PROJECTS, PROJECTS, EVERYWHERE!

Projects abound in the Office of University Controller. Reports from the new Reporting System have been burst to the portals of all campuses except Boulder, ePER functionality is live in the portal, SPO Encumbrances will roll out in early November, and the next series of gift fund management training is just around the corner. We are also delighted to welcome new staff to the OUC. *Read on for more information about these exciting happenings.*

REPORTING ON REPORTING

The burst for September is done for the Colorado Springs and System campuses. UCDHSC should see the August burst next week and the September burst shortly thereafter. The Boulder burst continues to progress and should be available in the near future.

Remember, anyone who has access to the Finance System can also run on-demand reports in the new Reporting System. Go to the CU Business Applications Page, select Reporting System, and Log in. Log in directions are at http://www.cusys.edu/controller/reportguides.html.

ePER

The paper Personnel Effort Reporting process used in the past has been replaced by an online one. If you are required to certify effort on a sponsored project, you will receive an email instructing you to log into your portal, open the my.Tools tab, and review and certify your summer 2006 PER. Email has already been distributed to ePER recipients at UCCS and will be sent to other campuses on November 1st. Assistance with ePER is available through the online training at http://www.cusys.edu/controller/epers.html or from your campus grants and contracts/sponsored projects offices..

SPO UPDATE - ENCUMBRANCES

You may recall reading in the last issue of Connections that the University will encumber SPOs beginning November 6th in response to an outstanding audit comment and a ruling by the State Controller. Whenever the University issues an SPO, the University is setting aside funds, equal to the amount of the SPO, from spending on other goods and services. SPO encumbrance highlights include:

- SPO Split Distribution- Starting on November 6th, you can set up **new** and **renewal** SPOs with multiple SpeedType/Account combinations. At this time, split distributions cannot be implemented on SPOs that have already been issued unless the SPO is tied to a Phase 1 Expenditure Control Fund, i.e., Fund 26, 72, 78 or 80.
- SPO Vouchers- You can still change the accounting distribution on SPO vouchers. Beginning in November, the SPO encumbrance will be relieved each time an SPO voucher is paid.
- SPOs on Reports- Your November month-end reports will show pre-encumbrance/encumbrance information for SPO Requisitions and SPOs just as they do for PO Requisitions and POs.
- Closing an SPO- SPOs close automatically 150 days after the SPO end date, and all remaining encumbrances are cleared upon closure.
- SPOs and Expenditure Control- When SPO encumbrances begin November 6th, they will not restrict your spending ability. (Turning on SPO encumbrances is not the same as turning on Expenditure Control.) SPO encumbrances will happen in all funds. However,

SPO UPDATES *continued*

when Expenditure Control is turned on for Funds 26, 72, 78, and 80 in January, the available resources for SpeedTypes in these funds will be reduced by the amount of SPO encumbrances as well as by other purchasing and payroll expenses and encumbrances.

- SPO Amounts- SPOs are issued for $4,500 or greater. **The PSC will not process change orders to decrease current SPO amounts,** unless the SPO is tied to a Phase 1 Expenditure Control Fund.
- New and Renewal SPOs- As you create new SPOs or renew current ones, set the amount carefully. Remember that the University is, in essence, committing funds equal to the SPO amount to the vendor.

SPO encumbrance step-by-step guides and training materials are being developed and will be available by go-live.

RETURN TO SENDER

Make sure your email and spam blocking software recognize the following addresses as safe senders so you can receive important communication about finance and procurement initiatives:

- **Reporting.system@cusys.edu** If you get financial reports burst to your portal, notification will be sent from this email address. (Note: The report burst is not yet operational for UCB.)
- **epers@cusys.edu** If your salary and benefits are charged to a sponsored project, watch for an email coming from this address.
- **Payables.services@cu.edu** If you get reimbursed for travel or other business expenses, you will receive an email each time a reimbursement is deposited to your account.

GIFT FUND MANAGEMENT TRAINING

December 1st is the deadline for completing this training. Instructor-led sessions will be held on each campus during the latter part of November, and schedules and sign up information will appear in the next issue of Connections. Are you eager to complete this training right now? Do the online Gift Fund Management Training and Assessment at http://www.cusys.edu/controller. Not sure whether this applies to you? If you are one of the more than 1300 individuals still needing to complete your training, then keep your eyes on your "in" box. You will get a reminder email from the OUC next month.

A WARM WELCOME

Welcome Kathy Phillips and Pamela Dunham to the OUC! Kathy is the Interim Director of Financial Reporting Services. She comes to the OUC after more than 30 years on the Boulder campus, most recently as Director of Sponsored Projects Accounting. You might also know Kathy as the creator of PSLite. Pamela is the Director of Financial Systems. She has extensive background in managing enterprise software life cycles, including system implementations and upgrades, in the private healthcare and manufacturing sectors. Pam joins the OUC from the Bioengineering Division of the Orthopaedics Department at UCDHSC where she was the Research Coordinator.