

# By the Numbers

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



## Deadlines & dates

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## JUNE 30

### reminders

- Requests to cancel FY09 checks to PSC noon.
- ISC rate sheets due [Diana Vidal](#), 579 UCB.
- Auxiliary budgets due [Jan Baker](#) 2-8926.
- Physical count of inventories completed.
- Petty cash and change funds counted.
- Last feed of BRS activity to the GL.
- Last day for AP to run checks for FY09.
- All checks on hand mailed by midnight.
- Non-manual encumbrances roll to FY10.
- June pay date shift to July 1.

Date	Day	Time <sup>1</sup>	Deadline Description
Jul 1	Wed		<b>Start using 06/30/2009 for all your June 2009 journals.</b>
Jul 1	Wed		PET dates now default to 6/30/09 through July 16.
Jul 1	Wed		All periods for FY10 open in the Finance System Actuals ledger.
Jul 1	Wed		PSC accrual process begins. As <i>appropriate</i> , back-date receiving and mark JUNE business on SPO voucher approvals. See <a href="#">Automated Accruals</a> .
Jul 1	Wed		Get a bill for actual costs or a best estimate from those entities for which a 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 <b>final</b> 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 <a href="#">OCM year-end memo</a> for details. Final cash subsystem feed for June.
Jul 1	Wed	5:00	Time collection for June 27 biweekly pay period (fully accrued). <sup>2</sup>
Jul 1	Wed	6:00	Final departmental subsystem feeds using the black box.
Jul 2	Thu		Review, finalize, and post all FY09 unposted journals possible.
Jul 2	Thu	6:00	<b>1<sup>ST</sup> JUNE PRELIMINARY CLOSE</b>
Jul 3	Fri		➔ Holiday. <b>Do not</b> create, validate, approve or post June journals today (or anytime after Thursday July 2, 6:00pm 1 <sup>st</sup> close cutoff).
Jul 4	Sat	8:00am	1 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 <a href="#">Maggie Young</a> , 579 UCB, fax 2-5553.
Jul 7	Tue		Reports on inventories taken and copies of final inventory adjusting JEs due to <a href="#">Maggie Young</a> , 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 <sup>nd</sup> close. <b>No exceptions.</b> <sup>3,4</sup>
Jul 9	Thu	6:00	PSC automated accrual process ends. After today, begin manual accruals for expenses not accrued through the PSC process. See <a href="#">Automated Accruals</a> .
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 <a href="#">Automated Accruals</a> .
Jul 9	Thu	6:00	Deadline for departmental PETs (and all UCD Fund 80 activity).
Jul 9	Thu	6:00	<b>2<sup>ND</sup> JUNE PRELIMINARY CLOSE</b>
Jul 10	Fri		➔ <b>Do not</b> create, validate, approve or post June journals today (or anytime after Thursday July 9, 6:00pm 2 <sup>nd</sup> close cutoff).
Jul 11	Sat	8:00am	2 <sup>nd</sup> close reports available in the Reporting System. CIW GL tables & FIN Reporting nightly refresh will not occur until Sunday night.

JULY 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

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

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## Fiscal Year End THINGS TO DO NOW

**Use the Checklist in the Year End Memo. Identify tasks that apply, check off those completed, and schedule the rest.**

**Use the daily emails that Laura sends to help stay on top of things.**

**Plan ahead. Only two weeks to go.**

## SHORT TAKES



### Expense System update

The Expense System has completed the first implementation phase which included System Administration and select departments at UCD. This resulted in valuable feedback. The next phase rollout to select departments on the Boulder campus is momentarily deferred while a vendor upgrade is installed and evaluated. If you want to get a head start on the new system, check out the [Expense System website](#) or click the postcard above for a quick overview. As with any new system, using it may be the best way to learn but you can prepare for the trip ahead of time.

### Capitalization threshold raised to \$75,000

The State Controller has allowed the university to increase our threshold for capitalization of buildings and improvements from \$50,000 to \$75,000 for fiscal year 2009 and beyond. Realizing that this impacts auxiliary budgets due to GAIR, ABS has formulated a transitional mitigation strategy that Laura sent to interested parties. If you did not receive this information and would like to learn more, [please click here to read it now](#).

When I got to the land of milk and honey, I found out I'm lactose intolerant and allergic to bees. — Frank & Ernest

Deadlines continued from previous page

Jul 13	Mon	Noon	2 <sup>nd</sup> close reports available in the Portal.
Jul 14	Tue	6:00	Creation, validation, & departmental approval of cost transfers for fund 30/31 projects & fund 34 gift journals for June final close. <b>No exceptions.</b> <sup>3,4</sup>
Jul 14	Tue	6:00	<b>FINANCE SYSTEM CLOSE FOR DEPARTMENTAL FY09 ENTRIES</b> This is the <b>last time</b> 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. <sup>4</sup>
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 <a href="mailto:Lynda.Reisinger@colorado.edu">Lynda.Reisinger@colorado.edu</a> or call 2-8646.
Jul 16	Thu	5:00	Time collection for July 11 biweekly pay period. <sup>2</sup>
Jul 16	Thu	5:00	PET default date changes from 6/30/09 to current date.
Jul 16	Thu	6:00	<b>FINAL CAMPUS CLOSE FOR ABS</b> 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		➔ <b>Do not</b> 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. <sup>2</sup>
Jul 22-24	W-F	3 days	HR Production down for payroll processing. <sup>2</sup>
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. <sup>3,4</sup>
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. <b>No exceptions.</b> <sup>3,4</sup>
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. <sup>2</sup>
Jul 31	Fri		Customer detail reports sent out earlier this month that reconcile to your balance sheet are due back to ABS, <a href="#">Diana Vidal</a> , 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. <sup>4</sup>
Aug 4	Tue	6:00	➔ Finance System campus close for July. <b>DO NOT</b> create, validate, approve or post July journals after 6:00pm—they do not post & are deleted. <b>Note: the cutoff for fund 30/31 &amp; 34 journals was July 28, 4:00pm.</b> <sup>3</sup>
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

<sup>1</sup>Times are p.m. unless otherwise noted. No time means the sooner the better.

<sup>2</sup>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.

<sup>3</sup>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.

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

## QUESTION &amp; ANSWER

**Q:** A supplier contacted us and asked for our DUNS number because it was not in their system. What is a DUNS number and where do I get one?

**A:** The DUNS number (Data Universal Numbering System) is a 9 digit identifier provided by Dun & Bradstreet. It is used in the business world primarily as a source of information to determine creditworthiness of an entity. Suppliers generally want ours for this reason. In addition, the Federal government requires that applicants for Federal grants and cooperative agreements have a DUNS number. This helps identify related organizations that receive funding, and provides consistent name and address data for electronic grant application systems.

Each University of Colorado campus has its own DUNS number and Boulder's is **00-743-1505**. Use this number exclusively whenever a DUNS number is required. **Do not apply for another one!** Other campus DUNS numbers are posted on the [Treasury website](#). If you *do* encounter a funding agency that asks for a different and unique DUNS number, contact [Debra Rowley](#) in the Treasurer's Office, (303) 837-2183, who will put an end to this nonsense.

## Policies under review

Administrative Policy Statements are now located on the University Policy Office website. The Policy Office recently added a [Policies Under Review feature](#) that lists proposed new policies as well as existing policies scheduled for rescission or revision. The page is arranged by policy type—Academic/Research, General, and so on. Read the *Justifications* to explain the changes. The following fiscal policies are scheduled for action effective 7/1/09:

### APS RESCISSIONS

Delegation of Authority to Chancellors to Execute Certain Contracts  
Requirement for Prior Approval of Professional Services Contracts

### APS REVISIONS

Collection of Personal Data from Students and Customers  
Contracting Authority  
Fiscal Misconduct Reporting  
Coordination of Audits  
Reimbursement for Work Done on Behalf of a University of Colorado Supporting Foundation

### APS NEW POLICIES

Tuition Waivers for Companies Relocating to Colorado - Economic Development  
In-State Tuition for Students that are Honorably Discharged from the Military

Also set for July 1, 2009 are updates to several [Finance Procedures/Forms](#) and [PSC Procedures/Forms](#). These are summarized on a nifty [OUC Updates page](#).

### PSC PROCEDURAL STATEMENTS (PPS) & FORMS UPDATES

Complimentary Tickets PPS  
Official Functions PPS  
Payment Voucher Authorization & Use PPS  
Recognition & Training PPS  
Sensitive Expenses PPS  
State Travel Card PPS  
Student Payments PPS (*new*)  
Travel Authorization & Expense PPS  
Business Role Substantiation Form  
W-9 & Vendor Authorization Form

### FINANCE PROCEDURAL STATEMENTS (FPS) & FORMS UPDATES

Pollution Remediation FPS (*new*)  
Supporting Foundation Reimbursement FPS (*new*)  
Chart of Accounts Worksheet Form

## Upcoming trainings & events

There are no ABS Trainings scheduled in July due to Fiscal Year End Close.

## Fiscal Certification & YOU

You probably have run across the term "fiscal certification." In a nutshell, it refers to the process by which [officers](#) certify (as in give assurance to; affirm) the accuracy and completeness of the financial statements and the effectiveness and sufficiency of internal controls. This is required by the State and by our external auditors. The [officers](#) do this by agreeing or disagreeing to [14 statements](#). If they disagree, they must explain why. Due to the detailed nature of these statements, the ability to certify with confidence typically requires the additional input of employees whose fiscal roles puts them in close touch with the ongoing management of these programs and projects. Therefore, a population of fiscal principals & managers is initially pulled from a certain level on the org tree, including PIs having combined FY09 project revenues (either actual or budgeted)  $\geq$  \$2M. This list is compiled in April by the OUC and then vetted to the VC offices where it is refined during May & June. This results in a list of [middle managers](#) who must complete a mandatory Fiscal Assessment process which covers essential areas of fiscal responsibility and gives an opportunity to share concerns with their officer. Any comments made will roll up through the Chancellor. Officers cannot certify until everyone below them who is part of the process completes their certification or assessment and each group in the hierarchy has a due date prior to the Chancellor's September 15 deadline. Even if you are not officially part of the middle manager group, you can voluntarily take the Fiscal Assessment Course. It contains pithy information and you can record concerns about financial management within your area that will go directly to the OUC. Go to the MY.TOOLS tab on [MY.CU](#) and click on the Course link under this channel header:

FISCAL ASSESSMENT COURSE

FISCAL CERTIFICATION RESOURCES:  
[OUC webpage](#); [APS](#); [FPS](#)

## SPOT AWARD

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

**Kathleen Kryczka**, Housing  
**Leila McCamey**, ABS  
About the award.

DID THE RIGHT THING



### WHAT ABOUT LIZ

**Grew up where?** Denver  
**Where do you live now?** Boulder  
**Brothers or sisters?** One younger sister  
**Married?** Nope  
**Kids?** Definitely not  
**Pets?** I have a new dog named Rio who I am crazy about  
**Book recently opened?** The Great Influenza  
**A TV show you like?** I love TV so it's hard to pick a favorite  
**Favorite movie genre?** Action, crime – The Godfather is a favorite  
**Favorite comfort food?** Chips and salsa  
**Favorite place to shop?** REI  
**Favorite cartoon character?** Cinderella  
**Favorite season?** Summer and winter  
**Favorite subject in school?** History  
**Place you'd like to live?** Anywhere with great food  
**Fantasy job?** I would love to name all the crayons at Crayola



Rio

## ABS STUDENTVIEW

### Liz Wright



#### How long have you been working for ABS and what is it you do?

I have been working for ABS since January. I help keep up with the filing, routing and anything else that needs to be done.

#### Do you work elsewhere on campus?

During the summer I work for the Institute of Behavioral Genetics on a longitudinal twin study. The study is looking at reading development in same sex sets of twins.

#### What's your field of study and what led you to your major?

I am going into my senior year and am an Environmental Studies major. I am specializing in natural resource policy. I chose this degree because it is a very comprehensive program and has allowed me to take classes across many disciplines.

#### Will you graduate debt-free?

I am very fortunate in that I will be able to graduate debt free. I know that if I was not receiving financial assistance from my parents that it would be very difficult to afford college and it would be impossible to graduate without debt.

#### Do you have plans after you graduate?

I do not have plans after I graduate but do hope to attend graduate school when I decide what I would like to pursue. I might want to get a master's in History or maybe go to Law school but no plans yet.

#### What's something the university could do to improve your experience here?

One of my main frustrations with the university is the seeming lack of response to student feedback regarding classes and instructors.

#### Working here, do any generational differences stand out?

I have had a very positive experience working for ABS and think that it is always nice to have a variety of perspectives.

#### Do you consider yourself a personal technology power user (pda/smartphone, iPod, personal networking sites, netbook, etc.)?

I would say that I am aware of all the technology and know how to use it, but it is not one of my hobbies.

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

I love to spend time outside, hiking and fly fishing are two of my favorite summer activities. I also play ultimate Frisbee during the summer and am captaining a team for the first time. During the winter I try to ski every weekend that I can.

Liz, thanks for your time.

## Staffnotes

**Sandra Boimbo** a Senior in Integrative Physiology and **Bryant Nguyen** a Senior in Accounting have joined ABS as student assistants. Welcome!

**Take Your Dog to Work Day** on June 26 was a lot of fun at ABS. [Here's prwoof.](#)

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