

By the Numbers

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

April deadlines & dates

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The first pitch of the Fiscal Year End season gets tossed on April 15 when budget change restrictions begin. "FYE" will appear in the April and May calendar time slot to indicate these early fiscal year-end deadlines.



APRIL 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	1	2

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

Date	Day	Time ¹	Deadline Description
Apr 1	Wed		Budget Journal Entry cutoff for March. A&S units: submit all budget change requests to the A&S Budget Office by the A&S deadline.
Apr 1	Wed		As month end close nears, check for unposted journals that you need to correct, approve, or delete. ⁴
Apr 2	Thu	6:00	➔ Finance System campus close for March. DO NOT create, validate, approve or post March journals after 6PM—they do not post & are deleted. Note: the cutoff for fund 30/31 & 34 journals was March 26, 4PM.³
Apr 2	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Apr 3	Fri	4:00	All unposted March journals that are not copied & assigned a future date or saved in incomplete status will be deleted.
Apr 9	Thu	5:00	Time collection for April 4 biweekly pay period. ²
Apr 9	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Apr 14	Tue	5:00	Time collection for April monthly pay period. ²
Apr 15	Wed	FYE	FY09 GF continuing budget change restriction (see page 2).
Apr 15-17	3 days		Wed-Fri HR Production down for payroll processing. ²
Apr 16	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Apr 21	Tue	4:00	Allocation changes and creates for current month business. Send to Lynda.Reisinger@colorado.edu or call 2-8646.
Apr 23	Thu	5:00	Time collection for April 18 biweekly pay period. ²
Apr 24	Fri		Reminder to submit any required documentation needed for SPA or gift JE approval ahead of next business day's SPA/Gift journal deadline. ^{3,4}
Apr 27	Mon	4:00	Data Control to receive INs for current month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Apr 27	Mon	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}
Apr 28	Thu	6:00	Gift expenses to CUF for Apr 30 month end wire transfer.
May 1	Fri		Budget Journal Entry cutoff for April. A&S units: submit all budget change requests to the A&S Budget Office by the A&S deadline.
May 1	Fri		As month end close nears, check for unposted journals that you need to correct, approve, or delete. ⁴

May 4	Mon	6:00	➔ Finance System campus close for April. DO NOT create, validate, approve or post April journals after 6PM—they do not post & are deleted. Note: the cutoff for fund 30/31 & 34 journals was April 27, 4PM.³
May 5	Tue	4:00	All unposted April journals that are not copied & assigned a future date or saved in incomplete status will be deleted.

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

FY09 GF budget cutoff

The FY 2009 General Fund continuing budget change cutoff for the campus is **April 15**. After the cutoff, General Fund continuing budget may only be moved within the same General Budget Account and Campus Division. If you have a continuing budget change past the deadline, you are advised to do a temporary budget change in FY 2009 and a continuing budget change effective dated July 1, 2009 (i.e. FY 2010). Please note that the FY 2010 budget ledgers are now open in the Finance System. If you have any questions regarding this cutoff please email or call [Jan Baker](#), 492-8926.

Black Box pop quiz

The term "black box" refers to:

- A An attaché case with launch codes**
- B A 3 liter box of inexpensive wine**
- C A subsystem used to upload data**

If you guessed C you are correct.

Subsystems are computer applications to which data is entered and then uploaded to the Finance System. Subsystems exist at the System level and at the department level. Those at the departmental level are often referred to as "Black Box" subsystems and are used by departments to process high volumes of transactions such as Telecom or FacMan. To learn how to set up Black Box subsystems or whether they are appropriate for your business operation, please contact:

- A President Obama**
- B Ernest or Julio Gallo**
- C Lynda Reisinger, 2-8646**

Again, C is correct. You can read more [about subsystems on the ABS website](#).

SPOT AWARDS

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

- Morgan Bays**, Electrical, Computer, & Energy Engineering
- Chris Hamlin**, Chancellor's Office

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

DID THE RIGHT THING

I have seen the future...

I FIRST HEARD ABOUT THE EXPENSE SYSTEM (ES) sometime in the fall of 2006, but due to a number of factors, it has had a long gestation. Consider it a very long drum roll that is now approaching a crescendo.

For several weeks I, along with a hardy group of intrepid thrill seekers, beta tested the Expense System which is off-the-shelf software developed by a commercial firm. I was a bit late to the party so I scrambled to get up to speed. That's a nice way to say I was lost and clueless which, it turns out, was not a bad place to start.

The countdown begins

Some of the reasons the university decided to adopt a new system were to streamline business processes, reduce operating costs, and improve internal controls. The ES has been undergoing university-wide testing by individuals from a variety of departments in order to learn how it works and to offer feedback to help tweak how we work with it. The first live use of the ES begins in mid-April by select groups within System Administration and UCD. There will be a thorough de-briefing of the initial roll out prior to determining subsequent go-live dates for participating pilot groups on the other campuses. This phased launch approach has always held to a floating schedule in order to adjust and adapt to real-time events on the ground. This sort of planning helps ensure a smooth flight.

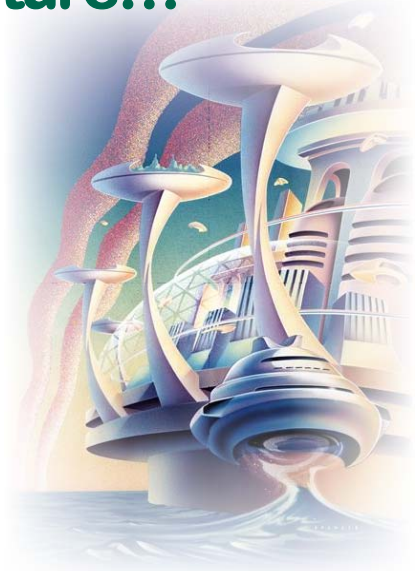
What actually changes?



The ES changes the environment in which we handle many of the details of our day-to-day business and will affect several systems that we currently use. While this article isn't intended to describe how the ES works or offer handy tips, be assured that there will be ample time for training before its launch. You can [get an early look at these training materials from the PSC website](#). Although the way we do our business will change, the broad underlying framework still applies: Preparation/Entry — Review/Approval — Submission.

Does it deliver?

In the controlled chaos of beta testing, I had doubts—not so much about the system but about my ability to figure it out and actually use it. Bear in mind that I only have a Procurement Card, rarely travel, almost never need a reimbursement, and don't do much in the way of processing these sorts of things. But lo and behold, after much head scratching, hand wringing, coffee drinking and general muttering, I actually drove the thing and even got somewhat cozy with it. Later in the testing phase, we started to see some of the training materials and those confirmed to me that the ES is knowable and manageable and—dare I say?—likeable. Yes there will be a learning curve and yes, each department will have to incorporate the ES into a routine that works for their operation, but the system holds great promise. Of course as always, **DON'T PANIC**.





All auxiliary FOPPS that have actual or anticipated revenue and/or expense activity in a given fiscal year must have a budget set up to reflect the financial plan for the activity.

Detailed instructions, as well as the template worksheets for submitting budgets and rate sheets may be downloaded from the Planning, Budget and Analysis (PBA) website at: <http://www.colorado.edu/pba/budget/budgetdevinfo/index.html>

Planning parameters for FY10 are available to help you project expense increases: <http://www.colorado.edu/pba/budget/budgetdevinfo/index.html>

Budget worksheets for funds 20, 26, and 29 are due to PBA by or before **June 30, 2009**. They should be submitted electronically as an email Excel attachment to Jan Baker: Janet.Baker@colorado.edu. Fund 28 (Internal Service Center) rate sheets should be returned on or before **June 30, 2009** to Accounting and Business Support: accounting@colorado.edu.

Open labs for assistance will be hosted by Budget staff for the auxiliary budgeting process again this year. The labs offer unit fiscal managers an opportunity to meet with budget staff to ask questions and discuss their proposed auxiliary budgets. The labs will be held at PBA, **Mondays 3:00-4:00** and **Thursdays 10:00-11:00, April through June**. Please call Jan at 2-8926 or email to Janet.Baker@colorado.edu if you have questions or would like to attend a lab session.

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
Apr 2 8:30-11:00	Thu	Property & Travel (for sponsored projects) Training Module III by OCG. Learn more.	ARC, room 620 3100 Marine Map
Apr 7 2:30-4:00	Tue	ePER Mysteries Revealed Learn more about the training. Register.	ARC, room 620 3100 Marine Map
Apr 9 9:00-11:00	Thu	Accounting 101 (Class #1) Accounting fundamentals. Learn more.	ARC, room 446 3100 Marine Map
Apr 14 8:30-4:30	Tue	Finance System – General Ledger Day 1 includes finance and budget	RL6, room W179 3215 Marine Map
Apr 16 9:00-12:00	Thu	Financial Statement Reading How to access & read your statements	ARC, room 446 3100 Marine Map
Apr 23 1:30-3:30	Thu	Accounting 101 (Class #2) Accounting fundamentals. Learn more.	UMC, room 247 1669 Euclid Map
Apr 24 8:30-4:30	Fri	Finance System – Procurement Day 2 of Finance System training by PSC	RL6, room W179 3215 Marine Map
Apr 30 1:30-3:30	Thu	Accounting 101 (Class #3) Accounting fundamentals. Learn more.	UMC, room 247 1669 Euclid Map

SHORT TAKES

Don't ignore F&A budget

Monthly reviews of project financial statements should include scrutiny of direct expenses and their budgeted categories to ensure there isn't a significant deviation from the budget. But don't overlook the line in the financials containing F&A budget and amount being charged to determine whether it's significantly over or under spent. This can help detect an incorrect F&A rate that may have been entered in the system. If you find discrepancies, please contact your grant accountant.

POLICY SCOREBOARD

New or revised since the last newsletter

APs were relocated to the [University Policy Office website](#) and are now all in HTML format instead of predominantly PDF.

The Task Force on Efficiency Report recommended that starting July 1, changes to forms, procedures, and policies be limited to twice a year (January 1/July 1), so expect to see less frequent entries in this column.

Official Function PPS (Updated 4/1/09) The dollar threshold that triggers an OF form increases from \$100 to \$500 and applies only to food and beverage. Read more in the [Communicator](#).

Personal Technology PPS (Updated 4/1/09) PTA number no longer required but other requirements remain. Read more in the [Communicator](#).

ePER Mysteries Revealed!

**Tuesday April 7, 2009
2:30-4:00pm
ARC 620**

**Questions? Call Pat
Dodson, 303-492-2620
Class & registration info**

 A graphic with the text "Accounting 101 Making it all add up" overlaid on a background of colorful numbers and mathematical symbols.

The first class starts April 9

Accounting 101
Making it all add up

4 lively meetings designed for the busy administrator who wants to get up to speed on accounting essentials. All are welcome.

[Click for class & registration info](#)



WHAT ABOUT SHARON

Grew up? In a small farm town in Illinois

Where do you live now? Frederick

Siblings? 3 older brothers, no sisters

Married? Yes for over 23 years

Kids? 2 children, a daughter – Andrea and a son – Nathan

Book recently opened? I read Inspirational fiction books. I am currently reading a book series called *Fountain Creek Chronicles* from Tamera Alexander based in the 1800s in the Colorado territory.

A TV show you like? Dancing with the Stars

Favorite comfort food? Chocolate

Favorite place to shop? Kohl's & JC Penney

Favorite season? Summer

Favorite subject in school? Math

Place you'd like to live? I have reached that place – Colorado



ABS INNERVIEW

Sharon DeCarlo



How long have you been at ABS and what is it you do?

I have been with ABS since June of 2008, and I am a grant accountant with Sponsored Projects Accounting.

Before ABS, you worked at an A&S Financial Service Center. Are there similarities between the two jobs?

The Financial Service Centers assist academic departments and

programs under the College of Arts and Sciences with their financial and HR needs. The amount of exposure to sponsored projects depends on which department the accounting tech is responsible for. As with SPA, the FSCs also work with the reporting system in monitoring the expenses posted on speedtypes and create journal entries when needed or requested.

What did you do before the university?

Prior to joining the university in October of 2006, I always worked in the private sector in accounting for different companies.

Does your job have busier and less busy times or is it fairly steady.

My job is always busy as I have over 500 projects that I monitor. A couple of months out of the year may not be as hectic depending on when the project financial reporting is due.

What do you find particularly enjoyable about your work?

I really like working with numbers and having a variety of tasks in my position. It is always a good feeling when an old project can finally be closed!

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

My husband and I like to go skiing and snow shoeing in the winter. The rest of the year we enjoy zoom-zooming around the Colorado curvy roads in our Mazda Miata convertible. We belong to a Miata car club so most weekends there is always something happening. I also like to take walks, hike the Rocky Mountains, and read. I used to sew a lot but that has tapered down in recent years.

Sharon, thanks for your time.

By the Numbers is published by
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Staffnotes

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