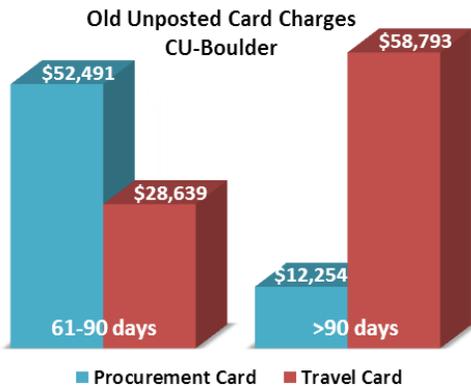




fe-ye-fo-fun  
i smell the  
blood of  
fiscal year-end



The sight of these graphs surely makes your skin crawl. Escape the clutches of the fiscal year-end giant by cleaning up old card charges *before* you find yourself in the middle of year-end with nowhere to hide. Ask your [area accountant](#) for a report that shows your department's unposted charges by employee. Unposted charges include those that are unassigned, unsubmitted, pending approval, and sent back to employee. (Totals as of 2/27/14.)

## MARCH KEY DATES & DEADLINES

Date	Day	Time	Deadline Description
Mar 3	Mon		Check for unposted Feb. journals to correct, approve, or delete.
Mar 3	Mon		BJE cutoff for February. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
Mar 4	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
Mar 4	Tue	6:00	<b>Finance System campus close for February.</b> Do not create, validate, approve, or post Feb. journals after 6:00 pm—they do not post and are deleted (cutoff for fund 30, 31, 34 journals was 2/25).
Mar 5	Wed	10:00a	Unposted February journals that are not copied and assigned a future date or saved in incomplete status are deleted.
Mar 5	Wed		February allocations run.
Mar 6	Thu		CIW is now updated with month-end closing entries; February statements are ready for review and reconciliation.
Mar 6	Thu	5:00	Time collection for biweekly pay period ending March 1.
Mar 11	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
Mar 15	Sat		<a href="#">Internal Sales Activities</a> rate sheets due <a href="mailto:InternalSales@colorado.edu">InternalSales@colorado.edu</a>
Mar 18	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
Mar 19	Wed	5:00	Time collection for monthly pay period ending March 31.
Mar 20	Thu	5:00	Time collection for biweekly pay period ending March 15.
Mar 21	Fri	Noon	HRMS inquiry only while HR Production down for payroll processing.
Mar 21	Fri	4:00	Allocation changes and creates due for February business. Send to <a href="#">Maggie Young</a> , or call 492-6375.
Mar 25	Tue	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. <b>No exceptions.</b>
Mar 26	Wed	6:00	Gift expenditure cutoff for March 31 month-end CUF wire transfer.
Mar 28	Fri		Spring Break holiday. Boulder campus closed.
Mar 28	Fri	5:00	Deadline for fully approved expense reports to upload this month.
Mar 31	Mon		Check for unposted March journals to correct, approve, or delete.
Apr 1	Tue		BJE cutoff for March. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
Apr 2	Wed	6:00	<b>Finance System campus close for March.</b> Do not create, validate, approve, or post March journals after 6:00 pm—they do not post and are deleted (cutoff for fund 30, 31, 34 journals was 3/25).
Apr 3	Thu	10:00a	Unposted March journals that are not copied and assigned a future date or saved in incomplete status are deleted.

### Calendar Footnotes

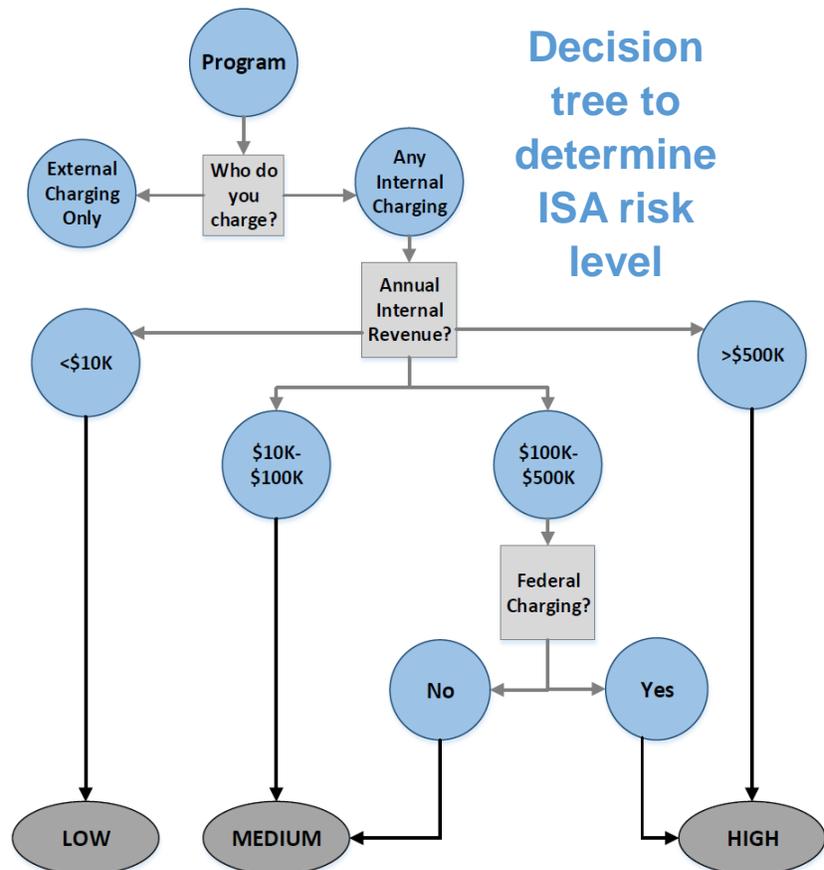
- **Times are p.m.** unless otherwise noted. No time listed means not applicable or the sooner the better.
- **Observe payroll deadlines** so funding distribution corrections from payroll suspense and/or changes are in place before the next payroll run. Plan for HRMS downtimes to meet PET deadlines. [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 [Patti Newton](#), 492-2620, 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.

## Internal Sales Activity (ISA) rate sheets due March 15

If your department sells goods or services to other CU departments (on any campus), congratulations: you are an Internal Sales Activity (ISA). It doesn't matter what Fund captures this activity: Fund 10, 20, 28, or 29 can all qualify as an ISA. While all units that engage in internal sales activity must prepare charge rates in accordance with appropriate federal cost accounting standards, only those that are **Medium** or **High** risk must complete and submit an **ISA rate sheet** by **March 15, 2014**. Note that High risk units also require a **rate review committee**. **Low** risk units do not need to submit a rate sheet.

How do you know your risk level? It's based on a combination of (1) volume of internal revenues and, (2) whether federal contracts or grants are charged. Use this decision tree to figure out if your ISA is Low, Medium, or High risk.

Learn more about ISAs on [PBA's Fee-for-Service page](#) and in [ISA Chapter 13](#) of *The Guide*. Send completed rate sheets or questions to [InternalSales@colorado.edu](mailto:InternalSales@colorado.edu). You can also contact your [Area Accountant](#) or anyone in the [Budget Office](#) for one-on-one assistance.



## Coffee and the campus budget

Is there ever a year when the budget *isn't* a hot topic? No matter where you sit at the table—student, parent, staff, or faculty—the budget matters! Join Senior Vice Chancellor and Chief Financial Officer Kelly Fox or Senior Associate Vice Chancellor for Budget and Finance Steve McNally for an inside-the-campus view of how CU-Boulder is financed and the challenges and opportunities we face as an institution. Sign up at [www.bit.ly/CampusCoffee](http://www.bit.ly/CampusCoffee) to attend on a first-come, first-seated basis.

- March 13 Thursday 11:30 – 12:30pm ATLAS Room 229
- March 17 Monday 3:00 – 4:00pm ARC Room 620
- March 20 Thursday 9:00 – 10:00am UMC Room 425
- March 26 Wednesday 8:30 – 9:30am C4C Room S350 North
- April 4 Friday 11:30 – 12:30pm ARC Room 346
- April 24 Thursday 10:00 – 11:00am C4C Flatirons Room

## NSF to conduct monitoring visit April 7-11

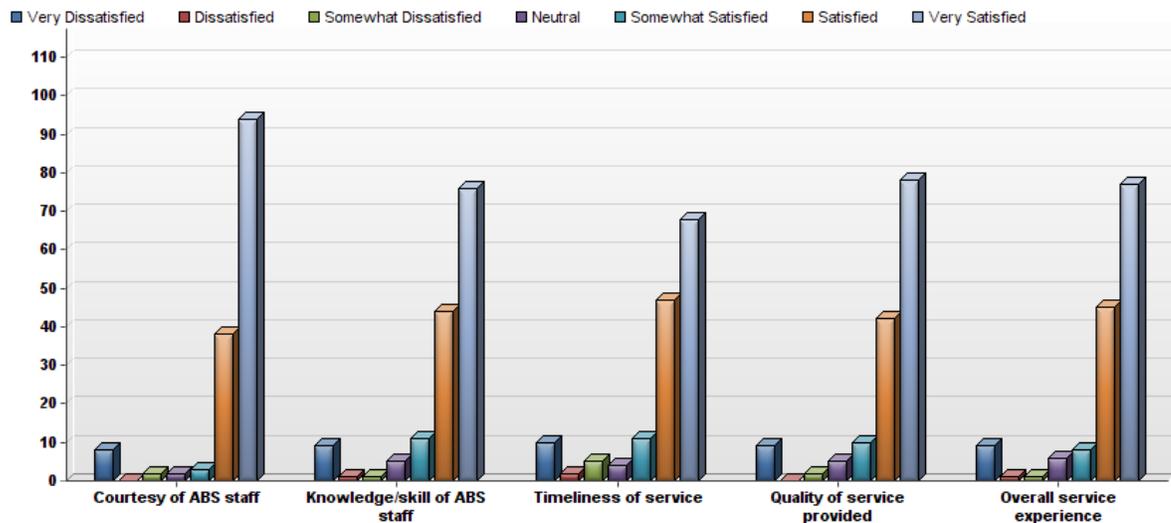
Representatives from the National Science Foundation (NSF) will conduct a site visit on the Boulder campus April 7-11. NSF on-site monitoring activities are to ensure that funds are appropriately expended and well managed and to evaluate the effectiveness and efficiency of our business practices and systems as they relate to the administration of NSF awards.

This is a general reminder that if a Grant Accountant contacts you about any of your projects, please respond in a timely manner. Currently, this is particularly true for NSF projects.

## ABS customer satisfaction survey

ABS ran a customer survey December–January. For the most part, respondents think we’re doing a pretty good job but also pointed out opportunities for improvement. Here’s a closer look:

- 83% rated their overall service experience as either satisfied or very satisfied. This graph shows the complete results.



- 61% contact ABS once a month or more.
- Email is the most preferred method of contact, followed by phone, then in-person.
- #1 reason for contact: policy/procedure question. #2: to set up, modify, or close a SpeedType.
- 78% use the ABS website once a month or more and 88% rate it as useful to varying degrees.
- 98% think the amount of communication from ABS is about right (and 1% too much, 1% too little).

Two survey questions invited write-in responses asking for ways to make our service better. The comments touched on a number of themes and we appreciate the time and thoughtfulness that so many of you gave. Your input helps show us where we are succeeding and where we can improve. As we move forward, ABS will utilize your input in our strategic and tactical planning to build on our strengths and to provide the highest quality service by delivering:

- Clear, consistent, and needed information and assistance,
- In a timely manner,
- With a positive and professional attitude.

Complete survey results are [available online](#) with write-in responses removed due to sensitive and identifiable content to preserve anonymity.

## New format and new feature for CU annual financial report

If you have a chance, take a look at CU’s [2013 Annual Report](#). This year, the OUC launched an HTML version of the report. The improved functionality allows for more transparency and better maneuverability through the various sections. It’s also easier to read and has nifty graphics. A PDF version is also available. In addition, a new online feature will offer an interactive web experience with color graphs and plain talk, designed with the non-accountant in mind. Look for an announcement from the OUC when it is available.

## PSC Open House – March 13

The PSC Open House is your chance to learn what’s new and talk about your department’s specific procurement needs. You’ll meet staff from the PSC and from the OUC’s Finance & Procurement Business Services. Strategic suppliers will also be on hand, including Christopherson Business Travel, Colorado Correctional Industries, Dell, Fisher Scientific, Grainger, Konica Minolta, Staples, and Xerox. The Boulder campus Open House is **Thursday, March 13 from 9:00–Noon in UMC 235**. [Please register in advance](#).

## Plan ahead: CPE 3 days in April

The OUC's Continuing Professional Education courses are popular and often fill to capacity. Check out the lineup below and be ready to sign up when registration opens in mid-March (course list as of 2/25/14). [Learn more about CPE.](#)

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

Date/Time	Description		Location
<b>Mar 13, 17, 20, 26.</b> Times vary.	<b>Coffee and the Campus Budget</b> Inside view on challenges/opportunities	<a href="#">Info</a>	Various locations throughout campus
<b>Thu, Mar 13</b> 9:00-Noon	<b>PSC Open House</b> Meet PSC & OUC staff and suppliers	<a href="#">Info</a>	UMC, room 235 <a href="#">1669 Euclid Ave</a>
<b>Tue, Mar 18</b> 1:30 start	<b>Research Administrators Meeting</b> Critical issues for the Dept. Administrator	<a href="#">Info</a>	UMC, rooms 415-417 <a href="#">1669 Euclid Ave</a>
<b>Wed, Mar 19</b> 9:00-Noon	<b>m-Fin Financial Statements Training</b> How to run and understand m-Fin reports	<a href="#">Info</a>	Marine St. Science Center, room W179 <a href="#">3215 Marine St., East Campus</a>

### Thursday, April 10 —

[Quality Assurance in CU's Reporting Initiative – 8:00 am – 8:50 am](#)  
[Cognos: Grants and Contracts – 9:00 am – 9:50 am](#)  
[Cognos: Calculating Your Bottom Line – 10:00 am – 10:50 am](#)  
[Cognos: Payroll Reports – 11:00 am – 11:50 am](#)  
[PowerPoint and Word Can Do THAT? 1:00 pm – 2:50 pm](#)  
[Budgeting Basics – 3:00 pm – 4:50 pm](#)

### Tuesday, April 15

[Gearing Up for Fiscal Year-End – 8:30 am – 9:20 am](#)  
[Accounting 101: Accruals – 9:30 am – 11:20 am](#)  
[Ethics vs. Fraud: Similarities, Differences, and Ensuring Accountability for Both in Your Organization – 12:30 pm – 2:20 pm](#)  
[Beyond Email: Using Your Mobile Devices to Make You More Productive and Efficient – 2:30 pm – 3:20 pm](#)

### Thursday, April 17

[GASB Review 2014 – 9:00 am – 11:25 am](#)  
[GASB Update 2014 – 12:30 pm – 2:55 pm](#)  
[Outlook Can Do THAT? – 3:00 pm – 3:50 pm](#)  
[Connecting Clouds: Online Technology to Make Life Better – 4:00 pm – 4:50 pm](#)

## Disclosure of External Professional Activities (DEPA) due 3/31/14

All faculty, and any other employee or student with responsibility for the design, conduct, or reporting of research are considered critical to the research process and must disclose any significant financial interest and external professional activity that could compromise university decision making or duties. These individuals are required to complete an annual Disclosure of External Professional Activities (DEPA) and this year's deadline is **March 31, 2014**. To learn more about DEPA and the specific employees that it applies to, please visit the [Disclosure Form page on the Office of Research Integrity website](#).