28, 2008 as Area Accountant for Provost and Executive Vice Chancellor for Academic Affairs Non Arts & Sciences.

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