University of Colorado Boulder

ABS NewsBriefs

News to use from Accounting and Business Support

March 2013

TRIVIA POP QUIZ

What are: Tactical Nuclear Penguin, Sink the Bismarck, and The End of History?

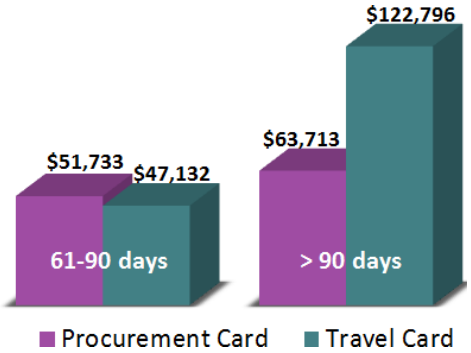
a. Scottish beers

b. Cold War CIA operations

c. Punk rock bands

d. Massively multiplayer online role-playing games

Answer is in the newsletter somewhere



Boulder campus unposted card charges over 60 days old as of 2/27/13. A spring cleanup of these languishing transactions has big payoffs come fiscal year end. Ask your area accountant for a report that shows your department's unposted charges.

MARCH KEY DATES & DEADLINES

Date	Day	Time	Deadline Description
Mar 1	**Fri**		Check for unposted February journals to correct, approve, or delete.
Mar 1	**Fri**		BJE cutoff for February. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
Mar 4	**Mon**	**6:00**	**Finance System campus close for February.** Do not create, validate, approve, or post Feb. journals after 6:00 pm—they do not post and are deleted. (Cutoff for fund 3x journals was Feb. 25.)
Mar 5	**Tue**	**10:00a**	Unposted February journals that are not copied and assigned a future date or saved in incomplete status will be deleted.
Mar 5	**Tue**	**6:00**	Gift expenditure cutoff to make this Friday's CUF wire transfer.
Mar 7	**Thu**	**5:00**	Time collection for biweekly pay period ending March 2.
Mar 12	**Tue**	**6:00**	Gift expenditure cutoff to make this Friday's CUF wire transfer.
Mar 18	**Mon**	**5:00**	Time collection for monthly pay period ending March 31.
Mar 19	**Tue**	**6:00**	Gift expenditure cutoff to make this Friday's CUF wire transfer.
Mar 20	**Wed**		HR Production down for payroll processing. HRMS inquiry only.
Mar 21	**Thu**	**4:00**	Allocation changes and creates due for this month's business. Send to Maggie Young, or call 492-6375.
Mar 22	**Fri**	**5:00**	Time collection for biweekly pay period ending March 16.
Mar 25	**Mon**	**6:00**	Creation, validation, and departmental approval of cost transfers and PETs for fund 30/31 projects and fund 34 gift journals for this month. **No exceptions.**
Mar 25	**Mon**	**6:00**	Gift expenditure cutoff for March 29 month-end CUF wire transfer.
Mar 28	**Thu**	**5:00**	Deadline for fully approved expense reports to upload this month.
Mar 29	**Fri**		Spring Break. Boulder campus closed.
Apr 1	**Mon**		Check for unposted March journals to correct, approve, or delete.
Apr 1	**Mon**		BJE cutoff for March. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
Apr 2	**Tue**	**6:00**	**Finance System campus close for March.** Do not create, validate, approve, or post March journals after 6:00 pm—they do not post and are deleted. (Cutoff for fund 3x journals was March 25.)
Apr 3	**Wed**	**10:00a**	Unposted March journals that are not copied and assigned a future date or saved in incomplete status will be deleted.

- ***Times are p.m.*** *unless otherwise noted. No time listed means not applicable or the sooner the better.*
- ***Observe payroll deadlines*** *so funding distribution corrections from payroll suspense and/or changes are in place before the next payroll run. Plan for HRMS downtimes to meet PET deadlines. PBS has the most current and complete payroll calendar.*
- ***JE 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) Contact Nasrin Khoshand, 492-7213, for fund 30/31 PETs, Jim Sheppard, 720-235-0572, for fund 30/31 cost transfer JEs and Elizabeth Spencer, 492-1071, for gift JEs.*
- ***Routinely check for unposted journals*** *that need correction, validation, approval, or additional information for Jim or Liz.*

SPO invoice authorization process changes (for the better!) on March 1

On March 1, 2013, the process for authorizing payment of Standing Purchase Order (SPO) invoices changes and will require SPO Vouchers to be "approved" rather than "received." This applies to all SPOs, including sponsored project subcontract SPOs. (Remember that any invoice entered in the Marketplace is known as a *voucher*.)

- **Old process to pay:** The department must **enter a receipt** for every voucher charged to the SPO.
- **New process to pay:** The department must **approve every voucher** charged to the SPO.

With the new process, after the invoice is entered in the Marketplace, the voucher will route to all individuals on the SpeedType(s) who are Invoice/Match Exception Approvers (role name ePro Approver Invoice). The new workflow step is called "SPO Voucher Approval." If the department determines that the voucher is OK to pay, the Invoice Approver approves the voucher and it is marked for payment—it is not necessary to do receiving. The new voucher approval process applies only to SPO invoices. For regular Purchase Order (PO) invoices, receiving is still required for POs over $5,000 in order to pay.

This change is a big help in situations where there are multiple invoices pending against an SPO but the department only wants to approve a few of them. The new process allows that whereas the old process required the department to involve Payable Services. Another big improvement applies to changing a SpeedType on an SPO voucher. Now, Payable Services will be able to enter the requested change immediately instead of waiting for a seven-day holding period to pass. Here is a detailed explanation of the new SPO approval process, with screenshots. Please contact the FinProHelp Desk for assistance.

m-Fin reports roundup

Several of the m-Fin financial reports have been revised during the past several weeks after inhabiting the QA space for a time. A **QA environment** (QA for quality assurance) is where an upgrade is tested against data, hardware, and software that closely simulates the **Production** environment and where users can test the resulting application. The following reports are recent graduates from QA to Production. Read more.

- **m-Fin Revenue and Expenditure Total:** performance gain on project IDs and org nodes with 100+ orgs.
- **m-Fin Outstanding Encumbrances:** can now run for a range of account codes. This can be used to ignore payroll encumbrances.
- **Look Ups > m-Fin Org Tree List:** can now run for an entire campus, principal and officer option added.
- **m-Fin Payments Received:** selection criteria changed to properly select data prior to FY07.
- **m-Fin Payments Received Org Overview:** see above entry.
- **m-Fin Operating Summary:** changes to PDF output and changes affecting funds 34 and 35.
- **m-Fin BAE by Month Summary** and **m-Fin SpeedType Summary:** fund 34/35 available balance changes.
- **m-Fin Position Budget:** options for report variations.

Fund 98 added to the lineup

The university added fund 98 – Non-Budget Activity to its Valhalla of fund

TRAINING & EVENTS — Click on the **Info** links below for registration details.

Date/Time	Description	ⓘ	Location
Mon, Mar 11	**Registration opens for CPE courses** For courses offered on two dates in April	Info	CU System, 5th Floor Conference Room 1800 Grant St., Denver
Wed, Mar 13 1:30 start	**Research Administrators Meeting** Best practices for taking inventory	Info	UMC, room 247 1669 Euclid Ave, Main Campus
Thu, Mar 14 9:00-Noon	**PSC Open House** Meet PSC & OUC staff and supplier reps	Info	UMC, room 235 1669 Euclid Ave, Main Campus
Thu, Mar 14 3:00-4:30	**Newer Faculty Drop-In Session** Hosted by OCG	Info	ARC, room 446 3100 Marine St., East Campus
Tue, Mar 19 10:00-11:30	**Resource Planning Basics training** New training by the Budget Office	Info	PBA, room 1B29 (basement) Regent Administrative Center
Wed, Mar 20 9:00-Noon	**m-Fin Financial Statements Training** How to run and understand m-Fin reports	Info	Marine St. Science Center, room W179 3215 Marine St., East Campus
Wed, Mar 20 1:00-2:30	**Resource Planning Basics training** New training by the Budget Office	Info	PBA, room 1B29 (basement) Regent Administrative Center
Fri, Mar 22 8:30-9:30	**Final Friday Discussion Group** (March 29 is spring break) Timely topics by OCG	Info	ARC, room 446 3100 Marine St., East Campus

accounting gods. Fund 98 will be used to record compensated absences, other postemployment benefits (OPEB), the alternative Medicare plan liability, and the scholarship allowance. These will appear in a separate Non-Budget Activity column on the SNP and SRECNP next to fund 99. Journal entries for fund 98 are handled at the System and campus controller level and will not affect departmental-level statements.

Resource Planning Basics — Never-before-offered Budget Office training

Resource Planning Basics training will show you the right way to view your resources, cover the basics on how your resources are set, and explore what affects your resources. Topics include:

- Why budgets matter in the General Fund and other fund groups;
- General tips on fiscal management;
- How to bridge the gap with your General Fund budget and cash resources; and
- How fringe benefits and other campus-wide cost allocations work.
- In addition, you will have an opportunity to ask your resource questions and receive additional tools to further assist you in financial management and resource planning.

These sessions will benefit faculty/staff who have a fiscal role and responsibility, employees who would like to understand how resources flow on the campus, and those who simply want to broaden their knowledge.

These sessions are offered by the Budget Office and led by Budget Director Erika Smith. They will take place in the offices of Planning, Budget and Analysis in Regent. Advance registration is required due to small class size. If your area would like a special time, please contact the Budget Office to arrange it. They can also customize the session to suit your unit's particular circumstances. Currently, there are four dates scheduled. To register, please email ucb.budget@colorado.edu or call Jan Baker at 492-8926.

March 19, 2013	Tuesday	10:00-11:30
March 20, 2013	Wednesday	1:00-2:30
April 8, 2013	Monday	10:00-11:30
April 11, 2013	Thursday	1:00-2:30

ARRA spending deadline

As a reminder, sponsored projects funded by the American Recovery and Reinvestment Act (ARRA) have a spending deadline of **September 30, 2013**. This is a hard deadline and no extension requests will be considered at this point. ARRA projects are those with a PeopleSoft project description that begins with "ARRA." The September 30, 2013 spending deadline applies to all ARRA projects except those that fall into one of the following two categories.

- The project end date is earlier than September 30, 2013.
- The project's original end date was later than September 30, 2013 and received an extension that allows it to continue to its original end date. (Please note, there are very few of these and ABS Cost Accounting has contacted the PIs on affected projects. If you have questions, please contact Diane Przygocki, 492-2428.)

Do you need to reclassify position budgets?

If your department has reclassified, or plans to reclassify, positions from classified to exempt, the respective salary budgets need to reflect that. This is particularly important for General Funded positions to avoid unintended consequences, so plan to do this before budget changes are locked in on April 15. We recommend that self-funded salary budgets also be realigned by the usual fiscal year-end deadline. The Budget Office has prepared helpful information that explains the issue and provides details on how to align salary and benefits budgets. Assistance is also available from ucb.budget@colorado.edu.

OMB proposes sweeping grants management reform

On February 1, 2013, the Office of Management and Budget (OMB) published a set of proposed reforms intended to improve the administration of federal grants. The "Proposed Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards" aims to streamline requirements from eight existing OMB Circulars into one document, with sections delineated by the type of entity to which they apply (e.g., institutions of higher education, state and local governments, and tribal governments). This includes the three Circulars that we are most familiar with:

- A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
- A-21, Cost Principles for Educational Institutions
- A-133, Audits of States, Local Governments and Non-Profit Organizations

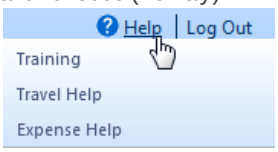
The OMB has posted a variety of documentation including a summary (15 pages), full text of the proposal (241 pages), and several crosswalks and comparisons. A public comment period is open until 5/2/13 and several participants in the Research Administrators Meetings and OCG are coordinating a response (read more about what they're doing). After a review of the comments, OMB will issue the final guidance including an effective date, which was not included in the proposal. NACUBO has also posted a concise summary and this is a good place to begin if you would like to read more about the proposed reforms.

Get your NSF projects ready for ACM$ (good advice for *all* projects)

On April 1, 2013, the National Science Foundation (NSF) will implement the Award Cash Management $ervice (ACM$) which changes award payments from the current "pooling" method to a "grant-by-grant" method. You can read more about it on Research.gov. The final quarterly Federal Financial Report (FFR) will be filed by SPA for the period ending March 31, 2013. **This means that all NSF project must be correct in PeopleSoft by March 31.** Bev Baran, SPA's NSF grant accountant has prepared some timely information that identifies problem areas and what you can do to help. Trivia pop quiz answer: a) Scottish beers. This advice can be applied to all sponsored projects, but it is especially important to review your NSF projects and take any necessary corrective action before March 31.

Just a few of the many interesting takeaways from the PSC Town Hall in February

- Apple will have a punch-out catalog in Marketplace
- Staples 30% recycled paper will be replaced with 100% recycled for the same price ($3.57/ream)
- If you want a 60-month copier rental, do it before April 1, 2013 because after that, it will be limited to a 36-month rental period until the next new master agreement is negotiated, approved, and in effect.
- Concur Travel/Expense will see many enhancements on Monday, March 4. (Note: 1-4 below apply only to travel reports, not procurement card reports.)
    1. The SpeedType from the header will be copied to the line level.
    2. Personal Expense box will be automatically checked when the expense type is Personal Travel Charge.
    3. A drop down list of contracted DIA parking venders will be added within Parking expense type.
    4. Purpose of Trip chosen at the header will copy to line items that ask for Travel Business Purpose.
    5. Non-travel expense type descriptions will include the account code in parentheses (hurray).
    6. The Help button in the upper right of the screen will have CU learning resources instead of the standard Concur options, where available.
    7. These changes will be reflected in new and revised learning materials.



Continuing budget change cutoff April 15

The FY 2013 General Fund continuing budget change cutoff for the campus is **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 any questions regarding this cutoff, please contact Jan Baker in the Budget Office at 492-8926 or janet.baker@colorado.edu.

innerview: LAUREN MIREMONT

What do you do in SPA and what do you find most rewarding?
I oversee the cost share commitments made by university departments on sponsored projects, which includes requesting SpeedTypes from ABS for cash commitments, ensuring that funding is provided by contributors on a timely basis, requesting that ePERs be set up for researchers and staff, ensuring that any

letters of commitment from outside agencies identify specific dollar amounts for in-kind cost sharing, and ensuring that spending follows the budget and is conducted in an appropriate manner.

I most enjoy working with the faculty and staff that are involved in the sponsored research process. I like meeting new people and tackling new situations.

You worked previously in another department for a number of years and then returned to join SPA. How do the two jobs compare?
I think working as a staff member on campus will be similar no matter what department you work for because you are ultimately here to support the faculty and students. I really enjoy that aspect, though it can be challenging. I enjoy meeting new people and learning more about what the people on campus are researching, creating, and teaching. I love working at CU!

You recently completed a master's degree in Accounting from CU-Denver. What inspired you to pursue that and what do you hope to do with it?
I really enjoyed my undergraduate work in history and political science but decided not to pursue a career in that area. I've always been interested in accounting and worked in that area through college and after graduation. When I realized that I could complete the program basically with no cost I thought, why not? I spent two years completing pre-reqs and then two years completing the master's program. I am so glad to be done. My ultimate goal is to work in fraud examination or forensic accounting as I find those areas fascinating.

If you could give one helpful hint or piece of advice to departments, what would it be?
Be proactive. Communicate. Ask questions.

What do you enjoy doing outside of work?
In the summer I enjoy working in my yard, hiking and relaxing by the pool. In the winter I enjoy watching movies with my husband, reading and skiing.

Lauren, thanks for your time.

about**lauren**

Grew up where? Lafayette, Louisiana
Where do you live now? Boulder
Brothers or sisters? One younger sister
Married? Yes, to awesome guy, James
Kids? No
Pets? No
Recent reading? Game of Thrones
Shows you like? The Walking Dead, New Girl, Big Bang Theory
Morning or night person? Morning
Place you'd like to live? New Zealand
Fantasy occupation? Barista
Some favorites:

- Movie genre Comedy
- Comfort food Any Cajun/Southern food
- Place to shop Thrift stores
- Season Fall
- Subject or class History