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Join the PSC for a Town Hall on April 14

Area Accounting | Sponsored Projects Accounting | Central Operations

Cost Accounting | Technical Operations
**APRIL 2016**

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**MAY 2016**

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- The CIW will be updated following System Close; we anticipate your reports will be ready for review early this week

**INSTRUCTIONS**

Click here to access the CCO Calendar and to add items to your personal Outlook Calendar.
The OUC’s CPE for CPAs Program Expands Its Reach

For several years, the OUC’s Continuing Professional Education (CPE) for Certified Public Accountants (CPAs) program has been mainly taught at 1800 Grant Street in Denver with a few on-campus course days per year. This month, the OUC is piloting a new CPE training format geared toward offering you greater opportunity to participate. Please join the OUC for the next round of courses. The program, helps CU CPAs stay current with CPA credits. It is also a great resource for those who deal with financial administration on behalf of CU who are not CPAs.

In these courses, attendees learn relevant skills and best practices on a variety of topics from financial stewardship on behalf of the university to ethics, leadership, Excel and more.

New Format - Facilitated Webinar
The CU CPE Program will be offering a facilitated webinar, near the end of April. This course, titled “Slack/Trello: A Collaborative Dream Team” offers 1.0 credit hours in Computer Science. It will provide participants an overview of two collaborative tools that may be used to manage team business processes through project management and conversational channels. A facilitated webinar is similar to the current group-live format for CPE courses; however, participants will be able to attend the session on their own campus. The OUC will broadcast the webinar live from 1800 Grant Street and will have staff on site at each campus to facilitate participation from central locations. This enables attendees to participate for credit without the time commitment required to travel to Denver. At the same time, this format allows CU to maintain compliance with NASBA requirements. A facilitated webinar is similar to the current group-live format for CPE courses; however, participants will be able to attend the session on their own campus. The OUC will broadcast the webinar live from 1800 Grant Street and will have staff on site at each campus to facilitate participation from central locations. This enables attendees to participate for credit without the time commitment required to travel to Denver. At the same time, this format allows CU to maintain compliance with NASBA requirements. A facilitated webinar is similar to the current group-live format for CPE courses; however, participants will be able to attend the session on their own campus. The OUC will broadcast the webinar live from 1800 Grant Street and will have staff on site at each campus to facilitate participation from central locations. This enables attendees to participate for credit without the time commitment required to travel to Denver. At the same time, this format allows CU to maintain compliance with NASBA requirements.

Stay tuned for details regarding the specific date and time. In the interim, here is a list of upcoming courses you may wish to attend:

**Tuesday, April 19**
- Leading Transformational Change
- Business Process Improvement
- Financial Reporting Strategy
- Fiscal Roles and Responsibilities
- It’s Accrual World: Gearing Up For Fiscal Year-End

**Location:**
CU System Office - 1800 Grant St.

**Questions? Contact:**
Lisa Vallad, CPE Program Manager
lvallad@cu.edu

**Registration:**
http://www.cu.edu/controller/schedule-and-registration

Prepare General Fund Budgets for Fiscal Year End 2016 and Fiscal Year 2017
The FY 2016 General Fund continuing budget change cutoff for the campus is April 18 per standard Boulder campus business practice. After the cutoff, General Fund continuing budget may only be moved within the same General Budget Account and Campus Division.

If you have a continuing budget change past the deadline, you can do a temporary budget change in FY 2016 and a continuing change effective dated July 1, 2016 (i.e., FY 2017). The FY 2017 budget ledgers are now open in the Finance System. If you have any questions regarding this cutoff, please contact the CU-Boulder Budget Office at: ubc.budget@colorado.edu.

Procurement Service Center Fiscal Year End 2016 Requisition Submission Deadlines
It is that time of year when we begin preparing for Fiscal Year End. In fact, our first year end deadlines begin in early April. They are specific to the submission of requisitions:

- **Formal Solicitations** - Friday, April 8 is the last day to submit requisitions for purchases requiring Formal Solicitations. These are purchases of goods or services in excess of $500,000.
- **Documented Quotes** - Monday, May 2 is the last day to submit requisitions for purchases requiring Documented Quotes. These are purchases of goods $5,000.01 - $500,000 using federal funds or $10,001 - $500,000 using non-federal funds; and purchases of services $5,000.01 - $500,000 using federal funds or $50,001 - $500,000 using non-federal funds.
- **Additional Requisitions** - Friday, May 20 is the last day to submit any additional requisitions that will use FY 2016 funds.

Please remember that departments are not authorized to sign contracts on behalf of the university. Please refer to APS 2005 - Contracting Authority, which details who has contract authority, delegation (rights) and (contract) limits, as well as information on contract execution and monitoring.

If you have questions or need assistance with a contract or requisition, please contact the appropriate purchasing agent for the specific commodity.

CCI FYE Purchasing Deadlines
If your department needs to purchase, receive and pay for office furniture from Colorado Correctional Industries (CCI) before June 30, please review this article from the P2P. For more detail, review 2016 FY FYE Purchasing Deadlines, main or contact Marlene Squarc.

Coming Soon! Buff Surplus Website
Buff Surplus Website is a CU-Boulder Campus-only site where departments can list furniture, equipment, and lab items they no longer need. Items may be free or can be sold to another CU-Boulder department - no outside sales are allowed. The goal is to extend the life of property, stretch departmental budgets, and get the right tools to the people who can maximize use. Site testing is set to begin in early April and the full launch is anticipated near the end of the month.

Prepared for publication by the APICS - Colorado Chapter
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Graduate Student Salary and Tuition Remission Transfers

Tuition Remission – Overview

Tuition remission is a reduction to a graduate student’s cost of tuition. All graduate students appointed to a qualifying job code receive tuition remission as part of their compensation (provided certain minimum requirements are met). The actual dollar amount of tuition remission is based upon the percentage of the appointment. The departmental SpeedType from which the student is paid also pays the tuition remission. Only the following Job codes qualify for tuition remission:

- 1502 Graduate Assistant (GA)
- 1503 Graduate Part-Time Instructor (GPTI)
- 1506 Research Assistant (RA)
- 1506 Teaching Assistant (TA)

If a student holds multiple qualifying positions, and is paid from multiple SpeedTypes, their tuition remission is prorated between those SpeedTypes.

Graduate student appointments are entered into the student’s record through the CU Integrated Student Information System (CU-SIS). The Provost’s Office is responsible for tuition remission verification and expense allocation on a monthly basis and will update the encumbrance(s) accordingly. After the final pay period of a semester, they process a journal for the actual tuition expense and remove the encumbrance(s).

Tuition Remission and Payroll Expense Transfers (PETs)

PETs Moving Prior Semester Payroll

When moving a student’s salary and tuition remission to or from a sponsored project, please remember that both the PET and the JE require secondary approval. PETs and JEs will automatically route to Sponsored Projects Accounting (SPA). SPA will approve the PET before approving the tuition JE. However, we recommend you create both at the same time.

For each transfer, please include the following information in the header description or attachment:

Salary PET
- Semester (i.e., Spring 2016)
- Journal ID for the tuition remission transfer

Tuition Remission JE, if applicable
- Graduate student’s name
- Semester
- PET ID/request number

If you have questions or need assistance, please contact Kathy Loudermilk, Compliance Manager, at 303.492.1679.

For more information, please refer to the Graduate Student Appointment Manual and Tuition Remission Training on the Graduate School’s website (near the bottom of the page) and for JE guidance, review the SPA JE Guidelines.

CUTAX: Fiscal News Topics: We Want Your Input

Are there news stories you want CCO to cover, but haven’t seen the topic come up? CCO appreciates your feedback and always welcomes your ideas. With that in mind, we would like to give you the opportunity to share your ideas regarding the types of news stories/topics about which you want information.

This is an ongoing offer to submit news article ideas on topics most relevant to your business needs and success. All ideas will be considered – some may be posted as FAQs, others might be made into full articles.

Send your ideas to: Controller.Committee@colorado.edu

Thank you for your input!
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Campus Controller’s Office
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