University of Colorado Boulder

ABS NewsBriefs

News to use from Accounting and Business Support

December 2013

DECEMBER KEY DATES & DEADLINES

Date	Day	Time	Deadline Description
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 3	**Tue**	**6:00**	Gift expenditure cutoff to make next Friday CUF wire transfer.
Dec 4	**Wed**		November allocations run.
Dec 4	**Wed**	**10:00a**	Unposted November journals that are not copied and assigned a future date or saved in incomplete status are deleted.
Dec 5	**Thu**		CIW is now updated with month-end closing entries; November statements are ready for review and reconciliation.
Dec 10	**Tue**	**6:00**	Gift expenditure cutoff to make next Friday CUF wire transfer.
Dec 12	**Thu**	**5:00**	Time collection for biweekly pay period ending December 7.
Dec 16	**Mon**	**5:00**	Time collection for monthly pay period ending December 31.
Dec 17	**Tue**	**6:00**	Gift expenditure cutoff to make next Friday CUF wire transfer.
Dec 18	**Wed**		HRMS inquiry only while HR Production down for payroll processing.
Dec 20	**Fri**	**4:00**	Allocation changes and creates due for December business. Send to Maggie Young, or call 492-6375.
Dec 20	**Fri**	**6:00**	Gift expenditure cutoff for Dec. 30 month-end CUF wire transfer.
Dec 24-25	**Tue-Wed**		Holiday—campus closed.
Dec 26	**Thu**	**5:00**	Time collection for biweekly pay period ending December 21.
Dec 26	**Thu**	**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.**
Dec 27	**Fri**	**5:00**	Deadline for fully approved expense reports to upload this month.
Jan 1	**Wed**		New Year holiday—campus closed.
Jan 2	**Thu**		Check for unposted Dec. journals to correct, approve, or delete.
Jan 2	**Thu**		BJE cutoff for December. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
Jan 3	**Fri**	**6:00**	**Finance System campus close for December.** Do not create, validate, approve, or post Dec. journals after 6:00 pm—they do not post and are deleted (cutoff for fund 30, 31, 34 journals was 12/26).
Jan 6	**Mon**	**10:00a**	Unposted December 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.*

"The future delights in humiliating seers."

Sam Lee, financial writer

Returned check from the bank? You have a receivable!

Effective November 1, 2013, any check deposited on a cash receipt that is returned by the bank due to insufficient funds, closed account, etc., will be debited to account code **013104–AR Returned Checks**. The Office of Cash Management (OCM) will debit the SpeedType endorsed on the back of the check to account code 013104 regardless of the account code referenced on the endorsement in order to preserve accounting integrity and consistency. OCM will notify the department to pick up the printed image of the returned check in person as this image, furnished by the bank, is needed for collection efforts. If you have any questions concerning the returned check collection process, please refer to Chapter 12 Accounts Receivable and Allowances of the Guide, or contact your Area Accountant.

Boulder sales tax goes up ⬆ starting January 1, 2014

Boulder voters approved four tax measures on the November ballot. One of them was an interim six-year 0.15% sales tax increase dedicated to transportation. As a result, beginning January 1, 2014, Boulder city sales tax and food service tax go up by a like amount. If your department sells to the public, please begin collecting the new rate in 2014. Visit the ABS sales tax webpage for sales tax information or to download a 2014 tax chart. If you have sales tax questions, email or call Maggie Young, Allocations Specialist & Technical Operations Accountant, 303-492-6375.

2014 TAX RATES	CITY	STATE	COUNTY	RTD	TOTAL
Sales tax	3.56%	2.90%	0.80%	1.10%	**8.36%**
Food Service tax	3.71%	2.90%	0.80%	1.10%	**8.51%**

FY15 resource planning

Unless you plan on pulling a Rip Van Winkle, it's not too early to begin looking ahead to FY15. Information to prepare for FY15 resource planning is now posted on the PBA website. By December 20, 2013, the parameter page should be updated with the initial, tentative compensation changes for FY15. The page is updated as more current information is known, so please check back periodically.

The FY15 General Administrative and Infrastructure Recharge (GAIR) rate appears in the table below. The rate increase is due to the general and administrative pool growing faster than campus operating expenses for the FY14 calculation, part of which was postponed until this year. You can read more about this, the GAIR calculation methodology, rates, and peer institutional support comparisons, on the campus cost allocations website at PBA.

	GAR	GIR	COMBINED GAIR
FY15 RATES	6.01%	0.57%	**6.58%**

Participant Support Costs policy revised

The ABS Participant Support Costs policy and procedure was revised effective November 15, 2013, its first revision since 2008. The policy is a joint effort between ABS, SPA, and OCG. Participant support costs are items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees in connection with meetings, conferences, symposia, or training projects. The revised policy updates language and references to the National Science Foundation (NSF), updates the account codes available to track participant costs, and clarifies the set-up criteria and process. All NSF

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

Date/Time	Description	ⓘ	Location
Tue, Dec 3 1:30 start	**Research Administrators Meeting** Sponsored Projects Invoicing and A/R	Info	UMC, room 247 1669 Euclid Ave
Thu, Dec 5 times vary	**Continuing Professional Education (CPE)** Six courses	Info	Office of University Controller 1800 Grant St, Suite 500, Denver
Tue, Dec 10 9:00-4:00	**PeopleSoft Finance System Training** Required to access the Finance System	Info	Marine St. Science Center, room W179 3215 Marine St., East Campus
Wed, Dec 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

awards with budgeted participant support costs must follow the process set forth in the policy while the process for non-NSF awards depends on that sponsor's terms and conditions.

Administrative Policy Statements under review

Changes to Administrative Policy Statements (APS) generally occur twice a year in January and July. At the time of publication, the table below shows policy action that will be effective January 1, 2014, pending President Benson's approval. You can read the full text of the drafts and justifications on the Office of Policy and Efficiency web or click the APS numbers in the table below to go directly to the draft (which make the proposed changes easy to spot).

The lone fiscal policy, **Alcoholic Beverages Purchased for University Events**, consolidates donor cultivation, solicitation, and stewardship events with fundraising events for purposes of advancement routing and approval. It also clarifies that gift funds (Fund 34) with the appropriate designation may be used, as well as development/advancement funds (Fund 36), for the purchase of alcoholic beverages for these events. The PSC Procedural Statement of the same name and the Official Function form will also be updated to correspond with the APS. These changes will likely be published in early December.

POLICY AREA	REVISIONS	NEW
Academic Affairs	1019-Implementation of Regent Policy on Program Review 1026-Roles and Responsibilities of Department Chairs	
Fiscal	4018-Alcoholic Beverages Purchased for University Events	
Human Resources	5025-Benefits Advisory Board to the President RESCINDED 10/31/13 due to UBAB discontinuance	5054-Hiring Retirees to Work in Staff Positions
Information Technology	6005-IT Security Program	

Preview the recent Marketplace changes

In case you haven't already encountered it firsthand, CU Marketplace received a new user interface on November 18. This was first announced in the October PSC Town Hall and followed up with two hands-on training dates in Boulder during November. If you did not attend or just want to revisit the recent changes and enhancements, take a quick tour in the PSC's online user interface guide—it takes just a couple of minutes. Functionality stays the same—only the look and navigation changed.

Clarification on sponsored project deficits

Last month's ABS November newsletter included an article that outlined deficit conditions under which the OPAS form and the At-Risk form are required for sponsored projects. However, the article failed to make clear that OPAS or At-Risk forms are *not* needed for deficit situations in which sufficient additional funding from the sponsor has been received and is in process by OCG and SPA. Please feel free to contact your Grant Accountant if you have questions or concerns.

Nominate an ABS employee

ABS invites your participation to help us recognize employees of Accounting and Business Support who have gone above and beyond in their jobs, and to acknowledge outstanding accomplishments or service. Please submit nominations online by **Monday, December 9**.

ABS customer satisfaction survey underway

Please let us know how we're doing. We'd love to hear from you. The survey takes just a few minutes.

ABS People

Nanette Bell Small was recently hired as the new ABS Administrative Assistant filling the position left by Isabel Dunn who retired last month. If you call the ABS general phone number, Nanette will most likely be on the other end. If you visit ABS, she may be the first face you see. Welcome, Nanette!

innerview: KAREN STINER

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

I am a grant accountant and I work with NSF and C2B2 [Colorado Center for Biorefining and Biofuels] awards and University of Colorado Denver subcontracts. Many people assume that once CU receives an award from NSF that it means CU has also received the cash, which is not the case. Our awards with NSF are set up through CU's letter of credit with NSF (often referred to as an LOC). One of my responsibilities is to request funds from NSF through our letter of credit after the University incurs expenses on NSF awards. I request funds from NSF about four times a month and it requires reconciling a large amount of data which I really enjoy.

about karen

Grew up where? Wheat Ridge, CO
Where do you live now? My mailing address is Brighton, but we are surrounded by Thornton
Brothers or sisters? One older brother
Married? Yes, 18 years to Rob
Kids? Two – Sam is 14 and David is 12
Pets? One cat
Recent reading? *Touching the Void* by Joe Simpson
TV show(s) you like? Person of Interest, Project Runway
Morning or night person? Morning
Place you'd like to live? In the mountains, overlooking a river
Fantasy occupation? Architect
Some favorites:

- Movie genre Action/Adventure
- Comfort food Anything salty
- Place to shop From my computer
- Season Fall
- Class Math

You transferred to SPA from a very small department located completely off campus. How was it transitioning to a larger, more "mainstream" University setting?

The transition was very smooth, especially because everyone here at ABS/SPA is so helpful and friendly. I also enjoy working in close proximity to others who are doing similar work. At my previous department I was the only financial person.

ABS and OCG recently held a potluck where the theme was to bring a family "heritage" dish that we grew up with. You also brought an impressive family history album to share. Is that a particular interest area of yours and are you the designated family historian?

It isn't official, but I guess you could call me the family historian. I love to bring together genealogical information like family trees, birth certificates, marriage licenses and census documents with old family photographs and add in personal elements. I have a handwritten letter from my grandmother that documents a conversation she had with her grandmother about family history. I also had the opportunity to spend the weekend with my grandfather, specifically to talk about his childhood memories. I was able to find pictures of him when he was a boy and then record my memories of our conversions in my album. And I actually have three family history albums; I only brought one to the potluck.

From your job experience, what is one piece of advice or helpful hint that you would like to share with departments?

Bookmark the ABS A to Z Directory. There is an amazing amount of helpful information on a wide range of topics.

What do you enjoy doing outside of work?

Outside of work I enjoy scrapbooking, not only the family history kind mentioned above, but also everyday pictures and memories of family and friends. I recently purchased a dSLR camera and I am having fun learning about photography and how to use my camera. I love to be outside in Colorado's amazing mountains, especially camping or hiking with my family.