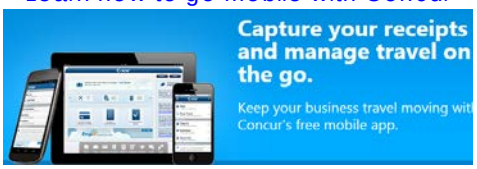
University of Colorado Boulder

ABS NewsBriefs

News to use from Accounting and Business Support

November 2013

Learn how to go mobile with Concur



"The older I get, the surer I am that I'm not running the show."

Leonard Cohen

NOVEMBER KEY DATES & DEADLINES

Date	Day	Time	Deadline Description
Nov 1	**Fri**		Check for unposted Oct. journals to correct, approve, or delete.
Nov 1	**Fri**		BJE cutoff for October. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
Nov 3	**Sun**	**2:00a**	Daylight saving time ends—set clocks back one hour.
Nov 4	**Mon**	**6:00**	**Finance System campus close for October.** Do not create, validate, approve, or post Oct. journals after 6:00 pm—they do not post and are deleted. (Cutoff for fund 30, 31, 34 journals was 10/28.)
Nov 5	**Tue**		October allocations run.
Nov 5	**Tue**	**10:00a**	Unposted October journals that are not copied and assigned a future date or saved in incomplete status are deleted.
Nov 5	**Tue**	**6:00**	Gift expenditure cutoff to make next Friday CUF wire transfer.
Nov 6	**Wed**		CIW is now updated with month-end closing entries; October statements are ready for review and reconciliation.
Nov 12	**Tue**	**6:00**	Gift expenditure cutoff to make next Friday CUF wire transfer.
Nov 14	**Thu**	**5:00**	Time collection for biweekly pay period ending November 9.
Nov 15	**Fri**	**5:00**	Time collection for monthly pay period ending November 30.
Nov 19	**Tue**		HRMS inquiry only while HR Production down for payroll processing.
Nov 21	**Thu**	**4:00**	Allocation changes and creates due for November business. Send to Maggie Young, or call 492-6375.
Nov 22	**Fri**	**6:00**	Gift expenditure cutoff for Nov. 27 month-end CUF wire transfer.
Nov 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.**
Nov 26	**Tue**	**5:00**	Deadline for fully approved expense reports to upload this month.
Nov 26	**Tue**	**5:00**	Time collection for biweekly pay period ending November 23.
Nov 28-29	**Thu-Fri**		Thanksgiving holiday—campus closed.
Dec 2	**Mon**		Check for unposted Nov. journals to correct, approve, or delete.
Dec 2	**Mon**		BJE cutoff for November. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
Dec 3	**Tue**	**6:00**	**Finance System campus close for November.** Do not create, validate, approve, or post Nov. journals after 6:00 pm—they do not post and are deleted. (Cutoff for fund 30, 31, 34 journals was 11/25.)
Dec 4	**Wed**	**10:00a**	Unposted November journals that are not copied and assigned a future date or saved in incomplete status are 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.*

Lessons from the audit zone

What if you were told that a small $100 error on one of your grants cost the university more than $13,000 to resolve? Based on audits by the Department of Health and Human Services Office of Inspector General (OIG), this is not out of the question. However, the final absolute dollar amounts often end up much higher and with far greater financial impact. Here's why.

OIG audits typically examine a sampling of transactions over a period of time. For example, this could be 100 salary and 100 nonsalary transactions charged to HHS awards from 10/1/10 – 9/30/11. Continuing this what-if example, suppose the audit found that 16 salary and 7 nonsalary transactions were not allowable and that, combined, these 23 unallowable transactions totaled **$8,000**. OK, fine, you think—we'll just pay that back to the agencies and call it a day. Hold on, we're not done yet. Remember, those 200 transactions were a representative *sample* of all possible HHS transactions during the period which could number in the thousands of transactions and millions of dollars. The initial $8,000 is extrapolated against the total costs claimed for reimbursement from HHS during the period so that the total unallowable amount expands significantly, easily surpassing **$1,000,000**. In this example, the extrapolated amount of more than $1,000,000 is what OIG would expect the university to reimburse!

Two important things stand out from this example. **First**, small errors add up and can become very costly due to the standard audit practice of statistical sampling and extrapolation. **Second**, every transaction matters and fiscal responsibility belongs to all of us but ultimately rests at the project level with the Principal Investigator. Keep in mind that in cases of cost transfers, SPA approval is different than the rigors of an audit. For example, if a portion of hourly wages is transferred from one project to another, SPA will verify that the header description is clear, that the receiving project has enough available funds, that the work is within the project period, etc. But it falls upon the department to make sure, for example, that the time sheet is accurate and identifies the projects correctly.

AUDIT LESSONS & REMINDERS

- Adequate documentation must support each and every project transaction.
- If it's not a direct cost in support of the project's objectives, do not charge it to the project.
- If you spot something questionable, investigate until your concerns are satisfied. If you are uncertain, check with SPA or OCG.
- Effort reports must be certified and cost transfers must be completed within allowed time limits. Auditors want to see that cost transfers and effort reports are completed in a timely manner to help assure that the claimed charges are appropriate.

New user interface coming to CU Marketplace

On November 18, CU Marketplace will sport a new look with new navigation features. Campus pilot groups have successfully used it without instruction. However, there will be training on recent and upcoming enhancements to Marketplace as well as training on Going Mobile with Concur that includes TripIt Pro—in Boulder, a total of five sessions each day November 6 & 14. Click for details and registration info.

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

Date/Time	Description	ⓘ	Location
Wed, Nov 6 five sessions	**Marketplace/Concur Mobile Training** Explore the recent enhancements	Info	Marine St. Science Center, room W179 3215 Marine St., East Campus
Mon, Nov 11 times vary	**Continuing Professional Education (CPE)** Two courses	Info	Office of University Controller 1800 Grant St, Suite 500, Denver
Tue, Nov 12 1:30 start	**Research Administrators Meeting** Technology Transfer	Info	UMC, room 245 1669 Euclid Ave
Wed, Nov 13 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, Nov 14 times vary	**Continuing Professional Education (CPE)** Three courses	Info	Office of University Controller 1800 Grant St, Suite 500, Denver
Thu, Nov 14 five sessions	**Marketplace/Concur Mobile Training** Explore the recent enhancements	Info	Marine St. Science Center, room W179 3215 Marine St., East Campus
Wed, Nov 20 10:30-11:30	**Graduate Student Appointment and Tuition Remission Training**	Info	Regent Administrative Center, rm. 302 Regent Drive
Thu, Dec 5 times vary	**Continuing Professional Education (CPE)** Six courses	Info	Office of University Controller 1800 Grant St, Suite 500, Denver

How to handle an emergency purchase

When an emergency strikes, sometimes a high-dollar purchase must be made immediately—outside of the normal procurement process—in order to preserve life and property. Some emergency situations that CU-Boulder has encountered include:

- Airlift transportation for a seriously ill employee
- Equipment and services needed to contain an environmental hazard
- Transportation for field employees due to dangerous weather conditions.

Situations like these typically cannot wait for competitive bids or a purchasing agent's approval before the goods or services are needed. However, to help ensure responsible stewardship, emergency procurements still have an established process as explained in CU's Procurement Rules under the Procurement Methods section. It includes the following criteria to determine the need for an emergency procurement:

> An emergency condition justifies the use of an emergency Procurement when that condition threatens one or more of the following:

- the functioning of the University, or its programs;
- the preservation or protection of property; and/or
- the health or safety of any person(s) or animal(s).

The Procurement Rules contain further details on limitations, documentation, and procedural requirements. But in a real emergency, your focus may not be on the details so here is the **key thing** to remember: **Contact the PSC purchasing agent as soon as possible after the emergency procurement is made!** Don't put it off. Work with the purchasing agent to make sure the emergency procurement process is completed properly. Otherwise, it will turn into an after-the-fact purchase and that can be more difficult and time consuming than simply contacting the purchasing agent and starting on the right track in the first place.

Deficits and sponsored project JEs and PETs

Sponsored Projects Accounting cannot approve any cost transfers (JEs) or Payroll Expense Transfers (PETs) if the project that receives the expense is already in deficit or if the expense puts the project into deficit. If the department believes additional funding will come from the sponsor, then complete an Organizational Prior Approval (OPAS) form (for grants) or an At-Risk form (for contracts)—both are available on the Office of Contracts and Grants (OCG) Forms page. Forward the completed form to the appropriate Contract or Grant Officer in OCG for review and approval. If in doubt, please forward At-Risk forms to James Uhes and OPAS forms to Ann Rodela.

Please provide the following information on the OPAS or At-Risk form before submitting it to OCG:

1. *Header* section. Include the date of request, PI, department, project title, sponsor, proposal number, and project number.

2. *90 Day Pre-Award Costs* section (OPAS form) or the *At-Risk Project* section (At-Risk form). Note that the *Requested Period of Performance* cannot exceed 90 calendar days.

3. *Budget* section. Note that this may contain just the total amount for which approval is requested; a line item budget is not needed. Often, the requested approval amount is 10% to 25% of the anticipated additional funding. Use the *Pre-Award Budget* section on the OPAS form.

4. *Justification* section. Provide information to support the continued spending that will put the project into deficit. Attach any communication from the sponsor regarding additional funding.

5. *Signature* section. Signatures and dates from the PI and department approval. Supply an unrestricted non-3X fund SpeedType. Expenses in excess of the sponsor's funded amount will be moved to this SpeedType if the anticipated additional funding is not received.

Upcoming Continuing Professional Education courses – *register early*

Treat yourself to one or more CPE courses offered this November and December by the Office of University Controller. Visit the CPE website to learn more about the courses and to register.

Monday November 11	Cash Controls – 8:30 – 11:20 a.m. Analyzing and Interpreting Financial Statements – 12:30 – 4:20 p.m.
Thursday November 14	Topics in Effective Writing – 10:00 – 11:50 a.m. Securing Mobile Devices – 1:00 – 1:50 p.m. Emotional Intelligence – 2:00 – 4:50 p.m.
Thursday December 5	Identity Theft: Risks and Opportunities – 8:30 – 9:20 a.m. Revenue Recognition – 9:30 – 11:20 a.m. Social Media: Pluses and Pitfalls – 12:30 – 1:20 p.m. Human Asset Management: Facilitating Change – 1:30 p.m. – 2:20 p.m. Field Guide to Everyday Ethics – 2:30 – 3:20 p.m. Microsoft Excel: Working With Large Datasets – 3:30 – 4:20 p.m.

Verify campus address before replacement procurement cards are mailed

Nearly 3,500 Procurement Cards expire on November 30, 2013 and replacement cards will be sent to the campus address on record in Concur. Please take a moment to verify that campus addresses are correct. Open Concur, click on the **Profile Tab** and then select **Expense Information** in the menu on the left. If the address information is incorrect, update it with a Cardholder Update form from the PSC forms page.

Additional expense types added to Concur

Beginning October 28, 2013, the following four expense types were added to the Concur Travel & Expense System. Please keep in mind that availability in Concur does not guarantee allowability on sponsored projects. For example, FedEx generally may be used to ship a sample but not to send a report.

Added to Procurement Card Policy.

- Federal Express (485118)
- Fire Safety Expense (515110)
- Moving & Storage Services (540102)

Added to Procurement Card & Travel Reconciliation Policies.

- Preseason/Academic Breaks (552673)
  (For use by Athletics)

Central Collection Services gets new website

The Department of Personnel & Administration and all their divisions recently launched a new website. The goal was to make a more modern, user-friendly environment. Central Collection Services encourages you to familiarize yourself with their new site at http://colorado.gov/dfp/ccs.

ABS People

Lynda Reisinger has returned to ABS part-time to assist SPA with sponsored project set-up in PeopleSoft. Lynda retired at the end of 2012 but she just couldn't stay away.