



Fall is in the hair



Go Buffs!

“Individual commitment to a group effort – that is what makes a team work, a company work, a society work, a civilization work.” VINCE LOMBARDI

SEPTEMBER KEY DATES & DEADLINES

Date	Day	Time	Deadline Description
Sep 2	Mon		Labor Day – University holiday.
Sep 3	Tue		Check for unposted August journals to correct, approve, or delete.
Sep 3	Tue		BJE cutoff for August. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
Sep 3	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
Sep 4	Wed	6:00	Finance System campus close for August. Do not create, validate, approve, or post August journals after 6:00 pm—they do not post and are deleted. (Cutoff for fund 30, 31, & 34 journals was Aug. 27.)
Sep 5	Thu		August general ledger is closed; allocations run.
Sep 5	Thu	10:00a	Unposted August journals that are not copied and assigned a future date or saved in incomplete status will be deleted.
Sep 5	Thu	5:00	Time collection for biweekly pay period ending August 31.
Sep 6	Fri		CIW is now updated with month-end entries; August statements are ready for review and reconciliation.
Sep 10	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
Sep 16	Mon	5:00	Time collection for monthly pay period ending September 30.
Sep 17	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
Sep 18	Wed	5:00	Time collection for biweekly pay period ending September 14.
Sep 19	Thu		HR Production down for payroll processing. HRMS inquiry only.
Sep 20	Fri	4:00	Allocation changes and creates due for September business. Send to Maggie Young , or call 492-6375.
Sep 24	Tue	6:00	Gift expenditure cutoff for Sept. 27 month-end CUF wire transfer.
Sep 25	Wed	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.
Sep 27	Fri	5:00	Deadline for fully approved expense reports to upload this month.
Oct 1	Tue		Check for unposted Sept. journals to correct, approve, or delete.
Oct 1	Tue		BJE cutoff for September. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
Oct 2	Wed	6:00	Finance System campus close for Sept. Do not create, validate, approve, or post Sept. journals after 6:00 pm—they do not post and are deleted. (Cutoff for fund 30, 31, & 34 journals was Sept. 25.)
Oct 3	Thu	10:00a	Unposted September journals that are not copied and assigned a future date or saved in incomplete status will be deleted.

Calendar Footnotes

- **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. [Employee Services](#) has the most detailed 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 [Liz Spencer](#), 492-1071, for gift JEs.
- **Routinely check for unposted journals** that need correction, validation, approval, or additional information for Jim or Liz.

What's in your wallet?

A wallet is a little like a personal balance sheet. It has cash (assets), credit card receipts (liabilities), and that worthless lotto ticket (dashed hopes). In truth, the title of this article should be “*What's on Your Balance Sheet?*” but that's not as catchy. Managers of **net asset-based** funds typically pay attention to the balance sheet because it shows the **cash** amount—an essential ingredient in calculating how much there is to spend for cash-based funds.

Managers of **budget-based** funds (10, 30, and 31), on the other hand, sometimes overlook the balance sheet because the budget balance—i.e., spending authority or how much there is to spend—appears on the revenue and expenditure reports. However, the balance sheet can alert reviewers to important things going on in the SpeedType that deserve monitoring. For example, the balance sheet below shows that:

- Someone owes the department money (\$288.96 Company Card Personal Charges).
- Someone needs to account for borrowed funds (\$450.00 Travel Advance). **Note:** *This also gives you a heads-up that the SpeedType's available balance is probably less than statements show because the advance is classified as an asset until it is reconciled and approved as an expense in Concur. This is a useful piece of information.*

BALANCE SHEET SUMMARY				
	ACCOUNT	BEGIN (A)	PERIOD 2 ACTUALS (B)	END (C)
000000 - 099999 -- ASSETS	000100 -- CASH	0.00	0.00	0.00
	000100 - 009999 -- CASH AND INVESTMENTS	0.00	0.00	0.00
	013109 -- COMPANY CARD PERSONAL CHARGES	288.96	0.00	288.96
	010000 - 019999 -- ACCTS RECEIVABLE AND ALLOWANCE	288.96	0.00	288.96
	070200 -- TRAVEL ADVANCES	0.00	450.00	450.00
	070000 - 079999 -- OTHER ASSETS	0.00	450.00	450.00
000000 - 099999 -- ASSETS		288.96	450.00	738.96
NET ASSETS		288.96	450.00	738.96

Granted, there are monitoring systems in place for procurement card and cash advance activity, but the balance sheet offers departments an additional control mechanism. It allows managers who may not be involved at the transaction level an effective means to track and follow up on unsettled business. Balance sheet account balances also appear on a few other reports such as the m-Fin Trial Balance reports (show balance sheet accounts for all funds) or the m-Fin Operating Summary (shows only for net asset-based funds). Make it a habit to monitor the balance sheet accounts for **all your funds**, including general fund and sponsored project FOPPS. That will help keep surprises (and Viking hordes) at bay.

Giant flock of m-Fin reports migrates to production

As [Carl Sorenson promised](#), from mid-June to the final FY13 close, there were no m-Fin production migrations. However, he failed to mention that he would continue to work feverishly resulting in 17 reports that moved to production in August. All but one received new input validation that lets you know if a value you enter is incorrect; 5 received subtotal changes with a cleaner look and enhanced “smart” details that appear only when needed; and 5 received other improvements ranging from drill capability to speed to page additions that package the results in a new useful way. Most likely, you already use one or more of these reports. [Click here to see a table of what got changed.](#)

NCURA instructional videos on YouTube

If you subscribe to the [Research Administrators Meeting \(RAM\) list](#), you already receive NCURA's (National Council of University Research Administrators) “YouTube Tuesday” video forwarded by James Lei, Manager of Sponsored Projects Accounting. Most of these videos are less than three minutes long and cover a specialized topic in research administration, presented by experts from universities around the country. If you are not on the RAM list, you can still view [NCURA's video archive on YouTube](#) which is arranged by subject area (e.g., Award Management, Cost Sharing, Subrecipients, etc.). You may also subscribe to receive a weekly video link by email.

Supplier Showcase in our own backyard

The PSC presents Supplier Showcase: (new hours) **10:00 –1:00, Wednesday, September 11** in the **UMC Ballroom**. This popular event is a great way to learn about suppliers and their products and services. Exhibits feature vendor booths, displays, free samples, and door prizes. **Twelve new vendors** (including temporary employment suppliers) will exhibit along with longtime Showcase favorites. PSC staff will be available to answer your questions: drop by to talk Travel or muse on Marketplace. Representatives from the System Controller's office, Ethics, FinProHelp Desk, Policy, Environmental Center, and Risk Management will also be on hand to discuss issues and topics. [Click here for more information, exhibitor list, and online registration.](#)

General fund salary budget allocations

Information regarding the FY14 General Fund faculty, exempt, and classified salary budget allocations is [posted on the PBA website](#). Please review the information together with your financial statements as you get ready for the new fiscal and academic year.

Continuing Professional Education (CPE) schedule set

The FY2014 CPE schedule is [posted on the OUC website](#) with sessions in September, November, December, February, and April. Registration for the September dates opened August 19, so some may already be full. September 9 & 17 courses are prior offerings while September 26 courses are all brand new.

Monday, September 9

- Identifying Fraudulent Transactions – 8:30 – 9:20 a.m.
- Effective Presentations – 9:30 – 11:20 a.m.
- Cognos: Financial Statement Reading, Reconciliation, and Forecasting – 12:30 – 4:20 p.m.

Tuesday, September 17

- Fiscal Roles in Financial Systems and Reporting – 8:30 – 9:20 a.m.
- Banking and Payments – 9:30 a.m. – 4:20 p.m.

Thursday, September 26

- How CU Spends \$1 – 8:30 – 9:20 a.m.
- Online Collaboration and Management – 9:30 – 11:20 a.m.
- Human Asset Management: Being vs. Doing – Achieving Balance & Maintaining Energy – 12:30 – 2:20 p.m.
- Human Asset Management: Motivation – 2:30 – 3:20 p.m.
- Human Asset Management: Recognition – 3:30 – 4:20 p.m.

NSF Grants Conference in Denver this October

The National Science Foundation Grants Conference will be hosted by Colorado State University on **October 21-22, 2013**. Key officials representing each NSF program directorate, administrative office, Office of General Counsel, and Office of the Inspector General will participate. The conference is considered a must, particularly for new faculty, researchers, educators and administrators who want to gain insight into a wide range of important and timely issues at NSF including: the state of current funding; the proposal and award process; and current and recently updated policies and procedures. [Learn more.](#)

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

Date/Time	Description	Info	Location
Mon, Sep 9 times vary	Continuing Professional Education (CPE) Three courses	Info	CU System, 5 th floor conference room 1800 Grant St., Denver
Wed, Sep 11 10:00-1:00	PSC Supplier Showcase Vendor booths, free samples, door prizes	Info	UMC, Glenn Miller Ballroom 1669 Euclid Ave.
Tue, Sep 17 times vary	Continuing Professional Education (CPE) Two courses	Info	CU System, 5 th floor conference room 1800 Grant St., Denver
Tue, Sep 17 10:30-Noon	NCURA Webinar (arranged by RAM) Embezzlement, Theft, Bribery	Info	CIRES Auditorium Main campus
Tue, Sep 17 12:15 start	Research Administrators Meeting Office for Industry and Special Opportunity	Info	CIRES Auditorium Main campus
Wed, Sep 18 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
Thu, Sep 26 times vary	Continuing Professional Education (CPE) Five new courses	Info	CU System, 5 th Floor Conference Room 1800 Grant Street, Denver

Jenny Shao and **Elizabeth Smith** are the recipients of the ABS employee quarterly award for service above and beyond. Comments from the nominations include, “Jenny really helped us through a difficult situation. Her extreme professionalism...allows me to understand and learn more.” “Elizabeth provides a model of professionalism for our office. She is a great leader, is calm in the face of adversity, and is always willing to help on a moment’s notice.” Congratulations and heartfelt thanks to those of you who submitted nominations. We appreciate your thoughtful contributions to our recognition program.

Brendon Johnson, SPA’s Compliance Coordinator, has left the University to pursue an opportunity in the private sector. We wish him much success and thank him for his valued contributions.

innerview: JANET HILDEBRANDT

Janet, what do you do in SPA and what do you find most rewarding?

I’ve been a billing tech at SPA since mid-January. I enjoy being part of a team where we treat others with respect, but can still have fun in our day-to-day interactions. A good work environment is essential for job satisfaction. Also, I like that there’s lots to learn—it keeps the job interesting.



You have a remarkable and diverse pre-SPA résumé. Would you mind highlighting some of that?

My first passions in life were dance and cooking, both of which I undertook by the time I was eight years old. A ballerina while growing up, I switched to modern dance in college, then spent three years in New York City in my 20s to pursue it further. I came to Boulder in the 80s and performed with several local

dance companies until the late 80s. I simultaneously started a personal chef and catering service (which I continued for 18 years), and worked as a bookkeeper for a couple of small businesses. After retiring from dance I continued my chef service for several families while my husband completed a doctoral program and we started a family. Eventually I decided to pursue a “real” job with benefits, so I earned my teacher’s certificate in Language Arts. I taught at Westminster High School for one year (which was a disaster), before returning to the business community. My first job for the State was with the Department of Local Affairs in Denver in 2008. I came to CU-Boulder in 2010 and worked for Engineering and the Colorado Shakespeare Festival before being hired by SPA.

You travelled to Vietnam some months ago. What was that like and what led you there?

Adopted as a baby 14 years ago, my daughter Jennie had never been back to her birth country, so our trip to Vietnam with an adoptive families program was a dream come true. As well as seeing much of the country, including her orphanage, we also visited and made donations to several non-profits and individuals in need, which made it even more meaningful. For Jennie, the trip solidified her understanding of her heritage and her appreciation for growing up in the U.S. In Vietnam, for the first time

aboutjanet

Grew up where? Ann Arbor, MI

Where do you live now? Boulder, CO

Brothers or sisters? 2 brothers, 3 sisters

Married? Yes

Kids? My son is 23, my daughter is 14, and my step-grandson is 18

Pets? Not currently

Recent reading? *Waltzing in Ragtime*, by Eileen Charbonnau, and *The Glass Castle*, by Jeanette Walls

TV show(s) you like? Usually, I’d rather read, but I like *The Daily Show* with Jon Stewart and *The Colbert Report* because they help me keep my sense of humor to politically charged events and issues

Morning or night person? Morning

Place you’d like to live? On an ocean-going sailboat half the year, in Boulder the rest of the year

Fantasy occupation? Food anthropologist who travels the world and writes about my discoveries

Some favorites:

- **Movie genre** Documentaries or well done dramas with good character development

- **Comfort food** A good salad with a large variety of ingredients, and homemade soups and stews

- **Place to shop** I don’t shop unless I absolutely have to

- **Season** I like them all unless the roads are icy

- **Class** Cultural Anthropology, Literature

- **Authors** Jonathan Franzen, Kate Furnival, Jeffrey Eugenides, and all cookbooks

in memory, she was surrounded by others who looked just like her, which made it difficult to leave. I hope some day she can go back for another visit.

What do you enjoy doing outside of work?

I read, watch movies, bike, take yoga and Pilates classes, travel, cook, see live jazz, go to dinner or happy hour with friends.