

By the Numbers

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

Deadlines & dates

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

AUGUST 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	4	5	

Date	Day	Time ¹	Deadline Description
Aug 1	Fri		Balance sheet supporting details due to Diana Vidal , 2-8648
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. ^{3,4}
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	All unposted July journals that are not copied & assigned a future date or saved in incomplete status will be deleted.
Aug 7	Thu	6:00	Gift expense calc to CUF for next Monday wire transfer.
Aug 8	Fri		HR Production down for faculty AY appointments upload. ²
Aug 14	Thu	5:00	Time collection for August 9 biweekly payroll. ²
Aug 14	Thu	6:00	Gift expense calc to CUF for next Monday wire transfer.
Aug 19	Tue	5:00	Time collection for August end of month payroll. ²
Aug 20	W-F	3 days	Aug 20-22 HR Production down for payroll processing. ²
Aug 21	Thu	4:00	Allocation changes and creates for current month business. Send to Lynda.Reisinger@colorado.edu or call 2-8646.
Aug 21	Thu	6:00	Gift expense calc to CUF for next Monday wire transfer.
Aug 26	Tue	4:00	Data Control to receive INs for current month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Aug 26	Tue	4:00	Creation, validation, & approval to post cost transfers/PETs for fund 30 projects/fund 34 gift journals for current month. No exceptions. ^{3,4}
Aug 27	Wed	6:00	Gift fund expense calc to CUF for 8/29 month end transfer.
Aug 28	Thu	5:00	Time collection for August 23 biweekly payroll. ²
Sep 1	Mon		Labor Day holiday.
Sep 2	Tue		Budget Journal Entry cutoff for August. A&S units should submit all budget change requests to the A&S Budget Office by the A&S deadline.
Sep 2	Tue		As month end nears, check for unposted journals that you need to correct, approve, or that need additional info for SPA or gift approval. ^{3,4}
Sep 3	Wed	6:00	➔ Finance System campus close for August. DO NOT create, validate, approve or post August journals after 6PM—they do not post & are deleted.
Sep 4	Thu	4:00	All unposted August journals that are not copied & assigned a future date or saved in incomplete status will be deleted.

Footnotes

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. PBS 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 JEs.

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

SHORT TAKES

Balance sheet details due

After each year-end close, ABS sends requests to departments asking for details to support certain balance sheet accounts as of June 30. These include Accounts Receivable, Allowance for Doubtful Accounts, Unearned Revenue, and Deposits Held in Custody. In prior years, we sent paper forms by campus mail. This year, we emailed Excel worksheets. It was a learning process and one thing that escaped our notice was account 012701-AR-CU FOUNDATION. That should have been filtered out; we do not need that detail. If you need help with 012901-AR-BRS RECEIVABLES, contact brs.accounting@colorado.edu. Instructions to complete these requests are on the [ABS Details webpage](#). The due date is **August 1, 2008**. Feel free to [give us feedback](#) on how this year's electronic Excel worksheets compares with previous year's paper forms. We always want to improve our process.

SPA wants your number

If you fax documentation to SPA that is needed for journal approvals, please include the JE numbers, SPO Req, or PO Req numbers on the faxed documents. This makes identification possible and saves much time and effort for both SPA and departments.

Policy scoreboard

New or revised since the last newsletter:

PSC Procedural Statements (PPS)

Travel Authorization & Expense – rev. 7/15/08
Adds item #18–Global Positioning System

W-9 & Vendor Authorization – revised 7/15/08
Requires vendors to use CU's own *W-9 form*.

Draft Policies of Interest (DRAFT)

Education Assistance APS and Tuition Assistance FPS — Both revised to increase the maximum number of credit hours from six to nine for permanent full-time employees.

Fiscal Code of Ethics APS & FPS — Primary revision is to incorporate provisions of the university's Procurement Code of Ethics into the Fiscal Code of Ethics. Other revisions are described in the *APS Notification Form*.

Tomorrow is promised to no one.
—Pat O'Neil

What happens after the close?

Fiscal year-end close may seem like a non-stop whirlwind of pressured deadlines with a dash of accounting oddities: accruals, three June closes, roll forwards, etc. The point of all this is to make sure that the activity for the fiscal year is properly recorded so that our financial statements present an accurate picture of our business operation and financial position. This first stage is really about getting good data into the Finance System and it places many demands on the departments.

After the final campus close, the OUC and campus finance offices continue their review to detect any abnormalities and correct them if warranted. The OUC is responsible for transmitting the university's financial information to the state (COFRS), and resolving any issues that might arise from the Office of State Controller. While the first stage focuses on the entry details, the next stage is about taking a step back to get a bigger view and extracting and/or compiling key data in order to meet state requirements, satisfy audit needs, and prepare our Annual Report.

The campus controllers must calculate and enter a substantial number of journal entries for campus accounting purposes (e.g. depreciation, DAICR) and complete a variety of checklists and exhibits due the OUC. Officers and key managers must complete their fiscal certifications. The OUC must coordinate receipt of financial statements from related organizations such as the CU Foundation and the Coleman Foundation, help prepare the MDA (Management's Discussion and Analysis) for the Annual Report, and interface with the auditors to supply requested details and information. The entire event virtually borders on one long continuous process, with brief intermissions. Hold on, the lights just dimmed...must be the start of FY09.

Hands-on fiscal certification labs

Each year, university officers must sign a Fiscal Certification Statement and certain middle management employees must complete the Fiscal Assessment. This is to comply with state law and to certify the accuracy and completeness of the financial statements and the effectiveness and sufficiency of internal controls. This process also provides an opportunity to disclose concerns or issues not previously communicated to an appropriate university official. The OUC is offering staffed computer labs to assist in this process. The Boulder schedule appears below and [advance online registration is required \(click to register\)*](#). To recap the process:

- Officer emails have been sent and have until August 1 to set due dates for those who roll directly to them
- Emails will be sent to the Fiscal Assessment group on August 1
- Email reminders will be sent two weeks prior and the night before deadlines to those who have not completed their respective process
- Chancellors' completion deadline is September 15
- Complete Fiscal Certification information is available on the [OUC web](#)

Fiscal Certification Lab Schedule — Advance registration required*			
Boulder	August 27	1:30-4:30 p.m.	Duane G116
Boulder	August 29	8:30-11:30 a.m.	Ketchum 117A

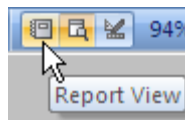
*Sessions with no enrollees will be cancelled 24 hours prior to the lab.

QUESTIONS & ANSWERS

Q: I was able to export PSLite reports to Excel easily with Office Access 2003. But our department just upgraded to Microsoft Office 2007 and now I cannot export a report to Excel. Is there a solution?

A: With the release of Office 2007, Microsoft removed the Access 2003 feature to export Access reports to Excel (Tools ► Office Links ► Analyze It With Microsoft Office Excel). There are a few workarounds and all methods involve exporting the PSLite report in a different format and then copying and pasting it into an Excel spreadsheet. While none is as easy as the Access 2003 one-click function, one seems to produce the best results. Here's what you do.

1. Run your report as usual. It should come up in **Print Preview** mode.
2. Change to **Report View** (click icon in lower right of window)
3. Click the **External Data** tab.
4. Under the **Export** section, choose **Word**.
5. The next screen asks where you want the file saved. The default location is the My Documents folder with a default name of the report. You can browse for a different location and type in a new name if desired. Keep the .rtf file extension.
6. Click **OK**.
7. The next screen asks if you want to save the export steps (your choice).
8. Click **Close**.
9. Open the Word file and **Select All** (Edit ► Select All or Ctrl+A)
10. **Copy** (Edit ► Copy or Ctrl+C)
11. Open a blank Excel worksheet and **Paste** (Edit ► Paste or Ctrl+V)
12. You may have to adjust the headers and other elements, but you had to do some adjusting with the previous Access 2003 export function anyway.
13. Other possibilities to keep in mind are to reinstall Access 2003 or use a suitable report from the Reporting System, which can export to Excel.



(Special thanks to Leila McCamey and Tip-arpar Anderson for this Q&A.)

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
Aug 12 8:30-4:30	Tue	Finance System (PeopleSoft) Day 1 includes finance and budget	RL6, room W179 3215 Marine Map
Aug 15 8:30-4:30	Fri	Finance System—Procurement Day 2 of Finance System training by PSC	RL6, room W179 3215 Marine Map
Aug 21 9:00-11:00	Thu	Financial Statement Reading How to access & read your statements	ARC 248 3100 Marine Map

Budget Update

General Fund Continuing Base Budget Roll Forward

The General Fund FY2008 continuing base budget roll forward to FY2009 has been posted in Period 1 (July 2008) of FY2009, in the B_INI_CONT ledger. The Journal ID is "FY09CBBUD" and the line description is "FY2009 Cont Base Budget." These transactions can be viewed on the July 2008 Detail Statement.

General Fund Temporary Budget Roll Forward (Cash Carry Forward)

The Budget Office expects to have the General Fund temporary budget roll forward posted in July. These are the temporary budget transactions representing budget balance available (both favorable & unfavorable) from FY2008 at the *SpeedType* level before encumbrances. These will be in the B_INI_TEMP ledger, primarily in the Operating Expense General Budget Account, 460000. The line description is "TROLL FR FY2008." (Note: Some Arts and Sciences program balances will be internally reallocated per directive from the A&S Dean's office.)

Auxiliary Budgets for FY2009

Departments are asked to audit their July statements in order to verify that the FY2009 budgets in their Auxiliary Fund FOPPS are accurate. On the Detail Statement, the budget entries appear in the B_INI_TEMP or the B_INI_CONT ledger, and the line description for each budget transaction is "FY09 INITIAL BUDGET." If you discover an error, make the correction by completing an online Budget Journal Entry (BJE).

Please direct all questions to Wendy Fuchs, x27140 or Jan Baker, x28926 in PBA.

PSLite Update

The latest PSLite version now defaults the fiscal year settings to 2009 (instead of 2008). You can download the 07-15-2008 version from the [ABS homepage](#).

ABS INNERVIEW

Pat Libhart



WHAT ABOUT PAT

Grew up where? Pagosa Springs, Colorado

Where do you live now? Westminster

Married? Yes, for 28 years now.

Kids? 2 boys and 1 girl, and 3 grandsons

Pets? 4 small dogs of my own and I also do Chihuahua and Small Dog Rescue. Plus a parakeet to keep the dogs in shape.

Book recently opened? I love to read, but I just don't have the time and when I do, I fall asleep during the first few pages.

A TV show you like? All the CSI's, Eli Stone, Dog Whisperer, and many others that I never seem to get all the way through.

Favorite movie genre? Blood and guts, but not scary.

Favorite comfort food? Smoked almonds

Favorite place to shop? Most any place that will take my money but Wal-Mart is on the way home.

Favorite cartoon character? The Flintstones

Favorite season? All four. I love the changes that come with each.

Favorite subject in school? Would you believe Science?

Place you'd like to live? Pagosa Springs or where I am.

Dream job? One that I can work at on Tuesday and Thursdays from 10:00 to 2:00 and get paid for 40 hours a week

What do you do in SPA and how long have you worked here?

I do invoicing for research projects. I have been in SPA for almost 3 years and have been with the University for 16 years.

What did you do before working for the university?

I was fortunate and got to stay home with my children when they were little but I also did daycare for friends and neighbors. Once the kids were all in school, I began working out of the home and have done various jobs such as cashiering, customer service, bookkeeping (no computers involved ☺), and then a receptionist in Women's Health at Wardenburg Student Health Center.

Did your prior work in an academic department help you in your current job?

It has been a big help. I have been on both sides of the fence and because I did grant administration in the department, I have a little more experience with how departments work, what reports they may use, how some of their purchasing, payroll, and academic items are dealt with, and often who I can go to when I need extra information for a project I am working on.

Are there any notable differences between the two settings?

Definitely. In the departments, I had a lot of interaction with the students and faculty. In SPA, there is not much interaction with the departments and none with students as I deal mostly with the award sponsors.

What's your favorite part of the job?

Getting that new stack of invoices and seeing if I can get everything done in a timely fashion.

I've had some of your killer enchiladas. Do you have a favorite cuisine?

I think my favorite type of food is Mexican. However, I love to cook—and eat—so I tend to cook what I like. I don't make desserts much as that is not a real fondness for me, but I can make a mean truffle if I need to.

What kinds of things do you like to do when you're not at work?

We do a lot of camping in the warm weather and travel as much as possible. I also enjoy entertaining and being with friends.

Do you have any plans in the immediate future?

Are you kidding? I have a million plans, but they probably won't any of them happen in the immediate future.

Pat, thanks for your time.

By the Numbers is published by
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ABS website: <http://abs.colorado.edu>

Staffnotes

Maggie Young of SPA has been promoted to Accountant I. She will assume the duties of Meg Thompson (retired) in General Accounting starting August 4.

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