

ACCOUNTING BUZZ

September, 2007

UNIVERSITY OF COLORADO AT COLORADO SPRINGS

Finance System Information

Each organization is responsible for making sure the records in the Finance System are up to date and accurate. Organizations can check their information in one of the following ways:

- (1) Log in to the Finance System at <https://saturn.cusys.edu/>. Once you are logged in, go to General Ledger > ChartFields > SpeedTypes. Type in your SpeedType and click on search then go to the Org/Program/Project Attributes tab. On this screen you can check all levels (Org, Program, Project) to make sure the correct individuals are listed. OR
- (2) Log in to the Reporting Tool at <https://saturn.cusys.edu/>. Click on Reporting System, log in using your computer log in information and picking UCCSAD as your directory. Click on Finance > Revenue and Expense Statement Summary. Pick the Org/Org Node report style, click on next. On the next page, type in your Org number in the keywords box, click search and your Org number and description will appear in the choice box. Choose PDF output type, then click finish. All speedtypes for the Org will appear in the report. Review the header information for each speedtype and make sure the individuals listed for each speedtype are correct. You can also access the reporting tool through the portal at <https://my.cu.edu/>.

Do NOT use the reports in PeopleSoft to review your data as these reports will not have accurate information.

If you find any incorrect information, please email Mary Lile (mlile2@uccs.edu) so the information can be updated in the Finance System.

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Quotes:

- “We learn as long as we live—and—we live as long as we learn”. Author: Tomas Tilver
- “Shoot for the moon. Even if you miss, you’ll land among the stars”. Author: Les Brown
- “Study nature, love nature, stay close to nature. It will never fail you”. Author: Frank Lloyd Wright

Deadlines

September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

9/5/07—6 pm—GL closes

9/6/07—10 am until Noon—University Sponsored Fundraising Event Forum, Draft Policy Discussion UC Room 116

9/6/07—Closing Run Allocations

9/7/07—2-4 pm—Expenditure Control Training Session, UC Theater 302

9/10/07—Burst reports in portal after noon

9/12/07—10 am until 2 pm—Supplier Showcases & Office Product Shows—The Lodge 2nd Floor

9/15/07—Deadline for fiscal managers, fiscal principals and PI's to complete online training and acknowledgement.

9/28/07— 2-4 pm—Expenditure Control Training Session, UC Theater 302

9/30/07—Deadline for Officers to complete annual fiscal certification.

Summer ePERs

ePERs (Electronic Personnel Effort Reporting System) reports for Summer term 2007 will be available in the portal at <https://my.cu.edu/> beginning September 26th. If part of your summer salary was paid by a federally sponsored (Fund 30) project, you must certify your effort. You will receive an email instructing you to review and certify your ePER. The ePER **MUST** be certified within 90 days.

CELL PHONE PROCEDURE CHANGES

The Personal Technology and Telecommunications Procedures have already been revised. Fiscal Code of Ethics training is no longer required in order to obtain a PTA number. The Finance System page is pending update. If you see the Code of Ethics checkbox on the Tech Requests page, simply check it. The Personal Technology Responsibility Statement is still required.

New Employees

Student Financial Services:

Jacqui Gatlin, Accounting Tech II
 Kory Bond, Accounting Tech II
 Jonathan Downs, Accounting Tech I

Resource Management (Accounting/Budget):

Matt Seay, Student Assistant II

BUDGET BUZZ

Thank you for your patience while we uploaded FY08 base budgets! We are in the process of publishing the FY2008 Personnel Roster and Approved Budget books. As always, please give us a call if you have any questions.

Quick Hits

- ▶ The last newsletter included draft policies related to University Sponsored Fundraising Events (commonly known as Special Events). Karen Ichiba (Fundraising Events, Compliance Coordinator) will be conducting an Event Forum related to this topic at UCCS on September 6, 2007 from 10 am until noon in UC Room 116. If you have held events in the past year or plan on holding events, please attend this forum.
- ▶ Procurement Service Center (PSC) will be hosting Supplier Showcases in conjunction with Office Product Shows. You can meet supplier representatives and see the latest products and technology. Held in the Lodge (2nd Floor) on September 12, 2007 from 10 am until 2 pm. **REGISTER** at https://www.cu.edu/psc/showcase_registration.html.
- ▶ **Reminder** - the deadline for Fiscal Certification is in September, 2007. *Fiscal Principals, Fiscal Managers and Principal Investigators (PI's)* with an award of \$2 million or more have until September 15, 2007 to complete the online training and acknowledgement. *Officers* have until September 30, 2007 to complete their annual fiscal certification. *Officers* will not be able to complete their certification until subordinates have completed their part of the process.
- ▶ The Office of University Controller is holding two training sessions at UCCS which will cover Phase II Expenditure Control (Funds 10 & 34). The sessions will be held on September 7th and September 28th from 2-4 pm in UC Theater 302. **REGISTER** at https://www.cu.edu/System_Controller/ec_registration.html. **Please note: if you have SPO's that use controlled speedtypes (Funds 10, 26, 34, 72, 78 & 80) you should attend this training! If you have questions go to:**
https://www.cu.edu/System_Controller/initiatives/expenditure-ctrl.html