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<table>
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<tr>
<th>SEPTEMBER 2015</th>
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<tbody>
<tr>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
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<tr>
<td>Check for unposted Aug Journals to correct, approve or delete</td>
<td>Finance System campus close for Aug 2015 – 6:00 pm</td>
<td>Aug allocations run and Finance System closes</td>
<td>CIW is now updated with month-end closing entries. Aug statements are ready for review and reconciliation</td>
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<tr>
<td>Gift Expenditure cutoff to make the Sept 4 CUF wire transfer</td>
<td>Reminder: please do not create, validate, or approve Aug JEs and PETs after 6:00 pm</td>
<td>All unposted Aug Journals will be deleted starting at 10:00 am - copy them into the next period</td>
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<td>Time collection for biweekly pay period ending Aug 29 - 5:00 PM</td>
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<td>Gift Expenditure cut-off to make the Sept 11 CUF wire transfer</td>
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<tr>
<td>Gift Expenditure cut-off to make the Sept 18 CUF wire transfer</td>
<td>Time collection for monthly payroll - 5:00 PM</td>
<td>Time collection for biweekly pay period ending Sept 12 - 5:00 PM</td>
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<td>Allocation changes and creates due for Sept business. Email: <a href="mailto:Maggie.Young@Colorado.EDU">Maggie.Young@Colorado.EDU</a></td>
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<tr>
<td>Deadline for fully approved expense reports</td>
<td>Check for unposted Sept Journals to correct, approve or delete</td>
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<td>Finance System campus close for Sept 2015 – 6:00 pm</td>
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<td>Reminder: please do not create, validate, or approve Sept JEs and PETs after 6:00 pm</td>
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**SEPTEMBER - OCTOBER 2015**

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**INSTRUCTIONS**

Click here to access full descriptions and to add an event to your personal calendar.
November 10, 2015 is the scheduled Go-Live date for the new ELEVATE PeopleSoft FIN 9.2 upgrade. By now, you may have received multiple emails, visited our ELEVATE website, attended an overview session, possibly assisted with user acceptance testing (UAT), and signed up for training.

What will this upgrade do for your department’s business model? In order to assist you in completing the tasks and daily activities necessary to properly and accurately manage your financial records, the ELEVATE PeopleSoft FIN system will be enhanced to allow greater efficiencies gained through new technologies such as automated workflow, the ability to include attachments, spreadsheet upload capabilities, work centers, dashboards and more.

To understand the full scope of the project, please review the short video created by the CU System Office: What to Expect with FIN 9.2. This video is intended to illustrate what’s new and how the tools will better assist your team in a realistic way.

How can you get started? Visit https://www.cu.edu/controller/elevate to learn more about the project if you haven’t received many details or simply want more information.

Once you are onboard, sign up for training. Training begins September 8 and runs through the end of October 2015. The System Team is offering a variety of learning opportunities and formats to ensure you get the information you need to be successful in using the upgraded tools. These formats include: webinars, workshops and structured labs. Hands-on training opportunities will be provided so that you can easily learn how to use the modules which are appropriate for your unit.

Training sessions include: FIN Overview, FIN Journal Entry, and the FIN Grants Portal.

Testing
You are welcome and invited to participate in testing. It does require that you update the testing workbook with your results as you test. It also allows you an opportunity to provide valuable feedback to the ELEVATE Team regarding where bug fixes need to occur, where shadow systems are in use, where integrations may still need to be configured and more.

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In addition, the CIWQA (CIW testing) environment in PeopleSoft 9.2 is available for testing.

If you have an Access database, shadow system or portal, or conduct any type of reporting that is not within FIN or m-FIN, you will need to test these in the CIWQA environment in preparation for Go-Live in November.

To access CIWQA, add a CIWQA entry to your TNSNames file. Your CIWQA username is the same as your CIW username; however, the password is different. Reset your password at https://oid.qa.cu.edu/self_service/authenticate. Access a new file using your CIW username and password at https://content.cu.edu/irm/CL/only/dwhse/orp/organis/tnsnames.cfg. Contact your department's IT staff for assistance.

Find a Crosswalk of changes at https://content.cu.edu/irm/CL/only/dwhse/CIW/CrossWalk.aspx. Please note that the data in CIWQA is test data and, while production-like, is not real data. It will evolve over the next several months as the system continues to be tested.

Key Deadlines
CCO Fiscal News Events & Training below, page 7, contains specific details regarding the status of the project, and training information.

Questions?
Please contact Laura Snyder for assistance.

10th Annual Supplier Showcase in Boulder September 3
The Procurement Service Center (PSC) presents the 10th annual Supplier Showcase. Join the PSC, CCO and CU vendors to:

- View new technologies, products and services from a wide variety of CU suppliers
- Connect with PSC staff, System and other campus departments
- Get free samples and enjoy refreshments (many catering exhibitors will offer tasting samples)

Date: September 3, 2015
Time: 10 AM - 1 PM
Location: Coors Event Center, Practice Gym
Registration and exhibitor list: https://www.cu.edu/psc/2015-psc-supplier-showcases
Questions?
Contact: Supplier.Showcase@CU.EDU

New Process for Salary Overpayments on Sponsored Projects
A new process has been created by CCO and Employee Services to process Salary Overpayments on sponsored projects. Specifically, these overpayments are deemed an unallowable cost and must be removed from a project.

Employee Services and CCO have determined that the “Notice of Overpayment Adjustment” form should be provided to both Employee Services and to Jean Howe at the CU System Office.

Please include in the form or in the body of the email the designated SpeedType where those payments will post.

To learn more about the process, please visit the CCO website A to Z Resources > O > Overpayment Process for Sponsored Projects Restricted Funds.

IN - Interdepartmental Invoices Are Available Online

Effective April 30, 2015, Office of University Controller (OUC) began providing the IN - interdepartmental invoice form online at: https://www.cu.edu/controller/policies/interdepartmental-invoice

If you would like to continue using hard-copy forms, CCO is pleased to send the printed forms to your department until our current supply is exhausted.

As a friendly reminder, CCO no longer enters INs on behalf of departments. It is the department’s responsibility to process INs by creating the Journal Entries in PeopleSoft FIN.
New Scholarship Payment and Tuition Remission Exception Forms

Last year Sponsored Projects Accounting (SPA) began a pilot program for reviewing scholarship payment forms related to sponsored projects. We are instituting the program this year and have included some changes designed to improve the process. During the past year, we discovered there are times when the scholarship payment form is used to charge tuition remission. In order to avoid confusion and make the process easier, we have created an additional form titled the “Tuition Remission Exception Form.” Please use this new form in cases where a student is eligible for tuition remission, but the standard tuition remission process cannot be used.

Scholarship Payment Form 2 (State & Federal Projects)

This form should be used to pay the tuition, insurance and fees of students on awards where the purpose of the award is to provide training or fellowship support. Examples of these types of awards include NASA Fellowships, NIH Training Grants and Fellowships, NSF GFPP, EPA Star, and NSF Participant Support Projects. The process for filing out the scholarship payment form remains the same as in previous years. Remember to indicate why the expense is an appropriate charge on the designated SpeedType.

Tuition Remission Exception Form (State & Federal Projects) – Tuition Payment

The Tuition Remission Exception Form should be used to pay tuition for a GPA student when the standard tuition remission process cannot be used. When there are allowable exceptions, such as when the student works less than 12 weeks or holds an appointment of less than 15%, the maximum tuition benefit will be determined based on the actual effort on the project.

Fill out the information on the Tuition Remission Exception Form including the appointment percentage (%) for the student and the anticipated number of weeks the student will be working on the project during the semester. The tuition amount requested on the Tuition Remission Exception Form may not exceed the maximum tuition benefit amount allowed based on the anticipated effort on the project. Remember to indicate why the expense is an appropriate charge on the designated SpeedType and why the tuition remission process could not be used.

Both forms can be found on the Graduate School’s website at: http://www.colorado.edu/GraduateSchool/funding/admin.html

Insurance and Fees

When using a Tuition Remission Exception Form it is not allowable to post insurance to a sponsored project. If the student has a qualifying appointment of 20% or greater and is necessary to use the Tuition Remission Exception Form please work with your Grant Accountant regarding the insurance benefit. Additionally, the Tuition Remission Exception Form may not be used to charge student fees to a sponsored project.

At the end of each semester SPA will review each student’s compensation to confirm that the effort on the project was the same or more than anticipated. If the effort by the student was less than the department indicated on the form, the department will need to move the proportionate amount of expense off the project.

Please review the Scholarship Payment Form and Tuition Remission Exception Form located on the Graduate School website at: http://www.colorado.edu/GraduateSchool/funding/admin.html. Links and additional information are available on CCO’s website under A to Z Resources under S and T.

For more assistance, please contact your CCO SPA Grant Accountant.

University of Colorado Boulder

$878.3 Million in Sponsored Research Funding

University of Colorado faculty research merited $878.3 million in research awards during the 2014-2015 Fiscal Year, based on preliminary figures and representing what appears to be a near-record year for CU.

The University of Colorado Boulder contributed $425.8 million, including more than $7 million for geological services.

Complete details are available from the University of Colorado Boulder News Center.

New Concur Training Videos

Recently, the PSC added some Concur training videos to their growing list of learning resources. These audiovisual snippets walk through some common Concur processes:

• Adding Attendees to Official Function Expenses focuses on adding both individuals and groups of attendees, as well as searching for previously added attendees.
• Adding Mileage to Expense Reports focuses on using the Mileage Calculator feature and deciding when to deduct your commute.
• Determining Reimbursement Amount reviews the Report Totals summary to find out how much your reimbursement will be (or how much you owe the University).
• When the Travel Card is Used to Pay for Travel Meals outlines why and how to identify Travel Card meals that will be covered by per diem as Personal Travel Charges.

Click here to view all Concur Training videos.

Research Administration Topics Explored in Guest Lectures

As part of the Certified Research Administrators Study Group program currently underway, guest lectures are scheduled throughout September and 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.

September Lecture Schedule:

• Internal Review Board (IRB), Claire Dunn - 9/8 - 2-3 PM
• Institutional Animal Care and Use Committee (IACUC), Richard Hesmer - 9/10 - 2-3 PM
• Intellectual Property (IP), Marybeth Velqueart or Mary Buse - 9/15 - 2-3 PM
• Contracting and Subcontracting, Denita Ward - 9/23 - 12:30-2:30 PM
• Financial Management, Sharon DeCarlo - 9/24 - 2-3 PM
• Clinical Trials, Christine Ahearn - 9/29 - 2-3 PM

To register, please email: Controller.Training@Colorado.EDU

m-Fin Statements September 8

m-Fin Financial Statements Training is available! Join CCO and learn how to access the Cognos Reporting System, plus how to read m-Fin statements.

This month’s class will be hosted September 8 - 9:00 AM - Noon. Class will be held on the East Campus - Marine Science Center, 3125 Marine Street, Room W179.

To register, please email: Controller.Training@Colorado.EDU
Campus Controller’s Office
Sponsored Projects Accounting

Over the past few months, we have provided detailed insights regarding the services provided by Sponsored Projects Accounting (SPA), the research-accounting side of the CCO house. This month’s article serves as a recap, highlighting the many areas where we manage processes and assist departments in the proper handling of sponsored research funding.

SPA’s primary role is to oversee the post-award financial administration of sponsored research for the University of Colorado Boulder. We begin this oversight once an award is processed through the Office of Contracts and Grants (OCG). We work closely with OCG and the department throughout the lifecycle of the award to ensure that all costs are appropriate and properly allocated. We ensure that each award is set up and eventually closed out in the Finance System; that timely invoices are sent and payments are recorded; and that CU-Boulder diligently adheres to compliance requirements from state, federal, and local sponsors.

Our four primary areas of expertise include:

- **Setup & Closeout** - sets up projects in the Finance System in a timely manner, processes modifications to existing awards, and closes projects after they are complete
- **Grant Accountants** - provides proper management of restricted Funds 30/31 through financial oversight and assistance to departments. We coordinate financial closeouts in conjunction with the CCO Closeout team, prepare financial reports and draw funds from our Letter of Credit sponsors
- **Invoicing and Cash Management** - invoices agencies for sponsored projects that are not set up on Letters of Credit or auto-payments, posts payments to projects, and manages the collection process for sponsoring agencies
- **SPA Compliance** - serves as a dedicated resource through the award lifecycle. We review and approve sponsored projects Cost Transfers, Payroll Expense Transfers, PO Requisitions, and Cost Share commitments

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

**MEET THE TEAM**

**Karen Pella**

Karen Pella is CCO’s Cost Share Accountant in Sponsored Projects Accounting. Get to know her a little better in our brief interview below.

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

I have a useful blend of accounting and Human Resources experience, recently earning my certification in HR. My background involved a lot of compliance and support for audits by regulatory-bodies. Combined with my interest in gaining exposure to government fund accounting, joining SPA Compliance was a natural transition. Ultimately, I want to leverage all of these skills in one job.

What do you find most interesting about your new career position in Sponsored Projects Accounting?

Working with all of the wonderful and smart people who provide such excellent research support. I learn a different perspective from each of them about the complex world of Research Administration.

What best practices would you share with the departments?

This is the best practice that I would share: We are all equally subject to requirements, and compliance is relatively easy if we work together.

For example, in response to the new Uniform Guidance regulations SPA is reviewing and updating our internal controls, policies and procedures to reflect the changes in guidance. Concurrently, we work with departments to identify areas for improvement that may result from the new regulations.

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

Exploring the vast area of Research Administration. I attended the NCLRA workshop held recently on campus. It was an informative experience for a “newbie”! It was particularly helpful in trying to understand the difficult role department staff face in supporting research.

Also, continuing to draw on the amazing knowledge resources around me through CCO, OCG and department staff. And I encourage others to contact our team for assistance at any time.

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

Spending time with my family and friends, cooking, eating and listening to the blues. I enjoy working on projects and creating things - I’m pretty handy with both a hammer and a sewing machine. And, of course, rubbing the bellies of my two big black dogs is the most relaxing activity in the world, along with taking them for rides on Last Dollar Road in the Telluride area (see photo below).

**POSITION UPDATES**

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<tr>
<th>Employee Name</th>
<th>New Title/Position/Duties</th>
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<tbody>
<tr>
<td>Karen Goodman</td>
<td>New Team Member: Administrative Assistant III (Front Desk and HR)</td>
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<tr>
<td>Janet Hildebrandt</td>
<td>Promoted to: Invoicing Supervisor</td>
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<tr>
<td>Patti Newton</td>
<td>Promoted to: Sponsored Projects Cash Accountant</td>
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[Image: Telluride, CO - Last Dollar Road]

*(see photo below)*
Campus Controller’s Office
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