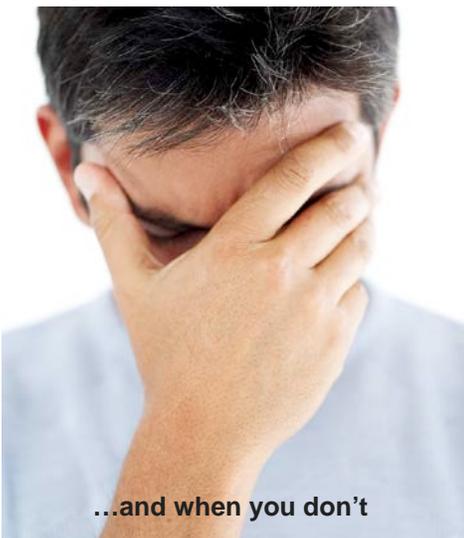




How you feel when you follow ABS
year-end instructions...



...and when you don't

MAY KEY DATES & DEADLINES

Date	Day	Time	Deadline Description
May 1	Thu		BJE cutoff for April. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
May 1	Thu	5:00	Time collection for biweekly pay period ending April 26.
May 2	Fri	FYE*	Last day to submit requisitions that require documented quotes .
May 2	Fri	6:00	Finance System campus close for April. Do not create, validate, approve, or post April journals after 6:00 pm—they do not post and are deleted (cutoff for fund 30, 31, 34 journals was 4/25).
May 5	Mon		April allocations run.
May 5	Mon	10:00a	Unposted April journals that are not copied and assigned a future date or saved in incomplete status are deleted.
May 6	Tue		CIW is now updated with month-end closing entries; April statements are ready for review and reconciliation.
May 6	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
May 13	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
May 15	Thu	5:00	Time collection for biweekly pay period ending May 10.
May 19	Mon	5:00	Time collection for monthly pay period ending May 31.
May 20	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
May 21	Wed	Noon	HRMS inquiry only while HR Production down for payroll processing.
May 21	Wed	4:00	Allocation changes and creates due for May business. Send to Maggie Young , or call 492-6375.
May 23	Fri	FYE* Noon	FY14 org tree changes (inactivations, new orgs/reorgs) and new account code requests due ABS.
May 23	Fri	FYE*	Last day to submit any additional requisitions that use FY14 funds.
May 26	Mon		Memorial Day Holiday. University closed.
May 27	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. No exceptions.
May 27	Tue	6:00	Gift expenditure cutoff for May 30 month-end CUF wire transfer.
May 29	Thu	5:00	Deadline for fully approved expense reports to upload this month.
May 29	Thu	5:00	Time collection for biweekly pay period ending May 24.
May 30	Fri		Check for unposted May journals to correct, approve, or delete.
Jun 2	Mon		BJE cutoff for May. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
Jun 3	Tue	6:00	Finance System campus close for May. Do not create, validate, approve, or post May journals after 6:00 pm—they do not post and are deleted (cutoff for fund 30, 31, 34 journals was May 27).
Jun 4	Wed	10:00a	Unposted May journals that are not copied and assigned a future date or saved in incomplete status are 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. [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 fund 34 JEs.
- **Routinely check for unposted journals** that need correction, validation, approval, or additional information for Jim or Liz.
- ***FYE** indicates a deadline in preparation for fiscal year-end.

Get that good feeling at a
**FISCAL YEAR-END
TOWN HALL MEETING**

Wednesday, June 4, 2014
10:00 – 11:30 & 1:30 – 3:00
Humanities, room 150

[Learn more](#) or [sign up now](#)

New policy on deck: Budget and Finance Reporting APS

A fall 2013 Board of Regents request resulted in a new Administrative Policy Statement (APS) to become effective July 1, 2014. The proposed [Budget and Finance Reporting APS](#) is a brief policy that directs each campus to develop a revenue policy addressing unrestricted net position, transfers, and carry forwards. The APS also establishes a schedule and reporting requirements to the Board and sets conditions for budget variances and revised budgets at the entity (campus) level. The Board expects the new policy will provide additional detail and assurance that the University is using its available resources effectively while meeting its fiduciary responsibilities. The policy's emphasis is on *unrestricted net position* which is the component of the campus fund balance that has no formal, *external* demands on those net position components (for more, see [Note 11-Unrestricted Net Position](#) on CU's Annual Financial Report). Because they are not legally restricted in the same way that Funds 30/31 and 34 are, unrestricted net position appears to be available but, in practice, are largely *internally* restricted and earmarked for other use by campus units.

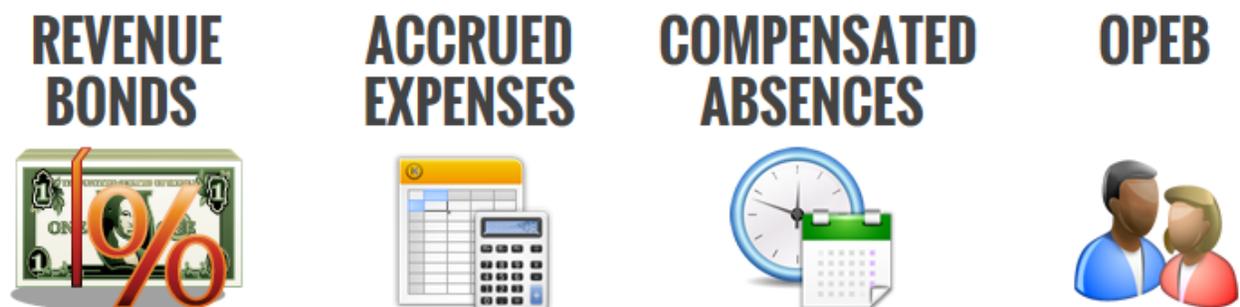
The Boulder campus has assembled a working group at the behest of Senior Vice Chancellor Kelly Fox facilitated by Director of Budget Services and Capital Planning Erika Smith and Campus Controller Laura Ragin. The cross-Division group numbers about a dozen from a broad spectrum including VC for Academic Affairs, VC for Student Affairs, VC for Administration, BFA Budget and Planning, and Student Government. This group is charged with

- Development of a campus policy by the July 1 deadline
- Implementation logistics in the short- and long-term
- Communication and helping units understand what it means to them

The campus policy will address the practice of moving resources back and forth between the General Fund "checking account" and the Plant Fund "savings account," often at year-end. Along the lines of this conceptual framework, the working group is developing an approach that is sustainable for all areas of campus in the long term, while addressing the needs of the upcoming fiscal year end. We will provide updates as progress unfolds. If you have comments, questions, or concerns, feel free to contact [Erika Smith](#), 492-7020, or [Laura Ragin](#), 492-2109.

Not your grandparents' financial report

If you have ever taken a look at [CU's audited financial report](#) and experienced the EGO syndrome (Eyes Glazed Over) due to the amount of technical information, there is a new approachable option. The Office of University Controller just published an online [Illustrated Guide to the Annual Financial Report](#) that presents the data in easy-to-understand language and charts. It explains accounting jargon in everyday terms with ample examples and affable graphics. The presentation gives an executive-like summary of the ebb and flow of University resources with just enough detail to provide real *meaning* to the numbers. Take a 10 minute excursion and gain a million dollar view of the University's financials.



Scenes from the *Illustrated Guide to the Annual Financial Report*

Coffee and the campus budget – session added due to popularity

Join Senior Vice Chancellor and Chief Financial Officer Kelly Fox or Senior Associate Vice Chancellor for Budget, Finance and Enrollment Services Steve McNally for an inside-the-campus view of how CU-Boulder is financed and the challenges and opportunities we face as an institution. Final session: **Wednesday, May 7, 1:30 – 2:30pm**, ARC, room 346. [Sign up here](#).

The Guide training: Internal Sales Activity

This month, we wrap up *The Guide* training with Chapter 13, Internal Sales Activity (ISA). ISA occurs when a department sells goods or services to other CU departments (on any campus). If you've been [following the story](#), ISA oversight and management practices on the Boulder campus have undergone important changes as a result of a comprehensive in-depth analysis by PBA and ABS. The emphasis is on risk which is determined by sales volume and customer base no matter where the activity takes place—Fund 10, 20, 28, or 29. ISA training will be held on **Thursday, May 15, 9:45 – Noon** in [ARC 620](#), 3100 Marine Street, east campus. Sign up by email: ABSTraining@colorado.edu.

CPE @ UCB

Save a trip to Denver by attending one or more of the **(first ever)** OUC-sponsored Continuing Professional Education (CPE) courses offered on the Boulder campus. Think of it as take-out food for the mind.

Financial Statement Review, Reconciliation, and Forecasting Learn how and why to perform this critical monthly task. Suitable for beginner and advanced.	Tuesday May 20	8:30-10:30
Month-End Financial Close Like a full moon, the close happens every month. Stop howling and find out the real deal.	Tuesday May 20	10:30-Noon

The Hospitality Expo (THExpo) 2014

THExpo returns for a third year to host suppliers from the hospitality industry and there are many new exhibitors this year. This event is ideal for anyone who arranges catering, meetings, or official functions. THExpo is held on the Anschutz Medical Campus and while exhibitors will be invited to participate in September's Supplier Showcase on the Boulder campus, some may not make it, so now's your chance. **Wednesday, May 7, 10:00am – 1:00pm, AMC, RC2.** [Click here for complete details and to register.](#)

FYE Replenish petty cash funds before custodian leaves for the summer

Petty cash custodians who plan to leave for the summer (for example, Pls who manage subject payment cash), please reimburse your petty cash funds by the **June 19 Payment Authorization form** FY14 payment deadline, even if it is for a small amount. The reimbursement process is how the expenses get recorded in the General Ledger for the fiscal year. Small amounts add up when multiplied by the 100+ petty cash funds. For help, email pettycash@colorado.edu or contact Diana Vidal at 492-3568.

FYE Final FY14 biweekly pay period accrues 100% to FY14

The last biweekly pay period of FY14 runs from June 22 – July 5 and crosses fiscal years. **All of the biweekly pay period ending 7/5/14 will be accrued and expensed to FY14.**

FYE Year-end moratorium on org tree changes, inactivations, and account codes

A moratorium on org tree changes and new account codes goes into effect May 29 – July 23. This means no new orgs or reorgs, no SpeedType inactivations, and no new account codes during this period. Requests for these are due by noon **Friday, May 23.** Send to accounting@colorado.edu.

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

Date/Time	Description	Info	Location
Wed, May 7 10:00-1:00	The Hospitality Expo Do you set up catering, meetings, OFs?	Info	RC2, 2 nd floor conference room Anschutz Medical Campus
Wed, May 7 1:30-2:30	Coffee and the Campus Budget Inside view on challenges/opportunities	Info	ARC, room 346 3100 Marine St., East Campus
Thu, May 15 9:45-Noon	The Guide Training Internal Sales Activity (Chapter 13)	Info	ARC, room 620 3100 Marine St., East Campus
Tue, May 20 8:30-10:30 10:30-Noon	Continuing Professional Education @UCB • Fin Stmt Review, Recon, & Forecasting • Month-End Financial Close	Info	ARC, room 620 3100 Marine St., East Campus
Tue, May 20 1:30 start	Research Administrators Meeting Critical issues for dept. administrator Part 2	Info	CIRES Auditorium Main campus
Wed, May 21 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

FYE FY14 procurement cutoff dates [\(click for more details\)](#)

- **Friday, May 2** is the last day to submit requisitions for purchases requiring documented quotes.
- **Friday, May 23** is the last day to submit any additional requisitions that will use FY14 funds.
- **Monday, June 2** for CCI standard furniture and seating products (earlier cutoff for specialty items).

FYE Fiscal year-end pre-flight checklist ✂ *clip 'n save*

June and July can be extra hectic due to fiscal year-end so May is an ideal time to start preparing. Use this guide to get your business activity properly recorded and your SpeedTypes (ST) in good shape.

Review your SpeedTypes to make sure:

- All transactions recorded in your SpeedTypes belong there.
- All transactions are the correct amount and in the proper account.
- Prior period errors/adjustments have been completed.
- No transactions are missing. Review source documentation (paper or electronic) to check that every transaction is properly posted, including Concur Travel & Expense System and CU Marketplace activity.

Complete the final reconciliation steps following your review:

- Process journal entries to correct any errors and/or PETs to correct payroll errors.
- Document that the review and reconciliation took place (a good internal control for you and auditors).

Clear out any clearing SpeedTypes or accounts that should be zero:

- 013109 – Company Card Personal Charges (be sure the reimbursement ends up in same ST/account).
- 410100 – Suspense Salary.
- 553201 – Company Card Unallowable Expense (when expense is allowable but procurement method was incorrect – move expense to appropriate account code).
- Any SpeedTypes that your org may use for temporarily placing transactions awaiting a final destination.

Update payroll funding distribution for the summer:

- The end of the spring semester is a prime time to update your funding distributions. Accurate funding distribution information will minimize Payroll Suspense as we near year-end. Employee Services has a step-by-step guide titled [Update Distribution Funding](#).

Remain current with Concur Travel & Expense System activity:

- Submit and approve expense reports promptly so they post to the Finance System. Get those old procurement card charges, travel card charges, and cash advances on a submitted expense report.
- Ask your [area accountant](#) for a report detailing unposted charges in your org so you know what needs attention. Reports that show unposted charges can also be automatically sent to you. There are three available reports: Unposted Procurement Card Aging, Unposted Travel Card Aging, and Unposted Cash Advance. The first two can come three ways: summary, department detail, or employee detail. Send your report request to procurement.card@cu.edu with the following information: **(1)** Email address of report recipient(s). **(2)** Report name (e.g., Unposted Travel Card Aging – Dept Detail). **(3)** Org number. **(4)** Frequency (monthly or weekly). **(5)** Date of the month or day of the week.

Stay on top of CU Marketplace activity:

- Complete all receiving in CU Marketplace for goods and services that are received by June 30, 2014 by the July 6 receiving deadline. Submit paper forms by the June 19/July 3 PSC deadlines (Study Subject Payment, Payment Authorization, Non-Employee Reimbursement, vendor invoices).

Plan for your year-end General Fund budget:

- Compare the budget to actuals through mid-May to project whether the amount available is adequate to cover anticipated expenses through June 30. Make temporary budget or spending adjustments as appropriate.

Resolve gift fund deficits:

- Eliminate any deficits in your Fund 34 SpeedTypes. For CUF linked SpeedTypes, be sure there is enough money in the Foundation account to cover expenditures made near year-end. Transfer cash from any Parent to Child SpeedTypes to cover expenses made by these associated SpeedTypes. For unlinked SpeedTypes, monitor spending and cash balances to guard against deficits.

Record sub-award estimates for sponsored projects:

- Sponsored projects with sub-awards: get an estimate of work performed through June to accrue.

Understand your balance sheet-related year-end requirements:

- If you have **inventory**, plan your year-end inventory count and adjust your BS to actual count value.
- If you have **accounts receivable** that need to be written off based upon CCS Recommendation for Write Off reports, submit these to the campus Controller in a timely manner.
- Reconcile your departmental **customer detail** to all balance sheet accounts to make sure they agree (accounts receivable, prepaid expense, unearned revenue, deposits held in custody, etc.).

Reimburse petty cash funds:

- Petty cash custodians: reimburse your funds regularly—at least every three months, and *always* at the end of June by the PSC year-end deadline to submit Payment Authorization forms.

Sign up to attend the **Year-End Meeting** and stay informed:

- Wednesday, June 4, 2014 at 10:00-11:30 and 1:30-3:00, [Eaton Humanities 150](#). [Sign up by email](#).
- A link to the [Fiscal Year-End 2014 page](#) is on the [ABS homepage](#) under Quicklinks near the bottom. The FYE page will be continually updated with year-end close information as it becomes available.

ABS People

Mandy Wang was hired into a new Grant Accountant position with Sponsored Projects Accounting in April. Mandy previously worked at Lafayette College in Easton, Pennsylvania, in a department setting.

Mirinda Scott was just hired as the Assistant Director Accounting Policy and Procedure Communications and will succeed Barry Northrop when he bids aloha at the end of June. Previously, Mirinda held two concurrent positions with OIT Communications and eCommunications (eComm) on the CU Denver | Anschutz Medical Campus.

innerview: NANETTE BELL SMALL

Nanette, what do you do in ABS and what do you find most enjoyable or rewarding?

I am an Administrative Assistant and wear many hats, some of which include parking/telecom/OIT liaison, purchasing, reconciliation, scheduling, record keeping, payroll processing, and secretarial duties, as well as serving as a back-up in other roles. My job is to help and assist others, offer support when needed, and maintain a sense of balance within the internal workings of ABS.

The most rewarding part of my job is the staff—seeing their cheerful dispositions, inviting smiles, helpful hands, and enjoying the assortment of personalities. The most rewarding part of my position is the diversity and attention to detail.



Do you ever feel a little like you've landed in Oz by working in a department filled with accountants?

Math was my best subject in school, so I feel right at home. The only thing that makes me feel like I'm in Oz is the fact that I have a very limited understanding of the individual positions and the interconnected role each plays. I feel like I am a part of the Munchkins; yet, I know little of what they actually do. One thing I have found interesting is that I have never worked in a place that is so **quiet**—where people are so consistently immersed in their work with resolute dedication. It's awesome!

Shortly after you arrived, you began to offer training sessions in American Sign Language to ABS and OCG. What inspired that and how did you come to learn it?

When I had found out that a hearing impaired gentleman was in our midst, and knowing some of the difficulties that such a person encounters in society, I immediately began to make mental notes of how I could assist in opening the doors of inclusion and communication. My mother told me on many occasions since I was very little, that I never saw those who were perceived as different as different. She also made mention of the fact that I have genuine compassion for all to be included in whatever is taking place regardless of circumstances. These characteristics have shaped my desire to learn and teach American Sign Language, so that no one is left behind. Kudos, however, has to go to Chyrl Taylor. She asked me if I would be willing to teach ABS American Sign Language within my first few days here and I took flight from there. Thank you Chyrl!

You started working here in the middle of an evolutionary spurt on this floor—organizational, processes, staffing, and work space. What's your take on this activity and does it influence your job perception?

I LOVE IT!!! Organization is my forte. Restructuring and implementation to enhance efficiency makes me smile! Twisted, I know, yet wonderful it is. It absolutely affects my job perception. It shows without words the concern to be and do better. And aren't we all trying to better ourselves every day. ☺ I love it!

What do you enjoy doing outside of work?

Honestly, I don't have much time to do anything for myself. When that rare occasion comes, I enjoy playing games with family and friends, visiting those who are lonely or are need, serving others, photography, emergency preparedness, drag races, soft-air gun wars, Mammoth games, and watching movies.

Thanks for your time, Nanette.

about nanette

Grew up where? Salt Lake City, UT.

Where do you live now? Brighton, CO.

Brothers or sisters? I am the oldest. I have one brother and one sister with whom I am very close.

Married? I will be getting married in June of this year. Between us, we have 7 children, 2 dogs, 4 snakes, and 3 lizards.

Kids? My 22-year-old twin sons, along with my 17 and 14-year-old daughters, are my joy.

Pets? I have 4 snakes—love snakes!

Recent reading? *Book of Mormon: Another Testament of Jesus Christ.*

TV show(s) you like? We haven't had a TV hooked up in 10 years.

Morning or night person? Night.

Place you'd like to live? On the coast—love the ocean. It is a piece of heaven on Earth.

Fantasy occupation? Ever since I was young, I've wanted to work in criminal investigations as an FBI Undercover Operative, and then as a judge.

Some favorites:

- **Movie genre** Hallmark family movies are my favorite
- **Season** Spring
- **Comfort food** Chocolate, of course!
- **Place to shop** Amazon
- **Class** Criminology, Psychology and Math