

# ACCOUNTING BUZZ

January, 2008

UNIVERSITY OF COLORADO AT COLORADO SPRINGS

## EXPENDITURE CONTROL

If you are not happy with the Chartfield Expenditure Attributes that are set on your programs/speedtypes, you can let Accounting know and we can input changes in the Finance System that will take place next fiscal year. Just send your programs/speedtypes with your attribute preferences to Mary Lile at [mlile2@uccs.edu](mailto:mlile2@uccs.edu) and she will make the changes in the system so that the new attributes will be in place for the new fiscal year. (An example would be if your Fund 34 is currently set with BL-Budget Ledger and you see no reason that it should not be set at NA-Net Assets). **CUTOFF FOR THESE CHANGES IS JUNE 2, 2008.**

## EXPENSE SYSTEM

In the December Accounting Buzz Newsletter we told you that you would be able to identify up to five (5) fiscal staff on a speedtype. That function is now available in PeopleSoft. In preparation for the new expense system, please submit your changes to Mary Lile at [mlile2@uccs.edu](mailto:mlile2@uccs.edu) as soon as possible so that the system can be updated. The form is being modified to reflect the changes in adding additional fiscal staff. Until it is complete you can email Mary with what attributes you want the individual to have (i.e. Expense System Approver, Report Recipient or both).

## MILEAGE REIMBURSEMENT RATE CHANGE

New mileage reimbursement rates for business travel will take effect on January 1, 2008. If you use your personal vehicle for University business, you will be reimbursed at \$.46/mile. If road conditions require a 4WD vehicle, you will be reimbursed at \$.48/mile.

## FUNDRAISING EVENTS/EXPENDITURE CONTROL

REMEMBER that you MUST enter a Revenue and Expense budget into the Finance System for Fund 34 fundraising events. If you do not have a budget in the Finance System, all transactions will fail. If you need help creating your budget journal entry, please contact the Budget Office for assistance.

## FRAUD

REMINDER—as a University employee you are obligated by University Policy to PROMPTLY report fiscal misconduct and fraudulent acts, as well as incidents of suspected misconduct. For more detailed information go to:

<https://www.cusys.edu/audit/fraud.html>.

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### Other News in Resource Management:

Steve Medlin—as of December 15, 2007, Steve became the Student Financial Services Manager.

# January 2008

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	31		

## Deadlines

- 1/1/08—New Year’s Day
- 1/3/08—6 pm—GL closes
- 1/4/08—Closing run allocations
- 1/7/08— Burst reports in portal after noon.
- 1/17/08—PS Financial training
- 1/18/08—PS Procurement training

### BUDGET BUZZ

January, 2008 marks the beginning of work on the 2009 Salary Increase Report. We will begin the awesome task of Eligibility Lists in January. All Departments should make sure that all documentation has been submitted to HR for changes for salary, FTE and funding distributions that have occurred or will occur before June 30th. The Budget Office will be scheduling meetings with all Financial Assistants in the near future.

All Departments are reminded that the cut-off date for Continuing BJE’s for salary adjustments is February 29, 2008. Please get your salary adjustments done ASAP. All other Continuing BJE’s must be approved by March 31, 2008.

Spring SABR will include data as of February 29, 2008. Another reason to get salary adjustments done early.

We thank you for your cooperation in the past and we look forward to a great year in 2008.