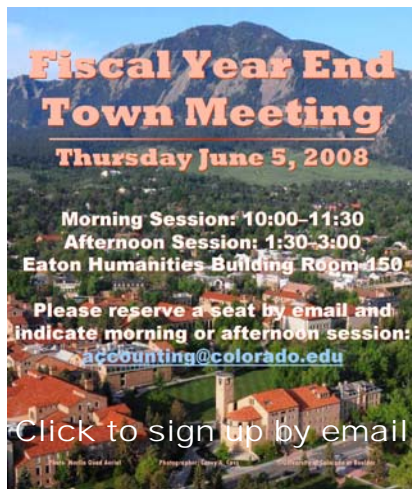


By the Numbers

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

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

MAY 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 ¹	Deadline Description
May 1	Thu		Budget Journal Entry cutoff for April. See June 2 Note .
May 1	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. ^{3,4}
May 1	Thu	FYE	Moratorium begins for new account codes through July 21.
May 1	Thu	6:00	Gift expense calc to CUF for next Monday wire transfer.
May 2	Fri	FYE	Last day to submit PO/SPO Reqs requiring formal bids.
May 4	Sun	6:00	Finance System campus close for April. Do not create, validate, approve or post April journals after 6PM—they do not post & are deleted. Note: ABS cannot assist to ensure that weekend journals get "Approved to Post."
May 5	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.
May 8	Thu	5:00	Time collection for May 3 biweekly payroll. ²
May 8	Thu	6:00	Gift expense calc to CUF for next Monday wire transfer.
May 13	Tue	5:00	Time collection for May end of month payroll. ²
May 14	W-F	3 days	May 14-16 HR Production down for payroll processing. ²
May 15	Thu	6:00	Gift expense calc to CUF for next Monday wire transfer.
May 16	Fri	FYE	Last day to submit PO/SPO Reqs requiring documented quotes
May 21	Wed	4:00	Lynda Reisinger to receive allocation changes and creates for current month business. Send to Lynda.Reisinger@colorado.edu or call 2-8646.
May 22	Thu	5:00	Time collection for May 17 biweekly payroll. ²
May 22	Thu	6:00	Gift expense calc to CUF combined with EOM wire transfer.
May 23	Fri	FYE	Deadline for FY08 FOPPS inactivation requests, reorgs, new orgs, or other changes to the org tree due to: accounting@colorado.edu .
May 27	Tue	4:00	Data Control to receive INs for current month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
May 27	Tue	4:00	Creation, validation, and approval to post cost transfers and PETs for fund 30 projects/fund 34 gift journals for current month. No exceptions. ³
May 27	Tue	4:00	Expenditure Control attribute change deadline due to ABS.
May 28	Wed	6:00	Gift fund expense calc to CUF for end of month transfer.
May 30	Fri	FYE	Last day to submit all other PO Reqs that use FY08 funds.
Jun 2	Mon		Budget Journal Entry cutoff for May. Note: 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.
Jun 2	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. ^{3,4}
Jun 3	Tue	6:00	Finance System campus close for May. Do not create, validate, approve or post May journals after 6PM—they do not post & are deleted.
Jun 4	Wed	4:00	System or Data Control will delete all unposted May 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 & [Carrie Howard](#), 2-1071 for gift approvals.

⁴ Routinely check for unposted journals to correct, validate or approve, or that need info for Hua or Carrie.

SHORT TAKES

Procurement Card help

Starting May 1, 2008, please direct all of your Procurement Card questions to FinProHelp@cu.edu or 303-315-2846.

EC attribute changes

Changes to Expenditure Control attributes for Funds subject to EC can only be made before the start of the next fiscal year. Currently, this applies to Funds 10, 20, 26, 28, 29, 34, 72, 78 & 80. If you think that a change to the EC attributes currently in effect for one or more of your FOPPS will improve your operation, contact your VC office for approval and then send the approved request to accounting@colorado.edu by **May 27, 2008**.

ACARD reallocation ABCs

SPA has been seeing a number of Procurement Card charges incorrectly reallocated using a journal entry. Use the ACARD system to reallocate a charge that was initially reallocated incorrectly. This method applies if the speedtype and account are still active, and if it is still the same fiscal year as the original transaction. Only if these conditions don't exist should the reallocation be done with a JE. You can learn about the ACARD system on [the PSC website](#) or contact them at FinProHelp@cu.edu or 303-315-2846.

Continuing budget cutoff

The FY 2008 General Fund continuing budget change cutoff for the campus was 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.

FY09 fringe benefit rates

Approved [FY09 benefit rates](#) are online. They will be published in the next issue.

Fiscal year end preparation

Year End Close
FY08

As June 30 approaches, there are a number of things departments can do with their FOPPS to make for a smooth fiscal year end. A [Fiscal Year End](#) page was added to the ABS website that will contain the latest information and a FYE calendar as it becomes available. Look for a link on our [homepage](#).

Reconcile your Revenue and Expense Detail Statements to make sure:

- All transactions recorded in your FOPPS belong in your FOPPS
- All transactions are the correct amount and in the proper account
- No transactions are missing from the FOPPS. (Review your source documents to make sure every transaction you have initiated has been recorded in your FOPPS. Track down those that are not, and make sure they get recorded correctly by the end of the fiscal year.
- You may find these websites useful when researching transaction errors: [Journal Source Code Contact Listing](#) under *Financial Reporting Logic Tables Who Pays What*

When the reconciling is complete:

- Process Journal Entries to correct any errors
- Process PETs to correct payroll errors

Clear out your clearing FOPPS and clearing accounts, particularly:

- 553200: Uncleared A-Card Expense
- 699999: AP system-maintained default
- 410100: Suspense Salary

Update payroll funding distribution for the summer.

- The end of the spring semester is a key time to update your funding distributions. Accurate funding distribution information will help you avoid volumes of Payroll Suspense as we near year-end. Step-by-step guides on changing funding distribution are available under *Organizational Development* at <https://www.cu.edu/pbs/sbs/>.

For Fund 10 FOPPS:

- Use the Revenue Expense Summary Statement to project whether or not each FOPPS will end the fiscal year overspent, on-budget, or under budget by comparing the budget for the FOPPS to the amount actually recorded in the FOPPS through mid-May.
- Determine whether the amount available in the FOPPS is adequate to cover anticipated expenses through June 30.

For Fund 2x, 72, and 78 FOPPS:

- Use the Revenue Expense Summary Statement, along with the Balance Sheet Summary Statement, to project whether or not each FOPPS will end the year with a positive balance in Net Assets.
- For 2x FOPPS, count inventory and adjust your balance sheet to actual count value. If you have receivables, review past due accounts and decide if any should be written off.

For Fund 34 FOPPS:

- Eliminate any deficits in your gift FOPPS. For CUF linked speedtypes be sure there is enough money in the Foundation account to cover close-to-year-end expenditures. Transfer cash from Parent to Child speedtypes to cover any expenses made by these associated speedtypes.

Register for the Year-End Town Meeting Thursday, June 5, Eaton Humanities 150

- Two sessions: 10:00-11:30 and 1:30-3:00. [Click for more info.](#)

QUESTIONS & ANSWERS

Q: Our department hosted a recruiting weekend for prospective grad students that included a ski trip to Eldora. Is this an allowable expense?

A: No, a ski trip is not an allowable recruitment expense. The *Sensitive Expenses PPS* item #17 Recruiting Costs for Prospective Employees/Students states that recruitment activities must be directly related to the work position or field of study. Social activities outside of meals that do not highlight the academic program or the work position do not meet the test. There must be a clear and direct connection between the activity and the area of study/work. Anything outside of this is a personal expense and is not reimbursable by the university.

Q: I heard that items our department gives away for promotional purposes, such as t-shirts or water bottles, must have sales tax paid on them. Is this true?

A: No, the university is not subject to sales tax on giveaway items. The Colorado Department of Revenue issues a series *FYI – For Your Information* publications on several revenue areas, one of them sales tax. Publication #32 titled *Gifts, Premiums and Prizes* states, "Purchases of tangible personal property for use as gifts, premiums or prizes, for which no valuable consideration is received from the recipient, are subject to tax on the total purchase price; the purchaser is deemed to be the user-consumer of such property." The university is considered the end user-consumer, so it is treated the same as other purchases used for university business and is not subject to sales tax. You must use regular procurement methods for these items, *not* reimbursed personal purchases.

Q: Our department makes occasional sales to students and the public. Can we record their driver's license number on checks received for payment?

A: Yes, you can record the driver license number on the check. For students, the student number definitely should be recorded. What you *cannot* record is a credit card number or a social security number on the check. However, you can request a purchaser to display a credit card as indication of creditworthiness or identification. It is permissible to record the type of credit card and the issuer of the credit card on a check (*but not the number*).

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, 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
● May 2 9:30-11:30	Fri	OUC & PSC Spring Forum Many topics. Click here for info & sign-up	UMC 235 Floor map Map
May 13 8:30-4:30	Tue	Finance System (PeopleSoft) Day 1 includes finance and budget	RL6, room W179 3215 Marine Map
May 15 9:00-11:00	Thu	Financial Statement Reading How to access & read your statements	ARC 248 3100 Marine Map
May 16 8:30-4:30	Fri	Finance System—Procurement Day 2 of Finance System training by PSC	RL6, room W179 3215 Marine Map

MORE SHORT TAKES

Policy scoreboard

New/updated since April newsletter

Administrative Policy Statements (APS)
No changes

PSC Procedural Statements (PPS)
Sensitive Expenses – updated 4/22/08
(#7 Training Function adds written agenda condition; #15 Passports & #23 Visas expands on ancillary & transportation cost conditions)
Travel Authorization – updated 4/22/08
(#29 Passport Costs & #52 Visa Costs updated to conform to the same items in the *Sensitive Expenses PPS*)

Finance Procedural Statements (FPS)
No changes

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

Reporting System tune-up

A few changes to the look and feel of the Reporting System (née Cognos) were put in place April 25, 2008. [Click here to view the changes](#). Other tweaks were made "under the hood" to prepare for future phases, so look forward to continued evolution.

FY09 Auxiliary fund budgeting

Auxiliary Fund budgets are due to PBA by **June 30, 2008**. Instructions and guidance are available online at <http://www.colorado.edu/pba/budget/budgetdevinfo/index.html>. Files for managers of Fund 29 speedtypes will be sent via email by the end of April. The files will include information about drop-in hours hosted by the Budget Office in May and June for managers who would like to talk with budget staff about budgeting in Fund 29.

Reimbursement restrictions

Starting May 1, 2008, reimbursements requests for office supplies, computers, or furniture will not be processed. The grace period now ends for these items with the revised *Payment Voucher PPS*. What is an office supply? [Click here](#).

Spring Forum – May 2

OUC and PSC is conducting a spring forum on the Boulder campus May 2 at the UMC 235 from 9:30-11:30. [Sign-up here](#). The kitten is to help balance out the recent spate of canine photos.



ABS INNERVIEW

Charlotte Whyte



Charlotte Whyte

WHAT ABOUT CHARLOTTE

Grew up where? Chicago and Savanna Illinois

Where do you live now? Lafayette

Brothers or sisters? Just me

Married? Not currently

Kids? 2 lovely daughters: Rachel 26 and Heidi 24

Pets? 2 cats: Tanguay le Pew and Pinky Malama. 1 Bluetick Coonhound: Bleu the Duke

Movie you saw recently? Spiderwick Chronicles

Book recently opened? James Michener's *Alaska*

A TV show you like? ER

Favorite comfort food? Indian

Favorite shopping? Shops in Hawaii

Favorite cartoon character? Daffy

Favorite season? Springtime

Place you'd like to live? Kihei Maui

Dream job? A co-owner of a dude ranch in Hawaii

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

I've worked for SPA 6+ years. I am responsible for quality control over the invoicing as well as the mailing. I also collect on all SPA billings that are 150+ days old.

Why don't these sponsors pay?

I have created a report of reasons for non-payment that currently has 19 excuses. To give a few examples: Technical reports are missing, unallowable costs per the agency, the agency needs to be on a payment plan, etc, etc.

What's the oldest overdue payment?

Currently we are collecting on an account via a payment plan that is over 2000 days old.

Are collections a personal challenge? When do you throw in the towel?

All of the collections are a challenge that I enjoy, but I never take it personally. I see it as a study in human nature & economics/politics. When the "towel is thrown in" I consult first with my authorities and send it to CCS as a last ditch effort. A complete dead-end is the final decision maker.

Do you interact much with the campus departments?

I interact occasionally with departments for report status or to keep them updated on a project's pay status.

What's your favorite vacation spot and what draws you there?

Oh Barry, you know it is Hawaii; especially in January during the deep freezes here at home base. Friends & family draw me there as well as the laid-back lifestyle, exotic plants, ocean....

What do you like to do on your own time, away from work?

I am very busy volunteering at Colorado Therapeutic Riding Center as well as learning Classic English Saddle on a beautiful American Saddlebred horse named Corky (my best friend). I am a strong student of Kundalini Yoga and am becoming involved with the Sikh community. I am an avid gardener and reconstruct my outdoor environment like crazy as well as do service work for my yoga teacher in exchange for lessons. Movies, concerts and events (Stock Show, PowWow, Highland Games, etc.) are regular activities as well.

Charlotte, aloha and mahalo.

Staffnotes

Lauren Caraballo has been promoted to Accountant II and assumes the Grant Accountant duties of Diane Przygocki, who was promoted last month.

Isabel Dunn has achieved 20 years of awesome service to the university.

Carrie Howard is the new Area Accountant for Chancellor's Area; VC for Student Affairs Units; and Research and Graduate School Areas.

Diana Vidal has been promoted to Accountant I and assumes the duties of Meg Thompson, who recently retired.

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

By the Numbers is published by
Accounting & Business Support (ABS)
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