Projects, Initiatives, and More

Things are moving fast in finance, as evidenced by numerous projects and initiatives in various stages of development and implementation. The new Reporting System has been rolled out on three campuses, and its Boulder debut is scheduled for later this month. An ePERS section has been added to the my.Tools page of the portal, and an email notice will be sent out to all faculty and staff paid from summer semester research grants who now need to certify their effort. SPO encumbrances will go live on November 1st in response to an outstanding audit comment and a ruling by the State Controller. Plus, we've got three new staff members to introduce! Hang on to your hats!

Q&A from the Help Desk - Reporting

The Finance and Procurement Help Desk records the inquiries it receives and posts answers to the most frequently asked questions on the OUC web site. The top "question of the week" is also featured in *Connections*. This week people wanted to know, "How do I get to the new Reporting System?" Read on for the answer.

The new Reporting System can be accessed in two ways.

1. Log in to your portal, open the my.Reports tab, and scroll to the third (University Reporting – My Links) channel. If you are authorized to use the Finance System, then this channel will contain live links to the Reporting System. The "My Folders" link will take you to a directory where you can view files you have saved previously. The "Public Folders" link will take you to a directory where you can run "Finance" reports or view "Shared Reports."

2. Go to the CU Business Applications page (aka Planets Page) at https://saturn.cusys.edu/. Click on the Reporting System link found in the far-right column. The Reporting System log in page will appear. Log-in instructions can be found at http://www.cusys.edu/controller/reportguides.html.

Jeepers – What's an ePER?

If you are among the nearly 7000 employees required to certify effort on a sponsored project, we're excited to introduce the conversion of the university's paper-based Personnel Effort Reporting (PER) system to a web-based, electronic system. The "ePER" system, which is designed to reduce overhead costs and mitigate compliance risks, will be used to certify effort beginning with summer semester 2006. Key features are:

- **All** researchers who have been paid any amount of salary from a sponsored project, or who have committed to cost share a percentage of their time on a sponsored project, will receive email notification that an ePER has been generated and is available for certification.
- The ePER will be distributed to the portal of each person paid on a sponsored project.
- Researchers must certify **on-line** that the reported effort distribution is complete and accurate.
- Reported effort that varies from actual payroll automatically will generate a Payroll Expense Transfer (PET) to move salary to the appropriate funding source.
- Departmental administrators will have reports available to identify outstanding PER issues and help with PER management.

The ePER email will be sent, and researchers will have 60 days to complete their online certification. More information about ePER is available from your campus grants and contracts or sponsored projects offices. In addition, check out the online training at http://www.cusys.edu/controller/epers.html.

SPO Encumbrances

Big changes are coming for SPOs starting in November. Keep reading for some highlights comparing the way SPOs currently work with how they will operate after November 1st.

Split Distribution Capability Currently an SPO can only be established against a single SpeedType/Account combination. Beginning in November you can set up **new** and **renewal** SPOs against multiple SpeedType/Account combinations.

SPO Voucher Procedures You will continue to have direct update capability for changing the accounting distribution on SPO Vouchers. Remember, however, that the new world of SPOs involves encumbrances. Thus, when the SPO Voucher is paid, the SPO encumbrance will be relieved.

Reports Your November month-end reports include additional information. The Detail Statement will display the transactions associated with the SPO encumbrances. These detailed SPO encumbrance transactions will, in turn, be totaled and displayed on the Summary Statement.

Additional information on SPO encumbrances, including an online training presentation, will be made available through campus-based electronic communications and the OUC web site in the coming weeks.

Rolling out the Welcome Mat

Please welcome Normandy Roden, Mickey Mendez, and Shannon Matthews to their new jobs in the OUC. Normandy is the Business Process and Policy Analyst in the Financial Compliance Office (FCO). She served previously as the Training and Documentation Director within the PSC. Mickey joins the FCO in the newly-created Compliance Analyst position. Mickey hails from the Colorado Springs campus where she was the campus Controller. Shannon has been hired as an Accountant in the OUC. Her work includes generating monthly financial statements, assisting with the annual audits, reconciling disbursement warrants to subsystem feeds, and updating the Chart of Accounts. Shannon comes from Aims Community College. *We're delighted to have you all on board!*