

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

JUNE 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	3	4

Date	Day	Time ¹	Deadline Description
Jun 1	Mon		Budget Journal Entry cutoff for May. Note: Only temporary budget or continuing budget moved within the same campus division and budget account allowed since April 15. A&S units: submit all budget change requests to the A&S Budget Office by the A&S deadline.
Jun 1	Mon		As month end close nears, check for unposted journals that you need to correct, approve, or delete. ⁴
Jun 2	Tue	6:00	➔ Finance System campus close for May. Do not create, validate, approve or post May journals after 6:00pm—they do not post & are deleted. Note: the cutoff for fund 30/31 & 34 journals was May 27, 4:00pm. ³
Jun 3	Wed	4:00	All unposted May journals that are not copied & assigned a future date or saved in incomplete status will be deleted.
Jun 4	Thu		Year-End Close Town Meetings at 10-11:30am and 1:30-3:00pm. Eaton Humanities room 250. Register to accounting@colorado.edu and bring copies of the Year End Memo , Automated Accruals , and Procurement Card Instructions .
Jun 4	Thu	8:00am	May reports available on demand in the Reporting System.
Jun 4	Thu	5:00	Time collection for May 30 biweekly pay period. ²
Jun 4	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Jun 8	Mon	noon	May reports available in the Portal.
Jun 8	Mon	4:00	Requests to change (add, delete, modify) allocation steps within existing groups for FY09 due to Lynda.Reisinger@colorado.edu , 2-8646.
Jun 11	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Jun 12	Fri	4:00	Deadline for changes to the Property Accounting System for FY09. For assistance, contact Jean Connely, 2-2424.
Jun 12	Fri	4:30	Last day for the Student Employment Office to receive PET requests involving hourly (407600) to work-study (407700). Contact Brenda Duran, 2-3548.
Jun 15	Mon	5:00	Time collection for June monthly pay period. ²
Jun 16	Tue	5:00	Time collection for June 13 biweekly pay period. ²
Jun 17-19	W-F	3 days	HR Production down for payroll processing. ²
Jun 17	Wed	Noon	Deadline for gift transfer requests >\$500K or to get FY09 manual transfer requests to CU Foundation for 6/30 wire.
Jun 18	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Jun 19	Fri	4:00	Starting today, departments that use Data Entry please hand-deliver all INs on a daily basis to Lynda Reisinger, ARC, 3100 Marine St, room 433.
Jun 24	Wed		Travel and non-travel vouchers must be at the PSC to guarantee a check in the last check run for the year—in their hands, not just in the mail.
Jun 24	Wed	2:00	FY09 hand drawn requests due to PBS. Helpdesk 735-6500.
Jun 24	Wed	4:30	Last day for Student Employment Office to receive PET requests to move employer share of work-study earnings (407700) to another FOPPS. Brenda, 2-3548.
Jun 25	Thu		Begin to circle total dollar amount and write "JUNE" underneath it on Payment Vouchers for FY09 business until July 6 deadline for PSC to receive PVs to accrue.
Jun 26	Fri		Vendor information to set up new vendors due to PSC.
Jun 26	Fri		HR Production down for salary upload processing. ²
Jun 26	Fri	6:00	Gift expenses sent to CUF for 6/30 end of month wire transfer.

Continued on next page

Fiscal Year End THINGS TO DO NOW

Register for the Year End Meeting on Thursday June 4 for either morning (10-11:30) or afternoon (1:30-3:00) Sign-up: accounting@colorado.edu

Print these and bring to the meeting:
Departmental Year End Memo
Automated Accruals
Procurement Card Instructions

Visit the [ABS Year End Close webpage](#) for the latest information & resources.

Breathe. Don't stop.

JULY 2009						
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SHORT TAKES

Aux. budgets & open labs

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. Instructions and templates may be [downloaded](#) from the PBA website. [Planning parameters](#) for FY10 are available to help project expense increases. Budget worksheets for funds 20, 26, and 29 are due to PBA by or before **June 30, 2009**. Submit by email as an Excel attachment to Janet.Baker@colorado.edu. Fund 28 (Internal Service Center) rate sheets are due on or before **June 30, 2009** to accounting@colorado.edu. Open labs offer fiscal managers an opportunity to meet with budget staff to ask questions and discuss proposed budgets. **The labs are held at PBA, Mondays 3-4pm and Thursdays 10-11am, April - June.** Please call or email Jan, 2-8926, if you have questions or would like to attend a lab session.

Deadlines continued from previous page

Jun 26	Fri	6:00	Creation, validation, & departmental approval of cost transfers & PETs for fund 30/31 projects & fund 34 gift journals for June 1 st close. No exceptions. ^{3,4}
Jun 29	Mon	4:30	Deadline to pick up payroll hand drawn warrants from OCM.
Jun 30	Tue	Noon	PSC to receive request to cancel checks in FY09.
Jun 30	Tue		PET dates now default to 6/30/09 through July 16.
Jun 30	Tue		Non-manual encumbrances (PO/PO Req/SPO/SPO req) roll to FY10.
Jun 30	Tue		June payday shift to July 1.
Jun 30	Tue		ISC rate/budget sheets due to ABS Diana Vidal, 579 UCB.
Jun 30	Tue		Auxiliary fund FY10 budget sheets due PBA Jan Baker , 2-8926.
Jun 30	Tue		Physical count of inventories must be completed.
Jun 30	Tue		Petty cash and change funds counted by this date.
Jun 30	Tue		Last feed of BRS activity to the general ledger.
Jun 30	Tue		GIK equipment transaction memos are due to Property Accounting. For help call Jeanne Connely, 2-2424.
Jun 30	Tue		Last day for Accounts Payable to run checks for FY09. All checks on hand in your department must be mailed by midnight.
Jul 1	Wed		Start using 06/30/2009 for all your June 2009 journals.
Jul 1	Wed		PSC accrual process begins. <i>As appropriate</i> , back-date receiving and mark JUNE business on SPO voucher approvals. See Automated Accruals .
Jul 1	Wed		Get a bill for actual costs or a best estimate from those entities for whom any sponsored project of yours has issued a sub-award for work done through June 30 so that the expense can be manually accrued.
Jul 1	Wed	9:00am	Data Control's final deadline to receive INs for June processing received in the department by close of business day June 30. Hand deliver to Lynda Reisinger, ARC, 3100 Marine St, room 433.
Jul 1	Wed	11:00am	All money received as of midnight June 30 must be deposited with the Office of Cash Management so it can be recorded as FY09 business. See the OCM year-end memo on the year end page when available. Final cash subsystem feed for June.
Jul 1	Wed	5:00	Time collection for June 27 biweekly pay period (fully accrued). ²
Jul 1	Wed	6:00	Final departmental subsystem feeds using the black box.
Jul 2	Thu		Review, finalize, and post all unposted journals possible.
Jul 2	Thu	6:00	1st JUNE PRELIMINARY CLOSE
Jul 3	Fri		➔ Holiday. Do not create, validate, approve or post June journals today (or anytime after Thursday July 2, 6:00pm 1 st close cutoff).
Jul 4	Sat	8:00am	1 st close reports available in the Reporting System. CIW GL tables & FIN Reporting nightly refresh will not occur until Sunday night.
Jul 6	Mon	Noon	1 st close pink paper reports ready for pick up from ABS, 3100 Marine St, Room 446 only for those departments that get monthly printed reports. Those not picked up by 4:30 will be mailed July 7. Direct questions to Lynda Reisinger, 2-8646.
Jul 6	Mon	Noon	1 st close reports available in the Portal.
Jul 6	Mon	5:00	PVs and TVs must be at PSC to ensure FY09 accrual.
Jul 7	Tue		PSC deadline to receive SPO invoices for FY09 business.
Jul 7	Tue		Sales tax reports due Maggie Young , 579 UCB, fax 2-5553.
Jul 7	Tue		Reports on inventories taken and copies of final inventory adjusting JEs due to Maggie Young , 579 UCB, fax 2-5553.
Jul 7	Tue	3:00	Deadline to reallocate all FY09 Procurement Card transactions.
Jul 8	Wed	Noon	Creation, validation, & departmental approval of cost transfers & PETs for fund 30/31 projects & fund 34 gift journals for June 2 nd close. No exceptions. ^{3,4}
Jul 9	Thu	6:00	PSC automated accrual process ends. After today, begin manual accruals for expenses not accrued through the PSC process. See Automated Accruals .
Jul 9	Thu	6:00	Deadline to complete FY09 PO online receiving. Deadline to approve SPO invoices for items received by midnight June 30. See Automated Accruals .
Jul 9	Thu	6:00	Deadline for departmental PETs (and all UCD Fund 80 activity).
Jul 9	Thu	6:00	2nd JUNE PRELIMINARY CLOSE
Jul 10	Fri		➔ Do not create, validate, approve or post June journals today (or anytime after Thursday July 9, 6:00pm 2 nd close cutoff).
Jul 11	Sat	8:00am	2 nd close reports available in the Reporting System. CIW GL tables & FIN Reporting nightly refresh will not occur until Sunday night.

Continued on next page

Deadlines continued from previous page

Jul 13	Mon	Noon	2 nd close reports available in the Portal.
Jul 14	Tue	6:00	Creation, validation, & departmental approval of cost transfers & PETs for fund 30/31 projects & fund 34 gift journals for June final close. No exceptions. ^{3,4}
Jul 14	Tue	6:00	FINANCE SYSTEM CLOSE FOR DEPARTMENTAL FY09 ENTRIES This is the last time departments can enter a June JE including Fund 30/31/34 & temporary BJE's. Check for all unposted journals that you may be responsible for approving. ⁴
Jul 15	Wed		Departments report any errors >\$10K to area accountant.
Jul 16	Thu		Delete unposted FY09 journals.
Jul 16	Thu	4:00	Deadline to send FY10 allocation changes, adds or deletes for July business. Send to Lynda.Reisinger@colorado.edu or call 2-8646.
Jul 16	Thu	5:00	Time collection for July 11 biweekly pay period. ²
Jul 16	Thu	5:00	PET default date changes from 6/30/09 to current date.
Jul 16	Thu	6:00	FINAL CAMPUS CLOSE FOR ABS Final June reports are based on this close. Only the System Controller can enter corrections after today to period 998. After today, for any online report driven by accounting period, enter period 998 to ensure that you pick up any 998 entries that may have been entered.
Jul 17	Fri		➔ Do not create, validate, approve or post June journals today (or anytime after Tuesday July 14, 6:00pm final departmental close cutoff).
Jul 18	Sat	8:00am	Final close reports available in the Reporting System. CIW GL tables & FIN Reporting nightly refresh will not occur until Monday night.
Jul 20	Mon		Reporting database contains data as of July 17 (refresh tonight).
Jul 20	Mon		Moratorium lifted on creating new account codes.
Jul 20	Mon		Moratorium lifted on Org tree changes. FOPPS inactivations, new Org set-ups, etc. can be processed.
Jul 20	Mon		ABS sends customer detail report requests to support AR, deferred/prepaid expenses, manual AP, and unearned revenue. Return by July 31.
Jul 20	Mon	Noon	Final close reports available in the Portal.
Jul 21	Tue	5:00	Time collection for July monthly pay period. ²
Jul 22-24	W-F	3 days	HR Production down for payroll processing. ²
Jul 24	Fri		Dept. Administration F&A will be booked by July close.
Jul 24	Fri		General fund budget & cash carryforward booked by July close.
Jul 27	Mon		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}
Jul 28	Tue	4:00	Creation, validation, & departmental approval of cost transfers & PETs for fund 30/31 projects & fund 34 gift journals for current month. No exceptions. ^{3,4}
Jul 28	Tue	4:00	Data Control to receive INs for current month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Jul 28	Tue	6:00	Gift expenses sent to CUF for entire month of July wire transfer.
Jul 30	Thu	5:00	Time collection for July 25 biweekly pay period. ²
Jul 31	Fri		Customer detail reports sent out earlier this month that reconcile to your balance sheet are due back to ABS, Diana Vidal , 579 UCB.
Aug 3	Mon		Budget Journal Entry cutoff for July. A&S units submit all budget change requests to the A&S Budget Office by the A&S deadline.
Aug 3	Mon		As month end close nears, check for unposted journals that you need to correct, approve, or delete. ⁴
Aug 4	Tue	6:00	➔ Finance System campus close for July. Do not create, validate, approve or post July journals after 6:00pm—they do not post & are deleted. Note: the cutoff for fund 30/31 & 34 journals was July 28, 4:00pm. ³
Aug 5	Wed	4:00	All unposted July journals that are not copied & assigned a future date or saved in incomplete status will be deleted.

FOOTNOTES

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

²Observe 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.

³Tips: 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](mailto:Hua.Xu@colorado.edu), 2-1679 for project cost transfers & [Carrie Howard](mailto:Carrie.Howard@colorado.edu), 2-1071 for gift JEs.

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

MORE SHORT TAKES

Sponsored project JE tips

Cost transfers JEs & PETs on sponsored project FOPPS must be approved by SPA to verify that they are allowable per sponsor, university, and federal restrictions and regulations. These journals require specific information and formatting before they can be approved. [Click here to review](#) a one-page summary of SPA JE tips and standards. This will speed up approval especially during this busy time of year.

Continuing budget cutoff

The FY 2009 General Fund continuing budget change cutoff for the campus was 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, please do a temporary budget change in FY09 and a continuing budget change effective dated July 1, 2009 (i.e. FY10). The FY10 budget ledgers are open in the Finance System. If you have questions please contact [Jan Baker](mailto:Jan.Baker@colorado.edu), 492-8926.

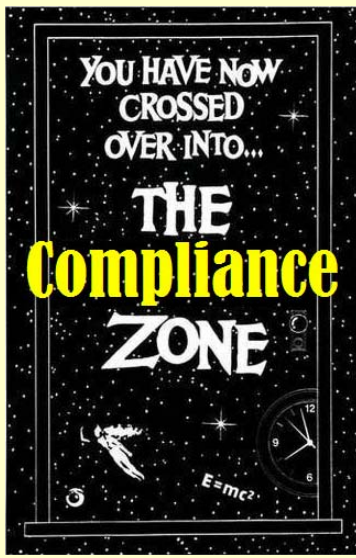
Same-day mail to PSC

With many approaching fiscal year end deadlines to get paperwork to the PSC, there is one campus mail drop that has same-day service. On the lowest level of Regent Hall across from room 1B75 there are two mail slots on the wall labeled "Campus" and "Denver." Mail placed in the Denver slot by 1:00 pm is picked up and delivered to the PSC that day per Mailing Services. Good to know if you get caught in a bind.

Wings national treasure

Regardless of the outcome of the NHL playoffs (as if we didn't know), the Detroit Redwings were recently designated as a national treasure by the Diane Przygocki Redwings-are-the-Best-Team-in-the-Universe Foundation. It is rumored that the team considers this modest recognition an honor equal to (if not greater than) the Stanley Cup.

It may be said with a degree of assurance that not everything that meets the eye is as it appears. — *Rod Serling*



THE COMPLIANCE AREA OF SPONSORED Projects Accounting has rearranged some of the job duties, but no matter how you slice it, you will always get service that is out of this world. As of May 1st, the following changes became effective.

Jim Sheppard is now responsible for JE approvals, which has been performed by Hua Xu for the past 4 years. Jim will continue to maintain the cost share effort database in the Finance System, monitor certification of cost share effort, and report details of certified cost sharing effort to the Cost Share Accountant.

Hua Xu is now responsible for ePERs (the electronic personnel effort reporting system), which has been Jim’s responsibility for many years. Hua will continue her role as the approver of PETCs and PETRs and of PO and SPO Requisitions.

Demetria Ross is now responsible for monitoring participant costs charged to sponsored projects, which had been performed by Hua. Demetria will continue her role as Cost Share Accountant.

Hua can be reached at 303-492-1679 and **Demetria** can be reached at 303-735-5083. **Jim** can be reached at 720-235-0572 which connects your call to a videophone and certified sign language interpreter who will facilitate your conversation with Jim. Please note that the interpreters in this call are not from the university and are not familiar with the work we do in sponsored projects. Therefore, to ensure your message is clear and is presented correctly, it would be best if you avoid the use of acronyms, speak slowly to ensure the interpreter can accurately relay your message, and don’t hesitate to ask the interpreter if he/she understands what you are trying to say if you believe there is some confusion.



The SPA Squad: Jim, Hua, Demetria

QUESTION & ANSWER

Q: Our auxiliary department made a One Time Payment to one of our employees who performed at a fundraising event. We are on a tight budget and allowed for GAIR but got hit with two extra charges that I believe are in error and should have already been paid by his regular job.

A: One Time Payments (OTP) are used to pay wages that are not part of an employee’s regular appointment. However, they are still subject to regular fringe benefit rates, in this case, 27.7% which was one of the two unexpected charges that appeared. In addition, a recharge for the Eco Pass benefit is charged to auxiliaries at the rate of 0.2639% which accounts for the small second charge. Both of these are allocations that run after the Finance System campus close at month end. To help prevent future surprises, the Eco Pass rate is now posted on the ABS Cost Accounting webpage and a footnote regarding the OTP fringe benefit charge is posted on the ABS Benefit Rates webpage.

SPOT AWARDS

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

Peggy Delaney, School of Law
Nichola McIntosh, Housing-Tech Svcs

About the award and how you can recommend someone.

DID THE RIGHT THING

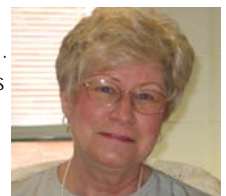
Upcoming trainings & events

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
Jun 9 8:30-4:30	Tue	Finance System – General Ledger Day 1 includes finance and budget	RL6, room W179 3215 Marine Map
Jun 12 8:30-4:30	Fri	Finance System – Procurement Day 2 of Finance System training by PSC	RL6, room W179 3215 Marine Map
Jun 18 9:00-12:00	Thu	Financial Statement Reading How to access & read your statements	ARC, room 446 3100 Marine Map

Staffnotes

Lynda Reisinger was honored in an April campus ceremony for her 30 years of service to the university (tho she has 31 years as of last January). ABS congratulates and thanks Lynda for her poise and dedication!



ABS INNERVIEW

Susan Wyn



Susan with Sheba along for the ride

WHAT ABOUT SUSAN

Grew up where? South Carolina, Georgia, and Alabama

Where do you live now? Boulder

Brothers or sisters? Two brothers, one sister

Married? Yes. Just celebrated our fourth anniversary in May.

Kids? None of my own, thank goodness!!! But I gained a son when I married my husband.

Pets? Sheba my seven pound Pomeranian

Book recently opened? *Showing up for Life* by Bill Gates Sr.

A TV show you like? The Amazing Race

Favorite movie genre? Romance

Favorite comfort food? Ice Cream, Chocolate, Pizza

Favorite place to shop? Crate and Barrel

Favorite cartoon character? Tweety Bird

Favorite season? Spring and Fall, specifically May and September

Favorite subject in school? English

Place you'd like to live? New Zealand and Hawaii

Fantasy job? Own a Doggy Day Care center

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

I began working in Property Accounting February 8th, 1999, so I'm entering my 10th year in Property. I'm responsible for issuing tags for all new capital equipment and entering it into our Property Accounting System. I look at each PO, SPO, and JE to make sure correct account codes are used. Jeanne and I offer individualized property training with departments on a one-on-one basis.

What did you do before joining ABS?

I began work at CU as a temp for six months (November 1995 through April 1996) in Accounts Payable in Regent. I was fortunate to be hired June 19th, 1996 as an Accounting Tech I in Travel. Worked in Travel and Employee Reimbursements till I went to work for Property in 1999. When I first arrived in Colorado in 1982, I worked at a small publishing company in Boulder for fifteen years. It was located on Spruce Street right off of the downtown Pearl Street Mall, so it was great to take a break for lunch and head to the mall.

Do you generally contact departments or do they contact you?

It's both. I contact them when I need more information about a piece of purchased equipment. Sometimes the description on the PO is gobbledygook so I need to call to see if there is a generic name for the equipment. And also to verify the number of tags that need to be issued. Departments contact me when they have general property questions or want to begin a new fabrication. They will send me a Fabrication Request Tag Form which I check to make sure all information is correct, then I will assign a tag to that fabrication.

Do you ever have reason to go out and visit departments personally?

Yes. Jeanne Connely and I visit departments that have just recently finished their biannual inventory and we do a follow-up review of their equipment. We pick a handful of items to audit to make sure all information is correct and up to date. I enjoy getting out and visiting with people and seeing the campus. I also accompany Lynda Reisinger and Maggie Young on some of their audits.

How does fiscal year end impact your work?

Fiscal year end is crunch time. Everything that I normally do is compacted into half the time to complete it. So it's just a matter of doing more in less time.

What's your favorite part of the job?

Getting to my job. I'm fortunate that I live in Boulder and am actually close enough to walk and bike to and from work. When the weather is nice my husband and puppy dog Sheba will ride into work with me. We have a bike basket for Sheba and she loves riding in it. The bike path is so beautiful and it's just a part of our daily routine. I actually love my office also. It's been called a "jungle" because of my green plants. Some are pretty big. When I open my door in the morning, I'm greeted by sunshine and plants. What a great way to start the day with my cup of coffee. The other favorite part of my job are the people I work with. I'm fortunate to be surrounded by a fun and supportive network.

You told me that June is your favorite month. What makes it so?

Two events which include the two passions of my life (my dog and bicycling) occur in June: "Take Your Dog to Work Day" and "Bike to Work Day" are only two days apart. My husband and I also have our birthdays in June!

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

I love to be outside. Hiking and bicycling are two of my favorite activities. My husband and I both like to travel. We have a small RV and have traveled to California several times; also to Summit County, Colorado. Reading is very enjoyable to me.

Susan, thanks for your time.

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3100 Marine Street, 4th floor
579 UCB, Boulder, CO 80309-0579
Direct questions, comments, corrections to
Barry Northrop, (303) 492-7119,
ABS website: <http://abs.colorado.edu/>