

By the Numbers

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

January deadlines & dates

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Date	Day	Time ¹	Deadline	Description
Jan 2	Fri			As month end nears, check for unposted journals that you need to correct, approve, or delete. ⁴
Jan 5	Mon			Budget Journal Entry cutoff for December. A&S units: submit all budget change requests to the A&S Budget Office by the A&S deadline.
Jan 5	Mon	Noon		Time collection for December 27 biweekly pay period. ²
Jan 6	Tue	6:00	➔	Finance System campus close for December. DO NOT create, validate, approve or post December journals after 6PM—they do not post & are deleted. Note: the cutoff for fund 30/31 & 34 journals was December 24, 4PM. ³
Jan 7	Wed	4:00		All unposted December journals that are not copied & assigned a future date or saved in incomplete status will be deleted.
Jan 8	Thu	6:00		Gift expense calc to CUF for next Monday wire transfer.
Jan 15	Thu	5:00		Time collection for January 10 biweekly pay period. ²
Jan 15	Thu	6:00		Gift expense calc to CUF for next Tuesday wire transfer.
Jan 20	Tue	5:00		Time collection for January monthly pay period. ²
Jan 21	Wed	4:00		Allocation changes and creates for current month business. Send to Lynda.Reisinger@colorado.edu or call 2-8646.
Jan 22	Thu	6:00		Gift expense calc to CUF for next Monday wire transfer.
Jan 21-23		3 days		Wed-Fri HR Production down for payroll processing. ²
Jan 26	Mon			Reminder to submit any required documentation needed for SPA or gift JE approval ahead of tomorrow's SPA/Gift journal deadline. ^{3,4}
Jan 27	Tue	4:00		Data Control to receive INs for current month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Jan 27	Tue	4:00		Creation, validation, & approval to post cost transfers/PETs for fund 30/31 projects & fund 34 gift journals for current month. No exceptions. ^{3,4}
Jan 28	Wed	6:00		Gift expense calc to CUF for 1/30 month end transfer.
Jan 29	Thu	5:00		Time collection for January 24 biweekly pay period. ²
Feb 2	Mon			Budget Journal Entry cutoff for January. A&S units: submit all budget change requests to the A&S Budget Office by the A&S deadline.
Feb 2	Mon			As month end nears, check for unposted journals that you need to correct, approve, or delete. ⁴
Feb 3	Tue	6:00	➔	Finance System campus close for January. DO NOT create, validate, approve or post January journals after 6PM—they do not post & are deleted. Note: the cutoff for fund 30/31 & 34 journals was January 27, 4PM. ³
Feb 4	Wed	4:00		All unposted January journals that are not copied & assigned a future date or saved in incomplete status will be deleted.

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

JANUARY 2009						
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	6	7

Footnotes

¹ Times are p.m. unless otherwise noted. No time means the sooner the better.

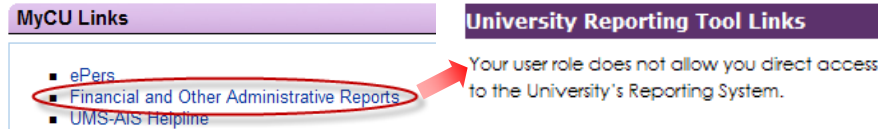
² Observe payroll deadlines so funding distribution corrections from payroll suspense and/or changes are in place before the next payroll run. PBS has the most current & complete payroll calendar.

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.

CUConnect link not working right

If you have recently tried using CUConnect's homepage link to the Financial Reports on the MyCU portal, you may have discovered a troubling message. Instead of seeing the expected *My Folders* and *Public Folders* under Reporting Tool Links you'll see this message, "Your user role does not allow you direct access to the University's Reporting System." Until UIS fixes this, and if you *do* have access, you can log on to the Reporting System either [directly](#), via [CU Business Applications](#), or from [myCU](#). Bookmark one or more for future use.



Using CUConnect to click thru to Financial Reports on MyCU delivers a troubling message.

QUESTIONS & ANSWERS

Q: Does the new *Fiscal Code of Ethics Acknowledgement FPS* require me to retake the Fiscal Code of Ethics course and acknowledgement?

A: The FPS identifies events that trigger this course requirement. If you have already successfully taken the Fiscal Code of Ethics training in Blackboard, you do not need to take the training again. On Dec. 22, 2008, Blackboard trainings moved to SkillPort, accessible in the [myCU portal](#) on the MY.TRAININGS tab.

Q: Our department purchased a computer with the Procurement Card from a vendor that would not remove the sales tax charge even though we explained that we are tax exempt. How do we handle this?

A: The Procurement Card [Handbook](#) requires Cardholders to inform each merchant of the University's status as a tax-exempt organization, which you did. If the vendor insists on charging sales tax even after being given [documentation](#) of our tax exempt status, on the procurement card receipt explain that the vendor was notified of CU's tax exempt status but still refused to remove the sales tax from the purchase. Include any other additional documentation (e.g. email exchange, phone call details, etc.) to support this occurrence and keep the receipt with your monthly card statements. For future purchases, consider using a different vendor that honors our tax exempt status.

Upcoming trainings & events

ABS offers training 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
Jan 8 2:00-4:30	Thu	Proposal Preparation and Processing Presented by OCG & SPA. Click for details.	CIRES Auditorium Room 338 Map
Jan 13 8:30-4:30	Tue	Finance System – General Ledger Day 1 includes finance and budget	RL6, room W179 3215 Marine Map
Jan 15 9:00-12:00	Thu	Financial Statement Reading How to access & read your statements	ARC 446 3100 Marine Map
Jan 16 8:30-4:30	Fri	Finance System – Procurement Day 2 of Finance System training by PSC	RL6, room W179 3215 Marine Map

SHORT TAKES

FY10 planning parameters

PBA has posted [planning parameters online](#) to help you get a start on FY2010 budgeting. Note that these preliminary figures will continue to be refined as more information becomes available.

Property Services pick-up

Property Services instituted a new system to pick up surplus items from departments. However, a process is not yet in place to report these items to the Property Accounting Office (PAO) in order to remove them from the PAO departmental inventory records. If Property Services picked up any items from your department in 2008, please send a copy of their report that shows what they picked up to Jeanne Connelly so the PAO can make sure these are removed from your inventory. Contact: [Jeanne Connelly](#), 2-2424, 579 UCB.

Efficiency task force

Are you weighed down with policies or procedures that could be revised, simplified, or eliminated to improve efficiency and effectiveness? [Submit your comments and ideas online](#) to the President's Efficiency Task Force.

POLICY SCOREBOARD

New or revised since the last newsletter

Administrative Policy Statements (APS)

Fiscal Code of Ethics – revised 11/1/08
Received final approval and is now posted.

Finance Procedural Statements (FPS)

Fiscal Code of Ethics Acknowledgement – new 11/1/08 Much of the content is from the old APS à la current APS/FPS convention.

PSC Procedural Statements (PSC)

Alcohol FAQ – updated 10/28/08 The Alcohol FAQ is a useful resource and explains many different scenarios that involve alcohol use.

SPOT AWARDS

Congratulations to CU-Boulder's
December Spot Award recipients:

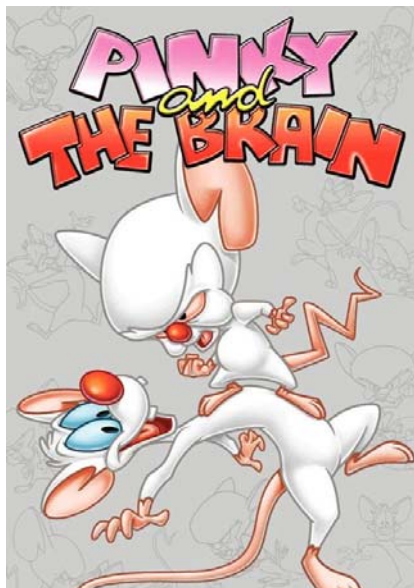
Irene Hillson, ITS
Bryn Samuelson, Leeds

[Click to find out more about the award and how you can recommend someone.](#)

DO THE RIGHT THING

ABS INNERVIEW

Jenna Hamilton



WHAT ABOUT JENNA

Grew up where? Arizona – the hot, dust bowl.

Where do you live now? Black Hawk

Brothers or sisters? Sadly, no. I was too much for my parents so they didn't have any more and got a divorce. HA!

Married? Nope, Taken. =)

Kids? 2 – Max (dog) and sometimes Mike (b/f)

Pets? Just 1 dog, Max. Oh but we'll have more soon.

Book recently opened? Orwell's *1984*

Sports you like? College football, Rugby,

Baseball, NASCAR, & Hockey (Go Wings!)

Favorite movie genre? Action

Favorite comfort food? Cookies!

Favorite cartoon character? Pinky and the Brain

Favorite season? Autumn in Colorado was wonderful!

Favorite subject? Biology and Music

Place you'd like to live? New Zealand

Dream job? Loan Fund Account for ABS at CU! Or Marine mammal trainer/researcher of Orcas.



Jenna at Yosemite Valley

What is it you do at ABS, and for how long?

I've been here just over 6 months (YAY!). The Perkins loan is my "baby." I work on reconciling Perkins and all other loan fund accounts. I also work with Property accounting but I still have a *lot* to learn with that side.

What did you do before you started working at the university?

I finished up my Bachelors at Northern Arizona University and worked there for three years in the Bursar's Office.

Any similarities or differences that stand out between NAU and CU-Boulder?

NAU and CU are quite different. The only similarity that really stands out is PeopleSoft. When I first started working for NAU we had the "Flintstones" version of PS and finally upgraded about a year later to PS 8.9 which is really similar to CU's PS (not sure what version CU has). Year end is a lot different for me here then it was at NAU. NAU = 1 day vs. CU = near 4 months; but it kept me busy. Also, everyone is a lot nicer here, which makes coming to work that much more enjoyable.

Do you have much contact with departments outside of ABS?

Not yet, but I'm starting to. I work really closely with Financial Aid and the Bursar's office. I'm sure once I fully understand *every* aspect of my job I will work with more departments on a regular basis.

Shortly after you started, wasn't there some sort of audit you were involved in? Was that a trial by fire?

Yes the audit(s) of death! It was definitely trial by fire, but thanks to my heroes, Leila (McCamey) and Jill (Ray), I (we) survived with flying colors.

Any surprises since you started work here? Something you weren't expecting?

The ugly bug that Jeanne (Connelly) left on my desk one morning was quite a surprise. Otherwise it's just a matter of learning who wants what from Loan funds and when.

If you were to make a New Year's resolution, what would it be?

Learn to drive a manual and don't leave the house when everything is covered in ice. Maybe eat a few less cookies too...

How do you like to spend your time away from work?

Exploring Colorado with Mike and our dog Max, fishing, cooking, catching up on movies/music and snowboarding.

Jenna, thanks for your time.

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[Barry Northrop](mailto:Barry.Northrop@colorado.edu), (303) 492-7119,
ABS website: <http://abs.colorado.edu/>

Staffnotes

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