

# By the Numbers

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



## October deadlines & dates

### In this issue

- 1 Deadlines & Dates
- 2 Get Those JEs Approved Short Takes
- 3 After-the-Fact Purchases More Short Takes Trainings & Events StaffNotes

Date	Day	Time <sup>1</sup>	Deadline Description
Oct 1	Thu		Budget Journal Entry cutoff for September. A&S units: submit all budget change requests to the A&S Budget Office by the A&S deadline.
Oct 1	Thu		As month end close nears, check for unposted journals that you need to correct, approve, or delete. <sup>4</sup>
Oct 2	Fri	6:00	● Finance System campus close for September. <b>Do not</b> create, validate, approve or post September journals after 6:00pm—they do not post & are deleted. <b>Note: the cutoff for fund 30/31 &amp; 34 journals was September 25, 6:00pm.</b> <sup>3</sup>
Oct 5	Mon	4:00	All unposted September journals that are not copied and assigned a future date or saved in incomplete status will be deleted.
Oct 8	Thu	5:00	Time collection for October 3 biweekly pay period. <sup>2</sup>
Oct 8	Thu	6:00	Gift expenses sent to CUF for next Tuesday wire transfer.
Oct 15	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Oct 17	Sat	5:00	Hockey news: Colorado at Detroit. 1st match up of the season.
Oct 19	Mon	5:00	Time collection for October monthly pay period. <sup>2</sup>
Oct 20	Tue	5:00	Time collection for October 17 biweekly pay period. <sup>2</sup>
Oct 21-23	W-F	3 days	HR Production down for payroll processing. <sup>2</sup>
Oct 21	Wed	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.
Oct 22	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Oct 26	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>
Oct 27	Tue	4:00	Data Control to receive INs for this month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Oct 27	Tue	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>
Oct 28	Wed	6:00	Gift expenses sent to CUF for Oct. 30 month end wire transfer.
Nov 2	Mon		Budget Journal Entry cutoff for October. A&S units submit all budget change requests to the A&S Budget Office by the A&S deadline.
Nov 2	Mon		As month end close nears, check for unposted journals that you need to correct, approve, or delete. <sup>4</sup>
Nov 3	Tue	6:00	● Finance System campus close for October. <b>Do not</b> create, validate, approve or post October journals after 6:00pm—they do not post & are deleted. <b>Note: the cutoff for fund 30/31 &amp; 34 journals was October 27, 6:00pm.</b> <sup>3</sup>
Nov 4	Wed	4:00	All unposted October journals that are not copied and assigned a future date or saved in incomplete status will be deleted.

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

OCTOBER 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	2	3	4			

<sup>1</sup>Times are p.m. unless otherwise noted. No time listed 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](mailto:Hua.Xu@colorado.edu), 2-1679 for fund 30/31 PETs, [Jim Sheppard](mailto:Jim.Sheppard@colorado.edu), 720-235-0572 for fund 30/31 cost transfer JEs & [Carrie Howard](mailto:Carrie.Howard@colorado.edu), 2-1071 for gift JEs.

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

## SHORT TAKES

### Traditional reports coming

The format change from normalized to traditional reports was discussed [last month](#). The September close target date has been pushed back in order to have *all* the reports converted. We'll let you know when that occurs. After the conversion, the Reporting System will begin producing traditional reports so that if you run an ad hoc report for a prior period, it will appear in the traditional format. Month-end reports that were delivered to the portal prior to the conversion will stay normalized. However, as usual, the oldest month will drop off and be replaced with the current month until the only remaining normalized reports will be fiscal year end (June) reports for 2007, 2008 & 2009.

### Are we running out of SpeedTypes?

SpeedTypes are those 8 digit shortcuts used for data entry that represent a FOPPS—sort of like a financial speed dial. The first digit represents the campus, the next two represent the fund, and the last five are assigned sequentially by the system. But those last five are up to 942xx and will run out unless we do something. There are two parts to the solution. It turns out that the first 10,000 numbers were never used (we started at 10001) so those unused 10,000 will be made available. The second part of the solution is to assign the already-used five-digit numbers to new speedtypes that have a different campus code and/or fund code. For example, the 33333 in ST 11033333 could become 12933333, or 62933333, or 17233333. The old practice was to use the last five digits just once. Now those last five digits will be available for reuse in new combinations but each will still be a unique 8 digit speedtype for each FOPPS combination. Keep this in mind if you get a new speedtype with a number that's numerically smaller than some you already have. **Heads up:** You won't necessarily be able to mentally place your speedtypes in the order in which they were created simply by looking at the last five digits.

You never want a serious crisis to go to waste.  
Rahm Emanuel, White House Chief of Staff

## Are your journal entries getting **trashed** because they aren't getting **approved**?

Simply creating a journal entry is not enough: it also needs **departmental approval**. Without approval, it may just sit there until it's deleted after the monthly close because it never posted. This can be especially problematic for journals that need secondary approval because without departmental approval, SPA (fund 30/31) and ABS (fund 34) cannot approve the journal. And remember that fund 30/31/34 must receive departmental approval by an earlier deadline than other journals. To make sure your journal doesn't go to waste, follow these steps to check that your journals are approved.

Search for the journal by your User ID and the current period. This pulls up a summary of all your journals (if you have more than one) and you can tell at a glance if any still need approval. Those with a Journal Header status of **Posted** or an Approval Status of **Approved to Post** or **Pending-SponProg/Gift Apprvl** are OK—your Approver already handled those. But if the Approval Status is **Pending-Regular Approval** you may need to let your Approver know it's waiting for approval.

Journal ID	Journal Date	Journal Header Status	Budget Checking Header Status	Approval Status
0000692709	09/17/2009	Valid	Not Chkd	Pending - SponProg/Gift Apprvl
0000692711	09/17/2009	Posted	Valid	Not Applicable
0000693769	09/24/2009	Valid	Valid	Approved to Post
0000693876	09/24/2009	Valid	Not Chkd	Pending - Regular Approval

OK (points to 'Posted' and 'Approved to Post')

TAKE ACTION (points to 'Pending - Regular Approval')

If the above search finds just a single journal for you in the current period it will open directly to the Header panel of that journal. Open the **Lines** panel and verify that the journal is validated ("V" under Journal Status) or posted ("P"). If the Journal Status shows an "N" click the Process button with "Validate Journal" selected.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UCOLO	2	240.00	240.00	V	N
UCOLO	4	240.00	240.00	P	V

OK (points to 'V' and 'P' in Journal Status)

Next, open the Approval panel and verify that your departmental approver has approved the validated journal. You will see either **"Approved to Post"** for journals that do not need Spon Prog/Gift Approval or **"Pending Approval"** for those that do. (For posted journals, the status displays "None" which you can ignore because it's posted.)

Header	Lines	Totals	Errors	Approval
Journal ID: 0000091081    Date: 09/15/2009    Ledger Group: ACTUALS				
<b>Approval Status</b>				
Unit:	UCOLO			
Approval Check Active:	Y			
Approval Status:	Approved to Post	Pending Approval		
Approval Action:				

OK (points to 'Approved to Post' and 'Pending Approval')

If the Approval Status for validated journals is "None," be sure your approver knows that the journal is waiting for approval.

Approval Status	
Unit:	UCOLO
Approval Check Active:	Y
Approval Status:	None
Approval Action:	

TAKE ACTION (points to 'None')



## After-the-Fact (ATF) Purchases

The university's procurement rules serve to standardize our business processes in order to increase efficiency and protect our resources. In a nutshell, there are right ways and there are wrong ways to buy something. An After-the-Fact (ATF) purchase is one of the wrong ways and occurs when an organizational unit makes a commitment over \$5,000 before the Procurement Service Center (PSC) issues a Purchase Order or Standing Purchase Order. The PSC gets involved because large dollar purchases generally benefit from the expertise of a purchasing agent and it also provides oversight to high dollar transactions. This is simply a prudent thing to do.

The \$5,000 threshold applies to a single item or multiple items totaling more than \$5,000 and includes shipping charges. Purchases over \$5,000 made without the assistance of the PSC violate the PSC [AFT Purchases procedures](#). These procedures establish the steps to take in the event of a violation. If the ATF purchase is disallowed, it can result in either denial of payment and return of goods to the vendor or holding the person who made the purchase responsible for payment. **Remember: if it's over \$5,000, use a PO, SPO, or call the PSC purchasing agent.** For more information, read our [ATF Q&A](#).

## Upcoming trainings, meetings & events

ABS offers training using formally scheduled group classes and individual instruction by request. Visit our [training webpage](#) to learn more. Registration by email is required for all ABS trainings to [ABStraining@colorado.edu](mailto:ABStraining@colorado.edu). For more information or to register by phone call **Diana Vidal** at 492-8648.

DATE	DAY	TRAINING	LOCATION
Oct 1 3:00-4:30	Thu	<b>Newer Faculty Reception by OCG</b> Arts/Humanities. <a href="#">RSVP &amp; info.</a>	<b>UMC, room 425</b> 1669 Euclid <a href="#">Map</a>
Oct 7 10:00-12:00	Wed	<b>ePERS (Electronic Personnel Effort Reports)</b> The nuts & bolts & beyond. <a href="#">RSVP &amp; info.</a>	<b>ARC, room 546</b> 3100 Marine <a href="#">Map</a>
Oct 8 9:00-12:00	Thu	<b>Financial Statement Reading Info.</b> How to access & read statements. <a href="#">Register.</a>	<b>ARC, room 446</b> 3100 Marine <a href="#">Map</a>
Oct 8 12:00-1:30	Thu	<b>OCG Brown Bag</b> Informal exchange on timely sponsored project topics. <a href="#">Info.</a>	<b>ARC, room 446</b> 3100 Marine <a href="#">Map</a>
Oct 20 8:30-4:30	Tue	<b>Finance System – General Ledger</b> Day 1 includes finance & budget. <a href="#">Register.</a>	<b>RL6, room W179</b> 3215 Marine <a href="#">Map</a>
Oct 21 10:00-Noon	Wed	<b>ISIS Town Meeting</b> – Faculty focused Integrated Student Information System	<b>Wolf Law, room 101</b> Main Courtroom <a href="#">Map</a>
Oct 23 8:30-4:30	Fri	<b>Finance System – Procurement</b> Day 2 with training by PSC. <a href="#">Register.</a>	<b>RL6, room W179</b> 3215 Marine <a href="#">Map</a>

## Staffnotes

**Sutha Thanikasalam** welcomed newborn daughter **Lakshmi** into the world on September 3. Sutha will remain on leave until December. Until then, please contact **Diane Przygocki**, 2-7213, for assistance with Sutha's projects.

**SPA's Customer Support** group brought home **September's Spirit Friday trophy** awarded by Staff Council. SPA Rocks! Go Buffs!

## MORE SHORT TAKES

### New PSLite version

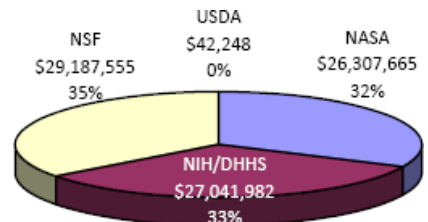
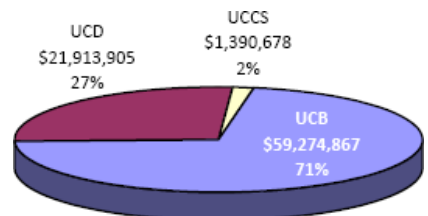
The new PSLite version now pulls in CU Foundation balances even if there is no financial activity in the current FY. Previous versions returned no data if there was no activity and left off the CUF balance. Version 09-11-09 is available on the [ABS homepage](#).

### Expense System on a roll

The [Expense System](#) was rolled out to three Boulder pilot groups in late August: Leeds School of Business, Athletics, and INSTAAR. Beginning in mid-October, the rest of the campus will go live on a staggered schedule that you can [view online](#). Units will be contacted in advance by the System office to coordinate the rollout. This involves verifying fiscal role and reports-to information, assigning delegates, and deciding what sort of training is best suited for that particular unit.

### University ARRA website

The university launched a new [website](#) devoted to CU funding from the American Recovery and Reinvestment Act (ARRA). It's a multipurpose site that includes a breakdown of awards, links to related sites, and profiles research conducted at CU. The figures below are ARRA funds awarded as of 9/14/09.



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