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<tr>
<td>OCTOBER 2015</td>
<td>Monday</td>
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<td>5</td>
<td>6</td>
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<tr>
<td>• Sept allocations run and Finance System closes</td>
<td>• CIW is now updated with month-end closing entries. Sept statements are ready for review and reconciliation</td>
</tr>
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<tr>
<td>12</td>
<td>13</td>
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<td>• Gift Expenditure cut-off to make the Oct 9 CUF wire transfer</td>
<td>• Time collection for biweekly pay period ending Oct 10 - 5:00 PM</td>
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<tr>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>• Time collection for monthly payroll - 5:00 PM</td>
<td>• Allocation changes and creates due for Oct business. Email: <a href="mailto:Maggie.Young@Colorado.EDU">Maggie.Young@Colorado.EDU</a></td>
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<tr>
<td>26</td>
<td>27</td>
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<tr>
<td>• Gift Expenditure cutoff to make the Oct 23 CUF wire transfer</td>
<td>• Time collection for biweekly pay period ending Oct 24 - 5:00 PM</td>
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<tr>
<td>NOVEMBER 2015</td>
<td>2</td>
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<tr>
<td>• Check for unposted Oct Journals to correct, approve or delete</td>
<td>• Finance System campus close for Oct 2015 – 6:00 PM</td>
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**INSTRUCTIONS**
Click here to access full descriptions, and to add an event to your personal calendar.
Planning Ahead: Elevate PeopleSoft
9.2 Upgrade - November 2015

The Elevate PeopleSoft 9.2 upgrade is scheduled to launch in November 2015.

Human Resources (HRMS, now HCM) and Finance (FIN) systems will be upgraded, and in the process, enhanced with the latest tools and software that are designed to improve the way CU does business. This upgrade will streamline recruitment efforts, payroll processing, financial transactions management, and more.

What to Expect During the Upgrade
During the Elevate PeopleSoft upgrade, there will be a period where users will be unable to enter transactions into the HRMS/HCM and FIN systems.

The estimated outage window is:

HRMS / HCM - All day October 29 through 8 AM November 3
FIN - All day November 5 through 8 AM November 10

*Dates subject to change

Start Preparing Early
In order to help you prepare, we remind you to be sure to run all necessary reports prior to these dates. Mark your calendars, noting that the systems will be unavailable during these time periods.

Additionally, keep in mind that subsystems, such as access databases, may be affected. Since these systems often tie directly into the systems that will be included in the upgrade migration process, you might not be able to pull all of the data or reports you need during the outage window. This includes pulling pertinent data from the CIW.

We suggest that you determine early, before the end of October, what reports, salary data or other information you might need to access during the outage window. Pull an Excel file, PDF or other appropriate report format to allow you to view critical information. This should help minimize the impact caused by this change over.

You can also stay informed about the status of the Elevate upgrade by bookmarking and visiting the Elevate website often at: http://www.cu.edu/elevate. In addition, a general update of the status of the FIN project is available under the Training and Events section of our newsletter, located on page 7.

If you need assistance in determining which reports to run, or what system to access data and information from as you prepare for the upgrade, please contact your Area Accountant or Grant Accountant.

Questions?
Please contact Laura.Snyder@Colorado.EDU

CPE for CPAs
The Office of University Controller’s Continuing Professional Education (CPE) program is sponsored by the National Association of State Boards of Accountancy (NASBA). It is offered to provide timely courses designed to help CU CPAs meet their continuing educational requirements. It also serves to help all employees understand and fulfill their fiscal responsibilities at the university, and you don’t need to be a CPE to take these courses.

OUC CPE course instructors are primarily University of Colorado employees who offer expertise on a broad range of CPE topics.

No courses will be held in October, due to the much anticipated Elevate FIN Upgrade.
Courses will resume in November. Registration will open approximately three weeks prior - near the end of October.
Be sure to reserve your spot!

Click here to view the full schedule and register.

Questions?
Contact: CPE@CU.EDU

Elevate Learning Resources Available from OUC
We’re getting closer to the Elevate Go-Live date!

In order to help you prepare for the changes you will see in the upgraded systems, the Elevate project team offers multiple resources to assist:

- Project White Paper - What is Elevate? How Will Elevate Affect You?
- Feature Snapshot: FIN 9.2 - Highlights of new features and functionality
- Elevate Learning Resources - Navigation and WorkCenters, Workflow, Attachments
- Financial Reporting Tool Inventory - Cognos Reporting System/m-FIN Reports, Fin 9.2 WorkCenter, PS Query, PS Reports, Query Studio, nVision, ODBC Tools
- Training - Sign up for Sessions

Video Series:
- What to Expect with FIN 9.2
- Feature Highlight: Attachments
- Feature Highlight: Menu Search

For more information, visit:
http://www.cu.edu/controller/elevate

Questions?
Contact: Laura Snyder at 303.492.1842

Help CU-Boulder Avoid After-the-Fact-Purchases (ATFs)
An After-the-Fact purchase occurs when a department makes a purchase of goods or services, including shipping fees, totaling more than $5,000 before the Procurement Service Center (PSC) issues a purchase order. "After-the-fact" refers specifically to requesting approval after the purchase was made. CU-Boulder has seen a recent increase in the number of ATFs.

Read full details in our April issue of CCO Fiscal News to learn how you can avoid ATFs - and help reduce the number of ATFs processed by our campus each month.

CCO Fiscal News is available in multiple formats. For an ADA screen reader accessible version, please visit our website at www.colorado.edu/controller/news
Have You Cleared These Balances?

To ensure accounting accuracy across the CU-Boulder Campus, CCO Area Accountants perform post audits on various reports each month. These audits include monitoring the balances on Account Codes 013109 - Company Card Personal Charges and 553201 - Company Card Unallowable Expenses.

In order to assist you in your monthly reconciliation, CCO may contact you when we notice balances in these accounts. In our experience, staying on top of these balances on a monthly basis prevents extra work at year-end.

The basic steps to completing this process include:

1. Review the transactions. You might notice two types of Journal IDs:
   - a. JE ID starting with ESE/ESP - indicates a Concur charge, or
   - b. JE ID starting with SFDPBD - a cash receipt depositing payment from a cardholder

2. Locate the offsetting transactions for balances referenced in item 1 above. More specifically:

   For Account Code 013109:
   - a. If you identify a personal charge, verify whether the cardholder has yet paid the university. If yes, the Cash Receipt form should indicate where the deposit was recorded. You should enter a correction JE to move the deposit to match the charge.
   - b. If you identify a deposit reimbursing a personal charge, locate the actual Expense Report to determine where the charge was originally allocated. Enter a correction JE to offset both to zero.

   For Account Code 553201:
   - a. If you identify a charge for official university business where the wrong procurement method was used, enter a JE to move it to an appropriate expense Account Code. For example, a legitimate travel expense incorrectly charged to a Procurement Card should be moved from 553201 to the correct travel Account Code.
   - b. If you identify a personal charge, please follow the same steps as noted above for Account Code 013109.

For assistance, please contact your Area Accountant.

Is Your PI Transferring to Another Institution?

The process of a Principal Investigator (PI) transferring to another institution can be complex. Department administrators, if you learn that one of your PIs is leaving CU and transferring one or more of their awards to a new institution, please make sure that both the Grant or Contract Officer in CCO and the Grant Accountant in SPA are aware of the upcoming transfer.

The PI will need to alert their program officer at the sponsoring agency of the upcoming transfer, but as all awards are issued to The Regents of the University of Colorado, an official relinquishment letter will also need to be submitted to the sponsor by OCG. OCG property will need to be involved if there has been any equipment purchased on the award. Plus, the Department will need to work with their assigned Grant Accountant in SPA to finalize expenditures for the relinquishment prior to the official relinquishment letter submission.

When both SPA and OCG are notified well before the transfer, it allows sufficient time to properly complete the process and helps to avoid unforeseen delays. Contact your Grant Accountant if you need assistance.

Research Administration Topics Explored in Guest Lectures

As part of the Certified Research Administrators Study Group program currently underway, guest lectures are scheduled throughout October and are open to anyone interested in learning more about these specialized topics. Register for any lecture on the Office of Contracts and Grants website:

October Lecture Schedule:
- Facilities & Administrative (F&A/Indirect Cost) Rate.
  Stefanie Furman - 10/9 - 10:30-11:30 AM
- Facility Management.
  Brandon Boger - 10/6 - 2-3 PM
- Audits.
  James Lei - 10/8 - 9:30-10:30 AM
- Export Controls.
  Linda Morris - 10/13 - 3-4 PM
- Compliance.
  Christine Adhearn and Pamela Jones - 10/14 - 9:30-10:30 AM
- Bioethics.
  Pamela Jones - 10/14 - 10:30 AM-12:30 PM

FIN 9.2 Go-Live is scheduled for November 10. Our current FIN 9.2 status remains GREEN.

Testing - Round 3
The next round of testing, Round 3, began mid-September.

Data conversion and review is in progress and remains an interactive process which will continue through the end of October.

User Acceptance Testing (UAT) is underway and will continue throughout October.

End-user training is now available.

GIW Testing
The GIW test environment is now available. Please test your shadow systems, Access databases and portals.

A Crosswalk of changes can be found at: https://content.cu.edu/ims/CIW/en/CIWCrossWalk.xlsx

For assistance connecting to the CIWQA environment, contact Laura Snyder.

Integrations Testing
The environments are ready for system integrations testing. We will open the environments to testers as they are ready to begin testing their integrations with CU MarketPlace, Concur, HR, Campus Solutions, etc.

Please let Laura know when you are ready to test these integrations and she will help facilitate access.

EI: BlackBox
BlackBox is being replaced with a new solution. Departments should be able to continue to use their current BlackBox file formats, although files will be uploaded to a new (TBD) location. The campus will experience minimal impact; however, thorough testing will be essential.

Look for an email in the near future with details regarding when and how you may begin testing.

Reporting Review and Strategy
As we mentioned last month, significant improvements have been made to m-Fin reports. Keep in mind, new reports will continue to be created even after Go-Live to best meet users’ reporting needs.

For the complete m-Fin training schedule and drop-in dates with the m-Fin Team, select either the “Crosswalk” or “Drop-ins” tab on the CCO calendar: http://www.colorado.edu/controller/calendar

Need More Information?
For additional information, training schedules and status updates, click here.

Project Website
Visit the Elevate website for valuable information regarding the project: http://www.cu.edu/elevate

Contact:
Laura.Snyder@Colorado.EDU at 303.492.1842

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m-Fin Statement Reading Class - Nov 18

Join CCO for m-Fin Financial Statements Training! In this class, you will learn how to access the Cognos Reporting System and how to run and read m-Fin financial reports.

Date: Nov 18

Tim: 9:00 AM - Noon

Location: CU-Boulder East Campus
Marine Street Science Center (MSSC)
3125 Marine Street, Room W179

Register at: Controller.Training@Colorado.EDU

http://www.colorado.edu/controller
Lin Yang is a CCO Accounting Technician III on Sponsored Projects Accounting's (SPA's) Invoicing and Cash Management team.

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

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

I joined CU-Boulder Bursar's Office in January, 2012. I really enjoyed working with my Office of Cash Management team members to serve CU-Boulder students by assisting with tuition payments and over 27,000 internal departments daily cash receipts. As part of my career path, I wanted to expand my knowledge, experience and skills and take on more responsibility. I was excited when this position in CCO became available.

What do you find most interesting about your new career in SPA?

SPA is a place full of energy, vision, and most importantly, people who really make a difference. I love the diversity of both the job and the people who work here. I have learned a different perspective from each of my colleagues. Everyone is very supportive and eager to help one another.

What best practices would you share with the departments?

Organization and time management are essential to make sure all the projects get invoiced and paid on time. Everyone must be aware of and abide by the rules, to assure that all transactions fall within agency guidelines.

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

In my spare time, I enjoy spending time with my family, watching movies, reading books, cooking, eating, listening to music, walking, hiking and traveling. Recently, my parents, my husband and I visited Seattle, Washington and Victoria and Vancouver in Canada.

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

Improving communication and information-sharing to ensure that all sponsors continue to be treated respectfully and are happy to support our university.

In May, University Information Systems launched Oracle Identity Manager (OIM). Using a shopping cart, you select the access role(s) you need for Finance, CU Marketplace and/or HRMS. From there, your supervisor/manager is able to approve your request. The system automatically forwards the completed request to the campus Finance Security Coordinator (in CCO) for approval.

There are instances, however, where a PDF access request form may still be applicable. For example, in order to obtain Journal Entry (JE) access, users are required to take an in-person training before their access may be approved. We offer temporary access for creating or approving JEs, which becomes permanent once the classroom training is complete. In this instance, use the PDF form to request temporary access. Similarly, if someone other than the manager listed in OIM oversees Finance or CU Marketplace access for your department, we will accept the PDF form in order to expedite the process. Blank access forms may be requested at Finance.Access@Colorado.EDU or contact Chris Zetterholm at 303.735.6570.

Training Registration
Financial training is available through CCO for Journal Entry, General Ledger and Statement Reading. At times, we also offer special classes designed to help you understand specific areas of CU accounting practices such as revenue and expenses, gift funds or Accounting 101. To register for classes offered by CCO, please check our online calendar for training dates > select the CCO Training tab and email your registration information to Controller.Training@Colorado.EDU.

State System Reconciliation
Colorado Operations Resource Engine (CORE)
We work closely with the Office of University Controller (OUC) in order to reconcile our financial balances to the State Controller's accounting system, CORE. The OUC provides us with side-by-side extracted information in order for us to see how our financial reports match up with data we have transmitted to CORE. Each campus' activity must be included within the State's financial balance and it is our responsibility to ensure that Boulder campus' data is accurate.

Federal Reporting
IPEDS
We compile data taken from our financial reporting detail and present it in a web-based format to the National Center for Education Statistics (NCES) using their IPEDS. Using this system, we submit financial data that allows NCES and subscribers to view comparisons between CU and our peer institutions across the country.

Petty Cash and Change Fund Audits
Petty cash and change funds are set up through CCO and are audited periodically to make sure the funds are properly accounted for and that appropriate cash control procedures are in place. If you are the custodian of such funds, we will contact you as appropriate to schedule an audit.

To learn more about how we may assist you, please visit the CCO website: http://www.colorado.edu/controller/about-us/technical-operations

Interview: Lin Yang