FIN 9.2 Town Hall
April 28, 2016
FIN 9.2 Town Hall

Welcome!

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Journal Entries

• Journal Entries
• JE Approval Workflow
• Spreadsheet Upload
• Looking up your SpeedType/Program/Project
Award Structure in FIN 9.2

- Award:
  - Sponsor summary award information
  - Internal revenue and billing information

- Contract Lines:
  - Funding restrictions within an award via billing/revenue limits
  - Project level detailed information. Funding restrictions parameters

- Projects:
  - Internal segregation of funding

- Activities:
  - FOPPS Spending mechanism

- Speedtypes
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Limit or Budget

• Limits represent the maximum amount that can be billed to the sponsor and recognized as revenue.

• Contract Line Limits manage sponsor restrictions on funding within an award.

• Transactions exceeding the contract line limit are recognized as Over-the-Limit and not billed to sponsor.
Grants Module

- Award Profile
  - Award summary, Funding
- Project
  - Description, status, dates, org
- Project Activity
  - F&A
- Project Budget
  - Project and activities budgets
- Award Modifications
  - Changes to award
SPONSORED PROJECTS
JE-s – PETs - ePERs
Tips for Fund 30/31 JEs

• As you create JEs, attach the following:
  1. Copy of any Travel Authorizations
  2. PI statement if it is over 90 days old
  3. Correspondence between SPA, OCG, PI, or within the department
  4. Documentation for any 90 day pre award spending
  5. Official Functions
  6. Participant Support must have list of names/documentation
  7. Separate non 30/31 transfers into another JE whenever possible
Keep the Approval Process Flowing

• Use the correct format:
  1. Journal Ref Ln should have original journal date stated: MM/DD/YY
  2. Ln Description should include details explaining the expense – words or by Apxxxx or ESPxxxxx.
  3. If the JE is for tuition that is a benefit of a Salary is being moved, include the PET number from HCM in the header description.
  4. Remember, if you have a Fund 34 on the JE, this wipes out the Journal Ref Ln and therefore the original charge date must be in the header description.
Fund 30/31 PET Approval Process

• The explanation of your transaction must be included – for now, please attach your justification to the PET.

• If the salary date is more than 180 days past, attach an additional document from the PI stating:
  1. How the expense benefits the receiving SpeedType
  2. Why this project didn’t receive the charges initially
  3. Why it took so long to initiate the transfer

• Before you submit – look at the Summary/Detail Report (Link found on first tab) to review that the PET is doing what you want it to do.

• Make sure you ✔️ the transaction box on all the paychecks you want to affect.
PET Reminders

• When the status says complete – that means HCM has sent the PET to the finance system. The finance system still has to run the PET generator to put the PET into the GL.

• We know that when we are waiting for a speedtype or a project runs out of dollars, or it appears to run out of dollars, **the pre-speedtype /overage will not** be charged to another project. We know that errors can happen, and are found when we review the projects. Then, they can be corrected and explained appropriately.

• When creating a PET, be mindful if there is an existing ePER please check that the ePER has been revised to reflect the PET information.
Finding a PET in the Financials

- Run the m-Fin Financial Detail report

- Click “Next” and check the PET box under “Extras” Then “Finish”

- The HCM PET number will show on the Journal line.
Certifications are continuing.

Please report to Jiao or myself if you find:
1. Missing information on the ePER
2. The totals don’t add up or there is a negative ePERs
3. There has been a PET for the employee and the ePER does not reflect the correction.
Salary Account Codes and Fringe Benefits

• Account Code for Salary is determined by:
  • Job Code
  • FT/PT Flag
  • Reg/Temp Field on the Position (not job data)

• If incorrect:
  • Update the Position with an effective date prior to the incorrect pay period
  • Get it Approved prior to processing a PET

• Fringe Benefits still follow salary classification

• Known issues with a/c 410100 and 444444
Looking Ahead to Fiscal Year-End

- Full FYE Calendar on OUC website
- UCB-specific calendar on CCO web, late May
- FYE Memo on CCO web, late May
- Close Schedule and Adjustment Periods
- Change to Accrual Convention
- CCO FYE Town Hall in early June
Looking Ahead to Fiscal Year-End

- **8.4 Accrual Instructions**
  - JE ID of ACCxxx
  - 6/30 date
  - OUC reversed with 7/1 date and JE ID of ACXxxx

- **9.2 Accrual Instructions**
  - JE ID of ACC-xxx
  - 6/30 date
  - If set to reverse, FIN9.2 will post the reversal
  - If *not* set to auto-reverse, OUC will reverse if 6/30 and ACC-xxx
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Q&A
Resources

• CCO Website – Elevate Status Page: http://www.colorado.edu/controller/elevate-status-updates

• Area Accountants: http://www.colorado.edu/controller/about-us/area-accounting

• SPA Grant Accountants: http://www.colorado.edu/controller/about-us/sponsored-projects-accounting/grant-accountants

• SPA JE Secondary Approvals Tips: http://www.colorado.edu/controller/sites/default/files/attached-files/spa_je_0.pdf

• OUC Accounting Services for FYE: http://www.cu.edu/controller/accounting-finance-system/calendars

• JE Spreadsheet Upload: http://www.cu.edu/controller/finance-system-learning-resources-journals