

# By the Numbers

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

## Deadlines & dates

Includes monthly and FY end dates. Use with the Departmental Year End Memo.

### In this issue

- 1-2 Deadlines & Dates
- 2-5 Short Takes
- 3 Travel Expenses
- 3 Q&A: Travel Card & eBay
- 3 Trainings
- 4-5 InnerView: James Lei
- 5 The SPA Dance
- 5 Staffnotes

### Fiscal Year End Things to do now

**Don't panic – at least not a lot.**

**Use the Checklist in the Departmental Year End Memo. Identify those tasks that apply, check off those completed, and schedule the rest.**

**Read the daily emails that Laura sends out to keep up with tasks and deadlines.**

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

JULY 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		

Date	Day	Time <sup>1</sup>	Deadline Description
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 <a href="#">OCM year-end memo</a> . 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 journals today (or anytime 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 <a href="#">Diana Vidal</a> , 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 (noon or earlier).
Jul 7	Mon	3:00	Deadline to reallocate all FY08 ACRARD 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 for 2 <sup>nd</sup> close & PETs ( <b>final</b> cutoff). <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	Final deadline for all FY08 non-Fund 30/31/34 PETs.
Jul 10	Thu	6:00	<b>2<sup>nd</sup> June Preliminary Close</b>
Jul 11	Fri		➔ Do not create, validate, approve or post journals today (or anytime after the July 10, 6:00 pm close). They do not post & are deleted.

Continued next page



## SHORT TAKES

### Records disposal update

The University issued a revised [Retention of University Records](#) APS on 12/1/07 that superseded the ABS *Financial Records Management* policy. The new APS required the VP for Administration and the Chancellors to select Campus Records Management Coordinators who would comprise a Records Management Committee that would establish procedures for records disposal. The committee held its first two meetings in June 2008. ABS is aware that some departments are sitting on old records awaiting disposal instructions. Until the committee issues specific guidance, our advice is to identify and separate records that qualify for disposal in accordance with the APS so that when procedures are established, you will be ready.

### Mileage rate goes to 53¢

Effective July 1, 2008, personal vehicles used for university business can be reimbursed at 53¢ per mile (was 46¢). If road conditions require a 4-wheel drive, the rate is 56¢ (was 48¢). Travel that begins before and ends after July 1 must split the mileage between the two rates. The TV form will be revised on July 1. [Click here](#) for mileage calc examples. ABS will inform you of any future mileage rate changes.

### FY09 auxiliary budgets due

Auxiliary Fund budgets were due to PBA by **June 30, 2008**. Instructions and guidance are available [online](#). If you still need assistance with your budget worksheets you may contact Jan Baker in PBA at 492-8926, your Area Accountant, or email the Budget Office: [ucb.budget@colorado.edu](mailto:ucb.budget@colorado.edu).

## Deadlines & dates *continued*

<b>Jul 12</b>	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.
<b>Jul 14</b>	Mon	Noon	2 <sup>nd</sup> close reports available in the Portal (noon or earlier).
<b>Jul 15</b>	Tue	6:00	Fund 30/31/34 JE deadline to create, validate, & approve cost transfers for final campus close. <sup>3,4</sup> <b>No exceptions.</b> See <a href="#">SPA JE tips</a> .
<b>Jul 15</b>	Tue	6:00	<b>Finance System Close for Departments</b>
This is the <b>last time</b> 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. After today, call your area accountant to report errors over \$10,000 or if you feel you have a need to enter a JE for FY08 activity.			
<b>Jul 17</b>	Thu	4:00	Lynda Reisinger to receive FY09 allocation changes and creates for July business. Send to <a href="mailto:Lynda.Reisinger@colorado.edu">Lynda.Reisinger@colorado.edu</a> or call 2-8646.
<b>Jul 17</b>	Thu	5:00	Time collection for July 12 biweekly payroll. <sup>2</sup>
<b>Jul 17</b>	Thu	6:00	All unposted FY08 journals will be deleted.
<b>Jul 17</b>	Thu	6:00	<b>Final Campus Close</b>
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.			
<b>Jul 18</b>	Fri		➔ Do not create, validate, approve or post journals today (or anytime after the July 17, 6:00 pm close). They do not post & are deleted.
<b>Jul 18</b>	Fri		ABS sends customer detail report requests to support AR, deferred/prepaid expenses, manual AP, and unearned revenue. Due back 7/25.
<b>Jul 18</b>	Fri	5:00	Time collection for July end of month payroll. <sup>2</sup>
<b>Jul 19</b>	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.
<b>Jul 21</b>	Mon		Reporting database contains data as of Friday July 18.
<b>Jul 21</b>	Mon		Moratorium lifted on creating new account codes.
<b>Jul 21</b>	Mon		Moratorium lifted on Org tree changes. Inactivations of FOPPS, new Org set-ups, etc. can be processed.
<b>Jul 21</b>	Mon	Noon	3 <sup>rd</sup> (Final) close reports available in the Portal.
<b>Jul 25</b>	Fri		Dept. Administration F&A will be booked by July close.
<b>Jul 25</b>	Fri		General fund budget & cash carryforward will be booked by July close.
<b>Jul 25</b>	Fri		Customer detail reports sent out earlier this month that reconcile to your balance sheet are due back to ABS, <a href="#">Diana Vidal</a> , 579 UCB.
<b>Jul 28</b>	Mon	4:00	Data Control to receive INs for current month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
<b>Jul 28</b>	Mon	4:00	Creation, validation, and approval to post cost transfers & PETs for fund 30 projects/fund 34 gift journals for current month. <b>No exceptions.</b>
<b>Jul 29</b>	Tue	6:00	Gift fund expense calc to CUF for month of July transfer.
<b>Jul 31</b>	Thu	5:00	Time collection for July 26 biweekly payroll. <sup>2</sup>
<b>Aug 1</b>	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.
<b>Aug 1</b>	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>
<b>Aug 4</b>	Mon	6:00	➔ Finance System <b>campus close</b> for July. Do not create, validate, approve or post July journals after 6PM—they do not post & are deleted.
<b>Aug 5</b>	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.*

## Travel expenses & the Procurement Card

The 5 top Procurement Card violations were discussed in the OUC spring forum on May 2 and again in the [June 12 PSC Communicator newsletter](#). Number 4 on the list of troublemakers was **Travel Expense**.





The Procurement Card is prohibited on most travel-related expense purchases for both employees and non-employees.

### Prohibited on the Procurement Card:

-  Airfare
-  Meals while in travel status
-  Car Rental
-  Lodging



### Travel Exceptions—Cardholders may use the Procurement Card to:

-  Pay for conference/event registration fees. Registrations that include a lodging deposit as part of the registration may be purchased on the Procurement Card. Separate charges for lodging — that is, lodging that is not included on the conference registration form — cannot be paid on the Procurement Card.
-  Purchase ground transportation for groups or for individual non-employees. This includes taxi services, shuttle services, bus passes, vehicle and driver services, other transportation services, and parking (but *not* rental cars).
-  Purchase lodging from University of Colorado-owned facilities for either employees or non-employees.
-  Purchase restaurant meals if the meal is part of an Official Function and is in accordance with the Sensitive Expenses Policy.

## QUESTIONS & ANSWERS

**Q:** I have to travel out of state on university business for the first time and this will probably be the only time. Do I really have to get a State Travel Card?

**A:** Strictly speaking, no. The [Travel Authorization and Expense](#) PPS item #37 State Travel Card states that it “Should be used by employees who travel on official university business out-of-state more than once a year.” Given your limited travel plans, this can apply to you. However, there are numerous benefits to using the card as spelled out in the [State Travel Card](#) PPS and its use is strongly encouraged by the PSC Travel Office. It may still be in your (and the university’s) best interests to apply for the Travel Card.

**Q:** An old Q&A stated that purchases from eBay are not allowed. Still true?

**A:** No longer true. The terms and conditions that eBay purchasers using PayPal had to agree to was considered signing contracts on behalf of the University—definitely not allowed. However, the May 1 revision of the [Procurement Card Handbook](#) changed this and added: “For internet purchases, such as PayPal or Amazon.com, Cardholders may “click-through” or otherwise indicate agreement with online terms and conditions in order to complete small dollar purchases, providing they are not required to sign documents to complete the transaction. (As a matter of good business practice, cardholders should read the terms and conditions that apply to any transaction.)” As always, the purchase must satisfy all the other requirements in the Handbook and applicable PPSs such as [Tests of Propriety](#) and [Sensitive Expenses](#).

## MORE SHORT TAKES

### Expenditure Control off

On 5/30/08, the OUC issued a [User Alert](#) advising that Expenditure Control was suspended pending improvements to address operating inefficiencies. For now, this means transactions will not be stopped by the Finance System even if it creates a deficit. Obviously, email notifications will no longer be sent for failed transactions. What this does *not* mean is that deficits are okay or that nobody is monitoring. As always, fiscal principals and managers should review their FOPPS regularly and allocate resources appropriately to avoid deficits. ABS and the Budget Office will continue to monitor for deficits and work with departments to employ appropriate corrective action.

### CUConnect News

Some cool changes to the [CUConnect](#) portal are targeted for late July:

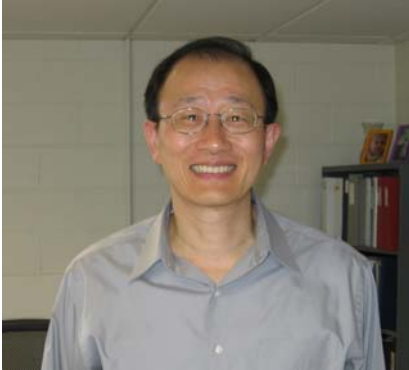
- The links to the MyCU portal, such as Financial Reports, ePERS, and SSO will be more prominently featured and easier to find on the Welcome page
- Channels will be easily movable using drag and drop
- Customizing your portal by adding channels and tabs, or changing the theme or layout will be easier and more intuitive.

## Upcoming trainings

ABS offers training 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). For more info, call [Diana Vidal](#) at 492-8648 or visit our [training webpage](#). Trainings marked below with ● are special limited offerings and details appear on the [ABS homepage](#) under Current Announcements.

**No Finance System or Statement Reading training in July due to year end close. Next dates are in August.**

● **Jul 23** Wed **Compliance Issues**  
8:30-11:00 (OCG Module 5)  
**ARC 620** 3100 Marine Street ([Map](#))  
Register: [Chandra Tjandrasa](#), 2-6224



### WHAT ABOUT JAMES

**Grew up where?** Taipei, Taiwan.

**Where do you live now?** Boulder.

**Brothers or sisters?** I have one brother and two sisters. They all graduated from CU.

**Married?** Yes, since 1980.

**Kids?** I have one son and he is 25, not an accountant.

**Pets?** One Husky and he is 9 year-old.

**A TV show you like?** The Apprentice. It provides some real lessons in the real world.

**Favorite movie genre?** Action Adventure.

**Favorite comfort food?** Pizza made by my wife.

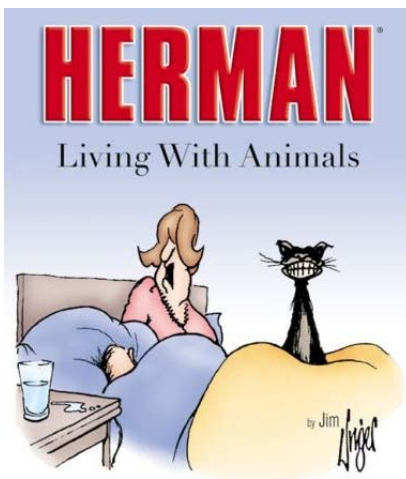
**Favorite cartoon character?** Herman.

**Favorite season?** Fall, especially here in Colorado.

**Favorite academic subject?** Language arts.

**Place you'd like to live?** I've visited many different places around the world, and I like Boulder the best.

**Dream job?** If a dream job is defined by doing what you like to do, working with the people you enjoy working with, and you are able to go home for lunch every day, then I have it now.



"Wake up. The cat's got your teeth."

## ABS INTERVIEW

### James Lei

#### How long have you worked for SPA and what positions have you had?

I started as a grant accountant in SPA in 2001. Then In 2004, I was promoted to the supervisor of grant accountants. I got my current position as the manager of SPA earlier this year.

#### What did you do before working for the University?

I had worked at the Office of the State Auditor for two years before I transferred to the University. Before that, I worked at a CPA firm for three years. Both experiences contributed tremendously to what I am doing now.

#### Have you encountered any surprises in your new position?

Luckily I worked as the interim manager of SPA for a few months before I took over the new position. With the help of Laura (Director of ABS) and everybody else in SPA, the transition was made easier and there weren't too many surprises. However, just as I expected, the new position provides me the opportunities to learn much more in depth not only about Sponsored Projects, but also many other aspects of the University and it definitely is going to be a continuous development cycle.

One of the major challenges I am facing now is the transition for me from a strong customer server to an inspiring leader of all other members in SPA. I would like to see SPA grow and evolve our practices and provide even better customer service — there is always more we can do.

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

The job gives me the opportunity to utilize my knowledge and experience to work with other people to solve our common problems. But more often than not, it is through help and advice from others and teachings from a complement of individuals with diverse strengths to get the job done, that make up the most favorite part of what I am doing.

Another rewarding part of my job is the opportunity to work with my staff. Everybody here is working hard and doing an excellent job. I would like to create an environment that keeps all my staff enjoying what they do, and also prepare them to get ready to assume more responsibilities at the same time.

#### Do you manage to have the same level of customer contact?

I still have lots of customer contact, through meetings, emails, or phone calls. I may work with a different group of customers now, but I still welcome people with whom I worked before to contact me with any questions. I believe customer contact is very important. I am glad Diane (customer support supervisor) has implemented a plan for SPA to reach out more to our customers.

#### What led you to move to Colorado?

I pretty much just followed my parents' footsteps; they are the first generation of immigrants to America. They opened a restaurant at Longmont. I helped with the restaurant until I completed my master's degree in Accounting at CSU.

#### Is it hard being so far from where you grew up? What do you miss?

I definitely have attachment to the place where I was born and grew up, and there are some childhood memories I miss. But all my family members are here and I went back only a couple times in the past 30 years or so. When I was

*Continued next page*

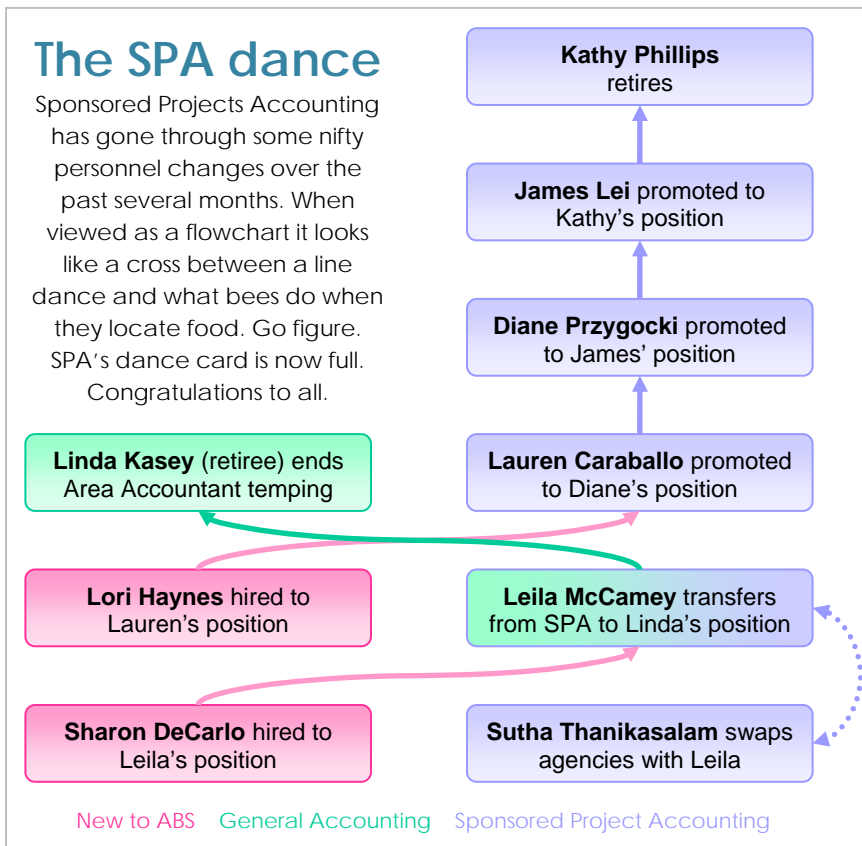
*Innerview continued*

there last time, there were so many changes and that place was kind of “foreign” to me. However, the culture and the tradition I inherited are not going to change. I still like to use chopsticks at home, and I am proud that my son is bilingual.

**What do you like to do when you're not at work?**

I like to read and go bicycling or hiking with my wife and our dog. When I take a vacation, I like to pay a visit to the rest of my family members.

James, thanks for your time.



## Staffnotes

**Sharon DeCarlo** is the new SPA grant accountant in the position formerly held by Leila McCamey, who is now an area accountant. Sharon formerly worked at the Old Main Financial Service Center.

**Jenna Hamilton** is our new Loan Fund/Property accountant and succeeds Chris Seymour. Jenna comes to us from Northern Arizona University.

**Lori Haynes** is the new accountant in SPA's project modification and SPINS position formerly held by Lauren Caraballo, who was promoted to a SPA grant accountant. Lori returns to UCB after a brief detour.

**Chris Seymour** accepted a position with PricewaterhouseCoopers but he is assisting part-time through year end close. Many thanks and much success!

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

## MORE SHORT TAKES

### Policy scoreboard

New or revised since the last newsletter:

**PSC Procedural Statements (PPS)**

*Travel Authorization & Expense - updated 5/15/08 - Adds #24d Mileage-Courtesy Car*

### Updated ePERS policy has new PI requirement

ABS updated its old Personnel Effort Reporting policy to incorporate the changes brought about by the new electronic effort reporting system now used by the university. [The new policy](#) now requires that for any payroll transfer that moves salary greater than 180 days old, the PI must provide a written statement to SPA that explains how this benefits the project receiving the expense, why this project did not receive the charges when they first occurred, and why it took so long to initiate the transfer. Such a late transfer presents a serious red flag to auditors, so SPA needs direct involvement by the PI in order to fully evaluate the request.

### ABS email: @colorado.edu

Please be sure that email addressed to ABS only contains "colorado.edu" after the @. Addresses with @abs or @ofbs in front of "colorado" will not work.

### Bring your dog to work day

Dogs make good accountants at ABS.



By the Numbers is published by Accounting & Business Support (ABS)  
 3100 Marine Street, 4th floor  
 579 UCB, Boulder, CO 80309-0579  
 Direct questions, comments, corrections to [Barry Northrop](mailto:Barry.Northrop@colorado.edu), (303) 492-7119,  
 ABS website: <http://abs.colorado.edu>

*It's such a fine line between stupid and clever. —David St. Hubbins*