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CONNECTIONS

OFFICE OF UNIVERSITY CONTROLLER

January 19 2007

EXPENDITURE CONTROL

Top billing, once again, goes to Expenditure Control. This initiative has been in effect since January 8, 2007 for SpeedTypes in Phase 1 Funds (Funds 26, 72, 78, and 80). As of this writing, the Finance System has stopped about one dozen transactions -- Journal Entries, PO Requisitions, Purchase Orders, and SPO Vouchers -- from processing due to lack of available resources. Wondering if one of these transactions belongs to you? Emails are sent out the first time a transaction fails resource check, and every ten days thereafter. Refer to the Resource Check Matrix for more information about the email schedule and who the recipient is for each transaction type. You can find the matrix in the Documentation and Additional Resources section of the Expenditure Control Initiative web page. Not sure how to resolve your available resource issue? Contact your campus controller or campus finance office.
Keep reading for more information about this latest initiative.

JOURNAL ENTRIES & EXPENDITURE CONTROL

Journal Entry (JE) processing looks a bit different since the implementation of Expenditure Control. Highlights include:

Approving JEs: Approval is now required for ALL types of JEs (actual, budget, and encumbrance) in ALL funds (not just the Phase 1 Funds of 26, 72, 78, and 80). Resource check (budget check) now runs *after* approval so it is important to approve your JEs in a timely manner. Don't wait until the last minute before month-end to do approvals. If a JE fails resource check and is still in error status when the month-end close processes run, it will be deleted.

Reminder: All JEs are subjected to resource checking. Only JEs that use Phase 1 Funds will be stopped if resource check fails.

Processing Encumbrance JEs: Approval is now required for all manual encumbrance JEs. By way of explanation, resource check must run in order to record an encumbrance. And the JE must be approved first in order to get resource check to run.

Deleting JEs: Once a JE is approved and the resource (budget) check has successfully run, the JE cannot be deleted.

Preliminary Resoure Check: This will be operational for all JE types *except* budget JEs beginning January 25th..

Information on various aspects of Expenditure Control -- such as a JE process flow chart, an FAQ (Frequently Asked Questions) document with a large JE section, and other helpful materials -- can be found in the Documentation and Additional Resources section of the Expenditure Control Initiative web page.

VOUCHERS & EXPENDITURE CONTROL

When a non-PO voucher (i.e., a Payment Voucher or Travel Voucher) is processed for payment, the Finance System will check the available resources of every Phase 1 Fund (26, 72, 78, 80) SpeedType listed on the voucher. If one of the Phase 1 Fund lines fails resource check, processing of the voucher will be stopped. A warrant will not be issued and the vendor will not be paid until the entire voucher successfully passes resource check. The program manager of the SpeedType associated with the failed transaction will receive email notification about the lack of available resources and will be instructed to take appropriate action to resolve the problem. For a list of appropriate actions, see the *Finance Procedural Statement: Expenditure Control* in the Policy and/or Procedural Statement Changes section of the Expenditure Control Initiative web page.

CONNECTIONS NEWSLETTER

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MORE REPORTING ON REPORTING

Reports for July through December have been burst to the portals on all campuses. If you have Finance System access, you can also run on-demand reports in the Reporting System. See the Reporting System Step-by-Step Guides for directions on logging in to the Reporting System, basic Reporting System navigation, and how to read/run various financial reports.

When running reports, keep in mind that the default output is html. If you want your report to run in PDF format for easy printing, or in Excel so you can work with the data, be sure to make this choice on the report parameters page. *Do not set PDF or Excel as a preference on the Reporting System home page.*

YOUR PERSONAL TRAINER: NEW TRAINING INFO IN THE PORTAL

More reasons to visit the CU System portal: You can now view your training summary for most mandatory courses offered by the University. Course registration, completion, and course quiz scores (grades) are downloaded from the Human Resources Management System (HRMS) Administer Training component. This information is presented in the new My Training page along with additional details on University-provided training.

To see your personal training record, log in to *my*CU (https://my.cu.edu) and look for the *My.Training* page.

PORTAL ANNOUNCEMENT

Speaking of the portal…The CU System portal (*my*CU) will not be available on Sunday, January 21st from 7:00 a.m. until noon. The underlying databases will be down for maintenance and security patch application.

NEW DIRECTOR OF FINANCIAL REPORTING

The Office of University Controller is pleased to welcome Randy MacLeod as the Director of Financial Reporting. Randy brings more than 25 years of business accounting and software development experience in the private sector to his work with the University. In his most recent position prior to joining CU, Randy was Director of IT and Accounting for a Denver-based computer corporation. In his new role at the University, Randy will be responsible for the Reporting System including burst reports, on-demand reporting, and ePERS. He will also be working on the design and specifications for all future financial reports. *Welcome, Randy!*