

University of Colorado at Colorado Springs

ACCOUNTING BUZZ

March, 2008

FINANCE SYSTEM ACCESS FORM AND FINANCE SYSTEM SPECIALIZED ACCESS FORM

Changes have been made to the Finance System Access Form and the Finance System Specialized Access Form. The forms show the correct fax numbers for the campus access coordinators and they also include updated training requirements. You must complete the Compensating Controls Certification if you have requested: (1) BOTH create and approval authority for Journal Entries, Cash Transfers; (2) Any of the following combinations: • BOTH Approve PO/SPO Requisitions and Approve SPO Vouchers for Payment • BOTH Approve PO/SPO Requisitions and Receive PO's • BOTH Approve Department PO's and Receive PO's. If you have questions contact Jane King at 262-3300 or jking@uccs.edu.

OUC HAS MOVED

The Office of University Controller has moved to 1800 Grant Street, Suite 600, Denver, Colorado 80203. The phone number is (303) 837-2110, fax number is (303) 837-2122 and the campus box is 436 UCA, Denver, CO 80203.

AFTER-THE-FACT

The PSC Procedural Statement After-the-Fact has been revised due to the fact that the State Controller's Office updated its After-the-Fact policy. The changes incorporate the State's new requirements for After-the-Fact documentation. The updated policy will be posted on the PSC web site by March 1st. For more details, go to: <https://www.cu.edu/psc/policies/>.

FUNDRAISING EVENTS

Please make sure that you follow the proper procedures if you are conducting a fundraising event. There are important steps to take, including the deadline for closing out the event. For details go to: <https://www.cu.edu/controller/initiatives/fundraising.html>.

PROCUREMENT QUESTIONS

Do you have questions on various procurement policies and procedures like the Payment Voucher Authorization and Use policy, purchase orders, department purchase orders or standing purchase orders? For details on these topics and more go to: <https://www.cu.edu/psc/>.

REMINDER

**DO NOT CREATE, VALIDATE, APPROVE OR POST JE'S FOR
FEBRUARY, 2008 BUSINESS AFTER 6 PM ON MARCH 4, 2008.**



March, 2008

Schedule of Events

- **March 3, 2008**—Fund 20 Expenditure Control Deadline
- **March 4, 2008**—**6 pm GL Closes**
- **March 5, 2008**—Closing Run Allocations
- **March 6, 2008**—PeopleSoft GL Training
- **March 7, 2008**—PeopleSoft Procurement Training
- **March 9, 2008**—Daylight Saving Time Begins
- **March 10, 2008**—Burst Reports in portal after noon
- **March 17, 2008**—St. Patrick's Day
- **April 1, 2008**—Fund 29 Expenditure Control Deadline

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					

BUDGET BUZZ

REMINDER: Remember that February 29th is the deadline to complete Continuing BJE's for position budget adjustments. The deadline for all other Continuing BJE's is March 31st.

SPRING SABR: Spring SABR will be held on Friday, May 2, 2008. Data for all presentations will be as of February 29, 2008.

SALARY INCREASE REPORT (SIR): The Budget Office is currently working on the data for the 2008-2009 SIR. Financial Assistants should expect to receive the Eligibility Lists during the first two weeks of March, 2008.

If you have any questions about any of the above information, please contact the Budget Office.

