

# By the Numbers

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

## Deadlines & dates

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Date	Day	Time <sup>1</sup>	Deadline Description
<b>Apr 1</b>	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.
<b>Apr 1</b>	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. <sup>4</sup>
<b>Apr 2</b>	Wed	6:00	Finance System <b>campus close</b> for March. <b>Do not create, validate, approve or post March journals after 6PM—they do not post &amp; are deleted.</b>
<b>Apr 3</b>	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.
<b>Apr 3</b>	Thu	6:00	Gift fund expense calc to CUF for next Monday wire transfer.
<b>Apr 10</b>	Thu	5:00	Time collection for April 5 biweekly payroll. <sup>2</sup>
<b>Apr 10</b>	Thu	6:00	Gift fund expense calc to CUF for next Monday wire transfer.
<b>Apr 15</b>	Tue		FY08 GF continuing budget change restriction (see p. 2)
<b>Apr 15</b>	Tue	5:00	Time collection for April end of month payroll. <sup>2</sup>
<b>Apr 16</b>	W-F	3 days	April 16-18 HR Production down for payroll processing. <sup>2</sup>
<b>Apr 17</b>	Thu	6:00	Gift fund expense calc to CUF for next Monday wire transfer.
<b>Apr 21</b>	Mon	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.
<b>Apr 24</b>	Thu	5:00	Time collection for Apr 19 biweekly payroll. <sup>2</sup>
<b>Apr 25</b>	Fri	<b>FYE</b>	Account code requests for FY08 due to ABS (see page 2).
<b>Apr 25</b>	Fri	4:00	Data Control to receive INs for current month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
<b>Apr 25</b>	Fri	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>
<b>Apr 28</b>	Mon	6:00	Gift fund expense calc to CUF for end of month transfer.
<b>May 1</b>	Thu		Budget Journal Entry cutoff for April. <b>Note:</b> Only Temporary or Continuing budget moved within the same campus division and budget account allowed after April 15. Arts & Science units should submit all budget change requests to A&S Budget Office by A&S deadline.
<b>May 1</b>	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. <sup>4</sup>
<b>May 1</b>	Thu	<b>FYE</b>	Moratorium begins for new account codes through July 21.
<b>May 2</b>	Fri	6:00	Finance System <b>campus close</b> for April. <b>Do not create, validate, approve or post April journals after 6PM—they do not post &amp; are deleted.</b>
<b>May 5</b>	Mon	4:00	System or Data Control will delete all unposted April journals that are not copied & assigned a future date or saved in incomplete status.

**FYE = Fiscal Year End.**  
"FYE" will appear in the April & May calendars to mark these early fiscal year-end deadlines.

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

APRIL 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	1	2	3

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

<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.

<sup>4</sup> Routinely check for unposted journals to correct, validate or approve, or that need info for Hua or Dave.

## SHORT TAKES

### Account moratorium

A moratorium on new account codes for FY 2008 is set for May 1, 2008. This applies to asset, liability, revenue, and expense accounts, not new speedtypes. Send requests for new accounts to [accounting@colorado.edu](mailto:accounting@colorado.edu) by **April 25** to allow enough time to process prior to the moratorium. Starting May 1, no new accounts can be set up until the moratorium ends on July 22, 2008. This action is needed to stabilize the chart of accounts as we head into year end.

### New COA & Gift forms

The [Gift Fund form](#), the standard [Chart of Accounts form](#), and Boulder's [COA-Lite form](#) have been updated. Each now includes the option to add up to five fiscal staff to speedtypes. Expense System attributes must be selected from a dropdown box for each fiscal staff. The attributes are **A** for Approver in the Expense System, **R** for receiving Reports in the Portal, and **B** for Both Approver and Reports. These attributes lay some of the groundwork for the coming Expense System. If you keep a copy of these forms on your local computer with pre-populated information, please replace them with the new forms. The Gift Form and standard COA are available from the [OUC forms page](#) or the [ABS forms page](#) (the latter has COA-Lite too).

### 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](mailto:Janet.Baker@colorado.edu).

Doubt is not a pleasant condition, but certainty is absurd. *Voltaire*



# Cash Control

**NOT ALL WOULD AGREE** that love of money is the root of all evil, but it is safe to say that the university strives to remove its temptation. A *Cash Control* APS is set to become effective April 1, 2008 along with its meaty FPS counterpart. Both have been on the APS Draft website for several months. Together, these describe how to handle cash in order to minimize university and personal risk. This policy replaces what had been the oldest fiscal APS out there since 1976, *Maintaining Security for Cash and Other Portable Property within the University*. The APS title got shorter, but the pages grew to include far more detail and guidance. Until now, *The Guide's* chapter 10, *Cash Control* was the main source of procedural detail on cash control for the campus. Chapter 10 will undergo a review to make sure it complies with the new policy.

For you and me, cash is the green stuff in our wallets and the change that gets tossed or lost in the couch. But for the university, it also includes checks, credit card checks, traveler's checks (they still make those?), money orders, credit and debit card receipts, wire transfers, gift cards and gift certificates. The common thread is this: easily negotiable instruments and private financial data are all savory targets for theft. That is what the risk is all about.

The policy (APS) stresses the overall importance of physical security, risk assessment, minimal levels of cash, appropriate uses of cash, and training. The APS also points out that cash control does not belong to just a single individual. It involves the entire university team from cash handler to officer and responsible individuals in between. The procedural statement (FPS) covers more of the nuts and bolts topics and in greater detail. It serves as a back office guide on how to assign and separate duties, receive and deposit cash, issue refunds, reconcile activity, and other cash handling responsibilities.

If your department processes cash in any form, move *Cash Control* to the top of your reading list. As you go through it, evaluate whether your current office procedures meet the *Cash Control* standards. ABS is always available to assist you in this critical area. If all else fails, please remember that you have several ways to [report suspected fraud and theft](#). You can take that to the bank.

## FY09 Auxiliary Fund Budgeting

It's time once again for Auxiliary Budgeting! Log on to the Planning Budget and Analysis auxiliary budgeting web page to find information for your FY09 financial plan. Your Auxiliary Fund budgets are due to PBA by **June 30, 2008**. Information about budgeting under Expenditure Control, a new combined ISC rate sheet and budget template, and detailed instructions are available online: <http://www.colorado.edu/pba/budget/budgetdevinfo/fy09auxinstr.html>. Contact Jan Baker at 492-8926 or by email [Janet.Baker@colorado.edu](mailto:Janet.Baker@colorado.edu) for assistance.

# PRINTING BY ORG NODE

**Scenario:** Your unit consists of more than one org and you want to print all the Revenue and Expense Statement Details for the month. What do you do?

**Solution:** One way to print the reports is by org node in the Reporting System:

- select the report (Revenue and Expense Detail in our example)
- select the accounting period
- select "Org | Org Node" for Report .....  Org | Org Node
- enter your org node in the search box ....
- click on the "Search" button .....
- the node appears in the Choice box ..... **B0123 -- SVC-ACCTG & BUSINE**
- select output type (pdf is usually best) ....  PDF
- click on the "Finish" button for printing ....
- the Org Note report breaks by speedtype, so you will have to sort them by org or whatever order suits your needs after you print them.

**Nodes:** A node is the level on the org tree that includes orgs and/or nodes below and to the right of it in the tree structure. The org tree contains all the university's orgs and their nodes and is a hierarchal layout of how the university is organized by unit. The org tree is on the ABS website under (guess) "O" for [Org Tree](#) and is updated monthly. All Boulder orgs begin with the letter B. For example, B0001 includes the whole campus. That report would take awhile.

## 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, 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
Apr 8	Tue	<b>Finance System (PeopleSoft)</b> Day 1 includes finance and budget	<b>RL6, room W179</b> 3215 Marine <a href="#">Map</a>
Apr 11	Fri	<b>Finance System—Procurement</b> Day 2 of Finance System training by PSC	<b>RL6, room W179</b> 3215 Marine <a href="#">Map</a>
Apr 17	Thu	<b>Financial Statement Reading</b> How to access & read your statements	<b>ARC 248</b> 3100 Marine <a href="#">Map</a>
● Apr 17	Thu	<b>Fundraising Events (by OUC)</b> <i>Pre-registration required and more info.</i>	<b>Rec Center</b> Rooms 3 & 4 <a href="#">Map</a>
● Apr 24	Thu	<b>Post Award Management (by OCG)</b> RSVP to <a href="#">Chandra Tjandrasa</a> , 492-6224	<b>ARC 620</b> 3100 Marine <a href="#">Map</a>

## MORE SHORT TAKES

### Policy scoreboard

New/updated since March 1, 2008

**Administrative Policy Statements (APS)**  
*Cash Control* – revised 4/1/08 ([see article p.2](#))

**PSC Procedural Statements (PPS)**  
*After-the-Fact Purchases* – revised 3/1/08  
(conforms to revised State policy)

*Personal Technology* – revised 3/1/08  
(max. reimbursement rate up to 20¢/min)

*Recognition & Training* – revised 3/1/08  
(corrects IRS reporting requirements)

*Sensitive Expenses* – updated 3/24/08  
(adds one condition to #17 Recruiting Costs)

**Finance Procedural Statements (FPS)**  
*Cash Control* – new 4/1/08 ([see article p.2](#))

**Draft Policies of Interest (DRAFT)**  
*Sponsored Research Policies APS*  
*Electronic Signatures and Records APS*

### New travel account codes

For sponsored projects that pay travel costs for consultants, you will be thrilled to learn that there are 3 new account codes for this purpose that you can use on the Travel Voucher:

- 702005-NonEmpl Consult Trvl In-State
- 702107-NonEmp Consult Trvl Out-State
- 702205-NonEmp Consult Trvl-Internatl.

### Service Center Equipment

An Internal Service Center (ISC) is an organization created primarily to provide goods and services to other university departments. All ISC capital equipment (i.e. ≥\$5,000 and useful life >1 year) must be recorded in the Property Accounting System and be specifically identified as Service Center equipment because the cost of ISC capital equipment must be excluded from the calculation of the F & A rate. Departmental property managers are responsible for reporting equipment associated with Service Center operations. [Chapter 13](#) of the Guide contains information about ISC equipment and ISCs in general. Feel free to contact Jeanne in Property Accounting, 2-2424, to answer your questions.

### Fundraising Event training

OUC is conducting a Fundraising Event workshop on the Boulder campus April 17. [Click for info & to register](#). The puppy is just to get your attention.



## ABS INNERVIEW

## Lynda Reisinger



Lynda Reisinger

## WHAT ABOUT LYNDA

**Grew up where?** Asheville, North Carolina – moved to Chapel Hill at age 19

**Where do you live now?** Lafayette

**Brothers or sisters?** 1 Sister, 8 years older

**Married?** Married to Tom for 34 years

**Kids?** No children

**Pets?** None at present; however, our dog Nicky was with us 14½ years and kitties Toby and Smokey were with us both just short of 18 years.

**Movie you saw recently?** No Country for Old Men

**Book recently opened?** A new mystery by Mary Higgins Clark

**A TV show you like?** Judging Amy, Shark, Big Love and CSI.

**Favorite comfort food?** Chocolate covered peanuts

**Favorite place to shop?** McGuckins

**Favorite cartoon character?** Daffy Duck (I'm dating myself). I really love the AFLAC Duck!

**Favorite season?** Spring when everything seems new!

**Place you'd like to live?** Right here but with lots of money so I could really enjoy it!

**Dream job?** Interior Design spending other people's money.

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

I've worked for the Accounting Office for 30 years. I came here as one of 2 Accounting Tech II's one month after we went live with FRS and have stayed through upgrades and promotions and the evolution of Data Control. For 20+ years in the days of FRS, I supervised the Data Control Unit. When we converted to PeopleSoft, I took on the functions of what was left of Data Control for UCB/ABS. That covers anything from FRS archives to setting/monitoring of deadline oriented input to PeopleSoft such as IN's, online journals, overseeing subsystem creates/generations through the Black Box, creating/maintaining UCB's Allocation System, and problem solving all the above.

**Didn't you also work at other universities before coming to CU?**

Yes. I worked for the University of North Carolina in Chapel Hill in their Grants and Contracts Department for over 8 years. I had a break in the middle of that 8 year period when I left to get married and move to Cedar Falls, Iowa. While Tom was a student, I worked on campus at the University of Northern Iowa in the Business Office doing Student Payroll. We were there for 3 years, then we returned to Chapel Hill when Tom graduated. My old boss at Carolina put me to work again when I went in for a visit one day—thus I was there 2 more years.

**What brought you to Colorado?**

Tom got a job at a magazine here in Boulder with a friend and fellow Green Beret he'd met while serving in Viet Nam.

**ABS used to be on main campus. What prompted the move to east campus?**

The Accounting Office was located on the west side of the 1<sup>st</sup> floor of Regent Hall and had been there for 20+ years (before that it was in Macky). We moved here to ARC in December 1999. It had been decided that all Service Center oriented offices should be grouped together. That would leave student services offices in Regent to benefit students. The upside was that we got to move out of work stations and into our own offices. The downside was that it removed us from the interaction of campus and student life.

**What comes to mind when you reflect on all the change you have seen here?**

Perhaps, if anything, it has taught me that change is a given. It will happen and no matter what obstacles you encounter, you will overcome them; sometimes a bit weary and sometimes with re-prioritizing the necessities — but they will resolve and you'll know so much more than when you began. Patience and taking time-outs when all seems endless is the best advice.

**How did the old FRS stack up against PeopleSoft?**

Well, there was a lot more control and being able to do hands-on to get your own job done rather than someone else having to finalize a process. With any new system, however, there's a period of adjustment. PeopleSoft is taking care of us now with technology that FRS could never have done. I can remember staff and particularly faculty questioning why we needed the new FRS system. They felt the old system was working just fine. Of course, we heard the same comments when PeopleSoft came along.

**How was Data Control involved with the year end close?**

I worked heavily with UMS and Central (Systems) in creating and planning monthly and year end calendars. We were tasked with closing month



Little Pink Statements for You and Me.  
Lynda hands them out at a preliminary close.

## INNERVIEW CONTINUED

end/year end for Boulder Campus which included all valid feeds whether manual or major subsystem or Black Box subsystem and Mechanical Journals (now Allocations). I well remember Year End Closes at 4am and sitting with UMS and Central Accounting staff verifying jobs as they ran one by one and late night receipt of boxes and boxes of PINK statements and reports to get a head start at sorting for distribution during our Preliminary Close weekend!

### What are allocations and how do they work?

Allocations are simply automated journals that contain pre-defined criteria that tells the system how they should run each month. This criteria instructs what "activity" in what "FOPPS" the system will look at to calculate an Allocation Journal (prefix of ALO). They will run the same way each month unless modified or inactivated. Allocations run at the end of the month after the GL has closed and all possible current activity for the month has posted.

### How do departments decide whether to enter their own INs or not?

We encourage all departments to do their own IN entry by way of an on-line journal to expedite their processing into the system. There are a few, however, that either have such a volume or either an office so small that they don't have PeopleSoft access that it has long been approved for them to send to Data Control for processing. Large volume departments such as Chemistry, Biology and Student Finance send prepared Batches. A few small departments send their loose IN's to Data Control and I will batch a couple of times during the month prior to closing.

### What problem do you see in your work that you would like to disappear?

Lack of communication.

### Is there a particularly high-stress time during your monthly work routine?

During the last week of the month and particularly the last 2-3 days prior to close. At year end, June and July are hectic what with weekly June Closes and the installation of new year Allocation System set-ups and changes.

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

Rest and spend time with my husband.

### Do you have any travel plans on your wish list?

Nothing major this year except a hopeful visit to North Carolina to visit my sister and other relatives. We're still reeling from our trip to Scotland last Fall to a family wedding. Moving frequently by train with luggage for two weeks was, while fun and educational, a lasting experience.

Lynda, thanks for your time.

## Staffnotes

**Diane Przygocki** has been promoted to Accountant III and is the new SPA Customer Support Manager.

**Suzie McGinley** has accepted a position with another State agency. Her last day with ABS will be April 4. We thank her immensely & wish her much success!

[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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