

# By the Numbers

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

## Deadlines & dates

Includes dates for FY end. Use together with the Departmental Year End Memo.

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Date	Day	Time <sup>1</sup>	Deadline Description
Jun 2	Mon		Budget Journal Entry cutoff for May. <b>Note:</b> Only Temporary or Continuing budget moved within the same campus division and budget account allowed since 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. <sup>3,4</sup>
Jun 3	Tue	6:00	Finance System <b>campus close</b> 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.
Jun 5	Thu		Year-End Close Town Meetings. 10:00-11:30am and 1:30-3:00pm. Eaton Humanities room 150. Register: <a href="mailto:accounting@colorado.edu">accounting@colorado.edu</a> . Bring copies of <a href="#">Year End Memo</a> , <a href="#">Automated Accruals</a> , and <a href="#">Procurement Card Instructions</a> .
Jun 5	Thu	8:00a	May reports available on demand in Reporting System.
Jun 5	Thu	5:00	Time collection for May 31 biweekly payroll. <sup>2</sup>
Jun 5	Thu	6:00	Gift expense calc to CUF for next Monday wire transfer.
Jun 9	Mon	Noon	May reports available in the Portal.
Jun 9	Mon	4:00	Requests to change (add, delete, modify) allocation steps within existing groups for FY08 due to <a href="mailto:Lynda.Reisinger@colorado.edu">Lynda.Reisinger@colorado.edu</a> , 2-8646.
Jun 12	Thu	6:00	Gift expense calc to CUF for next Monday wire transfer.
Jun 13	Fri		Deadline for changes to the Property Accounting System (PAS) for FY08. For assistance, contact Jean Connely, 2-2424.
Jun 13	Fri	4:30	Last day for the Student Employment Office to receive PET requests involving hourly (407600) to work-study (407700). Brenda Duran, 2-3548.
Jun 16	Mon	5:00	Time collection for June end of month payroll. <sup>2</sup>
Jun 17	Tue	5:00	Time collection for June 14 biweekly payroll. <sup>2</sup>
Jun 18	Wed	Noon	Deadline for gift transfer requests >\$500K or to get FY08 manual transfer requests to CUF for 6/30 wire.
Jun 19	Thu	6:00	Gift expense calc to CUF for next Monday wire transfer.
Jun 20	Fri	4:00	Starting today, departments using Data Entry please hand-deliver all INs on a <b>daily</b> basis to Lynda Reisinger, ARC, 3100 Marine St, room 433.
Jun 24	Tue		Travel and non-travel vouchers must be at the PSC to guarantee a check in the last check run for the year—in their hands, not in the mail.
Jun 25	Wed		Begin to circle total dollar amount and write "June" underneath it on Payment Vouchers for FY08 business.
Jun 25	Wed	4:30	Last day for the Student Employment Office to receive PET requests to move employer share of work-study earnings (407700) to another FOPPS.
Jun 26	Thu	6:00	Fund 30/31/34 JE deadline to create, validate, & approve cost transfers and PETs for 1 <sup>st</sup> close. <sup>3</sup> <b>No exceptions.</b> See <a href="#">SPA JE tips</a> .
Jun 26	Thu	6:00	Gift expense calc to CUF for end of month transfer.
Jun 27	Fri		Vendor information to set up new vendors due to PSC.

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

JUNE 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					

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## Fiscal Year End Things to do now

Register for the Year End Meeting on Thursday June 5 for either morning (10-11:30) or afternoon (1:30-3:00)  
Sign-up: [accounting@colorado.edu](mailto:accounting@colorado.edu)

Print these and bring to the meeting:  
Departmental Year End Memo  
Automated Accruals  
Procurement Card Instructions

Visit the ABS Year End Close webpage for the latest information & resources.

Relax. Do this one first.

## SHORT TAKES

### FY09 auxiliary budgeting and drop-in hours

Auxiliary Fund budgets are due to PBA by **June 30, 2008**. Instructions and guidance are available [online](#). Files for Fund 29 speedtypes were emailed to managers in April. The Budget Office is also hosting **drop-in hours during June** (Tuesdays, 10-11:30 am and Thursdays, 2-3:30 pm, Regent Hall, Seminar Room) for managers who would like to talk with budget staff about budgeting. Or you may contact Jan Baker in PBA at 492-8926, your Area Accountant, or email [ucb.budget@colorado.edu](mailto:ucb.budget@colorado.edu) if you need assistance in preparing your budget worksheets.

### 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 cutoff, 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).

## Deadlines & dates *continued from previous page*

Jun 30	Mon	Noon	PSC to receive requests to cancel checks in FY08.
Jun 30	Mon		GIK equipment transaction memos are due to Property Accounting. For help call Jeanne Connely, 2-2424.
Jun 30	Mon		ISC rate/budget sheets due <a href="#">ABS</a> & Diana Vidal, 579 UCB.
Jun 30	Mon		Auxiliary fund FY09 budget sheets due <a href="#">Jan Baker</a> , 2-8926.
Jun 30	Mon		Physical count of inventories must be completed.
Jun 30	Mon		Petty cash and change funds counted by this date.
Jun 30	Mon		Last day for Accounts Payable to run checks for FY08. All checks on hand in your department must be mailed by midnight.
Jun 30	Mon		Last feed of BRS activity to the general ledger.
Jun 30	Mon		Encumbrances (PO, PO Req, SPO, SPO Req) roll to FY09.
Jun 30	Mon		June payday shift to July 1.
Jul 1	Tue		Start using <b>06/30/2008</b> for all your June 2008 JEs.
Jul 1	Tue		Begin the PSC accrual process. See <a href="#">Automated Accruals</a> .
Jul 1	Tue		Get a bill for actual costs or a best estimate from those entities for whom any sponsored project of yours has issued a subaward for work done through June 30 so that the expense can be manually accrued.
Jul 1	Tue	9:00a	Data Control's <b>final</b> deadline to receive INs for June processing received in the dept by close of business day June 30. Hand deliver to Lynda Reisinger, ARC, 3100 Marine St, room 433.
Jul 1	Tue	11:00a	All money received as of midnight June 30 must be deposited with the Office of Cash Management in Regent Hall so it can be recorded as FY08 business. See OCM year-end memo. Final Cash subsystem feed for June.
Jul 1	Tue	6:00	Final departmental subsystem feeds using the black box.
Jul 2	Wed		Review, finalize, & post all unposted journals possible.
Jul 2	Wed	5:00	PVs and TVs must be at PSC to ensure FY08 accrual.
Jul 2	Wed	5:00	Time collection for June 28 biweekly payroll. <sup>2</sup>
Jul 2	Wed	6:00	<b>1<sup>st</sup> June Preliminary Close</b>
Jul 3	Thu		➔ Do not create, validate, approve or post June journals today (or after the July 2, 6:00 pm close). They do not post & are deleted.
Jul 4	Fri	8:00a	1 <sup>st</sup> close reports available in Reporting System. CIW GL tables & FIN Reporting nightly refresh will not occur until Sunday night, July 6.
Jul 7	Mon		Sales tax reports due <a href="#">Diana Vidal</a> , 579 UCB, fax 2-5553.
Jul 7	Mon		Reports on inventories taken and copies of final inventory adjusting JEs due to Diana Vidal, 579 UCB, fax 2-5553.
Jul 7	Mon	Noon	1 <sup>st</sup> close pink paper reports ready for pick up from ABS, 3100 Marine, Room 446—only for those depts that get monthly printed reports. Those not picked up by 4:30 will be mailed July 8. Questions? Call Lynda, 2-8646.
Jul 7	Mon	Noon	1 <sup>st</sup> close reports available in the Portal.
Jul 7	Mon	3:00	Deadline to reallocate all FY08 Procurement Card transactions.
Jul 8	Tue		PSC deadline to receive SPO invoices for FY08 business.
Jul 9	Wed	Noon	Fund 30/31/34 JE deadline to create, validate, & approve cost transfers and PETs for 2 <sup>nd</sup> close. <sup>3</sup> <b>No exceptions.</b> See <a href="#">SPA JE tips</a> .
Jul 10	Thu		PSC automated accrual process ends. After today, begin manual accruals for expenses not accrued through the PSC process. Refer to the <a href="#">Automated Accruals</a> document.
Jul 10	Thu	6:00	Deadline to complete FY08 PO online receiving. Refer to the <a href="#">Automated Accruals</a> document.
Jul 10	Thu	6:00	Deadline to approve SPO invoices for items received by midnight June 30. Refer to the <a href="#">Automated Accruals</a> document.
Jul 10	Thu	6:00	Deadline for PETs that affect UCD Fund 80 (UPI) FOPPS.
Jul 10	Thu	6:00	<b>2<sup>nd</sup> June Preliminary Close</b>
Jul 11	Fri		➔ Do not create, validate, approve or post June journals today (or after the July 10, 6:00 pm close). They do not post & are deleted.

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## Deadlines & dates *continued from previous page*

**Jul 12 Sat 8:00a** 2<sup>nd</sup> close reports available in Reporting System. CIW GL tables & FIN Reporting nightly refresh will not occur until Sunday night, July 13.

**Jul 14 Mon Noon** 2<sup>nd</sup> close reports available in the Portal.

**Jul 15 Tue 6:00** Fund 30/31/34 JE deadline to create, validate, & approve cost transfers and PETs for final campus close.<sup>3</sup> **No exceptions.** See [SPA JE tips](#).

### **Jul 15 Tue 6:00 Finance System Close for Departments**

This is the **last time** a dept can enter a June JE including Fund 30/31/34 & temp BJE's. Check all unposted journals that you may be responsible for approving.

**Jul 17 Thu 4:00** Lynda Reisinger to receive FY09 allocation changes and creates for July business. Send to [Lynda.Reisinger@colorado.edu](mailto:Lynda.Reisinger@colorado.edu) or call 2-8646.

**Jul 17 Thu 5:00** Time collection for July 12 biweekly payroll.<sup>2</sup>

**Jul 17 Thu 6:00** All unposted FY08 journals will be deleted.

### **Jul 17 Thu 6:00 Final Campus Close**

Final June reports are based on this close. Only the System Controller can enter corrections after today to period 998. After today, for any online report driven by accounting period, enter period 998 to ensure that you pick up any 998 entries.

**Jul 18 Fri** ➔ Do not create, validate, approve or post any journals today (or after the July 17, 6:00 pm close). They do not post & are deleted.

**Jul 18 Fri** ABS sends customer detail report requests to support AR, deferred/prepaid expenses, manual AP, and unearned revenue. Due back 7/25.

**Jul 18 Fri 5:00** Time collection for July end of month payroll.<sup>2</sup>

**Jul 19 Sat 8:00a** Final close reports available in Reporting System. CIW GL tables & FIN Reporting nightly refresh will not occur until Monday night, July 21.

**Jul 21 Mon** Reporting database contains data as of Friday July 18.

**Jul 21 Mon** Moratorium lifted on creating new account codes.

**Jul 21 Mon** Moratorium lifted on Org tree changes. Inactivations of FOPPS, new Org set-ups, etc. can be processed.

**Jul 21 Mon Noon** 3<sup>rd</sup> (Final) close reports available in the Portal.

**Jul 25 Fri** Dept. Administration F&A will be booked by July close.

**Jul 25 Fri** General fund budget & cash carryforward will be booked by July close.

**Jul 25 Fri** Customer detail reports sent out earlier this month that reconcile to your balance sheet are due back to ABS, [Diana Vidal](#), 579 UCB.

**Jul 28 Mon 4:00** Data Control to receive INs for current month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.

**Jul 28 Mon 4:00** Creation, validation, and approval to post cost transfers & PETs for fund 30 projects/fund 34 gift journals for current month. **No exceptions.**

**Jul 29 Tue 6:00** Gift fund expense calc to CUF for month of July transfer.

**Jul 31 Thu 5:00** Time collection for July 26 biweekly payroll.<sup>2</sup>

**Aug 1 Fri** Budget Journal Entry cutoff for July. A&S units should submit all budget change requests to the A&S Budget Office by the A&S deadline.

**Aug 1 Fri** As month end nears, check for unposted journals that you need to correct, approve, or that need additional info for SPA or gift approval.<sup>3,4</sup>

**Aug 4 Mon 6:00** ➔ Finance System **campus close** for July. Do not create, validate, approve or post July journals after 6PM—they do not post & are deleted.

**Aug 5 Tue 4:00** System or Data Control will delete all unposted July journals that are not copied & assigned a future date or saved in incomplete status.

#### Footnotes

<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. PBS 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 & [Carrie Howard](#), 2-1071 for gift JEs.

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

## MORE SHORT TAKES

### CCI online survey

The PSC wants to measure customer satisfaction and perception for purchasers of furniture from Colorado Correctional Industries. The [online survey](#) takes about 10-15 minutes and is available through Monday, June 16.

### Faster fund 30 JE approval

Cost transfer journal entries and PETs on sponsored project FOPPS must be approved by SPA to verify that they are allowable per sponsor, university, and federal restrictions and regulations. These journals require specific information and formatting before they can be approved. [Click here](#) to review SPA JE tips and standards and help reduce unnecessary approval delays—especially as we head into year-end.

### PTW boosts Redwings

A Boulder researcher has traced the success of the Detroit Redwings this hockey season to the unwavering certainty of SPA's Diane Przygocki that the Wings would skate to victory. Researcher Stanley Cupowski detected a strong PTW (Positive Thought Wave) from the ARC building to the team's location throughout the season. Says Cupowski, "The Wings' success is due largely to superfan Diane Przygocki."

### FY09 fringe benefit rates

A comprehensive review of the benefit rates is available at [Benefit Rates Detail](#) that has just been approved by the Federal government. An adjustment to the Professional/Exempt and Classified employee fringe benefit rates as of 5/9/08 reduced these two categories from 27.8% to 27.7%. All of the other rates remain the same as originally posted. All of the final [FY09 Planning Parameters](#) are available on the PBA Budget Development web page.

Employee Type	FT/Perm	PT/Temp
Classified Staff	27.7%	17.0%
Regular Faculty	26.8%	n/a
Professional	27.7%	17.0%
Student Faculty	6.2%	6.2%
Hourly	1.1%	1.1%
LASP	26.1%	n/a

## Gift SpeedType Setup & Maintenance FPS

This [new Finance Procedural Statement](#) (FPS) puts into writing many of the gift procedures that the university has developed and used since the gift fund overhaul initiative began more than two years ago. If you have taken the [Gift Fund Management Training](#), some of this will be familiar. The FPS has four sections:

**A. Establishing and Monitoring Gift SpeedTypes** — describes how to process cash received as a gift, use of the Gift Fund form, setting up new speedtypes, fiscal roles, assigning gift attributes (e.g. Gift Purpose Codes). This section is a behind-the-scenes look at the process and players involved in gift speedtypes.

**B. Monitoring Unlinked CU Foundation Funds** — when the university initially linked CUF funds to speedtypes, some funds could not be associated with a speedtype for a variety of reasons. This section outlines how the University and the CU Foundation will work to resolve these unlinked funds.

**C. Quarterly Monitoring of Mandatory Gift Fund Training** — recognizing the importance of gift training, this section establishes the OUC/Campus Controller training management responsibilities. All fiscal role holders must have training or the speedtype is inactivated until training is completed.

**D. OUC and Campus Controller Roles and Responsibilities** — this section coordinates the responsibilities of administering this FPS.

### QUESTIONS & ANSWERS

**Q:** In the May 2008 newsletter, the Q&A addressed whether a ski trip was an allowable recruitment expense. What changed?

**A:** The answer at the time was no, a ski trip was not an allowable recruitment expense based upon the [Sensitive Expenses PPS](#) item #17 "Recruiting Costs for Prospective Employees/Students." However, the PPS was updated on May 9 and now allows for exceptions (following emphasis added): "Activities must be directly related to work position/field of study/reason for recruitment (**exceptions may be authorized by the appropriate officer**)." Your unit's officer can now approve other recruiting costs as exceptions with appropriate justification.

## 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
Jun 10 8:30-4:30	Tue	<b>Finance System (PeopleSoft)</b> Day 1 includes finance and budget	RL6, room W179 3215 Marine <a href="#">Map</a>
● Jun 11 9:30-11:30	Wed	<b>Fiscal Certification and Fiscal Responsibilities Assessment &amp; Acknowledgment</b>	Humanities rm 250 by OUC <a href="#">Map</a>
Jun 13 8:30-4:30	Fri	<b>Finance System—Procurement</b> Day 2 of Finance System training by PSC	RL6, room W179 3215 Marine <a href="#">Map</a>
Jun 19 9:00-11:00	Thu	<b>Financial Statement Reading</b> <a href="#">How to access &amp; read your statements</a>	ARC 248 3100 Marine <a href="#">Map</a>

## MORE SHORT TAKES

### Policy scoreboard

New/updated since May newsletter

**Administrative Policy Statements (APS)**  
*No changes*

**PSC Procedural Statements (PPS)**

*Sensitive Expenses* – updated 5/9/08

*(#17 Recruiting Costs adds an exception procedure – see Q&A)*

**Finance Procedural Statements (FPS)**

*Gift SpeedType Setup and Maintenance* – new  
(see [article this page](#))

**Draft Policies of Interest (DRAFT)**

*Sponsored Research Policies APS*

### Last minute mail to PSC

With all the upcoming fiscal year end deadlines to get paperwork to the PSC, remember there is one campus mail drop that has same-day service. In Regent Hall on the lowest level across from room 1B75 there are two mail slots on the wall labeled "Campus" and "Denver." Mail placed in the Denver slot by 1:00 pm will be picked up and delivered to the PSC that day per Mailing Services. Best not to cut it that close, but it's there in case you need it.

### ABS email changes

ABS recently changed its email from an in house server to a campus server. As a result, some email has not reached us. If you get a bounced message or if the person fails to respond as expected please call the recipient and verify the email address you are using. Please make sure that your emails to ABS do **not** include either [@abs.colorado.edu](mailto:@abs.colorado.edu) or [@ofbs.colorado.edu](mailto:@ofbs.colorado.edu). Only emails addressed [@colorado.edu](mailto:@colorado.edu) will get through. If Outlook automatically suggests email addresses that you used in the past, you can hit the DELETE key when a bad ABS email address is highlighted, and then manually type in the good address. Outlook will store the new one from then on.

### New names & acronyms

In case you haven't noticed, University Management Systems (UMS) is now University Information Systems (UIS). The State Controller's Office (SCO) is now the Office of State Controller (OSC).



Jeni

### WHAT ABOUT JENI

**Grew up where?** South Jersey, across the river from Philadelphia

**Where do you live now?** Arvada

**Brothers or sisters?** 1 older brother, 1 older sister, and 2 younger sisters – all back East

**Married?** Not any more

**Kids?** No

**Pets?** I love my beautiful Pomeranian Loki, the Mischievous One

**Book recently opened?** My guilty pleasure is Star Trek novels – *Star Trek New Frontier: The Quiet Place*

**A TV show you like?** Hooked on American Idol and Dancing with the Stars

**Favorite movie genre?** Sci-Fi

**Favorite comfort food?** Carmel toffee crunch spoonbender with peanuts at Good Times

**Favorite place to shop?** I rarely shop – even when I need something!

**Favorite cartoon character?** Roadrunner

**Favorite season?** Autumn

**Place you'd like to live?** On a beach in a town with an off-season

**Dream job?** Librarian in a small town near the beach



Loki

## ABS INNERVIEW

### Jeni Comly

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

About 2 years. I am a billing tech.

#### What's a favorite part of your job?

Reading the contracts and figuring out what they "really" say. Finishing my monthly billing log — I love finishing a job.

#### Do you interact much with the campus departments? If so, about what typically?

Not a whole lot. Usually about required documentation for a sponsor.

#### Your desk is always so uncluttered. Would you consider yourself a minimalist?

Oh, yeah! And also a "spreader." I can't work on a cluttered desk and can't stand piles!

#### Knowing what you know now, if you could turn back the clock what would you change?

I started as a math education major in college but ended up getting my degree in psychology. I would have stayed in math but chosen a different focus and a different college. OR become a librarian. OR become a dance therapist working with autistic children. I still don't know what I want to do when I grow up!

#### Do you have any small, medium, or large goals on your radar?

I would like to start running again and work up to running at least one more 10K. Take ballet and voice classes again. Read every Star Trek novel ever written. Go car-less. Cook more, eat less. Watch less TV, read more. Yeah, just a few...thanks for helping me put them down in writing!

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

I'm a volunteer Bible teacher, love to read, play with my puppy in the park.

Jeni, thanks for your time.

## Staffnotes

**Leila McCamey** is the new Area Accountant for Provost and Executive VC for Academic Affairs–A&S Units; VC for Administration Units; Senior VC and Chief Financial Officer Units. She succeeds Linda Kasey who has been filling in.

**Sutha Thanikasalam** will take over Leila's McCamey's agencies but keep her position number. Sutha's agencies will go to Leila's successor. Got that?

**Samantha Gregory** will be helping temporarily in Property Accounting.

**Demetria Ross** graduated from the 2007-08 University Perspective program.

**Meg Thompson** returned from retirement part time to help during year end.

[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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