

# By the Numbers

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

## Deadlines & dates

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Date	Day	Time <sup>1</sup>	Deadline Description
Aug 3	Mon		Customer detail reports sent out in July 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.
Aug 6	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Aug 13	Thu	5:00	Time collection for August 8 biweekly pay period. <sup>2</sup>
Aug 13	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Aug 18	Tue	5:00	Time collection for August monthly pay period. <sup>2</sup>
Aug 19-21	W-F	3 days	HR Production down for payroll processing. <sup>2</sup>
Aug 20	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Aug 21	Fri	4:00	Allocation changes and creates for current month business. Send to <a href="mailto:Lynda.Reisinger@colorado.edu">Lynda.Reisinger@colorado.edu</a> or call 2-8646.
Aug 25	Tue		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>
Aug 26	Wed	4:00	Data Control to receive INs for current month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Aug 26	Wed	6:00	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>
Aug 27	Thu	5:00	Time collection for August 22 biweekly pay period. <sup>2</sup>
Aug 27	Thu	6:00	Gift expenses sent to CUF for August 31 month end wire transfer.
Sep 1	Tue		Budget Journal Entry cutoff for August. A&S units: submit all budget change requests to the A&S Budget Office by the A&S deadline.
Sep 1	Tue		As month end close nears, check for unposted journals that you need to correct, approve, or delete. <sup>4</sup>
Sep 2	Wed	6:00	➔ Finance System campus close for August. <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 August 26, 4:00pm.</b> <sup>3</sup>
Sep 3	Thu	4:00	All unposted August journals that are not copied & assigned a future date or saved in incomplete status will be deleted.

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

AUGUST 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	9
30	31	1	2	3	4	5

<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.



There just isn't room enough to thank you for your hard work and extra effort during fiscal year end close. We appreciate all that you do!

## SHORT TAKES

### Ahoy petty cash custodians

If your department has a petty cash fund and the custodian leaves or changes, remember to complete a [Petty Cash/Change Fund Request form](#) and send it to ABS, 579 UCB. Contact [Phensiri Phanichpatom](#), 2-3568 if you have any petty cash questions.

### Account code cleanup

In an effort to slim down the fabulously generous [chart of accounts](#), effective 7/1/09, the OUC inactivated revenue and expense accounts that had no activity for the past three fiscal years. However, the account tree still sports a healthy 5543 lines and more pruning is planned.

### Attention to details

After the final June close, ABS sent requests to program managers asking for details to support certain balance sheet accounts as of June 30 including:

- Accounts Receivable
- Allowance for Doubtful Accounts
- Unearned Revenue
- Deposits Held in Custody.

If the program manager position was vacant, the worksheet was sent to the program principal. If you received one or more of these requests, please complete and return them by **August 3, 2009**. Instructions are available [online](#). Please contact your area accountant if you have questions. We appreciate your attention to these details!

In the long run we are all dead.  
John Maynard Keynes

## Tuition remission ABCs & PETs

One meaning of the word *remission* is *release, as from a debt or obligation*. *Tuition remission* is the act of removing or reducing a student's obligation to pay tuition. Other universities often use the term *tuition remission* when referring to a faculty/staff tuition benefit. At CU, however, *tuition remission* is used only in the context of graduate students with qualifying appointments (i.e. monthly salaried positions of GRA-Graduate Research Assistant, GPTI-Graduate Part-Time Instructor, TA-Teaching Assistant, or GA-Graduate Assistant). The dollar amount of tuition remission is based upon the time percentage of the appointment: more hours worked = more tuition remission.

**Recording Appointments:** Graduate student appointments are entered into the student's record through the Student Information System. Nate Bindel in the Provost's Office uses this information along with payroll data in the HRMS to allocate the tuition expense in the Finance System. Although the student does not pay the remission portion, the departmental FOPPS that pays the student's salary *does* pay it. This obligation appears as an encumbrance during the semester and is adjusted the first week of each month during the semester if necessary. During the first week following the final month of a semester, the encumbrance is removed and the actual tuition expense posts.

**Payroll Expense Transfers:** If processing a PET *during* a semester before the actual tuition expense posts, the tuition remission encumbrance will automatically follow the PET—no additional entry is needed. However, if a PET is processed *after* the actual expense posts, the department must prepare a JE to move the tuition to the new FOPPS in proportion to the payroll expense. To reiterate, the FOPPS that pays the salary pays the tuition. Simple.

**Available Resources:** The Graduate School's [Graduate Student Appointment Manual](#) and the Bursar's [RA/TA Appointment info](#). Tuition training is also offered before fall and spring semester—contact [Pat Beals Moore](#), 2-6406. For tuition remission questions, you can contact [Nate Bindel](#), 2-8824.

*Special thanks to Nate Bindel and James Lei for information used in this article.*

## Budgets in the new fiscal year

### General Fund Continuing Base Budget Roll Forward

The General Fund FY2009 continuing base budget roll forward to FY2010 has been posted in Period 1 (July 2009) of FY2010, in the B\_INI\_CONT ledger. The Journal ID is "CBBUDFY10" and the line description is "FY2010 Cont Base Budget." These transactions can be viewed on the July 2009 Detail Statement.

### General Fund Temporary Budget Roll Forward (Cash Carry Forward)

The Budget Office expects to have the General Fund temporary budget roll forward posted in July. These are the temporary budget transactions representing budget balance available (both favorable & unfavorable) from FY2009 at the *SpeedType* level before encumbrances. These will be in the B\_INI\_TEMP ledger, primarily in the Operating Expense General Budget Account, 460000. The line description is "TROLL FR FY2009." (Note: Some Arts and Sciences program balances will be internally reallocated per directive from the A&S Dean's office.)

### Auxiliary Budgets for FY2010

Departments are asked to audit their July statements in order to verify that the FY2010 budgets in their Auxiliary Fund FOPPS are accurate. On the Detail Statement, the budget entries appear in the B\_INI\_TEMP or the B\_INI\_CONT ledger, and the line description for each budget transaction is "FY10 INITIAL BUDGET." If you discover an error, make the correction by completing an [online Budget Journal Entry \(BJE\)](#).

Please direct all questions to Wendy Fuchs, x27140 or Jan Baker, x28926 in PBA.

**QUESTIONS & ANSWERS**

**Q:** Should I use ID revenue/expense accounts for transactions between departments even when the departments are on different campuses?

**A:** Yes, use Inter-Departmental (ID) accounts as long as the selling FOPPS is not an auxiliary enterprise or an Internal Service Center (ISC). Internal sales within the university are treated consistently whether the transaction takes place between departments on the same campus or between departments on different campuses. Auxiliary enterprises (Fund 20, Expense Purpose Code 2000) must use the revenue account range 280000–289999 in order to identify this TABOR-exempt revenue. ISCs (Fund 28, EPC 2100) must use revenue account range 380000–389999 for interdepartmental sales. For sales to entities outside the university or to Fund 80 (Agency) FOPPS, ISCs use miscellaneous revenue accounts 325000–334999.

All other FOPPS in Fund 10, 20, 26, or 29 that make occasional sales to other university departments—on the same campus or on another campus—must use ID Revenue account range 390000–395999 and the purchasing FOPPS must use an appropriate ID Expense account. ID Expense accounts appear in more than a single range in the Chart of accounts, but all are preceded by the “ID” designation.

The reason behind using these specific accounts is so the university does not inflate total revenue and expense that results from internal sales. For more on this topic, see [Chapter 4](#) of the Guide.

**Q:** Our department held an official function with 20 participants at a total cost of \$200 so we didn't need to complete an Official Function form. Can I still use official function account codes even though the form was not required?

**A:** Yes, you should still use the appropriate official function account code (550100–552499) to enter the expense. Although the Official Function form is only required if the total cost exceeds \$500 or the per-person cost exceeds \$85, the official function account codes should be used for qualifying events. The revised [Official Function PPS](#) now includes examples of some of the most common types of official functions which is a helpful addition.

## 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](mailto:ABStraining@colorado.edu) or call **Diana Vidal** at 492-8648 for more info.

DATE	DAY	TRAINING	LOCATION
Aug 5 10:00-Noon	Wed	ISIS Town Meeting – The latest on the Integrated Student Information System	Humanities 1B50 Main campus <a href="#">Map</a>
Aug 11 8:30-4:30	Tue	Finance System – General Ledger Day 1 includes finance and budget	RL6, room W179 3215 Marine <a href="#">Map</a>
Aug 13 12:00-1:30	Thu	OCG/LASP Brown Bag Picnic Food, LASP tours, short agenda. <a href="#">Info/RSVP</a>	LASP East Campus <a href="#">Map</a>
Aug 14 8:30-4:30	Fri	Finance System – Procurement Day 2 of Finance System training by PSC	RL6, room W179 3215 Marine <a href="#">Map</a>
Sep 2 10:00-2:00	Wed	Supplier Showcase Hosted by the PSC. Save the date.	Coors Event Ctr Room TBA <a href="#">Map</a>

## MORE SHORT TAKES

### PSLite FY10 update

PSLite version 07-06-2009 includes (and defaults to) fiscal year 2010. You can download it from the [ABS homepage](#).

### Year end? Not so fast.

For most departments, FY09 effectively ended on July 14 (other than verifying the final statements and perhaps supplying balance sheet details to ABS.) The OUC close calendar tells a different story. While there were 373 calendar entries through July 14, there are another 287 entries *after* July 14—only 57% of the way to the end.

Payment Voucher (PV)

## POP Quiz

Select the best answer

**QUESTION 1** How many types of goods & services can a Payment Voucher pay for?

- a) 19
- b) 26
- c) 32

**QUESTION 2** When is use of the Procurement Card preferred over the Payment Voucher?

- a) Always
- b) Whenever allowed
- c) Never

**QUESTION 3** How many types of goods & services were added to the latest (7/1/09) Payment Voucher PPS?

- a) None
- b) 1
- c) 2

**QUESTION 4** What is the answer to the Ultimate Question of Life, the Universe, and Everything...oops, wrong forum.

**ANSWER 1 c)** According to the PV Table of Allowable Goods and Services in the [Payment Voucher PPS](#), a PV can pay for no less than 32 various types of goods and services.

**ANSWER 2 b)** Whenever allowed (e.g., for conference registrations), the Procurement Card is preferred over the Payment Voucher.

**ANSWER 3 a)** No additional goods or services were added. The revised PPS only removed the original signature requirements.

## ABS STUDENTVIEW

## Sandra Boimbo

## WHAT ABOUT SANDRA

**Grew up where?** Born in Zaire, grew up in Denver, Colorado  
**Where do you live now?** Boulder, but primary residence is Aurora  
**Brothers or sisters?** 6 brothers and sisters  
**Married?** No  
**Kids?** No  
**Pets?** No  
**Book recently opened?** My Sister's Keeper  
**A TV show you like?** Everybody Loves Raymond  
**Favorite movie genre?** Romantic comedy  
**Favorite comfort food?** Mud pie sundae  
**Favorite place to shop?** bebe  
**Favorite cartoon character?** Sailor Moon  
**Favorite season?** Summer  
**Favorite subject in school?** Anatomy  
**Place you'd like to live?** Brazil  
**Fantasy job?** Volunteer at underrepresented communities and not have to worry about the pay



Sailor Moon all began when a cat named Luna gave a magical brooch to 14 year old Tsukino Usagi...



**IN ADDITION TO SPA,** where else have you worked on campus?

I have worked in the UMC, for Off-Campus Student Services, and the Academic Excellence Program within the Student Academic Services Center.

**What do you think of the cost of higher education? Will you graduate debt-free?**

No, I will not graduate debt free, which makes me very sad. I think the cost of

higher education is crazy, especially since it continues to increase even though the economy has slowed so much.

**What led you to major in Integrative Physiology?**

I am very fascinated in the anatomy of the human body and how it functions.

**Do you have plans after you graduate?**

I am planning on attending the Physician Assistant graduate program at the University of Colorado Denver.

**What differences stand out between you and older generations that you spend time around?**

The older generation really tends to value education whereas the younger generation comes to college because it gives them something to do.

**Do you still have relatives in Zaire?**

Yes. All my grandparents live there, aunts, uncles, and cousins. I would love to go back home if I could afford it.

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

I spend my time mostly with family. Since I have a huge family it tends to take a long time.

**What number child are you?**

I am the third child out of seven.

Sandra, thanks for your time.

## Staffnotes

**Carrie Howard** and **Diane Przygocki** are the recipients of the ABS Quarterly Recognition Award. Carrie was selected by our campus customers (you) for her "outstanding support and extremely thorough professionalism." Diane was selected by her ABS colleagues who noted she "works very hard and smart to meet rigid demands and has an energetic attitude." Congratulations and thank you all who participated in this ABS official recognition program.

**Lauren Caraballo** returned to work in July after taking some time off to welcome baby Noah Donald Caraballo into her family.

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