

# By the Numbers

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

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## November deadlines & key dates

Date	Day	Time <sup>1</sup>	Deadline Description
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	<input checked="" type="checkbox"/> <b>Finance System campus close for October.</b> Do not create, validate, approve or post October journals after 6:00pm—they do not post & are deleted. Note: the cutoff for fund 30/31 & 34 journals was October 27, 6:00pm. <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.
Nov 5	Thu	5:00	Time collection for October 31 biweekly pay period. <sup>2</sup>
Nov 5	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Nov 12	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Nov 16	Mon	5:00	Time collection for November monthly pay period. <sup>2</sup>
Nov 17	Tue	5:00	Time collection for November 14 biweekly pay period. <sup>2</sup>
Nov 18-20	W-F	3 days	HR Production down for payroll processing. <sup>2</sup>
Nov 19	Thu	6:00	Gift expenses sent to CUF for next Monday wire transfer.
Nov 20	Fri		Reminder to submit any required documentation needed for SPA or gift JE approval ahead of following business day's SPA/Gift journal deadline. <sup>3,4</sup>
Nov 20	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.
Nov 23	Mon	4:00	Data Control to receive INs for this month's business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Nov 23	Mon	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>
Nov 24	Tue	6:00	Gift expenses sent to CUF for November 30 month end wire transfer.
Nov 26-27	Thu-Fri		Campus closed for Thanksgiving (hence some earlier deadlines).
Dec 1	Tue		Budget Journal Entry cutoff for November. A&S units submit all budget change requests to the A&S Budget Office by the A&S deadline.
Dec 1	Tue		As month end close nears, check for unposted journals that you need to correct, approve, or delete. <sup>4</sup>
Dec 2	Wed	6:00	<input checked="" type="checkbox"/> <b>Finance System campus close for November.</b> Do not create, validate, approve or post November journals after 6:00pm—they do not post & are deleted. Note: the cutoff for fund 30/31 & 34 journals was November 23, 6:00pm. <sup>3</sup>
Dec 3	Thu	4:00	All unposted November journals that are not copied and assigned a future date or saved in incomplete status will be deleted.

<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.

NOVEMBER 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	5

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

## SHORT TAKES

### Campus fall forum Nov. 18

The PSC and OUC are teaming up to share timely information and updates on a wide range of topics: Expense System, new and updated policies, Reporting System, official functions (and tax), strategic sourcing advances, PSC website redesign & organizational changes. The second hour will feature details of the new Fisher Scientific supplier contract. **Wed, November 18, 1:30-2:45**; Fisher Scientific 3:00-4:00. [Wolf Law Bldg](#), Wittemyer Courtroom (room 101). Visit the [PSC website](#) for more information and a link to register. *Try to make room for this one.*

### Up next in Expense System

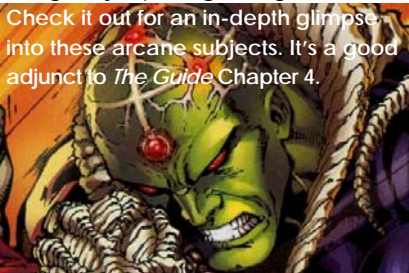
The following Boulder campus units will begin using the [Expense System](#) on November 11. Three more groups will follow on December 2, 12, & 16. The entire schedule is [posted online](#).

COUNSELING AND PSYCHOLOGICAL SERVICES  
 ENVIRONMENTAL CENTER  
 GLBT RESOURCE CENTER  
 HEALTH PROMOTION SERVICES  
 HOUSING  
 INTERACTIVE THEATRE PROJECT  
 ITS  
 JUDICIAL AFFAIRS  
 OFF CAMPUS STUDENT SERVICES  
 ORIENTATION  
 RECREATION SERVICES  
 SOFO  
 SORCE  
 STUDENT LEGAL SERVICES  
 UMC  
 VETERANS AFFAIRS  
 VICTIM ASSISTANCE  
 VOLUNTEER RESOURCE CENTER  
 WARDENBURG  
 WOMEN'S RESOURCE CENTER

### Brainiac fiscal resource

The [Higher Education Financial Advisory Committee](#) is made up of the System Controllers from each of Colorado's higher ed institutions. They assembled an impressive resource titled [Higher Education Fiscal Guidelines](#) that covers fund accounting, TABOR, and budgetary reporting in cogent detail.

Check it out for an in-depth glimpse into these arcane subjects. It's a good adjunct to [The Guide Chapter 4](#).



'Tis the season

## What if a vendor gives you a gift?

The holiday season is traditionally a time of gift giving. But as university (and state) employees, we are restricted from accepting gifts.

### It's the law

Heading the list of laws governing gifts to state employees is [Article XXIX](#) of the Colorado Constitution which had its start as Amendment 41. Its overarching purpose is well-stated by the Independent Ethics Commission (IEC) established by the amendment to give advice and guidance on ethics issues arising under the law: "... voters of Colorado approved Amendment 41 in order to improve and promote honesty and integrity in government and to assure the public that those in government are held to standards that place the public interest above their private interests." Article XXIX prohibits the solicitation, acceptance or receipt of any gift or other thing of value worth more than \$50 in any calendar year from a person, without that person receiving lawful consideration of equal or greater value in return. There are eight exceptions written into the law that are further explained by the IEC's [Position Statements etc.](#) providing guidance on how to apply the law to a variety of real world situations. One such exception is "an unsolicited item of trivial value less than fifty dollars (\$50), such as a pen, calendar, plant, book, note pad or other similar item." Note, however, that a gift of money in any amount is prohibited.

Colorado Revised Statutes *Standards of Conduct (24-18-104)* reiterates in broader language that state employees shall not "accept a gift of substantial value...Which would tend improperly to influence a reasonable person in his position to depart from the faithful and impartial discharge of his public duties."

The university's [Conflicts of Interest and Commitment APS](#) states "procurement of materials, and other administrative tasks at the University must be free of the undue influence of outside interests." The Fiscal Code of Ethics linked to the [APS of the same name](#) is more specific: "Employees who purchase goods or services, or are otherwise involved in the University purchasing process, shall...Not solicit or accept money, loans, credits, or prejudicial discounts, and avoid the acceptance of gifts, entertainment, favors, or services from present or potential suppliers which might influence or appear to influence purchasing decisions." These words are echoed in the [Procurement Code of Ethics](#).

### Can I accept a \$25 gift card from a vendor?

Amendment 41 prohibits gifts of money—and gift cards are cash-like. Therefore, gift cards from vendors are not allowed. How about non-cash items like a thumb drive or a mug or a free sandwich from a caterer trying to drum up business? Amendment 41 prohibits gifts valued over \$50 but allows an exception for items of trivial value (<\$50). This would seem to allow these three examples as long as they were unsolicited. But hold on. For employees who are involved in purchasing, university policy does not identify a \$50 dollar threshold so theoretically there is no lower limit. Instead, its focus is on the gift's influence (or appearance of influence) in purchasing decisions. **This is a more stringent requirement and demands extra vigilance.** Giveaway items as a marketing tool are standard practice in industry and as a rule do not target a particular individual with the implicit understanding that a purchasing favor is to be returned. But nevertheless, that remains the underlying issue. With even the smallest gift, you must be confident that it will not improperly influence a buying decision. If you are not certain, do the right thing and decline the gift.



## EXPENSE SYSTEM: Fax OR Scan OR Save As?

A **ROUTINE STEP** in the Expense System is attaching receipts and documentation to expense reports—except paperclips and staples don't cut it in an online world. Attachments must be digitized and attached electronically by one of three methods.

**FAX** a bar-coded cover sheet with the receipts to a toll-free number.

**PROS:** You probably already have a fax machine (basically a scanner attached to a phone line) & know how it works. [Faxing & Scanning instructions are available online.](#)

**CONS:** Need to print a cover sheet (extra paper in a paperless system); fax machine may be in an inconvenient location.

**SCAN** the receipts & attach the images to the expense report as a TIFF, JPEG, or PDF.

**PROS:** Completely digital process; instantly attach and view images.

**CONS:** Have to buy a scanner if you don't already have one (cheap will do fine, e.g. Canon LiDE 100 \$56.80 from GovConnection); unless scanner is connected to your computer it may be inconveniently located even if networked.

**SAVE AS** a PDF without a scanner and attach to expense report. Many receipts are available online or are emailed to you. These can be saved as a PDF file if you have Adobe Acrobat (*not* Reader) or can be exported as a PDF if you use Office 2007.

**PROS:** Saves time; no faxing or scanning necessary—just a computer conversion process; can use this method in addition to faxing or scanning.

**CONS:** Must use Office 2007 (free—check with your IT support) or Acrobat (\$75 license from Bookstore) or some other PDF-creating utility; only converts expense receipts and documentation already in digital format; may have to learn a few computer skills you aren't familiar with.

**AS YOU CAN SEE** there are several ways to electronically attach documentation to an expense report in the new Expense System. Which one best suits your needs depends on how the pros and cons match up to your business processes. Be assured that a perfect solution exists for you and your department. For those departments that haven't started using the Expense System, that's what the dotted line and ✂ are all about. There's still a paper world out there baby.

## Upcoming trainings, meetings & events

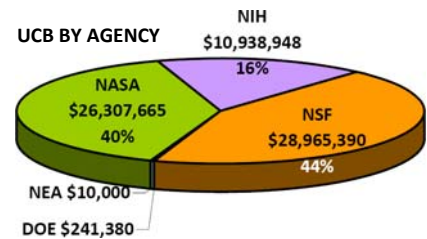
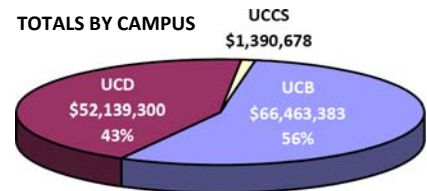
ABS offers training using formally scheduled group classes and individual instruction by request. Visit our [training webpage](#) to learn more. Registration by email is required for all ABS trainings to [ABStraining@colorado.edu](mailto:ABStraining@colorado.edu). For more information or to register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

DATE	DAY	TRAINING	LOCATION
Nov 12 8:30-11:30	Thu	Introduction to SPA – Get to know Sponsored Projects Accounting. <a href="#">Register.</a>	ARC, room 620 3100 Marine <a href="#">Map</a>
Nov 13 8:30-4:30	Fri	Finance System – Procurement Training by PSC. <a href="#">Register.</a>	RL6, room W179 3215 Marine <a href="#">Map</a>
<i>(Please note: This class precedes the GL class which is a reversal of the usual order.)</i>			
Nov 17 8:30-4:30	Tue	Finance System – General Ledger Includes finance & budget. <a href="#">Register.</a>	RL6, room W179 3215 Marine <a href="#">Map</a>
Nov 18 10:00-Noon	Wed	ISIS Town Meeting – Current news on the Integrated Student Information System	Old Main Chapel <a href="#">Map</a>
Nov 18 1:30-2:45	Wed	PSC/OUC Campus Forum Fisher Scientific 3:00-4:00. <a href="#">Register.</a>	Wolf Law, room 101 Wittermyer <a href="#">Map</a>
Nov 19 9:00-12:00	Thu	Financial Statement Reading Info. How to access & read statements. <a href="#">Register.</a>	ARC, room 446 3100 Marine <a href="#">Map</a>

## MORE SHORT TAKES

### Stimulus awards snapshot

American Recovery and Reinvestment Act awards received by the university are displayed below. The pie charts use data from [CU's website](#) devoted to tracking stimulus funding. Amounts as of 10/16/09.



### We've come a long way

While cleaning my office, I ran across an old OCG newsletter triumphantly proclaiming that UCB would exceed the \$40 million mark in total awards for the first time. The fiscal year? 1984.

### Rox lose, Z-man wins

ABS' Chris "Z-man" Zetterholm was picked to play Rockies Trivia at a late season game and won an iPod Nano! Below, Z-man on the big screen.



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