

By the Numbers

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

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Demetria Ross and Debbie Fuqua were the recipients of the ABS employee quarterly award for service above and beyond. Congratulations to both and thanks to you all for participating in this official ABS recognition program.



SEPTEMBER 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	4

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

Deadlines & dates

Date	Day	Time ¹	Deadline Description
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 delete. ^{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.
Sep 4	Thu	6:00	Gift expense calc to CUF for next Monday wire transfer.
Sep 11	Thu	5:00	Time collection for September 6 biweekly pay period. ²
Sep 11	Thu	6:00	Gift expense calc to CUF for next Monday wire transfer.
Sep 16	Tue	5:00	Time collection for September monthly pay period. ²
Sep 17-19	3 days		HR Production down for payroll processing. ²
Sep 18	Thu	6:00	Gift expense calc to CUF for next Monday wire transfer.
Sep 19	Fri	4:00	Allocation changes and creates for current month business. Send to Lynda.Reisinger@colorado.edu or call 2-8646.
Sep 25	Thu		Reminder to submit any required documentation needed for SPA or gift JE approval ahead of tomorrow's journal deadline. ^{3,4}
Sep 25	Thu	4:00	Data Control to receive INs for current month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Sep 25	Thu	5:00	Time collection for September 20 biweekly pay period. ²
Sep 25	Thu	6:00	Gift fund expense calc to CUF for 9/30 month end transfer.
Sep 26	Fri	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}
Oct 1	Wed		Budget Journal Entry cutoff for September. A&S units: submit all budget change requests to the A&S Budget Office by the A&S deadline.
Oct 1	Wed		As month end nears, check for unposted journals that you need to correct, approve, or delete. ^{3,4}
Oct 2	Thu	6:00	➔ Finance System campus close for September. DO NOT create, validate, approve or post September journals after 6PM—they do not post & are deleted.
Oct 3	Fri	4:00	All unposted September 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

Standardized descriptions for project-related FOPPS

Sponsored projects sometimes have costs or revenues that must be accounted for in separate speedtypes. SPA creates most of these when the project is initially set up in SPINS. These associated speedtypes contain standardized descriptions to enable easy identification for compliance monitoring and reporting purposes. The following formats will be used from now on and existing speedtypes have been changed (if you spot one that was missed, please email [Lori Haynes](#)):

PARTICIP TO 154XXXX (Participant Costs)

SUBCONTR TO 154XXXX (Subcontracts)

INTEREST FOR 154XXXX (Interest Bearing Accounts)

COST SHARE - 154XXXX (Cost Sharing Accounts)

Supplier Showcase Sept. 30

Staff and faculty are invited to the Supplier Showcase on September 30 from 10am – 2pm in the UMC Glenn Miller ballroom and room 235. Please register in advance. [More info.](#)



Sponsored project JE do's and don'ts

DO YOU WONDER WHY YOUR JE to transfer costs from one sponsored project to another seems to be taking so long? Before approving JEs, SPA carefully evaluates each journal to ensure it complies with applicable university, state, and federal laws and regulations as well as sponsor agreements. To keep things moving, keep the following in mind.

- Department approval is required on the journal before SPA can even look at it, and SPA does not begin notifying departments of JEs that still need departmental approval until the last 5 business days of the month.
- SPA's service goal is to approve departmentally approved JEs within 5 business days—although it can take slightly longer near month end due to the dramatic increase in the volume of JEs at that time.
- Approval can take much longer when departmental approval, additional documentation/information, or corrections are not handled promptly.
- You can check the status of your JEs in Finance Production. Go to **General Journal**, then **Journals**, then **Journal Entries**, select the **Find an Existing Value** tab, enter Approval Status of **Not = Approved to Post**, your **source code**, the **FY** and **accounting period**, click the **Sponsored Programs Only** box, click **Search**. In the results, ignore those with a "Posted" status— everything else is awaiting action, either by you or by SPA. You can run a similar query in HR Production.
- If you have not heard from SPA within 5 business days, contact SPA by email SPA@colorado.edu or call Hua at 2-1679.
- Make sure your emails to SPA or SPA personnel do *not* contain "abs" or "ofbs" after the @, otherwise they won't be delivered.
- All the above applies to PETs but delays can occur when HRMS is down.



The current [Retention of University Records APS](#) went into effect 12/1/07 and establishes University principles and processes for the retention and disposal of University Records. This APS superseded the ABS Financial Records Management policy on the Boulder campus. The APS empowers a Records Management Committee to create guidelines to put the APS into action. While the Committee continues its work, ABS has been informed that departments can move ahead and dispose of records that meet the required retention period as established in the [Retention Schedule](#) and that meet any other applicable APS criteria.

As long as old records meet the requirements, your department can dispose of them on its own—there is no need to call someone to verify the documents as the old ABS policy required. The hope is that the APS and the Retention Schedule provide enough guidance for department personnel to decide whether a University Record qualifies for disposal. However, if you are really stumped, the APS advises "Campus questions regarding this program shall be directed to the Campus Records Management Coordinator." For Boulder, this is [Tonya Haas](#), 2-3358.

The State Archivist must also be notified when records are disposed. To make this easier for all, please complete a [Records Disposition Log](#) after disposal and forward to [Barry Northrop](#). He will notify the State Archivist for you.

PSLite — Q&A Basics

PSLite is a Microsoft Access application developed by SPA's Kathy Phillips. It creates on-demand financial reports and has some querying functions. The data it uses comes from the Central Information Warehouse (CIW). Due to its SPA origin, it is particularly strong in sponsored project reporting. While a handy management tool, it is not a substitute for the university's official Reporting System.

Where can I get it? You can download PSLite from the [ABS homepage](#). Follow the instructions on the left-hand side of the page. (Mac users: PSLite requires either an Intel chip Mac with Windows installed, or Virtual PC.)

Do I need CIW access? Yes, you need a CIW user account and password because PSLite uses CIW data. Complete a [CIW access request form](#).

What if I have CIW access but I forgot my password or I have CIW questions? Call Access Management at 303-492-9457 and select option 1 to reset your password or if you have questions about your CIW account. You can also use the [Password Self Service](#), which can reset passwords for the Finance System, HRMS, and CIW.

Do I need anything else? In addition to Microsoft Access, PSLite requires Oracle. Call the ITS Helpdesk (5-4357) and have someone come out to install Oracle. All of the desktop support groups (Academic, Administrative, and Internal) should be able to help with this. If your department has its own IT support group, check with them before calling ITS. The [CIW encryption instructions](#) may prove helpful to the IT folks when installing Oracle to make sure it works correctly.

Who can help me with PSLite reports and what they mean? Contact your grant accountant if you need help running reports, figuring out what report you need, or understanding what the report is telling you. If you don't have any Fund 30 projects (and thus no grant accountant), you can contact your [area accountant](#) for assistance.

I have PSLite, a CIW user ID, and Oracle but it still doesn't work. Now what? First, read our [PSLite Tips & Tricks](#) to see if it addresses the problem. If not, please contact Diane Przygocki in SPA, 492-7213.

Upcoming trainings

ABS offers training to the campus using formally scheduled group classes and individual instruction by request. Visit our [training webpage](#) to learn more. Trainings below marked with ● are special limited offerings with details on the [ABS homepage](#) under Current Announcements. Registration required by email to ABSTraining@colorado.edu or call [Diana Vidal](#) at 492-8648 for more info.

DATE	DAY	TRAINING	LOCATION
Sep 9 8:30-4:30	Tue	Finance System (PeopleSoft) Day 1 includes finance and budget	RL6, room W179 3215 Marine Map
Sep 12 8:30-4:30	Fri	Finance System—Procurement Day 2 of Finance System training by PSC	RL6, room W179 3215 Marine Map
Sep 18 9:00-11:00	Thu	Financial Statement Reading How to access & read your statements	ARC 248 3100 Marine Map
Sep 25 9:00-12:00	Thu	The Guide Chapter 4 – Revenue Accounting (Part 1)	ARC 248 3100 Marine Map

MORE SHORT TAKES

Policy scoreboard

New or revised since the last newsletter:

Administrative Policy Statements (APS)
Donations – revised 8/11/08 Adds another potential waiver for donations made to related external alumni association.

Finance Procedural Statements (FPS)
Fiscal Certification – new 7/1/08 Sets forth processes governing the annual fiscal certification by officers and the annual fiscal assessment by identified middle management employees.
Officer Disclosure of Interests – new 12/1/07 Sets forth requirements for officers and other employees designated by officers for disclosing outside financial interests.

PSC Procedural Statements (PPS)
Cash Advances – updated 7/21/08 Adds study subject payments that are part of a trip.

Draft Policies of Interest (DRAFT)
Fiscal Code of Ethics APS & FPS — Comments are due [Normandy Roden](#) by September 25.

Subsystems and Fund 30

Please be aware that any Fund 30 transactions that are processed into the Finance System via subsystem entries (aka "black box") still must follow appropriate regulations and procedures for those Fund 30 transactions. These include (but are not limited to): **1)** expenses incurred past the project end date should not be charged to that project speedtype; **2)** transactions charging general purpose equipment (e. g. computers) should be approved by OCG first; **3)** transactions charging expenses that are normally considered indirect costs need prior approval from OCG or SPA before being processed; **4)** projects that are in deficit should not have additional expenses charged to them. SPA will begin spot-checking these entries to determine any misuse of the system and will take appropriate action.

The Guide classes

Departmental Financial Management Guide classes will be taught this fall for select chapters. Dates appear below and all classes are on Thursdays, 9-12, in ARC room 248. [More info](#). Please RSVP to ABSTraining@colorado.edu.

Date	Ch.	Guide Topic
Sep 25	4	Revenue Accounting (Part 1)
Oct 9	4	Revenue Accounting (Part 2)
Oct 23	10/12	Cash Control & A/R
Nov 6	15	Gift Accounting