

By the Numbers

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

February deadlines & dates

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Date	Day	Time ¹	Deadline Description
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.
Feb 5	Thu	6:00	Gift expense calc to CUF for next Monday wire transfer.
Feb 12	Thu	5:00	Time collection for February 7 biweekly pay period. ²
Feb 12	Thu	6:00	Gift expense calc to CUF for next Tuesday wire transfer.
Feb 17	Tue	5:00	Time collection for February monthly pay period. ²
Feb 18-20	3 days		Wed-Fri HR Production down for payroll processing. ²
Feb 19	Thu	6:00	Gift expense calc to CUF for next Monday wire transfer.
Feb 20	Fri	4:00	Allocation changes and creates for current month business. Send to Lynda.Reisinger@colorado.edu or call 2-8646.
Feb 23	Mon		Reminder to submit any required documentation needed for SPA or gift JE approval ahead of tomorrow's SPA/Gift journal deadline. ^{3,4}
Feb 24	Tue	4:00	Data Control to receive INs for current month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Feb 24	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}
Feb 25	Wed	6:00	Gift expense calc to CUF for Feb 27 month end transfer.
Feb 26	Thu	5:00	Time collection for February 21 biweekly pay period. ²
Mar 2	Mon		Budget Journal Entry cutoff for February. A&S units: submit all budget change requests to the A&S Budget Office by the A&S deadline.
Mar 2	Mon		As month end nears, check for unposted journals that you need to correct, approve, or delete. ⁴
Mar 3	Tue	6:00	➔ Finance System campus close for February. DO NOT create, validate, approve or post February journals after 6PM—they do not post & are deleted. Note: the cutoff for fund 30/31 & 34 journals was February 24, 4PM. ³
Mar 4	Wed	4:00	All unposted February journals that are not copied & assigned a future date or saved in incomplete status will be deleted.

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

FEBRUARY 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	♥
15	16	17	18	19	20	21
22	23	24	25	26	27	28
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.

SHORT TAKES

Property Services pick-up

(Note: This is repeated from last month because ABS has received responses from several departments, so we want to continue to get the word out.)

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

The president's task force on efficiency is looking at policies, procedures, and processes that could be revised, simplified, or eliminated. To date, they have received at least 670 comments and suggestions from the university community, many of which identify multiple issues. The call for feedback has been wildly successful and if you still have something on your mind, [you can still submit comments online](#). The task force continues its work, so expect to hear from them in the near future.

Travel codes slimmed

Effective March 1, 2009, all travel account codes **except** the following will be inactivated for streamlining purposes. Please contact your [area accountant](#) if you have questions.

700100 - Employee Travel - In State
700200 - Employee Travel - Out-of-state
700204 - Emp Trvl OutState Bowl Games
700300 - Employee Travel -International
700400 - RTD Bus Passes
702000 - Non-employee Travel - In State
702100 - NonEmployee Trvl -Out of State
702105 - Non-emp Outstate Trvl Postseasn
702200 - Non-employee Travel -Internatl
702400 - AHEC Housing

Don't let the perfect be the enemy of the good.
— Voltaire

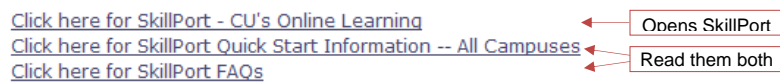
SkillPort Report



Back in December, the CU employee online training modules in [Blackboard](#) were moved to SkillPort. The most important difference between the two is that SkillPort offers a much broader range of training opportunities in addition to the familiar CU courses. Overall, SkillPort is an improved learning experience and has several enhanced features. Here are a few things to watch for.

Point of entry matters

SkillPort is accessible in the [myCU portal](#) under the MY.TRAINING tab. You can also access it from Boulder's [CUConnect](#) homepage by clicking on "SkillPort - CU's Online Learning" under the MyCU Links channel. However, this route opens a new window that is a shortened version of the MY.TRAINING window and leaves off the Training Summary section that shows the courses you have completed. Click on the MY.TRAINING tab to see it all. Both windows have three links (pictured below). The top one **opens SkillPort** itself in a separate window and the other two open **Quick Start** and **FAQ** guides that go into more detail than this short introduction. Invest 10 minutes and read both.



Shortcuts

- My Plan
- My Enrollments
- My Report
- CU Learning Programs
- Technical Support
- Credentialing
- Books24x7

Inside SkillPort

Inside the SkillPort application is a navigation menu on the left labeled Shortcuts. **My Enrollments** was pre-populated with CU courses that may apply to your position. These are *not* required but provide ease of use for employees that are taking the CU custom courses. You may have already completed some of these in Blackboard. **CU Learning Programs** contains *all* the CU courses and you can enroll in any of them. Courses in My Enrollments also appear here.

Bonus features: CPE & Books24x7

If you need Continuing Professional Education credits, **Credentialing** offers many qualifying courses (or select **Catalog** along the top menu bar). **Books24x7** is a slick way to learn new skills or update old ones by reading current print books online. You can add them to a personal folder to make them easy to pick up again. This is a real money saver! Managers, maybe this can give you and your high achievers a few ideas.

Who to contact

For SkillSoft functionality problems, contact SkillSoft under **Technical Support** (or support@skillsoft.com, 1-866-754-5435). For concerns about the CU custom content or course completion reporting, contact Janet.Lowe@cu.edu.

Opinion by Barry Northrop

Is there a problem?

Have you noticed that *problem* is one of those words now discouraged by enlightened society? In its place, *issue* or *challenge* have usurped its usage. Widespread bankruptcy is an *issue*; the state budget shortfall is a *challenge*. Apparently neither is a problem. Don't get me wrong. I understand that language is a powerful tool in shaping beliefs, attitudes, and perceptions and that conscious word choice can help better us. I'm just not sure why *problem* is, well, a problem.

Continued on next page

Problem – continued from previous page

Before going forward, it is often instructive to peer backward. The etymology of **problem** is from the Greek problema “a problem, a question” which derives from proballein “to throw before, to put forward.” Today, it means “a question proposed for solution or discussion.” That’s simple and innocuous. Its Greek roots are a bonus because older language adds substance. **Challenge** is from the Latin calumnia “trickery, false accusation.” Of its meanings, I think the one generally intended is “difficulty in a job or undertaking that is stimulating to one engaged in it.” I sense a bit of bravado here, which may mirror the Latin-supplanting-Greek history. **Issue** also has Latin roots from exire “to go out.” Of the three, this word has, by far, the most number of meanings in the dictionary which simply makes it too ineffectual to use in public, although my favorite is the pathology usage “a discharge of blood, pus, or the like.”

I think the real issue here is that we are challenged by the certainty of the problem. Problems have clear identity and definition. Issues and challenges are soft and fuzzy. Problems beg for solutions. Issues and challenges don’t mind lingering. Problems are Keifer Sutherland’s 24. Issues and challenges are wisful art films. Of course things are not always black and white. The world teems with issues and challenges, but there is a respectable place for problems. We must recognize them, embrace them, and get over them.

QUESTIONS & ANSWERS

Q: Who should I contact with questions about PSLite and is there training?

A: PSLite is a Microsoft Access application that uses the Central Information Warehouse (CIW) to create a variety of financial and informational reports. If you need help installing the program or have questions about how to run or use the reports, please contact either [Diane Przygocki](#), 2-7213, or [James Lei](#), 5-6435. A [PSLite Tips, Tricks, & Troubleshooting](#) is available plus a PSLite training is scheduled for Friday, February 20, 2009 (details below).

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
Feb 10 8:30-4:30	Tue	Finance System – General Ledger Day 1 includes finance and budget	RL6, room W179 3215 Marine Map
Feb 12 12:00-1:30	Thu	OCG/SPA Brown Bag Lunch Sponsored project topics/Q&A. More info.	UMC, room 325 1669 Euclid Map
Feb 13 8:30-4:30	Fri	Finance System – Procurement Day 2 of Finance System training by PSC	RL6, room W179 3215 Marine Map
Feb 19 9:00-12:00	Thu	Financial Statement Reading How to access & read your statements	ARC, room 446 3100 Marine Map
Feb 19 3:00-4:30	Thu	Newer Faculty Meeting by OCG Sponsored project info for newer faculty	UMC, room 425 1669 Euclid Map
Feb 20 8:00-10:00	Fri	PSLite – Limited seating, must pre-register. Requires a CIW ID/password. More info.	RL6, room W179 3215 Marine Map
Feb 26 8:30-11:00	Thu	Contracting and Subcontracting Training Module II by OCG. Pre-register.	ARC, room 620 3100 Marine Map

Note new location

SHORT TAKES

800+ cost sharing projects

Cost sharing is that portion of project costs not borne by the funding agency. Currently, there are more than 800 open and active cost sharing projects tracked and monitored by SPA’s compliance group. If you have a question about cost sharing, feel free to contact [Demetria Ross](#), 735-5083

Common question factoid

The most frequent questions posed to the Finance and Procurement Help Desk have to do with how to get a PO/SPO paid, Travel, and inquiries on all types of payments.

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.

POLICY SCOREBOARD
New or revised since the last newsletter

CU Foundation Transfer Requests FPS
(New 1/1/09) This new FPS sets forth the requirements for manual transfers of funds from the CU Foundation to the University. It replaces the *Procedure for CU Foundation Transfer Funds Form* formerly associated with the *CU Foundation Transfers APS*.

Travel Authorization and Expense PPS
(Revised 1/1/09) This revision updates various hyperlinks throughout the document such as city-pair price agreements, M&I rates (Meals and Incidental Expenses), in-state lodging directory, and car rental locations/benefits. The 2009 mileage rates have been added. In addition, under #28 *No Cost to the University*, restrictions on travel paid by outside entities are listed in order to align with [Position Statement 08-02 on travel](#) issued by the Colorado Independent Ethics Commission.

SPOT AWARDS

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

Julie Hughes, INSTAAR
Steve Turley, Bursar’s Office

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

DO THE RIGHT THING

WHAT ABOUT LORI**Grew up where?** Longmont**Where do you live now?** Longmont**Brothers or sisters?** One of each**Married?** Yes – to Mike**Kids?** Stepson – Quentin, 31

Stepdaughter – Carisa, 28

Son – JJ, 26

"Adopted" Son – Travis, 26

And 3 wonderful Grandsons!!!

(This is why we don't kill our children :D)

Jordan – 7

Cole – 2

Case – 5 mos.

Pets? Yes, a puppy – Yukiko, a Shiba Inu**Book recently opened?** *Silent Prey* by

John Sandford

TV shows you like? Two and a Half Men

& Criminal Minds

Favorite movie genre? Suspense**Favorite comfort food?** Sushi**Favorite place to shop?** Centerra Mall in Loveland**Favorite cartoon character?** Eeyore**Favorite season?** Fall**Favorite subject in school?** Math &

Science

Place you'd like to live? I lived in

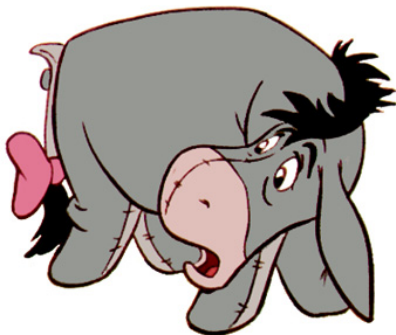
Germany for three years and would move

back in a heartbeat!! It's absolutely

beautiful!!

Dream job? Cost accountant or tax

accountant

**ABS INNERVIEW****Lori Haynes****H**ow long have you been at ABS and what is it you do?

I have been here since June 2008. I enter the new awards and the modifications for existing awards into SPINS. I also create or modify Excel spreadsheets for budgets and use those to enter

the budget information into SPINS which in turn dumps into the PeopleSoft Finance System.

Weren't you a former CU employee and then returned?

I actually worked upstairs in University Communications from March 2006 – October 2007. I was the administrative assistant to the AVC for Strategic Communications, Michael Warden, and also did payroll, A/P, travel arrangements and reimbursements and HR for classified & exempt positions.

What did you do in between and what led to the decision to return?

I got my accounting degree in August 2007 and was recruited to work for a company called ProLogis Inc. in Aurora. It was a great opportunity to get my feet wet in the accounting world and at that point in time, gas was only \$2.60/gallon. The commute really was not bad, but as gas prices increased so did the cost of my commute. When I began spending more per month for gas than I did for my car payment, I decided it was time to find something closer to home. Fortunately for me, I had not burned any bridges with the University!

Do you have much contact with departments outside of ABS?

I rarely have contact with any other departments except for OCG. They are the ones that bring me new awards and modifications.

What do you find most enjoyable about your work?

The people – everyone here is very friendly & great to work with.

If CU needs to make budget cuts given the economy, where do you think it should start?

Probably at the top – seems like we have lots of layers of hierarchy.

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

Travelling.

What's on your travel wish list?

We would really like to do a long road trip back east in the fall – Boston, DC, Pennsylvania, Massachusetts, Virginia. Also a cruise to Alaska, possibly a trip to Guadalajara... and definitely back to Germany!!

Lori, thanks for your time.

By the Numbers is published by
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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.