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<th>Monday</th>
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<td></td>
<td><strong>Finance System campus close for Nov 2015 - 5:00 PM</strong></td>
<td><strong>Nov allocations run and Finance System closes</strong></td>
<td><strong>CIW is now updated with month-end closing entries. Nov statements are ready for review and reconciliation</strong></td>
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<td><strong>HCM unavailable during 9.2 upgrade</strong></td>
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<td><strong>FIN OUTAGE - You cannot transact in FIN 8.4 or 9.2</strong></td>
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<td><strong>CU Careers Go-Live in 9.2</strong></td>
<td><strong>ALL unapproved JEs in PS FIN 8.4 will be deleted at Close of Business</strong></td>
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<td><strong>Gift Expenditure cut-off to make the Dec 18 CUF wire transfer</strong></td>
<td><strong>Time collection for monthly payroll - 5:00 PM</strong></td>
<td><strong>Time collection for biweekly pay period ending Dec 5 - 5:00 PM</strong></td>
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<td><strong>Gift Expenditure cut-off to make the Dec 30 CUF wire transfer</strong></td>
<td><strong>Campus Closed - Christmas - Holiday</strong></td>
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<td><strong>Allocation changes and creates due for Dec business. Email: <a href="mailto:Maggie.Young@Colorado.EDU">Maggie.Young@Colorado.EDU</a></strong></td>
<td><strong>Creation, validation and dept approval of Dec JEs, PETs for Fund 30/31 projects and Fund 34 gift fund journals due</strong></td>
<td><strong>Deadline for fully approved expense reports</strong></td>
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<td><strong>Check for unposted Dec Journals to correct, approve or delete</strong></td>
<td><strong>Deadline for fully approved expense reports</strong></td>
<td><strong>Campus Closed - New Year's Day - Holiday</strong></td>
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<td><strong>Finance System campus close for Dec 2015 - 6:00 PM</strong></td>
<td><strong>Reminder: please do not create, validate or approve Dec JEs and PETs after 6:00 PM</strong></td>
<td><strong>CIW is now updated with month-end closing entries. Dec statements are ready for review and reconciliation</strong></td>
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**INSTRUCTIONS**

Click here to access full descriptions and to add an event to your personal calendar.
Elevate PeopleSoft FIN 9.2 Assistance After Go-Live

Elevate PeopleSoft FIN 9.2 will be live December 10!

CU-Boulder’s Campus Controller’s Office (CCO) and the Office of University Controller (OUC) are pleased to provide numerous resources to help ensure you have the resources and information you need post FIN 9.2 Go-Live. We are providing online videos and step-by-step guides (see Recap on the next page for links to the information), on-campus dedicated support and SkillSoft training (coming early next year) to make your transition to FIN 9.2 as seamless as possible.

Dedicated Campus Support

During the first few weeks after go-live, the Elevate Team will have dedicated resources available on the CU-Boulder Campus to answer questions and assist:

UCB - ARG Room 406
12/10 - 12/22
7:00 AM - 5:00 PM

UCB Campus - Cube in ECAD 100
12/10 - 12/22
7:00 AM - 5:00 PM

FinPro Help Desk is Ready to Assist

In addition, the Finance & Procurement Help Desk is prepared to serve as your single point of contact in answering your FIN 9.2 questions.

Please contact:

FinProHelp@cu.edu
303.837.2161

Your Area Accountant or Grant Accountant in the Campus Controller’s Office are also available to help!

Videos and Printable Guides Are Here

The OUC has created a library of comprehensive learning resources to help you understand and use the FIN 9.2 system. This includes videos and printable step-by-step guides.


Online Courses Available in the New Year for FIN Users

Beginning in early 2016, the OUC will offer FIN 9.2 courses online and available in SkillSoft. These courses will be required before access to the Finance System will be granted for new users. Current users access will be rolled over automatically into FIN 9.2.

In addition, CCO will host in-person PeopleSoft Finance System Training. This course covers basic information on fund accounting, budget theory and how to access and use the system. This includes navigation, Chartfields, reporting and journal entries (JEIs).

CCO will also continue to host in-person training on m-Fin Financial Statements. Join CCO and learn how to access the Cognos Reporting System, plus how to read the m-Fin statements.

Training schedules will be posted on our website for the new year, so please check our calendar often: http://www.colorado.edu/controller/calendar

Finance System New Security Access During the FIN Outage

With the implementation of PeopleSoft FIN 9.2, the ability to add or change Finance System access will be unavailable between December 4 and December 16, 2015.

If you presently have access to the Finance System, your current access will roll over and be available in FIN 9.2 when we go live on December 10.

Recap of Resources Designed to Help You Both Pre- and Post Go-Live

CCO is excited about FIN 9.2 and wants you to feel prepared. We’ve shared updates, tricks, tips and tools for the past several months, and here is a quick recap of resources available to help you both pre- and post-go-live:

• OUC’s Elevate: FIN - Glossary of Terms
• OUC’s Overview Learning Resources webpage
• OUC’s Financial Reporting Tool Inventory
• CCO Fiscal News
• OUC’s Elevate: FIN Upgrade - You Can Learn a Lot in Less Than a Minute Video Series
• CCO's Elevate FIN Upgrade blog
• OUC’s Overview Learning Resources webpage

If you have additional questions or require further assistance, please contact Chris Zetterholm at 303.735.6570.

The standard access request process via CU Identity Manager (OIM) will resume on December 17, 2015.

International Travel Requires Active Approval Starting Jan 4, 2016

Effective Jan 4, 2016, all international travel will require active approval from both the department and the designated International Travel Approver (officer) for the traveler’s organizational unit prior to booking the trip.

International travel to high-risk destinations will require additional pre-approval from the appropriate chancellor/president or his/her delegate.

Please see the Nov 13 issue of the PSC Communicator for details. (You may need to “allow” the popup to open.)
Campus Controller’s Office
HCM Go-Live in 9.2
Nov reports ready for review/reconciliation
All unapproved journals in FIN 8.4 will be deleted.
All Nov JEs must be entered and approved.

DECEMBER

Outside Consulting

Officers and exempt professional employees may engage in outside consulting or outside services. If they do engage in these activities and payment is made by the outside organization, to whom does the payment go—the university or the employee?

The answer is available in Regent Policy 3-C. OUTSIDE CONSULTING AND SERVICE ON EXTERNAL BOARDS:

"Officers and exempt professional employees (collectively referred to as "OEPEs") may be asked to provide consulting services to external organizations or to serve on boards of external organizations (collectively referred to as "Outside Services"). This policy sets forth the conditions under which OEPEs may engage in Outside Services that may affect the university or the OEPEs' university employment responsibilities.

General:
1. All Outside Services that occur during an OEPE's normal working hours, for which no vacation leave is taken, are subject to approval by the OEPE's supervising authority. Supervising authorities may authorize such Outside Services as long as such services advance the interest of the university and do not unduly conflict with the employee's university employment responsibilities.
2. Consistent with state fiscal rules on honoraria, any compensation received for Outside Services occurring during the OEPE's normal working hours must be remitted to the university unless the OEPE is on an authorized vacation or unpaid leave.

3. OEPEs providing Outside Services for organizations that do business with the university shall disclose their involvement with the external organization to their supervising authority for appropriate conflict of interest considerations under Board and university policy.
4. OEPEs who receive compensation or other remuneration from an external organization for Outside Services shall not make or influence university decisions with respect to any business relations and decisions that involve the external organization.

The following additional conditions are set forth for officers engaged in Outside Services:
1. Outside Services may not unduly conflict with the officer's university employment responsibilities, regardless of when they occur.
2. Outside Services for which compensation is received is permitted only if:
the Outside Services are requested because of the individual's merit, expertise, and experience of the university officer; and
the Outside Services are disclosed to and are subject to the approval of the individual with personnel action authority as described in Policy 2.K. Last Amended: June 2, 2004.

Purchasing Tips to Help Avoid After-the-Fact Purchases

All purchases must be made in accordance with the University of Colorado Procurement Rules, as well as any other applicable authority to ensure accountability to the public and fairness to the supplier. Any person employed by the University of Colorado who purchases goods and services or who is involved in the purchasing process for the University is bound by the Procurement Code of Ethics. The goal of Purchasing Services is to assist you in efficiently and effectively obtaining the best value for every dollar, while complying with applicable rules.

If your department anticipates making a purchase which could exceed $5,000 any of the following reasons, please work with your department's financial administrator to complete the appropriate forms before the order is shipped or work begins:

- Purchase Order (PO) requisition
- Scope of Work (SOW) form if required by purchasing agent
- Sole Source Justification (SSJ) form if required by purchasing agent

SOW and SSJ forms may require additional time for processing, but must be finalized and approved before work begins or services are provided.

Please keep in mind the following circumstances which could make the cost of your order exceed $5,000:

- Unexpected price increases from vendors - always get an estimate of the order from the vendor prior to making the purchase
- Shipping fees, especially if you use a new vendor who might charge higher fees
- Purchases combined or services shared with another department - lengthy periods of consulting or billing all at once for services over a period of time that should have been billed separately can increase the cost, taking the purchase over $5,000
- The cost of conferences or open house events, especially events including those where more people attend than expected, causing an increase in lodging, catering or other expenses
- Lodging with dates that extend beyond original booking
- Travel, especially if an outside group makes the reservations
- PEs, new employees or employees with new procurement responsibilities who are unaccustomed to the University's purchasing rules may need additional time to finalize appropriate paperwork

Key December Dates for FIN 9.2

Important November month-end closing dates, as well as FIN 9.2 outage and go-live dates, are referenced below. Please see the full calendar for all critical deadlines:

Elevate FIN 9.2 - Key Dates and Deadlines

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<thead>
<tr>
<th>Event</th>
<th>Description</th>
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<tr>
<td>Dec 2</td>
<td>All Nov JEs must be entered and approved</td>
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<td>Dec 2</td>
<td>Workshop Close for Nov 2015</td>
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<td>Dec 3</td>
<td>All unapproved journals in FIN 8.4 will be deleted</td>
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<td>Dec 3</td>
<td>New allocations run</td>
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<td>Dec 3</td>
<td>HCM Go-Live in 9.2</td>
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<td>Dec 3</td>
<td>PSC Procurement Rules on Purchasing</td>
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<td>Dec 3</td>
<td>CU Campus Check in 9.2</td>
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<td>Dec 3</td>
<td>FIN unavailable - you cannot transact in FIN 8.4 or FIN 9.2</td>
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<td>FIN available - you can transact in FIN 8.4 or FIN 9.2</td>
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<td>Dec 3</td>
<td>FIN 9.2 system is live - you may resume normal business activities</td>
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<td>FIN reports ready for review/reconciliation</td>
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<td>Dec 4</td>
<td>mFIN reports in Cognos unavailable</td>
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<td>Dec 7</td>
<td>mFIN reports in Cognos unavailable</td>
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<tr>
<td>Dec 7</td>
<td>FIN 9.2 system is live - you may resume normal business activities</td>
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Purchases made in December must be prepared for the new year in January, and training should occur in December to facilitate the conversation.

COCO Training in Dec

COCO will resume training classes in 2016 for m-Fin Financial Statements, PeopleSoft Finance System Training, and more.

Look for updates on our website and in our January newsletter.

If you have questions need assistance in the interim, please contact your "Helpdesk."
Interview: Karen Goodman

Karen Goodman is an Administrative Assistant III, serving as CCO’s first point of contact, and assisting with CCO’s HR.

Get to know Karen a little better in our brief interview below.

Please tell us about your prior experience and what brought you to CCO?

My career path has been a strange one. I originally set out to be a pharmacist, but through various life events and direction from fellow pharmacists, decided I didn’t want to stand behind a counter all day and that being out amongst the people is where my passion truly was. So I left pharmacy school and graduated with a Biology degree, thinking I would do pharmaceutical sales, but through more life events, moved from Indiana to the Mojave Desert. Being from rural Indiana, this was a bit of a cultural shock and it took some time to find a job. Eventually, I landed at Edwards Air Force Base as a substitute teacher. I had no idea what I was doing, but was surprisingly good at it and was starting to think I should go back and get a teaching degree when plans changed again, and I was headed to leave the desert and land in Colorado.

I’ve been in Colorado for eight years now and while I did not go back into teaching, I found administrative opportunities in the aerospace industry. I have worked as an office manager and executive assistant for the past five years with two small aerospace companies and while it was exciting and challenging, I decided this past summer I had achieved as much as I could at the time in that role and decided to seek new opportunities in a different industry.

I have always been interested in higher education; my mother works on a university campus and is always bragging about how amazing it is! I decided to take her advice while looking for new opportunities that would allow me to apply my administrative skills and align with the career direction I want for myself. I found this Administrative Assistant position with the Campus Controller’s Office and knew after my first interview that CU-Boulder was where I wanted to be. I am thrilled to be part of such an incredible team and university!

What do you view as the greatest opportunity within this role?

I was hired, in part, to streamline the front desk and make it more efficient and am excited to make that a reality. I also look forward to improving standard administrative practices so that they are well organized, effective, and help CCO remain a model department on campus. Also, having never worked at a university or in accounting, I am excited to learn more about the inner workings of university finance.

What best practices would you share with CU-Boulder staff members working in a role similar to yours?

The best advice I could offer is to develop a plan to keep yourself and your tasks organized. If you are organized, efficiency will follow, and the rest will fall into place. I’d also advise developing a good sense of time management, as well as making yourself available to help whenever needed. Real-time interruptions are part of the job, but are entirely manageable if you’re able to stay organized and manage your time. Personally, I feel like if I can make your job easier and your day better, I have done my job!

On a personal note, what do you enjoy doing outside of CCO?

I absolutely love living in Colorado and try to be outside as much as I can. You will often find me somewhere in the mountains, hiking with my dogs, taking pictures along the way (amateur photographer alert!). I also enjoy traveling, flying (my brother is an F-16 pilot – how cool is that?), learning foreign languages, Latin dancing, laughing (at how bad my dancing is), and anything percussion. I enjoy writing and “bleeding” all over manuscripts – I am a freelance copyeditor for the Gravitational and Space Research Journal and love it. My biggest passion, however, is my family and friends – they are an amazing bunch and I am beyond blessed to have them in my life!

Karen Goodman

Karen’s for children: Abby (the labyd), Emma and Jasper

Karen and her brothers

Karen drumming

POSITION UPDATES

Employee Name

New Title/Position/Duties

Janny Shao

Leaving CCO after 8 years to become the Finance Manager for CU-Boulder’s School of Education. We will miss her and wish her the best of luck!

Lisa Massongh

New Team Member: Professional Assistant

Jasc Hemphil

New Team Member: Effort and Cost Compliance Accountant

Liz Kollaipa

New Team Member: Accounting Technician III - SPI Invoicing and Cash Management

Campus Controller’s Office Debt & Asset Management

Cash Accounting Control (CAC) and Capital Debt Funds (a.k.a. Plant IIP)

CCO Debt & Asset Management Team is comprised of four sub-units within General Accounting: Property Accounting Office (PAO), Cash Accounting Control (CAC), Capital Debt Funds 71/74, and Capital Debt Funds 71/73/74 (also known as Investment in Plant IIP). Last month we highlighted the PAO and this month it is CAC and IIP’s turn.

Cash Accounting Control

Patty Patterson provides over 80 petty cash funds and 45 change funds totaling ~$250,000. She manages the audit process, processes any fund changes and recommends any needed cash control practices to ensure all campus, sponsor and state guidelines are being followed. Patty also reviews budgets and transactions monthly for the 80 petty cash funds.

In February 2015, CU Controllers instituted a new Procedural Statement on DR Card usage and controls. Patty has worked with Liz Spero, Area Assistant to the Supervisor, and Stefanie Furrman, CCO Asst. Director, General Accounting, to implement the new procedure and start the auditing process. Lots of questions have arisen from departmental staff and Patty is working quickly to develop more detailed guidelines and FAQs for you. If your department is using gift cards please check with Patty to be sure you are following current guidance.

Patty reconciles the Automated Closing House (ACH) and Demand Warrant cancellations that happen each month; e.g., a student misplaces a refund check and asks the Cashier’s Office to cancel it (warrant), or CU tries to refund a student electronically but the transaction cannot be completed. These transactions average around 75 per month and Patty works with the departments involved to ensure all accounting was correctly processed. Clearing accounts are involved and that means the transactions have the opposite sign of the original transaction, very mind bending.

Plant IIP

Patty’s role as Construction Accountant (CA) leads us into the IIP area for the Debt & Asset Management Team. As CA, she uses the state’s accounting system, CORE, and prepares reimbursement documents once or twice per month for CU-Boulder construction projects that were funded by the state with the Long Bill. The goal is to keep campus reimbursement below $1 Million per CU Treasury Guidelines.

Debt & Asset Manager, Greg Rivers, manages Fiscal Roles in Funds 71, 73 and 74, which includes Buildings, Improvements to Land, Construction in Progress, Land, Leasehold Improvements, Debt and Depreciation.

On average, 320 capital construction projects are tracked in Fund 71 (expected to exceed $75K and qualify to be capitalized) each year totaling between $100-200 million, creating 8,500 – 10,000 transactions. The large range is due to new building construction and depends on which phase the project is in: preconstruction or construction. For FY 2015, Construction in Progress totaled $428 million based on the fact that the new power plant, athletics complex and SEEC buildings are near completion. The original cost on our books (not market value) to assets was $2.6 billion and the depreciation totaled $1 Billion or 38%.

Once construction is complete, the costs are capitalized in Fund 74 and depreciation begins. One hundred forty-six Building Fund 74 FOPPS track the asset value and depreciation in the GL. If there was any debt associated with the funding of the construction or purchase it is tracked in Fund 73. Greg works with the CU Treasurer to maintain the amortization schedule for repayment and enters the appropriate JEs to record activity. CU often refinances its debt to obtain better terms and this requires each campus to update and maintain its amortization schedules.

Twenty-five Improvement Fund 74 FOPPS track asset value and depreciation on parking lots, utilities, infrastructure, bridges, roads and large scale landscaping projects.

Depreciation is active on 11,283 of the 26,881 (42%) asset ESs within PSAM totaling $80.6 million depreciation in 2015. Construction costs within the 30 research buildings are broken down into 16 categories with separate useful lives for depreciation to provide more detailed tracking of capital costs associated with providing research space.

UCB currently has 21 Long Bill Fund 71 projects: Seventeen for Controlled Maintenance on our older buildings and four for new building construction; or as in the case of Ketchum, an extensive overhaul.

To learn more about how we may assist you, please visit the CCO website: https://www.colorado.edu/controller/about-us/debt-and-asset-management

Campus Controller’s Office

www.colorado.edu/controller